



# City of Cambridge

## Executive Department

**LOUIS A. DePASQUALE**  
City Manager

**LISA C. PETERSON**  
Deputy City Manager

March 6, 2017

To the Honorable, the City Council:

I would like to request that the City Council establish the Richard C. Rossi Housing Assistance Fund (the "Fund"), and that \$35,641.46 in donations received be appropriated into this Fund. The proposed Fund is attached hereto for the City Council's review and approval, together with the proposed Procedures and Guidelines for the Fund.

With the retirement of City Manager Richard Rossi, the Housing Assistance Fund in his name was established through the Friends of Richard Rossi, and donations were received for this fund during the fall of 2016.

The purpose of this Fund is to provide limited emergency financial assistance to residents experiencing difficulty remaining housed Cambridge. Pending availability, the Fund will be used to assist Cambridge residents primarily in the following areas:

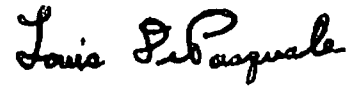
- First month's rent (and, where required, last month's) and security deposit for households needing these funds in order to lease a new unit (e.g. for an inclusionary unit) - funds could supplement funds offered through other sources including the Multi-Service Center;
- Funds for families at risk of foreclosure due to mortgage and/or condo fee arrearages - there are currently no funds available for this which can be a significant issue for lower income homeowners as fees and legal costs can quickly add significantly when an owner falls behind in payments.
- Credit repair - credit can be a big barrier to accessing housing, especially for lower income applicants with poor credit. Access to funds to address (with some limit) credit issues to repair credit could help some applicants who are now denied based on credit; and
- Funds for families at risk of homelessness due to rent arrearages - funds could supplement funds offered through other and/or be offered to households who are not eligible for other funds.

I am very pleased to be recommending the creation of this Fund and I respectfully request that the City Council approve the creation of the Fund in the form attached hereto. As City Manager and Deputy City Manager, Richard Rossi was dedicated to the creation and preservation of affordable housing and



improving access to affordable housing in Cambridge. The Richard C. Rossi Housing Assistance Fund will, in Mr. Rossi's name, continue this commitment by helping residents access new housing and assisting in efforts to keep residents with housing risks suitably housed in Cambridge.

Very truly yours,

A handwritten signature in black ink that reads "Louis A. DePasquale". The signature is written in a cursive, flowing style.

Louis A. DePasquale  
City Manager

LAD/mec  
Attachment(s)

**City of Cambridge**  
**Richard C. Rossi Housing Assistance Fund**

- I. **Establishment of Fund.** There is hereby established a fund to be known as the “Richard C. Rossi Housing Assistance Fund,” which is established in accordance with Massachusetts General Laws Chapter 44, Section 53A, with the approval of the City Manager and the City Council (the “Fund”).
  
- II. **Purpose and Use of Fund.** The public purpose of the Fund is to provide limited emergency financial assistance to Cambridge residents and households (collectively hereafter “Households”) experiencing difficulty in obtaining housing or remaining housed in Cambridge. Pending availability, the Fund will be used to assist Households, primarily in the following areas:
  - a) First month’s (and, where required, last month’s) rent and security deposit for Households needing funds in order to lease a new unit (e.g. for affordable housing units); such funds could supplement funds offered to Households by or through other sources;
  - b) Funds for use by Households at risk of foreclosure due to mortgage and/or condominium fee arrearages;
  - c) Credit repair for Households with poor credit seeking access to affordable housing units;
  - d) Funds for Households at risk of homelessness due to rent arrearages; such funds could supplement funds offered to Households by or through other sources.
  
- III. **Governance of the Fund.** The Fund shall be governed by a Board of Trustees, which shall consist of three (3) Ex Officio Trustees: the City’s Assistant City Manager for Community Development, the City’s Assistant City Manager for Human Services and the City’s Budget Director.
  
- IV. **Distribution and Use of Principal and Income.**
  - a) The principal and income of all contributions received and accepted by the Trustees shall be held by the Trustees and their successors in an account to be established for the Fund (the “Fund Account”) until such time as the Fund may be dissolved, at which time all remaining funds in the Fund Account may be transferred to an established charitable tax exempt organization (with a federal 501 (C)(3) designation under the Internal Revenue Code) that includes housing assistance to low income Cambridge Households as one of its purposes.
  - b) All amounts received by or for the Fund will be deposited with the City Treasurer, who shall have the authority to invest the principal and income of the Fund as he/she deems proper and in accordance with Massachusetts laws.
  - c) The Trustees may from time to time distribute such portion or portions of funds in the Fund Account, be it principal or income, as the Trustees deem to be appropriate and consistent with the purposes enumerated in Section II above;

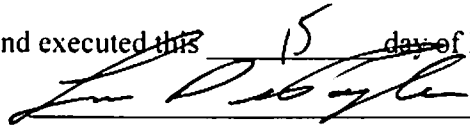
- d) Each award of funds from the Fund Account shall require the favorable vote of at least two (2) members of the Board of Trustees;
- e) The maximum award amount shall be established by a favorable vote of at least two (2) members of the Board of Trustees based upon the amount available in the Fund Account. In no event will the sum of funds awarded from the Fund Account exceed the balance available in the Fund Account.

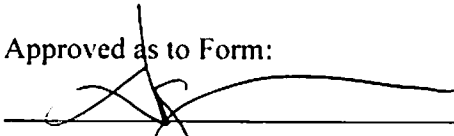
V. Powers and Operation of the Board of Trustees.

