

**City of Waltham Massachusetts
Community Preservation Act
Community Housing
Funding Application WCPA-2**



SECTION I APPLICANT/DEVELOPER INFORMATION

Contact Person/Primary Applicant ⁽¹⁾ Jeannette A. McCarthy

Organization, if applicable City of Waltham

Co-Applicant, if applicable ⁽¹⁾ Housing Division of the City of Waltham

Owner of project (if not developer/sponsor) ⁽²⁾ n/a

Mailing Address 610 Main Street Waltham, MA 02452

Daytime Phone (Contact Person/Primary Applicant) (781) 314-3100

Email address mayor@city.waltham.ma.us

Fax number _____

Developer (if different than applicant) n/a

Developer mailing address _____

Developer daytime phone _____

Developer email address _____

Developer fax number _____

SECTION II PROJECT INFORMATION

Project Name Emergency Assistance Housing Fund

Address of Project n/a

Assessor's Parcel ID n/a

(see <http://waltham.patriotproperties.com/default.asp> to look up parcel ID by address)

Type of CPA-funded project (check all that apply):

☐ Creation

☐ Preservation

☒ Support

☐ Acquisition

☐ Rehabilitation and Restoration

Brief project description To provide financial assistance for displaced persons or those at risk of becoming displaced .**PROJECT FUNDING**

City Funding Sources	\$	Purpose
CDBG/Housing Development		
Community Preservation Fund	1,000,000.00	see above
Other Waltham City funds		
Total amount of City funding requested	1,000,000.00	
Estimated total Development Costs		

TYPE OF HOUSING (check all that apply and provide Number of units)

Housing Target Class	Housing Target	Number of Units
Homeownership	<input checked="" type="checkbox"/> Single Family	
	<input checked="" type="checkbox"/> Condominium	
	<input checked="" type="checkbox"/> Cooperative	
	<input type="checkbox"/> Other _____	
Rental	<input checked="" type="checkbox"/> Individual/Family	
	<input checked="" type="checkbox"/> Group home/congregate	
	<input type="checkbox"/> Other _____	
Targeted Population	<input checked="" type="checkbox"/> Individual/Family	
	<input checked="" type="checkbox"/> Special needs/Identify needs	
	<input checked="" type="checkbox"/> Elderly	
	<input checked="" type="checkbox"/> Homeless	
	<input checked="" type="checkbox"/> At risk of homelessness	
	<input checked="" type="checkbox"/> Other_veteran _____	

UNITS OF HOUSING

Unit style	Total # units	# units <= 30% AMI	# units <= 50% AMI	# units <= 80% AMI	# units <= 80-100% AMI	Market Rent(s)	Market Sale Price(s)
SRO							
1 BR							
2 BR							
3 BR							
4 BR							
Other							

Key: <= is "less than or equal"

SECTION III SITE INFORMATIONLot size (ft²) _____

Zoning district(s) _____

Ward _____

Do you have site control (e.g. Purchase and Sales Agreement, option to purchase, deed? Note: Community Preservation Fund applicants are required to submit evidence of site control with the application.)

☐ Yes☐ No**ZONING:** If applicable, explain what zoning relief is required (e.g. a zoning variance, special permit) and why.

ENVIRONMENTAL: Please describe any anticipated environmental issues/concerns with the site. If the site contains known environmental hazards, provide a remediation plan.

How old is the existing building (or buildings), if applicable? _____

Are there (or will there be) children under the age of seven living on the premises?

☐ Yes☐ No**DISLOCATION:** Will the project temporarily or permanently displace or require relocation of existing tenants?

If yes, please describe any outreach efforts and/or notifications to residents to date.

HISTORIC: Is the property listed in the National Register of Historic Places, located in a local historic district, National Register Historic District or eligible for listing in the National Register?

☐ Yes; identify district(s): _____

☐ No

SECTION IV PROJECT SCHEDULE (AFTER APPROPRIATION OF CPA FUNDS)

Milestone	Date
Inform Ward Councillors and immediate abutters of proposed plans	
Pre-development (design, zoning, permitting)	
Acquisition	
Rehabilitation/construction	
Marketing/outreach	
Expected date of project completion	
Full Occupancy	
Other significant milestone to implementation_____	
Other significant milestone to implementation_____	
Other significant milestone to implementation_____	

SECTION V FINANCING AND OPERATING BUDGET

PROJECT BUDGET: Submit proforma development and operating budgets. Include all anticipated sources and uses of financing for the project. The operating budget must detail operating income and expenses. Detail the hard and soft costs. Identify contingencies. Applicants may use their own format or any of those used by Massachusetts affordable housing lenders and agencies. Refer to the attached Developer's Checklist which lists all the information required for submission.

