

Middleborough
Community Preservation Committee
Application for Community Preservation Funding

A. COVER SHEET

1. PROJECT NAME Nemasket Apartments Window Project

2. APPLICANT INFORMATION

Project Organization: Middleborough Housing Authority
Contact Person: Josephine Ruthwicz
Address: 8 Benton Street, Middleboro, MA 02346
Daytime Phone: 508.947.3824 x16
Fax: 508.947.6393
E-mail: jruthwicz.mha@verizon.net

3. PROJECT INFORMATION

CPA Category (Please check all that apply):

____ Open Space # of acres ____ ____ Historic Preservation
____ Recreation # of acres ____ X Affordable Housing # of units: 10

Project Location/Address: 120 & 140 Sproat Street, Middleborough, MA

Assessors Map: 50J / 3614

Brief Project Description: In 1958 MHA constructed the first elderly housing development in Middleborough. This development is known as Nemasket Apartments. Nemasket -1 Apartments is located between Frank, Park and Sproat Streets and Nemasket -2 is located on Maddigan Way. Nemasket -1 Apartments, the location of this CPA project, consists of forty (40) one-bedroom units in a campus style setting with the apartments surrounding a grass park and a community building. The portion of our Nemasket Apartments Window Project to be funded with the Community Preservation grant will entail substitution of all of the original 1958 sliding windows in the ten apartments located at 120 and 140 Sproat Street with energy efficient double hung windows. The Sproat Street buildings were chosen because they are serviced by the same heat and hot water systems; therefore, upon completion it will be easier to identify cost savings. The existing apartment windows are single pane, metal sliding windows which are very inefficient (See Exhibit A – pictures of 120 Sproat Street windows). We can no longer locate replacement parts for the window locking mechanism; the same situation exists for the window screens - which are now duct taped in. The windows are heavy and no longer able to be easily opened or closed by the elderly tenants. In 2009 MHA completed a Capital Needs Assessment which identified and prioritized the capital needs of all our housing developments. Window replacement at the Nemasket Apartments was listed as a priority. In the fall of 2010 the Middleboro Gas & Electric Department conducted an energy audit due to our high utility consumption. The energy audit determined that there was substantial heat loss due to lack of air sealing at doors and windows. In conjunction with the CPA component of the Nemasket Window Project, Middleborough Housing Authority (MHA) will fund the cost of insulation and exterior siding on the façades below the new windows in order to maximize energy and cost savings. These façades presently have no insulation and consist only of sheetrock on

the interior and a plywood panel on the exterior. Additionally, MHA will fund the cost of the MHA employees to implement both components of this project. It is anticipated that the project would cost 40% more if not completed by MHA staff. Once the proposed changes are completed, the elderly tenants will feel warmer in winter, more comfortable in the summer, but most importantly, retain their housing. Other housing authorities faced with the same situation have demolished the affordable housing units. MHA, working with the Town and the Office of Community and Economic Development (OECD), was awarded a CDBG grant in January 2013 that will repair Sproat Street, install ADA sidewalks and curb cuts and improve the drainage in this area. The area for the CDBG grant was specifically chosen to augment the Housing Authority and CPA funds thereby having a bigger impact in the community. Due to these improvements, the town is also upgrading the water, sewer, gas and electric lines while the street is open. The partnering of these projects will provide better living conditions, less drafty housing, upgraded utilities and safer streets and walkways for the elderly residents on this section of Sproat Street.

