

**APPLICATION TO THE
DENNIS COMMUNITY
PRESERVATION COMMITTEE
BY THE
DENNIS PLANNING DEPARTMENT**

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PROPOSAL OVERVIEW

The Town of Dennis, through the Planning Department is seeking to continue funding for the contracted Affordable Housing Coordinator. The search for the coordinator position took much longer than anticipated as the people looking for such a part-time position are far fewer than we expected. By the time the Community Preservation Committee begins its review of this request, we expect the Coordinator to have been on board for at least a month. The Coordinator works with the Dennis Planning Board, Planning Department and Municipal Affordable Housing Trust to promote the creation of affordable housing both by the town and private entities; monitor existing affordable housing that has been approved by the Dennis Planning Department; and to create and maintain a Ready Renter list to assist matching available affordable rental units with income eligible households.

In the immediate near-term, the coordinator will work with the Town Planner, Selectman Bergeron and host of volunteers towards the on the successful completion of the Veteran's Housing project.

The Affordable Housing Coordinator will carry forward affordable housing initiatives that arose during the Dennis Affordable Housing Forum. These efforts will include moving housing projects forward on sites a variety of Town sites which will include: Town owned properties (Town Hall Annex site for instance); Town properties that could serve a dual purpose (i.e. drainage lots scattered through-out town that could serve as sites for housing without disrupting the existing drainage on the site); properties the Town has foreclosed on; working with the tax collector on tax lien properties that provide affordable housing opportunities; identifying sites with opportunities for town acquisition; bringing the Ready Renter list "in house"; processes and contacting all property owners with affordable housing permits to monitor tenant selection processes.

The position will:

- * Positively affect the creation of affordable housing by both private and public entities.
- * Provide a mechanism for protecting the existing affordable housing stock.
- * Provide a liaison between affordable rental owners and income eligible tenants.
- * Provide a point of contact between the Dennis Municipal Affordable Housing Trust and other town boards and state agencies.

SELECTION CRITERIA

GENERAL CRITERIA

Projects will be evaluated according to the following criteria:

1. How the project meets the goals of the Community Preservation Act.

The project meets the goals of the Community Preservation Act by providing a central point of contact for affordable housing in Dennis. The position will promote creation of affordable housing on town owned property; assist in acquiring land for housing creation; coordinate private creation of affordable housing and help match eligible tenants with available affordable housing.

2. How the project specifically benefits the Town of Dennis and its residents.

There are many opportunities to create affordable housing in Dennis. Staffing is often the biggest obstacle. By creating this position Dennis will be better prepared to move a number of housing projects forward that are currently in conceptual stages. As over 40% of Dennis residents are income eligible for affordable housing and the town is well below the state 10% affordable housing target, there is tremendous need for the services to be offered by this position.

3. Compatibility with the Dennis Local Comprehensive Plan, Dennis Open Space and Recreation Plan, Dennis Affordable Housing Action Plan, and any other planning documents.

The Dennis Comprehensive Plan directs the town to push forward towards meeting the State's affordable housing target. The Dennis Affordable Housing Action Plan similarly directs the town towards an ambitious program to create affordable housing. One obstacle continues to be the availability of staffing to push ideas into projects and housing units. By funding an Affordable Housing Coordinator the Community Preservation Committee will help the town accomplish goals of these two town guiding documents.

4. Urgency acquisition, preservation, or rehabilitation of threatened resources. Saves resources where loss is imminent or threatened.

There are many opportunities to create affordable housing at our fingertips. The town simply needs the resources and staffing to get the work done. Private projects will have contact dedicated local contact to guide them through the development process. The Town will gain an individual who can initiate and guide town projects. The Town will also, finally, have an individual charged with tracking all deed restricted units for local compliance.

In addition, there are many opportunities available in all our villages for creation of affordable housing; we just need the ability to move on them. Historic Register eligible

properties facing demolition by neglect provide opportunities to join historic preservation with affordable housing, we just need the man hours to put these projects together.

5. Preservation of the essential character of the town or of a neighborhood.

The town is its people, many of whom cannot afford the cost of housing. Creating safe affordable housing will create more opportunities for people who grow up in town to continue to live in town. Making Dennis affordable for Dennis residents preserves the character and history of the town by providing opportunities for future generations.

