



**The Town of Barnstable**  
**Affordable Housing Growth & Development**  
**Trust Fund Board**  
367 Main Street, Hyannis MA 02601  
www.town.barnstable.ma.us

**Mark S. Ells, Chair**

## **Guidelines for Submission and Review of Applications Seeking Funding under the Trust's Notice of Funding Availability (NOFA) for Development Activity**

1. Each applicant is directed to the Trust's NOFA which outlines the criteria that the Trust will be applying in the review of the submitted application.

<https://townofbarnstable.us/boardscommittees/AffordableHousingGrowth/>

2. A completed application with all attachments and cover letter shall be submitted electronically to: [AffordableHousingTrust@town.barnstable.ma.us](mailto:AffordableHousingTrust@town.barnstable.ma.us). If you are unable to make an electronic submission, please send one copy of the completed application to:

Affordable Housing/Growth & Development Trust Fund  
Office of the Town Manager  
367 Main Street  
Hyannis, MA 02601

3. Applications will be reviewed in rounds, with the first-round applications due on **March 1, 2022**. Subsequent rounds will require application submissions by **June 1, 2022, and September 1, 2022**.

4. Out-of-Round Exception. By a majority vote of the Trust, an out-of-round application for funding for Development Activities may be considered, if the applicant demonstrates that waiting to submit an application during the prescribed round may lead to the loss of a development or funding opportunity for which funds are being sought. Examples of a loss of a development or funding opportunity may include, but are not limited to: funds for land acquisition where the delay will preclude the applicant from purchasing the property; vacant market rate unit(s) that the applicant wants to convert to affordable rental or for-sale unit(s), but for which the lapse of time will make the conversion financially infeasible; a state grant application with a submission deadline for which a local match is required.

5. Where an applicant is seeking funding to convert an existing market rate housing unit into an affordable or community housing unit, the applicant will be contacted by Trust staff to schedule an inspection of the unit by a housing inspector selected by the Trust. The inspection will determine whether the housing unit meets Housing Quality Standards (HQS) established by

HUD and the Massachusetts State Sanitary Code Minimum Standards for Human Habitation and whether the mechanical systems and building envelope have a minimum useful life of at least fifteen years. No vote will be taken by the Trust on an application to convert an existing unit to an affordable one until the Trust has an opportunity to review the report submitted by the housing inspector.

6. The General Development Budget Excel Spreadsheet, which is posted on the Trust's website, must be completed and submitted as part of the application.

7. Once the application is deemed complete, the applicant will be scheduled to appear before the Trust Board to present the request and answer questions and provide any additional information requested by the Trust.

8. In the course of reviewing an application, the Trust may vote to retain certain outside consultants to provide information and analysis to assist the Trust in its review. Applicants are advised that the Trust may seek reimbursement for such costs from successful applicants including but not limited to the cost of appraisals and the cost of an outside housing consultant reviewing an applicant's *pro forma*.

9. Development creating ten or more housing units shall be evaluated by the Trust's evaluation instrument and point allocation system.

<https://townofbarnstable.us/boardscommittees/AffordableHousingGrowth/>

10. Once the Trust members determine that they have received all information necessary to evaluate the application, the Trust will decide by majority vote whether to fund the application and the amount of funding to be provided.

11. All successful applicants for Trust funds must execute a Grant Agreement with the Trust and if required by the Board, a separate monitoring services agreement. The Grant Agreement will memorialize the terms and conditions of the Trust funding, including the requirement that all units created with community preservation funds will be subject to a permanent affordable housing restriction as well as the procedure for the disbursement of Trust funds. Trust funds may be made available to selected eligible projects through deferred payment loans, secured by a mortgage and promissory note.

12. Applicants are encouraged to contact Trust staff by email to answer any questions.

[AffordableHousingTrust@town.barnstable.ma.us](mailto:AffordableHousingTrust@town.barnstable.ma.us).