

## GREENFIELD COMMUNITY PRESERVATION ACT APPLICATION INSTRUCTIONS

Welcome to the Greenfield Community Preservation Committee Application Process!

Thank you for your interest in applying for a Community Preservation Grant. From beginning to end, this is a nine-step process. We hope this application will be easy for you to follow and respond to. If the application is unclear, please contact Christian LaPlante, 413-772-1548 ext. 4 or by email at [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov) for more information. Thank you for your interest in making our town a better and more interesting place.

### Information included in this packet:

- The purpose and limitations of the Community Preservation Act (CPA) (Please see chart on next page)
- A general estimate of the local CPA funding available this year
- Information on who can apply for the CPA funds available to the Greenfield community
- The key dates for this specific round of funding; when funding would be available and the date by which funds should be used
- The role of the Greenfield Community Preservation Committee (GCPC) in assisting in the application for funds and evaluating proposals
- How to request funds for a community project under the CPA
- The process between the request for funding and receipt of funds

### CPC Application Timeline Overview:

- August: Announcement that GCPC funds are available
- September: GCPC Pre-Application Due to GCPC, % Christian LaPlante, 14 Court Square, Greenfield, MA 01301 or [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov)
- September - October: You should receive a communication from the Greenfield CPC about the status of your pre-application
- November: Full GCPC Application Due to GCPC, % Christian LaPlante, 14 Court Square, Greenfield, MA 01301 or [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov)
- December - February: GCPC will set a review discussion with you
- April - June: Proposals will be presented to City Council for approval
- June - July: Notification of grants
- June - July—Meet with GCPC/City of Greenfield staff about finalization
- July: Projects receive GCPC contract

### The Application Process:

1. Before filling out an application, look at the allowable spending projects chart (see page 2). The Community Preservation Act (CPA) is very clear about what can and cannot be funded with CPA funds. If your project does not fit into one or more of the “YES” boxes, we are unable to fund it. If your project fits into the “NO” box, please contact **Christian LaPlante, 413-772-1548 ext. 4** or by email at [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov) to see if your project might receive funds through another funding program.

And one more thing: We are looking for projects that will be able to start up quickly after we award the money. If you are still a year away from being able to start your project, contact **Christian LaPlante, 413-772-1548 ext. 4** or by email at [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov) so we can assist you in moving forward.

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	No (unless acquired or created with CPA \$\$)	Yes	Yes	No (unless acquired or created with CPA \$\$)

Community Preservation Act Allowable Uses of Funds Source: <https://www.communitypreservation.org/allowable-uses>

- Pre-applications will be accepted in September. The earlier you submit, the earlier we can inform you of the status of your project. If your project fits a "YES" description or if you are not sure, please deliver your one-page pre-application by September 30, 2022 to GCPC, % Christian LaPlante, 14 Court Square, Greenfield, MA 01301 or [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov). A sub-committee of the Greenfield Community Preservation Committee (GCPC) will review it and contact you with a message about whether you should continue to step 3 or contact **Christian LaPlante, 413-772-1548 ext. 4** or by email at [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov) about other funding possibilities.
- Congratulations! You have a project which might be funded through the GCPC funds. Now here is the difficult part. The GCPC can only fund part of most projects because we have very limited funds. So, as you are working on your application, consider where you might get other money to make your project a reality\*. We will ask you for that information on the application form.

The full application will be due on **November 30, 2022**.

Please put your responses in the boxes for each question. If you have additional documents you wish to include or documents that we have requested, please attach them to the end of the application. Additional documents might include a map, a picture or drawing of what you plan to do or something else important to the project. You do not have to have additional documents unless we have requested them as part of your pre-application review.

- On or before **November 30, 2022** at 5 pm, please submit **1 copy of your application** to: GCPC, % Christian LaPlante, 14 Court Square, Greenfield, MA 01301 or emailed to: [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov)

You can hand deliver the application, mail it or email it. If you mail it, it must be postmarked by 5 pm on November 30, 2022.

5. The GCPC will review your application and within 6 weeks of submission, we will get back to you. It is likely that we will have questions. We may ask for them in writing or for additional documents. The GCPC may ask for a legal opinion on project eligibility if your project is a complicated one.

The GCPC may ask applicants to meet with the committee to discuss questions about their application. We will notify you directly about the date, place and time when we expect to meet with you and whether you should be prepared to bring additional written information. These meetings will be public and posted in keeping with transparency laws

After the public meeting, the GCPC will meet to review what we have learned and, perhaps, make some recommendations, such as:

The GCPC may add conditions to the recommendation or require additional agreements.

The GCPC may recommend the project as proposed or may modify it. It may recommend the full amount of funds requested or a lesser amount. It may also only fund a part of the project and not the entire project.

The GCPC recommendation may include a variety of specific concerns to make sure that the project meets the CPA requirements.

If your project is a complicated one, the GCPC may ask for a legal opinion on project eligibility.

6. The GCPC will make its final recommendations to the Greenfield City Council at the first City Council meeting after the applicants have fulfilled GPPC requests for further information, if any. The Greenfield City Council has the final authority to award funds from Greenfield's Community Preservation Act Fund. You will be notified of the date when your proposal is on the City Council agenda. We suggest that you attend that City Council meeting to answer any questions the Councilors might have. At that meeting members of the community may speak in favor of or against the GCPC recommendations during public comment.
7. Projects that have been approved by the Greenfield City Council will receive an award letter with information on the amount of funding provided, any conditions related to the funding, project modifications that are voted by the City Council (if any), Greenfield Community Preservation Act staff contact information and guidelines to move the project forward.
8. If you've made it this far, congratulations, again! You are approved! Now what happens? CPA funds are public funds raised from Greenfield property taxes and from State funding. Projects funded with CPA funds must meet all City and State requirements. The GCPC staff will help you understand what those concerns are and will, with the help of the Greenfield Treasurer's Office, ensure that you meet all the proper requirements. All questions about this should be directed to Christian LaPlante, 413-772-1548 ext. 4 or by email at [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov).
9. As you move ahead with your project, the GCPC staff may ask you for updates on your progress. These updates will track your progress and offer any assistance that you may need.