CAPITAL NEEDS ASSESSMENT: Community Preservation Funds may not be used for housing-related maintenance costs. All applicants seeking Community Preservation Funds for community housing must submit a capital needs assessment with their application, unless the project is new construction or substantial rehabilitation.

CITY OF WALTHAM ASSESSORS PROPERTY APPRAISAL AND DATA: Applicants must provide an "as is" appraisal of the project building(s) that provides satisfactory evidence that the purchase price of the project building(s) does not exceed fair market value. In addition, all applicants for housing funds must summarize data from the Waltham Assessors Department identifying the assessed value of the project building(s) and comparable properties in the neighborhood and/or City.

PROOF OF FINANCIAL COMMITMENT (INCLUDING COMMITMENTS FOR HOUSING

SUBSIDIES): If the Applicant does not have financing, describe what sources of financing are planned and the time frame that funds are expected to be available, with conditions, deadlines, limitations, and any and all restrictions related to the commitment of non-City sources of funding. If receiving housing subsidies, submit commitment letters or explain when the applicant will seek housing subsidies and from what source(s).

SECTION VI PROJECT DESCRIPTION

Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

GOALS: What are the goals of the proposed project?

COMMUNITY NEED: Why is this project needed? Does it address needs in existing City plans?

COMMUNITY SUPPORT: What is the nature and level of support for this project? Include letters of support and any petitions. Is a neighborhood outreach program planned?

CREDENTIALS: In Section IV, some critical steps to completion and success of the project were estimated. How will the experiences of the Applicant(s) contribute to the success of this project?

SUCCESS FACTORS: How will the success of this project be measured? Be specific.

MAINTENANCE: If ongoing maintenance is required for your project, how will it be funded? (Note that CPA Funds may not be used for maintenance, but maintenance is an important consideration for all projects.)

ADDITIONAL INFORMATION: Provide the following additional information, as applicable.

OTHER CITY AGENCIES: If actions for acceptance or approval are required from other City Departments, Boards, Commissions, Committees or others, include the reference (s) or proof of the status of their actions. If plans or documents are available from those agencies, provide a reference copy or public location for CPA review.

COMBINATION COMMUNITY HOUSING/COMMUNITY PRESERVATION PROJECTS:

If seeking Community Preservation Funds for a project combining community housing with any other Community Preservation categories (historic, open space, recreation), also submit a complete **Historic, Open Space and Recreation Funding Application WCPA-1**. Items which are common to both Forms can be filled by reference to "WCPA-1".

LEVERAGED ADDITIONAL BENEFITS: Provide information indicating how this project can be used to achieve additional community benefits.

Superscripted Notes:

(1) City Property: If the proposal is located on City-owned land, either the Primary Applicant or Co-Applicant must be the City Board, Commission or Department that has custody of the land.

(2) Appraisals: If the requested funds are for a real estate acquisition, an independent appraisal will be required which the non-City Applicant, if applicable, will be required to fund. No funding decisions will be made without an independent appraisal. Additional appraisals may be required for final approval.

I verify that all information stated in this application is true and accurate.

Applicant signature	Date
<i>Jannette A. McCaff, Mayor</i>	4/7/2020

FOR COMMUNITY PRESERVATION COMMITTEE USE ONLY

Application received on _____

Application received by _____

Date Project presented to CPC for Submission Acceptance Process _____

Was Project accepted for Consideration? _____

If accepted for Consideration, Project Public Hearing date _____

Following meeting Date for decision to recommend for funding _____

Was project recommended for funding to the City Council? _____

Was project funded by the City Council? _____

If project funded by the City Council, for how much? _____

Date funding Contract signed with applicant _____

APPLICATION SUBMISSION REQUIREMENTS

Proposals for Community Preservation Act funding must be submitted using the City of Waltham's Application forms WCPA-1 and WCPA-2.

If the proposal is exclusively a community housing project, applicants must submit WCPA-2. If the proposal combines community housing with any other funding category, both WCPA-2 and the WCPA-1 must be submitted. Otherwise applicants can submit just WCPA-1.

