



Summary of Project

Project Name: Housing Coordinator

Funding Source: Funded by the 2018 Town Meeting Article #58, the total was \$500,000.

Summary: CPC funding will be used for a Housing Coordinator to:

- A) Provide an established seven (7) hour day per week (during regular business hours) open (and upon request) hours in Town Hall to assist residents, to perform job duties, and provide information on housing related issues as provided in the Scope of Work
- B) Provide support to town housing-related committees as directed by Town Administration.
- C) Monitor existing units on town's Subsidized Housing Inventory (SHI).
- D) Develop a plan for future collaboration in housing production and preservation among Brewster, Chatham, Harwich and Orleans
- E) Identify and procure consultants to complete additional tasks such as:
 - a. Identifying and vetting potential properties for housing development
 - b. Conducting affordable housing lotteries
 - c. Engaging community stakeholders to support housing initiatives

Bidding information: The lone RFP was reviewed November 29, 2018 with all requisite materials present. Community Development Partnership received high quality scores and is recommended for award of the contract. FY19 contract is in the amount of \$30,000. The FY20 contract will also be in the amount of \$30,000 subject to Town Meeting vote and at the direction of the Affordable Housing Trust.