



Town of Concord | Community Preservation Committee
141 Keyes Road, Concord, MA 01742
Telephone (978) 318-3290 | Fax (978) 318-3291

CPA FUNDED PROJECT STATUS REPORT

Project Name: Regional Housing Services Office Project Number: 6-20

1. What percentage of the project has been completed? 80%

2. Describe work completed to date:
see attached Q2 report

3. What key project milestones have been reached?
see attached Q2 report

4. Expenditure Report:

a. What is the date your project began or will begin spending CPA funds? Aug. 2021

b. Briefly account for the amount of CPA funds expended to date:
Staff support for a wide-range of housing-related efforts in Concord.

5. Describe remaining work and projected timeline:
Two months remaining.

6. What is the expected project completion date? June 30, 2022

Name of person who completed this form: Marcia Rasmussen Date: 4/22/22

Contact Information /Email Address: mrasmussen@concordma.gov



Regional Housing Services Office

Serving Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland, and Weston

Address: 37 Knox Trail, Acton, MA 01720

Website: WWW.RHSOhousing.org
Email: INFO@RHSOhousing.org
Phone: (978) 287-1092

January 31, 2022

To: John Mangiaratti, Sarah Stanton, Kerry Lafleur, James Malloy, Timothy Higgins, Greg Johnson, Henry Hayes, Stephen Crane, Leon Gaumont, Janet Adachi, Kristen Guichard, Marcia Rasmussen, Heather Gill, Lee Smith, Carol Kowalski, Paula Vaughn, Bill Nemser, Megan Zammuto, Adam Duchesneau, Cynthia Howe, Sarkis Sarkisian, John Bugbee, Imai Aiu, Sarah Rhatigan

CC: Jody Kablack, Lara Plaskon, Liz Valenta, Suzi Solomon

From: Elizabeth Rust

RE: Regional Housing Services Office – FY22 Q2, Status Report

This is the FY22 status report for activity from 10/1/21 through 12/31/21 (FY22 Q2) for Regional Housing Services Office, the inter-municipal collaboration between the nine towns of Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland and Weston. Please let me know if you have any comments or questions.

RHSO Administration:

We have completed the second quarter of FY22, and the program continues its standard operation.

FY23: We have drafted a FY23 budget that has been approved by each community. Town Meeting Community Preservation Act fund requests and appropriations are in process, where required.

In Q1 we added 6% of additional hours through supplemental services for Concord, Acton and Lincoln, now a annual staffing budget of 4,160 hours at \$331,756. We expect additional add to service in the remaining quarters. We also have increased the spending limit of the RHSO revolving fund to \$375,000 to allow for additional increases.

We are delighted to welcome our new hire, Suzi Solomon, the RHSO 5th staff who started this January after response through Concord's RFP process. Suzi Solomon grew up in Lexington, and has lived in Acton for almost 20 years. She has a total of 11 years of affordable housing experience, most recently at WATCH, a community development corporation in Waltham as the Housing Services Director, and before that as Housing Services Coordinator for the Edinburg Center, a DMH-funded community mental health center in Bedford, and a Housing Coordinator at the Somerville Community Corporation. We know Suzi's experience is a great addition to our office.

Regional Activities:

Regional activities provide general housing resources, including trainings, reports, information and the website.

With the 2020 Census data, we plan to create new two-page Infographic sheets for each member community, with simple to read graphs and charts hitting the high points in the new demographic and housing data available. We have completed the contract with a graphic designer, and our next step is to develop a standard template, while we await the new Census data, now expected later in 2022.

The RHSO continued support for rental assistance programs: Acton offered a two-month program to commit the remaining CARES act funds, and explored using ARPA funds though opted to wait for further demonstration of need from the increased support from the state programs; the Sudbury Housing Trust is implementing a revised rental relief program for FY22. Maynard is planning to start a renewed rental assistance program in FY23. Weston wrapped up its rental assistance program in December.

DHCD (and the subsidizing agencies) issued guidance allowing owners of rental properties subject to its direct approval to increase maximum rents of restricted units, up to 5% for occupied units, and Property-Specific



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Maximum Rent limits on vacant units if the owner executes an agreement confirming cooperation with the guidance. The RHSO is working with the property managers in the service area, DHCD and the towns to facilitate the municipal approvals.

