

Appendix A – CPA Preliminary Proposal

[CPC Use Only]	Date Received: 10/21/24	Received By: Katie Berry	Assigned CPC #: 2026-6
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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 Information

Last Name: Haddad	First Name: Mark
Organization(s)(as appropriate) Town of Groton	

1-B Regional Project? YES NO

If YES, Town/Organization:

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Submission Date: October 21, 2024

3 Applicant Address

Street: 173 Main Street	City: Groton	State: MA	Zip: 01450
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Phone: (978) 448-1111	Email: mhaddad@grotonma.gov
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5 CPA Purpose (Check all that apply)

Affordable Housing: <input checked="" type="checkbox"/>	Community Housing: <input checked="" type="checkbox"/>	Historic Preservation: <input type="checkbox"/>
Open Space: <input type="checkbox"/>	Recreation: <input type="checkbox"/>	

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.

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Project Address/Property Owner's Name: Town of Groton

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Project Name: Housing Coordinator

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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 Proposal Basic 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.

Initial Estimated CPA Cost

\$ 65,000

10 Signature

Applicant Signature: <i>[Handwritten Signature]</i>	Date: <i>10-21-24</i>
Co-Applicant Signature:	Date:
Co-Applicant Signature:	Date: