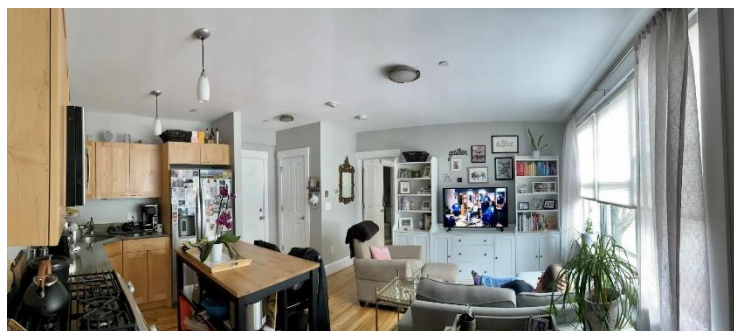


Inclusionary Housing Program Information Packet & Application For Two (2) Affordable Re-Sale Units at **432 Norfolk St. #2E &**



411 Norfolk St. #2J



Introduction

Mayor Katjana Ballantyne and the City of Somerville's Office of Strategic Planning City of Somerville (OSPCD) are pleased to announce the re-sale of a one- (1) bedroom condominium and a three- (3) bedroom condominium to an income eligible, first-time homebuyer household at an affordable, below market price through the City of Somerville's Inclusionary Housing Program. The resale price of the 1BR unit, 432 Norfolk St. #2E, is \$232,018.03. The resale price of the 3BR unit, 411 Norfolk St. #2J, is \$371,000. **Both condos will be offered to a household earning between 81%-110%** of the Area Median Income ("AMI") (see Maximum Gross Annual Household Income Limits table below).

As deed-restricted units, these condos will have a deed rider that will be filed along with the unit deed and mortgage at the time of purchase. This means, among other requirements, that the price at which the units are re-sold will be restricted and any subsequent owner will also be required to be first-time homebuyers and to have an income between 81%-110% of AMI. This will ensure that the unit remains affordable in the long term. More information on the deed rider and restrictions begins on page 12.

Address	Price Tier / MFI	Sales Price	Estimated Monthly Condo Fee* & Taxes**	Minimum Down Payment	# of BRs / Baths	Estimated Monthly Parking Fee	Estimated Area (Sq. Ft.)
432 Norfolk St. #2E	P2 / 81-110%	\$232,018	\$341.6 / \$197	\$6,961	1 / 1	\$152	538
411 Norfolk St. #2J	P2 / 81-110%	\$371,000	\$356 / \$238	\$11,130	3 / 1	\$152	1,080

***Condo fees are set by the condo association and are subject to change after the initial year based on increased costs in the condo budget.**

**The above estimates for taxes are without a residential exemption. To obtain a residential exemption on a homeownership unit that you reside in as your primary residence, you must apply. Households are eligible to apply with the City of Somerville's Assessing Department for a residential exemption when able to demonstrate ownership and principal residency as of Jan. 1st in the previous year and filing taxes there. Call the Assessing Department at 617-625-6600 ext. 3100 to learn more about residential exemptions or visit: www.somervillema.gov/departments/finance/assessing.

How Is Household Size Defined?

- A "household" includes all persons who will be residing with the head of household in the unit including children, teenagers, and adults, *regardless of their ability to earn or receive income*;
- A household consisting of unrelated persons must have a documented history of mutual residency leading up to January 9, 2023 and an intention to continue doing so;

- A household which consists of ONLY full-time students (including PhD) is not eligible to apply;
- Applicants may not submit multiple applications as a member of multiple households;
- An unborn child is considered a household member if the mother is in the third (3rd) trimester of pregnancy at the time of the lottery date February 1, 2023; AND
- Minors under shared custody are considered household members if they live with the applicant at least 50% of the time. Adult dependents away for college as full-time students are considered household members.

Legally married couples shall both be considered part of the household, even if separated. In the situations where a household members is legally married to a spouse absent from the household (whether or not officially divorced or separate) and the absent spouse will not be moving into the Inclusionary condo, the applicant must provide current verification: (1) if divorced, a copy of the divorce decree; (2) if not divorced, a copy of a separation agreement; (3) if the applicant does not have the documentation in #1 or #2, documentation of residing in separate addresses (such as copies of leases). Where no such documentation exists of residing at separate addresses, a notarized affidavit from the parties (or party in the event it is not safe or possible for both parties to do so) that they are separating and will be residing at separate addresses as of a certain date. Without any of the above verification, the ex-spouse will be considered part of the household and their income and assets will be counted in determining income eligibility, even if they do not plan on residing there.

Verification from a treating physician of being in the third (3rd) trimester, verification of student status, custody arrangement or documentation of separation/separate residencies will be required at the income certification.

How Do I Know If My Household Is Income Eligible?

To be eligible to purchase either unit, a household's annual income must be within the guidelines listed in the Maximum Gross Annual Household Income Limits Table below. If a household's gross annual income is between 81% -110% AMI, they may be eligible.

For Unit 2E (1BR), applicants must have enough income to support the monthly mortgage, condo fee of \$341.60, property taxes (approximately \$197 per month although they will be higher initially then, lower than this amount after a residential exemption is approved), utilities and must be able to make a minimum of 3% down payment of \$6,960.54 towards the purchase of this home. Parking is also available for this unit for a current monthly fee of \$152.

For Unit 2J (3BR), applicants must have enough income to support the monthly the monthly mortgage, condo fee of \$356, property taxes (approximately \$238 per month although they will be higher initially then, lower than this amount after a residential exemption is approved), utilities and must be able to make a minimum 3% down payment of \$11,130 towards the purchase of this home. Parking is also available for this unit for a current monthly fee of \$152.

Maximum Gross Annual Household Income Limits	
Your household's total annual income must fall between the ranges below adjusted by household size.	
How many persons are in your household?	Is your household's total gross annual income between the ranges below?
1 Eligible for 1BR ONLY	\$78,301 - \$107,954
2	\$89,501 - \$123,376
3	\$100,701 - \$138,798
4	\$111,851 - \$154,220
5	\$120,801 - \$166,557
6	\$129,751 - \$178,895

The combined annual income from **all** sources and for all members of the household must not exceed **110% AMI**, adjusted by household size as indicated above.

