



Finance Committee Agenda

City of Newton In City Council

Monday, March 8, 2021

The Finance Committee will hold this meeting as a virtual meeting on Monday, March 8, 2021 at 7:00 pm. To view this meeting using Zoom use this link:

<https://us02web.zoom.us/j/89799114343> or call 1-646-558-8656 and use the following Meeting ID: 897 9911 4343

Item scheduled for discussions:

#85-21 **Accept grant funds from the Homeland Security FY2020 Assistance to Firefighters**
HER HONOR THE MAYOR requesting authorization to accept, appropriate and expend a grant in the amount of twenty thousand seven hundred eight dollars and twenty-three cents (\$20,708.23) from the Homeland Security FY2020 Assistance to Firefighter Grant program-Covid-19 Supplemental (AFG-S) for the purchase of PPE and related supplies. This grant to be matched at a rate of 10% or \$2,070.82.

Referred to Public Facilities and Finance Committees

#87-21 **Appropriate \$68,746 to fund the replacement of the boiler at Crafts Street Stable**
HER HONOR THE MAYOR requesting authorization to appropriate and expend the sum of sixty-eight thousand seven hundred and forty-six dollars (\$68,746) from Acct # 7902C104-337902 Unrestricted Capital Funds to fund the replacement of the boiler at the Crafts Street Stable.
Public Facilities Approved 5-0 on 03/03/21

Referred to Land Use and Finance Committees

#51-21 **Approval of \$4,214,622 in CPA funding for the Coleman House**
COMMUNITY PRESERVATION COMMITTEE recommending appropriation of four million two-hundred and fourteen thousand six hundred and twenty-two dollars (\$4,214,622) in CPA Community Housing funds to 2Life Communities for the Coleman House Senior Affordable Housing Preservation project.
Land Use Approved 7-0 on 03/02/21

The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.

#395-20 **Request for updates on budget and possible reimbursements at Newton Public Schools**
The President of the Council, on behalf of the City Council, requesting updates to the Finance Committee from the Chief Financial Officer regarding budget expenditures and possible reimbursements related to school reopening at each meeting this fall.
Finance Held on 02/22/21

Chair's Note: Chief Financial Officer Maureen Lemieux will provide an update on the expenditure of funds for COVID-19 as related to item #239-20.

Respectfully submitted,

Rebecca Walker Grossman, Chair



RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

85-21

Telephone
(617) 796-1100

Telefax
(617) 796-1113

TDD
(617) 796-1089

E-mail
rfuller@newtonma.gov

February 22, 2020

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

Councilors:

I respectfully submit a docket item to your Honorable Council requesting authorization to accept, appropriate and expend a grant in the amount of \$20,708.23 from the Homeland Security FY2020 Assistance to Firefighter Grant program – Covid-19 Supplemental (AFG-S).

Per the letter attached from Chief Lucchetti, grant proceeds will be used to purchase PPE, and related supplies. This grant requires a 10% match or \$2,070.82.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

CITY CLERK
NEWTON, MA, 02459

2021 FEB 22 AM 10:59

RECEIVED



Gino Lucchetti
Chief

CITY OF NEWTON, MASSACHUSETTS
FIRE DEPARTMENT HEADQUARTERS

1164 Centre Street, Newton Center, MA 02459-1584
Chief: (617) 796-2210 Fire Prevention: (617) 796-2230
FAX: (617) 796-2211 EMERGENCY: 911



Ruthanne Fuller
Mayor

November 17, 2020

Maureen Lemieux
Chief Financial Officer
City of Newton
1000 Commonwealth Ave
Newton, MA 02459

Maureen,

I respectfully request to docket funding of \$20,708.23 from the Homeland Security FY2020 Assistant to Firefighter Grant program-Covid 19 Supplemental (AFG-S). The Fire Department is required to contribute 10% of the Federal Funding of \$20,708.23 as a condition of the Grant, that portion is \$2,070.82.

The Grant funding is going to be used to purchase PPE and related supplies, such as, respirators, eye protection, and coveralls for the protection of our Firefighters when responding to Covid-19 responses.

Thank you for your consideration to this request.

Respectfully,

A handwritten signature in black ink, appearing to read "G. Lucchetti".

Gino Lucchetti
Chief of Department

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Phillip McCully
NEWTON, CITY OF
1164 CENTRE ST
NEWTON, MA 02459



FEMA

EMW-2020-FG-00386

Dear Phillip McCully,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year 2020 Assistance to Firefighters Grant Program - COVID-19 Supplemental (AFG-S) has been approved in the amount of \$20,708.23 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 10.0% of the Federal funds awarded, or \$2,070.82 for a total approved budget of \$22,779.05. Please see the FY 2020 AFG-S Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- FY 2020 AFG-S Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in black ink, appearing to read "Christopher Logan".

Christopher Logan
Acting Assistant Administrator
Grant Programs Directorate

CITY OF NEWTON

IN CITY COUNCIL

DRAFT

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chair Rebecca Walker Grossman, the authorization to accept and expend a grant in the amount of twenty thousand seven hundred eight dollars and twenty-three cents (\$20,708.23) from the Homeland Security FY2020 Assistance to Firefighter Grant program-Covid-19 Supplemental (AFG-S) for the purchase of PPE and related supplies be and is hereby approved.

Under Suspension of Rules
Readings Waived and Approved
DRAFT

(SGD) DAVID A. OLSON
City Clerk

(SGD) RUTHANNE FULLER
Mayor

Date _____



RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

87-21

Telephone
(617) 796-1100

Telefax
(617) 796-1113

TDD
(617) 796-1089

E-mail
rfuller@newtonma.gov

February 24, 2021

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

Councilors:

I respectfully submit a docket item to your Honorable Council requesting authorization to appropriate and expend the sum of \$68,746 from Acct # 7902C104-337902 Unrestricted Capital Funds to fund the replacement of the boiler at the Crafts Street Stable.

As you will see from the attached letter from Public Buildings Commissioner Josh Morse, the boiler failed and had become irreparable. This was considered an emergency procurement as providing heat to the Crafts Street Stable is critical, especially during the winter/snow season.

Thank you for your consideration of this matter.

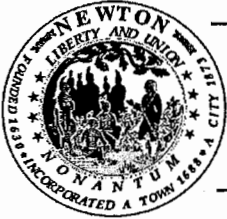
Sincerely,

Ruthanne Fuller
Mayor

CITY CLERK
NEWTON, MA. 02459

2021 FEB 24 PM 12:38

RECEIVED



CITY OF NEWTON, MASSACHUSETTS
PUBLIC BUILDINGS DEPARTMENT
52 ELLIOT STREET, NEWTON HIGHLANDS, MA 02461

Ruthanne Fuller, Mayor
Josh Morse
Building Commissioner

Telephone (617) 796-1600
Facsimile (617) 796-1601
TDD/tty # (617) 796-1608

February 8, 2021

Ruthanne Fuller, Mayor
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

RE: Funding for Crafts Street Stable Boiler Replacement

Dear Mayor Fuller:

The Public Buildings Department respectfully requests \$68,746 to fund the Emergency Replacement of the 40+ year old boiler at the Crafts Street Stable.

This boiler has been leaking water for the past three years through multiple cracked cast iron sections and could no longer be repaired by either our In House HVAC Staff or outside Contractors. During the current heating season, the boiler also began leaking soot, smoke, fumes (carbon monoxide) through the sections of the boiler and could no longer be operated safely, leaving the building with no way to be heated.

Please see attached estimate of costs.

