

## ATTACHMENT A

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#### A. Scope of Service

Root Policy Research, Inc. (“Contractor”) shall perform all tasks identified on Table 1 for the Cities of Cupertino, Gilroy, Milpitas, Mountain View, Palo Alto, Santa Clara, Sunnyvale, and the Santa Clara Urban County, which is composed of the Cities of Campbell, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, Saratoga, and the Unincorporated Area (collectively, “Participating Jurisdictions,” and each a “Participating Jurisdiction”). Table 1 task deliverables related to the 2025-2030 Consolidated Plan (“Consolidated Plan”) and Year-1 Action Plan are described in the sections below.

Contractor shall perform all tasks pursuant to the time frame(s) specified in the “Deliverables, Milestones and Timeline for Performance” section. In performing all tasks, Contractor shall collaborate with the Participating Jurisdictions, and the Participating Jurisdictions’ sub-committee (“Working Group” made up of at least one individual from each Participating Jurisdiction). Contractor shall encourage robust community engagement, establish a unified vision for regional activities, and ensure that the Consolidated Plan complements and is consistent with the Housing Element work done by each of the Participating Jurisdictions. Contractor shall ensure that the Consolidated Plan complies with United States Department of Housing and Urban Development (“HUD”) requirements.

#### **Task 1 – Project Initiation, Community Engagement, and Project Coordination**

Contractor shall participate in project initiation/kickoff meetings to introduce and identify members of Contractor’s team with whom Participating Jurisdictions will work throughout the Consolidated Plan process. Through project initiation/kickoff, Contractor shall review the contract, work plan, and timeline; discuss the process for community engagement activities; and review how Participating Jurisdictions will contribute to the Consolidated Plan.

During the project initiation phase, Contractor shall also develop a community outreach and engagement strategy to encourage citizen and community participation and consultation throughout Participating Jurisdictions and submit this strategy to the Working Group for approval at least two weeks prior to holding community forums. Contractor’s community outreach and engagement strategy shall include planning and conducting community meetings, incorporating social media to facilitate meeting notifications, providing marketing flyer for social media sites, and distributing all necessary meeting materials. Contractor’s community outreach and engagement strategy shall include in person meetings and social media and build on Participating Jurisdictions’ Citizen/Community Participation Plans to encourage robust community participation. Contractor’s community engagement events shall be planned so that they are accessible to disabled persons and accommodate additional time for Limited English proficient persons. Contractor shall plan and facilitate the following outreach and community engagement activities for Participating Jurisdictions, which shall be specified in their community outreach and engagement strategy and approved by the Working Group, to obtain input from a cross-section of the community:

- A. **Stakeholder Consultation Meetings and Focus Groups.** Six (6) to ten (10) public outreach meetings that are open to all community stakeholders. These meetings shall consist of approximately 20 unique stakeholders per meeting. The Participating Jurisdictions may decide to hold location-based meetings, or alternately, to hold meetings based on specific service needs. Stakeholder may include: community-based

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organizations, social service agencies, faith-based organizations, local fair housing organizations, employment agencies, job-training organizations, youth and senior organizations, ADA advocacy groups, domestic violence shelters and service organizations, AIDS/HIV health providers, public/private housing providers, affordable housing advocates, affordable housing developers, real estate agents, Santa Clara County Housing Authority Resident Advisory Boards, homeless advocates, school districts, labor unions, MTC/ABAG, local and regional transit agencies, tenant organizations, landlord organizations, philanthropic organizations, and local community development and building/public works departments. Contractor will develop a Stakeholder Survey to gather maximized data from these meetings.

