



Town of Sudbury

Housing Trust

HousingTrust@sudbury.ma.us

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314
www.sudbury.ma.us/housingtrust

AGENDA

Thursday, May 13, 2021

8:00 AM

Virtual Meeting

Here are the meeting details for residents to participate in this meeting.

Please click the link below to join the virtual Housing Trust Meeting:

<https://us02web.zoom.us/j/85164326118>

For audio only, call the number below and enter the Meeting ID on your phone keypad:

Call In Number: 978-639-3366 or 470-250-9358

Meeting ID: 851 6432 6118

Welcome and Announcements

1. Minutes: Approve Meeting Minutes of April 8, 2021 if presented
2. Financial – Cold Brook Crossing update
3. Small Grant Program Review
4. Update on Habitat For Humanity unit
5. Emergency Rental Assistance Program (ERAP) Review
6. 67-73 Nobscot Road – Possible Property Acquisition
7. Board Operations: Member Appointments and Reappointments, Town Meeting

Upcoming Meeting Schedule: 2nd Thursday of Each Month at 8:00 AM

These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

**Sudbury Housing Trust
Financial Projection - Detail**

Description	Line#	FY07, FY08	FY09	FY19	FY20	FY21			FY22	Total
		Actual	Actual	Actual	Preliminary	Actual	Remaining	Projected	Planned	
Housing Unit Creation										
Cumulative #units created	1	2	6	14	14					
Cumulative per unit subsidy of created units	2	\$144,116	\$115,150	\$181,812	\$181,812					
Annual #Trust Created Units	3	2	4	0	0					
Annual \$Trust Created Units	4	\$288,231	\$402,669	\$0	\$0					
Total subsidy of created units	5	\$288,231	\$690,900	\$2,545,366	\$2,545,366					
#Trust Assisted Units	6	0	0	126	126					
\$Trust Assisted Units	7	\$0	\$0	\$650,000	\$650,000					
Cumulative per unit subsidy of assisted units	8	\$0	\$0	\$5,158.73	\$5,158.73					
Detailed Statement of Revenues and Expenditures										
Carry Forward	10	\$0	\$392,115	\$282,346	\$222,566	\$155,241	\$0	\$155,241	\$127,064	\$127,064
Fees - 712543/430000	20	\$53,066	\$25,439	\$81,068	\$70,332	\$60,040	\$44,498	\$104,538	\$93,450	\$105,890
Sudbury Resales	25	\$0	\$0	\$1,500.00	\$5,382	\$10,675	\$0	\$10,675	\$0	\$5,000
External Contracts (sum of below)	26	\$49,600	\$23,770	\$79,568	\$64,950	\$49,365	\$44,498	\$93,863	\$100,890	\$864,723
<i>Weston Brook School</i>	261			\$2,000	\$1,000		\$0	\$0		\$5,000
<i>Acton - PO Crossing</i>	262			\$4,000	\$4,000	\$4,000	\$4,000	\$8,000		\$16,500
<i>Bedford Woods</i>	263			\$2,000			\$4,000	\$4,000		\$10,200
<i>Harvard - Pine Hill Village</i>	264				\$4,200	\$5,000	\$2,500	\$7,500		\$12,500
<i>Harvard - Trail Ridge</i>	265			\$20,000	\$3,500		\$6,500	\$6,500		\$42,500
<i>Holliston - Holliston Trust</i>	266				\$1,000		\$0	\$0		\$6,000
<i>Lexington Meadows</i>	267					\$1,000	\$3,000	\$4,000		\$6,000
<i>Medford Wellington Woods</i>	267					\$9,000	\$0	\$9,000		\$25,000
<i>Reading - Postmark Sq</i>	268				\$9,000	\$14,600	\$2,400	\$17,000		\$27,000
<i>Sherborn - Fields</i>	269				\$10,500	\$4,875	\$4,625	\$9,500		\$21,000
<i>Holliston - Village Green</i>	270			\$1,000			\$3,000	\$3,000		\$8,000
<i>Hopkinton</i>	271			\$1,000				\$0		\$6,500
<i>Rental Recertification: Messenger, Corey St</i>	272			\$7,650	\$3,750	\$2,050	\$1,750	\$3,800		\$3,750
<i>Monitoring - MassHousing, Cold Brook</i>	273					\$8,840	\$12,723	\$21,563		\$17,940
Completed	299	\$49,600	\$23,770	\$44,918	\$28,000			\$0		\$593,135
CPA/Financing - 712549/497000	30	\$385,000	\$750,000	\$212,500	\$0	\$0.00	\$0.0	\$0		\$388,500
Other	315	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0.0	\$0		\$3,897
CPA	32	\$385,000	\$750,000	\$212,500	\$0	\$0	\$0.0	\$0		\$388,500
Escrow Deposits - 712548/481000	40			\$0.00	\$0.00	\$0.00	\$0.0	\$0		\$0
Interest - 712548/482000, 712548/489000	41	\$17,491	\$8,812	\$12,623	\$16,311	\$1,303	\$9,697	\$11,000	\$11,000	\$11,000
Expenditures - 712557/522100	50	-\$56,136	-\$370,919	-\$365,641	-\$153,032.88	-\$95,718	-\$45,497	-\$141,215	-\$82,000	-\$83,500
Legal/Parcel Feasibility	52			\$0	\$0	\$0	-\$10,000	-\$10,000		-\$13,600
RHSO/Other Contract Assistance	54			-\$37,611	-\$42,416	-\$44,525	\$0	-\$44,525		-\$44,500
Programs - sum of below	56	-\$48,800	-\$362,999	-\$313,346	-\$97,326	-\$41,673	-\$31,017	-\$72,690		-\$25,000
<i>Program - Small Grants</i>	561	\$0	-\$17,524	-\$7,000	-\$16,900	-\$6,533	-\$18,467	-\$25,000		-\$25,000
<i>Program - ERAP</i>	562				\$0	-\$26,450	-\$12,550	-\$39,000		-\$0
<i>Project - H4H,Dutton Roaa</i>	563	-\$11,920	-\$16,085	\$0	\$0	\$0	\$0	\$0		-\$48,249
<i>Project - Grant: Coolidge/SHA</i>	564	\$0	\$0	-\$250,000	-\$50,000	\$0	\$0	\$0		-\$450,000
<i>Project - Home Preservation</i>	566	-\$22,130	-\$19,420	-\$41,634	-\$30,426	-\$8,690	\$0	-\$8,690		-\$1,298,898
Lottery Expense (sum of below)	57	-\$6,622	-\$5,849	-\$13,083	-\$13,291	-\$9,520	-\$4,480	-\$14,000		-\$14,000
<i>Advertising/Insurance</i>	571	-\$6,622	-\$4,584	-\$13,083	-\$13,291	-\$9,520	-\$4,480	-\$14,000		-\$176,881
Trust portion of Salaries - 712551/511100	60	-\$7,306	-\$30,789	-\$2,330.20	-\$934.79	-\$1,533	-\$967	-\$2,500	-\$2,500	-\$2,500
Ending Balance	70	\$392,115	\$774,659	\$220,566.41	\$155,241.43	\$119,334	\$7,731	\$127,064	\$147,014	\$546,454
						\$119,334			\$147,014	
Analysis of Cumulative Non-CPA Revenue, versus Non-CPA Expenses										
		FY07, FY08	FY09	FY19	FY20			FY21		
CPA Revenue		\$385,000	\$750,000	\$212,500	\$0			\$0		
Non-CPA Revenue		\$70,557	\$34,251	\$93,691	\$86,643			\$115,538		
Non-CPA expenses (staff, Small Grant, lottery)		-\$14,642	-\$56,233	-\$61,625	-\$73,542			-\$96,025		
CPA expenses (programs, units)		-\$48,800	-\$345,475	-\$306,346	-\$80,426			-\$47,690		
Cumulative Non-CPA Revenue				\$594,266	\$680,908			\$796,446		
Cumulative Non-CPA Expenses				-\$623,499	-\$697,041			-\$793,066		
Difference				-\$29,233	-\$16,132			\$3,381		



