

PROJECT APPLICATION FORM – 2012

Applicant: Nancy Tavernier

Submission Date: 11/14/11

Applicant's Address, Phone Number and Email

Purpose: (Please select all that apply)

Acton Town Hall, 472 Main St. Acton

978-263-9611

ntavern@comcast.net

- Open Space
- Community Housing
- Historic Preservation
- Recreation

Town Committee (if applicable): Acton Community Housing Corporation (ACHC)

Project Name: Regional Housing Services Program

Project Location/Address: 472 Main St. Acton, MA

Amount Requested: \$ 40,000

Project Summary: In the space below, provide a brief summary of the project.

ACHC requests funding for participation in a Regional Housing Services Office that oversees affordable housing programs in area towns. This program will provide part time support to ACHC by assisting in meeting the administrative, compliance, and monitoring needs for the Town's existing affordable housing units, and will also work to further regional housing goals and efforts. We seek \$40,000 to be added to ACHC's Community Housing Program Fund for this purpose to cover fees for a two-year contract.

If approved by the Board of Selectmen and the Town Manager, the Town of Acton would enter into an Inter-municipal agreement to commence on July 1, 2012 for a term of two years, renewable at the end of each term. The Selectmen would sign the agreement. During the term of the agreement, the Regional Services Office would provide Core Housing Services with an allocation of hours negotiated by ACHC and under its direct supervision.

Currently the ACHC, an all volunteer committee, is charged with performing many time consuming regulatory activities. The institutional knowledge for performing these duties resides with the Chair which restricts her ability to be out of contact for extended periods of time. In an effort to increase efficiency in administering housing programs and services and to allow the members to focus more on creating new affordable housing opportunities, we are looking to transfer these types of activities to the new Regional Housing program.

The establishment of the Regional Housing Services Office is the result of a two-year effort sponsored by Metropolitan Area Planning Council (MAPC) using funding provided by the state's District Local Technical Assistance (DLTA) program, and led by the town managers and administrators of the six participating towns. The towns of Bedford, Concord, Lexington, Lincoln, Sudbury, and Weston established this Regional Housing Services Office as an innovative approach to manage affordable housing from a municipal perspective.

The six towns signed an Inter-Municipal Agreement in February, brokered by MAPC. The program launched on July 1, 2011. The Regional Housing Services Office is located in Sudbury, affiliated with the Sudbury Housing Trust, and is managed by Sudbury Community Housing Coordinator Beth Rust. Sudbury will deliver the agreed-upon Core Housing Services.

The Core Housing Services, subject to negotiation, could include the following scope with the exception of #3 which does not apply to Acton. Having an in-house lottery agent could help jump start some of ACHC's programs that could add existing units to the affordable housing stock. A major focus of the Office during the initial start-up period has been proactive compliance monitoring of all existing affordable units. This is something ACHC has never had time to do, it would be extremely valuable to match up the deed riders and regulatory agreements with the existing uses. This would include an annual review of Avalon Bay to confirm they are meeting the low income rental restrictions.

Core Housing Services

1. Monitoring
 - Monitoring Database of Affordable Housing Developments and residents
 - Annual monitoring of ownership units
 - Annual monitoring of rental developments
2. Subsidized Housing Inventory administration
 - Reconcile municipal inventory records with the Subsidized Housing Inventory maintained by the Department of Housing and Community Development
 - Add new units to the inventory as required
3. HOME administration
 - Assist in the preparation of the Annual Action Plan and Annual CAPER documents
 - Consult on HOME funded projects
 - Prepare proposals for supplemental services as needed
4. Local Support
 - Meet on-site with staff and housing entities
 - Consult on projects
 - Review project documents
 - Prepare proposals for supplemental services as needed
5. Regional Activities
 - Assist communities with regional linkages
 - Create Ready-buyer list
 - Create Ready-renter list

The Advisory Committee of the Regional Housing Services Office may agree to admit up to three new communities. Acton is a prime candidate for this inclusion for a term to begin July, 2012. There may be competition for the new slots so ACHC needs to be assured that the Selectmen and the CPC will be supportive of this request.