- B. Regional Community Engagement Virtual Public Workshops.** Two (2) community engagement public meetings that are regional public forums that shall be held online. These meetings shall include a drop-in format with interactive engagement breakout rooms that create opportunities for community members to share personal stories; suggest ideas for strengthening neighborhoods and prioritize community needs; and review Consolidated Plan data and maps. Meetings will have access in three languages, English and Spanish, plus an additional language chosen by participating jurisdictions.
- C. Pop-up Events or Community Focused Meetings.** Four (4) to six (6) community member engagement events, decided on by the jurisdictions, located at farmer's markets, free community fairs, regular community meetings, or other community activities with significant foot traffic designed to offer opportunities for people to fill-out the resident survey, share housing stories, respond to maps and data, and/or discuss neighborhood housing issues. Participating Jurisdictions may opt for a pop-up event or if a Participating Jurisdiction conducts their own pop-up events Contractor shall email an electronic version of the focus group materials (e.g., maps, discussion guide, and survey) to Working Group for copying and displaying at events. Jurisdictions currently requesting "pop-up" events are the County of Santa Clara, Gilroy, Mountain View, and Sunnyvale.
- D. Community Engagement Survey.** Develop and administer an online survey and paper survey in English and professionally translated into two (2) other languages to be selected by the Working Group to identify and prioritize regional needs. Contractor shall help guide and direct Participating Jurisdictions in making an effort to reach the target populations, such as persons with disabilities, seniors, racial and ethnic minorities, people experiencing homelessness, and other targeted populations. Contractor shall create and provide community engagement marketing materials and work with Participating Jurisdictions to have materials posted on their websites, social media, and relevant email distribution lists. A limited number of paper surveys shall be distributed through advocacy networks and to Santa Clara County Housing Authority residents, voucher holders, and rental associations as agreed upon with Contractor. Contractor shall assist in promoting the online survey.
- E. Social Media Outreach.** Provide a marketing strategy, tools, and materials to broadcast news of the above public participation activities, and information about how and where to participate, through multiple social media channels such as NextDoor, Facebook, and

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Let's Talk Housing SCC with the assistance of Participating Jurisdictions. The Let's Talk Housing website will be updated to focus on the Consolidated Plan and its significance to the community.

- F. Summary Report.** Contractor shall summarize efforts made to involve the public in the preparation of the Consolidated Plan. Contractor shall collect some of this information from the Participating Jurisdictions based on the Participating Jurisdictions' efforts. Contractor's summary of efforts made to involve the public shall include all public comment received and responses to public comment. Contractor shall include documentation of public participation in the appendix of the administrative draft of the Consolidated Plan.

Contractor shall engage in project coordination by attending monthly meetings with the Working Group to discuss and oversee all stages of the project. Contractor shall also prepare regular written updates for Participating Jurisdictions, including meeting minutes, progress reports, and updates to the project schedule.

**Deliverables:** Participate in project initiation; develop a community outreach engagement strategy plan and facilitate Stakeholder Consultation Meetings, Regional Community Engagement Public Workshops, and Pop-up Events; develop and administer a multilingual (3 languages) community survey; develop a social media marketing strategy, tools, and materials for those public participation activities described above; summarize efforts to involve public in Consolidated Plan preparation; and engage in project coordination. Provide translation and interpretation for surveys, workshops, pop-up events, and stakeholder consultations as needed.

**Task 2 – Data Compilation/Cross-Tabulation**

**Task 2.1 – Data Collection**

Contractor shall assemble the data necessary to complete the Housing and Homeless Needs Assessment ("Needs Assessment") through a number of methods. These include data through HUD's eCon Planning Suite, and supplementary data sources, like Participating Jurisdictions' Housing Elements, the Homeless Point-in-Time Count, the Community Plan to End Homelessness Progress Report, and data from agencies that serve seniors and special needs populations. Contractor shall use these data sources in conjunction with the most current American Community Survey ("ACS") data, HUD Comprehensive Housing Affordability Strategy ("CHAS") Data, and similar reliable secondary data sources to flesh out gaps. Contractor shall reach out to community partners, service providers, and other public and nonprofit organizations to collect additional data necessary to complete the Needs Assessment.

**Deliverables:** Assemble necessary data, through HUD and through supplementary sources, flesh out gaps in data, and engage a variety of providers and community partners to complete the Needs Assessment.

**Task 2.2 – Regional Housing Market Evaluation**

Contractor shall prepare a Regional (countywide) Housing Market Analysis for Participating Jurisdictions that complies with Title 24, Section 91.210(a)-(d) of the Code of Federal Regulations and other applicable HUD guidelines. This analysis shall include both rental and ownership

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information on housing condition, age of units, vacancy rates, housing cost burdens, analysis of jobs-housing balance in the region, and other criteria vital to a thorough understanding of Participating Jurisdictions' housing markets. The primary purpose of the analysis is to identify countywide and specific jurisdictional needs, to understand how each jurisdiction might have special needs compared to others. The Regional Housing Market Analysis will be one report, appended to all jurisdictions' Consolidated Plans in IDIS. Data will be provided for each jurisdiction in comparative graphics and charts and tables.

