

**Comprehensive Sustainability Initiative (CSI)**

**for Local Housing Authorities**

**ATTACHMENT A - APPLICATION**

*Please answer all questions and email the completed application with required attachments to:*

[dhcddesignsubmission@mass.gov](mailto:dhcddesignsubmission@mass.gov), with *Subject line: “CSI - name of housing authority”*

1. **Basic Information**

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| --- | --- | --- | --- | --- | --- |
| **Date:** | | |  | | |
| **Housing Authority:** | | |  | | |
| **Contact Person and Title:** | |  | | | | |
| **Mailing Address:** |  | | | | | |
| **Phone:** |  | | | **Email**: |  | |
| **Development Name:** | |  | | | | |
| **Development # (667-1, etc):** | |  | | | | |
| **Development Address:** | |  | | | | |
|  | |  | | | | |
| **Number of total units in the development:** | |  | | | | |
|  | |  | | | | |
| **Number of units which will be affected by the proposed projects (use this number for all per unit calculations throughout the Application and Attachments):** | |  | | | | |

* 1. **Energy Audit by LEAN (Utility Program)**

Name of Electric Utility (e.g. EverSource or NGrid) or Light District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Gas Utility (e.g. NGrid) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (month & year) of most recent energy audit ***on this development***\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor who performed audit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Contractor is not known, identify Administrator – i.e. ABCD or Action, Inc., Community Action – which performed the audit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If LEAN audit is not current within the past four years, a new application must be filed via the website:

[www.leanmultifamily.org](http://www.leanmultifamily.org) If applicable, date of new application filing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*LHAs in a Municipal Light Territory should reference a ***gas audit*** if gas heated

* 1. **LEAN-installed components post energy audit (typically direct-installed by LEAN contractor, at no cost to LHA). Also include any boiler/furnace/DHW installation where LEAN provided a cost-share, but project was implemented through a DHCD project with a FISH#. In the latter case, indicate both the TDC of the project and the $ amount of the cost-share in “$ Value of Installation”**

|  |  |  |  |
| --- | --- | --- | --- |
| **Component** | **Location** | **Date of Substantial Completion** | **$ Value of Installation *(listed on contract)*** |
| *Example:*  LED Fixtures & bulbs | All common areas & tenant units; but not exterior | November, 2017 | $100,000 |
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* 1. **Non-LEAN Water or Energy Conservation Projects completed within the past three years**

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| **Component** | **Location** | **Date of Substantial Completion** | **$ Value of Component** | **Funding Source and FY date** |
| *Example:*  Attic insulation at time of roof replacement. *(Identify whether air sealing was performed at the same time)* | Attics in 3 of 6 buildings | June, 2016 | $40,000 estimated from TDC of $200,000 roof replacement | Sustainability Funds FY16 |
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1. **Project Description (with indicated points for each of 5 criteria)**

**Describe each anticipated project in detail. Examples are provided in Attachments B & C.**

**1. Comprehensiveness of Scope (up to 20 points):**

Describe the proposed overall scope of work within each Category. Include sufficient detail to identify the extensiveness of the project (e.g. *2 of 4 buildings, or 30 of 60 units).* This should match the line-by-line detail required in Attachment C.

*Note:* *A TDC budget (including soft costs) will be required separately in Attachment C - derived either from CPS or developed by a consultant.*

**Soft costs should be added to estimated construction costs and calculated as follows:**

1. Toilets: contained within the formula $450 X number of toilets (ignore number of showerheads, which must also be installed, but cost very little);
2. Building envelope upgrades: Typically 25%, except 20% for doors (no windows) or for repeat projects – i.e. adding a third roof when two exact others have just been designed by the same designer and/or installed by the same contractor;
3. HVAC system replacements: Typically 25%, except 20% when soft costs are known to be lower with an exact replica project;
4. Lighting: 20%.

To meet the requirement for ***comprehensive*** awards, the project list must include:

1. Building envelope upgrades – but not just door replacements – ***and/or*** HVAC system replacements – but not just domestic hot water replacements; ***plus***
2. One other category – i.e. either Toilets ***and/or*** Lighting.

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| **Category I. Water Conservation – i.e. low flow toilets and showerheads** |

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| **Category II. Building Envelope – see Attachments B & C for detailed examples** |

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| **Category III. HVAC - ­see Attachments B & C for detailed examples** |

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| **Category IV. Lighting - ­see Attachments B & C for detailed examples** |

1. **Leverage – contribution of Formula Funding and/or Third Party Funding to proposed scope: (up to 15 points)**

*Remember to include appropriate Soft Costs within TDC as identified in 1. above*

1. **Timetable of Expenditures and Sources of Funding:**

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| --- | --- | --- | --- | --- |
|  | CSI funds | Formula Funding | Third Party | TDC with soft costs included |
| FY 19 | $ | $ | $ | $ |
| FY 20 | $ | $ | $ | $ |
| FY21 | $ | $ | $ | $ |
| **Total** (CSI maximum = $750,000) | $ | $ | $ | $ must equal TDC in Attachment C |
| # of units affected (minimum 20) |  |  |  |  |
| **Total per unit** (CSI maximum = $25,000 per unit) |  |  |  |  |

*Note:* ***Formula Funds*** *will only be counted as leverage if they are already approved for the relevant project. Fiscal year for a project can be moved to an earlier year.*

1. **List of Third Party Sources & Total Funds:**

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| --- | --- |
| Name: | $ |
| Name: | $ |
| Name: | $ |

For third party sources of funds, please briefly describe the process needed to commit these funds (i.e. town meeting for CPA funds, etc.) below:

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| **Third Party Funds Detail** |

1. **Water and Energy $ cost savings and Years to Payback, unique to each project: (up to 40 points)**

Attachment C: line-by-line projects and TDC budgets are to be filled in by LHA. The current utility usage and utility $ cost will be populated from the HAFIS Energy Database. If you know that this data is incorrect, please correct it and indicate accordingly.

