



November 17, 2025

Town of Orleans Administrator
Community Preservation Committee
19 School Road
Orleans, MA 02653

To the Orleans Community Preservation Committee,

On behalf of Housing Assistance Corporation, please find our application seeking a \$100,000 grant that will go directly to support the renovation of 460 West Main Street in Hyannis. Once complete, this project will serve as the Assistance Resource Center (ARC), a modern emergency shelter for the region's most vulnerable residents.

Since 1984, Hyannis has been home to an emergency shelter, first at the old Hyannis Armory before moving to its current location on Winter Street the following year. The current shelter (St. Joseph's House) is operated by Catholic Charities of the Diocese of Fall River; it has outlived its ability to currently meet the complex needs of unhoused individuals on Cape Cod and the Islands.

With this new updated facility, Catholic Charities will be able to properly address those needs which include medical, housing, substance use, mental health, social services, and more. ARC will be designed in such a way that the majority of services clients need can be conducted in-house, providing for a more efficient level of care that this population requires.

On Cape Cod, homelessness is an issue impacting all 15 towns in the region. It is a community-wide problem that requires a community-wide solution. It is why we are seeking funding from every CPC on the Cape to undertake this renovation project. In the past, CPCs have supported similar community projects, including FORWARD at the Rock, where the towns across Cape Cod all contributed funding to make this project a reality.

Because ARC addresses an issue that impacts every town, we are hopeful that CPC funding will enable us to make this renovation project a reality so we can provide a safe place for our neighbors most in need to stay for the night. Beyond that, ARC will provide the critical resources these neighbors need to move off the streets and into safe, stable housing which is the foundation through which all aspects of our life supported.

Should you have any questions about our application or the ARC renovation project, please don't hesitate to contact me.

With gratitude,

Patricia Mitrokostas
Principal Director of Strategic Funding Initiatives
pmitrokostas@haconcapecod.org | 508-771-5400, ext. 204





Town of Orleans

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

FY27 COMMUNITY PRESERVATION PROJECT APPLICATION (for consideration at Annual Town Meeting in **Spring 2026** or Special Town Meeting in **Fall 2026**)

SECTION A

Project Title: Assistance Resource Center

Submission Date: November 17, 2025

Applicant (note if Town, individual or non-profit): Housing Assistance Corporation
Mailing Address: 255 Independence Drive
Hyannis, MA 02601

Co-Applicant, if any (note if Town, individual or non-profit): N/A
Mailing Address:

Project Contact Person(s): Patricia Mitrokostas

Telephone: 508-771-5400 ext. 204

E-mail: pmitrokostas@haconcapecod.org

Federal Tax Identification Number (if non-profit): 237 431 255

Project purpose (Check all that apply):

Open Space Historic Preservation Community Housing Recreation

Project Location/Address: 460 West Main St., Hyannis, MA 02601

Community Preservation Funding Request: \$ 100,000

Brief Project Summary, including justification of project category checked above: Housing Assistance is taking the lead on the acquisition and rehabilitation of a building for the creation of the Assistance Resource Center, a comprehensive shelter model for the homeless located at 460 West Main Street in Hyannis. This is a regional project to benefit all towns across Cape Cod and will be the only emergency overnight shelter in the region. At completion of the shelter renovations, Housing Assistance will not operate the programs, but act as the property owner/manager. Our partner, Catholic Charities of the Diocese of Fall River will run the shelter operations for 50-55 clients including the relocation of clients currently housed at St. Joseph's House in Hyannis; other services offered at the Assistance Resource Center will include medical and behavioral health services, a structured day program and case management.

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) **For early assistance**, complete Section A, and submit it to the CPC via email, **between July 1 and Oct. 31, 2025**. You will be contacted by the CPC regarding detailed information to fully complete the application by the November 17, 2024 deadline as described in Guideline B below.
- B) Fully completed applications need to be submitted **by Nov. 17, 2025** for consideration at the Annual Town Meeting. **Applications should be received by July 1, 2026** for consideration at the Special Fall Town Meeting. 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** format to Jennifer Fountain, Administrative Assistant, at jfountain@town.orleans.ma.us. A **single PDF file** which appends materials described in item 3 (below) to the application form is preferred.

1. **Complete Applications must be received by Monday, November 17, 2025 to be considered for recommendation at the Annual Town Meeting** in the Spring of 2026. Complete Applications must be received by July 1 2026 for consideration at the Special Town Meeting in the Fall of 2026.
2. Funds for approved projects will be available on approximately July 15th following the Annual (Spring) Town Meeting 2026 and about six weeks after the Special Town Meeting in the Fall of 2026 upon submission of appropriate invoices and accounting and a signed grant agreement from the CPC.
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 for a submitted application including the advice of legal counsel or the Historic Commission.
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 an opinion from the Orleans Historic Commission about the suitability of their proposal under Orleans historic building guidelines. All historic preservation or rehabilitation must comply with the Secretary of the Interior's Standards for Historic Rehabilitation.
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.)



**Town of Orleans Community Preservation Funds Application
Assistance Resource Center
November 2025
Section B**

Detailed Narrative

Project Description

Housing Assistance, in partnership with Catholic Charities of the Diocese of Fall River, is seeking a \$100,000 grant from the Orleans Community Preservation Committee that will support our new Assistance Resource Center (ARC) which will serve as the region's emergency shelter for homeless individuals on Cape Cod and the Islands. Located at 460 West Main Street in Hyannis, ARC will offer a single point of entry for the most region's vulnerable, connecting them to medical and behavioral health services, social services, case management, a structured day program, and referral services.

Funds will go directly towards the renovation of the building which previously served as offices for Housing Assistance. The project will modernize the building to include 50 beds where homeless individuals will have a safe place to stay every night of the year; five of these beds will be reserved for medical respite. The facility will also include a kitchen to prepare meals for individuals; a common room to conduct day program activities; and offices where Catholic Charities staff can meet with shelter clients.

Housing Assistance purchased the building with ARPA funding and is currently raising funds towards the rehabilitation cost of the project which is estimated at \$1.8 million. Catholic Charities of the Diocese of Fall River will be responsible for the day-to-day operations at ARC; it currently oversees the shelter operations at St. Joseph's House on Winter Street in Hyannis. Housing Assistance will oversee the maintenance of the property once renovations are complete.

Program Goals for the Assistance Resource Center are:

1. Renovate and rehabilitate the building located at 460 West Main Street in Hyannis.
2. Rehabilitate and renovate the building to accommodate new expanded collocated services for a homeless shelter for individuals.
3. Safely shelter the homeless in Barnstable County in a new expanded modernized shelter with 50 beds.
4. Prevent physical harm and possible death from exposure and other threats to the safety of this vulnerable population.
5. Connect shelter clients to multiple vital community resources while staying at the ARC including medical respite, mental health, food, case management, day programs, transitional housing and mainstream benefits.

Program Objectives for the Assistance Resource Center are:

1. Provide 50 beds (with 5 reserved for medical respite) for homeless vulnerable residents in Barnstable County.
2. Provide collaborated services for the homeless with Catholic Charities of the Diocese of Fall River in one location into a building which allows for a single point of entry.
3. Identify a safe living situation such as transitional or permanent housing for ARC clients.
4. Enhance collaborations with outside referral agencies for this targeted population.
5. Coordinate interdepartmental services at Housing Assistance with the Outreach team and Homeless Services Teams throughout the region.

Town of Orleans Comprehensive Plan- Housing

On pages 102- 111 of the Town of Orleans Comprehensive Plan is the Housing Section including background, goals and priority needs.

The Orleans CPC has supported several projects recently to increase the housing rental inventory including Housing Assistance' project at 107 Main Street which created 14 affordable units of rental housing and the future Governor Prence project in partnership with Habitat for Humanity and POAH.

Due to the lack of affordable rental inventory across Cape Cod, our residents can be and are homeless- without enough resources to support the staggering rent costs of the current available housing, they are quite literally living on the street and in their cars. Many need temporary “emergency” shelter in order to survive until they can identify a more permanent affordable solution. Our most vulnerable residents, the elderly and those with physical and mental disabilities, need overnight shelter and respite care. For these compromised residents, the Assistance Resource Center will offer hope.

When complete, ARC will offer the opportunity to improve the quality of life of homeless individuals in every town on Cape Cod, including Orleans, by giving them access to the services they need to move into safe, stable housing.

The Orlean’s Plan actively supports housing through partnerships with affordable housing developers and community organizations. ARC is a shining example of this as it addresses an immediate and urgent need for the region's most vulnerable individuals by providing them temporary shelter coupled with wraparound services with the goal of moving them into permanent housing.

On a larger scale, the project also aligns with both regional and national priorities.

According to the 2023-25 Cape Cod Healthcare Community Health Needs Assessment Report, "Given the impact that social factors have on health, community survey respondents were asked to identify the social issues most affecting the community. ‘Housing or homelessness’ was identified as the top concern affecting the community by 75% of respondents, followed closely by ‘access to health care services (74% of respondents).

Like water and food, having a safe, stable place to live is at the very core of basic human needs. Without it, people are simply surviving, all other needs including physical and mental health are not priorities.

People experiencing homelessness lack sustainable access to housing and often turn to places not meant for overnight residence such as encampments, in vehicles or unsafe forms of shelter not meant for human habitation.

In the United States between 2.5 and 3.5 million people experience homelessness over the course of any given year. Housing is an important determinant of health, and those who experience homelessness are at greater risk for health challenges.

People with disabilities are disproportionately likely to experience homelessness. Point-in-time counts (i.e., counts of the people in a community experiencing homelessness on a single night) suggest that nearly one quarter of individuals experiencing homelessness have a disability, including physical, intellectual, and developmental disabilities, as well as mental health and/or substance abuse disorders. (NACCHO, 2019)

Being homeless is extremely stressful and made worse by being exposed to communicable diseases (e.g., TB, respiratory illnesses, flu, hepatitis, etc.), violence, malnutrition, and harmful weather exposure. Chronic health conditions such as high blood pressure, diabetes, and asthma become worse because there is no safe place to store medications properly. Numerous health conditions among people who are homeless are frequently a complex mix of serious physical, mental health, substance use, and social problems.

Poor health, high stress, unhealthy and dangerous environments, and an inability to control food intake often result in frequent visits to emergency rooms and hospitalizations.

Stable housing not only provides privacy and safety, it is also a place to rest and recuperate from surgery, illness, and other ailments without worry about where to sleep and find a meal, or how to balance these needs with obtaining health care and social services. (National Health Care for the Homeless Council 2019)

Homelessness is closely connected to declines in physical and mental health; homeless persons experience high rates of health problems such as HIV infection, alcohol and drug abuse, mental illness, tuberculosis, and other conditions. Health problems among homeless people result from various factors, such as barriers to care, lack of access to adequate food and protection, and limited resources and social services. (CDC, Homelessness as a Public Health Law Issue, 2017).

Cape Cod is no exception to this finding with a disturbing 148% increase in Housing Assistance's homeless individuals caseload; even more alarming is the number of homeless clients who are elderly or have a disability, a staggering 75% reported a physical or developmental disability.

ARC's beginnings were rooted in the spring of 2021 with Covid-19 still a pandemic and the Commonwealth still under many restrictions. That is when a subcommittee of Barnstable County's Regional Network on Homelessness – Homeless Data to Action (HD2A) – was convened to discuss a regional approach to care. HD2A was made up of local police, and health and human service organizations from across Cape Cod & the Islands.