Regional Housing Services Office

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

Office Address: 37 Knox Trail, Acton, MA 01720
Phone: (978) 287-1092

Website: WWW.RHSOhousing.org
Email: INFO@RHSOhousing.org

Sudbury ERAP Status 5.5.21

Questions:

- Does the Trust wish to allocate additional FY21/FY22 funds to ERAP? Minimally \$850 to cover existing tenants, or a larger amount to re-open the program to new tenants, and would existing ERAP tenants be eligible?
- Trust has submitted a CPA request to town meeting for \$388,500 for both ERAP and unit creation. The FY22 Trust budget will be drafted for June meeting – How much for ERAP?

The Trust has approved up to \$39,000 towards ERAP, with each eligible tenant allowed up to 3 renewals (one year of assistance). The Trust has assisted 10 tenants, for \$39,850 committed through the renewals. Since the funding has been depleted, we are not taking new applicants.

The Trust has asked for \$388,500 in CPA funds for FY22 for additional ERAP funds through CPC article, also with funds to create one new unit of affordable housing.

The State is planning to offer an ERAP program with Federal funds with similar parameters as the Sudbury. It will be well funded, and administered from SMOC (for Sudbury residents).

Town social worker has provided some comments and concern about terminating the Sudbury program in favor of the State program.

Of the other RHSO communities administering ERAP, Bedford and Maynard are terminating, Weston and Acton undecided.

From: Elizabeth Valenta <evalenta@rhsousing.org>

Sent: Tuesday, April 27, 2021 2:20 PM

To: Social Worker <socialworker@sudbury.ma.us>; Elizabeth Rust <Liz@RHSOHousing.org>; Spitzen, Lily <SpitzenL@sudbury.ma.us>

Subject: Sudbury ERAP

Hi Bethany and Lily-

Unfortunately, I miss-spoke, the program is not currently accepting new applications, the budget was correct and currently has a deficit (the Trust is aware of this and will fill the gap).

That being said, Liz Rust, is open to asking the Trust, at their next meeting, to add money to the budget if you feel there is an ongoing need.

Please let us know what you think.

Sorry for the mis-information.

Liz

Elizabeth Valenta

Regional Housing Services Office

37 Knox Trail, Acton, MA 01720

Telephone: 978-287-1093

Website: www.RHSOHousing.org<<https://smex-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=http%3a%2f%2fwww.RHSOHousing.org&umid=63d499eb-0cb7-4bc4-8e6f-5b5879f98fc7&auth=f951e0bbe455ee22fa6fcc7e7ef3188c31a0819b-1092e5b0fd959ff17555d48dff3e2f61e2ae1f2a>>

Email: evalenta@RHSOHousing.org<<mailto:evalenta@RHSOHousing.org>>

Sent: Tuesday, April 27, 2021 2:26 PM
To: Social Worker <socialworker@sudbury.ma.us>
Cc: Elizabeth Rust <Liz@RHSOHousing.org>
Subject: Sudbury ERAP

To follow my prior email. Many communities are ending their local ERAP as the state programs become broader and more accessible, with the recently launched State ERAP program. See information below. The state has also mentioned starting up a the SHERA program which is geared toward tenants in subsidized housing.

Elizabeth Valenta

Regional Housing Services Office
37 Knox Trail, Acton, MA 01720
Telephone: 978-287-1093
Website: www.RHSOHousing.org<<https://smex-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=http%3a%2f%2fwww.RHSOHousing.org&umid=72a10208-b224-43d8-a2f7-492880ee8760&auth=f951e0bbe455ee22fa6fcc7e7ef3188c31a0819b-c3849a9eca5aa117dd9f1094975ba3af883a422d>>
Email: evalenta@RHSOHousing.org<<mailto:evalenta@RHSOHousing.org>>

Emergency Rental Assistance Program (ERAP) Jennifer Maddox - Department of Housing and Community Development Undersecretary

The Department of Housing and Community Development (DHCD) recently launched the Emergency Rental Assistance Program<<https://mass.us11.list-manage.com/track/click?u=0e9e2209abd5f7062568d9a19&id=1836c5279c&e=87d3b87a48>> (ERAP), a new funding mechanism to disburse state and federal funding resources for tenants and landlords to avoid evictions and maintain household stability throughout the COVID-19 emergency. ERAP is available to households earning less than 80% AMI, and includes enhanced benefits, including:

- * Renters and landlords may receive up to 12 months of assistance with past due rent, plus up to 3 months of future rent. Please call 2-1-1 or connect directly with your regional agency through our online portal here<<https://mass.us11.list-manage.com/track/click?u=0e9e2209abd5f7062568d9a19&id=a216dab3a6&e=87d3b87a48>>. For more information, please check out our website<<https://mass.us11.list-manage.com/track/click?u=0e9e2209abd5f7062568d9a19&id=d57b3b176d&e=87d3b87a48>>.

- * Renters may also receive up to \$1,500 for overdue utilities accrued after March 13, 2020. Along with the enhanced ERAP benefits, tenants and landlords may be able to access free legal and mediation services offered through the Eviction Diversion Initiative.

- * Free legal services are available to eligible tenants and low-income landlords in owner-occupied 2-3 family homes through the COVID Eviction Legal Help Program (CELHP). More information available here<<https://mass.us11.list-manage.com/track/click?u=0e9e2209abd5f7062568d9a19&id=f36ba411ef&e=87d3b87a48>>. Free community mediation services for eligible tenants and landlords who need help in reaching agreements that work for both of them. More information available here<<https://mass.us11.list-manage.com/track/click?u=0e9e2209abd5f7062568d9a19&id=2caaffdd2c&e=87d3b87a48>>.