All information requested on the application forms must be included with the proposal at the time of submission or it will not be accepted for consideration. Applications may not include any handwritten information.

Applications and all supporting documentation must be submitted as hardcopy with eleven (11) copies (including one unbound for reproduction) to the official mailing address as specified in Article VI. If an Application is recommended for funding by the CPC, then an additional 17 copies must be provided for use by the City Council.

Applicants are encouraged to include any maps, diagrams, and/or photographs pertaining to the project. Letters of support for the project from community organizations or other sources may also be submitted.

Applicants will also submit an electronic version of each and every document submitted in their application if available, either on CD or USB flash drive, preferably in Portable Document Format (PDF) or other commonly used file formats (eg. .doc, .docx, .xls, .xlsx, .jpeg).

Applicants should include actual quotes for project costs whenever possible. If not available, estimates may be used, provided the basis of the estimate is fully explained.

Applicants should pursue matching or supplemental funds from state, federal and/or private sources when available.

Applicants should detail who will be responsible for project implementation and management. Their relevant experience should be included in the narrative. Please be sure that project management costs have been included in the overall project budget.

This program is a “Temporary Rental Assistance Program” for households who are displaced persons or who are at risk of becoming displaced.

ATTACHMENTS

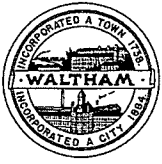
Draft Application

Application Checklist

Next Steps

Income Limits (Benefits 100% of median income and below)

W-9 from Landlord or Owner is required



CITY OF WALTHAM
PLANNING DEPARTMENT
HOUSING DIVISION



ROBERT J. WATERS, JR.
HOUSING SUPERVISOR

25 LEXINGTON STREET
WALTHAM, MASSACHUSETTS 02452
Phone 781-314-3380 Fax 781-314-3385

Emergency Assistance Program **DRAFT**

Applications being accepted through

Emergency assistance is available to current Waltham Households who have been affected by the Covid-19 (Coronavirus) and need financial assistance to sustain permanent housing and the household. (i.e. rent payment, mortgage payment,

Funds will be in the form of a grant that does not have to be re-paid by the applicant.

- **Complete the application and provide proof of your emergency. i.e; copies of notice from landlord, notice from mtg. company.**
- **You will also need to provide proof of your address. This can be a copy of a bill with your name and address on it or a copy of a Massachusetts ID.**

You can contact the Housing Department Emergency Assistance line at 781-314-3386 if you have any questions. You may leave a message and someone will get back to you.

You may also communicate via email ccaseybrenner@city.waltham.ma.us.

The Housing Office may ask for additional information if necessary to make a determination of eligibility.

Return the application with all supporting documentation by application deadline of April 30, 2020 for consideration.

Applications must be completed and sent to the Housing Department via US mail or via email. Applications can also be dropped off to the gray City of Waltham mailbox in the parking lot behind City Hall.

Application for EMERGENCY Assistance

Applicant Name: _____

Phone Number: _____

Email address: _____

Home address: _____

Number of people in household: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Please describe the reason you are applying for assistance:

Signature: _____

Date: _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
				-				-		
or										
Employer identification number										
				-						

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends or interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

APPLICATION CHECKLIST

The following is a list of information needed to determine income-eligibility for Program assistance. Please provide all *applicable* information with your completed application. All adult household members (over 18 years of age) must provide all income documentation.

Income Tax Documentation:

_____Copies of recent year of *signed*, filed, income tax returns, include all documents (1040, 1098, All schedules) including W-2 forms and 1099 statements for all adult household members.

_____If self-employed, include year-to-date Profit and Loss statements (2 complete years) and last four (4) quarterly tax payment documents. Self-employed applicants may be required to provide additional information if necessary.

Financial Institution Account Information:

_____Copies of last three (3) months of information (All checking, savings, IRA, etc.)

_____Copies of interest/dividend income of over \$100.00/annually

_____Copies of any stock statements for previous three months

Verification of Income:

_____Payroll stubs - 8 most recent consecutive weeks

_____Alimony

_____Child support

_____Social Security (annual benefit statement)

_____Pension statement

_____Social Security Disability Insurance

(If not receiving SSDI, applicant may be required to submit evidence of disability)

_____Unemployment

_____Government assistance (this includes any benefit awards for housing subsidies)

_____Identification - please provide proof of identification for all household members,
(Copy of driver's license, passport, birth certificate, etc.)

