



# Town of Sudbury

## Community Preservation Committee

RECEIVED  
OCT 07 2022  
RP

Flynn Building  
278 Old Sudbury Road  
Sudbury, MA 01776  
978-639-3387  
Fax: 978-639-3314

cpc@sudbury.ma.us

www.sudbury.ma.us/cpc

### PROJECT SUBMISSION FORM

Applicant: Maryanne Bilodeau, Interim Town Manager

Submission Date: October 7, 2022

Group or Committee Affiliation (if any): Town Manager

Applicant Address:

278 Old Sudbury Road  
Sudbury, MA 01776

Purpose (please select all that apply):

- Open Space & Recreation
- Community Housing
- Historic Resource

Applicant Email & Phone Number:

BilodeauM@sudbury.ma.us  
978-639-3381

Project Manager Email & Phone Number: PoteatR@sudbury.ma.us  
978-639-3388

Project Name: Regional Housing Services Office (RHSO) Membership Fee - FY2024

Project Description: This proposal requests the Town's portion of the FY2024 Regional Housing Services Office (RHSO) membership fee.

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (Amount and Source)
2024	\$81,000	\$33,000	\$48,000 (Sudbury Housing Trust)
2025			
2026			
2027			
2028			
<b>Total</b>			

How does this project meet the General Criteria and Category Specific Criteria for Community Preservation Committee projects (see attached)?

Please see the attached documents.

Does this project fall within the jurisdiction or interest of other Town Boards, Committees, Commissions, or Departments? If so, please list the boards, committees, commissions, or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

The Sudbury Housing Trust is supportive of this application and has agreed to commit the remaining cost of the yearly membership fee for FY2024. The Planning and Community Development Department is also supportive of this application.

For Community Preservation Committee Use:

Form Received On: 10-7-22

Project Presented to CPC On: \_\_\_\_\_

Reviewed By: R Poteat

Determination: \_\_\_\_\_

## PROJECT DESCRIPTION

This Community Preservation Act (CPA) funding application is a request for a portion (\$33,000) of the Town of Sudbury's Regional Housing Services Office (RHSO) membership fee to support Town housing activities in FY2024. This is the same amount as prior years.

The Town of Sudbury's housing activities are implemented through a number of organizations: the Sudbury Planning and Community Development Department, the Sudbury Housing Trust, and the Sudbury Housing Authority (SHA). The Planning and Community Development Department, and Housing Authority are staffed by employees funded from their respective operating budgets. The Sudbury Housing Trust is supported by town staff, committee members, consultants, and the RHSO, of which Sudbury is a founding member.

Sudbury has funded its membership fee in the RHSO from both CPA funds and Housing Trust funds from its start in FY2012. The Town's portion of the RHSO fee has been submitted and appropriated as a separate article since 2018.

A key piece for the RHSO funding is that the CPA funds support housing activities for the Town, and separately the Housing Trust funds support housing activities for the Housing Trust. These are different activities, though all related to housing.

### Town Housing Activities (funded by CPA)

There are a number of housing activities performed by the RHSO for the benefit of the Town, as listed below. The Town housing activities center around the support and preservation of the affordable housing in Sudbury:

- Incentive Senior Development (ISD) Support: Calculate Frost Farm annual eligibility requirements, review applicant submissions and determine eligibility, prepare Grouse Hill resale closing documents, inventory Grouse Hill units and propose a Capital Improvement Policy, and provide resale support.
- Ownership Monitoring: The Town is the Monitoring Agent for all deed restricted ownership units. This involves annual self-certifications, registry review, and approvals for refinancing.
- Annual Assessment Valuations: Provide valuations for the deed restricted properties to the Town Assessor.
- Local Initiative Program (LIP) Rental Monitoring: Review Avalon Sudbury leasing for compliance with the marketing plan, review compliance with the Regulatory Agreement, and prepare certification to the Department of Housing and Community Development for LIP rental unit/s - including one SHA unit, and all the Avalon Sudbury units.
- Inventory Management: Maintain housing inventory and provide estimates for 2024 Subsidized Housing Inventory (SHI) projections.

