



BARNSTABLE COUNTY
DEPARTMENT OF HUMAN SERVICES
3195 Main Street, Post Office Box 427
Barnstable, Massachusetts 02630
Office: 508-375-6628 | Fax: 508-362-0290
www.bchumanservices.net

APPROVED
April 8, 2021

MEETING MINUTES
Barnstable County HOME Consortium
Advisory Council Meeting
Thursday, March 11, 2021

The meeting was held through remote participation by the Barnstable County HOME Consortium Advisory Council pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law on March 12, 2020.

Members Present: Arden Cadrin (Mashpee), Richard Carroll (Yarmouth), Charleen Greenhalgh (At-Large), Kevin Grunwald (Truro), Michelle Jarusiewicz (Provincetown), Paul Lagg (Eastham), Fran McClennen (Orleans), Dave Quinn (Bourne), Nanette Perkins (Sandwich), Aly Sabatino (Chatham), Jill Scalise (Brewster), Josh Mason (Dennis)

Members Absent: Arthur Bodin (Harwich), Carla Feroni (Falmouth), Laura Shufelt (Barnstable), Beth Wade (At-Large)

Barnstable County Staff: Renie Hamman, HOME Program Manager
Chelsea Bruck, Community Development Planner, Cape Cod Commission

Others Present: Richard Ciotti and Paula Schnepf

Advisory Council Meeting

1. Call to Order

The Barnstable County HOME Consortium Advisory Council convened at 10:01 a.m. Renie Hamman, HOME Program Manager, stated that the meeting was being held by remote participation pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law on March 12, 2020.

Renie noted that the meeting was being recorded.

2. Roll Call

Roll Call was taken, members representatives and staff present as listed above. All present participated remotely.

3. Confirm Quorum

Quorum was confirmed.

4. Instructions for Meeting

Technological instruction for the virtual meeting was provided.

5. General Business

a. Approval of Minutes: February 11, 2021

Motion by Charleen Greenhalgh to approve the minutes of the Barnstable County HOME Consortium Advisory Council Meeting of February 11, 2021 as presented, seconded by Nanette Perkins. Roll call vote was taken; all approved. Abstentions: Kevin Grunwald, and Dave Quinn. Motion carries.

b. Program Year 2021 Allocation Discussion

Discussion in preparation of the development of the Program Year (PY) 2021 Annual Action Plan (AAP) was held. Renie provided an overview of the Expected Resources for PY 2021 which includes the HUD 2021 allocation (\$429,869.00), the prior year's resources (\$472,038.20) and the additional expected program income resources (\$13,623.00) which totals \$915,530.20 for PY2021. Renie then summarized the proposed allocation of these resources for PY2021: Rental Housing Development (\$748,886.15); Community Housing Development Organization (CHDO) development (\$123,657.15) and Administration (\$42,986.90). Renie stated that no funds would be allocated to the Downpayment Closing Cost Assistance (DPCC) activity as this activity has not proven effective throughout the region, and no funds would be allocated to the short-term emergency Tenant-Based Rental Assistance Program (TBRA) activity. Renie explained that the short-term emergency TBRA activity would be re-assessed at a later time and if it is determined that more funding is needed, the Advisory Council could consider allocating additional funding.

The PY 2021 allocation for the AAP was opened for discussion. There was a general consensus of the allocation of the expected resources for the AAP as provided.

c. Staff Report on HOME Program Activities

Representative Membership Update: Renie informed the Advisory Council that David Quinn (Bourne) and Kevin Grunwald (Truro) have been formally appointed to the Advisory Council and that Richard Ciotti (Wellfleet) is pending appointment by the Town of Wellfleet.

Project Activity Update: Renie informed the Advisory Council of the following: Barnstable County HOME Program has not yet received an application for funding on the HAC Mashpee project; Little Pond Place in Falmouth is completed; Yarmouth Gardens is under construction; and Brewster Woods in Brewster is currently undergoing its financial closing. Renie then gave an update on Terrapin Ridge in Sandwich stating that the developer has folded and that Eastern Bank, the construction lender, was taken over the project and seeking a new developer to take over the project. There were no comments or questions regarding Project Activity Update

HOME Program Update: Renie spoke about the FinePoint Training Seminar that was held. Dave and Richard Carroll attended the seminar and gave a brief overview. Renie informed the Advisory Council that the Human Services Director, Beth Albert, had recently been appointed as the new County Administrator.

6. Member Updates

Advisory Council members provided updates of affordable housing projects and activities in their local communities.

7. Next Meeting Date

April 8, 2021.

8. Adjournment

Motion to adjourn made by Nanette Perkins, seconded by Charleen Greenhalgh. Roll Call Vote was taken; All in favor

Meeting adjourned at 11.09 a.m.

