

# Gateway Housing Rehabilitation Program

MassHousing is pleased to offer Gateway Housing Rehabilitation Program funding.

Gateway Housing Rehabilitation Program (GHRP) grant funds are offered for 1-4 unit residential rehabilitation projects in Gateway cities and other similarly situated communities. Eligible applicants include municipalities, non-profit organizations, CDCs or for-profit developers.

Applications must identify specific properties to be addressed with GHRP funding and may include multiple properties. GHRP can provide up to \$125,000 per affordable restricted unit. Overhead and Profit allowances are detailed in the *GHRP Guidelines* (see <https://www.masshousing.com/-/media/Files/GHRP/GHRP-Guidelines>)

In support of MassHousing's longstanding commitment to confront the housing challenges facing the Commonwealth and to improve the lives of its people, we expect the organizations with which we do business to support our core principles of diversity, equity, and inclusion.

## Eligibility

- Projects must be located in Gateway Cities and similarly situated municipalities (see next page for list of eligible communities)
- Projects are limited to 1-4 unit properties that have been cited for building and/or sanitary code violations, or are subject to loss or denial of property insurance due to bight or substandard conditions;
- Eligible 1-4 Unit Project proposals may include
  - Transformation of vacant or abandoned buildings into new homeownership or rental opportunities; or
  - Rehabilitation of existing rental properties; or
  - Rehabilitation of 1-4 unit owner occupied properties where conditions require more funding than is available through existing housing rehabilitation and deleading programs.

**Program Preferences** (See <https://www.masshousing.com/-/media/Files/GHRP/ghrp-guidelines.ashx> for the complete descriptions of preferences)

- Development teams lead by or which include emerging developers as defined in the GHRP Guidelines (*see link above*);
- Projects located in municipalities which previously participated in GHRP;

- 1-4 unit homebuyer opportunities
- Development teams that include Minority Businesses (MBE's) and/or Women Businesses (WBE's)
- Projects that promote and support minority homeownership

**Readiness Requirements**

- MassHousing encourages applications for projects ready to start construction within 9 months of grant award.
- Applications for projects that are not shovel ready must include at least one proposed project that is expected to be in construction within 9 months of grant award.
- All projects must be completed within a 2-year grant contract period.

\* Required

# Application Submission and Information Sessions

## Eligible Communities:

1. The 26 Cities and Towns identified by the Massachusetts Legislature as Gateway Municipalities, include Attleboro, Barnstable, Brockton, Chelsea, Chicopee, Everett, Fall River, Fitchburg, Haverhill, Holyoke, Lawrence, Leominster, Lowell, Lynn, Malden, Methuen, New Bedford, Peabody, Pittsfield, Quincy, Revere, Salem, Springfield, Taunton, Westfield, Worcester.
2. Municipalities identified as "similarly-situated" include Agawam, Framingham, Gardner, Gloucester, Greenfield, Randolph, and West Springfield.

## Submission

Applications must be filled out in their entirety (See Note below) and all required and relevant attachments listed in Section 5 below, must be submitted via email to [GHRP@masshousing.com](mailto:GHRP@masshousing.com).

Threshold and Comparative Criteria to be used in application review is provided in Section 6.

**NOTE: The application does not allow you to save your progress and come back at a later time. A full list of application questions can be found here: <https://www.masshousing.com/-/media/Files/GHRP/nsp-questions.ashx>**

## Rolling Application Timeline and Information Sessions

- **Application Launch: Monday, February 13, 2023**
- **Applications will be accepted on a Rolling Basis until all funds are committed**
- **Informational Session and Budget Workshops on ZOOM:**
  - Thursday, February 16, 2023 9:30-10:30 AM Information Session MUNICIPALITIES ONLY
  - Wednesday, February 22, 2023 1:30-2:30 PM Informational Session
  - Thursday, March 2, 2023 11 AM-12 Noon Informational Session
  - Wednesday, March 8, 2023 10:30-11:30 AM Budget Workshop
- **Application Review:** Applications shall be reviewed as they are received
  - Applications will be reviewed using the **Threshold and Comparative Criteria** in Section 6.
- **Funding Awards** will be made on an on-going basis.