- HOME Program: The administrative work includes annual action plans, 5-year consolidated plans, fair housing reports and programs, and quarterly meetings and participation and monitoring of the Coolidge units.
- General Support: There are specific items that come forward throughout the year.

As noted, these are different than the housing activities performed by the RHSO for the benefit of the Housing Trust. The Housing Trust activities are listed below, though this application does NOT request funding for them:

Housing Trust Housing Activities (not funded by CPA)

- Small Grants: Administer Housing Trust Small Grant Program including application revision, applicant assistance, award grants based on Housing Trust votes, and follow-up as required.
- Home Preservation: Assist Housing Trust in home selection, repairs, closing, and on-going support.
- Maynard Road: Assist Housing Trust in program oversight.
- Lottery Agent Services: Perform lottery agent services for the Housing Trust including marketing and outreach, applicant eligibility, lottery administration, closing, and lease-up.
- Housing Trust Support: Meeting support including agenda packets, presentations, and memos as directed.

**ENDORSEMENT, SUPPORT, OR OTHER RECOMMENDATION BY OTHER TOWN BOARDS, COMMITTEES, AND DEPARTMENTS**

The following Committees, Boards, Departments, and organizations all have a vested interest in supporting and maintaining the affordable housing in Sudbury:

- Housing Trust
- Planning and Community Development Department
- Planning Board
- Zoning Board of Appeals

**RELEVANCE TO CPC CRITERIA**

The proposal meets the following General Criteria for eligibility:

- Provides support directly to individuals and families who are eligible for community housing, or to entities that own, operate, and manage housing for the purposes of making housing affordable;
- Supports maintaining the goal of 10% affordability by monitoring, inventory management, and other support services;
- Continues to promote economic diversity through the administration of the program; and assists the Planning and Community Development Department in allowing the Housing Production Plan to be carried out in a consistent and thoughtful manner.

Assists the Planning and Community Development Department in allowing the Housing Production Plan to be carried out in a consistent and thoughtful manner.

## **ADDITIONAL CONSIDERATIONS**

This project demonstrates practicality, feasibility, and urgency:

- The proposed project is one that works economically due to the expertise provided by well-qualified staff. Without the monies allocated to the Town the following would have to be considered by the Town:
  - Inability to maintain compliance with the affordable housing regulatory agreements and requirements.
  - Leaving a department (Planning and Community Development) with a sizable workload to staff who are unqualified to assist and manage such matters.

This proposal demonstrates the project can be implemented expeditiously and within budget:

- The costs associated with the proposed project provide wide-spread opportunities for those in need of Sudbury's affordable housing options and is always done within budget.

This proposal produces an advantageous cost/benefit value:

- This project was created nearly a decade ago to assist the Town in carrying out measures for the purpose of making housing affordable throughout the Town of Sudbury and to support the existing affordable housing stock.
- The RHSO was created in Sudbury as a cost-effective regional solution for administrative housing activities.



# 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

July 30, 2022

To: John Mangiaratti, Sarah Stanton, Kerry LaFleur, James Malloy, Timothy Higgins, Greg Johnson, Maryanne Bilodeau, Stephen Crane, Leon Gaumond, Janet Adachi, Kristen Guichard, Jeff King, Marcia Rasmussen, Lee Smith, Carol Kowalski, Abby McCabe, Paula Vaughn, Rick Lefferts, Bill Nemser, Megan Zammuto, Adam Duchesneau, Carmine Gentile, John Bugbee, Imai Aiu, Sarah Rhatigan

CC: Jody Kablack, Lara Plaskon, Liz Valenta, Suzi Solomon

From: Elizabeth Rust

RE: Regional Housing Services Office – FY22 Q4, Status Report

This is the Q4 FY22 final status report for activity from 4/1/22 through 6/30/22 for the Regional Housing Services Office, the inter-municipal collaboration between the nine 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:**

During the year, we added 7% of additional hours through supplemental services for Concord, Acton and Lincoln, and ended the year with delivery of 4,130 hours at \$326,796 - an hourly rate of \$79.13.

We sadly accepted the resignation from Liz Valenta, a senior staff of the RHSO staff, and have advertised for a new person.

The annual RHSO leadership meeting was held in May, and from there the FY23 budget was confirmed, the IMA amendment voted and then signed by all member communities. This is the last year of the 3-year IMA term, and a new term will be prepared for FY24, with any changes in membership or terms.

