

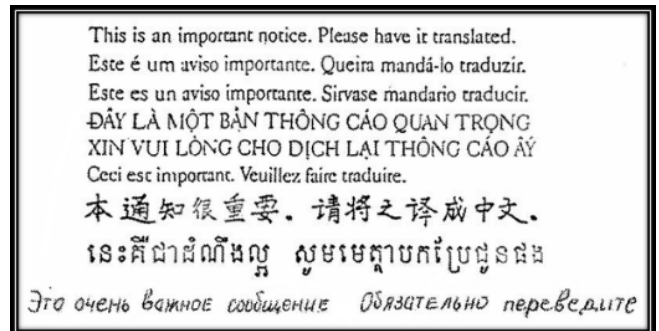


## Project-Based Section 8 Waitlist Requirements & Overview

### General Information and Requirements

#### What is the Project-Based Section 8 Program?

Chelmsford Housing Authority's (CHA) Project-Based Section 8 Program consists of apartment complexes/developments and individual apartments in which the subsidy is property-based, meaning it is attached to the apartment. (Please note that the Project-Based program differs from the mobile voucher program in which the subsidy is attached to the tenant who can move from place to place with type of this voucher.)



#### How do I know if I'm eligible for the Program?

To be eligible for an apartment offer, your income may not exceed the published amounts based on household size and must meet the age restrictions, if applicable.

In addition to the income limits, applicants must meet the following requirements:

- ☐ Age Restricted properties: All household members must be over age 62. Family properties: Head of household must be at least 18 years of age.
- ☐ Applicants cannot be a single full-time student under the age of 24 without dependents. (Veterans and persons with disabilities are exempt from this requirement.)
- ☐ There must be at least one member of the household who is either a U.S. citizen or has eligible immigration status.
- ☐ You will also be required to meet additional eligibility criteria.

#### How do I apply for the Program?

If you want your name placed on any of Chelmsford Housing Authority's (CHA) waitlists, complete and submit the waitlist application. If you fail to complete the application correctly, your name will NOT be placed on any of the waitlists; however, you will receive notification of the incomplete application. You will receive a confirmation number when you have successfully submitted your pre-application.

#### Guidelines to Determine Appropriate Bedroom Size for Your Household

For Project-Based Section 8 programs, waitlist positions are categorized according to the number of bedrooms the household needs, and that number is determined based on the household composition. Additionally, the number of bedrooms the household requires determines whether or not you are eligible to live at a particular property. (See the chart below.)

#### APARTMENT SIZE REQUIREMENTS

Number of Bedrooms	Minimum Persons per Unit	Maximum Persons per Unit
	<i>Fewest Household Members</i>	<i>Most Household Members</i>
0 bedrooms/studio	1 person	2 people
1 bedroom	1 person	2 people
2 bedrooms	2 people	4 people
3 bedrooms	3 people	6 people

### How are preferences applied to the waitlists?

Applicants can claim one or more of the following preferences on their application (to be verified at the time of screening). Applicants with a preference have priority on the waitlists over applicants without a preference. All of the preferences listed below carry equal weight and are not ranked or combined to give certain applicants more priority points or a “higher” preference.

Development Name	Applicable Preference Type
Westford Village at Mystery Spring	Local – Westford; Homeless or At-Risk of Homelessness
Shirley Meadows	Local – Devens regional area <sup>1</sup>
The CHOICE Center	Local – Greater Chelmsford
Roberta McGuire Senior Residences	Local – Westford; Homeless or At-Risk of Homelessness (1 unit)
Chelmsford Woods Residences	Local – Greater Chelmsford
Littleton Road Apartments	Local – Greater Chelmsford
The Elms-Harvard	Local - Harvard
North Village at Crystal Lake	Local - Lowell

- ☐ **Local Preference** – The applicant is a permanent resident of the Town in which they are applying on the date that they submitted a preliminary application, the date of screening, and the date of final certification. If the applicant is temporarily living with relatives in that Town, or living in a shelter, in or outside of the Town, and the applicant’s last permanent resident was in the Town, the applicant is considered a resident of that Town. The applicant or household member is employed or about to be employed in the Town in which they are applying on the date of application, the date of screening, and the date of final certification.
- ☐ **Institutionalization** - An applicant at risk of being placed in a long-term care facility or currently a resident of a long-term care facility. At-Risk applicants will be reviewed and approved by in-house Social Workers prior to assignment of priority points.
- ☐ **Homelessness** - An applicant that is at risk of being homeless or is currently homeless. Homeless applicants will be reviewed and approved by in-house Social Workers prior to assignment of priority points.

### How do I make my waitlist selection(s)?

Under CHA’s Project-Based Section 8 programs, you select the waitlist only for the properties where you are willing to reside. Individuals and families who are screened and found eligible for one of our Project-Based Section 8 programs will be offered an apartment at the relevant property when one becomes available. Refusal of the offer without good cause results in the household’s removal from **that** Project-Based Section 8 waitlists.

