

TUESDAY STAFF BRIEFINGS

September 20, 2016

****Please Note Briefings Will Begin Immediately Following Hearings****

All items on this agenda are scheduled for immediately following Hearings and will normally be considered in the order the item appears on the agenda. The Board, at their discretion, may choose to alter the order in which items are considered, may break, or may continue any item to be considered on a future date.

Convene immediately following Hearings; BCC Conference Room, 5th Floor

Briefing Items

- | | |
|--|--|
| 1. Evergreen High School Stadium GOCO Grant
(30 minutes) | Dylan Rupe |
| 2. Law Enforcement Assistance Fund (LEAF) Grant Budget Supplemental Request (15 minutes) | Chief Dan Gard |
| 3. Jefferson County Council on Aging
(30 minutes) No attachments | Cary Johnson |
| 4. Assessment of Fair Housing Tool Public Comments
(15 minutes) | Lynn Johnson, Kat Douglas |
| 5. Agreement to Review Building Plans and Perform Inspections for School Construction (15 minutes) | Jeanie Rossillon, Becky Baker |
| 6. Contract Amendment with Colt and Steel for Crawford Gulch Slope Repairs (15 minutes) | Jeanie Rossillon |
| 7. Transportation and Engineering, Road and Bridge Semi-Annual Update (30 minutes) | Jeanie Rossillon, Steve Durian, Larry Benshoof |

County Commissioners' Report

County Manager's Report

County Attorney's Report

- BOE Recommendations for Seniors/Disabled Veterans

Executive Session

- Litigation Update - Legal Advice C.R.S. 24-6-402(4)(b) (15 minutes)

Jefferson County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. Disabled persons requiring reasonable accommodation to attend or participate in a County service, program or activity should call 271-5000 or TDD 271-8071. We appreciate a minimum of 24 hours advance notice so arrangements can be made to provide the requested auxiliary aid.

TUESDAY STAFF BRIEFINGS

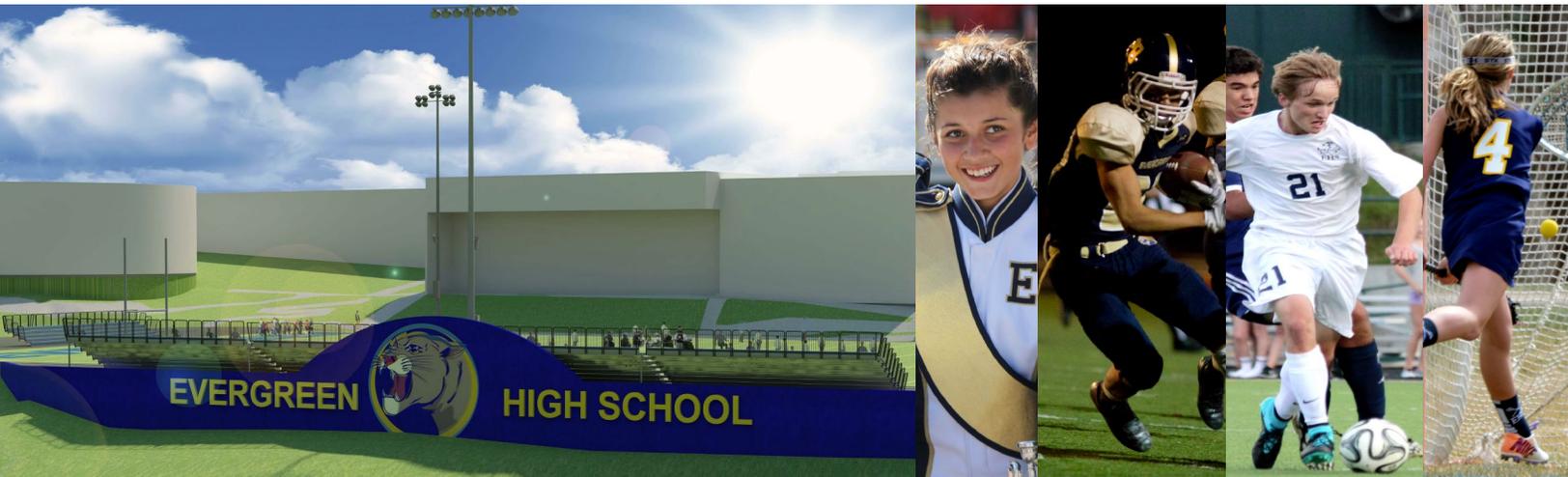
September 20, 2016

Briefing Items			Total Estimated Time: 2 hours and 30 minutes
Begin	End	Agenda No.	Title
10:00	10:30	1.	Evergreen High School Stadium GOCO Grant
10:30	10:45	2.	Law Enforcement Assistance Fund (LEAF) Grant Budget Supplemental Request
10:45	11:15	3.	Jefferson County Council on Aging
11:15	11:30	4.	Assessment of Fair Housing Tool Public Comments
11:30	11:45	5.	Agreement to Review Building Plans and Perform Inspections for School Construction
11:45	12:00	6.	Contract Amendment with Colt and Steel for Crawford Gulch Slope Repairs
12:00	12:30	7.	Transportation and Engineering, Road and Bridge Semi-Annual Update
Commissioners Report			Total Estimated Time: 5 minutes
Begin	End	Agenda No.	Title
12:30	12:35	8.	
County Manager Report			Total Estimated Time: 5 minutes
Begin	End		Title
12:35	12:40		
County Attorney Report			Total Estimated Time: 5 minutes
Begin	End	Agenda No.	Title
12:40	12:45		BOE Recommendations for Seniors/Disabled Veterans
Executive Session			Total Estimated Time: 15 minutes
Begin	End		Title
12:45	1:00		Litigation Update - Legal Advice C.R.S. 24-6-402(4)(b)

BOARD OF COUNTY COMMISSIONERS' (BCC) SCHEDULE

<u>Time*</u>	<u>Topic*</u>
	<u>Monday, September 19, 2016</u>
8:00 a.m.	Jefferson County Economic Development Corporation Special Executive Committee Meeting 480 Allison Parkway, Lakewood
12:00 p.m.	2017 Proposed Budget Overview Jefferson County Courts & Administration Building 100 Jefferson County Parkway, BCC Board Room
5:30 p.m.	In Plain Sight Kick-Off Event Jefferson County Courts & Administration Building 100 Jefferson County Parkway, Atrium
	<u>Tuesday, September 20, 2016</u>
8:00 a.m.	Public Comment and Public Hearings Jefferson County Courts & Administration Building 100 Jefferson County Parkway, Hearing Room One
Immediately following Public Hearings	Staff Briefings Jefferson County Courts & Administration Building 100 Jefferson County Parkway, BCC Board Room
Immediately following Staff Briefings	Ralph Schell Jefferson County Courts & Administration Building 100 Jefferson County Parkway, BCC Board Room
	<u>Wednesday, September 21, 2016</u> NO TOPICS SCHEDULED TO DATE
	<u>Thursday, September 22, 2016</u> NO TOPICS SCHEDULED TO DATE
	<u>Friday, September 23, 2016</u>
11:30 a.m.	Metro Area County Commissioners (MACC) Denver City & County Building 1437 Bannock Street

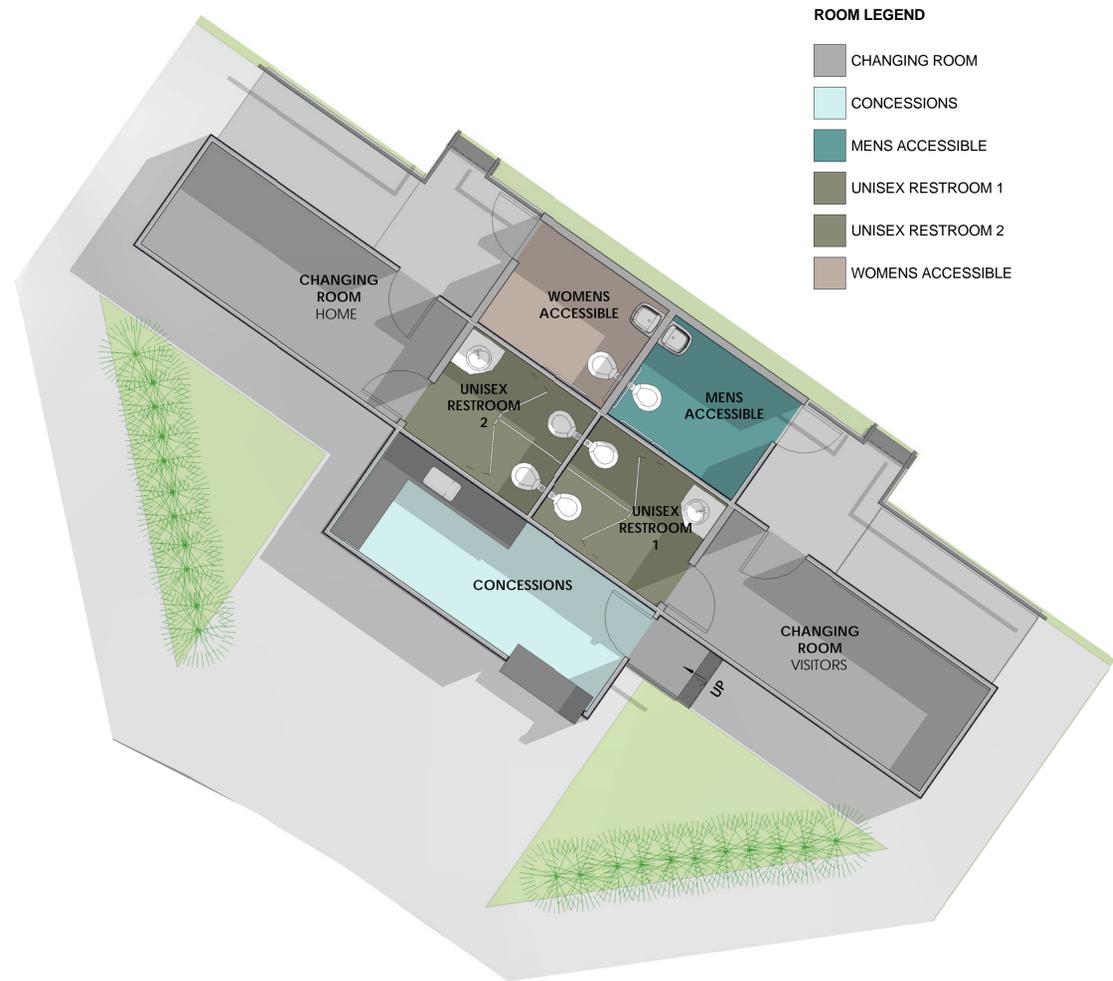
*Emergency Items Or Other County Business For Which Prior Notice Was Not Possible May Be Considered.



EVERGREEN HIGH SCHOOL STADIUM PROJECT

**A New Stadium with Improved Facilities
will Benefit and Support Growth for:**

- **Evergreen High School & Community Programs**
 - Football, Soccer and Lacrosse
 - The Marching Band
 - Area Sports Programs: MAMFA, Mountain LAX & Altitude Soccer
 - Community Events
- **The Stadium Plan: A Two-Tiered Approach—Phase One**
 - New Grandstand and (Northside) Retaining Wall with Seating for 1000 Guests
 - Light Pole on North Side of Stadium
 - New Bleachers on East End—Offering Seating for 250
- **Be a Part of the Evergreen High School Stadium Legacy Project**
 - Donate now to this legacy project that will benefit school kids for years to come, local businesses and community members.
 - Become a Part of the Team —Volunteer, Share the Dream & Stay Up to Date
- **Visit www.ehsstadium.com for All Info and News**
www.facebook.com/EvergreenHighStadium
www.twitter.com/EHSStadium



4 CHANGE ROOMS, CONCESSIONS & PUBLIC TOILETS
3/16" = 1'-0"



EVERGREEN HIGH SCHOOL

29300 Buffalo Park Rd, Evergreen, CO 80439

100



Perspective and Plan

SPORTS STADIUM, EVERGREEN HIGH SCHOOL, EVERGREEN, CO

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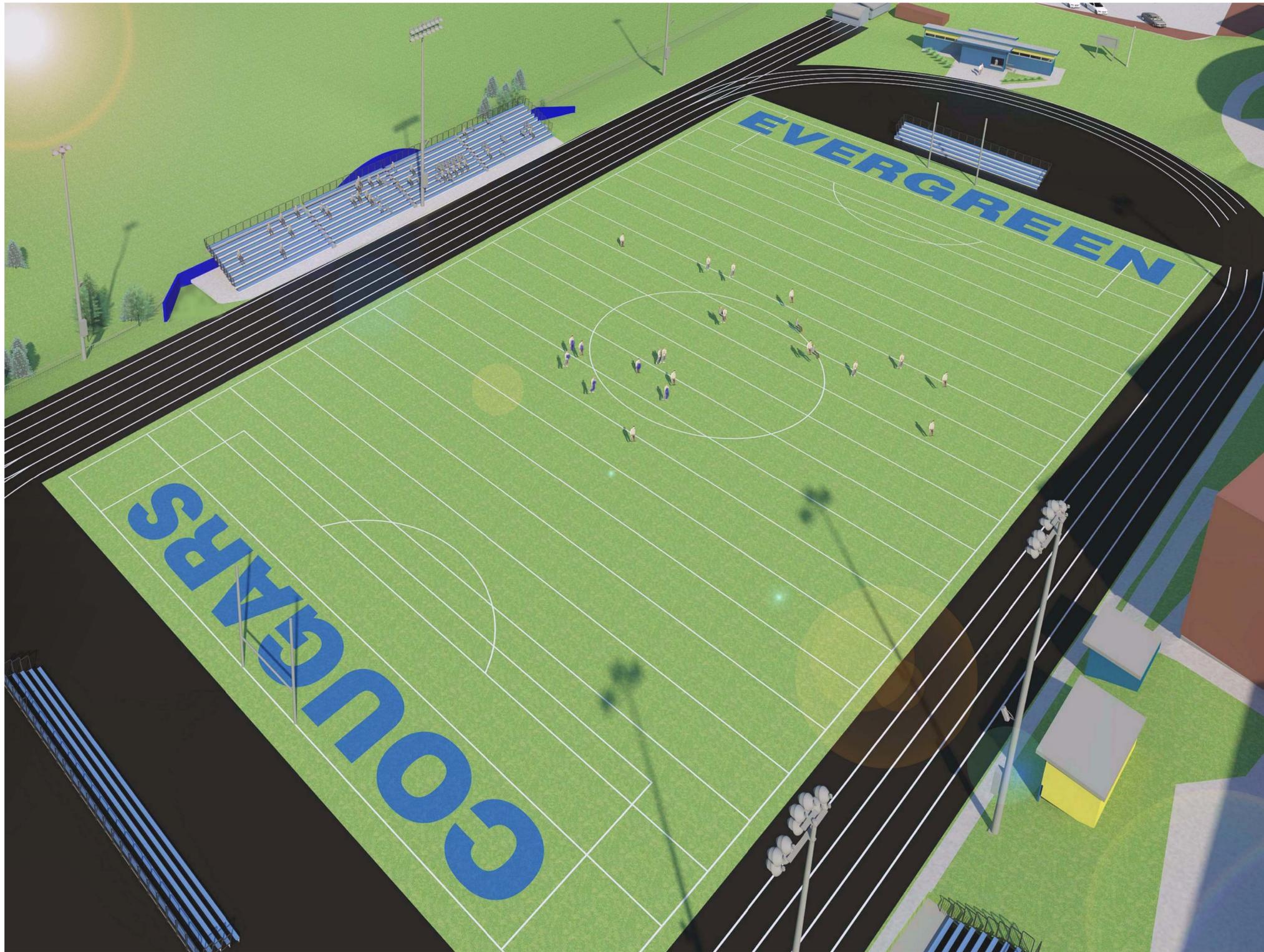
101

Retaining wall Perspective sustainable architecture



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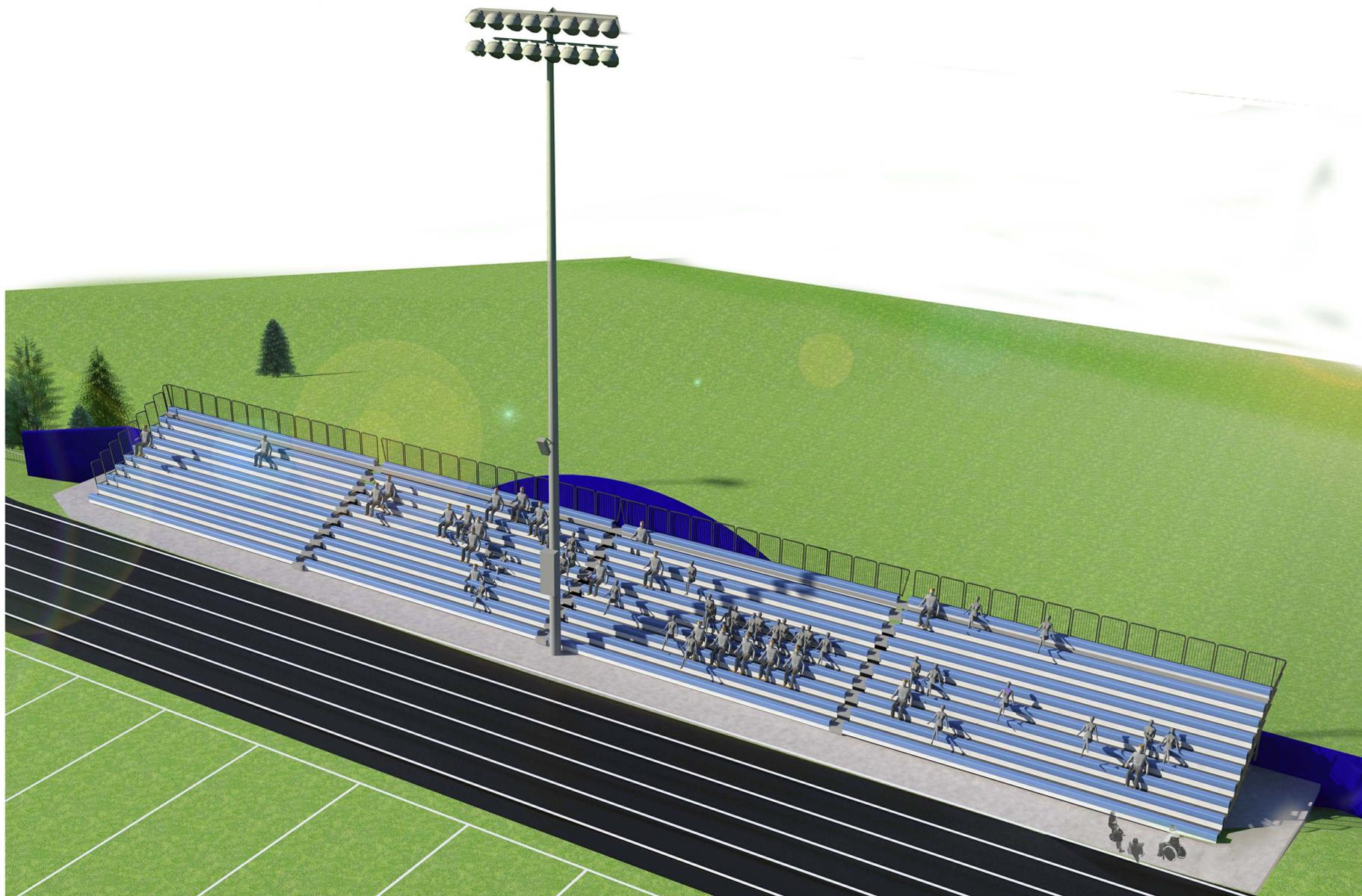
102



Overall Perspective sustainable architecture

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103



Preliminary Perspective sustainable architecture

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BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Request for Approval of Law Enforcement Assistance Fund (LEAF) Budget Supplement

September 20, 2016

For Information

For Discussion/Approval
Prior to Future Hearing

For Action

Issue: The Jefferson County Sheriff's Office (SO) seeks approval to supplement the SO's 2016 budget with a Law Enforcement Assistance Funding (LEAF) grant for the period January 1, 2016 through June 30, 2016 in the amount of \$16,398.00.

Background: The SO received a grant from the State of Colorado Department of Transportation (CDOT) for the overtime enforcement of impaired driving laws and portable breath testers (PBTs) for the period running from January 1-June 30, 2016. The original amount awarded was \$20,000.00 for overtime salaries and \$4,000.00 for PBTs; however only \$16,398.00 of the total amount of funding was spent.

Fiscal Impact: There is no fiscal impact to the County.

Recommendation: The Jefferson County Board of Commissioners (BCC) approve the supplement of \$16,398.00 in grant expenditures and revenue to the 2016 SO budget.

Originator: Chief Dan Gard, Support Services, Sheriff's Office, 303-271-5662

Contacts for Additional Information: Sergeant Dan Silvia, Patrol Division, Sheriff's Office, 720-497-7207

LAW ENFORCEMENT ASSISTANCE FUND (LEAF)

JANUARY 5, 2016 to JUNE 30, 2016

APPLICATION FOR FUNDS

CDOT's Office of Transportation Safety (OTS) will provide funding for overtime enforcement of Colorado's impaired driving laws through the Law Enforcement Assistance Fund (LEAF). The selection and funding of participating agencies will be based on:

- The mission, goals, strategy and objectives of CDOT
- Problem identification data relating to impaired driving related caused injury and fatal crashes
- Statistical analysis of local, state, and federal impaired driving related statistics

TO APPLY FOR FUNDING

Your agency agrees to:

1. Provide overtime to officers for enforcement of Colorado's impaired driving laws at checkpoints, saturations patrols, increased patrols, or as dedicated enforcement cars;
2. Utilize only officers who are currently SFST certified to conduct roadside sobriety maneuvers;
3. Provide an Enforcement Plan to CDOT prior to application deadline that includes an explanation of the following: 1) Program Goals, objectives, and activities, 2) community collaboration and support, 3) agency qualifications, 4) project evaluation, 5) public education, and 6) budget narrative.
4. Submit claims monthly on CDOT forms with backup documentation to leslie.chase@state.co.us and bruce.sheetz@state.co.us.
5. Submit a quarterly report to bruce.sheetz@state.co.us with the required arrest, crash, and enforcement data and a brief narrative summarizing your agency's enforcement tactics, goals and objectives, problems encountered, education
6. Participate in all CDOT statistical gathering programs relating to LEAF.

To apply for consideration of funding, return this form and the Enforcement Plan via email no later than **November 30, 2015** to Law Enforcement Coordinator Bruce Sheetz at bruce.sheetz@state.co.us

(COMPLETE project coordinator, secondary contact, and budget/finance information is required)

Agency:	<u>Jefferson County Sheriff's Office</u>	
Project Coordinator:	<u>Lt. Daniel Aten</u>	Phone Number: <u>(303) 435-0175</u>
Email Address:	<u>Daten@co.jefferson.co.us</u>	
Secondary Contact:	<u>Sgt. Dan Silvia</u>	Phone Number: <u>(303)435-4149</u>
Email Address:	<u>Dsilvia@co.jefferson.co.us</u>	
Budget/Finance:	<u>Elizabeth Mundell</u>	Phone Number: <u>(303)271-5610</u>
Email Address:	<u>emundell@jeffco.us</u>	
Send Check to:		

ENFORCEMENT PERIODS		REQUEST	BELOW DATA BASED ON 01/01/2015 - 06/30/2015	
January	1/5 - 1/31	\$4,950.00	# GRANT FUNDED IMPAIRED DRIVING ARRESTS:	29
February	2/1 - 2/4 & 2/9 - 2/29	\$4,950.00	# AGENCY FUNDED IMPAIRED DRIVING ARRESTS:	99
March	3/1 - 3/10 & 3/19 - 3/31	\$2,750.00	TOTAL # OF IMPAIRED DRIVING ARRESTS:	128
April	4/1 - 4/8	\$1,650.00	# OF IMPAIRED DRIVING PD* CRASHES:	96
May	5/16 - 5/26	\$3,300.00	# OF IMPAIRED DRIVING INJURY CRASHES:	26
June	6/1 - 6/30	\$4,950.00	TOTAL # OF IMPAIRED/FATAL CRASHES:	2
			TOTAL # OF IMPAIRED CRASHES:	124
Total OT request:		\$22,550.00	Total equipment request:	\$47,807.00
			TOTAL GRANT REQUEST:	\$70,357.00



COLORADO
 Department of Transportation
 Office of Transportation
 Safety & Risk Management



LEAF APPLICATION ADDENDUM

Please complete the following elements. These will be used to evaluate grant applicants on their effectiveness in having the greatest impact on impaired driving related crashes, injuries, and fatalities. (Be brief and concise)

PROGRAM GOALS, OBJECTIVES, AND ACTIVITIES:

Provide a broad statement about what **GOAL** the program expects to achieve, what **OBJECTIVES** (clear, realistic, specific, and measurable) will be used to achieve the goal, and what **ACTIVITIES** will be conducted to achieve the goal.

Program Goal: Reduce impaired related crashes in uncooperated Jefferson County. Objectives: Compare impaired related crashes from 01012015-06012015 to 01012016 to 06012016. Activities: Through a combination of checkpoints, high visibility patrol, combined enforcement with other agencies, media releases, and community education through contacts.

COMMUNITY COLLABORATION AND SUPPORT:

Explain what partnerships exist or are being developed that were included in the planning and implementation of the program, and who will be utilized in the activities and to achieve the above stated goals.

Utilize the other Jefferson County Law enforcement agencies as well as State Patrol to combine efforts in High Visibility Patrols as well as Impaired Driving Checkpoints. Reach out and include Drive Smart and MADD to educate a broader segment of our community on the dangers of impaired driving.

AGENCY QUALIFICATIONS:

Describe your agency's resources and skills to manage the program.

The Jefferson County Sheriff's Office has a full time dedicated Grant Manager. The Jefferson County Sheriff's Office has a successful history of managing roving checkpoints, fixed checkpoints, and High Visibility Patrols. All line level deputies are now required to certify on a yearly basis in SFST.

PROJECT EVALUATION:

Describe the evaluation strategy to show the effectiveness of the project, how objectives and the goal have been met.

Evaluation will be conducted after the conclusion of the enforcement period to measure the statistical difference on impaired crashes and arrests between this prescribed time period and the previous year.

PUBLIC EDUCATION

Describe how the public will be educated regarding impaired driving offenses.

The Jefferson count Sheriff's Office will provide education and outreach through media releases, social media, with sites like twitter, the county webpage, and facebook. In person deputy contacts with citizens at checkpoints and traffic stops, and through the cooperation with Drive Smart and MADD.

BUDGET NARRATIVE

Provide a detailed justification and explanation of how funds will be used for enforcement and to purchase authorized equipment.

Funds will be used to pay for 800 hours of overtime to staff High Visibility Patrols and Checkpoints, in addition to the following equipment list. Replacement of 40 outdated PBT's at a estimated cost of \$789.00 per unit. Replacement of two VMS boards for Checkpoints at a cost of \$14, 748.00 per unit. And replacement of 100 cone flares for use during DUI checkpoints at the cost of \$14.99 per unit.

EQUIPMENT REQUEST (EXPLAIN REQUESTED EQUIPMENT IN BUDGET NARRATIVE)

LEAF

Elizabeth Mundell

From: Sheetz - CDOT, Bruce [bruce.sheetz@state.co.us]
Sent: Friday, December 11, 2015 08:24
To: Daniel Aten; Daniel Silvia; Elizabeth Mundell
Subject: Law Enforcement Assistance Fund Allocation

The Jefferson County Sheriff's Office has been allocated \$20,000.00 for impaired driving enforcement activities and \$4,000.00 for PBTs for the upcoming grant cycle, which runs from January 1 to June 30, 2016.

A purchase order for \$24,000.00 and a claim workbook will be sent to your agency within the next couple of weeks.

Please reply to this email that you have received this information and are still interested in participating in the LEAF program.

Captain Bruce W. Sheetz
Colorado State Patrol, Retired
Law Enforcement Coordinator
MOST Quality Assurance Team
CDOT Office of Transportation Safety
4201 E. Arkansas Avenue
Denver, Colorado 80222
Office - 303-757-9355
Cell - 720-219-9649

Colorado Dept of Transportation
4201 E. Arkansas Ave.
Denver, Co 80222

DATE: 12/10/2015



Purchase Order
State of Colorado

Buyer: Roman Hernandez
Phone Number: 303-757-9781
Agency Contact: PAUL PETERSON
Phone Number: 303-757-9069

IMPORTANT
The PO# and Line#
must appear on all
invoices, packing
slips, cartons and
correspondence

PO# 411007863 Page# 1 of 1
Award#:
BID#:

Vendor Master#: 2000068
Phone: 303-271-8348
Vendor Contact:

V
E JEFFERSON COUNTY SHERIFFS DEPT
N 200 JEFFERSON COUNTY PARKWAY
D GOLDEN CO 80401-2697
C
R

Invoice

TO: CDOT OFFICE OF TRANSP. SAFETY
4201 E. ARKANSAS AVE.
DENVER CO 80222

Payment will be made by this agency

Ship

TO: Colorado Dept of Transportation
4201 East Arkansas Avenue
Denver CO 80222

Delivery/Installation Date: 06/30/2016

INSTRUCTIONS TO VENDOR

1. If for any reason, delivery of this order is delayed beyond the delivery/Installation date shown, please notify the agency contact named at the top left (Right of cancellation is reserved in instances in which timely delivery is not made). 2. All chemicals, equipment and materials must conform to the standards required by OSHA. 3. NOTE: Additional terms and conditions on reverse side or at address shown in Special Instructions.

