



Concord Municipal Affordable Housing Trust
Tuesday, September 26, 2023 at 5:00 pm
Virtual Meeting via Zoom
Approved Meeting Minutes

1. Call to Order / Roll Call - Chair Keith Bergman called the meeting to order at 5:05 pm on Zoom. Roll call of members present: Mike Lawson, Rich Feeley and Keith Bergman. Linda Escobedo and Kerry Lafleur were not present. Others in attendance were: Kathy Kuoko and Karlen Reed.

2. Approval of minutes – The chair said he will present September 19, 2023 minutes for approval at a future meeting.

3. Implementing Housing Production Plan production strategies; comments on draft Trust funding procedures for HPP priority projects as they become ready to proceed - On September 19th, the Trust voted to circulate a draft set of CMAHT funding procedures and guidelines among its Housing Roundtable partners for comment by tonight’s meeting. Those documents are:

- Part I - Guidelines for Housing Production Plan implementation priority project sponsors applying to the Trust for grant funds
- Part II – Grant application form and instructions – including Guidelines for Submission of Applications for CMAHT Funding, CMAHT Funding Application Instructions, and the Application for CMAHT Funding (cover sheet)

One comment was received prior to the meeting from Select Board member Mary Hartman, which were addressed in the revised draft sent by the chair to Trust members for tonight’s meeting. Any edits to the selection criteria would require a policy vote of the Select Board. No other comments were received at the meeting.

After discussion, Rich Feeley moved that the Trust vote to adopt as presented the following CMAHT funding documents: Part I - Guidelines for Housing Production Plan implementation priority project sponsors applying to the Trust for grant funds; and Part II – Grant application form and instructions – including Guidelines for Submission of Applications for CMAHT Funding, CMAHT Funding Application Instructions, and the Application for CMAHT Funding (cover sheet); seconded by Mike Lawson; and passed by unanimous vote (3-0). See these materials posted at the [CMAHT Funding Guidelines webpage](#) on the Town’s website.

4. CMAHT grant applications to Community Preservation Committee for CPA funding and to Town for ARPA funding - The Community Preservation Committee will be reviewing the Trust’s application for \$500,000 in FY 2025 CPA funding at its meeting tonight at 7 pm. Each application will have 20 minutes for a) presentation of project goals by Applicant; b) questions from the CPC; c) public comment. No update from the Town Administration yet on when the ARPA funding round would be open.

5. Legislative update -- Rich Feeley reported that LOHA Board of Directors had a meeting with Housing and Livable Communities Secretary Ed Augustus about the housing bond bill.

6. Public Comment – Karlen Reed asked about the Trust’s funding goal for this year.

7. *Schedule CMAHT's next meeting* – The Trust's next meeting will be on Tuesday, October 24, 2023 at 5 pm on Zoom.

8. *Adjournment* - Mike Lawson made a motion to adjourn the CMAHT meeting, seconded by Rich Feeley; and passed unanimously (3-0). The meeting adjourned at 5:25 pm.

Documents attached

- Part I - Guidelines for Housing Production Plan implementation priority project sponsors applying to the Trust for grant funds, as adopted
- Part II – Grant application form and instructions – including Guidelines for Submission of Applications for CMAHT Funding, CMAHT Funding Application Instructions, and the Application for CMAHT Funding (cover sheet), as adopted

CONCORD MUNICIPAL AFFORDABLE HOUSING TRUST Guidelines for Housing Production Plan implementation priority project sponsors applying to the Trust for grant funds¹

The [Concord Municipal Affordable Housing Trust](#) (CMAHT) seeks to implement [FY 2023-2028 Housing Production Plan](#) production strategies to create affordable housing units in the Town of Concord, Massachusetts and advance HPP implementation priority projects by inviting applications for Trust funding on a rolling basis as each of those priority projects becomes ready to proceed. In coordination with its Concord Housing Roundtable partners², the Trust will

- maintain and periodically update a list of priority production projects for which the Trust would allocate or reserve available and projected Trust funds;
- invite priority project sponsors to complete and submit to the Trust an “Application for CMAHT Funding” on a rolling basis as each project become ready to proceed;
- review such applications with the assistance of Town staff with comments from all affected Town departments, and provide opportunity for input from all Roundtable partners and the public;
- negotiate the terms of a grant award³ for each successful applicant; and
- monitor project progress through completion.

