

Cover Sheet – Non-Social Service Activity

AGENCY NAME: Amherst Housing Authority
AGENCY ADDRESS: 33 Kellogg Avenue, Amherst, MA 01002
AGENCY PHONE NO: (413) 256-0206 CONTACT PERSON: Chad Howard
CONTACT PERSON EMAIL: choward@amhersthousingauthority.org
CDBG FUNDING REQUEST: \$200,888.00

1. Project Name:
Watson Farms Building Envelope Rehabilitation Project

2. Project Description: (1-2 sentences)
This project aims to corrects an issue of water infiltration behind the siding of the buildings which has caused sheathing and fasteners to rot away and the siding to fall off in chunks. This project includes replacement of sheathing, installation of a proper drip edge and replacement of siding using fiber-cement type siding.

3. Project Location:
Watson Farms Low-Income Family Federal Housing Development
693 Main Street, Amherst, MA 01002

4. Budget Request:
\$200,888.00

5. Type of Activity (check one):
 - Rehabilitation
 - Acquisition
 - Demolition/clearance
 - Infrastructure
Public Facility
 - Architectural Barrier Removal
 - Other – please explain

6. National Objective:
Total number of beneficiaries (individuals served):
There is a total of 15 apartment units, with a total of 45 individuals currently being served at the Watson Farms development.

Total Low/Mod beneficiaries (individuals served):
Approximately 60% of the individuals served at this development fall in the Extremely Low-Income Range; approximately 15% of the individuals fall in the Very Low-Income Range; 15% of the individuals fall in the Low-Income Range; 10% of the individuals fall in an income range above 80% AMI.

Please submit responses to the following questions:

Project Name: Watson Farms Building Envelope Rehabilitation Project

Project Location: Watson Farms Low-Income Family Federal Housing Development
693 Main Street, Amherst, MA 01002

Census Block Group: 820500

National Objective Description

- Describe in detail how your project will meet a national objective and how it will be documented to ensure that participants meet low/moderate income requirements.
- Limited clientele projects must document compliance by one of the following methods:
 - For projects that do not provide “income payment” forms of assistance, beneficiaries may “self-declare” their eligibility, generally by completing and signing a form declaring household sizes and income ranges.
 - For projects that offer income payments or subsidies, income must be documented.
 - For projects where the user profile will be low- and moderate- income, a description of the profile must be presented so that the conclusion, without a doubt, will be to benefit low- and moderate- income persons.

This rehabilitation project meets the National Objective: The Watson Farms Low-Income Family Housing Development consists of 15 multi-bedroom family apartment units where approximately 60% of the individuals served fall into the Extremely Low-Income Range; approximately 15% of the individuals fall into the Very Low-Income Range; 15% of the individuals fall into the Low-Income Range; 10% of the individuals fall in an income range above 80% AMI.

This property is a federally assisted low income family housing development under the United States Department of Housing and Urban Development (HUD). This housing development is home to a variety of families and individuals; with fifteen total family-housing units, four of which are classified as accessible units that are utilized to house physically disabled individuals.

This rehabilitation project aims to restore the integrity of the building envelopes at the Watson Farms development by means of replacing the 30-year-old sheathing and siding which was installed during the original construction of the development in the mid-80’s. The condition of the siding is currently in critical condition; replacement of the sheathing and siding is absolutely necessary to restore the building’s integrity and help ensure the Amherst Housing Authority ability to continue to provide safe and secure housing to low-income families in need in the Amherst area.

Demonstrate Consistency with Sustainable Development Principles

- Describe how project meets and is compatible with the State’s Sustainable Development Principles: <https://www.mass.gov/files/documents/2016/07/rt/sdprinciples.pdf>.

This rehabilitation project would meet the State’s Sustainable Development Principles under item #6 identified as “Expand Housing Opportunities”. This principle states: “Support the construction and rehabilitation of homes to meet the needs of people of all abilities, income levels, and household types. Build homes near jobs, transit, and where services are available.

Foster the development of housing, particularly multifamily and smaller single-family homes, in a way that is compatible with a community's character and vision and with providing new housing choices for people of all means.” Watson Farms is a low-income family federal public housing development which houses between 40-45 individuals. Correcting the issues presented under this rehabilitation project would help to ensure sound integrity of the property which will ultimately allow the Amherst Housing Authority to continue to provide affordable housing to families and individuals for years to come.

Demonstrate Consistency with Target Area requirements

- Describe location of the project in terms of the identified target areas.

This property is located in the 600 block on Main Street, a CDBG Eligible Block Group in the East Village target area of Amherst, MA.

A. Demonstrate Consistency with Community Priorities

- Describe how the proposed project is consistent with the Community Priorities.
- To meet this threshold a proposed project must relate to a community development need or needs identified by the community priorities.

