



COMMUNITY PRESERVATION APPLICATION FOR FUNDING

PROJECT CONTACTS

Applicant Name:

Applicant phone:

Email:

Group or Committee Affiliation (if any):

Contact Person/Project Director:

Names of governing board, trustees or directors:

Federal Tax ID (if non-profit)

PROJECT INFORMATION

Project Name:

Project Category:

Historic

Open Space

Housing

Recreation

Site Address:

Property Owner

Projected Cost of Project:

Summary Project Description:

Applicant Signature: Michelle R. Tyler Date: 4 / 13 / 2022

NOTE: Tax & utility payments MUST be up-to-date for an application to be reviewed



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*Each section below **MUST** be completed for all funding requests*

Scope/Concept of Project:

Goal(s): Provide a list of broad goals of the proposed project

Success: How will the success of this project be measured?

Projected Action Plan and Timeline: Include project critical elements, expected expenditures, receipt of other funds/revenues.

Evaluation: Describe how you will monitor progress toward meeting the stated goals.

Stewardship: Indicate how the project will be maintained after CP funds have been spent. Provide a 5 year plan.

Budget Describe expected project costs including such things as personnel costs, operating expenses such as printing, postage, etc. Provide quotes (**Refer to application bid requirements on page 1**).

Funding: Detail additional funding sources that are available, committed or under consideration.

Relevance: Indicate how the project is important and relevant to the current and/or future needs of the Town.



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Support: Describe the level of support for this project. Include any letters/petitions.

Restrictions: Provide proposed deed restriction language. Note that funds will not be released until a deed restriction is in place.

Support Documents: Provide maps, existing & proposed site/floor plans, professional renderings for the property and/or structures affected.

Other(if applicable): Documentation that applicant has control over the site (P&S, option, deed); evidence that the project is in compliance with the zoning ordinance, other laws or regulations; evidence that the proposed site is free of hazardous materials.

COMMUNITY PRESERVATION COMMITTEE USE:

Received On: ____/____/____

Reviewed On: ____/____/____

Determination: _____

Date to Town Council: ____/____/____ CPC Chair: _____

The Town of Randolph has agreed to pursue the formation of a **Shared Housing Services Office (SHSO)** with other seven other communities: Bellingham, Hopkinton, Medfield, Milton, Norwood, Sharon and Wrentham. The Town participated in a feasibility study commissioned in June 2021 and sponsored by the Metropolitan Area Planning Council (MAPC), with Norwood leading the effort for the municipalities. The information to validate the need for a SHSO was compiled through interviews with each community and drew on the operations of existing SHSO collaborations.

The municipalities in this study, as with most communities in the Commonwealth, are interested and motivated to preserve their affordable housing stock as well as creating new affordable housing for a number of compelling reasons.

- Communities want to achieve the state 10% mandate for affordable housing. The Department of Housing and Community Development (DHCD) maintains a Subsidized Housing Inventory (SHI) of qualifying affordable units to track each community's inventory of affordable housing. Communities that have 10% of their year-round housing stock designated as affordable housing may deny comprehensive permit applications (40B).
- Communities want to expand the housing options for low and moderate income residents.
- Communities want to monitor compliance on existing units to preserve public resources, acknowledging that affordable housing units are created with public resources (public support, funds, zoning bonuses or other).

As with most municipalities, the task of managing the affordable housing inventory is not a specific assignment for municipal staff. Generally, the Planning or Community Development Office is responsible for any municipal activity required, and often this is an adjunct part of the job responsibilities and often not in the job description at all. Due to the infrequency of the tasks, the complexity of the regulatory requirements and the many options available for local initiatives, maintaining the required technical skill for in-house staff is difficult. Communities often turn to independent private housing consultants for assistance on specific projects or on-going general support.

By proportionally sharing the costs of housing staff through an SHSO, small and mid-sized communities such as ours will be able to access specialized housing expertise and will be better equipped to monitor existing Affordable Housing stock without committing to the set expense of hiring our own housing-focused town staff.