4. AMOUNT OF CPA FUNDING REQUESTED:	\$20,000
TOTAL PROJECT COST:	\$1,190,503
CPA AS PERCENTAGE OF TOTAL PROJECT COST:	2%

For CPC Use

Date Received _____

Funding Recommendation _____

Date Application Deemed Complete _____

Public Hearing _____

B. PROJECT NARRATIVE

1. Goals and Description:

a. Project goals: The goal of this project is to retain and continue to provide safe and affordable housing to our low income residents. The Nemasket Apartments were built in 1958 as the first public elderly housing in Middleboro. At that time, heating costs were very cheap and no insulation was installed. Due to the lack of insulation and with single pane windows, the units are very cold and drafty. Even though MHA pays for the utilities so as not to overburden the elderly, we pay an average of \$568 a month for utilities for each apartment – this is an exorbitant expense for a 440 square foot apartment. For these reasons, it is no longer cost effective to have the units occupied and many neighboring communities have begun to demolish the affordable housing stock. The two Sproat Street buildings were chosen for the window project because they are serviced by the same heat and hot water systems; therefore, upon completion it will be easier to identify cost savings.

b. Description of project activities, outcomes, the property involved & its proposed use: The CPA funds would purchase double glazed low E windows for all ten Sproat Street apartments. Each unit has five sets of windows - two sets of double windows on the front and three sets in the rear of the apartment facing Sproat Street. Through our operating budget funding, MHA maintenance staff will install the windows, add an exterior frame below all windows to insert the insulation and attach the Hardiboard exterior siding. Additionally funding includes: the OECD's CDBG grant to improve Sproat Street sidewalks, road and drainage systems; Massachusetts Housing Partnership (MHP) grant to upgrade electric capacity and distribution system and town funds to upgrade gas, electric water and sewer lines on Park and Sproat Streets. The partnering of these funding sources will provide better living conditions, a warmer, less drafty living environment, safer walk ways for the elderly residents of Sproat Street as well as utility cost savings.

c. Indication of how the project is eligible for CPA funding: The Nemasket Window Project meets the goals of the CPA by preserving existing low income housing in our community. By supporting this project, the housing for our low income elderly residents will be protected from destruction. The MHA continually endeavors to provide decent, safe and sanitary housing to low income residents of Middleborough. There consistently is a need for affordable housing for our seniors as demonstrated by our wait list of 153 applicants. Due to the demonstrated need for affordable housing in our community, MHA's objective continues to be preservation of our existing affordable housing. Our state reporting agency, the Massachusetts Department of Housing and Community Development (DHCD), feels that many units are no longer cost effective to be leased up and have recommended that the units be left vacant or razed unless they can be made more energy efficient and cost effective. We have recently seen many units in Taunton and Fall River razed for this reason. Due to the constant need for affordable housing, MHA is diligently working to preserve our existing affordable housing.

d. Description of the project applicant and any project partners. Middleborough Housing Authority was established on July 30, 1948. Since that time, we have continued our endeavors to provide affordable housing to low income residents that is decent, safe and sanitary. Presently, the Housing Authority oversees 356 housing units. In 1948, MHA oversaw the construction of a twenty eight unit development to provide housing for soldiers returning home from World War II and their families. The Archer Court development was one of the first in the area to address affordable housing needs of veterans and provided a stepping stone to home ownership. In 1958, MHA constructed the first elderly housing development in Middleborough. Nemasket Apartments has ninety one bedroom apartments in campus style with the apartments surrounding a grass park and community room. In 1978, in order to accommodate the growing elderly

population in Middleborough, MHA built the sixty-four unit Riverview Development. This development includes seven units that are handicapped accessible. We have also developed a special needs property and administer the state and federal housing voucher programs that assists low income residents with their rental payments at apartments throughout the area. MHA also partnered with the Town of Middleborough, specifically the Town's Department of Public Works and Office of Economic and Community Development (OECD), to submit the Community Development Block Grant for the Park & Sproat Street Improvement Project which was awarded in July 2013. The OECD regularly submits grant applications for improvements to our community. MHA is also working with the Gas Department to install and connect to new gas meters, the Water Department to install and connect to new water mains and upgrade our electric capacity with the Electric Department through a MHP grant.

