

11. CPA PROJECT APPLICATION FORM

[CPC Use Only: Date Received 2/23/2022 By: SAMMIE KUL
Assigned CPC #2023- 06]

If possible, use word processor to fill out form. Please answer all questions, use "N/A" if not applicable.

1. a.) Applicant Name and Organization: Last HADDAD First MARK
Organization(s) (if appropriate) TOWN OF GROTON

b.) Regional Project: Yes ☐? or No? ☒ If Yes, Town/Organization: _____

2. Submission Date: _____

3. Applicant Address: St. TOWN HALL, 173 MAIN STREET
City/ State: GROTON ZIP: 1450

4. Ph. # 978.448.1111 Email: mhaddad@grotonma.gov

5. CPA Purpose. Check all that apply:

Community Housing ☒ (Affordable Housing) ☒ Historic Preservation* ☐ Open Space: ☐
Recreation ☐

* As per MA General Law Chapter 44B, proposed historic projects that are not on the structures listed on the state's registry of historic places require a determination by the Groton Historic Commission that the proposed project is of historic significance.

6. Town Committee or boards participating: _____

7. Project Location/Address: Land Use Dept., Town Hall, 173 Main Street, Groton, MA 01450

8. Project Name: HOUSING COORDINATOR

9. Additional Responsible Parties (If applicable):

Role (specify)	Name	Address	Ph. (w) (cell)	Email
Property/Site Owner				
Project Manager	Mark Haddad	Town Hall	978.448.1111	mhaddad@grotonma.gov
Lead Architect				
Project Contractor				
Project Consultants				
Other:	Takashi Tada	Town Hall	978.448.1101	ttada@grotonma.gov
Other				

10. As appropriate, indicate if proposal requires P&S agreement ☒ Deed ☒
Option agreement ☒ Other-describe: N/A

11. a.) Assessor info. (map/ block/ lot id.(s)): N/A b.) Tax classification type: N/A

12. Permits required: Zoning: N/A Historic Preservation: N/A Other: _____

13. Historic Commission Approval signoff (when required): N/A Date: _____

14. Funding: a.) Project Cost: \$ _____ Estimate: \$ 53,542.88 Professional Quote: \$ _____
b.) Requested from CPC: \$ 53,542.88 c.) Committed from other sources: \$ _____
d.) Annual anticipated total income: \$ _____ e.) Annual anticipated total expense: \$ _____
f.) Anticipated net income (loss): \$ _____ g.) Estimator name/company: Town of Groton

15. CCP Objectives - use codes from Section 5 to indicate all that apply: 5.2.1

16. Project Timelines: Proposed Start Date: 7/1/22 Projected Complete Date: 6/30/23

17. Estimated Delivery Date of Completion Report to CPC: 1/10/23

18. Project description and explanation (attach additional sheets as needed): _____

See Attachment A - Housing Coordinator Description

19. Feasibility: See Attachment A - Housing Coordinator Description

20. List of attachments: Attachment A - Housing Coordinator Description; Attachment B - FY2023 Budget Estimate; Attachment C - 2021 Annual Report; Attachment D - Letters of Support from the Affordable Housing Trust and the Planning Board.

21. Additional Information:

22. Management Plan: The Housing Coordinator position is managed jointly by the Town Manager and the Land Use Director. Budgeting, hiring, policy setting, and general oversight are the responsibility of the Town Manager. Day-to-day supervision is provided by the Land Use Director. The Housing Coordinator's desk is situated in the Land Use Department on the second floor of Town Hall.

23. Applicant Signature:  Date: 2-23-22

Co Applicant Signature: _____ Date: _____

Co Applicant Signature: _____ Date: _____

ATTACHMENT A HOUSING COORDINATOR DESCRIPTION

18. Project Description

This application requests CPA funding from the Community Housing category to fund the wages and benefits of the Housing Coordinator position (25-hours/week). The essential job functions include:

- Coordinate the updating and implementation of the Housing Production Plan.
- Monitor affordable housing units to ensure that all deed requirements are met.
- Research funding sources available to supplement CPA funds to create affordable housing.
- Prepare and coordinate applications for state and federal resources, including housing grants and loans, assistance and public services, promote, monitor and oversee housing projects throughout the required community application process.
- Act as liaison to various housing groups including the Affordable Housing Trust, Groton Housing Authority, Housing Partnership, and regional housing coordinators group.
- Assist Town boards and committees, and private housing developers during the pre-application process for new affordable housing.
- Provide information, referrals and other support to members of the public seeking affordable housing.
- Conduct lotteries for affordable housing units.
- Assist in the preparation of Requests for Proposals for housing projects.
- Perform other similar or related work as required.

