

SCOPE OF WORK

DEVELOPMENT OF A SOCIO-ECONOMIC IMPACT ANALYSIS FOR THE PRELIMINARY REGIONAL HOUSING PLAN FOR THE SOUTHEASTERN WISCONSIN REGION

INTRODUCTION

The Southeastern Wisconsin Regional Planning Commission (SEWRPC) will contract with a qualified consultant to conduct a socio-economic impact analysis of the recommendations set forth in the preliminary regional housing plan. The preparation of a socio-economic impact (SEI) analysis for the preliminary regional housing plan is the result of a recommendation made by SEWRPC's Environmental Justice Task Force (EJTF) that a SEI analysis be conducted for all regional plans prepared by SEWRPC. One of the purposes of the EJTF is to help identify the potential benefits and adverse impacts of regional plans with respect to minority and low-income populations and persons with disabilities (environmental justice populations), and to help assess whether such populations may be expected to receive a proportionate share of any plan benefits and/or a disproportionate share of any plan negative impacts. The socio-economic impact analysis is considered one method to address this purpose.

The findings of the socio-economic impact analysis of the preliminary regional housing plan will be considered by the Commission prior to any formal action to adopt the plan. In so doing, the Commission will seek the reaction of both its Environmental Justice Task Force and its Regional Housing Plan Advisory Committee to the socio-economic impact analysis findings made by the selected consultant. The SEI analysis and preliminary findings will be subject to public review and comment as part of the formal public review process for the preliminary recommended regional housing plan.

BACKGROUND

SEWRPC is the areawide planning agency for the seven-county Southeastern Wisconsin Region, which includes Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha Counties. It is charged by State law with "the function and duty of making and adopting a master plan for the physical development of the Region." In carrying out those responsibilities, SEWRPC has proceeded with the preparation and periodic updating of numerous individual plan elements. Together these plan elements

form the comprehensive (master) plan for the Region. The regional housing plan, following its adoption by the Regional Planning Commission, will be an element of the comprehensive plan for the Region.

The regional land use plan serves as the foundation for all other SEWRPC plan elements. The regional land use plan was designed to accommodate a set of regional employment, population, and household forecasts of growth and change in the Region by the design year (2035). In general, the land use plan seeks to encourage infill development and redevelopment in existing urban centers, and the location of new urban development adjacent to existing urban centers in areas that can be readily served by sanitary sewerage and water supply and by mass transit facilities; to preserve primary environmental corridors in the Region in essentially natural open uses; and to preserve the best remaining agricultural areas of the Region in agricultural uses. Attachment A to this document is a more detailed description of the regional land use plan.

OVERVIEW OF PRELIMINARY RECOMMENDED REGIONAL HOUSING PLAN

The preliminary recommended regional housing plan for Southeastern Wisconsin is being documented in SEWRPC Planning Report No. 54, “A Regional Housing Plan for Southeastern Wisconsin: 2035.” The draft of the document and related materials are available on the SEWRPC website at www.sewrpc.org. The regional housing plan will provide advisory recommendations to multiple units and agencies of government, non-profit agencies, and others that are intended to address the balance between jobs and housing in the Region, promote fair housing practices, reduce economic and racial segregation, and provide for housing that is affordable to existing and future households in the Region. The need for subsidized housing and housing that is accessible to persons with disabilities is also addressed. The plan also recommends environmentally responsible building and neighborhood design practices. Preliminary plan recommendations are set forth in Part 2 of Chapter XII of the plan, and are listed in Attachment B.

Many of the analyses carried out as part of the planning process were based on sub-regional housing analysis areas (also referred to as sub-areas). The delineation of the sub-areas was related to clusters of existing and anticipated future urban development. The intent was to permit sub-regional analyses of housing characteristics in the Region, such as the availability of affordable housing near major employment centers.

Concentrations of Environmental Justice Populations

Information regarding the distribution and other characteristics of environmental justice populations in the Region is provided in the following sections, based on information contained in the draft housing plan.

Minority and Ethnic Populations

Table C-1 in Attachment C sets forth the Region's racial and ethnic composition by county and sub-area in 2010. Concentrations of racial and ethnic groups in the Region in the year 2010 are shown on Maps C-1 through C-7 in Attachment C. African-American residents are concentrated in the near north and northwest areas of the City of Milwaukee and in and around the downtown areas of the Cities of Kenosha and Racine. Hispanic residents are concentrated in the near-south side of the City of Milwaukee, in Milwaukee County communities south and west of the City of Milwaukee, and in and around the downtown areas of the Cities of Kenosha, Racine, Waukesha, Elkhorn, Lake Geneva, and Delavan.

