



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:

Submission Date:

Group or Committee Affiliation (if any):

Applicant Address:

Purpose (please select all that apply):

☐ Open Space & Recreation

☐ Community Housing

☐ Historic Resource

Applicant Email & Phone Number:

Project Manager Email & Phone Number:

Project Name:

Project Description:

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (Amount and Source)
2027			
2028			
2029			
2030			
2031			
Total			

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

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.

For Community Preservation Committee Use:

Form Received On: _____

Project Presented to CPC On: _____

Reviewed By: _____

Determination: _____

TOWN OF SUDBURY COMMUNITY PRESERVATION COMMITTEE

Guidelines for Project Submission

- 1) Each project request must be submitted to the Community Preservation Committee using the Project Submission Form as a cover sheet. Applications should be submitted in five (5) multiple copies and as an electronic PDF file.
- 2) Requests must include a statement of need and be documented with appropriate supporting information. The use of maps, visual aids, and other supplemental information is encouraged.
- 3) Obtain written proposals, estimates, quotes, and such other evidence to document project scope and cost.
- 4) If the request is part of a multi-year project, include the total project cost and allocations.
- 5) Describe the endorsement, support, or other recommendations, if any, by other Town Boards, Committees, Commissions, and Departments.
- 6) Provide examples of similar project proposals in other communities, if any, including examples of project scope, project cost, and status of completion.
- 7) For Applicants that have multiple project requests, please prioritize projects.
- 8) Requests must be received by **Sunday, September 21, 2025** to be considered for recommendation at the May 2026 Annual Town Meeting.
- 9) Applicants must be present at a Community Preservation Committee meeting to answer questions. The Community Preservation Committee meeting schedule has been announced and is posted on the Town's website.

Please keep in mind there are legal limitations on the use of Community Preservation Act funds. Additional information on the Community Preservation Act and the Community Preservation Committee can be found on the Town's website at www.sudbury.ma.us, under Committees. The Community Preservation Committee can be reached by email at cpc@sudbury.ma.us. If you are in doubt about your project's eligibility after consulting these resources, you are encouraged to submit an application so the Community Preservation Committee can determine eligibility.

Please submit the Project Submission Form and accompanying documentation to:

Ryan Poteat, Community Preservation Coordinator
c/o Planning and Community Development Department
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
PoteatR@sudbury.ma.us

TOWN OF SUDBURY COMMUNITY PRESERVATION COMMITTEE

General Criteria

The Sudbury Community Preservation Committee will give preference to proposals that address as many of the following general criteria as possible:

- Are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation;
- Are consistent with the Town's Master Plan, Open Space and Recreation Plan, Land Use Priorities Committee Report, Town-wide Comprehensive Facility Study, Community Housing Plan, and other planning documents that have received wide scrutiny and input and have been adopted by the Town;
- Receive endorsement by other municipal boards, committees, commissions, or departments.
- Preserve the essential character of the town as described in the Master Plan;
- Save resources that would otherwise be threatened and/or serve a currently under-served population;
- Either serve more than one CPA purpose (especially in linking open space, recreation, and community housing) or demonstrate why serving multiple needs is not feasible;
- Demonstrate practicality, feasibility, urgency;
- Demonstrate that the project can be implemented expeditiously and within budget;
- Demonstrate that project alternatives, and alternative funding mechanisms, have been fully explored;
- Produce an advantageous cost/benefit value;
- Leverage additional public and/or private funds; and
- Preserve or utilize currently owned Town assets.

Category Specific Criteria

Open Space proposals that address as many of the following specific criteria as possible will receive preference:

- Permanently protect important wildlife habitat, including areas that:
 - are of local significance for biodiversity;
 - contain a variety of habitats, with a diversity of geologic features and types of vegetation;
 - contain a habitat type that is in danger of vanishing from Sudbury; or
 - preserve habitat for threatened or endangered species of plants or animals;
- Preserve Sudbury's rural and agricultural character;
- Provide opportunities for passive recreation and environmental education;
- Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats;
- Provide connections with existing trails or potential trail linkages;
- Preserve scenic views;
- Border a scenic road;
- Protect drinking water quantity and quality;
- Provide flood control/storage;
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones; and
- Preserve a parcel identified in the Open Space and Recreation Plan.

Recreation proposals that address as many of the following criteria as possible will receive preference:

- Support multiple recreation uses;
- Serve a significant number of residents;
- Expand the range of recreational opportunities available to Sudbury residents of all ages;
- Jointly benefit Conservation Commission and Park and Recreation Commission initiatives by promoting passive recreation, such as hiking, biking, and cross-country skiing, on town owned property;
- Maximize the utility of land already owned by Sudbury (e.g. school property); and
- Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities.

