

# Town of Sudbury

## Community Preservation Committee

cpc@sudbury.ma.us

Flynn Building  
278 Old Sudbury Road  
Sudbury, MA 01776  
978-639-3387  
Fax: 978-639-3314  
www.sudbury.ma.us/cpc

### PROJECT SUBMISSION FORM

Applicant: Planning and Community Development Department  
Adam Duchesneau, Director of Planning & Community Development

Submission Date:

October 8, 2020

Group or Committee Affiliation (if any):

Applicant Address:

278 Old Sudbury Road  
Sudbury, MA 01776

Applicant Email & Phone Number:

DuchesneauA@sudbury.ma.us  
978-639-3398

Purpose (please select all that apply):

- ☐ Open Space & Recreation  
☒ Community Housing  
☐ Historic Resource

Project Manager Email & Phone Number: DuchesneauA@sudbury.ma.us  
978-639-3398

Project Name: Sudbury Housing Production Plan

Project Description: See Attachment A.

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (Amount and Source)
2022	\$25,000	\$25,000	
2023			
2024			
2025			
2026			
<b>Total</b>			

How does this project meet the General Criteria and Category Specific Criteria for Community Preservation Committee projects (see attached)?

The Housing Production Plan meets the Community Housing criteria by most notably creating and updating the Town's Housing Production Plan and also formalizing the town preferences and priorities to address all criteria of the Community Housing category.

Does this project fall within the jurisdiction or interest of other Town Boards, Committees, Commissions, or Departments? If so, please list the boards, committees, commissions, or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

The HPP will be led by a Steering Committee of principal boards and committees, including the housing groups, and in its final form, the HPP will be adopted by the Planning Board and Select Board.

For Community Preservation Committee Use:

Form Received On: \_\_\_\_\_

Project Presented to CPC On: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Determination: \_\_\_\_\_

# **FY2022 Community Preservation Committee Application Form**

## **Sudbury Housing Production Plan**

### **Attachment A**

The Planning and Community Development Department is requesting funds to prepare a Housing Production Plan (HPP), in conformance with the State's guidelines, to utilize the 2020 Census information.

Sudbury's last HPP was written in 2016 and is due to expire April 20, 2021.

As defined, the HPP identifies the housing needs of a community and the goals and strategies it will use to identify and achieve the 10% threshold of the MGL Chapter 40B state mandate. The HPP Program enables municipalities to develop a strategy to meet its affordable housing needs, produce housing units in accordance with that plan, and demonstrate progress towards their affordable housing production. By taking a proactive approach in the adoption of an HPP, cities and towns are better able to achieve their affordable housing and community planning goals.

While Sudbury is projected to remain over the 10% threshold through 2030, and likely 2040, the HPP is still valuable to provide for a community discussion and update the housing goals in the community. This is very helpful and useful once a community reaches the 10% threshold.

The HPP will be prepared by both the Regional Housing Services Office (RHSO) (for the Needs Assessment) and a consultant (for the Community Engagement portion). This is the same model used for the 2016 HPP.

# Fw: CPC Housing Applications: Follow Up Items

Duchesneau, Adam

Fri 11/6/2020 10:11 PM

To: Duchesneau, Adam <DuchesneauA@sudbury.ma.us>;

**From:** Elizabeth Rust <liz@rhsousing.org>

**Sent:** Tuesday, October 27, 2020 2:41 PM

**To:** Duchesneau, Adam

**Cc:** Cynthia Howe

**Subject:** RE: CPC Housing Applications: Follow Up Items

## Housing Production Plan

- What are some of the grants the Town might be able to apply for with its Housing Choice designation status (which the Housing Production Plan is needed to maintain the Town's status under)?

Competitive capital grant program open to municipalities that have achieved the Housing Choice Designations. Grants fund infrastructure improvements in those communities that have shown commitment to advancing sustainable housing production. See <https://www.mass.gov/how-to/housing-choice-community-grant-program>

Note that there are a number of best practice criteria to be designated for Housing Choice. I believe Sudbury is a housing choice community by virtue of the number of building permits, and the HPP was not a relevant factor. For Fiscal Year 2021, \$4 Million is available in grants for qualifying municipalities and the application period is open now.

## RHSO Membership Fee

- Since Sudbury has other services which are provided to it by the RHSO, its membership fee is higher as well. Can you please list some of the other services which are provided to Sudbury by the RHSO that other RHSO communities may not receive?

The Sudbury Housing Trust has an active lottery and monitoring agent practice, by which they are hired by other non-Sudbury entities. The revenue for this program is used to cover the Small Grant Program, and the RHSO staffing to support the work. The Sudbury Housing Trust pays everything over CPA-funded \$30k of Sudbury's membership fee. The CPA article does not request the Sudbury Housing Trust work. No other town does lottery and monitoring agent work in the same way.

Cynthia and I will work on the Housing Trust responses.

-----Original Message-----

From: Duchesneau, Adam [mailto:[DuchesneauA@sudbury.ma.us](mailto:DuchesneauA@sudbury.ma.us)]

Sent: Monday, October 26, 2020 10:18 PM

To: Elizabeth Rust <Liz@RHSOHousing.org>

Subject: CPC Housing Applications: Follow Up Items

Hello Liz,

The CPC had the following questions they were hoping to have more clarity on before or at the public hearing for the CPA housing category applications. If you could please provide clarity on these items for me, that would be great. As you noted in an earlier email, the public hearings for these applications would be on Tuesday, November 24, 2020 at 7:00 PM (virtual meeting).

**Housing Production Plan**

- What are some of the grants the Town might be able to apply for with its Housing Choice designation status (which the Housing Production Plan is needed to maintain the Town's status under)?

**Housing Trust Allocation**

- How much of the allocation (the 15% request) would be going towards the Housing Trust Rental Assistance Program?

- Has any forecasting been done for the Emergency Rental Assistance Program/Housing Trust Rental Assistance Program? What is the need for the program moving forward?

- Do the Emergency Rental Assistance Program and Housing Trust Rental Assistance Program fall under the Housing Trust's mission? Isn't the Sudbury Housing Authority the entity which handles rental units in town?

