

— M E M O R A N D U M —

DATE: September 22, 2022  
TO: Matthew Webster, Assistant County Administrator, Boone County, KY; Matt Elberfeld, County Administrator, Campbell County, KY; Scott Gunning, County Administrator, Kenton County, KY  
FROM: Seth Cutter, Director of Public Affairs, CVG Airport Authority; Tara Noem, Executive Director, Northern Kentucky Area Development District; Sharmili Reddy, Executive Director, Planning and Development Services of Kenton County  
SUBJECT: Consideration of Draft RFP on Northern Kentucky Housing Data Study

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**REQUEST** The purpose of this memo is to request consideration, and ultimately approval, on an RFP on which the NKADD would administer and serve as fiscal agent. The RFP aims to solicit proposals for a housing data study in Northern Kentucky, which would potentially be jointly funded by county governments and other interested parties.

**RATIONALE** A housing data study for Northern Kentucky has been discussed for several years. Various agencies and stakeholders have made efforts in the 2010s and more recently in the 2020s to provide baseline data that would shed light to local leaders about the availability of housing in general in our community. This work is critical for economic and community development.

The RFP, which is conveyed with this memo, details the requisite components of this study. As leaders of the three largest counties in Northern Kentucky, this RFP and study cannot move forward without your support and leadership.

**NEXT STEPS** If you are supportive of this concept but would like to see changes to the RFP, please let us know. Ideally, we would seek each county government to assist in sharing in the cost of the study (in some agreed-upon way to be determined at a later date). CVG Airport Authority has verbally committed to sharing in costs. Interest has also been expressed by a local foundation in funding a portion of the project. Thank you in advance for your consideration.