



# CPA Funding Application Form

City of Worcester

**Submitted On:**

May 9, 2025, 01:54AM EDT

<b>Project Name</b>	Affordable Housing Trust Fund – Affordable Housing Creation
<b>Project Location and/or Address</b>	Various
<b>Project Lead Organization (or Individual if Applicable)</b>	City of Worcester Affordable Housing Trust Fund
<b>Legal Status of the Organization</b>	Government Entity
<b>Current Property Owner (if Different from the Applicant)</b>	
<b>Brief Project Description</b>	The AHTF will solicit proposals from developers to create new affordable homeownership and rental units that qualify for CPA funding. The AHTF reviews and scores applications, awards funding, and monitors projects for performance and compliance.
<b>Project Contact Information</b>	Jeanette Tozer, AHTF Manager 508-799-1400 ext. 31438 tozerj@worcesterma.gov
<b>What CPA category does this project fall under? (Check All that Apply)</b>	Community Housing
<b>What activity are you proposing to do in this category? (Check All that Apply)</b>	Support
<b>What is the project budget?</b>	\$1,500,000
<b>How much are you requesting in CPA funding?</b>	\$1,500,000
<b>Historical Resource Projects: Have you received a Positive Determination of Local Historic Significance from the Worcester Historical Commission?</b>	This project does not require a Determination of Local Historic Significance
<b>Are you requesting an expedited review process for your project? The CPC shall consider an expedited timeline for review (i.e., a Special Application) only under certain circumstances. See the Application Guidance document (linked below) for more</b>	No

<b>information.</b>	
<b>Please briefly describe your project.</b>	The AHTF seeks CPA funding to invest in the creation of affordable housing. This funding will enable the AHTF to support and incentivize developers who propose affordable housing projects and to remain flexible and responsive in offering such support. With CPA funds, the AHTF will refine its application process and evaluation criteria to ensure they are streamlined, transparent, and aligned with both AHTF and CPC goals. An RFP will be issued for the development of new affordable homeownership and rental units for households earning up to 80% of AMI, with priority for deeper affordability (30% and 60% AMI). As noted in the 2025 Community Preservation Plan, the AHTF is well-positioned to evaluate proposals and quickly allocate funds to eligible projects. Under § 5(f) of the CPA statute, the CPC may appropriate CPA funds to the AHTF for disbursement, enabling efficient and effective allocation of resources to meet Worcester's affordable housing needs.
<b>What permissions, permits and plans will be necessary to carry out this project, and what is the status of their acquisition?</b>	According to the AHTF Ordinance, the Board is responsible for: 1) advising and assisting the City Manager and administration in efforts to create and preserve affordable housing; and 2) receiving, accepting, and overseeing contributions to the Trust. As outlined in Section (f)(3), the AHTF Board duties and responsibilities include financial stewardship activities to support the creation and preservation of affordable housing for the benefit of low and moderate- income households. The AHTF is a municipal entity that has the power to accept grants and appropriate funding to eligible housing creation projects without having to go back to the City Council for further approval, which allows for a streamlined and nimble approach to funding affordable housing development projects.
<b>Please attach any related permissions or permits related to the project.</b>	AHTF Ordinance - Original and Amendment.pdf
<b>Do you foresee any delays in acquiring these permissions within the next 6 months? If yes, please explain, otherwise, type N/A.</b>	N/A
<b>What is the desired start and end date of this project?</b>	Aug. 2025: Issue RFP for Pilot Round of CPA Funding - Nove. 2025: Award Pilot CPA Funding to Affordable Housing Projects (see Draft FY2026-2030 Affordable Housing Trust Strategic Plan Recommended Year 1 Implementation Schedule)
<b>Please attach a Timeline for the project.</b>	Proposed Implementation Timeline.pdf
<b>Please upload a complete project budget (.xlsx or .pdf) that includes the source of the funding for each line item. CPA</b>	

<b>funds can ONLY be used on CPA eligible project elements. Please make sure to be specific about the use of all CPA monies requested.</b>	WorcesterAHTF_CPA_Budget.pdf
<b>What is the status of the match funding identified in the budget?</b>	Key funding sources for FY2026–FY2030 include CPA funds, Inclusionary Zoning payments, and private philanthropy and fundraising. Worcester’s Inclusionary Zoning ordinance states that payments made in lieu of constructing required affordable units will be directed to the AHTF.
<b>Please upload commitment letters and/or funding agreements demonstrating that match funding is in place.</b>	WorcesterZoningOrdinance_ArticleVII_InclusionaryZoning.pdf
<b>Please explain why CPA funding is needed for this project. If CPA is the only proposed funding source for this project, please explain why.</b>	CPA funds are central to the AHTF’s financial strategy, providing a stable, voter-approved funding source that supports housing goals and strengthens external funding applications. The 2025 Community Preservation Plan prioritizes affordable housing among its top three funding areas. While CPA funds must still be approved by the City Council, the AHTF—enabled by M.G.L. c. 44, § 55C—provides flexibility to invest in housing without approval for each expenditure, allowing swift, strategic action.
<b>Please describe the experience of the project manager or project management team in completing a project like this one. Please include examples of similar projects pursued in the past, and why they are relevant.</b>	The AHTF is governed by a nine-member AHTF Board responsible for overseeing the Trust’s funds and activities. Guided by M.G.L. c. 44, § 55C, the Board manages the Trust’s assets with the goal of creating and preserving affordable housing opportunities in Worcester. The Board acts much like a financial steward and receives administrative and operational support from City staff, in particular the AHTF Manager and the Director of the Housing Development Division. City staff supports the board’s work by handling technical review, outreach, and administrative oversight. This division of roles ensures that the Board can focus on high-impact decision-making while maintaining accountability and transparency throughout the affordable housing funding cycle. To date, the AHTF has committed over \$18M of American Rescue Plan Act (ARPA) funding to thirteen projects that are leveraging over \$380M of investment into projects creating 324 new affordable housing units.
<b>Please describe the financial position of the organization and its ability to cover the upfront costs of this project. CPA funding is provided on a reimbursement basis.</b>	The CPA law states in Section 5(f) that “A city or town may appropriate money in any year from the Community Preservation Fund to an affordable housing trust fund.” The City has established a separate bank account for general AHTF funds, including CPA allocations. CPA appropriations to the AHTF will be tracked separately from monies generated from other sources to ensure proper accountability of CPA funds. A grant agreement will be executed between the CPC and AHTF Board outlining the terms of how the money will be spent.
<b>How will this resource/property/building be</b>	The AHTF’s funding model prioritizes diversification, predictability, and community alignment. By blending public, private, and

