

DENNIS TOWN CLERK  
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## DENNIS SELECT BOARD

APPLICATION TO THE TOWN OF DENNIS COMMUNITY PRESERVATION COMMITTEE



## HOUSING COORDINATOR



## MEMORANDUM

**TO:** Elizabeth Sullivan, Town Administrator

**FROM:** Kelly Race, Executive Assistant

**DATE:** May 1, 2024

**SUBJECT:** Select Board Vote on CPC application to fund Housing Coordinator

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*At their April 23, 2024 meeting, the Dennis Select Board voted 5-0 to direct Town Administration to apply for a CPC Grant to fund a full time Housing Coordinator position for 3 years in the amount of \$298,000 as outlined in the application materials.*

In addition, the Select Board noted, they feel CPC funding is an appropriate funding source as many communities in the Commonwealth routinely utilize Community Preservation Act funding to assist with support staff for community and affordable housing municipal services, including but, not limited to monitoring, and compliance. Many CPC project applications are noted within the Community Preservation Coalitions' database that support funding housing related staff assistance.



**APPLICATION SUBMITTED BY:**

Name of Organization: Dennis Select Board / Town of Dennis

Address: 685 Route 134 South Dennis

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

Email: esullivan@town.dennis.ma.us

Chief Executive Officer: Elizabeth Sullivan

Signature: 

Name: (if more than one) \_\_\_\_\_

Signature: \_\_\_\_\_

**Dennis CPC Application**  
**Housing Coordinator Funding Request**

**Synopsis**

1. Project Title: Housing Coordinator
2. Organization Name: Town of Dennis
3. Amount Requested from CPA Funds: See attached table. Select Board is requesting funding for this position (salary and benefits) for a total of 3 years, in the amount of \$298,000.
4. Purpose: Funding of the Housing Coordinator position
5. Project Location: Dennis Town Hall
6. Synopsis of Project: See attached job description

**Applicant Information**

7. Project Title: Housing Coordinator
8. Organization Name: Town of Dennis - Dennis Select Board
9. Address, Telephone, Fax, Email, Website
  - a. 685 Route 134, Town Hall, South Dennis M.A. 02660
  - b. Town Administrators Office (508) 760-6104, Fax (508) 394-8309
  - c. [esullivan@town.dennis.ma.us](mailto:esullivan@town.dennis.ma.us)
  - d. [www.town.dennis.ma.us](http://www.town.dennis.ma.us)
10. Federal Tax Identification Number: 046-001-129
11. Primary Contact Person(s) & Secondary Person
  - a. Town Administrator Elizabeth Sullivan  
(508) 394-6148, [esullivan@town.dennis.ma.us](mailto:esullivan@town.dennis.ma.us)
  - b. Assistant Town Administrator Greg Rounseville  
(508) 394-6164 [grounseville@town.dennis.ma.us](mailto:grounseville@town.dennis.ma.us)
12. Primary Contact Person & Secondary Person who can approve and receive the funds: Josee Cardinal/Finance Director, Mara Whipple Asst. Town Accountant

**Applicant Background**

13. Brief Applicant history: Town of Dennis has filed many applications with the CPC.
14. Names of governing boards, trustees or directors: Dennis Select Board
15. Summary of comparable projects completed: Yes, 2016 and 2017 CPC Grants were awarded for funding to support a Housing Coordinator Position.

## **Project Information**

### 16. Project Concept:

Employee is to perform responsible professional, technical, and administrative work in providing administrative support services for housing-related programs, projects and activities; all other related work as required. The Housing Coordinator is responsible for housing related services assigned through the Town Planner for the Town of Dennis Affordable Housing Trust, the Council on Aging and other boards and committees that with affordable housing initiatives.

### 17. Project Goals / Objectives:

Provides housing related support services for the Affordable Housing Trust and the Council on Aging, as appropriate.

Administers housing assistance programs such as the Ready Renter List, Rental Security Deposit/First/Last Month Rent Program and other town supported housing assistance projects.

Assists in the development, approval and implementation of the Affordable Housing Production plan.

Identifies affordable housing opportunities such as maintaining a list of town owned vacant parcels; identifying possible public private partnerships for housing; and seeking available housing grant opportunities.

With respect to affordable housing projects, assists Planning Department and Affordable Housing Trust, in developing scope and terms of requests for proposals (RFPs) and other project documents, coordinates review by other town boards and departments, and public comment. Forwards plans for technical review to consulting engineers. Develops the scope of review including establishing time constraints. Refers all plans to required departments for review. Performs coordination of work with other town departments.

Prepares support materials as needed. Attends meetings, prepares minutes if needed.

Assists in preparing and/or reviewing proposed bylaw amendments and amendments to specific Board's rules and regulations.

Assists in development and execution of housing-related public educational programs/events

Responds to questions and requests for information from the public and other town departments. Provides guidance and technical assistance as necessary.

### 18. Describe any legal issues, ramifications, impediments about this project, if any: N/A

19. Describe how this project accomplishes the goals and objectives of the CPC: The project meets the goals of the Community Preservation Act by providing a central point of contact for affordable housing in Dennis. The position assists with the advancement of affordable housing in Dennis both private and public and helps match eligible tenants with available funding for housing.

