

WAREHAM Affordable Housing Trust

AGENDA

9:00 AM Tuesday, August 08, 2023

Room 27 Town Hall

Join Zoom Meeting

<https://us02web.zoom.us/j/87836639639?pwd=TmlQTVJyVEJWMjJ0OUorZmJ2Z3I1dz09>

Meeting ID: 878 3663 9639

Passcode: 040911

1 CALL MEETING TO ORDER

2 ROLL CALL

Appoint Clerk Pro Tem

3 MINUTES TO REVIEW AND APPROVE

Minutes for the March 14, 2023 meeting

Minutes for the April 18, 2023 meeting

Minutes for the May 9, 2023 meeting

Minutes for the June 13, 2023 meeting

Minutes for the July 11, 2023 meeting

4 NEW BUSINESS

4.1 REORGANIZE TRUST FOR 2023 – 2024

- New membership application: Jim Munise

5 OPEN ITEMS AND CONTINUING BUSINESS

5.1 REORGANIZE TRUST FOR 2023 – 2024

- Confirm membership and roles
 - New Clerk

5.2 TRUST FORMS, PROCESSES, AND PROCEDURES

- NOFA for 2023 – 2024 Funding Year
- 2023 – 2024 Goals and Objectives
- Finalize WHAT Grant Application Form
- Next Steps

5.3 2022-2023 ANNUAL REPORT

5.4 CPC GRANTS

5.5 NEW GRANT REQUESTS

- 6 Chapel Lane
<https://ldscg.egnyte.com/fl/isBrhU2GK3>

5.6 WOODLAND COVE (PHASE 1 50 UNITS)

- Next Steps in Grant Process

6 ITEMS NOT REASONABLY EXPECTED

7 ADJOURNMENT

8 NEXT MEETING

9 AM Tuesday, September 12, 2023
Room 27
54 Marion Road
Wareham, MA 02571

Zoom Meeting

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One tap mobile

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+13092053325,,87836639639#,,,,*040911# US

Wareham Affordable Housing Trust

Notice of Funding Availability (NOFA)

Fiscal Year 2024

OVERVIEW

The Wareham Affordable Housing Trust (the "**Trust**") is pleased to issue this Notice of Funding Availability (NOFA) for Fiscal Year 2024. The Trust is being funded by Community Preservation Act (CPA) funds and other sources to provide access to resources that will support qualified grant requests, rental assistance requests and other proposals from developers, property owners, profit, non-profit and public entities and individuals for the creation, preservation, rehabilitation and support of affordable rental and housing in the Town of Wareham (the "**Town**").

Requests will be evaluated with respect to criteria that are consistent with the **Town's** current Master Plan, Housing Production Plan, and Community Preservation Plan and the **Trust's** Policy and criteria for grants and awards as they are from time-to-time updated. In addition to the specific eligibility criteria outlined herein, to be eligible all proposals shall comply with Community Preservation Act fund requirements.

All affordable/community housing units created are subject to a use restriction ensuring that the affordable /community housing is restricted in perpetuity.

For Fiscal Year 2024, beginning June 1, 2023, a total of \$137,000 will be made available to fund eligible requests.

DETERMINATION OF FUNDING AWARD

Grants shall not be awarded unless the applicant and/or property owner(s) taxes are paid. Unless all fees and taxes are paid or a payment agreement with the Tax Collector has been established (this should be exhibited by a signed statement from the Tax Collector), no grants shall be issued.

Grants shall not be awarded unless the applicant and/or property owner(s) have obtained all necessary permits and the project complies with all zoning, conservation, building code, safety, and health code requirements.

In evaluating applications and in determining the amount of funding to be awarded, priority will be given to the following types of projects within the **Town**:

- Rental units that are affordable to households at or below 60% Area Median Income (AMI)
- Projects that create affordable and community housing units
- Projects that provide housing to vulnerable populations and offer supportive services
- Projects that convert existing buildings and structures into new affordable/community housing units.