2. Community Need & Consistent with Town Plans:

The Nemasket Window Project meets the Community Preservation Plan's Housing Goal #1 by providing subsidized housing to eligible low and moderate income elderly and disabled residents. This project will also stabilize the housing for these residents by improving their present apartment rather than demolishing the units and forcing the elderly to relocate to other housing. The Project also meets the CP Plan's Housing Goal #2 by rehabilitating and preserving the present affordable housing stock for low to moderate income persons. The Project meets the CP Plan's Housing Goal #6 by leveraging other funds. Due to the CPA application, MHA also partnered with the Town's OECD and was awarded \$185,403 in CDBG funds in the same Sproat Street location. Additionally, we are working with the Public Works (\$50,000), Water (\$70,000) and Gas & Electric Department (\$39,600) for street, sidewalk and utility improvements. MHA will augment the CPA funds by installing insulation, siding and trim materials (\$60,500) for a complete facade upgrade and connect to the new gas, water & sewer lines. The MHP grant request of \$487,000 will install new doors and upgrade the electric capacity on the Nemasket development. The \$20,000 CPA grant request has leveraged \$1,157,503 in other funds.

The Project also meets Housing Goals as stated in the 2013 Community Development Strategy, 2011 Housing Production Plan and 2005 Affordable Housing Plan. These Town Plans recognize the need to ensure that housing for the elderly and disabled of all income levels are available in the community. They specifically identify rehabilitating and preserving housing stock for low and moderate income persons.

3. Community Support and Outreach:

The MHA Director met with the residents of the Nemasket Apartments at their monthly tenants' association meetings of June 10, 2013 and October 9, 2013. All residents residing in the Nemasket Apartments development are eligible to participate in the Nemasket Tenants Association (NTA) meetings and activities. At these meetings, the Director explained the Community Preservation Act, the application process and potential eligible projects. The tenants unanimously and enthusiastically supported a CPA application that would preserve their housing and eliminate the drafty windows (See Exhibit B - NTA letter of support). At their June 19, 2013 and October 9, 2013 meetings, the MHA Board of Commissioners voted to approve and submit a Community Preservation application for the Nemasket Apartment Window Project (See Exhibit C - MHA letter of support). DHCD has encouraged local housing authorities to apply for CPA and other grant funds to assist with capital needs and also supports our CPA application (See Exhibit D - DHCD letter of support). The window project has also been reviewed with the Building Inspector, who has informed us that since MHA staff will be implementing the project, no permit fee will be required. At the October 9, 2013 tenants meeting the Director also updated the residents of the CDBG project to repair of the streets and sidewalks, installation of ADA curb cuts and drainage remediation. The Town has focused on improving sidewalk and roadways

repairs in the centrally located neighborhoods and this improvement project is a continuation of the downtown area beautification goals as identified the Town's Community Development Strategy. By combining and concentrating several grants in one area of the community, residents will readily see and benefit from the improvements.

4. Credentials:

For the CPA, MHA and MHP components of the Project – The MHA Director has over 20 years experience in public housing, public procurement, project management and grant compliance. MHA has three (3) full time maintenance staff who will implement this project. MHA's Maintenance Supervisor has a Construction Supervisor's license and is OSHA certified. The maintenance employees each have over 25 years experience in the construction field. MHA maintains 190 apartments which work includes regular rehabilitation and repairs to all units plus construction oversight of larger projects such as roof replacement, heating systems and installation of ADA kitchens & baths.

For the CDBG & Town components of the Project - The OECD Program Manager has more than 20 years in financial and grant management including 6 years of construction oversight in the Middleboro OECD office. In addition to rehab of private homes, the OECD has also administered sidewalk and road improvements, renovations to the upper levels of downtown businesses for affordable housing as well as façade improvements on the ground levels. Additional cost and construction oversight will be by the Town of Middleborough's Public Work, Water and G & E Departments.

5. Maintenance and Ongoing Costs:

The Nemasket-1 section of the Nemasket Apartments was constructed in 1958 with state funds on town donated land. There is no mortgage on the property. MHA's operating budget for the 400-C Program, which includes the Nemasket Apartments, is derived from apartment rental income and state subsidy. In our 2013 fiscal year (1/1/13-12/31/13) the operating budget includes a state subsidy for the 400-1 Program in the amount of \$76,430 (\$53.98 per month per unit for 118 units) and our maintenance materials budget of \$28,904. The operating budget has approximately the same amounts for these categories annually (See Exhibit F – 400-1 Budget). The Maintenance budget will fund the MHA component of the project. MHA has three (3) full time maintenance staff who will implement this project. The budget provides documentation that MHA has the financial sustainability for future maintenance of the Nemasket Apartments Sproat Street buildings. Any cost overruns will be funded by MHA through the operating budget.

