

**Creative Place-making Initiative**

**APPLICATION**

*Please answer all questions and email the completed application with required exhibits to:*  dhcddesignsubmission@mass.gov *(Subject line: “Creative Place-making - name of housing authority”).*

1. **Basic Information**

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

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| --- | --- |
| Contact Person and Title: |  |
| Address:  |  |
| Phone:  |  | Email:  |  |
| Development Name: |  |
| Development # (200-1, etc): |  |
| Development Address: |  |
| Number of total units:  |  |

|  |  |
| --- | --- |
| Estimated Number of Residents:  |  |

1. **Project Scope (35 points)**
	1. **Describe the existing physical conditions at the community spaces for the proposed project. Attach photos. Also describe existing resident community spaces and services, noting major shortcomings.**

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* 1. **Describe Project Intent and Scope. Please highlight “eligible activities” from application page 2.**

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* 1. **Describe how the project responds to creative place-making principles and how it will improve resident engagement with community, resident health and wellbeing, or otherwise provide a desired amenity for residents. What challenges or opportunities are being addressed?**

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* 1. **Potential User Demographics**
		1. **Estimated number of residents who will access proposed community space:**

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| Total number of residents at development:  |  |
| Target Population of communal space (young children, young adults, adults, etc.) |  |
| Number of Residents in target population |  |
| Estimated percentage of residents to be served at development: |  % |
| Estimated number of non-residents to be served by the new community space |  |

1. **Resident Engagement Plan (30 points)**
2. **Discuss options considered by residents and how they came to a decision on proposed project.**

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1. **List of Proposed Engagement Committee members and roles, including names of LHA Staff, resident (s) to lead engagement strategy, and local Artist to be engaged, plus any additional non-profit or municipal partners.**

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1. **Describe plan for engagement with residents through post-award planning and design process.**

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1. **Cost Effectiveness & Leveraged Funds (20 points)**
2. **Project Budget Summary**

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| Estimated construction cost  | $ |
| Total estimated construction cost:  | $ |
| Total estimated soft costs: | $ |
| Total pre-planning/resident engagement costs  | $ |
| **Total development cost (including soft costs):** | **$** |
| Subtract amount of leveraged funds | $ |
| Total Funds Requested from Creative Place-making | $ |
| Total development cost per unit for Creative Place-making | $ per unit |

1. **Note sources for the project other than the creative place-making award. Please provide evidence of funding commitment along with application.**

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| Leverage Source | Amount |
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1. **LHA Management Capacity (15 points)**

**Number of findings in most recent PMR, and comment:**

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**Number of findings in most Recent AUP, and comment:**

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**LHA compliance with reporting not included in PMR:**

1. Budget Submissions & Certifications

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1. Board Attendance

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1. Board Trainings

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**8) LIST OF REQUIRED EXHIBITS:** ***For all exhibits, please include a page header with the housing authority name and the title of the exhibit.***

* 1. **Required exhibits listed in NOFA/Public Housing Notice:**
1. Photos of spaces to be addressed by the project and plan showing proposed project location.
2. Evidence that residents have been consulted and agree with overall project concept (e.g. meeting minutes, list of attendees, vote or letters of support). Demonstration of compliance with tenant participation regulations, particularly if there is a recognized Local Tenant Organization at the affected development (760 CMR 6.09).
3. A board vote of application approval, as evidenced by a certified extract from the minutes of the board meeting.