

Building on a Foundation of Success

The Division of Housing Development

Within the Massachusetts Department of Housing and Community Development (DHCD), the Division of Housing Development administers federal and state funding programs available to support the production or preservation of privately-owned affordable housing. Division programs support: (1) both rental and ownership housing; (2) urban, suburban, and rural projects; and (3) both mixed-income projects and all-affordable housing. The Division currently administers two major federal housing programs as well as nine state programs. Most Division funds are awarded competitively during spring and fall funding competitions.

The most powerful funding resource for Division rental projects is the federal low-income housing tax credit program (\$12,600,000 in tax credit authority in FY12), now in its 20th operational year at DHCD. For the past 16 years, the Division also has administered a highly effective federal HOME program, which supports both rental and ownership housing. Through a series of major Massachusetts housing bond bills (1987, 1991, 1995, 2000, 2004 and 2008), the Division has received hundreds of millions of dollars in state bond funds to support affordable housing programs (\$48,000,000 in total in FY12) such as the Housing Stabilization Fund (HSF - \$20,000,000 in FY12), the Housing Innovations Fund (HIF-\$9,600,000 in FY13), the Facilities Consolidation Fund (\$7,500,000 in FY13), the Community Based Housing Program (\$5,000,000 in FY13), the Capital Improvement Preservation Fund (\$5,000,000 in FY12), and the Commercial Area Housing Transit Node Program (\$1,000,000 in FY12). In addition, the Division supports homeownership in Massachusetts through the Soft Second Loan Program, which provides direct assistance to buyers, and through the Local Initiative Program, which allows developers and municipalities to work together on comprehensive permit projects.

The mission of the Department of Housing and Community Development is to strengthen neighborhoods and communities, preserve and produce affordable housing, and assist low and moderate income individuals and households with their housing needs. Over time, the Division has funded hundreds of projects with true neighborhood impact – projects that rehabilitate abandoned or dilapidated buildings or create housing on formerly blighted urban parcels. The Division also has funded hundreds of projects intended to serve individuals or families with special needs – projects that house the formerly homeless, persons with disabilities, battered women, the very frail elderly, very low-income individuals with little or no family support. Also, the Division also has helped thousands of Massachusetts renters achieve the goal of homeownership. The Soft Second Loan Program alone has assisted 10,000 buyers.

The Division Director, Ms. Catherine Racer, has more than 25 years of experience in administering state and federal housing programs at DHCD. Andrew Nelson will serve as program coordinator for the Section 811 PRA activities within the Division. He has worked on supportive housing programs at DHCD for 15 years and is currently the director of the HIF, FCF and CBH housing programs. These programs are all primarily supportive housing programs for specific populations. FCF is entirely focused on mentally and developmentally disabled people, and CBH supports housing options for a wide range of disabled people who are institutionalized or at risk of institutionalization.

The key programs of the Division are described briefly below and in the following sections.

Low-Income Housing Tax Credit

The federal Low-Income Housing Tax Credit (LIHTC) is the single most powerful resource at DHCD for the production and preservation of rental housing with an affordable component. The program was created by Congress in 1986 and, since then, has supported the production or preservation of 1.4 million housing units. DHCD currently receives approximately \$12.6 million in annual per capita credit authority from the U. S. Department of the Treasury, through the Internal Revenue Service. Tax credits awarded by DHCD are sold by project sponsors to generate equity for their projects. DHCD funds between 20 and 30 tax credit projects each year. Most tax credit projects also receive subsidy awards from DHCD and/or other public lenders.

DHCD has used its credit authority to support a wide range of projects, including large-scale developments such as the HOPE VI projects; other major neighborhood rehabilitation projects; historic mill renovations; school conversions; projects serving special needs populations; single room occupancy projects. Through its annual tax credit Qualified Allocation Plan, DHCD requires each tax credit sponsor to reserve at least 10% of the project's units for households or individuals with incomes below 30% of area median. In recent years, DHCD has strongly encouraged tax credit sponsors to locate their projects near mass transit and commercial and retail opportunities. The Department also has encouraged developers to include elements of "green design" in their projects, in an effort to conserve energy and reduce operating costs.

State Low-Income Housing Tax Credits

Designed to build on the success of the federal Low Income Housing Tax Credit program, the Massachusetts state housing tax credit was enacted by the Legislature in 1999. The state program is modeled on the federal program. Like the federal tax credit, the state credit is allocated by DHCD to for-profit and non-profit developers who, in turn, sell the credit to investors to raise equity for affordable rental housing projects. In Massachusetts, the state credit must be awarded in conjunction with the federal credit. Similar to the federal program, the state credit program requires developers to provide a minimum threshold of affordability: either 20% of the units below 50% of area median income, or 40% of the units below 60% of the area median income. In addition, DHCD requires that 10% of the total units in state credit projects be reserved for households earning below 30% of area median income. Affordability must be maintained for a minimum of 30 years.

DHCD began awarding the state credit to developers in 2000. In 2010, the Legislature extended the state credit program through the year 2015. To date, DHCD has allocated over \$31 million in state credit to projects with close to 3,000 units, including 2,100 affordable units.

HOME

DHCD also administers the federal government's effective and successful Home Investment Partnerships Program, or HOME. The HOME program was created by the National Affordable Housing Act of 1990 and is overseen at the federal level by the U. S. Department of Housing and Urban Development typically receives between \$11 million and \$16 million annually in funding

authority for Massachusetts HOME projects and awards most HOME funds competitively. DHCD has focused the commitment of its HOME funds on the production and preservation of rental and homeownership units for households earning no more than 80% of area median income. HOME funds also are often used to support single-room occupancy (SRO) housing, affordable units for the elderly, and projects targeting homeless and/or special needs families or individuals. This resource can be awarded to for-profit or non-profit developers, can support both new construction and preservation, can help build both rental and homeownership projects, and can provide direct assistance to first-time homebuyers. In addition, DHCD often awards HOME in combination with state bond programs, including the Affordable Housing Trust Fund, the Housing Innovations Fund, Community Based Housing, and the Facilities Consolidation Fund. HOME also works well in combination with HUD's Section 202 elderly funds. DHCD typically provides HOME funds to rental projects as a deferred payment loan with a minimum 30-year term. DHCD (on behalf of the Commonwealth) typically has been ranked by HUD second, third, or fourth among all state administering agencies HOME. In addition, at a recent annual HOME conference in Washington DC, HUD recognized DHCD's performance with the "Door Knocker" award for excellence in funding a particular HOME project.

Housing Stabilization Fund

The Housing Stabilization Fund (HSF) first received bond authority from the Massachusetts legislature in 1993. HSF was enacted by the legislature to supplement the resources available through the federal HOME program. HSF received additional bond authorization in 1998, 2002, and 2005. Like HOME, HSF is highly flexible: it supports both production and preservation, both ownership and rental housing. DHCD typically is permitted to spend between \$14 million and \$18 million of HSF authorization annually. HSF can support both rental and ownership housing; new construction and rehabilitation; mixed-income or all-affordable projects; family and elderly housing; single room occupancy units and housing for persons with special needs. HSF can be awarded to both for-profit and non-profit developers and can support large-scale neighborhood revitalization projects as well as projects as small as five units. From time to time, HSF also has been used to help fund the state's highly successful ownership program, the Soft Second Loan Program.

HSF has supported major redevelopment projects such as the Maverick HOPE VI in East Boston; Mattapan Heights and the Foley in Mattapan; Boott Mill in Lowell; Robertson-on-the-River in Taunton; Whaler's Cove in New Bedford. HSF also supported numerous small-scale projects intended to serve special populations, including Go West in Northampton and House of Hope in Lowell—projects serving families and individuals making the transition from homelessness.

Housing Innovations Fund

Created in 1987, the Housing Innovations Fund was the first DHCD bond program in support of privately developed and owned affordable housing. HIF has received a total of five bond authorizations including \$70 million in 2008. This program is designed to help special needs populations and has been used primarily to help non-profit sponsors develop single room occupancy (SRO) housing for homeless and low-income working people, apartments for the homeless individuals and families, transitional housing and residences for victims of domestic

violence, veterans' housing, housing for people with disabilities including brain injury, developmental and mental impairments, and supportive housing for individuals in recovery from substance abuse. DHCD typically spends between \$7-10 million each year in HIF.

Facilities Consolidation Fund

The Facilities Consolidation Fund was created in 1993 with a \$50 million capital authorization and was reauthorized in 2004 (\$100,000,000 and 2008 (\$40,000,000). This program is designed to support housing with services for clients of the state Departments of Mental Health (DMR) and Department of Developmental Disabilities (DDS – formerly Department of Mental Retardation). For almost two decades, DMH and DMR have been moving clients from massive state institutions into more appropriate community-based houses or apartment projects. FCF is one of the most important resources in support of this effort. This long effort is nearing its final phase with closure and reconsolidation of the last few large facilities in Massachusetts within the next few years. DHCD works closely with DMH and DDS to review projects, make awards and ensure appropriate supportive service are available long-term for residents. Typically, FCF contributes 50% of the total development cost of the project through a 0%, deferred loans. Loans are well secured through field notes, mortgages, use and affordability restrictions. Projects are restricted for FCF related uses for at least 30 years. Most DDS projects are 4-6 person community based residences (group homes). Most DMH projects are one-bedroom apartments which are fully integrated within larger apartment buildings or complexes. DMH and DDS ensure that supportive services are available to residents, ranging from periodic case management to 24/7 on-site staff. DHCD is currently authorized to spend \$7,500,000 annually for FCF. This level of funding has enabled the Commonwealth to meet its deinstitutionalization goals as well as to respond to several pressing court decrees requiring community based housing opportunities for disabled people. Over 400 projects have been completed serving more than 2000 residents.

Capital Improvement Preservation Fund

Massachusetts is one of the few states with its own state-funded preservation initiative. The Capital Improvement Preservation Fund (CIPF) is intended to assist in the preservation and rehabilitation of existing privately-owned, state or federally assisted affordable rental projects. CIPF was enacted by the Massachusetts Legislature in 1998 in response to the growing problem of affordable projects threatened by the expiration of use restrictions or Section 8 rental assistance contracts. The initial bond authorization for CIPF was \$20 million; the Legislature reauthorized the program in 2002 by providing DHCD with an additional \$35 million in CIPF. Annual demand for these funds has ranged from \$6 million to \$12 million.

CIPF is a financially effective initiative for the Commonwealth: the cost of developing one new unit of affordable rental housing – especially in eastern Massachusetts and metropolitan Boston – is much higher than the cost of preserving and rehabilitating an existing affordable unit. Both for-profit and non-profit developers can apply to DHCD for CIPF. The funds are made available to developers in the form of subordinate loans with 50-year restrictions on affordability. A preservation project can be eligible for CIPF if the developer intends to restrict at least 50% of the units over time as affordable. All the CIPF units in the project must be made available to tenants with incomes less than 80% of area median; ten percent of the CIPF units must be further

restricted to tenants with incomes below 50% of AMI. These projects include more than 1,100 affordable units that have been preserved and rehabilitated for long-term affordable use. Hundreds of additional units in projects throughout Massachusetts are at risk over the coming decade.

Community-Based Housing Program

The Community Based Housing (CBH) program is the Commonwealth's most recent initiative to support appropriate housing for persons with disabilities. First authorized at \$25 million in the Acts of 2004, and reauthorized in 2008, CBH supports the development of non-profit rental housing for persons with disabilities. The program can provide up to 50% of the capital cost of producing each CBH-eligible unit. Support is provided in the form of a 30-year subordinate loan, with payment deferred until the end of the term.

The Community Based Housing Program is administered by DHCD in partnership with the Community Economic Development Assistance Corporation (CEDAC) and various commissions under the jurisdiction of the state Executive Office of Health and Human Services (EOHHS). The Massachusetts Rehabilitation Commission (MRC) serves as the primary liaison agency to DHCD for purposes of administering this initiative.

By statute, CBH housing must be dispersed geographically throughout the state. A primary goal is to integrate a relatively small number of CBH units into a larger multi-family project. To be eligible for CBH, a disabled person must be low to moderate income and must have a chronic disability certified by a physician or other designated health care professional. In addition, the person with a disability must be at risk of "institutionalization". By statute, clients of the state Departments of Mental Health and Mental Retardation are not eligible for CBH. Instead, these clients are served by the Facilities Consolidation Fund program.

In order to be eligible for assistance, a proposed CBH unit must be certified by at least one commission under EOHHS or by the Executive Office of Elder Affairs. The certification ensures that the unit will be appropriate for a person with a particular disability and that the person will receive necessary services from a state agency or an appropriate service source. Most CBH "projects" consist of two to four one-bedroom apartments which are fully integrated within larger affordable housing developments. CBH requires that the entire development have a high degree of universal design and overall visitability, as well as adaptations within units appropriate for residents. About 75% of CBH units developed to date are one- or two-bedroom fully (ADA compliant) accessible units; others are adapted for people with a range of other disabilities, including auditory and visual impairments. MRC ensures that supportive services are available to residents. Typically, residents bring the needed services with them to ensure a successful tenancy. DHCD anticipates spending approximately \$5 million annually in bond authorization on projects funded through this important initiative. To date over 200 CBH units have been awarded with more than 130 occupied. The program has been well received by the substantial group of affordable housing developers in Massachusetts.

Commercial Area Transit Node Housing Program

In 2002, the Massachusetts Legislature authorized \$10 million for the Commercial Area Transit

Node Housing Program (CATNHP). This new resource is designed to support the production of housing in proximity to transit and consumer services. To be eligible for CATNHP funds, a project must be within one-quarter mile of a subway or commuter rail stop or other major transit and also must be close to retail and/or commercial opportunities. The project also must include some affordable rental or homeownership units. The first CATNHP projects were funded in 2006. DHCD anticipates receiving \$5 million in annual bond spending authority for this initiative.

The demand for funding from this new transit and service-oriented initiative has been high. The first projects included the Ashmont MBTA project in Boston; the Residences at Lakeville Station in Lakeville; Atlas-Janus in Chelsea. All three projects include both rental units and condominiums. Ashmont is being constructed on the site of the Ashmont subway station on land purchased from the Massachusetts Bay Transit Authority. Lakeville is being constructed on land abutting a commuter rail station with regular service to Boston's South Station. Additional CATNHP homeownership projects include Kasanof Bakery and Creighton Condominiums in Boston. Other CATNHP rental projects are located in Cambridge, Northampton, and Westfield.

Affordable Housing Trust Fund

The Affordable Housing Trust Fund (AHTF) was created with the enactment of Section 227 of Chapter 159 of the Acts of 2000, now known as Chapter 121D of the Massachusetts General Laws. Established by the legislature as part of the Commonwealth's fiscal year 2001 budget, the AHTF was developed to foster the creation and preservation of affordable housing for the benefit of households whose incomes are not more than 110% of the Area Median Income as determined by U.S. Department of Housing and Urban Development. Pursuant to the legislation, AHTF is sited within the Department of Housing and Community Development (DHCD) and administered by Massachusetts Housing (MH). MH administers all of the AHTF funds in close coordination with DHCD. From FY09 to date, the AHTF has received \$35 million of tax exempt bond funds annually from the Commonwealth.

#	ProjectName	City	Sponsor	Status	Aff Units	Supp Hsg Units	Total Units
1	McCarthy Village II	ACTON	Acton Housing Authority	Awarded	12	0	12
2	Capitol Square Apartments	ARLINGTON	Housing Corporation of Arlington	Awarded	32	0	32
3	Cromwell Court	BARNSTABLE	Preservation of Affordable Housing	In Construction	112	0	124
4	Northbrook Village II	BERLIN	Montachusets Home Care Corporation	Awarded	39	0	40
5	Montserrat Affordable Housing	BEVERLY	Beverly Housing Authority	Awarded	5	0	5
6	Holcroft Park Homes - Phase 2	BEVERLY	YMCA of North Shore/North Shore CDC	Closing/Closed	29	2	29
7	Quincy Heights I	BOSTON	Dorchester Bay EDC	Awarded	80	0	80
8	Quincy Heights II	BOSTON	Dorchester Bay EDC	Awarded	49	0	49
9	109 Mt Pleasant	BOSTON	Nuestra Comunidad CDC	Awarded	7	7	7
10	36 Orlando Street	BOSTON	Bay Cove Human Service	Awarded	5	5	5
11	Burbank Street Apartments	BOSTON	Fenway CDC	Awarded	31	0	36
12	Condor Havre Garden Apartments	BOSTON	East Boston CDC	Awarded	7	7	7
13	Family House Shelter	BOSTON	Roxbury Multi-Service	Awarded	8	8	8
14	LBB Housing	BOSTON	Lena Park CDC	Awarded	96	0	103
15	Parcel 24 - Phase I	BOSTON	Asian Community Development Corporation	Awarded	50	4	50
16	Parcel 24 - Phase II	BOSTON	Asian Community Development Corporation	Awarded	45	4	45
17	Quincy Commons	BOSTON	Nuestra Comunidad CDC	Awarded	40	5	40
18	Rolland Housing - 424 Jamaica Way	BOSTON	Vinfen Corporation	Awarded	10	0	10
19	Spencer House II	BOSTON	Rogerson Communities	Awarded	37	2	37
20	Wayne at Blue Hill	BOSTON	Cruz Development	Awarded	48	0	48
21	225 Centre Street	BOSTON	Mitchell Properties	Closing/Closed	35	0	103
22	Cheriton Heights Senior Housing	BOSTON	The Community Builders, Inc.	Closing/Closed	63	5	70
23	Codman Square Apartments	BOSTON	Codman Square NDC	Closing/Closed	80	0	80
24	Hong Lok House	BOSTON	Rogerson Communities	Closing/Closed	74	4	74
25	Lucerne Gardens Recapitalization	BOSTON	Trinity Financial	Closing/Closed	36	2	45
26	Mattapan Heights Phase 5A	BOSTON	Trinity Financial	Closing/Closed	60	0	60
27	Renwood Housing For PWA	BOSTON	Cushing Company	Closing/Closed	24	24	24
28	Uphams West	BOSTON	Dorchester Bay EDC	Closing/Closed	13	0	13
29	Worcester House	BOSTON	Caritas Communities	Closing/Closed	16	0	16
30	Old Colony Phase 1	BOSTON	Beacon Communities LLC	In Construction	116	5	116
31	Olmsted Green Rental Hsg Phase III	BOSTON	Lena New Boston	In Construction	50	8	50
32	Urban Edge Ltd Partnership Apts	BOSTON	Urban Edge Corporation	In Construction	82	0	82
33	West Fenway Apartments	BOSTON	Fenway CDC	In Construction	48	5	48
34	Hearth at Olmsted Green	BOSTON	Hearth at Olmsted Green	In Marketing	59	59	59
35	CBES Dudley Square	BOSTON	Central Boston Elder Services	Occupied	57	4	57
36	Upton Street	BOSTON	Planning Office of Urban Affairs/Pine Street Inn	Occupied	19	0	19
37	Washington Beech HOPE VI Phase 2A	BOSTON	Trinity Financial	Occupied	50	0	50
38	Washington Beech HOPE VI Phase 2B	BOSTON	Trinity Financial	Occupied	56	0	56
39	Clay Pond Cove at Canal Bluffs	BOURNE	Housing Assistance Corporation	Closing/Closed	45	5	45
40	May Street Group Home	BROCKTON	CIL Realty of Massachusetts, Inc.	Occupied	5	5	5
41	Cambridge Court Rehab	CAMBRIDGE	Silver Street Development	Awarded	92	0	122
42	Cambridge YWCA SRO	CAMBRIDGE	Cambridge YWCA	Awarded	103	5	103
43	Temple Place	CAMBRIDGE	Cambridge Affordable Housing Corporation	Awarded	42	2	42
44	Central House	CAMBRIDGE	Caritas Communities	Closing/Closed	128	0	128
45	Putnam Green	CAMBRIDGE	Homeowners Rehab Inc.	Occupied	40	3	40
46	Residence at Highland Avenue	CHELMSFORD	CHOICE, Inc.	Closing/Closed	5	3	5
47	102 Grove Street - Non NSP	CHELSEA	Chelsea Neighborhood Developers, Inc.	Closing/Closed	3	0	3
48	31 Suffolk - Non NSP	CHELSEA	Chelsea Neighborhood Developers, Inc.	Closing/Closed	1	0	2
49	75 Essex - Non NSP	CHELSEA	Chelsea Neighborhood Developers, Inc.	Closing/Closed	3	0	3
50	Highland Terrace	CHELSEA	Chelsea Neighborhood Developers, Inc.	Closing/Closed	32	3	32
51	Ames Privilege - Unit 1	CHICOPEE	Hall/Keen	Awarded	24	0	94
52	Ames Privilege - Unit 2	CHICOPEE	Hall/Keen	Awarded	20	0	40
53	Clarksburg Residence	CLARKSBURG	Association for Community Living	Awarded	5	5	5
54	Peter Bulkeley Terrace Renovation	CONCORD	Concord Housing Authority	Awarded	24	0	24
55	Conifer Hill Commons Phase I	DANVERS	Kavanagh Advisory Group	Awarded	48	0	48
56	Bridgewell Danvers Res	DANVERS	Bridgewell, Inc.	Closing/Closed	5	5	5
57	Fernald Housing - 46 Wilson Avenue	DEDHAM	Vinfen Corporation	Awarded	5	5	5
58	Ames Shovel Works Apartments	EASTON	Beacon Communities	Awarded	30	0	113
59	Eagle Street	FALL RIVER	Community Care Services, Inc.	Closing/Closed	17	2	17
60	Groop/Townview Assisted Living	FITCHBURG	Fitchburg Housing Authority/Winn	Closing/Closed	96	8	96
61	Phyllis Road Group Home	FOXBOROUGH	CIL Realty of Massachusetts, Inc.	Closing/Closed	4	4	4

62 Howe Street Group Home	FRAMINGHAM	CIL Realty of Massachusetts, Inc.	Awarded	8	8	8
63 Pearl Street	GARDNER	South Middlesex Opportunity Council (SMOC)	Closing/Closed	16	0	16
64 Home Together	GLOUCESTER	Action Inc.	Awarded	4	0	4
65 Central Grammar Apartments	GLOUCESTER	The Community Builders	Closing/Closed	76	0	79
66 Christlan Hill Common	GRT BARRINGTON	Berkshire Housing Development Corporation	Occupied	40	0	40
67 Firehouse Place	HAMILTON	Harborlight Community Partners	Closing/Closed	4	1	4
68 Barstow Village	HANOVER	EA Fish Development	Occupied	66	0	66
69 Seven Sisters Road Residence	HAVERHILL	Fidelity House Human Services, Inc.	Awarded	5	5	5
70 Haverhill Safe Haven/Wadleigh Hse	HAVERHILL	YMCA of the North Shore	Closing/Closed	22	2	22
71 Kingsbury Street Residence	HAVERHILL	Career Resources Corporation	Closing/Closed	5	5	5
72 Fort Hill Veterans Housing	HINGHAM	Father Bills and MainSpring Inc.	Awarded	6	1	6
73 Nelson Street Group Home	HOLDEN	CIL Realty of Massachusetts, Inc.	Closing/Closed	5	5	5
74 Mayhew Court	HOPKINTON	Hopkinton Housing Authority	Closing/Closed	12	0	12
75 Loft 550 fka Malden Mills Phase I	LAWRENCE	Winn Development	Closing/Closed	72	0	75
76 Newbury & Garden - Non NSP	LAWRENCE	Lawrence Community Works	Closing/Closed	8	0	8
77 Windsor House	LAWRENCE	Commonwealth Land Trust	Closing/Closed	70	5	70
78 57 Main	LEE	Berkshire Housing Development Corporation	Awarded	15	0	16
79 Whitney Building	LEOMINSTER	Twin Cities CDC	Closing/Closed	40	2	40
80 Tritown Landing - Phase II	LUNENBURG	Great Bridge Properties	Awarded	33	0	33
81 Lewis Street Residence	LYNN	Bridgewell, Inc.	Awarded	10	10	10
82 MM Homes	MALDEN	Housing Families, Inc.	Closing/Closed	15	2	15
83 Salem Towers	MALDEN	Salem Towers Development LLC	Occupied	80	6	80
84 The Heritage	MALDEN	EA Fish Development and FCMH LLC	Occupied	156	0	176
85 Ocean Shores	MARSHFIELD	Beacon Communities	Occupied	97	0	97
86 Great Cove Community	MASHPEE	Housing Assistance Corporation	Awarded	10	0	10
87 Allen Street Apartments	NEW BEDFORD	Community Action for Better Housing	Awarded	12	4	12
88 Cliflex Lofts Phase I	NEW BEDFORD	Winn Development/John Keith	Closing/Closed	72	0	76
89 Harborview Towers	NEW BEDFORD	OMP Harborview Towers, LLC	Occupied	140	0	144
90 84 Chestnut Street	NORTH READING	Riverside Comm. Mental Health & Retardation	Closing/Closed	5	5	5
91 Linwood Mill Senior Housing	NORTHBRIDGE	EA Fish Development	In Construction	75	0	75
92 Rice Silk Mill	PITTSFIELD	Rees-Larken Development LLC	In Construction	43	0	45
93 83 Shank Painter Road	PROVINCETOWN	Community Housing Resources	Closing/Closed	15	0	15
94 Province Landing	PROVINCETOWN	The Community Builders	In Marketing	50	3	50
95 Winter Gardens	QUINCY	NHS of the South Shore	Awarded	24	3	24
96 Revere Fire Station Elderly Hsg	REVERE	Chelsea Neighborhood Developers, Inc.	Closing/Closed	7	0	7
97 St. Joseph's Redevelopment	SALEM	Planning Office for Urban Affairs	Awarded	51	5	51
98 Saint Polycarp Village Phase III	SOMERVILLE	Somerville Community Corporation	Awarded	31	0	31
99 75 Cross Street	SOMERVILLE	Somerville Community Corporation	Closing/Closed	8	8	8
100 Saint Polycarp Village Phase II	SOMERVILLE	Somerville CDC	In Construction	29	2	29
101 Tapley Court	SPRINGFIELD	Valley Management, Inc.	Awarded	30	0	30
102 Cumberland Homes Apts - Phase I	SPRINGFIELD	Beacon Communities LLC	Closing/Closed	36	0	40
103 Cumberland Homes Apts - Phase II	SPRINGFIELD	Beacon Communities LLC	Closing/Closed	32	0	36
104 Concord Heights	SPRINGFIELD	First Resource Development Company	In Construction	104	0	104
105 City View Commons II	SPRINGFIELD	First Resource Development Corporation	Occupied	120	0	120
106 City View Commons II - 24 units	SPRINGFIELD	First Resource Development Company	Occupied	24	0	24
107 Sudbury Duplexes	SUDBURY	Sudbury Housing Authority	Awarded	11	4	11
108 Maple Ridge II	TYNGSBOROUGH	Dakota Partners	Closing/Closed	24	0	24
109 Depot Crossing	WAREHAM	South Shore HDC	Awarded	32	0	32
110 The Gardens at Union Pond	WAREHAM	The Gatehouse Group	Closing/Closed	40	0	40
111 286 Edenfield Avenue	WATERTOWN	MAB Community Service, Inc.	Awarded	5	5	5
112 Pond Street Housing	WEYMOUTH	South Suburban Affordable Housing	In Construction	20	0	20
113 Exeter Street Project	WORCESTER	Alternatives Unlimited, Inc.	Awarded	9	9	9
114 Kilby Gardner Hammond - Phase IV	WORCESTER	Main South CDC	Awarded	22	3	22
115 Austin Corridor II	WORCESTER	Worcester Common Ground Inc	Closing/Closed	20	0	20
116 KGH Revitalization 15 Kilby St	WORCESTER	Main South Community Development Center	Closing/Closed	3	0	3
117 Castle Hill Initiative	WORCESTER	Zu Development	In Construction	10	0	10
118 Channing Terrace Apartments	WORCESTER	S-C Management Corporation	In Construction	44	0	45
TOTAL				4,480	318	4,839

Community Based Housing Program: Project Profile 1: Spencer Green



Spencer Green

Developer: Chelsea Neighborhood Developers

Description: CND developed Spencer Green in cooperation with the City of Chelsea in 2009 as part of a neighborhood revitalization effort. The project includes 48 affordable LIHTC units with an emphasis on sustainability and accessibility.

TDC \$15.2M

Capital Funding Lenders: LIHTC, DHCD HOME, NSC HOME, Community Based Housing (CBH), MA Affordable Housing Trust Fund, MassHousing Priority Development Funds
Permanent Financing: MassHousing
Investor: Bank of America
Construction Loan: Bank of America

Equity: NeighborWorks America and LISC/Home Depot Green

Income Profile 8 units <30% AMI, 40 units at 50-60% of AMI

Rental Assistance Eight Project-Based Section 8s;

Integrated Housing Features Affordability: Spencer Green received CBH funding to create 4 units (8%) for persons with disabilities. These units are all accessible and affordable to persons below 30% of AMI. With the project-based assistance, the 4 CBH units can serve persons with disabilities regardless of how little income they have.

Accessibility: Spencer Green exceeds state and federal accessibility codes in its three building development. The main building contains an elevator, and is 100% accessible. The other two buildings contain ground floor accessible flats. These units have both individual street addresses, as well as a rear entry close to the parking and outdoor common areas. Each of these accessible flats has both semi-private front and rear outdoor space, which allows the occupants to participate in the daily life of the development. All of the project's services and amenities, such as the laundry area, the common room, the mail boxes and the manager's office, are consolidated near the project entry. This not only facilitates improved physical access for mobility impaired residents, but allows all Spencer Green occupants as a whole to interact in a way that strengthens the community.

Service:

CND's Community Engagement department develops strong social connections among neighbors through social events, civic engagement activities, and leadership training that enables residents to solve street level problems like graffiti, trash and recycling, and crime reporting. CND's Asset Development team works with families to increase their net income through financial education courses, one-on-one coaching, free tax preparation and public benefit applications. In addition, all CND tenants are supported by a Resident Services Coordinator, employed by CND's property management company Winn Residential.

Community Based Housing Program: Project Profile 2: JPNDC Project



Doña Betsaida Gutiérrez Housing Cooperative

Developer: Jamaica Plain NDC and New Atlantic Development Corporation

Description: The Doña Betsaida Gutiérrez Housing Cooperative (aka Centre-Creighton Apartments) contains 36 units of affordable rental housing and 7,600 square feet of ground-floor retail space that is expected to house at least one new restaurant. These cooperative units, named after a local activist and owned by the residents, will provide affordable housing in JP's Latin Quarter, near rapid transit, shopping and services. Four CBH units house persons with disabilities that were either institutionalized or at risk of institutionalization.

TDC \$14,533,414.00

**Capital
Funding**

HOME	\$ 1,610,769
State	\$10,822,645
	Includes \$688,000 CBH
Private	\$ 1,995,000
LIHTC	\$ 105,000
Total	\$14,533,414

Income 12 units <30% AMI, 24 units at 60% of AMI

Profile

Rental Assistance	12 Project-based assistance MA Rental Voucher Program (MRVP); 11 S8 Vouchers through the Boston Housing Authority
Integrated Housing Features	<p><u>Affordability:</u> 4 CBH units are affordable under the MRVP</p> <p><u>Accessibility:</u> Accessible entry via automatic, remote control door openers, to the property and to covered parking, with 3 assigned HP parking spots. Units offer accessibility features for residents, including those who use wheelchairs.</p> <p><u>Services:</u> Case Coordination through Cerebral Palsy of Metro Boston (3 residents) and MA Rehab Commission (1 resident). Personal Care Attendants and teams of nurses provide round-the-clock care.</p>

Community Based Housing Program: Project Profile 3: Holliston

Program helps brain-injured regain independence

THIS STORY APPEARED IN

The Boston Globe

July 08, 2012



Chris Currier in his Holliston apartment, specially equipped to help him... (Bill Greene/Globe Staff)

HOLLISTON — Chris Currier doesn't remember his one-car accident in Framingham at age 31 on the evening of July 17, 1993. Nor does he recall anything during the month he remained hospitalized in a coma with a brain injury at the University of Massachusetts Medical Center in Worcester.

However, Currier, now 50, has an important message to share. He does so from his wheelchair, using the index finger of his left hand to type each letter on the keypad of a communication device, which then reads his words aloud:

"My life was entirely centered around my love of alcohol. I was sober for a while, and then that fateful night, I had had just about enough of everything. I was just going to get drunk one more time," he said, but "the powers that be had other plans for me."

While still in a coma, Currier was moved to Braintree Rehabilitation Hospital, where he remained for 18 months before being transferred to a rehab center in Worcester. He lived there for 17 years, until he moved into his own handicapped-accessible apartment in Holliston on June 14, 2011.

The transfer was made possible through a state and federal waiver program for individuals with an acquired brain injury who wish to reintegrate from a nursing facility, chronic care, or rehabilitation hospital into the community.

The program is the result of the landmark *Hutchinson v. Patrick* settlement on June 2, 2008, in which lead plaintiff Cathy Hutchinson fought for her right to move out of the nursing home in which she had lived for more than a decade because of a brain injury. She now lives in a group home in Taunton with four other women who benefited from the case.

Their class-action lawsuit was based on a requirement in the federal Americans with Disabilities Act that individuals with disabilities must receive support services in the most integrated setting appropriate to their needs. According to the state Department of Public Health, more than 8,000 people living in nursing homes with brain injuries may be eligible for the waiver program. As of March, 134 individuals had transitioned to independent living or been approved for the move. The program will be capped at 300 clients for the first three years, with additional opportunities anticipated in the future, according to the Brain Injury Association of Massachusetts, a private, nonprofit organization based in Westborough that is implementing the program. Funding for the services will continue for the participant's lifetime, said Arlene Korab, the association's executive director.

While Currier never doubted his decision, he pointed to his sister, Kim Cleverdon of Mendon, who admitted to worrying about all the logistics necessary for him to thrive outside the rehabilitation facility. Waiver participants are assigned an individual service plan and a case manager to provide referrals, continually monitor those services, and make changes when necessary.

Praising her brother's continuing progress, Cleverdon said she understands how he yearned for more independence, despite the professionalism and compassion of the rehabilitation center staff. The second youngest of five children, Currier loves trivia, music, being outside, and shopping for clothes, baseball hats, and Nike shoes — so

much that his niece decorated the bottom of his 50th birthday cake on April 30 in orange fondant shaped like a Nike shoe box.

Today, Currier benefits from modifications in his apartment, such as an electric opener for his front door, receives physical therapy at a day program, and has personal care assistants while he is home. He proudly shows off his defined abs and biceps, which he sculpted religiously at a local gym where he worked out free of charge until it closed a few weeks ago.

He recently achieved his goal of getting out of his hospital-style bed and into his wheelchair without assistance, and is working toward getting himself into a standing position.

"Chris needed the services, but he didn't like the feel of a nursing home," Cleverdon said. "As good as they are there, he had to go to the cafeteria and eat whatever they were serving that day. He had to go to bed when they wanted him to go to bed. He had to share a room with someone else."

For Currier, however, the limitations went beyond personal preferences. He still gets emotional when recalling the names and contributions of his various therapists, but said, "I was around people who were convinced that they were as well as they were ever going to get. I decided that was not for me."

**Inter-Agency Partnership Agreement
Between
The Massachusetts Executive Office of Health and Human Services
And
The Department of Housing and Community Development**

This Inter-Agency Partnership Agreement (IPA) is between the Massachusetts Executive Office of Health and Human Services (EOHHS), whose principal place of business is at One Ashburton Place, Boston MA 02108, and the Department of Housing and Community Development (DHCD), whose principal place of business is 100 Cambridge Street, Suite 300, Boston, MA 02114.

WHEREAS, EOHHS is the health and human services agency of the Commonwealth of Massachusetts and is responsible for operating a program of medical assistance (MassHealth) under 42 U.S.C. §1396 et seq., and M.G.L. c. 118E, §1 et seq. and other applicable laws and waivers, designed to pay for medical services for eligible individuals. Departments and offices under EOHHS include the Department of Developmental Services (DDS), the Department of Mental Health (DMH), the Department of Public Health (DPH), the Executive Office of Elder Affairs (EOEA), the Department of Veteran's Services (DVS), the Massachusetts Rehabilitation Commission (MRC); and the Department of Children and Families (DCF).

WHEREAS, DHCD is a the state housing agency responsible for ensuring the provision of affordable housing for extremely low-income Massachusetts residents including implementation of the federal Low Income Housing Tax Credit Program, HOME Program, state funded Community Based Housing Program, Facilities Consolidated Fund Program and other federal and state funded affordable housing programs.

WHEREAS, DHCD and EOHHS work jointly to implement the state's Community First Olmstead Plan in order to empower and support people with disabilities to live with dignity and independence in the community by expanding, strengthening, and integrating systems of community-based long-term supports that provide choice, are person-centered, and are high in quality.

WHEREAS, DHCD and EOHHS agree to work together as described in this IPA to apply for and implement, if awarded by the U.S. Department of Housing and Urban Development (HUD), Section 811 Project Rental Assistance ("PRA") funds. The application is one component of joint efforts by the state agencies to expand affordable, integrated supportive housing set-aside for extremely low-income persons with disabilities who are eligible for community-based long term support services.

NOW, THEREFORE, the parties agree as follows:

I. DEFINITIONS

The following terms or their abbreviations, when capitalized in this IPA and its Appendices are defined as follows, unless the context clearly indicates otherwise.

^{consortium}
Aging and Disability Resource Centers (ADRCs) – entities established by the Commonwealth of Massachusetts as part of the Commonwealth's system of long-term care, to provide a coordinated system for providing information on available public and private long-term care programs, options, service providers, and resources within the community. ADRC services include providing information on the availability of integrated long-term care as well as personal counseling to assist individuals in assessing their existing or anticipated long-term care needs, and developing and implementing a plan for long-term care designed to meet their specific needs and circumstances.

Aging Service Access Point (ASAP) – locally-based, private, nonprofit entities that contract with EOHHS' Executive Office of Elder Affairs to perform certain community functions. ASAPs provide, among other things, case management services to MassHealth Members participating in the Frail Elder Waiver, a 1915(c) Home and Community-Based Services waiver (HCBS waiver) for eligible MassHealth Members age 60 years and over.

Department of Developmental Services (DDS) – an agency of the Commonwealth of Massachusetts, established under M.G.L. c. 19B and 123B and operating under regulations 115 CMR 1.00-11.00, that manages and oversees the comprehensive service system of specialized services and supports to provide individuals with intellectual disabilities the opportunities to participate fully and meaningfully in, and contribute to their communities as valued members. DDS oversees three HCBS Waivers on behalf of EOHHS.

Department of Mental Health (DMH) – an agency of the Commonwealth of Massachusetts, established under M.G.L. c. 19 and operating under M.G.L. c. 19 that assures and provides access to services and supports to meet the mental health needs of individuals of all ages, enabling them to live, work and participate in their communities.