HPP implementation Priority Projects for FY 2024-2025. As of September 2023, the Trust has identified 8 HPP priority projects for FY 2024-2025, sorted by HPP strategy in the table below:

<i>HPP Strategy</i>	<i>Sponsor</i>	<i>Project(s)</i>	Allocate	Reserve
1. Assabet River Bluff	CHDC	Complete development of 3 new affordable units at its Assabet River Bluff property	<input checked="" type="checkbox"/>	
2. Junction Village	CHDC	Pre-development of Junction Village affordable units	<input checked="" type="checkbox"/>	
	CHDC	Initial development of Junction Village		<input checked="" type="checkbox"/>
3. Other land for creation of affordable housing units	Town	Acquire 1.46-acre surplus State property at 91B Main Street for affordable housing	<input checked="" type="checkbox"/>	
	Town	Fund host community agreement to be negotiated between Select Board and NOVO Riverside Commons 40B	<input checked="" type="checkbox"/>	
	Trust	Fund feasibility of specific sites referenced in HPP as opportunities to develop might arise		<input checked="" type="checkbox"/>
13. Housing Authority	CHA	To develop additional affordable housing units on property it owns, controls, or acquires		<input checked="" type="checkbox"/>
14. Services for seniors, low income	CHDC	For CHDC to continue its small capital grants program for qualifying affordable housing units	<input checked="" type="checkbox"/>	

¹ Adopted by CMAHT, September 26, 2023.

² The Concord Housing Roundtable is comprised of the Select Board, Concord Housing Authority, Concord Housing Development Corporation, Concord Housing Foundation, Community Preservation Committee, Planning Board, and the Trust; and is convened quarterly by the Regional Housing Services Office. – per HPP Strategy #22

³ For example, the Trust approved a 7-year mortgage from CHDC as “mortgagor” to the Trust as “mortgagee” to secure \$600,000 in Trust funds CHDC paid to the seller. The amount of that mortgage will be reduced by 20% (\$120,000) as each of 5 affordable units is completed and the deed restriction recorded.

The five projects checked [☑] in the “Allocate” column would advance during FY 2024 as those projects become ready to proceed, with the Trust inviting each to apply for Trust funding. A total of \$3-million from the Trust’s current fund balance is anticipated to be allocated in FY 2024 among these five. For the three projects checked in the “Reserve” column, the Trust would intend to reserve \$1,000,000 in funds being requested for FY 2025 from Community Preservation Act funds and Town ARPA funds. The Trust wishes to be in regular communication with each priority project sponsor, in order to be ready to engage the funding application process as each project becomes ready to proceed.

The Trust will periodically update its list of priority production projects in coordination with Concord Housing Roundtable partners. For the future, the Trust foresees additional funding being needed to fund development of both Junction Village and of the surplus state property on 91B Main Street. Any new opportunities which might arise in the meantime could be preliminarily explored under the Trust’s project to fund feasibility of other specific sites, and initial contact may be made to any member of the Trust to discuss.

Selection Criteria from *CMAHT Interim Policy Guidelines for Use of Funds*,⁴ as amended

“The CMAHT was created to enable the Town to aggregate affordable housing funds and take advantage of affordable housing opportunities without waiting on the Town’s annual budget process and Town Meeting. At this time, priority will be given to expenditures for the purchase of land or housing units, construction or renovation of existing housing units (as described in the Qualifying Projects section) or the subsidy of privately owned units to affordable levels. Projects will be ranked more favorably if they meet one or more of the following criteria:

- Will increase the supply of units qualifying as “affordable” under State Comprehensive Permit Law M.G.L. Chapter 40B Subsidized Housing Inventory
- *Will accelerate the development of priority projects identified in the FY 2023-2028 Housing Production Plan⁵*
- Subject to the requirements of other project funding sources, maximizes the portion of units available to Concord residents or employees
- Will increase the inventory of land on which affordable units can be built
- Will prevent the loss (due to market sale or structural deterioration) of existing units which are currently affordable, provided that continuing affordability restrictions will be placed on the property
- Will make Concord a more inclusive community
- For Planned Residential Developments (PRD) and other multi-unit projects, effectively integrates affordable units into the design without differentiation of such units
- Will minimize the total cost to the Town per unit for maintaining or adding units to the affordable housing stock
- Will leverage other funds for affordable housing from sources such as the Community Preservation Act, Federal and State affordable housing programs, in-lieu of or other payments from private sector developers, and/or private donations
- Meets Concord’s sustainability and energy efficiency goals.”

⁴ Adopted by CMAHT on 2/24/2022 and approved by Select Board on 3/7/2022 pursuant to CMAHT Bylaw §6-18.

⁵ Added to reflect Select Board’s approval on 8/28/2023 of CMAHT’s 8/22/2023 policy statement on proposed spending plan to implement production strategies in the FY 2023-2028 Housing Production Plan.

Concord Municipal Affordable Housing Trust. The Concord Municipal Affordable Housing Trust-- whose Board of Trustees consists of five members appointed by the Select Board, including one member of the Select Board and the Town Manager-- was established in 2021 by the Town’s [CMAHT Bylaw](#) to provide for the preservation and creation of affordable housing in the Town of Concord for the benefit of low and moderate income households and for the funding of community housing, as defined in MGL c.44B the [Community Preservation Act](#). The Trust complements the Town’s existing affordable housing efforts, entities and programs, and can act quickly when affordable housing opportunities arise if funding is available.

Town Meeting has authorized home rule petitions to the State for a real estate transfer fee and a building permit surcharge⁶ as dedicated long-term funding sources for the Trust that would not rely on the property tax. In the meantime—and as noted in the Trust’s FY 2023 year-end report to the Select Board-- \$4,044,257 of the \$4,106,140 deposited in the CMAHT fund since 2019 has come from Town Meeting appropriations. Of that total, \$983,000 has been committed for support or creation of 10 affordable units; leaving an uncommitted balance of \$3,123,140:

Concord Municipal Affordable Housing Fund, 6/30/2023
PROGRAMMATIC SUMMARY

	<i>SHI</i>	<i>Amount</i>	<i>Balance</i>
<u>Revenues by Funding Source</u>			
2019 ATM, Article 23		\$500,000.00	
2020 ATM, Article 14		500,000.00	
Donation to AHTF		25,000.00	
2021 ATM, Article 17		500,000.00	
2022 ATM, Article 24		500,000.00	
Accumulated interest through 2-22-2023		12,472.85	
2023 ATM, Article 29 Town transfer		1,000,000.00	
Resale fee: 127 Old Bedford Rd, #1		6,280.00	
2023 ATM, Article 28 CPA fund transfer		1,044,255.76 ⁷	
Incremental interest through 6-26-2023		18,131.74	
Total			\$4,106,140.35
<u>Funds Committed, by Project</u>			
930 Main St - Assist in purchase (2 units)	2	CHDC	(150,000.00)
Gerow - Design feasibility (1 unit)	1	CHA	(50,000.00)
Emerson Annex - Preserve 1 unit	1	Town	(95,000.00)
100 Elm Brook Buydown—Create 1 SHI unit	0	CHDC	-
Assabet River Bluff property for 5 SHI units	5	CHDC	(650,000.00)
Christopher Heights 83 SHI units	0	CHDC	-
135 Baker Ave - buy down 1 unit	1	RHSO	(38,000.00)
Total	10		(983,000.00)
UNCOMMITTED BALANCE			\$3,123,140.35

⁶ [H.2729](#) would authorize a local building permit fee surcharge for Concord, which might raise between \$344,000 and \$574,000 per year; and [H.2730](#) would authorize a 1% real estate transfer fee on properties sold exempting the first \$1,000,000 of value, and estimated to raise \$1,900,000 annually. As proposed, funds derived from these sources could be used to benefit households earning up to 150% of AMI.