Wareham Affordable Housing Trust
Notice of Funding Availability (NOFA)
Fiscal Year 2024

- Projects where the acquisition costs are at or below appraised value
- Number of units to be reserved as affordable, the level of affordability and the percentage of the total number of units created that are affordable
- Amount of other funds to leverage Trust investment
- Whether the development costs are reasonable and consistent for a project of its size
- Number and percentage of units which are accessible to individuals with disabilities
- Strength of development team and their demonstrated ability to develop a project of the type, size, and complexity
- Evidence of readiness to proceed
- Where new affordable units are being created in an existing building, whether the units meet all the requirements of the Housing Quality Standards established by HUD and the Massachusetts State Sanitary Code Minimum Standards for Human Habitation and whether the mechanical systems and building envelope have a minimum useful life of at least fifteen years.

APPLICATION, SCHEDULE AND REVIEW PROCESS

Requests will be received and reviewed on an annual rolling basis in four rounds with applications due on June 1, 2023, September 1, 2023, December 1, 2023, and March 1, 2024.

APPLICATIONS CAN BE ACCESSED AT:

By sending an email request to AHT@wareham.ma.us

On the Wareham Town Website <https://www.wareham.ma.us/affordable-housing-trust>

SUBMIT COMPLETED APPLICATION WITH ATTACHMENTS AND COVER LETTER ELECTRONICALLY TO:
AHT@wareham.ma.us

IF YOU ARE UNABLE TO MAKE AN ELECTRONIC SUBMISSION, PLEASE SEND ONE COPY OF THE COMPLETED APPLICATION TO:

Wareham Affordable Housing Trust
C/O Select Board
Wareham Town Hall
54 Marion Road
Wareham, MA 02571

Wareham Affordable Housing Trust
Notice of Funding Availability (NOFA)
Fiscal Year 2024

All applications will be reviewed for completeness. If complete, the applicant will be scheduled to appear before the Trust Board to present the request and answer questions from the Board. In the course of reviewing an application, the Trust may vote to retain certain outside consultants to provide information and analysis to assist the Trust in its review. Applicants are advised that the Trust may seek reimbursement for such costs from successful applicants including but not limited to the cost of appraisals and the cost of an outside housing consultant reviewing an applicant's financial statements.

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.

All successful applicants for Trust funds must execute a Grant Agreement with the Trust and if required by the Board, a separate monitoring services agreement. The Grant Agreement will memorialize the terms and conditions of the Trust funding, including the procedure for the disbursement of Trust funds.

Trust funds may be made available to selected eligible projects through deferred payment loans, secured by a mortgage and promissory note.

DEFINITIONS

Affordable Housing: As used herein shall mean housing that is affordable to a household having an income of not more than the income of 80% of the area median household income (AMI), adjusted for household size. For rental units, the rent (including utilities) shall not exceed 60% of the targeted AMI approved by the Trust for the proposed development. For home ownership units, the mortgage payment for the unit (including condominium fees or homeowners' fees, if applicable, insurance, utilities and real estate taxes) shall not exceed 60% of the targeted AMI approved by Trust for the proposed development.

Community Housing: As used herein shall mean housing that is affordable to a household having an income of not more than 100% of the area median household income (AMI) adjusted for household size. For rental units, the rent (including utilities) shall not exceed 30% of the targeted AMI approved by the Trust for the proposed development. For homeownership units, the mortgage payment (including condominium fees and homeowners fee, if applicable, insurance, utilities and real estate taxes) shall not exceed 30% of the targeted AMI approved by the Trust for the proposed development.

Wareham Affordable Housing Trust Grant Program Overview

Introduction

The Wareham Affordable Housing Trust (the TRUST) is a grant-based program that provides funding assistance to individuals as well as corporations, developers, builders, and other organizations, to encourage and support the development of affordable housing in Wareham, Massachusetts. This document explains the program requirements, guidelines and process for applying for a TRUST grant.

To apply for a grant, a Wareham Affordable Housing Trust application must be completed and submitted to the TRUST. Award status in the TRUST will be announced after the TRUST has reviewed the application and determined that the project meets program requirements.

