

# Information Packet

## Hillside Village

### An Affordable Housing Lottery Medfield, MA

This packet contains specific information on the affordable housing program and application process for the affordable rental apartments being offered at Hillside Village in Medfield, MA. Hillside Village invites you to read this information and submit an application.

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

The first apartments will be ready for occupancy in Fall of 2019.

**APPLICATIONS MUST BE DELIVERED, OR POSTMARKED, BY 2:00 PM ON NOVEMBER 6<sup>TH</sup>, 2019. Applications postmarked by the deadline must be received within 5 business days.**

Additional Applications available at the Medfield Public Library and  
[www.s-e-b.com/lottery](http://www.s-e-b.com/lottery)

For Affordable Unit Information call (617) 782-6900

For TTY Dial 711

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There will also be an Informational Workshop on October 1<sup>st</sup>, 2019, starting at 6:15pm in the Meeting Room at the Medfield Public Library, 468 Main St, Medfield, MA 02052, where questions about the lottery and the development can be addressed directly.

## GENERAL OVERVIEW AND RENTS

Hillside Village is a 16-unit rental apartment community located in Medfield on 80 North Meadows Road. There will be 4 affordable apartments ready for occupancy starting in the Fall of 2019. All affordable apartments will be rented to households with incomes at or below 80% of the area median income through this application process. Units feature Energy-Efficient Appliances, Cabinets with Granite Countertops, Central Air Conditioning and an in-Unit Washer and Dryer. One parking space is included with the rent. No smoking or pets allowed at the property. The unit mix of the affordable units is as follows:

# of Units	# of Bedrooms	# of Bathrooms	Ave. Size (subject to change during construction)	Rent*
1	1	1	Approx. 895 sq. ft.	\$1,714*
2	2	2	Approx. 1,048 sq. ft.	\$1,923*
1	3	2	Approx. 1,100 sq. ft.	\$2,129*

\* The rents are set annually using a calculation that determines the “affordable” rent, which is based on the Area Median Incomes for the Boston-Cambridge-Quincy HMFA, therefore the rents of units are subject to change. Tenants are responsible for paying the full amount of rent each month. Rents are not based on each applicant’s income (unless they already have a Section 8 voucher already or similar). **Tenants will be responsible for paying their own Gas Heat, Gas Water Heating, Electric Cooking, and Electricity. Water and Sewer are included in the rent.** No pets or smoking are allowed.

Since it is possible that there will be more interested and eligible applicants than available units, the Developer will conduct a lottery to rank the eligible applicants for the program. The application and lottery process as well as the eligibility requirements are described in this information packet.

Hillside Village does not discriminate in the selection of applicants on the basis of race, color, national origin, religion, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance recipiency, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law. Persons with disabilities are entitled to request a reasonable accommodation in rules, policies, practices, or services, or to request a reasonable modification in the housing, when such accommodations or modifications may be necessary to afford persons with disabilities an equal opportunity to use and enjoy the housing.

### Q: How long will the designated apartments remain affordable?

A: As a **current resident only**, you are considered income eligible for an affordable unit as long as your household earns an income that does not exceed 140% of the current applicable income limit for a household of your size (see *Yearly Eligibility and Rent Review* for more details). If the Area Median Income decreases or the total utility allowance increases, rents will drop. If the AMI increases or the utility allowances decrease, the rent may increase as further described in the Regulatory Agreement.

## ELIGIBILITY REQUIREMENTS

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

A: In order to qualify for an affordable unit:

- 1.) Households must have income and assets that qualify within the parameters as highlighted in this section.
- 2.) Household priority will be given based on household composition. For questions on household size and composition, please read "**Household Size and Composition**".
- 3.) Households cannot own a home upon move-in. All homes must be sold before leasing a unit.
- 4.) Households, or their families, cannot have a financial interest in the development and a household member cannot be considered a Related Party.