Meeting materials distributed:

- Agenda and Virtual Meeting Instructions
- Barnstable County HOME Consortium Advisory Council Draft Meeting Minutes of February 11, 2021
- Memo to Advisory Council re: HUD allocation for HOME Program Year 2021 dated March 11, 2021
- Annual Action Plan Section AP-15 – Expected Resources
- Program Year 2020 Grant Funds funding sheet dated as of March 5, 2021



BARNSTABLE COUNTY
DEPARTMENT OF HUMAN SERVICES
3195 Main Street, Post Office Box 427
Barnstable, Massachusetts 02630
Office: 508-375-6628 | Fax: 508-362-0290
www.bchumanservices.net

MEMORANDUM

To: Barnstable County HOME Consortium Advisory Council
cc: Beth Albert, Human Services Director
From: Renie Hamman, HOME Program Manager *Rh*
RE: HUD allocation for HOME Program Year 2021
Date: March 11, 2021

The U.S. Department of Housing and Urban Development (HUD) has notified the Barnstable County HOME Consortium that the proposed annual allocation for Barnstable County's HOME Program Year (PY) 2021 which begins on July 1, 2021 will be \$429,869¹. Staff has incorporated that number into the Expected Resources section of the draft Annual Action Plan; copy provided.

AP-15 EXPECTED RESOURCES

The Expected Resource calculation was prepared using the Program Year 2020 Grant Funds sheet dated as of February 10, 2021; copy provided. Below is a breakdown and summary:

Annual Allocation: \$429,869

- Fifteen Percent (15%) of this amount (\$64,480.35) will be set-aside for a CHDO² as required by HUD
- Ten Percent (10%) of this amount (\$42,986.90) will be set-aside for Administration of the Program as allowed by HUD
- The remaining 75% (\$322,401.75) will be added to Entitlement Funds (EN) and be made available for affordable rental housing development.

Program Income: \$13,623.00

This amount is the amount of an anticipated payoff on Downpayment Closing Cost Assistance mortgages before the June 30, 2020³. No other payoffs have been requested or are

¹ PY20 allocation was \$462,132

² Community Development Housing Organization

³ This number may be revised as more requests for payoffs of mortgages are received. Any requests for a payoff made before April 15, 2021 will be included.

outstanding. Beginning July 1, 2021, we will accumulate the mortgage payoffs for PY21 and reallocate those accumulated funds to the EN funds for PY22.

Prior Year Resources: \$472,038.20

This amount is the amount of funds we currently have on hand that has not been committed to other projects, programs, or administration. It includes the following:

Remaining EN funds:	\$348,788.03
Remaining PI/HP Funds:	\$314,073.37
Remaining 2016 CHDO Funds:	\$ 59,176.80
TOTAL:	\$722,038.20
- Brewster Woods commitment:	\$250,000.00
TOTAL:	\$472,038.20

Remaining funds as shown on the PY20 Grant Funds sheet dated March 5, 2021

Total: \$915,530.20

Annual Allocation:	\$ 429,869.00
Program Income:	\$ 13,623.00
Prior Year Resources:	\$ 472,038.20
TOTAL:	\$915,530.20

Remaining Con Plan total of \$1,500,000 is based on the 2020-2024 Con Plan estimate of approximately \$500,000 annually. So each year it reduces \$500,000. The number has no bearing on the actual allocation, it is just a HUD placeholder.

AP-20 ANNUAL GOALS AND OBJECTIVES

The following goals were set-up in the preparation of the 2020-2024 Con Plan. Staff is proposing the following allocation of the PY21 funds:

Rental Housing Production	\$748,886.15
CHDO Rental Housing Production	\$123,657.15
Down Payment Closing Cost Assistance	\$0.00
Administration	\$42,986.90
Tenant Based Rental Assistance (short-term)	\$0.00
TOTAL:	\$915,530.20

Summary of proposed allocation of PY21 funds:

Rental Housing Production - \$748,886.15: This amount will be available to be conditionally committed to qualifying affordable rental housing development. As we have discussed and as shown on the PY20 Grant Funds sheet, it is anticipated that the HAC project in Mashpee will be filing an application soon and is seeking \$250,000 in Barnstable County HOME funds, and it is anticipated that the Cloverleaf project will be filing an application later in the year requesting \$250,000 in HOME funds. If these two projects are funded that would leave approximately \$250,000 for one additional rental project.

CHDO Rental Housing Production - \$123,657.15: This represents the 2016 remaining CHDO funds (\$59,176.80) plus the required 15% set-aside from the PY21 allocation (\$64,480.35). These funds are restricted by HUD to be used only for CHDO development. As we have discussed several times, the Barnstable County HOME Program has not been able to locate a qualifying non-profit CHDO development project and due to the restrictive HUD regulations regarding CHDOs, it appears highly unlikely that one will be located. HUD may de-obligate these funds, especially the 2016 funds, in the future.

