

Yarmouth Municipal Affordable Housing Trust



Municipal Affordable Housing Trusts Workshop
Massachusetts Housing Partnership
October 10, 2012

Town of Yarmouth

- Population 23,687
- Mid-point of Cape Cod
- 28.2 sq mi land area, 24% Open Space
- Historic Sites
- Primarily Tourist Economy



Affordable Housing Program

Strives to meet state's Ch 40B 10% affordable goal while maintaining the character of Town.

Affordable Housing 3.4%
405 affordable units/12,056 yr round units



Brush Hill



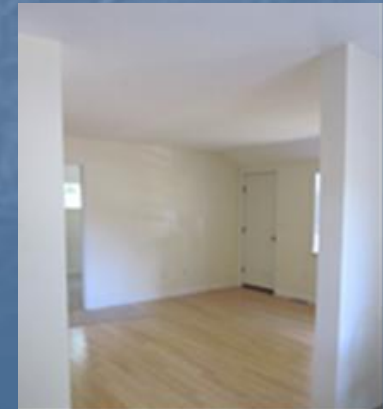
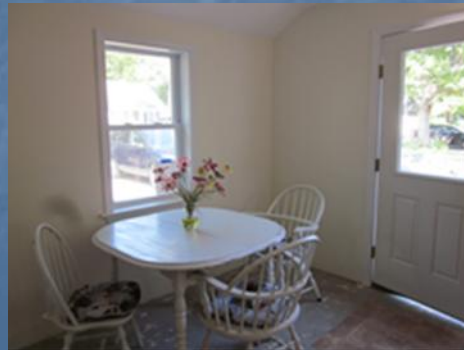
Primary tool is Affordable Housing Trust

Affordable Housing Trust

- Created by April 2007 Town Meeting
- Funded with Community Preservation Funds
- Funds matched with CDBG and HOME Funds
- Five (5) Trust Members
 - Town Administrator and Chairman
 - Selectman Member
 - Community Preservation Representative
 - Community Housing Representative
 - Member-at-Large

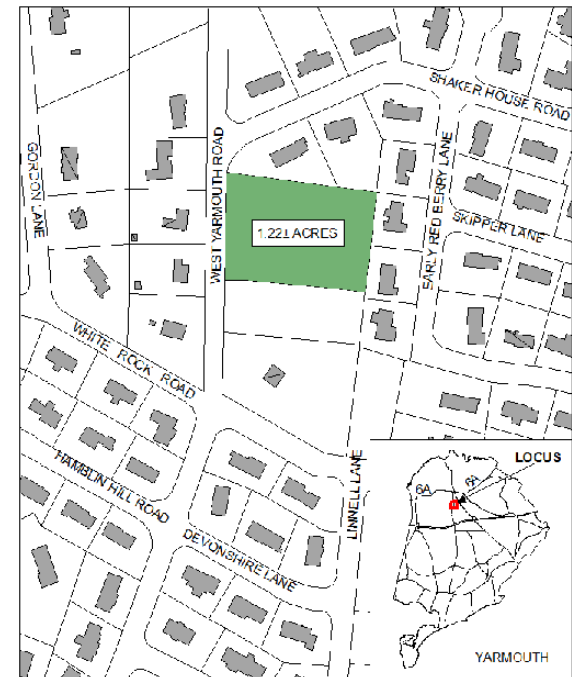
Buy Down Program

12 units created, 1 Under Rehabilitation
13 additional planned



Town Owned Land

1 unit created, 1 additional planned



ARTICLE 35
MAP 115, LOT 216.3



Preservation Program

3 units to date

\$180,000 kept available for preservation purchases



Affordable Rental Program Regional Ready Rental Program Motel Assistance



CAPE COD
COMMISSION

Regional Ready Renter Application

The Cape Cod Commission is currently accepting applications for its Regional Ready Renter List. This list currently covers the Towns of BARNSTABLE, CHATHAM, DENNIS, HARWICH and YARMOUTH (more towns may be added later). It is a list used when there are available rentals in smaller rental developments, accessory apartments, "shop top housing" (rentals on top of retail stores) and other scattered availabilities. Getting on this list does not guarantee you housing, but it does mean that when there is availability, you may be called. If you are called, you will then have an opportunity to view the home and decide if you want to rent it.