Eligible Multifamily Property – an Eligible Multifamily Property is a property that is eligible to receive PRA funds for a unit or units within the property and can be any new or existing property owned by a private entity with at least 5 housing units and which has financing commitments from the LIHTC, HOME or other state or local government program. Eligible Multifamily Property does not include properties that have an existing use restriction or a contractual obligation to serve persons with disabilities, unless PRA funds are being used to support other units within the property without such restrictions. Existing units within an Eligible Multifamily Property receiving any form of long-term operating housing subsidy within a six-month period prior to receiving PRA funds, such as assistance under Section 8, are not eligible for PRA funds. Units within an Eligible Multifamily Property with use agreements requiring housing for persons 62 or older are not eligible to receive PRA funds. An Eligible Multifamily Property must satisfy and comply with all applicable requirements for PRA funds as specified by HUD.

Eligible Tenant – a household with a disabled MassHealth Member with MassHealth Standard or CommonHealth coverage who is: a) 18 years of age or older and less than 62 years of age at the time of initial occupancy of a PRA funded unit; b) falls within one of the target populations as identified in Section II

of this IPA; and, c) has a household income that does not exceed 30 percent of the median area income.

HUD – the United States Department of Housing and Urban Development

Home and Community-Based Services (HCBS) Waiver – a federally approved program operated under Section 1915(c) of the Social Security Act that authorizes the U.S. Secretary of Health and Human Services to grant waivers of certain Medicaid statutory requirements so that a state may furnish home and community services to certain Medicaid beneficiaries who require a level of care that is provided in a hospital, nursing facility, or Intermediate Care Facility for the Mentally Retarded (ICF/MR).

Independent Living Center (ILC) – a consumer controlled, community based, cross-disability, nonresidential private nonprofit entity that is designed and operated within a local community by individuals with disabilities and provides an array of independent living services. In Massachusetts there are 11 ILCs.

MassHealth – the medical assistance and benefit programs administered by the MassHealth agency pursuant to Title XIX of the Social Security Act (42 U.S.C. 1396), Title XXI of the Social Security Act (42 U.S.C. 1397), M.G.L. c. 118E, and other applicable laws and waivers to provide and pay for medical and related services to eligible members.

MassHealth Member (Member) – a person determined by MassHealth to be eligible for medical assistance benefits under M.G.L. c. 118E, § 1 et seq.

Massachusetts Rehabilitation Commission (MRC) – an agency of the Commonwealth of Massachusetts, established under M.G.L. c. 6 §74 that is responsible for vocational rehabilitation services, community services, and eligibility determination for the Social Security Disability Insurance (SSDI) and the Supplemental Security Income (SSI) federal benefits program. MRC oversees four HCBS Waivers on behalf of EOHHS.

Money Follows the Person Demonstration (MFP Demonstration) – a MassHealth demonstration program authorized pursuant to a federal grant received by EOHHS that seeks to assist eligible Members residing in facility-based long term care settings to transition to community-based settings where they can receive home and community-based services.

MFP Demonstration Services – services, including case management, assistive technology, and orientation and mobility training, to be provided to individuals enrolled in the MFP Demonstration who need such services and are not able to receive them through their enrollment in an HCBS Waiver.

MFP Statewide Housing Coordinator (SHC) – the MFP Statewide Housing Coordinator is a position within EOHHS that provides leadership to expand the availability of affordable, accessible housing for individuals to be served under the MFP Demonstration.

MFP Regional Coordinating Office (RCO) – the five EOHHS contracted entities responsible for operating certain aspects of the MFP Demonstration and

for the provision of case management to individuals enrolled in one of two MFP related HCBS Waivers and to individuals enrolled in the MFP Demonstration but not participating in an HCBS waiver.

MFP Regional Housing Coordinator (RHC) – there are five RHCs, one within each RCO. RHC responsibilities include developing affordable and accessible housing opportunities for MFP Participants in their designated region. RHCs work closely with the MFP Statewide Housing Coordinator

Rental Assistance Contract (RAC) – the RAC specifies the rental assistance payments that will be paid to the owner of an Eligible Multifamily Property for Eligible Tenants residing in a PRA funded unit. The RAC identifies the property, the number of contract units by bedroom size and accessibility, the contract terms and the conditions for receipt of the project rental assistance payments, including provisions ensuring that tenants are afforded the same tenant protections in 42 USC 8013(i)(2) as provided to tenants receiving assistance under HUD's Section 811 Program, *e.g.*, lease term, termination of tenancy, and participation in services.

II. TARGET POPULATIONS

The target populations for a unit or units within an Eligible Multifamily Property receiving PRA funding are individuals with disabilities, including veterans with disabilities, who meet the definition of an Eligible Tenant and are either:

1. Enrolled or participating in the Money Follows the Person (MFP) Demonstration; or
2. residing in a long term care facility and eligible for a MassHealth 1915(c) Home and Community Based Services (HCBS) waiver; or,
3. residing in a long term care facility and not eligible for either the MFP Demonstration or a HCBS waiver; or
4. are living in the community and eligible for a HCBS waiver.

III. EOHHS-SPECIFIC RESPONSIBILITIES

EOHHS will have the specific responsibilities under this IPA:

A. Outreach

1. EOHHS will oversee outreach to ensure referrals of Eligible Tenants in the target populations described above at **Section II**. Such outreach will include:
 - a. Outreach to MFP participants conducted through the five MFP Regional Coordinating Offices (RCOs)

- b. Outreach to MassHealth Members enrolled in HCBS waivers and conducted through the agency or entity operating the HCBS waiver on behalf of EOHHS;
 - c. Outreach to individuals with specific disabilities and diagnoses residing in nursing facilities and long term care facilities, including chronic and rehabilitation hospitals and psychiatric facilities, conducted by agencies within EOHHS, including the Department of Developmental Disabilities (DDS), the Department of Mental Health (DMH) and/or the Massachusetts Rehabilitation Commission (MRC).
 - d. Outreach to individuals residing in nursing facilities and long term care facilities conducted through entities that have a contractual and/or working relationship with EOHHS to identify individuals interested in transitioning to the community under the MFP Demonstration or an HCBS Waiver (such entities include Aging and Disability Resource Consortiums (ADRCs), Aging Service Access Points (ASAPs) and Independent Living Centers (ILCs)).
 - e. Outreach to veterans with disabilities, conducted through community organizations funded by the Department of Veterans Services.
2. Outreach will include the provision of information on the MFP Demonstration, the MassHealth program and all available community-based long-term services and supports (LTSS), including but not limited to:
- a. The MFP Demonstration and MFP Demonstration services;
 - b. MassHealth Home and Community-Based Services (HCBS) waivers;
 - c. MassHealth State Plan community-based long-term services and supports (LTSS);
 - d. MassHealth managed care programs providing community-based LTSS
 - e. State-funded non-MassHealth community based LTSS; and
 - f. Local community-based resources and supports that may be of benefit to the individual (e.g. local senior center, Independent Living Center, veterans' services, etc.)
3. Coordination of Outreach. EOHHS' MFP Statewide Housing Coordinator (SHC) will be responsible for overall coordination of outreach efforts including the development of outreach materials.
4. Outreach Training. The SHC will ensure that staff performing outreach by entities listed under **Section III.A.1**, above, receive training about the PRA Program including PRA target populations and eligibility criteria for participation in the program. Training will also contain information on promoting lease compliance and successful community living for disabled populations. Training may be provided in person, or via webinar or other

method that ensures training information is readily available and accessible.

B. Referrals

Referrals of Eligible Tenants for tenancy in a PRA funded unit or units within an Eligible Multifamily Property will be conducted as follows:

1. Eligible Tenants may not self-refer for a PRA funded unit, but must be referred by staff from an outreach entity as identified above at **Section III.A.1** that has received training as specified at **Section III.A.4**.
2. **Prioritization of Referrals**
In descending order the prioritization of referrals of Eligible Tenants in accessing PRA funded units will be as follows:
 - Priority 1: Eligible Tenants enrolled or participating in the Money Follows the Person (MFP) Demonstration.
 - Priority 2: Eligible Tenants residing in a long term care facility and eligible for a MassHealth 1915(c) Home and Community Based Services (HCBS) waiver.
 - Priority 3: Eligible Tenants residing in a long term care facility and not eligible for either the MFP Demonstration or a HCBS waiver.
 - Priority 4: Eligible Tenants living in the community and eligible for a HCBS waiver.
3. **Referral Pools**
 - a. The Regional Housing Coordinators (RHCs) within each MFP Regional Coordinating Office (RCO) will maintain a referral pool for Eligible Tenants in Priority 1, as defined above at **Section III.B.2**, who are seeking housing within their particular RCO's geographic region.
 - b. The SHC will maintain a referral pool for Eligible Tenants in Priority 2, 3, and 4, as defined above at **Section III.B.2**.
 - c. The SHC and the RHCs will operate and maintain referral pools in accordance with policies and procedures as specified by DHCD and EOHHS.

4. Making Initial Referrals

When a PRA funded unit becomes available for the first time, DHCD will notify the SHC and the appropriate RHC for the geographic region where the unit is located, informing them that the unit is available. The SHC and the RHC will review their referral pools and ensure an adequate number of interested Eligible Tenants are referred to the available PRA funded unit in a timely manner. The order in which Eligible Tenants will be referred and the order in which the owner/property manager of the Eligible Multifamily Property is instructed to review their tenancy applications will be in accordance with the prioritization order described at **Section III.B.2**, above. Eligible Tenants who are referred but not offered a PRA funded unit will be placed back on the referrals list.

5. Making On-Going Referrals When Existing PRA Unit Becomes Available

After initial occupancy, when a PRA funded unit becomes available, the owner/property manager of the Eligible Multifamily Property will notify DHCD of the vacancy and DHCD will notify the SHC and the appropriate RHC for the geographic region where the unit is located, informing them that the unit is available. The SHC and the RHC will review their referral pools and ensure an adequate number of interested Eligible Tenants are referred to the available PRA funded unit in a timely manner. The order in which Eligible Tenants will be referred and the order in which the owner/property manager of the Eligible Multifamily Property is instructed to review their tenancy applications will be in accordance with the prioritization order described at **Section III.B.2**, above. Eligible Tenants who are referred but not offered a PRA funded unit will be placed back on the referrals list.

C. Supportive Services

EOHHS will ensure the availability of supportive services as described below:

1. Availability of Supportive Services.

EOHHS will ensure that Eligible Tenants who are MassHealth members and enrolled in either the MFP Demonstration or an HCBS waiver have access to the MFP Demonstration and HCBS waiver services they are eligible to receive as well as any medically necessary MassHealth state plan long term services and supports. EOHHS further ensures that Eligible Tenants who are MassHealth members but not enrolled in the MFP Demonstration or an HCBS waiver will have access to medically necessary MassHealth state plan long term services and supports. Appendix A provides a sample list of MFP Demonstration, HCBS Waiver, and MassHealth state plan long term services and supports available to MassHealth members, depending on the member's assessed need and service eligibility.

2. Provision of Supportive Services

- a. An Eligible Tenant who is enrolled in the MFP Demonstration will have a case manager and an individual service plan (ISP) as part of his or her participation in the MFP Demonstration. The ISP will indicate the MFP Demonstration services and MassHealth long term services and supports the individual is authorized to receive and will be in place prior to the individual's transition to a PRA funded unit. The individual's MFP Demonstration case manager will meet with the individual at regular intervals to review the ISP.
- b. An Eligible Tenant who is enrolled in an HCBS Waiver will have a case manager and an individual service plan (ISP) as part of his or her participation in the HCBS Waiver. The ISP will indicate the waiver services, MassHealth long term services and supports (as well as any MFP Demonstration Services if the individual is also enrolled in the MFP Demonstration) the individual is authorized to receive and will be in place prior to the individual's transition to a PRA funded unit. The individual's HCBS Waiver case manager will meet with the individual at regular intervals to review the ISP.
- c. An Eligible Tenant who is not enrolled in either the MFP Demonstration or an HCBS Waiver will have access to medically necessary state plan long term services and supports. If the individual is receiving additional services and supports not covered under Medicaid, the entity or agency providing these non-Medicaid covered services and supports will be responsible for their provision.

3. Voluntary Participation in Supportive Services.

Participation in services by Eligible Tenants is voluntary. Receipt of supportive services will not be a condition of tenancy in a PRA funded unit.

D. Quality Assurance Plans

The MFP Demonstration and each HCBS waiver have existing quality assurance plans in place. Additionally, EOHHS' Quality Indicator Survey (QIS) covers all HCBS waiver programs and is designed to be a comprehensive and integrated quality management strategy. The existing quality management structure for HCBS waivers and the MFP Demonstration will ensure the health, welfare and safety of Eligible Tenants participating in the MFP Demonstration or an HCBS Waiver and will ensure that they receive services from MFP Demonstration and HCBS Waiver providers qualified to participate in such programs. Providers of MassHealth state plan long term services and supports are monitored by EOHHS. Non-Medicaid services and supports will be monitored by the state agency authorizing the supportive services, utilizing that state agency's monitoring and oversight policies and procedures.

E. Selection of Projects for PRA Funding

EOHHS, via the MFP State Wide Housing Coordinator, will provide DHCD with guidance regarding the types, sizes and location of housing units required to meet the housing needs of the target populations. When DHCD identifies an Eligible Multifamily Property, EOHHS will review and communicate a determination in a timely manner as to whether EOHHS can identify potential Eligible Tenants in the targeted populations who are likely to be able to utilize the particular property. EOHHS will identify those units within an Eligible Multifamily Property to which appropriate referrals are unlikely to be made.

IV. DHCD-SPECIFIC ROLES AND RESPONSIBILITIES

A. HUD Agreement

- DHCD will enter into a Cooperative Agreement with HUD to implement the
- PRA Program as per HUD's Fiscal Year (FY) 2012 Notice of Funding
- Availability (NOFA) for Section 811 Project Rental Assistance Demonstration Program.

B. Selection of Eligible Multifamily Properties for PRA Funding

1. DHCD will be responsible for identifying, underwriting and awarding PRA funds to Eligible Multifamily Properties.
2. Consultation with EOHHS. Prior to the award of PRA funds to an Eligible Multifamily Property, DHCD will solicit input from EOHHS as specified in **Section III.E** and DHCD will not approve an Eligible Multifamily Property or unit(s) within such property for PRA funds if EOHHS indicates that the unit or units are unlikely to meet the needs of the target populations.
3. In awarding PRA funds to a property owner, DHCD will ensure compliance with the following restrictions on the use and award of PRA funds:
 - a. Maximum set-aside: No more than 25 percent of the total units in an Eligible Multifamily Property can: 1) be provided PRA funds; 2) be used for supportive housing for persons with disabilities; or 3) have any occupancy preference for persons with disabilities.
 - b. Development costs: if development costs exist, they must be paid with other public or private resources. Section 811 and Section 202 Capital Advances may not be used to fund development costs.

C. Oversight of PRA Funded Properties and Units

1. Rental Assistance Contracts (RACs): DHCD will be responsible for entering into and administering RACs with owners of PRA funded units

and maintaining all applicable HUD and other federal requirements in the form and format as required by HUD. The RAC will:

- a. Have a minimum term of twenty (20) years, with PRA funding under the term of the RAC subject to federal appropriations for the PRA program.
 - b. Specify that the rental assistance payment made to the owner of the PRA funded unit is the difference between the RAC rent level for the unit and the amount payable by the Eligible Tenant. Eligible Tenant rent contribution shall be no more than 30 percent of the household's adjusted monthly income, as determined annually through an income recertification conducted in the manner prescribed by HUD;
 - c. Identify the project, the number of contract units by bedroom size and accessibility, the contract terms and the conditions for receipt of PRA funding, including provisions ensuring that tenants are afforded the same tenant protections in 42 USC 8013(i)(2) as provided to tenants receiving assistance under HUD's Section 811 Program, e.g., lease term, termination of tenancy, and participation in services.
2. Regulatory Agreement: DHCD will require owners of PRA funded units to enter into a regulatory agreement. The regulatory agreement will incorporate all applicable HUD statutes and regulations and PRA requirements and other required state and federal laws and regulations. DHCD will regularly monitor to ensure compliance with the regulatory agreement. Results of such oversight will be shared with EOHHS.
 3. Use Restrictions: DHCD will require owners of Eligible Multifamily Properties that accept PRA funding to agree to operate those units within the property selected for PRA funds for not less than 30 years as supportive housing for person with disabilities.
 4. Integration: DHCD will require that PRA funded units not be segregated within an Eligible Multifamily Property or in any way be distinguishable (beyond, if applicable, the presence of accessible features or assistive technology) from any other unit in the property.
 5. Physical Inspections: DHCD will conduct regular physical inspections of PRA funded units to confirm that they meet Uniform Physical Condition Standards established by HUD for housing that is decent, safe, sanitary, and in good repair.
 6. Annual Certification: DHCD will certify annually to HUD that PRA funded units are occupied by individuals eligible to reside in such units.

D. Tenant Selection

1. DHCD will ensure that owners of PRA funded units:

- a. Adopt written tenant selection procedures that are consistent with the purpose of improving housing opportunities for very low-income persons with disabilities, and are reasonably related to program eligibility and an applicant's ability to perform the obligations of the lease.
 - b. Promptly notify DHCD and the tenant applicant in writing of any rejected tenant application and the grounds for any rejection.
 - c. Not prohibit persons with disabilities from applying for residency in non-PRA funded units.
 - d. Not require tenant participation in supportive services as a condition of tenancy.
2. DHCD will ensure owners/property managers of PRA funded units screen tenants using DHCD established nondiscriminatory screening criteria and utilize a screening process that fully complies with all applicable federal, state and local laws regarding fair housing and nondiscrimination.
 3. DHCD will ensure that referred Eligible Tenants for PRA funded units will be expected to meet the same eligibility standards, with reasonable accommodations provided as needed, as other applicants, including but not limited to income eligibility, maintaining the apartment and living reasonably with other tenants and otherwise complying with lease provisions.
 4. DHCD will ensure that tenancy in PRA funded units is reserved for Eligible Tenants in the targeted populations as defined at **Section II**, above.

E. Tenant Protections

1. DHCD will enforce the requirement that leases for PRA funded units in an Eligible Multifamily Property are not for periods less than one year, and contain such terms and conditions as DHCD considers to be appropriate.
2. DHCD will enforce the requirement that owners of Eligible Multifamily Properties provide reasonable accommodation and reasonable modifications to PRA funded units as required under the provisions of federal, state or local housing laws.
3. DHCD will enforce the requirement that owners of Eligible Multifamily Properties may not terminate the tenancy of a PRA funded unit or refuse to renew the lease of a tenant of a PRA funded unit except for the tenants serious or repeated violations of the terms and conditions of the lease, or for violation of applicable Federal, State, or local law, or for other good cause; and without first providing the tenant not less than 30 days before such termination or refusal to renew, with written notice specifying the grounds for such action.

4. DHCD will enforce the requirement that participation in support services is not a condition of tenancy in a PRA funded unit.

F. Qualified Allocation Plan (QAP) and Consolidated Plan

DHCD agrees to provide incentives to developers of housing in Massachusetts for the production of integrated permanent supported housing for which PRA funding may be provided. Such incentives shall be provided through DHCD's QAP and Consolidated Plan, and/or other relevant planning and procurement procedures.

V. JOINT EOHHS AND DHCD PROGRAM RESPONSIBILITIES

A. Advisory Committee

EOHHS and DHCD will jointly chair an Advisory Committee that will meet from time to time at the request of the co-chairs of the committee to advise the agencies on Section 811 implementation. The Committee may include representation from: relevant state human services agencies, relevant state housing agencies, Owners and/or Property Management, community-based nonprofit human services agencies and consumers and/or their advocates.

B. Implementation Team

EOHHS and DHCD will designate staff to implement this program. A team leader will be determined by the agencies jointly. This team will be responsible for program start-up and implementation. These individuals will have sufficient time dedicated to this program to meet commitments including timetables made to HUD under the Cooperative Agreement. The Team will meet at least monthly for the first year and at least quarterly thereafter.

C. Program Policies and Procedures

EOHHS and DHCD will develop PRA Policies and Procedures within six months of the award of PRA funds by HUD.

D. Data Collection and Performance Measurement

DHCD and EOHHS will work collaboratively to develop and implement procedures to collect data to assess performance measurement. The agencies will also work collaboratively as requested with HUD and /or CMS to secure data to inform outcome measures.

E. Dispute Resolution

DHCD and EOHHS will work collaboratively to develop a dispute resolution process for issues related to specific applicants, tenants, owners, and/or

property managers that are unable to be resolved at the local level between the applicant/tenant and the landlord. The goal of such dispute resolution process shall be tenancy preservation.

F. Education

EOHHS and DHCD will work together to educate the community about integrated permanent supported housing including Owners, Property Managers, state and nonprofit human services agencies, the disability community, and the public-at-large.

G. Regular Meeting

EOHHS and DHCD representatives will meet at least quarterly, either in person or by telephone, to discuss any programmatic issues pursuant to this IPA and to monitor the progress of the PRA Program.

VI. PRIVACY AND CONFIDENTIALITY

A. Personal Data

EOHHS and DHCD each acknowledge that in performance of this IPA that they will become a "Holder" of "Personal Data" as such terms are used within M.G.L. c. 66A. Each agency agrees that it shall comply with M.G.L. c. 66A and any other applicable state or federal law governing the privacy or security of any data created, received, obtained, used, maintained, or disclosed under this IPA.

B. Access to Databases

In the event that EOHHS or DHCD grant access to any of its databases for any purpose required under this IPA, the agencies shall comply with all security mechanisms and processes established for access to the database. The agencies shall protect from inappropriate use or disclosure any password, user ID, or other mechanism or code permitting access to any database containing personally identifiable data, and shall give prior notice of any change in personnel whenever the change requires a termination or modification of any such password, user ID, or other security mechanism or code to maintain the integrity of the database.

C. Health Insurance Portability and Accountability Act

DHCD agrees to take such action as is necessary to amend this IPA, if EOHHS determines, in its sole discretion, such an amendment is necessary for EOHHS to comply with any requirements of the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191 ("HIPAA"), the Privacy and Security Rules enacted under HIPAA, and any other applicable law pertaining to the privacy, confidentiality, or security of personally identifiable data. DHCD agrees that, notwithstanding any other provision in this IPA, EOHHS may terminate this IPA immediately upon written notice, in the event

DHCD fails to enter into negotiations for, and to execute, any such amendment.

VII. CONTACT

The contact persons for the administration of this IPA are as follows:

EOHHS

Christine Griffin
Assistance Secretary
Executive Office of Health and Human Services
1 Ashburton Place, 11th floor
Boston, MA 02110
617 573 1800

DHCD

Aaron Gornstein
Undersecretary
Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114
617-573-1208

VIII. AMENDMENTS

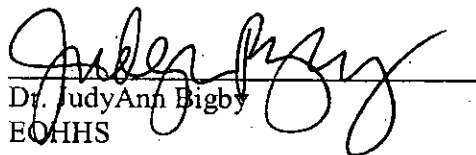
Either party may, from time to time, suggest amendments and modifications of all or part of the provisions of this IPA if it determines that it would be in its best interests in fulfilling the purposes of this IPA. The IPA shall be amended only by a written document signed by the parties and shall take effect when the original, executed amendment is approved and accepted.

IX. TERMINATION

This IPA is effective until terminated by either party upon written notice. The parties agree that this Agreement will be null and void should the Commonwealth not be awarded Section 811 PRA Demonstration Funds by HUD.

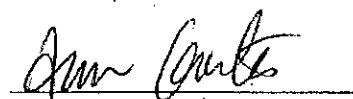
X. ACCEPTANCE

Dr. JudyAnn Bigby
Secretary, EOHHS


Dr. JudyAnn Bigby
EOHHS

7/18/12
Date

Aaron Gornstein
Undersecretary, DHCD


Aaron Gornstein
Department of Housing and
Community Development

7/19/12
Date

**Appendix A: Sample Listing Community Based Long Term Services
and Supports Available Under the MFP Demonstration, HCBS
Waivers, and the MassHealth State Plan**

	DDS Community Living HCBS Waiver	DDS Adult Supports HCBS Waiver	Frail Elder HCBS Waiver	Traumatic Brain Injury HCBS Waiver	Acquired Brain Injury – Non- HCBS Residential Waiver	MFP Community Living HCBS Waiver	MFP Demonstration Services¹	MassHealth State Plan Long Term Support Services²
Adult Companion	X		X	X	X	X		
Assistive Technology							X	
Case Management	X	X	X	X	X	X	X	
Chore Service	X		X	X	X	X		
Community Based Substance Abuse Treatment				X	X	X		
Day Services								X
Durable Medical Equipment								X
Family Training	X	X				X		
Grocery Shopping and Home Delivery			X					
Home / Environmental Accessibility Modifications	X		X	X	X	X		
Home Health Aide								X
Homemaker	X		X	X	X	X		
Home-Delivered Meals			X					
Independent Living Supports						X		
Individual Support and Community Habilitation		X		X	X	X		
Individualized Day Supports	X	X						

	DDS Community Living HCBS Waiver	DDS Adult Supports HCBS Waiver	Frail Elder HCBS Waiver	Traumatic Brain Injury HCBS Waiver	Acquired Brain Injury ~ Non- Residential HCBS Waiver	MFP Community Living HCBS Waiver	MFP Demonstration Services ¹	MassHealth State Plan Long Term Support Services ²
Laundry			X					
Live-in Caregiver	X							
Non-Medical Transportation	X	X	X	X	X	X		
Occupational Therapy								X
Orientation and Mobility							X	
Orthotics and Prosthetics								X
Peer Counseling/Peer Support	X					X		
Personal Care Assistant								X
Physical Therapy								X
Prevocational Services						X		
Respite	X	X	X	X	X	X		
Shared Home Supports						X		
Skilled Nursing								X
Specialized Medical Equipment	X		X	X	X	X		
Speech Therapy								X
Stabilization	X							
Supported Employment	X	X		X	X	X		
Supportive Home Care Aide			X			X		
Transitional Assistance Services	X		X	X	X	X	X	

	DDS Community Living HCBS Waiver	DDS Adult Supports HCBS Waiver	Frail Elder HCBS Waiver	Traumatic Brain Injury HCBS Waiver	Acquired Brain Injury – Non- Residential HCBS Waiver	MFP Community Living HCBS Waiver	MFP Demonstration Services ¹	MassHealth State Plan Long Term Support Services ²
Medical Transportation								X
Vehicle Modification Services	X		X			X		

Appendix A Footnotes:

1. Individuals may be concurrently enrolled in an HCBS Waiver and the MFP Demonstration, and under such circumstances, are eligible to receive services under both the particular HCBS Waiver and the MFP Demonstration.
2. Individuals enrolled in an HCBS Waiver and/or the MFP Demonstration are also eligible to receive MassHealth State Plan Long Term Services and Supports.

PART I. ABSTRACT

- (1) **Name of Eligible Applicant:** Massachusetts Department of Housing and Community Development (DHCD)
- (2) **Street Address:** 100 Cambridge Street, Suite 300
- (3) **City, State, Zip Code:** Boston, MA 02114
- (4) **Contact Name and Title:** Aaron Gornstein
Undersecretary
- (5) **Contact Telephone and email:** 617-573-1101
Aaron.Gornstein@MassMail.State.MA.US
- (6) **Name, Title, Contact Information
State HHS/Medicaid Agency:** Christine Griffin
Assistant Secretary
Office of Disability Policies and Programs
Executive Office of Health and Human Services
(EOHHS)
1 Ashburton Place, 11th Floor
Boston, MA 02210
617-573-1600
Christine.Griffin@state.ma.us
- (7) **Administrative Costs Requested:** \$251,260
- (8) **Total Section 811 PRA Demo
Funds Requested:** \$5,276,452
- (9) **Summary Description of Section 811 PRA Demo Program:**

The Commonwealth of Massachusetts, with its longstanding commitment to supporting persons with disabilities and helping them transition from institutional to community-based living, is pleased to submit the attached proposal seeking 811 PRA Demonstration funding. The state's Department of Housing and Community Development (DHCD, the Eligible Applicant) and the Executive Office of Health and Human Services (EOHHS) have been working together over the past few months to design a thoughtful and effective 811 PRA program that will significantly expand access to permanent supportive housing for extremely low-income persons with disabilities. They have executed an Inter-Agency Partnership Agreement that delineates their respective roles and responsibilities with regard to the proposed program, attached to this proposal. Both agencies have decades of experience in carrying out every component of the proposed 811 program, from project selection to rental subsidy administration to coordinated services provision, and they have worked together collaboratively on a number of other highly effective service-enriched housing programs. They are prepared to launch the proposed 811 PRA

program immediately upon notification of grant award, and to have all units leased up within two years. The main components of the proposed program are as follows:

Target Populations: The target populations for this program, among individuals who are otherwise eligible for the units, are as follows, in priority order: (1) persons in institutions enrolling in the state's Money Follows the Person demonstration program (MFP), run by EOHHS, the single state agency for the operation of the state's Medicaid program, MassHealth; (2) persons in institutions who are not eligible for MFP but are eligible for one of the state's home and community-based services (HCBS) waivers; (3) persons in institutions who are not eligible for either MFP or a waiver, but who are eligible for Medicaid State Plan services; and (4) persons living in the community who are receiving services through a waiver. The proposed program is deliberately designed to be cross-disability, serving a range of people with different disabilities and service needs.

Units/Projects: DHCD is requesting funding to support 100 811 PRA units, a number based on realistic assumptions about how many individuals within the proposed target populations will be ready and able to utilize the subsidies within the coming two years as well as how quickly units will be ready and available for lease-up. Of these 100 units, 40 will be in projects coming in for new DHCD capital funding commitments in 2013 through the various programs described below, 30 will be in projects that already have DHCD funding awards but have not yet closed, and 30 will be in existing, occupied properties that have DHCD funding and oversight. Including existing and pipeline projects will allow DHCD to more rapidly have units available for lease-up. Projects will be located throughout the state, though 50% of the units are projected to be in the greater Boston area. Of the 100 units, 80 will be at Fair Market Rent levels (all existing and pipeline units, as well as all units in the Boston area); the remaining 20 will have units affordable to households earning 50% of Area Median Income.

Leveraging: To further expand the availability of supportive housing, DHCD commits to set aside a total of 50 vouchers specifically for extremely low-income non-elderly people with disabilities. Of these, 25 will be new mobile vouchers through the state-funded Alternative Housing Voucher Program, and 25 will be project-based Housing Choice Vouchers from DHCD's voucher pool.

Project Selection: DHCD will issue NOFAs to solicit developer applicants for 811 PRA funds. In addition to going through DHCD's general project selection process, which screens for qualities such as feasibility, developer/manager track record, level of affordability, and readiness to proceed, projects must also be approved by EOHHS. EOHHS will recommend projects that are likely to appeal to the target populations based on factors such as location, access to services and transportation, design and accessibility, and safety.

Agency Roles/Responsibilities: DHCD's Division of Housing Development staff will promote the 811 program, coordinate the 811 resources with its capital funding rounds, review and underwrite projects (with assistance from the quasi-public Community Economic Development Assistance Corporation, under contract to DHCD), select projects with EOHHS involvement, close project loans, oversee construction, and monitor for compliance. DHCD's Bureau of Rental Assistance will issue the 811 NOFAs, make funding awards, enter into Rental Assistance

Contracts with owners, and oversee rental subsidy administration (with assistance from eight Regional Administering Agencies (RAAs) under contract to DHCD who have for decades operated DHCD's rental assistance programs on a day to day basis). EOHHS/MassHealth will fund and coordinate outreach, referral, and ongoing service provision for 811 PRA tenants. An 811 Implementation Team with representatives from each of the agencies noted above will meet regularly to work out issues connected with the program's start-up and ongoing implementation. This Team has been meeting on a weekly basis for several months.

Outreach: MassHealth's MFP project office, through its Statewide Housing Coordinator (SHC) and a series of five Regional Housing Coordinators (RHCs), will implement and coordinate a comprehensive outreach campaign through the state's established networks of Independent Living Centers, Aging and Disability Resource Consortiums, Aging Service Access Points, entities operating the HCBS waivers, service providers, and state agencies, all of whom work directly with the target populations. The SHC will offer trainings on 811 PRA requirements so that these agencies' staff will be prepared to make referrals of individuals to the program.

Referrals: The SHC and RHCs will develop referral lists based on their outreach efforts. The SHC will coordinate information about available 811 units statewide with information about interested applicants, ensuring that an adequate number of applicant referrals are made in a timely manner to prevent any prolonged vacancy. RHCs and other MFP regional office staff will help applicants to collect application and eligibility information. Screening for eligibility will take place at both the RAA and the individual property level.

Services: All 811 PRA tenants will have an individualized service plan, and will have access to a rich array of supportive services through the MassHealth State Plan, the MFP program, the state's various HCBS waivers, and/or EOHHS agency state appropriations. Access to services in Massachusetts is, by design, highly self-directed and individualized, with the consumer themselves directing their own services to the degree they want to and are able to. EOHHS will be responsible for the overall integration of services.

Massachusetts has worked hard to expand its supply of permanent supportive housing for persons with disabilities and to facilitate the move from institutions to community-based settings for those individuals who wish to make this transition. The state has a strong Olmstead Plan in place, has entered into several Olmstead-related settlements, has created a number of innovative housing programs targeting persons with disabilities, has just launched an ambitious MFP Demonstration program, and most recently, has passed state legislation calling for an interagency campaign to create 1,000 new units of supportive housing within the next three years. Nonetheless, the need for additional resources to support the initiatives described above remains urgent. Securing 811 PRA resources would play a key role in helping Massachusetts to continue building the dependable and robust continuum of services that the state's population of persons with disabilities so badly needs.

(10) Summary of State Program(s) Used to Award PRA Demo Funds:

DHCD plans to award 811 PRA subsidies in conjunction with all of its capital funding programs – federal Low Income Housing Tax Credits and HOME funds, plus eight different state bond-

funded programs – which are awarded via consolidated funding rounds twice a year. The state-funded programs include three that are targeted at persons with disabilities, the homeless, and others with particular needs. These are:

- *Community-Based Housing Program (CBH)*, supporting the development of rental housing for persons with disabilities, typically several units (no more than 15% of the total) integrated into larger developments. The CBH program contributes up to 50% of the units' capital costs through a 0% deferred loan. Project-based vouchers are sometimes awarded as well, to support deeper levels of affordability. Tenants bring their own services with them. DHCD coordinates closely with EOHHS to ensure effective program operation.
- *Facilities Consolidation Fund (FCF)*, supporting service-enriched housing for clients of the Departments of Mental Health and Developmental Services moving from institutions to community-based settings, typically small group homes or apartments integrated into larger developments. FCF contributes 50% of total development costs through a 0% deferred loan.
- *Housing Innovations Fund (HIF)*, supporting primarily non-profit sponsored supportive housing for low-income homeless individuals and families, victims of domestic abuse, veterans, and persons with disabilities.

The other state-funded programs include: a state housing tax credit program, with awards made in conjunction with federal tax credits; the Housing Stabilization Fund and the Affordable Housing Trust Fund, flexible resources that can support many kinds of project; the Commercial Area Transit Node Housing Program, supporting transit-oriented development; and the Capital Improvement Preservation Fund, supporting preservation of expiring use developments. DHCD requires long-term affordability use restrictions, typically 30 years, for all projects it funds.

DHCD has awarded more than \$150 million per year in recent years in affordable housing development funds, more than half of which has come through its state bond-funded programs. Nearly \$90 million in state bond funds are budgeted for these eight programs for the coming year. Overall, DHCD funds typically stimulate the production of some 2,000 units per year, approximately 10% of which are permanent supportive housing units. There is strong demand for these funds: DHCD typically funds some 60 projects per year, with nearly twice as many applications submitted.

Projects selected for funding typically receive awards through multiple programs, and sometimes also receive an allocation of project-based vouchers (PBVs) as well. DHCD offers up to 100 PBVs per biannual funding round, to help support units that will be affordable and restricted to extremely low-income populations. The 811 PRA funds will give DHCD another critically-needed resource to work with, helping to stimulate the increased production of deeply affordable units targeted at extremely low-income persons with disabilities.

PART III. NARRATIVE RESPONSES TO FACTORS FOR AWARD

RATING FACTOR 1: EXPERIENCE AND CAPACITY

Massachusetts has a well-established, experienced and very capable network of affordable housing agencies that have been collaboratively running a range of successful programs for many years, some of them very similar to the Section 811 Project Rental Assistance (PRA) Demonstration program described in this proposal. The Department of Housing and Community Development (DHCD), the 811 PRA Applicant for Massachusetts, is the Commonwealth's lead agency for housing and community development, administering nearly \$1 billion in state and federal funds through a range of programs including Low Income Housing Tax Credits (LIHTC), HOME, CDBG, and a variety of state programs. DHCD also oversees a large state-funded public housing program with more than 45,000 units, a Housing Choice Voucher program with over 19,000 vouchers, and a variety of other rental assistance programs, both federal and state-funded, mobile and project-based, serving various populations including persons with disabilities, the homeless, and elders. Many of these programs include the provision of long-term services and supports, and DHCD has worked collaboratively for many years with the Executive Office of Health and Human Services (EOHHS), which is the single state agency for the operation of the state's Medicaid program (MassHealth), and the agencies and departments under its umbrella – such as the Department of Mental Health (DMH), Department of Developmental Services (DDS), Executive Office of Elder Affairs (EOEA), and Massachusetts Rehabilitation Commission (MRC). Experienced staff at DHCD and EOHHS have operated programs that involve every element of the proposed 811 PRA program described in the following pages, and are fully prepared to implement a successful 811 program if awarded funds to do so.

a. Management Team and Key Staff

Aaron Gornstein, *Undersecretary for Housing and Community Development, DHCD*. Aaron Gornstein assumed the position of Undersecretary in January 2012, overseeing DHCD and serving as chief housing policy advisor to the Governor. Prior to his appointment, Gornstein served for over 20 years as Executive Director of the Citizens' Housing and Planning Association (CHAPA), a Massachusetts-based affordable housing research and advocacy organization. At CHAPA, Gornstein helped to create various initiatives benefiting persons with disabilities, including: the MassAccess Housing Registry, a statewide database matching accessible units with those who need them; the Facilities Consolidation Fund and Community Based Housing Program, stimulating the creation of thousands of units for people with disabilities; and the Home Modification Loan Program, providing funds to increase accessibility in existing homes. Gornstein is currently working to implement new state legislation calling for the development of 1,000 units of supportive housing over the next three years, a collaborative effort with 18 different state agencies, in which the 811 PRA funds will play a role.

Catherine Racer, *Associate Director, DHCD*. Kate Racer has worked at DHCD since 1983, and for the past 19 years, has headed DHCD's 28-person Division of Housing Development. In this role, she oversees all DHCD's affordable housing production programs, including LIHTC, HOME, and all the state bond-funded programs, including those targeted at creating housing for persons with disabilities. Prior to assuming her current position, she was director of the state's affordable homeownership program and special assistant to the Governor's Cabinet Secretary for housing. She has served on the boards of several state and national affordable housing

organizations, including the Massachusetts Housing Partnership Fund (Secretary's designee), the Council of State Community Development Agencies, and the Affordable Housing Institute.

