

Appendix I



**TOWN OF CONCORD
COMMUNITY PRESERVATION COMMITTEE**

141 KEYES ROAD, CONCORD, MA 01742
TEL. (978) 318-3290 FAX (978) 318-3291

Application for CPC Funding

Due no later than 12:00 noon on Friday, September 19, 2025

Applicant*: Town of Concord
Federal Tax Id. No.*: 046-001-121
Co-Applicant (if applicable): _____

Project Name*: Housing Production Plan Project
Location/Address (if applicable): 141 Keyes Road
Purpose*: (Select all that apply)

- Open Space Community Housing Historic Preservation Recreation

Project Budget*:
Amount of CPC Funds Requested: \$ \$56,000
Amount from Other Funding Sources: \$ _____
Total Project Budget: \$ \$56,000
(If multi-year project, note current phase only)

Please check which of the following is included with this Application:

- | | |
|---|--|
| <input checked="" type="checkbox"/> One Paragraph Project Summary * | _____ Architectural plans, site plans, photographs (if appropriate) |
| _____ Map (if applicable) | _____ Copy of IRS determination letter (Non-profit Organizations only)* |
| <input checked="" type="checkbox"/> Narrative * | _____ Completed W-9 Form (Non-profits only)* |
| <input checked="" type="checkbox"/> Selection Criteria and Needs Assessment | _____ Copy of Audit or most recent Financial Information (Non-profits only)* |
| <input checked="" type="checkbox"/> Detailed Project Budget * | _____ Letters of Support (if any) |
| <input checked="" type="checkbox"/> Feasibility Assessment | |
| _____ Statement of Sustainability (if applicable) | |
| <input checked="" type="checkbox"/> Timeline * | |

Project Contact Person*: Alyssa Sandoval
Project Contact Address*: 141 Keyes Road
Project Contact Phone*: 978-318-3217 Email*: asandoval@concordma.gov

Authorized Signature of Applicant*: *Alyssa Sandoval*

Authorized Signature of Property Owner* (if different): *Kerry A. Soffel*

* Required

For Historic Preservation Projects Only – please check the box below left and acknowledge:

- I/We have read the U.S. Secretary of the Interior’s Standards for the Treatment of Historic Properties and understand that planning for and execution of this project must meet these standards.

Brief Project Summary

The Town of Concord requests Community Preservation Act funding in the amount of \$56,000 for Concord's update of the 2022 Housing Production Plan which expires December 20, 2027. The Town is required to update this plan every five years. The Town is required to have at least 10% of its housing stock available as affordable housing; Concord is currently at 13.34%.

Narrative

The Town anticipates hiring a qualified housing consultant/team to assist in updating Concord's Housing Production Plan for the community engagement portion and use the RHSO for the Needs Assessment and local process, which will require additional services from the RHSO. The complete HPP will include a comprehensive housing needs assessment, consideration of the Town's demographics and changes that have taken place and projections for the future; and research on the existing housing stock and housing affordability. The plan will also take into consideration development constraints and limitations such as natural, physical and municipal infrastructure; and regulatory constraints (i.e., zoning). The housing consultant will also research and highlight existing local resources and capacity. Throughout all of this, the current planning efforts and materials will be utilized. The housing consultant will conduct public outreach through interactive workshops, online chats, and other social-media oriented avenues, as well as one-to-one discussions with housing advocates, developers and residents. The results of this effort will update and identify goals for future community-oriented actions such as zoning revisions, funding for community housing projects and other ways to address housing needs for Concord's future.

CPC's Selection Criteria and Needs Assessment

This application meets the following Selection Criteria as found in the 2020 Community Preservation Plan:

a. The project's eligibility for CPA funding under the CPA legislation.

The application meets the criteria for Community Housing under the CPA legislation as it will provide funding for the support of community housing - creating a plan that will become the roadmap for future housing production in the community.

b. The project's consistency with Town-wide planning efforts and reports that have received broad-based scrutiny and input.

The [2022 Housing Production Plan](#) included potential strategies for furthering the affordable housing goals of the community. This update will do the same with the new information available from the 2020 Census.

c. The project's support by relevant Town boards and committees and community groups and its consistency with recent Town Meeting actions.

The update of the Town's Housing Production Plan provides valuable information to the Concord Municipal Affordable Housing Trust, and all the Concord Housing Roundtable Partners, including other Town boards and committees, as well as the Concord Housing Authority and Concord Housing Development Corporation, with planning for the future.

d. The extent to which the project preserves, protects or enhances existing Town-owned open

space, recreation, historic and/or housing assets.

This project directly relates to the Town's efforts to promote affordable community housing and to meet the housing needs of all residents.

e. The extent to which the project serves multiple or underserved populations.

This project directly supports under-served populations by studying and analyzing the housing needs of low- and moderate-income households who have few other available means to enter the community.

f. Whether or not the project fulfills more than one purpose of the legislation: housing, historic preservation, open space or recreation.

The project is not intended to fulfill any CPA eligible purposes beyond Community Housing.

g. Administrative and financial management capabilities of the applicant.

The project will be administered through the Town of Concord's Department of Planning and Land Management (DPLM). DPLM is responsible for assisting in the development of the Town's affordable housing and administers its affordable housing programs. The Department has extensive experience in administering CPA funded grants and projects, and the Town has completed all of the requirements of the program and grant funds to date.

h. The extent to which the applicant has successfully implemented projects of a similar type and scale or otherwise demonstrated the ability and competency to implement such a project.

As noted above, the applicant has had a key role in developing and maintaining Concord's existing affordable housing stock and has extensive familiarity with the work proposed. The Planning Division has overseen numerous grant funded projects and has the expertise to implement a project of this scale.

i. Whether the applicant has site control or written consent by the property owner to submit an application.

This is not applicable.

j. Demonstrated financial need.

Since the Housing Production Plan provides the basis for the Community Preservation Committee's community housing chapter in its annual plan, this application seeks full funding from the CPA; however, Planning Division staff will work closely with the selected housing consultant to ensure that the Housing Production Plan addresses the needs of Concord residents.

k. Whether or not there will be multiple sources of finding for the project, including leveraging of other public and/or private finding.

Town staff will provide in-kind services in the form of staff time and program assistance.

l. The feasibility of the project plan and whether or not the most reasonable approach for implementing the project has been selected.

The update of the Housing Production Plan is required by the State and serves as the basis for the Community Preservation Committee's annual plan relative to community housing.

m. *The urgency of the project, the flexibility of the schedule and the impact of any delay in initiating the project.*

Concord has a history of consistent active Housing Production Plans. The timeline will take advantage of all housing planning work that has been done. The procurement process will start in the fall of 2026, with a January 2027 start. The project spans FY27 and FY28 and will be completed in FY28.

Additional selection criteria items n. through u. are not applicable.

Budget

The proposed overall budget of this Housing Production Plan application is \$56,000, which is \$36,000 for the external consultant, and \$20,000 for the RHSO for additional services to support this planning effort. It is anticipated that the RHSO would complete the needs assessment and assist with committee and board input, and the external consultant would be responsible for public engagement, including interactive tools and activities, drafting report chapters, and compiling the main report document.

Feasibility

An outside housing consultant is the most feasible approach to completing the needed update to the Housing Production Plan.

Timeline

It is anticipated that a Request for Proposals can be ready by summer of 2026 to receive proposals and award a contract in Fall 2026. It is expected that the work will take 9-12 months to complete.