City of Lynchburg, VA

Request for Cost Estimates

Fiscal Years (FY) FY2021-2025 Five-Year Consolidated Plan, Program Year (PY) 2020-2021 Annual Action Plan, AND FY 2021-2025 Analysis of Impediments to Fair Housing Choice (AI) for The City of Lynchburg, VA

Issue Date: September 27, 2019
Due Date: October 14, 2019 at 4:00 p.m.

For Information Contact: Melva C. Walker, Grants Manager
City of Lynchburg, VA
Grants Administration Office
900 Church Street
Lynchburg, VA 24504
Email: melva.walker@lynchburgva.gov
Telephone: (434)455-3916
I. Schedule for Request for Cost Estimates

The proposed schedule of events is tentative and may be modified throughout the selection process at the discretion of the City of Lynchburg.

Issuance of the Cost Estimate Request: September 27, 2019
Cost Estimates due by: October 14, 2019 at 4:00 p.m.
Evaluation of submission: October 15-31, 2019
Contract Award: November 1, 2019

Tentatively, the final selection decision will be made and submitters will be notified of award by November 1, 2019. This schedule is subject to change by the City.

II. Contact with City of Lynchburg

The contact person for this solicitation process is: Melva Walker, Grants Manager, who can be reached at:

Email: melva.walker@lynchburgva.gov  Telephone: (434) 455-3916

Questions concerning the cost estimate request must be submitted to contact person in writing on or before date shown in the schedule above.

<table>
<thead>
<tr>
<th>Via U.S. Mail:</th>
<th>Via Delivery Services/Personal Delivery:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Lynchburg</td>
<td>City of Lynchburg</td>
</tr>
<tr>
<td>Grants Administration</td>
<td>Grants Administration Office</td>
</tr>
<tr>
<td>Office</td>
<td>City Hall, Second Floor</td>
</tr>
<tr>
<td>900 Church Street</td>
<td>900 Church Street</td>
</tr>
<tr>
<td>Lynchburg, VA 24504</td>
<td>Lynchburg, VA 24504</td>
</tr>
</tbody>
</table>

Contact with someone other than the contact person listed above, or his/her designated representative; at the City of Lynchburg concerning this request may be grounds for removal from consideration.
III. Definitions

The following definitions apply to this document and the transaction between the City and the selected submitter unless otherwise designated in the context. Terms, which are singular, may include multiple, where applicable and when in the best interests of the City:

(1) “City” means and refers to the City of Lynchburg.

(2) “Company” or “Firm” means and refers to any submitter, whether such submitter be a sole proprietor, corporation, company, partnership, company, or any other entity legally defined or recognized under the laws of the State of Texas.

(3) “Proposal” or “Submission” refers to a response submitted to Request for Cost Estimate.

(4) “Project Review Committee” means a committee established by the City to review and score the submitted Proposals. The Committee may be composed of City of Lynchburg staff, City Manager, or her designees, or other individuals selected to serve on the committee by the City.

(5) “Cost Estimate” means and refers to this Request for Cost Estimate.

(6) “Selected submission” means and refers to the submission sent to the City of Lynchburg by the Selected Firm.

(7) “Selected Firm” means the firm who is selected by the City and to whom the City Manager awards a contract for the services or commodities requested in this solicitation.

(8) “Solicitation” means an Cost Estimate Request issued by the City of Lynchburg seeking products or services described in the document.

(9) “Submitter” or “Vendor” or “Proposer” or “Contractor” or “Bidder” means a firm that submits a response to the Cost Estimate Request.

(10) “Contract documents” includes the Cost Estimate and all of the Appendices attached to the Cost Estimate Request.