What is Considered Income?

Income is defined as all amounts, monetary or not, that go to or is received on behalf of any household member, even if the household member is temporarily absent. Income includes all amounts anticipated within the next 12 months going forward from the time of an income certification. It is the applicant's responsibility to accurately divulge anticipated changes in income. Income includes interest/dividends accrued from assets to which any household member has access.

Examples of income include but are not limited to earnings from a job or self-employment including earnings from one-time events/gigs such as earnings from yard & art sales; childcare; fundraising campaigns (Go Fund Me, Crowd Source); Unemployment Benefits; Pensions/Social Security/ Disability benefits; informal or formal child support (received or owed); Assistance from family/friends; Starting or closing of businesses.

Examples of anticipated changes include but are not limited to seasonal work (including academic calendars), changes in work hours, raises, bonuses, overtime pay, cost of living adjustments (COLAs), commissions, gain or loss of employment or income source.

For self-employed household members: Self-employed household members (ride-share drivers, artists, business owners etc.) must complete Profit/Loss statements for *each business* at the of an income certification. The Profit/Loss statement must indicate month-by-month self-employment revenue and IRS allowable deducted business expenses for a 12-month period *preceding* the time of the income certification **AND** a Profit/Loss statement for the 12 months

following the date of the income certification indicate month-by-month self-employment revenue and IRS allowable deducted business expenses. For each claimed deductible business expense, verification is required (contracts, receipts, payment verifications, paid invoices etc.). Verification must match the monthly deductions listed in the Profit/Loss statements. The household must explain how they arrived at their monthly deductions in writing.

What is the Asset Limit?

Asset limit is set at \$75,000 excluding restricted retirement accounts, college and health savings plans. This asset limit applies to all household members and includes all assets or joint interests in assets held in the United States or abroad. **All assets for all household members must be disclosed in the pre-lottery application and the most recent three (3) months of complete statements for all accounts** must be provided at the time of an income certification. Assets which the applicant(s) hold and may not use or have access to are still considered assets and statements must be provided. In cases where an asset was recently closed, verification must be provided. **Applicants must disclose all joint accounts held with absent spouse/household members in the application.**

Examples of assets include but are not limited to: Saving/checking accounts; CD; mutual funds; investment accounts; IRAs; 475B; 403B; bonds; digital currency (Bitcoin, etc.); payment apps (Venmo/PayPal, Square etc.); life insurance; community funds; fundraising campaign platforms (Go Fund Me etc.), cash on hand, real estate, any investments held abroad, etc.

What Is a Complete Application?

It is the applicant's responsibility to provide a complete application. Housing Division staff may review applications for completion and provide assistance prior to the application deadline, however, it is the applicant's responsibility to submit a complete application. Applicants who submit within one (1) week of the application deadline may not have an opportunity to resubmit a complete or accurate application, based on a staff's feedback, prior to the deadline. As such, households are encouraged to submit an application as early as possible.

Correspondence will be via email if the household has an email address or via regular mail if the household does not have an email address. After the application deadline, all applications will be reviewed and households will be notified if their application is incomplete or otherwise ineligible in advance of the lottery. Households will also be notified if their application is deemed complete and will be entered into the lottery, and they will receive a unique identifier for the lottery.

A complete application includes:

- 1) An application **completely filled in and signed by all household members 18 +**, if a question is not applicable *do not leave it blank, put N/A for not applicable*;
- 2) A valid **First-Time Homebuyers Training Class Certificate** or proof of enrollment in a MHC approved class scheduled to be completed before the anticipated closing date;

- 3) **Current Mortgage Pre-Approval, Credit Approval or Pre-Qualification** letter including an interest rate or interest rate range for a 30-year fixed mortgage covering the cost of the home. This letter must be valid at the time of the lottery date: Wednesday January 25, 2023 **AND**;
- 4) Disclosure of all assets and anticipated income changed for the next 12 months on the application.

*All parts of the application must be submitted together to be complete. Incomplete applications are not accepted. Applications that **do not** include the above requirements will not be included in the lottery.*

Who Is A First-Time Homebuyer?

Applicants must be first-time homebuyers. A person shall be considered a first-time homebuyer if no person in his or her household has, within the preceding three (3) years from the date the application is submitted, owned a home or owned an interest in a home through joint ownership.

Exceptions may be made in the following five (5) instances ONLY:

1. A displaced homemaker: A displaced homemaker is an individual who is an adult meeting ALL criteria:
 - Has not worked full-time, full year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family
 - Owned a home with his or her partner or resided in a home owned by the partner
 - Does not own the home previously owned with a partner
 - Is unmarried to or legally separated from the spouse
2. A single parent, where the individual owned a home with his or her partner or resided in a home owned by the partner and is a single parent (is unmarried or legally separated from a spouse and either has 1 or more children of whom they have custody or joint custody or is pregnant).
3. An age-qualified household (in which at least one member is age 55 or Over) which is selling a home in order to purchase an Income-Restricted unit.
4. A household that owned a property that was not in compliance with State, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.
5. A household that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations.

Either the head or co-head of household is required to complete a Massachusetts Housing Collaborative (MHC) approved first-time homebuyer's course and submit a copy of a valid certificate of completion with the application. Proof of enrollment in a first-time homebuyer's

training class with the submission of the application will also be accepted; however the course must be completed before the anticipated completion date. Keep in mind that, if submitting only verification of enrollment in a course for the lottery and your household is chosen, you will be required to submit the certificate of completion before closing.

Where Can I Find First-Time Homebuyer Courses?

Citizens' Housing and Planning Association (CHAPA) provide a directory of MHC approved first-time homebuyer training courses in the Greater Boston Region. Up-to-date listings are on their website: www.chapa.org. Online and in-person classes are listed there at various prices, dates, times and languages. <https://www.chapa.org/housing-courses/homebuyer-education-agencies>.

