

## Information Packet

# BEAVER BROOK CROSSING

Affordable Rental Application  
Littleton & 50 Hunt Road  
Chelmsford, MA 01824

This packet contains specific information on eligibility requirements, selection priority categories, and application process for **seventeen affordable apartments** being offered for rent in the town of Chelmsford, MA, through a lottery process.

We invite you to read this information packet and submit an application if you think you meet the eligibility requirements. Please note that the lottery is the first step in the application process; should you be selected as a winner in the lottery, you are not automatically assured a unit as verification of financial claims made in the application must take place.

There will be an Information Session on **July 21, 2020 at 6:30 p.m.** at Chelmsford Woods Residences (Patio), 267 Littleton Road, Chelmsford, MA 01824. Attendance at the Informational Session is not required for participation in the lottery. ***However, due to the current COVID-19 restrictions, you should confirm attendance so that we may be sure we have enough room for all interested parties.***

Applications due by August 21, 2020 at 4:00PM

Phone: 978-256-7425, ext. 10 or [lottery@chelmsfordha.com](mailto:lottery@chelmsfordha.com)



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## General Overview

Beaver Brook Crossing, located on Littleton Road in Chelmsford, is a proposed development on 10.21 +/- acres of land consisting of 84 rental units in three structures located on scenic Beaver Brook. The development will consist of a mix of Three-, Two- and One- bedroom units. Twenty (20%) percent of the units in the development will be rented to those families earning at or below 50% of the Area Median Income. The affordable units consist of one (1) three-bedroom unit, 15 two-bedroom units and one (1) one-bedroom unit. Parking for cars is to be provided on-site and there will be 147 parking spaces. The apartments will come with an electric stove, air conditioning, and washer/dryers.

The surrounding neighborhood is mixed-use in nature, with business, multi-family residential, single-family residential, religious, commercial, and other uses. The proposed layout will consist of three buildings: two will contain thirty units; the third will contain twenty-four units. All structures are three stories and, as proposed, will use exterior materials similar in nature to other nearby multi-family developments. The development will have a scenic overview of Beaver Brook – located in the rear of the development – and will have access to the Bruce Freeman Rail Trail, which is located adjacent to the proposed development site along Hunt Road.

The affordable rents are set by the income limits of the Town of Chelmsford/Lowell HUD Metro FMR Area to families earning no more than 50% of median income. The gross rents are: 3BR - \$1,404; 2BR - \$1,215; and 1BR - \$1,012/month and tenants will pay the cost of utilities.

Bedroom Size	Number of Units	Gross Rent	Utility Allowance	Net Tenant Rent
One BR	1	\$1,012	\$176	\$836
Two BR	15	\$1,215	\$237	\$978
Three BR	1	\$1,404	\$296	\$1,108

Since it is anticipated that there will be more interested and eligible applicants than available units, the Chelmsford Housing Authority (CHA) and the Developer will be sponsoring an application process and lottery to rank the eligible applicants for the program. The application and lottery process, dates and eligibility requirements can all be found within this Information Packet.

Beaver Brook Crossing does not discriminate based on race, color, national origin, religion, sex, disability (physical or mental), age (40 and older), genetic information, marital status, sexual orientation, military service, arrest record, and gender identity. Disabled persons are entitled to request a reasonable accommodation of rules, policies, practices or services, or to request a reasonable modification of the housing, when such accommodations or modifications are necessary to afford the disabled person equal opportunity to use and enjoy the housing.

Persons with disabilities who may require a reasonable accommodation in obtaining or completing an application may call the CHA to make special arrangements. The CHA uses Mass Relay to communicate with applicants who may be speech or hearing impaired. The Mass Relay number is 1-800-439-2370 for TTY and 1-800-439-0183 for voice.

## GENERAL ELIGIBILITY REQUIREMENTS

### **Maximum Allowable Income**

To be eligible to apply for the chance to rent an affordable unit, the combined annual income for all income sources of all income-earning members in the household must be at or below eighty percent of median income for the town of Chelmsford. The maximum incomes allowed for this program are:

50% AMI for Lowell, MA HUD Metro FMR Area; effective 04/01/20

<u>HOUSEHOLD SIZE</u>	<u>INCOME LIMIT</u>
1	\$37,800
2	\$43,200
3	\$48,600
4	\$54,000
5	\$58,350
6	\$62,650

### **Approximate Minimum Income**

There is minimum annual income of at least:

<b>Unit Size</b>	<b>Approximate Minimum Income</b>
One BR	\$30,360
Two BR	\$36,450
Three BR	\$42,120

However, this minimum may be waived if you already have a subsidy for housing through the Section 8 Program or similar assistance. In addition, if you have assets that exceed the minimum you may also apply.



## **Asset Limits**

There is no limit on the amount of assets households may have. Income from assets, however, is counted as the greater of: actual income or the HUD Passbook rate at the time of application (.06% as of 2/1/15) of the net value of the asset. Assets may include cash, cash in savings and checking accounts, a home, net cash value of stocks, net cash value of retirement accounts (such as 401Ks), real property, bonds, capital investments, life insurance policies and foreign bank accounts.