⁷ Use of \$1,044,255.76 in FY 2024 CPA funds for “affordable community housing” is limited to households earning up to 80% of AMI, in order to count those units on the Subsidized Housing Inventory.

FY 2023-2028 Housing Production Plan. The guiding affordable housing policy document for the Town of Concord is now the [FY 2023-2028 Housing Production Plan](#), which was unanimously adopted by the Select Board and Planning Board in December 2022 and approved by the State in January 2023, on the unanimous recommendations of the Concord Housing Authority, Concord Housing Development Corporation, Concord Housing Foundation, and the Trust. Applicants should familiarize themselves with the Housing Production Plan report, which is organized as follows:

- “Chapter 1 provides an overview of the purpose of the plan, a community overview, description of the planning process, and summary of the Town’s housing needs, goals, and strategies and may serve as an executive summary for this report.
- “Chapter 2 describes the Town’s five-year housing goals, strategies, and action plan as identified through the planning process associated with development of this plan.
- “Chapter 3 provides a demographic profile of the community’s residents.
- “Chapter 4 provides an analysis of local housing conditions including housing supply, residential market indicators, and affordable housing characteristics.
- “Chapter 5 describes the Town’s development constraints and limitations including environmental constraints, infrastructure capacity, and regulatory barriers and considerations.
- “Chapter 6 describes local and regional capacity and resources to create and preserve affordable and mixed-income housing in the community.”

HPP Implementation. Through the Concord Housing Roundtable, the Trust works to coordinate implementation of HPP strategies. During 2023, the Trust conducted a series of meetings and discussions with Roundtable partners to identify which HPP implementation production projects could move forward, so that the Town’s affordable housing funds can be put to work. Mindful of these discussions, unanimous votes of the Trust on August 22, 2023 and the Select Board on August 28, 2023, pursuant to CMAHT Bylaw §6-18⁸, approved this policy statement developed by the Trust for a proposed spending plan to implement production strategies in the FY 2023-2028 Housing Production Plan: (1) to support the Trust in allocating its funds to advance certain projects in FY 2024 as those projects become ready to proceed, and by inviting funding applications; (2) to support the Trust in reserving its funds to advance projects anticipated to be ready to apply to the Trust for funding in FY 2024 and beyond; and (3) to encourage the Trust to pursue additional funding to implement Housing Production Plan strategies by (a) applying to the Community Preservation Committee for further CPA funds and to the Town Manager through the Capital Improvement Plan process for Town ARPA funds; and (b) by continuing to pursue State authorization for a real estate transfer fee and building permit surcharge to fund the Trust.

* * *

See also: Guidelines for Submission of Applications for CMAHT Funding, CMAHT Funding Application Instructions, and Application for CMAHT Funding (cover sheet).

More information about the Trust is available online at <https://concordma.gov/2940/Concord-Municipal-Affordable-Housing-Tru> or by contacting CMAHT@ConcordMA.gov.

⁸ CMAHT’s powers in Bylaw Section 6 include: “18. to develop policy goals and statements, consistent with the Town’s adopted housing goals, and subject to approval by the Select Board, to serve as guidelines for the Trust.”

GUIDELINES FOR SUBMISSION OF APPLICATIONS FOR CMAHT FUNDING

The following guidelines should be used in preparing an Application for CMAHT Funding. Applicants are also advised to read the Town of Concord's "FY 2023-2028 Housing Production Plan" and the Concord Municipal Affordable Housing Trust's "Guidelines for Housing Production Plan implementation priority project sponsors applying to the Trust for grant funds" and "CMAHT Funding Application Instructions."