(11) “Day” means a calendar day unless otherwise specifically defined.
IV. REQUESTED SERVICES

A. Scope of Services

The City of Lynchburg, Grants Administration Office (hereafter referred to as City) is seeking proposals for experienced and qualified consultants to provide consulting services to prepare: (1) an executive summary/background report for the FY 2021-2025 Five-Year Consolidated Plan; (2) the FY 2021-2025 Consolidated Plan documents that will cover the period from July 1, 2020 – June 30, 2025; (3) the First Year (PY 2020-2021) Annual Action Plan for the period beginning July 1, 2020 – June 30, 2021; and (4) the FY 2021-2025 Analysis of Impediments to Fair Housing Choice (AI) and associated documents that will cover the period from July 1, 2020 – June 30, 2025. The FY 2021-2025 Five Year Consolidated Plan, PY 2020-2021 Annual Action Plan and FY 2021-2025 Analysis of Impediments to Fair Housing Choice are due to HUD on May 15, 2020, but must be approved in draft form by the City no later than April 6, 2020 in order to allow time for public hearings. The Final documents are to be completed by May 13, 2020 for submittal of the documents to HUD.

(1) The City of Lynchburg has issued this cost estimate request for completion of FY 2021-2025 Five Year Consolidated Plan, PY 2020-2021 First Year Annual Action Plan, and Analysis for Impediments for Fair Housing Choice, for the City of Lynchburg.

(2) A detailed scope or services or specifications are attached as Appendices.

(3) A digital version of this document can be obtained from the City of Lynchburg website at: www.lynchburgva.gov/grants-administration

B. Duration of Service

The work that is the subject of this Request for Cost Estimates has to be completed by May 13, 2020.

C. Reservations by City: The City of Lynchburg reserves the right to reject any and all submittals. This issuance of this solicitation does not obligate the City to contract for expressed or implied services. The City of Lynchburg will not reimburse proposers for any costs incurred during the preparation or submittal of responses to this solicitation.

(1) Furthermore, the City expressly reserves the right to:

(a) Waive any defect, irregularity, or informality in any submittal or procedure;

(b) Extend the solicitation closing time and date;

(c) Reissue this solicitation in a different form or context;

(d) Procure any item by other allowable means;

(e) Waive minor deviations from specifications, conditions, terms, or provisions of the solicitation, if it is determined that waiver of the minor deviations improves or enhances the City’s business interests under the solicitation; and/or

(f) Extend any contract when most advantageous to the City, as set forth in this solicitation. Retain all bids submitted and to use any ideas in a bid regardless of whether or not that bid is selected.
V. REQUEST FOR COST ESTIMATE – SUBMISSION AND AWARD PROCEDURES

A. Requirements

(1) Qualified proposers should submit the proposal by email to: melva.walker@lynchburgva.gov. Proposals should be kept to the minimum necessary length to explain the proposer’s attributes and pricing. Typed responses are preferred in Times New Roman, Arial or Calibri font. Responses must be clear and may be subject to disqualification if illegible. The proposal should be complete and include the following minimum requirements. Offerors should organize the Proposals using the format described below and in the following order:

(2) Title page
(3) Table of Contents
(4) Brief history of the firm including:
(5) Years in business as an established firm;
(6) Firm principals;
(7) Size of firm (denote partnerships or subcontractors necessary to facilitate full service scope);
(8) The name, position and telephone number of contact person authorized to conduct negotiations and authorize final contracts or otherwise bind the firm to a contractual relationship; and
(9) A specific listing of services the firm is uniquely qualified to provide.
(10) Specific staff experience, by professional and educational qualifications, as it relates to providing services for the project scope including:
(11) Demonstrate firm’s ability to produce clearly written, objective Consolidated Plans, Annual Action Plans, and Analysis of Impediments to Fair Housing Choice reports;
(12) Demonstrate firm’s knowledge of 24 CFR, Part 91, Consolidated Plan Econ Planning Suite, Integrated Disbursement Information System (IDIS), and Title VIII of the Civil Rights Act of 1968 (Act), as amended, and local governments’ responsibility to affirmatively further fair housing as mandated by Section 808(e)(5) of the Act;
(13) Demonstrate firm’s experience or knowledge on topics of local, state, and/or national obstacles, practices, and issues that impact fair housing;
(14) Demonstrate firm’s experience in conducting comprehensive research including an ability to utilize technology and tools needed to interpret information and create a quality document;
(15) Demonstrate firm’s ability to complete similar projects within the stated time frame and budget.
(16) Provide a time line and schedule applicable for the proposed project.
(17) Brief summary as to why the firm(s) feels qualified to provide the requested services.
(18) List at least three current and/or past work assignments of similar nature that the firm has directly contracted to provide within the last three years as a reference. For each reference, a brief description of services provided, organizational name, contact person and title, address and telephone number shall be provided.

