

ORDINANCE NO. 23-245

AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH WADE TRIM ASSOCIATES, INC., OF DETROIT, MICHIGAN, FOR PROFESSIONAL SERVICES FOR THE PREPARATION OF THE U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT (HUD) 2024-2029 CONSOLIDATED PLAN, 2024 ONE-YEAR ACTION PLAN, AND UPDATE TO THE ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.

WHEREAS, Wade Trim Associates, Inc. will provide professional services for the preparation, coordination, administration, development and implementation of the City's Community Development Block Grant (CDBG) 2024-2029 Consolidated Plan, 2024 One-Year Action Plan, and possibly the Update to the Analysis of Impediments to Fair Housing under the rules and regulations of the U.S. Department of Housing and Urban Development Community Development Block Grant Program; and

WHEREAS, a Request for Proposals (RFP) was issued on October 30, 2023, for the preparation of the U.S. Department of Housing & Urban Development (HUD) 2024-2029 Consolidated Plan, 2024 One-Year Action Plan, and Update to the Analysis of Impediments to Fair Housing in which five (5) proposals were received, evaluated, and scored by a committee comprised of City Staff and based upon their qualifications, professional expertise and past experiences, Wade Trim Associates, Inc., of Detroit, Michigan was selected and the most qualified firm; and

WHEREAS, the cost for the professional services for the 2024-2029 Consolidate Plan and 2024 one-year Action Plan is \$27,000.00 and if requested, the cost of the Analysis of Impediments to Fair Housing is \$11,900.00 for a total cost of \$38,900.00 and these costs will be paid with Community Development Block Grant (CDBG) funds; and

WHEREAS, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to execute a contract and allow Wade Trim Associates, Inc. to complete and submit the plans to the United States Department of Housing and Urban Development by the deadline of May 16, 2024; and

WHEREAS, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments, including the Department of Community Development, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Ordinance** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. The City Manager is authorized and directed to enter into an agreement with Wade Trim Associates, Inc., of Detroit, Michigan, for professional

services for the preparation of the U.S. Department of Housing & Urban Development (HUD) 2024-2029 Consolidated Plan, 2024 One-Year Action Plan, and Update to the Analysis of Impediments to Fair Housing, a copy of which is marked Exhibit "1" and is attached to this Ordinance and is specifically incorporated as if fully rewritten herein together with such revisions or additions as are approved by the Law Director as not being adverse to the City and as being consistent with the objectives and requirements of this Ordinance and with carrying out the City's public purposes, in an amount **not to exceed** Thirty Eight Thousand Nine Hundred and 00/100 Dollars (\$38,900.00).

Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.



RICHARD R. BRADY
PRESIDENT OF THE CITY COMMISSION



ATTEST:

CATHLEEN A. MYERS
CLERK OF THE CITY COMMISSION

Passed: December 11, 2023



Wade Trim Associates, Inc.
500 Griswold Street, Suite 2500 • Detroit, MI 48226
313.961.3650 • www.wadetrim.com

November 15, 2023

City of Sandusky
Community Development Office
240 Columbus Avenue
Sandusky, OH 44870

Attention: Nicole Grohe
Community Development Program Administrator

Re: Request for Proposals and Cost for Consulting Services for Preparation of the HUD 2024-2029 Consolidated Plan, 2024 One Year Action Plan, and Update to the Analysis of Impediments to Fair Housing

Dear Nicole:

The City of Sandusky is requesting assistance with the development of a Five-Year Consolidated Plan, Annual Action Plan, and Update to the Analysis of Impediments to Fair Housing for their Community Development Block Grant (CDBG) Program. The City is an entitlement community and must prepare the Consolidated Plan to receive grant funds from the U.S. Department of Housing and Urban Development (HUD).

Wade Trim, a multidisciplinary planning and engineering firm, brings depth of experience with HUD related programs including Consolidated Plans, Annual Action Plans, Environmental Review Records, Analysis of Impediments to Fair Housing, Neighborhood Stabilization Programs, housing needs assessments, and other programs for communities and counties throughout the country. In 2014 and 2019, we completed the City of Sandusky's 2014-2018 and 2019-2023 Five-Year Consolidated Plan and look forward to updating the City's HUD documentation. Our planning staff bring expertise in the Consolidated Plan update process and comprehensive knowledge of issues and legal requirements related to the Fair Housing Act.

With Wade Trim, the City of Sandusky will get:

- A Project Manager who specializes in HUD-related programs and has successfully managed over two dozen Consolidated Plan projects for communities including the City of Sandusky.
- Seasoned team members proficient in the use of HUD's software and websites, including the HUD eCon Planning Suite and IDIS
- A comprehensive public participation and data compilation process
- Deliverables that will meet the City's needs and requirements for Plan submittal and adoption

We look forward to the opportunity to discuss our proposal with you. You may reach us at 313.961.3650 if you have any questions or need additional information.

Very truly yours,

Wade Trim Associates, Inc.

A handwritten signature in black ink, appearing to read "Jason T. Smith".

