

Community Preservation Act Project Proposal Submission Form

Please submit proposals to: Town of Easton Community Preservation Committee, 136 Elm St., Easton, MA 02356

General Information and Instructions The following excerpt from the Community Preservation Act (CPA) describes the types of projects that are eligible for CPA funding.

"The community preservation committee shall make recommendations to the legislative body for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation and preservation of land for recreational use; for the creation, preservation and support of community housing; and for the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section.

With respect to community housing, the community preservation committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites."

For funding, the CPA requires that a project receive the recommendation of the Community Preservation Committee (CPC). All projects must then receive the approval of Town Meeting. The CPC review process will include a review of the project description; project plan; current ownership and existing restrictions; value of property involved; project costs; proposed ownership/restrictions after project completion. If eligible for funding, the merits of a project are considered in relation to the merits and potential costs of other CPA projects and the timing and availability of CPA funds. Please see attached *Project Selection Criteria* and CPA definitions for more information.

Please answer each of the following questions. Use additional sheets as necessary.

A. Project Description/Eligibility for CPA funding

1. Please describe your project and include, if applicable: (a) street address of project; (b) assessor's map and lot number(s); (c) current ownership; (d) existing use or deed restrictions; (e) proposed ownership after project completion; (f) proposed use or deed restrictions after project completion (including proposed conservation, open space, recreation, historic and affordability restrictions).

Easton's Affordable Housing Trust Board respectfully requests funding for the second year of implementation of our Affordable Housing Action Plan. This plan was created in 2009 through the Trust Board's collaboration with a housing expert who undertook extensive outreach with Town leadership and community members. With FY11 funding support from the Community Preservation Fund, implementation of these initiatives is off to an impressive start. The major initiatives laid out in our plan, and the progress we have made to date on each, are as follows:

INITIATIVE 1: Establish a local homebuyer assistance program, provides mortgage subsidies to up to four households over Fiscal Years 2011 and 2012. Preparation of the state-required marketing plan for this program is underway. Outreach and applications will take place during the spring of 2011.

INITIATIVE 2: Connect qualifying residents with housing assistance programs (Year 1).

Tim Harrigan, Easton's new Community Housing Planner, has created a comprehensive brochure of affordable housing organizations and programs which is now available in print and online. Efforts to disseminate the brochure at area organizations and places of worship will soon be underway. An additional guide to resources for residents and community housing developers will be available on the Town website in the spring of 2011.

INITIATIVE 3: Create an Easton Housing Office to implement the town's affordable housing goals and programs and to support the work of the Housing Trust (Year 1).

With David Colton, the Trust Board worked to establish the new position of Community Housing Planner in the Department of Planning & Community Development. Tim Harrigan was hired in the summer of 2010. Mr. Harrigan has taken on a number of assignments to advance the Trust Board's goals, well in excess of what was anticipated in our Action Plan, including:

- overseeing the update of Easton's Affordable Housing Production Plan, a document that is crucial both in addressing the need for affordable housing and in assuring that housing developments are amenable to the Town;
- establishing guidelines pursuant to the new inclusionary zoning bylaw;
- working with the state to prevent a foreclosure on an affordable home in Easton;
- fielding calls, emails, and office visits from residents seeking housing assistance;
- assisting in updating Easton's Commonwealth Capital Application, an important factor in Town funding; and,
- completing the transfer of a Town-owned parcel to Habitat for Humanity for development of a moderate-income home.

INITIATIVE 4: Promote adoption of an Inclusionary Zoning Bylaw to create affordable units in private residential developments (Years 1-2).

The Trust Board worked with planning staff to write the inclusionary zoning bylaw that was enacted at Town Meeting in May, 2010. Official guidelines pursuant to the bylaw are now being prepared and adopted to assist developers. The first development under the new bylaw has already been proposed.

INITIATIVE 5: Establish a Small Grants Program to allow low-income homeowners to stay in their homes (by Year 5).