### **Regional Activities:**

Regional activities provide general housing resources, including trainings, reports, information and the website.

The RHSO continues to administer rental assistance programs for our member communities: the Sudbury Housing Trust implemented a rental relief program (Sudbury Rent Relief Program SRRP) to significant response. The RHSO is administering a Mortgage Assistance Program for Sudbury using ARPA funds.

Our annual homeowner training session (5/17/22) was well attended by 16% of the owners of restricted properties (75 people). We reviewed the provisions deed rider, process for refinancing and selling, overview from an attorney on condo ownership, and Q&A. We have joined the Community Associations Institute New England Chapter (CAI), which provides information, education and resources to condominium trustees and professionals. We have posted their information on our website, and are preparing a mailing to smaller self-managed associations.

The RHSO is investigating expanding our services to include broader tenant support services at the request from Acton and approval from the other town leaders. We are interviewing and reviewing current practices and will present findings and options to the Advisory Committee at their next meeting.

The RHSO is recognized for its expertise in the AFHMP, lottery and resident selection area, and assisted MassHousing/MHP with their training again this quarter.

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

Managing the SHI inventory is a key component of the RHSO services provided. A total of 1,094 units have been added to the Subsidized Housing Inventory for the members since joining the RHSO. Most (seven of the



# 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

Email: INFO@RHSOhousing.org

Phone: (978) 287-1092

nine) communities are in safe harbor through either meeting the 10% or through a certified Housing Production Plan, with the HPP safe harbor is temporary (one or two years).

This quarter the RHSO assisted member communities in responding to the DHCD Biennial SHI survey to verify the accuracy of the SHI report.

This quarter we broke out the number of market rate units on each communities SHI, reported that on our website, and have listed it here below.

	Housing Units	SHI units	SHI%	Market Rate Units on the SHI	FY22 SHI Change	FY23 SHI Pipeline	40B Safe Harbor
Acton	8,475	735	8.67%	300	-161 units: Tavernier Place (31), McManus Manor (41), DSS (5), Grandview (-8), Powder Mill (-230),	26 Carlisle Rd (1), Craftsman Village (2)	
Bedford	5,322	987	18.55%	400	6 units: DDS units (6)	Village at Bedford Woods (6)	Over 10%
Concord	6,852	713	10.41%	358	-8 units: Forest Ridge (1), DDS units (-9)	Junction Village (83), 930 Main St (2), Millrun (1)	Over 10%
Lexington	11,946	1,320	11.05%	657	-15 units: DDS units (-15)	186 Bedford St (13), Waterstone Lexington (21)	Over 10%
Lincoln	2,130	298	13.99%	120			Over 10%
Maynard	4,430	424	9.57%	18	5 units: DDS units (5)	Wisteria Lane (1), Maynard Square (26)	
Sudbury	5,921	775	13.09%	297	106 units: Cold Brook Crossing (101), DDS (5)		Over 10%
Wayland	4,957	477	9.62%	202	-71 units: Michaels Road (1), Cascade (-60), Windsor Place (-12)	Hammond Road (1)	Over 10%, HPP Certified to 5/17/23
Weston	3,952	151	3.82%	0	-180 units: Moderna Weston (-180)		HPP Certified to 11/23/22
total	53,985	5,880	10.89%	2352			

The SHI denominator is the total number of *year-round* housing units as reported in the latest Census. While the Census published the total housing units for each community, the number of seasonal units is not available now, and is not projected to be available until later in 2022, which delays the SHI recalibration. Using the 2010 seasonal units as an approximation, the 2020 SHI might look like this for each member community.



