

**CITY OF SOMERVILLE, MASSACHUSETTS**  
**SOMERVILLE AFFORDABLE HOUSING TRUST FUND**  
*JOSEPH A. CURTATONE*  
*MAYOR*

*Mary Cassesso, Managing Trustee*

***Trustees***  
Michael Feloney  
Kathryn Gallant  
David Gibbs  
Donna Haynes  
Andrea Shapiro  
Councilor Kristen Strezo  
Brielle Short  
Jessica Turner

September 21, 2020

CPA FUNDING OPPORTUNITY FOR DEVELOPMENT PROJECTS RELATED TO HOUSING UNITS  
Request for Proposals (RFP) #1

**RFP Information**

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Issue Date: Monday, September 21, 2020  
Closing Date: Monday, November 2, 2020, 3pm

**Contact**

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Kelly Donato, Assistant Director/Housing Counsel  
City of Somerville  
Office of Strategic Planning and Community Development - Housing Division  
City Hall Annex  
Phone: (617) 625-6600 x2560  
Email: [kdonato@somervillema.gov](mailto:kdonato@somervillema.gov) (preferred form of contact)

**Application Deadline**

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Submit applications by Monday, November 2, 2020, at 3pm to [kdonato@somervillema.gov](mailto:kdonato@somervillema.gov)

*Due to Covid-19 and the temporary closure of City Hall Annex, we are accepting applications by email only. Please ensure submissions are emailed on or before the deadline date and time. Late applications will not be reviewed.*

## **CPA Background**

In November 2012, Somerville voters overwhelmingly approved a 1.5% Community Preservation Act (CPA) surcharge on net property taxes. The Somerville Community Preservation Committee subsequently voted to empower the Somerville Affordable Housing Trust Fund, which has 30 years of experience preserving, creating, and supporting affordable housing in Somerville, to serve as the housing arm of the Committee. Since Fiscal Year 2015 (July 1, 2014-June 30, 2015), the Trust has been administering CPA funds designated for community housing purposes.

## **Development Projects and CPA Eligibility**

This funding opportunity is designated for projects that acquire, create or preserve affordable housing units.

CPA funds can serve individuals and households up to 100% AMI.

- *Acquisition* - obtain property interest by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. Eminent domain takings only as provided by G.L. c.44B.
- *Creation* - to bring into being, cause to exist.
- *Preservation* - protect personal or real property from injury, harm or destruction.
- *Support* - provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families eligible for community housing or to an entity that owns, operates or manages such housing for the purpose of making housing affordable.
- *Rehabilitation and Restoration*- if acquired or created with CPA funds. Capital improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic purposes.

The CPA requires that whenever possible, preference be given to the adaptive reuse of existing buildings or construction of new buildings on previously developed sites.

With respect to any real property purchased using CPA funds or housing created or preserved using CPA funds, a perpetual affordable housing restriction meeting the statutory requirements of G.L. c.184 and G.L. c.44B, §12, and running to the benefit of the City shall apply.

## **Criteria**

In addition to meeting the proper AMI level and project use, the following criteria apply in reviewing applications:

- Create new affordable homeownership and rental units in Somerville.
- Preserve existing affordable homeownership and rental units.
- Acquire and preserve unassisted housing stock for affordable housing.
- Serve a demonstrated need within the community.
- Mitigate displacement of low-to-moderate income households.
- Number and types of units (for households of all sizes and types from diverse economic and social groups).
- Applicants have a demonstrated capacity to carry out the project for which they seek funding.
- Development Budget/Funding Status and ability to leverage other funding, and

- Development projects that foster SomerVision goals and other City Plans, including those of the Community Preservation Committee such as transit oriented development, mixed-use and mixed-income, and employment options, as well as sustainable design goals.

**Additional Information and Application Deadline**

Please provide your direct responses to each question within this application form. Additional information may be attached.

**Responses are due electronically by 3pm on Monday, November 2, 2020. Documents should be formatted so that they can be easily printed and legible on 8.5 x 11” paper.**

The electronic copy should be sent by email to Assistant Director/Housing Counsel Kelly Donato at [kdonato@somervillema.gov](mailto:kdonato@somervillema.gov).

If you have any questions, please do not hesitate to contact Kelly Donato at 617-625-6600 x2560 or via email at the email address listed above.

**CPA & TRUST FUNDING DEVELOPMENT APPLICATION FORM**

**INSTRUCTIONS:** This application contains the minimum amount of information necessary for proposal review. Additional information should be included as necessary. Use additional space, as needed. The Housing Division may request more information from the sponsor to facilitate an informed review by the Trust.

Date of Application: \_\_\_\_\_

**SECTION 1: APPLICANT INFORMATION**

1. Name of Applicant: \_\_\_\_\_

2. Address: \_\_\_\_\_  
\_\_\_\_\_

3. Type of Applicant (check):

- |                   |                    |                 |
|-------------------|--------------------|-----------------|
| Public Non-Profit | Private Non-Profit | Public Agency   |
| Private Developer | CHDO               | Other (specify) |

(Attach copies of Articles of Incorporation & By-Laws and/or W-9 if not already on file with the City of Somerville Purchasing Department).

4. Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

**SECTION 2: PROJECT DESCRIPTION**

1. Project Title: \_\_\_\_\_

2. Location: \_\_\_\_\_  
\_\_\_\_\_

3. Project Narrative: Provide a short description of the proposed project (please attach additional pages): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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4. Anticipated Total Development Cost

Funding Request			
Trust Funds Requested			
CPA Funds Requested			
Other City HOME/CDBG Funds Requested (outside of this request)			
Type of Project (Check one)	Rental Housing	Homeownership	Mixed-Use
Purpose of funding being requested	Pre-development Adaptive re-use	Acquisition New Construction	Rehabilitation

5. Total Building(s) square footage at build out: \_\_\_\_\_

6. What is the breakdown of units by bedroom sizes if applicable? (Provide matrix of affordability by bedroom size if that is preferable.)