The RHSO assisted the subsidizing agencies (MassHousing, Mass Housing Partnership, DHCD) with Affirmative Fair Housing Marketing Plans and Lottery Administration training over two sessions in November and December, attended by 80 people who received lottery certification for attendance.

SHI, 40B Safe Harbor and Inventory Administration

Managing the SHI inventory is a key component of the RHSO services provided. A total of 1,260 units have been added to the Subsidized Housing Inventory for the members since joining the RHSO. Most communities are in safe harbor through either meeting the 10% or through a certified Housing Production Plan, with the HPP safe harbor is temporary (one or two years).

The SHI denominator is based on the total number of year-round housing units as reported in the latest Census. While the Census published the total housing units for each community, the number of vacant seasonal/recreational/occasional units (which every community has) is not available now, and is not projected to be available until later in 2022, which delays the SHI recalibration.

	Housing Units, 2010	Published SHI	SHI%	+/- 10%	Added in FY22	FY22 Pipeline	40B Safe Harbor
Acton	8,475	743	8.76%	-105	Tavernier Place (31), McManus Manor (41), Powder Mill (-230)	26 Carlisle Rd (1), Craftsman Village (2)	
Bedford	5,322	981	18.43%	449		Village at Bedford Woods (6)	Over 10%
Concord	6,852	722	10.53%	37		Junction Village (83), 930 Main St (2), Millrun (1)	Over 10%
Lexington	11,946	1,335	11.17%	141		186 Bedford St (13), Waterstone Lexington (21)	Over 10%
Lincoln	2,130	298	13.99%	85			Over 10%
Maynard	4,430	419	9.45%	-24		Wisteria Lane (1), Maynard Square (26)	
Sudbury	5,921	669	11.29%	77		Cold Brook Crossing (26)	Over 10%
Wayland	4,957	549	11.08%	54	Michaels Road (1)	Hammond Road (1)	Over 10%, HPP Certified to 5/17/23
Weston	3,952	331	8.37%	-65			HPP Certified to 11/23/22
total	53,985	6,046	11.19%	648			

Monitoring:

The monitoring program is a core service of the RHSO with over 6,000 units of SHI rental and ownership restricted housing across the communities, of those, the RHSO monitors 366 ownership units, and 844 rental units.



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The MassHousing 40B ownership units have a third-party monitor assigned, and the Sudbury Housing Trust is one such monitor, and they monitor 69 units across 11 developments, of which 59% are located in RHSO communities. We have broken out the RHSO-based units in the table.

Ownership Units: The ownership monitoring is well underway for FY22, with the following steps:

- Self-certifications to each owner: The initial letters were mailed by 10/23/21, and second letters in January. Third notices scheduled for March. Our goal is 93% response (results from FY21) or better.
- Review the registry of deeds: Started in December, completed in January. Violation letters to be sent as appropriate.
- Review owner mailing address versus town database (Q3)
- Review on-line sites for rentals (Q3)
- Provide annual certification reports to DHCD (June)
- Send Welcome Letters to new owners (Q1: sent 6, Q2: sent 1)

1/14/2022	FY22 Self-Declaration				
	Sent from RHSO	Sent from SHT /	Rec'd	Open	% rec'd
Acton	61	10	58	13	82%
Bedford	53	0	48	5	91%
Concord	72	2	62	12	84%
Lexington	25	0	23	2	92%
Lincoln	56	0	42	14	75%
Maynard	0	6	5	1	83%
Sudbury	9	23	28	4	88%
Wayland	22	0	13	9	59%
Weston	27	0	21	6	78%
<i>total</i>	<i>325</i>	<i>41</i>	<i>300</i>	<i>25</i>	<i>82%</i>

Resales: One of the primary responsibilities of the monitoring agent is to locate eligible buyers upon resale of deed restricted ownership units. This falls to the municipality for units in the LIP Program, 40B units where the town is the named agent, or other locally restricted units.