Grants shall not be awarded unless the applicant's and/or property owner(s)' taxes are paid. You should ascertain the status of your property, auto, excise, taxes and all other related fees prior to submitting a grant request to the TRUST. Unless all taxes and fees are paid, or a payment agreement with the tax collector has been established (this should be exhibited by a signed statement from the tax collector), no grants shall be issued.

All applications will be reviewed for completeness. If complete, the applicant will be scheduled to appear before the TRUST to present the request and answer questions regarding the project.

In the course of reviewing an application, the TRUST may vote to retain certain outside consultants to provide information and analysis to assist with its review. Applicants are advised that the TRUST may seek reimbursement for such costs from successful applicants including but not limited to the cost of appraisals and the cost of an outside housing consultant reviewing an applicant's *pro forma*. *The TRUST will notify the applicant prior to retaining any service that may result in a fee being charged to the applicant.*

Once the TRUST determines it has 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.

All successful applicants of TRUST funds must execute a Grant Agreement with the TRUST, and if required by the TRUST, acquire a separate monitoring services agreement. The Grant Agreement will memorialize the terms and conditions of the TRUST funding including the procedure for the disbursement of TRUST funds. TRUST funds may be made available to selected eligible projects through deferred payment loans, secured by a mortgage and promissory note.

Wareham Affordable Housing Trust Grant Program Overview

Eligibility

The property and/or project for which the TRUST grant is requested must be located within Wareham MA. It must create one or more eligible affordable housing units.

Projects, eligible for consideration, can include but are not limited to:

- Acquisition and rehabilitation of existing housing for persons at or below 80% of area median income
- New construction (single family and multifamily) for persons at or below 80% of area median income
- Adaptive reuse of non-residential buildings
- Special housing needs for the:
 - elderly
 - physically disabled
 - families

Evaluation Considerations

There are multiple points the TRUST may consider when it reviews and approves an individual grant project. They can include, but not be limited to, the following:

- Produce a Greater Level of Affordability
 - Create unit(s) for persons at or below 60% of median area income (receive priority)
 - Create unit(s) at or below 80% of median area income
- Readiness to Proceed:
 - Projects which have appropriate zoning, local approvals, and fully prepared plans will be given priority.
- Percentage of Affordable Units:
 - Priority will be given to projects which provide a greater percentage of affordable units for households at or below 60% of median income.
- Community Impact:
 - Projects that are part of a larger neighborhood revitalization plan will be given priority
 - Projects utilizing town/donated land/buildings
 - Projects that target use of existing structures
 - Projects that will reduce environmental impacts through use of innovative strategies and/or technologies
 - Projects that will provide special needs housing

Wareham Affordable Housing Trust Grant Program Overview

- Added priority will be given to projects which address the housing needs of a targeted population. Examples of these projects might include, but are not limited to:
 - Projects which promote home ownership
 - Projects which prevent homelessness
 - Projects which help the physically disabled and the elderly maintain their home in compliance with state sanitary code regulations, Wareham and TRUST of health regulations
- Rental Units:
 - Mixed-income developments: applications proposing mixed-income developments (with a combination of low, and/or very low and market units) are encouraged
 - Rent impact: Priority will be given to projects which have a greater percentage of apartments or home ownership units that are deemed affordable at:
 1. at or between 80% and 61% of median
 2. at or between 60% and 40% of median
 - Rental rates that may be charged on units having a deed restriction may not be greater than the fair market rents established by HUD and/or MassHousing. When a difference, eligibility and consideration exists between fair market rents, the lower rent shall be charged.

How to Apply

To apply for a Wareham Affordable Housing Trust (the TRUST) grant, please complete and submit the application form. The form may be downloaded from the Wareham Affordable Housing Trust website at WAHT@wareham.MA.US. You may also request an application from:

Wareham Affordable Housing Trust
c/o Board of Selectmen
Wareham Town Hall
54 Marion Road
Wareham, MA 02571

In order to be considered for funding, applications must be on the form provided or approved by the TRUST. Application forms must not be modified.

