



# City of Perris

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## 2024-2029 Consolidated Plan and Analysis of Impediments to Fair Housing

Veronica Tam and Associates, Inc.  
107 S. Fair Oaks Avenue, Suite 212  
Pasadena, CA 91105  
(626) 818-9488





August 1, 2023

Ms. Sara Cortes de Pavon, Principal Management Analyst  
Economic Development & Housing Division  
City of Perris  
135 North D Street  
Perris, CA 92570

**Subject: 2024-209 Consolidated Plan and Analysis of Impediments to Fair Housing**

Dear Ms. Cortes de Pavon:

Veronica Tam and Associates, Inc. (VTA) is pleased to submit this proposal to prepare the City's five-year Consolidated Plan (CP) and the Analysis of Impediments (AI) to Fair Housing Choice.

VTA is a recognized consulting firm with a strong focus on housing planning and community development. We have substantial experience in assisting entitlement jurisdictions in preparing their Consolidated Plans and Fair Housing studies. Most recently, we have been assisting numerous jurisdictions in the preparation of their Housing Element updates which now must include a robust assessment of fair housing and meaningful actions to affirmatively further fair housing (AFFH). We also prepared the City of Perris AI in 2014 and 2019.

We believe we are well-qualified to assist the City and we look forward to continue working with the City. Please call me if you have questions or need additional information.

Respectfully,

A handwritten signature in black ink, appearing to read 'Veronica Tam', is written over the typed name.

Veronica Tam, AICP  
Principal





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Resumes





## 1. Company Information

Veronica Tam and Associates, Inc. (VTA) is a California corporation established in 2005. VTA focuses on assisting local jurisdictions with housing and community development planning. Our services include preparation of the following:

- Consolidated Plan and related reports
- HUD Analysis of Impediments to Fair Housing Choice (AI)/Assessment of Fair Housing (AFH)
- California Affirmatively Furthering Fair Housing (AFFH) Analysis
- CDBG and HOME grants administration/technical assistance (including IDIS)
- Housing Element
- General Plan
- Zoning Ordinance revisions

Our office is located in Pasadena:

107 S. Fair Oaks Avenue, Suite 212  
Pasadena, CA 91105  
Phone: (626) 304-0440                      Fax: (626) 304-0005

DUNS Number:                      618741073  
Tax ID:                                      45-5376486

Person authorized to negotiate and sign contracts for the firm is Veronica Tam, President and Secretary of Veronica Tam and Associates, Inc. She can be contacted at [veronica.tam@vtaplanning.com](mailto:veronica.tam@vtaplanning.com) or (626)818-9488.

## 2. Project Experience and Qualifications

### Consolidated Plans

We have prepared numerous Consolidated Plan and related reports, including annual Action Plans and Consolidated Annual Performance and Evaluation Reports (CAPER). The following represent our Consolidated Plan projects during the last five years:

- Alhambra
- Delano
- El Cajon
- Glendora
- Long Beach
- Monterey Urban County
- Orange Urban County
- Salinas
- Santa Clarita

### Analysis of Impediments (AI) to Fair Housing Choice and Assessment of Fair Housing (AFH)

We have prepared some of the most complex AI and AFH reports in the State. The San Diego County Regional AI involves all 19 jurisdictions in the County. Our first AFH for the City of Long Beach was reviewed by both Los Angeles and San Francisco offices of HUD, as well as HUD Headquarters in DC, and received high commendation from HUD.

- Alhambra AI
- Glendale AI
- Glendora AI
- Long Beach AI and AFH
- Monterey Urban County AI
- Palm Springs AI
- Pasadena AI
- Pomona AI and AFH
- Monterey County AI
- San Diego County AI
- Santa Clarita AI

### Grants Administration/IDIS Assistance

We provide various levels of grants administration services for local jurisdictions, and conduct subrecipient monitoring on behalf of our clients. We are well-versed in the use of IDIS, assisting both the program delivery staff and finance departments to manage project and financial information in IDIS.

- Alhambra
- Camarillo
- Delano
- Glendora
- Santa Clarita
- Monterey County
- Salinas





### 3. Personnel

The following are primary staff persons who will be assigned for this project:

**Veronica Tam, AICP, Principal.** Veronica Tam will oversee the preparation of the Perris CP and AI. Throughout her career, Ms. Tam has been directly involved in the preparation of more than 150 Consolidated Plans, Action Plans, CAPERs, and Fair Housing Analysis reports for jurisdictions throughout California. Ms. Tam is well-versed with the Consolidated Plan requirements and is familiar fair housing planning requirements. Furthermore, she has directed more than 40 Housing Element updates recently; all include robust AFFH analysis and actions to address fair housing issues.

