

3225 MAIN STREET • P.O. BOX 226  
BARNSTABLE, MASSACHUSETTS 02630



CAPE COD  
COMMISSION

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(508) 362-3828 • Fax (508) 362-3136 • [www.capecodcommission.org](http://www.capecodcommission.org)

## OUTER CAPE HOUSING WORKING GROUP DLTA REPORT – DECEMBER 2015

### SUMMARY

The Cape Cod Commission facilitated two meetings to bring together town leadership and housing advocates from the towns of Provincetown, Truro, Wellfleet, Eastham and Orleans on the Outer Cape. These towns had long identified inter-municipal collaboration as necessary for furthering their goals of developing affordable housing, but had not managed to bring all players to the table. Commission staff reached out to each town individually and followed up with the designees from each board to ensure their attendance. The effort was successful in bringing the comprehensive group of stakeholders together for the first time.

After the first meeting, both Wellfleet and Truro submitted Community Preservation Committee (CPC) funding applications for a shared housing professional, the Commission was provided with valuable feedback about data needed by the towns to aid in their housing planning, and efforts began to revive inter-municipal meetings between the boards of selectmen for the Outer Cape towns. The second meeting resulted in a draft job description for a shared housing professional and discussion of liberalizing restrictions on accessory dwelling units under local zoning. The Commission plans to continue facilitating meetings of the working group at their request, with the next meeting tentatively scheduled for February 2016.

### BACKGROUND & OUTREACH

Residents of Cape Cod are dealing with increasingly un-affordable housing, driven in large part by the voracious appetite for second homes by professionals from off-Cape earning higher wages than those available to residents of Barnstable County. This problem is being felt greatest in the most remote towns of Cape Cod, which experience higher rates of seasonal home ownership, fewer high-wage job opportunities

for residents, and increasingly scarce developable land due to the presence of the Cape Cod National Seashore.

The Network of Human Service & Faith Based Communities of the Lower/Outer Cape held a community forum to discuss housing issues on March 20, 2015. At that event, the towns of the Outer Cape, which are also the smallest by population on Cape Cod, identified inter-municipal collaboration as a necessary step toward addressing the issue of affordable housing. Cape Cod Commission Regulatory Planner Jeffrey Ribeiro was present at the forum and discussed the possibility of the Commission acting as a facilitator to bring the four Outer Cape towns together to begin the discussion.

The project was invigorated when the Town of Wellfleet engaged the Commission to review its residential zoning by-laws and the task of facilitating the working group was added to that larger project with Jeffrey Ribeiro assigned as staff. The Commission initially engaged town staff at the four outermost towns of Provincetown, Truro, Wellfleet, and Eastham. During later discussions, it was decided to invite representatives from Orleans as well. The resulting meeting was the first of its kind to bring together a diverse group of town staff, elected leaders, and housing advocates from five towns to discuss their shared challenges.

## FIRST MEETING

The effort succeeded in its goal of having representatives from each town, including representatives from boards of selectmen, housing groups, and town staff. Additional local experts were also engaged to be present and offer advice. The first meeting was held on October 29, 2015 at the Cape Cod Community Development Partnership office in Eastham.

Present at the first meeting were:

### Provincetown

- Michelle Jarusiewicz, Town Staff (Housing Specialist)
- Raphael Richter, Board of Selectmen

### Truro

- Carole Ridley, Town Staff (Consultant on Planning Issues)
- Paul Wisotzky, Board of Selectmen
- Carl Brotman, Truro Housing Authority

### Wellfleet

- Brian Carlson, Town Staff (Assistant Town Manager)
- Paul Pilcher, Board of Selectmen
- Elaine McIlroy, Wellfleet Housing Authority
- Gary Sorkin, Wellfleet Housing Authority/Local Housing Partnership

## Eastham

- Paul Lagg, Town Staff (Town Planner)
- John Knight, Board of Selectmen
- Eileen Morgan, Affordable Housing Trust
- Peter Wade, Affordable Housing Trust

