



Commonwealth of Massachusetts

# DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Janelle Chan, Undersecretary

October 16, 2020

## Questions and Answers about the FY 2021 Housing Choice Capital Grant Application

1. **Question:** Can a municipality apply for funding for expenses on a property that is currently Town-owned, but due to be transferred to a private non-profit developer during the grant contract period?  
**Answer:** Yes, this is an eligible activity.
2. **Question:** Would the cost to connect an affordable housing development to a public water supply, including connection fees, that is not municipally owned be an eligible capital expense. Our community has a private water district.  
**Answer:** Yes, these are eligible activities. The Community can apply jointly with the Water District or apply on its own.
3. **Question:** There is a requirement to have completed an ADA Self-Evaluation and/or ADA Transition Plan to be eligible to apply for these grant funds. If our community does not have such plan(s) in place, we must commit to such planning within 5 years via execution of a Memorandum of Understanding (MOU). If we need the MOU, when should we submit it to DHCD?  
**Answer:** Should your community need ADA planning, please submit a copy of the MOU with your community's signature as part of your application as one of the uploads or via email to [chris.kluchman@mass.gov](mailto:chris.kluchman@mass.gov). This is a requirement for everyone who is APPLYING for these grants. We will execute the DHCD and Mass Office of Disability (MOD) portions of the MOU after the applications are received. Please visit the MOD web pages for more information about their municipal grant programs: <https://www.mass.gov/municipal-americans-with-disabilities-act-grant>
4. **Question:** Our community completed an ADA MOU during the 2020 Housing Choice designation period but have not yet received an executed copy. How should we answer the question "do you have an ADA Plan"?  
**Answer:** Due to the ongoing health emergency, the MOUs from 2020 designees have not been fully executed, but the Agency has a list of those communities that have completed this step. You should answer NO to having an ADA plan, but you do NOT have to "repeat" the MOU process and you do not have to upload the MOU. Staff thanks these communities for their patience.
5. **Question:** Our community is in the midst of completing an ADA plan, how should we answer the question "do you have an ADA Plan"?  
**Answer:** If you are currently working on an ADA Transition and/or Self Evaluation plan, you should select "Yes" in answer to this question; please provide information about the status of the plan in one of the available narrative responses and/or file upload responses.

6.     **Question:** Can we submit more than one project? For example building bike sharing facilities and a feasibility study for a housing project as long as the total is less than or equal to \$250,000?

**Answer:** No. Please choose the single best project for your municipality and submit that project.
7.     **Question:** If the Town owns (via tax title) a residential property that is now condemned, can the funds be used to demolish the house and restore the site as a potential building site?

**Answer:** Yes, this activity is an eligible expenditure.
8.     **Question:** Is infrastructure within an existing building an eligible expense? For example, adding battery, mechanicals, renewable energy, insulation to a community resilience hub serving frontline community members to make the building more resilient to interruption.

**Answer:** Yes, this activity is an eligible expenditure.
9.     **Question:** Is purchase of a building to provide support services for housing and day services for homeless an eligible use of funds?

**Answer:** Yes, this activity is an eligible expenditure.
10.    **Question:** Can two towns submit a joint application for a shared infrastructure project (such as sewer or water)? If there is a joint application does that prevent one of the towns from submitting an additional application?

**Answer:** Yes, communities may submit a multi-community project, if you choose a joint project, that should be the only application that your community submits.
11.    **Question:** We have a capital budget committee that is responsible for developing the Town's five year capital improvement plan (CIP). What is meant by an adopted CIP? The committee has approved the Town's plan – are there any additional steps required to meet the "approved" CIP?

**Answer:** There is no "requirement" for an approved CIP, but one of the project scoring categories refers to an "approved CIP" as an indication of local support / need for a capital project. The capital budget committee's approval meets the intent of this standard. If your community has another approval process for a CIP we would accept that as well. This is a good example of how you might add narrative about your local CIP process to explain how the project is included in an approved CIP.