



BALTIMORE CITY
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

JUNE 13, 2024

REQUEST FOR PROPOSAL

FIVE-YEAR CONSOLIDATED PLAN DATA ANALYSIS

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
CITY OF BALTIMORE
Commissioner, Alice Kennedy

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Schedule

RFP Issued	June 13, 2024
Pre-Proposal Conference	June 25, 2024
Submission of Additional Questions	June 27, 2024
Question Answers Posted	July 1, 2024
Submission Deadline	July 16, 2024 - updated 7/12
Notification of Award	August 1, 2024

Introduction

The Baltimore City Department of Housing & Community Development (“DHCD”) is issuing this Request for Proposal (“RFP”) from qualified applicants interested in providing data-heavy consulting services and technical assistance to DHCD for the 2025-2030 Consolidated Plan for CDBG, HOME, ESG, and HOPWA grants, specifically related to the information in located in Code of Federal Regulations (“CFR”), Title 24, Part 91, Subpart C, Sections 91.205 and 91.210.

Key deliverables include, but are not limited to:

- Housing and Homelessness Needs Assessment
- Housing Market Analysis

Based on this RFP, the city may select a consultant, negotiate and enter into a consultant agreement with such applicant.

Background:

The Consolidated Plan was designed by the federal Housing and Urban Development Department (“HUD”) to help local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the CPD formula block grant programs: Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, Emergency Solutions Grants (ESG) Program, and Housing Opportunities for Persons With AIDS (HOPWA) Program.

DHCD is the authorized representative for the City of Baltimore regarding the preparation of the Consolidated Plan . DHCD works to improve the quality of life for all Baltimore City residents by revitalizing and redeveloping communities and promoting access to quality affordable housing opportunities in safe, livable neighborhoods.

DHCD was created in 1968 to consolidate local community development efforts with housing and building code enforcement. With just over 400 employees, DHCD strengthens City neighborhoods by attracting investors, developers, and home buyers. Through the administration of CDBG, HOME, City bond funds, and other creative financing mechanisms, the Department finances, and guides strategic development projects to meet housing and neighborhood needs. To hold property owners accountable and

keep neighborhoods safe, DHCD monitors construction and building activity and enforces the City's housing and building codes. The Department also provides a host of valuable community services and administers a host of programs for residents.

DHCD strives for a future state where current and future residents live in safe and decent housing in thriving, inclusive and equitable neighborhoods. DHCD believes they can achieve this by taking actions to promote thriving neighborhoods through community revitalization investments; supporting homeowners; funding critical programs and neighborhood stakeholders; creating and preserving affordable housing; and ensuring safe conditions through code enforcement. DHCD intends to carry out these actions using equity and inclusion principles, stellar customer service, innovation, integrity, transparency, partnership, and sustainability.

DHCD is committed to affirmatively further fair housing by promoting non-discrimination, fair and equal housing opportunities, fair housing choice, and to fostering inclusive communities. DHCD implements its programs in a manner that is consistent with the fair housing laws, including but not limited to the Fair Housing Act and the Maryland and Baltimore City laws, which prohibit discrimination in housing or services directly or indirectly on the basis of race, color, religion, sex, national origin, age, familial status, disability, marital status, sexual orientation, gender identity, age, and ancestry.

The Consolidated Plan helps DHCD inform the federal government and the public on how the Department will use the various federal grant programs (listed in paragraph 2 of this section) to further the City's goals.

Scope of Work/Deliverables

Services to be performed under this proposal include, but not limited to:

- Description of the process(es) undertaken
- Collecting statistical and informational data and preparing charts and narratives for needs assessments and market analyses in the areas of affordable housing, community development, public housing, and homelessness, as outlined in 24 CFR 91.205 and 24 CFR 91.210
- Collecting statistical and informational data and preparing charts and narratives for needs assessments and market analyses in relation to the CDBG, HOME, ESG, and HOPWA Grants, as outlined in 24 CFR 91.205 and 24 CFR 91.210
- Consulting virtually or in-person with DHCD Consolidated Planning Division, public agencies and private stakeholders, as necessary.
- Providing a draft needs assessment and market analysis for DHCD staff review no later than January 16, 2025.
- Finalize any edits to analysis from DHCD staff review no later than February 6, 2025

All documents and materials created or produced in performance with this RFP shall be property of DHCD and the City of Baltimore.

