



# FY 19-20 Housing Department Work Plan

April 2019

The Jackson/Teton County Affordable Housing Department's annual work plan is informed by the Workforce Housing Action Plan (2015) and the Jackson/Teton County Comprehensive Plan (2012).

The FY19-20 Work Plan details the list of Housing Department tasks that will be continued or begun between March 2019 and June 30, 2020. The Gantt chart provided below provides a wider view of the new and existing work and reflects implementation efforts for 2018 and 2019.

| FY 18-19 Work Plan Summary                               |       |       |       |  |
|--|-------|-------|-------|--|
| Task   | FY 19 | FY 20 | FY 21 |  |
|  | 2019  | 2020  |       |  |
| <b>Workforce Housing Supply</b>                          |       |       |       |  |
| 174 N. King Street (Town)                                |       |       |       |  |
| Grove Phase 3 (County)                                   |       |       |       |  |
| 440 W. Kelly Ave. (Housing Authority)                    |       |       |       |  |
| Jackson/Kelly Street (County)                            |       |       |       |  |
| 105 Mercill Ave (County)                                 |       |       |       |  |
| Karns Meadow Tract 4 (Town)                              |       |       |       |  |
| Funding for Housing - strategy, policy, implementation   |       |       |       |  |
| Land Acquisition & PPP Development (Town & County)       |       |       |       |  |
| Supply Plan Annual Update (Town & County)                |       |       |       |  |
| Sell 260 W. Broadway (Housing Authority)                 |       |       |       |  |
| Grove Phase 1 Future Use (Housing Authority)             |       |       |       |  |
| Regional Employer Roundtable                             |       |       |       |  |
| Workforce Housing State Park                             |       |       |       |  |
| 3590 North Kennel Lane (Housing Authority)               |       |       |       |  |
| 400 W. Snow King Avenue - Planning for Future Use (Town) |       |       |       |  |
| Capital Programs   |       |       |       |  |
| Housing Nexus Study                                      |       |       |       |  |
| <b>Housing Rules &amp; Regulations Clean Up</b>          |       |       |       |  |
| Housing Rules & Regulations Clean Up                     |       |       |       |  |
| <b>Data Collection &amp; Maintenance</b>                 |       |       |       |  |
| Online Intake Form                                       |       |       |       |  |
| Online Drawing Entry Form                                |       |       |       |  |
| Online Application Form                                  |       |       |       |  |
| Apartment Annual Reports                                 |       |       |       |  |

| Compliance  |  |  |  |  |
|---|--|--|--|--|
| Annual Verification: Affordable Rental            |  |  |  |  |
| Annual Verification: Workforce Ownership & Rental |  |  |  |  |
| Annual Check-In: Affordable Ownership             |  |  |  |  |
| Active Compliance                                 |  |  |  |  |
| Education & Outreach                              |  |  |  |  |
| Multimedia education materials                    |  |  |  |  |
| Annual Housing Report                             |  |  |  |  |
| Public events, outreach partnerships              |  |  |  |  |
| Management  |  |  |  |  |
| Town/County Employee Rental Program               |  |  |  |  |
| Grove Phase 1 Rentals                             |  |  |  |  |
| Existing Development Assistance                   |  |  |  |  |
| New Development Review                            |  |  |  |  |
| Sales and Resales                                 |  |  |  |  |

A more detailed description of each FY19-20 Work Plan task is provided below. Each task description summarizes the task goal, status, next steps, and the Workforce Housing Action Plan and/or Comprehensive Plan principles, policies, and strategies informing the task.

## Workforce Housing Supply

### 174 N. King Street

*Goal:* To construct the 30-unit housing project proposed for the property.

*Status:* The project applied to WCDA for low income housing tax credits. In January 2019, WCDA announced they would not fund our project in that funding cycle but did encourage us to reapply for funding in March 2019. Allocations will be announced in July 2019 and if funded, the project will break ground in the fall of 2019.

- HAP Strategy: 2A, 2B, 2E, 4C
- Comp. Plan Policy: 5.1.a, 5.1.b, 5.2.b, 5.2.d, 5.3.c

| Timeline           |         |
|--------------------|---------|
| Submit LIHTC App   | 2019 Q1 |
| WCDA Award         | 2019 Q3 |
| Groundbreaking     | 2019 Q3 |
| Cert. of Occupancy | 2020 Q4 |

### Grove Phase 3: 24 Units

*Goal:* Partner with Habitat for Humanity to construct 24 ownership units at the Grove in Midtown. *Status:* Habitat has completed the first 8 units and the families for these units have moved in. The units were successfully platted, land conveyed, and units have been incorporated into the Grove Condominiums HOA. Phase 1 of the infrastructure (curb, gutter, paving) has also been completed.