The Community Development Strategy identifies a wide range of initiatives designed to promote, preserve, and develop the community by means of local housing, community services, land use, economic development, natural and cultural resources, recreation, transportation, and sustainability. This project meets the [1] Housing/Land Use initiative as it states: “The focus of many in the community is the extreme need for housing for the non-student population, in particular, low- and moderate-income households and permanent supportive housing... Amherst’s Housing Production Plan (HPP) notes that there is an imbalance of demand and supply. Put simply, there is not enough housing to meet the various markets: students, families, elderly, individuals, renters, low and moderate income... RKG has emphasized the need for both affordable and market-rate housing if Amherst wants to maintain its diverse population.” According to the Housing Production Plan the following areas were identified as priority housing needs, and are of particular relevance relating to the Watson Farms Housing Development and this proposed construction project:

- “Rental housing for families, particularly those earning within very low-income categories, and the growing number of smaller households that are increasingly single parents with children.”
- “Rental housing for individuals that require smaller affordable housing units, including persons now accommodated in the shelter in winter and elsewhere during other seasons.”
- “Preservation of existing affordable rental housing, including subsidized units and those in the private housing market, which are typically more cost effective to rehabilitate than to build new.”
- “Housing for at risk and special needs populations that often require special services and handicapped accessibility.”

The building envelope at the Watson Farms development has deteriorated dramatically over the past several years. Its condition has reached a critical point where without properly addressing the issue, we are in threat of the damage becoming so great that it would be beyond repair. This building rehabilitation project will help to restore the integrity of the buildings while

also preserving Amherst Housing Authorities ability to provide affordable housing to individuals in need. This project falls into the #1 priority ranking for projects under the Community Development Strategy to “Create affordable and fair housing options (rental and ownership) for the chronically homeless and extremely low income, low- and moderate-income families, individuals, seniors and the disabled that includes the purchase, renovation or construction of housing and associated infrastructure.” The individuals we serve at the Amherst Housing Authority are often in desperate need of housing; further, housing options for non-students or low-income families and individuals in the Amherst area are sparse to say the least. The approximate 250 rental units that the Amherst Housing Authority owns and/or manages represents a significant percentage of the available affordable rental units in the area. Maintaining the building’s condition at the Watson Farms development is a crucial priority to maintain this stock of housing in the Amherst area. However, Amherst Housing Authority only receives approximately \$30,000 annually to address capital needs such as this rehabilitation project. A grant award from the CDBG committee and the Town of Amherst would be monumental in maintaining the Housing Authority and Amherst community priorities.

B. Agency Information

- Provide an overview of your organization, including length of time in existence, experience in successfully conducting activities for which funding is being sought, and skills and current services that reflect capacity for success.
- Explain your short-term goals and long-term goals.

The Amherst Housing Authority (AHA) is a public body, politic and corporate, duly organized in 1959 and existing pursuant to Massachusetts General Laws, Chapter 121 B, and Section 3. A Board of Commissioners is legally responsible for the overall operations of the Authority, and the day to day activities and administration of the Authority is delegated to the Executive Director and managed by a 16-person staff.

The AHA has a long history in providing safe, affordable housing to residents of the Amherst community with the following programs:

Low Rent Public Housing- Under this program, the AHA owns operates and maintains rental housing acquired with grants from the U.S. Department of Housing and Urban Development (HUD). Dwelling units are leased to low income tenants at rates based on their ability to pay. Operations are supported by HUD via operating grants.

Public Housing Capital Fund- HUD provides grants to authorities with Low Rent Public Housing units on a formula basis. The funds are predominantly used to make physical improvements to buildings and dwelling units owned by the Authority under the Low Rent Public Housing Program. A portion of capital funds may also be used to support operations and to make improvements in the management and operation of the Authority.

Section 8 Housing Choice Voucher- HUD provides grants to the Authority to subsidize rents paid by low income families and individuals who rent dwelling units from private landlords. Under this program qualified applicants are issued vouchers which may be used by the applicant to obtain housing in the private rental market. The AHA will subsidize the landlord for the difference between the rent requested and the tenant’s share of the rent not to exceed a predetermined payment standard.

State and Local Programs- the AHA operates the following state and local programs:

State Consolidated Housing and State Chapter 667/705 Housing- Under these programs, the AHA owns, operates and maintains rental housing acquired with grants from the Massachusetts Department of Housing and Community Development (DHCD). Dwelling units are leased to low income tenants at rates based on their ability to pay. Operations are supported by DHCD via operating grants.

State Chapter 689 Housing- Under this program, the AHA owns operates and maintains rental housing acquired with grants from DHCD. The building is generally rented to a non-profit corporation who provides health and human resource needs to mentally or developmentally disabled individuals.

Massachusetts Rental Voucher Program (MRVP) - DHCD provides grants to the AHA to subsidize rents paid by low income families and individuals who rent dwelling units from private landlords. Under this program, qualified applicants are issued vouchers which may be used by the applicant to obtain housing in the private rental market. The AHA will subsidize the landlord for the difference between the rent requested and the tenant's share of the rent not to exceed a contract amount.

Alternative Housing Vouchers (AHVP) in November 2015 DHCD awarded the AHA with 20 AHVP vouchers which provides housing to eligible younger disabled individuals who would normally qualify for Chapter 667 Elderly/disabled housing. These vouchers allow low income individuals/families to rent dwelling units from landlords in the private rental market. The AHA provides a subsidy payment to the landlord for the difference between the rent for the unit and the tenant's share of the rent.

The housing program for which the AHA is seeking funds falls under the State Consolidated Housing and State Chapter 667/705 Housing.

The Amherst Housing Authority has been doing modernization projects under the requirements of the Commonwealth of Massachusetts for numerous years and is one of a few agencies statewide that is part of the DHCD Accelerated Independent Modernization and Management (AIMM) for capital projects under DHCD.