_____Life Insurance policies (identify policy and type)

_____Full-time student status

(if you have any children over 18 that are full-time students you must provide notice from the school of their full-time student status)

Please provide proof of any benefits your household receives (SNAP, Section 8 Contract, Fuel Assistance, etc.)

You may provide any additional information if you feel it is applicable to you and your household.

The City of Waltham may request additional information if necessary to make a determination of eligibility.

Next Steps

1. You have a completed application with all required income documentation ready.
2. You will contact the Housing Office to schedule an intake appointment.
3. Please allow 30 minutes to one hour for the intake appointment as all documents will be reviewed by staff. Staff will explain how the program will work for you and you may be asked to sign some documents related to the program during the appointment.

The Housing office can be reached at 781-314-3380. The office is located at 25 Lexington Street, Waltham, next door to the Waltham Museum. You will find Public Parking directly across the street. 25 Lexington Street is handicap accessible. Housing can be located on floor 2A from the elevator.

Waltham Income Limits at 100% of the area Median Income for 2020

Household size	1	2	3	4	5	6	7	8
100% of median	\$83,300	\$95,200	\$107,100	\$119,000	\$128,520	\$138,040	\$147,560	\$157,080



Emergency Rental Assistance Programs

In these unprecedented times, your community may be exploring the idea of creating an emergency rental assistance program.

The following information provides guidance as you consider developing a short-term program to support lower income people negatively impacted by the spread of COVID-19.

CONSIDER YOUR FUNDING SOURCE

If the funds you are considering using are Community Preservation Act (CPA) resources, allocations still need to be confirmed by your legislative body. In towns with Town Meeting, this means that CPA funds are not an immediate resource.

Additionally, your funding source may set a household income limit to receiving funds. For example, the CPA statute sets a household income ceiling of 100 percent of the area median income (AMI).

WE ARE ALL IN THIS TOGETHER

Municipalities that undertake emergency rental assistance to support individuals and families adversely affected by this pandemic are also helping their landlords. In order to maximize limited public resources, consider asking local landlords to contribute as well. Rent reductions, combined with emergency rental assistance, could allow us to reach more households in need.

For example, if a household's rent must be reduced by \$300 per month to make it feasible with its reduced income, can the landlord reduce the rent by a portion of that amount and the rental assistance program make up the difference?

CREATE CLEAR GUIDELINES, ADVERTISE THEM WELL

1. Purpose – Clearly state the intent of the short-term program: that it is for individuals and families whose incomes have been adversely affected by the COVID-19 pandemic, who it serves (e.g., income limits) and how long you expect to run the program.
2. Parameters – How much assistance will you provide a household each month, for how many months and what is the total assistance allowed per household? Revisit eligibility periodically, perhaps every 90 or 120 days. Or is the assistance for a set number of months or when the client is back to full employment? Do applicants need to be paying over 35 percent of their gross income on housing costs to qualify?

The benefit should generally be consistent across clients, unless, for example, you are offering to pay the difference between the monthly rent and 35 percent of the client's gross monthly income. In this situation, the constant is that clients are paying 35 percent of their gross income on housing.

3. Application – An existing application for another program could be adapted, but be mindful to request only the information you truly need for an emergency rental assistance program. Make the application an online document or a fillable Word or PDF document that can be completed online and submitted electronically, with a paper option for those who cannot file electronically.

4. Income eligibility – Long-term rental assistance programs generally require significant proof of total household income. Given the unique circumstances today triggered by significant loss of work income in our communities, you may consider a less onerous burden of proof. However, given that you are distributing public resources, you must still be prudent. The following are possible recommendations:
 - a. Copy of current lease or documentation from landlord of rental rate
 - b. Termination letter from employer, if applicable
 - c. Paystubs or print-out from employer to verify decreased income
 - d. If unemployed or furloughed, acknowledgement from the Department of Unemployment Insurance.
 - e. One to three months of bank statements
 - f. Total household income (self-certified)
5. Documents – Clearly state the documents you require for a complete application. Provide guidance for submitting the application electronically, with a paper option.
6. Selection process – Will you have a monthly deadline for applying or a “rolling” deadline? “First come-first served” structures often impede equal opportunity for some applicants, including some applicants with disabilities. If demand exceeds supply, a random selection may promote the most fairness.

