

Department of Housing and Community Development
Notice of Funding Availability
Winter 2020
Affordable Housing Competition for Rental Projects

The Department of Housing and Community Development (DHCD) is pleased to announce the start of the winter 2020 affordable housing competition for rental projects. The deadline for submitting applications to the winter 2020 competition will be February 20, 2020. On or before that date, DHCD will accept applications from sponsors whose projects were approved in December 2019 through the Department's pre-application process. Only projects with December 2019 pre-approvals will be considered during the winter 2020 competition. All applications to the winter 2020 competition must be submitted on-line using the Department's Mass OneStop+ web-based application. Each sponsor will be limited to no more than two project applications for available resources. During the February 2020 competition, eight units will be the minimum project size if a sponsor is not seeking low-income housing tax credits. Twenty units will be the minimum project size if a sponsor is seeking tax credits. Sponsors of supportive housing projects are expected to apply to the Department's next Supportive Housing round to be held later in 2020.

It is of great importance to the Baker Polito Administration to provide housing, not shelter, as a solution to homelessness. DHCD's resources are critically important to this effort. Consistent with the Administration's goal of eliminating homelessness in Massachusetts, DHCD -- through this NOFA and the winter 2020 competition -- will give priority in funding to projects that provide affordable housing for homeless families or individuals. In order to meet this priority, a sponsor must reserve at least 10% of the units in the project as extremely low income (ELI) units for homeless families or individuals earning less than 30% of area median income. (Please note: the percentage of ELI units required in each project will increase to 13% in the second 2020 competition.)

It is also of great importance to the Baker Polito Administration to promote the development of mixed-income housing with workforce and/or market rate units as well as affordable units. Sponsors who are interested in structuring mixed-income proposals should contact the Department's Division of Housing Development to discuss their projects.

The tax credit and subsidy resources available during the winter 2020 competition include the following:

- Federal Low Income Housing Tax Credits (LIHTC)
- Massachusetts State Low Income Housing Tax Credits
- HOME Investment Partnerships Program (HOME) monies in combination with Low Income Housing Tax Credits or as a funding source without tax credits
- Affordable Housing Trust Fund (AHTF) monies in combination with Low Income Housing Tax Credits or as a funding source without tax credits.

- Housing Stabilization and Investment Trust Fund (HSF) monies in combination with Low Income Housing Tax Credits or as a funding source without tax credits
- Capital Improvement & Preservation Trust Fund (CIPF) monies in combination with Low Income Housing Tax Credits or as a funding source without tax credits
- Housing Innovations Fund (HIF) monies as a funding source without Low Income Housing Tax Credits unless the sponsor intends to provide homeless units in conjunction with appropriate supportive services
- Facilities Consolidation Fund (FCF) monies in combination with Low Income Housing Tax Credits or as a funding source without tax credits. Although these monies are available on a rolling basis, developers also may submit applications for FCF during this funding round.
- Community-Based Housing (CBH) monies in combination with Low Income Housing Tax Credits or as a funding source without tax credits. The regulations and guidelines for this program are available on DHCD's website at: <http://www.mass.gov/hed/docs/dhcd/hd/cbh/proguidelines.pdf>
- Commercial Area Transit Node Housing Program (CATNHP/TOD) monies in combination with Low Income Housing Tax Credits or as a funding source without tax credits.

New Resource -- The Affordable Housing Preservation and Development Fund (AHPD):

In addition to the tax credit and subsidy resources listed above, DHCD is making available a relatively new resource -- the Affordable Housing Preservation and Development Fund (AHPD). As approved by the U.S. Department of HUD, AHPD will be made available from part of DHCD's Moving to Work (MTW) authority as outlined in 2018-8 of the DHCD 2018 MTW plan. Through this NOFA, DHCD will make available up to \$4,000,000 of AHPD as non-performing loans in support of multifamily rental units intended to serve households of two or more persons with household income below 30% of AMI. It is DHCD's expectation that interested sponsors will seek AHPD as a substitute source for other subsidy programs such as the Affordable Housing Trust Fund, HOME, the Housing Stabilization Fund, etc. In awarding AHPD funds, DHCD will give priority to production projects and experienced sponsors -- either non-profit or for-profit -- who intend to provide services to extremely low income (ELI) tenants in units supported by AHPD. For this new resource, DHCD has established a \$1 million limit per project. Sponsors should note that they may request up to \$100,000 per unit in total DHCD subsidy for their projects. The total subsidy amount per unit must include any request for AHPD.