This application meets several CPC Added Value Criteria (7.5.2):

- a) *Proponent has a history of managing successful projects or can demonstrate their ability and competency to manage the project.* The Housing Coordinator position was added in 2009 and has enabled the Town to directly monitor the development and retention of its affordable housing stock. The updated Housing Production Plan 2020-2025 is an example of the Housing Coordinator's competency to manage projects. The Housing Coordinator helped the Town secure the technical assistance grant through the Montachusett Regional Planning Commission to update the Housing Production Plan. The updated plan was approved by the MA Department of Housing and Community Development on August 3, 2020. Another example of the Housing Coordinator's competency is successful establishment of the Emergency Rental Assistance Program that assists low-income households during the COVID-19 pandemic.
- b) *Acquires/conserves/protects/preserves/restores/reuses resources, buildings, history threatened by inappropriate development, damage, decay, loss, etc.* The Housing Coordinator position can support projects and initiatives that conserve, protect and restore existing buildings. For example, the Housing Coordinator position did support Town

efforts to renovate the historic Kilbridge Antiques building (Calvin Boynton house) at 134 Main Street which resulted in three new affordable units.

- c) *Serves a currently underserved population.* The Housing Coordinator provides information, referrals and other support to members of the public seeking affordable housing. Those requests include low- and moderate-income people seeking rentals, moderate-income people seeking homeownership, and people with disabilities seeking supported or accessible housing.

Also, the Groton Housing Authority provides the majority of Groton's rental housing for residents with low and extremely low incomes. The Groton Housing Authority's state and federally funded budgets consistently underfund certain maintenance and capital improvement expenses. The Housing Coordinator position is charged with retaining existing affordable housing and so supporting adequate funding of the Groton Housing Authority is part of that charge whether those monies come from CPC grants or other Town appropriations.

- d) *Preserves the essential character of the Town.* Massachusetts General Law, Chapter 40B, mandates creation of ten percent of affordable housing by each municipality. Communities who have not reached the ten percent goal are subject to development projects that override many elements of local zoning. The Town of Groton is directing its own preferred ways of creating affordable housing by having flexible development zoning provisions, housing trust investment in certain affordable housing developments, and also the labor of the Housing Coordinator position to monitor the development and retention of the Town's affordable housing stock which allows the Town to assert its interests in a timely way. Directing and shaping development plans that include affordable housing can result in finished projects that consume less land, promote re-use of existing buildings, and align with the essential character of the Town.

19. Feasibility

The continuation of the Housing Coordinator position is feasible because it is an existing staff position that has been very beneficial to the Town since it was established in 2009. Expansion of the position to 25-hours per week in FY 2015 has enabled the Housing Coordinator to take on more projects and provide more services to those in need of housing.

**ATTACHMENT B
HOUSING COORDINATOR
FY 2023 BUDGET ESTIMATE**

WAGES			
FY 2022 HOURLY RATE	FY 2022 ANNUAL WAGES	FY 2023 ESTIMATED INCREASE (2%)	FY 2023 ESTIMATED ANNUAL WAGES
\$29.88	\$38,844.00	\$776.88	\$39,620.88
		Subtotal Wages	\$39,620.88
BENEFITS			
	FY 2022 HEALTH INSURANCE	FY 2023 ESTIMATED INCREASE (10%)	FY 2023 ESTIMATED HEALTH INSURANCE
			(at 62.5% for CPC)
	\$3,468.06	\$3,814.87	\$2,384.29
			FY 2023 MEDICARE (1.45% OF WAGES)
			(est. \$48 per quarter)
			\$594.31
			FY 2023 LIFE INSURANCE
			(at 62.5% for CPC)
			\$25.61
			FY 2023 RETIREMENT ALLOCATION
			(per Treasurer's report)
			\$10,917.79
		Subtotal Benefits	\$13,922.00
		TOTAL FY 2023 BUDGET ESTIMATE	\$53,542.88

2% merit increase; COLA tbd

10% increase

1.5% increase

same

Disclaimer: Please note that this proposed budget is an estimate only.

Attachment C



Town of Groton
173 Main Street
Groton, MA 01450

Fran Stanley
Housing Coordinator
fstanley@grotonma.gov
978.732.1913

Date: November 23, 2021
To: Richard Hewitt, Chair of the Community Preservation Committee
From: Fran Stanley
RE: Annual housing report

This report focuses on affordable housing activities in Groton for 2021. The Housing Coordinator is charged with supporting existing affordable housing and working to create new affordable housing.