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

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

### **Maximum Income**

Household Size	Maximum Income Limit
1	\$62,450
2	\$71,400
3	\$80,300
4	\$89,200
5	\$96,350
6	\$103,500

*\*subject to change with HUD's publication of 2020 AMI*

To be eligible to apply for an affordable apartment, the combined annual income for all income sources of all income-earning members in the household must be at or below eighty percent of median income for Boston-Cambridge-Quincy HMFA. **All sources of income are counted, please see details below.**

## **Minimum Income**

Per the Leasing Office's policy that is also in place for market-rate apartments, the rent to income ratio required to lease a unit is 40% (i.e. applicant's monthly income must be approximately 2.5 times the monthly rent). Applicants may make less than the minimum incomes shown below if they have sufficient savings from which they can draw down otherwise, applicants will not be found to be eligible for a lease if they make less than the incomes shown below. Applicants who have received a housing subsidy (like Section 8) are not subject to the minimum income requirements but, like all other applicants, will also have to pass reviews on credit scores, tenant history, and criminal background checks in accordance with DHCD's requirements regarding same. Please see "Leasing Office Review" in the step-by-step process for more details. Again, these minimum incomes are not required by the affordable housing program, they are just estimations of minimum incomes required by the leasing office.

<b>Unit Size</b>	<b>Approximate Minimum Income Limit for households without a housing subsidy</b>
1 BR	\$51,420
2 BR	\$57,690
3 BR	\$63,870

**Q: How is a household's income determined?**

A: **A household's income is the total anticipated amount of money received by ALL members of the household over the next 12 months** (starting from the date of application and projecting forward 12 months) based on their current income and assets. In an effort to provide as accurate an income estimation as possible, the Lottery Agent will also review historical income data to provide a basis for future income estimates. Any monies you anticipate receiving in the next 12 months will be counted as income and monies received over the previous 12 months will be analyzed to help estimate future income. This includes, but is not limited to, Social Security, alimony, child support, overtime pay, bonuses, unemployment, severance pay, part-time employment, matured bonds, monies to be received in court settlements, and actual or imputed interest and dividends on bank accounts and other assets. **ALL SOURCES OF INCOME ARE COUNTED** with the exception of income from employment for household members under the age of 18 and any income over \$480/year for full time students who are dependents (but note that all such income must still be documented even if it is exempt from the household income calculation).

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

## Allowable Assets

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

If any household member currently owns property, the total amount of equity in the home shall be added to their total value of assets.

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

*Their assets total is:*  $\$8,000 + \$20,000 + \$22,000 = \$50,000$

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

*Imputed Income at 0.06% is:                    0.06% of \$50,000 = \$30 (B)*

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

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

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

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

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

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

A: No. All households that meet the income guidelines specified above may apply for an affordable apartment. Applicants that meet the Local Preference requirements will be given the opportunity to lease some, but not all, of the affordable apartments first. For more information on Local Preference, please see page 17 of this Info Packet.

# HOUSEHOLD SIZE AND COMPOSITION

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## Q: How is appropriate household size determined?

A: According to the Massachusetts Department of Housing and Community Development guidelines:

Within an applicant pool, priority as set forth below, shall be given to households requiring the total number of bedrooms in the apartment based on the following **criteria**:

1. There is at least one occupant and generally no more than two occupants per bedroom (based on State Sanitary Code).
2. A married couple, or those in a similar living arrangement, shall be required to share a bedroom. Other household members may share but shall not be required to share a bedroom.
3. A person described in the first sentence of (2) shall not be required to share a bedroom if a consequence of sharing would be a severe adverse impact on his or her mental or physical health and the lottery agent receives reliable medical documentation as to such impact of sharing.

The following household sizes and compositions will be considered appropriate and given priority for the following apartment sizes (**occupancy restrictions may apply**). Please also note that households with disabilities must not be excluded from a priority/preference for a larger unit based on household size if such larger unit is needed as a reasonable accommodation.