SPECIAL INSTRUCTIONS

LINE	PRODUCT NUMBER PRODUCT CATEGORY DESCRIPTION	UOM PLANT	QUANTITY	UNIT COST	TOTAL ITEM COST
00001	92585 Jefferson County SO - LEAF - 2016	AU 7001	24,000	1.00	24,000.00

No expenditures against this project will be paid prior to the effective date, 01/05/2016.

DOCUMENT TOTAL: 24,000.00

BOARD OF COUNTY COMMISSIONERS BRIEFING

September 20, 2016

EXECUTIVE SUMMARY

HUMAN SERVICES DEPARTMENT

Community and Workforce Development Division

FOR ACTION

1. ISSUE:

Review and consideration of the Draft Public Comments for the Assessment of Fair Housing (AFH) Tool.

RECOMMENDATION:

That the Board of County Commissioners reviews and approves the draft comments to be submitted at Regulations.gov by county staff.

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Human Services Department Community and Workforce Development Division

Assessment of Fair Housing Tool Public Comments September 20, 2016

- For Information For Discussion/Approval
Prior to Future Hearing For Action

ISSUE: Review and consideration of the Draft Public Comments for the Assessment of Fair Housing (AFH) Tool.

BACKGROUND: The HUD Final Rule on Affirmatively Furthering Fair Housing (AFFH) was announced in 2015. The Final Rule includes a new timeline for completion of the Assessment on Fair Housing (AFH) and access to maps and data to complete the required AFH.

Previously the requirement to meet the AFFH obligations consisted of an Analysis of Impediments to Fair Housing (AI). The AI did not include required questions nor did HUD provide access to data to assist with the completion of the AI. The AFH now includes a series of questions that communities must address during the completion of the AFH. HUD also provides access to census data to assist with the AFH process.

HUD has released the AFH tool for a 30-day public comment period closing on September 22, 2016.

DISCUSSION: Community and Workforce Development staff along with Planning and Zoning staff have completed a review of the AFH questions and drafted comments to be submitted for the Public Comment Period closing on September 22, 106.

FISCAL: There is no fiscal impact.

RECOMMENDATION: That the Board of County Commissioners reviews and approves the draft comments to be submitted at Regulations.gov by county staff.

ORIGINATOR: Lynn Johnson, Human Services Department Director (x 4002)

CONTACT: Kat Douglas, Community and Workforce Development Division Director (x 8372)
Russell Clark, Planning Supervisor, Planning and Zoning Division (x 8754)

ATTACHMENTS: 1) Summary of draft comments
2) AFH Tool with comments inserted

Assessment of Fair Housing Tool

Draft Public Comments

- 1) Term 'Region' is noted throughout the document and needs to be better defined. Regional data assessment and trends are core components of the assessment but will be difficult to identify with existing HUD data and therefore should be 'optional'. The Assessment guidelines and instructions do not clearly delineate the requirements of including regional analysis. Local communities completing the Assessment independently should not be required to conduct regional analysis and will serve as an unreasonable burden.
- 2) Beyond the HUD data provided assessing access issues for individuals with disabilities may be difficult. If HUD is unable to provide the data and the local data (for all aspects of the Assessment) is not available then the element should be not be required in the Assessment.
- 3) All data provided by HUD should be current American Community Survey (ACS) data in map and table format for accurate analysis and interpretation.
- 4) HUDs estimate on time to complete an AFH is grossly underestimated. Jefferson County has always completed a robust Analysis of Impediments to Fair Housing exceeding the requirements so the concern is not for our local compliance but rather other communities that may not have completed a thorough AI in the past. The estimate should be revised once local large, medium and small communities complete the first phase of assessments to more accurately account for the resources needed to complete the Assessment.

1 **Assessment of Fair Housing Tool for Local Governments**

2 **Table of Contents**

3 I. Cover Sheet

4 II. Executive Summary

5 III. Community Participation Process

6 IV. Assessment of Past Goals and Actions

7 V. Fair Housing Analysis

8 A. Demographic Summary

9 B. General Issues

10 i. Segregation/Integration

11 ii. Racially or Ethnically Concentrated Areas of Poverty (R/ECAPs)

12 iii. Disparities in Access to Opportunity

13 iv. Disproportionate Housing Needs

14 C. Publicly Supported Housing Analysis

15 D. Disability and Access Analysis

16 E. Fair Housing Enforcement, Outreach Capacity, and Resources Analysis

17 [F. Small Program Participant Insert A \(Only completed when a QPHA is collaborating with a local](#)

18 [government\)](#)

19 [G. Small Program Participant Insert B \(Only completed when a smaller local government that meets](#)

20 [the specifications outlined in V\(F\) and VII\(A\) collaborates with another local government\)](#)

21 VI. Fair Housing Goals and Priorities

22 VII. Appendices and Instructions

23 A. Instructions

24 B. Appendix A – HUD-Provided Maps

25 C. Appendix B – HUD-Provided Tables

26 D. Appendix C – Descriptions of Potential Contributing Factors

1 **I. Cover Sheet**

2 1. Submission date:

3 2. Submitter name:

4 3. Type of submission (e.g., single program participant, joint submission):

5 4. Type of program participant(s) (e.g., consolidated plan participant, PHA):

6 5. For PHAs, Jurisdiction in which the program participant is located:

7 6. Submitter members (if applicable):

8 7. Sole or lead submitter contact information:

9 a. Name:

10 b. Title:

11 c. Department:

12 d. Street address:

13 e. City:

14 f. State:

15 g. Zip code:

16 8. Period covered by this assessment:

17 9. Initial, amended, or renewal AFH:

18 10. To the best of its knowledge and belief, the statements and information contained herein are true,
19 accurate, and complete and the program participant has developed this AFH in compliance with
20 the requirements of 24 C.F.R. §§ 5.150-5.180 or comparable replacement regulations of the
21 Department of Housing and Urban Development;

22
23 11. The program participant will take meaningful actions to further the goals identified in its AFH
24 conducted in accordance with the requirements in §§ 5.150 through 5.180 and 24 C.F.R. §§
25 91.225(a)(1), 91.325(a)(1), 91.425(a)(1), 570.487(b)(1), 570.601, 903.7(o), and 903.15(d), as
26 applicable.

27
28 ~~All Joint and Regional Participants are bound by the certification, except that some of the~~
29 ~~analysis, goals or priorities included in the AFH may only apply to an individual program~~
30 ~~participant as expressly stated in the AFH.~~

31 (Signature) (date)

32 (Signature) (date)

33 (Signature) (date)

34 (Signature) (date)

35 (Signature) (date)

36 12. Departmental acceptance or non-acceptance:

37 (Signature) (date)

38

1 Comments

II. Executive Summary

1. Summarize the fair housing issues, significant contributing factors, and goals. Also include an overview of the process and analysis used to reach the goals.

III. Community Participation Process

1. Describe outreach activities undertaken to encourage and broaden meaningful community participation in the AFH process, including the types of outreach activities and dates of public hearings or meetings. Identify media outlets used and include a description of efforts made to reach the public, including those representing populations that are typically underrepresented in the planning process such as persons who reside in areas identified as R/ECAPs, persons who are limited English proficient (LEP), and persons with disabilities. Briefly explain how these communications were designed to reach the broadest audience possible. For PHAs, identify your meetings with the Resident Advisory Board [and other resident outreach](#).
2. Provide a list of organizations consulted during the community participation process.
3. How successful were the efforts at eliciting meaningful community participation? If there was low participation, provide the reasons.
4. Summarize all comments obtained in the community participation process. Include a summary of any comments or views not accepted and the reasons why.

IV. Assessment of Past Goals, Actions and Strategies

1. Indicate what fair housing goals were selected by program participant(s) in recent Analyses of Impediments, Assessments of Fair Housing, or other relevant planning documents:
 - a. Discuss what progress has been made toward their achievement.
 - b. Discuss how you have been successful in achieving past goals, and/or how you have fallen short of achieving those goals (including potentially harmful unintended consequences).
 - c. Discuss any additional policies, actions, or steps that you could take to achieve past goals, or mitigate the problems you have experienced.
 - d. Discuss how the experience of program participant(s) with past goals has influenced the selection of current goals.

V. Fair Housing Analysis

[\[Note to Public: Where HUD has not provided data for a specific question and program participants do not have local knowledge or local data that is relevant to answering the question and as otherwise outlined in 24 C.F.R. § 5.152, participants may note the lack of such available information. Program participants should not leave the response blank.\]](#)

A. Demographic Summary

1. Describe demographic patterns in the jurisdiction and region, and describe trends over time (since 1990).
2. Describe the location of homeowners and renters in the jurisdiction and region, and describe trends over time.

B. General Issues

i. Segregation/Integration

1. Analysis

- a. Describe and compare segregation levels in the jurisdiction and region. Identify the racial/ethnic groups that experience the highest levels of segregation.

~~b. Explain how these segregation levels have changed over time (since 1990).~~

~~e.b.~~ Identify areas in the jurisdiction and region with relatively high segregation and integration by race/ethnicity, national origin, or LEP group, and indicate the predominant groups living in each area.

~~c. Explain how these segregation levels and patterns in the jurisdiction and region have changed over time (since 1990).~~

- d. Consider and describe the location of owner and renter occupied housing in the jurisdiction and region in determining whether such housing is located in segregated or integrated areas.

~~e. Discuss how patterns of segregation have changed over time (since 1990).~~

~~f.e.~~ Discuss whether there are any demographic trends, policies, or practices that could lead to higher segregation in the jurisdiction in the future. Participants should focus on patterns that affect the jurisdiction and region rather than creating an inventory of local laws, policies, or practices.

This seems a high hurdle.
How is the 'region' defined?

2. Additional Information

- a. Beyond the HUD-provided data, provide additional relevant information, if any, about segregation in the jurisdiction and region affecting groups with other protected characteristics.
- b. The program participant may also describe other information relevant to its assessment of segregation, including activities such as place-based investments and mobility options for protected class groups.

3. Contributing Factors of Segregation

Consider the listed factors and any other factors affecting the jurisdiction and region. Identify factors that significantly create, contribute to, perpetuate, or increase the severity of segregation.

- Community ~~opposition~~Opposition
- Displacement of residents due to economic pressures
- Lack of community revitalization strategies
- Lack of private investments in specific neighborhoods
- Lack of public investments- in specific neighborhoods, including services or amenities
- Lack of regional cooperation
- Land use and zoning laws
- Lending Discrimination
- Location and type of affordable housing
- Occupancy codes and restrictions
- Private discrimination
- Other

ii. **R/ECAPs**

1. Analysis

- a. Identify any R/ECAPs or groupings of R/ECAP tracts within the jurisdiction and region.
- b. Which protected classes disproportionately reside in R/ECAPs compared to the jurisdiction and region?
- c. Describe how R/ECAPs have changed over time in the jurisdiction and region (since 1990).

Again, 'region' is a significant change and seems to add significantly to the requirements of this assessment for a local government.

2. Additional Information

- a. Beyond the HUD-provided data, provide additional relevant information, if any, about R/ECAPs in the jurisdiction and region affecting groups with other protected characteristics.
- b. The program participant may also describe other information relevant to its assessment of R/ECAPs, including activities such as place-based investments and mobility options for protected class groups.

3. Contributing Factors of R/ECAPs

Consider the listed factors and any other factors affecting the jurisdiction and region. Identify factors that significantly create, contribute to, perpetuate, or increase the severity of R/ECAPs.

- Community ~~opposition~~Opposition
- Deteriorated and abandoned properties
- Displacement of residents due to economic pressures
- Lack of community revitalization strategies
- Lack of private investments in specific neighborhoods

- Lack of public investments -in specific neighborhoods, including services or amenities
- Lack of regional cooperation
- Land use and zoning laws
- Location and type of affordable housing
- Occupancy codes and restrictions
- Private discrimination
- Other

iii. Disparities in Access to Opportunity

1. Analysis

a. Education

~~a.~~—For the protected class group(s) HUD has provided data, describe **Educational Opportunities**

~~1.~~—Describe any disparities in access to proficient schools based on race/ethnicity, national origin, and family status.

i. ~~Describe in the relationship between the jurisdiction and region. residency patterns of racial/ethnic, national origin, and family status groups and their proximity to proficient schools.~~

ii. ~~For the Describe how school related policies, such as school enrollment policies, affect a student's ability to attend a proficient school. Which protected class group(s) HUD has provided data, describe how the disparities groups are least successful in access to accessing proficient schools relate to residential living patterns in the jurisdiction and region.?~~

iii. ~~Informed by community participation, any consultation with other relevant government agencies, and the participant's own local data and local knowledge, discuss programs, policies, or funding mechanisms that affect disparities in access to proficient schools.~~

b. Employment-Opportunities

i. ~~For the protected class group(s) HUD has provided data, describe Describe any disparities in access to jobs and labor markets by protected class groups in the jurisdiction and region.~~

ii. ~~For the protected class group(s) HUD has provided data, describe how disparities in access to employment relate to residential living patterns in the jurisdiction and region.~~

iii. ~~Informed by community participation, any consultation with other relevant government agencies, and the participant's own local data and local knowledge, discuss whether there are programs, policies, or funding mechanisms that affect disparities in access to employment.~~

ii.—How does a person's place of residence affect their ability to obtain a job?

iii. ~~Which racial/ethnic, national origin, or family status groups are least successful in accessing employment?~~

c. ~~Transportation Opportunities~~

i. ~~For the protected class group(s) HUD has provided data, describe~~ Describe any disparities in access to transportation related to costs and access to public transit in the jurisdiction and region.

i. ~~_____~~

ii. ~~For the protected class group(s) HUD has provided data, describe how disparities in access to based on place of residence, cost, or other transportation related~~ to residential living patterns in the jurisdiction and region factors.

iii. ~~Informed by community participation, any consultation with other relevant government agencies, and the participant's own local data and local knowledge, discuss whether there are programs, policies, or funding mechanisms that affect disparities in access to transportation.~~

iii. ~~Access to~~ Which racial/ethnic, national origin or family status groups are most affected by the lack of a reliable, affordable transportation connection between their place of residence and opportunities?

iv. ~~Describe how the jurisdiction's and region's policies, such as public transportation routes or transportation systems designed for use personal vehicles, affect the ability of protected class groups to access transportation.~~

d. ~~Low Poverty Neighborhoods Exposure Opportunities~~

i. ~~For the protected class group(s) HUD has provided data, describe~~ Describe any disparities in ~~access~~ exposure to low poverty neighborhoods in the jurisdiction and region by protected class groups.

ii. ~~For~~ What role does a person's place of residence play in their exposure to poverty?

iii. ~~Which racial/ethnic, national origin or family status groups are most affected by these poverty indicators?~~

iv. ii. ~~Describe how the jurisdiction's and region's policies affect the ability of protected class group(s) HUD has provided data, describe how disparities in groups to access to low poverty neighborhoods relate to residential living patterns of those groups in the jurisdiction and region?~~ areas.

iii. ~~Informed by community participation, any consultation with other relevant government agencies, and the participant's own local data and local knowledge, discuss whether there are programs, policies, or funding mechanisms that affect disparities in access to low poverty neighborhoods.~~

e. ~~Access to Environmentally Healthy Neighborhoods Neighborhood Opportunities~~

- i. For the protected class group(s) HUD has provided data, describe~~Describe~~ any disparities in access to environmentally healthy neighborhoods in the jurisdiction and region~~by protected class groups~~.
- ii. For the protected class group(s) HUD has provided data, describe how disparities in~~Which racial/ethnic, national origin or family status groups have the least~~ access to environmentally healthy neighborhoods relate to residential living patterns in the jurisdiction and region?
- iii. Informed by community participation, any consultation with other relevant government agencies, and the participant's own local data and local knowledge, discuss whether there are programs, policies, or funding mechanisms that affect disparities in access to environmentally healthy neighborhoods.

f. Patterns in Disparities in Access to Opportunity

- i. For the protected class group(s) HUD has provided data, identify~~Identify~~ and discuss any overarching patterns of access to opportunity and exposure to adverse community factors.
- ~~i.ii. based on race/ethnicity, national origin or familial status.~~ Identify areas that experience an aggregate of low/poor access to opportunity and high exposure to adverse factors. Include how these patterns compare to patterns of segregation and R/ECAPs. Describe these patterns for the jurisdiction and region.

2. Additional Information

- a. Beyond the HUD-provided data, provide additional relevant information, if any, about disparities in access to opportunity in the jurisdiction and region affecting groups with other protected characteristics.
- b. The program participant may also describe other information relevant to its assessment of disparities in access to opportunity, including any activities aimed at improving access to opportunities for areas that may lack such access, or in promoting access to opportunity (e.g., proficient schools, employment opportunities, and transportation).

3. Contributing Factors of Disparities in Access to Opportunity

Consider the listed factors and any other factors affecting the jurisdiction and region. Identify factors that significantly create, contribute to, perpetuate, or increase the severity of disparities in access to opportunity.

- Access to financial services
- ~~• The availability, type, frequency, and reliability of public transportation~~
- Lack of private investments in specific neighborhoods
- Lack of public investments in specific neighborhoods, including services or amenities
- Lack of regional cooperation
- Land use and zoning laws
- Lending Discrimination
- Location and type of affordable housing
- Location of employers

- Location of environmental health hazards
- Location of proficient schools and school assignment policies
- ~~Location and type of affordable housing~~
- Occupancy codes and restrictions
- Private discrimination
- The availability, type, frequency, and reliability of public transportation
- Other

iv. **Disproportionate Housing Needs**

1. Analysis

- a. Which protected class groups (by race/ethnicity and familialfamily status) experience higher rates of housing cost burden, overcrowding, or substandard housing when compared to other groups for the jurisdiction and region? Which groups also experience higher rates of severe housing burdens when compared to other groups?
- b. Which areas in the jurisdiction and region experience the greatest housing burdens? Which of these areas align with segregated areas, integrated areas, or R/ECAPs and what are the predominant race/ethnicity or national origin groups in such areas?
- c. Compare the needs of families with children for housing units with two, and three or more bedrooms with the available existing housing stock in each category of publicly supported housing for the jurisdiction and region.
- d. Describe the differences in rates of renter and owner occupied housing by race/ethnicity in the jurisdiction and region.

2. Additional Information

- a. Beyond the HUD-provided data, provide additional relevant information, if any, about disproportionate housing needs in the jurisdiction and region affecting groups with other protected characteristics.
- b. The program participant may also describe other information relevant to its assessment of disproportionate housing needs. For PHAs, such information may include a PHA's overriding housing needs analysis.

3. Contributing Factors of Disproportionate Housing Needs

Consider the listed factors and any other factors affecting the jurisdiction and region. Identify factors that significantly create, contribute to, perpetuate, or increase the severity of disproportionate housing needs.

- Availability~~The availability~~ of affordable units in a range of sizes
- Displacement of residents due to economic pressures
- Lack of housing support for victims of sexual harassment, including victims of domestic violence
- Lack of private investments in specific neighborhoods
- Lack of public investments in specific neighborhoods, including services or amenities

- Land use and zoning laws
- Lending Discrimination
- Other

C. Publicly Supported Housing Analysis

1. Analysis

a. Publicly Supported Housing Demographics

- Are certain racial/ethnic groups more likely to be residing in one category of publicly supported housing than other categories (public housing, project-based Section 8, Other HUD Multifamily Assisted developments, and Housing Choice Voucher (HCV)) in the jurisdiction? Compare the racial/ethnic demographics of each category of publicly supported housing for the jurisdiction to the demographics of the same category in the region.?)?
- Compare the demographics, in terms of protected class, of residents of each category of publicly supported housing (public housing, project-based Section 8, Other HUD Multifamily Assisted developments, and HCV) to the population in general, and persons who meet the income eligibility requirements for the relevant category of publicly supported housing in the jurisdiction and region. Include in the comparison, a description of whether there is a higher or lower proportion of groups based on protected class.

b. Publicly Supported Housing Location and Occupancy

- Describe patterns in the geographic location of publicly supported housing by program category (public housing, project-based Section 8, Other HUD Multifamily Assisted developments, HCV, and LIHTC) in relation to previously discussed segregated areas and R/ECAPs in the jurisdiction and region.
- Describe patterns in the geographic location for publicly supported housing that primarily serves families with children, elderly persons, or persons with disabilities in relation to previously discussed segregated areas or R/ECAPs in the jurisdiction and region??
- How does the demographic composition of occupants of publicly supported housing in R/ECAPS compare to the demographic composition of occupants of publicly supported housing outside of R/ECAPS in the jurisdiction and region??
- (A) Do any developments of public housing, properties converted under the RAD, and LIHTC developments have a significantly different demographic composition, in terms of protected class, than other developments of the same category for the jurisdiction? Describe how these developments differ.

(B) Provide additional relevant information, if any, about occupancy, by protected class, in other types of publicly supported housing for the jurisdiction and region. -

- v. Compare the demographics of occupants of developments, for each category of publicly supported housing (public housing, project-based Section 8, Other HUD Multifamily Assisted developments, properties converted under RAD, and LIHTC) to the demographic composition of the areas in which they are located. [For the jurisdiction, describe](#) whether developments that are primarily occupied by one race/ethnicity are located in areas occupied largely by the same race/ethnicity. Describe any differences for housing that primarily serves families with children, elderly persons, or persons with disabilities.

c. Disparities in Access to Opportunity

- i. Describe any disparities in access to opportunity for residents of publicly supported housing [in the jurisdiction and region](#), including within different program categories (public housing, project-based Section 8, Other HUD Multifamily Assisted Developments, HCV, and LIHTC) and between types (housing primarily serving families with children, elderly persons, and persons with disabilities) of publicly supported housing.

2. Additional Information

- a. Beyond the HUD-provided data, provide additional relevant information, if any, about publicly supported housing in the jurisdiction and region, particularly information about groups with other protected characteristics and about housing not captured in the HUD-provided data.
- b. The program participant may also describe other information relevant to its assessment of publicly supported housing. Information may include relevant programs, actions, or activities, such as tenant self-sufficiency, place-based investments, or mobility programs.

3. Contributing Factors of Publicly Supported Housing Location and Occupancy

Consider the listed factors and any other factors affecting the jurisdiction and region. Identify factors that significantly create, contribute to, perpetuate, or increase the severity of fair housing issues related to publicly supported housing, including Segregation, [R/ECAPs](#), Disparities in Access to Opportunity, and Disproportionate Housing Needs. For each contributing factor that is significant, note which fair housing issue(s) the selected contributing factor relates to.

- Admissions and occupancy policies and procedures, including preferences in publicly supported housing
- ~~Land use and zoning laws~~
- Community opposition
- Impediments to mobility
- Lack of private investment in specific neighborhoods
- Lack of public investment in specific neighborhoods, including services and amenities
- Lack of regional cooperation
- Land use and zoning laws
- Occupancy codes and restrictions

- Quality of affordable housing information programs
- Siting selection policies, practices and decisions for publicly supported housing, including discretionary aspects of Qualified Allocation Plans and other programs
- Source of income discrimination
- Other

D. Disability and Access Analysis

1. Population Profile

- a. How are persons with disabilities geographically dispersed or concentrated in the jurisdiction and region, including R/ECAPs and other segregated areas identified in previous sections?
- b. Describe whether these geographic patterns vary for persons with each type of disability or for persons with disabilities in different age ranges for the jurisdiction and region.

2. Housing Accessibility

- a. Describe whether the jurisdiction and region have sufficient affordable, accessible housing in a range of unit sizes.
- b. Describe the areas where affordable accessible housing units are located. Do they align with R/ECAPs or other areas that are segregated for the jurisdiction and region?
- c. To what extent are persons with different disabilities able to access and live in the different categories of publicly supported housing for the jurisdiction and region? ?

3. Integration of Persons with Disabilities Living in Institutions and Other Segregated Settings

- a. To what extent do persons with disabilities in or from the jurisdiction or region reside in segregated or integrated settings?
- b. Describe the range of options for persons with disabilities to access affordable housing and supportive services in the jurisdiction and region.

4. Disparities in Access to Opportunity

- a. To what extent are persons with disabilities able to access the following in the jurisdiction and region? ? Identify major barriers faced concerning:
 - i. Government services and facilities
 - ii. Public infrastructure (e.g., sidewalks, pedestrian crossings, pedestrian signals)
 - iii. Transportation

This may be hard for local governments to produce, especially if the data is not available from HUD.

- iv. Proficient schools and educational programs
- v. Jobs
- b. Describe the processes that exist in the jurisdiction and region for persons with disabilities to request and obtain reasonable accommodations and accessibility modifications to address the barriers discussed above.
- c. Describe any difficulties in achieving homeownership experienced by persons with disabilities and by persons with different types of disabilities in the jurisdiction and region.

5. Disproportionate Housing Needs

Describe any disproportionate housing needs experienced by persons with disabilities and by persons with certain types of disabilities in the jurisdiction and region.

6. Additional Information

- a. Beyond the HUD-provided data, provide additional relevant information, if any, about disability and access issues in the jurisdiction and region including those affecting persons with disabilities groups with other protected characteristics.
- b. The program participant may also describe other information relevant to its assessment of disability and access issues.

7. Disability and Access Issues Contributing Factors

Consider the listed factors and any other factors affecting the jurisdiction and region. Identify factors that significantly create, contribute to, perpetuate, or increase the severity of disability and access issues and the fair housing issues, which are Segregation, R/ECAPs~~RECAPs~~, Disparities in Access to Opportunity, and Disproportionate Housing Needs. For each contributing factor, note which fair housing issue(s) the selected contributing factor relates to.

- Access to proficient schools that are accessible for persons with disabilities
- Access to publicly supported housing for persons with disabilities
- Access to transportation for persons with disabilities
- Inaccessible public government facilities or private infrastructure services
- Inaccessible sidewalks, pedestrian crossings, or other infrastructure
- Lack of affordable in-home or community-based supportive services
- Lack of affordable, accessible housing in range of unit sizes
- Lack of affordable, integrated housing for individuals who need supportive services
- Lack of assistance for housing accessibility modifications
- Lack of assistance for transitioning from institutional settings to integrated housing
- Land use and zoning laws
- Lending Discrimination
- Location of accessible housing
- Occupancy codes and restrictions

Listing 'private infrastructure' that is inaccessible for those with a disability appears to be a VERY difficult thing to produce.

- Regulatory barriers to providing housing and supportive services for persons with disabilities
- State or local laws, policies, or practices that discourage individuals with disabilities from being placed in or living in apartments, family homes, and other integrated settings
- Other

E. Fair Housing Enforcement, Outreach Capacity, and Resources Analysis

1. List and summarize any of the following that have not been resolved: a charge or letter of finding from HUD concerning a violation of a civil rights-related law, a cause determination from a substantially equivalent state or local fair housing agency concerning a violation of a state or local fair housing law, a letter of findings issued by or lawsuit filed or joined by the Department of Justice alleging a pattern or practice or systemic violation of a fair housing or civil rights law, or a claim under the False Claims Act related to fair housing, nondiscrimination, or civil rights generally, including an alleged failure to affirmatively further fair housing.
2. Describe any state or local fair housing laws. What characteristics are protected under each law?
3. Identify any local and regional agencies and organizations that provide fair housing information, outreach, and enforcement, including their capacity and the resources available to them.
4. **Additional Information**
 - a. Provide additional relevant information, if any, about fair housing enforcement, outreach capacity, and resources in the jurisdiction and region.
 - b. The program participant may also include information relevant to programs, actions, or activities to promote fair housing outcomes and capacity.

5. Fair Housing Enforcement, Outreach Capacity, and Resources Contributing Factors

Consider the listed factors and any other factors affecting the jurisdiction and region. Identify factors that significantly create, contribute to, perpetuate, or increase the severity of fair housing enforcement, outreach capacity, and resources and the fair housing issues, which are Segregation, R/ECAPs~~RECAPs~~, Disparities in Access to Opportunity, and Disproportionate Housing Needs. For each significant contributing factor, note which fair housing issue(s) the selected contributing factor impacts.

- Lack of local private fair housing outreach and enforcement
- Lack of local public fair housing enforcement
- Lack of resources for fair housing agencies and organizations
- Lack of state or local fair housing laws
- Unresolved violations of fair housing or civil rights law
- Other

F. Small Program Participant Insert A - Qualified PHA

[Note to Public: This section is only to be completed when a Qualified PHA partners with a Local Government. For QPHAs in the same CBSA as the Local Government, the analysis is intended to meet the requirements of a QPHA service area analysis while relying on the Local Government to complete the regional analysis. For QPHAs whose service area extends beyond, or is outside of, the Local Government's CBSA, the analysis must cover the QPHA's service area and region. QPHAs should refer to the Contributing Factors listed in each section above and will have to identify Contributing Factors. QPHAs must also identify any individual goals.]

Again, it seems difficult for a local government to provide a regional analysis.

1. Segregation/Integration

Describe any areas of segregation and integration in the QPHA's service area (and region, if applicable). Identify the protected class groups living in any such area. Explain how any area of segregation has changed over time.

2. R/ECAPs

Describe the locations of R/ECAPs, if any, in the QPHA's service area (and region, if applicable). Identify the protected class groups living in R/ECAPs and describe how R/ECAPs have changed over time.

3. Disparities in Access to Opportunity

Describe any disparities in access to the following opportunities for households in the service area (and region, if applicable), based on protected class:

- Educational opportunities
- Employment opportunities
- Transportation opportunities
- Low poverty exposure opportunities
- Environmentally healthy neighborhood opportunities

4. Disproportionate Housing Needs

Describe which protected class groups in the PHA's service area (and region, if applicable) experience higher rates of housing problems (housing cost burden, severe housing cost burden, substandard housing conditions, and overcrowding).