Both the long-term and short-term goals for the Amherst Housing Authority are the same, which is to provide safe, affordable housing to extremely low, low and moderate-income individuals, families and disabled people.

C. Project Budget Information

- Provide a detailed budget cost estimate that includes all sources of revenues and all expenses—CDBG and non-CDBG sources, *signed by the preparer*. (Include an inflation factor to reflect the cost of construction at the time of project implementation, as outlined in your project timeline.)

A cost estimator tool was used to combine the construction costs, including prevailing wage labor rates, plus any soft costs (i.e. Architectural fees, construction contingency, administration fees, inflation, etc.). This tool, provided to all housing authorities in Massachusetts, is a product of the Department of Housing and Community Development (DHCD), called "Capital Planning System" (CPS), and is a reliable cost estimator tool that the AHA has used on many of its State and Federal projects. A copy of the CPS generated project review is attached within this application.

The CDBG funding request of \$200,888.00 reflects a large portion of the project budget (construction and soft costs inclusive) to replace the damaged sheathing, insulation, siding and flashing/drip-edge development-wide. AHA intends to use their 2020 HUD Capital Fund Grant

of approximately \$35,128 to supplement a potential CDBG award.

- Provide an agency balance sheet.

Financial statement for the Amherst Housing Authority attached.

- Explain the process used to review the accuracy of the cost estimate.

The DHCD Capital Planning System software was used to calculate all project costs as noted above. The CPS cost calculator is an all-inclusive project cost estimator, used by DHCD and other public housing authorities, which is time-tested to be a reliable and accurate tool for estimating project budgets.

- State the qualifications of the person who prepared the cost estimate.

Chad Howard (AHA Asset Manager) has been trained by DHCD to use the DHCD Capital Planning System software. Mr. Howard has been designated by DHCD as an “expert” user of the DHCD Capital Planning System and project manager. Mr. Howard has served as the Asset Manager of the Amherst Housing Authority for four-years in which time he has overseen the planning and construction of all projects for the Amherst Housing Authority.

- Submit a detailed line item budget including a trade item breakdown and soft costs.

Attached are the itemized cost estimates and projected budget for the project, (attached: CPS cost estimate, Revenue/expense project budget and 12-month budget).

- Provide an explanation of sources and uses for all funding.

The Amherst Housing Authority receives approximately \$30,000 annually for capital improvements at the Watson Farms development through the HUD Capital Fund Grant. AHA intends to combine our 2020 and 2021 HUD Capital Fund Grants to supplement a potential CDBG award to complete this project. See attached itemized cost estimates and projected budget for the project (attached: CPS cost estimate, Revenue/expense project budget and 12-month budget).

- Submit an operating and maintenance plan including funds required and source of funding.

The Annual operating budget for the Amherst Housing Authority for FY’17 is attached. The Development in which funds are being requested belongs to the fund number 085 program.

- If applicable, describe and document the availability and source of matching or other funds needed to complete the project. In-kind services are accepted only as directly related to the project.

As described above, AHA intends to supplement a potential CDBG award with our 2020 and 2021 HUD Capital Fund Grants See attached itemized cost estimates and projected budget for

the project, (attached: CPS cost estimate, Revenue/expense project budget and 12-month budget).

D. Project Description

- Please provide a summary of the proposed project. The summary should include a detailed scope of the total project, including the non-CDBG funded components.

Due to the lack of proper drip edge on the exterior siding and trim, over time water has infiltrated behind the siding which has rotted much of the underlying sheathing and fasteners on the building envelope. For a long time this condition existed unnoticed until finally the fiber cement siding began falling off in chunks at various locations. As more time past, it became clear that this was not an isolated/local condition, but rather the water infiltration was evidently occurring development-wide. Some areas are clearly worse than others, however, the condition has become a serious problem development-wide.

With this project AHA intends to completely remediate all water damaged underlying sheathing, install proper flashing and drip-edge and install new fiber cement siding.

1. Remove all of the siding development-wide, (approximately 18,000 sq. ft.) to reveal the complete extent of the water damaged underlying sheathing.
2. Replace underlying sheathing and rigid insulation, (approximately 12,000 sq. ft.).
3. Replace fiber cement siding, (approximately 18,000 sq. ft.)
4. Replace required soffit and gable vents as necessary.

- Demonstrate that the activity has been prioritized by the community at the local level.

The Community Development Strategy identifies a wide range of initiatives designed to promote, preserve, and develop the community by means of local housing, community services, land use, economic development, natural and cultural resources, recreation, transportation, and sustainability. This project meets the [1] Housing/Land Use initiative as it states: “The focus of many in the community is the extreme need for housing for the non-student population, in particular, low- and moderate-income households and permanent supportive housing... Amherst’s Housing Production Plan (HPP) notes that there is an imbalance of demand and supply. Put simply, there is not enough housing to meet the various markets: students, families, elderly, individuals, renters, low and moderate income... RKG has emphasized the need for both affordable and market-rate housing if Amherst wants to maintain its diverse population.”

