PROJECT SCOPE OF WORK & SCHEDULE – City and UGA

Action 1: Conduct a housing study to determine the number of existing housing units including their size, type, and value. The collected information will result in a better understanding of the character of the city's housing stock and lead to an assessment of the need for additional housing types. Existing Conditions Review.

Steps/ Deliverables	Description	Date Updated 2/16/22
Step 1.1	Collect data on type, size, cost, and age of housing in the city utilizing the newest data possible.	~~Jan-May 2022~~ June – Aug 2022
Step 1.2	Collect data on rental properties (e.g. type, size, cost, and age) and percentage of housing stock.	~~Jan-May 2022~~ June – Aug 2022
Step 1.3	Gather and analyze trends, including population, employment, and income. Specifically, quantify existing and projected housing needs for all income levels, including extremely low-income households, with documentation of housing and household characteristics, cost-burdened households, sufficient to update the housing element of the comprehensive plan.	~~Jan-May 2022~~ June – Aug 2022
Step 1.4	Analyze data to quantify existing and projected housing needs for all income levels.	~~Jan-May 2022~~ June – Aug 2022
Step 1.5	Create a map of the housing inventory that illustrates the information gained. Showing where the different types of housing are located or clustered within the community.	~~Jan-May 2022~~ Sep 2022
Deliverable 1	**Existing Conditions and Needs Analysis Report**	**Sep 30, 2021** ~~**May 2022**~~

Action 2: Provide for participation and input from community members, community groups, local builders, local realtors, nonprofit housing advocates, and other groups. Public Engagement. This action will be in coordination and run concurrently with the other planning processes.

Steps/ Deliverables	Description	Date
Step 2.1	Create a public engagement plan that allows all community members to provide input.	~~Feb–May 2022~~ July 2022
Step 2.2	Conduct public outreach to develop goals and objectives.	Aug - Jan 2022
Step 2.3	Develop stakeholder groups to gather input from housing advocates, housing providers, and social service organizations. Stakeholders may include residents, developers, neighborhood associations, tenants, and religious organizations.	~~Feb – Nov 22~~ Ongoing-Jan 2023
Step 2.4	Provide a simulation-based tool for public engagement on housing (~~example~~ Balancing Act). To break down the housing process in a highly visual way and engages interested parties. Presenting residents with the tough decisions faced by city officials and gathers feedback and communicates housing goals. • Obtain from residents on how they would meet housing goals • Provide an interactive map showing where housing could be placed • Needs online and in-person sessions • Can be used for specific parcels, the density of an area, or type of housing	City purchase Feb/March 2022 ~~Feb.~~ Nov – Dec 2022
Step 2.5	Present progress throughout to boards, subcommittees, commissions, and City Council for feedback.	Ongoing & April 2023
Deliverable 2a	**Public Engagement Plan**	July 31, 2022 ~~May~~ 2022
Deliverable 2b	**Summary of Public Engagement Results**	Feb 28, 2023

Action 3: Evaluation of Policies and Tools for Increasing Housing Diversity. Evaluate current policies and barriers to the development of more diverse housing types. Develop policies and actions to implement recommendations of the housing study that complement the goals of the city's comprehensive plan.		
Steps/ Deliverables	**Description**	**Date**
Step 3.1	Review and analyze the comprehensive plan - housing element adopted pursuant to RCW36.70A.070 identifying strengths and weaknesses.	Nov 2022 – Jan 2023
Step 3.2	Review and analyze the current zoning and development regulations, and policies regarding housing identifying strengths and weaknesses.	Nov 2022 – Jan 2023
Step 3.3	Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing and identify policies and regulations to address and begin to undo these impacts.	Nov 2022 – Jan 2023
Step 3.4	Develop strategies to increase the supply of housing, and the variety of housing types needed to serve all housing needs identified for the City and its UGA.	Nov 2022 – Jan 2023
Step 3.5	Develop strategies and include in the plan for consideration of homes and housing units that are located in high-risk flood-prone areas that may need to be relocated outside of the floodplain.	Nov 2022 – Jan 2023
Step 3.6	Review strategies for adequate provisions for existing and projected needs of all economic segments of the community, including documenting programs and actions needed to achieve housing availability including gaps in local funding, barriers such as development regulations, and other limitations.	Nov 2022 – Jan 2023
Step 3.7	Develop anti-displacement strategies, including strategies to minimize displacement of low-income residents resulting from the potential redevelopment.	Nov 2022 – Jan 2023
Step 3.8	Provide a measurement of expected outcomes with various scenarios under consideration. This step may include public workshops for additional feedback.	Nov 2022 – Jan 2023
Step 3.9	Review potential for displacement of communities of color, foreign-born and low-income households.	Nov 2022 – Jan 2023
Step 3.10	Research best practices for cities in terms of the overall housing portfolio to identify targets for housing type distribution. (For example, what % of housing does a city need of each housing type to serve the community and have sustainable tax revenues.)	Nov 2022 – Jan 2023
Step 3.11	Provide benchmark numbers (data) for all housing types and classifications (numbers, percentages) for Centralia and provide recommendations on how to achieve a balance housing portfolio.	Nov 2022 – Jan 2023
Step 3.12	Develop a map recommending where different housing types can be developed in the future (City and UGA) including potential expansion of the Urban Growth Boundary.	Nov 2022 – Jan 2023
Step 3.13	Develop an implementation plan to include proposed amendments to the comprehensive plan and zoning regulations.	Nov 2022 – Jan 2023
Step 3.14	Develop a schedule of prioritized programs and actions to implement the recommendations of the housing plan.	Nov 2022 – Jan 2023
Deliverable 3	**Draft Centralia Housing Assessment and Action Plan based on analysis from Actions 1 and 2.**	**Dec 2022**
3a	**Strategies, policies, and implementation**	**Jan 2023**
3b	**Draft Plan**	**Jan 2023**

Action 4: Project Adoption. Amendments to the comprehensive plan and other regulations to implement the recommendations identified in the Housing Assessment and Action Plan.		
Steps/ Deliverables	Description	Date
Step 4.1	Public Hearings. (Staff reports, compile outreach summaries and supporting data.) Public hearings before Planning Commission and City Council	Jan-Apr 2023
Step 4.2	Make changes to amendments per Planning Commission recommendations.	Jan-Apr 2023
Step 4.3	Prepare ordinance and/or resolution for Council	Jan-Apr 2023
Step 4.4	Adoption of Plan by the City Council	March-May2023
Deliverable 4	Adopt Centralia Housing Assessment and Action Plan	May 31, 2023

Note: A detailed project schedule may be developed through consultation between City and the Consultant during the internal kick-off meeting.

BUDGET

The billing shall conform to the required funding for tasks as identified in the following table:

Action / Deliverables	Payments
Deliverable 1. Existing Conditions and Needs Analysis Report	25%
Deliverable 2. Public Engagement Plan and Results	25%
Deliverable 3. Draft Centralia Housing Assessment and Action Plan – 75% completed	25%
Deliverable 4. Adopted Centralia Housing Assessment and Action Plan Adoption of the CHAAP by City Council and approved by Washington State Department of Commerce. After adoption, a final hard copy, digital Word, and PDF copy are provided to the City.	25%
TOTAL	**100%**