### TYPE III

*(Priority for a 3BR or 2BR Apartment)*

- All 6 person households
- All 5 person households
- All 4 person households
- 3 person household: 1 head-of-household plus 2 members
- 3 person household: 2 heads-of-household under criteria 3 (described above) plus 1 member

### TYPE II

*(Appropriately sized for a 2BR unit and may apply for a 3BR unit, but will not receive a priority for a 3BR unit)*

- 3 person household: 2 heads-of-household plus one member
- 2 person household: 2 heads-of-household under criteria 3 (described above)
- 2 person household: 1 head-of-household plus one member

### TYPE I

*(Appropriately sized for a 1BR unit and may apply for a 2BR unit, but will not receive a priority for a 2BR unit)*

- 2 person household: 2 heads-of-household
- 1 person household: all types

Households with a total number of members which exceed the Massachusetts State Sanitary Codes for that particular sized apartment will not be allowed to rent an apartment. **In "The Lottery" in the Step-By-Step Process, you will find a detailed explanation on how priority is given to certain household sizes and compositions.**

## **Household Size and Composition**

### **Frequently Asked Questions**

**Q: Does the unborn child of a currently pregnant household member count towards our household size for income eligibility purposes?**

A: Yes. A household may count an unborn child as a household member. You will have to submit proof of pregnancy with all the income and asset documentation that needs to be submitted with your application.

**Q: Can a Type II Household apply for a three-bedroom apartment?**

A: Yes. Please see "The Lottery" in the Step-By-Step Process for how order will be given from the Lottery Results.

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

A: Yes. Please see "The Lottery" in the Step-By-Step Process for how order will be given from the Lottery Results.

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

A: For non-homeowners, you will need to provide proof that the separation or divorce process has begun or has already been finalized. The **Program Application** will guide you through the documentation you will need to provide.

If you have only begun considering a divorce or separation, and no legal action has been taken, you cannot apply as a single head-of-household and your application will be reviewed as if your current spouse will be moving into the affordable apartment with you. **For homeowners going through a divorce**, the home must be sold or the divorce must be finalized (as you must be off the deed) before you move-in.

## STEP-BY-STEP PROCESS AND TIMELINE

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

A: The process is essentially a two-step process.

**The first step** is to qualify for the Affordable Housing Program and be given a position on the Waiting Lists.

**The second step** is to be found Lease Eligible and reserve a unit (and unit availability will be determined by your position on the Waiting Lists).

The following pages explain each step in greater detail.

**Step 1a: Applying for the Housing Program**

through Nov. 6<sup>th</sup>, 2019

**Step 1b: The Lottery**

November 26<sup>th</sup>, 2019

**Step 1c: Waiting Lists and Lottery Results**

Within 1 day of the Lottery

**Step 1d: SEB Pre-Approval/Preliminary Review of Program Eligibility**

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

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

1-30 days after SEB Pre-Approval

**Step 2b: File Update**

Required for households moving into units coming online 6+ months from the lottery

**Yearly Eligibility and Rent Review**

30-90 days prior to lease renewal

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**There will also be an Informational Workshop on October 1<sup>st</sup>, 2019, starting at 6:15pm in the Meeting Room at the Medfield Public Library, 468 Main St, Medfield, MA 02052, where questions about the lottery and the development can be addressed directly.**

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

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

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

Once a Lottery Application is received and SEB determines the household is eligible for the lottery, the applicant will receive an Application Number that solely designates the order that their application was received. The purpose of the Application Number is simply to keep all household's names unknown when the Application Numbers are drawn at the lottery. Additionally, Applicants will be provided a Documents Requirements Guide which instructs the Applicant regarding documentation which the Applicant will need to provide later in the process should the Applicant be invited to move forward.

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## Step 1b: The Lottery

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The Lottery will be held on Nov. 26<sup>th</sup>, 2019, at 6pm in the Meeting Room at the Medfield Public Library. Households **do not need** to be present for the Lottery drawings. All Households will be notified of the results by the Lottery Agent (*see Notification of Lottery Results in the following pages*).

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

\*A third minority lottery drawing will be required to add non-local preference minority households into the local preference pool if the minority representation in the local preference pool is not 27.0% or higher. Please see the bottom of pg. 17 for those details.

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

**The order drawn does not necessarily reflect the order that households will get to select apartments as Application Numbers of smaller households are mixed in with Application Numbers of appropriately sized households.**

Regardless of the order drawn, all households of appropriate size for each apartment size will be given the opportunity to lease an apartment before any smaller household.