This building rehabilitation project will help to preserve the long-term life of this development and ensure affordable housing in the Amherst area. This project falls into the #1 priority ranking for projects under the Community Development Strategy to “Create affordable and fair housing options (rental and ownership) for the chronically homeless and extremely low income, low- and moderate-income families, individuals, seniors and the disabled that includes the purchase, renovation or construction of housing and associated infrastructure.”

- Include information on the number of individuals or families to be served and who they are, i.e. disabled, low-income, and homeless, etc.

There is a total of 15 apartment units, and 45 individuals are currently being served at the Watson Farms development. Approximately 60% of the individuals served at this development fall in the Extremely Low-Income Range; approximately 15% of the individuals fall in the Very

Low-Income Range; 15% of the individuals fall in the Low-Income Range; 10% of the individuals fall in an income range above 80% AMI. See below the breakdown of individuals being served at the Watson Farms development:

1. 64% Female, 36% Male
2. 3 elderly individuals
3. 8 disabled individuals
4. 65% of the individuals being served are of Hispanic/Latino, African-American and/or American-Indian minority
5. There are 9 households with children

- For projects involving renovation of buildings used for CDBG-eligible and non-eligible activities, applicants must describe how space is allocated within the building and how the project will be pro-rated to address the mix of uses.

This proposed construction project will address the exterior building envelope only. No work will occur within the dwelling space of the individuals being served or within the shared community spaces. We do not anticipate any interruptions to the day-to-day uses of this property.

E. Project Need

- What is the need for the proposed project/program?
- Define and quantify the need or problem to be addressed by the proposed project. Explain why the project is important.

The building envelope at the Watson Farms development has deteriorated dramatically over the past several years. Its condition has reached a critical point where without properly addressing the issue, we are in threat of the damage becoming so great that it would be beyond repair. This building rehabilitation project will help to restore the integrity of the buildings while also preserving Amherst Housing Authorities ability to provide affordable housing to individuals in need.

The Amherst Housing Authority receives approximately \$30,000 annually for capital improvements at the Watson Farms development through the HUD Capital Fund Grant. Unfortunately, the HUD Capital Fund is simply not sufficient to complete necessary capital improvements such as this. AHA faces a major challenge to maintain the integrity of the physical property with limited resources. AHA has taken measures to temporarily repair certain areas of the building envelope in an attempt to delay the failure of this component, but now we are simply running out of time. Completion of this project is a critical need and thus we are desperate to leverage funds from the Community Development Block Grant program to help supplement our limited available capital improvement budget. Without funds from CDBG, AHA simply will not have the funds to complete this project, and we face the real risk of the property deteriorating beyond repair.

- ***Document the need. As applicable (i.e., for projects involving construction or rehabilitation), photographs must be included as attachments to the packet.***

Images of the existing deteriorating condition of the building envelope are attached.

- Describe how project will address the need.

Maintaining the integrity of the buildings and grounds are foundational in AHA's ability to provide affordable housing to those in our area in need. This proposed project will rehabilitate the failing building envelope by means of remediating and replacing all damaged underlying sheathing, insulation and siding. The installation of proper flashing and drip edge will prevent this deficiency from repeating in the future. Completion of this project will extend the useful lifespan of the Watson Farms Low-income housing development and allow AHA the ability to provide homes to families and individuals in need for years to come.

F. Community Involvement and Support

- Demonstrate the involvement and opportunities available for the community and/or potential beneficiaries in the identification, planning and development of the proposed project.
- Define the process to be used to maintain involvement of the project beneficiaries in the implementation of the project.

One statutory requirement to complete this project using public funds is for the Awarding Authority, and the General Contractor, to be in compliance with Section 3 of the Housing and Urban Development Act of 1968. This federal requirement aims to provide training, employment and contracting opportunities for businesses and lower income persons. The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. The residents of the Watson Farms development are precisely the type of individuals which section 3 is targeting; completion of this project using CDBG funds would directly provide the potential for low- to very-low income individuals to obtain short-term or even permanent jobs and/or apprenticeships.

Residents of the Watson Farms development have been vocal regarding the need for this construction project; they have witnessed the conditions of the building envelope worsening over the past few years and they desire rehabilitation of this component. Restoring the building envelope to a sound conditions is not only imperative to prolonging the lifespan of the physical property, but it also contributes to the moral of residents and visitors at the property. The building's exterior condition is the first thing that residents and visitors notice when assessing the living conditions at the property, and thus, rehabilitation of this deteriorating component is of even more importance to the AHA.

AHA holds an annual resident meeting to discuss capital and social needs of our residents. During the 2019 meeting, many residents noted the poor condition of the building envelope and explained their desire to have this improved to a state in which they can once again be proud of their home environment.

G. Project Feasibility

- Why is the proposed project/program feasible?
- Demonstrate that the project is capable of proceeding at the time of award, can be effectively managed, and can be physically and financially accomplished within the grant period.

