



**CITY OF WALTHAM  
AND MUNICIPAL HOUSING TRUST  
RENTAL LOTTERY FOR  
11 **AFFORDABLE** UNITS**



**NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA 02451**

**AFFORDABLE HOUSING LOTTERY  
FOR  
ELEVEN (11) AFFORDABLE APARTMENTS**

**SIX 2-BEDROOM UNITS (each approx. 650 sq. ft.)  
(ONE 2-BEDROOM UNIT IS ACCESSIBLE)  
FIVE 1-BEDROOM UNITS (1 approx. 380 sq. ft., and 3 approx. 400 sq. ft.)**

**NAHUM HARDY RESIDENCES  
51 LAKE STREET, WALTHAM, MA**

**APPLICANTS MUST BE 62 YEARS OF AGE OR OLDER  
Certain exceptions apply to Eligible Tenants Definition**

**AFFORDABLE UNIT RENTS**

**One-bedroom units - \$1,084 PER MONTH (includes utility allowance)(based upon 1 person occupancy)**

**Two- bedroom units - \$1,227 PER MONTH (includes utility allowance)(based upon 2 person occupancy)**

**Must be income eligible at or below the following income level:  
1 person \$47,150 2 person \$53,900 3 person \$60,650**

THE CITY OF WALTHAM HOUSING DIVISION WILL BE CONDUCTING THE FOLLOWING AS PART OF THE LOTTERY PROGRAM:

**A LOTTERY INFORMATIONAL MEETING WILL BE HELD ON: Wednesday, January 22, 2014, 7:00 PM Council Chamber, City Hall 610 Main Street, Waltham**

**AN OPEN HOUSE AT HARDY RESIDENCES WILL BE HELD FOR INTERESTED APPLICANTS ON Wednesday January 29, 2014 from 5 to 7pm.**

**A LOTTERY DRAWING WILL BE HELD ON Monday March 24, 2014, 2:00PM Council Chamber, City Hall, 610 Main Street, Waltham**

**FOR QUESTIONS CONTACT THE HOUSING DIVISION AT 781-314-3380**

APPLICATIONS AND INFORMATION FOR INTERESTED PERSONS WILL BE AVAILABLE AT THE FOLLOWING LOCATIONS:

**WALTHAM CITY HALL, 610 MAIN STREET, WALTHAM, MA  
WALTHAM PUBLIC LIBRARY, 735 MAIN STREET, WALTHAM, MA  
WALTHAM HOUSING DIVISION, 119 SCHOOL STREET, WALTHAM, MA  
WALTHAM HOUSING AUTHORITY, 110 POND STREET, WALTHAM, MA  
or ON LINE AT [www.city.waltham.ma.us/housing-department](http://www.city.waltham.ma.us/housing-department)**

**APPLICATIONS MUST BE SUBMITTED TO:  
NAHUM HARDY RESIDENCES AFFORDABLE LOTTERY PROGRAM**



WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA

C/O ROBERT WATERS, HOUSING SUPERVISOR  
119 SCHOOL STREET, WALTHAM, MA 02451 781-314-3380

**DEADLINE FOR AFFORDABLE APPLICATIONS: Friday February 28, 2014 at 2PM**

**LOTTERY APPLICATION**

Applying For:

Affordable Apt.\*  One-bedroom  Two-bedroom\*\*  Both   
Accessible Unit  the accessible unit is a 2 bedroom unit

\*INCOME ELIGIBILITY SEE INFORMATION SHEET  
\*\* MINIMUM OF TWO OCCUPANTS

RACE (OPTIONAL):  White  Black/African American  Hispanic/ Latino  
 Asian  Native American/Alaskan Native  Other (not white)

Name \_\_\_\_\_ Home Tel. # \_\_\_\_\_  
Address \_\_\_\_\_ Work Tel. # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Social Security # \_\_\_\_\_ Number in Household \_\_\_\_\_

**HOUSEHOLD MEMBERS:**

Please list **ALL** household members who will occupy the affordable apartment:

Name	SS#
_____	_____
_____	_____
_____	_____
_____	_____

**APPLICANTS MUST BE 62 YEARS OF AGE OR OLDER**

**PETS ARE NOT PERMITTED**

**THIS IS A NON-SMOKING FACILITY & GROUNDS**



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

Do you rent?  Yes  No If yes, complete below:

**Current Landlord**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tel. # \_\_\_\_\_

Dates you have lived at present address? From \_\_\_\_\_ To: Present

Monthly Rent \$ \_\_\_\_\_ Utilities \$ \_\_\_\_\_

**Previous Rental History**  
**(this information must be completed)**

1. Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tel. # \_\_\_\_\_

Dates you have lived there? From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

2. Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tel. # \_\_\_\_\_

Dates you have lived there? From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

**Have you ever been evicted or considered for eviction proceedings?**  Yes  No

If yes, when and please explain

\_\_\_\_\_  
\_\_\_\_\_

**PREFERENCE INFORMATION:**

A. Two apartments are handicap accessible. If you are in need of these features and would like to be given preference for one of these apartments, please check this box

B. Please indicate Waltham affiliation:

Current Waltham resident



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

C. Veteran

Veteran Status (please check box if you are a veteran)

Have you owned a home or joint interest in a home in the past three years?

YES \_\_\_\_\_ NO \_\_\_\_\_

Proof of residency shall be proven by the provision of rent receipts, utility bills, or recent voter registration listing. If a household member owns a residential property, the property must be sold prior to leasing a unit.

If yes, Please explain

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**EMPLOYMENT STATUS:**

Applicant's Name \_\_\_\_\_

Occupation \_\_\_\_\_

Name & Tel. # of Present Employer \_\_\_\_\_

Business Address \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Annual Gross Salary \_\_\_\_\_

Co-Applicant's Name \_\_\_\_\_

Occupation \_\_\_\_\_

Name & Tel. # of Present Employer \_\_\_\_\_

Business Address \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Annual Gross Salary \_\_\_\_\_

If other adult household members are employed, please attach a separate sheet with their current employment information.

**INCOME INFORMATION:**

Income information (for you and any other person occupying the apartment):  
Documents will need to be provided with your information if you wish to enter the lottery.



