



Housing

This guidance is intended to clarify how the Housing Goal and Objectives of the Regional Policy Plan (RPP) are to be applied and interpreted in Cape Cod Commission Development of Regional Impact (DRI) project review. This technical bulletin presents specific methods by which a project can meet the goal and objectives.

Housing Goal: To promote an adequate supply of ownership and rental housing that is safe, healthy, and attainable for people with different income levels and diverse needs.

- ***Objective HOU1 – Promote an increase in housing diversity and choice***
 - ***Objective HOU2 – Promote an increase in year-round housing supply***
 - ***Objective HOU3 – Protect and improve existing housing stock***
 - ***Objective HOU4 – Increase affordable and attainable housing***
-

The applicability and materiality of these goals and objectives to a project will be determined on a case-by-case basis considering a number of factors including the location, context (as defined by the Placetype of the project's location), scale, use, and other characteristics of a project.

THE ROLE OF CAPE COD PLACETYPES

The RPP incorporates a framework for regional land use policies and regulations based on local form and context as identified through categories of Placetypes found and desired on Cape Cod.

The Placetypes are determined in two ways: some are depicted on a map contained within the RPP Data Viewer located at www.capecodcommission.org/RPPDataViewer adopted by the Commission as part of the Technical Guidance for review of DRIs, which may be amended from time to time as land use patterns and regional land use priorities change, and the remainder are determined using the character descriptions set forth in Section 8 of the RPP.

The project context, as defined by the Placetype of the project's location, provides the lens through which the Commission will review the project under the RPP.



TABLE OF CONTENTS

Introduction	4
Definitions	5
Applicability	6
Summary of Methods	7
Detailed Discussion of Methods for Meeting Objective HOU1	10
Detailed Discussion of Methods for Meeting Objective HOU2.....	13
Detailed Discussion of Methods for Meeting Objective HOU3.....	14
Detailed Discussion of Methods for Meeting Objective HOU4.....	16
General Application Requirements	21
Resources.....	21

INTRODUCTION

Housing affordability and diversity are among Cape Cod's most critical challenges. The Housing Goal is intended to promote more compact housing units in a variety of formats, affordable to a range of incomes, and in densities appropriate to the Placetype context, especially focusing more housing in existing centers of activity with adequate infrastructure to support it. There is a particular emphasis on the development or redevelopment of existing housing for year-round rental and ownership units.

Development of new housing, and preservation of existing units are necessary to alleviate current and future housing challenges across Cape Cod. New development should be directed to Community Activity Centers and add variety to the region's housing typology. In particular, the RPP emphasizes the production of multi-unit "infill" housing within Community Activity Centers. This housing type could greatly increase choice and is largely missing from the region. Infill development and redevelopment for housing is generally encouraged.

In the Winter of 2023, the Commission released a Regional Housing Needs Assessment completed by the Donahue Institute at UMass Amherst. The report identified current and potential future gaps in the region's housing market for resident households (both owners and renters) within various sets of income cohorts and provides baseline demographic and economic information. It also provided population and housing supply and demand projections through 2050 and captures additional detail about housing needs particularly as they relate to the region's workforce and year-round residents. The 2025 Regional Policy Plan affirms the need to plan for and stimulate housing supply in appropriate areas, to promote housing diversity, and to expand housing options to meet year-round resident needs and improve housing attainability and affordability in the region.

The following methods are established to support an adequate supply of year-round ownership and rental housing in the region that is safe, healthy, and attainable for people with different income levels and diverse needs, taking into account the location of the proposed housing. This technical bulletin also establishes how and under what circumstances affordable housing mitigation is to be provided for residential development projects under Cape Cod Commission DRI review.

DEFINITIONS

Accessible Housing: Existing and new housing units that meet the Massachusetts Architectural Accessibility regulations (521 CMR).

Affordable Housing: Housing that is affordable (monthly housing costs do not exceed 30% of a household's gross monthly income) to households earning at or below 80% of Area Median Income (AMI).

Area Median Income (AMI): As determined by the U.S. Department of Housing and Urban Development (HUD).