Down Payment Closing Cost Assistance (DPCC) - \$0.00: As we have discussed over the past year or so, due to HUDs maximum sales price limits for homes meeting all housing quality standards, currently \$352,000, and other regulations regarding the DPCC program, it became very difficult to make the program worthwhile. Additionally, after analysis of the history of the DPCC program, it was found only to be effective in small areas of the region. For those reasons, staff is recommending not funding this program at this time. If in the future, HUD revises the regulations or if there are substantial real estate market changes in the area, staff can re-assess.

Administration - \$42,986.90: This represents the 10% set-aside from the annual allocation that HUD allows for program administration.

Tenant-Based Rental Assistance (short-term) - \$0.00: In October of 2020, we funded this program with PY20 funds of up to \$100,000. Currently, there is approximately \$46,000 remaining. After depletion of funds, if there is a continued need, the Advisory Council could choose to reallocate some of the EN funds to the TBRA program. Depending on the timing, that reallocation may need to be an amendment to PY20 (if prior to July 1, 2021) or it could be part of this PY21 Annual Action Plan, or an amendment thereto if after July 1, 2021. Staff recommends a wait-and-see approach to determine a continued need and bring it back up for discussion at that time.

The above represents the allocation plan for the PY21 Annual Action Plan.

EXPECTED RESOURCES

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	Public - Federal	Acquisition Homebuyer assistance Multifamily rental new construction New construction for ownership	\$429,869.00	\$13,623.00	\$472,038.20	\$915,530.20	\$1,500,000	To be allocated for: Rental Housing Development (\$748,886.15); CHDO (\$123,657.15); and Administration (\$42,986.90)

TABLE 1 (AP-15) – EXPECTED RESOURCES – PRIORITY TABLE

INCLUDES COVID RE-ALLOCATION

PROGRAM YEAR 2020 GRANT FUNDS

As of February 4, 2021

	ALLOCATION	EN FUND	EN Committed	EN Remaining	CR FUNDS	PI/HP FUNDS	AD remaining
2016	394,512.00	295,884.00	295,884.00	0.00	59,176.80	0.00	0.00
*2017	123,890.00	85,906.70	85,906.70	0.00		0.00	0.00
2018	481,905.00	361,428.75	361,428.75	0.00		0.00	0.00
2019	427,233.00	320,424.75	218,235.72	102,189.03		184,229.37	81,271.43
PA 2020							17,500.00 *
2020	462,132.00	346,599.00	100,000.00	246,599.00		\$129,844.00	115,533.00
TOTAL:	1,889,672.00	1,410,243.20	1,061,455.17	348,788.03	59,176.80	314,073.37	214,304.43

* inc. de-obligation of 255,943

* inc. 100k to TBRA

* See HP Sheet

* from Fairwinds

Projects: Conditionally Committed

Total Funds:

Terrapin Ridge	Aug. 17, 2020	EN Remain:	348,788.03	
Yarmouth Gardens	Dec. 5, 2020	PI/HP Funds:	314,073.37	
Brew. Woods	250,000.00		662,861.40	412,861.40
pending: HAC Mashpee	250,000.00			162,861.40
pending: Cloverleaf	250,000.00			-87,138.60
Total:	750,000.00	Available	-87,138.60	

See Projects Sheet

TBRA SG /SU (EN) Comt.	TBRA SU (AD) Comt.
\$100,000.00	\$10,000.00
from 2020 EN	from 2019 AD
TBRA EN Rem	TBRA AD Rem
	\$8,632.60
\$57,075.00	

See TBRA Sheet

NOTE: Unspent funds will be returned to its respective account

NOTES

Fairwinds PI - \$70,000; see HP-PI Sheet

Abbreviation Code

EN: Entitlement Fund	Funds to be used for project activity (rental development, possible TBRA, DPCC, etc.)
PI/HP: Program Income	Income received via the payoff of DPCC mortgages (HP) and payoff of rental housing loans (PI)
CR: CHDO Reserve	Reserved for CHDO developments only
AD: Administration	Funds to be used for the administration of the program (staff, monitoring, legal, etc.) &
PA: PI Administration	to be used for the administration of a program by a subrecipient (ex. HAC to administer TBRA)
TBRA: TBRA Activity	Tenant Based Rental Assistance - short-term
SU: Subfund	Taken from EN or AD funds to subfund a specific activity. Ex. from EN and AD to subfund TBRA activity
SG: Subgrant	Funds from SU account to a Subgrantee (Subrecipient). Ex. \$100k from SU to HAC for TBRA