SOURCES & USES BUDGET

USES - Development Budget

Development Costs	<i>Per Unit</i>	<i>Total</i>
Acquisition	33,333	200,000
Hard Costs		
<u>Site Work</u>		301,697
Excavation		
Tree Removal		
Paving Sidewalks		
Other (Landscaping, Parking, Lights,Sprinklers)		
		<hr/>
	\$	
Sub-Total Site Work		301,697
 <u>Construction</u>		
Total Buildings Costs		1,182,600
Total Buildings and site work		1,484,297
Contingency		148,430
		<hr/>
Total Hard Costs		1,632,727

Soft Costs

Civil Engineering/Geotech/Env/		25,000
FF+E Common Areas Interior		0
Traffic Study		0
Market Study/Financing Appraisal		1,000
Marketing/Initial Rent-up/Model Unit/Signage		0
Taxes		2,232
Utility Usage		500
Insurance		5,000
Security		2,000
Inspecting Engineer		3,000
Construction Loan Interest		58,800
Fees - construction		500
Fees - Permanent lender		0
Architecture/Engineering		2,500
Building and Occupancy Permit		17,462
Connection Fees/Other permit fees		33,000
Clerk of the Works		0
Construction Manager		0
Bond Premiums (P&P/Lien bond)		0
Legal		20,000

Title & Recording	3,000
Accounting	2,000
40B Site Approval Processing Fee	4,300
40B Mediation Fund Fee	0
40B Land Appraisal (as-is appraisal)	
40B Final Approval Processing fee	0
40B Subsidizing Agency Cost Certification Fee	25,000
40B Monitoring Agent Fees	0
MIP	0
Credit Enhancement	0
Letter of Credit Fee	0
Other Financing Fees	0
Development consultant	20,000
Lottery consultant/Advertising	15,000
ZBA peer review consultants	3,000
Mitigation fees (I&I)	0
Soft Cost Contingency	7,299
Sub-Total Soft Costs	250,592
Developer Overhead/Fee	0
Capitalized Reserves	
Initial Rent-Up Reserves	25,000
Operating Reserves	1,500
Sub-Total Capitalized Reserves	26,500
TOTAL DEVELOPMENT COSTS	2,109,819

DEVELOPMENT SOURCES

Supportable Debt/Permanent Loan	1,400,000
Town Trust Funds/CPA Funds	200,000
EOHLC Neighborhood Stabilization Funds	308,819
Developer Equity Required	150,000
less Developer Overhead/Fee contributed	0
plus equity in land	50,000
TOTAL DEVELOPMENT SOURCES	2,108,819

Income	\$	219,359	
Operations	\$	65,808	30%
NOI	\$	153,551	

Mortgage Annual	\$ 115,163.37	
Monthly	\$ 9,596.95	
Supportable Debt	\$ 1,400,000	7.5% 30-year amortization

Cash flow is approximately \$38,000 a year.

Wareham Affordable Housing Trust Grant Application

Application Instructions

Thank you for applying for a Wareham Affordable Housing Trust grant. Please complete and submit this application form along with any required attachments.

To be considered for funding, applications must be on the form provided. **Application forms must not be modified.**

Use the following instructions for submitting your application. Please include all required attachments with your application at the time of submission.

Application Submission

Submit the completed application, with attachments and cover letter, electronically to: WAHT@wareham.ma.us.

If you are unable to make an electronic submission, please send one copy of the completed application, including attachments, registered mail, to:

Wareham Town Hall
Board of Selectmen
54 Marion Rd.
Wareham, Ma. 02571

Attn: Wareham Affordable Housing Trust

The application may also be hand delivered to Wareham Affordable Housing Trust c/o Board of Selectmen office at the above street address.

Notice of Disclosure of Application

Once submitted to the TRUST, information provided in this application will become a public record available for review by the public pursuant to the Public Records Law. By providing this information to the TRUST, the Applicant waives any claim of confidentiality and consents to the disclosure of all submitted material upon request and in accordance with applicable law.

