

Information Packet

455 Harvard Street

An Affordable Housing Lottery Brookline MA

This packet contains specific information on the affordable housing program and application process for the affordable rental apartments being offered at 455 Harvard Street in Brookline, MA.

The Town of Brookline and 455 Harvard Street invite you to read this information and submit an application.

Please hold on to this packet until you have leased an apartment as it will be a useful guide throughout the entire process.

The first apartments will be ready for occupancy in August/September 2019.

APPLICATIONS MUST BE DELIVERED BY 2:00 PM, JUNE 4TH, 2019 TO SEB HOUSING

Additional Applications available at the Brookline Library and
www.s-e-b.com/lottery.

For Affordable Unit Information call (617) 782-6900

For TTY Dial 711

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A Public Info Session where questions about the lottery and the development can be addressed directly will be held at 6 pm on May 8th, 2019 in the Room 103 of Brookline Town Hall (333 Washington St).

GENERAL OVERVIEW AND RENTS

455 Harvard Street is a 17 unit development on 455 Harvard Street in Brookline. 4 units in this building will be made available through this application process and rented to households that have incomes at or below 50% of the Area Median Income. Units will first be available August/September 2019. Residences will have high-end finishes. The apartments feature nine-foot ceilings, central air conditioning, washer and dryers, refrigerators, microwaves, dishwashers and garbage disposals. The building is located near in Brookline's Coolidge Corner, steps to public transportation, restaurants, and parks. All units are 100% smoke-free. The unit mix is:

# of Units	# of Bedrooms	built out for persons with mobility impairments?	# of Bathrooms	Approximate Size (may change during construction)	Rent* (does not include any utilities except Sewer)	Parking Included?
2	1	NO	1	768-817 sqft	\$884*	NO
1	2	NO	1	900 sqft	\$1,041*	NO
1	3	NO	2	1367 sqft	\$1,187*	NO

***Rents subject to change in 2019. Tenants are responsible for paying the full amount of rent each month. Rents are not based on each applicant's income** (unless they already have a Section 8 voucher already or similar). Tenants will be responsible for paying all their own utilities except Water and Sewer. Utility types are: Gas Heat, Gas Water Heating, Electric Cooking, and Electricity. **Parking spots NOT included in the rent. Tenants in affordable units will need to pay approximately \$250/mo in addition to their rent if they want a parking spot.** The rents are set annually using a calculation that determines the "affordable" rent, which is based on the Area Median Incomes for the Boston MSA which is subject to change in 2019

Since it is possible that there will be more interested and eligible applicants than available units, the Developer will conduct a lottery to rank the eligible applicants for the program. The application and lottery process as well as the eligibility requirements are described in this information packet.

455 Harvard Street does not discriminate in the selection of applicants on the basis of race, color, national origin, religion, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law. Persons with disabilities are entitled to request a reasonable accommodation in rules, policies, practices, or services, or to request a reasonable modification in the housing, when such accommodations or modifications may be necessary to afford persons with disabilities an equal opportunity to use and enjoy the housing.

Q: How long will the designated apartments remain affordable?

A: After move-in, tenants are considered income eligible for an affordable unit as long as income that does not exceed 140% of the then-current applicable income limits for their household size (*see Yearly Eligibility and Rent Review for more details*). If the Area Median Income decreases or the total utility allowance increases, rents will drop. If the AMI increases or the utility allowances decrease, the rent may increase as further described in the Regulatory Agreement.

ELIGIBILITY REQUIREMENTS

Q: Who is eligible to apply for the affordable apartments in 455 Harvard Street?

A: In order to qualify for an affordable unit:

- 1.) Households must have income and assets that qualify within the parameters as highlighted in this section.
- 2.) Household priority will be given based on household composition. For questions on household size and composition, please read "**Household Size and Composition**". **Also note that 1 person households cannot live in 2BR units, and 2 person households cannot reside in 3BR units (unless they have a disability that requires a reasonable accommodation for an extra bedroom).**
- 3.) Household priority will be given based on household composition. For questions on household size and composition, please read "**Household Size and Composition**".
- 4.) Households, or their families, cannot have a financial interest in the development and a household's member cannot be considered a Related Party.

Additionally, some of the apartments will be built out for persons with mobility impairments ("Accessible Units"). All households may apply for the Accessible Units but households in need of these units will get top priority, regardless if the apartment is designated as local preference or not. For questions on priority by need of an apartment accessible to a person with disabilities, please read "**Accessible Unit Information**".