The project scope and budget has been thoroughly developed using the DHCD Capital Planning System software which accounts all finance, materials and labor components in

generating an accurate product. AHA is currently soliciting the services of architectural and engineering services to work with us in the planning, permitting, bidding, construction management, administration and construction control of the project. AHA is currently taking all necessary measures in preparation for a potential CDBG award. We forecast to have completed bid-ready plans and specifications finalized this winter which will allow us to immediately bid this project and undertake construction upon award

The Amherst Housing Authority has a long history of effectively managing projects with federal, state, and local funds. We have a full-time staff that is experienced in managing all components of capital improvement projects including source funding, project planning, permitting, bidding, contracting, construction management/supervision and resident communication. The following are projects of similar scope/size as this proposed CDBG project and have been successfully completed within the past five years:

- New HVAC system at Ann Whalen – \$248,911.00, 2015
 - Water Infiltration and Paving at Chestnut Court – \$332,500, 2016
 - Window Replacement project at Jean Elder – \$90,000, CDBG 2014
 - Accessible bathroom renovations for Watson Farms – \$38,100, CDBG 2014
 - Emergency Generator Upgrade at Ann Whalen – \$112,312, 2014
 - Kitchen upgrades at Sunrise Ave. – \$22,250, 2013
 - Bathroom Rehabilitation at Sunrise Ave. – \$25,000, 2016
 - Exterior Lighting Upgrades at Ann Whalen – \$14,146, 2014
 - Kitchen and Bath Upgrades at John Nutting – \$636,201.24, 2016
 - Elevator Piston Replacement at Ann Whalen – \$74,000, 2016
 - Kitchen and Bath Upgrades at Ann Whalen – \$1,200,000, 2018
 - Kitchen, Bathroom & Flooring Renovations at Jean Elder – \$162,000, CDBG 2017
 - Boiler Replacement Project at Chestnut Court – \$120,000, 2017
 - Casement Windows replacement at Chestnut Court – \$25,000, CDBG, 2017
 - Renovation of Accessible units (Kitchen & Bathroom) at Watson Farms – \$80,000, CDBG 2018
 - Emergency Building Rehabilitation due to Fire at Ann Whalen – \$190,000, 2018
 - Paving and Site Improvements Project at Watson Farms – \$235,000, CDBG 2019
 - Exterior Siding replacement and Repainting at Tamarack Drive – \$21,000, 2019
- Describe what evidence exists to show that the community at large or project beneficiaries will use the project. Include documentation of **demand** for the activity through summary descriptions of surveys, inquiries, waiting lists or past participation. (not applicable to barrier removal or demolition).

There are 45 existing beneficiaries currently living at the Watson Farms development, (those beneficiaries are outlined in detail in other sections of this application). Additional to the current occupants of the development, there are 587 individuals on the waitlist to be housed at the Watson Farms property upon vacancy. With such a large number of individuals waiting to be housed at this development alone, this illustrates the great need for affordable housing in the Amherst area, and further proves the tremendous importance of maintaining the current stock of affordable rental units in like the Watson Farms development.

- Describe the present status of the project design *and permitting*. Rehabilitation activities should summarize the operational program design. Do not attach and refer to a program manual.

The project scope and budget has been thoroughly developed using the DHCD Capital Planning System software which accounts all finance, materials and labor components in generating an accurate product. AHA is currently soliciting the services of architectural and engineering services to work with us in the planning, permitting, bidding, construction management, administration and construction control of the project. AHA is currently taking all necessary measures in preparation for a potential CDBG award. We forecast to have completed bid-ready plans and specifications finalized this winter which will allow us to immediately bid this project and undertake construction upon award.

- Describe and document the present status of site control for the project.

The Amherst Housing Authority owns this property and is located on Map ID: 15A/26. The property record card is part of the attachments.

- Describe and document the current status of environmental review and the timeline for completion of the process. Identify all necessary federal, state, and local permits, including state and local environmental permits, and the timeframe for obtaining them. Include the appropriate checklist(s) and response letters from relevant state agencies and/or local commissions.

The ASTM Phase 1 Environmental Review was completed during the summer of 2016 by New England Environmental (15 Research Drive, Amherst, MA 01002). The 24 CFR 58.35(a) HUD Statutory Checklist for Environmental Review for Activity/Project that is Categorically Excluded Subject to Section 58.5, has been submitted and accepted by HUD.

- Identify and describe the procurement process used or applicable to the project.

This project will require using a combination of both federal and state regulations pertaining to procurement and prevailing labor rates. As a mixed public agency (federal and state) AHA is very familiar with mingling both the federal and state procurement regulations on construction projects. In most cases the federal and state regulations mirror one another, however, when there is a regulation or requirement which conflicts with the other, the awarding authority must adhere to the more stringent of the two. AHA has a Certified Public Procurement Officer in-house and is very experienced in this area.

- Identify the roles and responsibilities of all personnel involved in the project as well as internal controls.
 - Pamela Rogers – Executive Director, AHA – (Chief Contract Officer)
 - Chad Howard – Asset Manager, AHA – (Massachusetts Certified Public Procurement Officer; Owners Project Manager)
 - Jerry Aldrich – Construction Consultant, AHA
 - Cristina Maldonado – Housing Manager, AHA – (Resident Communication Liaison)

- A/E Designer – Not yet contracted – (Record Designer; Construction Control)
- Citing past accomplishments, document that the agency has the necessary past expertise to conduct the activity and has successfully completed past activities with CDBG or other programs in a timely manner.

Past accomplishments and staff expertise pertaining to similar type/sized construction projects are highlighted in this section above. Additionally, the Amherst Housing Authority has received five CDBG awards since 2013; all projects have been completed successfully to specification and all funds have been in a timely manner.