6. Success Factors:

As previously stated, the portion of our Nemasket Apartments Window Project to be funded with the CPA grant will entail substitution of all of the original 1958 sliding windows with energy efficient double hung windows in the ten apartments located at 120 and 140 Sproat Street. The Sproat Street buildings were chosen because they are serviced by the same heat and hot water systems; therefore, upon completion it will be easier to identify cost savings. In 2011 we were able to augment our budget with federal and state weatherization grants to install new boilers at the Nemasket Apartments. The combination of the new boilers, the new CPA funded windows plus the additional insulation and another layer of siding will result in warmer environment for the tenants. Since tenant's rents include all utility costs, MHA is anticipating significant cost savings. MHA is required to track and monthly submit to the state all utility costs for all developments. Therefore, we should easily be able to see the decrease in utility consumption and costs.

7. Project Permits & Approvals:

- a. Control of Site: As seen in Middleborough Assessor's records, the Middleborough Housing Authority is the owner of record of the Nemasket Apartments (See Exhibit G)

- b. Deed Restrictions: As shown in “a” above, the present owner of the Sproat Street property is the Middleborough Housing Authority, a government entity. This property was transferred to MHA by the Town in the 1950’s. As a local housing authority, all housing units are restricted by state law for low to moderate income residents. Even so, MHA is agreeable to having an affordable housing deed restriction placed on the property.
- c. Hazardous Materials: There are no known hazardous materials that will be disrupted due to implementation of this Project.
- d. Environmental Concerns: Per Patricia Cassady, the Town’s Conservation Agent, the Nemasket Apartments and, more specifically Sproat Street, is not located in the floodplains.
- e. Evidence of Historic Significance: Not applicable
- f. Permitting: Per Robert Whalen, the Town’s Building Inspector, as a municipal agency completing the Project, there are no permit fees. Even so, the project plans will be submitted to the building department for review. MHA has also consulted with the Conservation Commission regarding the floodplains (see “d” above) and the OECD, DPW, Water, G&E and Town Manager regarding the sidewalk and street upgrades, drainage and utility improvements. There are no known actions or barriers that will prevent the project from moving forward. The Nemasket Window Project is expected to be completed within nine months of award notification (weather permitting). Upon approval, the procurement for windows will begin and other necessary supplies can be ordered. The CDBG component is anticipated to be completed within 18 months of award notifications (December 2014)

C. PROJECT BUDGET, FUNDING, & TIMELINE

1. **Project Budget:** The Nemasket Window Project will be comprised of several components. The CPA component of the Nemasket Window Project will entail removal of the sliding windows in each of the ten apartments of the 120 and 140 Sproat Street buildings and then installing energy efficient double hung windows, resulting in a total of eighty new windows. In October 2012 MHA received a price quote of \$1,675.16 per unit from Harvey Windows (See Exhibit H) for the number and sizes of windows we will need for this project. Based on those estimates, the total cost for the windows would be \$16,751.60. We have seen an almost \$1,000 increase since that quote from Harvey Industries for these windows, therefore in anticipation of additional inflation increases, we are requesting \$20,000 in CPA funding for the windows. If the window prices when ordered in the summer/fall 2014 are less than \$20,000, MHA would submit a request to the CPC to spend the remaining funds on materials for window trim materials/supplies.

