

**NOTE: This is a  
teleconference**



**ROCK COUNTY HOUSING AUTHORITY MEETING  
WEDNESDAY, September 29, 2021 – 9:00 A.M.  
CALL: 1-312-626-6799  
MEETING ID: 890 8487 3729  
PASSCODE: 059551**

Join Zoom Meeting

<https://us02web.zoom.us/j/89084873729?pwd=UU9lY3BqVlVzSnVySTlKMnc2Mit4UT09>

Meeting ID: 890 8487 3729

Passcode: 059551

One tap mobile

+13126266799,,89084873729#,,,,\*059551# US (Chicago)

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Dial by your location

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+1 253 215 8782 US (Tacoma)

Meeting ID: 890 8487 3729

Passcode: 059551

Join by SIP

[89632449433@zoomcrc.com](mailto:89632449433@zoomcrc.com)

If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Tuesday, September 28, 2021. To submit a public comment use the following email: [planning@co.rock.wi.us](mailto:planning@co.rock.wi.us).

**Join from a telephone:**

- On your phone, dial the phone number provided above
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.
- Supervisors: Please identify yourself by name
- **Please mute your phone when you are not speaking to minimize background noises**
- We are new at holding meetings this way, so please be patient

Instructions for the hearing impaired –

<https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>



## Agenda

**ROCK COUNTY HOUSING AUTHORITY MEETING**  
**WEDNESDAY, September 29, 2021 – 9:00 A.M.**  
**CALL: 1-312-626-6799**  
**MEETING ID: 890 8487 3729**  
**PASSCODE: 059551**

1. Call to Order
2. Adoption of Agenda
3. **Action Item:** Approval of Minutes of the Housing Authority Meeting held September 1, 2021
4. Citizen Participation, Communications and Announcements
5. **Informational Item:** HOME Consortium Update with Jennifer Petruzzello  
Neighborhood & Community Services Director – City of Janesville
6. **Possible Action Item:** Review and possible approve draft Request for Proposal (RFP)  
associated with approved County Board Resolution *Authorizing Financial Support to Fund a  
Study of Potential Options to Expand the Services Offered By the Rock County Housing  
Authority*
7. **Informational Item:** Recently announced Wisconsin Neighborhood Investment Fund  
Grants
8. **Informational Item:** Status Update Regarding Goals in Analysis of Impediments to Fair  
Housing Document (2019)
9. Status of Outreach Efforts
10. Suggestions for Future Meeting Topics
11. Discuss Future Meeting Schedule and Venue
12. Adjournment

**Future Meeting Dates**  
TBD



## Minutes

### ROCK COUNTY HOUSING AUTHORITY MEETING WEDNESDAY, September 1, 2021 – 9:00 A.M. Meeting was teleconferenced using ZOOM

The meeting of the Rock County Housing Authority Committee was called to order at 9:01 a.m. on Wednesday, September 1, 2021. Chair Schulz presided. Members present: Michelle Ponkauskas, Chair Kathy Schulz, Jason Heidenreich, and Supervisor Shirley Williams. QUORUM PRESENT.

ABSENT: BillyBob Grahn

Rock County Staff Present: Andrew Baker (Planning Director), Dana Sanwick (Office Coordinator)

1. Call to Order  
Roll Call
2. Adoption of Agenda  
  
**Moved** by Supervisor Williams, **Seconded** by Michelle Ponkauskas
3. **Action Item:** Approval of Minutes of the Housing Authority Meeting held August 4, 2021  
  
**Moved** by Jason Heidenreich, **Seconded** by Supervisor Williams
4. Citizen Participation, Communications and Announcements
5. **Update:** County Board Resolution Authorizing Financial Support to Fund a Study of Potential Options to Expand the Services Offered By the Rock County Housing Authority (To P&D Committee August 26<sup>th</sup>)

Chair Schulz reported that the Planning & Development Committee voted 3-1 in favor of resolution. Resolution will proceed to County Board.

6. **Update:** County Board Resolution Allocating American Rescue Plan Act Funding to Create a Landlord-Tenant Mediation Program and Provide for Tenant Legal Representation (To P&D Committee August 12<sup>th</sup>)

Chair Schultz reported that the Planning & Development Committee voted against resolution in a 3no-2yes vote. Revised resolution will be going to Finance Committee with denial vote by Planning & Development Committee. If passed at Finance Committee resolution will go to County Board.