	FY20	FY21	FY22 (Q1)
Acton	1	1	
Bedford		2	1
Concord	2	3	2
Lexington	1		
Lincoln	1	3	2
Maynard			1
Sudbury/SHT	1	2	2
Wayland			
Weston	1	1	
	7	12	8
Fee (to Town)	\$31,231	\$64,682	\$29,222

FY22 continues the strong resale activity with 5 units already closed, and 3 in marketing, as well as numerous inquiries received.

The RHSO provides these resale services as part of its core monitoring efforts, and the town receives the resale fee associated with the transaction, which is sometimes used to offset RHSO membership fees.

The resales can be complicated based on the desirability and price of the unit, and other factors. Municipalities may also purchase additional hours if the work on resales extend past the contracted support level.

Rental Projects: On behalf of the member communities, the RHSO monitors Local Initiative Program (LIP) rental units and units funded with HOME funds, as required by the funding Regulatory Agreements.

In general, the monitoring review includes:



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1. Reviewing rent increase requests and recommending approvals, in alignment with the new guidance.
2. Reviewing that the rents are assessed in accordance with the Regulatory Agreement.
3. Reviewing sample tenant files to ensure that tenant income is recertified using source documents according to the regulations.
4. Verifying that tenants are selected in accordance with Fair Housing requirements and current Affirmative Fair Housing Marketing Plans (AFHMP) including advertising requirements.
5. Verification that the units are maintained in accordance with applicable standards.
6. Providing Town certification to DHCD, as required.
7. Follow-up during the year on compliance findings and recommendations.

The below table provides the detail schedule for the rental monitoring. There is some shift in schedule and scope due to COVID, including desk reviews in lieu of site visits.

	Town	Rental Development Name	SHI units	Restrict ed Units	Subsidy Program	FY22	Date of Last Report
1	Acton	Scattered sites (AHA)	8	8	LIP 40B	FY23	6/2021
2	Acton	Inn at Robbins Brook	3	3	LIP-LAU	Q3	7/2019
3	Acton	Avalon	86	22	LIP-40B	Q4	6/2021
4	Bedford	Village at Concord Road	12	3	LIP 40B	Q2	10/2021
5	Bedford	20 Railroad	8	8	HOME	Q3	10/2020
6	Bedford	Patriot Place	10	7	LIP 40B	Q3	3/2021
7	Bedford	Village at Taylor Pond	200	50	LIP-LAU	Q3	4/2021
8	Bedford	Bedford Village	96	96	CPA		New Property
9	Bedford	447 Concord Road	14	12	HOME	Q3	10/2020
10	Bedford	Ashby	4	4	HOME	Q4	6/2021
11	Concord	Concord Prescott	350	88	LIP 40B	Q2	10/2021
12	Concord	Concord Park	16	16	Local	Q2	11/2021
13	Concord	405 Old Bedford Road	4	4	LIP LAU	FY23	1/14/2021
14	Concord	Brookside Square	74	8	LIP-LAU	Q3	5/2020
15	Concord	Warner Woods	80	16	MH NEF		
16	Concord	Thoreau St (CHA)	1	1	HOME	Q3	3/25
17	Concord	Peter Bulkeley (CHA)	28	28	HOME	Q3	5/2019
18	Lexington	Avalon at Lexington Hills	387	97	LIP 40B	Q4	
19	Lexington	Avalon Lexington	198	56	Local	Q4	
20	Lexington	LexHAB Scattered Sites	48	48	various	Q3	1/2021
21	Lexington	Pine Grove Village	5	5	HOME	Q3	8/2020
22	Lexington	Keeler Farm	1	1	HOME	Q3	2/2021
23	Lincoln	Commons	30	8	LIP 40B	Q3	2/2020
24	Lincoln	Oriole Landing	60	15	LIP LAU	Q3	1/2022
25	Maynard	Maynard Crossing, Vue	180	22	LIP LAU	Q4	5/2021
26	Maynard	42 Summer	24	6	LIP 40B	New	
27	Sudbury	Willis Lake (SHA)	1	1	LIP-LAU	Q4	5/2018
28	Sudbury	Avalon	250	63	LIP 40B	Q2	10/2021
29	Sudbury	Coolidge (I and II)	120	120	HOME	Q3	10/2021
30	Wayland	Residences @ Wayland Center	12	12	LIP-LAU	Q3	3/2020
31	Weston	Church, Jones, Pine, Viles	6	6	LIP LAU	Q3	2018
32	Weston	Warren Ave	7	5	LIP 40B	Q3	2018
33	Weston	Merriam Village	62	5	LIP LAU	New	
			2385	844			



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Town-Specific Monitoring

Other monitoring efforts include assisting residents with refinancing as well as maintaining the inventory with new projects, new owners, and other general updates.