## **Frequently Asked Questions – General Eligibility**

**Q: Who is eligible to apply for the affordable units?**

**A:** In order to qualify for an affordable unit, households must meet each of the following criteria:

- 1.) The entire household's income and assets must be below the maximum allowable income limit.
- 2.) The household must be of appropriate size.
- 3.) The household must meet the minimum income requirement as outlined above.

**Q: Do I need to be a resident of Chelmsford to apply?**

**A:** No. However, there will be a local preference assigned to 70% of these units.

**Q: Can I apply if own a home?**

**A:** You may own a home when you apply. It does not have to be sold before you move in. Your home will count as an asset and be calculated as such when determining your eligibility. Once it is sold, additional documentation will be needed to update your file and income information.

**Q: How is a household's income determined?**

**A:** The Chelmsford Housing Authority will calculate the income of a household based upon the current income the household is earning including actual or imputed income from assets. In an effort to provide as accurate an income calculation as possible, the CHA must review all current and historical income data.

ALL SOURCES OF INCOME ARE COUNTED. Any monies you receive will be counted as income. This includes, but is not limited to, Social Security, alimony, overtime pay, bonuses, unemployment, severance pay part-time employment, matured bonds, monies to be received in court settlements and imputed interest and dividends on bank accounts and actual or imputed income from assets.

There are some exceptions under which income will not be counted, most notably income from employment of children under the age of 18.

The CHA will calculate the value of your assets pursuant to the formula set by the Department of Housing and Urban Development. This formula takes the greater of the actual income from an asset or the current market value of any asset multiplied by 1%. The amount derived from this calculation is then added to your income.

For example: Mrs. Smith is a mother of three children and earns \$25,000 a year at her job and receives \$12,000 a year in child support. Mrs. Smith also has a checking account valued at \$7,000 earning 1% interest and a CD worth \$20,000 earning 2.3%. Her income would be calculated as follows:

Employment	\$25,000	Checking ( $\$7,000 \times 1\%$ )	= \$70
Child Support	\$12,000	CD ( $\$20,000 \times 2.3\%$ )	= \$460
Total income = \$37,530			

**Q: I have a 401K and am not taking any withdrawals. 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 or don't have access to them. The "post-penalty" amount is what you need to provide along with supporting documentation.

**Q: Are there eligibility exceptions for households that are barely over the income limit?**

**A:** No, there are no exceptions to the income limits.

#### STEP-BY-STEP PROCESS AND TIMELINE

The following steps outline the entire process of applying for and purchasing an affordable unit. The following pages explain each step in greater detail.

#### *Completed with the Guidance of the Chelmsford Housing Authority*

<b>Step 1:</b>	<b>Program Application</b>	<b>June 22 through August 21, 2020</b>
<b>Step 2:</b>	<b>Assignment of Lottery Ticket</b>	<b>By August 28, 2020</b>
<b>Step 3:</b>	<b>The Lottery</b>	<b>TBD; by September 18, 2020</b>
<b>Step 4:</b>	<b>Notification of Lottery Results</b>	<b>September 25, 2020</b>
<b>Step 5:</b>	<b>Formal Review of Eligibility</b>	<b>October 9, 2020</b>

Please note that there will be an Informational Session held for all interested applicants on July 21, 2020 at 6:30 p.m. at The Chelmsford Woods Residences Patio, 267 Littleton Road, Chelmsford, MA. Attendance at the Informational Session is encouraged, but not required for participation in the lottery.

## Step 1: Program Application

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From **June 22, 2020** through **August 21, 2020**, the Chelmsford Housing Authority will be advertising and publicizing the availability of this affordable housing opportunity in Chelmsford and distributing applications and this Information Packet throughout the community and region.

After reading this Information Packet in its entirety, applicants will need to fill out a Program Application. The applying household must list all income and asset information for every person that will be residing in the unit. The Program Application must be signed and dated by all heads of household.

The Program Application must be received (not postmarked) by the CHA by **August 21, 2020**, at 4 p.m. All applications should be sent to:

Chelmsford Housing Authority  
**Re: Beaver Brook Crossing**  
 10 Wilson St.  
 Chelmsford, MA 01824

To ensure that applications arrive in time, the CHA recommends mailing them at least one full week prior to the application deadline and by certified mail. Late applications will not be entered into the lottery. The CHA is not responsible for lost or late applications.

Once a completed Program Application is received, eligible households will be assigned a lottery ticket. (See Step 2).

**Q: What happens if I fail to correctly complete my application?**

**A:** Households that submit incomplete applications will be notified of the omissions that must be corrected in order to make their applications complete. The application will remain in an "Incomplete Application Pool" until all requested information has been received.

Households with applications in the Incomplete Application Pool will not be entered into the Lottery. After the lottery has taken place, all incomplete applications will be deemed ineligible for placement on the waiting list.