5. Publicly Supported Housing Section

Questions on the location and occupancy of the QPHA's publicly supported housing

a. Demographics

Provide demographic information, including protected class groups, on the residents of the QPHA and compare these with the demographics of the service area (and region, if applicable).

b. Segregation and R/ECAPs

- i. Describe the location of the QPHA's developments and Housing Choice Vouchers in relation to areas of segregation and R/ECAPs in the service area (and region, if applicable).
- ii. If there are R/ECAPs, describe any differences in the demographics, including by protected class group, of QPHA assisted households who live in R/ECAPs versus those who live outside of R/ECAPs in the service area (and region, if applicable).
- iii. Describe the demographics, by protected class group, of each of the QPHA's publicly supported developments.

c. Disparities in Access to Opportunity

Describe the extent to which assisted households of the QPHA have access to the opportunity assets discussed above. Identify any disparities in access to each opportunity by protected class group in the service area (and region, if applicable).

d. Disproportionate Housing Needs

- i. Compare the demographics, including by protected class group, of the QPHA's assisted households to households in the service area with disproportionate housing needs in the service area (and region, if applicable).
- ii. Compare the needs of families with children in the Qualified PHA's service area (and region, if applicable) for housing units with two, and three or more bedrooms, with the QPHA's available stock of assisted units.

e. Policies and Practices

Describe any policies and practices of the QPHA related to fair housing choice including:

- Affirmative marketing plan
- Admissions preferences or housing designations
- Voucher mobility and portability policies and practices

f. Questions on other categories of publicly supported housing

Describe other publicly supported housing programs, if any, in the QPHA service area. Identify the location by category of publicly supported housing in relation to areas of segregation and R/ECAPs, and the demographics of the households of each category of publicly supported housing, by protected class in the service area (and region, if applicable).

6. Disability and Access

- a. Describe how persons with disabilities are geographically dispersed or concentrated in the QPHA service area (and region, if applicable), including whether persons with disabilities reside in R/ECAPs and other segregated areas identified previously, and describe whether these geographic patterns vary for persons with each type of disability of persons with disabilities in different age ranges.

- b. Describe whether the QPHA’s service area (and region, if applicable) has sufficient affordable, accessible housing in a range of unit sizes, describe the areas where affordable accessible housing units are located, and identify to what extent persons with different disabilities are able to access and live in the different categories of publicly supported housing.
- c. Describe to what extent persons with disabilities in the QPHA’s service area (and region, if applicable) reside in segregated or integrated settings.

7. Fair Housing Enforcement

Describe whether the PHA is currently the subject of any of the following: a charge or letter of finding from HUD concerning a violation of a civil rights-related law, a cause determination from a substantially equivalent state or local fair housing agency concerning a violation of a state or local fair housing law, a letter of findings issued by or lawsuit filed or joined by the Department of Justice alleging a pattern or practice or systemic violation of a fair housing or civil rights law, or a claim under the False Claims Act related to fair housing, nondiscrimination, or civil rights generally, including an alleged failure to affirmatively further fair housing.

8. Additional QPHA Information

The QPHA may also describe other information relevant to its assessment of fair housing

G. Small Program Participant Insert B – Local Government

[Note to Public: This section is only to be completed when either: (1) A local government that received a CDBG grant of \$500,000 or less in the most recent fiscal year prior to the due date for the joint or regional AFH collaborates with a local government that received a CDBG grant larger than \$500,000 in the most recent fiscal year prior to the due date for the joint or region AFH; or (2) A HOME consortia whose members collectively received less than \$500,000 in CDBG funds or received no CDBG funding partners with a with a local government that received a CDBG grant larger than \$500,000 in the most recent fiscal year prior to the due date for the joint or region AFH.

For small program participants in the same CBSA as the lead Local Government, the analysis is intended to meet the requirements of jurisdictional analysis while **relying on the lead Local Government to complete the regional analysis.** For small program participants whose service area extends beyond, or is outside of, the lead Local Government’s CBSA, the analysis must cover the small program participant’s jurisdiction **and region.** Small program participants should refer to the Contributing Factors listed in each section above and will have to identify Contributing Factors. Small program participants must also identify any individual goals.]

1. Demographics

Describe demographic patterns in the jurisdiction (and region, if applicable). Explain how demographic trends have changed over time?

2. Segregation/Integration

Describe any areas of segregation and integration in the jurisdiction (and region, if applicable). Identify the protected class groups living in any such areas. Explain how areas of segregation have changed over time.

3. R/ECAPs

Describe the locations of R/ECAPs, if any, in the jurisdiction (and region, if applicable). Identify the protected class groups living in R/ECAPs and describe how R/ECAPs have changed over time.

4. Disparities in Access to Opportunity

Describe any disparities in access to the following opportunities for households in the jurisdiction (and region, if applicable), based on protected class:

- Educational opportunities
- Employment opportunities
- Transportation opportunities
- Low poverty exposure opportunities
- Environmentally healthy neighborhood opportunities

5. Disproportionate Housing Needs

Describe which protected class groups in the jurisdiction (and region, if applicable) experience higher rates of housing problems (housing cost burden, severe housing cost burden, substandard housing conditions, and overcrowding).

6. Publicly Supported Housing Section

a. Publicly Supported Housing Demographics

Compare the demographic population, including protected class groups, on residents living in publicly supported housing and compare these with the demographics to the population in general in the jurisdiction (and region, if applicable). Are certain protected class groups more likely to be residing in one category of publicly supported housing than other categories?

b. Segregation and R/ECAPs

- i. Describe the location of publicly supported housing in relation to areas of segregation and R/ECAPs in the jurisdiction (and region, if applicable).
- ii. If there are R/ECAPs, describe any differences in the demographics, including by protected class group, of assisted households who live in R/ECAPs versus those who live outside of R/ECAPs in the jurisdiction (and region, if applicable).
- iii. Describe the demographics, by protected class group, of each of the publicly supported housing developments in the jurisdiction (and region, if applicable).

c. Disparities in Access to Opportunity

Describe the extent to which assisted households in publicly supported housing in the jurisdiction (and region, if applicable) have access to the opportunity assets discussed above. Identify any disparities in access to each opportunity by protected class group.

d. Disproportionate Housing Needs

- i. Which protected class groups experience higher rates of housing cost burden, overcrowding, or substandard housing in the jurisdiction (and region, if applicable) when compared to other groups, and how do these groups align with segregated areas, integrated areas, and R/ECAPs.
- ii. Compare the needs of families with children in the jurisdiction (and region, if applicable) for housing units with two, and three or more bedrooms, with the available stock of assisted units.

I think many of the protected groups may be very difficult to find data on.

e. Questions on other categories of publicly supported housing

Describe other publicly supported housing programs, if any, in the jurisdiction (and region, if applicable). Identify the location by category of publicly supported housing in relation to areas of segregation and R/ECAPs, and the demographics of the households of each category of publicly supported housing, by protected class.

7. Disability and Access

- a. Describe how persons with disabilities are geographically dispersed or concentrated in the jurisdiction (and region, if applicable), including whether persons with disabilities reside in R/ECAPs and other segregated areas identified previously, and describe whether these geographic patterns vary for persons with each type of disability of persons with disabilities in different age ranges.
- b. Describe whether the jurisdiction (and region, if applicable) has sufficient affordable, accessible housing in a range of unit sizes, describe the areas where affordable accessible housing units are located, and identify to what extent persons with different disabilities are able to access and live in the different categories of publicly supported housing.
- c. Describe to what extent persons with disabilities in the jurisdiction (and region, if applicable) reside in segregated or integrated settings.

8. Fair Housing Enforcement

Describe whether the program participant is currently the subject of any of the following: a charge or letter of finding from HUD concerning a violation of a civil rights-related law, a cause determination from a substantially equivalent state or local fair housing agency concerning a violation of a state or local fair housing law, a letter of findings issued by or

[lawsuit filed or joined by the Department of Justice alleging a pattern or practice or systemic violation of a fair housing or civil rights law, or a claim under the False Claims Act related to fair housing, nondiscrimination, or civil rights generally, including an alleged failure to affirmatively further fair housing.](#)

9. Additional Program Participant Information

[The program participant may also describe other information relevant to its assessment of fair housing.](#)

VI. Fair Housing Goals and Priorities

1. For each fair housing issue, prioritize the identified contributing factors. Justify the prioritization of the contributing factors that will be addressed by the goals set below in Question 2. Give the highest priority to those factors that limit or deny fair housing choice or access to opportunity, or negatively impact fair housing or civil rights compliance.

2. For each fair housing issue with significant contributing factors identified in Question 1, set one or more goals. Explain how each goal is designed to overcome the identified contributing factor and related fair housing issue(s). For goals designed to overcome more than one fair housing issue, explain how the goal will overcome each issue and the related contributing factors. For each goal, identify metrics and milestones for determining what fair housing results will be achieved, and indicate the timeframe for achievement.

<u>Goal</u>	<u>Contributing Factors</u>	<u>Fair Housing Issues</u>	<u>Metrics, Milestones, and Timeframe for Achievement</u>	<u>Responsible Program Participant(s)</u>
Discussion:				

Assessment of Fair Housing (AFH) Instructions

Introduction

Program participants conducting an assessment of fair housing as required under the affirmatively furthering fair housing rule, published at 80 FR 42272, are required to complete and submit an Assessment Tool. For regulatory requirements of the AFFH rule and the AFH, see 24 C.F.R. §§ 5.150-5.180.

This Assessment Tool, including these instructions, will be used by local governments that receive Community Development Block Grants (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grants (ESG), or Housing for Persons with AIDS (HOPWA) formula funding from HUD when conducting and submitting their own Assessment of Fair Housing (AFH). The Assessment Tool will also be used for AFHs conducted by joint and regional collaborations between: (1) local governments; (2) one or more local governments with one or more public housing agency (PHA) partners; and (3) other collaborations in which a local government (described above) is designated as the lead entity for the collaboration. A joint or regional AFH does not relieve such collaborating program participant from its obligation to analyze and address local and regional fair housing issues and contributing factors that affect fair housing choice, and set priorities and goals for its geographic area. Program participants that conduct and submit either a joint or regional AFH must provide HUD with a copy of their written agreement prior to submitting the AFH. Please see the following chart identifying which program participants will use this Assessment Tool, and the program participants that will use a different Assessment Tool.

Who must use this Assessment Tool	Who will use a different Assessment Tool
<p>1. Local governments (that receive CDBG, HOME, ESG or HOPWA funds) submitting an AFH alone.</p> <p>2. Joint or Regional Collaborations between:</p> <p>a. Only local governments</p> <p>b. One or more local governments with one or more PHAs</p> <p>c. Other collaborations in which a local government is designated as the lead entity, including small program participants (i.e., local governments that received a CDBG grant of \$500,000 or less in the most recent fiscal year prior to the due date for the joint or regional AFH due date) electing to complete the applicable insert.</p>	<p>1. States and Insular Areas submitting alone</p> <p>2. Joint or regional collaborations (with local governments and/or PHAs) where the State is designated as the lead entity</p> <p>3. PHAs submitting alone</p> <p>4. Joint collaborations among only PHAs</p>

All program participants must use the HUD-provided data, which includes data for the jurisdiction and region, to complete the AFH. A joint or regional AFH must reference the HUD-provided data for each program participant's jurisdiction and region. The Assessment Tool and HUD-provided data will be used by various types of program participants (e.g. those in urban areas, rural areas, suburban areas, majority-minority communities), which may have unique characteristics, issues and challenges. The HUD-provided data will help program participants assess local and regional fair housing issues and contributing factors and set priorities and goals to overcome them. However, certain HUD-provided data may have limitations, including limitations in how they apply to geographic areas with different characteristics (e.g., rural versus urban, majority minority areas). For this reason, program participants must supplement the HUD-provided data with local data and local knowledge outlined in 24 C.F.R. § 5.152 and discussed below.

HUD is only able to provide data for those protected class groups for which nationally uniform data are available. For this reason, some questions focus on specific protected classes based on the availability of such data. For those questions, local data and local knowledge may provide information to supplement the analysis for protected classes not covered by the HUD-provided data. Local data and local knowledge can be particularly helpful when program participants have local data that are more up-to-date or more accurate than the HUD-provided data or when the HUD-provided data do not cover all of the protected classes that would be relevant to program participants' analyses.

Although HUD will provide nationally available data to program participants, the regulations recognize the value of local data and knowledge. Local data is defined in the Final Rule at 24 C.F.R. § 5.152, and refers to metrics, statistics, and other quantified information, subject to a determination of statistical validity by HUD, that are relevant to program participants' geographic areas of analyses, can be found through a reasonable amount of searching, are readily available at little or no cost, and are necessary for the completion of the AFH using the Assessment Tool. Examples of local data include relevant demographic data or program-related data maintained by program participants, another public agency, or another entity that are readily available and easily accessible to program participants at little or no cost.

Local knowledge is defined in the Final Rule at 24 C.F.R. § 5.152, and means information to be provided by program participants that relates to program participants' geographic areas of analyses and that is relevant to program participants' AFH, is known or becomes known to program participants, and is necessary for the completion of the AFH using the Assessment Tool. Examples of local knowledge include laws and policies, common neighborhood names and borders, and information about the housing market and housing stock. HUD does not expect program participants to review every possible source to search out local knowledge. However, local knowledge includes information obtained through the community participation process. Program participants are required to consider the information received during the community participation process as they conduct an AFH using the Assessment Tool.

Program participants are required to comply with the Privacy Act of 1974 (5 U.S.C. § 552a), and applicable State laws in the collection, maintenance, use and dissemination of personally identifiable information.

Program participants must use reasonable judgment in deciding what supplemental information from among the numerous sources available would be most relevant to their analysis. HUD does not expect program participants to hire statisticians or other consultants to locate and analyze all possible sources of local data. [Program participants are not generally expected to conduct primary data gathering or analysis, or a quantitative impact evaluation requiring empirical research to](#)

[objectively determine causation.](#) Note that, subject to the community participation, consultation and coordination process outlined in the Final Rule at 24 C.F.R. § 5.158, program participants are required to consider information relevant to the jurisdiction or region submitted during the community participation process, including recommendations of other data sources for program participants to assess. [Program participants are required to consider the information received during the community participation process, but need not expend extensive resources in doing so. Note, however, that program participants must comply with the requirements for local data and local knowledge outlined in 24 C.F.R. § 5.152 and as discussed in these instructions.](#)

In conducting the analysis, program participant must identify significant contributing factors reach section of the analysis. When identifying contributing factors, each section of the analysis contains a discrete list of suggested factors for consideration, which includes factors commonly associated with that section of the analysis. The list contains an “other” option, for program participants to use in identifying other significant contributing factors not included in the list. A more exhaustive list of possible contributing factors is contained in Appendix C, which also includes a description of each contributing factor. Program participants are permitted to include contributing factors that are not listed in Appendix C.

A contributing factor may be outside the ability of program participants to directly control or influence; however, such factors must be identified if they are significant. [Identifying “external factors” and barriers to achieving goals is, among other things, a useful planning and performance management component.](#) For program participants submitting jointly, each program participant is responsible for identifying contributing factors within its jurisdiction. These factors will be prioritized in Section VI and used as a basis for establishing goals.

The Assessment Tool also contains the required analysis of fair housing issues and contributing factors that program participants must undertake in order for an AFH to meet the requirements set forth in 24 C.F.R. §§ 5.150 through 5.180. The content required in the AFH can be found at 24 C.F.R. § 5.154 and is outlined in the applicable Assessment Tool for each program participant. However, please note that different program participants may work through the Assessment of Fair Housing in different ways. Depending on each program participants’ familiarity with fair housing planning and planning style, each program participant may choose to complete the required components of an Assessment of Fair Housing in a variety of ways. For example, while the AFFH rule requires that program participants identify significant contributing factors, prioritize such factors, and justify the prioritization of the contributing factors that will be addressed in the program participant’s fair housing goals, it does not specify a specific process for meeting these requirements. Program participants may choose to complete the AFH in any order they choose, so long as all requirements are met.

Part I: Cover Sheet with Certification

Complete the cover sheet with all requested information. The official authorized representative of each program participant must sign and date the certification.

[All joint or regional participants are bound by the certifications, except that some of the analysis, goals, or priorities included in the AFH may only apply to an individual program participant as expressly stated in the AFH.](#)

Part II: Executive Summary

To complete the Executive Summary, refer to fair housing contributing factors, issues and goals identified in parts IV and V of the Assessment Tool, as well as goals identified in the most recent previous Analyses of Impediments to Fair Housing Choice or Assessments of Fair Housing. There is no prescribed format for the Executive Summary—program participant(s) have discretion in this section as to how to summarize their findings in the AFH.

Part III: Community Participation Process

Complete all three questions based on the community participation, consultation and coordination process outlined in the Final Rule at 24 C.F.R. § 5.158. Program participants should employ communications means designed to reach the broadest possible audience. Such communications may be met as appropriate, by publishing a summary of each document in one or more newspapers of general circulation, and by making copies of each document available on the Internet, on program participants' official government Web sites, and as well at libraries, government offices, and public places.

Please note that for public housing agencies, community participation requirements are described in 24 C.F.R. §§ 903.13, 903.15, 903.17, and 903.19. For consolidated plan program participants, Citizen Participation requirements are described in 24 C.F.R. part 91. As required by applicable regulations, program participants must ensure meetings are held in physically accessible locations, provide appropriate auxiliary aids and services necessary to ensure effective communication with individuals with disabilities, and provide limited English proficient persons meaningful access to programs and services.

For question (1), provide a summary of the outreach activities undertaken. For PHAs, also include any meetings with the Resident Advisory Board, [including residents of impacted developments proposed for demolition/disposition, required or voluntary conversion and conversion under RAD.](#)

For question (2), provide a list of any organizations consulted during the community participation process. For consolidated plan program participants, 24 C.F.R. § 5.158(a)(1), states that consolidated plan program participants must follow the policies and procedures described in 24 C.F.R. part 91 (see 24 C.F.R. §§ 91.100, 91.105, 91.110, 91.115, 91.235, and 91.401). For PHAs, 24 C.F.R. § 5.158(a)(2) states that PHAs must follow policies and procedures described in 24 C.F.R. part 903.

For question (3), describe how successful the community participation process was, and provide an explanation for any low participation rates.

In question (4), pursuant to 24 C.F.R. § 5.154(d)(6), program participants must include an explanation for why any comments or views submitted through the community participation process were not accepted – note that this includes information, such as supplemental data and reports.

Part IV: Assessment of Past Goals, Actions, and Strategies

For question (1)(a), provide an explanation of what past goals program participants selected and what progress has been made toward their achievement. Use the metrics and milestones identified in past Analyses of Impediments or past Assessments of Fair Housing in assessing progress. New program participants may still answer this question based on any other relevant planning documents and/or any past fair housing goals, actions, or strategies.

To answer question (1)(b), explain how the past goals selected influenced the selection of current goals.

For question (1)(c), program participants may provide any additional information about policies, actions, or steps that address fair housing issues in program participants' geographic areas of analyses.

Part V: Fair Housing Analysis

For all questions, program participants must use the HUD-provided data and supplement that information with local data and local knowledge when it meets the criteria under 24 C.F.R. § 5.152 (described above). HUD-provided maps are located in Appendix A and HUD-provided tables are located in Appendix B.

Where HUD has not provided data for a specific question in the Assessment Tool and program participants do not have local data or local knowledge that would assist in answering the question, program participants are expected to note this rather than leaving the question blank.

A. Demographic Summary

For question (1), refer to Tables 1 and 2, which present demographic summary data for the jurisdiction and region. The demographics analyzed must include an overview of: racial/ethnic populations; national origin populations, including any limited English proficient populations; individuals with disabilities by disability type; and families with children.

For question (2), local data and local knowledge may be particularly useful in answering this question. Include any geographic patterns in the location of owner-occupied properties compared to renter-occupied properties over time. Program participants may also describe trends in the availability of affordable housing in the jurisdiction and region for that time period.

B. Fair Housing Issue Analysis

Segregation/Integration

For questions (1)(a) and (1)(b), refer to Table 3. Table 3 presents the dissimilarity index for the jurisdiction and region for white/non-white, black/white, Hispanic/white, and Asian/white populations for multiple census years.

This dissimilarity index measures the degree to which two groups are evenly distributed across a geographic area and is commonly used for assessing residential segregation between two groups. Values range from 0 to 100, where higher numbers indicate a higher degree of segregation among the two groups measured.

Dissimilarity index values between 0 and 39 generally indicate low segregation, values between 40 and 54 generally indicate moderate segregation, and values between 55 and 100 generally indicate a high level of segregation. However, context is important in interpreting the dissimilarity index. The index does not indicate spatial patterns of segregation, just the relative degree of segregation; and, for populations that are small in absolute numbers, the dissimilarity index may be high even if the group's members are evenly distributed throughout the area. Generally, when a group's population is less than 1,000, program participants should exercise caution in interpreting associated dissimilarity indices. Also, because the index measures only two groups at a time, it is

less reliable as a measure of segregation in areas with multiple demographic groups. For question 1(a) indicate whether the measures shown generally indicate that segregation in the jurisdiction and region is low, moderate or high for each racial/ethnic group represented in Table 3, and note which groups experience the highest levels of segregation.

For question 1(b), refer to Table 3, which also provides dissimilarity index values for 1990, 2000, and 2010. Note whether the dissimilarity index values have increased or decreased over time. Increasing values may indicate increasing segregation, and decreasing values may indicate decreasing segregation.

For question (1)(c), refer to Maps 1, [2-3, and 4](#). Maps 1, [2-3, and 4](#) are dot density maps showing the residential distribution of racial/ethnic, national origin, and limited English proficient (LEP) populations in the jurisdiction and region. A dot density map (also known as dot distribution map) uses a color-coded dot symbols representing the presence of a specified number of individuals sharing a particular characteristic to show a spatial pattern. The presence of residential segregation may appear as clusters of a single color of dots representing one protected class, or as clusters of more than one color of dots representing a number of protected classes but still excluding one or more protected classes. More integrated areas will appear as a variety of colored dots.

While dot density maps are useful in demonstrating residential patterns, they also have limitations. Dot placement does not represent actual addresses – rather individual dots are randomly located within a particular census block to match aggregate population totals for that block group. Note also that the data provided for national origin is based on census data for the 5 most populous “foreign born” populations by country of origin, however, some jurisdictions may have other significant populations not included in the HUD-provided data but reflected in local data or local knowledge. In addition, the “foreign born” population does not track exactly with the definition of national origin under the Fair Housing Act, which includes place of birth as well as place of ancestor’s birth. LEP data shows residential segregation by language for speakers of the five most populous limited English proficient groups in the jurisdiction and region. Again, some jurisdictions may have other significant populations not included in the HUD-provided data but reflected in local data or local knowledge.

For question (1)(c), refer to Maps 1, [2-3, and 4](#) to identify areas on the map that reveal clusters of race/ethnicity, national origin, or LEP groups, and areas where the map indicates are particularly integrated. In identifying those areas, and all areas throughout the tool, use commonly used neighborhood or area names.

For question (1)(d), local data and local knowledge may be particularly useful in answering this question.

For question (1)(e) refer to Maps 1 [and](#) 2, [3](#), and Tables 1 and 2. Map 2 depicts racial/ethnic dot density distribution for previous years (1990 and 2000). A comparison of the patterns shown in Map 2 to the patterns shown in Map 1 may reveal changes in patterns of segregation by race/ethnicity over time. For instance, the comparison may show that an area previously occupied predominantly by one racial/ethnic group is now more integrated. Consider these changes in conjunction with Tables 1 and 2 showing changes in overall demographics over time, as well as local knowledge about local policies, practices, trends, and investments to answer question 1(e). [Consider also Maps 3 and 4, which depict dot density distribution of national origin and LEP populations.](#)

For question (1)(f), local data and local knowledge may be particularly useful in answering this question.

Understanding the limitations of the HUD-provided data discussed in the introduction to these instructions, using local data and knowledge, complete question (2)(a). The Fair Housing Act protects individuals on the basis of race, color, religion, sex, familial status, national origin, or having a disability or a particular type of disability. HUD has provided data for this section only on race/ethnicity and national origin. Include any relevant information about other protected characteristics - [such as characteristics protected by State or local law \(e.g., source of income protection, LGBT protection, among others\)](#). ~~Note, —but note that~~ the analysis of disability is specifically considered in Section V(D). Program participants may include relevant information relating to persons with disabilities here, but still must address the questions in Section V(D).

For question (2)(b), program participants may include any additional relevant information related to their analysis of segregation in the jurisdiction and region, including the removal of barriers that prevent people from accessing housing in areas of opportunity, the development of affordable housing in such areas, housing mobility programs, housing preservation, and community revitalization efforts, where any such actions are designed to achieve fair housing outcomes such as increasing integration.

For question (3), identify all significant contributing factors. Consider the non-exhaustive list of factors provided and identify those factors that significantly create, contribute to, perpetuate, or increase the severity of segregation. For additional instructions on selecting contributing factors, refer to the introduction of these instructions.

R/ECAPs

For question (1)(a), refer to Maps 1, 3 and 4, which include outlined census tracts that meet the threshold criteria for racially or ethnically concentrated areas of poverty (R/ECAPs). The area within the outline meets the definition of an R/ECAP, as set forth in the rule at 24 C.F.R. § 5.152.

To answer question (1)(b), use Maps 1, 3, and 4 and Table 4. Maps 1, 3, and 4 are dot density maps showing the residential distribution of racial/ethnic, national origin, and limited English proficient (LEP) populations in the jurisdiction and region. These maps also include outlined overlays of R/ECAPs. The presence of residential segregation in R/ECAPs may appear as clusters of a single color of dots representing one protected class, or as clusters of more than one color of dots representing a number of protected classes but still excluding one or more protected classes. More integrated areas will appear as a variety of colored dots. Table 4 shows the percentage of persons living in R/ECAPS with certain protected characteristics (race/ethnicity, families with children, national origin) in the jurisdiction and the region. Note that the percentages reflect the proportion of the total population living in R/ECAPs that has a protected characteristic, not the proportion of individuals with a particular protected characteristic living in R/ECAPs. Table 4 can be compared to Table 1, which shows the total population in the jurisdiction and region for each of the groups shown in Table 4.

To answer question (1)(c), refer to Maps 1 ~~and~~ 2-3. Map 1 shows the outlines of current R/ECAPs. Map 2 shows the outlines of R/ECAPs in past years (1990 and 2000). Compare the current R/ECAP outlines with previous R/ECAP outlines and describe whether R/ECAPs have remained constant, whether new R/ECAPs have emerged, or whether certain R/ECAPs no longer exist. Maps 1, 2, and 3 also show dot density distributions by race/ethnicity, national origin and

LEP, including R/ECAP outlines. Note whether the maps show any changes in areas that have moved in or out of R/ECAP status over time and the groups most affected by R/ECAPs.

Understanding the limitations of the HUD-provided data discussed in the instruction's introduction, using local data and knowledge, complete question (2)(a). The Fair Housing Act protects individuals on the basis of race, color, religion, sex, familial status, national origin, or having a disability or a particular type of disability. HUD has provided data for this section only on race/ethnicity and national origin. Include any relevant information about other protected characteristics, but note that the analysis of disability is specifically considered in Section V(D). Program participants may include relevant information relating to persons with disabilities here, but still must address the questions in Section V.(D).

For question (2)(b), program participants may include any additional relevant information related to their analysis of R/ECAPs in the jurisdiction and region, including the removal of barriers that prevent people from accessing housing in areas of opportunity, the development of affordable housing in such areas, housing mobility programs, housing preservation and community revitalization efforts, where any such actions are designed to achieve fair housing outcomes such as transforming R/ECAPs by addressing the combined effects of segregation and poverty. Relevant information may also include local assets and organizations.

For question (3), consider the non-exhaustive list of factors provided, which are those most commonly associated with R/ECAPs, and identify those factors that significantly create, contribute to, perpetuate, or increase the severity of R/ECAPs. For additional instructions on selecting contributing factors, refer to the introduction of these instructions

Disparities in Access to Opportunity

[The Fair Housing Act prohibits discrimination on the basis of race, color, religion, sex, familial status, national origin, and disability. As noted, HUD provides to program participants certain nationally-uniform data in the form of maps and tables to answer specific questions. Where HUD does not provide maps and tables, program participants must supplement the HUD-provided data with local data and local knowledge outlined in 24 C.F.R. § 5.152. In this section of the Assessment Tool, HUD asks specific questions about disparities for protected classes for which HUD is providing data and notes in these instructions which HUD-provided maps and tables should be used to answer particular questions. Note, however, that Question 2\(a\) asks about these disparities in access to opportunity for all protected classes using local data and local knowledge beyond the HUD-provided data.](#)

[Using the Opportunity Indices](#)

[Questions in this section rely on the Opportunity Indices in the HUD-provided data. Table 12 provides indexFor question \(1\), refer to Table 12. Table 12 provides index scores or values for the following opportunity indicator indices: Low Poverty; School Proficiency; Labor Market Engagement; Jobs Proximity; Low Transportation Costs; Transit Trips Index; and Environmental Health. The Opportunity Indices are provided by race/ethnicity, including for income adjusted comparisons \(i.e., and households below the poverty line by race/ethnicity\). A higher valuescore on each of the indices would indicate: ~~lower neighborhood poverty rates;~~ higher levels of school proficiency; higher levels of labor engagement; closer proximity to jobs; lower transportation costs; ~~better~~ ~~lower~~ access to public transportation; ~~lower neighborhood poverty rates;~~ and greater neighborhood environmental quality \(i.e., lower exposure rates to harmful toxins\). Using the indices provided, program participants will be able to compare access to key opportunity assets](#)

with relative ease by consulting a single table, ~~and a series of maps.~~ These indices are based on nationally available data sources. ~~Local data and local knowledge may be particularly helpful in connection with these analyses~~

For the questions that rely on the Opportunity Indices (Table 12), the HUD-provided data includes information for protected class groups by race/ethnicity. For the questions that rely on the Opportunity Maps (Maps 9-15), the HUD-provided data includes information on protected class groups by race/ethnicity, national origin and familial status. There is one map for each Opportunity Index. All of these maps also show R/ECAP boundaries and are provided for both the jurisdiction and region.