Units supported by AHPD must meet Section 8 HQS standards throughout the term of the loan. Sponsors must follow HUD parameters and guidelines on local non-traditional activities as set forth in PIH 2011-45 (PIH Notices) including, but not limited to, Davis-Bacon wages, Fair Housing and Equal Opportunity statutes and regulation and Section 3.

Additional Information on DHCD Subsidy Programs:

The Department reserves the right to restrict the overall amount of funding committed during the winter 2020 competition, based on the availability of federal and state resources. All resources have been significantly oversubscribed in recent competitions. The Department expects demand to significantly exceed supply in the winter 2020 competition as well. In addition, developers

should note that the final amount available for the federal HOME program administered by DHCD has not yet been established by Congress and the U.S. Department of HUD. Developers should further note that the state LIHTC is a particularly stressed resource at this time.

Under this NOFA, the minimum number of units for a project seeking tax credits is 20. For projects that do not need tax credits, the minimum number of units is eight.

As long as their projects contain at least the minimum number of units, developers seeking HOME, AHTF, HSF, CIPF, FCF, CBH, CATNHP/TOD, or AHPD funds may apply for these funds in combination with tax credits or as a funding source without tax credits. Developers seeking HIF may not apply for tax credits during this competition unless they intend to provide homeless units in conjunction with significant supportive services. The availability of state resources such as HSF, AHTF, CIPF, HIF, FCF, CBH, and CATNHP/TOD funds, provided from the proceeds of the Commonwealth's general obligation bonds, is at all times subject to decisions on the bond accounts made from time to time by the Secretary of Administration and Finance. Developers seeking HOME, HSF, CATNHP/TOD, or CIPF for projects located in HOME entitlement/consortium communities should note that a local contribution of funds is required. Local match also is required for federal or state tax credit projects to be developed in municipalities that have their own funds through federal or other sources. Further information is available from the Division of Housing Development at (617) 573-1300.

Applicants should contact Department staff to discuss the likely limits on all rental resources. DHCD has established \$100,000 as the subsidy limit per affordable unit for the winter 2020 rental round. It is the Department's expectation that sponsors will limit their request for DHCD funding subsidy to \$100,000 per affordable unit. Non-profit sponsors of projects that primarily or exclusively serve persons with disabilities, veterans, or homeless families or individuals should contact DHCD staff directly to discuss the subsidy limit for their projects.

Developers who intend to apply for tax credits and/or subsidy during the winter 2020 competition must simultaneously identify and apply for any other DHCD resources included in the financing package. DHCD will not accept applications for additional resources at a later date from sponsors applying for tax credits and/or subsidy during this competition. Interested sponsors should refer to the program restrictions and additional application requirements summarized on pages 5-11 of this NOFA.

Project-Based Assistance:

Some sponsors of rental projects may apply for an allocation of Section 8 project-based voucher assistance from DHCD, in accordance with all Section 8 project-based voucher regulations found at 24 CFR Part 983, published October 30, 2005, including revisions made effective July 25, 2014, and all DHCD PBV Administrative Plan requirements, as they may be amended from time to time, which can be found on DHCD's web page at:

<http://www.mass.gov/hed/docs/dhcd/ph/s8plans/sec8administrativeplan.pdf>

In addition, DHCD will make project-based assistance available to certain projects through the Massachusetts Rental Voucher Program (MRVP). Please refer to pages 9-10 of this NOFA.

Sponsors also are encouraged to seek Section 811 PBVs in support of certain individuals with disabilities as certified by the Massachusetts Rehabilitation Commission. For further information on this resource, sponsors should contact Bronia Clifton at (617) 573-1305.

For certain eligible projects, DHCD may offer project-based Veterans Affairs Supportive Housing (VASH) subsidies in place of or in addition to other project-based subsidies.

I. Pre-Application and Application Deadlines

The deadline for submission of pre-applications to the winter 2020 affordable housing competition for rental projects will be November 25, 2019. DHCD will accept no more than two pre-applications from each developer. All pre-applications must be received at the Department on or before that date. Pre-applications must be submitted using Mass OneStop+, DHCD's on-line financing application. The link to the application system is: <https://massonestopplus.intelligrants.com>. Sponsors should prepare pre-applications consistent with DHCD's stated priority for projects that include 10% of the total units reserved for homeless families or individuals.