Elizabeth Rust

From: Hadvab, Bethany <HadvabB@sudbury.ma.us> on behalf of Hadvab, Bethany
Sent: Tuesday, April 27, 2021 2:27 PM
To: Elizabeth Valenta; Social Worker; Elizabeth Rust; Spitzen, Lily
Subject: RE: Sudbury ERAP

Hi,

Thanks so much for the update. We are seeing an increased need for housing help. We have sent out ERAP applications to many residents. The limited number of applications, in our estimation, is not due to lack of need, but rather due to the trauma of the pandemic impact people's ability to complete complex tasks. This is something that I think most of us can relate to on some level. We know that trauma significantly impacts our prefrontal cortex and executive functioning skills, those skills that we need most in times like this, including: memory, and abilities to plan, organize and focus.

I recently reported at a Board of Health meeting that the wave of housing and food insecurity that is impacting Sudbury residents is growing exponentially. And the ERAP program is actually one of the more accessible programs for residents, especially when compared to the time delays, paperwork burdens, and lack of accessible contacts in programs like the RAFT program, that is stretched way beyond it's capacity. I truly hope that this program can continue. I think it will be a safety net that helps to protect our residents who are most impacted by the pandemic, reducing not only homelessness, but helping to minimize the trauma experienced and further impact on mental health and executive functioning.

I can't thank you all enough for all that you do!

Bethany

Bethany Hadvab, LICSW (she/her)
Board of Health Social Worker
Town of Sudbury
Department of Public Works Building
275 Old Lancaster Road
Sudbury, MA 01776
978-440-5476
<https://sudbury.ma.us/socialworker/>

Current Hours:

Monday, Wednesday, Thursday 8:30am-4pm
Tuesday 8:30am-7pm
Friday 8:30am-12:30pm

IMPORTANT: Please be aware the Secretary of State has determined that e-mail is a public record and thus not confidential.

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Elizabeth Rust

From: Hadvab, Bethany <HadvabB@sudbury.ma.us> on behalf of Hadvab, Bethany
Sent: Tuesday, April 27, 2021 2:38 PM
To: Elizabeth Valenta; Social Worker
Cc: Elizabeth Rust
Subject: RE: Sudbury ERAP

Hi Elizabeth,

I'm glad that you mentioned this. My experience with RAFT and ERMA, and other programs offered by the state, is that waitlists are incredibly long and there is no direct support for resident if needs arise. It can take months for someone to hear back on their application, and if there is missing documentation, it extends the process further. Due to the lack of support and the inability to reach program staff, many residents are unable to complete the applications and the stress leads to increased feelings overwhelm and then decreased functioning, creating a cycle. A critical thing to keep in mind is that our brains are not equipped to complete complex and stressful tasks when under the duress of facing potential homelessness. Also, the time taken for applications to be completed has resulted in residents losing their housing or not having access to needed funding to secure housing. Once a resident is homeless, the stress is further exacerbated, and the level of support that they need increased, but is unavailable through the overtaxed state programs.

Let me know if it there is any other info that I can provide that would be helpful.

Bethany

Bethany Hadvab, LICSW (she/her)
Board of Health Social Worker
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From: Elizabeth Valenta <evalenta@rhsousing.org>

SUDBURY

EMERGENCY RENTAL ASSISTANCE PROGRAM (ERAP) APPLICATION PACKET

Towns of Acton, Bedford, Maynard, and Weston are also currently accepting applications for Emergency Rental Assistance. Go to RHSOhousing.org for more details and applications.

APPLICATION PACKET

Please read all information carefully. This packet contains:

- **Frequently Asked Questions**: See Program Guidelines for more detailed information.
- **Application Checklist**: Must be completed and submitted with application. Required documentation must be submitted to be determined eligible for the program.
- **Application**: This is a fillable document and can be completed electronically, printed out and signed or printed out and legibly filled out by hand. All applications must have required documentation and be signed to be considered complete.

APPLICATION SUBMISSION

It is preferred that application, checklist and required documents be submitted electronically to info@RHSOhousing.org

For questions: email info@RHSOhousing.org or call 978-208-2125

Applications may be emailed, mailed or dropped at RHSO office. *Local drop off locations may be available see RHSOhousing.org for more information.*

RHSO
37 Knox Trail
Acton, MA 01720
Attn: ERAP
*Drop off in black mail box by
front steps*



SUDBURY ERAP - FREQUENTLY ASKED QUESTIONS

The program provides rental assistance in the form of a grant to eligible households who have experienced an economic loss due to the COVID-19 pandemic. (See program guidelines for additional details)

HOW MUCH WILL I RECIEVE: Eligible applicants may receive up to four months of rental assistance. Payments are made directly to the landlord. Amount of assistance is based on unit size and is as follows: (Maximum monthly assistance shall be no more than tenant’s portion of rent)

1 bedroom - \$350/mo.; 2 bedroom - \$500/mo.; 3 bedroom - \$650/mo.; 4 bedroom - \$800/mo.

WHO IS ELIGIBLE? Applicant households must meet the following five eligibility requirements:

1. **Current resident:** Applicants must be current resident of Town accepting applications and cannot own any real estate property.
2. **Applicant’s monthly rent is less than the following:**
 1 bedroom - \$1,925; 2 bedroom - \$2,311; 3 bedroom - \$2,880; 4 bedroom - \$3,131.
3. **Reduction of Income:** Applicant must demonstrate household annual income has been reduced by circumstances related to COVID-19.
4. **Rent Burdened** - Households must demonstrate that they spend more than 30% of their gross annual income on rent and certain utilities, including heat, electricity and water sewer, if applicable. *This does not apply to households under the 50% AMI limit whose rent is adjusted based on income*
5. **Income Eligibility:** Gross annual household income (calculated based on Section 8 guidelines) must not exceed the guidelines below. Households who have received emergency rental assistance (RAFT or ERMA) through SMOC in the past three months are not eligible for this local ERAP program.

If you receive rental assistance from a local, state or federal program (Section 8 (voucher or project based), MRVP, Housing Authority,); your income must be under the 50% Income Limit. [Note maximum monthly assistance shall be no more than tenant’s portion of rent.]

Effective: 4/1/2020							
Household size	1 person	2 person	3 person	4 person	5 person	6 person	7 person
100% Income Limit	\$83,300	\$95,200	\$107,100	\$119,000	\$128,520	\$138,040	\$140,492
50% Income Limit	\$44,800	\$51,200	\$57,600	\$63,950	\$69,100	\$74,200	\$79,300

How is the program funded? And what is the application and award process?

ERAP can be funded from a variety of sources from each Town. Funds may be from Housing Trust funds, Community Preservation Act (CPA), CARES Act funding, or other municipal funds allocated to the program. The program is being administered by the RHSO. The program will remain open and accept applications on a first-come first-served basis as long as funding is available. Applicants must submit sufficient documentation to demonstrate their eligibility. Once eligible a Participation Agreement will be issued. Landlords must agree to participate in the program. Repayment of assistance will not be required. See program guidelines for more detail.