This position provides administrative support to the Affordable Housing Trust and the Housing Partnership and advises other boards as needed on affordable housing matters.

Monitoring

The Town of Groton is the monitoring agent for some affordable units; however, as a municipality, the Town has some responsibility for all affordable housing in town.

As a part of monitoring, the Housing Coordinator tracks a number of affordable homeownership units to ensure that all deed requirements are met. For the units where the Town is specifically assigned as monitoring agent, monitoring tasks involve reviews of capital improvement requests, refinancing requests and assistance with resales. This year there have been two resales of affordable homes where the Town is the assigned monitoring agent.

Emergency Rental Assistance Program

The Emergency Rental Assistance Program, supported by two hundred thousand dollars (\$200,000) in CPC funds, will run until June 30, 2022. Town Meeting voters are to be commended for responding to urgent need in a pandemic with housing support for low-income households. These emergency funds are a form of homelessness prevention that helped both adult only households and households of families with young children to remain housed. With payments made to local landlords, one indirect benefit is that the program helped landlords to retain their units and thus maintain the town's existing inventory of private market apartments. Such apartments are often referred to as "small 'a' affordables" and are a valuable segment of Groton's housing market since many low-income households will qualify for subsidized apartments but there are not enough subsidized to meet this demand. Metro West Collaborative Development contracted with the Town to administer the program and have helped a total of nine (9) households to date.

As presently designed, an eligible household can receive four (4) months of housing assistance and then ask for an extension of an additional four (4) months. If an extension has been requested, then Metro West will confirm continued income eligibility for the program before continuing monthly support payments.

The Housing Coordinator webpage has been updated to provide the public with information about how to apply for both the Groton program as well as federally funded housing assistance allocated to the Commonwealth of Massachusetts.

Affordable Housing Trust

The Affordable Housing Trust continues to look at town owned parcels to determine suitability for siting affordable housing. The Town's new Housing Production Plan recommends this approach as a strategy for producing affordable housing.

Attachment C

November 23, 2021
Page 2

The Diversity Task Force and the Affordable Housing Trust co-sponsored a Housing Summit on June 27, 2021. This summit attracted a lot of attention in the *Groton Herald* and discussion amongst town boards. The keynote address from Karen Chapman, Senior Planner for the Montachusett Regional Planning Commission, shared demographic information about Groton that had been collected for the Housing Production Plan. Groton committees, including the Community Preservation Committee, contributed to the event by sending representatives to explain their committee's role in affordable housing. The Housing Summit was well attended and a number of the attendees said that they left with a better understanding of how the Town approaches the subject of affordable housing.

As a follow up to the Housing Summit, the Affordable Housing Trust invited Housing Summit attendees and others to a September 15, 2021 presentation from Holly Grace, Senior Project Manager for B'nai B'rith Housing (<https://bbhousing.org/>). B'nai B'rith Housing is a Boston area nonprofit and an active developer of affordable housing. Holly Grace used two recent developments in Sudbury and Swampscott to highlight the elements needed for a successful development.

On October 26, 2021, the Affordable Housing Trust and the local community organization the Racial & Social Justice Group partnered to submit an application to CHAPA to participate in its Municipal Engagement Initiative (<https://www.chapa.org/about/chapa-programs/municipal-engagement-initiative>). Having a local community group willing to partner with the Town strengthened Groton's application, but unfortunately, CHAPA did not select Groton this year. Municipalities can re-apply and the CHAPA might select Groton then if future events present a scenario where CHAPA staff believe that they can be helpful.

Groton Housing Authority

At October 23, 2021 Fall Town Meeting, Town Meeting voted to transfer a Nashua Road parcel (Parcel 227-135) to the Groton Housing Authority. The Groton Housing Authority intends to build low-income rental housing for seniors on this site. The Town Meeting as well as the Select Board and the Affordable Housing Trust support this goal and wish the housing authority success with its plan.

Private Development

The private owner of a 14 plus or minus acre parcel on Cow Pond Brook Road (Parcel 248-42) has shared his intention to file a Chapter 40B comprehensive permit application to build residential housing. The site can support septic but public water does not run by the property. As a necessary precondition, the developer would need to extend public water to this site. Since 40B comprehensive permits require a certain amount of affordable housing, there is sure to be affordable housing on site. It is thought that twenty-five percent (25%) of the homeownership project will be affordable.

