



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

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DIVISION OF PUBLIC HOUSING
Document Title: RSC NOFA Questions and Answers

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1. Question: I don't see the actual application. Am I missing it?

Answer: LHAs should create a complete application by putting together the required documents which vary depending on whether your LHA has a Mixed Population Service Coordinator Award, an RSC Award, or neither of those. LHAs should attached all required documents to an email and send the email to dhcdesignsubmission@mass.gov with the subject "RSC NOFA Application (LHA name)" by November 18, 2022. There is no specific application form apart from the required documents listed to be completed.

2. Question: I am looking for the application to apply for the grant; am I to provide the information asked in Attachment A in a word format?

Answer: Attachment A outlines Reporting Metrics that are required **after** an LHA receives an RSC Award or after they receive a maintained/increased Mixed Population Service Coordinator Award. These reporting metrics are not required as part of the application. To apply, LHAs should attached all required documents to an email and send the email to dhcdesignsubmission@mass.gov with the subject "RSC NOFA Application (LHA name)" by November 18, 2022. There is no specific application form apart from the required documents listed to be completed.

3. Question: It looks like we just need a letter on our letter head indicating we accept the increase in funding and will abide by the reporting metrics as well as a board extract showing approval and a letter from our recognized LTOs indicating that we engaged with them on this.

Answer: For LHAs with current RSC Awards, that is correct. For LHAs with a current RSC Award (refer to Attachment B), a complete application packet will include:

1. Letter (signed and dated and on LHA agency letterhead) stating that LHA agrees to accept an increase in RSC funding and will continue to track the required metrics ongoing throughout the year and report them to DHCD on a yearly basis. For regional application only one letter is required from the lead LHA.
2. A Board vote of application approval, as evidenced by a certified extract from the minutes of the Board meeting. For regional applications, Board vote is needed for each LHA.
3. 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. For regional applications, letter is required for each LHA.

These documents should be attached to an email and sent to dhcddesignsubmission@mass.gov with the subject “RSC NOFA Application (LHA name)” by November 18, 2022.

For LHAs without a current RSC award, LHAs should review the PHN for details on complete application packets for LHAs with current Mixed Population Service Coordinator Awards and for LHAs applying for New Grant Awards.

4. Question: Do we have to apply for this or are we refunded automatically?

Answer: If you currently have an RSC Award or a Mixed Population Service Coordinator Award, you must respond to this NOFA in order to maintain/increase funding. LHAs will not continue to receive funding for current RSC Awards or for current Mixed Population Service Coordinator Awards beyond FY23 if they do not respond to this NOFA. LHAs with current RSC Awards or Mixed Population Service Coordinator Awards should read the relevant sections of the PHN to know what they need to provide in order to maintain/increase funding.

5. Question: We have a regional award. If for some reason, we do not apply for the additional funding will we continue to receive our 50K award for the upcoming years.

Answer: If you currently have an RSC Award or a Mixed Population Service Coordinator Award, the current awardee (lead LHA for regional awards) must respond to this NOFA in order to continue participating in the RSC/Mixed Population Service Coordinator program. LHAs will not continue to receive funding for current RSC Awards or for current Mixed Population Service Coordinator Awards beyond FY23 if they do not respond to this NOFA. LHAs with current RSC Awards or Mixed Population Service Coordinator Awards should read the relevant sections of the PHN to know what they need to provide in order to maintain/increase funding.

6. Question: Attachment B states *Current awardees that have RSC and Mixed Pop Awards; RSC Award eligible for increase (not Mixed Pop Award). So, does this mean we are eligible to apply for increased funding?

Answer: LHAs that have both a Mixed Population Service Coordinator Award and an RSC Award are eligible for increased RSC funding, but not increased Mixed Population Service Coordinator funding. LHAs that have both types of awards should follow the instructions for LHAs with Mixed Population Service Coordinator Awards (Section II; to maintain funding) and LHAs with RSC Awards (Section III; to increase funding). These LHAs can submit one letter with all the information requested in Section II and Section III.

7. Question: Our LHA would like to proceed with the NOFA application for the Resident Service Coordinator. However, we currently have an RSC for only 3 out of my 5 developments. Would we still become eligible for the Grant?

Answer: In order to be eligible to apply for a new RSC awards, LHA must meet the following criteria:

1. LHA has no RSC or Mixed Population Service Coordinator funded by state grants.
 - a. Note: You can see the list of which LHAs have these programs in PHN 2022-14 Attachment B.
2. If the LHA has a Self Sufficiency Program (SSP) or an Executive Office of Elder Affairs-funded Supportive Housing Coordinator, the LHA’s application clearly describes the number of state-funded units and residents left unserved by those programs.
 - a. Note: Having these programs does **not** disqualify an LHA from applying for a new RSC Grant. However, the application should clearly state the number of state-funded units and residents that are

not served by these programs. You can find the list of LHAs with a Supportive Housing Coordinator at this website: <https://www.mass.gov/service-details/supportive-housing-eligibility>. You can find the list of LHAs with SSP funding at this website: <https://www.mass.gov/service-details/special-initiatives-in-public-housing>.

