



TOWN OF WEST NEWBURY
APPLICATION FOR PROJECT FUNDING
COMMUNITY PRESERVATION COMMITTEE

Applicants should file eight (8) copies of the completed Application and all accompanying documents with the Community Preservation Committee, Town Office Building, West Newbury MA 01985, and an electronic copy to cpc@wnewbury.org.

PROJECT NAME: Kitchen and Bathroom Modernization

PROJECT ADDRESS: 1-6 Hills Ct & 1-6 Boynton Ct

MAP/LOT: Hills Parcel ID **0140 0000 0003A**
Boynton Parcel ID **0140 0000 0003C**

APPLICANT NAME: West Newbury Housing Authority
(Group or Committee Affiliation)

CONTACT PERSON: Tracy Watson

TELEPHONE: Tel 978-363-2723

ADDRESS: 379 Main St
West Newbury MA 01815

EMAIL: Tracy Watson <tmwatson@nhahousing.com>

COMMUNITY PRESERVATION CATEGORY:

(Please check all that apply)

- Community Housing**
- Historic Preservation**
 - Eligible/On State Registry**
 - Designated by Historic Commission**
- Open Space & Recreation**

The Committee may require, as a condition for funding, that the applicant grant to the Town or other authorized grantee certain restrictions, including: preservation restrictions on rehabilitated or acquired historic resources, conservation restrictions on preserved or acquired lands, and deed restrictions on affordable housing projects. If applicable, the restriction shall be recorded at the Southern Essex District Registry of Deeds.

REQUIRED NARRATIVE: PLEASE PROVIDE A NARRATIVE ON A SEPARATE SHEET WHICH ADDRESSES THE FOLLOWING REQUIREMENTS

PROJECT SUMMARY: Provide a description of the Project, including the property involved and its proposed use.

PUBLIC BENEFIT: Describe in detail the benefits West Newbury will receive from the Project and how the Project fulfills the Community Preservation Committee's Project Evaluation Criteria.

CONTROL OF SITE: Indicate whether the applicant owns or has a purchase agreement for the Project site. If the property is under agreement, include a description of the agreement and the timing and conditions. If the applicant does not have site control, explain.

FEASIBILITY: List all steps that may be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known issues. For projects that may impact abutters or the neighborhood, describe methods used to notify abutters of the proposal, and support or objections from those affected.

SUPPORT: Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project?

PROJECT TIMELINE: Describe the anticipated steps or phases for completion of the Project. Demonstrate whether the Project will be ready to proceed in the coming fiscal year. Will this be a multiyear project?

FUNDING:

A. Amount of Community Preservation Funding Requested:

\$ 363,367.00

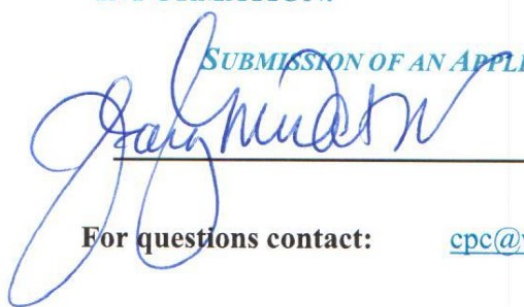
B. Include a full budget, including itemization of major components and breakdown of construction and maintenance costs. Describe the basis for your budget and the sources of information you used.

C. Other Sources of Funding Available: If funding from other sources may be available for the Project, please complete the following table:

SOURCE OF FUNDING	AMOUNT REQUESTED	STATUS (COMMITTED Y/N IF NOT-WHEN)	CONTINGENT ON CP FUNDS (Y/N)
DHCD HILAPP	387,335.00	No , FY21	Yes

ATTACHMENTS: SEE GUIDELINES FOR PROJECT SUBMISSION AND ATTACHMENTS. YOU MAY BE REQUESTED TO PROVIDE ADDITIONAL INFORMATION.

SUBMISSION OF AN APPLICATION DOES NOT CONSTITUTE ACCEPTANCE OF A PROJECT

 8/21/19 Applicant Signature and Date

For questions contact: cpc@wnewbury.org, 978-363-1100 X131.

REQUIRED NARRATIVE

PROJECT SUMMARY: Provide a description of the Project, including the property involved and its proposed use.

The Hills and Boynton Court multi-family developments consist of two separate properties. Both the Hills Court and Boynton Court properties each have three (3), 2-story, duplex wood-framed apartment buildings containing a total of six (6) rental apartment units (12 units total between the 2 developments, 1 being Handicap accessible). The development at Hills Court is located on a total of approximately 1.25 acres. The development at Boynton Court is located on a total of approximately 2.5 acres. Construction of each facility throughout both developments was completed in 1992.

*The existing Kitchen and Bathrooms are original to the development and both spaces within all dwelling units are in disrepair and require modernization. **The WNHA is seeking funds from the CPC for the Kitchen Modernization portion of the work.** If awarded the WNHA will use the funding received to apply for a HILAPP (High Leverage Asset Preservation Program) Award from DHCD (Department of Housing and Community Development) for the Bathroom Modernization portion of the work. The HILAPP program offers a maximum \$2.5 price match to every \$1 to leveraged funds received by the Authority. For more details on the HILAPP program see the attached public housing notice.*

PUBLIC BENEFIT: Describe in detail the benefits West Newbury will receive from the Project and how the Project fulfills the Community Preservation Committee's Project Evaluation Criteria.

WNHA would greatly benefit from this scope of work being completed as current state funding is insufficient to complete the much needed work involved. Completion of this project will also allow us to spend our \$75,000 annual Formula Funding Award from DHCD more efficiently and address other concerns such as paving repairs, fence replacements and building envelope improvements.

The proposed project would accomplish the goals of the CPA by ensuring that these state funded public housing family developments receive this specific work they so desperately need in order to preserve the buildings and ensure that the current as well as future residents are provided safe decent affordable housing.

CONTROL OF SITE: Indicate whether the applicant owns or has a purchase agreement for the Project site. If the property is under agreement, include a description of the agreement and the timing and conditions. If the applicant does not have site control, explain.

The WNHA is the owner of the developments referenced.