Habitat has begun construction on the next 8 units (Phase 2). The Housing Department released an RFP in February 2019 to obtain a contractor for Phase 2 infrastructure (curb, gutter, paving, trash enclosure).

*Next steps:* Continue working with Habitat to plat the units as they are completed and convey the property to the HOA. Continue to manage infrastructure work.

- HAP Strategy: 2A, 2B
- Comp. Plan Policy: 5.1.a, 5.1.b, 5.3.c

| Timeline               |         |
|------------------------|---------|
| Phase 2 Infrastructure | 2019 Q3 |
| Home Dedication        | 2019 Q4 |
| Phase 3 Infrastructure | TBD     |
| Home Dedication        | 2021 Q2 |

**440 West Kelly Avenue**

*Goal:* Through RFP process, partner with private developer to construct a minimum of 15 restricted units on the property. *Status:* RFP approved 2/4; release 2/5; responses due 4/5. *Next steps:* Choose developer at May 2019 JIM.

- HAP Strategy: 2B
- Comp. Plan Policy: 5.1.a, 5.1.b, 5.2.b, 5.2.d, 5.3.c

| <u>Timeline</u>    |         |
|--------------------|---------|
| Release RFP        | 2019 Q1 |
| Choose Partner     | 2019 Q2 |
| Groundbreaking     | 2019 Q3 |
| Cert. of Occupancy | 2020 Q3 |

**255 & 257 West Kelly Avenue, 360 & 380 South Jackson Street**

*Goal:* Develop the property for Teton County Government employee housing and community workforce housing. *Status:* Negotiations with the adjacent landowner are ongoing *Next steps:* Structure financing deal to develop property.

- HAP Strategy: 2A, 2B, 2E
- Comp. Plan Policy: 5.1.a, 5.1.b, 5.2.b, 5.3.c

| <u>Timeline</u> |         |
|-----------------|---------|
| Release RFP     | 2020 Q4 |
| Choose Partner  | 2021 Q2 |

**105 Mercill Avenue**

*Goal:* Develop the property for community workforce housing. *Status:* Teton County owns this property, which already provides a home to the Children’s Learning Center. The current tenant on the east side of the property, the Jackson Hole Historical Society & Museum, has a signed lease that expires March 31, 2020. *Next steps:* Award project, build project.

- HAP Strategy: 2A, 2B
- Comp. Plan Policy: 5.1.a, 5.1.b, 5.2.b, 5.3.c

| <u>Timeline</u>    |         |
|--------------------|---------|
| Release RFP        | 2019 Q1 |
| Choose Partner     | 2019 Q2 |
| Groundbreaking     | 2020 Q2 |
| Cert. of Occupancy | 2021 Q3 |

**Karns Meadow Tract 4**

*Goal:* Develop the property for community workforce housing, including Town of Jackson employee housing. *Status:* An environmental assessment for Karns Meadow is underway. *Next steps:* Once the EA is complete, staff will work with the Council to determine the highest and best use for the property. Options that will likely be considered include a shared appreciation mortgage pilot program for Town employees, a historic ARU site, a 9 to 24-unit community housing development, and selling the property.

- HAP Strategy: 2B, 2E
- Comp. Plan Policy: 5.1.b, 5.2.b

| <u>Timeline</u>    |         |
|--------------------|---------|
| E.A. Released      | 2019 Q2 |
| Plat               | 2019 Q3 |
| Release RFP        | 2019 Q4 |
| Choose Partner     | 2020 Q1 |
| Groundbreaking     | 2020 Q3 |
| Cert. of Occupancy | 2021 Q4 |

**Funding for Housing – Strategy, Policy, Implementation**

*Goal:* Establish a dedicated funding source for housing to provide consistent, predictable funding for workforce housing, enabling supply planning, partnership development, and leverage of public money. *Next steps:* Working with the Planning Directors, Town Manager, and County Administrator, the Housing Director will monitor the need for funding; seek private, state, and federal funding; and explore additional funding options with the State Legislature. The Housing Director will also support the Town and County strategic planning efforts as it relates to ballot measures, housing supply planning, and other community development goals.

