



Town of Orleans

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

FY25 COMMUNITY PRESERVATION PROJECT APPLICATION

SECTION A

Project Title: Rental Assistance Program

Submission Date: November 15, 2023

Applicant (*note if Town, individual or non-profit*): Affordable Housing Trust Fund Board

Mailing Address: 19 School Road, Orleans, MA. 02653

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

Mailing Address:

Project Contact Person: George Meservey, Planning Director

Telephone: (508) 240-3700 x2335

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

Federal Tax Identification Number (if non-profit):

Project purpose (*Check all that apply*):

Open Space Historic Preservation Community Housing Recreation

Project Location/Address: Various

Community Preservation Funding Request: \$ 204,000.00

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

The Affordable Housing Trust Board would like to start a rental assistance program to provide temporary support to households of Orleans residents or employees, with household incomes equal to or less than 100% of Area Median Income and who otherwise could not afford (within 30% of household income) to pay monthly rent in the Town of Orleans. At least 8 other Barnstable County communities have established rental assistance programs. The program would provide to each household up to \$350 per month in assistance for a period not to exceed 3 years. Rental assistance would be supplemented by case management services to ensure that recipients are in position to leave the program at the end of the assistance period.

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) Complete Section A, and submit to the CPC via email, between July 1 and Oct. 31
 - You will be contacted by the CPC regarding detailed information to complete the application
 - B) Fully completed applications need to be submitted by Nov. 20. 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** to Jennifer Fountain, Administrative Assistant, at jfountain@town.orleans.ma.us A **single PDF file** which appends materials described in item 3 to the application form is preferred.
1. **Complete Applications must be received by Monday, November 20 to be considered for recommendation at the Annual Town Meeting.**
 2. Funds for approved projects will be available on July 1st following the Annual Town Meeting upon submission of appropriate invoices and accounting.
 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 to a submitted application.
 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 a sample copy of an acceptable historic preservation deed restriction (available from the Town Administrator's office) since this type of document will be required. Applicants other than the Town of Orleans should also obtain a sample copy of the Agreement with the Town of Orleans that all successful nonprofit applicants will be required to sign. Please contact the Administrative Assistant by email with any questions.
 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.)

Dec. 1, 2022

RENTAL ASSISTANCE PROGRAM

CPA Fiscal Year 2025 Application - Section B

- **DETAILED NARRATIVE:** A detailed but succinct description of the project including goals and objectives, consistency with Community Preservation Act goals, compatibility with the Orleans Comprehensive Long Range Plan, and relevance to the community and its needs.

This application seeks funding to establish a new Rental Assistance Program for Orleans residents and employees of Orleans businesses and organizations who are having difficulty securing financially accessible rental housing in Orleans.

Community Needs: The 2017 Community Housing Needs Study documented clearly the number of cost-burdened households in Orleans: of renter households earning 80% or less of Barnstable County Area Median Income, 274 (56%) were spending 30% or more of household income on housing costs (104 of those were spending 50% or more). The update currently under way and expected to be completed by the end of the calendar year, is showing housing costs rising 70% in Orleans since 2017, with affordability gaps increasing into moderate- and middle-income categories. An affordable rent for existing median-income renter households is about \$1,000 per month, while the average gross rent is approximately \$1500/month for a one-bedroom unit, presenting a large and growing affordability gap for renter households. The need is growing for renters in Orleans who face a decreasing stock of year-round affordable rentals in the face of increasing real estate prices and an increasing percentage of housing stock occupied seasonally. Beyond renters currently in Orleans, the need extends to some employees of Orleans businesses and the Town of Orleans, who increasingly cannot afford to access or remain in housing in the Town, resulting in longer commutes and a shortage of labor resources to meet employer needs. With a severe housing shortage locally as well as nationally, the situation is likely to worsen into the foreseeable future.

Goals and Objectives of Rental Assistance Program:

1. Prevent homelessness and increase housing stability for current low- and moderate-income Orleans residents struggling to meet rental costs and maintain year-round housing.
2. Provide financial assistance to employees of Orleans businesses and organizations, including the Town of Orleans, to maintain or secure rental housing in Orleans, thereby benefiting Orleans employers struggling with hiring and retention of employees, particularly those earning low wages more prevalent in resort and service economies.
3. Provide assistance to households to achieve financial self-sufficiency through individualized case management services including family budgeting, financial counseling, and assistance accessing available educational/training/housing/social service resources to increase income and/or access subsidized housing.