The committee worked collaboratively with a cross-sector of professionals to gain a regional perspective on homelessness and inform future opportunities. Together, we developed a vision of the gold standard of homeless care, resulting in a systemic shift in how we treat the most vulnerable.

This was the genesis of ARC, a larger expanded shelter with more space for each person with a single point of entry with collaborated and colocated services which include medical respite, food, mental health services, and a structured day programs.

This group realized the most disenfranchised population in our region was having to move from service to service. A shelter that centralized services (ARC) would address the need for more collaboration. A single point of entry would also provide better outcomes for this group. Homeless client needs are extensive and acute; Under one roof, ARC will offer medical respite, mental health support, food programs, supervised day programs, and regional client data and referral coordination.

By offering regional collaboration, ARC will better serve the community and will have a tremendous impact on helping the most vulnerable on Cape Cod find shelter and services. This process has reinforced the fact that we all share the same clients and see them in many different facets of their life. ARC will centralize services, provide the basic services of shelter and food, while focusing on root causes with the goal of empowering each client to move from homelessness to housing.

On Cape Cod, homelessness is an issue impacting all 15 towns in the region. It is a community-wide problem that requires a community-wide solution. It is why we are seeking funding from every CPC on the Cape to undertake this renovation project.

In the past, CPCs have supported similar community projects, including FORWARD at the Rock, where the towns across Cape Cod all contributed funding to make this project a reality.

Because ARC addresses an issue that impacts every town, we are hopeful that CPC funding from the Town of Orleans will enable us to make this renovation project a reality so we can provide a safe place for our neighbors most in need to stay for the night. Beyond that, ARC will provide the critical resources these neighbors need to move off the streets and into safe, stable housing which is the foundation through which all aspects of our life supported.

Project Management

Housing Assistance is taking the lead on this regional project and is the property owner at 460 West Main Street in Hyannis, and will oversee the rehabilitation of the property, turning it into ARC which will serve the greater good of the community.

A 51-year-old agency, Housing Assistance, has the expertise and the resources to serve as the general manager for the renovation efforts.

At completion of the shelter renovations, Housing Assistance will not operate the programs, but act as the property owner/manager. Catholic Charities of the Diocese of Fall River will run the shelter operations, including the relocation of clients currently housed at St. Joseph's House in Hyannis, to the new Assistance Resource Center.

Housing Assistance will oversee the design process and the work of architects, engineers, and other professionals to ensure that this project meets the necessary standards, regulations, and architectural requirements. During construction, Housing Assistance staff will have oversight of the entire construction process of the Assistance Resource Center, ensuring that project adheres to established timelines, quality standards, and regulatory requirements.

This project is led by a team of highly experienced professionals who combined possess a total of 115 years plus in the areas of housing development and building renovations. The key project staff for the Assistance Resource Center development, renovation and financial resources resumes are attached to this proposal.

Housing Assistance staff is knowledgeable about various funding sources, such as government grants, low-income housing tax credits, loans, and partnerships with private organizations and work diligently to create financial strategies, seek funding opportunities, and manage the budgeting process required for the development and maintenance of housing and construction projects.

The following staff have direct oversight of Assistance Resource Center project:

Alisa Magnotta, Chief Executive Officer of Housing Assistance Corporation, has 25 plus years' experience in nonprofit leadership positions including eight years as the CEO of Housing Assistance and six years as the COO of Gosnold, Inc. She holds a master's degree in communications management from Simmons College.

Marc Haslbeck, Chief Financial Officer of Housing Assistance has 25 plus years' experience in high level real estate, housing development and finance leadership positions in both national and international companies with specialized skills in systems optimization and risk management. He holds two bachelor of science degrees in business and economics.

Rob Brennan, Esquire, Chief Financial Officer of Housing Assistance, has 30 years' experience as a private attorney specializing in real estate, land use and litigation. Rob was also the president of CapeBuilt Development for 12 years where he focused on second home and workforce housing development. He holds an undergraduate degree and law degree from Boston College.

The Clerk of the Works for this project is Keith Trott, Director of Housing Production & Maintenance. He holds a Massachusetts Unrestricted Construction Supervisor's license and has over 40 years of experience in all aspects of the construction trades in both residential and commercial development. For twenty years prior to working for Housing Assistance, Keith owned and operated an independent contracting company focused on both residential and commercial construction.

Action Plan and Timeline

Project Description and Schedule

In preparation to renovate 460 West Main Street in Hyannis into the Assistance Resource Center (ARC), Housing Assistance has already purchased the property. Permits have been filed with the Town of Barnstable through the Dover Amendment, which applies to ARC, to move forward with the project. The primary renovations are to add shower/bathing facilities, the buildout of dormitory style rooms and expansion of the current kitchen and the addition of a dining room and dedicated day program space.

Along with moving forward with permitting, Housing Assistance has hired an architect who has developed a full design to achieve the project's objectives. These plans have been included as part of this proposal.

We have also engaged with a general contractor for the construction estimate to complete the required renovation work. The project is estimated to start in early 2026 with construction to last roughly one year. We anticipate opening ARC by the end of 2026 or early 2027. The construction contract will have a contingency timeline with a six-month extension if factors impeded construction. These factors include supply chain issues; weather conditions; permitting delays; and other conditions which impact the ability to complete the project on schedule.

If Housing Assistance is awarded Community Preservation Act (CPA) funds through the Town of Orleans, we will provide updates on the progress of the renovation along with a final report.

Housing Assistance has set the following timeline for the Assistance Resource Center project:

December 2025/January 2026: Permitting in place.

February 2026: Demolition of office area; jack hammering of flooring to install new water and sewer lines for bathrooms.

March 2026: Construction of bathrooms and kitchen renovations begin. Upgrades made to fire sprinkler suppression system, water mains, and fire water main which will entail ripping up of parking lot to bring in larger lines to the building.

May 2026: Complete office area buildouts.

July 2026: Complete bathroom construction and all plumbing.

August 2026: Construct exterior portico at rear entrance for client intake.

September 2026: Begin installation of flooring throughout workspace. Lighting installed.

October 2026: Landscaping and interior finishes completed.

November/December 2026: Punch list items completed. Certificate of occupancy approved.

As part of the project, ARC will be ADA (Americans with Disabilities Act) compliant. As part of this, we will have ADA paddles installed for the entryway as well as doors in the facility. Additionally, the bathrooms will be constructed to be ADA compliant.

Housing Assistance has led housing development projects throughout our region on the upper, mid and lower cape for two decades, creating over 625 affordable housing units with 200 currently in our pipeline. Last October we began renovations on a 57,000 foot building (a former nursing home) in Dennis which is completed and now home to our Family Empowerment Center.

The building required extensive upgrades to the shower/bathing facilities and the addition of three communal kitchens along with other cosmetic updates including painting, flooring, to prepare for the 79 families who would reside in the building.

Our agency has both a Housing Development Department as well as a Maintenance Department, both of which are familiar with developing and maintaining affordable housing.

We have expertise in identifying suitable locations or parcels of land where affordable housing can be developed. This includes conducting extensive research and market analysis as well as collaborating with local authorities to identify areas that align with the goals and requirements of affordable housing initiatives. We also analyze factors such as zoning regulations, environmental impact, infrastructure availability, and community needs to identify the best site for a range of housing projects, including emergency shelters, family shelters, affordable housing, and attainable housing.

Financial Data

Project Funding

The total cost of the project is \$4,821,200. The building at 460 West Main Street in Hyannis was purchased for \$3,000,000 in December 2024, and the construction/renovation costs are \$1,821,200. A quote from Delphi Construction is attached to the proposal.

Housing Assistance has secured a \$355,000 grant from Mass Development; the remaining \$1,466,200 will be raised through grant proposals to CPC's across the region along with requests to private foundations and donors.

Our agency has secured a line of credit with Rockland Trust to cover any shortfall of renovation funding. The building will generate revenue through Catholic Charities rent payments to Housing Assistance as the tenant of the space for the Assistance Resource Center (ARC) operations.

Budget and Source of Funds

A line item budget from Delphi Construction and a source of funds budget are attached to this proposal. . They will be serving as the general contractor for the project with oversight from Housing Assistance's Housing Development Department. Housing Assistance has worked with Delphi Construction on several affordable housing developments including LeClair Village in Mashpee (39 units of affordable housing) and Brewster Woods (30 units).

The building at 460 West Main Street in Hyannis is owned by Housing Assistance outright with no loans or property liens.

Letters of Support

This project led by Housing Assistance is a program of Housing Assistance and is therefore supported and endorsed by our leadership, executive committee and board of directors.

Letters of support from national and local political leadership are attached to his proposal along with a letter of support from Susan Mazarella, Chief Executive Officer of Catholic Charities.

Project Maintenance and Upkeep

Housing Assistance currently operates a Maintenance Department with a team of six full time staff which is responsible for the general maintenance of all of its 32 properties and 100 units of housing. They will be responsible for ongoing maintenance at ARC once the renovation project is complete.

The funding for our maintenance department is part of our general operating budget which in part is supported by the rents collected on the properties we own and maintain.



Housing Assistance
255 Independence Drive
Hyannis MA 02601

Application for Community Preservation Committee Funding

Supporting Documents Enclosed:

Budgets

- 460 Division Summary Delphi Construction
 - Source of Funds

Project Address:

Assistance Resource Center
460 West Main Street
Hyannis MA 02601

460 DIVISION SUMMARY

EARTHWORK, UTILITIES & 6IN. FIRE SUPPRESSION LINE	\$85,000	\$0.00	0.0%
LANDSCAPING AND FENCING	\$32,200	\$0.00	0.0%
DEMOLITION	\$18,000	\$3.88	2.4%
CONCRETE	\$13,200	\$0.38	0.2%
DEISEL GENERATOR INSTALLATION	\$126,600	\$0.00	0.0%
STRUCTURAL STEEL & MISC METALS	\$ 13,000	\$0.00	0.0%
ROUGH CARPENTRY	\$68,500	\$4.57	2.8%
FINISH CARPENTRY	\$45,500	\$0.00	0.0%
INSULATION AND DRYWALL	\$36,000	\$0.00	0.0%
ROOFING - ALLOWANCE	\$7,950	\$0.59	0.4%
WATERPROOFING / CAULKING / AIR BARRIERS DOORS, FRAMES & HARDWARE	\$9,300	\$1.10	0.7%
STOREFRONT & GLAZING	No Scope	\$0.00	0.0%
DRYWALL	\$134,540	\$15.96	9.9%
ACOUSTICAL CEILINGS	\$82,000	\$0.00	0.0%
FLOORING	\$128,500	\$28.30	17.6%
PAINT	\$ 26,500	\$0.00	0.0%
SPECIALTIES	\$22,125	\$0.25	0.2%
APPLIANCES KITCHEN AND LAUNDRY	\$78,600	\$0.00	0.0%
FURNISHINGS	\$125,260	\$0.00	0.0%
FIRE PROTECTION	\$159,100	\$7.01	4.4%
PLUMBING	\$66,500	\$43.49	27.0%
HVAC	\$117,500	\$5.64	3.5%
ELECTRICAL	\$147,450	\$17.50	10.9%
GENERAL REQUIREMENTS	\$40,150	\$4.76	3.0%
GENERAL CONDITIONS	\$108,750	\$12.90	8.0%
INSURANCE	\$13,565	\$1.61	1.0%
FEE	\$54,220	\$6.43	4.0%
GC SUB TOTAL	\$1,804,000	\$169.96	99.5%
BUILDING PERMIT & FEES	\$17,200	\$0.85	0.5%
GC PERFORMANCE, PAYMENT & LIEN BOND CONTINGENCY	see alternate	\$0.00	0.0%
(Recommended)	By Owner	\$0.00	0.0%
PROJECT TOTAL	\$1,821,200	\$160.82	100.0%

