

# TASK ORDER NO. 2023-XX

## READINESS TECHNICAL ASSISTANCE TASK ORDER

### Background

The purpose of this Technical Assistance Task Order (TO) is to help rural communities (especially distressed ones) with housing production.

### Objectives

- 1) Provide **rural jurisdictions** with data-driven insights, hands-on technical support for new home production, and coordinated efforts across different levels of government.
- 2) Focus on **jurisdictions between 1,000 and 10,000 in population** (those who are not required to do Housing Production Strategies)
- 3) Provide **targeted technical assistance** that leads to new home construction statewide.

### Scope

See Exhibit A, enclosed.

### Roles and Responsibilities

iSector (Greg Wolf) would lead this task. Other contractors (TBD) would be hired by iSector and work as subcontractors to them.

### Tasks

**Task 1: Develop a Dashboard:** Track housing production readiness in small cities (<50,000 population) using existing data on housing needs, land availability, infrastructure, and workforce.

**Task 2: Direct Technical Assistance:** Provide hands-on support in various areas like project planning, overcoming barriers, and developing innovative housing solutions.

**Task 3: State and Local Coordination:** Bridge the gap between R3, state agencies, and local governments.

### Deliverables & Cost

#### Task 1 Deliverable(s):

- Interactive dashboard to identify and track statewide housing projects.

Cost: \$25,000/year.

**Task 2 Deliverable(s):**

- Real-time reporting on progress in the dashboard.
- Impact reports, lessons learned, and best practices for other communities.
- Storytelling and knowledge sharing.
- Increased housing production.

Cost: \$240,000/year.

**Task 3 Activities:**

- Advocate for an on-ground coordination mechanism for rural housing.
- Empower local leaders to build multi-sector partnerships and government housing teams.
- Create a guide for convening public-private partnerships.

Cost: \$75,000/year.

**Travel and Other Direct Costs (ODC)**

Included in scope.

**Payment and Invoicing Procedures**

**Content of Invoice**

- Monthly invoices with time billed per contractor.
- Not to exceed cost of \$340,000

**Pricing Template**

LABOR CATEGORY	LABOR HOURS	HOURLY RATE	CEILING PRICE
Job Title(s) / Employee			
Job Title(s) / Employee			
Job Title(s) / Employee			
Job Title(s) / Employee			

**Exhibit A. Scope of Work Proposal (iSector)**

[Enclosed]



**The Oregon iSector**  
A New Sector for Community Innovation

## **DRAFT**

### **Oregon iSector Scope of Work**

For Regional Rural Revitalization (R3) Strategies Consortium

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**Task 1 . Develop a Dashboard for Readiness Assessments for Housing Production.** For jurisdictions that fit the definition (<50,000 population). Special focus on jurisdictions <10,000 population. Prioritize jurisdictions that are distressed and declining as well as jurisdictions with immediate opportunity for housing production.

Review and incorporate publicly available data that deals with:

- OHNA, RHNA, HNA, HPS, etc.
- Land Availability for Housing
- Public Water and Sewer Availability
- Transportation Access and Services Availability
- Labor Availability
- Crosswalk of OHNA, RHNA, HPS, and HNA data (Needs) and also Opportunities
- Assess both Need-based and Opportunity-based Housing Production

Deliverables:

- A dashboard using our readiness assessment methodology that can identify and track a project through its lifecycle, focusing on cities of 10,000 or less without HPS's but including those 10,000 – 50,000.

Annual Cost: \$25,000

**Task 2 . Direct Technical Assistance** where opportunities are present and as meaningful engagement is needed in the following areas:

- Project Readiness Assessments
- Project Financial Assessments
- Project Planning and Due Diligence
- Project Public Facilities and Services Barriers
- Site Analysis

- Home Plans – R3 acquires the plans and licenses them
- ADU Plans – R3 acquires the plans and licenses them
- Innovation opportunities to hit 80-120% AMI averages
- Scaling Opportunities
- Labor and Workforce Challenges (trades and builders)
- Public, private, civic partnership support
- Developing employer participation where possible
- Leverage federal, state and local resources
- Reporting on outcomes of the TA for each community we engage
- Acting regionally where possible

**Deliverables:**

- Reporting and tracking back on the Dashboard (real-time reporting tool).
- Identifying barriers and helping jurisdictions overcome them (Impact Reports) – what did we do, what did it result in? (Lessons Learned/After Action Reports).
- Storytelling (R3 branding) and knowledge transfer to other jurisdictions.
- Producing housing units.

Annual Cost: \$240,000

**Task 3 . State and Local Coordination**

- Coordination between R3, the HPAC, and other state and local agencies (DLCD, DOT, DEQ, Business Oregon, DCBS, Regional Solutions, Regional Housing Authorities, etc.)
- Demonstrate to the state why we need an on-the-ground coordination mechanism for rural/small cities
- Support and develop local capacity for local leaders to convene multisector partnerships and to convene state and local governmental housing production teams
- Develop a public/private partnership convening manual for local leaders

Annual Cost: \$75,000