

JAMES COLES

815 ALICE LANE, CHICO, CA 95926

(530) 513-3116

[JCOLES@HOUSING-TOOLS.COM](mailto:jcoles@housing-tools.com)

EXPERIENCE

Principal, July 2012 to current
Housing Tools

Founder and owner of Housing Tools, a housing consulting firm that has contracted with: the City of Chico, the Housing Authority of the County of Butte, the Housing Authority of the County of Santa Barbara, Community Housing Improvement Program, Community Action Agency of Butte County, and Sunseri Construction. Projects have included: coordinating establishment of a housing trust fund; implementation of compliance reporting systems; facilitating a tax credit limited partner buy-out; tax credit applications; strategic planning; development of a federal and state labor standards procedure; and project assessment and management.

Housing Manager, June 2007 to June 2012
City of Chico, Chico, CA

- Directed City and RDA participation in ten different housing projects.
- Instituted a new Lease Guarantee Program with outside grant funds.
- Revamped the Tenant Based Rental Assistance Program and Mortgage Subsidy Program.
- Created a comprehensive web-based compliance monitoring system.
- Developed the City's Housing Element and Consolidated Plan, and the RDA 5-Year Implementation Plan.

Job responsibilities: budgeting redevelopment agency, HOME, and CDBG funds; program development; underwriting; negotiating and drafting loan documents; preparing and presenting reports for the general public, committees and the City Council; plan preparation; and reporting in conformance with federal/state regulations.

Director of Development, Project Manager, August 2000 to May 2007
Resources for Community Development (RCD), Berkeley, CA

- Managed the successful development of seven different affordable housing projects serving families and various special needs populations.
- Developed Fox Courts, an 80-unit mixed-use, transit-oriented project that was an Affordable Housing Finance Reader's Choice Award Finalist and received a California Redevelopment Association Award of Excellence.
- Developed Shinsei Gardens, a 39-unit project that achieved a LEED Platinum Certification, AIA Merit Award and NAHRO Award of Excellence.
- Developed Margaret Breland Homes, consisting of 28 apartments for seniors on a tight infill property, receiving an AIA Merit Award.

Job responsibilities: site analysis and acquisition; community outreach; financial structuring; securing entitlements; coordinating the development schedule; supervising design; overseeing construction; budget management; and planning and implementing lease-up, property management and supportive services. Familiar with: tax credits; tax-exempt bonds; commercial loans; HUD; and state and local lenders.

Research Assistant, 1998-2000
Great Cities Institute (U. of Illinois-Chicago), Chicago, IL

- Co-authored the Regional Rental Market Analysis, commissioned by the Metropolitan Planning Council of Chicago.
- Assisted the City of Highland Park in creating an affordable housing plan.

EDUCATION

Master of Urban Planning and Public Policy, U. of Illinois-Chicago, 2000
BA, Geography (Phi Beta Kappa / Cum Laude), University of Utah, 1997
Beehive Honor Society, University of Utah, 1997
Matheson Leadership Scholar, University of Utah, 1996

CERTIFICATIONS

Certified HOME Program Specialist- Regulations, U.S. Department of Housing and Urban Development, August 2008

Certified HOME Program Specialist- Administration, U.S. Department of Housing and Urban Development, October 2008

VOLUNTEERING

Supervisory Committee Member, 2004-2007
People's Federal Credit Union, Oakland, CA

Student Director, 1996-1997
Lowell Bennion Community Service Center at the University of Utah

REFERENCES

Sherry Morgado
Housing & Neighborhood Services Director
City of Chico
PO Box 3420
Chico, CA 95927
Phone (530) 879-6301
smorgado@ci.chico.ca.us

David Burkland
City Manager
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Daniel Sawislak
Executive Director
Resources for Community Development
2220 Oxford Street
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Phone (510) 841-4410, ext. 15
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Lisa Motoyama
Director of Development
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James Coles, Founder and owner of Housing Tools -