The deadline for submission of all on-line applications to the winter 2020 affordable housing competition for rental projects will be February 20, 2020. All applications must be received at the Department on or before that date. Sponsors may submit applications in February 2020 only if the Department approves their pre-applications in December 2019. Developers should note that DHCD intends to limit state LIHTC requests during the February competition to one request per developer.

All applications must be submitted using Mass OneStop+, DHCD's on-line financing application. As indicated, the link to the application system is: <https://massonestopplus.intelligrants.com>. Applicants also must submit to DHCD one original hard copy of the Mass OneStop+ on-line application, including 11 x 17 plans, by close of business on February 21, 2020. Applications submitted after the deadlines of February 20, 2020, for online submissions and February 21, 2020, for hard copy submissions will not be accepted by DHCD.

Application materials must be delivered to:

Department of Housing and Community Development
Division of Housing Development
100 Cambridge Street, Suite 300
Boston, MA 02114
Attn: Bertha Borin

II. Eligible Applicants

Each of the funding resources available during the winter 2020 competition, with the exception of the new AHPD, has guidelines and/or regulations describing eligible applicants. In general, eligible applicants are as follows:

- LIHTC (federal and state): for-profit or non-profit developers

- HOME: for profit or non-profit developers, or municipalities in partnership with for-profit or non-profit developers
- AHTF: for profit or non-profit developers
- HSF: for profit or non-profit developers, or municipalities in partnership with for-profit or non-profit developers
- CIPF: for-profit or non-profit developers
- HIF: non-profit developers
- FCF: non-profit or for-profit developers
- CBH: non-profit or for-profit developers
- CATNHP/TOD: for-profit or non-profit developers, or municipalities in partnership with for-profit or non-profit developers
- AHPD: for profit or non-profit developers

For additional information on eligible applicants for each resource, please contact the Division of Housing Development staff at (617) 573-1308 or 1309.

III. Specific Program Guidelines for the Winter 2020 Competition

DHCD has stated in this NOFA that it will give priority for projects that will produce or preserve at least 10% of the total units for homeless families or individuals. DHCD also is encouraging the development of mixed-income projects. Certain guidelines and/or regulations exist for each funding resource available during DHCD's winter 2020 competition, with the exception of the new AHPD. Sponsors should review the current program-specific guidelines and/or regulations before preparing their funding applications. Sponsors who intend to prepare applications for tax credits in combination with other DHCD resources should take note of the following specific program standards:

- *Federal Low Income Housing Tax Credits:* Please refer to the 2020-2021 Tax Credit Qualified Allocation Plan (QAP) as posted to the LIHTC page of DHCD's website at:
<http://www.mass.gov/hed/housing/affordable-rent/low-income-housing-tax-credit-lihtc.html>

Please note that all 9% credit project sponsors should assume that the applicable percentage for the rehabilitation credit (also known as the 70% Present Value Credit) will be fixed at 9%.

- *Massachusetts State Low Income Housing Tax Credits:* Please refer to the 2020-2021 QAP, as posted to DHCD's website. In addition, please note that demand for the state low-income housing tax credit has increased dramatically during recent rental competitions. DHCD anticipates that demand will remain strong during 2020-2021. Sponsors of projects seeking state LIHTC during the winter 2020 competition should note the following limitations:

- \$ 400,000 for projects with 40 or fewer units
- \$ 700,000 for projects with 41 to 60 units
- \$1,000,000 for projects with 61-99 units
- \$1,500,000 for projects with 100 or more units

DHCD also strongly encourages all sponsors to limit state credit requests to \$10,000 to \$12,000 per unit.

At this time, DHCD intends to deny any pre-application from sponsors of projects seeking in excess of \$1.5 million in state LIHTC. On a case-by-case basis, the Department may permit applications for higher state LIHTC requests. However, DHCD is likely to entertain such requests only for certain very large-scale and/or major-impact projects. Sponsors should contact Department staff to discuss such requests.

Under the 2018 Bond Bill, \$5 million in state LIHTC is set aside specifically for preservation projects. Only projects that will preserve and improve existing state- or federally-assisted housing will be eligible for this category of state LIHTC.

