

Tim Carroll

From: Christine Flynn [flynn@mvcommission.org]
Sent: Friday, August 12, 2011 2:06 PM
To: 'Tim Carroll \ (Town Mng)'
Cc: ddeblase@chilmarkma.gov; Todd Christy; Mark London
Subject: RE: Island-wide Housing Needs Assessment - Chilmark BOS Meeting 8/16/11

Attachments: Draft Housing Needs Assessment Letter_Scope_Funding 4_26_11.pdf; IEH_Non-profit_Letters.pdf



Draft Housing Needs Assessment.. IEH_Non-profit_Letters.pdf (18...
Tim,

Please forward this email to the Chilmark Selectmen in preparation for Tuesday's meeting.

Attached are two documents regarding the Island-wide Housing Needs Assessment. The first letter dated April 26th is on behalf of the Joint Affordable Housing Group outlining reasons why the Housing Needs Assessment should be updated including the Draft Scope and Proposed Funding Formula (which will be updated in September). The second letter is from Ann Wallace, Executive Director, Island Elderly Housing with 23 signatures from various Island Non-Profits stating that these organizations would utilize the Housing Needs Assessment Study especially when applying for state and federal grants as well as private fundraising. Please keep in mind that this is not an MVC project but instead MVC Staff is assisting the towns to facilitate and administer the process of hiring a consultant to do the study.

As of today, all six town affordable housing committees are in support to fund the Joint Affordable Housing Group's initiative to do an Island-wide Housing Needs Assessment. Chilmark, Edgartown, Oak Bluffs, Tisbury, and West Tisbury AH Committees voted to recommend that their towns' Municipal Affordable Housing Trust Funds (MAHTF) to appropriate the requested funds.

One benefit to a MAHTF enables towns to hire consultants to do grant writing and studies such as a Housing Needs Assessment. The original request, to do the study, was \$4,000 from each town but was reduced to \$2,700 because Edgartown asked the MVC find additional funds. Originally, the Martha's Vineyard Commission committed \$6,000 towards the study but in response to Edgartown's request was able to commit an additional \$1,800 and the Martha's Vineyard Housing Fund offered to commit an additional \$6,000, thereby lowering each towns' share by \$1,300, assuming all towns participate.

The West Tisbury Affordable Housing Trust Fund and the Tisbury Board of Selectmen have voted to allocate funds provided that all six towns participate and pay an equal share. The Edgartown Affordable Housing Trust Fund voted in favor to allocate funds but the Edgartown Selectmen voted against the recommendations from two of its town committees. The town of Aquinnah will be voting on a CPC warrant article to appropriate funds provided all six towns participate at September's Special Town Meeting. The Oak Bluffs Affordable Housing Trust Fund Committee has not meet yet but MVC staff is working with the Affordable Housing Committee to coordinate a meeting. MVC Staff is also working with the Edgartown Affordable Housing Committee to possibly revisit this initiative in September.

Please let me know if you need additional information. I look forward to seeing you and the Chilmark Selectmen on Tuesday. Have a great weekend.

Christine

Christine Flynn
Economic Development & Affordable Housing Planner Martha's Vineyard Commission

Telephone: (508) 693-3453
Email: flynn@mvcommission.org
www.mvcommission.org

2011 Housing Needs Assessment for Martha's Vineyard – Possible Funding Formula DRAFT

Cost: Not more than \$30,000

Proposed Funding Formula:

- Each town (Aquinnah, Chilmark, Edgartown, Oak Bluffs, Tisbury, and West Tisbury) contributes an equal share of \$4,000 for a total of \$24,000. Funding can come from Municipal Affordable Housing Trust Funds or other available town monies
- MVC contributes \$6,000 through DHCD's DLTA Grant

Study Committee:

It is proposed that the study be set up and overseen by a Study Committee.

- The Study Committee would be made up of one representative of each town designated by the Board of Selectmen, as well as one representative of the Dukes County Regional Housing Authority, and the Martha's Vineyard Commission.
- The following is the mandate of the Study Committee:
 1. Draft the Request for Proposals (RFP)
 2. Review proposals, interview candidates, and select consultant
 3. Endorse consultant's contract
 4. Meet consultant, provide information as needed
 5. Review draft report and approve final report.

Administration:

- MVC to administer the RFP and contract in accordance with state guidelines based on MOU with town official (or town administrator) responsible for funding in each town

Timetable:

- June 2011 Funding agreement
- July 2011 RFP and selection of consultant
- August - January 2011 Study
- February 2012 Draft Report
- March 2012 Final Report

All work to be completed by March 31, 2012.

2011 Martha's Vineyard Housing Needs Assessment
Scope of Work - DRAFT

Overview:

The Housing Needs Assessment will ascertain the current housing needs for affordable and community rental housing, and homeownership opportunities within each town in the region. It will also look at housing for independent retirees, seniors, and special needs housing. A needs study was completed in 2001 in conjunction with the housing forum mentioned above, and there was a limited update in 2005. The needs assessment will be redone to reflect current conditions, significantly changed since the last assessment, and to serve as the basis to guide future affordable/community housing projects and programs.

