

**Community Preservation Act - Town of West Tisbury  
Final Application for Funding**

**Deadline: Friday, November 11, 2022 – 12:00 noon**

**Please Submit one hard copy to: West Tisbury Town Hall  
Community Preservation Committee  
PO Box 278, West Tisbury, MA 02575**

**AND: email PDF to: [cpa@westtisbury-ma.gov](mailto:cpa@westtisbury-ma.gov)**

**Please complete your application by providing all the information requested below.  
Include page number, date, and project name on each page of your application.**

Project Title: <b>Rental Assistance</b>	Date: <b>November 10, 2022</b>
Applicant/Contact Person: <b>David Vigneault</b>	
Sponsoring Organization: <b>Dukes County Regional Housing Authority</b>	
Mailing Address: <b>PO Box 4538, Vineyard Haven MA 02568</b>	
Daytime phone: <b>508-693-4419</b>	
E-mail address: <b>david@housingauthoritymv.org</b>	
CPA Program Area (check those that apply): <input type="checkbox"/> Open Space <input type="checkbox"/> Historic Preservation <input checked="" type="checkbox"/> <b>Community Housing</b> <input type="checkbox"/> Recreation	
Project Summary: Please provide a brief description of the project, including goals and community need.  <b>Please see attached application, Rental Assistance program description and Snapshot of current usage, funding and FY24 request figures.</b>	
Proposed Timeline (estimated start and completion dates): <b>Ongoing, with year-round leases and corresponding Rental Assistance agreements.</b>  Financial sources for future maintenance: <b>CPA funding from six Island towns as reviewed &amp; funded annually.</b>  Other key information (e.g., endorsements from regional/town permitting boards and community organizations): <b>West Tisbury &amp; other Island Town Affordable Housing and Community Preservation Committees; DCRHA Board of Directors; participating “market” rental landlords</b>	

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**DUKES COUNTY REGIONAL HOUSING AUTHORITY**

PO BOX 4538, VINEYARD HAVEN MA 02568 · PH. 508-693-4419 · FAX 508-693-5710 ·  
DCRHA@HOUSINGAUTHORITYMV.ORG

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**FROM:** DAVID VIGNEAULT, EXECUTIVE DIRECTOR  
**TO:** TOWN OF WEST TISBURY COMMUNITY PRESERVATION COMMITTEE  
**DATE:** NOVEMBER 10, 2022  
**SUBJECT:** APPLICATION FOR **\$56,000.00** OF RENTAL ASSISTANCE FUNDING

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The Dukes County Housing Authority (DCRHA) respectfully requests of the West Tisbury Community Preservation Committee that the Town consider an appropriation of **\$56,000** in Fiscal Year 2024 funding for **Rental Assistance** for Town residents. This request decreases the FY23 level of funding of \$70,000 and would allow for addition of two support situations as interested landlords in town become available. This request will be more fully reviewed by the Town's Affordable Housing Committee at a November meeting.

Entering its 22<sup>nd</sup> year of existence, Rental Assistance (RA) has been fully funded through the Community Preservation Act processes of the six Island towns since 2010. Modeled on the federal housing voucher program, RA provides landlords with contracted support of up to half of a rent based on incomes at 80% of Area Median Income (AMI) as supplied by Housing and Urban Development (HUD) on properties that meet basic health and safety standards. Tenants must have annually certifiable incomes at or below 80% of Dukes County AMI, have good references and be able to pay at least half of the rent (program description attached).

The FY23 award of \$70,000 towards Town RA allows for participation by an average of eight (8) households at any given point during the year. Currently five (five) current West Tisbury households averaging just over three & one half (3.5) years of program participation and incomes at 40% of Dukes County AMI (roughly \$35,000 to \$60,000, depending on household size). Two households have a child apiece, two are couples, and two are single-person households. Town residents on the current DCRHA waitlist number forty-five (45) of which twenty-five (25) appear to have the requisite income needed should they unearth a year-round rental possibility (RA Snapshot attached).

We all recognize that the near total absence of year-round rentals on Island results from the addition of Covid related factors such as the rise in short-term-rentals added to historically limited options. What also bears recognition are the active choices made by the fifty-plus landlords in the Rental Assistance program to forego lucrative options for rental of their apartments and guest houses in order to make shelter available for the non-ownership households so key to the Island's community life and service economy. DCRHA staff often express their appreciation to these landlords by pointing out that Town's funding would not be of help without their decision to offer their properties as safe and decent housing options.

This year, the Housing Authority's would like to add to its appreciation for the West Tisbury Community Preservation Committee's longstanding support of Rental Assistance by also noting the hard-earned progress by the Town and its committees on permanent rental opportunities such as are currently being pursued at 401 State Road. Our thanks to all involved for the many volunteer hours in service to the Town of West Tisbury's efforts to address the fundamental need for decent housing by its residents.

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### RENTAL ASSISTANCE

#### **Program Summary**

Rental Assistance is funded through Community Preservation Act funds from all six island towns and is administered by the Dukes County Regional Housing Authority. The program offers homeowners a range of support in exchange for year-round rental agreements. Island residents making less than 80% of median income for the area (\$94,600 for a household of four) are eligible for rental assistance and pay no more than 30% of their gross income towards rent.

#### **Monthly Rent**

The federally provided 80% Rents for Dukes County based Median Income figures are used in determining the contract rents. The tenant's portion of the rent, a minimum of 50%, is determined by Housing Authority household income certification and is paid directly to the property owners; the balance of the rent in the form of Rental Assistance is paid to the property owners by the Housing Authority. Rent is paid on the first of each month. Contract rents are determined annually at least thirty days prior to the anniversary date of the lease by the property owner and the Housing Authority.

