

# Information Packet

## The Sanctuary at Herring Brook

An Affordable Housing Lottery

Scituate, MA

This packet contains specific information on the affordable housing program and application process for the affordable rental apartments being offered at The Sanctuary in Scituate, MA.

The Town of Scituate and SLV/WW Scituate, LLC 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.

Estimated Delivery Date of first affordable units: **Summer 2022**

**APPLICATIONS MUST BE RECEIVED, (NOT POSTMARKED) BY 2 PM ON JULY 25, 2022  
TO SEB HOUSING**

Additional Applications available at:  
[www.sebhousing.com](http://www.sebhousing.com)

For Affordable Unit Information, you can call (617) 782-6900 x1

For TTY Dial 711

Free Translation Available

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**Traducción gratuita disponible**



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**There will also be an Informational Workshop via Zoom on June 23, 2022 at 6:00 pm where questions about the lottery and the development can be addressed directly. Go to Zoom.com – Join – and enter Meeting ID: 818 9317 7595, Passcode: 088159 or via conference call: (425) 436-6200, Access Code: 862627.**

## GENERAL OVERVIEW AND RENTS

The Sanctuary is a 60 unit luxury apartment community located within 16 acres of conservation land, at 126 Chief Justice Cushing Memorial Drive, Scituate. The Sanctuary features high-end finishes, modern conveniences, and exceptional views all within a uniquely bucolic setting. Units have 9 foot ceilings as well as enormous windows, open floor plans, kitchen islands, high end counter tops, shaker-styles cabinetry, resilient style wood flooring, glass showers, wash/dryer, stainless steel appliances, and many other refined finishes. This community also provides amenities such as a great room, an outdoor patio with gas fireplaces and grills overlooking the water, a fitness center, and much more. 15 affordable units will be made available through this process to households making up to 80% of the Area Median Income based on household size. The unit mix of the affordable units is as follows:

# of Units	# of Bedrooms	# of Bathrooms	Approximate Size <i>(subject to change during construction)</i>	Rent*
7 <i>(1 Disabled-Accessible Units)</i>	1	1	875-970 sq. ft.	\$1,968 *
7 <i>(0 Disabled-Accessible Units)</i>	2	2	1,050-1,215 sq. ft.	\$2,337*
1 <i>(0 Disabled-Accessible Units)</i>	3	2	1,340 sq. ft.	\$2,671*

\* The rents are set annually using a calculation that determines the “affordable” rent, which is based on the Area Median Incomes for the Boston-Cambridge-Quincy HMFA. 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 their gas Heat, gas Water Heating, Electricity (cooking is electric), water and sewer. Pets are allowed, subject to pet rent and breed restrictions apply. Smoking is not permitted.

Since it is possible that there will be more interested and eligible applicants than available units, the Town and the Developer will be sponsoring an application process and 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.

The Sanctuary 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 and gender expression, 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.

# ELIGIBILITY REQUIREMENTS

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**Q: Who is eligible to apply for the affordable apartments in the Sanctuary?**

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.) Households cannot own a home, including in a trust, upon move-in. All homes must be sold before leasing a unit. The affordable unit must be the household’s primary residence.
- 4.) Households, or their families, cannot have a financial interest in the development and a household member cannot be considered a Related Party (generally, a person who is related to or employed by the developer or management company, and any spouse, parent, grandparent, sibling, child or grandchild of that person.)

Additionally, some of the apartments will be disabled-accessible. All households may apply for the disabled-accessible apartments but households in need of an accessible apartment will get top priority. For questions on priority by need of a disabled accessible apartment, please read “**Disabled-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	\$78,300
2	\$89,500
3	\$100,700
4	\$111,850
5	\$120,800
6	\$129,750

*Subject to change with HUD’s publication of the 2023 AMI.*

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 eighty percent of median income for Boston-Cambridge-Quincy HMFA. **All sources of income are counted, please see details below.**

## Minimum Income (and Assets)

Per the Leasing Office’s policy that is also in place for market-rate apartments, the rent to income ratio required to lease a unit is 40% (i.e. applicant’s monthly income must be approximately 2.5 times the monthly rent). Applicants may make less than the minimum incomes shown below if they have sufficient savings from which they can draw down otherwise, applicants will not be found to be eligible for a lease if they make less than the incomes shown below. **Applicants who have 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. Applicants with a housing subsidy are encouraged to contact the housing agency who issues their housing subsidy to confirm that the rents are within the agency’s payment standards to ensure that they will not be prohibited by the housing agency from using the housing subsidy at this property. Please see “Leasing Office Review” in the step-by-step process for more details. **Again, these minimum incomes are not required by the affordable housing program, they are just estimations of minimum incomes required by the leasing office.**