Q: What are the income eligibility requirements?

A: To be eligible to lease an affordable apartment, annual household income must be within a particular range, set by maximum and minimum income levels as follows:

Maximum Income

Household Size	Maximum Income Limit
1	\$37,750*
2	\$43,150*
3	\$48,550*
4	\$53,900*
5	\$58,250*
6	\$62,550*

**subject to change in 2019*

To be eligible to apply to lease an affordable apartment, the combined annual income for all income sources of all income-earning members in the household must be at or below fifty percent of median income for Boston-Cambridge-Quincy HMFA. **All sources of income are counted, please see details below.**

Minimum Income

The affordable housing program does not have a set minimum income limit. Rather, the Leasing Office will determine if an applicant has enough monthly income to cover the rent using the same methodology for applicants applying to their market rate units (which is that households must make approximately 2.5 times the monthly rent). **Applicants who receive a housing subsidy (like Section 8) are not subject to the minimum income requirements** but, like all other applicants, will also have to pass reviews on credit scores, tenant history, and criminal background checks in accordance with DHCD's requirements regarding same. Please see "Leasing Office Review" in the step-by-step process for more details.

Unit Size	Approximate Minimum Income Limit for households without a housing subsidy
1 BR	\$26,520
2 BR	\$31,230
3 BR	\$35,610

Q: How is a household's income determined?

A: A household's income is the total anticipated amount of money received by ALL members of the household over the next 12 months (starting from the date of application and projecting forward 12 months) based on their current income and assets. In an effort to provide as accurate an income estimation as possible, the Lottery Agent will also review historical income data to provide a basis for future income estimates. Any monies you anticipate receiving in the next 12 months will be counted as income and monies received over the previous 6 months will be analyzed to help estimate future income. This includes, but is not limited to, Social Security, alimony, child support, overtime pay, bonuses, unemployment, severance pay, part-time employment, matured bonds, monies to be received in court settlements, and actual or imputed interest and dividends on bank accounts and other assets. **ALL SOURCES OF INCOME ARE COUNTED** with the exception of income from employment for household members under the age of 18 and any income over \$480/year for full time students who are dependents (but note that all such income must still be documented even if it is exempt from the household income calculation).

It will be assumed that all applicants will continue to receive any monies they have received over the past 12 months unless supporting documentation proves otherwise. It is also not up to the household to determine what monies received over the past year should and should not be counted as their calculated income. Therefore, all monies should be listed on the application and the inclusion of these monies in determining a household's eligibility will be based on affordable housing guidelines.

Allowable Assets

There is no asset limit for applying households for this development. However, the higher of the actual income earned from assets, or the imputed income of 0.06% of all assets, will be counted as income. Household Assets are calculated at the time of application. Assets may include cash, cash in savings and checking accounts, net cash value of stocks, net cash value of retirement accounts (such as 401k), real property, bonds, and capital investments.

If any household member currently owns property, the total amount of equity in the home shall be added to their total value of assets.

Example: A household has \$8,000 in savings, \$30,000 in a retirement account that they are not drawing down from (\$20,000 net cash value) and a home assessed at \$300,000 on which they currently have \$278,000 remaining on the mortgage (\$22,000 in equity).

<i>Their assets total is:</i>	$\$8,000 + \$20,000 + \$22,000 = \$50,000$
<i>Actual Income from assets is:</i>	$\$300 + \$0 + \$0 = \$300 (A)$
<i>Imputed Income at 0.06% is:</i>	$0.06\% \text{ of } \$50,000 = \$30 (B)$

For this household, \$300 would be added to their income they receive from all other income sources (employment, Social Security, Alimony etc.) as the program takes the greater of (A) actual income from assets OR (B) imputed income from assets

Q: I cannot withdraw money from my 401k or retirement fund, do I have to include it when I list my assets?

A: Yes. You need to include the *net cash value* of all your current retirement funds. We realize that most retirement funds assess large penalties for early withdrawal but this does not technically mean that you “cannot” withdraw your funds. The post-penalty amount is what you need to provide along with supporting documentation.

Q: If I cannot qualify for a Lease based on my own income or credit history, can I have a co-signer on my Lease?

A: No. Only people who will live in the apartment can sign the lease. Applying households must be able to meet the income qualifications on their own. If someone outside the household is going to help pay the rent, the amount to be paid must be listed as “Periodic Payments” on the Income Table in the Program Application. These payments will be counted towards the applying household’s income.

