**MassHousing: Planning for Housing Production Program Application**

**Program goals**

MassHousing’s Planning for Housing Production Program builds on local affordable housing planning, by providing cities and towns with additional technical capacity to implement their own housing production goals, and deliver new mixed-income housing.

Successful applicants will identify housing development opportunities and barriers preventing the realization of local housing planning strategies, and will demonstrate a commitment to working collaboratively to deliver on their housing goals.

By assisting municipalities in progressing toward, achieving and exceeding Chapter 40B’s 10 percent affordable housing goal, MassHousing’s Planning for Housing Production Program will help reset the way cities and towns interact with Chapter 40B, and forge new partnerships between MassHousing and participating municipalities to meet the Commonwealth’s housing challenges.

**Program overview and use of funds**

MassHousing’s Planning for Housing Production Program will provide $2 million in grants of consultant services, across multiple years, to municipalities that are actively planning to increase their supply of affordable housing.

By providing Massachusetts cities and towns with grants of technical assistance services, and fostering deep, sustained engagements between local stakeholders and technical support teams, the program will build capacity at the local level, and empower cities and towns to control their own development destinies by achieving production-driven Chapter 40B safe harbor status.

Participating municipalities will identify a problem to be solved that stands in the way of a local housing plan being implemented, such as a lack of staffing capacity, a need for technical assistance, or project/process management. MassHousing’s technical assistance grant will help the municipality overcome these self-identified roadblocks, and deliver on local housing opportunities.

The implementation projects to be funded will be locally driven. MassHousing anticipates funding projects fitting within two broad categories: Planning and community development projects, and projects involving local design services, such as public infrastructure design. MassHousing will fund planning and community development grants by contracting directly with third-party consultants, then matching consultants with municipalities, based on their respective expertise and local needs. MassHousing will fund local design services grants by making direct cash grants to selected applicants. If necessary or appropriate, MassHousing will consider other funding delivery mechanisms.

The value of grant awards will vary, depending on the level and scope of a grantee’s self-identified needs. Grants will be awarded at a level commensurate with the level of new housing production being pursued. All awards will require a local cash match, equal to 10 percent of the value of the grant or technical services awarded.

**Eligibility**

Municipalities in the Commonwealth with a Subsidized Housing Inventory (SHI) percentage of less than 13.0 percent are eligible to apply for Planning for Housing Production grants. Communities that currently have multifamily housing development moratoria are not eligible to apply.

The Planning for Housing Production Program seeks to implement municipal planning for mixed-income housing growth. Applicants should have already completed a locally-driven housing planning process, including but not limited to a comprehensive master plan, a DHCD-approved Housing Production Plan, or a housing visioning process. Applications will identify new housing production opportunities that could be delivered with a technical assistance intervention, and will set a meaningful and achievable local goal for achieving new mixed-income housing production.

Municipalities may partner with non-municipal entities, including regional planning agencies, on grant proposals. The municipality must be the lead applicant.

Preference will be given to applications that clearly document market demand for new mixed-income housing development and articulate a compelling vision for meeting that need. All applications shall demonstrate consistency with DHCD’s fair housing principles, including the affirmative fair housing marketing requirements (see Attachment 1), and the Commonwealth’s Sustainable Development Principles (see Attachment 2).

Preference will be given to communities that demonstrate a link between the proposed grant activities, and the achievement or maintenance of production-related safe harbor status under Chapter 40B, through achieving certified Housing Production Plan status or the 10 percent housing affordability goal.

**ELIGIBLE GRANT ACTIVITIES**

The planning services MassHousing will offer communities will vary, depending on local needs, but will generally include:

* Assistance **crafting new** **zoning** to spur new housing growth, whether through Chapter 40A, Chapter 40R, or a friendly Chapter 40B proposal;
* Assistance **planning public infrastructure improvements** needed to support housing growth;
* Capacity-building in **planning and community development**; and
* **Public education and data transparency** initiatives around financial feasibility, development cost-benefit analysis, local infrastructure needs, and school cost / school enrollment projections.

