



Housing Needs Assessment Draft Scope of Work

Task 1. Kick-Off Meeting and Background Review

PES will participate in a kick-off meeting with representatives of the CRA and other entities as desired to discuss the city's housing needs, tools available to the CRA and the City and potential housing projects for the three community redevelopment areas. PES will review existing background reports and studies in preparation for that meeting.

Task 2. Stakeholder Interviews

PES will spend three days interviewing stakeholders, including housing advocates, developers and others to elicit inputs on constraints on affordable housing development, current efforts and planned projects. We will rely on CRA staff to arrange small group meetings and individual stakeholder interviews.

Task 3. Socioeconomic and Demographic Analysis

PES will analyze socioeconomic conditions and demographic trends in the metropolitan area, the City as a whole and the Urban Core, Eastside and Westside Community Redevelopment Areas, drawing on data from the U.S. Census, the American Community Survey and ESRI, a private demographic data provider. The analysis will include trends in population, households, race and ethnicity, household income, household type and composition, household size, householder age, employment by occupations and industry, educational attainment and means of transport. Maps, tables and graphics will illustrate the trends.

Task 4. Existing Housing Market Conditions

PES will document current housing market conditions with a particular focus on the city's rental housing stock. Inventory data regarding age, vacancies, rents and home values will be drawn from the American Community Survey, supplemented by rental housing inventories, assisted housing inventories, building permit data, development pipeline information and recent housing unit sales.

PES will review recent construction and the current development pipeline by project, based on data provided by Planning Services, to quantify the pace and type of construction and identify locational patterns to better understand the private market activity.



We will prepare an inventory of all HUD-assisted and Low-Income Housing Tax Credit developments as well as any other housing developments that have received financial support from the City, analyzing the distribution of units by type, size, income levels served and geography. Developments with expiring affordability restrictions will be identified.

Drawing on a comprehensive inventory of rental developments in the City and region prepared by Axiometrics, PES will prepare an in-depth analysis of the City's rental housing stock, including the mix of housing types and sizes, vacancy rates, rent trends and year built. We will work with the housing inspections staff to identify developments with building code violations.

From these data, PES will prepare an inventory of affordable housing units in developments of 10 or more units (both committed affordable and naturally occurring units) and will identify those at risk for loss.

The inventory will be reorganized to provide estimates of the number of rental and homeownership units available for households at the following income levels: less than 30% of Area Median Income (AMI); 30% - 50% of AMI; 50% - 60% of AMI; 60% - 80% of AMI; 80% - 100% of AMI; 100% - 120% of AMI; and above 120% of AMI.

On the homeownership side, PES will purchase and analyze home sales data to document sales trends by housing type, size and price for the city and by community redevelopment area.

Task 5. Needs Assessment Report

PES will prepare a report that documents the Task 4 housing needs assessment and identifies and quantifies affordable housing deficiencies for the City and the three community redevelopment areas, incorporating graphics, tables and maps. A technical appendix will provide more detailed tabular data.

Task 6. Market Constraints and Opportunities

PES will identify and discuss market constraints that inhibit the production of additional affordable housing, including quantity, quality, housing types and development patterns, supply and demand metrics, affordability thresholds, policies, land development regulations and funding. These issues will be revealed primarily through existing studies and the Task 2 stakeholder interviews.



A memorandum (with accompanying tables) will identify key issues that should be addressed in the Urban Core Community Redevelopment Plan, the Westside Community Redevelopment Plan and the Urban Infill and Redevelopment Area Plan (UIRAP)/Eastside Neighborhood Community Redevelopment Plan.

Task 7. Affordable Housing Projects and Programs

Based on the housing needs identified in Task 5, CRA and stakeholder inputs, the Urban Core Community Redevelopment Plan recommendations and other plans for the Eastside and Westside areas, PES will identify specific affordable housing projects and programs for the three community redevelopment plans. We will recommend programs, projects, policies, land development regulations and housing design, funding mechanisms and other related strategies for affordable housing.

Task 8. Draft Plan Amendments

PES will draft amendments to the three Community Redevelopment Plans for CRA review and approval, coordinating with DPZ.

Task 9. Presentation

PES will present the draft amendments and receive feedback from the CRA.

Task 10. Final Plan Amendments

Based on the CRA feedback, PES will finalize the plan amendments for the three areas' community redevelopment plans.

Task 11. Technical Support

PES will provide technical support during the redevelopment plan adoption process including Planning Board approval, Community Redevelopment Agency approval, City Council public hearing and City Council approval. We anticipate that this will primarily involve answering questions, editing text and other activities that can be handled from our office. We have assumed attendance at the Planning Board, CRA and City Council meetings and one public hearing.