



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, January 12, 2022

8:00 AM

Virtual Meeting

Pursuant to Chapter 107 of the Acts of 2022, this meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so in the following manner:

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

No in-person attendance of members of the public will be permitted and public participation conducted during this meeting shall be by remote means only.

Board Operations

1. Minutes: Approve Meeting Minutes of December 8, 2022, if presented.
2. Financial Update
 - Ratify FY23 November Transactions, if presented
3. FY24 Community Preservation Act Funding Request – Housing Trust Allocation
4. 2022 Annual Report
5. Recording of Meetings by SudburyTV

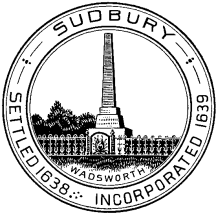
Housing Trust Initiatives

1. Housing Production Plan
2. Municipal Engagement Initiative
3. Rental Assistance Program
4. Mortgage Assistance Program
5. 67-73 Nobscot Road

Public Comment

Other or New Business

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.



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DRAFT MINUTES

DECEMBER 8, 2022 AT 8:00 AM

VIRTUAL MEETING

Housing Trust Members Present: Chair Carmine Gentile, Vice Chair Robert Hummel, Kelley Cronin, and Cynthia Howe.

Housing Trust Members Absent: Janie Dretler, John Riordan, and Susan Scotti

Others Present: Director of Planning and Community Development Adam Duchesneau, Community Preservation Coordinator Ryan Poteat, and Director of the Regional Housing Services Office (RHSO) Liz Rust

Mr. Gentile called the meeting to order at 8:15 AM.

Board Operations

Minutes: Approve Meeting Minutes of October 13, 2022, October 18, 2022, and November 10, 2022, if presented.

Ms. Cronin made a motion to approve the minutes from October 13, 2022, seconded by Mr. Hummel. Roll Call Vote: Mr. Gentile - Aye, Mr. Hummel - Aye, Ms. Cronin - Aye, and Ms. Howe - Aye.

Ms. Howe made a motion to approve the minutes from October 18, 2022 & November 18, 2022, seconded by Ms. Cronin. Roll Call Vote: Mr. Gentile - Aye, Mr. Hummel - Aye, Ms. Cronin - Aye, and Ms. Howe - Aye.

Financial Update

Ms. Cronin made a motion to Ratify FY23 October Transactions, seconded by Ms. Howe. Roll Call Vote: Mr. Gentile - Aye, Mr. Hummel - Aye, Ms. Cronin - Aye, and Ms. Howe - Aye.

Review FY22 Financial Statements

The Housing Trust reviewed the audited FY22 financial statements.

Trustee Appointment Discussion and Recommendation

Ms. Cerullo Merrill introduced herself. Ms. Cerullo Merrill has been a resident of Sudbury for 5 years. She is a professional advocate in healthcare and works to raise the voices of under served populations in

the Commonwealth. She expressed her interest in getting more involved locally and her eagerness to share her experience and skills with the community.

Mr. Gentile made a motion to recommend to the Select Board that Ms. Jessica Cerullo Merrill be appointed to the Housing Trust, seconded by Ms. Cronin. Roll Call Vote: Mr. Gentile - Aye, Mr. Hummel - Aye, Ms. Cronin – Aye, and Ms. Howe – Aye.

FY24 Community Preservation Act Funding Request – Housing Trust Allocation

Mr. Gentile recognized Ms. Cronin for presenting the request to the Community Preservation Committee. Ms. Cronin explained that the CPC requested information on how funds would be used. They specifically asked about the 67-73 Nobscot property; how the funds would be used should the Nobscot property not move forward but also requested a breakdown on how all CPA funds allocated to the Housing Trust are used. Mr. Gentile suggested that the Housing Trust respond that should the Nobscot project not move forward that the funds would be used to create other affordable housing. Ms. Rust agreed the Housing Trust needed banked funds in order to be able to move forward on the creation of any new affordable housing project. Ms. Rust suggested to the Housing Trust that they may want to make a recommendation to the Select Board to reallocate funds currently designated for mortgage assistance for rental assistance. Community need for rental assistance has been high.

Ms. Cronin made a motion to hold \$100,000 for preservation \$100,000-200,000 for the creation of new units remainder of \$438,000 to be used to purchase Nobscot or other similar property. Seconded by Ms. Howe Roll Call Vote: Mr. Gentile - Aye, Mr. Hummel - Aye, Ms. Cronin – Aye, and Ms. Howe – Aye.