(19) A qualifying statement as to your firm’s registry status with the Virginia State Corporation Commission.

(20) The reasonableness and competitiveness of the Offeror’s proposed project cost, fee and/or benefits to the City. The City is not bound to select the Offeror who proposes the lowest fees or most benefits, and reserves the right to negotiate fees and/or benefits with the selected Offeror(s).

B. Modification to or Withdrawal of Submission

Submissions cannot be altered or amended after the submission deadline passes. Submissions may be modified prior to the deadline by providing a written notice to the contact person at the address previously stated. To modify a submission prior to the submission deadline:

(1) Submit a written notice of the modification WITHOUT revealing the pricing/cost or terms information. The modification should provide the addition, subtraction, or other modifications so that the final pricing/costs or terms will not be revealed to the City until the sealed proposal is opened.

(2) The written modification may be submitted by electronic transmission (email to contact person identified on Page 2) or personal delivery. The written modification must be received by the City prior to the due date and time.

A submission may also be withdrawn by providing the notice in person by a representative of the vendor who can provide proof of his authority to act for the vendor. The representative will be required to execute a receipt reflecting the submission is being withdrawn. If a submission is withdrawn before the submission deadline stated herein, the vendor may submit a new cost estimate provided the new cost estimate is received prior to the closing date and time deadline stated on Page 2. This provision does not change the common law right of a submitter to withdraw a submission due to a material mistake in the submission.

C. Submission Validity Period

A submission responding to this Cost Estimate Request signifies the vendor’s agreement that the submission and the content thereof, are valid for ninety (90) days following the submission deadline unless otherwise agreed to in writing by all parties. The submission may become part of the contract that is negotiated between the City and the successful vendor.

D. Cost to Develop Submission

Costs for developing and assembling submissions in response to this solicitation are entirely the responsibility and obligation of the proposer vendor and shall not be reimbursed in any manner by the City.
E. Evaluation and Final Selection Procedures

The proposals will be initially reviewed and evaluated by City staff using the criteria on the following page.

Following evaluation of the written proposals as submitted, selection will be made from the proposals submitted that are deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Cost Estimates. At the option of the City, Offerors may be required to give an oral presentation to clarify or elaborate on their proposal. Negotiations shall then be conducted with the selected Offerors. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted, the City shall determine which Offeror has made the best proposal and may award the contract to that Offeror. Should the City determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.
Request for Cost Estimates Evaluation Form

Request for Cost Estimates Name: Fiscal Years (FY) FY2021–2025 Five-Year Consolidated Plan, Program Year (PY) 2020-2021 Annual Action Plan, AND FY 2021-2025 Analysis of Impediments to Fair Housing Choice (AI) for City of Lynchburg

Firm Being Evaluated: ____________________________________________________________
Evaluator Name: ______________________________________________________________
Date: _______________________________________________________________________

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weight Assigned</th>
<th>Points Awarded</th>
<th>Reason(s) for Number Of Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to provide same or similar services including level of experience in working with municipalities.</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to promptly, fully and satisfactorily provide services requested in this Request for Cost Estimate</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge and Understanding of HUD’s expectations contained in the <em>Econ Planning Suite, and Fair Housing Planning Guide</em> and of HUD’s history and issues specific to Lynchburg</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methodology</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capability and experience of Proposer’s Team</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Availability and accessibility of Proposer’s Team</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to demonstrate excellent verbal, written and interpersonal communication skills</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Number of Points:</strong></td>
<td><strong>80</strong></td>
<td><strong>0</strong></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX A

Scope of Services

(I) Scope of Services Required

The City is seeking proposals from qualified consultants or firms to provide technical professional services related to writing its Fiscal Year (FY) 2021-2025 Five Year Consolidated Plan, Program Year (PY) 2020-2021 First Year Annual Action Plan, and FY 2021-2025 Analysis of Impediments to Fair Housing Choice incorporating information from city staff, citizens, and the eCon Planning Suite Template and the Fair Housing Planning Guide that is consistent with HUD’s guidelines and covers the period beginning on July 1, 2020 and ending on June 30, 2025. The PY 2020-2021 First Year Annual Action Plan covers the period beginning on July 1, 2020 and ending on June 30, 2021. The City is requesting proposals from qualified firms and individuals with proven experience in developing a Consolidated Plan or similar planning documents. The City intends to submit the Consolidated Plan, First Year Annual Action Plan, and Analysis of Impediments to Fair Housing Choice to HUD by May 15, 2020.