**Alexis Bueno, Jamie Power, and Lori Parrington, Planners.** Alexis, Jamie, and Lori have been working on housing and community development plans at VTA. They have participated in the development of Consolidated Plans and AI for the cities of Alhambra, Glendora, Long Beach, Glendale, and Pasadena, and the counties of Monterey and Orange. They have also been deeply involved in the AFFH analysis for Housing Element updates for more than 40 jurisdictions in the last three years.

**Erin Lay, Grants Specialist.** As former Grants Manager for Santa Clarita for over 20 years, she has experience in all aspects of CDBG administration from a staff perspective. Erin will assist in the preparation of the Perris Consolidated Plan.

**Brandy Adair, Grants Specialist.** Ms. Adair provides grants administration services for CDBG, HOME, and NSP grantees. Services include project management, technical support, IDIS maintenance, sub-recipient monitoring, procedural training and budgeting. Erin will assist in the preparation of the Perris Consolidated Plan and AI.

## 4. Scope of Work and Approach

### What is Different This Time?

The City has completed an Affirmatively Furthering Fair Housing (AFFH) analysis as part of the Housing Element update, which includes an extensive assessment of the City's fair housing status and a set of meaningful actions to further fair housing. This Housing Element AFFH analysis should be summarized and incorporated into the AI, and relevant actions relating to the expenditure of HUD funds should also be carried forward into the AI.

### Task 1: Outreach Activities for CP and AI

We recommend conducting one outreach program to satisfy the requirements of both the Consolidated Plan (CP) and the Analysis of Impediments (AI) to Fair Housing Choice. The outreach program will consist of the following components:

- **Housing and Community Development Needs Survey:** The survey will incorporate a few questions on fair housing, and be provided online and in hard copy in both English and Spanish.
- **Community Workshop (1):** We will conduct one community workshop that solicits input on housing and community development needs, including fair housing concerns. We will work with staff to develop a list of agencies and organizations that should be included in the outreach program. These include new requirements to include agencies that address the following:
  - Bridging the digital divide
  - Discharging from institutional setting
  - Management of hazards
- **Public Hearing (1):** We will attend one public hearing for the review and approval of the CP and AI.

### Task 2: 2024-2029 Consolidated Plan (including FY 2024 Action Plan)

The new five-year Consolidated Plan for Perris should cover the period of July 1, 2024 through June 30, 2029. The key components of the Consolidated Plan are:

#### **Task 2.1: Needs Assessment and Housing Market Analysis**

The **Needs Assessment** will be used to quantify and summarize available data on the most significant housing needs of extremely low, low, and moderate income households, as well as homeless persons and others with special needs. Discussion of the following topics is required:

- Housing Needs Assessment – Housing supply and demand; affordability; cost burden (overpayment).
- Disproportionately Greater Need – Defined by HUD as any group with an extent of housing assistance need that is 10 percentage points higher than the general population.
- Public Housing – The Riverside County Housing Authority administers the Public Housing and Housing Choice Voucher programs in Perris. The Perris Housing Authority implements the City's affordable housing programs.
- Homeless Needs Assessment – We will consult the Continuum of Care and Point-in-Time Homeless Census to estimate the homeless population and subpopulations.

- Non-Homeless Special Needs Assessment – Pursuant to HUD regulations, persons with special needs include elderly and frail elderly; persons with disabilities; persons with drug and alcohol addictions; victims of domestic violence; female-headed housing households; large households; and persons with HIV/AIDS.
- Non-Housing Community Development Needs – These include public facilities and infrastructure improvement; accessibility needs; historic preservation; public services; economic development; and planning and administration.

To the extent feasible in the eCon Planning Suite, specific data for Perris will be provided. We will utilize a range of data sources, including real estate market data, Continuum of Care for the Homeless, and Point-in-Time Homeless Counts. In addition, we will review existing documents (such as the 2021-2029 Housing Element) to compile information on housing and community development needs.

