

Regional Capital Assistance Team

Assistance with Securing Additional Funding:

A Summary of Current Available Programs and Application Procedures

**RCAT
1-12-2018**

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Assistance With Securing Additional Funding

[Introduction:](#)

The needs for Capital projects of the Participating Local Housing Authorities (PLHA) in any year greatly exceed the Formula Funding to meet those needs. In order to help augment and leverage that funding, the RCAT program provides assistance within the following Scope of Work:

New Services – Assistance with Securing Funds

The RCAT Director will design and implement a program to help PLHA's maximize their resources for capital and maintenance improvements. In this role, the RCAT will act as both an advisor and connector to technical assistance. Each RCAT will:

1. Assist PLHA's with securing leveraged (non-DHCD sources of) funds for capital projects. Examples of leverage sources include: Tax Credit equity, Community Preservation Act funds, utility energy efficiency program funds, local CDBG, local AHT, etc. The RCAT will provide direct assistance in applying for such funds or refer LHA's to other technical assistance resources, such as financial consultants or grant writers as appropriate.
2. Assist PLHA's with DHCD funding applications. RCAT project managers will also, as needed, assist PLHAs in applying for DHCD special funding awards (such as Health and Safety, Sustainability, etc.)

In order to initiate this segment of services, a PLHA may request assistance, or an RCAT may proactively reach out to PLHA. DHCD may also recommend that an RCAT work with specific PLHA's based on known funding opportunities.

RCAT Scope of Services Services in Securing Additional Funding:

RCAT will research and identify all potential sources of funding on a continual basis, (see current “**SOURCES of ADDITIONAL FUNDING ASSISTANCE**” in Section 2 below). RCAT may, during Priority Needs Assessments and annual Capital Improvement Planning, note possible sources of additional funding that may be a good match to help meet capital or operational needs that cannot be addressed through the Housing Authority’s Formula Funding resources. Also, at any time, upon a request for assistance, RCAT can help by compiling development information that is needed in the application processes for many of these additional funding sources, as well as with budgetary estimates. RCAT can also provide assistance in securing consultants that may be required in highly technical grant applications.

1. Requesting Assistance:

- **Email Project Manager, copying Regional Director ([RCAT Directory](#)). Include information as to:**
 - Type of Assistance required.
 - Has the PHLA applied for the funding in question previously, and if so, when was the last application made.

2. Current Sources of Additional Funding: (Each source below has information regarding application procedures and eligibility requirements, (Ctrl+Click to link))

1. **Local Grants**
2. **Statewide Grants**
3. **Utility Conservation Grants**
4. **DHCD Grants**
5. **Reserve funds**
6. **Private Funding**

Specific Funding Source Initiatives

1. Local Grants:

- **Community Preservation Act Funding: (Overview)**

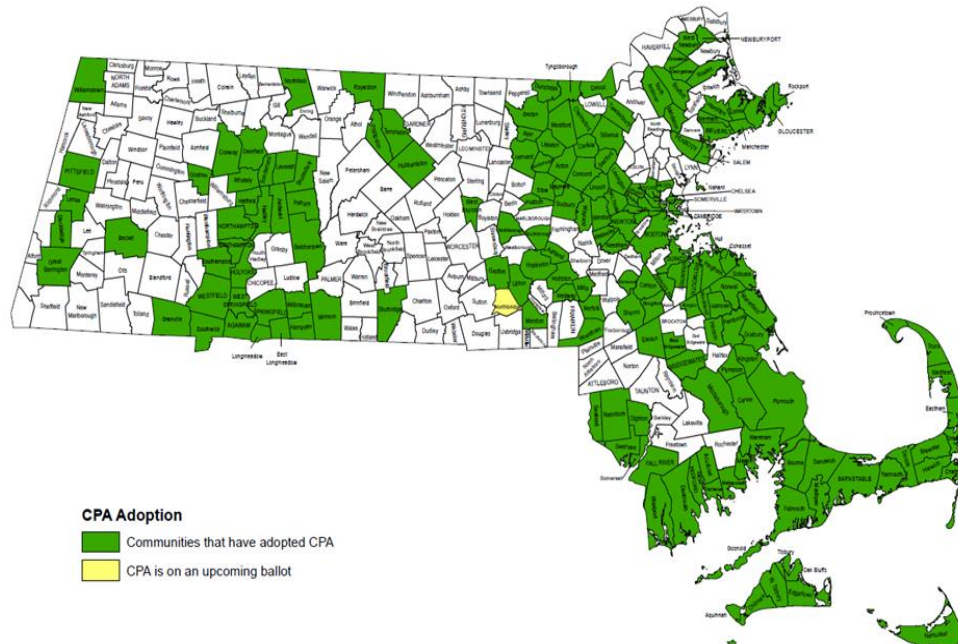
(Information from <http://communitypreservation.org/content/cpa>, handbook available at https://massrcat.com/wp-content/uploads/2018/01/071019_mhp_cpa_guidebook.pdf)

The Community Preservation Act (CPA) General Laws Chapter 44B helps communities preserve open space, historic sites, and affordable housing. The Law provides funding *“for the acquisition, creation, preservation and support of community housing; and for rehabilitation or restoration of open space and community housing that is acquired or created as provided in this section; provided, however, that funds expended pursuant to this chapter shall not be used for maintenance.”* and *“A city or town may appropriate money in any year from the Community Preservation Fund to an affordable housing trust fund.”*

How the law is interpreted, and the types of CPA projects that are funded may differ between towns, requiring direct preliminary contact of the Housing Authority with the CPA administrator, to determine whether specific project funding is likely to be approved. Guidance from DHCD as to the scope of CPA funded projects can be found at <http://communitypreservation.org/DHCD-public-housing-notice-May2013.pdf> . A list of specific housing initiatives that have been funded in various towns can be found by doing housing related searches at the CPA Projects database at: <http://communitypreservation.org/projects/new> .