INITIATIVE 6: Develop affordable rental, homeownership, and/or special needs housing through reuse of existing buildings (possibly historic buildings) and/or new construction on infill properties (by Year 5).

Initiatives 5 and 6 are long-term goals and that not intended to be formally underway for some time. The Trust Board and staff will continue to undertake outreach and relationship-building with potential partners for the development initiative.

In Year 2 of our plan's implantation (i.e., FY12), we will :

- continue to administer down payment assistance to income-qualified home buyers in Easton;
- continue to reach out to residents who might benefit from housing assistance programs;
- work with planning staff to implement recommendations from the new Housing Production Plan, including edits to the zoning bylaw.

As detailed in the appendices, our funding request begins with the assumptions laid out in our five-year budget. We request an additional \$5,000.00 as reimbursement for the consultant fee charged for completion of the new Affordable Housing Production Plan [the least expensive proposal received in response to our RFP for the plan was \$5,000 higher than anticipated]. We also request additional funds to increase the hours for the Community Housing Planner position. With the addition of these hours, this role will be formally expanded to include responsibility for both the programmatic implementation of our Action Plan and the general housing planning activities that are an essential component of fulfilling the Affordable Housing Trust's broad objectives.

2. Using the information in this packet as a guide, does the project serve one or more "community preservation" purpose? (*open space, historic resources, recreation, community housing*)?

Yes No

If yes, state all CPA purposes served by your project. (If no, project is not eligible for funding.)

Our funding request serves the "community preservation" purpose of community housing.

B. **Considerations for funding an eligible project.**

1. Does the project serve a need or goal set forth in the Town of Easton Open Space and Recreation Plan or another planning document related to a community preservation purpose?

Yes No If yes, please explain.

Planning documents including the Easton Community Vision, the Affordable Housing Trust Action Plan, and the Housing Production Plan all call for programs and initiatives to ensure "housing choice" for Easton residents. Specifically, our efforts are toward a Town with equitable housing options available to residents at all income ranges.

- 2a. Would CPA funds be used to leverage or supplement other funding for this project? (i.e. self-help grants/ matching grants)

Yes No If yes, please explain.

Efforts to expand housing choice in Easton help the Town in being awarded "points" on the Commonwealth Capital scoring system. The state uses this system in evaluating grant proposals for a variety of purposes, including environmental and green space concerns. Maintaining the Community Housing Planner position will assist the Trust in collecting any developer payments resulting from Inclusionary Zoning developments.

- 2b. What is the total project cost? \$ 207,500.00

- 2c. Please state all sources of funding for the total project costs and the date(s) that such funds are scheduled to be paid.

The Community Preservation Fund is the primary source of revenue for our efforts, although the Trust may collect additional funds, for instance from settlements with developers.

3. State the amount of funds you are seeking from the Community Preservation Fund and when you request that such funds be available for your project.

\$207,500.00 Date: 7/1/2011

4. Is this project recommended by a relevant town committee (Conservation Commission, Recreation Commission, Historical Commission, Easton Housing Authority, Easton Housing Partnership)?

Yes No If yes, please explain.

The Affordable Housing Trust Board now officially serves as the Town's Housing Partnership and the request comes with our unanimous recommendation.

5. Does the project include public access?
Yes ___ No ___ Not applicable X Please explain.

Initial phases of plan implementation include private residences only.

6. If the project relates to a particular parcel of land, what are the zoning and present use of the property and the potential use(s) of the property if project is not funded?

(Not applicable.)

7. Are there any special issues related to project timing? Is a property "at risk" of development or otherwise threatened? Is a right of first refusal about to expire? Are there other timing issues related to the project?

(Not applicable.)

8. If this project relates to a particular parcel of land, is this a land acquisition project or a development project of land "already owned"? Please explain.

(Not applicable.)

9. If this is a community housing project, does the project involve the "reuse of existing buildings or construction of new buildings on previously developed sites"?
Yes X No ___ Please explain:

The homebuyer down payment assistance program will assist households in purchasing existing units. The development project funds are available for both new construction and rehabilitation projects.