Q: Do I have to be a resident of the Town of Brookline to apply?

A: No. All households that meet the income guidelines specified above may apply for an affordable apartment. Applicants that meet the Local Preference requirements will be given the opportunity to lease some, but not all, of the affordable apartments first. For more information on Local Preference, please go to page 17.

HOUSEHOLD SIZE AND COMPOSITION

Q: How is appropriate household size determined?

A: According to the Massachusetts Department of Housing and Community Development guidelines, a “household” shall be an individual, or two or more persons who will live regularly in the unit as their principal residence and who are related by blood, marriage, law or who have otherwise evidenced a stable inter-dependent relationship. Within an applicant pool, priority as set forth below, shall be given to households requiring the total number of bedrooms in the apartment based on the following **criteria**:

1. There is at least one occupant and generally no more than two occupants per bedroom (based on State Sanitary Code).
2. A married couple, or those in a similar living arrangement, shall be required to share a bedroom. Other household members may share but shall not be required to share a bedroom.
3. A person described in the first sentence of (2) shall not be required to share a bedroom if a consequence of sharing would be a severe adverse impact on his or her mental or physical health and the lottery agent receives reliable medical documentation as to such impact of sharing.

Please also note that households with disabilities must not be excluded from a priority/preference for a larger unit based on household size if such larger unit is needed as a reasonable accommodation. The following household sizes and compositions will be considered appropriate and given priority for the following apartment sizes (**occupancy restrictions may apply**):

TYPE III (*Priority for a 3BR Unit*)

- All 6 person households
- All 5 person households
- All 4 person households
- 3 person household: 1 head-of-household plus 2 members
- 3 person household: 2 heads-of-household under criteria 3 (described above) plus 1 member

TYPE II (*Priority for a 2BR unit, may apply for a 1BR unit*)

- 3 person household: 2 heads-of-household plus one member
- 2 person household: 2 heads-of-household under criteria 3 (described above)
- 2 person household: 1 head-of-household plus one member

TYPE I (*Will only be entered into the lottery for a 1BR unit*)

- 2 person household: 2 heads-of-household
- 1 person household: all types

Households with a total number of members which exceed the Massachusetts State Sanitary Codes for that particular sized apartment will not be allowed to rent an apartment. **In “The Lottery” in the Step-By-Step Process, you will find a detailed explanation on how priority is given to certain household sizes and compositions.**

Household Size and Composition Frequently Asked Questions

Q: Does the unborn child of a currently pregnant household member count towards our household size for income eligibility purposes?

A: Yes. A household may count an unborn child as a household member. You will have to submit proof of pregnancy with all the income and asset documentation that needs to be submitted with your application.

Q: Can a Type I & II Household apply for a three-bedroom unit?

A: Type I & II Households may apply HOWEVER they will not be put on the Waiting Lists for the 3BR unit as the 3BR unit will only be leased to a Type III household.

Q: Can a Type I Household apply for a two-bedroom unit?

A: Type I Households may apply HOWEVER they will not be put on the Waiting Lists for the 2BR unit as the 2BR unit will only be leased to a Type II or Type III household.

Q: If I am currently going through a divorce/separation or planning on being divorced / separated soon, can I still apply?

A: For non-homeowners, you will need to provide proof that the separation or divorce process has begun or has already been finalized. The **Program Application** will guide you through the documentation you will need to provide.

If you have only begun considering a divorce or separation, and no legal action has been taken, you cannot apply as a single head-of-household and your application will be reviewed as if your current spouse will be moving into the affordable apartment with you. **For homeowners going through a divorce**, the home must be sold or the divorce must be finalized (as you must be off the deed) before you move-in.

STEP-BY-STEP PROCESS AND TIMELINE

Q: What is the application, selection, and move-in process for the affordable apartments in 455 Harvard Street?

A: The process is essentially a two-step process.

The first step is to qualify for the Affordable Housing Program and be given a position on the Waiting Lists.

The second step is to be found Lease Eligible and reserve a unit (and unit availability will be determined by your position on the Waiting Lists).

The following pages explain each step in greater detail.

