



TOWN OF WAREHAM  
54 Marion Road  
Wareham, MA 02571

## Community and Economic Development Authority

### Board Meeting Minutes

January 11, 2016, 6:30 p.m.  
CEDA Office – Conference Room

**Present:** Jean Connaughton, Ken Fontes, Kat Jones, Barbara Sullivan, Bruce Hutchins, Peter Sanborn, Jaime Rebhan-Buckminster

**Not Present:** Bob Brady, Rhonda Josey, Michael Fitzgerald, Stephen Holmes, Peter Teitelbaum

**Call to Order:** Chairman Connaughton called the meeting to order at 6:57 p.m. (following the completion of the 6 p.m. Public Hearing).

#### 1. Review and Approval of Minutes: December 21, 2015

**Board Action Taken:** Mrs. Sullivan motioned to accept the minutes of December 21, 2015, as presented. Ms. Jones seconded the motion. The minutes were accepted by a vote of 3-0-1, with Mr. Fontes abstaining as he was not present at that meeting.

**Mr. Fontes motioned to take the fifth item on the agenda, "Route I-195 Information Center," out of order, as Mr. Hutchins was currently present. Mrs. Sullivan seconded the motion, which carried 4-0-0.**

#### 2. Route I-195 Information Center

**Summary:** Mr. Hutchins, who has been overseeing the operation of the Route I-195 Information Center for about a decade, introduced himself and briefly discussed the history of the Center. He presented his proposed budget, attached.

Mrs. Connaughton explained that, because this proposed budget is contingent upon grant funding from the state, Mr. Hutchins would return to the board with a revised budget should those funds not materialize.

Mr. Hutchins explained that the cost for portable toilets has increased, as the company he previously used is no longer in business. The planned \$21,000 in capital improvements would not be completed if the state's grant funding falls through.

Mr. Hutchins said he would like the CEDA Board to approve the renewal of his agreement with the Information Center's marketer, who is charged with selling advertising at the Center to local businesses. Mr. Hutchins explained the marketer brought in close to \$3,200 last year, and this year's agreement would require that the marketer bring in \$2,000 in new business in order to get the 15% commission for the businesses that advertised last year (old business).

Mrs. Connaughton and Mrs. Sullivan agreed that that arrangement was favorable.

Mr. Hutchins noted that he is looking into getting a trailer that would house bathrooms, similar to rest stops in New Hampshire. This would involve a constructed facility, with waste held in a holding tank (cesspool). He noted that the state does not want to assist the Center with construction of a more permanent bathroom facility. The other issue is that there is no water available at the site.

Mr. Hutchins noted that any type of capital investment into the Information Center comes with a risk, as the state approves the use of the facility on an annual basis.

Mr. Fontes agreed that it would be a big upgrade from portable toilets to a trailer with bathroom facilities. He said he would like Mr. Hutchins to get at least three quotes from portable toilet companies to ensure that we are getting the best price.

Mr. Hutchins agreed to return with any suggestions regarding the portable toilets. He added that there have been no major problems at the Information Center, and the Center enjoys a steady influx of visitors.

Mr. Sanborn asked if the state was indifferent about the presence of a visitor center at the site.

Mr. Hutchins explained that the state does not do inspections and the only thing he has ever been asked is to count the picnic tables at the site. He enjoys a cordial relationship when calling the state.

Mr. Fontes asked if the Board needed more information to vote on the budget as a whole.

Mrs. Connaughton explained that the Board would only vote on the agreement with the marketer at this time, although it could approve the budget as a whole if that was the Board's wish.

Mr. Hutchins said he would visit the Board again if he was going to change the budget significantly. He is requesting a 50 cent raise for the Center's Ambassadors (employees), which would raise the hourly rate from \$10.50 to \$11.00. He typically hires 6-7 Ambassadors for the season, which runs from Patriots' Day in April until Veterans Day in November.

Mr. Fontes requested that the Board hold the vote until it is known whether the state grant funding is available. The Board concurred.

**Board Action Taken:** Mr. Fontes motioned to approve the agreement with the Information Center's marketer. Ms. Jones seconded the motion. The motion was approved, 4-0-0.

### **3. Review and Recommendation of Activities for FY 2016 Mini-Entitlement Plan Application**

**Summary:** Mr. Sanborn presented a list of proposed projects based on what the Board discussed at its December 21, 2015, meeting (see attached).

Mr. Fontes, who was absent for the previous meeting, asked a question about a FY 2015 grant activity – the creation of a “home base” for public social services at the Everett School. He expressed concern that the size of the Everett School was not conducive to such a use, and suggested that perhaps the Hammond School in Onset would make more sense.

Mrs. Connaughton noted that the Board would keep a Hammond School project on future agendas for discussion, and that the Board could propose a project to the Town that would be self-sufficient.

Mr. Sanborn recommended that the Town request approval from the Department of Housing and Community Development (DHCD) to instead use the FY’15 funds earmarked for Everett to complete Phase 4 of the Main Street Streetscape project.

The conversation about the FY 2016 grant resumed.

Mrs. Connaughton said there is concern that the proposal for using \$230,000 to replace Housing Authority roofs would be a tough sell to the Selectmen.

Mrs. Sullivan asked whether Mrs. Connaughton had a sense of what the Selectmen would be interested in funding. Mrs. Connaughton said she hadn’t.

Mr. Sanborn explained that, though the Housing Authority is state-funded, the state has had varying amounts of funding for capital improvements (such as roof replacements) over the years. Until a few years ago, Housing Authorities could only apply for those limited funds. Now, there is a formula funding for the Authorities each year. However, the capital needs at Wareham’s two housing projects are still very much in excess of the funding the state provides. The roofs at Redwood Park are rapidly deteriorating.

Mrs. Connaughton asked whether there was a timetable for the roof replacement. Mr. Sanborn said that there was. Mr. Fontes asked whether CEDA could fund roof replacements in phases, so the \$230,000 would not need to be expended all at once.

Mrs. Connaughton explained that then the Board would need to have another project lined up to propose for the FY 2016 grant.

Mr. Sanborn suggested that the Board instead ask for funds for a “Slums and Blight” inventory for Onset Village. This could reduce or replace any of the proposals he suggested on his list.

Mr. Sanborn explained that the project would inventory every property and public improvement in a pre-determined area. If the area is designated as “blighted,” future Community Development Block Grant (CDBG) funds could be allocated to improvements there.

Mr. Sanborn ultimately asked the Board to endorse his list of projects, potentially including another phase of the Main Street Streetscape design, and the Slums and Blight inventory, depending on the budget.

**Board Action Taken:** Mr. Fontes motioned to approve the following potential CDBG activities, using Mr. Sanborn's budget figures as rough estimates: Program Delivery and Administration Funds in the amount of \$240,000; Public Services (5 projects at \$25,000 each) in the amount of \$125,000; Wareham Housing Authority Roofs at \$194,100; Wareham Housing Authority Soft Costs totaling \$35,900; Housing Rehab Program at \$180,000; Village Streetscape – Phase 5 totaling \$50,000; a Slums and Blight inventory in Onset.

Mrs. Sullivan seconded the motion. The motion carried, 4-0-0.

#### **4. Approve Signing Authority for Acting CEDA Director**

**Summary:** Mr. Sanborn requested that the Board authorize his firm, Community Opportunities Group, Inc., serving as Acting CEDA Director, to pay bills, sign timesheets, and sign off on any other necessary documents.

**Board Action Taken:** Mr. Fontes motioned that the Board give signing authority to Community Opportunities Group, Inc. Ms. Jones seconded the motion. The motion carried, 4-0-0.

**Other Business:** Mrs. Connaughton said that the Onset Bay Association has asked if CEDA funds would be available for it to purchase a gazebo to replace the current one on the Onset Bluffs. She noted that the money, which could total \$10,000, would have to come from EDIC funds. She will request that the Onset Bay Association's Beautification Committee attend a future CEDA meeting.

**Adjournment:** Mr. Fontes motioned to adjourn the meeting at 8:41 p.m. Mrs. Sullivan seconded the motion. The motion was approved, 4-0-0.

**Next Meeting:** February 22, 2016

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#### **Summary of Board Action Taken:**

1. Mr. Fontes motioned to take the fifth item on the agenda, "Route I-195 Information Center," out of order, as Mr. Hutchins was currently present. Mrs. Sullivan seconded the motion, which carried 4-0-0.
2. Mr. Fontes motioned to approve the agreement with the Information Center's marketer. Ms. Jones seconded the motion. The motion was approved, 4-0-0.
3. Mr. Fontes motioned to approve the following potential CDBG activities, using Mr. Sanborn's budget figures as rough estimates: Program Delivery and Administration Funds in the amount of \$240,000; Public Services (5 projects at \$25,000 each) in the

amount of \$125,000; Wareham Housing Authority Roofs at \$194,100; Wareham Housing Authority Soft Costs totaling \$35,900; Housing Rehab Program at \$180,000; Village Streetscape – Phase 5 totaling \$50,000; a Slums and Blight inventory in Onset.

4. Mr. Fontes motioned that the Board give signing authority to Community Opportunities Group, Inc. Ms. Jones seconded the motion. The motion carried, 4-0-0.

*Minutes submitted by Jaime Rebhan-Buckminster, CEDA Senior Program Manager*

Signed: \_\_\_\_\_



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TOWN OF WAREHAM  
TOWN CLERK



## TOWN CLERK'S MEETING NOTICE

There will be a meeting of the Wareham  
**Community and Economic Development Authority**

**Date:** Monday, January 11, 2016  
**Time:** 6:30 PM  
**Location:** CEDA Office, Room 10, Memorial Town Hall, 54 Marion Road

### **A G E N D A**

**1) Call to Order**

**2) Review and Approval of Minutes**

December 21, 2015 Meeting

**3) Review and Recommendation of Activities for FY 2016 Mini-Entitlement Plan Application**

**4) Approve Signing Authority for Acting CEDA Director**

**5) Route I-195 Information Center**

Report from Bruce Hutchins  
Action on Budget and Related Items

**6) Schedule Next CEDA Board Meeting**

**7) Adjournment**

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TOWN OF WAREHAM  
54 Marion Road  
Wareham, MA 02571

## Community and Economic Development Authority

### Board Meeting Minutes

December 21, 2015, 6:30 p.m.

Town Hall, Room 27

**Present:** Jean Connaughton, Bob Brady, Michael Fitzgerald, Kat Jones, Rhonda Josey, Peter Sanborn, Jaime Rebhan-Buckminster, Chris Shott; Barbara Sullivan joined at 6:40 p.m.

**Not Present:** Ken Fontes, Stephen Holmes, Peter Teitelbaum

**Call to Order:** Chairman Connaughton called the meeting to order at 6:30 p.m.

#### 1. Approval of December 7, 2015 Meeting Minutes

**Board Action Taken:** Mr. Brady motioned to approve the minutes as presented (attached), with the addition of Mr. Teitelbaum's name to the "Not Present" list. Ms. Jones seconded the motion. The motion was approved, 5-0-0.

#### 2. Review and Approval of Community Development Strategy

**Summary:** The Board reviewed the draft Community Development Strategy as presented (attached). Mr. Fitzgerald confirmed that the CDS can be revised if needed during the three years it is in effect.

Mr. Sanborn explained that the draft builds upon the expiring CDS, adds tourism and the creation of a business incubator to the document, and contains non-substantive wording changes.

Mr. Brady wondered why a renovation of the bathrooms in Onset would not be an eligible activity for the Community Development Block Grant (CDBG) to fund. Mr. Sanborn explained that, due to the changes in Census data, that area of Onset is no longer eligible under the National Objective of activities benefitting low- and moderate-income persons. The activity could be completed under the National Objective of prevention/elimination of slums or blight, but only the exterior of the building could be done, and only if the blight designation in Onset has not expired, although Mr. Sanborn thinks that it probably has.

After the CEDA Board approves the CDS, the draft will be given to the Town Administrator, who the Selectmen have designated to have the final approval.

**Board Action Taken:** Mr. Fitzgerald motioned to approve the CDS, again noting that the document can be adjusted in the future. Ms. Jones seconded the motion. The motion was approved, 6-0-0.

#### 3. Discussion of Possible FY'16 Grant Activities

**Summary:** Mr. Sanborn reviewed potential activities, including: Public Services, the construction and engineering for the fourth phase of the Main Street "Village Streetscape"

project, the rehabilitation of roofs at the Wareham Housing Authority's Redwood Park complex, design for a fifth phase of the Streetscape project, and the Housing Rehabilitation program.

In suggesting that the amount for Housing Rehabilitation be reduced to \$50,000 in the Fiscal Year 2016 grant application, Mr. Sanborn explained that there is approximately \$300,000 left in the FY'14 grant for Housing Rehabilitation, with only approximately \$125,000 to \$150,000 of projects in the pipeline. The office just recently finished spending the funds allocated in the FY'13 grant.

Mrs. Connaughton noted that the Board was informed that timelines had to be extended in previous grants because of the large amount of snowfall in the 2015 winter. Mr. Sanborn further noted that current Housing Rehabilitation policies are impeding more rapid progress in the program.

Mr. Sanborn explained that it behooves the town to complete the fourth phase of the Streetscape project, which is largely designed already, because a slums and blight inventory that made the work eligible to be paid through the Community Development Block Grant is set to expire in November of 2017. He also noted that current estimates for the fourth phase of the Village Streetscape project would likely need to be updated, as the estimate was completed approximately five years ago.

The Board discussed the issue of reallocating the Fiscal Year 2015 grant funds previously earmarked for the rehabilitation of Hynes Field, which could impact the Board's decision for activities in the FY'16 grant. Mr. Sanborn explained that the estimate provided for the Everett School rehabilitation, also included in the FY'15 grant, would likely need the funds previously allocated to Hynes Field.

Mr. Brady expressed concern that more money was not being proposed for the FY'16 Housing Rehabilitation program. The Board then agreed to discuss its policies for Housing Rehabilitation at its January meeting, in an effort to ensure that funds could be spent more expeditiously in the future.

Mr. Brady also expressed concern about providing funds to the Wareham Housing Authority, which receives state funding for such capital expenditures. Mr. Sanborn explained that the Housing Authority's capital costs far exceed the money it receives from the state, and that roofs are its top unfunded priority.

Mr. Brady and Mr. Fitzgerald suggested that CEDA assist the Housing Authority in phases.

Ms. Josey suggested the Board consider creating a rental assistance program. Mrs. Connaughton suggested that the Board consider such ideas in the future, but determine what is feasible for the next grant (due in February) at this time.



Mr. Fitzgerald expressed concern about the lack of any known agreement(s) with nonprofit tenants for the Everett School, which was echoed by Mr. Brady. Both expressed concern with moving forward with the project in its entirety of such agreements do not exist.

**Board Action Taken:** Mr. Brady made the following motion: If CEDA expends funds on the Everett School, the Town must have commitments from tenants to rent the space, and such agreements must include rents that, combined, will cover the maintenance and upkeep of the building. Ms. Josey seconded the motion. The motion was approved, 6-0-0.