The **Housing Market Analysis** covers the following topics:

- Number, Cost, and Condition of Housing – Changes to home values and rents and their impact affordability; risk of lead-based paint hazard; vacant units; and need for rehabilitation.
- Public and Assisted Housing – The eCon Planning Suite automatically uploads Housing Choice Voucher use for the entire County. We will contact the Housing Authority to pursue specific information on voucher use in Perris. Inventory of publicly assisted housing will be updated.
- Homeless Facilities and Services – We will update the inventory of emergency shelters, transitional housing, and permanent supportive housing beds available in the City.
- Special Needs Facilities and Services – Programs and services available, particularly for persons with disabilities. We will review resource directories, Continuum of Care, Housing Element, and other documents to identify key facilities and services available for special needs populations.
- Barriers to Affordable Housing – We will summarize the constraints analyses from the Housing Element Update.
- Non-Housing Community Development Assets – The eCon Planning Suite’s focus of this section is on economic development needs. Specifically, findings from regional economic strategies will be summarized in this section.

Non-homeless special needs and non-housing community development needs will be based on a variety of empirical data, results of the outreach process, as well as consultation with City staff.

### Task 2.2: Strategic Plan

The **Strategic Plan** must include the following key topics:

- Geographic Priorities and Priority Needs – We will work with staff to develop quantifiable objectives for each priority, within the framework of the eCon Planning Suite.
- Influence of Market Conditions – This section will indicate how the characteristics of the housing market have influenced the decisions to use funds for rental assistance, production of new units, rehabilitation of old units, and the acquisition of existing units.
- Anticipated Resources – This section provides estimates of CDBG funds available over the five years.
- Institutional Delivery Structure – The CP must discuss the City’s delivery system for housing and community development activities and identify gaps in the system.

- **Homelessness Strategy** – This section outlines the City’s overall homeless strategy, focusing on ending chronic homelessness and homeless prevention.

We will work with staff to establish priority housing and community development needs. Specifically, based on anticipated resources, we will need to develop realistic goals that are achievable within the next five years.

**Task 2.3: FY 2024 Action Plan**

The **FY 2024 Action Plan** covers the planning period of July 1, 2024 through June 30, 2025 and includes the following:

- Expected Resources
- Annual Goals and Objectives
- Projects
- Geographic Distribution
- Affordable Housing
- Public Housing
- Homeless and Other Special Needs Activities
- Barriers to affordable housing
- Other Actions and Program Specific Requirements

**Task 3: Analysis of Impediments (AI) to Fair Housing Choice Update**

HUD’s Affirmatively Furthering Fair Housing (AFFH) Rule was repealed in July 2019. This action reverted the fair housing requirements for CDBG funds to the 1996 Fair Housing Planning Guide. However, the State of California adopted the AFFH Rule as part of the Housing Element update requirements. Therefore, the Perris Housing Element includes a robust AFFH analysis and a set of meaningful actions that should be incorporated into the AI.

**Task 3.1: Community Profile**

Preparation of this community profile will rely partially on the Consolidated Plan Needs Assessment and partially on the 2021-2029 Housing Element AFFH analysis:

- **Demographic Profile** to include the number and proportion of persons by race/ethnicity, age, disability, and familial status, as well as housing segregation (i.e., minority concentrations).
- **Income Profile** to include income distribution of residents; evaluation of income differences and poverty levels between race and special needs populations; concentration of low-income population by block group. We will utilize HUD’s recently released low/moderate income data for the mapping and analysis.
- **Employment and Transportation Profile** to discuss locations of major employment centers that potentially offer jobs to minorities and persons with disabilities at the lower income levels of the wage scale. We will also evaluate the relationship between public transportation, job centers, and lower income housing locations.
- **Housing Profile** to examine the implications of geography, diverse populations, and income discrepancies. A discussion of the housing profile will include the following variables: household size and overcrowding; housing type, tenure and vacancy; age of housing (and related lead-based paint concerns); ownership and rental housing costs; housing affordability; and displacement risks.

- **Racial and Ethnically Concentrated Areas of Poverty (R/ECAPs):** The key concept of the Affirmatively Furthering Fair Housing (AFFH) Rule is disparities in access to opportunities between R/ECAP and non-R/ECAP neighborhoods. We will utilize data and mapping available in the AFFH Mapping Tool to discuss the extent of such disparities, if any, in Perris.

