



**Community Preservation
Committee**

TOWN OF ACTON
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Acton, Massachusetts 01720
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May 10, 2012

Ms. Kelley Cronin, Executive Director
Acton Housing Authority
P.O. Box 681
Acton, MA 01720

**Re: 2012 CPA Project Funding – Acton Housing Authority
Development Funds for Sachem Way – up to \$300,000**

Dear Ms. Cronin:

Congratulations to the Acton Housing Authority on being a recipient of 2012 Community Preservation funds (CPA funds) in the amount of \$300,000. The Authority's effort and cooperation during this year's project selection process helped secure the necessary support at the Annual Town Meeting of all the Community Preservation Committee's (CPC) spending recommendations. Voters agreed that each funded project is worthwhile and now they expect that each will be well executed. Before you move forward with the project, please pay close attention to the following important instructions and funding conditions:

- The Town staff person assigned to this project is Roland Bartl, Planning Director. All necessary documentation and communication with the Town regarding this project shall be directed to him.
- CPA funds shall be disbursed only in accordance with the following rules:
 - a) No disbursement of CPA funds shall be made prior to the issuance of all required regulatory approvals including a Comprehensive Permit under M.G.L. Chapter 40B.
 - b) No disbursement of CPA funds shall be made unless the Housing Authority has received payments or payment commitments from DHCD or other State or Federal agencies covering the full anticipated cost of the development project minus the local contribution.

- c) Subject to the above two conditions, payment(s) of the appropriated funds, up to \$300,000, may be made to the Acton Housing Authority as needed to secure the completion of the project.
- All housing units created in this development project in whole or in part with this funding support shall qualify under the statutory definition of "community housing" as "low and moderate income housing for individuals and families, including low or moderate income senior housing".
 - All housing units created in this development project in whole or in part with this funding support shall be subject to permanent deed restrictions that meet the requirements of M.G.L. Chapter 184 and that ensure that the subsidized housing remains affordable in perpetuity and the units are added to the Town's Subsidized Housing Inventory (SHI).
 - Any significant changes to the project from what was presented in the funding application and during the project selection process shall require CPC approval. Please contact Roland Bartl, Planning Director (978-929-6631; rbartl@acton-ma.gov) to discuss whether or not a change must be considered significant, and if necessary to schedule an appointment with the CPC.
 - Upon completion of the project and payment of all bills, you must certify completion in writing to the Planning Director. Once he receives your certification, your project account will be closed and no further funds shall be available thereafter for this project.
 - Any CPA funds awarded to this project and not used upon project completion shall be returned to the general CPA fund of the Town and made available for future appropriation by Town Meeting for other projects.
 - Good publicity for your project is very important. It is important for Acton citizens to know where their CPA funds are being spent. Therefore, the CPC asks that you make every effort to credit the source of this funding at any meetings and in any written materials related to this project. Please submit a letter to the CPC detailing how the funds have benefited your project. The CPC has signs that give funding credit to the Acton CPA program that should be posted at any project site.

The Community Preservation Committee would appreciate a notice when work on the project has commenced, periodic updates concerning the progress of your project, and especially notification upon completion. For updates or general questions please contact the CPC via email - cpc@acton-ma.gov, or by calling the Planning Department at (978) 929-6631.

Finally, please sign and return to Roland Bartl the attached acceptance form. Thank you for working in partnership with the CPC to make a significant and lasting difference in our Town.

Sincerely,

Walter Foster
Chairman
Community Preservation Committee

cc: Board of Selectmen
Steve Ledoux, Town Manager
Roland Bartl, Planning Director
Joseph Tassone, Town Accountant

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**Re: 2012 CPA Project Funding – Acton Housing Authority
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The Acton Housing Authority accepts the foregoing grant of Community Preservation funds and agrees to be bound by the conditions stated in this award letter.

Dated: _____, 2012

Ms. Kelly Cronin
Executive Director
Acton Housing Authority
68 Windsor Avenue
P.O. Box 681
Acton, MA 01720

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