7. **Possible Action Item: Directing P&D Staff to research the recently announced Wisconsin Neighborhood Investment Fund Grants and the possibility of the Housing Authority submitting an application.**

Not enough information to vote on. More research is needed to see if Housing Authority would qualify to apply.

8. Status Update Regarding Goals in Analysis of Impediments to Fair Housing Document (2019)

City of Janesville finalized, and sent, letter to Judge Dillon asking for revisions on current eviction actions.

Todd Mandel from Wisconsin Partnership for Housing Development made changes to the HOME/CDBG Policy manual.

Todd Mandel, WPHD, working on ideas for more loan forgiveness options for HOME funds.

9. Status of Outreach Efforts

Todd Mandel, WPHD, sent a press release to area newspapers giving information on HOME/CDBG fund availability to low-income residents outside the cities of Beloit and Janesville. The press release has resulted in an uptick in applications.

Todd Mandel, WPHD, working on a plan to target the local government of towns and villages.

Chair Schulz suggested a possible outreach program to outdated POWTS landowners.

10. Suggestions for Future Meeting Topics

Chair Schulz asked about the possibility of a list of potential resources for building costs. Also, a list of vacant lots that could be developed for low-income housing.

Update on the \$250 million Wisconsin Neighborhood Investment Fund Grant.

Discuss the outcome of the resolutions above going to County Board.

11. Discuss Future Meeting Schedule and Venue

Decision to continue utilizing ZOOM in lieu of meeting in person.

12. Adjournment at 9:50AM.

**Future Meeting Dates**

September 29, 2021 @ 9:00AM

**#2021-01**

**REQUEST FOR PROPOSALS  
ROCK COUNTY – HOUSING AUTHORITY  
COMMUNITY DEVELOPMENT CONSULTING SERVICES**

The successful consultant(s) shall be required to enter into a contract agreement with the County. Any agreement or contract resulting from the acceptance of the consultant's Proposal shall be on forms supplied by the consultant and approved by the County. Proposal costs must remain in effect the life of the contract.

All potential consultants, by submission of their respective Proposals, agree to abide by the rules, regulations and procedures of Rock County. Rock County reserves the right to cancel any contract for failure of the successful consultant to comply with the terms, conditions and specifications of the Request for Proposals and/or contract.

Consultants are **required** to use the enclosed Rock County Proposal Form.

Rock County is a tax-exempt municipality under WI Stats. 77.54(9a).

**REQUIRED DOCUMENTS**

Consultants must submit the following documents with their Proposal. Any Proposal received without the required documents may result in the Proposal being rejected.

- Rock County Proposal Form
- Narrative Description of Consulting Firm
- Resumes of Project Consultant
- References

## **OVERVIEW**

The Rock County Housing Authority is seeking Proposals for an independent consultant to develop a plan intended to address the desire of members to expand the housing resources that are available to county residents. This Request for Proposals defines Rock County's requirements for these services.

All parts, items, details of service or features not specifically mentioned which are regularly furnished in order to complete this type of work will be furnished at proposed pricing and shall conform in quality, workmanship and service to that usually provided by the practice as specified in this Request of Proposals.

Request for Proposal conditions including either the word "must" or "shall," describe a mandatory requirement. All specifications are defined as mandatory minimum requirements unless otherwise stated. If no consultant is able to comply with a given specification or condition, Rock County reserves the right to delete that specification or condition in the Request for Proposal.

Rock County reserves the right to cancel any agreement that may result from this Request for Proposal with no penalty if the Rock County Board of Supervisors fails to appropriate funds for this contract.

Consultants may attach additional information to their Proposal.

## **BACKGROUND**

The Rock County Housing Authority was established in 2004 primarily to be the official administrator of HOME Consortium grant funds. The Authority is not an official subcommittee of the County Board, but does include two Board members and three citizens. Powers of the Housing Authority are authorized in 59.53(22) and 66.1201 Wisconsin Stats. The primary purpose of the Authority is to address unsafe inhabited dwellings, the shortage of decent, safe and sanitary rental units for low and moderate income citizens and the shortage of affordable dwellings available for those seeking to purchase a home.