### Task 3.2: Current Fair Housing Profile

We will evaluate the current fair housing profile in Perris, including the following:

- Assessment of current public and private fair housing program/activities to identify and describe existing programs, services, and activities that assist in the provision of fair housing.
- Contact fair housing service provider, local nonprofit housing organizations, housing advocacy groups, and the local HUD office to obtain information on the nature and extent of fair housing complaints, violations, or suits against the City.

### Task 3.3: Lending Practices

This section addresses lending practices in Perris. Specifically, we will evaluate the following:

- Disposition of conventional and government-backed home purchase, home improvement, and home refinancing loan applications by race and income of applicants
- Lending in low and moderate income areas
- Lending in minority concentration areas

### Task 3.4: Land Use and Zoning Policies

This task will focus on the constraints and opportunities identified in the Housing Element, based on the City's development regulations and procedures, as well as land use policies for residential growth and for fostering a range of housing choices.

- Review the 2021-2029 Housing Element and interview staff to document progress in achieving compliance with the State Housing Element law.
- Assess the standards and procedures in terms of occupancy codes and reasonable accommodation procedures and determine their effect on access to housing.
- Incorporate Housing Element sites inventory AFFH analysis.

### Task 3.5: Progress Since Last AI

Using CAPER reports, Housing Element review of past accomplishments, discussions with staff, and fair housing records, among other documents, VTA will provide a summary and assessment of the City's progress toward implementing the fair housing goals and actions, and addressing the fair housing impediments identified in current AI. In evaluating the progress toward addressing impediments, we will distinguish between: a) Conditions and impediments that are no longer relevant; b) Impediments that have been fully mitigated; c) Impediments that may not have been adequately addressed; d) Impediments that may be of increased concern; and e) Impediments that may have been previously misidentified as a fair housing concern.

### Task 3.6: Fair Housing Action Plan

VTA will review the 2021-2029 Perris Housing Element for the AFFH meaningful actions adopted by the City Council. The Housing Element contains the City's commitments to further fair housing. These commitments will be incorporated into this AI to maintain consistency between the two documents that guide the City's housing policies and actions. In addition, based on the findings from the previous sections, we will update the City's Fair Housing Action Plan.

Consistent with the Housing Element fair housing guidelines, meaningful actions will be grouped under five different AFFH themes:

- Fair housing outreach and education
- Housing mobility (variety of housing types and accessibility)
- New opportunities in high resource areas
- Place-based strategies for neighborhood improvements
- Tenant protection and anti-displacement

### Deliverables

- Housing and Community Development Needs Survey Instrument
- Staff Review Draft Consolidated Plan/Action Plan
- Staff Review Draft Analysis of Impediments to Fair Housing Choice
- Public Review Draft Consolidated Plan/Action Plan
- Public Review Draft Analysis of Impediments to Fair Housing Choice
- Final Consolidated Plan/Action Plan
- Final Analysis of Impediments to Fair Housing Choice

Electronic copies in Word and PDF formats will be provided for all documents.

## 5. Project Schedule

Consistent with the RFP, the following is our proposed schedule for the Consolidated Plan and Analysis of Impediments to Fair Housing Choice.

Task	Tentative Dates
1. Project Initiation	September 2023
2. Housing and Community Development Needs Survey	October 2023 – December 2023
3. CP Needs Assessment/AI Community Profile	November 2023 – January 2024
4. Community Workshop	November 2023
5. Staff Review Draft CP/AP/AI	February 1, 2024
6. Public Review Draft CP/AP/AI	March 2024
7. City Council Adoption	May 1, 2024

## 6. References

**City of Long Beach Consolidated Plan (2022) and Assessment of Fair Housing (2017)**

Alem Hagos, Grants Administration Officer  
City of Long Beach  
(562) 570-7403 Alem.Hagos@longbeach.gov

**City of Salinas – Consolidated Plan, Neighborhood Revitalization Strategy, and Housing Element, and Grants Assistance (2014-Present), Regional AI (2018)**

Francisco Brambila, Community Development Analyst  
City of Salinas  
(831) 758-7387 frankb@ci.salinas.ca.us

**Alhambra Consolidated Plan, AI, and Grants Assistance (2010-Present)**

Lucy Garcia, Assistant City Manager  
City of Alhambra  
(626) 570-3257 lgarcia@cityofalhambra.org



## 7. Budget

The following is our best estimate for the budget to prepare the Consolidated Plan and Analysis of Impediments to Fair Housing Choice.