## GREENFIELD COMMUNITY PRESERVATION ACT PRE-APPLICATION FORM

*Find out if your project can receive money through the CPA*

Date submitted: by U.S. mail \_\_\_\_\_, email \_\_\_\_\_, or in person \_\_\_\_\_

The purpose of this form is to make sure that all project applications meet the basic requirements of the Community - Preservation Act (CPA). Please look at the attached chart for more information about what the CPA will fund. **DO NOT** complete the full application form until you hear from the Greenfield Community Preservation Committee that your project is eligible for CPA funds. Please submit this form to: GCPC, % Christian LaPlante, 14 Court Square, Greenfield, MA 01301 or emailed to [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov) **by September 30, 2022.**

We will contact you in October by email or phone with our comments and any requests for additional information for the full application.

Project Title:
Applicant:
Contact Name:
Mailing Address:
Daytime Phone #:
Email Address:
<div></div>
CPA Program Area (check all that apply) (See attached chart for more information)  <input type="checkbox"/> Open Space <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Community Housing <input type="checkbox"/> Recreation
Project Purpose (check all that apply) (See attached chart for more information)  <input type="checkbox"/> Acquisition <input type="checkbox"/> Creation <input type="checkbox"/> Preservation <input type="checkbox"/> Support  <input type="checkbox"/> Rehabilitation/Restoration
Project Description: Please write a brief description of your project in the space below.  <div></div>
<div></div>
For Greenfield CPC Use <input type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible <input type="checkbox"/> Date <input type="checkbox"/> Reviewer
Comments:  <div></div>

## GREENFIELD COMMUNITY PRESERVATION ACT APPLICATION FORM

Submit this application **by November 30, 2022** to:  
Greenfield Community Preservation Committee  
% Christian LaPlante  
14 Court Square  
Greenfield, MA 01301  
Or by email: [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov)

Date submitted: by U.S. mail \_\_\_\_\_, email \_\_\_\_\_, or in person \_\_\_\_\_

Project Title: 60 Wells Street Permanent Supportive Housing and Shelter
Applicant: Clinical and Support Options, Inc.
Are you an incorporated organization? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
If not, who is your fiscal sponsor?
Contact Name: Bill Miller, VP, Housing and Shelter Services
Mailing Address: 8 Atwood Drive, Suite 301, Northampton, MA 01060
Daytime Phone #: 413-732-3069 x1043
Email Address: <a href="mailto:bmiller@csinc.org">bmiller@csinc.org</a>
Date of Submission:

Total Project Cost	CPA Funds Requested
\$23,369,005	\$100,000

CPA Category (Please check a minimum of one category below. Your project may involve more than one category (see CPA chart in application instructions). Please check as many as are appropriate. For instance, your project could be community housing that renovates a historic building. In that case, you would check Historic Preservation and Community Housing.

Open Space \_\_\_\_\_

Historic Preservation \_\_\_\_\_

Recreation \_\_\_\_\_

Community Housing ☒ X \_\_\_\_\_

## PROJECT DESCRIPTION:

- All of the following must be answered in the space provided
- Include supporting materials as requested or as you believe necessary as attachments

### 1. Describe the Project

The project includes substantial renovation of the existing emergency homeless shelter at 60 Wells Street and addition of a new 3-story building to create a total of 36 studio apartments. Total shelter beds for men and women will increase from 30, currently, to 40, and an addition of a cafeteria will also serve as overflow shelter space. Shelter guests and housing residents will have access to an array of 24/7 services specifically designed to meet the needs of formerly homeless individuals. All 36 apartments will serve extremely low-income chronically homeless individuals who have incomes at or below 30% area median income (AMI). CSO has a contract with the State to provide individual emergency shelter services at 60 Wells Street beginning in spring 2023 and will maintain current shelter services and capacity during construction of the project. The project will be served by two elevators, and six of the apartments will be fully accessible. The project is seeking to meet Enterprise Green Communities green building criteria.

### 2. What are the goals of the proposed project?

CSO hopes to improve the existing homeless shelter and housing resource space and add much needed permanent supportive housing with wrap around services to support chronically homeless individuals obtain and maintain housing. The 60 Wells Street location has been accepted by the community as a homeless shelter, making this the optimal site to continue and improve upon that use. This project surfaced in conjunction with CSO's application for the State Shelter Contract in Greenfield. CSO participated in the robust community conversations led by Housing Greenfield and area service providers this spring that resulted in recommendations to improve emergency shelter services in the Greenfield area, many of which are integrated into the project's design. CSO's goals are to provide flexible services to residents to assist and ensure that residents can live safely and independently in their apartments; and to provide opportunities for community involvement through congregate meals, social opportunities, and educational forums.

### 3. Who will benefit from this project and why/how?

The community impact of this project will be two-fold – improved and expanded shelter space and services, and the creation of much needed housing for extremely low-income individuals paired with wrap-around services. Developing new Permanent Supportive Housing (PSH) units located on the 60 Wells Street campus with CSO shelter services will maximize efficiency of service delivery. Permanent housing with supportive services is a proven, cost-effective approach to help chronically homeless individuals maintain housing, shifting away from costly emergency room visits and crisis response to preventative intervention and primary care. CSO employs a low-threshold, housing-first approach with a trauma-informed model of comprehensive, holistic services for those with multiple and complex issues. CSO commits to providing quality services while collaborating with community partners to establish and participate in a comprehensive system of assistance and resources for shelter guests and residents of 60 Wells Street.

### 4. How will you measure your success?

CSO currently utilizes measurements of success that would be included in the 60 Wells Street project.

