

# JAMES COLES

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## 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  
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