Persons with Disabilities

Map C-8 shows the distribution of persons with disabilities in the Region, based on responses to the year 2000 U.S. Census. Census tracts with high percentages of persons with disabilities are located in the larger cities in the Region, including Kenosha, Milwaukee, Racine, West Bend, and Waukesha. Urban areas typically have a higher concentration of persons with disabilities because of the availability of public transit and other services, and the availability of relatively lower-cost and accessible multi-family housing. Table C-2 sets forth the number of households that reported a member with a disability in the 2010 American Community Survey (ACS). About 21 percent of households in the Region, or about 169,000 households, reported at least one member with a disability. Both accessibility features and housing affordability is a concern for persons with disabilities. The median annual income for persons with disabilities was about half that for persons without disabilities in the Region in 2009, which restricts the housing choices of persons with disabilities.

Low-Income Households

Data compiled as part of the housing plan shows that sub-areas with the highest concentrations of minority residents also have the highest concentrations of low-income households, which are defined as households with incomes of 80 percent or less than the median annual income in the Region of \$53,879 in 2005-2009. Map C-9 show the percentage of low-income households in each sub-area in 2005-2009. Information regarding the number and percentage of households with incomes less than 50 percent, and

with incomes between 50 and 80 percent of the regional annual median income in each county and sub-area is provided in Table C-3.

Job-Housing Balance Analysis

The land use plan maps adopted as part of community comprehensive plans were analyzed as part of the housing planning work to determine the potential number and type of jobs and housing units that could be accommodated in each sub-area. The expected job/housing balance analysis was limited to areas planned by local governments to be provided with sanitary sewer service by 2035, since such areas will accommodate the majority of jobs and higher-density residential areas. Map C-10 shows sewerred communities in sub-areas with a projected job/housing imbalance in 2035, based on the analysis of local comprehensive plans. Tables C-4 through C-10 summarize the results of the job/housing balance analysis for the sub-areas in each county.

Other Data and Analyses

SEWRPC has gathered a wide range of data as part of the planning effort, which are documented in the draft chapters of the housing plan report. The consultant is not expected to draw information from other sources, given the timeframe for completion of the analysis and the scope of data collected and analyzed as part of the housing plan. Particular attention should be given to the following:

1. The distribution of existing housing stock in the Region by tenure, cost, and structure type in Chapter IV, *Existing Housing*.
2. Community plans and regulations affecting the provision of housing in Chapter V, *New Housing Development*.
3. Areas of the Region with concentrations of low-income populations, minority populations, and persons with disabilities. Socio-economic data is included in several draft chapters, including Chapter IV; Chapter VI, *Housing Discrimination and Fair Housing Practices*; Chapter VII, *Demographic and Economic Characteristics*; and Chapter IX, *Accessible Housing*.
4. Indicators of potential illegal housing practices in Chapter VI.
5. The current and projected job/housing balance analyses in Chapter VIII, *Job/Housing Balance*.
6. Supply and demand of accessible housing stock in Chapter IX.
7. Supply and demand of subsidized and tax credit housing and challenges in maintaining and expanding the Region's subsidized and tax credit housing in Chapter X, *Subsidized and Tax Credit Housing*.

8. Affordable housing and housing and neighborhood design best practices in Chapter XI, *Best Housing Practices*.
9. Plan determinants, or the current and projected overall housing need in the Region, in Part 1 of Chapter XII, *Recommended Housing Plan*.

Objectives and Standards

The consultant will be expected to develop an appropriate depth of familiarity with the components of the regional housing problem and plan objectives and standards, which were developed to address the components of the housing problem. Plan objectives and standards are set forth in the draft housing plan in Chapter II.

Preliminary Recommendations

Preliminary plan recommendations are presented in Chapter XII under six housing topics that relate to plan objectives, and include Affordable Housing, Fair Housing/Opportunity, Job/Housing Balance, Accessible Housing, Subsidized Housing, and Housing Development Practices. Preliminary plan recommendations are set forth in Attachment B. A summary of key recommendations as they relate to environmental justice populations follows:

Minority and Ethnic Populations

Preliminary plan recommendations call for additional higher-density multi- and single-family housing in sewerred communities outside the central cities of Kenosha, Milwaukee, and Racine to increase affordable housing options for all residents of the Region, including minority residents. Preliminary plan recommendations in the “Fair Housing/Opportunity,” “Subsidized Housing,” and “Job/Housing Balance” sections in Attachment B are intended to provide increased opportunities for minority residents, many of whom are also low-income, to obtain housing outside central cities.