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

**USE MONTHLY AMOUNTS ONLY**

	You	Other Applicant
Salary	\$ _____	\$ _____
Social Security (gross)	\$ _____	\$ _____
Pension	\$ _____	\$ _____
S.S.I. (Disability Payments)	\$ _____	\$ _____
Dividends	\$ _____	\$ _____
Interest	\$ _____	\$ _____
Other (alimony, veterans Child support, etc.)	\$ _____	\$ _____
Other (alimony, veterans Child support, etc.)	\$ _____	\$ _____
Other (alimony, veterans Child support, etc.)	\$ _____	\$ _____
<b>Total Monthly Income</b>	<b>\$ _____</b>	<b>\$ _____</b>

**ASSETS**

**a. Bank Accounts**

	<u>Bank Name</u>	<u>Acct #</u>	<u>Address</u>	<u>Current balance</u>
Checking	_____	_____	_____	\$ _____
Savings	_____	_____	_____	\$ _____
CD(s)	_____	_____	_____	\$ _____
IRA(s)	_____	_____	_____	\$ _____



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

**b. Securities**

<u>Name</u>	<u>Address</u>	<u>Current balance</u>
1. _____		\$ _____
2. _____		\$ _____
3. _____		\$ _____

**c. Real Estate**

Most recent assessed value \$ \_\_\_\_\_ Mortgage Balance \$ \_\_\_\_\_

Other Liens \$ \_\_\_\_\_

**d. Life Insurance** term? \_\_\_\_\_ whole life? \_\_\_\_\_

Cash Value \$ \_\_\_\_\_

**e. Have you disposed of any assets** for less than fair market value during the two years? preceding this application? Yes  No

If yes, the date you disposed of assets \_\_\_\_\_ . The amount you received \$ \_\_\_\_\_ .

The market value of assets at the time of disposition \$ \_\_\_\_\_ .

**f. Have you ever been convicted of a misdemeanor within the past 5 years or a felony in the past 10 years?** No  Yes

If yes, when and explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the crime relevant to the housing being sought? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Unless prohibited by law a criminal record will not automatically disqualify an applicant.**



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

**PLEASE CHECK THE FOLLOWING ITEMS THAT APPLY TO YOU**

- \_\_\_\_\_ I/We certify that our household is \_\_\_\_\_ persons
- \_\_\_\_\_ I/We certify that we are 62 years of age or older
- \_\_\_\_\_ I/We certify that we qualify as eligible tenants as defined in the Lottery Information Packet
- \_\_\_\_\_ I/We certify that at least one member of the household qualifies under the Waltham Local applicant preference category as defined, in the Information Packet, if applicable.
- \_\_\_\_\_ I/We certify that our household income does not exceed the income limits provided in the Lottery Information Packet.
- \_\_\_\_\_ I/We certify that I/We have read the foregoing and that the information in this application and in support of this application is true and correct to the best of My/our knowledge and belief. I/We understand that perjury will result in disqualification from further consideration.
- \_\_\_\_\_ I/We further understand that it is my/our responsibility to notify the Waltham Housing Division of any change in address which would prevent delivery of any correspondence from the Housing Division.
- \_\_\_\_\_ I/We understand if I/We do not respond to correspondence, my/our application will be removed from the Lottery List and or wait list.
- \_\_\_\_\_ I/We have read, understand, and agree the summary of lease and sublease restrictions in the Information Packet and agree to the restrictions. I/we have been advised that a copy of the Regulatory Agreement is available for my/our further review from the Lottery Agent or Lottery website.
- \_\_\_\_\_ I/We also understand that, if selected in the Lottery to lease a unit, a full copy of the Regulatory Agreement will be provided by the developer or its Lottery Agent.

My/Our signature(s) below gives consent to Robert Waters, City of Waltham Housing Supervisor and Kirsch Real Estate to verify all income information and DHCD will provide final verification. No applications will be considered complete unless signed and dated by the Applicant/Co-Applicant. This form must be signed by all household members age 18 years or older.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Co-Applicant signature





**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

**Supporting Documents Needed to Prove Qualification if they apply to you**

1. Copies of last five weeks of pay stubs
2. Copies of last two years Federal tax returns with most recent W-2s
3. Copies of last three months of checking, savings, and asset account Statements
4. Copy(s) of Social Security Benefits Statement
5. Copy(s) of Social Security Disability Benefits Statement
6. Copy(s) of Pension Statement
7. Copy(s) of Unemployment Compensation award
8. Copy(s) of a utility bill proving your address if you are requesting a local preference unit.

You may provide any additional information you feel is applicable to you and your household and attach with this application for review.

A description of assets is included in this application beginning on page 14. Information on allowable assets is provided on page 13.

If selected by Lottery, additional information will be requested at a later date to complete processing your application. Full background checks are done on each applicant, which include credit reports, references, C.O.R.I. and S.O.R.I. checks. Your signature gives consent to the management to verify any and all information contained in this application. Please see C.O.R.I. Policy attached to this application.



WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA

**IT IS THE DEVELOPER'S OBLIGATION NOT TO DISCRIMINATE IN THE  
SELECTION OF APPLICANTS**

The City of Waltham will not discriminate in the selection of applicants on the basis of race, color, national origin, disability, ancestry, children, familial status, genetic information, marital status, public assistance reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.

**ALL DISABLED PERSONS ARE ENTITLED TO A REASONABLE  
ACCOMODATION OF THE HOUSING. SELECTED APPLICANTS WITH  
DISABILITIES ARE ENTITLED TO REASONABLE ACCOMODATIONS.**

**ALL AFFORDABLE APPLICATIONS MUST BE SUBMITTED TO:**

ROBERT WATERS, HOUSING SUPERVISOR  
119 SCHOOL STREET  
WALTHAM, MA 02451

BY **2:00PM Friday February 28, 2014**

**TO BE**

**ENTERED IN THE LOTTERY**



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

**INFORMATION PACKET**

**WALTHAM AFFORDABLE HOUSING LOTTERY  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

This packet contains specific information on the background, eligibility requirements, selection priority categories, application process and the affordable rental program that is part of the Nahum Hardy Residences. The developer of this project, City of Waltham and Waltham Municipal Affordable Housing Trust Fund, invites you to read this information and submit an application if you think you meet the eligibility requirements. This lottery is the first step in the application process and does not assure you an apartment. If you are selected for the lottery, you must then apply and successfully pass a background check, including but not limited to, financial eligibility and prior tenant history. The developer reserves the right to decline to offer an apartment. All tenants must be 62 years of age or older.



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

**INFORMATION SHEET A**

The developer, City of Waltham and Waltham Municipal Affordable Housing Trust is working to provide this affordable housing opportunity in Waltham through the Local Action Units Program through the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD). In this project, eleven affordable apartments have been constructed in Waltham and will be rented to tenants with incomes that shall not exceed 80% of the Boston Massachusetts-NH PMSA area median income. The rent for the affordable units will be: \$1,084.00 per month for a one-bedroom unit based upon one-person occupancy and \$1,227.00 per month for a two-bedroom unit based upon two-person occupancy and includes a utility allowance. These eleven apartments are part of a 19-unit elderly housing development called Nahum Hardy Residences. All tenants must be 62 years of age or older.

Nahum Hardy Residences is a former school building converted into graduate student housing and then elderly housing with 19 individual apartments and a community room. Ten units are one-bedroom and nine units are two-bedroom units. Eleven of the units are available as affordable units through the Local Action Units Program. These units are identical in outward appearance to the market rate units. The square footage of the affordable units is (2) 380, (3) 400, and (6) 650 square feet.