In Acton: Assisted the town with Certificate of Compliance and release on a foreclosure at 17 Brewster. Assisted with obtaining authorization for the Town Manager to act on certain administrative affordable housing actions. Reviewed condo percentage ownership figures and history on Anthem Village. Recommended approval for two refinance requests (Adeline Way, Faulkner Mill); added Tavernier Place (31 units) and McManus Manor (41 units) to the SHI, and lapsed Powder Mill (230 units). Worked with Avalon Bay and Town on rent approval.

In Bedford: Completed escalation of chronic monitoring compliance at Village at Concord Road. Worked with Village at Taylor Pond team to refund rent overcharges for total of \$717 for 8 tenants, and processed rent approval request.

In Concord: Worked with owner and DHCD on capital improvement request at Concord Homes. Completed monitoring and rent approval for Prescott, with submission to DHCD, and Concord Park, with submission to the Town. Worked with seller on completing town-funded capital improvements at Emerson Annex.

In Lexington: Assisted town with Compliance Certificate for sale at Muzzey School. Worked with Avalon Bay and Town on rent approval.

In Lincoln: Continued tenant recertifications for Housing Commission; continued resale efforts for condo at Minuteman Commons (406), and Battle Road Farm (21B); stopped marketing efforts for Battle Road Farm unit (8D) with no buyers, and owner took property off the market. At Battle Road Farm, recommended approval for two capital improvements (9B, 29B) and two refinances (15B, 25B).

In Maynard: Worked with management to the Vue for rent increases, in accordance with new guidance.

In Sudbury: Reviewed and recommended approval for one Frost Farm applicants. Prepared closing documents for Unit 17 at Grouse Hill. Continued to work with Habitat on damaged property on Dutton Road. Completed monitoring for Avalon, with submission to DHCD. Assisted the town in completing the Affordable Housing Restriction for Cold Brook Crossing. Worked with Avalon Bay and Town on rent approval.

In Wayland: No monitoring activities this period.

In Weston: Reviewed and recommended approval of refinances at South Avenue and Highland Meadows/Paine Place.

HOME Support:

The HOME support category assists participating HOME communities (Bedford, Concord, Lexington, Sudbury and Wayland) commit and expend their available Program funds, develop HOME funded programs, as well as completing their administrative requirements. To date, the RHSO has assisted the member communities commit ~\$2,000,000 since FY13.

In this reporting period the RHSO attended the quarterly HOME meeting in September, completed the annual CAPER plan completion documents in November, responded to Consortium request for parking data in support of MAPC parking study, as well as:



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- Fair Housing Testing: Leading Consortium effort for fair housing testing, including convening task team, discussing scope and process with Boston Foundation, and Suffolk University, started work on draft RFP scope.
- Bedford: Completed final close out of Ashby Place which provided \$58,075 of HOME funds (36% of the project) for n new roofs for the community building and Buildings C and D and a new exterior door and canopy and six new windows in the community building. The Bedford Initial Rental Assistance Program (TBRA) is funded for FY22 for \$15,650.
- Concord: Christopher Heights – Work on the commitment funding agreement will resume next quarter. Gerow/Commonwealth Ave Property – HOME funds released with project recharacterization.
- Lexington: Worked with LHA for monitoring update to MassAve HOME project. Lexington has \$29,650 of FY22 funds available with no projects in the pipeline.
- Sudbury: Worked with Coolidge for monitoring. Sudbury completed its payments to Natick back after 10 years from 'borrowing' \$62,777 in FY12, and has \$1,261 in available funds with no projects in the pipeline.
- Wayland: Submitted HOME admin requisition for \$1675. Wayland Initial Rental Assistance Program (TBRA) is funded for FY22 for \$8,450, with one case completed in Q2 for \$3,000.

