

Community Preservation Funding Application — Fiscal Year 2027

55 Main Street, Westford, Massachusetts 01886

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1. Basic Project Information

Submission Date: January 9, 2026

Project Name: Westford Rental Assistance Program (WRAP) and Westford Emergency Rental Assistance Program (WERAP)

CPA Funds Requested: \$ 50,000.00

Applicant Information:

Name: Joan C. Croteau on behalf of the Affordable Housing Trust (AHT)

Address: 10 Boutwell Hill Road, Westford, MA 01886

Phone: 978-846-0967

Email: jjcroteau@comcast.net

Sponsoring Board/Committee(s): AHT

Additional Responsible Parties (if applicable): _____

Project Manager/Contact Person: Joan Croteau

2. Project Purpose

Select all that apply:

Open Space Affordable Housing Historic Preservation Recreation

3. Project Description and Goals

Provide a comprehensive project summary using the space at the top of page two or attach additional pages as necessary. Include the following information:

- **Project Purpose and Scope:** Clearly describe the objectives and scope of the project.
- **Community Benefits:** Explain how the project will benefit the residents of Westford and how those outcomes will be measured.
- **Preservation Impact:** Describe how the project preserves the town's character and aligns with the goals of the Community Preservation Act.
- **Timing Considerations:** If submitting outside the standard funding cycle, provide an explanation (example Special Town Meeting vs Annual Town Meeting). If project could be completed in multiple phases, please describe.
- **Long Term Impact:** What are the long-term maintenance or stewardship plans.

- **Project Purpose and Scope:**

This submission seeks to continue to fund the Westford Rental Assistance Program (WRAP) and Westford Emergency Rental Assistance Program (WERAP) for lower income individuals, including seniors and families. Many people are struggling to fully cover their rent either due to uncontrolled inflation, government shutdown impacts, and/or personal hardships. These programs seek to help people with rent in arrears and otherwise would face the start of the eviction process. WRAP & WERAP have assisted many people and prevented them from being evicted by bringing them current on their rent. The funding for this effort is requested to be provided to the Trust to then distribute to the program administrator.

- **Community Benefits:**

The AHT was granted \$50,000 of CPC funding at the 2025 Annual Town Meeting. Since that time, 81% of the funds were expended. The real effects of rising inflation, many weeks of the Federal Government shutdown, and increasing job losses will likely be increasing impacting individuals who qualify for these rental assistance programs (100% Area Median Income (AMI) or less) as these families are just beginning to face late rents. AHT anticipates that the balance of the \$50,000 will be expended sooner than the one-year point.

- **Preservation Impact:**

The character of the community is influenced by several factors, but one of the most significant of those is the people who live within it. WRAP and WERAP provide a mechanism for short-term assistance for individuals and families who live in Westford, some for many years or even several generations, to continue to call Westford home and contribute to the betterment of the town.

- **Timing Considerations:**

As this request is coming before Annual Town Meeting, this is generally not applicable. However, the timing of the request will come as the projected needs of the community only continue to become more significant, as demonstrated by an increase in applications by 50% to the WRAP program as inflation and rising utility costs are forcing low-income families to choose between food, heat, and rent.

- **Long Term Impact:**

This program has been highly successful and continues to address an ongoing need for the Westford Community and its residents. It has helped Westford residents by allowing them to remain in their current housing despite financial hardship. The programs provide the means for individuals to become whole and back to financial stability, avoiding the potential of homelessness.

4. Project Location and Ownership

Project Address: town-wide

Assessor Information (Map/Block/Lot ID): N/A

Ownership/Care and Custody Information: Town of Westford are eligible to participate in these programs as long as they meet current income qualifications (100% Area Median Income (AMI) or less)

Most CPA-funded projects require legal protections to ensure long-term preservation:

Open Space / Conservation: Land or conservation restrictions must remain permanently protected (e.g., Conservation Restriction under M.G.L. Chapter 184).

Historic Preservation: Properties must include a preservation restriction or covenant to maintain historical integrity.

Affordable Housing: Long-term affordability must be secured through a restriction or covenant.

Recreation: Restrictions may be required if the project secures permanent public recreational access.

Applicants should check all that apply and attach supporting documentation or proof of restriction. The Community Preservation Committee/Town of Westford may require deed restrictions or covenants to be obtained as a condition of funding, if not already in place.

Deed Restrictions Required (check all that apply):

Conservation Housing Historic Preservation

5. Budget

Attach a complete project budget, including estimates or quotes as needed.

Percent of Total Budget Requested from CPA Funds: 100 %

Other Funding Sources (committed/applied/planned): N/A

Anticipated Annual Income/Expenses: 0

Recurring Expenses (maintenance, etc.): 0

Taxpayer Impact: _____

6. Procurement

Projects exceeding \$10,000 must comply with applicable public procurement laws.

- **Town Departments:** Follow MGL Chapter 30B procedures.
- **Non-Town Department applicants:** Describe your proposed compliance plan to ensure procurement procedures are followed. Applicants may be directed to the Town Manager's office for additional follow-up and guidance.

Note: Non-Town Department applicants must sign a grant agreement before CPA funds are released. The Town Manager's office will assist with this process as needed.

Procurement Plan: _____

7. Project Timeline

Proposed Start Date: _____ N/A, Already Ongoing _____

Expected Completion Date: _____ N/A, Ongoing program; would carry through CY 2026 _____

Include key milestones or phases of the project if applicable: _____

8. Endorsements by Applicable Boards/Commissions

Check all that apply and attach letters of support to the application:

- Affordable Housing Committee and/or Housing Authority
- Cemetery Commission
- Conservation Commission
- Historic Commission
- Parks and Recreation Commission
- Planning Board
- Water Commission
- Other: _____

9. List of Attachments

Include all supporting materials relevant to your application:

- Site maps, photographs, or plans
- Cost estimates or contractor quotes
- Letters of support or endorsements
- Ownership documentation or legal agreements
- Deed restrictions

10. Applicant Signatures

Signature: _____ Date: _____

Printed Name: ___Joan Croteau___ Title: ___Chair, Affordable Housing Trust_____

For Community Preservation Committee Use Only

Date Received:

Year:

Is Sufficient Data/Detail Provided?

Is Timeliness an Issue?

Is Additional Information Required?

Project Interview Date:

Public Hearing Date:

Committee Vote: Yes No Abstain

Date:

Recommendation for Town Meeting Consideration: Spring Fall Special