

CITY OF WILLIAMSPORT, PA RESOLUTION

RESOLUTION # 8954

DATE 12-5-19

TITLE

**RESOLUTION TO APPROVE ADDENDUM A TO THE CONTRACT FOR
PROFESSIONAL CONSULTING SERVICES WITH MULLIN & LONERGAN
ASSOCIATES, INC.**

WHEREAS, the City of Williamsport and Mullin and Lonergan Associates, Inc. executed a contract for consulting services by Resolution No. 8894, dated May 23, 2019; and

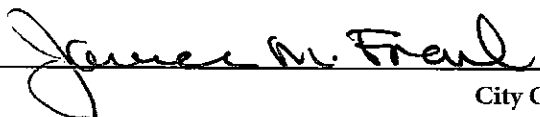
WHEREAS, the contract calls for the consultant to prepare an Analysis of Impediments to Fair Housing for the City of Williamsport; and

WHEREAS, the City of Williamsport wishes to revise said contract to amend the scope of services and the amount of compensation to include the Lycoming County Housing Authority as part of the Analysis of Impediments to Fair Housing; and

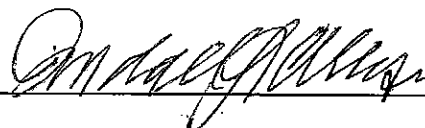
WHEREAS, the contract amount for the Analysis of Impediments to Fair Housing is increased to \$39,835.

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLIAMSPORT that the Mayor and the City Controller are authorized to execute the attached Addendum A to the contract for professional consulting with the firm of Mullin & Lonergan Associates, Inc.

Approved



City Clerk



President



CITY OF WILLIAMSPORT

DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT

MEMORANDUM

TO: Mayor Gabriel J. Campana and Members of City Council

FROM: Stephanie P. Young

RE: **RESOLUTION TO APPROVE ADDENDUM A TO A CONSULTANT CONTRACT WITH MULLIN & LONERGAN ASSOCIATES, INC.**

DATE: November 27, 2019

Attached is a Resolution to approve an addendum to the City's consultant contract with Mullin & Lonergan Associates, Inc. (M & L).

City Council approved this contract on May 23, 2019. M & L is assisting the Community Development Department in preparing a Fair Housing Analysis that is required for the HUD funded CDBG and HOME programs.

The cost to prepare the Fair Housing Analysis is \$29,835. The City will pay \$14,910.00 in 2019 and \$14,925.00 in 2020 for the preparation of this document.

The amendment adds an additional \$10,000 to the contract amount and includes an additional scope of work (Exhibit A) to include the Lycoming County Housing Authority in the Fair Housing Analysis. The Lycoming County Housing Authority will be responsible for paying the additional \$10,000.

The City Solicitor has reviewed the contract.

We are requesting City Council action on this item on Thursday, December 5, 2019.

ADDENDUM A

CONTRACT FOR PROFESSIONAL SERVICES

BY AND BETWEEN

THE CITY OF WILLIAMSPORT, PA

AND

MULLIN AND LONERGAN ASSOCIATES, INC.

THIS Addendum A entered into as of this ____ day of _____, 2019 by and between the CITY OF WILLIAMSPORT, State of Pennsylvania, hereinafter referred to as the “Public Body”, and MULLIN AND LONERGAN ASSOCIATES, INC., hereinafter referred to as the “Consultant.”

WITNESSETH THAT:

WHEREAS, the Public Body and the Consultant have entered into a contract dated May 23, 2019; and

WHEREAS, the contract calls for the Consultant to prepare an Analysis of Impediments to Fair Housing for the Public Body; and

WHEREAS, Attachment “A” of the contract outlines the Scope of Services for the Analysis of Impediments to Fair Housing and;

WHEREAS, the Section IV of the contract details the compensation for the preparation for the Analysis of Impediments to Fair Housing; and

WHEREAS, the Public Body wishes to amend the said contract to amend the scope of services and the amount of compensation to include the Lycoming County Housing Authority as part of the Analysis of Impediments to Fair Housing.


