

- Purpose: Affordable Housing
- Historic Preservation
- Conservation/Open Space
- Recreation

**Town of Lincoln, Massachusetts
Community Preservation Committee
Project Submission Form**

*For the FY09 funding submittals, the CPC has instituted a two-step process for submittal of applications. In order to be considered for recommendation at the March 2009 Town Meeting, preliminary "Letters of Interest" and this form must be submitted prior to **September 15, 2008**. Should your submittal be determined eligible for consideration, you shall be contacted regarding submittal of a detailed request information, which will be due prior to **October 22, 2008**.*

Project Name: Policy and Procedure Manual for the Housing Commission

This application is to request a change in the use of the funds allocated by the CPC for the current fiscal year to the Housing Commission to update the Town's 2003 Housing Plan and instead hire a consultant to produce a Policy and Procedure Manual.

We respectfully request this change for the following reasons: The Housing Plan is currently valid until after the 2010 census. The Town's affordable housing inventory currently exceeds the Commonwealth's 10% mandate. When we applied for the grant to update our Housing Plan, we were just at the 10% mark. The Commission was concerned that after the 2010 census there would not be sufficient time to engage a consultant who would rewrite our Housing Plan to reflect the strategy the Commission would employ to meet it's new goal after the 2010 census.

Since our request, we have been able to add 9 additional units of housing; these units represent almost half of what we project we will need to satisfy our goal of maintaining 10% affordable housing after the 2010 census. For all of the above reasons, we ask that the money allocated for an Updated Housing Plan be used for a much more pressing issue: a Policy and Procedure Manual for the Housing Commission.

Submitted by: Pamela A. Gallup

Submission Date: 10/12/08

Address, Phone, E-mail:

123 Chestnut Circle, Lincoln, MA 01773
781-259-0393
pamgallup@aol.com

Town Committee or Organization (if applicable): Housing Commission

For CPC Use:

Determination:

Received on: ___/___/___ Received by: _____ Reviewed on: ___/___/___

Brief description of the project:

A Policy and Procedure Manual will serve to define policies consistent with both State and Federal Guidelines and develop procedures for implementing those policies.

Time frame for completion of the project:

Completed by June 2009.

How does this project help preserve Lincoln’s character or further its mission?

This project will provide policies and procedures that comply with the state and federal fair housing laws and serve as a resource to help us administer and maintain our properties in an efficient and cost effective manner.

What are your funding requirements for this project? \$12,000.00

Please provide information regarding anticipated future funding requests from the Community Preservation Fund:

We do not anticipate the need for the CPC to provide any future funding for this project.

PLEASE ATTACH SUPPORTING DOCUMENTS OR OTHER INFORMATION

GUIDELINES FOR SUBMISSION

1. Is the project consistent with Lincoln’s vision, and its Housing, Open Space and Recreation Plans, and other planning documents that have received town-wide review and input.
The Town of Lincoln, as property owner of six units of housing, must comply with the Fair Housing Laws and any other applicable laws governing the rental of units owned by the Town. The Housing Plan requires the Commission to maintain rental properties and administer the sale of two affordable houses.
2. Does the project have the support of relevant town committees or organizations. (e.g. Conservation, Recreation, Historic, or Housing, etc.).
The Housing Commission, Housing Trust, Town Administrator Higgins and legal counsel all support this project.
3. Does the project have other financial support.
There are no other funding resources for this project.
4. Does the project help preserve threatened resources or currently owned town assets.
A Policy and Procedure Manual will assist the Housing Commission in complying with all state and federal laws pertaining to municipal owned affordable housing. In addition, the manual will assist us in determining whether there is a need to outsource our property maintenance.
5. Does the project serve multiple needs and populations.

For CPC Use:

Determination:

Received on: ___/___/___ Received by: _____ Reviewed on: ___/___/___

6. Does the project serve a population that is currently underserved.

7. Feasibility: We will pay special attention to whether the project can realistically be accomplished within the time frame and budget that is proposed.

This project is expected to take six to eight months.

8. Urgency: We will be interested to know the impact of a delay in initiating this project. The Housing Commission does not have the resources available to research and write a comprehensive Policy and Procedure Manual. The Housing Commission is a volunteer board of Lincoln residents who oversee the management of six affordable units of housing; this takes up a great deal of our meeting time and a policy and procedure manual will greatly reduce this management task and streamline our interaction with Town employees.

Please keep in mind also that there are legal limitations on the uses of CPA funds. If you have any doubt about your project's eligibility, please submit it so we have the opportunity to review it.

Thank you.

The Community Preservation Committee

Please submit 11 copies of your application to Anita Scheipers, Assistant Town Administrator

MISSION STATEMENT OF THE COMMUNITY PRESERVATION COMMITTEE

In alignment with the Town of Lincoln's Vision Statement, the Community Preservation Committee mission is to:

- *Preserve Lincoln's historic resources and structures;*
- *Preserve and enhance Lincoln's open space for both conservation and recreation; and*
- *Preserve and increase Lincoln's affordable housing in order to foster economic, racial/ethnic and age diversity among its citizenry.*

For CPC Use:

Determination:

Received on: ___/___/___ Received by: _____ Reviewed on: ___/___/___