<b>maintained in the future?</b>	philanthropic dollars, the AHTF seeks to reduce risk, increase flexibility, and support a range of housing efforts—from new construction and adaptive reuse to housing stabilization. Key funding sources for FY2026–FY2030 include CPA funds, Inclusionary Zoning payments, and private philanthropy and fundraising.
<b>Please describe how this project/program will benefit Worcester residents in general, as well as specific groups that will benefit from the project.</b>	The AHTF creates and preserves affordable housing for low- to moderate-income Worcester residents, including seniors, people with disabilities, and first-time homebuyers. Aligned with its mission, AHTF-funded projects will expand access to affordable housing for those at risk of housing instability or displacement and support long-term affordability through equitable investment and partnerships that strengthen inclusive, stable neighborhoods.
<b>Please identify which of the Community Priorities identified in the Community Preservation Plan align with this project (check all that apply).</b>	PRIORITY 1: Increase accessibility to historic resources, open space, parks, and in community housing.
<b>Please describe how this project aligns with the above Community Priorities.</b>	The AHTF will continue to require that eligible projects include a minimum of 10% accessible units (at least one unit) and that 100% of common areas be fully wheelchair accessible. To further promote accessibility, the AHTF intends to maintain its bonus funding incentive for projects that exceed the 10% threshold. This approach proved effective in the first funding round, resulting in 72 of 324 units (22%) being accessible. This proposal therefore aligns with Priority 1 by investing in community housing projects that provide accessibility.
<b>Historic Resource Category Goals</b>	This project does not align with any of these Category Goals.
<b>Open Space and Recreation Category Goals</b>	This project does not align with any of these Category Goals.
<b>Community Housing Category Goals</b>	GOAL 1: Produce more housing, especially owner-occupied housing. GOAL 2: Support deeper housing affordability (at or below 60% AMI). GOAL 3: Increase infill and adaptive reuse development. GOAL 4: Increase the number of perpetual affordability deed restrictions.
<b>Please describe how this project aligns with the above Category Goals.</b>	1: The AHTF will issue RFPs for the creation of new affordable homeownership and rental units. The Board will review submissions, evaluate them using established criteria, make awards, and monitor funded projects for performance and compliance. 2: The Board uses a scoring system that provides bonus points for deeply affordable units. This is explicit in the draft FY2026-2030 Strategic Plan and demonstrated through funding awards. Initially capitalized with ARPA, the AHTF committed funding to 13 projects creating 324 new units: 74 (22.8%) restricted to 30% AMI; 180 (55.6%) restricted to 60% AMI; and 70 (21.6%) restricted to 80% AMI. 3: The AHTF will prioritize funding for projects that promote efficient and sustainable land use [i.e., infill and adaptive reuse] located near

	<p>jobs, services, transportation, and amenities.</p> <p>4: AHTF scoring criteria includes the duration of affordability restrictions, with additional points for projects that commit to affordability in perpetuity.</p>
<p><b>Does your project align with any other City or Regional Plans? Please be specific. See the City of Worcester website to view local plans.</b></p>	<p>Housing Production Plan: Goal 1. Enhance Affordable Housing Production and Deepen Affordability &amp; Strategy 20. Ensure that CPA funds are consistently allocated to Community Housing projects and the Worcester Affordable Housing Trust Fund...above the statutory minimum.</p> <p>Now   Next: Housing Goal 3. Expand and create new opportunities for affordable homeownership; Goal 4. Expand affordable housing options and protect residents from displacement; &amp; Recommendation 4.4. Increase Affordable Housing.</p>
<p><b>Does your project have community support? Please describe outreach efforts for this project.</b></p>	<p>The extensive planning process underpinning the 2025 Community Preservation Plan captured a high level of community support for the creation of affordable housing. This widespread support is echoed in the Housing Production Plan (HPP), which engaged 755 community members and identifies “Enhance Affordable Housing Production and Deepen Affordability” as its top goal.</p>
<p><b>Is there anything else you want the CPC to know about your project?</b></p>	<p>The AHTF Board will enter into a grant agreement with the CPC that spells out the funding amount, the use of the funds, and states that the AHTF will use the CPA funds in accordance with eligible activities in the CPA statute. Moreover, the AHTF is committed to the responsible, transparent stewardship of public and private funds. This includes clear application and reporting processes, annual evaluations of funding impact, and public communication about how resources are being used.</p>