



**Town of Leverett
Community Preservation Committee**

**Application for Community Preservation Funding
Project APPLICATION: For Projects
Requesting \$25,000 or more**

A. COVER SHEET

1. PROJECT NAME Affordable Housing Funds Transfer

2. APPLICANT INFORMATION

Project Sponsor or Organization: Leverett Affordable Housing Trust

Leverett Affordable Housing Trust

Address: Town Hall

City: Leverett State: MA

Zip: 01054 Daytime Phone: (413) 367-2633

Fax: _____

E-mail: macarulli1@gmail.com

Website: _____

Property Owner (if different from Applicant)

Contact Name: N/A

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

3. PROJECT INFORMATION

CPA Category (Please check all that apply):

Open Space # of acres _____

Historic Preservation

Recreation # of acres _____

X Affordable Housing # of units N/A

Project Location/Address: N/A

Leverett Assessors Map: _____ Lot: _____

Brief Project Description:

The Affordable Housing Trust is requesting that the balance of funds in the Community Preservation Account designated to be used exclusively for the category of Affordable Housing be transferred into the Leverett Affordable Housing Trust.

4. AMOUNT OF CPA FUNDING REQUESTED: \$26,000

For CPC Use

Date Received _____	Funding Recommendation _____
Date Application Deemed Complete _____	
Public Hearing _____	

B. PROJECT NARRATIVE

To assist the CPC in reviewing your application in a fair, equitable, and efficient manner, please provide a thorough project description, addressing each of the following points in the order indicated. Use separate sheets as needed and number each point to correspond with the section headings below. Please limit your submission to 5 additional pages.

1. **Goals and Description:** Provide a detailed project description, including but not limited to:
 - a. Project goals; The goal of having these funds transferred is to increase the balance in the Affordable Housing Trust in order to afford more flexibility to the Affordable Housing Committee in responding in a timely manner to opportunities as they arise which may lead to development of more Affordable Housing in Leverett. It is hoped that this will help the Affordable Housing Committee to be more competitive with private developers or potential buyers for a given property, so that the Town has a better chance of securing a piece of land or a home which is being marketed, (by using funds available in the Trust), that could be suitable for expanding Affordable Housing in this community, either by building new housing or renovating an existing structure for this purpose.
 - b. Description of project activities and outcomes and the property involved and its proposed use; Possible uses of these funds could be: direct purchase of a property (ie for a Habitat house, which would then be donated to Habitat), or securing a right to purchase a property for a certain period of time by making a deposit, the purchase being contingent upon the results of a feasibility study of the property, in order to determine if it can be developed for a multi-unit housing project; another option could be hiring a housing consultant or coordinator to research if any municipally owned parcels of land in town have the potential for development of a small, multi-unit housing project.
 - c.
 - d. Indication of how the project is eligible for CPA funding; This proposal is not for a specific project as it is a request for transfer of funds which could then be used in a number of ways, as indicated above in B., all of which would be for the purpose of expanding additional affordable housing in Leverett.
 - e. Description of the project applicant and any project partners. The project applicant is the Affordable Housing Trust and the Affordable Housing Committee. The Trust and Committee have been granted Community Preservation Funds previously for both the Homeowner Assistance Program and the Down Payment Assistance Programs, two programs created by the Committee which have resulted in a total of four privately owned and permanently affordable homes in town (via a deed restriction), and one project under the Down Payment Assistance Program (this is not a permanently affordable home). In addition, in 2024, a similar proposal was submitted to the CPC, which was then recommended by the CPC and was approved at Town Meeting.
2. **Community Need:** Indicate what community need(s) the project will address and how these are consistent with Town policy and plans. Describe the ways that the project will benefit the Town.

Affordable Housing has been clearly identified as an unmet need in Leverett through the recent Comprehensive Planning Process undertaken by the Planning Board. Due to the increased cost of real estate and higher interest rates, there has been virtually no inventory of affordable homes for sale in Leverett for several years, which has made it impossible for those who qualify for either of our housing programs who wish to buy a home in this town to find a house for sale which falls within the guidelines of our programs. Seniors who may want to “downsize” but still remain in this community where they’ve lived most of their adult years, have no place to move to. Almost all homes that come on the market are priced well above what a person or family who earn up to 100% of Area Median Income can afford.

3. **Community Support and Outreach:** Demonstrate community support for this project. Submit at least 3 letters, petitions, or other documentations of support. (Note: Several letters of support for the

same proposal (except for a slightly different amount of money), were obtained and submitted in 2024).

