

*I met with three consulting firms who each expressed interest in providing facilitation services for creating the plan. I provided each of them the outline information from HousingPolicy.org <http://www.housingpolicy.org/> which I felt would be a good example of what other communities around the country had done that was somewhat similar to what we may want. I indicated to each of them that we would be interested in their ideas on how they would approach providing this type of service, how long it would take to produce the plan and a cost range. I felt that this information would assist the Housing Committee and City to shape a more formal RFP to request these services and to have an idea about what we may need to budget in terms of time and funding to create the plan. At this time I am still waiting for the responses from these firms but I expect to be able to provide their recommendations to the committee as handouts at the next Housing Committee meeting scheduled for January 5<sup>th</sup> 2011.*

*Additionally, I had previously met with City Staff members Bill Clingan and Ray Harmon to discuss the potential for funding this effort from resources within the CDBG office of the City. They indicated that this would be a good possibility. I have invited Bill or one of his staff to attend our next meeting and discuss this possibility and am awaiting his response.*

*My recommendation for our upcoming meeting is to briefly review the materials provided by these consultants and if CDBG staff are able to attend to discuss funding possibilities with them. One possible action we may want to consider is to establish a working group consisting of interested Housing Committee members and City staff to write the RFP and come back to the February committee meeting with a draft RFP and proposed approach for creating the plan.*