The Regional Housing Market Analysis shall consist of the following:

- 1) **Housing Profile.** Assessment shall include: Number of housing units; age of units; vacancy rates; type of housing units.
- 2) **Housing and Homeless Needs Assessment.** Assessment shall include:
  - a) Housing demands of special needs households—elderly and frail elderly, persons with mental/physical/developmental disabilities; persons with alcohol/drug addiction; persons living with HIV/AIDS; single person households; large households; persons experiencing domestic violence.
  - b) Analysis/provision of a chart utilizing CHAS data released by HUD; and
  - c) Racially disaggregated information on families and individuals experiencing homelessness, obtained from sources like the 2023 Homeless Census Point in Time Count, the Homeless Census & Survey Comprehensive Report, HUD's C of C equity tool; and Homeless Management Information System ("HMIS")-based data.
- 3) **Affordability Analysis.** This analysis shall include:
  - a) Summary of current market rents for each submarket as available with Co-star data and how market rents have changed compared to California, and differ from federal FMR and HOME rents, since the previous Consolidated Plan was adopted;
  - b) Calculation of the affordability gap, represented by the difference between the market rental and ownership costs in each Participating Jurisdiction respective to the housing costs affordable to the following income categories: extremely low, low, very low, moderate, and above moderate;
  - c) Calculation of the change in definition/income thresholds of Area Median Income ("AMI") between 2014 and 2024 and the number of households that comprise different AMI categories (i.e., households falling from Very Low Income to Extremely Low Income based on change in AMI definitions); and
  - d) Projections of future household income growth and affordability gaps (if applicable) for the five-year 2025-30 Consolidated Plan period.

**Deliverables:** Preparation of a Regional Housing Market Analysis for Participating Jurisdictions that complies with Title 24, Section 91.210(a)-(d) of the Code of Federal Regulations and other applicable HUD guidelines. Analysis shall include an assessment of needs of specified households, such as those experiencing homelessness using information available through local sources like the 2023 Homelessness Census Point in Time Count and HMIS. It shall also include an affordability analysis that takes into account changes in the AMI.

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**Task 2.3 – Mapping and Analysis**

Contractor shall collect information regarding community characteristics from each Participating Jurisdiction, including: regional maps the jurisdictions have prepared in Housing Elements and similar studies. These include analyses of development opportunity or priority areas, Priority Development Areas (identified areas in Participating Jurisdictions with capacity and demand for focused growth in population and infrastructure), infill, proximity to transit, services, amenities, and other infrastructure that may be obtained through their recently updated Housing Elements. Additionally, Contractor shall collect, process, and analyze racially disaggregated socioeconomic data, and then integrate the data into an illustrative map to identify all target areas within the County's Participating Jurisdictions (for example, maps of race and ethnicity at different income thresholds for each jurisdiction and the region overall).

Participating Jurisdictions shall provide their General Plan Housing Elements that were updated for the period of 2023-2031 to Contractor, which include standards and goals for housing unit production for various income levels, and available housing site inventories. Contractor shall request this information from Participating Jurisdictions, if the Contractor has not received it, and shall include it in Contractor's analysis.

**Deliverables:** Collect data and information from a variety of sources regarding community characteristics for each Participating Jurisdiction, including that contained in Housing Elements and available housing site inventories; analyze and integrate data and information; and create an illustrative map that identifies all target areas in Participating Jurisdictions.

**Task 3 – Goals/Visioning****Task 3.1**

Contractor shall prepare and submit their proposed outline of the format for conducting the community forums to the Work Group. Contractor will also hold an initial meeting with staff of Entitlement Jurisdictions to review and finalize community participation planning, which will include community forums and workshops.

**Deliverables:** At least 4 weeks prior to holding community forums, Contractor shall prepare and finalize a detailed Community Engagement Plan, including community workshops and forums. Meet with Participating Jurisdictions for feedback on the participation plan, updating the final plan after feedback is received.