**RHSO Membership Fee**

- Since Sudbury has other services which are provided to it by the RHSO, its membership fee is higher as well. Can you please list some of the other services which are provided to Sudbury by the RHSO that other RHSO communities may not receive?

Please let me know about the above when you have a chance. Thank you.

Adam

Adam L. Duchesneau, AICP  
Director of Planning & Community Development  
Town of Sudbury | Flynn Building, 278 Old Sudbury Road | Sudbury, MA 01776  
t 978-639-3398 | f 978-639-3314 | [DuchesneauA@Sudbury.MA.us](mailto:DuchesneauA@Sudbury.MA.us)  
[www.sudbury.ma.us](http://www.sudbury.ma.us)<<http://www.sudbury.ma.us/>



# Housing Choice Communities as of June 30, 2020



## Housing Choice Communities

- Acton

Amesbury

Amherst

Andover

Ashland

Ayer

Barnstable

Belchertown

Berlin

Beverly

Billerica

Bolton

Boston

Boylston

Bridgewater

Brockton

Burlington

Cambridge

Canton

Chelsea

Dracut

Easton

Everett

Fall River

Framingham

Franklin

Haverhill

Hingham

Hopkinton

Lawrence

Littleton

Lowell

Malden

Mansfield

Marlborough

Medfield

Medford

Medway
- Melrose

Merrimac

Methuen

Middleborough

Nantucket

Newburyport

Newton

North Andover

North Attleborough

Northampton

Orleans

Plainville

Plymouth

Provincetown

Quincy

Reading

Rutland

Salem

Salisbury

Seekonk

Somerville

Stoneham

Stoughton

Sudbury

Sunderland

Swampscott

Taunton

Tewksbury

Truro

Tyngsborough

Watertown


Westford


Westwood

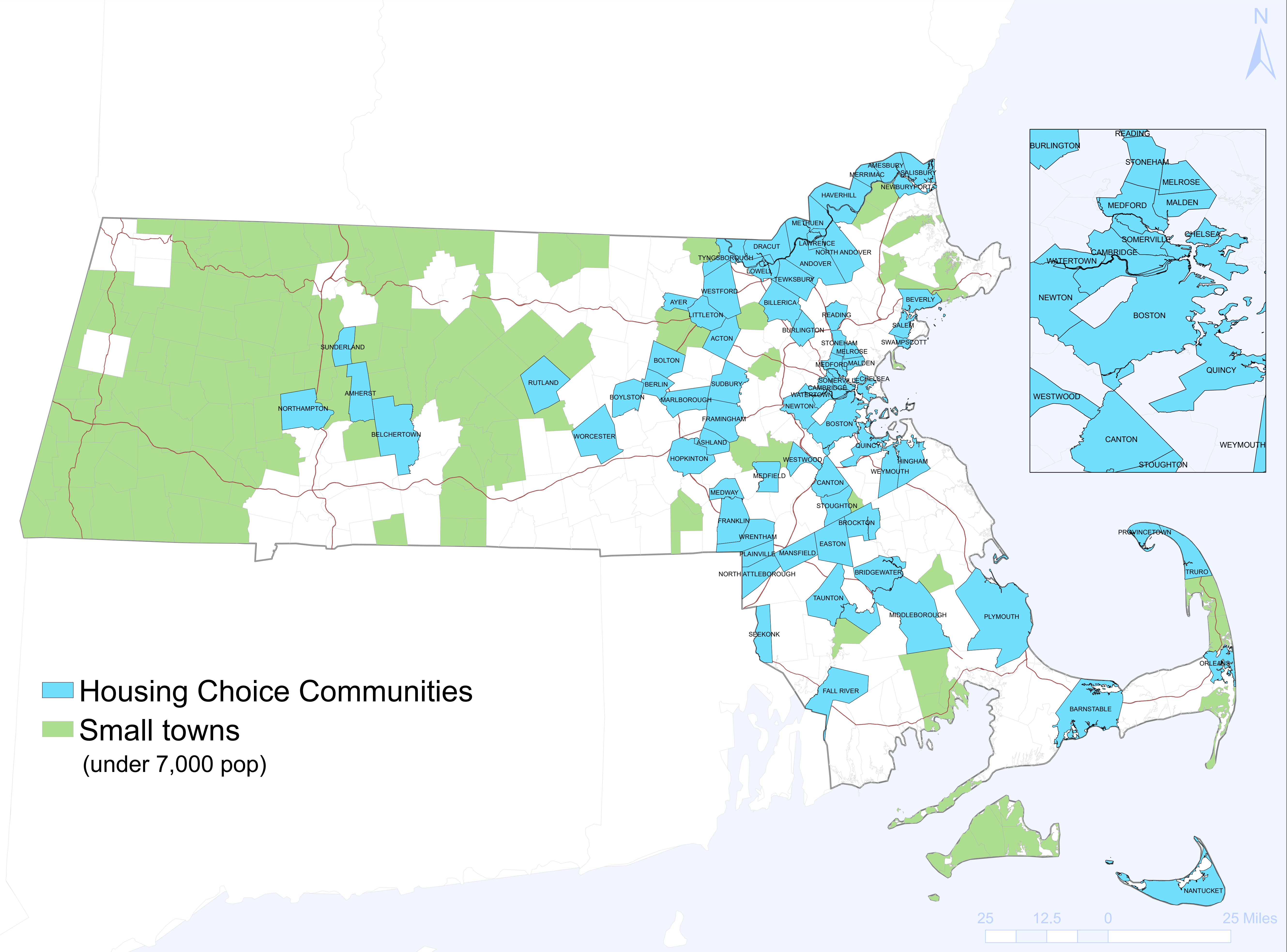
Weymouth

Worcester

Wrentham

 Housing Choice Communities

 Small towns  
(under 7,000 pop)





**Housing Choice Capital Grant Program  
Supported by MassWorks  
FY 2021**

**Introduction**

The Housing Choice Initiative provides incentives, rewards, technical assistance and targeted legislative reform to encourage and empower municipalities to plan and build the diverse housing stock that the Commonwealth needs to continue to thrive. The Housing Choice Community Capital Grant Program rewards municipalities that have produced a significant number of housing units in the last five years and that have adopted or established Best Practices that encourage housing production. For Fiscal Year 2021, \$4 Million is available in grants for qualifying municipalities.