Step 1a: Applying for the Housing Program

thru June 4th, 2019

Step 1b: The Lottery

July 1st, 2019

Step 1c: Waiting Lists and Lottery Results

Established night of the lottery

Step 1d: SEB Pre-Approval/Preliminary Review of Program Eligibility

Within 10 days, applicants must submit all required income, asset and tax documentation

Step 2a: Leasing Office Review and Unit Selection

1-30 days after SEB Pre-Approval

Step 2b: File Update

Required for households moving into units coming online 6+ months from the lottery

Yearly Eligibility and Rent Review

30-90 days prior to lease renewal

A Public Info Session where questions about the lottery and the development can be addressed directly will be held at 6 pm on May 8th, 2019 in Room 103 in Brookline Town Hall (333 Washington St).

Step 1a: Applying for the Affordable Housing Program

Applicants will need to fill out a Lottery Application for every person that will be residing in the unit. Supporting income and asset documentation is not required with the Lottery Application (but will be required later). The Program Application and Required Documentation must be received (not postmarked) by the Lottery Agent by the date on the Lottery Application. Applications must be filled out entirely as incomplete applications will not be accepted for the lottery. Please see the cover page of the Lottery Application for locations for drop off and mailing address.

Once the Lottery Agent has received the Lottery Application, they will determine initial compliance for the lottery. Households without housing subsidies who fall well below the minimum income limits and households who submit applications indicated they are above the maximum allowable income limits will not be entered into the lottery. **Entrance into the lottery does not guarantee final income certification approval (see the following steps).**

Once a Lottery Application is received and SEB determines the household is eligible for the lottery, the applicant will receive an Application Number that solely designates the order that their application was received. The purpose of the Application Number is simply to keep all households names unknown when the Application Numbers are drawn at the lottery.

Households that are deemed ineligible by the Lottery Agent or have submitted incomplete applications will be notified by mail (or by email if an email address is provided).

Step 1b: The Lottery

The Lottery will be held on July 1st, 2019 at 6:00 pm in Brookline Town Hall. Households do not need to be present for the Lottery drawings. All Households will be notified of the results by the Lottery Agent. There will be two lotteries, a Local Preference Lottery and an Open Lottery. For Local Preference households, Application Numbers are placed in both Lotteries. For all other households, Application Numbers are placed only in the Open Lottery. For each Lottery, the Application Numbers are randomly drawn and placed in the order drawn on two Lottery Result Lists. **The order drawn does not necessarily reflect the order that households will get to select apartments as Application Numbers of smaller households are mixed in with Application Numbers of appropriately sized households.**

Regardless of the order drawn, all households of appropriate size for each apartment size will be given the opportunity to lease an apartment before any smaller household. *For example: A one-person household is the first household drawn in the Local Preference Lottery. They will be given the first opportunity to lease a one-bedroom apartment. However, they will NOT be given a position on the 3BR Waiting List as they are not a Type III household.*

To help clarify the actual order that applicants will be given the opportunity to lease apartments, Waiting Lists will be created from the Lottery Results Lists (*see next step*).

Step 1c: The Waiting Lists and Lottery Results

The Waiting Lists will be compiled immediately after the lottery. **The separate Waiting Lists created from the two Lottery Results Lists illustrate the order households will get to choose units based on unit size, household size/composition, local preference and need for a unit built out for persons with mobility impairments.** The position each household has on the Waiting Lists is determined by the order in which their Application Number is drawn relative to households of similar qualifications (i.e. households of “appropriate size” will be added to the Waiting Lists in the order drawn and then smaller households will be added in the order originally drawn.) *Please see “Household Size and Compositions” for details on Household Types I, II, III shown below.*

The Waiting Lists

Local Preference Waiting Lists

Waiting List for One 3BR apartment

Top Tier: All Type III Local Preference Households

Second Tier: All Type III Non-Local Preference Households

Waiting List for One 2BR apartments

Top Tier: All Type II&III Local Preference Households

Second Tier: All Type II&III Non-Local Preference Households

General/Open Waiting Lists

Waiting List for Two 1BR apartments

Top Tier: All Type I&II Households

Within two days of the lottery, the Waiting Lists will be sent to every household who was entered into the lottery. The Lottery Results establish the Waiting Lists. Every household with an Application Number will have a position on at least one Waiting List. Households that qualify for every lottery will have a position on every Waiting List.

Step 1d: SEB Pre-Approval/Preliminary Review of Program Eligibility

After the Lottery, the Lottery Agent will notify all the lottery applicants of the results and their positions on the Waiting Lists.

