Homes for Changing Region Program
Scope of Work for Strategic Vision for Housing
Prepared for the Village of Oak Park
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Overview
The Metropolitan Mayors Caucus will support Oak Park's development of a Strategic Vision for Housing. The vision is intended to evaluate the Village's housing policy direction since its *Homes for a Changing Region* plan, and provide a housing vision and framework for the Village to pursue over the next 5 to 10 years. This work is part of the *Homes for a Changing Region* program, which developed a housing plans in Oak Park in 2012 and in over 50 other municipalities in the region over the last 15 years.

The Strategic Vision will consist of three phases. In **Phase I**, the team will work with the Village, stakeholders, and public to develop a housing vision. In **Phase II**, the team will benchmark progress on housing policies and programs to that vision. In **Phase III**, the team will develop a final deliverable to present to the Village Board.

Phase I: Vision Development
Objective: Work with Village elected officials, staff, stakeholders, and residents to identify key housing challenges and synthesize them into housing goals for the Village over the next 5 to 10 years.

Description: The team will utilize qualitative and quantitative data to assess the top housing issues in Oak Park. The analysis will include benchmarking progress from recommendations made in the original *Homes* plan. Initial quantitative data will be developed from the *Homes for a Changing Region* toolkit and will include (but not be limited to) data on: demographics, age, housing stock, diversity of housing types, recent market activity, vacancy, and housing affordability.

Qualitative information will be assembled through a mix of outreach events, including a public survey using the Village's online engagement tool, public meetings, and 5 small group interviews of up to 20 stakeholders. The goal is to engage a diverse cross-section of Oak Park stakeholders, including residents, elected officials, housing professionals, representatives of existing local housing organizations, and those impacted by the Village's current housing approach.

The quantitative and qualitative data will be used to develop a housing vision against which the Village can evaluate programs, policies, and development outcomes.

Phase I deliverables:
1) **Powerpoint of needs assessment**, which will utilize the *Homes for a Changing Region* toolkit and be a key facilitation tool in deliverables 2 and 3.
2) **A survey and public meeting**, will gather current resident input about existing policies, issues, and approaches.
3) **Small group stakeholder interviews,** which will gather input about existing policies, issues, and approaches and will identify initial priorities.
4) **Housing vision writeup**, which identifies key housing opportunities and challenges in the Village, summarizes key quantitative and qualitative takeaways from the meetings, and synthesizes them into a housing vision, which it will use in the policy audit described in phase 2 below.

Phase II: Policy Audit
Objective: Work with Village elected officials, staff, stakeholders, and residents to categorize existing & potential policy actions, organize them against housing issues and vision, and identify potential gaps.

Description: This phase matches the housing opportunities and challenges from the vision developed in Phase I to the Village's existing housing programs & recent development outcomes. The team will compare housing needs to market demand (supply relative to income demographics). To do this, the *Homes* team will summarize all Oak Park housing programs & initiatives, which include but are not limited to land use strategies, grants for repair and rehabilitation, facilitation of assistance to tenants and owners, rental regulations, and related work with partner non-profits in the Village. The team will develop a matrix of all policies and programs categorized by housing challenge within the Village.

The team will use this matrix as a basis to craft recommendations. The team will evaluate whether each housing challenge has an appropriate policy or programmatic solution, whether specific housing challenges remain unaddressed, and local best practices that the Village may wish to adopt.

Meetings: To collect this information, the team will convene two meetings:

1). Village stakeholder meeting, including the same participants in Phase I, to review the housing vision, summarize housing programs and actions, and identify gaps.
2). Small group stakeholder groups, with the same membership as in Phase I, to summarize programs, review performance, and identify gaps; and
2). Resident meeting to review the vision and identify potential gaps in programs.

Phase II deliverables:
1). Policy matrix of Village housing programs, initiatives, and development outcomes sorted by issue.
2). Final write up, which summarizes key takeaways from the matrix, identify gaps or weaknesses in policy/programming, and recommends priorities for the Village staff to address.
3). List of Financial resources and incentives inventory.

Part III: Final Deliverable
Objective: Develop findings from Phases I and II into a short action plan that communicates the vision and recommendations to the Village Board and the public.

Description: The final deliverable is intended to be succinct and to clearly communicate the Village strategic vision to elected leaders and Oak Park residents. The final deliverable will include the housing vision and policy write ups developed in Phases I and II. All supporting data and policy information will be included in appendices to help staff prioritize and implement recommendations.

Meetings: The team will present the final deliverable to the **Oak Park Village Board**.

Phase III deliverable: The final deliverable will be succinct and include all supporting information in an appendix.

Timeline
The *Homes* team estimates that this process will take 9 months. The team will initiate in June 2023 with an intended completion in March 2024.