- Tracking the outcomes of guests who are staying in shelter and where they exit shelter to.
- Number of formerly chronically homeless individuals who exit CSO/FOH permanent supportive housing for additional permanent supportive housing (which then opens up units for people who are currently chronically homeless)

- Improved quality of life indicators such as formerly chronically homeless individuals who are residing on campus and having less hospital stays
- Number of chronically homeless individuals obtaining and maintaining permanent housing
- Number of chronically homeless individuals obtaining and maintaining temporary housing
- Number of chronically homeless individuals who need higher level of care and are able to access other systems of care
- The quality and quantity of services provided on-site or in collaboration with nearby providers

5. How does this project fit with the requirements of the Community Preservation Act? (See attached chart)

This project will create much needed, deeply affordable housing for extremely low-income individuals earning less than 30% AMI. The affordability level of the apartments is well below the 100% AMI threshold for CPA housing projects. CSO is committed to maintain the property as affordable housing for a period of at least 50 years.

6. If appropriate, how does this project fit with existing City plans? (See GCPC Plan [hyperlink])

This project addresses the City's top Community Preservation goal, as identified in the 2022-2023 CPC Plan: **"Creation of further housing opportunities in the City"** The highest CPA priority between FY23 and FY28 is to create greater housing choice and foster a diversity of housing options throughout the City".

Furthermore, the project meets the following Housing Objectives from the CPC Plan:

- Reduce the number of unhoused and housing insecure people in Greenfield
- Promote affordable, safe, ADA accessible and energy efficient rental opportunities
- Increase universal design and accessibility in housing

The CPC Plan, 2014 Greenfield Housing Study, and recent studies from the UMass Donahue Institute, all point to the large need for more housing affordable for extremely low-income households. UMass Donahue Institute recently identified the need for over 17,000 new apartments for extremely low-income households in the Pioneer Valley.

7. Who is encouraging you with this project? If you have letters from organizations or City boards, please attach them.

The Greenfield Community and Economic Development Department initiated this project by connecting CSO with Rural Development, Inc., a non-profit affordable housing developer, to see if there was potential to add housing at the 60 Wells Street site. The Mayor and local legislators have been kept apprised of the project and provided letters of support for CSO's funding application to the MA Department of Housing and Community Development in October. These letters of support are attached.

The development team met with several social service and community organizations in early October to provide an overview of the project and discuss possible collaborations. Letters of support from the Franklin

County Sheriff's Office, Community Health Center of Franklin County, and the Three County Continuum of Care, are attached. The development team also presented the 60 Wells Street project at Housing Greenfield's October 12, 2022 meeting to gather input from the group. Housing Greenfield voted at the meeting to provide public support for the project at the October 20, 2022 Planning Board presentation. The Housing Greenfield letter to the Planning Board is attached. In addition to presenting the project to the Planning Board, the Planning Director provided a zoning verification letter for the project, also attached.

## 8. Budget:

### Budget Summary

Total Budget	CPA Funds Requested	Funds from Other Sources
\$23,369,005	\$100,000	\$23,269,005

### Complete Budget

#### Some definitions:

Personnel: Any paid staffing

Equipment: items with a useful life expectancy of more than one year.

Supplies: items with a useful life of less than one year.

Contractual: any work that is done for a limited period of time by a person/organization with specialized skills, e.g. lawyer, surveyor, etc.

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

Please leave any category blank that does not apply to your project.

Category	CPA Funds	Other Funds/In kind value (see below)	Total
Personnel			
Equipment			
Supplies			
Contractual			
Construction	\$100,000	\$16,212,490	\$16,312,490
Other - Acquisition		\$1,590,000	\$1,590,000
Other – Soft Costs		\$3,240,073	\$3,240,073
Other – Development Costs		\$2,226,442	\$2,226,442
TOTAL	\$100,000	\$23,269,005	\$23,369,005

#### Other Funds:

- Please identify the other sources of funding including federal, state, or local government or any other sources.



- Cash means that the source is providing funds.
- In kind means that the source is going to give labor or goods, but no cash. In kind support still has value. How much would it cost if you were to pay for the labor or goods?
- Confirmed means that the organization or business has made a commitment to supply the items, labor or funds

Organization	Item	Amount or value	Cash (Please check)	In kind (Please check)	Confirmed (Y or N)
Federal Home Loan Bank Affordable Housing Program	Direct subsidy	\$650,000	X		N
City of Greenfield FY22 CDBG	Direct subsidy	unknown	X		N
Charlesbank Homes Foundation	Direct subsidy	\$50,000	X		N
MA Department of Housing and Community Development	ARPA Supportive Housing Funds	\$6,500,000	X		N
MA Department of Housing and Community Development	Housing Innovations Funds	\$3,200,000	X		N
MA Department of Housing and Community Development	Housing Stabilizations Funds	\$3,200,000	X		N
MA Department of Housing and Community Development	National Housing Trust Fund	\$1,000,000	X		N
Federal Low Income Housing Tax Credit Equity	4% Bond	\$8,142,848	X		N
Development Fee Loan Equity	Equity	\$476,157	X		N
Greenfield Savings Bank	Construction Loan	\$12,619,263	X		Y
Community Economic Development Assistance Corporation	Acquisition and Predevelopment Loan	\$1,590,000 (acquisition) \$400,000 (predevelopment)	X		Y

9. Timeline:

Please provide a schedule for project implementation. Please include major tasks, e.g. survey, acquisition of historic documents, etc.

Task	Estimated Start	Estimated completion
Funding Commitments, Construction Financing	July 2022	June 2023
Permitting, Predevelopment	July 2022	June 2023
Construction	July 2023	July 2024
Occupancy	August 2024	December 2024 (full occupancy) and ongoing

Permanent Closing	March 2025	March 2025

10. Implementation:

If you have a project manager already in place, please provide the following information. If you do not yet, have that information, please discuss the process to move forward on that task.