- *HOME Investment Partnerships Program:* In general, \$750,000 to \$1,000,000 is the maximum amount available per project; \$50,000 to \$75,000 is the maximum amount available per affordable unit in HOME entitlement/consortium communities. In non-entitlement or non-consortium communities, the maximum amount available per affordable unit is \$65,000 to \$90,000. Applications for projects located in municipalities that receive HOME funds directly from HUD must include matching funds (i.e., HOME, CDBG, or other sources) as a funding source for the project. Each application must be signed by the chief elected official of the community in which the project is located. All sponsors should note that HOME program reductions at the federal level -- approximately 35% less for Massachusetts in recent years as compared to 2011 -- continue to affect the number of HOME awards the Department can make. Applicants also should note current HUD HOME requirements referenced in the HOME Final Rule, as updated July 24, 2013. Projects seeking HOME funds must undergo the HUD environmental review process, which includes notice to the State Historic Preservation Office and the Tribal Preservation Office. Sponsors of potential HOME projects must not undertake any choice limiting actions, as defined by HUD, until the HUD environmental review is complete. Eligible HOME Community Housing Development Organizations (CHDOs) with potential HOME CHDO projects are strongly encouraged to apply for funds. DHCD may elect to apply higher per-unit HOME limits for CHDO projects.
- *Affordable Housing Trust Fund:* In general, \$1,000,000 is the maximum available per project; \$50,000 is the maximum amount available per affordable unit. The level and type of assistance provided by AHTF to a project must be the minimum amount necessary to achieve the desired degree of affordability.

- *Housing Stabilization Fund monies:* In general, \$750,000 to \$1,000,000 is the maximum amount available per project; \$50,000 is the maximum amount available per affordable unit in HOME entitlement/consortium communities. In non-entitlement or non-consortium communities, the maximum amount available per affordable unit is \$65,000. Each application must be signed by the chief elected official of the community in which the project is located. Applications for projects located in municipalities that receive HOME funds directly from HUD must include matching funds as a funding source for the project.
- *Capital Improvement and Preservation Fund:* CIPF is intended to help preserve and improve projects where the prepayment of a state or federally-assisted mortgage would lead or has led to the termination of a use agreement for low income housing. CIPF funds are subject to the bond expenditure cap established for DHCD by the Executive Office of Administration and Finance. The maximum amount of CIPF available per project is \$40,000 per unit for projects with more than 25 units with a typical per project maximum of \$2,000,000. The maximum amount of CIPF available per project is \$50,000 per unit for projects with 25 units or less with a typical per project maximum of \$1,250,000. Sponsors also must obtain a commitment from the community in which the project is located, if the community has its own funds through federal or other sources. Interested parties should contact the Division of Housing Development staff to obtain more information.
- *Housing Innovations Fund:* \$500,000 is the maximum amount of HIF typically available to a project. \$750,000 to \$1,000,000 is the maximum amount of HIF typically available to a project that primarily or exclusively serves homeless individuals or families. Sponsors also should note that HIF, by statute, can support no more than 50% of the total development cost per HIF unit.
- *Facilities Consolidation Fund:* In accordance with statute, requests for FCF may not exceed 50% of the total development cost of the project (or of the total development cost of eligible units in a larger project). Please note that FCF funds are only available to projects or units within larger projects available for the exclusive use of the Departments of Mental Health or Developmental Services. Sponsors must include in the Mass OneStop+ application a certification from the central office of DMH or DDS that the project is part of the Facilities Consolidation Plan.
- *Community Based Housing:* A request for CBH funding for a project may not exceed the lesser of: 1) \$750,000; or 2) 50% of total development costs (or of the total development cost of eligible units in a larger project). Sponsors of projects seeking CBH funds must include in their applications a letter of support for the project and for the population to be served from the Massachusetts Rehabilitation Commission.
- *Commercial Area Transit Node Housing Program:* \$50,000 per affordable unit is the CATNHP/TOD maximum. \$750,000 to \$1,000,000 typically is the per project

maximum for CATNHP/TOD. Each sponsor may submit only one request for CATNHP/TOD funding, and no more than one application will be accepted from a given community in a funding round. Projects must be located in proximity to transit, defined as “within .25 (1/4) miles of an existing or planned public transit station or planned transit station”.