Education

For the questions in (1)(a)(i), use the School Proficiency Index in Table 12, ~~and refer to Map 9.~~ The School Proficiency Index measures which neighborhoods have high-performing the proficiency of elementary schools nearby and which are near lower performing in the attendance area (where this information is available) of individuals sharing a protected characteristic or the proficiency of elementary schools, within 1.5 miles of individuals with a protected characteristic where attendance boundary data are not available. The values for the School Proficiency Index are determined by the performance of 4th grade students on state exams.¹ ~~Map 9 consists of three sub-maps, showing the spatial distribution of racial/ethnic and national origin groups and families with children overlaid by shading that shows school proficiency levels for the jurisdiction and the region. The Index uses data for elementary schools because they are much more likely maps also include R/ECAP outlines. To answer questions (1)(a)(i), examine the School Proficiency Index, by race/ethnicity, and Map 9, by race/ethnicity, national origin, and family status, to have neighborhood-based enrollment policies. Note that local data or local knowledge may be useful to identify differences in assessing access to higher-grade level proficient schools,~~

~~by protected characteristic.~~ For question (1)(a)(ii), refer to Map 9, which shows residential living patterns by race/ethnicity, national origin, and familial family status. The map can be used to assess how residency patterns for each of these protected classes compares relate to the location of proficient schools. The map shows values for the School Proficiency Index with shading at the neighborhood (census tract) level. Darker shaded tracts indicate better access to higher proficiency schools. Lighter shading indicates lower index values, with these neighborhoods being near lower performing elementary schools (as measured by the Index).

Note that, to the extent the questions require consideration of middle and high schools, or local policies and practices such as school enrollment policies, then, local knowledge (as defined at 24 C.F.R. § 5.152) will be relevant.

Question (1)(a)(iii), may be answered using local data or local knowledge. Program participants should consider whether local school policies provide for alternative means of access to schools, such as local enrollment policies, that are not reflected in the HUD-provided data.

Employment

¹ The School Proficiency Index uses two methods for linking schools to census tracts: either 1) using the attendance area (where this information is available) of individuals sharing a protected characteristic; or 2) using the proficiency of elementary schools within 1.5 miles of individuals with a protected characteristic where attendance boundary data are not available

For the questions (1)(b)(i), refer to the Jobs Proximity Index and Labor Market Engagement Index in Table 12, ~~and to Maps 10 and 11~~. The Jobs Proximity Index measures the physical distances between place of residence and jobs by race/ethnicity. The Labor Market Engagement Index provides a measure of unemployment rate, labor-force participation rate, and percent of the population ages 25 and above with at least a bachelor's degree, by neighborhood. ~~Map 10 shows residency patterns of racial/ethnic and national origin groups and families with children overlaid by shading that shows the jobs proximity measure for the jurisdiction and the region. The map also includes R/ECAP outlines. Map 11 shows residency patterns of racial/ethnic and national origin groups and families with children overlaid by shading that shows labor engagement for the jurisdiction and the region. The map also includes R/ECAP outlines. To answer questions (1)(b)(i) (iii), examine the indices' values by race/ethnicity, and Maps 10 and 11, by race/ethnicity, national origin, and family status, to identify differences in proximity to jobs and labor market engagement by protected characteristic.~~

To answer questions (1)(b)(ii), refer to Maps 10 and 11. Maps 10 and 11 both show residency patterns of racial/ethnic and national origin groups and families with children. Map 10 shows values for the Jobs Proximity Index with shading at the neighborhood (census tract) level. Map 11 shows values for the Labor Market Engagement Index with shading at the neighborhood (census tract) level. Darker shaded tracts indicate a higher (better) value for the Index being used. Thus, darker shaded tracts would indicate closer proximity to jobs or a higher level of "labor engagement" (employment rate, labor-force participation rate, and percent of the population age 25 and above with at least a bachelor's degree) for the households living there. Lighter shaded tracts would show lower (worse) index values for these index measures.

Transportation

For the questions in (1)(c)(i), refer to Table 12 (Low Transportation Cost Index² and the Transit Trips Index) ~~and Maps 12 and 13~~. The Low Transportation Cost Index measures cost of ~~transportation~~transport and proximity to public transportation by neighborhood. The Transit Trips Index measures how often low-income families in a neighborhood use public transportation.

To answer questions (1)(c)(ii), refer to Maps 12 and 13. These maps both show Map 12 shows residency patterns of racial/ethnic and national origin groups and families with children. Map 12 shows values for the Low Transportation Cost Index with overlaid by shading that shows transportation access at the neighborhood (census tract) level. Separate maps are included for the jurisdiction and the region. These maps also include R/ECAP outlines. Map 13 shows values for the Transit Trips Index with residency patterns of racial/ethnic, national origin, and families with children overlaid by shading at the neighborhood (census tract) level. For these maps, darker shading in a tract indicates a higher (better) value for the Index being used. Thus, darker shaded tracts would indicate lower that shows low transportation costs or better at the census tract level. Separate maps are included for the jurisdiction and region. To answer questions (1)(c)(i) and (ii), examine the Low Transportation Cost Index and Transit Trips Index values in Table 12, by race/ethnicity, and Maps 12 and 13, by race/ethnicity, national origin, and family status, to identify differences in access to public transit for the households living there. Lighter shaded tracts would show higher transportation costs and less access to transit.

~~transportation by protected characteristic.~~ For question (1)(c)(iii), program participants should consider whether transportation-related local programs, policies, and practices affect a person's

²Please note there is no corresponding map for the Low Transportation Cost Index. HUD anticipates a map may be provided in later releases of the Data Tool.

access to proficient school, jobs, and other areas with opportunities. In answering this question, local knowledge (as defined at 24 C.F.R. § 5.152) will be relevant. Program participants should consider whether transportation systems designed for use of personal vehicles impact the ability of protected class groups' access to transportation due to the lack of vehicle ownership.

[Access to Low Poverty Neighborhoods](#)

For question (1)(d)(i), refer to the Low Poverty Index in Table 12 ~~and Map 14~~. The Low Poverty Index ~~measures concentration~~ ~~uses rates of family poverty by household (based on the federal poverty line) to measure exposure to~~ poverty by neighborhood. ~~In effect, a~~ A higher value on this index ~~score generally~~ indicates a higher likelihood that a family may live in a low poverty neighborhood. A lower value on the Index indicates that households in the protected group have a higher likelihood of living in a neighborhood with higher concentrations of poverty.

~~For question (1)(d)(ii) use Map 14, which~~ shows exposure to poverty at the neighborhood level. Map 14 shows residency patterns of racial/ethnic and national origin groups and families with children. The map also shows values for the Low Poverty Index with ~~overlaid by~~ shading at the neighborhood (census tract) level. Darker shading (i.e. a higher value on the index) in a tract indicates a lower level of poverty. Lighter shading in a tract indicates a lower (worse) value on the Index and thus a higher concentration of that depicts poverty in that tract.

~~levels for the jurisdiction and the region. The map also includes R/ECAP outlines. To answer questions (1)(d)(i) (iii), examine the Low Poverty Index values, by race/ethnicity, and Map 14, by race/ethnicity, national origin, and family status, to identify differences in poverty by protected characteristic. For question (1)(d)(iv), to the extent local policies and practices are discussed, local knowledge (as defined at 24 C.F.R. § 5.152) will be relevant.~~

[Access to Environmentally Healthy Neighborhoods](#)

For question (1)(e)(i) ~~and (ii)~~, refer to the Environmental Health Index in Table 12 ~~and Map 15~~. The Environmental Health Index measures exposure based on EPA estimates of air quality carcinogenic, respiratory and neurological toxins by neighborhood.

~~For question (1)(e)(ii), use~~ Map 15, which shows residency patterns of racial/ethnic and national origin groups and families with children. The map also shows values for the Environmental Health Index with ~~overlaid by~~ shading at showing the neighborhood (census tract) level indicating levels of exposure to environmental health hazards for the jurisdiction and the region. The map also includes R/ECAP outlines. To answer the question questions, examine ~~the Environmental Health Index values, by race/ethnicity, and~~ Map 15, by race/ethnicity, national origin, and ~~familial~~ family status, to identify differences in exposure to environmental health hazards by protected characteristic. In general, Map 15 may be more useful in showing broader overall patterns, rather than in differences between individual neighborhoods.

While the Environment Health Index is limited to issues related to air quality, for these questions on environmentally healthy neighborhoods program participants may also discuss other indicators of environmental health, based on local data and local knowledge. Environmental-related policies may include the siting of highways, industrial plants, or waste sites.

[Patterns in Disparities in Access to Opportunity](#)

For question (1)(f)(i), refer to the answers provided in question (1)(a)-(e).

Additional Information

Understanding the limitations of the HUD-provided data discussed in the introduction to the instructions, using local data and knowledge, complete question (2)(a). The Fair Housing Act protects individuals on the basis of race, color, religion, sex, familial status, national origin, or having a disability or a particular type of disability. HUD has provided data for this section only on race/ethnicity, national origin, and ~~familial~~family status. Include any relevant information about other protected characteristics, but note that the analysis of disability is specifically considered in Section V(D). Program participants may include relevant information relating to persons with disabilities here, but still must address the questions in Section V(D).

For question (2)(b), program participants may include any additional relevant information related to their analysis of disparities in access to opportunity in the jurisdiction and region, including the removal of barriers that prevent people from accessing housing in areas of opportunity, the development of affordable housing in such areas, housing mobility programs, housing preservation and community revitalization efforts, where any such actions are designed to achieve fair housing outcomes such as increasing access to opportunity.

Disparities in Access to Opportunity: Contributing Factors

For question (3), consider the non-exhaustive list of factors provided, which are those most commonly associated with disparities in access to opportunity, and identify those factors that significantly create, contribute to, perpetuate, or increase the severity of disparities in access to opportunity. For additional instructions on selecting contributing factors, refer to the introduction of these instructions.

Disproportionate Housing Needs

For question (1)(a), refer to Tables 9 and 10. Table 9 shows the percentage of race/ethnicity groups and families with children experiencing two potential categories of housing need. The first category is households experiencing one of four housing problems: housing cost burden (defined as paying more than 30% of income for monthly housing costs including utilities), overcrowding, lacking a complete kitchen, or lacking plumbing. The second category is households experiencing “one of four severe housing problems” which are: severe housing cost burden (defined as paying more than half of one’s income for monthly housing costs including utilities), overcrowding, and lacking a complete kitchen, -or lacking plumbing. Table 10 shows the number of persons by race/ethnicity and family size experiencing severe housing cost burden.

For question (1)(b), refer to Maps 7 and 8. Map 7 shows the residential living patterns for persons by race/ethnicity, overlaid by shading indicating the percentage of households experiencing one or more housing problems. Darker shading indicates a higher prevalence of such problems. The map also includes R/ECAP outlines. Map 8 shows the same information overlaid on residential living patterns by national origin.

For question (1)(c), refer to Tables 9 and 11. Table 9 shows housing needs experienced by families with 5 or more persons (used to approximate the population of families with children). Table 11 shows the number of households occupying units of various sizes (0-1 bedrooms, 2 bedrooms, 3 or more bedrooms) in four publicly supported housing program categories (public housing, Project-based Section 8, Other HUD Multifamily, and HCV). Table 11 shows the number of households with children currently residing in each of those four program categories.

For question (1)(d), local data and local knowledge may be particularly useful in answering this question.

Understanding the limitations of the HUD-provided data discussed in the introduction to the instruction, using local data and knowledge, complete question (2). The Fair Housing Act protects individuals on the basis of race, color, religion, sex, familial status, national origin, or having a disability or a particular type of disability. HUD has provided data for this section only on race/ethnicity, national origin, and [familial/family](#) status. Include any relevant information about other protected characteristics, but note that the analysis of disability is specifically considered in Section V(D). Program participants may include any relevant information relating to persons with disabilities here, but still must address the questions in Section V(D).

For question (2)(b), program participants may include any additional relevant information related to their analysis of disproportionate housing needs in the jurisdiction and region, including the removal of barriers that prevent people from accessing housing in areas of opportunity, the development of affordable housing in such areas, housing mobility programs, housing preservation and community revitalization efforts, where any such actions are designed to achieve fair housing outcomes such as reducing disproportionate housing needs.

For question (3), consider the non-exhaustive list of factors provided, which are those most commonly associated with disproportionate housing needs, and identify those factors that significantly create, contribute to, perpetuate, or increase the severity of disproportionate housing needs. For additional instructions on selecting contributing factors, refer to the introduction of these instructions.

[Local data and local knowledge may be particularly useful in answering the Disproportionate Housing Needs questions. For instance, the HUD-provided tables do not include data on homeless persons. Information on homeless individuals and families, including some information on their demographic characteristics \(e.g. race/ethnicity, persons with disabilities\) is available from a variety of sources. HUD guidance can provide additional information on this topic.](#)

C. Publicly Supported Housing³ Analysis

Data on publicly supported housing is grouped into five program categories: public housing; project-based Section 8; Section 8 tenant-based Housing Choice Vouchers (HCV); Other HUD Multifamily housing (including Section 202 Supportive Housing for the Elderly and Section 811 Supportive Housing for Persons with Disabilities); and Low-Income Housing Tax Credit (LIHTC) housing. -Relevant information may also include housing converted through the Rental Assistance Demonstration (RAD), which may be analyzed as part of Housing Choice Vouchers. HUD has included RAD as a separate category for two specific questions in this section for policy reasons. Some tables and maps provided include information on some of the program categories

³ The term “publicly supported housing” refers to housing assisted, subsidized, or financed with funding through Federal, State, or local agencies or programs as well as housing that is financed or administered by or through any such agencies or programs. HUD is currently providing data on five specific categories of housing: Public Housing; Project-Based Section 8; “Other HUD Multifamily Housing” (including Section 202 – Supportive Housing for the Elderly and Section 811 – Supportive Housing for Persons with Disabilities); Low Income Housing Tax Credit (LIHTC) housing; and Housing Choice Vouchers (HCV). Other publicly supported housing relevant to the analysis includes housing funded through state and local programs, other federal agencies, such as USDA and VA, or other HUD-funded housing not captured in the five categories listed above.

but not others based on availability of the data. Where a housing development includes more than one category of publicly supported housing, this development is reported in data for each housing category (e.g., project-based Section 8 combined with LIHTC). Note that other publicly supported housing programs, for instance those funded through state and local programs or by other federal agencies, such as USDA's Rural Housing Service and the Veteran's Administration, or other HUD programs that are not covered in the HUD-provided data may be relevant to the analysis.

Data related to public housing may be affected by asset management project (AMP) groupings.⁴ For instance, where public housing agencies report data for developments located at different sites as one AMP, the map showing the locations of the categories of publicly supported housing will only display this data at one location. Similarly, the table showing the census tract and occupancy of public housing will only show AMP groupings once, rather than for each site. In certain circumstances AMP groupings may affect the fair housing analysis. For example, AMP groupings will impede siting and occupancy analyses where AMP groupings have combined buildings that are in demographically different neighborhoods. For this reason, local data and local knowledge relating to the siting and occupancy of publicly supported housing may be particularly useful in answering the questions in this section.

[Publicly Supported Housing Demographics](#)

For questions (1)(a)(i) and (ii), refer to Tables 6 and 7. Tables 6 and 7 present data by race/ethnicity for persons occupying four categories of publicly supported housing (public housing, project-based Section 8, Other HUD Multifamily, and HCV) in the jurisdiction. The tables also provide race/ethnicity data for the total population in the jurisdiction and for persons meeting the income eligibility requirements for a relevant category of publicly supported housing. Relevant information may also include housing converted through RAD, which may be analyzed as part of Housing Choice Vouchers.

[Publicly Supported Housing Location and Occupancy](#)

For questions (1)(b)(i) and (ii) refer to Maps 5 and 6, which are race/ethnicity dot density maps with a publicly supported housing overlay, including outlines of R/ECAPS. In Map 5, symbols representing four categories of publicly supported housing indicate the location of a development of that category of housing. Note that some developments may represent multiple buildings or projects that are not necessarily located at the same address the symbol represents. In Map 6, the density of use of Section 8 vouchers is layered over a race/ethnicity dot density map. Darker shading represents a heavier concentration of vouchers. Map 5 does not distinguish between developments that serve families, elderly, or persons with disabilities; however, projects serving these populations are often affected differently by laws, policies and practices, resulting in significantly different siting patterns. Local knowledge may be particularly useful in answering this portion of the question.

For question (1)(b)(iii), use Table 7, which shows the percentage of occupants in four publicly supported housing program categories (public housing, project-based Section 8, Other HUD Multifamily, and HCV) in units located either within R/ECAPs or outside of R/ECAPs. The table also breaks out this information by race/ethnicity, elderly and disability status. To answer the

⁴ The Operating Fund Program final rule, published on September 19, 2005, required PHAs to convert to asset management. In practice, this allowed PHAs to group buildings under asset management. All of the AMP groupings are reported as one unit and tied together through the assignment of the same project number.

question, compare the percentage of occupants sharing a protected characteristic living in units located in R/ECAPS to the percentage of occupants sharing the same protected characteristic living in units outside of R/ECAPS. Relevant information may also include housing converted through RAD, which may be analyzed as part of Housing Choice Vouchers.

For question (1)(b)(iv)(A), refer to both the HUD-provided data and local data and local knowledge. Table 8 shows the racial/ethnic composition and percentage of households with children occupying public housing. Local data and local knowledge may be informative for both properties converted under RAD and for LIHTC developments.

Compare the demographic occupancy data of developments to other developments of the same category. In analyzing Table 8, be aware that the demographic occupancy information is affected by the size of the development – smaller developments may appear to have greater variance, but note that in small developments, a difference of a few units may alter the overall percentage of the occupancy demographic composition.

For question (1)(b)(iv)(B), Table 8 is provided for program participants' use, however local data and local knowledge, including information obtained through the community participation process, may be particularly useful in answering this portion of the question.

For question (1)(b)(v), refer to Table 8 and Map 5 [and the Map 5 Query Tool](#). Table 8 includes development-level demographic characteristics of residents of three program categories (public housing, project-based Section 8, and Other HUD Multifamily). Map 5 shows the location of individual developments for four program categories (public housing, project-based Section 8, Other HUD Multifamily, and LIHTC). Note that census tract boundaries may not align with “neighborhoods” or “areas” as commonly understood at the local level, and local knowledge may be useful to assist in the comparison.

~~The Map 5 Query Tool allows sorting and exporting of~~ [Please note that HUD will add functionality to the Data and Mapping Tool to further sort and export](#) census tract and occupancy demographic data from Map 5 to generate a table for the categories of publicly supported housing (i.e., public housing, project-based Section 8, Other HUD Multifamily Assisted developments (e.g., Sections 202 and 811), and LIHTC, provided that it ~~excludes~~[will exclude](#) occupancy demographic data for LIHTC developments, which should be analyzed using local data and local knowledge). ~~Until such time, HUD provides program participants and the public with this data in an alternate tabular format in three ways: (1) directly to program participants, (2) through a link on the HUD Exchange AFFH webpage, and (3) as a hyperlink for download in Map 5 of the Data and Mapping Tool.~~

Compare the demographic occupancy data of developments to the areas in which they are located.

[Publicly Supported Housing: Disparities in Access to Opportunity](#)

For question (1)(c)(i), refer to the opportunity indicators analyzed in Section ~~B~~[D](#), and Maps 5 and 6, which are race/ethnicity dot density maps showing the locations of publicly supported housing developments (Map 5) and rates of Section 8 voucher utilization (Map 6) with R/ECAP outlines. Compare the locations of publicly supported housing to Maps 9 through 15, which depict the opportunity indicators. Note that while the location of housing may be relevant to analysis, it is not the only factor in analyzing disparities in access to opportunity. “Access” in this context encompasses consideration of infrastructure or policies related to where a person lives that impact an individual’s ability to benefit from an opportunity, such as available transportation to a job, school enrollment policies, program eligibility criteria, or local labor laws. As noted above, Map 5

does not distinguish between developments that serve families, elderly, or persons with disabilities; however, projects serving these populations often reveal distinct patterns. Local knowledge may be particularly useful in answering this portion of the question.

Publicly Supported housing: Additional Information

For question 2(a), understanding the limitations of the HUD-provided data discussed in the introduction to the instructions, using local data and knowledge, complete question (2). The Fair Housing Act protects individuals on the basis of race, color, religion, sex, familial status, national origin, or having a disability or a particular type of disability. HUD has provided data for this section only on race/ethnicity, national origin, ~~familial~~family status, and limited data on disability. Include any relevant information about other protected characteristics – but note that the analysis of disability is also specifically considered in Section V(D). Program participants may include an analysis of disability here, but still must include such analysis in Section V(D).

For question (2)(b), program participants may include any additional relevant information related to their analysis of publicly supported housing in the jurisdiction and region, including the removal of barriers that prevent people from accessing housing in areas of opportunity, the development of affordable housing in such areas, housing mobility programs, housing preservation and community revitalization efforts, where any such actions are designed to achieve fair housing outcomes such as reducing disproportionate housing needs, transforming R/ECAPs by addressing the combined effects of segregation coupled with poverty, increasing integration, and increasing access to opportunity, such as high-performing schools, transportation, and jobs.

For question (3), consider the non-exhaustive list of factors provided, which are those most commonly associated with publicly supported housing, and identify those factors that significantly create, contribute to, perpetuate, or increase the severity of the fair housing issues of segregation, R/ECAPs, access to opportunity and disproportionate housing needs in relation to publicly supported housing. For additional instructions on selecting contributing factors, refer to the introduction of these instructions.

D. Disability and Access Analysis

There are limited sources of nationally uniform data on the extent to which individuals with disabilities are able to access housing and other community assets. Local data and local knowledge may be particularly useful in completing this section, including, but not limited to, information provided by the public, outside organizations and other government agencies in the community participation process.

For question (1)(a), refer to Map 16 and Table 13. Map 16 depicts a dot density distribution by disability type (hearing, vision, cognition, ambulatory, self-care, independent living) for the jurisdiction and the region. The map also includes R/ECAP outlines. Table 13 provides data on the percentage of the population with types of disabilities in the jurisdiction and the region.

For question (1)(b), refer to Maps 16 and 17 and Table 15. Map 17 depicts a dot density distribution of persons with disabilities by age (5-17, 18-64, and 65+) for the jurisdiction and the region. Table 14 provides data on the percentage of the population with disabilities by age for the jurisdiction and the region.

For questions (2)(a) HUD is unable to provide data at this time, as there is limited nationally available disability-related data at this time, including data relating to accessible housing; however,

to assist with answering these questions, program participants may refer to the maps provided by HUD to identify R/ECAPs or other segregated areas identified in previous sections.

For questions (2)(b) HUD is unable to provide data at this time. Single-family housing is generally not accessible to persons with disabilities unless state or local law requires it to be accessible or the housing is part of a HUD-funded program or other program providing for accessibility features. The Fair Housing Act requires that most multifamily properties built after 1991 meet federal accessibility standards. As a result, multifamily housing built after this date, if built in compliance with federal law would meet this minimum level of accessibility, while buildings built before this date generally would not be accessible. The age of housing stock can be a useful measure in answering this question. In addition, affordable housing subject to Section 504 of the Rehabilitation Act must include a percentage of units accessible for individuals with mobility impairments and units accessible for individuals with hearing or vision impairments. Map 5, which shows the location of four types of publicly supported housing, may also be useful in answering this question.

For question (2)(c), refer to Table 15. Table 15 provides data on the number and percentage of persons with disabilities residing in four categories of publicly supported housing in both the jurisdiction and the region. In answering the question, consider policies and practices that impact individuals' ability to access the housing, including such things as wait list procedures, admissions or occupancy policies (e.g., income targeting for new admissions), residency preferences, availability of different accessibility features, and website accessibility.

The Fair Housing Act, Section 504, and the ADA contain mandates related to integrated settings for persons with disabilities. Integrated settings are those that enable individuals with disabilities to live and interact with individuals without disabilities to the greatest extent possible and receive the healthcare and supportive services from the provider of their choice. To answer questions (3)(a) and (b), refer to HUD's "Statement of the Department of Housing and Urban Development on the Role of Housing in Accomplishing the Goals of *Olmstead*."⁵

Local data and local knowledge will likely be particularly useful in answering questions. Local data and knowledge will likely be particularly useful in answering questions (3)(a) and (b). Sources of location data and local knowledge may include, among others, data Centers for Medicare & Medicaid Services' data from the Money Follows the Person demonstration or on persons with disabilities living in nursing facilities and intermediate care facilities, HUD data on persons with disabilities experiencing homelessness, information provided by individuals with disabilities, federally-funded independent living centers, state protection and advocacy organizations, advocacy organizations representing the spectrum of disabilities, state developmental disability councils and agencies, and state mental health/behavioral health agencies. Topics for consideration may include the length of wait lists for accessible units in publicly supported housing, availability of accessible units in non-publicly supported housing available to HCV participants, whether public funding (e.g. CDBG funds) or tax credits are available for reasonable modifications in rental units and/or for homeowners, whether accessible units are occupied by households requiring accessibility features, and whether publicly supported housing is in compliance with accessibility requirements.

~~The Fair Housing Act, Section 504, and the ADA contain mandates related to integrated settings for persons with disabilities. Integrated settings are those that enable individuals with disabilities~~

⁵ HUD's *Olmstead* Statement can be found at: <http://portal.hud.gov/hudportal/documents/huddoc?id=OlmsteadGuidnc060413.pdf>.

~~to live and interact with individuals without disabilities to the greatest extent possible and receive the healthcare and supportive services from the provider of their choice. To answer questions (3)(a) and (b), refer to HUD's "Statement of the Department of Housing and Urban Development on the Role of Housing in Accomplishing the Goals of *Olmstead*."~~⁶

~~Local data and local knowledge will likely be particularly useful in answering questions.~~ To ensure meaningful analysis of these questions, program participants may need to obtain information from state disability service authorities, which may include, for example, the developmental disabilities authority, mental health authority, social or human services department, and the state Medicaid agency, each of which is likely to have ready access to reliable information concerning the location and frequency of individuals with disabilities. A state's *Olmstead* Plan may contain useful information in answering these questions.

For questions (4)(a)-(c), HUD is unable to provide data, as there is limited nationally available disability-related data. Local data and local knowledge will likely be particularly useful in answering questions.

For question (5)(a), program participants may refer to Tables 9, 10, and 11 and Maps 7 and 8 for data relating to disproportionate housing needs. However, this data is not specific to individuals with disabilities, as such local data and local knowledge may be particularly useful in answering this question.

Understanding the limitations of the HUD-provided data discussed above, complete question (6)(a). The Fair Housing Act protects individuals on the basis of race, color, religion, sex, familial status, national origin, or having a disability or a particular type of disability. HUD has provided data for this section only on certain types of disabilities and for the ages of persons with disabilities. Include any relevant information about other protected characteristics.

For question (6)(b), program participants may include any additional relevant information related to their analysis of disability and access in the jurisdiction and region, including the removal of barriers that prevent people from accessing housing in areas of opportunity, the development of affordable housing in such areas, housing mobility programs, housing preservation, and community revitalization efforts, where any such actions are designed to achieve fair housing outcomes such as reducing disproportionate housing needs, transforming R/ECAPs by addressing the combined effects of segregation coupled with poverty, increasing integration, and increasing access to opportunity, such as high-performing schools, transportation, and jobs.

For question (7), consider the list of factors provided, which are those most commonly associated with disability and access, and identify those factors that significantly create, contribute to, perpetuate, or increase the severity of the fair housing issues of segregation, R/ECAPs, access to opportunity and disproportionate housing needs in relation to disability and access. For additional instructions on selecting contributing factors, refer to the introduction of these instructions.

E. Fair Housing Enforcement, Outreach Capacity, and Resources Analysis

Complete question (1). A summary of cases would typically include the parties, claims, and current status.

⁶ HUD's *Olmstead* Statement can be found at: <http://portal.hud.gov/hudportal/documents/huddoc?id=OlmsteadGuidnc060413.pdf>.

Complete question (2). [Note that in the context of state and local fair housing and civil rights laws and ordinances, program participants may also discuss additional protected classes covered under those laws and ordinances.](#)

For question (3), list the agencies and organizations that provide fair housing information in the jurisdiction and region. Include a description of their capacity and resources available to them.

For questions (4)(a) and (b), program participants may include any additional relevant information related to their analysis of fair housing enforcement, outreach capacity, and resources in the jurisdiction and region, including the removal of barriers that prevent people from accessing housing in areas of opportunity, where any such actions are designed to achieve fair housing outcomes such as reducing disproportionate housing needs, transforming R/ECAPs by addressing the combined effects of segregation coupled with poverty, increasing integration, and increasing access to opportunity, such as high-performing schools, transportation, and jobs.

For question (5), consider the list of factors provided, which are those most commonly associated with fair housing enforcement, outreach capacity, and resources, and identify those factors that significantly create, contribute to, perpetuate, or increase the severity of the fair housing issues of segregation, R/ECAPs, access to opportunity and disproportionate housing needs in relation to fair housing enforcement, outreach capacity, and resources. For additional instructions on selecting contributing factors, refer to the introduction of these instructions.