Sincerely,

Josh Morse
Public Buildings Commissioner

cc: Maureen Lemieux, Chief Financial Officer
Alex Valcarce, Deputy Buildings Commissioner

CRAFTS STREET STABLE BOILER REPLACEMENT ESTIMATE

1. DEMO AND REPLACE EXISTING BOILER, PIPING AND RELATED ITEMS	\$ 50,000
2. DEMO AND REPLACE EXISTING BURNER	\$ <u>8,775</u>
3. INSTALLATION OF BOILER MAKE-UP AIR SYSTEM	\$ 9,971

TOTAL PROJECT FUNDING REQUEST	\$ 68,746
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CITY OF NEWTON

IN CITY COUNCIL

DRAFT

ORDERED:

That, in accordance with the recommendation of the Public Facilities Committee through its Chair Alison M. Leary and the Finance Committee through its Chair Rebecca Walker Grossman, to appropriate and expend the sum of sixty-eight thousand seven hundred and forty-six dollars (\$68,746) to fund the replacement of the boiler at the Crafts Street Stable is hereby approved as follows:

FROM:	Capital Stabilization Fund-Unrestricted (7939-337902).....	\$68,746
TO:	Crafts Street Stable Boiler Expense-Undistributed (7828B115-579500)	\$68,746

Under Suspension of Rules
Readings Waived and Approved
DRAFT

(SGD) DAVID A. OLSON

City Clerk

(SGD) RUTHANNE FULLER

Mayor

Date: _____

CITY COUNCIL

#

RECEIVED

CITY OF NEWTON

2021 JAN 25 PM 4:37

DOCKET REQUEST FORM

DEADLINE NOTICE: Council Rules require items to be docketed with the Clerk of the Council NO LATER THAN 7:45 P.M. ON THE MONDAY PRIOR TO A FULL COUNCIL MEETING.

To: Clerk of the City Council

Date: January 25, 2021

From (Docketer): Lara Kritzer, Community Preservation Program Manager

Address: Planning Department, Newton City Hall, 1000 Commonwealth Avenue Newton MA 02459

Phone: 617-796-1144

E-mail: lkritzer@newtonma.gov

Additional sponsors: Community Preservation Committee

1. Please docket the following item (it will be edited for length if necessary):

Recommendation from the Community Preservation Committee for the allocation of \$4,214,622 in CPA Community Housing funds to 2Life Communities for the Coleman House Senior Affordable Housing Preservation project.

2. The purpose and intended outcome of this item is:

- Fact-finding & discussion, Appropriation, transfer, Expenditure, or bond authorization, Special permit, site plan approval, Zone change (public hearing required), Ordinance change, Resolution, License or renewal, Appointment confirmation, Other:

3. I recommend that this item be assigned to the following committees:

- Programs & Services, Zoning & Planning, Public Facilities, Finance, Public Safety, Land Use, Real Property, Special Committee, No Opinion

4. This item should be taken up in committee:

Immediately (Emergency only, please). Please state nature of emergency:

- As soon as possible, preferably within a month, In due course, at discretion of Committee Chair, When certain materials are made available, as noted in 7 & 8 on reverse, Following public hearing

5. I estimate that consideration of this item will require approximately:

- One half hour or less
- More than one hour
- More than one meeting
- Up to one hour
- An entire meeting
- Extended deliberation by subcommittee

6. The following people should be notified and asked to attend deliberations on this item. (Please check those with whom you have already discussed the issue, especially relevant Department Heads):

City personnel

Citizens (include telephone numbers/email please)

Lara Kritzer _____

Elise Selinger, esalinger@2lifecommunities.org _____

Barney Heath _____

Lizbeth Heyer, lheyer@2lifecommunities.org _____

Amanda Berman _____

7. The following background materials and/or drafts should be obtained or prepared by the Clerk's office prior to scheduling this item for discussion:

8. I have or intend to provide additional materials and/or undertake the following research independently prior to scheduling the item for discussion. *

CPC Funding Recommendation and 2Life Communities' Coleman House Senior Housing Preservation proposal are attached.

(*Note to docketer: Please provide any additional materials beyond the foregoing to the Clerk's office by 2 p.m. on Friday before the upcoming Committee meeting when the item is scheduled to be discussed so that Councilors have a chance to review all relevant materials before a scheduled discussion.)

Please check the following:

- 9. I would like to discuss this item with the Chairman before any decision is made on how and when to proceed.
- 10. I would like the Clerk's office to contact me to confirm that this item has been docketed. My daytime phone number is:
- 11. I would like the Clerk's office to notify me when the Chairman has scheduled the item for discussion.

Thank you.

Lara Kritzer
Signature of person docketing the item

[Please retain a copy for your own records]

CITY OF NEWTON

IN CITY COUNCIL

DRAFT

ORDERED:

That, in accordance with the recommendations of the Community Preservation Committee through its Chair, Mark Armstrong and the Finance Committee through its Chair Councilor Rebecca Walker Grossman, the appropriation of four million two-hundred and fourteen thousand six hundred and twenty-two dollars (\$4,214,622) in CPA Community Housing funds to 2Life Communities for the Coleman House Senior Affordable Housing Preservation project is hereby approved as follows:

FROM:	CPA Undesignated Fund Balance	
	(5800-3599).....	\$4,214,622
TO:	Coleman House Senior Housing- Undistributed	
	(58C11415-579500)	\$4,214,622

Under Suspension of Rules
Readings Waived and Adopted
Draft

(SGD) DAVID A. OLSON

City Clerk

(SGD) RUTHANNE FULLER

Mayor

Date: _____



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Department of Planning and Development
1000 Commonwealth Avenue Newton, Massachusetts 02459

51-20
Telephone
(617) 796-1120
Telefax
(617) 796-1142
TDD/TTY
(617) 796-1089
www.newtonma.gov

Barney S. Heath
Director

**Community Preservation Committee
Funding Recommendation for
Coleman House Senior Housing Preservation Project**

Date: January 20, 2021
From: Community Preservation Committee
To: The Honorable City Council

PROJECT GOALS & ELIGIBILITY This proposal requests \$4,214,622 in CPA community housing funds to help preserve the 146 affordable senior housing units in the existing Coleman House buildings I and II. The Coleman House was built in two phases beginning in the 1980s and provides housing to senior households with very low to extremely low incomes (below 50% AMI). The building has reached an age where many of its systems are at the end of their useful life and significant repairs are needed to maintain the affordability and accessibility of the building and its units. As the owner and operator of the building, 2Life Communities is proposing an over \$30 million dollar project to completely update and rehabilitate all of the existing units, make building and envelope repairs, and replace systems with more energy efficient and sustainable options.

Because the individual units were not created or acquired with CPA funds, no CPA funding can be used to complete their rehabilitation. However, CPA funding can be used to preserve the existing affordable housing resource as a whole. Proposed work that can be completed with CPA funding includes installing a new roof and windows, repairing damaged masonry, installing new building-wide systems (electrical, plumbing, HVAC, fire prevention), insulation and waterproofing, etc.

RECOMMENDED FUNDING At its monthly meeting on Tuesday, January 12, the Community Preservation Committee unanimously recommended, with a vote of 9 to 0, that \$4,214,622 in Community Preservation Act community housing funding be appropriated from the CPA Unrestricted Fund Balance to the control of the Planning & Development Department for a grant to 2Life Communities for the preservation of the existing affordable housing facility at Coleman House, buildings I and II.

SPECIAL ISSUES CONSIDERED BY THE CPC

Funding leverage & project costs: The CPC appreciated both the tremendous leveraging of CPA funding achieved by this project and the relative simplicity of its program and budget. While a significant amount of CPA funding is requested, it is only 14% of the overall budget. The vast majority of the project costs (\$24,830,000 or 81% of project funding) will be paid by a sponsor loan from 2Life Communities, which is reinvesting the equity received from a recent refinancing into its buildings and facilities. The remaining project funds include a mix of City CDBG and HOME funds and West Metro HOME Consortium program funds, much of which has already been approved for the project. Members noted that the budget was also refreshingly straightforward, which saved financing costs, and provided a unique opportunity to work with a property

www.newtonma.gov/cpa

Lara Kritzer, Community Preservation Program Manager
lkritzer@newtonma.gov 617.796.1144

owner and affordable housing program manager to preserve and improve an important affordable housing resource.

Community Need: Coleman House has served the affordable housing needs of Newton seniors for nearly forty years, providing deeply affordable housing partnered with community programs and support services to households at or below 50% AMI. The median annual income of Coleman House residents is \$12,000. The CPC recognized the strong need in the community to support and expand on these housing opportunities, noting that 2Life currently had a waiting list of 550 households, which represents a five to eight year wait for most new residents. While the use of CPA funds here is limited, it can still play a vital role in maintaining the integrity of the building envelope and improving living conditions within the facility by funding the installation of new windows, doors, and building systems. The CPC agreed that it is as important to preserve its existing affordable housing stock as to create new units, particularly for this vulnerable population of very low-income senior households.

