

## Council Agenda Report

**Date:** October 22, 2018

**Prepared by:** Yvette L. Robinson, Housing Specialist

**Submitted by:** Patrick Comiskey, City Manager

**SUBJECT:** Housing Revitalization September Report

### Discussion:

This is an official housing report for the month of September 2018:

- We were excited to have Commissioners Foster and Canon join the CNRP weekly working meeting.
- The next Community Engagement Event will be held at the Empowerment Center on November 15<sup>th</sup> from 5:30 pm – 7:30 pm. We are asking for assistance in sharing the invitations with the Community. We will be conducting visioning sessions with the community and looking for input from all stakeholders for the Pine Street Historic District. The invitation will be forwarded to everyone via email soon.
- On September 28<sup>th</sup> we met with 1880 Bank to discuss partnering with the City in neighborhood revitalization. They presented various financial products that included home repair assistance, mortgage down payment assistance, and programs targeting veterans, and critical service workers. We will be meeting again in the coming months for a final presentation on products to serve buyers and homeowners in the City of Cambridge.
- We are still waiting for a date from Secretary Holt's office for a visit and meeting in Cambridge. We will keep everyone updated and share that information as soon as we receive notice.
- We have submitted a request for reimbursement to DHCD in the amount of \$31,834.98 for CDBG.
- We are awaiting approval from DHCD on the CDBG housing rehab policy. As soon as we have the notice to proceed we will begin implementing the housing home repairs. In the meantime, Habitat is currently accepting inquiries for the program. Applicant can fill out a short form with basic information to screen for the critical qualifications: address, homeownership, and stated income range. If these items qualify, they will receive a full application once we receive final approval from the State to proceed.

We are encouraging anyone with a repair need to contact Habitat Choptank right away. If the homeowner does not qualify for the CDBG funded plan, Habitat may still be able to assist them through their "Helping Hands" program for smaller repairs, and can help homeowners with applications to USDA, Special Loans or through Weatherization funding.

The best way to get the application or inquiry mailed, is to call the Habitat office: 410-476-7465. Emma Hollandsworth can take their information and start the process.

I have attached the list of applicants received so far, and their status. The list is by address and this info has only been shared with staff and/or council, not the public.

I have also attached the dashboard that shows the CDBG activity to date and the funds associated.

- As part of the implementation of the CNRP and in conjunction with the awarded TAG grant, we posted a RFP for the service of a firm to provide a housing study and program implementation report. We received 2 proposals and conducted in-person interview with both firms. We will be requesting Council's approval to award the grant to LSA soon. Please see the attached summary review of each proposal submitted. This tabulation outlines the detailed differences in each submission and comparison to the information requested in the published RFP.

The work that the firm will provide will encompass and build up the work, studies and research that the City has already conducted. Included in this report is an example of a similar product that we should expect from the selected firm. This report is was conducted for a commercial corridor, however, the components are parallel for the scope for neighborhood revitalization outlined in the RFP.

- Salisbury University has agreed to partner with the City by providing continued supportive services by students in the Urban Planning department. Starting in the Spring semester (mid-January 2019), the University will add community engagement and visioning as part of the curriculum. We will begin by conducting focus groups on planning and developing community driven visions for neighborhoods and corridors. We will be seeking Council's guidance in establishing the appropriate participants for the Focus groups as we get closer to the planning and implementation with the University.

### CDBG Grant Dashboard

	CDBG Funds		Amount		In Progress		Complete	Status Update
	Funds	Amount Spent	Remaining	Goal	Progress	Complete		
Property Acquisition	\$ 240,000.00	\$ -	\$ 240,000.00	Purchase for Rehab and New Construction	3		Properties Identified, title search complete, Pending appraisals: 414 Pine, 504 Pine, 624 High St	
Demolition	\$ 32,952.73	\$ -	\$ 32,952.73	Blight Removal -1 Bldg				
Owner Occupied Home Repair	\$ 90,000.00	\$ -	\$ 90,000.00	3 Households			Waiting for CDBG approval of policy manual, application and marketing mats. 11 potential applicants identified.	
Rehab for Resale	\$ 45,000.00	\$ -	\$ 45,000.00	3 Households				
New Construction	\$ 120,000.00	\$ 31,834.98	\$ 88,165.02	3 Households	2		507 High Street and 519 High Street under construction	
<b>Total</b>	<b>\$ 527,952.73</b>	<b>\$ 31,834.98</b>	<b>\$ 496,117.75</b>	<b>9 LMI Households Served</b>	<b>5</b>	<b>0</b>		