Since the establishment, the resources made available by the Authority have primarily been associated with the HOME Consortium eligible projects, i.e. rental rehab, single family home rehab and down payment assistance, all of which are applicable to low to moderate income citizens.

The Authority would like to expand housing resources available in the County beyond HOME eligible projects to address other needs, which can include, but is not limited to: rent/lease owned housing units, investigate living conditions, acquire, rehab and sell property, construct new dwelling units for sale or rent, etc.

The Authority seeks a consultant with expertise on these matters to develop a plan outlining funding options and a proposed path to meet the long term goals based on the statutory authority granted to County Housing Authorities.

## **SCOPE OF SERVICES**

The Rock County Housing Authority is seeking Proposals for an independent consultant to develop a plan intended to address the desire of Authority members to expand the housing resources that are available to county citizens. This Request for Proposals defines Rock County's requirements for these services. The consultant shall provide the following services as part of the development of recommended plan:

1. Attend one or more meetings with Housing Authority members to identify detailed goals of the plan.
2. Identify any and all funding resources and/or assistance available to implement programs and/or policies to implement selected powers of the Housing Authority found in 66.1201(9) Wis. Stats. Particular area of interest are the following (partial statutory text):

*NOTE: STRUCK OUT LANGUAGE INTENDED TO BE REMOVE IN FINAL RFP*

(a) Within its area of operation to prepare, carry out, acquire, lease and operate housing projects approved by the council; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part of a housing project.

(b) To take over by purchase, lease or otherwise any housing project undertaken by any government and located within the area of operation of the authority when approved by the council; to purchase, lease, obtain options upon, acquire by gift, grant, bequest, devise, or otherwise, any real or personal property or any interest in the real or personal property.

(c) To act as agent for any government in connection with the acquisition, construction, operation or management of a housing project or any part of a housing project.

(d) To arrange or contract for the furnishing of services, privileges, works, or facilities for, or in connection with, a housing project or the occupants of a housing project.

(e) To lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project and, subject to the limitations contained in this section, to establish and revise the rents or charges for the housing project.

(f) Within its area of operation to investigate into living, dwelling and housing conditions and into the means and methods of improving those conditions; and to engage in research and studies on the subject of housing.



~~(h) To acquire by eminent domain any real property, including improvements and fixtures on the real property.~~

~~(i) To own, hold, clear and improve property, to insure or provide for the insurance of the property or operations of the authority against any risks, to procure insurance or guarantees from the federal government of the payment of any debts or parts of debts secured by mortgages made or held by the authority on any property included in any housing project.~~

~~(j) To contract for the sale of, and to sell, any part or all of the interest in real estate acquired and to execute contracts of sale and conveyances as the authority considers desirable.~~

~~(k) In connection with any loan, to agree to limitations upon its right to dispose of any housing project or part of a housing project.~~

~~(L) In connection with any loan by a government, to agree to limitations upon the exercise of any powers conferred upon the authority by ss. [66.1201](#) to [66.1211](#).~~

~~(m) To invest any funds held in reserve or sinking funds, or any funds not required for immediate disbursement, in property or securities in which savings banks may legally invest funds subject to their control.~~

~~(n) To sue and be sued, to have a seal and to alter the same at pleasure, to have perpetual succession, to make and execute contracts and other instruments necessary or convenient to the exercise of the powers of the authority.~~

~~(o) To make and amend and repeal bylaws, rules and regulations not inconsistent with ss. [66.1201](#) to [66.1211](#), to carry into effect the powers and purposes of the authority.~~

~~(p) To exercise all or any part or combination of powers granted in this section. No provisions of law with respect to the acquisition or disposition of property by other public bodies are applicable to an authority unless otherwise provided.~~

(q) To execute bonds, notes, debentures or other evidences of indebtedness which, when executed by a housing authority, are not a debt or charge against any city, county, state or any other governmental authority, other than against the authority itself and its available property, income or other assets in accordance with the

terms of an evidence of indebtedness and of this section, and no individual liability exists for any official act done by any member of the authority. No authority may levy any tax or assessment.