Project Manager (Paid or volunteer)	Phone	Email
Alyssa Larose, Housing Development Director, Rural Development, Inc.	413-223-5225	alarose@fcrhra.org

Plans for hiring a paid or volunteer project manager:

CSO is partnering with Rural Development, Inc. (RDI) for development project management services because of RDI's strong development track-record and experience serving Franklin County. Peter Graham of Valley Housing Consultants was selected as development consultant for his long-standing reputation in the region for working with non-profit and for-profit developers to provide multi-disciplinary real estate consulting, financial feasibility analysis, development packaging, project management services, and market analysis for housing and economic development projects. Jones Whitsett Architects (JWA) of Greenfield were chosen for their experience with community-based projects. Berkshire Design Group is providing civil engineering and landscape design services for the project.

11. Maintenance (Leave blank if not applicable to your project)

If your project requires ongoing maintenance, who will be responsible for that for the 5 years after completion? How will that maintenance be funded?

Clinical & Support Options, Inc., will be responsible for the day-to-day operations of the property, including maintenance. Maintenance will be funded through property operations.

Maintenance Budget

Year 1	Year 2	Year 3	Year 4	Year 5
\$93,100	\$95,893	\$98,770	\$101,733	\$104,785

To the best of my knowledge and belief, all data in this application are true and correct. This document has been duly authorized by the individual or governing body of the applicant.

Name of authorized representative:

Bill Miller

Title, if appropriate

VP Housing and Shelter Services, Clinical and Support Options, Inc.

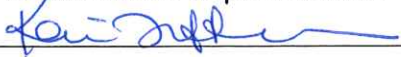
Email

bmiller@csoinc.org

Phone number

413-732-3069 x1043

Signature of Authorized Representative



Date Signed

11/22/2022

JAMES P. McGOVERN  
2ND DISTRICT, MASSACHUSETTS

COMMITTEE ON RULES

COMMITTEE ON AGRICULTURE

SENIOR DEMOCRATIC WHIP

**Congress of the United States**  
**House of Representatives**  
Washington, DC 20515-2102

<http://www.mcgovern.house.gov>

438 CANNON HOUSE OFFICE BUILDING  
WASHINGTON, DC 20515-2102  
(202) 225-6101

DISTRICT OFFICES:  
12 EAST WORCESTER STREET, SUITE 1  
WORCESTER, MA 01604  
(508) 831-7356

✓ 94 PLEASANT STREET  
NORTHAMPTON, MA 01060  
(413) 341-8700

24 CHURCH STREET, ROOM 29  
LEOMINSTER, MA 01453  
(978) 466-3552

10/21/2022

Mr. Mike Kennealy  
Massachusetts Secretary of Housing and Community Development  
100 Cambridge St, Suite 300  
Boston, MA 02114

**Re: Support for 60 Wells Street Permanent Supportive Housing and Shelter Project**

Dear Secretary Kennealy,

I am writing in strong support of Clinical & Support Options, Inc.'s (CSO) application for funding to create permanent supportive housing and improved emergency shelter services in downtown Greenfield, MA. If approved, this project will be transformative for the city and the broader region.

The project will rehabilitate and expand the existing homeless shelter and housing resource center at 60 Wells Street, Greenfield. It will also add new permanent supportive housing (PSH) units on site. The design includes substantial renovation of the existing building and addition of a 3-story building to create a total of 36 permanent supportive housing apartments. Total shelter beds for men and women will increase from 30, currently, to 40, and an addition of a cafeteria will also serve as overflow shelter space. Developing new Permanent Supportive Housing (PSH) units located on the Wells Street campus with CSO shelter services will maximize efficiency of service delivery, since new tenants will have access to a robust 24/7 array of services specifically designed to meet the needs of formerly homeless residents.

All 36 PSH studios will serve extremely low-income chronically homeless individuals who have incomes at or below 30% area median income (AMI). According to the Western Massachusetts Network to End Homelessness, rates of homelessness among individuals has increased regionally to the highest point in five years. According to the UMass Donahue Institute's 2022 Springfield & Pioneer Valley Housing Phase II report, the region currently needs at least 17,000 more rental units at or below \$500 a month. As a result of the current lack of affordable housing, the city of Greenfield continues to see homeless encampments.

The timing for this project could not be better, or more urgent. CSO is poised to take on the State shelter contract in Greenfield, and for years has operated a proven model of shelter, housing resource center, and supportive housing at its Friends of the Homeless campus in Springfield. At the Wells Street site, this successful model would be scaled to meet the needs of Greenfield and

Franklin County. CSO has formed a strong development team including Valley Housing Consultants, with years of affordable housing development expertise, and Rural Development, Inc., the only non-profit affordable housing developer focused solely on Franklin County.

It is my hope that you will extend full and fair consideration to CSO's application. The City of Greenfield, and the rural region of Franklin County, are in need more permanent solutions for its most vulnerable residents. Thank you for your time and consideration of my letter. Please direct any questions, to my Regional Manager, Koby Gardner-Levine, at [koby.gardner-levine@mail.house.gov](mailto:koby.gardner-levine@mail.house.gov).

Sincerely,



James P. McGovern  
Member of Congress

*The Commonwealth of Massachusetts*  
MASSACHUSETTS SENATE

**SENATOR JO COMERFORD**

*Hampshire, Franklin and Worcester District*

STATE HOUSE, ROOM 413C  
BOSTON, MA 02133-1053  
TEL. (617) 722-1532  
WWW.MASENATE.GOV

*Chair*  
JOINT COMMITTEE ON PUBLIC HEALTH

*Chair*  
JOINT COMMITTEE ON COVID-19 AND  
EMERGENCY PREPAREDNESS AND MANAGEMENT

October 14, 2022

Jennifer Maddox, Undersecretary  
Massachusetts Department of Housing and Community Development  
100 Cambridge St, Suite 300  
Boston, Massachusetts 02114

***Re: 60 Wells Street Permanent Supportive Housing and Shelter Project in Greenfield***

Dear Undersecretary Maddox,

I write in strong support of Clinical & Support Options, Inc.'s (CSO) application for state funding to rehabilitate the existing homeless shelter in Greenfield and add 36 units of permanent supportive housing at the site.

