

11. CPA PROJECT APPLICATION FORM

[CPC Use Only: Date Received 1/2/20 By: SHAMIE KUL
Assigned CPC #2021- 08]

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. 173 Main Street
City/ State: Groton, MA ZIP: 1450

4. Ph. # 978-448-1111 Email: mhaddad@townofgroton.org

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: Select Board, Planning Board, Affordable Housing Trust, Housing Partnership, ZBA

7. Project Location/Address: 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				
Lead Architect				
Project Contractor				
Project Consultants				
Other:				
Other				

10. As appropriate, indicate if proposal requires P&S agreement Deed
Option agreement Other-describe: _____

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

12. Permits required: Zoning: _____ Historic Preservation: _____ Other: _____

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

14. Funding: a.) Requested from CPC: \$ _____ b.) Committed from other sources: \$ _____

c.) Annual anticipated total income: \$ _____ d.) Annual anticipated total expense: \$ _____

d.) Anticipated net income (loss): \$ _____ e.) Estimator name/company: _____

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

16. Project Timelines: Proposed Start Date: 7/1/20 Projected Complete Date: 6/30/21

17. Estimated Delivery Date of Completion Report to CPC: 12/1/21

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

See Attachment A - Housing Coordinator Narrative.

19. Feasibility: See Attachment A - Housing Coordinator Narrative. _____

20. List of attachments: Attachment A - Housing Coordinator Narrative; Attachment B - FY2021 Budget Estimate;

Attachment C - 2019 Annual Report

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: 1-2-20

Co Applicant Signature: _____ Date: _____

Co Applicant Signature: _____ Date: _____

ATTACHMENT A
HOUSING COORDINATOR NARRATIVE

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 Housing Production Plan 2014-2019 is an example of the Housing Coordinator's competency to manage projects. Additionally, in 2019 the Housing Coordinator helped the Town secure a technical assistance grant through the Montachusett Regional Planning Commission to update the Housing Production Plan. The updated Housing Production Plan is scheduled for completion in early 2020.
- 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 in the course of adding three affordable units.

Also, the Groton Housing Authority provides the majority of the 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.

- c) Serves a currently underserved population. Housing Coordinator position provides information, referrals and other support to members of the public seeking affordable housing. Those requests range from low and moderate income people seeking rentals, moderate income people seeking homeownership, people with disabilities seeking supported or accessible housing.
- 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 2021 BUDGET ESTIMATE**

WAGES			
FY 2020 HOURLY RATE	FY 2020 ANNUAL WAGES	FY 2021 ESTIMATED INCREASE (4%)	FY 2021 ESTIMATED ANNUAL WAGES
\$28.16	\$36,608.00	\$1,464.32	\$38,072.32
		Subtotal Wages	\$38,072.32
BENEFITS			
	FY 2020 HEALTH INSURANCE	FY 2021 ESTIMATED INCREASE (10%)	FY 2021 ESTIMATED HEALTH INSURANCE
	\$5,905.00	\$6,495.50	(at 62.5% for CPC) \$4,059.69
			FY 2021 MEDICARE (1.45% OF WAGES)
			(est. \$48 per quarter) \$552.05
			FY 2021 LIFE INSURANCE
			(at 62.5% for CPC) \$25.61
			FY 2021 RETIREMENT ALLOCATION
			(per Treasurer's report) \$8,675.14
		Subtotal Benefits	\$13,312.49
		TOTAL FY 2020 BUDGET ESTIMATE	\$51,384.81

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@townofgroton.org
978.732.1913

Date: October 17, 2019
To: Dan Emerson, Chair of the Community Preservation Committee
From: Fran Stanley
RE: Fiscal year 2020 report

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

New affordable homeowners often have questions about the operation of condominium associations, property taxes and developer responsibilities. Also, people seeking affordable housing often contact the Housing Coordinator for support and information about accessing affordable housing. In addition, the Housing Coordinator follows up on complaints and concerns expressed about the operation of the three (3) subsidized apartment complexes in Town.

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

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 this oversight, the Housing Coordinator tracks a number of 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.

Inclusionary Zoning Affordable Units

The developer for the Academy Hill subdivision completed its obligation to produce ten (10) affordable units this year. All of these affordables are homeownership condominiums. All units have been sold to eligible households and these ten (10) units will count on the Town's Subsidized Housing Inventory (SHI).

There are no more inclusionary zoning units in the "pipeline".

Current and Future Plans

The thought to site age restricted mixed income housing on the Groton Country Club has lost steam. This potential project may receive additional effort in the future, but is stalled at present.

The effort to produce a new Housing Production Plan is well underway. A rough draft of the Plan is expected in November. The MRPC planner worked steadily on the new Plan through the summer and fall. There have been public meetings before the Planning Board and a housing survey to collect residents' views garnered 202 responses. In addition, the MRPC planner has updated demographic information, noted trends, reviewed zoning, and calculated the development potential for Town owned sites.

The owner of a 54.5-acre parcel at 63 Gratuity Road is considering a 40B comprehensive permit project. Presently, the developer's representatives are still working with the Conservation Commission on wetlands issues which will help to define the development potential. However, initial communications with town departments showed an interest in building residential housing at a density that would require permitting through 40B.

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