- a) The Chairperson shall be the Assistant City Manager for Community Development, who shall be responsible for convening and conducting Board of Trustees' meetings;
- b) The Board of Trustees shall meet on dates determined by the Chairperson of the Board of Trustees;
- c) A quorum of the Board of Trustees shall be present at each meeting of the Board of Trustees if at least two (2) of the members of the Board of Trustees are present in person;
- d) Except as otherwise herein provided, the Board of Trustees shall act by majority vote of the members of the Board of Trustees present at the meeting. Any action required or permitted to be taken by the Board of Trustees may be taken without a meeting if all members of the Board of Trustees entitled to vote consent in writing to the taking of such action without a meeting. Such written consent shall be treated for all purposes as a vote by the Board of Trustees at a meeting, and shall become part of the records of the Board of Trustees;
- e) The Board of Trustees will establish and at least annually review and periodically revise written rules and regulations for the operation of the Fund and for the Board of Trustees, which may include eligibility requirements for Households assisted by the Fund, amounts of assistance made available to Households, and rules for evaluating and assessing each individual case.

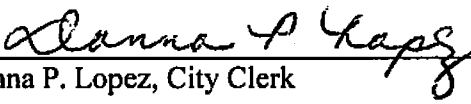
VI. Amendments. Any amendments to this document must be in writing, signed by a majority of the members of the Board of Trustees, and approved by the City Manager and by the City Council.

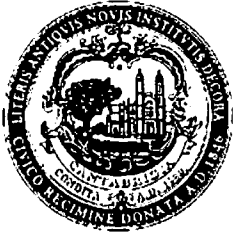
In witness hereof, this document is made and executed this 15 day of March, 2017.

  
\_\_\_\_\_  
Louis A. DePasquale, City Manager

Approved as to Form:  
  
\_\_\_\_\_  
Nancy E. Glowa, City Solicitor

Approved by vote of City Council on MARCH 6, 2017, certified copy of vote attached hereto:

  
\_\_\_\_\_  
Donna P. Lopez, City Clerk

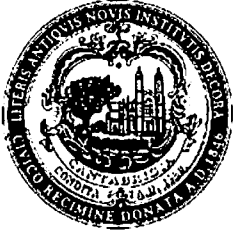


# City of Cambridge

**AGENDA ITEM 2B  
IN CITY COUNCIL**

**MARCH 6, 2017**

**ORDERED:** That the City council go on record appropriating the donations in the sum of \$35,641.46 to the Richard C. Rossi Housing Assistance Fund.



# City of Cambridge

AGENDA ITEM 2  
IN CITY COUNCIL

MARCH 6, 2017

**WHEREAS:** Former City Manager Richard C. Rossi was a tireless champion for Cambridge residents in need of affordable housing; and

**WHEREAS:** Generous private individuals and organizations in the Cambridge community have in the past and will in the future want to contribute financial support to Cambridge residents who in cases of financial emergency are having difficulty remaining affordably housed in Cambridge; and

**WHEREAS:** The City of Cambridge is authorized by Massachusetts General Laws Chapter 44, Section 53A to accept grants and gifts of funds and to expend those funds with the approval of the City Council and the City Manager for the purposes of the grants and gifts without further appropriation; now therefore be it hereby

**ORDERED:** That the City Council go on record voting to create the Richard C. Rossi Housing Assistance Fund; the purpose of which is to provide limited emergency financial assistance to residents experiencing difficulty remaining housed in Cambridge.

In City Council March 6, 2017.

Adopted by a ye and nay vote:-

Yeas 8; Nays 0; Absent 1.

Attest:- Donna P. Lopez, City Clerk

A true copy:

ATTEST:-

Donna P. Lopez  
City Clerk

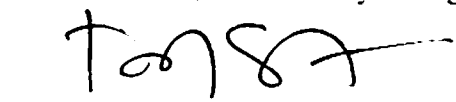
Procedures and Guidelines for Distribution of Funds for Housing Assistance from the  
City of Cambridge Richard C. Rossi Housing Assistance Fund

1. Purpose. The purpose of the Richard C. Rossi Housing Assistance Fund (the "Fund") is to provide limited financial assistance to Cambridge residents and households (collectively "Households") who are at risk of losing housing in Cambridge. The situation of each Household that may be awarded funds from the Fund will be different and, therefore, these procedures and guidelines are hereby established by the Fund's Trustees to assist their review and approval of requests for the distribution of these funds.
2. Procedures:
  - a) The City's Housing Director ("Housing Director") and the Director of the City's Multi-Service Center ("Multi-Service Director") (collectively the "Directors") shall coordinate the intake and assessment of requests for assistance from Households.
  - b) Using the guidelines below, the Directors shall forward any applications they have reviewed and approved to the Fund's Board of Trustees pursuant to Section III of the Fund for approval and disbursement.
  - c) The Board of Trustees will discuss the merits and circumstances of any such request and the pending availability of funds, and will take a vote to approve or deny the request. An approval requires a written vote of 2/3rds of the members of the Board of Trustees or better.
  - d) The Directors and the Board of Trustees shall use the following guidelines when conducting their determinations.
3. Guidelines:
  - a) The Household must have the ability to share in the costs of continuing residency in Cambridge;
  - b) The disbursement to any Household from the Fund will be limited so that the Fund's assets can be used to assist multiple Households;
  - c) The disbursements will be paid directly to the Household's landlord, credit repair agency, lender, condominium association or other service providers, as may be appropriate and as determined by the Board of Trustees;
  - d) When considering requests for assistance, the Board of Trustees will consider the income, assets and other resources available to the Household.
  - e) Households shall be eligible for assistance no more than twice in a five-year period, or such other period as determined by the Board of Trustees.

These Procedures and Guidelines were approved by a vote of the Board of Trustees on May 23, 2017.

  
Iram Farooq, Assistant City Manager for Community Development

  
Ellen Semonoff, Assistant City Manager for Human Services

  
David Kale, Acting Budget Director