Unit Size	Approximate Minimum Income (plus assets) required for households without a housing subsidy
1 BR	\$ 59,040
2 BR	\$ 70,110
3 BR	\$ 80,130

**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.



## HOUSEHOLD SIZE AND COMPOSITION

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**Q: How is appropriate household size determined?**

A: According to the Massachusetts Department of Housing and Community Development guidelines, "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 per bedroom.
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.

The following household sizes and compositions will be considered appropriate and given priority for the following apartment sizes (occupancy restrictions may apply, *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*):

**TYPE III** (*Priority for a 3-Bedroom or 2-Bedroom 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 2-bedroom unit and some may apply for a 3-bedroom unit, but will not receive a priority for a 3-bedroom unit*)

- 3 person household: 2 heads-of-household plus 1 member
- 2 person household: 2 heads-of-household under **criteria 3** (described above) (*may only occupy 3BR unit if needed as reasonable accommodation*)
- 2 person household: 1 head-of-household plus 1 member (*may only occupy 3BR unit if needed as reasonable accommodation*)

**TYPE I** (*Priority for a 1-bedroom unit and some may apply for a 2-bedroom unit, but will not receive a priority for a 2-bedroom unit*)

- 2 person household: 2 heads-of-household
- 1 person household: all types (*may only occupy 2BR unit if needed as reasonable accommodation*)

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 II Household apply for a three-bedroom apartment?**

A: Yes, however, they will not receive priority. Please see “The Lottery” in the Step-By-Step Process for how order will be given from the Lottery Results. Also note that 2 person households are not permitted to lease 3BR units unless an extra bedroom is needed as a reasonable accommodation.

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

A: Yes, however, they will not receive priority. Please see “The Lottery” in the Step-By-Step Process for how order will be given from the Lottery Results. Also note that 1 person households are not permitted to lease 2BR units unless an extra bedroom is needed as a reasonable accommodation.

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

A: 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 out of your name and the divorce must be finalized (as you must be off the deed) before you move-in.

## STEP-BY-STEP PROCESS AND TIMELINE

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**Q: What is the application, selection, and move-in process for the affordable apartments in The Sanctuary?**

**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**

through July 25, 2022

**Step 1b: The Lottery**

August 8, 2022

**Step 1c: Waiting Lists**

Established night of the lottery

**Step 2a: Notification of Lottery Results and Lease Application Invitation**

1-4 days after the lottery

**Step 2b: Leasing Office Review and Unit Selection**

1-14 days after the lottery

**Step 2c: 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

**There will also be an Informational Workshop via Zoom on June 23, 2022 at 6:00 pm where questions about the lottery and the development can be addressed directly. Go to Zoom.com – Join – and enter Meeting ID: 818 9317 7595, Passcode: 088159 or via conference call: (425) 436-6200, Access Code: 862627**

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## Step 1a: Applying for the Affordable Housing Program

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Once a household reads this Information Packet in its entirety, they will need to fill out a Program Application. The applying household must include all income, asset, tax documentation as directed by the Program Application for every person that will be residing in the apartment. The Program Application must be signed and dated.

The Program Application and Required Documentation must be received (not postmarked) by the Lottery Agent by **July 25, 2022**. All applications should be sent to:

SEB Housing  
Re: The Sanctuary  
257 Hillside Ave  
Needham, MA 02494  
info@sebhousing.com

To ensure applications arrive in time, we recommend sending them in at least a week prior to the application deadline. **Late applications will not be accepted- NO EXCEPTIONS!** If you want to ensure your application is received, we recommend sending it by certified mail. The Lottery Agent, Management Agent, Owner and other affiliated entities are not responsible for lost or late applications.

Once a completed Program Application is received with ALL Required Documentation, SEB will determine initial eligibility and compliance.

If the applicant is determined to be eligible for the Lottery, they will receive an **Application Number** in the order in which their completed application was received. The purpose of the Application Number is simply to keep all household names unknown when the Application Numbers are drawn at the lottery.

