



to **Jillian Zeiger, Planner**  
from **Scott Davidson, Contract Services Director**  
re **County of Marin AFFH Task Order Scope of Work and Budget Estimate**  
date **07/28/2021**

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### **Project Understanding**

Operating under an agreement with MIG, Veronica Tam and Associates (VTA) will prepare AFFH (Affirmatively Furthering Fair Housing) analysis to be used by the following Marin County Jurisdictions as part of their Housing Element Update:

- Sausalito (De Novo Planning Group)
- Tiburon (Christine O'Rourke)
- Corte Madera (Christine O'Rourke)
- Fairfax – EMC
- Marin County Collaborative (Larkspur, Ross, Belvedere, San Anselmo) – EMC
- Mill Valley (DKS for outreach)
- San Rafael (Barry Miller)
- Novato – Unknown

VTA will generate information for each jurisdiction as described in the following phases. Each jurisdiction will be responsible for engaging the community, addressing community specific needs, and incorporating the information in their Housing Element.

AB 686 (Affirmatively Furthering Fair Housing) compliance has become one of the most significant changes to the Housing Element requirements. The principles of and analysis for AFFH must be used to inform the Housing Element development process. In response to HCD guidance, our scope of work proposes to conduct the AFFH analysis in phases.

### **Scope of Work**

#### **Phase 1: AFFH Existing Conditions Maps for Informing Community Outreach and Sites Selection**

VTA will attend a kickoff meeting to discuss the process and expectations with the jurisdictions and/or their consultants for Housing Element update. The County will schedule this meeting and take notes, as needed.

HCD's AFFH Guidance Memo indicates that jurisdictions should be outreaching to groups who are targets for the AFFH requirements. Specifically, these include minorities, persons with disabilities, low/moderate income population, families with children, persons living in poverty, and persons with disproportionate housing needs (substandard housing conditions, cost burden, overcrowding).

We will provide each jurisdiction a set of the AFFH maps (from HCD AFFH Data Viewer) and other sources such as the Marin County Analysis of Impediments to Fair Housing Choice. These maps will show geographic concentrations of specific groups. When designing the outreach program for the Housing Element, jurisdictions should increase/target outreach activities to geographic areas with concentrated issues. When selecting sites for RHNA, jurisdictions should also consider the characteristics of impacted neighborhoods. Place-based strategies for neighborhood improvements should be developed to complement the RHNA sites strategies.

### **Phase 2: Existing Conditions Analysis**

VTA has developed a template for the AFFH analysis. We have already received HCD approval on some of our AFFH analyses following this template. We also understand from HCD staff that our work has been used as a sample analysis. We will deliver the Existing Conditions Analysis for each jurisdiction that includes the maps from Phase 1, additional data tables from various sources, and narratives/discussions. We will identify areas where jurisdictions need to supply local context. The AFFH analysis cannot rely on data alone and should be supplemented with local knowledge (such as historical background, and recent trends).

### **Phase 3: Distribution of RHNA Sites by AFFH Factors**

An important component of the AFFH analysis is the distribution of RHNA units by the various characteristics analyzed in Phase 2. Our GIS specialist will prescribe a format and the required data to conduct the analysis. Our scope assumes each jurisdiction will submit their RHNA sites in our prescribed format. VTA will complete the AFFH analysis with discussions on the distribution of RHNA sites by AFFH factors.

### **Phase 4: Meaningful Actions**

VTA will provide some general guidance on the meaningful actions based on our experience working with HCD on Housing Elements in Southern California. However, this scope does not include developing meaningful actions for each jurisdiction. We will conduct an initial meeting to explain HCD expectations. We can also review and comment on actions developed by individual jurisdictions. The County will schedule this meeting and take notes, as needed.

### **Project Coordination**

VTA and MIG will provide ongoing project coordination services to ensure the project is proceeding in a timely manner.

## Budget

The MIG/VTA team will complete the above-noted scope of work for this project for an estimated cost of approximately \$151,160 as follows:

Phase / Billing Rate	Tam \$180	Planners \$130	GIS \$130	MIG	Total
Phase 1: AFFH Existing Conditions Maps	10	60			\$9,600
Phase 2: Existing Conditions Analysis	20	500			\$68,600
Phase 3: Distribution of RHNA Sites by AFFH Factors	20	200	100		\$42,600
Phase 4: Meaningful Actions	20	20			\$6,200
Project Coordination	20			\$7,500	\$11,100
Project Administration				\$13,060	\$13,060
<b>Total</b>	<b>90</b>	<b>780</b>	<b>100</b>		<b>\$151,160</b>

## Assumptions

- The County will be responsible for communicating with the local jurisdictions, including all logistics (e.g., meetings, communiques), transfer of data/information, etc. Local jurisdictions will work through/contact the County rather than VTA for all project-related activities.