Wareham Affordable Housing Trust Grant Application

SECTION 1 – Applicant’s Information

1.1 Please provide the following information for the primary applicant.

Name of Applicant

Applicant address (street, city, ZIP)

Contact phone number and e-mail

Address (street, city, ZIP) of property that the grant will be applied to

1.2 Please list documentation that provides primary applicant's proof of ownership for the property the grant will be used for. Attach a copy of the documentation.

1.3 Please provide a brief description of project.

Wareham Affordable Housing Trust Grant Application

SECTION 2 – Eligibility Criteria

2.1 This chart presents areas that may be considered by the TRUST when determining grant award qualification. Please answer all the following questions with a “Y” for yes, “N” for no. Do not leave any questions unanswered. Please provide any documentation to support your answers to the following questions.

	Eligibility Criteria
	Are you looking for project-specific funding?
	Are you requesting funding for the creation or financing of affordable housing units in the Town of Wareham?
	Does your proposal seek funding to create or finance affordable housing units for low-income families earning 80% or less of area median income?
	Will the resulting affordable housing be eligible for the Subsidized Housing Index (SHI) for the Town of Wareham?
	Does the number of affordable units for your project exceed 25% of the total number of units?
	Is the application complete and on the form prescribed by the TRUST?
	Is the project financially feasible?
	Does the application contain evidence of site control?
	Does the development team or homeowner have the capacity to complete the project?
	Does the project add at least one unit of affordable housing at or below 80% of median income to the Wareham affordable housing stock?
	Does the applicant agree to having an affordable housing deed restriction placed on the subject property for a length of time determined by the TRUST?
	Does applicant owe any taxes or other fees to the town of Wareham?

Wareham Affordable Housing Trust Grant Application

SECTION 3 – Information Regarding Funds Requested and Usage

3.1 Please confirm the total amount of TRUST funds that are being requested.

\$ _____

3.2 What is the estimated percentage of project costs that the requested grant will provide?

_____ %

3.3 Funding usage detail - Please list/identify all activities that TRUST grant funds will be used for. Use additional paper if necessary.

Activity Funded	Months/Years	Estimated Dollar Amount	% of Total Grant Dollars
<i>e.g., Building plans creation</i>	<i>FY 02-03 or (months/years)</i>	<i>e.g., \$ 7,000</i>	<i>e.g., 30%</i>
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

Wareham Affordable Housing Trust Grant Application

SECTION 4 – Additional Project Details and Information

The following information may be required, depending on the size/type of project that the TRUST funds are requested for. Please answer all that apply.

4.1 Have formal plans been created for this project? Yes _____ No _____
If so, please attach a copy of the plans to this application.

4.2 Will this project require the plan be approved by any of the following boards/departments?

Required Approvals	Yes	No	Status/Explanation
Planning			
Zoning			
Conservation			
Sewer			
Inspection Services (building permit)			
Other			
Other			

4.3 Has a building permit been issued for this project? If so, please attach a copy of the permit to this application. Yes _____ No _____

4.2 Please provide a brief description of how the following will be addressed.

(a) Project control and/or management _____

(b) Site security and maintenance _____

Wareham Affordable Housing Trust Grant Application

(c) Confirmation site is free of hazardous materials _____

(d) Confirmation that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed _____

Wareham Affordable Housing Trust Grant Application

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54 Marion Rd.
Wareham, Ma. 02571

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Wareham Affordable Housing Trust Grant Application

SECTION 1 – Applicant’s Information

1.1 Please provide the following information for the primary applicant.

Name of Applicant

WC2 Owner, LLC

Applicant address (street, city, ZIP)

235 Bear Hill Road, Waltham, MA 02451

Contact phone number and e-mail

781-899-4002

Address (street, city, ZIP) of property that the grant will be applied to

3102 Cranberry Hwy, Wareham, MA 02538

1.2 Please list documentation that provides primary applicant’s proof of ownership for the property the grant will be used for. Attach a copy of the documentation.

Bill of Sale

1.3 Please provide a brief description of project.

Woodland Cove, Phase II will be comprised of two residential buildings with a total of 56 units of affordable housing and 63 units in total. 9 units will be for applicants making 30% AMI or less, 47 units will be for applicants making 60% AMI or less, and 7 units will be for Workforce Housing which is 90% AMI or less. Woodland Cove, Phase II also has a preference for Wareham residents.