Attainable Housing: Housing that is affordable (monthly housing costs do not exceed 30% of a household's gross monthly income) to households earning 81% AMI to 120% AMI for whom current year-round market-rate housing is unaffordable. In some circumstances, Attainable Housing may include housing for households earning more than 120% AMI if there is a demonstrated need in a town for that, including but not limited to a community's designation as a Seasonal Community.

Extremely Low-Income Housing: Housing that is affordable (monthly housing costs do not exceed 30% of a household's gross monthly income) to households earning up to 30% of AMI.

Low-Income Housing: Housing that is affordable (monthly housing costs do not exceed 30% of a household's gross monthly income) to households earning 51% - 80% of AMI.

Seasonal Workforce Housing: Housing intended for temporary, seasonal employees who support the region's tourism-driven economy, particularly in industries such as hospitality, recreation, and food service. Seasonal workforce housing typically has leases no shorter than 3 months and no longer than 6 months, and may include shared, dormitory-style, or modular accommodations provided or sponsored by employers or institutions.

Senior Housing: An independent housing unit designed for persons aged 55 or over with the requirement that each dwelling unit in a senior housing development shall be occupied by at least one person 55 years of age or older.

Short-term Rental: Housing that is rented for periods of 31 consecutive days or less and subject to Rooms Excise Tax, as defined in the Code of Massachusetts Regulations (830 CMR 64G.1.1).

Very Low-Income Housing: Housing that is affordable (monthly housing costs do not exceed 30% of a household's gross monthly income) to households earning 31% - 50% of AMI.

Visitable Housing: Housing units with at least one entrance with zero steps, 32-inch clear passage through all interior main floor doors, and at least one half-bath on the main floor.

Year-Round Housing: Housing that is not classified as seasonal, recreational, or for occasional use. Year-round owner-occupied units must be occupied by the owner for at least 11 months per year and may not be used as short-term rentals for more than 14 days annually. Year-round tenant-occupied units must have a lease term of at least 12 months, and at least one member of the household must live there for at least 11 months per year. Year-round tenant-occupied units may not be used as short-term rentals (rented for a period of 31 consecutive days or less) for any period of time.

APPLICABILITY

The Housing Goal and Objectives apply to the following DRI projects:

- Residential and mixed-use residential projects will be reviewed for consistency with the Housing Goal and Housing Objectives HOU1, HOU2 and HOU3.
- Projects on sites with existing dwelling units will be reviewed for consistency with the Housing Goal and Objective HOU3.
- Projects proposing the creation of ten (10) or more dwelling units or ten (10) or more residential building lots will be reviewed for consistency with the Housing Goal and Objective HOU4.

SUMMARY OF METHODS

GOAL | HOUSING

To promote an adequate supply of ownership and rental housing that is safe, healthy, and attainable for people with different income levels and diverse needs.

Objective HOU1 – Promote an increase in housing diversity and choice

METHODS

The following are methods a project may use to achieve consistency with Objective HOU1:

- Create a variety of year-round housing types meeting a range of life stages and other social needs
- Create small-scale housing units (900 sq. ft. or less)
- Create small lot residential development (.25 acres or less)
- Redevelop existing buildings for residential development
- Create mixed-use (residential and non-residential) development
- Pursue infill development for housing, i.e., development of vacant or under-used parcels within already built areas
- Provide Accessible and Visitable dwelling units
- Create Seasonal Workforce Housing

Objective HOU2 – Promote an increase in year-round housing supply

METHODS

The following are methods a project may use to achieve consistency with Objective HOU2:

- Create new year-round rental and/or ownership units
- Convert existing short-term rentals or second homes to year-round housing

OBJECTIVE HOU1 & OBJECTIVE HOU2 AREAS OF EMPHASIS BY PLACETYPE

Natural Areas | New development is discouraged in these areas. If housing is proposed, only low-density small lot cluster development with minimal impacts on open space should be considered.

Rural Development Areas | Reuse and redevelopment are encouraged. All development should be clustered, respect the surrounding landscape, and protect scenic resources.