NOW, THEREFORE, the parties to this contract do mutually agree as follows:

- (1) The Scope of Services is amended to add the items included in Exhibit A of this Addendum to allow for the incorporation of the Lycoming County Housing Authority as part of the Analysis of Impediments to Fair Housing document for the City of Williamsport.

- (2) Section IV (A) of the contract is also amended to increase the contract amount from \$29,835 to \$39,835.


All other terms and conditions of the contract remain unchanged.

ATTEST:

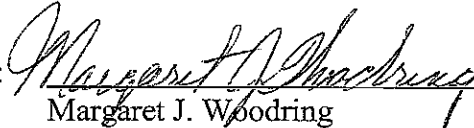


Janice Frank
City Clerk

CITY OF WILLIAMSPORT, PA

BY: 

Gabriel J. Campana
Mayor

BY: 

Margaret J. Woodring
City Controller

ATTEST:

MULLIN & LONERGAN ASSOCIATES, INC.

BY: _____
Secretary

EXHIBIT A
SCOPE OF SERVICES

I. Analysis of Impediments to Fair Housing Choice

- a. The Analysis of Impediments to Fair Housing Choice (AI) to prepared for the City of Williamsport will be expanded to include Lycoming Housing Authority (LHA) and its service area and will include the following tasks:
 - i. Review LHA's Agency Plan and Five -Year Plan to identify proposed activities, particularly new residential construction or substantial rehabilitation
 - ii. Review LHA's ACOP to review policies and procedures and to evaluate whether any of these policies and procedures pose potential impediments to fair housing choice
 - iii. Review LHA's Housing Choice Voucher Admin Plan to review policies and procedures and to evaluate whether any of these policies and procedures pose potential impediments to fair housing choice
 - iv. Review LHA's relocation policy for tenants impacted by the planned demolition of any public housing units
 - v. Identify census tracts in Lycoming County that are racially, ethnically and/or economically concentrated.
 - vi. Obtain information from LHA on public housing (including scattered site units and units covered by project-based Section 8) and other housing owned and operated by LHA to determine its location relative to defined areas of racial, ethnic and economic concentration
 - vii. Obtain information from LHA relative to the street address of Housing Choice Voucher holders (in Excel, without names of voucher holders) to determine the location of vouchers relative to defined areas of racial, ethnic and economic concentration
 - viii. Interview HCV administrative staff to determine the extent of mobility counseling provided to voucher holders that are considering housing outside of areas of racial, ethnic or economic concentration
 - ix. Interview LHA public housing staff to obtain information on reasonable accommodation requests received from public housing residents during the past year together with an explanation of how LHA responded to such requests
 - x. Interview HCV administrative staff to obtain information on reasonable accommodation requests received from Section 8 housing choice voucher holders during the past year together with an explanation of how AHA responded to such requests
 - xi. Review actual accomplishments under LHA's Section 504 transition plan
 - xii. Review the extent to which LHA has required visitability enhancements or

- accessibility features in new residential construction activity
- xiii. Interview LHA staff to determine the extent of any fair housing training received during the past year
 - xiv. Interview LHA's public housing administrative staff to identify any fair housing-related grievances filed during the past year together with a description of the outcome
 - xv. Interview HCV administrative staff to identify any fair housing-related grievances filed during the past year together with a description of the outcome
 - xvi. Interview LHA executive staff to determine the extent to which planned new residential construction is located outside of racially, ethnically or economically impacted neighborhoods
 - xvii. Interview LHA executive staff to determine the extent of any collaborative efforts between LHA and the City of Williamsport aimed at expanding fair housing choice for members of the protected classes
 - xviii. Interview LHA executive staff to determine the extent of any collaborative efforts between LHA and advocacy organizations or non-profit human service organizations aimed at expanding fair housing choice for members of the protected classes
 - xix. Utilize the results of the research to identify impediments to fair housing choice and clearly distinguishing impediments that are within the control of LHA versus impediments that are beyond the control of LHA
 - xx. Identify recommended actions to overcome any identified impediments to fair housing choice
 - xxi. Prepare a draft AI report that includes all of the above that can be used to document LHA's certification to affirmatively further fair housing.