## Orleans

- Alan McClennen, Board of Selectmen
- Tom Johnson, Planning Board

## Others present:

- Jay Coburn, Cape Cod Community Development Partnership (Executive Director)
- Sheila Lyons, County Commissioner
- Laura Shufelt, Massachusetts Housing Partnership (Community Assistance Manager)
- Leedara Zola, Habitat for Humanity Cape Cod/Consultant on Planning Issues

Prior to the first meeting, the Commission reached out individually to each potential attendee and asked them for their current activities as well as the challenges they face. From the responses, the Commission found overlap between the responses and used those to craft the agenda for the meeting. The agenda from the first meeting is attached hereto. The meeting began with a discussion of current activities by individual towns.

Provincetown started by discussing efforts to repurpose the town's old community center and VFW site for housing projects. The town has also been engaged in homebuyer education programs and the resale of existing affordable homeownership units.

Truro discussed the recent affordable housing forum to present the town's new Housing Needs Assessment, which was performed using 2015 DLTA funds administered by the Commission. The town has also been working to develop a new Habitat for Humanity project and has been in discussions with state officials about acquiring state-owned land in North Truro for affordable housing purposes.

Wellfleet discussed having four small-scale projects underway, the trial use of a buy-down program for existing units, and efforts to use CPC funds for rental assistance. The town has also been reexamining its residential zoning by-laws.

Eastham discussed the 130-unit development being proposed on a former driving range on Route 6 in North Eastham. The town has also been exploring other town-owned land for housing as well as working with open space advocates to pool resources.

Orleans discussed their recent Habitat for Humanity project and a project underway to provide 16 units of housing for adults living with autism.

Laura Shufelt and Jay Coburn were then asked to identify the challenges that they have seen while working in the communities of the Outer Cape. Laura Shufelt stated that the small projects preferred by Cape Cod towns are not attractive to private or non-profit housing developers. She said the projects can be very difficult to finance, with subsidies being needed that are north of the \$100K/unit often allotted to affordable housing developments. She also identified the lack of infrastructure as a large hurdle to affordable housing development. Jay Coburn spoke of the difficulty his organization faces to maintain and operate affordable units, which is driven up by the units being dispersed through disparate areas of many towns. He said greater density of affordable units could help reduce these costs. Paul Pilcher and Carl Brotman also mentioned the persistent issue of the perception of affordable housing.

The group then began to discuss ways to address the challenges faced by the communities. Paul Lagg suggested it would be helpful to have a “playbook” for how groups should approach the myriad of issues they face. Jay Coburn suggested the solution was a shared housing professional (similar to the role Michelle Jarusiewicz has played in Provincetown) to coordinate all of the efforts amongst the towns as well as offer technical advice on specific town objectives. Laura Shufelt pointed to the Town of Sudbury’s Regional Housing Services Office as a model for similar inter-municipal agreement. Alan McClennen said a shared person could pursue novel solutions to the issue of affordable housing that otherwise would not be fully developed.

The discussion also centered on whether a shared position could be located at the CDP, within a town, or shared as a part-time position. It was decided the initiating idea for such a position should originate with each town’s board of selectmen, and those selectboard members present agreed to discuss such an action with their boards. Additionally, it was decided that the housing authorities from Truro and Wellfleet would craft CPC funding applications for submittal to their CPCs by the funding deadlines shortly after the meeting. In particular, Carl Brotman and Elaine McIlroy agreed to collaborate to get the applications completed. The applications were submitted and are attached hereto. A discussion of the exact duties and requirements of such a position were slated to be discussed at a follow-up meeting.