Suburban Development Areas | All housing types are considered appropriate, so long as adequate infrastructure exists or is proposed to support the housing type and density. Infill development and redevelopment for housing that improves building and development form, including providing a more traditional form is particularly encouraged.

Historic Areas | All housing types are considered appropriate, so long as adequate infrastructure exists or is proposed to support the housing type and density, and the proposed housing is consistent with historic development patterns, does not displace, substantially alter, nor interfere with historic structures, buildings, and sites, and is consistent with existing historic uses. Infill housing may be appropriate subject to layout and design.

Maritime Areas | All housing types are considered appropriate, so long as adequate infrastructure exists or is proposed to support the housing type and density, and the proposed housing is consistent with maritime development, and does not displace, substantially alter, nor interfere with maritime structures and uses. Infill housing may be appropriate subject to layout, design and consideration of the existing site and surrounding uses.

Community Activity Centers | Housing is encouraged in general. Infill and higher density housing is encouraged so long as the proposed housing type, density, form and design is consistent with the context of surrounding development forms and patterns. Smaller unit sizes less than 900 sq. ft. are preferred.

Industrial Activity Centers | Housing is not encouraged, with the exception of on-site caretaker or security housing.

Military and Transportation Areas | Housing will be considered on a case-by-case basis. Master planned projects, including transit-oriented development planned in coordination with transportation assets or developments planned in coordination with infrastructure identified through a capital improvement plan, are encouraged and may be evaluated similarly to projects proposed in Community Activity Centers.

Objective HOU3 – Protect and improve existing housing stock

METHODS

All DRIs on sites with existing dwelling units must:

- Preserve or increase the number of housing units in the region

DRIs on sites with existing dwelling units should, to the maximum extent feasible:

- Improve the condition and habitability of existing dwelling units
- Improve the safety of existing dwelling units
- Improve the accessibility or visitability of existing dwelling units

Objective HOU4 – Increase Affordable and Attainable Housing

METHODS

All DRIs proposing the creation of ten (10) or more dwelling units or ten (10) or more residential building lots must:

- Provide Affordable and/or Attainable Housing
- Developments proposing ten (10) to twenty-nine (29) residential units or lots must provide at least 10% of the units or lots restricted as Affordable and/or Attainable Housing.
- Developments proposing thirty (30) or more residential units or lots must provide at least 20% of the units or lots restricted as Affordable and/or Attainable Housing.
- The Commission may, in its discretion, allow an applicant to provide the required units or lots off-site, or make a monetary contribution equal to or greater in value than the on-site mitigation otherwise required.

DETAILED DISCUSSION OF METHODS FOR MEETING OBJECTIVE HOU1

Objective HOU1 – Promote an increase in housing diversity and choice

Housing diversity involves both housing type and housing affordability. The region needs a variety of housing types at various densities to meet housing demand and the needs of a range of Cape Cod residents, from single young people to retirees looking to downsize while remaining in their communities. The region's need for supported or subsidized year-round ownership and rental housing has expanded beyond those at Extremely Low-Income, Very Low-Income, and Low-Income levels. In some towns households earning up to 200% AMI may require assistance to afford housing. As the population ages, there is a continued need for Senior and Accessible Housing and housing seasonal workers must also be addressed. Following are methods a project may use to meet Objective HOU1.

Create a variety of year-round housing types meeting a range of life stages and other social needs

Housing types generally range from single-family homes and Accessory Dwelling Units (ADUs) which are subordinate to a single-family home, duplexes, multi-family homes, town houses, to large multifamily development. In addition, housing may be created by the adaptive re-use of vacant or underutilized commercial properties for residential use. Much of the region's housing stock is detached single-family homes. Projects can provide a variety of housing types within the project or create housing other than detached single-family homes to increase the housing diversity and choice in the region.

Projects should also consider differing needs of residents and aim to support a variety of residents, including families, first-time homeowners, seasonal workers, singles, seniors, disabled residents, residents requiring memory care, and other vulnerable populations.

