

**Affordable Housing Trust
Agenda
June 8, 2021
6:00 p.m. VIA ZOOM**

Under Governor Baker's emergency "Order Suspending Certain Provisions of the Open Meeting Law G.L. c. 30A, S20", issued March 12, 2020 and in effect until termination of the emergency, meetings of public bodies may be conducted virtually provided that adequate access is provided to the public.

To listen and view this virtual meeting on a phone, computer, laptop, or tablet, download the "Zoom Cloud Meeting" app in any app store or at www.zoom.us. At the above date and time, click on "Join a Meeting" and enter the meeting <https://us02web.zoom.us/j/86220409585>

Or One tap mobile : US: +16465588656,,86220409585# or +13017158592,,86220409585#

Or Telephone: Dial(for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 Webinar ID: 862 2040 9585

1. Approval of Minutes – February 23, 2021
2. Emergency Rental Assistance Program Modification Options
3. Needham Housing Authority RFP Update

NEEDHAM AFFORDABLE HOUSING TRUST

* MINUTES *

February 23, 2021

5:04 p.m. A meeting of the Needham Affordable Housing Trust was convened by the Select Board Chair Moe Handel as a virtual Zoom Meeting. Mr. Handel announced this open meeting is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020 due to the current state of emergency from the outbreak of the COVID-19 virus. He noted all public gatherings have been suspended as advised and directed by the Commonwealth. And, as such, suspending the requirement of the open meeting law to have all meetings in a public, accessible, physical location while encouraging and allowing members of all public bodies to participate remotely. He said all supporting documents used at this meeting are available on the Town's website www.needhamma.gov. Present were Mr. Matthew Borrelli, Mr. John Bulian, Mr. Dan Matthews, Ms. Marianne Cooley, Town Manager Kate Fitzpatrick, Housing Trust Member Avery Newton, Assistant Town Manager Kathleen King, Director of Planning and Community Development Lee Newman, and Community Housing Coordinator Karen Sunnarborg.

Agreement to Reschedule Meeting Given Technical Difficulties --

Motion: Mr. Bulian moved that the Select Board will reschedule this meeting in the case of any technical difficulties that might arise. The motion was seconded by Dan Matthews. Unanimous: 7-0.

Approval of Minutes –

Motion: Mr. Borelli moved that the Minutes from the August 11, 2020 meeting be approved. The motion was seconded by Ms. Fitzpatrick. Unanimous: 7-0.

Proposed Emergency Rental Assistance Program Change –Ms. King provided a brief summary of the progress that has been made in implementing the Emergency Rental Assistance Program, indicating that it has been running smoothly but there has been lower-than-expected enrollment despite a robust community outreach process. To date, the Program has received 35 applications and has enrolled 17 with another 10 in the process of being completed. She also highlighted a spreadsheet that forecasted spending commitments.

Ms. King indicated that the Program Administrator, Metro West Collaborative Development, asked whether the Town would consider extending payment assistance from a maximum of three months to six months. This extension, in addition to an estimated ten new participants, would commit the total amount of funding available. She added that the Town will likely be eligible for reimbursement of at least the \$100,000 of funds expended for payment assistance through the federal CARES Act. The Town is checking to see if the \$20,000 in administrative funding can also be reimbursed.

Ms. Cooley asked if the reimbursed funding would go back to the Community Preservation Fund, and Ms. King responded that the funds will return to their original CPA sources. Mr. Borelli inquired whether there was a cap in the CARES Act reimbursement amount as the Town might consider adding more funding to the Program. Ms. Cooley then asked whether the Town could extend benefits to businesses through some tax relief. Ms. King stated that this would not be allowed under the terms of the funding which is targeted directly to rental housing assistance.

Mr. Handel asked if there was any information on whether the Program has effectively reached most of the people which need the assistance. Ms. King added that the Program team had brainstormed every type of outreach but is open to more ideas. A list of the outreach strategies was included in the meeting packet. Mr. Matthews asked again about the cap for reimbursement and whether the Town would be unlimited in what it could spend. Ms. Fitzpatrick indicated that the Town still needs information on this issue but will get back to members with some clarification. Mr. Matthews then suggested that the program was on a great track and should avoid adding more funding if it is not ensured of reimbursement.