# 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

Email: INFO@RHSOhousing.org

Phone: (978) 287-1092

Further SHI Analysis	Current SHI		Using 2020 and 2010 data					
	SHI %	+/- 10%	2020 Housing Units	2010 Seasonal	2020 Estimate Denominator	Using SHI Numerator 6/2022	Estimated 2020 SHI %	+/- 10%
Acton	8.67%	-113	9,219	55	9164	735	8.02%	-182
Bedford	18.55%	455	5,444	46	5398	987	18.28%	448
Concord	10.41%	28	7,295	95	7200	713	9.90%	-7
Lexington	11.05%	126	12,310	73	12237	1,320	10.78%	97
Lincoln	13.99%	85	2,771	26	2745	298	10.85%	24
Maynard	9.57%	-19	4,741	17	4724	424	8.97%	-49
Sudbury	13.09%	183	6,556	30	6526	775	11.87%	123
Wayland	9.62%	-19	5,296	64	5232	477	9.11%	-47
Weston	3.82%	-245	4,043	56	3987	151	3.78%	-248

## Monitoring:

The monitoring program is a core service of the RHSO with over 6,000 units of SHI rental and ownership restricted housing across the communities, of those, the RHSO monitors 366 ownership units, and 844 rental units.

The MassHousing 40B ownership units have a third-party monitor assigned, and the Sudbury Housing Trust (SHT) is one such monitor, monitoring 69 units across 11 developments, of which 59% are located in RHSO communities. We have broken out the RHSO-based units in the table.

**Ownership Units:** The ownership monitoring has completed for FY22, with the following steps:

- Self-certifications to each owner: The initial letters were mailed in October, second letters in January and third notices in March. We achieved a 93% response – same as last year.
- Review the registry of deeds: Complete in January. Violation letters sent in Q3.
- Review owner mailing address versus town database (Complete Q2)
- Review on-line sites for rentals (Complete Q3)
- Provide annual certification reports to DHCD (**All reports were sent to DHCD this quarter**)
- Send Welcome Letters to new owners (9 total)

6/30/2022	FY22 Self-Declaration				
	Sent from RHSO	Sent from SHT	Rec'd	Open	% rec'd
Acton	61	10	69	2	97%
Bedford	53	0	50	3	94%
Concord	72	2	70	4	95%
Lexington	25	0	25	0	100%
Lincoln	55	0	48	7	87%
Maynard	0	6	6	0	100%
Sudbury	9	23	31	1	97%
Wayland	22	0	18	4	82%
Weston	27	0	24	3	89%
<i>total</i>	<i>324</i>	<i>41</i>	<i>341</i>	<i>24</i>	<i>93%</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.



# 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

Email: INFO@RHSOhousing.org

Phone: (978) 287-1092

	FY20	FY21	FY22	FY23 (IP)
Acton	1	1		1
Bedford		2	1*	
Concord	2	3	2	
Lexington	1			
Lincoln	1	3	3	2
Maynard				
Sudbury/SHT	1	2	3	2
Wayland		1	2*	
Weston	1	1		1
	7	13	11	9
	\$31,231	\$64,682	\$31,231	

FY22 ended with strong resale activity with 11 units closed.

The RHSO provides these resale services as part of its core monitoring efforts, and the town receives the resale fee associated with the transaction, which is sometimes used to offset RHSO membership fees.

The resales can be complicated based on the desirability and price of the unit, and other factors. Municipalities may also purchase additional hours if the work on resales extend past the contracted support level.

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

DHCD (and the subsidizing agencies) issued rent increase guidance in December, and in this quarter we worked with various property managers on their specific increases for town approval.

In general, the rental monitoring review includes:

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

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.