Housing Trust Initiatives

Rental Assistance Program

Ms. Rust stated there were 45 applications received to date. There are currently 18 applications to be reviewed, 8 had been approved for December assistance, 13 more had been approved for January relief.

Lisa West, a resident of Sudbury and member on the Hope Sudbury board was recognized by Mr. Gentile. Ms. West stated that Hope Sudbury does a large of work with rental assistance; she stated approximately 56% of Hope Sudbury’s funding is currently going to rental assistance. She also stated that when the Housing Trust Rental Assistance funds have been fully committed they (Hope Sudbury) are the only available resource. Ms. West asked for an approximate processing time of Housing Trust Rent Assistance applications to gain a better perspective on how to best manage assets and insure that Hope Sudbury does not run out of funds for those in need.

Ms. Rust suggested the Housing Trust recommend to the Select Board the expedited moving monies from Mortgage Assistance Program to Rental Assistance Program

Should the Select Board vote to allow the reallocation, Ms. Rust recommended not changing requirements to the Rental Assistance Program mid-stream i.e. add those funds to the current program or use the funds for a similar reevaluated program.

Shelia Cusolito, Sudbury Housing Authority, encouraged the reallocation of funds where they are needed and will best support the community.

Charlie Russo, Juniper Road, Sudbury Select Board, stated that the Select Board would move quickly to approve the reallocation and that he was in support of all programs where need was so clearly illustrated.

Mr. Gentile made a motion to recommend to the Select Board to allow the reallocation of Mortgage Assistance Program funds as needed to Rental Assistance Program, seconded by Ms. Cronin. Roll Call Vote: Mr. Gentile - Aye, Mr. Hummel - Aye, Ms. Cronin – Aye, and Ms. Howe – Aye.

Mr. Gentile requested staff draft the previously mention memo as soon as possible so it could be added to the Select Boards December 13th or December 20th meeting.

Mr. Gentile asked for a trustee to volunteer to work with Ms., Rust to discuss possible changes to current program requirements. Ms. Howe offered to work with Ms. Rust and come back to the trust with recommendations. An additional January 4th 7:45 AM meeting to discuss changes to the Rental Assistance Program will be scheduled by staff.

67-73 Nobscot Road

Mr. Duchesneau notified the Housing Trust that Beals + Thomas has reached the \$30,000 limit on their original agreement. Beals + Thomas is requesting an additional \$3,000 to complete the necessary site feasibility analysis work. Mr. Duchesneau requested the Housing Trust to authorize the additional work/money and negotiate with the Sudbury Housing Authority to fund half or (\$1,500).

Ms. Cronin made a motion to authorize an additional \$1,500 to pay Beals + Thomas with the Housing Authority paying \$1,500 for a total of \$3,000 to finish the necessary work; seconded by Ms. Howe. Roll Call Vote: Mr. Gentile - Aye, Mr. Hummel - Aye, Ms. Cronin – Aye, and Ms. Howe – Aye

Mr. Duchesneau also indicated that the Cambridge Housing Authority would be having a preliminary meeting with the Natural Heritage & Endangered Species Program in the near future to discuss endangered species habitat constraints at the property.

Public Comment

Shelia Cusolito – Sudbury Housing Authority spoke about a possible partnership with the Housing Trust to join the CHAPA and their Municipal Engagement Initiative. Ms. Cusolito expressed her interest in making this a joint venture between the houses different housing interests Ms. Cronin requested this item be added to the next agenda.

Ms. Howe made a motion to adjourn, seconded by Mr. Hummel. Roll Call Vote: Mr. Gentile - Aye, Mr. Hummel - Aye, Ms. Cronin – Aye, and Ms. Howe – Aye.

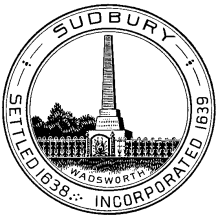
The meeting ended at 9:55 AM

**Sudbury Housing Trust
FY23 Transactions**

Date	Post MO	Amount	Balance	Account	Description	Payer/Payee
7/1/22	Jul-22	\$305,025.34	\$305,025.34		Carryover \$305,025.35	
8/1/22	Aug-22	\$0.00	\$315,534.70		Balance to \$315,534.70	
9/1/20	Sep-22	\$0.00	\$310,396.56		Balance to \$310,396.56	
10/1/22	Oct-22	\$0.00	\$297,439.25		Balance to \$297439.25	
11/1/21	Nov-22	\$0.00	\$304,323.14		Balance to \$304,323.14	
11/3/22	Nov-22	(\$784.91)	\$303,538.23	Salary	Payroll	Town
11/17/22	Nov-22	(\$784.91)	\$302,753.32	Salary	Payroll	Town
11/3/23	Nov-22	\$693.12	\$303,446.44	Other	SHA Nobscot	SHA
11/3/22	Nov-22	\$0.00	\$303,446.44	Expense	Lottery Expense	AACA
11/23/22	Nov-22	(\$105.00)	\$303,341.44	Expense	SHT Appointments	Registry
11/23/22	Nov-22	(\$105.00)	\$303,236.44	Expense	SHT Appointments	Registry
11/17/22	Nov-22	(\$750.00)	\$302,486.44	Expense	SRRP - Nov rent	
12/1/21	Dec-22	\$0.00	\$302,486.44		Balance to 302,486.44	