- Select waitlist(s) for which you fall below the maximum income limit for admission.
- Select waitlist(s) for properties that have apartments with the number of bedrooms that your household needs. (See chart on apartment size requirements on page 3.)
- Select waitlist(s) with properties in areas of the community where you are willing to live.
- Please review the Development Fact Sheets for the waitlists before making your selection(s). The Development Fact Sheets will provide more detailed information about the properties.

<sup>1</sup> Local Preference Includes: Devens region which includes Ayer, Harvard and Shirley as well as each surrounding town that touches Ayer, Harvard and Shirley (Ashby, Townsend, Pepperell, Dunstable, Tyngsborough, Fitchburg, Lunenburg, Shirley, Groton, Ayer, Westford, Chelmsford, Leominster, Lancaster, Sterling, Harvard, Littleton, Carlisle, Acton, Boxborough, Clinton, Bolton, Berlin, Hudson, Maynard)

### How do I maintain my status as an applicant on the waitlists?

Generally, applications are processed by CHA within 30 days of receipt.

- Applicants should wait 30 days from the time of submission of an application to make changes.
- Once you have submitted an application, it is your responsibility to notify CHA of any changes in your household composition, contact information, income and/or selection preferences.
- Make sure that you can and will receive mail at any address that you have provided to CHA to use as your mailing address.
- Correspondence that is returned to CHA marked as “unknown,” “return to sender,” “forwarding address unknown,” or “no such address” will result in an applicant’s removal from that project-based CHA waitlist.

Some changes in household composition may affect your original date and time of application.

- If you have a change in household composition and your existing development choices do not have the appropriate bedroom size for your new household composition, the CHA will allow you to make new development selections for any open waiting list and retain your original date and time of application. Household composition changes would be due to any the following:  
*Birth, adoption, court ordered permanent custody or marriage;*  
*Divorce, death, or other decrease in family size;*  
*Or the addition of a live-in aide*
- A new date and time of application will be applied to any **new** waitlist selections for all other changes in household composition.

### When do I get an apartment?

When your name is near the top of a waitlist, and an appropriately sized apartment from that waitlist will become available soon, you will be contacted by the Leased Housing staff at that CHA office to complete a screening packet. It will be important that you promptly provide all the requested documentation required for the screening process. If you fail to complete a screening packet by the deadline, without good cause and do not contact the CHA **prior to** the deadline, the CHA will withdraw your application from that waitlist.

### Before you make your waitlist selections, remember...

Review the fact sheets for each waitlist and make sure you are interested in all the properties on a particular waitlist.

**You may sign up for as many waitlists as you wish. When selected from a waitlist, however, and offered an apartment, if you refuse the offer without good cause OR if you refuse or fail to complete the screening process for a list you are on, your name will be removed from all waitlists.**

Make sure that the waitlist you choose has appropriately sized apartments to house your household. (See “Guidelines to determine appropriate bedroom size for your household” above.). Make sure that you choose a waitlist that is appropriate for your household type. For example, if you are a non-elderly, non-disabled household you cannot select an elderly, disabled waitlist. If a waitlist states “Elderly/Disabled Only” it means that the head of household, co-head or spouse must be at least 62 years of age or have a disability. (Disability status will be verified at the time of screening.)

### Questions?

If you have any other questions about the Family and Elderly Housing program waitlist, please contact CHA’s Main Office at 978.256.7425 and select extension 40 for Ines Lopez or via email at [ilopez@chelmsfordha.com](mailto:ilopez@chelmsfordha.com).

## Development Fact Sheets

### Westford Village at Mystery Spring

67 Tadmuck Rd, Westford



This development serves over 36 low-income seniors and has an on-site Supportive Services staff member. The Supportive Services staff member works collaboratively with AgeSpan and community agencies to provide assistance to those residents in need. The Westford Council on Aging provides transportation through its Road Runner service and offers numerous programs for seniors at the Westford Senior Center. The development houses a full-service hair salon and its location is within close proximity of shopping, restaurants and medical facilities. All household members must be over 62 years of age. This development offers all one-bedroom apartments and each apartment is allocated one parking spot.

Project-Based Section 8 Unit Mix		
Income Restriction	Number of Apartments	Unit Size
30% AMI	18	1BR
50% AMI	18	1BR

### The Elms

105 Stow Road, Harvard



The Elms is a nine-unit subsidized rental development that consists of 6 one-bedroom units and 3 two-bedroom units. 3 of which are project-based Section 8. The average square footage of the one-bedroom units is 703 sq. ft. and the two-bedroom units is 860 sq. ft.; both feature a kitchen, living room, and full bath. Heat and hot water are included in the rent, and there is an allowance for electric utilities (unit electric, cooking and A/C). Landlord requires a security deposit equal to one month's rent.