In addition to meeting the Federal requirements and deadline for a Consolidated Plan, Annual Action Plan, and Analysis of Impediments to Fair Housing Choice, the City is interested in encouraging meaningful public participation in the Consolidated Plan development process. The selected consultant would be expected to confer with:

1. Public and private agencies that provide health services and social and fair housing services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons;
2. State or local health and child welfare agencies in regard to the portion of its consolidated plan concerning lead-based paint hazards;
3. Adjacent governments regarding priority non-housing community development needs and local government agencies with metropolitan-wide planning responsibilities regarding problems and solutions that go beyond a single jurisdiction (e.g., transportation);
4. The local Continuum of Care that serves homeless and formerly homeless persons in the jurisdiction’s geographic area;
5. Lynchburg Redevelopment and Housing Authority (LRHA);
6. Business and civic leaders;
7. Various City of Lynchburg Departments; and
8. The Lynchburg City Council

The resulting FY 2021-2025 Consolidated Plan should provide a direct link between community goals/objectives and priority needs and should include clear direction for implementation in the accompanying First Year Action Plan framework requested and future one-year Action Plans.

The individual or company selected shall provide technical and professional services related to writing a Five Year Consolidated Plan, First Year Annual Action Plan, and Analysis of Impediments for Fair Housing Choice incorporating information from city staff, citizens, the eCon Planning Suite Template and the Fair Housing Planning Guide.
Professional planning and writing services to the City to be performed under the Request for Cost Estimates include but are not limited to:

1. Preparation, organization, writing and submission of professionally detailed and comprehensive plans in accordance with guidelines as specified by HUD;
2. Synthesize all necessary information to write all sections of the Consolidated and Annual Action Plans including but not limited to: executive summary, background program information, consultation process, needs assessment, market analysis, strategic plan, and the first year action plan.
3. Consultation with public and private agencies as outlined in 24 CFR §91.100, including those that provide assisted housing, homeless service providers and agencies, health services and social services; State or local health and child welfare agencies regarding lead-based paint hazards; adjacent units of local government, including planning agencies; public housing authorities; and jurisdictions receiving HOPWA funds within the eligible metropolitan statistical area;
4. Assist in conducting a Needs Assessment of the Consolidated Plan as outlined in the eCon Planning Suite Template, in conjunction with information obtained through consultation process as well as those provided by the eCon Planning Suites. The Needs Assessment will provide a clear picture of the City's needs related to affordable housing, community development, and homelessness. The Needs Assessment will form the basis for the Strategic Plan and the programs and projects to be administered as outlined in §91.215 and for any policy issues;

The template for Needs Assessment is based on the regulations and includes the following sections:
• Housing Needs Assessment
• Disproportionately Greater Need
• Public Housing
• Homeless Needs Assessment
• Non-Homeless Special Needs Assessment
• Non-Housing Community Development Needs

5. Assist in conducting a Housing Market Analysis as outlined in the eCon Planning Suites Template that provides a clear picture of the environment in which the City must administer its programs over the course of the Consolidated Plan. In conjunction with the Needs Assessment, the Housing Market Analysis will provide the basis for the Strategic Plan and the programs and projects to be administered.