### Inquiries for CDBG Pine Street Historic Neighborhood Repair Program

Application			Notes
Address	Date	Status	Notes
402 Pine St	8/2/2017	Deferred	Income over 80%LMI including SSI, confirm policy and procedure w/DHCD
501 Apt B, Elm St	8/18/2018	Deferred	Home is not titled to applicant
732 Washington	8/2/2017	Deferred	Scope of Work exceeds value of home
836 Park Lane	8/22/2018	Need Info	Inquiry received, mailed invitation to apply
610 Pine St	9/7/2018	Deferred	Home is not titled to applicant
718 High St	8/2/2017	Need Info	Missing some application information, possible scope of work exceeds value
621 Douglas St	3/26/2018	Need Info	Missing some application info, sent letter requesting income information
731 Pine St	6/4/2018	Pending	Pending Home Inspection when DHCD approves program
631 Schoolhouse Ln	8/2/2017	Need Info	Missing some application info, sent letter requesting income information
424 High St	8/22/2018	Need Info	Inquiry received, mailed invitation to apply
810 Slacum St	8/31/2018	Need Info	Inquiry received, mailed invitation to apply
509 Dunns Ct	8/22/2018	Need Info	Inquiry received, mailed invitation to apply
801 Noble St	8/23/2018	Need Info	Inquiry received, mailed invitation to apply
804 Fairmount Ave	8/2/2017	Need Info	Inquiry received, mailed invitation to apply
603 Schoolhouse Lane	8/2/2017	Need Info	Inquiry received, mailed invitation to apply



**Cambridge Neighborhood Revitalization Plan RFP Tab**

<b>RFP Requirements Sections</b>	<b>Respondents</b>	
	<b>Valbridge</b>	<b>LSA LLC</b>
<b>A. SCOPE OF SERVICES:</b>		
1. Conduct and provide a Cambridge Housing Market Analysis;	Service Included	Service Included
2. Provide recommendation of highest yield phased implementation plans including	Service Included	Service Included
3. Community Neighborhood Revitalization Visioning Session: 2 Community At-Large, 1-2 Stakeholder Meetings;	Service Included	Service Included
4. Provide a recommendation of financing sources, potential development partners	Service Included	Service Included
5. Provide a Summary of Existing Conditions with an analysis	Service Included	Service Included
<b>B. DELIVERABLES:</b>		
1. A Cambridge Neighborhood Revitalization plan...that will serve as a roadmap of housing redevelopment	Moderately Expressed	Strongly Expressed
2. Market analysis data	Strongly Expressed	Strongly Expressed
3. Plans for commercial development and neighborhood amenities	Mildly Expressed	Moderately Expressed
4. Historic preservation measures	Mildly Expressed	Strongly Expressed
<b>C. CONSULTANT'S QUALIFICATIONS:</b>		
1. Must be licensed and in good standing;	Validated	Validated
2. Must have an excellent reputation in the urban renewal and planning community;	Mildly Expressed	Validated
3. Have produced demonstrably reliable revitalization plans for similar projects;	Demonstrated	Demonstrated
4. Have experience performing economic and/or housing research relative to real estate for the region;	Demonstrated	Demonstrated
5. Knowledgeable in the local real estate market and have experience with urban and neighborhood redevelopments;	Demonstrated	Demonstrated
6. Must be knowledgeable in the use of all public real estate records;	Demonstrated	Demonstrated
7. The applicant must have excellent communication and presentations skills.	Strongly Expressed	Strongly Expressed
<b>E. FEE SCHEDULE:</b>		
1. A project budget, Indicate a "not to exceed" total cost.	\$23,000 NTE Included	\$37,236 NTE Included
2. A statement that the proposal is a firm offer for a 90-day period.	Not Provided - Clarification Needed	Not Provided - Clarification Needed



## Cambridge Neighborhood Revitalization Plan RFP Tab

<b>I. SELECTION CRITERIA:</b>		
<b>2. Knowledge of Maryland laws and resources for housing redevelopment;</b>	Demonstrated	Demonstrated
<b>3. Demonstrated experience developing community revitalization plans – including housing – that address abandoned and blighted housing</b>	Mildly Expressed	Strongly Expressed
<b>4. Knowledge of successful urban renewal and revitalization strategies;</b>	Moderately Expressed	Strongly Expressed
<b>5. Knowledge of successful approaches to leverage funding sources;</b>	Provided	Provided
<b>6. Knowledge of local real estate market, City of Cambridge and Dorchester County;</b>	Strongly Expressed	Strongly Expressed
<b>7. Knowledge of regional real estate market, mid-Atlantic region;</b>	Strongly Expressed	Strongly Expressed
<b>8. Demonstrated economic research capability and knowledge of regional economic</b>	Strongly Expressed	Strongly Expressed
<b>9. Track record of delivering high quality products on time and within budget;</b>	Demonstrated	Demonstrated
<b>J. RFP SUBMITTAL REQUIREMENTS:</b>		
<b>1. List years in business, previous names of the firm, if any;</b>	Provided	Provided
<b>2. Description of your firm</b>	Provided	Provided
<b>3. Describe experience</b>	Provided	Provided
<b>4. Experience in assisting similar size entities</b>	Provided	Provided
<b>5. List of at least three references</b>	Provided	Provided
<b>7. Listing of any current litigation, outstanding judgments and liens;</b>	Not Provided	Statement provided. No litigation or liens
<b>8. Bid and fee schedule – identify any other ancillary fees that the City should anticipate;</b>	Included	Included

*\*TBV - To Be Verified*

After full review and interviews, the committee believes that LSA is the best firm to fulfill the scope of services requested in the RFP and recommends that the Council approves a contract to begin in October 2018.