

High Leverage Asset Preservation Program for Local Housing Authorities



APPLICATION

Applications accepted on a rolling basis for "Small projects" (under \$500K HILAPP request)
Applications for "Large Projects" (over \$500K HILAPP requests) due by 5 pm August 15th, 2019.

Please answer all questions and submit the completed application with required attachment electronically (subject line: HILAPP - name of housing authority) to dhcddesignsubmission@mass.gov

1) Basic Information

Date: _____

Housing Authority: _____

RCAT Region: _____

Region of state: _____

Contact person and title: _____

Address: _____

Phone: _____ E-Mail: _____

Development name: _____

Development number (667-1, etc.): _____

Development address: _____

Number of total units: _____

Number of units by bedroom size: Studio _____ 1 BR _____ 2 BR _____ 3 BR _____ 4 BR _____
Other _____ describe: _____

Number of existing fully accessible units: _____

Number of fully accessible units by bedroom size: Studio _____ 1 BR _____ 2 BR _____ 3 BR _____ 4 BR _____
Other _____ describe: _____

Gross square feet (as recorded in CPS): _____

Development FCI (as recorded in CPS at time of application): _____

HILAPP Request (\$): _____

Large/Small Request: Large (over \$500K) Small (Under \$500K)

a) Was this development on the most recent DHCD-generated list of eligible developments based on 2016 CPS data attached to the RFP?

Yes NO

b) If not (most recent listed FCI was lower than 15%), then has the LHA updated the development's

building conditions in CPS as of the application date?

Yes

No

c) If you are appealing your development's exclusion from the list of eligible developments, please include an **attachment** to this application explaining the rationale for your appeal.

d) Has the LHA submitted to DHCD all required reports and certifications?

- 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

2) Scope -- 20 points, minimum 10

Type of project

Comprehensive modernization: Partial modernization:

Redevelopment:

a) What is the proposed change, if any, in the number of units by bedroom size? Please describe below:

b) Costs

i) Total estimated construction costs: _____

ii) Estimated per unit construction cost: _____

iii) Total development costs (including soft costs): _____

iv) Total development costs per unit: _____

Attach the following:

v) Project budget and an explanation of how the numbers were derived

vi) Narrative description of the proposed project, noting major building components to be affected

vii) A description of the sustainability aspect of the improved project, including energy and water efficiency measures proposed

viii) If Comprehensive Modernization, A brief description of resiliency considerations in design – how will investment protect residents from extreme weather/flooding associated with climate change?

ix) A brief description of any additional capital needs expected for this project in the next 20 years that will need to be addressed with Formula Funding

Does LHA anticipate need for relocation? Yes No

If yes, does the LHA have a DHCD-approved relocation specialist? Yes No

Describe any information you have that documents the presence or absence of lead paint, asbestos, PCBs, underground oil tanks or other hazardous materials below:

Is there an existing fire safety sprinkler system? Yes No

c) Accessibility compliance

- i) How many units need to be converted to reach 5% accessible units (for 20+ unit developments)?
- ii) What other accessible units are available for this program (family or elderly) in the LHA’s portfolio? (number, by development)
- iii) What other site/common area improvements are needed to reach full compliance with ADA?

3) Leverage Commitment -- 25 points

a) Are you in a Community Preservation Act (CPA) Community? Yes No

b) Anticipated sources and amounts of match (use chart below or attach table to this application):

	Sources	Amount	Probability (committed, have submitted request, plan to submit request)
Community Preservation Act (CPA)			
Other local funds (CDBG, HOME, local housing trust, other municipal funds etc.)			
Proceeds from disposition or lease of LHA property or LHA reserves other than state operating reserves			
Conventional mortgage financing (beyond Section 8 leverage, described below). Describe the sources to repay the mortgage.			
Operating support (project-based Section 8). If this resource is a possibility, please provide current average rents per bedroom size.			
Note: In assessing the value of project-based Section 8s, these subsidies will be valued at the greater of the following: 1) The amount of debt leveraged by the operating subsidies OR 2) 15 years of projected contract rents, minus project tenant rents, discounted to the present at 3.5%			
Property tax relief, to the extent that it lowers existing PILOT payments. (15 years of the reduction will be discounted to the present at 3.5%).			
Utility energy efficiency funding through Energy Star or Low Income Multifamily Energy Retrofit programs.			
Other sources			