FEASIBILITY: List all steps that may be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known issues. For projects that may impact abutters or the neighborhood, describe methods used to notify abutters of the proposal, and support or objections from those affected.

*If CPC funds are granted WNHA shall apply for HILAPP funding as referenced above. **NOTE if HILAPP funds are not granted by DHCD WNHA will still proceed with the Kitchen Modernization scope and complete bathrooms as funds become available.***

If funding is granted this project will move through DHCDs Bureau of Housing and Construction. The DHCD project management unit will oversee the overall budget and schedule of the project. Architects and Engineers from DHCD will procure A/E services in accordance with MGL CH 7C and perform design review at every phase leading up the bidding to ensure that all designs and materials specified are in accordance with DHCD's current design guidelines and standards <https://www.mass.gov/service-details/design-construction-guidelines-standards> . DHCD project managers will also review phase approvals. The selected A/E firm will publicly bid the project in accordance with MGL Ch149 statues. Once construction begins the A/E firm selected with lead construction management services with assistance from the DHCD Construction Advisor. WNHA will also be intimately involved in day to day management of the project and along with DHCD will ensure the selected A/E firm is providing services as agreed upon in the RFS. For a detailed description of the DHCD construction management process see The Current Revision of the Construction Handbook <https://www.mass.gov/service-details/construction-handbook-with-forms>. We do not anticipate environmental or zoning/abutter impact due to the scope of this project. Given the age of the building asbestos and lead is likely not present but testing shall be completed during the Study/Investigative phase by the selected designer.

SUPPORT: Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project?

The WNHA Board of Commissioners supports this project and the applications involved (see attached extract). We anticipate community support given that this project will greatly assist in the preservation of these public/affordable housing developments. We also anticipate great support given that this project will make significant accessibility improvements to the one handicap unit at Hills Ct.

PROJECT TIMELINE: Describe the anticipated steps or phases for completion of the Project. Demonstrate whether the Project will be ready to proceed in the coming fiscal year. Will this be a multiyear project?

If CPC fuds are granted we anticipate the project will enter the construction phase in FY21 and reach completion within FY21 as well. The estimated proposed schedule would be as follows (completion dates listed):

*HILLAP APPLICATION SUBMITTED 12/1/19
HILAPP APPLICATION APPROVED 2/1/20
DHCD PROCURES DESIGN SERVICES 4/1/20
STUDY/INVESTIGATION 6/1/20
SCEMATIC DESIGN 8/1/20
100% CONSTUCTION DOCUMENTS 10/15/20
PUBLIC BIDDING 11/15/20
LOWBID APPROVAL/CONTRACT AWARD 12/15/20
CONSTRUCTION 3/1/21
CLOSEOUT 4/1/21*

This will not be a multi-year project

Project Summary for Multiple Projects

Development: 308-705-01 -- HILLS / BOYNTON COURT

Type: All

308-705-01-0-19-643 -- Kitchen Modernization

Location	Category	Type	LHA Prio
	Kitchens and Baths	Dwelling Project	1. Currently Critical (

Related Inventory Components:

Class	Subclass	Component Description	Quantity	Unit	I
Plumbing	Fixtures	Kitchen Sink	2	EACH	
Interior Construction	Cabinets and Counters	Kitchen Cabinet, Upper	30	LF	
Interior Construction	Cabinets and Counters	Kitchen Cabinet, Lower	30	LF	
Interior Construction	Cabinets and Counters	Kitchen Cabinet, Full Height (Pantry-Type)	30	LF	
Interior Construction	Cabinets and Counters	Kitchen Countertop	30	LF	
HVAC	Ventilation Systems	Kitchen Exhaust Fan/Hood	2	EACH	
Plumbing	Fixtures	Kitchen Sink	2	EACH	
HVAC	Ventilation Systems	Kitchen Exhaust Fan/Hood	2	EACH	
HVAC	Ventilation Systems	Kitchen Exhaust Fan/Hood	2	EACH	
Electrical	Power Distribution	GFCI Branch Circuit and Device	4	EACH	
Interior Construction	Cabinets and Counters	Kitchen Countertop	25	LF	
Interior Construction	Cabinets and Counters	Kitchen Countertop	25	LF	
HVAC	Ventilation Systems	Kitchen Exhaust Fan/Hood	2	EACH	
Interior Construction	Cabinets and Counters	Kitchen Cabinet, Upper	25	LF	
Interior Construction	Cabinets and Counters	Kitchen Countertop	30	LF	
Interior Construction	Cabinets and Counters	Kitchen Countertop	25	LF	
Interior Construction	Cabinets and Counters	Kitchen Cabinet, Upper	30	LF	
Interior Construction	Cabinets and Counters	Kitchen Countertop	30	LF	
Plumbing	Fixtures	Kitchen Sink	2	EACH	

8/6/2019

WEST NEWBURY HOUSING AUTHORITY

Priority	DHCD/Consultant Priority	TDC	Actual Cost
Immediate)		\$363,367.00	\$0.00

Year Installed	Lifespan Adjustment	Exp Year
1992	0	2012
1992	0	2012
1992	0	2012
1992	0	2012
1992	-2	2010
1992	0	2012
1992	0	2012
1992	0	2012
1992	0	2012
1992	0	2042
1992	-2	2010
1992	-2	2010
1992	0	2012
1992	0	2012
1992	-2	2010
1992	-2	2010
1992	0	2012
1992	-2	2010
1992	0	2012