All affordable units must be occupied as a primary residence and will have a lease. There is also a regulatory agreement on the property that limits the amount that the unit can be leased for and requires an income eligible tenant. The regulatory agreement insures that the unit stays affordable in perpetuity.

Since it is anticipated that there will be more interested and eligible applicants than available apartments, 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 Information Sheets B-E.

Applications are available at: the Waltham City Hall, Waltham Public Library, Waltham Housing Division and the Waltham Housing Authority or online at [www.city.waltham.ma.us/housing](http://www.city.waltham.ma.us/housing) or by request at (781) 314-3380

A public information workshop is scheduled for Wednesday January 22, 2014 at 7:00 PM in the Council Chamber, Waltham City Hall, 610 Main St. Waltham, MA



**INFORMATION SHEET B**

**ELIGIBILITY REQUIREMENTS**

Affordable Housing in Waltham

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

A. Households who meet income set by the Department of Housing and Urban Development (HUD) and DHCD.

**Q: What are the eligibility requirements?**

A. To be eligible to rent an affordable apartment, annual income must be within a particular range, set by maximum and minimum income levels as follows:

**Household Income Limits**

To be eligible to apply for renting 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 the Boston Massachusetts-NH PMSA area. The maximum income allowed for this program is:

<b><u>Household Size</u></b>	<b><u>Income Limit</u></b>
1 person	\$ 47,150
2 person	\$ 53,900
3 person	\$ 60,650



## INFORMATION SHEET C

### 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 1% 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 (to be sold for eligibility for this lottery), the total amount of retained equity after the sale of their current home shall be added to their total value of assets.

*Example: A household has **\$10,000 in savings**, , **\$20,000 in a retirement account that they are not drawing down from (\$13,000 net cash value)** and a home assessed at \$300,000 on which they currently have \$280,000 remaining on the mortgage (**\$20,000 in equity**).*

*Their assets total is:  $\$10,000 + \$13,000 + \$20,000 = \$43,000$*

*Actual Income from assets is:  $\$300 + \$0 + \$0 = \$300$  (A)*

*Imputed Income at 1% is:  $1\% \text{ of } \$43,000 = \$430$  (B)*

*For this household, \$430 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.*



## **INFORMATION SHEET D**

### **Definition of Assets**

The value of necessary items of personal property, such as furniture or automobiles shall be excluded. Determination of assets shall be based upon a full and fair present cash value of the asset at the time of application to the program. If a potential purchaser divests himself or herself of an asset for less than full and fair present cash value of the asset within one year prior to application, the full and fair cash value of the asset at the time of its disposition must be declared and shall be included for purposes of calculating eligibility.

### **Household Assets include the following:**

1. Cash held in savings and checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average balance for the last six months. Assets held in foreign countries are considered assets.
2. Revocable trusts: The cash value of any revocable trust available to the applicant.
3. Equity in rental property or other capital investments: The current fair market value less (a) any unpaid balance on any loans secured by the property and (b) reasonable costs that would be incurred in selling the asset (e.g., penalties, broker fees, etc.).
4. Stocks, bonds, Treasury bills, certificates of deposit, mutual funds, and money market accounts: The value of stocks and other assets vary from one day to another and should be determined within a reasonable time in advance of the applicant's submission of an application to participate in the subject housing program.



WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA

5. Individual retirement, 401K, and Keogh accounts: When the holder has access to the funds, even though a penalty may be assessed. If the applicant is making occasional withdrawals from the account, determine the amount of the asset by using the average balance for the previous six months. (Do not count withdrawals as income.)
6. Retirement and pension funds.
  - a. While the person is employed: Amounts the applicant can withdraw without retiring or terminating employment. Count the whole amount less any penalties or transaction costs.
  - b. At retirement, termination of employment, or withdrawal: Periodic receipts from pension and retirement funds are counted as income. Lump-sum receipts from pension and retirement funds are counted as assets. Count the amount as an asset or as income, as provided below. If benefits will be received in a lump sum, include the lump-sum receipt in net household assets. If benefits will be received through periodic payments, include the benefits in annual income. Do not count any remaining amounts in the account as an asset.

If the applicant initially receives a lump-sum benefit followed by periodic payments, count the lump-sum benefit as an asset as provided in the example below and treat the periodic payment as income. In subsequent years, count only the periodic payment as income. Do not count the remaining amount as an asset.

NOTE: This paragraph assumes that the lump-sum receipt is a one-time receipt and that it does not represent delayed periodic payments. However, in situations in which a lump-sum payment does represent delayed periodic payments, then the amount would be considered as income and not an asset.





**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

7. Cash value of life insurance policies available to the applicant before death (e.g., the surrender value of a whole life policy or a universal life policy): It would not include a value for term insurance, which has no cash value to the applicant before death.
8. Personal property held as an investment: Gems, jewelry, coin collections, or antique cars held as an investment. Personal jewelry is NOT considered an asset.
9. Lump-sum receipts or one-time receipts: Inheritances, capital gains, one-time lottery winnings, victim's restitution, settlements on insurance claims (including health and accident insurance, worker's compensation, and personal or property losses), and any other amounts that are not intended as periodic payments.
10. A mortgage or deed of trust held by an applicant: Payments on this type of asset are often received as one combined payment of principal and interest with the interest portion counted as income from the asset. This combined figure needs to be separated into the principal and interest portions of the payment. (This can be done by referring to an amortization schedule that relates to the specific term and interest rate of the mortgage.)

To count the actual income for this asset, use the interest portion due, based on the amortization schedule, for the 12-month period following the certification. To count the imputed income for this asset, determine the asset value at the end of the 12-month period following the certification.

11. A life estate: A life estate is an interest in real property which entitles the life tenant to benefit from the property until his or her death. Usually, the life tenant is entitled to the use of a house for life and may be entitled to sell his or her interest. This right is of value to the life tenant, but it is rarely sold on an open market. (Purchasers of real property would typically not be tempted by



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

such an uncertain term of ownership.) The value of an applicant's life estate is included when calculating his or her assets based upon the Internal Revenue Service's latest guidance to determine the value

of life estates (see Internal Revenue Service Publication 1457, "Actuarial Values, Book Aleph," (7-1999).

Household Assets DO NOT include the following:

1. Personal property (clothing, furniture, cars, wedding ring, other jewelry that is not held as an investment, vehicles specially equipped for persons with disabilities).
2. Interests in Indian trust land.
3. Term life insurance policies (i.e., where there is no cash value).
4. Equity in the cooperative unit in which the applicant lives.
5. Assets that are part of an active business: "Business" does NOT include rental of properties that are held as investments unless such properties are the applicant's main occupation.
6. Assets that are NOT effectively owned by the applicant: Assets are not effectively owned when they are held in an individual's name, but (a) the assets and any income they earn accrue to the benefit of someone else who is not the applicant, and (b) that other person is responsible for income taxes incurred on income generated by the assets.