Eligibility:

Community preservation monies are raised locally through the imposition of a surcharge of not more than 3% of the tax levy against real property, and municipalities must adopt CPA by ballot referendum. To date, 172 municipalities in the state have adopted CPA. A list of the municipalities that have adopted CPA are shown in the table below and noted on the schedule on the proceeding page:



Towns that Have Adopted the Community Preservation Act:

Abington	Boxford	Dracut	Groton	Leverett	Nahant	Pittsfield	Southampton	Watertown	Yarmouth
Acton	Braintree	Dunstable	Groveland	Lexington	Nantucket	Plymouth	Southborough	Wayland	
Acushnet	Brewster	Duxbury	Hadley	Lincoln	Needham	Plympton	Southwick	Wellesley	
Agawam	Bridgewater	East Longmeadow	Hamilton	Littleton	New Bedford	Provincetown	Springfield	Wellfleet	
Amherst	Cambridge	Eastham	Hampden	Longmeadow	Newburyport	Quincy	Stockbridge	Wenham	
Aquinnah	Canton	Easthampton	Hanover	Malden	Newton	Randolph	Stoughton	West Boylston	
Arlington	Carlisle	Easton	Hanson	Manchester	Norfolk	Rehoboth	Stow	West Bridgewater	
Ashland	Carver	Edgartown	Harvard	Marion	North Andover	Rockland	Sturbridge	West Newbury	
Ayer	Chatham	Essex	Harwich	Marshfield	Northampton	Rockport	Sudbury	West Springfield	
Barnstable	Chelmsford	Fairhaven	Hatfield	Mashpee	Northborough	Rowley	Sunderland	West Tisbury	
Becket	Chelsea	Fall River	Hingham	Mattapoissett	Northfield	Royalston	Swansea	Westfield	
Bedford	Chilmark	Falmouth	Holliston	Maynard	Norwell	Salem	Templeton	Westford	
Belchertown	Cohasset	Georgetown	Holyoke	Medford	Norwood	Sandwich	Tewksbury	Weston	
Belmont	Concord	Gloucester	Hopkinton	Medway	Oak Bluffs	Scituate	Tisbury	Westport	
Beverly	Conway	Goshen	Hubbardston	Mendon	Orleans	Seekonk	Truro	Weymouth	
Billerica	Dartmouth	Gosnold	Hudson	Middleborough	Peabody	Sharon	Tyngsborough	Whately	
Boston	Deerfield	Grafton	Hull	Middleton	Pelham	Shutesbury	Upton	Wilbraham	
Bourne	Dennis	Granville	Kingston	Millis	Pembroke	Somerset	Waltham	Williamstown	
Boxborough	Dighton	Great Barrington	Lenox	Monson	Phillipston	Somerville	Wareham	Wrentham	

Applying for CPA Funding:

Once the initial plan is created, the Community Preservation Committee must hold a public hearing and update the plan every year. Most communities also develop application forms and procedures for applicants to use in applying for CPA funds, which differ from town to town and are not established by the CPA legislation. Each CPA town creates their own application forms, procedures and deadlines. Some communities accept applications only once per year, while others have multiple funding rounds. The deadline for applications also varies widely by community; most have set deadlines, but others allow for flexibility to react to special circumstances, such as emergency work. Many towns have implemented a two-step application process, wherein applicants must first submit an eligibility form. Once this has been reviewed and approved by the Community Preservation Committee (CPC), a formal application is then submitted. Please check with each CPA Administrator for their own specific applications, procedures, and deadlines.

- **Community Development Block Grant (CDBG) funding : (Overview)**

Massachusetts' Community Development Block Grant Program is a federally funded, competitive grant program designed to help small cities and towns meet a broad range of community development needs. Assistance is provided to qualifying cities and towns for housing, community, and economic development projects that assist low and moderate-income residents. Funds can be used for a variety of activities, including housing, economic development, social and public services. A priority is that CDBG funding be used to benefit low income households, defined as being less than 80% of median income. Overall, at least 70% of the funding must go to activities that benefit low income households, in a general sense, (within a low income neighborhood) and at least 51% of CDBG funding must directly benefit low income households, (as in the direct rehabilitation of their housing).

Eligibility:

In 2016 \$28 million in CDBG funding was awarded to cities and towns throughout Massachusetts. Types of awards and their amounts can be found at:

<http://www.mass.gov/governor/press-office/press-releases/fy2016/28m-in-community-development-block-grants-awarded.html>).

Towns that currently receive CDBG funding:

ABINGTON	BRIDGEWATER	EASTHAMPTON	HEATH	NORTH ADAMS	SHIRLEY	WEST BRIDGEWATER
ADAMS	BRIMFIELD	EDGARTOWN	HOLBROOK	NORTH BROOKFIELD	SHUTESBURY	WEST SPRINGFIELD
AGAWAM	BROOKFIELD	ERVING	HOLLAND	NORTHFIELD	SOUTH HADLEY	WEST TISBURY
AMESBURY	BUCKLAND	EVERETT	HOPEDALE	NORWOOD	SOUTHAMPTON	WESTHAMPTON
AMHERST	CARVER	FAIRHAVEN	HUBBARDSTON	OAK BLUFFS	SOUTHBRIDGE	WHITMAN
AQUINNAH	CHARLEMONT	FRANKLIN	HUDSON	ORANGE	SOUTHWICK	WILLIAMSBURG
ASHBURNHAM	CHARLTON	GARDNER	HULL	OXFORD	SPENCER	WINCHENDON
ASHBY	CHELSEA	GILL	HUNTINGTON	PALMER	STURBRIDGE	WOBURN
ASHFIELD	CHESTER	GOSHEN	LANCASTER	PERU	SUNDERLAND	WORTHINGTON
ATHOL	CHESTERFIELD	GOSNOLD	LEICESTER	PHILLIPSTON	TEMPLETON	
AVON	CHILMARK	GRANBY	MARLBOROUGH	PLAINFIELD	TISBURY	
AYER	CLINTON	GRANVILLE	MERRIMAC	PROVINCETOWN	TOWNSEND	
		GREAT				
BECKETT	COLRAIN	BARRINGTON	METHUEN	ROCKLAND	TRURO	
BELCHERTOWN	CONWAY	GREENFIELD	MIDDLEBOROUGH	ROYALSTON	WALES	
BELLINGHAM	CUMMINGTON	HADLEY	MIDDLEFIELD	RUSSELL	WARE	
BERNARDSTON	DENNIS	HALIFAX	MILFORD	SALISBURY	WAREHAM	
BEVERLY	DUDLEY	HARDWICK	MONROE	SANDISFIELD	WARREN	
	EAST					
BILLERICA	LONGMEADOW	HARWICH	MONTAGUE	SHEFFIELD	WEBSTER	
BOURNE	EASTHAM	HAWLEY	NEW SALEM	SHELBURNE	WELLFLEET	

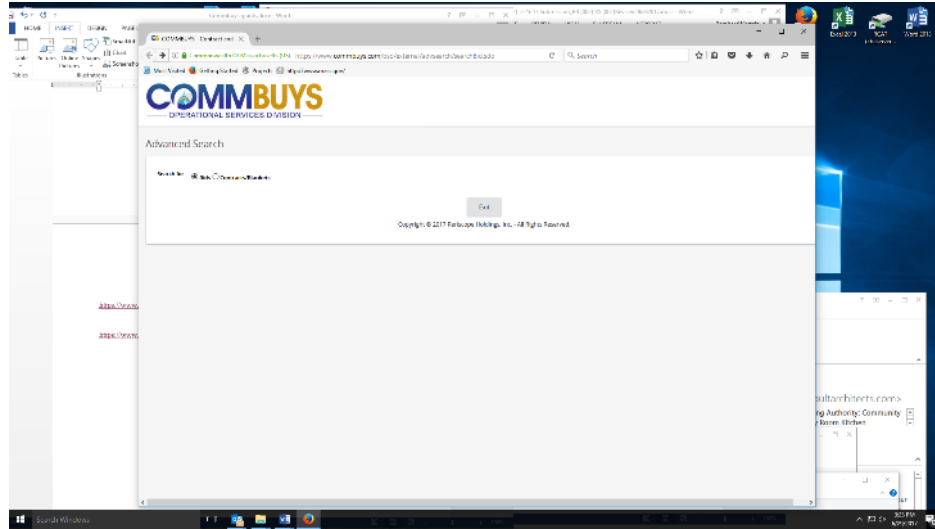
Application Process:

CDBG grants are competitive, based on economic need, administered by DHCD. Again as in CPA funding, each Housing Authority should contact each town's CDBG Administrator for their own specific applications, procedures, and deadlines. Each town typically has a competitive application process, which may involve a preliminary application, a public hearing, and a municipal vote to award funding.

RCAT will provide assistance, upon request, in terms of development data gathering and review of the final document as needed. In some applications for funding for specific development projects, RCAT can be available to explain the nature and benefits of those projects to awarding entities.

2. Statewide Grants Listings in OSD: (Overview)

COMMBUYS <https://www.commbuys.com/bso/> is the Operational Services Division (OSD) site for accessing State Contracts for Goods and Services. They also provide running updates of grants that are available for public agencies throughout Massachusetts.



Eligibility:

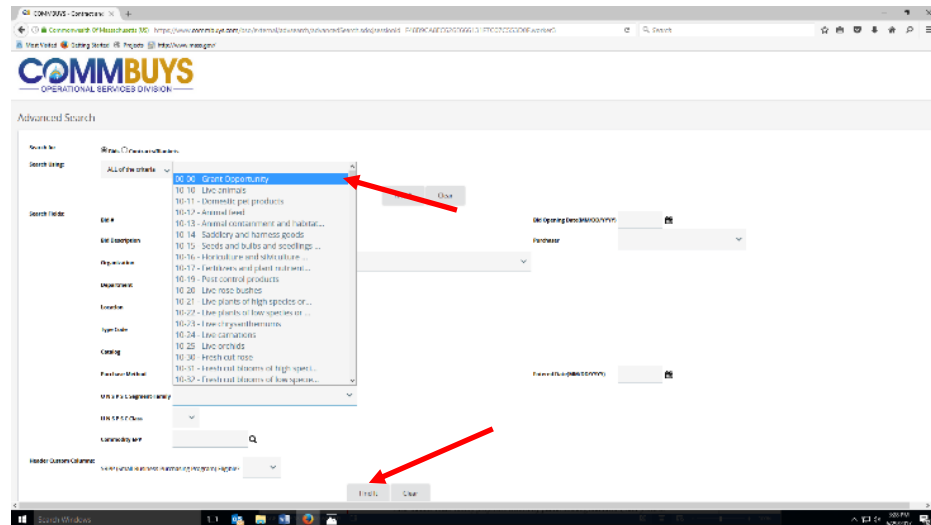
Each PLHA can receive email updates on grants that become available by setting up a “Vendor” account.