**Schedule**

Applications open September 18, 2020

Written questions submitted by September 29, 2020

Applications submitted during period September 18, 2020 to 3:00 p.m. December 11, 2020

Awards expected to be announced in February 2021

Projects must be completed by June 30, 2022

Use this link to access the application: <https://www.mass.gov/forms/housing-choice-capital-grant-program-application>

**What's New for FY 2021**

Housing Choice program funds are being provided through MassWorks, the state's well-known capital program for public infrastructure that helps spur economic and housing development and/or address roadway safety concerns.

The Housing Choice grant program will operate in accordance with the MassWorks statute (M.G.L. c.23A§63), which states that the primary purpose of the program is: *to issue grants to municipalities and other public instrumentalities for design, construction, building, land acquisition, rehabilitation, repair and other improvements to publicly-owned infrastructure including, but not limited to, sewers, utility extensions, streets, roads, curb-cuts, parking, water treatment systems, telecommunications systems, transit improvements, public parks and spaces within urban renewal districts, and pedestrian and bicycle ways.*

- **Expenditures allowed under this statute may differ from what has been allowed in prior Housing Choice guidelines.** Carefully read the Eligible Applicants and Use of Funds sections below for details.
- A proposed project must be for construction work on land and/or infrastructure that is already publicly owned or will be acquired through public leasehold, right-of-way, or easement. Municipal projects that use grants for public infrastructure provided by this section shall be procured by the municipality in accordance with chapter 7, section 39M of chapter 30, chapter 30B and chapter 149.
- **Grant funded Projects must be completed no later than June 30, 2022.**
- The grant application form has been reorganized.
- Two or more municipalities may apply jointly, with one municipality or another public entity acting as fiscal agent.
- Regional Planning Agencies will be consulted about grant requests.
- Review criteria will consider the project's support of the Commonwealth's Sustainable Development Principles and CAPITAL projects to respond to COVID-19.

**Commonwealth's Sustainable Development Principles**

*(See Appendix 1 below for full description of the principles.)*

The Commonwealth shall care for the built and natural environment by promoting sustainable development through integrated housing and economic development, energy and environment, transportation and other policies, programs, investments, and regulations.

The Commonwealth will encourage the coordination and cooperation of all agencies, invest public funds wisely in smart growth and equitable development, give priority to investments that will deliver good jobs and good wages, transit access, housing, and open space.

Furthermore, the Commonwealth shall seek to advance these principles in partnership with regional and municipal governments, non-profit organizations, business, and other stakeholders.

**Eligible Applicants:** Only Massachusetts municipalities with the following attributes are eligible for consideration of an FY 2021 Housing Choice Community capital grant:

- **Designated as a Housing Choice Community** through the Designation application process. A Housing Choice Community designation lasts for 2 years.
- Must not have received an FY 2020 grant.
- Has conducted an ADA Self Evaluation or Transition Plan or is willing to commit to conduct such planning by signing a Memorandum of Understanding with DHCD and Mass Office of Disability.
- Certifies that no housing moratoria are in effect. If a community has housing restriction bylaws (such as "growth limitations") these must be submitted for case by case review.

**Use of Funds:** Grants can only fund **capital** projects - construction, modernization, or major repair of physical infrastructure, acquisition of property or interests in property; long-lived equipment; or feasibility, engineering or schematic designs for capital projects. A proposed project must be for construction work on land and/or infrastructure that is already **publicly owned or will be acquired through public leasehold, right-of-way or easement**. Projects that use grants to municipalities, for public infrastructure provided by this section, shall be procured by the municipality in accordance with chapter 7, section 39M of chapter 30, chapter 30B and chapter 149. Program investments will be targeted to projects that require the infrastructure improvements or expansion to support and/or facilitate new growth or address safety issues.

Housing Choice capital grants supported by MassWorks are disbursed on a cost-reimbursement basis. Eligible costs may include any expenses related to an element(s) of the awarded public infrastructure construction project as approved by a contract with DHCD. Program funds are for the following types of projects that are **located on publicly owned land, leasehold, easement or right -of- way, or are for the purchase of public land:**

- Pre-construction, survey, design and engineering
- Construction costs
- Project administration costs
- Feasibility studies for publicly owned land, related to future capital projects
- Public land acquisition
- Projects that create or support housing will score higher (see the scoring criteria below)

**Funding will no longer be available for projects that are not on publicly owned/controlled lands.** For example,

- A sewer upgrade in a public right-of-way that would accommodate several multi-family, mixed-use or smart growth development projects **WOULD** be eligible. However, an on-site septic system for an affordable housing project owned by a non-profit entity would NOT be eligible.
- Funding for a project to convert offices to public housing units at a local Housing Authority-owned and operated building **WOULD** be eligible, but a similar conversion in a privately owned and operated building would **NOT** be eligible. (Note: creation of new public housing units remains subject to Federal and/or state limits as applicable.)
- Capital equipment purchases and improvements to municipal buildings are **NOT** eligible unless there is a clear connection to economic development, housing rehabilitation or production or local transportation options. For example, repaving a Town Hall parking lot would NOT be eligible, but building a municipal parking garage near a transit station to serve residents and businesses of a smart-growth district **WOULD** be eligible.

**Maximum Award Amount:** \$250,000 is the maximum grant award. DHCD reserves the right to reduce the amount of the award from the original request. Funding availability is subject to approval of state budgets. The Housing Choice Small Town grant program will continue for Massachusetts Towns with less than 7,000 population; approximately 20% of funding is set

aside for those projects with a maximum award of \$100,000. The application process for Housing Choice Small Towns is separate from the Housing Choice Communities grant application and review.

**Timeline for Review:** Questions relating to the grant application must be submitted to [chris.kluchman@mass.gov](mailto:chris.kluchman@mass.gov) by **September 29, 2020**. DHCD will compile questions, provide answers and share with eligible applicants. Applications will be received **between September 18 and December 11, 2020**. DHCD expects to announce awards in February 2021. Successful applicants should be prepared to complete the contract with DHCD within 30 days. Grant projects may begin as of the date of the grant award announcement and must be completed by June 30, 2022.