ACHC seeks funding for the first two-year term with the expectation the funding would be held in the Community Housing Program and payment to Sudbury would be made by ACHC on an annual basis. The following is the current fee schedule and hours allocation. Until ACHC enters into discussions and negotiations on the terms and scope of services, our request is an estimate. We would expect to pay an annual fee not less than Concord's or more than Lexington's. It is based on the number of affordable units in each town. This is the current fee schedule for the member towns.

Exhibit B
Fee Structure

The participating municipalities will proportionally share the total cost of operating the Regional Housing Services Office. The proportional share is determined based on the percentage of hours planned to support each municipality for core services as represented in the fee schedule.

Membership Fee Schedule			
	Hours	% of hrs	Pro rata \$
Bedford	406.5	28%	\$24,368
Concord	291.5	20%	\$17,474
Lexington	388.5	26%	\$23,289
Lincoln	191	13%	\$11,450
Weston	190.5	13%	\$11,420
total	1468	100%	\$88,000

This fee structure does not include payment for supplemental services which will be proposed and invoiced outside of this agreement or payment for additional hours in excess of the allotted hours.

Estimated Date for Commencement of Project: July 1, 2012

Estimated Date for Completion of Project: ongoing 2 year terms after evaluation

AGREEMENT

THIS AGREEMENT is entered into by and between the Towns of Bedford, Concord, Lexington, Lincoln, Sudbury and Weston, hereafter referred to collectively as the "Municipalities," this ___ day of _____ 2011, as follows:

WHEREAS, the Municipalities except Sudbury desire to share the services and costs of a common Regional Housing Services Office; and

WHEREAS, the Town of Sudbury is willing and capable of providing the services of a Regional Housing Services Office; and

WHEREAS, each of the Municipalities has authority to enter into this Agreement pursuant to G.L. c. 40, s 4A;

NOW, THEREFORE, the Municipalities, in mutual consideration of the covenants contained herein, intending to be legally bound, agree under seal as follows:

1. Term. The term of this Agreement shall commence on July 1, 2011 shall expire on June 30, 2013, unless earlier terminated as set forth herein. Any municipality may withdraw from the Agreement as defined below. The Agreement may be renewed for additional two-year terms as voted by each municipality through its respective Board of Selectmen by January 1 of the year of the expiring term.
2. Lead Municipality. During the Term of this Agreement, the Town of Sudbury, acting as the lead municipality, shall operate the Regional Housing Service Office. The Town of Sudbury, through its standard personnel practices, shall employ or contract the adequate staff necessary to provide the housing administrative services described in Exhibit A: Core Housing Services, attached and incorporated herein, to the remaining Municipalities.
3. Duties. During the Term of this Agreement, the Regional Housing Services Office shall perform the housing administrative services as described in Exhibit A: Core Housing Services for an annual allocation of hours as indicated in Exhibit B: Fee Structure, attached and incorporated herein.
4. Fee Structure and Payment. The Town of Sudbury shall annually invoice the Municipalities for the upcoming year by July 1 with payment due in 30 days and the Municipalities shall make annual payment to the Town of Sudbury pursuant to the Fee Structure, attached as Exhibit B: Fee Structure. Payment for supplemental services not included in Exhibit A: Core Housing Services and for additional hours in excess of the allotted hours in Exhibit B: Fee Structure shall be invoiced separately and at the discretion of the Town of Sudbury and the individual municipality. Towns may borrow or lend hours to other Municipalities upon written agreement between the impacted Towns provided that the total number of hours available to the Regional Housing Services Office remains constant.

5. Second Year Adjustments. The annual allocation of hours in Exhibit B: Fee Structure shall be reviewed and adjusted, if necessary, annually, three (3) months prior to end of each year of the Term of this Agreement. The Town of Sudbury shall provide to all Municipalities a record of the actual hours of services provided to each municipality and make any adjustments necessary for the following year of the Term.

6. Indemnification. Notwithstanding the final sentence of G.L. c. 40, s 4A, to the extent allowed by State statute, the Municipalities shall indemnify and hold harmless the Town of Sudbury and each and all of its officials, officers, employees, agents, servants and representatives from and against any claim arising from or in connection with the performance by the Regional Housing Services Office of their duties in or for the Municipalities including, without limitation, any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission by the Regional Housing Services Office while in or performing services for the Municipalities.