Create small-scale housing units

Smaller housing units are generally naturally more affordable than larger housing units. Additionally, as the region's current household size is small and likely to decline, smaller housing units will better align with the region's needs. For this reason, projects are encouraged to create units that are 900 sq. ft. or smaller.

Create small lot residential development

In appropriate contexts and Placetypes, small lot and/or cluster subdivisions for smaller scale housing units such as cottage courts and other compact residential development types are preferred to add to the diversity and mix of housing in the region. Any small lot or subdivision design should protect sensitive resources and promote the efficient deployment of required infrastructure.

The Massachusetts Affordable Homes Act (St. 2024, c. 150) allows and encourages the development of homes on lots that common ownership rules previously restricted. These homes must include at least three bedrooms and should serve as year-round residences; the Affordable Homes Act legally restricts owners from using these homes for seasonal housing or short-term rentals.

Redevelop existing buildings for residential development

The preservation and reuse of existing housing stock and other buildings is important for the region. Redevelopment can protect community character, reinforce traditional development patterns, and can be more environmentally sustainable than new development. Units are encouraged in existing and historic structures and outbuildings, such as carriage buildings, where appropriate. Developing new or additional units in existing buildings can generate income for property owners to reinvest in their buildings. A project may propose to redevelop existing buildings for residential uses or a mix of residential and other types of uses.

Create mixed-use (residential and non-residential) development

Mixed-use residential development can promote walkability and reinforce traditional development patterns. This type of residential development also broadens the housing choices for residents who do not own a vehicle or do not drive, including seniors and those with disabilities.

Pursue infill development for housing, i.e., development of vacant or under-used parcels within already built areas

Infill housing development can be created on vacant, under-used, or already developed parcels within existing substantially built-up areas. Infill development provides a potential means to protect community character and reinforce traditional development patterns while increasing housing supply and housing type options. Projects are encouraged to pursue infill development whenever feasible to minimize newly

disturbed land and environmental impacts, use existing or anticipated infrastructure, and to revitalize existing areas.

Provide Accessible and/or VISIBLE dwelling units

DRIs should create and/or maintain existing Accessible and/or VISIBLE housing units. A floor plan and verification from an appropriately qualified professional that the units meet Accessibility and/or VISIBILITY standards should be provided to the Commission to evidence compliance.

Create Seasonal Workforce Housing

A project proposing Seasonal Workforce Housing can help relieve some of the pressures year-round residents face due to the need for seasonal housing in the region. Seasonal Workforce Housing should be prioritized in locations served by transit or within walking or bicycling distance to seasonal work opportunities. Accommodations for Seasonal Workforce Housing may include redeveloping existing buildings such as altering motels and hotels, providing infill development, or creating other forms of dormitory style housing.

DETAILED DISCUSSION OF METHODS FOR MEETING OBJECTIVE HOU2

Objective HOU2 – Promote an increase in year-round housing supply

Following are methods a project may use to meet Objective HOU2.

Create new year-round rental and/or ownership units

Based on the most recent American Community Survey estimates, roughly one-third of housing in the region is used seasonally and according to the 2023 Regional Housing Needs Assessment, the percentage of homes used seasonally is likely to increase if past trends continue. The proportion of seasonal homes is more pronounced in the Outer and Lower Cape towns than the Mid and Upper Cape; however, it impacts the housing needs of the entire region. To address this challenge, residential projects are strongly encouraged to create new year-round rental units in the region.

The Commission may require that an affidavit, covenant, or deed restriction be provided to the town in which the development is located, as holder or beneficiary, to ensure that housing is limited to year-round occupancy. In addition, limitations on short-term rentals through lease terms, a homeowners association, or condominium association may also be utilized to demonstrate year-round occupancy.

Convert existing short-term rentals or second homes to year-round housing

A project can propose to convert existing short-term or seasonal housing units into year-round housing units as a means for increasing the year-round housing supply on Cape Cod. Converting short-term rentals to year-round housing units also directly addresses the market imbalance where financial incentives heavily favor short-term rentals over long-term occupancy, which can contribute to displacement and housing inaccessibility for full-time residents.