20. Describe how this project is relevant to the current and future needs of Dennis: There are several Town projects underway with the goal of creating affordable housing in Dennis. Ensuring the Town has proper staffing has been a challenge. With the assistance of CPC in funding the position, Dennis will be better prepared to move forward with a number of projects. There is tremendous need for the services this position provides.

21. Describe how this project relates to the Dennis Local Comprehensive Plan: The Dennis Comprehensive Plan directs the town to move forward in meeting the States affordable housing target. The Housing Production Plan lays a groundwork for the Town to create affordable housing. The Town continues to be challenged by ensuring there is proper staffing levels in place to implement these guiding documents. By funding the Housing Coordinator, the Community Preservation Committee will help accomplish the goals of these key documents.

**Project Implementation & Budget**

22. Total CPA Funding Request: See above, see attached table per SB Direction funding for this position for 3 years is requested, in the amount of \$298,000.
23. A Financial Plan, which must include a line-item project budget: Only salary/benefits as noted above.
24. Evidence of interest from potential lenders, if applicable: N/A
25. List of other funding source(s), include private/public/in-kind: See attached DMAHT funding sources utilized to date.
26. A five-year income and expenses plan for this project if applicable: N/A

**Support Documents**

27. Letters of support from community organizations or other such sources (no more than five)
28. References (no more than three)
29. Other relevant materials specific to the project
30. Copy of most recent US Income Tax Form 990, where appropriate

**Housing Coordinator - Current Salary**

	<u>Salary</u>	<u>Benefits</u>	<u>Total Cost</u>	<u>COLA</u>	
FY24	\$ 68,495.00	\$ 26,028.10	\$ 94,523.10	3%	
FY25	\$ 70,550.00	\$ 26,809.00	\$ 97,359.00	3%	
FY26	\$ 71,961.00	\$ 27,345.18	\$ 99,306.18	2%	
FY27	\$ 73,400.00	\$ 27,892.00	\$ 101,292.00	2%	(estimate as contracts have not been set)

FY24 Housing Coordinator salary range (NUMA Level 1): \$48,013 - \$63,365

FY24 Housing Coordinator annual salary is \$68,495. Above salary range and will only recived COLA no Steps.

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Job Description**

<b>Position Title:</b>	Housing Coordinator	<b>Grade Level:</b>	Non-Union Level 1
<b>Department</b>	Planning	<b>Date:</b>	11/9/2023
<b>Reports to:</b>	Town Planner	<b>FLSA Status</b>	Non-Exempt

**Statement of Duties:** Employee is to perform responsible professional, technical, and administrative work in providing administrative support services for housing-related programs, projects and activities; all other related work as required. The Housing Coordinator is responsible for housing related services assigned through the Town Planner for the Town of Dennis Affordable Housing Trust, the Council on Aging and other boards and committees that with affordable housing initiatives.

**Supervision Required:** Under general supervision of the Town Planner, the position provides all staff support to Dennis Municipal Affordable Housing Trust (DMAHT), and in accordance with state and local laws and regulations. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The employee may supervise the work of various technical contractors.

**Confidentiality:** Employee may have access to some confidential information, not department-wide that is obtained during performance of essential functions, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

**Judgment:** The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying State and local regulations to ensure that department operations are complying.

**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

**Work Environment:** Employee performs work in a typical office setting with frequent interruptions and no occupational risk to the employee.

**Nature and Purpose of Relationships:** Contacts are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside

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**Job Description**

organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

**Accountability:** Consequences of errors, missed deadlines or poor judgment could result in excessive cost, delay of service delivery or legal repercussions to the Town.

**Occupational Risk:** Work is performed in a general office setting. Duties generally do not present occupational risk to the employee.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Provides housing related support services for the Affordable Housing Trust and the Council on Aging, as appropriate.
2. Administers housing assistance programs such as the Ready Renter List, Rental Security Deposit/First/Last Month Rent Program and other town supported housing assistance projects.
3. Assists in the development, approval and implementation of the Affordable Housing Production plan.
4. Identifies affordable housing opportunities such as maintaining a list of town owned vacant parcels; identifying possible public private partnerships for housing; and seeking available housing grant opportunities.
5. With respect to affordable housing projects, assists Planning Department and Affordable Housing Trust, in developing scope and terms of requests for proposals (RFPs) and other project documents, coordinates review by other town boards and departments, and public comment. Forwards plans for technical review to consulting engineers. Develops the scope of review including establishing time constraints. Refers all plans to required departments for review. Performs coordination of work with other town departments.
6. Prepares support materials as needed. Attends meetings, prepares minutes if needed.
7. Assists in preparing and/or reviewing proposed bylaw amendments and amendments to specific Board's rules and regulations.
8. Assists in development and execution of housing-related public educational programs/events

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9. Responds to questions and requests for information from the public and other town departments. Provides guidance and technical assistance as necessary.
10. Attends regional and professional development meetings as necessary.
11. Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

**Education and Experience:** Position requires an Associate's degree in government, municipal planning, business or related field, 1 - 3 years' experience municipal management, housing, planning, procurement or related field; in or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** None.