MHC approved first-time homebuyer courses are taught monthly at Somerville Community Corporation (SCC) in Union Square. You can register at <https://www.somervillecdc.org/first-time-homebuyers/> or register for classes by contacting Renee Taylor at 617-410-9907 or by email at rtaylor@somervillecdc.org. Households may also contact Jose Cedanio at 617-410-9908 or at jcedanio@somervillecdc.org.

Is A Pre-Approval Letter Required?

Applicants are required to submit as part of their application **a current mortgage pre-approval/pre-qualification/credit approval letter for a 30-year fixed mortgage, and the letter must include an interest rate or interest range.**

Be prepared with personal information including state-issued identification cards, home addresses for the last two (2) years, W2s paystubs/other income and asset statements for the last two (2) months, etc. Lenders will run a hard credit check.

Notify the lender of the application deadline and all preapproval requirements. Show the lender all information provided in this packet regarding the units and the Affordable Housing Restriction on this property.

Pre-qualification letters **must be subject to credit, employment, and asset verifications.** If a pre-approval letter does not include the details described above, it will be deemed insufficient and the pre-lottery application will not be eligible to participate in the lottery.

Where Do I Get A Pre-Approval Letter?

Each institution below agreed to provide free pre-qualification services and information on the best mortgage product available to suit your needs. Below are examples of lenders that previously worked with clients in the Inclusionary Housing Program. **The lender must issue a 30-year fixed standard mortgage and the lender MUST accept the Affordable Housing Restriction. Online banks and lenders (i.e. Rocket Mortgage, Quicken Loans) are not accepted, and the lending institutions must have at least one physical location in Massachusetts.** Keep in mind that you if you compare offers from various lenders, each hard credit check may impact your score.

Winter Hill Bank

342 Broadway
 Portuguese, English
 Somerville, MA. 02145
 Rich Vernet
 617-629-3330 / 978-500-4746
hvernet@winterhillbank.com

Cambridge Savings Bank

1374 Massachusetts Avenue
 Cambridge, MA.02138
 Rick Garber
 (617) 441-4137 / 978-808-6008
rgarber@cambridgesavings.com

SVB Private

Diana Carvajal-Hirsch (Spanish, English)
 617-912-3991
Dcarvajal@svb.com

Rockland Trust

Contact: Celsa Moreno-Barker (Spanish,
 508-830-3274 / 978-835-9375
Celsa.moreno-barker@rocklandtrust.com

East Cambridge Savings Bank

292 Cambridge Street
 Cambridge MA 02141
 Tricia Rizzo
 (617) 551-2453
prizzo@ecsb.com

Cambridge Trust

18 Blanchard Rd. 4th Floor
 Burlington, MA 01803
 Dina Scianna
 617-441-1430/781-983-3289
Dina.Scianna@cambridgetrust.com

What is a Lottery Preference & How Can I Qualify for a Preference?

Living or working in Somerville full-time may qualify a household for a preference in this lottery. **To receive a preference, a household must indicate in the pre-lottery application that they live or work full-time in Somerville** and current documentation for preference eligibility claims will be verified at the time of an income-certification. Verification must be current (dated within 30 days) at the time of the lottery. Households that apply with a preference and are unable to provide verification will not be able to proceed forward, and the Housing Division will move to the next household with preference and verification on the lottery list.

Households that are eligible for a preference have a greater chance of being selected no. 1 for the unit through the lottery or be closer to the top of the lottery list. The Housing Division cannot determine the odds of acquiring a unit for households that are not eligible for a preference. Households that are not eligible for a preference will be placed on the lottery list in the order the household is pulled in the non-preference pool. Households are encouraged to explore income-restricted housing opportunities in the City in which they live and work to learn if they offer local preferences within their respective programs. This may increase the odds of acquiring a below market-rate unit.

Co-equal preferences will be provided to eligible applicants providing current verification of *living or physically working full-time in Somerville (32+ hours/week)*. **Preference documentation must be dated within 30 days of the scheduled lottery date**. Below includes acceptable documentation to receive a Somerville preference.

Proof of residency may include:

- Current signed lease;
- Notarized letter from property owner confirming ownership of property and applicant tenancy;
- Utility bill with current statement date. Do not use the bill due date;
- Bank/credit card/cable bill statement with Somerville address and a current statement date; OR
- Current voter registration showing registration date within the last 30 days.

Proof of employment in Somerville may include:

- Signed and dated letter from employer on company letter head that includes the Somerville address of where a household member works AND the numbers of hours worked per week in Somerville;
- A current paystub showing the Somerville address of where the household member(s) work AND the number of hours worked per pay period; OR
- Ownership of a business *does not* mean a household works there. Business owners must provide verification of ownership, a current bill connecting the owner's name with the address of the Somerville business **AND** a current paystub showing the number of hours worked **OR** if paystubs are not available, a notarized affidavit confirming the number of hours worked per week at the Somerville business.

*Somerville **work preferences may not be granted** for households providing **co-working spaces** as verification of employment in Somerville.*

PREFERENCE VERIFICATIONS MUST BE COMPLETE AND INCLUDE ALL PAGES

When is the Application Deadline?

The **deadline** to submit a complete application in order to participate in the lottery is **Monday January 23, 2023 by 2PM**. Applications received after this date and time will not be accepted.

How are Applications Submitted?

Due to COVID-19, applicants are encouraged to drop off, email or fax in applications. Complete applications may be submitted before the deadline through the following methods:

- Email: inclusionary@somervillema.gov;
- Fax: 617-591-3235;
- Dropped off in an envelope in the black mailbox outside of the front door of the City Hall Annex or at a box located just inside City Hall Annex where a greeter is located. The City Hall Annex is located at 50 Evergreen Ave., Somerville, MA 02145 and the envelope should be indicate "Attn: Inclusionary Housing Program"; OR
- Mail to Attn: Inclusionary Housing Program, City of Somerville Housing Division, 50 Evergreen Ave. Somerville, MA 02145. If you mail an application, **allow at least one (1) week in the mail** to ensure the application is received before the deadline (not post-marked).