Mr. Sanborn agreed to follow up with the Town Administrator to determine if any agreements with tenants have been made.

Mr. Fitzgerald suggested that perhaps a combination of Hynes Field and Everett School funds could be used to begin the fourth phase of the Streetscape project. He suggested that \$200,000 of the FY'16 grant be allocated for housing in general, whether through a Wareham Housing Authority project or through the Housing Rehabilitation program.

Explaining that the grant needs to be spent expeditiously per HUD guidelines, Mr. Sanborn noted that it would be faster to spend funds at the Housing Authority.

Mr. Sanborn also advised the Board that it would likely need to commit extra money in the FY'14 grant, likely from Housing Rehabilitation program funds and other CEDA monies, to cover administrative costs for the 4 Recovery Road project. This request will have to be approved by DHCD.

**Board Action Taken:**

Mr. Fitzgerald made the following motion:

- To ask Mr. Sanborn to review the FY'15 grant to determine if the \$270,000 of Hynes Field funds could be reallocated to fund a portion of the fourth phase of the Village Streetscape project
- To allocate the following in the FY'16 grant:
  - o \$240,000 for Administrative and Program Delivery costs
  - o \$330,000 for the fourth phase of the Village Streetscape project
  - o \$40,000 for engineering services for the fourth phase of the Village Streetscape project
  - o \$125,000 for Public Services
  - o Up to \$200,000 for the Wareham Housing Authority project and Housing Rehabilitation program

Ms. Jones seconded the motion. The motion was approved 5-1-0, with Mr. Brady in dissention.

**Other Business:** Mr. Brady suggested that the minutes of CEDA meetings be sent to Town Administrator Sullivan so Mr. Sullivan can inform the Board of Selectmen, which takes a final vote on the CDBG grant before it is submitted, of the CEDA Board's activities.

**Adjournment:** Mr. Brady motioned to adjourn the meeting at 9:50 p.m. Mr. Fitzgerald seconded the motion. The motion was approved, 6-0-0.

**Next Meeting:** To be determined.

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**Summary of Board Action Taken:**

1. Mr. Brady motioned to approve the minutes of December 7, 2015 as presented (attached), with the addition of Mr. Teitelbaum's name to the "Not Present" list. Ms. Jones seconded the motion. The motion was approved, 5-0-0.
2. Mr. Fitzgerald motioned to approve the Community Development Strategy, noting that the document can be adjusted in the future. Ms. Jones seconded the motion. The motion was approved, 6-0-0.
3. Mr. Brady made the following motion: If CEDA expends funds on the Everett School, the Town must have commitments from tenants to rent the space, and such agreements must include rents that, combined, will cover the maintenance and upkeep of the building. Ms. Josey seconded the motion. The motion was approved, 6-0-0.
4. Mr. Fitzgerald made the following motion:
  - To ask Mr. Sanborn to review the FY'15 grant to determine if the \$270,000 of Hynes Field funds could be reallocated to fund a portion of the fourth phase of the Village Streetscape project
  - To allocate the following in the FY'16 grant:
    - \$240,000 for Administrative and Program Delivery costs
    - \$330,000 for the fourth phase of the Village Streetscape project
    - \$40,000 for engineering services for the fourth phase of the Village Streetscape project
    - \$125,000 for Public Services
    - Up to \$200,000 for the Wareham Housing Authority project and Housing Rehabilitation program

Ms. Jones seconded the motion. The motion was approved 5-1-0, with Mr. Brady in dissent.

*Minutes submitted by Jaime Rebhan-Buckminster, CEDA Senior Program Manager*

Signed: \_\_\_\_\_

Policy: Housing Rehabilitation Program

By 13 Grant  
15.00  
Application Fee

Scope: This policy covers all Community Development Block Grant (CDBG) Mini-Entitlement non-emergency housing rehabilitation activities for owner occupied and investor owned multi-family properties.

Adopted:

Last Revision: October 24, 2012

**Housing Rehabilitation Policy:**

The Wareham Community and Economic Development Authority (CEDA) administer the Housing Rehabilitation Program for the Town of Wareham. The CEDA provides technical assistance to applicants, lends funds to rehabilitate the Town's housing stock, increases the supply of affordable housing, assists property owners with identifying qualified, licensed, and insured contractors to perform repairs, provides disbursements to applicants and contractors, and monitors rent regulatory agreements. Through the Housing Rehabilitation program, properties are brought into compliance with current health, safety, and building codes to ensure that minimum Housing Quality Standards (HQS) are met.

The Housing Rehabilitation program provides home owners with loans to rehabilitate their properties. The CEDA accepts applications on a rolling basis and participation in the program is on a "first come, first serve basis." To be eligible to participate in the Housing Rehabilitation Program, applicants must meet HUD mandated income guidelines for low and moderate income households. If an applicant wishes to rehabilitate rental units then the occupants of the assisted units must also meet HUD mandated income guidelines for low and moderate income households. The CEDA places a \$35,000 limit on the amount of money that can be awarded to a project, and as such, reserves the right to approve or deny requests based upon the CEDA's assessment of each project. At its sole discretion, CEDA may request a waiver from the Department of Housing and Community Development for projects that exceed this limit. A property may receive assistance only once during any fifteen (15) year period. To ensure the public is aware of the Housing Rehabilitation program, the CEDA provides information on the Town's website, issue press releases, places advertisements in local media, and provides education brochures. Additionally, the CEDA provides outreach to the public through community agencies and programs.

**Eligibility:**

Participation in the program is voluntary and available to all Wareham residents. To qualify for the program, residents must meet income eligibility standards as determined by the Department of Housing and Urban Development (HUD) in the Boston Metro Statistical Area (BMSA).

In order for properties to qualify, they must:

1. Be owner occupied if they are a single family residence; or
2. Contain a minimum of two housing units if they are investor owned. Applicants must pledge to make 51% of their units affordable for a minimum of 15 years. All units receiving assistance are subject to applicable state and federal laws and regulations.

**Property Taxes and Insurance:** All property taxes must be paid before any application can be approved. The property owner must also have adequate insurance coverage to cover the property improvements after the rehabilitation is complete.

**Affordability Requirement:**

All rental units assisted through the Housing Rehabilitation program must remain affordable to low and moderate income households during the term of the Rental Regulatory Agreement, are subject to HUD approved fair market rental limits, and must meet minimum Housing Quality Standards (HQS). Household income and rental rates associated with CDBG assisted rental units are re-certified annually to ensure compliance with HUD's applicable income and rent limits.

**Project Evaluation:**

Evaluation criteria for housing rehabilitation projects includes an assessment of the applicant as well as the project. The process includes: *applicant eligibility determination, activity eligibility determination, National Objective determination, property appraisal, project cost analysis, and a project value determination*. These criteria are discussed more fully below:

- *Eligible Applicants* - For all property owners, the CEDA will request such documentation as necessary to determine the property owner's income and credit worthiness. Credit checks will be required for all applicants at the applicant's expense. In addition, the occupant(s) of an assisted unit must fall within the income guidelines for low and moderate income households as established by HUD using the BMSA. The CEDA will verify the income of all occupants who reside in assisted units to ensure that they meet these income guidelines. 15.00  
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- *Eligible Activities* - The CEDA targets owner occupied and investor owned *multi-family* housing units for its Housing Rehabilitation program. All housing rehabilitation activities are eligible provided the project meets a HUD approved National Objective. To be eligible for rehabilitation a property must be located within the target area. A property with delinquent taxes, or significant liens or judgments encumbering it, will not be eligible for rehabilitation. While most *multi-family* housing units are eligible to receive assistance under the Housing Rehabilitation program, below is a list of residential units that present unique challenges and are not eligible under the CEDA's Housing Rehabilitation program:
  - Mobile homes are not eligible for assistance under the Housing Rehabilitation program. — unless in Emerg - under 7500
  - Condominiums are not eligible for assistance under the Housing Rehabilitation program due to issues related to common ownership.
  - Group Homes, defined as any approved multi-tenant group residence or assistance facility owned or operated by an approved social services are not eligible for assistance under the Housing Rehabilitation program.
- *National Objective Determination* - HUD requires that all projects funded through the CDBG program meet a National Objective. The National Objective utilized for the CEDA's Housing Rehabilitation program is to serve *Low and Moderate Income Households through the provision of affordable housing*.

- *Value Proposition* – The CEDA has developed a formula for determining the value of each rehabilitation project. For each proposed project the CEDA receives, a value is determined using a value proposition formula. The value proposition formula allows the CEDA to assess the value of each project and compare the relative value among projects. The value proposition formula used by the CEDA is as follows:

$$\text{Value} = \text{Project Cost} / (\text{Number of Units} \times \text{Number of Years of Affordability})$$

When assessing the value of a project the CEDA also considers the following items:

- Equity held in the project;
  - Location of units;
  - The availability of funding
- *Equity Determination* – The purpose of the equity determination is to establish the presence of sufficient equity to support a lien on the property. As a condition of receiving financial assistance, the CEDA may require that an appraisal or a comparative market analysis be conducted of the proposed property. The initial cost of the appraisal will be borne by the applicant, and may subsequently be reimbursed and incorporated into the loan offered by the CEDA if the project is approved.
- *Project Costs* – After the initial eligibility determination, the CEDA will assess the cost of the project twice prior to final approval of the project. Upon receipt of the initial application, the CEDA's Rehabilitation Specialist will visit the site and develop an initial cost estimate and scope of work. This cost estimate will be used by the CEDA to determine the initial value proposition for the project. If the CEDA determines that the project costs represent a good value in relation to the number of affordable units the project will yield, then the CEDA will request bids to determine an *actual* cost for the project. If the CEDA determines that the project still represents a good value in relation to the number of affordable units it yields, the CEDA will approve the project and issue a notice to proceed.

In addition to the value proposition CEDA also looks at the following items when assessing the costs for rehabilitation or repair;

- Engineering, architectural, or related professional services;
  - Building permits;
  - Relocation costs;
  - Demolition Costs;
  - Rehabilitation Costs;
- *Additional Requirements* – In addition to the items listed above, HUD requires that projects receiving assistance must comply with local, State, and Federal Historic Preservation and Environmental Review requirements.

#### Loan Terms:

Loans will be provided for up to one-hundred and thirty percent of 130% of the current value of the property. For owner occupied units, loans terms include zero percent (0%) interest amortized over the length of the affordability period. If there is a change of ownership or the property owner

changes his/her place of residence prior to the end of the affordability period a 5% penalty will be assessed on the loan and the loan will become due in full. One spousal transfer will be allowed at continued terms.

For investor owned units loans terms include Five percent (5%) interest amortized over the length of the affordability period. If there is a change of ownership prior to the end of the affordability period 10% penalty will be assessed on the remaining loan amount and payment will become due in full. The loan will also become due upon default of any of the conditions of the Rent Regulatory agreement or when the property is otherwise, encumbered during the term of the Rent Regulatory Agreement;

To ensure repayment of the loan, a mortgage and a promissory note will be issued in the amount of the loan at the time of closing in the name of the property owner against the borrower's property. In addition:

- Monthly payments will be required for investor owned properties;
- Fifteen (15) year reapplication limitation applies for any property assisted with CDBG funds.

#### Equity Position:

The CEDA will assume a junior position to the first and second mortgages only. The CEDA reserves the right to approve or deny subordination requests at its sole discretion.

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#### Housing Rehabilitation Procedure:

Requests for assistance are logged in by CEDA on the date the request is received. Information recorded includes:

- Date of Request for Application;
- Applicant Name;
- Property Address;
- Number of Units;
- Brief Project Description;

Completed applications are due to the CEDA thirty (30) calendar days from the date the application is mailed or given to the applicant. Within forty-eight 48 hours of receipt of an application, the Program Manager will review the application for completeness. If the application is determined to be incomplete, the Program Manager will contact the applicant and will request any missing information. Applicants who submit incomplete applications will be provided with an additional fifteen (15) calendar days to provide the CEDA with any missing information. If the applicant provides the requested information within fifteen (15) days, then the Program Manager will review the application to determine eligibility. If the applicant fails to provide the requested information within fifteen (15) days the CEDA will consider the application incomplete and send a disqualification letter to the applicant.

If after review, an application is determined to be complete, the Program Manager will review it to determine whether the applicant and the activity are eligible. If the applicant is requesting assistance for rental units, the Program Manager will contact the occupants directly to determine their income

and family size. If the units are vacant, the applicant will be required to fill the units with low and moderate income households upon completion of the project.

For an applicant to qualify as meeting the low and moderate income status and thus be deemed eligible for participation in the rehabilitation program, all sources of household income must be considered. The total household income as of the date of application must be at or below 80 percent of the median income in the BMSA. Household income includes all sources of income for one or more persons who are living in a single residence and are over the age of eighteen (18). When determining household income the following items are considered:

- *Gross Wages and Salary.* The total money earnings received from work performed as an employee. It represents the amount paid before deductions for income taxes, Social Security, Union dues, bond purchases, etc.
- *Net Self-Employment Income:* Net income (gross receipts minus operating expenses) from a business firm, farm, or other enterprises in which a person is engaged on his/her own account.
- *Net rent income* or, less frequently, rent receipts.
- *Pensions* or other retirement benefits.
- *Alimony.*
- *Periodic insurance payments,* frequently referred to as regular income from insurance policies, annuities.
- *Government and/or military retirement,* (other than compensation for disability or death per Title 38, United State Code, Chapter II).
- *Contest or lottery income.*
- *Periodic gifts,* including payment or rent and living expenses from persons outside the residence.
- *Interest* including interest paid on inheritance and trust accounts, and dividends.
- *Public Assistance* payments.
- *Federal, State, or local unemployment insurance benefits.*
- *Cash payments* received pursuant to a State Plan approved under Title I Old Age Assistance, IV Aid to Families with Dependent Children (AFDC), X Aid to the Blind, or XVI Supplemental Security Income for the Aged, Blind and Disabled of the Social Security Act, or disability insurance payments received under Title II, Section 423 of the Social Security Act, or disability insurance payments received under Title II, Section 423 of the Social Security Act of payments received under the Black Lung Benefits Reform Act of 1977 (Public Law 95-239).
- *Social Security,* old age and survivors insurance cash payments. (Social Security Act, Title II, Section 402).
- *Child support payments* including payments made by State or local government on behalf of foster children in the home.
- *Educational assistance and compensation payments* to veterans and other eligible persons under Title 38, United States Code, Chapters 11, Compensation for Service-Connected Disability or Death; 13, Dependence and Indemnity Compensation for Service-Connected Death; 31 Vocational Rehabilitation; 34, Veterans' Education Assistance; 35, War Orphans' and Widows' Educational Benefits. In some cases, this item is simply referred to as "veterans' payments."