- Describe and identify the project milestones and timeline including unfinished project contracting and other project steps. State the duration of time needed for each milestone and identify when each milestone will be completed.

(1) **January-February 2020** – Execute Contract with A/E Designer; (2) **Spring-Summer 2020** – Draft Final Project Plans/Specifications; (3) **July 2020** – Execute CDBG Award Contract; (4) **Summer-Fall 2020** – Bidding & Contracting; (5) **Spring 2021** – Issue Notice to Proceed to General Contractor; (6) **Spring-Summer 2021** – Construction; (7) **Summer-Fall 2021** – Project Administrative Closeout

H. Project Impact

- What will be the impact of the proposed project/program?
- Describe the impact the activity will have on the specifically identified needs. What measurable improvements will result from the activity and will benefit the intended beneficiaries? How much of the need will be addressed?
- Define the direct and indirect outcomes that will result from the project. Identify quantitative and qualitative measures to determine that the outcomes are achieved. *Refer to specific target areas.*

This project has a direct measurable impact on the beneficiaries and the community alike. There are 45 current residents of the Watson Farms development who call this place their home. Further, there are close to six-hundred individuals on a waitlist to potentially be housed at the Watson Farms Development; this extensive waitlist just illustrates the need for affordable housing in the Amherst area, and the promotes the need to take the necessary action to maintain the current stock of rental units like Watson Farms. Both current and future residents of this property will experience an immediate and lasting impact through the renewing/rehabilitation of the building envelope. This project will effectively prolong the life-span of the physical property, allowing this place to remain an affordable housing option for those in need for years to come. Also, this project will improve the physical appearance of the property, giving pride to those residents who call Watson Farms their home.

This CDBG application outlines a project-plan to address a desperate need to rehabilitate the building envelope at the Watson Farms development. This project as proposed will correct 100% of the identified problems pertaining to the failing building envelope at the property by means of replacing all damaged siding and trim, sheathing and insulation. Without a CDBG award, AHA simply does not have the necessary funds to address this major capital need.

**Watson Farms – Building Envelope Rehabilitation Project
Revenue/Expenses Project Budget**

Revenue	
CDBG Grant Income	\$200,888.00
2021 HUD Capital Fund Grant	\$35,128.00
Expenses	
Construction	
Demolition & Construction	\$172,800.00
Mobilization	\$1,000.00
Disposal Fees	\$5,000.00
10% Construction Contingency	\$17,280.00
Soft Costs	\$39,336.00
<hr/>	
Total Expenses	\$236,016.00

Soft Costs include:

- Architectural Fees
- Permitting Fees
- Printing & Bidding
- Administration Costs
- Inflation

LHA: **AMHERST HOUSING AUTHORITY** ▼
 Development: [REDACTED]
 Facility: [REDACTED]
 Unit: **ALL** ▼ (ALL Implied if not selected)
 Project: **008-705-1C-S01-18-70 – Siding Replacement - WF** ▼

[Project Information](#) [Project Estimation](#) [Project Management](#) [Project Templates](#)

[Edit](#) [Delete](#) [New](#)

Project Number: **008-705-1C-S01-18-70**
 Project Name: **Siding Replacement - WF**
 DHCD FISH #: |

Condition Assessment Narrative: Original Werzalite wood siding was installed in the late 80's and was installed without a proper drip edge. Over the past years water has been wicked up underneath the siding and has rotted away the fasteners, leading to the siding to fall off in chunks.

Recommendation: Replace siding using fiber-cement clapboard siding. Replace sheathing and rigid insulation in some areas as necessary. Install flashing and drip edge to prevent re-occurrence.

Category: **Building Envelope**

Project Type: **Dwelling Project**

- LHA Priority Selection DHCD/Consultant Priority Selection
- 1. Currently Critical (Immediate)** |
1. Currently Critical (Immediate)
 - a. CITED Life and/or Health safety conditions/hazards
 - b. Building, Fire, Electrical or Mechanical CODE CITATIONS
 - c. Component failure or complete deterioration that affects facility operations
 - d. Restores facility operations (vacancies)
 2. Potentially Critical (will become critical within 1 year)
 - a. Correct recurring or Intermittent facility operations deficiencies
 - b. Potential Life and/or Health safety hazards
 - c. Prevent predictable deterioration/collateral damage
 - d. Condition has potential to cause downtime or vacancy
 3. Necessary/Not yet Critical
 - a. Beyond Expected useful life but still serviceable
 4. Recommended
 - a. Useful/Sensible Improvements to Facility operations
 - b. Increases efficiencies of systems/reduces operational costs
 - c. Improves overall usability of facilities
 5. Modernization
 - a. Does not meet current codes/standards
 - b. Improves local marketability & quality of life
 - c. Hazardous Materials managed but not yet abated

Project Cost Information	
Proposed TDC (Total Development Cost)	\$236,016
Actual TDC (Final Cost at Completion)	\$0.00

Cost Breakdown for Federal Projects (N/A) for State Projects	
Dwelling Cost %	100 %
Non-dwelling Cost %	0 %
Site Cost %	0 %

Inspection Date: **9/1/2017**

Inspector: **Chad Howard**

Project Notes:

Proposed Funding: Grant Funds: **\$0.00**
 Other Funds: **\$236,016.00**
 Total: **\$236,016.00**