Task	Tam \$ 180	Planners \$ 130	Tech/ GIS 135	Total
<b>1.0 Outreach Activities for CP and AI</b>				
Housing and Community Development Needs Survey		20	4	\$ 3,140
Community Workshop (1)	6	12		\$ 2,640
Public Hearing (1)	6			\$ 1,080
<b>2.0 Consolidated Plan</b>				
2.1 Needs Assessment and Market Analysis	4	48	6	\$ 7,770
2.2 Strategic Plan	4	40		\$ 5,920
2.3 FY 2024 Action Plan	2	40		\$ 5,560
<b>3.0 Analysis of Impediments to Fair Housing Choice Update</b>				
3.1 Community Profile	2	40	8	\$ 6,640
3.2 Current Fair Housing Profile		12		\$ 1,560
3.3 Lending Practices		12		\$ 1,560
3.4 Land Use and Zoning Practices	8	16		\$ 3,520
3.5 Progress Since Last AI		12		\$ 1,560
3.6 Fair Housing Action Plan	2	8		\$ 1,400
Miscellaneous (mileage, postage)				\$ 1,000
<b>Total</b>	<b>34</b>	<b>260</b>	<b>18</b>	<b>\$ 43,350</b>





## Resumes





#### EDUCATION

MA, Urban Planning, University of California, Los Angeles (337 Charles E Young Dr E, Los Angeles, CA 90095)

BES, Urban and Regional Planning (Economics Minor), University of Waterloo, Canada (200 University Ave W, Waterloo, ON N2L 3G1, Canada)

#### PROFESSIONAL AFFILIATIONS

American Institute of Certified Planners  
American Planning Association

#### AWARDS

2016 APACA  
Award of Excellence – Opportunity and Empowerment: 2014-2015 Salinas Housing Initiatives

2016 Northern Section, APACA  
Award of Merit – Public Outreach: 2014-2015 Salinas Housing Initiatives

2016 APACA  
Award of Merit – Best Practice: Fresno Multi-Jurisdictional Housing Element

2016 Central Valley Section, APACA  
Award of Excellence – Best Practice: Fresno Multi-Jurisdictional Housing Element

2014 APACA  
Award of Merit – Hard Won Victories: 2013-2021 El Cajon Housing Element

2014 San Diego Section, APACA  
Comprehensive Planning, Small Jurisdiction: 2013-2021 El Cajon Housing Element

#### VERONICA TAM, AICP PRINCIPAL

Ms. Tam has expertise in the areas of housing policy development and community development planning. She has over 20 years of experience preparing a range of housing and community development plans and studies for jurisdictions throughout California.

#### RELATED PROJECT EXPERIENCE

##### 6<sup>th</sup> Cycle Housing Elements

Bell Gardens	Imperial Beach	San Clemente
Berkeley	La Mesa	San Diego County
Camarillo	Los Angeles County	San Fernando
Claremont	Marin County	San Ramon
Culver City	Palmdale	Santa Barbara County
El Cajon	Palo Alto	Santee
El Segundo	Petaluma	Simi Valley
Escondido	Port Hueneme	Thousand Oaks
Gardena	Rancho Cucamonga	Vista
Glendora	Salinas	Walnut

##### 5<sup>th</sup> Cycle Housing Elements (60 Jurisdictions)

Avalon	Glendora	Marina
Buena Park	Gonzales	Monterey County
Chino	Hawthorne	Pomona
Corona	Lawndale	Rancho Santa Margarita
El Cajon	Lomita	San Fernando
Encinitas	Long Beach	Seaside

##### Consolidated Plans

Alhambra	Glendora	Santee
Carlsbad	Lancaster	Santa Clarita
Costa Mesa	Long Beach	Simi Valley
El Cajon	Perris	Monterey County
Glendale	Salinas	Orange County

##### Fair Housing Studies

Chino	Pasadena	Santa Clarita
Glendale	Perris	Monterey County
Long Beach	Pomona	San Diego County
Palm Springs	Salinas	Ventura County

##### Special Studies

- County of San Diego Strategic Plan for 3 Element Updates (Housing, Safety, and Environmental Justice)
- Gateway Cities Council of Governments (GCCOG) Housing Assessment
- Regional Housing Needs Allocation Assistance for the cities of Redondo Beach and South Gate

