



Developing New Affordable Rental Housing

Technical Assistance Grant Program for Massachusetts Municipalities

March 2010

Overview

Massachusetts Housing Partnership (MHP) is pleased to announce the availability of Technical Assistance Grants to municipalities or municipal entities to expand the state's inventory of affordable rental housing for families. This funding has been made available through both MHP funds and a Technical Assistance grant awarded to MHP by the Department of Housing and Community Development (DHCD). There is an initial application deadline of April 30, 2010 at 5pm. If funds remain after project awards are made, the program will continue to take applications on a rolling basis until December 31, 2010, or until the fund is exhausted.

The purpose of the grant is to provide technical assistance to assess the feasibility of developing new affordable rental housing for families. This includes, but is not limited to, HOME-eligible projects. HOME-eligible projects include rental housing that serves families under 60 percent of Area Median Income (AMI) with at least 20 percent of HOME units at or below 50 percent of AMI. These projects will be funded with a mix of DHCD and MHP funds and be expected to adhere to DHCD HOME program guidelines as well as HOME Statutory requirements and apply for Federal HOME funds at the point of readiness. All eligible projects will create a minimum of 6 new units of affordable family rental housing. Grant amounts will be determined according to the complexity and size of the proposed development. Initial grants will be in the \$10,000 to \$15,000 range and may increase over time as the project moves forward. However, no grants will exceed a total of \$35,000.

Eligible Applicants

Municipality eligibility was determined through a review of a study by the [Kirwan Institute at Ohio State University](#) which analyzed where low income groups and ethnic populations in Massachusetts are living in relationship to geographic areas of high opportunity. A total of 221 of the 351 communities in the Commonwealth are determined eligible using the Kirwan study, after removing communities that have received MHP Technical Assistance funds since 2005. (See attached list.) Applicants must be municipalities or municipal entities and cannot be past recipients of MHP technical assistance grants and/or other state funded

predevelopment programs such as the DHCD Priority Development Fund (PDF) program. If you have a question as to whether you qualify, please let us know.

MHP's goal is to aid communities that want to support the development of affordable rental housing for families. Eligible applicants will have demonstrated a need for affordable rental housing (i.e. information about the need for rental housing in the community, waitlists for public housing if relevant, etc.), a need for funding, and have articulated an initial plan or approach for identifying possible sites. Communities that have a committed local resource such as land and/or sources of funding will be scored higher.

Program Description

MHP's Community Housing Initiatives team will provide direct technical assistance as well as contract directly with consultants to perform the necessary tasks for a preliminary assessment to create a feasible development plan. The consultant team will be selected by MHP after consultation with the municipality. The assessment tasks may include the following:

- Development of project concept;
- Market needs assessment;
- Title and zoning assessment;
- Site assessment, including but not limited to, survey and topography plans, identifying location of site utilities, wetlands delineation;
- Phase I environmental assessment;
- Site planning and design;
- Construction cost estimating;
- Financial feasibility analysis;
- Request for Proposals for development.

Once projects have been determined to be feasible and the development plan has been clearly defined, MHP will work with the municipality to identify sources of pre-development financing.

Consultant Role

The consultants will be under contract to MHP, but will work closely with the community. The scope of services for the consultant team will be developed jointly by MHP and the municipality. By applying for this grant, the appropriate municipal officials agree to provide the necessary time and resources to work effectively with the consultants.

Selection Criteria

Minimum Criteria

1. Must be located in an eligible community (See attached list.)
2. Provide evidence of affordable family rental housing need
3. Demonstrate municipal support for affordable housing effort

Comparative Evaluation Criteria

1. Degree of housing need
2. Amount/type of local resources already committed
3. Level of local support and capacity
4. Degree to which MHP pre-development assistance will contribute to a development milestone
5. Lack of alternative pre-development financing (CPA, other)

Application and Review

Applications will be accepted until April 30, 2010 by 5pm. Applications should be submitted using MHP's "Application for Technical Assistance Grants" form and accompanied by all required attachments. Please submit two hard copies of the application and one original with a signed letter from the Chief Elected Official and one electronic copy. Please include any additional information that you feel is pertinent to your application.

