

### **Regional Housing Coordinator Services Scope of Work**

- A. Work with Towns to assess Town-owned land or property for affordable housing / Identify land or property for a Town to purchase for affordable housing.
- B. Assist with feasibility and pre-development of affordable housing on Town-owned land.
- C. Assist Town boards with encouraging and incentivizing inclusion of affordable units within private development.
- D. Assist with establishing a Municipal Affordable Housing Trust or other local capacity-building / Provide consultation for Trusts or Housing Committees.
- E. Assess community-supported programs and assist with establishing them. Examples:
  - a. Homebuyer Assistance Buy-Down Programs – Either as a purchase/rehab/sell model, or as a subsidy model. In a subsidy model, the difference between the market rate price of a home and the affordable price is covered for an income eligible homebuyer, in return for a deed restriction that keeps the home affordable over a specified period of time.
  - b. Homebuyer Down Payment/Closing Cost Assistance - Down payment or closing cost grants and/or deferred payment loans.
  - c. Home Repair Small Grant Program – Offer grants for health and safety repairs, energy efficiency, and accessibility for income-eligible homeowners.
- F. Conduct public education, outreach, and engagement surrounding housing activities.
- G. Assist developers of affordable housing with identifying a lottery agent to a) handle the marketing and leasing/selling of locally-created affordable units, and b) maintain a DHCD-approved marketing plan and ready renter and/or buyers list.
- H. Update the Subsidized Housing Inventory (SHI) including applying to DHCD to add new units.
- I. Monitor locally-funded affordable housing units where the municipality holds this responsibility, including annual reporting on affordable units.
- J. Facilitate regional collaborations on housing efforts.