

Town of Shutesbury Community Preservation Committee

FY 2026 Application for Community Preservation Funding

Submit to: cpc@shutesbury.org by February 9, 2026

Instructions to Applicant: Please complete all sections as are relevant per the instructions in each question. If a particular section is not applicable, please note that. This application must be submitted to the CPC no later than February 9, 2026 for the project to be included in the warrant at the next Annual Town Meeting. Applicants must be prepared to appear before the CPC on Thursday, February 19 to answer questions about the application from the CPC. Applications are expected to be voted upon by the CPC on Thursday, March 19.

Project Name: Affordable Housing Coordination Services

Applicant Organization: Franklin Regional Council of Governments (FRCOG)

Address: 12 Olive St Greenfield MA 01301

Contact Person: Mariah Kurtz, Senior Livability Planner

Phone: 413-774-3167 x 168

Email: mkurtz@frcog.org

CPA Category: YOU MUST CHECK A MINIMUM OF ONE CATEGORY, but may identify more than one if applicable to your project.

- **Open Space**
- **Historic Preservation**
- **Community Housing**
- **Recreation**

Total Project Cost	CPA Funds Requested	Matching Contribution	Match Percent of total
\$15,000	\$5,000	\$10,000	33%

Attach a copy of the Assessor's Map(s) with the project parcel outlined (if appropriate for your project)

Assessor's Map Number		Assessor's Lot/Parcel Number	
Deed Book Number		Deed Page Number	

Attach separate sheet if more than one lot/parcel/deed book/deed page number.

PROJECT DESCRIPTION:

- All of the following sections MUST be completed.

- Applications will be returned if all relevant requested information is not provided.
- Include supporting materials and exhibits as necessary.
- Please refer to Shutesbury’s Community Preservation Plan in completing this application.

1. **Describe the project.**

These funds will be used to partner with Leverett, Shelburne, and Shutesbury to hire FRCOG to provide regional Housing Coordinator (HC) services through a shared services agreement. FRCOG has been awarded a \$10,000 grant by the MA Executive Office of Housing and Livability to augment the staff time devoted to this work and the partner towns can buy in for a portion of the assigned staffer’s time in the amount of \$5,000 for approximately 74 hours through the end of FY27. Working with FRCOG, the towns will avoid the overhead costs associated with hiring and employing the HC. This implements, in part, the recommendations of the “Feasibility of a Regional Housing Coordinator for Franklin County” study conducted by FRCOG in December 2016. Given the restrictions of CPA funds to only “community housing”, the EOHLC grant funding will be used in conjunction with the CPA funds to work on general housing tasks that cannot be billed under CPA.

2. **Goals:**

- a. What are the goals of the proposed project?

Shutesbury's specific priority tasks would be identified at the outset of the project and only be billed for time spent on those projects.

Task 1: Administration

- 1A. Provide support for CPCs and Affordable Housing Trusts (CPA funded). Attend meetings/sends report emails on a quarterly basis or as needed to keep members informed of work being done.
- 1B. Provide support for Housing Committees (generally funded). Attend meetings/sends report emails on a quarterly basis or as needed to keep members informed of work being done (generally funded).
- 1C. Assist the municipality in creating or streamlining forms, applications, and guidance documents to increase efficiency in applying for CPA funding.
- 1D. Invoice the municipality for work completed on a quarterly basis.

Task 2: Advocacy & Education (No tasks in this section will be funded by CPA)

- 2A. Track legislation related to housing and advocate for funding sources that will benefit small, rural communities.
- 2B. Attend informational seminars/workshops and state/regional meetings as necessary and reports back on information and resources shared and learned.
- 2C. Assist in preparing and/or reviewing proposed bylaw amendments and amendments to specific Board's rules and regulations, especially those recommended in Housing Production Plans.

Task 3: Planning

- 3A. Assist with identifying grants available for technical assistance, creation of housing related plans, or other similar work. Assist with writing of grants.
- 3B. Work with local officials to identify housing needs and opportunities and short-term strategies to address them.
- 3C. Develop and execute housing-related public educational programs, events, and resource guides.
- 3D. Develop relationships with local developers, service providers, lenders, and agencies to understand current market limitations and programs to be utilized.

