



BARNSTABLE COUNTY
DEPARTMENT OF HUMAN SERVICES
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MEETING MINUTES

BARNSTABLE COUNTY HOME CONSORTIUM ADVISORY COUNCIL MEETING

Thursday, April 11, 2019 @ 8:30 a.m.

Innovation Room, Barnstable County Complex
3195 Main Street, Barnstable, MA 02630

Members Present: Arthur Bodin, Arden Cadrin, Carla Feroni, Paul Lagg, Josh Mason, Alyxandra Sabatino, Laura Shufelt, Jill Scalise, Beth Wade, Katie Wibby. Also present, Ex Officio member Heather Harper.

Members unable to attend: Charleen Greenhalgh, Michelle Jarusiewicz, Nanette Perkins, Richard Carroll

Barnstable County Staff: Renie Hamman, HOME Program Manager; Maria Silva, Department of Human Services Administrative Assistance

Consultant: Paul Ruchinkas, HOME Program Consultant

Members of the Public: Linda Zuern, David Kaplan, Anonymous

Elected Officials: Assembly of Delegates: 0 County Commissioners: 0 County Administrator: Jack Yunits

➤ **Public Hearing**

The Public Hearing on the estimated HOME Program Allocation for program year 2019 was opened at 8:35 a.m. The Public Notice was read into the record.

Renie explained how she arrived at the estimated allocation amount of \$435,000. She explained that as HUD has a method based on percentages and various criteria, it is difficult to estimate. This year's federal allocation to HUD was approximately a 9% overall reduction. Thus the estimate for Barnstable County was based on a 9% reduction of the prior 2018 program year allocation.

Two members of the public attended; one spoke.

Linda Zuern, member of the public from Bourne stated that she didn't want any funds being used by refugees.

Motion to close the public hearing was made by Laura Shufelt, and seconded by Carla Feroni. All were in favor.

Public Hearing was closed at 8:55 a.m.

➤ **Advisory Council Meeting - Opened at 8:56 a.m.**

➤ Welcome/Introductions

- Renie welcomed new member Joshua Mason, Town of Dennis and new member Elizabeth Wade, At-Large Member. A roundtable of introductions followed.

➤ Business

- Approval of Minutes of January 17, 2019 - copies of draft minutes were inadvertently left out of the packet. Item was postponed until copies of minutes could be provided.
- Discussion of Draft Annual Action Plan for Program Year 2019 and motion to approve
Renie explained that the HOME Program requires a Consolidated Plan every five years. The HOME program is currently operating under the 2014-2019 Consolidate Plan. Thus, the Annual Action Plan for Program Year 2019 is the last year of this consolidated plan cycle. The County will be putting out an RFP for a consultant to prepare the consolidated plan for 2020-2024.

Renie explained that the HOME Program was planning on funding and administering the same programs as it has in the past, being the Rental Development program, the Down Payment Closing Cost assistance program and the Community Development Housing Organization (CHDO) program.

Renie gave a brief overview of the HUD requirement of a CHDO set aside of 15% of each year's allocation being restricted to CHDO development only. Renie then explained that in the past, annual CHDO fund set asides were required to be used within two years or the funds were de-obligated and returned to HUD. However, just recently, HUD has issued a suspension of this two-year requirement along with extending the suspension of the two-year requirement on other grant funds. Additionally, HUD should be returning the funds that it de-obligated from Program Year 2016 which was approximately \$60,000. With the return of this amount, the current CHDO funds with the inclusion of the 2019 estimated allocation would be approximately \$250,000.

The consortium members discussed the possibility of locating an organization who could qualify for a CHDO. Renie and Paul answered questions posed by the consortium members regarding some of the specific HUD requirements. Renie advised that the new CHDO regulation required that CHDOs be certified for every project. Renie explained that she would be reviewing the regulations more closely in the coming months. Katie Wibby requested that information on the regulations be provided. Renie will provide gathered information on CHDO to the consortium.