In August, an experienced developer of affordable housing among other interests purchased 500 Main Street (the former Deluxe property). This is a large site of approximately 38 acres. For utilities, the property is served by natural gas, public water and public sewer. It is adjacent to the commercial amenities offered in Mill Run Plaza area. The new owners have announced intentions to build a mixed-use project that will include residential rental units. Some of those rental units will be affordable.

Housing Choice MBTA Communities legislation

The Planning Board is waiting for the Department of Housing and Community Development to issue regulations pursuant to recent legislation that encourages MBTA communities to zone for multi-family housing. Groton is a designated MBTA community and it will lose access to state grants like MassWorks unless it zones for multi-family housing in a district that meets with DHCD approval.

Attachment C

November 23, 2021

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The new section 3A of the Zoning Act (Chapter 40A) states that an MBTA community shall have at least one zoning district of reasonable size in which multi-family housing is permitted as of right and meets other criteria set forth in the statute:

- Minimum gross density of 15 units per acre
- Not more than ½ miles from a commuter rail station, subway station, ferry terminal or bus station, if applicable.
- No age restrictions
- Suitable for families with children.

Thank you for your interest in Groton's affordable housing.



ATTACHMENT D
TOWN OF GROTON
Affordable Housing Trust



Becky Pine, *Chair*
Carolyn Perkins, *Vice Chair*
Phil Francisco, *Member*
Richard Perini, *Member*

December 11, 2021
Richard Hewitt, Chair
Groton Community Preservation Committee

RE: Support for Housing Coordinator funding

Dear Mr. Hewitt and CPC members,

I am pleased to offer this letter in support of continued funding for the Housing Coordinator position using Community Preservation Act (CPA) funds. One of the important tasks of the Housing Coordinators job is to serve as the Administrative Assistant for the Affordable Housing Trust ("the Trust"). Fran Stanley, the Housing Coordinator, has done an excellent job in this role and the Trust would find it difficult to function without Fran's knowledge and assistance.

Fran proposed that the trust create a fund to provide financial assistance to Groton renters struggling to pay their rent during the Pandemic. Fran was instrumental in leading the process of applying for CPC funds, securing town support and setting up the program following state income –eligibility guidelines. This program has been very successful and is on going as of this date.

Using the Groton Housing Production Plan, Fran assisted the Trust in researching and investigating potential affordable housing land sites. Fran has contacted and spoken with state officials at the Mass Housing Partnership and other state agencies about ways the Trust could access funds and professional assistance from MHP or other agencies.

Fran also works directly with Groton residents on housing needs and questions.

The Housing Coordinator is an invaluable asset to the Town of Groton and a valuable asset to the Affordable Housing Trust. On behalf of the Trust, I urge you to recommend continued CPA funding for the salary to pay for this position.
Thank you for your consideration.

Respectfully,
Rick Perini

Richard Perini, Member, for the Affordable Housing Trust



Office of the
PLANNING BOARD

TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450
Tel: (978) 448-1105
Fax: (978) 448-1113
Planning@townofgroton.org

December 16, 2021

Mr. Richard Hewitt, Chair
Community Preservation Committee
173 Main Street
Groton, MA 01450

RE: Support for Housing Coordinator Position – FY23 CPA Funding

Dear Mr. Hewitt:

The Groton Planning Board voted unanimously on December 16, 2021 to support the Town of Groton's application for Community Preservation Act (CPA) funding in FY23 to pay for the Housing Coordinator position. The Planning Board strongly believes the Town is well served by the Housing Coordinator, and the annual authorization of CPA funds to pay for this position provides an excellent return on investment.

In the past two years, the Housing Coordinator successfully oversaw the completion of an updated Housing Production Plan and also coordinated the implementation of an Emergency Rental Assistance Program that continues to provide immediate assistance to lower income residents affected by the economic impacts of the COVID pandemic. In June 2021 the Housing Coordinator helped to facilitate the Housing Summit that was co-sponsored by the Affordable Housing Trust and the Diversity Task Force. The Housing Coordinator also submitted an application on behalf of the Town to participate in the Municipal Engagement Initiative sponsored by Citizens' Housing and Planning Association (CHAPA).

With the recent issuance of draft multi-family zoning guidelines for MBTA Communities by the Department of Housing and Community Development (DHCD) and the anticipation of multiple Ch. 40B projects being proposed in the next year, it is imperative to continue funding for the Housing Coordinator position in FY23 and beyond.

The Planning Board urges you to act favorably on the Town of Groton's application for CPA funding in FY23 for the Housing Coordinator position.

