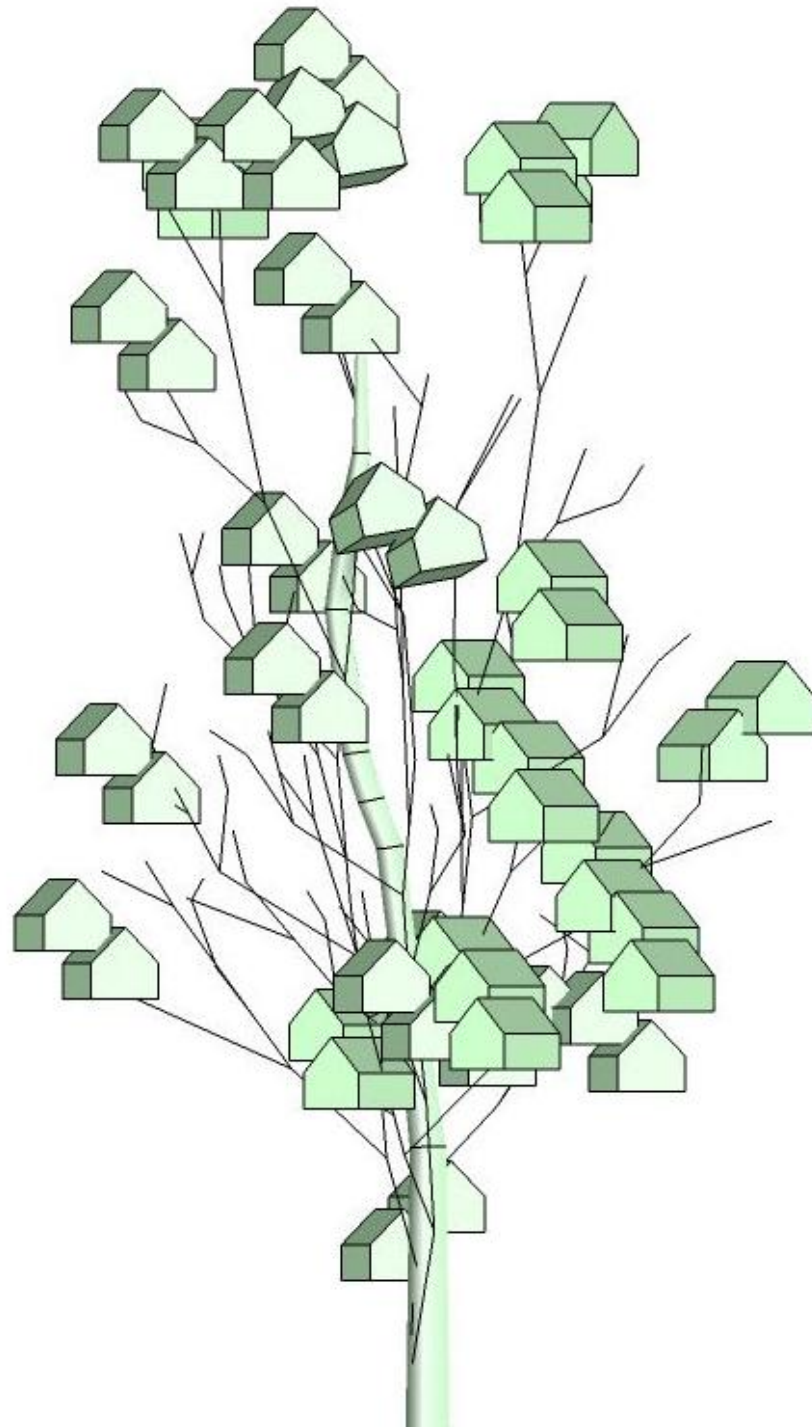


WESTPORT AFFORDABLE HOUSING TRUST FUND



**SEED**  
**HOUSING FUNDING PROGRAM**  
**LOANS**

## GENERAL INFORMATION

The Town of Westport, in order to more effectively undertake locally-initiated affordable housing projects, established the Westport Affordable Housing Trust Fund (The Trust), per Massachusetts General Laws Chapter 44 Section 55C (MGL c.44 s.55C), through a 2/3 vote at the May 2009 Town Meeting. The mission of the Housing Trust is to provide for the creation and preservation of affordable housing in the Town for the benefit of low and moderate income households.

The Westport Affordable Housing Trust Fund created the **SEED** Housing Funding Program in order to seek applications for **CONSTRUCTION LOANS** from qualified project proponents to create multiple new affordable housing units in Westport, MA.

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For questions or to request and application, please contact:

Leonardi Aray, AIA  
Housing Specialist  
Westport Affordable Housing Trust  
phone: 617.270.3912 or 774.264.5126  
e-mail: leonardi@larayarchitects.com

Applications are available at:  
Westport Town Hall, Housing Assistance Office  
816 Main Road, 2nd Floor  
Westport, MA 02790

Online at: <http://affordablehousing.westport-ma.com/>

## PROGRAM INFORMATIONAL SESSION: EARLY NOVEMBER 2014

### THE TRUST WILL START ACCEPTING APPLICATIONS ON SEPTEMBER 29, 2014

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The Trust will review applications within 60 days of receipt, and all applicants will be notified in writing of funding decisions within a reasonable period of time following the Trust's review. Interested applicants may mail a full application to the Trust at the address indicated above. An electronic copy of the application should be mailed or e-mailed as well.

