



COMMUNITY PRESERVATION ACT

Town of Sudbury

Application for CPA Funding

Please email PDF application to:
PoteatR@sudbury.ma.us

Applications may also be dropped off or mailed to:
Community Preservation Coordinator
278 Old Sudbury Road, Sudbury, MA 01776

Project Title Housing Trust Allocation - FY2028 **Date Submitted** 08/13/2026

Applicant/Contact Person (please print) Ryan Poteat, on behalf of the Sudbury Housing Trust

Signature _____

Staff person/Responsible party Ryan Poteat

Email PoteatR@Sudbury.ma.us **Telephone** 978-639-3388

Estimated Completion Date Ongoing (housing allocation)

Total Cost of Project \$900,000 **CPA Funds Requested** \$900,000

CPA Eligibility (refer to the chart on page 4)

Please select the category and purpose of your project:

CPA Catagory:

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

CPA Purpose:

- ☒ Acquisition
- ☒ Creation
- ☒ Preservation
- ☒ Support
- ☐ Rehabilitation & Restoration

For more information of the factors and considerations used by the Community Preservation Committee used to prioritize projects, please refer to the General Considerations summary (on pages 5-6).

<https://sudbury.ma.us/cpc/>

PROJECT DESCRIPTION: Provide answers to the questions listed below. A complete application must provide all relevant requested information. Include supporting materials and exhibits as needed.

1. Goals: What are the specific objectives of the proposed project? Who will benefit and how?

Provide the Sudbury Housing Trust with flexible CPA resources to create and preserve affordable housing and affordable homeownership opportunities for low- and moderate-income households. Funds will allow the Trust to act when suitable properties become available, particularly through acquisition and conversion of existing smaller market-rate homes through the Home Preservation Program, while preserving long-term affordability.

2. Community Need: Why is this project needed? Does it address needs identified in existing Town or regional plan, by committees/board, or needs raised in community discussions? Will the project serve multiple needs or populations?

Sudbury's 2025 Housing Production Plan identifies a need for more affordable year-round rental and ownership homes, diverse housing types, and preservation of affordable homes. It reports that 94% of housing units are single-family, median home prices exceeded \$1 million in 2021, and nearly one-quarter of households are cost-burdened. The Plan specifically calls for support of the SHT's goal to create new affordable homeownership opportunities and collaboration to acquire private sites or use Town property. This request directly advances those adopted goals.

3. Community Support: Which Town Boards/Committees/Departments or community organizations have you consulted/collaborated.

The Sudbury Housing Trust voted on August 13, 2026 to request \$900,000 from the CPC. The Planning and Community Development Department staffs the Trust and supports implementation. Select Board approval is required for Trust real-estate transactions. The adopted 2025 Housing Production Plan identifies support for SHT affordable homeownership and collaboration with the Sudbury Housing Authority as ongoing Town strategies.

4. Budget: What is the total budget for the project and how will CPA funds be spent? Provide written estimates to substantiate proposed costs. Include a multi-year budget, if appropriate. (NOTE: CPA funds may NOT be used for general maintenance purposes.)

Total request: \$900,000, entirely from CPA funds. The allocation is intentionally flexible because suitable properties cannot be predicted in advance. Funds may be used for eligible acquisition, creation, preservation, and support of community housing, including acquisition and conversion of existing homes through the Home Preservation Program. The prior \$600,000 allocation is substantially supporting the Stone Road acquisition and rehabilitation, demonstrating the Trust's ability to deploy CPA resources when an opportunity becomes available.

5. Funding: What other funding sources are committed or under consideration? Include any commitment letters or describe other efforts to secure funding for this project.

No other funding is committed to this FY2028 request. The Trust has other revenue sources, including lottery and monitoring-agent services and interest income, but CPA funding is its largest funding source. The Trust may pursue additional project-specific funding for individual opportunities when identified. All expenditures will be limited to legally eligible community-housing purposes and subject to applicable Town approvals and procurement requirements.

6. **Timeline:** What is the schedule for project implementation? Include a timeline for critical elements: procurement, groundbreaking, expenditures, and estimated project completion.

FY2028 funding would become available following Annual Town Meeting in May 2027 and any subsequent appropriation requirements. The Trust will monitor the market, evaluate suitable properties, conduct due diligence, secure required approvals, and proceed with acquisition and conversion when an appropriate opportunity is identified. Expenditures will occur as opportunities arise. Housing applications are exempt from the CPC's standard completion-date requirement.

7. **Urgency:** Is there urgency to the completion of this project? What are the ramifications if the project is delayed and/or not completed?

Affordable properties suitable for conversion can become available unexpectedly and may require a prompt decision. The Sudbury Housing Trust has emphasized the need for resources to act quickly when another suitable property becomes available. Without additional CPA funding, the Trust's ability to pursue new opportunities will be constrained as the prior \$600,000 allocation is substantially committed to the Stone Road acquisition and rehabilitation.

8. **Implementation:** Who will be responsible for implementing the project? Who will manage the project? Does the proposed project manager have relevant experience? Who else will be involved in project implementation and what arrangements have been made with them?

The Sudbury Housing Trust will oversee implementation with staff support from the Planning and Community Development Department and, as appropriate, the Regional Housing Services Office and other Town departments. The Community Preservation Coordinator will serve as staff contact/project manager and coordinate evaluation, due diligence, approvals, and project administration. Select Board approval is required for Trust real-estate transactions. The Trust, staff and consultants have relevant experience with the Home Preservation Program, affordable housing transactions, LIP applications, lotteries, resales, and monitoring-agent services.

9. **Maintenance:** If maintenance is required, who will be responsible and how will it be funded?

Responsibility will depend on the property and transaction. For Trust-owned properties, the Trust will oversee ownership and maintenance, using appropriate Trust/property revenues and other lawful funding sources; Upon transfer to a qualified buyer, ongoing maintenance will be the homeowner's responsibility, subject to program requirements.

ADDITIONAL INFORMATION: Provide the following additional information, if applicable.

10. **Further Documentation:** Provide feasibility reports, renderings, map location, and other relevant studies and materials. Photos, detailed design renderings, relevant or comparable projects and supporting documents such as historic structural and existing conditions reports, also will be helpful in defining the parameters of your project.
11. **Other Information:** Include any additional information that might benefit the Community Preservation Committee in the evaluation of this project.
12. **Applicants with multiple requests:** Please prioritize your proposals.

Grant recipients are required to acknowledge the Community Preservation Act in press releases, publicity materials, news, and written or oral announcements about work supported with CPA funds. Additionally, the CPC requires signage in the form of a sign or plaque affixed on or adjacent to CPA-funded work as approved by the CPC when possible. The CPC will fund and supply the signage in consultation with the Applicant.

Conflict of Interest: The CPC is governed by Massachusetts General Law Chapter 268A Conflict of Interest Law, which regulates the standards of conduct of all state, county and municipal employees and volunteers, whether paid or unpaid, full or part-time, intermittent or temporary.