**Sudbury Housing Trust
Financial Projection - Detail**

Description	Line#	FY20	FY21	FY22	FY23			Total
		Actual	Actual	Actual	Actual	Remaining	Projected	
Housing Unit Creation								
Cumulative #units created	1	14	14					
Cumulative per unit subsidy of created units	2	\$181,812	\$181,812					
Annual #Trust Created Units	3	0	0					
Annual \$Trust Created Units	4	\$0	\$0					
Total subsidy of created units	5	\$2,545,366	\$2,545,366					
#Trust Assisted Units	6	126	126					
\$Trust Assisted Units	7	\$650,000	\$650,000					
Cumulative per unit subsidy of assisted units	8	\$5,158.73	\$5,159					
Detailed Statement of Revenues and Expenditures								
Carry Forward	10	\$222,566	\$155,241	\$129,310.94	\$305,025.35	\$0	\$305,025	
Fees - 712543/430000	20	\$70,332	\$89,115	\$58,972	\$13,082	\$88,868	\$101,950	\$99,200
Resales	21	\$5,382	\$10,675	\$750	\$0	\$5,000	\$5,000	\$25,949
External Contracts (sum of below)	22	\$64,950	\$78,440	\$58,222	\$13,082	\$83,868	\$96,950	\$903,582
<i>Bedford Woods/Concord Millrun</i>	23		\$4,000	\$9,400	\$0	\$17,800	\$17,800	\$31,200
<i>Harvard - Pine Hill Village</i>	24	\$4,200	\$5,000	\$2,500	\$0	\$12,500	\$12,500	\$24,200
<i>Natick Graystone Lane</i>	25			\$1,000	\$0	\$5,500	\$5,500	\$6,500
<i>Medford Wellington Woods</i>	26	\$1,000	\$9,000	\$5,000	\$2,000	\$18,000	\$20,000	\$36,000
<i>Holliston - Village Green</i>	27			\$1,000	\$0	\$11,000	\$11,000	\$13,000
<i>Rental Recertification: Messenger, Corey St</i>	28	\$3,750	\$3,650	\$3,350	\$1,750	\$3,400	\$5,150	\$37,900
<i>Monitoring - MassHousing, Cold Brook</i>	29		\$20,790	\$24,212	\$9,332	\$15,668	\$25,000	\$70,002
<i>Completed</i>		\$56,000	\$29,500	\$11,760	\$0	\$0	\$0	\$678,280
CPA/Financing - 712549/497000	30	\$0	\$0.00	\$404,903	\$75,693	\$284,300	\$359,993	\$350,000
SHA Nobscot (CPA)	31	\$0.00	\$0.00	\$16,403	\$693	\$9,300	\$9,993	\$30,293
CPA	36	\$0	\$0	\$388,500	\$0	\$0	\$0	\$2,958,396
State ARPA - Mortgage Assistance	32				\$75,000	\$0	\$75,000	\$75,000
Sudbury ARPA - Mortgage Assistance	33				\$0	\$75,000	\$75,000	\$75,000
Sudbury ARPA - COVID Small Grant	34				\$0	\$75,000	\$75,000	\$75,000
Sudbury ARPA - Rental Assistance	35				\$0	\$125,000	\$125,000	\$125,000
Interest - 712548/482000, 712548/489000	41	\$16,311	\$638	\$408.50	\$516	\$500	\$1,016	\$500
State Earmark - Mortgage Assistance	45			-\$1,593.66	-\$7,406.34	-\$66,000.00	-\$73,406.34	-\$75,000
Expenditures - 712557/522100/earmark	50	-\$153,032.88	-\$113,434	-\$284,603.46	-\$78,765	-\$551,282	-\$630,047	-\$668,634
Project Admin	51	\$0	\$0		\$0		\$0	-\$39,448
Legal/Parcel Feasibility	52	\$0	\$0		-\$210		-\$210	-\$3,810
Staff Assistance/Contract Assistance	53	\$0	\$0		\$0		\$0	-\$83,289
RHSO/Contract Assistance	54	-\$42,416	-\$44,525	-\$44,889.00	-\$40,946	\$0	-\$40,946	-\$260,631
Programs - sum of below	56	-\$97,326	-\$57,704	-\$231,398.06	-\$26,939	-\$537,282	-\$564,221	-\$3,471,400
<i>Remaining CPA</i>	560	\$0	\$0		\$0	-\$177,932	-\$177,932	-\$177,932
<i>Nobscot Feasibility (CPA)</i>	561	\$0	-\$3,528	-\$29,277.80	\$0	-\$18,600	-\$18,600	-\$51,406
<i>Small Grant Program</i>	562	-\$16,900	-\$4,286	-\$22,404.00	\$0	-\$25,000	-\$25,000	-\$237,530
<i>Sudbury ARPA - COVID Small Grant</i>	563				\$0	-\$75,000	-\$75,000	-\$75,000
<i>Home Preservation Grants/HFH</i>	564	-\$30,426	-\$8,690	-\$17,950.00	\$0	-\$40,000	-\$40,000	-\$103,753
<i>Rental Assistance - ERAP (Trust funded)</i>	565		-\$41,200	\$0.00		\$0	\$0	-\$41,200
<i>Rental Assistance - SRRP (CPA funded)</i>	566			-\$161,766.26	-\$26,939	-\$750	-\$27,689	-\$189,455
<i>Sudbury ARPA - Rental Assistance</i>	567				\$0	-\$125,000	-\$125,000	-\$125,000
<i>Sudbury ARPA - Mortgage Assistance</i>	568				\$0	-\$75,000	-\$75,000	-\$75,000
<i>H4H, Dutton Road</i>	569	\$0	\$0					-\$48,249
<i>Grants: Coolidge/SHA</i>	570	-\$50,000	\$0					-\$450,000
<i>Home Preservation Program</i>	571							-\$1,028,094
<i>Maynard Ra</i>	572	\$0	\$0					-\$868,780
Lottery Expense (sum of below)	58	-\$13,291	-\$11,205	-\$8,316.40	-\$10,670	-\$14,000	-\$24,670	-\$240,001
<i>Advertising/Insurance</i>	581	-\$13,291	-\$11,205	-\$8,316.40	-\$10,670	-\$14,000	-\$24,670	-\$179,072
Trust portion of Salaries - 712551/511100	60	-\$934.79	-\$2,249	-\$2,372.28	-\$5,659	-\$46,841	-\$52,500	-\$224,790
Ending Balance	70	\$155,241.43	\$129,310.94	\$305,025.35	\$302,486.45	-\$224,455	\$85,438	



