

Waltham Housing Authority
110 POND STREET
WALTHAM, MASSACHUSETTS 02451-4505
TEL: (781) 894-3357; TDD: (781) 894-3357; FAX: (781) 894-7595

JOHN F. GOLLINGER
Executive Director

October 4, 2019

Community Preservation Commission
119 School Street #5
Government Center
Waltham, MA 02451

RE: Prospect Terrace Roof Replacement

We are seeking funds to help provide a new roofing system by installing new Architectural Grade Shingles with Leaf Guard, gutters and downspouts. WHA's existing roofing system has reached the end of its expected service life. WHA provides low-income housing to a 140 families at this development. Our goal is to keep our housing portfolio sustainable through funding from DHCD & CPC.

Thank you in advance for your consideration in this matter.

Sincerely,



Mark A. Johnson
Assistant Executive Director
Waltham Housing Authority

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



SECTION I APPLICANT/DEVELOPER INFORMATION

Contact Person/Primary Applicant ⁽¹⁾ Waltham Housing Authority
Organization, if applicable Same as above
Co-Applicant, if applicable ⁽¹⁾ None
Owner of project (if not developer/sponsor) ⁽²⁾ _____
Mailing Address 110 Pond Street

Daytime Phone (Contact Person/Primary Applicant) 781-894-3357 X267
Email address markj@walhouse.org
Fax number 781-894-7595
Developer (if different than applicant) None
Developer mailing address _____

Developer daytime phone _____
Developer email address _____
Developer fax number _____

SECTION II PROJECT INFORMATION

Project Name 200-1 Prospect Terrace
Address of Project Prospect Hill Rd, Waltham MA 02453
Including Hansen Rd and Dermody Rd.
Assessor's Parcel ID R 058 002 0007
(see <http://waltham.patriotproperties.com/default.asp> to look up parcel ID by address)
Type of CPA-funded project (check all that apply):

- | | | |
|--------------------------------------|---|----------------------------------|
| <input type="checkbox"/> Creation | <input checked="" type="checkbox"/> Preservation | <input type="checkbox"/> Support |
| <input type="checkbox"/> Acquisition | <input type="checkbox"/> Rehabilitation and Restoration | |

Brief project description Provide an efficient roofing & gutter system by installing new Architectural Grade Shingles gutters with Leaf Guard & Downspout. WHA's existing roofing system has reached its expected service life. WHA provides low income housing to a 140 families at this development. Our goal is to keep our housing portfolio sustainable through funding from DHCD & CPC.

PROJECT FUNDING

City Funding Sources	\$	Purpose
CDBG/Housing Development		
Community Preservation Fund		
Other Waltham City funds		
Total amount of City funding requested	517,500	
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 type="checkbox"/> Single Family	
	<input type="checkbox"/> Condominium	
	<input type="checkbox"/> Cooperative	
	<input checked="" type="checkbox"/> Other <u>State Development</u>	
Rental	<input type="checkbox"/> Individual/Family	
	<input type="checkbox"/> Group home/congregate	
	<input type="checkbox"/> Other _____	
Targeted Population	<input type="checkbox"/> Individual/Family	
	<input type="checkbox"/> Special needs/Identify needs	
	<input type="checkbox"/> Elderly	
	<input type="checkbox"/> Homeless	
	<input type="checkbox"/> At risk of homelessness	
	<input type="checkbox"/> Other _____	

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	140						
1 BR	0						
2 BR	85						
3 BR	55						
4 BR	0						
Other	0						

Key: <= is "less than or equal"

SECTION III SITE INFORMATION

Lot 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.

N/A

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

None

How old is the existing building (or buildings), if applicable? 70 years old

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.

N/A

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	10/15/2019
Pre-development (design, zoning, permitting)	10/16/2019
Acquisition	
Rehabilitation/construction	04/25/2020
Marketing/outreach	
Expected date of project completion	08/31/2020
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 ASSESMENT: 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
	10/4/2019

FOR COMMUNITY PRESERVATION COMMITTEE USE ONLY

Application received on 10-8-2019

Application received by Julie Toole

Date Project presented to CPC for Submission Acceptance Process 10-8-2019

Was Project accepted for Consideration? Yes

If accepted for Consideration, Project Public Hearing date 10-15-2019 (approved)

Following meeting Date for decision to recommend for funding N/A

Was project recommended for funding to the City Council? Yes

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.