HVAC	Ventilation Systems	Kitchen Exhaust Fan/Hood	2 EACH
Interior Construction	Cabinets and Counters	Kitchen Cabinet, Upper	25 LF
Electrical	Power Distribution	GFCI Branch Circuit and Device	4 EACH
HVAC	Ventilation Systems	Kitchen Exhaust Fan/Hood	2 EACH
Interior Construction	Cabinets and Counters	Kitchen Cabinet, Lower	25 LF
Interior Construction	Cabinets and Counters	Kitchen Cabinet, Upper	25 LF
Interior Construction	Cabinets and Counters	Kitchen Cabinet, Lower	30 LF
Interior Construction	Cabinets and Counters	Kitchen Cabinet, Upper	30 LF
Plumbing	Fixtures	Kitchen Sink	2 EACH
Electrical	Power Distribution	GFCI Branch Circuit and Device	4 EACH
Electrical	Power Distribution	GFCI Branch Circuit and Device	4 EACH
Plumbing	Fixtures	Kitchen Sink	2 EACH
Interior Construction	Cabinets and Counters	Kitchen Cabinet, Lower	25 LF
Interior Construction	Cabinets and Counters	Kitchen Cabinet, Full Height (Pantry-Type)	6 LF
Interior Construction	Cabinets and Counters	Kitchen Cabinet, Full Height (Pantry-Type)	6 LF
Electrical	Power Distribution	GFCI Branch Circuit and Device	4 EACH
Interior Construction	Cabinets and Counters	Kitchen Cabinet, Lower	18 LF
Interior Construction	Cabinets and Counters	Kitchen Cabinet, Full Height (Pantry-Type)	6 LF
Interior Construction	Cabinets and Counters	Kitchen Cabinet, Full Height (Pantry-Type)	30 LF
Plumbing	Fixtures	Kitchen Sink	2 EACH
Interior Construction	Cabinets and Counters	Kitchen Cabinet, Lower	30 LF
Interior Construction	Cabinets and Counters	Kitchen Cabinet, Full Height (Pantry-Type)	30 LF

Condition Assessment Description:

Kitchen cabinets, counter tops, and fixtures are original and are in poor condition throughout. Kitchen in HP unit requires ADA upgrade.

Recommendation:

Complete modernization of kitchens. Replacement cabinets shall be HUD Severe Use, and standards. Utilize energy star rated appliances as replacements and upgrade lighting/GFCI

Proposed Funding:

1992	0	2012
1992	0	2012
1992	0	2042
1992	0	2012
1992	0	2012
1992	0	2012
1992	0	2012
1992	0	2012
1992	0	2012
1992	0	2042
1992	0	2042
1992	0	2012
1992	0	2012
1992	0	2012
1992	0	2012
1992	0	2042
1992	0	2012
1992	0	2012
1992	0	2012
1992	0	2012
1992	0	2012
1992	0	2012
1992	0	2012
1992	0	2012
1992	0	2012

out. Although the layout works well modernization with durable replacements is

counter tops shall be specified in accordance with DHCD recommended
outlets as applicable.

Other Funds:	\$363,367.00
Total:	\$363,367.00

Notes:

Potential HILAPP

Project Estimation Components (Labor Inclusive):

Description	Notes	Unit Cost	Unit
Kitchen Cabinet, Full Height (Pantry-Type)		\$820.08	LF
Kitchen Cabinet, Full Height (Pantry-Type)		\$820.08	LF
Kitchen Cabinet, Full Height (Pantry-Type)		\$820.08	LF
Kitchen Cabinet, Full Height (Pantry-Type)		\$820.08	LF
Kitchen Cabinet, Full Height (Pantry-Type)		\$820.08	LF
Kitchen Cabinet, Full Height (Pantry-Type)		\$820.08	LF
Kitchen Cabinet, Lower		\$381.15	LF
Kitchen Cabinet, Lower		\$381.15	LF
Kitchen Cabinet, Lower		\$381.15	LF
Kitchen Cabinet, Lower		\$381.15	LF
Kitchen Cabinet, Lower		\$381.15	LF
Kitchen Cabinet, Lower		\$381.15	LF
Kitchen Cabinet, Upper		\$167.38	LF
Kitchen Cabinet, Upper		\$167.38	LF
Kitchen Cabinet, Upper		\$167.38	LF
Kitchen Cabinet, Upper		\$167.38	LF
Kitchen Cabinet, Upper		\$167.38	LF
Kitchen Countertop		\$73.81	LF
Kitchen Countertop		\$73.81	LF
Kitchen Countertop		\$73.81	LF
Kitchen Countertop		\$73.81	LF
Kitchen Countertop		\$73.81	LF
Kitchen Sink		\$1,512.50	EACH
Kitchen Sink		\$1,512.50	EACH
Kitchen Sink		\$1,512.50	EACH
Kitchen Sink		\$1,512.50	EACH
Kitchen Sink		\$1,512.50	EACH
Kitchen Exhaust Fan/Hood		\$1,476.20	EACH
Kitchen Exhaust Fan/Hood		\$1,476.20	EACH
Kitchen Exhaust Fan/Hood		\$1,476.20	EACH
Kitchen Exhaust Fan/Hood		\$1,476.20	EACH

Quantity	Assigned	Sub Total
30	Dwelling	\$24,602.40
6	Dwelling	\$4,920.48
6	Dwelling	\$4,920.48
6	Dwelling	\$4,920.48
30	Dwelling	\$24,602.40
30	Dwelling	\$24,602.40
30	Dwelling	\$11,434.50
30	Dwelling	\$11,434.50
18	Dwelling	\$6,860.70
25	Dwelling	\$9,528.75
25	Dwelling	\$9,528.75
30	Dwelling	\$11,434.50
30	Dwelling	\$5,021.40
25	Dwelling	\$4,184.50
25	Dwelling	\$4,184.50
25	Dwelling	\$4,184.50
30	Dwelling	\$5,021.40
30	Dwelling	\$5,021.40
30	Dwelling	\$2,214.30
30	Dwelling	\$2,214.30
25	Dwelling	\$1,845.25
25	Dwelling	\$1,845.25
25	Dwelling	\$1,845.25
30	Dwelling	\$2,214.30
2	Dwelling	\$3,025.00
2	Dwelling	\$3,025.00
2	Dwelling	\$3,025.00
2	Dwelling	\$3,025.00
2	Dwelling	\$3,025.00
2	Dwelling	\$3,025.00
2	Dwelling	\$2,952.40
2	Dwelling	\$2,952.40
2	Dwelling	\$2,952.40
2	Dwelling	\$2,952.40

Kitchen Exhaust Fan/Hood	\$1,476.20 EACH
Kitchen Exhaust Fan/Hood	\$1,476.20 EACH
GFCI Branch Circuit and Device	\$162.14 EACH
GFCI Branch Circuit and Device	\$162.14 EACH
GFCI Branch Circuit and Device	\$162.14 EACH
GFCI Branch Circuit and Device	\$162.14 EACH
GFCI Branch Circuit and Device	\$162.14 EACH
Refrigerator	\$1,000.00 EACH
Stove, Electric	\$750.00 EACH