Jo Ann McGuirk, *Deputy Associate Director, Division of Housing Development, DHCD*. At DHCD since the 1980s, Jo Ann McGuirk has served in her current position for 10 years. She has been involved with all of DHCD's housing production programs and helped to create, implement and oversee DHCD's HOME program as well as its Housing Stabilization Fund. She has extensive experience working with developers on producing housing for persons with disabilities, and was instrumental in creating the state-funded Community Based Housing Program. Prior to joining DHCD, McGuirk worked for DMH in the Division of Mental Retardation. A trained social worker, she has also worked for a non-profit providing community based housing and services for people with mental retardation.

Andrew Nelson, *Senior Program Manager, Division of Housing Development, DHCD*. Andrew Nelson will serve as program coordinator for the 811 PRA activities within the Division. Since 1999, Nelson has managed three of DHCD's state bond-funded affordable housing development programs – the Housing Innovations Fund (HIF), Facilities Consolidation Fund (FCF), and Community-Based Housing Program (CBH) – each of which creates supportive housing for specific populations including persons with disabilities, the homeless, and elders. Awards under the three programs combined total \$20-\$25 million annually. Nelson is responsible for program design, policy development, proposal review, fiscal controls, and managing subcontractors for legal, architectural and underwriting services. Prior to working at DHCD, Nelson served as a technical services coordinator on lead-based paint issues for Housing Environmental Services, as a project coordinator for Tise Architects, and as a planner for the Cambridge Housing Authority.

Sheila Dillon, *Director, Bureau of Rental Assistance, DHCD*. Sheila Dillon oversees the Commonwealth's Section 8 and other rental assistance programs, including programs for the homeless and persons with disabilities, and will oversee administration of the 811 PRA units. Prior to coming to DHCD in 2012, Dillon held various housing positions at the City of Boston: she was Deputy Director for Housing at the Department of Neighborhood Development, Deputy Director of Housing at the Boston Redevelopment Authority, and Mayor Thomas Menino's Housing Advisor. Prior to her tenure with the City of Boston, she served as Director of Real Estate Development at the Massachusetts Housing Partnership Fund.

Robert Cohen, *Fiscal Director, Bureau of Rental Assistance, DHCD*. Robert Cohen provides fiscal oversight for all DHCD's rental assistance programs, with total annual contracts of over \$400 million, requiring coordination with eight non-profit regional agencies and over 200 local housing authorities. He has worked at DHCD since 1985, and served as the Bureau's Acting Director for the year prior to Sheila Dillon's hiring. He has served on a HUD Section 8 Advisory Committee, and received a "Commonwealth Suggestion" award for innovative cost-saving ideas.

Paul Nixon, *Project-Based Voucher Programs Coordinator, Bureau of Rental Assistance, DHCD*. Paul Nixon oversees the administration of DHCD's Project-Based Vouchers and Section 8 Moderate Rehab programs, and supervises staff who oversee the state-funded MA Rental Voucher and DMH Rental Subsidy programs. Nixon has 25 years of experience administering rental assistance programs, and provides technical assistance to housing developers, providers, and other local agencies on compliance with complex program-specific regulations and policies.

Christine Griffin, *Assistant Secretary for Disability Policies and Programs, EOHHS*. A lawyer by training, Christine Griffin has been involved with disability law issues since the 1990s. She

served as Executive Director of the Boston Disability Law Center from 1996-2005, as a commissioner of the US Equal Employment Opportunity Commission from 2005-2009 (the first female and disabled member of the Commission), and as Deputy Director of the US Office of Personnel Management from 2010-2011, before returning to Massachusetts and her current EOHHS post in August 2011. Griffin provides policy oversight for EOHHS's programs serving persons with disabilities, and will do so for the 811 PRA program. She also co-chairs with Undersecretary Gornstein the Joint Committee on Housing for Persons with Disabilities.

Karen Langley, *Director, Assistive Technology and Community Support Programs, Department of Disability Policy and Planning, EOHHS*. Karen Langley will be the Project Lead for the 811 Implementation Team, convening regular meetings of DHCD and EOHHS/MassHealth staff to develop policies and procedures for the program and monitor progress. Langley has 34 years of experience in developing and managing programs to assist people with disabilities in transitioning from institutions to the community, first at the Massachusetts Rehabilitation Commission (MRC) and since 2007 at her current post. Since the 1980s, she has designed, developed, and overseen a series of innovative programs including the Supportive Living Program, the Home Modification Loan Program, the MassAccess Housing Registry, and the Community Based Housing Program (CBH). In her current position, she is the point person coordinating the Commonwealth's housing and human services agencies' work to integrate supportive housing and services for persons with disabilities, convening and/or participating in various interagency committees. Recently, she has helped EOHHS/MassHealth to build the infrastructure for the housing component of its new Money Follows the Person (MFP) program.

Robin Callahan, *Deputy Medicaid Director for Policy and Programs, EOHHS*. Robin Callahan oversees the Office of Policy and Planning and the Office of Integrated Care Delivery, which administer MassHealth managed care and fee-for-service programs, developing integrated programs and services for MassHealth's 1.3 million members. Callahan has 18 years experience at MassHealth, and has been responsible for realigning its program structure to plan and implement federal health care reform, has led the Duals Demonstration (for those dually eligible for Medicare and Medicaid), and developed the MFP and the 1915(c) home and community based services (HCBS) waiver programs. Callahan chairs a monthly MassHealth advocates meeting on MassHealth policies and programs, including new efforts like the 811 PRA program.

Michele Goody, *Director of Community Based Waiver Programs, EOHHS*. Michele Goody directs planning, policy development, implementation, and ongoing monitoring for multiple MassHealth HCBS waiver programs, and is MassHealth's primary connection with the Centers for Medicare and Medicaid Services (CMS) agency for waiver programs. She provides technical assistance and support to state agency staff in waiver operation, quality monitoring and oversight. Goody has over 20 years of management experience in various EOHHS departments/agencies, including the Department of Public Health, DMH and EOEa, with an emphasis on community-based long term services and supports. Goody will provide technical assistance and oversight on MassHealth HCBS waiver programs in connection with the 811 PRA program.

Lauren Almquist, *Policy Unit Analyst, EOHHS*. Lauren Almquist has provided financial and policy analysis at EOHHS on MassHealth programs for four years, focusing on the areas of housing and homelessness, including community-based waiver programs and long-term services and supports. She supports the development of new initiatives such as the MFP program and the Duals Demonstration. Prior to working at EOHHS, Almquist directed a permanent supportive housing program site for older adults with a broad range of disabilities at Hearth, and also

directed intake, referral and placement for multiple supportive housing sites across the agency. Almquist will be the EOHHS MassHealth liaison on the 811 Implementation Team.

Kristina Hals, *Money Follows the Person* Statewide Housing Coordinator, EOHHS. Hired in July 2012, Kristina Hals will help build and coordinate the statewide housing infrastructure for Massachusetts' new MFP grant. She will be the point person connecting housing developers and all new supportive housing units coming on-line in the state with the regional and local housing staff working to place persons with disabilities (not just those eligible for MFP) into supportive housing. Hals brings 20 years of experience in housing, community development, and supportive services for people with disabilities. Most recently, she coordinated the United Way-funded Metro Boston Regional Network to End Homelessness, engaging federal, state, and community partners in developing, implementing, and assessing innovative solutions to family homelessness. Prior to that, she was a senior associate at the Technical Assistance Collaborative (TAC), providing project management, evaluation, research, community planning, training, and other forms of technical assistance to non-profits and public agencies, helping them to build pipelines of supportive housing and related resources for people with disabilities.

Outline of Current Programs Relevant to This Application. The Commonwealth has developed and currently administers a number of programs involving the coordinated provision of housing and supportive services. The two programs described below are examples of effective collaboration between DHCD and EOHHS in addressing the housing needs of persons with disabilities. All persons served by these programs are MassHealth eligible and receive State Plan services. Other programs serving persons with disabilities are described below in section 1.b.

- **Community Based Housing Program (CBH).** CBH is a state bond-funded program aimed at increasing community housing options for people with significant, long-term disabilities. In operation since 2006, the program provides capital support for units that are integrated into mainstream, affordable multifamily developments. DHCD provides capital funds of up to 50% of the total development costs of CBH units, capped at \$750,000 per project. Projects must establish rents at levels affordable to households with incomes as low as 15% of Area Median Income (AMI) and usually do so through a commitment of project-based rental assistance. DHCD makes project-based vouchers (PBVs) available to help CBH projects meet this need. To ensure integration, no more than 15% of the units in a CBH project can be restricted to persons with disabilities. DHCD includes CBH funds as part of its consolidated rental funding rounds, along with LIHTC, HOME, PBVs, and other resources. To date, DHCD has awarded funds to 209 units in 55 projects, of which 120 are currently occupied (the remaining units are in construction or in the development pipeline). Developer demand exceeds available CBH funding. Sample project profiles are included in the attachments.

A number of factors have contributed to the program's success. The CBH legislation stipulates collaboration between DHCD and EOHHS. DHCD has worked closely with MRC and other EOHHS agencies to design program elements such as effective developer outreach, training for architects on accessibility and universal design, and education for management agents on waitlist, tenant selection, and effectively connecting with community services. EOHHS staff work with DHCD during project selection, screening for projects that will be attractive to people with disabilities, and only after EOHHS screening does DHCD proceed with project underwriting. When a CBH unit becomes available, the owner contacts MRC staff, who alert the partner EOHHS agencies, Independent Living Centers, and other service

organizations to identify and assist possible applicants – people with disabilities who are institutionalized or at risk of becoming so. CBH tenants have individualized support services, typically a range of MassHealth-funded, self-directed services such as personal care assistance, home health aides, case management, day programs, and counseling. MRC provides a contact person for owners/agents to help make connections with service agencies or to help with any tenant issues that may arise. The CBH program has been very successful, demonstrating that people with significant disabilities can live safely and independently in the community, with the appropriate supports.

- **Department of Mental Health Rental Subsidy Program.** Established in 1986, this rental assistance program is a joint effort between DHCD and DMH, allowing very low-income DMH clients to secure quality, affordable housing in the community. DMH clients lease units of their choice within rent limits determined by DHCD, and pay no more than 35% of their adjusted income for rent. DHCD oversees the rental assistance program in accordance with state regulations, maintaining a reporting database with information like lease locations, start/end dates, rents, assigned service providers, owners, and administering local housing authorities. DMH provides supportive services through the Community Based Flexible Supports program via a network of 19 contracted agencies statewide, ensuring that its clients receive appropriate services such as interventions and supports to manage symptoms and medical conditions, promote wellness, maintain daily independent living skills, and maintain and utilize skills needed to secure and maintain employment. DMH also has a statewide housing coordinator and six regional housing coordinators that work closely with local providers, housing authorities and private landlords on locating housing for its constituents. The longstanding collaboration between DHCD and DMH in jointly managing this program has resulted in a strong working relationship between the two agencies, effectively serving the housing needs of many people with severe and persistent mental illness, while making efficient use of public funds. The program currently serves 1,285 households.

b. Capacity and Readiness

(1) General Experience.

Capacity and experience are described below for DHCD's Division of Housing Development as well as for EOHHS/MassHealth. DHCD's experience managing rental assistance programs is described in section 1.b(2), and compliance and monitoring experience is described in 1.b(3).

DHCD's Housing Development Experience. DHCD provides capital funds to developers of affordable housing through a range of both federal and state-funded multifamily rental housing programs, detailed in the chart below, which shows all funding awards or allocations DHCD made via these programs during the five-year period from 1/1/2007-12/31/2011. (Note that unduplicated totals are shown at the bottom of the chart, since many projects receive awards from more than one program.) The State's strong commitment to affordable housing is evidenced by the amount of funding it has provided over the years, with a major state housing bond bill passed every four or five years since the 1980s (the last one passed in 2008, and another is in the works for 2012). Demand for these well-established state and federal housing programs is extremely strong, with the pipeline limited only by the supply of available funding.

Multifamily rental programs	Type of subsidy	Amount of funding or allocation	# of projects awarded \$	# of projects closed	# of units in project	# of units assisted by program
LIHTC (9%)	Federal tax credits, affordable housing	\$85,100,585	106	92	5,438	5,027
LIHTC (4%)	Federal tax credits, affordable housing	\$22,758,161	33	23	3,412	3,089
Tax Credit Assistance	ARRA funds used in lieu of LIHTC	\$59,605,630	12	12	698	638
Tax Credit Exchange	ARRA funds used in lieu of LIHTC	\$110,345,919	20	20	1,300	997
HOME	Federal funds, affordable housing	\$68,241,578	108	90	4,964	1,973
State Housing Tax Credit	State tax credits, affordable housing	\$66,443,106	51	44	3,733	2,823
Community Based Housing (CBH)	State bond funds, housing for people with disabilities	\$25,358,996	55	44	2,531	209
Facilities Consolidation Fund (FCF)	State bond funds, housing for clients of DMH/DDS	\$27,405,619	80	45	955	537
Housing Innovations Fund (HIF)	State bond funds, supportive housing	\$46,017,769	74	63	2,267	2,100
Housing Stabilization Fund (HSF)	State bond funds, preservation and production of affordable housing	\$78,581,431	114	92	4,421	4,089
Commercial Area Transit Node Housing	State bond funds, transit-oriented affordable housing	\$9,432,643	13	9	358	355
Capital Improvement Preservation Fund (CIPF)	State bond funds, preservation of expiring use projects	\$20,770,000	19	16	2,107	1,564
Affordable Housing Trust Fund (AHTF)	State bond funds, affordable rental housing	\$158,591,612	168	115	8,606	7,731
Unduplicated totals across all programs		\$778,653,049	321	225	12,989	11,836

Capital funding awards and tax credit allocations are typically made available twice a year through DHCD's consolidated NOFA process, along with 100 project-based vouchers per round that are awarded as and where needed. DHCD requires all projects to include a minimum 10% of the units targeted at and affordable to extremely low income households, and starting in fall

2012, projects that increase this percentage to 20% are slated to receive priority. DHCD coordinates overall spending by fiscal year through the state fiscal system, issues NOFAs, and manages the application process. For most of its programs, experienced DHCD staff perform each program activity directly: reviewing applications, underwriting, selecting projects, making funding awards, coordinating closings, monitoring construction, overseeing close-out, monitoring lease-up and tenant selection, servicing loans, compiling data and fulfilling reporting requirements, and handling workouts when necessary. For certain programs, DHCD contracts for some of these tasks with other public or quasi-public state agencies, though in all cases DHCD retains statutory and fiscal responsibility. For example, DHCD contracts with the quasi-public Community Economic Development Assistance Corporation (CEDAC) to assist DHCD with underwriting and other operational activities for the HIF, FCF, and CBH programs.

EOHHS/MassHealth Experience. Massachusetts has a comprehensive system of long-term services and supports (LTSS) in place for individuals with disabilities, serving many of the approximately 630,000 people in the state with LTSS needs. In addition to the more than \$3.7 billion in MassHealth spending for LTSS, the state allocates over \$1 billion per year in discretionary state funds to support persons with disabilities, evidence of its commitment to this population. Beginning with the deinstitutionalization movement of the 1970s and accelerating in recent years, these funds are increasingly being spent in community-based settings rather than institutional ones. The percentage of MassHealth funds for LTSS spent on facility-based care dropped from 56% in FY05 to 46% in FY09, as state facilities are closed and new programs to facilitate community-based living are launched. The state offers eight HCBS waivers (with two new ones awaiting approval for MFP participants), serving a total of over 23,000 people – frail elders, adults with intellectual disabilities, adults with brain injury, and children with autism. The state also offers a rich array of optional Medicaid State Plan services that facilitate community living – over and above statutorily mandated Medicaid services – such as personal care, home health services, day habilitation, and targeted case management for specific populations.

The EOHHS agencies, particularly DDS, DMH, MRC, and EOEa, have extensive experience providing a range of LTSS to individuals with disabilities, enabling them to live in the community, whether in independent apartments, with family, in group homes or shared living, with the supports necessary to function as independently as possible. Agencies have worked closely with the human services provider community and disability advocates to identify gaps in services and to fill them using innovative state-funded programs like the Home Modification Loan Program, the CBH and FCF programs, MassAccess Housing Registry, and others. The EOHHS agencies noted above each have staff dedicated to working on housing issues, monitoring housing programs, and facilitating housing search and services coordination.

(2) Experience Managing Rental Assistance Programs.

DHCD has decades of experience successfully managing a variety of rental assistance programs, including thousands of units that are project-based and/or administered in partnership with service providers. In addition to managing a 45,635-unit portfolio of state public housing since the 1940s, DHCD administers one of the oldest and largest statewide rental assistance portfolios in the country, with total annual contracts of over \$400 million. This growing portfolio currently includes over 19,000 federal Housing Choice Vouchers (up from 10,000 in 1992), over 6,000

state vouchers (MA Rental Vouchers), and a variety of other federal and state rental subsidy programs targeting specific populations, as summarized in the chart below.

Rental Assistance Programs	Population served	Services included	Number of units	Year started
FEDERAL PROGRAMS:				
Housing Choice Vouchers: mobile, undesignated ¹	Extremely low-income households		15,628	1978
Section 8 New Construction/ Substantial Rehab	Very and extremely low-income households		1,887	1979
Section 8 Moderate Rehab	Very and extremely low-income households		967	1982
Section 8 Moderate Rehab (Veterans)	Very and extremely low-income veterans	Yes	172	1982
Project-Based Vouchers (PBV)	Very and extremely low-income households		1,133	1991
Veterans Housing Program	Homeless veterans with disabilities, severe psychiatric, and/or substance abuse disorders	Yes	92	1992
McKinney Vento Shelter Plus Care	Homeless individuals and families with disabilities	Yes	246	1992
Family Unification Program (FUP)	Families with children placed with the Dept of Children and Families who lack permanent or adequate housing		118	1993
Housing Options Program	Disabled persons in greater Boston who are either homeless or at risk	Yes	345	1994
Non-Elderly Disabled (NED) Designated Housing	Non-elderly, disabled individuals		600	1998
Non-Elderly Disabled (NED) Mainstream Housing	Non-elderly families, either head of household or spouse is disabled		200	1998
Veterans Assisted Supported Housing	Homeless veterans	Yes	360	2008
HUD Approved Set-Aside Programs:				
Project Based Rental Assistance HIV/AIDS	Individuals and families with HIV/AIDS	Yes	18	1992
Tenant Based Rental Assistance	Individuals and families with HIV/AIDS	Yes	217	1995
Raising the Next Generation	Grandparents raising grandchildren	Yes	50	1998
Consent Decree Litigation Vouchers: Skinner, Ramos	Boston and Holyoke		100, 156	1991, 1995
STATE PROGRAMS:				
Dept of Mental Health Rental Subsidy Program	Dept of Mental Health clients	Yes	1,285	1986
MA Rental Voucher Program (MRVP)	Households with incomes below 200% of poverty		6,476	1992

Rental Assistance Programs	Population served	Services included	Number of units	Year started
Alternative Housing Vouchers	Disabled individuals under age 60		434	1995
TOTAL ALL PROGRAMS			30,484	

¹ Note that DHCD's 19,000+ HCV portfolio includes these undesignated vouchers plus vouchers in many of the federal programs listed above that have been designated for a particular use.

DHCD's Bureau of Rental Assistance administers all of the programs listed above (except for Section 8 New Construction/Substantial Rehabilitation, administered by DHCD's Bureau of Housing Management). In doing so, DHCD utilizes a network of eight Regional Administering Agencies (RAAs) as well as one local housing authority with coverage of every city and town in the Commonwealth as a delivery system that promotes housing choice and mobility for all program participants. Subcontractors to DHCD, the RAAs maintain their own waiting lists for many project-based rental assistance programs and manage day-to-day program tasks including outreach, tenant selection, income verification, unit inspection (including maintaining a photo library of all key inspection findings), subsidy contract administration with landlords, hearings, terminations, accounting and financial management, reporting, etc. DHCD establishes overall administrative requirements, policies, and procedures for use by all RAAs and codified in an Administrative Plan. DHCD provides general program oversight and technical assistance, monitors RAA performance, provides financial support and oversight, and manages all reporting and communication with HUD. DHCD and the RAAs have effectively administered these programs together for over 30 years, maintaining a consistent 100% leasing rate and scoring top marks on HUD's Section 8 Management Assessment Program (SEMAP).

Several of DHCD's rental assistance programs involve project-based subsidies, as noted, and DHCD has more than 20 years of experience both with issuing new project-based vouchers and administering an existing portfolio. For new project-based vouchers, DHCD is responsible for all front-end activities such as soliciting and selecting proposals from developers/owners and meeting with project principals, including the RAA, before an Agreement to Enter into a Housing Assistance Payments Contract (AHAP) is executed. The RAAs prepare the AHAP and HAP agreements, and have day to day program administration responsibility for the PBVs, including determination of tenant eligibility, unit inspections, monitoring owner compliance, adjusting owner rents, tenant income certification, etc. DHCD has 1,133 Section 8 PBVs leased, with an additional 105 slated to come on-line in 2013, as well as other project-based units through other state and federal programs.

DHCD also has over 30 years of oversight and monitoring experience as Traditional Contract Administrator (TCA) for its existing Section 8 New Construction/Substantial Rehab portfolio of 1,887 units, located in 30 developments in 26 different communities. DHCD has an Annual Contributions Contract (ACC) with HUD for each development and a HAP contract with each owner, several of which have been successfully renewed upon expiration of their 30-year terms. As TCA, DHCD has extensive experience working with HUD systems, such as: income certification through the Tenant Rental Assistance Certification System (TRACS) and the Enterprise Income Verification (EIV) system, operational and financial monitoring through annual Management and Occupancy Reviews (MORs), file processing through HUD's iMAX system, and payment tracking through TRACS and HUD's Electronic Line of Credit Central

System (eLOCCS). For over 30 years, DHCD has maintained a clean record of no financial audit or programmatic findings in its administration of this program.

DHCD has strong systems in place for data collection, reporting, program monitoring and financial controls. For the past 15 years, all RAAs have been required to use a customized central database system produced and overseen by Tracker Systems Inc., incorporating the statutory requirements of each housing program. A nightly web service uploads a range of tenant, rent, and other data to DHCD's central database, giving DHCD real-time access to program data. This information is summarized and analyzed against certain program benchmarks to produce indicator-relevant "scores," allowing DHCD to monitor RAA performance. Tracker Systems data is also used to create DHCD's payment requests to the State accounting system, and to report to HUD via its Voucher Management System. DHCD's Bureau of Rental Assistance is subject to two annual audits – one as part of the State's single audit process and a second fiscal/grant audit. The Bureau has never received a fiscal finding on any of these financial audits.

(3) Experience with Program Compliance and Monitoring.

DHCD has administered a range of HUD-funded and other federal programs for decades, including the HOME and LIHTC programs, and is deeply experienced at monitoring for compliance with federal regulations and requirements during both the construction and the ongoing operational phase. These programs typically require compliance with the same requirements as those spelled out in the 811 PRA NOFA – e.g., those relating to Davis Bacon, energy efficiency and water conservation, historic preservation, site contamination, wetlands, lead paint, etc. DHCD's track record with these programs has been exemplary. For example, HUD ranked DHCD's HOME program administration fourth in the nation out of 51 participating jurisdictions (and it has been in the top five since this performance-based ranking system was launched eight years ago). Last year, HUD gave two of its 13 national "Doorknocker" awards to DHCD for innovative and exceptional HOME-funded projects – DHCD was the only HOME allocating agency to receive more than one of these awards. Since 1992, DHCD has always used all of its per capita LIHTC allocation and has been eligible for the national pool of credits that other states have failed to use. And in federal reviews by the GAO and US Treasury Department of DHCD administration of two ARRA-funded programs requiring rapid implementation, TCEX and TCAP, DHCD was given a clean record, with no negative findings. Two experienced GAO inspectors who toured TCEX and TCAP sites with DHCD staff last year commented that they had never seen better examples of affordable housing.

DHCD's Bureau of Rental Assistance staff ensure that all units are occupied by eligible tenants, and that they meet not only Housing and Quality Standards (HQS), but DHCD's own more stringent requirements and all applicable State codes. DHCD provides periodic training on these requirements to RAA inspectors, and performs inspections jointly with RAA staff on a quarterly basis for quality control. Non-compliance with HQS or DHCD's other requirements can result in rejecting the unit, suspending the subsidy, or terminating the HAP contract with the owner.

DHCD has consistently been recognized as a high-performing agency for its successful administration of HUD and other public programs. In 1998, DHCD was designated by HUD as a Moving to Work (MTW) agency, based on its having met a number of performance-based

metrics including leasing rates, relevant skills and experience of key staff, and scores on various HUD assessments. As one of only 30 MTW agencies in the country, this designation allows DHCD to test innovative approaches to providing housing assistance, with exemption from certain statutes and HUD regulations. DHCD's MTW designation has exempted it since 2008 from HUD's Section 8 Management Assessment Program (SEMAP), but in 2008, DHCD was designated a High Performing Agency, scoring 135 out of 135 possible SEMAP points relating to overall program management. Since then, DHCD continues to self-monitor using SEMAP indicators and it continues to achieve high-performing status.

c. Past Noncompliance

Not applicable: DHCD has no history of non-compliance with HUD program requirements.

RATING FACTOR 2: NEED/EXTENT OF THE PROGRAM

State officials in Massachusetts have demonstrated their commitment to the principles of the Supreme Court's 1999 *Olmstead* decision, working hard over many years to expand access to community-based living for people with disabilities. Because Massachusetts is a high-cost state with enormous demand for a limited supply of affordable housing, a key piece of this work has been expanding access to affordable housing targeted for people with disabilities. The 811 PRA subsidies will play a critical role in the state's ongoing efforts to expand its continuum of services for people with disabilities.

Background on state efforts to expand access to community-based supportive housing.

Governor Patrick established an Olmstead Planning Committee in the fall of 2007, a broadly representative group including individuals with disabilities, providers, advocates, and state agency staff. Using the People's Olmstead Plan that had been produced by consumer advocates in 2002 as a starting point, the committee identified key gaps in the state's continuum of services. To address these gaps, the committee developed six overarching goals and a detailed implementation plan, summarized in a 2008 report, the Community First Olmstead Plan (a summary of which is included in the attachments). The goals are:

1. Help individuals transition from institutional care;
2. Expand access to community-based long-term supports;
3. Improve the capacity and quality of community-based long-term supports;
4. Expand access to affordable and accessible housing with supports;
5. Promote employment of persons with disabilities and elders; and
6. Promote awareness of long-term supports.

In addition to the Community First plan, the State has entered into several *Olmstead*-related settlement agreements aimed at deinstitutionalization. These include:

- *Rolland Settlement (2000)*: Providing services enabling individuals with developmental disabilities to transition from nursing homes to the community, at a total cost through FY13 of \$75.3 million. Administered by the Department of Developmental Services (DDS) and the Massachusetts Rehabilitation Commission (MRC). By September 2012, 640 individuals will have transitioned from institutions to the community.

- *Hutchinson Settlement (2009)*: Providing services to support 300 people with acquired brain injuries over three years in transitioning from institutions to community-based settings, at a net cost of up to \$15 million, via two new 1915(c) HCBS waivers administered by MRC. These individuals will be part of the 811 PRA target population. (A profile of one, now living in a DHCD-subsidized unit in a CBH project, is attached.)

Even before the *Olmstead* decision, Massachusetts had prioritized transitioning people with disabilities from institutional settings into the community, as evidenced by the following actions:

- *Personal Care Assistance (PCA) program*: allowing people with disabilities to hire and pay their own PCA, a key service for people transitioning from institutions. This popular MassHealth State Plan service assisted 10 people when launched in 1974, and now serves over 25,000. It is one of many optional State Plan services that Massachusetts offers.
- *Independent Living Centers (ILCs)*: helping people with disabilities to get out of institutional settings through services coordination, peer support, advocacy, and skills training. Funded initially in 1974 with MRC resources, a network of 11 ILCs now receive state and federal appropriations, and help over 200 people a year to transition from nursing homes.
- *MassHousing set-aside for DMH/DDS clients*: MassHousing, the state's housing finance agency, established a set-aside program in 1978 requiring that 3% of all low- and moderate-income units in the portfolio of developments it financed be set aside for DMH/DDS clients. There are currently 961 such units under agreement.
- *EOHHS agency flexible support programs*: Since 1986, various EOHHS agencies including MRC, DMH, and DDS have created programs that provide case management and other flexible supports to enable their constituents to live as independently as possible in the community. These include MRC's Supportive Living Program (for people with severe physical disabilities), DMH's Community Based Flexible Supports (people with long-term mental health needs), and DDS's Individual Supports (people with intellectual disabilities).
- *State bond-funded programs serving people with disabilities*: In the 1980s-90s, DMH and DDS began planning for the closure of state institutions, and the Commonwealth launched various state bond-funded programs to create or support community-based housing for persons with disabilities and otherwise facilitate deinstitutionalization. Programs include:
 - *Housing Innovations Fund*: 3,600+ supportive housing units funded since 1987
 - *Facilities Consolidation Fund*: 2,138 units funded since 1991 for DMH and DDS clients
 - *Home Modification Loan Program*: 1,700+ accessibility loans made since 1999
 - *Community-Based Housing Program*: 209 supportive housing units funded since 2006

As a result of these and other efforts, the percentage of MassHealth funding for long-term services and supports spent on facilities-based care is decreasing – going from 56% in FY05 to 46% in FY09. A number of state institutions have closed in recent years – three DDS facilities and three DMH facilities – and five more are slated to close within the next two years. As of FY09, there remained 10,430 persons with disabilities under age 65 receiving MassHealth-funded services within institutions, a number that continues to fall.

The state's July 2011 MFP grant allows Massachusetts to take further steps to support people with disabilities in transitioning to community settings, and includes a goal of transitioning 2,192

elders and persons with disabilities from institutions by the end of 2016. Of these, an estimated 25% will choose to move to an independent apartment in the community (based on national Mathematica data). The 5-year grant includes two new HCBS waivers, which when approved will bring the state's total number of waivers to 10. It also includes additional funding and staffing for housing search and transition assistance, including a Statewide Housing Coordinator, five Regional Housing Coordinators, Transition Coordinators, a pool of housing search entities, and funds for one-time move-in costs. (A program abstract is included in the attachments.)

A recent indication of the Commonwealth's commitment to expanding the supply of supportive housing was the passage this year of House Bill 3963, state legislation that promotes supportive housing for the homeless, persons with disabilities, and elders (a press release is included in the attachments). The bill calls for an interagency memorandum of understanding (MOU) across 18 state agencies, including EOHHS and DHCD, aimed at creating 1,000 units of permanent supportive housing by December of 2015. The MOU is to be developed by December of 2012, and is to include an action plan coordinating the procurement of community-based supportive services with capital and operating subsidies for housing. The legislation does not include new funding to create or support new housing units, but it does facilitate better coordination among state agencies working to create more permanent supportive housing.

Need for additional supportive housing for extremely low-income persons with disabilities.

Despite all the efforts described above to expand long-term services and housing for people with disabilities, barriers still impede progress, and one of the most persistent is the lack of rental subsidies. Housing costs in Massachusetts are high, making it particularly difficult for persons with disabilities, most of whom are extremely low-income, to access the housing they need. The median income for persons with disabilities receiving SSI benefits in Massachusetts was only 16% of Area Median Income in 2010, putting even much "affordable" housing out of reach, such as LIHTC-subsidized units aimed at households at 50-60% AMI. Even 28% of MassHousing's DMH/DDS set-aside units are in fact filled by non-DMH/DDS clients, largely because not all the units have a deep subsidy like Section 8 and those without deep subsidies are unaffordable for most persons with disabilities. In general, SSI recipients in Massachusetts would need to spend 127% of their total monthly income to rent a typical one-bedroom apartment (compared to 112% nationally). As a result, rental subsidies are in high demand: of the nearly 70,000 households on DHCD's waitlist for Housing Choice Vouchers (HCVs), more than 23,000 include persons with disabilities. The wait for a HCV is 5-10 years. Access to special needs vouchers is even tighter: in the past year, only 13 of these were issued to new participants from the HCV waitlist. (Excerpts from the state's Consolidated Plan with additional detail on need are attached.)

The need not only for affordable but also accessible housing limits the supply even further. The MassAccess Housing Registry, a free state-sponsored database of the state's accessible rental units in nearly 3,000 developments statewide, allows users to search for affordable, accessible units in locations of their choice. The need for such units is evidenced by the increasingly large number of "hits" the site receives – 2.7 million in 2011, a jump of 70% since 2009 alone.

With 811 PRA funding, DHCD and EOHHS would be able to build on the work they have begun with initiatives like the Community-Based Housing Program, developing a reliable statewide system of community-based housing with individualized and integrated services for persons with

disabilities. Supporting the state's Olmstead Plan, the priority target populations for 811 PRA units will be people in institutional settings, particularly those served under the MFP grant. EOHHS has surveyed its agencies to project the need for subsidized housing combined with supportive services. Their estimates of how many people they serve who meet the 811 criteria and who would realistically need an 811 PRA subsidy within the next two years are as follows:

811 Target Populations	EOHHS Agencies				TOTAL
	MRC	DDS	DMH	EOEA	
Money Follows the Person Participants	100	21	16	30	167
In institution, not MFP, waiver-eligible	40				40
In institution, not MFP, not waiver-eligible	165		103		268
In community, waiver-eligible	10	15			25
TOTAL	315	36	119	30	500

RATING FACTOR 3: SOUNDNESS OF APPROACH/IMPLEMENTATION PLAN

DHCD and EOHHS have put together a well-designed plan to implement a high-quality, effective 811 PRA program that will stimulate and support expanded access to integrated housing for persons with disabilities, as detailed in the following pages. DHCD is requesting 100 811 PRA subsidies, which will be allocated in conjunction with DHCD's full range of development programs via its biannual funding rounds, as well as to a number of existing properties as described below in 3.a(3) and 3.a(4). DHCD's total funding request to HUD for these subsidies and associated administrative costs is \$5,276,452.

Alignment with State's Consolidated Plan. DHCD's proposed 811 PRA program is entirely consistent with current State policy and priorities, as expressed in the State's 2010-2014 Consolidated Plan. One of the Plan's six key objectives is: "Ensure MA residents with disabilities have access to affordable, accessible community housing options that support consumer choice and access to mainstream resources including employment and long term supports as needed." The Plan identifies non-elderly persons with disabilities as "among the most underserved populations." And the Plan specifically includes the Commonwealth's Community First Olmstead Plan and strategy to transition persons with disabilities from institutions to community-based settings, noting the *Olmstead* decision and the related settlements in Massachusetts as part of the rationale for pushing for expanded access to community-based housing for persons with disabilities. In addition, one of the impediments cited in the state's Analysis of Impediments to Fair Housing Choice is "a persisting lack of knowledge regarding the housing rights of people with disabilities, and ongoing segregation and stigmatization of people with disabilities. (Excerpts from both the Plan and from an update to the Analysis of Impediments are included in the attachments.)

a. The Implementation Plan – Program Description

The Implementation Plan described in the following pages expands upon the Inter-Agency Partnership Agreement (IPA) between DHCD and EOHHS dated 7/19/12 and included in the attachments. The Agreement spells out in detail the roles and responsibilities which both agencies have committed to with regard to the proposed 811 PRA program, which are also described in section 3.b(1). The target populations, methods of outreach, and referral procedures

for the 811 PRA units are described below. Other elements of the plan, such as project selection and services coordination are described in other sections of this proposal.

Target populations. The four target populations for the 811 PRA program are listed below in priority order. In addition, 811 PRA tenants must meet the eligibility criteria described in the NOFA. And they must be eligible for the MassHealth Standard or CommonHealth plans (the coverage SSI recipients typically have).

- (1) *Persons enrolled in the state's Money Follows the Person Demonstration program (MFP).* Eligibility for MFP requires that individuals have been in an institution (a MFP Qualified Facility) for 90 consecutive days, that they wish to participate in MFP and transition to community living (to a MFP Qualified Residence), and that they sign a MFP Informed Consent. Most participants receive services through existing MassHealth HCBS waivers. The state has submitted two additional waivers for approval – the MFP Community Living and Residential Supports waivers – which will cover a diverse population moving from facilities. Some MFP participants may not need HCBS waiver services, but will utilize State Plan services and/or MFP Demonstration services indicated in their individual service plans.
- (2) *Persons residing in a long term care facility and eligible for a MassHealth 1915(c) HCBS waiver, but not eligible for MFP.* Some individuals living in long term care facilities may qualify for HCBS waivers, but might not meet the 90 consecutive day stay criterion for MFP eligibility. These individuals have the same need for affordable, accessible housing in which to receive their community services as the population described above.
- (3) *Persons residing in a long term care facility and not eligible for MFP or a HCBS waiver.* There are persons in state institutions and nursing homes who are ineligible for MFP or HCBS waivers, but who receive Medicaid State Plan services and can be assisted in their transitions from institutions with support services funded by state agency appropriations or via other contracted entities. Two EOHHS agencies that have state appropriations to support persons with disabilities in transitioning from institutions are the Department of Mental Health (DMH) and the Massachusetts Rehabilitation Commission (MRC).
 - *DMH:* Persons who are in state psychiatric hospitals are assessed by DMH clinical staff as to their readiness to transition to the community. If an individual wants to transition and is deemed ready, the DMH social worker or case manager makes a referral to one of the state's contracted network of 19 community-based service providers who offer services through DMH's Community Based Flexible Supports (CBFS) program. CBFS services include a range of interventions and supports that help to manage psychiatric symptoms in the community and restore or maintain independent living. Providers work in partnership with clients and their families to promote and facilitate recovery. Once a referral is made, the CBFS provider helps to identify the customized set of services the individual will need pre- and post-transition.
 - *MRC:* MRC contracts with 11 Independent Living Centers (ILCs) statewide to go into nursing homes and other institutions to identify and work with persons with significant physical disabilities who want to transition to community living. (Note: Since the 27 Aging Service Access Point (ASAP) agencies play a similar role for elders in institutions, they have joined with the ILCs to form 11 regionally-based Aging and Disability Resource Consortia (ADRCs) that provide a coordinated system of information and

access to long term supports and services (LTSS) for those who need them.) The ILC works with persons with significant physical disabilities to identify the services they will need post-transition, including MassHealth-funded services such as personal care assistance and outpatient medical services, as well as other services like intermittent case management and assistive technology, funded by state appropriations through the network of ILCs and other agencies. The ILCs also help with referrals to waivers and other kinds of services, and remain available to support the individual at their request. Finding affordable, accessible housing and helping people with the application process is a major activity of the ILCs. Finally, a network of 8 Supported Living (SL) providers statewide evaluate and provide customized case management support to those individuals who are not able to fully direct their own personal care or services. Referrals to SLs are made via MRC, from ILCs, ASAPs, personal care assistance providers, and others.