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2022 Annual Report

The Sudbury Housing Trust was formed by the April 2006 Town Meeting accepting MGL Chapter 44, Section 55C. The Housing Trust was formed specifically to focus on affordable homeownership and preservation opportunities and to show performance against the minimum 10% Community Preservation Act (CPA) spending requirement on affordable housing under the statute. While Sudbury had accumulated significant housing reserves in the early years of the CPA, no housing projects had come forward for several years and The Housing Trust was formed to address that issue.

The Housing Trust charter was developed with the Town's interests in mind. The charter allows a range of powers though requires Select Board approval for certain transactions. The Town Treasurer is the custodian of the funds. The purpose of the Housing Trust is to provide for the preservation and creation of affordable housing in the Town of Sudbury for the benefit of low and moderate income households. The Housing Trust feels it has taken a number of positive steps toward those goals and hopes to build on those successes.

In the years since the Housing Trust was chartered in 2007, the Housing Trust has directly created 14 units of housing (8 units through Home Preservation, 2 Habitat for Humanity, 3 Maynard Road Homes, and 1 buy-down on Old County Road) and assisted in the creation of another 126 units (Coolidge Phase I and II, and Sudbury Housing Authority).

The Housing Trust continues to sponsor the Small Grant Program to help seniors and other moderate income homeowners fund health and safety repairs to their homes. These repairs include window replacements, accessibility modifications, and plumbing and heating replacements. The Program accepts grant applications on a rolling process, and applications are reviewed and potentially funded on a first-come, first-served basis. Through December 31, 2022, the Program has awarded 70 grants for almost \$240,540, with 61% of the grantees being senior households. The easy-to-submit application can be found on the Town's website.

The Housing Trust performs lottery, resale, and monitoring agent services for Sudbury and other neighboring communities. This provides a revenue stream for the Housing Trust Small Grant Program, as well as providing local opportunities for eligible buyers with connections to Sudbury and others looking for affordable housing in the area.