Professional Services Required

The Consultant selected to provide the services outlined in this RFP will be required to enter into a Contract with DHCD, which will include the terms and conditions for providing the services. The Contract start date is anticipated to be 10/1/2024, with submission to DHCD staff no later than 2/6/2025 with final billing. The contract closeout is no later than thirty days after the expiration of the agreement.

The Consultant shall:

1. Represent that it has or will secure at its expense, all personnel required in performing the services under this RFP. Such personnel shall not be employees of or have any contractual relationship with DHCD.

All services required hereunder will be performed by the Consultant or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform services.

2. Maintain books, records, documents, and other evidence directly pertinent to performance of work under this RFP in accordance with accepted professional practice and appropriate accounting procedures and practices. Audits conducted pursuant to this provision shall be in accordance with generally accepted auditing standards and formally established audit regulations, procedures and guidelines of the reviewing or audit organization.

Anticipated Work Product

In addition to and/or in relation to the services described above to be further detailed during contract negotiations:

1. Submission of Gantt Chart Biweekly detailing progress and identifying areas of concern;
2. Submission of regular, written progress reports detailing progress and areas of concern;
3. Submission of a file with an easily, transferable format that covers the market analysis;
4. Submission of a file with an easily, transferable format that covers the housings needs and homelessness assessment.
5. Any reference documentation or files related to the findings in numbers 3 and 4.

Anticipated Meetings through video and telephonic conference calls:

1. Introductory meeting with DHCD staff (minimum of 1);
2. Initial review meeting with DHCD staff (minimum of 1);
3. Final Submission Review Panel (minimum of 1);
4. Additional meetings to be scheduled as necessary by the contractor or DHCD.

Minimum Qualifications

Applicants should have a minimum of five (5) years of experience providing services described in the Scope of Work. Applicants may include solo practitioners, multidisciplinary firms, entities affiliated with housing authorities with the ability to enter into an inter-local agreement or other service contract, or teams from various organizations. The following is a list of minimum qualifications that all applicants will be required to meet:

1. Experience with municipal government clients.
2. Experience with Market and Housing Analysis related to Housing, Community Development, Economic Development, Poverty Remediation, or similar subject matters.
3. Experience with Needs Assessment for Housing, Community Development, Economic Development, Poverty Remediation, or similar subject matters.
4. Experience with the HUD Consolidated Planning Process will be reviewed favorably during review.

Pre-Proposal Conference and Written Questions

DHCD will hold a pre-proposal telephonic conference call on June 25, 2024, from EST. Interested participants must register and should use the following call-in information:



Tuesday, June 25th from 2PM-3PM on Zoom

<https://bit.ly/5YearPreProposal>

Following the pre-proposal conference, interested applicants can also subject written questions through COB on June 27, 2024. All questions must be submitted electronically to CBDG@baltimorecity.gov. Only emailed questions will be accepted. Emails asking questions should be titled - “Consolidated Plan RFP Questions – [Company Name]”. DHCD will publish all questions along with their response on its website: www.dhcd.baltimorecity.gov no later than July 1, 2024.

DHCD will maintain a list of interested applicants who participate in the pre-proposal conference call or submit written questions and may use the list to notify prospective applicants of changes to this RFP.

Submission Requirements

Applicants must submit an electronic copy of their submission no later than 5 pm EST Thursday, July 12th, 2024, to the following address: CBDG@baltimorecity.gov. The Submission should be titled “Consolidated Plan RFP Submission – [Company Name]”. Submissions with a different title may be subject to additional delays.

Late submissions will not be accepted. The electronic submission must include all the required information discussed in this RFP.