10. If you have any other information you wish to add, please provide same on additional sheets. You are encouraged to submit any information you have that you feel is relevant, including site or project plans or appraisals or project cost estimates which can further explain your project.

Appendix 1: Funding request detail

Appendix 2: Affordable Housing Trust Action Plan 5-Year Budget

I hereby certify under the penalties of perjury that the above information is true and correct to the best of my knowledge.

Signature: [Handwritten Signature] Name of Project Proponent: _____

Address: 144 ROCKLAND ST. EASTON MA 02356

Telephone #s: 508-238-4576 Email address: dbonia@northeastonsavingsbank.com

Date: 1/13/11

Note: Before final approval, the project proponent will be required to verify that the information in this submittal is true and correct. Supplemental/supporting documentation, such as attested copies of recorded deeds or restrictions or corporate papers, may also be required. If you have any questions or need assistance, please contact the Easton Community Preservation Committee at the above address. Thank you for your submission.

FY12 Affordable Housing Trust CPC Funding Request Detail

\$100,000.00	Homebuyer Assistance program
\$50,000.00	Seed money for small housing (re)development initiative
\$51,500.00	Community Housing Planner position (30 hrs/week) including wages, benefits, and payroll tax
\$5,000.00	Reimbursement for Housing Production Plan
\$1,000.00	Administrative funds (brochures, printing, postage, outreach materials etc.)
\$207,500.00	Total

BUDGET FY11-FY15

Description	FY11	FY12	FY13	FY14	FY15	5 Year Total	Notes
Prior Year Carry Forward	\$0	\$12,845	\$7,925	\$17,275	\$19,975		
Revenue/Financing	\$425,000	\$160,000	\$425,000	\$260,000	\$525,000	\$1,795,000	
<i>CPA Project Appropriation</i>	\$425,000	\$160,000	\$425,000	\$160,000	\$425,000	\$1,595,000	Alternate large/smaller requests. Total allocation requested does not exceed currently available CH reserve plus 10% CPA projected revenue (including projected declining state trust fund distributions.)
<i>Other Revenue/Income</i>	\$0	\$0	\$0	\$100,000	\$100,000	\$200,000	Initiative #4: \$100k received in FY14 and FY15 from Inclusionary Zoning passed in FY12
Interest	\$4,250	\$1,600	\$4,250	\$2,600	\$5,250	\$17,950	1% of revenue annually
Expense	-\$401,000	-\$151,000	-\$401,000	-\$241,000	-\$526,000	-\$1,720,000	Trust admin expenses. Expenses for Initiative #3 can draw from admin funds.
<i>Administrative</i>	-\$1,000	-\$1,000	-\$1,000	-\$1,000	-\$1,000	-\$1,000	
<i>Homebuyer Assistance Program</i>	-\$300,000	-\$100,000	-\$300,000	-\$100,000	-\$300,000	-\$1,100,000	Initiative #1: Fund 4 units every other year at an average cost of \$100k.
<i>Small Repair/Loan Program</i>				-\$40,000	-\$25,000	-\$65,000	Initiative #5: Requires non-CPA funds. Timing dependent on inclusionary zoning funds
<i>Small (Re)Development</i>	-\$100,000	-\$50,000	-\$100,000	-\$100,000	-\$200,000	-\$550,000	Initiative #6: Development initiatives, includes pre-development feasibility on Town owned, tax title, or other property
Salaries	-\$15,405	-\$15,520	-\$18,900	-\$18,900	-\$18,900	-\$87,625	\$26/hr. start at 20 hr/week, then 25 hr in FY13, with \$3770 annually for benefits. Reflects 50% as funded by Trust. Note: Benefits levels may need annual adjustment.
Total	\$12,845	\$7,925	\$17,275	\$19,975	\$5,325	\$5,325	

Note: This budget assumes that preparatory work for Initiative #4 (inclusionary zoning) would be conducted jointly by the Community Housing Specialist working with Town Counsel, however, the Trust may instead consider contracting a consultant or attorney