| <u>Timeline</u>  |          |
|------------------|----------|
| Develop Program  | Ongoing  |
| Program Approval | TBD      |
| Implementation   | FY 19/20 |

- HAP Strategy: 4A, 4B, 4C, 4D
- Comp. Plan Policy: 5.1.a, 5.1.b, 5.2.a, 5.3.b, 5.3.c, 5.4.e

**Land Acquisition & PPP Development**

*Goal:* Acquire land in Complete Neighborhoods where workforce housing development is appropriate, likely CR-1, CR-2, CR-3, and NH-1 zoning. Prioritize land that is adjacent to other publicly owned land. Partner with the private sector to develop workforce housing. *Status:* Ongoing. *Next steps:* When land is identified, bring the opportunity to the Town Council and Board of County Commissioners for consideration.

| <u>Timeline</u>                 |  |
|---------------------------------|--|
| Continuous throughout the year. |  |

- HAP Strategy: 2B
- Comp. Plan Policy: 5.1.a, 5.1.b, 5.2.b, 5.3.c

**Supply Plan Annual Update**

*Goal:* Annually update the 5-Year Housing Supply Plan to inform the public about trends related to workforce housing and the steps being taken to address workforce housing supply and preservation. *Status:* 2017 Housing Supply Plan was approved 2017 Q3. *Next steps:* Draft the 2018 Plan and present to the Town Council and Teton County Board of Commissioners for approval.

| <u>Timeline</u> |         |
|-----------------|---------|
| Draft Plan      | 2019 Q1 |
| Plan Approval   | 2019 Q2 |
| Draft Plan      | 2020 Q1 |
| Plan Approval   | 2020 Q2 |

- HAP Strategy: 2F
- Comp. Plan Policy: 5.4.a

**Sell 260 W. Broadway**

*Goal:* Sell 260 W. Broadway, a commercial building the Housing Authority purchased in 2006 with SPET funds. *Status:* The property is currently listed for sale and an appraisal was completed in January 2019. *Next steps:* Evaluate listing price, adjust as necessary, and sell property. Sales proceeds will be deposited in the JTCHA Housing Supply Program account and used to implement the Preservation Fund.

| <u>Timeline</u>         |     |
|-------------------------|-----|
| Sell Property           | TBD |
| Reinvest Sales Proceeds | TBD |

- HAP Strategy: 2B
- Comp. Plan Policy: 5.1.b

**Grove Phase 1 Future Use**

*Goal:* Determine highest and best use for the Grove Phase 1 commercial and residential spaces. *Next steps:* Analyze opportunity to replat the property for the purpose of selling the commercial spaces and possibly the residential apartments.

- HAP Strategy: 2B
- Comp. Plan Policy: 5.1.b

| <u>Timeline</u>  |          |
|------------------|----------|
| Develop Program  | Ongoing  |
| Program Approval | TBD      |
| Implementation   | FY 19/20 |

**Regional Employer Roundtable**

*Goal:* Provide technical assistance to employers to support their efforts to build employee housing. *Next steps:* Release survey, convene initial meeting with regional employers.

- HAP Strategy: 2D
- Comp. Plan Policy: 5.4.c

| <u>Timeline</u>    |         |
|--------------------|---------|
| Release Survey     | 2019 Q2 |
| Initial Roundtable | 2019 Q2 |

**Workforce Housing State Park**

*Goal:* Partner with the USFS and State Parks to develop a state park that provides workforce housing. *Status:* A site tour is scheduled for early 2019. *Next steps:* After the site tour, staff of all three agencies will continue to vet the idea as necessary.

- HAP Strategy: 2B, 2D, 2E
- Comp. Plan Policy: 5.4.c

| <u>Timeline</u>  |         |
|------------------|---------|
| Develop Program  | Ongoing |
| Program Approval | TBD     |
| Implementation   | TBD     |

**3590 North Kennel Lane (Raines Property)**

*Goal:* Determine highest and best use for the property – wait for the County to rezone the Aspens (timeline TBD) or actively pursue a sale and reinvest proceeds into the Preservation Fund. *Status:* Waiting for direction from the County Commission re: timeline for rezone.