(r) To provide by all means available under ss. [66.1201](#) to [66.1211](#) housing projects for veterans and their families regardless of their income. The projects are not subject to the limitations of s. [66.1205](#).

(s) Notwithstanding the provisions of any law, to acquire sites; to prepare, carry out, acquire, lease, construct and operate housing projects to provide temporary dwelling accommodations for families regardless of income who are displaced under ss. [66.1201](#) to

~~[66.1331](#); to further slum clearance, urban redevelopment and blight elimination; and to provide temporary dwelling accommodations for families displaced by reason of any street widening, expressway or other public works project causing the demolition of dwellings.~~

~~(t) To participate in an employee retirement or pension system of the city which has declared the need for the authority and to expend funds of the authority for this purpose.~~

(u) To join or cooperate with one or more authorities in the exercise, either jointly or otherwise, of any of their powers for the purpose of financing, including the issuance of bonds, notes or other obligations and giving security for these obligations, planning, undertaking, owning, constructing, operating or contracting with respect to a housing project located within the area of operation of any one or more of the authorities. For this purpose an authority may by resolution prescribe and authorize any other housing authority, joining or cooperating with it, to act on its behalf with respect to any powers, as its agent or otherwise, in the name of the authority joining or cooperating or in its own name.

(v) To establish a procedure for preserving records of the authority by the use of microfilm, another reproductive device, optical imaging, or electronic formatting if authorized under s. [19.21 \(4\) \(c\)](#). The procedure shall assure that copies of records that are open to public inspection continue to be available to members of the public requesting them. A photographic reproduction of a record or copy of a record generated from optical disc or electronic storage is deemed the same as an original record for all purposes if it meets the applicable standards established in ss. [16.61](#) and [16.612](#).

(w) To exercise any powers of a redevelopment authority operating under s. 66.1333 if done in concert with a redevelopment authority under a contract under s. 66.0301.

(x) To, within its area of operation, either by itself or with the department of veterans affairs, undertake and carry out studies and analyses of veterans housing needs and meeting those needs and make the study results available to the public, including the building, housing and supply industries.

3. Provide a recommendation to Housing Authority on how to move forward to meet the general goal of expanding housing resources based on the findings, prioritizing options based on projected cost of implementation.
4. Consultant may be asked to attend one or more meetings of the Housing Authority, which are conducted remotely.
5. The intent of this Request for Proposals is to award the project to the most responsive/responsible qualified consultant providing the lowest cost of all items included in this Request for Proposals as a whole project. Rock County reserves the right to split award if it is in the best interest of Rock County.

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## **CONSULTANT REQUIREMENTS**

The successful consultant shall be required to meet the following minimum requirements:

1. Have broad experience in conducting related business with both private and public sector housing and/or community development entities.
2. Ability to provide thorough analysis of any and all funding resources and/or assistance available to implement programs and/or policies related selected statutory powers of the Housing Authority
3. Consultant must possess a minimum of five (5) years of verifiable experience in providing housing and/or community development consulting services.
4. Can demonstrate a breadth and depth of knowledge of housing authority related services and funding sources available from state, federal and private sources.
5. Can provide references and can demonstrate a reputation for timeliness and responsiveness.

## **EXCEPTIONS**

Consultants are required to list any and all exceptions to any items when submitting their Proposal for review by the County.

## **CONTRACT TERM**

The commencement date of the service contract shall be mutually agreed and deliverables shall be provided no later than 60 days after commencement. It is expected that the project be completed no later than February 1, 2022.

## **LICENSING, CERTIFICATION AND OTHER STATUTORY REQUIREMENTS**

Consultant is responsible to comply with all statutory rules and regulations. All applicable federal, state and local laws, rules and regulations governing this type of service will apply and will be deemed incorporated into this project. These requirements shall be done at consultant's expense and at no expense to the County.

## **CONSULTANT'S RELATIONSHIP TO ROCK COUNTY**

It is expressly agreed and understood that the successful consultant is in all respects an Independent Contractor as to the work, and the consultant is in no respect an agent, servant or employee of Rock County. The contract will specify the work to be done by the consultant, but the method utilized to accomplish the work shall be the responsibility of the consultant.