**Task 3.2**

Contractor shall draft the Goals and Visioning Summary that will provide community development priorities and multiyear goals based on its assessment of housing and community development needs, analysis of housing and economic market conditions, data, and available resources, and input received through community engagement. After the draft goals/visioning have been gathered and prepared, Contractor shall prepare and include the Goals and Visioning Summary in the administrative draft of the Consolidated Plan and provide it to Participating Jurisdictions by February 15, 2025.

**Deliverables:** Prepare and include the Goals and Visioning Summary in the administrative draft

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of the Consolidated Plan, and provide the administrative draft to Participating Jurisdictions by February 15, 2025. \*Jurisdictions requiring an earlier draft will coordinate with the Contractor on timing.

**Task 4 – Housing and Community Needs Assessment**

Contractor shall complete the Housing and Community Needs Assessment, which includes the following items, and incorporate it in the administrative draft of the Consolidated Plan by February 15, 2025.

**Task 4.1 – Identify and Prioritize Regional Needs**

On a regional scale and for each Participating Jurisdiction, Contractor shall include an analysis of community housing and development needs, including an assessment of existing programs and resources that serve low-income households and areas and special needs populations. Contractor shall focus on affordable housing, special needs housing, community and economic development, public services, facilities, infrastructure, and homelessness and accessibility constraints. Contractor's analysis shall use input received through the community engagement and public participation process. This analysis will be captured in relevant MA and NA sections of the Consolidated Plan (not in a stand-alone section).

**Deliverables:** Contractor shall analyze the regional and each Participating Jurisdiction's community housing and development needs, with prioritization of regional need for specified households, areas, and populations, using input from different types of community engagement and public participation.

**Task 4.1.2 – Fair Housing Choice Needs**

Contractor shall integrate current fair housing analyses into the Consolidated Plan. Contractor's analysis will summarize fair housing choice needs in the Housing Element AFFHs, including potential disparate impacts concerning:

- (1) Protected classes
- (2) Land use policies and practices
- (3) Language barriers
- (4) Employment trends
- (5) Application requirements
- (6) Not In My Backyard (NIMBYism)
- (7) Market forces that lead to exclusion/potential for displacement

Contractor's completion of this task shall include a review of local and regional data to identify impediments to fair housing choice. Contractor's completion of this task shall include any additional information required by HUD, including any update to the final rule on the AFH, and required data referenced by HUD, and be incorporated into the Consolidated Plan.

**Deliverables:** Contractor shall review all collected local and regional data and analysis of fair housing choice needs, including potential disparate impacts based on intent and effect as identified or suggested by existing AFFH analysis in jurisdiction Housing Elements, and utilize Participating Jurisdictions Housing Element data to integrate AFH data and materials into the



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Consolidated Plan. Contractor's analysis shall consider HUD's final rule on the AFH and required data referenced by HUD.

**Task 4.2 – Identify and Evaluate Existing Programs, Funding Sources, and Services**

Contractor shall provide a detailed assessment of existing programs, funding sources, and services that are available within each Participating Jurisdiction. Contractor shall create a detailed description of the existing resources in the region. Contractor shall map out the current trends and the availability of local resources within the Participating Jurisdictions and subsequently recommend the most needed programs, funds, and services, including potential collaborations and partnerships among Participating Jurisdictions to address deficits, to be included when creating the Consolidated Plan's priority needs and goals. The assessment will be summarized in the relevant NA, MA, and SP screens within the Consolidated Plan (v. a stand-alone assessment).

**Deliverables:** Provide a detailed assessment of existing programs, funding sources, and services available within Participating Jurisdictions and recommendation of the most needed programs, funds, and services.

**Task 4.3 – Gather information not provided by Integrated Disbursement and Information System ("IDIS") Data**

Contractor shall work with Participating Jurisdictions to obtain as much data available when the kickoff process begins. Contractor shall continue to source information through a variety of means, including through community engagement, and generate Geographic Information System ("GIS") data as available from HCD, HUD, and [Request GIS map data | Geographic Information Services | County of Santa Clara \(santaclaracounty.gov\)](#)

**Deliverables:** Obtain data available at kickoff, continue to source information, including through community engagement and generate GIS data.

