

**TOWN OF HARWICH - COMMUNITY PRESERVATION COMMITTEE**  
**2020 CPA PROJECT FUNDING REQUEST APPLICATION**  
**FISCAL YEAR 2021-2022**

Submission Date: \_\_\_\_\_

**APPLICANT INFORMATION**

**Applicant:** Town of Harwich

Town Committee, Board or Organization: Harwich Affordable Housing Trust

Legal Mailing Address: 732 Main Street, Harwich, MA 02645

Phone: (508) 430 – 7514 Email Address: [dhowell@townofharwich.us](mailto:dhowell@townofharwich.us)

**Project Manager:** Don Howell, Chair of the Harwich Affordable Housing Trust

Legal Mailing Address: 732 Main Street, Harwich, MA 02645

Phone: 508-430-7513 Email Address: [dhowell@townofharwich.us](mailto:dhowell@townofharwich.us)

**Second Contact Person:** Pelinda Deegan

Legal Mailing Address: 732 Main Street, Harwich, MA 02645

Phone: (508) 240-7873 x15 Email Address: [pelinda@capecdp.org](mailto:pelinda@capecdp.org)

**PROJECT INFORMATION**

PROJECT TITLE: Funding for the Part-Time Housing Coordinator

PROJECT AMOUNT REQUESTED: \$50,000

PROJECT DESCRIPTION:

On September 26, 2020 the Town of Harwich voted to appropriate \$250,000 of Community Preservation Act funds to create and preserve affordable housing in the Town of Harwich in the amount of \$200,000 for the Trust and to fund a part-time Housing Coordinator in the amount of \$50,000.

The \$30,000 request for the Housing Coordinator increased to \$50,000 to anticipate increased work hours to engage in educational outreach and building public support, such as community forums, administer the Trust Facebook social media page, create marketing materials and engage in the Action Plan process.

## BACKGROUND:

The Trust is actively engaged in providing housing and a range of housing services for the residents of Harwich. The Trust is composed of five volunteer members that meets once a month, with the ability to explore projects and opportunities. The CPA request to fund a Part-Time Housing Coordinator Staff presents a cohesive presence in-between meetings, acts as a liaison between the town and town housing-related committees to coordinate efforts and Trust activities.

ESTIMATED START DATE: July 2021, when the additional funds would be available

ESTIMATED COMPLETION DATE: The intent is for this to be an ongoing project

**Three years from the release of funds (July 2021) funds may be rescinded automatically; waivers may be sought.**

## **CPA CATEGORY**

### **APPLICANTS PLEASE TAKE NOTE \*\*please check boxes for all that apply\*\***

- Open Space:** This application is for the “**acquisition, preservation, rehabilitation and/or preservation of open space**”.
- Historic:** This application is for the “**acquisition, preservation, rehabilitation and/or restoration of historic resources**”. **Please provide the date on which the HDHC reviewed and endorsed this application.**
- Community Housing:** This application is for the “**acquisition, creation, preservation and/or support of community housing**”.
- Recreation:** This application is for the “**acquisition, creation, preservation, rehabilitation and/or restoration of land for recreational use**”.

### **How does this project fit into Harwich’s Local Comprehensive Plan and/or other Plan?**

The Local Comprehensive Plan, the Housing Production Plan and the Cape Cod Commission’s Regional Policy Plan all highlight the dire need to promote and create affordable housing. The best way to reach the State’s mandate 10% goal is to use a range of housing strategies. Increasing the Affordable Housing Trust’s capacity to acquire land and support housing initiatives, along with hiring a part-time Housing Coordinator would increase and expedite the ability to allow the Town to create affordable housing. Please see Attachment A for additional information.

### **How does this project benefit the citizens of Harwich? If appropriate, has the application sought public opinion or input? If not, why?**

The state of Massachusetts requires each community to have at least 10% of their housing stock be restricted as affordable. Currently, Harwich’s level of affordable housing is 5.40%. Please see Attachment B for additional information.

The Affordable Housing Trust’s mission and on-going projects will support a vital community by working towards creating sustainable housing solutions, both rentals and homeownership.

**Please list other Commissions/Boards/Committees/Organizations that may have involvement, jurisdiction, partnering:**

*Please note that this will be provided as required by 12/1/2020*

<u>Commissions/Boards/Committees/Organizations</u>	Please have them initial here after their review
Board of Selectmen	
Affordable Housing Committee	
Conservation Committee	
Real Estate Open Space Committee	
Finance Committee	

**Describe their response, or provided written comments/input:**

**PROJECT BUDGET:** Attach a dated and detailed line item project budget estimate for your funding request. If the request involves a Town-owned asset, provide the project’s projected operating expenses, including maintenance.

Program	Housing Coordinator Office Hours	Funding Requested
<b>Part-Time Housing Coordinator</b>	<ul style="list-style-type: none"> <li>● Refer residents to housing providers, housing services and housing programs and resources</li> <li>● Provide support to town housing-related committees: attend meetings, manage follow-up tasks, develop materials and documents for Trust meetings</li> <li>● Monitor town’s SHI: resales and preservation</li> <li>● Identify and procure consultants as needed</li> </ul>	\$30,000
	<b>Community Engagement &amp; Outreach Activities</b> <ul style="list-style-type: none"> <li>● Educational Outreach                             <ul style="list-style-type: none"> <li>○ Plan and design: gather information, define audience, identify stakeholders and partnerships</li> <li>○ Marketing: develop and create flyers, manage social media</li> </ul> </li> <li>● Facilitate alignment among town officials regarding project goals and progress to date                             <ul style="list-style-type: none"> <li>○ Conduct Outreach to town boards &amp; committees</li> <li>○ Hold joint meeting to ensure that all municipal bodies understand current status of the project and get their</li> </ul> </li> </ul>	\$20,000

<p style="text-align: center;">feedback on who to engage in CE process</p> <ul style="list-style-type: none"> <li>• Community Engagement <ul style="list-style-type: none"> <li>○ Community forums</li> <li>○ Conduct Outreach</li> <li>○ Content: provide overview of housing needs, housing production goals &amp; strategies</li> <li>○ Provide update on site work done to date</li> <li>○ Provide forum for clarification of information</li> </ul> </li> </ul>	
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**COST ESTIMATE(S): \$50,000**

Attach cost estimates or firm quotes (if available) for all projects.

**LAND and/or BUILDING ACQUISITION PROJECTS:** The following **must** also be submitted, as applicable:

- Surveys and/or plot plans for the property
- Appraisals and agreements, if available.
- Name of present owner and attach copy of deed conveying property unto present owner.
- Property address, Harwich Assessor’s property identification (Map#, Parcel #).
- For proposed Open Space land purchases, be prepared to discuss public access with the Committee.

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By signing below, the Applicant represents and warrants that all the information included is true and correct to the best of the signer’s knowledge and belief. Further, the Applicant acknowledges in the event that the Community Preservation Committee agrees to grant funds to Applicant (and subject to Town Meeting approval), this application together with any Terms and Conditions shall constitute a binding agreement, between the Applicant and the Community Preservation Committee. Further, Applicant acknowledges and agrees to execute any additional grant agreements should the Community Preservation Committee so request.

**ATTESTATION: I HEREBY ATTEST THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

**Signature - Chief Executive Officer or Board Chair**

**Title**

\_\_\_\_\_

\_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**APPLICATIONS MUST BE RECEIVED BY OCTOBER 30, 2020 NO LATER THAN 4 PM**

**Must submit eight (8) paper copies and if possible, a thumb drive (USB memory stick) containing a digital copy of the Application in a PDF file format.**