Capital Planning System

Logged In as: choward
[Logout](#)

Projects

[Main Menu](#) [Facilities](#) [Inventory](#) **[Projects](#)** [Reports](#) [Utilities](#) [Find](#) [Help](#)

LHA **AMHERST HOUSING AUTHORITY** ▾
 Development **[REDACTED]**
 Facility **[REDACTED]**
 Unit **ALL** ▾ (ALL Implied if not selected)
 Project **008-705-1C-S01-18-70 – Siding Replacement - WF** ▾

[Project Information](#) [Project Estimation](#) [Project Management](#) [Project Templates](#)

Related Inventory Components

[Remove All Related Components](#)

Labor

Craft	Labor Description	Rate	Hours	Cost Type	Subtotal
Select ▾	<input type="text"/>		<input type="text" value="0"/>	Dwelling ▾	<input type="button" value="Add"/>

Labor Total:

Project Estimation Components (Labor Inclusive)

[Add Related Inventory Components to Estimation Components](#)

Description	Notes	Unit Cost	Unit	Quantity	Cost Type	SubTotal
Delete Siding, Composite (Wood & Plastic, e.g. Werzalit)		\$8.00 SF/WALL		18,000	Dwelling	\$144,000.00 Edit

Materials Total: \$144,000.00

Other Cost

Description	Notes	Unit Cost	Unit	Quantity	Cost Type	Subtotal
Delete Construction Contingency	10% of total Construction costs	\$17,880.00	LUMP	1	Dwelling	\$17,880.00 Edit
Delete Disposal	Construction Debris	\$5,000.00	LUMP	1	Dwelling	\$5,000.00 Edit
Delete Mobilization		\$1,000.00	LUMP	1	Dwelling	\$1,000.00 Edit
Delete Sheathing/plywood siding		\$2.40 SF		12,000	Dwelling	\$28,800.00 Edit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Dwelling ▾	<input type="button" value="Add"/>

Others Total: \$52,680.00

Totals

[Edit](#)

Soft Cost: 20%
 Soft Cost Total: \$39,336
 Hard Cost Total: \$196,680
 Total Development Cost: \$236,016



I hereby certify that the following is a true and exact copy of Certificate of Organization of the Amherst Housing Authority on file in my office.

Doris B. Newton

Doris B. Newton
Town Clerk of Amherst
June 29, 1959

CERTIFICATE OF ORGANIZATION

BE IT KNOWN That whereas it appears from certificates duly filed in the office of the Secretary of the Commonwealth that the town of AMHERST and the State Housing Board of The Commonwealth in pursuance of and in compliance with the provisions of the statutes of this Commonwealth in such cases made and provided have duly appointed

Walter C. Jones	134 Montague Road	Amherst, Massachusetts
Helen S. Mitchell	82 North Prospect Street	" "
Frederick G. Ruder, Jr.	Market Hill Road	" "
George C. Brehm	169 Northampton Road	" "
Dr. Floriana T. Hogan	26 Sunset Avenue	" "

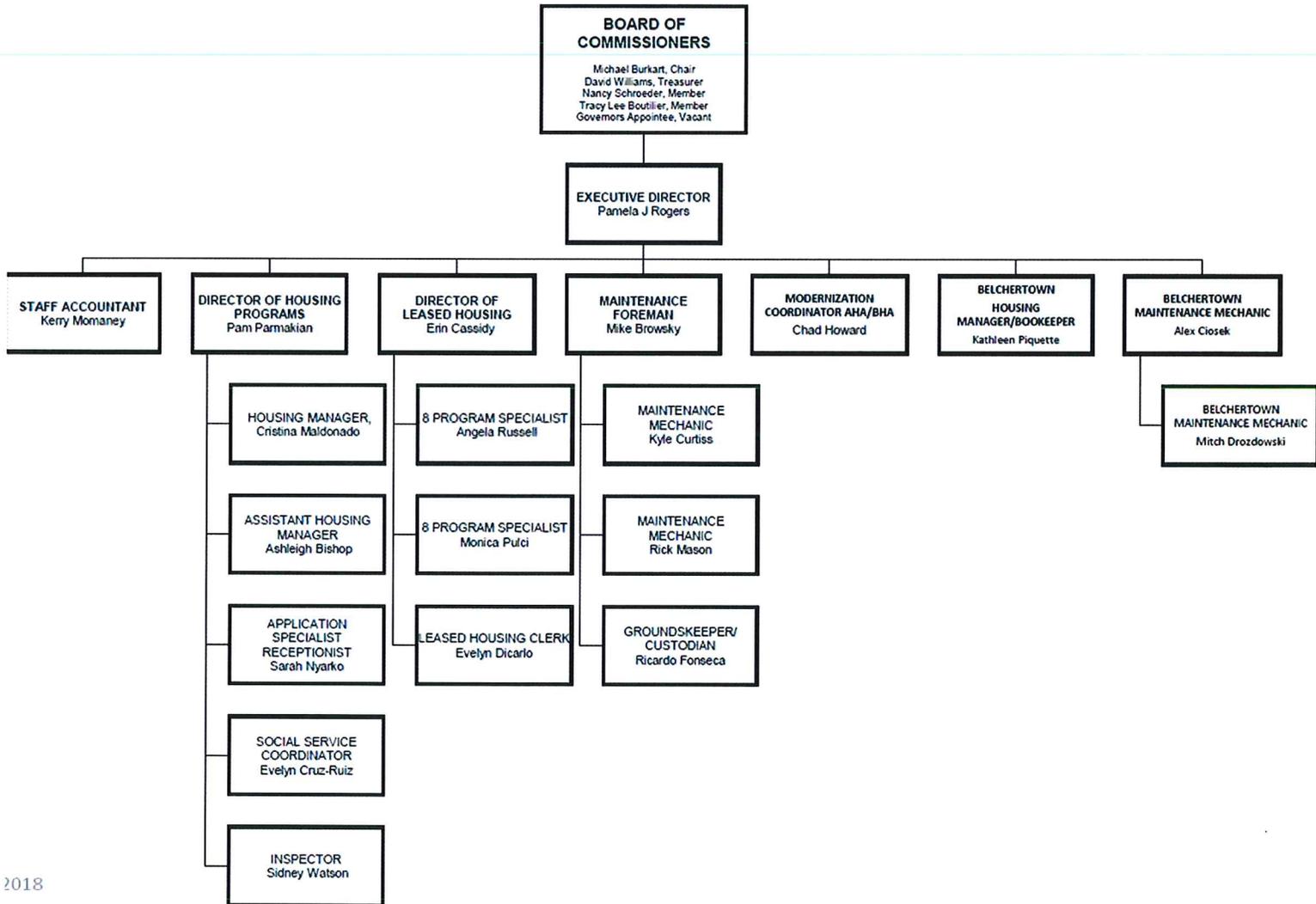
as members of the HOUSING AUTHORITY of the town of AMHERST.