6. Preservation and/or utilization of town owned assets.

The town controls a number of parcels that provide opportunities for affordable housing. The Bob Crowell Road DPW site, VIC Hall, and tax foreclosure properties all provide town controlled possibilities. Planning staff has identified housing scenarios for these sites. The Affordable Housing Coordinator will be charged with carrying these projects through the RFP and permitting process.

7. Produces an advantageous cost/benefit value.

Planning staff has identified the following potential projects for implementation over the next few years the Affordable Housing Coordinator will be responsible for moving forward with these projects.

2016-2017

Former Town Hall Annex Site - three two-bedroom units
98 South Yarmouth Road - one three unit-bedroom unit (Awarded to Habitat for Humanity)
Janall Drive – two units to be constructed by Habitat for Humanity

Beyond 2016

VIC Hall Depot Street, Dennis Port - 18 - 24 one and two bedroom units
Bob Crowell Road, South Dennis - 16 two and three bedroom units
Historic Preservation Site, privately held West Dennis - Save historic building from demolition by neglect, up to 30 units
Historic Preservation Site, privately held West Dennis - save potential historic site from demolition by neglect, up to 8 units
Historic Preservation Site, privately held Dennis Port – private Chapter 40B redevelopment, up to 54 units
Brownfield Site, Dennis Port - up to 18 units

8. Demonstrates practicability and feasibility within budget.

The Affordable Housing Coordinator position will be a part time contracted position providing coordination of affordable housing programs and initiatives in Dennis. The project will require continued funding at \$. This will provide staffing, equipment and expenses for one year. The Ready Renter aspect of the project could generate revenue for the program both from local rental units.

9. Utilizes multiple sources of funding, including public and/or private funds.

The proposal focuses primarily on public funding to coordinate town housing efforts. There will be opportunities for some revenue generation from the Ready Renter list from local rentals working with the staff person.

10. Serves an under-served population.

The town has no one providing the services proposed for this position. The position fills a gap for a population that cannot be served by the Dennis Housing Authority.

11. Meets multiple needs and serves multiple populations.

Affordable housing serves a cross-section of the town's population. Young, old and middle aged people all need affordable housing. The coordinator will work with public and private parties to increase the supply of affordable housing.

12. Serves more than one CPA purpose (especially in linking open space, recreation and community housing).

The Affordable Housing Coordinator will work on a variety of housing projects. The Bob Crowell Road concept plan connects housing to Johnny Kelley Park. The concept also includes relocating the Dennis Head Start program from Dennis Port to South Dennis. The VIC Hall project would include creation of a new playground on Mill Street which could serve this housing as well as housing recently created on Mill Street with CPC funds. Three projects involving privately held sites include historic preservation possibilities; one of these includes a large tract of open space of conservation interest. The Planning Department has also been in discussions with the Dennis Conservation Trust on partnering with them on a few other joint acquisition opportunities.

13. Receives endorsement by other municipal boards and/or departments.

The creation of an Affordable Housing Coordinator position was presented at the Board of Selectmen's Housing Forum. The idea received broad support in all the break out groups.

PROJECT SPECIFIC CRITERIA

COMMUNITY HOUSING proposals, which address as many of the following criteria as possible, will receive preference:

1. Increases the number of units in the towns affordable housing inventory.

There are many opportunities to create affordable housing in Dennis. The Affordable Housing Coordinator will be charged with identifying opportunities throughout town.

2. Promotes a socioeconomic environment that encourages a diversity of income, ethnicity, religion and age.

One task assigned to the potential Affordable Housing Coordinator will be to create a Ready Renter list matching income eligible people with rental properties. The Ready Renter program will be devised to ensure equal opportunity access to affordable rentals in Dennis. A second task that the Coordinator will be involved in is the creation of a five bedroom housing opportunity for Veteran's.

3. Provides housing that is harmonious in design and scale with the neighborhood.

Housing to be created through this program will be designed to be harmonious with the surrounding neighborhood.

4. Results in a higher percentage of affordable units than otherwise required.

Projects created through this program will strive to be 100% affordable and will target primarily the creation of rental housing.