MHP may request a site visit with members of the municipal applicant team as part of the review process.

All applications will be reviewed by MHP in consultation with the Department of Housing and Community Development's HOME Program and Community Assistance staff. Applicants can expect to receive notification about the award within 4-6 weeks of submission of a completed application. It is expected that work will commence within 45 days of the grant award.

Send a complete application package to:

Attention: Dina Vargo
Program Manager
Massachusetts Housing Partnership
160 Federal Street
Boston, MA 02110
dvargo@mhp.net
617-330-9955 ext260

Pre-development & Technical Assistance Grants

ELIGIBLE COMMUNITIES

221 Communities (62.9% of All Communities)

Abington	Conway	Holliston	North Reading	Stow
Acton	Dalton	Hopkinton	Northampton	Sudbury
Acushnet	Danvers	Hubbardston	Northborough	Sunderland
Adams	Dedham	Hudson	Northbridge	Sutton
Agawam	Deerfield	Huntington	Northfield	Swampscott
Alford	Dennis	Ipswich	Norwell	Tewksbury
Amesbury	Douglas	Lancaster	Norwood	Tisbury
Amherst	Dover	Lanesborough	Oak Bluffs	Topsfield
Aquinnah (Gay Head)	Dracut	Lenox	Oakham	Townsend
Arlington	Dunstable	Leverett	Orleans	Upton
Ashburnham	Duxbury	Lexington	Paxton	Uxbridge
Ashby	East Bridgewater	Lincoln	Pelham	Wakefield
Ashfield	East Brookfield	Littleton	Pembroke	Wales
Auburn	East Longmeadow	Longmeadow	Pepperell	Walpole
Barnstable	Eastham	Ludlow	Peru	Waltham
Becket	Easthampton	Lunenburg	Plainville	Warwick
Belchertown	Easton	Lynnfield	Plymouth	Washington
Bellingham	Egremont	Manchester-by-the Sea	Plympton	Watertown
Belmont	Erving	Mansfield	Princeton	Wayland
Berlin	Essex	Marblehead	Provincetown	Wellesley
Beverly	Falmouth	Marlborough	Raynham	Wellfleet
Billerica	Florida	Mashpee	Reading	Wendell
Bolton	Foxborough	Mattapoissett	Rehoboth	Wenham
Boxborough	Framingham	Maynard	Richmond	West Boylston
Boxford	Franklin	Medfield	Rochester	West Newbury
Boylston	Georgetown	Medway	Rockport	West Tisbury
Braintree	Gloucester	Melrose	Rowley	Westborough
Brewster	Goshen	Mendon	Rutland	Westfield
Bridgewater	Gosnold	Merrimac	Salisbury	Westford
Brimfield	Grafton	Middleton	Savoy	Westhampton
Brookline	Groton	Millbury	Scituate	Westminster
Buckland	Groveland	Milton	Seekonk	Weston
Burlington	Hadley	Mount Washington	Sharon	Westwood
Cambridge	Halifax	Nantucket	Sheffield	Weymouth
Canton	Hamilton	Natick	Shelburne	Whately
Carlisle	Hampden	Needham	Sherborn	Whitman
Charlton	Hancock	New Ashford	Shirley	Wilbraham
Chatham	Hanover	New Salem	Shrewbury	Williamsburg
Chelmsford	Hanson	Newbury	Shutesbury	Williamstown
Cheshire	Harwich	Newburyport	Southampton	Wilmington
Chesterfield	Hatfield	Newton	Southborough	Winchester
Chilmark	Hingham	Norfolk	Southwick	Windsor
Clarksburg	Hinsdale	North Andover	Sterling	Woburn
Cohasset	Holden	North Attleborough	Stoneham	Wrentham
Concord				



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