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CAPE COD  
COMMISSION

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## TECHNICAL ASSISTANCE PROGRAM (TAP) TERMS & GUIDELINES- JANUARY 2012

The Technical Assistance Program (TAP) is designed to provide quick answers to communities, local housing authorities, and non-profit organizations in the early stages of an affordable development or development of short-term strategic plans designed to achieve specific housing related goals/objectives.

**Eligible Applicants:** Local housing authorities; towns; non-profit housing development organizations, and municipal affordable housing trusts created under MGL Chapter 44, Section 55C.

**Application/Review Process:** Because of budget constraints, the Commission expects that there will be just this one funding round this fiscal year. TAP fund awards will be limited to one applicant per Commission fiscal year (begins 7/1, ends 6/30).

**Use of TAP Funds:** TAP funds may be used for the following activities:

- Appraisals of land or buildings;
- Financial analyses;
- Preliminary architectural and engineering services;
- Site evaluations, building inspections, general suitability analysis;
- General development advice, including proposal review, assistance with negotiations;
- Packaging, preparation and submission of funding applications;
- Legal consultation;
- Affordable housing strategic planning efforts.

**Eligible Projects:** TAP funds can be used for projects involving new construction, rehabilitation or preservation of affordable homeownership or rental housing units. TAP funds can also be used for projects involving development of strategic or housing action plans that enhance the overall capacity of the municipality or agency to address the affordable housing needs of their service area.



**Affordability:** Applicant must demonstrate that the project will provide benefit to very low and/or low-income households.

**Fund Awards:** TAP will provide up to \$3,000 worth of professional assistance to eligible projects. Site control is not required. Awards for development projects are considered deferred payment loans subject to the repayment terms described below. Awards to strategic planning projects, not involving housing development, will be provided as a grant.

**Funds Available:** \$15,000 is available this round; therefore, approximately five funding awards could be made.

**Application Deadline and Notification:** Applications are due in the CCC office on or before 4 p.m., Friday, January 27, 2012. Applications submitted electronically are acceptable. It is anticipated that applicants will be notified of their award status about two weeks after the deadline.

**Fund Awards up to \$5,000:** In special circumstances and if funds are available, the TAP will provide larger awards, but in no instance shall that award exceed \$5,000. Applicants will need to provide a justification, including a cost estimate, of the need for the additional funding.

**Program Structure:** Once a project has been approved, a standard County service contract will be executed between the applicant and the Cape Cod Commission. The contract will address the obligations and responsibilities of both parties. All applicants receiving fund awards will be required to submit a final report to the Commission's affordable housing specialist prior to the contract's completion date.

**Repayment Terms:** Awards to housing development projects will be required to sign a letter obliging the recipient to repay the TAP award from any future mortgage proceeds if the project moves forward. If the project does not go forward, despite the best efforts of the developing entity, repayment of the award will not be required.

**For more information or to receive an application, please contact  
Paul Ruchinkas at (508) 362-3828 or  
pruchinkas@capecodcommission.org**

**Applications are also available at the Cape Cod Commission web site:  
[www.capecodcommission.org](http://www.capecodcommission.org) (Departments, Planning and Community  
Development, Affordable Housing, Technical Assistance Program)**