This project will have a powerful impact on the community by providing improved and expanded shelter space and services and creating much-needed housing, paired with wrap-around services, for extremely low-income individuals. Greenfield and surrounding areas have an acute need for additional homeless shelter and supportive housing capacity, as demand for existing shelter space and housing units consistently and significantly outstrips the current supply. The development of new Permanent Supportive Housing (PSH) units on the 60 Wells Street campus with CSO shelter services will maximize efficiency of service delivery, with new tenants being able to access robust, 24/7 services specifically designed to meet the needs of formerly homeless residents. Permanent housing with supportive services is a proven, cost-effective approach to help chronically homeless individuals maintain housing, shifting away from costly emergency room visits and crisis response to primary care and preventive intervention.

CSO employs a trauma-informed, one-stop model of comprehensive, holistic services for those with multiple and complex issues and is uniquely qualified to serve the needs of shelter guests and residents living at the site. CSO commits to providing quality services while collaborating with community partners to establish and participate in a comprehensive system of assistance and resources for residents.



This request for funding, if awarded, would be transformative for the City of Greenfield and its most vulnerable residents. Thank you for your consideration and attention to this important project.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jo Comerford', with a stylized, cursive script.

Jo Comerford  
**State Senator**

*Hampshire, Franklin, Worcester district*

*Commonwealth of Massachusetts*  
HOUSE OF REPRESENTATIVES

Natalie M. Blais  
State Representative  
1st Franklin District  
State House  
24 Beacon Street  
Boston, MA, 02133

COMMITTEES:  
Children, Families and People  
with Disabilities, Vice-Chair

Tourism, Arts & Culture  
Transportation  
Ways and Means

October 17, 2022

Jennifer Maddox, Undersecretary  
Massachusetts Department of Housing and Community Development  
100 Cambridge St, Suite 300  
Boston, MA 02114

**Re: Support for 60 Wells Street Permanent Supportive Housing and Shelter Project**

Dear Undersecretary Maddox,

I am writing in strong support of Clinical & Support Options, Inc.'s (CSO) application for State ARPA funding and Low-Income Housing Tax Credits to create permanent supportive housing and improved emergency shelter services in downtown Greenfield. The City of Greenfield, and the rural region of Franklin County, desperately need more permanent solutions for its most vulnerable residents.

Homelessness has been an issue in the region for years but became a front-page issue in Greenfield in 2018 when a large homeless encampment was in place for most of the summer on the Town Common. In 2020, because of the City's efforts and the pandemic, the Wells Street shelter was able to expand to 30 beds. Now, in 2022, even with this shelter bed increase, homelessness in the region is at a five-year high, according to the Western MA Network to End Homelessness. The UMass Donahue Institute reports the region currently needs at least 17,000 more rental units priced at or below \$500 a month. Encampments in public parks in Greenfield have once again become front page public safety concerns.

The community impact of this project will be two-fold – improved and expanded shelter space and services, and the creation of much needed housing for extremely low-income individuals paired with wrap-around services. This project coincides with CSO taking on the State individual shelter contract in Greenfield, which will maximize efficiency of service delivery, as new tenants can access a robust 24/7 array of services specifically designed to meet the needs of formerly homeless residents. CSO has formed a strong development team including Valley Housing Consultants, with years of affordable housing development expertise, and Rural Development, Inc., the only non-profit affordable housing developer focused solely on Franklin County.

I urge you to support CSO's request for funding. Thank you for your time and consideration of this important matter.

Sincerely,



Natalie M. Blais  
**State Representative**  
*First Franklin district*



# Commonwealth of Massachusetts

## Office of the Sheriff

FRANKLIN COUNTY

CHRISTOPHER J. DONELAN  
SHERIFF



LORI M. STREETER  
SUPERINTENDENT

October 14, 2022

Jennifer Maddox, Undersecretary  
Massachusetts Department of Housing and Community Development  
100 Cambridge Street, 4<sup>th</sup> Floor  
Boston, MA 02114

Re: Support for Greenfield Permanent Supportive Housing and Shelter Project

Dear Undersecretary Maddox:

The Franklin County Sheriff's Office (FCSO) strongly supports Clinical & Support Options, Inc.'s (CSO) application to the Department of Housing and Community Development to create permanent supportive housing and improved emergency shelter services at 60 Wells Street in downtown Greenfield.

The FCSO has invested heavily in post-release services for formerly incarcerated individuals, including assisting individuals with obtaining housing. Finding safe, supportive housing is a critical step in helping individuals on their path towards integration back into the community. The housing shortage in our region makes this task extremely difficult, however. Housing with supportive services is a proven, cost-effective approach to help individuals maintain housing. Developing new Permanent Supportive Housing (PSH) units on the 60 Wells Street campus with CSO shelter services will maximize efficiency of service delivery and will help fill a critical housing need in our community.

The central downtown location of this project lends itself to many opportunities for service collaboration. As an example, the FCSO recently opened the Franklin County Community Justice Support Center at 106 Main Street. Re-entry and post release workers based at the Center will be able to visit and support residents staying around the corner at 60 Wells Street. We also welcome opportunities for sponsoring community meals at 60 Wells Street, and other possible collaborations.

This project, if awarded, will be transformative for the City and the broader region. Thank you for your consideration and attention to this important matter.

Sincerely,



Christopher J. Donelan  
Sheriff



10/13/22

Jennifer Maddox, Undersecretary  
Massachusetts Department of Housing and Community Development  
100 Cambridge Street, 4<sup>th</sup> Floor  
Boston, MA 02114

Re: Support for Greenfield Permanent Supportive Housing and Shelter Project

Dear Undersecretary Maddox,

I'm writing to express support for Clinical & Support Options, Inc.'s (CSO) application to create permanent supportive housing and improved emergency shelter services at 60 Wells Street in downtown Greenfield.