- HAP Strategy: 2B, 5A
- Comp. Plan Policy: 5.1.b

| <u>Timeline</u>    |     |
|--------------------|-----|
| Direction from BCC | TBD |

**400 West Snow King – Planning**

*Goal:* Create assistance programs to catalyze private development of workforce housing. *Status:* Developing programs with the Housing Supply Board. *Next steps:* Implement at least one new capital program in FY 19/20.

- HAP Strategy:
- Comp. Plan Policy: 5.1.b, 5.2.b

| <u>Timeline</u>  |          |
|------------------|----------|
| Develop Program  | Ongoing  |
| Program Approval | TBD      |
| Implementation   | FY 19/20 |

**Capital Programs – Preservation Fund**

*Goal:* Create assistance programs to catalyze preservation of workforce housing by purchasing deed restrictions on existing housing stock. *Status:* Developing program with the Housing Supply Board. *Next steps:* Implement.

- HAP Strategy: 2C, 2D, 5B
- Comp. Plan Policy: 5.1.a, 5.1.b, 5.2.a, 5.2.e, 5.3.b, 5.4.d

| <u>Timeline</u>      |         |
|----------------------|---------|
| Develop Program      | 2019 Q2 |
| Begin Implementation | 2019 Q3 |

**Housing Nexus Study**

*Goal:* Update the Housing Nexus Study. *Status:* Project will be led by the long-range planners; Housing Department will provide support and assistance as necessary. *Next steps:* Release RFQ for services in early 2020.

- HAP Strategy: 5C
- Comp. Plan Policy: 5.3.a

| <u>Timeline</u> |         |
|-----------------|---------|
| Release RFQ     | 2020 Q1 |
| Contract        | 2020 Q2 |
| Complete        | 2020 Q4 |

**Housing Rules & Regulations Clean Up**

**Housing Rules & Regulations Update**

*Goal:* In response to the Workforce Housing Action Plan, the Housing Department updated the Housing Rules and Regulations in 2018. *Status:* The Housing Department will continuously evaluate the processes, procedures, and regulations and bring any clean up or other changes to the Council and Board annually. *Next steps:* Housing Authority Board will recommend possible changes/upgrades to the Rules in May 2019. Council and Board will consider these changes at the June 2019 JIM.

- HAP Strategy: 3B
- Comp. Plan Policy: 5.1.a, 5.1.b, 5.1.c

| <u>Timeline</u>    |         |
|--------------------|---------|
| Draft Update       | 2019 Q2 |
| Town/County Review | 2019 Q2 |
| Final Adoption     | 2019 Q3 |

**Restriction Templates**

*Goal:* Update the Ground Leases, write the Occupancy Restriction and Banked Unit Restriction. *Status:* Town legal and the Housing Manager are developing the Occupancy and Banked Unit restrictions. *Next steps:* Approve the restrictions.

- HAP Strategy: 3B
- Comp. Plan Policy: 5.1.a, 5.1.b, 5.1.c

| <u>Timeline</u>      |         |
|----------------------|---------|
| Draft Restrictions   | 2019 Q2 |
| Approve Restrictions | 2019 Q3 |

**Data Collection & Maintenance**

**Online Intake Form**

*Goal:* To provide a streamlined lottery process and to collect annual demographic and housing demand data. *Status:* Intake form went live January 2, 2018. *Next steps:* Work with customers and consultants to evaluate the functionality of the intake form. Make necessary changes in January annually.

- HAP Strategy: 2F, 3C, 4B

| <u>Timeline</u> |         |
|-----------------|---------|
| Update          | 2019 Q1 |
| Update          | 2020 Q1 |
| Maintenance     | Ongoing |

- Comp. Plan Policy: 5.4.c

**Online Drawing Entry Form**

*Goal:* To streamline the lottery entry process for both applicants and staff. To secure information provided by applicants and decrease the potential for human error. *Status:* Greenwood Mapping is implementing a comprehensive integration of the current database, consolidating the backend, and converting some frontend components out of Access into web forms. *Next steps:* By mid-August the online drawing form should be ready to go live. Document upload functions should be ready by November.

| <u>Timeline</u>      |         |
|----------------------|---------|
| Database Integration | 2018 Q4 |
| Form Development     | 2019 Q1 |
| Launch Online        | 2019 Q3 |
| Document Upload      | 2019 Q4 |