As with new units, the Commission may require that an affidavit, covenant, or deed restriction be provided to the town in which the development is located, as holder or beneficiary, to ensure that housing is limited to year-round occupancy. In addition, limitations on short-term rentals may also be utilized to demonstrate year-round occupancy.

DETAILED DISCUSSION OF METHODS FOR MEETING OBJECTIVE HOU3

Objective HOU3 – Protect and improve existing housing stock

As the housing stock in the region ages, with most of the housing supply now more than 40 years old, a focus on sustaining or improving the life-safety, maintenance, and energy efficiency of the existing housing supply is important to the housing market. Opportunities to upgrade housing stock to improve substandard living conditions, such as inadequate cooking facilities, are a regional priority. It is also critical that the region not lose existing housing units, so efforts should be made to protect and preserve existing homes.

All DRIs on sites with existing dwelling units must:

Preserve or increase the number of housing units in the region

The proposed development must preserve existing housing units on the site or demonstrate that any potential loss in housing units will be offset by replacement on or off-site with an equivalent or greater number of new housing units.

DRIs on sites with existing dwelling units should, to the maximum extent feasible:

Improve the condition and habitability of existing dwelling units

Applicants may propose improvements to existing dwelling units which may include but should not be limited to: exterior and interior maintenance, utility and system upgrades, weatherproofing and energy efficiency. Before and after photographic images and evidence of energy ratings for appliances and utilities should be submitted to evidence compliance with HOU3.

Improve the safety of existing dwelling units

Improvements to the safety of existing dwelling units may include but should not be limited to: access and egress improvements, life safety improvements, and systemic improvements to drinking water quality and availability and improvements to wastewater disposal or other systems that improve conditions and lower operating costs. Before and after photographic images or public utility final inspection reports should be submitted to evidence compliance with HOU3.

Improve the accessibility or visitability of existing dwelling units

DRIs should create and maintain existing Accessible and Visitable Housing. A floor plan and verification from an appropriately qualified professional that the improvements meet accessibility and/or visitability standards should be provided to the Commission to evidence compliance.

DETAILED DISCUSSION OF METHODS FOR MEETING OBJECTIVE HOU4

Objective HOU4 – Increase Affordable and Attainable housing

Provide Affordable and/or Attainable Housing

The need for affordable housing on Cape Cod is sufficiently acute that Affordable or Attainable housing mitigation is required for all proposed residential or mixed-use residential projects of ten (10) or more lots or units.

AFFORDABLE OR ATTAINABLE HOUSING UNITS REQUIRED

Projects with ten (10) to twenty-nine (29) housing units or lots must provide at least 10% of housing units or lots restricted as Affordable and/or Attainable.

Projects with thirty (30) or more housing units or lots must provide 20% of units or lots restricted as Affordable and/or Attainable.

The Commission will take into consideration if there is a demonstrated need in a town for Attainable Housing to include housing for households earning more than 120% of AMI.

Calculating Affordable and Attainable Housing Contributions

For the purposes of calculating the Affordable and/or Attainable housing contributions, all numbers are rounded to the highest whole figure (i.e., if 10% yields 4.4 units, 5 units are required).

Residential Construction

For residential projects that are required to provide Affordable and/or Attainable units, units may be provided within the proposed project or the applicant may provide the requisite number of units through purchase of existing units, redevelopment, or construction of new units off site, subject to approval by the Commission.

An applicant may also contribute land that can support as of right the required number of Affordable and/or Attainable units or a cash contribution dedicated to creating Affordable and/or Attainable units, subject to approval by the Commission. A contribution of land should be accompanied by a development plan acceptable to the Commission, demonstrating that the requisite number of units may be developed by

right under zoning and are reasonably expected to be approved under applicable municipal regulations.

Residential Subdivisions

Residential subdivisions or land divisions of ten (10) to twenty-nine (29) lots must provide at least ten percent (10%) of the proposed lots as Affordable and/or Attainable housing sites. Residential subdivisions or land divisions of thirty (30) lots or more must provide 20% of the proposed lots as Affordable and/or Attainable housing sites.