Elaine McIlroy identified continued planning efforts as a way to keep the issue present in the minds of residents. She noted that the recent housing needs assessment performed for Truro had invigorated discussion in the community and noted a similar effect when Wellfleet released its last housing production plan. The Commission commented that as part of the Regional Policy Plan update a proposal was being drafted for the creation of a county-wide housing needs assessment and production plan. The group felt it could be a valuable resource to the towns, specifically as a source for much needed data. The Commission has incorporated the group’s ideas into its proposal by specifying data that should be collected with an eye toward being able to be extracted on a town-by-town basis and not just collected for the region as a whole. Additionally, the Commission will seek to create sub-regional goals within the plan, likely including one for the Outer Cape.

Raphael Richter identified the need for cooperation on legislative issues, mentioning the current effort for special legislation to allow a "room tax" to be collected from residential units that are rented out on a nightly or weekly basis. Other selectmen present also commented that the boards from the Outer Cape towns used to meet regularly but had fallen out of the practice. Paul Pilcher agreed that he would reach out to the boards to attempt to schedule the first of the meetings.

The group agreed to meet again in December 2015 to discuss the details of a shared housing professional job description and also requested the Commission present its model accessory dwelling unit zoning by-law.

## SECOND MEETING

The second meeting was held on December 15, 2015 at the Wellfleet Public Library.

Present at the second meeting were:

### Provincetown

- Michelle Jarusiewicz, Town Staff (Housing Specialist)

### Wellfleet

- Brian Carlson, Town Staff (Assistant Town Manager)
- Paul Pilcher, Board of Selectmen
- Elaine McIlroy, Wellfleet Housing Authority

### Eastham

- Paul Lagg, Town Staff (Town Planner)
- John Knight, Board of Selectmen
- Eileen Morgan, Affordable Housing Trust

### Orleans

- Alan McClennen, Board of Selectmen
- Tom Johnson, Planning Board

Other present:

- Jay Coburn, Cape Cod Community Development Partnership (Executive Director)

The agenda from the second meeting is attached hereto. The meeting began with reports on progress since the previous meeting. Truro and Wellfleet both reported that CPC funding applications were submitted by the deadlines for consideration. The towns also continue to discuss the options for how such a position would be structured and housed. Paul Pilcher reported that an email had been sent to each board of selectmen soliciting a

time and date for an inter-municipal meeting to occur in January 2016. The Commission reported that it is continuing work on a proposal for a housing needs assessment and production plan, and has begun preliminary conversations with potential funding sources.

The Commission then began to solicit the group for the details of how a shared housing professional would serve the communities of the Outer Cape. With particular help from Michelle Jarusiewicz who performs a similar role in Provincetown, the group developed a draft job description. The job description is attached hereto.

The Commission then presented its new draft accessory dwelling unit zoning by-law. The by-law was drafted with the goal of being less restrictive to create more units within the towns. It was noted that in the Commission's correspondence with town staff about their current accessory dwelling unit provisions, it was noted that the restrictive nature of the by-laws meant many went completely unused. Wellfleet noted that it has had some success with its by-law, which the Commission noted is also one of the least restrictive in that it does not require a recorded affordable housing deed restriction.

The group decided the meetings should continue and the Commission has offered to continue as facilitator. The next meeting has been tentatively scheduled for February 2016. The working group hopes to discuss the first inter-municipal meetings by the boards of selectmen and have a discussion on innovative typologies for affordable housing production.

## CONCLUSION

The project was successful in the first attempt to bring together representatives from town staff, the towns' elected leadership, and the variety of stakeholder affordable housing groups working on the Outer Cape. The process has already resulted in urgency being given to long-discussed plans for a shared housing professional serving multiple towns on the Outer Cape (including CPC funding applications and a locally-tailored draft job description), a revival of inter-municipal meetings by the Outer Cape boards of selectmen, and useful input being gathered by the Commission as it continues a Regional Policy Plan update process. Further, the group has decided the meetings will be useful as an opportunity to share ideas and to collaborate, and the Commission has agreed to continue facilitating the meetings going forward. The next meeting has been tentatively scheduled for February 2016.

