



Setti D. Warren
Mayor

Newton, Massachusetts
FUNDING REQUEST for AFFORDABLE HOUSING DEVELOPMENT
FY14 or FY15

PRE-PROPOSAL

PROPOSAL

This form is NOT self-explanatory. Please complete it in consultation with staff.

(For staff use)

date rec'd:

29 August

2013

You may adjust the space for each question,

but the combined answers to all questions on this page must fit on this page.

Project TITLE	Myrtle Village		
Project LOCATION	Full street address (with zip code), or other precise location. 12 and 18 – 20 Curve Street, West Newton, MA 02465		
Project CONTACTS	Name & title of organization	Email	Phone
Manager/ Developer	Shelby Robinson, Manager Myrtle Village LLC	myrtlevillage@gmail.com	
Other Contacts	Robert Engler, President Newton Community Development Foundation	rengler@s-e-b.com	617-782-2300 x201
Project FUNDING	Newton CDBG/HOME/CPA funds requested: \$1,853,858	Total other funds to be used: \$1,223,746	Total project cost: \$3,077,604
Project SUMMARY & NEEDS	Location (amenities within walking distance, access to transit); short summary of details on page 2 (rehabilitation or new construction; target population; type of housing; unit composition; special features); and brief citations (section & page) showing how project meets needs identified in Newton's <i>Comprehensive Plan, Consolidated Plan, or CPC Funding Guidelines</i> (if relevant).		
<p>Myrtle Baptist Church in West Newton organized Myrtle Village LLC in 2011 to develop affordable housing opportunities in close proximity to the church located at 21 Curves Street. Myrtle Village LLC will be responsible for the development and construction of Myrtle Village with consulting services provided by Newton Community Development Foundation and construction management by Angelo Kyriakides, Architect.</p> <p>The church purchased a single family home at 20 Curve street in the 1950's and used it as a parsonage until 1986. Recognizing the need for affordable housing in the neighborhood, the church expanded the home to include two, 3 bedroom duplexes. The units are currently occupied by two families, one of whom receives a rental subsidy through the Section 8 Voucher program and the other with income qualifying for a rental subsidy. Following discussions with NCDF regarding the potential to expand affordable housing opportunities in the immediate neighborhood, Myrtle Baptist Church purchased a single family home at 12 Curve Street next to the duplex in 2012. The previous owners continue to live in the home and are paying rent.</p> <p>The proposed project entails expanding the two homes (currently 3 units) to create a total of 7 units of affordable rental housing in the two structures. The project will be developed using the Comprehensive Permit (40B) and the units will be affordable to families at 50 – 85% of area median income (AMI) and will remain affordable in perpetuity. The following unit mix will be offered:</p> <p>1 – 1 bedroom, 1 bath 700 square foot HP unit @50% AMI</p> <p>4 – 2 bedroom, 1.5 bath, 990 – 1275 square foot duplex units. 2 @ 70% AMI and 2 @ 85% AMI</p> <p>2 – 3 bedroom, 2.5 bath, 1200 square foot duplex units. 1 @ 50% AMI and 1 @ 85% AMI</p>			

You may adjust spaces, but the combined answers to all questions on this page must fit on this page.

SOURCES OF FUNDS *Check all that apply and identify if funds are committed or proposed.*

X CDBG funds	\$ 604,679	X Other (identify sources) Developer's equity in 18 – 20 Curve Street
X HOME funds	\$ 339,000	\$ 632,000
X CPA funds	\$ 910,179	\$
X Private bank loan	\$ 591,746	\$
<input type="checkbox"/> Sales revenue	\$	\$

USES OF FUNDS *Check all that apply.*

<input type="checkbox"/> Acquisition	X Rehabilitation	X New construction	<input type="checkbox"/> Mortgage buydown
<i>Categories below apply only to CPA funds -- please consult staff.</i>			<input type="checkbox"/> Site preparation/ remediation
X Creation	<input type="checkbox"/> Preservation	<input type="checkbox"/> Support	

TARGET POPULATION & SPECIAL FEATURES *Check all that apply.*

X Individual/Family	<input type="checkbox"/> Elderly	<input type="checkbox"/> Homeless/At Risk of Homelessness
<input type="checkbox"/> Special needs/disabilities (identify population & provider of support services, if any):		
<input type="checkbox"/> Special features (historic preservation, sustainability, etc.):		

TYPE OF HOUSING *Check all that apply.*

<input type="checkbox"/> Homeownership	X Rental	Combination or other (identify):
X Individual/single family		
<input type="checkbox"/> Group residence/congregate		
<input type="checkbox"/> Condominium	<input type="checkbox"/> Cooperative	

UNIT COMPOSITION *List the development's number of units in each category.*

	Total	≤ 30% AMI	≤ 50% AMI	≤ 80% AMI	80-100% AMI	Market-rate
SRO						
Studio						
1 BR			1			
2 BR				2	2	
3 BR			1		1	
4 BR/+						

OUTREACH *Summarize efforts to date to communicate with abutters, neighborhood residents & ward aldermen.*

There have been several informational meetings with the Myrtle Baptist congregation and the church has established an Affordable Housing Ministry Committee. In June 2011 a letter was delivered to all abutters and the church has received several letters of support. Representatives from Myrtle Baptist Church have also met with Ward 3 Alderman Ted Hess-Mahan, Alderman Anthony Salvucci and Alderman Greer Tan Swiston.