Other Costs:

Description	Notes	Unit	Cost	Quantity
Demo/Disposal		UNIT	\$1,500.00	12
Painting		UNIT	\$2,000.00	12

Totals:

Soft Cost Total:	\$72,673
Hard Cost Total:	\$290,694
Total Project Estimation Cost:	\$363,367

308-705-01-0-19-644 -- Bathroom Modernization

Location	Category	Type	LHA Prio
	Kitchens and Baths	Dwelling Project	1. Currently Critical (

Related Inventory Components:

Class	Subclass	Component Description	Quantity	Unit	I
Plumbing	Fixtures	Bathtubs/Showers	2	EACH	
Plumbing	Fixtures	Bathroom Sink	4	EACH	
Interior Construction	Interior Floor Finishes	Vinyl Sheet Goods	220	SF	
Plumbing	Fixtures	Bathtubs/Showers	2	EACH	
Plumbing	Fixtures	Bathroom Sink	4	EACH	
Interior Construction	Interior Floor Finishes	Vinyl Sheet Goods	300	SF	
HVAC	Ventilation Systems	Bathroom Exhaust Fan	2	EACH	
Interior Construction	Interior Floor Finishes	Vinyl Sheet Goods	220	SF	
HVAC	Ventilation Systems	Bathroom Exhaust Fan	2	EACH	
HVAC	Ventilation Systems	Bathroom Exhaust Fan	2	EACH	
Interior Construction	Interior Floor Finishes	Vinyl Sheet Goods	220	SF	

2	Dwelling	\$2,952.40
2	Dwelling	\$2,952.40
4	Dwelling	\$648.56
4	Dwelling	\$648.56
4	Dwelling	\$648.56
4	Dwelling	\$648.56
4	Dwelling	\$648.56
12	Dwelling	\$12,000.00
12	Dwelling	\$9,000.00
		\$248,693.89

Assigned	Sub Total
Dwelling	\$18,000.00
Dwelling	\$24,000.00
	\$42,000.00

Priority	DHCD/Consultant Priority	TDC	Actual Cost
Immediate)		\$387,335.00	\$0.00

Year Installed	Lifespan Adjustment	Exp Year
1992	0	2012
1992	0	2012
1992	-12	2010
1992	0	2012
1992	0	2012
1992	-12	2010
1992	0	2012
1992	-12	2010
1992	0	2012
1992	0	2012
1992	-12	2010

Bathroom Exhaust Fan	\$248.05 EACH
Bathroom Exhaust Fan	\$248.05 EACH
Bathroom Exhaust Fan	\$248.05 EACH
Bathroom Exhaust Fan	\$248.05 EACH
Bathroom Exhaust Fan	\$248.05 EACH
Bathroom Exhaust Fan	\$248.05 EACH
GFCI Branch Circuit and Device	\$162.14 EACH
Bath Faucet	\$343.64 EACH
Bathroom Vanity	\$500.00 EACH

Other Costs:

Description	Notes	Unit	Cost	Quantity
Corian tub surround upgrade	cost increase	UNIT	\$2,700.00	12
Demo	Allowance for all trades	UNIT	\$2,900.00	12
Led lighting upgrades		UNIT	\$875.00	12
Painting		UNIT	\$4,750.00	12
Towel bars, grab bars, mirrors, etc.		UNIT	\$2,250.00	12

Totals:

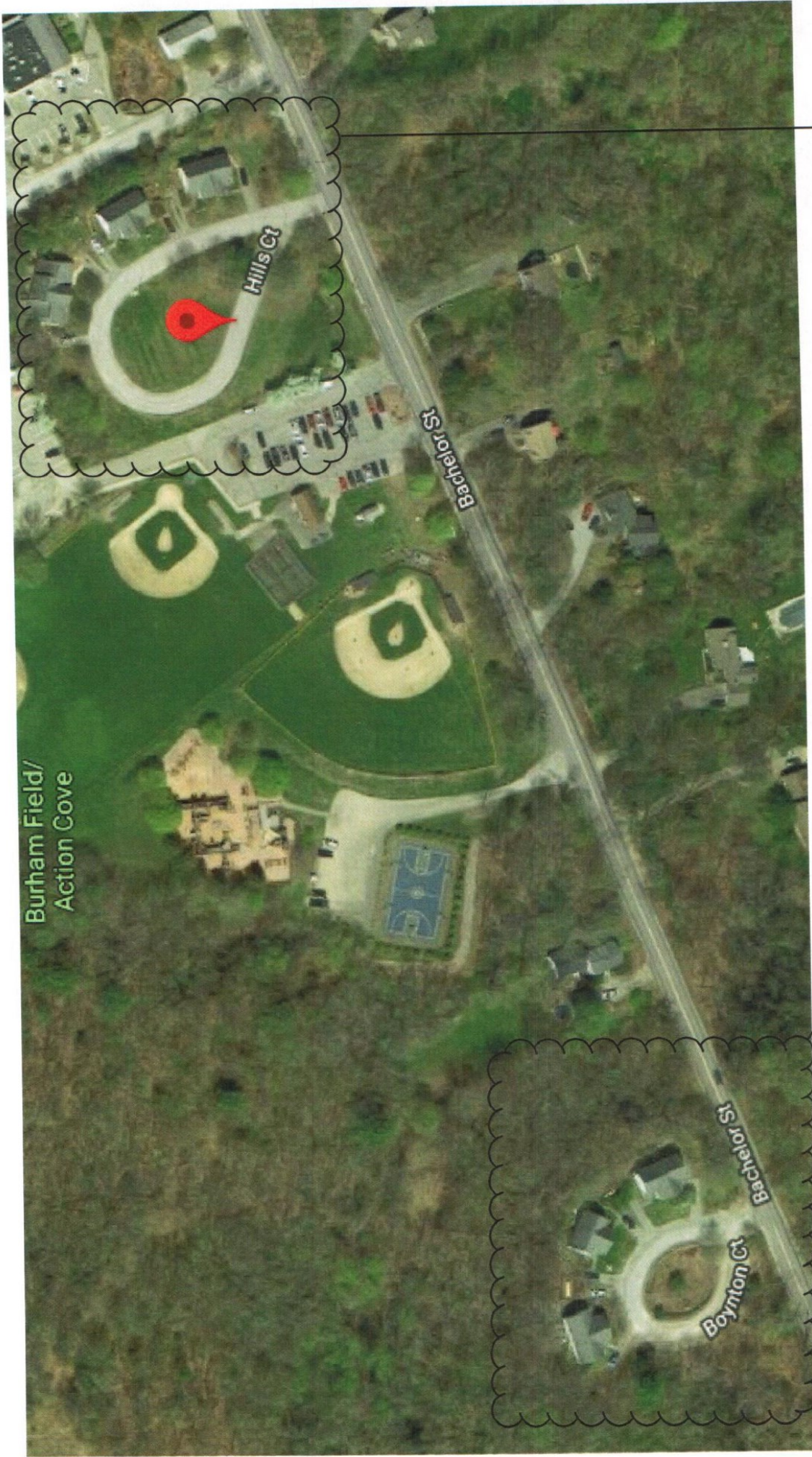
Soft Cost Total:	\$77,467
Hard Cost Total:	\$309,868
Total Project Estimation Cost:	\$387,335