NOTICE:

- Applications sent to email addresses other than inclusionary@somervillema.gov or faxes other than 617-591-3235 will not be accepted;
- Applications sent in piecemeal or in screen shots will not be accepted. Do not submit the same application multiple times;
- If you fax or email an application, do not contact staff inquiring whether the application was received prior 2PM on Monday Jan. 23, 2023. If sending by fax, **households will receive a receipt from the fax machine which was used to confirm that the status of the submitted fax.** If submitting an application by email, **households will receive an auto-response confirming the receipt of the application;**
- Inclusionary staff will review application in the order in which they are received. *It is a household's responsibility to ensure applications are completely and accurately completed upon submission and ahead of the deadline with complete documentation.*
- Applications received within seven (7) calendar days of the application may not have the opportunity to be updated upon review;
- Staff will confirm the receipt and status of the application once it is processed, in the order received.

How Will I Know My Application was Received?

The Housing Division will provide notification of received applications by email or regular mail within two (2) weeks of the date an application is received. *If it has been less than two (2) weeks of your submission date, do not contact the Housing Division asking if it has been received. Such questions will not be responded to as there is not enough time to do so.* Contact inclusionary@somervillema.gov or call 617-625-6600 ext. 2566 if more than two (2) weeks have passed and you have not received confirmation of your received application. Households

When/Where is the Lottery?

The lottery will be held virtually on Go To Webinar on **Wednesday January 25, 2023 at 2PM**. All participating applicants will receive unique identifiers and information to join the virtual lottery prior to 2/01/2023. Attendance to the lottery is not required. All unique identifiers will be called in the order in which they are drawn and placed on a lottery list. **The applicant whose unique identifier is pulled first will be contacted immediately via phone and email.** The lottery itself is viewable on the City's YouTube channel: [Youtube.com/SomervilleCityTV](https://www.youtube.com/SomervilleCityTV) and will be posted on the Inclusionary Housing Program website.

If a household does not receive a notification immediately on or after the lottery date, that means their unique identifier was not pulled first. The results of the lottery will be posted on the City of Somerville Inclusionary website by 2/8/2023. Participating applicants who did not win may learn of their position in the lottery by viewing the website.

What Happens if I am Selected #1 in the Lottery?

The applicants whose unique identifiers are pulled first will be contacted immediately via phone and email or regular mail. These households will have one (1) week to submit the Housing Division required documentation outlined by the Housing Division. Households no. 2 will be notified if the first households are determined ineligible or unable to close. **The Housing Division reserves the right to request addition income and asset documentation as may be necessary to complete the income certification.**

Income Certification Policy

Upon reviewing initial information provided, Housing Division staff will contact the applicant with a first (1st) request for complete documentation which discloses and verifies all household income sources, assets and federal tax returns. This request will outline specific items needed to determine eligibility. The household will have five (5) business days from this notification date to submit the requested documentation. If the household is unable to provide the requested documentation after three (3) additional requests are made and all required documentation to determine eligibility is not received, the Housing Division reserves the right to discontinue the income certification and offer the opportunity of the next household on the lottery list.

Household no. 2 will be notified if household no. 1 is determined ineligible or unable to close. They will have five (5) business days from notification to submit initial income documents to the Housing Division. Households participating in the lottery should set these documents aside prior to the lottery to facilitate timely submission to the Housing Division after the lottery.

What Documents Are Needed For An Income Certification?

Households that are selected in the lottery will have the opportunity to verify their eligibility through an income certification. The Housing Division reserves the right to request additional income documentation as may be necessary to complete a household's income certification.

Income certification documents apply to all adult household members (18+) and must include but are not limited to the following:

1. Preference verification that is within 30 days of eligibility screening notification date
2. 2021, 2020 and 2019 Federal tax returns, all pages and schedules, including all W2s, 1099s, etc. If taxes have not been filed for 2021, you must provide proof of a tax extension and the previous year of tax returns. If 2022 tax returns have been filed, then you should submit your 2022 tax returns, additionally. If your Federal Tax Return includes W2s from employer(s) a household member is no longer working for, termination of employment must be verified directly with the former employer. This letter must be on company letterhead, signed, dated including the last date of employment, whether there are any pending payments and the company's intent to rehire the household member within the next 12 months. **Do not provide State Tax Returns;**

3. Most recent three (3) months of consecutive paystubs and/or other income statements (child support, pensions, Social Security Benefits etc.) for Oct.-Nov. 2022 Nov.-Dec. 2022, Dec. 2022 – Jan. 2023. For statements that are issued on a quarterly basis, the most recent quarterly statement should be submitted.
4. Explanation of deposits (City to provide form) for all asset accounts including unexplained deposits exceeding \$100*;
5. Employer verification forms signed by employee(s) with the employer's contact information (to be sent directly to employers by the City);
6. Most recent three (3) consecutive months of all asset statements for all household members (including but not limited to: checking, savings, Mutual Funds, IRAs, 401(K)s, CDs, PayPal, Venmo, Square, or any other digital currency) for Oct.-Nov. 2022 Nov.-Dec. 2022, Dec. 2022 – Jan. 2023;
7. Statements of no income for any adults in the household who do not receive any income signed by both the adult not receiving income and head of household;
8. Valid photo IDs;
9. Verification of student status directly from learning institutions for household members who are 18+ and full or part-time students;
10. Verification of business ownership and 12-month period Profit/Loss statements of past and projected earnings;
11. Verification of having a history of mutual residency for household members that are unrelated;
12. Verification of custody of a minor, of divorce decree, separation agreement, documentation of residing in separate addresses, or a notarized affidavit from the parties that they are separating, of real estate sales agreement if applicable;
13. Other documents may also be requested by the City at the time of income certification

**For each unclear deposit into bank/asset statements (cash deposits, transfers of funds from persons outside of the household, etc.) household must explain the source and nature of each deposit.*

DO NOT SUBMIT INCOME AND ASSET DOCUMENTS WITH YOUR PRE-LOTTERY APPLICATION

Income, assets and tax returns are only required if a household is selected in the lottery.