## List of Attachments

A – October 29, 2015 Agenda

B – December 15, 2015 Agenda

C – Wellfleet CPC Application for Funding

D – Truro CPC Application for Funding

E – Draft Shared Housing Professional Job Description

Attachment A

October 29, 2015 Agenda



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## **Outer Cape Housing Working Group October 29, 2015**

### **1. Introductions**

### **2. Town reports on current actions, including:**

- Small-scale projects, including Habitat for Humanity developments
- “Buy Down” programs to create affordable units from existing housing stock
- Ongoing public education and grassroots organizing on the need for affordable housing, including forums and other community events
- Conversations and negotiations on obtaining state land for housing uses
- Explorations on the housing needs of seniors

### **3. Discussion of shared obstacles, including:**

- Technical assistance on housing production
- Availability and cost of land
- Availability of funding resources, especially for small projects
- Finding developers willing to take on small affordable housing projects
- State/DHCD/HOME issues with competing deed riders and difficulty with unconventional initiatives
- Legal and political obstruction that slows projects down and makes them more costly
- Growing disconnect between year-round residents and the seasonal, non-resident tax paying community
- Burn out of advocates

### **4. Discussion of potential actions/next steps**

### **5. Follow-up meeting date/time**

## Attachment B

December 15, 2015 Agenda

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## **Outer Cape Housing Working Group December 15, 2015**

### **1. Introductions**

### **2. Updates on action items:**

- Inter-municipal BOS meetings
- Technical assistance position CPA applications
- Commission housing market/needs assessment

### **3. Discussion of shared technical assistance position**

### **4. Discussion of accessory dwelling unit bylaws**

### **5. Follow-up meeting date/time/topics:**

- Alternative site development designs (i.e. Martha's Vineyard Housing Trust)
- Social impact bonds/impact investment bonds
- Conservation based affordable housing
- Housing for summer workers
- Housing court expansion

Attachment C

Wellfleet CPC Application for Funding

# WAHTER - WELLFLEET AFFORDABLE HOUSING TECHNICAL ASSISTANCE REQUEST

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November 1, 2015

## Town of Wellfleet Application for Community Preservation Funding

Please submit 10 copies to:  
Wellfleet Community Preservation Committee  
300 Main Street  
Wellfleet, MA 02667  
508-349-0330

Date: November 10, 2015

**Project Title: WAHTAR – WAHTER - WELLFLEET AFFORDABLE HOUSING TECHNICAL ASSISTANCE REQUEST**

**Project Sponsor/Organization:** Wellfleet Housing Authority with the Wellfleet Local Housing Partnership

**Contact Name:** Gary Sorkin and Elaine McIlroy, Wellfleet Housing Authority

**Mailing Address:** PO Box 1681, Wellfleet MA 02667

**Telephone:** 508 349-7547 **Email:** gary.sorkin21@gmail.com

**Federal Tax Identification number (if nonprofit):** \_\_\_\_\_

**CPA Category** (circle all that apply):

**Community Housing** **X**

**CPA Funding Requested:** \$50,000 **Total Project Cost:** \$100,000 (estimated)

**Project Description:** Please answer the following questions, keeping answers brief but complete. Include supporting materials as necessary.

**1. Goals:** What are the goals of this project? How does this project benefit Wellfleet and meet the goals of the Community Preservation Act?

**2. Community Need:** Why is this project needed? Does it address needs identified in existing Town plans?

**3. Community Support:** What is the nature and level of support for this project?

**4. Timeline:** What is the schedule for project implementation?

**5. Implementation:** Who will be responsible for implementing and overseeing this project?

**6. Success Factors:** How will the success of this project be measured?

**7. Budget:** What is the total budget for the project and how will CPA funds be spent?

**8. Other Funding:** What additional funding sources are available, committed, or under consideration? Include copies of commitment letters, if available.

