

11. CPA PROJECT APPLICATION FORM

[CPC Use Only: Date Received _____ By: _____
Assigned CPC #2024- _____]

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: 1/11/2023

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@gr
Lead Architect	N/A			
Project Contractor				
Project Consultants				
Other:	Takashi Tada	Town Hall	978.448.1110	ttada@groton
Other				

10. As appropriate, indicate if proposal requires P&S agreement IN Deed IN
Option agreement IN 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: N/A

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

14. Funding: a.) Project Cost: \$ _____ Estimate: \$ 55,790.95 Professional Quote: \$ _____

b.) Requested from CPC: \$ 55,790.95 c.) Committed from other sources: \$ _____

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

f.) Anticipated net income (loss): \$ _____ g.) 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: 7/1/23 Projected Complete Date: 6/30/24

17. Estimated Delivery Date of Completion Report to CPC: 1/15/24

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

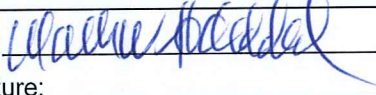
See Attachment A - Housing Coordinator Project Description

19. Feasibility: See Attachment A - Housing Coordinator Project Description

20. List of attachments: Attachment A - Housing Coordinator Description; Attachment B - FY2024 Budget Estimate; Attachment C - 2022 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: 1-11-23
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 the successful establishment of the Emergency Rental Assistance Program that assisted low-income households affected by the COVID-19 pandemic from January 2021 through June 2022.
- 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 2024 BUDGET ESTIMATE

WAGES			
FY 2023 HOURLY RATE	FY 2023 ANNUAL WAGES	FY 2024 ESTIMATED INCREASE (2.5%)	FY 2024 ESTIMATED ANNUAL WAGES
\$31.20	\$40,563.25	\$1,014.08	\$41,577.33
		Subtotal Wages	\$41,577.33
BENEFITS			
	FY 2023 HEALTH INSURANCE	FY 2024 ESTIMATED INCREASE (11%)	FY 2024 ESTIMATED HEALTH INSURANCE
			(at 62.5% for CPC)
	\$3,814.87	\$4,234.50	\$2,646.56
			FY 2024 MEDICARE (1.45% OF WAGES)
			(est. \$48 per quarter)
			\$623.66
			FY 2024 LIFE INSURANCE
			(at 62.5% for CPC)
			\$25.61
			FY 2024 RETIREMENT ALLOCATION
			(per Treasurer's report)
			\$10,917.79
		Subtotal Benefits	\$14,213.62
		FY 2024 WAGES & BENEFITS TOTAL	\$55,790.95

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



Town of Groton
173 Main Street
Groton, MA 01450

Fran Stanley
Housing Coordinator
fstanley@grotonma.gov
978.732.1913

Attachment C

Date: October 26, 2022
To: Bruce Easom, Chair of the Community Preservation Committee
From: Fran Stanley
RE: Annual housing report

This report focuses on affordable housing activities in Groton for 2022. 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. There were no resales this year. Inquiries included questions about possible resales, condominium association governance, and deed restriction interpretations.

For affordable renters, Groton Commons tenants reached out with inquiries about maintenance and staff support.

Emergency Rental Assistance Program

The Emergency Rental Assistance Program wrapped up on June 30, 2022. Administrator Metro West Collaborative Development cut the first checks in January 2021 and its last checks in June, 2022. A total of ten (10) households participated in the program. The size of the monthly grants was determined by bedroom count and the amount ranged up to \$1,200 per month.

The program was modified twice. Once on May 10, 2021 the Trust and the CPC agreed to revised the program to allow for a four (4) month extension. This allowed for as much as eight (8) months assistance provided that there is an income recertification after the first four (4) months. And a second time in December, 2021 when the two committees agreed to a second four (4) month extension which could permit up to twelve (12) months assistance.

Out of a \$200,000 grant, the program spent \$98,595.95. Marketing costs of \$398.95 represented .40% of total spending. Total administrative fees paid to Metro West were \$5,250, representing 5.32% of total spending. The Groton program met its goals by delivering timely rental assistance to landlords on behalf of struggling households who would otherwise be subject to eviction.

Affordable Housing Trust and Housing Committees Meeting

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.

Housing committees gathered for a Housing Forum on June 22, 2022. The format was less structured than the 2021 Housing Summit. Examples of municipally sponsored housing developments were shared.

The prospective redevelopment of the Deluxe facility at 500 Main Street into 200 rental units was mentioned. Two attendees expressed a need for affordable housing and a desire to move to Groton or rather, to move back to Groton for one attendee. The particulars of their described housing situations provided an example of the unmet need for affordable housing.

Increased Senior evictions/homelessness

During this summer and fall, there has been a significant uptick of Groton seniors facing eviction/homelessness. Another fact pattern seen is the already homeless senior who is presently doubled up with family or a friend but cannot afford to move out into their own apartment. With an average rent of \$2,000 across Massachusetts, many seniors will require subsidized housing since the gap between available means and a private market rent cannot be bridged.

Some younger families are also under pressure as renters. Younger families are typically less likely to reach out to the Town. The reticence may be due unfamiliarity with Town supports but one consideration is that the supply of family housing is more constrained than senior housing and so there is no immediate way to help families meet that need.