In FY22, the Housing Trust continued with its Rental Relief Program in response to COVID-19 by providing income eligible tenants with decreased incomes a rental assistance. A total of 110 households were assisted with \$355,000 towards their rent with additional support to provide in 2023.

The FY22 fiscal year started with a carryover balance of \$129,311 and collected fee revenue and interest income of \$59,381, with CPA funds of \$388,500. The expenses for the FY22 fiscal year were \$286,197 including rental assistance, feasibility, Home Preservation expenses, the Small Grant Program, lottery advertising expenses, salaries, and administration. The Housing Trust ended the Fiscal Year on June 30, 2022 with a balance of \$305,025.

The Housing Trust is currently organized with Carmine Gentile as Chair, Robert Hummel as Vice Chair, Janie Dretler as the Select Board representative, and at-large Trustees Jessica Cerullo Merrill, Kelley Cronin, Sarah Green Vaswani, Cynthia Howe, John Riordan, and Susan Scotti. The Housing Trust is supported by the Regional Housing Services Office (RHSO) and the Planning and Community Development Department.

Respectfully Submitted by the Sudbury Housing Trust:

Carmine Gentile, Chair

Robert Hummel, Vice Chair

Jessica Cerullo Merrill

Kelley Cronin

Janie Dretler

Sarah Green Vaswani

Cynthia Howe

John Riordan

Susan Scotti

Duchesneau, Adam

Subject: FW: Apply to be a Municipal Engagement Initiative Lite Community

On Nov 4, 2022, at 11:58 AM, Cronin Greeley <thecroningreeleys@yahoo.com> wrote:

Can we add this to an agenda for discussion. We did this in Acton and it was very helpful.

I am sorry but I can only attend the first 30 minutes of our meeting next week.
Kelley

----- Forwarded message -----

From: **Lily Linke** <llinke@chapa.org>

Date: Thu, Nov 3, 2022 at 2:29 PM

Subject: Fwd: Apply to be a Municipal Engagement Initiative Lite Community

To: <ael443@comcast.net>, <swanger.steven@gmail.com>, Sheila M Cusolito <director@sudburyha.org>, <jscowan3@gmail.com>, <tvitvitsky@gmail.com>, <cline@marllaw.com>

Good afternoon all,

I hope this email finds you well. I wanted to let you know that we have opened applications for our MEI Lite program. Based on conversations we've had about Sudbury in the past, I thought it may be of interest to you. Please let me know if you have any questions!

----- Forwarded message -----

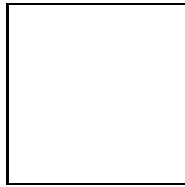
From: **Dana LeWinter, CHAPA** <dlewinter@chapa.org>

Date: Thu, Nov 3, 2022 at 11:03 AM

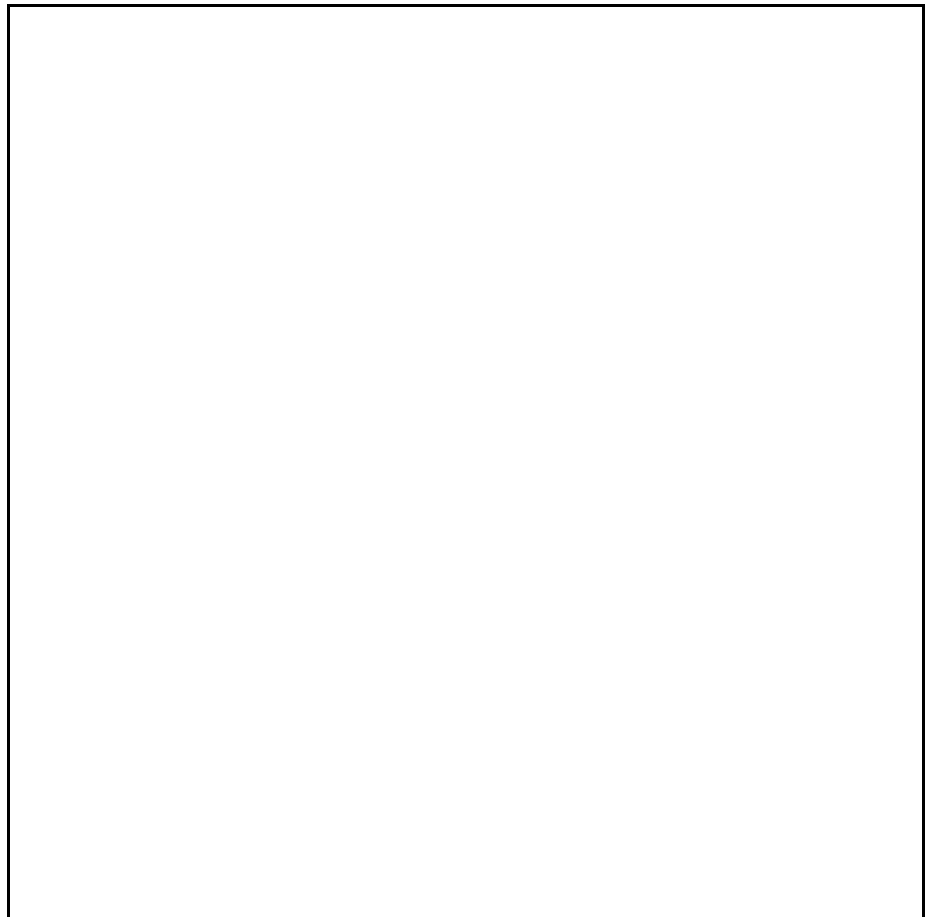
Subject: Apply to be a Municipal Engagement Initiative Lite Community

