



**CITY of BEVERLY**  
**COMMUNITY PRESERVATION COMMITTEE**

*191 Cabot Street*  
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**INVITATION TO SUBMIT LETTER OF INTEREST**  
**TO ADMINISTER NEWLY ESTABLISHED HOUSING ASSISTANCE PROGRAM**

**June 26, 2020**

We would like to invite you to submit a Letter of Interest regarding a possible partnership with the City of Beverly's Community Preservation Committee (CPC) to administer a newly funded, temporary, emergency assistance housing program. Following is information about the CPC and the program envisioned.

*History of the Committee.* The Community Preservation Act, M.G.L. c. 44B ("the CPA") was enacted by the state legislature in 2000. It allows Massachusetts cities and towns to raise monies through a surcharge on real property. To augment the local CPA revenues, the State annually distributes percentages from the State CPA trust fund to cities and towns. These funds may then be used only to (1) acquire, create, and preserve open space; (2) acquire, rehabilitate and preserve historic resources; (3) acquire, create, preserve and support community housing; and (4) acquire, create, rehabilitate and preserve land for recreational use. The Community Preservation Act (CPA) was adopted by Beverly voters in November 2012, with a 1% surcharge.

*CPA Funding Committed to COVID-19 Emergency Housing Assistance Program.* On June 15, 2020 the Beverly City Council approved funding recommended by the Community Preservation Committee in the amount of \$240,000.00 (two hundred and forty thousand dollars).

*Program Parameters.* The CPC developed a set of program parameters and included these parameters in a report (attached) that accompanied its recommendation for funding to the Beverly City Council. Program parameters include:

- Funding would be for rental assistance or for mortgage assistance. (Mortgage assistance may only be provided if the property is deed restricted affordable housing.)
- Only City of Beverly residents are eligible. Proof of domicile, in writing, from the landlord is required. A property owner would need to provide tax returns to prove domicile.
- Household income would be limited to 100% of AMI or lower.

- One application per household.
- Proof of income, assets and COVID-19 related need would be required.
- Savings could not exceed 3 months' rent.
- Proof, in writing, of monthly rental fee from landlord. Proof, in writing, from mortgage lender, of monthly mortgage fee.
- Ineligibility for other forms of Rental Assistance.
- Funding limits per household: up to 60% of rent for 3 months, with a cap of \$3600.
- Term of Program: The anticipated starting date of the program is September 1, 2020, with funds to be made available until depleted, or until three (3) months after the Governor's COVID-19 state of emergency expires. The program will be reviewed for possible extension every three (3) months by the Community Preservation Committee in collaboration with the partnering agency.
- The Community Preservation Committee, in partnership with the selected administering agency, will review program expenditures, demand for assistance, and the profile of households seeking assistance and provide a report to the City Council and the City Administration on a monthly basis.

*Letter of Interest.* The Beverly Community Preservation Committee is asking that you only submit a Letter of Interest at this time. It would be helpful if your Letter of Interest would address the following bulleted points and contain any other information you believe to be relevant.

- Experience of your organization/agency in administering a similar program along with a description of that program.
- Willingness to assist the Community Preservation Committee with further defining the program elements.
- Agency/Organization fee for services.

**Please submit your Letter of Interest on or before 5 PM on July 09, 2020.** Due to current measures in place to contain the COVID-19 pandemic we ask that you submit your Letter of Interest via email to Denise Deschamps, Staff person for the Beverly Community Preservation Committee. Denise's email address is: [d-deschamps@beverlyma.gov](mailto:d-deschamps@beverlyma.gov)

Once the Beverly Community Preservation Committee has received your Letter of Interest, they will review it, and contact you if they would like you to submit a full proposal.

If you should have questions please contact Denise Deschamps via the email above or by telephone at (cell) 978-578-5729.

Thank you, in advance, for your consideration of this invitation.

Sincerely,

*Denise A. Deschamps*

Denise A. Deschamps, Staff Person for the Beverly Community Preservation Committee on behalf of the Beverly Community Preservation Committee