# 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

Email: INFO@RHSOhousing.org

Phone: (978) 287-1092

	Town	Rental Development Name	SHI units	Restrict ed Units	Subsidy Program	Rent Approval	FY23 Plan	Date of Last Report
1	Acton	Scattered sites (AHA)	8	8	LIP 40B		FY23	6/2021
2	Acton	Inn at Robbins Brook	3	3	LIP-LAU		Q4	7/14/2022
3	Acton	Avalon	86	22	LIP-40B	1/2022	Q1	6/2021
4	Bedford	Village at Concord Road	12	3	LIP 40B		Q2	10/2021
5	Bedford	20 Railroad	8	8	HOME		Q4	10/2020
6	Bedford	Patriot Place	10	7	LIP 40B	In process	Q3	3/2022
7	Bedford	Village at Taylor Pond	200	50	LIP-LAU	1/2022	Q1	4/2021
8	Bedford	Bedford Village	96	96	CPA			New Property
9	Bedford	447 Concord Road	14	12	HOME		Q4	06/2022
10	Bedford	Ashby	4	4	HOME		Q4	New Property
11	Concord	Concord Prescott	350	88	LIP 40B	1/2022	Q2	10/2021
12	Concord	Concord Park	16	16	Local		Q3	
13	Concord	405 Old Bedford Road	4	4	LIP LAU		Q4	1/2021
14	Concord	Brookside Square	74	8	LIP-LAU	5/2022	Q3	3/2022
15	Concord	Warner Woods	80	16	MH NEF			
16	Concord	Thoreau St (CHA)	1	1	HOME		FY24	3/25
17	Concord	Peter Bulkeley (CHA)	28	28	HOME		Q2	In Process
18	Lexington	Avalon at Lexington Hills	387	97	LIP 40B	2/2022	Q1	In Review
19	Lexington	Avalon Lexington	198	56	Local	2/2022	Q1	In Review
20	Lexington	LexHAB Scattered Sites	48	48	various		Q1	In Review
21	Lexington	Pine Grove Village	5	5	HOME		Q4	8/2020
22	Lexington	Keeler Farm	1	1	HOME		Q4	6/2022
23	Lincoln	Commons	30	8	LIP 40B	8/2017	Q3	3/2022
24	Lincoln	Oriole Landing	60	15	LIP LAU	2019	Q2	1/2022
25	Maynard	Maynard Crossing, Vue	180	22	LIP LAU	1/2022	Q1	5/2021
26	Maynard	42 Summer	24	6	LIP 40B	2/2022	Q1	New Property
27	Sudbury	Willis Lake (SHA)	1	1	LIP-LAU		Q1	In Review
28	Sudbury	Avalon	250	63	LIP 40B	1/2022	Q2	10/2021
29	Sudbury	Coolidge (I and II)	120	120	HOME		Q4	06/2022
30	Wayland	Residences @ Wayland Cntr	12	12	LIP-LAU	4/2019	Cancelled	3/2020
31	Wayland	Oxbow (River's Edge)	218	55	LIP-LAU		FY24	New Property
32	Weston	Church, Jones, Pine, Viles	6	6	LIP LAU			2018
33	Weston	Warren Ave	7	5	LIP 40B			2018
34	Weston	Merriam Village	62	5	LIP LAU			New Property
			2603	899				

### 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: Assisted with resale process for home at Brewster Lane, recommended approval for a refinancing at High Street, started resale at Acton Meadows, completed monitoring for Inn at Robbins Brook, continuing to recommend stronger marketing.

In Bedford: Started outreach to Avalon to record a local restriction since the financing has been discharged, and with it the MassHousing regulatory agreement, though the units are protected through the



# 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

Comprehensive Permit. Started working with the owners at Winterberry at resale, responded to owner inquiry at Shawsheen. Investigated assertion at the Bedford Veterans Quarter regarding Town HOME funds obligations, which turned out to be incorrect.

In Concord: Recommended approval for a refinancing at Shaw Farm Village, completed the resale at Finigans Way.

In Lexington: Assisted the owners at Muzzey School with numerous inquiries for unit values at for refinancing and resale purposes. Completed the monitoring research and analysis for the two Avalon properties, and the scattered LexHAB sites.

In Lincoln: Assisted the Commons with leasing a vacant unit in compliance with standards, completed the resale at 8D North Commons (the town received \$95k in exchange for releasing the restriction in this hard-to-sell unit), worked on the resale of 46D Indian Camp Lane (closing 7/20/22), continued to work with two owners of restricted units at Minuteman Commons who want to sell but need to wait for the septic issues to get resolved.

In Maynard: Supported the LIP Regulatory Agreement execution and closing at Old Bay Road/Wisteria Lane/150 Parker Street.

In Sudbury: Prepared the closing documents for a resale unit at Grouse Hill

In Wayland: Attended the lottery for Oxbow development (River's Edge), as part of local monitoring. Assisted an owner at Willowbrook with condominium-led capital improvements and attended a meeting of the condo association in that assistance.

In Weston: Worked on the resale at Dickson Meadows by preparing resale price, draft memos for the town and participating in discussion with the Town and Trust. Continued to discuss residency issue with owner at Dickson 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 ~\$2,700,000 since FY13.