Sincerely,

Scott Wilson, Chair
Groton Planning Board

9. CPA SUMMARY PROJECT FORM

[CPC Use Only: Date Received 10/26/2021 By: SAMMIE KUL
Assigned CPC #2023 - 06]

This form may be copied. Please type or print clearly, answer all questions, use "N/A" if not applicable. Use additional paper as needed.

1. a.) Applicant Name: Last HADDAD First MARK
and Organization(s) (if appropriate) TOWN OF GROTON
b.) Regional Project: Yes or No? N If Yes, Town/Organization: _____

2. Submission Date: _____

3. Applicant Address: St 173 MAIN STREET
City/ State: GROTON, MA ZIP: 01450

4. Ph. # (978) 448-1111 Email: mhaddad@grotonma.gov

5. CPA Purpose. Check all that apply:

Community Housing: ☒ Affordable Housing: ☒ Historic Preservation*: ☐

Open Space: ☐ Recreation: ☐

* As per MA General Law Chapter 44B, proposed historic projects that are not on the structures listed on the state's registry of historic places require a determination by the Groton Historic Commission that the proposed project is of historic significance.

6. Project Location/Address: Land Use Dept., Town Hall, 173 Main Street, Groton, MA 01450

7. Project Name: HOUSING COORDINATOR

8. Community Preservation Plan Objectives - use codes from **Section 5** to indicate all that apply:
5.2.1 - Encourage diversity of housing types for range of income levels and ages

9. Project basic description: This application requests CPA funding from the Community Housing category for the 25-hour/week Housing Coordinator position with associated employee benefits. Voters

at Town Meeting have consistently supported using CPA funds for the Housing Coordinator position.

The essential job functions are as follows:

- Research funding sources available to supplement CPA funds to create affordable housing.
- Prepare and coordinate applications for state and federal resources, including housing grants and loans, assistance and public services.
- Promote, monitor and oversee housing projects through the required community application process.
- Act as liaison to various housing groups including the Affordable Housing Trust, the Groton Housing Authority, the Housing Partnership, and regional housing coordinators group.
- Assist Town boards/committees and private housing developers during the pre-application process for new affordable housing.
- Coordinate updates to, and implementation of, the Housing Production Plan.
- Assist in the preparation of Requests for Proposals for housing.
- Conduct lotteries for affordable housing units created through inclusionary zoning or other local initiative projects.
- Perform other similar or related work as required or as the situation dictates.

9. Continued - Project basic description: _____

This application meets several CPC Added Value Criteria (7.5.2):

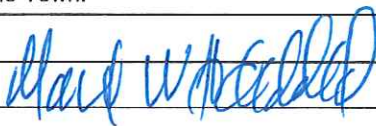
• Proponent has a history of managing successful projects: The Housing Coordinator position was added in 2009 and has enabled the Town to directly monitor the development of and retention of its affordable housing stock. The Housing Coordinator successfully updated the Housing Production Plan in 2020, and also helped to establish an Emergency Rental Assistance Program during the COVID-19 pandemic.

• Acquires/conserves/protects/preserves/restores/reuses resources, buildings, history threatened by inappropriate development, damage, decay, loss, etc.: The Housing Coordinator position can support projects and initiatives that conserve, protect and restore existing buildings. For example, the Housing Coordinator position supported Town efforts to renovate the historic Kilbridge Antiques building at 134 Main Street in the course of adding affordable units there.

• Serves a currently underserved population: The Housing Coordinator provides information, referrals and other support to members of the public seeking affordable housing. Examples of requests include low- and moderate-income people seeking rentals, moderate income people seeking homeownership, and people with disabilities seeking supported or accessible housing. The Emergency Rental Assistance Program has provided direct assistance to eight (8) low- and moderate-income households who have experienced a loss of income as a result of the COVID-19 pandemic.

• Preserves the essential character of the Town: The Commonwealth's General Law, Chapter 40B, mandates creation of ten percent of affordable housing by each municipality. Communities who have not reached the ten percent goal are subject to development projects that override many elements of local zoning. The Town of Groton is directing its own preferred ways of creating affordable housing by having flexible development zoning provisions, housing trust investment in certain affordable housing developments, and also the labor of the Housing Coordinator position to monitor the development of and retention of the Town's stock of affordable housing which allows the Town to assert its interests in a timely way. Directing and shaping development plans that include affordable housing can result in finished projects that consume less land, promote re-use of existing buildings, and align with the essential character of the Town.

10. Applicant Signature: _____



Date: 10/26/2021

Co Applicant Signature: _____

Date: _____

Co Applicant Signature: _____

Date: _____