**Knowledge, Abilities and Skill**

**Knowledge:** Comprehensive knowledge of the functions of municipal government, local bylaws, rules and regulations. General understanding of the interaction between local, state and federal government. General knowledge of Massachusetts General Laws, especially as they apply to housing and zoning. Understands the role of the Housing Authority and Council on Aging. Good working knowledge of office practices and procedures, forms and equipment.

**Ability:** Ability to interact effectively and appropriately with the public and other town personnel; ability to complete multiple tasks in a timely, detailed and accurate manner, perform multiple tasks; deal with uncooperative individuals in a tactful manner. Has the ability to work independently and to maintain sensitive, confidential information.

**Skill:** Proficient computer skills including word processing and spread sheet applications, organizational skills, recordkeeping and clerical skills, oral and written communication and presentation skills. Detail-oriented skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy and computer paper.

**Motor Skills:** Position requires basic motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving

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objects or sorting of papers.

**Visual Skills:** Position requires the employee to routinely read documents and reports for understanding and analytical purposes.

This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the position change.



## MEMORANDUM

**TO:** SELECT BOARD

**FROM:** ELIZABETH SULLIVAN, TOWN ADMINISTRATOR *E. Sullivan*

**DATE:** APRIL 19, 2024

**SUBJECT:** HOUSING COORDINATOR CPC APPLICATION  
FOR SELECT BOARD REVIEW

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As the Select Board is aware, at your March 26, 2024 meeting the Board reviewed additional service requests for the FY25 Budget cycle. During this meeting the Board review a request from the DMAHT to fund the Housing Coordinator position with thin the Towns operational budget versus the current funding source which is funded through DMAHT funds. After deliberating, the Board reached a consensus (no vote was taken) to direct Administration to apply for Community Preservation Act funding for the Housing Coordinator position for the upcoming CPC funding cycle. Please see attached DRAFT application and backup materials per your request.

The Town of Dennis continues to work towards the many challenges and complexities of providing sustainable housing for residents, the Town is in great need of the services provided by our Housing Coordinator. Under the leadership and direction of our current Housing Coordinator, I am extremely pleased to report the following projects, tasks and achievements have been accomplished.

- Advance the **Dennis Affordable Housing Trust (DAHT)**: advise and support member and community engagement, education, housing preservation and production opportunities, advocacy, and training, consistent with mission of the DAHT, Dennis Housing Production Plan (HPP) and Planning Department. represented and successfully advanced DAHT representation in community engagement, VIC Hall RFP evaluation, Bob Crowell Road project, Cape Cod Commission Regional Housing Strategy, Barnstable County HOME Coalition Advisory Council, CHAPA Regional housing meetings, HAC/HPCC events; kept Trust members informed of housing events and educational opportunities
- Compile and Maintain Dennis **Subsidized Housing Inventory (SHI) List**: monitor status and maintain records of existing SHI inventory, units in process, and potential additional units identified through research. Prepared and submitted LIP applications for new and old/existing housing units; presented to SB; responded to/held meetings with Ready Renter program administrator, developers and State/EOHLC; responded to comments/edits on

applications (Columns, Hope Lane, Veterans, old HAC & Habitat units, and 2 new housing developments);

- Interface with State EOHLIC (DHCD), Town and Developers: administer applications and regulatory agreements, and required Fair Marketing, lottery, and other documentation for EOHLIC's **Local Initiative Program (LIP Applications)** necessary to get Local Action Units on the Subsidized Housing Inventory (SHI); reference local Affordable Housing Bylaw Sec. 4.9:
  - Added 13 SHI units 2023
  - 33 SHI units in process in 2024
  - Fair Housing and lottery training
- Identify and Apply for Housing Grants: research funding availability for Dennis affordable housing projects:
  - Successfully applied for **Citizens Housing and Planning Association (CHAPA) Municipal Engagement Initiative (MEI)** technical assistance grant: to engage and educate the community on affordable housing (equivalent ~ \$12,000).
  - Successfully wrote and submitted for **MassHousing Planning for Housing Production** grant for predevelopment of Bob Crowell Road Community Housing parcel (equivalent ~ \$100,000). Meeting, relationship-building with MassHousing staff for advancing the project.
- Identify current data on affordable housing: research and maintain current housing data on Area Median Income, income eligibility and allowable rents, Census CPS and HUD Housing statistics, update relevant HPP implementation and SHI data.
- Community Outreach and Education: outreach, planning and coordination of community housing launch meeting, Dennis Housing updates and Housing 101. Respond to members of the public, housing inquiries, developer inquiries, general housing questions;
- Represent the Town on local, regional, and state housing committees and matters;
  - represented and successfully advanced DAHT representation in community engagement, VIC Hall RFP evaluation, Bob Crowell Road project, Cape Cod Commission Regional Housing Strategy, Barnstable County HOME Coalition Advisory Council, CHAPA Regional housing meetings, HAC/HPCC and CDP events; kept Trust members informed of housing events and educational opportunities