



# COMMUNITY PRESERVATION ACT APPLICATION FOR FUNDING

Regional Housing Services Office

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Assistant Town Administrator / Executive Director of Municipal Services

**Community Preservation Act**  
**Town of Maynard**  
**Final Application for Funding**  
**Regional Housing Services Office**

**Introduction**

The Town Administrator's Office is submitting this proposal to the Community Preservation Committee (CPC) for funding to continue membership the Regional Housing Services Office (RHSO) for Fiscal Year 2022.

The RHSO serves its member towns by assisting with the municipal function of affordable housing, including proactive monitoring, program administration, project development and resident assistance.

RHSO membership includes the Towns of Acton, Bedford, Concord, Lexington, Maynard, Sudbury, Wayland and Weston. Maynard became the ninth and final member of the RHSO in July, 2020.

This service is authorized through Inter-Municipal Agreements among the member towns.

**Project Description:**

1. Project Category: Community Housing
2. CPA Funding Scope

In FY21, the town requested \$9,500 to contribute to the cost of the membership with \$1,500 supplemented through the Office of Municipal Services Budget. The FY21 Office of Municipal Services budget was decreased by 1.64%, cutting \$5,350 from department expenses. **Due to this reduction, the FY22 CPC request will be for the full cost of the FY22 RHSO membership, \$12,000.**

3. Goals: What are the specific objectives of the proposed project? Who will benefit and why? How will success be measured?

**Goal 1: Fulfill State and agency reporting and requirements**

- Monitor database of deed restricted units;
- Monitor regulatory agreements;
- Send and compile self-declaration reports for ownership units;
- Maintain RHSO public website and provide members only portal;
- Prepare and submit certification reports to DHCD;
- Prepare and submit subsidized housing inventory reports to DHCD.

**Goal 2: Carry out local responsibilities**

- Work with DHCD, developers and housing-lottery agents for dedication of SHI units;
- Update the Town's assessed value of deed restricted properties;
- Provide educational opportunities for residents;

- General local support and housing program administration to the Maynard Affordable Housing Trust (AHT) and the Office of Municipal Services.
  - Provide technical assistance to AHT when reviewing 40B developments
  - Assist in the Implementation of the Housing Production Plan approved by the Board of Selectmen and Planning Board in 2016

4. Community Need: Why is this project needed? Does it address needs identified in existing Town or regional plans or non-profit organizations, or needs raised in community discussions?

Since the Town of Maynard has adopted the Housing Production Plan and adopted an Inclusionary Zoning By-law as one of the recommendations of that plan, there has been an increase in housing production. Maynard has added approximately 22 affordable units in FY21 and the volume of work and statutory responsibility has increased and grown more complex. The 22 affordable units were created under the Local Initiative Program (LIP) which requires the municipality to annually certify in writing to the Department of Housing and Community Development (DHCD) that each of the Low and Moderate Income Units continues to be Low and Moderate Income Units have been maintained in a manner consistent with the regulations and guidelines.

It is crucial the Town's affordable housing data ("subsidized housing inventory" or "SHI") be current, accurate and efficiently administered. The SHI is used to measure a community's stock of low-or moderate-income housing for the purposes of M.G.L. Chapter 40B (the Comprehensive Permit Law which requires a 10% minimum of SHI units). Currently Maynard's SHI is 9.05%, an increase from last year's 8.6%. The creation of additional units this year will allow for a year of safe harbor – managed by the RHSO. RHSO is an efficient and proven resource that can help us meet our affordable housing goals and properly administer our SHI.

In addition to the creation of new SHI units, it is crucial for the Town to preserve its existing SHI. RHSO funding will provide services to monitor existing housing and prevent the loss of SHI units, and provide a level of focused expertise in affordable housing that town staff does not possess.

Continued participation in the Regional Housing Services Office would help address needs identified in the following plans:

**A) Meet objectives Housing Production Plan approved by the Board of Selectmen and Planning Board in 2016**

1. Provide opportunities for housing of various types to meet anticipated needs within the Town's limited land resources.
  - Assist those who are of moderate financial resources by encouraging assisted housing and types of housing within their means.
2. Encourage retention and improvement of the existing housing stock of the community, which includes a variety of housing types.