The Community Health Center of Franklin County is a Federally Qualified Health Center (FQHC); our mission is to provide excellent medical care to all residents of Franklin County, regardless of insurance status or income. Our community health workers work one on one with the homeless population in our region, helping them access care and services. Despite all the efforts of our communities and service agencies, there are simply not enough resources for housing and shelter. CSO's proposal to expand and improve shelter services, and to add housing with supportive services on site, will be a significant step in working towards meeting this need.

We are particularly excited about the potential collaboration given the project's central location in downtown. Greenfield serves as a hub of services, and partnership among providers is key to ensuring effective care. CHCFC's Greenfield clinic is located on Main Street, around the corner from 60 Wells Street. We look forward to exploring collaborations with CSO, such as on-site vaccination clinics, and warm handoffs of patients going between our clinic on Main Street and the shelter.

This project, if awarded, will be transformative for the City and the broader region. Thank you for your consideration and attention to this important matter.

Sincerely,

Jessica Calabrese  
Interim CEO

**Greenfield Medical & Dental**

102 Main Street  
Greenfield, MA 01301

Tel: (413) 325 - 8500

**Urgent Dental Care**

164 High Street  
Greenfield, MA 01301

Tel: (413) 325 - 8700

**Orange Medical & Dental**

119 New Athol Rd  
Orange, MA 01364

Tel: (978) 544 - 7800



**ROXANN WEDEGARTNER**  
Mayor



City Hall  
14 Court Square  
Greenfield, MA 01301  
Phone 413-772-1560 • Fax 413-772-1519  
mayor@greenfield-ma.gov  
www.greenfield-ma.gov

City of  
**GREENFIELD, MASSACHUSETTS**  
**OFFICE OF THE MAYOR**

October 25, 2022

Jennifer Maddox, Undersecretary  
Massachusetts Department of Housing and Community Development  
100 Cambridge Street, 4<sup>th</sup> Floor  
Boston, MA 02114

Re: Local Commitment for 60 Wells Street Permanent Supportive Housing and Shelter Project

Dear Undersecretary Maddox,

The City of Greenfield strongly supports Clinical and Support Options' (CSO) application to DHCD's 2022 supportive housing funding for the development of permanent supportive housing and renovation and expansion of homeless shelter and housing resources at 60 Wells Street in Greenfield. City staff, involved in the yearly struggle to shelter our most vulnerable residents, were proactive in initiating this project with CSO and their development team partner Rural Development Inc. (RDI), with the goal of moving towards a housing-first approach at the Wells Street site to support individuals with obtaining and maintaining housing.

Homelessness has been an issue in Greenfield and surrounding towns for years but was brought glaringly into the public eye during the summer of 2018 when a homeless encampment emerged on the Town Common. In response, the City convened the leadership of several organizations serving the homeless to find temporary housing for the residents and explore options to expand shelter services. To solve the immediate need for the winter of 2018-2019, the City worked with agencies and DHCD to secure additional funding so that a warming center could be established. This warming center was established again for the winter of 2019-2020.

Plans to expand shelter space at the overnight shelter at 60 Wells Street, run at that time by ServiceNet, had been stalled due to costs. In January 2019, the tragic carbon monoxide deaths of two people encamped behind a fast-food restaurant on a night when temperatures dropped into single digits, again thrust the homeless crisis to the forefront. Though one of these individuals did have an apartment in downtown Greenfield, it was clear that more permanent solutions were needed.



*The City of Greenfield is an Affirmative Action/Equal Opportunity Employer, a designated Green Community and a recipient of the "Leading by Example" Award.*



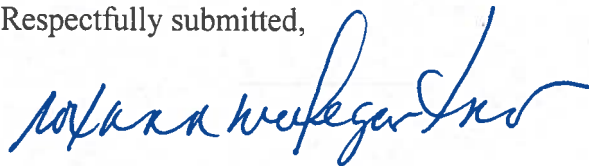
When COVID struck in March 2020, the City worked with ServiceNet and the owner of 60 Wells Street to expand and spread out shelter beds in the building, allowing an increase to 30 beds utilizing the upstairs space under emergency authorization by Greenfield's Fire and Building departments. A private donation allowed for the renovation of the second floor for this purpose.

Looking forward, the City desired a more permanent solution for shelter guests to obtain and maintain housing. City staff had several conversations with service providers and developers concerning our desire to expand the use of the building at 60 Wells Street for housing that would serve residents coming out of shelter but still needing support. In February 2022, the City connected CSO and RDI to see if the two organizations would be interested in partnering to develop permanent supportive housing at the site. At this time, the City was aware that the state would be issuing an RFP for shelter services and we were interested in forging a better arrangement with properties and organizations to serve the need of the homeless here in Greenfield and the broader region by expanding housing opportunities for Extremely Low Income (ELI) individuals rather than adding shelter beds. With CSO now slated to take over individual shelter operations in Greenfield in spring 2023, the timing of this project could not be better.

The City is pleased to see RDI and CSO working to advance this project. Specifically, the City hopes to support this project by providing some level of funding through its CDBG22 application.

I applaud DHCD's commitment to increasing the supply of affordable housing for our most vulnerable residents. As a small city in a rural area, we recognize our role as a service hub, and greatly appreciate the support from the State to help meet these difficult demands on our community.