4. **Maintenance:** If ongoing maintenance is required for the project, indicate how it will be funded. N/A
5. **Success Factors:** Describe how the project's success will be measured. Indicate the specific method(s) that will be used to evaluate each project outcome. Identify any significant barriers to complete the projected outcomes and specify how these would be addressed. When a specific use is identified for these funds that project will require a "grant agreement" with the Community Preservation Commission that will delineate details of the project and how its success will be determined. In addition, any project over \$50,000 (except for one falling within the guidelines of one of our established and previously approved two housing programs), will require the approval of the Selectboard.
6. **Project Permits & Approvals:** Provide documentation as required: This section is not applicable until a specific project and use of the requested funds has been identified.
 - a. **Control of Site:** Provide documentation that the applicant has control over the site, such as a Purchase and Sales Agreement, option, or deed. If the applicant does not have site control, explain how public benefits will be protected in perpetuity. If the applicant is not, or will not be, the owner of record, submit a certification of project approval by the owner.
 - b. **Deed Restrictions:** Identify the present owner and attach a copy of the deed up to present owner. In addition, identify the entity that will be holding rights to enforce the restriction. In order for a project's funding to be distributed fully, an applicant must have filed with the CPC a copy of the appropriate deed restriction.
 - c. **Hazardous Materials:** If there is any reason to believe that hazardous materials, or if there are hazardous materials are present at the proposed site, please indicate the proposed plan for remediation.

- d. Environmental Concerns: Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the project boundaries. When/if a site is identified as a possible site to develop housing, a feasibility study will be done (to be funded by the Affordable Housing Trust) which will identify all wetlands, natural resources, etc. within the site boundaries.
- e. Evidence of Historic Significance [for historic preservation projects]: An applicant must provide evidence that the historic resource is listed or eligible for listing on the Massachusetts State Register of Historic Places or obtain a letter from the Leverett Historic Commission [“LHC”] that the historic resource is locally significant. Consult with the LHC for its approval process. N/A.
- f. Under CPA, all work on historic resources must comply with the United States Secretary of the Interior’s Standards for Rehabilitation. The Leverett CPC requires historic preservation projects to obtain a Preservation Restriction, in order to protect the Town’s investment should the property change hands or become subject to additional development pressures. The Massachusetts Historical Commission must approve Preservation Restrictions.
- g. Permitting: Indicate any further actions that will be required to complete the project, such as environmental assessments, zoning or other approvals, agreement on terms of any required conservation, affordability, or historic preservation restrictions, and any other known barriers to moving forward. Present evidence that the project does not violate any zoning ordinances, covenants, restrictions, or other laws or regulations and that the project will expeditiously meet environmental and other permitting requirements, so that on-the-ground activities will begin within the first 12 months after the project’s start date. Evidence of consultation with the Conservation Commission, DPW, Planning Board, Historical Commission, Select Board, etc. where applicable, is strongly recommended.

If the project to be funded by the Trust involves determination of the suitability of a property for potential development of affordable housing, the feasibility study which the Trust will subcontract to be done will need to consider any of the above relevant restrictions. Furthermore, the Trust/contactor/housing consultant (should one have been hired to help with this process), will be cooperating with all town boards around issues including zoning, environmental factors, health, protection of aquifer, etc.

h.

List below any permits needed for the project. Provide copies of permits already acquired. (Applicants are responsible for all costs associated with permitting, including, but not limited to abutter mailings and advertising.) TBD at future date when a specific project is identified.

Name of Permit	Filed (Y/N)	Date Filed	Date Obtained

C. PROJECT BUDGET, FUNDING, & TIMELINE

1. **Project Budget:** State the total budget for this project, and how CPA funds will be spent. Provide a detailed itemization of all project expenses, such as personnel, consultants, contracted services, equipment, and supplies. For each item, specify in parentheses how the expense was calculated, e.g. (# of hrs. x cost/hr.) Applicants should obtain at least 2 quotes for project costs when possible; if not, indicate where cost estimates have been used. For each item, identify whether CPA funds or other funding will be used, and note where applicant and/or partner in-kind contributions will cover non-CPA fundable expenses such as administration.

At this time, the only funds requested from the CPC account is that amount already designated as needing to be used for the category of Community Housing, which currently is \$26,000.

Use table below or include as a separate attachment.

Expense Item	Total	CPA	Other
TOTAL			

2. **Other Funding:** Describe efforts to secure other funding. Indicate what additional funding sources are available, committed, or pending. Include commitment letters, if available. Use table below or include as a separate attachment.

Sources of Funds Other than CPA	Amount	Funding Requested (Y/N)	Funding Secured (Y/N)

3. Total Project Funding:

If the proposal is part of a multi-phase project, please indicate below the projected project costs and funding sources for the additional phases to completion. The Affordable Housing Trust will seek to request transfer of funds from the CPC Account to the Trust (which are designated for the Community Housing Category) in future years, in order to continue to build up the balance in the Trust and/or to replenish funds which have been spent on other projects. As previously mentioned, approval of the Selectboard (if cost is over \$50,000) and a grant agreement with the CPC will be required before embarking on a new project.

Fiscal Year	Total Project Cost	CPA Funds to be Requested	Other Funding
2023			
2024			
2025			
2026			