**INFORMATION SHEET E**

**SELECTION PRIORITY**

Affordable Housing in Waltham

- Q: What if there are more eligible applicants than units available?**
- A. If there are more applicants than units, as is likely, a Lottery drawing will be held to rank the applicants in order that their numbers are drawn. Households requiring two bedrooms will receive first preference over households that require only one bedroom. There must be at least one occupant per bedroom, a husband and wife are required to share a bedroom, and a person 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. Documentation must be provided.
- Q: How will applicants for the affordable apartments be selected?**
- A. Households submitting an eligible application prior to the application deadline will be placed in a lottery. Applications will be screened before the lottery. Applicants will be ranked according to their lottery number drawn. Late applications will not be considered for the lottery-**there will be no exceptions to this rule.** After the lottery, the highest ranked participants will be invited to apply for a lease. Affordable apartments will be offered to the highest-ranking applicants who are found to be eligible and qualify.



WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA

**Q: Will there be Local Preference for some of the units?**

A. The City of Waltham has established a local preference for 70% of the affordable apartments. An applicant qualifies for local preference if the applicant or a member of their household meet the following criteria:

**Current residents:** A household in which one or more members is living in the city at the time of the application.

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

A. Households without local preference will be entered into the Open Lottery and their names will be added to each waiting list, they will just be added at rate of one position for every two Local Preference positions.

**Q: Does Local Preference get priority over a household in need of an accessible apartment ?**

A. No. The accessible apartments will be made available to non-Local-Preference households in need of an accessible apartment regardless of household size and composition before being made available to local preference households of “appropriate size”. **Any eligible disabled applicant who needs an accessible unit will be given priority over larger applicant households.**

**Q: Who qualifies for an accessible 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 people with different types of disabilities.



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

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 individuals disability may be requested. Proof receiving Social Security Disability benefits is insufficient.

**Q: How are disabled accessible units awarded?**

A. Wait lists will be implemented for the accessible units. The household with the top positions on the waiting lists will be given the first opportunity to lease the accessible units.

**Q: Can households that qualify for an accessible unit also apply for a non- accessible unit?**

Yes. Households that qualify for an accessible unit will also have positions on the wait list for a non- accessible unit. If they reach the top position on a waiting list for a non-accessible unit before they reach the top position for an accessible unit, they will have to decide if they want to lease a non- accessible unit or wait until they reach the top of the accessible unit wait list.

**Q: Do veterans get priority over a local preference household?**

A. There will be Local Preference for seven out of the eleven affordable apartments. Two of the local preference apartments will be for veterans. If no veterans apply for the affordable units in the lottery the two apartments will continue to be local preference units. Wait listed households who have veteran status after the initial lottery will be given preference to the first two vacancies.



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

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

A. If there are not enough qualified applicants on the wait list for the accessible units, the units will be made available to the highest applicants on the regular wait list.

**LOCAL PREFERENCE: SEVEN UNITS** Priority for a household with one or more applicants who is a current Waltham resident.

**GENERAL PREFERENCE: FOUR UNITS**

All applicants, whether they are included in the Local Preference category or not, are included in the General Preference category.



WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA

**INFORMATION SHEET F**

**SELECTION PRIORITY**

Affordable Housing in Waltham

**Q: What is the schedule for applications and the selection of tenants for the apartments at Nahum Hardy Residences?**

**Wednesday January 8, 2014, 4PM:** The developer will be publicizing the availability of this affordable housing opportunity in the Waltham area and distributing applications and this Information Packet to all interested citizens throughout the area.

**January 22, 2014:** A Public Workshop will take place in the Council Chamber, City hall 610 Main Street, Waltham, MA Wednesday January 22, 2014, 7PM to answer questions about the lottery process. Advertising will continue for the forty-days.

An Open House will be held at Nahum Hardy Residences **Wednesday January 29, 2014, from 5pm to 7pm** allow interested applicants to tour the eleven affordable apartments. The Lottery Agent and a representative for the developer will be available to answer questions.

Tenants interested in applying for one of the eleven affordable apartments should complete and submit an application to participate in the lottery. The deadline for application submittal is **2PM Friday February 28, 2014.**

**ALL APPLICATIONS SHOULD BE MAILED TO ROBERT WATERS, CITY OF WALTHAM HOUSING SUPERVISOR, 119 SCHOOL STREET, WALTHAM, MA 02451**

**Applications must be postmarked by 2 PM February 28, 2014**

**Late applications will not be accepted.**

**ADD DATE HERE:** The lottery for the Nahum Hardy Residences will be held at the Public Meeting Room, 119 School Street, Waltham, MA at 7PM.



## **MAIL YOUR APPLICATION EARLY**

Upon receipt of a completed signed Lottery application the application will then be reviewed to determine if the household meets the threshold eligibility criteria. Eligible applicants will be issued a letter and lottery number confirming entry in the lottery selection process within ten days (10) after the close of the advertising and pre-lottery activities period.

Your application will be reviewed for eligibility after it has been received. If you are eligible to enter the lottery, you will be notified with a confirmation letter that will include your registration number as well as information regarding the pool you are eligible to participate in. If you are eligible for the Waltham preference pool, you will also be qualified to enter the general pool as well.

You are encouraged, but not required to be present at the lottery drawing. Once the lottery selection is complete, the selected applicants will be notified that they must begin the process of tenant eligibility including financial and background check. If at any point in the lottery process, a selected applicant becomes ineligible, the next eligible applicant on the wait list will be notified and they must begin the process of tenant eligibility.





**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

**INFORMATION SHEET G**

**DESCRIPTION OF NAHUM HARDY RESIDENCES**

Nahum Hardy Residences is a former elementary school, initially converted into graduate student housing by Bentley College then by the City of Waltham and the Waltham Municipal Affordable Housing Trust Fund into 19 elderly apartments. Ten units are one-bedroom and nine units are two-bedroom units. Eleven units are available as affordable units through the Local Initiative Program. These units are identical in outward appearance to the market rate units. There is one parking space for each affordable apartment. All new kitchens and bathrooms and appliances have been installed. There will be a coin operated laundry room on the first floor for all tenants.

The picture on the cover of the packet is a recent picture of Nahum Hardy Residences.



WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA

## **INFORMATION SHEET H**

### **Summary of Regulatory Agreement**

- Apartments cannot be leased, subleased.
- Tenants cannot own a residential property.
- Units remain affordable and subject to Regulatory Agreement in perpetuity.
- Tenants must live in the units as their primary residence.

DEVELOPED BY THE CITY OF WALTHAM AND WALTHAM  
MUNICIPAL AFFORDABLE HOUSING TRUST FUND  
119 SCHOOL STREET, WALTHAM, MA 02451  
(781) 314-3380

**AFFIRMATIVE MARKETING PLAN**



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

The cost and responsibility for preparing and providing all of the marketing materials shall be the responsibility of the City of Waltham Housing Division. The City of Waltham, the Waltham Municipal Affordable Housing Trust Fund and the City's Housing Office all have an obligation not to discriminate in the selection of applicants.