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

Entrance into the Lottery does not guarantee that a household is eligible for an affordable apartment. Please read all of the following steps for further details on the review process.

**Q: What happens if I don't submit all necessary documentation or fail to correctly complete my Affordable Housing Program Application?**

A: Households that submit incomplete documentation will be mailed a notice detailing the additional documentation that is needed to make their application complete. Their application will remain in an "Incomplete Application Pool" until all requested materials have been received. Households with applications in the Incomplete Application Pool will not be entered into the Lottery. Households not entered into the lottery may be added to the Waiting Lists (created the night of the lottery) by completing a Waiting List Application at the Leasing Office after the lottery date

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## Step 1b: The Lottery

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The Lottery will be held on **August 8, 2022** at 6pm via Zoom. Go to Zoom.com – Join – and enter Meeting ID: 857 2736 5609, Passcode: 276410 via conference call: (425) 436-6200. Access Code: 862627. Households do not need to be present for the Lottery drawings. All Households will be notified of the results by the Lottery Agent (*see Notification of Lottery Results in the following pages*).

There will be one lottery with two Drawings\*, a Local Preference Lottery Drawing and an Open Lottery Drawing. For Local Preference households, Application Numbers are placed in both Drawings. For all other households, Application Numbers are placed only in the Open Drawing.

\*A third minority lottery drawing will be required to add non-local preference minority households into the local preference pool if the minority representation in the local preference pool is not 33.4% or higher. Please see the bottom of page 17 for those details.

For the Lottery, a representative from SEB will pull Application Numbers from a box. The Application Numbers are randomly and placed in the order drawn on the Lottery Result List.

**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 Lottery. They will be given the first opportunity to lease a one-bedroom apartment. However, if they wish to lease a two-bedroom apartment, they will have to wait until all appropriately sized households (including those drawn after them in the Lottery) are given the opportunity to lease a two-bedroom apartment.*

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*).

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## Step 1c: The Waiting Lists

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

### **The Local Preference Affordable Units**

#### **Waiting List for Five 1BR apartments**

Top Tier: All Local Preference Households

Bottom Tier: All Non-Local Preference Households

#### **Waiting List for Four 2BR apartments**

Top Tier: Type III & Type II Local Preference Households

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

Third Tier: Eligible Type I Local Preference Households

Bottom Tier: Eligible Type I Non-Local Preference Households

#### **Waiting List for One 3BR apartment**

Top Tier: Type III Local Preference Households

Second Tier: Type III Non-Local Preference Households

Third Tier: Eligible Type II Local Preference Households

Bottom Tier: Eligible Type II Non-Local Preference Households

*\*Please see the last Q&A on page 17 that explains how certain non-Local Preference households may be given Local Preference status.*

### **The Open Pool Affordable Units**

#### **Waiting List for One 1BR apartment**

Top Tier: All Households with no priority among Household Types

#### **Waiting List for Three 2BR apartments**

Top Tier: All Type II and Type III Households

Bottom Tier: All Type I Households

### **The Disabled-Accessible Affordable Units**

#### **Waiting List for One 1BR disabled-accessible (DA) apartment**

Top Tier: All Households requiring the features of this unit

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## Step 2a: Notification of Lottery Results and Lease Application Invitation

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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.

Leasing Offices typically need to screen 3 to 4 times as many applicants as there are units in order to find enough qualified tenants for their available affordable units. Therefore, from each Waiting List, approximately 3 to 4 times as many households as there are units available for that Waiting List will be invited to move immediately forward in the process of completing a Lease Application (see next step).

All households invited to move forward in the process must complete a lease application and a Unit Selection Preference Worksheet by the given deadline date (which will be approximately 14 days after the lottery date) or they will be removed from the Waiting List.

Households will be 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.

No fees will be charged for processing the Lease Applications for the affordable units.

**As more households will be required to complete the Leasing Office Review than units available, some households may complete the Leasing Office Review and will not be given the chance to reserve one of the affordable units.** The property will also notify these households that they are not currently being offered a unit but will remain on the Waiting Lists.

Households who have been invited to complete a Lease Application based on their positions on a list for a Disabled-Accessible unit and a regular unit must likewise rank both the disabled-accessible units and regular units in order of preference.

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 a apartment. If more households are needed to reserve all units, households will be notified at least 5 days in advance of the date they must go to the Leasing Office for lease screening. Failure to complete a Lease Application by the given date will result in the removal of their Application Number from the Waiting List.