Submission Format

All submissions must include a Letter of Submittal that is signed and dated by an authorized signatory for the company/team submitting the proposal. The Letter should include a summary of all firms and their roles, a summary of their relevant expertise, a summary of the cost proposal and disclosure of any current consulting contracts with Baltimore City organizations, or other local organizations that were awarded within the last 24 months. In relation to the latter, please consider local organizations that may have contracts or are recipients of City funding that could present a conflict of interest should your Proposal be selected. The summary of current contracts should include the lead organization, the term of the contract and the expiration date.

The submission should consist of the following components: Technical Proposal (inclusive of references); Price Proposal; Commitment to Comply; Statement of Integrity, Authorization to Submit, Certificate of Compliance, and Organizational Disclosures.

Technical Proposal

Provide a narrative describing the following:

1. At least three (3) examples of similar projects undertaken within the last five (5) years. Maximum of five (5) pages.

2. Identify key personnel, their areas of expertise, roles, responsibilities and points of contact. Attach resumes for all staff who will be a part of the proposed team.
3. Organization chart for all staff and firms including proposed joint ventures comprising the proposed team. If the application includes joint ventures, please include the names of all parties to the joint venture.
4. A list of current projects and a description of how your team has the capacity to take on this scope of work. Maximum of three (3) pages.
5. Description of the proposed approach, phasing, schedule and deliverables. Maximum of five (5) pages. Please include three samples of comparable deliverables from similar projects (these samples are not included in the page limit).
6. Provide three (3) references from similar projects including relationship to project and current contact information.

Price Proposal Please provide a cost estimate for each projected phase. This should include a list of all personnel that will be involved, their hourly rates, total estimated hours, total estimated costs as well as reimbursable expenses.

Commitment to Comply It is the policy of the City that minority- and women-owned businesses should have maximum opportunity to participate in any and all components of the Project. The Developer agrees to comply with Article 5, Subtitle 28 of the Baltimore City Code (2007 Edition) regarding participation by Minority Business Enterprises (“MBE”) and Women’s Business Enterprises (“WBE”). By signing the Commitment to Comply included as an attachment to this RFP, the Developer covenants and agrees to use all reasonable good-faith efforts to meet the MBE and WBE participation goals

Employ Baltimore/Local Hire Employ Baltimore is designed to create opportunities that receive municipal contracts to access qualified City residents to meet their workforce needs. The initiative will also ensure that City dollars contribute to the local economy and improve the lives of employable Baltimoreans. Adherence with employ Baltimore/Local Hire requirements are encouraged, but not required. For additional information, please contact OED (410) 443-984-3014.

Authorizations and Disclosures All submissions must include the Certification and Authorization to Submit Form, Certification of Compliance, Organizational Disclosures, and Commitment to Comply found in the attachments. Failure to include these forms with your submission will disqualify your application from review.

Proposal Evaluation

Submissions will be reviewed and evaluated by a designated Evaluation Committee comprised of DHCD staff and other City agency representatives. The Committee reserves the right to request additional information or presentations. DHCD will not be solely limited to information provided by applicants and may, at its sole discretion, utilize other sources of information that could be useful in evaluating an applicant’s capabilities. All requests for additional information will be delivered electronically. Requests for additional information shall include a deadline for receipt of the additional information.

At its sole discretion, the Committee shall recommend one or more applicants for the Housing Commissioner to consider. The Housing Commissioner shall make the final applicant selection in their sole discretion. The City may then negotiate and enter into a consultant agreement with such applicant or reject all submissions and issue a new RFP at a later date.

AMENDMENTS OR MODIFICATIONS TO PROPOSAL REQUIREMENTS

DHCD reserves the right in its sole discretion to change, amend, or modify the requirements of this RFP as it deems appropriate. All changes shall be posted on DHCD's website. DHCD reserves the right to notify prospective applicants who participate in the pre-proposal conference or who have submitted written questions via email.

COST TO PREPARE AND SUBMIT RESPONSES

Neither the City of Baltimore nor DHCD shall be responsible for any cost incurred by any applicant in preparing and submitting a response or in preparing and submitting requests for additional information.

NOTIFICATION OF FINAL APPLICANT SELECTION

DHCD will notify the selected applicant in writing that they have been selected to negotiate and enter into a consultant agreement with the City.