DEVELOPER CHECKLIST

☐ Submit the information required for **Community Housing Application WCPA-2** and if necessary **Historic, Open Space and Recreation Funding Application WCPA-1**. Applications for CPA funding should be submitted to:

Community Preservation Committee (CPC)
C/O Community Preservation Act Program Manager
Waltham City Hall
610 Main St.
Waltham MA 02452

Or in person, with an appointment, to the Community Preservation Act Program Manager at 11 Carter St..
Telephone: 781-314-3117

REQUIRED FOR ALL HOUSING PROJECTS:

- ☐ Completed WCPA-2 funding requires: ten (10) bound copies, one (1) unbound copy for reproductions, and one electronic copy (CD or thumb drive not in Read-Only status).
- ☐ Development pro forma and operating budgets
- ☐ Preliminary site plan locating existing buildings and parking.
- ☐ Letters of community support, if available.
- ☐ Site approval (eligibility) letter if project requires City applicant or co-applicant.
- ☐ Remediation plan approved by the Conservation Commission if site contains known environmental hazards.
- ☐ Appraisal of the property (required for acquisition only).
- ☐ Commitment letter for housing subsidies or explanation when applicant will seek housing subsidies and from what source(s).
- ☐ Plan to cultivate community support.
- ☐ Proof of hazard insurance (required at closing).

REQUIRED FOR COMMUNITY HOUSING PROJECTS REQUESTING COMMUNITY PRESERVATION FUNDS:

- ☐ Evidence of site control.
- ☐ Capital needs assessment if applicant is applying for funds to create community housing, unless the project is new construction or substantial rehabilitation.
- ☐ Description of project involving other Community Preservation categories (historic preservation, open space, recreation).

FUNDING TERMS

Community Preservation Funds:

- Deferred loans
- Deed restrictions

Housing Development Funds:

- Deferred loans
- Deed restrictions

Housing Rehabilitation Funds:

- Direct loans limited to funding construction.
- Grants for lead paint, asbestos, and other hazard remediation; and removal of architectural barriers for the disabled.

NOTES:

For informational purposes only. Terms are subject to change without notice.

Terms acceptable to the CPC, City Mayor and City Council may vary widely and have not been determined for FY 2007-08 at this time.



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Aaron Gornstein, Undersecretary

PUBLIC HOUSING NOTICE 2013-14

To: All Local Housing Authorities
From: Lizbeth Heyer, Associate Director
Division of Public Housing and Rental Assistance
Re: Utilization of CPA Funds for Preservation of Existing Public Housing Units
Date: May 30, 2013

Many Housing Authorities have inquired about the potential for using Community Preservation Act ("CPA") funding for work on existing public housing units, and some confusion on this topic exists among municipalities. DHCD has reviewed the CPA statute as it applies to such work and is providing this notice to help clarify the type of activities that it believes would be appropriate for CPA funding and those activities that would not be appropriate. Please note that this guidance is advisory in nature and is not binding on your community.

Section 5(b)(2) of the Community Preservation Act, MGL chapter 44B, provides that community preservation funds may be utilized "for the acquisition, creation, preservation and support of community housing provided, however, that funds expended pursuant to this chapter shall not be used for maintenance." State public housing meets the definition of "community housing", namely, "low and moderate income housing for individuals and families, including low or moderate income senior housing."

It is important to note that both the recreational use and historic preservation provisions of the CPA provide for "rehabilitation" of those resources with CPA funds, the former through a CPA amendment signed into law in 2012. However "rehabilitation" of "community housing" is not a permitted use of CPA funds. The legislature's original intent for CPA was to spur the creation of additional affordable housing units in the Commonwealth, and with that in mind, CPA was passed with a specific prohibition on rehabilitation activities on existing community housing units (unless those units were acquired or created with CPA funds).

While activities classified as "rehabilitation" are not allowed, "preservation" work on existing community housing resources is allowed. In general, work that protects the housing structure (not residents) from future injury, harm or destruction is permitted under CPA.