The implementation strategies funded under this grant program will vary, depending on local opportunities and local needs, but will generally respond to an established planning vision, and advance the realization of that vision in a measurable way.

Example projects include, but are not limited to:

* Public engagement in support of rezoning activities or housing development opportunities;
* Drafting and enacting an inclusionary zoning bylaw;
* Designing a water and sewer extension needed to unlock an affordable housing development site;
* Drafting and enacting zoning for multi-family housing, under Chapter 40A or Chapter 40R;
* Carrying out strategies to deliver new housing production in an existing Chapter 40R smart growth district;
* Developing and delivering implementation strategies for a regional housing plan;
* Conducting site feasibility and predevelopment studies;
* Creating District Increment Financing or Urban Center Housing Tax Increment Financing districts.

Grant applications shall identify the type and scope of technical assistance being sought, the deliverable associated with the technical assistance being sought (e.g., the drafting of new zoning language, the design of a public sewer extension, or the permitting of a mixed-income housing project by a zoning board or Town Meeting), and the number of new housing units and new affordable housing units to be created as a result of the grant activities.

MassHousing is prepared to make substantial multi-year commitments to projects of exceptional complexity and merit. Applicants seeking such a commitment should be prepared to meet performance benchmarks and Demonstrate forward progress throughout the grant period.

**Proposals related to meeting Chapter 40B’s 1.5 percent general land area minimum will not be considered.**

**Selection criteria**

Grant applications will be competitively scored against the following criteria:

* Documented local and regional housing need
* Clarity of the applicant’s vision for meeting local and regional housing need
* Strength of the planning implementation proposal
* Degree to which the technical assistance proposal responds to locally-identified housing production roadblocks
* Feasibility and marketability of the applicant’s planning vision
* Consistency of grant activities with previous local planning
* Consistency of grant activities with regional planning, where applicable
* Consistency of planning vision with fair housing and sustainable development principles (see Attachments 1 and 2)
* Degree to which grant activities will result in the achievement or maintenance of production-related safe harbor status under Chapter 40B, such as meeting Housing Production Plan targets, or exceeding 40B’s 10 percent affordability goal
* Adequacy of local match and local support for the grant activities and planning vision

**Application process**

***Applicants must submit an electronic copy of this application to Greg Watson, Manager of Planning and Programs, by 5pm on Thursday, March 29, 2018. Fax copies and hard copies of the application will not be accepted.***

A complete application includes:

1. A cover letter signed by the municipality’s chief administrative official,
2. A completed application form and narrative,
3. A proposed timeline for the technical assistance engagement,
4. Electronic copies of relevant planning documents, and
5. Any relevant letters of support.

It is the responsibility of the applicant to ensure that its application is complete and is received by MassHousing. All applications will be logged as to date and time received and retained as public records.

MassHousing reserves the right to request additional information from the applicant or external sources as may be necessary in order to complete the application review.

As needed, MassHousing will consult a team of reviewers, to review pending applications and develop recommendations for funding. Final decisions will be rendered by MassHousing’s Executive Director. Funding decisions are at the discretion of the Executive Director and are not subject to challenge or appeal.

**CONTACT INFORMATION**

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**MassHousing: Planning for Housing Production Program Application**

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| **Applicant Information** | | | |
| Municipality |  | | |
| Name of chief administrative official |  | | |
| Name, title, and email address of application contact |  | | |
| Phone |  | | |
| Web address |  | | |
| Mailing address | | Physical address (if different) | |
| Does the municipality currently have a multifamily housing development moratorium? | |  | |
| Type of housing production planning to be implemented (comprehensive master plan, Housing Production Plan, etc.) | |  | |
| Type of technical assistance sought | Rezoning\_\_\_\_ Community Development Capacity-Building\_\_\_\_\_  Public infrastructure design\_\_\_\_ Data Transparency\_\_\_\_\_ | | |
| Grant amount requested (**Local design services only**, $100,000 maximum) | | | $ |
| Latest DHCD Subsidized Housing Inventory percentage |  | Has the municipality adopted the Community Preservation Act? |  |
| Does the municipality have a current DHCD-approved HPP? |  | Has the HPP been certified by DHCD? |  |
| Does the municipality have a DHCD-approved Chapter 40R district? |  | Does the municipality have a zoning district that allows by-right multifamily housing? |  |
| Does the municipality have a signed Community Compact? |  | Is the municipality pursuing a housing best practice under the Community Compact? |  |
| Total new housing units to be created through this application |  | New affordable housing units to be created through this application |  |