Ms. Cooley asked whether the Program might be able to benefit homeowners by covering some mortgage payments. Ms. King answered that this was not an option given Community Preservation Act requirements. Mr. Matthews pointed out that the Program parameters were recommended by the Massachusetts Housing Partnership (MHP), and Needham has stayed entirely within the four corners of these recommendations.

Mr. Borelli inquired as to whether the Program reached out to owners in the General Residence District where the bulk of small multi-family homes are located. Ms. Sunnarborg answered that the Town prepared a spreadsheet of all properties with three or more units and Metro West CD followed-up by sending Program materials to these addresses in two separate rounds of mailings.

Motion: Ms. Fitzpatrick moved to approve the extension of program payments from a period of three months to six months. The motion was seconded by Mr. Matthews. Unanimous: 7-0

Small Repair Grant Program – Ms. Sunnarborg reported that there are four participants in the first round of funding and another nine from the second round. The Program has committed almost all of the \$50,000 allocation with half of the funding already invoiced. She added that since most of the improvements involve exterior work, it is likely that the spring will bring an increase in new invoices. Ms. Fitzpatrick pointed out that another \$50,000 allocation is part of a warrant article for spring Town Meeting, and the Finance Committee has already recommended approval.

Motion: Mr. Bulian moved that the Trust endorse the \$50,000 in additional Program funding that will be presented for vote at the annual Town Meeting. The motion was seconded by Mr. Borelli. Unanimous: 7-0.

Other Housing Issues – Ms. King referred members to the Housing and Zoning Analysis that was included in the agenda packet. This report was presented at the Needham Unite Against Racism Initiative (NUARI) meeting last night and will be updated as discussions move forward on the Town’s housing agenda.

Ms. Fitzpatrick mentioned that she and other Town representatives have been meeting with the managers of the large rental properties to provide information on the Emergency Rental Assistance Program and also discuss the Town’s commitment to Fair Housing.

Ms. Sunnarborg added that the Town has been involved in preparing a regional Fair Housing Plan, referred to as an Analysis of Impediments (AI), as part of our participation in the WestMetro HOME Consortium. There appears to be greater interest on the part of the Consortium members to work more collaboratively on efforts to promote fair and equal access to housing, and there will be opportunities for the Town to get involved in these activities.

Mr. Matthew added that the key missing piece in producing affordable housing has been the federal capital funding to build it. Major housing production efforts across the country a few decades ago, that included public housing, relied on billions of federal expenditures. A recent Chamber event included a speech by Representative Katherine Clark who addressed this issue directly, emphasizing the need for a greater federal commitment to housing and referring to it as an investment in essential infrastructure.

Ms. Sunnarborg reported that she has begun work on the annual monitoring of a number of projects to ensure continued compliance with affordability restrictions.

Ms. Fitzpatrick mentioned that she and others will be meeting with representatives of the Community Preservation Committee who have expressed interest in allocating more annual funding to housing. She will keep members posted on this. She also indicated that the next meeting of the Housing Trust will likely be in the early summer unless a reason arises to meet earlier.

5:35 p.m. **Motion: Mr. Bulian moved that the meeting be adjourned. The motion was seconded by Mr. Borelli. Unanimous: 7-0.**