Application to OSD Grants Notifications:

Assistance setting up as a Vendor account is available at <http://www.mass.gov/anf/budget-taxes-and-procurement/oversight-agencies/osd/contact-osd.html> . The grants available at this site can be also be accessed directly without registering for Vendor status, (although emailed updates would not be provided automatically as under a Vendor status) by going to <https://www.commbuys.com/bso/external/advsearch/searchBid.sdo> .

Once on this page:

- Select “Bids”
- Then select the scroll bar “UNSPC Segment Family” and again select “00-00 Grant Opportunity” and then “Find It”. A list of grants will populate at the bottom.



- As of the date of this memo, there were 275 grants listed. Most are not specifically targeted for housing authorities, but a search can result in a useable resource. Searches can be narrowed into specific categories, but require Vendor Codes which are immediately available through the Help site given above.
- One sample of an available grant, (next page) is for a Board of Health Grant for Tobacco Prevention Programs that could be made available to housing tenants.



Bid Solicitation: BD-16-1031-BCHAP-BCH01-00000006557

Header Information

Bid Number:	BD-16-1031-BCHAP-BCH01-00000006557	Description:	RFI 170922 Board of Health Tobacco Prevention Programs	Bid Opening Date:	01/08/2
Purchaser:	Dele Faly	Organization:	Department of Public Health		
Department:	BCHAP - Bureau of Community Health and Prevention	Location:	BCH01 - BCHAP Contracts	Allow Electronic Quote:	No
Fiscal Year:	16	Type Code:	NS - Non-Statewide Solicitation	Available Date :	12/16/2
Alternate Id:	170922	Required Date:		Informal Bid Flag:	No
Info Contact:	Jacqueline Doane Email: Jacqueline.Doane@state.ma.us	Bid Type:	OPEN		
Purchase Method:	Open Market				

Pre Bid Conference:

Bulletin Desc:

Ship-to Address: DPH Procurement Team
250 Washington Street, 8th Floor
Boston, MA 02108
US
Email: dphprocurementteam@state.ma.us
Phone: (617)624-5800

Bill-to Address: DPH Procurement Team
250 Washington Street, 8th Floor
Boston, MA 02108
US
Email: dphprocurementteam@state.ma.us
Phone: (617)624-5800

Print Format:

File Attachments: [2017 BOH RFI 170922](#)

Form Attachments:

SBPP (Small Business Purchasing Program) Eligible?:

See SBPP requirements and exceptions at www.mass.gov/sbpp

3. **Energy Conservation Grants: (Overview)**

RCAT will monitor eligibility for utility funding such as for MASS SAVE LEAN Audits and Grants for each PLHA and assist with applications. The goal is that eligible energy conservation projects will be identified and coordinated with the PLHA in concert with its annual CIP.

Eligibility:

LEAN Energy Grants

Low-income multi-family properties owned by public housing authorities, non-profit or for-profit organizations are eligible to apply for assistance to improve the energy usage of their buildings. Eligibility for each development of a housing authority to receive a new energy audit is every 5 years. This program is funded by the utilities and is the equivalent of the low income portion of MassSAVE. It is funded through a 5% conservation fee charged on utility bills. This program targets high-energy (electric and gas) users through the installation of approved energy efficiency measures. The program is administered by the Low-Income Energy Affordability Network (LEAN), ABCD hired as the LEAN contractor for EverSource and Action, Inc. hired as the contractor for NGrid. Cape Light Compact also participates in the program and hires either the local CAP agency or ABCD to conduct energy audits on its behalf. Eligibility is confirmed by submitting documentation that demonstrates your project meets the affordability requirement that at least 50% of the units are affordable to households making 60% or less of AMI. In addition, each development must have a minimum of 5 units. Developments smaller than that may receive (reduced benefits) from the local CAP agency.

Typical measures that the program will install are: lighting (only through 2018), refrigerators, air sealing & insulation, HVAC, DHW and showerheads. (We recommend not accepting aerators which are often quickly removed.)

Note that authorities that belong to Municipal Light Districts are not eligible for LEAN funds, but may apply for sustainability funding available through DHCD, by contacting Betsy Harper (Sustainability Program Developer, Ph: 617-573-1244, email: betsy.a.harper@state.ma.us).

LEAN Application Procedure:

Application (The Housing Authority Should Start the Application Process at the Online Site Below):

(<http://leanmultifamily.org/program/application-process>)

Initial Housing Authority Qualifying Criteria

- Project has one or more multi-family residential buildings with a minimum of 5 units;
AND

- At least 50% of the development households have income at or below 60% of the Area Median Income; (All state-supported LHA developments pass this income-eligibility test.)

Step 1: Applicant completes online application. Each LHA should review all developments to determine whether an energy audit has been performed on EACH of the developments. The LHA should submit an application for any development that has not received an energy audit or a development that has received the audit more than five years prior.

The screenshot shows the 'Low Income Multi-Family Energy Retrofits' application form. On the left is a navigation menu with links: Home, Program Description, Application Process, Building Assessments, Energy Efficiency Work, Apply Now (highlighted), Q&A, Links, and Contact. The main content area is titled 'Low-Income Multi-Family Retrofit Program: Enrollment Application'. It includes instructions for users to save progress, complete the form, and submit it. A red asterisk indicates a required field: 'Email address *'.

Note: the application will ask for consumption data to be provided via WegoWise or in another electronic format. **THIS IS NOT A REQUIREMENT**, and the application will still be processed without consumption data.

Also critically important is that the LHA include the *development number* in the name of the development.

Step 2: The LEAN administrator will contact DHCD (Betsy Harper, Sustainability Program Developer) to verify income eligibility.