- HAP Strategy: 3C
- Comp. Plan Policy: 5.4.c

**Online Applicant Status**

*Goal:* Full on-line applicant "status" e.g. what housing programs an applicant qualifies for, what paperwork still needs to be uploaded, what data needs to be completed or updated. *Status:* Have not begun. *Next steps:* Work with Greenwood Mapping to create.

| <u>Timeline</u> |         |
|-----------------|---------|
| Development     | 2019 Q2 |
| Launch Online   | 2019 Q3 |

- HAP Strategy: 3C
- Comp. Plan Policy: 5.4.c

**Apartment Annual Reports**

*Goal:* To collect market and restricted data on the community's rental market. *Status:* Template has been created. *Next steps:* Redmond Street Rentals and Grove Phase 1 will provide their reports by the end of Q1. All rental projects going forward will be required to submit an annual report by the end of Q1 annually. Stats will be published in the Annual Housing Report.

| <u>Timeline</u> |         |
|-----------------|---------|
| Data Collection | 2019 Q1 |
| Publish         | 2019 Q2 |
| Data Collection | 2020 Q1 |
| Publish         | 2020 Q2 |

- HAP Strategy: 2C
- Comp. Plan Policy: 5.2.d, 5.4.c

**Compliance**

**Annual Verification: Affordable Rentals**

*Goal:* Verify that all dedicated Affordable rental housing units or restricted accessory residential units (ARU) are in compliance with the requirements of their recorded restriction. *Status:* The Town Council and Board of County Commissioners approved standardized Affordable rental housing restriction templates. The Housing Department now has identifiable remedies for possible violations. The Housing Department has requested that local title companies notify the department for any sale of an Affordable rental housing unit and/or ARU. *Next steps:* The Housing Department expects to work closely with the Teton County Clerk and/or Teton County Assessor to help track sales and ownership of the restricted units. Owners of new units attached to Affordable housing

| <u>Timeline</u>                 |
|---------------------------------|
| Continuous throughout the year. |

restrictions will sign an affidavit acknowledging that they have received and understand the annual verification requirements of the Affordable or ARU restriction.

- HAP Strategy: 3A
- Comp. Plan Policy: 5.1.a, 5.1.b

**Annual Verification: Workforce Ownership & Rental**

*Goal:* Verify that owners of Workforce units are complying with the requirements of their recorded restriction. *Status:* For 2018, 1 household was forced to sell their unit for non-compliance. The remaining homeowners are following the restriction requirements.

*Next steps:* Annual requalification documents are mailed to each owner prior to the extended IRS tax deadline in October.

| <u>Timeline</u> |         |
|-----------------|---------|
| Requalification | 2018 Q4 |
| Complete        | 2019 Q1 |
| Requalification | 2019 Q4 |
| Complete        | 2020 Q1 |

Homeowners are given 45 days to return the requested information to the Housing Department. The Housing Department will continue to track those units where homeowners have reached retirement age. New owners will have to sign an affidavit attesting that they have received and understand the annual verification requirements of their restriction.

- HAP Strategy: 3A
- Comp. Plan Policy: 5.1.a, 5.1.b

**Annual Check-In: Affordable Ownership**

*Goal:* Adhere to new Housing Rules and Regulations where Owners of Affordable housing units built after June 4, 2018 will receive annual requests for employment and occupancy verification as well as information on use of the unit. *Status:* The Housing Department will begin the process of contacting new homeowners in 2019. Information and documents will be provided so that each homeowner can submit the required verifications. *Next steps:* Owners of new Affordable housing units built or purchased after June 4, 2018 will sign an affidavit attesting that they have received and understand the annual verification requirements of their restriction.

| <u>Timeline</u> |                 |
|-----------------|-----------------|
| Check-In        | Annually, Q3-Q4 |

- HAP Strategy: 3C
- Comp. Plan Policy: 5.1.a, 5.1.b

**Active Compliance**

*Goal:* To ensure compliance in all Housing Department program homes. To objectively, competently and completely investigate any information, complaint, or report of a violation of special restrictions received by the Housing Department. *Status:* Over 115 compliance related issues were received and investigated in 2018. Of those, 9 were identified as a major violation. Of those 9, 8 homeowners were able to cure the violation and 1 resulted in a forced sale. The Housing Department has provided the ability to report a violation on our website. Information is provided on the website that helps categorize the nature of the complaint and the property in question. Reports can be submitted anonymously. *Next steps:* Ongoing compliance occurs daily when information is received.