#### **Security Deposit**

Property owners may require that the tenant pay a security deposit up to the amount of one month's contract rent. Security deposits must be held in an interest-bearing account accordance with MGL 186. Tenants are responsible for paying any security deposit and the Housing Authority is not able to subsidize this cost except in extreme circumstances and only as grant funding is available.

#### **Tenant Screening & Selection**

The Housing Authority can pre-screen eligible tenants for the property owners' selection by processing criminal background checks, income and bank account verification and personal and landlord references. Tenant screening for suitability and final selection are the property owner's responsibility and the Housing Authority encourages owners to follow the process used to screen potential tenants in the private rental market.

#### **Unit Inspection**

An inspection by the Housing Authority is scheduled prior to enactment of a new tenant/landlord lease-up and upon annual renewal as agreed to by all parties. The landlord is responsible for satisfying any applicable town requirements for apartment rental.

#### **Documents**

A lease is signed between the property owner and the tenant, and a housing assistance contract is signed between the property owner and the Housing Authority. The Housing Authority provides a Rental Assistance addendum to be used by the property owner with copies of all lease materials kept on file by the Housing Authority. All agreements are subject to the availability of funding as reviewed within each town's committee process and voted on at Annual Town Meetings.

#### **Program Representatives**

The Housing Authority prepares the Rental Assistance contract documents and remains the Landlord's and Tenant's contact for as long as the tenancy is in effect. Annual administrative fees of \$500 per new subsidy and \$250 per existing subsidy assist with the costs of document preparation, apartment inspection, tenant certification and program administration.

*The mission of the DCRHA is to assist the 6 towns of Martha's Vineyard  
with increasing the year-round housing opportunities for residents with low and moderate incomes.*

<b>Rental Assistance</b> 11/10/2022 Snapshot	<b>Tisbury</b>	<b>Oak Bluffs</b>	<b>Edgartown</b>	<b>W. Tisbury</b>	<b>Chilmark</b>	<b>Aquinnah</b>	<b>TOTALS</b>
<b>FY2023 CPC Awards*</b>	<b>\$124,000</b>	<b>\$124,000</b>	<b>\$112,000</b>	<b>\$70,000</b>	<b>\$50,000</b>	<b>\$52,000</b>	<b>\$532,000</b>
<b>FY23 Currently Committed</b>	<b>\$88,560</b>	<b>\$107,304</b>	<b>\$105,000</b>	<b>\$39,984</b>	<b>\$33,900</b>	<b>\$28,188</b>	<b>\$402,396</b>
<b>Number of Subsidies</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>51</b>
<b>Current Annual Average</b>	<b>\$6,812</b>	<b>\$8,254</b>	<b>\$8,077</b>	<b>\$7,997</b>	<b>\$8,475</b>	<b>\$9,396</b>	<b>\$8,169</b>
<b>Current Monthly Average</b>	<b>\$568</b>	<b>\$688</b>	<b>\$673</b>	<b>\$667</b>	<b>\$706</b>	<b>\$783</b>	<b>\$681</b>
<b>Current Income % Served</b>	<b>41%</b>	<b>45%</b>	<b>43%</b>	<b>40%</b>	<b>47%</b>	<b>43%</b>	<b>43%</b>
<b>Balance of FY23 Funding</b> (May not include Admin Fees**)	<b>\$35,440</b>	<b>\$16,696</b>	<b>\$7,000</b>	<b>\$30,016</b>	<b>\$16,100</b>	<b>\$23,812</b>	<b>\$129,064****</b>
<b>Potential Subsidies</b> on \$7,000 average	<b>(2-3)</b>	<b>(1-2)</b>	<b>(0-1)</b>	<b>(2-3)</b>	<b>(1-2)</b>	<b>(2-3)</b>	<b>(8-14)</b>
<b>Current DCRHA Waitlist****</b>	<b>99</b>	<b>75</b>	<b>85</b>	<b>45</b>	<b>10</b>	<b>9</b>	<b>323</b>
<b>FY24 Draft CPC Proposals</b>	<b>\$110,000</b>	<b>128,000</b>	<b>118,000</b>	<b>\$56,000</b>	<b>\$50,000</b>	<b>\$38,000</b>	<b>\$500,000</b>
<b>FY22 Town Approved</b>	<b>\$124,000</b>	<b>\$140,000</b>	<b>\$112,000</b>	<b>\$60,000</b>	<b>\$50,000</b>	<b>\$25,000</b>	<b>\$511,000</b>
<b>FY23 Approved</b>	<b>\$124,000</b>	<b>\$124,000</b>	<b>\$112,000</b>	<b>\$70,000</b>	<b>*\$50,000</b>	<b>*\$52,000</b>	<b>\$532,000</b>

\* FY2023 Rental Assistance was fully funded as of July 1, 2022 by each Island town through the Community Preservation Act surcharge and match. All future funding continues to be subject to each town's annual review of program use, need and funding availability before presentation for vote at annual Town Meetings.

\*\* Nominal administrative fees of \$500 for establishment of new subsidies and \$250 for re-certification of ongoing subsidies assists with tenant income certifications, apartment inspection, and contract negotiation, execution, and support.

\*\*\* DCRHA manages its waitlist under Fair Housing prescripts (including annual updates & culling) and 80% income limits. Therefore, DCRHA totals do not represent actual island need for year-round rentals at all income levels. Island Elderly Housing, Morgan Woods & Tribal Housing waitlists shed further light on need.

\*\*\*\* \$129,064 represents available funding in six towns currently. The number of subsidies available reflects FY23 funding levels, new subsidy household factors and admin fees which are split between two annual billings and may not be fully represented in a particular Snapshot.