**9. Maintenance:** If ongoing maintenance will be required, who will be responsible and how will it be funded?

**10. Other information:** Any additional information that might benefit the CPC in consideration of this project.

## **WAHTER - WELLFLEET AFFORDABLE HOUSING TECHNICAL ASSISTANCE REQUEST**

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November 1, 2015

### **WAHTAR - WAHTER - WELLFLEET AFFORDABLE HOUSING TECHNICAL ASSISTANCE REQUEST**

#### **Program Description and Goals:**

The purpose of the **Wellfleet Affordable Housing Technical Assistance Request (WAHTAR)** is to identify and recruit one or more experts in developing affordable housing programs and projects to help the Town of Wellfleet to produce more and more timely affordable housing units – both for ownership and year-round rental. The Wellfleet Housing Authority (**WHA**) and the Wellfleet Local Housing Partnership (**Partnership**) are volunteers working with very detailed and complicated State and Federal regulations and need access to professional expertise to facilitate more positive outcomes. The Goal of **WAHTAR** is to fill this need by recruiting and hiring an expert Technical Consultant to help develop and implement solutions to some of the following affordable housing issues:

- To assess and articulate our current and future affordable housing needs;
- To identify potential new or underused funding sources;
- To evaluate and submit viable affordable housing grant applications;
- To speed up and expedite completion of existing projects;
- To identify contractors who can and will build affordable housing in Wellfleet and develop successful RFP's to this end;
- To develop creative ways to use our existing housing stock and programs including AADU's, cottage colonies and Seashore and Town resources;
- To identify ways to bring more affordable housing within reach of Wellfleet's year round working community including teachers, policemen, fire fighters, other town employees, fishermen and artisans;
- To look for ways to develop affordable housing for our Seniors.

In addition, we hope to make this a shared project with the Truro Housing Authority thus allowing us to leverage resources, attract a wider pool of experts and potentially develop common or shared solutions to common problems.

If approved, this program will be administered by the Wellfleet Housing Authority using funds provided by the CPC and approved by the voters of Wellfleet.

The goal of **WAHTAR** is consistent with the goals of the Community Preservation Act because it supports the development of much needed affordable home ownership in our community.

#### **Community Need and Support**

There has been significant discussion among advocates for affordable housing about the need for technical assistance and staff resources for Towns on the Outer Cape to make greater progress in creating affordable housing. Discussions have been going on for over a year between Truro and Wellfleet representatives about this need. A cooperative approach to this need for expertise was a key discussion point at a Regional Forum sponsored by Senator Dan Wolf in 2014. It was again a central

## WAHTER - WELLFLEET AFFORDABLE HOUSING TECHNICAL ASSISTANCE REQUEST

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November 1, 2015

theme in *the Network of Human Service and Faith Communities* meeting last year on affordable housing. The *Mass Housing Partnership White Paper on Rural Housing Issues* raises the same idea. Just last month, a Barnstable County sponsored meeting on affordable housing for the Outer Cape spent a great deal of time on this topic.

We have heard from many people in Town who are supportive of developing more affordable home ownership and rental opportunities. Specifically, the former Town Administrator has told us of his interest in such programs to help Wellfleet in its recruiting of police and fire fighters. We have also heard the frustration expressed by many in Wellfleet about how long it takes and how hard it is to actually produce affordable housing. **WAHTAR** seeks to address these concerns.

At its November 2015 meeting, the Housing Authority unanimously approved submitting an application to the CPC for a Technical Assistance Consultant. This item is also on the December 2015 agenda of the Local Housing Partnership.

### **Timeline**

Assuming CPC and Spring 2016 Town Meeting approval, the anticipated timeline for hiring a Technical Consultant for Affordable Housing is:

<b><u>Activity</u></b>	<b><u>Target Completion Date</u></b>
Finalize position deliverables and requirements	1 July 2016
Develop and issue an RFP for such a Consultant	1 August 2016
Review responses and make a selection	1 September 2016
Hire a Consultant	1 October 2016
Work with Consultant to examine and prioritize tasks	1 December 2016
Complete and/or report on prioritized tasks	1 October 2017
Evaluate success of program	1 November 2017
Determine if another year of CPC funding is to be requested	15 November 2017

Note that no money for the Program will be expended until it becomes available after the start of the new fiscal year on 1 July 2016.