**B) Meet objectives of the Community Preservation Plan (2007)**

According to the Town's Community Preservation Plan (2007), the CPC, in conjunction with the Housing Authority and others, has identified the following community housing goals:

- Provide and preserve community housing that promotes age and income diversity. To the extent possible, universal design features should be incorporated into the construction of such housing.
- Create new and preserve existing community housing that is well designed and maintained, is of high quality, and is based on sound planning principles.
- Disperse community housing throughout the town.
- Create housing in neighborhoods that currently have little or no affordable housing.
- Create new and preserve existing community housing that will contribute to the State mandated minimum SHI target of 10% .
- Provide community housing opportunities that give priority to local residents, seniors, Town employees, and families of students enrolled in the Town public schools.
- Re-use existing buildings or use previously developed or Town-owned sites for new community housing.

#### **C) Meet objectives of the Master Plan**

*Housing H1: Maintain and encourage a range of housing options, including those that are accessible to persons and households of various ages, abilities, and economic means.*

- Continue to implement strategies outlined in the Maynard Housing Production Plan to increase the stock of housing that is affordable to residents of various economic means and meet or exceed the Commonwealth's affordable housing goals.
- Track progress of the Inclusionary Housing By-law to assess its effectiveness.
- Explore mechanisms to protect existing lower-cost housing options.

*H3: Support mixed-use housing in downtown, as appropriate to the area's scale, density, and aesthetic character, in a manner that does not detract from its economic and cultural functions.*

- Assess recent developments within the Downtown Overlay District to ensure this zoning tool is achieving its intended purpose, as it pertains to housing.

#### **D) Meet objectives in the Community Development Principles**

*Principle #5 Expand Housing Opportunities*

- Maynard continues as a diverse community which offers a broad range of housing options to its residents.
- Maynard is compliant with government mandates regarding affordable housing.
- Achieve and maintain compliance with Chapter 40B; investigate and pursue other regulatory and non-profit opportunities to increase affordable housing.

5. Community Support: What is the nature and level of support and/or opposition for the project? In particular, with which Town Boards/Committees/Departments or community organizations have you consulted/collaborated.

Participation in the Regional Housing Services Office is supported by the Affordable Housing Trust and the Board of Selectmen. RHSO membership has the full support of the Town Administrator's Office, and the Office of Municipal Services.

6. Budget: What is the total budget for the project and how will CPA funds be spent? Provide written estimates to substantiate proposed costs. Include a 2- to 5-year budget, if appropriate. (NOTE: CPA funds may NOT be used for general maintenance purposes.)

The total budget for the FY22 membership of the RHSO for the Town of Maynard is \$12,000.

As a participating municipality, Maynard will continue to proportionally share the total costs of operating regional housing services. The proportional share is determined based on the percentage of hours planned to support each municipality for core services as represented in the fee schedule. Supplemental services proposed throughout the year will be invoiced outside of this agreement for payment for additional hours in excess of the allotted hours. An example of that would be monitoring services for specific 40B project with funds provided by the project developer. If there are unused hours at the end of the second year they will be refunded to the community. The expected funds would be held by the Town with payments made to the regional housing service provider by the Town on an annual basis.

#### Proposed Maynard Services

| Description       | Hours      |
|-------------------|------------|
| Monitoring        | 35         |
| Local Support     | 60         |
| Regional Services | 20         |
| Administration    | 20         |
| <b>Total</b>      | <b>135</b> |

7. Funding: What other funding sources are committed or under consideration? Include any commitment letters or describes other efforts to secure funding for this project. Is there revenue potential for this project?

In FY21, the town requested \$9,500 from the CPC to contribute to the cost of the membership with \$1,500 supplemented through the Office of Municipal Services Budget. The FY21 Office of Municipal Services budget was decreased by 1.64%, cutting \$5,350 from department expenses. **Due to this reduction, the FY22 CPC request will be for the full cost of the FY22 RHSO membership, \$12,000.** The Affordable Housing Trust has funded the Emergency Rental Assistance Program including grants and administration with support from the Office of Municipal Services, however this work is not reflected in the annual RHSO membership budget.

8. Timeline: What is the schedule for project implementation? Include a timeline for critical elements, expenditures, and receipt of other funds, if any.

1. Continue annual membership in the RHSO.
2. Sign Inter Municipal Agreement with the other communities in summer, 2021.

9. Implementation: Who will be responsible for implementing the project? Who will manage the project? Does the proposed project manager have relevant experience? Who else will be involved in project implementation and what arrangements have been made with them?

