

Information Packet

William Harvey Estates
57 Carlisle Street, Chelmsford, MA 01824

Affordable Rental Application

This packet contains specific information on eligibility requirements, selection priority categories, and application process for **one (1) affordable apartment** being offered for rent in the town of Chelmsford, MA, through a lottery process.

We invite you to read this information packet and submit an application if you think you meet the eligibility requirements. Please note that the lottery is the first step in the application process; should you be selected as a winner in the lottery, you are not automatically assured a unit as verification of financial claims made in the application must take place.

There will be an Information Session in **June 10, 2024 at 6:00 p.m.** at the Chelmsford Housing Authority, 10 Wilson Street, Chelmsford, MA. Attendance at the Informational Session is not required for participation in the lottery.

Applications due by July 19, 2024 at 4:30PM

Phone: 978-256-7425, ext. 10 or lottery@chelmsfordha.com

Table of Contents

General Overview	2
General Eligibility Requirements	3
Maximum Allowable Income.....	3
Approximate Minimum Income	3
Asset Limits.....	3
Frequently Asked Questions – General Eligibility	4
Who is eligible to apply for the affordable units?	4
Step-By-Step Process And Timeline.....	6
Step 1: Program Application	6
Step 2: Lottery Ticket	7
Step 3: The Lottery.....	7
The Lottery Process:.....	7
Step 4: Notification of Lottery Results.....	8
Step 5: Formal Review of Eligibility	8

General Overview

William Harvey Estates is a 5-unit rental development that will consist of one (1) affordable unit and four (4) market rate units. The square footage of the living area is 880 sf and features a kitchen, bedroom, living office, and full bath. Other unit details include forced hot air by gas (96% efficiency rating), central air conditioning, oak cabinets and stainless steel appliances including refrigerator, gas stove, dish washer and microwave. All units will also feature garbage disposals and washer-dryer gas hookups.

The affordable rents are being set based upon the Town of Chelmsford/Lowell HUD Metro Area Median Income for families earning no more than 50% of median income. The gross rent is \$1,547/month (2BR) and tenants will pay the cost of utilities. A Utility Allowance¹ (UA) of \$349 will reduce the amount of rent charged to the tenant to \$1,198.

Unit Type	Unit Size	Income	# Units	Gross Rent	Utility Allowance	Tenant Rent
2 BR	880 SF	50% AMI	1	\$1,547	\$349 ²	\$1,198

Since it is anticipated that there will be more interested and eligible applicants than available units, the Chelmsford Housing Authority (CHA) and the Developer will be sponsoring an application process and lottery to rank the eligible applicants for the program. The application and lottery process, dates and eligibility requirements can all be found within this Information Packet.

Harvey Estates does not discriminate based on Race, Color, National Origin, Religion, Sex, Familial Status (i.e children), Disability, Source of Income (i.e a Section 8 Voucher), Sexual Orientation, Gender Identity, Age, Marital Status, Veteran or Active Military Status, or Genetic Information. Disabled persons are entitled to request a reasonable accommodation of rules, policies, practices or services, or to request a reasonable modification of the housing, when such accommodations or modifications are necessary to afford the disabled person equal opportunity to use and enjoy the housing.

Persons with disabilities who may require a Reasonable Accommodation in obtaining or completing an application may call the CHA to make special arrangements. The CHA uses

¹ UA as of 1/1/24 from Chelmsford Housing Authority

² Tenant Paid Utilities: Heat (gas), Hot Water (gas), Electric, Cooking (gas), Water/Sewer per Chelmsford Housing Authority Utility Allowance schedule updated annually.

Mass Relay to communicate with applicants who may be speech or hearing impaired. The Mass Relay number is 1-800-439-2370 for TTY and 1-800-439-0183 for voice.

General Eligibility Requirements

Maximum Allowable Income

To be eligible to apply for the chance to rent an affordable unit, the combined annual income for all income sources of all income-earning members in the household must be at or below fifty (50%) percent of median income for the town of Chelmsford. The maximum incomes allowed for this program are:

50% AMI for Lowell, MA HUD Metro FMR Area; effective 04/01/2024³

Household Size	1	2	3	4	5	6	7	8
50% AMI	48,150	55,000	61,900	68,750	74,250	79,750	85,250	90,750

Approximate Minimum Income

The minimum annual income required, for applicants without Rental Assistance⁴, is \$46,410. Households with assets valued at the sum of the minimum annual income will be deemed eligible.

Asset Limits

There is no limit on the amount of assets households may have. Income from assets, however, is counted as the greater of: actual income or the HUD Passbook rate at the time of application (.40% as of 1/1/24) of the net value of the asset. Assets may include cash, cash in savings and checking accounts, a home, net cash value of stocks, net cash value of retirement accounts (such as IRA;s), real property, bonds, capital investments, life insurance policies and foreign bank accounts.