## **FORMAT OF PROPOSAL**

In order for an evaluation committee to adequately compare Proposals and evaluate them uniformly and objectively, all Proposals must be submitted according to the following format.

The Proposal shall be prepared simply and economically, providing straightforward and concise information as requested. Every attempt shall be made to use technological terminology that is common to the industry. Comparable terminology may be substituted where appropriate, if there is a use of clear and concise definitions.

The format is presented below along with the minimum information that shall be contained in each section. Each section shall be clearly identified and contain all of the information necessary to meet the minimum information required. **The responses shall emphasize services and experiences, which most closely match those requested by Rock County.** Proposals shall provide enough information to fully respond to each section but shall be as concise as possible.

- A. **Table of Contents:** Include a clear identification of the material by section and by page number.
- B. **Letter of Transmittal:** Briefly state the consultants understanding of the service to be provided and a positive commitment to perform the services as defined in the RFP. (Limit to 2 pages).
- C. **General Information:** Include information as it pertains to the services, which are proposed.
- D. **Firm Experience:** Furnish information including:
  - Size of the firm
  - Legal status (corporation, partnership, etc.)

- Management and technical expertise
- Years of business
- Describe any unique approaches or techniques developed and used by the firm that would give it an advantage in this engagement.

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- E. **References:** Vendor shall provide at least five (5) references of recent clients with similar requirements as specified in this Request for Proposals. Reference information shall include contact person, phone number, fax number, e-mail address of person that may be contacted and relevant recent project information. Rock County is especially interested in receiving references from governmental entities that most closely match the requirements as described in this Request for Proposals.
- F. **Project Plan and Timetable:** Describe the project plan recommended by your firm to insure that the required services are met or exceeded (first in summary and then in detail). This plan shall highlight all milestones and deliverables, starting dates and completion dates, project reporting, issue definition and resolution.
- G. **Exceptions:** Any desired exceptions to the terms and conditions of the Request for Proposals must be addressed to the specific paragraph where a conflict exists. If exceptions are taken, cite the paragraph involved, the exception taken, and state alternative language acceptable to the proposer.
- H. **Proof of Proposer's Financial Stability:** Proposer must provide within five (5) days, upon request, the following:
- Formal certification on proposer's letterhead signed by the owner or authorized officer of the company indicating the proposing firm has not filed bankruptcy proceedings. In the event a proposer has or is considering filing bankruptcy of any type: formal certification will take on the form of a written explanation of such filing, complete with history and current status.
  - NOTE: The selected proposer may be required to submit audited or sworn to accuracy financial statements for the proposer's last two (2) fiscal years.
  - Full disclosure of all lawsuits and claims filed against proposer in the past five (5) years.
  - Please state in your proposed response if your company cannot provide this information.
  - Financial viability of firm will be a factor when determining the final award.

## **EVALUATION OF PROPOSAL AND AWARD**

Award shall be made to the offeror whose Proposal is determined to be in the best interest of Rock County, taking into consideration cost and the other evaluation factors listed in the RFP. Proposals submitted in response to this RFP will be evaluated by an Evaluation Committee based on criteria including, but not limited to the following:

- A. Completeness of the Proposal
  - Including clear understanding of requirements
  - Ability to meet the minimum requirements
  - Provided completed Proposal form
  - Provided completed Exhibit A
- B. Experience & References
  - Qualification of personnel
  - Experience of personnel
  - Experience of firm
- C. Services Provided
  - Ability of consultant to render satisfactory service as specified in this Request for Proposals.
  - Evaluation of consultant's standard response time.
  - Distinctive service characteristics.
  - Evaluators will consider whether the list of exceptions hinder consultant's ability to perform the requirements listed in this Request for Proposals.
- D. Proposed Pricing.
  - Reasonableness of cost proposal
  - Evidence of efficient use of resources

**Evaluations will be made on all Proposals. Highest ranked consultant(s) may be invited to participate in demonstrations and interviews.**

- E. Presentations/Demonstrations
  - The proposer's demonstration will be evaluated on the following:
    - Demonstrated ability to perform Scope of Services
    - Industry knowledge
    - Effectiveness of presentation materials
    - Service quality and resources available to assist in servicing the County



# PROPOSAL FORM

**#2021-01**

## REQUEST FOR PROPOSALS ROCK COUNTY – HOUSING AUTHORITY COMMUNITY DEVELOPMENT CONSULTING SERVICES

The Consultant acknowledges this Proposal includes all services outlined in the Request for Proposal. Proposed pricing shall be firm for the term on the contract. All services shall be furnished at proposed pricing and shall be without any additional charges.