**Task 4.4 – Evaluate Housing Needs and Services**

After completing an analysis of the availability of housing and services in the region compared to the region's need for housing and services, Contractor shall provide an evaluation of these needs. Contractor shall place emphasis on exploring barriers to providing affordable and special needs housing, access to services, and any deterrents that may impede the development of needed services and housing in the region. Contractor's evaluation shall note differences in housing needs and services between or among Participating Jurisdictions.

**Deliverables:** Contractor shall evaluate housing needs and services in the region, with a special focus on barriers to providing affordable and special needs housing and access to services, noting differences in housing needs and services between Participating Jurisdictions. The Fair Housing Choice Needs shall be incorporated into the administrative draft of the Consolidated Plan by December 31, 2024.

**Task 5 - Preparation of Administrative Draft and Draft Consolidated Plan**

**Task 5.1 – Administrative Draft 2025-2030 Consolidated Plan**

Contractor shall consolidate information from the previous tasks into an administrative draft Consolidated Plan and provide it to Participating Jurisdictions by February 15, 2025. The following

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are the required minimum contents and organization of the Consolidated Plan. The Santa Clara Urban County and the Cities of Cupertino, Gilroy, and Palo Alto comprise a HOME Investment Partnerships Program (HOME) Consortium. Where applicable, the HOME Consortium shall be described and analyzed in the administrative draft Consolidated Plan. HOME Investments Partnership, Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with Aids (HOPWA) sections shall be added, as necessary, for Participating Jurisdictions:

**(1) Executive Summary**

- (a) ES-05 Executive Summary

**(2) The Process**

- (a) PR-05 Lead & Responsible Agencies
- (b) PR-10 Consultation
- (c) PR-15 Citizen Participation

**(3) Needs Assessment**

- (a) NA-05 Overview
- (b) NA-10 Housing Needs Assessment
- (c) NA-15 Disproportionately Greater Need: Housing Problems
- (d) NA-20 Disproportionately Greater Need: Severe Housing Problems
- (e) NA-25 Disproportionately Greater Need: Housing Cost Burdens
- (f) NA-30 Disproportionately Greater Need: Discussion
- (g) NA-35 Public Housing
- (h) NA-40 Homeless Needs Assessment
- (i) NA-45 Non-Homeless Special Needs Assessment
- (j) NA-50 Non-Housing Community Development Needs

**(4) Market Analysis**

- (a) MA-05 Overview
- (b) MA-10 Number of Housing Units
- (c) MA-15 Cost of Housing
- (d) MA-20 Condition of Housing
- (e) MA-25 Public and Assisted Housing
- (f) MA-30 Homeless Facilities and Services
- (g) MA-35 Special Needs Facilities and Services
- (h) MA-40 Barriers to Affordable Housing
- (i) MA-45 Non-Housing Community Development Assets
- (j) MA-50 Needs and Market Analysis Discussion

**(5) Strategic Plan**

- (a) SP-05 Overview
- (b) SP-10 Geographic Priorities
- (c) SP-25 Priority Needs
- (d) SP-30 Influence of Market Conditions
- (e) SP-35 Anticipated Resources
- (f) SP-40 Institutional Delivery Structure
- (g) SP-45 Goals Summary
- (h) SP-50 Public Housing Accessibility and Involvement
- (i) SP-55 Barriers to Affordable Housing
- (j) SP-60 Homelessness Strategy
- (k) SP-65 Lead-based Paint Hazards



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- (l) SP-70 Anti-Poverty Strategy
- (m) SP-80 Monitoring
- (6) Action Plan**
  - (a) AP-15 Expected Resources
- (7) Annual Goals and Objectives**
  - (a) AP-20 Annual Goals and Objectives
- (8) Projects**
  - (a) AP-35 Projects
  - (b) AP-50 Geographic Distribution
- (9) Affordable Housing**
  - (a) AP-55 Affordable Housing
  - (b) AP-60 Public Housing
  - (c) AP-65 Homeless and Other Special Needs Activities
  - (d) AP-70 HOPWA Goals (HOPWA Grantees Only)
  - (e) AP-75 Barriers to affordable housing
  - (f) AP-85 Other Actions
- (10) Program Specific Requirements**
  - (a) AP-90 Program Specific Requirements