		HOUSING PROPOSAL ATTACHMENTS CHECKLIST	
		Review full instructions on following pages thoroughly with staff prior to submission. Pre-proposals need only those attachments highlighted in red.	
Required for	Check if included		
all	X	LETTERS or PETITIONS of SUPPORT , if available	
all	X	PHOTOS	of site conditions & surroundings (2-3 photos may be enough for pre-proposal)
	X	MAP	of site in relation to nearest major roads, schools, shopping, transit, etc.
	X	TIMELINE	including financing, permitting, construction & occupancy
SITE CONTROL & PROJECT FINANCES			
all	X	Legally binding option, purchase & sale agreement or deed	
	X	Developer commitment to pursue permanent affordability	
	X	Appraisal by an independent, certified real estate appraiser	
	X	Development pro forma (pre-proposals need only a short draft)	
	X	Scope of construction work , supported by professional cost estimates	
	X	Non-Newton funding : sources, commitment letters or application/decision schedules	
	X	Market analysis : including prevailing/trending rents or prices & target population	
as needed	X	Home inspection report by a licensed professional, for rehabilitation projects	
	X	Budget for temporary or permanent relocation , if there are existing tenants	
		Capital needs assessment for multifamily rehabilitation of ≥ 26 units using HOME funds	
rental	X	10-year operating budget (pre-proposals need only a short draft)	
	N/A	Rental subsidy, if any : sources, commitment letters or application/decision schedules	
ownership		Cost of ownership analysis : including proposed sales prices, owners' estimated total housing costs, % interest of affordable units & proposed condominium association budget	
DEVELOPER CAPACITY & QUALIFICATIONS			
all	X	Organization mission & current housing portfolio , including how this project fits both	
	X	Previous similar projects completed , with photographs	
	X	Resumes for development team , including affiliations with City boards or commissions	
	X	Most recent audited annual financial statement of parent company or organization	
	X	Fair housing training completed	
	X	Any past fair housing complaints & their resolution	
nonprofits	X	most recent annual operating budget	
	X	Board of directors : including skills, experience, tenure & affiliations	
SITE REVIEW, ZONING & PERMITTING			
all	X	Brief property history , covering at least the previous 30 years of ownership & use	
	X	Environmental mitigation plan , including lead paint, asbestos, underground tanks	
	X	Confirmation of review by Development Review Team (DRT) and zoning relief / permits required (such as parking, building, demolition, comprehensive or special permit)	
	X	Other approvals required : Newton Conservation or Historical Commission, Commission on Disability, Mass. Historical Commission, Mass. Architectural Access Board, etc.	
DESIGN & CONSTRUCTION			
all	X	Site & floor plans, elevations	
	X	Materials & finishes ; highlight "green" or sustainable features or proposed certification	
as needed	X	Detailed site & floor plans, elevations for major rehabilitation and all new construction	
RELOCATION, FAIR HOUSING & ACCESSIBILITY			
all	X	Plans/notices for relocation (if applicable), affirmative marketing & resident selection	
	X	Reasonable accommodation/reasonable modification policy	
	X	Architectural access worksheet : applicable requirements & proposed features	

ARCHITECTURAL ACCESS CODE APPLICABILITY

Please answer these questions in a separate attachment:

- Describe which requirements of the following apply to the project, and why (based on sources of funding and/or project size): Section 504, Title II of the ADA, the FHA and MAAB.
- If the project is required to prepare a Section 504 Compliance Plan, describe the progress made and any deficiencies outstanding.
- Describe any anticipated required variances from MAAB’s requirements and the status of the variance process
- **For existing projects/rehabilitation:** show calculations indicating the cost of the proposed work relative to the value of the building per MAAB’s CMR 521 3.3 and, if Section 504 is applicable to the project, relative to the replacement cost of the facility per Section 504 8.23(a).

ARCHITECTURAL ACCESS WORKSHEET: Use the table below to summarize the most stringent applicable requirements from the list above, and how the proposed project will meet or exceed these requirements. If you cannot complete the worksheet, you must at least provide sufficient information for City staff to complete it, as applicable and as information becomes available.

REQUIRED	PROPOSED
1. Site access – accessible route	
521 CMR 20: Accessible Route; 521 CMR 21: Curb cuts; 521 CMR 22: Walkways; 521 CMR 9: Multiple dwellings	The project will comply with all requirements.
2. Accessible parking (identify proposed total # of spaces)	
Parking and passenger loading zones. City of Newton parking regulations.	1 fully compliant accessible parking space.
3. Building entrances & accessible routes within buildings	
521 CMR 25: Entrances; 521 CMR 20: Accessible Route; 521 CMR: Doors and doorways	Project will comply with all requirements.
4. Common areas & facilities (offices, laundry rooms, community rooms, etc.)	
There are no common areas.	N/A
5. Group 1 Units (MAAB) (include units covered by the FHA)	
521 CMR 42: bathrooms; 521 CMR 43 kitchens; 521 CMR 46 bedrooms; 521 CMR 9: Multiple dwellings	Project will comply with all requirements.
6. Group 2 Units (MAAB)	
521 CMR 44: bathrooms; 521 CMR 45: kitchens; 521 CMR 47: bedrooms; 521 CMR 9: Multiple dwellings.	Project will comply with all requirements.