SOURCES OF FUNDS	Project Total
Barnstable County ARPA	\$ 3,000,000
Housing Assistance- Line of Credit-Rockland Trust	\$ 221,200
Housing Assistance-Public & Private Funds Raised	\$ 1,600,000
Total Sources	\$ 4,821,200

ESTIMATED COST	Project Total
Acquisition Costs	\$ 3,000,000
Construction Costs	\$ 1,821,200
Total Development Cost (TDC)	\$ 4,821,200



Housing Assistance
255 Independence Drive
Hyannis MA 02601

Application for Community Preservation Committee Funding

Supporting Documents Enclosed:

Architectural Plans

- Conceptual Plan
 - Site Plan
- Architectural Plans

Project Address:

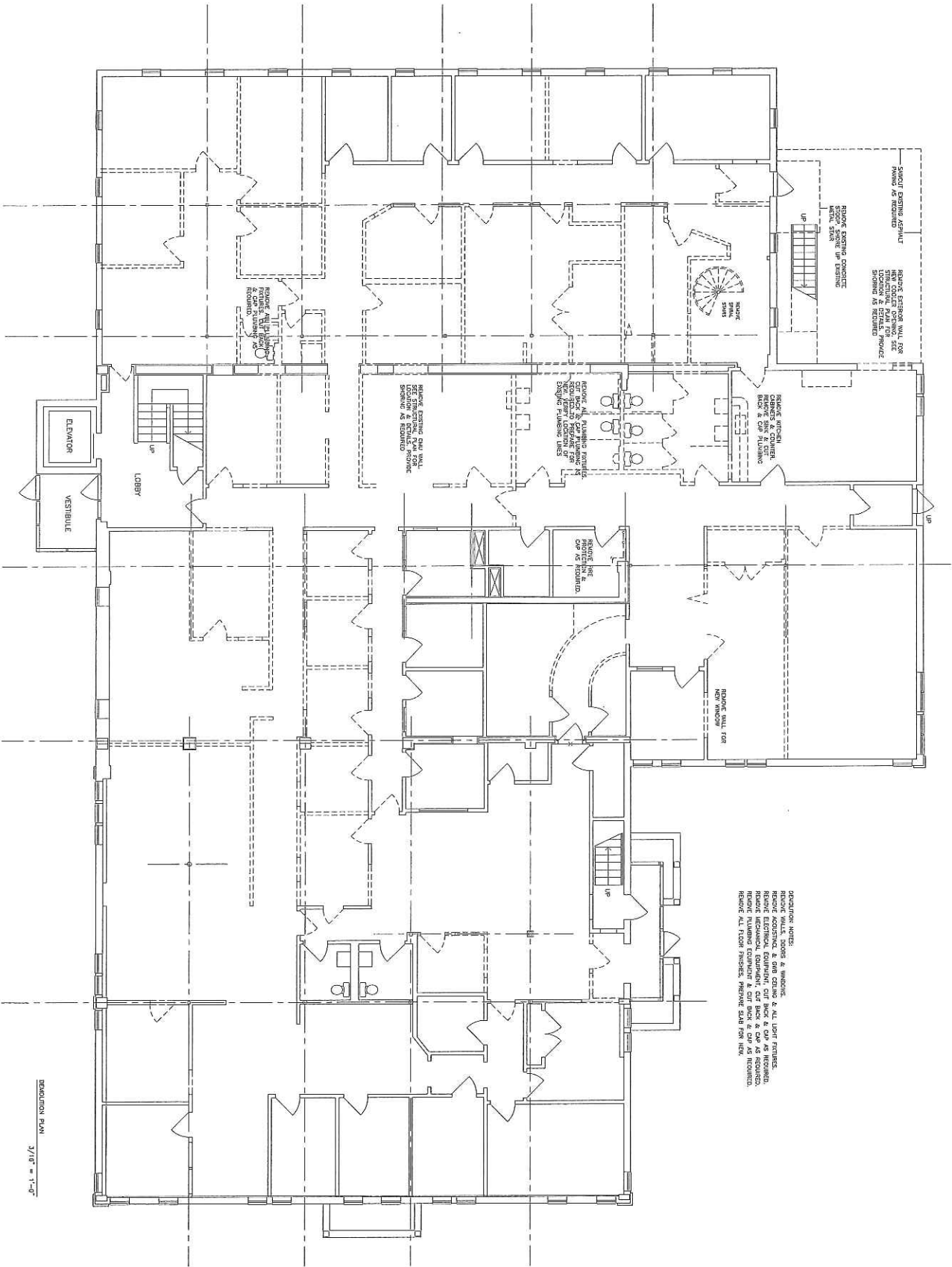
Assistance Resource Center
460 West Main Street
Hyannis MA 02601



- AREA LEGEND**
- OFFICES
 - DORMITORY
 - RESTROOM
 - KITCHEN
 - COOLER
 - DINING
 - MEDICATION/IT
 - LAUNDRY
 - STORAGE/UTILITY
 - CIRCULATION/DAY ROOM/CHECK-IN
 - COVERED ENTRY
 - EXISTING WALLS
 - NEW WALLS

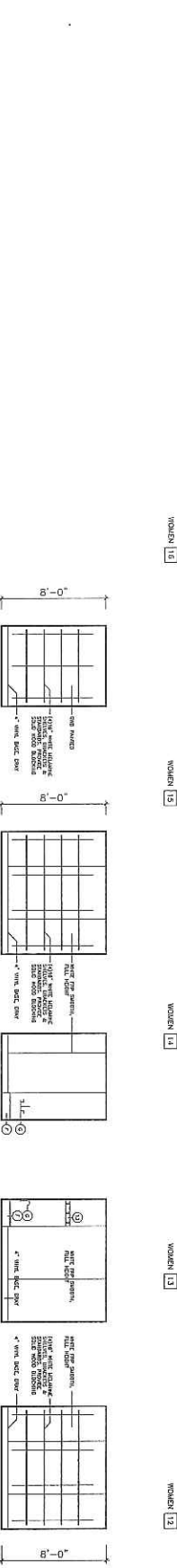
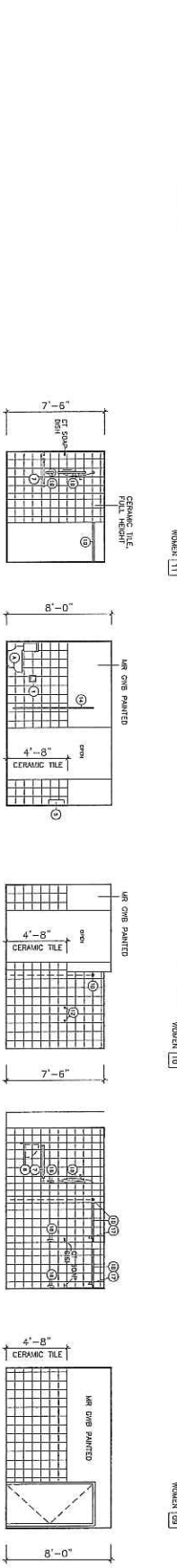
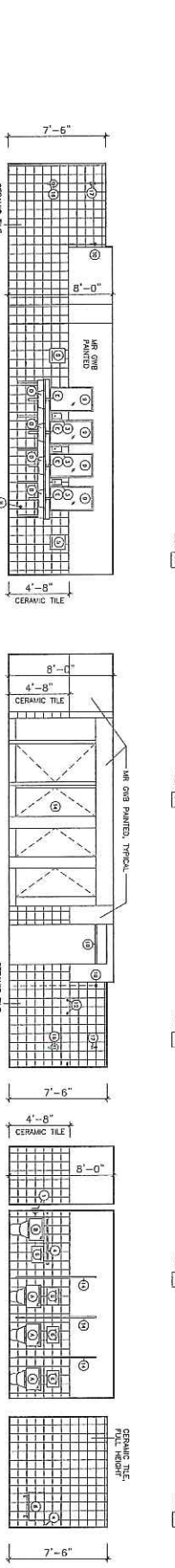
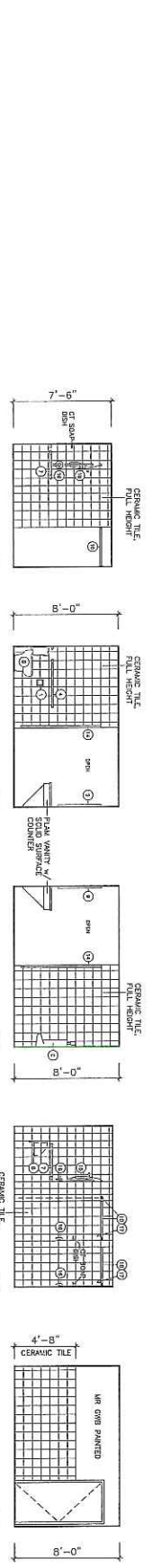
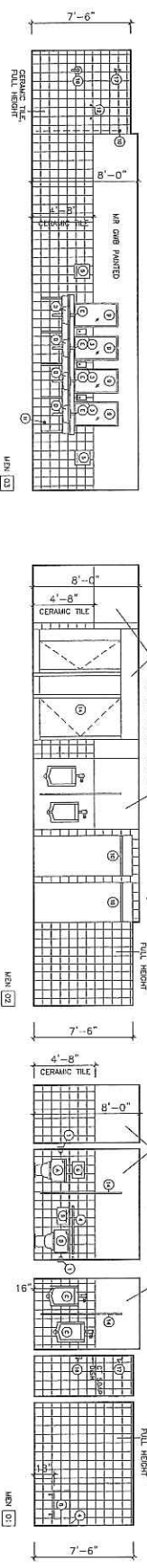
FIRST FLOOR PLAN
3/16"=1'-0"

<p>RESCOM ARCHITECTURAL, INC RESUME ARCHITECTURE SPECIAL</p> <p>118 WATERHOUSE ROAD BOURNE, MA 02532 PHONE: (508) 755-9828 FAX: (508) 755-9882 WWW.RESCOMARCH.COM</p>	<p>HAC 480 West Main Street Hyannis, Massachusetts</p>	<p>CONTRACTOR:</p> <p>CONTRACTOR:</p> <p>CONTRACTOR:</p>															
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DEMOLITION PLAN
3/16" = 1'-0"

<p>RESCOM ARCHITECTURAL, INC. RESIDENTIAL & COMMERCIAL ARCHITECTURE</p> <p>115 WATERHOUSE ROAD BOURNE, MA 02532 PHONE: (508) 751-8928 FAX: (508) 751-8925 WWW.RESCOMARCH.COM</p>	<p>HAC 460 West Main Street Hyannis, Massachusetts</p>	<p>CONTRACTOR: NOT A CONTRACTOR, BUT AN ARCHITECT, ENGINEER, AND DESIGNER, HAS BEEN SELECTIONED TO PREPARE THE DEMOLITION PLAN AND TO SUPERVISE THE DEMOLITION WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR THE PROTECTION OF ALL UTILITIES AND ADJACENT PROPERTIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL ADJACENT PROPERTIES AND FOR THE PROTECTION OF ALL UTILITIES AND ADJACENT PROPERTIES.</p>	<p>DATE OF ISSUE: _____ DRAWN BY: _____ CHECKED BY: _____ DESIGNED BY: _____</p>
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 115 WATERHOUSE ROAD
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 PHONE: (508) 759-4928
 FAX: (508) 759-4925
 WWW.RESCOM.FTCH.COM