The Housing Market Analysis template is based on the regulations and includes the following sections:
• General Characteristics of the Housing Market
• Lead-based Paint Hazards
• Public and Assisted Housing
• Assisted Housing
• Facilities, Housing, and Services for Homeless Persons
• Special Need Facilities and Services
• Barriers to Affordable Housing

6. Assist in developing a comprehensive Strategic Plan that identifies the priority needs of the City and describes strategies that the City will undertake to serve the priority needs.
The Strategic Plan section of the template includes the following screens:

- Overview
- Geographic Priorities
- Priority Needs
- Influence of Market Conditions
- Anticipated Resources
- Institutional Delivery Structure
- Goals
- Public Housing
- Barriers to Affordable Housing
- Homelessness Strategy
- Lead-based Paint Hazards
- Anti-Poverty Strategy
- Monitoring

7. Assist in developing the First-Year Action Plan – PY 2020-2021. In the Action Plan, the Consultant must provide a concise summary of the actions, activities, and programs that will take place during the program year to address the priority needs and goals identified by the Strategic Plan.

The First Year Annual Action Plan section of the template includes the following screens:

- Executive Summary
- Lead & Responsible Agencies
- Consultation
- Participation
- Expected Resources
- Annual Goals and Objectives
- Projects
- Geographic Priorities
- Affordable Housing
- Public Housing
- Homeless and Other Special needs Activities
- Barriers to Affordable Housing
- Other Actions
- Program Specific Requirements

8. Assist in conducting an Analysis of Impediments to Fair Housing Choice. The Analysis of Impediments serves as the basis for fair housing planning and provides essential information regarding any impediments to fair housing choice are defined as any actions, omissions, or decisions that restrict, or have the effect of restricting, the availability of housing choices, based on race, color, religion, sex, disability, familial status, or national origin.

The analysis services shall include the following services:

- An examination of pertinent data including demographic, income, employment and housing data as well as studies that have been completed that relate to fair housing.
- An extensive review of State and local jurisdiction’s laws, regulations, including an assessment of agencies currently providing fair housing programs in the area’
and administrative policies, procedures, and practices.

- An assessment of how those laws affect the location, availability, and accessibility of housing.
- An evaluation of conditions, both public and private, affecting fair housing choice for all protected classes.
- An identification of any impediments to fair housing in both the private and public sector because of race, color, religion, sex and disability, familial status or national origin which restrict or have the effect of restricting housing choices or availability of housing choices listed in order of priority.
- Conclusions and recommendations for action, including recommended actions to overcome identified impediments to fair housing choice, milestones, timetables, and measurable results.

9. Preparing and presenting the Draft FY 2021-2025 Consolidated Plan, Draft of PY 2020-2021 First Year Annual Action Plan, and FY 2021-2025 Analysis of Impediments to Fair Housing Choice with applicable graphics, maps, community information handouts and photographs to the public for comment and to City Council for their comment and approval as stated in A—Task List for the Consultant in this Section of the Cost Estimate Proposal. The documents should be thorough, complete, contain a format and structure that meets Federal regulations as stated in the eCon Planning Suite and The Fair Housing Planning Guide and that are ultimately approved by HUD;

10. Summarizing recommendations of the FY 2021-2025 Consolidated Plan into a reader-friendly Executive Summary using graphs, tables, pictures and charts;


(2) Summary of Deliverables

1. Executive Summary: The Executive Summary serves as an introduction and summarizes the key points of the plan. It should be written so that all readers will understand it without having to read the rest of the plan. For the Consolidated Plan, a good Executive Summary will describe the process of developing the plan, the key findings of the Needs Assessment as the basis for the priorities selected, and how the proposed goals and objectives will address those priorities. This section is comprised of:
   - Introduction
   - Summary of objectives and Outcomes,
   - Evaluation of past performance,
   - Summary of the Citizen Participation and Consultation Process,
   - Summary of public Comments, and
   - Summary of Comments not Accepted, Needs Assessment data collection, a housing market analysis (§91.210), including associated charts and narratives, a housing and homeless needs assessment (24 CFR §91).

3. Consultant to provide City with a USB flash drive copies and four (4) unbound, colored original copies of the Draft FY 2021-2025 Five-Year Consolidated Plan, PY 2020-2021 First Year Annual Action Plan, and FY 2021-2025 Analysis of Impediments to Fair Housing Choice as stated in Appendix A - SCOPE OF SERVICES that contains an Executive Summary, incorporates the background information, and other requested report contents.

4. In addition, responses to this Request for Cost Estimates must address, and be prepared to use, HUD’s eCon Planning Suite format and submit the plans in the Integrated Disbursement Information System (IDIS).