The MHA component of the project will include plywood and insulation to be attached to the existing façade in the front and rear of each building below the present windows. Clapboard style Hardiboard will be the exterior siding. This same Hardiboard was recently installed on the Nemasket Community Building and will compliment the Nemasket Apartments housing complex (See Exhibit I –new siding picture). By implementing both components, we will be able to provide a safer, more comfortable and energy efficient apartment for our elderly tenants. As previously stated, as a cost savings measure, all labor will be supplied by experienced MHA maintenance staff. Construction oversight and administration costs will be paid through MHA’s operating budget. Below is a breakdown of anticipated project costs:

CPA & MHA funds - window & facade \$ 60,000

Expense Item	Total	funding source
Double hung, insulated windows (\$1,675.16 x 10 apts & contingency)	= \$ 20,000	CPA
Insulation, plywood, Hardiboard	\$ 7,000	MHA
MHA Labor – windows (\$ 25 /hr x 360 hrs)	= \$ 9,000	MHA
MHA Labor – façade \$ 25 / hr x 960 hrs)	= \$ 24,000	<u>MHA</u>
TOTAL CPA PROJECT COST	\$ 60,000	

In addition, the Town has received a Community Development Block Grant to repair and repave the sidewalk and road abutting the Sproat Street apartments. The CDBG component of the Project will fund the Sproat Street & Walkway Improvements. The cost estimate for this component was developed by Andrew Bagas, the previous Middleborough Department of Public Works Supervisor (See Exhibit J – DPW cost estimate). Construction oversight and administration costs will be paid through the CDBG Program Delivery budget.

CDBG grant funds – sidewalk, ADA cuts, drainage \$ 185,403

Park & Sproat Street restoration;	Side walk Remove & Replace- west side
Four (4) handicap ramps;	Adjust drainage structures.
Paving;	Excavation/loam & seed east side
Police;	5% Contingency

OECD Administration

Gas Department & MHA funds \$ 73,100

Park & Sproat Street G & E		
gas line replacement install new meters	\$39,600	G & E
connect to new meters	<u>\$33,500</u>	MHA
	\$ 73,100	

DPW funds \$50,000

Park & Sproat Streets storm water basins grading to prevent flooding

Water Department \$70,000

Park & Sproat Streets - install new water lines; install new hydrants

Mass Housing Partnership grant \$487,000

Park & Sproat Street doors	\$ 40,000
upgrade electric capacity	\$ 90,000
install new electric distribution system	<u>\$357,000</u>
	\$487,000

Department of Housing & Community Development \$265,000

Nemasket Development- capital improvement funds to replace doors & windows

COMBINED PROJECTS - TOTAL COSTS \$1,190,403

2. Other Funding:

As stated above, other funding sources for this entire Sproat Street Improvement Project are:

- \$40,000 from Middleborough Housing Authority’s annual operating budget (See Exhibit F- FY13 budget) MHA’s set aside for the window project includes \$7,000 in the “Maintenance Materials” line item and \$33,000 from the “Maintenance Labor” line item.
- \$185,403 from the Town of Middleborough’s FY13 CDBG(See Exhibits J & K- OECD).
- \$50,000 from DPW (See Exhibit J).
- \$70,000 from Water Department (See Exhibit J).
- \$39,600 from G & E (See Exhibit J).
- \$487,000 from Mass Housing Partnership's (MHP) High Leverage Asset Protection Program (HILAPP) grant application- award due November 2014
- \$265,000 Mass Department of Housing & Community Development (DHCD) Formula Funding for capital improvements

Source of other funds	Amount	Funding requested	Funding secured
MHA FY13 budget	\$40,000	budget submitted Nov 2013	anticipate approval Jan 2014
FY13 Community Development Block Grant	\$185,403	app submitted Feb 2013	awarded July 2013
DPW / G & E	\$89,600	April 2013 ATM	April 2013 ATM
Water Dept	\$70,000	Oct 2013 STM	Oct 2013 STM
MHP HILAPP	\$487,000	June 2013	awarded Oct 2013
DHCD FF	\$265,000	annually	approved

3. Total Project Funding:

The Middleborough Housing Authority proposes to apply for CPA funds annually. At this time we anticipate requesting funds to remove and install new windows in two additional buildings in the next two CPA application cycles.