³ https://www.huduser.gov/portal/datasets/il/il2023/2023summary.odn?STATES=25.0&INPUTNAME=METRO14460MM4560*2501713135%2BChelmsford+town&statelist=&stname=Massachusetts&wherefrom=%24wherefrom%24&statefp=25&year=2023&ne_flag=&selection_type=county&incpath=%24incpath%24&data=2023&SubmitButton=View+County+Calculations

⁴ Rental Assistance – Section 8/HCV, MRVP

Frequently Asked Questions – General Eligibility

Q: Who is eligible to apply for the affordable units?

A: In order to qualify for an affordable unit, households must meet each of the following criteria:

- i) The entire household's income and assets must be below the maximum allowable income limit.
- ii) The household must be of appropriate size.
- iii) The household must meet the minimum income requirement as outlined above.

Q: Do I need to be a resident of Chelmsford to apply?

A: No.

Q: Can I apply if own a home?

A: You may own a home when you apply; however, *it does have to be sold before you move in*. The value of the home will count as an asset and be calculated as such when determining your eligibility. Once it is sold, additional documentation will be needed to update your file and income information.

Q: How is a household's income determined?

A: We will calculate the income of a household based upon the current income the household is earning including actual or imputed income from assets. In an effort to provide as accurate an income calculation as possible, we must review all current and historical income data.

ALL SOURCES OF INCOME ARE COUNTED. Any monies you receive will be counted as income. This includes, but is not limited to, Social Security, alimony, overtime pay, bonuses, unemployment, severance pay part-time employment, matured bonds, monies to be received in court settlements and imputed interest and dividends on bank accounts and actual or imputed income from assets.

There are some exceptions under which income will not be counted, most notably income from employment of children under the age of 18.

We will calculate the value of your assets pursuant to the formula set by the Department of Housing and Urban Development. This formula takes the greater of the

actual income from an asset or the current market value of any asset multiplied by .40%. The amount derived from this calculation is then added to your income.

For example: Mrs. Smith is a mother of three children and earns \$25,000 a year at her job and receives \$12,000 a year in child support. Mrs. Smith also has a checking account valued at \$7,000 earning 1% interest and a CD worth \$20,000 earning 2.3%. Her income would be calculated as follows:

Income Type	Income Amount	Asset Type	Asset Amount	Interest Rate	Earned Asset Income
Employment	\$25,000	Checking	\$ 7,000	1.0%	\$ 70
Child Support	\$12,000	CD	\$20,000	2.3%	\$460
Total	\$37,000	Total	\$27,000	Total	\$530
Total Annual Income (Income + Asset Income) = \$37,530					

Q: I have a 401K and am not taking any withdrawals. Do I have to include it when I list my assets?

A: Yes; Although Retirement Accounts are no longer considered a family asset, periodic payments are still considered income. As such, we need to verify whether or not periodic payments are being received.

Q: Are there eligibility exceptions for households that are barely over the income limit?

A: No, there are no exceptions to the income limits.

Step-By-Step Process And Timeline

The following steps outline the entire process of applying for and renting an affordable unit. The following pages explain each step in greater detail.

Step 1: Program Application	May 20, 2024 – July 19, 2024
Step 2: Assignment of Lottery Ticket	By July 24, 2024
Step 3: The Lottery	July 29, 2024
Step 4: Notification of Lottery Results	By August 9, 2024
Step 5: Formal Review of Eligibility	During August 2024

Please note that there will be an Informational Session held for all interested applicants in ***June 10, 2024 at 6:00 p.m. at the Chelmsford Housing Authority, 10 Wilson ST, Chelmsford, MA***. Attendance at the Informational Session is encouraged, but not required for participation in the lottery.

Step 1: Program Application

From **May 20, 2024** through **July 31, 2024**, the Chelmsford Housing Authority will be advertising and publicizing the availability of this affordable housing opportunity in Chelmsford and distributing applications and this Information Packet throughout the community and region.

After reading this Information Packet in its entirety, applicants will need to fill out a Program Application. The applying household must list all income and asset information for every person that will be residing in the unit. The Program Application must be signed and dated by all heads of household.

The Program Application must be received (not postmarked) by the CHA by **July 19, 2024**, at 4:30 p.m. All applications should be sent to:

Chelmsford Housing Authority
Re: Carlisle
 10 Wilson St.
 Chelmsford, MA 01824

To ensure that applications arrive in time, the CHA recommends mailing them at least one full week prior to the application deadline and by certified mail. Late applications will not be entered into the lottery. The CHA is not responsible for lost or late applications.

