



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

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

## **Public Housing Notice 2019-19**

To: All Local Housing Authority Executive Directors  
From: Amy Stitely, Associate Director, Division of Public Housing  
Subject: Notice of Funding Availability – Resident Service Coordinators  
Date: September 5, 2019

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### **1. Overview**

DHCD is committed to supporting the stability of residents living in state-aided public housing and enabling seniors to age in place and families to maintain their residency. We are therefore pleased to announce that \$1.5M in funding is available in Fiscal Year 2020 (FY20) to support the hiring of Resident Service Coordinators (RSCs) to work with residents in c.200, 705, or 667 public housing developments. This funding is separate and above the existing funds for the mixed-population and senior supportive housing initiative, and so awards will prioritize Local Housing Authorities (LHAs) that currently have none or very limited RSC staff.

We anticipate that this RSC funding will be available for a minimum of three consecutive years with the potential to extend for two additional years (up to five years in total through FY24). Once an LHA receives an FY20 award of RSC funding, the LHA would not need to reapply for additional years of funding, so long as the LHA meets all reporting requirements.

Note: The deadline for applications is Thursday, October 31<sup>st</sup>, 2019 at 5pm.

### **2. Eligibility Criteria**

Due to limited funding availability, DHCD will only be granting awards to LHAs that meet the following threshold criteria:

- LHA has no current RSC or very limited RSC staff capacity, given the number of state-aided units under management or the severity of the need.
- LHA must have a minimum of 30 units of state-aided public housing combined between ch. 200, 705, or 667 programs. DHCD will also consider funding a regional app that incorporates multiple LHAs. The LHAs would need to be within 50 miles of each other to be able to successfully share a staff person and one LHA must submit the application and act in the role as the administrating agency.

### 3. Funding Availability and Awards Limits

There is \$1.5M available for this initiative in FY20 and DHCD anticipates repeating this initiative for a minimum of three years. In order to fund as many LHAs as possible, awards are limited to \$40,000 per LHA.

- \$30,000 of the total should be allocated to staff costs, and
- \$10,000 of the total should be allocated for flexible funds to be used for programs; partner payments, or “barrier busting” (small costs that need to be paid in order to remove barriers for residents to obtain the services they need).

LHAs are encouraged to identify leveraged or in-kind funds that to use in conjunction with the RSC Initiative funds to support the staff position. LHAs will be required to include any awarded RSC Initiative funds in their state-aided program’s operating budget as a DHCD direct cost exemption, regardless of whether the LHA is a surplus or deficit housing authority.

### 4. Criteria for Prioritizing Awards

DHCD anticipates that there will be more requests for funding than there will be funds available and will therefore evaluate applications according to the following considerations:

- Size of public housing portfolio;
- LHA currently has no RSC staff or very limited RSC staff capacity, given the number of state-aided units under management or the severity of the need;
- LHA has demonstrated the need for an RSC and clearly demonstrates how this staff person will support the stability of the community;
- LHA has identified other sources of funding, services, or other staff capacity that will be leveraged along with the RSC Initiative funds to support the staff person;
- LHA has partners in place that the RSC will work with;
- LHA’s ability to report on required metrics, twice a year in the first year and yearly thereafter assuming LHA is meeting targets;
- LHA’s commitment for the RSC to participate in twice a year learning community events with other RSCs across the state.

### 5. Application Process

Application are due by **5PM, Thursday, October 31<sup>st</sup>, 2019**. Please email completed applications and attachments to [aviva.rothman-shore@mass.gov](mailto:aviva.rothman-shore@mass.gov). Please write “RSC Application – LHA Name” in the subject line. Late submissions will only be reviewed as funding permits.

Applications should include the following:

- A. Completed Application (Attachment A);
- B. 2-page (maximum) letter addressing all items listed in Section 4;
- C. A list of community referral partners describing the level of relationship the LHA has already established;
- D. RSC Job Description. Sample job descriptions can be found here: <https://coresonline.org/resources?topic=7&type=All>;

- 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 recognized Local Tenant Organization (s) (LTO) or, if there is no recognized LTO, a letter from the Executive Director certifying that tenants were offered the opportunity to meet and discuss or submit written comments regarding the LHA's application.

Please submit any questions about the FY20 Resident Service Coordinator Initiative and application to Aviva Rothman-Shore, Economic Prosperity Manager [aviva.rothman-shore@mass.gov](mailto:aviva.rothman-shore@mass.gov) by 5pm on Friday, September 20<sup>th</sup>, 2019. Answers will be posted as addendum to this PHN by Monday, September 30<sup>th</sup>, 2019

Attachment A: 2019 Resident Service Coordinator Application

Attachment B: RSC Initiative Reporting Metrics