TDC \$750,702.00

4	Dwelling	\$992.20
4	Dwelling	\$992.20
4	Dwelling	\$992.20
4	Dwelling	\$992.20
4	Dwelling	\$992.20
4	Dwelling	\$992.20
24	Dwelling	\$3,891.36
24	Dwelling	\$8,247.36
24	Dwelling	\$12,000.00
		\$148,168.12

Assigned	Sub Total
Dwelling	\$32,400.00
Dwelling	\$34,800.00
Dwelling	\$10,500.00
Dwelling	\$57,000.00
Dwelling	\$27,000.00
	\$161,700.00

PHOTOS OF EXISTING CONDITIONS

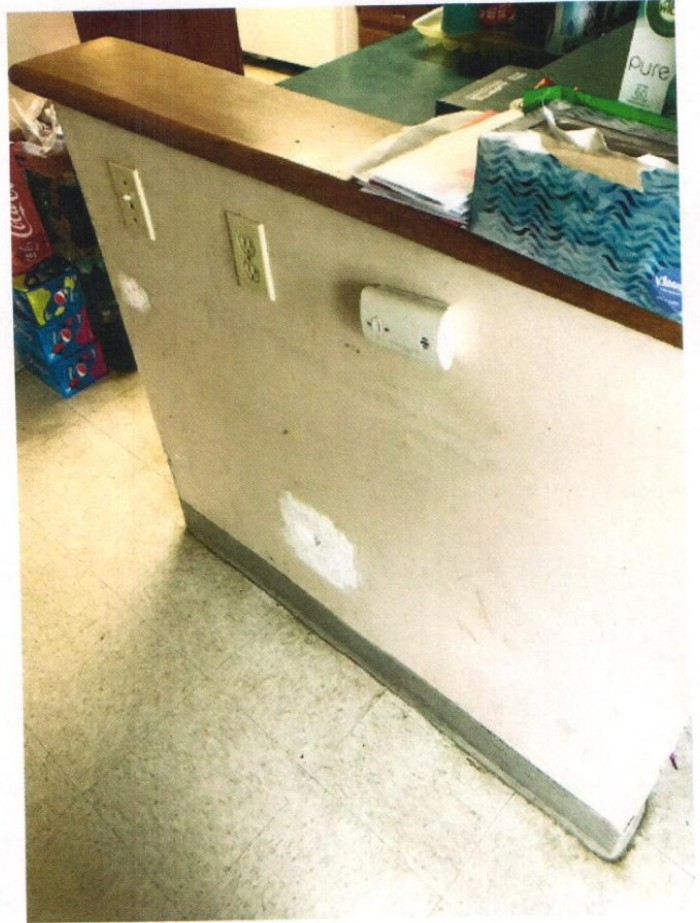


HILLS COURT

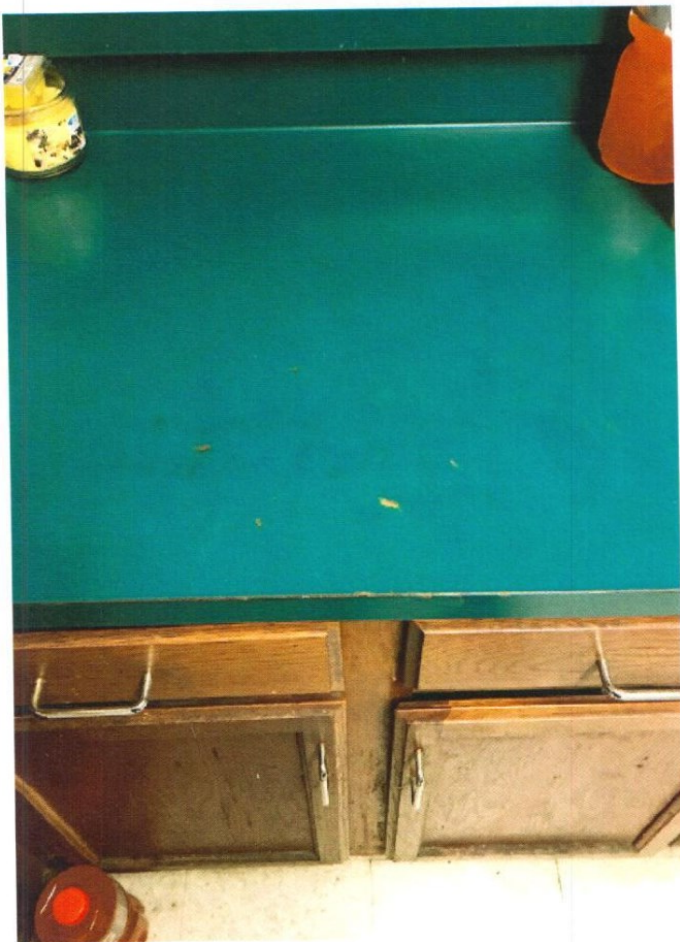
BOYNTON COURT



TYPICAL KITCHEN LAYOUT



EXAMPLE OF DETERIORATED KNEE WALL



COUNTER TOPS IN POOR CONDITION



CABINETS IN POOR CONDITION



CABINETS IN POOR CONDITION

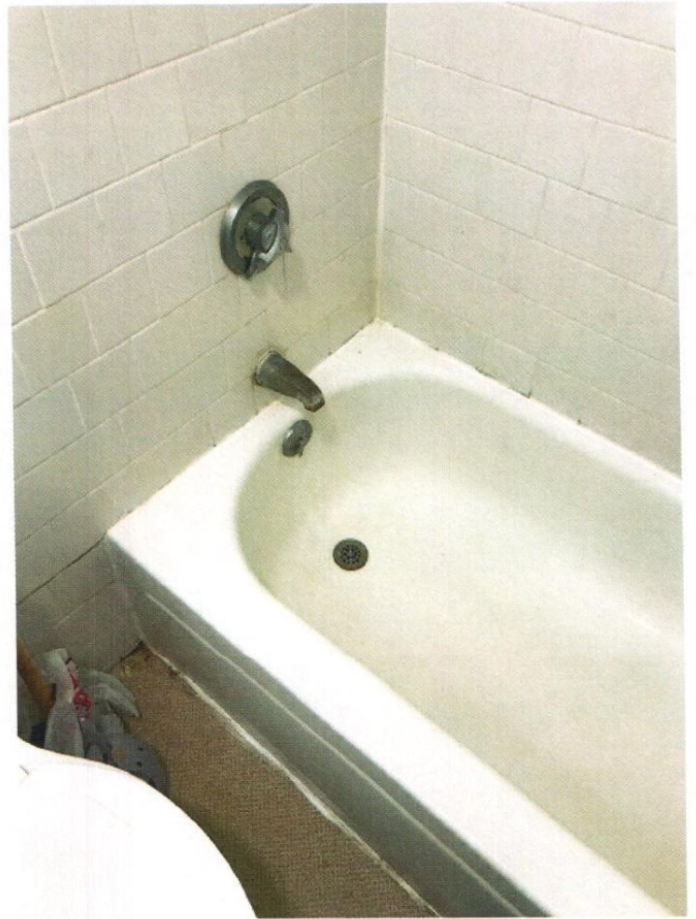
TYPICAL ACCESSIBLE KITCHEN LAYOUT. REQUIRES ADA UPGRADES INCLUDING REVISED WALL OVEN HEIGHTS, OFFSET SINK DRAINS, AND ADJUSTABLE SHELVING



COUNTER TOPS IN POOR CONDITION



TYPICAL BATHROOM LAYOUT



TILE, TUB, CONTROLS AND FLOORING IS NEED OF REPLACEMENT



VANITIES IN POOR OVERALL CONDITION



TYPICAL FIRST FLOOR HALF BATH REQUIRING UPDATES

Unofficial Property Record Card - West Newbury, MA

General Property Data

Parcel ID **0140 0000 0003A**
Prior Parcel ID **--**
Property Owner **WEST NEWBURY HOUSING AUTHORITY**