MODEL 1: Extend to August

RENT	ERAP	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
\$ 1,788.00	\$894.00	\$ 894.00	\$ 894.00	\$ 894.00	\$ 894.00	\$ 894.00	\$ 894.00	\$ 894.00	\$ 894.00	\$ 894.00	
\$ 1,723.00	\$861.50	\$ 861.50	\$ 861.50	\$ 861.50	\$ 861.50	\$ 861.50	\$ 861.50	\$ 861.50	\$ 861.50	\$ 861.50	
\$ 1,500.00	\$750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
\$ 1,695.00	\$847.50	\$ 847.50	\$ 847.50	\$ 847.50	\$ 847.50	\$ 847.50	\$ 847.50	\$ 847.50	\$ 847.50	\$ 847.50	
\$ 1,700.00	\$850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	
\$ 2,761.00	\$1,380.50	\$ 1,380.50	\$ 1,380.50	\$ 1,380.50	\$ 1,380.50	\$ 1,380.50	\$ 1,380.50	\$ 1,380.50	\$ 1,380.50	\$ 1,380.50	
\$ 1,803.00	\$901.50		\$ 901.50	\$ 901.50	\$ 901.50	\$ 901.50	\$ 901.50	\$ 901.50	\$ 901.50	\$ 901.50	
\$ 1,579.00	\$789.50		\$ 789.50	\$ 789.50	\$ 789.50	\$ 789.50	\$ 789.50	\$ 789.50	\$ 789.50	\$ 789.50	
\$ 2,522.00	\$1,261.00		\$ 1,261.00	\$ 1,261.00	\$ 1,261.00	\$ 1,261.00	\$ 1,261.00	\$ 1,261.00	\$ 1,261.00	\$ 1,261.00	
\$ 1,803.00	\$901.50		\$ 901.50	\$ 901.50	\$ 901.50	\$ 901.50	\$ 901.50	\$ 901.50	\$ 901.50	\$ 901.50	
\$ 1,444.00	\$722.00		\$ 722.00	\$ 722.00	\$ 722.00	\$ 722.00	\$ 722.00	\$ 722.00	\$ 722.00	\$ 722.00	
\$ 1,575.00	787.5		\$ 787.50	\$ 787.50	\$ 787.50	\$ 787.50	\$ 787.50	\$ 787.50	\$ 787.50	\$ 787.50	
\$ 1,524.00	\$762.00			\$ 762.00	\$ 762.00	\$ 762.00	\$ 762.00	\$ 762.00	\$ 762.00	\$ 762.00	
\$ 1,375.00	\$687.50			\$ 687.50	\$ 687.50	\$ 687.50	\$ 687.50	\$ 687.50	\$ 687.50	\$ 687.50	
\$ 3,100.00	1500			\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
\$ 3,600.00	\$ 1,500.00			\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
\$ 1,679.00	\$839.50			\$839.50	\$839.50	\$839.50	\$839.50	\$839.50	\$839.50	\$839.50	
\$ 1,644.00	\$822.00				\$822.00	\$822.00	\$822.00	\$822.00	\$822.00	\$822.00	
\$ 1,850.00	\$925.00				\$925.00	\$925.00	\$925.00	\$925.00	\$925.00	\$925.00	
\$ 1,250.00	\$625.00					\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00
	\$862.50					\$862.50	\$862.50	\$862.50	\$862.50	\$862.50	\$862.50
	\$850.00					\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00
	\$1,000.00					\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
1440	\$720.00							720	720	720	0
	\$926.96	\$ 5,583.50	\$ 10,946.50	\$ 16,235.50	\$ 17,232.50	\$ 20,570.00	\$ 20,570.00	\$ 21,290.00	\$ 21,290.00	\$ 21,290.00	\$ 3,337.50

\$ 1,874.05 1500 CAP

Funds
MWF 50,000
Town 120,000
To date \$ 158,346 spent and committed
Admin 8100 to date (18 * 450)
Admin 850 17 recerts to date not billed yet
Admin 2250 5 new not billed yet
admin 250 5 more recerts?
Balance \$ 204.50 might be enough for one new enrollee in June