Accessibility: While the CPA funding cannot be used to rehabilitate individual units, CPC members were impressed by 2Life's work to rethink its existing designs to be more useable and adaptable to its resident population. 2Life has worked closely with its residents to develop plans which allow for different levels of mobility and which can be adapted for increased accessibility as needed. The project will also make required accessibility improvements throughout the building as identified in their recent building assessments.

ADDITIONAL RECOMMENDATIONS (*funding conditions*)

1. CPA Funding may only be used for work associated with the preservation of the affordable housing resource. Allowable projects include, but are not limited to, installing a new roof and windows, repairing damaged masonry, installing new building-wide systems (electrical, plumbing, HVAC, fire prevention), insulation and waterproofing.
2. No CPA funding may be used to restore or rehabilitate any existing housing units.
3. All recommended CPA funds should be appropriated by the City Council within 6 months and project construction should begin within 3 years of the date of any CPC recommendation. If either deadline cannot be met, 2Life Communities should request a written extension from the CPC, which the CPC may grant at its discretion.
4. The release of CPA funds should be governed by a grant agreement that includes but is not limited to the usual conditions for the phased release of CPA funds for housing projects, including a permanent affordability restriction on the building and a final report to the CPC.
5. Any CPA funds appropriated but not used for the purposes stated herein should be returned to the Newton Community Preservation Fund.

KEY OUTCOMES

The Community Preservation Committee will evaluate this project based on its success in using CPA funds to preserve the existing 146-unit affordable housing complex and to create the systems necessary to insure that the building can continue to provide quality affordable housing well into the future.

ATTACHMENTS

- Proposal and selected attachments submitted to the CPC for the January 12, 2021 review
- 2Life Communities' presentation to the January 12 joint public hearing of the CPC and Planning and Development Board

Additional information not attached to this recommendation, including petitions and letters of support, are available on the CPC's website at: <https://www.newtonma.gov/government/planning/community-preservation-program/proposals-projects/coleman-house-senior-housing-preservation>



Ruthanne Fuller
Mayor

**Newton, Massachusetts Community Preservation Program, CDBG,
and HOME Investment Partnerships Program
FUNDING REQUEST**

PRE-PROPOSAL

PROPOSAL

51-20
(For staff use)
date rec'd:

11/20/20

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

For full instructions, see www.newtonma.gov/cpa or contact us:

Community Preservation Program Manager,
City of Newton Planning & Development Department, 1000 Commonwealth Ave., Newton, MA 02459
lkritzer@newtonma.gov 617.796.1144

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	Coleman House Senior Housing Preservation				
Project LOCATION	Full street address (with zip code), or other precise location. 677 Winchester Street, Newton MA 02461				
Project CONTACT(S)	Name & title or organization	Email	Phone	Mailing address	
Project Manager	Elise Selinger, 2Life Communities	eselinger@2lifecommunities.org	617-912-8438	30 Wallingford Rd. Brighton MA 02135	
Project FUNDING	A. CPA funds requested: \$4,214,622	B. CDBG funds requested: \$400,000	C. HOME funds requested: \$130,000	D. Other funds: \$24,830,000 (2Life) \$100,000 (Rebates) \$818,519 (WestMetro)	E. Total project cost: \$30,493,141
Project SUMMARY	Explain how the project will use the requested CPA, CDBG, and City of Newton HOME funds. You may provide more detail in attachments, but your PROJECT SUMMARY MUST FIT IN THE SPACE BELOW. Use a cover letter for general information about the sponsoring organization's accomplishments.				
<p>Coleman House I and II provide deed-restricted, permanent affordable housing and supportive services to 146 very low and extremely low income older adult households in Newton MA. The proposed comprehensive rehabilitation and preservation of 2Life's Coleman House I and II will be the fourth major preservation and occupied rehabilitation project of 2Life's older 202 portfolio in the past five years, demonstrating 2Life's depth of experience and a strong track record.</p> <p>Coleman I was refinanced in 2018 and \$24,830,000 was made available for rehabilitation and preservation. As a non-profit, 2Life Communities is investing these funds back into the property not just for capital improvements but also, as the long-term operators, to meet the highest possible sustainability and resiliency standards and redesign the apartments for enhanced adaptability, above and beyond what is typical in the rehabilitation of 30+ year old brick buildings. The scope will include: reconfiguring 100% of the apartments to meet 2Life's adaptable design standards and accessibility requirements to support people in their apartments as their physical needs change, a life-cycle investment to preserve building systems (masonry, roof, windows, HVAC, electrical and plumbing) and redesign of the program spaces to serve as a village center for residents. In particular, according to a Capital Needs Assessment completed in 2018, Coleman II requires the reconfiguration of the kitchen and bathrooms to comply with Fair Housing access codes. Also, the proposed scope is responsive to COVID-related design needs. Seniors are the most at-risk population for contracting and dying from COVID. The significant upgrade to the HVAC system will further support the environmental health in the building and, as an electric system, is better for the environment. 2Life is committed to sustainability and this renovation will achieve Enterprise Green Communities standards.</p> <p>In order to fund this scope, in addition to 2Life funds, we are seeking CPA, CDBG and local HOME funds from the City of Newton. Altogether, these local sources are projected to make up approximately 18% of the project's total development costs. The CPA funds will be allocated to the following building preservation components: masonry repairs and a new roof and windows. The CDBG funds will be used for relocation soft costs. HOME funds will be used to pay for the rehabilitation of the major building systems. We will create a sources tracking sheet and share it with the City.</p>					

Project TITLE	Coleman House Senior Housing Preservation			51-20
USE of CPA and HOME Funds	COMMUNITY HOUSING	Preservation		
COMMUNITY NEEDS	From each of at least 2 plans linked to the Guidelines & Forms page of www.newtonma.gov/cpa , 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.			
<p>This Coleman Housing preservation project will meet the building-specific <i>Housing Criteria for a Livable and Friendly Newton for Everyone</i> created by the Newton Council on Aging and Newton Department of Senior Services in the following categories: Overall Home Environment, Entryways and Exits, Bedroom, Kitchen, Bathroom, Stairways and Halls, Laundry and the list of Additional Recommendations. http://www.newtonma.gov/civicax/filebank/documents/77002</p>				
<p>The Coleman House Senior Housing Preservation project also meets multiple Newton HIGH priority needs in the FY16-20 Consolidated Plan (SP-25, p. 113):</p>				
<p>1) Additional accessible rental units - The project improves the housing to be better suited to seniors with disabilities and physical frailty by modernizing the current ADA units and making the other 132 units fully adaptable. With 29% of elderly persons in Newton having some type of disability, including 16% of this group reporting an ambulatory difficulty, the adaptability and accessibility goals of this renovation will make 100% of the existing housing far more adaptable (MA-35 p. 94). Coleman residents have a median household income of \$12,000 per year, the median age is 82 years old and 53% need some level of assistance for their activities of daily living, making the adaptable improvements particularly important so Coleman residents can continue to live with us as their physical needs change over time.</p>				
<p>2 & 3) Affordable housing near amenities and within mixed-use developments - The Coleman community is located in the Oak Hill Park section of Newton on the campus of the Leventhal-Sidman JCC and across the street from the Wells Avenues Office Park. There are many indoor and outdoor amenities available within walking distance for residents including the programs and services at the JCC, Nahanton Park, the Newton Community Farm and the Boat Launch on the Charles River. The project will modernize and reconfigure the ground floor program areas with inviting and accessible programs spaces that will also be ready for future integration with 2Life’s proposed senior middle market development called Opus that will be connected to Coleman House, creating an income inclusive community with many more amenities and services including a dining program and additional resident services navigation and care-related supports.</p>				
<p>Finally, while not indicated as a HIGH need on the Consolidated Plan, 1,075 low income senior renters (30-50% AMI) in Newton are housing cost burdened, spending more than 50% of their income on housing and in addition, 50% of elderly homeowners earning less than 30% of AMI have a similar cost burden (B. Housing Needs Tables, p. 33). The proposed renovation will preserve and enhance this existing stock of affordable housing in a village center setting, with adaptable features, resident services and supports for low income seniors in the City of Newton. http://www.newtonma.gov/civicax/filebank/documents/66466</p>				
COMMUNITY CONTACTS	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. For housing projects, at least 2 contacts should reside in or near the project’s neighborhood.			
Name & title or organization	Email	Phone	Mailing address	
Jayne Colino, Director Newton Department of Senior Services and Council on Aging	jcolino@newtonma.gov	617-796-1671	345 Walnut St Newtonville, MA 02460	
Kait Rogers, Chief Finance and Administrative Officer	krogers@jccgb.org	617-558-6503	333 Nahanton St, Newton, MA 02459	
Joan Slaby, Coleman House resident		617-916-9210	677 Winchester St. #221, Newton MA 02459	