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| **Application Narrative** |
| *Briefly describe the applicant municipality’s current housing stock, the housing choices currently available to households of varied ages and incomes, and the local and regional need for additional housing growth.* |
| *Please describe the applicant municipality’s planning vision for meeting local and regional housing needs. What planning efforts inform this vision? How did the municipality engage community stakeholders in setting this planning vision?* |
| *What strategies will the municipality employ to deliver on its housing vision? What actions, if any, has the municipality taken to implement its housing vision?* |
| *Briefly describe the specific barriers that prevent the full realization of the municipality’s vision for housing growth.* |
| *MassHousing’s Planning for Housing Production Program will build local capacity to implement housing planning, by providing municipalities with high-impact consultant services.*  *What are the technical assistance services requested by the municipality, as part of this grant program? What specific activities will the municipality and MassHousing’s technical assistance consultants collaborate on? How will these planning implementation services assist the municipality in overcoming locally-identified housing production roadblocks?* |
| *What is the deliverable work product, or set of deliverables, that will result from the technical assistance being sought?* |
| *What is the anticipated duration of the consulting services engagement?* |
| *Briefly describe the feasibility and marketability of the applicant municipality’s housing planning vision.* |
| *Briefly describe how the proposed grant activities are consistent with previous local planning efforts.* |
| *Briefly describe how the proposed grant activities are consistent with previous regional planning efforts, where applicable.* |
| *Briefly describe how the proposed grant activities are consistent with the Commonwealth’s sustainable development and fair housing principles, including affirmative fair housing marketing requirements.* |
| *How will the proposed grant activities result in the achievement or maintenance of production-related safe harbor status under Chapter 40B?* |
| *All awards will require a local cash match, equal to 10 percent of the value of the consultant services awarded. MassHousing will confirm the estimated cost of cost of the proposed grant activities with the Agency’s vendors. Please confirm that the municipality is willing to provide match funding.* |

**Please email this completed application and any supplemental information, including a cover letter signed by the municipality’s chief administrative official, electronic copies of relevant planning documents, a proposed timeline for the grant activities, and any relevant letters of support, to Greg Watson, Manager of Planning and Programs, at** [**gwatson@masshousing.com**](mailto:gwatson@masshousing.com)**.**

**The application deadline is 5pm on Thursday, March 29, 2018.**

Thank you for your interest in MassHousing’s Planning for Housing Production grant program.

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**Attachment 1: DHCD Fair Housing Principles**



**Attachment 2: Sustainable Development Principles**

The Commonwealth of Massachusetts shall care for the built and natural environment by promoting sustainable development through integrated energy and environment, housing and economic development, transportation, public health and safety, and other policies, programs, investments, and regulations. The Commonwealth will encourage the coordination and cooperation of all agencies; invest public funds wisely in smart growth and equitable development; and give priority to investments that will deliver good jobs and wages, transit access, housing, and open space, in accordance with the following Sustainable Development Principles. Furthermore, the Commonwealth shall seek, through incentives and assistance, to advance these Principles in partnership with regional and municipal governments, non-profit organizations, businesses, and other stakeholders.

**1. Concentrate Development and Mix Uses**

Support the revitalization of city and town centers and neighborhoods by promoting development that is compact, conserves land, reduces infrastructure and service costs, protects historic resources, integrates uses, enables pedestrian and bicycle access, and connects to transit. Encourage remediation, restoration, and reuse of existing sites, structures, and infrastructure rather than new construction on farm, forest, or other undeveloped land. Create pedestrian and bicycle friendly districts and neighborhoods that mix commercial, civic, cultural, educational, and recreational activities with open spaces and homes. Promote the creation of vibrant public spaces that facilitate strong civic and social engagement, through deliberate planning, design, construction, and management.

