



2023-2027 Consolidated Plan and 2023-2024 Action Plan Development Process

Sharon Burkley, Community Development
Planning Manager
Neighborhood Services Department
Community Development Council
Wednesday, January 11, 2023



CONSOLIDATED PLAN

PRESENTATION OVERVIEW

- Background
- Consolidated Plan Grants
 - CDBG
 - HOME
 - ESG
 - HOPWA
- Eligible Activities
- RFQ Process
- Applicant Submissions
- Scoring Summary
- Consolidated Plan Consultant Selection
- Consolidated Plan Timeline
- Questions/Comments



HUD GRANTS OVERVIEW

Grant Program Year: October 1-September 30
Consolidated Plan (ConPlan)

- Five-Year Strategic Plan
- Due August 15, 2023
- Includes 2023-2024 Annual Action Plan
- Four sections (Process; Needs Assessment Housing Market Analysis; Strategic Plan)
- No Section Updates/Changes



5-Year Consolidated Plan
(will submit to HUD August 2023)



Annual Action Plans
(Application/Budget submitted to HUD to receive annual grant funds)



ELIGIBLE ACTIVITIES

Community Development Block Grant (CDBG)

PUBLIC SERVICES/COMMUNITY DEVELOPMENT

Serving low-to-moderate families

- Housing rehabilitation
- Community Development
- Sidewalk/Street Repairs
- Public facilities improvements
- Public Services including, but not limited to:
 - Job Training and Employment Services
 - Child Care Services
 - Housing Counseling Services
 - Youth Services
 - Tutoring and Educational Services
 - Senior Services/Aging In Place
 - Architectural Barrier Removal



ELIGIBLE ACTIVITIES

Home Investment Partnerships Program (HOME)

AFFORDABLE HOUSING FOR LOW-TO-MODERATE INCOME HOUSEHOLDS

- Homebuyer Assistance
- Single Family New Construction
- Multifamily New Construction





ELIGIBLE ACTIVITIES

Emergency Solutions Grant (ESG)

SERVICES FOR THE HOMELESS OR PERSONS AT-RISK OF HOMELESSNESS

- Homeless Prevention
- Street Outreach
- Shelter Operations
- Rapid Re-Housing



ELIGIBLE ACTIVITIES

Housing Opportunities for Persons with AIDS (HOPWA)

SERVICES FOR PERSONS WITH HIV/AIDS

- Short-Term Rent, Mortgage and Utility (STRMU) Services
- Supportive Services
- Tenant-Based Rental Assistance (TBRA)
- Facility-Based Operations
- Administration



RFQ PROCESS

- Request for Qualifications (RFQ) application issued November 15
- Due December 15
- Public Notice published November 13
- Seeking consultant for development and preparation of Consolidated Plan that will align and focus HUD funding
- Assess affordable housing and community development needs and market conditions
- Recommend data-driven, place-based investments



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RFQ PROCESS

- Expertise in the following areas:
 - Neighborhood and Community Planning
 - Community Development
 - Housing
 - Community Engagement
 - Use of federal HUD block grant funds
- Envision ambitious effort to deeply engage the following:
 - Residents
 - Property Owners
 - Community Leaders/Organizations
 - Community Stakeholders



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RFQ PROCESS

- RFQ to be Issued November 15
- Submittal Deadline **December 15**
- Direct mail/email to recommended consultants/organizations
- Advertise nationally
 - American Planning Association
 - Texas Chapter of the APA
 - National Community Development Association
 - NCDA Region VI
- RFQ scoring team to rate and select up to 3 teams to interview
- Interview finalists December 19-21 *(if deemed necessary)*

**Request for Qualifications (RFQ)
Consolidated Plan (2023-2027)**

A project of:
Neighborhood Services Department
City of Fort Worth, Texas

Schedule

Date	Action
November 15, 2022	Issue RFQ
November 30, 2022	Questions and Requests for Clarification Regarding RFQ Due. All Questions Submitted Via Email to: Sharon.Burkley@fortworthtexas.gov
December 5, 2022	Addenda Issued, if Needed
December 15, 2022	RFQ Submittal Deadline
December 19-21, 2022	Interview Finalists
December 30, 2022	<i>(if deemed necessary by the evaluation panel, in its sole discretion)</i>
January 30, 2023	Preferred Firm Notified of Contract Negotiations Status
February - April, 2023	City of Fort Worth Authorizes Contract
May-July, 2023	Final Contract Work
August, 2023	Consolidated Plan Reviewed by the Neighborhood Services Department, City Manager's Office, Community Development Council & City Plan Commission. Consolidated Plan Adopted by City Council





