

# Newton, Massachusetts Community Preservation Program FUNDING REQUEST

City of Newton



Ruthanne Fuller  
Mayor

PRE-PROPOSAL

PROPOSAL

Updated December 14, 2020

Please submit this completed file directly – do not convert to PDF or other formats.

For full instructions, see [www.newtonma.gov/cpa](http://www.newtonma.gov/cpa) or contact us:

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City of Newton Planning & Development Department, 1000 Commonwealth Ave., Newton, MA 02459  
[lkritzer@newtonma.gov](mailto:lkritzer@newtonma.gov) 617.796.1144

(For staff use)  
date rec'd:

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

<b>Project TITLE</b>	COVID-19 Emergency Housing Relief Program Additional Funding		
<b>Project LOCATION</b>	Full street address (with zip code), or other precise location. Citywide		
<b>Project CONTACTS</b>	Name & title or organization	Email	Phone
<b>Project Manager</b>	Amanda Berman, Dir. Housing & Community Dev., Planning and Dev. Dept.	<a href="mailto:aberman@newtonma.gov">aberman@newtonma.gov</a>	617-796-1147
<b>Other Contacts</b>	Barney Heath, Dir., Planning & Dev. Dept.	<a href="mailto:bheath@newtonma.gov">bheath@newtonma.gov</a>	617-796-1120
<b>Co-Applicant</b>	Jennifer Van Campen, Exec. Dir., Metro West Collaborative Development	<a href="mailto:jvc@metrowestcd.org">jvc@metrowestcd.org</a>	617-923-3505
<b>Project FUNDING</b>	<b>A. New CPA funds requested:</b> \$1,200,000	<b>B. Other funds to be used:</b> \$2,500,000	<b>C. Total project cost (A+B):</b> \$3,700,000
<b>USES OF FUNDS</b>	<input checked="" type="checkbox"/> Rental Assistance		<input checked="" type="checkbox"/> Mortgage Assistance
<b>TARGET POPULATION, TYPE OF HOUSING, SPECIAL FEATURES</b>			
Individuals <input checked="" type="checkbox"/>	Families <input checked="" type="checkbox"/>	Seniors <input checked="" type="checkbox"/>	Homeless/At Risk of Homelessness <input checked="" type="checkbox"/>
Rental <input checked="" type="checkbox"/>	Ownership (including condominiums) <input checked="" type="checkbox"/>	% Area Median Income:	Up to 80% AMI
<b>Project SUMMARY</b>	Explain how the project will use the requested CPA funds. You may provide more detail in attachments, but your PROJECT SUMMARY MUST FIT IN THE SPACE BELOW.		
<p>Additional funding is requested to extend the Covid-19 Emergency Housing Relief Program to provide up to 12 months of assistance to income-eligible households who continue to be negatively impacted by the ongoing pandemic. Established in July 2020, the program was designed to assist households at or below 80% AMI with up to 70% of their housing costs, with a maximum per month expenditure of \$2,500. To date, the program has assisted 211 low and very low-income households, with 90% of households at or below 65% AMI. Approximately 60% of individuals served by the program are people of color. Despite the success of the program, nearly all of the member households are still in critical need of additional housing support. Many will continue to be out of work for the foreseeable future and eviction moratoriums have, or will be, ending in the next month. While the program was originally conceived as a three-month assistance program, the average monthly assistance was much lower than the \$2,500 initially projected. Existing funding was available to cover two approved funding extensions: the first three-month extension allowed for up to 6 total months of assistance and the second two-month extension allowed for up to 8 total months of housing assistance, pending a recertification of program eligibility at the end of each three-months of assistance. For the program recipients who joined in July 2020, the extended 8-month program will end in February, long before economic conditions are expected to improve. The requested funding is the amount necessary to extend the program through June 2021. This will provide up to 12 months of assistance to those initial program participants, and additional assistance to those who entered at later dates in 2020 and 2021. The hope is that this additional funding will help to protect Newton's most at-risk households from losing their homes through the end of the current crisis.</p>			