- \_\_\_\_\_ 1 BR units
- \_\_\_\_\_ 2 BR units
- \_\_\_\_\_ 3 BR units
- \_\_\_\_\_ More than 3 BR units
- \_\_\_\_\_ TOTAL units

7. Occupancy: Affordability /# of units. (Please provide estimate if not confirmed yet.)

- \_\_\_\_\_ Market
- \_\_\_\_\_ Middle (101-120% AMI)
- \_\_\_\_\_ Moderate (80 -100%)
- \_\_\_\_\_ Low-Income (below 80%)
- \_\_\_\_\_ Very Low Income (below 50%)
- \_\_\_\_\_ Extremely Low Income (below 30%)
- \_\_\_\_\_ TOTAL

8. Special Populations: Please note if any units will be set-aside for specific populations, such as chronically homeless, disabled, veterans, elderly etc.

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9. If available, attach any wheelchair or other accessibility plans proposed in this project.

10. Please explain any sustainable (green building) measures included in this project.

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11. Explain how the proposed activities/project addresses a need and/or strategy in City of Somerville's 5 Year Consolidated Plan (Can be viewed online at [www.somervillema.gov](http://www.somervillema.gov)).

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12. Explain how the proposed activities/project addresses a Goal or Action Step in the City's SomerVision Comprehensive Plan (Can be viewed online at [www.somervillema.gov](http://www.somervillema.gov)).

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**SECTION 3: DEVELOPMENT TEAM AND PERFORMANCE HISTORY**

1. Other Development Partners (If private, for profit, see section below on joint ventures\*)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person & Tel. #/e-mail: \_\_\_\_\_

Minority Owned Business (MBE):    Yes    No

Minority Women Owned Business (WMBE):    Yes    No

2. Development Consultant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person & Tel. #/e-mail: \_\_\_\_\_

MBE:        Yes    No

MWBE:      Yes    No

3. Architect

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person & Tel. #/e-mail: \_\_\_\_\_

MBE:        Yes    No

MWBE:      Yes    No

4. Attorney

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person & Tel. #/e-mail: \_\_\_\_\_

MBE:        Yes        No

MWBE:      Yes        No

5. Management Agent (or plan & schedule for selection)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person & Tel. #/e-mail: \_\_\_\_\_

MBE:        Yes        No    MWBE:      Yes        No

6. Buyer Selection/Lottery Administrator (if available)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person & Tel. #/e-mail: \_\_\_\_\_

MBE:        Yes        No

MWBE:      Yes        No

\* Joint Ventures: If the non-profit developer is involved in a joint venture with a private for-profit developer, provide evidence that the non-profit partner controls the majority interest in the joint venture. Attach a separate sheet identifying any other agencies that are involved in this project and briefly describing the extent of their involvement. Include the agency name, address, phone, and contact person. Attach additional documentation, such as Memoranda of Understanding, award letters, agreements, etc.

7. History of Performance

Please provide basic information on the organization’s track record of performance on the most relevant available examples. List up to the four (4) most recent projects regardless of whether they were funded with public or private funds, and indicate project status (predevelopment; construction underway, or completed).

Project	Funding Source	Status

8. Please attach a certified copy of the most recent financial audit for the Developer/Owner/Sponsor’s most recent fiscal year just ended.

**SECTION 4: PROPERTY INFORMATION**

1. Site/Zoning description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Site Acreage: \_\_\_\_\_

3. State if building(s) is a designated historic property or in an historic district:    Yes    No

4. Evidence of site control:    Option to purchase    Ownership

NOTE: Developers seeking HOME and CDBG funds may not take any “choice limiting actions” that would limit the choice of reasonable alternatives prior to completion of an environmental review of the proposed project by the City and HUD. “Choice limiting actions” include the **expenditure of any public or private funds other than for certain pre-development costs. A refundable option to purchase of \$1,000 or less is an allowed pre-development cost. A purchase and sales agreement is not an allowed pre-development cost.**

Attach site plans, including maps.

5. Attach drawings of proposed project if available.

6. Attach any site environmental studies, including lead-based paint and asbestos, if available. If any hazardous materials are known to exist on the site, include mitigation plans if available.

7. Is the property presently occupied by commercial or residential tenants?    Yes    No

8. If the property has existing tenant(s), please provide a summary of relocation plan for existing tenant.

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\_\_\_\_\_

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**SECTION 5: DEVELOPMENT TIMELINE and BUDGET**

**A. PROPOSED DEVELOPMENT SCHEDULE (PROPOSED DATES)**

- 1. Submission of Funding Applications: \_\_\_\_\_
- 2. Regulatory & Zoning Reviews & Approvals: \_\_\_\_\_
- 3. Acquisition if not already owned: \_\_\_\_\_
- 4. Construction Start: \_\_\_\_\_
- 5. Construction Completion: \_\_\_\_\_
- 6. Full Occupancy: \_\_\_\_\_

**B. TOTAL DEVELOPMENT BUDGET - USES OF FUNDS**

Please provide the proposed pro-forma in a format of your choice. The pro-forma should include:

- 1. Budget Summary
- 2. Sources of funds
- 3. Uses of funds
- 4. Construction budget
- 5. 10 year annual operating budget
- 6. Income from Sales of units, if applicable.

**C. OTHER**

Please provide any additional information that you would like to be considered.