Step 3: Using consumption and other data, the LEAN Administrator determines if the project is selected for an energy audit. It is the intention of the LEAN program to eventually serve all developments, but priority is made both according to the size of electric or gas savings that are likely to be achieved and if the LHA has never been visited.

Step 4: The LEAN Administrator will hire an independent contractor to perform the audit. When this contractor contacts the LHA for an appointment, it is critical that the LHA be responsive. These are not marketing calls! It is important that the Executive Director communicates directly with the auditor to make sure that *each* eligible development is audited and any items of particular concern are addressed. For example, common winter ice dams may not be detected during a summer audit. The auditors don't perform advanced air exchange tests, i.e. with a blower door evaluation. They are skilled at recognizing air sealing opportunities, but it's beneficial to the LHA to mention ALL concerns they'd specifically like evaluated.

Step 5: After the audit, the contractor will identify very specific measures to be evaluated through the utilities' cost-effective models. All measures that pass a cost-effectiveness test of providing more savings than the cost will be offered to the LHA to be installed at no cost to the LHA.

Step 6: Under the supervision of the LEAN Administrator, the contractor will present a contract to the LHA for signature. DHCD does not need to approve these contracts. The

project is considered a “direct installation,” with the contractor responsible to both the LHA and the LEAN Administrator for successful execution of the contract. DHCD is available for support if any egregious problems occur.

EXCEPTION: HEATING AND COOLING EQUIPMENT PROTOCOL: There is a very different process when a replacement of a heating, domestic hot water and/or cooling system.

A. Air Source Heat Pumps: Betsy Harper and John Donoghue (john.p.donoghue@state.ma.us) need to be informed early in the process – i.e. before the contractor walk-through and designs are created. John needs to be part of the design and equipment choice. Betsy needs to be informed of the following:

- the cost of the measure;
- the predicted kWh or therm savings and the \$ value of those savings;
- the anticipated start and completion date of the installation.

The first two pieces of information should be provided in a one-page addendum to the contract, which should be scanned and submitted. Keeping Betsy apprised of the timing of the project is the responsibility of LHA staff.

In addition, the appropriate Construction Advisor needs to be included in order to attend the pre-construction and final completion meetings. He/she will also be available for consultation for any concerns that arise during installation.

B. Gas boilers and indirect hot water heaters: There is a difference in protocol between the two LEAN Administrators.

In ABCD territory, if an HVAC replacement is contemplated, typically ABCD staff is already in contact with the appropriate DHCD engineer. Most typically these projects are in the LHA’s CIP and already have an assigned FISH #. ABCD staff will work closely with the assigned DHCD engineer to review any designs and equipment choice. If the installation passes the EverSource cost-effectiveness test, they will offer (and eventually make) a partial payment toward the cost of the project. DHCD maintains full control and responsibility for the project, similar to any other capital project.

In contrast, Action, Inc. treats boiler and domestic hot water (DHW) installations like all other direct-install, no-cost-to-the-LHA projects. Either an auditor or the Executive Director will identify the need for a boiler replacement at the time of an audit. Action, Inc. will evaluate the cost-effectiveness of a replacement. Action, Inc. will either “pass” the project and offer a direct install of equipment, or the project will “fail” the test. If the LHA is offered a boiler/DHW replacement, LHA staff should contact the DHCD Supervising Engineer, Joe DiMare (joseph.dimare@state.ma.us) so the contract can be reviewed. It is ideal that DHCD remain involved, although Action, Inc. maintains control and responsibility for the project.

Reference information for LEAN Administrators:

Action for Boston Community Development (ABCD) : Service area – Boston, Mystic Valley, and Western Massachusetts. Offices are located at 178 Tremont Street, Boston , MA 02111 (<http://bostonabcd.org>, Ph: 617-348-6000) John J Drew, President/CEO.

ACTION Inc.: Service Area - Northeastern Massachusetts. Offices are located at 180 Main Street, Gloucester, MA 01930 (<http://actioninc.org/> Ph: 978-282-1000). Peggy Hegarty-Steck, Executive Director.

Upon a successful application LEAN will contact Either ABCD or ACTION Inc, (depending on the location of the Authority, who will set up site visits and audits for individual energy conservation measures, (LED lighting replacement, 10 year old refrigerator replacements, etc.) and determine whether they will result in a pay-back in energy savings within 6 years. They arrive at a summary of energy conservation projects to implement, and propose them to the Local Housing Authority through a contract, (at a cost of \$0.00). Once the contract is signed, Action Inc. contracts for the conservation work, and manages the project.

We hope to assist all of our housing authorities that are eligible. They are all income eligible, but cannot have had this energy audit done within 5 years of a previous audit, at any specific development. For example, if an Authority has done energy audits at 3 of 4 of their developments within 5 years the three are not eligible, but if the fourth development audit was done over 5 years ago, that development would be eligible.

Housing Authority	Development #	Energy Audit	Measures* installed at each audit, if more than one	Concerns not addressed , if any	Project Manager	Date of LEAN Application	Date for Eligibility of new audit

*Typical measures are: lighting, refrigerators, air sealing & insulation, HVAC, DHW, showerheads

To determine whether our Authorities had an energy audit within 5 years, and to determine when 5 years had passed at previously audited Authorities, we have developed a questionnaire and spreadsheet that will track future eligibility (above). The LHA can also contact the DHCD Sustainability Program Developer, Betsy Harper, who has some (but not fully complete) data on previous energy audits.

Additional Energy Conservation Funding:

Energy Conservation Rebates from Manufacturers:

A wide variety of Manufacturer sponsored rebates are available as incentives towards energy conservation initiatives. Many of these can be found at the RCAT NE website: <https://massrcat.com/construction-manufacturer-rebates/> which are updated continuously.