Once a completed Program Application is received, eligible households will be assigned a lottery ticket. (*See Step 2*).

Q: What happens if I fail to correctly complete my application?

A: Households that submit incomplete applications will be notified of the omissions that must be corrected in order to make their applications complete. The application will remain in an “Incomplete Application Pool” until all requested information has been received. Households with applications in the Incomplete Application Pool will not be entered into the Lottery. After the lottery has taken place, all incomplete applications will be deemed ineligible for placement on the waiting list.

Step 2: Lottery Ticket

Once the CHA has received the application, it will determine initial eligibility. Households deemed eligible for the lottery will receive a lottery ticket in the order in which their completed application was received.

Households that are deemed ineligible by the CHA will be notified by mail.

Eligibility for the lottery does not ensure eligibility for the program. (See Step 5).

Step 3: The Lottery

The Lottery will be held **July 29, 2024 at 11:00 am** at the Chelmsford Housing Authority, 10 Wilson St., Chelmsford, MA 01876. Households do not have to attend the Lottery to remain eligible; results will be mailed to all participants.

The Lottery Process:

1. Draw eligible applicants by lottery and assign each applicant a number based on the lottery drawing.
2. Sort the eligible applications as follows:

Group A – All Eligible Applicants

Applicants will be considered for the unit in the order in which their names were drawn in the lottery.

Unit Size	Open Pool Group A
2 BR	1

The list generated from The Lottery will be compiled in the order in which each ticket is drawn. The Chelmsford Housing Authority will move down that list as people either move forward or not.

Step 4: Notification of Lottery Results

We will mail the results to every household that had a ticket in the lottery. Households in the Incomplete Application pool will not have had a lottery ticket and therefore will not have a position on an Offer List.

All applicants must go through additional screening prior to being made an offer. This screening will include income and asset verification, credit checks, and possibly third-party verification of information that was provided to the CHA office.

Households with positions lower on the Offer Lists will have to wait for the removal of households with a higher position before being given an opportunity to rent the unit. Households with lower positions on the Unit Selection List should still maintain readiness in case the households ahead of them do not finish the process.

Step 5: Formal Review of Eligibility

Households must submit all required income and asset documentation for every claim made in the application.

Before a household can move forward, it must provide complete documentation of income and assets. Below is a list of some of the items that may be requested:

- All members of the household ages 18 and older must complete the Tenant Packet and sign the authorization for release of information. They must also provide documentation of any and all assets and income. If the adult is a full-time student, the proof of current student status must also be provided.

Income:

- **Wages:** Verify gross earnings by submitting six (6) pay stubs or a letter from the employer stating the number of hours per week that the employee works and the rate of pay per

hour. Any such letter should include the name and address of the employer as well as the name and telephone number of the contact person.

- **Social Security (SS) or Supplemental Security Income (SSI):** A current benefit award letter from the Social Security Administration. SSI statement cannot be more than 120 days old. These statements can be obtained online at www.socialsecurity.com or by calling 1-800-772-1213.
- **VA Pension or other retirement benefits:** A statement no more than one month old showing earnings from the Veterans Administration or other retirement funds
- **ADFC/TANF/EAEDC:** A statement less than one month old from the Department of Transitional Assistance showing benefits. This statement may be obtained by calling 1-800-632-8095.
- **Food Stamps and Fuel Assistance:** A statement less than one month old from the Department of Transitional Assistance.
- **Alimony and/or Child Support:** Copies of six (6) months of history.
- **Unemployment Benefits:** Current statement and copies of most recent six (6) check stubs from the Department of Unemployment Assistance.
- **No Income:** If an adult family member does not have any income at all, a “Zero Income Self Affidavit” must be completed and notarized. The Chelmsford Housing Authority can provide you with a copy of this form.

Assets:

- **Checking and Savings Accounts:** Copies of three (3) months of statements showing transaction details for any and all banking accounts, including foreign accounts.
- **Current Value of Assets:** A statement no more than one month old showing the current value of any stocks, bonds, CDs, IRAs, etc. Including current rate of interest and dividends.
- **No Bank Accounts:** If any member of your household over the age of 18 does not have a bank account, each person must complete and have notarized a “No Bank Account” certificate. The Chelmsford Housing Authority can provide you with a copy of this form.

If it is determined that incomplete or inaccurate information was provided in the application, or if the applicant fails to submit the required documentation within a timely fashion, the CHA reserves the right to deem the applicant ineligible for the unit at the development.

The landlord will make the final determination regarding suitability for the unit based upon references, credit checks and other screening processes used for all applicants.