- (4) *Persons living in the community and eligible for and receiving services through a HCBS waiver.* Individuals receiving services through HCBS waivers already have established placements in the community, whether it be in a Residential Habilitation setting or an apartment or home. While most HCBS waiver participants have stable placements, there are occasions when a different placement is needed or the individual could be at risk of returning to a facility. In these cases, HCBS waiver participants could benefit from an 811 PRA unit to preserve their community living status and retain their services without an interruption.

Outreach. EOHHS and its agencies will conduct a comprehensive campaign of initial outreach through established networks to ensure an adequate number of referrals as the 811 PRA units come on-line. Outreach will be ongoing to ensure that enough referrals are available to quickly fill any 811 units that turn over. The outreach effort will provide information specifically about the 811 PRA units, but also more generally about other transition opportunities and supports through MFP, MassHealth, HCBS waivers, and state and locally funded non-MassHealth supports and services. The MFP Statewide Housing Coordinator (SHC) will be responsible for overall coordination of outreach efforts, including the development of outreach materials. In addition, the outreach plan will include the following critical agencies, networks, and elements:

- *MFP.* Outreach to MFP enrollees will be conducted through the five MFP Regional Coordinating Offices (RCOs), the entities responsible in each region of the state for identifying MFP-eligible persons in hospitals interested in moving to the community and facilitating this move. These five entities are to be selected in fall 2012, and will start MFP-related operations immediately, hiring Regional Housing Coordinators (RHCs) as well as Transition Coordinators. The central MFP project office will implement a comprehensive outreach and marketing campaign aimed at potential MFP participants, guardians, family members, providers, state agency staff, advocacy groups, trade organizations, and individuals who provide formal as well as informal support to potential MFP participants. The outreach effort will include the use of brochures, websites, and educational programs providing information to a broad audience, including public and non-profit entities that distribute information to the target population, such as libraries, human service agencies, ILCs, and ASAPs. The MFP staff will develop profiles of people similar to those in the target population who have successfully transitioned from institutions to community living, including first-hand narratives from individuals and their families. These profiles will be used in brochures, newsletters, videos, and other outreach materials, and publicized broadly through the state's network of support for people with disabilities and elders. All outreach

materials will be produced in multiple languages, and in formats that are accessible to the general population as well as individuals with cognitive or intellectual disabilities.

- *Aging and Disability Resource Consortia (ADRCs).* The state's 11 ADRCs, formed roughly ten years ago as a collaborative effort of the 11 ILCs and 27 ASAPs as noted above, have established networks focused on identifying and working with persons of all ages in nursing homes, hospitals and other long term care institutions who wish to move to the community. The ADRCs offer "options counseling," letting people know about the range of community based services and other transition supports that are available. There are cross-referral procedures in place that ensure a "no wrong door" approach, with people getting referred to the most appropriate agency for follow-up. Massachusetts recently received a grant that designates the ADRCs as Local Contact Agencies for the federally-mandated Minimum Data Set (MDS) Section Q referral process. The MDS is a tool that is administered to all nursing facility residents upon admission, as well as quarterly, annually, and whenever there is a significant change in health condition, assessing their health status, treatments, abilities, and also plans for discharge. Section Q is a section of the MDS designed to explore meaningful opportunities for nursing facility residents to return to the community. The ADRCs will now receive all positive Section Q responses, and will be able to follow up individually. The grant will allow Massachusetts to design and implement a comprehensive and effective referral process, including: outreach and education to nursing facility staff about Section Q and the new transition supports available through MFP, outreach to residents of institutions about the new MFP and HCBS waiver options, appropriate referrals of eligible residents to the appropriate transition support entities, and reporting on consumer outcomes.
- *Agencies operating HCBS waivers.* Outreach to MassHealth members who are eligible for HCBS waivers will be conducted through the agency or entity operating the waiver on behalf of EOHHS, such as the UMass Acquired Brain Injury (ABI) Waiver Unit, MRC, DDS, and the ASAPs. Outreach activities will include presentations at nursing facilities and hospitals for potential waiver applicants, family members, and discharge planners; publication of brochures describing eligibility criteria, availability of services, and contact information; and an email list-serv of interested parties for updates about open enrollment periods. Case managers will assess applicants' service needs individually and help them to identify housing options and access transition services as needed.
- *Other state agencies working with persons with disabilities.* Other state agencies in addition to those mentioned above, such as DMH, DDS, MRC, and the Department of Veterans' Services also work with individuals wishing to transition from nursing facilities and other institutions, and will be part of the network of organizations providing outreach.

EOHHS will establish a system for educating and training staff within the outreach organizations described above about the 811 PRA program, including target populations and eligibility criteria, so that they can effectively counsel people about this option. The training will be brief and will be available in various different forms (e.g., in person, via webinar), ensuring it is readily available and accessible. Referrals for the 811 program will only be accepted from individuals and agencies that have received the training. Applicants may not self-refer to the 811 program.

Referrals. At program start-up, the RHCs within the five RCOs will start building referral pools, based on responses to the outreach efforts described above. When an individual states a desire to

transition to housing in the community, the RCO's Transition Coordinator or the individual's case manager will begin to gather the documentation necessary to demonstrate income and other types of eligibility. A referral form will be completed and given to the RHC, with basic information about the individual, where they currently live, the type of disability they have, services they are receiving, and the type of housing sought (e.g., an accessible one-bedroom in the Worcester area). The RHC will begin to review possible housing options that fit the stated preferences, including 811 PRA units that may become available. As described in the IPA, the RHCs will maintain the referral lists for MFP eligible applicants, while the SHC will maintain geographically organized referral lists for the remaining three target populations. Close, ongoing communication between the SHC and the RHCs will ensure that the referral lists are effectively coordinated and that an appropriate number of referrals are made to owners in a timely fashion.

Once DHCD has made 811 PRA awards to specific developments, DHCD will notify the SHC, specifying the number of units at each development, their locations, and their projected dates of availability. The SHC will in turn notify the RHCs in the appropriate regions. DHCD will keep the SHC updated as to any changes in projected availability dates, and will notify the SHC when an 811 PRA unit in fact becomes ready for occupancy for the first time. Both SHC and RHCs will review their referral lists to identify several interested applicants, following the 811 target population priorities, who are ready to move and for whom the unit appears to be a good fit. For each of these individuals, the Transition Coordinator or their own case manager will help them to complete an 811 PRA application/eligibility packet, including the financial and other information that will allow them to be certified as 811-eligible, making sure that the applicant and their family or others who may be involved understand the importance of moving quickly to gather the required materials. The packet will be sent to the Regional Administering Agency (RAA) under contract to DHCD to administer the 811 PRA units in the region, so that they can check and certify eligibility. Once the RAA has determined that the applicant is eligible, the RAA will send the application packet to the owner/agent of the particular housing development for any additional tenant screening they need to do. The RHC and SHC will work together to ensure an adequate number of interested, eligible applicants are referred to the RAA and property in a timely manner, since it may take several applicants to find a good match. If several applicants are referred and found eligible for the same unit within the same timeframe, applicants will be selected in the priority order described above, with MFP participants the top priority. If several applicants within the same priority category are found eligible, the owner/agent will hold a lottery. Applicants who are referred but not offered a unit will be placed back on the referral list.

While the referral and application process is underway, the Transition Coordinator or case manager will work to secure the services the individual needs, ensuring that they will be in place upon transition to the community. Each 811 tenant will have an individualized service plan (ISP) that identifies: goals to be achieved; services needed and their frequency, quantity, and duration; and how often meetings or reviews should occur. The case manager or service coordinator will work with the individual to define who will take on what responsibilities in the plan, make formal referrals for services, and monitor that the activities described in the ISP do occur.

After initial occupancy, when an 811 PRA unit becomes available upon turnover, the property manager will notify DHCD, and DHCD will notify the SHC. The SHC and the relevant RHC will review their referral lists to identify interested and eligible applicants for whom the unit

might be a fit. As described above, they will work together to ensure an adequate number of applicants are referred in a timely manner so that vacancies of 811 PRA units will be as short as possible. (A flow chart detailing the steps in the referral process is included in the attachments.)

(1) Long Term Commitment to Services.

Massachusetts has demonstrated through its actions over many years its strong commitment to expanding access to community-based living and supportive services for persons with disabilities. Most of the services described in this proposal are already available, with two new MFP waivers pending that will further expand services. Evidence of Massachusetts' long-term commitment to making needed community-based services available to the 811 target population includes the following (note: additional documentation is included in the attachments):

- *Community First Olmstead Plan:* This 2008 plan, developed with broad consumer input, committed the state to an ambitious set of goals and actions around helping individuals with disabilities to transition from institutional to community living.
- *2010-2014 Consolidated Plan:* Ensuring that people with disabilities have access to affordable, accessible community housing and access to long term supports and services is one of six key objectives in the state's most recent Consolidated Plan, as noted above.
- *EOHHS Strategic Goals:* "Putting Community First" is one of EOHHS's six key strategic goals: "We help individuals in their community of choice by improving access to temporary or long-term community-based supports, and assisting those who want to transition from institutional care into the community." Key indicators show strong progress: for instance, the percentage of adults with intellectual disabilities transitioning to the community has gone from 6% in 2004 to 25% in 2009. (A summary of the goals is included in the attachments.)
- *Settlement of Olmstead Challenges:* The state voluntarily settled the Rolland and Hutchinson challenges, both of which included a generous package of waiver and/or state services.
- *MFP Participation:* Massachusetts' new MFP program provides solid new tools for expanding the infrastructure through which people transition from institutions to the community, as described elsewhere in this proposal.
- *HCBS Waivers:* The state has doubled the number of HCBS waivers it has in place just in the last few years, from 4 to 8, with two additional waivers pending approval. A total of over 23,000 people are now receiving services through these waivers.
- *Spending for Community-Based LTSS:* MassHealth spending on community-based LTSS, including waivers and State Plan services, has been growing rapidly, going from \$2 billion in FY07 to \$3 billion in 2011, and projected to reach \$4.2 billion in 2016.
- *Overall EOHHS Budget:* Despite challenging fiscal times for Massachusetts, as for many states, and despite cutbacks in many other parts of the state budget, EOHHS' overall budget has steadily grown, up from \$13.5 billion to \$16.2 billion, over 20%, in the past three years.

(2) Development Programs and Pipeline.

DHCD typically conducts two consolidated funding rounds each year for all of its housing development programs. In addition, up to 100 Section 8 project-based vouchers (PBVs) are

awarded each round to selected projects, especially those serving the homeless or people with disabilities. DHCD will award a portion of its 811 PRA subsidies through these funding rounds as well, in conjunction with all of its current development programs, which are described briefly below (and in greater detail in the attachments):

- *LIHTC (4% and 9%)*: Supports the development of rental housing with an affordable component, typically larger projects. In addition to the program requirement that 20% of units be affordable to households at 50% AMI or 40% of units at 60% AMI, DHCD requires that 10% of units be targeted at households below 30% of AMI. DHCD encourages transit-oriented and “green” development. Affordability must be maintained for at least 30 years.
- *State Housing Tax Credit*: Must be awarded in conjunction with the federal LIHTC, and operates with similar guidelines and restrictions.
- *HOME*: Flexible HUD resource that supports a wide variety of housing types. Typically used to support single-room occupancy housing, elderly housing, or supportive housing for homeless and/or special needs families or individuals, through a 30-year 0% deferred loan.
- *Community-Based Housing (CBH)*: Supports the development of rental housing for persons with disabilities, typically several units integrated into larger developments. CBH units cannot total more than 15% of unit count. CBH contributes up to 50% of the capital costs of each CBH unit through a 0% deferred loan. Tenants bring their own services with them. DHCD coordinates closely with EOHHS to ensure effective program operation.
- *Facilities Consolidation Fund (FCF)*: Supports service-enriched housing for clients of DMH and DDS moving from institutions to community-based settings, typically small group homes or apartments integrated into larger developments. FCF contributes 50% of the total development cost through a 0% deferred loan. Projects include 30 year use restrictions.
- *Housing Innovations Fund (HIF)*: Primarily used to help non-profit sponsors develop supportive housing for low-income homeless individuals and families, victims of domestic violence, veterans, and people with disabilities.
- *Housing Stabilization Fund (HSF)*: Highly flexible resource that can support new construction or rehabilitation, rental or homeownership, family or elderly, mixed-income or all affordable, for-profit or non-profit developers, large or small projects.
- *Commercial Area Transit Node Housing Program (CATNHP)*: Supports transit-oriented development that includes an affordable housing component.
- *Capital Improvement Preservation Fund (CIPF)*: Supports preservation and rehabilitation of “expiring use” affordable housing projects. Subordinate loans with 50-year affordability restrictions. Developers must restrict at least 50% of total units as affordable to households below 80% of AMI, and 10% of CIPF units as affordable to households below 50% of AMI.
- *Affordable Housing Trust Fund (AHTF)*: Flexible resource that can support many types of housing for households up to 110% of AMI. AHTF funds of up to \$50,000/unit or \$1 million per project are provided, with a 30-year affordability use restriction.

The state’s Tax Credit Qualified Allocation Plan (QAP) lays out project selection criteria for DHCD’s tax credit as well as other programs (some programs have their own additional

requirements and priorities). The QAP establishes a series of threshold criteria which all projects must meet (e.g., evidence of site control, commitment to a 30-year term of affordability); five fundamental characteristics on which projects are scored (financial feasibility, design, project team, marketability, and readiness to proceed); and a series of special characteristics for which additional points can be earned (e.g., contribution to neighborhood revitalization plans, non-profit sponsorship, sustainability and “greenness,” extent to which the project serves homeless families and persons with disabilities, location near goods and services as well as transit, extent of local/private/developer contributions). The QAP also lays out application guidelines, including maximum funding amounts and number of applications one sponsor can submit. (The most recent DHCD NOFA is included in the attachments, summarizing most of these requirements.) Beginning with the fall 2012 funding round, DHCD will also require projects to fit within one or more of four priority categories, one of which is projects with 20% of the units affordable to households at or below 30% of AMI, with tenant services included.

DHCD’s funding rounds consistently stimulate the production of 1,500-2,000 units per year, roughly 10% of which have in recent years been permanently supportive housing for persons with disabilities, the homeless, and others with particular needs. Funds for the state bond-funded programs have been budgeted for FY13 at levels comparable to prior years: \$10 million for state housing tax credits, \$5 million for CBH, \$7.5 million for FCF, \$11 million for HIF, \$15 million for HSF, \$1 million for CATNHP, \$4.5 million for CIPF, and \$35 million for AHTF. These budgeted amounts are unlikely to change (with the possible exception of the CIPF and CATNHP estimates, which are less certain). Similar amounts are expected to be available for FY14. Housing production levels should therefore remain as high as they have been.

The combination of a strong network of affordable housing developers, the state’s high costs and great need for affordable housing, and a limited supply of capital funds ensures a strong pipeline for DHCD funds, with many solid projects applying several years in a row before they are successful in getting a funding award. The chart below details the total projects awarded funds and closed within the two year period between 1/1/10 and 12/31/11, by program. During this time period, DHCD received 221 applications, made funding awards to 118 of these, and closed the 72 projects for which figures are shown below. Unduplicated totals are shown at the bottom, since many projects receive awards from multiple programs. Of the total units in these projects, 96% are affordable and 9% are permanent supportive housing. More detail on each of the 118 projects awarded funds during this two-year time period is included in the attachments.

DHCD multifamily rental programs	# of projects closed 2010-2011	Total # of units in project	# of units assisted by program	# permanent supportive housing units
LIHTC (9%)	29	1,564	1,531	97
LIHTC (4%)	16	1,491	1,375	33
HOME	29	1,714	620	66
State Tax Credit	20	1,306	1,214	38
Community Based Housing (CBH)	14	778	53	53
Facilities Consolidation Fund (FCF)	9	258	57	57
Housing Innovations Fund (HIF)	13	404	371	122

DHCD multifamily rental programs	# of projects closed 2010-2011	Total # of units in project	# of units assisted by program	# permanent supportive housing units
Housing Stabilization Fund (HSF)	30	1,231	1,183	93
Capital Improvement Preservation Fund (CIPF)	5	603	537	0
Affordable Housing Trust Fund (AHTF)	52	2,994	2,786	126
Unduplicated Totals Across All Programs	72	3,310	3,168	296

Coupling 811 PRA subsidies with DHCD's generously supported capital programs like FCF and CBH will provide a strong incentive for developers to participate in the 811 PRA program. The capital subsidies that are available via DHCD's state bond funded programs are substantial, and are typically offered as 0% deferred payment loans, encouraging developers to incorporate units that meet the state's objectives, like providing housing for persons with disabilities. The state bond funds are essential to filling funding gaps in high-cost Massachusetts. In addition, agencies like the quasi-public MA Housing Partnership and MassHousing offer loan programs with below market interest rates, and the Massachusetts Housing Investment Corporation works with investors to provide equity to supportive housing and affordable projects, aligning the state's agencies around a common housing agenda. As a result, DHCD is able to encourage and incentivize developers to achieve deeper affordability and a broader range of populations served.

(3) Range/Type of Properties.

DHCD is applying for 100 811 PRA subsidies, and plans to award them to a mix of properties that will include substantially rehabilitated, new construction, as well as existing properties. The unit mix will include one- and two-bedroom units (approximately 25% 2-BRs), accessible and non-accessible, within smaller and larger developments. The units will be located in various parts of the state, particularly in or near cities with accessible services and good transportation: metro Boston, Springfield, Worcester, Lynn, Lawrence, Lowell, Framingham, Brockton, Hyannis, Fall River, New Bedford, Fitchburg, Greenfield, Holyoke, and Pittsfield. DHCD intends to make its 100 811 PRA subsidies available to the following three categories of property: (1) 40 units in properties for which funding applications will be submitted via DHCD's biannual funding rounds ("new"); (2) 30 units in properties that have already received DHCD funding awards but that have not yet closed or gotten into construction, and whose sponsors may be interested in adding an 811 PRA component ("pipeline"); and (3) 30 units in existing affordable housing properties with DHCD funding and oversight (of which there are a total of 1,255 projects with over 50,000 units), whose owners may be interested in adding an 811 PRA component ("existing"). By including the second two categories, DHCD hopes to be able to more quickly secure units available for lease-up within the program's first 24 months. Developer outreach and project selection for all three categories are described in the following section.

All three categories of property described above are within DHCD's sphere, involving DHCD funding and oversight. DHCD has well-developed, strong oversight and monitoring systems in place to ensure that all properties it funds are high-quality and well-managed. First, a key

criterion in DHCD's project selection process is the quality of the project team and its track record. DHCD has been working closely with both developers and property managers for over 30 years and it has first-hand knowledge of property owners' ability to develop and manage high-quality housing, and screens applicants accordingly. Second, after an 811 PRA award has been made, DHCD's compliance and monitoring systems, described further in section 1.b(3), will ensure high-quality construction and ongoing management, through regular inspections and other quality control checks. All units must not only meet HUD's Housing and Quality Standards, but DHCD's own more stringent inspection requirements as well as all applicable codes. The Regional Administering Agencies (RAAs) under contract to DHCD carry out annual inspections of all units with rental subsidies, and DHCD inspectors also inspect a sample of units each year for quality control purposes. Non-compliance can result in rejecting the unit, suspending the subsidy, or even terminating the contract with the owner.

(4) Outreach and Project Selection Criteria.

Owner/developer outreach. DHCD will reach out to owners/developers in various ways:

- **New:** To reach those coming in for new funding, DHCD conducts at least two general in-person information sessions prior to each funding round to announce upcoming funding availability for all its programs and to discuss funding requirements, DHCD priorities, and the application process. These sessions are widely attended, typically attracting 50-100 people. DHCD maintains a nearly 1,000 person electronic list-serv, subscribed to by nearly all of the developers in the state, both for-profit and non-profit. DHCD uses this list-serv to publicize its information sessions as well as any program announcements. Information on all its programs as well as special announcements and new program information is available on DHCD's website: www.mass.gov/hed/economic/eohed/dhcd. In addition, DHCD strongly encourages project sponsors who plan to seek funding to preview their projects with DHCD staff before submitting an application, and holds meetings of this kind regularly.
- **Pipeline:** For project sponsors that already have DHCD funding awards but have not yet closed, a much smaller, known group, DHCD can discuss individually whether the possible award of 811 PRA subsidies to a given project makes sense. DHCD may have a particular need for units in certain cities or regions that are convenient for persons with disabilities, and may prioritize those projects for these discussions. It may also seek out project sponsors with supportive housing experience, accessible units, or other favorable characteristics.
- **Existing:** To reach owners of existing properties that have received prior DHCD funding, DHCD will issue a separate, targeted NOFA, allowing owners to submit proposals requesting 811 PRA subsidies. DHCD will reach out to the developer community using the tools described above, and expects that many of the mission-driven, non-profit developers in the state will be eager to respond to this opportunity to serve an important constituency.

Project selection criteria. The criteria DHCD uses to screen all projects coming in through its consolidated funding rounds are described above in 3.a(2) as well as in the attachments, and new projects seeking 811 PRA funds along with development capital will need to be competitive according to these criteria. In addition, the criteria spelled out in HUD's 811 PRA NOFA would have to be met – e.g., 811 units could comprise no more than 25% of total units, would need to be targeted at the eligible non-elderly disabled population, etc. Finally, EOHHS will participate

in the project selection process, and will only recommend projects that are likely to be a good fit for the targeted populations: well-located (in cities or towns where people with disabilities would like to live, close to community services like banking, grocery stores, and accessible public transit, as well as safe), well-designed (including accessible routes to the office, mail, laundry, and parking areas), with accessible terrain between the development and services in the community, etc. EOHHS must sign off on projects prior to any award of 811 PRA funds.

For existing projects responding to DHCD's targeted 811 NOFA, DHCD will prioritize owners with supportive housing experience and a solid track record of maintaining high-quality properties, projects located where demand from persons with disabilities is likely to be high, projects with a high degree of accessibility, properties that are financially stable. EOHHS must also sign off on these projects prior to any award of 811 PRA funds.

(5) Basis of 811 PRA Demo Funds Request.

DHCD is requesting a total of \$5,276,452, covering the first five years of each 811 PRA program RAC. A summary budget detailing this request is shown below, and a full 20-year budget is included in the attachments. The request is based on the following assumptions:

- *Total number of units:* 100 units, 75% one-bedrooms and 25% two-bedrooms.
- *Geographic distribution:* For budgeting purposes, 50% of the units are assumed to be located in the Boston area, with the remaining units fairly evenly distributed in three other high-demand areas: Worcester, Springfield, and South Shore (Brockton).
- *Rent levels:* For existing and pipeline projects, all units will be at Fair Market Rents (FMRs). For new projects in the Boston area, rents will be at FMR, and for other regions, 50% AMI rents will be used (for a total of 20 units). Where FMRs are to be used, DHCD believes that these rent levels are necessary to attract developers into the program.
- *Annual rent adjustments:* Annual increases of 3.8%, starting in year 3, representing the 10-year average of HUD's Operating Cost Adjustment Factor (OCAF) for Massachusetts.
- *Tenant share:* Average tenant monthly payment of \$255.47, using the Massachusetts figure from Appendix B of the NOFA.
- *Lease-up:* Assumes a steady lease-up that tracks the program schedule in section 3.d, with 30% of the 811 PRA units filled within 12 months and 100% within 24 months.
- *Vacancy:* Assumes that owners will be paid for a vacant unit for a period of up to two months, to help offset turnover costs. The budget thus assumes a utilization rate of 99%, with a small percentage of units that are vacant on turnover for more than two months.

Geographic area	# of units	FMR rents (\$)	Tenant share (\$)	Subsidy share (\$)
Boston area 1 BR-FMR	40	1166	255	911
Boston area 2 BR-FMR	10	1369	255	1114
Worcester 1 BR-FMR	7	736	255	481
Worcester 2 BR-FMR	3	897	255	642
Worcester 1 BR-50% AMI	6	825	255	570
Worcester 2 BR-50% AMI	2	990	255	735
Springfield 1 BR-FMR	7	673	255	418
Springfield 2 BR-FMR	3	855	255	600

Geographic area	# of units	FMR rents (\$)	Tenant share (\$)	Subsidy share (\$)
Springfield 1 BR-50% AMI	4	808	255	553
Springfield 2 BR-50% AMI	2	970	255	715
South Shore 1 BR-FMR	7	912	255	657
South Shore 2 BR-FMR	3	1148	255	893
South Shore 1 BR-50% AMI	4	823	255	568
South Shore 2 BR-50% AMI	2	988	255	733
Total units	100			

Based on these assumptions and numbers, the total 811 PRA request for years 1-7 is as follows:

Year	Total subsidy cost(\$)	Total administrative cost (\$)	Total overall cost (\$)
1	99,086	4,954	104,040
2	681,263	34,063	715,326
3	950,878	47,544	998,422
4	987,605	49,380	1,036,985
5	1,025,087	51,254	1,076,341
6	967,879	48,394	1,016,273
7	313,395	15,670	329,065
Total	5,025,192	251,260	5,276,452

Source for filling any funding gap that may arise. Since the leasing activity and expenditures of the 811 program will be carefully budgeted and closely monitored, DHCD does not anticipate that program costs will exceed available federal resources. However, in the event that program expenditures exceed the allocation of 811 PRA funding provided, the Bureau of Rental Assistance will issue time-limited special vouchers from its voucher pool. Most likely, these vouchers will be state-funded Massachusetts Rental Voucher Program (MRVP) project-based subsidies. The rental assistance funding for the necessary number of clients will be replaced by the alternative voucher program, with the full consent of both participants and property owners, to create a temporary funding solution. This will allow all of the existing residents to remain housed and DHCD to meet its obligation to the property owners. These temporary vouchers would remain in place until the funding shortfall is corrected. If the funding shortfall cannot be corrected, then the temporary housing vouchers will become permanent. This plan reflects the Commonwealth's flexibility as well as its commitment both to the goal of long-term affordable housing for non-elderly disabled households and to its housing development partners.

b. Management and Oversight

(1) Staffing and Organizational Plan.

A summary of the roles and responsibilities of the primary agencies/staff that will be involved in administering the 811 PRA program is given below. More detail, including organizational charts, is included in the attachments as well as in the attached Inter-Agency Partnership Agreement. Also attached are letters of commitment from other agencies participating in the program: CEDAC, the Regional Housing Network (on behalf of the RAAs), and MassHousing.

DHCD, Division of Housing Development. All of DHCD's privately-owned housing (i.e., not public housing) programs are staffed through its Division of Housing Development, a 28-person division managed by Kate Racer, DHCD's Associate Director, and Jo Ann McGuirk, Deputy Associate Director. The division administers all of DHCD's affordable housing production programs, in three teams: (1) state and federal tax credits; (2) HOME, HSF, and CIPF; and (3) HIF, FCF, and CBH. The last group is considered the "supportive housing team" and will be most directly involved in managing the housing production component of the 811 PRA program. Andrew Nelson will coordinate the activities of this team within DHCD and will be the liaison to the 811 Implementation Team, described in section 3.b(2). DHCD contracts with the quasi-public Community Economic Development Assistance Corporation (CEDAC) for a range of administrative services and technical assistance for the HIF, FCF, and CBH programs. CEDAC has provided these services to DHCD for many years, working collaboratively with DHCD on these programs, and will continue to do so as described in an attached letter.

DHCD's Division of Housing Development and CEDAC staff will work together to: promote the 811 PRA to developers, coordinate budgeting, coordinate inclusion of the 811 PRA resources with the biannual funding rounds, review and underwrite applications, select projects after consulting with EOHHS, make award recommendations, conduct loan closings, oversee construction and project completion, and carry out oversight and monitoring for compliance.

DHCD, Bureau of Rental Assistance. Sheila Dillon, director of DHCD's Bureau of Rental Assistance, is responsible for all Bureau programs and will oversee the implementation of the 811 PRA program's rental assistance component. She and Paul Nixon, the Bureau's Project-Based Voucher Programs Coordinator, working in conjunction with Division of Housing Development staff, will develop and issue a NOFA for existing developments interested in securing 811 PRA subsidies for some of their units, as described earlier. DHCD has utilized NOFAs for project-based vouchers in the past, and has developed an efficient process to identify and secure units for a variety of populations. Dillon and Nixon will also work with Division of Housing Development staff to include the 811 PRA resources within the biannual capital funding rounds. Once developers/owners apply for the 811 funds, DHCD will work with EOHHS to select the appropriate developments for this program – high quality, well-managed developments located in appropriate areas, near services, transportation, and other required resources. Bureau staff will be responsible for awarding 811 PRA funds, developing and entering into Rental Assistance Contracts and Regulatory Agreements with owners, and modifying RAA contracts to include the new activities, reporting requirements and financial systems associated with 811 funds. Bureau staff will also work with Tracker Systems, the software company behind DHCD's central database system, to ensure that any needed modifications are made to the database and that all RAA financial and program staff are appropriately trained and able to manage any new requirements of the 811 PRA program. Joanne McKenna, Special Programs Coordinator, will be responsible for ongoing program oversight and quality control monitoring.

As described earlier, DHCD has contracted for many years with eight Regional Administering Agencies (RAAs) and one local housing authority to administer its rental assistance programs on a day to day basis, and will utilize this network for the 811 PRA program as well. The RAAs will be responsible for tenant application review (working with referrals from the SHC/RHCs and

ensuring that 811 target population priorities are followed), income verification and rent calculation/adjustments, initial and annual unit inspections and follow-up, subsidy contract administration with owners/agents, conducting hearings, terminations, monitoring owner compliance, accounting and financial management (more detail provided in 3.b(3), below), and reporting. All of these functions must and will be performed in conformance with DHCD requirements as articulated in its Administrative Plan.

EOHHS/MassHealth. EOHHS will fund and coordinate outreach and referral of individuals eligible for 811 PRA units, as well as any MassHealth State Plan, HCBS waiver, and/or MFP services that they are eligible to receive. Assistant Secretary Christine Griffin is responsible for oversight of services offered through the EOHHS disability agencies. She works collaboratively with Ann Hartstein, Secretary of the Executive Office of Elder Affairs (also an EOHHS agency), who oversees services to elders over age 60 (for the purposes of the 811 PRA program, those over 60 but under 62 years of age at time of move-in), as well as Robin Callahan, Deputy Medicaid Director, who oversees all MassHealth-funded services. Griffin is the designated EOHHS representative named in the IPA who will meet quarterly with DHCD Undersecretary Aaron Gornstein to review the status of the program. Griffin and Gornstein also co-chair the Joint Committee on Housing for Persons with Disabilities, which will function as an Advisory Committee for the 811 PRA program. Program progress reports will be shared with the disability and housing communities and discussed at the quarterly meetings of this committee.

Within EOHHS, Karen Langley, Director of Assistive Technology and Community Support Programs, works directly with the various EOHHS agency housing leads and meets with them every six weeks to discuss housing-related issues. She will work closely with the MFP Statewide Housing Coordinator (SHC) in addressing outreach, referral and service needs of MFP as well as non-MFP individuals. She will also coordinate the meetings of the 811 Implementation Team, described below, developing agendas with DHCD staff Sheila Dillon and Andrew Nelson.

Within MassHealth, Michele Goody, Director of Community Based Waiver Programs, will provide technical assistance and oversight on MassHealth HCBS waiver programs. Lauren Almquist, Policy Unit Analyst, will be the MassHealth liaison to the 811 Implementation Team. And Kristina Hals, the SHC, will be the point person collecting information from housing developers/owners when an 811 unit is available at start-up or upon turnover, and sharing it broadly with the EOHHS housing search community. She will work closely with the Regional Housing Coordinators (RHCs), providing them with training and technical support relative to the 811 program. And she will work closely with the various EOHHS agency housing staff to identify MFP as well as non-MFP individuals needing 811 units, coordinating the outreach campaign for the 811 PRA program and managing the statewide list of referrals.

FTEs. Projected FTEs to operationalize the 811 PRA program are as follows:

Name	Agency	Title	811 FTEs
Sheila Dillon	DHCD	Director, Bureau of Rental Assistance	.10
Robert Cohen	DHCD	Fiscal Director, Bureau of Rental Assistance	.05
Paul Nixon	DHCD	Project-Based Voucher Programs Coordinator, Bureau of Rental Assistance	.20

Name	Agency	Title	811 FTEs
Joanne McKenna	DHCD	Special Programs Coordinator, Bureau of Rental Assistance	.25
Kate Racer/Jo Ann McGuirk	DHCD	Associate Director/Deputy Associate Director	.05
Andrew Nelson	DHCD	Senior Program Manager, Division of Housing Development	.20
Christine Griffin	EOHHS	Assistant Secretary for Disability Policies and Programs	.03
Karen Langley	EOHHS	Director, Assistive Technology and Community Support Programs	.12
Robin Callahan	EOHHS/MassHealth	Deputy Medicaid Director for Policies and Programs	.03
Michele Goody	EOHHS/MassHealth	Director of Community Based Waiver Programs	.12
Lauren Almquist	EOHHS/MassHealth	Policy Unit Analyst	.12
Kristina Hals	EOHHS/MassHealth	MFP Statewide Housing Coordinator	.40
Third-Party Organizations Providing 811 Program Services			811 FTEs
Regional Administering Agencies (RAAs), under contract to DHCD			.75
CEDAC, under contract to DHCD			.00 ¹

¹ CEDAC will have no incremental 811 FTEs, since with consistent levels of capital funding, they will be reviewing and underwriting the same number of projects as previously.

(2) Program Management.

811 Implementation Team. An interagency 811 Implementation Team will be formed, including staff from DHCD, EOHHS/MassHealth, and CEDAC who are directly involved in program implementation. MassHousing, the state's housing finance agency, will also participate in the Team – they are a lender to many of the state's affordable housing projects, have strong relationships with owners/agents, and have a long track record of effective collaboration with human services agencies and commitment to serving people with disabilities. The Team, responsible for program start-up and implementation, will be the key forum for working out issues of program management, for clarifying responsibilities across agencies, and for getting feedback about what is working well and what is not, so that improvements can be made on a continuous basis. Karen Langley of EOHHS will coordinate the Team, which will also include: Lauren Almquist and Kristina Hals from MassHealth, Sheila Dillon and Joanne McKenna from DHCD's Bureau of Rental Assistance, Andrew Nelson from DHCD's Division of Housing Development, Sara Barcan from CEDAC, and David Eng from MassHousing. The Team will meet weekly initially, until the 811 PRA policies and procedures are in place, then monthly until lease-up of all units is complete, and then quarterly for the rest of the grant period to monitor progress, identify and resolve issues, and make course corrections as needed. The group will report quarterly to Aaron Gornstein and Christine Griffin, the 811 PRA Inter-Agency Partnership Agreement leads and co-chairs of the Joint Committee on Housing for Persons with Disabilities.

Unit Tracking Systems. The 811 PRA units will be tracked in various ways. Each RAA with 811 PRA units in developments within their catchment area will track these units via their rental assistance program systems – monitoring data points such as move-in and move-out dates, tenant

data, rent and utility allowance data, inspection results and quality of units. This data is uploaded daily to DHCD's central database, where Bureau of Rental Assistance staff can monitor up-to-date tenant and unit data for the 811 PRA program statewide. The 811 units will also be tracked centrally at MassHealth by the SHC, who oversees the referral process of eligible applicants for these units, as described in 3.a, above. The SHC will keep a simple Access database, including things like: name and address of the 811 development; unit size and accessibility; projected and actual dates of initial availability, move-in, and move-out; and tenant name and information. DHCD will give unit information to the SHC initially as units are awarded to specific projects and as they come on-line. On turnover, property managers will alert DHCD who will in turn notify the SHC. The SHC will track referrals and move-ins/move-outs of individual tenants.

(Note: Please refer to section 3.c, below, for details on how services are committed to 811 unit tenants, as well as how service providers and housing staff at the properties will interact.)

(3) Financial Management.

DHCD's Bureau of Rental Assistance has a strong financial management system in place which it has been using successfully for many years to manage its range of rental assistance programs. The Bureau manages a 20,000+ federal voucher program with a budget of over \$230 million, a state voucher program with over 6,500 vouchers and a budget of over \$45 million, and a variety of other smaller programs as detailed under Rating Factor 1. The financial management system is overseen by the Bureau's Fiscal Director, Robert Cohen, who has held this position for over 25 years. Bureau staff also utilize the accounting and consulting services of a private firm (Fenton, Ewald & Associates) with a deep level of expertise in supporting the programs DHCD manages.

Day to day accounting and financial management for DHCD's rental assistance programs is carried out by the RAAs under contract to DHCD, and this will be true for the 811 PRA program as well. DHCD requires the RAAs to establish comprehensive financial management systems and related internal controls. Their responsibilities in this area include: maintaining the accounting books and records per HUD and DHCD requirements on HAP payments, tenant rent payments, utility allowances, administrative fees earned, accounts receivable/payable, and fraud recovery; preparing annual budgets; preparing year-end financial reports; cash management of all income and expenses; voucher subsidy payments to owners; fully utilizing DHCD's software system and ensuring accuracy of data used to prepare HUD Voucher Management System (VMS) and Tenant Rental Assistance Certification System (TRACS) reports; preparing quarterly requisitions requests and submitting monthly expense/leasing information; collateralization of all Section 8 funds; and records storage. The RAAs are required to engage an independent certified public accountancy firm to conduct an annual audit of the DHCD housing program finances.

For the past 15 years, the RAAs have been required to use the Bureau's customized central database system, Tracker. A nightly web service uploads a range of tenant, rent, and other data to the central database, giving DHCD real-time access to program data for all programs. Each month, after careful review of the Tracker data, Bureau staff forward housing voucher data to the Massachusetts Management Accounting and Reporting System (MMARS) to request payment. After MMARS receives the payment requests, DHCD's Office of Administration staff review the requests and compare them to the approved contracts. Monthly information is also sent to

HUD's VMS which reviews the data to monitor expenses and leasing activity. In addition, the Bureau submits its unaudited as well as audited financials into HUD's Real Estate Assessment Center/Financial Assessment of Public Housing Agencies (REAC/FASS) system for review.

The Bureau has two audits completed each year by independent auditors: one as part of the State's single audit process, focusing on program compliance and systems, and a second fiscal/grant audit. The Bureau has never received a fiscal finding as part of its financial audits.

(4) Program Infrastructure and Processing Costs.

The 5% portion of the 811 PRA request that DHCD is requesting for administrative costs will be paid in its entirety to the RAAs that administer DHCD's rental assistance programs on a day to day basis. These funds, a total of \$251,260, will be paid on a monthly per-unit basis to the RAAs for tasks such as reviewing tenant applications, establishing rent and subsidy levels, certifying income, inspecting units, making payments to owners, and completing data inputs and tracking. DHCD expects the 811 PRA administrative budget to allow for a monthly payment to the RAAs of approximately \$35/unit. The current monthly rate the RAAs receive for Section 8 vouchers is between \$55 and \$75/unit, and the rate for state vouchers is \$32.50/unit. DHCD and EOHHS will not use any 811 funds for their own incremental administrative costs. In both cases, existing infrastructure is already in place to manage the additional program tasks without significant additional cost. Any costs will be covered by the agencies' existing resources even if they exceed budgeted levels, and will constitute an in-kind contribution.

