



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 Pre-Development Activities

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. 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 on a rolling basis.

4. All applications will be reviewed for completeness. 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.

6. 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.

7. For non-public proposals, funds allocated for pre-development activities will be secured by a mortgage and promissory note, which mortgage will be converted into a grant, if at least 20% of housing units developed on the site are affordable to households at 80% or less of the Area Median Income..

8. All successful applicants for Trust funds must execute a Grant Agreement with the Trust. The Grant Agreement will memorialize the terms and conditions of the Trust funding,

9. Applicants are encouraged to contact Trust staff by email to answer any questions.
AffordableHousingTrust@town.barnstable.ma.us.