Project TITLE	Coleman House Senior Housing Preservation		51-20
SUMMARY CAPITAL/DEVELOPMENT BUDGET			
Uses of Funds			(rounded amounts)
Construction and Construction Contingency			\$25,330,182
Architect/Engineer, Clerk, Permits, Accounting, Legal, Low Voltage, Relocation, Commissioning			\$3,678,998
Soft Cost Contingency			\$183,962
Developer Overhead			\$1,300,000
D. TOTAL USES (should equal C. on page 1 and E. below)			\$ 30,493,141
Sources of Funds		Status (requested, expected, confirmed)	(rounded amounts)
Newton CPA Funds		Requested	\$ 4,214,622
Newton CDBG Funds		Requested	\$400,000
Newton HOME Funds		Requested	\$130,000
WestMetro HOME Consortium FY21		Will be requested	\$400,000
Utility Rebates		Will be requested	\$100,000
WestMetro HOME Consortium FY20		Confirmed	\$418,519
2Life Sponsor Note		Confirmed	\$24,830,000
E. TOTAL SOURCES (should equal C. on page 1 and D. above)			\$30,493,141
SUMMARY ANNUAL OPERATIONS & MAINTENANCE BUDGET (cannot use CPA funds)			
Uses of Funds			(rounded amounts)
Admin/Utilities/Taxes/Insurance/Resident Services			\$1,640,388
Operating & Maintenance			\$493,860
Financial Exp (including debt service)			\$1,018,445
F. TOTAL ANNUAL COST (should equal G. below)			\$3,152,693
Sources of Funds			(rounded amounts)
Rental Income net of vacancies and reserve/partnership expenses			\$3,446,284
			\$
			\$
G. TOTAL ANNUAL FUNDING (should equal F. above)			\$3,446,284
Cashflow			\$313,591

Project TIMELINE	Phase or Task	Season & Year
	Complete Construction Documents and Competitive Subcontractor Bidding	February 2021
	Start relocation in preparation for Construction	March 2021
	Anticipated Construction Start	April 2021
	Anticipated Construction Completion (18 month duration)	October 2022

Project TITLE	Coleman House Senior Housing Preservation		51-20
<input type="checkbox"/> Check off submitted attachments here. See also supplemental checklist for housing proposals.			
REQUIRED	X	PHOTOS	of existing site or resource conditions (2-3 photos may be enough)
	X	MAP	of site in relation to nearest major roads (omit if project has no site)
Pre-proposals: separate attachments not required, just use page 3 of form. Full proposals: separate, detailed budget attachments REQUIRED.	PROJECT FINANCES printed and as computer spreadsheets, with both uses & sources of funds		
	X	Development pro forma/capital budget: include total cost, hard vs. soft costs and contingencies, and project management – amount and cost of time from contractors or staff (in-kind contributions by existing staff must also be costed)	
	X	Operating/maintenance budget, projected separately for each of the next 10 years (CPA funds may not be used for operations or maintenance)	
	X	Non-CPA, CDBG, and Newton HOME funding: commitment letters, letters of inquiry to other funders, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions	
	X	Purchasing of goods & services: briefly summarize sponsor’s understanding of applicable state statutes and City policies	
REQUIRED for full proposal.	SPONSOR FINANCES & QUALIFICATIONS, INSTITUTIONAL SUPPORT		
	X	For sponsoring organization, most recent annual operating budget (revenue & expenses) & financial statement (assets & liabilities); each must include both public (City) and private resources (“friends” organizations, fundraising, etc.)	
	X	For project manager: relevant training & track record of managing similar projects	
REQUIRED for all full proposals involving real estate acquisition, construction or other building/ landscape improvements.	SITE CONTROL, VALUE & DEED RESTRICTIONS		
	X	Owner’s agreement to a permanent deed restriction for affordability	
	ZONING & PERMITTING		
	N/A	Short email confirming review by the Development Review Team (DRT)	
	X	Brief property history: at least the last 30 years of ownership & use (ask CPC staff for assistance with sources)	
	X	Environmental mitigation plans: incl. lead paint, asbestos, underground tanks	
	N/A	Zoning relief and permits required: incl. parking waivers, demolition or building permits, comprehensive permit or special permit	
	N/A	Other approvals required: Newton Conservation Commission, Newton Historical Commission, Newton Commission on Disabilities, Massachusetts Historical Commission, Massachusetts Architectural Access Board, etc.	
	DESIGN & CONSTRUCTION		
X	Professional design & cost estimates: include site plan, floor plans & elevations		
X	Materials & finishes; highlight “green” or sustainable features & materials		
OPTIONAL for all proposals.	X	LETTERS of SUPPORT	from Newton residents, organizations, or businesses

Project TITLE		Coleman House Senior Housing Preservation				51-20	
Newton, Massachusetts Community Preservation Program, CDBG, and HOME Investment Partnerships Program							
FUNDING REQUEST							
<p>These attachments are required for full proposals only. Electronic attachments may be submitted as PDFs.</p> <p>With printed copies, insert this checklist immediately after the main proposal attachments checklist.</p>							
USES OF FUNDS <i>Check all that apply.</i>							
Acquisition	X Rehabilitation / Preservation	New construction	Mortgage buydown/ refinance	Site preparation/ remediation			
TARGET POPULATION, TYPE OF HOUSING, SPECIAL FEATURES – <i>Check & describe all that apply.</i>							
Individuals		Families		X Seniors		Homeless/At Risk of Homelessness	
X Rental	Ownership	Condominium		Cooperative	Group/congregate		
Combination or other (identify): X Elderly/Disabled							
Special needs/disabilities (identify population & provider of support services, if any): 62+ frail elder and disabled population, supportive services provided by 2Life staff as well as Springwell staff.							
Special features (historic preservation, sustainability, etc.): Will pursue Enterprise Green Communities certification, proposed systems will reduce carbon footprint by 66% and heating and cooling costs by almost 50%.							
UNIT COMPOSITION <i>List number of units in each category.</i>							
UNIT TYPE	≤ 30% AMI	≤ 50% AMI	≤ 80% AMI	80-100% AMI	Market-rate	TOTAL	
SRO							
Studio							
1 BR		144			1 – Rent free manager unit	145	
2 BR					1 – Rent free manager unit	1	
3 BR							
B. Supplements to PROJECT FINANCES							
always	X	Market analysis: including prevailing/trending rents or prices & target population					
rental only	X	Rental subsidy, if any: sources, commitment letters or application/decision schedules					
ownership only	N/A	Cost of ownership analysis: including proposed sales prices, owners' estimated total housing costs, % interest of affordable units & proposed condominium association budget					

C. Supplements to SPONSOR FINANCES & QUALIFICATIONS			51-20
sponsor: check all that apply		<input checked="" type="checkbox"/> Non-profit	Certified CHDO Public Agency Project LLC Private for-profit
always	X	Organization mission & current housing portfolio , including how this project fits both; summary of previous similar projects completed, with photographs	
nonprofits	X	Board of Directors: including skills, experience, tenure & City board/commission affiliations	
D. Supplement to COMMUNITY OUTREACH			
always	X	Community outreach plan & efforts to date	
E. FAIR HOUSING, ACCESSIBILITY, RELOCATION			
	X	Affirmative marketing & resident selection plan	
always	X	Fair housing: training completed, summary of any past complaints & their resolution	
	X	Reasonable accommodation/reasonable modification policy	
as needed	X	Relocation plans/ budget/ notices	



2Life
COMMUNITIES

Age affordably. Live well.

