

DHCD NOFAs Info Session

Notes

June 12, 2019

Agenda

1. **Introductions**
2. **Questions on Accessible Unit Initiative –**
<https://www.mass.gov/files/documents/2019/04/18/2019-09.pdf>
3. **Questions on HILAPP 2019 –**
<https://www.mass.gov/files/documents/2019/05/23/2019-10.pdf>
4. **Questions on ModPHASE Round 2 -**
<https://www.mass.gov/files/documents/2019/04/29/2019-11.pdf>

Director of Bureau of Housing Development & Construction Ben Stone welcomed participants and took roll of attendees, including:

- Simone Early, DHCD
- Fatima Razzaq, DHCD
- Tom Thibeault, Brockton
- Chris Barry, Brockton
- John Griffin, Arlington
- Laura Glynn, Saugus
- Tommy Maher, Woburn
- Debra Jordan, Bourne
- Dawn Goodwin, Beverly
- Kirk Fulton, Chelmsford & RCAT-NE
- James Marathas, Quincy
- Jacqui Hickey, Wareham
- Tracey Watson, Newburyport/West Newbury
- Krisanne Sheedy, Fairhaven
- Eunice Ziegler, Lowell

Questions were addressed separately for each Notice of Funding Availability (NOFA).

Accessible Unit Initiative

- James Marathas, QHA: Accessible Units – can I apply if I have multiple accessible units? PHN said that priority would go to Local Housing Authorities (LHAs) with zero accessible units.
 - All LHAs may apply, but priority will go first LHAs with no accessible units and then to LHAs with no accessible units in a given program (elderly or family). This application will set a pipeline for approximately the next 3 fiscal years, depending on project costs.
- Jacqui Higgin, Wareham: Are common space accessibility improvements not associated with **new** accessible units allowable uses for this funding?

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- No, these do not fit with purpose of NOFA. Consider addressing through compliance reserve if there is a reasonable accommodation request.

HILAPP 2019:

- Tracy Watson, Newburyport: How do funding awards work with timing of CPA awards? I will likely not have final CPA approval until town meeting in fall.
 - An LHA may apply with just a CPC letter of support, but will need the official award letter before making a final award. If requesting less than \$500K of HILAPP funding, you can wait to apply until you have received the official notice of award, as projects under \$500K will be reviewed on a rolling basis. On occasion, DHCD may make the initial award as a planning grant to start design and make a full, final award once CPA or CDBG funds are committed by the town or city.
- James Marathas, Quincy: Can prior funds received from CPA, Affordable Housing Trust, etc. be used as leverage for HILAPP?
 - These are eligible leveraged sources if used as a source for the HILAPP project, but not if they have already been expended for other projects. Recent In-kind projects such as ASHPs funded and installed through LEAN can count as leverage, but only generate a \$1:1 match rather than the \$2.5:1 for actual project sources.
- Jacqui Higgin, Wareham: If I have received funding from CPC for other projects, can I use that as leverage for HILAPP?
 - You can use HILAPP funding to increase scope on CPC projects – i.e. adding windows to a roof project, but not for old, completed projects or projects already out to bid.
- Tom Thibeault, Brockton: Is phasing allowed?
 - Yes
- Debra Jordan, Bourne: I have a CPA funded building envelope project in construction, can I use this as leverage for HILAPP?
 - Not if the project is in construction, but you may use CPA-leveraged HILAPP funds to expand scope if still in design. If possible, you may also use the HILAPP funds to accept alternates on in-construction projects when CPA funds could not cover the entire planned scope.
- James Marathas, Quincy: Can an LHA utilize leverage sources from prior, not-accepted, HILAPP applications
 - Yes, if not utilized and available for future projects. Note that in-kind leverage from LEAN-funded projects only generate a \$1:1 match, rather than \$2.5:1 for direct project sources
- Debra Jordan, Bourne: Can I apply for HILAPP funding for a sustainability project which did not receive an award?

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- Yes, no restriction on scope in NOFA, though will be reviewed for cost-effectiveness, leveraged assets and FCI as is typical.
- Kirk Fulton, Chelmsford: Is the \$70K/unit limit on DHCD funds or Total Development Costs?
 - A: The per-unit limit applies to DHCD awarded funds, only. DHCD, however, will award in part based on cost effectiveness from DHCD's perspective.

ModPHASE Round 2:

- Tom Thibeault, Brockton: My development is not on the eligible development, but has a Facility Condition Index in CPS of 21%. Can I apply?
 - Yes, applicants can make case for why the physical condition of their development should qualify consideration in ModPHASE.
- Krisanne Sheedy, Fairhaven – How are applications scored? How does an LHA develop estimate and scope?
 - Scoring described through reference to PHN, pages 5 &6. LHAs can estimate cost using CPS project builder, RCAT PM assistance, or hiring architect for <\$10K. Scope based on allowable TDC/Unit, capital needs, and improvements to support service delivery and aging in community. If you need some advice, you can contact Simone Early simone.early@mass.gov.
- Kirk Fulton: On budget estimate in application, what should be deducted from ModPHASE request for accessibility?
 - Only deduct accessibility improvements required by MAAB.
- Eunice Ziegler, Lowell: Estimating – can we use estimates from similar scopes on a similar building? I.e. 20 unit building of 1 bedrooms, use estimates for K&B mod?
 - Yes, use escalation based on how old estimate is. Bid numbers would be better. Can use schedule of values from awarded contractor to guide budget estimate.
- Eunice Ziegler, Lowell: What are requirements for narrative?
 - Application includes two narratives:
 - Narrative cover letter (max 2 pages) describing why overall project is strong candidate for ModPHASE.
 - Narrative description of leveraged services (max 5 pages) describing resident need, proposed services, and service partner commitments.
- Eunice Ziegler, Lowell: There is a Deteriorating concreted pad between buildings, would it qualify? Is accessibility required?
 - Concrete pad repair would be allowable in the scope. Accessible unit creation is not required for application, but may be required by MAAB. DHCD needs to know if the LHA believes that the scope will trigger MAAB improvements.
- Tom Thibeault, Brockton: Scoring for board training and board attendance?

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- For board attendance, Housing Management Specialists will verify that the LHA is holding monthly board meeting and is updating the LHA Board Attendance application at least on a quarterly basis. The board attendance score will be based on PMR standard – 80% compliance is no findings, 60% operational guidance, less than that is corrective action. Scores will be scaled to match.

- Tom Thibeault: Is leverage funding considered in application?
 - A: 5 points for leverage.

- Krisanne Sheedy, Fairhaven: How is physical condition scored?
 - Scoring is a relative ranking based on site visits by DHCD architects and construction advisors. The NOFA is meant to address both service needs and the biggest physical condition liabilities in the portfolio.