- Consultant to Merced Community Development Corporation
- Years of developer experience with Affordable and Permanent Supportive Housing
- Coordinator for the Butte Countywide Homeless Continuum of Care
- Directed the Creation of a 10-Year Strategy to End Homelessness for the Butte Countywide Continuum of Care
- Highly Recommended (Letters of Reference included)

Extensive Resume is also included

Shinsei Gardens



Architect: Erick Mikiten
Photographer: Treve Johnson

Units 39

Location Alameda, CA

Developer Resources for Community Development

Setting redevelopment of former army base

Financing 4% tax credits, tax-exempt bond, MHP, HUD SHP

Tenants formerly homeless and disabled

LEED Platinum Certification, NAHRO Award of Excellence for Design, Green Building of America Award, Home Depot Honorable Mention

Laurel Gardens



Architect: JSWD Architects
Photographer: Treve Johnson

Units 30

Location Fairfield, CA

Developer Resources for Community Development

Setting infill site

Financing 4% tax credits, tax-exempt bond, State HOME, MHP, HUD SHP, project-based Section 8, RDA

Tenants formerly homeless

Villa Serena



Architect: Mayers Architecture

Units 10

Location Chico, CA

Developer Northern Valley Catholic Social Service

Setting infill site adjacent to city bike path

Financing HUD 811, RDA, CDBG

Tenants disabled

residents receive supportive services from Butte County Behavioral Health

CITY OF CHICO CONSOLIDATED PLANNING PROCESS



2015-2019 City of Chico Consolidated Plan

Housing Tools has completed the 2015-2019 Consolidated Plan for the City of Chico. Housing Tools has been instrumental in compiling data, reviewing potential redevelopment sites, and in securing grant funds for these projects. The Consolidated Plan is focused on improving quality of life for Chicanos as well as residents of Butte County.

Continuum of Care Coordination

Housing Tools is the Coordinator for the Butte Countywide Homeless Continuum of Care. This is a consortium of government and nonprofit organizations in Butte County that coordinates resources to fight homelessness. The Coordinator role involves submission of the annual CoC Application to HUD, oversight of the application review and ranking, technical assistance, drafting of policies and procedures, coordination with the HMIS Lead Agency, and overall collaboration with CoC members to end homelessness in Butte County.



10-Year Strategy



to End Homelessness in Butte County

Butte CoC 10-Year Strategy to End Homelessness

Housing Tools directed the creation of a 10-Year Strategy to End Homelessness for the Butte Countywide Continuum of Care, funded by the Sierra Health Foundation. The Strategy was developed through an extensive public outreach process that involved a number of public workshops throughout the County, and close collaboration with homeless housing and service providers. The Strategy was encapsulated with a concise planning document that identifies goals, objectives and next steps for a number of creative solutions customized to the particular needs and resources of the community.

James Coles
Debbie Villasenor
Tempo Board
on behalf of:

Butte Countywide Homeless Continuum of Care
May 2014



HOUSING AND NEIGHBORHOOD
SERVICES DEPARTMENT

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P.O. Box 3420
Chico, CA 95927

(530) 879-6300
Fax (530) 879-6399
<http://www.ci.chico.ca.us>

July 2, 2012

To Whom It May Concern:

Letter of Reference and Recommendation for James Coles

It is with the greatest pleasure that I provide this letter of reference and recommendation for James Coles. I have had the opportunity to work with James over the last 5 years in the City of Chico's Housing & Neighborhood Services Department. I hired James for the position of Housing Specialist and was able to quickly promote him to a higher-level position of Housing Manager for the City.

In his position as Housing Manager, James was responsible for a significant area of City services in the delivery of a wide variety of housing assistance programs. This included the management of the Community Development Block Grant (CDBG), Home Investment Partnership Grant (HOME), and the former Chico Redevelopment Agency's Low-Moderate Income Housing Program. Among the duties he performed within these programs were: regulatory compliance and reporting, preparation of legal documents, procurement of professional and contract services, property negotiations, policy research and recommendations, and preparation and oversight of budgets. In particular, James analyzed and negotiated complex housing deals, including multi-million dollar development loans, as well as recommending high-level housing policy matters of significance to the community. There was not a single area of municipal housing programs that James did not touch in his job and that he did not excel in. The depth and breadth of his knowledge of complex housing issues never ceased to amaze me and he was always open to learning new things.