3. LHA has a minimum of 30 units of state-aided public housing combined between c.200, 705, or 667 programs. DHCD will also consider funding a regional application 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 or contractor, and one LHA must submit the application and act in the role of the administering agency.

Note that having a resident service coordinator funded through an LHA's operating budget or other means does **not** disqualify an LHA from applying for a new RSC grant.

However, DHCD will be prioritizing awards in part on the size of the public housing portfolio (or combined size of public housing portfolio if regional application) **not** currently served by a service coordinator. Thus, it is important that LHAs include information on the number of residents by program that are **not** currently served by a service coordinator.

8. Question: Back in April 2021, we received notification that we had received \$40,000 in RSC funding (\$30,000 plus \$10,000 for resident activities) and a notice of continuing funding in November 2021 for the same amount. However, when I am looking at Attachment B for this NOFA, it lists our LHA as receiving RSC and Mixed Population Awards. Is this accurate? Based on what I read from this NOFA, we will be able to apply for augmented funding (\$50,000).

Answer: Correct, your housing authority receives funding from both the RSC and the Mixed Population Service Coordinator programs. Your LHA can apply for increased funding through the RSC program. You should follow the instructions for LHAs with Mixed Population Service Coordinator Awards (Section II; to maintain funding) and LHAs with RSC Awards (Section III; to increase funding). You can submit one letter with all the information requested in Section II and Section III.

9. Question: Could you please outline the allowable expenses for the increased awards? For example, the \$45,000 and the \$5,000?

Answer: For LHAs with RSC Awards, the increased awards are as follows:

- Single LHA grant awardees: \$50,000 total
 - o Up to \$45,000: Staffing costs
 - o \$5,000 (or balance of award not used for staffing): Flexible funds
- Regional grant awardees: \$60,000 total
 - o Up to \$55,000: Staffing costs
 - o \$5,000 (or balance of award not used for staffing): Flexible funds

The new RSC Awards will match the same amounts as the increased awards outlined above.

For LHAs with Mixed Population Service Coordinator Awards the total amounts are the same as the RSC Awards with no requirement for the money to be split between staffing costs and flexible funds.

Flexible funds are to be used for resident events and 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).

10. Question: In the summer of 2021, our LHA received RSC funding to support residents living at its a specific development. As the Management Agent for another LHA (which it is believed received a similar

award earlier that same year), we moved to merge the two part-time positions into one to serve several developments.

- a. With the 2021 awards good until 2024, should we wait until next year to reapply for funding?
- b. Would the increase in funding just occur automatically, and since this position is merged would it be increased to \$60,000 rather than \$50,000, or should an application be submitted to officially request this increase through 2027?
- c. Given our situation, should a regional application be submitted, with two cover letters, two board approvals, and two local tenant organization letters?

Answer:

- a. **If you currently have an RSC Award or a Mixed Population Service Coordinator Award, you must respond to this NOFA in order to maintain/increase funding beyond FY24.** LHAs will not continue to receive funding for current RSC Awards or for current Mixed Population Service Coordinator Awards if they do not respond to this NOFA. LHAs with current RSC Awards or Mixed Population Service Coordinator Awards should read the relevant sections of the PHN to know what they need to provide in order to maintain/increase funding.
- b. The increase in funding will not happen automatically unless an LHA responds to this NOFA. LHAs must respond in order to receive the increase in funding.
- c. If two LHAs that currently receive individual RSC Grant Awards would like to instead submit a regional application, they may do so. The LHAs should follow the instruction in “III. LHAs with RSC Awards.” The LHAs should make this change clear in their application letter. The regional application should include boards votes and LTO letters (or letter from ED certifying tenant participation) from both LHAs. Note that two LHAs who receive individual RSC Grant Awards (\$50,000 each under the increased funding) would get more funding than two LHAs who receive a single regional award (\$60,000 total). Regional awards are primarily intended for small LHAs.

11. Question: Our housing authority currently has a grant that covers two LHAs as we have a management agreement. We also manage another LHA through a management agreement. Do we have to reapply for the grant in order to include all three LHA's?

Answer: If you currently have a regional RSC Award and would like to add an additional LHA to the regional grant, you do **not** need to reapply for the RSC Grant through the New Grant Awards process. You should follow the requirements outlined in “III. LHAs with RSC Awards.” Only one letter is required from the lead LHA. The letter should explain which LHAs will be included in the grant. We suggest you also include in the letter an update about the size of portfolio(s) (by program including c.200 Family; c.705 Family; c.667 Elderly; c.667 Non-elderly Disabled), number of residents by program not currently served by a service coordinator, describe current resident service programs available to residents (for example, Executive Office of Elder Affairs-funded Supportive Housing Coordinator, Self Sufficiency Program (SSP) coaches) and quantify how many residents are not served by these programs and description of any matching funding commitments or leveraged services to compliment the RSC activities. You should include a Board vote and a letter from the LTO (or letter from ED certifying tenants were offered the opportunity to meet and discuss or submit written comments regarding the LHA's application) for **each** LHA that will be participating in the grant.