**Application Instructions:** Use the link provided in the Program Director's email to access the online application form. You may save your work and return to the form however; uploaded files will not be saved; upload files only when you are ready to submit the application! In addition to details about your proposed capital project, you must provide information about the Housing Choice Best Practices that are described in detail below. If you have questions, contact Housing Choice Program Director Chris Kluchman at [chris.kluchman@mass.gov](mailto:chris.kluchman@mass.gov) or cell phone: 857-288-9141.

A complete application consists of the following:

1. Cover sheet
2. Completed Signature page
3. Grant Information Section:

Requested grant amount (\$) and brief description of the proposed use of grant funds ("the project") – The narrative should contain enough detail to describe the capital project and elements listed below but should be concise. You may upload files in support of your application as specified below. Describe the positive outcomes expected as a result of the requested assistance and, if applicable, the number of new housing units created or supported by the project.

1. Need for the capital project: information about why the project is needed, what prior planning and prioritization has occurred for this project?
2. Community readiness to proceed with the capital project, what has the community done to prepare for project success and project schedule.
3. Proposed project cost (project budget based on a written cost estimates) and description of community resources committed to the project.
4. Documentation of your community's Housing Choice Best Practices.

**BONUS POINTS:** Upload files as needed to demonstrate implementation of Housing Choice Best Practices. This will be used for a qualitative review of how your community is achieving the Housing Choice Best Practices.

**NOTE:** application must be completed online, this version provided for planning purposes

NOTE: DHCD reserves the right to solicit additional information from applicants in order to confirm or clarify factual or procedural responses to application requirements such as copies of legal advertisements, minutes, survey instruments, letters, etc. Acceptance of these materials is subject to DHCD's satisfaction that the omitted material was in existence at the time of application and submission of the requested documents is made within a specified timeframe.

**Grant Distribution and Invoicing:** At the option of the municipality, DHCD may provide 25% of granted funds upon contract execution. The balance of granted funds will be disbursed on a reimbursement basis. Reimbursement requests should be submitted at least quarterly. Only work completed during the period of the executed contract will be eligible for reimbursement. Upon receipt of all required deliverables the community will be reimbursed for the balance of any outstanding grant funds.

**Contract with DHCD and Award of Funds:** Successful applicants must enter into a contract with DHCD within 30 days after receiving contract documents. Funding is subject to approval of the DHCD operating and capital budgets. Grant projects may begin as of the date of the grant award announcement. If selected, the municipality will be required to submit the following forms to complete a contract:

- Commonwealth Standard Contract Form, filled out and signed by the Respondent
- Commonwealth Scope and Budget Form (available from DHCD)
- Completed Contractor Authorized Signature Verification Form.

A link to these forms can be found [here](#).

**Housing Choice Capital Grant Evaluation Criteria FY 2021****Summary of Housing Choice Capital Grant Evaluation Criteria FY 2021**

Grant proposals will be scored as follows:

**Base score Capital Project Criteria:** Up to 80 points

**Base score Best Practices:** Up to 22 points

**Base score total possible: 100 points**

**Bonus Points** for *implementing* Best Practices: 65 points

**Total possible score: 167 points**

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**Base Scoring: Capital Project Criteria****Project Need, Project Readiness and Financial Feasibility.****Project Need (maximum total 30 points)**

Project need is scored based on demonstration of one or more of the following:

1. Project results in net new increase in housing units, project directly supports an approved housing project, or one built within the last 5 years, or ADA accessibility for housing and addresses 5 or more of the Commonwealth's Sustainable Development Principles (see below) and / or clearly relates to a COVID-19 capital need. (30 points)
2. Project is needed to respond to pressing local priorities such as CAPITAL projects that address a need from COVID-19, or is included in an adopted capital improvements plan, capital expenditures plan or ADA self-evaluation and transition plan or Project included in strategic plan (housing, economic development, local transportation options) or other adopted method of identifying the particular project as a priority for the applicant community addresses fewer than 5 Sustainable Development Principles (25 Points)
3. Other municipally identified and documented capital projects related to your community's increase in housing units/residents over the last 5 years and addresses fewer than 2 Sustainable Development Principles (20 points)
4. Other municipally identified and documented capital projects supporting housing, economic development, or local transportation options and does not clearly address Sustainable Development Principles (15 points)

**Project Readiness (maximum total 30 points)**

Readiness will be scored based on demonstration of one or more of the following:

1. Project is eligible for feasibility, design and/or engineering services by a contractor already under contract with the applicant, or for real estate acquisition, applicant has

- site control (an executed purchase and sale agreement, option, or right of first refusal) (30 points)
2. Project will commence upon award using established purchasing consortia, municipal material and equipment bid results or other immediately available sources for capital items and the project has complete design and/or specifications and **will proceed to bid** upon grant award (25 points)
  3. Consultant selection RFP process **will commence upon notice of grant award** OR property acquisition project where further action(s) are needed to secure site control (20 points)
  4. Project RFP has not been written but will proceed upon notice of grant award (15 points)

#### **Financial Feasibility (maximum total 20 points)**

Financial Feasibility will be scored based on demonstration of one or more of the following:

1. The project request fully funds the project or fills the last funding gap in an otherwise fully funded project (15 points)
2. The project requests a portion of the funds necessary to complete the project and evidence of other funding/grant applications and potential award schedule is provided (10 points)
3. Project request includes an approved draft warrant article or recommended community preservation funds request to pursue remaining funding with a funding award schedule, with alternative sources identified, that allows for completion by June 30, 2022. (5 points)
4. The project includes more than 10% local match in funding (5 points)

#### **Base Score: Best Practices Criteria (up to 22 points)**

Best Practices scoring in the Base Score is based whether your community meets Housing Choice Best Practices. Best Practices related to Affordable Housing are worth 2 points and other Best Practices are worth 1 point. This is Yes/No scoring (have achieved the Best Practice or not).

#### **BONUS Points for Implementation of Housing Choice Best Practices (up to 65 points)**

In addition to the Base Score, additional points will be awarded for implementation of 13 of the Housing Choice Best Practices. This is qualitative scoring, with up to 5 points for each Best Practice, for a total possible 65 points. The list of Best Practices is shown below.