Contractor shall hold a minimum of one (1) in-person meeting with Participating Jurisdictions to obtain feedback on the administrative draft prior to preparing the draft Consolidated Plan and obtain feedback through other means (e.g., conference call, email, etc.) from Participating Jurisdictions that are unable to attend an in-person or virtual meeting. Contractor shall incorporate feedback into the draft Consolidated Plan. Contractor shall provide an electronic copy via an agreed upon filesharing drive or app containing digital copies of materials and distribute these to each Participating Jurisdiction by March 15, 2025. The filesharing drive shall contain a Microsoft WORD format and .pdf format for the document text. Maps and incorporated graphics that are not compatible with Microsoft WORD may remain as .pdf files.

**Deliverables:** Provide an administrative draft of the Consolidated Plan to Participating Jurisdictions (with HOME, ESG, and HOPWA sections as required for each Participating Jurisdiction) by February 15, 2025; hold a minimum of one (1) meeting with Participating Jurisdictions to obtain feedback on the administrative draft and incorporate feedback; and provide draft Consolidated Plan to Participating Jurisdictions by March 15, 2025. \*Jurisdictions requiring an earlier draft will coordinate with the Contractor on timing.

**Task 6 – Preparation of Final Localized Consolidated Plan**

Contractor shall work with each Participating Jurisdiction to gather an estimate of tasks and budget to add more local data, analysis, and/or goal setting to each Participating Jurisdiction's final localized Consolidated Plan to be submitted to HUD. The Contractor shall draft the final localized Consolidated Plans and hold a minimum of one meeting with each Participating Jurisdiction to obtain feedback on their drafts.

Contractor shall edit and refine each final localized Consolidated Plan based on each Participating Jurisdiction's comments. Contractor shall provide the electronic copies via a filesharing drive or app, containing digital copies of materials and distribute these to each

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Participating Jurisdiction. The files sharing drives shall contain a Microsoft WORD format and .pdf format for the document text for each Participating Jurisdiction. Maps and incorporated graphics that are not compatible with Microsoft WORD may remain as .pdf files. Contractor shall provide the final localized Consolidated Plan to each Participating Jurisdiction that has selected this task by April 30, 2025.

**Deliverables:** Work with each Participating Jurisdiction to gather an estimate of tasks and budget for and draft of their final localized Consolidated Plan. Refine each Participating Jurisdiction's draft based on feedback they provide. Submit digital materials to each Participating Jurisdiction on a files sharing drive or app in Microsoft WORD .doc and Adobe .pdf formats, and provide the final localized Consolidated Plan to each Participating Jurisdiction by April 30, 2025.

**Task 7 – Enhanced Needs Assessment**

Contractor shall engage in and prepare an enhanced needs assessment for each Participating Jurisdiction's housing and homeless needs respective to their housing supply. This will build upon the Regional analysis from Task 2.2 and focus on the needs of homeless and special needs residents unique to each jurisdiction.

**Deliverables:** Provide a working outline of enhanced needs to each Participating Jurisdiction to be reviewed and approved prior to being included in their Grantee Unique Appendix in the Consolidated Plan.

**Task 8 – Preparation of Year 1 Action Plan**

Contractor shall assist each Participating Jurisdiction to prepare a Year 1 Action Plan that complies with 24 CFR 91.220 and current HUD guidance and includes the following sections: Available Resources, Programs and Activities, Geographic Distribution, Other Actions, and Summary of Citizen Participation. Contractor's assistance includes the following deliverable work and work products:

- A. Administrative Draft;
- B. Public Review Draft; and
- C. Final Draft.

Contractor shall provide guidance and support to each Participating Jurisdiction's staff, including submission to HUD, as requested. Contractor shall provide the Year 1 Action Plan to each Participating Jurisdiction by April 30, 2025.

**Deliverables:** Assistance to each Participating Jurisdiction in preparing the Year 1 Action Plan, which has all the sections required by current HUD guidance, like the appendix of summary of citizen participation. Contractor shall provide a Year 1 Action Plan to each Participating Jurisdiction by April 30, 2025.