SUDBURY - ERAP APPLICATION CHECKLIST

The following is a list of information needed to determine eligibility for assistance. Please provide all *applicable* information with your completed application.

All adult household members (over 18 years of age) must provide all documentation.

1. Property Documentation

- Provide copy of lease and/or documentation of payment of rent to landlord.
- Statement from landlord of back rent due, if applicable.
- Most recent rent calculation statement from property or voucher issuing agency

2. Current Income

- Currently Employed - Provide two months of the most recent paystubs received.
- Self-employed - Provide *year-to-date* Profit and Loss statements, showing monthly amounts (i.e. written amounts of money received each month since the beginning of the year).
- Unemployment Assistance - Provide determination letter and recent statement of benefits
- Other Government Assistance – Social Security Income (SSI or SSDI)
- Child Support or Alimony Verification
- Other Income - Document all other income including pension, investment income, etc.

- 3. Pre-Pandemic Income** - What was your monthly income in January and February of this year? Provide documentation or statement regarding type of employment, date of termination, furlough or reduction of pay. You can also provide the first page of 2019 tax return showing annual gross income.

4. Asset Information

- Bank Statements - Copies of last 2 statements (all pages) from all bank accounts (Checking, savings, IRA, etc.)
- Other Assets - Copies of any investment statements for previous 3 months (Investment, Retirement, Pensions, Annuities, etc.)

You may provide any additional information if you feel it is applicable to you and your household. **The Town and/or the Regional Housing Services Office may request additional information if necessary to make a determination of eligibility.**

**Regional Housing Services Office (RHSO)
EMERGENCY RENTAL ASSISTANCE (ERAP) APPLICATION**

THIS PROGRAM IS TO ASSIST HOUSEHOLDS THAT HAVE LOST INCOME DUE TO CIRCUMSTANCES ARISING FROM THE COVID-19 CRISIS. On behalf of the member towns, the RHSO is administering an Emergency Rental Assistance Program. Please refer to program guidelines to determine if your household is eligible. Always keep your application information and address up to date with this office. Thank you and we look forward to assisting you.

Return electronically to: info@RHSOhousing.org (in a PDF legible format)
Mail or Drop-off hard copy to: 37 Knox Trail, Acton MA 01720 (Black mail box at bottom of steps)
 Refer to local flier for local drop-off locations

Please use fillable form to complete electronically or print clearly and complete all information requested. Do not leave blanks or we may be unable to process your application.

I. APPLICANT INFORMATION

Acton Applicants Only

Applicant Name _____ **Social Security Number:** _____

Telephone: _____ Email: _____

Current monthly Income (List total amount from all sources): _____

Average Monthly Income before loss or reduction of income (or 2019 gross): _____

Brief summary of loss of income and job description: _____

Does anyone in your household own any real estate property? YES NO

If your income is less than 50% AMI and your rent is based on your income please check below which applies:

Mobile Voucher from: _____ Project Based or Housing Authority

Acton Applicants Only

Co-Applicant Name _____ **Social Security Number:** _____

Telephone: _____ Email: _____

Current monthly Income (List Total Amount) : _____

Average Monthly Income before loss or reduction of income (or 2019 gross): _____

Brief summary of loss of income and job description: _____

Additional Household Members: *Please list all other persons residing in the unit.*

Name:	Social Security Number <i>Acton Applicants only</i>	Relationship to Applicant	Over 18? Y/N

II. HOUSEHOLD INCOME: Include all forms of income for all adult household members (over 18 years of age), including but not limited to: Employment Income, Self-Employment Income, Unemployment Compensation, Social Security, TANF, Disability Income, Child Support, Pensions, Baby-Sitting Income, etc. See application checklist for required documentation.

Household Member Name	Income Source:	Current Gross Amount	Frequency i.e. every week, month, year
\	Employer Name:		
	Employer Name:		
	Unemployment Assistance:		
	Unemployment Assistance:		
	Child Support		
	SSI/ SSDI		
	Pensions/Retirement:		
	Other: Please specify		
	Other: Please specify		
	Other: Please specify		

III. HOUSEHOLD ASSETS: Please provide all information on assets accounts held by all family members

Household Member Name	Account (Bank Name)	Current Balance
\	Checking:	
	Checking:	
	Savings:	
	Savings:	
	IRA, 401K, specify:	
	Investment/ /trust: Specify	

III. UNIT AND LANDLORD INFORMATION:

Unit address: _____

Dates of residency at unit: _____

Number of bedrooms in your unit: _____ Current monthly rent amount: _____

Current estimated monthly tenant utility payments (heat, electricity, and water sewer): _____

Do you owe any back rent? _____ If yes, how much? _____

Do you receive any other rental assistance such as Section 8 Voucher, MRVP or live in subsidized housing where your rent is based on your income: YES NO

If yes, please explain: _____

Landlord Contact Information: This must be completed for your application to be considered. Landlords must agree to participate in program. Any assistance provided will be paid directly to the landlord.

Landlord Name _____

Telephone: _____ Email: _____

Landlord Address _____ City _____ State _____ Zip Code _____

VII. Signatures/Certification of True and Correct Information

Please be sure you have answered all questions. Otherwise, we will be unable to process your application. All completed applications will be reviewed for eligibility to receive emergency rental assistance under the program guidelines. If it is determined that your household is eligible and rental assistance is granted, payments will be made on your behalf to the landlord for a period of up to four months with an option to renew pending funding availability and recertification of eligibility. The landlord must agree to participate in order to receive rental assistance from the program.

By signing below you certify the following:

Certification of application: I/We hereby affirm that the answers to the foregoing questions are true and correct, and that I/we have not knowingly withheld any fact or circumstances which would, if disclosed, affect this application unfavorably. I/We hereby authorize inquiries to be made to verify the information given in this application. **Assistance will be cancelled and/or application will be rejected if any information or statements given are found to be false or information has been withheld.**

Release of Information: I/We agree to and authorize the information obtained with this application may be given to and used to administer and enforce program rules and policies in compliance with program guidelines.

I/We understand that all decisions made by the Regional Housing Service Office are final and that any appeals must be submitted in writing to the Town body which has authority over the program funding.

The parties acknowledge and agree that this application may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

(Applicant Signature)

(Date)

(Co-Applicant Signature)

(Date)

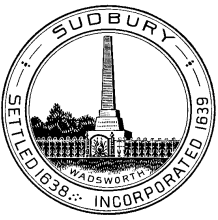
WARNING: Section 1001, of Title 18 of the U.S. code, makes it a criminal offense to make willful false statements or misrepresentation to any department or agency of the United States as to any matter within its jurisdiction

APPLICATION WILL NOT BE CONSIDERED COMPLETE WITHOUT THE FOLLOWING:

(See ERAP Application Checklist for more detail)

- PROPERTY DOCUMENTATION:** Lease or other form of confirmation of rent payment.
- INCOME DOCUMENTATION:**
 - Current Income - Recent paystubs, unemployment statement, explanation of bank deposits, social security or other government assistance, child support, alimony, etc.
 - Pre-Pandemic Income – Provide brief description of job and how income was lost (reduction of hours, laid off, etc.) Provide prior paystub or 2019 tax return showing annual gross income.
- ASSET INFORMATION:** Copies of last 2 statements from all bank accounts (Checking, savings, IRA, Investment, Retirement, Pensions, Annuities, etc.)