Formerly Jewish Community Housing for the Elderly (JCHE)

November 20, 2020

Officers

Chair

Donna Kalikow

President & CEO

Amy Schectman

Vice Chair

Jeffrey Sacks

Treasurer

Norman Posner

Clerk

David Zaltas

Lara Kritzer

Community Preservation Program Manager

1000 Commonwealth Avenue

Newton, MA 02459

Barney Heath

Director of Planning and Development

1000 Commonwealth Avenue

Newton, MA 02459

Policy Board

The officers and:

Donald Bloch

Stephen Davis

Laura Efron

Lynne Elfland

Howard Furman

Robert Gifford

Cathryn Gildesgame

Stacy Goodman

Amy Gorin

Merle Grandberg

Bernard Kaplan

Rudolph Kass

Wendy Kraft

Paul Levy

Noah Maslan

Edward Saxe

Irma Schretter

Adam Scott

Bill Shaevel

Harold Stahler

Candace Steingisser

David Trietsch

Harold Tubman

RE: Coleman House Senior Housing Preservation Project

Dear Ms. Kritzer and Mr. Heath,

Thank you for the opportunity to submit this Pre-Proposal for CPA, CDBG and HOME funds for the Coleman House Senior Housing Preservation Project. This is an important project that preserves the existing 146 units of affordable senior housing for very low income seniors, demonstrates financial and environmental stewardship for the City and advances our vision that every older adult should have the opportunity to *age in community* and live a life full of purpose and connection in a dynamic and supportive environment.

2Life Communities is a mission-driven non-profit organization with a laser sharp focus on affordability. We have laid the groundwork for this preservation and renovation project in recent years through the completion of three other comprehensive renovation and preservations in our portfolio (Golda Meir House, Kurlat House and Ulin House) and in our financial capacity to undertake the project. In 2018, 2Life Coleman Limited Partnership refinanced Coleman House and set-aside the \$24.8 million in proceeds generate by the new debt to fund the preservation project. We have also invested pre-development funds to conduct multiple Capital Needs Assessments to identify the project scope and to hire Perkins Eastman, a premier architect with a dedicated area of practice in senior living.



30 Wallingford Road • Brighton, MA 02135-4753

TEL 617-912-8400 • FAX 617-912-8489 • 2lifecommunities.org

Highlights of the Coleman House Senior Housing Preservation Project

- Preservation of all apartments affordable to households earning up to 50% of the Area Median Income in perpetuity
- All households supported by existing project-based Section 8 and Section 8 PRAC contracts
- Reconfiguration of apartments to meet 2Life's adaptable design standards and accessibility requirements
- All new in-unit lighting, flooring, millwork, fixtures and appliances
- Life-cycle investment in major building systems including masonry, insulated wall assembly, roof, windows, electrical and plumbing to preserve the building and its core infrastructure
- The proposed HVAC system will be an all-electric VRF system with heat recovery. There are many benefits:
 - Simultaneous heating and cooling capabilities that are critical for a senior population
 - Cooling in the residential corridors
 - Highly sustainable
- Due to envelope preservation and improvements and HVAC system, heating and cooling costs reduced by almost 50% and 66% reduction in CO2 equivalent pounds (lbs)
- Enterprise Green Communities certification anticipated
- Redesign of the program spaces to serve as a village center for residents

We are pleased to have strong local support for this preservation project. We have engaged our Ward 8 District Councilors, the Council on Aging and our campus neighbors at the JCC. We have engaged Coleman House staff and residents through the planning and design process, ensuring communication channels for feedback despite COVID precautions through newsletters, handouts and material boards and renderings we are placing in elevator lobbies. We also have local financial support in place with \$418,757 in HOME funding from the WestMetro Consortium awarded on November 5, 2020. We plan to apply for an additional \$400,000 in FY21 HOME funds from the WestMetro Consortium next fall. We are also applying for approximately \$100,000 in utility rebates from MassSave.

2Life appreciates the helpful technical assistance we have received from CPA and City Planning and Development staff. With this application, 2Life requests:

- \$130,000 in FY22 HOME funds
- \$400,000 in FY21 CDBG funds
- \$4,214,622 in CPA funds



We are flexible and will accept any combination of the funding sources listed above. If we are so fortunate to have all funds described above awarded in full, the local funds will represent 18% of the total development cost.

The Coleman House preservation project has a high readiness to proceed in all aspects of the project and we are on track to start construction in April 2021. Perkins Eastman is completing the design development drawings and our GC Dellbrook JKS will price the drawings. We are in the process of working with our relocation consultant to prepare the relocation plan and get HUD's approval. All resident relocation will be on-site and will be temporary.

The City of Newton's funding will help 2Life preserve Coleman House, one of the very best buildings for seniors in the City. We hope you agree that 2Life's proposal furthers the City and Community Preservation Commission funding goals and will have a transformative impact on the existing and future Coleman House residents.

Please contact either me or Elise Selinger (617-912-8438, eselinger@2lifecommunities.org) with any questions regarding our proposal. Thank you for your ongoing partnership and support of 2Life and for your consideration of this funding request.

Sincerely,



Lizbeth Heyer
Chief of Real Estate and Innovation



COLEMAN HOUSE PRESERVATION PROJECT*As of January 8, 2021*

CPA	4,214,622	0
HOME	948,519	0
Other (Sponsor Funds, Rebates, not CDBG)	4,920,882	7,175,452
TOTAL	10,084,023	7,175,452

	Building Exterior & Systems	
		Remaining Scope
Trade		
General Trade Requirement		591,028
<i>General Trade Requirement- Program</i>		25,694
HazMat		
Abrasive Blasting		
Demolition		
Selective Interior Demolition		431,600
<i>Selective Interior Demolition - Program</i>		66,352
<i>Earthwork - Program</i>		20,000
Special Foundation/Soil Conditions		
Fencing		
Landscape		
<i>CIP Concrete - Program</i>		17,453
Cementitious Underlayment		
Masonry & Restoration	2,125,000	
Structural Steel		
Misc Metals		367,000
<i>Misc Metals -Program</i>		4,147
Rough Carpentry		93,600
<i>Rough Carpentry - Program</i>		8,294
Finish Carpentry		788,696
<i>Finish Carpentry - Program</i>		132,460
Closet Shelving		
Wood Stairs		
<i>Insulation - Program</i>		16,588
Insulation		
Roofing	318,866	
Siding		
Fireproofing		
<i>Fireproofing - Program</i>	3,000	
Fire Stopping		32,850
<i>Fire Stopping - Program</i>		1,659
Joint Sealant		
Door, Frames, Hardware		656,977
<i>Door, Frames, Hardware - Program</i>		32,200
Specialty Doors		
Overhead Doors		

Entrances, Storefronts & Glazing		28,427	
<i>Entrances, Storefronts & Glazing - Program</i>		3,000	
Windows	1,213,346		
Gypsum Wall Board		884,055	
<i>Gypsum Wall Board - Program</i>		191,766	
Acoustic Ceiling Tiles		56,220	
<i>Acoustic Ceiling Tiles - Program</i>		27,176	
Flooring		615,645	
<i>Flooring - Program</i>		120,982	
Painting		425,855	
<i>Painting - Program</i>		26,032	
Specialties		85,334	
<i>Specialties - Program</i>		10,724	
Parking Equipment			
Appliances		154,993	
<i>Appliances - Program</i>		3,600	
Trash Chutes			
Commercial Kitchen			
Cabinets		404,686	
<i>Cabinets - Program</i>		4,000	
Stone Counters		282,650	
<i>Stone Counters - Program</i>		2,250	
Window Treatments		34,745	
<i>Window Treatments - Program</i>		3,150	
Special Construction			
Elevators		100,000	
Fire Protection	307,000		
<i>Fire Protection - Program</i>	35,250		
Plumbing	1,316,385		
<i>Plumbing - Program</i>	32,000		
HVAC	2,790,100		
<i>HVAC - Program</i>	248,820		
Electrical	1,495,200	373,800	80%
<i>Electrical - Program</i>	199,056	49,764	80%
Trade Subtotal	10,084,023	7,175,452	

Coleman House Renovation

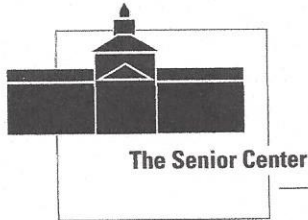
Sources Uses Schedule & Development Budget