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

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

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## Step 1c: The Waiting Lists

The Waiting Lists will be compiled immediately after the lottery. The separate Waiting Lists created from the two Lottery Results Lists illustrate the order households will get to choose units based on unit size, household size/composition, and local preference. The position each household has on the Waiting Lists is determined by the order in which their Application Number is drawn relative to households of similar qualifications (i.e. households of "appropriate size" will be added to the Waiting Lists in the order drawn and then smaller households will be added in the order originally drawn.) *Please see "Household Size and Compositions" for details on Household Types III, II, and I shown below. \*Please see the last Q&A on page 17 that details on how non-Local Preference households will be given the opportunity to reserve units designated for Local Preference.*

### **Waiting List for Two 2BR apartments (Local Preference\*)**

Top Tier: Type II and III Local Pref. Households  
Second Tier: Type II and III Non-Local Pref. Households\*  
Third Tier: Type I Local Pref. Households  
Bottom Tier: Type I Non-Local Pref. Households\*

### **Waiting List for One 3BR apartment (Open Pool)**

Top Tier: All Type III Households  
Second Tier: All Type II Households  
Bottom Tier: All Type I Households

### **Waiting List for One 1BR apartment (Open Pool)**

Top Tier: All Households (without no priority among Household type)

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## Step 1d: SEB Pre-Approval/Preliminary Review of Eligibility

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After the Lottery, the Lottery Agent will notify all the lottery applicants of the results and their positions on the Waiting Lists.

The Lottery Agent will contact up to ten times as many households as units available on each Waiting List and inform them that they have until a given date (which will be approximately 10 days from the date of notification) to submit all required documentation for SEB's preliminary review of Program eligibility. When SEB sends a household their Application Number prior to the lottery, SEB will also send them a Documentation Requirement Guide that details everything that will be required after the lottery for households invited to move forward in the process based on their positions on the Waiting Lists determined by the lottery. **Any household who is contacted but fails to submit all required documentation (and if their initial submission is incomplete, any and all missing documentation) by the 10 day deadline given by SEB will be removed from the Waiting List.** Similarly, any household who is over the income or asset limit, or is unable to verify all claims in their application, or is deemed to make insufficient income to meet the Leasing Office's rent to income ratio will also be removed from the Waiting Lists. Those households contacted who complete the eligibility review and are deemed eligible by SEB to move forward in the process will remain on the Waiting Lists.

The first units are scheduled to begin occupancy within one month of the lottery. As many more households will be required to complete the SEB Preliminary Review of Program Eligibility than units available, some households may complete the SEB Preliminary Review of Program Eligibility and not be given the chance to move immediately forward in the process of leasing one of the affordable units.

Households with positions lower on the Waiting List who were not asked to complete the SEB Preliminary Review of Program Eligibility and submit missing documentation will keep their place on the Waiting List (behind the top households who went through the documentation update process) and may be contacted in the future if more affordable applicants are needed to fill all the affordable units.

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## Step 2a: Lease Application Invitation and Unit Selection

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Households with high enough positions on the Waiting List to warrant an immediate invitation to go to the Leasing Office to complete a Lease Application will be given at least 5 days to schedule an appointment and complete the Lease Application. While several applicants may be invited to complete lease applications simultaneously, **the Waiting List order will always be preserved in determining the order that units get selected and reserved.** Likewise, the unit households apply for must be an apartment size that corresponds to the Waiting List from which they were chosen (i.e. a household with an appointment for a 1BR apartment cannot put down a deposit for a 2BR apartment).

The Lease Application review will be the same review that applicants for market-rate apartments undergo, where factors such as Employment history, Credit score/reports, Former lease history, Criminal Background Screening and sufficient income are considered. The Leasing Office can provide more details on their screening process during this step in the process. **Co-signers and/or guarantors are not allowed (see page 6).** Background checks will meet DHCD's Model Policy Regarding Applicant Screening on the Basis of Criminal Records. In any instance where policy and procedures in the Management Company's Policy differ from the policy and procedures in the Model Policy, the policy and procedures of the Model Policy will be followed. For specific questions about credit and background/criminal issues, households can contact the leasing office

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

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## **Step 2b: File Update**

**(applicable for applicants with move-in dates after May 26<sup>th</sup>, 2020)**

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Households with move-in dates prior to May 26<sup>th</sup>, 2020, will skip this step.

