

Jan. 26, 2016
West Tisbury Affordable Housing Committee
Minutes

Present: Larry Schubert, Mike Colaneri, Henry Geller, Glenn Hearn and Vickie Thurber

Absent with Regrets: Ted Jochsberger

Also Present: Rhonda Conley and Susan Puciul

PUBLIC COMMENT

Susan Puciul a real estate agent asked the committee for information pertaining to an accessory apartment on a home her client is looking at purchasing (see attached email). She stated the client does not intend to live in the home year round. Her questions was may the owner rent both the home and apartment. The answer was no as the bylaw reads at present. There was a discussion as to what the client may do. Committee members stated that the client may rent the house as they please but if so the accessory apartment may not be used. The client may use the house as a retreat and not rent the apartment. The apartment may not be used as the retreat and the house rented at market rate. There was some talk of the bylaw needing to be changed so that when a home is sold that the accessory apartment does not lose its affordable livability if the new owner does not reside year around in the home the accessory apartment is attached to. No decision to address this problem was made.

ON GOING BUSINESS

Fire Station Lot: The committee discussed the revised RFP and email from Leedara (see attached). The committee made a few grammar changes, under Ballfield added as a separate item cost, under ground lease changed to \$1.00 no per year. Vickie was concerned that the attachments and the Outline Specs were not available for review. Rhonda stated that she had emailed Leedara about the Specs and also had asked Larry to review as he was a carpenter and may be able to figure from the Sepiessa specs what should be the Fire Station Specs. Larry did not understand Rhonda's request or have a chance to do so. The committee agreed the specs without the Sepiessa details should be part of the RFP. Rhonda stated she will make sure they are sent to Leedara. ***Mike made a motion seconded by Glenn to approve the RFP as amended pending examination of attachments. VOTE 5 YES 0 NO***

Lambert's Cove Town Property: Henry reported that he presented the committee's request to pursue the possibilities of the property for affordable housing. The Selectmen agreed that exploring the possibilities was fine. Henry stated he was contacted by the MV Times on this as was Rhonda. Neither of which told the reporter anything but that AHC had a short discussion on the property.

Luck Lot: Rhonda stated she had spoken to Marie Luck about the selling of the lot. She told Luck that the AHC at a past meeting felt they could not dictate to a land owner how much they sell property for but that when it comes to building on the lot it must be owned by an eligible affordable housing purchaser. As this lot would be deed restricted and sale price restricted the price the eligible purchaser pays for the land will affect how much they can spend on building a home.

Annual Report: Rhonda presented the report for review (see attached). Grammatical errors were corrected. ***Mike made a motion seconded by Glenn to accept the annual report with grammatical errors corrected. VOTE 5 YES 0 NO***

NEW BUSINESS

Halcyon Way: Mike briefly mentioned that there may be some property on Halcyon Way available.

Infrastructure Grant: Mike brought up the possibility of having an Infrastructure Grant for the Fire Station Lot Project. This would entail using the some remaining predevelopment monies for the project to help with infrastructure such as the wells, septic and road. He asked that Rhonda speak to Bruce about this.

Mike made a motion seconded by Glenn to accept the 1/12/16 minutes as written. VOTE 4 YES 0 NO 1 ABSENT

Larry made a motion seconded by Vickie that the Lambert's Cove town owned land be referred to as its State Rd. address. VOTE 4 YES 0 NO 1 ABSENT

Adjourned at 8:15 PM

The next AHC meeting will be Feb. 9, 2016 at 7 PM in the town Hall 2nd floor conference Rm.

Respectfully submitted by Rhonda Conley

Attachments

TOWN OF WEST TISBURY

REQUESTS FOR PROPOSALS

For the Fire Station Lot Community Housing

The Town of West Tisbury through its Affordable Housing Committee invites qualified responders to submit a proposal for affordable rental housing construction and management. The selected responder will be responsible for the construction of three triplex-style clusters, for a total of 9 apartments, to be constructed on a portion of the 4.98 acre parcel of land in West Tisbury located at 565 Edgartown Road, Assessor's Parcel 31-36 (the "property"). The Town of West Tisbury will convey the property to the selected responder via a ground lease at \$1.00. The selected responder or its designee will be responsible for permitting, funding, construction and ongoing property management. Units will be restricted affordable in perpetuity

Change name of project to West Tisbury Community Housing Project at 565 Edgartown Rd. throughout RFP.