You may provide any additional information if you feel it is applicable to you and your household. **The Town and/or the Regional Housing Services Office may request additional information if necessary to make a determination of eligibility.**



Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

<http://www.sudbury.ma.us>
Housing@town.sudbury.ma.us

April 12, 2021



Dear [REDACTED],

I am pleased to inform you that the Sudbury Housing Trust has awarded you a grant towards the roof replacement in your home.

The Trust has approved \$5,000 toward the replacement of your roof. You provided three estimates, totaling over the \$5,000 amount, and you are able to choose which contractors to use. Please inform our office which contractor you have chosen.

As outlined in the Grant Agreement, you are responsible for compliance with all codes and permits and the Trust wants to stress the following important requirements for roofing contractors:

- **Guarantee** – Some roofers guarantee their work, ensure that you know the warranty information
- **Insurance** – Roofing is accident-prone and it is important that the roofer is adequately insured, and has *current and active* workman's comp insurance. Do not hesitate to ask for these important pieces.
- **Permits** – Roofing work requires building permits. Your roofer should get the permit himself or herself, so the building department can verify the information they require.

In accordance with the program, the award is granted in the maximum amount of \$5,000 and the repairs must be completed within 12 months from the award date, by April 12, 2022.

The Trust will pay the invoice directly to the repair provider upon completion of the work, and will not make partial payments in advance. Note that you are responsible for the amount over \$5,000, and your funds must be used first. The Trust will not provide any funds as deposit.

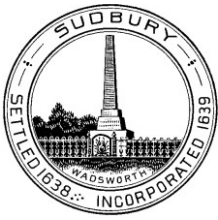
Please have your contractor contact me before starting work. Invoices should be submitted, signed by you, with the providers W9, along with photos of the repaired area. Please note that payment requests may take up to three weeks, and please consider that in your schedule.

In order to accept the grant, please send the signed Grant Agreement to the Planning Office.

On behalf of the Sudbury Housing Trust, I want to thank you for participating in this program.

Sincerely,

Elizabeth Rust, Program Administrator for the Sudbury Housing Trust
Liz@RHSOhousing.org



Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

<http://www.sudbury.ma.us>
SudburyHousingTrust@sudbury.ma.us

SMALL GRANT PROGRAM APPLICATION

Dear Sudbury Resident,

Thank you for your interest in the Sudbury Small Grants Program. The purpose of this program is to provide financial assistance to preserve existing housing units occupied by income eligible households. It is sponsored by the Sudbury Housing Trust for the benefit of Sudbury residents.

The attached confidential application and grant process is designed to be simple and quick. There is minimal documentation required. A completed application, an estimate for work requested, and copies of recent tax returns are all that is needed.

Grant cycles are held twice a year: with application deadlines of March 30 and September 30, and grants awarded two months later by May 31 and November 30.

These grants are given on an unsecured basis; there is no repayment required of the funds awarded to you after the first year.

You must meet the following requirements to be eligible:

1. Property is in Sudbury and is the primary residence of the applicant, and applicant intends to remain a resident of Sudbury for the next 12 months,
2. Maximum income of 100% of the Area Median Income,
3. Property assessment is below the Town median,
4. Agreement to notify the Sudbury Housing Trust prior to listing your home for sale.

The grant limit for this program is \$5,000. Applications are evaluated and prioritized based on health and safety considerations, financial need of the applicant, with higher priority for emergencies and first-time applicants.

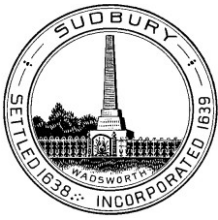
The Sudbury Housing Trust, in line with its mission, continually searches for properties which can be added to the pool of properties in Sudbury affordable to teachers, police, firefighters and other members of the community. In accepting grants from this program, you are required sign a Grant Agreement, and to notify the Sudbury Housing Trust at least 60 days prior to listing your home for sale.

If you have questions regarding this program or if you require assistance in filling out the application, please contact us at the information below. Applicants are encouraged to discuss their needs with program staff prior to submitting a full application.

Submit application and attachments to:

Program Administrator
Department of Planning & Community Development
978-639-3387
278 Old Sudbury Road
Sudbury, MA 01776

Office Hours: Monday, Wednesday, Thursday 8:30 A.M.-4:00 P.M.
Tuesday 8:30 A.M. – 7:00 P.M.
Friday 8:30 A.M. – 12:30 P.M.



Town of Sudbury

Sudbury Housing Trust

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Sudbury, MA 01776
978-639-3387

<http://www.sudbury.ma.us>
SudburyHousingTrust@sudbury.ma.us

SMALL GRANT PROGRAM APPLICATION

Eligible Projects

The Small Grant Program provides financial assistance to correct conditions dangerous to health and safety; and to correct substandard conditions. Some examples of eligible projects are listed below.

Minor plumbing, carpentry, window repairs, gutters or downspouts, door repairs or replacements, step or porch repairs, lock repair or replacement, cement work or masonry repair, tiling, plaster patching and wallpapering, sheet-rock repair, smoke/CO2 detectors, weather stripping, electrical including connectivity, heating, floors, installation, masonry, siding, roofing, bathroom grab bars, raised toilets or toilet seats, hand-held shower heads, railings or other adaptive projects.

Financial Assistance

The grants are offered as unsecured and unconditional funds, with no repayment clauses. The maximum grant available is \$5,000 per grant period and a cap of no more than \$10,000 over 7 years for a household at a given property address. A one year wait period, from the date the last payment was issued, is required before an applicant can re-apply to the Small Grant Program. This wait period can be waived in an emergency situation upon approval by the Program Administrator in a situation that poses a danger to the health/safety of the occupant.

Applicant Qualification

- Income – 100% of Area Median Income.** The combined income of all parties living in the home must be less than 100% of the Boston Area Median Income. Income limits as of April 2021 are:
Household of 1: \$84,560, Household of 2: \$96,640, Household of 3: \$108,720, Household of 4: \$120,800
Income includes all sources of regular income such as; earnings, Social Security, Pension, and interest income and is calculated from the most recent IRS 1040 form, adding all non-taxable amounts to the Adjusted Gross Income. Additionally 2% of the equity in the home (computed as the current tax assessment minus the outstanding amounts of any liens on the property, including mortgages and home equity line of credit) is counted towards income.
- Home Value – Up to \$681,300.** The current assessment of the home is not to be greater than the single family median home assessment in Sudbury, which for FY 2020 is \$681,300.
- Home-owner – Sudbury resident.** The Applicant must be the owner of the property, use the property as their primary residence for the entire year (12 month period) following the completion of the repair, and the property must be in Sudbury. The resident also agrees to notify the Sudbury Housing Trust prior to selling the house at any time in the future. Applicant agrees to pay back the funds if they sell their home with 12 months.