Proceed Letter

When a household is found income eligible the Housing Division will provide a Proceed Letter outlining the next steps. Once certified and after receiving a Proceed Letter, the buyer will have 15 days to complete a private home inspection, review the report, and enter into a Purchase and Sale Agreement (P&S) with the owner. Copies of the Private Home Inspection report and executed P & S must be provided to the Housing Division. The buyer will formally apply for a mortgage loan with their chosen lender and then the buyer and owner will agree to a mutually convenient closing date included in the P&S. If the household is pursuing a **Closing Cost Assistance** Application with the City of Somerville, an application is not necessary until the household has been found income-eligible for this unit. Please be advised that a

closing date should be identified in consultation with the City. If determined eligible for assistance, the City's Closing Cost assistance check can take anywhere from 2-4 weeks to be generated. Final analysis is not completed by the City until in receipt of the final Closing Disclosure.

Description Of Affordable Housing Restriction

This opportunity to purchase an affordable unit at a significant discount is being offered through the Somerville's Inclusionary Housing Program. This requires, among other things, that the unit remain affordable for future buyers. If you are selected to purchase this unit, you will sign a "Deed Rider", which describes the restrictions on the unit and your responsibilities. These restrictions will remain with the unit permanently and will apply to you and all subsequent owners. The following is an overview of the most important aspects of the Deed Rider and is meant for informational purposes only. If selected, you are strongly encouraged to seek legal advice and review the total document.

- **Principal Residence and Leasing:** The unit must be used as your primary principal residence and may not be leased without prior written consent from the Housing Division. Additionally, the units may not be used for short term rental such as Airbnb under any circumstances etc.
- Refinancing:** Express written consent must be obtained from the City of Somerville OSPCD, Housing Division prior to refinancing your loan.
- **Notice to the City of Somerville when selling your home/unit:** When you want to sell your home, you must contact the City of Somerville, OSPCD Housing Division. You must submit a written intent to sell. OSPCD will calculate the Maximum Affordable Sale Price. At this time, Division practice permits the owner to elect to market the unit independently after the City sets the maximum price and reviews and approved marketing material, or owners may request the City's assistance in locating a buyer. In all cases, the buyer must meet income and asset criteria and the City must certify their income and must also be first time homebuyers.
- **The City conducts annual monitoring:** Homeowners must complete an annual residency verification and provide residency documentation to ensure homeowners are in compliance with the deed restrictions.
- **Improvements are not included in the resale calculations:** If you are thinking of doing an improvement, you must contact OSPCD's Housing Division first.
- **You can hope for a small modest increase** in the resale price, however, you will not receive an increase like you will see on the open market. The price ***does not*** increase a set percentage every year. Remember, upon resale, the units must remain affordable to another income eligible first time homebuyer.

A deed- restricted unit cannot be resold without the City's Certificate of Compliance, verifying all price and the income eligibility of the purchaser.

What is the Inclusionary Housing Appeals Policy for Pre-Lottery Applications and Eligibility Determinations?

Pre-lottery determination of eligibility by OSCP's Housing Division is based on the following: 1) having a complete application; 2) having appropriate household size of the particular unit; 3) having the appropriate income that falls within the unit's stated eligibility range, based on what households self-report for income in the application. The Housing Division has adopted the U.S. Department of Housing and Urban Development (HUD) 24 CFR 5.609 Part 5 definition of "Annual Income" which anticipates gross income, including income from assets over the next 12 months. Staff annualize what households self-report as their monthly income and compare that against the income eligibility range the unit is in. It is the applicant's responsibility to disclose accurate information and to complete the entire application before the deadline. If any errors were made which affected the applicant's eligibility to participate in the lottery, the applicant has five (5) business days from the date of an email/eight (8) business days from the date of a letter regarding ineligibility to correct the error/discrepancy with the Housing Division by replying to the email/letter. The correction must include specific terms (for example, inclusion of income sources no longer received, forgotten household members, questions left blank or assumptions made in the calculation). Household can also make the correction by providing an updated application with the changes initialed and dated. Households that submit an application within five (5) days of the deadline will not have the ability correct the error/discrepancy and will not be prompted by the City via email or letter.

Post lottery/income certification determination: A household deemed ineligible upon the completion of the income certification process has the right to appeal the income¹ determination. To initiate the appeals process, the ***applicant must send a written Appeal Request to the Director of the Housing Division within one week of receipt of the ineligibility determination.*** A written request includes one sent by email. In this written request to the Director of the Housing Division, the household must identify in specific terms (for example, inclusion of an income source no longer received, or assumptions made in the calculation) what about the determination is being appealed. If a household needs more time to identify in specific terms what about the determination is being appealed, the household must identify good cause for additional time, and still must send a notice of intent to submit a written appeal request within one week of the receipt of the ineligibility determination.

While it is the responsibility of the household to provide the Housing Division with all of their current income documents and to disclose all reasonably anticipated income within the next twelve (12) month upfront during the initial certification process, if there other documents the household wishes to supply that are new, that provide clarifying information, or are unanticipated/unexpected, the household should state such in its written appeal, and either include the additional documents in the appeal request, or provide a timeline within which such documents can be provided. It is within the discretion of the Housing Director whether to accept/wait for additional documents;

¹ The City has adopted the Part 4 definition of "Annual Income" under 24 CFR 5.609 for the Inclusionary Housing Program.

however, the documents should be provided without any unreasonable delay, with time being of the essence. The Housing Division Director will consider the appeal request and any new information or documentation provided and make a determination.

The household will be notified in writing by the Housing Division Director regarding the outcome of the appeals determination, including the reasons and supporting facts and documents relied upon. Such determination shall be made within ten (10) business days of receipt of complete appeal documents, and if such determination cannot be made within ten (10) business days, the Housing Director will provide a reason why additional time is needed, along with an estimate as to how much additional time is needed.