NOW, THEREFORE, I, JOSEPH D. WARD, Secretary of The Commonwealth of Massachusetts, Do Hereby Certify that said

Walter C. Jones	134 Montague Road	Amherst, Massachusetts
Helen S. Mitchell	82 North Prospect Street	" "
Frederick G. Ruder, Jr.	Market Hill Road	" "
George C. Brehm	169 Northampton Road	" "
Dr. Floriana T. Hogan	26 Sunset Avenue	" "

AMHERST HOUSING AUTHORITY – Board of Commissioners

Commissioner	Office	Address	Phone Number	Term	Email
Michael Burkart	Chair	92 Aubinwood Dr. Amherst		April 2022	maburk47@comcast.net
Nancy Schroeder	Member		(413) 253-9056	December 2018	amirody@yahoo.com
Tracy Lee Boutilier	Member	30 Gatehouse Road,#303 Amherst	413-461-6024	April 2020	tracylee.sgb@gmail.com
David Williams	Member	158 Rolling Ridge Rd.	413-549-6398	April 2018	dr.williams158@comcast.net



AMHERST HOUSING AUTHORITY
FY 20

REVENUE	
Shelter Rent - Tenant	854,556
Vacancy Loss	(2,790)
Nondwelling Rentals	-
Rental Income- Section 8 Portion	-
Administrative Income	452,000
MRVP Admin Income	19,680
Interest on Investments Unrestricted	12,041
Interest on Investments Restricted	1,510
Other Revenue Subsidy Related	4,000
Capital Improvements	43,705
Fraud Income- LHA	6,000
Other Revenue Non Subsidy Related	165,492
Mobility Income HAP	(400)
Subsidy HUD- DHCD	286,982
TOTAL REVENUE	1,842,776
EXPENSES	
Administrative Salaries	579,315
Compensated Absences	-
Legal	7,120
Travel	8,800
Audit	11,750
Accounting Services	24,000
Publications & Subscriptions	1,450
Dues & Memberships	4,045
Telephone	15,801
Postage/Printing	7,502
Advertising	2,201
Section 8 Inspections	4,802
Office Supplies	9,901
Meetings/Seminars	8,501
Information Technology	17,001
Administrative Contracts	14,750
Lease Costs	13,401
Tenant Association	828
TOTAL ADMINISTRATION	731,167
Water & Sewer	61,896
Electricity	105,902
Gas	41,640
Fuel Oil	8,907

AMHERST HOUSING AUTHORITY

FY 20

TOTAL UTILITIES	218,345
Maintenance Salaries	234,220
Maintenance Materials & Supplies	59,600
Rubbish	17,095
Alarm System	564
Elevator	18,587
Furnance	1,228
Other Contracts	47,000
TOTAL MAINTENANCE	378,294
Insurance	37,598
Workers Compensation	22,177
PILOT	10,781
Retirement	183,270
Unemployment	8,134
Health Insurance	172,000
Medicare	11,796
Dental/Vision	9,800
	-
TOTAL GENERAL EXPENSES	455,556
Collection Loss - Fraud/Retroactive	3,000
Interest Expense (Mortgage)	20,000
Equipment Purchases - Non Capitalized	12,000
Betterments & Additions - Capitalized	40
TOTAL OTHER EXPENSES	35,040
TOTAL EXPENSES	1,818,402
NET INCOME (DEFICIT)	24,374
Replacement Equipment - Capitalized	60,000
TOTAL NONOPERATING EXPENDITURES	60,000
EXCESS REVENUE OVER EXPENSES	(35,626)