(5) Performance Measurement.

The chart below presents the key performance measures for each program component and how these will be tracked. DHCD and EOHHS strove to include measures that were thoughtful and comprehensive but could also be realistically tracked and evaluated cost-effectively.

Program Component	Key Performance Measures	How Performance Measures Tracked
Project Selection	<ul style="list-style-type: none"> • Enough developers/owners respond to 811 PRA NOFAs to allow for awards of 100% of PRA resources within one year • Project selection process yields projects with qualities that meet needs of target populations: units lease up on schedule 	<ul style="list-style-type: none"> • By DHCD spreadsheet tracking applicants/awards, dates • By DHCD Tracker database with indicators on lease up and occupancy
Units Available on Schedule	<ul style="list-style-type: none"> • Projects completed and units available for occupancy on schedule 	<ul style="list-style-type: none"> • By DHCD spreadsheet tracking project completion dates
Outreach	<ul style="list-style-type: none"> • Planned outreach activities are carried out on monthly basis in five regions • Trainings and technical assistance on outreach best practices are carried out in five regions twice a year 	<ul style="list-style-type: none"> • By RCOs and state agencies, recording each outreach activity • By SHC, recording each training/TA session
Referral	<ul style="list-style-type: none"> • Outreach translates into enough referrals to fill 100% of vacant 811 units. 	<ul style="list-style-type: none"> • By MFP project office, tracking referrals and 811 unit occupancy

Program Component	Key Performance Measures	How Performance Measures Tracked
	<ul style="list-style-type: none"> • Referral volume results in enough applicants to achieve timely turnovers 	<ul style="list-style-type: none"> • By RCOs with regional lists of referrals moving through application process
Timely Turnover	<ul style="list-style-type: none"> • At least 95% of units are leased within 60 days of turnover 	<ul style="list-style-type: none"> • By DHCD using reports from RAAs with data on turnovers and vacancies
Support Services	<ul style="list-style-type: none"> • HCBS Quality Assurance reviews indicate quality standards for support services are met 100% of the time 	<ul style="list-style-type: none"> • By MFP project office using HCBS data
Housing Stability	<ul style="list-style-type: none"> • 85% of tenants remain in place after one year 	<ul style="list-style-type: none"> • By DHCD using Tracker database with indicators of length of stay in housing
Compliance	<ul style="list-style-type: none"> • 100% of units meet UPCS standards • 100% of rents are calculated correctly • 100% of rents are entered into TRACS within required timeframe 	<ul style="list-style-type: none"> • By DHCD using TRACS and standard reports from RAAs with indicators for inspection results, rent calculation
Dispute Resolution	<ul style="list-style-type: none"> • All tenants have an identified case manager or service coordinator that can help resolve disputes • Annual training provided to case mgrs in five regions on intervening when unmet service needs lead to disputes 	<ul style="list-style-type: none"> • By RHCs in case reports on all disputes which include written record of dispute communications and resolutions • By MFP program office from records of trainings conducted
Budget	<ul style="list-style-type: none"> • 811 program stays within budget and no supplementary funds are needed 	<ul style="list-style-type: none"> • By DHCD using program budget
Rating Factor 5a: Consumer Involvement	<ul style="list-style-type: none"> • Consumer involvement in shaping 811 PRA program occurs at quarterly stakeholder meetings during first year 	<ul style="list-style-type: none"> • By MFP project office, using minutes from stakeholder meetings
RF 5a: Cross-Disability Approach	<ul style="list-style-type: none"> • Assessments and ISPs for all 811 tenants are based on individuals' service needs 	<ul style="list-style-type: none"> • By MFP program office and EOHHS, from records of MFP and HCBS waiver assessments and ISPs
RF 5a: Non-Profit Owners	<ul style="list-style-type: none"> • Mix of applicants for 811 PRA \$ includes range of owners/developers, including 50% non-profit/mission-driven groups 	<ul style="list-style-type: none"> • By DHCD using 811 program spreadsheet
RF 5b: Capacity-Building	<ul style="list-style-type: none"> • Thriving community of 811 PRA owners, managers, service providers, etc. is developed in MA within first two years 	<ul style="list-style-type: none"> • See Rating Factor 5.b for specific goals and measures
RF 5c: Cross-Cutting Knowledge	<ul style="list-style-type: none"> • Rich data is collected on housing/services costs, tenant engagement and quality of life, owner satisfaction, other outcomes 	<ul style="list-style-type: none"> • See Rating Factor 5.c for specific goals and measures

c. Integration of Services

Description of services. A rich array of supportive services is available to those individuals moving into 811 PRA units, through the MassHealth State Plan, the MFP program, the state's various HCBS waivers, and/or EOHHS agency state appropriations (a sample listing of available MassHealth community-based long-term services and supports is attached as Appendix A to the

Inter-Agency Partnership Agreement, or IPA). All tenants, regardless of the target population category they fall within, will receive the following:

- An individualized service plan (ISP) laying out goals, services needed, and details as to how they are to be provided. The ISP will be developed using a person-centered approach, with the individual at the center of the planning team and directing it to the best of their ability, supported by a service coordinator or case manager. Team members will be identified who can assist with and support the transition to the community.
- Access to all medically necessary MassHealth State Plan services and supports, including doctor visits, outpatient and inpatient medical treatment, prescriptions, medically related transportation, durable medical equipment, personal care assistance, etc.
- Access to funds for transition-related costs such as furniture and household goods.

Those individuals who are eligible for a HCBS waiver or the MFP program will have access to additional services and supports, as detailed in Appendix A to the IPA, which may include, for example, chore service, non-medical transportation, specialized medical equipment, supported employment, and additional transitional assistance services. In all cases, EOHHS will ensure that the MFP, MassHealth State Plan and HCBS waiver services the individual is authorized to receive will be in place prior to the transition to the 811 PRA unit. DHCD understands that tenants' participation in any services they are eligible for is entirely voluntary and will not be a condition of tenancy in an 811 PRA unit.

New MFP HCBS waivers. All the services described above and elsewhere in this proposal are currently available, except those through the two new MFP waivers, which have been submitted to CMS for review, with approval expected later in 2012. The new MFP Community Living waiver will support those individuals who can live in an apartment or home with intermittent supports, and the MFP Residential Supports waiver will support those who need support seven days/week for 24 hours/day. The Community Living waiver will support an average of 115 persons/year in transitioning to the community, providing a broad range of waiver services. The Residential Supports waiver will assist an average of 58 persons/year in transitioning, though in most cases not to apartments, but to other kinds of residential setting.

Overall integration of services. EOHHS will be responsible for the overall integration of services for individuals moving into 811 PRA units, regardless of the funding source or agency through which services are provided. Unlike many states, Massachusetts has one umbrella health and human services agency, facilitating the coordination and integration of services provision. EOHHS aims to have a cross-agency "one voice" approach that breaks down the inter-agency silos as much as possible. At the Assistant Secretary level, there are regular meetings of EOHHS and the various agency commissioners and their senior staff to discuss policy and programmatic issues concerning integrated service delivery. EOHHS has a comprehensive and integrated quality management system in place, including its Quality Improvement Strategy (QIS) and other quality assurance mechanisms, to ensure that its constituents receive the services they are eligible for, that the services are of high quality, and that constituents' health, welfare, and safety are safeguarded. For the 811 PRA program, the SHC will take the lead on many aspects of program implementation, monitoring and evaluation, working with the five RHCs to ensure integrated services provision. The SHC will join the EOHHS Interagency Housing group that meets every six weeks to share information and discuss ways to collaborate around housing

services provision to EOHHS constituents. The SHC will work closely with staff in the various EOHHS agencies focused on housing issues to keep them informed about the 811 program.

How tenants will access services. Following is an example of a fictitious individual, illustrating the self-directed and individualized process through which an 811 PRA tenant would access the services she needs. Ms. Jones is 50 years old, has multiple sclerosis with weakness in all four limbs. She uses a power wheelchair for mobility and needs personal care assistance with bathing, dressing, and getting in and out of her wheelchair. She also needs help with shopping, cooking, and household management. She receives SSI, and is eligible for MassHealth, the MFP program, and long term community-based services through the Acquired Brain Injury Non-Residential Habilitation (ABI-N) waiver. She will need an accessible, subsidized apartment, perhaps a two-bedroom to allow for a live-in personal care assistant (PCA). Through MFP, her Transition Coordinator (TC) will work with the RHC to identify an appropriate 811 or other unit. The TC will provide accessible transportation for Ms. Jones so she can visit the units under consideration and meet with property management staff. The TC will also help her to collect all documentation and verifications needed for the application process. Once her application for the unit has been approved, the TC will work with Ms. Jones, her ABI waiver case manager and the property management staff to set a move-in date, discuss any modifications that need to be made to the unit, decide whether she will need a live-in PCA, discuss her responsibilities as a tenant, and identify contacts that the property management agent can use if need be, particularly in dealing with any problems that might arise.

Prior to the transition, Ms. Jones will meet regularly with the TC and the ABI waiver case manager to plan for transition-related tasks that need to be accomplished, which might include:

- Setting up a local bank account;
- Setting up access to a local primary care physician, psychiatrist, or other health care professional, and arranging prescriptions with a local pharmacy;
- Researching and arranging accessible transportation to appointments, shopping, etc.;
- Ordering any medical equipment such as a walker or wheelchair; ordering any medical supplies; getting referrals for assistive technology evaluations such as an adaptive computer;
- Arranging for a PCA evaluation and monitoring authorization approval; screening and interviewing PCAs; establishing a schedule for PCA duties with back-up plans;
- Setting up utilities and phone lines; purchasing furniture and other household goods and arranging transport to the unit; setting up the apartment and any technology; and
- Getting a referral for vocational or day services, if she wants them.

Immediately pre- and post-transition, Ms. Jones will need considerable help, but once she has moved in and all services are in place, her need for case management support should decrease. After transition, Ms. Jones will be responsible for communication with the property manager, unless her ISP identifies someone else as the contact. Her ISP will identify how often she and her case manager will meet post-transition, based on her need and ability to direct her own services. If Ms. Jones needs the assistance of a “surrogate” to help her manage her PCA services due to disability-related cognitive issues, she will receive case management assistance through her ABI waiver service plan. In general, Ms. Jones will direct her own access to services, with assistance from her case manager to the degree she wants and needs it.

(1) Systems in Place.

Staffing for Outreach and Referrals. Outreach and referral procedures are described at length in section 3.a, above. A summary of the staff/agencies involved in these activities is as follows:

- *Outreach.* EOHHS and its agencies will be responsible for outreach through various established networks to ensure an adequate number of 811 referrals. The SHC will be responsible for overall coordination of outreach efforts, including the development of outreach materials and educational/training materials about the 811 program specifically. To reach the 811 target populations, the SHC will activate a statewide network that includes:
 - *MFP:* The five Regional Coordinating Offices (RCOs) and their RHCs and other staff;
 - *ADRCs:* The state's 11 Aging and Disability Resource Consortia (ADRCs), offering options counseling within long term care institutions;
 - *Agencies operating HCBS waivers:* such as MRC, DDS, the ASAPs, and the UMass Acquired Brain Injury Waiver Unit, and their case managers and other staff;
 - *Other state agencies working with persons with disabilities:* such as DMH.
- *Referrals.* The SHC and the five RHCs will work together on developing lists of individuals interested in utilizing an 811 PRA subsidy, based on responses to outreach activities. The RHCs will develop lists of MFP-eligible individuals, and the SHC will develop a list of individuals within the other target populations. The RCOs' Transition Coordinators or the individuals' own case managers will help to gather the documentation necessary to demonstrate program eligibility and apply for specific housing units. The SHC will track information about unit availability, getting notified by DHCD about unit availability both initially and upon turnover, and will manage the referral process, working closely with the RHCs. In response to a particular unit's becoming available, the RHC for the region will forward eligibility information to the RAA for several individuals for whom the unit appears to be a fit. If the RAA determines that an applicant is eligible, the application packet will be sent to the owner/property management agent for any further screening necessary. The RHC and SHC will work together to ensure an adequate number of referrals are made in a timely manner. Eligible applicants will be selected in the priority order specified for the 811 PRA program. If several applicants within the same priority category are found eligible, a lottery will be held, and those not selected will be placed back on the referral list.

Waiting Lists. As indicated above, there will be two kinds of referral lists: one for MFP participants, the first priority population, managed by the RHCs, and one for all other target populations, managed by the SHC. Effective communication between the RHCs and the SHC will ensure appropriate numbers of referrals are made in a timely manner and in priority order.

(2) Management and Coordination of Services.

Day to Day Coordination of Services. Massachusetts already has a strong network of service providers operating throughout the state, as described in other parts of this proposal, since the state has prioritized transitioning individuals from institutions to the community for many years now. The state's model for day to day services coordination places the person with disabilities, the consumer, at the center. Access to services is highly self-directed and individualized, with the consumer themselves directing their own services to the degree they want to and are able to, with

the support of case managers, advocates, ILC staff or others available as needed. Unlike some states, where site-based service coordinators at particular housing developments typically assist tenants with this function, the Massachusetts model is centered on the consumer and/or their case manager as the hub for accessing services. Thus, a range of service needs will be addressed within one property through the efforts of the individual tenants and their case managers.

Dispute Resolution. The 811 PRA program will have a clear dispute resolution process that harnesses the problem-solving capacities of service providers, mediation entities, owners/agents, and tenants themselves. The key objective is to preserve 811 tenancies and maintain landlords as willing partners in delivering supportive housing. If a specific dispute arises between an 811 tenant and an owner/agent, the initial effort to resolve it will be between these two parties. If the matter remains unresolved, the owner/agent will contact the 811 tenant's identified case manager or service coordinator, which all 811 tenants will have, and whose contact information will be available to the owner/agent. The case manager or service coordinator will be trained to assess the underlying issues of the dispute, including lease violations, and to address any unmet service needs or other need for intervention. For example, a tenant with serious mental illness who is hoarding belongings and thereby disturbing neighbors may require a mental health intervention. To resolve such a dispute, the case manager or service coordinator will develop a corrective, short term action plan to seek services that can stabilize the tenancy.

For disputes that remain unresolved, perhaps because a tenant has severed ties with their case manager or service coordinator, an owner/agent will make use of skilled mediation resources available in Massachusetts precisely for preserving the tenancies of people with disabilities. Specifically, a referral will be made to the Tenancy Preservation Program (TPP), a homelessness prevention program that assists tenants facing eviction as a result of behavior related to a disability. TPP functions as a neutral party, working with owner and tenant to determine whether the disability can be reasonably accommodated and terms negotiated. Tenants in subsidized housing, such as the 811 program, are prioritized. TPP clinicians assess the reasons for the threatened eviction, identify needed services, develop treatment plans, and monitor the case. During FY11, TPP assisted 636 households in Massachusetts, closing 453 cases and preventing homelessness for 416 (92%). The award-winning program is funded by MassHousing and DHCD, among others, and operates across most of the state through a network of non-profit providers of homeless services. For any dispute that cannot be resolved through these proactive efforts, an owner/agent can bring the issue to the state's Housing Court, where housing specialists/mediators work to assist the parties in identifying the issues, foster joint problem-solving, explore settlement alternatives, and finalize settlement agreements.

d. Program Implementation Schedule

DHCD and EOHHS are ready to implement the 811 PRA program immediately after grant award and to move quickly to award 811 PRA subsidies and lease up units with eligible tenants. All units are expected to be leased up within 24 months of grant award. The new subsidies will be integrated quickly and easily into the state's existing affordable housing production infrastructure. In addition, the state's MFP program, through which the top priority target population will be identified and supported, has already been launched. Staff including the SHC have already been hired, with the Regional Coordinating Offices and their RHCs to be in place

by the end of 2012. MFP staff are prepared to implement a statewide outreach campaign as soon as DHCD and HUD sign the cooperative agreement. In addition, the cross-agency 811 Implementation Team has already been meeting for several months to design the program and work out start-up policies and procedures. Production and lease-up of units will occur as follows for the three types of property DHCD intends to award 811 PRAs to: new, pipeline, and existing. A detailed schedule including all key milestones is included in the attachments.

New (40 units): A NOFA will be issued in February 2013 for new developments seeking 811 PRA subsidies in conjunction with capital subsidies, with responses due in March and awards made in May 2013. Projects will close on financing in September-November 2013, RACs will be signed, and construction will start. Construction completion is slated for May-July 2014, with units leased up May-September 2014, at a rate of 8 units/month.

Pipeline (30 units): A NOFA will be issued in February 2013 for developments with DHCD awards that have not yet closed, with responses due in March and awards made in May 2013. Projects will close on financing in July-September 2013, RACs will be signed, and construction will start. Construction completion is slated for March-May 2014, with units leased up March-July 2014, at a rate of 6 units/month.

Existing (30 units): A NOFA will be issued in January 2013 for existing developments, with responses due in February and awards made in April 2013. RACs will be signed in May-June 2013 and units will be leased up May-December 2013 at a rate of 4 units/month.

RATING FACTOR 4: LEVERAGING

a. Cost-Effective Use of PRA Demo Funds

DHCD intends to make 20 of the 100 811 PRA units available to developers at rents affordable to households earning 50% of AMI, and the remaining 80 units available at Fair Market Rents. Despite DHCD's generous capital subsidies for affordable housing development, Massachusetts remains a very high-cost state and it is expensive to build and operate rental housing here. DHCD believes that in order to attract developers to the 811 PRA program, particularly those providing housing in the expensive Boston area as well as those whose properties are in the pipeline or existing categories, DHCD needs to offer 811 PRA units at FMRs. For new projects applying for DHCD capital and operating subsidy, DHCD has some additional flexibility in establishing non-FMR rents and working with developers to ensure financially feasible projects.

b. Commitments of Set-Asides

DHCD commits to set aside a total of 50 vouchers specifically for extremely low-income non-elderly people with disabilities. Of these 50 vouchers, 25 will be new mobile vouchers made available through the state Alternative Housing Voucher Program (AHVP). AHVP serves low-income individuals up to age 60 with a long term or chronic disability that impedes their ability to live independently. To be eligible, applicants must be living in an institution or substandard housing, or must be paying extremely high rent. Local housing authorities determine an applicant's eligibility and administer the vouchers. The other 25 vouchers DHCD will make available are Housing Choice Vouchers (HCVs) from DHCD's voucher pool. The HCVs will be made available as project-based vouchers, in conjunction with the 811 units.

RATING FACTOR 5: ACHIEVING RESULTS, INNOVATION AND EVALUATION

a. Innovation and Replicability

The 811 PRA program here proposed incorporates a number of unique elements and innovations:

- The number, range, and size of the state's housing development programs, and the large pipeline that results, making it possible to weave in resources like the 811 PRA fairly easily;
- The depth of capital support these programs offer, making it possible for developers even in a high-cost state to create a significant amount of permanent supportive housing;
- The deep roots, support, and momentum that the deinstitutionalization movement has in Massachusetts, resulting in outcomes like the creation of the CBH program and recent passage of state legislation aimed at creating 1,000 new units of supportive housing;
- DHCD's sophisticated use of technology to track unit production and management through its Tracker system and database;
- DHCD's Moving to Work (MTW) status, giving it the flexibility to respond creatively and quickly to new program opportunities and challenges; and
- Innovative programs like the MassAccess housing registry, which facilitates the search for affordable, accessible units statewide, and the Tenancy Preservation Program, which helps prevent homelessness for households that include a member with a disability.

Three other unique and innovative aspects to Massachusetts' proposed program are:

High level of consumer involvement. The Massachusetts 811 PRA program is intentionally designed with a high level of involvement by persons with disabilities, the consumers. As members of the Joint Committee on Housing for Persons with Disabilities, consumers are involved in program oversight, as well as in service delivery (e.g., self-directed personal care and Independent Living Center peer supports). And consumers have been an important part of the MFP program's quarterly stakeholder meetings, where they have impacted program design. Consumer involvement is both a core element of Massachusetts' proposed 811 program and an evidence-based practice: research has shown that consumer choice of housing is correlated with success in housing. Using tested tools from the National Core Indicators Project, EOHHS will work with DHCD to establish appropriate expectations of consumer involvement in all program components and then measure actual performance. The 811 Implementation Team will evaluate the consumer involvement data and report to the Joint Committee on Housing for Persons with Disabilities. Including a high level of consumer involvement in program implementation is readily and cost-effectively replicable in other parts of the country. Other states have Independent Living Centers that can participate in program implementation, and with CMS's new Community First Choice State Plan Option, states can receive enhanced federal matching funds to implement a self-directed personal care model for people at institutional levels of care.

Cross-disability approach. The Massachusetts 811 PRA program will intentionally serve a wide range of people across different kinds of disability, helping to bridge the divide not only between the housing and services communities but between the various state agency silos as well. The cross-disability approach moves beyond the traditional categorization of people based on diagnosis, assessing individuals instead based on service needs. These needs, and the support service models designed to meet them, cut across disability groups. Whereas the traditional

approach has resulted in uneven levels of support for different disability groups, the cross-disability framework ensures a more equitable provision of services. In addition, treating people as individuals rather than as members of a disability group allows for greater flexibility in matching participants with their desired supports. Massachusetts has already successfully implemented cross-disability programs, as described earlier, such as its CBH and FCF development programs and the AHVP rental assistance program. Ensuring broad outreach that reaches people with a wide range of types of disability will be critical to ensuring that the 811 PRA program succeeds in being fully cross-disability. To measure performance in this area, the application process will include an opportunity for applicants to voluntarily list their disability, which most applicants typically will do. The SHC will review and analyze this data quarterly to measure how diverse the applicant pool is, and adjust outreach as needed. The cross-disability approach is replicable in all states, though states may have to broaden their target populations to achieve diversity, which may have political and/or cost implications.

High percentage of non-profit owners/developers. The Massachusetts affordable housing developer community includes an unusually large number of experienced non-profit developers, such as community development corporations, Neighborworks organizations, and other groups aiming to serve the public good. Of the 72 projects awarded DHCD funds and closed within the past two years, 36, fully half, are being developed by non-profit sponsors. For DHCD's three programs that particularly target persons with disabilities and others with particular needs, the percentages are even higher – 100% for FCF, 75% for HIF, and 50% for CBH. While facing the same need as any developer to put together financially feasible real estate deals, non-profit developers are typically mission-driven organizations that place a higher priority on serving needy populations such as low-income persons with disabilities, have access to certain resources private developers cannot use, and are more likely both to commit to long term affordability restrictions and to sustain these commitments even when use restrictions lapse. Non-profit developers are more likely to undertake projects that support a broader place-based community development strategy, and their projects are typically more fully integrated into their surrounding neighborhoods. Finally, projects with non-profit owners typically offer more opportunities for tenant leadership, community service, and other kinds of engagement with other tenants and other neighborhood-based organizations. As a result, tenants in these projects often build stronger ties to their communities and develop more extensive natural supports. With non-profit developers already such a large part of DHCD's developer community, their strong participation in the implementation of the 811 PRA program is guaranteed. DHCD will measure non-profit participation in the 811 PRA program, and will analyze the degree to which their projects differ from those sponsored by for-profit developers in ways such as project integration into the surrounding neighborhood and tenant engagement. The 811 Implementation Team will evaluate this information and include it in its reporting to the Joint Committee on Housing for Persons with Disabilities. DHCD will also survey the non-profit owners to identify those factors that made the 811 PRA funding attractive.

b. Capacity Building and Knowledge Sharing

DHCD and EOHHS commit to fully participate in a rigorous evaluation of the 811 PRA program, including random assignment of eligible households into two groups, those receiving assistance through the program and those receiving more typical kinds of assistance. DHCD and EOHHS will also share with evaluators all state health care program records pertaining to the

health care costs of enrolled households and the services and outcomes associated with the care they receive (subject to any laws restricting the release of such information).

In addition, DHCD and EOHHS will use multiple strategies to build enduring capacity across agencies, share knowledge among partners, and promote peer-to-peer exchange of best practices to strengthen program quality and maximize the impact of the 811 resources. Capacity-building efforts will be of two different kinds, aimed at two different audiences: (1) those agencies and individuals who are directly involved in working with the 811 PRA program at the ground level, including owners and property managers, service providers, staff at the RCOs and RAAs, and staff at DHCD and EOHHS involved in program implementation; and (2) the broader community of public officials, policy-makers, program administrators, community planners, housing developers, and others interested in supportive housing at the policy level. Capacity-building and knowledge-sharing activities will include the following:

Ground-Level Efforts:

- *811 Implementation Team Meetings* to plan program start-up, monitor progress, identify and resolve issues, and share knowledge across partner agencies (output: weekly meetings at first, then monthly through lease-up, and quarterly thereafter, throughout 5-year program period).
- *Program Education Forums* organized by DHCD with assistance from the SHC to introduce technical knowledge of 811 program to owners and property managers (output: two regional forums within first year, 25-30 attendees at each)
- *Practitioners' Handbook* to be used as an 811 PRA program operations tool by RHCs and RAAs (output: 25 handbooks distributed)
- *Online Information Exchange Platform* produced by SHC with input from Implementation Team, perhaps housed by CEDAC or another agency, serving as a clearinghouse for problem solving and best practice sharing (output: 100 e-users who are directly involved in program).
- *Regional Peer-to-Peer Networks* to build collaboration between all housing and service providers, as well as staff from the RCOs and RAAs, who will directly support the housing transitions of 811 tenants, organized by the SHC and RHCs in the five MFP geographic areas (output: 20 network members per region, informal get-togethers three times/year).

High-Level Efforts:

- *Program Status Reports* produced by the 811 Implementation Team and shared with the Joint Committee on Housing for Persons with Disabilities (output: four quarterly reports/year).
- *Online Information Exchange Platform* produced by SHC with input from Implementation Team, perhaps housed by CEDAC or another agency, serving as a clearinghouse for technical information, updates, and e-learning resources (output: monthly postings to 200 e-users, not all of whom are directly involved in program).
- *Statewide Breakfast Forum* convened by a statewide housing advocacy organization (such as Citizens' Housing and Planning Association), to engage planners, developers, and service providers in learning about the 811 program and discussing ways to integrate it into the wider housing production system (output: breakfast forum within first year with 50-75 attendees).
- *Program Success Workshop* offered at DHCD's 2014 annual conference to discuss learnings to date from program implementation (output: one workshop with 20 participants).
- *Cross-Cutting Impacts Annual Report* produced by Implementation Team capturing key performance measures and outcomes (outcome: five annual reports).

c. Expand Cross-Cutting Policy Knowledge

DHCD and EOHHS will go beyond the specific intended outcomes of the 811 PRA program and provide information and data about other outcomes that may reflect higher-level, cross-sector impacts, such as: for tenants, decreases in aggregate housing/services costs, increases in quality of life, and increases in level of social engagement; and for property owners/agents, increased understanding of people with disabilities and willingness to develop additional service-enriched housing. DHCD and EOHHS are willing to collaborate with policy researchers and program evaluators to advance the overall body of policy knowledge by contributing the data they have access to in connection with a range of primary and secondary outcomes. A range of quantitative and qualitative data will be analyzed in connection with the expected outcomes listed below and reported in an annual *Massachusetts 811 Cross-Cutting Impacts Report* that will be shared with policy makers across multiple sectors. The additional measurements in these reports will be used to inform policy makers, provide an analytic lens for future program planning, and incubate ideas to be replicated in future efforts to innovate solutions to social, health, housing, and economic problems. Some of the outcomes DHCD and EOHHS intend to document include the following:

Quantitative Analysis:

- *Housing/services cost:* Comparing, pre- and post-move to an 811 PRA unit, changes in individuals' aggregate cost of housing and support services, as well as patterns of utilization of community-based services and assistive technology designed to optimize independence (data source: Medicaid Management Information Systems);
- *Quality of life:* Changes in quality of life for 811 PRA tenants at various intervals: inside institutions, 11 months into community living, and 24 months into community living (data source: quality of life surveys administered by RCOs, MFP participants only);
- *Autonomy:* Changes in participation in self-directed services and in consumer satisfaction correlated to self-reported sense of personal autonomy (data source: MFP benchmarks data gathering, MFP participants only); and
- *Owner satisfaction:* Level of satisfaction of 811 property owners with involvement in 811 PRA program and willingness to develop additional housing of this kind (data source: 811 PRA landlord satisfaction questionnaire, administered annually by the SHC).

Qualitative Analysis:

- *Owner satisfaction:* Among 811 property owners, changes in level of knowledge and understanding of people with disabilities and how best to partner with service providers and others to meet their needs, and changes in their willingness to develop additional housing of this kind (data source: 811 PRA landlord satisfaction questionnaire); and
- *Social interaction:* Among 811 PRA tenants, changes in levels of social interaction, community engagement, and workforce participation, as a result of the move to an 811 unit (data source: select 811 PRA tenant qualitative interviews, carried out annually by the SHC).

Department of Housing and Community Development
Notice of Funding Availability
Winter 2012
Affordable Housing Competition for Rental Projects

The Department of Housing and Community Development (DHCD) is pleased to announce the start of the winter 2012 affordable housing competition for rental projects. The deadline for submitting applications to the winter 2012 competition is the close of business on Friday, February 10, 2012.

The winter 2012 competition will be restricted to applications previously submitted to DHCD. Applications for new projects will not be accepted during the winter 2012 competition. In addition, each sponsor will be limited to no more than two applications for available resources.

The resources available during the winter 2012 competition include the following:

- Federal Low Income Housing Tax Credits (LIHTC)
- Massachusetts State Low Income Housing Tax Credits
- HOME Investment Partnerships Program (HOME) monies in combination with Low Income Housing Tax Credits or as a funding source without tax credits
- Housing Stabilization and Investment Trust Fund (HSF) monies in combination with Low Income Housing Tax Credits or as a funding source without tax credits
- Capital Improvement & Preservation Trust Fund (CIPF) monies in combination with Low Income Housing Tax Credits or as a funding source without tax credits
- Housing Innovations Fund (HIF) monies as a funding source without Low Income Housing Tax Credits unless the sponsor intends to provide homeless units in conjunction with appropriate supportive services
- Facilities Consolidation Fund (FCF) monies in combination with Low Income Housing Tax Credits or as a funding source without tax credits. Although these monies are available on a rolling basis, developers also may submit applications for FCF during this funding round.
- Community-Based Housing (CBH) monies in combination with Low Income Housing Tax Credits or as a funding source without tax credits. Although CBH funds are available on a rolling basis, developers may submit applications during this funding round. The regulations and guidelines for this program are available on DHCD's website at: <http://www.mass.gov/hed/docs/dhcd/hd/cbh/proguidelines.pdf>
- Commercial Area Transit Node Housing Program (CATNHP) monies in combination with Low Income Housing Tax Credits or as a funding source without tax credits.
- Affordable Housing Trust Fund (AHTF) monies in combination with Low Income Housing Tax Credits or as a funding source without tax credits.

The Department reserves the right to restrict the overall amount of funding committed during the winter 2012 competition, based on the availability of federal and state resources. All resources

have been significantly oversubscribed in recent competitions. The Department expects demand to significantly exceed supply in the winter 2012 competition as well.

At present, DHCD contemplates the following total funding limits for the winter 2012 round:

HOME -- approximately \$5 million
HSF -- approximately \$7 million
CIPF -- approximately \$2.5 million
HIF -- approximately \$2.5 million
CATNHP -- approximately \$1 million

Limits will apply to federal and state credit awards and the Trust Fund as well. Applicants should contact Department staff to discuss the likely limits on these resources.

Some sponsors of rental projects located outside the City of Boston may apply for an allocation of Section 8 project-based voucher assistance from DHCD, in accordance with all Section 8 project-based voucher regulations found at 24 CFR Part 983, published October 30, 2005 and all DHCD PBV Administrative Plan requirements, as they may be amended from time to time, which can be found on DHCD's web page at:

<http://www.mass.gov/hed/docs/dhcd/ph/pbvplans/s8adminplan.pdf>

Developers who intend to apply for tax credits during this competition must simultaneously identify and apply for any other DHCD resource included in the financing package. DHCD will not accept applications for additional resources at a later date from sponsors applying for tax credits during this competition. **Interested sponsors should refer to the program restrictions and additional application requirements summarized on pages 2-8 of this NOFA.**

Developers seeking HOME, HSF, CIPF, FCF, CBH, CATNHP or AHTF funds may apply for these funds in combination with tax credits or as a funding source without tax credits. Developers seeking HIF may not apply for tax credits during this competition unless they intend to provide homeless units in conjunction with significant supportive services. The availability of state resources such as HSF, CIPF, HIF, FCF, CBH, CATNHP or AHTF funds, provided from the proceeds of the Commonwealth's general obligation bonds, is at all times subject to decisions on the bond accounts made from time to time by the Secretary of Administration and Finance. Developers seeking HOME, HSF, or CIPF for projects located in HOME entitlement/consortium communities should note that a local contribution of funds is required. Further information is available from the Division of Housing Development at (617) 573-1300.

DHCD has established \$100,000 as the subsidy limit per affordable unit for the winter 2012 rental round. It is the Department's expectation that sponsors will limit their request for DHCD funding subsidy to \$100,000 per affordable unit. Nonprofit sponsors of projects that primarily or exclusively serve special needs tenants should contact DHCD staff directly to discuss the subsidy limit for their projects.

I. Application Deadline

The deadline for submission of applications to the winter 2012 affordable housing competition for rental projects will be Friday, February 10, 2012. All applications must be received on or before the close of business on that date at:

Department of Housing and Community Development
Division of Housing Development
100 Cambridge Street, Suite 300
Boston, MA 02114

All applications must be submitted using version 1.21 of the One-Stop Affordable Housing Application. Version 1.21 is the most current version of the One-Stop and can be accessed at: <http://www.mhic.com>. Please note: sponsors must provide DHCD with an unaltered version 1.21 of the One-Stop (i.e. no extra tabs, no notes, no changes in cell, row, or column configuration). Instructions on the number of applications to be submitted and on the fees due are listed on page 9 of this NOFA. **Applications submitted after the deadline will not be accepted by DHCD.**

II. Eligible Applicants

Each of the funding resources available during the winter 2012 competition has guidelines and/or regulations describing eligible applicants. In general, eligible applicants are as follows:

- LIHTC (federal and state): for-profit or non-profit developers
- HOME: for profit or non-profit developers, or municipalities in partnership with for-profit or non-profit developers
- HSF: for profit or non-profit developers, or municipalities in partnership with for-profit or non-profit developers
- CIPF: for-profit or non-profit developers
- HIF: non-profit developers
- FCF: non-profit or for-profit developers
- CBH: non-profit or for-profit developers
- CATNHP: for-profit or non-profit developers, or municipalities in partnership with for-profit or non-profit developers
- AHTF: for profit or non-profit developers

For additional information on eligible applicants for each resource, please contact the Division of Housing Development staff at (617) 573-1300.

III. Specific Program Guidelines for the Winter 2012 Competition

Certain guidelines and/or regulations exist for each funding resource available during DHCD's winter 2012 competition. Sponsors should review copies of the current program-specific

guidelines and/or regulations before preparing their funding applications. Sponsors who intend to prepare applications for tax credits in combination with other DHCD resources should take note of the following specific program standards:

- *Federal Low Income Housing Tax Credits:* Please refer to the 2012 Tax Credit Qualified Allocation Plan (QAP). The QAP is located on the LIHTC page of DHCD's website at:
<http://www.mass.gov/hed/docs/dhcd/hd/lihtc/draft2012qap.pdf>

Please note that all 9% credit project sponsors should assume that the applicable percentage for the rehabilitation credit (also known as the 70% Present Value Credit) will be 7.44%, which is the applicable percentage as of January 2012.

- *Massachusetts State Low Income Housing Tax Credits:* Please refer to the 2012 QAP. In addition, please note the following:

Demand for the state low-income housing tax credit has increased dramatically during the most recent rental competitions. DHCD anticipates that demand will remain strong during 2012, and will include significant state LIHTC requests from the two Massachusetts HOPE VI projects recently selected by the U.S. Dept. of HUD. Sponsors of applications seeking state LIHTC during the winter 2012 competition should note the following limitations.

The Department strongly encourages sponsors of larger scale projects (greater than 60 units) to limit state credit requests to \$1,000,000. DHCD also strongly encourages all sponsors to limit requests to \$10,000 to \$12,000 per unit. These limits are not absolute in the February round, but may become firm limits later in 2012.

On a case-by-case basis, the Department may permit applications for higher state LIHTC requests. However, DHCD is likely to entertain such requests only for certain major impact projects. Sponsors should contact Department staff to discuss such requests.

- *HOME Investment Partnerships Program:* In general, \$750,000 to \$1,000,000 is the maximum amount available per project; \$50,000 is the maximum amount available per affordable unit in HOME entitlement/consortium communities. In non-entitlement or non-consortium communities, the maximum amount available per affordable unit is \$65,000. Applications for projects located in municipalities that receive HOME funds directly from HUD must include matching funds (i.e. HOME, CDBG) as a funding source for the project. Each application must be signed by the chief elected official of the community in which the project is located. All sponsors should note that the HOME program sustained a major historic reduction (39%) in the current U.S. Department of HUD budget. The reduction will affect the February 2012 rental competition.

- *Housing Stabilization Fund monies:* In general, \$750,000 to \$1,000,000 is the maximum amount available per project; \$50,000 is the maximum amount available per affordable unit in HOME entitlement/consortium communities. In non-entitlement or non-consortium communities, the maximum amount available per affordable unit is \$65,000. Each application must be signed by the chief elected official of the community in which the project is located. Applications for projects located in municipalities that receive HOME funds directly from HUD must include matching funds as a funding source for the project.
- *Capital Improvement and Preservation Fund:* CIPF is intended to help preserve and improve projects where the prepayment of a state or federally-assisted mortgage would lead or has led to the termination of a use agreement for low income housing. CIPF funds are subject to the bond expenditure cap established for DHCD by the Executive Office of Administration and Finance. The maximum amount of CIPF available per project is \$40,000 per unit for projects with more than 25 units with a typical per project maximum of \$2,000,000. The maximum amount of CIPF available per project is \$50,000 per unit for projects with 25 units or less with a typical per project maximum of \$1,250,000. Sponsors also must obtain a commitment of funds from the community in which the project is located. Interested parties should contact the Division of Housing Development staff to obtain more information.
- *Housing Innovations Fund:* \$500,000 is the maximum amount of HIF typically available to a project. \$750,000 to \$1,000,000 is the maximum amount of HIF typically eligible to a project that primarily or exclusively serves homeless individuals or families. Sponsors also should note that HIF, by statute, can support no more than 50% of the total development cost per HIF unit.
- *Facilities Consolidation Fund:* In accordance with statute, requests for FCF may not exceed 50% of the total development cost of the project (or of the total development cost of eligible units in a larger project). Please note that FCF funds are only available to projects or units within larger projects available for the exclusive use of the Departments of Mental Health or Developmental Services. **Sponsors must include in the One-Stop application a certification from the central office of DDS or DMH that the project is part of the Facilities Consolidation Plan.**
- *Community Based Housing:* A request for CBH funding for a project may not exceed the lesser of: 1) \$750,000; or 2) 50% of total development costs (or of the total development cost of eligible units in a larger project). **Sponsors of projects seeking CBH funds should include a letter of support for the project and for the population to be served from the Massachusetts Rehabilitation Commission.**
- *Commercial Area Transit Node Housing Program:* \$50,000 per affordable unit is the CATNHP maximum. \$750,000 to \$1,000,000 typically is the per project maximum for CATNHP. Each sponsor may submit only one request for CATNHP funding, and no more than one application will be accepted from one community in a funding

round. Projects must be located in proximity to transit, defined as “within .25 (1/4) miles of an existing Transit Station or Planned Transit Station”.