**MARKETING FOR ELEVEN AFFORDABLE APARTMENTS:  
(THE FOLLOWING TASKS WILL BE DONE BY THE CITY OF WALTHAM  
HOUSING DIVISION)**

**Advertising:** A variety of media will be used to attract potential renters including newspaper advertising, the posting of flyers in the City of Waltham and surrounding towns, and public service cable advertising in the local market. Flyers will be sent to a broad range of City Offices and community organizations. It will be requested that all flyers be posted on bulletin boards or distributed to employees or members of the organizations. Advertisements will be placed in local and regional newspapers and websites that reach minority populations in the region, and will indicate the time and place of informational meetings, the deadline for submission of applications, and how interested applicants can obtain applications. The minority outreach will include contacts with local organizations, churches and social service agencies. Applications will be mailed upon request.

**Public Information Meeting:** A public information meeting will be held to explain the process and describe the "affordable" units. The meeting will help to identify and encourage potential applicants. The meeting place and time will be publicized in all advertising. An Open House will be held for applicants to tour the available affordable units.

**Tenant Selection Process:** A lottery will be held to determine the ranking of all applicants. All applicants will be given the opportunity to self-qualify according to the Local Initiative Program guidelines and to identify themselves as minorities if applicable. After the application deadline has passed, a determination will be made concerning the percentage of minority applications in the applicant pool. If the percentage of minorities is less than the percentage of minorities in the surrounding region, adjustments will then be made to the Local applicant pool. As stated by the Massachusetts



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

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 27.0%. 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: Native American or Alaskan Native, Asian or Pacific Islander, Black, Hispanic, and Cape Verdean. The lottery process will give preference to households that need two-bedrooms unless there is a qualified eligible disabled applicant who needs a handicap accessible unit. The Lottery process will give Local preference for seven apartments (two of which will be for veterans) to households that have one applicant who is a resident of Waltham.

**Lottery Ballot:** Each eligible applicant will be assigned a “ballot” or lottery number to be entered into the lottery. All number ballots will exactly the same size and color. Only applicant numbers will be on the ballot. The numbers will be recorded in order as they are selected for both the Local applicant pool and the General applicant pool. Applicants are encouraged, but not required, to attend the lottery drawing event in order to participate in the lottery. All applicants will be sent a letter that will inform them of their ranking in the lottery drawing and will be made aware that the order of selection does not guarantee that they will be assigned a unit to lease.

**Award:** The households that require two bedrooms will be drawn first. Households that do not require two bedrooms will be drawn next. We will proceed down the list of ranked applicants to the first applicant on the list, which needs a two-bedroom unit. Once the two bedroom households have been assigned, the selection order ranks the remaining applicants that do not require two bedrooms. A separate drawing will be conducted for the Local preference pool and the General preference pool.



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

**THE FOLLOWING PUBLIC INFORMATION IS THE RESPONSIBILITY OF THE  
LOTTERY AGENT (WALTHAM HOUSING OFFICE)**

**Public Information: Poster and Applications will be available at the following locations:**

- City Hall, 610 Main Street, Waltham, MA
- Waltham Public Library, 735 Main Street, Waltham, MA
- Waltham Housing Division, 119 School Street, Waltham, MA
- Waltham Housing Authority, 110 Pond Street, Waltham, MA
- Waltham Council on Aging, 488 Main Street, Waltham, MA
- City of Waltham, Veterans Office, 119 School Street, Waltham, MA

**Newspapers and Websites**

Name	Area	Racial/Ethnic Identification
Gatehouse Media, Inc. Publications (previously CNC Weekly Papers), includes Waltham News Tribune and <a href="http://www.WickedLocal.com/Waltham">www.WickedLocal.com/Waltham</a>	9 cities and towns	Mixed
The Waltham Patch Tel: 617.531.6495 <a href="mailto:Ping.hackett@patch.com">Ping.hackett@patch.com</a>	Waltham	Mixed
El Mundo Tel: 617.522.5060 <a href="mailto:ramon@elmundoboston.com">ramon@elmundoboston.com</a>	Greater Boston	Hispanic
The Bay State Banner Tel: 617.261.4600 Fax: 617.261.2346 <a href="mailto:Rachel@bannerpub.com">Rachel@bannerpub.com</a>	Greater Boston	African-American
Sampan Tel: 617.426.9492	Greater Boston	Asian



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WALTHAM, MA**

<a href="mailto:ads@sampan.org">ads@sampan.org</a>		
Craigslist	Boston/ Metro West	Mixed
CHAPA and MassAccess Website	MA	Mixed

**Organizations, Businesses and Community Contact Groups**

<b>Name</b>	<b>Phone</b>	<b>Fax and/or Email</b>
Waltham Zoning Board of Appeals Office of the Zoning Board of Appeals 119 School Street, 2 <sup>nd</sup> Floor Waltham, MA 02451	781-314-3330	781-314-3341 Contact: Pamela Doucette
Waltham Housing Department Housing Division Programs 119 School Street, Suite 24 Waltham, MA 02451	781-314-3380	781-314-3385 Contact: Robert Waters Contact: Deborah Flanagan
Planning Department Government Center 119 School Street Top Floor Waltham, MA 02451	781-314-3370	781-314-3376 Contact: Catherine Cagle
City of Waltham City Clerk 610 Main Street 2 <sup>nd</sup> Floor Waltham, MA 02452	781-314-3120	781-314-3130
Waltham Public Library 735 Main Street Waltham, MA 02451	781-314-3425	waltham@minlib.net
City Hall 610 Main Street Waltham, MA 02452	781-314-3000	
WATCH, INC (CDC) 24 Crescent Street Waltham, MA 02453	781-891-6689	781-891-1703 <a href="mailto:office@watchCDC.org">office@watchCDC.org</a>