In this reporting period the RHSO attended the quarterly HOME meeting in May, completed the annual CAPER plan documents in June as well as:

- Fair Housing: Worked with Newton and Suffolk University Housing Discrimination staff to host a well-attended Fair Housing event on April 26.
- Bedford: Completed two cases for the reinvigorated the Bedford Initial Rental Assistance Program (TBRA) program for a total of \$3,925, with a remaining balance of \$11,725. Completed 2022 HOME monitoring for 447 Concord Road.
- Concord: Christopher Heights –Further work on hold until project financing is firm. Completed the parking counts for the MAPC parking study. Started 2022 HOME monitoring for Thoreau Street – will finish once inspections issues are addressed (estimated in 6 months). Completed 2022 HOME monitoring for Peter Bulkeley.



# 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

- Lexington: Continued discussions with Lexington Housing Authority to utilize the FY22 and FY23 HOME funds towards the extensive modernization project at Vynebrook Village, a 48 unit state-aided elderly/disabled public housing. The project includes complete kitchen and bath renovations, and other improvements including painting and flooring, as well as converting 3 units into fully accessible ADA units. The cost estimate of the project is over \$4.6million, funded through DHCD and CPA. Project commitment planned for the fall. Completed the parking counts for the MAPC parking study. Completed 2022 HOME monitoring for Keeler Farm.
- Sudbury: Completed 2022 monitoring for the Coolidge II.
- Wayland: Completed one case for the Wayland Initial Rental Assistance Program (TBRA) for \$1,600, with a remaining balance of \$6,850. Continued to provide information regarding the use of HOME funds for 12 Hammond Road, as a potential new project applying for the Competitive Pool in the summer.

## **Local Support:**

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

Acton: Continued monthly status meetings. Supported the ACHC by attending meetings, taking minutes, and following up as needed as well as recommending enhancements to the Capital Improvement Program, which have been approved and implemented.

Bedford: Attended Bedford Housing Partnership and Bedford Municipal Affordable Housing Trust meetings and responded to inquiries on agenda items as requested. Supported the Small Grant Program by drafting updates to the current program application, and supporting the current grant cycle.

Concord: Continued monthly status meetings. For Christopher Heights at Junction Village: continued to support the town and CHDC in project status. Assisted the Town and CHDC with feasibility and due diligence on Assabet River Bluff project, an open space and housing joint initiative, supporting soil testing and engineering, CHDC tenant preparations, funding and town meeting support and weekly project team meetings. Assisted the CHDC by preparing agendas and meeting materials, and scheduling and convening meetings. Continued work on the Concord Housing Production Plan with presenting needs assessment information at a Public Forum in June, scheduling and convening the HPP Steering Committee, and continuing the drafting of the needs assessment chapter of the document with demographic research.

Lexington: Continued monthly status meetings. Continued support and review of DHCD LIP materials and Moderate income unit materials for the units at the National Development Waterstone and Bridges development. Supported the Affordable Housing Trust Study Committee by attending meetings and providing background information.

Lincoln: Supported the Lincoln Foundation Small Grant Program summer application funding round.

Maynard: Continued monthly status meetings.

Sudbury: Reviewed and qualified an applicant for the Frost Farm waiting list. Supported the Sudbury Housing Trust by: preparing agendas, financial tracking reports, packets, Annual Report, and Small Grant Program by processing invoices for awarded funds. Continued support for the Sudbury Rent Relief Program (SRRP) by qualifying an additional 4 application for payments, and processing payments for May/June/July rents – this program will provide \$190k of assistance to 56 tenants through November.



# 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

---

Supported the implementation of Sudbury's Mortgage Assistance Program using state subsidy. In addition, under the Sudbury Trust umbrella, the RHSO performed lottery and monitoring services for other entities in the region, as follows:

- MassHousing Contract: Started resale at Tadmuck, send a residency violation letter to an owner at Southgate.
- Cold Brook Crossing: Monitored the lottery, reviewed and approved 2022 rents.
- Accepted contract for Pleasant Street in Ipswich, Cedar Hill in Westwood, Settler's Glen in Wareham
- Drafted marketing materials for Millrun in Concord
- Supported marketing for Graystone in Natick, Wellington Woods (Phase 2) Medford
- Supported contracts and closings for Wellington Woods.