Rental Rates and Income Qualification will vary depending on projects; all rents will be affordable; some maximum eligible incomes listed below, different projects may be targeted to different income levels:

2011 Barnstable PSA Income Limits, see 2011.03.08.2012								
Household Size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
80% Income Limit	\$44,950	\$51,400	\$57,800	\$64,200	\$69,350	\$74,500	\$79,650	\$84,750

Applications Currently Being Accepted on a "Rolling Basis"

Info/questions: call Michelle at (508) 362-3828 or e-mail mrspringer@capecodcommission.org

Please Return Applications to:
Ready Renter
Cape Cod Commission
3225 Main St, Box 226
Barnstable, MA 02630-0226

Discrimination on the basis of race, creed, color, sex, age, disability, marital status, familial status, veterans status, sexual orientation, national origin and/or public assistance residency, or any other basis prohibited by law is specifically prohibited in the selection of applicants for the housing opportunity. Disabled persons are entitled to request a reasonable accommodation of rules, policies, practices, or services, or to request a reasonable modification of the housing, when such accommodations or modifications are necessary to afford the disabled person equal opportunity to apply for, use and enjoy the housing.



Equal Housing Opportunity

Page 1 of 12



HANDS OF HOPE



OUTREACH CENTER



Affordable Housing Creation

- \$260,000 - \$460,000 available
- M.G.L. c. 30B Procurement of services

M.G.L. c.30B PROCUREMENT OF SUPPLIES AND SERVICES

Estimated Contract Amount	Under \$5,000	\$5,000 to \$24,999	\$25,000 and over
Procurement Procedure	Sound business practices. ¹	Solicit three written or oral quotes.	Sealed bids or proposals. (M.G.L. c.30B, §§5 or 6).
Advertising Required	No.	No.	Advertise once in a newspaper of general circulation at least two weeks before bids or proposals are due, and post a notice on your jurisdiction's bulletin board or website for two weeks before bids or proposals are due. If \$100,000 or more, advertise once in the <i>Goods and Services Bulletin</i> at least two weeks before bids or proposals are due.
Award contract to:	Person offering the best price.	Responsible ² and responsive ³ person offering the best price.	Under §5, the responsible and responsive bidder offering the best price. Under §6, the most advantageous proposal from a responsible and responsive proposer taking into consideration price and non-price proposals.
Written Contract Required ⁴	No.	Yes.	Yes.
Maximum Contract Term ⁵	Three years, unless majority vote authorizes longer.		

RFP Multistep Process

Must have Chief Procurement Officer (CPO)

Decide to use RFP

Determine Selection Committee

Prepare RFP

Public Notice of RFP

Distribute RFP

Receive Responses (Non-Price & Sealed Price)

Open and Register Non-price Proposals

Evaluate Non-Price Proposal

Evaluate Price Proposal

Identify the most advantageous Proposal

Award and Execute the Contract

IMPORTANT: DOCUMENT EVERY STEP

The Chapter 30B Manual

Legal Requirements,
Recommended Practices,
and Sources of Advice
for Procuring Supplies, Services,
and Real Property



Commonwealth of Massachusetts
Office of the Inspector General
Gregory W. Sullivan
Inspector General

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First edition published 1990, revised 1995, 1998, 2000, 2006, 2011
Printed in the United States of America

Printed on recycled paper

More details in Manual

Chief Procurement Officer

Town Administrator is the Town's
Chief Procurement Officer (CPO)

Decide to use RFP

- RFP would result in more opportunities to create affordable housing
- CPO approved use of RFP
- CPO approved Trust as the Selection Committee

Preparing the RFP

Yarmouth Trust RFP

- \$190,000 minimum for rental housing
- \$70,000 minimum for homeownership
- Acquisition or Construction Costs
- Eligible for Subsidize Housing Inventory
- Create units by local bylaw or Friendly 40B
- 3 year project time line
- Separate sealed price proposal

Remember to consult your Housing Production Plan

Town of Yarmouth
Housing Production Plan
760 CMR 56.03(4)
March 25, 2011



Submitted by
Town of Yarmouth Department of Community Development on behalf of
Yarmouth Community Housing Committee
Yarmouth Affordable Housing Trust

With assistance from
Karen Summerborg Consulting
With contributions from Bailey Boyd Associates

Criteria Examples

- Minimum Criteria
 - Create with local bylaw or Friendly 40B
 - Meet the Town's Affordable Housing Standard
 - Meet DHCD's LIP Guidelines
- Selection Criteria
 - Highly Advantageous – create 5 units or more
 - Advantageous – create 2 units
 - Not Advantageous – create 1 unit

Public Notice of RFP

At least two-weeks prior to due date:

- Run Notice in Local Newspaper
- Post with Town Clerk
- Post on Town's Website
- Post with *Goods & Services Bulletin*

Email notice to community partners and organizations that develop housing

Distribute RFP

- Available upon request
- Available at Town Hall
- Sent out by post or email

Maintained list of recipients in case there is an amendment to the RFP.