- *Payments or allowances received by veterans while serving on active duty in the Armed Forces. In some cases, this item includes National Guard or military, naval or air force reserve activities.*
- *Payments made to participants in employment and training programs except wages paid for OJT, or Upgrading and Retraining. Exclude all compensation received under II-B.*
- *Capital gains and losses.*
- *Soil bank payments.*
- *Agriculture Stabilization Payments.*
- *Other income, except as indicated below.*

The following items are excluded from consideration when determining household income:

- *Non-cash income, such as food stamps, or compensation received in the form of food or housing.*
- *Imputed or rental value of owner-occupied property.*
- *Trade Act or Trade Readjustment payments.*
- *One-time unearned income, such as, but not limited to:*
  - *Accident, health, and casualty insurance proceeds.*
  - *One-time or fixed-term scholarship and fellowship grants.*
  - *Payments received for a limited fixed term under income maintenance programs and supplemental (private) unemployment benefits plans.*
  - *Lump sum inheritances including fixed-term annuities.*
  - *One-time awards and gifts. Does not include contest or lottery income.*
  - *Disability and death payments, including fixed-term (but not lifetime) life insurance annuities and death benefits.*
  - *Fixed-term Worker's Compensation awards.*
  - *Terminal Leave pay.*

Household income will be supported with documentation from the income source. Maintenance of income verification records will also be accessible for HUD program review.

After applicant eligibility has been determined, the Program Manager will evaluate the project to determine if the rehabilitation activities are eligible. Each project must meet eligibility guidelines both in terms of the activities required to complete the project as well as meeting one of HUD's National Objectives. Additionally, Environmental and Historical reviews are also conducted to ensure projects are consistent with State and local environmental and historical guidelines. The Program Manager will review the project for these criteria and if the project is determined ineligible, the CEDA will inform the applicant in writing and close the file.

If the activity is deemed eligible, the CEDA will document the eligible activity, along with the appropriate HUD matrix code and Code of Federal Regulations citation in the project file, contact the applicant to schedule a meeting to review the process for determining the scope of work, selecting a contractor, closing on the loan, and accessing loan funds.

Once an applicant and project is deemed eligible, the Program Manager will forward an *Initial Proposal Summary* to the CEDA Director. Within 48 hours of the time the Program Manager provides the CEDA Director with an Initial Proposal Summary, the CEDA Director will forward a request to the Rehabilitation Specialist to perform an initial inspection, develop a Pre-bid Estimate, and write a

*Make sure  
we have  
become on  
the project  
summary of  
scope  
of work.*



Scope of Work. Once authorized, the Rehabilitation Specialist will have 7 days to provide a recommendation to the Program Manager. The Program Manager will summarize this information and forward the Rehabilitation Specialist's recommendation to the CEDA Director.

If the scope and project costs are not deemed reasonable by the CEDA Director then the application will be declined and the CEDA Director will notify the applicant of the decision in writing. If the scope and project costs are deemed reasonable, the CEDA Director will authorize the Program Manager to solicit public bids on behalf of the applicant.

Once a Scope of Work and a Pre-bid Estimate have been approved by the CEDA Director the Program Manager will review the Scope of Work with the applicant. It is important to note that the pre-bid estimate is confidential and cannot be shared with anyone outside of the CEDA Office, including the applicant. Confidentiality regarding the pre-bid estimate ensures that the procurement process remains fair and impartial. Upon acceptance of the scope of work by the applicant, the Program Manager will work with the applicant to solicit bids from a list of CEDA "Approved Contractors." The applicant has the option of adding contractors to the CEDA's List of "Approved Contractors," however; any contractors added to the list must be pre-qualified and will be subject to approval by the CEDA before qualifying for selection. The Program Manager will assemble a bid package for the project that outlines the requirements to submit a bid and will schedule a "mandatory walk-through" of the property with potential bidders and the applicant so that potential bidders can visit the site prior to submitting a bid.

On behalf of the applicant, the CEDA will solicit bids from a minimum of three contractors. In the event that less than three bids are received, the CEDA may approve the selection of a bid provided the bid is not more than 10% higher than the pre-bid estimate for the project. While the CEDA facilitates the procurement of a contractor on behalf of the applicant, it is the applicant that enters into the contract with the contractor to perform the rehabilitation identified in the Scope of Work.

In order to be considered for a CEDA funded project, a contractor must submit a bid by the published due date and time. The Program Manager will stamp all bids with the date and time they are received. All bids will be opened publicly on the date and at the location specified in the bid documents. Once all bids have been opened, the applicant, Program Manager, and Rehabilitation Specialist will review the bids and recommend a contractor to the CEDA Director. The CEDA Director will review the recommended bid and if the CEDA Director determines that the project represents a good value, the CEDA Director will give final approval to the project. Upon final approval, the CEDA Director will forward a letter to the applicant verifying that the project has been approved, noting the maximum allowable amount of the project, and requesting that the applicant schedule an appointment to sign contracts. 77 09

However, should the applicant, the Program Manager, and the Rehabilitation Specialist be unable to agree on a recommendation; the applicant may choose to withdraw their application and complete the project without the assistance of the CEDA.

#### Suspended and Disbarred Contractors

Prior to executing a contract with a General Contractor the Program Manager will perform a background check to ensure that the winning bidder has not been suspended or disbarred. If it is determined that the winning bidder has been suspended or disbarred the CEDA will award the contract to the next lowest qualified bidder.

Wed 2:30  
Fri. 2:30

#### Project Contracts:

Within 48 hours of the determination of the winning bid the CEDA Director will forward a letter informing the applicant the project has been approved. Two sets of contracts must be completed prior to CEDA issuing a notice to proceed. The contracting process generally takes three-four weeks from the date of notification to the applicant to complete. The first set of contracts executed are between CEDA and the applicant and define the terms of the loan. They include:

- Contract Compliance Agreement;
- Loan Agreement;
- Loan Guarantee;
- Promissory note;
- Mortgage and;
- The Rent Regulatory Agreement (if applicable).

The second set of contracts executed is between the applicant and the contractor. They include:

- Contract Compliance Agreement;
- Property Owner Contractor Rehabilitation Agreement and;
- General Conditions of the Property Owner Contractor Rehabilitation Agreement.

#### Pre-Construction Conference

A pre-construction conference will be held before any work can be performed. The conference must be attended by the homeowner, General Contractor, the Housing Rehabilitation Specialist, and the Program Manager. The goal of the pre-construction conference is to ensure that all parties have the same expectations concerning the outcome of the rehabilitation project. The pre-construction conference informs the homeowner as to what to expect during the rehabilitation or reconstruction process. During the Pre-Construction Conference the following topics and/or procedures will be addressed:

- **Responsibilities:** Discussion of the construction contract terms and conditions and the responsibilities of all of the parties involved.
- **Project start-up and completion dates:** Review of project milestones.
- **Change Order Policy:** "Work Items" cannot be deleted or added without prior written consent of the CEDA Director; and any "work items" that are undertaken without prior written consent of the CEDA Director will not be reimbursed. The Program Manager will discuss how change orders will be handled?
- **Schedule of inspections:** Discussion of inspection schedules.
- **Pre-Payment Inspections:** All work must be inspected prior to authorizing payments.
- **Final inspection:** A final inspection by CEDA of all work undertaken must occur with the contractor and property owner prior to submission of the final payment request.
- **Payments:** CDBG funds may only be used to pay for items specified in the contract. Work performed that is not specified in the contract will become the financial responsibility of the property owner.
- **Scheduling of work:** The General Contractor will review the work schedule and answer the following questions:
  - When will each construction activity take place?
  - In what order will work be completed, and why?
  - What items will be special ordered and how long will it take?

- What work hours will be observed?
- When will inspections be conducted and who will perform them?
- When can completion be expected?
- **Lead-Based Paint (LBP):** The CEDA requires a lead certificate for all properties built prior to 1978 certifying that the property is lead free. If the applicant cannot produce a lead certificate, an inspection will be performed at the owner's expense prior to approving any project. Additionally, the Program Manager will ensure that the HUD pamphlet Protect Your Family from Lead in Your Home (Appendix A-16) is provided to the homeowner(s), obtain a signed original of the Receipt of Lead-Based Paint Notification (Form 12.01) and place it in the Activity File.
- **Warranties:** The Program Manager will inform the homeowner who to contact if workmanship is unsatisfactory.
- **Activity Budget:** The Program Manager will discuss:
  - How much money is available to pay for the rehabilitation or reconstruction?
  - Which items, if any, will be the homeowner's responsibility?
- **Paperwork:** The Program Manager will discuss who may sign paperwork, approve payment requests, and what forms will be needed to be signed to carry out the construction activities?
- **Sub-contractors:** The General Contractor will inform the property owner(s) which sub-contractors will be used during the project and for what purposes.
- **Perform a walk-through of the house:** A walk-through of the house will be undertaken to point out how rehabilitation will be performed in accordance with the Work Write-Up/Cost Estimate. Preferences in colors, qualities, styles, and materials must be resolved and noted.

The following documents will be completed and signed by applicable parties:

- **Pre-construction Conference Report:** All parties must sign the Pre-Construction Conference Report (Form 11.02) certifying that they understand the rehabilitation or reconstruction process and their respective responsibilities.
- **Property Owner Certification and Agreement to Participate:** The property owner will sign a Property Owner Certification and Agreement to Participate document certifying that they understand the project and agree to participate in the Housing Rehabilitation Program.
- **Notification of Lead-Based Paint:** The property owner will sign a form verifying that they were informed of the presence of lead-based paint hazards (if applicable). (Form 12.01)
- **Work Write-Up/Cost Estimate:** The property owner will sign a form indicating exactly what type of rehabilitation or reconstruction will be performed. (Form 11.17)
- **Relocation:** In the event that it becomes necessary to relocate existing occupants due to the removal of lead, asbestos, or other environmental hazards, such relocation will be the responsibility of the property owner and will be conducted in accordance with HUD relocation guidelines.

### Dispute Resolution

Resolution of complaints made during the administration of the Rehabilitation Program must be handled sensitively and fairly. Prevention is the best way to resolve disputes. Most disputes are the result of a misunderstanding of what is required, or unrealistic expectations by participants. In order to prevent disputes the CEDA will take the following actions:

- **Applicant Interview -** The initial interview process offers the CEDA the first opportunity to inform the homeowner of what to expect with a rehabilitation project. During the initial

interview the Program Manager will review the eligibility requirements, process, and responsibilities of both the homeowner and the contractor while participating in an eligible rehabilitation project.

- **Initial Inspection** - During the initial inspection, the Rehabilitation Specialist will provide specific information regarding rehabilitation requirements and limitations. The Rehabilitation Specialist will ensure that the Work Write-Up/Cost Estimate is thorough and clear so that the homeowner understands exactly what will be accomplished.
- **Pre-construction Conference** - The Pre-Construction Conference provides an opportunity for all parties to meet and agree upon each aspect of the rehabilitation project. The parties are encouraged to raise issues of potential concern to ensure that all parties reach consensus regarding the scope of work.

#### **Definitions:**

##### *Informal Complaints*

An informal complaint may be lodged by either the homeowner or building contractor. In many cases, program documentation and contractual agreements can be used to resolve disputes or questions. In the event that an informal complaint cannot be resolved using existing documents then either party may lodge a formal complaint.

*Formal Complaint* - A written statement of grievance which the complainant believes may be resolved by the CEDA. Formal complaints must be submitted in writing, and may be faxed or emailed. The procedure for dealing with formal complaints includes but is not limited to the following elements:

- A statement of complaint;
- An assessment of who is responsible for addressing the complaint;
- An explanation of the appeal options available to complainants, including how an appeal is to be initiated, to whom the appeal is made, time limits for filing an appeal, and any details pertaining to the reviewer or person(s) who handle the appeal.
- Each complaint must be thoroughly documented.
- Complaint Resolution Process

In order for CEDA to process a complaint, it must first be received in writing. The written complaint, which may be faxed or emailed, must include the name of the complainant with contact information. Complainants may submit complaints to:

Salvador Pina, CEDA Director  
Wareham Office of Community Development  
54 Marion Road  
Wareham, MA 02571

The CEDA will date stamp each complaint received and review and/or investigate each complaint. Findings will be reviewed by the CEDA Director prior to responding to the complainant. The CEDA Director or his/her designee will notify the complainant of the resolution within fifteen (15) business days after it has been received.

Documentation regarding each complaint will include:

- The name of the person who filed the complaint;

- The date the complaint was received by the CEDA;
- A description of the complaint;
- An explanation of the action taken to investigate the complaint including the name of each person interviewed in relation to the complaint; and;
- A summary of the results of the review or investigation of the complaint.

#### *Appeals*

In all determinations of complaints where a complainant is denied, the CEDA will send a letter to the complainant informing them that their complaint has been denied and explaining the appeals process. When a complainant disagrees with a decision made by the CEDA the complainant may file an appeal in writing to the Town Administrator.

An appellant must file a written appeal with the Town Administrator not later than the seventh day after notice has been provided to the appellant. The appellant must specifically identify the grounds for the appeal. The Town Administrator will respond in writing to the appeal not later than the fourteenth day after the date of receipt of the appeal. The Town Administrator may take one of the following actions.

- (1) Concur with the appeal and make the appropriate adjustments to the staffs decision; or
- (2) Disagree with the appeal and provide the basis for rejecting the appellant.

The Town Administrator or his/her designee will notify the complainant of the resolution within fifteen (15) business days after it has been received. Documentation regarding each appeal will include:

- The name of the appellant;
- The date the appeal was received by the CEDA;
- A description of the appeal;
- An explanation of the action taken to investigate the appeal including the name of each person interviewed in relation to the appeal; and;
- A summary of the results of the review or investigation of the appeal.

The decision of the Town Administrator is final however, if the appellant is not satisfied with the Town Administrator's response to the appeal, they may appeal in writing directly to the Department of Housing and Community Development.

#### *Notice To Proceed:*

After all contracts have been executed, the CEDA Director will issue a written "Notice to Proceed" to the contractor and the property owner. No work may be performed until the written "Notice to Proceed" is issued. The payment for any work performed prior to the issuance of the "Notice to Proceed" will be considered the responsibility of the property owner and will not be reimbursed by the CEDA.

#### *Payments:*

Payments made in connection with all rehabilitation projects will be made in accordance with the terms of the contract for the project. In general, all payments are made after certification by the Rehabilitation Specialist that the work performed is consistent with the scope of work, and meets all code specifications, and review of the invoice by the Program Manager to ensure that it includes all

appropriate supportive documentation. Below are the key elements in the payment process:

- An invoice from the General Contractor, with appropriate supportive documentation must be forwarded to the property owner for approval prior to being forwarded to the CEDA for approval;
- The Rehabilitation Specialist will conduct an on-site review of the work prior to forwarding a recommendation for payment.
- General Contractors will be issued reimbursement in four progress payments;
- The CEDA will retain 10% of each payment until the project is complete, all due diligence items have been acquired and reviewed, and the Rehabilitation Specialist conducts a final inspection.