The services that would be provided by the SHSO to Randolph are Core Housing Services to include:

1. Monitoring

- Monitoring Database of Affordable Housing Developments and residents
- Monitor ownership units
- Monitor rental developments
- Assist with resales of ownership units
- Maintain municipal inventory records with the Subsidized Housing Inventory maintained by the Department of Housing and Community Development

2. Local Support

- Provide valuations to assessors for restricted ownership units
- Meet with staff and housing entities
- Create and implement housing programs
- Advise and consult on projects
- Prepare and Review project documents

3. Regional Activities

- Assist communities with regional linkages
- Provide programs and referrals to residents

Based on the analysis of current affordable housing units in Randolph and the support the community would receive from an SHSO, our cost for participation in FY23 is **\$11,520**.

TRIC/SWAP SHSO Services by Town

		Bellingham		Hopkinton		Medfield		Milton		Norwood		Randolph		Shar on		Wrentham		
		SHI	12.63%	801	14.25%	725	9.62%	406	4.97%	479	9.88%	1229	10.80%	1294	10.57%	678	11.28%	431
Unit Methodology		Hours per unit	#/year	Hours per year	#/year	Hours/yr	#/year	Hours/yr	#/year	Hours/yr	#/year	Hours/yr	#/year	Hours/yr	#/year	Hours/yr	#/year	Hours/yr
Monitoring																		
Create Monitoring Database	One person-PHA+one per owner (year #1)	2	45	90	47	94	31	62	15	30	18	36	27	54	7	14	3	6
Ownership Units: Annual Monitoring	One per LIP unit	1	29	29	38	38	23	23	8	8	10	10	11	11	1	1	0	0
Rental Developments: Compliance report	One per LIP project	3	1	3	1	3	5	15	1	3	0	0	2	6	3	9	0	0
Rental Units: Tenant certification	One per LIP Restricted unit	0.25	63	15.75	60	15	28	7	21	5.25	0	0	34	8.5	102	25.5	0	0
Assessor Valuation	One per ownership unit	0.5	35	17.5	60	30	31	15.5	8	4	10	5	11	5.5	1	0.5	38	19
Local Support																		
Project Consultation	Per Project	10	0	0	0	0	2	20	2	20	0	0	2	20	2	20	0	0
Program Development	Develop Program materials (no admin)	20	0	0	1	20	1	20	0	0	1	20	0	0	0	0	0	0
On Site meetings	Per Meeting : Staff, Board	3	4	12	4	12	18	54	12	36	6	18	4	12	12	36	12	36
Resident Support	Questions, Referrals	1		0		0	12	12		0		0	12	12	12	12		0
Other		SO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Regional Activities																		
Administration	Financial, Advisory, Status	1	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Regional Activities	Training, workshops, resources	1	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Total	Annual Hours	123		182		227		244		121		104		144		133		76
	% of total	100%		15%		18%		20%		10%		8%		12%		11%		6%
	Hours per week			3.5		4.3		4.7		2.3		2.0		2.8		2.5		1.5
	Cost at \$80/hr	\$80.00		\$14,580		\$18,160		\$19,480		\$9,700		\$8,320		\$11,520		\$10,640		\$6,080

How will success be measured:

Deliverables include the creation of a central repository and Monitoring Database of all the projects: their characteristics and legal documents for all projects. These documents include initial zoning decisions (Special Permit, Comprehensive Permit, other), Regulatory Agreements (both homeownership and rental), individual unit deeds for ownership units, and other information such as mortgages or liens, land disposition agreements, 40B Cost Certification Reports and other project specific information.

Each project is reconciled to the DHCD SHI listing, and required updates are made to DHCD so that the municipalities have the benefit of all eligible units being 'counted' on the SHI. This might also include verifying the number of units for DDS/DMR units.

This inventory is updated throughout the term of service as new projects are formed, new units are created, units are bought and sold, and refinancing is transacted.

For LIP ownership units, the annual monitoring task is to confirm that the owner of record is compliant.

