

# Community Preservation Fund Eligibility Form



TOWN OF BILLERICA  
COMMUNITY PRESERVATION COMMITTEE  
365 BOSTON ROAD, BILLERICA MA 01821

*The purpose of this form is to make sure that all project applications applying for Community Preservation Act funding are eligible for funding. This form must be approved in order for an application to be accepted.*

Project Title:	Northern Middlesex Regional Housing Services Office (NMRHSO)		
Project Sponsor/Organization:	<b>NMCOG</b>		
Contact Name:	<b>Christian D'Emilia</b>		
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CPA Program Area (check those that apply): <input type="checkbox"/> Open Space <input type="checkbox"/> Historic Preservation <input checked="" type="checkbox"/> Community Housing <input type="checkbox"/> Recreation			
Project Purpose (check those that apply): <input type="checkbox"/> Acquisition <input type="checkbox"/> Creation <input type="checkbox"/> Preservation <input checked="" type="checkbox"/> Support <input type="checkbox"/> Rehabilitation/Restoration			
Project Summary: Please provide a brief description of the project.  <p>This application proposes funding the monitoring and administration of Billerica's existing affordable housing stock in addition to receiving assistance in developing new affordable housing options, which will support both local and regional affordable housing goals. The application meets the criteria for Community Housing under the CPA legislation as it will provide funding for the support of community housing.</p> <p>Currently, the Subsidized Housing Inventory maintained by the Executive Office of Housing and Livable Community (EOHLC) lists 1,595 total units in Billerica. As Billerica's affordable housing inventory has grown, so too has the town's need for expert assistance in developing, reviewing, and monitoring these units. This monitoring ensures that the units are occupied by eligible households, that rents for rental units remain in the affordable range, and that the affordability remains even when the units are sold. Limited staff capacity has resulted in minimal oversight over the third-party monitoring agencies tasked with this work.</p>			

To assist with this oversight, NMCOG's member communities asked NMCOG to develop a Regional Housing Services Office (RHSO). NMCOG responded by creating the Northern Middlesex RHSO. The NMRHSO, operated and administered by NMCOG, is an invaluable resource to meet local affordable housing goals, increase municipal housing staff capacity, and administer existing affordable housing units to ensure they remain affordable and available in perpetuity. It shares housing administrative costs between participating municipalities to provide cost-effective and efficient regional service. The Commonwealth awarded NMCOG funding to pilot the NMRHSO from March 2025 through June 2026. Beginning July 2026, it will operate through a regional service-based fee model shared between all participating members. Six member communities are anticipated to participate, resulting in a \$13,667 base service fee for each member. The base service fee includes high-level oversight for all affordable housing properties in Billerica, 30 hours of direct local housing related technical assistance support, and access to shared regional services including ongoing training, data dashboards, and housing resources. These base services will support nine strategies prioritized in Billerica's local Housing Production Plan (1.1, 1.8, 2.3, 3.1, 3.2, 4.2, 4.3, 5.2, and 5.3).

CPC funds are being requested to fund this base fee and an opt-in \$22,400 comprehensive monitoring fee for a total of \$36,067. The opt-in comprehensive monitoring helps the town meet its obligations as the assigned monitoring agent for 98 affordable rental units and 28 affordable homeownership units. This will ensure proactive monitoring occurs annually to preserve these units on the SHI, verify income eligible households move into and continue to occupy these units, and maintain management agencies' compliance with their regulatory requirements, amongst other tasks the town is currently assigned to certify annually. The NMHRSO service provides a cost-effective alternative to the town hiring full or part-time staff to specifically manage these regulatory tasks.

For CPC Use   ☐ Eligible   ☐ Not Eligible   Date: \_\_\_\_\_  
Reviewer: \_\_\_\_\_

COMPLETE AND SUBMIT THE PROJECT ELIGIBILITY FORM.  
DO NOT PROCEED UNTIL ELIGIBILITY HAS BEEN DETERMINED.