**Total Cost for Community Development Consulting Services:**

\$ \_\_\_\_\_

**Prepared  
by:** \_\_\_\_\_

Signature

Print Name & Title

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone  
Number:** \_\_\_\_\_

**E-Mail  
Address:** \_\_\_\_\_

## Rock County (Balance of) Fair Housing Goals and Strategies

| Goal 1: Promote the Creation and Preservation of Affordable Housing (Rental and For Sale)  |                      |   |                      |
|--|----------------------|---|----------------------|
| Strategies   | Timeframe for Action | Measure of Achievement  | Responsible Entity/s |
| Create affordable housing development incentives: density bonuses, TIF financing, reduced land costs, provide financial and community support for LIHTC developments | 2020-2024            | Incentivize 2-3 housing projects in 5 years   |                      |
| Explore new strategies for affordable housing, i.e. tiny homes, manufactured housing   | 2019-2021            |   | County Board         |
| Develop and implement strategies for elected officials to counter NIMBY opposition to affordable housing   | 2021-2022            |   |                      |
| Encourage affordable housing development in low poverty areas of County  | 2020-2024            | Make potential multi-family site information available to developers                        |                      |
| Removal of zoning barriers for the development of duplexes, multifamily, and manufactured housing  | 2019-2021            | Zoning code amendments which allow for more density, smaller homes and manufactured housing |                      |

| Goal 2: Promote Fair Housing   |                      |   |  |
|--|----------------------|---|--|
| Strategies   | Timeframe for Action | Measure of Achievement  | Responsible Entity/s   |
| Promote and support fair housing training for housing providers  | 2020-2024            | Work with Cities of Beloit and Janesville to offer trainings. 1 training session/year | Rock Co. Housing Authority                                     |
| Support fair housing training for elected officials, including the fair housing implications of NIMBY opposition   | 2020-2024            | 1 training session/year   | Rock Co. Housing Authority                                     |
| Add fair housing information, including Rock County's fair housing ordinance to the County's website and develop multi-funding partners for a Housing Resource Center/Housing Navigator website application or position within a County Department | 2020                 | Establish internet link on Rock County Planning and Development Agency website        | Rock Co. Planning and Development Agency                       |
| Explore adding Housing Choice Vouchers/Rent Assistancess as a protected class in the fair housing ordinance  | 2020-2024            | Ordinance updated by 2024   | Rock Co. Planning and Development Committee and Rock Co. Board |

| Goal 3: Develop an Eviction Reduction Strategy   |                      |  |   |
|--|----------------------|--|---|
| Strategies   | Timeframe for Action | Measure of Achievement   | Responsible Entity/s  |
| Amend eviction court nearing procedures to support tenants' abilities to seek legal assistance | 2020-2021            | Multi-jurisdictional workgroup to investigate problem and make recommendations | Workgroup with City of Beloit, City of Janesville and Rock County |
| Support funding for legal representation at the Rock County Courthouse                         | 2020                 |  |   |

| Goal 4: Increase Access to Consumer Education  |                      |   |                      |
|--|----------------------|---|----------------------|
| Strategies   | Timeframe for Action | Measure of Achievement                          | Responsible Entity/s |
| Support existing credit counseling and financial education                                   | 2020-2024            | Information available in office; referrals made |                      |
| Support existing homebuyer counseling with targeted efforts for Latino and Black communities | 2020-2024            | Information available in office; referrals made |                      |

| Goal 5: Support Efforts to Connect Black, Latino and Other Underserved Populations with Life-improving Opportunities |                      |   |                      |
|--|----------------------|---|----------------------|
| Strategies   | Timeframe for Action | Measure of Achievement                          | Responsible Entity/s |
| Connect housing consumers to local educational resources   | 2020-2024            | Information available in office; referrals made |                      |
| Connect housing consumers to local job skills resources  | 2020-2014            | Information available in office; referrals made |                      |