Local Support:

The local support category enables each municipality to have some amount of hours to support priority items not covered under other service categories. The following local support activities were performed for each community in this reporting period:

Acton: Continued monthly status meetings; assisted with the CPC application for RHSO. Supported the town and Tavernier Place through closing. Supported the ACHC by attending meetings, taking minutes, and following up as needed. Completed a two-month ERAP blitz for October and November rents – with remaining CARES act funds, assisting 20 households with \$34,000.

Bedford: Attended Bedford Housing Partnership and Bedford Municipal Affordable Housing Trust meetings and responded to inquiries on agenda items as requested. Supported the Small Grant Program by reviewing the submitted applications, presenting them to the Trust, and prepared the award materials for the town. Prepared the local preference justification for the 330 South Street development.

Concord: Continued monthly status meetings. For Christopher Heights at Junction Village: continued monthly status meetings, supported Open Space Task Force by attending meetings and public forum, and working with the Landscape Architect. Assisted the CHDC by preparing agendas and meeting materials, presenting two Small Grants for approval, and completed the award materials. Completed the CHDC annual financial statements and filing materials (IRS, MA DOR, MA Secretary of State, with the CPA); completing the 930 Main St regulatory agreement. Assisted the town and CHDC with feasibility and due diligence on Assabet River Bluff project, an open space and housing joint initiative. Assisted in drafting a charge for a Steering Committee for the Housing Production Plan. Convened the Housing Roundtable in November.

Lexington: Continued monthly status meetings. Continued review of DHCD LIP materials and Moderate income unit materials for the units at the National Development Waterstone and Bridges development.

Lincoln: Continued monthly status meetings.



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Maynard: Continued monthly status meetings. Attended the lottery information session for Wisteria Lane.

Sudbury: Supported the Sudbury Housing Trust by: preparing agendas, financial tracking reports, packets, supporting the annual audit and financial statement, and Small Grant Program by reviewing and presenting applications for consideration, drafting the award documents and processing invoices for awarded funds. Started discussions with the Trust regarding a revised rent relief program to implement in January, and drafted a Mortgage Assistance Program application and guidelines. Drafted a memo for the Trust on requesting ARPA funds. In addition, under the Sudbury Trust umbrella, the RHSO performed lottery and monitoring services for other entities in the region, as follows:

- Completed annual filing
- MassHousing monitoring contract: Recommended consent for a refinancing in Westford.
- Cold Brook Crossing: Monitored the marketing and suggested additional outreach.
- Continued to seek local approval for the LIP LAU and Affirmative Fair Housing Marketing Plan for development in Natick
- Supported contracts and remaining closings for Harvard Pine Hill Village, Sherborn, Lexington Meadows.

Wayland: Continued quarterly status meetings. Responded to inquiries about capital improvement programs.

Weston: Continued monthly status meetings. HPP was approved by DHCD, setting the approval period to September 15, 2026. The final payments were made for ERAP participants in December and the program closed. Assisted the Weston Affordable Housing Trust with its projects and programs, including: preparing meeting agendas and packets; ongoing asset management of Warren Avenue housing development; and continued support the development at 0 Wellesley, working with Habitat to develop six-affordable homes through the LIP Comprehensive Permit process. Assisted working group with feasibility study for affordable housing at 669 Boston Post Rd. Completed annual valuation of restricted units for the Assessor.



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FY22 Tracking:

The Q2 FY22 are shown in the table to the right.

The 'YTD Annualized Budget' is a straight line proportion of the annual budget (half through Q2), and does not account for seasonal changes, project fluctuations or the staffing increases in the RHSO. So there is some variation.

In summary, the RHSO is behind 310 hours: half from the new staff, and half from project fluctuations.

We monitor the hours for each community monthly and work together as the year goes on to manage to the budget.