<u>Fiscal Year</u>	<u>Total Project Cost</u>	<u>CPA Funds to be Requested</u>	<u>Other \$</u>
2014	\$60,000	\$20,000	MHA \$40,000
2015	\$60,000	\$20,000	MHA \$40,000
TOTAL	\$120,000	\$40,000	MHA \$80,000

4. Timeline and Grant Disbursement Schedule:

CPA Project anticipated start date: July 2014

The Nemasket Window Project is expected to be completed within nine months of notification of award. Once approval is received, the procurement process for the windows will begin and other necessary supplies can be ordered. Additionally, the project plans will be submitted to the building department for review - as a municipal agency completing the work, there is no permit fee. There are five sliding windows in each apartment. These windows will be removed and

double hung insulated windows will be installed. It is anticipated that it will take four to eight weeks for the windows to be delivered. MHA maintenance staff will install the windows in the ten apartments. Additionally, MHA staff will insulate and install the façade improvements on both buildings. Assuming grant notification after spring 2014 town meeting, the implementation schedule of key milestones will be as follows(weather permitting):

Activity	Date Completed	Total Funding	CPA	Other
Award Notification	July 2014			
Specifications completed	August 2014			
Window Procurement	Aug - Oct 2014	\$20,000	YES	
Supplies Received	November 2014	\$ 7,000	NO	MHA
Installation	Dec 2014-Mar 2015	\$20,000	NO	MHA
Completion	April 2015	\$13,000	NO	MHA

Time line for Other Funding Sources Activities

CDBG Award	July 2013		NO	CDBG
Environmental Review	Aug- Sept 2013		NO	CDBG
Bid Process	Sept-Oct 2013		NO	CDBG
Streets & walks replaced	Nov 2013 -April 2014	\$185,403	NO	CDBG
Catch basins/ drainage gas lines	Nov 2013 -April 2014 Aug-Oct 2013	\$50,000 \$39,600	NO NO	DPW G & E
connect to new meters water lines & hydrants	Oct 2013 Oct-Nov 2013	\$33,500 \$70,000	NO NO	MHA Water
HILAPP award	Oct 2013		NO	MHP
HILAPP implementation	Jan-Dec 2014	\$487,000	NO	MHP
Formula Funding	July 2013	\$265,000	NO	DHCD
FF implementation	July 2013 -June 2015		NO	DHCD

D. SUPPORTING DOCUMENTS & APPLICANT CERTIFICATION

1. Supporting Documents: Check off all attachments included:

A. Minimum Submission Requirements

All Projects

- Support letters: MHA Board, DHCD, Nemasket Tenants Association
- n/a Names and addresses of project architects, contractors, and/or consultants
- n/a For projects on Town property: Letter of approval from Town Manager and/or appropriate department head
- Non-CPA funding commitment letters

Historic Preservation Projects

For Historic Preservation Projects:

- n/a Evidence property/site is on State Register of Historic Places or is eligible for the State Register, OR
- n/a Middleborough Historic Commission (MHC) letter of certification of significant historical, archeological, architectural, and/or cultural value.
- n/a Letter from the MHC indicating the project proposal has been reviewed and endorsed by the MHC.

Projects that include acquisition and/or rehabilitation of land, buildings, and other real property

- Evidence of Site Control (Middleborough Assessor’s field card
- n/a Appraisal [for acquisitions]
- Assessor’s map showing location of the project
- n/a Permits already obtained

B. Additional Supporting Documents

- Photographs, renderings, or design plans, if applicable
- Preliminary architectural plans and specifications for new construction or rehabilitation, if applicable
- Existing condition reports
- Other information or documents (Window Price proposal from Harvey Industries; CDBG award letter, Water, DPW, G & E Departments - improvement price estimates; DHCD)

2. Applicant Certification

I hereby certify that the foregoing and attached information is true and accurate to the best of my knowledge. I further certify that I have reviewed the attached Community Preservation Fund Appropriation Payment, Accounting & Procurement Policy and for non-government applicants, the attached draft Grant Agreement and hereby affirm that if the foregoing application is funded, the applicant is prepared to execute and abide by the terms of these documents.