The Board of Selectmen and the Town Administrator has signed the Inter-municipal agreement for FY 2021. During the term of the agreement, core housing services would be provided with an allocation of approximately 135 hours under the direct supervision of the Office of Municipal Services. We would plan the same for FY22.

Assistant Town Administrator and Executive Director of Municipal Services, Megan Zammuto will be responsible for managing the Town's partnership with the RHSO. Office of Municipal Services staff will assist with specific projects. Town staff has a general knowledge of affordable housing principles; however, they do not have the relevant experience to undertake affordable housing management for Maynard units. Continuing our membership with the RHSO would allow staff to work with affordable housing professionals and learn from best practices in neighboring communities.

10. Maintenance: If ongoing maintenance is required, who will be responsible and how will it be funded? Please include a 5-year budget and documentation of commitment.

There is no specific maintenance with this request.

11. Other information

Included please find the Q1 status report from the RHSO.



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Email: [INFO@RHSOhousing.org](mailto:INFO@RHSOhousing.org)

Phone: (978) 287-1092

October 30, 2020

To: John Mangiaratti, Sarah Stanton, Stephen Crane, James Malloy, Timothy Higgins, Greg Johnson, Henry Hayes, Louise Miller, Leon Gaumond, Janet Adachi, Kristen Guichard, Robert Hummel, Alyssa Sandoval, Marcia Rasmussen, Heather Gill, Lee Smith, Carol Kowalski, Amanda Loomis, Paula Vaughn, Megan Zammuto, Adam Duchesneau, Cynthia Howe, Sarkis Sarkisian, Imai Aiu, Sarah Rhatigan

CC: Jody Kablack, Lara Plaskon, Liz Valenta

From: Elizabeth Rust

RE: Regional Housing Services Office – FY21 Q1, Status Report

This is the FY21 status report for activity from 7/1/20 through 9/30/20 (FY21 Q1) for Regional Housing Services Office, the inter-municipal collaboration between the eight towns of Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland and Weston. Please let me know if you have any comments or questions.

## **RHSO Administration:**

We start the year still in the pandemic semi-shut down. The work of the RHSO continues, with the office staffed 2-3 days a week, continuing remote working, and meetings of all kinds through ZOOM. All efforts on the workplan continue, with minor adjustments as needed.

The RHSO IMA, covering the FY21 – FY23 period, was signed by all communities in September, effective 10/1/20. Membership fees have been invoiced and mostly received. From the staffing perspective, all the existing RHSO Consultants were awarded contract renewals through the RFP process, and contracts are in place for the full IMA term.

Maynard officially joined the RHSO, starting 7/1/20, and we welcome our neighboring municipality. Maynard is the 9th community, which is the limit specified in the IMA.

The Advisory committee met in September, and reviewed emergency rental assistance, continued stay of rent increases during the state of emergency, and continued resale activity as well as a general community exchange. The Advisory committee will meet again in November.

Town meetings finished up in September, just in time to start FY22 budgets. After discussion with each community on a one-on-one basis, the RHSO budget is well into draft and will be available for general review in November. The budget is driven by the membership fees for each member community – the level of service (number of hours) by the hourly rate.

## **Regional Activities:**

Regional activities are performed for the RHSO communities equally and provide general housing resources, including trainings, reports, information and the website.

The RHSO is responding to COVID-19 in this fluid and changing environment and is administering an Emergency Rental Assistance Program (ERAP) developed with guidance from Massachusetts Housing Partnership (MHP) and CHAPA. Emergency Rental Assistance programs have been implemented in 80 Massachusetts communities, and MHP has published its collection of information.

<https://www.housingtoolbox.org/covid-19-resources/emergency-rental-assistance-era-program-database>

The RHSO ERAP program is active in Acton, Bedford, Maynard, Sudbury and Weston. To date, 57 applicants have been approved and \$135,250 has been committed. The averages across all applicants show that the households are relatively low income with a 32% reduction in income due to COVID, averaging a change of



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income from \$56,000 to \$38,000. Positions range from restaurant, retail, healthcare, education and people who felt they were high-risk and left work.

|         | # Approved Households | \$Budget  | \$Committed | \$Remaining |
|---------|-----------------------|-----------|-------------|-------------|
| Acton   | 33                    | \$100,000 | \$77,050    | \$22,950    |
| Bedford | 4                     | \$40,000  | \$8,600     | \$31,400    |
| Maynard | 11                    | \$70,000  | \$26,200    | \$43,800    |
| Sudbury | 7                     | \$39,000  | \$20,000    | \$19,000    |
| Weston  | 2                     | \$100,000 | \$3,400     | \$96,600    |
|         | 57                    | \$349,000 | \$135,250   | \$213,750   |

Based on the ERAP efforts, we were asked to accompany DHCD as a panelist at the MMA Human Services Council webinar this fall.