The Lottery Agent will contact up to ten times as many households as units available on each Waiting List and inform them that they have until a given date (which will be approximately 7 days from the date of notification) to submit all required documentation for SEB's preliminary review of Program eligibility. When SEB sends a household their Application Number prior to the lottery, SEB will also send them a Documentation Requirement Guide that details everything that will be required after the lottery for households invited to move forward in the process based on their positions on the Waiting Lists determined by the lottery. **Any household who is contacted but fails to submit all required documentation (and if their initial submission is incomplete, any and all missing documentation) by the 7 day deadline given by SEB will be removed from the Waiting List.** Similarly, any household who is over the income or asset limit, or is unable to verify all claims in their application, or is deemed to make insufficient income to meet the Leasing Office's rent to income ratio will also be removed from the Waiting Lists. Those households contacted who complete the eligibility review and are deemed eligible by SEB to move forward in the process will remain on the Waiting Lists.

All units are scheduled to begin occupancy by August/September 2019. As many more households will be required to complete the SEB Preliminary Review of Program Eligibility than units available, some households may complete the SEB Preliminary Review of Program Eligibility and not be given the chance to move immediately forward in the process of leasing one of the affordable units.

Households with positions lower on the Waiting List who were not asked to complete the SEB Preliminary Review of Program Eligibility and submit missing documentation will keep their place on the Waiting List (behind the top households who went through the documentation update process) and may be contacted in the future if more affordable applicants are needed to fill all the affordable units.

Step 2a: Leasing Office Review and Unit Selection

Households with high enough positions on the Waiting List to warrant an immediate invitation to go to the Leasing Office to complete a Lease Application will be given at least 5 days to schedule an appointment and complete the Lease Application. For the 2BR units (where there is more than one unit available), the Leasing Office may contact the more than one top applicant simultaneously, in which case, even if a household lower on the Waiting List completes a Lease Application before a household higher on the Waiting List, **the Waiting List order will always be preserved in determining the order that units get selected and reserved.** Likewise, the unit households apply for must be an apartment size that corresponds to the Waiting List from which they were chosen (i.e. a household with an appointment for a 1BR apartment cannot put down a deposit for a 2BR apartment).

The Lease Application review will be the same review that applicants for market-rate apartments undergo, where factors such as Employment history, Credit score/reports, Former lease history, Criminal Background Screening and sufficient income are considered. The Leasing Office can provide more details on their screening process during this step in the process. **Co-signers and/or guarantors are not allowed (see page 6).** Background checks will meet DHCD's Model Policy Regarding Applicant Screening on the Basis of Criminal Records. In any instance where policy and procedures in the Management Company's Policy differ from the policy and procedures in the Model Policy, the policy and procedures of the Model Policy will be followed. For specific questions about credit and background/criminal issues, households can contact the leasing office

When a specific unit is offered to a household, the household will put down a Deposit and complete their lease application with the leasing office. This deposit will not exceed the amount permitted for a security deposit. If the rental application is denied, the Deposit will be returned. Please call the leasing office for more details. If a household does not put down this Deposit during the time allocated to them, they will be removed from the Waiting List and will no longer be able to immediately lease an apartment.

Failure to complete a Lease Application by the given appointment date will result in the removal of their Application Number from the Waiting List. Households with positions lower on the Waiting Lists will have to wait for the removal of households with a higher position than them before being given an opportunity to lease an apartment. Households with lower positions will be given at least a 5 day notice of their upcoming appointment dates if there is going to be an apartment available for them. Households are removed from the Waiting Lists if the Leasing Office deems that they are not eligible for a lease based on their Lease Application, if a household fails to meet future deadlines for documentation submittal and lease signing, or if a household notifies the Leasing Office that they are no longer interested in leasing an apartment.

Q: If I cannot qualify for a Lease based on my own income or credit history, can I have a co-signer on my Lease?

A: No. Only people who will live in the apartment can sign the lease. Tenants must be able to meet the income qualifications on their own. Please see pg. 6 for more details.

Step 2b: File Update

(applicable for applicants with move-in dates after January 1st, 2020)

Households with move-in dates prior to (6 months from lottery date) will skip this step.

As all income and asset documentation must be 60 days current from the date of request and approximately 6 months current at the time of move-in, lottery households with move-in dates after January 1st, 2020 will be required to re-submit income, asset and tax documentation to SEB prior to move-in.

All households must maintain affordable housing eligibility until they move in!

Once a household has been approved by the Leasing Office, given a move-in date and put down their deposit, SEB will contact them about preparing for this File Update. The File Update will be done approximately 60 days prior to their move-in date. Households failing to complete the File Update, or households who are found to be program ineligible at their move-in date, will not be allowed to move into their affordable apartment.