DHCD shall notify all applicants in writing of the result of selection process.

APPROVAL OF CONTRACT

Prior to undertaking any work, the selected applicant shall enter into a Professional Service Consulting Agreement that is approved by the City's Board of Estimates. The Agreement shall include the final scope or work, timeline, deliverables, pricing, payment information, terms for amending the agreement and City rules and regulations. Work undertaken prior to approval of this Agreement shall not be eligible for payment. As a condition to receiving approval, the respondent will be required to establish minority and women's business participation rates with the MWBOO Office and to submit Statements of Intent.

TERM OF AGREEMENT

The anticipated term of the Agreement will be for approximately four months from the approval of the board of estimates.

INDEMNIFICATION

Applicants agree to individually indemnify, defend and hold harmless the City and the City's officers, employees and agents from and against any and all losses, damages, costs, expenses (including reasonable attorneys' fees), obligations and other liabilities (including settlement amounts) that arise directly or indirectly from

1. Any infringement of any copyright, trademark, patent, or other intellectual property rights, or any misappropriation of any trade secrets, in connection with any software, documentation, services or other products supplied directly or indirectly by the Applicant in connection with the submission, or any allegation of any of the foregoing;
2. Any act(s) of negligence or willful misconduct by the Applicant or any of its agents, employees or subcontractors (or any allegations of any of the foregoing), including but not limited to any liability caused by an accident or other occurrence resulting in bodily injury, death, sickness or disease to any person(s) or damage or destruction to any property, real or personal;
3. Breach of the Applicant's obligations, representations, and/or warranties under this RFP;
4. Breach of the Applicant's compliance with the law;

5. Any acts or omissions of the Applicant with respect to any of the services provided by the Applicant related to this RFP or its submission (or any allegations of any of the foregoing); and
6. The City's refusal to produce any item of confidential information of the Respondent after receiving a request for such item and after being instructed by the Respondent not to produce it

CONFLICTS OF INTEREST

Applicants are prohibited from having any affiliation with any of the Baltimore City's Affordable Housing Trust Fund staff or Commissioners in a manner that would violate Baltimore City's ethics laws (for an overview of these limitations, please see [Overview of Ethics Law_10.18.2021.pdf](#) (baltimorecity.gov)).

RIGHTS RESERVED AND ADMINISTRATIVE INFORMATION

1. Issue Date. The issue date of this RFP shall be June 13 2024.
2. Extension of Dates. DHCD reserves the right to extend any dates in this RFP or to withdraw the RFP in part or in its entirety.
3. Confidentiality of Proposals. Proposals shall be reviewed with reasonable precautions to avoid disclosure of contents to competing offers during the evaluation process. Once proposals have been publicly recorded, they are subject to the requirements of the Maryland Public Information Act SS 1-601 et seq. of the State Government Article, Annotated Code of Maryland.
4. Compliance with Laws. By submitting an application and receiving an award, applicants agree that they will comply with all Federal, State, and City laws, rules, regulations and ordinances applicable to the activities and obligations under this RFP.
5. Administrative Attachments. All submissions must include the following signed attachments:
 - a. Commitment to Comply
 - b. Authorization to Submit
 - c. Certificate of Compliance
 - d. Organizational Disclosures; and
 - e. And all materials as detailed in Submission Requirements Section.

ATTACHMENTS

This content is from the eCFR and is authoritative but unofficial.

Title 24 – Housing and Urban Development

Subtitle A – Office of the Secretary, Department of Housing and Urban Development

Part 91 – Consolidated Submissions for Community Planning and Development Programs

Subpart C – Local Governments; Contents of Consolidated Plan

Authority: 42 U.S.C. 3535(d), 3601-3619, 5301-5315, 11331-11388, 12701-12711, 12741-12756, and 12901-12912.

Source: 60 FR 1896, Jan. 5, 1995, unless otherwise noted.

§ 91.205 Housing and homeless needs assessment.

