



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

Community Development

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TO: Legal and Finance Committee

FROM: Trish Anderson *TA*
Community Development Department

RE: Contract for Five-Year Consolidated Plan

DATE: December 5, 2002

Staff is recommending approval of the attached contract with Mullin and Lonergan Associates in the amount of \$27,500 for the preparation of the Five Year Consolidated Plan. A copy of the contract is attached for your review. Mullin and Lonergan Associates, of Pittsburgh PA, are currently under contract with the South Dakota Housing Development Authority to complete a statewide housing needs analysis. They have already visited Rapid City once and are familiar with the area. The not to exceed \$27,500 fee includes all steps in the preparation of this important planning document including data collection and analysis, management of the public participation process, and preparation for submittal to the U.S. Department of Housing and Urban Development. The firm has worked with numerous communities preparing Consolidated Plans for the U.S. Department of Housing and Urban Development.

The Consolidated Plan is a U.S. Department of Housing and Urban Development requirement and a prerequisite for receiving the City's annual Community Development Block Grant allocation. Rapid City's annual allocation is approximately \$666,000. The five-year Consolidated Plan last prepared by the City started in the 1998 program year and has expired.

The preparation of the Consolidated Plan is designed to be a collaborative process whereby the community establishes a vision for community development actions and programs. The Plan includes goals, specific objectives and benchmarks for measuring progress. The Plan provides a road map for the expenditure of Community Development Block Grant funds, and any of the other U.S. Department of Housing and Urban Development programs covered by the Consolidated Plan.

It is anticipated that the study will be initiated in early January with the final draft being submitted to the U.S. Department of Housing and Urban Development by mid-May. There are extensive public participation requirements including two public hearings, numerous consultations with stakeholders, and two lengthy review periods during which the plan is on display to the public. The proposed timeframe is for the Consolidated Plan to be submitted to the U.S. Department of Housing and Urban Development by mid-May, with Community Development Block Grant funds becoming available on July 1, 2003



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after the 45-day comment period. This is three months later than the typical initiation of the program year on April 1, but given the exhaustive nature of the study, the lengthy public review requirements, and the need to have a solid planning document on which to base future funding decisions, the delay cannot be avoided.

As part of the Scope of Work, the consultants will meet with housing providers in Rapid City and survey other non-housing community development needs such as infrastructure and economic development. Once the draft plan is prepared, it will be presented to City Council for review and approval. City Council members will be invited to the public meetings. Staff is in the process of preparing a list of persons and agencies within Rapid City to meet with the consultants to discuss Rapid City's community development needs. Please forward any names of individuals or groups that you believe would be helpful for the consultants to meet with during the preparation of the Plan.

Staff Recommendation: Authorization for the Mayor and Finance Officer to sign the attached contract in the not to exceed amount of \$27,500 with Mullin and Lonergan Associates for the preparation of the Consolidated Plan.