

High Leverage Asset Preservation Program for Local Housing Authorities



APPLICATION

Applications accepted on a rolling basis starting on October 1, 2014.

Please answer all questions and submit the completed application with required attachments, either electronically (subject line: HILAPP - name of housing authority) or one copy by mail to:

Amy Stitely, Director, Bureau of Housing Development and Construction
DHCD
100 Cambridge Street, Suite 300
Boston, MA 02114
amy.stitely@state.ma.us

1) Basic Information

Date: _____

Housing Authority: _____

Region of the State: Western Mass. North of Boston/Merrimack
 Greater Boston South of Boston
 Cape Cod & Islands Central Mass.

Contact person and title: _____

Address: _____

Phone: _____ E-Mail: _____

Development name: _____

Development number (667-1, etc.): _____

Development address: _____

Number of total units: _____

Number of units by bedroom size: Studio _____ 1 BR _____ 2 BR _____ 3 BR _____ 4 BR _____
Other _____ describe: _____

Number of existing fully accessible units: _____

Number of fully accessible units by bedroom size: Studio _____ 1 BR _____ 2 BR _____ 3 BR _____ 4 BR _____
Other _____ describe: _____

Gross square feet (as recorded in CPS): _____

Development FCI (as recorded in CPS at time of application): _____

a) Was this development on the most recent DHCD-generated list of eligible developments attached to the RFP?

Yes No

b) If not (most recent listed FCI was lower than 15%), then has the LHA updated the development's building conditions in CPS as of the application date? Yes No

c) If you are appealing your development's exclusion from the list of eligible developments, please include an **attachment** to this application explaining the rationale for your appeal.

- Vacancy Reports
- Monthly Energy Reports
- Board Attendance Reports
- Budget
- Budget Certification
- Operating Statement
- Operating Statement Certification
- Lead-Based Paint Compliance Certification
- Top 5 housing authority salaries Certification
- Capital Improvement Plan (CIP)
- Quarterly Modernization Cost Reports

2) Scope -- 20 points, minimum 10

Type of project

Comprehensive modernization: Partial modernization: Redevelopment:

a) What is the proposed change, if any, in the number of units by bedroom size? Please describe below:

b) Costs

- i) Total estimated construction costs: _____
- ii) Estimated per unit construction cost: _____
- iii) Total development costs (including soft costs): _____
- iv) Total development costs per unit: _____

Attach the following:

- v) Project budget and an explanation of how the numbers were derived
- vi) Narrative description of the proposed project, noting major building components to be affected
- vii) A description of the sustainability aspect of the improved project, including energy and water efficiency measures proposed
- viii) A brief description of any additional capital needs expected for this project in the next 20 years that will need to be addressed with Formula Funding

Does LHA anticipate need for relocation? Yes No

If yes, does the LHA have a DHCD-approved relocation specialist? Yes No

Describe any information you have that documents the presence or absence of lead paint, asbestos, PCBs, underground oil tanks or other hazardous materials below:

Is there an existing fire safety sprinkler system? Yes No

c) Accessibility compliance

i) How many units need to be converted to reach 5% accessible units (for 20+ unit developments)?

3) Leverage Commitment -- 25 points

a) Are you in a Community Preservation Act (CPA) Community? Yes No

b) Anticipated sources and amounts of match (use chart below or attach table to this application):

	Sources	Amount	Probability (committed, have submitted request, plan to submit request)
Community Preservation Act (CPA)			
Other local funds (CDBG, HOME, local housing trust, etc.)			
Conventional mortgage financing (beyond Section 8 leverage, described below). Describe the sources to repay the mortgage.			
Operating support (project-based Section 8). If this resource is a possibility, please provide current average rents per bedroom size.			
Note: In assessing the value of project-based Section 8s, these subsidies will be valued at the greater of the following: 1) The amount of debt leveraged by the operating subsidies OR 2) 15 years of projected contract rents, minus project tenant rents, discounted to the present at 3.5%.			
Property tax relief, to the extent that it lowers existing PILOT payments. (15 years of the reduction will be discounted to the present at 3.5%).			
Utility energy efficiency funding through Energy Star or Low Income Multifamily Energy Retrofit programs.			
Other sources			

Attach the following:

- c) Evidence of existing funding commitments, if available
- d) Evidence of interest from potential funding sources, including estimated amount
- e) Estimated steps and timetable for obtaining funds from each source

4) LHA Project and Property Management Capacity -- 20 points

LHA Property Management Capacity -- 10 points

- a) AIMM certified authority? Yes No
- b) Projected Year End Operating Reserve Balance: _____
- c) Average unit turnover time: _____
- d) If the LHA has non-public housing reserves and/or income, explain what they are and current and projected balances for the next 5 years (this can be an attachment):

e) LHA Project Management Capacity -- 10 points

Please complete the below chart or attach a chart:

	Development name (s)	# of units	Sources	Amount/total project costs	Date	Name of project manager/leader
Examples of leveraged funds that have been secured by LHA						
Past projects of comparable size and complexity						

Attach:

- f) Names and titles of staff that will be involved in this project, in addition to the Executive Director, include resumes for all, indicate the roles individuals will play in the project and previous experience managing and financing similar projects

5) High level of community need -- 10 points

- a) Current state public housing waiting list data for this population (667 if elderly; 705 and 200 if family):
 - i) Number of households on waiting list: _____
 - ii) Number of months the most recently housed non-emergency applicant household waited from from time of application to offer of housing: _____
- b) If applicable, please provide the same information for the LHA's comparable federal public housing program (elderly or family):

of households _____ # of months waited _____
- c) Number of applicants who have accepted a unit at this development in the past 12 months (if occupied): _____
- d) Number of applicants who have rejected a unit at this development in the past 12 months (if occupied): _____
- e) Attach narrative description of local housing needs and list of data sources to support narrative (if any)

6) Supportive services -- 0 points; for informational purposes only

- a) In an **attachment**, please provide a list of services that are currently available to residents in proposed development and include information about total cost to deliver services and sources of funds and;
- b) list of potentially available services to residents in new redevelopment include costs and funding sources.

SUMMARY OF ATTACHMENTS

For all attachments, please include a page header with the housing authority name and the section number and title.

1) Basic information

- c) If you are appealing your development's exclusion from the list of eligible developments, please include an attachment to this application explaining the rationale for your appeal.

2) Scope

- a) Costs
 - v) Project budget and an explanation of how the numbers were derived
 - vi) Narrative description of proposed project, noting major building components to be affected
 - vii) A description of the sustainability aspect of the improved project, including energy and water efficiency measures proposed
 - viii) A brief description of any additional capital needs expected for this project in the next 20 years that will need to be addressed with Formula Funding

- ### 3) Leverage Commitment
- a) Anticipated sources and amounts of match (if not using application chart please attach)
 - b) Evidence of existing funding commitments, if available (attach documentation)
 - c) Evidence of interest from potential funding sources, if available, including estimated amount
 - d) Estimated steps and timetable for obtaining funds from each source

4) LHA Project and Property Management Capacity

- a) LHA non public housing income and reserves explanation, balances and 5 year projections
- b) LHA Property Management Capacity - complete application chart or provide attachment
- c) Names and titles of staff that will be involved in this project, in addition to the Executive Director, include resumes for all, indicate project roles and previous relevant experience

6) Supportive Services

- a) List of current available social services and sources and uses of funding.
- b) List of potential new services for proposed development, include funding sources and uses