Jason T. Smith, AICP
Vice President/ Planning Area Lead

JTS:lkf
AAA 8140-23
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PROJECT APPROACH

The Five-Year Consolidated Plan, Annual Action Plan, and Analysis of Impediments to Fair Housing are required by the U.S. Department of Housing and Urban Development (HUD) for local governments to receive continued entitlement funding. The Consolidated Plan brings together one consolidated submission of the planning and application requirements for federal CDBG, HOME Investment Partnerships (HOME), Emergency Shelter/Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) grant-funded programs. The City of Sandusky receives funding through the CDBG program.

The City of Sandusky is responsible for developing and submitting their Five-Year Consolidated Plan and Annual Action Plan and wishes to work with a professional consultant to ensure all necessary components of the process are completed in a timely manner and meet HUD standards and requirements. Wade Trim will be responsible for completing the 2024-2029 Consolidated Plan, 2024 Annual Action Plan and optional task to also update the Analysis of Impediments to Fair Housing and their numerous components.

2.1 SCOPE OF SERVICES

The City of Sandusky and Wade Trim will hold a project kick off meeting to begin the planning process so that the approved Five-Year Consolidated Plan and Annual Action Plan can be submitted to HUD by May 16, 2024.

The Project Team, working in concert with City of Sandusky staff, will provide the services described

herein to complete the Five-Year Consolidated Plan, Annual Action Plan, and optional task to include updating the Analysis of Impediments to Fair Housing Choice. This scope details the responsibilities of Wade Trim as well as those of the City, as noted in the Request For Proposals.

Public Participation Component

The Consolidated Plan process will follow the current adopted City of Sandusky Citizen Participation Plan. Wade Trim proposes to attend two public hearings/meetings. Wade Trim will also provide the following services:

- Coordinate with City staff to ensure compliance with publishing and advertising requirements to allow public input once drafts of the Consolidated Plan and Annual Action Plan are prepared.
- Conduct outreach to solicit comments from the public, including a link on the City’s website and interactive on-line website/survey specific to this project.
- Prepare the necessary timelines and milestones for carrying out the public participation component.
- Attend and support the facilitation of up to two public hearings/meetings/focus groups pursuant to Federal requirements.

Consultation/Consultant Presentations

Wade Trim’s process for meetings, presentations and related tasks is outlined below. Wade Trim will:

- Meet with City staff to discuss expectations, priorities, CDBG grant administration history, available resources, strategies and timetables.
- The City will identify the key stakeholders such as local governmental agencies, social service agencies, public housing authorities, non-profit organizations, community-based organizations and other groups for public participation and consultation. The City will provide a list of these stakeholders to Wade Trim for use during the process.
- Consult on necessary advertisements for public hearings and public comment. City staff will be responsible for preparing advertisements, in addition to placement and payment of advertisements.

- Obtain information from the City that is immediately available to catapult the process, such as the existing Citizen Participation Plan, Five-Year Consolidated Plan, Annual Action Plan, public input received to date, and any other relevant information that will assist in understanding the historical context and priorities of the City.
- Establish a schedule to use as a baseline to complete the Five-Year Consolidated Plan and Annual Action Plan. The schedule will include meetings, hearings, milestones, approval processes and other critical benchmarks, as appropriate.
- Meet by phone/MS Teams with City staff to discuss draft documents. Complete any changes requested by City staff to prepare final documents.
- Conduct regular progress meetings by phone with City staff. These progress meetings will provide an opportunity to discuss options with City staff as necessary and develop priorities for incorporation into the Plan.

Development of the Components of the Consolidated Plan and Annual Action Plan

The process for developing the Consolidated Plan components is outlined as follows. Wade Trim will:

- Develop a draft Consolidated Plan that includes five-year funding goals, priorities and strategies, along with proposed accomplishments and performance measurements. The plan will follow the HUD checklist, narrative requirements and HUD guidance, taking into consideration improved ways to present and display information using eCon Planning Suite, as well as addressing Federal requirements.
- Perform a Housing and Homeless Needs Assessment to address homeless populations, needs of elders, senior housing and special needs populations.
 - This includes responding to the HUD requirement that grantees address how it will end homelessness.
 - This will also include any public input received by the City.
- Facilitate a Market Analysis to determine housing supply and demand, availability of affordable and public housing units, necessity

of affordable housing preservation, barriers to affordable housing, lead-based paint hazards and supply of housing for low- and moderate-income households.