I General Information

- 1) Proposals will be accepted at the **West Tisbury Town Hall, Office of the Executive Secretary, 1059 Main Street, P.O. Box 278, West Tisbury, MA 02575**, until **2:00 PM, [REDACTED]**. Applicants must submit one original application and 12 (twelve) copies in a sealed envelope marked "Fire Station Lot Community Housing" Faxed or e-mailed proposals will be deemed non-responsive and will be rejected. If, at the time of the scheduled response opening, Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the response opening will be postponed until 2:00 PM on the next normal business day. Submittals will be accepted until that date and time. **Will open at Selectmen's Meeting. All dates must be decided soon. Question: How soon after advertising in appropriate places can set dates for bidder's conference, etc.**

2) Award will be made within sixty (60) days after response opening unless otherwise stated in the specifications or the time for award is extended by mutual consent of all parties. All submittals shall be valid for a minimum period of sixty (60) calendar days following the date established for acceptance.

3) If any changes are made to this RFP, an addendum will be issued. Addenda will be e-mailed, mailed or faxed to all companies and individuals on record as having requested the RFP.

3) There will be a **Bidders Conference** on site, _____.

4) **All inquiries or questions regarding this RFP should be submitted via e-mail no later than 2 pm** _____ **to Ms. Leedara Zola, Housing Consultant, leedarazola@gmail.com.** Responses to inquiries and questions will be mailed, faxed or emailed to all companies and individuals on record as having requested the RFP.

5) Responses may be modified, corrected or withdrawn only by written notice received by the Town of West Tisbury prior to the time and date set for the response opening. Modifications must be submitted in a sealed envelope clearly labeled "Modification No. ____" and must reference the original RFP response.

6) Responses received prior to the date of opening will be securely kept, unopened. No responsibility will attach to an officer or person for the premature opening of a response not properly addressed and identified. Any submittals received after the advertised date and time for opening will be considered non-responsive and be returned to the responder unopened.

7) Proposals, which are incomplete, conditional or obscure, will be rejected. No award will be made to any proposer who cannot satisfy the Awarding Authority that he/she has sufficient ability and sufficient capital to enable him/her to meet the requirements of these specifications. The Awarding Authority's decision or judgment on these matters shall be final, conclusive and binding.

8) The Town of West Tisbury reserves the right to reject any and all responses and to waive any minor informality in responses received whenever such rejection or waiver is in its best interest.

9) The Town of West Tisbury may cancel this RFP, in whole or in part, or may reject all Proposals, or may procure only some goods and/or services outlined in this RFP whenever such action is determined to be fiscally advantageous, or if it is otherwise in the best interest of the Town of West Tisbury.

10) The Town of West Tisbury may request that supplementary information be furnished to assure the Town of West Tisbury that a proposer has the technical competence, the business and technical organization, and the financial resources adequate to successfully perform the necessary work.

11) The Town of West Tisbury will not be responsible for any expenses incurred in preparing and submitting responses. All submittals shall become the property of the Town of West Tisbury. All deliverables, reports, maps and other documents resulting from this contract shall become the property of the Town of West Tisbury.

12) The RFP, and any subsequent contract for the services, is hereby issued in accordance with M.G. L. c. 30B. The selected proposer shall be expected to comply with all applicable state and federal laws in

performance of service and acceptance of the land from the Town of West Tisbury, including but not limited to M.G.L. c. 44, § 63A, M.G.L. c. 60, § 77A and M.G.L. c. 60, § 77B.

13) Response to this RFP acknowledges the proposer's acceptance of all sections and requirements of this document. The proposer's response to the RFP will be incorporated within the contract. If the proposer's proposal does not comply with the requirements of this RFP, or if an item is not understood in any way, a copy of that section of the RFP must then be included in the proposal and all its copies clearly stating the deviation, additions, or other comments.

