



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 Regional Housing Services Office Membership Fee - FY2028 **Date Submitted** 9-11-2026

Applicant/Contact Person (please print) Ryan Poteat

Signature _____

Staff person/Responsible party Ryan Poteat, Community Preservation Coordinator

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

Estimated Completion Date June 30, 2028

Total Cost of Project \$83,000 **CPA Funds Requested** \$41,500

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?

The project will support the Town of Sudbury's ongoing administration, monitoring, and preservation of affordable housing during FY2028 through the Town's membership in the Regional Housing Services Office (RHSO). RHSO services benefit low- and moderate-income households and help the Town maintain and expand its affordable housing resources. Services include monitoring deed-restricted ownership units, LIP rental monitoring, annual assessment valuations, housing inventory management and SHI projections, HOME Program administration, Incentive Senior Development support, and other housing-related technical assistance. The project will help ensure that affordable housing opportunities are preserved, regulatory requirements are met, and housing programs are administered effectively.

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 has an ongoing need for professional housing administration and technical assistance to preserve its existing affordable housing stock and implement local housing programs. The Town's state-approved 2025 Housing Production Plan identifies continued work with the RHSO to organize and manage local housing programs and specifically calls for the Town to continue to host and support RHSO membership through FY2029. RHSO support allows Town staff and boards to address specialized housing compliance, monitoring, inventory, and program-administration responsibilities efficiently and consistently. The project serves low- and moderate-income residents, affordable housing residents and applicants, and the broader Sudbury community by protecting the Town's affordable housing resources and supporting implementation of its housing goals.

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

The Sudbury Housing Trust and the Planning and Community Development Department support the project. The Housing Trust will provide the remaining \$41,500 of the FY2028 RHSO membership fee. The Planning Board, Zoning Board of Appeals, and other Town entities involved in housing activities have a direct interest in the continued availability of RHSO technical assistance. The Town's 2025 Housing Production Plan identifies the Select Board, Sudbury Housing Trust, and Community Preservation Committee as supporting entities for the Town's continued RHSO membership.

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.)

The FY2028 RHSO membership fee is budgeted at \$83,000. The requested CPA contribution is \$41,500, representing 50% of the total cost. The remaining \$41,500 will be provided by the Sudbury Housing Trust. CPA funds will be used solely for the Town's share of the RHSO membership fee and the associated affordable-housing services described in this application. This is an annual program/service cost rather than a general maintenance expense.

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.

Total project cost: \$83,000. CPA funds requested: \$41,500 (50%). Other committed funding: \$41,500 from the Sudbury Housing Trust. Sudbury has historically funded the RHSO membership fee through a combination of CPA and Housing Trust funds, with the Town portion submitted and appropriated as a separate article. The Housing Trust has agreed to provide the remaining half of the FY2028 fee. The applicant will provide the CPC with supporting documentation of the FY2028 RHSO fee and the Housing Trust commitment as available.

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

Fall 2026: CPC review and recommendation; May 2027: Annual Town Meeting consideration of FY2028 CPA funding; July 1, 2027: FY2028 membership period begins; FY2028: RHSO provides the contracted housing services and the Town pays its membership obligation; June 30, 2028: FY2028 project period and membership year conclude, subject to the Town's normal accounting and reporting requirements.

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

This is an ongoing annual membership that supports essential affordable-housing administration and compliance. Failure to fund the Town's share could reduce or interrupt access to specialized RHSO services, leaving the Planning and Community Development Department with substantial additional work and increasing the risk of delays or noncompliance in monitoring deed restrictions, rental programs, housing inventory, and related regulatory requirements. Continued funding also supports implementation of the Town's adopted Housing Production Plan.

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?

Ryan Poteat, Community Preservation Coordinator, will serve as the project contact and will coordinate the CPA-funded portion with the Planning and Community Development Department, Sudbury Housing Trust, and RHSO. The RHSO will perform the contracted regional housing services. Town staff and the Housing Trust will coordinate with RHSO throughout FY2028 to identify and address local housing needs and compliance matters.

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

No physical maintenance is required. The project funds an annual regional housing-services membership. Ongoing housing program administration will continue to be supported through the Town's operating resources, the Sudbury Housing Trust, and future appropriations as applicable.

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.