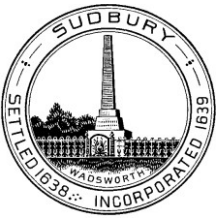
Grant Applications

Grant cycles are held twice a year: with application deadlines of March 30 and September 30, and grants awarded two months later by May 31 and November 30.

The applicant completes the application with appropriate income and three estimates, including photos. Town employees, including special municipal employees, are not eligible contractors in accordance with MGL Chapter 268A, section 20.

If awarded, the repair must be completed within 12 months from the award date. The Trust will pay the amount approved to the repair provider upon receipt of the invoice with the W9 form of the provider, photo of the finished repair, and approval from the applicant. The Trust will not reimburse homeowners unless specifically approved.

The application with income information will be kept confidential.



Town of Sudbury

Sudbury Housing Trust

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278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

<http://www.sudbury.ma.us>
SudburyHousingTrust@sudbury.ma.us

SMALL GRANT PROGRAM APPLICATION

1. Household Information

Applicant Name _____ Phone Number _____ E-mail _____

Address _____ City/State/Zip _____

Co-Applicant Name _____ Phone Number _____ E-mail _____

Address _____ City/State/Zip _____

Number of people currently living in household, their names and their ages: _____

Any person in the household* (optional):

Disabled: No Yes Deed Restricted Property: No Yes

2. Property Information (optional)

Is there a mortgage on the property? No Yes, Balance: _____
Please attached tax bill showing assessed value, and statement showing mortgage/lien balance

Is the property your primary residence? No Yes

Do you own additional real estate? No Yes, Address: _____
Please attached tax bill showing assessed value, and statement showing mortgage/lien balance

3. House Repair Needed

Indicate the amount requested, and which estimate you are requesting: \$ _____

Please describe the work needed. Is completion of this work item related to preserving the structural integrity of the dwelling or health/safety/welfare of its occupants? Describe the urgency of need.



Town of Sudbury

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SMALL GRANT PROGRAM APPLICATION

CERTIFICATION

I/We, the undersigned, have made application to the Sudbury Small Grants Program for monies from the Sudbury Housing Trust to cover the cost of repairs or adaptations to my home as stated, and the Program Administrator or their designated representative may verify the information in this application by personal inspection of appropriate documents, by hearing corroborating testimony or by other available means.

I/We agree to sign a Grant Agreement if the project is approved and funds awarded.

I/We agree to comply with all applicable building codes and to obtain all required permits.

I/We understand that if the project is over the grant amount, I will pay for the amount over the grant award, and that I will be required to fund my portion of the project in advance of the grant funds.

I/We certify that all the information in this application and any additional information provided by me in support of this application is, and will be, entirely accurate to the best of my knowledge; and that no information relevant to that application has been, or will be, deliberately withheld.

I/We understand that any Sudbury Small Grants Program monies committed, or used to pay, for my requested home repairs or adaptations will be subject to recapture at any time during the contracted work, during the first year following the contracted work or at any time after the first year should any information supplied by me prove to be deliberately false or misleading, including all application material, or if I rent or sell my home in the first year after Sudbury Small Grants Program work is completed. Failure to comply with the rules and guidelines of this program may result in homeowner repayment of the grant monies.

Therefore, I agree to notify the Sudbury Housing Trust at least 60 days prior to listing my home for sale.

By signing below, Applicant(s) requests the Program Administrator to review this application for the purpose of receiving funding assistance through the Sudbury Housing Trust. Applicant(s) declares that the information and statements provided herein are true and correct to the best of their knowledge.

THIS APPLICATION IS NOT COMPLETE IF NOT SUBMITTED WITH:

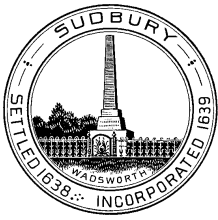
- _____ Completed application
- _____ Copies of most recent Federal tax return, and supporting schedules
- _____ Copies of current property tax bills for all properties
- _____ Copies of all current mortgage balances, including home equity lines of credit
- _____ Copies of three estimates for work by professional contractor
- _____ Picture of area to be worked on
- _____ Copy of Picture Identification (Driver's License or similar)

Applicant

Date

Co-Applicant

Date



Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

<http://www.sudbury.ma.us>
Housing@sudbury.ma.us

Sudbury Housing Trust SMALL GRANT PROGRAM GRANT AGREEMENT

This GRANT AGREEMENT made this [DATE] by and between the Sudbury Housing Trust (“Trust”), established pursuant to Chapter 44, Section 55C of the Massachusetts General Laws, and under Declaration of Trust recorded with the South Middlesex Registry of Deeds in Book 49096, Page 353 having its usual place of business at 278 Old Sudbury Road, Massachusetts 01776, and HOMEOWNER NAME, ADDRESS MA 01776 (“Homeowner”).

WHEREAS, the purpose of the Sudbury Housing Trust shall be to provide for the preservation and creation of affordable housing in the Town of Sudbury for the benefit of low and moderate income households; and

WHEREAS, the Trust established the Small Grant Program for the benefit of low and moderate income households by providing financial assistance to preserve existing housing units occupied by income eligible households for health and safety purposes, providing public benefit commensurate with the Grants provided; and

WHEREAS, the Trust invited the submission of proposals for grants of funds for purposes consistent with the Small Grant Program; and

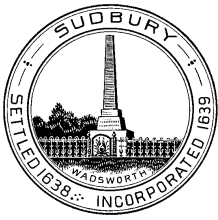
WHEREAS, in response thereto, the Homeowner submitted a proposal for funding for purposes consistent with the Small Grant Program hereinafter referred to as the “Project”; and

WHEREAS, the Trust determined the Homeowner is an eligible applicant as a low and moderate income household, and approved the Project as noted in the Grant Letter dated [DATE] or as amended; and

WHEREAS, Homeowner is receiving financial assistance from the Sudbury Housing Trust (“Grantee”) to provide funding to rehabilitate home located at [ADDRESS], Sudbury MA 01776 in compliance with and the Grant Letter; and

NOW THEREFORE, the Trust and Homeowner agree as follows:

1. **Term of Agreement.** If the Homeowner does not violate any of the terms listed in this agreement, the agreement will terminate one year after the Trust’s final disbursement of all Project Funds, notwithstanding condition 6.
2. **Terms of Repayment.** The Homeowner agrees that if they sell part or all of the property without Grantee’s prior written consent during the term of the agreement, then the Grantee may require payment in full the amount of the grant. The Homeowner agrees that the Funds used to pay for the Project are subject to recapture at any time during the term of this Agreement or after the term of this Agreement should any information supplied prove to be deliberately false or misleading, including all application material.
3. **Payment.** Homeowner agrees to pay for any amounts over the grant award, and will be required to fund that portion of the project in advance of the grant funds. The Trust agrees to pay submitted invoices in accordance with the procedures describes in the Grant Letter within 30 days.