14) The Town of West Tisbury makes no representations or warranties, express or implied, as to the accuracy and or completeness of the information included in this RFP. This RFP, including all attachments, supplements and/or future addendums, is made subject to errors, omissions, and withdrawal without prior notice, and to changes to, additional, and different interpretations of laws and regulations.

15) The Tax Compliance Certification and the Certificate of Non-Collusion must be included with the response. These forms must be signed by the authorized individual(s).

II. Background

A. Housing Needs

The Department of Housing and Community Development lists West Tisbury as having 1.8% of its year-round housing stock affordable to low-to-moderate income households. The state goal is 10%. Compared to other Vineyard towns (ranging from Aquinnah with 25.9% to Chilmark with 0.7%), West Tisbury has the second least affordable housing.

The National Low Income Housing Coalition publishes a yearly "Out of Reach" report on rental housing affordability. The 2014 report lists Dukes County as having the second highest housing cost related to minimum wage (second only behind Nantucket, a dubious distinction). A Dukes County renter household needs the equivalent of 3.1 full time jobs at minimum wage in order to afford a 2 bedroom at fair market rent. At area mean wage for renter households (different than minimum wage) a Duke's County household needs 2.1 full time jobs.

With a very high seasonal demand for rental housing, year-round stable affordable rentals are rare, if not virtually impossible, to find.

B. 2015 Dukes County Area Median Incomes

2015 Income Limits, Based on Percentage of Dukes County Area Median Income (AMI)

	1-person	2-person	3-person	4-person	5-person	6-person
30% of AMI	\$18,400	\$21,000	\$23,650	\$26,250	\$28,410	\$32,570
50% of AMI	\$30,650	\$35,000	\$39,400	\$43,750	\$47,250	\$50,750
80% of AMI	\$46,100	\$52,650	\$59,250	\$65,800	\$71,100	\$76,350
100% of AMI	\$61,180	\$69,920	\$78,660	\$87,400	\$94,390	\$101,380

120% of AMI	\$73,420	\$83,900	\$94,390	\$104,880	\$113,270	\$121,660
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Source: Dukes County Regional Housing Authority

C. Affordable Rental Rates

2015 Affordable Rent (assuming utilities included)

	1-bedroom	2-bedroom	3-bedroom
30% of AMI	\$460	\$591	\$683
50% of AMI	\$766	\$985	\$1,138
80% of AMI	\$1,153	\$1,481	\$1,711
100% of AMI	\$1,530	\$1,967	\$2,272
120% of AMI	\$1,836	\$2,360	\$2,727

Source: Incomes from Dukes County Regional Housing Authority

Calculation based on 1 person per bedroom for 1bdm; 1.5 persons per bedroom for 2bdm and 3 bdrm

III. Request for Proposals

A. Project Description

The Town of West Tisbury through its Affordable Housing Committee invites qualified responders to submit a proposal for affordable rental housing construction and management. The selected responder will be responsible for the construction of three triplex-style clusters, for a total of 9 apartments, to be constructed on a portion of the 4.98 acre parcel of land in West Tisbury located at 565 Edgartown Road, Assessor's Parcel 31-36 (the "property"). The Town of West Tisbury will convey the property to the selected responder via a ground lease at \$1.00. The selected responder or its designee will be responsible for permitting, funding, construction and ongoing property management. Units will be restricted affordable in perpetuity

The purpose of this Request for Proposal (RFP) is to select a developer who can demonstrate the experience and capacity to timely and successfully:

- Enter into a ground lease with the Town of West Tisbury
- Perform community outreach prior to permitting; ensure site plan takes into account existing uses of the property and the neighborhood in general, and works to be harmonious with these to the greatest extent practical
- Secure all appropriate approvals and permits. It is anticipated that this project will be permitted under the Town of West Tisbury Zoning Bylaw Section 4.4 "Housing" or in the alternative, permitting under Massachusetts General Law Chapter 40B.
- Ensure all nine units are included on the Department of Housing and Community Development (DHCD) Subsidized Housing Inventory (SHI). This requirement may be waived at the discretion of the Town of West Tisbury

- If applicable, execute a Regulatory Agreement in a form acceptable to the Town of West Tisbury and the Department of Housing and Community Development.
- Construct buildings in three triplex-style clusters, for a total of 9 apartments
- Work cooperatively through marketing, including lottery **if necessary**, utilizing the Town's selection processes for future assignments.
- Effectively and productively manage the 9 units of affordable rental housing, ensuring a quality, sustainable neighborhood; or at the approval of the Town of West Tisbury, hire a local management team under a management agreement approved of by the Town of West Tisbury.