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

Chamber of Commerce 84 South Street Waltham, MA 02453	781-894-4700	781-894-1708 <a href="mailto:info@walthamchamber.com">info@walthamchamber.com</a>
Waltham Boys and Girls club 20 Exchange Street Waltham, MA 02451	781-893-6620	781-894-5770
First Parish in Waltham 50 Church Street Waltham, MA 02452-5506	781-893-6240	Wauu-office@verizon.net
Beth Eden Baptist Church 84 Maple Street Waltham, MA 02453	781-899-4674	781-891-7494 <a href="mailto:churchclerk@bethedenbaptist.org">churchclerk@bethedenbaptist.org</a>
The Community Day Center P.O.Box 541006 Waltham, MA 02454	781-392-6311	<a href="mailto:director@communitydaycenter.org">director@communitydaycenter.org</a>
Immanuel Methodist Church 545 Moody Street Waltham, MA 02453-0506	7818937250	<a href="mailto:immanuelumchurch@verizon.net">immanuelumchurch@verizon.net</a>
St Mary's Church 133 School Street Waltham, MA 02451	781-891-1730	781-642-0604
Our Lady Comforter of the Afflicted Parish 920R Trapelo Rd Waltham, MA 02452	781-894-3481	781-894-0021 <a href="mailto:parish@olca.org">parish@olca.org</a>
St. Jude's Parish 147 Main Street Waltham, MA 02452	781-893-3100	<a href="mailto:fr.bill.l@comcast.net">fr.bill.l@comcast.net</a>
GWARC, INC 56 Chestnut Street Waltham, MA 02453	781-899-1344	<a href="mailto:gwarc@gwarc.org">gwarc@gwarc.org</a>
Sacred Heart Church 311 River Street Waltham, MA 02453-6056	781-899-0469	781-899-0081 <a href="mailto:sacredheart311@aol.com">sacredheart311@aol.com</a>



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

New Covenant Church of Cambridge 527 Main Street Waltham, MA 02452	781-788-8840	<a href="mailto:info@newcovwaltham.org">info@newcovwaltham.org</a>
Christ Episcopal Church 750 Main Street Waltham, MA 02451	781-891-6012	<a href="mailto:office@christchurchwaltham.org">office@christchurchwaltham.org</a>
Waltham Lions Club P.O. Box 540043 Waltham, MA 02454-0043	781-891-7185	<a href="mailto:walthamlions@yahoo.com">walthamlions@yahoo.com</a>
Waltham Housing Authority 110 Pond St Waltham, MA 02451	781-894-3357	781-894-7595 <a href="mailto:walhous@tiac.net">walhous@tiac.net</a>
Watertown Housing Authority 55 Waverly Avenue Watertown, MA 02472	617-923-3950	617-923-2466
Newton Housing Authority 82 Lincoln Street Newton Highlands, MA 02461	617-552-5501	617-964-8387
Wellesley Housing Authority 109 Barton Rd Wellesley, MA 02181	781-235-0223	781-239-0802
Lexington Housing Authority 1 Countryside Village Lexington, MA 02420	781-861-0900	617-277-1938
Arlington Housing Authority 4 Winslow Street Arlington, MA 02474	781-646-3400	781-643-6923
Belmont Housing Authority 59 Pearson Rd Belmont, MA 02178	617-484-2160	617-484-4862
First Presbyterian Church PO Box 540269 Waltham, MA 02454	781-893-3087	<a href="mailto:fpcwaltham@gmail.com">fpcwaltham@gmail.com</a>





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NAHUM HARDY RESIDENCES  
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WALTHAM, MA**

Haitian Community Church of the Nazarene 1450 Trapelo Rd Waltham, MA 02451	781-890-7629	
First Baptist Church 400 Lexington Street Waltham, MA 02452	781-893-7058	781-893-0255
St Charles Borromeo Parish 30 Taylor Street Waltham, MA 02453	781-893-0330	stcharleswaltham@yahoo.com
St Joseph's Parish 345 Waverly Street Belmont, MA 02478	617-484-0279	617-484-5423
Espousal Retreat House 554 Lexington Street Waltham, MA 02452	781-209-3120	781-893-0291
Lakeview Congregational 285 Lake Street Waltham, MA 02451	781-893-0636	
Trinity Church 730 Main Street Waltham, MA 02451	781-899-3891	info@trinitywaltham.org
Hope International Church 21 Bruce Rd Waltham, MA 02453	781-891-5238	info@hopeic.org
Temple Beth Israel 25 Harvard St Waltham, MA 02453	781-894-5146	templebethisrael@verizon.net
First Evangelical Lutheran Church 6 Eddy Street Waltham, MA 02453	781-893-6563	<a href="mailto:tmaehl@rcn.com">tmaehl@rcn.com</a>
American Legion Joseph F. Hill Post 156 215 Waverly Oaks Rd Waltham, MA 02452	781-647-0156	781-647-0814 <a href="mailto:Al156@verizon.net">Al156@verizon.net</a>



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

Central Square Business Association 591 Main Street Waltham, MA 02154	781-893-3732	
Elks Lodge #953 101 School Street Waltham, MA 02452	781-894-2835	<a href="mailto:Kdup1953@aol.com">Kdup1953@aol.com</a>
Knights of Columbus, Waltham Council #147 812 Moody Street Waltham, MA 02453	781-899-2120	
VFW Post 10334 623 Trapelo Rd Belmont, MA 02452	781-893-0317	
VFW Post 2152 210 Felton Street Waltham, MA 02453	781-899-5230	
Waltham Public Schools 617 Lexington Street Waltham, MA 02452	781-314-5440	<a href="mailto:susannicholson@k12.waltham.ma.us">susannicholson@k12.waltham.ma.us</a> Susan Nicholson, Superintendent
James Fitzgerald Elementary 140 Beal Road Waltham, MA 02453	781-314-5685	781-314-5691
Thomas R. Plympton Elementary 20 Farnsworth Street Waltham, MA 02451	781-314-5765	781-314-5771
John F. Kennedy Middle School 655 Lexington Street Waltham, MA 02452	781-314-5565	781-314-5771
John W. McDevitt Middle School 75 Church Street Waltham, MA 02453	781-314-5595	781-314-5601
William F. Stanley Elementary 250 South Street Waltham, MA 02453	781-314-5620	781-314-5631



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

Douglas MacArthur Elementary 494 Lincoln Street Waltham, MA 02452	781-314-5725	781-314-5731
Northeast Elementary School 70 Putney Lane Waltham, MA 02452	781-314-5745	781-314-5751
Henry Whittimore Elementary 30 Parmenter Rd Waltham, MA 02453	781-314-5785	781-314-5791
Waltham Senior High 617 Lexington Street Waltham, MA 02452	781-314-5445	781-647-0309
SMOC 300 Howard Street Framingham, MA 01702	508-620-2645	508-620-2310
MetroWest Home Consortium 1000 Commonwealth Ave Newton, MA 02459	617-796-1120	Fax: 617-796-1142  Robert Muollo, Jr, Housing Planner, Ext. 1146 <a href="mailto:rmuollo@newtonma.gov">rmuollo@newtonma.gov</a>
Breaking Barriers P.O. Box 541360 Waltham, MA 02454	781-893-1200	<a href="mailto:alexandra@watchcdc.org">alexandra@watchcdc.org</a>
Latinos In Action Waltham P.O. Box 550132 North Waltham, MA 02455-013	781-894-8251 781-853-3926	<a href="mailto:leadwaltham@yahoo.com">leadwaltham@yahoo.com</a> Neida I. Ortiz, Treasurer Weida Henderson, Secretary <a href="mailto:Contact@latinosinaction.org">Contact@latinosinaction.org</a>
REACH P.O. Box 540024 Waltham, MA 02454	781-891-0724 ext. 101	Fax: 781-891-3961 <a href="mailto:karla@reachma.org">karla@reachma.org</a> Karla N. Zevallos (Community Advocacy Coordinator)

