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To: Martha's Vineyard Boards of Selectmen,  
Dukes County Regional Housing Authority, and MVC  
Cc: Affordable Housing Committees, Affordable Housing Trust  
Fund Committees, and JAHG  
From: Christine Flynn, Economic Development & Affordable  
Housing Planner  
Date: April 5, 2012  
**Subject: Island-Wide Housing Needs Assessment Status and  
Request to appoint a Study Committee Member**

I am pleased to report that all six Island towns are now on board to participate and provide financial support for the Island-wide Housing Needs Assessment. The next step is to establish a Study Committee responsible for overseeing the development of the Needs Assessment from start to finish.

The Study Committee will be comprised of one representative from each town appointed by the Board of Selectmen, one representative from the Dukes County Regional Housing Authority, and one representative from the Martha's Vineyard Commission. The Study Committee will be responsible to do the following:

1. Draft the Request for Proposal (RFP) and Memorandum of Understanding (MOU)
2. Review proposals, interview candidates and select a consultant
3. Endorse the consultant's contract and authorize payments consistent with such
4. Periodically meet with the consultant and provide information as needed
5. Review the draft report and approve the final report

The RFP and contract will be in accordance with state guidelines based on a Memorandum of Understanding (MOU) that will include a funding agreement between all parties. The MVC will be the fiscal agent and will administer the RFP for this project. The following is a tentative timetable to complete the study:

- June 2012 Finalize MOU and RFP. Advertise RFP
- July 2012 Select consultant
- August – January 2013 Study
- February 2013 Draft Report
- March 15, 2013 Final Report

Please appoint a representative to be on the Study Committee by Monday April 30, 2012 so that the Committee can be convened to meet tentatively on Wednesday May 9<sup>th</sup> from 5:00 – 6:00 pm at the MVC office. If you have any questions, please contact me at (508) 693-3453 ex13 or via email at [flynn@mvcommission.org](mailto:flynn@mvcommission.org). I look forward to hearing from you.