Wareham Affordable Housing Trust Grant Application

SECTION 2 – Eligibility Criteria

2.1 This chart presents areas that may be considered by the TRUST when determining grant award qualification. Please answer all the following questions with a “Y” for yes, “N” for no. Do not leave any questions unanswered. Please provide any documentation to support your answers to the following questions.

	Eligibility Criteria
Y	Are you looking for project-specific funding?
Y	Are you requesting funding for the creation or financing of affordable housing units in the Town of Wareham?
Y	Does your proposal seek funding to create or finance affordable housing units for low-income families earning 80% or less of area median income?
Y	Will the resulting affordable housing be eligible for the Subsidized Housing Index (SHI) for the Town of Wareham?
Y	Does the number of affordable units for your project exceed 25% of the total number of units?
Y	Is the application complete and on the form prescribed by the TRUST?
Y	Is the project financially feasible?
Y	Does the application contain evidence of site control?
Y	Does the development team or homeowner have the capacity to complete the project?
Y	Does the project add at least one unit of affordable housing at or below 80% of median income to the Wareham affordable housing stock?
Y	Does the applicant agree to having an affordable housing deed restriction placed on the subject property for a length of time determined by the TRUST?
N	Does applicant owe any taxes or other fees to the town of Wareham?

Wareham Affordable Housing Trust Grant Application

SECTION 3 – Information Regarding Funds Requested and Usage

3.1 Please confirm the total amount of TRUST funds that are being requested.

\$. 56,000

3.2 What is the estimated percentage of project costs that the requested grant will provide?

0.23%

***This grant will directly provide rental assistance to residents who income qualify and sign leases during the initial lease up period.

3.3 Funding usage detail - Please list/identify all activities that TRUST grant funds will be used for. Use additional paper if necessary.

Activity Funded	Months/Years	Estimated Dollar Amount	% of Total Grant Dollars
<i>e.g., Building plans creation</i>	<i>FY 02-03 or (months/years)</i>	<i>e.g., \$ 7,000</i>	<i>e.g., 30%</i>
Resident Rental Assistance		\$ 56,000	100%
		\$	
		\$	
		\$	
		\$	
		\$	

Wareham Affordable Housing Trust Grant Application

SECTION 4 – Additional Project Details and Information

The following information may be required, depending on the size/type of project that the TRUST funds are requested for. Please answer all that apply.

4.1 Have formal plans been created for this project? Yes X No _____
If so, please attach a copy of the plans to this application.

4.2 Will this project require the plan be approved by any of the following boards/departments?

Required Approvals	Yes	No	Status/Explanation
Planning	X		Approved
Zoning	X		Approved
Conservation	X		Approved
Sewer	X		Approved
Inspection Services (building permit)	X		Approved
Other			
Other			

4.3 Has a building permit been issued for this project? If so, please attach a copy of the permit to this application. Yes X No _____

4.2 Please provide a brief description of how the following will be addressed.

(a) Project control and/or management Upon completion, Wingate Management will manage the daily operations of the property. They will provide a full time Property Manager.

(b) Site security and maintenance Upon completion, Wingate Management will provide a full time Maintenance Manager.

Wareham Affordable Housing Trust Grant Application

(c) Confirmation site is free of hazardous materials Yes, the site is free of hazardous materials.

(d) Confirmation that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed Yes, all professional standards have been followed during construction.

Wareham Affordable Housing Trust Grant Application

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Wareham Affordable Housing Trust Grant Application

SECTION 1 – Applicant’s Information

1.1 Please provide the following information for the primary applicant.

Name of Applicant

WC Owner, LLC (on behalf of Woodland Cove, Phase I)

Applicant address (street, city, ZIP)

235 Bear Hill Road, Waltham, MA 02451

Contact phone number and e-mail

781-899-4002

Address (street, city, ZIP) of property that the grant will be applied to

3102 Cranberry Hwy, Wareham, MA 02538

1.2 Please list documentation that provides primary applicant’s proof of ownership for the property the grant will be used for. Attach a copy of the documentation.