<b>Project TITLE</b>	COVID-19 Emergency Housing Relief Program Additional Funding		
<b>USE of CPA FUNDS</b>	<b>COMMUNITY HOUSING</b>	✓	<b>Support</b>
<b>COMMUNITY NEEDS</b>	From each of at least 2 plans linked to the <a href="#">Guidelines &amp; Forms</a> page of <a href="http://www.newtonma.gov/cpa">www.newtonma.gov/cpa</a> , provide a brief quote with plan title, year, and page number, showing how this project meets previously recognized community needs. You may also list other community benefits not mentioned in any plan.		
The COVID-19 Emergency Housing Relief Program supports affordable housing as recognized in the following plans:			
<p><b>Comprehensive Plan:</b> The Housing Section emphasizes the importance of protecting the City’s diversity and lists it as the first of the section’s “Housing Goals” (p. 5-12). The section stresses the need to “undertake a program of positive actions that will assure fair and equal housing opportunities for a population that is at least as diverse as at present.” The goal also recognizes the need for this diverse population to be able to “maintain suitable housing at affordable costs.” The proposed Housing Relief program will assist those Newton residents who have been negatively impacted by the COVID-19 pandemic to remain in their existing housing, in the process helping to maintain both the diversity of the City and the affordability of its housing stock.</p>			
Further, establishing an emergency housing assistance program is specifically suggested as Potential Housing Action 2E, Finance and Development (p.5-20)			
<p><b>Consolidated Plan 7/2015 to 6/2020:</b> (p.103) This section states that 29% of Newton households were already cost burdened or extremely cost burdened prior to the current crisis. The program to date has predominantly assisted Newton’s lowest income households with 55% of participants at or below 30% AMI and 90% at or below 65% AMI.</p>			
<p><b>Community Outreach:</b> The Mayor, multiple City Councilors, and numerous City residents and affordable housing advocates have taken part in the development of this program and have expressed support for the continued use of CPA funding. Over the last six month, City staff and officials have read numerous articles and attended webinars on the creation of Emergency Housing assistance programs throughout the state, with support from state organizations including the Community Preservation Coalition, Mass. Housing Partnership, Citizens Housing and Planning Association (CHAPA), and the Metropolitan Area Planning Council (MAPC) amongst others.</p>			
<b>COMMUNITY CONTACTS</b>	List at least 3 Newton residents or organizations willing and able to comment on the project and its manager’s qualifications. No more than 1 should be a supervisor, employee or current work colleague of the project manager or sponsor. Consult staff on the community contacts required for your specific proposal.		
	Name & title or organization	Email	Phone Mailing Address
Fran Godine, Engine 6	<a href="mailto:godine@comcast.net">godine@comcast.net</a>	6-17-969-2625	
Meghan Kennedy, Director of Social Services, City of Newton Health & Human Services Dept.	mkennedy@newtonma.gov	617-796-1282	
Lizbeth Heyer, Chair Newton Housing Partnership	<a href="mailto:lheyer@2lifecommunities.org">lheyer@2lifecommunities.org</a>	617-912-8400	

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.  
**Full proposals must include separate, detailed budgets in addition to this page.**

Project TITLE	COVID-19 Emergency Housing Relief Program	
<b>SUMMARY BUDGET for RENTAL &amp; MORTGAGE ASSISTANCE</b>		
<b>Uses of Funds</b>		
Direct Assistance: Additional program funding to provide up to 12 months of rental and homeowner assistance (deed-restricted ownership units only) between July 2020 and June 2021 for approximately 250 Newton Households (maximum monthly assistance of \$2,500)		\$1,200,000
Program Admin Fee (Funded in Initial Funding Request – No further funding required)		\$ 0
<b>D. TOTAL USES</b> (should equal C. on page 1 and E. below)		<b>\$1,200,000</b>
<b>Sources of Funds</b>	<b>Status</b> (requested, expected, confirmed)	
CPA funding – Additional Funding	Requested	\$1,200,000
CPA Funding (June 2020) Anticipated to continue to fund the program through February 2021	Confirmed	\$2,000,000
CDBG Funding (Initial program expenses through September 2020)	Confirmed	\$500,000
<b>E. TOTAL SOURCES</b> (should equal C. on page 1 and D. above).		<b>\$3,700,000</b>
<b>SUMMARY BUDGET for PROGRAM ADMINISTRATION</b>		
<b>Uses of Funds</b>		
Administrative costs for Metro West Collaborative Development Administration and Oversight of Program are \$500 per approved application for initial review, \$50 per household for later recertifications. The maximum administrative cost is not to exceed 7.5% of original program funding (\$187,500 – includes CDBG and CPA admin costs). This expense does not change with the projected extension of the program.		\$187,500
<b>F. TOTAL PROGRAM ADMINISTRATION COST</b> (should equal G. below)		<b>\$187,000</b>
<b>Sources of Funds</b>		
CPA Funding		\$150,000
CDBG Funding		\$37,500
<b>G. TOTAL ANNUAL FUNDING</b> (should equal F. above)		<b>\$187,500</b>
<b>Project TIMELINE</b>	<b>Phase or Task</b>	<b>Season &amp; Year</b>
	Program Development and Funding Reviews and Approvals	April -May 2020
	First wave of assistance paid	July 1, 2020
	Program extended from three to six months	September 2020
	Program extended to eight months	December 2020
	Proposal for Additional Funding to extend program through June 2021	December - January 2020
	Last month of assistance paid	June 2021

<b>Project TITLE</b>	COVID-19 Emergency Housing Relief Program		
↓ Check off submitted attachments here.			
<b>Separate, detailed budget attachments REQUIRED.</b>	<b>PROGRAM FINANCES</b> printed and as computer spreadsheets, with both uses & sources of funds		
	X	Rental & mortgage assistance budget for the extended period envisioned	
	X	Updated Financial Information on Program to Date	
<b>REQUIRED</b>	<b>PROGRAM MANAGEMENT</b>		
	NA	Draft Program Guidelines and Lottery Process, including Outreach/Affirmative Marketing Plan	
	NA	Draft application/instructions (for applicants)	
	NA	Draft monitoring documents for both CDBG and CPA funds	
<b>REQUIRED.</b>	<b>SPONSOR FINANCES &amp; QUALIFICATIONS, INSTITUTIONAL SUPPORT</b>		
	NA	For sponsoring department or organization, most recent annual operating budget (revenue & expenses) (CDBG FY21 budget)	
	NA	For project manager and third party organization: relevant training & track record of managing similar projects	
	X	<b>COVER LETTER</b>	from Planning & Development Director, confirming commitment of staff time for project management
<b>OPTIONAL for all proposals.</b>	X	<b>LETTERS of SUPPORT</b>	from Newton residents, organizations, or businesses