

Information Packet

Holmes Beverly

A Workforce Housing Opportunity Beverly MA

This packet contains specific information on the Workforce housing program and application process for the Workforce rental units being offered at Holmes Beverly in Beverly, MA.

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

Applications are available to download at www.holmesbeverly.com/workforce and that they can be returned to info@holmesbeverly.com

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GENERAL OVERVIEW AND RENTS

Holmes Beverly is a 67 unit rental apartment community located in Beverly, MA. The unit mix and income limits and rents are shown in the table below. All units include chef’s kitchens with gas cooking, floor-to-ceiling windows, painted wood cabinets, walk-in/through closets, hard-surface flooring (no carpet), and in-unit washers/dryers. The community and clubhouse has telecommuting enabled offices, secure bike storage, and a covered dog walk (community is pet-friendly but there are breed and size restrictions on dogs).

# of Units	# of Bedrooms	# of Bathrooms	Income Limit
2*	Studio	1	80% AMI
9*	1	1	80% AMI
3*	2	2	80% AMI
1	1	1	110% AMI
1	2	2	110% AMI

****Tenants are responsible for paying the full amount of rent each month. Parking is not included and is an estimated \$125/mo. 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 their own utilities. Utility types are: Gas Heat and Hot Water, Electricity (cooking is electric), Water and Sewer. The rents are set annually using a calculation that determines the “Workforce” rent, which is based on the Area Median Incomes for the Boston MSA.

The application and lottery process as well as the eligibility requirements are described in this information packet. Holmes Beverly does not discriminate in the selection of applicants on the basis of race, color, national origin, 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 Workforce?

A: Tenants in Workforce Units must maintain household incomes below the income limit associated with the unit leased (*see Yearly Eligibility and Rent Review*). If a tenant’s income exceeds the income limit for the unit, they may have to pay market-rate rent after the end of their current lease term. If the tenant maintains income eligibility, the Workforce Rent may change yearly based on changes in Area Median Income and Local Utility Allowances although Workforce Rent increases are capped at 3%.

APPLICATION AND CERTIFICATION PROCESS AND TIMELINE

Q: What are the steps in leasing a Workforce apartment?

Step 1: Fill out a Waiting List Application at the Leasing Office

Every household not entered into the original lottery needs to complete the Waiting List Application so they can be properly placed on the Waiting Lists for the units they are interested in. Please contact the Leasing Office for the Waiting List Application. Once units are available, the Leasing Office will contact the top households on the waiting list who qualify for the unit type and size available.

Please note, that Lease Applications are available to download at www.holmesbeverly.com/workforce and that they can be returned to info@holmesbeverly.com

Step 2: Fill out a Lease Application at the Leasing Office

The top households on the waiting list will need to go to the Leasing Office and complete a *Lease Application*. During the Lease Application, criteria such as credit scores, references, and current employment income will be reviewed. Households will put down a deposit with the completion of their lease application and will be given a move-in date by the leasing office.

Step 3: Fill out the Workforce Certification Application

Households must complete the *Workforce Certification Application* (which includes submitting all required documentation) in entirety prior to their move-in date. Failure to complete the Program Application (which includes submitting all required income, asset and tax documentation) by the given date may result in the loss of the holding deposit. If an application is completed but a household is deemed ineligible for the Workforce housing program, the holding deposit is returned.

Step 4: Notification of Workforce Housing Program Approval

If the applicant is found eligible for a Workforce apartment according to program guidelines, they will be notified by phone and/or by email and/or by postal mail. The applicant will then need to go to the Leasing Office, fill out a Lease Agreement and an Workforce Lease Addendum, and move into their affordable apartment by the scheduled move-in date.

ELIGIBILITY REQUIREMENTS

Q: Who is eligible to apply for the Workforce units in Holmes Beverly?

