



Town of Sudbury

Community Preservation Committee

SEP 18 2018

<http://www.sudbury.ma.us>

email: cpc@sudbury.ma.us

PROJECT SUBMISSION FORM

Submitter: Melissa Murphy-Rodrigues *nmr* Submission Date: 9/18/18

Group or Committee Affiliation (if any):

Town Manager

Submitter's address and phone number:

278 Old Sudbury Road, Sudbury MA
978-639-3381

Purpose (please select all that apply):

- Open Space
- Community Housing
- Historic
- Recreation

Submitter's email address: Townmanager@Sudbury.MA.us

Project Name: RHSO Membership Fee – FY20

Project Description: This proposal requests the Town portion of the FY20 RHSO Membership Fee

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (amount and source)
2017	\$60,000 (approx.)	\$30,000	\$30,000 (Sudbury Housing Trust)
2018			
2019			
2020			
Total	\$60,000	\$30,000	\$30,000

See attached description

For Community Preservation Committee Use:

Form received on: _____

Project presented to CPC on: _____



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PROJECT DESCRIPTION:

This CPA application is a request for a portion of Sudbury's RHSO membership fee to support Town housing activities, \$30,000 for FY20. This is the same amount as prior years.

Sudbury's housing activities are implemented through a number of organizations: the Sudbury Department of Planning and Community Development (PCD), the Sudbury Housing Trust and the Sudbury Housing Authority. The Planning Department and Housing Authority are staffed by employees funded from their respective operating budgets. The Sudbury Housing Trust is supported by staff, committee members, consultants and the Regional Housing Services Office, of which Sudbury is a founding member.

Sudbury has funded its membership fee in the RHSO from both CPA funds and Trust funds from its start in FY12. The Town portion of the RHSO fee has been submitted and appropriated as a separate article since 2018.

A key piece for the RHSO funding is that the CPA funds support housing activities for the Town, and separately the Trust funds support housing activities for the Trust. These are different activities, though all related to housing.

Town Housing Activities (funded by CPA)

There are a number of housing activities that are performed by the RHSO for the benefit of the Town, as listed below. The Town housing activities center around the support and preservation of the affordable housing in Sudbury:

- ISD (Incentive Senior Development) support: Calculate Frost Farm annual eligibility requirements, review applicant and determine eligibility, prepare Grouse Hill Resale closing documents, inventory Grouse Hill units and propose a Capital Improvement Policy, and provide resale support.
- Ownership monitoring: The Town is the Monitoring Agent for all deed restricted ownership units. This involves annual self-certifications, registry review, and approvals for refinancing.
- Annual assessment valuations: Provide valuations for the deed restricted properties to the Town Assessor.
- LIP rental monitoring: Review Avalon leasing for compliance with the marketing plan, Review compliance with Regulatory Agreement and prepare certification to DHCDs for LIP rental unit/s – including one SHA unit, and all the Avalon units.
- Inventory management: Maintain housing inventory and provide estimates for 2020 SHI projections, recently completed and posted to website, presented to Planning Board and ZBA.
- HOME Program: The administrative work includes annual action plans, 5-year consolidated plans, fair housing reports and programs, and quarterly meetings and participation and monitoring the Coolidge unit.
- General support: There are specific items that come forward throughout the year.

As noted, these are different than the housing activities performed by the RHSO for the benefit of the Trust. The Trust activities are listed below, though this application does NOT request funding for them:

Trust Housing Activities (not funded by CPA)

- Small Grants: Administer Trust Small Grant Program including application revision, applicant assistance, award grants based on Trust vote, follow-up as required
- Home Preservation: Assist Trust in home selection, repairs, closing and on-going support
- Maynard Road – Assist Trust in program oversight
- Lottery Agent services – Perform lottery agent services for the Trust including marketing and outreach, applicant eligibility, lottery administration, closing and lease-up.
- Trust support – Meeting support including agenda packets, presentations and memos as directed

ENDORSEMENT, SUPPORT OR OTHER RECOMMENDATION BY OTHER TOWN BOARDS, COMMITTEES, & DEPARTMENTS:

The following Committees, Boards, Departments and organization all have a vested interest in supporting and maintaining the affordable housing in Sudbury:

- Office of Planning and Community Development
- Planning Board
- Zoning Board of Appeals

RELEVANCE TO CPC CRITERIA:

The proposed meets the following the General Criteria for eligibility:

- Provides support directly to individuals and families who are eligible for community housing, or to entity that owns, operates and manages housing for the purposes of making housing affordable;
- Supports maintaining the goal of 10% affordability by monitoring, inventory management and other support services;
- Continues to promote economic diversity through the administration of the program; and
- Assists the PCD department in allowing the Housing Production Plan to be carried out in a consistent and thoughtful manner.

ADDITIONAL CONSIDERATIONS:

This project demonstrates practicality, feasibility, and urgency:

- The proposed project is one that has works economically due to the expertise provided by well-qualified staff. Without the monies allocated to the Town the following will have to be considered by the Town:
 - Inability to maintain compliance with the affordable housing regulatory agreements and requirements
 - Leaving a department (Office of Planning and Community Development) with a sizable workload to staff who are unqualified to assist and manage such matters
 - Hiring at a nominal rate a part/full-time staff person at a competitive rate well beyond the 10% allocation of CPA funds.

This proposal demonstrates that the project can be implanted expeditiously and within budget:

- The costs associated with the proposed project provide wide-spread opportunities for those in need of Sudbury's affordable housing options and always done within budget.

This proposal produces an advantageous cost/benefit value:

- This project was created nearly a decade ago to assist the Town in carrying out measures for the purpose of making housing affordable throughout the Town of Sudbury and support the existing affordable housing stock.
- The RHSO was created in Sudbury as a cost-effective regional solution for administrative housing activities.