In related COVID response, we are investigating implementing and administering a mortgage assistance program with several communities, and will have more information soon.

## **SHI, 40B Safe Harbor and Inventory Administration**

Managing the SHI inventory is a key component of the RHSO services provided. A total of 1,101 units have been added to the Subsidized Housing Inventory for the member communities since they joined the RHSO, and 358 in FY20.

|           |                            | SHI Tracking |              |         |  | 40B Safe Harbor   |
|-----------|----------------------------|--------------|--------------|---------|--|---|
|           | Housing Units, 2010 Census | SHI Units    | % Subsidized | +/- 10% | FY21/FY22 Pipeline   |   |
| Acton     | 8,475                      | 894          | 10.55%       | 47      | Craftman Village (2)   | Yes - >10%, and HPP Certified to 8/9/22                       |
| Bedford   | 5,322                      | 981          | 18.43%       | 449     | Village at Bedford Woods (6)   | Yes - >10%  |
| Concord   | 6,852                      | 721          | 10.52%       | 36      | Junction Village (83), Gerow (1), 930 Main St (2)  | Yes - >10%  |
| Lexington | 11,946                     | 1,334        | 11.17%       | 140     | Wright Farm (1), 186 Bedford St (13)   | Yes - >10%  |
| Lincoln   | 2,130                      | 298          | 13.99%       | 85      |  | Yes - >10%  |
| Maynard   | 4,430                      | 401          | 9.05%        | -42     |  |   |
| Sudbury   | 5,921                      | 669          | 11.30%       | 77      |  | Yes - >10%  |
| Wayland   | 4,957                      | 330          | 6.66%        | -166    | Rivers Edge (218), Michael Road (1), Cascade (-30)   |   |
| Weston    | 3,952                      | 151          | 3.82%        | -245    | 751-761 Boston Post Road - Mill Creek/Modera (180); 104 Boston Post Road (150); 225 Merriam St (1); 269 North Ave. (16); 518 South Ave (200); Brook School (24 existing units) LIP/LAU.) | 8/27/19 1.5% land area claim- DHCD denial - appeal in process |
| TOTAL     | 53,985                     | 5,779        | 10.70%       | 381     |  |   |





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## **Monitoring:**

The monitoring program is a core service of the RHSO with almost 5,800 units of SHI rental and ownership restricted housing across the communities.

**Ownership Units:** The ownership monitoring is starting for FY20, with the following steps:

- Self-certifications to each owner, 3 mailings
  - First mailing sent 10/23/20, 393 letters, an increase of 15 letters from FY20
- Review the registry of deeds
- Review owner mailing address versus town database
- Review on-line sites for rentals
- Provide annual certification reports to DHCD in June
- Send quarterly Welcome Letters to new owners – In Q1, welcome letters were sent to owners in Acton, Concord, Lincoln, and Weston.

| 10/26/2020   | FY21 Self-Declaration |          |            |           |
|--------------|-----------------------|----------|------------|-----------|
|              | Sent                  | Rec'd    | Open       | % rec'd   |
| Acton        | 67                    |          | 67         | 0%        |
| Bedford      | 60                    |          | 60         | 0%        |
| Concord      | 73                    |          | 73         | 0%        |
| Lexington    | 33                    |          | 33         | 0%        |
| Lincoln      | 54                    |          | 54         | 0%        |
| Maynard      | 6                     |          | 6          | 0%        |
| Sudbury      | 36                    |          | 36         | 0%        |
| Wayland      | 38                    |          | 38         | 0%        |
| Weston       | 26                    |          | 26         | 0%        |
| <i>total</i> | <i>393</i>            | <i>0</i> | <i>393</i> | <i>0%</i> |

**Resales:** One of the primary responsibilities of the monitoring agent is to locate eligible buyers upon resale of deed restricted ownership units. This falls to the municipality for units in the LIP Program, 40B units where the town is the named agent, or other locally restricted units. FY20 saw an uptick in resales (6 units), and this trend is continuing strongly into FY21. There were 7 resales that closed in the first quarter of FY21 (Acton, Bedford, Concord, Lincoln (2 units), Sudbury and Weston), and 2 currently starting to market in Sudbury and Concord. The RHSO provides these resale services as part of its core monitoring efforts, and the town receives the resale fee (~\$4k -~\$5k) associated with the transaction. Municipalities can purchase additional hours if the work on resales extend past the contracted support level.

