

ADDENDUM B

Guidelines & Form for Advisory Committees to Make Annual Report to Board of Commissioners

- I. Schedule your annual report with the Clerk to the Board during July to September of each year.
- II. Limit your presentation to no more than **15 minutes**, but be prepared for additional time for questions from the Board of Commissioners
- III. Provide the written Summary Report (next page) to the Clerk to the Board at least two weeks prior to the date of the meeting so that it can be attached to the agenda. Attach any other handouts as needed. Graphs and charts are always helpful.
- IV. You may choose to make your presentation as a PowerPoint or talk from your Summary Report. If you provide a PowerPoint, please provide that to the Clerk to the Board along with your Summary Report.
- V. The chair of the Advisory Committee should make the report unless he/she designates someone else to do so.

ADVISORY COMMITTEE SUMMARY ANNUAL REPORT

NOTE: Attach current list of members and identify officers.

Name of Committee:	Affordable Housing Advisory Committee	
Date of Presentation:	October 21, 2019	
Time Period Covered:	October 2018 – September 2019	
# of Meetings Held During Period (including any special meeting or community input)	17 (including attendance at the Chatham County Landlord Forum, Siler City Chicken Festival, the Chatham County Sherriff Appreciation Day, and holding a Chatham County Affordable Housing Community Event in July 2019)	
MISSION & GOALS – Summarize concisely the committee’s mission (charge), key goals, objectives and measures below. You also may attach as a separate document, but limit to no more than one page single-spaced.		
<p>Mission: Relaunched in fall 2017, the Chatham County Affordable Housing Advisory Committee will make recommendations to the Chatham County Board of Commissioners for procedures and policies around affordable housing. The Committee will be instrumental in implementing the Chatham County Affordable Housing Strategy Toolbox.</p> <p>Charge and Responsibilities:</p> <ul style="list-style-type: none"> • Reviewing affordable housing policies and procedures and providing recommendations and comments to advise County leadership. • Understanding the Chatham County Affordable Rental Housing Strategy Toolbox and helping to implement priorities. • Providing feedback and assistance in developing additional strategies to support affordable homeownership opportunities and transitional housing in Chatham County. • Helping to promote opportunities related to affordable housing like fair housing workshops, RFPs, and surveys. • Submitting an “Advisory Committee Summary Annual Report” to the Chatham County Board of Commissioners. <p>Priority Goals: In this first year the Committee has focused on education around the affordable housing challenge in Chatham County and implementation of five priority goals from the <i>Chatham County Affordable Rental Housing Strategy Toolbox</i>. These are:</p> <ul style="list-style-type: none"> • Increase number and diversity of affordable rental options • Preserve existing legally-binding affordable housing • Preserve naturally occurring affordable housing (NOAH) • Ensure rental quality • Support low-income renters <p>The metrics, desired trends, and data measuring progress are provided on the attached infographic.</p>		

ACCOMPLISHMENTS & ACTIVITIES – Summarize concisely below the committee’s major accomplishments and activities of the past year. This should include reports, research, projects, public input, etc. Be sure to identify how they relate to specific goals, objectives or measures. You also may attach as a separate document but limit to no more than one page single-spaced.

Given that this is a new committee and many of the members are new to the topic of affordable housing, we frequently hosted guest speakers from different county departments or organizations that are working on affordable housing to help educate the committee about existing efforts, challenges, and opportunities. The second half of each meeting is generally spent working on policies or other items related to the priority goals.

Activities, Reports, & Policies Drafted and/or Completed (*relevant goals shown in italics*):