As all income and asset documentation must be 60 days current from the date of request and approximately 6 months current at the time of move-in, households with move-in dates after May 26<sup>th</sup>, 2020 will be required to re-submit income, asset and tax documentation to SEB prior to move-in.

All households must maintain affordable housing eligibility until they move in!

Once a household has been approved by the Leasing Office, given a move-in date and reserved a unit, SEB will contact them about preparing for this File Update. The File Update will be done approximately 60 days prior to their move-in date. Households failing to complete the File Update, or households who are found to be program ineligible at their move-in date, will not be allowed to move into their affordable apartment.

## YEARLY ELIGIBILITY AND RENT REVIEW

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

**Q: How long can I lease my affordable apartment?**

A: As a **current resident only**, you are considered income eligible for an affordable apartment as long as your household earns an income that does not exceed **140% of the current year's income limit** for a household of your size.

*Using the Current Income Limits as an example:*

Household Size	Current Income Limit for New Applicants (80% AMI Units)	Income Limit for Current Tenants (140% of Current Income Limit)
1	\$62,450	\$87,430
2	\$71,400	\$99,960
3	\$80,300	\$112,420
4	\$89,200	\$124,880
5	\$96,350	\$134,890
6	\$103,500	\$144,900

According to the table above for the years shown, if a household's income exceeds the Income Limit for Current Tenants at the time of their renewal, their apartment shall still remain affordable until the next available market rate apartment with the same or greater number of bedrooms is rented at an affordable price to an affordable program-qualified tenant, at which point the apartment of the tenant with earnings exceeding the Income Limit for Current Tenants will be rented at market rates. The household with earnings exceeding the Income Limit for Current Tenants can choose to stay in their apartment, yet would then have to pay the market rate rent.

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

A: Rents may increase a few percentage points if Boston-Cambridge-Quincy Area Median Income increases or the costs of utilities in Medfield decreases. Likewise, if the Boston-Cambridge-Quincy Area Median Income decreases and the costs of utilities increases, **rents may decrease**.

## LOCAL PREFERENCE INFORMATION

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**Q: What is Local Preference?**

A: The Town of Medfield has established a local preference for 70% of the affordable apartments. Local Preference will be given as described in the step-by-step process. An applicant qualifies for local preference if the applicant or a member of their household fit into one of the following categories:

- a current resident of Medfield
- an employee of the Town of Medfield (including Medfield Public Schools)
- an employee of a business located within the Town of Medfield
- A parent or guardian with children attending the Medfield Public Schools (including METCO students)

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

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

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

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

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

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

### Adjustments in the Local Preference Pool

As stated by the Massachusetts Department of Housing and Community Development, "If the percentage of minorities in the local preference pool is less than the percentage of minorities in the surrounding HUD (U.S. Department of Housing and Urban Development) defined area, the following adjustments will be made to the local preference pool. The Developer will hold a preliminary lottery comprised of all minority applicants who did not qualify for the local preference pool and rank the applicants in order of the drawing. Minority applicants should then be added to the local preference pool in order of their rankings until the percentage of minority applicants in the local preference pool is equal to the percentage of minorities in the surrounding HUD-defined area." The Percent Minority for the Metropolitan Statistical Area of Boston is 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: Black or African American; Asian; Native American or Alaska Native; Native Hawaiian or Pacific Islander; or other (not White); and the ethnic classification Hispanic or Latino.

## REASONABLE ACCOMMODATION INFORMATION

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**Q: Who is entitled to request a reasonable accommodation?**

A: Persons with disabilities are entitled to request a reasonable accommodation in rules, policies, practices, or services, or to request a reasonable modification in the housing, when such accommodations or modifications may be necessary to afford persons with disabilities an equal opportunity to use and enjoy the housing. To request a reasonable accommodation, please email [info@sebhousing.com](mailto:info@sebhousing.com) or call 617-782-6900 x1 or postal mail SEB Housing, 257 Hillside Ave, Needham MA 02494