Respectfully submitted,



Roxann Wedegartner  
Mayor



*The City of Greenfield is an Affirmative Action/Equal Opportunity Employer, a designated Green Community and a recipient of the "Leading by Example" Award.*





# COMMUNITY ACTION PIONEER VALLEY

## COMMUNITY SERVICES

Center for Self-Reliance  
Food Pantries  
Community Resources & Advocacy  
Homelessness Prevention  
Money Matters  
VITA Free Tax Assistance Program  
Community Collaborations  
Franklin County Resource Network  
Look4Help  
RSVP of the Pioneer Valley  
Three County CoC

## ENERGY PROGRAMS

Electric Efficiency Audits  
Fuel Assistance  
Heating System Repair  
Weatherization

## FAMILY SUPPORT PROGRAMS

Family Resource Center  
Healthy Families  
Massachusetts Family Center/CFCE  
ParentChild+

## HEAD START & EARLY LEARNING PROGRAMS

Child Care  
Early Head Start  
Head Start

## WIC

Breastfeeding Support  
Nutrition Screening & Education  
Supplemental Food

## YOUTH & WORKFORCE DEVELOPMENT PROGRAMS

Adult Workforce Development  
Harmon Personnel  
(Alternative Staffing Organization)  
Youth Workforce Development  
Youth Leadership Development  
Groups & Individual Support  
Communities That Care Coalition

## MAIN OFFICES

Franklin County  
393 Main Street  
Greenfield MA 01301

Phone: 413.774.2318  
Fax: 413.773.3834

Hampshire County  
17 New South Street, Suite 116  
Northampton MA 01060

Phone: 413.582.4230  
Fax: 413.582.4248

North Quabbin  
167 South Main Street  
Orange MA 01364

Phone: 978.544.5423  
Fax: 978.544.2805

info@communityaction.us  
communityaction.us  
facebook.com/communityaction.us

October 21, 2022

Jennifer Maddox, Undersecretary  
Massachusetts Department of Housing and Community Development  
100 Cambridge St, Suite 300  
Boston, MA 02114

Re: Support for 60 Wells Street Permanent Supportive Housing and Shelter Project

Dear Undersecretary Maddox,

I am writing to express Community Action Pioneer Valley & Three County Continuum of Care's (CoC) strong support of Clinical & Support Options, Inc.'s (CSO) application to create 36 units of permanent supportive housing and improved emergency shelter services in downtown Greenfield.

As the collaborative applicant for the MA-507 CoC, we promote and guides a community-wide vision, strategy, and commitment to efforts to prevent and end homelessness; mobilizes funding; improves coordination and integration of mainstream resources and programs targeted to people experiencing homelessness through a housing first model; and establishes system-wide data collection and performance measurement practices to ensure successful housing strategies and equitable housing for vulnerable populations. Greenfield, as the county seat, is home to many of the resources to support this population. Franklin County has long needed more permanent housing solutions with supportive services for chronically homeless individuals. With CSO now slated to take over individual shelter operations in Greenfield in spring 2023, the timing of this project could not be better or more urgent.

Developing new permanent supportive housing units on the 60 Wells Street campus with CSO shelter services will maximize efficiency of service delivery, as new tenants can access a robust 24/7 array of services specifically designed to meet the needs of formerly homeless residents. CSO employs a trauma-informed, one-stop model of comprehensive, holistic services for those with multiple and complex issues, and is uniquely qualified to serve the needs of shelter guests and residents living at the site.

I urge you to support CSO's request for funding. The City of Greenfield, and the rural region of Franklin County, desperately need more permanent solutions for its most vulnerable residents.

Thank you for your time and consideration.

Sincerely,

Clare Higgins  
Executive Director  
Community Action Pioneer Valley

Access ■ Opportunity ■ Community



Partner Agency

## Alyssa Larose

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**From:** Susan Worgaftik <suworg1@gmail.com>  
**Sent:** Monday, October 17, 2022 12:33 PM  
**To:** Eric Twarog  
**Cc:** Gina Govoni; Alyssa Larose; Bill Miller (bmiller@csoinc.org)  
**Subject:** CSO/RDI Development of 60 Wells Street

Greenfield Planning Board  
c/o Eric Twarog, Greenfield City Planner

October 17, 2022

Dear Members of the Greenfield Planning Board:

I am writing to you on behalf of Housing Greenfield, Greenfield's housing community advocacy organization. I had intended to attend your October 20<sup>th</sup> meeting to express our full support of the plan for supportive housing that is being presented by Clinical and Support Options (CSO) and Rural Development, Inc (RDI) for 60 Wells Street. Due to unforeseen circumstances, I am writing this support letter to you instead.

Housing Greenfield fully supports the preliminary plan for 60 Wells Street that has been presented to us by CSO and RDI. We understand that this plan will grow and develop over time to meet the realities of the site and community needs. However, the conceptual design to expand the shelter to 40 beds and incorporate a "housing first" approach encompassing 36 efficiency apartments is essential if we, as a community, are going to respond to the needs of our most vulnerable citizens.

As we have all known for a long time, the thing that unhoused people need most is housing. This plan provides housing for a significant portion of Greenfield's and Franklin County's unhoused population. The members of Housing Greenfield recognize that one size does not fit all. The plan intelligently looks at the needs of people who, for months, years and sometimes decades, have lived in tents and on the streets. Some of those who have been unhoused require social services specific to their needs. Others just need a financially affordable place to live. This CSO/RDI project accommodates the needs of all potential residents.

We also understand that many of the future residents of this project have felt isolated from the community at large. Toward that end, our November Housing Greenfield meeting, and probably future ones as well, will consider how we can be supportive to this new project so that the residents truly feel part of the broader Greenfield and Franklin County communities.

We look forward to working closely with the staff of CSO and RDI toward developing a project that meets the needs of its future residents, connects them to the broader community and is architecturally an asset to Greenfield and the Wells Street neighborhood.

Please feel free to contact me if you have any questions about our support for this project.

Sincerely,  
Susan Worgaftik  
Housing Greenfield



Roxann Wedegartner  
Mayor

# City of **GREENFIELD, MASSACHUSETTS**

## **PLANNING AND DEVELOPMENT**

### **PLANNING BOARD**

City Hall • 14 Court Square • Greenfield, MA 01301  
Phone 413-772-1549 • [eric.twarog@greenfield-ma.gov](mailto:eric.twarog@greenfield-ma.gov) • [www.greenfield-ma.gov](http://www.greenfield-ma.gov)

### MEETING NOTICE **GREENFIELD PLANNING BOARD** **\*\*John Zon Community Center\*\*** **35 Pleasant Street**

Thursday, October 20, 2022

**\*\*\* 6:00 p.m. \*\*\***

### **AGENDA**

CHAIRS STATEMENT: This meeting is being recorded. If any other persons present are doing the same you must notify the chairperson at this time.