RFQ PROCESS

PROJECT MANAGEMENT TEAM

- Amy Connolly Assistant Director
- Sharon Burkley Community Development Planning Manager
- Chad LaRoque Housing Development Manager
- Terrance Jones Neighborhood Services Manager
- John Cain Neighborhood Development Manager

- Review proposals; make recommendation for consultant
- Oversee the development of the plan
- Work closely with the selected consultant



APPLICATION SUBMISSIONS

REQUEST FOR QUALIFICATIONS



RFQ APPLICANTS

- TDA Consulting
- WFN Consulting
- JQUAD Planning Group
- Karen Dash Consulting

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TDA CONSULTING

Laurinburg, NC

www.tdainc.org



National consulting services and training provider that provides professional services, develops training curricula, and delivers workshops related to community development programs and activities

- Small, minority, woman-owned business
- Providing technical assistance services since 1998
- National consulting firm
- Developed Consolidated Plans for: San Antonio, TX; Lubbock, TX; Tulsa, OK; Shreveport, LA; Brownsville, TX; Charleston, SC; Greensboro, NC
- Outreach includes eight (8) community meetings: Two for advocacy groups; Two for nonprofit service providers and affordable housing developers; Two for fair housing-related organizations; Two for governmental agencies

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FORT WORTH



**WFN
CONSULTING**
Marietta, GA
www.wfnconsulting.com



Wholly-owned subsidiary focused on short-term engagements for municipal clients that need assistance on a variety of topics

- Founded in 1981; consulting subsidiary created in 2009
- Equips local jurisdictions with all the necessary planning, research application assistance, implementation, monitoring, reporting assistance, and oversight of HUD grants
- Team includes local practitioners working with HUD grants
- Developed Consolidated Plan for: San Bernadino County, CA; Phoenix, AZ; Metro Nashville and Davidson County, TN; St. Louis County, MO; Maricopa County, AZ
- **IMPACT Stakeholder Engagement Model**
 - Identify the Stakeholders
 - Market the Process
 - Public Participation
 - Active Listening
 - Collaborative Review
 - Transition the Momentum

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FORT WORTH



**JQUAD PLANNING
GROUP**
Plano, TX
www.jquad.com



For the past 25 years, JQUAD has worked with numerous government entities, non-profits and private industry to shape healthy, thriving communities across the United States

- Located in metroplex area
- Established 1994
- National consulting firm
- Specializes in housing, community, and economic development consulting
- Developed Consolidated Plans for: Little Rock, AR; Baton Rouge, LA; Columbia, SC; Amarillo, Arlington, Dallas, Grand Prairie, San Antonio, Port Arthur, Mesquite, TX
- Outreach includes development of Public Relations Campaign, strategic planning sessions, and use of electronic clickers to ensure all voices are heard
- Subcontracting with J. Williams Group (Community Engagement/Planning), Simon Engineering and Consulting (Professional Design Services Company)

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KAREN DASH CONSULTING

Wilmington, NC

www.karendashconsulting.com



Full-service consulting firm providing strategic planning, program evaluation, and management consulting services to national clients in the government, educational, non-profit, and corporate sectors

- Woman-owned business
- Founded in 1993; provided professional consulting services throughout the U.S. for over 11 years
- Offers a multi-disciplinary team, including public policy professionals, analysts, real estate professionals, and a former HUD Senior Community Planning Development Representative with 20 years of experience
- Developed Consolidated Plan for: Pinal County, AZ; Glendale, AZ; Allen, TX
- Outreach includes up to six (6) Public Meetings, online and paper community needs surveys, and 15-20 stakeholder interviews

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APPLICANT INTERVIEWS

Wednesday, December 21

- Give a brief overview of the team that will be assigned to work on the Consolidated Plan. How will this work team reflect the diversity of Fort Worth?
- Based on previous experience, what lessons have been learned in preparing and completing a Consolidated Plan? What challenges have you had to overcome? How?
- If awarded, what would be the implementation strategy for your organization in the first 90 days?
- What is the plan for community engagement? What steps will be taken to ensure that the citizens of Fort Worth are heard and a part of the process? Describe the marketing/outreach plan.
- Does your organization have experience preparing an Analysis of Impediments to Fair Housing? If so, in what capacity?
- Provide the process of completing a previous Consolidated Plan for a city similar in size to Fort Worth. What were the pros/cons?
- The City of Fort Worth is comprised of nine (9) Council Districts and will soon expand to eleven (11). What strategy will be undertaken to communicate with the Councilpersons as well as their constituents?
- The Consolidated Plan has a very structured timeline. How do you anticipate managing delays or time constraints in the process?
- What experience does your organization have with working in the HUD Integrated Disbursement and Information System (IDIS) used to prepare and submit the final Consolidated Plan? Have you submitted a Plan using IDIS previously?
- Do you plan or anticipate the need to subcontract or partner with any other organizations to ensure completion of the proposed project?