In working with and supervising James over these five years, I can say without hesitation that he is clearly the most outstanding employee I have ever worked with. He possesses every characteristic that an employer could want, at the highest level: knowledge, work ethic, professionalism, integrity, and creativity. He seems to have an intuitive sense for knowing exactly the right action and response to any given situation. He built many valued partnerships with other community agencies during his time with the City and every partner consistently commented on James' outstanding work and commitment, and the ease with which he works as part of a team. He is a leader and a visionary, but never at the expense of others. He has a deep care and concern for the well-being of



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others, especially the economically vulnerable in our community. His devotion to affordable housing is driven by a well-balanced sense of compassion and what makes a healthy community in every sense of the word.

It goes without saying that it was very difficult for us to lose James as an employee. He has left a void which is difficult for us to fill given his unique gifts and utmost dedication to his job.

I would be happy to discuss with you more of the specifics of James' talents, should you have any questions not answered by this letter. Without a doubt, if you are considering James, you are most fortunate that he has arrived on your doorstep. I wholeheartedly recommend him as a top-notch housing professional who will serve your organization well.

Sincerely,

A handwritten signature in cursive script that reads "Sherry Morgado".

Sherry Morgado, Director
Housing & Neighborhood Services

smorgado@ci.chico.ca.us

530-879-6301 (office)

530-570-6704 (personal cell)



OFFICE OF THE
CITY MANAGER

411 Main Street - 3rd Floor (530) 896-7200
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Chico, CA 95927 <http://www.ci.chico.ca.us>

August 31, 2012

RE: Letter of Recommendation for James Coles

To Whom It May Concern:

It has been my pleasure to work with James Coles at the City of Chico from June 2007 through June 2012. James was initially hired as a Housing Specialist, and was promoted to Housing Manager soon thereafter. James is a dedicated employee who works well with staff, elected officials, and the general public.

Over the course of his service to the City of Chico, James directed City and Redevelopment Agency participation in a number of complex affordable housing projects. He was able to complete these projects due to his keen understanding of funding program regulations, real estate economics and the political environment. James successfully negotiated property acquisitions, orchestrated development partnerships, and presented proposals to the City Council, City Commissions and Committees and the general public. He has a deep knowledge of housing issues and the ability to convey those issues to those with little to no housing background.

James always does an excellent job developing and presenting staff reports to the City Council. His attention to detail and ability to explain complicated housing issues in a way that everyone can understand is unparalleled.

James is committed to the goal of providing housing opportunities for low income persons in our community. He has the ability to work with a variety of agencies and funding sources to develop quality and much needed affordable housing projects. I highly recommend James Coles as a resource for all aspects of housing project and policy development.

Sincerely,

David Burkland
City Manager



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PORTFOLIO

Fox Courts



Architect: Pyatok
Photographer: Treve Johnson

Units	80
Location	Oakland, CA
Developer	Resources for Community Development
Setting	adjacent to BART station, restored Fox Theater
Financing	4% tax credits, tax-exempt bond, MHP, RDA, project-based Section 8
Tenants	families, foster care graduates

Affordable Housing Finance Readers' Choice Finalist,
CRA Award of Excellence, Golden Nugget Award,
Green Point Rated

Shinsei Gardens



Architect: Erick Mikiten
Photographer: Treve

Units	39
Location	Alameda, CA
Developer	Resources for Community Development
Setting	redevelopment of former army base
Financing	4% tax credits, tax-exempt bond,

Johnson

MHP, HUD SHP

Tenants formerly homeless and disabled

LEED Platinum Certification, NAHRO Award of Excellence for Design, Green Building of America Award, Home Depot Honorable Mention