Non Leveraged Funding Sources (include in project budget, reducing HILAPP ask, but do not raise max HILAPP award) [Formula Funding, State Operating Reserve]			

Funding Source	\$ Amount
HILAPP (A)	
Leveraged Funds (B)	
Non-Leveraged Funds (C)	
TDC (A+B+C)	
Leverage Ratio (A/B)	

Attach the following:

- c) Evidence of existing funding commitments, if available
- d) Evidence of interest from potential funding sources, including estimated amount
- e) Estimated steps and timetable for obtaining funds from each source

4) LHA Project and Property Management Capacity -- 20 points

- a) PMR Findings _____ (#)
- b) AUP findings _____ (#)
- c) Compliance with DHCD reporting requirements not covered by PMR: (check if yes)
 - a. Budget Submissions and Certifications
 - b. Board Training
 - c. Board Attendance
- d) Any Comments on PMR, AUP findings and/or compliance with DHCD reporting requirements
- e) Attach: Names and titles of staff that will be involved in this project, in addition to the Executive Director, include resumes for all, indicate the roles individuals will play in the project and previous experience managing and financing similar projects

5) High level of community need -- 15 points

- a) Current state public housing waiting list data for this population (667 if elderly; 705 and 200 if family).
Please verify if waitlist data is from CHAMP: i) Number of households on waiting list: _____ ii)
Number of months the most recently housed non-emergency applicant household waited from
from time of application to offer of housing: _____
- b) If applicable, please provide the same information for the LHA's comparable federal public
public housing program (elderly or family):
of households _____ # of months waited _____
- c) Number of applicants who have accepted a unit at this development in the past 12 months
(if occupied): _____
- d) Number of applicants who have rejected a unit at this development in the past 12 months
(if occupied): _____
- e) Attach narrative description of local housing needs and list of data sources to support narrative (if any)

6) Supportive services -- 0 points; for informational purposes only

- a) In an **attachment**, please provide a list of services that are currently available to residents in proposed development and include information about total cost to deliver services and sources of funds and;
- b) list of potentially available services to residents in new redevelopment include costs and funding sources.

SUMMARY OF ATTACHMENTS

For all attachments, please include a page header with the housing authority name and the section number and title.

1) Basic information

- a) If you are appealing your development's exclusion from the list of eligible developments, please include an attachment to this application explaining the rationale for your appeal.

2) Scope

- a) Costs
 - i. Project budget and an explanation of how the numbers were derived
- b) Narrative description of proposed project, noting major building components to be affected
- c) A description of the sustainability aspect of the improved project including energy and water efficiency measures proposed. Note any ways this project contributes to resilience from extreme weather associated with climate change.
- d) A brief description of any additional capital needs expected for this project in the next 20 years that will need to be addressed with Formula Funding

3) Leverage Commitment

- a) Anticipated sources and amounts of match (if not using application chart please attach)
- b) Evidence of existing funding commitments, if available (attach documentation)
- c) Evidence of interest from potential funding sources, if available, including estimated amount
- d) Estimated steps and timetable for obtaining funds from each source

4) LHA Project and Property Management Capacity

- a) any comments on PMR & AUP findings
- b) Names and titles of staff that will be involved in this project, in addition to the Executive Director, include resumes for all, indicate project roles and previous relevant experience

6) Supportive Services

- a) List of current available social services and sources and uses of funding.
- b) List of potential new services for proposed development, include funding sources and uses