See Attachment B for a sample Ground Lease. See Attachment C for a sample Regulatory Agreement.
Management Agreement

The selected responder will be responsible for conducting community outreach and design review, including presenting draft plans and specifications to the community and neighbors before applying for a permitting.

The selected responder should work in harmony and collaboration with other uses of the property, including the ball field, and will share a driveway curb-cut onto Edgartown Road with the ball field.

The selected responder will be responsible for securing all permits and necessary zoning relief. It is expected that this project will be under a Special Permit through the Town of West Tisbury Zoning ByLaw Section 4.4 Housing

The selected responder will be responsible for ensuring the units are included on the Department of Housing and Community Development (DHCD) Subsidized Housing Inventory (SHI). It is expected that this would be via the Local Initiative Program (LIP).

The selected responder will be responsible for quality construction of the units.

The selected responder will work cooperatively with the West Tisbury Affordable Housing Committee or other entity approved by the Town of West Tisbury, through outreach, marketing, lottery and maintenance of appropriate waiting lists.

The Town of West Tisbury will require that the Developer use best efforts to secure the maximum local preference allowed by law in the initial lottery.

E. Property Description

The property is a portion of the 4.98 acre parcel of land in West Tisbury located at 565 Edgartown Road, Assessor's Parcel 31-36. See attached deed, maps and Concept Plan prepared by Vineyard Land Surveying & Engineering, Inc. and dated March 30, 2015. Selected responder and the Town of West Tisbury will agree upon a building envelope. **Does the land need to be surveyed that will be leased before the RFP awarding? Will it be necessary to subdivide or will the survey and lease be sufficient?**

IV. Goals and Guidelines

The Town of West Tisbury has established the following guidelines as a reflection of its goals for quality development of the property. Priority will be given to applicants who demonstrate the ability to best meet these goals, as determined by the evaluation criteria in this RFP

A. General Design and Construction Guidelines

All structures must comply with any local applicable code, including “stretch code”, Massachusetts State Building Codes, Massachusetts Electrical Code, Massachusetts Plumbing and Heating Code, Massachusetts Fire Code, and Massachusetts Sanitary Code.

There is no preference for type of construction. Modular or panelized construction is acceptable, as is traditional “stick-built” construction.

Buildings and Units will be Sited within a building envelop as approved of by the West Tisbury Affordable Housing Committee and the West Tisbury Board of Selected. **Should follow as close as possible to preliminary plans.**

******* To the greatest extent possible, building plans should be harmonious with the existing architecture of the neighborhood and the Town of West Tisbury *******

B. Community Outreach

The selected responder will be responsible for conducting community outreach and design review, including presenting draft plans and specifications to the community and neighbors before submitting applications for permitting

C. Building and Unit Specifications

The preference is for units clustered in triplex-style configurations; with three clusters of three units each. There shall be no more than 7 buildings total. Unit configuration must include three 3-bedroom units, three 2-bedroom units and three 1-bedroom units. The maximum total number of bedrooms is 18.

One of the 1-bedroom units must adhere to ADA standards. All of the ground floor living space must meet visitability standards.

The site plan must include 18 parking spaces, including 3 handicapped spaces.