Project-Based Section 8 Unit Mix		
Income Restriction	Number of Apartments	Unit Size
50% AMI	5	1BR
50% AMI	1	2BR

### Shirley Meadows

27 Hospital Road, Devens



Shirley Meadows is an affordable rental housing development for elders aged 62 years or older. All household members must be over 62 years of age. There are twenty (20) Section 8 Project-based units in this complex and each program participant will be required to pay 30% of gross income towards the rent. Heat and hot water included (tenant pays electric). Landlord requires a security deposit equal to one month's rent.

Project-Based Section 8 Unit Mix		
Income Restriction	Number of Apartments	Unit Size
30% AMI	8	1BR
50% AMI	11	1BR
50% AMI	1	2BR





## The CHOICE Center

19 Sheila Ave, N. Chelmsford



The CHOICE Center is an affordable rental housing development where all household members must be over 62 years of age. The CHOICE Center is located on a senior housing campus, which is close to the Chelmsford Senior Center. Available services on this campus include: 24-hour on-call emergency care, vendor-contracted homemaking services, on-site service coordinator, free prescription delivery service, foot care clinic, full service beauty salon, and brown bag food program. There are twenty-four (24) Section 8 Project-based units in this complex: twenty-two 1-bedroom units and two 2-bedroom units and each program participant will be required to pay 30% of gross income towards the rent. All utilities are included. Landlord requires a security deposit equal to one month's rent.

Project-Based Section 8 Unit Mix		
Income Restriction	Number of Apartments	Unit Size
30% AMI	5	1BR
50% AMI	17	1BR
50% AMI	2	2BR

## Roberta McGuire Senior Residences

2 Balsam Circle, Westford



Roberta McGuire Senior Residences, located at 2 Balsam Circle, Westford, MA, and offers seven studio style apartments. The building itself includes a common living space containing a full kitchen, dining room, office & living room. By combining private apartments in the context of a building with a common area, Roberta McGuire Senior Residences creates an environment that fosters choices for independence as well as community. Roberta McGuire Senior Residences is a non-smoking property and has a no pets policy.

All utilities are included. Landlord requires a security deposit equal to one month's rent and all residents must maintain renter's insurance.

Project-Based Section 8 Unit Mix		
Income Restriction	Number of Apartments	Unit Size
30% AMI	1	Studio
50% AMI	6	Studio

## Chelmsford Woods Residences

267 Littleton Road, Chelmsford



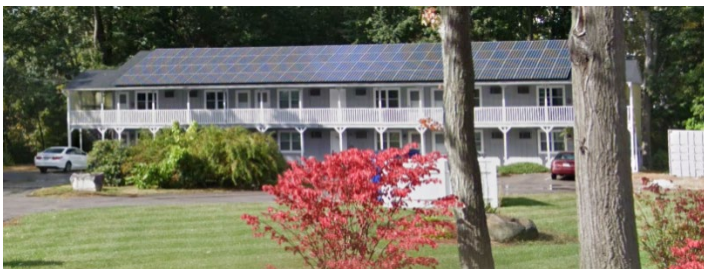
Chelmsford Woods Residences is an affordable rental development consisting of one-, two- and three-bedroom apartments. Some of the one- and two-bedroom apartments are designed for people needing accessible units.

Unit features include fully applanched kitchens with refrigerator, microwave and stove, designer kitchen cabinetry, solid surface counter and island tops, bathroom ceramic tile flooring and bath surround. There is also an expansive clubhouse with lounge, community kitchen and meeting area; laundry rooms on each floor and each unit has one allocated parking spot.

There are fourteen (14) Section 8 Project-based units in this complex: four 1-bedroom units, nine 2-bedroom units and one 3-bedroom unit. Each program participant will be required to pay 30% of gross income towards the rent and utilities. Heat, gas & electricity are not included in the rent and are the responsibility of the tenant.

Project-Based Section 8 Unit Mix		
Income Restriction	Number of Apartments	Unit Size
30% AMI	4	1BR
30% AMI	5	2BR
50% AMI	4	2BR
50% AMI	1	3BR

235 Littleton Rd, Chelmsford



This development has 12 one-bedroom units, 3 of which are project-based Section 8. Each program participant will be required to pay 30% of their gross income towards the rent and utilities.

Each unit is 546 SF and includes all utilities. This building does not have an elevator and may require stairs for access.

Project-Based Section 8 Unit Mix		
Income Restriction	Number of Apartments	Unit Size
50% AMI	3	1BR

## North Village at Crystal Lake, 20 Sheila Avenue, North Chelmsford



Project-Based Section 8 Unit Mix		
Income Restriction	Number of Apartments	Unit Size
30% AMI	13	1BR
50% AMI	37	1BR

North Village has a 24 hour on-call homemaker that can provide laundry, grocery shopping as well as other supportive services. There is an onsite Resident Service Coordinator who provides onsite wellness checks, meals program, and assists in coordinating supportive services. Free prescription delivery and a full-service hair salon are also available. The development is in close proximity to the Chelmsford Senior Center which serves lunch daily to seniors. This is a 62-and-over development.

North Village is located on an easily accessible bus route and buses run hourly through the development.