- *Affordable Housing Preservation and Development Fund:* Interested developers should review the description of this resource on page 2 of this NOFA. DHCD will provide this resource in the form of non-performing loans closed through the MassDocs process. The loans will carry minimum 30-year terms. The funds are intended to support the production or preservation of rental units for households with two or more persons with household income below 30% of AMI. AHPD funds will carry deed restrictions or legally-binding covenants to ensure long-term affordability. DHCD anticipates restricting the per-project amount of AHPD to \$1,000,000. The funds are intended to replace, not augment, other DHCD subsidy funds described in this NOFA.
- *Section 8 Project-Based Voucher (PBV) Assistance:* A maximum of 100 Section 8 PBV vouchers will be made available as part of this funding round. Successful applicants must be approved for at least one other available source of funding from a DHCD funding round in order to be eligible for PBV assistance. Projects located within the City of Boston may apply for PBV vouchers if the project has set aside 20% or more of its units for homeless families, and will use the PBV vouchers on some or all of such set-aside units. In addition, City of Boston projects funded with Community Based Housing (CBH) or Facilities Consolidation Funds (FCF) may apply for PBV vouchers (maximum of 12 PBVs per funding round). DHCD expects these PBV vouchers to be available in fall 2021. All PBV voucher reservations are subject to available funding from HUD and DHCD. PBV contract authority can be requested for up to 15 years, with the option to renew. PBV funds will be used to pay the owner a portion of the monthly rent on behalf of eligible households whose incomes must generally be at or below 30% of the area median income (AMI), and in no case can exceed 50% of AMI. No demolition or construction can begin until an Agreement to enter into a Housing Assistance Payments (AHAP) contract is signed; therefore, projects that are already in construction cannot receive PBV assistance. Prior to AHAP: 1) a subsidy layering review for projects with any form of federal, state or local housing assistance, including tax credits and tax concessions, must be approved by HUD or a HUD designated agency; and 2) an environmental review performed in accordance with 24 CFR 58 must also be completed and approved by HUD.

Unit and Project Size Requirement:

- 1) Family units of 2 or more bedrooms;
- 2) A limit of the lesser of 8 PBVs per project, or 25% of the total project units as PBVs;
- 3) All PBV units must have a private bath; and
- 4) PBV units cannot be used in group residences or shared housing arrangements.

At the discretion of DHCD, up to 20 of the 100 PBVs may be awarded to units not meeting these unit and project size criteria. DHCD reserves the right to limit the number of vouchers awarded to each project.

Owners will be responsible for maintaining a PBV waiting list and selecting tenants in accordance with a DHCD-approved tenant selection plan.

Sponsors must agree to comply with all Section 8 project-based voucher regulations found at 24 CFR Part 983, published October 30, 2005, including all revisions made effective July 25, 2014 (published 6/25/2007), and all requirements of the Housing Opportunity Through Modernization Act of 2016 (81 F.R. 73030) and subsequent regulations. Sponsors also must agree to comply with all DHCD PBV Administrative Plan requirements, as they may be amended from time to time. Sponsors should contact the Division of Rental Assistance for further information.

Interested sponsors should immediately contact both the Division of Housing Development and the Division of Rental Assistance for further information about the Section 8 project-based option and how to structure the development and operating pro formas, which must be submitted as part of the Mass OneStop+ application due on February 20, 2020.

Massachusetts Rental Voucher Program (MRVP), Project Based Voucher (PBV) Assistance: A maximum of 100 MRVP PBVs will be made available as part of this funding round. Successful applicants must be approved for at least one other available source of DHCD funding in the winter rental round in order to be eligible for MRVP PBV assistance. MRVP is a state-funded program and is not part of DHCD's federal Section 8 PBV program. Sponsors must agree to comply with all MRVP regulations found at 760 CMR 49.0 and with DHCD MRVP PBV Administrative Plan requirements, as they may be amended from time to time, which can be found on DHCD's web page at <https://www.mass.gov/files/documents/2019/11/15/mrvpadminplan17.pdf>. Owners will be responsible for maintaining a PBV waiting list in coordination with the administering agency and selecting tenants in accordance with a DHCD-approved tenant selection plan.

DHCD expects the MRVP PBVs to be available in fall 2021. All MRVP PBV reservations are subject to available funding from DHCD. MRVP PBV contract authority can be requested for up to 15 years, with the option to renew. MRVP PBV funds will be used to pay the owner a portion of the monthly rent on behalf of eligible households. In most cases, the incomes of eligible households must be at or below 50% of AMI. The contract rent for these units will be set at the lesser of 60% of AMI rents or FMR. No demolition

or construction can begin until a pre-leasing agreement contract is signed. Therefore, projects that already are in construction cannot receive MRVP PBV assistance.

