

REGIONAL HOUSING SERVICES OFFICE

Presentation by:

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District Local Technical Assistance Program



Presentation Objective



- Understanding Regional Housing Needs/
Regional Housing Models
- Assessing Opportunities to Regionalize
- RHSO Project Background, Description, and
Current Activities
- RHSO success to date

The Initial Premise

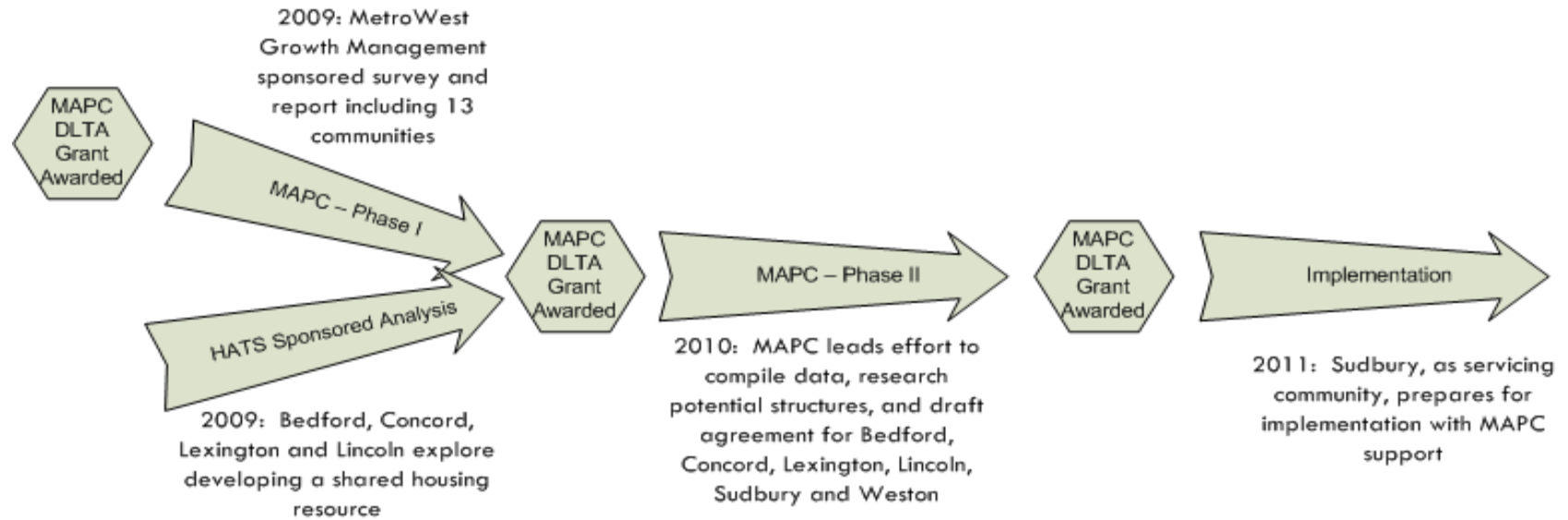


- Regionalization of housing activities and services is a valuable, collaborative approach to affordable housing solutions.
- By assisting communities with the implementing their goals to create permanently affordable homes for individuals and families with low, moderate, and middle incomes, a regionalization project will help maintain balanced and diverse housing options.

Overall Timeline

MAPC recognized that regionalization of housing activities and services is a valuable, collaborative and efficient approach to affordable housing solutions.

■ Awarded **THREE** District Local Technical Assistance grants



Understanding Regional Housing Needs



- MAPC researched housing activities and opportunities in MetroWest communities, including:
 - Municipal and private affordable housing goals and current activities;
 - Assistance needed from municipality to address goals and current activities;
 - Local resources (funding and staff);
 - Potential services offered by and activities advanced through a regional housing entity.

Regional Housing Models



- MAPC researched U.S. regional housing trust models:
 - ▣ No Dedicated Revenue (ARCH – A Regional Coalition for Housing, WA);
 - ▣ Dedicated Revenue (Montgomery County Housing Trust Fund, MD)
 - ▣ Private/Public Partnership (Housing Trust of Santa Clara County, CA)

Regional Housing Models



- ▣ Discovered other housing trust models
- ▣ Researched potential local, state, and federal housing funding sources
- ▣ Further research was conducted regarding the legal framework for creating a regional affordable housing trust fund

Assessing Opportunities to Regionalize



- MAPC conducted a Housing Services Assessment of municipal time and funding expended on affordable housing by the communities of Concord, Lincoln, Bedford, Lexington, Weston, and Sudbury
- MAPC with the Town of Sudbury supported the work of Town Managers to analyze results, identify overlapping services/ issues and develop and gain consensus on services