| <u>Timeline</u>                |
|--------------------------------|
| Continuous throughout the year |

- HAP Strategy: 3C
- Comp. Plan Policy: 5.1.a, 5.1.b



## Education & Outreach

### Multimedia Education Materials

*Goal:* Provide the public with a comprehensive educational experience about the location and types of existing restricted housing stock, the process to purchase or rent a restricted home, data, and the reason the housing programs exist. *Status:* Work was completed on five white board videos. Plans are in place to create aerial photos and videos of existing housing and potential locations of future housing with educational narratives. First quarterly newsletter was released 2018 Q4. *Next steps:* Complete a plan for aerial drone videos and aerial photography. Continue producing quarterly newsletters.

| <u>Timeline</u>      |         |
|----------------------|---------|
| Aerial Photography   | 2018 Q3 |
| Still Photos         | Ongoing |
| Quarterly Newsletter | Ongoing |
| Update Website       | 2019 Q1 |

- HAP Strategy: 2F, 4A
- Comp. Plan Policy: 5.1.a

### Annual Housing Report

*Goal:* To educate the Town and County elected officials and the public about what the Housing Department has accomplished each year and include all relevant housing data. *Status:* 2019 Annual Housing Report will be released 2019 Q2. *Next steps:* Track data and provide a new annual report each year.

| <u>Timeline</u> |         |
|-----------------|---------|
| Development     | 2019 Q1 |
| Release         | 2019 Q2 |
| Development     | 2020 Q1 |
| Release         | 2020 Q2 |

- HAP Strategy: 2F
- Comp. Plan Policy: 5.1.a

## Management

### Town/County Employee Rental Program

*Goal:* To manage the Town and County’s employee housing rental programs according to each organization’s policy. *Status:* Management of both programs is on-going. *Next steps:* Provide information to potential tenants, collect rents, and facilitate the rental processes.

| <u>Timeline</u>                 |  |
|---------------------------------|--|
| Continuous throughout the year. |  |

- HAP Strategy: 3

### Grove Phase 1 Rentals

*Goal:* To ensure vacancies are kept to a minimum, tenants are qualified under occupancy and income limits, the building is being properly maintained; that it is a safe and enjoyable place for tenants, bills are being paid, and the operations and maintenance budget is at least breaking even. *Status:* The building is currently at zero vacancy, all tenants are qualified, the building is in good repair, bills are being paid, and the budget is in the black. *Next steps:* Annual lease renewals and qualifications for residential tenants. Continue to work with property management company on maintenance, inspections, and tenant issues, bill payment, collection of rent from residential and commercial units, billing of utilities for commercial units, monthly review and evaluation of financials.

| <u>Timeline</u>                             |         |
|---|---------|
| Notice sent for renewal and requalification | 2019 Q2 |
| Renew/Requalify                             | 2019 Q3 |
| Management                                  | Ongoing |

- HAP Strategy: 3

- Comp. Plan Policy: 5.1.a, 5.1.b

**Existing Development Assistance**

*Goal:* To provide a resource for educational assistance to homeowners and HOA boards when needed so that they understand their role, their Covenants, Conditions and Restrictions and the Housing Department’s Role and Restrictions. *Status:* Housing Department staff attends HOA meetings when requested and responds to questions or concerns from owners. In 2018, the Housing Department was able to assist 25 homeowners avoid a possible default of their restriction by assisting them in a variety of ways get current on their delinquent HOA dues. The Housing Department has also helped homeowners navigate the release of a sunset clause that has expired on their property and has recorded a total of 8 Certificates of Release. *Next steps:* Continue to attend HOA meetings when requested and assist owners and HOAs in other ways that we can be of service.

Timeline  
Continuous throughout the year

- HAP Strategy: 3

**New Development Review**

*Goal:* Ensure that the Housing Rules and Regulations are being met by proposed restricted units in development applications. *Status:* Reviewed 94 developments for compliance with the Housing Rules and Regulations in 2018. *Next steps:* Continue to review development applications as they are submitted to Planning, work with developers in advance to educate them on the expectations and requirements of the Housing Rules and Regulations.