A: In order to qualify for a Workforce unit:

- 1.) Households must have income and assets that qualify within the parameters as highlighted in the next two pages.
- 2.) All occupants in the unit cannot be full-time students, some exceptions apply (see page 7).
- 3.) Households for the 2BR units must have at least two household members (and a husband and wife, or those in a similar living arrangement, shall be required to share a bedroom, unless the consequences of sharing would be a severe adverse impact on his or her mental or physical health and they can provide medical documentation as to such impact or sharing). *Minimum Household size is subject to exception on the basis of reasonable accommodation, or as otherwise permitted by the subsidy program. For questions on household size and composition, please read "Household Size and Composition".*
- 4.) Households cannot own a home, including in a trust, upon move-in. All homes must be sold before leasing a unit.
- 5.) Households, or their families, cannot have a financial interest in the development and a household's member cannot be considered a Related Party.

Additionally, four 80% units will be disabled accessible. All households may apply for these units but households in need of unit features will get top priority. For questions on priority by need of the unit features, please read "**Disabled-Accessible Unit Information**".

Q: What are the Workforce eligibility requirements?

A: Please see the cover page of the Certification Application for the maximum incomes for each household size.

Q: Can I apply for both a Low-Income, an 80% Workforce Apartment and a 110% Workforce Apartment?

A: If a household has an income below 80% AMI, they will qualify for an 80% Workforce unit and may still be eligible for a 110% Workforce unit but only if they have sufficient assets to make up the difference in the minimum income criteria.

Maximum and Minimum Income for Workforce Apartments

All maximum allowable incomes are set by the Workforce Housing Program. Minimum incomes are established through a combination of Leasing Office Screening Policy and the Workforce Housing Program.

MAXIMUM Household Income Limits for 80% WORKFORCE units:
\$71,400 (1 person), \$81,950 (2 people), \$92,200 (3 people), \$102,350 (4 people)

MAXIMUM Household Income Limits for 110% WORKFORCE unit:
\$98,600 (1 person), \$112,650 (2 people), \$126,750 (3 person), \$140,700 (4 people)

MINIMUM Household income for the Workforce Program is 60% AMI:
\$53,760 (1 person), \$61,440 (2 people), \$69,120 (3 person), \$76,740 (4 people)

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 Opportunity 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 Workforce 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 unit 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. Guarantors will NOT be allowed.

Q: Do I have to be a resident of the City of Beverly to apply?

A: No. All households that meet the income guidelines specified above may apply for a Workforce apartment. Applicants that meet the Local Preference requirements will be given the opportunity to lease some, but not all, of the Workforce apartments first. Please see the section on Waiting Lists and Local Preference for more details.

Students

A household comprised entirely of full-time students is NOT allowed to lease a Workforce unit unless it meets one of five exceptions:

1. A married couple who are full-time students who file a joint tax return
2. Single parents and their children and such parents are not dependents of another individual and such children are not dependents of anyone other than the parent in the household
3. A single person household who is a full-time student who is enrolled in a job training program receiving assistance under the Job Training Partnership Act or under other similar Federal, State or local laws.
4. A single person household who is a full-time student who receives assistance under Title IV of the Social Security Act.
5. A single person household who is a full-time student who was previously under the care and placement responsibility of the State agency responsible for administering a plan under part B or part E of title IV of the Social Security Act.

Q: What is the definition of a “full-time student”?

A: A “student” is an individual who is or will be a full-time student at an educational organization for 5 of the months in the 12-month lease-term. The 5 months need not be consecutive. The determination of student status as full or part-time should be based on the criteria used by the educational institution the student is attending. The term “educational organization” includes elementary schools, junior and senior high schools, colleges, universities, and technical, trade and mechanical schools. It does not include on-the-job training courses.

Q: If I am a single parent who is a full-time student, can I qualify for a Workforce unit?

A: If you are not listed as a dependent on anyone else’s taxes AND your child is listed as a dependent on your taxes, then you would qualify for a Workforce unit.

If your child is listed as a dependent on someone else’s taxes, you would not qualify for a Workforce unit.

If you are listed as a dependent on someone else’s taxes, you would not qualify for a Workforce unit.

Q: If we are a recently married couple who are full-time students who have not yet filed our taxes, can we qualify for a Workforce unit?