**Participating Boston Community Development Corporations and Housing Organizations**

**Black Ministerial Alliance of Greater Boston**  
7 Palmer Street, 3rd Floor  
Roxbury, MA 02119



**WALTHAM AFFORDABLE HOUSING  
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51 LAKE STREET  
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General Number: (617) 445-2737  
Fax: (617) 445-3557  
Tel: (617) 445-2737

[ebass@bmaboston.org](mailto:ebass@bmaboston.org)  
[Pat@bonnerent.com](mailto:Pat@bonnerent.com)  
[wscally@bmaboston.org](mailto:wscally@bmaboston.org)

[www.bmaboston.org](http://www.bmaboston.org)

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**Greater Boston Interfaith Organization (GBIO)**

594 Columbia Road, Suite 203  
Dorchester, MA 02125

T: 617 825-5600  
F: 617 825-5400

[v.gaston@gbio.org](mailto:v.gaston@gbio.org)  
[c.andes@gbio.org](mailto:c.andes@gbio.org)  
[revhamilto@aol.com](mailto:revhamilto@aol.com)  
[godine@comcast.net](mailto:godine@comcast.net)

[www.gbio.org](http://www.gbio.org)

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**Massachusetts Accessible Housing Registry:**

[www.massaccesshousingregistry.org](http://www.massaccesshousingregistry.org)

Mass Access tracks rental opportunities for people with disabilities.  
Contact: Katy Trudeau ([ktrudeau@chapa.org](mailto:ktrudeau@chapa.org); 617.669.3755)

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**Metropolitan Council for Educational Opportunity (METCO):**

Metco, Incorporated  
40 Dimock St  
Roxbury, MA 02119

PH: 617-427-1545  
F: 6167-541-0550

[jshandorf@metcoinc.org](mailto:jshandorf@metcoinc.org)  
[qtawwab@metcoinc.org](mailto:qtawwab@metcoinc.org)  
[hmclaren@metcoinc.org](mailto:hmclaren@metcoinc.org)

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**WALTHAM AFFORDABLE HOUSING  
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51 LAKE STREET  
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**Metropolitan Housing Clearing Center (MetroList) – City of Boston, Fair Housing Commission**

[shermasimpson@cityofboston.gov](mailto:shermasimpson@cityofboston.gov)

MetroList provides low and moderate income households with housing counseling and information about affordable housing opportunities in the private market.

Tel: (617) 635-4408

[www.cityofboston.gov/civilrights/housing.asp](http://www.cityofboston.gov/civilrights/housing.asp)

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**NAACP-Boston Branch**

P O Box: 300159

Boston, MA 02130

Phone: (617) 427-9494

Fax: (617) 431-1443

[info@bostonnaacp.org](mailto:info@bostonnaacp.org)

<http://www.bostonnaacp.org/>

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**Participating Boston Community Development Corporations and Housing Organizations**

**Back of the Hill Community Development Corporation**

100 South Huntington Avenue

Jamaica Plain, MA 02130

Phone: 617-277-3639

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**Dan Ryan**

**Charlestown CDC**

Congressman Michael Capuano's office

110 First St.

Cambridge, MA 02141

Phone: 617-621-6208

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**Codman Square NDC**

587 Washington Street

Dorchester, MA 02124

Phone: 617-825-4224



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NAHUM HARDY RESIDENCES  
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Fax: 617-825-0893

Jennifer Erwing, Penelope Pelton, Lisa Davis  
Marianne McLaughlin x128 — Rehab lending & Homeowner Services  
[info@csndc.com](mailto:info@csndc.com)

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**Dorchester Bay Economic Development Corporation**

594 Columbia Road, Suite 302  
Dorchester, MA 02125

Phone: 617-825-4200  
Fax: 617-825-3522  
Jasenka Diminic x 215 – Director of Real Estate Development

[kanderson@dbedc.org](mailto:kanderson@dbedc.org)  
[Jdubois@dbedc.org](mailto:Jdubois@dbedc.org)

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**Asian Community Development Corporation**

38 Oak St.  
Boston, MA 02111

Phone: 617-482-2380  
Fax: 617-482-3056  
Katherine Oh Roos — Director of Housing x202

[info@asiancdc.org](mailto:info@asiancdc.org)

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**Boston Tenant Coalition**

14 Beacon St. Suite 606  
Boston, MA 02108

Phone: 617-423-8609  
Fax: 617-523-1847

[info@bostontenant.org](mailto:info@bostontenant.org)

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**Chinese Economic Development Corporation**

65 Harrison Avenue, 7th Floor  
Boston, MA 02111

Phone: 617-482-1011



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

Fax: 617-482-5289

Edward Chiang — Property Manager

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**Community Development Corporation of Boston**

801 Albany Street  
Roxbury, MA 02119

Phone: 617-442-2114

Fax: 617-442-5522

[cdc@cdcofboston.org](mailto:cdc@cdcofboston.org)

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**East Boston CDC**

72 Marginal Street  
East Boston, MA 02128

Phone: 617-569-5590

Fax: 617-569-4846

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**Fenway Community Development Corporation**

70 Burbank Street  
Boston, MA 02115

Phone: 617-267-4637

Fax: 617-267-8591

Lisa Soli - Housing Director xt. 23

[lsoli@fenwaycdc.org](mailto:lsoli@fenwaycdc.org)

<http://www.fenwaycdc.org>

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**Neighborhood Development Corp. of Grove Hall**

7 Cheney Street  
Dorchester, MA 02121

Phone: 617-445-2284

Fax: 617-445-2770

[contact@grovehallndc.org](mailto:contact@grovehallndc.org)

<http://www.grovehallndc.org/>



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

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**Jamaica Plain Neighborhood Development Corporation**

31 Germania Street  
Jamaica Plain, MA 02130

Phone: 617-522-2424

Fax: 617-524-3596

Sylvia Toruno

<http://www.jpndc.org/>

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**Madison Park Development Corporation**

184 Dudley Street, Suite 102  
Roxbury, MA 02119

Phone: 617-541-3900

Fax: 617-541-4900

Russ Tanner – 617-849-6245— Director of Real Estate

[rtanner@madison-park.org](mailto:rtanner@madison-park.org)

<http://www.madison-park.org/>

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**Neighborhood of Affordable Housing**

143 Border St.  
East Boston, MA 02128

Phone: 617-567-5882

Fax: 617-567-7563

Toby Kramer – 617-418-8259 – Director of Real Estate Development

Jahaira Sanchez – 617-567-5882 – Rental Housing Advocate

[tkramer@noahcdc.org](mailto:tkramer@noahcdc.org)

[jsanchez@noahcdc.org](mailto:jsanchez@noahcdc.org)