SOURCES	Pre-Proposal	Current	Res P/U	Notes
2Life Sponsor Note	24,830,000	24,830,000	170,068	81.4% committed
WestMetro HOME Consortium FY20	418,519	418,519	2,867	1.4% committed
Newton CPA	4,214,622	4,214,622	28,867	13.8% anticipated
Newton CDBG FY21	400,000	400,000	2,740	1.3% anticipated
WestMetro HOME Consortium FY21	400,000	400,000	2,740	1.3% anticipated
Newton HOME (FY22)	130,000	130,000	890	0.4% anticipated
Utility Rebates (MassSave)	100,000	100,000	685	0.3% per unit industry standard
Total Sources	30,493,141	30,493,141	208,857	

USES	Total	Res P/U	Notes
Acquisition	-	-	-
Construction			
Hard Costs	16,785,000	17,259,475	118,216
General Requirements/Profit	6,242,438	5,775,809	39,560
Cost of Construction	23,027,438	23,035,284	157,776
Contingency	2,302,744	2,303,528	15,778
Subtotal Construction	25,330,182	25,338,812	173,554
Soft Costs			
Architect & Engineering	1,407,778	1,424,800	9,759
Survey and Permits	75,000	75,000	514
Clerk of the Works	183,000	183,000	1,253
Commissioning & Testing	75,000	75,000	514
Bond Premium	-	-	-
Legal	75,000	90,000	616
Title/Recording	20,000	20,000	137
Accounting/Cost Cert	20,000	5,000	34
Marketing & Rent-Up	-	15,000	103
Real Estate Taxes	-	-	-
Insurance (Construction)	41,963	43,149	296
Relocation	818,000	955,541	6,545
Appraisal/Market Study	-	-	-
Pre-Construction Services	-	-	-
Energy/Green Consulting	63,500	69,300	475
Low Voltage	900,000	715,000	4,897
Utility Connection Fees	-	-	-
Pre-dev loan fees/interest	-	-	-
Syndication Fees	-	-	-
DHCD Processing Fee	-	-	-
Soft Cost Contingency	183,962	183,539	1,257
Subtotal Soft Costs	3,862,960	3,854,329	26,400
Developer Overhead/Fee	1,300,000	1,300,000	8,904
Developer's Fee	-	-	-
Replacement Reserves	-	-	-
Operating Reserves	-	-	-
Subtotal Fees, etc.	1,300,000	1,300,000	8,904
Total Uses	30,493,141	30,493,141	208,857

City of Newton
Department of Senior Services

Newton Council on Aging



Community Preservation Program Manager,
City of Newton Planning & Development Department
1000 Commonwealth Ave
Newton, MA 02459

Thursday, November 19, 2020

Dear Ms. Kritzer,

I am writing on the behalf of the Newton Council on Aging and Advisory Board (COA). The COA is a group of interested volunteers appointed, by the Mayor, to serve the needs and improve the quality of life for all Newton seniors focusing on outreach, advocacy, education, and legislation. The COA is part of the Department of Senior Services and shares the mission, vision, and values of the department.

The mission of the Department of Senior Services is to optimize quality of life for older adults and those who support them through welcoming, respectful and meaningful opportunities that engage and value older people, and empower them to remain independent and to be important assets in our community.

Our vision is to provide sustained leadership that helps Newton be a livable and age friendly community for all who choose to age here.

Thank you for the opportunity to comment on the Coleman House Senior Housing Preservation project proposed by 2Life Communities. The Newton Council on Aging and Advisory Board (COA) supports this renovation project and believe it is critical to ensure the preservation of high-quality affordable housing for future generations. The project will address the documented* desire of older residents to remain in their homes and as equally important to remain in the village they are currently living in.

The COA is aware that 2Life is a mission-driven non-profit organization, dedicated to high-quality senior living environments with a laser sharp focus on affordability and a strong track record in Newton and beyond.

Newton Council on Aging/Senior Center | 345 Walnut Street | Newton, MA 02460

Tel: 617-796-1660 | Fax: 617-969-9560

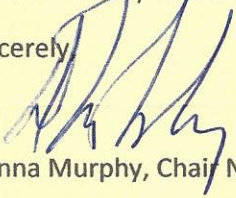
E-mail: info@newtonseniors.org | Web Site: www.newtonseniors.org



Since the renovation of Coleman House I and II will be the fourth major modernization of 2Life's older 202 portfolio in the past five years, we are confident in their depth of experience and strong track record in occupied rehabilitation and preservation projects. We are aware that 2Life staff has engaged Coleman residents throughout the renovation planning and is incorporating their feedback into design decisions. 2Life has communicated clearly with the Newton Department of Senior Services (NDSS) when construction and renovation plans may be impacting their residents. They solicited input on how those impacts might be minimized while assuring the continued quality of life residents have come to expect.

This project achieves important community development goals in the City of Newton. We hope the Community Preservation Committee fully funds 2Life's proposal.

Sincerely,



Donna Murphy, Chair Newton Council on Aging

*Living and Aging in Newton: Now and in the Future

Community Preservation Program Manager
City of Newton Planning and Development Dept.
1000 Commonwealth Avenue
Newton MA 02459

Wednesday November 18, 2020

Dear Ms. Kritzer,

My name is Joan Slaby. I am 88 years old and have lived at Coleman House for 9 years. I think it's important to tell you that previous to living at Coleman House, I lived at affordable housing in another suburb of Boston. You would be ashamed to have that housing in the City of Newton. I think it is also notable that in addition to the building we live in, 2 Life Communities strives to keep residents engaged within the community, helping us to live longer and healthier lives. My children are so grateful I live here.

In spite of the fact that we live in a safe and well kept facility, there are changes that are necessary to the safety of our daily lives. For example, most of us have difficulty stepping into the tub for a shower. I myself have a stool with a sturdy handle to assist me. The kitchen cupboards are deep and dark making

2

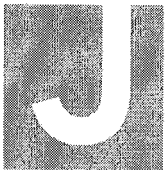
it difficult to obtain articles from the back of the shelves. I think everyone without exception will tell you that the windows are impossible to open. Those are just a few of the obvious issues. I'll leave the professionals important work such as the roof, masonry, electricity and plumbing.

I appreciate the opportunity to bring my thoughts to you. The Coleman House Senior Housing Preservation Progress Proposal by 2 Life Communities is critical to ensure the preservation of high quality affordable housing for future generations and one the City of Newton would be proud of. I believe 2 Life's track record is evident & we residents have been a part of the planning and they have welcomed our feedback.

This is an important project for current and future residents. I sincerely hope the City of Newton and The Community Preservation Committee will fully fund 2 Life's proposal.

In closing I would like to add that I am proud to live in the City of Newton. It is a fine example of what a community should be and Coleman House is a fine example of what affordable housing should be.

Sincerely, Joan Slaby
Apt. 221 677 Wenchester St.
617-916-9210 Newton MA 02459



JCC Greater
Boston

Community Preservation Program Manager,
City of Newton Planning & Development Department
1000 Commonwealth Ave
Newton, MA 02459

Monday, November 16, 2020

Dear Ms. Kritzer,

Thank you for the opportunity to comment on the Coleman House Senior Housing Preservation project proposed by 2Life Communities. We support this renovation project and believe it is critical to ensure the preservation of high quality affordable housing for future generations.

2Life is a mission-driven non-profit organization, dedicated to high-quality senior living environments with a laser sharp focus on affordability and a strong track record in Newton. This is evidenced by the fact that following a 2018 refinance of Coleman House, 2Life is putting those proceeds back into this project to fund the preservation project.

Since the renovation of Coleman House I and II will be the fourth major modernization of 2Life's older 202 portfolio in the past five years, we are confident in their depth of experience and strong track record in occupied rehabilitation and preservation projects. 2Life staff has engaged Coleman residents throughout the renovation planning and is incorporating their feedback into design decisions.

We appreciate that the scope of the renovation is comprehensive including: reconfiguring the apartments to meet 2Life's adaptable design standards and accessibility requirements, a life-cycle investment to preserve building systems (masonry, roof, windows, HVAC, electrical and plumbing) and redesign of the program spaces to serve as a village center for residents.