Mailing Address **379 MAIN ST**
City **WEST NEWBURY**
Mailing State **MA** Zip **01985**
Parcel Zoning **RC**

Account Number
Property Location **HILLS CT**
Property Use **HOUSING**
Most Recent Sale Date **11/19/1990**
Legal Reference **10630/0293**
Grantor **TOWN OF WEST NEWBURY**
Sale Price **1**
Land Area **1.990 acres**

Current Property Assessment

Card 1 Value	Building Value 184,500	Xtra Features Value 0	Land Value 434,700	Total Value 619,200
Total Parcel Value	Building Value 562,600	Xtra Features Value 800	Land Value 434,700	Total Value 998,100

Building Description

Building Style **MULTI-FAM**
of Living Units **2**
Year Built **1991**
Building Grade **AVERAGE**
Building Condition **Average**
Finished Area (SF) **2580**
Number Rooms **12**
of 3/4 Baths **0**

Foundation Type **SLAB**
Frame Type **WOOD**
Roof Structure **GABLE**
Roof Cover **ASPHALT SH**
Siding **VINYL**
Interior Walls **DRYWALL**
of Bedrooms **6**
of 1/2 Baths **2**

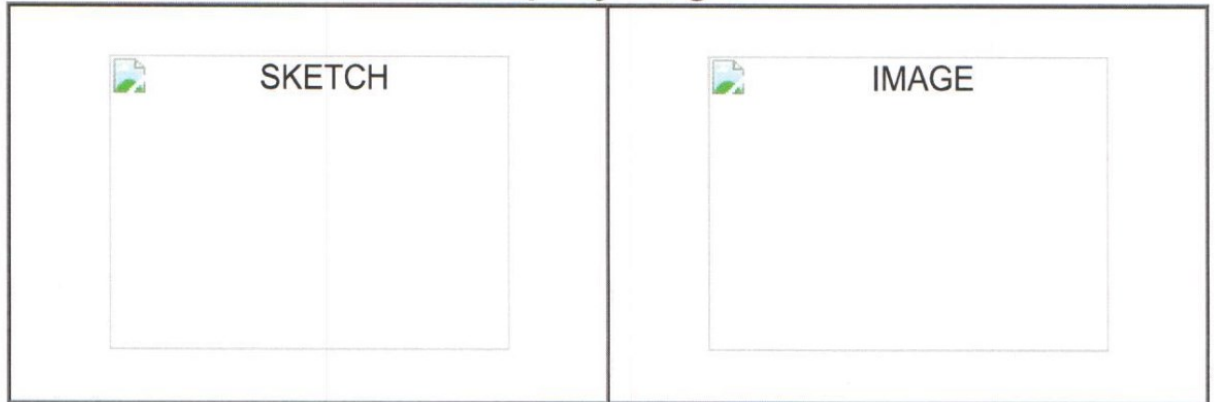
Flooring Type **CARPET**
Basement Floor **N/A**
Heating Type **FORCED H/W**
Heating Fuel **GAS**
Air Conditioning **0%**
of Bsmt Garages **0**
of Full Baths **2**
of Other Fixtures **0**