1. Call to order by Chairperson
2. Approval of Meeting Minutes of October 6, 2022
3. Presentations:
  - a. Presentation on the Clinical & Support Options project at 60 Wells Street.
4. Action Items:
  - a. Planning Board deliberation on the proposed Zoning Amendments to Section 200 7-17: Marijuana Establishments, Marijuana Indoor and Outdoor Cultivation of the Zoning Ordinance.
5. Discussion Items:
  - a. Discussion with Clara Lopez on a potential zoning amendment to allow carport and other structures that do not meet current setback requirements to be allowed.
6. Board and Staff Reports
7. Set next meeting date
8. Adjourn

\* Please note that the list of topics in this notice was comprehensive at the time of posting, however the public body may consider and take action on unforeseen matters not specifically named in this notice.

**Executive session may be called.**



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a designated Green Community and a recipient of the "Leading by Example" Award*





1



2



EXISTING VIEW OF NORTH FACADE LOOKING SOUTHEAST

60 WELLS STREET  
GREENFIELD, MA



3



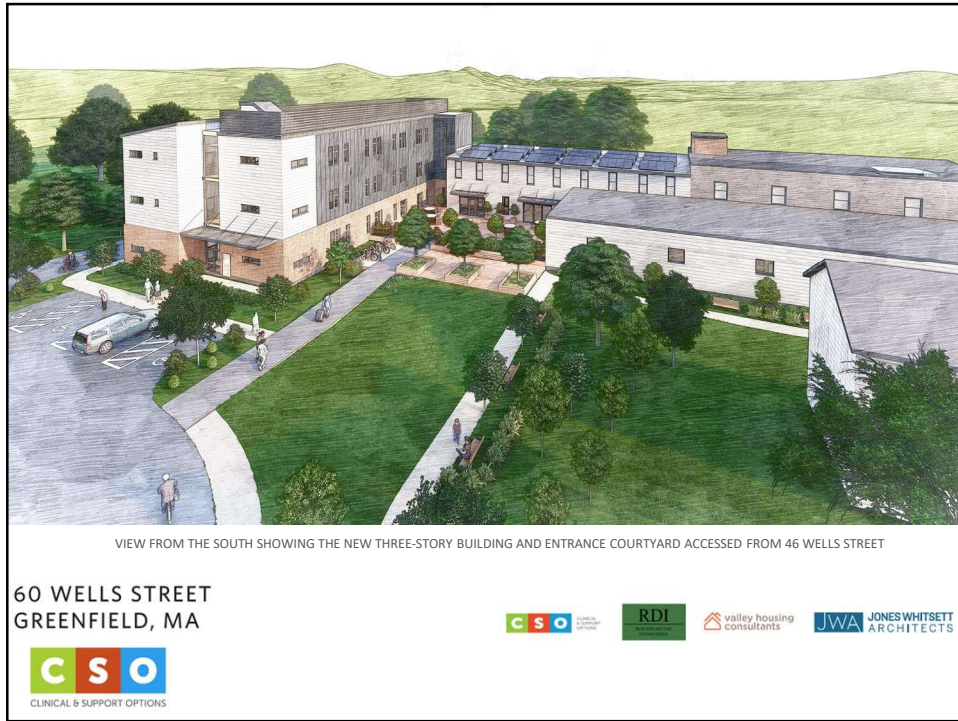
RENOVATED BUILDING WITH NEW ADDITION - VIEW OF NORTH FACADE LOOKING SOUTHEAST

60 WELLS STREET  
GREENFIELD, MA



4





5



6



**Roxann Wedegartner**  
Mayor

City of  
**GREENFIELD, MASSACHUSETTS**

**PLANNING AND DEVELOPMENT**

**ERIC TWAROG**

Director

City Hall • 14 Court Square • Greenfield, MA 01301  
Phone 413-772-1549 • [eric.twarog@greenfield-ma.gov](mailto:eric.twarog@greenfield-ma.gov) • [www.greenfield-ma.gov](http://www.greenfield-ma.gov)

September 27, 2022

Bill Miller  
Vice President of Housing and Homeless Services  
Clinical and Support Options, Inc.  
8 Atwood Drive, Suite 301  
Northampton, MA 01060

RE: Zoning Verification Letter – 60 Wells Street, Greenfield, MA  
(Parcel Number: 58-14-0)

Dear Mr. Miller:

This letter confirms that the above referenced property described in an instrument recorded in the Franklin County Registry of Deeds at Book 6338, Page 317 is zoned as Central Commercial (CC) under the applicable provisions of the Greenfield Zoning Ordinance. The current use of the property is a housing shelter care facility and offices. The Assessing Land Use Code for the property is 340 (General Office Buildings). Business and professional offices are allowed by right in the CC District with site plan review and approval from the Planning Board. Multi-family housing, which is defined as four (4) or more dwelling units, is a use also allowed by right with site plan review and approval from the Planning Board within the CC District. The proposed project at this address meets current zoning for a by-right, site plan review process by the Greenfield Planning Board.

There are no present violations of the Zoning Ordinance with respect to the property and the property conforms to all requirements of the Zoning Ordinance to include all dimensional requirements and off-street parking requirements. We are unaware of any pending applications for rezoning, special permits or variances in connection with the property or any pending hearings, cases, appeals or other proceedings which could affect the zoning classification of the property or the conformance of the property to applicable zoning law, ordinances or regulations.

If you need additional information or have any questions or concerns, please feel free to contact me at (413) 772-1549 or [eric.twarog@greenfield-ma.gov](mailto:eric.twarog@greenfield-ma.gov).

Sincerely,

A handwritten signature in black ink, reading "Eric Twarog". The signature is fluid and cursive, with the first name "Eric" and last name "Twarog" clearly distinguishable.

Eric Twarog, AICP  
Director of Planning & Development