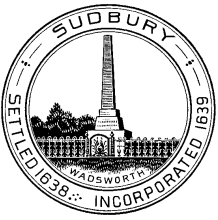
Town of Sudbury

Sudbury Housing Trust

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278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

<http://www.sudbury.ma.us>
Housing@sudbury.ma.us

4. **Building Code compliance.** Homeowner agrees that all work will be done in compliance with Massachusetts building codes and homeowner will obtain all building and other necessary permits.
5. **Owner Occupancy.** Homeowner agrees to occupy the property as their primary residence for the term of this agreement.
6. **Notice to Sell.** Homeowner agrees to notify the Trust at least 60 days prior to listing the property for sale, continuing past the term of this agreement.
7. **Income Eligibility.** Homeowner certifies that he/she has provided complete, accurate, and current information regarding household income to demonstrate Homeowner's eligibility to receive Sudbury Housing Trust funds.
8. **Enforcement.** The Homeowner and the grantee acknowledge that the Grantee has the right and responsibility to enforce this agreement.
9. **Liability of the Trust.** The Trust's liability hereunder shall be to make the payment specified in this Grant Agreement and the Trust shall be under no further obligation or liability. Nothing in this Grant Agreement shall be construed to render the Trust or any elected or appointed official or employee of the Trust, or their successors in office, personally liable for any obligation under this Grant Agreement.
10. **Indemnification.** The Homeowner shall indemnify, defend, and hold the Trust and its officers, employees, and agents harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorneys' fees, arising out of or directly from the Trust's performance of the Work that is the subject of this Grant Agreement or the negligence or misconduct of the Trust or its agents or employees.
11. **Successors and Assigns.** This Grant Agreement is binding upon the Trust, its successors, assigns, and legal representatives. The Trust shall not assign or otherwise transfer this Grant Agreement, in whole or in part without the prior written consent of the Homeowner. The Homeowner shall not assign or otherwise transfer this Grant Agreement, in whole or in part without the prior written consent of the Trust.
12. **Notice.** Any and all notices, or other communications required or permitted under this Grant Agreement, shall be in writing and delivered by hand or mailed postage prepaid, or by other reputable delivery service, to the parties at the addresses set forth on page 1 hereof or furnished from time to time in writing hereafter by one party to the other party.
13. **Severability.** If any term or condition of this Grant Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Grant Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
14. **Governing Law.** This Grant Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the Trust submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Grant Agreement.



Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

<http://www.sudbury.ma.us>
Housing@sudbury.ma.us

The undersigned Homeowner(s) has/have affixed his/her signature(s) and seal(s) this ____ day of _____.

Signed, sealed and delivered on this _____ day of _____, 20__.

Applicant

Co-Applicant

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT

SELECT BOARD
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Housing Trust

Name: Carmine Gentile

Address: 33 Surrey Lane

Email Address: cgentile33@gmail.com

Home phone: 978 443-9898

Work or Cell phone: 508 380-6097

Years lived in Sudbury: (40) forty

Brief resume of background and pertinent experience:

Previously served on Sudbury Finance Committee, Rotary Club, Planning Board, Board of Registrars, Town Manager Search Committee, Scoutmaster Troop 63 BSA. Currently serve on COA, Housing Trust, State Representative, Assistant Scoutmaster, White Ribbon Committee Sudbury Weyland Lincoln Domestic Violence Roundtable

Municipal experience (if applicable):

see brief resume above I am completing my first term on the Housing Trust at this time and have previously served on the legislature's Joint Committee on Housing.

Educational background:

B.A. Tufts University, J.D. Suffolk Law School, coursework at Northeastern, Clark, and Harvard Universities

Reason for your interest in serving:

Providing housing opportunities to economically disadvantaged members of our community.

Times when you would be available (days, evenings, weekends):

Flexible. I am available seven days a week days and evenings.

Do you or any member of your family have any business dealings with the Town? If yes, please explain:
None.

CLG _____ (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature _____



Date April 2, 2021

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT

SELECT BOARD
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Sudbury Housing Trust

Name: Robert Hummel

Address: 414 Dutton Road

Email Address: rhummel90@gmail.com

Home phone: _____

Work or Cell phone: 508-244-8416

Years lived in Sudbury: 10 Months

Brief resume of background and pertinent experience:

I have worked throughout my professional career supporting local boards either by review or support of affordable housing projects. I am an advocate of affordable housing.

Municipal experience (if applicable):

Currently, I am the Assistant Town Planner in the Town of Acton (Planning/Zoning Division)

Educational background:

MRP - UMass Amherst & BS - Enviro Sci and Regional Planning from Westfield State

Reason for your interest in serving:

I feel strongly about the affordable housing investments for the Town of Sudbury.

Times when you would be available (days, evenings, weekends):

Flexible, I can work around my work schedule for the Town of Acton

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

No

RH (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature Robert Hummel

Date 03/30/2021

Robert A. Hummel

414 Dutton Road • Sudbury MA 01776 • (508) 244-8416 • rhummel90@gmail.com

Professional Experience

Assistant Town Planner

July 2015-Present

Town of Acton

As a member of the Acton Planning Division, I am involved with all aspects and functions including the items below.

- Assisted in the 2020 updated Housing Production Plan with the Regional Housing Service Office and J M Goldson
- Assisted the town to achieve the 10% affordable threshold under Mass General Law 40B
- Assist with the Kelley Corner Plan and Infrastructure Improvement initiative, which is programmed for funding on the Transportation Improvement Program
- Manage permitting processes and provided plan reviews and memos for site plans, special permits, subdivisions, and comprehensive permits
- Draft proposed zoning amendments and town meeting presentations
- Provide staff support to the Community Preservation Committee
- Assisted with the planning and execution of a bike share program with the Town of Maynard (unveiled October, 2018)
- Supported the Town of Acton in becoming a Housing Choice Community in 2018 and led efforts to maintain the status through 2022
- Participated in Acton's local Metropolitan Area Planning Council subregion meetings and related events
- Review building permits for zoning compliance and assist with zoning enforcing
- I have also been involved with related planning projects and tasks; Housing and Economic Development Study, Route 2A build-out analysis, Powder Mill Corridor study, and the procurement of peer review services (RFQ)

Committee Member (Appointed)

July 2020 - Present

Town of Sudbury Housing Trust

- Support the creation and preservation of affordable housing in the Town of Sudbury for the benefit of low and moderate income households