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## Step 2b: Leasing Office Review and Unit Selection

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The Lease Application review will be the same review that households 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.

After the deadline when all households must complete a Lease Application, the Leasing Office will use the Unit Selection Preference Worksheets and the Waiting Lists (as determined by the lottery) and match the top households for each unit type with their most preferred and available units. The top households will then be notified by the Leasing Office of the unit number and type they are being offered. **Households must sign a reservation form within 4 days of being notified by the Leasing Office of their unit match.**

Upon move-in, the resident pays their first month's rent.

Please note, a criminal background does not necessarily disqualify a household. 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 Property Manager's Policy differ from the policy and procedures in the DHCD Model Policy, the policy and procedures of the DHCD Model Policy will be followed. The specifics of the Criminal Background Screening will be provided by the Leasing Office at this step.

**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.

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## **Step 2c: File Update (applicable for applicants with move-in dates after February 8, 2023)**

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Households with move-in dates prior to February 8, 2023 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, households with move-in dates after February 8, 2023 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

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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: As a **current resident only**, you are considered income eligible for an affordable apartment as long as your household earns an income that does not exceed **140% of the current year's income limit** for a household of your 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	\$78,300	\$109,620
2	\$89,500	\$125,300
3	\$100,700	\$140,980
4	\$111,850	\$156,590
5	\$120,800	\$169,120
6	\$129,750	\$181,650

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 to an affordable program-qualified tenant, at which point the apartment of the tenant with earnings exceeding the Income Limit for Current Tenants will 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 the Boston-Cambridge-Quincy HMFA Area Median Income increases or the costs of applicable utilities decreases. Likewise, if the Boston-Cambridge-Quincy Area Median Income decreases and the costs of utilities increases, rents may decrease.

## LOCAL PREFERENCE INFORMATION

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**Q: What is Local Preference?**

A: The Town of Scituate has established a local preference for 70% of the affordable apartments. Local Preference will be given as described in Step 4 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:

- a current resident of Scituate
- an employee of the Town of Scituate
- an employee of a business located in Scituate, or those with a bona fide job offer from a business located in Scituate
- households with children attending Scituate Public Schools

**Q: Do households which meet all Local Preference criteria get priority over households which meet only one?**

A: NO. As long as a household meets any one of the Local Preference criteria, they will qualify for Local Preference.

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

A: No. For example, on the Waiting List for the 2BR Local Preference units, if there are not enough eligible Type II or III Local Preference Applicants, the units will be made available to a Type II or III Non-Local Preference household before being made available to a Type I Local Preference Household who would be over-housed in a 2BR unit. Please see the way the Waiting Lists are compiled in the section on Waiting Lists.

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

A: Households without Local Preference will be entered into the Open Lottery and will be given positions on the Waiting Lists based on where they are drawn in the Open Lottery drawing. Non-Local Preference households will also be given positions on the Local Preference Waiting List to ensure that need of a unit size gets appropriately addressed (see question above, and the Waiting Lists on pg. 12).

**Q: Does Local Preference get priority over a household in need of a disable-accessible (DA) apartment?**

A: No. The DA apartments will be made available to all households in need of a DA apartment regardless of household size and composition.

### **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 33.4%. 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.

## DISABLED-ACCESSIBLE UNIT INFORMATION

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

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.

**Q: How are disabled-accessible apartments awarded?**

A: There are separate Waiting Lists for the DA apartments. The households with the top positions on those Waiting Lists will be given the first opportunity to lease the DA apartments.

**Q: Can households that qualify for a DA apartment also apply for a non-DA apartment?**

A: Yes. Households that qualify for a DA apartment will also have positions on the Waiting Lists for non-DA apartments depending on what unit size they are applying for. If they reach the top position on a Waiting List for a non-DA apartment before they reach the top position for a DA apartment, they will have to decide if they want to lease a non-DA apartment or wait until they have a top position on a Waiting List for a DA apartment.

**Q: What happens if there are fewer disabled-accessible qualified applicants than disabled-accessible apartments at the time of the Lottery?**

A: If there are not enough qualified applicants on the Waiting Lists for the disabled-accessible units, 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. To request a reasonable accommodation, please email [info@sebhousing.com](mailto:info@sebhousing.com) or call 617-782-6900 x1 or postal mail SEB Housing, 257 Hillside Ave, Needham MA 02494