#### Change Orders:

If additional work for repairs or correction of unforeseen problems becomes necessary, the building contractor must submit a Change Order Request identifying the additional work needed, its associated cost, and the time required for completion. Unit price amounts must be included, along with a description and an explanation of why the item was not included in the original bid. No work can be authorized until the Change Order Request has been signed by the General Contractor, the property owner(s), and the CEDA. Below are the key elements of the Change Orders process:

- The General Contractor will submit requests in writing to the CEDA Director for any work that deviates from the executed work contract prior to engaging in the work.
- The Rehabilitation Consultant will review all "Change Order" requests and forward a recommendation to approve/disapprove to the CEDA Director.
- Any requested "Change Order" up to and including \$5,000.00 may be approved or denied, in writing, by the CEDA Director only.
- No deviation from the executed work contract will be undertaken without prior written consent from the CEDA Director.
- Deviations from the executed work contract that are undertaken without prior written consent from the CEDA Director will not be reimbursed.

#### Contractor and Equipment Warranties

Upon completion of the rehabilitation activity, all building contractors must provide a written warranty to the homeowner guaranteeing the work for a period of one (1) year from the date of completion. During this time the homeowner may require the building contractor to correct defects arising from his/her work by initiating a written request to the Contractor and a copy to CEDA.

The building contractor must contact the homeowner within seven (7) business days from the date of the written request. Should the building contractor fail to make adequate repairs and/or corrections within forty-five (45) days from the date of the request, the homeowner may take any necessary legal recourse as described in the building contract.

#### Contractor Release of Lien:

Upon completion of a rehabilitation activity, all contractors will be required to submit lien waivers. Material suppliers, subcontractors, and laborers will sign lien waivers prior to receiving their final payment for materials provided or work performed.

#### Davis Bacon:

The Office of Labor Relations identified five Key Labor Standards Objectives as the basis of what it wishes to accomplish in order to protect workers' rights. The Office of Labor Relations eliminated those requirements that were not statutory or regulatory and that did not contribute to one or more of the following Key Labor Standards Objectives:

- Apply Davis-Bacon requirements properly. Make certain that labor standards, including Davis-Bacon prevailing wage rates, are applied where required.
- Through education and advice, support contractor compliance with labor standards. Provide basic training and technical support to contractors to ensure that they understand their obligations and reporting requirements.
- Monitor contractor performance. Perform reviews of certified payroll submissions and other information to help ensure contractor compliance with labor standards provisions and the payment of prevailing wages to workers.
- Investigate probable violations and complaints of underpayment. Thoroughly explore any evidence of violations, especially allegations of underpayment.
- Pursue debarment and other available sanctions against repeat labor standards violators and carry-out a no-tolerance policy toward contractors who violate prevailing wage laws.

#### Labor Standards Applicability Factors:

- Construction work financed...CDBG can finance activities other than "construction work" which do not trigger Davis-Bacon requirements; e.g., real property acquisition, purchase of equipment, architectural and engineering fees, other services (legal, accounting, construction management), and other non-construction items (furniture, business licenses, real estate taxes, tenant allowances for such items).
- In whole or in part...If CDBG funds finance only a portion of construction; work labor standards are applicable to the entire construction work.
- Will apply to the rehabilitation of residential property only if such property contains not less than 8 units. Typically, single-family properties are excluded under this exemption. However, property is not limited to a specific building. Property is defined as one or more buildings on an undivided lot or on contiguous lots or parcels, which are commonly-owned and operated as one rental, cooperative or condominium project. Examples of 8+ unit properties include:
  - 5 townhouses side-by-side which consist of 2 units each.
  - 3 apartment buildings each consisting of 5 units and located on one tract of land.
  - 8 single-family (not homeowner) houses located on contiguous lots.

Further, HUD has concluded that the term "rehabilitation" as used within the statutory language is not meant to preclude new construction from this exemption. Accordingly, residential new construction is treated in the same manner as residential rehabilitation for Davis-Bacon purposes.

- Payroll Falsification Indicators Certified payroll reports are fairly straightforward records of employees, work classification, hours worked, rate(s) of pay, gross earnings, deductions and net wages paid. The information required for certified payrolls involves no more than the information any responsible employer must maintain concerning its basic business operations. Davis-Bacon compliance basically involves three factors:
  - The type (classification) of work performed;

- The number of hours worked; and
- The prevailing wage rate for that classification.

A fourth factor involves the actual payment of wages by check and/or cash. In order to conceal underpayments, a willfully violating employer must falsify the payroll report as it pertains to one or more of these factors. There are four falsification indicators that are easy to detect on certified payrolls in a "spot-check":

- Ratio of laborers to mechanics. Generally there should be no more than one laborer for each mechanic (1:1) except for landscaping, or cement or other paving work.
- Indicative of misclassification. Workers are performing higher-paying mechanic duties but are misclassified and paid at lower Laborer wage rates.
- Too few or irregular hours. Most people work a 40-hour workweek. Most crews work together on a job site. Most employers and employees track work hours by whole, half and quarter hours not by tenths or hundredths. Look for employees that never work 40 hours per week; for crews that work in a scattered fashion; for hours reported in tenths or hundredths (e.g., 13.6 hours).
- Indicative of reduction of hours. Actual hours worked are reduced to "fit" in a fabricated calculation: (Reduced hours) x (Rate required on wage decision) = Substandard wages actually paid based upon a lower rate of pay.
- Discrepancies in wage computations. Look for gross wages paid in "round" numbers (e.g., \$700) that don't agree with the product of reported hours multiplied by the rate of pay. For example, a payroll showing 20 hours times \$33.68 (the rate on the wage decision) and gross wages of \$700. (20 hours times \$33.68 equals \$676.60 not \$700.)
- Indicative of falsification of rate of pay such as piece work or lower (but more even) rate. For example, the wage decision requires \$33.68/hour for the type of work performed but the employer chooses to pay \$17.50 per hour. (40 hours times \$17.50 equals \$700.) The employer can't make the fabricated calculation "fit" precisely because the Davis-Bacon wage rate is not an even figure.
- Extraordinary deductions. Look for unidentified or disproportionate deductions, for example, an employee whose savings account deduction is nearly as much or more than the weekly take-home pay.
- Indicative of kickbacks or basic underpayment. The employer takes his "cut" from the back end of the computation (after gross earnings) rather than the front end (falsifying the classification, hours or wage rate). If these indicators appear on payrolls you will want to take preliminary steps to test whether the payrolls are accurate or false. For example, one can target on-site interviews or send questionnaires to the affected workers to get their perspective and compare the interview and/or questionnaire statements to the payroll reports. If an investigation is warranted, one will want to learn what information on the payrolls is false and what is true. (Employers rarely falsify all of the information on payrolls.) Eventually, one will need to compute the amounts of back wages that are due and knowing what information on the payroll is true can be critical to making these computations.

#### Streamlining Davis-Bacon

HUD has put in place a number of measures to make it easier for entitlement jurisdictions to meet Davis Bacon Requirements. These measures are described below:



- Previously, Entitlement Jurisdictions were required to obtain a Davis-Bacon wage decision for each contract/project from HUD Labor Relations and were required to submit a form (SF-308, Request for Wage Determination) in order to make the request.
  - HUD now allows Entitlement Jurisdictions to obtain Davis-Bacon wage decisions from any source available to them. For example, Entitlement Jurisdictions can obtain wage decisions on-line at the WDOL web site or the Entitlement Jurisdictions can use a copy of the wage decision they already may have on file (provided the copy is still current). Entitlement Jurisdictions that wish to continue obtaining wage decisions from HUD can make the request by telephone, fax, mail or email. HUD can send the applicable wage decision back to the Entitlement Jurisdictions by any of these means also. Entitlement Jurisdictions can obtain wage decisions immediately from the WDOL web site and, in most cases, depending on the form of delivery requested by the Entitlement Jurisdiction (e.g., email). Entitlement Jurisdictions should be able to obtain wage decisions from HUD within 24 hours or less.
- Preconstruction Conferences for labor standards purposes are optional. Entitlement Jurisdictions were required to hold a Pre-Construction conference (PCC) for each contract/project. During the PCC, the labor standards applicable to the project were described in detail. A copy of an attendance roster and complete minutes of the PCC were required in the contract file. HUD acknowledges that there are many good reasons to hold a PCC such as discussing construction inspections, progress and contractor payment requirements, Section 3 employment and training and other issues particular to the project.
  - However, HUD has determined that the time and resources used to conduct and document PCCs for labor standards purposes have not yielded measurably better results. Many contractors have prior Davis-Bacon contract experience and have demonstrated successful performance. These contractors don't require the repetitive basic training such as provided in most PCC presentations.
- Project Wage Rate Sheets are offered for Davis-Bacon projects. In the past HUD considered Davis-Bacon wage decisions inviolate and strongly discouraged any efforts to simplify or translate for any reason the content of a wage decision. HUD required Entitlement Jurisdictions to utilize the complete text of wage decisions at all times even though the wage decision frequently contained many pages of irrelevant information. Besides being in the construction contract to obligate the compliance of the prime contractor and any subcontractors (where HUD still recommends use of the full wage decision text in most cases), there are three important uses for the applicable Davis-Bacon wage decision. One is for the contractor's and any subcontractors' understanding about the specific wage rates that must be paid. The second is for posting at the job site so that the laborers and mechanics understand their rights. The third is for contract administrator's use in reviewing certified payroll reports.
  - A Project Wage Rate Sheet (HUD-4720) is a one-page, easy to read listing of the work classifications and wage rates that are applicable to the project. This one-page listing is much more user-friendly than the full-text wage decision for these three uses: A Project Wage Rate Sheet:
    - Spells out more clearly the work classifications and wage rates contained in the wage decision for the contractor and subcontractors;
    - Is much easier for laborers and mechanics to understand so that they can tell whether they are paid properly and;

- Is more helpful as a ready reference for contract administrators reviewing payroll reports.

The Project Wage Rate Sheet should be prepared only after the wage decision has been "locked-in" by contract award or start of construction, as applicable.

- Eliminate certain unnecessary or duplicative processes and notices to HUD. In the past Entitlement Jurisdictions were required to send to HUD a start of construction notice and a final compliance report for each project. Entitlement Jurisdictions also were required to date stamp certified payrolls on receipt and to date and initial certified payrolls when the payrolls were reviewed.
  - HUD has eliminated the start of construction notice and final compliance report. The important information collected in these reports is already captured in enforcement reports required by DOL regulations therefore, the reports were duplicative. In addition, date stamping payrolls on receipt and dating and initialing payrolls on review are actions inconsistent with a results-oriented approach and therefore are no longer mandated.
- An Entitlement Jurisdiction can develop its own enforcement file system. Entitlement Jurisdictions were required to utilize filing systems mandated by HUD involving certain numbers and labeling of files and other file maintenance conditions.
  - HUD believes that Entitlement Jurisdictions can best determine how to maintain their files provided that certain minimum requirements are met. The minimum requirements include compliance with DOL regulations that certified payrolls and basic records relating to the payrolls are preserved *not less than three years after completion of the project* and the resolution of any enforcement actions which may carry over after completion. In addition, the files must be maintained in such a way that the Entitlement Jurisdiction can utilize them to demonstrate its own compliance with its labor standards administration and enforcement responsibilities.
- Entitlement Jurisdictions can target on-site interviews with laborers and mechanics. Prior practice: In the past Entitlement Jurisdictions were required to conduct on-site interviews with a "representative sampling" of all laborers and mechanics on each project. HUD did not offer a consistent guideline as to what constituted a "representative sampling."
  - Now, HUD is much more interested in using on-site interviews as a proactive enforcement tool than as a means to meet a "representative sampling" quota. Rather than conducting interviews randomly for the sake of assembling a sample, Entitlement Jurisdictions are encouraged to focus interviews to projects or groups of workers where violations are suspected or alleged. In this way, on-site interviews can be used to support a specific on-going investigation. HUD realizes that such focusing may mean that fewer on-site interviews may be conducted randomly.
- Payroll reviews limited to spot-check and HUD-11 comparison; the Goal: to detect falsification. In the past Entitlement Jurisdictions were required to thoroughly review each certified payroll submitted for each project. Any discrepancy, omission or error in the record had to be noted and corrected regardless of its significance.
  - Now, HUD found much more serious violations involving more underpaid workers and significantly more wage restitution could be missed because the contract administrator was over tasked with HUD-mandated payroll minutiae. HUD recognizes that it is not possible to conduct 100% payroll reviews therefore; it is not possible to identify and correct every discrepancy and underpayment. It is also the case that the violations disclosed behind falsified

payrolls are much more egregious (both in terms of affected workers and the amount of underpayment) than violations that appear on the face of the payroll. Accordingly, HUD has prioritized payroll reviews so that the objective is to detect falsification and so enforcement activities will yield the greatest impact. HUD has developed guidance on how to detect falsification through spot-checks and HUD-11 interview comparison.

- Routine payroll review results can be communicated to the employer and/or prime contractor by telephone and documented with a record to the file. In the past Entitlement Jurisdictions were required to document each payroll review with a written notice to the prime contractor concerning any and all corrections that were needed.
  - Now HUD considers that the types of deficiencies which come to the attention of the contract administrator can be handled more efficiently and just as effectively with good informal communication (e.g., a telephone call, etc.) with the employer/prime contractor rather than with formal letters. With the employer/prime contractor's cooperation, these matters can be disposed of quickly with a telephone call and a brief note to the contract file documenting the call. If the employer/prime contractor does not respond appropriately to this type of communication, it may be necessary to resort to more formal means.
- Strenuously enforce Davis-Bacon requirements at willful violators. Recommend debarment against repeat violators. In the past, enforcement activities were not as focused and therefore were not as effective. The greatest threat to construction workers receiving the statutorily-mandated prevailing wage for their craft is from employers who know what is required, choose not to pay the required prevailing wage rates, and falsify certified payroll reports to conceal the underpayments. Such willful violators see the workers' underpayment as their own gain and engage in deception to increase this gain. In addition, willful violators that successfully escape detection and are not required to pay prevailing wages will continue to bid on Davis-Bacon contracts until their violations are disclosed and administrative sanctions such as debarment are imposed.
  - HUD has made it a priority to target labor standards enforcement activities at willful violators (i.e., employers that falsify certified payrolls) and to recommend debarment against repeat violators. Barring aggravated circumstances, such as requiring kickbacks of wages from employees, CEDA will initiate findings of underpayment against a willful violator for a first offense by the CEDA and will require a written statement assuring future compliance from the employer in addition to full wage restitution for all underpaid employees. If an employer is found in violation of labor standards again, the CEDA will recommend debarment.
- Improve reporting systems on labor standards administration and enforcement. These reports are required by regulation and are important vehicles for recommendations concerning the disposition of investigative findings and debarment against employers that violate Davis-Bacon requirements. These reports also allow the Secretary of Labor to gather important information about government-wide Davis-Bacon contracting and enforcement.
  - HUD has relieved Entitlement Jurisdictions of certain reporting and processing requirements which were duplicative or unnecessary in order to promote full, timely and accurate Entitlement Jurisdictions participation in the enforcement reporting system required by DOL regulations. In this way accountability for Davis-Bacon labor standards administration and enforcement is enhanced and performance in applying Davis-Bacon wage standards can be

measured where applicable and in protecting the right of the laborers and mechanics to receive prevailing wages when employed on covered work in HUD programs.