#### Veronica Tam and Associates

107 S. Fair Oaks Avenue, Suite 212, Pasadena, CA 91105  
P (626) 304-0440 F (626) 304-0005

**EDUCATION**

Master in Urban Planning, 2019  
California State Polytechnic University, Pomona  
(3801 W Temple Ave, Pomona, CA 91768)

Bachelor in Biological Science, 2015  
California State University, Fullerton

**SKILLS**

Spanish Fluency  
Database Management  
ArcGIS

**ALEXIS BUENO CORREA  
PLANNER**

Ms. Bueno Correa holds a Master degree in Urban and Regional Planning with a specialization in community development.

Ms. Bueno Correa is familiar with both qualitative and quantitative methods of research. Her academic research was focused on assessing community change and gentrification due to demographic and housing trends.

**VERONICA TAM AND ASSOCIATES**

At VTA, Ms. Bueno Correa contributes to a variety of housing and community development studies as well as environmental clearance requirements for housing-related projects.

**6<sup>th</sup> Cycle Housing Element**

Culver City	Marin County	Long Beach
El Centro	San Ramon	Petaluma
Escondido	Santa Barbara County	Thousand Oaks
Oceanside	Santee	Ventura
Imperial Beach	South Gate	

**Fair Housing Studies**

Glendale	Pasadena	San Diego County
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**Consolidated Plans**

Lancaster	Monterey County	Salinas
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**Special Housing Studies**

Gateway Council of Governments Housing Assessment

**PRIOR EXPERIENCE**

Prior to joining VTA, Ms. Bueno Correa worked for the Municipal Water District of Orange County.

**Veronica Tam and Associates**

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**EDUCATION**

Bachelor in Environmental Studies, 2020  
University of California, Santa Barbara

**JAMIE POWER  
PLANNER**

Ms. Power holds a bachelor's degree in Environmental Studies from the University of California, Santa Barbara. She joined VTA in 2020 and has been assisting with the preparation of various housings studies.

**VERONICA TAM AND ASSOCIATES**

Ms. Power is well versed in using Census and CHAS datasets for housing and demographic analysis. As a planner, Ms. Power contributes to the preparation of a variety of housing studies and reports:

**6<sup>th</sup> Cycle Housing Element**

Berkeley	El Cajon	San Clemente
Escondido	El Segundo	Santa Barbara County
Gardena	Marin County	Ojai
La Mesa	San Ramon	Los Angeles County
San Diego County	Simi Valley	

**Affirmatively Furthering Fair Housing Analysis**

Chula Vista	Jurupa Valley	Culver City
Rolling Hills Estates	Pasadena	Long Beach

**Consolidated Plans and Annual Reports**

Lancaster

**PRIOR EXPERIENCE**

Prior to joining VTA, Ms. Power worked at Rincon Consultants as an environmental planner. Ms. Power worked on various planning reports including Environmental Impact Reports, air quality and compliance analyses, and technical noise studies.

**Veronica Tam and Associates**

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**EDUCATION**

Master in Urban and Regional Planning, 2000  
University of California, Irvine

Bachelor in Political Science, 1996  
University of Colorado at Boulder

**SKILLS**

Public Presentations  
Public Outreach  
Database Management

**LORI PARRINGTON  
PLANNER**

Ms. Parrington holds a Master degree in Urban and Regional Planning and has over ten years of planning experience in the public and private sectors.

Ms. Parrington's housing experience includes Housing Elements, Zoning Code updates, residential planning applications, Specific Plan preparation and environmental review.

**VERONICA TAM AND ASSOCIATES**

At VTA, Ms. Parrington contributes to a variety of housing studies as well as environmental clearance requirements for housing-related projects.

**6<sup>th</sup> Cycle Housing Element**

Bradbury	Petaluma	San Fernando
Marin County	Santa Barbara	San Ramon
	County	

**PRIOR EXPERIENCE**

Prior to joining VTA, Ms. Parrington worked for the following companies/agencies:

**Karen Warner Associates:** Project planner on a variety of 6<sup>th</sup> Cycle Housing Elements in Los Angeles and Orange Counties. Ms. Parrington assisted in developing a format to meet the Affirmatively Furthering Fair Housing requirements by HCD.