Off-site and In-lieu Options

In lieu of providing such lots on site, the applicant may develop or contribute comparable off-site lot(s) that can support as of right the required number of Affordable and/or Attainable units, subject to approval by the Commission. An applicant may also make a cash contribution dedicated to creating Affordable and/or Attainable units, subject to approval by the Commission. A contribution of land should be accompanied by a development plan acceptable to the Commission, demonstrating that the requisite number of units may be developed by right under zoning and reasonably expected to be approved under applicable municipal regulations.

CASH-CONTRIBUTION OPTION

An applicant may satisfy HOU4 by providing a cash contribution of equivalent value for the funding or purchase of Affordable and/or Attainable housing, provided that:

- (a) the applicant submits a plan acceptable to the Commission to expend those funds within the same time frame as the applicant's development, and
- (b) such proposal will result in an equal or greater number of units or lots than had they been created on site.

Equivalent value should be determined through one of the following methods:

- (a) for lot subdivisions, current appraised value of the Affordable and/or Attainable lots;
- (b) for ownership projects, the difference between the Affordable and/or Attainable sales price(s) and the market sales price(s) of similar bedroom units within the project;

(c) for rental projects, the difference in appraised value between the value of the project with and without the Affordable and/or Attainable units. The applicant shall pay for all appraisals, and the Commission must approve the applicant's chosen appraiser.

OFF-SITE OPTION

Allowing off-site provision of Affordable and/or Attainable units gives flexibility to both the applicant and the town, and may result in better locations for such housing. For example, encouraging the provision of Affordable and/or Attainable units near municipal services or access to public transportation may be preferable to providing 'on-site' affordable housing further from such services.

The applicant may offer, and the Commission or its designee may accept, when appropriate, off-site donations of land or existing units in fee simple that the Commission determines are suitable for the construction or establishment of Affordable and/or Attainable housing units. The Commission may require that the applicant submit appraisals of the off-site land or existing units or existing buildings for re-use and mixed-use, as well as other data relevant to the determination of equivalent value of providing for Affordable and/or Attainable housing onsite.

Timing and Mix of Affordable and/or Attainable Units

Regardless of whether Affordable/Attainable units are provided on-site or off-site, development of those units should take place at the same rate and within the same time frame as the development of the market-rate units. The mix of unit/bedroom sizes and/or housing types (e.g., ownership, rental) should be proportional across Affordable/Attainable units and market-rate units.

Integration and Size of Affordable and Attainable Units

Affordable and Attainable housing units should be integrated with the rest of the development in terms of location and should be compatible in exterior design, appearance, construction, and quality of materials with other units. All unit owners and tenants must have equal access to all residential amenities within the project. To ensure that Affordable units qualify for the state's Subsidized Housing Inventory (SHI), both on-site and off-site Affordable housing units should meet the Commonwealth of Massachusetts' Executive Office of Housing and Livable Communities (EOHLC) Local Initiative Program (LIP) unit size guidelines.

Pricing and Rents of Affordable and Attainable Units

For ownership units, the Affordable and Attainable sales prices should be calculated using the Barnstable County HOME Consortium methodology and guidelines. For rental units, the Affordable rents should be the high HOME rents, as published annually by the US Department of Housing and Urban Development (HUD). Attainable rents should be calculated from the income limits published by HUD. For ownership units, condominium fees and home-owners association fees should be limited to affordable levels in the appropriate recorded document(s) for Affordable and/or Attainable units. If comprehensive services are included in the monthly rent (for example, continuing-care retirement communities (CCRC), assisted living, and/or skilled nursing facility projects), and the monthly rent exceeds the limits set forth by the HOME Program, the Commission will utilize existing state and federal housing program guidelines (for example, Massachusetts EOHLC Guidelines M.G.L. c. 40B Comprehensive Permit Projects; 24 CFR 5.609; and HUD Handbook 4350.3, Chapter 5) to determine the amount of household income that must be devoted to rent and services. Prior to the occupancy of the Affordable and Attainable units, the applicant should demonstrate that the occupants are income-eligible in accordance with HUD and/or HOME Consortium guidelines.