4. **DHCD Funding and Grants: (Overview)**

DHCD priorities in capital spending, (<http://www.mass.gov/hed/docs/dhcd/ph/formula/mass-stateaidpublichousing.pdf>) beyond dealing with immediate emergency health and safety concerns, are to:

1. Keep occupied as many units as possible by addressing core capital components and important health and safety needs.
2. Optimize life cycle investments following DHCD design guidelines and construction standards and using maintenance strategies to extend the useful life of building components.
3. Reduce energy and water usage and pursue other capital and operating efficiencies
4. Invest in projects that leverage additional public and private resources

Below are DHCD grant initiatives that are currently available, and information on these programs are generally provided directly to the PLHA in Public Notices. Information on new programs will be provided as they become available, and will be viewed in coordination with annual CIP updates.

- **Formula Funding(FF):** the most common source of capital funding, DHCD uses the value of expired components of each PLHA's portfolio as a proportion of the value of expired components of the entire statewide portfolio to calculate a formula funding allocation for each LHA. FF allocations are then used as an accounting tool to calculate an LHA's FF awards based on the currently available public housing capital funds. FF is issued to a PLHA through a Contract for Financial Assistance (CFA). FF awards will cover three (3) years of capital funding with a new award made annually. With each award, the CFA will be updated to include an additional year of formula funding.
- **Formula Funding Emergency Reserve:** To address emergencies, each PLHA is set aside a percentage of its total FF allocation as an emergency reserve. Those percentages are as follows:
 - 10% for an LHA having not more than 199 state-aided public housing units; and
 - 15% for an LHA having at least 200 state-aided public housing units.These amounts are to remain "unplanned." That is, no CIP projects are to be assigned to this funding unless an emergency need develops. The LHA set aside is intended to allow the PLHA to have funds available to deal with unforeseen events without having to reconfigure ongoing projects in its CIP. A PLHA can make a request to DHCD during the plan year to draw down its emergency reserves as needed. The reserve amount will be recomputed annually when the LHA submits its annual CIP. The set aside amount will be the applicable 10% or 15% of the total award balance.
- **Formula Funding Compliance Reserve:** Funding from DHCD's compliance reserve is available for projects required to comply with laws, codes or regulations

covering de-leading, abatement of friable asbestos, removal of abandoned underground oil tanks and reasonable modifications to units, common areas and sites in response to a specific request by, or on behalf of, a resident or anticipated resident with a disability. The compliance reserve may also be used to fund compliance with those requirements of the Massachusetts Architectural Access Board (MAAB), ADA or Section 504 of the Rehabilitation Act triggered by work performed over time using FF.

DHCD recognizes that many LHAs will want to initiate accessibility projects. Due to statewide capital funding limitations and the need to fund reasonable modifications, however, the current compliance reserve is generally not available for such projects at this time. For these projects, LHAs may use other resources such as CPA or CDBG funds, or their own FF if they have sufficient resources. LHAs without those resources should plan for these needs as part of their Self Evaluation/Transition Plan for accessibility, which is required by the ADA and Section 504 (See guidance here: <http://www.mass.gov/hed/docs/dhcd/hd/fair/ada-504.pdf>). To receive funding from the compliance reserve, LHAs will be required to dedicate operating reserves in excess of 70% of their full reserve to the compliance project. LHAs with restricted reserves may be required to reprogram those funds to the compliance project, depending on the urgency of the work for which the restricted reserves were originally earmarked and the LHA's reserve level. Additionally, LHAs requesting funds for reasonable modifications will need to spend their own ADA set aside first to be eligible for additional funding from the DHCD compliance reserve.

- **LHA FF 1% Set Aside for Reasonable Accommodations, Reasonable Modifications or Other Accessibility Improvements:** All LHAs need to set-aside at least 1% of their FF award amount for reasonable accommodations, reasonable modifications or other accessibility improvements. The LHA should include a project or projects in its CIP that makes use of this 1% set aside. It can be programmed to be part of a larger project with an accessibility component or a stand-alone project. LHAs with a small set aside amount may apply funds to an anticipated reasonable modification at the property where they are most likely to receive a request.
- **LHAs with c. 689 or c. 167 developments** for individuals supported by the Department of Developmental Services (DDS) or the Department of Mental Health (DMH) have separate set asides for DDS and DMH properties. They are the portion of the FF award amount attributable to conditions at those properties. These set asides are to be used for properties by agency designation. They can use outside funding as well, (such as reserves) but must use the FF set-aside funding first. Capital work on DDS properties is to be funded from the DDS set aside and DMH properties from the DMH set aside. The LHA should include a project or projects in its CIP for these

properties, based on needs established at the annual meeting with the vendor or more recent discussions in the context of the CIP.

- **Mixed-Finance and High Leverage Funding Programs (HILAPP):**

DHCD will periodically make a portion of state-aided public housing capital funds available on a competitive basis to LHAs for mixed-finance and high leverage projects. The availability of such funds and the corresponding program guidelines will be announced through public housing notices as well as posted on DHCD's website.

- **Sustainability:** DHCD encourages LHAs to give priority to projects that conserve water and energy, and thereby reduce utility expenses. DHCD supports other sustainability or green goals such as improving indoor air quality, reducing greenhouse gas emissions, recycling construction waste and use of recycled materials. For example, DHCD has programmed at least \$2M annually in bond funds for sustainability programs, approximately \$750,000 of which has been set aside annually for a performance based program to conserve water through the replacement of conventional fixtures with low-flow toilets and showerheads. The balance of the funds is available to be used to augment approved heating, roofing and siding projects with energy saving opportunities, implement energy saving measures for LHAs served by municipal electric and gas companies that are not eligible for utility rebates, and install Air Source Heat Pumps in electrically heated community rooms and other auxiliary spaces. These awards will be prioritized to high energy or water users. DHCD will publish notices of funding availability when resources are available for new or continuing sustainability initiative programs.