5. Consultant to provide City with a USB flash drive copies and four (4) unbound, colored original copies of the Final FY 2021-2025 Five-Year Consolidated Plan, PY 2020-2021 First Year Annual Action Plan, and FY 2021-2025 Analysis of Impediments to Fair Housing Choice as stated in Appendix B that contains an Executive Summary, incorporates the background information and other requested report contents.

(3) Fee Schedule Format

Provide a complete budget narrative and justification detailing the proposed budget that includes Labor, Overhead, Travel, and Materials. The consultant shall submit a fee and a billing schedule for completion of the scope of services and other tasks that may be necessary to prepare the requested FY 2021-2025 Five Year Consolidated Plan, PY 2020-2021 First Year Action Plan, and FY 2021-2025 Analysis of Impediments to Fair Housing Choice. Indicate the task and the hourly rate for each person who will perform work on the task, including that for subcontractors and administrative staff. Include fees for optional or additional tasks not identified in this request that you/your team would use to complete the Consolidated and Action Plans.

The City would like the consultant to complete the Final FY 2021-2025 Five-Year Consolidated Plan, the Final PY 2020-2024 First Year Annual Action Plan, and the Final FY 2021-2025 Analysis of Impediments to Fair Housing Choice by April 6, 2020 for the City Council to consider for approval prior to May 15, 2020. The schedule should contain the tasks necessary to complete the project and corresponding completion dates.

<table>
<thead>
<tr>
<th>Task No.</th>
<th>Person Performing Task</th>
<th>Hourly Rate</th>
<th>No. of Hours Spent on</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1</td>
<td>Principal</td>
<td>$85</td>
<td>1.5</td>
<td>$127.50</td>
</tr>
<tr>
<td></td>
<td>Senior Analyst</td>
<td>$75</td>
<td>4.0</td>
<td>$300.00</td>
</tr>
<tr>
<td></td>
<td>Sub-consultant</td>
<td>$30</td>
<td>3.0</td>
<td>$90.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total Cost for Task A.1</strong></td>
<td></td>
<td></td>
<td><strong>$517.50</strong></td>
</tr>
<tr>
<td>A.2</td>
<td>Principal</td>
<td>$85</td>
<td>2.0</td>
<td>$170.00</td>
</tr>
<tr>
<td></td>
<td>Senior Analyst</td>
<td>$75</td>
<td>3.0</td>
<td>$225.00</td>
</tr>
<tr>
<td></td>
<td>Sub-consultant</td>
<td>$30</td>
<td>4.0</td>
<td>$120.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total Cost for Task A.2</strong></td>
<td></td>
<td></td>
<td><strong>$515.00</strong></td>
</tr>
</tbody>
</table>
(4) Background

In late 1994, the U.S. Department of Housing and Urban Development (HUD) created the requirement for the Consolidated Plan, a comprehensive planning document of the local government and application for funding under any of the Community Planning and Development formula grant programs. The grant programs are the Community Development Block Grant (CDBG) program, HOME Investment Partnerships (HOME) program, Continuum of Care, Emergency Solutions Grant (ESG) program, and Housing Opportunities for Persons with AIDS (HOPWA) program. Other Federal programs also require that the jurisdiction receiving funds directly from HUD have an approved Consolidated Plan or that the application is consistent with the HUD-approved Consolidated Plan. Consolidated Plan regulations are found at Part 24 of the Code of Federal Regulations (CFR) in Section 91. The introduction to the Consolidated Plan regulations is in the Federal Register of January 5, 1995, Volume 60, No. 3. CDBG regulations can be found at Part 24 of the CFR, Section 570. The Analysis of Fair Housing Choice (AI) regulations can be found in Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, and local governments’ responsibility to affirmatively further fair housing as mandated by Section 808(e)(5) of the Act.

The City will utilize a HUD approved eCon Planning Suite Template, introduced in May 2012 to develop the referenced Consolidated Plan and First Year Action Plan. The HUD issued guidelines for preparing the Consolidated Plan and Annual Action Plan using eCon Planning Suite can be found on the agency’s websites at:

https://www.hud.gov/program_offices/comm_planning/about/conplan/cp_idis

Additionally, HUD requires that the City submit an Annual Action Plan prior to the start of every fiscal year that describes how Federal funds will be used toward implementing the programs and actions outlined in the Consolidated Plan.