This project achieves important community development goals in the in the City of Newton. Coleman House is a vital campus partner to the JCC and we appreciate 2Life's responsible stewardship by preserving this campus asset for another 30+ years. We hope the Community Preservation Committee fully funds 2Life's proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. Sokoll', with a long horizontal flourish extending to the right.

Mark Sokoll
CEO and President
Jewish Community Centers of Greater Boston
333 Nahanton Street
Newton, MA 02459



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Department of Planning and Development
1000 Commonwealth Avenue Newton, Massachusetts 02459

51-20
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TDD/TTY
(617) 796-1089
www.newtonma.gov

Barney S. Heath
Director

MEMORANDUM

To: Planning and Development Board Members

From: Eamon Bencivengo, Housing Development Planner
Amanda Berman, Director of Housing and Community Development

CC: Community Preservation Committee Members
Lizbeth Heyer, Chief of Real Estate, 2Life Communities

Re: Request for a Substantial Amendment to the FY21 Annual Action Plan to allocate \$400,000 in Newton CDBG funds and a pre-commitment of \$130,000 in FY22 Newton HOME Funds towards the Coleman House Senior Housing Preservation Project developed by 2Life Communities

Date: January 8, 2021

SUMMARY

The Project Sponsor, 2 Life Communities, is requesting **\$4,744,622** from the City of Newton to support the preservation of 146 existing units of affordable housing for very low-income seniors at the Coleman House Senior Housing Project: \$4,214,622 in Community Preservation Act Funds (CPA), \$400,000 in FY21 Newton Community Development Block Grant Funds (CDBG), and \$130,000 in pre-committed FY22 Newton HOME funds. The project's estimated total development cost (TDC) is \$30,493,141.

Coleman House I and II provide deed-restricted, permanent affordable housing and supportive services to 146 very low- and extremely low-income older adult households in Newton. The proposed comprehensive rehabilitation and preservation of 2Life's Coleman House I and II will be the fourth major preservation and occupied rehabilitation project of 2Life's older 202 portfolio in the past five years, demonstrating 2life's depth of experience and a strong track record.

Coleman I was refinanced in 2018 and \$24,830,000 was made available for rehabilitation and preservation. As a non-profit, 2Life Communities is investing these funds back into the property not just for capital improvements but also, as the long-term operators, to meet the highest possible

sustainability and resiliency standards. 2Life intends to redesign the apartments for enhanced adaptability, above and beyond what is typical in the rehabilitation of 30+ year old brick buildings.

The project scope will include:

- reconfiguring 100% of the apartments to meet 2Life’s adaptable design standards and accessibility requirements to support people in their apartments as their physical needs change,
- a life-cycle investment to preserve building systems (masonry, roof, windows, HVAC, electrical and plumbing),
- and redesign of the program spaces to serve as a village center for residents.

In particular, according to a Capital Needs Assessment completed in 2018, Coleman II requires the reconfiguration of the kitchen and bathrooms to comply with Fair Housing access codes. The significant upgrade to the HVAC system will further support the environmental health in the building and, as an electric system, is better for the environment. 2Life is committed to sustainability and this renovation will achieve Enterprise Green Communities standards.

2Life Communities is a nonprofit, nonsectarian provider of senior supportive housing in the Greater Boston area. Since 1965, 2Life has created over 1,500 affordable homes for low-income older adults in Brighton, Brookline, Newton and Framingham, all of which are owned, managed and serviced by 2Life.

FUNDING REQUEST

The Project Sponsor, 2 Life Communities, is requesting **\$4,744,622** from the City of Newton to support the preservation of these existing affordable units:

City CPA	\$4,214,622
City CDBG (FY21)	\$ 400,000
City HOME (FY22)	\$ 130,000

2Life’s CDBG request will be funded by FY21 dollars, while the HOME request will be funded from a pre-commitment of FY22 Newton HOME dollars.

The request of Newton CPA, CDBG and HOME funds are projected to make up approximately 18% of the project’s total development costs. The CPA funds will be allocated to the following building preservation components: masonry repairs and a new roof and windows. The CDBG funds will be used for relocation soft costs. HOME funds will be used to pay for the rehabilitation of the major building systems.

As outlined in the table below, Coleman residents qualify as low- or very low-income. The median household income of the residents is \$12,000 per year. In addition, the median age is 82 years old and 53% of residents need some level of assistance for their activities of daily living. Therefore, not only does the funding request help to preserve the deep affordability of the units, but the proposed accessibility and adaptability improvements are particularly important in allowing residents to remain at Coleman as their physical needs change over time.

UNIT COMPOSITION <i>List number of units in each category.</i>						
UNIT TYPE	≤ 30% AMI	≤ 50% AMI	≤ 80% AMI	80-100% AMI	Market-rate	TOTAL
SRO						
Studio						
1 BR		144			1 – Rent free manager unit	145
2 BR					1 – Rent free manager unit	1
3 BR						

Financial Analysis

The City of Newton Housing & Community Development Division has reviewed the joint CPA, CDBG, and HOME funding request from 2Life Communities dated 11/20/20 (and the 1/8/21 updated budget) and has determined that the funding allocation for the proposed project to support the preservation of 146 existing units of affordable housing for very low-income seniors at the Coleman House Senior Housing Project is feasible and within the CDBG and HOME Program guidelines and regulations found in 24 CFR 92.250(b). Prior to the execution of a HOME and CDBG Loan Agreement, a full underwriting and financial analysis must be performed, consistent with guidelines set forth by the U.S. Department of Urban Development and the WestMetro HOME Consortium.

Sources and Uses

The project's total development cost (TDC) is \$30,493,141, of which \$3,854,329 are soft costs. The developer's fee and overhead comes to \$1,300,000 or 4.26% of the TDC. Through the refinance of the Coleman I project, 2Life was able to leverage \$24,830,000 which they are investing back into the project. This amounts to 81.4% of the total project sources.

The full project funding proposal and corresponding documents can be found here:

<https://www.newtonma.gov/government/planning/community-preservation-program/proposals-projects/coleman-house-senior-housing-preservation>

The following table summarize the project's funding sources and uses, comparing the 11/20/20 pre-proposal budget to the current 1/8/21 budget:

Coleman House Renovation
Sources Uses Schedule & Development Budget

SOURCES	Pre-Proposal	Current	Res P/U
2Life Sponsor Note	24,830,000	24,830,000	170,068
WestMetro HOME Consortium FY20	418,519	418,519	2,867
Newton CPA	4,214,622	4,214,622	28,867
Newton CDBG FY21	400,000	400,000	2,740
WestMetro HOME Consortium FY21	400,000	400,000	2,740
Newton HOME (FY22)	130,000	130,000	890
Utility Rebates (MassSave)	100,000	100,000	685
Total Sources	30,493,141	30,493,141	208,857

Acquisition	-	-	-
Construction			
Hard Costs	16,785,000	17,259,475	118,216
General Requirements/Profit	6,242,438	5,775,809	39,560
Cost of Construction	23,027,438	23,035,284	157,776
Contingency	2,302,744	2,303,528	15,778
Subtotal Construction	25,330,182	25,338,812	173,554
Soft Costs			
Architect & Engineering	1,407,778	1,424,800	9,759
Survey and Permits	75,000	75,000	514
Clerk of the Works	183,000	183,000	1,253
Commissioning & Testing	75,000	75,000	514
Bond Premium	-	-	-
Legal	75,000	90,000	616
Title/Recording	20,000	20,000	137
Accounting/Cost Cert	20,000	5,000	34
Marketing & Rent-Up	-	15,000	103
Real Estate Taxes	-	-	-
Insurance (Construction)	41,963	43,149	296
Relocation	818,000	955,541	6,545
Appraisal/Market Study	-	-	-
Pre-Construction Services	-	-	-
Energy/Green Consulting	63,500	69,300	475
Low Voltage	900,000	715,000	4,897
Utility Connection Fees	-	-	-
Pre-dev loan fees/interest	-	-	-
Syndication Fees	-	-	-
DHCD Processing Fee	-	-	-
Soft Cost Contingency	183,962	183,539	1,257
Subtotal Soft Costs	3,862,960	3,854,329	26,400
Developer Overhead/Fee	1,300,000	1,300,000	8,904
Developer's Fee	-	-	-
Replacement Reserves	-	-	-
Operating Reserves	-	-	-
Subtotal Fees, etc.	1,300,000	1,300,000	8,904
Total Uses	30,493,141	30,493,141	208,857

The project has already been awarded **\$418,519 in WestMetro HOME Consortium Consolidated Pool Funds**. All 13 WestMetro HOME Consortium communities, including Newton, are subject to a 12-month Exclusive Use Period for their annual entitlement of HOME funds. Any HOME entitlement funds that are not committed by the member community to an eligible HOME project after 12 months from the start of the fiscal year shall be transferred to the Consortium's Competitive Funding Pool for use by any member community through a Request for Proposals (RFP) process. 2Life Communities applied to the Fall 2020 RFP Round and was awarded the \$418,519 by the WestMetro HOME Consortium at its fourth quarter meeting in November 2020.