Scope:

1. Update demographic and economic data: (2010 Census Data and other resources)
 - a. Population
 - b. Age Demographics (particularly over 65 retirement community)
 - c. Housing Characteristics:
 - o Housing Occupancy: Year-round versus Seasonal, Homeownership versus Rental
 - d. Family Characteristics
 - e. Employment
 - f. Wages & Household Income
 - g. Current Housing Costs and Affordability Gap
 - h. DCRHA Waitlist Data and other waitlists
2. Analyze Trends to project future housing needs for both year-round rental and homeownership opportunities: Projections should be in proportion to the housing needs based on the following categories for each town and the entire island:
 - a. Year-round workforce housing (single, couples, single parent, families)
 - b. Seasonal Workforce Housing (What are the displacement percentages?)
 - c. Independent retirees/Aging in Place (Polly Brown)
 - d. Senior Housing (IEH)
 - e. Assisted Living Facilities
 - f. Nursing Home/Physical and Mentally Handicap
 - g. Transitional Housing (Homeless, Substance Abuse / Rehabilitation)
3. Solicit Input from Stakeholders through Surveys and Interviews:
 - a. Business Community / Employers
 - b. Community Housing Organizations
 - c. Community Housing Recipients / Waitlist
4. Cost Benefit of Past Housing Projects and Programs: Rental versus Homeownership
5. Prioritize Island Plan strategies, zoning regulations and best practices used similar communities
6. Analyze structure and capacity of the Island's Affordable /Community Housing Organizations: (Projects {infrastructure and land}, Programs, Funding, and Administration)
7. Summarize findings and make recommendations

Deliverables: Comprehensive Housing Needs Assessment for Martha's Vineyard

Timetable: December 2011

Cost: Not more than \$30,000



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FAX 508-693-7894 INFO@MVCOMMISSION.ORG WWW.MVCOMMISSION.ORG

To: All Six Town Affordable Housing Committees
All Five Town Municipal Affordable Housing Trust Funds
From: Christine Flynn, Economic Development & Affordable
Housing Planner *CFlynn*
Date: April 26, 2011
Subject: **Draft Scope of Work: 2011 Housing Needs
Assessment and Proposed Funding Formula**

I am writing on behalf of the Joint Affordable Housing Group (JAHG) to request a meeting with your board regarding updating the Housing Needs Assessment for Martha's Vineyard. The JAHG is a non-appointed and open committee with representatives from town housing committees and several other public and private non-profit housing entities such as Dukes County Regional Housing Authority, Island Elderly Housing, and Habitat for Humanity.

In 2010, the JAHG identified several community housing priorities including a comprehensive update to the 2001 and 2005 Housing Needs Assessment for Martha's Vineyard. A Housing Needs Assessment, like an Open Space Plan or a Master Plan, should be done every five years to ten years to be effective. As projects get developed and programs change, it's important to have updated data that provide guidance to town decision-makers, community housing advocates, planners and the general public. This is particularly so since the housing and economic conditions have changed drastically due to the 2007 - 2009 Recession. The following are the objectives of the Housing Needs Assessment:

- Identify housing needs based on year-round rental or year-round homeownership;
- Quantify housing needs based on income thresholds, family characteristics, and age demographics;
- Provide both Island-wide and town specific information which can be customized for each town's use;
- Provide guidance on how best to address needs with limited monetary resources available from private, local, state, or federal funding sources;
- Be an essential application component when towns or public and private non-profits apply for state and federal grants as well as private fundraising;
- Provide recommendations on how best to utilize professional services, and analyze organizational and program capacity.

The Housing Needs Assessments have proved to be important documents used not only by town housing committees and the public and private non-profit community housing organizations but also by non-housing organizations such as MV Community Services. The financial return on how this information has been used has been invaluable to raise critical funds for the towns, community services, and housing efforts that help make the Vineyard a viable community.

These studies allow both housing and non-housing related groups to expand and enhance projects and programs through grant funding opportunities that they may not have been eligible for otherwise. The two housing needs assessments have been referenced or submitted as part of the following state and federal grant applications, projects, or programs:

- Community Development Block Grant Funds from 2001 - 2011 (All Island Towns)
- 2005 Community Development Plans (MVC)
- Tax Incentive Development Funds for Morgan Woods
- Development Funds for Island Elderly Housing
- 2009 Island Plan (MVC)
- MV Community Services

MVC staff will be requesting meetings with the six towns' housing committees as well as the five Municipal Affordable Housing Trust Funds (even though Chilmark, Oak Bluffs and Tisbury have not held their first official meeting yet) to discuss efforts to update the Housing Needs Assessment. Enclosed is a Draft Scope of Work: 2011 Housing Needs Assessment for Martha's Vineyard and Proposed Funding Formula. I will contact each board in the coming week to schedule an appearance on your board's meeting agenda during May.