When necessary, some communities have qualified applicants and then run a lottery to allocate “rental vouchers” worth up to a certain amount.

7. Accommodations – Even in these extraordinary times, we need to make sure that all of our low income residents can access our housing programs. Reasonable accommodations should be made to assist those with physical, mental or language challenges. This assistance could include connecting with organizations and programs that serve people with disabilities or who do not speak English as a first language.
8. Program management – In addition to creating clear program guidelines for external audiences, the municipality or its agent should document the internal structure and processes used. This includes how funds are distributed and tracked. Regular reports should be submitted to the appropriate oversight board or entity.

CLARIFY THAT THIS ASSISTANCE IS A TEMPORARY PROGRAM

Typical rental assistance programs require a rigorous review of all forms of income, generally submitted in hard copy. Because an emergency program created in response to hardship caused by the COVID-19 pandemic is directly responding to loss of work income, proof of income requirements could potentially be limited to paystubs and/or proof of unemployment. In addition, you should allow applications and attachments to be submitted electronically.

If, in the course of supporting an emergency rental assistance program, your municipality decides to expand into a long-term program, the program structure should be modified to reflect this new status.

BE CAUTIOUS ABOUT RESTRICTING ELIGIBILITY BEYOND INCOME

If the purpose of your emergency rental assistance program is to stem the financial impact of COVID-19 and provide rent relief for low income households, be careful with adding additional criteria to qualify for assistance. Many people across multiple industries are being impacted by the pandemic. The more restrictions you put on qualifying (e.g., live *and* work in the community, work in a particular industry) the more you may infringe on fair housing and other laws, as well as hinder your goal of supporting your most impacted residents.

APPLICATIONS SHOULD BE READILY AVAILABLE

When distributing public funds, the availability of this support should be widely publicized. Notice of the program should be posted on the municipal website, where there is local information about COVID-19 resources and with local service providers.

Additionally, given the nature of this pandemic, applicants should have the option to submit applications and attachments online and utilize electronic resources, such as email and smart phones.

RENT PAYMENTS SHOULD BE MADE DIRECTLY TO LANDLORDS

It is standard that payments for rent assistance be paid directly to the landlord. This may require obtaining a Form W-9 from the landlord, which can be completed online.

COMPLY WITH THE MASSACHUSETTS ANTI-AID AMENDMENT

Anti-aid Amendment applies when public funds are given to a non-publically owned and controlled entity. These allocations must be serving a public good and in fact, be purchasing a service to benefit the municipality (DLS No. 2006-75).

MA Department of Revenue has provided the following guidance when distributing CPA resources that may provide guidance for the use of other municipal resources, in addition to CPA:¹

DLS recommends each community, in consultation with municipal counsel, develop a CPA grant agreement to:

- Clearly define grant terms
- Ensure timely completion of project
- Implement and protect project's community preservation purpose
- Ensure compliance with the Anti-aid Amendment, if applicable

Even if a municipality is distributing the emergency rental assistance funds, a grant agreement, contract or lease addendum should be executed by the municipality, landlord and household, to make sure all parties understand the parameters of the program. The agreement should include language that specifies the purpose of the funds, how much assistance is being provided and for how long.

¹ Division of Local Services. "Community Preservation Act & Fund." MA Municipal Lawyers Association, 19 May 2016.

An existing grant agreement used by the Community Preservation Committee (CPC), for example, could be modified to fit the needs of an emergency rental assistance program.

IT IS ADVISABLE TO PARTNER WITH AN ORGANIZATION OR CONSULTANT

The administration of affordable housing programs can be complicated. It is advisable to partner with an existing entity that has experience supporting low income tenants. This organization (e.g., housing non-profit, housing authority) or municipal department could apply for funds from your municipality, CPC or housing trust fund to then develop an emergency rental assistance program.

For example, Waltham's City Council has allocated \$150,000 (non-CPA resources) to its municipal Housing Division for emergency rental assistance. This division already has experience managing federal CDBG and HOME funds to benefit low and moderate income households.

If working with an external partner, be prepared to pay an administration fee to cover the costs of implementing, and reporting on, your emergency rental assistance program. Administration costs are allowed when using CPA funds.

For additional support, please contact:

Shelly Goehring
Senior Program Manager
Massachusetts Housing Partnership
sgoehring@mhp.net
857-317-8525