A: Yes, but you would need to provide your marriage certificate to verify your marital status.

HOUSEHOLD SIZE AND COMPOSITION

Q: How is appropriate household size determined?

A: According to the MassHousing Guidelines for this Workforce Program, the 2BR units must have a minimum of at least two occupants (subject to exception on the basis of a reasonable accommodation, or as otherwise permitted by the subsidy program, and subject to household compositions).

Additionally, a husband and wife, or those in a similar living arrangement, shall be required to share a bedroom (for the purposes of determining allowable household sizes), unless the consequences of sharing would be a severe adverse impact on his or her mental or physical health and they can provide medical documentation as to such impact or sharing (a "Couple Required To Share A Bedroom"). As such, a Couple Required To Share A Bedroom who does not have a third household member occupying the unit is generally not eligible for a 2BR unit. Similarly, a single person household is also generally not eligible for a 2BR unit.

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 for the following apartment sizes:

TYPE II (*Eligible for a 1BR or 2BR unit for a 2-Bedroom Unit*)

- All 4 person households
- All 3 person households
- 2 person household: 2 heads-of-household under criteria 3 (described above)
- 2 person household: 1 head-of-household plus one member
- 2 person household: A married couple, or those in a similar living arrangement that needs a second bedroom as a reasonable accommodation
- 1 person household that needs a second bedroom as a reasonable accommodation

TYPE I (*Only Eligible for a 1BR unit*)

- 2 person household: A married couple, or those in a similar living arrangement
- 1 person household: all types

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: 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 Workforce 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.

Q: Can a five or six person household apply for the two-bedroom apartment?

A: Usually occupancy is based on two people per bedroom unless the family requests a specific size unit. Household size must then comply with unit size based on the current State Sanitary Code Minimum Square Footage Requirements. Maximum number of occupants may be increased based on State Sanitary Code. Acceptance of a unit at maximum occupancy does not give the resident the right to claim overcrowded conditions and request a transfer to a larger unit.

REQUIRED MASSHOUSING PREFERENCES

ALL household are encouraged to apply for this Workforce Housing. If none of these preferences apply to you, DON'T WORRY, these preference should have very minimal impact on the order on the Waiting Lists. **Preferences affect only the order of applicants on the waiting list. They do not make anyone eligible who was not otherwise eligible.**

The following are preferences required under Section 7 of the MassHousing enabling statute (M.G.L. c. 23A App., Section 7) in determining the placement of an applicant on the waiting list. The following priority categories are applied in descending order. Documentation will be required by the Property to verify qualification for preferences:

(a) 1st Priority - Homelessness due to Displacement by Natural Forces: An applicant, otherwise eligible and qualified, who has been displaced by:

- (i) fire not due to the negligence or intentional act of applicant or a household member;
- (ii) earthquake, flood or other natural cause; or
- (iii) a disaster declared or otherwise formally recognized under disaster relief laws.

(b) 2nd Priority - Homelessness due to Displacement by Public Action (Urban Renewal): An applicant, otherwise eligible and qualified, who will be displaced within 90 days, or has been displaced within the three years prior to application, by:

- (i) any low rent housing project as defined in M.G.L. c. 121B, § 1, or
- (ii) a public slum clearance or urban renewal project initiated after January 1, 1947, or
- (iii) other public improvement.

(c) 3rd Priority - Homelessness due to Displacement by Public Action (Sanitary Code Violations): An applicant, otherwise eligible and qualified, who is being displaced, or has been displaced within 90 days prior to application, by enforcement of minimum standards of fitness for human habitation established by the State Sanitary Code or local ordinances, provided that:

- (i) neither the applicant nor a household member has caused or substantially contributed to the cause of enforcement proceedings; and
- (ii) the applicant has pursued available ways to remedy the situation by seeking assistance through the courts or appropriate administrative or enforcement agencies.

Note: For purposes of this subsection, "enforcement" is interpreted as a formal condemnation of the apartment. Citation for code violations does not, without more, constitute a condemnation.