- *Affordable Housing Trust Fund:* In general, \$1,000,000 is the maximum available per project; \$50,000 is the maximum amount available per affordable unit. The level and type of assistance provided by AHTF to a project must be the minimum amount necessary to achieve the desired degree of affordability.
- *Section 8 Project-Based Voucher (PBV) Assistance:* A maximum of 100 Section 8 PBV vouchers will be made available as part of this funding round for projects located outside of the City of Boston. Successful applicants must be approved for at least one other available source of funding from a DHCD funding round in order to be eligible for PBV assistance. DHCD expects these PBV vouchers to be available in late early 2013. All PBV voucher reservations are subject to available funding from HUD and DHCD. PBV contract authority can be requested for up to 15 years, with the option to renew. PBV funds will be used to pay the owner a portion of the monthly rent on behalf of eligible households whose incomes must generally be at or below 30% of the area median income (AMI), and in no case can exceed 50% of AMI. No demolition or construction can begin until an Agreement to enter into a Housing Assistance Payments (AHAP) contract is signed; therefore, projects that are already in construction cannot receive PBV assistance. Prior to AHAP: 1) a subsidy layering review for projects with any form of federal, state or local housing assistance, including tax credits and tax concessions, must be approved by HUD or a HUD designated agency; and 2) an environmental review performed in accordance with 24 CFR 58 must also be completed and approved by HUD.

Unit and Project Size Requirement:

- 1) Family units of 2 or more bedrooms;
- 2) Units funded with Community Based Housing (CBH) or Facilities Consolidation Funds (FCF). Up to 12 of these units will be excluded from the City of Boston restriction;
- 3) A limit of the lesser of 8 PBVs per project, or 25% of the total project units as PBVs;
- 4) All PBV units must have a private bath; and
- 5) PBV units cannot be used in group residences or shared housing arrangements.

At the discretion of DHCD, up to 20 of the 100 PBVs may be awarded to units not meeting these criteria. DHCD reserves the right to limit the number of vouchers awarded to each project.

Owners will be responsible for maintaining a PBV waiting list and selecting tenants in accordance with a DHCD approved tenant selection plan.

Sponsors must agree to comply with all Section 8 project-based voucher regulations found at 24 CFR Part 983, published October 30, 2005 and all DHCD PBV Administrative Plan requirements, as they may be amended from time to time, which can be found on DHCD's web page at:

<http://www.mass.gov/hed/docs/dhcd/ph/pbvplans/s8adminplan.pdf>

Interested sponsors should immediately contact both the Division of Housing Development at (617) 573-1300 and the Bureau of Rental Assistance at (617) 573-1217 for further information about the Section 8 project-based option and how to structure the development and operating pro formas which must be submitted as part of the One-Stop application due on Friday, February 10, 2012.

IV. Competitive Evaluation Criteria:

All applications will be evaluated according to criteria that apply to DHCD programs from which funding is sought. The Commonwealth's commitment to the principles of sustainable development is reflected in the Division's programs and policies. **Sponsors should note that consistency with the Commonwealth Sustainable Development Principles is a threshold requirement for all projects. Sponsors applying for resources other than tax credits also must provide market study information, as well as Appendices G and H of the QAP.** The specific criteria for tax credits applications are set forth in the 2012 Qualified Allocation Plan. For copies of the Qualified Allocation Plan, please contact DHCD's Division of Housing Development or visit the LIHTC page of the DHCD website:
<http://www.mass.gov/hed/docs/dhcd/hd/lihtc/draft2012qap.pdf>

In general, the evaluation criteria for all applications include, but are not limited to, the following:

- strength of overall concept
- strength of development team
- total request for state subsidy (exclusive of tax credits) should not exceed \$100,000/unit
- evidence of market feasibility
- evidence of satisfactory progress on projects previously funded with DHCD resources
- demonstrated need for project in the target neighborhood
- appropriate design for the project that promotes green building standards and increased accessibility
- appropriate scope for construction of the project
- appropriate total development costs for properties included in proposal
- financial viability of the project
- degree of local support, including local funding commitments
- evidence of readiness to proceed
- the degree to which the project maximizes sustainable development principles

- provision of units for individuals or households earning less than 30% of AMI, including those making a transition from homelessness

It is important to note that sponsors of applications to the winter 2012 rental competition must be in good standing with DHCD with respect to any and all other affordable housing projects, supported by DHCD resources, with which they are involved. DHCD may elect not to review applications from sponsors who are not in good standing with the agency with respect to other projects.

See pages 9 and 10 of this NOFA for application requirements. Please contact DHCD's Division of Housing Development at (617) 573-1300 with any questions related to the winter 2012 affordable housing competition for rental projects.

V. Performance Measurement and Fair Housing Data Collection:

Applicants seeking DHCD funds should note that, if they receive funding, they must comply with HUD approved performance measurement standards and data collection requirements, and Commonwealth of Massachusetts fair housing data collection requirements. Please refer to Attachment A for Massachusetts' Fair Housing Mission Statement and Principles.

**Application Requirements
Winter 2012
Affordable Housing Competition for Rental Projects**

I. Application Requirements

All applications must be submitted on the One-Stop Affordable Housing disk and forms. All applications must be submitted (in three-ringed binders and tabbed by section) to DHCD, Division of Housing Development, 100 Cambridge Street, Suite 300, Boston, MA 02114, no later than the close of business on Friday, February 10, 2012. *All applications must include a completed coversheet (see Attachment B).* The application requirements by funding resources are as follows:

Applications with Tax Credits

- | | |
|--|--|
| • Tax Credits only: | 1 disk, 3 hard copies, and 1 set plans |
| • HOME, HSF, CIPF or CATNHP in combination with Tax Credits: | 1 disk, 5 hard copies, and 1 set plans |
| • HOME, HSF, CIPF or CATNHP and FCF, HIF or CBH in combination with Tax Credits: | 2 disks, 7 hard copies, and 1 set plans |
| • FCF, HIF or CBH in combination with Tax Credits: | 2 disks, 5 hard copies, and 1 set plans |
| • Affordable Housing Trust with any of the above: | 1 additional disk and 1 additional hard copy |

Applications without Tax Credits

- | | |
|--|---|
| • HOME, HSF, CIPF or CATNHP only: | 1 disk, 3 hard copies, and 1 set plans |
| • HOME, HSF, CIPF or CATNHP and FCF, HIF or CBH: | 2 disks, 5 hard copies, and 1 set plans. |
| • HIF only: | 1 disk, 3 hard copies, and 1 set plans. |
| • FCF only: | 1 disk, 3 hard copies, and 1 set plans. |
| • CBH only: | 1 disk, 3 hard copies, and 1 set plans. |
| • Affordable Housing Trust with any of the above | 1 additional disk and 1 additional hard copy. |

DHCD urges sponsors to print application copies double-sided, if possible.

II. Application Fees

Application fees are due with One-Stop submissions for several of the funding resources currently available. The fee schedules for the funding resources are as follows:

Low Income Housing Tax Credits only:

All tax credit applicants must pay a portion of the tax credit fee at the time the application is submitted to DHCD. This fee is non-refundable. Application fee checks for tax credit projects should be made payable to the **Department of Housing and Community Development**. The fees due with the application submission are as follows:

projects sponsored by non-profits:	\$1,050
projects containing 20 units or fewer	\$1,050
all other projects	\$5,250

Low Income Housing Tax Credits in combination with other DHCD resources:

The only application fees due are the tax credit application fees listed above. No additional fees are due.

HOME, HSF, CATNHP, or CIPF funds as a source exclusive of tax credits:

Applicants seeking HOME, HSF, CATNHP or CIPF funds, but not tax credits, must pay an application fee at the time of submission. The fee is non-refundable. Checks should be made payable to the

Massachusetts Housing Partnership Fund. The fees are as follows:

projects sponsored by non-profits	\$ 450
projects sponsored by for-profits	\$1,250

HIF as a source exclusive of tax credits:

No application fee is required.

FCF as a source exclusive of tax credits:

No application fee is required.

CBH as a source exclusive of tax credits:

No application fee is required.

Attachment A

Massachusetts Fair Housing Mission Statement and Principles

The mission of DHCD through its programs and partnerships is to be a leader in creating housing choice and providing opportunities for inclusive patterns of housing occupancy to all residents of the Commonwealth, regardless of income, race, religious creed, color, national origin, sex, sexual orientation, age, ancestry, familial status, veteran status, or physical or mental impairment.

It shall be our objective to ensure that new and ongoing programs and policies affirmatively advance fair housing, promote equity, and maximize choice. In order to achieve our objective, we shall be guided by the following principles:

1. **Encourage Equity.** Support public and private housing and community investment proposals that promote equality and opportunity for all residents of the Commonwealth. Increase diversity and bridge differences among residents regardless of race, disability, social, economic, educational, or cultural background, and provide integrated social, educational, and recreational experiences.
2. **Be Affirmative.** Direct resources to promote the goals of fair housing. Educate all housing partners of their responsibilities under the law and how to meet this important state and federal mandate.
3. **Promote Housing Choice.** Create quality affordable housing opportunities that are geographically and architecturally accessible to all residents of the commonwealth. Establish policies and mechanisms to ensure fair housing practices in all aspects of marketing.
4. **Enhance Mobility.** Enable all residents to make informed choices about the range of communities in which to live. Target high-poverty areas and provide information and assistance to residents with respect to availability of affordable homeownership and rental opportunities throughout Massachusetts and how to access them.
5. **Promote Greater Opportunity.** Utilize resources to stimulate private investment that will create diverse communities that are positive, desirable destinations. Foster neighborhoods that will improve the quality of life for existing residents. Make each community a place where any resident could choose to live, regardless of income.
6. **Reduce Concentrations of Poverty.** Ensure an equitable geographic distribution of housing and community development resources. Coordinate allocation of housing resources with employment opportunities, as well as availability of public transportation and services.

7. **Preserve and Produce Affordable Housing Choices.** Encourage and support rehabilitation of existing affordable housing while ensuring that investment in new housing promotes diversity, and economic, educational, and social opportunity. Make housing preservation and production investments that will create a path to social and economic mobility.
8. **Balance Housing Needs.** Coordinate the allocation of resources to address local and regional housing need, as identified by state and community stakeholders. Ensure that affordable housing preservation and production initiatives and investment of other housing resources promote diversity and social equity and improve neighborhoods while limiting displacement of current residents.
9. **Measure Outcomes.** Collect and analyze data on households throughout the housing delivery system, including the number of applicants and households served. Utilize data to assess the fair housing impact of housing policies and their effect over time, and to guide future housing development policies.
10. **Rigorously Enforce All Fair Housing and Anti-Discrimination Laws and Policies.** Direct resources only to projects that adhere to the spirit, intent, and letter of applicable fair housing laws, civil rights laws, disability laws, and architectural accessibility laws. Ensure that policies allow resources to be invested only in projects that are wholly compliant with such laws.

Winter 2012 (2012-1) Funding Round

Attachment B

Applicant Information:

Developer Name _____

Developer Type (Non-Profit/For Profit) _____

Address (w/zip code) _____

Contact Person(s) _____

Contact Phone, Fax and Email _____

General Project Information:

Project Name _____

Project Address (w/zip code) _____

Total # Units _____ Total # Affordable Units _____

Development Type (check all that apply)

_____ New Construction

_____ Acquisition and moderate/substantial rehabilitation of existing housing

_____ Adaptive re-use of non-residential structure

Housing Type (check all that apply)

_____ Rental-Family

_____ Rental Senior (62+)

_____ Rental Senior (55+)

_____ Single Room Occupancy

_____ Assisted-Living

_____ Other Special Needs

Population _____

Set-Aside Category (check one)

_____ Production

_____ Preservation

Project Financing Information:

Check all sources of financing listed below that you have applied for or will apply to for this project:

_____ RHS Section 515

_____ MHFA Official Action Status

_____ FHA Insurance

_____ Risk-Sharing

_____ FHLB

_____ MassDevelopment Funds

_____ Tax-Exempt Bond Financing

_____ Taxable Bond Financing

_____ HOPE VI

_____ # Project-Based Section 8 - DHCD

_____ # Project-Based Section 8- City/Town

_____ City/Town Funding

_____ CDBG

_____ CIPF

_____ Federal 9% LIHTC

_____ Federal 4% LIHTC

_____ State LIHTC

_____ Federal Historic Tax Credit

_____ State Historic Tax Credit

_____ HOME

_____ HSF

_____ AHTF

_____ CBH

_____ HIF

_____ FCF

_____ CATNHP

_____ TOD

_____ Other _____

Amount of federal 9% LIHTCs Applied for (allocation requested NOT equity) _____

Amount of federal 4% LIHTCs Applied for (allocation requested NOT equity) _____

Amount of State LIHTCs Applied for (allocation requested NOT equity) _____

Amount of DHCD HOME Funds Applied for _____

Amount of HSF Applied for _____

Amount of AHTF Applied for _____

Amount of CBH Applied for _____

Amount of HIF Applied for _____

Amount of FCF Applied for _____

Amount of CATNHP Applied for _____

Amount of TOD Applied for _____

Amount of CIPF Applied for _____

EOHHS Key Goals and Olmstead Plan

Please Note: The entire EOHHS website is available at:

<http://www.mass.gov/eohhs/gov/commissions-and-initiatives/ehsresults/put-community-first/> .

The following sections are copied from that website.

Putting Community First

We help individuals live in their community of choice by improving access to temporary or long-term community-based supports, and assisting those who want to transition from institutional care into the community.

• Putting Community First Overview

"Community First" represents the Commonwealth's commitment to empower and support individuals with disabilities and elders to live with dignity and independence in the community. There are several reasons for putting community first. Most individuals with long-term care needs prefer to remain in the community rather than receive care in a nursing facility or other institutional setting. In addition, in many instances, community-based care can be provided more cost-effectively than care in a nursing facility or institution.

The Commonwealth's dedication to community-based supports is embodied in the *Community First Olmstead Plan*, a strategy and action plan for ensuring that people with disabilities and elders, who collectively make up more than 20 percent of the Massachusetts population, have access to community-living opportunities that address each individual's diverse needs, abilities, and backgrounds. Executive Office of Health and Human Services (EOHHS) agencies collaborate to support the Community First policy agenda and the Olmstead Plan by expanding, strengthening, and integrating community-based long-term supports.

Focus Areas

• Expanding Access to Community-based Supports

We work to expand, strengthen, and integrate systems of community-based long-term supports that are person-centered, high in quality, and provide optimal choice.

• Transitioning Individuals into the Community

We strive to empower and support people with disabilities and elders to live with dignity and independence in the community by enabling transitions from institutions to the individual's community setting of choice.

Expanding Access to Community-based Supports

Through its Community First initiative, the Commonwealth is empowering people with disabilities and elders to live with dignity and independence in the community. The Executive Office of Health and Human Services (EOHHS) provides long-term community-based supports to more than 250,000 individuals, including children, youth, adults with disabilities, and elders.

Community First has been a focus for EOHHS. Community-based supports prevent placements in more restrictive settings for thousands of individuals and assist others in moving from nursing facilities or other medical facility settings into the community. EOHHS agencies are improving access to community-based supports. We are transitioning resources from facilities to the community, and we are expanding services for targeted individuals across all age groups. Recently, we have settled several lawsuits vital to supporting these expansions including the Ricci, Rolland, Rosie D. and Hutchinson court cases.

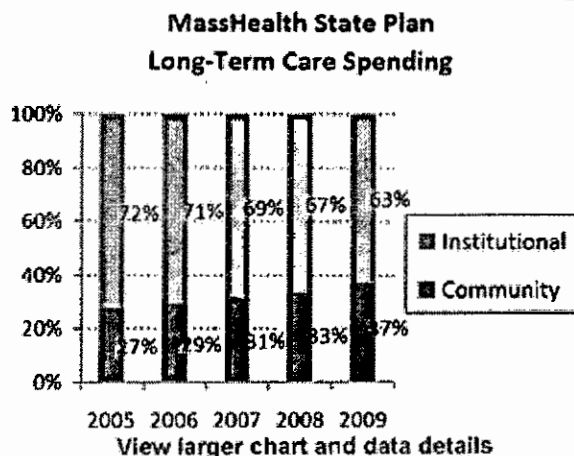
Some of the long-term care services we offer in the community include:

- Support with activities of daily living, including services such as personal care, household management, financial management, and meal preparation.
- Assistive technology programs that enable individuals with physical disabilities to live independently with the help of specialized wheelchairs and telephones or even ramps that provide access to the individual's home.

What Are We Measuring?

Through EHSResults, EOHHS evaluates its progress by internally monitoring a number of measures. An example includes:

MassHealth State Plan Long-Term Care Spending



Why Is This Important?

In order to monitor our progress in expanding community-based services, we track a series of measures related to use of our programs, such as the number of people who receive daily living supports through our MassHealth program. Over time, we seek to offer more of these community-based supports to more people as we prioritize the reallocation of our resources from facility-based services to community services. An example of one such measure is the proportion of our total long-term care investment that is allocated to community-based services, as opposed to medical facilities, through our Medicaid State Plan. The Medicaid State Plan is a document that specifies the eligibility groups that a state will serve through its Medicaid program, the benefits covered, and how the state addresses federal requirements concerning the operation of its Medicaid program.

The data in the graph above depict the total MassHealth long-term care spending under our Medicaid State Plan and the allocation of State Plan funding to long-term care facilities and community-based services. Continuing our investment in the growth of Medicaid State Plan community long-term care services is a priority for Massachusetts.

[Note: In the Commonwealth, we have also sought to meet the needs of certain populations that have specific service needs through what are called "waiver" programs. Waiver programs are special agreements with the federal government that allow a state to furnish home and community services to certain Medicaid recipients who need a level of care that is otherwise provided in a medical facility. Our expenditures on home and community services in waiver programs are not included in the accompanying graph.]

How Are We Doing?

In accordance with our Community First policy, we are making progress in this area through an investment strategy that places greater focus on home- and community-based supports for elders and people with disabilities who wish to remain in the community. Since 2005, we have been successful in increasing the proportion of MassHealth long-term care spending in the community (on State Plan services alone) from 27 percent to 37 percent. Overall spending by EOHHS on long-term care and supports is now approximately \$5 billion.

Transitioning Individuals into the Community

Executive Office of Health and Human Services (EOHHS) agencies and affiliated organizations assist individuals with disabilities and elders to transition from institutions to communities of their choice. This is accomplished through:

- Identifying those who want to transition out of institutions/facilities and supporting these transitions; and
- Supporting those that transition from institutions to community settings to ensure that their needs are met.

One of our strategic initiatives is to be able to serve more people in community programs, such as adult foster care, home care for elders, and accessible housing with supportive services. Community-based long-term care not only provides individuals more choices but also provides the ability to engage in community activities, obtain employment, and gain independence.

We are also containing costs and reallocating funds to community services by closing major institutional facilities. Our goal is to reduce the number of state-run institutions for individuals with intellectual disabilities from six to two, decrease the resident population, and decrease expenditures by half by 2013.

Through Community First, we are also increasing community opportunities for people with serious mental illness to find their way to recovery and to live independently and successfully in communities of their choice. By 2013, our goal is to do this through fully integrating Community Based Flexible Supports with a reduced continuing care capacity.

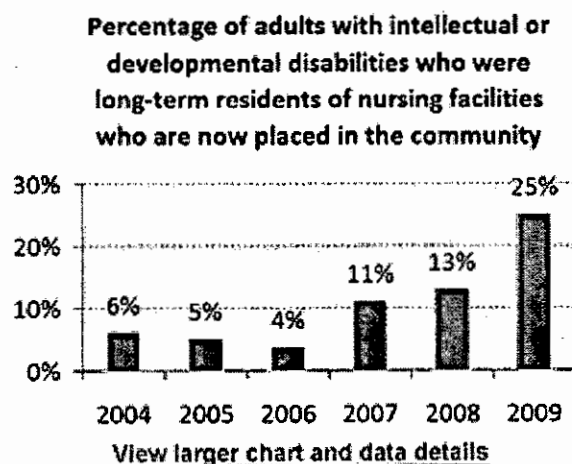
The Commonwealth is closely monitoring its facility closure plans and other measures related to length of stay in institutional settings.

What Are We Measuring?

Through EHSResults, EOHHS evaluates its progress by internally monitoring a number of measures. An example includes:

- Encouraging Community Living for Adults with Developmental Disabilities

Encouraging Community Living for Adults with Developmental Disabilities



Why Is This Important?

We believe that an individual with an intellectual or developmental disability should have the opportunity to live in the most integrated community-based setting possible. EOHHS helps individuals with disabilities to live as independently as possible with the necessary supports. We strive to create innovative opportunities that allow individuals with intellectual disabilities to participate fully and meaningfully in their communities.

How Are We Doing?

The data above indicate that the percentage of individuals with developmental or intellectual disabilities who leave nursing facilities has steadily increased as the Department of Developmental Services (DDS) worked to transition these individuals into community residences.

OLMSTEAD PLAN

A Summary

OCTOBER 2008

A vision for the future: Empower and support people with disabilities and elders to live with dignity and independence in the community by expanding, strengthening, and integrating systems of community-based long-term supports that are person-centered, high in quality and provide optimal choice.

What is an Olmstead Plan?

In 1999, the U.S. Supreme Court rendered a favorable decision in *Olmstead v. L.C.*, a case that challenged the state of Georgia's efforts to keep people with mental disabilities institutionalized. The Court interpreted the Americans with Disabilities Act (ADA) to require states to provide services "in the most integrated setting appropriate to the needs of qualified individuals with disabilities." Additionally, the Court indicated that each state should develop an Olmstead plan to demonstrate efforts to be consistent with the ruling.

Why is an Olmstead Plan important to Massachusetts?

The elder and disabled populations in Massachusetts are growing. They are diverse groups of individuals, many of whom depend on state-supported programs. With a broad array of home and community-based services, including case management,

housing supports, and transportation, many can live in less restrictive, and sometimes, less expensive, community-based settings where they would prefer to live.

- Massachusetts has a total population of over 6.4 million people, including approximately 13% (roughly 832,000) who are 65 years and older.
- In Massachusetts' general population, the likelihood of having a disability varies by age. For people between the ages of 16 and 64 years of age, 11 percent (more than 470,000 individuals) report having a disability. For those individuals over the age of 65, the percentage of people who report having a disability is 36 percent (close to 300,000 individuals).ⁱ
- As of August 2008, there were approximately 25,000 kids with disabilities, 203,000 adults under the age of 65 with disabilities, and 107,000 seniors enrolled in MassHealth.
- On any given day, the average number of MassHealth clients (over the age of 18) residing in nursing homes is approximately 28,300.ⁱⁱ
- The current federal and state long-term care financing system was originally designed for institutional rather than community care and as a result, it has tended to favor institutional over community care.
- Among elder and disabled MassHealth members living in the community, as well as among those who are not MassHealth members, there is a desire for more access to home and community-based supports.
- Employment opportunities, critical for supporting elders and people with disabilities in leading self-sufficient and independent lives, are limited in Massachusetts as elsewhere.
 - People with disabilities in Massachusetts are almost three times as likely to be unemployed as their non-disabled peers.
- Access to sufficient affordable and accessible housing is often one of the greatest challenges to successful transition from institutional care to independent living.
- The ability of elders and people with disabilities to choose community over institutional care is affected by the availability of community options.

How was the plan developed?

Governor Patrick established an Olmstead Planning Committee in fall, 2007. A large group of representatives including providers, consumers, and advocates, as well as elders and individuals with disabilities (see Appendix), worked collaboratively with state agency staff to develop the current framework and implementation strategies for the Administration's Plan. The original *People's Olmstead Plan*, produced by a group of consumer advocates in 2002, was the starting point for the discussions. Using the

goals of the *People's Olmstead Plan* as a foundation, the Olmstead Planning Committee reviewed prior and current EOHHS Olmstead-related initiatives and objectives and identified gaps in service and policy development. The Committee identified six over-arching goals and short-term action steps that are the basis of this eighteen-month implementation plan.

The Community First Olmstead Plan

The overall purpose of the Massachusetts Olmstead Plan ("Plan") is to maximize the extent to which elders and people with disabilities are able to live successfully in their homes and communities.

The following are the six major goal areas included in the Plan. Detailed objectives and timeframes for each area are included in the Community First Implementation Plan, which can be accessed via the World Wide Web at: www.mass.gov/hhs/communityfirst.

1. Help individuals transition from institutional care.

This goal is at the heart of the Supreme Court decision and is the core focus of the Plan. Identifying institutionalized individuals who want to move back home or to other community settings can be challenging. Disability and elder-related organizations ⁱⁱⁱ, in addition to EOHHS staff, currently work to engage individuals in transition processes. However, a more systematic approach would further greater success. Implementation of the Long-term Care Options Counseling process ^{iv}, and initiation of the transition services components of the planned Community First 1115 Waiver program ^v, the *Hutchinson* settlement, and the alternative *Rolland* settlement ^{vi} will provide important ingredients toward success in moving individuals to community settings. Ongoing assessment of the effectiveness of these transition interventions will provide a basis for continuous quality improvement.

2. Expand access to community-based long-term supports.

Among the efforts to improve access to home and community-based services will be activities to expand access to case management, medication management, behavioral health, caregiver supports, assistive technology and accessible transportation for elders and persons with disabilities. At the same time, efforts will be made to improve transition services for adolescents with disabilities who are leaving the education system.

The Olmstead Plan will also focus on increasing the access that elders and people with disabilities have to community-based long-term resources. The primary means of achieving this objective during the Plan's initial implementation period will be the launch of the Community First 1115 Waiver program. Specifically, by the end of the 18-month implementation period following federal approval, we anticipate that 15,600 people will

be enrolled in the Community First Waiver program. In addition, during this same period, EOHHS will also engage in activities to meet the obligations of the *Rolland* court settlement. The state will also work to expand Medicaid community support coverage options by exploring the feasibility of options such as those permitted by the federal Deficit Reduction Act.^{vii}

The Olmstead Plan also refers to several current program review processes which will, when completed, offer solutions to removing other access barriers. For example, one workgroup is focused on identifying and implementing effective ways to improve the MassHealth Personal Care Attendant program's operations. There is also a cross-agency initiative modifying the way EOHHS coordinates planning to assist severely disabled young adults who are turning 22 and "aging out" of educational services.^{viii}

3. Improve the capacity and quality of community-based long-term supports.

A core principle of the Olmstead Plan is choice. To promote choice, agencies will emphasize consumer empowerment and person-centered planning and decision-making. This emphasis on choice will be complemented by improvements in current guardianship, regulatory and administrative practices.

Ongoing and new efforts will concentrate on developing mechanisms to sustain and expand the skills of a high-quality, appropriately trained community workforce. The Personal Care Attendant (PCA) Quality Workforce Council, established by the state Legislature in 2006, is one such mechanism which makes it easier for individuals with disabilities to find and hire PCAs.^{ix} The objective of initiatives such as the Community First Waiver program will be to increase financing options and service choices, including residential supports that allow people to live in the community in a variety of settings including group homes, foster care and individual apartments. Additional projects will help to define the quality and measure the performance of the long-term support systems.

4. Expand access to affordable and accessible housing with supports.

Affordable, accessible housing is critical to a system that successfully supports elders and people with disabilities who either remain in the community or move to the community from an institutional setting. To develop more accessible housing, EOHHS will collaborate with the Department of Housing and Community Development (DHCD) in efforts to develop affordable housing while renovating existing housing stock. EOHHS will also focus on raising citizens' awareness about accessible housing, promoting the Mass Access Housing registry^x and the state's home modification and assistive technology funding options.

5. Promote employment of persons with disabilities and elders.

Efforts must include greater access to employment opportunities, including employment support services, for elders and individuals with disabilities, increased

access to vocational rehabilitation services and career planning for individuals with disabilities, and evaluation of the effectiveness of employment initiatives.

Newly established EOHHS employment goals as well as several federal grant initiatives^{xi} provide both the framework and the support for re-tooling employment services for the target population. Expanded collaborations with the state Department of Elementary and Secondary Education (DESE) and the state Executive Office of Labor and Workforce Development (OLWD) will improve vocational training services for transition-aged youth, employer engagement strategies, market-based skill development, and job retention support. Improved monitoring of employment outcomes holds the promise of continuous quality improvement.

6. Promote awareness of long-term supports (LTS)

A strategy must be developed for educating clinicians in community practices and institutions, as well as residents of the Commonwealth, about availability and viability of community-based LTS options.

Implementation of the Long-Term Care Options counseling processes will go a long way toward ensuring that elders and individuals with disabilities have better information about their options when contemplating long-term support decisions. Finally, efforts will be made to reach community members to make them more aware of both institutional and non-institutional support options. These efforts will include promotion of available online information resources in addition to a broad outreach and education strategy.

Appendix: Olmstead Planning Committee Members

Al Norman	<i>Massachusetts Home Care</i>
Annette Shea	<i>Office of MassHealth</i>
Arlene Korab	<i>Brain Injury Association of Massachusetts</i>
Betty Sughrue	<i>Massachusetts Rehabilitation Commission</i>
Bill Allan	<i>Disability Policy Consortium</i>
Bill Henning	<i>Boston Center for Independent Living</i>
Blair Cushing	<i>AIDS Housing Corporation</i>
Carol Menton	<i>Massachusetts Commission for the Deaf and Hard of Hearing</i>
Carol Suleski	<i>Elder Services Plan of the North Shore (Senior Care Options (SCO)/ Program of All Inclusive Care for the Elderly (PACE))</i>
Cindy Wentz	<i>Massachusetts Rehabilitation Commission</i>
Courtney Nielsen	<i>AIDS Housing Corporation</i>

Daniel J. Greaney	<i>Stavros Center for Independent Living</i>
Ed Bielecki	<i>Mass Advocates Standing Strong</i>
Elissa Sherman	<i>Mass Aging Services Association</i>
Elizabeth Fahey	<i>Home Care Alliance</i>
Ellie Shea-Delaney	<i>Department of Mental Health</i>
Gigi Alley	<i>Advocate</i>
John Chappell	<i>Massachusetts Rehabilitation Commission</i>
John Winske	<i>Disability Policy Consortium</i>
Katherine Fox	<i>Briarcliff Lodge Adult Day Health Center</i>
Keith Jones	<i>Soul Touchin' Experiences</i>
Lisa Gurgone	<i>Massachusetts Council for Home Care Aides</i>
Lisa McDowell	<i>MassHealth Office of Long-term Care</i>
Loran Lang	<i>Massachusetts Commission for the Blind</i>
Maggie Dionne	<i>Massachusetts Rehabilitation Commission</i>
Margaret Chow-Menzer	<i>Department of Developmental Services</i>
Maria Russo	<i>The May Institute</i>
Martina Carroll	<i>Stavros Center for Independent Living</i>
Nancy Alterio	<i>Disabled Persons Protection Commission</i>
Pat Kelleher	<i>Home Care Alliance</i>
Paul Lanzikos	<i>North Shore Elder Services</i>
Paul Spooner	<i>MetroWest Center for Independent Living</i>
Rick Malley	<i>Massachusetts Office on Disability</i>
Rita Claypoole	<i>Advocate</i>
Rita Barrette	<i>Department of Mental Health</i>
Robert Sneirson	<i>Disability Policy Consortium</i>
Sue Temper	<i>Springwell</i>
Valerie Konar	<i>Massachusetts Assisted Living Facilities Association (Mass-ALFA)</i>

OLMSTEAD PLANNING COMMITTEE STAFF LEADS	
Eliza Lake	<i>Systems Transformation Grant Lead for Diversion Committee</i>
Jean McGuire	<i>EOHHS-Disability Policies and Programs</i>
Laurie Burgess	<i>EOHHS-Disability Policies and Programs</i>
Mason Mitchell-Daniels	<i>EOHHS-Disability Policies and Programs</i>
Michele Goody	<i>Office of MassHealth</i>
Peter Ajemian	<i>EOHHS-Disability Policies and Programs</i>
Ruth Palombo	<i>Executive Office of Elder Affairs</i>
Sandra Albright	<i>Executive Office of Elder Affairs</i>
Shannon Hall	<i>University of Massachusetts Medical School-Project Management Office</i>

Massachusetts 2010-2014 Consolidated Plan and Analysis of Impediments

Please Note: The entire Consolidated Plan is available at:

<http://www.mass.gov/hed/docs/dhcd/cd/planpolicy/consolidated/2010conplan.doc>

The following sections are excerpted from the Consolidated Plan to demonstrate coordination with the proposed Massachusetts 811 PRA Program.

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Excerpt From Page 9 (Paragraphs in *bold italics* are most relevant)

Executive Summary

Six objectives have been established for this 2010-2014 Consolidated Plan. These objectives support the Commonwealth's overarching goal for all its housing and community and development efforts: to provide broad economic opportunity and a high quality of life for all Massachusetts residents. They also support HUD's complementary goals of providing decent housing, a suitable living environment and expanded economic opportunities. The six objectives of the 2010-2014 Massachusetts plan are:

1. Promote *strong communities* throughout the Commonwealth.
2. Preserve and create *affordable rental housing options* for low and moderate income residents.
- 3a. *Reduce chronic and family homelessness through a housing-based approach*, with a long-term goal of ending homelessness.
- 3b. Help low-income households develop *economic self sufficiency*.
4. ***Ensure full and fair access to housing for all residents of the Commonwealth.***
5. Promote *sustainable homeownership* opportunities for low, moderate and middle income families.
6. ***Ensure MA residents with disabilities have access to affordable, accessible community housing options that support consumer choice and access to mainstream resources including employment and long term supports as needed.***

Excerpt from Pages 67-69 (Paragraphs in *bold italics* are most relevant)

Description of Subpopulations and Estimate of Needs

The following is a brief description of some of the special needs populations based on the American Community Survey, the 2009 CHAS tables, and testimony from the agencies that provide services to them:

Table 3.18 Incidence of Disability by Age and Type of Disability

	% w Any Disability	% w Sensory Disability	% w Physical Disability	% w Mental Disability	% w Self Care Disability	% w Go-Outside-Home Disability
21 to 64 years	11.6%	2.5%	6.7%	4.5%	1.9%	3.1%
65 to 74 years	25.2%	8.0%	19.3%	5.6%	4.9%	7.2%
75 years and over	47.8%	21.8%	36.4%	14.4%	13.0%	23.9%

Source: 2007 ACS

Non-Elderly People with Disabilities

Traditionally, non-elderly people with disabilities have been among the most underserved populations in government housing programs. Until 1974, there were no specific building requirements for physical accessibility, and units typically were not designed or built to allow for accessibility. The few units that were available specifically for people with disabilities were intended for those with physical disabilities.

The housing choices of people with other disabilities were limited to segregated housing such as group homes, hospitals and skilled nursing facilities.

More recently efforts have been made at the state and federal level to expand housing options that meet individual needs and preferences such as mobile rental assistance programs, efforts that require careful coordination between housing and human services agencies. The lead agencies involved in addressing the housing needs of people with physical, cognitive or psychiatric disabilities in Massachusetts include DHCD and the Executive Office of Health and Human Services (EOHHS) Departments of Mental Health (DMH), Developmental Services (DDS, formerly the Department of Mental Retardation) and the Massachusetts Rehabilitation Commission (MRC). The EOHHS agencies do not develop housing directly but rather work with other public and private housing agencies and groups to make resources available to their clients, primarily funded under federal or state housing programs. As the result of several court settlements (Rolland v Cellucci, Hutchinson v Patrick and Fernald v Patrick), the EOHHS agencies are required to assist individuals with disabilities who choose to do so to transition from nursing facility and institutional settings to the community. These settlements specify the number of individuals that must be transitioned each year. Some consumers receive services in group settings or with 24 hour supports but many choose to live in independent settings such as subsidized apartments with supports.

- *People with Physical Disabilities Nearly 209,000 non-elderly Massachusetts households have at least one member with mobility or self care limitations, and more than half of these households are low income.¹ One-third own their homes and two-thirds rent. Households with members who have physical disabilities are affected both by affordability and by the physical inaccessibility of housing units.*

Brain injuries that occur to individuals after they have reached the age of 22 – Acquired Brain Injuries, or ABIs – include injuries caused by stroke, lack of oxygen, etc. as well as those caused by external force (often referred to as traumatic brain injuries). While ABIs are profound and life changing, they need not result in a lifetime of institutional care. Massachusetts has had a longstanding record of serving people with traumatic and other brain injuries in the community through the statewide Head Injury Program and through nursing facility and other long term care services provided by MassHealth. Many of the critical services needed to help people with brain injuries after they leave nursing facilities or other institutional settings, however, had been available on only a very limited basis, leading to a class action suit in 2007.

As the result of the 2008 settlement of Hutchinson v. Patrick, people with Acquired Brain Injury (ABI) will have new opportunities to leave institutional settings and live in the community as a result of two new federal waivers approved by the Centers for Medicare and Medicaid Services (CMS). As the 2010-2014 Consolidated Plan was going to press, MassHealth and the Massachusetts Rehabilitation Commission (MRC) announced that enrollment had begun for home and community-based services that will ultimately serve 300 individuals.

- *People with Psychiatric Disabilities An estimated 44,000 Massachusetts residents have long-term serious psychiatric disabilities, about 60 percent of whom are involved with the Department of Mental Health (DMH) services system. The number of adults receiving mental health services in state facilities has declined by fifty percent since 1990, while the number receiving mental health services in the community has tripled. The Department of Mental Health (DMH) currently houses nearly 8,000 adult clients through its Residential Services Program, but there are another 3,000 people on its waiting list. The Department's service areas do not precisely align with the*

¹ 2000 CHAS. More recent ACS released indicate that the number of persons with disabilities has increased since 2000; data are not broken out by household and age, however.

MassBenchmarks regions, but the agency advises that 872 adults in its Metropolitan Boston region are eligible for services, 735 in the Northeast region, 416 in Southeast region (including the Cape and Islands), 299 in Central Massachusetts, and 397 in the Western part of the state. Almost all those eligible for services have housing needs as well.