The Trust reserves the right to reject any or all applications. Due to the high volume

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of anticipated requests and limited funds, not every application that matches the program guidelines will receive funding.

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

## **PROGRAM INTENT**

The Westport Affordable Housing Trust Fund is seeking proposals from qualified project proponents of affordable housing to utilize available funds to develop and create new affordable housing units in Westport, MA. Only projects with dwelling units that are restricted Affordable in perpetuity and are eligible for inclusion in the Town's Subsidized Housing Inventory (SHI) will be considered. The project shall meet the Department of Housing and Community Development (DHCD) rules and regulations. Furthermore, proposals that address Westport's diverse housing needs as stated in the Westport Housing Production Plan will be considered.

## **Funding Priorities**

**Priority #1:** Construction loan for new affordable rental housing units.

**Priority #2:** Construction loan for new affordable homeownership housing units.

**Priority #3:** Construction loan for the rehabilitation of existing buildings for the creation of new affordable housing units, primarily rental units.

Special projects the Trust may find acceptable.

Funding is immediately available and the Trust wishes to start this program upon respondent selection. Prior to any release of funds, a Loan Agreement will be executed between the Trust and the selected applicant(s).

Funding will be provided in the form of a deferred payment loan. The loan shall be due in either three or five years in accordance to the "General Funding Guidelines".

The selected applicant will work closely with the Trust, the Planning Board and DHCD. The applicant will work with the Trust to carry community meetings and outreach efforts related to the project.

**GENERAL FUNDING GUIDELINES**

PRIORITY	Up-To <b>\$15,000/</b> Affordable Housing Unit		Notes
	3-Year, 0%*	5-Year, 3%*	
1. New Rental	√	√	
2. New Homeownership	√	√	
3. Building rehabilitation	√	√	
Special projects	√	√	Funding may be provided to worthwhile projects that do not fit the funding priorities of these guidelines, or that reflect a particularly innovative approach to providing affordable housing.

\* The full loan amount shall be due in three years.

\*\* The full loan amount plus applicable interest shall be due in five years.

**Trust funds should only be used for the creation and preservation of affordable housing units eligible for inclusion in the Town's Subsidized Inventory (SHI).**

**APPLICATION FORM**

In order to be considered for funding, please provide the requested information and complete all the forms included with this application.

**A. PROJECT APPLICANT INFORMATION**

Applicant/ Organization Name:
Contact Person Name:
Contact Person Title:
Phone Number:
e-mail address:
Mailing address:

1. Applicant Background – Provide a brief description of the applicant including history, size and staff make-up. List key staff members to be assigned to this project and attach resumes with their qualifications.
2. Project Owners and Investors – Provide a list of all persons and parties with an interest in the property or investing in the project.
3. Related Experience - Describe similar projects including budget, and year work was completed. Describe your experience in construction and/or property management of real estate for sale or rent. Describe your background in affordable housing development, funding and administration. Describe your experience with affordable housing marketing, lotteries and tenant/buyer selection.
4. References - The name, title, address, telephone numbers and e-mail addresses of client contacts of projects outlined in Related Experience (min. 3).
5. Financial Qualifications - Include evidence of the financial status of the applicant, demonstrating the financial strength to carry out the proposed development, including current financial statements A full audit conducted by a certified public accounting firm/individual may be required.
6. Required Forms – Complete the forms found with this application.

**B. PROJECT SCOPE**

<b>Name</b>		<b>Estimated Completion Date</b>	
<b>Address</b>			
<b>Priority</b>		<b>Total Funding Application</b>	\$
		<b>Funding/ Affordable Unit</b>	\$
<b>Contact</b>	Name:		
	Phone:		
	e-mail:		

<b>Type of Housing</b>	<b>Quantity</b>	<b>% of Total</b>
Homeownership		
Rental		
Affordable Homeownership (up-to 80% AMI)		
Affordable Rental (up-to 80% AMI)		
Accessible		
<b>Total Housing Units</b>		100%

<b># of Bedrooms</b>	<b>Area Median Income (AMI)</b>				<b>TOTAL</b>
	<b>Up-to 60%</b>	<b>61%-80%</b>	<b>81%-100%</b>	<b>Over 100%</b>	
1 BR					
2 BR					
3 BR					
4+ BR					

<b>TOTAL</b>					
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**C. PROJECT NARRATIVE**

The following documentation shall be provided in a concise manner, address the Priority level and the Westport Housing Production Plan:

1. Letter of Interest and executive summary.
2. Describe development status, the current and proposed conditions of the project including the address and Town Assessor’s Map and lot numbers.
3. Describe how the respondent will successfully create and permit the new units, finance the project, market the affordable units in compliance with DHCD regulations and how the units will be accepted on the CH 40B Subsidized Housing Inventory (SHI).
4. Project schedule and timeline - Indicate the project schedule and timeline. Explain how the work will create new affordable housing units within three (3) years of the execution of the Loan Agreement.