1. The Concord Municipal Affordable Housing Trust seeks to implement FY 2023-2028 Housing Production Plan production strategies to create affordable housing units in the Town of Concord and advance HPP implementation priority projects by inviting applications for Trust funding on a rolling basis as each of those priority projects becomes ready to proceed.
2. Each project funding application invited must be submitted using the "Town of Concord | Concord Municipal Affordable Housing Trust Application for CMAHT Funding" form as a cover sheet. Additional pages should be added as necessary.
3. Requests must include a statement of need and be documented with appropriate supporting information. This information should include a project scope containing detailed descriptions of each item or step of the project and its estimated cost. Any existing restrictions (deed, preservation, conservation, or other) should be clearly noted. The use of maps, visual aids and other supplemental information is encouraged.
4. Each application must include a very brief summary of the project identifying which Housing Production Plan strategies are to be addressed, how many affordable housing units the project will create and at what household income levels (e.g., 80% of AMI), key steps to be taken to complete the project, and a budget summary, including any non-CMAHT funding sources.
5. Applicants should obtain professionally prepared quotes for project costs whenever possible. If such quotes are not available, detailed cost estimates may be used provided the basis of the estimates is fully explained. The budget should also include any administrative expenses (appraisals, copying, closing costs, registering the deed, legal notices, etc.) associated with the project. Such expenses may account for up to 10% of the total budget.
6. If the funding application is part of a multi-year project, the applicant should include the total project cost and how it will be distributed over each fiscal year period. Fiscal years should align with the Town of Concord's working calendar, running from July 1st to the following June 30th.
7. Applicants should review the Town of Concord's FY 2023-2028 Housing Production Plan and the Concord Municipal Affordable Housing Trust's "Guidelines for Housing Production Plan implementation priority project sponsors applying to the Trust for grant funds" prior to submitting any applications for CMAHT Funding. These documents are available at <https://concordma.gov/3152/Housing-Production-Plan> and <https://concordma.gov/2940/Concord-Municipal-Affordable-Housing-Tru>
8. The Trust will review completed applications with the assistance of Town staff and with comments from affected departments, and provide opportunity for input from all Roundtable partners and the public; and will negotiate the terms of a grant award with each successful applicant.

Please keep in mind that there are legal limitations on the use of CMAHT funds. Additional information about the Concord Municipal Affordable Housing Trust can be found at the website noted above. Please submit the completed "Application for CMAHT Funding" cover sheet and accompanying documentation in electronic form only to the Concord Municipal Affordable Housing Trust at CMAHT@ConcordMA.gov.

CMAHT FUNDING APPLICATION INSTRUCTIONS

Please submit the completed “Application for CMAHT Funding” cover sheet, below, along with any accompanying documentation in electronic form only to CMAHT@ConcordMA.gov

1. **CMAHT Cover Sheet** – Complete form. Please note that the applicant must be a legally recognized entity, with a Federal Tax Identification Number. Except in the case of acquisition projects, an authorized signature of the property owner must be provided. While community organizations and Town residents may generate ideas for projects and approach property owners to provide authorized signatures on applications, this signature presupposes robust communication with the property owner. In the case of Town property, the applicant is typically the department head responsible for the care of the property, and the Town Manager signs on behalf of the Town of Concord as the property owner.
2. **Brief Project Summary** – Introduce the project with a brief summary which notes the Housing Production Plan Strategies being addressed, project scope, and budget at the start of each application packet. This summary should be a maximum of one paragraph in length and be suitable for distribution to other Boards and Commissions as a reasonable depiction of the overall project.
3. **Map** - Indicate the location of the project using a Town GIS map. Include additional maps as helpful including aerial, zoning, vegetation, and abutting buildings.
4. **Narrative** – Expand on the information presented in the project summary and provide a complete description of the project and its proposed use relative to implementing particular strategies in the Town of Concord’s Housing Production Plan. Describe what agency or organization will be responsible, what kind of community support has been given to the project, and why the Trust should fund the requested amount. Include an implementation plan describing the steps or phases for completion and the processes needed for approval. Summarize the goals of the project and how they will be measured.
5. **CMAHT's Selection Criteria** – Please include responses as to how your project addresses CMAHT’s Selection Criteria, contained in the Trust’s Guidelines for Housing Production Plan implementation priority project sponsors applying to the Trust for grant funds.
6. **Budget** – Outline the total budget for the project and how CMAHT funds will be spent. Break the project down by year of expenditure. Describe all funding sources using this format