The statutes governing the grant programs set forth basic goals for jurisdictions that use the funds. The City’s current needs include:

- Housing
- Homelessness
- Public Services
- Public Improvement
- Economic Development

As a result, the City’s Consolidated Plan will be a comprehensive document that describes the City’s housing market conditions, identifies the need for affordable housing and community development and provides strategies to address the needs over the next five years. The plan coordinates the City’s housing and economic development with other public, private and non-profit community housing providers and non-housing service agencies. The resulting Consolidated Plan will provide a unified vision for community development and housing actions with the primary goals of providing affordable housing, public services, revitalized target neighborhoods, preserve historic resources, support for homeless and special needs populations and expansion of economic opportunities.

The Analysis of Impediments (AI) to Fair Housing Choice should be prepared in accordance with all terms, conditions and specifications herein. The AI will pertain to all areas within, and only those areas within, the boundaries of the City of Lynchburg, Virginia. The AI shall be
performed and prepared in such manner as to satisfy the expectations of the HUD *Fair Housing Planning Guide*, which is available for review at: https://www.hud.gov/sites/dfiles/FHEO/documents/Fair%20Housing%20Planning%20Guide_5_08.pdf

As indicated by the *Guide*, the AI is a review of impediments to fair housing choice in the public and private sector, and involves:

A. A comprehensive review of the City’s laws, regulations, and administrative policies, procedures and practices relating to housing;

B. An assessment of how those laws, etc. affect the location, availability, and accessibility of housing;

C. An assessment of conditions, both public and private, affecting fair housing choice for all protected classes; and

D. An assessment of the availability of affordable, accessible housing in a range of unit sizes.

With the assessments above, factors that should be analyzed include, but not limited to the following:

(A) Fair housing enforcement;
(B) Access to Transportation;
(C) Employment and affordable child care options;
(D) Education options;
(E) Alternatives for persons with Limited English Proficiency;
(F) Social Service programs;
(G) City of Lynchburg’s zoning and code enforcement;
(H) How the City will work with local housing counseling agencies and other organizations to address impediments to lending and mortgage availability for qualified minority homebuyers, including lending discrimination, predatory mortgage lending, redlining, and foreclosure;
(I) Plans to educate public officials, housing providers, developers, and others of their responsibilities to protect and promote fair housing choice;
(J) An action plan to establish partnerships between housing providers, local government, and local media outlets to develop and market appropriate housing incentives to attract housing applicants to new housing market areas, if any; and
(K) A review beyond acts of intentional housing discrimination to address impediments that have a disparate effect on residents based on their protected class.

“Protected Classes” provided for under Title VIII of the Civil Rights Act of 1968, as amended, include: race, color, religion, sex, disability, familial status, and national origin. In accordance with this legislation, HUD defines impediments to fair housing choice as:

A. Any actions, omissions, or decisions taken because of race, color, religion, sex, disability, familial status, or national origin which restrict housing choices or the availability of housing choices.

B. Any actions, omissions, or decisions which have the effect of restricting housing
choices or the availability of housing choices on the basis of race, color, religion, sex, disability, familial status, or national origin.

**Note:** The State of Virginia adds Elderliness and City of Lynchburg adds Age and Marital Status to the protected classes. These additional protected classes must also be considered in the AI.

As part of performing and preparing the AI, the successful Offeror will be expected to:

A. In accordance with the City, create public awareness of the project and provide opportunities for community input by conducting public meetings, surveys and/or through other appropriate means.

B. Identify and prioritize impediments to fair housing choice, and recommend actions to address these impediments.
APPENDIX B

Preparation and Completion of Plans


(2) Preparation of the Final FY 2021-2025 Five-Year Consolidated Plan and PY 2020-2021 First Year Annual Action Plan are to be submitted by May 13, 2020.

(3) Preparation of FY 2021-2025 Final Analysis of Impediments to Fair Housing Choice (AI) is to be submitted by May 13, 2020.