**Rental Projects:** The RHSO monitors Local Initiative Program (LIP) rental units and units funded with HOME funds on behalf on the member communities, as required by the funding Regulatory Agreements.

In general, the monitoring review includes:

1. Reviewing that the rents are calculated in accordance with the Regulatory Agreement.
2. Reviewing sample tenant files to ensure that tenant income is recertified using source documents according to the regulations
3. Verifying that tenants are selected in accordance with Fair Housing requirements and current Affirmative Fair Housing Marketing Plans (AFHMP) including advertising requirements.
4. Verification that the units are maintained in accordance with applicable standards.
5. Providing Town certification to DHCD, as required.
6. Follow-up during the year on compliance findings and recommendations.
7. Reviewing annual rent increase requests and recommending approvals.

The below table provides the detail schedule for the rental monitoring. There is some shift in schedule and scope due to COVID, including desk reviews in lieu of site visits. There is a moratorium of both rent increases and evictions, per DHCD guidance and rental re-certifications are slower and delayed.



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|    | Town      | LIP Rental Development Name  | SHI units | Subsidy Program | FY21           |
|----|-----------|------------------------------|-----------|-----------------|----------------|
| 1  | Acton     | Scattered sites (AHA)        | 8         | LIP 40B         | Q3             |
| 2  | Acton     | Inn at Robbins Brook         | 3         | LIP-LAU         | Q4             |
| 3  | Bedford   | Village at Concord Road      | 12        | LIP 40B         | Q2, In process |
| 4  | Bedford   | 20 Railroad                  | 4         | HOME            | Q2, In process |
| 5  | Bedford   | Patriot Place                | 10        | LIP 40B         | Q2, In process |
| 6  | Bedford   | Village at Taylor Pond       | 200       | LIP-LAU         | Q2, In process |
|    | Bedford   | Bedford Village              | 96        | CPA             | Q3             |
| 7  | Bedford   | 447 Concord Road             | 11        | HOME            | Q3             |
| 8  | Concord   | Concord Prescott             | 350       | LIP 40B         | Q3             |
| 9  | Concord   | Concord Park                 | 16        | Local           | Q3             |
| 10 | Concord   | 405 Old Bedford Road (CHA)   | 4         | LIP LAU         | Q2, In process |
| 11 | Concord   | Brookside Square             | 8         | LIP-LAU         | Q2             |
| 12 | Concord   | Warner Woods                 | 80        | MH NEF          | Q4             |
| 13 | Concord   | Thoreau St (CHA)             | 1         | HOME            | Q3             |
| 14 | Concord   | Peter Bulkeley (CHA)         | 4         | HOME            | Q3             |
| 15 | Lexington | Avalon at Lexington Hills    | 97        | LIP 40B         | Q2, In process |
| 16 | Lexington | Avalon Lexington             | 56        | Local           | Q2, In process |
| 17 | Lexington | LexHAB Scattered Sites       | 48        | various         | Q2, In process |
| 18 | Lexington | Pine Grove Village           | 3         | HOME            | Complete       |
| 19 | Lexington | Keeler Farm                  | 1         | HOME            | Q2, In process |
| 20 | Lincoln   | Commons                      | 30        | LIP 40B         | Q4             |
| 21 | Lincoln   | Oriole Landing               | 60        | LIP LAU         | Q4             |
| 22 | Maynard   | Maynard Crossing, Vue        | 22        | LIP LAU         | Q4             |
| 23 | Sudbury   | Willis Lake (SHA)            | 1         | LIP-LAU         | Q2, In process |
| 24 | Sudbury   | Avalon                       | 250       | LIP 40B         | Q3             |
| 25 | Sudbury   | Coolidge (Phase1)            | 1         | HOME            | Q2, In process |
| 26 | Wayland   | Residences At Wayland Center | 12        | LIP-LAU         | Q4             |
| 27 | Weston    | Church, Jones, Pine, Viles   | 6         | LIP LAU         | Q2, In process |
| 28 | Weston    | Warren Ave                   | 5         | LIP 40B         | Q2, In process |
| 29 | Weston    | Merriam Village              | 5         | LIP LAU         | Under Review   |
|    |           |                              | 1404      |                 |                |

## Town-Specific Monitoring

Other monitoring efforts include assisting residents with refinancing as well as maintaining the inventory with new projects, new owners, and other general updates.