To: Lily Linke <llinke@chapa.org>

[View this email in your browser.](#)



**CHAPA Seeking New Municipal
Engagement Initiative Lite
Communities**



We are pleased to announce that CHAPA is currently seeking additional communities on a rolling basis for our [MEI Lite Program](#), a lighter touch program of our Municipal Engagement Initiative, which will help to set communities up for coalition-building efforts on their own. Municipal governments and community organizations throughout the Commonwealth are encouraged to submit [an application](#).

Applicants must submit an electronic copy of the application to Dana LeWinter, Director of Municipal Engagement, at dlewinter@chapa.org. Applications will be accepted on a rolling basis and may be prioritized based on when they are received or community fit.

About the CHAPA Municipal Engagement Initiative and MEI Lite

CHAPA's Municipal Engagement Initiative seeks to build support for affordable housing production in communities across the Commonwealth.

While all communities can benefit from public education and community discussions about the need for housing development and how it benefits communities, each community is unique in its character, land, zoning, and housing stock. CHAPA works to implement a community engagement strategy in every individual community that is responsive to each unique environment. CHAPA's community engagement strategy is based on the collaborative model CHAPA uses at the state level; focused on building coalitions that work together to address each community's housing challenges. Coalition-building will bring together community stakeholders representing local businesses, civic groups, houses of worship, and other groups and individuals that are active in each community.

Please note that CHAPA anticipates accepting applications for our competitive full Municipal Engagement Initiative in late Spring 2023.

To learn more about the Initiative and to obtain an application, please go to [CHAPA's Municipal Engagement Initiative webpage](#).

Sincerely,



Dana LeWinter
Municipal Engagement Director



Rachel Heller
Chief Executive Officer

[Start your MEI Application](#)

[Learn more about MEI](#)

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You are receiving this email because you opted in at CHAPA's website or one of our events.

A safe, healthy, and affordable home for all.

Our mailing address is:

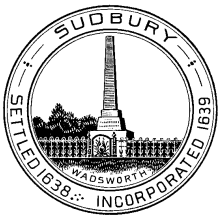
Citizens' Housing and Planning Association

1 Beacon St Fl 5

Boston, MA 02108-3107

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January 9, 2023

To: Sudbury Housing Trust

From: Liz Rust

RE: SRRP Status

The Sudbury Housing Trust rental assistance programs continue to serve eligible tenants, making a substantial difference to the low income tenants in Sudbury.

The first round, called ERAP (Emergency Rental Assistance Program) rolled out in June 2020 with \$40,000 of funding commitment from Trust open funds and focused on COVID impacted tenants. This round assisted 10 tenants for \$39,850. Tenants were eligible for 4 months of benefit, with two renewals.

The second round, called SRRP (Sudbury Rent Relief Program) rolled out in January 2022 with \$190,000 from CPA funds. The trust revised the program parameters in a number of ways, most notably to allow tenants living in subsidized units spending less than 30% of the income on housing. The trust received the bulk of the applications in February 2022 and the program just completed its last payment. Tenants were eligible for 6 months of benefit, with no renewals. This round assisted 56 tenants for \$189,455.