Task 4: Housing Production/Development

- 4A. Create and/or implement local programs such as rental assistance, buy-down, and creation of Municipal Affordable Housing Trust Fund or a corresponding five-year action plan.
- 4B. Engage in preliminary site feasibility including overall GIS analysis, zoning analysis, and similar high-level analysis. Connect interested parties to the appropriate expert professionals for further due diligence if desired.

Task 5: Community Engagement/Resources

- 5A. Respond to questions and requests for information from the public and other town departments. Provide guidance and technical assistance as necessary.
- 5B. Develop community engagement tools specific to CPA projects such as online surveys, forms, informational material, developer guidance, website copy text, and similar.
- 5C. Facilitate public outreach activities and coordinate with housing stakeholders at municipal level to encourage support for community housing (generally funded).
- 5D. Contribute to project or organization social media platforms, websites, newsletters, and informational material.
- 5E. Serve as liaison to residents or developers looking for assistance with finding, preserving, funding, or creating new affordable housing in town. Make referrals to other agencies who can assist if the town or FRCOG does not offer the services or information requested. (generally funded).

b. Who will benefit and why?

The municipality, including the CPC, will benefit from having a service focused specifically on housing in town. Having this position located in the FRCOG means a regional planner will be familiar with the particular needs of Shutesbury and can work efficiently when opportunities come up with available programs or funding.

c. How will success be measured?

While one fiscal year is too short to result in physical housing projects built, success could look like having policy changes proposed, resources for municipal officials or the public created, new programs designed, etc. When the CPC identifies their priority goals, deliverables will be identified at that time. Some work may be done on an as-needed basis if potential projects arise. This service will be completed under the direction of the Shutesbury Community Preservation Committee.

3. Community Preservation Committee Criteria

a. How does the project fulfill the General and Specific Evaluation Criteria (see the Shutesbury Community Preservation Plan, pages 10–12)?

There is an immediate need for more housing, especially affordable housing, in Shutesbury. There are very few housing options on the market and the asking price for homes are too high for the average family to afford, which is an underserved population in town. This regional Housing Coordinator service could pursue all of the housing specific criteria identified in the CPC, though it is unlikely to meet all of them in one year. If this service is considered helpful, the contract could be renewed in future years and funded through CPA or other sources.

4. Community Need

a. If applicable, explain how this project addresses needs identified in existing Town plans? (Such as the Open Space and Recreation Plan, Community Plan, etc.)

Identified needs in the 2004 Master Plan:
To encourage a mix of housing densities, ownership patterns, prices, and building types to serve diverse households consistent with the rural character of the community. • To provide fair, decent, safe, affordable elderly housing that meets the needs of Shutesbury's seniors and which also contributes to the tax base. • To provide financial assistance to homeowners for State regulations, and encourage compliance with Board of Health Code with respect to Title 5 septic system upgrades, the removal of lead paint, etc.

5. Community Support

a. What is the nature and level of support? Attach letters of support from any Town boards or community groups that have endorsed the project.

This project was discussed in a November CPC meeting and was deemed eligible.

6. Budget

Budget Summary

Total Project Cost	CPA Funds Requested	Other Funds Total	Other Funds: % of Total
\$ 15,000	\$5,000	\$	33 %

Budget Details (Please provide as much detail as possible and leave any category blank if not applicable to your project)

	CPA FUNDS	OTHER FUNDS	TOTAL
Personnel	100%		
Equipment			
Supplies			
Contractual			
Construction			
Other			
TOTAL			

Equipment is generally defined as an item with a useful life expectancy of more than one year.

Supplies are defined as an item with a useful life of less than one year.

Construction means all types of work done on a particular property or building including erecting, altering, or remodeling.

7. Other Funding

a. Identify the amount of other (non-CPA) funds for this project. Sources include private, federal, state, or local government, or any other sources. Attach commitment letters from any organization providing a financial contribution.

Organization	Item	Amount	Type (cash, in-kind, etc.)
EOHLC	Thrive Grant	\$10,000	Cash

b. Are any Other Funds in-kind contributions? If yes, describe how the value of the in-kind contribution was derived. (“In-kind contributions” are a contribution of services or property, donated equipment, buildings or land, or donated supplies.)

Two other towns are accepting these services: Shelburne and Leverett. The \$10,000 match will be shared amongst all of the towns as needed, but the \$5,000 Shutesbury contributes will only be used for Shutesbury tasks.