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SCORING SUMMARY

Scoring Team

- Victor Turner, Director
- Chad LaRoque, Community Development Manager
- Terrance Jones, Neighborhood Services Manager
- Lori Dickinson, Management Analyst

A: COMMUNITY ENGAGEMENT	AVAILABLE POINTS
Experience in planning/conducting Public Hearings/Meetings	10
Agency provides a detailed marketing/outreach plan to connect with stakeholders at all levels	10
Describes method to utilize community input to determine recommended goals/objectives for Consolidated Plan	10
Section Total	30
B: AGENCY EXPERIENCE	AVAILABLE POINTS
Experience successfully completing Consolidated Plan(s)	15
Knowledge/experience in working with IDIS	5
Section Total	20
C: TEAM EXPERIENCE	AVAILABLE POINTS
Neighborhood & Community Planning – experience with working in neighborhoods and with community organizations, general public	10
Community Development – experience in working with municipalities of similar size; coordination with stakeholders (Council/NSD Staff/Partners)	10
Federal Block Grant Funds – experience working with HUD grants	10
Section Total	30
D: PROJECT DELIVERY	AVAILABLE POINTS
Clear plan for completion of ConPlan from implementation to submission	5
Agency has capacity to complete proposed project	5
Section Total	10
E: DIVERSITY	AVAILABLE POINTS
Program staff includes a diverse, multi-disciplinary team representative of the City of Fort Worth	5
Agency provides clear description of team and specific roles of team members assigned to complete proposed project	5
Section Total	10



SCORING SUMMARY

*Selected Consultant:
JQUAD Planning Group*

Consultant Name	Scoring Area	Score
TDA Consulting	Community Engagement	22
	Agency Experience	17
	Team Experience	25
	Project Delivery	8
	Diversity	7
		79
WFN Consulting	Community Engagement	21
	Agency Experience	17
	Team Experience	25
	Project Delivery	8
	Diversity	7
		78
JQuad Planning Group	Community Engagement	24
	Agency Experience	19
	Team Experience	26
	Project Delivery	9
	Diversity	9
		87
Karen Dash Consulting	Community Engagement	17
	Agency Experience	12
	Team Experience	19
	Project Delivery	6
	Diversity	3
		56



CONPLAN TIMELINE

DATE	TOPIC
October 12, 2022	CDC Meeting: Review Consolidated Plan Process
November 8, 2022	CDC Meeting – RFQ Process/Plan
November 15, 2022	Issue Request for Qualifications (RFQ) to select consultant
November 30, 2022	Addenda Issued, If Needed
December 14, 2022	CDC Meeting – RFQ Proposal Update
December 15, 2022	RFQ Submittal Deadline
December 19-21, 2022	Interview Finalists (<i>if deemed necessary</i>)
December 30, 2022	Preferred Firm Notified/Contract Negotiations Begin
January 11, 2023	CDC Meeting – Consultant Selection
February 8, 2023	CDC Meeting – Consultant Introduction
February 14, 2023	City of Fort Worth Authorizes Contract
February – April, 2023	Firm Conducts Work

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CONPLAN TIMELINE

DATE	TOPIC
February 1, 2023	Issue PSA RFP
February 8, 2023	CDC Meeting – PSA Scorecards
March 8, 2023	CDC Meeting – ConPlan Public Hearing
March 15, 2023	PSA Proposals Due
April-June, 2023	Consolidated Plan Reviewed by NSD, CMO, CDC, City Plan Commission
April 12, 2023	CDC Meeting – PSA Proposal Review
May 10, 2023	CDC Meeting – Funding Recommendations; ConPlan/Action Plan Public Hearing
June 13, 2023	Neighborhood Quality & Revitalization Committee – Funding Recommendations
June 20, 2023	City Council Work Session – Funding Recommendations
June 30, 2023	30-Day Public Comment Period Begins
July 12, 2023	ConPlan/Action Plan Public Hearing – Staff
July 31, 2023	30-Day Public Comment Period Begins
August 8, 2023	ConPlan/Action Plan Public Hearing; Consolidated Plan Adopted by City Council
October 1, 2023	2023-2024 Program Year Begins

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Questions?