The third round also called SRRP rolled out in October 2022 with \$125,000 in ARPA funds. The trust revised the program slightly towards extremely low-income tenants, and disallowed any prior recipients. Tenants are eligible for 6 months of benefit, with no renewals. This round is currently open, assisting 49 tenants, for a commitment of \$122,600 (\$2,400 remaining), depleting funding in two months. The average award is \$2,600. [There were also 11 applications from ineligible tenants – 5 past recipients, and 6 not passing the cost burden criteria.] Eligible tenants live at:

- Private residences (2)
- Longfellow Glen (8)
- Coolidge (11)
- SHA (28)

The Trust requested, which the Select Board approved, to repurpose \$75,000 of town ARPA funds to rental assistance, making the total commitment to rental assistance \$429,305.

- ERAP \$ 39,850
- SRRP 1 \$189,455
- SRRP 2 \$125,000
- SRRP 3 \$ 75,000

For SRRP 3, the Trust once again has the opportunity to tweak the program requirements. Possible ideas include:

- Allowing prior recipients
- Broaden the AMI allowance to 50% AMI (very Low Income) from 30% (extremely low income)
- Offer renewals
- Other potential changes

SUDBURY

ARPA RENT RELIEF PROGRAM (SRRP)

APPLICATION PACKET

**APPLICATIONS ACCEPTED
ON A ROLLING BASIS PERIOD**

The program will remain open and award grants on a first come, first served basis to eligible applicants until funding is depleted.

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 978-287-1093.

Applications also accepted by mail or drop-off at the following locations:

RHSO Housing
37 Knox Trail
Acton, MA 01720
Attn: ARPA SRRP

*Place in large black mailbox at the
bottom of the outside steps.*

Town Clerk's Office (at the rear of Town Hall)
322 Concord Road
Sudbury, MA 01776
Attn: SRRP

*Place in the drop box in the vestibule
Open 24 hours a day, 7 days a week*



SRRP - FREQUENTLY ASKED QUESTIONS

WHAT IS SRRP? *See Guidelines and Application for more detail.*

SRRP provides temporary monthly rental assistance in the form of a grant to eligible households, for a six-month period. Monthly assistance will be calculated as the amount necessary to reduce housing costs to 30% of current gross income (before taxes), but shall be at a minimum the amounts listed below:

\$300/mo. - 1br \$450/mo. - 2br \$600/mo.- 3br \$750/mo.- 4br

Payments are made directly to the landlord. SRRP is funded through the Sudbury Housing Trust. Utility and rental arrears payments are also allowable, see guidelines and application.

WHO IS ELIGIBLE?

- Current residents of Sudbury not currently receiving rental assistance from State/Federal program (RAFT, ERAP,) and who have not received assistance from the Sudbury Housing Trust rental assistance programs in the past. Also, households that own other real estate do not qualify.
- Households spending >27% of their gross income on rent **or** whose income is below 30% AMI
- Households whose income is below the following limits:

Effective: 4/1/2022	100% AMI Income Limits					
Household size	1 person	2 person	3 person	4 person	5 person	6 person
100% Income Limit	\$89,200	\$112,200	\$126,200	\$140,200	\$151,500	\$162,700
30% Income Limit	\$29,450	\$33,650	\$37,850	\$42,050	\$45,450	\$48,800

- The maximum rent to be considered for benefit is:

1 Bedroom \$2,198, 2 Bedroom \$2,635, 3 Bedroom \$3,207, 4 Bedroom \$3,540

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

The program, sponsored by the Sudbury Housing Trust, will provide temporary rental assistance in the form of a grant for the purpose of supporting eligible households in maintaining housing from local ARPA funding. The program is being administered by the RHSO. Applicants must submit sufficient documentation to demonstrate their eligibility. Once eligible, a Participation Agreement will be issued and the landlord must agree to participate in the program. Repayment of assistance will not be required.

SRRP 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.

Signed lease, tenancy agreement, or tenancy-at-will form

- ✓ Statement from landlord of back rent due, if applicable.
- ✓ Most recent rent calculation statement from property or voucher issuing agency

Utility Bill (ONLY for households applying for utility assistance) . With proper documentation, the program will make a one-time payment of up to \$1,000 for utility (gas, electric, water/sewer) arrears (past due amounts) to be paid directly to utility provider

Documentation of 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.
- ✓ No Income / Cash Income Verification Form – Complete for no income or cash only income.

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 period (Investment, Retirement, Pensions, Annuities, etc.)

NOTE: A Tenant Income Certification form (TIC, 50058, 50059 or other recertification for a state or federally subsidized housing program including LIHTC and 40B properties) from your landlord can be submitted instead of income and asset documentation.