Assessing Opportunities to Regionalize



- Concurrent with the Assessment, MAPC researched various models for the communities, including:
 - ▣ Creation of an Inter-municipal Agreement
 - ▣ Creation of a Shared Services District
 - ▣ Securing an outside consultant
 - ▣ Creating a private nonprofit 501 (c)(3)

Regional Benefits

Helping
Municipalities
**Plan,
Permit,
Monitor and
Maintain**
their affordable
housing stock

Regional Housing Model

Proactive Compliance Monitoring

- Preserve Units
- Maintain Housing Inventory

Resource Efficiency

- Access to Regional Renters and Buyers
- Leverage Existing Resources

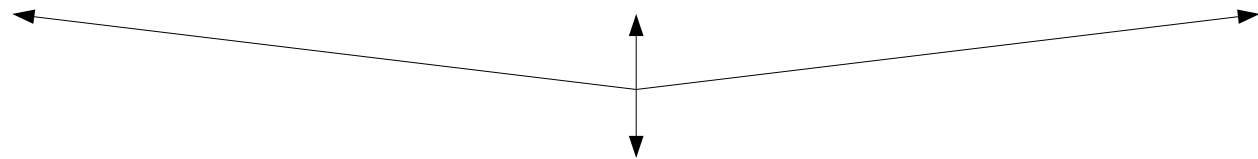
Regional Approach

- Common Solutions for Common Challenges
- Housing through the Municipal Lens

Service Model

Member communities receive administrative housing services for annual fee per Inter-Municipal Agreement, including:

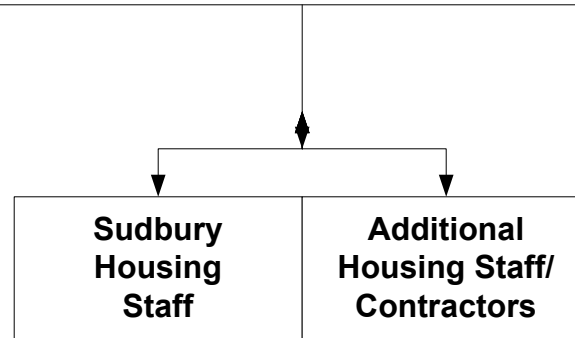
- Monitoring
- HOME Program
- Local Support
- Regional efforts
- Resident selection



 **Town of Sudbury** 
Regional Housing Services Office and
Regional Housing Services Revolving Fund

Town of Sudbury delivers housing services through establishing a Regional Housing Services Office and corresponding revolving fund

Membership Fees cover all staffing, and administrative expenses (audit, accounting, technology, office, ...)



Detailed Services

- **Monitoring**
 - Repository of Project Documents - 3,000 units
 - Compliance Review of Owner Requirements
- **HOME administration**
 - Administrative Assistance in Preparing Annual Reports
 - Project Consultation - \$108k Annual Funding
- **Local Support**
 - On Site meetings – Housing Trust, Housing Partnerships, Planning Staff
 - Access to Subject Matter Expertise- Project Consultation
- **Regional Activities**
 - Create regional approach – Share best practices
 - Community Linkage
- **Access for Renters and Buyers**
 - Create Ready-buyer, Ready-renter List

Budget and Staffing

- Staffing is most of the cost
 - Based on total hours estimated to deliver core services
 - Includes 28 hours per week amongst:
 - Coordinator, Specialist, Assistant, Technical Expert
- Expenses also include 3As
 - Audit, Advertising, Administration
- Member Communities fund expenses
 - Allocation of hours per Town determined using Town's Affordable Housing Stock
- Model is able to scale
 - Variable and supplemental services

	Hours	Cost	% of Total
Bedford	407	\$24,368	28%
Concord	292	\$17,474	20%
Lexington	389	\$23,289	27%
Lincoln	191	\$11,450	12%
Weston	191	\$11,420	13%
total	1468	\$88,000	100%

Coordination and Management



- Advisory Committee, one member from each municipality
 - Meet quarterly
 - May admit up to three additional adjacent municipalities
- Implementation started on July 1, 2011
 - Established local process, priorities and active projects
- Adjustments anticipated
 - Quarterly review of hours and activities by community
 - Annual reallocation as needed
- Termination
 - Any Municipality, by a vote of its respective Board of Selectmen, may terminate this Agreement with at least six months notice

Impressions to Date



- Management Structure Required
 - RHSO Thursdays: dedicated for staff, 75% weekly time
 - Tracking and Status Reporting Important
- Many Town Introductions and Meetings Needed
 - Town Staff, 13 Boards and Committees
 - Advisory Committee Critical
- Towns Will Definitely Benefit
 - Common Issues found, can use Common Solutions, Best Practices
- Already Starting to Plan Next Year!

Project Drivers

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Discussion