

Housing Coordinator – Contract Scope of Work

I. Governance & Organizational Implementation

1. Support formal establishment of the Lake City-Hinsdale County Housing Authority
2. Support formal establishment of the Lake City-Hinsdale County Housing Trust Fund.
3. Develop annual housing work plan aligned with housing goals
4. Develop affordable housing programs and qualification systems
5. Community engagement and progress reporting

II. Grant Writing and Grant Administration

1. Develop grant funding calendar and submission schedule
2. Funding pipeline management (Monitor grant cycles and match funding programs to projects.)
3. Prepare required local match and local support documentation
4. Identify, apply for, and manage grant funding to support the creation and sustainability of affordable housing programs
5. Administer awarded grants (reporting, compliance, reimbursement tracking)
6. Maintain grant compliance files
7. Acquisition/rehab opportunity scanning for the Prop 123 Pipeline

III. Policy Implementation

1. Draft and coordinate adoption of fee waiver policy for deed-restricted housing
2. Develop template deed restrictions and affordability covenants
3. Draft and coordinate adoption of ADU incentive program

IV. Develop Compliance Frameworks

1. Develop tenant eligibility guidelines (AMI verification procedures)
2. Develop lottery or selection systems for affordable units
3. Develop compliance system

V. Sustainable Revenue Development

1. Support public outreach related to sustainable housing funding
2. Develop revenue projections and if applicable, ballot language support materials
3. Provide fiscal impact analysis to elected officials
4. Coordinate development of November 2027 mill levy tax ballot measure (if pursued)