(d) 4th Priority – Involuntary Displacement by Domestic Violence: "Domestic Violence" as defined in M.G.L. c. 209A means actual or threatened physical violence directed against one or more members of the applicant's family by a spouse or other member of the applicant's household. An applicant is involuntarily displaced by domestic violence if:

- (i) The applicant has vacated a housing unit because of domestic violence; or
- (ii) The applicant lives in a housing unit with a person who engages in domestic violence.

If the applicant is still living in the housing unit with a person who engages in domestic violence at the time of selection, the violence must have occurred within six months or be of a continuing nature.

Priority for Involuntary Displacement by Domestic Violence applies only to households with one or more children under the age of 18.

YEARLY ELIGIBILITY AND RENT REVIEW

Approximately 90 days before lease renewal (and at least once every two years) tenants in Workforce Units will need to submit updated income and asset documentation to the Leasing Office so they can ensure that the tenant is still under the maximum income guidelines. Workforce Housing tenants will not be able to renew their Lease until they have submitted all required documentation. You should maintain records of your taxes, pay-stubs, bank statements and asset statements while living in the Workforce unit. Maintaining records makes this yearly review very simple.

Q: How long can I lease my Workforce apartment?

A: Unlike in other affordable housing programs, the maximum income limit for Workforce tenants always stays at the same AMI level.

So tenants in an 80% Workforce Unit must continue to have income at or below 80% AMI. And tenants in a 110% Workforce Unit must continue to have income at or below 110% AMI.

Q: What happens if I exceed the Income Limit for Current Tenants in my WORKFORCE Apartment?

A: If a household's income exceeds the Income Limit for Current Tenants at the time of their renewal, **their apartment shall still remain at the current rent until the end of their current lease term, at which point the rent of the unit will be changed to market-rate rent.** When the over-income tenant voluntarily vacates the unit, the unit will then be rented to a household who qualifies for the income level at rent for that particular unit. If the tenant decides to stay in their market-rate unit, the next available unit not already designated for the Workforce Program that has the same number of bedrooms will become a Workforce Unit and leased to a Workforce Program eligible household.

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

A: Rents may increase a few percentage points if Boston Area Median Income increases or the costs of utilities decreases (as allowed in the Regulatory Agreement). And if a tenant's income exceeds the income limit for the unit, they may have to pay market-rate rent for the end of their lease term and beyond.

ACCESSIBLE UNIT INFORMATION

Q: Who qualifies for a disabled-accessible (DA) unit?

A: According to *Mass Access: The Accessible Housing Registry*, “units that are barrier-free are accessible to people with disabilities that are wheelchair users, but could also be used by people of different types of disabilities. For example, a person of very short stature, a person with a brain injury or stroke, severe cardiac or respiratory problems, or a person with limited standing, walking, or reaching ability, may use the design features of a wheelchair accessible unit.” Verification from a doctor or other medical professional, a peer support group, a non-medical service agency, or a reliable third **party who is in a position to know about the individual’s disability may be requested. But documentation submitted must specify that the household needs the features of an accessible unit.**

Q: How are disabled-accessible units awarded?

A: There are separate Waiting Lists for these apartments. The households with the top positions on these Waiting Lists will be given the first opportunity to lease the units that match the features. Please note for the unit that has both features for the vision-impaired AND hearing-impaired, households who need BOTH features will get priority over households only needing one of those two features.

Q: Can households that qualify for an accessible unit also apply for a unit without those features?

A: Yes. Households who apply for units with the special features will also be on the waiting lists for the units without those features. If they reach the top position on a Waiting List for a unit without special features before they reach the top position for a unit with the special features that meet their need, they will have to decide if they want to lease a unit with the features they need or wait until they have a top position on a Waiting List for a unit with features that matches their disability.

Q: What happens if there are fewer disabled-accessible qualified applicants than disabled-accessible units at the time of the Opportunity?

A: If there are not enough qualified applicants on the Waiting Lists for the units with special features, the units will be made available to the highest applicants on the Waiting Lists still waiting for units of the size available.

Q: Who is entitled to request a reasonable accommodation?

A: 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.