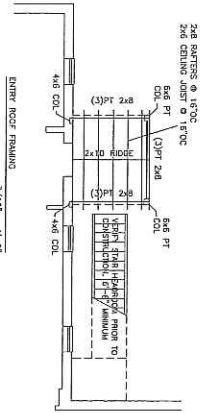
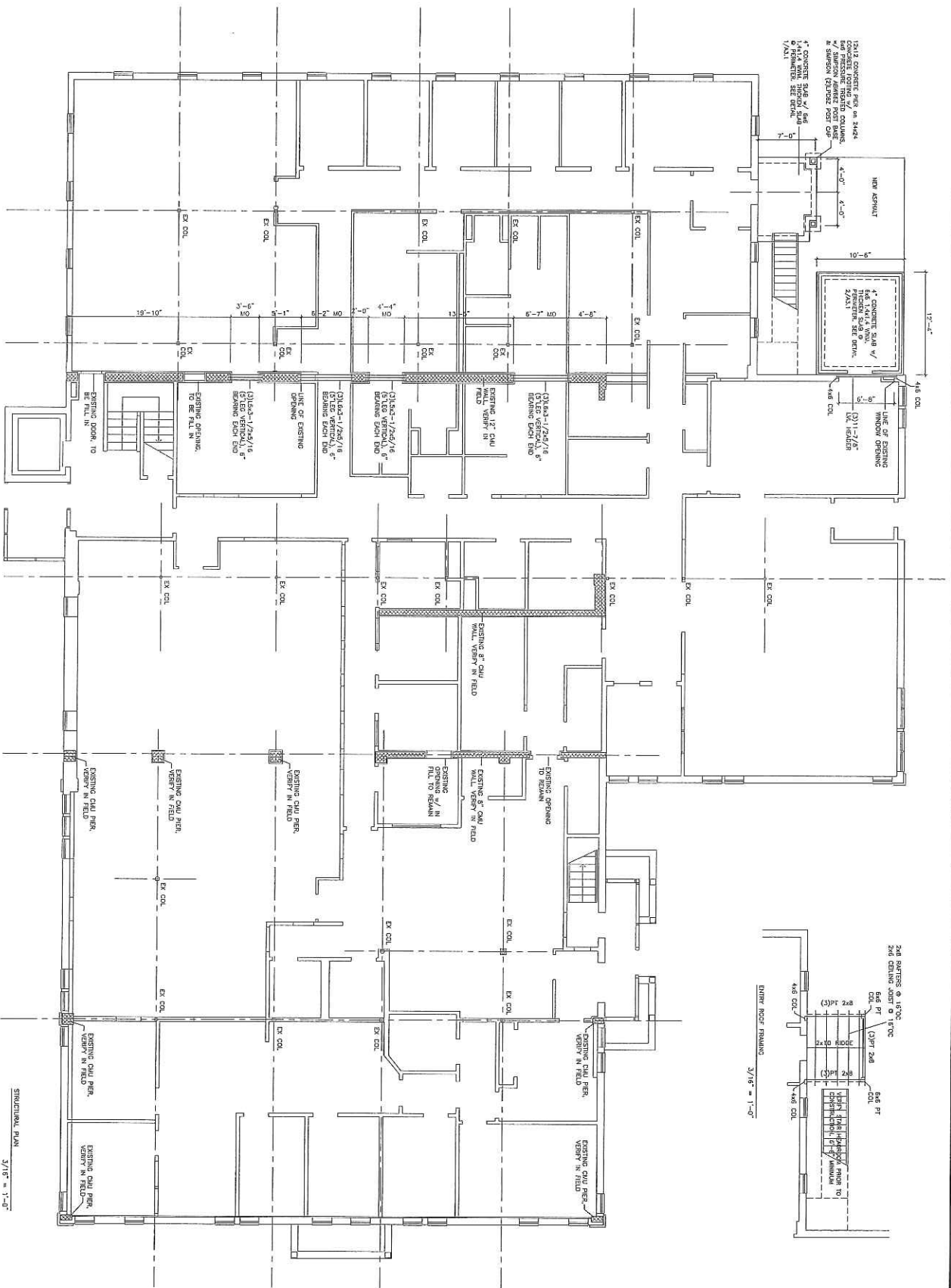
HAC
 480 West Main Street
 Hyannis, Massachusetts

PROJECT:
 CONTRACTOR:
 DATE: 10-24-2005
 FOR REVIEW 10-24-2005

DATE: 10-24-2005
 FOR REVIEW 10-24-2005
 PROJECT: HAC
 CONTRACTOR: 480 West Main Street, Hyannis, Massachusetts

NO.	DATE	DESCRIPTION

DATE OF ISSUE: 10-24-2005
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 DRAWING NUMBER: A4.2



STRUCTURAL PLAN
3/16" = 1'-0"

<p>PROGRESS SET ISSUED FOR REVIEW 10-24-2025</p> <p>DATE OF ISSUE: 10-24-2025 DRAWN BY: [Name] CHECKED BY: [Name]</p>	<p>REVISIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NO.	DATE	DESCRIPTION													<p>RESCOM ARCHITECTURAL, INC. RESIDENTIAL & COMMERCIAL ARCHITECTURE</p> <p>119 WATERHOUSE ROAD BOBURY, VA 02032 PHONE: (800) 799-8426 FAX: (540) 798-4882 WWW.RESCOMARCH.COM</p>
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S1.1

RESCOM

ARCHITECTURAL, INC.

RESIDENTIAL & COMMERCIAL

ARCHITECTURE

110 WEST MAIN STREET, SUITE 200

ROCHESTER, MA 01502

PHONE: (508) 754-8434

FAX: (508) 754-8433

WWW.RESCOM-INC.COM

HAC
460 West Main Street
Hyannis, Massachusetts



FIRE ALARM LEGEND, NOTES & RISER DIAGRAM

NO.	DATE	REVISIONS

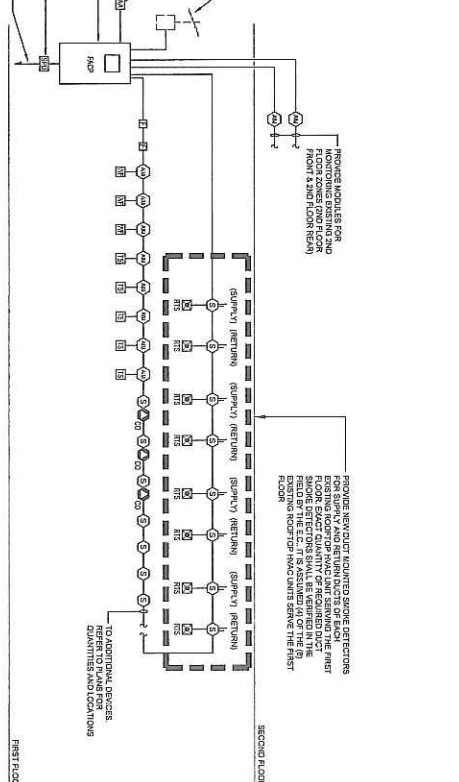
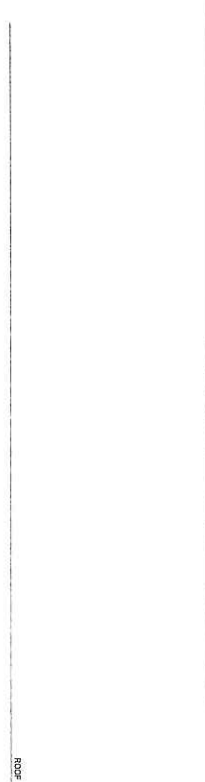
FA1

FIRE ALARM GENERAL NOTES

1. THESE FIRE ALARM SIGNALS SHALL BE ISSUED AS A "TIER 1" CIRCULAR CONTACT SIGNALS. ADVISE NOT PERMITTED TO BE ISSUED AS "TIER 2" SIGNALS.
2. NOTIFY ALL SMOKE DETECTORS WITHIN UNFINISHED ATTIC OR GARAGE AREAS. SMOKE DETECTORS SHALL BE INSTALLED WITHIN 10 FEET OF EXCEEDED 100%.
3. SMOKE DETECTORS SHALL NOT BE INSTALLED WITHIN A 36 INCHES RADIUS OF COILING SYSTEMS AND SHALL BE INSTALLED OUTSIDE OF THE DIRECT AIRFLOW FROM THESE DEVICES.
4. PROVIDE ALL WIRING PER THE MANUFACTURER'S SPECIFICATIONS.
5. THESE FIRE ALARM RISER DIAGRAMS IS TYPICAL WIRE TO ALL DEVICES ON ALL OF DEVICES. REFER TO RISE DIAGRAMS FOR TYPES AND QUANTITIES.
6. ALL FIRE ALARM WIRING SHALL BE RUN CONTINUOUS FROM DEVICE TO DEVICE.
7. OUTGOING AND RETURN CONDUCTORS MUST BE RUN IN SEPARATE CABLES RUN VERTICALLY AND A FLOOR FLOOR SEPARATION WHERE THE CABLE IS RUN HORIZONTALLY REFER TO NFPA FOR MORE INFORMATION.
8. PROVIDE ANY ADDITIONAL RISE FIRE ALARM POWER SUPPLY RELAY DEVICES, DEVICES SHOWN ON THE DRAWINGS.
9. PROVIDE ADDITIONAL SMOKE DETECTORS AS NECESSARY PER NFPA.
10. PROVIDE ENDWIRE AND PROGRAMMING CAPACITY RISING ALARM ALL EXISTING PANELS WITH CAP-3000 WILL BE SUFFICIENT.
11. PROVIDE INTERMEDIATE RELAYS AS NEEDED.
12. SYNCHRONIZE ALL STROBE LIGHTS.
13. VERIFY WIRING TYPE FOR INSTALLING LOOP.
14. WHEN CONNECTING AN INTERMEDIATE RELAY TO MONITOR A CONVENTIONAL SMOKE DETECTOR, A SEPARATE 24 VOLT ALARM LINE POWER IS REQUIRED.
15. VERIFY ADDITIONAL WIRING WITH SPECIFIC MANUFACTURER'S E.G. XAV POWER FOR MODULES.
16. NOTIFY OWNER, FIRE DEPARTMENT AND HOUSE DEPARTMENT FINISH TO PROVIDE THE LOCATION AND PROVIDE A CONNECTION FROM THE FIRE ALARM SYSTEM TO THE FIRE ALARM SYSTEM.
17. PROVIDE THE LOCATION AND PROVIDE A CONNECTION FROM THE FIRE ALARM SYSTEM TO THE FIRE ALARM SYSTEM FOR EVERY 25 MINUTING HOUR PER FLOOR. ALSO PROVIDE A CONNECTION FOR EVERY 25 MINUTING HOUR PER FLOOR. ALSO PROVIDE A CONNECTION FOR EVERY 25 MINUTING HOUR PER FLOOR.
18. ALL FIRE ALARM EQUIPMENT INCLUDING AND NOT LIMITED TO FIRE ALARM CONTROL PANELS, CABINETS, ANNUNCIATORS, SHALL STAY ONE ETC. SHALL BE LOCATED TYPE PROVIDE PER ALIVE LOOKABLE EQUIPMENT AS STATED IN THE SAFETY CODE.
19. CONFORM TO THE FIRE ALARM WIRING PER THE REQUIREMENTS OF THE STATE FIRE SAFETY CODE.
20. FIRE SIGNAL CONDUIT RETENTION SHALL EXCEED FIRE RATED WALLS, ELECTRICAL/TELECOMMUNICATION ROOMS AND CLOSETS.
21. FIRE SIGNAL PENETRATION THROUGH FLOORS.
22. PROVIDE SIGN CAPACITY ON INTENTION AND NOTIFICATION LOOP.
23. REFER TO THE PROTECTION DRAWINGS FOR QUANTITIES AND LOCATIONS OF TAMPERS AND FLOW SWITCHES.
24. TYPICALLY FIRE ALARM SYSTEM POWER CONDUCTORS SHALL BE 14 AWG. PROVIDE FIRE ALARM POWER CONDUCTORS TO COMMUNICATE FLOOR LOOPS (NEEDS) POWER SWITCHES WITHIN ALL ELECTRICAL PANELS.
25. PROVIDE THE LOCATION AND PROVIDE A CONNECTION FROM THE FIRE ALARM SYSTEM TO THE FIRE ALARM SYSTEM FOR EVERY 25 MINUTING HOUR PER FLOOR. ALSO PROVIDE A CONNECTION FOR EVERY 25 MINUTING HOUR PER FLOOR.