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)
SUDBURY RENT RELIEF PROGRAM (SRRP) APPLICATION

On behalf of the Town of Sudbury, 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)

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

Applicant Name _____

Telephone: _____ Email (PRINT CLEARLY): _____

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

Has anyone in your household (including yourself) applied for, received or currently receiving assistance from the state's assistance programs (RAFT, ERAP, ERMA)? ___ YES ___ NO

If yes, date of application: _____ Date of last assistance payment: _____

Has anyone in your household (including yourself) received assistance from the Sudbury Housing Trust in the past?
 _ ___ YES ___ NO

Do you currently owe back rent? ___ YES ___ NO If yes, how much? _____

Do you owe back utilities? ___ YES ___ NO If yes, list amount and utility (gas, elec., etc.)?

Company: _____ Utility: _____ Amount: _____

Company: _____ Utility: _____ Amount: _____

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

Co-Applicant Name _____

Telephone: _____ Email: _____

Current monthly Income (List Total Amount from all sources) : _____

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

Name:	Relationship to Applicant	Over 18? Y/N	Full-Time Student ? 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: _____

Move-in Date: _____ Number of bedrooms in your unit: _____

Current monthly rent amount: _____

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

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, submit your last rent determination letter.*

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 six months (or less if applied to arrears) with an option to renew one time, 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 Application Checklist for more detail)

PROPERTY DOCUMENTATION: Lease or other form of confirmation of rent payment.

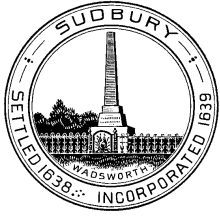
UTILITY BILLS: Only for households applying for utility assistance.

INCOME DOCUMENTATION:

Current Income – Recent paystubs, unemployment statement, explanation of bank deposits, social security or other government assistance, child support, alimony, etc

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

Office of Select Board
www.sudbury.ma.us

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-639-3381
Fax: 978-443-0756

Email: selectboard@sudbury.ma.us

December 27, 2022

Adam Duchesneau
Planning Director
278 Old Sudbury Road
Sudbury, MA 01776

IN BOARD OF SUDBURY SELECT BOARD
Meeting Date: December 20, 2022

ARPA Fund Allocation

Present: Chair Charles G. Russo, Vice-chair Janie W. Dretler, Select Board Member Daniel E. Carty, Select Board Member Lisa V. Kouchakdjian, Select Board Member Jennifer S. Roberts, and Interim Town Manager Maryanne Bilodeau.

It was on motion unanimously

VOTED: Vote to request \$75,000 of ARPA funds designated for Mortgage Assistance Program be reallocated to the Sudbury Rent Relief Program, as requested by Sudbury Housing Trust.

A True Copy Attest: Maryanne Bilodeau
Maryanne Bilodeau
Interim Town Manager – Clerk

cc: Treasurer
Town Accountant

Duchesneau, Adam

From: Emily Horgan <ehorgan@cambridge-housing.org>
Sent: Friday, January 6, 2023 3:26 PM
To: Sheila M Cusolito; Duchesneau, Adam; Poteat, Ryan
Cc: Matthew Zajac
Subject: Update: 67-73 NHESP Pre-Filing Meeting

Happy Friday! I'm reaching out to share an update regarding the eastern box turtles' habitat at 67-73 Nobscot:

The CHA completed a NHESP pre-filing meeting with Jesse Leddick, Chief of Regulatory Review, and the conversation was positive.

MESA believes that this proposed development will result in a "no-taking with conditions", which means that the species habitat will face minimal disturbances and can be relocated to the surrounding undisturbed conservation land. The conditions would be manageable: implementing a turtle protection plan, having construction fencing installed, sweeping the site for turtles before construction, and starting construction between April 15 and October 15 of any given year.

We can move forward with predevelopment with reasonable confidence that NHESP will not be a roadblock to construction.

We do not need to take any immediate additional actions with NHESP. The next step they recommend is an official submission, which includes a concept plan once it's been created. They suggested working with Beals + Thomas to produce a "turtle protection plan" draft, which can speed up the review process for the official submission. As mentioned previously, it's important to note that as part of the "turtle protection plan", a MESA (Massachusetts Endangered Species Act) biologist must sweep the site and remove turtles before construction begins. The biologist will remove the turtles during their active season April 15-October 15, so we must plan construction around this task. There are certain actions that we must take to ensure the species are protected throughout construction and occupancy. These actions may include putting up signs and physical barriers to protect the bordering undisturbed land.

Thanks & looking forward to our meeting with Lori Capone next week.

Emily



Emily Horgan | Project Manager II

www.cambridge-housing.org

[CHA's Impact in 2021](#)



This message is confidential. It may also be privileged or otherwise protected by work product immunity or other legal rules. If you have received it by mistake, please