(a) **General.** The consolidated plan must provide a concise summary of the jurisdiction's estimated housing needs projected for the ensuing five-year period. Housing data included in this portion of the plan shall be based on U.S. Census data, as provided by HUD, as updated by any properly conducted local study, or any other reliable source that the jurisdiction clearly identifies, and should reflect the consultation with social service agencies and other entities conducted in accordance with § 91.100 and the citizen participation process conducted in accordance with § 91.105. For a jurisdiction seeking funding on behalf of an eligible metropolitan statistical area under the HOPWA program, the needs described for housing and supportive services must address the unmet needs of low-income persons with HIV/AIDS and their families throughout the eligible metropolitan statistical area.

(b) **Categories of persons affected.**

(1)

(i) The plan shall estimate the number and type of families in need of housing assistance for:

(A) Extremely low-income, low-income, moderate-income, and middle-income families;

(B) Renters and owners;

(C) Elderly persons;

(D) Single persons;

(E) Large families;

(F) Public housing residents;

(G) Families on the public housing and Section 8 tenant-based waiting list;

(H) Persons with HIV/AIDS and their families;

(I) Victims of domestic violence, dating violence, sexual assault, and stalking;

(J) Persons with disabilities; and

(K) Formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance.

(ii) The description of housing needs shall include a concise summary of the cost burden and severe cost burden, overcrowding (especially for large families), and substandard housing conditions being experienced by extremely low-income, low-income, moderate-income, and

middle-income renters and owners compared to the jurisdiction as a whole. (The jurisdiction must define in its consolidated plan the terms “standard condition” and “substandard condition but suitable for rehabilitation.”)

- (2) For any of the income categories enumerated in paragraph (b)(1) of this section, to the extent that any racial or ethnic group has disproportionately greater need in comparison to the needs of that category as a whole, assessment of that specific need shall be included. For this purpose, disproportionately greater need exists when the percentage of persons in a category of need who are members of a particular racial or ethnic group in a category of need is at least 10 percentage points higher than the percentage of persons in the category as a whole.

(c) ***Persons who are homeless or at risk of homelessness.***

- (1) The plan must describe, in a form prescribed by HUD, the nature and extent of unsheltered and sheltered homelessness, including rural homelessness, within the jurisdiction. At a minimum, the recipient must use data from the Homeless Management Information System (HMIS) and data from the Point-In-Time (PIT) count conducted in accordance with HUD standards.
 - (i) The description must include, for each category of homeless persons specified by HUD (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth), the number of persons experiencing homelessness on a given night, the number of persons who experience homelessness each year, the number of persons who lose their housing and become homeless each year, the number of persons who exit homelessness each year, the number of days that persons experience homelessness, and other measures specified by HUD.
 - (ii) The plan also must contain a brief narrative description of the nature and extent of homelessness by racial and ethnic group, to the extent information is available.
- (2) The plan must include a narrative description of the characteristics and needs of low-income individuals and families with children (especially extremely low-income) who are currently housed but threatened with homelessness. This information may be evidenced by the characteristics and needs of individuals and families with children who are currently entering the homeless assistance system or appearing for the first time on the streets. The description must also specify particular housing characteristics that have been linked with instability and an increased risk of homelessness.

(d) ***Other special needs.***

- (1) The jurisdiction shall estimate, to the extent practicable, the number of persons who are not homeless but require supportive housing, including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addiction, persons with HIV/AIDS and their families, public housing residents, and any other categories the jurisdiction may specify, and describe their supportive housing needs.
- (2) With respect to a jurisdiction seeking funding on behalf of an eligible metropolitan statistical area under the HOPWA program, the plan must identify the size and characteristics of the population with HIV/AIDS and their families within the eligible metropolitan statistical area it will serve.

- (e) ***Lead-based paint hazards.*** The plan must estimate the number of housing units within the jurisdiction that are occupied by low-income families or moderate-income families that contain lead-based paint hazards, as defined in this part.