### **Implementation**

Elaine McIlroy, Chair of the Wellfleet Housing Authority and Gary Sorkin, Chair of the Wellfleet Local Housing Partnership will, working closely with other members of our committees, have primary responsibility for the implementation of **WAHTAR**. In addition, it is anticipated that

## **WAHTER - WELLFLEET AFFORDABLE HOUSING TECHNICAL ASSISTANCE REQUEST**

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November 1, 2015

Paul Pilcher, an attorney, housing advocate and Wellfleet Selectman, and Carl Brontman, Chair of the Truro Housing Authority will be actively involved with this program.

### **Success Factors**

The program will be successful if we can find the right Consultant who is able to help us to expand the number, and reduce the time it takes, to actual create livable, year-round affordable housing rental and ownership opportunities in Wellfleet.

### **Budget**

The Wellfleet Housing Authority and the Local Housing Partnership are working to build a secure and flexible base of funding to carry out programs that meet local affordable housing needs through the following activities:

- Secure annual CPC funding targeting priority programs
- Grow the Affordable Housing Trust Fund and expand scope
- Secure a stream of funding from Town initiatives such as the sale of Town owned land
- Pursue Grants

The Budget for **WAHTAR** is up to \$50,000 to hire a Consultant on an hourly basis for a period of approximately one year. We will determine the actual hourly rate and the number of hours for this program once we have finalized the RFP and evaluated the responses for this position. We will notify the Town and CPC before any decision regarding hiring is made.

### **Other Funding**

As mentioned before, we hope to share the cost, resources and success of this program with the Truro Housing Authority, which is also submitting a CPC application for an Affordable Housing Consultant.

### **Maintenance**

There is little ongoing maintenance required for **WAHTAR**. We may ask the Town Administration for assistance in the RFP process and in the selection and contracting for a Consultant. In addition, the Housing Authority will be responsible for adherence to the terms of any contract that may be generated from this effort.



**WAHTER - WELLFLEET AFFORDABLE HOUSING TECHNICAL ASSISTANCE REQUEST**

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November 1, 2015

Thank you very much for your consideration.

Gary Sorkin

Wellfleet Housing Authority

10 November 2015

Attachment D

Truro CPC Application for Funding

NOV 02 2015

TOWN OF TRURO  
MASSACHUSETTS**PROJECT APPLICATION FORM****Applicant** Truro Housing Authority **Submission Date:** November 1, 2015**Address:** 24 TOWN HALL RD **Purpose:** (Select all that apply)TRURO 02666

- Open Space
- Affordable Housing
- Historic Preservation
- Recreation

Telephone: 508-549-7004

E-mail: \_\_\_\_\_

**Town Committee** (if applicable): \_\_\_\_\_**Project Name:** \_\_\_\_\_**Project Location/Address:** \_\_\_\_\_**Amount Requested:** \$ 40,000**Project Summary:** In the space below, provide a brief summary of the project.Please see attached narrative**Estimated Date for Commencement of Project:** Sept 1, 2016**Estimated Date for Completion of Project:** Sept 1, 2017

PROPOSAL - to participate in regional efforts to hire consulting services that would expand expertise and community advocacy for Affordable Housing.

There has been significant discussion among advocates for affordable housing about the need for technical assistance and staff resources for Towns to make greater progress in creating affordable housing. These discussions have been going on for over a year between Wellfleet and Truro Housing representatives, but a regional approach to the Outer Cape's needs was a key discussion point at a 2014 Community Stakeholder meeting sponsored by Senator Wolf, Representative Peake, Community Development Partnership (CDP) and Massachusetts Housing Partnership (MHP). A regional approach was also a key element at a 2015 Lower Cape Forum sponsored by the Network of Human Service and Faith Communities of the Lower/Outer Cape and the CDP. MHP's "White Paper on Rural Housing Issues in Massachusetts: Finding of the Rural Initiative and Recommendations" (December 2014) lists "encourage, facilitate and support regional collaborations to increase housing affordability" second in their list of recommendations. More recently this same topic was addressed at a meeting convened by Jeffrey Ribeiro of the Cape Cod Commission. This meeting was attended by representatives of Town administration, Planning, Housing and Community Preservation Committees from Eastham, Orleans, Provincetown, Truro and Wellfleet. Representatives from the CDP and MHP were also in attendance.