## Applicant Information

### 1. Lead Applicant Organization Name and Address \*

### 2. Lead Applicant type \*

- Municipality
- Community Development Corporation
- Non-Profit
- For-Profit

### 3. Partner Organization(s) with Contact Information

#### 4. Partner Type(s)

- Municipality
- Community Development Corporation
- Non-Profit
- For-Profit Developer
- Other

#### 5. Name of Applicant's Chief Administrative Official \*

#### 6. Chief Administrative Official address and contact information \*

## Primary Contact Information

7. Name \*

8. Title \*

9. Organization \*

10. Email \*

11. Phone Number \*

## Activity Information

### 12. Activity Type \*

Check all that apply

- 1-4 unit new Homebuyer or Rental opportunity
- 1-4 unit Rental Rehab
- Substandard Homeowner Property

### 13. Total Grant Amount requested \*

### 14. # of Properties/Projects \*

### 15. # of Homebuyer Units

### 16. # of Homeowner Rehab Units

## 17. # Rental Units

## 18. Income ranges to be served \*

Check all that apply

- = <80% AMI
- 81%-110% AMI
- Market (unrestricted) units

## 19. Activity Location (4,000 characters) \*

List location of proposed project site, including address, neighborhood, municipality and census tract.

## 20. Conditions Narrative (4,000 characters) \*

*Describe the conditions of property that meet the GHRP program criteria and preferences. Has the property been cited for code violations? If not, have code violations, and in particular health and safety violations been identified? Is the property at risk of loss of property insurance? What are the blighted conditions at the property?*



**21. Activity Narrative (4,000 characters) \***

*Provide details about the activity and how GHRP funds would be used. Describe the code violations and blighted conditions that will be addressed with the requested funds. What impact will this project have on the surrounding neighborhood? How does this activity address Program Preferences?*

**22. Development/Project Team Narrative (4,000 characters) \***

*Provide details about the developer team, including team members' experience and past or current projects. Do any team members meet the definition of "emerging developer?" Does the team include minority-owned or women-owned businesses? Note that team member resumes and other documentation must be submitted as an Application Attachment.*

**23. Activity Readiness Narrative (4,000 characters) \***

*Does the applicant have site control? If no, what is the plan and timeline for obtaining site control? What other funding sources are anticipated and what is the status—awarded or committed? If federal funds are included, what is the status of environmental clearance? What is the status of plans/design? Are zoning variances required? If yes, what is the status of zoning appeals? Has a contractor been selected, or has a contractor list been generated? What is the expected timing for project(s) construction? Note that construction must commence within 9 months of the GHRP funding commitment. Please describe any other relevant readiness concerns.*

## 24. Activity Schedule (4,000 characters) \*

*Please provide a brief timeline for your project, including any milestones. Note that projects that can start within 3 months of a signed grant agreement are strongly encouraged and that the property must be in construction no later than 9 months after grant commitment. Schedule should include such tasks as acquisition, environmental clearance, zoning, bidding, permits, financing commitments, construction (start and completion) and close-out.*

Please send all required attachments to [GHRP@masshousing.com](mailto:GHRP@masshousing.com), including:

**A. Letter(s) of Support.**

**If applicant is not a Municipality, a Letter of Support is required from:**

- The Municipality: Chief Elected Official or Planning/Community Development Director

**Other Support Letters are strongly encouraged from:**

- Local CDCs and/or non-profit organizations
- Other Elected officials, neighborhood organizations, residents, etc.