	YTD Actual	YTD Annualized Budget	Actual v Budget	Monthly Budget	Annual Budget
Acton					
Monitoring	32.00	42.50	(10.50)	7.08	85.00
408 Monitoring	1.00	0.00	1.00	0.00	0.00
Local Support	102.75	83.00	19.75	13.83	166.00
ERAP	0.00	25.00	(25.00)	4.17	50.00
ACHC	22.00	65.00	(43.00)	10.83	130.00
Regional Activities	15.50	12.50	3.00	2.08	25.00
Admin	16.00	10.00	6.00	1.67	20.00
Total	189.25	238.00	(48.75)	39.67	476.00
Bedford					
Monitoring	33.75	62.50	(28.75)	10.42	125.00
HOME administration	11.50	20.00	(8.50)	3.33	40.00
Local Support	81.75	50.00	31.75	8.33	100.00
BHP/MAHT	0.00	51.50	(51.50)	8.58	103.00
Regional Activities	15.50	12.50	3.00	2.08	25.00
Admin	19.50	10.00	9.50	1.67	20.00
Total	162.00	206.50	(44.50)	34.42	413.00
Concord					
Monitoring	47.75	42.50	5.25	7.08	85.00
HOME administration	17.00	40.00	(23.00)	6.67	80.00
Local Support	117.25	125.00	(7.75)	20.83	250.00
CHDC	27.50	100.00	(72.50)	16.67	200.00
HPP	1.00	63.00	(62.00)	10.50	126.00
Regional Activities	15.50	12.50	3.00	2.08	25.00
Admin	20.00	10.00	10.00	1.67	20.00
Total	246.00	393.00	(147.00)	65.50	786.00
Lexington					
Monitoring	53.50	72.50	(19.00)	12.08	145.00
HOME administration	11.00	20.00	(9.00)	3.33	40.00
Local Support	84.50	85.00	(0.50)	14.17	170.00
Regional Activities	15.50	12.50	3.00	2.08	25.00
Admin	20.00	10.00	10.00	1.67	20.00
Total	184.50	200.00	(15.50)	33.33	400.00
Lincoln					
Monitoring	100.50	102.50	(2.00)	17.08	205.00
Local Support	33.75	20.00	13.75	3.33	40.00
Lincoln Board/MAHT	17.00	11.50	5.50	1.92	23.00
Regional Activities	15.50	12.50	3.00	2.08	25.00
Admin	20.00	10.00	10.00	1.67	20.00
Total	186.75	156.50	30.25	26.08	313.00
Maynard					
Monitoring	5.50	22.50	(17.00)	3.75	45.00
Local Support	23.50	17.50	6.00	2.92	35.00
Maynard AHT	2.00	12.50	(10.50)	2.08	25.00
Regional Activities	14.50	12.50	2.00	2.08	25.00
Admin	20.00	10.00	10.00	1.67	20.00
Total	65.50	75.00	(9.50)	12.50	150.00
Sudbury					
Monitoring	37.25	42.50	(5.25)	7.08	85.00
HOME administration	8.00	20.00	(12.00)	3.33	40.00
Local Support	30.50	100.00	(69.50)	16.67	200.00
Sudbury AHT	293.00	284.50	8.50	47.42	569.00
Regional Activities	15.50	12.50	3.00	2.08	25.00
Admin	20.00	10.00	10.00	1.67	20.00
Total	404.25	469.50	(65.25)	78.25	939.00
Wayland					
Monitoring	6.00	15.00	(9.00)	2.50	30.00
HOME administration	20.50	25.00	(4.50)	4.17	50.00
Local Support	34.00	15.00	19.00	2.50	30.00
Regional Activities	15.50	12.50	3.00	2.08	25.00
Admin	20.00	10.00	10.00	1.67	20.00
Total	96.00	77.50	18.50	12.92	155.00
Weston					
Monitoring	10.50	22.50	(12.00)	3.75	45.00
Local Support	64.75	50.00	14.75	8.33	100.00
HPP/EHC	45.00	0.00	45.00	0.00	0.00
Weston AHT	80.00	169.00	(89.00)	28.17	338.00
Regional Activities	15.50	12.50	3.00	2.08	25.00
Admin	20.00	10.00	10.00	1.67	20.00
Total	235.75	264.00	(28.25)	44.00	528.00
Totals	1770.00	2080.00	(310.00)	346.67	4160.00