

SCOPE OF SERVICES: CHATHAM COUNTY HOUSING PROJECT
DRAFT: MARCH 9, 2016

Activity Category	Staffing 10% - Romeyn 25% - Planner	Estimated TJCOG Payroll Hours	Cost
1: Committee Governance Models, Committee Facilitation & Engagement			
Provide information on committee structures and governance models used for similar efforts in other communities. Facilitate up to 5 meetings/year of a housing committee (develop agenda, meeting prep, meeting attendance, prepare summary); manage project finances, files and communications	Aspen Romeyn; Housing Planner	170	\$9,500
2: Affordable Housing Challenges & Opportunities			
Clarify and communicate the nature of the affordable housing challenge, including the different types of people who are housing cost-burdened (from workers to special needs populations) and the spectrum of housing types that might address different needs. Inventory and map existing affordable housing and affordable housing opportunity sites.	Aspen Romeyn; Housing Planner	70	\$3,800
3: Developer & Practitioner Engagement			
Convene a developer focus group on market conditions related to housing production. Develop one or more illustrative housing project proformas to help people understand the need for and role of gap funding where market conditions challenge the delivery of affordable housing. Provide a forum for affordable housing practitioners to informally share ideas and challenges.	John Hodges-Copple; Aspen Romeyn	80	\$4,300
4: Strategy Toolbox			
Create a tool box of housing best practices based on committee guidance. Include practices used elsewhere in North Carolina and innovative practices from other places that fit the Chatham County context. Structure the toolbox around the different types of cost-burdened populations identified in Activity Category #2.	Aspen Romeyn; Housing Planner	220	\$14,500
5: Affordable Housing & Community Concerns			
Synthesize research on the relationship between affordable housing and up to 2 community concerns, such as public safety and property values.	Housing Planner	40	\$2,500
Direct Expenses (telecommunications travel, publications, etc.)			\$1,200
Contract Consultant direct cost			\$9,000
Contingency @ 5% of total costs			\$2,300
Project Totals		620	\$47,100
Member Assessment allocation by Chatham County, Pittsboro & Siler City			-\$3,500
Final net cost to Chatham County local governments			\$43,600

Notes:

1. Above assumes initial 12 month effort beginning on July 1, 2016 and extending through June 30, 2017; the project could be re-structured to begin a month earlier with an additional initial kick-off meeting, or extend for longer than a 12-month period.
2. The proposal does not include the cost to review the Affordable Housing Element of the Chatham Park Development Plan. This activity could be added after additional discussion with local government staff.
3. Cost shares among participating local governments would need to be determined.