

## **Homes for a Changing Region Technical Assistance Process**

*Last Updated: December 21, 2018*

### **Process Overview**

The *Homes* team will provide assistance to ten selected communities across three phases of work.

The Homes team will identify the ten communities over two years. Once selected, each engagement will follow the process below:

- First, the team will develop an **housing needs assessment** and use that analysis to identify key housing issues through facilitated conversations with elected officials and stakeholders;
- Next, the team will convene an **expert panel** targeted to those key housing issues to discuss implementation strategies to address them; and
- Finally, the team will produce a **housing action plan** that recommends targeted steps to address key issues and will hold at least one meeting to begin implementation.

### **Technical Assistance Process**

#### **Step One: Housing Needs Assessment**

The *Homes* team starts each engagement with a **housing needs assessment** that identifies the most pressing housing issues in that community. The assessment includes a targeted housing needs analysis to understand and quantify existing housing conditions for households at all income levels, including low-income households. **CMAP** or **MMC** will lead this task.

This assessment will be a Powerpoint and will:

- Review the community's existing housing supply and compare the type and price of housing stock to the age, income, and tenure of the current population via the *Homes* toolkit, IHDA market sheets, US Census data, and other publically accessible data sources.
- Assess housing needs, especially for low-income households.
- Summarize existing community plans, their current recommendations on housing if any exist, and whether it qualifies as a community revitalization plan.

The needs assessment will be used to facilitate two meetings:

- A **kickoff meeting** will be held with key elected officials and staff, at which the team will introduce the project, present the housing needs assessment, initiate a conversation on housing challenges and opportunities informed by the data, identify other local issues that the assessment did not identify, and reveal prior or on-going municipal actions to address known challenges.
- A **stakeholder focus group** will consist of local stakeholders, including developers, realtors, and landlords, to further discuss needs and challenges. At this focus group, the team will introduce the project, discuss the key findings from the needs assessment, facilitate a conversation on housing challenges informed by the data, and identify top housing issues to be addressed in the action plan.

After these two meetings, the team will update and finalize the needs assessment.

Deliverables:

- **Minutes from focus group meetings** of local stakeholders; and

- **One housing needs assessment**, in Powerpoint format.

#### Step Two: Convene an Expert Panel

Next, the team will convene an **expert panel** of outside experts and peer communities to identify and discuss potential implementation steps targeted to each issue in the needs assessment. Panel topics will be tailored to the findings of the needs assessment. **MPC** will lead this task.

The panel will include three to five participants and consist of a mix of IHDA staff, regional experts, and staff from peer municipalities with experience in the issue:

- Within IHDA, the best participant will be matched to that community's most pressing issues, such as multifamily development, homebuyer assistance, or abandoned and blighted properties.
- An experienced elected official or staff member from a municipality of equivalent size or capacity may discuss the issue and ideas for readily achievable steps for implementation.
- Finally, the panel may include staff or an elected official municipality of equivalent size or capacity with experience in the issue and ideas for readily achievable steps for implementation.

To prepare the panelists, the team will share the needs assessment and hold a call.

Deliverables:

- **Minutes from expert panel meeting**; and
- **Documentation of each expert panel** in a short memo.

#### Step Three: Housing Action Plan

In this last phase of the engagement, the team will synthesize all of this planning work and pivot to implementation by developing a **housing action plan**, which will recommend strategic actions that the community can take and directly link those actions to available IHDA programs to create a pathway to implementation. This action plan succinctly summarizes the needs, goals, and strategies developed over the course of the engagement. **CMAF** or **MMC** will lead this task.

The action plan will include the following elements:

1. A summary of the needs assessment;
2. A summary of the expert panel, including panelists' recommendations;
3. Recommendations for municipal actions to address the issues;
4. Available funding to implement the recommendations, focused on leveraging private and public dollars, with a focus on IHDA programs;
5. Best practice ordinances and programs in similar communities;
6. Clear steps to establish a revitalization plan, as defined by IHDA, if one is needed; and
7. Future local committees or planning initiatives to continue municipal focus on housing.

The team will draft the plan for IHDA review. Once reviewed, the team would present this action plan at a Village Board or City Council meeting. After the presentation, the team will remain engaged on implementation by directly connecting the community to successful peer municipalities and partners who can coach them on initial action steps.

Deliverables:

- **One action plan**; and
- **One presentation of the action plan** at a Village Board/City Council meeting.