



Town of Orleans

Community Preservation Committee
9 School Road Orleans MA 02653-3699
Telephone (508) 240-3700 – Fax (508) 240-3388

FY27 COMMUNITY PRESERVATION PROJECT APPLICATION

(for consideration at Annual Town Meeting in Spring 2026)

SECTION A

Project Title: Orleans Affordable Housing Trust Fund

Submission Date: 11/17/2025

Applicant (note if Town, individual or non-profit): Orleans Affordable Housing Trust Fund Board through the Orleans Department of Planning & Community Development

Mailing Address: 19 School Rd, Orleans, MA 02653

Co-Applicant, if any (note if Town, individual or non-profit): **Mailing Address:**

Project Contact Person(s): Elizabeth Jenkins, Assistant Director of Planning & Community Development

Telephone: 508 240 3700 ext 2310

E-mail: ejenkins@town.orleans.ma.us

Federal Tax Identification Number (if non-profit):

Project purpose (Check all that apply): Open Space Historic Community Housing Recreation

Project Location/Address: Various

Community Preservation Funding Request: \$600,000 and \$100,000

Brief Project Summary, including justification of project category checked above:

The Orleans Affordable Housing Trust Fund Board (“Trust”) requests CPA funding in two parts: \$600,000 to fulfill its ongoing mission to provide for the creation of affordable and community housing in the town; and \$100,000 in support of a new effort by the Trust to fund the inclusion of deed-restricted affordable/community housing in private developments. CPA funding is a critical component of the Trust’s budget and demonstrates local commitment to housing development and housing programs. CPA funding has been conveyed to the control of the Trust on a regular basis since fiscal year 2020. This has allowed the Trust to plan for and support the creation of affordable housing units, and to offer programs to support the housing stability of current residents.

The Trust is requesting \$600,000 in FY27 CPA funds; this request reflects the average cost to construct one unit of affordable housing on Cape Cod. The Select Board has a goal of creating 150 new affordable housing units in the next 10 years. The need for funding in support of this effort far outweighs this request; however, the Trust has a demonstrated record of leveraging funding and catalyzing projects to move the town towards this goal.

The Trust requests an additional \$100,000 in support of their newly launched effort to fund the inclusion of deed-restricted affordable or community housing units in private developments. The Trust recently issued a Notice of Funding Availability (NOFA) seeking to partner with private developers by contributing up to \$100,000 per unit in exchange for permanent deed restrictions on newly constructed, rehabilitated, or redevelopment units. Through the NOFA, the Trust seeks to fund projects that align with the goals of the Town's 10-Year Housing Plan. The Trust's \$100,000 ask to the CPC represents a request for "matching funds" to support an additional unit of affordable housing that meets the Trust's criteria in the NOFA.

Attached: Narrative, Timeline/Action plan, Trust Financial Statement, Fit with CPC Selection Criteria

SECTION B

Please attach the following information with all applications:

- **Detailed Narrative:** A detailed but succinct description of the project including goals and objectives, consistency with Community Preservation Act goals, compatibility with the Orleans Community Preservation Plan and the Orleans Comprehensive Long Range Plan, and relevance to the community and its needs.
- **Action Plan and Timeline:** Note the estimated dates for project commencement and completion and list (with an explanation) all action and steps that will be required for project completion, including any legal requirements or any impediments to implementation.
- **Financial Data:** Provide financial information for the project including detailed and total cost, additional revenue sources (public, private, in-kind, volunteer time and services), basis for the fiscal estimates and any other fiscal details currently available. Costs relating to historical rehabilitation/renovation should be clearly identified (if possible) compared to other costs, such as code compliance or accessibility improvements. Applicants are encouraged to submit more than one quotation from potential contractors.