5. Ensures affordability in perpetuity.

All housing created under the auspices of the Affordable Housing Coordinator will be affordable in perpetuity.

6. Promotes the use of existing buildings or construction on previously developed or town owned sites.

The Affordable Housing Coordinator will focus on several initial projects on town controlled properties. The Coordinator will work with the Tax Collector to identify tax title properties that could benefit housing creation. There are several other sites that are not town owned that create historic preservation and conservation opportunities for acquisition.

7. Converts market rate to affordable units.

Three potential projects would include conversion of abandoned structures for affordable housing.

8. Ensures that new community housing is harmonious with the existing community and neighborhood and will incorporate similar characteristics designed to maintain architectural harmony, density consistency, and conserving the natural landscape.

All town projects will be designed to be harmonious with their surroundings. For instance staff has discussed a site in West Dennis with the Cape Cod Commission Historic Preservation Planning Staff to ensure that complimentary structures could be designed adjacent to a structure that we would seek to restore. This site would also be designed to protect the adjacent wetlands. Similar approaches would be taken to all sites.

9. Preference will be given to projects utilizing and rehabilitating existing housing stock and other existing structures over new construction.

Projects on the drawing board seek to repurpose town owned properties for housing as well as pursue strategic sites for new housing opportunities. Some of these locations may include structures that could be reused for affordable housing. The Coordinator will be charged to work with the tax office to identify all opportunities to reuse sites and structures for affordable housing opportunities.

II. PROJECT OBJECTIVES

CPA funds will be awarded only to projects that meet one or more of the following criteria:

The Affordable Housing Coordinator position will directly provide for creating and maintaining a "Ready Renter List" to match income eligible tenants with deed restricted affordable rental units; monitoring existing affordable housing for compliance with permits issued; and working to promote the creation of affordable housing both by private and public interests. The creation of affordable housing will directly involve repurposing and redeveloping town owned sites. The Bob Crowell Road site would redevelop the former DPW site for 16 units of affordable housing. The VIC Hall project would redevelop the site in Dennis Port for up to 24 units of housing and a playground. The former Town Hall Annex property will be redeveloped for three residential units.

Indirectly, there are opportunities for historic and open space preservation. The Planning Department has identifies at least three sites with potentially historic properties that may be available for reuse. One site contains a large tract of open space that would be preserved along with the preservation of an old sea captain's house on the property which would be converted to housing. Each of these sites provide the opportunity to reuse existing structures for more than one housing unit and to complement these historic structures with additional housing through new construction on the sites. Each of these locations also work as infill opportunities. In addition, the Planning Department and Dennis Land Trust have discussed an additional site that could be acquired, primarily for open space, but has an existing structure that could be preserved and converted to a multi-

family structure. A complementary structure could double the housing possibilities with little or no impact on the value of the open space. One project, the VIC Hall project also involves the creation of a new playground. The Affordable Housing Coordinator will be responsible for pursuing all of these projects.

REVIEW CRITERIA

- Relevant experience of the Applicant and Applicant's staff and others involved in the Project

The Dennis Town Planner has managed many grants over the past 30 years from small transportation grants (a user-side taxi subsidy program in Exeter NH in 1985) to Transportation Department budgets for the Metropolitan Area Planning Council. The Town Planner has also managed a US Dept. of Energy Clean Cities Program grant while studying the viability of providing electric vehicle and other alternative fuel refueling sites in Metro-Boston.

- Applicability to goals and objectives of the CPA

The project provided a key contact person in the Town of Dennis responsible for the promotion, creation and tracking of affordable housing in Dennis. This request will ensure that the position remains funded for a second year, after a lengthy process was undertaken to fill the current position. Through program monitoring, the Coordinator is charged with ensuring approved affordable housing is meeting their permitted responsibilities. Through the Ready Renter list, the Coordinator will match income eligible tenants with affordable housing. Finally, the Coordinator is charged with pursuing projects for construction on town-owned sites and possibly coordinating acquisition of sites for future housing initiatives. All of these actions promote the long term sustainability of affordable housing in Dennis.