Margaret Breland Homes



Architect: Anne Phillips Architecture

Units 28

Location Berkeley, CA

Developer Resources for Community Development

Setting tight, infill urban site

Financing HUD Section 202, RDA, HOME

Tenants seniors

AIA Merit Award, Gold Nugget Award-Best Affordable Project

Laurel Gardens



Units 30

Location Fairfield, CA

Developer Resources for Community Development

Architect: JSWD
Architects
Photographer: Treve
Johnson

Setting	infill site
Financing	4% tax credits, tax-exempt bond, State HOME, MHP, HUD SHP, project-based Section 8, RDA
Tenants	formerly homeless
League of California Cities Helen Putnam Award for Excellence	

Stanley Avenue Apartments



Architect: Pyatok
Photographer: Treve
Johnson

Units	24
Location	Oakland, CA
Developer	Resources for Community Development
Setting	urban infill site
Financing	4% tax credits, tax-exempt bond, MHP, CalHFA, RDA , HOME
Tenants	families

Involved UST mitigation on former gas station site

The Ambassador

Units	69
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Architect: Kava
Massih

Location	Emeryville, CA
Developer	Resources for Community Development
Setting	redevelopment of urban infill site
Financing	4% tax credits, tax-exempt bond, MHP, CalHFA, RDA , HOME
Tenants	families

Replacement of older buildings and billboard with podium parking and inner courtyard

Eastmont Court



Photographer: Treve
Johnson

Units	19
Location	Oakland, CA
Developer	Resources for Community Development
Setting	urban infill site
Financing	HUD 811, RDA
Tenants	disabled individuals

Parkside Terrace



Architects: John
Anderson & AHDC
Photographer:
Thomas Del Brase

Units	90
Location	Chico, CA
Developer	Central California Housing Corporation
Setting	first development within a master planned new urbanist community
Financing	tax-exempt bonds, 4% tax credits, RDA
Tenants	families
Included new street and utility infrastructure, and a new park	

Bidwell Park Apartments



Architect: Rodriguez
and Associates
Photographer:
Thomas Del Brase

Units	38
Location	Chico, CA
Developer	Pacific West Corporation and Stone Building Corporation
Setting	redevelopment of a former mobile home park
Financing	9% tax credits, RDA
Tenants	families
Involved relocation, replacement housing plan and re-zone	

Harvest Park Apartments



Architect: Mogavero
Notestine Assoc.

Units	90
Location	Chico, CA
Developer	Central California Housing Corporation
Setting	infill site on commercial corridor
Financing	4% tax credits, tax-exempt bond, RDA
Tenants	families
	required new subdivision map, street and traffic light

North Point Apartments



Architect: Douglas
Gibson

Units	50
Location	Chico, CA
Developer	Community Action Agency of Butte County
Setting	infill site on commercial corridor adjacent to a school and a park
Financing	4% tax credits, tax-exempt bond, RDA, HOME
Tenants	families

new pedestrian connections between the school and park

Catalyst HAVEN Shelter

No photo-confidential to protect residents' safety.

Units	28
Location	Chico, CA
Developer	Catalyst Domestic Violence Services
Setting	older residential neighborhood
Financing	State Emergency Housing Assistance Program, RDA, CDBG
Tenants	victims of domestic violence
includes community kitchen and dining room, conference room, offices, playgrounds and community garden	

Villa Serena



Architect: Mayers Architecture

Units	10
Location	Chico, CA
Developer	Northern Valley Catholic Social Service
Setting	infill site adjacent to city bike path
Financing	HUD 811, RDA, CDBG

Tenants disabled

residents receive supportive services from Butte County Behavioral Health

Habitat Greens



Units 8

Location Chico, CA

Developer Habitat for Humanity of Butte County

Setting infill subdivision within older neighborhood

Financing RDA, HOME, Federal Home Loan Bank, PG&E

Tenants first-time home buyers

features rear alley parking, solar panels and a pocket park; home buyers contributed sweat equity

Manzanita Point



Units 6

Location Chico, CA

Developer Community Housing Improvement

Program

Setting infill subdivision in newer neighborhood

Financing HOME

Tenants first-time home buyers

features solar panels; home buyers contributed sweat equity