Applicant’s Name: Middleborough Housing Authority

By Authorized Representative: _____
Arlene Dickens, Chairman

Date: October 9, 2013

E. CERTIFICATE OF AUTHORITY& LIST OF OFFICERS AND DIRECTORS

GRANT AGREEMENT #:

APPLICANT: Middleborough Housing Authority

I hereby certify that I am the Clerk/Secretary of: Middleborough Housing Authority Board of Commissioners and that Arlene R. Dickens is the duly elected Chairman of said municipal organization;

and that on October 9, 2013, at a duly authorized meeting of the Board of Commissioners of said municipal organization, at which a duly authorized quorum of the Commissioners were present and acting, or waived notice,

that Arlene R. Dickens, Chairman of this municipal organization be and hereby is authorized to execute contracts and bonds in the name and on behalf of said municipal organization, and affix it Corporate Seal thereto, and such execution of any contract of obligation in this municipal organization’s name on its behalf, with or without the Corporate Seal, shall be valid and binding upon this municipal organization; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

Attest:

Josephine A. Ruthwicz, Secretary

Date: October 9, 2013

NOTE: THE DATE OF THE VOTE AUTHORIZING OFFICER TO SIGN GRANT AGREEMENT MUST BE BEFORE THE DATE THE OFFICER ACTUALLY SIGNS THE GRANT AGREEMENT.

THIS CERTIFICATE MUST ALSO BE EXECUTED BEFORE THE OFFICER SIGNS THE GRANT AGREEMENT.

LIST OF OFFICER AND DIRECTORS

Middleborough Housing Authority 2013 Board of Commissioners

Chairperson:	Arlene Dickens
Vice-Chairperson:	Roger Clark
Treasurer:	Buddy Chilcot
Commissioner:	Nancy Thomas
State Appointee:	Thomas White
Secretary / Executive Director	Josephine A. Ruthwicz

- This Form is to be used by corporations, trusts and associations who are applying for CPA Funds.

F. STATE TAX CERTIFICATION

GRANT AGREEMENT #:

APPLICANT: Middleborough Housing Authority

Pursuant to Massachusetts General Laws Chapter 62C, Section 49A, I certify under the penalties of perjury that, Middleborough Housing Authority, as a government entity, is not required to file Massachusetts tax returns and to the best of my knowledge and belief, has paid all Massachusetts and Town of Middleborough Taxes and Fees as required under law.

Signature: _____
Buddy Chilcot, Treasurer

Name of Recipient: Middleborough Housing Authority

State Tax Exemption # 042-423-337

Federal DUNS # 780988317

Date: October 9, 2013

G. AFFADAVIT

GRANT AGREEMENT #:

APPLICANT: Middleborough Housing Authority

I, Arlene R. Dickens, under the penalties of perjury do hereby state and affirm that:

1. On October 9, 2013, I signed the attached Project Submission & Application For Funding (hereinafter “the Application”) seeking funding from the Town of Middleborough’s Community Preservation Fund as the Authorized Representative of Middleborough Housing Authority (hereinafter “the Applicant”); and

2. Neither I, nor the Applicant, nor any person or entity who would receive funding as a result of the Application has ever been convicted of:

- (a) a crime involving the willful and malicious setting of a fire, or
- (b) a crime involving the aiding, counseling, or procuring of a willful and malicious setting of a fire, or
- (c) a crime involving the fraudulent filing of a claim for fire insurance;

and

3. Neither I, nor the Applicant, as of this date, owe the Town of Middleborough any monies in the form of previously incurred real estate taxes, water/sewer charges, motor vehicle excise taxes, personal property taxes, parking tickets or any other indebtedness, or

4. I owe \$ 0.00, (please state dollar amount and source of indebtedness - if nothing owed insert \$0.00), and if delinquent,

- _____ I have filed in good faith, an application for an abatement of such amount which is pending, or
- _____ a petition before the Appellate Tax Board is pending, or
- _____ an Installment Payment Agreement with the treasurer of the Town which is current and not in default; and