7. Termination. (Subsection A) Any Municipality, by a vote of its respective Board of Selectmen, may withdraw from and terminate this Agreement at the end of any year with the provision of at least six months prior written notice to the Town of Sudbury. No such termination shall affect any obligation of indemnification that may have arisen hereunder prior to such termination. Upon such termination, the Town of Sudbury shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the terminating Municipality for payment within thirty (30) days thereafter. The Town of Sudbury, by a vote of its respective Board of Selectmen, may terminate this Agreement upon the provision of at least two months prior written notice to the participating Municipalities. After termination of this Agreement, the Town of Sudbury shall remain liable to the participating Municipalities for any portion of the payments received not earned. (Subsection B) Any Municipality may withdraw at the end of any fiscal year in which the municipal legislative body has not appropriated funds sufficient to support that municipality's participation in the subsequent fiscal year. In such an event, the municipality shall give as much notice to other subscribers to this Inter-Municipal Agreement as the circumstances allow.

8. Advisory Committee. There shall exist an Advisory Committee comprised of one (1) representative from each municipality, whom shall be appointed by the Town Manager/Administrator of the municipality. The Advisory Committee shall meet on a quarterly basis in July, October, January and April. The Town of Sudbury shall prepare and send to each municipality a quarterly status report prior to the quarterly meeting.

9. Conflict Resolution. The Advisory Committee may hold additional meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each municipality and changes to the annual allocation of hours as indicated in Exhibit B: Fee Structure. Any recommendations made to the Director of the Regional Housing Services Office must be made by a majority vote. Any unresolved issues shall be decided by the Town Manager of the Town of Sudbury.

10. Additional Communities. At any time after July 1, 2012, the Advisory Committee may meet and, by unanimous vote and approval of the Lead Municipality, amend this

Agreement to admit an additional municipality. The Advisory Committee may admit no more than three (3) additional municipalities and any such additional municipality must be adjacent to at least one municipality participating in this Agreement unless waived by a majority of the Town Manager's of the originally participating communities.

11. Financial Safeguards. The Town of Sudbury shall maintain separate, accurate and comprehensive records of all services performed for each of the Municipalities hereto, and all contributions received from the Municipalities. The Town of Sudbury shall issue a financial report for each fiscal year to each of the Municipalities by December 31 of the following fiscal year.

12. Assignment. None of the Municipalities shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of all of the other Municipalities.

13. Amendment. This Agreement may be amended only by a writing signed by all Municipalities duly authorized thereunto.

14. Severability. If any provision of this Agreement is held by a court of appropriate jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.

15. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.

16. Headings. The paragraph headings herein are for convenience only, are no part of this Agreement and shall not affect the interpretation of this Agreement.

17. Notices. Any notice permitted or required hereunder to be given or served on any Municipality shall be in writing signed in the name of or on behalf of the Municipality giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

Town of Bedford
Richard Reed, Town Manager
10 Mudge Way
Bedford, MA 01730

Town of Concord
Christopher Whelan, Town Manager
Town House, P.O. Box 535
22 Monument Square

Concord, MA 01742

Town of Lexington

Carl F. Valente, Town Manager
1625 Massachusetts Avenue
Lexington, MA 02420

Town of Lincoln

Timothy S. Higgins, Town Administrator
16 Lincoln Road
Lincoln, MA 01773

Town of Sudbury

Maureen G. Valente, Town Manager
278 Old Sudbury Road
Sudbury, MA 01776

Town of Weston

Donna S. VanderClock, Town Manager
P.O. Box 378
Weston, MA 02493

18. Complete Agreement. This Agreement constitutes the entire Agreement between the Municipalities concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Municipalities concerning the subject matter hereof. Each Municipality acknowledges that it has not relied on any representations by any other Municipality or by anyone acting or purporting to act for another Municipality or for whose actions the any other Municipality is responsible, other than the express, written representations set forth herein.

WITNESS OUR HANDS AND SEALS as of the first date written above.