## Step 2: Lottery Ticket

Once the CHA has received the application, it will determine initial eligibility. Households deemed eligible for the lottery will receive a lottery ticket in the order in which their completed application was received.

Households that are deemed ineligible by the CHA will be notified by mail.

**Eligibility for the lottery does not ensure eligibility for the program. (See Step 5).**

## Step 3: The Lottery

The Lottery will be held by September 18, 2020 at the Chelmsford Housing Authority, 10 Wilson St., Chelmsford, MA 01824. Households do not have to attend the Lottery to remain eligible; results will be mailed to all participants. ***The exact date and time will be announced by September 1, 2020.***

### The Process:

1. Draw eligible applicants by lottery and assign each applicant a number based on the lottery drawing
2. Sort the eligible applications as follows:

**Group A** – Local Preference Applicants (70% of Affordable Units per Comprehensive Permit) Preference for residents of the Chelmsford/Greater Lowell Area will be provided to 70% of the units offered based upon our goal to expand housing opportunities to minority families living in the Lowell Area that wish to move from high poverty area to a lower poverty area with expanded opportunities. The percentage of minorities in Chelmsford is 11.4% based upon the most recent US Census Data. The percentage of minorities in Lowell is 40%. Our target is to achieve a goal equal to the percentage of minorities in the Middlesex MSA, which is currently 20%. If this preference does not provide at least a goal of 20%, minority applicants from outside this preference area will be added until this goal is reached as outlined in the May 2013 DHCD Guidelines for AFHMP.

### **Group B** – All Eligible Applicants

Applicants will be considered for the unit in the order in which their names were drawn in the lottery.

Unit Size	Local Pool Group A	Open Pool Group B
1 BR	1	1
2 BR	10	15
3 BR	1	1

The list generated from The Lottery will be compiled in the order in which each ticket is drawn. The Chelmsford Housing Authority will move down that list as people either move forward or not.

## Step 4: Notification of Lottery Results

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The Chelmsford Housing Authority will mail the results to every household that had a ticket in the lottery. Households in the Incomplete Application pool will not have had a lottery ticket and therefore will not have a position on an Offer List.

All applicants must go through additional screening prior to being made an offer. This screening will include income and asset verification, credit checks, and possibly third-party verification of information that was provided to the CHA office.

Households with positions lower on the Offer Lists will have to wait for the removal of households with a higher position before being given an opportunity to rent the unit. Households with lower positions on the Unit Selection List should still maintain readiness in case the households ahead of them do not finish the process.

## Step 5: Formal Review of Eligibility

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Households must submit all required income and asset documentation for every claim made in the application.

Before a household can move forward, it must provide complete documentation of income and assets. Below is a list of some of the items that may be requested:

- All members of the household ages 18 and older must complete the Tenant Packet and sign the authorization for release of information. They must also provide documentation of any and all assets and income. If the adult is a full-time student, the proof of current student status must also be provided.

### Income:

- **Wages:** Verify gross earnings by submitting six (6) pay stubs or a letter from the employer stating the number of hours per week that the employee works and the rate of pay per hour. Any such letter should include the name and address of the employer as well as the name and telephone number of the contact person.

- **Social Security or Supplemental Income:** A statement no more than one month old from the Social Security Administration. This statement can be obtained online at [www.socialsecurity.com](http://www.socialsecurity.com) or by calling 1-800-772-1213.
- **VA Pension or other retirement benefits:** A statement no more than one month old showing earnings from the Veterans Administration or other retirement funds
- **VA Compensation or Benefits:** A statement no more than one month old showing earnings from the Veterans Administration.
- **ADFC:** A statement less than one month old from the Department of Transitional Assistance showing benefits. This statement may be obtained by calling 1-800-632-8095.
- **Food Stamps and Fuel Assistance:** A statement less than one month old from the Department of Transitional Assistance.
- **Alimony and/or Child Support:** Copies of six (6) payment checks.
- **Unemployment Benefits:** Current statement or copies of six (6) check stubs from the Department of Unemployment Assistance.
- **No Income:** If an adult family member does not have any income at all, a "Zero Income Self Affidavit" must be completed and notarized. The Chelmsford Housing Authority can provide you with a copy of this form.

## Assets:

- **Checking and Savings Accounts:** Copies of six (6) months of statements showing transaction details for any and all banking accounts, including foreign accounts.
- **Current Value of Assets:** A statement no more than one month old showing the current value of any stocks, bonds, CDs, IRAs, etc. Including current rate of interest and dividends.
- **No Bank Accounts:** If any member of your household over the age of 18 does not have a bank account, each person must complete and have notarized a "No Bank Account" certificate. The Chelmsford Housing Authority can provide you with a copy of this form.

*If it is determined that incomplete or inaccurate information was provided in the application, or if the applicant fails to submit the required documentation within a timely fashion, the CHA reserves the right to deem the applicant ineligible for the unit at the Beaver Brook Crossing.*

*The landlord will make the final determination regarding suitability for the unit based upon references, credit checks and other screening processes used for all applicants.*