FIRE ALARM SYSTEM

- FIRE ALARM SYSTEM
- ALL FIRE ALARM DEVICES SHALL BE MOUNTED BY THE UNLESS OTHERWISE NOTED. FOLLOWING DEVICES SHALL BE PERMITTED TO BE MOUNTED BY THE UNLESS OTHERWISE NOTED.
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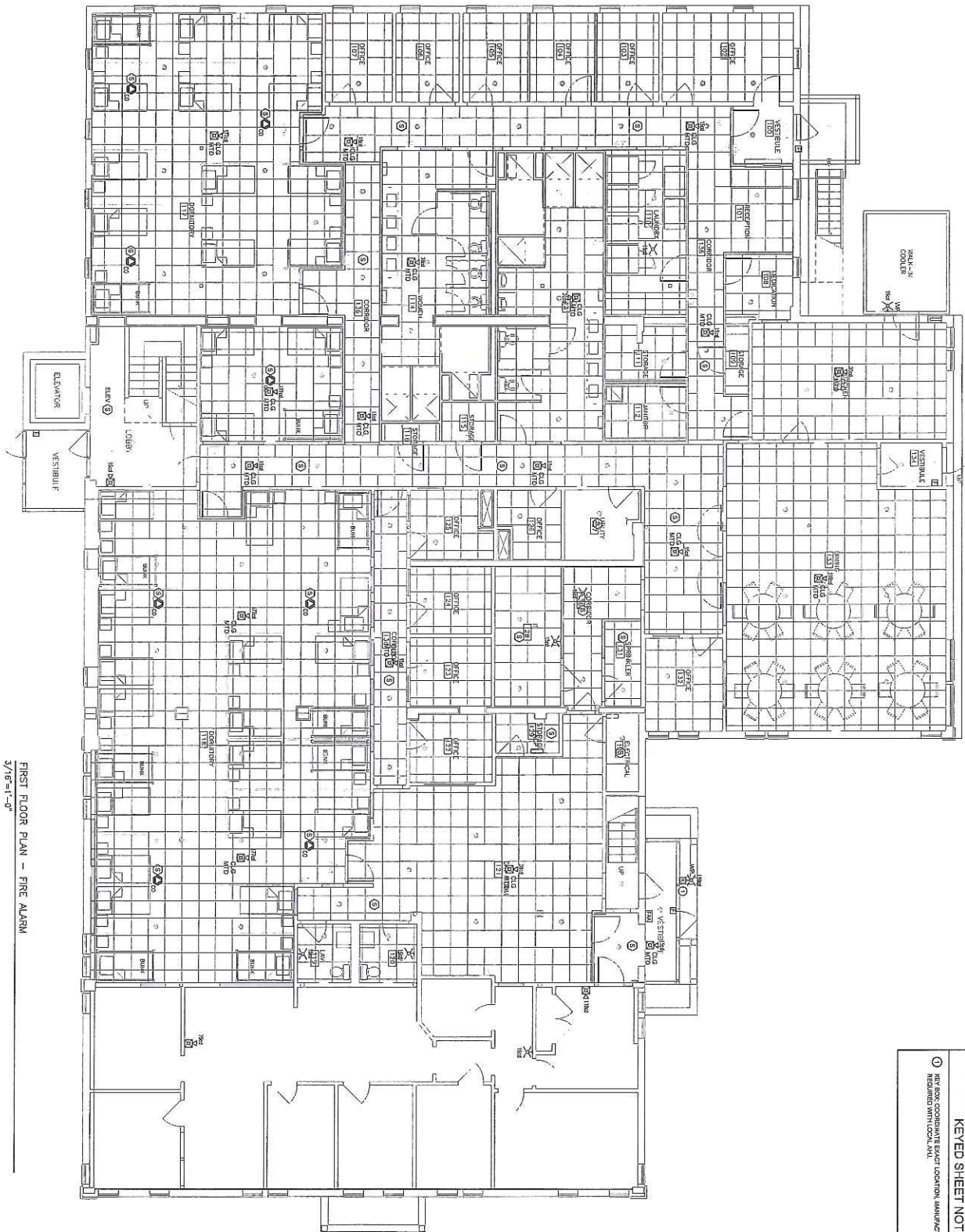
FIRE ALARM RISER DIAGRAM

1. REFER TO 5.000 PLANS FOR EXACT QUANTITIES AND LOCATIONS OF ALL DEVICES AND APPLIANCES. PROVIDE ANY RISE FIRE POWER SUPPLIES NECESSARY TO SUPPORT QUANTITY OF DEVICES INDICATED.
2. ALL WIRING SHALL BE CLASS "X" 4 PER MANUFACTURER'S RECOMMENDATIONS.
3. ALL EXISTING WIRING REQUIRED TO SUPPORT DETECTOR REPORT TEST TAPPING SHALL BE LOCATED LOCATION WITHIN 4" PRIOR TO INSTALLATION.
4. ALL WIRE STROBE LIGHTS SHALL BE SAME TYPE TO ALLOW STROBES TO REMAIN FLASHING WHILE OTHERS ARE SUPPRESSED.

FIRE ALARM SYSTEM

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FIRST FLOOR PLAN - FIRE ALARM
3/15-1'-0"



KEYED SHEET NOTES
 ① KEY BOX: COORDINATE EXACT LOCATION, MANUFACTURER AND MODEL. REQUIRED WITH COULING.

RESCOM
 ARCHITECTURAL, INC.
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 ANDOVER, MASS 01810
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 FAX: (978) 354-4400
 WWW.RESCOMARCH.COM

HAC
 460 West Main Street
 Hyannis, Massachusetts

B/E/R
 BUILDING ENGINEERING RECORDS, INC.
 460 WEST MAIN STREET
 HYANNIS, MASSACHUSETTS
 01901
 PHONE: (508) 972-2222
 FAX: (508) 972-2222
 WWW.BERARCH.COM

CONTRACTOR:
 THE CLIENT, ARCHITECTURE, INC., THE ARCHITECT'S
 REPRESENTATIVE, IS PROVIDING THE CONTRACTOR WITH
 THIS DOCUMENT FOR INFORMATION ONLY. THE CONTRACTOR
 SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF
 THIS DOCUMENT AND FOR OBTAINING ALL NECESSARY
 PERMITS AND APPROVALS FROM THE LOCAL
 AUTHORITIES HAVING JURISDICTION. THE CONTRACTOR
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FIRE ALARM
FIRST FLOOR PLAN

REVISIONS

NO.	DATE	REVISIONS

STATE BY STATE

STATE	REGISTERED	EXPIRES
MASSACHUSETTS		

FA3



Housing Assistance
255 Independence Drive
Hyannis MA 02601

Application for Community Preservation Committee Funding

Supporting Documents Enclosed:

Resumes

- Alisa Magnotta, CEO Housing Assistance
- Marc Haslbeck, Chief Financial Officer, Housing Assistance
- Robert L. Brennan, Jr, Chief Legal Officer, Housing Assistance
- Donald Keith Trott, Property Maintenance Supervisor, Housing Assistance

Project Address:

Assistance Resource Center
460 West Main Street
Hyannis MA 02601



460 West Main Street
Hyannis, MA 02601
508-771-5400 ext. 288
alisa@haconcapecod.org

Highlights:

- Rent 365
- My Home Plus One - ADU
- Housing to Protect Cape Cod
- Tedx Provincetown 2019
- 250 Affordable housing unit

EDUCATION

Simmons College, Boston,
Master of Science,
Communication and
Management, 2005

California State University,
Los Angeles, Bachelor of Arts,
Organizational
Communication, 1994

Alisa Magnotta

Chief Executive Officer

PROFILE

Alisa Magnotta has over twenty-five years of nonprofit management experience. She started her career in publicity and production at CBS Television in Los Angeles. She then shifted her efforts to focus on making a difference by working in the nonprofit sector. Her first nonprofit position was as Development Director at a world-renowned arts agency teaching homeless school-age children. Coming full circle, she has led Housing Assistance Corporation since 2017. Under her leadership the agency has experienced significant growth both in program offerings and diversified revenue. In all her endeavors, Alisa is known for being innovative, collaborative, and mission focused.

EXPERIENCE

Chief Executive Officer Housing Assistance Corporation *January 2017 to present*

Regional agency with \$25m operating budget serving all of the Cape and both Islands. Our funding is primarily through government contracts. HAC has 115 staff and five locations. HAC offers four family shelters, administers 1200 rental vouchers, permanent supportive housing, and completes energy and weatherization audits. HAC works with individuals literally homeless, sells affordable real estate, owns and operates rental properties, and develops affordable housing units. Additionally, HAC is the regional administrator for one-stop housing solutions with the following services: foreclosure prevention, rental assistance, emergency assistance, homebase programs, education, and general information and referrals. As the CEO, I have ultimate responsibility for strategy and implementation of the agency's mission and report to the board of the directors.

Gosnold on Cape Cod Chief Operating Officer *Sept. 2012 - Dec. 2017*

Regional agency with \$25m operating budget serving all of the Cape and both Islands. Funding was 90% billable services and government contracts. Gosnold has a staff of over two hundred and twelve locations, including a detox unit, three residential programs, outpatient clinics, and a corporate headquarters. The COO is responsible for implementation of set strategy and daily operations. The position reports to the CEO.

Alzheimer's Services of Cape Cod & the Islands ED *Oct. 2006 - March 2012*

Regional agency with \$800,000 operating budget serving all the Cape and both Islands. Funding was 100% fundraising. There were eight staff members and one location. We facilitated over twenty-five support groups throughout the region and offered education and memory screenings at our COA partner locations. The ED was responsible for overall strategy and execution of the mission and reported to the board of directors.

CURRENT VOLUNTEER POSITIONS:

Barnstable County Economic Development Committee

Cape Cod Chamber of Commerce - Board of Directors

Cape Cod HealthCare Community Benefits Committee

Barnstable County Coordinating Care for Homeless

Regional Housing Network for Massachusetts - Board of Directors

MARC HASLBECK

Hyannis, MA | United States | 508-789-3730 | marc.haslbeck@gmail.com

Professional Summary

Accomplished finance and operations executive with deep international experience across financial transformation, process optimization, and enterprise technology integration. Proven leader in driving €50M+ cost savings, ERP/TMS/CRM system implementations, and cross-border financial operations, with expertise in IFRS, GAAP, and HGB compliance, risk management, and building high-performing international teams. Recently licensed as a Mortgage Loan Originator (NMLS #2699061) to complement a strong foundation in real estate finance, valuation, and lending workflows. Focused on boosting operational efficiency, sustainable growth, and strategic innovation across both corporate and client-facing environments.

