



Technical Assistance Grant Program for Municipalities

APPLICATION

Please answer all questions and submit the completed application with the required attachments, two hard copies, one original copy with a signed letter from the Chief Elected Official and one electronic copy, to:

Dina Vargo, Program Manager
Massachusetts Housing Partnership
160 Federal Street
Boston, MA 02110
dvargo@mhp.net

Municipality _____

Date _____

CONTACT INFORMATION

Name _____

Title _____

Address _____

Phone _____ E-mail _____

PROJECT INFORMATION

CPA Community? Yes No

Are any CPA funds committed to this project at this time? Yes No

If yes, please explain _____

Has this project been awarded any pre-development or capital funds from DHCD or any other entity?

Yes No

If yes, please explain _____

Does your municipality have a Housing Production Plan and/or Master Plan with a housing component?
____ Yes ____ No

If yes, is the project consistent with the plan? Describe.

Is the project consistent with the Commonwealth’s Principles of Sustainable Development (these can be found on DHCD’s website at www.mass.gov/Agov3/docs/smart_growth/patrick-principles.pdf)? Describe.

PROJECT DESCRIPTION

Attach a brief description of your proposed project. If a specific property is being proposed, include background on the property, including how it was acquired, the type of assistance needed, and status of the planning process. Include in your description the following items, if applicable:

- Proposed Project
- Proposed Development Name & Address if applicable;
- Proposed Number of Units;
- Population Served and Income levels (% of AMI);
- Proposed Bedroom Count(s) for Units.

Site specific information, if applicable, such as:

- Parcel Size;
- Current Zoning;
- Public Water;
- Sewer (storm and waste);
- Topography of Site;
- Wetlands;
- Access/Road Frontage;
- Utilities to Site;
- Environmental concerns, if any
- Proximity to Public Transportation.

Please also address how this funding will help your community achieve a development milestone.

Describe community involvement and commitment to the proposed project.

Demonstrate need for funding and describe previous efforts to obtain funds for the project.

DEMOGRAPHIC & MARKET INFORMATION/EVIDENCE OF NEED

Municipality Total Population _____

Average Household Size _____

Median Household Income (number and percentage of AMI) _____

Families Below Poverty Level (number and percentage of population) _____

Individuals Below Poverty Level (number and percentage of population) _____

Total Housing Units _____

 Total Occupied Housing Units _____

 Owner-occupied Housing Units _____

 Renter-occupied Housing Units _____

 Vacant Housing Units _____

Median Home Sales Price _____ Median Market Rent _____

% on the DHCD Subsidized Housing Inventory _____

Do you have a Local Housing Authority (LHA)? ___ Yes ___ No

Does the LHA manage rental housing? ___ Yes ___ No

 Number of family units: _____

 Number of elderly units: _____

Does the LHA have a waiting list? ___ Yes ___ No

 If yes, for which type of housing, family or elderly? _____

 Length of wait for an LHA unit? _____

Describe the local housing needs (income levels, bedroom sizes, etc.) that the community believes it has. If there have been any needs analysis done, please include them.

PLEASE INCLUDE THE FOLLOWING AS ATTACHMENTS TO YOUR APPLICATION

1. Cover letter signed by the Chief Elected Official
2. List of key staff overseeing the proposed project and their qualifications
3. List of past development projects the staff has undertaken

And if applicable:

- a. Property photos
- b. Locus map of the site and its surroundings
- c. Directions to the site
- d. Site plan/plot plan if available or copy of assessor's map
- e. List of any available studies, environmental reports, preliminary designs for the site or other pertinent information
- f. DHCD subsidy sources