D. Energy Efficiency and “Green” Construction

Proposals shall provide the most energy efficient residential project within the constraints of this development. Energy Star Standards shall be adhered to. The Town of West Tisbury encourages applicants to suggest in their proposal changes to the design that would improve the energy efficiency and maintenance of the houses and encourages applicants to suggest “green” technologies and/or LEED construction **and/or solar panel arrays.**

E. Landscaping and Site Work

Proposals will include finish grade (taking into account appropriate and reasonable drainage techniques), lawn, shrubs and gravel driveways. 50 ft. no cut area to neighbor side as well as a buffer between the development and ballfield. Min. vegetation removal. An area for a community garden area. All landscaping must be approved by the AHC.

F. Readiness to Proceed and Timelines

Developer shall show the ability to start on the Fire Station Lot Community Housing within a reasonable timeframe, no later than 9 months after RFP docs executed preferably earlier. Start shall be evidenced by securing of a building permit. Construction shall be completed, as evidenced by a Certificate of Occupancy, and the Units shall be rented to eligible and qualified households, preferably earlier but no later than 2 yrs. After bldg. permits issued. Timelines may be extended by mutual agreement of the Developer and the Town of West Tisbury. In the event the Developer defaults on the aforesaid obligations, at the Town's option, title to the land shall revert to the Town or its designee.

G. Financial

Selected responder shall be responsible for all costs associated with permitting, construction, household selection and ongoing rental maintenance and management, and shall demonstrate the financial capacity to manage and complete the Project.

Assistance shall be provided by the Town of West Tisbury in the form of documentation for any grant applications or subsidies for which the selected responder may chose to apply.

H. Ground Lease

See Attachment B for a sample Ground Lease

V. Evaluation Criteria

The criteria to be used by the Town of West Tisbury in evaluating the proposals are as follows.

A. Minimum Threshold Criteria

The project must meet the minimum threshold criteria. Submittals failing to comply with one or more of the minimum criteria stated below shall be disqualified from further consideration:

1. The response must be complete and must conform with all submission requirements
2. Proposal must be for nine units; three 3-bedroom units, three 2-bedroom units and three 1-bedroom units, with a maximum of 18 total bedrooms and 7 total buildings.
3. One of the 1 bedroom units must meet all ADA standards. All units must meet handicap visitability standard. This will also require walkways to meet these standards.
4. Affordability (utilizing the Town's selection processes for future assignments): Unit must be affordable to households earning at or below 80% of the Duke's County Median Income
5. Responder must certify compliance on all state and local taxes (see attachment H)

B. Comparative Evaluation Criteria:

Projects meeting the minimum criteria will be judged on the following additional comparative evaluation criteria. The Town of West Tisbury reserves the right to award the contract to the responsive and responsible proposal which best meets the Town's needs, taking into account qualifications, submittal quality and evaluation criteria. The awarding authority's decision or judgment on these matters shall be final; the Town of West Tisbury will use the comparative criterion for each separate rating area, and based upon these criteria, will assign an overall rating to each proposal. Each of the criteria may contain ratings of:

Unacceptable
Not Advantageous
Advantageous
Highly Advantageous

An "Unacceptable" rating in any one of the criteria may eliminate the proposal from further consideration:

1. Strength of Development Team

Applicants will be evaluated on the strength of the development team as evidenced by the experience with projects similar to the Fire Station Lot Project. Experience evaluated will be that of the organization's principal (executive director, chief executive officer, or similar position) and the individual designated to lead the Fire Station Lot Project (project manager or other similar position).

- Unacceptable: Either the organization's principal or the project manager has had no experience with similar projects within the last 5 years.
- Not Advantageous: Either the organization's principal or the project manager have had experience with only 1 similar project within the last 5 years.
- Advantageous: both the organization's principal and the project manager have had experience with 2 or more similar projects within the last 5 years.
- Highly Advantageous: both the organization's principal and the project manager have had experience with 3 or more similar projects within the last 5 years.

2. Construction Experience

Applicants will be evaluated based on the extent of the organization's construction experience with residential new construction affordable rental projects.

- Unacceptable: Applicant has less than 5 years of the above stated construction experience
- Advantageous: Applicant has 5 to 8 years of the above stated construction experience
- Highly Advantageous: Applicant has more than 8 years of the above stated construction experience

3. Rental Property Management Experience

Development Team will be evaluated on the extent of the organization's experience with Rental Property Management in the context of affordable housing.