The DPCC program was next discussed. Renie explained that the plan was to sub-allocate \$50,000 or 11.5% of the actual 2019 program year allocation to the DPCC program. Jill Scalise asked if Housing Assistance Corporation was still administering the DPCC program. Renie explained that they are under contract until end of September 2019 and that the County would be putting out a new RFP for a subrecipient to continue to administer the DPCC program. Paul asked if there would be certain elements included in the RFP such as First time Home buyer education program. Renie said there would be and then explained to the consortium the upcoming new HUD requirement that all entities that provide first time home buyer education be certified.

The consortium then discussed the current requirements of the DPCC program. Renie explained that for 2019 the maximum sales price of a home was \$333,000, that the home

purchaser needed to meet income limits and qualify for a mortgage. Paul explained that the income limits were 80% AMI. The consortium and staff discussed the difficulty with located purchasers who could meet those requirements along with locating homes at or below the \$333,000 maximum requirement.

Motion to approve draft AAP, to release for Document Availability and Public Comment period, and to authorize HOME Program staff to incorporate actual funding allocation and revise accordingly and as necessary for final submission to HUD after Public Comment period was made by Laura Shufelt and seconded by Carla Feroni, all in favor.

- Approval of Minutes of January 17, 2019

The Advisory Council took a moment to review the minutes. There was no discussion.

A Motion to approve the minutes was made by Jill Scalise and seconded by Arden Cadrin, all in favor;

Abstentions: Katie Wibby, Laura Shufelt, Paul Lagg

- Discussion of Underwriting Guidelines

Renie instructed the consortium to page 12 of the Underwriting Guidelines to review a minor revision to the determination of the utility allowance. She explained to the consortium that HUD has changed their requirements on the way rental utility allowances can be calculated. HUD no longer allows the use of public housing authorities utility allowances. The consortium members asked how allowances were to now be determined and Renie explained that HUD issued a HOMEfires bulletin, which was referenced in the revised underwriting guidelines that lists five ways of determining utility allowance.

Paul explained that as DHCD through its HOME program is under the same requirement for the determination of utility costs, that the County will mirror their requirements after DHCD's as mostly all county project grants include DHCD Home funds as well.

The consortium next discussed the development costs section of the threshold scoring system. Renie explained that as construction costs have risen substantially in the last few years, the consortium may want to look at revising this section to better align with today's construction costs. Paul explained that every development application is now getting a 1 on the scoring threshold.

➤ Project Development Update

- Pending Projects Overview

Renie provided a brief overview of the HOME projects currently moving forward.

Canal Bluffs III, Bourne / "High Meadow Townhomes" – Completion Report

Cape Cod Village, Orleans – Under Construction

Little Pond Place, Falmouth – Closing Schedule – beginning of May

- New Project Application Overview

Paul gave an overview of two project applications that he was reviewing: Terrapin Woods in Sandwich and the Residences at Yarmouth Gardens in Yarmouth. Both projects have filed an application with DHCD in their second round.

Paul explained that there was another project – Brewster Woods in Brewster – that had filed an application. But as this was their first funding round with DHCD, it was unlikely that they would be awarded DHCD funds this time around. He further explained that in his experience of 18 years, there has only been one project that was awarded DHCD funds in the first round and that was a very special circumstance. As it is a time-consuming process with costs attached, it was decided by HOME staff that they would review projects who were in their second round of DHCD funding application.

➤ Town Reports

- Each consortium member gave an update of what was happening in their town or region. Several members mentioned the Accessory Dwelling Unit (ADU) bylaw in their town regarding it was on their upcoming town meeting warrant or how it was working or not working. Heather Harper and consortium members and county staff discussed how we can gather this data to track the successes and/or failures of town ADUs.

➤ Advisory Council Upcoming Schedule

- Renie mentioned that the current Advisory Council schedule was quarterly and asked if the consortium would be amenable to increasing the number of meeting dates to possibly every other month. The consortium members agreed with an-every other month meeting schedule. HOME staff will review adding meeting dates moving forward.

Next scheduled meeting dates:

July 11, 2019

October 10, 2019

➤ Adjournment – Motion to adjourn was made by Jill Scalise, seconded by Katie Wibby

Meeting adjourned at 9:51

Meeting materials distributed:

1. Agenda
2. Meeting Minutes of January 17, 2019 Advisory Council Meeting
3. Draft Program Year 2019 Annual Action Plan
4. Program Year 2019 Resources Sheet
5. Underwriting Guidelines