

**Modernization To Independence 2 Initiative for Local Housing Authorities**

**APPLICATION**

*Please answer all questions and email the completed application with required exhibits to:* ben.stone@mass.gov *(Subject line: “MTI 2 - name of housing authority”).*

1. **Basic Information**

|  |  |
| --- | --- |
| **Date:**  |   |
| **Housing Authority:** |   |

|  |  |
| --- | --- |
| Contact Person and Title: |  |
| Address:  |  |
| Phone:  |  | Email:  |  |
| Development Name: |  |
| Development # (667-1, etc): |  |
| Development Address: |  |
| Number of total units:  |  |

* 1. **Was this Development on the DHCD-generated list of eligible developments attached to the NOFA?**

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

* 1. **For what year are you requesting funding**

|  |  |
| --- | --- |
| [ ]  FY19 | [ ]  FY20 [ ]  FY21 |
|  |  |

* 1. **What is the total capital Funding Request? \_\_\_\_\_\_**
	2. **Has the LHA submitted to DHCD all required reports and certifications? (Note that DHCD staff will verify compliance).**

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| --- | --- |
| **Submit (Y/N)** | **Requirement** |
|  | 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 |

1. **Scope of Work**
	1. **Project Description and Costs:**
		1. **Briefly, describe the proposed scope of work with specific details about the exact components which will be renovated and how these will affect REAC scores and prospects for successful federalization.**

**Please also submit REQUIRED APPLICATION EXHIBIT A: PROJECT SCOPE (Detailed, line-by-line scope and budget derived from CPS or developed by a consultant and submit in Excel format).**

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* 1. **Scope of Work and Federalization:**
		1. 1) Describe why the proposed scope will ensure sustainability, long-term habitability and security of the development. 2) Describe the choices that were made to ensure the scope of work is cost-efficient (i.e., it is sufficient but not excessive; good rehab value for the dollar). 3) Describe how the scope of work will enable development to meet HUD standards for Federal Public Housing 4) Certify that only improvements related to meeting HUD standards are included in scope

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* 1. **Cost Summary**

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| --- | --- |
| Total estimated construction cost: | $ |
| Estimated per unit construction cost:  | $ |
| Total development cost (including soft costs): | $ |
| Total development cost per unit: | $ per unit |

**3) Project Feasibility**

1. Provide a clear timeline illustrating key project development dates, including projected dates for applying for and securing all necessary funding sources, prospective dates for HUD inspections and reviews, start and completion dates for relocation (if needed), key design milestone dates, and construction milestone dates (including bid date, NTP date and date of substantial completion). Timeline should demonstrate a feasible construction start date within 6 months of program award if applying for FY19 funds, 12 months of program award if applying for FY20 funds; or realistic start dates within 24 months if applying for FY21 funds**. *Add rows if necessary***

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| --- | --- |
| **Milestone** | **Date** |
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1. Provide brief description of tenant relocation plans and cost, if applicable

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1. Describe any other potential barriers (zoning, regulatory approvals, community, environmental, financial, etc.) to moving the project forward, and your plans and timeline to address them.

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1. Describe any potential difficulties with receiving HUD approval to federalize development.

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1. **Leverage: *complete table with any sources of funding aside from DHCD capital that would support this project. Please submit any relevant letters or documentation regarding the commitment of these funding sources along with your application. Add rows if necessary***

|  |  |  |
| --- | --- | --- |
| **Funding Source** | **Amount ($)** | **Comment – committed or timetable if not committed** |
|  |  |  |
|  |  |  |

1. **Costs Avoided:** ***We will score based on these figures for your Housing Authority. DHCD will calculate but may reach out for more information.***

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| --- |
| Item  |
| DHCD Operating Subsidy Associated with Development |
| Expired Component Total |
| FCI % |
| Authority FY21 Formula Funding per unit |
| Remaining state funded units (after grant project) |

* + 1. Certify that the development, if funded, will no longer be eligible for state operating or capital funding through DHCD Public Housing programs. .

*Executive Director Signature*

1. **LIST OF REQUIRED EXHIBITS:** ***For all exhibits, please include a page header with the housing authority name and the title of the exhibit.***
	1. **From Application**
		1. Detailed capital project scope and line-by-line Excel budget (indicate if derived from CPS or a consultant’s estimate).
		2. **Signed letters of commitment or support (if applicable)** from leveraged funding sources noted above
	2. **Required exhibits listed in NOFA/Public Housing Notice:**
		1. **Cover Letter:** Narrative Cover letter explaining why proposal is a strong candidate for MTI 2 (signed by LHA Executive Director and Chairperson), including capital needs at development, plan to bring units to HUD standard, and ability to federalize.
		2. A board vote of application approval, as evidenced by a certified extract from the minutes of the board meeting;
		3. 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 6.09 i)](https://www.mass.gov/files/documents/2018/04/09/760cmr6.pdf). 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.