In Acton: Completed the closing for the resale of a unit at Lalli Terrace; supported the monitoring efforts at Anthem Village by preparing closing documents and assisting with the sale of the last unit.

In Bedford: Completed the closing for the resale of a unit at Hartwell Farms. Confirmed the Town loans for accountants at 447 Concord Road and started looking into minor revisions in the affordability matrix at 447 Concord Road in conjunction with the permanent loan closing. Assisted Habitat and the ZBA with the unapproved renovations at 4 Carter Way. For Village at Bedford Woods, assisted with getting the ZBA and Town signatures for MassHousing Final Approval. Assisted with getting the Started monitoring for Village at Concord Road and Railroad Ave.



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In Concord: Completed the closing for the resale of a unit at Walden Street. Started monitoring for Old Bedford Road.

In Lexington: Assisted Avalon and DHCD with numerous conversations regarding the rental recertification of one tenant. Started LexHAB monitoring effort including the HOME monitoring for Keller Farm.

In Lincoln: Supported two owners at Battle Road Farm on selling their units, one through closing (including a Lincoln Foundation mortgage discharge), and one released from the restriction after unsuccessful marketing. Recommended approval of a refinance at BRF. Completed inventory of the individual deed riders at Battle Road Farm finding 4 distinct models.

In Maynard: Populated the Maynard housing inventory on the RHSO website with properties and units, meeting with eh Maynard Housing Authority to clarify the inventory details.

In Sudbury: Supported the marketing and sale of a resale at Pinewood, recommended approval for an applicant to the Frost Farm waiting list, completed a Maximum Resale Price calculation for 2 units at Grouse Hill. Started monitoring effort for Coolidge and Willis Lake.

In Wayland: No monitoring activities this period.

In Weston: Completed the closing for the resale of a unit at Highland Meadows.

## **HOME Support:**

The HOME support category assists participating HOME communities (Bedford, Concord, Lexington, Sudbury and Wayland) commit and expend their available Program funds, develop HOME funded programs, as well as completing their administrative requirements. To date, the RHSO has assisted the member communities commit ~\$2,000,000 since FY13.

In this reporting period the RHSO attended the quarterly HOME meeting in September, participated in the Consortium Consolidated Pool RFP process as a reviewer, as well as:

- Analysis of Impediments: Continued support for consortium-wide effort, with broad community meeting, tabulation of housing units created in each community, review and comments on preliminary report materials.
- Bedford: Phase II of Ashby work (roof replacement) out to bid, construction scheduled for Q2 FY21. FY21 funds allocated for continuing the Bedford Initial Rental Assistance program.
- Concord: Mostly completed the Environmental Review (ER) analysis for Christopher Heights at Junction Village with public notice by Newton for a Finding of No Significant Impact, then after required notice period, to HUD for the Authority to use Grant Funds. Once the ER is complete, then the Town can execute the funding commitment for the project.
- Lexington: Lexington Housing Authority Pine Grove Village project is complete and closed out. Lexington has \$30,040 of FY22 funds available.
- Sudbury: Requisitioned \$8,910 for Coolidge II HOME project, which included a site visit. Construction and occupancy is planned for Q2 FY21.
- Wayland: Wayland Tenant Based Rental Assistance Program (TBRA) is funded for FY21 for \$8,280. FY20 awarded \$5,416 across three tenant cases.

## **Local Support:**



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The local support category enables each municipality to have some amount of hours to support priority items that are not covered under other service categories. The following local support activities were performed for each community in this reporting period:

Acton: Continued monthly meetings with town and followed up as needed. Continued administration of ERAP with review of new and renewed applicants, submission of August/September/October rent. Provided comments on the Powder Mill 40B decision and once issued, submitted to DHCD for inclusion on the SHI, reaching 10% and attaining a new period of HPP certification. Submitted a letter of support for an Acton MassWorks grant application. Presented Fair Housing information to the Acton Select Board and participated in a few discussions on starting efforts in Acton. Supported the ACHC by taking minutes, attending meetings, receiving and requesting payment for a Capital Improvement request and a Down Payment award. Completed analysis on the values for the deed restricted ownership properties and sent to the Assessor.