#### **Housing Choice Best Practices for FY 21 Grants** - Affordable practices are shown in *Italics*

1. Have at least one zoning district that allows multifamily by right (in addition to 40R districts) where there is capacity to add units and that allows for family housing that is

- not age restricted and does not restrict units with more than 2 bedrooms (or have a pattern of approving such developments over the last 5 years)
2. *Have Inclusionary Zoning that provides for reasonable density increases so that housing is not unreasonably precluded*
  3. *Have an approved 40R Smart Growth or Starter Homes district. Please note, that if your community repealed its only 40R district, it no longer qualifies for this best practice.*
  4. Have zoning that allows mixed use or cluster / Open Space Residential development by right that is not part of a 40R district (or have a pattern of approving such developments over the last 5 years)
  5. Have zoning that allows for accessory dwelling units by right (or have a pattern of approving ADUs over the last 5 years)
  6. *Designated local resources for housing such as established an Affordable Housing Trust, donated land, or spent substantial Community Preservation Act (CPA) funds for community housing over the last 5 years.*
  7. Reduced parking requirement for Multi-Family units within the last 5 years, or require no more than 1 parking space per unit for multifamily units.
  8. Education and training for a majority of members on a land use board (Planning Board, Board of Appeals, Select Board and/or City Council) from **Citizen Planner Training Collaborative**, Massachusetts Housing Partnership's **Housing Institute**, Community Development Partnership's **Lower Cape Housing Institute**, or Urban Land Institute's (ULI's) **Urban Plan Public Leadership Institute** over the last 5 years.
  9. *Have units currently eligible for inclusion in the Subsidized Housing Inventory (SHI) that equal or exceed 10% of total year round housing stock according to the DHCD subsidized housing inventory, where such 10% was not reached based on units for which local comprehensive permit(s) were denied or conditioned and had the denial or condition overturned by the Housing Appeals Court (HAC).*
  10. *Have increased your community's SHI by at least 2.5% points in the last 5 years where such increase was not reached based on units for which local comprehensive permit(s) were denied or conditioned and had the denial or conditions overturned by HAC.*
  11. Selected a housing best practice as part of a Community Compact
  12. *Participate in the Housing Development Incentive Program (HDIP), have adopted an Urban Center Housing Tax Increment Financing district, approved District Improvement Financing (DIF) related to housing, have adopted an Urban Renewal Plan that includes a significant Housing element.*
  13. *Have adopted local option property tax relief programs for income eligible seniors either as provided for by statute (MGL c. 59 section 5) or through a home rule petition; OR have adopted a Community Impact Fee for short term rentals (MGL c. 64G, section 3D) where your community has committed in writing to using a portion of such revenues for affordable housing.*
  14. *Have a CERTIFIED Housing Production Plan which means that you have an DHCD approved Housing Production Plan and have subsequently seen an increase of 0.5% or 1% in your year round housing units (see <https://www.mass.gov/service-details/chapter-40-b-housing-production-plan> for more information)*

**APPENDIX 1: MASSACHUSETTS SUSTAINABLE DEVELOPMENT PRINCIPLES**

**Concentrate Development and Mix Uses** – Support the revitalization of city and town centers and neighborhoods by promoting development that is compact, conserves land, protects historic resources, and integrates uses. Encourage remediation and reuse of existing sites, structures, and infrastructure rather than new construction in undeveloped areas. Create pedestrian friendly districts and neighborhoods that mix commercial, civic, cultural, educational, and recreational activities with open spaces and homes.

**Advance Equity** – Promote equitable sharing of the benefits and burdens of development. Provide technical and strategic support for inclusive community planning and decision making to ensure social, economic, and environmental justice. Ensure that the interests of future generations are not compromised by today's decisions.

**Make Efficient Decisions** – Make regulatory and permitting processes for development clear, predictable, coordinated, and timely in accordance with smart growth and environmental stewardship.

**Protect Land and Ecosystems** – Protect and restore environmentally sensitive lands, natural resources, agricultural lands, critical habitats, wetlands and water resources, and cultural and historic landscapes. Increase the quantity, quality, and accessibility of open spaces and recreational opportunities.

**Use Natural Resources Wisely** – Construct and promote developments, buildings, and infrastructure that conserve natural resources by reducing waste and pollution through efficient use of land, energy, water, and materials.

**Expand Housing Opportunities** – Support the construction and rehabilitation of homes to meet the needs of people of all abilities, income levels, and household types. Build homes near jobs, transit, and where services are available. Foster the development of housing, particularly multifamily and smaller single-family homes, in a way that is compatible with a community's character and vision and with providing new housing choices for people of all means.

**Provide Transportation Choice** – Maintain and expand transportation options that maximize mobility, reduce congestion, conserve fuel, and improve air quality. Prioritize rail, bus, boat, rapid and surface transit, shared-vehicle and shared-ride services, bicycling, and walking. Invest strategically in existing and new passenger and freight transportation infrastructure that supports sound economic development consistent with smart growth objectives.

**Increase Job and Business Opportunities** – Attract businesses and jobs to locations near housing, infrastructure, and transportation options. Promote economic development in industry clusters. Expand access to education, training, and entrepreneurial opportunities. Support the growth of local businesses, including sustainable natural resource-based businesses, such as agriculture, forestry, clean energy technology, and fisheries.

**Promote Clean Energy** – Maximize energy efficiency and renewable energy opportunities. Support energy conservation strategies, local clean power generation, distributed generation technologies, and innovative industries. Reduce greenhouse gas emissions and consumption of fossil fuels.

**Housing Choice Cover/Signature Sheet**

This is the Cover Page for the FY 2021 Housing Choice Capital Grant Application. Please fill it out completely. The signature of the Chief Executive Officer for your community must sign the application. Please **print out this page, have signed, scan and upload page**.