signifies potential new extension

ALL to end 8/30 except for April starts
so they get a full 6 months

red = recertification not yet approved

ERAP MODEL 2: Additional Month for All

RENT	ERAP	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
\$ 1,788.00	\$894.00	\$ 894.00	\$ 894.00	\$ 894.00	\$ 894.00	\$ 894.00	\$ 894.00	\$ 894.00						
\$ 1,723.00	\$861.50	\$ 861.50	\$ 861.50	\$ 861.50	\$ 861.50	\$ 861.50	\$ 861.50	\$ 861.50						
\$ 1,500.00	\$750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ -	\$ -	\$ -						
\$ 1,695.00	\$847.50	\$ 847.50	\$ 847.50	\$ 847.50	\$ 847.50	\$ 847.50	\$ 847.50	\$ 847.50						
\$ 1,700.00	\$850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00						
\$ 2,761.00	\$1,380.50	\$ 1,380.50	\$ 1,380.50	\$ 1,380.50	\$ 1,380.50	\$ 1,380.50	\$ 1,380.50	\$ 1,380.50						
\$ 1,803.00	\$901.50		\$ 901.50	\$ 901.50	\$ 901.50	\$ 901.50	\$ 901.50	\$ 901.50	\$ 901.50					
\$ 1,579.00	\$789.50		\$ 789.50	\$ 789.50	\$ 789.50	\$ 789.50	\$ 789.50	\$ 789.50	\$ 789.50					
\$ 2,522.00	\$1,261.00		\$ 1,261.00	\$ 1,261.00	\$ 1,261.00	\$ 1,261.00	\$ 1,261.00	\$ 1,261.00	\$ 1,261.00					
\$ 1,803.00	\$901.50		\$ 901.50	\$ 901.50	\$ 901.50	\$ 901.50	\$ 901.50	\$ 901.50	\$ 901.50					
\$ 1,444.00	\$722.00		\$ 722.00	\$ 722.00	\$ 722.00	\$ 722.00	\$ 722.00	\$ 722.00	\$ 722.00					
\$ 1,575.00	787.5		\$ 787.50	\$ 787.50	\$ 787.50	\$ 787.50	\$ 787.50	\$ 787.50	\$ 787.50					
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\$ 1,375.00	\$687.50			\$ 687.50	\$ 687.50	\$ 687.50	\$ 687.50	\$ 687.50	\$ 687.50	\$ 687.50				
\$ 3,100.00	1500			\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00				
\$ 3,600.00	\$ 1,500.00			\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00				
\$ 1,679.00	\$839.50			\$839.50	\$839.50	\$839.50	\$839.50	\$839.50	\$839.50	\$839.50				
\$ 1,644.00	\$822.00				\$822.00	\$822.00	\$822.00	\$822.00	\$822.00	\$822.00	\$822.00			
\$ 1,850.00	\$925.00				\$925.00	\$925.00	\$925.00	\$925.00	\$925.00	\$925.00	\$925.00			
\$ 1,250.00	\$625.00					\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00		
	\$862.50					\$862.50	\$862.50	\$862.50	\$862.50	\$862.50	\$862.50	\$862.50		
	\$850.00					\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00		
	\$1,000.00					\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		
1440	\$720.00							720	720	720	720	720	720	720
	\$926.96	\$ 5,583.50	\$ 10,946.50	\$ 16,235.50	\$ 17,232.50	\$ 20,570.00	\$ 20,570.00	\$ 21,290.00	\$ 16,456.50	\$ 11,093.50	\$ 5,804.50	\$ 4,057.50	\$ 720.00	\$ 720.00
\$ 1,874.05	1500 CAP													

signifies extra month

red signifies recertification not yet approved

\$ 151,280.00
total committed

Funds	
MWF	50,000
Town	120,000
To date	\$ 151,280 spent and committed
Admin	8100 to date (18 * 450)
Admin	850 17 recerts to date not billed yet
Admin	2250 5 new not billed yet
admin	250 5 more recerts?
Balance	\$ 7,270.00 for possible new entrants to program in June

Small Repair Grant Program
Summary Report
June 3, 2021

The Small Repair Grant Program's initial allocation of \$50,000 drew a total of 13 eligible participants, 4 from the first round that occurred in the fall of 2019 and another 9 in the second round last summer. Of these participants, 1 chose to drop-out of the program given his age and increasing limited capacity, and another spent only \$600 of the original \$3,200 estimate, also due to limited capacity. With the exception of 2 participants with disabilities, all of the remaining participants were well over age 60, many also with disabilities.

A total of \$27,530 has been spent to date with work completed by 8 participants. Follow-up letters have been sent to the remaining 4 participants requesting an update of their plans for completing their projects. Given initial estimates, an additional \$16,000 is expected to be drawn down with an anticipated balance of \$6,470 which can be added to the next round of funding.

Estimates for the work were typically above the total maximum grant amount of \$4,000, requiring participants to cover some of the costs out of pocket. Work items primarily focused on exterior repairs which is not surprising given COVID-19. Exterior stair and railing repairs or replacements were common. Other work items involved window and door repairs as well as heating and electrical system repairs for example.

The third round of funding was launched after Memorial Day through a wide variety of activities including postings on websites, press releases, information on social media, contact with Town departments and civic organizations, flyers in visible locations, etc. The deadline for the submission of applications is June 30, 2021 with awards made by the end of July.