Preservation Activities (appropriate for CPA funding)

Preservation is defined in Section 2 of the CPA as “protection of personal or real property from injury, harm or destruction.” The following is a partial list of activities related to existing community housing units that DHCD believes could be classified as “preservation” and funded by CPA monies:

- Building envelope and site work to preserve the structural integrity of the housing
- Roof, siding and window replacements to assure the water tightness of the housing
- Upgrading of dangerous electrical or plumbing services
- Replacement of dangerous building systems which threaten the housing units
- Installation of hard-wired smoke alarms, sprinklers and other building fire suppression systems

Rehabilitation Activities (not allowed with CPA funding)

Rehabilitation is defined in Section 2 of the CPA as “capital improvements, or the making of extraordinary repairs, to...community housing for the purpose of making such...community housing functional for their intended uses, including, but not limited to, improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes.” The following is a partial list of activities that DHCD believes do not rise to the level of “preservation,” but are more properly described as “rehabilitation” and therefore not appropriate for CPA funding:

- Replacement of kitchen cabinets
- The installation of more energy efficient windows (if not necessary to assure the water tightness of the housing), building systems (if not necessary to assure the ongoing safety of the building) or appliances.
- Improvements solely needed to comply with ADA and other federal, state or local building or access codes
- Installation of generators primarily for the comfort and safety of residents in power outages
- Repaving or repair of parking lots and walkways

Maintenance Activities (not allowed with CPA funding)

Maintenance is defined in Section 2 of the CPA as “incidental repairs which neither materially add to the value of the property nor appreciably prolong the property’s life, but keep the property in a condition of fitness, efficiency, or readiness.” The following is a partial list of common maintenance activities which would not be appropriate for CPA funding:

- Outside landscaping or tree work
- Cleaning services or other ongoing services to the housing units

- The painting and refinishing of walls and floors

Mixing CPA funding with other sources of funding

In some cases a housing authority may wish to pursue modernization projects that include both preservation work allowed by the CPA (for example, the replacement of deteriorated and leaking siding), and other work that does not meet the preservation standard (for example, exterior wall insulation). Such projects are acceptable as long as the LHA tracks the cost of the allowable scope through a reasonable means of cost estimating, and only uses CPA funding for the allowable portion of the project cost. Applicable soft costs should be fairly apportioned. The balance not covered by CPA funds may be funded by Formula Funding, operating reserves (if approved), or other allowable sources.

Work Order/Scope of Services Signature Page

April 26, 2019

APPROVED WORK ORDER NO. 1092.852.201904042100

DHCD Project # 315156

Waltham Housing Authority,

Roof Replacement - Mult Roofs - 200-01 - CPA

Submission Schedule & Payment Schedule

Milestone	Submittal Due	No. of Meetings	Payment
Schematic Design	4 weeks from the signed planning document	2	\$9,000.00
Construction Docs 100%	4 weeks from last written approval	0	\$10,800.00
Bidding	12 weeks	1	\$1,800.00
Construction	10 weeks	6	\$12,600.00
Close-Out & Warranty	9 months from Substantial Completion	1	\$1,800.00
Designer / Total Designer Fees			\$36,000.00
Estimated Construction Cost			\$450,000.00

15% CONTINGENCY \$67,500

Total estimated construction costs w/contingency \$517,500

- Note: Whole or partial re-submissions are due within 2 weeks of DHCD "Non Approval" memo.
- Note: DHCD requires 2 weeks to review each Design submission.

The Designer shall invoice the LHA according to the above schedule. Upon receipt of the Designer's invoice the LHA shall verify the milestone has been satisfactorily achieved and shall then forward said invoice to DHCD for final approval. The LHA shall pay the Designer upon receipt of DHCD's written approval.

IN WITNESS WHEREOF, the Authority, with the prior approval of the Department, and the Designer have caused this Contract to be executed by their respective authorized officers.

Work Order Execution

Title	Name	Status	Execution Date
Design Consultant	Franco Garofalo	Document Executed	4/4/2019
House Doctor Administrator	Simone Early	Document Approved	4/10/2019
Waltham Housing Authority		Pending	
House Doctor Administrator		Pending	