Unit and Project Size Requirement:

- 1) Family units of 2 or more bedrooms;
- 2) A limit in most cases of the lesser of 8 MRVP PBVs per project, or 25% of the total project units as MRVP PBVs;
- 3) All MRVP PBV units must have a private bath; and
- 4) MRVP PBV units can be used in group residence or shared housing arrangements, although private baths are required.

At the discretion of DHCD, up to 20 of the 100 MRVP PBVs may be awarded to units not meeting these unit and project size criteria. DHCD reserves the right to limit the number of vouchers awarded to each project.

Owners will be responsible for maintaining an MRVP PBV waitlist and selecting tenants in accordance with a DHCD-approved tenant section plan.

Sponsors must agree to comply with all MRVP PBV regulations found at:

<http://www.mass.gov/hed/economic/eohed/dhcd/legal/regs/>

Interested sponsors should immediately contact both the Division of Housing Development at (617) 573-1309 and the Division of Rental Assistance at (617) 573-1141 for further information about the MRVP program.

IV. Competitive Evaluation Criteria:

All applications will be evaluated first to determine that at least 10% of the units in the project will be reserved as ELI units for homeless families or individuals. All applications also will be evaluated according to criteria that apply to the specific DHCD programs from which funding is sought. The Commonwealth's commitment to the principles of sustainable development is reflected in the Division's programs and policies. Sponsors should note that consistency with the Commonwealth's Sustainable Development Principles is a threshold requirement for all projects. Sponsors applying for resources other than tax credits also must provide market study information, as well as Appendices I and J of the QAP. The specific criteria for tax credit applications are set forth in the Department's Qualified Allocation Plan as posted to DHCD's website at:

<http://www.mass.gov/hed/housing/affordable-rent/low-income-housing-tax-credit-lihtc.html>

In general, the evaluation criteria for all applications include, but are not limited to, the following:

- percentage of units to be reserved as ELI units for homeless families or individuals (10% minimum)
- strength of overall concept
- strength of development team
- total request for state subsidy (exclusive of tax credits) (subsidy requests should not exceed \$100,000/unit)

- evidence of market feasibility
- evidence of satisfactory progress on projects previously funded with DHCD resources
- demonstrated need for project in the target neighborhood
- appropriate design for the project that promotes green building standards and increased accessibility (Please note: sponsors must review the design sections of the QAP.)
- provision of accessible units for persons with disabilities (Please note: sponsors of senior projects must review the design and scope requirements for such projects incorporated into the 2020-2021 QAP as Appendix K.)
- appropriate scope of construction for the project
- appropriate total development costs for properties included in proposal
- financial viability of the project
- degree of local support, including local funding commitments
- evidence of readiness to proceed
- degree to which the project maximizes sustainable development principles

It is important to note that sponsors of applications to the winter 2020 rental competition must be in good standing with DHCD with respect to any and all other affordable housing projects, supported by DHCD resources, with which they are involved. DHCD may elect not to review applications from sponsors who are not in good standing with the Department with respect to other projects.

Please refer to page 12 of this NOFA for application requirements. Please contact DHCD's Division of Housing Development at (617) 573-1308 or 1309 with any questions related to the winter 2020 affordable housing competition for rental projects.

V. Performance Measurement and Fair Housing Data Collection:

Applicants seeking DHCD funds should note the following: If they receive funding, they must comply with HUD-approved performance measurement standards and data collection requirements and with Commonwealth of Massachusetts fair housing data collection requirements. Please refer to Attachment A for Massachusetts' Fair Housing Mission Statement and Principles.

**Application Requirements
Winter 2020
Affordable Housing Competition for Rental Projects**

VI. Application Requirements

All applications must be submitted on-line at <https://massonestopplus.intelligrants.com>, using the Mass OneStop+ application. All online applications must be submitted on or before the close of business on February 20, 2020. Sponsors who need assistance in signing up for training or logging in should contact Bertha Borin at DHCD at 617-573-1309. In addition to on-line submission, one original hard copy of the Mass OneStop+ application, including 11 x 17 plans, must be submitted (in a three-ringed binder and tabbed by section) to DHCD, Division of Housing Development, 100 Cambridge Street, Suite 300, Boston, MA 02114, no later than the close of business on February 21, 2020.