5. Neither I, nor the Applicant, nor any person who would gain equity as a result of funding of the project described in the Application, has ever been convicted of violating any code, statute or bylaw regarding conditions of human habitation within the last three (3) years; and

6. Neither I, nor the Applicant, nor any person who would gain equity as a result of funding the project described in the Application, has ever been the owner of any property in the Town of Middleborough for which the Town has foreclosed the right of redemption as a result of failure to pay real estate taxes, water/sewer charges or any other indebtedness

7. Neither I, nor the Applicant, nor any person who would gain equity as a result of funding the project described in the Application nor any person who would gain equity in the project described in the Application, is employed by the Town, or a member of a Board or Commission of the Town of Middleborough or if so:

(a) In what capacity?

Four locally elected members of the Board of Commission:
Chairperson - Arlene Dickens; Vice-Chairperson - Roger Clark;
Treasurer- Buddy Chilcot; Commissioner- Nancy Thomas
State Appointee- Thomas White; One Board Member employed by
MHA– Secretary/Executive Director- Josephine Ruthwicz

(b) In what department? Middleborough Housing Authority

I understand that in the event any of the foregoing statements are untrue, all CPA funding of the project described in the attached Project Submission & Funding Request will be forfeited and if any monies have been distributed pursuant to Town Meeting approval of this Funding request, then all such sums shall be immediately due and payable to the Town of Middleborough.

The undersigned swears under the penalties of perjuries that this Affidavit is complete and accurate in all respects.

SIGNATURE _____
Arlene R. Dickens, Chairman

ADDRESS 8 Benton Street, Middleboro, MA 02346

TELEPHONE # 508.947.3824

WITNESS _____

- This Affidavit must be signed by the individual(s) or organizations(s) applying for Community Preservation Funding. If this form is signed on behalf of a corporation or other legal entity, it must be signed by a duly authorized representative of that corporation or legal entity.

H. MEMORANDUM OF UNDERSTANDING

GRANT AGREEMENT #:

APPLICANT:

Middleborough Housing Authority

I understand that there are certain conditions and responsibilities involved in receiving CPA funding.

My signature below indicates that I have read the following conditions and agree to follow them if my application is recommended to and approved by Town Meeting:

1. I understand that the funding process follows procedures described in the Community Preservation Act, M.G.L. Ch. 44B and that this places certain restrictions on how payments may be made.
2. In order to acknowledge the Community Preservation Act, and thus the contributions of the Middleborough taxpayers, I will:
 - Order, pay for and place a temporary “Community Preservation Works” sign or banner in front of the project. The Community Preservation Committee will provide the approved design. Approximate cost for the sign or banner is generally \$250 - \$300.
 - Acknowledge the contributions of the Community Preservation Act in all press releases, newsletters, and other publicity.
 - Include recognition of the Community Preservation Act if a permanent plaque or sign is placed on the project.
3. If requested, I will supply the Community Preservation Committee with quarterly financial up-dates on the project.
4. I acknowledge that a deed restriction may be required. If needed, I will assist in the process of obtaining the required deed restriction to help protect the property in perpetuity.

Arlene R. Dickens, Chairman Middleborough Housing Authority

Date

EXHIBITS

EXHIBIT A	Pictures of Sproat Street Apartment Buildings
EXHIBIT B	Nemasket Tenants Association (NTA) Letter of Support
EXHIBIT C	Middleborough Housing Authority Letter re: CPA Application and FY14 Budget Approval
EXHIBIT D	DHCD Letter of Support
EXHIBIT E	NTA meeting minutes
EXHIBIT F	MHA's FY13 Budget for Nemasket Apartments
EXHIBIT G	Middleborough Assessor's Field Card for Nemasket Apartments
EXHIBIT H	Harvey Windows price quote
EXHIBIT I	Nemasket Community Building- siding picture
EXHIBIT J	OECD, DPW, Water & Gas Depts estimates for Park & Sproat Streets improvements
EXHIBIT K	OECD's Letter of Support
EXHIBIT L	HILAPP award