Receive Proposals

- Four Proposals were received. One later withdrawn.
- Date and initial all proposals received
- Keep register of all proposals received
- Provide receipts upon request
- Keep in safe and secure place

Do not open proposal upon receipt!

Open only after due and in the presence of
Procurement Officer

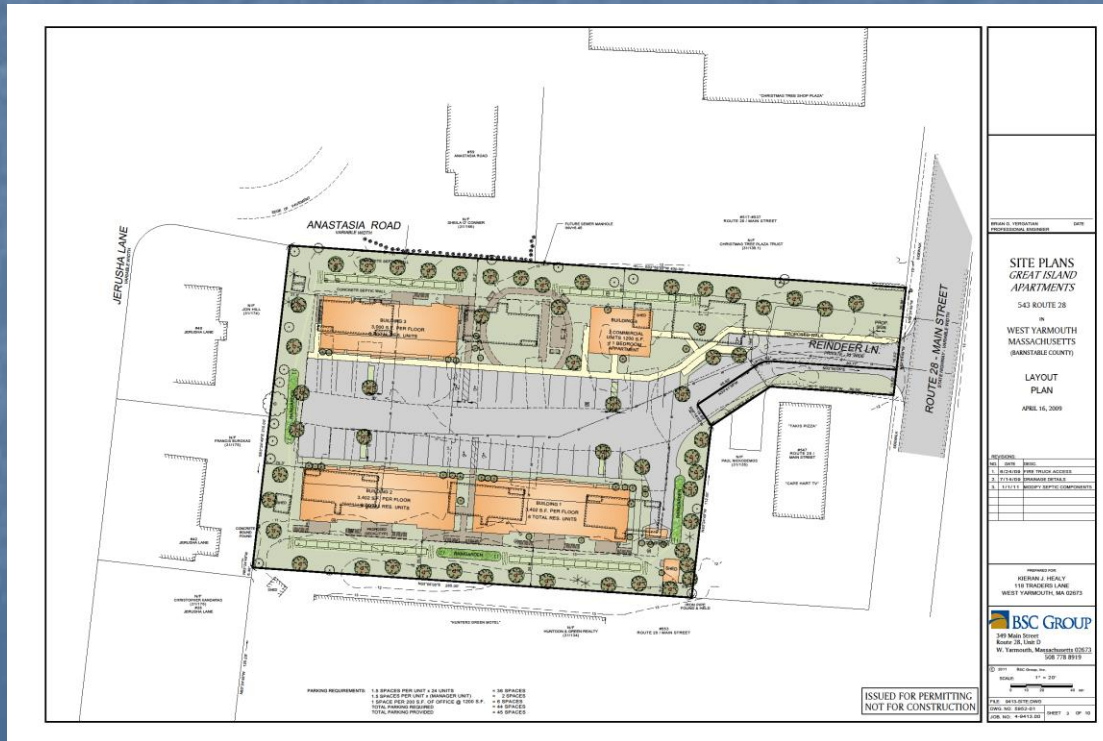
Open Non-Price Proposals

- Open and Register Proposals with CPO
- Do not open publically

Evaluate Non-Price Proposals

- Distributed to Trust members to review
 - Found three met minimum qualifications
- Trust decided to interview respondents
- Trust rated proposals

