

REPORT

**DATE ISSUED:** December 1, 2008

**REPORT NO:** HCR 08-131

**ATTENTION:** Chair and Members of the Housing Commission  
For the Agenda of December 19, 2008

**SUBJECT:** Award of Contract for the 2010-2014 San Diego Regional Analysis of  
Impediments

**REQUESTED ACTION:**

That the Housing Commission award a contract for the preparation of the 2010-2014 Analysis of Impediments (AI).

**STAFF RECOMMENDATION:**

Authorize the Executive Vice President & Chief Operating Officer or designee to execute a contract with Veronica Tam & Associates in the amount of \$56,644 for the preparation of the AI.

**BACKGROUND:**

Consolidated Plan regulations (24 C.F.R. 91) require each state and local jurisdiction that receives entitlement grant funds from the U.S. Department of Housing and Urban Development (HUD) to submit a certification that it is affirmatively furthering fair housing. This means that it will (1) conduct an analysis of impediments to fair housing choice every five years; (2) take appropriate actions to overcome the effects of impediments identified through that analysis; and (3) maintain records reflecting the analysis and actions.

The City of San Diego Five Year Consolidated Plan will be prepared in May 2009 and as such an AI must also be prepared. The development of the AI is a joint effort of thirteen San Diego County jurisdictions that receive entitlement grant funds from HUD.

The Fair Housing Resource Board (FHRB) is a coalition of fair housing organizations, community based groups, concerned citizens, representatives of the housing industry, and thirteen San Diego County jurisdictions that receive entitlement grant funds. The FHRB issued a Request for Proposals (RFP) for the preparation of the AI. One proposal was submitted by Veronica Tam and Associates. After review, the Selection Committee agreed that the proposal was responsive and exceeded the RFP evaluation criteria. The FHRB recommended Tam & Associates to prepare the AI.

Each San Diego jurisdiction is responsible for a portion of the cost of the AI preparation. The portion of the cost is directly correlated to the percentage of Community Development Block Grant (CDBG) dollars received by each jurisdiction. (See Attachment A). The FHRB will provide contract administration with all participating jurisdictions.

**FISCAL CONSIDERATIONS:**

Funding for this contract is included in the FY09 Budget previously approved by the Housing Commission on April 28, 2008 and the Housing Authority on June 10, 2008.

**COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:**

The AI RFP was drafted and approved by the FHRB. The FHRB forwarded the RFP to each jurisdiction's appropriate contractor list. The RFP was noticed in the *San Diego Union-Tribune*. The FHRB Selection Committee included a program analyst from the Housing Commission.

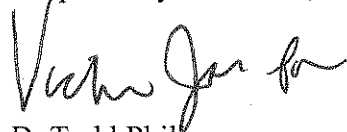
**ENVIRONMENTAL REVIEW:**

This action is not considered a project under the California Environmental Quality Act Sections 15060(c)(3) and 15378. This action is also exempt from the National Environmental Policy Act under Section 58.34(a)(3) administrative and management activities.

**KEY STAKEHOLDERS & PROJECTED IMPACTS:**

Stakeholders include the City of San Diego and the 12 participating jurisdictions that receive entitlement grant funds and are therefore required to submit an AI to HUD.

Respectfully submitted,



D. Todd Phillips  
Director, Policy  
& Public Affairs

Approved by,



Carrol M. Vaughan  
Executive Vice President &  
Chief Operating Officer

Attachments: CDBG/AI Percentages

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ATTACHMENT A

	CDBG FY08 Allocation	% Total CDBG FY08 Allocation	\$ of AI Contract Cost
City of San Diego	\$ 14,851,609.00	48.24%	\$ 54,969.94
County of San Diego	\$ 4,637,376.00	15.06%	\$ 17,164.22
Chula Vista	\$ 1,973,771.00	6.41%	\$ 7,305.48
Oceanside	\$ 1,788,498.00	5.81%	\$ 6,619.73
Escondido	\$ 1,709,019.00	5.55%	\$ 6,325.56
El Cajon	\$ 1,234,449.00	4.01%	\$ 4,569.04
Vista	\$ 1,171,239.00	3.80%	\$ 4,335.08
National City	\$ 1,092,595.00	3.55%	\$ 4,044.00
San Marcos	\$ 690,388.00	2.24%	\$ 2,555.32
Carlsbad	\$ 499,044.00	1.62%	\$ 1,847.10
La Mesa	\$ 433,203.00	1.41%	\$ 1,603.41
Encinitas	\$ 396,456.00	1.29%	\$ 1,467.39
Santee	\$ 311,713.00	1.01%	\$ 1,153.74
Total	\$ 30,789,360.00	100.00%	\$ 113,960.00