- Better use of resources. Through streamlining HUD has eliminated substantial amounts of paperwork and processes so that resources can be directed to other activities that will produce improved Davis-Bacon enforcement and accountability.

#### **CEDA Responsibilities for Davis-Bacon Labor Standards**

The CEDA administers HUD programs and agrees to administer and enforce Davis-Bacon requirements as a condition for receiving HUD program assistance. In an effort to meet Davis Bacon requirements the CEDA will:

- Designate the Program Manager as the contract administrator for all construction contracts to ensure compliance with all applicable labor standards requirements and to act for and in liaison with HUD.
- Establish a construction contract management system which meets the standards of Part 85 (24 CFR – HUD regulations), Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.
- Ensure that all bid documents, contracts and subcontracts for Davis-Bacon covered work contain Federal labor standards provisions and the applicable Davis-Bacon wage decision.
- Ensure that no contract is awarded to a contractor that is ineligible (e.g., debarred) for Federally-assisted work.
- Conduct on-site inspections including interviews with laborers and mechanics employed on the construction project.
- Ensure that the applicable Davis-Bacon wage decision and the Department of Labor's "Notice to All Employees" are posted at the job site.
- Review certified payroll reports and related documentation to identify any discrepancies and/or violations and ensure any needed corrections are made promptly.
- Maintain full documentation of Federal labor standards administration and enforcement activities.
- Refer potential criminal or complex investigations to HUD, in addition to Contract Work Hours and Safety Standards Act (CWHSSA) liquidated damages assessments for overtime violations and debarment recommendations.
- Comply with all HUD requirements concerning special statutory, program and/or other requirements.
- Prepare Federal labor standards enforcement reports as required in Department of Labor (DOL) regulations (29 CFR, Part 5, §5.7).

#### **CEDA Labor Standards Administration and Enforcement**

Labor Standards Administration involves the activities that take place primarily before construction begins. Administration sets the stage for the enforcement activities that occur during the construction phase. The CEDA will engage in the following labor standards administration and enforcement activities:

- Determine Davis-Bacon applicability.
- Prepare the bid documents and contracts and ensure that the contract for construction contains both a Davis-Bacon wage decision when applicable and its own labor standards clauses.

- Davis-Bacon Wage Decisions. The Davis-Bacon wage decision is a listing of various construction work job classifications (such as Carpenter, Electrician, Plumber, Laborer, etc.) and the minimum wage rates (and fringe benefits, where prevailing) that people performing work in those classifications must be paid.
- The labor standards clauses. The labor standards clauses obligate the contractor to comply with Davis-Bacon wage and reporting requirements and provide for remedies and sanctions should violations occur.
- Verify contractor eligibility to ensure that the contractor is not ineligible (e.g., debarred) from participation in Federal programs. (The U.S. General Services Administration maintains a list of debarred contractors which can be accessed on-line at: <http://epls.arnet.gov>.)
- Provide contractor training. Make certain the contractor understands its responsibilities for Davis-Bacon compliance: The principal contractor (also referred to as the prime or general contractor) is responsible for the full compliance of all employers (the contractor, subcontractors and any lower-tier subcontractors) with the labor standards provisions applicable to the project. HUD has published a *Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects* for this purpose which provides basic information and instructions to contractors concerning Davis-Bacon wage and reporting requirements.
- Posting the wage decision and "Notice to All Employees." The contractor is required to display on the job site a copy of the applicable Davis-Bacon wage decision and the form WH-1321, "Notice to All Employees." The purpose of this posting is to provide information to the construction laborers and mechanics working on the project about their entitlement to the prevailing wage rate for their trade and to inform them of whom to contact (the contract administrator) if they have any questions or want to file a complaint. Many wage decisions are multi-paged and may cover several counties and/or more than one type of construction. To make this information easier to read and understand, the *contract administrator and Program Manager Karen Hamilton* will provide a Project Wage Rate Sheet (HUD-4720) of only the wage rates applicable to the specific project involved as well as a Notice to All Employees— for posting on the job site.
- Conduct on-site interviews with laborers and mechanics. The Program Administrator will periodically conduct interviews with the construction workers on the job site. The purpose of the interviews is to capture observations of the work being performed and to get the workers' views on the hours they work, the type work they perform and the wages they receive. Information gathered during the interviews is recorded on form HUD-11, Record of Employee Interview. The HUD-11's are compared to the corresponding contractor and subcontractor certified payrolls to test and verify the accuracy of the payroll information.
- Review contractor and subcontractor certified payroll reports. In addition to comparing HUD-11's to the certified payroll reports, the contract administrator will review payroll reports to ensure that all laborers and mechanics are being paid no less than the wage rates contained on the applicable Davis-Bacon wage decision for the type of work they perform. The contract administrators will look for indications of payroll falsification – misinformation on payrolls to conceal underpayments. Falsification on payrolls indicates an employer (contractor or subcontractor) is aware of its obligations, is knowingly underpaying their employees, and is attempting to avoid detection of the violations.
  - Discrepancies and/or underpayments on the payrolls. Some underpayments and errors can appear on payroll but not involve falsification. In these cases, the

contract administrator will contact the employer and/or the prime contractor and provide instructions as to what steps should be taken to correct the payroll and to pay any back wages that may be due to the affected workers.

- Indications of falsification on payrolls. Information reported on payrolls that indicate falsification suggests more serious violations in terms of the amount of back wages that may be due and the number of employees affected. Such cases most often warrant investigation which can include on-site interviews with the workers, mailing questionnaires to employees, taking written statements or complaints, and other methods to gather and assess the facts of the case. In addition to the HUD-11, Record of Employee Interview, HUD has developed a questionnaire form (HUD-4730) and a complaint intake form (HUD-4731) for use by the contract administrator.
- Investigate probable violations and complaints of underpayment. The CEDA contract administrator will investigate probable violations – particularly those involving falsification of payrolls and complaints alleging underpayments.
- Recommend debarment against repeat violators. HUD has implemented a no-tolerance policy against contractors who repeat violations of Davis-Bacon labor standards. The first time an employer is found in violation, the employer is required to pay full restitution to all affected workers and to pay any liquidated damages (for overtime violations) which may be assessed. In addition, the employer must provide a written assurance of future compliance. If the employer promptly completes these corrective actions, HUD will not object if the CEDA does not recommend debarment against the employer unless there are extenuating circumstances which warrant debarment. If the employer is found in violation again, the CEDA will require full correction of any underpayments, payment of liquidated damages, and make a debarment recommendation to HUD against the employer.
- Prepare and submit enforcement reports. In accordance with DOL regulations (29 CFR, Part 5, §5.7), the contract administrator must prepare enforcement reports on any case where an employer (contractor or subcontractor) has underpaid its employees by \$1,000 or more or where there is reason to believe the violations are aggravated or willful; and semi-annually concerning all Davis-Bacon labor standards administration and enforcement activities involving all Federal agencies and programs.
  - Employer-based enforcement reports. These enforcement reports are used for three general purposes. First, to report to the Secretary of Labor on Davis-Bacon enforcement actions successfully completed in the field by all Federal and local agencies. Secondly, an enforcement report is used to refer to the Wage and Hour Administrator, investigative findings which are in dispute (e.g., where the employer contests findings of underpayment made against it and requests a hearing to appeal the findings). Third, an enforcement report is used to make recommendations for debarment and overtime violations. (See *Labor Relations Letter* LR-92-02 for additional guidance concerning employer-based enforcement reports.)
  - Semi-annual Enforcement Reports. All Federal agencies and Entitlement Jurisdictions administering programs covered by Davis-Bacon wage requirements must report to DOL on all covered contracts awarded, and on all enforcement actions taken each six months. HUD collects the reports from its Entitlement Jurisdictions and compiles a comprehensive report to DOL covering all HUD-assisted Davis-Bacon construction activity. A copy of the Semi-Annual Report form

(HUD-4710) and instructions (HUD-4710i) for Entitlement Jurisdictions are available from HUD and the Office of Labor Relations web site.

**Rent Regulatory Monitoring:**

Property Owners of all rental units assisted through the Housing Rehabilitation Program will be required to enter into Rent Regulatory Agreements. To ensure that property owners are in compliance with their Rent Regulatory agreements, the Program Manager will contact the residents of assisted units annually to determine their income and to confirm their rent is within HUD's affordable rent guidelines. Income and rent payments for each resident of an assisted unit will be compared to HUD's Income Limits for Low and Moderate Income Households.

**Fair Market Rent Limits:** If the income and rent of an assisted unit are within HUD's limits, then the Program Manager will certify that the assisted unit meets HUD's standards. However, if the income of the resident(s) living in the assisted unit exceed HUD's household income limits, or the rent for the assisted unit exceeds HUD's rental limits, then the assisted unit will be decertified and the property owner will be issued a letter from the CEDA Director directing the property owner to develop a corrective action plan to address the issues related to the decertification. If the property owner does not address the issues in a timely manner, then the CEDA may foreclose on the loan of the assisted unit.

**Note:** If a household, which was in compliance with HUD's income guidelines at the time they moved into an assisted unit, subsequently increased its household income beyond HUD's acceptable income guidelines, the assisted unit may still be certified if the rents meet HUD's rent guidelines.

**Assisted Unit Inspections:** All assisted rental units will be inspected biennially during the length of the Rent Regulatory Agreement for compliance with Housing Quality Standards. The Rehabilitation Specialist will be responsible for inspecting properties and forwarding an inspection report to the CEDA Director within 7 days after the inspection.

**Subordinations of Liens:** All subordination requests will be reviewed on a case-by-case basis. At the time of the request, the CEDA will conduct a review of the following factors:

- Why the subordination is being sought;
- Existing and subsequent housing income to debt ratios;
- Existing and subsequent total debt to income ratios;
- Equity position to be held by the CEDA.
- Underwriting terms of the refinancing loan;
- Prior subordination requests that were granted or denied.

In general, the CEDA will agree to subordinate a rehabilitation lien for the following reasons:

- To lower a property owner's income to debt ratio;
- To maintain or enhance the value of the property;
- For renovations needed to accommodate an increase in household composition.
- For renovations needed to address an emergency.

In general, the CEDA will not agree to subordinate a lien for the following reasons:

- Debt consolidation (it is the CEDA's belief that debt consolidation loans add to the cost burden of the homeowners and reduces the equity of the property).
- Lien position (loans that would worsen the CEDA's lien position).
- Insufficient Equity.

#### Foreclosure

The CEDA's loan documents will contain language that requires the holder of the senior mortgage(s) to notify the CEDA in the event of a foreclosure. The notification will provide the CEDA with the option of curing the debt and taking possession of the property. If such an event were to occur, the CEDA may sell the unit at an affordable price (to be determined by the CEDA at the time of sale) to a low or moderate-income first time homebuyer.

#### Record Keeping

The CEDA will establish and maintain such records as may be necessary to facilitate review and audit in accordance with 24 CFR parts 85 by HUD the Inspector General, and the General Accounting Office of the CEDA's administration of CDBG funds including all books, accounts, records, reports, files, and other papers, or property pertaining to the administration, receipt, and use of CDBG funds.

The CEDA will keep records that comply with the State's established recordkeeping requirements for units of general local government receiving CDBG funds that are sufficient to facilitate reviews and audits of such units of general local government under Sec. Sec. 570.492 and 570.493.

The CEDA will keep records to document its funding decisions including all the criteria used to select applications from local contractors for funding, so that they can be reviewed by HUD, the Inspector General, the Government Accountability Office, and citizens pursuant to the requirements of Sec. 570.490(c) and will provide citizens with reasonable access to records regarding the past use of CDBG funds consistent with State or local requirements concerning the privacy of personal records.

*Record retention:* Records of the CEDA, including supporting documentation, will be retained for the greater of seven (7) years from closeout of an activity or project, or the period required by other applicable laws and regulations as described in Sec. 570.487 and Sec. 570.488.





## ***WAREHAM HOUSING REHABILITATION PROGRAM GENERAL INFORMATION GUIDELINES***

### **Background**

The Wareham Housing Rehabilitation Program is administered by the Community & Economic Development Authority (CEDA) located in Town Hall at 54 Marion Road Wareham. The funds are provided by the US Department of Housing and Urban Development (HUD) to the State of Massachusetts and awarded to the Town of Wareham in the form of a grant administered by the Massachusetts Department of Housing and Community Development (DHCD).

### **Purpose**

The purpose of the Housing Rehabilitation Program is to preserve Wareham's housing stock and assist with the creation of affordable housing by providing low interest loans to qualified applicants. The program is designed to assist low and moderate income homeowners and investors who wish to provide affordable housing options to low and moderate income residents with housing repairs. Improvements to housing units may include: but are not limited to, elimination of code violations, electrical, heating, plumbing, or structural repairs, roof repairs, insulation, lead paint and asbestos removal, energy improvements; and other related building improvements such as septic system and well repair or replacement, or assistance with handicap accessibility needs.

### **How to apply**

**Income Qualification Requirement:** An applicant must be the owner of record and total "household" income must meet the limits set by the State for the region. Household income refers to the gross annual income of all persons ages 18 or older, living in the housing unit at the time of application, excluding students.

If the owner of record does not live in the home and/or if the structure is multi-unit, at least **51%** of the housing units must be occupied by low to moderate income residents at the time of application or after renovations are complete. Investor owners must be willing to sign a rent regulatory agreement for a minimum of fifteen years or for the term of the loan.

**Target Area requirement:** The Town of Wareham's Community & Economic Development Authority will screen applicants to ensure that projects falls within the Target Area defined in the grant application. If a property falls outside of the Target Area, the project must be deemed an "emergency" in order to be eligible for consideration. An emergency condition is defined as a situation where there is an imminent threat to the health or safety of the occupants While it is not possible to list all items which would constitute an emergency, the following are examples of items that may constitute an emergency.

- Serious Roof leak(s), which are causing a health or safety issue for occupants
- Dangerous mold or extreme insect/rodent infestation which is causing a health/safety issue
- Failed septic systems.
- No heat or electricity due to failure of the systems
- Structural deficiencies rendering the home unsafe.

- A young child experiencing lead poisoning.

CEDA at its sole discretion reserves the right to determine what constitutes an emergency condition and may approve or deny a project.

**Eligible Activities:** The CEDA targets owner occupied and investor owned *multi-family* housing units for its Housing Rehabilitation program. All housing rehabilitation activities are eligible provided the project meets a HUD approved National Objective. To be eligible for rehabilitation a property must be located within the target area. A property with delinquent taxes, or significant liens or judgments encumbering it, will not be eligible for rehabilitation. While most *multi-family* housing units are eligible to receive assistance under the Housing Rehabilitation program, below is a list of residential units that present unique challenges and are not eligible under the CEDA's Housing Rehabilitation program:

- Mobile homes are not eligible for assistance under the Housing Rehabilitation program, but may be eligible for emergency assistance.
- Condominiums are not eligible for assistance under the Housing Rehabilitation program due to issues related to common ownership.
- Group Homes, defined as any approved multi-tenant group residence or assistance facility owned or operated by an approved social services are not eligible for assistance under the Housing Rehabilitation program.

