



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

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

DHCD PHN 2021-02

To: All Local Housing Authority (LHA) Executive Directors
From: Ben Stone, Director, Division of Public Housing
Date: February 18, 2021
RE: Notice of Funding Availability – Resident Service Coordinators

BACKGROUND & FUNDING AVAILABLE

DHCD is committed to supporting the stability of residents living in state-aided public housing and enabling seniors to age in place and families to maintain their residency. Resident Service Coordinators (RSCs) support the stability of residents in c.200, 705, or 667 public housing developments in order to enable seniors to age in place and families to maintain their residency. This funding is separate and above the existing funds for the mixed-population and senior supportive housing initiatives, and so awards will prioritize Local Housing Authorities (LHAs) that currently have no or very limited RSC staff.

In March 2020, DHCD awarded \$1.5M in annual funding to 36 awardees representing 52 LHAs to hire or expand hours of Resident Service Coordinators pursuant to PHN 2019-19. The FY21 General Appropriations Act included an additional \$8M (\$80M total) for public housing operating subsidies and an additional \$2.45M (\$3M total) for mixed-population service coordinators.

These appropriations allow DHCD to offer funding for up to 10 new RSC awards. DHCD is committed to one year of funding that LHAs can spend in state fiscal years 2021 and 2022 (through June 30, 2022). DHCD will let LHAs know if funding is available beyond the first year (up to four total years before new application needed). This decision will be based on outcome of the FY22 budget process and will be announced when the FY22 GAA is enacted in July 2021. Once an LHA receives an award of a first year of RSC funding, the LHA would not need to reapply for the additional years of funding (if available), so long as the LHA meets all reporting requirements.

This PHN describes what funding is available and how LHAs can apply for this funding.

Eligibility Criteria

Due to limited funding availability, DHCD will only be granting awards to LHAs that meet the following threshold criteria:

- LHA has no RSC, mixed population coordinator, or Executive Office of Elder Affairs funded Supportive Housing Coordinator serving residents of state-aided public housing.
- LHA must have a minimum of 30 units of state-aided public housing combined between c.200, 705, or 667 programs. DHCD will also consider funding a regional app that incorporates multiple LHAs. 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.
- The Executive Office of Elder Affairs is running a simultaneous grant round for its Supportive Housing Program; a LHA cannot receive awards from both grant programs.

Funding Availability and Award Limits

There is up to \$500K available for this initiative in state fiscal years 2021 and 2022. In order to fund as many LHAs as possible, awards are limited to \$40,000 annually per LHA (\$50,000 for regional applications).

- \$30,000 (\$40,000 for regional applications) of the total should be allocated to staffing costs. LHAs may use this funding for a service coordinator through a variety of staffing models, including hiring an RSC as LHA staff, hiring an RSC as an independent contractor, or contracting with a service agency; and
- \$10,000 of the total should be allocated for flexible funds to be used for programs; partner payments, or “barrier busting” (small costs that need to be paid in order to remove barriers for residents to obtain the services they need).

LHAs are encouraged to identify leveraged or in-kind funds to use in conjunction with the RSC Initiative funds to support the staff position. LHAs will be required to include any awarded RSC Initiative funds in their state-aided program’s operating budget as a DHCD direct cost exemption, regardless of whether the LHA is a surplus or deficit housing authority.

RSCs will be invited to bi-monthly calls with other RSCs across the state. Attendance is encouraged.

Criteria for Prioritizing Awards

DHCD anticipates that there will be more requests for funding than there will be funds available and will therefore evaluate applications according to the following considerations:

- Size of public housing portfolio (or portfolios if regional application) not currently served by a service coordinator; and
- LHA’s commitment to submitting the RSC report on required metrics, twice a year in the first year and yearly thereafter assuming LHA is meeting targets.

Application Process

To apply for funding, LHAs should respond to the CommBUYS posting DHCD2021-32 NOFA by April 1, 2021 at 5pm. See instructions for responding to CommBUYS posting at this link:

<https://www.mass.gov/doc/instructions-for-vendors-responding-to-bids/download>. LHAs must submit an application letter and board vote(s).

Late submissions will only be reviewed as funding permits.

The application should include:

- 2-page letter (signed and dated and on LHA agency letterhead) addressing the following (for regional application, include information on all LHAs)
 - Size of LHA portfolio(s) (by program including c.200 Family; c.705 Family; c.667 Elderly; c.667 Non-elderly Disabled);
 - Statement of need which could include information on available/lack of available resources, residents that you expect the RSC to serve, explanation of how this staff person will support the stability of the community;
 - A statement confirming that the RSC will track required metrics for the RSC Initiative and report them to DHCD on a yearly basis. See Attachment A: Required Tracking Metrics; and
 - A statement that LHA will hire RSC or bring on contractor by June 30, 2021.
- Job description or indication if LHA will pursue contract with service provider (sample job descriptions can be found at <https://coresonline.org/resources?topic=7&type=All>)
- A board vote of application approval, as evidenced by a certified extract from the minutes of the board meeting;

- A letter from the head of the recognized Local Tenant Organization (s) (LTO) or, if there is no recognized LTO, a letter from the Executive Director certifying that tenants were offered the opportunity to meet and discuss or submit written comments regarding the LHA's application.

Timeline

DHCD anticipates making awards within 4 weeks of application deadline

QUESTIONS

Any questions should be submitted to Maura Baldiga (maura.baldiga@mass.gov) by March 11, 5 pm. DHCD will publish a Q&A as an addendum to this PHN.