8. Timeline

- a. Provide a timeline for project implementation, including start and end dates for major tasks and project completion.

This project will begin July 1, 2026 and end June 30, 2027. Once specific deliverables or goals are identified (at the latest this could be done in July, potentially sooner depending on scheduling), a timeline for those goals will be established as well. If policy related changes or similar are determined helpful but extend beyond the FY27 end date, it can be discussed how much assistance FRCOG can offer to pursue them with or without further municipal funds.

9. Project Management

- a. Project Manager Contact Information (if other than the applicant)

Project manager name	
Daytime Phone	
Evening Phone	
Email	

10. **Maintenance** (Please note IF NOT APPLICABLE TO YOUR PROJECT)

a. If ongoing maintenance is required, who will be responsible for it?

N/A

b. How will it be funded?

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Maintenance Budget

<i>Year one</i>	<i>Year two</i>	<i>Year three</i>	<i>Year four</i>	<i>Year five</i>
\$	\$	\$	\$	\$

11. **Site Documentation**

Attach documentation that you have control over the site, such as a Purchase and Sale Agreement, option, or deed. If documentation is not available, please explain.

12. **Project Documentation**

Attach any applicable engineering plans, architectural drawings, site plans, and any other relevant renderings.

13. **Other Information**

Attach any additional information that might benefit the CPC in consideration of this project or that will elaborate on any of the responses given above.

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE INDIVIDUAL OR GOVERNING BODY OF THE APPLICANT.

Typed named of authorized representative as signature: Mariah Kurtz

Date: 1/8/26 (amended 3/2/26)

Appendix A: Scope of Services for Municipal Housing Coordination Shared Services

The Franklin Regional Council of Governments (FRCOG) is offering a shared service agreement to Shutesbury for housing coordination services rendered **March 16, 2026 until June 30, 2027**. The work will be completed by FRCOG's Senior Livability Planner and will be billed on a quarterly basis. **The Senior Livability Planner, in their role as the housing coordination service provider, will report to the Shutesbury Community Preservation Committee.** Work will be CPA funded except where noted, or as work arises that is not specifically related to affordable housing.

Task 1: Administration

- 1A. Provide support for CPCs and Affordable Housing Trusts. Attend meetings/sends report emails on a quarterly basis or as needed to keep members informed of work being done.
- 1B. Provide support for Housing Committees. Attend meetings/sends report emails on a quarterly basis or as needed to keep members informed of work being done. (May not be funded with CPA funds)
- 1C. Assist the municipality in creating or streamlining forms, applications, and guidance documents to increase efficiency in applying for CPA funding.
- 1D. Invoice the municipality for work completed on a quarterly basis.

Task 2: Advocacy & Education (No tasks in this section will be funded by CPA)

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- 3A. Assist with identifying grants available for technical assistance, creation of affordable housing related plans, or other similar work. Assist with writing of grants.
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Task 4: Housing Production/Development

4A. Create and/or implement local programs such as rental assistance, buy-down, and creation of Municipal Affordable Housing Trust Fund or a corresponding five-year action plan.

4B. Engage in preliminary site feasibility including overall GIS analysis, zoning analysis, and similar high-level analysis. Connect interested parties to the appropriate expert professionals for further due diligence if desired.

Task 5: Community Engagement/Resources

5A. Respond to questions and requests for information about affordable housing from the public and other town departments. Provide guidance and technical assistance as necessary.

5B. Develop community engagement tools specific to CPA projects such as online surveys, forms, informational material, developer guidance, website copy text, and similar.

5C. Facilitate public outreach activities and coordinate with housing stakeholders at municipal level to encourage support for community housing (generally funded).

5D. Contribute to project or organization social media platforms, websites, newsletters, and informational material.

5E. Serve as liaison to residents or developers looking for assistance with finding, preserving, funding, or creating new affordable housing in town. Make referrals to other agencies who can assist if the town or FRCOG does not offer the services or information requested. (generally funded).

This scope of services does not include:

- Subsidized Housing Inventory (SHI) monitoring
- General administration such as minute taking, agenda posting, etc
- Extensive due diligence or planning of housing such as would be offered by an architect, landscape architect, or surveyor

This work will be completed with \$6,250 of funds from Leverett's Affordable Housing Trust and matching funds from Executive Office of Housing and Livable Community grant funding through the Franklin Regional Council of Governments.