GUIDELINES FOR PROJECT SUBMISSION

- A) **For early assistance**, complete Section A, and submit it to the CPC via email, **between July 1 and Oct. 31, 2025**. You will be contacted by the CPC regarding detailed information to fully complete the application by the November 17, 2024 deadline as described in Guideline B below.
 - B) Fully completed applications need to be submitted **by Nov. 17, 2025** for consideration at the Annual Town Meeting. **Applications should be received by July 1, 2026** for consideration at the Special Fall Town Meeting. Late applications may be accepted at the discretion of the CPC.
 - Submit **two (2) complete paper copies** of the application and other materials to the Community Preservation Committee, c/o Town Administrator, Town of Orleans, 19 School Road, Orleans, MA 02653. Applications can be dropped off at the front desk.
 - **Applicants must also email complete applications in PDF** format to Jennifer Fountain, Administrative Assistant, at jfountain@town.orleans.ma.us A **single PDF file** which appends materials described in item 3 (below) to the application form is preferred.
1. **Complete Applications must be received by Monday, November 17, 2025 to be considered for recommendation at the Annual Town Meeting** in the Spring of 2026. Complete Applications must be received by July 1 2026 for consideration at the Special Town Meeting in the Fall of 2026.
 2. Funds for approved projects will be available on approximately July 15th following the Annual (Spring) Town Meeting 2026 and about six weeks after the Special Town Meeting in the Fall of 2026 upon submission of appropriate invoices and accounting and a signed grant agreement from the CPC.
 3. Applicants may be asked to include any maps, diagrams, and/or photographs pertaining to the project. Letters of Support for the project from community organizations or other sources may also be submitted. Clear, concise presentation of materials is appreciated by the Committee.

4. The Community Preservation Committee may require additional (or more detailed) information or further clarification for a submitted application including the advice of legal counsel or the Historic Commission.
5. Prior to submission of funding applications, applicants should review the Community Preservation Act (MGL, Chapter 44B, through the Community Preservation Coalition website), the Orleans Community Preservation Plan and the Orleans Community Preservation Bylaw, copies of which are available on the Town Web site at <https://www.town.orleans.ma.us/community-preservation-committee>. Nonprofit organizations applying for historic preservation funds for historic structures should obtain an opinion from the Orleans Historic Commission about the suitability of their proposal under Orleans historic building guidelines. All historic preservation or rehabilitation must comply with the Secretary of the Interior's Standards for Historic Rehabilitation.
6. Eligible projects must address one or more of the uses outlined in the Community Preservation Act, Sections 2 and 5 (2), as follows:

Open Space: Acquisition, creation, and preservation of land to protect existing water supply/aquifer areas, agricultural and forest land, coastal lands, frontage to inland water bodies, wildlife habitat, nature preserves and scenic vistas.

Community Housing: Acquisition, creation, preservation, and support of community housing defined as housing for low and moderate income individuals and families, including low and moderate income senior housing. The Community Preservation Committee is required to recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

Historic Preservation: Acquisition, preservation, rehabilitation and restoration of historic structures and landscapes that have been determined by the local historic preservation commission to be significant in the history, archeology, architecture, or culture of the Town or that are listed on the State Register of Historic Places. Plans for restoration and rehabilitation must comply with Secretary of the Interiors' standards.

Recreation: Acquisition, creation, preservation, rehabilitation, and restoration of land for active and passive recreational uses, including land for community gardens, trails and noncommercial youth and adult sports and the use of land as a park, playground, or athletic field and for preservation and restoration of recreational facilities. (Community Preservation funds cannot be used for a stadium, gymnasium, or similar structures or for the acquisition of artificial turf for athletic fields.)

Affordable Housing — Request for Orleans Affordable Housing Trust Fund

CPA FY26 Application – Section 2

November 18, 2025

This application seeks funding to increase affordable and community housing opportunities in Orleans for the benefit of low- and moderate-income individuals and households.

Previous Efforts

Between FY20 and FY26, the Town Meeting awarded \$3,043,191 million in Community Preservation Act funds to the Affordable Housing Trust Fund (“Housing Trust”). The current unencumbered balance of the Trust Fund is \$934,152.

Regular funding has proven to be crucial to jump starting the activities of the Trust. Below is a description of how CPC funds were used to move forward several projects:

Project	Key Trust Action	Housing Trust/CPA Contribution
Phare Pennrose Development	Initial feasibility/design studies funded by CPA/Housing Trust led to a private developer (Pennrose) creating a 62-unit affordable housing development that is now complete and leasing.	Town contribution:\$2 million in CPA funds (5.41% of \$37M total cost - \$596,774/unit)
107 Main Street Housing Assistance Corporation (HAC)	Housing Trust funded due diligence and purchase of the property. HAC was secured as the developer for a 14-unit affordable housing project that is now complete and leasing.	Town contribution: \$2,356,624 (CPA/Housing Trust) plus the land (26.5% of \$9.045M total cost - \$646,090/unit)
Governor Prence Motel Property POAH, HAC, Habitat for Humanity	Town purchased the property in 2021 for redevelopment into 78 mixed-income rental and ownership units. Project awarded to a consortium of developers (POAH, Housing Assistance, Habitat for Humanity), with permit applications anticipated prior to the end of 2025.	Trust contribution to land: \$450,000 (toward \$2.8M purchase) + funds for appraisal/consultants. Trust contribution to development: \$1.5M (11.6% of estimated \$50M total cost - \$641,026/unit)
15 Quanset Road Habitat for Humanity	Trust funds used by Habitat for Humanity to purchase a lot and offset construction for a new single-family home for a qualified first-time homebuyer.	\$250,000 (funds for land purchase and construction).
24 Old Colony Way	The Housing Trust purchased, renovated, and manages a 2-bedroom affordable rental apartment (80% AMI) within the Old Colony Condominium development.	\$250,000 (Total cost for acquisition and renovations).

Programs:

- Rental Assistance Program – \$95,000 in CPA funds were awarded to the Trust for the administration of a rental assistance program. Initial funding was available to support up to 10 cost-burdened households with monthly rent payments, as well as with financial counseling. The program is being administered by Housing Assistance Corporation, who began accepting applications in November 2025. The Trust contributed an additional \$50,000 in funds to the program for the purpose of serving additional program participants during the designated period. At the last reporting milestone, 11 households were participating.
- Housing Rehabilitation Loan Program – A total of \$177,000 in CPA-contributed funds were dedicated to support necessary repairs for income-qualified homeowners. In 2021, the project was transferred from the responsibility of the CPC to the Affordable Housing Trust Fund Board. The project is administered through Harwich Ecumenical Council. To date, ten properties have been rehabilitated through the loan program.

In addition to CPA funds, the Trust has received annual funding from an override or, in the case of Fall Town Meeting 2024, free cash.

Housing Needs

A Community Housing Needs Study and 10-Year Action plan was completed in 2023. The study shows that affordable housing needs have increased over time, with existing renters and households become more and more cost-burdened and supply being insufficient to meet the needs of households at most income levels.

The Select Board voted to adopt a goal of creating 350 attainable units over the next 10 years, 150 of those units being permanently deed restricted affordable. The plan outlines strategies to produce new affordable and attainable units, specifically missing middle housing types. It also outlines programs and incentives designed to make our current housing stock from becoming out of reach to those who currently live and work here.

Justification for Funding

Continued local funding is required to address housing needs. The annual allotment of funds to the Housing Trust provides the ability for the Trust Board to seek out and develop project opportunities. The Trust has a proven track record of successfully generating, supporting, and completing projects, and asks for support to continue to do so.



Orleans Affordable Housing Trust

Balance Sheet (2018-2025)

	Expenses		Revenue
24 Old Colony	\$ 234,950	acquisition	
<i>Town-Owned</i>	\$ --	operating	
	\$ 37,340	2024 renovation	\$ 49,428
107 Main	\$ 480,000	acquisition	
<i>HAC</i>	\$ 20,424	carrying costs	
	\$ 876,624	grant	
15 Quanset	\$ 200,000	grant (for acquisition)	
<i>Habitat</i>	\$ 50,000	grant	
Governor Prence	\$ 450,000	acquisition	
<i>66 & 76 Rte 6A</i>	\$ 20,000	prof/tech	
	\$ 1,500,000	grant (encumbered)	
22 Old Tote Rd	\$ 500,000	acquisition (encumbered)	
	\$ 20,000	prof/tech (encumbered)	
HECH Loan	\$ 70,800	direct assistance grants (encumbered)	
Rental Assistance	\$ 95,000	direct assistance grants (encumbered)	
Annual Expenses (FY25)	\$ 2,943		
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FY24 Balance:		\$ 1,999,835	
FY25 ATM:		\$ 495,000	CPA
FY25 STM:		\$ 500,000	free cash
Current Balance:		\$ 934,152	
FY26 TM:		\$ 400,000	CPA
Pending Balance:		\$ 1,334,152	
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Cumulative Totals:			
Total from General Fund (2018-2025):		\$ 2,375,000	
Total from Community Preservation Act (2018-2025):		\$ 3,043,191	<i>inc. FY26</i>