For LIP rental units, annual certification to DHCD in writing that the project is compliant with the restrictions. For the LIP rental units, the municipality is required to review the rents charged, review the certification of the tenants, review that the units are maintained, to ensure that tenant selection practices comply with Fair Housing laws, and to certify all the above to DHCD.

Provide the Assessor's Office with annual valuations for the affordable units. As required by the Department of Revenue, property assessments must take into account deed restrictions in their valuation.

Local Support service will provide assistance in creating a resident assistance programs such as down payment assistance, small grants or capital improvement programs, rental assistance programs, buy-down programs or any other locally defined initiatives to assist new or existing residents.

On-site meetings for staff, Boards and Committees and resident support to allow residents to contact the service provider directly with questions and concerns on their housing.

RELEVANCE

	Bellingham	Hopkinton	Medfield	Milton	Norwood	Randolph	Sharon	Wrentham
Contact	Jim Kupfer	John Gelcich	Sarah Raposi	Tim Czerwienski	Paul Halkiotis	Michelle Tyler	Fred Turkinton	Rachel Benson
	JKupfer@bellingham.org	jgelcich@hopkintonma.gov	sraposa@medfield.net	tczerwienski@townofmilton.org	11halkiotis@norwoodma.gov	mtyler@randolphma.gov	FTurkinton@townofsharon.org	RBenson@wrentham.ma.us
	508-657-2893	(508) 497-9745	(508) 906-3027	6178984847	(781)915-4749	781-961-0936		(508) 384-5441
Interest Level	\$8-\$12	\$15-\$20k	High	\$10-\$15	\$15k	\$10-\$15	\$10-\$15	\$10-\$15
SHI Numerator	801	725	406	477	1229	1294	678	431
SHI Denominator	6341	5087	4220	9641	12441	11980	6413	3821
SHI Percent	12.63%	14.25%	9.62%	4.95%	9.88%	10.80%	10.57%	11.28%
Safe Harbor	Over 10%, HPP certified 9/3/22	Over 10%	HPP Certified to 5/7/22		1.5% of land area	Over 10%	Over 10%, expect to fall below with 2020 Census	Over 10%
Rental	766	665	375	469	1219	1283	676	393
Ownership	35	60	31	8	10	11	1	38
Plans	HPP thru 12/18/24	2017: Master Plan	HPP thru 10/18/21, update planned	HPP thru 2/11/25		2017: Master Plan	HPP thru 6/4/23, Master Plan 2019	Upcoming Master Plan Phase II & III update
Area responsible		Planning Dept, PB	Planning Dept, Trust			Planning Dept	Select Board	
Housing Trust	No	Yes (\$1,354k), not active	Yes (\$34k), active	Yes	No	No	Yes (\$282K), inactive	Future
Other/CDC Use 40B	Yes	Yes	Yes	HOME	0 for 3yrs	Yes	Yes	Yes
Inclusionary Zoning	Yes	Yes, 0 units	Yes, 0 units	No, but inclusionary provisions	Yes	No	Yes, Business District A	No
CPA	No	Yes(2%)	No	Yes(1%)	Yes(1%)	Yes(2%)	Yes	Yes(1%)
Other funding sources			2017: \$1 million bond authorized					
Source SHSO funding	Budget	Trust	Budget	Budget	CPA	CPA	CPA	CPA
SHSO Housing Services								
Professional level expertise	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
LIP Ownership Monitoring	29 Units	38 Units	23 units	8 units	10 units	11 units	1 unit	none
LIP Rental Monitoring	1 Development	1 Development	5 Developments	1 Development	none	1 Development	3 Developments	none
SHI inventory management	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Assessment valuations(?)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
# Meetings with staff, Boards	4	4	4	9-12	4-6	4	4	6-12
Project Consultation			2 Projects	2 Projects		2 Projects	2 Projects	
Program Development		1 Program	1 Program		1 Program			
Resident Inquiries			Yes			Yes	Yes	
Specialized Services (year 2+)		Assistance with lotteries, HPP	Inclusionary Bylaw, RFP assistance	HOME Assistance			Create housing units, Grant writing, Managing 40B/ LIP Projects, Drafting zoning bylaws, HPP	