Bedford: Presented ERAP to the Municipal Affordable Housing Trust and started ERAP rollout, review of new applicants, submission of October rents. Completed analysis on the values for the deed restricted ownership properties and sent to the Assessor.

Concord: Supported the town and CHDC with the Christopher Heights at Junction Village development by supporting the Town Meeting article for the Tax Incremental Financing agreement with preparing materials and attending re-TM meetings and hearings. Assisted the CHDC by preparing meeting agendas and packets; locating, assisting with contracting and finally working with the new accounting firm on the preparation of FY20 Financial Statements, drafting the proposal for CPC funds, administering the Small Grant Program by reviewing and presenting applications for consideration and award, and processing invoices for awarded funds. Completed analysis on the values for the deed restricted ownership properties and sent to the Assessor.

Lexington: Assisted LexHAB with comments on their lease; and completed analysis on the values for the deed restricted ownership properties and sent to the Assessor.

Lincoln: Continued analysis on the assessment values for the deed restricted ownership properties.

Maynard: Launched the ERAP program with program materials in English, Spanish and Brazilian Portuguese. RHSO providing program administration of ERAP for the Maynard Affordable Housing Trust with review and approval of applications, submission of September and October rent payment requests.

Sudbury: Completed analysis on the values for the deed restricted ownership properties and sent to the Assessor. Continued administration of ERAP with review of new and renewed applicants, submission of August/September/October rent. Supported the Sudbury Housing Trust by: preparing agendas and packets; drafting the proposal for CPC funds; and Small Grant Program by reviewing and presenting applications for consideration and award, and processing invoices for awarded funds. In addition, under the Sudbury Trust umbrella, the RHSO worked with MassHousing as the Sudbury Housing Trust was awarded one of the Monitoring Agents under their RFP and performed lottery and resale services for other entities in the region, as follows:

- No new contracts this period
- Started and/or Completed Affirmative Fair Housing Marketing Plans for
- Supported marketing efforts at Reading Postmark Square, Harvard Pine Hill Village, Medford Wellington Woods
- Completed tenant re-certifications for



# Regional Housing Services Office

*Serving Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland, and Weston*

**Address:** 37 Knox Trail, Acton, MA 01720

**Website:** [WWW.RHSOhousing.org](http://WWW.RHSOhousing.org)

**Email:** [INFO@RHSOhousing.org](mailto:INFO@RHSOhousing.org)

**Phone:** (978) 287-1092

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- Qualified applicants and held the lottery at Reading Postmark Square, Harvard Pine Hill Village, and Medford Wellington Woods
- Supported contracts and closings for Sherborn Fields at Sherborn Falls, Acton Post Office Square, Reading Postmark Square.

Wayland: Completed analysis on the assessment values for the deed restricted ownership properties.

Weston: Launched the ERAP program with \$100,000 in CPA funding. RHSO will administer the program processing applications and payment requests. Assisted in the RFP process for a consultant to assist with the development of an updated Housing Production plan and securing CPA funds. Submitted LIP/LAU application to DHCD on behalf of the Town and the Elderly Housing Committee to add 24 existing units to the SHI. Assisted the Weston Affordable Housing Trust with its projects and programs, including: preparing meeting agendas and packets; ongoing asset management of Warren Avenue housing development; and continued support the development at 0 Wellesley to be conveyed through an RFP process. Assisted in the RFP process through site visits and responding to bidders' questions through issuing several addendum, proposal review and selection of developer (Habitat for Humanity was selected as developer). Completed analysis on the values for the deed restricted ownership properties and sent to the Assessor.



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## **FY21 Tracking:**

The FY21 Q1 total hours are shown in the table to the right.

Over all, the RHSO has worked 141 hours over the anticipated Q1 amount (using a straight line budget, of one-fourth the annual budget).