F. Instructions for Small Program Participant Insert A

[As the rule makes clear, when collaborating to submit a joint or regional AFH, program participants may divide work as they choose. However, this assessment tool provides a potential division of work local governments partnering with one or more QPHAs. Program participants that collaborate with a QPHA may use either the QPHA insert or the main portion of the assessment tool to analyze the QPHA's jurisdiction. The QPHA insert is intended to reduce burden for QPHAs by providing a streamlined set of questions for their service area. A QPHA insert needs to be completed for each collaborating QPHA. Additionally, the regional portion of the QPHA analysis is expected to be fulfilled by the local government's analysis of the entire CBSA, provided the QPHA's service area falls within the scope of analysis conducted in the main portion of this assessment tool. For purposes of this assessment tool, the QPHA region is defined as the CBSA if the QPHA service area is within the CBSA.](#)

[HUD is aware of some limitations of the HUD-provided data, especially for rural areas, and for small geographies such as those where many QPHAs are often located. As such, local data and local knowledge, including information gathered from community participation, including from the Resident Advisory Board, may be particularly useful in addressing the questions below.](#)

[The QPHA analysis is offered only for the purposes of submitting the service area/jurisdictional analysis of a QPHA collaborating with a local government. If the QPHA analysis does not meet the standards for an acceptable AFH, then HUD may decide not to accept the AFH with respect to the QPHA and accept the local government assessment. By collaborating with a QPHA, the local government is not making itself responsible for carrying out the QPHA portion of the assessment nor accountable for AFH goals that are specifically designated as QPHA goals, unless the local government and QPHA have joint goals.](#)

[If the local government and QPHA believe the QPHA insert provided in this assessment tool is not beneficial for the purposes of conducting the required analysis for the QPHA, they may exclude](#)

this set of questions from their analysis, provided the main assessment tool questions are completed for the QPHA. All program participants are accountable for the analysis conducted at the jurisdictional and regional levels as well as any joint goals and priorities. Program participants are also accountable for their individual analysis, goals, and priorities. (See § 5.156(a)(3).) For example, in a joint collaboration involving a local government and two QPHAs, the local government may conduct certain parts of the joint analysis and the QPHAs may conduct other parts, provided all necessary parts are completed. HUD believes it is best left to the program participants in a joint or regional collaboration to decide how their individual expertise may best contribute to a joint or regional AFH, provided it is consistent with the AFFH rule.

Segregation/Integration

For question 1, refer to Maps 1, 2, 3 and 4. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Segregation section of the main assessment tool for additional information related to the maps and tables.

R/ECAPs

For question 2, refer to Maps 1 and 2, and Table 4. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the R/ECAPs section of the main assessment tool for additional information related to the maps and tables.

Disparities in Access to Opportunity

For question 3, refer to Maps 9-15. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Disparities in Access to Opportunity section of the main assessment tool for additional information related to the maps and tables.

Disproportionate Housing Needs

For question 4, refer to Tables 9 and 10 Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Disproportionate Housing Needs section of the main assessment tool for additional information related to the maps and tables.

Publicly Supported Housing

For question 5.a., refer to [HUD-provided table/map]. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Demographics subsection of the Publicly Supported Housing section of the main assessment tool for additional information related to the maps and tables.

For question 5.b.i., refer to Maps 5 and 6. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Segregation and R/ECAPs

subsection of the Publicly Supported Housing section of the main assessment tool for additional information related to the maps and tables.

For question 5.b.ii., refer to Table 7. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Segregation and R/ECAPs subsection of the Publicly Supported Housing section of the main assessment tool for additional information related to the maps and tables.

For question 5.b.iii., refer to Table 8 and the Map 5 Query Tool. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Segregation and R/ECAPs subsection of the Publicly Supported Housing section of the main assessment tool for additional information related to the maps and tables.

For question 5.c., refer to Maps 9-15. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Disparities in Access to Opportunity subsection of the Publicly Supported Housing section of the main assessment tool for additional information related to the maps and tables.

For question 5.d.i., refer to [HUD-provided table with PHA demographics] and Tables 9 and 10 with information on Disproportionate Housing Needs. For question 6.d.ii., refer to Table 11. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Disproportionate Housing Needs subsection of the Publicly Supported Housing section of the main assessment tool for additional information related to the maps and tables.

For question 5.e., local data and local knowledge, including information obtained through the community participation process, will be particularly useful.

For question 5.f., local data and local knowledge, including information obtained through the community participation process, will be particularly useful.

Disability and Access

For questions 6.a., refer to Maps 16-17. For questions 6.a-c., local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Disability and Access section of the main assessment tool for additional information related to the maps and tables.

Fair Housing Enforcement

For question 7, local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Fair Housing Enforcement section of the main assessment tool for additional information related to the maps and tables.

Additional QPHA Information

For question 8, local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question.

G. Instructions for Small Program Participant Insert B

As the rule makes clear, when collaborating to submit a joint or regional AFH, program participants may divide work as they choose. However, this assessment tool provides a potential division of work for either: (1) A local government that received a CDBG grant of \$500,000 or less in the most recent fiscal year prior to the due date for the joint or regional AFH collaborates with a local government that received a CDBG grant larger than \$500,000 in the most recent fiscal year prior to the due date for the joint or region AFH; or (2) A HOME consortia whose members collectively received less than \$500,000 in CDBG funds or received no CDBG funding partners with a with a local government that received a CDBG grant larger than \$500,000 in the most recent fiscal year prior to the due date for the joint or region AFH.

Program participants that collaborate with such local governments may use either this insert or the main portion of the assessment tool to analyze the local government's jurisdiction. This insert is also intended to reduce burden for small program participants by providing a streamlined set of questions for their jurisdiction. If the collaboration elects to this division of work, this insert needs to be completed for each collaborating small program participant. Additionally, the regional portion of the small program participant's analysis is expected to be fulfilled by the lead entity's analysis of the entire CBSA, provided the local government's region falls within the scope of analysis conducted in the main portion of this assessment tool. For purposes of this assessment tool, the small program participant's region is defined as the CBSA, if the local government is within the CBSA.

HUD is aware of the data limitations of the HUD-provided data, especially for rural areas, and for small geographies such as those where many small program participants are often located. As such, local data and local knowledge, including information gathered from community participation, will be particularly useful in answering questions.

This analysis is offered only for the purposes of submitting the jurisdictional analysis of a small program participant collaborating with a local government that receives more than \$500,000 in CDBG funding. If the small program participant's analysis does not meet the standards for an acceptable AFH, then HUD may decide not to accept the AFH with respect to the small program participant and accept as to the local government serving as the lead entity's assessment. By collaborating with a small program participant, the local government serving as the lead entity is not making itself responsible for carrying out the small program participant's portion of the assessment nor accountable for AFH goals that are specifically designated as small program participant goals, unless the local government serving as the lead entity and small program participant have joint goals.

If the local government serving as the lead entity and the small program participant believe the small program participant insert provided in this assessment tool is not beneficial for the purposes of conducting the required analysis, they may exclude this set of questions from their analysis and complete the questions in the main assessment tool instead for all program participant jurisdictions and regions. All program participants are accountable for the analysis conducted at the jurisdictional and regional level as well as any joint goals and priorities. Program participants are also accountable for their individual analysis, goals, and priorities. (See § 5.156(a)(3).) For example, in a regional collaboration involving two local governments and a small program participant, the local government may conduct certain parts of the joint analysis and the small

program participants may conduct other parts, provided all necessary parts are completed. HUD believes it is best left to the program participants in a joint or regional collaboration to decide how their individual expertise may best contribute to a joint or regional AFH, provided it is consistent with the AFFH rule.

Demographics

For question 1, refer to Tables 1 and 2. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Demographics section of the main assessment tool for additional information related to the maps and tables.

Segregation/Integration

For question 2, refer to Maps 1, 2, 3 and 4. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Segregation section of the main assessment tool for additional information related to the maps and tables.

R/ECAPs

For question 3, refer to Maps 1 and 2, and Table 4. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the R/ECAPs section of the main assessment tool for additional information related to the maps and tables.

Disparities in Access to Opportunity

For question 4, refer to Table 12 and Maps 9-15. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Disparities in Access to Opportunity section of the main assessment tool for additional information related to the maps and tables.

Disproportionate Housing Needs

For question 5, refer to Tables 9 and 10. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Disproportionate Housing Needs section of the main assessment tool for additional information related to the maps and tables.

Publicly Supported Housing

For question 6.a., refer to Table 6. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Demographics subsection of the Publicly Supported Housing section of the main assessment tool for additional information related to the maps and tables.

For question 6.b.i., refer to Maps 5 and 6. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the

question. Program participants may refer to the instructions for the Segregation and R/ECAPs subsection of the Publicly Supported Housing section of the main assessment tool for additional information related to the maps and tables.

For question 6.b.ii., refer to Table 7. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Segregation and R/ECAPs subsection of the Publicly Supported Housing section of the main assessment tool for additional information related to the maps and tables.

For question 6.b.iii., refer to Table 8 and the Map 5 Query Tool. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Segregation and R/ECAPs subsection of the Publicly Supported Housing section of the main assessment tool for additional information related to the maps and tables.

For question 6.c., refer to Maps 9-15. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Disparities in Access to Opportunity subsection of the Publicly Supported Housing section of the main assessment tool for additional information related to the maps and tables.

For question 6.d.i., refer to Tables 9 and 10. For question 6.d.ii., refer to Table 11. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Disproportionate Housing Needs subsection of the Publicly Supported Housing section of the main assessment tool for additional information related to the maps and tables.

For question 6.e., refer to Map 5 and Table 6. Local data and local knowledge, including information obtained through the community participation process, will be particularly useful.

Disability and Access

For questions 7.a., refer to Maps 15-17. For questions a-c., Local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Disability and Access section of the main assessment tool for additional information related to the maps and tables.

Fair Housing Enforcement

For question 8, local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question. Program participants may refer to the instructions for the Fair Housing Enforcement section of the main assessment tool for additional information related to the maps and tables.

Additional QPHA Information

For question 9, local data and local knowledge, including information obtained through the community participation process, will be particularly useful in answering the question.

Part VI: Fair Housing Goals and Priorities

To answer question (1), use the contributing factors selected in prior sections and prioritize them. In prioritizing contributing factors, program participants shall give the highest priority to those factors that limit or deny fair housing choice or access to opportunity, or negatively impact fair housing or civil rights compliance. Provide a justification for the prioritization of the factors. Also describe the prioritization method used. For example, if using a 1 through 5 ranking system, identify whether 1 or 5 reflects the highest priority.

Note that contributing factors may be outside the ability of program participants to directly control or influence. In such cases, those factors must be included in the prioritization. There still may be policy options or goals that program participants should identify, while recognizing the limitations involved.

For question (2), set one or more goals to address each fair housing issue with significant contributing factors. For each goal, program participants must identify one or more contributing factors that the goal is designed to address, describe how the goal relates to overcoming the identified contributing factor(s) and related fair housing issue, and identify metrics and milestones for determining what fair housing results will be achieved. For instance, where segregation in a development or geographic area is determined to be a fair housing issue, with at least one significant contributing factor, HUD would expect the AFH to include one or more goals to reduce the segregation.

In answering question (2), use the table provided. Provide at least one goal addressing each fair housing issue. In the “Goals” column, state the goal that is being set. In the “Contributing Factors” column, identify the contributing factors the goal is designed to overcome. In the “Fair Housing Issues” column, identify the related fair housing issues the goal is designed to address. In the “Metrics and Milestones” column, identify the metrics and milestones program participants will use for determining what fair housing results will be achieved and a timeframe for achievement. Finally, in the “Discussion” row, provide an explanation of how the goal being set is going to address the contributing factors and related fair housing issues. For program participants submitting jointly, denote which program participant is responsible for each particular goal. If program participants are setting joint goals, explain the responsibilities of each program participant with respect to the joint goal. Please note that the number of goals is not limited by the table provided. Program participants are encouraged to set more goals than the table allows for currently.⁷

While the statutory duty to affirmatively further fair housing requires program participants to affirmatively further fair housing, the final rule does not mandate specific outcomes for the planning process. Instead, recognizing the importance of local decision-making, the analysis conducted in the AFH is meant to help guide public sector housing and community development planning and investment decisions in being better informed about fair housing concerns and consequently help program participants to be better positioned to fulfill their obligation to affirmatively further fair housing.

Program participants should note that the strategies and actions, and the specifics of funding decisions, subject to the consolidated plan, PHA plan, or other applicable planning process are not required to be in the AFH. However, the goals set by program participants will factor into these

⁷ HUD anticipates that the online user interface that is currently under development will allow for program participants to set as many goals as a program participant wishes.

planning processes. These goals will form the basis for strategies and actions in the subsequent planning documents. As stated in the regulatory text at 24 C.F.R. § 5.150, “a program participant’s strategies and actions must affirmatively further fair housing and may include various activities, such as developing affordable housing, and removing barriers to the development of such housing, in areas of high opportunity; strategically enhancing access to opportunity, including through targeted investment in neighborhood revitalization or stabilization; through preservation or rehabilitation of existing affordable housing; promoting greater housing choice within or outside areas of concentrated poverty and access to areas of high opportunity; and improving community assets such as quality schools, employment, and transportation.” Goals addressing fair housing choice may include, for example, enhanced mobility options that afford access to areas of high opportunity.

Certification and Submission

Please note, for a joint or regional AFH, each collaborating program participant must authorize a representative to sign the certification on the program participant's behalf. In a joint or regional AFH, when responding to each question, collaborating program participants may provide joint analyses and individual analyses. The authorized representative of each program participant certifies only to information the program participant provides individually or jointly in response to each question in the assessment. The authorized representative does not certify for information applicable only to other collaborating program participants' analyses, if any.

APPENDIX A – HUD-Provided Maps

Map 1 Race/Ethnicity – Current (2010) race/ethnicity dot density map for Jurisdiction and Region with R/ECAPs

Map 2 Race/Ethnicity Trends – Past (1990 and 2000) race/ethnicity dot density maps for Jurisdiction and Region with R/ECAPs

Map 3 National Origin – Current 5 most populous national origin groups dot density map for Jurisdiction and Region with R/ECAPs

Map 4 LEP – LEP persons by 5 most populous languages dot density map for Jurisdiction and Region with R/ECAPs

Map 5 Publicly Supported Housing and Race/Ethnicity – Public Housing, Project-Based Section 8, Other Multifamily, and LIHTC locations mapped with race/ethnicity dot density map with R/ECAPs, distinguishing categories of publicly supported housing by color, for the Jurisdiction and Region

Map 6 Housing Choice Vouchers and Race/Ethnicity – Housing Choice Vouchers with race/ethnicity dot density map and R/ECAPs, for the Jurisdiction and Region

Map 7 Housing Burden and Race/Ethnicity – Households experiencing one or more housing burdens in Jurisdiction and Region with race/ethnicity dot density map and R/ECAPs

Map 8 Housing Burden and National Origin – Households experiencing one or more housing burdens in Jurisdiction and Region with national origin dot density map and R/ECAPs

Map 9 Demographics and School Proficiency – School proficiency thematic map for Jurisdiction and Region with race/ethnicity, national origin, and [familialfamily](#) status maps and R/ECAPs

Map 10 Demographics and Job Proximity – Job proximity thematic map for Jurisdiction and Region with race/ethnicity, national origin, and [familialfamily](#) status maps and R/ECAPs

Map 11 Demographics and Labor Market Engagement – Labor engagement thematic map for Jurisdiction and Region with race/ethnicity, national origin, and [familialfamily](#) status maps and R/ECAPs

Map 12 Demographics and Transit Trips – Transit proximity thematic map for Jurisdiction and Region with race/ethnicity, national origin, and [familialfamily](#) status maps and R/ECAPs

Map 13 Demographics and Low Transportation Costs – Low transportation cost thematic map for Jurisdiction and Region with race/ethnicity, national origin, and [familialfamily](#) status maps and R/ECAPs

Map 14 Demographics and Poverty – Low poverty thematic map for Jurisdiction and Region with race/ethnicity, national origin, and [familialfamily](#) status maps and R/ECAPs

Map 15 Demographics and Environmental Health – Environmental health thematic map for Jurisdiction and Region with race/ethnicity, national origin, and [familialfamily](#) status maps with R/ECAPs

Map 16 Disability by Type – Population of persons with disabilities dot density map by persons with vision, hearing, cognitive, ambulatory, self-care, and independent living difficulties with R/ECAPs for Jurisdiction and Region

Map 17 Disability by Age Group – All persons with disabilities by age range (5-17; 18-64; and 65+) dot density map with R/ECAPs for Jurisdiction and Region

APPENDIX B – HUD-Provided Tables

Table 1 Demographics – Tabular demographic data for Jurisdiction and Region (including total population, the number and percentage of persons by race/ethnicity, national origin (10 most populous), LEP (10 most populous), disability (by disability type), sex, age range (under 18, 18-64, 65+), and households with children)

Table 2 Demographic Trends – Tabular demographic trend data for Jurisdiction and Region (including the number and percentage of persons by race/ethnicity, total national origin (foreign born), total LEP, sex, age range (under 18, 18-64, 65+), and households with children)

Table 3 Racial/Ethnic Dissimilarity – Tabular race/ethnicity dissimilarity index for Jurisdiction and Region

Table 4 R/ECAP Demographics – Tabular data for the percentage of racial/ethnic groups, families with children, and national origin groups (10 most populous) for the Jurisdiction and Region who reside in R/ECAPs

Table 5 Publicly Supported Housing Units by Program Category – Tabular data for total units by 4 categories of publicly supported housing in the Jurisdiction (Public Housing, Project-Based Section 8, Other Multifamily, Housing Choice Voucher (HCV) Program) for the Jurisdiction

Table 6 Publicly Supported Housing Residents by Race/Ethnicity – Tabular race/ethnicity data for 4 categories of publicly supported housing (Public Housing, Project-Based Section 8, Other Multifamily, HCV) in the Jurisdiction compared to the population as a whole, and to persons earning 30% AMI, in the Jurisdiction

Table 7 R/ECAP and Non-R/ECAP Demographics by Publicly Supported Housing Program Category – Tabular data on publicly supported housing units and R/ECAPs for the Jurisdiction

Table 8 Demographics of Publicly Supported Housing Developments by Program Category – Development level demographics by Public Housing, Project-Based Section 8, and Other Multifamily⁸ for the Jurisdiction

Table 9 Demographics of Households with Disproportionate Housing Needs – Tabular data of total households in the Jurisdiction and Region and the total number and percentage of households experiencing one or more housing burdens by race/ethnicity and family size in the Jurisdiction and Region

⁸ Please note that, for the first year, census tract level demographic data in which publicly supported housing developments are located, also including LIHTC developments, are available through the AFFH Data and Mapping Tool which includes a data query function and ability to export tables.

Table 10 Demographics of Households with Severe Housing Cost Burden – Tabular data of the total number of households in the Jurisdiction and Region and the number and percentage of households experiencing severe housing burdens by race/ethnicity for the Jurisdiction and Region

Table 11 Publicly Supported Housing by Program Category: Units by Number of Bedrooms and Number of Children – Tabular data on the number of bedrooms for units of 4 categories of publicly supported housing (Public Housing, Project-Based Section 8, Other Multifamily, HCV) for the Jurisdiction

Table 12 Opportunity Indicators by Race/Ethnicity – Tabular data of opportunity indices for school proficiency, jobs proximity, labor-market engagement, transit trips, low transportation costs, low poverty, and environmental health for the Jurisdiction and Region by race/ethnicity and among households below the Federal poverty line.

Table 13 Disability by Type – Tabular data of persons with vision, hearing, cognitive, ambulatory, self-care, and independent living disabilities for the Jurisdiction and Region

Table 14 Disability by Age Group – Tabular data of persons with disabilities by age range (5-17, 18-64, and 65+) for the Jurisdiction and Region

Table 15 Disability by Publicly Supported Housing Program Category – Tabular data on disability and publicly supported housing for the Jurisdiction and Region

APPENDIX C – Contributing Factors Descriptions

Access to financial services

The term “financial services” refers here to economic services provided by a range of quality organizations that manage money, including credit unions, banks, credit card companies, and insurance companies. These services would also include access to credit financing for mortgages, home equity, and home repair loans. Access to these services includes physical access - often dictated by the location of banks or other physical infrastructure - as well as the ability to obtain credit, insurance or other key financial services. Access may also include equitable treatment in receiving financial services, including equal provision of information and equal access to mortgage modifications. For purposes of this contributing factor, financial services do not include predatory lending including predatory foreclosure practices, storefront check cashing, payday loan services, and similar services. Gaps in banking services can make residents vulnerable to these types of predatory lending practices, and lack of access to quality banking and financial services may jeopardize an individual’s credit and the overall sustainability of homeownership and wealth accumulation.

Access to proficient schools that are accessible for persons with disabilities

Individuals with disabilities may face unique barriers to accessing proficient schools. In some jurisdictions, some school facilities may not be accessible or may only be partially accessible to individuals with different types of disabilities (often these are schools built before the enactment of the ADA or the Rehabilitation Act of 1973). In general, a fully accessible building is a building that complies with all of the ADA's requirements and has no barriers to entry for persons with mobility impairments. It enables students and parents with physical or sensory disabilities to access and use all areas of the building and facilities to the same extent as students and parents without disabilities, enabling students with disabilities to attend classes and interact with students without disabilities to the fullest extent. In contrast, a partially accessible building allows for persons with mobility impairments to enter and exit the building, access all relevant programs, and have use of at least one restroom, but the entire building is not accessible and students or parents with disabilities may not access areas of the facility to the same extent as students and parents without disabilities. In addition, in some instances school policies steer individuals with certain types of disabilities to certain facilities or certain programs or certain programs do not accommodate the disability-related needs of certain students.

Access to publicly supported housing for persons with disabilities

The lack of a sufficient number of accessible units or lack of access to key programs and services poses barriers to individuals with disabilities seeking to live in publicly supported housing. For purposes of this assessment, publicly supported housing refers to housing units that are subsidized by federal, state, or local entities. “Accessible housing” refers to housing that accords individuals with disabilities equal opportunity to use and enjoy a dwelling. The concept of “access” here includes physical access for individuals with different types of disabilities (for example, ramps and other accessibility features for individuals with mobility impairments, visual alarms and signals for individuals who are deaf or hard of hearing, and audio signals, accessible signage, and other accessibility features for individuals who are blind or have low vision), as well as the provision of auxiliary aids and services to provide effective communication for individuals who are deaf or hard of hearing, are blind or have low vision, or individuals who have speech impairments. The concept of “access” here also includes programmatic access, which implicates such policies as application procedures, waitlist procedures, transfer procedures and reasonable accommodation procedures.

Access to transportation for persons with disabilities

Individuals with disabilities may face unique barriers to accessing transportation, including both public and private transportation, such as buses, rail services, taxis, and para-transit. The term “access” in this context includes physical accessibility, policies, physical proximity, cost, safety, reliability, etc. It includes the lack of accessible bus stops, the failure to make audio announcements for persons who are blind or have low vision, and the denial of access to persons with service animals. The absence of or clustering of accessible transportation and other transportation barriers may limit the housing choice of individuals with disabilities.

Admissions and occupancy policies and procedures, including preferences in publicly supported housing

The term “admissions and occupancy policies and procedures” refers here to the policies and procedures used by publicly supported housing providers that affect who lives in the housing, including policies and procedures related to marketing, advertising vacancies, applications, tenant selection, assignment, and maintained or terminated occupancy. Procedures that may relate to fair housing include, but are not limited to:

- Admissions preferences (e.g. residency preference, preferences for local workforce, etc.)
- Application, admissions, and waitlist policies (e.g. in-person application requirements, rules regarding applicant acceptance or rejection of units, waitlist time limitations, first come first serve, waitlist maintenance, etc.).
- Income thresholds for new admissions or for continued eligibility.
- Designations of housing developments (or portions of developments) for the elderly and/or persons with disabilities.
- Occupancy limits.
- Housing providers’ policies for processing reasonable accommodations and modifications requests.
- Credit or criminal record policies.
- Eviction policies and procedures.

The availability of affordable units in a range of sizes

The provision of affordable housing is often important to individuals with certain protected characteristics because groups are disproportionately represented among those who would benefit from low-cost housing. What is “affordable” varies by circumstance, but an often used rule of thumb is that a low- or moderate-income family can afford to rent or buy a decent-quality dwelling without spending more than 30 percent of its income. This contributing factor refers to the availability of units that a low- or moderate-income family could rent or buy, including one-bedroom units and multi-bedroom units for larger families. When considering availability, consider transportation costs, school quality, and other important factors in housing choice. Whether affordable units are available with a greater number of bedrooms and in a range of different geographic locations may be a particular barrier facing families with children.

The availability, type, frequency, and reliability of public transportation

Public transportation is shared passenger transport service available for use by the general public, including buses, light rail, and rapid transit. Public transportation includes paratransit services for persons with disabilities. The availability, type, frequency, and reliability of public transportation affect which households are connected to community assets and economic opportunities. Transportation policies that are premised upon the use of a personal vehicle may impact public transportation. “Availability” as used here includes geographic proximity, cost, safety and accessibility, as well as whether the transportation connects individuals to places they need to go

such as jobs, schools, retail establishments, and healthcare. “Type” refers to method of transportation such as bus or rail. “Frequency” refers to the interval at which the transportation runs. “Reliability” includes such factors as an assessment of how often trips are late or delayed, the frequency of outages, and whether the transportation functions in inclement weather.

Community opposition

The opposition of community members to proposed or existing developments—including housing developments, affordable housing, publicly supported housing (including use of housing choice vouchers), multifamily housing, or housing for persons with disabilities—is often referred to as “Not in my Backyard,” or NIMBY-ism. This opposition is often expressed in protests, challenges to land-use requests or zoning waivers or variances, lobbying of decision-making bodies, or even harassment and intimidation. Community opposition can be based on factual concerns (concerns are concrete and not speculative, based on rational, demonstrable evidence, focused on measurable impact on a neighborhood) or can be based on biases (concerns are focused on stereotypes, prejudice, and anxiety about the new residents or the units in which they will live). Community opposition, when successful at blocking housing options, may limit or deny housing choice for individuals with certain protected characteristics.

Deteriorated and abandoned properties

The term “deteriorated and abandoned properties” refers here to residential and commercial properties unoccupied by an owner or a tenant, which are in disrepair, unsafe, or in arrears on real property taxes. Deteriorated and abandoned properties may be signs of a community’s distress and disinvestment and are often associated with crime, increased risk to health and welfare, plunging decreasing property values, and municipal costs. The presence of multiple unused or abandoned properties in a particular neighborhood may have resulted from mortgage or property tax foreclosures. The presence of such properties can raise serious health and safety concerns and may also affect the ability of homeowners with protected characteristics to access opportunity through the accumulation of home equity. Demolition without strategic revitalization and investment can result in further deterioration of already damaged neighborhoods.

Displacement of residents due to economic pressures

The term “displacement” refers here to a resident’s undesired departure from a place where an individual has been living. “Economic pressures” may include, but are not limited to, rising rents, rising property taxes related to home prices, rehabilitation of existing structures, demolition of subsidized housing, loss of affordability restrictions, and public and private investments in neighborhoods. Such pressures can lead to loss of existing affordable housing in areas experiencing rapid economic growth and a resulting loss of access to opportunity assets for lower income families that previously lived there. Where displacement disproportionately affects persons with certain protected characteristic, the displacement of residents due to economic pressures may exacerbate patterns of residential segregation.

Impediments to mobility

The term “impediments to mobility” refers here to barriers faced by individuals and families when attempting to move to a neighborhood or area of their choice, especially integrated areas and areas of opportunity. This refers to both Housing Choice Vouchers and other public and private housing options. Many factors may impede mobility, including, but not limited to:

- Lack of quality mobility counseling. Mobility counseling is designed to assist families in moving from high-poverty to low-poverty neighborhoods that have greater access to opportunity assets appropriate for each family (e.g. proficient schools for families with children or effective public transportation.). Mobility counseling can include a range of

options including, assistance for families for “second moves” after they have accessed stable housing, and ongoing post-move support for families.

- Lack of appropriate payment standards, including exception payment standards to the standard fair market rent (FMR). Because FMRs are generally set at the 40th percentile of the metropolitan-wide rent distribution, some of the most desirable neighborhoods do not have a significant number of units available in the FMR range. Exception payment standards are separate payment standard amounts within the basic range for a designated part of an FMR area. Small areas FMRs, which vary by zip code, may be used in the determination of potential exception payment standard levels to support a greater range of payment standards.
- Jurisdictional fragmentation among multiple providers of publicly supported housing that serve single metropolitan areas and lack of regional cooperation mechanisms, including PHA jurisdictional limitations.
- HCV portability issues that prevent a household from using a housing assistance voucher issued in one jurisdiction when moving to another jurisdiction where the program is administered by a different local PHA.
- Lack of a consolidated waitlist for all assisted housing available in the metropolitan area.
- Discrimination based on source of income, including SSDI, Housing Choice Vouchers, or other tenant-based rental assistance.

Inaccessible buildings, sidewalks, pedestrian crossings, or other infrastructure

Many public buildings, sidewalks, pedestrian crossings, or other infrastructure components are inaccessible to individuals with disabilities including persons with mobility impairments, individuals who are deaf or hard of hearing, and persons who are blind or have low vision. These accessibility issues can limit realistic housing choice for individuals with disabilities.

Inaccessibility is often manifest by the lack of curb cuts, lack of ramps, and the lack of audible pedestrian signals. While the Americans with Disabilities Act and related civil rights laws establish accessibility requirements for infrastructure, these laws do not apply everywhere and/or may be inadequately enforced.