25 New Affordable Rental Units

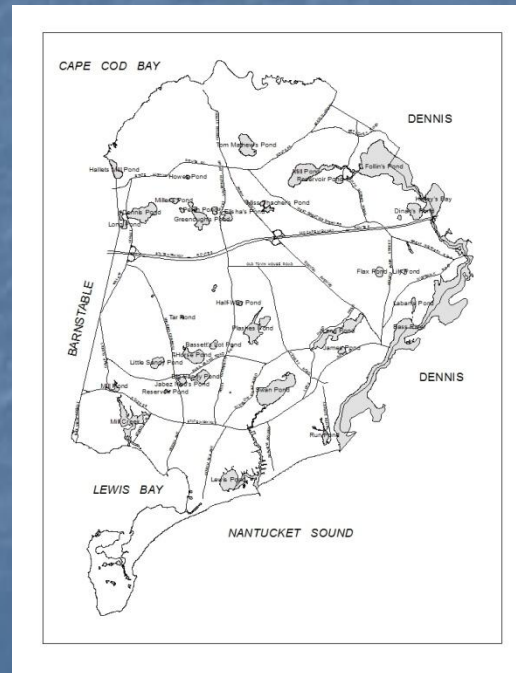


Great Island Apartments (cont'd)



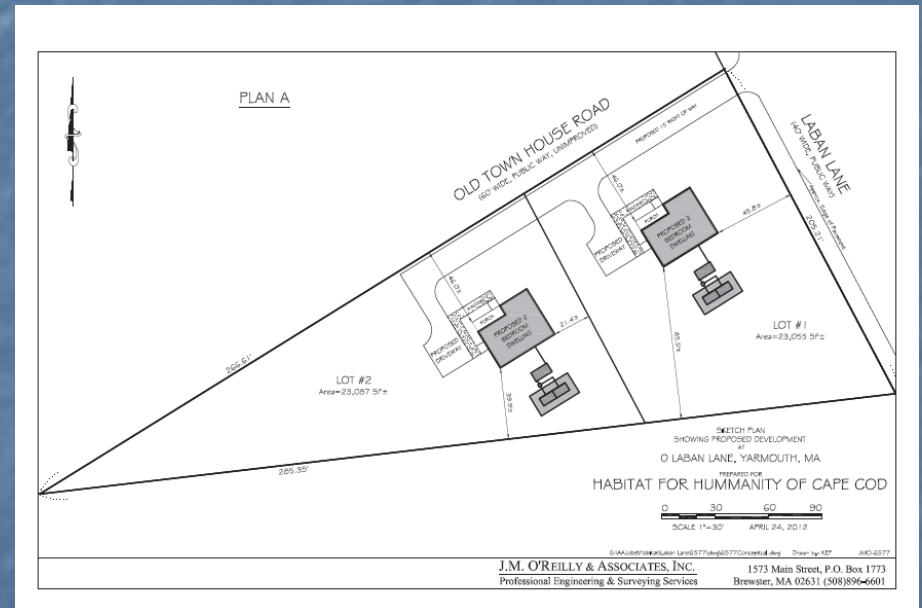
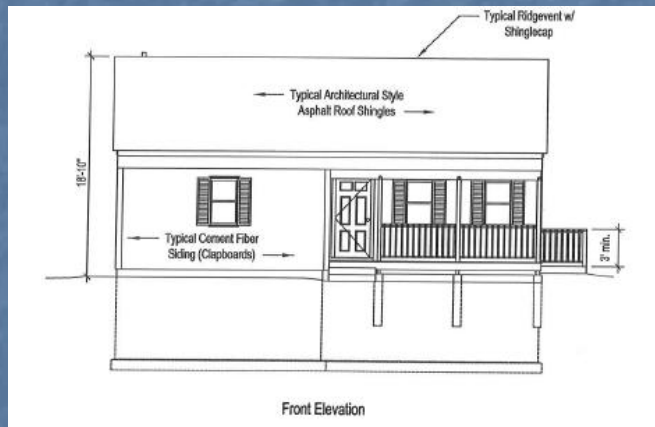
Town-wide Rental Homes Building Dreams Advantageous

Four rental homes, scattered sites



Laban Lane Habitat for Humanity Advantageous

- Two (2) affordable homes



Evaluate Price Proposals

- Great Island Apartments \$190,000
- Town-wide Rental Homes \$190,000
- Laban Lane Habitat Homes \$70,000

Trust voted to award all three
\$450,000 total

31 new affordable unit

Award and Contract

- Use Town's basic contract
- Contract scope of work matches proposal
- Attached RFP and Proposal to contract
- Special conditions examples
 - Lien on acquired property
 - Contingent upon securing matching fund
 - Contingent upon completing project in 3 years

Town of Yarmouth Affordable Housing Trust

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