

RESUME

RICHARD C. HOOPER

March 18, 2011

SUMMARY

- ❖ *Thirty-five years experience in developing and administering low-income housing programs and projects.*
- ❖ *Experience forming and leading many types of team/collaborative group efforts to successfully achieve work objectives.*
- ❖ *Thorough background in federal, state, and local low-income programs---technical skills and experience developing and applying program policies/guidelines to produce affordable housing.*
- ❖ *Recognized for skill in working successfully with all types of elected officials, nonprofit organizations, citizen advisory boards, private sector representatives, and staff from other public agencies. Extensive experience managing and motivating staff in multi-ethnic, multi-cultural environments.*

EXPERIENCE

Seattle Office of Housing, 1981 to present

Acting Director, March 2010 to present

- ❖ *Multifamily Lending: funded 11 new projects, containing 666 units, utilizing \$23 million in OH funding; leveraged \$86 million in additional funding;*
- ❖ *Homebuyer Lending: funded 5 programs providing assistance to an estimated 98 first-time homebuyers, utilizing \$4.2 million in OH funding;*
- ❖ *Homeowner Rehabilitation: assisted 57 low-income homeowners needing help with primarily emergency home repairs, utilizing \$1.2 million in OH funding;*
- ❖ *HomeWise: weatherized 1,364 and 291 single family homes, utilizing \$6.2 million in OH funding;*
- ❖ *Program Development: Amended Housing Levy and other key housing policies; intensified work to preserve at-risk federally subsidized buildings;*
- ❖ *Incentive Programs: guided renewal of the Multifamily Property Tax Exemption Program through stakeholder/Council processes; assisting 18 projects with 3,200 units (716 of which will be affordable to moderate income renters);*
- ❖ *Asset Management: continued work with nonprofit owners of 10,000+ previously funded units to ensure ongoing operation and sustainability.*

Director, Policy and Program Development, January 2000 to March 2010

- ❖ *Administered developer incentive programs (workforce housing emphasis): Multifamily Property Tax Exemption Program (process applications, annual program reviews with*

City Council, negotiate project issues); and Incentive Zoning (created program framework ordinance, created new Residential Bonus Program Downtown, administered Bonus and TDR program elements, assisted developers in understanding and utilizing program options).

- ❖ Coordinated work on 2002 Housing Levy:
 - Provided staff assistance to the Levy Program Advisory Committee;
 - Prepared all briefing and decision matrix material for Mayor and City Council;
 - Reviewed housing needs and developed program options and proposals;
 - Coordinated stakeholder involvement in Levy development;
 - Coordinated revisions to Levy implementation policy guide---requiring stakeholder and City Council approval.
- ❖ Managed redevelopment of City-owned surplus property suitable for housing: conducted RFP processes; negotiated purchase and sale agreements, including affordability requirements.
- ❖ Coordinated OH legislation through City Council: 5-7 items annually; coordinated briefings and provide follow-up information for City Council.

Manager, Multifamily Housing Development, March 1990 to January 2000

- ❖ Coordinated development of \$59.2 million Housing Levy for fall 1995 ballot.
- ❖ Managed up to 15 staff responsible for administering the City's low-income multifamily housing development and rehabilitation programs.
- ❖ Coordinated Multifamily Notice of Funding Availability (NOFA) process, developed application requirements, led project selection process.
- ❖ Created Asset Management program to oversee portfolio of over 200 projects; worked with nonprofit project owners to coordinate City requirements with other funder reports.
- ❖ Organized staff into effective teams to accomplish multiple objectives consistent with City mission and goals.
- ❖ Worked with other public funders to coordinate project funding and maximize funding for Seattle projects.

Housing Levy Project Manager, December 1986 to March 1990

- ❖ Developed and administered Special Needs Program of the 1986 Housing Levy which produced \$15 million for housing for families and individuals who are homeless. Administered request for proposals process and assisted nonprofit agencies in accessing federal McKinney Act funding.
- ❖ Project manager for special needs projects, including Bailey-Boushay (long-term care residence for people with AIDS), and St Martin's on Westlake (53 unit residence for chronically homeless elderly men).

Manager Program Development, July 1981 to December 1986

- ❖ Developed new housing programs and managed specialized low-income housing projects.

EDUCATION:

- Undergraduate: Washington State University
Degree: Bachelor of Architecture, with Honors
- Graduate: University of Illinois
Degree: Master in Urban and Regional Planning

WORK EXPERIENCE AT CITY:

- Have worked at the City 2 different times
- First job: Neighborhood Planner --- South Park, Riverview Neighborhood in West Seattle
- Left the City for 5 years, then returned to the Department of Community Development and to the Office of Housing
- Variety of jobs for the Office of Housing:
 - Manager of Multifamily Housing Development;
 - Director of Policy and Program Development;
 - Acting Director of the Office of Housing for the last year

ACCOMPLISHMENTS:

- Long-time involvement in community and nonprofit issues --- organized the petition drive that led to the formation of the Capitol Hill Housing public development authority; was the Program's first Executive Director for 5 years.
- Involved in all 5 Housing Levies, helping to collect and review housing needs data, development of program options, organizing presentations for City Council review and decisions---then follow-up to develop the Levy Administrative and Financial Plans and organize the Housing Levy Oversight Committees.
- Helped create and administer the Office of Housing's Incentive Programs --- Multifamily Property Tax Exemption Program, and Incentive Zoning; these incentive programs focus on affordable workforce housing.
- Helped create the Office of Housing's Special Needs Housing/Housing for Homeless Programs, setting priorities and funding projects for extremely low-income families and individuals needing housing linked with supportive services.
- Acting Director for the last year:
 - Led the Office of Housing efforts to launch the new 2009 Housing Levy: detailed Plan for program administration through City Council and first full year of program funding:
 - Multifamily Rental Program: \$23 million for 666 units;
 - Homebuyer Program: \$4.2 million in loans to help 98 first-time homebuyers;
 - Led the Office of Housing's efforts to renew the Multifamily Property Tax Exemption Program;
 - Led the Office of Housing's Housing Action Agenda work in 2010, with focus on new initiatives to increase production and effectiveness;
 - Led the Office of Housing's efforts to significantly grow the weatherization program--- securing \$2.5 million in new funding for 2011;
 - Led the Office of Housing's work to begin shifting funding and public agency partnership work to support Transit-Oriented-Development.

- ❖ Prepared housing needs assessment, laying groundwork for 1986 Housing Levy.

Capitol Hill Housing Improvement Program, Executive Director, 1977 to 1981

Seattle Department of Community Development, Neighborhood Planning, 1975 to 1977

City of Redmond Planning Department, 1973 to 1975

EDUCATION

- ❖ Master in Urban and Regional Planning, Housing Specialty
University of Illinois
- ❖ Bachelor of Architecture, with Honors
Washington State University

ADDITIONAL TRAINING

- ❖ Sexual Harassment Prevention
- ❖ Cultural Diversity
- ❖ Time Management
- ❖ Team Building