This overage is mostly in municipalities where the ERAP Program and resales are active. Some communities will need to purchase additional hours in the February/March timeframe, after we have two quarters of work completed.

|                     | YTD Actual     | YTD Annualized Budget | Actual v Budget |
|---------------------|----------------|-----------------------|-----------------|
| <b>Acton</b>        |                |                       |                 |
| Monitoring          | 21.00          | 20.00                 | 1.00            |
| 40B Monitoring      | 1.50           | 0.00                  | 1.50            |
| Local Support       | 107.50         | 57.75                 | 49.75           |
| ACHC                | 8.50           | 26.00                 | (17.50)         |
| Regional Activities | 6.25           | 5.00                  | 1.25            |
| Admin               | 7.50           | 5.00                  | 2.50            |
| Total               | 152.25         | 113.75                | 38.50           |
| <b>Bedford</b>      |                |                       |                 |
| Monitoring          | 35.25          | 26.00                 | 9.25            |
| HOME administration | 12.00          | 10.00                 | 2.00            |
| Local Support       | 41.75          | 50.00                 | (8.25)          |
| Regional Activities | 6.25           | 5.00                  | 1.25            |
| Admin               | 7.50           | 5.00                  | 2.50            |
| Total               | 102.75         | 96.00                 | 6.75            |
| <b>Concord</b>      |                |                       |                 |
| Monitoring          | 17.25          | 20.00                 | (2.75)          |
| HOME administration | 16.75          | 20.00                 | (3.25)          |
| Local Support       | 60.50          | 62.50                 | (2.00)          |
| CHDC                | 32.50          | 41.25                 | (8.75)          |
| Regional Activities | 6.25           | 5.00                  | 1.25            |
| Admin               | 7.50           | 5.00                  | 2.50            |
| Total               | 140.75         | 153.75                | (13.00)         |
| <b>Lexington</b>    |                |                       |                 |
| Monitoring          | 15.25          | 35.00                 | (19.75)         |
| HOME administration | 12.25          | 10.00                 | 2.25            |
| Local Support       | 33.50          | 41.00                 | (7.50)          |
| Regional Activities | 6.25           | 5.00                  | 1.25            |
| Admin               | 7.50           | 5.00                  | 2.50            |
| Total               | 74.75          | 96.00                 | (21.25)         |
| <b>Lincoln</b>      |                |                       |                 |
| Monitoring          | 55.50          | 18.75                 | 36.75           |
| Local Support       | 16.25          | 19.25                 | (3.00)          |
| Regional Activities | 6.25           | 5.00                  | 1.25            |
| Admin               | 7.50           | 5.00                  | 2.50            |
| Total               | 85.50          | 48.00                 | 37.50           |
| <b>Maynard</b>      |                |                       |                 |
| Monitoring          | 10.00          | 10.00                 | 0.00            |
| Local Support       | 12.00          | 10.00                 | 2.00            |
| Maynard AHT         | 40.50          | 5.00                  | 35.50           |
| Regional Activities | 6.25           | 5.00                  | 1.25            |
| Admin               | 7.50           | 5.00                  | 2.50            |
| Total               | 76.25          | 35.00                 | 41.25           |
| <b>Sudbury</b>      |                |                       |                 |
| Monitoring          | 25.50          | 20.00                 | 5.50            |
| HOME administration | 10.00          | 12.50                 | (2.50)          |
| Local Support       | 70.00          | 50.00                 | 20.00           |
| Sudbury AHT         | 166.00         | 141.25                | 24.75           |
| Regional Activities | 6.25           | 5.00                  | 1.25            |
| Admin               | 7.50           | 5.00                  | 2.50            |
| Total               | 285.25         | 233.75                | 51.50           |
| <b>Wayland</b>      |                |                       |                 |
| Monitoring          | 4.50           | 7.50                  | (3.00)          |
| HOME administration | 14.75          | 16.25                 | (1.50)          |
| Local Support       | 8.75           | 7.50                  | 1.25            |
| Regional Activities | 6.25           | 5.00                  | 1.25            |
| Admin               | 7.50           | 5.00                  | 2.50            |
| Total               | 41.75          | 41.25                 | 0.50            |
| <b>Weston</b>       |                |                       |                 |
| Monitoring          | 4.00           | 10.00                 | (6.00)          |
| Local Support       | 26.50          | 22.50                 | 4.00            |
| HPP                 | 0.00           | 18.75                 | (18.75)         |
| Weston AHT          | 54.00          | 37.00                 | 17.00           |
| Regional Activities | 6.25           | 5.00                  | 1.25            |
| Admin               | 7.50           | 5.00                  | 2.50            |
| Total               | 98.25          | 98.25                 | 0.00            |
| <b>Totals</b>       | <b>1057.50</b> | <b>915.75</b>         | <b>141.75</b>   |