Legal Description

Narrative Description of Property

This property contains 1.990 acres of land mainly classified as HOUSING with a(n) MULTI-FAM style building, built about 1991 , having VINYL exterior and ASPHALT SH roof cover, with 2 unit(s), 12 room(s), 6 bedroom(s), 2 bath(s), 2 half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lieutenant Governor ♦ Janelle L. Chan, Undersecretary

Public Housing Notice 2019-11

To: All Local Housing Authority Executive Directors
From: Amy Stitely, Associate Director, Division of Public Housing
Subject: Notice of Funding Availability (NOFA) for Modernizing Public Housing and Supporting Elders Initiative (ModPHASE), 2nd Round
Date: April 18, 2019

1. Overview

The Department of Housing and Community Development (DHCD) is pleased to announce that capital grants are available through the 2nd round of the Modernizing Public Housing And Supporting Elders (ModPHASE) initiative. ModPHASE, which was developed in partnership with the Executive Office of Elder Affairs (EOEA), has two main objectives:

- Preserve ch.667 state public housing developments with high capital needs; and
- Facilitate partnerships between Local Housing Authorities (LHAs) and local service agencies to provide service-rich environments that allow residents to age in their community¹.

DHCD announced four ModPHASE awards in January 2017, totaling \$17.1 M. These awards went to projects to modernize ch.667 developments in Chelsea, Gloucester, Ipswich, and Malden.

In addition to these awarded projects, DHCD intends to make awards for a total of up to \$25 M for ModPHASE capital projects that begin construction in Fiscal Years 2021, 2022, and 2023 (FY21-23). DHCD plans to make awards through competitive funding rounds, as funds become available. DHCD will award up to \$10-15 M pursuant to this NOFA, and will issue another NOFA informed by the results of the 2019 Facility Conditions Assessment (FCA) in spring 2020 to award the remainder of funds, should funding remain available.

Funding for the program will come from state bond funds authorized in the Housing Bond Bill (Chapter 99 of the Acts of 2018) as well as from the Affordable Housing Preservation and Development Fund (AHPDF). The AHPDF is funded through DHCD's Moving to Work (MTW) authority as outlined in Activity 2018-9 of the [DHCD FY2019 MTW plan](#). The AHPDF will provide capital funds to supplement awards made with state bond cap.

Funds provided through the AHPDF require adherence to certain guidelines and regulations. Units funded through the AHPDF must meet Section 8 Housing Quality Standards (HQS) throughout the term. This requires annual inspections as a responsibility of the project sponsor.

¹ The CDC defines Aging in Community as "the ability to live in one's own home and community safely, independently, and comfortably, regardless of age, income, or ability level".

Sponsors must follow all applicable HUD parameters and guidelines on local non-traditional activities as set forth in PIH 2011-45 (PIH Notices) and/or successor notices issued by HUD including, but not limited to, Davis-Bacon wages, federal Fair Housing and Equal Opportunity statutes, environmental review, HUD site and neighborhood standards, subsidy layering review and regulations and HUD Section 3 requirements. Projects must also comply with cash management requirements outlined in 2 CFR §200. Recipients of AHPDF must agree to provide information requested by DHCD and/or HUD on the use of funds and compliance with the above requirements, including information required by DHCD to prepare MTW Annual Plans and Reports.

MTW funds will only be awarded to LHAs that already own and operate federally-funded public housing units, but otherwise MTW will serve as a general source for the program alongside state bond cap.

ModPHASE capital grants will support and improve the existing public housing stock while expanding resident access to supportive services. In order to be considered for a ModPHASE grant, an LHA must demonstrate that its ch.667 development needs extra capital resources beyond Formula Funding in order to preserve the property as a safe living environment and also propose a way to provide services to all residents at the development so they may age in community.

2. Funding Availability and Grant Limits

In this second round of awards, DHCD intends to grant up to \$15M to two to four projects at eligible developments, with grants limited to a maximum amount of \$80,000 per housing unit. Project costs should include, in addition to construction costs, design and permitting costs as well the costs of code compliance and required accessibility improvements, though accessibility and estimated asbestos abatement costs should be broken out separately and may be funded through other award programs and will not apply to the \$80,000/unit cap.

Leverage from other funding sources such as Community Preservation Act (CPA), Community Development Block Grant, or unrestricted reserves is not required, but will be considered favorably as part of the overall project review.

Please note that DHCD will update its CPS component costs to account for inflation on July 1, before applications are due. If using CPS to create project budgets before that date, applicants should add 10% to the total cost over the CPS-calculated budget.

3. Use of Funds

ModPHASE grants must be used for modernization/preservation projects that will successfully support the capacity for current and future public housing residents to age in their communities. While ModPHASE is targeted to elderly residents, DHCD recognizes that some residents at ch.667 developments may not be elderly, and projects funded through this NOFA should promote healthy aging of all residents. Proposed scopes may include items such as:

- a) Kitchen and bath improvements.
- b) Major building system replacements/improvements (e.g. electrical, fire protection, plumbing, and HVAC systems).
- c) Building envelope improvements.
- d) Site work that alleviates health and safety hazards.

e) MAAB/ADA compliance projects at the development. These may be funded in part through an additional compliance reserve/accessibility award, but need to be included in estimated project budget in application.

f) Aging in community scope items, such as:

- i. Reasonable accommodations/partial unit accessibility upgrades (e.g. lifts, ramps, grab bars, roll in showers, automatic door openers)
- ii. Improving community space for social activities/connections/exercise/accessibility
- iii. Office renovations to accommodate support staff on site

All work must comply with DHCD design and construction standards, and DHCD strongly encourages project scopes that can sustain a development for 20 years of useful life. Project budgets should also include anticipated relocation costs, if necessary. Applicants should also review the Design Guidelines for Senior Housing (attachment D) for ideas on how to make the development more amenable to service delivery and aging in place. Please submit a completed version of this attachment noting any improvements suggested in the guidelines that are included in the proposed project.

ModPHASE grants may not be used for developing net-new public housing units.