Small Repair Grant Program



The Town of Needham is providing grants of up to \$5,000 to help eligible residents needing financial assistance make modest repairs and alterations to their homes for health and safety reasons.

Contact the Needham
Affordable Housing Trust
for more information and
an application at the
Dept. of Planning and
Community Development.

500 Dedham Avenue
Needham, MA 02492
Ph: 781-455-7550 x 220
ksunnarborg@needhamma.gov

To qualify:

- The property must be your primary residence and located in Needham.
- Your income must be within 80% of area median income limits for the Boston area. As of April 2021, 80% of Boston Area Median Income figures were: Household of 1: \$70,750, Household of 2: \$80,850, Household of 3: \$90,950, Household of 4: \$101,050, etc.
- One member of the household must be 60 years or older or have a State-recognized disability.
- Your home's assessed value must be lower than the Town's median of \$996,844.

Repairs can include plumbing or electrical work, carpentry, door or window repairs or replacement, broken or clogged gutters, step and porch repairs, lock repair or replacements, cement work or masonry repairs, painting, tiling, smoke/CO2 detectors, doorbell switches, weather stripping, sheet rock and plaster repairs, bathroom grab bars, raised toilets or toilet seats, hand-held shower heads, railings or other home modifications, among others. **Applications are due by June 30th!**





Town of Needham, Massachusetts Media Release

Office of the Town Manager
Town Hall, 1471 Highland Ave, Needham, MA 02492

FOR IMMEDIATE RELEASE

Wednesday, June 2, 2021

CONTACT

Cyndi Roy Gonzalez

croygonzalez@needhamma.gov

781-675-0394 (cell)

Town of Needham Announces Funding for Small Repair Grant Program for Homeowners

Grants of up to \$5K available to make home improvements, modifications

NEEDHAM – Wednesday, June 2, 2021 -- The Town of Needham announced today that a new round of funding is available for qualifying seniors and those with disabilities to make health and safety improvements to their homes.

Grants of up to \$5,000 per applicant are available. Grants are reviewed and awarded twice per year. Completed applications for this funding round must be received by June 30, 2021 with funding awarded by July 31, 2021. The next anticipated funding round application deadline is November 1, 2021.

Grant funding can cover a wide variety of home repairs and modifications including: Small Jobs and/or Contractor Work: Plumbing, carpentry, window repairs, gutters or downspouts, door repair or replacement, step or porch repair, lock repair or replacement, cement work or masonry repair, tiling, plaster patching, sheet-rock repair, smoke/CO2 detectors, weather stripping, electrical, heating, interior painting, floors, installation, masonry, siding, roofing, and the like.

Adaptations: Bathroom grab bars, raised toilets or toilet seats, hand-held shower heads, tub transfer bench, tub seats/rails, bed transfer bars, railings throughout the house, change door knobs to levers, hookup bells to light switches, hook-up flashing light to phone, install various phone volume control devices, intercom entryway buzzer system, light switch height, etc.

The limit for this program is \$5,000 per household, an increase of \$1,000 from previous grant funding rounds. Applications will be evaluated and prioritized based on program funding, health and safety considerations, and the financial need of the applicant. These grants are provided on an unsecured basis; there is no repayment required unless the grant recipient does not comply with program terms or transfers the home within one year.

Applicants must meet the following eligibility requirements:

1. The property is in Needham, is owned and is the primary residence of the applicant, and the applicant intends to live in the home for the next 12 months.

2. At least one household member is age 60 or older or is disabled.

3. Household income is not higher than 80% of Boston Area Median Income limits. As of April 2021, 80% of Boston Area Median Income figures were: Household of 1: \$70,750, Household of 2: \$80,850, Household of 3: \$90,950, Household of 4: \$101,050, etc.

4. The property assessment is below the Town of Needham's average assessed value for a single-family home which is currently \$996,844.

5. The applicant agrees to sign a grant agreement and to notify the Town through its Affordable Housing Trust prior to selling or listing the home for sale within the 12 months following payment under this program.

Applications are due by June 30, 2021. To obtain an application and a confidential assessment, contact Needham's Affordable Housing Trust at 781-455-7550 ext. 220 or ksunnarborg@needhamma.gov.

Information is also available on the Town's Housing [webpage](#).

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