Should it say if using a management team it must meet these standards?

- Unacceptable: Applicant has no experience with rental property management in the context of affordable housing
- Advantageous: Applicant has 5 years or less of experience with rental property management in the context of affordable housing
- Highly Advantageous: Applicant has more than 5 years of experience with rental property management in the context of affordable housing

4. Financial Experience and Capacity

Applicants will be evaluated on the extent to which financial references verify financial capacity of applicant and the extent of their financial strength to support the most favorable terms from a construction lender.

- Unacceptable: Applicant has not demonstrated financial capacity by providing adequate documentation to allow reviewers to determine financial viability
- Not Advantageous: Applicant has provided basic documentation regarding financial capacity however it is not clear that applicant has the financing or cash flow to adequately complete the project
- Advantageous: Applicant has provided sufficient documentation to demonstrate financial viability and cash flow to complete the project
- Highly Advantageous: Applicant has provided ample documentation to demonstrate financial viability and cash flow with a lending letter of interest naming this project and documenting availability of financing

5. Project Discussion and Cost Projections

Applicants will be evaluated on the extent of their project understanding, especially pertaining to the goals of creating quality affordable housing that can be rented affordably to income qualified households, as evidenced by Applicant's Narrative Description of the Proposed Development and Development Budget.

- Unacceptable - Proposal did not adequately convey Applicant's understanding of the project goals and approach to completing the project successfully.
- Not Advantageous - The response indicates Applicant may understand the project goals, but the materials provided are not clear enough to make a determination. Applicant's approach does not instill confidence in a plan to complete the project in a well thought out manner.
- Advantageous - The Narrative and Budget provided indicate Applicant will meet the project goals and show the Applicant's demonstrated understanding of the project and approach to the work required
- Highly Advantageous - The Narrative and Budget provided clearly indicate Applicant's understanding of the project goals and ability to successfully meet these goals; shows the Applicant's demonstrated understanding of the project; Applicant's ability to bring leadership to the project and that their approach to the project demonstrates a creative and thorough process

6. Project Discussion and Design Proposals

Applicants will be evaluated on the extent of their project understanding, especially pertaining to the goals of creating quality affordable housing that is harmonious with the existing architecture of

the neighborhood and the Town of West Tisbury, and meets the Goals and Guidelines in the RFP, as evidenced by Applicant's Narrative Description and Preliminary Site Plans.

- Unacceptable - Proposal did not adequately convey Applicant's understanding of the project goals, and approach to designing the project successfully.
- Not Advantageous - The response indicates Applicant may understand the project goals, but the materials provided are not clear enough to make a determination. Applicant's approach does not instill confidence in a plan to design the project in a well thought out manner.
- Advantageous - The Narrative and Preliminary Site Plans provided indicate Applicant will meet the project goals and show the Applicant's demonstrated understanding of the project and approach to the design.
- Highly Advantageous - The Narrative and Preliminary Site Plans provided clearly indicate Applicant's understanding of the project goals and ability to successfully meet these goals; shows the Applicant's demonstrated understanding of the project; Applicant's ability to bring leadership to the project and that their approach to the design demonstrates a creative and thorough process

7. Readiness to Proceed

Applicants will be evaluated on their ability to begin the project in a timely manner as demonstrated by the Projected Development Schedule. Start shall be evidenced by securing of a building permit.

- Unacceptable: Applicant did not provide a Projected Development Schedule
- Not Advantageous: Applicant has provided a Projected Development Schedule that documents the ability to start the project 24-36 months after the execution of the ground lease
- Advantageous: Applicant has provided a Projected Development Schedule that documents the ability to start the project 12-24 months after the execution of the ground lease
- Highly Advantageous: Applicant has provided a Projected Development Schedule that documents the ability to start the project within 12 months or less after the execution of the ground lease

8. Ability to Work with Local Government and Funding Sources

Applicants will be scored according to the extent of successful experience working with government-assisted programs and funding sources during the last five years.