While an appeal is pending, the Housing Division may proceed with income certifications of the next person(s) on the lottery list but not to the point where the appealing applicant would be denied the opportunity to rent or purchase the subject unit (if the appeal were to be decided in his/her favor). The following agencies may be able to provide (free) assistance with the applicant's appeal

Cambridge and Somerville Legal Services (CASLS)

60 Gore Street, Suite 203, Cambridge, MA 02141 / (617) 603-2700

Community Action Agency of Somerville (CAAS)

66-70 Union Square, Suite 104, Somerville, MA 02143 / (617) 623-7370

City of Somerville Office of Housing Stability (OHS), Director Ellen Schachter

50 Evergreen Avenue, 1st floor, Somerville, MA 02145 / (617) 625-6600 x2580

A copy of this appeal process, including the name, mailing address, and email address of the Director of the Housing Division, shall be provided to the applicant with the OSPCD's Housing Division's written communication of its initial denial of income eligibility.

IMPORTANT DATES		
Virtual Office Hours	Thursdays 5:30-7:30PM	Please join meeting from computer, tablet or smartphone: https://global.gotomeeting.com/join/591022621 United States: +1 (872) 240-3412 Access Code: 591-022-621
Open Houses	By Appointment Only	Contact: inclusionary@somervillema.gov / 617-625-6600 x. 2586
Application Deadline	Monday January 23 rd at 2PM	Applications must be completed and delivered before 2PM: to the Housing Division 50 Evergreen Ave., Somerville, MA 02145 Faxed to: 617-591-3235 or Emailed to: inclusionary@somervillema.gov
<i>Late, incomplete or applications submitted in piecemeal, will not be entered into the lottery. Applications sent to other emails or faxes will not be accepted.</i>		
Lottery	2PM, Wednesday January 25 th , 2023	Event details will be sent to lottery participants with Unique Identifiers ahead of the lottery, which is held via Go To Webinar: https://attendee.gotowebinar.com/register/2193428269198246750 By Phone: 914-614-3221 / Access Code 512-408-536

If documentation is not provided at the time of the income certification or is not current applicants will not qualify for a preference.

Next Steps (After Lottery): Only household no. 1 to the next steps

- Four-six weeks to review income documents and make income determination
- Proceed Letter issued by Housing Division to eligible household
- Private Home Inspection must be scheduled and Purchase and Sale (P&S) Agreement must be signed within fifteen (15) days of Proceed Letter
- Eligible household obtains a mortgage
- Closing takes place approximately within 30-45 days after P&S is executed
- Projected Occupancy: -Spring 2023

Questions regarding applications may be directed to:
Inclusionary@somervillema.gov OR 617-625-6600 Ext. 2566

Please keep this information Packet as you may have questions moving forward

THE INFORMATION PACKET ENDS HERE

Individuals with disabilities who need auxiliary aids and services for effective communication, written materials in alternative formats, or reasonable modifications in policies and procedures, in order to access the programs and activities of the City of Somerville or to attend meetings, should contact the City's ADA Coordinator, Adrienne Pomeroy, at 617-625-6600 x2509 or apomeroy@somervillema.gov.

Application begins on following page

HEAD OF HOUSEHOLD NAME _____

Maximum Gross Annual Household Income Limits

No. of persons in household:	1 Person (Only eligible for 1BR)	2 People	3 People	4 People	5 People	6 People
81% - 110% Area Median Income:	\$78,301 - \$107,954	\$89,501 - \$123,376	\$100,701 - \$138,798	\$111,851 - \$154,220	\$120,800 - \$166,557	\$129,751 - \$178,895

PRE-LOTTERY APPLICATION INSTRUCTIONS

Pre-lottery applications must be submitted to the Housing Division through one of the following methods by:

- Dropped off in person or mailed to 50 Evergreen Ave., Somerville MA 02145 (must be received, not postmarked by below deadline);
- Emailed to: inclusionary@somervillema.gov; OR
- Faxed to: 617-591-3235

Applications sent to email addresses other than inclusionary@somervillema.gov or faxes other than 617-591-3235, will not be accepted. Applications sent by piecemeal or in screen shots will not be accepted.

- 1) *Do not leave any questions blank. If a question is not applicable, please write N/A;*
- 2) *Make sure all adults sign the last page;*
- 3) *If you need additional space to provide an answer, please attach additional sheet(s).*

It is the household's responsibility to ensure that applications are complete upon submission. If emailing or faxing an application, do not contact the Housing Division to confirm the application is received. If faxing an application, you will receive a receipt from fax machine confirming the status of the fax. If you are emailing in applications, you will receive an email notification confirming the receipt of your application.

The Housing Division will confirm the receipt and status of your application once it is processed in the order in which it is received. **DO NOT SUBMIT MULTIPLE APPLICATIONS AND DO NOT SUBMIT YOUR APPLICATION MULTIPLE TIMES.**

APPLICATION DEADLINE: 2PM, Monday January 23, 2023

SECTION A: HOUSEHOLD INFORMATION

Provide the following contact information for the Head of Household.

Head of Household's Legal Name: _____
Head of Household's Preferred Name (if different from above): _____
Current Address: _____ _____
Mailing Address (if different from above): _____ _____
Primary Phone: (____) _____ Alternate Phone: (____) _____
Email Address: _____

Complete & provide the following information for each household member intending to occupy the unit:

Name of Household Member	Relationship to the Head of Household	Age	Is this person a full-time student or will be a full-time student in the next 12 months? Y/N
	Head of Household		

1. Is a household member expecting to be in their third trimester or give birth by **01/25/23**

Yes No

Please note: If yes, this unborn child must be included as a household member in the above table and verification from treating physician as to third trimester must be included at the time of income certifying.

2. Is any household member listed above legally married to somebody not included on the application? Yes No If "Yes", list the name, address and explain your current marital status below.

Depending on the response this person may need to be included as a household member for the purpose of this application: _____

3. Does any household member have joint accounts, own property or joint interest in Real Estate (whether in the USA or abroad) with somebody who is not a household member? Yes No If "Yes", include these assets in the asset table listed on Pages 21-22. This will be discussed if selected in the lottery.