### **Loans offered**

The Wareham Community & Economic Development Authority will provide loans **up to 130% of the assessed value of the property** to address code-related repairs on owner-occupied and investor owned property that houses low and moderate-income residents. If you are the owner of record and your household income does not exceed the limits described above you may be eligible for the following types of assistance:

#### **Direct Reduction Loans (DRL) for Investor Owners - Maximum loan amount is \$35,000 per unit.**

Whether an Investor Owner resides in the property or not he/she may qualify for a Direct Reduction Loan with 3% interest and a fifteen (15) year term. Direct reduction loans require monthly payments and a rent regulatory agreement for a minimum of fifteen years or for the life of the loan. If the home is sold or transferred during the life of the loan, the loan becomes due in full and payable.

#### **Direct Reduction Loans (DRL) for owner occupied units - Maximum loan amount is \$35,000.**

*Moderate Income Households* with incomes falling between **50% and 80% of the median income level for the Boston Metropolitan Statistical Area (BMSA)** may qualify for Direct Reduction Loans with 0% interest and a fifteen (15) year term. Direct reduction loans require monthly payments. If the home is sold or transferred during the life of the loan, the loan becomes due in full and payable.

#### **Deferred Payment Loans (DRL) for owner occupied units - Maximum loan amount is \$35,000.**

*Moderate Income Households* with incomes falling below **50% median income level for the Boston Metropolitan Statistical Area (BMSA)** may qualify for Deferred Payment Loan with 0% interest and a fifteen (15) year term. When the home is sold or transferred the loan becomes due in full and payable.

***Note: All loans are secured with a mortgage and a penalty may be incurred if a property is sold or transferred during the life of the loan.***

### **Application Process**

1. Fill out the application completely, and return it to the Community & Economic Development Office with the information listed and a money order or check for \$15.00 payable to *CEDA*.
2. Make an appointment to meet with the Grant Manager to determine your eligibility and to discuss your project.
3. If you, the applicant and your rehabilitation project are deemed eligible than an appointment will be made for the Housing Rehabilitation Inspector to inspect your home and develop a scope of work and cost estimate.

### **Inspection Process**

1. The Housing Rehabilitation Inspector will inspect the entire structure (from basement to attic) for code related items in need of replacement, asbestos or lead paint abatement, as well as any energy deficiencies and septic system failures. All code violations must be included in the scope of work and corrected.
2. The Housing Rehabilitation Inspector will prepare a written scope of work that will be reviewed by the Grants Manager and CEDA Director, prior to scheduling an appointment with the applicant to review the project.
3. If the cost estimate exceeds the program limit, the Grants Manager will work with the applicant to determine if additional funds can be obtained through other grant/loan programs or a local bank. If additional funds cannot be obtained, the project may be deemed ineligible and the project may be rejected.

### **Bidding Process**

1. Once all costs for the proposed repairs have been determined, and the CEDA Director has reviewed the project the Grants Manager will prepare a bid package and procure a contractor from a pre-approved licensed contractors.
2. The Housing Inspector will schedule a pre-bid walk through of the property with interested contractors to review the scope of the work.
3. Bids will be solicited and opened publically. The Housing Rehabilitation Inspector will review all bids and may recommend the lowest acceptable bidder be awarded the contract. However, if the bids received are not within +/- 10% of the initial estimate of the Housing Rehabilitation Inspector, the Wareham HR Program reserves the right to re-bid the project, re-examine the proposed repairs to obtain more cost effective bids, or reject the project.

### **Construction Procedures**

1. Once the Bids have been reviewed by the Grants Manager and the CEDA Director and a contractor has been selected, loan agreements between the Community & Economic Development Authority and the homeowner and between the homeowner and the contractor will be processed. The rehabilitation loan will be secured by a mortgage on the property and the construction contract will outline the terms and conditions of the rehabilitation project.
2. The Housing Rehabilitation Inspector will make regular inspections during the course of the project to insure compliance to the scope of work outlined in the bid specifications. The building, electrical, and plumbing inspectors will approve and verify building code compliance as appropriate.

3. Final payment to the contractor will require all signed building permits and final approval of the project by the homeowner and the Housing Rehabilitation Inspector.

### **Payment**

Progress payments minus 10% retainage to the contractor will be made to the owner and the contractor jointly only after the Housing Rehabilitation Inspector and the owner's written acceptance of work performed. The contractor will receive the final payment including retainage upon completion of construction, submission of all signed building permits, a signed statement of satisfactory completion from the homeowner, and a final inspection by the Housing Rehabilitation Inspector.

**Note: This document represents a summary of the Wareham Housing Rehabilitation Program guidelines. Additional requirements and regulations exist which are applicable to participation in the Wareham Housing Rehabilitation Program. For further information call Ms. Karen Hamilton, Grants Manager at (508) 291-3100 ext. 3170.**

2015 State	Apr- June	July	Aug	Sept- Nov	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
Alabama	18	2	3	24	57	57	47	23	36	31	42	24	33	21
Alaska	6	3	2	2	13	9	4	2	6	8	3	13	30	12
Arkansas	4	7	4	5	20	16	23	28	16	19	17	64	16	9
Arizona	45	20	4	13	82	78	63	76	34	41	52	56	46	55
California	55	33	17	55	160	217	200	178	122	160	174	217	243	250
Colorado	18	2	5	33	58	92	48	52	40	27	22	37	64	44
Connecticut	420	390	337	424	1671	1801	1839	1795	1215	1046	815	1184	1208	1052
Delaware	8	2	13	16	36	73	56	74	23	17	17	48	14	35
Dist. Columbia	6	9	9	14	38	62	37	47	44	48	24	27	19	36
Florida	203	62	83	91	439	375	367	387	221	231	263	287	282	233
Georgia	87	5	16	21	139	107	95	128	69	61	71	70	72	86
Hawaii	3	0	4	6	13	14	7	8	6	8	10	16	5	14
Idaho	0	0	0	4	4	6	2	6	1	2	8	6	6	7
Illinois	32	24	30	50	136	127	176	160	140	84	87	138	138	188
Indiana	26	8	24	24	82	101	128	104	83	55	67	66	91	75
Iowa	13	3	13	16	45	17	39	54	19	14	14	14	34	29
Kansas	10	4	0	23	37	21	20	16	18	15	7	13	16	30
Kentucky	15	30	16	9	70	40	44	79	44	31	34	30	49	38
Louisiana	11	3	8	19	41	32	21	35	24	33	33	62	31	43
Maine	7	10	4	13	34	45	26	19	19	24	25	24	24	34
Maryland	86	49	54	63	166	271	371	291	186	167	136	146	211	172
Massachusetts	233	182	149	176	740	907	915	997	801	731	705	1084	1008	689
Michigan	34	20	16	59	129	229	138	142	79	71	83	476	36	58
Minnesota	11	8	24	25	68	60	81	93	43	42	53	105	56	59
Mississippi	6	8	6	12	30	11	28	23	6	34	19	14	17	42
Missouri	15	1	5	25	46	64	90	85	78	90	50	112	108	113
Montana	6	6	0	12	24	2	16	2	0	10	8	9	25	29
Nebraska	3	2	0	10	15	5	18	2	8	4	6	2	8	21
Nevada	9	0	2	21	32	12	19	21	17	21	23	15	18	12
New Hamp.	10	4	5	15	34	27	50	44	18	28	46	27	35	18
New Jersey	265	154	331	215	965	1023	1101	1092	615	544	526	594	960	592
New Mexico	5	0	2	26	33	15	20	17	5	11	19	21	20	10
New York	375	366	433	327	1501	1591	1739	1869	1176	1096	706	1217	1280	1107
North Carolina	54	24	32	30	140	138	153	159	111	100	105	145	160	118
North Dakota	0	2	0	2	4	0	20	2	2	15	2	2	1	0
Ohio	66	41	44	80	229	208	188	233	125	79	114	150	189	112
Oklahoma	12	4	0	12	28	48	23	14	24	14	25	29	29	36
Oregon	6	0	0	5	11	24	47	23	15	19	30	28	30	37
Pennsylvania	201	116	135	185	637	756	823	793	445	391	459	520	508	494
Rhode Island	144	168	173	180	665	923	875	690	658	606	653	738	826	6394
South Carolina	32	7	4	6	47	66	42	60	44	51	25	56	52	62
South Dakota	2	2	2	0	6	7	8	8	2	10	0	6	7	1
Tennessee	34	14	6	37	82	80	91	97	46	45	55	73	49	43
Texas	76	39	48	54	197	138	160	180	154	98	124	171	188	125
Utah	5	0	4	0	9	10	11	0	6	16	14	8	13	7
Vermont	20	0	2	0	22	16	23	39	12	16	14	31	29	26
Virginia	63	85	35	48	231	226	282	213	176	199	181	162	161	202
Washington	17	12	14	22	65	68	63	49	61	60	76	88	99	102
West Virginia	12	8	4	23	47	36	20	31	32	32	19	14	34	49
Wisconsin	14	4	8	23	49	66	76	96	40	50	45	60	42	57
Wyoming	0	0	0	6	6	14	4	10	8	4	0	2	10	5
Total	2803	1943	2130	2561	9433	9970	10848	10590	6861	6609	6106	8052	8384	7314

Country 2015	Apr- June	July	Aug	Sept- Nov	2015	2014	2013	2012	2011	2010	2009	2008
Africa				5	5	7	11	13	10	2	6	5
Argentina	6		11	4	20	21	20	13	10	2	6	5
Austria	2	4	4	6	16	26	53	80	35	20	28	34
Australia	38	6	6	6	46	53	85	31	51	26	12	44
Belgium	4	10		14	28	35	51	42	29	30	23	30
Brazil	4		6	6	16	13	0	7	6	3	20	13
Canada	118	150	131	52	451	542	552	598	477	338	383	323
Chile				4	4	2	7	6	8	0	0	0
China	18	15		6	39	31	13	27	8	2	2	0
Columbia		4			4	4	4	5	8	6	8	0
Costa Rica			4		4	0	0	0	0	0	0	0
Czech Republic	4		2		6	14	14	3	0	5	8	13
Denmark	15		4	6	25	56	18	34	26	23	26	40
Dubai UAE						4	6	2	4	0	9	0
Finland	4				4	16	5	9	4	7	4	22
France	33	72	55	22	182	220	200	182	185	130	100	123
Georgia	4				4	0	0	0	0	0	0	0
Germany	113	64	135	124	436	484	519	376	375	366	448	567
Greece	6				6	8	0	8	8	17	0	6
Iceland			2		2	0	0	7	5	2	0	7
India	1				1	2	0	2	1	0	0	11
Ireland	6	7	9	5	27	19	27	45	15	25	32	56
Israel	20	24	13	34	91	51	82	82	38	47	59	50
Italy	19	10	49	44	122	114	76	92	86	124	111	108
Japan	4			4	8	15	2	24	2	6	0	0
Lebanon		2			2	0	0	0	0	0	0	0
Macedonia		1			1	0	0	0	0	0	0	0
Madagascar		2			2	0	0	0	0	0	0	0
Malaysia		4	4		8	6	4	0	0	0	0	0
Mexico	5			4	9	6	4	5	2	5	11	3
Netherlands	18	29	13	44	104	120	91	134	77	87	80	138
New Zealand	15		5	8	28	40	34	21	11	10	11	16
Norway		3	5		8	27	27	22	11	23	2	13
Philippines						4	0	7		0	0	6
Poland	4	2		6	12	15	23	6	14	10	2	13
Portugal		2	4		6	12	8	10	10	4	0	19
Puerto Rico	4		4		8	2	2	4	4	9	8	12
Romania	3				3	2	0	5		4	1	2
Russia	3	2			5	8	21	4	9	2	4	7
Saudi Arabia						2	7	1	0	0	0	0
Scotland	7		4	12	23	26	8	25	22	24	16	30
Singapore						12	0	0	0	0	0	0
Slovia	4				4	9	10	2	0	12	0	4
South Korea	5	2		4	11	2	4	2	2	4	5	2
South Africa		2			2	12	3	7	13	0	6	17
Spain	6		6		12	22	42	42	33	60	37	69
Sweden	15	2	11		28	56	33	39	29	41	26	57
Switzerland	15	31	8	33	87	82	81	76	95	76	43	94
Thailand						3	0	2	6	0	2	7
Uganda	2				2	0	0	0	0	0	0	0
United Kingdom	26	23	93	114	256	253	243	185	130	147	227	199
US Virgin Island	8			2	10	2	0	0	0	0	0	0
Uruguay			4		4	0	0	0	0	0	0	0
TOTAL	559	473	592	569	2193	2461	2390	2286	1859	1697	1766	2159



**United States Registered Families**

**To: Sal Pina, Director CEDA**

**From Bruce Hutchins, Coordinator Visitor Center**

**Proposed Service Contract Renewal/Revisions With Gateway Enterprises**

The following additions/changes to the Service Contract with Gateway Enterprises is forwarded for your review BEFORE proposing to Gateway Enterprises

Preface.... Revise date: "Agreement effective the December 1 2015

Article 3.... Revise Dates "Vendor shall proceed with work on December 1 2015" "work is to be completed by Sept 1 2016"

Article 4.....

4.1 CEDA will compensate the Vendor on a pro rata basis based upon 25% of NEW sales.

4.2 When Vendor has new sales for 2016 that exceed \$2000, the Vendor will be paid on a pro rata basis of 15% for renewals received before July 1 2016 from businesses contracted in 2015 by the Vendor. NEW sales are for businesses that did not pay for services in 2015. RENEWALS are for businesses that paid for services and were solicited by Gateway Enterprise in 2015.

Renumber 4.2 to 4.3..... and 4.3 to 4.4 .....





## **SERVICE CONTRACT BETWEEN THE TOWN OF WAREHAM**

This Agreement effective the 24<sup>th</sup> day of March, 2015 between the Town of Wareham through its **Office of Community & Economic Development Authority** hereinafter referred to as "**CEDA**" and **Gateway Enterprises**, located at 21 Woodside Avenue, Wareham Massachusetts 02571 (postal address Buzzards Bay, Ma 02532) hereinafter referred to as "Vendor."

### **ARTICLE I: SERVICES**

- 1.1 The Vendor's services consist of: **DESCRIPTION OF SERVICES**. These services are described in greater detail in the attached "Statement of Work." The Statement of Work includes a description of the work to be performed and a schedule for completing the work. These items shall be in sufficient detail to provide a sound basis for the CEDA to effectively performance under this agreement.
- 1.2 All of the services required hereunder will be performed by the Vendor and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state law to perform such services. The Vendor covenants with the CEDA to furnish its services hereunder in accordance with the standards of care, skill, and diligence as ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances and in accordance with any other applicable federal, state, and local laws and regulations. CEDA will be provided a list of Gateway Enterprise employees.
- 1.3 None of the services covered by this Agreement shall be subcontracted without the prior written approval of the CEDA. 1.4 No reference materials provided by CEDA, names of business members, nor membership payments will be divulged, copied, nor sold to any other person, agency or business. Said information will be utilized solely for the purpose of soliciting membership for the Cranberry Region Visitor's Center

### **ARTICLE 2: PROJECT**

- 2.1 The Project is referred to herein as Marketing of the Cranberry Region Visitor Center by Gateway Enterprize and other services as described in the Statement of Work are subject to applicable federal, state, and local laws and regulations.