(Approved by the Office of Management and Budget under control number 2506-0117)

[60 FR 1896, Jan. 5, 1995, as amended at 61 FR 51760, Oct. 3, 1996; 71 FR 6963, Feb. 9, 2006; 73 FR 72342, Nov. 28, 2008; 75 FR 66260, Oct. 27, 2010; 76 FR 75968, Dec. 5, 2011; 80 FR 42364, July 16, 2015; 85 FR 47909, Aug. 7, 2020]

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Title 24 –Housing and Urban Development

Subtitle A –Office of the Secretary, Department of Housing and Urban Development

Part 91 –Consolidated Submissions for Community Planning and Development Programs

Subpart C –Local Governments; Contents of Consolidated Plan

Authority: 42 U.S.C. 3535(d), 3601-3619, 5301-5315, 11331-11388, 12701-12711, 12741-12756, and 12901-12912.

Source: 60 FR 1896, Jan. 5, 1995, unless otherwise noted.

§ 91.210 Housing market analysis.

(a) General characteristics.

- (1) Based on information available to the jurisdiction, the plan must describe the significant characteristics of the jurisdiction's housing market, including the supply, demand, and condition and cost of housing and the housing stock available to serve persons with disabilities, and to serve other low-income persons with special needs, including persons with HIV/AIDS and their families.
- (2) Data on the housing market should include, to the extent information is available, an estimate of the number of vacant or abandoned buildings and whether units in these buildings are suitable for rehabilitation.
- (3) The jurisdiction must also identify and describe any areas within the jurisdiction with concentrations of racial/ethnic minorities and/or low-income families, stating how it defines the terms "area of low-income concentration" and "area of minority concentration" for this purpose. The locations and degree of these concentrations must be identified, either in a narrative or on one or more maps.
- (4) Commencing with consolidated plans submitted on or after January 1, 2018, the jurisdiction must also describe the broadband needs of housing occupied by low- and moderate-income households based on an analysis of data, identified by the jurisdiction, for its low- and moderate-income neighborhoods. These needs include the need for broadband wiring and for connection to the broadband service in the household units and the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.
- (5) Commencing with consolidated plans submitted on or after January 1, 2018, the jurisdiction must also describe the vulnerability of housing occupied by low- and moderate-income households to increased natural hazard risks associated with climate change based on an analysis of data, findings, and methods identified by the jurisdiction in its consolidated plan.

(b) Public and assisted housing.

- (1) The plan must describe and identify the public housing developments and the number of public housing units in the jurisdiction, the physical condition of such units, the restoration and revitalization needs, results from the Section 504 needs assessment (i.e., assessment of needs of tenants and applicants on waiting list for accessible units, as required by 24 CFR 8.25), and the public housing agency's strategy for improving the management and operation of such public housing and for improving the living environment of low- and moderate-income families residing in public housing. The consolidated plan must identify the public housing developments in the jurisdictions that are participating in an approved PHA Plan.

- (2) The jurisdiction shall include a description of the number and targeting (income level and type of family served) of units currently assisted by local, state, or federally funded programs, and an assessment of whether any such units are expected to be lost from the assisted housing inventory for any reason, such as expiration of Section 8 contracts.
- (c) **Facilities, housing, and services for homeless persons.** The plan must include a brief inventory of facilities, housing, and services that meet the needs of homeless persons within the jurisdiction, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth.
 - (1) The inventory of facilities and housing (e.g., emergency shelter, transitional housing, and permanent supportive housing) must be presented in a form specified by HUD.
 - (2) The inventory of services must include both services targeted to homeless persons and mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons.
- (d) **Special need facilities and services.** The plan must describe, to the extent information is available, the facilities and services that assist persons who are not homeless but who require supportive housing, and programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing.
- (e) **Barriers to affordable housing.** The plan must explain whether the cost of housing or the incentives to develop, maintain, or improve affordable housing in the jurisdiction are affected by public policies, particularly by policies of the jurisdiction, including tax policies affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment.

(Approved by the Office of Management and Budget under control number 2506-0117)

[60 FR 1896, Jan. 5, 1995, as amended at 71 FR 6964, Feb. 9, 2006; 76 FR 75969, Dec. 5, 2011; 81 FR 91012, Dec. 16, 2016]