- **People with Cognitive Disabilities** There has been a similar decline in the number of individuals with cognitive disabilities residing in institutionalized settings, and a corresponding increase in the number receiving home and community-based services. Like DMH, the Department of Developmental Services (DDS) works with housing providers to develop community-based housing for its clients. The agency assists over 33,000 low-income adults with developmental disabilities.² DDS estimates that over the next five years it will require a total of just over 2,000 units (beds). Demand for services continues to grow as almost 200 young adults a year become eligible for residential services and caregivers for family members living at home continue to age. DDS must secure placements for over 600 clients who remain inadequately housed as the result of earlier court decisions.

About 8,200 individuals receive residential supports through state and private providers in homes in the community, ranging from group homes to independent apartments.³ The need for accessible units is expected to grow due to the aging of individuals currently in the service system and more physically challenged residents entering the system.

In the most recent development stemming from a 1998 lawsuit (Rolland v Cellucci), which required DDS to provide residents living in nursing homes or with aging caregivers community-based housing services, Federal District Court Judge Niemen signed the Rolland Settlement Agreement in June, 2008. This agreement is prescriptive on placement, stating that 640 (160 per year) individuals with intellectual and developmental disabilities will be placed in 4 state fiscal years from FY0 through FY12 with an extension into the first three months of FY13. Furthermore, the Settlement Agreement states that 135 each year will be new development – 10 enhancements to a home and 125 brand new development each year. DDS is on target to complete the first 2 fiscal years of placements by September 30, 2010. DDS will be building 125 new beds in FY11, 125 new beds in FY12 and 30 beds in FY13.

In December, 2008, the Secretary of Health and Human Services signed the DDS Facilities and Restructuring and Closure plan to close 4 of the 6 DDS Intermediate Care Facilities for the mentally retarded (ICF-MR Facilities). The Facilities will close over four years starting with Fernald Developmental Center in FY10, Monson DC in FY11 and the last two (Templeton and Glavin) closing in FY13. DDS needs 69 new development beds in FY11, and 36 beds in FY12.

- **Individuals Residing in Nursing Facilities and State Institutions** There are over 40,000 individuals currently residing in certified nursing facilities in Massachusetts. In addition, there are individuals residing in state facilities serving individuals with mental illness and developmental disabilities. Many of these individuals could live in the community with supports if more community based, affordable housing was available – over 9,000 have indicated a desire to move into the community. Over the next three years the Commonwealth expects to transition 300

² It also serves children with developmental disabilities and their families, but does not provide them residential services.

³ The State of the Massachusetts Housing Market: A Statewide and Regional Analysis, November 2008, UMass Donahue Institute

individuals with acquired brain injury, 600 individuals with developmental disabilities, and 100 individuals with mental health disabilities to community settings.

- **People with Sensory Disabilities** *The 2000 Census identified that 8.6% or about 546,022 of MA residents over the age of 3 years were individuals who are deaf or hard of hearing. Approximately one-third of all deaf adults rely on some form of governmental assistance as the average income of deaf adults is 40-60% of their hearing counterparts. It is estimated that 40% of deaf adults are unemployed and 90% are underemployed⁴. The need for affordable, safe and accessible (visual and/or high volume signalers-doorbell, fire/smoke/carbon monoxide alarms, etc) housing for this population is high. The Massachusetts Commission for the Blind (MCB) assisted over 2000 legally blind people in finding housing or maintaining their residency.*

Excepted from Page 98 (Paragraphs in *bold italics* most Relevant)

Community First Transition Strategy

"Community First" represents the Commonwealth's commitment to empower and support individuals with disabilities and elders to live with dignity and independence in the community. Most individuals with long-term care needs prefer to remain in the community rather than receive care in a nursing facility or other institutional setting, and in many instances, community-based care can be more cost-effective than institutional alternatives.

The Commonwealth's dedication to community-based supports is embodied in the Community First Olmstead Plan, a strategy and action plan for ensuring that people with disabilities and elders, who collectively make up more than 20 percent of the Massachusetts population, have access to community-living opportunities that address each individual's diverse needs, abilities, and backgrounds. Executive Office of Health and Human Services (EOHHS) agencies collaborate to support the Community First policy agenda and the Olmstead Plan by expanding, strengthening, and integrating community-based long-term supports.

Several court settlements such as Rolland v Cellucci, Hutchinson v Patrick and Fernald v Patrick have resulted in EOHHS agencies being mandated to assist individuals with disabilities from nursing facility and institutional settings to the community. These settlements target the number of individuals that must be transitioned each year. Some receive services in group settings or with 24 hour supports but many choose to live in independent settings such as subsidized apartments with supports. To meet the legal mandates set forth in the settlements the Commonwealth needs to allocate vouchers to facilitate their ability to find affordable and often accessible housing.

Analysis of Impediments

July 2012 Note on Update to Analysis of Impediments to Fair Housing Choice [excerpt]:

DHCD has begun the AI update process and has convened a Fair Housing Advisory Panel, which includes fair housing advocates, federal (HUD), state, and local officials, for-profit and non-profit agencies, and other stakeholders, as part of this process. The AI update is anticipated for

⁴ Seigel, Lawrence: The Educational and Communication Needs of Deaf and Hard of Hearing Children: A Statement of Principal. 2000.

completion at the end of the current calendar year. The following discusses current documents that are complementary to the AI, briefly summarizes key steps taken to overcome impediments to fair housing choice, and outlines impediments for analysis in the 2012 AI update.

Key Steps taken to Overcome Impediments to Fair Housing Choice:

Impediment: There Exists a Persisting Lack of Knowledge Regarding the Housing Rights of People with Disabilities, and Ongoing Segregation and Stigmatization of People with Disabilities

Action Steps:

- *Conducted trainings on Reasonable Accommodations/Modifications and Program Access for staff and providers such as local housing authorities, community action agencies, etc.*
- *Issued public notices to local housing authorities and regional non-profits (administering voucher programs) regarding reasonable accommodations/ modifications, program access, and other disability-related issues.*
- *Engaged a consultant to provide a Self-Evaluation/Transition Guide and to assist with improving capital planning tools and materials for Local Housing Authorities in assessing barriers to accessibility.*
- *Updated capital planning tools and materials.*
- *Required reporting of accessible units through MassAccess, an online affordable and accessible housing registry, pursuant to DHCD's Affirmative Fair Housing and Marketing Plan guidelines.*
- *Continued funding and supported expansion of the Community Based Housing and Facilities Consolidation Fund programs, including by allowing for-profit developers to serve as project sponsors.*
- *State received funding through the Money Follows the Person grant demonstration program, administered through EOHHS on housing and services options for individuals transitioning from institutions into the community.*
- *DHCD plans to further engage with other state agencies to support community-based living for persons with disabilities. One current example is the Joint Committee on Housing for Persons with Disabilities that DHCD has convened with EOHHS. The task force will be developing strategies for expanding community-based housing options for persons with disabilities, including through implementation of the new state law "An Act Relative to Community Housing and Services,"⁵ and by submitting a joint application and MOU to HUD under the revised Section 811 Program.*

⁵ The law requires 18 state agencies to draft and execute a memorandum of understanding that includes an action plan to coordinate and procure services, capital subsidies, and operating subsidies. The ultimate goal is to create up to 1,000 units of supportive housing by December 31, 2015.



Massachusetts Housing Finance Agency
One Beacon Street, Boston, MA 02108

Tel: 617.854.1000 | Fax: 617.854.1091
Vp: 866.758.1435 | www.masshousing.com

July 20, 2012

Aaron Gornstein, Undersecretary
Department of Housing and Community Development
100 Cambridge Street
Suite 300
Boston, MA 02114

Dear Undersecretary Gornstein:

I write today to offer MassHousing's strongest possible support for the Massachusetts Department of Housing and Community Development's (DHCD's) application for the new Section 811 Project Rental Assistance Demonstration (PRA Demo). I believe that MassHousing's strong working relationship with DHCD will prove to be a great benefit for the PRA Demo.

As you know, MassHousing (the Massachusetts Housing Finance Agency) is an independent, quasi-public agency created in 1966 and charged with providing financing for affordable housing in Massachusetts. The Agency raises its capital through the sale of tax-exempt and taxable bonds. It uses the proceeds to make low-interest loans to developers of rental housing who agree to keep at least 25% of the units affordable. We also use these funds to make loans to low- and moderate-income first-time homebuyers. Since its inception, MassHousing has provided more than \$13 billion for affordable housing.

Through the state's Department of Mental Health/Department of Developmental Services (DMH/DDS) Set-Aside program, MassHousing assists under-served persons with disabilities by insuring that quality, affordable units for these individuals are integrated into our developments. With over twenty years of experience in facilitating communication between housing and service providers, MassHousing will be helpful in implementing a program to utilize the new 811 resource. Specifically, MassHousing will be able to capitalize on its strong working relationship with owners and management agents throughout Massachusetts to identify units that would be suitable for tenants with disabilities and by extension provide opportunities for the most successful tenancies.

As you well know, MassHousing and DHCD have a long and productive history of collaboration and partnership that includes:

Deval L. Patrick, Governor
Timothy P. Murray, Lt. Governor

Ronald A. Homer, Chairman
Michael J. DiIriane, Vice Chair

Thomas R. Gleason, Executive Director
Robert M. Ruzzo, Deputy Director

- State Olmstead Plan
- Low Income Housing Tax Credit (LIHTC)
- Affordable Housing Trust Fund (AHTF)
- Tenancy Preservation Program (TPP)
- DCHD/EOHHS Joint Committee on Housing for Persons with Disabilities
- Fair Housing Advisory Panel and Analysis of Impediments (AI)

Most recently, MassHousing staff has been participating in the DHCD and Executive Office of Health and Human Services (EOHHS) group planning meetings around both the Money Follows the Person (MFP) Demonstration Grant and the new Section 811 PRA Demo. In its support of this new Section 811 PRA Demo application, MassHousing will continue to be active in this process as it moves forward.

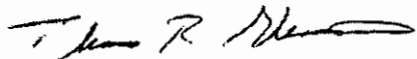
In addition, and more specifically, MassHousing will:

- continue its outreach to owners/agents and developers to solicit 811 participation in existing developments;
- notify owners/agents and developers of any new DHCD Request for Proposal;
- assist the MFP Regional Housing Coordinators (RHCs) in networking with MassHousing housing development site staff; and,
- offer training to management agents and resident programming through its Tenants Assistance Program (TAP).

The new Section 811 PRA Demo will offer real opportunities for MassHousing to assist DHCD in providing high quality, affordable housing with individualized supportive services to people who might otherwise be restricted to living in an institution. We look forward to working with our partners at DHCD and EOHHS to make even more of these affordable housing opportunities a reality.

We are committed to helping you in any way that we can to ensure that this effort in Massachusetts is a success. Should you have any questions, please do not hesitate to contact me directly at 617.854.1860 or Edward Chase, MassHousing's Community Services Specialist at 617.854.1094 or echase@masshousing.com

Sincerely,



Thomas R. Gleason
Executive Director



COMMUNITY ECONOMIC DEVELOPMENT ASSISTANCE CORPORATION

July 23, 2012

Lessie Powell Evans

U.S. Department of Housing and Urban Development, Office of Multifamily Housing Programs
451 Seventh Street, SW, Room 6234
Washington, DC 20410

Dear Ms. Evans:

I am writing to support the Massachusetts Department of Housing and Community Development (DHCD)'s application for the Section 811 Project Rental Assistance (PRA) Demonstration Program. Over the past 25 years, CEDAC has worked under contract with DHCD to administer more than \$100 million in loan capital to 150 projects using the Housing Innovations Fund (HIF), Facilities Consolidation Fund (FCF), and Community Based Housing (CBH) programs. These three state programs, funded through general obligation bonds, provide long-term soft subordinate debt to affordable housing projects that serve people with physical disabilities (CBH), people with mental illness or intellectual disabilities (FCF), and other low-income individuals with supportive housing needs (HIF). Based on this experience I believe DHCD is uniquely positioned to carry out successful affordable housing efforts under the new Section 811 program.

This letter also serves as CEDAC's Letter of Intent to continue to provide the services described below under contract with DHCD as CEDAC has done for 24 years. CEDAC's current contract with DHCD extends through 12/31/2012, and is typically renewed for periods of 3 years at a time. CEDAC estimates that the value of our services associated with project underwriting under the proposed PRA Demonstration Program would be up to \$900,000. However, because the receipt of 811 PRA funds is not expected to increase the number of projects CEDAC will review, all of which will receive funding awards under other programs, and because CEDAC's services are paid for out of other funding sources, our work in connection with the 811 PRA will be carried out at no additional cost to DHCD.

Two of these funding programs, FCF and CBH, particularly illustrate the Commonwealth of Massachusetts' longtime commitment to provide affordable housing for citizens who are most at-risk for institutionalization or homelessness. I'd like to highlight for you some key aspects of our Community Based Housing program, established in 2006 to serve households with a range of disabilities with priority for persons institutionalized or at risk of institutionalization. First, we have made awards to 55 projects around the state, with 44 projects closed and under construction or in occupancy. Those projects include over 2500 units of which more than 200 are set aside for eligible households, many of whom come to these projects directly from rehab or long-term care facilities. Second, our innovative design guidelines, which emphasize visitability and universal design, have helped to educate our local development community about accessibility

issues. Finally, our focus on geographic diversity has helped to ensure that households in need of affordable and accessible housing find options throughout the Commonwealth.


In order to facilitate the development of CBH as well as FCF units, DHCD has structured a collaboration with CEDAC, and with our sister agencies at the Executive Office of Health and Human Services. When developers wish to apply to DHCD for CBH or FCF funds, EOHHS staff members evaluate initial pre-applications to ensure that the proposed project site is appropriate for the population to be served there. Because CBH, and increasingly FCF, prioritize funding awards to projects that integrate supportive housing units into a larger development, developers typically apply for these funds simultaneously with tax credits and other soft debt from DHCD. When an application is received, CEDAC underwrites both the project and the applicant based on developer track record and financial capacity; project feasibility; cost-effectiveness; and capacity to serve the proposed population, and recommends strong projects for funding awards. Once a project receives a funding allocation from DHCD, CEDAC works with the developer and DHCD staff to close the loan and monitor construction. The developer often works again with EOHHS staff to market the unit. Finally, CEDAC holds each of these loans in portfolio.

CEDAC is a nationally recognized community development financial organization with a highly experienced project management staff with significant experience in the development of supportive housing projects. Incorporated in 1978 by state law, CEDAC works closely with supportive housing developers from the early predevelopment stages of a project's lifecycle through construction, occupancy, and long-term operations. By working with developers during predevelopment, CEDAC staff are able to help shape projects to meet the standards and priorities of state funding agencies.

As I know you are aware, the vast majority of households served by our supportive housing programs in Massachusetts have extraordinarily low incomes, often well below 30% AMI. Our partners at EOHHS tell us that most of the households who receive rental units through the CBH program have an annual income of around 15% of area median, and FCF households are typically at a similar income level. In order for developers to use these housing resources, units need to be paired with an operating subsidy. An award of subsidy through the 811 PRA program will facilitate the development of additional units in Massachusetts, and will also allow developers to set aside existing units for eligible households.

Thank you for your consideration of this worthy application. Please do not hesitate to contact me with any questions.

Sincerely,


Roger Herzog
Executive Director



July 17, 2012

Mr. Aaron Gornstein
Undersecretary, Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston MA 02114

Dear Undersecretary Gornstein:

On behalf of the eight Regional Administering Agencies (RAAs) of the Massachusetts Department of Housing and Community Development's federal rental assistance programs, we are pleased to submit this letter of support and intent to administer the Section 811 Units that the Department may receive through the current funding round.

As one of the country's oldest and largest administrators of federal rental assistance programs, the Department of Housing and Community Development (DHCD), through contracts with our agencies, provides residents of Massachusetts with a flexible, efficient and well-managed network of housing opportunities. Our agencies have been working with DHCD since the voucher program began as an experimental program. In addition to the more than 15,000 Housing Choice Vouchers leased through our agencies, we also administer 13 additional federally-funded rental assistance programs – eight of which include services delivered by a variety of Massachusetts Executive Office of Health and Human Services (EOHHS) agencies. Our work with Project Based Vouchers began in 1991, and we currently administer 1,133 across the state. Our responsibilities include, but are not limited to:

- Fair housing compliance;
- Tenant selection and leasing;
- Financial management and reporting;
- Annual Housing Quality Standards Inspections to ensure properties are well maintained and;
- Full participation in any evaluation and monitoring protocols.

We are proud of our work with DHCD to administer housing programs with supportive services and are active participants in the network of relationships with property management companies, owners, tenants, and service providers that are key to successful supportive housing initiatives. These programs began in 1986, with the state-funded Department of Mental Health Rental Subsidy Program, and expanded to include Mainstream and Designated Housing Vouchers, the Housing Options Program and other federal and state programs.

We are confident that DHCD will provide us with the resources and supports needed to manage these units. The anticipated administrative fee of \$251,260, five percent of the total budget for five years of voucher administration, will fund our expenses related to all aspects of program management.

DHCD has the experience necessary to administer this very important resource; the capacity and infrastructure needed to ensure it is well-managed; and the partnerships with EOHS to support the residents with the community based-services they need to live independently.

The Network has been in existence and working in partnership with DHCD for over 30 years. Our regional nonprofit agencies develop, manage, and deliver housing and related services to low- and moderate-income individuals and families in every city and town in Massachusetts. In addition to rental assistance administration, our members provide shelter, homelessness prevention, housing stabilization, and permanent housing assistance. This provides us with a comprehensive view of the critical need for affordable housing resources.

We recognize the tremendous need for affordable housing for non-elderly disabled households, and are eager to work with DHCD to successfully implement and manage this valuable new resource.

Sincerely,



Maureen Fitzgerald, Executive Director on behalf of:

Berkshire Housing Development Corp.
Community Teamwork Inc.
Housing Assistance Corp.
HAPHousing
Metropolitan Boston Housing Partnership, Inc.
RCAP Solutions, Inc.
South Middlesex Opportunity Council
South Shore Housing Development Corp.

MASSACHUSETTS 811 PRA PROGRAM SCHEDULE		Months (starting November 2012)																							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1. GENERAL/OUTREACH																									
1	HUD makes funding award decisions																								
2	Cooperative Agreement between HUD/DHCD signed																								
3	MFP Regional Coordinating Offices (RCOs) procured																								
4	MFP Regional Housing Coordinators (RHCs) hired																								
5	MFP staff train agencies in 811 referral process																								
6	Statewide 811 outreach campaign implemented																								
7	SHC/RHCs identify 811 PRA applicants																								
2. EXISTING DEVELOPMENTS																									
1	DHCD issues 811 PRA NOFA for existing developments																								
2	NOFA responses are due																								
3	DHCD/EOHHS review responses																								
4	Funding awards are made																								
5	DHCD signs RACs with owners																								
6	Owners notify DHCD of unit availability																								
7	811 PRA units in existing developments are leased																								
3. PIPELINE DEVELOPMENTS																									
1	DHCD issues 811 PRA NOFA for pipeline developments																								
2	NOFA responses are due																								
3	DHCD/EOHHS review responses																								
4	Funding awards are made																								
5	Pipeline projects close on financing																								
6	DHCD signs RACs with owners																								
7	Projects are in construction																								
8	DHCD notifies SHC of 811 PRA units' expected availability																								
9	Projects complete construction																								
10	811 PRA units in pipeline developments are leased																								
4. NEW DEVELOPMENTS																									
1	DHCD issues 811 PRA NOFA for new developments																								
2	NOFA responses are due																								
3	DHCD/EOHHS review responses																								
4	Funding awards are made																								
5	New projects close on financing																								
6	DHCD signs RACs with owners																								
7	Projects are in construction																								
8	DHCD notifies SHC of 811 PRA units' expected availability																								
9	Projects complete construction																								
10	811 PRA units in new developments are leased																								
4. CAPACITY BUILDING & KNOWLEDGE SHARING																									
1	Joint Committee/Housing for People with Disabilities mtgs																								
2	Introduction to 811 PRA Information Forums																								
3	State 811 PRA Breakfast Forum																								
4	811 PRA Program Success Workshop																								
5	811 PRA Program Cross-cutting Impacts Annual Report																								

Grant Application Detailed Budget		U.S. Department of Housing and Urban Development				OMB Approval No. 2501-0017 (exp. 11/30/2014)			
		Functional Categories				[Year 1: <u>X</u>] [Year 2: <u> </u>] [Year 3: <u> </u>] [All Years: <u> </u>]			
Name of Project/Activity:	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share	Applicant Match	Other HUD Funds	Other Fed Share	State Share	Local/Tribal Share	Other	Program Income	Total
a. Personnel (Direct Labor)	\$	\$	\$	\$	\$	\$	\$	\$	\$
b. Fringe Benefits									
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items w/depreciated Value < \$5,000)									
f. Contractual	99,086				49,543				148,629
g. Construction									
1. Administration and legal expenses									
2. Land, structures, rights-of way, appraisals, etc.									
3. Relocation expenses and payments									
4. Architectural and engineering fees									
5. Other architectural and engineering fees									
6. Project inspection fees									
7. Site work									
8. Demolition and removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other (Direct Costs)	4,954								4,954
i. Subtotal of Direct Costs	104,040				49,543				153,583
j. Indirect Costs (% Approved Indirect Cost Rate: <u> </u> %)									
Grand Total (Year: <u>1</u>):									153,583
Grand Total (All Years):									

Grant Application Detailed Budget		U.S. Department of Housing and Urban Development					OMB Approval No. 2501-0017 (exp. 11/30/2014)			
		Functional Categories								
		[Year 1:] [Year 2: X] [Year 3:] [All Years:]								
Name of Project/Activity:	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	
	HUD Share	Applicant Match	Other HUD Funds	Other Fed Share	State Share	Local/Tribal Share	Other	Program Income	Total	
a. Personnel (Direct Labor)	\$	\$	\$	\$	\$	\$	\$	\$	\$	
b. Fringe Benefits										
c. Travel										
d. Equipment (only items > \$5,000 depreciated value)										
e. Supplies (only items w/depreciated Value < \$5,000)										
f. Contractual	681,263				340,632				1,021,895	
g. Construction										
1. Administration and legal expenses										
2. Land, structures, rights-of way, appraisals, etc.										
3. Relocation expenses and payments										
4. Architectural and engineering fees										
5. Other architectural and engineering fees										
6. Project inspection fees										
7. Site work										
8. Demolition and removal										
9. Construction										
10. Equipment										
11. Contingencies										
12. Miscellaneous										
h. Other (Direct Costs)	34,063								34,063	
i. Subtotal of Direct Costs	715,326	-			340,632				1,055,958	
j. Indirect Costs (% Approved Indirect Cost Rate: %)										
Grand Total (Year: 2):									1,055,958	
Grand Total (All Years):										

Grant Application Detailed Budget		U.S. Department of Housing and Urban Development				OMB Approval No. 2501-0017 (exp. 11/30/2014)			
		Functional Categories				[Year 1: <input type="checkbox"/> [Year 2: <input type="checkbox"/> [Year 3: <input checked="" type="checkbox"/> [All Years: <input type="checkbox"/>			
Name of Project/Activity:	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share	Applicant Match	Other HUD Funds	Other Fed Share	State Share	Local/Tribal Share	Other	Program Income	Total
a. Personnel (Direct Labor)	\$	\$	\$	\$	\$	\$	\$	\$	\$
b. Fringe Benefits									
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items w/depreciated Value < \$5,000)									
f. Contractual	950,878				475,439				1,426,317
g. Construction									
1. Administration and legal expenses									
2. Land, structures, rights-of way, appraisals, etc.									
3. Relocation expenses and payments									
4. Architectural and engineering fees									
5. Other architectural and engineering fees									
6. Project inspection fees									
7. Site work									
8. Demolition and removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other (Direct Costs)	47,544								47,544
i. Subtotal of Direct Costs	998,422	-			475,439				1,473,861
j. Indirect Costs (% Approved Indirect Cost Rate: <input type="text"/> %)									
Grand Total (Year: <u>3</u>):									1,473,861
Grand Total (All Years):									

Grant Application Detailed Budget		U.S. Department of Housing and Urban Development				OMB Approval No. 2501-0017 (exp. 11/30/2014)			
		Functional Categories				[Year 4: <u>X</u>] [Year 5: <u> </u>] [Year 6: <u> </u>] [All Years: <u> </u>]			
Name of Project/Activity:	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share	Applicant Match	Other HUD Funds	Other Fed Share	State Share	Local/Tribal Share	Other	Program Income	Total
a. Personnel (Direct Labor)	\$	\$	\$	\$	\$	\$	\$	\$	\$
b. Fringe Benefits									
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items w/depreciated Value < \$5,000)									
f. Contractual	987,605				493,803				1,481,408
g. Construction									
1. Administration and legal expenses									
2. Land, structures, rights-of way, appraisals, etc.									
3. Relocation expenses and payments									
4. Architectural and engineering fees									
5. Other architectural and engineering fees									
6. Project inspection fees									
7. Site work									
8. Demolition and removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other (Direct Costs)	49,380								49,380
i. Subtotal of Direct Costs	1,036,985	-			493,803				1,530,788
j. Indirect Costs (% Approved Indirect Cost Rate: <u> </u> %)									
Grand Total (Year: <u>4</u>):									1,530,788
Grand Total (All Years):									

Grant Application Detailed Budget		U.S. Department of Housing and Urban Development					OMB Approval No. 2501-0017 (exp. 11/30/2014)			
		Functional Categories								
		[Year 4:] [Year 5: X] [Year 6:] [All Years:]								
Name of Project/Activity:	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	
	HUD Share	Applicant Match	Other HUD Funds	Other Fed Share	State Share	Local/Tribal Share	Other	Program Income	Total	
a. Personnel (Direct Labor)	\$	\$	\$	\$	\$	\$	\$	\$	\$	
b. Fringe Benefits										
c. Travel										
d. Equipment (only items > \$5,000 depreciated value)										
e. Supplies (only items w/depreciated Value < \$5,000)										
f. Contractual	1,025,087				512,544				1,537,631	
g. Construction										
1. Administration and legal expenses										
2. Land, structures, rights-of way, appraisals, etc.										
3. Relocation expenses and payments										
4. Architectural and engineering fees										
5. Other architectural and engineering fees										
6. Project inspection fees										
7. Site work										
8. Demolition and removal										
9. Construction										
10. Equipment										
11. Contingencies										
12. Miscellaneous										
h. Other (Direct Costs)	51,254								51,254	
i. Subtotal of Direct Costs	1,076,341	-			512,544				1,588,885	
j. Indirect Costs (% Approved Indirect Cost Rate: %)										
Grand Total (Year: 5):									1,588,885	
Grand Total (All Years):										

Grant Application Detailed Budget		U.S. Department of Housing and Urban Development				OMB Approval No. 2501-0017 (exp. 11/30/2014)			
		Functional Categories				[Year 4:___][Year 5:___][Year 6: X][All Years:___]			
Name of Project/Activity:	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share	Applicant Match	Other HUD Funds	Other Fed Share	State Share	Local/Tribal Share	Other	Program Income	Total
a. Personnel (Direct Labor)	\$	\$	\$	\$	\$	\$	\$	\$	\$
b. Fringe Benefits									
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items w/depreciated Value < \$5,000)									
f. Contractual	967,879				483,940				1,451,819
g. Construction									
1. Administration and legal expenses									
2. Land, structures, rights-of way, appraisals, etc.									
3. Relocation expenses and payments									
4. Architectural and engineering fees									
5. Other architectural and engineering fees									
6. Project inspection fees									
7. Site work									
8. Demolition and removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other (Direct Costs)	48,394								48,394
i. Subtotal of Direct Costs	1,016,273				483,940				1,500,213
j. Indirect Costs (% Approved Indirect Cost Rate:___%)									
Grand Total (Year: 6):									1,500,213
Grand Total (All Years):									

Grant Application Detailed Budget		U.S. Department of Housing and Urban Development				OMB Approval No. 2501-0017 (exp. 11/30/2014)			
		Functional Categories				[Year 7: <u>X</u>] [All Years: <u> </u>]			
Name of Project/Activity:	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share	Applicant Match	Other HUD Funds	Other Fed Share	State Share	Local/Tribal Share	Other	Program Income	Total
a. Personnel (Direct Labor)	\$	\$	\$	\$	\$	\$	\$	\$	\$
b. Fringe Benefits									
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items w/depreciated Value < \$5,000)									
f. Contractual	313,395				156,698				470,093
g. Construction									
1. Administration and legal expenses									
2. Land, structures, rights-of way, appraisals, etc.									
3. Relocation expenses and payments									
4. Architectural and engineering fees									
5. Other architectural and engineering fees									
6. Project inspection fees									
7. Site work									
8. Demolition and removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other (Direct Costs)	15,670								15,670
i. Subtotal of Direct Costs	329,065				156,698				485,763
j. Indirect Costs (% Approved Indirect Cost Rate: <u> </u> %)									
Grand Total (Year: <u>7</u>):									485,763
Grand Total (All Years):									

Grant Application Detailed Budget		U.S. Department of Housing and Urban Development				OMB Approval No. 2501-0017 (exp. 11/30/2014)			
		Functional Categories [[All Years: _X_]]							
Name of Project/Activity:	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share	Applicant Match	Other HUD Funds	Other Fed Share	State Share	Local/Tribal Share	Other	Program Income	Total
a. Personnel (Direct Labor)	\$	\$	\$	\$	\$	\$	\$	\$	\$
b. Fringe Benefits									
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items w/depreciated Value < \$5,000)									
f. Contractual	5,025,193				2,512,599				7,537,792
g. Construction									
1. Administration and legal expenses									
2. Land, structures, rights-of way, appraisals, etc.									
3. Relocation expenses and payments									
4. Architectural and engineering fees									
5. Other architectural and engineering fees									
6. Project inspection fees									
7. Site work									
8. Demolition and removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other (Direct Costs)	251,259								251,259
i. Subtotal of Direct Costs	5,276,452				2,512,599				7,789,051
j. Indirect Costs (% Approved Indirect Cost Rate: ___%)									
Grand Total (Year: ___):									
Grand Total (All Years):									7,789,051

FMR Rents	# of units	Tenant Share	HAP	Total Year 1	Total Year 2	Total Year 3	Total Year 4	Total Year 5	Total Year 6	Total Year 7	Total Year 8	Total Year 9	Total Year 10
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OCAP Adjustment 3.80% (average OCAP percentage from FY 99 - FY 12)

Boston Area - 1BR	FMR	1166	40	255.47	911	\$ 55,618	\$ 352,982	\$ 448,219	\$ 465,471	\$ 483,141	\$ 502,752	\$ 521,839	\$ 541,652	\$ 562,217	\$ 583,564
Boston Area - 2BR	FMR	1369	10	255.47	1114	\$ 16,981	\$ 107,873	\$ 136,968	\$ 142,172	\$ 147,575	\$ 153,570	\$ 159,406	\$ 165,464	\$ 171,751	\$ 178,278
Worcester Area - 1BR	FMR	736	7	255.47	481	\$ 5,170	\$ 32,666	\$ 41,495	\$ 43,187	\$ 44,819	\$ 46,630	\$ 48,393	\$ 50,223	\$ 52,122	\$ 54,094
Worcester Area - 2BR	FMR	897	3	255.47	642	\$ 2,935	\$ 18,644	\$ 23,673	\$ 24,573	\$ 25,506	\$ 26,543	\$ 27,551	\$ 28,598	\$ 29,685	\$ 30,813
Worcester Area - 1BR	50%	825	6	255.47	570		\$ 14,694	\$ 42,564	\$ 44,182	\$ 45,861	\$ 47,603	\$ 49,412	\$ 51,290	\$ 53,239	\$ 55,262
Worcester Area - 2BR	50%	990	2	255.47	735		\$ 6,317	\$ 18,299	\$ 18,994	\$ 19,716	\$ 20,465	\$ 21,243	\$ 22,050	\$ 22,888	\$ 23,757
Springfield Area - 1BR	FMR	673	7	255.47	418	\$ 4,492	\$ 28,383	\$ 36,055	\$ 37,525	\$ 38,943	\$ 40,517	\$ 42,049	\$ 43,638	\$ 45,289	\$ 47,002
Springfield Area - 2BR	FMR	855	3	255.47	600	\$ 2,743	\$ 17,424	\$ 22,123	\$ 22,964	\$ 23,837	\$ 24,805	\$ 25,748	\$ 26,726	\$ 27,742	\$ 28,796
Springfield Area - 1BR	50%	808	4	255.47	553		\$ 9,504	\$ 27,529	\$ 28,575	\$ 29,661	\$ 30,788	\$ 31,958	\$ 33,173	\$ 34,433	\$ 35,742
Springfield Area - 2BR	50%	970	2	255.47	715		\$ 6,145	\$ 17,800	\$ 18,477	\$ 19,179	\$ 19,908	\$ 20,664	\$ 21,449	\$ 22,265	\$ 23,111
South Shore Area - 1BR	FMR	912	7	255.47	657	\$ 7,053	\$ 44,630	\$ 56,693	\$ 59,005	\$ 61,235	\$ 63,709	\$ 66,118	\$ 68,618	\$ 71,213	\$ 73,906
South Shore Area - 2BR	FMR	1148	3	255.47	893	\$ 4,083	\$ 25,939	\$ 32,935	\$ 34,187	\$ 35,486	\$ 36,928	\$ 38,331	\$ 39,787	\$ 41,299	\$ 42,869
South Shore Area - 1BR	50%	823	4	255.47	568		\$ 9,762	\$ 28,277	\$ 29,351	\$ 30,466	\$ 31,624	\$ 32,826	\$ 34,073	\$ 35,368	\$ 36,712
South Shore Area - 2BR	50%	988	2	255.47	733		\$ 6,300	\$ 18,249	\$ 18,942	\$ 19,662	\$ 20,409	\$ 21,185	\$ 21,990	\$ 22,825	\$ 23,693
Total Units Allocated			100												
811 PRA at FMR						\$ 99,086	\$ 628,543	\$ 798,160	\$ 829,083	\$ 860,542	\$ 814,160	\$ 263,755			
811 PRA at 50%							\$ 52,721	\$ 152,718	\$ 158,521	\$ 164,545	\$ 153,719	\$ 49,640			
Admin Earned						\$ 4,954	\$ 34,063	\$ 47,544	\$ 49,380	\$ 51,254	\$ 48,394	\$ 15,670			
						\$ 104,040	\$ 715,326	\$ 998,422	\$ 1,036,985	\$ 1,076,341	\$ 1,016,273	\$ 329,065			
Total Cost 811 PRA												\$5,276,452			
Future Subsidy at FMR											\$81,294	\$ 665,679	\$ 954,706	\$ 1,001,318	\$ 1,039,321
Future Subsidy at 50%											\$17,079	\$ 127,648	\$ 184,025	\$ 191,018	\$ 198,277
Future Admin											\$4,919	\$ 39,666	\$ 57,437	\$ 59,617	\$ 61,880
											\$ 103,291	\$ 832,993	\$ 1,206,167	\$ 1,251,952	\$ 1,299,477
Total Future Cost															
Total For Program 811 PRA and Future Costs															

	Total Year 1	Total Year 2	Total Year 3	Total Year 4	Total Year 5	Total Year 6	Total Year 7	Total Year 8	Total Year 9	Total Year 10
Average Leasing Rate for Year	10%	69%	99%	90%	90%	99%	99%	99%	99%	99%
Units leased End of Year	30	100	100	100	100	100	100	100	100	100
Vacancy rate	0.08	0.17	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50

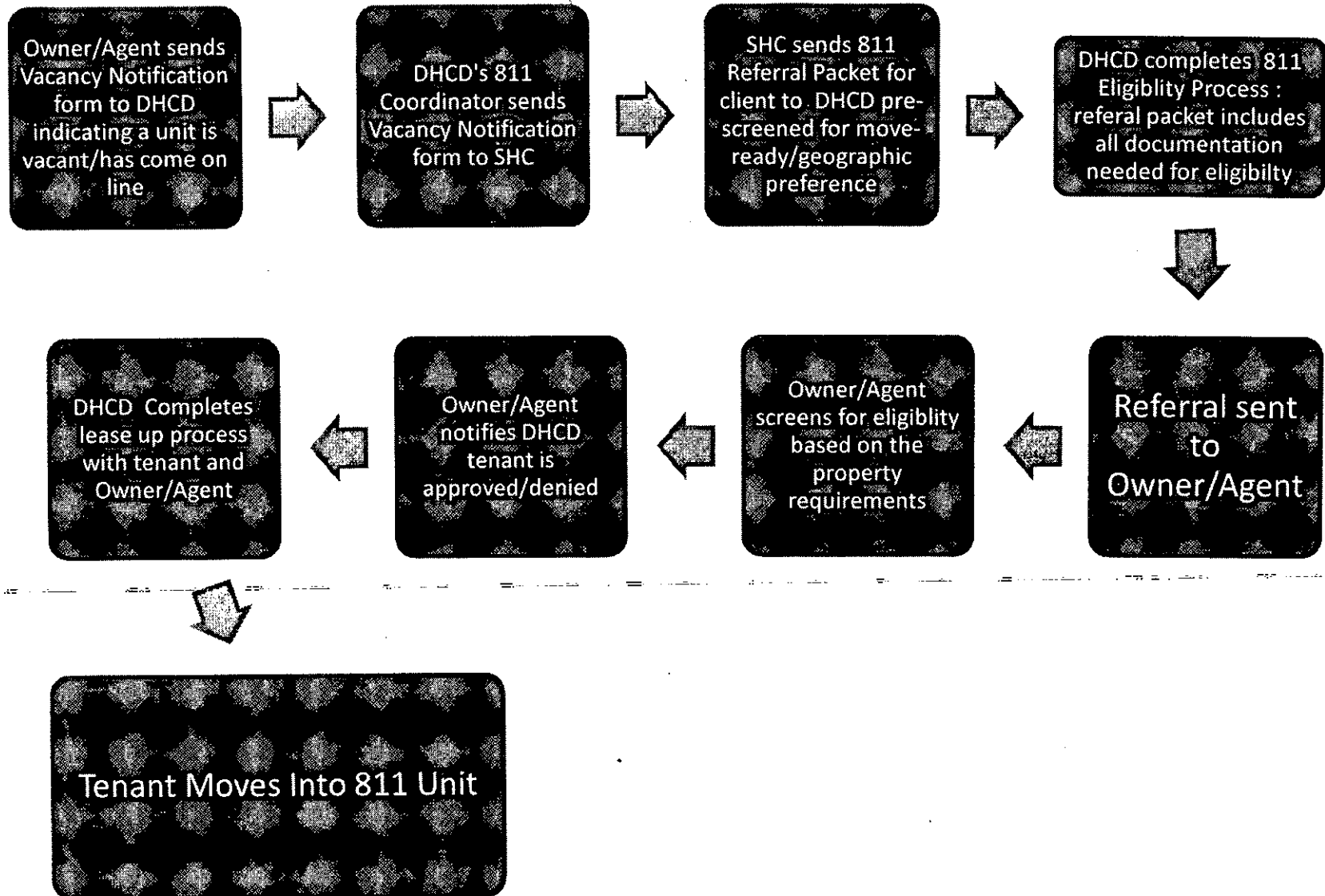
FMR Rents	# of units	Tenant Share	HAP	Total Year 11	Total Year 12	Total Year 13	Total Year 14	Total Year 15	Total Year 16	Total Year 17	Total Year 18	Total Year 19	Total Year 20
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OCAF Adjustment 3.80% (average OCAF percentage from FY 99 - FY 12)