### **ARTICLE 3: AUTHORIZATION TO WORK**

- 3.1 Before disbursing any funds to the Vendor, CEDA shall enter into a written agreement with the Vendor. The Vendor shall proceed with work on March 24<sup>th</sup>, 2015
- 3.2 The work identified in the Statement of Work is to be completed by November 1, 2015

### **ARTICLE 4: PAYMENT**

- 4.1 CEDA will compensate the Vendor on a pro rata basis based upon 25% of sales.
- 4.2 "Sales" will be considered official when funds have been received and deposited into the Cranberry Region Visitor's Account by CEDA
- 4.3 Invoices shall be submitted by the 15<sup>th</sup> of each month on a form provided by CEDA (see appendix) Payments are due and payable thirty days from the date of receipt of an approved invoice by the CEDA.

[illegible]

AD Makepeace 4/22 5/1 350 + 450 Back Roads PCDC Cranberry gardens Apr 15 1000 Wareham Crossing By the Sea ***? National Marine May-June Sandwich Chamber Comm Summer Old Company Store Kool Kone Benane's Battleship Cove East Wind Seafoods Admiralty Inn Falmouth Frankensteins Cape Clogs Invoice #1 June 15 for 2530 @ 25% = \$632.50 Centerville Pies Five Guys Burgers GATRA Adventure Zip Heritage Pilgrimage Society Infinite Park Invoice # 2 Oct 15 for \$2500 @ 25% = \$625 (175 cred mariot)	500	Sandcastle... Publishing	425			
	350	Earl of Sandwich	375			
	75	Wellfleet CC	200			
	1000	Brewster Bicycle	250			
	350	Inn Onset Bay	250			
	300	Century 21	300			
	200	Turo Vineyards	200			
	200					
	175	El Merischi	300			
	225	Little Harbor	200			
Membership from Marketer	150	AJ Marks	275			
	400	All Seasons Inn	100			
	100	Merna's Mary	150			
	75	Beech Breeze	250			
	130					
	100	Whites Hampton (mariot)	50			
	150	Anchor Inn	350			
	300	Quehog Republic	200			
	300	Boston Duck Tour	200			
	200	Bradford Inn	325			
Total Member Income			22330.00	23,000.00	18100.00	
Other Income						
Balance from 2014						
State Grant						
June Reconcile						
Received .... + \$2000 ...-2000 5/14 .... Corrected figure \$20463.64						
1601.01						
Other Income			30064.65	28463.64	15000.00	
Total Income			57387.55	56,563.64	37961.10	
			Nov 7			

Expenses	Working Budget 2015										Expenditures 2015	2015 Budget	Expenditures 2014
Building/Grounds													
Maintenance.	Vandalized lock 98.38												
	Lead Inspection Jan 250.00												
Porta Jon Rental	7/13 896.00	8/25 896.00	9/8 1064										
	10/15 896.00												
Electricity	Jan 236.51	May 5.53	8/25 294.63										
	Feb 5.53	5/19 137.87	9/15 326.55										
	Apr 5.53	June 214.01	10/15 234.95										
	Mar 5.53	7/21 210.21											
Internet/Phone	Jan 128.28	Mar 22.59	Oct 92.28										
	Jan 151.91	Apr 23.18											
	Jan 23.63	May 25.10											
	Feb 22.79	June 46.04											
		July 37.70											
Total Bld. Grds Expenses											Thru 11/19	10,300	4971.96
Office Expenses													
Office Supplies	1/24—Ink Invoice #68—30.97	Mar WB Cleaning supplies	100.88										
	Dec —WB Mason 77.86	5/28 Latex gloves,Ivy Spray	40.36										
	5/20 Ink 74.08	5/28 CVS Pictures	7.36										
	8/25—WB Mason Liners 34.19	5/26 Cards	\$52										
	9/7 Gloves 9.29	9/29 Ink WB Mason	74.08										
(Other)	Printing of Brochures 4/5 324.99	Printing 2016 Invoice Notice											
	Shirt Shack 5/17 90.00												
Ad Thank You											400.00	450	400.00
Total Office Exp.											Thru 10/22	1100	830.96
Sales Supplies													
(Pepsi/Coffee)	5/20—Pepsi 245.40	6/25 Candy 13.96	7/1 Pepsi 204.10										
	7/9 Coffee.... 17.97	7/9 pepsi 230.10	7/21 Coffee WB 17.97										
	7/29 Hutch Pepsi 41.76	7/21 creamers 18.68	8/30 pepsi 143.96										
Resale goods	3/31 Mrk Bask 18.48	4/1 Walmart 37.87	4/—Shaws 46.20										
	5/11 Southscape 378.	6/2 WB-Creamers 18.58	6/2 Jelly 84.00										
	6/29 Southscape 150	5/1 Banners 210	7/21 Southcap 141.00										
	8/18 Southscape 178	4/1 Keurig Coffee 139.	10/8 southscape 110.										
Equipment											349.00	0	
Total Supplies											10/8	2100	1696.89



Ambassador Salaries 10.50 per hr from 3/15										17389.50	18800	13470.00
	Prisci	Linda	Loren	Donna	ED	Lisa	Tot					
1/31	100.00						100.00					
2/15	100.00						100.00					
3/19	105.00						105.00					
4/8	105.00						105.00					
4/18	126.00	105.00		96.00			327.00					
4/25	147.00	84.00		42.00			273.00					
5/3	94.50	84.00					178.50					
5/9	136.50	84.00	94.50	42.00			357.00					
5/16	73.50	73.50	105.00				252.00					
5/23	180.00	157.50	157.50				504.00					
5/30	126.00	199.50	190.00			(9.50)	515.50					
6/6		115.50	190.00	105.00			2817					
6/13		157.50	126.00	157.50		(9.50)	410.50					
6/20	105.00	157.50	199.50	63.00	199.50	147.00	871.50					
6/27	94.50	157.50	199.50	63.00	199.50	94.50	808.50					
7/4	147.00	126.00	105.00	73.50	199.50	136.50	786.50					
7/11	136.50	126.00	157.50	Germaine	199.50	126.00	745.50					
7/18	147.00	136.50	199.50		199.50	136.50	819.00					
7/25	157.50	147.00	136.50	199.50	199.50	115.50	955.50					
8/1	168.00	136.50	189.00	94.50	147.00	126.00	861.00					
8/8	94.50	136.50	84.00	199.50	168.00	178.50	861.00					
8/15	157.50	126.00	136.50	Xr	136.50	115.50	672.00					
8/22	147.00	126.00	157.50	84.00	126.00	126.00	766.50					
8/29	178.50	126.00	168.00	0	168.00	73.50	735.00					
9/5	94.50	126.00	126.00	0	126.00	126.00	598.50					
9/12	0	189.00	136.50	63.00	94.50	136.50	619.50					
9/19	0	147.00	147.00	0	105.00	126.00	525.00					
9/26	0	105.00	126.00	0	199.50	115.50	546.00					
10/3	0	168.00	0	0	31.50	178.50	378.00					
10/10	0	115.50	199.50	63.00	0	199.50	577.50					
10/17	31.50	168.00	199.50	52.50	0	147.00	598.50					
10/24	42.00	84.00	84.00	0	0	84.00	294.00					
10/31	31.50	115.00	84.00	0	31.50	73.50	377.50					
11/7	0	94.50	136.50	0	0	94.50	324.50					
Total Labor								28931.77	30000	22008.80		

Capital Improvements	Date	Item	Cost	1669.40	7500	
	June 15	Television Monitor, DVD Player	267.84			
	July 12	Power Wash Courtyard	975.00			
	July 19	New Additional Display Unit	137.74			
	July 25	New Additional White Board	38.37			
	July 28	Lunch Sheriff Dept...	93.18			
	Aug 16	Landscape shrubs (Hutchins Cons)	157.47			
	Nov	Baby Changing Table	363.49			
Total Capital Improve...				2032.89	7500	
Total Expense				41312.08	51,000.00	29508.61
Expenses				Expenditures 2015	2015 Budget	Expenditures 2014
Working Budget 2015						

**Balance**

Date	Income	Expenses	Balance
11/19/15	\$ 57387.55	\$ 41312.08	\$16075.47

Income	Proposed Working Budget 2016 ...	2016 Proposed Budget	2015 Income (Thru 12/31/15)	2015 Budget
	<i>Column notes 2015 income and expenditures to date</i>	Proposed Budget		<i>Proposed Budget</i>
Vending Income				
	Pepsi	2300.00	2327.50	2300
	Accord Vending	100.00	115.40	100
	Other Merchandize	2800.00	2550.00	2700
<b>Total Vending Income</b>		<b>5200.00</b>	<b>4992.50</b>	<b>5100.00</b>
Member Income				
New & Renewed Membership for 2016		17000.00	17425.00	13000.00
Marketer New Renewed Membership		6000.00	4905.00	10000.00
<b>Total Member Income</b>		<b>23,000.00</b>	<b>22330.00</b>	<b>23,000.00</b>
Other Income				
	Balance from 2015	15,000.00	8000.00	8000.00
	State Grant	25,000.00	20463.64	20463.64
	June Reconcile		1601.01	
<b>Other Income</b>		<b>40,000.00</b>	<b>30064.65</b>	<b>28463.64</b>
<b>Total Income</b>		<b>68,200.00</b>	<b>57,387.55</b>	<b>56,563.64</b>



Expenses	Proposed Working Budget 2016	2016 Proposed	Expenditures To 10/15 2015	2015 Budget														
Building/Grounds																		
Maintenance.		1000.00	348.38	3500														
Porta Jon Rental		5000.00	3754.00	3900														
Electricity		2000.00	1676.85	1500														
Internet/Phone		800.00	573.50	1400														
Total Bld. Grds Expenses		8800.00	6350.73	10,300														
Office Expenses																		
Office Supplies		500.00	500.27	500														
(Other)		500.00	543.59	150														
Ad Thank You		500.00	400.00	450														
Total Office Exp.		1500.00	1543.86	1100														
Sales Supplies																		
Pepsi/Coffee/Snacks		1200.00	941.70	900														
Resale goods		1500.00	1162.13	1200														
Equipment		1000.00	349.00	0														
Total Supplies		3700.00	2452.83	2100														
Labor																		
Mileage		1800.00	1800.77	1500														
Coordinator Salary		8500.00	8484.00	7200														
Marketer		2500.00	1257.50	2500														
Ambassador Salaries		20,400.00	17389.50	18800														
Total Labor		33,200.00	28931.77	30000														
Capital Improvements			1669.40	7500														
	<table><tr><th>Possible Items</th><th>Projected Cost</th></tr><tr><td>New Additional Display Units</td><td>500.00</td></tr><tr><td>Landscaping</td><td>500.00</td></tr><tr><td>Water supply/tank</td><td>1000.00</td></tr><tr><td>Security System</td><td>1000.00</td></tr><tr><td>Unexpected Replacements/Repairs</td><td>2000.00</td></tr><tr><td>Upgrade of Sanitary Services</td><td>16,000.00</td></tr></table>	Possible Items	Projected Cost	New Additional Display Units	500.00	Landscaping	500.00	Water supply/tank	1000.00	Security System	1000.00	Unexpected Replacements/Repairs	2000.00	Upgrade of Sanitary Services	16,000.00			
Possible Items	Projected Cost																	
New Additional Display Units	500.00																	
Landscaping	500.00																	
Water supply/tank	1000.00																	
Security System	1000.00																	
Unexpected Replacements/Repairs	2000.00																	
Upgrade of Sanitary Services	16,000.00																	
Total Capital Improve...		21,000.00	2032.89	7500														
Total Expense		68,200.00	41312.08	51,000.00														
Expenses	Proposed Working Budget 2016		Expenditures To 12/3/15	2015 Budget														

Income	Proposed Working Budget 2016 ...	2016 Proposed Budget	2015 Income (Thru 12/31/15)	2015 Budget
	Column notes 2015 income and expenditures to date	Proposed Budget		Proposed Budget
Vending Income				
	Pepsi	2300.00	2327.50	2300
	Accord Vending	100.00	715.40	100
	Other Merchandize	2800.00	2550.00	2700
<b>Total Vending Income</b>		<b>5200.00</b>	<b>4992.50</b>	<b>5100.00</b>
Member Income				
New & Renewed Membership for 2016		17000.00	17425.00	13000.00
Marketer New Renewed Membership		6000.00	4905.00	10000.00
<b>Total Member Income</b>		<b>23,000.00</b>	<b>22330.00</b>	<b>23,000.00</b>
Other Income				
	Balance from 2015	15,000.00	8000.00	8000.00
	State Grant	25,000.00	20463.64	20463.64
	June Reconcile		1601.01	
<b>Other Income</b>		<b>40,000.00</b>	<b>30064.65</b>	<b>28463.64</b>
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Income	Proposed Working Budget 2016 ...	2016 Proposed	2015 Income (Thru 12/31/15)	2015 Budget
	<i>Column notes 2015 income and expenditures to date</i>	<i>Proposed Budget</i>		<i>Proposed Budget</i>
<b>Vending Income</b>				
	Pepsi	2300.00	2327.50	2300
	Accord Vending	100.00	115.40	100
	Other Merchandize	2800.00	2550.00	2700
<b>Total Vending Income</b>		<b>5200.00</b>	<b>4992.50</b>	<b>5100.00</b>
<b>Member Income</b>				
New & Renewed Membership for 2016		17000.00	17425.00	13000.00
Marketer New Renewed Membership		6000.00	4905.00	10000.00
<b>Total Member Income</b>		<b>23,000.00</b>	<b>22330.00</b>	<b>23,000.00</b>
<b>Other Income</b>				
	Balance from 2015	15,000.00	8000.00	8000.00
	State Grant	25,000.00	20463.64	20463.64
	June Reconcile		1601.01	
<b>Other Income</b>		<b>40,000.00</b>	<b>30064.65</b>	<b>28463.64</b>
<b>Total Income</b>		<b>68,200.00</b>	<b>57,387.55</b>	<b>56,563.64</b>