Regional Housing Services Office

Serving Bedford, Concord, Lexington, Lincoln, Sudbury and Weston

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3388

Beth Rust, Community Housing Coordinator

October 21, 2011

To: Richard Reed, Chris Whelan, Carl Valente, Timothy Higgins, Donna VanderClock, Jessica Porter, Marcia Rasmussen, Lara Kritzer, Maryann McCall-Taylor, Aaron Henry, Chris Reilly, Joseph Laydon

CC: Maureen Valente, Jody Kablack, Jennifer Raitt, Dan Gaulin, Linda Prosnitz, Sally Hild

From: Beth Rust

RE: Regional Housing Services Office – September Status Report

This is the monthly status report for the Regional Housing Services Office, an inter-municipal collaboration between Bedford, Concord, Lexington, Lincoln and Weston, hosted by Sudbury.

The status report has three sections: a summary of this month's activities for each of the major scope items, a more detailed description with numerical status, and a project plan for the first 6-months of the year. Please let me know if you have suggestions for the report.

Section 1: Summary Update

This is the third month of the Regional Housing Services Office, and all activities are well underway. The program continues to gain momentum as implementation gives way to on-going operation.

Overall Program:

This month, the RHSO was presented at the Third Annual Regionalization Toolkit Conference sponsored by the MMA, by both Lieutenant Governor Timothy Murray (after his visit in late August), and Jennifer Raitt and Beth Rust in a panel discussion. Following up on the regional theme, the RHSO participated in the data collection phase of the statewide Regionalization Best Practices project pursued by The Massachusetts Association of Regional Planning Agencies (MARPA).

We also prepared a submission for the MMA Kenneth Pickard Municipal Innovation Award, and submitted that for consideration in their 2012 award cycle.

The first quarter budget report is presented below. The expenses are less than budget due to a slower start up than anticipated. We will start projecting year-end results after the second quarter with next year's planning, when we can also consider accepting additional communities.

	FY 12 Budget	FY 12 Actual	% of budget
Income			
Fees	\$88,000	\$86,712	99%
Expenses			
Salaries/Staffing	-\$69,434	-\$10,077	15%
Other Expenses	-\$19,700	-\$2,788	14%
Ending Balance	-\$1,134	\$73,847	



Regional Housing Services Office

Serving Bedford, Concord, Lexington, Lincoln, Sudbury and Weston

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3388

Beth Rust, Community Housing Coordinator

The Advisory Committee members continue to be the main contact points for the RHSO, and we continue to thank them for their participation and feedback. The next quarterly Advisory Committee meeting is scheduled for Thursday October 27, 2011 at 10AM.

We will plan a meeting for December to include the Town Managers as well, in place of the January Advisory meeting.

Monitoring:

The monitoring program is the heart of the first year's efforts. With almost 3,000 units of affordable housing across the communities, setting up the monitoring inventory is an extensive task.

The program started with the ownership units, and in August, 186 self-declarations were mailed (Bedford 33, Concord 61, Lexington 8, Lincoln 59, and Weston 25), requiring owners to attest to complying with their restrictions. In September, a second mailing of 53 letters was done, and there are still 38 outstanding. Individual follow ups will be made next to this last 20%.

With the reminder in the mailing, there have been many inquiries around refinancing, and in spite of the letter, there was an unapproved mortgage that closed in September. Other related activity in September includes approving a refinance request for Concord, and we assisted other owners in Weston, Concord and Lincoln as they begin to explore refinancing.

This mailing has also opened the door for more general communication with residents. One wrote, "The letter was exciting as no one has been in touch in all the years I have lived here, and I am looking forward to a better working relationship between owners and department". We have also heard of the difficulty of increased condominium fees, the issue of being unable to maintain their property, communication issues with condominium boards, offers to help further affordable housing in the community, and various other topics.

The identification of compliance violations and other follow-up items are being finalized, data obtained from DHCD, violations compiled, and reporting will start soon. To date, we have identified numerous unapproved refinancing - some much greater than the current value of the unit, errors in affordable housing restrictions, as well as missing restrictions.

Analysis on the rental monitoring continues and the Advisory Committee meeting will discuss this in more detail in October.

SHI Administration:

In September, DHCD issued their biennial update to the Subsidized Housing Inventory using the 2010 Census information. This update provides the opportunity to address and recommend updates to the DHCD inventory for any discrepancies. Updates were due to DHCD October 14, 2011.

The Weston SHI was submitted in September, adding 2 units and enhancing addresses on others, and analysis on all other communities was completed for an October target.