- Unacceptable: Applicant with less than one year successful experience working with government assisted programs
- Advantageous: Applicant with one to five years successful experience working with government assisted programs
- Highly Advantageous: Applicant with more than five years of successful experience working with government assisted programs

9. Green Construction

Proposal will receive additional consideration for green construction as follows:

- Unacceptable: Lack of adherence to Energy Star standards
- Not Advantageous: Adherence to Energy Star standards
- Advantageous: Additional “green” aspects to construction beyond Energy Star
- Highly Advantageous: LEED certified construction

VI. Submission Requirements

Applicants must submit all of the following information:

1. Letter of Interest signed by all principals of the applicant organizations
2. Narrative description of the proposed development, including description of development team (key consultants, property manager, architect, contractor and attorney). The narrative should detail previous experience of members of team and should also provide details on similar projects completed.
3. Project Information (**MUST USE:** One Stop located at www.mhic.com)
 - a. Project Description and Development Team Summary (One Stop Section 1&2)
 - b. Sources and Uses (One Stop Section 3)
 - c. Operating Pro-Forma (One Stop Section 4)
 - d. Preliminary site plan
 - e. Preliminary architectural floor plans and elevations
 - f. Projected development schedule
4. Financial and Developer Information:
 - a. Developer Financials: Most recent federal tax forms and audited financial statements
 - b. Letters of interest from lender(s) or other documentation of funding sources
 - c. References (no more than three), including name, title and contact information
 - d. List/Description of other real estate owned
5. Forms and Certificates
 - a. Certification of Tax Compliance (M.G.L. c. 62C, 49A) (Attachment F)
 - b. Disclosure of Beneficial Interests (M.G.L. c.7, 40J) (Attachment G)
 - c. Certificate of Non-Collusion (Attachment H)
 - d. Information regarding any legal or administrative actions, past, pending or threatened that could relate to the conduct of the applicant’s business (Attachment I).

VII. Selection Process

All packages submitted by the deadline will be opened in public and logged in. All information contained in the proposals is public. The Town of West Tisbury, its Affordable Housing Committee or its designee(s) will review and evaluate all proposals that have been received by the submission deadline. Evaluation of the proposals will be based upon the information provided in the applicant’s submission in accordance with the selection criteria outlined in this RFP and any interviews, references and additional information requested by the Town. The Affordable Housing Committee will make a recommendation to

the West Tisbury Board of Selectmen. The Board of Selectmen will be the awarding authority. The Town of West Tisbury will notify all applicants in writing of its decision.

Attachments:

- Attachment A: Site Information, Maps, Deed and Concept Site Plan
- Attachment B: Sample Ground Lease
- Attachment C: Sample Regulatory Agreement
- Attachment D: November 2015 Town Meeting Vote
- Attachment E: Town of West Tisbury Zoning Bylaw
- Attachment F: Certificate of Tax Compliance Form
- Attachment G: Disclosure of Beneficial Interests Form
- Attachment H: Certificate of Non-Collusion Form
- Attachment I: Information on Legal and Administrative Actions

2015 Report of the West Tisbury Affordable Housing Committee

West Tisbury Affordable Housing Committee (WTAHC) continued to focus its efforts on the goal of promoting and providing a supply of affordable housing for the residents of West Tisbury. Since the start of the WTAHC in West Tisbury, 43 home/home site lots have been created, 41 affordable accessory apartments are rented or used by family members and 14 apartments are presently being subsidized for affordable housing with CPC funding. The accessory and rental assisted apartments and two rental facilities are overseen by Dukes County Regional Housing Authority (DCRHA).

Collaborating to bring affordable housing to West Tisbury. The WTAHC continues to work and support projects of affordable housing by non-profits and private developers such as Habitat for Humanity (Habitat) and Island Housing Trust (IHT).

The WTAHC has completed a preliminary study of creating rental units on town owned land near the Fire Station at 565 West Tisbury-Edgartown Rd. The towns' people voted to proceed with the development in Nov. at a Special Town Meeting. This parcel was chosen for its advantages of abutting the State Forest, on the bike path and bus route, within walking distance of town center and size of lot. The WTAHC hopes to create 9 affordable rental units (3-3 bdrm, 3-2 bdrm, 3-1 bdrm with 1 of these being handicap accessible) that will be maintained in perpetuity. Request for bids to ground lease and build the project should go out late winter to early spring.