- **DHCD Emergency Reserve:**

DHCD has a limited emergency reserve to assist LHAs in covering the costs of extreme emergencies that exceed their available FF. DHCD's emergency reserve will be administered as funds of last resort by the Bureau of Housing Development and Construction. When monies from the emergency fund have been exhausted, the fund will be closed until additional resources can be identified to replenish it.

Project Criteria for Accessing DHCD Emergency Reserve:

- LHAs applying for DHCD emergency funding must show that the project to be funded meets ***all*** of the following criteria:
- If not repaired, the emergency condition results in an immediate threat to the health, safety, and welfare of the occupants, and/or would prevent the unit(s) from being occupied.
- The emergency cannot be funded through a reduction of other planned work in the CIP without resulting in occupied units becoming vacant. This includes projects that haven't been started as well as active projects that

are not yet out to bid.

- The project must be partially funded using the LHA's own emergency reserve. The LHA must allocate all of its uncommitted emergency reserve balance to the proposed project, minus \$10,000, which shall be retained to cover other small emergencies that might arise during that year.
- Other resources are not available to pay for all of the work. LHAs will be required to dedicate operating reserves in excess of 70% of their full reserve to the emergency project. An LHA with restricted reserves may be required to reprogram those funds to the emergency project, depending on the urgency of the work for which the restricted reserves were originally earmarked and the LHA's operating reserve level.

- **LHA Administrative and Overhead Expenses:**

An LHA's general administrative expenses (as delineated in the Form 80) associated with a particular capital project may be paid out of the LHA's FF, in whole or in part, but the amount paid out of FF for such expenses cannot exceed 10% of the construction cost for that particular project. Administrative expenses are to be included in the project budget and billed in accordance with the progress of the job according to the milestones and percentage payment schedule in the RFS or Work Order. Accounting and advertising expenses are reimbursable and may be paid using FF funds and are outside of the 10% cap. With prior approval by the LHA's project manager, tenant coordinator costs may also be paid outside of the 10% cap. Consult with the LHA's project manager about excluding costs for other administrative lines from the 10% administrative budget cap.

With the project manager's approval, admin funding may be used to hire additional staff or increase the work hours of existing part-time staff including the executive director for project specific work, within the 10% cap on admin. The LHA should submit a request to the project manager that includes board approval of the proposal. Once approved, the LHA should keep timesheets for additional hours worked on the modernization project and bill monthly for those hours, including timesheets as back up.

General administrative expenses for AIMM designated LHAs cannot exceed 13% of the construction costs. (See the AIMM Project Implementation: Creating the Project Budget and Notifying DHCD of Project Changes section of these guidelines for additional information.)

- **Vacant 705 and 667 Congregate 25 to 65K/unit :**

Is a program, that can be used for all units, to provide funding to reoccupy longer-term vacant units that need significant reprogramming and/or very costly rehabilitation (Contact Cindy Zabriskie at cindy.zabriskie@state.ma.us for inquiries).

- **Special Programs/competitive initiatives** From time to time DHCD may introduce new initiative/programs such as Accessible units, ModPHASE, Income Mixing, Health & Safety etc.) as bond cap becomes available. Again, DHCD will publish notices of funding availability when resources are available for new or continuing sustainability initiative programs.

5. **PLHA Reserve Funds: (Overview)**

Will be reviewed as a possible source to leverage the acquisition of outside matching funding. A hypothetical example of such a leveraging effort would be the Town of Enfield CPA award to the Enfield Housing Authority (2010- \$350,000) which was used to preserve and to rehabilitate or repair and update 22 units of family public housing:

The EHA was notified by DHCD that they would match on a dollar for dollar basis the Town's CPA funds. This will provide \$700,000 for this project. The Town also intends to apply to the Community Development Block Grant program for funds for this project that will also provide an additional match on a dollar for dollar basis from the DHCD.

6. **Private Funding: (Overview)**

Private funding sources and initiatives will be researched continuously, including partnerships with non-profit agencies. If the PLHA is interested in pursuing a private funding initiative, RCAT can help with feasibility research. Some currently researched examples are:

- a. Development of Microwave and cell tower leases
- b. Leases for Private enterprises that can provide tenant services – Day Care Centers, Health Care facilities, Beauty Parlors, Grocery Stores.
- c. Assisted Living Programs such as the Program for All-inclusive Care for the Elderly, (PACE).
- d. Mixed Financing Initiatives utilizing State Tax Credits.
- e. Net Metering. For additional information review document <http://www.mass.gov/hed/docs/dhcd/ph/publicnotices/15-01.pdf> , and contact Paul McPartland, HCD Asset Management Coordinator for current programs (Tel.: 617-573-1219, Email: Paul.McPartland@state.ma.us
- f.

After a Successful Grant Award:

- Congratulations!
- Please provide your RCAT with the date and amount of the award, so it can be tracked in a database. Some awards, like the Lean Energy conservation award can only be applied for every 5 years, which will be tracked, with notice provided to the PLHA when a new period of eligibility arises.
- The RCAT will create a project in CPS for the additional funding, or add it to the funding of existing projects that previously lacked funding, and if needed request a Revision in CIMS to get a FISH # for your new project.
- The project is then managed by RCAT, (if within the \$10K to \$50K range), or if above this range, given to your DHCD Project Manager, to create a Work Order and a Scope of Work for a Designer.