Expertise

- ERP/TMS/CRM Implementation
- Financial Systems Optimization
- IFRS, GAAP, HGB Compliance
- Risk Management
- Process Automation
- Loan Origination & Real Estate Finance
- Strategic Decision-Making
- Leadership Development
- Team Building
- Stakeholder Engagement
- Change Management
- Talent Development

Experience

Chief Financial Officer

HOUSING ASSISTANCE CORPORATION

Jul 2025 to Current

Hyannis, MA, USA

- Provide fiscal leadership and accountability for all funding sources, including government grants, real estate operations, and philanthropic initiatives.
- Direct financial strategy and operations to align with HAC's mission of expanding affordable housing and community development across Cape Cod and the Islands.
- Partner with the CEO, Board, COO, and program leaders to ensure transparency, data-driven decision-making, and compliance with all federal and state grant requirements.

Consultant to Global Group CFO

GRAND CITY PROPERTY LTD.

Aug 2024 to Jul 2025

Greater Boston Area, MA, USA (Remote)

- Partnered with the CFO to develop and implement global financial strategies, enhancing decision-making and supporting long-term organizational growth.
- Led KPI-driven optimization initiatives within the finance department, improving operational efficiency by 15% through streamlined processes and strategic alignment.
- Directed ERP system transformation efforts, achieving €10M in annual cost savings by identifying redundancies, renegotiating vendor contracts, and enhancing system utilization.

Head of Finance Operations

GRAND CITY PROPERTY LTD.

May 2023 to Jul 2024

Berlin, Germany

- Oversaw end-to-end financial operations across multiple European branches, leading a team of 100+ professionals to ensure regulatory compliance, accurate reporting, and cross-border process alignment.
- Directed the implementation of SAP ERP, TMS, and CRM systems, resulting in a 30% increase in operational efficiency and enhanced cross-functional collaboration.
- Executed strategic process improvements that reduced receivables by €50M and improved financial reporting accuracy by 10%, driving measurable impact on working capital and performance metrics.

Head of Accounting & Cost Calculations**Sep 2014 to Apr 2023****GRAND CITY PROPERTY LTD.****Berlin, Germany**

- Managed the annual processing and cost analysis of over 100,000 expense reconciliations, facilitating cross-functional collaboration with asset management, legal, and finance teams.
- Achieved a 15% reduction in overhead costs and €500K in write-off savings by standardizing processes, conducting plausibility checks, and improving quality management practices.
- Led the growth and scaling of finance teams across multiple functions, expanding staff from 10 to over 100 employees in 12 months through focused recruitment and employee development strategies.
-

Operations Manager Valuations & Sr. Real Estate Analyst**May 2006 to Aug 2014****LINCOLN HARRIS CORPORATE SERVICES GROUP****Nashville, TN, USA**

- Implemented digital signature processes, achieving significant cost reductions and contributing to a \$1.5M revenue increase in 2013 through new client acquisition.
- Redesigned and optimized valuation department processes, leading the successful adoption of a 'Go-Paperless' initiative and streamlining workflows for greater efficiency.
- Developed and implemented a robust database system for managing market data, including rents and operating costs, supporting data-driven portfolio and investment decisions.

Asset Manager & Real Estate Analyst**Sep 2007 to Mar 2008****BAYVIEW FINANCIAL****Düsseldorf, Germany (Contract)**

- Supported the setup of the German branch of a global mortgage investment firm, funded by JP Morgan Chase, by establishing foundational policies and procedures for operations.
- Played a key role in developing and implementing an appraiser network to ensure accurate and efficient property valuations.
- Collaborated with cross-functional teams to ensure alignment of investment strategies and asset management processes across regions.

State-Licensed Real Estate Appraiser**Jun 2003 to Apr 2006****UNITED APPRAISAL NETWORK, INC.****Palm Beach, FL, USA**

- Led and managed a real estate valuation team responsible for assessing both residential and commercial properties to ensure accurate valuations.
- Implemented key business system upgrades to enhance efficiency and streamline valuation processes.
- Coordinated cross-functional efforts to align valuation standards and improve operational workflows across the team.

Branch Office Manager & Group Leader**Aug 1994 to Jun 2003****DEBEKA INSURANCE GROUP****Koblenz & Leipzig, Germany**

- Led and managed a small team of internal staff members and apprentices, fostering a collaborative and high-performance work environment.
- Implemented streamlined operations to improve departmental processes and reduce inefficiencies.
- Enhanced overall department efficiency by optimizing workflows and aligning team efforts with organizational goals.

Education**Bachelor of Management and Business Administration****May 2014****MIDDLE TENNESSEE STATE UNIVERSITY****Murfreesboro, TN, USA****Business Degree: Finance, Economics and Insurance****Jun 1997****BBS IV HALLE, GERMANY****Halle, Germany**

Training, Certifications, Memberships

- HR Training: Leadership Development, Team Building, and Employee Engagement Workshops
- Advanced SAP ERP & Financial Systems Certification
- NMLS Mortgage Loan Originator License (MA License #2699061)
- Associate Member, National Association of Mortgage Brokers (NAMB)
- Associate Member, Appraisal Institute (AI)

Professional Highlights

- Inspires and develops high-performing international teams to achieve excellence.
- Expert in streamlining financial processes and workflows for efficiency and impact.

My career as a lawyer and housing professional spans more than two decades, including land use and environmental law practice at national and boutique firms, proven success as an award-winning real estate developer, and national, state, and local industry leadership on housing policy and economic development.

PROFESSIONAL EXPERIENCE

Housing Assistance Corporation 2024 – Present
Chief Legal Officer Hyannis, MA

Provide legal and strategic support to executive leadership team and work collaboratively with all departments to advance the Company’s mission of increasing housing opportunities to meet regional needs.

CapeBuilt Development, LLC 2012 – 2024
President Hyannis, MA

Founded residential real estate development company focused on the luxury second home and workforce housing markets on Cape Cod and Martha’s Vineyard.

Smolak & Vaughan, LLP 2022 – 2024
Counsel

Established Cape Cod office for the Commonwealth’s leading real estate development law firm. Represent non-profit and national clients in the permitting and financing of residential and mixed-use communities.

Law Offices of Robert L. Brennan, Jr., P.C. 2012 – 2015
Principal Amesbury, MA

Established boutique land use law firm serving clients throughout Massachusetts. Projects included state wetlands permitting, challenges to FEMA flood mapping and Massachusetts DEP coastal dune regulations.

Brennan, Dain, LeRay, Wiest, Torpy & Garner, P.C. 2006 – 2012
Founding Partner Boston, MA

Represented national and regional real estate developers and property owners on a variety of resort, residential, and commercial properties in transactions, permitting, environmental, and operational matters.

Goodwin Procter, LLP 2001 – 2006
Senior Associate Boston, MA

Member of the Environmental and Land Use practice group including permitting, litigation and compliance.

Edwards & Angell, LLP 1999 – 2001
Associate West Palm Beach, FL

Member of the Litigation, Real Estate and Environmental practice groups.

Palmer & Dodge, LLP 1996 – 1998
Associate Boston, MA

Member of the Litigation and Land Use practice groups.

NEIGHBORHOODS AND AWARDS

- [*Lagoon Ridge*](#) – Developed 32-acre clustered subdivision on Martha’s Vineyard.
- [*Sea Captains Row*](#) – Ground-up development of 44 workforce apartments in Hyannis.
- [*255 Main Street*](#) – Redeveloped historic Hyannis property into 10 apartments and office/retail space.
- [*Salt Air Village*](#) – Completed condominium conversion of 118-unit cottage colony.
- [*Heritage Sands*](#) – Redeveloped Cape Cod oceanfront campground into award-winning neighborhood.
 - 2017 “Community of the Year” NAHB Best in American Living
 - Best Residential Property: Americas – International Property Awards
 - Multiple Gold & Silver PRISM Awards – Builders & Remodelers Assn. of Greater Boston
 - Cover Story – Professional Builder Magazine, June 2015

INDUSTRY SERVICE**National Association of Home Builders** 2021 – 2025

- Board of Directors, Member
- Massachusetts State Representative
- State & Local Government Affairs Committee, Member
- Build-PAC, Trustee
- NAHB Leadership Academy, 2024 Cohort

Home Builders & Remodelers Association of Massachusetts 2018 – Present

- Government Affairs Committee, Chair
 - Architect of Massachusetts 2024 “Starter Lots” Legislation – Amending M.G.L. c. 40A
- Net Zero Building Code Study Committee, Chair
 - Directed MIT and Wentworth “Public Policy for Net Zero Homes and Affordability” Report
- Take Aim for Housing, Founder and Event Chair

COMMUNITY & BOARD SERVICE**Massachusetts Housing & Climate Innovation Center** 2022 - Present
Founder and Board President Barnstable, MA**Massachusetts Development Finance Agency** 2020 – 2024
Transformative Development Initiative District Stakeholder Group, Member Hyannis, MA**Town of Barnstable** 2020 – 2021
Economic Development Task Force**Barnstable County** 2018 – 2024
Economic Development Council, Member**Hyannis Main Street Business Improvement District** 2018 – 2024
Board of Directors, Member Hyannis, MA**Friends or Relatives with Autism & Related Disabilities (FORWARD)** 2016 – 2022
Board of Trustees, Vice-President Dennis, MA**National Marine Life Center** 2002 – 2009
Board of Trustees, Member Buzzards Bay, MAEDUCATION**Boston College Law School** 1996
Juris Doctor, *Magna Cum Laude* Newton, MA**Boston College** 1993
Bachelor of Arts, Political Science, *Cum Laude* Chestnut Hill, MASELECT PUBLICATIONS**Commonwealth Beacon**, April 1, 2024 [“Starter Homes Begin with Starter Lots”](#)**Commonwealth Magazine**, June 7, 2022 [“Don’t Pit Housing Crisis Against Climate Crisis”](#)**Bay State Builder Magazine**, Cover Stories: [Fall 2020](#), [Winter 2021](#), [Spring 2021](#) and [Winter 2022](#)**Modern Builder + Design**, Summer 2015 [“Heritage Sands Captures Cape Cod Community Fabric”](#)PROFESSIONAL LICENSES

Law: Massachusetts Board of Bar Overseers, MA Federal District Court and First Circuit Court of Appeals
Real Estate: Massachusetts Real Estate Broker



508-367-2048

ktrott@haconcapecod.org

HIGHLIGHTS

- Graduate of East Greenwich High School, East Greenwich, RI
- MA Driver's License with clean record
- 2009 Ford F350 HD
- Skilled with hand tools
- Skilled with power tools

LICENSURE

**MA UNRESTRICTED
CONSTRUCTION SUPERVISOR
LICENSE, CS-5174**

HIC LICENSE

LEAD LICENSE

HYDRAULIC LICENSE

ACTIVITIES

THE BIG FIX, CAPE COD MA.

Interviewing candidates and selecting the recipients of a day of community service. Projects include major and minor home repairs, landscaping, dump runs, etc. Together with a team of co-workers and up to 350 volunteers, we organize and perform tasks on 10-15 homes of the elderly, disabled, and military veterans.