Persons with Disabilities

Preliminary plan recommendations intended to provide additional housing options for persons with disabilities are included in the “Accessible Housing” section in Attachment B. Construction of additional multi-family housing would help increase the supply of accessible housing units, as Federal and State laws require almost all multi-family buildings constructed after 1993 to be accessible to persons with mobility disabilities. Because many persons with disabilities have low incomes, preliminary plan recommendations in the “Affordable Housing” and “Subsidized Housing” sections of Attachment B

would also help increase the supply of housing for persons with disabilities in sewerred communities throughout the Region.

Low-Income Households

Data analyzed as part of the plan indicates that households earning between 50 and 80 percent of the Region median income (\$26,940 to \$43,104) would likely be able to afford higher-density multi-family housing at market (non-subsidized) rents. Higher-density multi-family housing is defined as 10 or more units per acre, with two-bedroom apartments of 800 square feet. Households earning between 80 and 135 percent of the Region median income (\$43,104 to \$72,737) would likely be able to afford market-rate multi-family rents or modest single-family housing on lots of 10,000 square feet or less, with home sizes between 1,100 and 1,200 square feet. Housing subsidized by the government through vouchers, or housing developed by non-profit or faith-based organizations, would likely be necessary to provide decent and affordable housing for households that earn less than 50 percent of the Region median income (less than \$26,940).

Preliminary plan recommendations in the “Affordable Housing” and “Subsidized Housing” sections of Attachment B would help increase the supply of housing for low-income households, including in areas outside the Region’s central cities.

Job/Housing Balance

Many suburban communities have adopted comprehensive plans that would accommodate a higher percentage of lower wage jobs than lower cost housing, and/or a higher percentage of moderate wage jobs than moderate cost housing. Additional multi-family housing at densities of at least 10 dwelling units per acre and modest sized single-family homes on lots of 10,000 square feet or less may help to correct anticipated job/housing imbalances in these communities by providing affordable housing options for low- and moderate-wage workers.

Preliminary plan recommendations propose that communities in sub-areas identified as having a potential job/housing imbalance conduct a more detailed analysis based on specific conditions in their community as part of their comprehensive plan updates. Under the draft recommendations, SEWRPC would provide a community with the job/housing balance analysis conducted for the community as part of the housing plan if a community requests an expansion of its sanitary sewer service area. The community would have the opportunity to refine the regional analysis based on local knowledge and data. If the local analysis

confirmed that a job/housing imbalance did exist, the local government would be encouraged to examine changes to their comprehensive plan which would better provide housing for people holding jobs in their community, thereby supporting the availability of a workforce for their community's businesses and industries. The preliminary plan also recommends that the State of Wisconsin conduct a job/housing balance analysis for communities across the State, and consider the results when awarding State economic development grants and reviewing requests to create TIF districts. It is expected that communities would also have the opportunity to review and refine the State analysis.

Preliminary plan recommendations in the "Affordable Housing," "Job/Housing Balance," and "Housing Development Practices" sections of Attachment B would help increase the supply of affordable housing near job centers throughout the Region.

PREPARATION OF REGIONAL SOCIO-ECONOMIC IMPACT ANALYSIS

As envisioned by SEWRPC staff, there are six work elements to be performed by the consultant. The selected consultant will be able to propose additional elements for consideration by SEWRPC prior to execution of the contract for the SEI analysis.

1. Develop a familiarity with the draft regional housing plan, including plan objectives and standards, the data compiled and analyses conducted as part of the plan, and the findings based on the analyses. SEWRPC staff will make itself available to the consultant for a more in-depth briefing on the draft housing plan and to address any questions the consultant may have.
2. Develop an in-depth understanding of the existing distribution of environmental justice populations in the seven-county Region, based on the information contained in the draft housing plan and provided in this scope of work. The SEI analysis should be based on this existing distribution of environmental justice populations.
3. Develop an in-depth understanding of the preliminary recommendations included in the draft housing plan (see Attachment B).
4. Conduct a socio-economic impact analysis focusing on the preliminary recommendations set forth in the draft housing plan, and prepare a report documenting the analysis and preliminary findings based on the analysis.
5. Develop handouts, PowerPoint presentations, and a website summarizing the analysis and associated findings, and work with SEWRPC staff to hold public meetings and conduct other

outreach activities to obtain public comment on the draft SEI as part of the public review process for the draft housing plan.