Expenses	Proposed Working Budget 2016	2016 Proposed	Expenditures To 10/15 2015	2015 Budget														
Building/Grounds																		
Maintenance.		1000.00	348.38	3500														
Porta Jon Rental		5000.00	3754.00	3900														
Electricity		2000.00	1676.85	1500														
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Total Bld. Grds Expenses		8800.00	6350.73	10,300														
Office Expenses																		
Office Supplies		500.00	500.27	500														
(Other)		500.00	543.59	150														
Ad Thank You		500.00	400.00	450														
Total Office Exp.		1500.00	1543.86	1100														
Sales Supplies																		
Pepsi/Coffee/Snacks		1200.00	941.70	900														
Resale goods		1500.00	1162.13	1200														
Equipment		1000.00	349.00	0														
Total Supplies		3700.00	2452.83	2100														
Labor																		
Mileage		1800.00	1800.77	1500														
Coordinator Salary	(\$15.00 per hour-current, same)	8500.00	8484.00	7200														
Marketer	(25% of new sales, 15% of their renewed sales)	2500.00	1257.50	2500														
Ambassador Salaries	(Currently \$10.50 per hr.... propose \$11.00 per hour)	20,400.00	17389.50	18800														
Total Labor		33,200.00	28931.77	30000														
Capital Improvements			1669.40	7500														
	<table><tr><th>Possible Items</th><th>Projected Cost</th></tr><tr><td>New Additional Display Units</td><td>500.00</td></tr><tr><td>Landscaping</td><td>500.00</td></tr><tr><td>Water supply/tank</td><td>1000.00</td></tr><tr><td>Security System</td><td>1000.00</td></tr><tr><td>Unexpected Replacements/Repairs</td><td>2000.00</td></tr><tr><td>Upgrade of Sanitary Services</td><td>16,000.00</td></tr></table>	Possible Items	Projected Cost	New Additional Display Units	500.00	Landscaping	500.00	Water supply/tank	1000.00	Security System	1000.00	Unexpected Replacements/Repairs	2000.00	Upgrade of Sanitary Services	16,000.00			
Possible Items	Projected Cost																	
New Additional Display Units	500.00																	
Landscaping	500.00																	
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Expenses	Proposed Working Budget 2016		Expenditures To 12/31/15	2015 Budget														

Expenses	Proposed Working Budget 2016	2016 Proposed	Expenditures To 10/15 2015	2015 Budget														
Building/Grounds																		
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Total Expense		68,200.00	41312.08	51,000.00														
Expenses	Proposed Working Budget 2016		Expenditures To 12/3/15	2015 Budget														

<b>Income</b>	<b>Proposed Working Budget 2016 ...</b>	<b>2016 Proposed</b>	<b>2015 Income (Thru 12/31/15)</b>	<b>2015 Budget</b>
	<i>Column notes 2015 income and expenditures to date</i>	<i>Proposed Budget</i>		<i>Proposed Budget</i>
<b>Vending Income</b>				
Pepsi		2300.00	2327.50	2300
Accord Vending		100.00	115.40	100
Other Merchandize		2800.00	2550.00	2700
<b>Total Vending Income</b>		<b>5200.00</b>	<b>4992.50</b>	<b>5100.00</b>
<b>Member Income</b>				
New & Renewed Membership for 2016		17000.00	17425.00	13000.00
Marketer New Renewed Membership		6000.00	4905.00	10000.00
<b>Total Member Income</b>		<b>23,000.00</b>	<b>22330.00</b>	<b>23,000.00</b>
<b>Other Income</b>				
Balance from 2015		15,000.00	8000.00	8000.00
State Grant		25,000.00	20463.64	20463.64
June Reconcile			1601.01	
<b>Other Income</b>		<b>40,000.00</b>	<b>30064.65</b>	<b>28463.64</b>
<b>Total Income</b>		<b>68,200.00</b>	<b>57,387.55</b>	<b>56,563.64</b>

Expenses	Proposed Working Budget 2016	2016 Proposed	Expenditures To 10/15 2015	2015 Budget														
Building/Grounds																		
Maintenance..		1000.00	348.38	3500														
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Office Expenses																		
Office Supplies		500.00	500.27	500														
(Other)		500.00	543.59	150														
Ad Thank You		500.00	400.00	450														
Total Office Exp.		1500.00	1543.86	1100														
Sales Supplies																		
Pepsi/Coffee/Snacks		1200.00	941.70	900														
Resale goods		1500.00	1162.13	1200														
Equipment		1000.00	349.00	0														
Total Supplies		3700.00	2452.83	2100														
Labor																		
Mileage		1800.00	1800.77	1500														
Coordinator Salary	(\$15.00 per hour-current, same)	8500.00	8484.00	7200														
Marketer	(25% of new sales, 15% of their renewed sales)	2500.00	1257.50	2500														
Ambassador Salaries	(Currently \$10.50 per hr.... propose \$11.00 per hour)	20,400.00	17389.50	18800														
Total Labor		33,200.00	28931.77	30000														
Capital Improvements			1669.40	7500														
	<table><tr><th>Possible Items</th><th>Projected Cost</th></tr><tr><td>New Additional Display Units</td><td>500.00</td></tr><tr><td>Landscaping</td><td>500.00</td></tr><tr><td>Water supply/tank</td><td>1000.00</td></tr><tr><td>Security System</td><td>1000.00</td></tr><tr><td>Unexpected Replacements/Repairs</td><td>2000.00</td></tr><tr><td>Upgrade of Sanitary Services</td><td>16,000.00</td></tr></table>	Possible Items	Projected Cost	New Additional Display Units	500.00	Landscaping	500.00	Water supply/tank	1000.00	Security System	1000.00	Unexpected Replacements/Repairs	2000.00	Upgrade of Sanitary Services	16,000.00			
Possible Items	Projected Cost																	
New Additional Display Units	500.00																	
Landscaping	500.00																	
Water supply/tank	1000.00																	
Security System	1000.00																	
Unexpected Replacements/Repairs	2000.00																	
Upgrade of Sanitary Services	16,000.00																	
Total Capital Improve...		21,000.00	2032.89	7500														
Total Expense		68,200.00	41312.08	51,000.00														
Expenses	Proposed Working Budget 2016		Expenditures To 12/3/15	2015 Budget														

<b>Income</b>	<b>Proposed Working Budget 2016 ...</b>	<b>2016 Proposed Budget</b>	<b>2015 Income (Thru 12/31/15)</b>	<b>2015 Budget</b>
	<i>Column notes 2015 income and expenditures to date</i>	<i>Proposed Budget</i>		<i>Proposed Budget</i>
<b>Vending Income</b>				
	Pepsi	2300.00	2327.50	2300
	Accord Vending	100.00	115.40	100
	Other Merchandize	2800.00	2550.00	2700
<b>Total Vending Income</b>		<b>5200.00</b>	<b>4992.50</b>	<b>5100.00</b>
<b>Member Income</b>				
	New & Renewed Membership for 2016	17000.00	17425.00	13000.00
	Marketer New Renewed Membership	6000.00	4905.00	10000.00
<b>Total Member Income</b>		<b>23,000.00</b>	<b>22330.00</b>	<b>23,000.00</b>
<b>Other Income</b>				
	Balance from 2015	15,000.00	8000.00	8000.00
	State Grant	25,000.00	20463.64	20463.64
	June Reconcile		1601.01	
<b>Other Income</b>		<b>40,000.00</b>	<b>30064.65</b>	<b>28463.64</b>
<b>Total Income</b>		<b>68,200.00</b>	<b>57,387.55</b>	<b>56,563.64</b>



Expenses	Proposed Working Budget 2016	2016 Proposed	Expenditures To 10/15 2015	2015 Budget														
Building/Grounds																		
Maintenance.		1000.00	348.38	3500														
Porta Jon Rental		5000.00	3754.00	3900														
Electricity		2000.00	1676.85	1500														
Internet/Phone		800.00	573.50	1400														
Total Bld. Grds Expenses		8800.00	6350.73	10,300														
Office Expenses																		
Office Supplies		500.00	500.27	500														
(Other)		500.00	543.59	150														
Ad Thank You		500.00	400.00	450														
Total Office Exp.		1500.00	1543.86	1100														
Sales Supplies																		
Pepsi/Coffee/Snacks		1200.00	941.70	900														
Resale goods		1500.00	1162.13	1200														
Equipment		1000.00	349.00	0														
Total Supplies		3700.00	2452.83	2100														
Labor																		
Mileage		1800.00	1800.77	1500														
Coordinator Salary		8500.00	8484.00	7200														
Marketer		2500.00	1257.50	2500														
Ambassador Salaries		20,400.00	17389.50	18800														
Total Labor		33,200.00	28931.77	30000														
Capital Improvements			1669.40	7500														
	<table><tr><th>Possible Items</th><th>Projected Cost</th></tr><tr><td>New Additional Display Units</td><td>500.00</td></tr><tr><td>Landscaping</td><td>500.00</td></tr><tr><td>Water supply/tank</td><td>1000.00</td></tr><tr><td>Security System</td><td>1000.00</td></tr><tr><td>Unexpected Replacements/Repairs</td><td>2000.00</td></tr><tr><td>Upgrade of Sanitary Services</td><td>16,000.00</td></tr></table>	Possible Items	Projected Cost	New Additional Display Units	500.00	Landscaping	500.00	Water supply/tank	1000.00	Security System	1000.00	Unexpected Replacements/Repairs	2000.00	Upgrade of Sanitary Services	16,000.00			
Possible Items	Projected Cost																	
New Additional Display Units	500.00																	
Landscaping	500.00																	
Water supply/tank	1000.00																	
Security System	1000.00																	
Unexpected Replacements/Repairs	2000.00																	
Upgrade of Sanitary Services	16,000.00																	
Total Capital Improve...		21,000.00	2032.89	7500														
Total Expense		68,200.00	45312.08	51,000.00														
Expenses	Proposed Working Budget 2016		Expenditures To 12/3/15	2015 Budget														

<b>Income</b>	<b>Proposed Working Budget 2016 ...</b>	<b>2016 Proposed Budget</b>	<b>2015 Income (Thru 12/31/15)</b>	<b>2015 Budget</b>
	<i>Column notes 2015 income and expenditures to date</i>	<i>Proposed Budget</i>		<i>Proposed Budget</i>
<b>Vending Income</b>				
	Pepsi	2300.00	2327.50	2300
	Accord Vending	100.00	115.40	100
	Other Merchandize	2800.00	2550.00	2700
<b>Total Vending Income</b>		<b>5200.00</b>	<b>4992.50</b>	<b>5100.00</b>
<b>Member Income</b>				
	New & Renewed Membership for 2016	17000.00	17425.00	13000.00
	Marketer New Renewed Membership	6000.00	4905.00	10000.00
<b>Total Member Income</b>		<b>23,000.00</b>	<b>22330.00</b>	<b>23,000.00</b>
<b>Other Income</b>				
	Balance from 2015	15,000.00	8000.00	8000.00
	State Grant	25,000.00	20463.64	20463.64
	June Reconcile		1607.01	
<b>Other Income</b>		<b>40,000.00</b>	<b>30064.65</b>	<b>28463.64</b>
<b>Total Income</b>		<b>68,200.00</b>	<b>57,387.55</b>	<b>56,563.64</b>

<b>Income</b>	<b>Proposed Budget 2016 Notes...</b>	<b>2016 Proposed Budget</b>	<b>2015 Income Budget 1/1 to 12/31-15</b>	<b>2015 Budget Proposed Budget</b>
	<i>Column notes 2015 income and expenditures to date</i>			
<b>Vending Income</b>				
Pepsi		2300.00	2327.50	2300
Accord Vending		100.00	115.40	100
Other Merchandize		2800.00	2550.00	2700
<b>Total Vending Income</b>		<b>5200.00</b>	<b>4992.90</b>	<b>5100.00</b>
<b>Member Income</b>				
New & Renewed Membership for 2016		17000.00	17425.00	13000.00
Marketer New Renewed Membership		6000.00	4905.00	10000.00
<b>Total Member Income</b>		<b>23,000.00</b>	<b>22330.00</b>	<b>23,000.00</b>
<b>Other Income</b>				
Balance from 2015		14,000.00	8000.00	8000.00
State Grant		25,000.00	20463.64	20463.64
June Reconcile			1601.01	
<b>Other Income</b>		<b>39,000.00</b>	<b>30064.65</b>	<b>28463.64</b>
<b>Total Income</b>		<b>67,200.00</b>	<b>57,387.55</b>	<b>56,563.64</b>

Expenses	Proposed Budget 2015	2016 Proposed	Expenditures To 12/31 2015	2015 Budget														
Building/Grounds																		
Maintenance.		900.00	348.38	3500														
Porta Jon Rental		5000.00	3752.00	3900														
Electricity		2000.00	1963.26	1500														
Internet/Phone		800.00	573.50	1400														
Total Bld. Grds Expenses		8700.00	6637.14	10,300														
Office Expenses																		
Office Supplies		500.00	500.37	500														
Printing--(Other)		600.00	643.59	150														
Ad Thank You		500.00	400.00	450														
Total Office Exp.		1600.00	1543.86	1100														
Sales Supplies																		
Pepsi/Coffee/Snacks		1200.00	941.70	900														
Resale goods		1500.00	1162.13	1200														
Equipment		500.00	349.00	0														
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Coordinator Salary	(\$15.00 per hour)	8500.00	8484.00	7200														
Marketer	(25% of new sales, 15% of their renewed sales)	2500.00	1257.50	2500														
Ambassador Salaries	(Currently \$10.50 per hr.... propose \$11.00 per hour)	20,000.00	17589.00	18800														
Total Labor		32,700.00	29131.27	30000														
Capital Improvements			2032.89	7500														
	<table><tr><th>Possible Items</th><th>Projected Cost</th></tr><tr><td>New Additional Display Units</td><td>500.00</td></tr><tr><td>Landscaping</td><td>500.00</td></tr><tr><td>Water supply/tank</td><td>1000.00</td></tr><tr><td>Security System</td><td>1000.00</td></tr><tr><td>Unexpected Replacements/Repairs</td><td>2000.00</td></tr><tr><td>Upgrade of Sanitary Services</td><td>16,000.00</td></tr></table>	Possible Items	Projected Cost	New Additional Display Units	500.00	Landscaping	500.00	Water supply/tank	1000.00	Security System	1000.00	Unexpected Replacements/Repairs	2000.00	Upgrade of Sanitary Services	16,000.00			
Possible Items	Projected Cost																	
New Additional Display Units	500.00																	
Landscaping	500.00																	
Water supply/tank	1000.00																	
Security System	1000.00																	
Unexpected Replacements/Repairs	2000.00																	
Upgrade of Sanitary Services	16,000.00																	
Total Capital Improve...		21,000.00	2032.89	7500														
Total Expense		67,200.00	41797.94	51,000.00														

Summary for 2015    Income \$57,387.55    Expenditures \$41,797.94    Balance \$15,589.61

**Town of Wareham**  
FY 2016 ME Grant Budget

**Preliminary - FOR DISCUSSION ONLY**

**Alternative #2A**

P.D. & Gen. Admin.	\$	240,000.00	\$ 240,000.00	\$	-	\$	-
Public Services (5 projects @ \$25K)	\$	125,000.00	\$ 125,000.00	\$	-	\$	-
Wareham Housing Authority - Roofs	\$	194,100.00	\$ 194,100.00				
Wareham Housing Authority - Soft Costs	\$	36,000.00	\$ 35,900.00	\$	-	\$	100.00
Housing Rehab Program	\$	180,000.00	\$ 180,000.00	\$	-	\$	-
Village Streetscape - 5 (New Design)	\$	50,000.00	\$ 50,000.00	\$	-	\$	-
Total Uses:	\$	825,100.00	\$ 825,000.00	\$	-	\$	100.00
Total Sources:	\$	825,100.00					