Massachusetts Certifications

Massachusetts Certified Public Purchasing Official

Public Contracting Overview course

December 2019

Planning Memberships

Massachusetts Association of Planning Directors

2016 - Present

American Planning Association, MA Chapter

2010 - Present

Education

University of Massachusetts Amherst, Amherst, MA

May 2016

Masters in Regional Planning

Concentration: Landscape and Environmental Planning

Westfield State University, Westfield, MA

May 2013

Bachelors of Science in Regional Planning & Environmental Science

Minor in Geography Information Systems

Professional Skills

Adobe, ArcGIS, Microsoft (Excel, PowerPoint, Publisher, and Word), MUNIS and QGIS

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT

SELECT BOARD
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Sudbury Housing Trust

Name: Susan Scotti

Address: 26 Longfellow Rd

Email Address: susanscott@mac.com

Home phone: _____

Work or Cell phone: 781-922-1238

Years lived in Sudbury: 2

Brief resume of background and pertinent experience:

Member of the Sudbury Housing Trust currently and hoping to renew for an additional term.
(See resume for additional experience)

Municipal experience (if applicable):

Sudbury Housing Trust

MFTCO Committee Lincoln MA

Educational background:

Lexington High School

Adelphi University

Reason for your interest in serving:

To continue to contribute as a committee member. I believe that affordable housing is very important to our community. The Housing Trust aligns with my beliefs, interests, and personal values. +

Times when you would be available (days, evenings, weekends):
Fairly flexible.

Do you or any member of your family have any business dealings with the Town? If yes, please explain:
No

SS _____ (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature _____



Susan Scotti

Date 04/20/2021

Susan Scotti

26 Longfellow Rd. Sudbury, MA 01776



susanscottimac.com



781-922-1238



[linkedin.com/in/susan-scotti](https://www.linkedin.com/in/susan-scotti)

Summary

Experienced marketing & public relations professional with a demonstrated history of working in the music industry, higher education, and other sectors. Skilled in media relations, concert promotion, social media management, audience development, event management, and more.

Experience



Senior Marketing & Audience Development Manager

Berklee College of Music

May 2014 - Present (6 years 8 months +)

- Responsible for the development, implementation, and evaluation of successful marketing and publicity campaigns to maximize audiences, venue rental, ticket sales, and attendance at Berklee's venues
- Manages the presence, content, advertising, branding strategy, and analytics of social media channels
- Email marketing
- Liaison for scheduled artists/promoters/agents for live events and ensures shows are represented and marketed as agreed upon and to maximize exposure, ticket sales, and attendance and coordinates media opportunities for high-level talent
- Represents the department in interactions with faculty, event producers, marketing vendors, media, and partners
- Creates and distributes press releases and secures and coordinates media previews, interviews, and reviews
- Oversees the venue websites, including text and multimedia content
- Supervises a team of 12 Berklee Music Business work-study students per semester



Publicist / Temporary Marketing Manager

Berklee College of Music

Aug 2012 - May 2014 (1 year 10 months)

- Provided copy and distributed press releases to local, regional, and national media sources. Managed media inquiries and secured previews, live reviews, and interviews
- Managed the marketing for concerts at The Berklee Performance Center, The Red Room at Cafe 939, and other Berklee venues
- Supervised Berklee Music Business work-study students
- Managed social media pages and advertising
- Coordinated with scheduled artists for marketing and logistics
- Other various marketing & PR tasks, as needed



Freelance Public Relations & Promotion

Last Call Agency

Jan 2004 - Jan 2013 (9 years 1 month)

- Managed local, regional, and national publicity campaigns
- Designed promotional and marketing materials
- Social media marketing
- Promoted and managed special events, benefits, and concerts
- Offered consultations and led promotional workshops
- Spoke on panels across the U.S. on the topics of publicity, music Industry, booking, promotion, and more
- Booked regional and national tours for artists



Project Manager

Concord Independent Business Alliance

Oct 2011 - May 2012 (8 months)

- Public Relations
- Developed email campaigns, membership materials, brochures, posters, flyers, and marketing materials
- Planned & executed special events and workshops
- Managed social media accounts
- Database management
- Developed marketing materials to recruit new members
- Secured newspaper articles and advertisements
- Managed website and content
- Bookkeeping/Financial reports
- Scheduled/Coordinated board Meetings



Director of Marketing and Public Relations

Club Passim

Jan 2006 - Jul 2011 (5 years 7 months)

- Responsible for securing media placements locally & nationally; coordinated press opportunities with scheduled artists
- Developed media materials including press releases, for print, online, and broadcast media
- Managed social media accounts
- Designed email campaigns, marketing materials, brochures, flyers
- Assisted with special event management
- Assisted with website maintenance
- Fundraising
- Managed advertising opportunities
- Booked photography and art shows in the Club Passim Gallery and coordinated openings & receptions
- Supervised interns
- 2008-2011: Program Director, the "Music Speaks" Program -- a program that provided underserved teenagers with free music lessons. Managed fundraising; scholarship applications; hiring of teachers; marketing and outreach
- 2008-2011: Project Manager for The Iguana Music Fund, which awards grants to local musicians



Executive Assistant to the President

Scotti & Company Insurance, Inc.

Jul 1998 - Jan 2004 (5 years 7 months)

- Assisted the President of the company with the daily schedule and various administrative tasks
- Customer Service
- Developed Marketing Materials, Newsletters
- Managed correspondence for clients and companies
- Scheduled Meetings
- Mail Merges
- Data Base Management
- Screened and directed phone calls
- Organized and maintained the office filing system

Volunteer Experience

Service & Activities

Jan 2001 - Jan 2002 (1 year 1 month)

July 2020 - Present: Committee Member, Sudbury Housing Trust

August 2020 - Present: Board Member, Publicist, Sudbury League of Women Voters

January 2018-2019: Project Literacy Tutor

2014-Present: Student Employment Selection Committee, Berklee College of Music

2015-2018: Chair, Community Building Committee, Berklee College of Music

2011 - 2015: Mentor, Peter Gammons Scholarship Fund/Red Sox Foundation

2013-2017: Volunteer, Save-a-Dog, Sudbury, MA

2010-2013: Steering Committee, Room to Grow, Boston, MA

2011-2013: Committee Member, Americana Music Association, Nashville, TN

2009-Present: Boston Music Awards Nominating Committee

2010-2011: Board of Directors, Arts at The Armory, Somerville, MA

2004-2006: Concert Producer, The Somerville Arts Council

2000-2002 METCO Coordinator, Lincoln Public Schools

Education



University of Colorado Boulder

Liberal Arts and Sciences/Liberal Studies



Adelphi University

Liberal Arts, Theater

Skills

Publicity • Project Management • Event Management • Social Media Marketing • Copywriting • Strategic Communications • Editing • Leadership • Marketing • Email Marketing

Honors & Awards



Outstanding Supervisor of the Year - Berklee College of Music, Student Employment Department

Apr 2017