<http://www.noahcdc.org/>

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**Fields Corner CDC**

One Arcadia Street  
Dorchester, MA 02122

Phone: 617-282-4290





**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

Fax: 617-282-6278  
*Eugene Colella — Property Manager*

[fieldscornercdc@verizon.net](mailto:fieldscornercdc@verizon.net)

<http://www.fieldscornercdc.org>

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**Inquillinos Boricuas En Accion (IBA)**

405 Shawmut Avenue  
Boston, MA 02118

Phone: 617-927-1707  
Fax: 617-536-1138

[info@ida-etc.org](mailto:info@ida-etc.org)

<http://www.iba-etc.org>

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**Massachusetts Association of CDCs (MACDC)**

15 Court Square, Suite 600  
Boston, MA 02108

Phone: 617-426-0303  
Fax: 617-426-0344

<http://www.macdc.org/>

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**Mission Hill Neighborhood Housing Services**

One Brigham Circle  
1620 Tremont St.  
Boston, MA 02120

Phone: 617-566-6565  
Fax: 617-566-1440

[jhmnhs@gis.net](mailto:jhmnhs@gis.net)

[www.missionhillnhs.org](http://www.missionhillnhs.org)

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**New Vision Community Development Corporation**

320 Blue Hill Avenue  
Dorchester, MA 02121



**WALTHAM AFFORDABLE HOUSING  
NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA**

Phone: 617-442-5711  
Fax: 617-442-4520

<http://www.quincygeneva.org>

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**Nuestra Comunidad**  
56 Warren Street, Suite 200  
Roxbury, MA 02119

Phone: 617-427-3599  
Fax: 617-989-1216

[info@nuestracdc.org](mailto:info@nuestracdc.org)

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**South Boston Neighborhood Development Corporation**  
365 West Broadway  
South Boston, MA 02127

Phone: 617-268-9610  
Fax: 617-268-4813

[donna.brown@sbndc.org](mailto:donna.brown@sbndc.org)

<http://www.sbndc.org/>

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**UDC**  
434 Massachusetts Avenue  
Boston, MA 02118

Phone: 617-266-5451  
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**Viet Aid**  
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Dorchester, MA 02122

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**Old West End Housing Corporation**

P.O. Box 8996  
Boston, MA 02114

Phone: 617-628-2479

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**Urban Edge Housing Corporation**

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**Boston Center for Independent Living**

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Boston, MA 02111

Phone: 617-338-6665

TTY 617-338-6662

Fax: 617-338-6661

BostonCIL@hotmail.com

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**Ethos Care**

555 Amory Street  
Jamaica Plain, MA 02130

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**Southwest Boston Community Development Corp.**

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Hyde Park, MA 02136

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**Vivienne S. Thomson LLC**

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**Allston-Brighton Community Development Corporation**

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Allston, MA 02134

Phone: (617) 787-3874  
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**Mattapan Community Development Corporation**

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Mattapan, MA 02126

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51 LAKE STREET  
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**Lena Park Community Development Corporation**

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Roxbury, MA 20119

Phone: (617) 442-4100

Fax: (617) 442-4882

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**CHAPA / Mass Accessible Housing Registry**

18 Tremont St, Suite 401  
Boston, MA 02108

Phone: (617) 742-0820

Fax: (617) 742-3953

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**Tent City Corporation**

434 Massachusetts Ave, Suite 204  
Boston, MA 02118

Phone: (617) 262-4103

Fax: (617) 262-8713

**MODEL POLICY REGARDING APPLICANT SCREENING ON THE BASIS OF  
CRIMINAL RECORDS**

Consistent with CORI reform in Massachusetts, to the extent criminal offender record information will be accessed to screen applicants for housing, such access will be utilized for rental or lease of housing only and will generally be limited to: felony convictions for



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10 years following the disposition thereof, including termination of any period of incarceration or custody; misdemeanor convictions for 5 years following the disposition thereof, including termination of any period of incarceration or custody; and pending criminal charges as provided under M.G.L. c. 6, § 172 as amended, and implementing regulations at 803 CMR 2.00 et seq. Such limitations will not apply to convictions for murder, voluntary manslaughter, involuntary manslaughter, and sex offenses as defined in M.G.L. c. 6 § 178C that are punishable by a term of incarceration in state prison. Entities that are required to obtain a CORI for the housing or portion of such housing by a statutory or regulatory provision may be eligible to obtain additional CORI information for the housing, or portion of such housing, pursuant to M.G.L. c. 6, § 172 as amended, and implementing regulations at 803 CMR 2.00 et seq.

Where criminal record checks are part of a general background screening of applicants for housing, the following practices and procedures will generally be followed.

- I. All applicants for housing will be notified that a criminal record check will be conducted. If requested, they will be provided with a copy of this applicant screening policy.
- II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review records of criminal activity in the decision-making process must be thoroughly familiar with criminal records and this applicant screening policy.
- III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on criminal record checks will be made consistent with this policy. Records of criminal activity not resulting in a conviction (i.e., records of arrests, arraignments, dismissals, etc.) are not reliable evidence of criminal activity and, without more, shall not form the basis of a denial of housing. Records of criminal activity gleaned from newspaper articles or internet searches are not inherently reliable and should not be the sole basis for a denial of housing. Records of convictions obtained from a state agency responsible for maintaining and disseminating criminal records are the most reliable, preferred source of information concerning records of criminal activity. In Massachusetts, those agencies are the Department of Criminal Justice Information Services (“DCJIS”) (formerly the Criminal History Systems Board) and the Sex Offender Registry Board.
- IV. If a record of criminal activity is revealed through a background check, the organization’s applicant selector will closely compare the record provided by the



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background check with the identifying information provided by the applicant, to ensure that the record relates to the applicant.

V. If the (organization name) is inclined to make an adverse decision based on the results of the background check concerning criminal records, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's applicant screening policy, advised of the part(s) of the record that make the individual unsuitable for housing, and given an opportunity to dispute the accuracy and relevance of the criminal record. If the applicant denies that the record is accurate or that he is the person to whom it pertains, then the (organization name) shall allow the applicant a reasonable amount of time to seek to have the record corrected.

VI. If the (organization name) reasonably believes the record belongs to the applicant and that it is accurate, then the determination of suitability for housing will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- a) Relevance of the crime to the housing sought;
- b) The nature of the housing for which the applicant is applying;
- c) Time since the conviction;
- d) Age of the applicant at the time of the offense;
- e) Seriousness and specific circumstances of the offense;
- f) The number of offenses;
- g) Whether the applicant has pending charges;
- h) Whether the applicant is still on probation or parole;
- i) Any relevant evidence of rehabilitation or lack thereof;
- j) Any other relevant information, including information submitted by the applicant or requested by the organization.

VII. (Organization name) will notify the applicant of the decision and the basis of the decision in a timely manner.

