

Information Packet

Connect55+ Bourne

Bourne, MA

An Affordable Housing Lottery

Facilitated on behalf of RM53 Holdings, LLC

This packet contains specific information on the affordable housing program and application process for the affordable rental apartments being offered at the retirement lifestyle community at Connect55+ in Bourne, MA. Connect55+ invites you to read this information packet and submit an application.

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

The first apartments will be ready for occupancy by the Summer of 2023.

APPLICATIONS MUST BE RECEIVED BY 2:00 PM ON JULY 7TH, 2023.

Additional Applications available at
www.sebhousing.com

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

For TTY Dial 711

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There will be an Informational Session where questions about the lottery and property can be addressed. It will be held on June 7th, 2023 at 6:00pm via Zoom Go to zoom.com/join or call (646) 558-8656 and enter Meeting ID: 818 9317 7595. Passcode: 088159

GENERAL OVERVIEW AND RENTS

Connect55+ is a brand-new, 120 unit, active adult retirement community located at 13 Kendall Rae Place in Buzzards Bay, MA. This community will feature amenities such as a library with a cozy fireplace, a community room, an outdoor patio with a BBQ grill, a state-of-the-art fitness center, a billiards room, an education center, a yoga studio, a movie theater, a salon, interior mail room, and secured access key fob system. Apartments come with a full size washer and dryer as well as a stove, refrigerator and dishwasher, and feature modern kitchens with large counter spaces, large closets throughout, in-suite temperature control with central air conditioning, and premium carpeting. Connect 55+ is a three story building in a quiet location featuring beautifully landscaped grounds, and elevators for easy accessibility. There will be 12 affordable apartments scattered throughout this community that will be rented to households with incomes at or below 80% of the area median income through this application process. **One head of household must be age 55 or older.** The unit mix of the affordable units is as follows:

# of Units	# of Bedrooms	# of Bathrooms	Ave. Size (subject to change during construction)	Rent*
5 (2 of these units have ADA mobility features)	1	1	565-782 sq.ft.	\$1,553
7	2	1-2	766-839 sq.ft.	\$1,950

* The rents are set annually according to the HUD Fair Market Rent Documentation System (“FMR”) by number of bedrooms in the unit for the Barnstable Town, MSA. Therefore, the rents of units are subject to change annually. 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 or similar). **Tenants are responsible for paying the costs of electricity (which includes cooking). Gas heat, hot water, trash, cold water and sewer are included in the rent. Each affordable unit will have access to a free parking spot which is offered on a first-come, first-served basis to residents. Garage spaces can be rented for an additional cost.**

Since it is possible that there will be more interested and eligible applicants than available units, a lottery will be conducted 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.

RM53 Holdings, LLC does not discriminate in the selection of applicants on the basis of race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status, genetic information, 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. To request a reasonable accommodation, please email info@sebhousing.com or call 617-782-6900 x1 or postal mail SEB Housing, 257 Hillside Ave, Needham MA 02494

Q: How long will the designated apartments remain affordable?

A: As a **current resident only**, you are considered income eligible for an affordable unit as long as your household earns an income that does not exceed 140% of the current applicable income limit for a household of your size (see *Yearly Eligibility and Rent Review for more details*). If the FMR for Bourne increases, the rent may increase in a future lease term.

ELIGIBILITY REQUIREMENTS

Q: Who is eligible to apply for the affordable apartments in Connect55+ Bourne?

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.) **One head of household must be at least 55 years of age.**
- 3.) Household priority will be given based on household composition. For questions on household size and composition, please read “**Household Size and Composition**”.
- 4.) Households cannot own a home 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 member cannot be considered a Related Party, which includes employees of the property manager or owner.

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	\$64,450
2	\$73,650
3	\$82,850

**subject to change with HUD's publication of 2024 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 (80%) of median income for Barnstable 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 50% (i.e. applicant’s monthly income must be approximately 2 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 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 leasing requirements regarding same. 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	\$37,300
2 BR	\$46,800

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 12 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 limited exception. (Please contact the Lottery Agent with any questions).

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

Allowable Assets

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

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

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

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

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

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

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

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

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

A: No. All households that meet the income guidelines specified above may apply for an affordable apartment, however, there is a local preference in this lottery for the affordable units.

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 divorce process has begun or has already been finalized. If no divorce has been initiated, then we would need you to certify and document that your spouse has a separate address. The Certification Application will guide you through the documentation that you will need to provide.

STEP-BY-STEP PROCESS AND TIMELINE

Q: What is the application, selection, and move-in process for the affordable apartments at Connect55?

A: The process is essentially a **three-step** process.

The first step is to qualify for the Lottery, which includes being given a position on the Waiting Lists. The **Lottery Application** must be completed but no supporting documentation is required at this step (it will be required in later steps).

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 third step is to be found Affordable Housing Program eligible (which involves submitting all required income, asset and tax documentation).

The following pages explain each step in greater detail.