Boston Area - 1BR	FMR	1166	40	255.47	911	\$ 605,722	\$ 628,722	\$ 652,596	\$ 677,378	\$ 703,101	\$ 729,801	\$ 757,516	\$ 786,285	\$ 816,146	\$ 847,143
Boston Area - 2BR	FMR	1369	10	255.47	1114	\$ 185,052	\$ 192,084	\$ 199,384	\$ 206,960	\$ 214,825	\$ 222,988	\$ 231,461	\$ 240,257	\$ 249,387	\$ 258,863
Worcester Area - 1BR	FMR	736	7	255.47	481	\$ 56,140	\$ 58,264	\$ 60,469	\$ 62,758	\$ 65,134	\$ 67,600	\$ 70,159	\$ 72,816	\$ 75,574	\$ 78,437
Worcester Area - 2BR	FMR	897	3	255.47	642	\$ 31,984	\$ 33,199	\$ 34,461	\$ 35,770	\$ 37,130	\$ 38,541	\$ 40,005	\$ 41,525	\$ 43,103	\$ 44,741
Worcester Area - 1BR	50%	825	6	255.47	570	\$ 57,362	\$ 59,542	\$ 61,804	\$ 64,153	\$ 66,591	\$ 69,121	\$ 71,748	\$ 74,474	\$ 77,304	\$ 80,242
Worcester Area - 2BR	50%	990	2	255.47	735	\$ 24,660	\$ 25,597	\$ 26,570	\$ 27,580	\$ 28,628	\$ 29,716	\$ 30,845	\$ 32,017	\$ 33,233	\$ 34,496
Springfield Area - 1BR	FMR	673	7	255.47	418	\$ 48,780	\$ 50,626	\$ 52,541	\$ 54,530	\$ 56,594	\$ 58,737	\$ 60,961	\$ 63,270	\$ 65,666	\$ 68,153
Springfield Area - 2BR	FMR	855	3	255.47	600	\$ 29,890	\$ 31,026	\$ 32,205	\$ 33,428	\$ 34,699	\$ 36,017	\$ 37,386	\$ 38,807	\$ 40,281	\$ 41,812
Springfield Area - 1BR	50%	808	4	255.47	553	\$ 37,100	\$ 38,510	\$ 39,973	\$ 41,492	\$ 43,069	\$ 44,705	\$ 46,404	\$ 48,168	\$ 49,998	\$ 51,898
Springfield Area - 2BR	50%	970	2	255.47	715	\$ 23,989	\$ 24,900	\$ 25,847	\$ 26,829	\$ 27,848	\$ 28,906	\$ 30,005	\$ 31,145	\$ 32,329	\$ 33,557
South Shore Area - 1BR	FMR	912	7	255.47	657	\$ 76,702	\$ 79,604	\$ 82,617	\$ 85,744	\$ 88,990	\$ 92,359	\$ 95,856	\$ 99,486	\$ 103,254	\$ 107,165
South Shore Area - 2BR	FMR	1148	3	255.47	893	\$ 44,498	\$ 46,189	\$ 47,944	\$ 49,766	\$ 51,657	\$ 53,620	\$ 55,657	\$ 57,772	\$ 59,967	\$ 62,246
South Shore Area - 1BR	50%	823	4	255.47	568	\$ 38,107	\$ 39,555	\$ 41,058	\$ 42,619	\$ 44,238	\$ 45,919	\$ 47,664	\$ 49,475	\$ 51,355	\$ 53,307
South Shore Area - 2BR	50%	988	2	255.47	733	\$ 24,593	\$ 25,528	\$ 26,498	\$ 27,505	\$ 28,550	\$ 29,635	\$ 30,761	\$ 31,930	\$ 33,143	\$ 34,402
Total Units Allocated			100												
811 PRA at FMR															
811 PRA at 50%															
Admin Earned															
Total Cost 811 PRA															
Future Subsidy at FMR						\$ 1,078,768	\$ 1,119,714	\$ 1,162,217	\$ 1,206,334	\$ 1,252,128	\$ 1,299,662	\$ 1,349,002	\$ 1,400,218	\$ 1,453,379	\$ 1,508,561
Future Subsidy at 50%						\$ 205,811	\$ 213,632	\$ 221,750	\$ 230,177	\$ 238,923	\$ 248,002	\$ 257,427	\$ 267,209	\$ 277,363	\$ 287,902
Future Admin						\$ 64,229	\$ 66,667	\$ 69,198	\$ 71,826	\$ 74,553	\$ 77,383	\$ 80,321	\$ 83,371	\$ 86,537	\$ 89,823
						\$ 1,348,808	\$ 1,400,014	\$ 1,453,165	\$ 1,508,336	\$ 1,565,604	\$ 1,625,048	\$ 1,686,750	\$ 1,750,798	\$ 1,817,279	\$ 1,886,286
Total Future Cost															\$ 20,735,970
Total For Program 811 PRA and Future Costs															\$ 26,012,422

	Total Year 11	Total Year 12	Total Year 13	Total Year 14	Total Year 15	Total Year 16	Total Year 17	Total Year 18	Total Year 19	Total Year 20
Average Leasing Rate for Year	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%
Units leased End of Year	100	100	100	100	100	100	100	100	100	100
Vacancy rate	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50

811 Unit Referral Flow Chart



Massachusetts Department of Housing and Community Development

HUD 811 Project Rental Assistance Demonstration Program

Application Submission --- Table of Contents for Optional Attachments

Note: This Table of Contents does **not** contain any of the **required** submittals that are also attached to this application, including: 1. Abstract (4 pages); 2. Part III Narrative Responses to Factors (40 pages); 3. 424-CB Budget; 5. 20-Year Budget ; and 6. Schedule.

The optional attachments are listed below in the order in which they are referenced in the Part III Narrative.

<u>File Name</u>	<u>Brief Description/Comments</u>	<u>Pages</u>
1. MA DHCD CBH Project Profiles.docx	Contains three documents: two profiles of Community Based Housing Projects (CBH) and one newspaper article about a CBH resident.	6
2. MA DHCD EOHHS Goals and Olmstd Plan.docx	Contains two (2) documents: EOHHS Key Goals and the Massachusetts Olmsted Plan.	11
3. MA DHCD Money Follows Person (MFP) Abstract.pdf	A brief description of the existing MFP program in Massachusetts.	1
4. MA DHCD Supportive Housing Legislation.pdf	A copy of Chapter 58 of the Acts of 2012 requiring DHCD and other MA agencies to develop 1,000 units of supportive housing for disabled persons.	2
5. MA DHCD Consolidated and AI Plans.docx	Contains two documents: Excerpts from the MA 2010-2014 Consolidated Plan and information on the new DHCD Analysis of Impediments Plan	6

6. MA DHCD Referral Flow Chart.docx	Process for tenant identification, referral and lease-up of new units	1
7. MA DHCD Org Charts.pdf	Contains three organizational charts: 1. Overall; 2. EOHHS; and 3. DHCD to show how participating state agencies and subgroups will be structured for this program.	3
8. MA DHCD Sum Housing Progs and ProjList2Years.docx	Description of all the affordable housing programs that DHCD administers and A chart with info on all projects awarded funds by DHCD in the past two years,	6
9. MA DHCD Winter 2012 NOFA.pdf	A copy of the NOFA, including all selection criteria, that DHCD used for its most recent affordable housing competitive funding round.	8
10. MA DHCD CEDAC MassHsg and RAA Intent Letters.pdf	Letters indicating intent to participate and support for the proposed program from the three groups that will be involved: CEDAC, Mass Housing, and the Regional Administering Agencies (RAAs include 8 non-profit agencies).	5

Total Pages

51

Massachusetts MFP Demonstration – Project Abstract and Profile

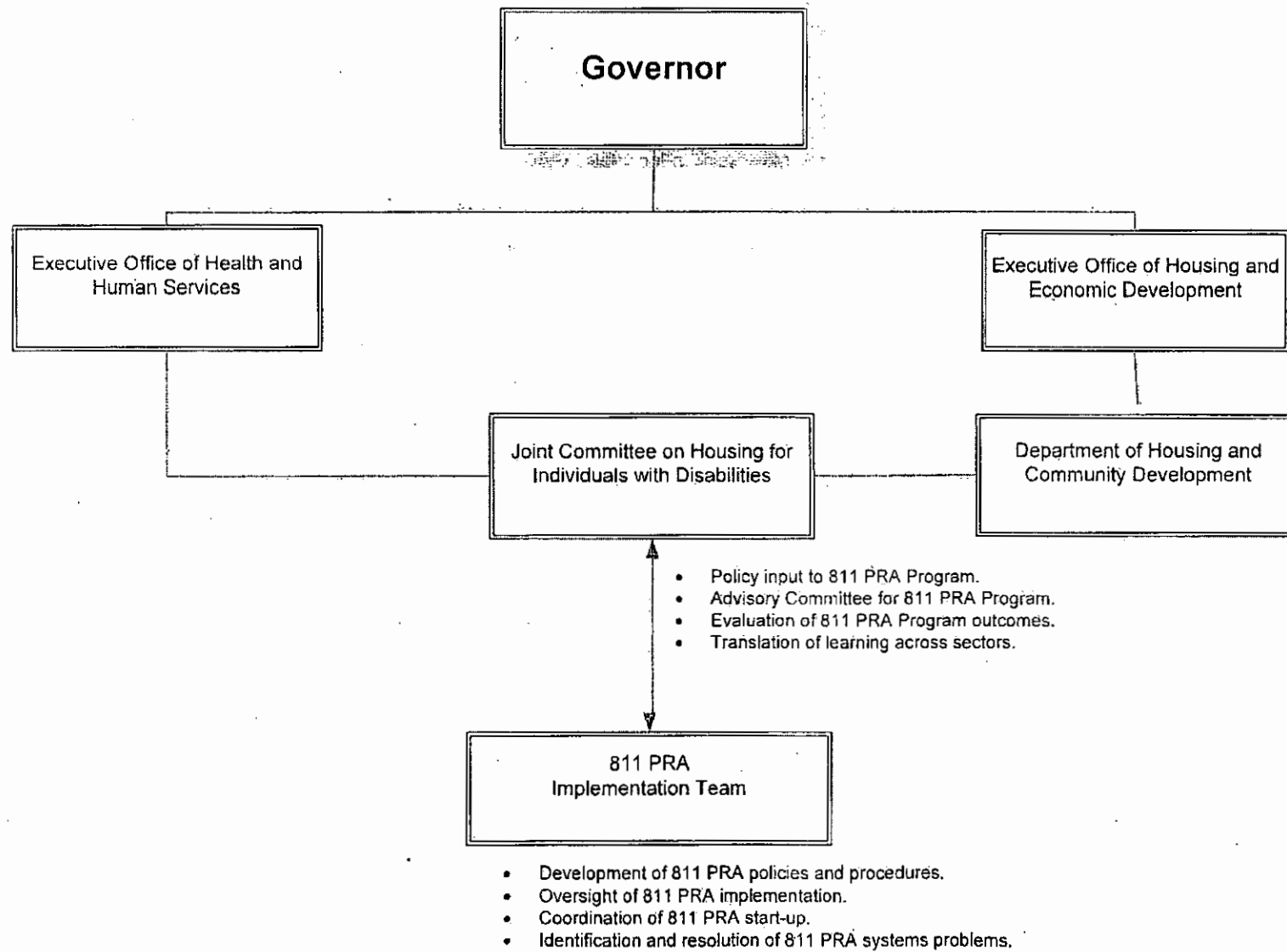
Massachusetts is seeking to expand its existing commitment to supporting community living for people with disabilities across the lifespan through participation in the Money Follows the Person Rebalancing Demonstration. The commonwealth is requesting a total of \$158,842,856 with which the commonwealth intends to transition at least 2,192 individuals from institutional settings to community life.

This proposal builds upon an already substantial commitment to home and community based service development that Massachusetts has spearheaded through its extensive state plan optional long term care services and its innovative use of waiver related authority in the provision of community care to elders and certain younger disabled individuals. MFP participation will permit the commonwealth to improve implementation of the state's Community First *Olmstead* Plan and support the further re-balancing of the state's community vs. institutional long term care expenditure ratio. The grant will provide a platform for the development of more robust patient identification, options counseling, transition support, and community-based long term support services system. The grant activities will further strengthen the evolving Aging and Disability Resource Consortia, integrate with emergent ACA-related primary care medical home initiatives, care transition strategies, and integrated financing efforts, including those focused on dually eligible individuals, and will assure ongoing stakeholder monitoring and input through the state's Standing Olmstead Advisory Committee.

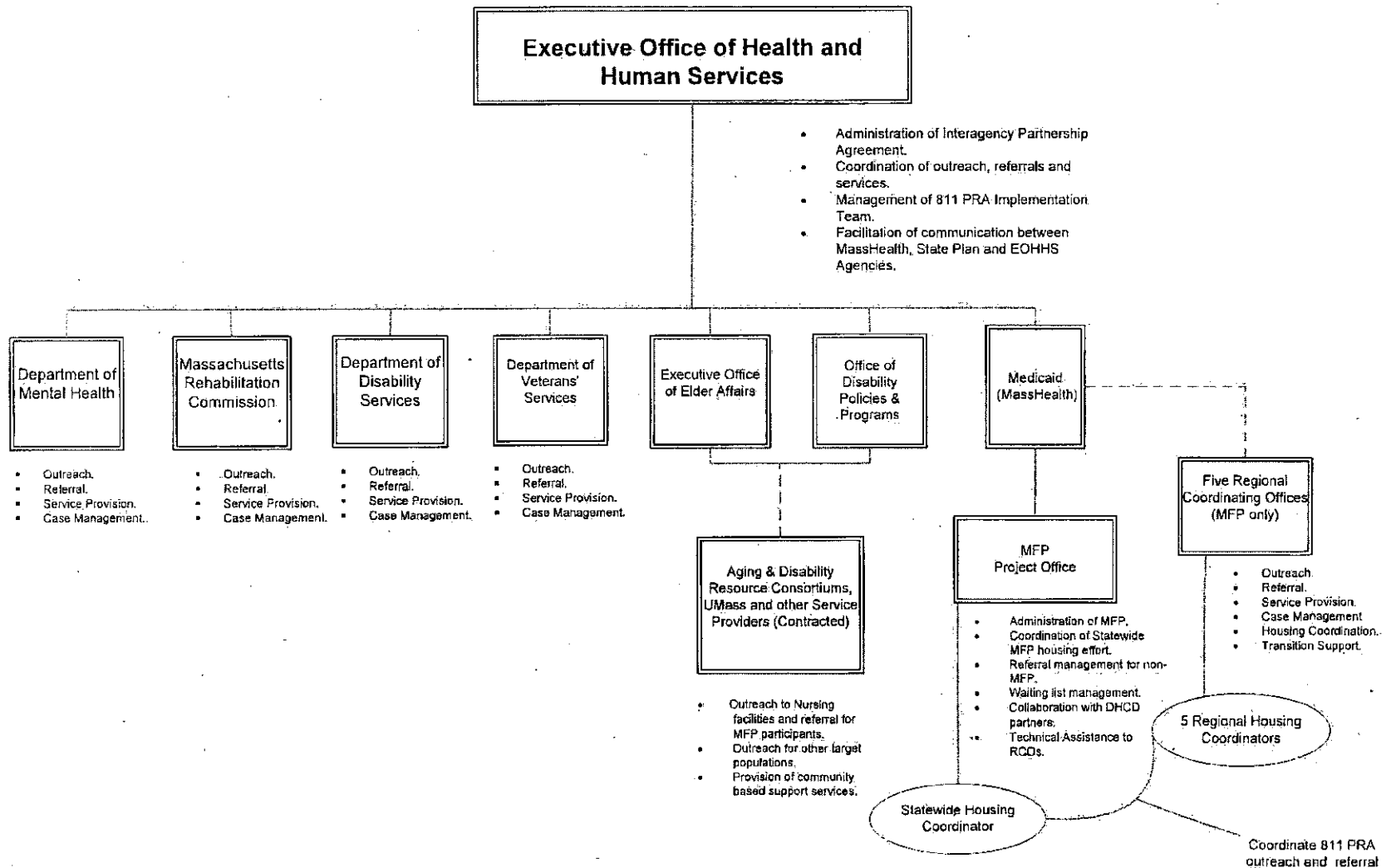
The proposal addresses persistent gaps in long term supports for elders and people with disabilities by further developing a statewide institutional transition and community support network in collaboration with the Aging Service Access Points, the Independent Living Centers, and other members of the state's 11 ADRCs. The demonstration proposal is functionally oriented, explicitly cross-disability, and anchored in existing behavioral health, independent living, and other long term services support structures that it seeks to transform through the grant period by targeted investments and changed policy and management strategies. Innovations include expanded client identification and transition counseling support, targeted new transition services, transition-linked housing supports, and waiver-based community service expansions. System policy and management innovations include expedited eligibility and prior authorization determination, regional transition networks, and coordinated state housing development planning.

The commonwealth will use the MFP opportunity to provide comprehensive transition services and support to MFP-qualified individuals seeking to move from a facility to the community; implement two new 1915(c) home and community-based service waivers for individuals not currently eligible for one of the commonwealth's existing waivers; develop improved data collection and quality capacity; and promote housing development and access.

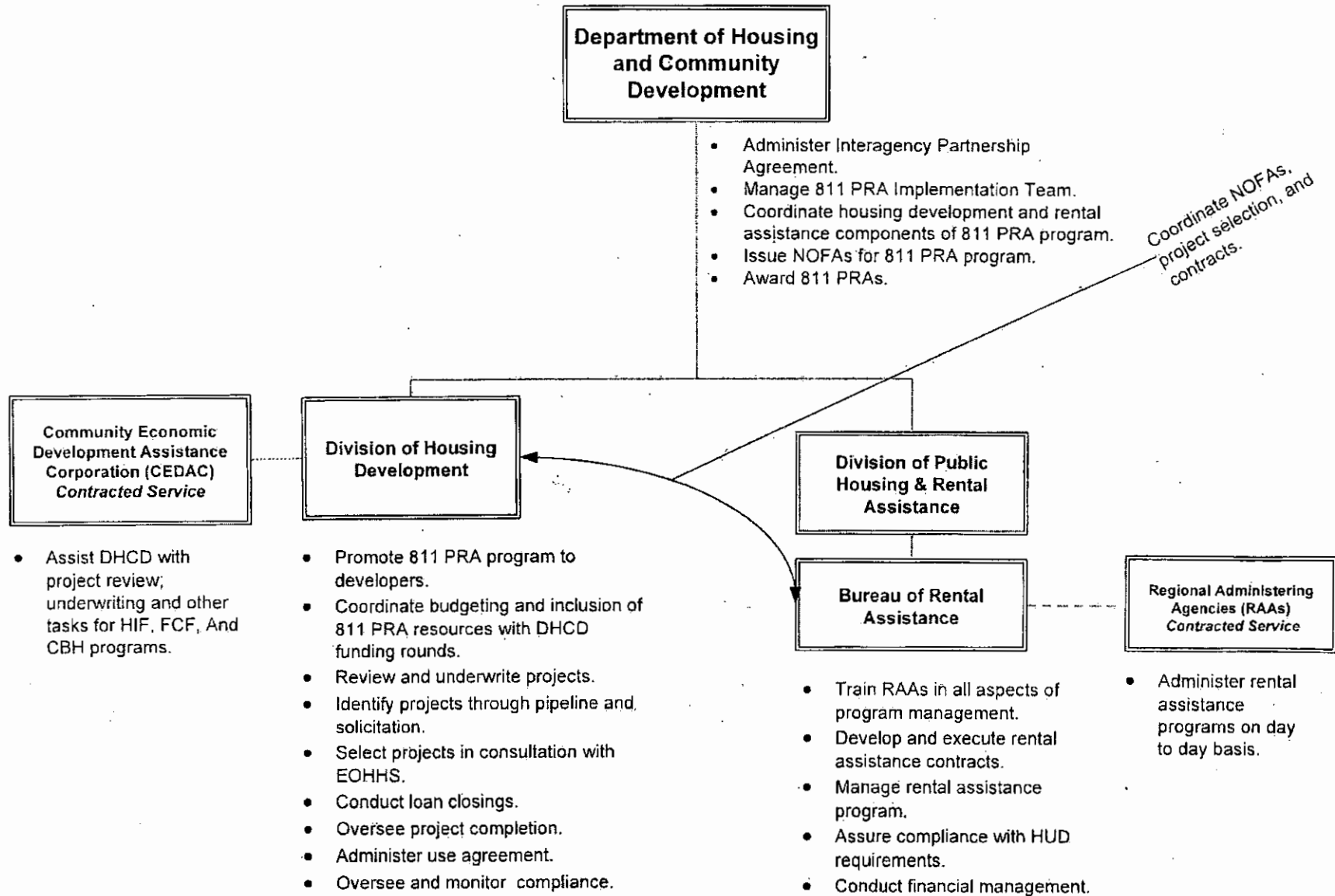
Organizational Chart for 811 Program Rental Assistance (PRA) Demonstration: Overall



811 Project Rental Assistance (PRA) Demonstration Organizational Chart: EOHHS



811 Project Rental Assistance (PRA) Demonstration Organizational Charts: DHCD



Chapter 58 of the Acts of 2012

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1.

Executive Office of Health and Human Services
Executive Office of Housing and Economic Development
Executive Office of Elder Affairs
Department of Veterans' Services
Department of Housing and Community Development
Department of Transitional Assistance
Department of Developmental Services
Department of Mental Health
Department of Children and Families
Department of Youth Services
Department of Correction
Department of Public Health
Massachusetts Rehabilitation Commission
Massachusetts Commission for the Blind
Massachusetts Commission for the Deaf and Hard of Hearing
Massachusetts Housing Finance Agency
Massachusetts Housing Partnership
Community Economic Development Assistance Corporation

shall develop and execute a memorandum of understanding to be known as the ***Community Housing and Services Memorandum of Understanding***.

The memorandum of understanding shall include an action plan to coordinate the procurement and availability of community-based supportive services, capital subsidies and operating subsidies for new and existing housing available to residents with very low and extremely low-incomes, as those terms are defined by the United States Department of Housing and Urban Development in 24 C.F.R. § 5.603.

The action plan shall establish benchmarks to assess financial savings to the commonwealth resulting from the avoidance of institutionalization, shelter or nursing care due to the availability of community-based housing supportive services.

The memorandum of understanding shall identify and determine methods and procedures for eliminating barriers and reducing fragmentation for the provision of community-based supportive services and affordable housing.

For the purposes of this act, "community-based supportive services" shall include, but not be limited to, resident service coordinators, housing support teams and other models to link very low and extremely low-income tenants with services necessary to maintain their tenancy or direct community-based social services, comprehensive institutional discharge planning services or other services necessary to maintain a successful tenancy; provided, that receipt of services by a tenant with a disability shall

not be an eligibility requirement or a requirement of maintaining a tenancy under the action plan.

The community housing and services memorandum of understanding shall be filed with the governor, the lieutenant governor, the joint committee on housing, the joint committee on elder affairs, the joint committee on children, families and persons with disabilities and the house and senate committees on ways and means not later than December 31, 2012.

The memorandum shall facilitate the creation of a demonstration program that creates up to 1,000 units of permanent supportive housing that includes coordinated operating, capital subsidies and voluntary community-based supportive services by December 31, 2015; provided, that the aforementioned agencies shall assess the need for permanent supportive housing to serve the commonwealth's homeless or at-risk of homelessness, people with disabilities and elders and shall establish a long-range target to produce new supportive housing opportunities to meet the commonwealth's need.

**Grant Applications
Detailed Budget**

**U.S. Department of Housing
and Urban Development**

OMB Number: 2501-0017
Expiration Date: 03/31/2011

Organization Name: Massachusetts Dept. of Housing and Community Development

Project/Activity Name: Massachusetts 811 PRA Program

Functional Categories									
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share (\$)	Applicant Match (\$)	Other HUD Funds (\$)	Other Fed Share (\$)	State Share (\$)	Local/Tribal Share (\$)	Other Share (\$)	Program Income (\$)	Total (\$)
a. Personnel (Direct Labor)									
b. Fringe Benefits									
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items < \$5,000 depreciated value)									
f. Contractual	99,086.00				49,543.00				148,629.00
g. Construction									
1. Administration and Legal Expenses									
2. Land, Structures, Rights-of-Way, Appraisals, etc.									
3. Relocation Expenses and Payments									
4. Architectural and Engineering Fees									
5. Other Architectural and Engineering Fees									
6. Project Inspection Fees									
7. Site Work									
8. Demolition and Removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other Direct Costs	4,954.00								
i. Subtotal of Direct Costs	104,040.00				49,543.00				
j. Indirect Costs (% Approved Indirect Cost Rate: <input type="text"/> %)									
Grand Total (Year <input type="text" value="1"/>):									153,583.00
Grand Total (All Years):									2,683,402.00

form HUD-424-CB (1/2004)

Tracking Number: GRANT11188898

Funding Opportunity Number: FR-5600-N-28 Received Date: 2012-07-26T15:32:49-04:00

Grant Applications Detailed Budget

U.S. Department of Housing and Urban Development

OMB Number: 2501-0017
Expiration Date: 03/31/2011

Organization Name: Massachusetts Dept. of Housing and Community Development

Project/Activity Name: Massachusetts 811 PRA Program

Functional Categories									
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share (\$)	Applicant Match (\$)	Other HUD Funds (\$)	Other Fed Share (\$)	State Share (\$)	Local/Tribal Share (\$)	Other Share (\$)	Program Income (\$)	Total (\$)
a. Personnel (Direct Labor)									
b. Fringe Benefits									
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items < \$5,000 depreciated value)									
f. Contractual	681,263.00				340,632.00				1,021,895.00
g. Construction									
1. Administration and Legal Expenses									
2. Land, Structures, Rights-of-Way, Appraisals, etc.									
3. Relocation Expenses and Payments									
4. Architectural and Engineering Fees									
5. Other Architectural and Engineering Fees									
6. Project Inspection Fees									
7. Site Work									
8. Demolition and Removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other Direct Costs	34,063.00								34,063.00
i. Subtotal of Direct Costs	715,326.00				340,632.00				
j. Indirect Costs (% Approved Indirect Cost Rate: <input type="text"/> %)									
Grand Total (Year <input type="text" value="2"/>):									1,055,958.00
Grand Total (All Years):									2,683,402.00

form HUD-424-CB (1/2004)

Tracking Number: GRANT11188898

Funding Opportunity Number: FR-5600-N-28 Received Date: 2012-07-26T15:32:49-04:00

**Grant Applications
Detailed Budget**

**U.S. Department of Housing
and Urban Development**

OMB Number: 2501-0017
Expiration Date: 03/31/2011

Organization Name:

Project/Activity Name:

	Functional Categories								Year 1: <input type="checkbox"/>	Year 2: <input type="checkbox"/>	Year 3: <input checked="" type="checkbox"/>	All Years: <input type="checkbox"/>
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9			
	HUD Share (\$)	Applicant Match (\$)	Other HUD Funds (\$)	Other Fed Share (\$)	State Share (\$)	Local/Tribal Share (\$)	Other Share (\$)	Program Income (\$)	Total (\$)			
a. Personnel (Direct Labor)												
b. Fringe Benefits												
c. Travel												
d. Equipment (only items > \$5,000 depreciated value)												
e. Supplies (only items < \$5,000 depreciated value)												
f. Contractual	950,878.00				475,439.00				1,426,317.00			
g. Construction												
1. Administration and Legal Expenses												
2. Land, Structures, Rights-of-Way, Appraisals, etc.												
3. Relocation Expenses and Payments												
4. Architectural and Engineering Fees												
5. Other Architectural and Engineering Fees												
6. Project Inspection Fees												
7. Site Work												
8. Demolition and Removal												
9. Construction												
10. Equipment												
11. Contingencies												
12. Miscellaneous												
h. Other Direct Costs	47,544.00								47,544.00			
i. Subtotal of Direct Costs	998,422.00				475,439.00				1,473,861.00			
j. Indirect Costs (% Approved Indirect Cost Rate: <input type="text" value="3"/> %)												
Grand Total (Year <input type="text" value="3"/>):									1,473,861.00			
Grand Total (All Years):									2,683,402.00			

form HUD-424-CB (1/2004)

Grant Applications Detailed Budget

U.S. Department of Housing and Urban Development

OMB Number: 2501-0017
Expiration Date: 03/31/2011

Organization Name:

Project/Activity Name:

Functional Categories									
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share (\$)	Applicant Match (\$)	Other HUD Funds (\$)	Other Fed Share (\$)	State Share (\$)	Local/Tribal Share (\$)	Other Share (\$)	Program Income (\$)	Total (\$)
a. Personnel (Direct Labor)									
b. Fringe Benefits									
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items < \$5,000 depreciated value)									
f. Contractual									
g. Construction									
1. Administration and Legal Expenses									
2. Land, Structures, Rights-of-Way, Appraisals, etc.									
3. Relocation Expenses and Payments									
4. Architectural and Engineering Fees									
5. Other Architectural and Engineering Fees									
6. Project Inspection Fees									
7. Site Work									
8. Demolition and Removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other Direct Costs									
i. Subtotal of Direct Costs									
j. Indirect Costs (% Approved Indirect Cost Rate: <input %)<="")="" td="" type="text" value=""/> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>									
Grand Total (Year <input):<="" td="" type="text" value="All"/> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>									
Grand Total (All Years):									

2,683,402.00

form HUD-424-CB (1/2004)

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>		
* 3. Date Received: 07/26/2012		4. Applicant Identifier: <input type="text"/>
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>
State Use Only:		
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>
8. APPLICANT INFORMATION:		
* a. Legal Name: Massachusetts Dept. of Housing and Community Development		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 52-1685443		* c. Organizational DUNS: 8248481620000
d. Address:		
* Street1: 100 Cambridge Street, Suite 300		
Street2: <input type="text"/>		
* City: Boston		
County/Parish: <input type="text"/>		
* State: MA: Massachusetts		
Province: <input type="text"/>		
* Country: USA: UNITED STATES		
* Zip / Postal Code: 02114-2531		
e. Organizational Unit:		
Department Name: <input type="text"/>		Division Name: <input type="text"/>
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Ms.		* First Name: Jennifer
Middle Name: <input type="text"/>		
* Last Name: Maddox		
Suffix: <input type="text"/>		
Title: Associate Director		
Organizational Affiliation: Massachusetts Dept. of Housing and Community Development		
* Telephone Number: 617-573-1252		Fax Number: 617-573-1285
* Email: Jennifer.Maddox@state.ma.us		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

US Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.326

CFDA Title:

Project Rental Assistance Demonstration (PRAD) Program of Section 811 Supportive Housing for Persons with Disabilities

*** 12. Funding Opportunity Number:**

FR-5600-N-28

* Title:

Project Rental Assistance Demonstration Program

13. Competition Identification Number:

PRAD-28

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Massachusetts 811 PRA Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

9

b. Program/Project

1-9

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

11/01/2012

* b. End Date:

10/31/2016

18. Estimated Funding (\$):

* a. Federal

5,276,452.00

* b. Applicant

0.00

* c. State

2,512,599.00

* d. Local

0.00

* e. Other

0.00

* f. Program Income

0.00

* g. TOTAL

7,789,051.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

Mr.

* First Name:

Aaron

Middle Name:

* Last Name:

Gornstein

Suffix:

* Title:

Undersecretary

* Telephone Number:

617-573-1301

Fax Number:

* Email:

Aaron.Gornstein@state.ma.us

* Signature of Authorized Representative:

Jennifer Maddox

* Date Signed:

07/26/2012

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	MA DHCD Abstract and Narrativ	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	MA DHCD EOHHS DHCD IPA.pdf	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	MA DHCD 424-CB and 20 Yr Budge	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	MA DHCD Proposed Schedule.xls	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	MA DHCD Table Contents Option	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	MA DHCD CBH Project Profiles	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	MA DHCD EOHHS Goals and Olmst	Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	MA DHCD Money Follows Person	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9	MA DHCD Supportive Hsg Legis	Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10	MA DHCD Consolidated and AI P	Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11	MA DHCD Referral Flow chart.d	Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12	MA DHCD Org Charts.pdf	Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13	MA DHCD Sum Hsng Dev Progs an	Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14	MA DHCD Winter 2012 NOFA.pdf	Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15	MA DHCD CEDAC MassHsng and RA	Add Attachment	Delete Attachment	View Attachment

Survey on Ensuring Equal Opportunity For Applicants

OMB No. 1890-0014 Exp. 2/28/2009

Purpose:

The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey

If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name:	Massachusetts Dept. of Housing and Community Development
Applicant's DUNS Name:	8248481620000
Federal Program:	Project Rental Assistance Demonstration Program
CFDA Number:	14.326

1. Has the applicant ever received a grant or contract from the Federal government?

☒ Yes ☐ No

2. Is the applicant a faith-based organization?

☐ Yes ☒ No

3. Is the applicant a secular organization?

☒ Yes ☐ No

4. Does the applicant have 501(c)(3) status?

☐ Yes ☒ No

5. Is the applicant a local affiliate of a national organization?

☐ Yes ☒ No

6. How many full-time equivalent employees does the applicant have? (Check only one box).

☐ 3 or Fewer ☐ 15-50
☐ 4-5 ☐ 51-100
☐ 6-14 ☒ over 100

7. What is the size of the applicant's annual budget? (Check only one box.)

☐ Less Than \$150,000
☐ \$150,000 - \$299,999
☐ \$300,000 - \$499,999
☐ \$500,000 - \$999,999
☐ \$1,000,000 - \$4,999,999
☒ \$5,000,000 or more

Facsimile Transmittal

1343063542-2698

U. S. Department of Housing
and Urban Development
Office of Department Grants
Management and Oversight

OMB Number: 2525-0118
Expiration Date: 06/30/2011

Name of Document Transmitting: none at this time

1. Applicant Information:

Legal Name: Massachusetts Dept. of Housing and Community Development

Address:

Street1: 100 Cambridge Street, Suite 300

Street2:

City: Boston

County:

State: MA: Massachusetts

Zip Code: 02114-2531

Country: USA: UNITED STATES

2. Catalog of Federal Domestic Assistance Number:

Organizational DUNS: 8248481620000

CFDA No.: 14.326

Title: Project Rental Assistance Demonstration (PRAD) Program of Section 811 Supportive Housing for Persons with Disabilities

Program Component:

Massachusetts 811 PRA Program

3. Facsimile Contact Information:

Department:

Division:

4. Name and telephone number of person to be contacted on matters involving this facsimile.

Prefix: Ms. First Name: Jennifer

Middle Name:

Last Name: Maddox

Suffix:

Phone Number: 617-573-1252

Fax Number: 617-573-1285

5. Email: Jennifer.Maddox@state.ma.us

6. What is your Transmittal? (Check one box per fax)

☐ a. Certification ☒ b. Document ☐ c. Match/Leverage Letter ☐ d. Other

7. How many pages (including cover) are being faxed?

1

Form HUD-96011 (10/12/2004)

Survey Instructions on Ensuring Equal Opportunity for Applicants

OMB No. 1890-0014 Exp. 2/28/2009

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this

information collection is **1890-0014**. The time required

to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: The Agency Contact listed in this grant application package.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: Massachusetts Dept. of Housing and Community Development * Street 1: 100 Cambridge Street, Suite 300 Street 2: * City: Boston State: MA: Massachusetts Zip: 02114 Congressional District, if known: MA-09		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:		
6. * Federal Department/Agency: Housing and Urban Development	7. * Federal Program Name/Description: Project Rental Assistance Demonstration (PRAD) Program of Section 811 Supportive Housing for Persons with Disabilities CFDA Number, if applicable: 14.326	
8. Federal Action Number, if known: 	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant: Prefix: * First Name: none Middle Name: * Last Name: none Suffix: * Street 1: Street 2: * City: State: Zip:		
b. Individual Performing Services (including address if different from No. 10a) Prefix: * First Name: none Middle Name: * Last Name: none Suffix: * Street 1: Street 2: * City: State: Zip:		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: Jennifer Maddox * Name: Prefix: Mr. * First Name: Aaron Middle Name: * Last Name: Kornstein Suffix: Title: Undersecretary Telephone No.: 617-573-1301 Date: 07/26/2012		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

**Applicant/Recipient
Disclosure/Update Report**

U.S. Department of Housing
and Urban Development

OMB Number: 2510-0011
Expiration Date: 10/31/2012

Applicant/Recipient Information

* Duns Number: 8248481620000

* Report Type: INITIAL

1. Applicant/Recipient Name, Address, and Phone (include area code):

* Applicant Name:

Massachusetts Dept. of Housing and Community Development

* Street1: 100 Cambridge Street, Suite 300

Street2:

* City: Boston

County:

* State: MA: Massachusetts

* Zip Code: 02114-2531

* Country: USA: UNITED STATES

* Phone: 617-573-1252

2. Social Security Number or Employer ID Number: 52-1685443

* **3. HUD Program Name:**

Project Rental Assistance Demonstration (PRAD) Program of Section 811 Supportive Housing for Persons with Disabilities

* **4. Amount of HUD Assistance Requested/Received:** \$ 5,276,452.00

5. State the name and location (street address, City and State) of the project or activity:

* Project Name: Massachusetts 811 PRA Program

* Street1: 100 Cambridge Street

Street2:

* City: Boston

County:

* State: MA: Massachusetts

* Zip Code: 02114

* Country: USA: UNITED STATES

Part I Threshold Determinations

* 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

☒ Yes ☐ No

* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR Sec. 4.9

☐ Yes ☒ No

If you answered " No " to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.

However, you must sign the certification at the end of the report.

Form HUD-2880 (3/99)

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name:

* Government Agency Name:

Government Agency Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Type of Assistance:

* Amount Requested/Provided: \$

* Expected Uses of the Funds:

Department/State/Local Agency Name:

* Government Agency Name:

Government Agency Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Type of Assistance:

* Amount Requested/Provided: \$

* Expected Uses of the Funds:

(Note: Use Additional pages if necessary.)

Add Attachment

Delete Attachment

View Attachment

Form HUD-2880 (3/99)

Part III Interested Parties. You must decide.

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and

2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

* Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)

* Social Security No. or Employee ID No.

* Type of Participation in Project/Activity

* Financial Interest in Project/Activity (\$ and %)

			\$		%
			\$		%
			\$		%
			\$		%
			\$		%

(Note: Use Additional pages if necessary.)

Add Attachment

Delete Attachment

View Attachment

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

* Signature:

* Date: (mm/dd/yyyy)

Jennifer Maddox

07/26/2012