- **Landlord Forum** – Members of the Advisory Committee and County and TJCOG staff hosted a Landlord Forum on October 13, 2018. Community members, staff from non-profit organizations, individual landlords as well as property management staff from larger multi-family properties were in attendance. Staff from the Chatham County Housing Authority provided information on the Section 8 Housing Choice Voucher Program for landlords interested in accepting Vouchers for their properties. Lauren Brasil from the Fair Housing Project of Legal Aid of North Carolina provided training on fair housing and housing discrimination to attendees. Staff from TJCOG led the attendees through questions to identify potential landlord incentives that the County could adopt to promote housing quality and improve affordable housing options within the private market. (*Addresses all priority goals and promotes education about the needs, challenges, and opportunities in the county*).
- **Research on Potential Landlord Incentives** – As a follow up to the Landlord Forum, TJCOG staff reviewed various landlord incentives identified by the group at the October event. Some of these included creating a risk mitigation fund, creating a series of trainings for landlords that cover key topics, such as property maintenance, fair housing, and tenant rights. Staff presented this information to members of the Advisory Committee, who provided feedback on the potential ideas. Additional research and consideration will be undertaken by County and TJCOG staff prior to moving forward with any of the incentives. (*Addresses all priority goals and promotes education about the needs, challenges, and opportunities in the county*).
- **Community Engagement at Siler City Chicken Festival and Sheriff’s Appreciation Day** – Members of the Advisory Committee and County and TJCOG staff participated in two community engagement events throughout the last year – the Siler City Chicken Festival in May 2019 and the Sheriff’s Appreciation Day in September 2019. Members and staff shared information about housing resources, fair housing, and tenants’ rights in English and Spanish and engaged with community members about some of their housing challenges. (*Addresses all priority goals and promotes education about the needs, challenges, and opportunities in the county*).
- **Emergency Housing Funds Policy** (adopted August 2019) – a set of guidelines for how the Emergency Housing Funds money set aside by the County Commissioners may be spent, and the process for eligible applicants to apply for funding. Emergency Housing Funds are to provide support in case of mass displacement, homelessness, or for individuals or families in need of immediate shelter. (*Support low-income renters, foster healthy communities, and improve economic mobility & equity*).
- **Housing Trust Fund Application and Scoring Guides** – Advisory committee members and staff drafted and approved for recommendation an application and scoring guides for the County’s Housing Trust Fund. The application and scoring guides will be used to assess applications for funding. Applications were released on August 31, 2019. The deadline for submission is November 1, 2019. Information about the Housing Trust Fund, including applications and scoring guides, has been made available on the County’s website. A Frequently Asked Questions document will be posted to the website during

the Housing Trust Fund application period. *(Increase number and diversity of affordable housing options, preserve existing legally-binding and naturally occurring affordable housing)*

- **Location Policy** (draft policy updated December 2018) – a scaled incentive policy that incentivizes residential development projects to include affordable and/or workforce housing; design features for energy efficiency or universal design; target special populations, including older adults, persons with disabilities, and veterans; and be located near amenities and resources such as transit, job centers, grocery stores, schools, etc. The incentives include exemption from increased property taxes and fee reimbursements. *(Increase number and diversity of affordable housing options)*
- **School Impact Fee Reimbursement Policy** (policy updated December 2018) – incentive policy that reimburses school impact fees (single-family impact fee is \$3,500/unit, multi-family impact fee is \$1,100/unit). The applicant must certify in writing that the project will remain affordable to the anticipated beneficiary for a minimum of 10 years. *(Increase number and diversity of affordable housing options)*

Speakers & Presenters at Committee Meetings:

- Jim Nass, Pittsboro Affordable Housing Task Force
- Dennis Streets, Chatham County Council on Aging
- Sara Odio, University of NC Chapel Hill’s School of Government/Development Finance Initiative

BARRIERS & CHALLENGES – Identify any barriers or challenges that make it difficult for the committee to achieve goals or objectives. Limit to the space provided below.

Despite the continued efforts of the County and the Advisory Committee, the need for affordable housing in Chatham County continues to grow. Because affordable housing is an issue with a lot of challenges, such as the limited and decreasing financial support from state and federal sources, rising construction costs, the very constrained housing market in the region, the financial, policy, and advocacy support from the County Commissioners is necessary to make further progress towards improved housing conditions and affordability within the County. Support for policy creation, adoption, and implementation for affordable housing will be necessary as the County and towns continue to experience growth and further constrained housing markets.

RECOMMENDED CHANGES: Please list any recommendations to the Board of Commissioners related to the changes in the advisory committee’s membership, mission, goals, objectives or other related issues.

No recommended changes. The committee intends to continue focusing on the five priority goals this coming year.

OTHER INFORMATION: Provide any other information or observations that the Board of Commissioners should know about. Provide in the space below.

County staff and Triangle J COG have been working with the Pittsboro Affordable Housing Task Force, Siler City Town staff, the Building Integrated Communities group (Siler City), and the Chatham County Council on Aging directly on projects relating to affordable housing over the past year as well.

Staff continues to pursue funding opportunities and develop partnerships to help further improve housing quality and affordable housing availability for Chatham County residents.