*Note: Developments which have very high water or energy use are the best candidates for the highest $ cost savings and shortest Years to Payback.*

1. **Carbon reduction, unique to each project: (up to 15 points)**

Attachment C will automatically calculate carbon reduction once the projects are populated by the LHA.

*Note: carbon reduction is a direct consequence of utility* ***use*** *(not $) reduction. Reducing gas consumption by one 100 Cubic Feet (CCF) is estimated to reduce CO2 emissions by 11.7 lbs; reducing electricity consumption by one kWh is estimated to reduce CO2 emissions by 1.64 lbs.*

1. **Preventative Maintenance & Tenant Engagement: (up to 10 points)**
2. **Preventive Maintenance Manual – Portions which apply to HVAC & water**

Provide a list of preventive maintenance procedures which will accompany **each component** and which will be added to the LHA’s Maintenance Plan. For example, Air Source Heat Pumps will require filter removal and cleaning 2 X/year. This is anticipated to require approximately 45 minutes per unit. New toilet installation should require inspections to identify any water leaks if water cost Per Unit Per Month (PUM) doesn’t go down significantly.

*Note: In addition, the* ***existing*** *Preventative Maintenance Plan/Checklist is to be attached as Attachment iv.*

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1. **Tenant Engagement:**

Describe any new program(s) which you would undertake to educate and motivate tenants to adopt conservation practices and healthy habits which might be associated with the components installed. *If a family development where tenants pay their own utility bills is being proposed, comment on your intended methodology for obtaining 1-year monthly historical and 3-year monthly future utility bills. Options are described in the PHN.*

*Note: In addition, any* ***existing*** *Tenant Programs are to be attached as Attachment v.*

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1. **SUMMARY OF PROJECT** 
   * 1. **Cost Summary (as calculated in Attachment C)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | a. Construction Budget – regardless of funding source identified in 2.2. above | $ | | b. Total Development Cost (TDC), including 25% or 20% for soft costs, as described in 2.1. above | $ | | c. TDC which is funded by CSI funds – maximum = $750,000 *(matches chart in 2.1.i. above)* | $ | | d. Units Affected *(matches chart in 2.1.i. above)* | # | | e. CSI funds/# of Affected Units: maximum = $25,000 *(matches chart 2.1.i. above)* | $ | | **Maximum award:** The lower of total CSI funds (c. above) or per unit cost (e. above) X number of units |  | |  |

1. **OTHER SUSTAINABILITY CONSIDERATIONS**
   1. **Resiliency:** 
      1. Identify if the development is in a location known to be at risk from storm water surge or active flooding. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      2. Address any elements of the project which will protect the buildings and equipment from weather-related events. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. **Materials:**
      1. Identify any materials that will be used that have strong sustainability elements to them, including no or low VOCs or other toxicity, high recycled content, and local sourcing. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Application & Award Schedule**

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| **Application Schedule** | |  | **Dates/Time (EST)** |
| 1. | NOFA Issued | | 3:00 PM Wednesday, November 21st |
| 2. | Question Deadline | | 12:00 PM Wednesday, December 12th |
| 3. | Answer Deadline - to be distributed by DHCD | | 12:00 PM Wednesday, December 19th |
|  | Application Deadline | | 5:00 PM Friday, January 31st |
|  | Anticipated Awards (estimated) | | April, 2019 |

**Submit Questions by Friday, December 12th to betsy.a.harper@mass.gov**

**Submit Final Application by Friday, January 31st to** [**dhcddesignsubmission@mass.gov**](mailto:dhcddesignsubmission@mass.gov)

**Both submissions should reference** *“CSI - name of housing authority”* **in the subject line**

1. **LIST OF REQUIRED ATTACHMENTS, in addition to this Application:**

***For all attachments, please include a page header with the housing authority name and the title of the attachment.***

* + 1. **Cover Letter:** Cover letter explaining why proposal is a strong candidate for CSI (signed by LHA Executive Director and Chairperson)
    2. **$ Cost Savings and Year to Payback: Excel spreadsheet** (Attachment C)
    3. **Preventative Maintenance Plan – Portion that applies to HVAC and water:** existing plan/checklist for the HVAC portion. This plan will be expanded to include new items from all components, as identified within Application.
    4. **Tenant Engagement:** any materials or meeting notices associated with previous tenant education about green, sustainable practices – including window & door closure during use of heating/cooling equipment; recycling program, etc.
    5. **Board Vote:** A board vote of application approval, as evidenced by a certified extract from the minutes of the board meeting;
    6. **Commitment to providing water and energy usage data, 1-year historical and 3 years into the future:** Please attach a one or two-paragraph statement acknowledging the requirement to provide:

The date of Certificate of Substantial Completion (CSC) for each project;

1-year of monthly historical data for the 12 months prior to the date of the CSC of each project;

3-years of future monthly data, starting at date of CSC. This data must be both entered into the HAFIS Energy Database, as well as scanned and sent to DHCD.

If tenants pay their own utility bills, indicate which method will be used to obtain historical and future energy data, i.e. a) via paper copies via mail; or b) electronic access via tenant releases. This data must be collected for 60%+ of the tenants.