A consistent theme in these discussions is capacity, both in terms of expertise and community advocacy, in towns that rely on primarily a volunteer work group for housing advocacy. The Truro Housing Authority would like to present a proposal for funds to address this gap. We propose to issue a request for proposals for consulting services to support Town efforts to produce more units of affordable housing and to coordinate with other Outer Cape towns in developing regional approaches to creating more affordable housing.

When we have the funding commitment (spring Town Meeting cycle), we will work with municipal partners on details of the Agreement. So as not to be asking for a "blank check" from community CPCs, we will bring the Agreement back to each CPC for final approval, and the funding would be contingent on each community's approval of the Agreement. The shared position would start in the fall of 2016.

We are asking for \$40,000 which would cover a half time position, but it is highly likely that we will need less once we see who is participating in the Agreement and how much time they will need from our shared consultant.

C. BROTMAN, CHAIR, THA

Attachment E

Draft Shared Housing Professional Job Description

## DRAFT Job Description

### Shared Housing Professional

#### Summary

Professional and technical work providing planning, policy recommendations, and technical assistance on affordable housing efforts in the towns of the Outer Cape; all other work, as required.

#### 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 technical assistance and information to town officials and the public on all issues related to affordable housing production and management. Serves as general technical staff support for various local housing committees and boards, including but not limited to housing authorities, housing trusts, and CPC committees. Facilitates inter-town discussion on affordable housing issues.

Monitors state and federal policies and programs. Researches and issues updates to local stakeholders. Advocates for maintenance of, or increased commitment to, local housing programs and funding.

Coordinates efforts of affordable housing developers, local boards, and residents to maintain and develop affordable housing. Drafts RFPs for town-derived projects. Works to connect developers with affordable housing development opportunities. Provides formal comment on Comprehensive Permit projects and other housing developments as appropriate. Monitors subsidized housing inventory and serves as liaison to DHCD.

Facilitates the sale and leasing of affordable housing. Provides residents with information on affordable housing availabilities and applications. Refers residents to social service organizations as appropriate. Participates in public forums and workshops related to housing planning.

Works collaboratively to develop housing needs assessments, housing production plans, and other necessary documents. Serves as primary liaison for consultants retained by the towns to work on any such plans or other affordable housing projects. Monitors grant opportunities and writes grant applications.

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

## Supervision

Works under the general direction of the Town Manager. Employee may provide direction to others in areas of expertise and may exercise supervision over employees' work on specific projects in a management capacity.

## Qualifications

Bachelor's Degree from an accredited college or university in public administration, urban planning, or related field; Master's degree preferred. Minimum of 5 years working in affordable housing planning, development or management; affordable housing finance and/or grant writing experience helpful; or an equivalent combination of education and experience.

*Knowledge of:* general land use principles related to the development of housing; state and federal programs and regulations related to housing; understanding of financing for housing projects.

*Ability to:* assess the housing needs for the Outer Cape; analyze problems, identify solutions, and make and implement recommendations; establish and maintain effective working relationships with board and committee members, affordable housing developers, and the general public; work on and manage multiple projects and duties within the same time frame.

*Skill:* writing, public speaking/presentation, interpersonal/collaborative communication, facilitation and negotiating, general computer skills.

*Required licensing/certification:* valid driver's license

## Job Environment

Most work is performed under typical office conditions; occasionally required to attend evening/weekend meetings. Volume of work is sometimes affected by funding deadlines and other time constraints. Operates and computer and general office equipment; operates an automobile.