

## CONCORD MUNICIPAL AFFORDABLE HOUSING TRUST Guidelines for Housing Production Plan implementation priority project sponsors applying to the Trust for grant funds<sup>1</sup>

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 partners<sup>2</sup>, 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 award<sup>3</sup> 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"/>	

<sup>1</sup> Adopted by CMAHT, September 26, 2023.

<sup>2</sup> 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

<sup>3</sup> 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*,<sup>4</sup> 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 Plan<sup>5</sup>*
- 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.”

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

<sup>5</sup> 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 surcharge<sup>6</sup> 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>
<b><u>Revenues by Funding Source</u></b>			
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 <sup>7</sup>	
Incremental interest through 6-26-2023		18,131.74	
<b>Total</b>			<b>\$4,106,140.35</b>
<b><u>Funds Committed, by Project</u></b>			
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)
<b>Total</b>	<b>10</b>		<b>(983,000.00)</b>
<b>UNCOMMITTED BALANCE</b>			<b>\$3,123,140.35</b>

<sup>6</sup> [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.

<sup>7</sup> 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 §6-18<sup>8</sup>, 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.

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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](mailto:CMAHT@ConcordMA.gov).

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<sup>8</sup> 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.”