Inaccessible government facilities or services

Inaccessible government facilities and services may pose a barrier to fair housing choice for individuals with disabilities by limiting access to important community assets such as public meetings, social services, libraries, and recreational facilities. Note that the concept of accessibility includes both physical access (including to websites and other forms of communication) as well as policies and procedures. While the Americans with Disabilities Act and related civil rights laws require that newly constructed and altered government facilities, as well as programs and services, be accessible to individuals with disabilities, these laws may not apply in all circumstances and/or may be inadequately enforced.

Lack of affordable, accessible housing in a range of unit sizes

What is “affordable” varies by circumstance, but an often used rule of thumb is that a low- or moderate-income family can afford to rent or buy a decent-quality dwelling without spending more than 30 percent of its income. For purposes of this assessment, “accessible housing” refers to housing that accords individuals with disabilities equal opportunity to use and enjoy a dwelling. Characteristics that affect accessibility may include physical accessibility of units and public and common use areas of housing, as well as application procedures, such as first come first serve waitlists, inaccessible websites or other technology, denial of access to individuals with assistance animals, or lack of information about affordable accessible housing. The clustering of affordable, accessible housing with a range of unit sizes may also limit fair housing choice for individuals with disabilities.

Lack of affordable in-home or community-based supportive services

The term “in-home or community-based supportive services” refers here to medical and other supportive services available for targeted populations, such as individuals with mental illnesses, cognitive or developmental disabilities, and/or physical disabilities in their own home or community (as opposed to in institutional settings). Such services include personal care, assistance with housekeeping, transportation, in-home meal service, integrated adult day services and other services (including, but not limited to, medical, social, education, transportation, housing, nutritional, therapeutic, behavioral, psychiatric, nursing, personal care, and respite). They also include assistance with activities of daily living such as bathing, dressing, eating, and using the toilet, shopping, managing money or medications, and various household management activities, such as doing laundry. Public entities must provide services to individuals with disabilities in community settings rather than institutions when: 1) such services are appropriate to the needs of the individual; 2) the affected persons do not oppose community-based treatment; and 3) community-based services can be reasonably accommodated, taking into account the resources available to the public entity and the needs of others who are receiving disability-related services from the entity. Assessing the cost and availability of these services is also an important consideration, including the role of state Medicaid agencies. The outreach of government entities around the availability of community supports to persons with disabilities in institutions may impact these individuals’ knowledge of such supports and their ability to transition to community-based settings.

Lack of affordable, integrated housing for individuals who need supportive services

What is “affordable” varies by the circumstances affecting the individual, and includes the cost of housing and services taken together. Integrated housing is housing where individuals with disabilities can live and interact with persons without disabilities to the fullest extent possible. In its 1991 rulemaking implementing Title II of the ADA, the U.S. Department of Justice defined “the most integrated setting appropriate to the needs of qualified individuals with disabilities” as “a setting that enables individuals with disabilities to interact with nondisabled persons to the fullest extent possible.” By contrast, segregated settings are occupied exclusively or primarily by individuals with disabilities. Segregated settings sometimes have qualities of an institutional nature, including, but not limited to, regimentation in daily activities, lack of privacy or autonomy, policies limiting visitors, limits on individuals’ ability to engage freely in community activities and manage their own activities of daily living, or daytime activities primarily with other individuals with disabilities. For purposes of this tool “supportive services” means medical and other voluntary supportive services available for targeted populations groups, such as individuals with mental illnesses, intellectual or developmental disabilities, and/or physical disabilities, in their own home or community (as opposed to institutional settings). Such services may include personal care, assistance with housekeeping, transportation, in-home meal service, integrated adult day services and other services. They also include assistance with activities of daily living such as bathing, dressing, and using the toilet, shopping, managing money or medications, and various household management activities, such as doing laundry.

Lack of assistance for housing accessibility modifications

The term “housing accessibility modification” refers here to structural changes made to existing premises, occupied or to be occupied by a person with a disability, in order to afford such person full enjoyment and use of the premises. Housing accessibility modifications can include structural changes to interiors and exteriors of dwellings and to common and public use areas. Under the Fair Housing Act, landlords are required by fair housing laws to permit certain reasonable modifications to a housing unit, but are not required to pay for the modification unless the housing provider is a recipient of Federal financial assistance and therefore subject to Section 504 of the Rehabilitation Act or is covered by the Americans with Disabilities Act (in such cases the recipient must pay for

the structural modification as a reasonable accommodation for an individual with disabilities). However, the cost of these modifications can be prohibitively expensive. Jurisdictions may consider establishing a modification fund to assist individuals with disabilities in paying for modifications or providing assistance to individuals applying for grants to pay for modifications.

Lack of assistance for transitioning from institutional settings to integrated housing

The integration mandate of the ADA and *Olmstead v. L.C.*, 527 U.S. 581 (1999) (*Olmstead*) compels states to offer community-based health care services and long-term services and supports for individuals with disabilities who can live successfully in housing with access to those services and supports. In practical terms, this means that states must find housing that enables them to assist individuals with disabilities to transition out of institutions and other segregated settings and into the most integrated setting appropriate to the needs of each individual with a disability. A critical consideration in each state is the range of housing options available in the community for individuals with disabilities and whether those options are largely limited to living with other individuals with disabilities, or whether those options include substantial opportunities for individuals with disabilities to live and interact with individuals without disabilities. For further information on the obligation to provide integrated housing opportunities, please refer to HUD's Statement on the Role of Housing in Accomplishing the Goals of *Olmstead*, the U.S. Department of Justice's Statement on *Olmstead* Enforcement, as well as the U.S. Department of Health and Human Services' Centers for Medicare and Medicaid Services final rule and regulations regarding Home and Community-Based Setting requirements. Policies that perpetuate segregation may include: inadequate community-based services; reimbursement and other policies that make needed services unavailable to support individuals with disabilities in mainstream housing; conditioning access to housing on willingness to receive supportive services; incentivizing the development or rehabilitation of segregated settings. Policies or practices that promote community integration may include: the administration of long-term State or locally-funded tenant-based rental assistance programs; applying for funds under the Section 811 Project Rental Assistance Demonstration; implementing special population preferences in the HCV and other programs; incentivizing the development of integrated supportive housing through the LIHTC program; ordinances banning housing discrimination on the basis of source of income; coordination between housing and disability services agencies; increasing the availability of accessible public transportation.

Lack of community revitalization strategies

The term "community revitalization strategies" refers here to realistic planned activities to improve the quality of life in areas that lack public and private investment, services and amenities, have significant deteriorated and abandoned properties, or other indicators of community distress. Revitalization can include a range of activities such as improving housing, attracting private investment, creating jobs, and expanding educational opportunities or providing links to other community assets. Strategies may include such actions as rehabilitating housing; offering economic incentives for housing developers/sponsors, businesses (for commercial and employment opportunities), bankers, and other interested entities that assist in the revitalization effort; and securing financial resources (public, for-profit, and nonprofit) from sources inside and outside the jurisdiction to fund housing improvements, community facilities and services, and business opportunities in neighborhoods in need of revitalization. When a community is being revitalized, the preservation of affordable housing units can be a strategy to promote integration.

Lack of local private fair housing outreach and enforcement

The term "local private fair housing outreach and enforcement" refers to outreach and enforcement actions by private individuals and organizations, including such actions as fair housing education, conducting testing, bring lawsuits, arranging and implementing settlement agreements. A lack of private enforcement is often the result of a lack of resources or a lack of awareness about rights

under fair housing and civil rights laws, which can lead to under-reporting of discrimination, failure to take advantage of remedies under the law, and the continuation of discriminatory practices. Activities to raise awareness may include technical training for housing industry representatives and organizations, education and outreach activities geared to the general public, advocacy campaigns, fair housing testing and enforcement.

Lack of local public fair housing enforcement

The term “local public fair housing enforcement” refers here to enforcement actions by State and local agencies or non-profits charged with enforcing fair housing laws, including testing, lawsuits, settlements, and fair housing audits. A lack of enforcement is a failure to enforce existing requirements under state or local fair housing laws. This may be assessed by reference to the nature, extent, and disposition of housing discrimination complaints filed in the jurisdiction.

Lack of private investment in specific neighborhoods

The term “private investment” refers here to investment by non-governmental entities, such as corporations, financial institutions, individuals, philanthropies, and non-profits, in housing and community development infrastructure. Private investment can be used as a tool to advance fair housing, through innovative strategies such as mixed-use developments, targeted investment, and public-private partnerships. Private investments may include, but are not limited to: housing construction or rehabilitation; investment in businesses; the creation of community amenities, such as recreational facilities and providing social services; and economic development of the neighborhoods that creates jobs and increase access to amenities such as grocery stores, pharmacies, and banks. It should be noted that investment solely in housing construction or rehabilitation in areas that lack other types of investment may perpetuate fair housing issues. While “private investment” may include many types of investment, to achieve fair housing outcomes such investments should be strategic and part of a comprehensive community development strategy.

Lack of public investment in specific neighborhoods, including services or amenities

The term “public investment” refers here to the money government spends on housing and community development, including public facilities, infrastructure, and services. Services and amenities refer to services and amenities provided by local or state governments. These services often include sanitation, water, streets, schools, emergency services, social services, parks and transportation. Lack of or disparities in the provision of municipal and state services and amenities have an impact on housing choice and the quality of communities. Inequalities can include, but are not limited to disparity in physical infrastructure (such as whether or not roads are paved or sidewalks are provided and kept up); differences in access to water or sewer lines, trash pickup, or snow plowing. Amenities can include, but are not limited to recreational facilities, libraries, and parks. Variance in the comparative quality and array of municipal and state services across neighborhoods impacts fair housing choice.

Lack of regional cooperation

The term “regional cooperation” refers here to formal networks or coalitions of organizations, people, and entities working together to plan for regional development. Cooperation in regional planning can be a useful approach to coordinate responses to identified fair housing issues and contributing factors because fair housing issues and contributing factors not only cross multiple sectors—including housing, education, transportation, and commercial and economic development—but these issues are often not constrained by political-geographic boundaries. When there are regional patterns in segregation or R/ECAP, access to opportunity, disproportionate housing needs, or the concentration of affordable housing there may be a lack of regional cooperation and fair housing choice may be restricted.

Lack of resources for fair housing agencies and organizations

A lack of resources refers to insufficient resources for public or private organizations to conduct fair housing activities including testing, enforcement, coordination, advocacy, and awareness-raising. Fair housing testing has been particularly effective in advancing fair housing, but is rarely used today because of costs. Testing refers to the use of individuals who, without any bona fide intent to rent or purchase a home, apartment, or other dwelling, pose as prospective buyers or renters of real estate for the purpose of gathering information, which may indicate whether a housing provider is complying with fair housing laws. “Resources” as used in this factor can be either public or private funding or other resources. Consider also coordination mechanisms between different enforcement actors.

Lack of Source of income protection

This contributing factor refers to the lack of protection for renters from refusal by housing providers to accept tenants based on type of income. This type of discrimination often occurs against individuals receiving assistance payments such as Supplemental Security Income (SSI) or other disability income, social security or other retirement income, or tenant-based rental assistance, including Housing Choice Vouchers. Refusal to accept some sources of income discrimination may significantly limit fair housing choice for individuals with certain protected characteristics. Legislation to eliminate of source of income discrimination and the acceptance of payment for housing, regardless of source or type of income, may increase fair housing choice and access to opportunity.

Lack of state or local fair housing laws

State and local fair housing laws are important to fair housing outcomes. Consider laws that are comparable or “substantially equivalent” to the Fair Housing Act or other relevant federal laws affecting fair housing laws, as well as those that include additional protections. Examples of state and local laws affecting fair housing include legislation banning source of income discrimination, protections for individuals based on sexual orientation, age, survivors of domestic violence, or other characteristics, mandates to construct affordable housing, and site selection policies. Also consider changes to existing State or local fair housing laws, including the proposed repeal or dilution of such legislation.

Land use and zoning laws

The term “land use and zoning laws” generally refers to regulation by State or local government of the use of land and buildings, including regulation of the types of activities that may be conducted, the density at which those activities may be performed, and the size, shape and location of buildings and other structures or amenities. Zoning and land use laws affect housing choice by determining where housing is built, what type of housing is built, who can live in that housing, and the cost and accessibility of the housing. Examples of such laws and policies include, but are not limited to:

- Limits on multi-unit developments, which may include outright bans on multi-unit developments or indirect limits such as height limits and minimum parking requirements.
- Minimum lot sizes, which require residences to be located on a certain minimum sized area of land.
- Occupancy restrictions, which regulate how many persons may occupy a property and, sometimes, the relationship between those persons (refer also to occupancy codes and restrictions for further information).
- Lack of inclusionary ~~Inclusionary~~ zoning practices that mandate or incentivize the creation of affordable units.

- Requirements for special use permits for all multifamily properties or multifamily properties serving individuals with disabilities.
- Growth management ordinances.
- [Restriction or allowance of provision of services to persons experiencing homelessness, such as limiting transitional shelters, day shelters, soup kitchens, the provision of other services, or limitations on homeless persons' access areas that are open to the public \(e.g., anti-loitering or nuisance ordinances\).](#)

Lending Discrimination

The term “lending discrimination” refers here to unequal treatment based on protected class in the receipt of financial services and in residential real estate related transactions. These services and transactions encompass a broad range of transactions, including but not limited to: the making or purchasing of loans or other financial assistance for purchasing, constructing, improving, repairing, or maintaining a dwelling, as well as the selling, brokering, or appraising or residential real estate property. Discrimination in these transaction includes, but is not limited to: refusal to make a mortgage loan or refinance a mortgage loan; refusal to provide information regarding loans or providing unequal information; imposing different terms or conditions on a loan, such as different interest rates, points, or fees; discriminating in appraising property; refusal to purchase a loan or set different terms or conditions for purchasing a loan; discrimination in providing other financial assistance for purchasing, constructing, improving, repairing, or maintaining a dwelling or other financial assistance secured by residential real estate; and discrimination in foreclosures and the maintenance of real estate owned properties.

Location of accessible housing

The location of accessible housing can limit fair housing choice for individuals with disabilities. For purposes of this assessment, accessible housing refers to housing opportunities in which individuals with disabilities have equal opportunity to use and enjoy a dwelling. Characteristics that affect accessibility may include physical accessibility of units and public and common use areas of housing, as well as application procedures, such as first come first serve waitlists, inaccessible websites or other technology, denial of access to individuals with assistance animals, or lack of information about affordable accessible housing. Federal, state, and local laws apply different accessibility requirements to housing. Generally speaking, multifamily housing built in 1991 or later must have accessibility features in units and in public and common use areas for persons with disabilities in accordance with the requirements of the Fair Housing Act. Housing built by recipients of Federal financial assistance or by, on behalf of, or through programs of public entities must have accessibility features in units and in public and common use areas, but the level of accessibility required may differ depending on when the housing was constructed or altered. Single-family housing is generally not required to be accessible by Federal law, except accessibility requirements typically apply to housing constructed or operated by a recipient of Federal financial assistance or a public entity. State and local laws differ regarding accessibility requirements. An approximation that may be useful in this assessment is that buildings built before 1992 tend not to be accessible.

Location of employers

The geographic relationship of job centers and large employers to housing, and the linkages between the two (including, in particular, public transportation) are important components of fair housing choice. Include consideration of the type of jobs available, variety of jobs available, job training opportunities, benefits and other key aspects that affect job access.

Location of environmental health hazards

The geographic relationship of environmental health hazards to housing is an important component

of fair housing choice. When environmental health hazards are concentrated in particular areas, neighborhood health and safety may be compromised and patterns of segregation entrenched. [Environmental issues affecting health can include access to safe and clean drinking water, soil contamination, excessive air pollution, and indoor health hazards \(lead based paint, radon, mold, asbestos\).](#) Relevant factors to consider include the type and number of hazards, the degree of concentration or dispersion ([including in older housing stock](#)), and health effects such as asthma, cancer clusters, obesity, etc. Additionally, industrial siting policies and incentives for the location of housing may be relevant to this factor.

Location of proficient schools and school assignment policies

The geographic relationship of proficient schools to housing, and the policies that govern attendance, are important components of fair housing choice. The quality of schools is often a major factor in deciding where to live and school quality is also a key component of economic mobility. Relevant factors to consider include whether proficient schools are clustered in a portion of the jurisdiction or region, the range of housing opportunities close to proficient schools, and whether the jurisdiction has policies that enable students to attend a school of choice regardless of place of residence. Policies to consider include, but are not limited to: inter-district transfer programs, limits on how many students from other areas a particular school will accept, and enrollment lotteries that do not provide access for the majority of children.

Location and type of affordable housing

Affordable housing includes, but is not limited to publicly supported housing; however, each category of publicly supported housing often serves different income-eligible populations at different levels of affordability. What is “affordable” varies by circumstance, but an often used rule of thumb is that a low- or moderate-income family can afford to rent or buy a decent-quality dwelling without spending more than 30 percent of its income. The location of housing encompasses the current location as well as past siting decisions. The location of affordable housing can limit fair housing choice, especially if the housing is located in segregated areas, R/ECAPs, or areas that lack access to opportunity. The type of housing (whether the housing primarily serves families with children, elderly persons, or persons with disabilities) can also limit housing choice, especially if certain types of affordable housing are located in segregated areas, R/ECAPs, or areas that lack access to opportunity, while other types of affordable housing are not. The provision of affordable housing is often important to individuals with protected characteristics because they are disproportionately represented among those that would benefit from low-cost housing.

Occupancy codes and restrictions

The term “occupancy codes and restrictions” refers here to State and local laws, ordinances, and regulations that regulate who may occupy a property and, sometimes, the relationship between those persons. Standards for occupancy of dwellings and the implication of those standards for persons with certain protected characteristics may affect fair housing choice. Occupancy codes and restrictions include, but are not limited to:

- Occupancy codes with “persons per square foot” standards.
- Occupancy codes with “bedrooms per persons” standards.
- Restrictions on number of unrelated individuals in a definition of “family.”
- Restrictions on occupancy to one family in single family housing along with a restricted definition of “family.”
- Restrictions that directly or indirectly affect occupancy based on national origin, religion, or any other protected characteristic.
- Restrictions on where voucher holders can live.

- [Restriction or allowance of provision of housing or services to persons experiencing homelessness, such as limiting transitional shelters, day shelters, soup kitchens, or other provision of services](#)

Private Discrimination

The term “private discrimination” refers here to discrimination in the private housing market that is illegal under the Fair Housing Act or related civil rights statutes. This may include, but is not limited to, discrimination by landlords, property managers, home sellers, real estate agents, lenders, homeowners’ associations, and condominium boards. Some examples of private discrimination include:

- Refusal of housing providers to rent to individuals because of a protected characteristic.
- The provision of disparate terms, conditions, or information related to the sale or rental of a dwelling to individuals with protected characteristics.
- Steering of individuals with protected characteristics by a real estate agent to a particular neighborhood or area at the exclusion of other areas.
- Failure to grant a reasonable accommodation or modification to persons with disabilities.
- Prohibitions, restrictions, or limitations on the presence or activities of children within or around a dwelling.

Useful references for the extent of private discrimination may be number and nature of complaints filed against housing providers in the jurisdiction, testing evidence, and unresolved violations of fair housing and civil rights laws.

Quality of affordable housing information programs

The term “affordable housing information programs” refers here to the provision of information related to affordable housing to potential tenants and organizations that serve potential tenants, including the maintenance, updating, and distribution of the information. This information includes: but is not limited to, listings of affordable housing opportunities or local landlords who accept Housing Choice Vouchers; mobility counseling programs; and community outreach to potential beneficiaries. The quality of such information relates to, but is not limited to:

- How comprehensive the information is (e.g. that the information provided includes a variety of neighborhoods, including those with access to opportunity indicators)
- How up-to-date the information is (e.g. that the publicly supported housing entity is taking active steps to maintain, update and improve the information).
- Pro-active outreach to widen the pool of participating rental housing providers, including both owners of individual residences and larger rental management companies.

Regulatory barriers to providing housing and supportive services for persons with disabilities

Some local governments require special use permits for or place other restrictions on housing and supportive services for persons with disabilities, as opposed to allowing these uses as of right. These requirements sometimes apply to all groups of unrelated individuals living together or to some subset of unrelated individuals. Such restrictions may include, but are not limited to, dispersion requirements or limits on the number of individuals residing together. Because special use permits require specific approval by local bodies, they can enable community opposition to housing for persons with disabilities and lead to difficulty constructing this type of units in areas of opportunity or anywhere at all. Other restrictions that limit fair housing choice include requirements that life-safety features appropriate for large institutional settings be installed in housing where supportive services are provided to one or more individuals with disabilities. Note

that the Fair Housing Act makes it unlawful to utilize land use policies or actions that treat groups of persons with disabilities less favorably than groups of persons without disabilities, to take action against, or deny a permit, for a home because of the disability of individuals who live or would live there, or to refuse to make reasonable accommodations in land use and zoning policies and procedures where such accommodations may be necessary to afford persons or groups of persons with disabilities an equal opportunity to use and enjoy housing.

Siting selection policies, practices and decisions for publicly supported housing, including discretionary aspects of Qualified Allocation Plans and other programs

The term “siting selection” refers here to the placement of new publicly supported housing developments. Placement of new housing refers to new construction or acquisition with rehabilitation of previously unsubsidized housing. State and local policies, practices, and decisions can significantly affect the location of new publicly supported housing. Local policies, practices, and decisions that may influence where developments are sited include, but are not limited to, local funding approval processes, zoning and land use laws, local approval of LIHTC applications, and donations of land and other municipal contributions. For example, for LIHTC developments, the priorities and requirements set out in the governing Qualified Allocation Plan (QAP) influence where developments are located through significant provisions in QAPs such as local veto or support requirements and criteria and points awarded for project location.

Source of income discrimination

The term “source of income discrimination” refers here to the refusal by a housing provider to accept tenants based on type of income. This type of discrimination often occurs against individuals receiving assistance payments such as Supplemental Security Income (SSI) or other disability income, social security or other retirement income, or tenant-based rental assistance, including Housing Choice Vouchers. Source of income discrimination may significantly limit fair housing choice for individuals with certain protected characteristics. The elimination of source of income discrimination and the acceptance of payment for housing, regardless of source or type of income, increases fair housing choice and access to opportunity.

State or local laws, policies, or practices that discourage individuals with disabilities from being placed in or living in apartments, family homes, and other integrated settings

State and local laws, policies, or practices may discourage individuals with disabilities from moving to or being placed in integrated settings. Such laws, policies, or practices may include medical assistance or social service programs that require individuals to reside in institutional or other segregated settings in order to receive services, a lack of supportive services or affordable, accessible housing, or a lack of access to transportation, education, or jobs that would enable persons with disabilities to live in integrated, community-based settings.

Unresolved violations of fair housing or civil rights law

Unresolved violations of fair housing and civil rights laws include determinations or adjudications of a violation or relevant laws that have not been settled or remedied. This includes determinations of housing discrimination by an agency, court, or Administrative Law Judge; findings of noncompliance by HUD or state or local agencies; and noncompliance with fair housing settlement agreements.

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

AGENDA ITEM S

Agreement to Review Building Plans and Perform Inspections for School Construction

September 20, 2016

For Information

For Discussion/Approval
Prior to Future Hearing

For Action

ISSUE:

Should the County enter into an agreement with the Colorado Department of Public Safety, Division of Fire Prevention and Control, to allow the County Building Safety Division to perform plan review and inspections on public schools built within the unincorporated county when requested by the school district?

BACKGROUND:

Colorado Revised Statutes ("C.R.S.") §§ 22-32-124 and 23-71-122 require that all buildings and structures be constructed in conformity with the building and fire codes adopted by the Director of the Division of Fire Prevention and Control in the Department of Public Safety.

DISCUSSION:

The State may delegate this responsibility to the appropriate prequalified building department in the location of the building or structure. Signing the proposed Memorandum of Understanding (MOU) will allow the Building Safety Division to be recognized as a prequalified building department (PBD) for the purpose of conducting the necessary plan reviews, issue building permits, conduct inspections, issue certificates of occupancy, and issue temporary certificates of occupancy. This is to verify that a school building has been constructed in conformity with Public School Construction Regulations, 8 Code of Colorado Regulations Title ("C.C.R.") 1507-30.

The MOU allows the school district to choose the PBD or the state to provide plan review and inspection services on a case by case basis. The County retains the ability to determine whether to provide services for each public school construction project.

FISCAL IMPACT:

It is intended that any costs that may be attributable to this MOU are covered by the plan review and permit fees generated.

RECOMMENDATIONS:

Staff recommends approval of the attached Memorandum of Understanding and authorization for the Chairman of the Board to execute the Memorandum of Understanding.

CONTACTS FOR ADDITIONAL INFORMATION:

Jeanie Rossillon, Development & Transportation Director, 303-271-8575
Becky Baker, Building Safety Director, 303-271-8284
Gay Ummel, Assistant County Attorney, 303-271-8963

**MEMORANDUM OF UNDERSTANDING
FOR PREQUALIFIED BUILDING DEPARTMENTS
FOR PUBLIC SCHOOL CONSTRUCTION**
Pursuant to C.R.S. §§ 22-32-124 and 23-71-122

DFPC Reference # Jefferson County 2016

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into this ___ day of _____ 2016, between the Colorado Department of Public Safety, Division of Fire Prevention and Control (“Division”), 690 Kipling Street, Lakewood, Colorado 80215 and the (“PBD”), collectively referred to as the (“Parties”).

1. RECITALS

1.1 Background

- A. Colorado Revised Statutes (“C.R.S.”) §§ 22-32-124 and 23-71-122 require that all buildings and structures be constructed in conformity with the building and fire codes adopted by the Director of the Division of Fire Prevention and Control in the Department of Public Safety (“Division”). To assure that a building or structure is constructed pursuant to the above, the Division shall conduct the necessary plan reviews and inspections, except at the request of the affected board of education, the state charter school institute, the charter school, or the affected junior college district, the Division may delegate this responsibility to the appropriate prequalified building department of a county, town, city or city and county or to the appropriate fire department, in the location of the building or structure.
- B. After the Division has reviewed the application and determined that the appropriate building department has plan reviewers and inspectors that have the necessary education, training, and experience; the Division may issue and execute a Memorandum Of Understanding (“MOU”) between the local jurisdiction and the Division to conduct the necessary plan reviews, issue building permits, conduct inspections, issue certificates of occupancy, issue temporary certificates of occupancy, and take enforcement action in relation to the building and fire codes adopted by the Division to ensure that a building or structure has been constructed in conformity with Public School Construction Regulations, 8 Code of Colorado Regulations Title (“C.C.R.”) 1507-30.

1.2 Purpose

The purpose of this MOU is:

- a. For the Division to prequalify the building department to conduct necessary plan reviews, issue building permits, conduct inspections, issue certificates of occupancy, and issue temporary certificates of occupancy pursuant to C.R.S. §§ 22-32-124 (1) and (1.5), and 23-71-122 (1) (v) (I) through (VII).
- b. For the prequalified building department (“PBD”) to perform code reviews on

building and mechanical plans, issue building permits, perform building inspections and issue certificates of occupancy for school construction projects.

- c. To identify each Party's responsibilities for compliance with C.R.S. §§ 22-32-124 and 23-71-122, and promulgated rules and regulations;
- d. To formalize the cooperative working relationships between the Parties; and,
- e. To provide procedures for communications, exchange of information and resolution of problems, as necessary, to carry out this MOU and the provisions of promulgated rules and regulations.

2. DEFINITIONS

2.1 "Director" means the Director of the Division of Fire Prevention and Control within the Department of Public Safety, or the Director's designee.

2.2 Authority Having Jurisdiction ("AHJ") means a city, county, Colorado political subdivision, or city and county or any other local government entity having authority to regulate building construction within its jurisdictional territory.

2.3 Prequalified Building Department ("PBD") means an AHJ or an agent thereof that has met the Division's certification standards for prequalification as a building department to conduct the necessary plan reviews, issue building permits, conduct inspections, issue certificates of occupancy, and issue temporary certificates of occupancy, and has executed this MOU with the Division.

2.4 "Certificate of Occupancy" means an official document issued by the Division or the PBD for a Public School allowing use or occupancy of the building or structure by the school district or by the institute charter school or junior college district.

3. RESPONSIBILITIES

The responsibilities of the Parties are as follows:

3.1 Responsibilities of the Division:

The Division shall:

- a) Adopt nationally recognized codes and standards as promulgated by Rules in 8 CCR 1507-30.

- b) Ensure that the necessary plan reviews, inspections, quality control, and quality assurance checks are performed in compliance with the statutes, rules, and regulations of the Division.
- c) Prequalify the building department as having executed an MOU and has met the required certification standards in 8 CCR 1507-30.
- d) Issue and maintain a list of persons the Division has approved as authorized to conduct plan reviews, inspections, and issue certificates of occupancy for public school construction projects. This list of authorized PBD persons is included and incorporated herein by reference as Appendix A of this MOU.
- e) Ensure that copies of the PBD building plans are sent to the appropriate fire department and the Division for review of fire safety issues.
- f) Rescind this "prequalified" status and terminate the terms of the MOU if the PBD fails to comply with this MOU, C.R.S. § § 22-32-124 and 23-71-122, or the rules and regulations of the Division.
- g) Allow the PBD to take enforcement action against a board of education, state charter school institute, charter school or junior college district in relation to the nationally recognized codes and standards adopted in 8 CCR 1507-30.