Bill of Sale

1.3 Please provide a brief description of project.

Woodland Cove, Phase I will be comprised of two residential buildings and one community building with a total of 56 units of affordable housing and 63 units in total. 8 units will be for applicants making 30% AMI or less, 48 units will be for applicants making 60% AMI or less, and 7 units will be for Workforce Housing which is 90% AMI or less. Woodland Cove, Phase I also has a preference for Wareham residents.

Wareham Affordable Housing Trust Grant Application

SECTION 2 – Eligibility Criteria

2.1 This chart presents areas that may be considered by the TRUST when determining grant award qualification. Please answer all the following questions with a “Y” for yes, “N” for no. Do not leave any questions unanswered. Please provide any documentation to support your answers to the following questions.

	Eligibility Criteria
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Y	Are you requesting funding for the creation or financing of affordable housing units in the Town of Wareham?
Y	Does your proposal seek funding to create or finance affordable housing units for low-income families earning 80% or less of area median income?
Y	Will the resulting affordable housing be eligible for the Subsidized Housing Index (SHI) for the Town of Wareham?
Y	Does the number of affordable units for your project exceed 25% of the total number of units?
Y	Is the application complete and on the form prescribed by the TRUST?
Y	Is the project financially feasible?
Y	Does the application contain evidence of site control?
Y	Does the development team or homeowner have the capacity to complete the project?
Y	Does the project add at least one unit of affordable housing at or below 80% of median income to the Wareham affordable housing stock?
Y	Does the applicant agree to having an affordable housing deed restriction placed on the subject property for a length of time determined by the TRUST?
N	Does applicant owe any taxes or other fees to the town of Wareham?

Wareham Affordable Housing Trust Grant Application

SECTION 3 – Information Regarding Funds Requested and Usage

3.1 Please confirm the total amount of TRUST funds that are being requested.

\$ 6,000

3.2 What is the estimated percentage of project costs that the requested grant will provide?

0.025%

***This grant will directly provide rental assistance to residents who income qualify and sign leases during the initial lease up period.

3.3 Funding usage detail - Please list/identify all activities that TRUST grant funds will be used for. Use additional paper if necessary.

Activity Funded	Months/Years	Estimated Dollar Amount	% of Total Grant Dollars
<i>e.g., Building plans creation</i>	<i>FY 02-03 or (months/years)</i>	<i>e.g., \$ 7,000</i>	<i>e.g., 30%</i>
Resident Rental Assistance		\$ 6,000	100%
		\$	
		\$	
		\$	
		\$	
		\$	

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SECTION 4 – Additional Project Details and Information

The following information may be required, depending on the size/type of project that the TRUST funds are requested for. Please answer all that apply.

4.1 Have formal plans been created for this project? Yes X No
If so, please attach a copy of the plans to this application.

4.2 Will this project require the plan be approved by any of the following boards/departments?

Required Approvals	Yes	No	Status/Explanation
Planning	X		Approved
Zoning	X		Approved
Conservation	X		Approved
Sewer	X		Approved
Inspection Services (building permit)	X		Approved
Other			
Other			

4.3 Has a building permit been issued for this project? If so, please attach a copy of the permit to this application. Yes X No

4.2 Please provide a brief description of how the following will be addressed.

(a) Project control and/or management Upon completion, Wingate Management will manage the daily operations of the property. They will provide a full time Property Manager.

(b) Site security and maintenance Upon completion, Wingate Management will provide a full time Maintenance Manager.

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(c) Confirmation site is free of hazardous materials Yes, the site is free of hazardous materials.

(d) Confirmation that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed All professional standards have been followed during construction.

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(c) Confirmation that site is free of hazardous materials

(d) Confirmation that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed

SECTION 5 – Authorized signature

The application must be signed by the applicant or authorized agent.

Name

Title

Relationship to Applicant

Signature



Date

7/13/2023