



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor □ Karyn E. Polito, Lieutenant Governor □ Jennifer D. Maddox, Undersecretary

**Public Housing Notice 2021-02
Addendum #3**

To: Local Housing Authorities
From: Laura Taylor, Director, Bureau of Housing Management
Date: March 29, 2021
Re: **Notice of Funding Availability – Resident Service Coordinators Addendum #3 –
Question and Answers Part II**

DHCD has continued to receive questions related to the RSC NOFA.

Question and Answer Extension: We are extending the time LHAs have to ask questions related to this NOFA. Any questions should be submitted to Maura Baldiga (maura.baldiga@mass.gov) by **Monday, April 5th at 5pm**. DHCD will publish a final Q&A as an addendum to this PHN by **Thursday, April 8th at 5pm**.

Application Deadline Extension: To apply for funding, LHAs should respond to the CommBUYS posting DHCD2021-32 NOFA by **Friday, April 16th at 5pm**. See instructions for responding to CommBUYS posting at this link: <https://www.mass.gov/doc/instructions-for-vendors-responding-to-bids/download>

NOFA – Resident Service Coordinators Addendum #3 – Questions and Answers Part II

Q. We were given the RSC grant in 2020. Later in the year, we began the management of an additional LHA. I was hoping to increase the grant by adding additional hours to the RSC schedule in order to help with the new LHA.

A. If you currently receive an individual LHA RSC grant, you may apply for a regional RSC grant. All the LHAs on the regional application would be eligible to receive \$50,000 **in total** (i.e., the LHA on the original RSC grant would not receive the \$40,000 individual grant and the \$50,000 regional grant; if awarded, the LHA on the original RSC grant would be part of a new regional grants that receives \$50,000). The RSC would be expected to work with residents at all LHAs on the regional application.

Q. LHA A is managed by Management Agent 1 and they already submitted an RSC application. LHAs B, C, and D are managed by Management Agent 2 and have not submitted an application. Management Agent 1 and Management Agent 2 are considering partnering in a regional application so that the RSC would cover LHAs A, B, C, and D. Is that possible to do given that the LHAs are managed by two different management agents? Do we submit two applications or one application?

A. LHAs do not need to be managed by the same housing authority to submit a regional application. You only need to submit one application for a regional application (but you should include information about all included LHAs). You should submit a board vote from each LHA that is included in the application.

Per the NOFA, to submit a regional application: “The LHAs would need to be within 50 miles of each other to be able to successfully share a staff person or contractor and one LHA must submit the application and act in the role as the administrating agency.”

See the Question and Answer above for details on individual RSC grant recipients applying for a regional RSC grant.

Q. A quick question about this NOFA – we are a small community development corporation that manages MRVP-supported units. Would we be eligible to apply for the funds available through this RFP?

A. No – this NOFA is for Local Housing Authorities (LHAs) only.

Q. I was wondering if you received many applications for the NOFA for the resident service coordinator? Also, if we submit an application for a regional RSC do we have to submit three applications?

A. We will not know how many applications we have received until after the deadline. You only need to submit one application for a regional application (but you should include information about all included LHAs). You should submit a board vote from each LHA that is included in the application. One LHA must submit the application and act in the role as the administrating agency.

Q. Do all applications for the RSC NOFA have to go through CommBUYS?

A. Yes – all applications must go through CommBUYS. See instructions for responding to CommBUYS posting at this link: <https://www.mass.gov/doc/instructions-for-vendors-responding-to-bids/download>.

You can also contact OSDHelpDesk@mass.gov for more information (see <https://www.mass.gov/service-details/access-osd-staff-until-further-notice> for additional information).

Q. Is this application for a part time position? If so, how many units would qualify for a full-time position?

A. DHCD does not specify the numbers of hours the position must work. The funding is for \$40,000 (\$50,000 for regional applications) with \$10,000 allocated to flexible funding.

Q. For grouping several agencies together for an RSC, do they all need to be in the same elder services area? Or can there be two different elder services using the same RSC?

A. Per the NOFA: “The LHAs would need to be within 50 miles of each other to be able to successfully share a staff person or contractor and one LHA must submit the application and act in the role as the administrating agency.”

Q. In applying for the resident service coordinator, please tell me where I can get the form for the certified extract of our board meeting vote or can I send along the minutes with the resolution number?

A. There is no form. Please submit the Board Meeting minutes (including the resolution and the vote).