3.2 Responsibilities of the PBD.

The PBD shall:

- a) Conduct the necessary plan reviews and inspections, issue building permits, perform all necessary inspections including final inspections, and issue certificates of occupancy to a building or structure that has been constructed in conformity with the nationally recognized codes and standards adopted in 8 CCR 1507-30. The affected board of education, state charter school institute, charter school or junior college district, at its own discretion may opt to use the PBD that has entered into this MOU with the Division.
- b) Take enforcement action against a board of education, state charter school institute, charter school or junior college district that has violated the nationally recognized codes and standards adopted in 8 CCR 1507-30.
- c) Verify that the construction project is inspected by a state electrical inspector, per § 12-23-116 C.R.S., notwithstanding the fact that any incorporated town or city, any county, or any city and county in which a public school is located or is to be located has its own electrical code and inspection authority, any electrical installation in any new construction or remodeling or repair of a public school.

- d) Verify that the construction project is inspected by a state plumbing inspector, per § 12-58-114.5 C.R.S., notwithstanding the fact that any incorporated town or city, any county, or any city and county in which a public school is located or is to be located has its own plumbing code and inspection authority, any plumbing or gas piping installation in any new construction or remodeling or repair of a public school.
- e) Only use persons within their building department that are listed as authorized by the Division to work on board of education, state charter school institute, charter school or junior college district construction projects. This authorized list of persons is attached as Appendix A.
- f) Cause copies of the building plans to be sent to the certified fire department or the Division for review of fire safety issues.
- g) Issue the necessary Certificate of Occupancy prior to use of the building or structure by the board of education, state charter school institute, charter school or junior college district, if the building or structure is in conformity with the building and fire codes and standards adopted in 8 CCR 1507-30, and if the affected fire department or the Division certifies that the building or structure is in compliance with the fire code adopted by the Division in 8 CCR 1507-30.
- h) Issue a Temporary Certificate of Occupancy to allow the board of education, state charter school institute, charter school or junior college district to occupy the buildings and structures, if all inspections are not completed and the building requires immediate occupancy, and if the board of education, state charter school institute, charter school or junior college district has passed the appropriate inspections that indicate there are no life safety issues.
- i) Verify that inspections are complete and all known violations are corrected before the board of education, state charter school institute, charter school or junior college district is issued a Certificate of Occupancy. Inspection records shall be retained by the PBD for two years after the Certificate of Occupancy is issued.
- j) Set reasonable fees and may collect these fees to offset actual, reasonable, and necessary costs of plan review and inspection of board of education, state charter school institute, charter school or junior college district construction projects. The board of education, state charter school institute, charter school or junior college district shall be notified of any adjustment of fees a minimum of thirty (30) days prior to the effective date of the change.
- k) In conjunction with the Division set a date for a hearing as soon as practicable before the board of appeals in accordance with section § 24-33.5-1213.7, C.R.S., and the rules adopted by the Division pursuant to § 24-4-105, C.R.S., if the PBD and the board of trustees of a board of education, state charter school institute, charter school or junior college district disagree on the interpretation of the codes and standards of the Division.

- l) Comply with the written Final Agency decision of the appeals board or the PBD may seek judicial review as provided in § 24-4-106, C.R.S.
- m) Have the sole discretion whether to accept a public school construction project submitted to the PBD by the school district for plan reviews, inspections, issuance of building permits and certificates of occupancy, and other duties as set forth in this MOU.

4. ACCESS TO INFORMATION

Each Party shall, to the extent allowed by law, make available to each other, at no cost, information regarding board of education, state charter school institute, charter school or junior college district construction projects within its possession. Requests for information shall not impose an unreasonable resource burden on the other Party.

5. EFFECTIVE DATE AND TERM

This MOU shall be effective upon signature by the Director of the Division and shall be valid for **three (3)** years from the effective date, unless previously modified or terminated in writing by one of the Parties pursuant to the terms of this MOU.

6. TERMINATION

Either party may terminate the MOU upon 30 days written notice; however, if the PBD accepts a public school construction project for review pursuant to this MOU, the PBD may not terminate this MOU until project completion and issuance of a Certificate of Occupancy. If the PBD fails to comply with the terms and conditions of this MOU or the rules and regulations of the Division, the Division may take enforcement action, pursuant to C.R.S. 24-33.5-1213 and terminate this MOU immediately. An amendment may be mutually agreed upon in writing by the parties prior to the termination date of this MOU to allow for project completion and issuance of a Certificate of Occupancy.

7. MODIFICATIONS AND AMENDMENTS.

This MOU is subject to such modifications as may be required by changes in applicable federal or state law, or federal or state implementing rules, regulations, or procedures of that federal or state law. Any such required modification shall be automatically incorporated into, and be made a part of, this MOU as of the effective date of such change as if that change was fully set forth herein. Except as provided above, no modification of this MOU shall be effective unless such modification is agreed to in writing by both parties in an amendment to this MOU that has been previously executed and approved in accordance with applicable law.

8. ADDITIONAL PROVISIONS

8.1 Legal Authority

The Parties warrant that each possesses actual, legal authority to enter into this MOU. The Parties further warrant that each has taken all actions required by its applicable law, procedures,

rules, or by-laws to exercise that authority, and to lawfully authorize its undersigned signatory to execute this MOU and bind that Party to its terms. The person or persons signing this MOU, or any attachments or amendments hereto, also warrant(s) that such person(s) possesses actual, legal authority to execute this MOU, and any attachments or amendments hereto, on behalf of that Party.

8.2 Notice of Pending Litigation

Unless otherwise provided for in this MOU, the PBD shall notify the Division within five (5) working days after being served with a Summons, Complaint, or other pleading in a case which involves any services provided under this MOU and which has been filed in any federal or state court or administrative agency. The PBD shall immediately deliver copies of any such documents in accordance with Notice Procedures in Section 8.5. of this MOU.

8.3 Assignment and Successors

The PBD agrees not to assign rights or delegate duties under this MOU, or subcontract any part of the performance required under the MOU without the express, written consent of the State.

8.4 Adherence to Applicable Laws

At all times during the term, performance, or execution of this MOU, the PBD shall comply with all applicable federal and state laws, regulations, rules, or procedures, as these provisions currently exist or may hereafter be amended, all of which are incorporated herein by reference and made a part of the terms and conditions of this MOU.

8.5 Notice Procedure

All notices required or permitted to be given pursuant to this MOU shall be in writing and shall be deemed given when personally served or three (3) days after deposit in the United States Mail, certified mail, return receipt requested, and addressed to the following parties or to such other addressee(s) as may be designated by a notice complying with the foregoing requirements.

APPROVED PBD:

Rebecca Baker
Building Safety Director
Unincorporated Jefferson County
100 Jefferson County Parkway
Golden, CO 80419-3540
303-271-8260

And:

DEPARTMENT OF PUBLIC SAFETY:

Cindy Fredriksen
Procurement Director
Colorado Department of Public Safety
700 Kipling St, 3rd Floor
Lakewood, CO 80215
(303) 239-5888

DFPC:
Mike Morgan
Director
Division of Fire Prevention and Control
690 Kipling Street, Suite 2000
Denver, CO 80215
(303) 239-4600

8.6 Entire Understanding

This MOU is the complete integration of all understandings between the parties. No prior or contemporaneous addition, deletion, or other amendment hereto shall have any force or effect whatsoever, unless embodied herein in writing. No subsequent notation, renewal, addition, deletion, or other amendment hereto shall have any force or effect unless embodied in a written contract executed and approved by the Parties.

8.7 Independent Contractor

No principal, agent, or employees of one Party shall be nor shall be deemed an agent or employee of the other Party.

8.8 Governmental Immunity Act

No term or condition of this MOU shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection, or other provisions, of the Colorado Governmental Immunity Act, C.R.S. 24-10-101 et seq., or the Federal Tort Claims Act, 28 U.S.C. 2671 et seq., as applicable, as now or hereafter amended.

8.9 Insurance

If the PBD is a "public entity" within the meaning of the Colorado Governmental Immunity Act, CRS 24-10-101, et seq., as amended ("Act"), the PBD shall at all times during the term of this MOU maintain only such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the Act. Upon request by the Division, the PBD shall show proof of such insurance satisfactory to the Division.

**APPENDIX A
LIST OF APPROVED PERSONS**

Jurisdiction: Jefferson County

Date: 08/17/2016

The specific duties of persons approved by DFPC to perform plan review and inspections on public school construction projects delegated through this MOU are listed below. The PBD shall only use persons within their building department that have been authorized by DFPC to work on public school construction projects. Inspectors for plan review and construction inspections shall be certified by the International Code Council, the National Fire Protection Association, or another similar national organization or have equivalent qualifications, as determined by the director of the Division.

REBECCA (BECKY) BAKER – Building Official, Plans Examiner, Building Inspector

James Gordon – Plans Examiner, Building Inspector

Russell Heckle - Plans Examiner, Building Inspector

Andreas Luciano Jaen - Plans Examiner, Building Inspector

Troy Jones - Plans Examiner, Building Inspector

Calvin Kirkegaard - Plans Examiner, Building Inspector

Robert J Kirkegaard - Plans Examiner, Building Inspector

Guy McMann - Plans Examiner, Building Inspector

Edward V Peck - Plans Examiner, Building Inspector

Leonard J Ricklefs - Plans Examiner, Building Inspector

William Benson - Building Inspector

Grant M Holdorf - Building Inspector

Britton Jaen - Building Inspector

Danny Kaiser - Building Inspector

Dean Kirby - Building Inspector

Marko Lukich - Building Inspector

Glen R Ratliff - Building Inspector

**Contract Amendment with Colt and Steel for Crawford Gulch Slope Repairs
September 20, 2016**

- For Information For Discussion/Approval
Prior to Future Hearing For Action

ISSUE: During construction of the lower retaining wall (MSE#2) on the Crawford Gulch Slope Repairs project, the bedrock elevations encountered in the field differed significantly from what was anticipated based upon information obtained during the design phase.

BACKGROUND: MSE#2 is one of four locations where retaining walls are being built to address slope failures due to the 2013 flood. FEMA funding is being used to construct these walls. During construction of MSE#2, bedrock depth was observed approximately 4' to 8' lower on average than what was anticipated (attached is a field drawing of the existing bedrock after design excavation). This presented several issues with constructing the retaining wall per the original plan. The deeper bedrock depth was not able to be identified prior since the temporary shoring had to be installed prior to excavation activities. This resulted in the contractor not being able to excavate further down to have the foundation of the wall bearing on bedrock without having to redesign and possibly reconstruct the temporary shoring. The additional wall height would have required the geogrid reinforcing to be extended further into the embankment potentially making Crawford Gulch Road too narrow to maintain traffic during construction. The only other method to maintain traffic on Crawford Gulch Road while having enough reinforcement for the taller wall would have been to install permanent shoring in lieu of the temporary shoring and designing the connections for the geogrid reinforcement to the permanent shoring. This would have been a timely and costly construction effort.

DISCUSSION:

The final option that was identified to address the issue was to construct a micropile cap foundation which would address the global stability concerns while not increasing the wall height and thus deepening the excavations, lengthening the reinforcement behind the wall, or impacting the already installed temporary shoring. See attached design.

RECOMMENDATION: Staff recommends that the Board of County Commissioners approve the micropile cap foundation design and cost increase to the contract for completion of MSE Wall #2.

FISCAL IMPACT: The original contract amount was \$1,473,866.11. The cost estimate for the micropile cap is \$710,870.38. This amendment will bring the contract amount to \$2,184,736.49. The anticipated FEMA reimbursement for this project is 85% of the total cost. That would be \$1,857,026.02. Road and Bridge will not need a supplemental for this increase.

ORIGINATOR:

Jeanie Rossillon, Director of Development and Transportation x8575

CONTACTS FOR ADDITIONAL INFORMATION:

Larry Benshoof, Directory of Road and Bridge x5204

Michael Dobbs, Road and Bridge Project Manager x5233



Alfred Benesch & Company
7979 E. Tufts Avenue, Suite 800
Denver, CO 80237
www.benesch.com
P 303-771-6868
F 303-741-6745

August 29, 2016

Michael Dobbs
Jefferson County Road & Bridge
21401 Golden Gate Canyon Road
Golden, Colorado 80403-8108

Project Number: CC16-037 (FEMA012/FEMA013)
Project Name: Crawford Gulch Road – Slope Repairs

Subject: Change in Project Conditions – MSE#2 Foundation

Dear Mr. Dobbs:

During construction of the lower retaining wall (MSE#2) on the Crawford Gulch Slope Repairs project, the bedrock elevations encountered in the field differed significantly from what was anticipated based upon information obtained during the design phase. We are preparing this letter to document the observed change in conditions and help provide clarification on the steps taken.

Bedrock depth varied throughout the project site as was anticipated during the design phase due to the accessibility to perform borings and the general uncertainty of subsurface exploration. There were three geotechnical bores taken along the existing Crawford Gulch Road which were used as the basis for the estimated bedrock depth for the two MSE walls. During construction of MSE#2, bedrock depth was observed approximately 4' to 8' lower on average than what was anticipated. This presented several issues with constructing the retaining wall per the original plan.

The temporary shoring was designed by the contractor based upon anticipated bedrock elevations and associated excavation depths. The deeper bedrock depth was not able to be identified prior since the temporary shoring had to be installed prior to excavation activities. This resulted in the contractor not being able to excavate further down to have the foundation of the wall bearing on bedrock without having to redesign and possibly reconstruct the temporary shoring. In addition to the time and costs associated with this option, the additional wall height would have required the geogrid reinforcing to be extended further into the embankment potentially making Crawford Gulch Road too narrow to maintain traffic during construction. It was agreed this was not an option. The only other method to maintain traffic on Crawford Gulch Road while having enough reinforcement for the taller wall would have been to install permanent shoring in lieu of the temporary shoring and designing the connections for the geogrid reinforcement to the permanent shoring. This would have been a timely and costly design and construction effort.

The other option that was identified to address the issue was to construct a micropile cap foundation which would address the global stability concerns while not increasing the wall height and thus deepening the excavations, lengthening the reinforcement behind the wall, or impacting the already installed temporary shoring. An on-site meeting was held between the County, Benesch, Kumar, and Colt & Steel on 7/15/16 to discuss the options and it was agreed upon to move forward with the micropile cap option.

Final design for the micropile cap foundation is nearly completed and cost proposals are being prepared by Colt & Steel and their sub-contractors. The total estimated cost and schedule impact to the project will be determined during the change order process for this work.

Please feel free to contact us with any questions or comments about this letter.

Thank you.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jess Hastings".

Jess Hastings, P.E.
Project Manager

Attachments: Approximate Bedrock Elevations Observed
MSE#2 Site and Temporary Shoring Photo



MSE#2 Site and Temporary Shoring Photo



To: Jefferson County Road & Bridge	Contact: Mike Dobbs
Address: 21401 Golden Gate Canyon Rd. Golden, CO 80403 JEFFERSON	Phone: 303-271-5233
	Fax: 303-271-5222
Project Name: Crawford Gulch Adds	Bid Number: 2016-005
Project Location:	Bid Date: 8/26/2016
Addendum #: CO #2	

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
100	Drill Cased Micropiles	1,730.00	LF	\$113.85	\$196,960.50
110	Drill Un-Cased Micro Piles	3,750.00	LF	\$71.30	\$267,375.00
115	Water Truck W/Operator	26.00	DY	\$890.00	\$23,140.00
120	Micropile Testing	1.00	LS	\$57,500.00	\$57,500.00
130	Grout Testing	1.00	LS	\$4,025.00	\$4,025.00
150	Drilling Mob	1.00	EACH	\$6,325.00	\$6,325.00
200	Fine Grade & Place # 67 Rock Pad	103.00	CY	\$69.35	\$7,143.05
210	Form & Pour Concrete Cap	320.00	LF	\$365.70	\$117,024.00
220	Concrete Mob	1.00	EACH	\$3,450.00	\$3,450.00
230	Weekend Supervision	4.33	DY	\$817.05	\$3,537.83
240	Construction Survey	1.00	LS	\$8,050.00	\$8,050.00
250	Bond	1.00	LS	\$16,340.00	\$16,340.00

Total Bid Price: \$710,870.38

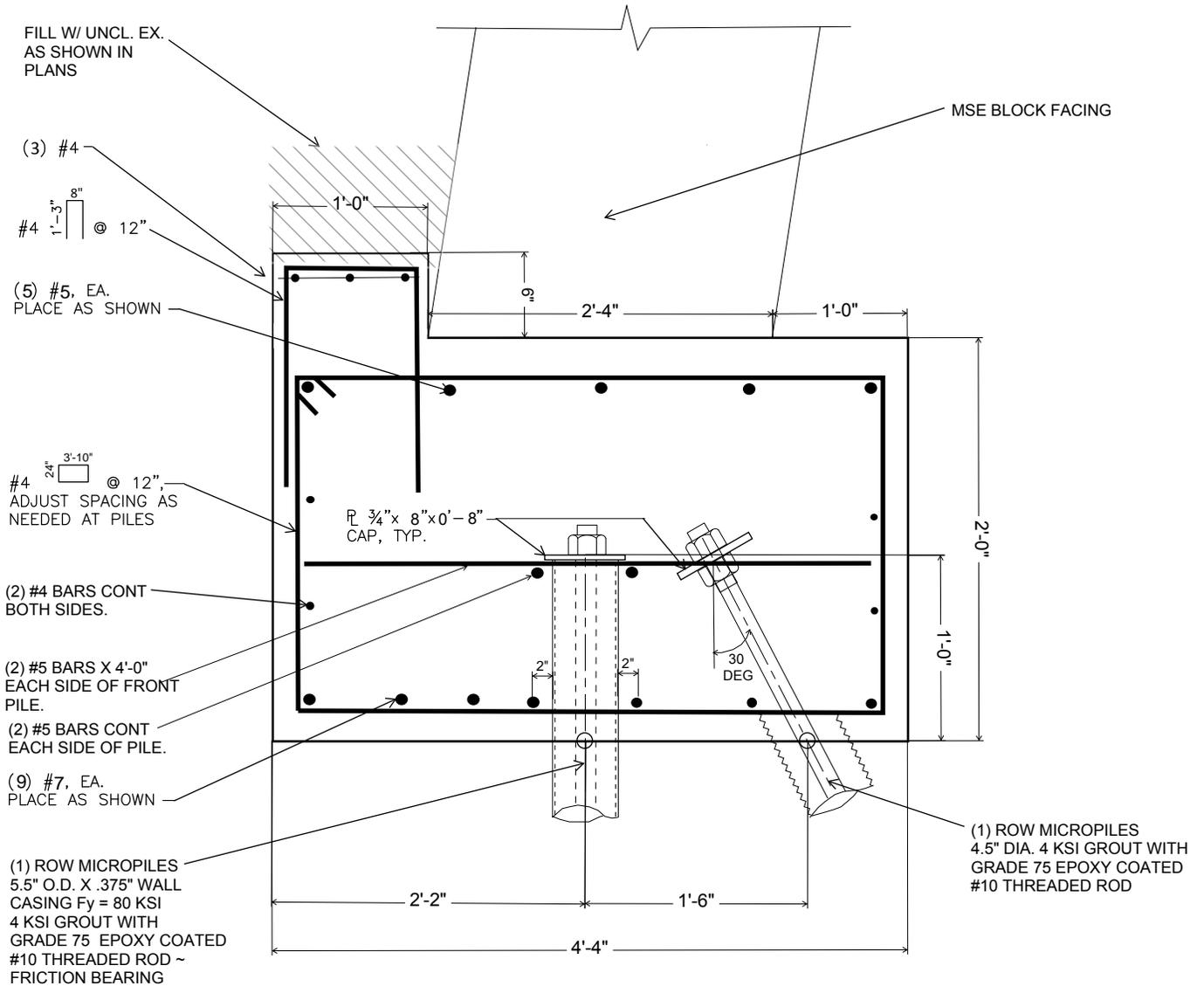
Notes:

- One mobilization included for concrete work. Additional mobilizations will be charged at \$1,200.00 per each.
- **** Minimal Prep work for concrete is included and no testing is required. Scale tickets to be provided for pay quantity verification.
- ** Plies and cap pricing includes one mobilization, if additional mobs are required pricing will be proved.
- ** Pricing is based upon the most recent details provided by Benesch dated 8/18/16.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: Colt & Steel</p> <p>Authorized Signature: _____</p> <p>Estimator: Van Miranda</p>
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Comp. by: JPI Date: 8/18/16 Sheet SK-1 of 7
Chkd. by: _____ Date: _____ Job No. 150822.01
Project: CRAWFORD GULCH
Element: PILE CAP DETAILS

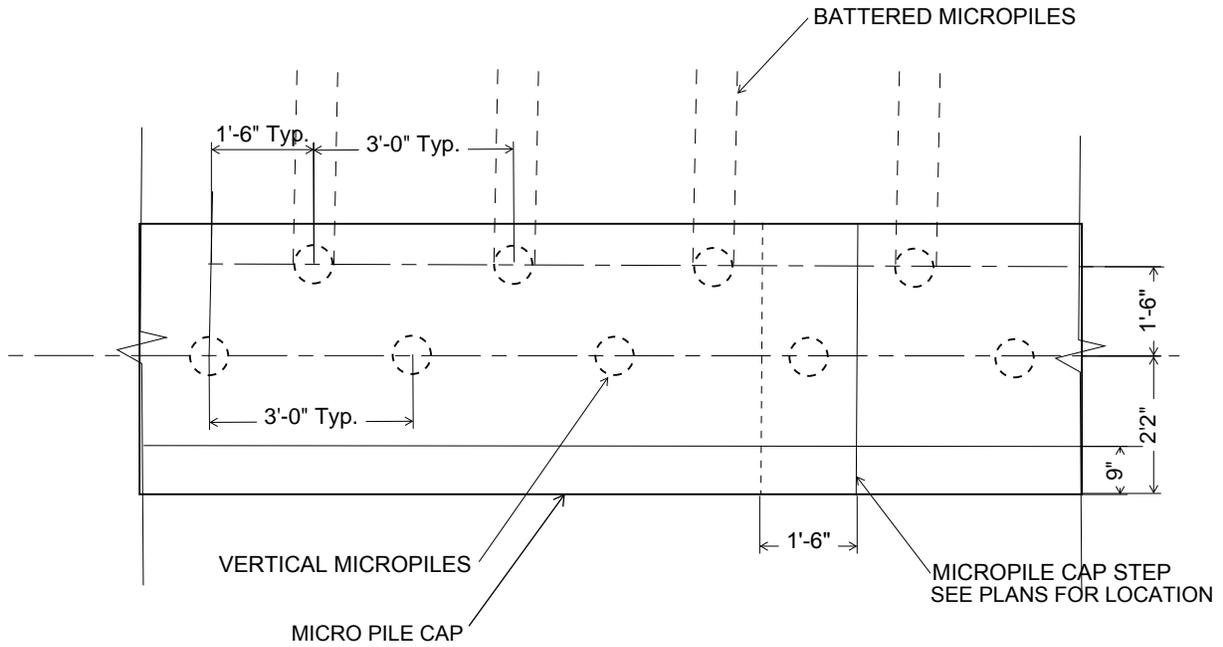


1
SK-1

MICROPILE CAP
N.T.S.



Comp. by: JPI Date: 8/18/16 Sheet SK-2 of 7
 Chkd. by: _____ Date: _____ Job No. 150822.01
 Project: CRAWFORD GULCH
 Element: MICROPILE LAYOUT



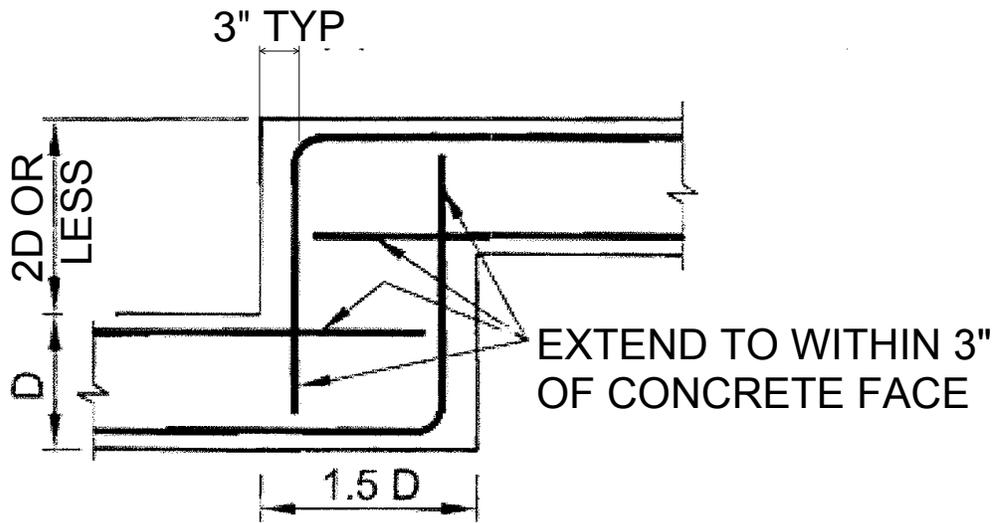
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SK-2

TYPICAL MICROPILE LAYOUT

N.T.S.



Comp. by: JPI Date: 8/18/16 Sheet SK-3 of 7
Chkd. by: _____ Date: _____ Job No. 150822.01
Project: CRAWFORD GULCH
Element: PILE CAP STEP DETAIL



TYPICAL MICROPILE CAP STEP
N.T.S.



Comp. by: JPI Date: 8/18/16 Sheet SK-4 of 7
Chkd. by: _____ Date: _____ Job No. 150822.01
Project: CRAWFORD GULCH
Element: GENERAL NOTES

CAP CONCRETE:

STRUCTURAL CONCRETE SHALL HAVE A MINIMUM 28-DAY COMPRESSIVE STRENGTH OF 4,000 PSI, WITH AIR ENTRAINMENT OF 5-7%, A WATER CEMENT RATIO OF 0.45 AND SLUMP OF 5-8 INCHES.

REINFORCING STEEL SHALL BE ASSTM 615, GRADE 60, AND NON-COATED (PLAIN)

STRUCTURAL STEEL PLATE SHALL BE ASTM A36, FY = 36,000 PSI

THE GRANULAR FILL MATERIAL FOR RETAINING WALL LEVELING PAD AND DRAINAGE COLUMN, AND MICROPILE CAP, SHALL BE ASTM NO. 67 CRUSED STONE.

MICROPILES

THE FRONT ROW MICROPILE CASING SHALL EXTEND AT LEAST 5' 0" INTO COMPETENT BEDROCK AND SHALL HAVE A MINIMUM CASED LENGTH OF 10'. THE UNCASSED PORTION EXTENDING BELOW THE CASED PORTION SHALL EXTEND AT LEAST 10 FEET BEYOND THE CASED LENGTH.

THE BACK ROW UNCASSED MICROPILES SHALL EXTEND AT LEAST 10 FEET INTO COMPETENT BEDROCK.

THE CONTRACTOR SHALL MOBILIZE EQUIPMENT CAPABLE OF DRILLING THROUGH THE GRANULAR OVERBURDEN SOILS WHICH MAY CONTAIN COBBLES AND/OR BOULDERS, AND THE HARD TO VERY HARD BEDROCK. TEMPORARY CASING OR OTHER APPROVED METHOD OF PILE DRILL-HOLE SUPPORT WILL BE REQUIRED IN CAVING OR UNSTABLE GROUND IN ORDER TO PERMIT THE PILE SHAFT TO FORM A DRILL HOLE OF THE MINIMUM DESIGN DIAMETER.

THE MICROPILE CONTRACTOR SHALL PREPARE AND SUBMIT TO THE ENGINEER INSTALLATION RECORDS FOR EACH MICROPILE INSTALLED.

THREADED BARS SHALL BE #10 ASTM A615 EPOXY-COATED THREADBAR. EPOXY COATING SHALL BE PER ASTM A775. CENTRALIZERS SHALL BE PROVIDE AT A MINIMUM 10' ON CENTER IN UNCASSED HOLES. BAR COUPLERS, IF NEEDED, SHALL DEVELOP THE ULTIMATE TENSILE STRENGTH OF THE BARS.

THREADED JOINTS IN CASINGS ARE TO BE LOCATED AT POINTS OF MINIMUM BENDING MOMENT IN MICROPILE. MINIMUM MOMENT CAN BE ASSUMED TO OCCUR BETWEEN 1' AND 6' BELOW THE PILE CAP.

MICROPILE LENGTH

TOP OF PILE CASING – AS SHOWN ON MICROPILE CAP DETAIL AND PER THE BLOCK LAYOUT.

ESTIMATED LENGTH OF FRONT MICRO PILES – 20 TO 24 FEET – VARIES DEPENDING ON DEPTH OF COMPETENT ROCK. MINIMUM 10' UNCASSED BONDED SECTION; MINIMUM 5' CASED SECTION EMBEDDED INTO ROCK; AND ESTIMATE 9' CASED SECTION.

ESTIMATED LENGTH OF REAR (BATTERED) MICROPILES – SHALL INCLUDE APPROXIMATELY 5' -10' LENGTH INTO ROCK AND A 10' BONDED UNCASSED LENGTH IN ROCK – MAXIMUM DEPTH 20', MINIMUM DEPTH 15'



Comp. by: JPI Date: 8/18/16 Sheet SK-5 of 7
Chkd. by: _____ Date: _____ Job No. 150822.01
Project: CRAWFORD GULCH
Element: GENERAL NOTES

PILE GROUTING

THE CONTRACTOR SHALL PROVIDE A STABLE, HOMOGENOUS NEAT CEMENT GROUT OR A SAND CEMENT GROUT WITH A MINIMUM 28-DAY UNCONFINED COMPRESSIVE STRENGTH OF 4000 PSI. THE CONTRACTOR SHALL SUPPLY A MIX DESIGN FOR APPROVAL BY THE ENGINEER PRIOR TO BEGINNING CONSTRUCTION OF THE MICROPILES.