**County of Sacramento:** Planner III for the long-range planning division. Ms. Parrington served as the Project Manager for the County General Plan Agricultural, Conservation and Open Space Element updates. Ms. Parrington was also a key staff member for the extensive public outreach campaign for the General Plan update.

**City of Vacaville:** Ms. Parrington served as an Associate Planner and was responsible for the processing of residential, commercial and industrial applications including environmental review, staff report preparation and Planning Commission and City Council presentations.

**Veronica Tam and Associates**

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#### **EDUCATION**

BS, Communication, California State University Northridge (18111 Nordhoff Street, Northridge, CA 91330)

#### **AWARDS**

2020 Congressional Recognition of Excellence Award – Three Oaks Apartments

## **ERIN LAY GRANTS SPECIALIST**

Ms. Lay has experience in the areas of Community Development Block Grant Entitlement and CV , HOME State and Participating Jurisdiction, Housing Successor, and affordable housing. She has over 20 years of experience managing federal and state contracts at the municipal level, conducting outreach, creating innovative and creative programs which serve the needs of the low- and moderate-income community, working with the non-profit community to implement programs, and designing procedures for effective and timely compliance with cross-cutting federal requirements.

### **RELATED EXPERIENCE**

#### **Community Outreach and Engagement**

- Community Needs Assessments
- Public Engagement Meetings
- Development of Funding Priorities
- Notice of Funding Availability Processes

#### **Program Design and Implementation**

- Proposal Evaluation and Scoring Processes
- Program Guideline Development
- Subrecipient Training and Technical Assistance
- Contract Negotiation

#### **Regulatory Compliance Procedures**

- Program Eligibility / National Objective
- Risk Assessment
- NEPA/HEROS
- Historic Preservation
- Fair Housing and Equal Opportunity
- Section 3 Hiring Standards

#### **Affordable Housing**

- Exclusive Negotiation Agreements
- Affordability Agreements
- Disposition and Development Agreements

#### **Veronica Tam and Associates**

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**EDUCATION**

Master of Public Administration,  
California State University Long Beach

Bachelors in Political Science  
San Diego State University

**PROFESSIONAL ASSOCIATIONS**

Municipal Management Assistants of  
Southern California (MMASC) Member

Pi Sigma Alpha National Political Honor  
Society Member

California Licensed Realtor (Member of  
CAR, NAR, and Pacific West AOR)

**ACHIEVEMENTS**

HABA Short Sale Specialist

Certification in Race- Relations Training  
and Elected Participant for President  
Clinton's Roundtable on Race

**SKILLS**

Microsoft Office/Windows  
IDIS  
DRGR  
Centrax HMDA Software

**BRANDY ADAIR-HILL  
PLANNER**

Mrs. Adair-Hill is dedicated to working in the field of affordable housing planning. She graduated with a Masters in Public Administration from California State University Long Beach. Her undergraduate background was in Political Science with a minor in Socio-cultural Anthropology.

**VERONICA TAM & ASSOCIATES**

Previously working as a subcontractor to VTA, Mrs. Adair-Hill contributed to the preparation of the following reports:

**Fair Housing Studies**

Long Beach	San Diego County
Ventura County	San Bernardino

**Consolidated Plans and Annual Reports**

Alhambra	San Bernardino
Ventura County	

**PRIOR EXPERIENCE**

As a former employee of the City of Bellflower and the City of Compton, she has experience working in the public sector. She also has worked as a planning consultant while employed at Cotton/Bridges/Associates and as a sole proprietor of B-Adair Consulting. Ms. Adair-Hill joined VTA in May 2012.

Over the last twelve years Mrs. Adair-Hill has provided Grants Administration of CDBG, ESG, HOME, and NSP grants for multiple cities. Services have included project management, technical support, IDIS maintenance, sub-recipient monitoring, procedural training and budgeting. Her clients included the cities of Compton, Chino Hills, Gardena, and Laguna Niguel.

In addition, she has prepared HUD-mandated Action Plans, Consolidated Plans, CAPERS, Analysis of Impediments to Fair Housing Choice (AI) reports, and Substantial Amendments for multiple cities.

Prior to working with local governments, Mrs. Adair-Hill worked with the federal government in Administrative Assistant roles at the Naval Weapons Station Seal Beach and as an intern with the US Department of State, Foreign Service Institute (holding a Secret Clearance in each position).

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