VII. Pre-Application and Application Fees

Pre-application fees are due from all applicants who submit pre-applications by close of business on November 25, 2019. The pre-application fee is \$1,000 for each project sponsored by a for-profit and \$500 for each project sponsored by a non-profit. Pre-application fees are non-refundable. Please note that sponsors are limited to no more than two pre-applications.

Application fees for the winter 2020 rental round are due with Mass OneStop+ submissions for several of the funding resources currently available. The fee schedules for the funding resources are as follows:

Low Income Housing Tax Credits only:

All tax credit applicants must pay a portion of the tax credit fee when the application is submitted to DHCD. This fee is non-refundable. Application fee checks for tax credit projects should be made payable to the Department of Housing and Community Development. The fees due with the application submission are as follows:

Projects sponsored by non-profits:	\$1,050
Projects containing 20 units or fewer	\$1,050
All other projects	\$5,250

Low Income Housing Tax Credits in combination with other DHCD resources:

The only application fees due are the tax credit application fees listed above. No additional fees are due.

HOME, HSF, CATNHP/TOD, or CIPF funds as a source exclusive of tax credits:

Applicants seeking HOME, HSF, CATNHP/TOD or CIPF funds, but not tax credits, must pay an application fee at the time of submission. The fee is non-refundable. Checks should be made payable to the Massachusetts Housing Partnership Fund. The fees are as follows:

Projects sponsored by non-profits	\$ 450
Projects sponsored by for-profits	\$1,250

HIF, FCF, or CBH as a source exclusive of tax credits:

No application fee is required.

Attachment A

Massachusetts Fair Housing Mission Statement and Principles

The mission of DHCD through its programs and partnerships is to be a leader in creating housing choice and providing opportunities for inclusive patterns of housing occupancy to all residents of the Commonwealth, regardless of income, race, religious creed, color, national origin, sex, sexual orientation, age, ancestry, familial status, veteran status, or physical or mental impairment.

It shall be our objective to ensure that new and ongoing programs and policies affirmatively advance fair housing, promote equity, and maximize choice. In order to achieve our objective, we shall be guided by the following principles:

1. **Encourage Equity.** Support public and private housing and community investment proposals that promote equality and opportunity for all residents of the Commonwealth. Increase diversity and bridge differences among residents regardless of race, disability, social, economic, educational, or cultural background, and provide integrated social, educational, and recreational experiences.
2. **Be Affirmative.** Direct resources to promote the goals of fair housing. Educate all housing partners of their responsibilities under the law and how to meet this important state and federal mandate.
3. **Promote Housing Choice.** Create quality affordable housing opportunities that are geographically and architecturally accessible to all residents of the commonwealth. Establish policies and mechanisms to ensure fair housing practices in all aspects of marketing.
4. **Enhance Mobility.** Enable all residents to make informed choices about the range of communities in which to live. Target high-poverty areas and provide information and assistance to residents with respect to availability of affordable homeownership and rental opportunities throughout Massachusetts and how to access them.
5. **Promote Greater Opportunity.** Utilize resources to stimulate private investment that will create diverse communities that are positive, desirable destinations. Foster neighborhoods that will improve the quality of life for existing residents. Make each community a place where any resident could choose to live, regardless of income.
6. **Reduce Concentrations of Poverty.** Ensure an equitable geographic distribution of housing and community development resources. Coordinate allocation of housing resources with employment opportunities, as well as availability of public transportation and services.
7. **Preserve and Produce Affordable Housing Choices.** Encourage and support rehabilitation of existing affordable housing while ensuring that investment in new housing promotes diversity, and economic, educational, and social opportunity. Make housing

preservation and production investments that will create a path to social and economic mobility.

8. **Balance Housing Needs.** Coordinate the allocation of resources to address local and regional housing need, as identified by state and community stakeholders. Ensure that affordable housing preservation and production initiatives and investment of other housing resources promote diversity and social equity and improve neighborhoods while limiting displacement of current residents.
9. **Measure Outcomes.** Collect and analyze data on households throughout the housing delivery system, including the number of applicants and households served. Utilize data to assess the fair housing impact of housing policies and their effect over time, and to guide future housing development policies.
10. **Rigorously Enforce All Fair Housing and Anti-Discrimination Laws and Policies.** Direct resources only to projects that adhere to the spirit, intent, and letter of applicable fair housing laws, civil rights laws, disability laws, and architectural accessibility laws. Ensure that policies allow resources to be invested only in projects that are wholly compliant with such laws.