Step 1a: Applying for the Housing Program

through July 7th, 2023

Step 1b: The Lottery

July 18th, 2023 at 6:00pm via Zoom

Go to zoom.com/join or call (646) 558-8656 and enter Meeting ID: 857 2736 5609,

Passcode: 276410

Step 1c: Waiting Lists and Lottery Results

Established night of the lottery

Step 2a: Leasing Office Review and Unit Selection

1-30 days after SEB Pre-Approval

Step 2b: Final SEB Housing Certification of Program Eligibility

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

Yearly Eligibility and Rent Review

30-90 days prior to lease renewal

There will also be an Informational Workshop where questions about the lottery and the development can be addressed directly.

It will be held on June 7th, 2023 at 6:00 pm via Zoom. Go to zoom.com/join or call (646) 558-8656 and enter Meeting ID: 818 9317 7595, Passcode: 088159

Step 1a: Applying for the Affordable Housing Program

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

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

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

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

Step 1b: The Lottery

The Lottery will be held on July 18th, 2023 at 6:00pm via Zoom (go to zoom.com/join or call (646) 558-8656 and enter Meeting ID: 857 2736 5609, Passcode: 276410). Households do not need to be present for the Lottery drawings. All Households will be notified of the results by the Lottery Agent. There will be drawings in the lottery, a Local Preference Lottery and an Open/General Lottery. For Local Preference households, Application Numbers are placed in both Lotteries. For all other households, Application Numbers are placed only in the Open Lottery. For each Lottery, the Application Numbers are randomly drawn and placed in the order drawn on two Lottery Result Lists. **The order drawn does not necessarily reflect the order that households will get to select apartments as Application Numbers of smaller households are mixed in with Application Numbers of appropriately sized households.**

Regardless of the order drawn, all households of appropriate size for each apartment size will be given the opportunity to lease an apartment before any smaller household. *For example: A one-person household is the first household drawn in the Local Preference Lottery. They will be given the first opportunity to lease a one-bedroom apartment. However, they will be behind Type II households on the 2BR waitlist.*

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

Step 1c: The Waiting Lists and Lottery Results

The Waiting Lists will be compiled immediately after the lottery. **The separate Waiting Lists created from the Lottery Results List illustrate the order households will get to choose units based on unit size, 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 relative to households of similar qualifications.

The Waiting Lists

Waiting List for SEVEN 2BR apartments (Local Preference)

Top Tier: All Local Preference Households

Bottom Tier: All Non-Local Preference Households

Waiting List for THREE 1BR apartment (Local Preference)

Top Tier: All Local Preference Households

Second Tier: All Non-Local Preference Households

Waiting List for TWO 1BR ADA apartments (Local Preference)

Top Tier: All Local Preference Households who require the features of these units

Bottom Tier: All Non-Local Preference Households who require the features of these units

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

Step 2a: Leasing Office Review and Unit Selection

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

The Lease Application review will be the same review that applicants for market-rate apartments undergo, where factors such as Employment history, Credit score/reports, Former lease history, Criminal Background Screening and sufficient income are considered. The Leasing Office can provide more details on their screening process during this step in the process. **Co-signers and/or guarantors are not allowed (see page 6).** For specific questions about credit and background/criminal issues, households can contact the leasing office.

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

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

A: No. Only people who will live in the apartment can sign the lease. Tenants must be able to meet the income qualifications on their own. Please see pages 4 and 5 for more details.

Step 2b: SEB Housing Final Review of Program Eligibility

After you have reserved an Affordable Unit, the Leasing Office will notify SEB Housing of the reservation. You will then need to submit to SEB Housing a Program Certification Application along with all income, asset, and tax documentation (and local preference documentation if you applied for local preference) to SEB Housing for Final Review and Approval.

Upon initially receiving your Application Number prior to the lottery, you will want to review the Documentation Requirement Guide given to you by SEB Housing for details on everything that will be required to complete this final review of Affordable Housing Program Eligibility. If you are contacted but you fail to submit all required documentation (and if your initial submission is incomplete, any and all missing documentation) within 10 days of reserving a unit you will be removed from the Waiting List and will lose your reservation. Similarly, if you are over the income limit you will also be removed from the Waiting Lists.

SEB Housing will notify you and the Leasing Office if you are missing documentation, or if you are ineligible or eligible for the Affordable Unit you reserved. If you are eligible, you will be able to sign a lease and move into your Affordable Unit on the date initially established with the Leasing Office.

YEARLY ELIGIBILITY AND RENT REVIEW

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

Q: How long can I lease my affordable apartment?

A: 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 (80% AMI Units)	Income Limit for Current Tenants (140% of Current Income Limit)
1	\$64,450	\$90,230
2	\$73,650	\$103,110
3	\$82,850	\$115,990

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 conclusion of their lease term. At the end of the lease term, the tenant will be required to vacate the unit.

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

A: Rents may increase as the FMR for Barnstable increases.

DISABLED-ACCESSIBLE UNIT INFORMATION

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 specific Waiting Lists for the accessible units that will only be populated with households who need the features of the unit. 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 DA apartments, the apartments will be made available to the top applicants on the Waiting List that have the same unit sizes.

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 or call 617-782-6900 x1 or postal mail SEB Housing, 257 Hillside Ave, Needham MA 02494.