Expected 40B Comprehensive Permit projects

The Housing Coordinator helped to coordinate the response to two new 40B projects. As part of the process, the municipality and the public are invited to submit comments on a developer's initial application to MassHousing for approval to approach the municipality for a comprehensive permit. Groton's Select Board, town departments and housing committees followed the process, reviewed the initial application and submitted comments to MassHousing. These two developers received project eligibility letters from MassHousing this summer and fall which means that there are potentially residential developments with affordable housing coming to Groton.

Heritage Landing received its project eligibility letter on July 5, 2022. The developer intends to build 40 units of homeownership housing on Cow Pond Brook Road. The developer has two years to submit a permit application to the Zoning Board of Appeals. Twenty-five (25) percent of the units will be affordable.

Groton Farms received its project eligibility letter on September 15, 2022. The developer intends to redevelop the former Deluxe property at 500 Main Street and build 200 rental units. Twenty-five (25) percent of the units will be affordable.

There are well established state incentives to encourage municipalities to permit affordable rental housing. If built as planned, DHCD will credit Groton with two hundred (200) units on the Subsidized Housing Inventory even though only fifty (50) units will be affordable. That addition to the SHI will likely bring Groton to its expected ten percent of affordable housing. Reaching ten percent has been a long-term goal of the Town as such communities have increased local control over future residential development.

Housing Choice MBTA Communities legislation

The Planning Board is working with Montachusett Regional Planning Commission consultants to explore compliance with the new MBTA Communities legislation. Potential districts for MBTA Communities zoning include the Four Corners area and the Mill Run Plaza/Deluxe area. Compliance with the new law is beneficial to the Town in that it will keep Groton in the running for competitive state grants like MassWorks.

The Department of Housing and Community Development (DHCD) continues to refine its regulations as recently as October 21, 2022 when it defined the interplay between past and future 40R districts and concurrent compliance with MBTA Communities. The October 21, 2022 guidance limits the percentage of allowed affordable housing showing that DHCD and the current administration are preferencing the development of additional housing units over affordable units.

The three housing committees but particularly the Housing Partnership and the Affordable Housing Trust are following the progress of Groton's response to MBTA Communities.

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

Attachment D
Letters of Support

Affordable Housing Trust
Planning Board



TOWN OF GROTON
Affordable Housing Trust



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

December 14, 2022
Bruce Easom, Chair
Groton Community Preservation Committee

RE: Support for Housing Coordinator funding

Dear Mr. Easom and CPC members,

I am happy 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 outstanding job in this role and without her knowledge, expertise, and assistance, the Trust's organization and effectiveness would be greatly diminished.

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

She oversaw the Emergency Rental Assistance program intended to help Groton residents whose ability to meet ongoing rental costs had been affected by the COVID pandemic. The program made payments to landlords on behalf of struggling households who would otherwise be subject to eviction for up to 12 months. This program was very successful, and Fran oversaw the wrap-up of the program and the return of over \$100,000 from the program grant fund to the CPC when it closed at the end of FY2022.

Fran was vital in helping to organize a Housing Forum among all the Town's housing committees in June to help increase the information flow and knowledge about what each organization was focusing on for better coherence of an overall [affordable] housing plan.

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. She helped organize oversight and site evaluations for possible affordable housing locations on Town-owned properties, including at Hoyt's Wharf Road and with organizing the materials and commentaries from the Trust regarding the two potential 40B developments at Heritage Landing and Groton Farms.

She provided up-to-date information and highlights as the Massachusetts Housing Choice MBTA Communities legislation progressed throughout 2022, which allowed the Trust to understand the impacts it could have on affordable housing in Town and she assisted in drafting a letter of comments and issues regarding the draft legislation to the DHCD, which was also co-signed by the Groton Select Board.

Fran also brings a wealth of knowledge about previous and current activities by the Affordable Housing Trust and other Housing-related authorities in/around town and provides the Trust membership with appropriate advance notice of upcoming sessions by other committees that may be of interest/importance to the Trust. She provides information and links from other state organizations within the Commonwealth as well as media and consultant publications to ensure that the Trust members have the most current view of situations relevant to our mission.

The Housing Coordinator is an invaluable asset to the Town of Groton and especially 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.

Phil Francisco

Phil Francisco, Member, for the Affordable Housing Trust



Office of the
PLANNING BOARD

TOWN OF GROTON

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Groton, Massachusetts 01450
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December 6, 2022

Mr. Bruce Easom, Chair
Community Preservation Committee
173 Main Street
Groton, MA 01450

RE: Support for Housing Coordinator Position – FY24 CPA Funding

Dear Mr. Easom and CPC members:

The Groton Planning Board voted unanimously on December 1, 2022 to support the Town of Groton's application for Community Preservation Act (CPA) funding in FY24 to pay for the Housing Coordinator position. The Planning Board firmly 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 established the Emergency Rental Assistance Program that helped ten lower-income households affected by the economic impacts of the COVID pandemic. In June 2022, 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 coordinated the Town's response to the two potential Ch. 40B housing projects that received approval from MassHousing.

With the issuance of 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 FY24 and beyond.

The Planning Board urges you to act favorably on the Town of Groton's application for CPA funding in FY24 for the Housing Coordinator position.

Sincerely,

Scott Wilson, Chair
Groton Planning Board