The applicant shall identify in its DRI application a qualified monitoring agent for which the monitoring of affordable housing is a primary function of their operation. For age-restricted senior care retirement, assisted living, and skilled nursing facilities, proposed monitoring agents shall demonstrate that monitoring of these types of facilities is a prime function of their operation.

Term of Affordability/Permanent Affordability

As a condition of DRI approval, Affordable and Attainable Housing units shall be subject to affordable housing restrictions (consistent with M.G.L. c. 184, §§ 26—33) that are recorded against title to the subject properties at the Barnstable County Registry of Deeds and which require the units to remain affordable in perpetuity, or for such periods as the grantee may otherwise require. All Affordable units must be eligible for listing on the Commonwealth of Massachusetts Subsidized Housing Inventory (SHI). Affordable and Attainable units must provide year-round housing. It is the Commission's preference that Affordable and Attainable housing restrictions be held by the host community or a qualified housing entity. The form and content of such

housing restrictions shall be acceptable to both the Commission and the grantee. The applicant should provide draft proposed restrictions with the DRI application.

Affirmative Marketing and Selection of Buyers/Tenants/Monitoring of Affordability

As a condition of a DRI approval, the Commission will require that an applicant submit to the Commission for its consideration and approval a marketing plan that describes how affordable units will be affirmatively and fairly marketed to potential home buyers and/or renters. The plan should include a description of the lottery process to be utilized for selecting the home buyers and/or renters. The lottery should have either one pool for all applicants or two pools: a local preference pool for up to 70 percent of the units; and all applicants in the second pool. The marketing and selection plan should be consistent with the state's LIP guidelines so that the Affordable Units will qualify for the state's Subsidized Housing Inventory (SHI).

Similarly, as a condition of DRI approval, a monitoring agreement between the applicant and a third-party entity (with experience in affordable housing income verification) acceptable to the Commission will be required for all Affordable and Attainable housing units. For rental DRIs, the monitoring agent should be responsible for certifying initial tenant income eligibility, rents, and compliance with the affirmative marketing and tenant-selection plan; thereafter, the agent should annually certify income eligibility and rents. For ownership DRIs, the monitoring agent should be responsible for certifying initial buyer income eligibility and compliance with the affirmative marketing and buyer selection plan.

GENERAL APPLICATION REQUIREMENTS

Application materials should provide sufficient detail to demonstrate that the project meets the applicable goals and objectives, and typically include a project description, a detailed narrative of how the project will meet the housing goal and applicable objectives, and project plans including site plans, floor plans and elevations. The project description should include a discussion of the Placetype and context in which the development is proposed, and how the proposal is appropriate to its Placetype and context.

The application should include a detailed description of all proposed housing unit(s) including the location, number and size of units, number of bedrooms, proposed cost of rental and ownership units, and how year-round restrictions will be achieved for rental and ownership units. If Affordable and/or Attainable housing units are required to be provided or are otherwise proposed in a DRI, an applicant should submit a marketing plan, draft monitoring agreement including the proposed qualified monitoring agent, and a draft affordability restriction in a form acceptable to the proposed grantee. For condominiums, the application should include proposed master deed language limiting condominium fees for Affordable and/or Attainable units and ensuring equal access to all residential amenities. Appraisals may be required to evaluate offsite or other alternative housing mitigation proposals. Terms and conditions of draft Affordable and/or Attainable housing unit restrictions, monitoring agreements and marketing plans should be discussed and agreed upon in principle between applicants and proposed holders, beneficiaries, grantees or counterparties under these documents prior to or during the DRI permitting process.

RESOURCES

- Cape Cod Regional Housing Strategy: <https://www.capecodcommission.org/our-work/regional-housing-strategy>
- 2023 Regional Housing Needs Assessment Final Report: www.capecodcommission.org/housing
- Barnstable County HOME Program: <https://www.capecod.gov/departments/human-services/initiatives/housing-homelessness/home-program/>