

LOCAL INITIATIVE PROGRAM APPLICATION FOR LOCAL ACTION UNITS

Introduction

The Local Initiative Program (LIP) is a state housing initiative administered by the Department of Housing and Community Development (DHCD) to encourage communities to produce affordable housing for low- and moderate-income households.

The program provides technical and other non-financial assistance to cities or towns seeking to increase the supply of housing for households at or below 80% of the area median income. LIP-approved units are entered into the subsidized housing inventory (SHI) pursuant to Chapter 40B.

Local Action Units (LAUs) are created through local municipal action *other than comprehensive permits*; for example, through special permits, inclusionary zoning, conveyance of public land, utilization of Community Preservation Act (CPA) funds, etc.

DHCD shall certify units submitted as LAUs if they met the requirements of 760 CMR 56.00 and the LIP Guidelines, which are part of the Comprehensive Permit Guidelines and can be found on the **DHCD website at www.mass.gov/dhcd**.

To apply, a community must submit a complete, signed copy of this application to:

**Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston, Massachusetts 02114
Attention: Rieko Hayashi, Program Coordinator**

**Telephone: 617-573-1426
Email: rieko.hayashi@state.ma.us**

Community Support Narrative, Project Description and Documentation

Please provide a description of the project, including a summary of the project's history and the ways in which the community fulfilled the local action requirement.

After issuing a Request for Proposal for the buildings and land at 32 Carter Street, the Lancaster Board of Selectmen awarded 32 Carter Street on December 15, 2008 to Habitat for Humanity North Central Massachusetts (Habitat NCM). Habitat NCM purchased the .2 acre lot with a 1,977 square foot structure \$1.

On the site, Habitat NCM removed an addition and rebuilt the main structure. The home has 1,050 of living space with two bedrooms, one bathroom, and is a deeded affordable home compatible with the character of the town.

Habitat NCM formed a Local Project Committee to oversee the building of the home and the committee raised funds locally, secured volunteers, and encouraged the community to take part in the affordable housing project. The home was sold to a family earning less than 60% of area median income.

Signatures of Support for the Local Action Units Application

Chief Executive Officer:

defined as the mayor in a city and the board of selectmen in a town, unless some other municipal officer is designated to be the chief executive officer under the provisions of a local charter

Signature: _____

Print Name: _____

Date: _____

Chair, Local Housing Partnership: (as applicable)

Signature: _____

Print Name: _____

Date: _____

Municipal Contact Information

Chief Executive Officer

Name Board of Selectmen
Address Prescott Building, 701 Main Street, Second Floor, Lancaster, MA 01523
Phone (978) 365-3326 x1201
Email

Town Administrator/Manager

Name Orlando Pacheco
Address Prescott Building, 701 Main Street, Second Floor, Lancaster, MA 01523
Phone (978) 365-3326 x1201
Email

City/Town Planner (if any)

Name Planning Board
Address Prescott Building, 701 Main Street, Suite 4, Lancaster, MA 01523
Phone (978) 365-3326
Email

City/Town Counsel

Name Jonathan Eichman, Esq., KP Law
Address 101 Arch Street, 12th Floor, Boston, MA 02110
Phone (617) 654-1735
Email jeichman@k-plaw.com

Chairman, Local Housing Partnership (if any)

Name Victoria Petracca
Address Prescott Building, 701 Main Street, Suite 2, Lancaster, MA 01523
Phone (978) 365-3326
Email vpetraccapublic@gmail.com

Community Contact Person for this project

Name Carolyn Read
Address 201 Great Road, Suite 301, Acton, MA 01523
Phone (978) 348-2749
Email carolyn@ncmhabitat.org

The Project

Developer

Name Habitat for Humanity North Central Massachusetts, Inc.
Address 201 Great Road, Suite 301, Acton, MA 01720
Phone (978) 348-2749
Email Carolyn@ncmhabitat.org

Is your municipality utilizing any HOME or CDBG funding for this project? ☐ Yes ☒ No

Local tax rate per thousand \$19.98 for Fiscal Year 2021

Site Characteristics

<u>Project Style</u>	<u>Total # of Units</u>	<u># of Units Proposed for LAU Certification</u>
Detached single-family house	<u>1</u>	<u>1</u>
Rowhouse/townhouse	<u> </u>	<u> </u>
Duplex	<u> </u>	<u> </u>
Multifamily house (3+ family)	<u> </u>	<u> </u>
Multifamily rental building	<u> </u>	<u> </u>
Other (specify)	<u> </u>	<u> </u>

Unit Composition

Type of Unit: Condo Ownership Fee Simple Ownership Rental	# of Units	# of BRs	# of Baths	Gross Square Feet	Livable Square Feet	Proposed Sales Prices/ Rents	Proposed Condo Fee
Affordable:	1	2	1	1050	1050	120,000	
Market:							

Please attach the following documents to your application:

1. Documentation of municipal action (e.g., copy of special permit, CPA funds, land donation, etc.)
2. Long-Term Use Restrictions (request documents before submission):
 - For ownership projects**, this is the Regulatory Agreement for Ownership Developments, redlined to reflect any proposed changes and/or the model deed rider.
 - For rental projects**, this is the Regulatory Agreement for Rental Developments, redlined to reflect any proposed changes.
 - For HOME-funded projects**, this is the HOME covenant/deed restriction. When attaching a HOME deed restriction to a unit, the universal deed rider cannot be used.
3. Documents of Project Sponsor's (developer's) legal existence and authority to sign the Regulatory Agreement:
 - appropriate certificates of Organization/Registration and Good Standing from the Secretary of State's Office
 - mortgagee consents to the Regulatory Agreement
 - trustee certificates or authorization for signer(s) to execute all documents
4. For Condominium Projects Only: The Condominium master deed with schedule of undivided interest in the common areas in percentages set forth in the condominium master deed
5. For Rental Projects Only: A copy of the Local Housing Authority's current Utility Allowances
6. Massachusetts Environmental Policy Act (MEPA) environmental notification form (ENF) – for new construction only (request form before submission)
7. Affirmative Fair Marketing and Lottery Plan, including:
 - ads and flyers with HUD Equal Housing Opportunity logo
 - informational materials for lottery applicants
 - eligibility requirements
 - lottery application and financial forms
 - lottery and resident selection procedures
 - request for local preference and demonstration of need for the preference

- measures to ensure affirmative fair marketing, including outreach methods and venue list
- name of Lottery Agent with contact information

See Section III of the Comprehensive Permit Guidelines at www.mass.gov/dhcd and search for **LIP 40B Guidelines** for more information.

PLEASE CONTACT RIEKO HAYASHI OF OUR OFFICE AT 617-573-1426 IF YOU HAVE ANY QUESTIONS.