AVID BOATER

Captain of the 30' MV For Sail.

DONALD KEITH TROTT

PROPERTY MAINTENANCE SUPERVISOR

PROFILE

Commercial and residential General Contractor with 40 years' experience in all aspects of building and management.

EXPERIENCE

Property Maintenance Supervisor/Property Management/Facilities Management | Housing Assistance Corp., Hyannis MA

May 2013 to Present

Oversee the day-to-day functioning of 19 residential rental units, 11 scatter-site units, 5 shelter properties, and special projects as needed. Tasks include, but are not limited to:

- Facilitate and oversee day-to-day use of computerized work order system.
- Review maintenance work order requests submitted by facilities, tenants, and others.
- Schedule and assign work orders to either HAC maintenance personnel or outside contractors.
- Produce reports as required by management to provide information on maintenance efforts.
- Coordinate maintenance work, including determining the correct solution and process, following-up on all work done and confirming it's proper and complete execution.
- Purchasing of supplies, fixtures, and building materials as necessary.
- Generate all required Purchase Orders for maintenance related expenses at residential units and shelters.
- Maintain contracts with regularly vendors including pest control, landscaping, plowing, etc.
- Assist in Capital Planning (needs assessment, estimates, approval through finance, coordination and implementation) and preparation of annual maintenance budgets for each property.
- Communication with tenants, assisting with lease up for vacancy, rent collection, maintenance issues reported by tenants, coordination with maintenance team, maintain/organize tenant and property files.
- Maintain file compliance with funder requirements (HOME and HIF, specifically).
- Create POs for payment for all vendors (verifying work and questioning where appropriate).
- Communicate scheduling for maintenance or other needs with program staff as required.

Property Maintenance | Housing Assistance Corp., Hyannis MA

May 2012 - May 2013

Assist Property Maintenance Supervisor in day to day tasks including, but not limited to: Renovation of kitchens and baths, plumbing, electrical, sheetrock, mud, paint, remove and install flooring, heating, cooling, basic repairs, tenant turnovers, on call emergencies and overall maintenance of the facilities.

Owner | DDS Builders, Sandwich MA

1993 -2012

Regional All phases of Commercial and Residential Building. Tasks include, but are not limited to payroll, hiring, firing, budgeting, estimating, writing contracts, supervising personnel, and hands on construction. Some favorite projects include:

- **Somerset Self Storage, Somerset MA.** - Total retrofit of a previous supermarket including 3000sf of office space and 52,000sf of environmentally controlled indoor storage.
- **East Coast Homes, Somerset, MA.** - Site Foreman overseeing all aspects of modular home construction from excavation, to punch list, to buyer occupancy.
- **3 Dillingham Ave, Sandwich, MA .-** Demolition of existing cottage and construction of a 3000sf home from ground-breaking to finish.



Housing Assistance
255 Independence Drive
Hyannis MA 02601

Application for Community Preservation Committee Funding

Supporting Documents Enclosed:

Letters of Support

- William Keating, Member of Congress
 - Senator Julian Cyr
 - Kip Diggs, State Representative
- Matt Levesque, Barnstable Town Council Precinct 10
 - Susan Mazarella, Catholic Social Services

Project Address:

Assistance Resource Center
460 West Main Street
Hyannis MA 02601

WILLIAM R. KEATING
9TH DISTRICT, MASSACHUSETTS

COMMITTEE ON FOREIGN AFFAIRS
SUBCOMMITTEES
RANKING MEMBER
EUROPE
INDO-PACIFIC

COMMITTEE ON ARMED SERVICES
SUBCOMMITTEES
INTELLIGENCE AND SPECIAL OPERATIONS
CYBER, INFORMATION TECHNOLOGIES, AND
INNOVATION



Congress of the United States
House of Representatives
Washington, DC 20515

WASHINGTON DC OFFICE
2351 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515
(202) 225-3111

CAPE AND ISLANDS OFFICE
251 STEVENS STREET, SUITE E
HYANNIS, MA 02601
(508) 771-6868

NEW BEDFORD OFFICE
128 UNION STREET, SUITE 103
NEW BEDFORD, MA 02740
(508) 999-6462

PLYMOUTH OFFICE
50 RESNIK ROAD, SUITE 103
PLYMOUTH, MA 02360
(508) 746-9000

June 2, 2025

Navjeet Bal, President & CEO
MassDevelopment
99 High Street
Boston MA 02110

Dear President Bal:

I am writing in support of Housing Assistance Corporation (HAC) and its application for funding through the Underutilized Property Grant program to support a modernized, expanded shelter for unhoused people on Cape Cod. This new facility, which will repurpose an existing structure at 460 West Main Street in Hyannis to meet the health, shelter and food insecurity needs of this growing population, will be referred to as the Assistance Resource Center, and will represent a significant collaboration amongst local agencies dedicated to combatting homelessness, including Duffy Health Center and Catholic Charities.

Each member of this collaboration brings to this joint effort strengths and resources that fit together to form a support system that will address the health and shelter needs of the affected population. This new facility, slated to be the only year-round overnight shelter in the region, will host wraparound and support services including medical respite, structured day programs and case management, and will provide shelter to 50 individuals. These services will enhance the ability of the Cape's unhoused population to move on to more permanent housing situations and improved quality of life.

Successful funding of this Underutilized Property Grant will allow HAC and its partners to move forward with this vital plan, which will positively impact all 15 towns on Cape Cod. Therefore, I urge MassDevelopment to give full and fair consideration to this grant proposal. Please feel free to contact Michael Jackman in my office at 508-746-9000 or michael.jackman@mail.house.gov should you have any questions or concerns. Thank you in advance for your time and consideration.

Sincerely,

A handwritten signature in blue ink that reads "William R. Keating". The signature is fluid and cursive, with a large initial "W" and "K".

William R. Keating
Member of Congress



Commonwealth of Massachusetts
OFFICE OF SENATOR JULIAN CYR
STATE HOUSE, ROOM 111, BOSTON, 02133

May 29, 2025

MassDevelopment
99 High Street
Boston, MA 02110

Re: Housing Assistance Corporation MassDevelopment Grant Application

To Whom It May Concern,

I write in strong support of the Housing Assistance Corporation's application to the MassDevelopment Underutilized Property Program for \$300,000 to support critical renovations at 460 West Main Street in Hyannis. This project will establish the Assistance Resource Center—the only dedicated overnight shelter for individuals experiencing homelessness on Cape Cod.

The Assistance Resource Center will serve 50 individuals and is a collaborative effort between the Housing Assistance Corporation, Duffy Health Center, and Catholic Charities. This facility will not only offer emergency shelter but will also deliver comprehensive, wraparound services, including medical respite, structured day programming, and case management. Duffy Health Center will manage the medical respite beds, Catholic Charities will oversee daily operations, and Housing Assistance Corporation will act as the property owner and manager.

The building was purchased in December 2024 using funds from the American Rescue Plan Act (ARPA). The estimated renovation cost is between \$1.5 million and \$1.8 million, with the Housing Assistance Corporation seeking additional resources to fully fund the project by the end of this year.

Cape Cod is facing a growing homelessness crisis, exacerbated by the region's housing shortage and a lack of shelter infrastructure. The development of the Assistance Resource Center at 460 West Main Street will meet a longstanding need by providing a safe, stable, and service-rich environment to help individuals regain housing and stability.

I respectfully urge your favorable consideration of this application. This project represents a transformative investment in human dignity and community resilience on Cape Cod.

Respectfully,

Julian Cyr



The Commonwealth of Massachusetts

HOUSE OF REPRESENTATIVES
STATE HOUSE, BOSTON, MA 02133-1054

KIP A. DIGGS
STATE REPRESENTATIVE
2nd BARNSTABLE DISTRICT

STATE HOUSE, ROOM 238
TEL: (617) 722-2380
Kip.Diggs@MAhouse.gov

ASSISTANT VICE CHAIR
House Committee on
Ways and Means

Committees:
Joint Committee on Health Care Financing
Joint Committee on Housing
Joint Committee on Racial Equity,
Civil Rights and Inclusion

June 3, 2025

Navjeet Ball
MassDevelopment
99 High Street
Boston, MA 02110

Ms. Ball,

I write to you in support of the MassDevelopment Underutilized Property Program application submitted by Housing Assistance Corporation for the renovation of an underutilized property at 460 West Main Street, Hyannis.

Barnstable is the region's only Gateway City and the center of transportation, commerce, and services for Cape Cod. As the state representative for the Second Barnstable District—which includes nearly all of the Town of Barnstable—I think I speak for everyone when I say that Barnstable is excited by the prospect of hosting a new center for sheltering individuals in need. The building at 460 West Main Street was purchased by Housing Assistance Corporation with ARPA funds in December 2024 and will serve homeless individuals across Cape Cod as the only overnight shelter in our entire region.

This overnight shelter project, dubbed the Assistance Resource Center, is a collaboration between Housing Assistance Corporation and fellow nonprofits Duffy Health Center and Catholic Charities that will provide a safe location for up to 50 individuals. What makes the shelter unique are the wraparound support services, including medical respite, structured day programs, and case management, that are afforded by this partnership. Duffy Health Center will manage the shelter's medical respite beds, Catholic Charities will manage the day-to-day operations of the center, while Housing Assistance Corporation will act as the landlord / property manager.

Housing Assistance Corporation is a state leader in administering and developing direct assistance programs, addressing the community's most pressing housing needs, and advocating for solutions to the region's urgent housing crisis. By supporting Housing Assistance



The Commonwealth of Massachusetts

HOUSE OF REPRESENTATIVES
STATE HOUSE, BOSTON, MA 02133-1054

KIP A. DIGGS
STATE REPRESENTATIVE
2nd BARNSTABLE DISTRICT

STATE HOUSE, ROOM 238
TEL: (617) 722-2380
Kip.Diggs@MAhouse.gov

ASSISTANT VICE CHAIR
House Committee on
Ways and Means

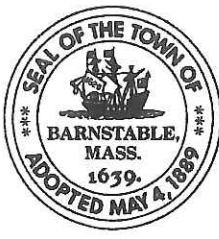
Committees:
Joint Committee on Health Care Financing
Joint Committee on Housing
Joint Committee on Racial Equity,
Civil Rights and Inclusion

Corporation's request, MassDevelopment will enable a concerted effort by three leading nonprofits to tackle one of the region's most pressing problems: homelessness. As a result, I strongly encourage MassDevelopment to support Housing Assistance Corporation's Underutilized Property Program application.

Sincerely,

A handwritten signature in black ink, appearing to read "Kip A. Diggs".

Kip A. Diggs
State Representative
2nd Barnstable District



**Town of Barnstable
Town Council**

367 Main Street, Village of Hyannis, MA 02601

508-862-4738 • 508-862-4770

E-mail: council@town.barnstable.ma.us

www.town.barnstable.ma.us

Councilors:

Craig Tamash
President
Precinct 4

Kris Clark
Vice President
Precinct 11

Gordon Starr
Precinct 1

Kristin Terkelsen
Precinct 2

Betty Ludtke
Precinct 3

John Crow
Precinct 5

Paul C. Neary
Precinct 6

Seth Burdick
Precinct 7

Jeffrey Mendes
Precinct 8

Charles Bloom
Precinct 9

Matthew Levesque
Precinct 10

Paula Schnepf
Precinct 12

Felicia Penn
Precinct 13

Mass Development
99 High Street
Boston, MA 02110

June 3, 2025

To Whom it May Concern:

Please accept this letter as acknowledgement and understanding of the application submitted by Housing Assistance Corporation for the renovation of 460 West Main Street in Hyannis, MA, the only Gateway City in our region.

