



Municipal Engagement Initiative Lite Community Application and Instructions

About the CHAPA Municipal Engagement Initiative

CHAPA's Municipal Engagement Initiative seeks to build support for affordable housing production in communities across the Commonwealth.

While all communities can benefit from public education and community discussions about the need for housing development and how it benefits communities, each community is unique in its character, land, zoning, and housing stock. CHAPA works to implement a community engagement strategy in every individual community that is responsive to each unique environment. CHAPA's community engagement strategy is based on the collaborative model CHAPA uses at the state level; focused on building coalitions that work together to address each community's housing challenges. Coalition building will bring together community stakeholders representing local businesses, civic groups, houses of worship, and other groups and individuals that are active in each community.

CHAPA is currently seeking additional communities on a rolling basis for our [MEI Lite Program](#), a lighter touch program that will help to set communities up for coalition building efforts on their own.

Please note that CHAPA anticipates accepting applications for our competitive Full Municipal Engagement Initiative in late Spring 2023.

Municipal Engagement Initiative Lite Community Criteria

In addition to meeting the required criteria outlined below, all applications should align with CHAPA's mission to encourage the production and preservation of housing that is affordable to low and moderate-income families and individuals, and to foster diverse and sustainable communities through planning and community development.

Applications will be evaluated based on the following criteria and accepted on a rolling basis depending on availability and fit:

Required:

1. Market Conditions to support Housing Production and Affordable Housing
2. Additional Conditions needed to build support. Examples of conditions that indicate need may include, but are not limited to:
 - a. Municipal staff seeking assistance to engage community around housing production and affordable housing,
 - b. Local advocacy or community group seeking assistance to engage community,
 - c. No existing coalition,
 - d. High level of organized opposition preventing municipality from moving forward with efforts to produce housing,
 - e. Close votes on zoning and development proposals, or
 - f. Missed opportunities identified
3. Welcomed by Municipality at some level (Mayor, Town Manager, ZBA, Planning Staff, Fair Housing Commission, etc.)

Additional Considerations that may be utilized to prioritize efforts:

1. Trigger: New Zoning proposal, specific site changing hands, public site available for affordable housing, new leadership, new regulation or policy being explored
2. Past Effort: Consideration will be given to past efforts, barriers, challenges and potential for impact
3. Collaboration with other Technical Assistance efforts: The MEI seeks to coordinate efforts with other technical assistance providers to maximize impact

Note: Both Municipal Governments and Community Groups/Residents may apply. **If you are a Community Group/Residents, you must include a Letter of Support from the Municipal Government with your application.** If you have questions about this requirement, please contact Dana LeWinter at dlewinter@chapa.org.

Municipal Engagement Community Application Instructions

Applicants must submit an electronic copy of this application to Dana LeWinter, Director of Municipal Engagement, at dlewinter@chapa.org. Applications will be accepted on a rolling basis and may be prioritized based on when they are received or community fit. Fax copies and hard copies of the application will not be accepted.

A complete application includes:

- 1) A cover letter signed by the principal contact,
- 2) A completed application (see below),
- 3) Any relevant letters of support. **Community Organizations/Residents must include a Letter of Support from the Municipal Government with the application.** If you have questions about this requirement, please contact Dana LeWinter at dlewinter@chapa.org.

It is the responsibility of the Applicant to ensure that its application is complete and accurate. CHAPA reserves the right to request additional information from the Applicant or external sources as may be necessary in order to complete the application review. Applicants will receive an email confirmation of a successful submission and will be contacted by CHAPA staff with next steps, which may include a follow-up phone call with the Municipal Engagement staff and may include a request for additional information to allow a thorough evaluation.

Contact Information

Dana LeWinter, Municipal Engagement Director
CHAPA
One Beacon Street, 5th Floor
Boston, MA 02108
Phone: 617-701-7479
Email: dlewinter@chapa.org

Municipal Engagement Initiative Lite Community Application

Please provide the following information to be considered for the Municipal Engagement Initiative Lite.

1) Contact Information

Municipality:
Community Organization/Residents (if non-Municipal Government applicant):
Contact Name:
Title:
Email:
Phone:
Mailing Address:
Municipality Website:
Community Organization Website if available (if non-Municipal Government applicant):

2) Describe how your Municipality meets the Criteria outlined for the Municipal Engagement Initiative:

Required:

- a) Market Conditions to support Housing Production
- b) Additional Conditions Needed to Build Support
Examples of conditions that indicate need may include, but are not limited to:
 - i) Municipal staff seeking assistance to engage community around housing production,
 - ii) Local advocacy group seeking assistance to engage community,
 - iii) No existing coalition,
 - iv) High level of organized opposition preventing municipality from moving forward with efforts to produce housing,
 - v) Close votes on zoning and development proposals, or
 - vi) Missed opportunities identified
- c) Evidence of Support by Municipality
Please identify the key municipal government staff or department that will work with CHAPA staff on the Municipal Engagement Initiative. **Community Organizations/Residents must include a Letter of Support from the Municipal Government with the application.** If you have questions about this requirement, please contact Dana LeWinter at dlewinter@chapa.org.

3) Trigger:

A response to this criterion is not required, but may indicate that the community is at a crossroads in terms of housing production and affordable housing potential.

Examples of a Trigger include, but are not limited to:

- i) New Zoning proposal,
- ii) Specific site changing hands,
- iii) Public site available for affordable housing,
- iv) New leadership,
- v) New regulation or policy being explored
- vi) New Fair Housing Efforts or Committee

4) Describe the goals of your proposal:

5) List any identified potential partners:

6) Describe past efforts in the Municipality:

7) Describe any identified barriers and challenges:

8) List all Technical Assistance services around housing received by the Municipality in the past TWO years.

Organizations providing Technical Assistance may include, but are not limited to:

- Massachusetts Housing Partnership (MHP)
- MassHousing
- Department of Housing and Community Development (DHCD)
- Massachusetts Association of Community Development Corporations (MACDC)
- MassDevelopment
- Executive Office of Energy and Environmental Affairs (EOEEA)
- Metropolitan Area Planning Council (MAPC) or other Regional Planning Agencies
- Regional Planning Agencies
- Abundant Housing MA

9) Preferred Launch Timeline: please include when you would like to hold your launch meeting or any relevant dates to work around (i.e. Town meeting, critical votes, elections).

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A complete application includes:

- 1) A cover letter signed by the principal contact,
- 2) A completed application narrative,
- 3) Any relevant letters of support. **Community Organizations/Residents must include a Letter of Support from the Municipal Government with the application.** If you have questions about this requirement, please contact Dana LeWinter at dlewinter@chapa.org.

Applicants must submit an electronic copy of this application and any supplemental materials to Dana LeWinter, Director of Municipal Engagement, at dlewinter@chapa.org. Fax copies and hard copies of the application will not be accepted.