Wayland: Continued to provide information on capital improvement programs.

Weston: Continued monthly status meetings. 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; updated Weston Rental Housing listing, drafted Affordable Deed Restricted Home Preservation Fund CPC application, received Housing Trust financial statements, and continued support the development at 0 Wellesley, working with Habitat to develop six-affordable homes through the LIP Comprehensive Permit process.



# 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

Email: INFO@RHSOhousing.org

Phone: (978) 287-1092

## FY22 Tracking:

The final FY22 hours are shown in the table to the right.

The final tracking includes reduction of hours, with corresponding refunds towards FY23 fee, for Concord and Sudbury. All other communities were +/- 10 hours – which are forgiven in terms of settling up.

The overall netted out to the RHSO working 31.25 hours over the paid amounts – which generally worked out given the differing pay levels of the individual RHSO staff.

	FY22 Actual	FY22 Budget	Actual v Budget
<b>Acton</b>			
Monitoring	129.00	85.00	44.00
40B Monitoring	2.50	0.00	2.50
Local Support	198.75	166.00	32.75
ERAP	35.00	0.00	35.00
ACHC	47.50	180.00	(132.50)
Regional Activities	30.00	25.00	5.00
Admin	39.75	20.00	19.75
Total	482.50	476.00	6.50
<b>Bedford</b>			
Monitoring	88.75	125.00	(36.25)
HOME administration	92.00	40.00	52.00
Local Support	102.25	100.00	2.25
BHP/MAHT	60.75	103.00	(42.25)
Regional Activities	30.00	25.00	5.00
Admin	39.75	20.00	19.75
Total	413.50	413.00	0.50
<b>Concord</b>			
Monitoring	146.75	85.00	61.75
HOME administration	50.50	80.00	(29.50)
Local Support	242.50	250.00	(7.50)
CHDC	108.00	200.00	(92.00)
HPP	126.75	86.00	40.75
Regional Activities	30.00	25.00	5.00
Admin	39.25	20.00	19.25
Total	743.75	746.00	(2.25)
<b>Lexington</b>			
Monitoring	111.50	145.00	(33.50)
HOME administration	57.75	40.00	17.75
Local Support	167.75	170.00	(2.25)
Regional Activities	30.00	25.00	5.00
Admin	40.25	20.00	20.25
Total	407.25	400.00	7.25
<b>Lincoln</b>			
Monitoring	173.00	265.00	(92.00)
Local Support	89.75	40.00	49.75
Lincoln Board/MAHT	47.00	23.00	24.00
Regional Activities	30.00	25.00	5.00
Admin	40.25	20.00	20.25
Total	380.00	373.00	7.00
<b>Maynard</b>			
Monitoring	31.50	45.00	(13.50)
Local Support	44.50	35.00	9.50
Maynard AHT	10.00	25.00	(15.00)
Regional Activities	30.00	25.00	5.00
Admin	40.25	20.00	20.25
Total	156.25	150.00	6.25
<b>Sudbury</b>			
Monitoring	60.50	85.00	(24.50)
HOME administration	29.50	40.00	(10.50)
Local Support	62.50	150.00	(87.50)
Sudbury AHT	664.00	569.00	95.00
Regional Activities	30.00	25.00	5.00
Admin	40.25	20.00	20.25
Total	886.75	889.00	(2.25)
<b>Wayland</b>			
Monitoring	9.75	30.00	(20.25)
HOME administration	30.00	50.00	(20.00)
Local Support	48.25	30.00	18.25
Regional Activities	30.00	25.00	5.00
Admin	40.25	20.00	20.25
Total	158.25	155.00	3.25
<b>Weston</b>			
Monitoring	42.25	45.00	(2.75)
Local Support	147.50	100.00	47.50
HPP/EHC	73.50	0.00	73.50
Weston AHT	199.50	338.00	(138.50)
Regional Activities	30.00	25.00	5.00
Admin	40.25	20.00	20.25
Total	533.00	528.00	5.00
<b>Totals</b>	<b>4161.25</b>	<b>4130.00</b>	<b>31.25</b>