Thank you in advance for your cooperation and I look forward to working with you. If you have any questions regarding this letter, please do not hesitate to contact me at (508) 693-3453 x 13 or email at flynn@mvcommission.org.

Encl:

CC: All Town Boards of Selectmen
MVC Commissioners



Island Elderly Housing, Inc.

Aidylberg Village

Hillside Village

Woodside Village

M. C. Love House

To: Aquinnah, Chilmark, Edgartown, Oak Bluffs, Tisbury and West Tisbury -
Affordable Housing Committees and Town Municipal Affordable Housing Trust Funds

From: Ann Wallace, Island Elderly Housing, Inc.

Date: 10 May 2010

RE: **Support of the 2011 Housing Needs Assessment**
Initiative by Joint Affordable Housing Group

On May 5th at a Martha's Vineyard Donor's Collaborative Meeting we discussed how important the 2011 Housing Needs Assessment will be for non-profits when seeking funding to support the network of essential services for Island residents.

Please find attached signatures from 23 non-profits on the Vineyard in support of this very important comprehensive study.

If you have any questions, please feel free to call me and I will be happy to try to answer them.

Thank you.

cc: Board of Selectmen: Aquinnah, Chilmark, Edgartown, Oak Bluffs, Tisbury and West Tisbury
MVC Commissioners



May 2011

To the Boards of Selectmen, Town Municipal Affordable Housing Trust Funds, and the Affordable Housing Committees of Aquinnah, Chilmark, Edgartown, Oak Bluffs, Tisbury and West Tisbury:

We wholeheartedly support the Joint Affordable Housing Group's initiative to do a comprehensive Housing Needs Assessment that not only analyzes the housing needs, but also provides current demographics, trends and other key findings about our community.

These studies in the past have provided essential data for non-profits on the Vineyard to receive funding for programs and services. As you know, these programs and services are for residents of every town and they provide a vital infrastructure to keep our Vineyard community safe, healthy and vibrant.

We would ask that you please consider the importance of funding this study.

Thank you.

Non-Profit Agency Name	Signature	Title
Vineyard House, Inc	Kathy Fennell	Operations Mgr.
Island Theatre Wksp/MV Boys & Girls Club	STEPHANIE BURKE	Pres Bd of Dir./VP Bd & Dir
Featherstone Center for the Arts	Ann Shurtel	Executive Director
The Vineyard Playhouse	My Boudier Munnafu	Exec. Director
M V MUSEUM	Betsy Mayhew	Finance Dir.
Martha's Vineyard Community Services		Executive Director
FARM INSTITUTE	Yvonne	Executive Director
MARTHA'S VINEYARD CHAMBER MUSIC SOCIETY	Gay Quabby	EXECUTIVE DIRECTOR
Friends of Sargeant Tacket	Edna	TREASURER
ISLAND HOUSING TRUST		EXCC. DIRECTOR
VINEYARD CONSERVATION SOCIETY		" "
YMCA of Martha's Vineyard	Jane Rokee	Executive Director

May 2011

To the Boards of Selectmen, Town Municipal Affordable Housing Trust Funds, and the Affordable Housing Committees of Aquinnah, Chilmark, Edgartown, Oak Bluffs, Tisbury and West Tisbury:

We wholeheartedly support the Joint Affordable Housing Group's initiative to do a comprehensive Housing Needs Assessment that not only analyzes the housing needs, but also provides current demographics, trends and other key findings about our community.

These studies in the past have provided essential data for non-profits on the Vineyard to receive funding for programs and services. As you know, these programs and services are for residents of every town and they provide a vital infrastructure to keep our Vineyard community safe, healthy and vibrant.

We would ask that you please consider the importance of funding this study.

Thank you.

Non-Profit Agency Name	Signature	Title
Peace Quilts		Executive Director
ACE MV		Director
PV Chamber of Commerce		President
MV Center for Housing West Tisbury		Director
Vineyard Village		President
Tisbury Waterways Inc.		President
Island Elderly Center		Exec. Director
Rail Martha's Vineyard		Director
Office of Martha's V.		ED.
Havenside Corp.		Manager
The Yard		Dir. Comm. + Artist Serv.



TOWN OF CHILMARK
CHILMARK, MASSACHUSETTS

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M E M O R A N D U M

To: Chilmark Board of Selectmen
From: Chilmark Housing Committee
Date: July 29, 2011
Re: Housing Needs Assessment

The Chilmark Housing Committee would like to recommend to the Chilmark Board of Selectmen to consider allocating \$4,000.00 from the monies collected from Middle Line Road Homesite lot purchases that will be placed in the Molly Flender Affordable Housing Trust to assist in funding the Housing Needs Assessment survey sponsored by the Martha's Vineyard Commission. The Housing Committee members agreed the information collected from the study would be useful island wide and in Chilmark to focus housing strategies for the near future. All the island towns will pay an equal share of this expense.

The Chilmark Housing Committee

Todd Christy
Administrative Assistant, Chilmark Housing Committee