

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		\$ -	

TOWN OF CONCORD, MASSACHUSETTS

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**