List all names on joint asset & describe the relationship to household member: _____

I certify that the total number of people in my household is: _____

SECTION B: GENERAL INFORMATION

1. What language would you like the Housing Division to communicate with you in?
 _____ . Interpretation services can be offered in Nepali, Portuguese, Spanish, Mandarin, Cantonese and Haitian Creole.
2. Do you require a reasonable accommodation?: Yes No
 If yes, submit verification of need from your health care provider with this application **before** the application deadline.
 Please describe reasonable accommodation need:

3. Does a household member currently live or work full-time (32hrs+/week) in Somerville?
Yes No
4. Is the head of household a full-time student or registered to be a full-time student the following semester? Yes No
Please note: Both heads of household cannot be full-time students; Applicants must provide verification directly from institution.
5. Is any member of your household employed by the City of Somerville? Yes No
 There is no preference given in the lottery if you or a household member works for the City of Somerville. This is simply a disclosure.
6. How did you hear about this opportunity? Inclusionary Housing Listserv City Website Flyer
Newspaper Family/friend Social media Web search Other _____
7. Would you like your email to be included in the Inclusionary Housing Listserv to receive notifications of upcoming affordable rental and homeownership opportunities available through the City of Somerville's Inclusionary Housing Program? Yes No
 Please check "No" to the above question if you already receive email alerts

The following questions are optional and not required to participate in the lottery:

Do you own a motor vehicle? Yes No

Each unit will have the exclusive right to use one (1) particular covered parking space.

Do you need a residential parking permit? Yes No

If you answered yes to both question above, explain why a residential parking permit is needed.

What is the head of household's ethnicity? Hispanic/Latino Non-Hispanic/Latino

What is the head of household's/co-head of household's race? Please check all boxes that apply:

African American Indigenous American/Alaskan Native Asian

Middle Eastern/North African Native Hawaiian/Other Pacific Islander

White Black Brown Two or more races Other: _____

What is/are the head of household's/co-head of household's country of origin (this question is optional)?: _____

SECTION C: INCOME & ASSETS

Income Information – List all income such as Wages, Salaries, Tips, Self-Employment income, Welfare/TAFDC Benefits, Social Security, TANF, SSI, Pensions, Disability Compensation, Unemployment Compensation, Alimony, Child Support, Military Pay, Pensions, Death Benefits, Season/One-time Jobs and Gigs, etc.

Consider & indicate all changes in income your household anticipates over the next 12 months as this may impact your income eligibility. If you are uncertain, you should speak with your HR/Office Manager/Union Rep. about anticipated raises, bonuses, OT, changes in work hours, Cost of Living Adjustments (COLAS) etc.

Household Member	Income Source (Add Employer/Contract)	Yearly <u>Gross</u> Earnings
	Employer Name	
	Employer Name	
	Employer Name	
	Employer Name	
	Employer Name	
	Employer Name	
	Employer Name	
	Self-Employment (Name/Contract):	
	Self-Employment (Name/Contract):	
	Self-Employment (Name/Contract):	
	Self-Employment (Name/Contract):	
	Self-Employment (Name/Contract):	
	Self-Employment (Name/Contract):	
	Child Support	
	Child Support	
	Child Support	
	SS(DI)/TAFDC	
	SS(D)I/TAFDC	
	SS(D)I/TAFDC	

	SS(D)I/TAFDC	
	Unemployment	
	Unemployment	
	Unemployment	
	Pension	
	Pension	
	Pension	
	Other	
	Other	
	Other	
	Interest from Assets	
	Interest from Assets	
	Interest from Assets	
Total Yearly Household Gross Income:		

1) **Describe all anticipated changes in income over the next 12 months**** (seasonal jobs, changes in hours worked, raises, bonuses, loss of jobs, change in jobs, promotions, cost-of-living adjustments etc.). For each change, explain each change numerically and the anticipated date. Attach another sheet if necessary. **Failure to disclose anticipated changes may impact your income eligibility at the time of your income certification.** Attach additional pages as necessary.

****You must answer this question for your application to be considered complete. If you do not anticipate any changes in income, you may answer N/A**

Asset Information - List below the assets of all household members. Include all bank accounts (savings and checking), life insurance, stocks and bonds, trusts, retirement accounts, educational savings accounts, real estate, online currency (Bitcoin...), cash apps (PayPal, Venmo etc.), whether within the USA or abroad etc.

Applicants must disclose all joint accounts held with an absent spouse/household member(s).
 Attach additional pages as necessary

Household Member	Asset Type (checking, retirement...) & Account Number	Name of Financial Institution	Asset Value or Current Balance
Restricted Assets Total (IRA, 401(k) 403(b), etc.):			
All Household Assets Total:			
<p>1) Does any household member have assets or accounts in any other country? <input type="checkbox"/>Yes <input type="checkbox"/>No <i>If yes, please disclose these assets in the above table</i></p> <p>2) Does any household member own any Real Estate or <u>joint interest</u> in property abroad, in any other country? <input type="checkbox"/>Yes <input type="checkbox"/>No If Yes, provide address: _____ <i>Please provide name of individual, financial institution, account numbers and addresses of any joint account and/or property</i></p> <p>3) Is anyone in your household expecting a monetary gift from someone outside of the household, such as for down payment? <input type="checkbox"/>Yes <input type="checkbox"/>No <i>If so, please disclose the amount expected: \$ _____</i></p> <p>4) What is the total amount of your down payment? \$ _____</p> <p>5) Have you sold, transferred or given away any real property or assets in the last three (3) years within the USA or abroad? <input type="checkbox"/>Yes <input type="checkbox"/>No <i>If yes, provide amount and date of sale/transfer:</i> _____</p>			

Households will need to provide the most recent and consecutive, three (3) months of complete statements (containing all pages, even if blank)/transaction history. All deposits into accounts that cannot be verified will be counted as income.

SECTION D: UNIT SELECTION

Please indicate all unit sizes and locations for which you are applying. You may apply for more than one unit type but will not be entered into a lottery pool for units with more bedrooms than your Largest Unit Size, a lottery pool that you don't report or any lottery pool which is not indicated below. Please note that a minimum of one person per bedroom is required unless you have a disability or medical need for an extra bedroom which must be documented after the lottery. If you claim to have a medical need for an extra bedroom but cannot document it, you will be dropped to the bottom of all Waiting Lists.