**2. Advance Equity**

Promote, through plans, regulations, and investments, equitable sharing of the benefits and burdens of development including access to housing, recreational opportunities, and transportation choices. Provide technical and strategic support for inclusive community planning and decision making to ensure social, economic, and environmental justice. Ensure that the interests of our most vulnerable populations and future generations are not compromised by today's decisions.

**3. Make Efficient Decisions**

Make state and local regulatory, investment, and permitting processes clear, predictable, coordinated, and timely. Ensure that zoning and other development guidelines and regulations result in projects that align with the goals of smart growth, environmental stewardship, and healthy communities. Set goals and track performance to enhance consistency with these Principles.

**4. Protect Land and Ecosystems**

Protect and restore environmentally sensitive lands, natural resources, productive forest and agricultural lands, critical habitats, wetlands and water resources, and cultural and historic landscapes. Increase the quantity, connectivity, quality and accessibility of open spaces and recreational opportunities.

**5. Use Natural Resources Wisely**

Site, design, construct, and promote developments, buildings, and infrastructure that conserve natural resources by reducing waste and pollution through efficient use of land, energy, water, and materials. Operate fleets, facilities, and other assets in a manner that reduces greenhouse gas emissions, costs, and resource consumption. Advance the use and reuse of durable, sustainable materials considering their production, transportation, use, and disposal. Protect, enhance, and restore natural infrastructure and promote ecological design.

**6. Expand Housing Opportunities**

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. Encourage energy-efficient design, the use of sustainable materials, and consideration of resiliency to climate change and extreme weather. Foster the development of housing, particularly multifamily and smaller single-family homes, in a way that is compatible with the community's character and vision, while providing new housing choices for people of all means.

**7. Provide Transportation Choice**

Maintain and expand transportation options to enhance mobility, maximize access, promote healthy and active lifestyles, reduce congestion, minimize fuel consumption, improve air quality, reduce greenhouse gas emissions, and ensure the safety of those traveling by all modes. Prioritize rail, bus, boat, rapid and surface transit, shared-vehicle and shared-ride services, bicycling, and walking in order to increase travel by these modes. Consider climate change impacts in transportation planning, project selection, and prioritization, ensuring infrastructure resilience and provision of transportation options during extreme weather events. Distribute resources equitably. Invest strategically in existing and new passenger and freight transportation infrastructure that supports sound economic development and housing construction consistent with smart growth objectives.

**8. Increase Job and Business Opportunities**

Encourage businesses to locate near housing, infrastructure, and transportation options. Promote economic development through policies and programs intended to enhance the business climate in Massachusetts across industry sectors. Expand access to education, training, and entrepreneurial opportunities. Support the growth of local businesses, including sustainable natural resource-based businesses, such as agriculture, forestry, clean energy technology, and fisheries. Protect and enhance the basis of natural resource economies.

**9. Mitigate and Adapt to Climate Change**

Endeavor to limit and prepare for climate change. Reduce greenhouse gas emissions from buildings, electricity generation, transportation, and other sources through decreased consumption of fossil fuels. Maximize energy efficiency and renewable energy opportunities. Support energy conservation strategies, local clean power generation, distributed generation technologies, and innovative industries. Encourage ecological siting and design before mechanical solutions. Protect against hazards in order to enhance resilience and decrease vulnerability to climate change and natural disasters in the natural and built environment. Promote redundancy of critical systems and coordinated regional, state, and local resilience planning in response to climate change and extreme weather events.

**10. Plan Regionally**

Support the collaborative development and implementation of local, regional, state, and interstate plans that are consistent with these Principles. Foster development projects, land and water conservation, transportation and housing that have a regional or multi-community benefit. Consider the long-term ecological, economic, and social costs, benefits, and impacts to the residents and natural resources of the Commonwealth.