YEARLY ELIGIBILITY AND RENT REVIEW

After a household has moved in, and approximately 90 days before lease renewal, tenants of affordable apartments will need to submit updated income and asset documentation to the Leasing Office so they can ensure continued eligibility under the affordable housing guidelines. Tenants will not be able to renew Leases until all required documentation has been submitted. Records of taxes, pay-stubs, bank statements and asset statements should be maintained while living in the affordable apartment.

Q: How long can I lease my affordable apartment?

A: After move-in, tenants are considered income eligible for an affordable unit as long as the household earns an income that does not exceed 140% of the then-current applicable income limits for their household size

Using the Current Income Limits as an example:

Household Size	Current Income Limit for New Applicants	Income Limit for Current Tenants (140% of Current Income Limit)
1	\$37,750*	\$52,850*
2	\$43,150*	\$60,410*
3	\$48,550*	\$67,970*
4	\$53,900*	\$75,460*
5	\$58,250*	\$81,550*
6	\$62,550*	\$87,570*

*Subject to change. According to the table above for the years shown, if a household's income exceeds the Income Limit for Current Tenants at the time of their renewal, their apartment shall still remain affordable until the next available market rate apartment with the same or greater number of bedrooms is rented at an affordable price. Once this market rate apartment becomes newly deemed as affordable, the apartment that was previously deemed affordable can subsequently be rented at market rates. The household with earnings exceeding the Income Limit for Current Tenants can choose to stay in their apartment, yet would then have to pay the market rate rent.

Q: Will my rent increase each year, and if so, by how much?

A: Rents may increase a few percentage points if Boston-Cambridge-Quincy HMFA Area Median Income increases or the costs of utilities in Brookline decreases. Likewise, if the Boston Area Median Income decreases and the costs of utilities increases, rents may decrease.

LOCAL PREFERENCE INFORMATION

Q: What is Local Preference?

A: The Town of Brookline has established a local preference for 70% of the affordable apartments. Local Preference will be given as described in in the Step-By-Step Process. An applicant qualifies for local preference if the applicant or a member of their household fit into one of the following categories:

- An individual or family maintaining a primary residence within the Town of Brookline
- An individual who is employed by Town of Brookline
- An individual who works for a business located in Brookline
- A parent or guardian with children attending the Brookline Public Schools

Q: How does a household apply for Local Preference?

A: There is a question on pg 3 of the Lottery Application where the household must indicate they are applying for local preference and the household will also eventually need to supply all applicable the documentation listed. Please see the Lottery Application for more details.

Q: What if a household does not qualify for Local Preference?

A: Households without Local Preference or households failing to provide the required local preference documentation will be entered into the Open Lottery and they will be given positions on the Open Waiting Lists.

Q: Does Local Preference get priority over a household in need of a unit built out for persons with mobility impairments?

A: No. The Accessible apartments will be made available to non-Local Preference households in need of an Accessible apartment regardless of household size and composition *before* being made available to Local Preference households who do not need the unit features.

Q: Does Local Preference take priority over household size/composition?

A: No. For example, on the Waiting List for the 3BR Local Preference units, if there are not enough eligible Type III Local Preference Applicants, the units will be made available to a Type III Non-Local Preference household before being made available to a Type I or II Local Preference Household who would be over-housed in a 3BR unit. Please see the way the Waiting Lists are compiled in the section on Waiting Lists.

Adjustments in the Local Preference Pool

As stated by the Massachusetts Department of Housing and Community Development, "If the percentage of minorities in the local preference pool is less than the percentage of minorities in the surrounding HUD (U.S. Department of Housing and Urban Development) defined area, the following adjustments will be made to the local preference pool. The Developer will hold a preliminary lottery comprised of all minority applicants who did not qualify for the local preference pool and rank the applicants in order of the drawing. Minority applicants should then be added to the local preference pool in order of their rankings until the percentage of minority applicants in the local preference pool is equal to the percentage of minorities in the surrounding HUD-defined area." The Percent Minority for the Metropolitan Statistical Area of Boston is 27.0%. This is the minimum percentage of minority applicants that must be in the local preference pool. Minority applicants are defined as a person who is a member of the following groups: Black or African American; Asian; Native American or Alaska Native; Native Hawaiian or Pacific Islander; or other (not White); and the ethnic classification Hispanic or Latino.