6. Prepare a final SEI analysis following the public review process to assist SEWRPC staff, the EJTF, and the housing advisory committee to prepare revised housing plan recommendations for consideration for adoption by the Regional Planning Commission.

The consultant will be responsible for conducting and documenting the SEI analysis. The analysis must focus on the socio-economic impacts on the Region's environmental justice populations of the preliminary plan recommendations. Specifically, the consultant must consider each of the following five questions as it relates to the preliminary recommendations within each of the six housing topics and to each preliminary plan recommendation within each topic, make a determination of the impact and the extent of the impact on environmental justice populations, and document the rationale for the determination:

1. What positive social and economic impacts to environmental justice populations, if any, would be expected from implementation of the plan recommendation?
2. If positive social and economic impacts would be expected, would environmental justice populations receive a proportionate share of benefits, compared to the regional population as a whole?
3. What adverse social and economic impacts to environmental justice populations, if any, would be expected from implementation of the plan recommendation?
4. If adverse social and economic impacts would be expected, would impacts on environmental justice populations be disproportionately high, compared to the regional population as a whole?
5. If adverse impacts would be expected, what steps could be taken to mitigate disproportionately high social and economic effects on environmental justice populations?

The determination of impact and the rationale for the determination made regarding each housing topic and each recommendation within a topic group must be documented in a report prepared by the consultant. Steps to mitigate disproportionately high adverse effects on environmental justice populations must also be identified and documented. Where it is determined that a recommendation would not be expected to have any effect, adverse or positive, on environmental justice populations, this determination and the rationale for the determination must also be documented in the report.

In addition, the SEI should include a discussion of the potential impacts on environmental justice populations if the plan recommendations are not implemented. This discussion should be based upon the conclusions reached by the consultant with respect to positive and negative impacts of the plan recommendations on environmental justice populations.

Also, the SEI should include an identification of potential alternative means to obtain implementation of plan recommendations, such as means used in other metropolitan areas.

PUBLIC REVIEW AND OUTREACH TO ENVIRONMENTAL JUSTICE POPULATIONS

Following completion of a draft socio-economic impact analysis and report and acceptance of the analysis and report by SEWRPC, the consultant will prepare a summary handout and a summary PowerPoint presentation to brief the EJTF and the Housing Advisory Committee on the findings of the preliminary SEI analysis. Following review by these committees, the consultant will prepare a summary brochure, a summary PowerPoint presentation, and summary exhibits in cooperation with SEWRPC staff for use at public meetings on the preliminary regional housing plan. The consultant will be expected to attend and help staff each of the general public meetings held to obtain public comments on the housing plan, which will include three meetings in Milwaukee County and one meeting in each of the six outlying counties. In addition, the consultant will schedule and conduct at least three meetings with environmental justice populations to present the findings of the draft SEI analysis and obtain comments on the analysis. SEWRPC staff will also attend these meetings to present and obtain comments on the recommendations of the regional housing plan.

The consultant will also prepare and routinely update a webpage describing the SEI analysis work and results. The webpage may be posted on or linked to the SEWRPC website.

WORK MANAGEMENT

Day-to-day project oversight for this work effort will be the responsibility of SEWRPC staff. All work conducted under this effort will be subject to review and acceptance by SEWRPC staff, the EJTF, and the Southeastern Wisconsin Regional Planning Commission.

A condition of the consultant contract will be that a single project manager and key staff members be identified and assigned to this work effort for its duration. Changes in the assigned project manager or in key staff members will not be permitted and may be cause for termination of the contract.

SCHEDULE

The responsibilities of the consultant will commence upon execution of the consultant contract and issuance of a notice to proceed. A draft socio-economic impact analysis and report must be completed and submitted to SEWRPC within 90 days from the date the contract is executed. Summary materials for advisory committee meetings and public meetings must be completed within 30 days of receiving authorization from SEWRPC to prepare such materials. A final SEI analysis report must be completed within 30 days of the last public meeting held on the preliminary regional housing plan and draft SEI analysis report.

COMMITTEE MEETINGS

The consultant must be available to attend, if requested, up to four meetings with the EJTF and/or Regional Housing Plan Advisory Committee to present and discuss the SEI analysis and findings.

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