IMPORTANT NOTE REGARDING SERVICES: ModPHASE grants may not be used to pay for resident service program costs. Because DHCD and EOEA are not at this time providing any funding for services, LHAs are expected to leverage service delivery capacity from other resources. Services may be leveraged through a commitment from a community-based elder service agency, commitment from a local non-profit hospital, funded by private resources (e.g., grant from philanthropic or community-based agency), or covered by LHA-controlled funds that are not derived from state public housing capital or operating funds.

Services proposed through ModPHASE should be made available to all elderly residents – over and above those that may currently be provided to specific residents through individualized plans with service agencies. Proposed services should be identified now with a plan for them to be formally executed by the time that the capital improvements are completed (within the next 3 years).

4. Eligibility Criteria

Due to limited funding availability, DHCD is limiting the applicant pool according to the following criteria:

a) Program: ModPHASE funds are only available for capital improvements at ch.667 developments.

b) Unit count: Developments must have 20 or more units.

c) Facility Condition Index (FCI): Developments must have an FCI of 15% or higher, as recorded in DHCD's Capital Planning System (CPS) as of June 2016.

d) Past Awards: Developments are not eligible if, within the past 10 years, they were granted more than \$1M in special awards funds.

e) Developments that have existing project-based Section 8 units or have been rehabilitated through a mixed-finance redevelopment are not eligible.

See **Attachment A** for a complete list of eligible developments. If an LHA believes that an eligible development has been omitted from the attached list due to error in the CPS-generated FCI calculation, or that conditions have

deteriorated significantly since the 2014/15 Facility Conditions Assessment, then the LHA may submit an application that includes an explicit explanation of why the FCI might reasonably be adjusted.

DHCD will issue a new eligible development list for the ModPHASE Round 3 NOFA in Spring/Summer 2020, following the completion of the 2019 FCA.

Developments that have existing project-based Section 8 units or have been rehabilitated through a mixed-finance redevelopment are not eligible.

5. Competitive Evaluation Criteria

Applicants will be evaluated using a 100 point system and will be scored in the following five areas, which are listed in order of weight. Funds will only be granted to applicants that earn a minimum of 50% of the available points in all five areas:

a) 35 Points available: Condition of development/overall capital needs, as verified by site visits that will be performed by the DHCD Construction Advisors, Architects, and Engineers. At the site visit, the DHCD team will determine the severity of each development's condition/needs and compare it to that of other applicants. Developments with the greatest capital needs will be awarded the most points in this category.

b) 25 Points available: Project scope, in terms of impact and cost-effectiveness. The evaluation team will evaluate the proposed scope in terms of:

- i. Scale of impact: Number of units that will be preserved.
- ii. Comprehensiveness: Whether scope covers 20 years or more of capital needs. Whether scope includes all required code compliance and accessibility upgrades.
- iii. Cost effectiveness: Total development cost per unit and feasibility of completing work within the \$80,000/unit limit; how scope positively impacts future operating and capital budgets.
- iv. Resident impact: How the project will positively affect resident quality of life, especially the ability of seniors to age in place (referencing Attachment D).
- v. Project leverage: up to 5 points awarded for non-DHCD funds leveraged by project.

Evaluation team will also evaluate accuracy of project budget for work requested and may recommend budget and/or scope changes as necessary to stay within available funds.

c) 20 Points available: LHA's proposal to provide services to promote aging in community. This area of application will be evaluated by EOEA.

- For properties with existing resident services (e.g. developments that participate in EOEA Supportive Housing Program), proposals must demonstrate what services are currently and in place and if/how they will be enhanced.
- For properties without existing resident services, proposals must explain the involved community partners and the proposed resources that would be leveraged to bring supportive services to the building residents.

EOEA will consider each proposal's:

- i. Leverage and feasibility: Proposals must demonstrate that the LHA can, over the next three years, expand or enhance services to elders at the development through the identification of new resources and/or linking with community partners. LHAs must submit with their application letters of support from potential partners and/or

fundors that will make the service expansion feasible. Proposals will be rated on the depth and breadth of services that will be available to all residents to allow them to age in community.

Attachment B includes a list of community-based elder service agencies and presents examples of partnerships between LHAs and elder service agencies. Submissions that propose working with other private, not-for-profit organizations may be considered.

If an applicant needs assistance connecting with local service providers, please contact Emily Cooper, EOEA's Chief of Housing, at emily.cooper@state.ma.us for a referral.

ii. Applicant's experience: LHA's experience in implementing programs that meet the needs of elderly residents and experience effectively managing resident service programs. Proposals will be rated on the extensiveness of the LHA's past record and the LHA's demonstrated capacity in this area.

Many elderly public housing residents currently receive individualized services through a plan with a local service agency, such as an Aging Service Access Point (ASAP). Expanded services proposed through ModPHASE should include those available to all elderly residents – over and above those that may currently be provided to specific residents through individualized services plans with service agencies.

d) 20 Points available: LHA Management Capacity as demonstrated by:

- i. Performance Management Review (PMR) Findings
- ii. Agreed Upon Procedures (AUP) Findings
- iii. Compliance with DHCD reporting requirements not covered by PMR:
 - Budget Submissions and Certifications
 - Board Training
 - Board Attendance

6. Application Process and Requirements

Applications are due by 5pm on Friday, September 13th, 2019. LHAs may submit no more than one application package per development, and may not submit more than one project per funding round. Each application must include a completed application form (**Attachment C and all required exhibits**) and:

- a) A narrative cover letter briefly explaining why the proposed development is a strong candidate for ModPHASE. Letter must be signed by the Chair of Board of Commissioners and Executive Director (2 pages maximum);
- b) Detailed estimated project budget, including breakdown of estimated required accessibility improvements;
- c) Interior and exterior photos of the property (12 maximum);
- d) Site plan (e.g. original development plan, or copy of assessor's map, etc.);
- e) A board vote of application approval, as evidenced by a certified extract from the minutes of the board meeting;
- f) A letter from the head of the tenant organization(s) or representative of tenants that demonstrates evidence of compliance with tenant participation regulations (760 CMR 11.10). If no letter can be obtained, then the LHA director may instead submit a letter certifying that tenants were offered the opportunity to be involved in setting the needs and priorities of the application.
- g) Certification that LHA will report on leverage services, including usage statistics, 1 year, 3 years, and 5 years after project completion.