CEMENT SHALL CONFORM TO ASTM C 150, TYPES II, III OR IV.

THE CONTRACTOR SHALL PROVIDE SYSTEMS AND/OR EQUIPMENT TO MEASURE THE GROUT QUALITY AND QUANTITY DURING THE GROUTING OPERATIONS. THIS INFORMATION IS TO BE MEASURED AND RECORDED BY THE CONTRACTOR. GROUT CONSISTENCY AS MEASURED BY GROUT SPECIFIC GRAVITY SHALL BE DETERMINED BY THE MICROPILE CONTRACTOR AT A FREQUENCY OF AT LEAST ONE (1) TEST PER GROUT PLANT PER DAY OF GROUTING. THE BAROID MUD BALANCE IS AN APPROVED DEVICE FOR DETERMINING THE GROUT SPECIFIC GRAVITY OF NEAT CEMENT GROUT.

GROUTING SHOULD BE PERFORMED THE DAY OF DRILLING. THE GROUTING EQUIPMENT SHALL BE SIZED TO ENABLE THE GROUT TO BE PUMPED IN ONE CONTINUOUS OPERATION PER PILE. THE GROUT SHOULD BE KEPT IN CONSTANT AGITATION PRIOR TO PUMPING. THE GROUT SHALL BE INJECTED FROM THE LOWEST POINT OF THE DRILL HOLE (BY TREMIE METHODS) UNTIL CLEAN, PURE GROUT FLOWS FROM THE TOP OF THE MICROPILE. BEFORE CAP PLATES ARE INSTALLED, THE MICROPILE CASING SHALL BE FULLY GROUTED TO THE TOP OF THE CASING.

GROUT WITHIN THE MICROPILES SHALL BE ALLOWED TO ATTAIN A MINIMUM STRENGTH OF 2,000 PSI OR AN AGE OF THREE DAYS PRIOR TO BEING LOADED.

DURING PRODUCTION, MICROPILE GROUT SHALL BE REGULARLY TESTED FOR COMPRESSIVE STRENGTH. COMPRESSIVE STRENGTH SHALL BE DETERMINED IN ACCORDANCE WITH AASHTO T106/ASTM C109 OR ASTM C390 AT A FREQUENCY OF NO LESS THAN ONE SET OF SIX SAMPLES (2" CUBES OR 3"X6" CYLINDERS) FROM EACH GROUT PLANT EACH DAY OF OPERATION. THE COMPRESSIVE STRENGTH SHALL BE THE AVERAGE OF THE THREE SAMPLES TESTED, AND SHALL MEET OR EXCEED THE STRENGTH REQUIRED IN THE PLANS.



Comp. by: JPI Date: 8/18/16 Sheet SK-6 of 7
Chkd. by: _____ Date: _____ Job No. 150822.01
Project: CRAWFORD GULCH
Element: GENERAL NOTES

PILE LOAD TESTS

PRE-PRODUCTION PILE VERIFICATION TESTING

THE CONTRACTOR SHALL PERFORM A VERIFICATION TEST ON AT LEAST ONE MICROPILE PER DRILLING METHOD OR MATERIAL TYPE. THE CONTRACTOR SHALL SUBMIT PROPOSED LOCATIONS TO THE ENGINEER FOR APPROVAL PRIOR TO INSTALLING THE PRE-PRODUCTION PILE VERIFICATION TEST PILE(S). THE ALIGNMENT LOAD SHALL NOT EXCEED GREATER THAN 5% OF THE DESIGN TEST LOAD.

THE TEST SEQUENCE SHALL BE AS FOLLOWS:

LOAD	Hold Time (min)
AL	1
0.25 DTL	1
0.5 DTL	1
AL	1
0.25 DTL	1
0.5 DTL	1
0.75 DTL	1
AL	1
0.25 DTL	1
0.5 DTL	1
0.75 DTL	1
1.00 DTL	1
1.33 DTL	60*
1.75 DTL	1
2.0 DTL	10
AL	1

AL = ALIGNMENT LOAD

DTL = DESIGN TEST LOAD = HOLE DIAMETER (FT) * 3.14159 * BONDED LENGTH (FT, MIN 10) * ULTIMATE BOND STRENGTH (PSI) * 144 SQ. IN/SQ. FT

* TEST PILES SHALL HAVE A CREEP RATE AT THE END OF THE 133% DL INCREMENT WHICH IS NOT GREATER THAN 0.040 IN./LOG CYCLE TIME FROM 1 TO 10 MINUTES OR 0.080 IN./LOG CYCLE TIME FROM 6 TO 60 MINUTES AND HAS A LINEAR OR DECREASING CREEP RATE.

DTL SHOULD NOT EXCEED 0.8*BAR YIELD STRENGTH. BARS LARGER THAN THOSE REQUIRED IN THE DESIGN MAY BE NECESSARY FOR VERIFICATION TESTING.

PRODUCTION PILE PROOF TESTING

THE CONTRACTOR SHALL PROOF TEST AT LEAST 3 PERCENT OF THE TOTAL PRODUCTION MICROPILES. THE PILES TO BE TESTED WILL BE SELECTED BY THE ENGINEER. THE ALIGNMENT LOAD SHALL NOT EXCEED GREATER THAN 5% OF THE DESIGN TEST LOAD.



Comp. by: JPI Date: 8/18/16 Sheet SK-6 of 7
Chkd. by: _____ Date: _____ Job No. 150822.01
Project: CRAWFORD GULCH
Element: GENERAL NOTES

THE TEST SEQUENCE SHALL BE AS FOLLOWS:

LOAD	Hold Time (min)
AL	1
0.25 DTL	1
0.5 DTL	1
0.75 DTL	1
1.00 DTL	1
1.33 DTL	10*
1.67 DTL	1
AL	1

AL = ALIGNMENT LOAD

DTL = DESIGN TEST LOAD = HOLE DIAMETER (FT) * 3.14159 * BONDED LENGTH (FT, MIN 10) * ULTIMATE BOND STRENGTH (PSI) * 144 SQ. IN/SQ. FT

* ACCEPTANCE CRITERIA: TEST PILES SHALL HAVE A CREEP RATE AT THE END OF THE 133% DL INCREMENT WHICH IS NOT GREATER THAN 0.040 IN./LOG CYCLE TIME FROM 1 TO 10 MINUTES. PILE DOES NOT FAIL VIA PULLOUT AT 1.00 * DTL.

DTL SHOULD NOT EXCEED 0.8*BAR YIELD STRENGTH. BARS LARGER THAN THOSE REQUIRED IN THE DESIGN MAY BE NECESSARY FOR PROOF TESTING.

CONTRACTOR SHALL PROVIDE THE ENGINEER CALIBRATION REPORTS AND DATA FOR EACH TEST JACK, PRESSURE GAUGE AND MASTER PRESSURE GAUGE AND ELECTRONIC LOAD CELL TO BE USED. THE CALIBRATION TESTS SHALL HAVE BEEN PERFORMED BY AN INDEPENDENT TESTING LABORATORY WITHIN 180 CALENDAR DAYS OF THE DATE SUBMITTED. TESTING SHALL NOT COMMENCE UNTIL THE ENGINEER HAS REVIEWED AND ACCEPTED THE JACK, PRESSURE GAUGE, MASTER PRESSURE GAUGE AND ELECTRONIC LOAD CELL CALIBRATION DATA.

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Transportation and Engineering Road and Bridge Semi-Annual Briefing September 20, 2016

For Information

For Discussion/Approval
Prior to Future Hearing

For Action

ISSUE: The Transportation and Engineering and Road and Bridge Divisions are providing information to the Board of County Commissioners regarding updates on 2016 projects, projects scheduled for the next six months, as well as upcoming contracts and resolutions that will require approval.

BACKGROUND: The T&E Division is continuing several Capital Improvement Program (CIP) projects into 2017 as well as starting design and/or construction of several other projects. In addition to these project contracts, there are several other resolutions that will need Board of County Commissioners approval. Authorization to initiate right-of-way and easement acquisitions is also being requested. Annually, the R&B Division uses a number of supplies and services contracts and major commodity (consumables) agreements. Each of these is described in further detail below.

DISCUSSION:

T&E Division

The following is a list of CIP projects that will begin or will be ongoing in the fourth quarter of 2016 into 2017.

Roadway Design

- McIntyre Street (54th to 60th)
- Chatfield (Pierce to Kendall)
- Shoulder widening to Hamden Avenue Frontage Road (Kipling to Wadsworth)
- Quincy Avenue (Eldridge to Simms)
- Alkire and Bowles Intersection improvements and turn lane

Roadway Construction

- Wadsworth/Waterton Intersection (Starting September 2016)
- JC 73 (Brook Forest to Thimbleberry) Shoulder Widening and Culverts (Multi-year project)
- Owens (Ute to Deer Creek Canyon Rd) Realignment/Shoulders (Starting October 2016)
- Chatfield (Pierce to Kendall) (Start Mid-2017)
- US-6 Avenue Sidewalk (Colfax to Johnson Road)
 - Construction Contract
 - Public Utility Commission Agreement for Johnson Road

Drainage

- South Brook Forest Rd Culverts (CR-73 to Forest Estates, 4 sites)
- Massey Draw Drainage on Deer Creek Golf Course Improvements
- Van Bibber Culvert Replacement
- South Elk Creek Road Culvert

- Valley Parkway storm sewer
- Elmgreen Lane over Beaver Brook Culvert
- South Deer Creek Road Culvert near Maxwell Hill road
- Soda Creek Drive Culvert
- Beers Sisters Reservoir Improvements-Design
- 32nd Avenue culverts
- Brook Forest at Highway 73 intersection
- South Elk Creek Road (B-11-M003 & B-11-M004)
- Shingle Creek Road Culvert
- 12133 S Elk Creek Road Culvert
- Indian Hills at Cheyenne Road Culvert
- Major Structure Maintenance and Repairs
- SJCD 6100 (north & south) FHAD & Master Plan

Traffic and Miscellaneous Projects

- Foxton Road Guardrail Extension
- Coal Mine west of Owens Guardrail
- Electronic Warning Signs Contract
- CDOT Crash Software Grant (expected award in October)

Annually Reoccurring Resolutions

- Design Pre-Qualification Program-Structures and Drainage
- Traffic Signal Maintenance
- Arterial Road Striping/Markings
- County Road Acceptance
- CDOT Road Mileage Report
- Semi-Annual Regulatory Sign Acceptance

Transportation Planning

Transportation planning efforts for 2017 include:

- Scheduled 5-year update to the County's Transportation Impact Fee fund project list.
- Major Thoroughfare Plan (MTP) Update. Requests have been made of staff to re-evaluate the Main Street alignment in Conifer. Other minor updates are also needed to the MTP.

R&B Division

2017 Annual Supplies & Services Contracts

- Concrete Removal & Replacement Services – 1st renewal with Silva for 2017– \$1,500,000.00
- Special Projects Concrete Replacement Services –New Bid for 2017 – \$1,000,000.00
- Asphalt Overlay with Concrete Replacement – New Bid for 2017
- Truck Hauling Services – 1st Renewal for 2017 - \$200,000
- Paving Fabric Installation Services – 2nd Renew for 2017 – \$250,000
- Temporary Flagging Services – 2nd renewal Labor Finders and G&M Staffing – \$236,000
- Median Maintenance (ROW Mowing Services) – New Bid for 2017– \$85,000
- Guardrail Repair Service – New Bid for 2017 - \$100,000
- Fence Replacement and Repair – 2nd renewal with Ideal Fence - \$60,000

2017 Major Commodity (consumables) Agreements

- Plant Mix Asphalt – Martin, Aggregate, APC, Asphalt Paving – \$3,720,000
- Plant Mix Concrete Supply – Martin – \$30,000
- Aggregate Base Supply – Oxford, Aggregate, Martin, Elk Creek – \$220,000
- Crack Seal Supply – Vance Brothers – \$60,000

2nd Amendment to Silva Construction Concrete Removal and Replacement Contract

- Road and Bridge has funds available to contract an additional \$600,000 in concrete removal and replacement in 2016 to get ahead of the 2017 asphalt overlay program
- The work is crucial to the success of the asphalt overlay maintenance program, which requires concrete repairs prior to the commencement of asphalt overlay work.
- Two firms are currently under contract to perform these services. Due to scheduling conflicts, Silva Construction is the only one of the two firms that can perform the additional concrete replacement services this year.

RECOMMENDATIONS and FISCAL IMPACTS:

Silva Contract Amendment: Approve the amendment to the contract between Jefferson County and Silva Construction, Inc. in an amount not to exceed \$600,000 for additional concrete work to be added during the current term for work associated with the County's asphalt overlay program, for a revised total contract amount of \$2,100,000. The County's Representative is Larry Benshoof, or other person as may be designated by the Department Director or County Manager. Funding for this contract is available in the 2016 operations budget.

Other Contracts and Resolutions: Staff will bring resolutions and contracts to the BCC as required for approval. All projects and resolutions that will require approvals in 2017 are accounted for in the County's 2017 annual budget. Any variances from the 2017 budget will be brought to the BCC as supplemental requests with separate briefings.

ORIGINATORS:

Steve Durian, Transportation & Engineering Director
Larry Benshoof, Road & Bridge Director

CONTACTS FOR ADDITIONAL INFORMATION:

Jeanie Rossillon, Development and Transportation Director

9/20/16

Development & Transportation

Road & Bridge/
Transportation & Engineering
Semi-Annual Briefing

2

Road and Bridge



Crawford Gulch 2013 Flood Damage Repairs

Asphalt Overlay/Patching Program

2014

- **Contract:**
 - Cost = \$1,031,904
 - Tonnage = 8,407 tons
 - Lane Miles = 13 (overlay)
- **In-house:**
 - Cost = \$9,180,000
 - Tonnage = 73,600 OL/28,400 PA
 - Lane Miles = 115 (overlay)



2015

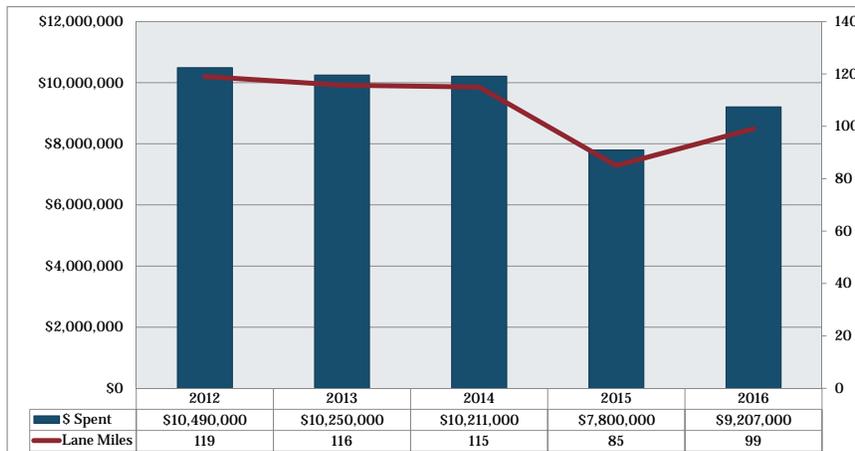
- **Contract:**
 - Cost = \$943,974
 - Tonnage = 8,500 tons
 - Lane Miles = 13 (overlay)
- **In-house:**
 - Cost = \$6,855,000
 - Tonnage = 46,800 OL/30,000 PA
 - Lane Miles = 72 (overlay)



2016 Proposed

- **In-house:**
 - Budget = \$9,207,000
 - Tonnage = 66,000 OL/30,000 PA
 - Lane Miles = 99 (overlay)

Asphalt Overlay & Patching Program Spending Trends



Concrete Replacement Program 2014, 2015, 2016

2014

- **Contract:**
 - Cost = \$1,333,837
 - Cubic Yards Placed = 4,798
- **In-house:**
 - Cost = \$786,586
 - Cubic Yards Placed = 1,690



2015

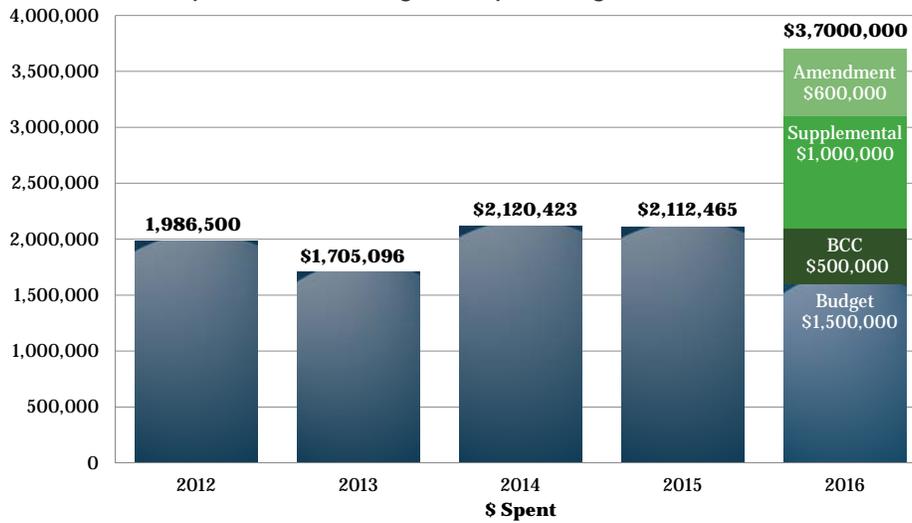
- **Contract Remove/Replace:**
 - Contract Amount = \$1,574,182
 - Cubic Yards placed = 5,200
- **Special Concrete Remove/Replace:**
 - Contract Amount = \$544,692
 - Cubic Yards placed = 1,100



2016

- **Contract Remove/Replace:**
 - Budgeted Contract Amount = \$3,700,000 *
 - Total Cubic Yards to be placed = 11,000

Concrete Replacement Program Spending Trends



2016 Culvert Replacement/Rehabilitation Projects

R&B In-House

- Drew Hill Culvert Replacement: Complete
- Soda Creek Rd Culvert Replacement: Complete
- S. Brook Forest 1/10th Mi N. of Forest Estates Rd Replacement: Invert Repair Complete
- S. Deer Creek Culvert Piping Repair: Complete
- County Road 73 18-inch Culvert Replacement: Complete
- County Road 73 42-inch Culvert Replacement: Complete
- Yukon St over Dutch Creek: Complete
- S. Valley Rd. Culvert Invert Repairs: Complete
- 2860 Berry Lane Culvert Repairs: Complete
- Crestbrook Dr. Culvert Realignment: Complete
- Taft Way Drainage Reconstruction: Complete
- Pierce Street Culvert Replacement: 50% Complete
- S. Brook Forest 0.9 miles SW of CTY Rd 73 Drainage Repair: 25% Complete
- S. Brook Forest 0.5 miles NE of Blue Spruce Lane Drainage Repair: 0% Complete
- Mountain View Lakes Culvert Replacement: 0% Complete (money received on 8/31/2016)

Contract

- Elk Creek Culvert Replacement: Contract Design has begun
- Forest Estates Rd. over Chicken Cr. Replacement: Contract being finalized
- Elm Green Culvert Replacement: Contractor (Notice to proceed issued construction start 9/13/16)

Total Estimated Cost: \$900,000

2016 Road and Bridge Construction Projects

Project Title	Estimated Project Cost	Project Stakeholder	% Complete
Projects for Other Departments/Divisions			
O.S. Mathew Winters Park Trail	\$200,000	O.S.	85 %
O.S. Baehr/Pine Lake C&G	\$23,000	O.S.	100%
Facilities: Arvada Head Start	\$72,000	Facilities	100%
Denver Mtn Parks: Genesee Dr. Millings Project	\$48,000	City & County of Denver	100%
Brook Forest Road Culvert Headwall .5 miles W of Hwy 73	\$10,000	T&E	100%
Ute & Owens Corner Realignment	\$338,000	T&E	0 %
	\$691,000		

2016 Road and Bridge Construction Projects - continued

Project Title	Estimated Project Cost	Project Stakeholder	% Complete
<u>R&B Reconstruction Projects</u>			
Quail Way	\$51,000	R&B	50 %
South Parfet St.	\$101,000	R&B	50 %
West Fair Ave.	\$94,000	R&B	50 %
Kerr Gulch Retaining Wall	\$100,000	R&B	0 %
	\$346,000		
<u>Contract Construction</u>			
Westridge Rd Retaining Wall	\$627,293	FEMA	80 %
Crawford Gulch Rd Retaining Wall (Brief Amendment)	*\$2,151,876	FEMA	39 %
Forest Hill Rd Retaining Wall	\$347,682	FEMA	15 %
Twin Spruce Rd Retaining Wall	\$754,604	FEMA	40 %
Carry Forward Required	\$3,881,455		

2017 Annual Supplies & Services Contracts

- Concrete Removal & Replacement Services – 1st renewal with Silva for 2017– \$1,500,000
- Special Projects Concrete Replacement Services –New Bid for 2017 – \$1,000,000
- Asphalt Overlay with Concrete Replacement – New Bid for 2017 – \$1,500,000
- Truck Hauling Services – 1st Renewal for 2017 - \$200,000
- Paving Fabric Installation Services – 2nd Renew for 2017 – \$250,000
- Temporary Flagging Services – 2nd renewal Labor Finders and G&M Staffing – \$236,000
- Median Maintenance (ROW Mowing Services) – New Bid for 2017– \$85,000
- Guardrail Repair Service – New Bid for 2017 - \$100,000
- Fence Replacement and Repair – 2nd renewal with Ideal Fence - \$60,000

2017 Major Commodity (consumables) Agreements

- Plant Mix Asphalt – Martin, Aggregate, APC, Asphalt Paving – \$3,720,000
- Plant Mix Concrete Supply – Martin – \$30,000
- Aggregate Base Supply – Oxford, Aggregate, Martin, Elk Creek – \$220,000
- Crack Seal Supply – Vance Brothers – \$60,000

Transportation and Engineering



2016 Accomplishments



- **McIntyre Street Phase I Construction**
- **Wadsworth/Waterton Intersection, Construction Underway**
- **Traffic Signal Equipment Upgrade**
- **Pedestrian Activated Beacons in three locations**
- **Bellevue/Alkire Traffic Signal**
- **Seventeen Drainage Structure Replacements**



McIntyre Street

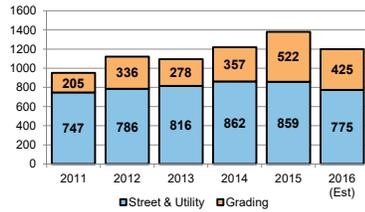


CR 93 at Matthews Winters

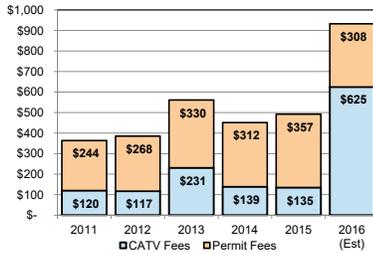


2016 Permits and Fees

Permits Inspected:

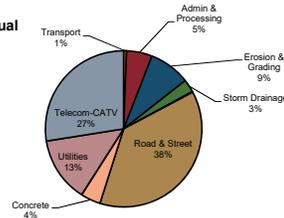


Fees Collected (x\$1000):

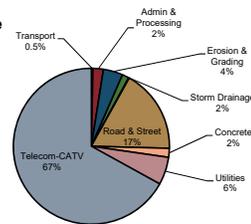


Revenue Breakdown:

2015 Actual



2016 Estimate



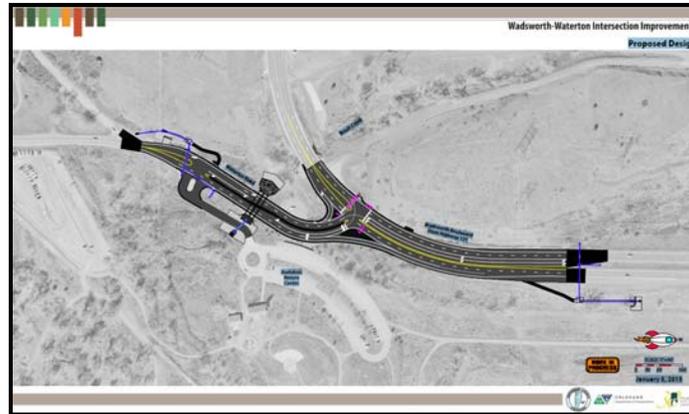
2017 Capital Improvement Program

- **Wadsworth/Waterton Intersection – Construction**
- **Chatfield (Pierce to Kendall) – Final Design & Construction**
- **McIntyre Street Phase II – Design**
- **Alkire and Bowles Intersection – Design**
- **Quincy (Eldridge to Simms) – Design**
- **Drainage and Culverts**
- **Safety Projects**



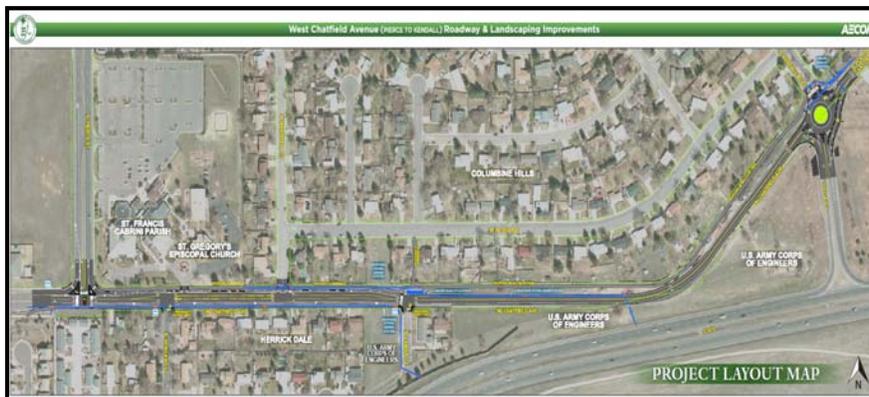
Construction – Wadsworth/Waterton Intersection Improvements

- New Traffic Signal and double left-turn lanes
- 4-ft wide bicycle lanes
- Improved drainage structure
- Scheduled completion summer of 2017



Design & Construction – Chatfield Avenue (Pierce to Kendall)

- Major collector update
- Roundabout at Kendall Street
- Improved drainage
- Scheduled for construction in 2017



Design – McIntyre Street Widening Phase II (West 52nd Avenue to West 60th Avenue)



- **Highline Canals and Van Bibber Creek Improvements**
- **Continue the four lane roadway improvements from Phase I**
- **Includes: new eight-foot wide sidewalks; two new traffic signals; on-street bike lane; and storm sewer improvements**
- **Design in 2016, Drainage Structures in 2018, Roadway Construction in 2019**



McIntyre Street Looking
North at Van Bibber Creek



McIntyre Street Looking
South at Van Bibber Creek

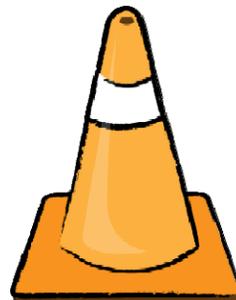
Safety Projects



- **Bowles/Alkire SB Right Turn Lane – Design**
- **Hampden Avenue Frontage Road Shoulder Widening - Design**
- **US-6 Avenue Sidewalk (Colfax to Johnson Rd) – Construction starts May 2017**
- **Foxton Road Guardrail**
- **Coal Mine west of Owens Guardrail**
- **Electronic Warning Signs Contract**

Drainage and Culvert Projects

- **Massey Draw Drainage at Deer Creek Golf Course**
- **Beers Sisters Reservoir Improvements**
- **Up to 8 Culvert Replacement/Repair Projects**



Annually Recurring Contract Work

- Design Pre-Qualification Program
- Traffic Signal Maintenance
- Arterial Road Striping/Markings

Upcoming BCC Approvals

- County Road Acceptance
- CDOT Road Mileage Report
 - Contributes to \$12+ million HUT funds
 - 2016 Mileage will need BCC approval
- Semi-Annual Regulatory Sign Acceptance
- Crash Analysis Grant Acceptance



Inspection Contract

- Culvert Inspections (larger than 48" culverts)
- Traffic Signal Pole Inspections

Transportation Planning

- Scheduled 2017 Traffic Impact Fee 5-Year Update
- Major Thoroughfare Plan Update

R&B Items in T&E Operating Budget

- Traffic Signal Maintenance Project
- Road Striping Contact
- Signage and Striping Materials



BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

BOARD OF EQUALIZATION RECOMMENDATIONS FOR SENIORS/DISABLED VETERANS

SEPTEMBER 20, 2016

For Information

For Discussion/Approval
Prior to Future Hearing

For Action

ISSUE: The Board of County Commissioners, sitting as the Jefferson County Board of Equalization (JCBOE), will be asked to approve the Referees' recommendations for exemptions for Seniors/Disabled Veterans.

BACKGROUND: The Petitioners appealed the Jefferson County Assessor's denial regarding the 2016 Qualifying Senior or Disabled Veteran Property Tax Exemptions to the JCBOE. A public hearing was scheduled and the Petitioners were notified by mail of the scheduled hearing time, date and location. Public hearings were held before Board appointed Referees. The Referees will make recommendations concerning the Petitioners' appeals, which will be submitted to the Board for its final action next week.

FISCAL IMPACT: N/A

RECOMMENDATIONS: The Board will be provided with a schedule of the recommendations from the Referees for consideration and approval next week.

ORIGINATOR: Chris Courtney

CONTACTS FOR ADDITIONAL INFORMATION: Chris Courtney, Casie Stokes