1. Current Housing Choice Communities [drop down list]\*
2. Application Contact Name (name of the person filling out the application) \*  
First Name\* Last Name\*
3. Application Contact Mailing Address\*  
Address Line 1  
Address Line 2  
City  
State  
ZIP Code
4. Application Contact Email\*
5. Application Contact Phone\*
- 5.a. List any other contact name(s) and provide email or phone \*
6. Chief Executive Officer Name\*  
First Name\* Last Name\*
7. Chief Executive Officer Email\*
8. Title of Executive Officer\*
9. Chief Executive Phone
10. Chief Executive Officer Mailing Address (if different from Contact Address)  
Address Line 1  
Address Line 2  
City  
State  
ZIP Code
11. Chief Executive Officer Signature\*

- 
12. Upload Cover Page with Signature Here\*

*[Print this completed form, get signature, scan and upload]*

**Housing Choice Community Grant Information**

13.a. Does your community have an ACTIVE housing moratorium or any type of restriction of new housing?\*

☐ Yes ☐ No

*An ACTIVE Zoning Moratoria will make your community INELIGIBLE for the Housing Choice Capital Grants. Housing restriction bylaws or ordinances will be reviewed on a case by case basis.*

13.b. Has your community completed an ADA Self Evaluation Plan and/or Transition Plan\*

☐ Yes ☐ No

*This is a requirement in order to be eligible for the Housing Choice capital grants. For more information, see ADA FAQ sheet on Housing Choice web page*

14. Description of the proposed capital project\*

*Please provide a succinct description (500 character maximum). You can upload longer description below*

14.a. Amount of Grant Request in \$ (enter numbers only, no \$ or ,)\*

*Project budget estimates or cost proposals can be uploaded here in item 14. or below under item 17.a. below.*

14.b. Total Budget for Project in \$ (enter numbers only, no \$ or ,)\*

*Project budget estimates or cost proposals can be uploaded here in item 14. or below under item 17.a. below.*

14.c. Housing Production\*

☐ Project creates new housing units ☐ Project supports new housing units (for example, constructs sidewalks near new units, units with local approvals or units built within the last 5 years) ☐ Project supports preservation of existing affordable units ☐ Project analyzes the feasibility of new housing on a site/area ☐ Project does not create nor support new housing units

14.d. Number of new units created by the project

*Enter the number of new units created by the project*

14.e. Number of new units supported or preserved by project

*Enter the number of new units supported or preserved by the project (see example in question 11.b. for an example of "support")*

14.f. Upload additional project description file here

*Note: You can only upload one file*

15. Provide description of the Project Need here\*

*Describe why the project has community and leadership support and what progress has been made to date.*

15.a. Upload additional Project Need information here

*Note: You can only upload one file*

16. Provide description of the Project Readiness here\*

*Provide a schedule of key project tasks funded by this grant request and the entire project time line*

16.a. Upload additional project schedule and timeline information here

*Note: You can only upload one file*

17. Provide description of the Project Financial Feasibility here\*

*Provide information about the project budget here*

17.a. Please provide budget information in the following format.

<b>Spending Category</b>	<b>Funds Requested</b>	<b>Optional Match / Other Funds</b>	<b>Total Project Budget</b>	<b>Source of Match / Other Funds</b>
Design / Engineering				
Other Professional Services				
Permitting				
Construction				
Contingency				
Construction Admin.				
Equipment purchase				
Other / Miscellaneous				
<b>Totals</b>				

NOTE: application must be completed online, this version provided for planning purposes

17.b. Upload project budget information in the requested template here

*Note: You can only upload one file*

18. Housing Choice AFFORDABLE Best Practices - check all that apply (2 points each)

☐ Designated local resources for housing such as established an Affordable Housing Trust, donated land, or spent substantial Community Preservation Act (CPA) funds for community housing over the last 5 years. ☐ Have Inclusionary Zoning that provides for reasonable density increases so that housing is not unreasonably precluded ☐ Have an approved 40R Smart Growth or Starter Homes district. Please note, that if your community repealed its only 40R district, it no longer qualifies for this best practice ☐ Have units currently eligible for inclusion in the Subsidized Housing Inventory (SHI) that equal or exceed 10% of total year round housing stock according to the DHCD subsidized housing inventory, where such 10% was not reached based on units for which local comprehensive permit(s) were denied or conditioned and had the denial or condition overturned by the Housing Appeals Court (HAC). ☐ Have increased your community's SHI by at least 2.5% points in the last 5 years where such increase was not reached based on units for which local comprehensive permit(s) were denied or conditioned and had the denial or conditions overturned by HAC. ☐ Participate in the Housing Development Incentive Program (HDIP), have adopted an Urban Center Housing Tax Increment Financing district, approved District Improvement Financing (DIF) related to housing, have adopted an Urban Renewal Plan that includes a significant Housing element. ☐ Have adopted local option property tax relief programs for income eligible seniors either as provided for by statute (MGL c. 59 section 5) or through a home rule petition; OR have adopted a Community Impact Fee for short term rentals (MGL c. 64G, section 3D) where your community has committed in writing to using a portion of such revenues for affordable housing. ☐ Have a CERTIFIED Housing Production Plan which means that you have an DHCD approved Housing Production Plan and have subsequently seen an increase of 0.5% or 1% in your year round housing units (see <https://www.mass.gov/service-details/chapter-40-b-housing-production-plan> for more information)

19. Housing Choice Best Practices - check all that apply (1 point each)

☐ Have at least one zoning district that allows multifamily by right (in addition to 40R districts) where there is capacity to add units and that allows for family housing that is not age restricted and does not restrict units with more than 2 bedrooms (or have a pattern of approving such developments over the last 5 years) ☐ Reduced parking requirement for Multi-Family units within the last 5 years, or require no more than 1 parking space per unit for

multifamily units. ☐ Education and training for a majority of members on a land use board (Planning Board, Board of Appeals, Select Board and/or City Council) from Citizen Planner Training Collaborative, Massachusetts Housing Partnership's Housing Institute, Community Development Partnership's Lower Cape Housing Institute, or Urban Land Institute's (ULI's) Urban Plan Public Leadership Institute over the last 5 years. ☐ Have zoning that allows mixed use or cluster / Open Space Residential development by right that is not part of a 40R district (or have a pattern of approving such developments over the last 5 years) ☐ Have zoning that allows for accessory dwelling units by right (or have a pattern of approving ADUs over the last 5 years) ☐ Selected a housing best practice as part of a Community Compact

### **BONUS POINTS for implementation of Housing Choice Best Practices**

Bonus points are available for demonstration of your community's **implementation** of Housing Choice Best Practices. Please provide detailed information about what your City or Town has done to implement these practices. Up to 5 bonus points are available for ten (10) Best Practices for a total of 50 possible points. Please provide a brief narrative and/or upload information about each of your jurisdiction's Best Practice including a description about how each Best Practice has increased Housing Units in your community.