Working with other committees

The WTAHC continues to be involved in the island-wide Joint Affordable Housing Group through the MVC that joins to share affordable housing ideas and issues.

Glenn Hearn represents the WTAHC on the Community Preservation Committee.

Vickie Thurber is the present DCRHA represented from West Tisbury

The other members of the committee also sit or represent various committees of West Tisbury.

WTAHC along with the other island towns and the MVC supported the undertaking of assessing the housing needs of the community. The Martha's Vineyard Housing Needs Assessment has been completed. It is available to the public. Here are a few of the figures. West Tisbury's largest age population appears to be between the ages of 55-64 at 22% with the median age being 45.5. The report says there are 260 individuals living below the poverty line in West Tisbury. These figures are based on the 2010 census states the report. The median cost of a single family home figure is \$704,000 but the average (median income) family affordable price is \$372,500 leaving a gap of \$331,500. The overall island wide summary states that more than ¼ of all households earned less than \$35,000.00 and that there are declining numbers of younger residents and an increase in the older ones. The summary

of priorities states rental units especially for the extremely and very low-income residents, seniors and working class families as number one need. DCRHA has a rental waiting list of 230 households, 28 of those living in West Tisbury.

Recommendations to address the housing needs included identifying development opportunities that provide some greater scale and density in appropriate locations, adopting zoning and regulatory changes that will better utilize existing developable property which includes affordable housing, continue to donate publicly owned property for affordable housing, reach out to private donors, adopt fee waivers or reductions for affordable housing and work together as a whole island community to develop affordable housing for the community.

How You Can Help

The WTAHC encourages homeowners with large lots to consider using the home site lot creation bylaw by which you can create an affordable home on a smaller lot or maybe create an affordable accessory apartment (See Zoning Bylaw Section 4.4). This year has seen many inquiries into this part of the bylaw. Due to the inquiries handouts have been created and are available at the WTAHC desk on the third floor. They may also be downloaded from the town website.

The committee continues to update its comprehensive handbook, which contains the WTAHC guidelines to assist prospective affordable homeowners and developers seeking information on zoning issues and bylaws that affect affordable housing in West Tisbury. The handbook is available on the third floor at town hall, by calling the WTAHC administrative assistant or by emailing affordhouse@westtisbury-ma.gov.

Membership

The AHC welcomes our newest member Ted Jochsberger. Ted joined us this summer and is full of zeal for the affordable housing cause.

The committee extends a welcome to the townspeople to join the committee in supporting housing. Anyone with ideas and a willingness to help create affordable housing should come to the meetings held on the second and fourth Tues. of the month at 7 PM in town hall. At present, there is one vacant at-large seat and two alternate positions open.

This year the committee continues to search out opportunities to create and obtain affordable housing for West Tisbury. Many thanks go out to those individuals, businesses and organizations that have contributed and continue to give their time and expertise to creating affordable housing solutions and to helping the WTAHC reach their goals in the affordable housing endeavors.

A special thanks and appreciation are extended to Joanne Scott and Ernie Mendenhall. Joanne after 4 years with the committee, leading it for 2 of those years, promoting affordable housing to all those she encountered resigned.

Ernie, as anyone who knew him will tell you, worked tirelessly for the town. His work on behalf of the WTAHC spanned over decades and is a real loss to our committee as well as the town. His great sensibility and knowledge will be missed.

Respectfully submitted by:

Joanne Scott, At Large Rep. (Chair)-Resigned

Mike Colaneri, Board of Assessor's Rep. (Vice Chair)

Glenn Hearn, Selectmen's Rep.

Henry Geller, Planning Board Rep.

Larry Schubert, Building Dept. Rep. (Interim Chair)

Julie Sierputoski, At Large Rep.-Resigned

Vickie Thurber, Board of Health Rep,

Ernest Mendenhall, Alternate -Deceased

Ted Jochsberger, New At-Large Rep.