**B. Partnership Documentation**

- Documentation of partnerships (partnership agreements, memorandums of agreement, etc) as applicable

**C. List of applicant team members with qualification documentation including:**

- Team member resumes
- List of relevant projects underway and/or successfully completed
- Alignment with MWBE and Emerging Developer preferences, as applicable

**D. Budget:**

- Provide sources and uses estimate for planned project(s). If market units are included in a project, clearly show that NSP funds will not be used to support those units.
- For 1-4 Unit Homebuyer developments, please submit <https://www.masshousing.com/-/media/Files/GHRP/GHRP-1-4-Unit-Budget.ashx>
- For 1-4 Unit Homeowner assistance projects, please submit <https://www.masshousing.com/-/media/Files/GHRP/GHRP-Homeowner-Rehab.ashx>
- For Rental Properties please submit <https://www.masshousing.com/-media/Files/GHRP/GHRP-Rental-Property-Budget.ashx>
- BUDGET NARRATIVE: Provide written information and calculations as needed to show how home prices and/or rents were determined, as applicable.

**D. Additional items (as applicable):**

- Site Map—showing all proposed properties included in the project
- Photos and other documentation of site and area conditions/contextual conditions
- Schematic plans and/or proposed scope of work.
- Proposed elevations for major exterior rehab projects
- Evidence of site control
- Letters of interest/commitment from funders, investors, operating subsidies, etc.
- Audited Financials--most recent 2 years
  - If not available, provide most recent 2 years corporate tax returns

**E. Diversity, Equity & Inclusion Plan should discuss:**

- Does your development team include MWBEs? Is the lead organization an MWBE?
- What are your proposed spending goals and commitments regarding the anticipated budget to be allocated to MWBE contractors and/or sub-contractors? Describe the strategy for achieving these goals.
- For developers of homebuyer opportunities: describe your marketing efforts that promote minority homeownership
- For Municipalities or non-profits assisting homeowners: describe your strategy for protecting minority homeowners.
- For developers/owners of rental properties: describe your fair housing and tenant selection plan.

### Threshold Criteria

- Completed Application and all relevant attachments submitted
- Homebuyer/Homeowner project is 1-4 units, or Rental project is 20 or fewer units
- GHRP Funding request is no more than \$125,000 per affordable restricted unit
- Evidence that Property conditions meet one or more guideline requirements
  - Cited for building/sanitary code violations
  - Subject to loss of insurance
  - Blighted or substandard conditions with identified code violations
- Activity meets guideline requirements
  - Reconstruction renovation, redevelopment of eligible property which creates or preserves units
  - Brings property into compliance with state codes and laws
  - Other capital improvements that mitigate blighted or substandard conditions

### Comparative Criteria

- Project Alignment with Program Preferences
  - Highly Advantageous: The project aligns with 3 or more program preferences
  - Advantageous: The project aligns with 1-2 program preferences
  - Not Advantageous: The project does not align with any program preferences
- Team Qualifications
  - Highly Advantageous: Project manager/developer and primary team members have at least 5 years of relevant experience and at least 3 completed projects of similar scope
  - Advantageous: Project manager/developer and one or more team members have at least 2 years of relevant experience and 1-2 completed projects of similar scope
  - Not Advantageous: Project manager (developer)/project team does not have relevant experience completing projects of similar scope
- Readiness
  - Highly Advantageous: Activity can be ready for construction within 3 months of grant commitment
  - Advantageous: Activity can be ready for construction within 9 months of grant commitment
  - Not Advantageous: Activity is unlikely to be ready for a commitment of funds within 9 months of grant commitment
- Diversity & Inclusion
  - Highly Advantageous: Lead Project developer or manager is an MWBE and/or team includes one or more MWBE members. Diversity and Inclusion Plan provides a detailed strategy for achieving construction hiring goals, or the Plan provides a detailed strategy promoting and protecting minority homeownership or the Plan includes a description of your fair housing and tenant selection plan.
  - Advantageous: Diversity and Inclusion Plan includes a strategy for offering opportunities for MWBEs as part of development team and provides a strategy for achieving construction hiring goals, as well as promotion/protection of minority homeownership and/or fair housing/tenant selection.
  - Non-responsive: No detailed plan for MWBE involvement, minority homeownership promotion or protection or fair housing/tenant selection.