- Develop a Strategic Plan to outline priorities, allocation methodology, target markets, beneficiaries, and challenges to creating affordable options and a plan to address special needs populations. This task will also address how the grantee plans to advance homeownership opportunities to minority groups as a part of revised regulations to bridge the gap and lessen existing disparities.
- Prepare an Annual Action Plan to outline resources that will be allotted to plan programs, identify projected outcomes and performance measures to be achieved over the 2024-2025 program year, define goals to be achieved through the CDBG Program, and map a process that develops the means to the end. A clear connection will be made between the Action Plan and Strategic Plan.
- Wade Trim will prepare information on the low- and moderate-income areas for consideration as program target areas.
- Consult on the process to select Action Plan projects through the public application process conducted by City staff.
- Assist City staff in preparing a Budget and Allocation Plan that will itemize anticipated funding over the next five years, uses of the funding and formula methodology to serve as the basis for developing an allocation plan for all activities.
- Provide Certifications to ensure compliance with all other cross-cutting Federal requirements.
- Consistent with existing City of Sandusky monitoring procedures, Wade Trim will document a Monitoring Plan that will outline the mechanisms the City will use to ensure compliance of its sub-recipients and beneficiaries of program funds. The monitoring plan will also outline frequency of monitoring and provide for grantee internal controls that measure performance, compliance and quality.
- For the duration of Wade Trim’s contract, Wade Trim will coordinate with City staff to respond to all inquiries from HUD regarding the approved Consolidated Plan and Annual Action Plan.

Update the Analysis of Impediments to Fair Housing Choice - Optional

If the City would like to proceed with an optional add-on the Analysis of Impediments to Fair Housing Choice components is outlined as follows.

Wade Trim will:

- Update the Analysis of Impediments to Fair Housing Choice according to current HUD and other Federal regulations.
- Identify impediments and recommend remedies to overcome impediments to fair housing choices.
- Consult with private agencies, public agencies, and community groups as needed.

Preparation of Plan Materials and Deliverables

Following the public participation process and development of the Consolidated Plan and Annual Action Plan sections, Wade Trim will prepare Plan materials as follows:

- Provide a draft Consolidated Plan and draft Action Plan for City staff review and comment. Wade Trim will provide two bound copies, one unbound copy, and one electronic copy (Adobe .pdf) of the Draft Five-Year Consolidated Plan and Annual Action Plan no later than six days prior to distribution for public comment.
- Make plan changes or corrections requested by City staff in response to the draft documents.
- Make changes or corrections to the draft documents as necessitated by public hearings and public comment no later than 30 days prior to the City Commission public hearing to approve the Consolidated Plan.
- Once the draft is finalized, Wade Trim will provide four bound copies, one unbound copy and one electronic copy (Adobe .pdf) of the Final Five-Year Consolidated Plan and Annual Action Plan.
- Provide the Five-Year Consolidated Plan and Annual Action Plan to City staff for submission to HUD including any supporting maps, tables, charts or graphics, consistent with updated IDIS requirements.
- Wade Trim will ensure that all appropriate information is entered into IDIS online for viewing by the City. The City will be responsible to initiate the submission of the plans through IDIS online.

- Upon final payment, Wade Trim will provide all electronic files (Microsoft Word, Microsoft Excel or other formats) including complete Adobe .pdf files of the adopted Five-Year Consolidated Plan and Annual Action Plan.

2.2 ADDITIONAL SERVICES NOT INCLUDED IN SCOPE

Any additional services not included in this Scope will be provided at an additional fee.

SCHEDULE

The City has a set date with HUD for submission of their Final Five-Year Consolidated Plan and Annual Action Plan. Wade Trim will work with the City to ensure the May 16, 2024 date is met. Our proposed schedule is presented in Exhibit 1.

Exhibit 1 Proposed Project Schedule	
DATE	TASK
December 1, 2023	Project Award (estimated)
December 14, 2023	Kick-Off Meeting - Project Team meets with City staff to discuss expectations, priorities, history, available resources, strategies and timetables. Begin to develop Consolidated Plan/Action Plan components: research, compile and analyze data, and begin drafting assessment reports.
January 1, 2024	City Decides whether to update AI Report
January/February 2024	Public Outreach (Meetings and Survey)
March 14, 2024	Submit Final Draft Documents to City staff for review (CPD, AAP and AI)
March 22, 2024	30-day Public Comment Period begins
April 22, 2024	Final Public Hearing with City Commission. City Commission approves the 2019-2023 Consolidated Plan and 2019 Action Plan. 30-day Public Comment Period ends.
April 26, 2024	Wade Trim submits final 2019-2023 Consolidated Plan and 2019 Action Plan to City for signatures (SF424, Certifications, etc.)
May 16, 2024	Deadline for City to submit 2019-2023 Consolidated Plan and 2019 Action Plan to HUD for review
May 16, 2024	HUD 45-day Review Period begins
July 1, 2024	City of Sandusky CDBG Program Year begins

COST

Wade Trim will provide the services for development of a Five-Year Consolidated Plan, and Annual Action Plan as described in our November 17, 2023, proposal for the lump-sum fee of \$27,000.

The optional cost to add an Updated Analysis of Impediments would be an additional \$11,900.

The total lump-sum fee of \$38,900.

The proposed fees are inclusive of expenses and travel. A breakdown of fees by task is shown in Exhibit 2.

Exhibit 2 Proposed Project Cost	
TASK	FEE
In-Person Kick-Off Meeting	\$850
Consultation/Meetings	\$3,000
Five-Year Consolidated Plan	\$15,500
Annual Action Plan	\$5,150
Document Production/Submittal	\$2,500
Subtotal	\$27,000
Optional Item: AI Report Update	\$11,900
Grand Total	\$38,900