Consistency with Plans: Rental assistance was cited as a strategy in the 2017 housing study and will likely be listed as a recommended strategy in the current update.

Rental assistance programs have been in place or are approved in all the other Lower and Outer Cape towns. In addition, Dennis also has a rental assistance program. Orleans will be the ninth jurisdiction in the region to establish such a program.

- **ACTION PLAN AND TIMELINE:** Estimated dates of project commencement and completion; action and steps required for project completion.

Orleans Housing Trust Board members have consulted with neighboring jurisdictions and organizations involved in carrying out rental assistance programs. Five of the programs are administered by the Homeless Prevention Council (HPC), which has shared information on its program guidelines, eligibility requirements, application forms, staffing and services, and costs. HPC has provided a proposal for implementing a Rental Assistance Program in Orleans and is prepared to sign a contract to start the program on or soon after July 1, 2024, subject to negotiation of contract terms.

Two other programs are run by local housing authorities, and one by the Housing Assistance Corporation.

The Housing Trust Board, which previously authorized pursuing a \$300,000 application to CPC for a rental assistance program, is scheduled to discuss the details of the program at its meeting on November 21, 2023, and confirm its CPC request.

- **FINANCIAL DATA:** Provide financial information for the project including detailed and total cost, additional revenue sources (public, private or in-kind), basis for the fiscal estimates and any other fiscal details currently available.

Funding is requested from FY25 for a three-year program to demonstrate need and effectiveness. Toward the end of the 3-year period, a new funding request will be submitted or the program will be terminated.

Attached is a budget for the proposed three-year Rental Assistance Program. CPC approval is requested for a three-year allocation in FY25 of \$204,000 for a total estimated caseload of 15 households over the three years. The caseload is based on average usage in other towns. Actual rental assistance for each household is estimated to be \$350/month for a maximum of three years per household.

The budget includes a tiered case management fee of \$625/month for the first 5 participants, \$1,125/month for 10 participants, and \$1,500/month for 15 participants. Case managers will meet one-on-one with participants to connect them with resources, develop a family budget, assist in developing an individualized plan for self-sufficiency, and provide ongoing support.

The marketing fee covers administrative duties, overseeing application processes, marketing the program in the Town and through local print and social media, and administering landlord payments.

A contingency of 20% is recommended to cover additional rent related expenses, such as security and utility deposits, to meet higher-than-anticipated rent levels and number of eligible participants. If the program is to be phased out after three years, the contingency can be used to meet obligations for three years of assistance to participants. In addition to quarterly and annual reviews with the operator, the Trust Board will review the budget with the CPC annually, with possible adjustments to successive years to meet higher rent levels, greater demand and number of participants, and other unforeseen costs, using the allocated contingency funds.

Budget for Orleans Rental Assistance Program

		Year 1	Year 2	Year 3	Year 1-3	
Number of Renters		5	10	15		
	Monthly					
	Annually					
Rental Assistance:	\$ 350	\$ 4,200	\$ 21,000	\$ 42,000	\$ 63,000	\$ 126,000
Case Management Fee:	Households	First 5	\$ 7,500	\$ 7,500	\$ 7,500	\$ 22,500
	Households	Second 5		\$ 6,000	\$ 6,000	\$ 12,000
	Households	Third 5			\$ 4,500	\$ 4,500
Sub Total:	\$ 350	\$ 4,200	\$ 28,500	\$ 55,500	\$ 81,000	\$ 165,000
Contingency (20%)		\$ 840	\$ 5,700	\$ 11,100	\$ 16,200	\$ 33,000
Marketing/Administration:		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 6,000
Total:	\$ 350	\$ 7,040	\$ 36,200	\$ 68,600	\$ 99,200	\$ 204,000

Notes:

To qualify: Applicant makes up to 100% Area Median Income and consideration of degree to which housing costs are greater than 30% of income.

Year round resident or employee of Orleans business

Contingency for rent-related costs (e.g., security deposits, utility deposits), higher rents/demand, and phase-out of 3-year obligation.

Quarterly written updates, annual review of performance and budget.