 1-Bedroom

 3-Bedroom (3-person min. household size)
SECTION E: PREFERENCES

Does a household member live in Somerville? Yes No

Does a household member work full-time (32+ hours/week) in Somerville? Yes No

Verification will be required at the time of an income certification and must be current (dated within 30 days). Below includes acceptable documentation to receive a Somerville preference.

Preferences will be granted for households providing current verification (dated within 30 days) of living or physically working full-time in Somerville (32+ hours/week). Verifications (such as bills, leases etc.) **must be complete and include all pages.**

Proof of residency may include:

- Current signed lease; **OR**
- Notarized letter from landlord confirming ownership of property and applicant tenancy at property; **OR**
- Utility bill with current statement date. Do not use the bill due date; **OR**
- Bank/credit card/cable bill statement with Somerville address with a current statement date; **OR**
- Current voter registration, showing registration date within the last 30 days of application deadline.

Proof of employment in Somerville may include:

- Signed and dated letter from employer on company letter head that includes the Somerville address where you work AND the number of hours you work per week in Somerville; **OR**
- A current paystub showing the Somerville address of where you work AND the number of hours you work per pay period.

Ownership of a business in Somerville *does not* mean you work there. Business owners must provide verification of ownership, a current bill connecting the owner's name with the address of the Somerville business **AND** a current paystub showing the number of hours

worked **OR** if paystubs are not available, a notarized affidavit confirming the number of hours worked per week at the Somerville business.

*Somerville **work preferences may not be granted** for households providing **co-working spaces** as verification of employment in Somerville.*

SECTION E: PRE-LOTTERY APPLICATION CHECKLIST

1. Answer all questions and leave no parts of the application blank? Yes No
2. Make sure *all adult* household members signed the application? Yes No
3. Disclose all income & asset sources in the USA & abroad? Yes No
If you answer “No”, include these assets in Section C of your application.
4. Include & describe expected changes in income for the next 12 months? Yes No
If you answer “No”, describe anticipated changes in income.
5. Did you submit verification of having a 1st Time Homebuyer Certificate or verification of being registered for a course that is scheduled to end by 01/25/23? Yes No
6. Did you provide a mortgage pre-approval letter? Yes No
 - Is the pre-approval letter for a 30-year fixed mortgage? Yes No
 - Does the pre-approval letter include an interest rate or range? Yes No
 - Is the pre-approval letter valid through the lottery 01/25/23? Yes No

If you answer “No” to any of the above, your application is incomplete.

You must submit an updated letter that contains the missing information. Show your lender Pages 5, 9, 10, 14 & 15 so that they have all required information to provide you with your letter.

SECTION G: APPEALS

Pre-lottery determination of eligibility by OSPCD’s Housing Division is based upon the following: 1) having a complete application; 2) having the appropriate household size for the particular Unit; 3) having the appropriate income that falls within the Unit’s stated eligibility range, based on what households self-report for income in the application. The Housing Division has adopted the U.S. Department of Housing and Urban Development (HUD) 24 CFR 5.609 Part 5 definition of “Annual Income” which anticipates gross income, including income from assets, over the next 12 months. Staff annualizes what households self-report as their monthly income, and compare that against the income eligibility range the Unit is in.

It is the applicant's responsibility to disclose accurate information and to complete the entire application before the deadline. If any errors were made which affected the applicant's eligibility to participate in the lottery, the applicant has five (5) business days from the date of an email/eight (8) business days from the date of a letter regarding ineligibility to correct the error/discrepancy with the Housing Division by replying to the email/letter. The correction must include specific terms (for example, inclusion of income sources no longer received, forgotten household members, questions left blank or assumptions made in the calculation). Households can also make the correction by providing an updated application with the changes initialed and dated.

SECTION H: NOTIFICATION

All information you provide here will be treated as confidential and used by our office to determine eligibility in this affordable rental opportunity through the City's Inclusionary Housing Program. Applicants understand that, if selected, OSPCD's Housing Division will require complete income and asset verification. This means that applicants, if selected, must provide the OSPCD with documentation and further verification of all information related to income, assets, and household members. The applicant certifies all information in this application is true and accurate to the best of his or her knowledge and belief. I acknowledge and consent to the sharing of my household's information with the Office of Housing Stability, the Health and Human Services Department and other City of Somerville Departments as/if needed. I authorize the Housing Division to contact 3rd parties to verify Somerville preference status and income to determine appropriate lottery pool selection.

I have read and understand the application requirements and the deadlines as described above. I certify under penalty of perjury that the information I have provided is true and accurate. I understand that the provision of false information and statements are grounds for ineligibility under the City of Somerville's Inclusionary Housing Program.

_____	_____	_____
Print Head of Household's Name	Head of Household's Signature	Date
_____	_____	_____
Print Co-Head of Household's Name	Co-Head of Household's Signature	Date
_____	_____	_____
Print Other Adult's Name	Other Adult's Signature	Date
_____	_____	_____
Print Other Adult's Name	Other Adult's Signature	Date
_____	_____	_____
Print Other Adult's Name	Other Adult's Signature	Date
_____	_____	_____
Print Other Adult's Name	Other Adult's Signature	Date

FOR OFFICE USE ONLY— DO NOT FILL IN

HOH : _____

Unique Identifier: _____

Date App. Received: _____

Reviewed By : _____

Date Entered Into Tracker: _____

Somerville Preference: Yes ___ No ___

Pre-Approval Complete: Yes ___ No ___

First-time Homebuyer Status : Valid Certificate Proof of Enrollment in Course Not a FTHB

Yes ___ No ___

Total assets : _____

Min. down payment : _____

Highlight hh size and gross annual income :

No. of persons in household:	1 Person (Only eligible for 1BR)	2 People	3 People	4 People	5 People	6 People
81% - 110% Area Median Income:	\$78,301 - \$107,954	\$89,501 - \$123,376	\$100,701 - \$138,798	\$111,851 - \$154,220	\$120,800 - \$166,557	\$129,751 - \$178,895

Application status : _____ (Complete, Incomplete, Ineligible)

Date notification was sent : _____

How was the application submitted? _____

Date app. was completed: _____

Communications Log:

-