**NOTE: in the online application, each time you select a best practice, detailed instructions, space for a narrative explanation, and an upload option will appear for each of these.**

#### **Bonus 1. Multi-Family Zoning**

☐ 1. Have at least one zoning district that allows multifamily by right (in addition to 40R districts) where there is capacity to add units and that allows for family housing that is not age restricted and does not restrict units with more than 2 bedrooms (or have a pattern of approving such developments over the last 5 years)

#### **Bonus 2. Have Inclusionary Zoning**

☐ Have inclusionary zoning that provides for reasonable density increases so that housing is not unreasonably precluded.

#### **Bonus 3. Have approved 40R zoning district**

☐ Have an approved 40R Smart Growth Overlay district or a Starter Home District

#### **Bonus 4. Have Zoning that allows mixed use or cluster developments**

- ☐ Have zoning that allows for mixed use, or cluster developments by right (or can demonstrate a consistent pattern over the last 5 years of approving such developments)

Bonus 5. Allow Accessory Dwelling Units

- ☐ Have zoning that allows for Accessory Dwelling Units (ADUs) by right (or can demonstrate a consistent pattern over the last 5 years of approving ADUs)

Bonus 6. Designate local resources for housing

- ☐ Designated local resources for housing such as established an Affordable Housing Trust, donated land, or spent substantial Community Preservation Act (CPA) funds for community housing over the last 5 years.

Bonus 7. Reduction in parking requirements for multi-family housing

- ☐ Reduced parking requirement for multi-family units within the last 5 years, or require no more than 1 parking space per unit for multi-family units

Bonus 8. Training for Land Use Boards

- ☐ Can provide evidence a majority of land use board members attended training over the last 5 years

Bonus 9. Achieved at least 10% or more in the Subsidized Housing Inventory

- ☐ Have units currently eligible for inclusion in the Subsidized Housing Inventory (SHI) that equal or exceed 10% of total year round housing stock according to the DHCD subsidized housing inventory, where such 10% was not reached based on units for which local comprehensive permit(s) were denied or conditioned and had the denial or condition overturned by the Housing Appeals Court (HAC).

**Bonus 9. Instructions.** If you believe there are additional units eligible for inclusion on the SHI, but not reflected on the SHI, documentation of those units must meet the standards applied by DHCD under its regulations and guidelines in determining whether units are SHI-eligible. Please note: The 10% threshold cannot be reached based on units for which local comprehensive permit(s) were denied or conditioned and had the denial or condition overturned by the Housing Appeals Court (HAC). Upload a file with such documentation below.

Bonus 9. Upload file here

*Only one file can be uploaded here*

Bonus 10. Increase in SHI % by at least 2.5% over the last 5 years

- ☐ Have increased your community's SHI by at least 2.5% points in the last 5 years where such increase was not reached based on units for which local comprehensive permit(s) were denied or conditioned and had the denial or conditions overturned by HAC

**Bonus 10. Instructions.** Provide evidence of at least a 2.5% increase in your community's Subsidized Housing Inventory (SHI) over the last 5 years. Please note: The 2.5% increase cannot be achieved based on units for which local comprehensive permit(s) were denied or conditioned and had the denial or condition overturned by the Housing Appeals Court (HAC). Upload a file with such documentation below.

Bonus 10. Upload file here - Copy

*Only one file can be uploaded here*

Bonus 11. Community Compact with Housing Best Practice

- ☐ Have applied for or received a Community Compact with a Housing best practice

Bonus 12. Participate in certain tax programs to encourage more housing

- ☐ Participate in the Housing Development Incentive Program (HDIP), have adopted an Urban Center Housing Tax Increment Financing district, approved District Improvement Financing (DIF) related to housing, have adopted an Urban Renewal Plan that includes a significant Housing element.

Bonus 13. Participate in tax programs to provide property tax relief to seniors

- ☐ Have adopted local option property tax relief programs for income eligible seniors either as provided for by statute (MGL c. 59 section 5) or through a home rule petition; OR have adopted a Community Impact Fee for short term rentals (MGL c. 64G, section 3D) where your community has committed in writing to using a portion of such revenues for affordable housing

Bonus 14. Have a CERTIFIED Housing Production Plan

- ☐ Have a CERTIFIED Housing Production Plan which means that you have an DHCD approved Housing Production Plan and have subsequently seen an increase of 0.5% or 1% in your year round housing units (see <https://www.mass.gov/service-details/chapter-40-b-housing-production-plan> for more information)

# FW: Details: Housing Choice Community Capital Grants

Elizabeth Rust <liz@rhsousing.org>

Thu 10/29/2020 5:46 PM

To: Duchesneau, Adam <DuchesneauA@sudbury.ma.us>;

 2 attachments (3 MB)

FY 21 Grant application HCC 9-17-20.pdf; ALL\_HCCs\_6-30-20.pdf;

This is the information for the housing choice grants – I am sure you also have it. The SHA might be interested if the town doesn't have anything.