HOME Support:

The anticipated activities in the HOME support category include assisting communities to commit and expend their available HOME funds, as well as assisting communities to complete their administrative requirements.



Regional Housing Services Office

Serving Bedford, Concord, Lexington, Lincoln, Sudbury and Weston

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3388

Beth Rust, Community Housing Coordinator

In September, the RHSO continued to assist Bedford to subsidize the Habitat For Humanity project with HOME funds. Additionally, the Lincoln CAPER report was submitted.

Local Support:

The local support category enables each municipality to have some amount of hours to support priority items that are not covered under Monitoring, SHI, and HOME. In September, the following activities were performed in this category:

- Bedford – Responded to contacts from residents, attended the Bedford Housing Partnership meeting, prepared for producing the housing element of the Comprehensive Plan, and started bi-weekly status meetings with town staff, started work with Assessors on valuation of affordable units, started the process for resale of a unit at Shawsheen Ridge.
- Concord – Responded to contacts from residents, worked on the resale of 87 Elm Brook (training the planning staff, formulating the buy-down from 140% AMI to 110% AMI, improving the affordable housing covenant to limit the maximum resale price to market appraisal or less), met with town staff to review projects and status, attended the Concord Housing Development Corporation meeting.
- Lexington – Continued bi-weekly status meeting with town staff, prepared an analysis on Muzzey School, continued to work on correcting deed rider errors for units at Lexington Courtyard (working with the Developer, Metropolitan Boston Housing Partnership -the Monitoring Agent- and MassHousing).
- Lincoln – Responded to contacts from residents.
- Weston – Responded to contacts from residents, completed project for the assessor's office (identifying \$ 619,413 of under assessed value, estimated at \$ 7,055.11 of property tax income to the Town), met with town staff, and attended Weston Housing Partnership meeting, assisted Council on Aging with affordable housing resource list, referred Highland Meadows phasing plan to the Town Planner for follow-up with the Developer.

We are finding that meeting with the staff and local housing entities is assisting in accomplishing the objectives. It provides an opportunity to review the research completed and to jointly devise solutions and strategies for the specific items.



Regional Housing Services Office

Serving Bedford, Concord, Lexington, Lincoln, Sudbury and Weston

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3388

Beth Rust, Community Housing Coordinator

Section 2: Detailed Hours Review

	Monthly Actual Hrs	Monthly Budget	Monthly Actual v Budget	YTD Actual	YTD Budget	YTD Actual v Budget	Annual Budget	YTD #email, Calls, Letters
Bedford								14
Monitoring -31%	19.6	17.8	1.7	52.4	53.5	-1.1	214	
SHI Administration	6.0	2.3	3.8	6.0	6.8	-0.8	27	
HOME administration	0.0	1.0	-1.0	5.0	3.0	2.0	12	
Local Support	21.8	9.3	12.4	36.0	28.0	8.0	112	
Regional Activities	4.2	3.5	0.7	11.3	10.4	0.9	41.5	
<i>Monthly Total</i>	<i>51.5</i>	<i>33.9</i>	<i>17.6</i>	<i>110.7</i>	<i>101.6</i>	<i>9.1</i>	<i>407</i>	
Concord								17
Monitoring -14%	9.5	8.3	1.3	34.5	24.8	9.7	99	
SHI Administration	0.0	2.3	-2.3	0.0	6.8	-6.8	27	
HOME administration	0.0	1.0	-1.0	0.0	3.0	-3.0	12	
Local Support	16.0	9.3	6.7	33.0	28.0	5.0	112	
Regional Activities	3.9	3.5	0.4	11.0	10.4	0.6	41.5	
<i>Monthly Total</i>	<i>29.4</i>	<i>24.3</i>	<i>5.1</i>	<i>78.5</i>	<i>72.9</i>	<i>5.6</i>	<i>292</i>	
Lexington								15
Monitoring -24%	23.3	14.0	9.3	49.3	42.0	7.3	168	
SHI Administration	5.0	2.3	2.8	5.0	6.8	-1.8	27	
HOME administration	0.0	1.3	-1.3	4.0	4.0	0.0	16	
Local Support	23.0	11.3	11.7	37.5	34.0	3.5	136	
Regional Activities	3.9	3.5	0.4	11.0	10.4	0.6	41.5	
<i>Monthly Total</i>	<i>55.2</i>	<i>32.4</i>	<i>22.8</i>	<i>106.8</i>	<i>97.1</i>	<i>9.7</i>	<i>389</i>	
Lincoln								30
Monitoring -20%	4.9	11.7	-6.8	45.1	35.0	10.1	140	
SHI Administration	0.0	0.4	-0.4	2.0	1.3	0.8	5	
HOME administration	0.0	1.0	-1.0	5.0	3.0	2.0	12	
Local Support	0.0	2.0	-2.0	2.0	6.0	-4.0	24	
Regional Activities	3.9	0.8	3.1	11.0	2.5	8.5	10	
<i>Monthly Total</i>	<i>8.8</i>	<i>15.9</i>	<i>-7.2</i>	<i>65.1</i>	<i>47.8</i>	<i>17.3</i>	<i>191</i>	
Weston								19
Monitoring -11%	4.2	6.2	-1.9	29.6	18.5	11.1	74	
SHI Administration	15.0	2.3	12.8	15.0	6.8	8.3	27	
HOME administration	0.0	0.0	0.0	0.0	0.0	0.0	0	
Local Support	11.0	4.0	7.0	12.0	12.0	0.0	48	
Regional Activities	3.9	3.5	0.4	11.0	10.4	0.6	41.5	
<i>Monthly Total</i>	<i>34.1</i>	<i>15.9</i>	<i>18.3</i>	<i>67.6</i>	<i>47.6</i>	<i>20.0</i>	<i>191</i>	95
	<i>179</i>	<i>122</i>	<i>57</i>	<i>428.6</i>	<i>367.0</i>	<i>61.6</i>	<i>1468</i>	