Appendix A: Online Resources

Assistance with available Local funds

- <http://communitypreservation.org/content/info-individual-cpa-communities>
- <http://www.mass.gov/eea/agencies/massdep/service/grants/>
- <https://www.eversource.com/content/>
- <https://www.commbuys.com/bso/external/advsearch/searchBid.sdo>
- <https://www.mhp.net/news/2018/mhp-chapa-unveil-housingtoolbox-org-new-site-designed-to-help-communities-with-affordable-housing>

Assistance with acquiring Utility funds:

- <http://www.mass.gov/eea/energy-utilities-clean-tech/>
- <http://www.mass.gov/eea/grants-and-tech-assistance/guidance-technical-assistance/agencies-and-divisions/doer/>
- <http://bostonabcd.org/energy-and-fuel-services.aspx>
- http://actioninc.org/energy_main.html
- <http://www.mass.gov/hed/docs/dhcd/ph/formula/mass-stateaidpublichousing.pdf>
- <https://www.nationalgridus.com/Default>
- <https://massrcat.com/construction-manufacturer-rebates/>

Assistance with Acquiring DHCD funds:

- <http://www.mass.gov/hed/docs/dhcd/ph/publicnotices/2016-34.pdf>)
- <http://www.mass.gov/hed/housing/ph-manage/public-housing-admin-notices.html>
- <http://www.mass.gov/hed/docs/dhcd/ph/publicnotices/15-22.pdf>

Appendix B: RCAT DIRECTORY

RCAT DIRECTORY (July 20, 2017)								
First Name	Last name	Organization	Title	Office Phone	Extension	Cell Phone	Email	Address
Peter	Proulx	Central-West RCAT	Host Housing Authority Director	978-537-5300	X-111		Peter@LeominsterHA.com	90 Main Street Leominster, MA
Phaldie	Taliep	Central-West RCAT	RCAT Director	978-537-5300	X-181	978-990-0139	RCATDirector@LeominsterHA.com	100 Main Street Leominster, MA
Steve	Larry	Central-West RCAT	RCAT Project Manager	978-537-5300	X-182	978-429-5647	RCATSteve@LeominsterHA.com	100 Main Street Leominster, MA
David	Siniscalchi	Central-West RCAT	RCAT Project Manager	978-394-9710	CELL ONLY	978-394-9710	RCATDavid@LeominsterHA.com	Remote Office : 88 Stony Hill Road, Wilbraham MA 01095
Jonathan	Leonard	Central-West RCAT	RCAT Project Manager	978-394-9009	CELL ONLY	978-394-9009	RCATJonathan@LeominsterHA.com	Remote Office : 88 Stony Hill Road, Wilbraham MA 01095
Barry	Nadon	Central-West RCAT	RCAT Project Manager	978-394-5916	CELL ONLY	978-394-5916	RCATBarry@LeominsterHA.com	Remote Office: 10 Colonial Drive, #452, Millbury MA 01527
David	Hedison	Northeast RCAT	Host Housing Authority Director	978-256-7425	18		david@chelmsfordha.com	10 Wilson Street, Chelmsford, MA 01824
Bernie	Kirstein	Northeast RCAT	RCAT Director	978-256-7425	23	978-430-2609	bkirstein@chelmsfordha.com	10 Wilson Street, Chelmsford, MA 01824
Frank	Stitham	Northeast RCAT	RCAT Project Manager	978-320-4030	12	978-408-4322	fstitham@chelmsfordha.com	10 Wilson Street, Chelmsford, MA 01824
Kirk	Fulton	Northeast RCAT	RCAT Project Manager	978-320-4030	10	978-408-7015	kfulton@chelmsfordha.com	10 Wilson Street, Chelmsford, MA 01824
Jeffrey	Baxter	Northeast RCAT	RCAT Project Manager	978-320-4030	11	978-408-5215	jbaxter@chelmsfordha.com	10 Wilson Street, Chelmsford, MA 01824
Joseph	Levine	Northeast RCAT	RCAT Project Manager	978-320-4030	13	978-408-4711	jlevine@chelmsfordha.com	10 Wilson Street, Chelmsford, MA 01824
Sharon	Smith	Northeast RCAT	RCAT Procurement Specialist	978-320-4030	14		ssmith@chelmsfordha.com	10 Wilson Street, Chelmsford, MA 01824
Colleen	Doherty	SouthEast RCAT	Host Housing Authority Director	508-823-6308	222		cdoherty@tauntonhousing.com	30 Olney Street, Taunton, MA 02780
John	Massey	SouthEast RCAT	RCAT Director	508-823-6308	201	508-962-6347	jmassey@tauntonhousing.com	143 School Street - Building I Taunton, MA 02780
Adrienne	Danner	SouthEast RCAT	RCAT Project Manager	508-823-6308	203	857-406-1575	adanner@tauntonhousing.com	143 School Street - Building I Taunton, MA 02780
Gerald "Jerry"	Peterson	SouthEast RCAT	RCAT Project Manager	508-823-6308	204	857-406-1578	jpeterston@tauntonhousing.com	143 School Street - Building I Taunton, MA 02780
Kate	Ferreira	SouthEast RCAT	RCAT Project Manager	508-823-6308	205	857-406-1579	kferreira@tauntonhousing.com	143 School Street - Building I Taunton, MA 02780
Gregory	Caswell	SouthEast RCAT	RCAT Project Manager	508-823-6308	228	857-276-4159	gcaswell@tauntonhousing.com	143 School Street - Building I Taunton, MA 02780
Molly	Parris	SouthEast RCAT	Modernization & Procurement Specialist	508-823-6308	229	508-514-9374	mparris@tauntonhousing.com	143 School Street - Building I Taunton, MA 02780