Community Housing proposals that address as many of the following criteria as possible will receive preference:

- Contribute to the goal of 10% affordability;
- Conform to the Town's Housing Production Plan;
- Promote a socioeconomic environment that encourages a diversity of income;
- Provide housing that is harmonious in design and scale with the surrounding community;
- Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units;
- Ensure long-term affordability;
- Promote use of existing buildings or construction on previously-developed or Town-owned sites;
- Convert market rate to affordable units; and
- Give priority to local residents, and Town employees.

Historic Resource proposals that address as many of the following criteria as possible will receive preference:

- Protect, preserve, enhance, restore, and/or rehabilitate historic, cultural, architectural, or archaeological resources of significance, especially those that are threatened; and in the case of proposals on private property, the proposal and/or proponent meet certain economic criteria as may be required by the Community Preservation Committee;
- Protect, preserve, enhance, restore and/or rehabilitate Town-owned properties, features or resources of historical significance;
- Protect, preserve, enhance, restore, and/or rehabilitate the historical function of a property or site;
- Project is within a Sudbury Historic District, on a State or National Historic Register, or eligible for placement on such registers, or on the Sudbury Historic Properties Survey;
- Project demonstrates a public benefit; and
- Project demonstrates the ability to provide permanent protection for maintaining the historic resource; and in the case of proposals on private property, the proposal and/or proponent have demonstrated additional protective measures and have met additional criteria, as may be imposed by the Community Preservation Committee, to ensure the continued permanent protection of the historic resource.

Regional Housing Services Office Membership Fee FY27

Project Description

This Community Preservation Act (CPA) funding application is a request for 50% (\$38,740) of the Town of Sudbury's Regional Housing Services Office (RHSO) membership fee to support Town housing activities in FY2027.

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

Sudbury has funded its membership fee in the RHSO from both CPA funds and Housing Trust funds from its start in FY2012. The Town's 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 Housing Trust funds support housing activities for the Housing Trust. These are different activities, though all related to housing.

Town Housing Activities (funded by CPA)

There are a number of housing activities 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:

- Incentive Senior Development (ISD) Support: Calculate Frost Farm annual eligibility requirements, review applicant submissions 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.
- Local Initiative Program (LIP) Rental Monitoring: Review Avalon Sudbury leasing for compliance with the marketing plan, review compliance with the Regulatory Agreement, and prepare certification to the Department of Housing and Community Development for LIP rental unit/s - including one SHA unit, and all the Avalon Sudbury units.
- Inventory Management: Maintain housing inventory and provide estimates for 2025 Subsidized Housing Inventory (SHI) projections.
- 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 of the Coolidge units.
- 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 Housing Trust. The Housing Trust activities are listed below, though this application does NOT request funding for them:

Housing Trust Housing Activities (not funded by CPA)

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

Endorsements, Recommendation & Support of other Boards, Committees and Departments

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

- Housing Trust
- Planning and Community Development Department
- Planning Board
- Zoning Board of Appeals

Relevance to CPC Criteria

The proposal meets the following General Criteria for eligibility:

- Provides support directly to individuals and families who are eligible for community housing, or to entities that own, operate, and manage 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 Planning and Community Development Department in allowing the Housing Production Plan to be carried out in a consistent and thoughtful manner and assists the Planning and Community Development Department in allowing the Housing Production Plan to be carried out in a consistent and thoughtful manner.

The proposal meets the following category specific criteria for eligibility:

- Contributes to the goal of 10% affordability;
- Conforms to the Town's Housing Production Plan;
- Promotes a socioeconomic environment that encourages a diversity of income;

- Provides housing that is harmonious in design and scale with the surrounding community;
- Intermingles affordable and market rate housing at levels that exceed state requirements for percentage of affordable units;
- Ensures long-term affordability;
- Promotes use of existing buildings or construction on previously-developed or Town-owned sites;
- Converts market rate to affordable units;
- Gives priority to local residents, Town employees, and participants in the Sudbury METCO program.

Additional Considerations

This project demonstrates practicality, feasibility, and urgency:

- The proposed project is one that works economically due to the expertise provided by well-qualified staff. Without the monies allocated to the Town the following would have to be considered by the Town:
 - Inability to maintain compliance with the affordable housing regulatory agreements and requirements.
 - Leaving a department (Planning and Community Development) with a sizable workload to staff who are unqualified to assist and manage such matters.

This proposal demonstrates the project can be implemented 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 is 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 to support the existing affordable housing stock.
- The RHSO was created in Sudbury as a cost-effective regional solution for administrative housing activities.