

**02-13-2019 Town Council Meeting**  
**Responses to Council Questions #1**

**ITEM #6: Approve the Housing Advisory Board's Recommended Funding Plan for the Affordable Housing Development Reserve (AHDR)**

**Council Question:** How long would the subsidy last per tenant for Community Home Trust's Master Please Program proposal requesting Affordable Housing Development Reserve funding? How much is the max per tenant? Would this only be at Glen Lennox? What are we agreeing to by agreeing to the HAB recommendation? Would it be recurring, or just this year? What other partners are contributing?

**Council Question:** The cost of the master leasing proposal is \$133,912. Why is Community Home Trust asking for only \$97,324?

**Staff Response:** *The funding requested would provide subsidy for two years for five tenants. The anticipated maximum per tenant will vary depending upon the income of the tenants. A tenant who earns 30% of AMI may receive a rent subsidy of \$575 per month, but lower income tenants will require larger subsidies. CHT cannot predict the incomes of the tenants who will participate in the pilot program, but knows they will have to generate sufficient monthly rent (from tenants and subsidy sources) to pay the required rent to Glen Lennox.*

*Glen Lennox is the partner that has been identified for the pilot program. They have committed five apartments at slightly below market-rates. By supporting the HAB funding recommendation, the Town is providing the funding to allow the pilot program to proceed as proposed by the Community Home Trust. We do not expect Community Home Trust to request additional funding for this two-year pilot program. The Town is providing approximately 72% of the pilot program funding. The balance of the program funds (\$36,000) has been contributed by private donors. Since the application was submitted, CHT and Justice United have raised an additional \$5,000 of private donations. These funds will enable CHT to serve individuals and families at even lower income levels.*

**Council Question:** Doesn't the proposed Habitat project need to be rezoned? As I recall when it came before council for a concept review, the project would need council approval to move forward. Why would we commit money from our affordable housing fund before we know whether the project will be approved?

**Staff Response:** *The proposed Habitat project would require a rezoning and Council approval. Habitat has met with Planning staff and is evaluating the regulatory options to pursue for the development. As is typical for many affordable housing projects, the Town's funding commitment happens before or concurrent to planning and zoning approvals. For example, Council approved funding from the AHDR for CASA's Merritt Mill project before CASA received approval of its SUP. Should the project not be approved or not proceed for any other reason, Habitat would be required to repay the Town for this funding contribution, per the performance*

**02-13-2019 Town Council Meeting**  
**Responses to Council Questions #1**

*agreement established with the Town for use of the funds. Nonprofit affordable housing developers often look to the Town to provide initial funding for their projects, which allows them to complete essential predevelopment activities, acquire the property for development, etc. and be better positioned to secure additional funding commitments.*

**Council Question:** Is it possible to get copies of the completed scoring rubric the HAB used to evaluate each of these applications?

**Staff Response:** *Please see attached the completed scoring rubric.*

**Council Question:** Will the properties at 200, 202, 204, 206, 208 and 212 that CHT specifies in its funding application look the same/have the same features as the remaining properties in Chandler Woods? If not, what are the differences?

**Staff Response:** *All of the market-rate homes in the Chandler Woods development are single-family homes except for the nine affordable homes, which are all townhomes. The applicant proposed townhomes for the affordable homes because townhomes requires less land than single-family homes, and are therefore less expensive to the developer. The Council approved the applicant's SUP application as proposed.*

**Council Question:** How many persons or families would be served in the master leasing program?

**Staff Response:** *The Community Home Trust anticipates that the pilot program will serve 5 households.*

**Council Question:** What is the current status of CASA's Merritt Mill Road property?

**Staff Response:** *CASA has acquired the land and submitted their Low Income Housing Tax Credit application this winter. CASA should receive notice about the outcome of their LIHTC application in August 2019, at which point they will determine next steps for the project.*

**Council Question:** What are the standard requirements of full ADA accessibility in an apartment complex (e.g., proportion of units that must be ADA compliant)?

**Staff Response:** *We are working to compile this information and will share it with Council as soon as possible.*

## **02-13-2019 Town Council Meeting** **Responses to Council Questions #1**

**Council Question:** What will the application and selection criteria be for participating in the Master Leasing Program, aside from meeting certain income levels?

**Community Home Trust (CHT) Response:** *We will develop an application that will include elements of our existing homeowner application and elements of the rental application used by CASA. Our selection criteria will include:*

- *Income to be no greater than 30% AMI, and no less than SSI;*
- *Tenant needs no more than four hours of monthly case management support, or can demonstrate existing additional support;*
- *Tenant has references that confirm tenant can abide by the guiding principles of the program. We expect those principles to be similar to those used by PeeWee Homes: Trust, Tolerance, Shared Responsibility, Engagement, Kindness, Respect for Health of Self and Others.*

*Our application process will center on referrals from partner agencies, including Interfaith Council for Social Service, Community Empowerment Fund and Caramore Community. Referring agencies will walk potential tenants through a checklist to ensure that each potential tenant has the support they need to retain and thrive in housing, before completing an application with Community Home Trust. Tenants will then meet with Community Home Trust staff to complete an application. CHT will perform credit and criminal checks, but will have more forgiving standards than the private market. CHT will also review program expectations with all tenants.*

**Council Question:** What definition of family would the Master Leasing Program use?

**Community Home Trust Response:** *Community Home Trust will use HUD's standard definition of family, which is: one or more individuals who live together. HUD's definition of family is broad to help affordable housing be available to every type of family. CHT anticipates serving mainly single individuals through the pilot program, though specific families have yet to be identified.*

**Council Question:** Since CHT's funding application referenced Devin Ross of Justice United who went over a proposal for master leasing with several members of Town Council last summer, will the master leasing program work in the same way that was specified in that proposal, particularly with respect to selection criteria and the structure of the administration of this project?

**Staff Response:** *There have been several iterations of the master leasing proposal, which evolved during 2018. This request for funding anticipates a program that embodies the spirit of the proposal that Council members reviewed with Justice United leaders during the summer of 2018. However, actualizing the program will likely require modifications to the particulars in the proposal drafted by Justice United. The over-arching goal will remain the same – to provide*

**02-13-2019 Town Council Meeting**  
**Responses to Council Questions #1**

*safe, decent and affordable housing to individuals and families who are extremely low income and at risk of homelessness. CHT will administer the program as described in the funding application. Partner agencies such as IFC and CEF will assist with tenant selection and case management.*

**Council Question:** Related to Habitat's funding application, how long has the tenant been renting the property that is currently occupied? Is the rent on that property known at this point?

**Staff Response:** *Staff have requested this information from Habitat for Humanity and will provide it as soon as available.*