Elizabeth Rust  
Director  
liz@RHSOhousing.org  
Regional Housing Services Office (RHSO)  
37 Knox Trail, Acton MA 01720

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**From:** Kluchman, Chris (OCD) [mailto:[chris.kluchman@state.ma.us](mailto:chris.kluchman@state.ma.us)]

**Sent:** Thursday, September 17, 2020 3:57 PM

**To:** Alex Koppelman <[akoppelman@mapc.org](mailto:akoppelman@mapc.org)>; Alexis Smith <[asmith@mapc.org](mailto:asmith@mapc.org)>; Alyssa Larose <[ALarose@frcog.org](mailto:ALarose@frcog.org)>; Chloe Schaefer <[chloe.schaefer@capecodcommission.org](mailto:chloe.schaefer@capecodcommission.org)>; Christine Flynn <[flynn@mvcommission.org](mailto:flynn@mvcommission.org)>; Dana LeWinter <[dlewinter@chapa.org](mailto:dlewinter@chapa.org)>; Elizabeth Rust <[liz@rhsousing.org](mailto:liz@rhsousing.org)>; Eric Arbeene <[earbeene@srpedd.org](mailto:earbeene@srpedd.org)>; Glenn Eaton <[geaton@mrpc.org](mailto:geaton@mrpc.org)>; Jay Donovan <[jdonovan@nmcog.org](mailto:jdonovan@nmcog.org)>; John McCartin <[jmccartin@mapc.org](mailto:jmccartin@mapc.org)>; Karina Milchman <[KMilchman@MAPC.org](mailto:KMilchman@MAPC.org)>; Kluchman, Chris (OCD) <[chris.kluchman@state.ma.us](mailto:chris.kluchman@state.ma.us)>; Laura Shufelt <[lshufelt@mhp.net](mailto:lshufelt@mhp.net)>; Nate Robertson <[nrobertson@mvp.org](mailto:nrobertson@mvp.org)>; Patricia Mullins <[pmullins@berkshireplanning.org](mailto:pmullins@berkshireplanning.org)>; Shelly Goehring <[SGoehring@mhp.net](mailto:SGoehring@mhp.net)>; Thomas Matuszko <[tmatuszko@berkshireplanning.org](mailto:tmatuszko@berkshireplanning.org)>; Trish Settles <[tsettles@cmrpc.org](mailto:tsettles@cmrpc.org)>; Tucker Holland <[tholland@nantucket-ma.gov](mailto:tholland@nantucket-ma.gov)>; Whitney Demetrius <[wdemetrius@chapa.org](mailto:wdemetrius@chapa.org)>; Mary Waldron <[mwaldron@ocpcrpa.org](mailto:mwaldron@ocpcrpa.org)>; Laurie Muncy, AICP (<[lmuncy@ocpcrpa.org](mailto:lmuncy@ocpcrpa.org)> <[lmuncy@ocpcrpa.org](mailto:lmuncy@ocpcrpa.org)>); Taylor Perez <[tperez@srpedd.org](mailto:tperez@srpedd.org)>; Ratte, Catherine (<[CRATTE@PVPC.ORG](mailto:CRATTE@PVPC.ORG)> <[cratte@pvpc.org](mailto:cratte@pvpc.org)>); Kenneth Comia <[Kcomia@PVPC.ORG](mailto:Kcomia@PVPC.ORG)>; Dottie Fulginiti <[dfulginiti@ocpcrpa.org](mailto:dfulginiti@ocpcrpa.org)>; Patty Daley (<[pdaley@capecodcommission.org](mailto:pdaley@capecodcommission.org)> <[pdaley@capecodcommission.org](mailto:pdaley@capecodcommission.org)>)

**Subject:** Fw: Details: Housing Choice Community Capital Grants

Please see this email to Housing Choice Communities and a subsequent email for Small Towns with information about the FY 21 grant programs (with apologies for some redundancy in emails).

These are only available to Housing Choice Communities and the Small Town program only for towns with latest population estimate of 7,000 or below. I've attached a map/list of the CURRENT Housing Choice Communities.

I've provided a brief note to Linda D. to announce at tomorrow's MARPA meeting, which unfortunately I am unable to attend. I plan to attend the October meeting however and we can discuss details at that time. An important note for you RPAs is that the program is using MassWorks authorization this year and therefore **must have RPA "consultation": on your region's applications**. I'll discuss that in detail with you at the October meeting.

In the meantime please note the SCHEDULE below for important milestones. Thank you for your help to support your member communities with this application.

Best, Chris

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**Chris Kluchman, FAICP**

Housing Choice Program Director  
DHCD, 100 Cambridge Street, Ste 300  
Boston, MA 02114

cell: 857-288-9141 **\*please use this number until further notice\***

desk: 617-573-1167

[chris.kluchman@mass.gov](mailto:chris.kluchman@mass.gov)

[www.mass.gov/housingchoice](http://www.mass.gov/housingchoice)

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*Please note that, due to the state of emergency, I am working remotely. I am checking email regularly and reachable by phone.*

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**From:** Kluchman, Chris (OCD) <[Chris.Kluchman@mass.gov](mailto:Chris.Kluchman@mass.gov)>

**Sent:** Thursday, September 17, 2020 3:36 PM

**To:** Kluchman, Chris (OCD) <[Chris.Kluchman@mass.gov](mailto:Chris.Kluchman@mass.gov)>

**Subject:** Details: Housing Choice Community Capital Grants

Good afternoon Housing Choice Communities!

I'm pleased to announce that the FY 21 Housing Choice Capital grant program **opens tomorrow September 18, 2020**. Here is an overview of the schedule.

**Application submission period:** September 18, 2020 through December 11, 2020

**Written questions about the application** due to me by email by close of business **September 29, 2020**

**APPLICATIONS ARE DUE: 3:00 p.m. Friday December 11, 2020**

**Expected award time frame:** February 2021

**Projects must be completed** by June 30, 2022

FY 2021 Housing Choice Community Capital Grants Application and Guidance

Application web link: <https://www.mass.gov/forms/housing-choice-capital-grant-program-application>

A .pdf copy of the application is attached for your review and planning purposes. Please read the application thoroughly as there are some changes in eligible expenses this year. I encourage you to collect your questions and send them to me by September 29th as I will not be able to answer individual questions. The applications **must be completed through the online link**. If you experience trouble with the online application, please do let me know ASAP.

Chris

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**Chris Kluchman, FAICP**

Housing Choice Program Director  
Department of Housing and Community Development  
100 Cambridge Street, Suite 300  
Boston, MA 02114

**Cell: 857-288-9141, Please use this number to contact me**

Office tel. 617-573-1167

[chris.kluchman@mass.gov](mailto:chris.kluchman@mass.gov)

<https://www.mass.gov/housingchoice>