The property, which is owned by Housing Assistance Corporation, is now vacant since Housing Assistance Corporation moved their headquarters to Independence Drive in the Industrial Park this past year. Housing Assistance Corporation is moving forward to rehabilitate and renovate the property at 460 West Main Street, to house a regional homeless shelter which is currently located in a smaller building in Hyannis.

Housing Assistance has the support of the current shelter operator, Catholic Social Services who has agreed to relocate their shelter to 460 West Main St. CSS, Duffy Health Center and Cape Cod HealthCare will be partners on this project. There is a sense of urgency with this project, with the convergence of these four agencies, this is an opportunity for transformational funding for an expanded more modernized shelter for our region.

As for any business or agency, I would not support standing in the way of an organization, which has by right zoning, pursuing to better its facility and level of service, to the part of the population they serve. Please feel free to contact me with any questions.

Sincerely,

Matthew P. Levesque
Barnstable Town Council
Precinct 10

Administrator:
Cynthia A. Lovell
Cynthia.Lovell@town.barnstable.ma.us



Catholic Social Services
Diocese of Fall River

Central Office:

Fall River
 1600 Bay Street
 Fall River, MA 02724
 Ph: 508-674-4681
 Fx: 508-675-2224

Satellite Offices:

Cape Cod
 261 South Street
 Hyannis, MA 02601
 Ph: 508-771-6771

New Bedford
 238 Bonney Street
 New Bedford, MA 02744
 Ph: 508-997-7337

Rhode Island
Adoption by Choice
 311 Hooper Street
 Tiverton, RI 02878
 Ph: 401-624-9270

Susan Mazzarella
Chief Executive Officer

May 30, 2023

To Whom It May Concern:

Catholic Charities of the Diocese of Fall River (formerly Catholic Social Services) is delighted to offer our full support of the new Assistance Resource Center (ARC) proposed by the Housing Assistance Corporation in their application to MassDevelopment. It is widely known that homelessness is a community problem that needs a community response, and the ARC represents a cutting edge partnership between service providers to help meet the shelter, housing, and medical needs of unhoused individuals on Cape Cod.

Since 2016, Catholic Charities has worked collaboratively with the Housing Assistance Corporation (HAC) and Duffy Health Center. HAC has been our "landlord" for St. Joseph's House-- our homeless shelter in Hyannis. They support us in assisting shelter guests with housing barriers and in helping them obtain housing to exit from homelessness.

The need for medical support within shelters was dramatically magnified during the COVID-19 pandemic. Social distancing forced us to depopulate the shelter from fifty guests to forty-five. We were unable to open the doors of the Day Program to the community due to the high risk of infection. In addition, we were unable to provide a winter response on site at the shelter due to the space constraints and the inability to maintain appropriate social distancing. Catholic Charities had to open a second site in a motel during the winter months to keep individuals off the street. Throughout the span of this pandemic, our shelter and its guests received unparalleled support from Duffy Health Center. They did daily COVID screenings on every shelter guest and staff, and administered the COVID vaccine on site at the shelter. Because of their outstanding medical care and deep commitment to our population, the infection rate at the shelter was extraordinarily low. Shelter guests had a safe place to stay and remain healthy throughout this pandemic.

Services for individuals experiencing homelessness are often not integrated. Many who live on the streets struggle with mental health issues, addiction, and overall poor health. Often times, these individuals end up in the emergency room for treatment, and are inappropriately discharged from hospitalization to St. Joseph's House. This shelter is funded by the Massachusetts Department of Housing and Community Development (DHCD), and its scope of services designation is as an "emergency overnight shelter". This means that individuals must vacate the shelter in the morning and return in the evening for a shelter bed if one is available. It is not a medical facility, and it is not equipped to deal with medical issues or provide medical care. An on-site medical respite program run by Duffy Health Center would safely and effectively monitor and treat these shelter guests recovering from an illness as



Funded by Catholic Charities

well as support them in obtaining consistent health care. Currently there are no medical respite programs embedded in emergency shelters in Southeastern Massachusetts, Cape Cod or the Islands; this proposed Assistance Resource Center would pioneer this initiative.

The lessons learned from the pandemic and the siloed resources for those who are unhoused has forced innovation and collaboration between us providers in our community. We are aligned in the assessment of needing a systemic shift in how we treat the most vulnerable, and we are unified in developing a more stable and comprehensive system of care. This begins with a new facility, expanding the square footage from 6,000 square feet to 10,000 square feet. We have envisioned a new layout that will improve supervision, increase safety, and expand resources and support to our shelter guests by: eliminating stairs; increasing bathroom, shower, and laundry capabilities; dining areas for each of the men's and women's section; having a designated space for the Day Program; and ten beds for the medical respite program. This enlarged space will allow us to maintain the required social distancing while increasing our daily census to the pre-pandemic number of fifty guests. Moreover, we will be able to expand capacity by ten beds in the winter to bring more individuals in from the cold.

Emergency Overnight Shelter Operations

St. Joseph's House is located in Hyannis, and provides "low-barrier, low-threshold" access to shelter. This means that there are virtually no barriers to accessing a shelter bed. The shelter has no geographic restrictions and serves all communities on Cape Cod. It embraces a Housing First approach, creating pathways to safe living arrangements and direct entry to permanent housing. The shelter is open 7 days a week and is staffed 24 hours a day. It provides a safe, clean, warm, and accommodating environment, as well as case management and access to a continuum of care that provides the resources necessary to secure permanent housing and improve overall health and wellbeing. It is located in an area where public transportation is easily accessible. Additionally, meals are provided twice a day (breakfast and dinner).

St. Joseph's House promotes dignity and respect to all persons seeking or needing shelter. It does not deny shelter or otherwise discriminate in the delivery of services to any person based on race, color, religion, sex, age, sexual orientation, national origin, ancestry, physical or mental handicap, or financial status. The overarching goal of the shelter is to ensure that every resource should be made available to assist persons experiencing homelessness to safely secure permanent housing and gain self-resilience. The work at the shelter encompasses three guiding principles: (1) maximize opportunities for the guests to exercise choice in living circumstances, (2) create opportunities for meaningful living, and (3) help the guests maintain connection with support systems in the community.

Case Management: The role of the case manager is to link guests with services and support on an ongoing basis in order to meet their needs. Case Management is responsible for completing intakes, obtaining personal documents, job search, and resource/assistance to obtaining SSI, SSDI, and SNAP benefits to help with increasing income. The case manager assists guests with developing resumes, completing job applications, and searching for job openings. Other functions include: coordination of mental health and addiction treatment; money management; transportation assistance; and linkages with other social, legal, and community entities. The case management services involve the accomplishment of three major functions: (1) stabilizing guests, and helping guests make informed choices about opportunities and services, (2) assuring timely access to needed assistance, (3) voluntary follow-up support in the form of stabilization for 6 months after exiting the shelter.

Housing Search: The role of the housing search specialist is to assess housing needs and provide support and resources such as: assistance to complete housing applications, housing search and placement, landlord mitigation, identifying housing barriers (i.e., bad credit, CORI issues, and economic resource issues), financial management, and assisting guests with achieving their housing goals. The housing search specialist will develop a housing plan with the guest, including long-term economic stability goals and action steps in collaboration with the case manager. The housing specialist will work with each guest on the goals developed in the housing plan. The housing specialist will meet with guests weekly to discuss progress on the tasks identified in the plan. The housing search specialist aims to reduce the length of stay in shelter and achieve greater housing permanency. Through the provision of intensive housing search services, long-term shelter stays can be prevented or reduced.

Day Program

The day program provides a day shelter for people experiencing poverty and homelessness. The day program operates 5 days a week, Monday through Friday from 8:30am to 2:30pm, providing an array of activities aimed at developing skills necessary for empowered living and socialization. The program is designed for the shelter guests and the community. Lunch, snacks, and beverages are provided to participants on site. On site meals help to promote the usage of basic social skills and allow for the introduction of topics related to health and nutrition. The Day Program has a Coordinator, and this new ARC would include the addition of one FTE for a new Day Program Assistant position, as well as one FTE for a new cook position to oversee meal planning and preparation.

The goal is for the participants to leave the day program having experienced positive social interactions, as well as: learning the basic skills needed for independent living; improving the ability to communicate; identifying and solving problems; accessing necessary services; stress reduction techniques; increasing frustration tolerance; and addressing housing needs.

The Day Program Coordinator develops a weekly curriculum that focuses on varying topics and activities such as:

- Health and Fitness Group
- Seeking Safety Group
- Housing and Documentation Group – i.e., individuals fill out birth certificate applications, RMV applications and complete online CHAMP applications for housing.
- Financial Management/Budget Counseling Workshop
- Writing Resume Group
- Ethic Group – the discussion is focused on forgiving yourself and others
- St. Joseph's House Rules and Policies Group
- Music & Art therapy, and arts and crafts
- Meeting or Coffee w/ the House guest Open Discussion
- Game Time/ Checkers, PO-KE-NO, Bingo or game of choice - prizes are given to winning participants
- Movie Time
- Financial Literacy Work shop

Other community partners support our Day Program by providing training and activities such as:

- Duffy Health Center – Education on hypertension, diet and exercise, diabetes management, and preventative work on breast or prostate cancer, etc.
- Vinfen – Peer Support Services, Housing and Homeless Services, Addiction counseling
- Housing Assistance Corporation (HAC) – Housing/Housing Vouchers, Out-of-State Bus Pass, Questions and Answers
- We Can Center (women empowerment) – Legal Advice, Financial Empowerment, Personal Development and Mentoring, Business Support, Work/Career Support.

Winter Response


The new Assistance Resource Center building will accommodate ten additional beds to expand shelter capacity during winter, from November through March. The goal is to identify vulnerable individuals living on the streets who could perish without a warm, safe place to rest, shower, and get nutritious meals. The winter response is activated when temperatures are forecast at 28 degrees or below, blizzards, severe wind chills, or any other inclement conditions that could jeopardize safety. The activation of the winter response is communicated to all providers and first responders throughout the community so individuals on the street could be brought to the shelter for warmth and safety. This winter response would allow for the creation of two new direct care positions (one for the women’s side; one for the men’s side).

Community Support

Catholic Charities, in partnership with the Continuum of Care in Barnstable County and other providers throughout the Cape, believes that all individuals deserve a safe, nurturing place to live and thrive. The number of people who are homeless and in need of stable housing is growing, and all providers must work together to identify resources and opportunities. Catholic Charities collaborates with the Housing Authorities in Sandwich, Chatham, Falmouth and Barnstable to locate safe and affordable housing for our shelter guests. Peer organizations, community providers, healthcare providers, social service organizations, and current and past clients help to determine best practices in helping individuals, families and communities improve overall housing outcomes. The Housing Assistance Corporation has been an excellent partner in helping us connect individuals with housing vouchers and identifying housing resources. Duffy shares in our goal of ending homelessness, and their path toward this is through health care. This Assistance Resource Center initiative represents our combined talents, resources, and hopes of restoring dignity, creating opportunity, and ending homelessness.

Catholic Charities of the Diocese of Fall River and St. Joseph’s House values the collaboration with Duffy and HAC, and wholeheartedly supports HAC for leading the pursuit of funding and development of this much-needed project.

Respectfully submitted,


Susan Mazzarella, M.A., L.S.W.

Chief Executive Officer