**Task 9 – Facilitation of Additional Community Forums in Participating Jurisdictions, Independent of the Regional Meetings**

Contractor shall facilitate additional community forums, independent of community engagement described in Task 1, that each Participating Jurisdiction has selected. These additional forum

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options consist of the following:

- A. **Consultation Meetings.** Facilitated discussion to obtain stakeholder perspectives on the AFH maps and data, and to surface fair housing issues and contributing factors, conduct prioritization exercises, and identify solutions and goals.
- B. **Focus Groups.** Focus Groups with targeted populations identified by Participating Jurisdiction.
- C. **Community Engagement Public Meetings.** Walk-in format with interactive engagement stations, creating opportunities to share personal stories; suggest ideas for strengthening neighborhoods and increasing access to opportunity; prioritize contributing factors; and view and respond to AFH maps and data.
- D. **Pop-up Events.** Citizen/community member engagement events located at farmer's markets, free community fairs, regular community meetings, or other community activities with significant foot traffic designed to offer opportunities for people to fill-out the resident survey, share housing stories, respond to maps and data, and/or discuss neighborhood housing issues.

The Participating Jurisdictions have selected additional forum options under Task 9, which are independent of the community engagement in Task 1. These tasks will be decided by individual Participating Jurisdictions and Contractor based on individualized needs for the Participating Jurisdiction. Contractor shall complete Task 9 forum options for Participating Jurisdictions by November 30, 2024.

**Deliverables:** Contractor shall facilitate additional community forums, which are independent of the community engagement included at Task 1, by November 30, 2024, for Participation Jurisdictions that have selected them.

**Task 10 – Local Public Hearing and Adoption**

Contractor shall prepare presentation materials and attend one (1) public hearing in-person and one (1) public hearing virtually for each Participating Jurisdiction where the 2025-30 Consolidated Plan is considered for adoption by May 15, 2025. Staff from Participating Jurisdictions will also attend, help facilitate if desired, assist in identifying a meeting location and promote attendance.

**Deliverables:** Contractor shall prepare presentation materials, attend, and help facilitate the 2025-2030 Consolidated Plan hearing by April 30, 2025, for each Participating Jurisdiction.

**Task 11 – eCon Planning Suite Upload**

Contractor shall submit the Final Consolidated Plan and Community Planning and Development (“CPD”) Maps and the Year-1 Action Plan to HUD using the e-Con Planning tool through HUD’s IDIS online website by April 30, 2025, for all Participating Jurisdictions. Contractor shall work with Participating Jurisdictions that receive comments or edits back from HUD and will assist in one (1)

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round of edits in coordination with each Participating Jurisdiction. Participating Jurisdictions shall provide timely access to IDIS.

**Deliverables:** Contractor shall submit the Final Consolidated Plan using e-Con Planning tool and CPD Maps and Year 1 Action Plan through HUD's IDIS online website by the HUD deadline of May 15, 2025. HUD required edits will be made within seven (7) business days of the edit requests.

**Task 12 – Additional Tasks**

Contractor shall meet with all Participating Jurisdictions and review any requested additional tasks and the timeline and budget for each task.

**Deliverables:** Will complete additional tasks as requested by the Participating Jurisdictions.

**Current requests for additional tasks:** The City of Mountain View has requested a Con Plan with a focus on storytelling/ framing issues. Plus, Individual Meetings with Councilmembers for their input on 5-year goals (to be confirmed). The City of Palo Alto has requested additional services that is determined by the City to be necessary for completion of the Consolidated Plan/Annual Action Plan, but are not included within the Scope of Services described in Tasks 1-11, such as (to be confirmed) preparation of short briefing memos for distribution to stakeholders, individual or small group meeting(s) with the Human Relations Commission CDBG Ad Hoc Committee members for input on 5-year goals, assistance with updating the Citizen Participation Plan, etc. The City may elect to, but is not required to, authorize additional services up to a maximum amount of compensation set forth for additional services in the contract budget. These tasks will be discussed and confirmed with the individual jurisdictions.

Participating Jurisdictions may choose a task during the development of their Consolidated Plan that they had not initially anticipated. These tasks are not currently identified. The budget has built in contingency funding for these needs.