**D. SITE PLAN and BUILDING(s) PLANS**

Graphic illustrations describing site dimensions, building(s) dimensions, unit layout, zoning, parking and curb cuts. Clearly identify the proposed affordable housing units. Design Concepts are acceptable.

**E. PROJECT COSTS AND SOURCE OF FUNDS**

Development Item	\$ COST	Trust Funding Request	
		\$ Amount	% of Cost
1. Acquisition			
2. Site Work			
3. Construction			
4. Financing Costs			
5. Marketing & Lottery Administration			
6. Monitoring of affordable housing units			
7. Architecture/Engineering			
8. Other soft costs: _____			
9. Fee/Overhead			
<b>Total Development Costs</b>			

Sources of Funds	Total	Secured*	Pending
1. Westport Affordable Housing Trust Fund			
2. Private Bank Loan(s)			
3.			
4.			
5.			
<b>Total Funding</b>			

\* Provide letters of intention from all secured sources of funding



**F. PROJECT & APPLICATION EVALUATION CRITERIA**

<b>1</b>	<b>Housing opportunities and target population</b>	<b>YES</b>	<b>Possibly</b>	<b>N/A</b>
1.1	At least 30% of the total housing units in the project are affordable to low-income households (80% AMI).			
1.2	The project increases the number of rental units available to low-income households (80% AMI).			
1.3	The project increases the number of homeownership units available to low-income households (80% AMI).			
1.4	The project increases the number of housing options for individual with disabilities and/or low-income seniors.			
1.5	All the Affordable Units will be included in the Town's Subsidized Housing Inventory (SHI). The developer will be responsible for submitting any and all applications to DHCD and taking any and all measures to ensure that all the Affordable Units are so counted in the SHI.			
1.6	All affordable units will be subject to a regulatory agreement and/or affordable housing restriction satisfactory to the DHCD and the Town to ensure the affordability of all affordable units in perpetuity or for the longest period allowed by law.			
1.7	Preference for Westport residents will be exercised to the maximum extent permitted by law.			
1.8	The project complies with applicable fair housing laws, civil rights laws, disability laws, and architectural accessibility laws			
1.9	The project promotes an equitable geographic distribution of housing choices.			
1.10	Other:			

<b>2</b>	<b>Environmental Considerations</b>	<b>YES</b>	<b>Possibly</b>	<b>N/A</b>
2.1	The project protects sensitive land.			
2.2	The project involves environmental remediation or clean up.			
2.3	The project uses a renewable energy source, recycled and/or non-/low-toxic materials, exceeds the energy efficiency provisions of the state building code, is configured to optimize solar access, and/or otherwise results in waste reduction and conservation of resources.			
2.4	The project uses alternative technologies for water and/or wastewater treatment that result in land or water preservation.			
2.5	The project uses low impact development (LID) or other innovative techniques for stormwater management.			
2.6	Other:			
<b>3</b>	<b>Community Planning &amp; Development</b>	<b>YES</b>	<b>Possibly</b>	<b>N/A</b>
3.1	The project involves a concerted public participation effort (beyond the minimally required public hearing), including the involvement of community members, and/or key stakeholders in the planning and design of the project.			
3.2	The project involves the creation or preservation of public open space or passive recreational facilities.			
3.3	The project eliminates or reduces neighborhood blight.			
3.4	The project significantly enhances an existing neighborhood by restoring its housing stock and/or			

	community features.			
3.5	The project creates housing near sources of employment.			
3.6	The project expands the local tax base.			
3.7	Other:			
<b>4</b>	<b>Site Planning and Design</b>	<b>YES</b>	<b>Possibly</b>	<b>N/A</b>
4.1	The project is compact and/or clustered so as to preserve undeveloped land.			
4.2	The project includes multi-family housing.			
4.3	The development attempts to incorporate the spirit of Westport's architecture and open space.			
4.4	The project incorporates features that allow for "visitability" and accessibility above minimum requirements.			
4.5	Parking is located where it does not visually dominate the development and allows easy and safe pedestrian access to buildings.			
4.6	The project incorporates a community center, central mail facility, playground and/or other community or residents amenities.			
4.7	The project complies with EPA's Energy Star guidelines or with a similar system that promotes sustainable design and energy-saving measures.			
4.8	The project is located in proximity (1 or 2 miles) to a transportation corridor that provides access to employment centers, retail/commercial centers, civic destinations.			

4.9	Other:			
<b>5</b>	<b>Application Evaluation Criteria</b>			
5.1	Completeness of the application			
5.2	Response to the Housing Production Plan			
5.3	Ratio of funding request and overall project cost on a per housing unit basis			
5.4	Applicant capacity to secure funding from other public or private resources			
5.5	Applicant Qualifications and Financial Qualifications			
5.6	Experience implementing Affirmative Fair Marketing Plan and resident selection process.			
5.7	Project Timeline			