Timeline  
Continuous throughout the year

- HAP Strategy: 3B
- Comp. Plan Policy: 5.1.a

**Sales and Resales and Rentals**

*Goal:* To provide a streamlined transaction between renters or buyer and seller in a time sensitive manner, to ensure homes are not sold for more than their Maximum Resale Value, to ensure buyers or renters are qualified according to the home’s deed restriction and the Housing Rules and Regulations, and to ensure the homes are maintained over time. *Status:* The Housing Department ran 27 drawings for ownership and rental units in 2018. Ongoing. *Next steps:* Facilitate sales with buyers and sellers as existing owners desire to sell their homes. Facilitate move in and move out of Affordable rentals at The Grove. Work with developers of new units to create marketing plans and sales/drawing plans.

Timeline  
Continuous throughout the year

- HAP Strategy: 3
- Comp. Plan Policy: 5.1.a, 5.1.b, 5.1.c

# 5-Year Work Plan

The 5-Year Work Plan is intended to give the community, elected officials, and staff an idea of what projects are slated for implementation over the next few years. Projects that are beyond FY 19-20 are not yet funded and meant to help set future expectations and priorities.

| 5-Year Work Plan Summary                                 |          |  |          |  |          |  |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|--|----------|--|
| Task   | FY 18-19 |  | FY 19-20 |  | FY 20-21 |  | FY 21-22 |  | FY 22-23 |  |
| <b>Workforce Housing Supply</b>                          |          |  |          |  |          |  |          |  |          |  |
| 174 N. King Street (Town)                                |          |  |          |  |          |  |          |  |          |  |
| Grove Phase 3 (County)                                   |          |  |          |  |          |  |          |  |          |  |
| 440 W. Kelly Ave. (Housing Authority)                    |          |  |          |  |          |  |          |  |          |  |
| Jackson/Kelly Street (County)                            |          |  |          |  |          |  |          |  |          |  |
| 105 Mercill Ave (County)                                 |          |  |          |  |          |  |          |  |          |  |
| Karns Meadow Tract 4 (Town)                              |          |  |          |  |          |  |          |  |          |  |
| Funding for Housing - strategy, policy, implementation   |          |  |          |  |          |  |          |  |          |  |
| Land Acquisition & PPP Development (Town & County)       |          |  |          |  |          |  |          |  |          |  |
| Supply Plan Annual Update (Town & County)                |          |  |          |  |          |  |          |  |          |  |
| Sell 260 W. Broadway (Housing Authority)                 |          |  |          |  |          |  |          |  |          |  |
| Grove Phase 1 Future Use (Housing Authority)             |          |  |          |  |          |  |          |  |          |  |
| Regional Employer Roundtable                             |          |  |          |  |          |  |          |  |          |  |
| Workforce Housing State Park                             |          |  |          |  |          |  |          |  |          |  |
| 3590 North Kennel Lane (Housing Authority)               |          |  |          |  |          |  |          |  |          |  |
| 400 W. Snow King Avenue - Planning for Future Use (Town) |          |  |          |  |          |  |          |  |          |  |
| Capital Programs   |          |  |          |  |          |  |          |  |          |  |
| Housing Nexus Study                                      |          |  |          |  |          |  |          |  |          |  |
| <b>Housing Rules &amp; Regulations Clean Up</b>          |          |  |          |  |          |  |          |  |          |  |
| Housing Rules & Regulations Clean Up                     |          |  |          |  |          |  |          |  |          |  |
| <b>Data Collection &amp; Maintenance</b>                 |          |  |          |  |          |  |          |  |          |  |
| Online Intake Form                                       |          |  |          |  |          |  |          |  |          |  |
| Online Drawing Entry Form                                |          |  |          |  |          |  |          |  |          |  |
| Online Application Form                                  |          |  |          |  |          |  |          |  |          |  |
| Apartment Annual Reports                                 |          |  |          |  |          |  |          |  |          |  |
| <b>Compliance</b>  |          |  |          |  |          |  |          |  |          |  |
| Annual Verification: Affordable Rental                   |          |  |          |  |          |  |          |  |          |  |
| Annual Verification: Workforce Ownership & Rental        |          |  |          |  |          |  |          |  |          |  |
| Annual Check In: Affordable Ownership                    |          |  |          |  |          |  |          |  |          |  |
| Active Compliance  |          |  |          |  |          |  |          |  |          |  |
| <b>Education &amp; Outreach</b>                          |          |  |          |  |          |  |          |  |          |  |
| Multimedia education materials                           |          |  |          |  |          |  |          |  |          |  |
| Annual Report  |          |  |          |  |          |  |          |  |          |  |
| <b>Management</b>  |          |  |          |  |          |  |          |  |          |  |
| Town/County Employee Rental Program                      |          |  |          |  |          |  |          |  |          |  |
| Grove Phase 1 Rentals                                    |          |  |          |  |          |  |          |  |          |  |
| Existing Development Assistance                          |          |  |          |  |          |  |          |  |          |  |
| New Development Review                                   |          |  |          |  |          |  |          |  |          |  |
| Sales and Resales  |          |  |          |  |          |  |          |  |          |  |