Project Funding	Amount	Totals	Comment / funding source
Already funds received			
CMAHT	\$ -		
Other Town (specify)	-		
Non-Town (specify)	-		
<i>sub-total</i>		\$ -	
Additional funds requested			
CMAHT	\$ -		
Other Town (specify)	-		
Non-Town (specify)	-		
<i>sub-total</i>		\$ -	
TOTAL PROJECT COST		\$ -	

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Make sure to consider any administrative expenses required to complete the project (appraisals, environmental assessments, bidding requirements, copying, legal notices, etc.) and explain how they have been accounted for in this budget. *This is particularly necessary for construction and land acquisition projects and can include up to 10% of the budget.*

Please Note: Non Profit Organizations should also include a current financial statement.

7. Feasibility – Summarize and attach any feasibility reports that may have been prepared. Explain all further actions that will be required for completion of the project such as zoning, environmental assessment, permits, restrictions, agreements or other potential impediments to implementation.
8. Statement of Sustainability – If the project incorporates sustainable design features, explain how they will reduce impacts on the environment including, but not limited to, reducing energy consumption, enhancing energy and water conservation, and the use of recyclable materials. Applicants should address the five key elements (built environment, energy, mobility, natural resources, and preparedness) in the Town of Concord’s 2020 Climate Action and Resilience Plan.
9. Outreach Strategy – Briefly describe how you have consulted with or how and when you plan to consult with any abutters or interested parties about your project. How has that consultation impacted your project?
10. Timeline – Describe the major milestones and when the project will be completed. Include an estimate of when the CMAHT funds requested will be needed.
11. Architectural plans, site plans, photographs, as appropriate.
12. Letters of Support are welcome from the public or other appropriate organizations.

Note: Additional documentation may be required such as verification of ownership, plans, title verification, purchase and sale agreements and zoning compliance information. If this is readily available, it may be attached at any stage.



TOWN OF CONCORD
CONCORD MUNICIPAL AFFORDABLE HOUSING TRUST
Concord, Massachusetts 01742
CMAHT@ConcordMA.gov

Application for CMAHT Funding

Applicant*: _____

Federal Tax Id. No.*: _____

Co-Applicant (if applicable): _____

Project Name*: _____

Project Location/Address (if applicable): _____

Project Budget*:

Amount of CMAHT Funds Requested: \$ _____

Amount from Other Funding Sources: \$ _____

Total Project Budget: \$ _____

Please check which of the following is included with this Application:

- | | |
|--|--|
| <input type="checkbox"/> One Paragraph Project Summary * | <input type="checkbox"/> Architectural plans, site plans, photographs (if appropriate) |
| <input type="checkbox"/> Map (if applicable) | <input type="checkbox"/> Copy of IRS determination letter (Non-profit Organizations only)* |
| <input type="checkbox"/> Narrative * | <input type="checkbox"/> Copy of Audit or most recent Financial Information (<u>Non-profit Organizations</u> only)* |
| <input type="checkbox"/> Selection Criteria and Needs Assessment | <input type="checkbox"/> Letters of Support (if any) |
| <input type="checkbox"/> Detailed Project Budget * | |
| <input type="checkbox"/> Feasibility Assessment | |
| <input type="checkbox"/> Statement of Sustainability (if applicable) | |
| <input type="checkbox"/> Timeline * | |

Project Contact Person*: _____

Project Contact Address*: _____

Project Contact Phone*: _____ Email*: _____

Authorized Signature of Applicant*: _____

Authorized Signature of Property Owner* (if different): _____

*** Required**