Maximum and Minimum Per-Unit Subsidy

The minimum HOME subsidy that can be invested per unit is \$1,000.

The maximum HOME subsidy per HOME-assisted unit that a participating jurisdiction can provide to a project cannot exceed the per-unit dollar limitations established by HUD. Below are the 2020 maximum HOME per unit subsidy limits for 0 and 1 bedrooms for Maine, Vermont, New Hampshire, Massachusetts and Rhode Island. These limits are effective as of June 4, 2020.

Bedrooms	HOME Maximum Per-Unit Subsidy
0	\$153,314
1	\$175,752

The maximum HOME per-unit subsidy limit creates a cap on the total amount of HOME assistance that may be provided for a specific number of units in a project; or creates a floor on the number of HOME units that may be created for a specific dollar amount of total HOME assistance to a project.

2Life proposes the project to have a maximum of four HOME-assisted units. The following Maximum Per-Unit Subsidy Limit Tests show that a combination of previously awarded WestMetro Consortium HOME funds of \$418,519 and a pre-commitment of FY22 HOME funds of \$130,000 equals \$548,519, which falls below **the maximum limit for four one-bedroom HOME units of \$703,008**.

Max HOME Per-Unit Subsidy Test	
Combined Total HOME Assistance: \$548,519	
Unit Type	Max Per-Unit Subsidy
1-bedroom	\$175,752
1-bedroom	\$175,752
1-bedroom	\$175,752
1-bedroom	\$175,752
# of HOME Units	4, one-bedrooms
Max HOME Assistance	\$703,008

The HOME affordability period will be governed by an affordable housing restriction for 20 years. HOME-assisted units will be monitored annually by the City in terms of rent setting, quality standards, and income qualification of tenants.

While subject to a complete underwriting analysis prior to funding commitment, staff proposes setting the rents for the HOME-assisted units up to 65% AMI (the High HOME rent).

SUBSTANTIAL AMENDMENT

The \$400,000 of requested Newton CDBG and \$130,000 of requested Newton HOME funds will be used to support the preservation of 146 existing units of affordable housing for very low-income seniors at the Coleman House Senior Housing Project.

The utilization of the City's FY21 CDBG dollars requires a substantial amendment to the FY21 Annual Action Plans.

Per the City of Newton Housing and Community Development Program Citizen Participation Plan, a Substantial Amendment is defined, in accordance with the U.S. Department of Housing & Urban Development (HUD) regulations 24 CFR 91.505(a), as:

- A substantial change in allocation priorities (any change greater than 25 percent in an individual project's total budget) or a substantial change in the method of distribution of funds;
- A new activity (including those funded exclusively with program income) not previously covered by the Newton Consolidated Plan or Annual Action Plan; or a
- Substantial change in the purpose, scope, location or beneficiaries of an activity.

RECOMMENDATION

At their January 5, 2021 meeting, the Newton Housing Partnership voted eight in favor with one abstention to recommend the full funding of this proposal to the Planning & Development Board and Community Preservation Committee.

In addition, based on the merits of the proposal, consistency with community need identified in the 2021-2025 Consolidated Plan and evidence of community support, **staff recommends that the Planning & Development Board vote to approve the request for a Substantial Amendment to the FY21 Annual Action Plan to allocate \$400,000 in Newton CDBG funds and a pre-commitment of \$130,000 in FY22 HOME Funds towards the Coleman House Senior Housing Preservation Project developed by 2Life Communities.**

Staff recommends the use of CDBG and HOME funding as described above, with the following pre-conditions:

- a) HOME funds cannot be committed until a HOME underwriting analysis is completed for the project.
- b) HOME funds cannot be committed until firm commitments are received from all other sources identified in the most recent Development Budget (this is a federal requirement).

- c) HOME and CDBG funds cannot be committed until completion of the Environmental Review Record and HUD issues the Authority to Use Grant Funds.
- d) Project cost savings are returned proportionally to the respective grant program(s) upon completion.
- e) 2Life Communities, must report to the Planning and Development Board at various benchmarks throughout implementation of the project to monitor the financial viability of the project:
 - 1. Four months following the start of project construction to report on progress;
 - 2. At construction completion;
 - 3. As needed.

Coleman Preservation CPA, CDBG and HOME Request

January 12, 2021



Aging in Community: 2Life's mission

- ▶ **EVERY**older adult deserves the opportunity to live a full life of connection and purpose in a dynamic, supportive environment
- ▶ 1,320 affordable apartments, 5 campuses
- ▶ 1,600 older adults from 30 countries
- ▶ Programs to engage everyone **in community**, support long tenures
- ▶ Strong **advocate** for *aging in community*
- ▶ Long-term **owner**, property manager, service provider and developer





Coleman Supportive Services and Programs

- ▶ On-site, multi -lingual resident services coordinators
- ▶ On-site maintenance and building management
- ▶ Care coordination and referrals to Springwell
- ▶ Social, cultural, educational programming
- ▶ Fitness and wellness partners
- ▶ Live-in staff members
- ▶ 2Life van trips & ride share support from Front Desk Ambassador



Coleman Resident Demographics, Year End 2019

- ▶ All residents are extremely low and very low income seniors, at or below 50% of AMI
- ▶ Median income: \$12,000/year
- ▶ Median age: 82 years old
- ▶ 10 countries represented
- ▶ 53% need some level of assistance
- ▶ 40% use a cane or walker to get around safely





Goals of Coleman Senior Housing Preservation Project

- ▶ Preserve 146 units for very low income seniors in perpetuity with existing project -based contracts
- ▶ 100% of apartments adaptable
 - ▶ Supports 2Life's aging in community model
 - ▶ Complies with Newton COA design standards
 - ▶ FHA and MAAB compliance
- ▶ Life cycle investment preserves building infrastructure
- ▶ Enterprise Green Communities
- ▶ Village center program spaces redesign
- ▶ Meet High priority needs in FY16 -20 Consol. Plan



Proposed Budget Sources

24,830,000	Coleman I Sponsor Loan - Confirmed
418,519	WestMetro HOME Consortium FY20 - Confirmed
4,214,622	Newton CPA Funds - Requested
400,000	Newton CDBG - Requested
130,000	Newton HOME - Requested
400,000	WestMetro HOME Consortium FY21 - Forthcoming
100,000	MassSave Utility Rebates - Forthcoming
30,493,141	SOURCES TOTAL
208,857	TDC Per Unit
38,104	Local Funds per Unit
18%	Local Funds as % of TDC



Budget Uses

51-20

25,338,812	CONSTRUCTION TOTAL
2,715,249	A/E, Clerk, Permits, Legal, Low Voltage
955,541	Relocation
183,539	Contingency (5%)
3,854,329	SOFT COST TOTAL
1,300,000	Developer OH
30,493,141	TOTAL DEVELOPMENT COST

CPA Funds- Preservation of structure (envelope, building systems)

HOME Funds - General construction costs (including some preservation work)

CDBG Funds- Relocation costs



Schedule and Readiness to Proceed

- ▶ **February 2021** : Complete Construction Documents and Competitive Subcontractor Bidding
- ▶ **March 2021** : Start relocation prior to Construction
- ▶ **April 2021** : Anticipated Construction Start
- ▶ **Winter 2023** : Anticipated Construction Completion



Feedback & Questions

