

## **HARWICH AFFORDABLE HOUSING TRUST FUND – Application Review Process**

Applications requesting funds from the Harwich Affordable Housing Trust (HAHT) are reviewed by the HAHT per the Declaration of Trust as voted under Article 40 of the May 7<sup>th</sup>, 2018, annual town meeting.

### **Preliminary Review**

The process begins with the Applicant submitting a Letter of Intent to the HAHT Chair, ([larryballantine@yahoo.com](mailto:larryballantine@yahoo.com)), who will conduct a preliminary screening based solely on:

1. Receipt of a Letter of Intent (LOI)
2. LOI should be consistent with the HAHTF to provide for the preservation and creation of affordable housing in the Town of Harwich for the benefit of low and moderate-income households as defined by the Executive Office of Housing and Livable Communities (EOHLC)
3. The Chair will share the LOI with other Trust members for approval for the applicant to present a complete application to the HAHT
4. All correspondence will be shared with the Harwich Housing Advocate. The HAHT will make every effort to complete this preliminary review within 30 days of receipt of an LOI and notify the Applicant, if requirements are met, to proceed with application submittal.

### **Application Review**

HAHT will evaluate the project feasibility, the degree to which it meets the priorities of the HAHT, and the availability of funds. On a case-by-case basis, HAHT may request support from Town Departments. HAHT may accept, reject, amend, or return for further study with recommendations. The Applicant is notified of the HAHT funding decision, and the Chair facilitates the preparation of the commitment letter in consultation with the Town Counsel, the Town Administrator's Office, and the Applicant.