## Completed Work Plan

This is the second Work Plan since adoption of the Workforce Housing Action Plan in 2015. Below is a list of work completed or that will be complete by the end of FY 17-18.

| Completed Work Plan   |               |              |                                    |
|---|---------------|--------------|------------------------------------|
| Task  | Date Complete | HAP Strategy | Comp Plan Policy                   |
| <b>Workforce Housing Supply</b>                                   |               |              |                                    |
| Hire Housing Director   | July-16       | Ch. 1        | 5.4.a                              |
| Initial Supply Plan Approved                                      | November-16   | Ch.2         | 5.4.a                              |
| Grove Phase 3 - Development Agreement                             | December-16   | 2A, 2B       | 5.1.a, 5.1.b, 5.3.c                |
| Create and Appoint Housing Supply Board                           | December-16   | Ch. 2        | 5.4.a                              |
| Grove Phase 3 - Phase 1 Infrastructure Complete                   | January-17    | 2A, 2B       | 5.1.a, 5.1.b, 5.3.c                |
| Redmond Street Rentals - Development Agreement                    | February-17   | 2B           | 5.1.a, 5.1.b, 5.2.d, 5.3.c         |
| 2017 Supply Plan Approved   | October-17    | Ch. 2        | 5.4.a                              |
| 174 N. King Street - RFP Released                                 | November-17   | 2A, 2B, 2E   | 5.1.a, 5.1.b, 5.2.d, 5.3.c         |
| 174 N. King Street - Choose Partner                               | March-18      | 2A, 2B, 2E   | 5.1.a, 5.1.b, 5.2.d, 5.3.c         |
| Purchase Land (440 W. Kelly Ave)                                  | January-19    | 2B           | 5.1.a, 5.1.b, 5.2.b, 5.3.c         |
| 440 W. Kelly Ave - RFP Released                                   | February-19   | 2B           | 5.1.a, 5.1.b, 5.32.b, 5.2.d, 5.3.c |
| 440 W. Kelly Ave - Choose Partner                                 | April-19      | 2B           | 5.1.a, 5.1.b, 5.32.b, 5.2.d, 5.3.c |
| <b>Housing Rules &amp; Regulations</b>                            |               |              |                                    |
| Housing Rules & Regulations Update                                | June-18       | 3B           | 5.1.a, 5.1.b, 5.1.c                |
| Housing Rules & Regulations Adoption                              | July-19       | 3B           | 5.1.a, 5.1.b, 5.1.c                |
| <b>Data Collection &amp; Maintenance</b>                          |               |              |                                    |
| Community Customer Service Survey                                 | July-17       | 2D, 2F       | 5.1.a                              |
| Online Intake Form  | February-18   | 2F, 3C, 4B   | 5.4.c                              |
| TCG Employee Housing Needs Assessment                             | March-18      | 2E           | 5.2.c                              |
| ToJ Employee Housing Needs Assessment                             | March-18      | 2E           | 5.2.c                              |
| <b>Compliance</b>   |               |              |                                    |
| Hire Compliance Specialist  | November-16   | 3A           | 5.1.a                              |
| Initiate Annual Compliance on Employment-based and Employee Units | June-17       | 3A           | 5.1.a, 5.1.b                       |
| Complete Annual Compliance on Employment-based Units              | 2018, 2019    | 3A           | 5.1.a                              |
| <b>Education &amp; Outreach</b>                                   |               |              |                                    |
| Housing Stock Portfolio   | February-19   | 2F           | 5.1.a                              |
| Annual Report   | 2018, 2019    | 2F           | 5.1.a                              |
| Intake Form Report  | December-18   | 2F           | 5.1.a                              |