Regional Housing Services Office

Serving Bedford, Concord, Lexington, Lincoln, Sudbury and Weston

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3388

Beth Rust, Community Housing Coordinator

Section 3: Project Plan, October 21, 2011

ID	Task Name	Start	Finish	Duration	% Complete	Q3 11			Q4 11		
						Jul	Aug	Sep	Oct	Nov	Dec
1	RHSO	7/1/2011	2/3/2012	156d	58.41%						
2	Monitoring	7/1/2011	2/3/2012	156d	59.03%						
3	Ownership	7/1/2011	12/27/2011	128d	74.49%						
4	Define Ownership Monitoring Program	7/1/2011	7/28/2011	20d	100%						
5	Obtain Owner Deeds	7/29/2011	8/22/2011	17d	100%						
6	Obtain Owner Self-Declarations	8/23/2011	11/1/2011	51d	85%						
7	Document Compliance Findings	11/2/2011	11/29/2011	20d	50%						
8	Finalize repository	11/30/2011	12/27/2011	20d	25%						
9	Rental	8/15/2011	2/3/2012	125d	43.2%						
10	Define Rental Monitoring Program	8/15/2011	9/30/2011	35d	100%						
11	Obtain Project Records	10/3/2011	10/28/2011	20d	75%						
12	Obtain Existing Compliance Reports	10/31/2011	11/25/2011	20d	20%						
13	Contact Project Sponsors	11/28/2011	12/23/2011	20d	0%						
14	Document Compliance Findings	12/26/2011	1/6/2012	10d	0%						
15	Finalize Repository	1/9/2012	2/3/2012	20d	0%						
16	SHI Administration	9/19/2011	11/4/2011	35d	100%						
17	Receive new SHI from DHCD	9/19/2011	9/30/2011	10d	100%						
18	Resolve Discrepancies with DHCD	10/3/2011	11/4/2011	25d	100%						
19	HOME Administration	8/1/2011	8/19/2011	15d	100%						
20	CAPER Update	8/1/2011	8/19/2011	15d	100%						
21	Local Support	7/1/2011	12/29/2011	130d	50%						
22	Individually for Each Town	7/1/2011	12/29/2011	130d	50%						
23	Regional Activities	7/1/2011	12/28/2011	129d	50%						
24	Set up RHSO	7/1/2011	11/17/2011	100d	80%						
25	Produce Status Reports	8/1/2011	12/16/2011	100d	50%						
26	Plan for FY13	11/1/2011	12/26/2011	40d	0%						
27	Start Ready Renter/Ready Buyer	12/1/2011	12/28/2011	20d	0%						