- Suitability as it relates to the current and future needs of the Town of Dennis

Over 40% of Dennis residents earn below 80% of the region's median income. Many current homeowners pay well over 30% of their monthly incomes on housing. By promoting the creation of affordable housing opportunities, tracking affordable housing compliance and matching income eligible tenants to rental units, the Affordable Housing Coordinator will be serving the very real needs of Dennis residents ability to live affordably in town.

- Quality of applicant response
- Diversity of programs/services offered

The Affordable Housing Coordinator is charged, as described in this application, with numerous and varied tasks from the creation of housing, to aiding income eligible people to find housing, to monitoring compliance with affordable housing permits. The role of the Coordinator will meet the diverse needs of Dennis residents to find affordable housing.

- Implementation plan

A job description has been created, and the position advertised to contract with an individual to carry out the responsibilities of the Affordable Housing Coordinator. Filling the current position has taken all of the originally considered 4-6 month time period to fill the position. While it took some time to get here, we have some very qualified applicants.

- Availability of leveraged funds

The project does not rely upon leveraged funds directly. However, the project would expect that the Ready Renter program would involve fees associated with the rental listings being placed in the registry. In addition, the monitoring aspect of Special Permits generally involves monitoring agreements with associated fees for monitoring compliance. Beyond this, any project that would move forward under the auspices of the Affordable Housing Coordinator would involve the "Request for Proposals" process and the ability of non-profit entities to bring additional housing funds to the table for construction.

Affordable Housing Coordinator

Position Purpose:

The purpose of this position 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 Affordable 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:

Supervision Scope: Performs varied and responsible duties requiring the exercise of considerable judgment and initiative in coordinating operations, formulating decisions,

Supervision Received: Work is performed under the administrative direction of the Town Planner and in accordance with state and local laws and regulations. In coordination with the Town Planner the employee generally establishes own work plan and completes work in accordance with established departmental policies and standards. This position is subject to review and evaluation according to the town's personnel plan.

Supervision Given: Supervises the work of various technical contractors.

Job Environment:

Administrative work is performed under typical office conditions. The noise level is moderate at times. Employee is required to attend evening meetings.

Operates an automobile, computer, printers, facsimile machine, copier, calculator, and other standard office equipment.

Makes frequent contact with other municipal employees, state, federal, and regional agencies, board/commission members, attorneys, engineers and applicants; makes regular contacts with the general public. Contacts are in writing, in person and by telephone and involve an information exchange dialogue. Contacts may also require the Housing Coordinator to provide advice and direction.

Has access to department-related confidential information requiring the application of appropriate judgment, discretion and professional protocols.

Errors in administration and judgment could result in reduced levels of service, cause confusion and delay, adverse public relations, and have legal repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types 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.)

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.

Attends regional and professional development meetings as necessary.

Regular attendance and punctuality at the workplace is required.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in government, municipal planning, business or other related field; two years experience in municipal management, housing, government law, planning, procurement or related field; Masters degree preferred; or any equivalent combination of education and experience.

Knowledge, Ability 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, is highly desirable. Understands the roles of the Housing Authority and Council on Aging. Good working knowledge of office practices and procedures, forms, and equipment.

Ability: Ability to independently perform analysis, prepare reports, and formulate recommendations. Ability to deal with the public in a courteous and tactful manner. Aptitude for an attention to details and accuracy. Ability to work on a variety of unrelated tasks at the same time. Ability to work effectively under time constraints to meet deadlines.

Skill: Skill in the use of standard office machines. Specialized skills in using a variety of computer software systems. Consensus building skills. Skill in all of the above listed tools and equipment. Advanced Excel and Word user.

Physical 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 essential functions. Employee is regularly required to walk, stand, sit; handles, feels or operates objects, tools, or controls, and reaches with hands and arms as in picking up paper, files, and other common office objects weighing up to 10 pounds. Vision at or correctable to normal ranges.

(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 job change.)

Project Budget

Project Year 2 Costs: \$26,336

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

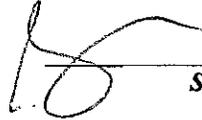
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| | Town Administrator | May 6, 2015 |
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| <i>Signature</i> | <i>Title</i> | <i>Date</i> |

Town of Dennis

(Name if organization or business)

Richard White

(Organization President, CEO, or legally authorized agent)



Signature

May 6, 2015

(Date of Signature)