



April 28, 2017

Ms. Alice Ingerson
Community Preservation Manager
City of Newton Planning Department
1000 Commonwealth Avenue
Newton, MA 02459

Dear Ms. Ingerson,

On behalf of the Board of Directors of CAN-DO and Metro West Collaborative Development I am pleased to submit this Full Proposal for the review of the Community Preservation Committee for our project at 236 Auburn Street. We appreciate the Committee's willingness to consider the request off cycle. We look forward to further exploring the project with you and the Committee over the coming weeks.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Van Campen", is written over the typed name and title.

Jennifer Van Campen
Executive Director
CAN-DO and Metro West Collaborative Development



Setti D. Warren
Mayor

Newton, Massachusetts Community Preservation Program FUNDING REQUEST

PRE-PROPOSAL

PROPOSAL

Last updated February 2017.

Please submit this completed file directly – do not convert to PDF or other formats.

For full instructions, see www.newtonma.gov/cpa or contact us:

Community Preservation Program Manager,
City of Newton Planning & Development Department, 1000 Commonwealth Ave., Newton, MA 02459
aingerson@newtonma.gov 617.796.1144

(For staff use)
date rec'd:

28 April 2017

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

Project TITLE	Auburn Street Affordable Housing & Historic Preservation			
Project LOCATION	Full street address (with zip code), or other precise location. 236 Auburn Street, Auburndale MA 02466			
Project CONTACTS	Name & title or organization	Email	Phone	Mailing address
Project Manager	Linda Moody, RE Project Manager, Metro West CD	linda@metrowestd.org	617-923-3505	79B Chapel St., Newton, MA 02458
Other Contacts	Jennifer Van Campen, Exec. Dir., CAN-DO	jvc@metrowestcd.org	617-923-3505	79B Chapel St., Newton, MA 02458
Other Contacts	Justin Salloway, President, Price Rehab. Ctr.	jsalloway@thepricecenter.org	617-244-0065	27 Christina St., Ste. 201, Newton, MA 02461
Sponsoring Orgs. (check all that apply)	Non-profit	Certified CHDO	Public Agency	Project LLC
Anticipated Project FUNDING	A. Newton CPA funds: \$472,800 Housing & \$472,800 Historic	B. Newton CDBG/HOME funds: \$1,000,000 CDBG & \$500,000 HOME	C. Other funds: \$659,995 FCF & \$450,000 sale to Price	D. Total project cost (A+B + C): \$3,555,595
Project SUMMARY	Explain how the project will use the requested Newton public funds. For housing, please cover location, rehab vs. new construction, rental vs. ownership, target population, and unit composition, You may provide more detail in attachments, but your PROJECT SUMMARY MUST FIT IN THE SPACE BELOW.			
<p>The project consists of 8 units of affordable housing: 5 units within a new 2493 sq. ft. congregate house for individuals with medically intensive disabilities, 1 three bedroom 1280 sq. ft. and 1 two bedroom 1020 sq. ft. in attached modular homes and the restoration of the existing 1512 sq. ft. nineteenth century house on the site into a 3 bedroom single family home. All units will be rental housing.</p> <p>There will be full handicapped accessibility in the congregate home. There will be a tot lot on site and 10 parking spaces, including room for a handicapped van. A proposed small addition to the historic house will contain an office and a ½ bath to provide meeting space for tenants and their service providers.</p> <p>The historic house will be preserved consistent with the current architectural preservation standards and will be further fortified by moving it to a new foundation on the site.</p> <p>The project is located within ¼ mile of Auburndale village center and within walking distance of the commuter rail, the express bus, and the MBTA station at Riverside. Within the village center are a supermarket, two banks, the post office, a gas station, and several restaurants. Several possible employment opportunities are available nearby including the Marriott Hotel, Lasalle College and Village and the Newton Wellesley Hospital. There is also a park within ¼ mile.</p>				

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

Project TITLE		Auburn Street Affordable Housing & Historic Preservation			
USE of CPA and CDBG/HOME FUNDS		HISTORIC RESOURCES		COMMUNITY HOUSING	
CHECK ALL THAT APPLY	create	not allowed		X	
	preserve	X			
	new construction			X	
	rehabilitate/restore	X		X	
HOUSING TARGET POPULATION <i>Check all that apply.</i>					
<input checked="" type="checkbox"/> Individual/Family	<input checked="" type="checkbox"/> Homeless/At Risk of Homelessness	<input checked="" type="checkbox"/> Special needs/disabilities (identify population & provider of support services, if any):			
HOUSING TYPE <i>Check all that apply.</i>					
<input checked="" type="checkbox"/> Rental	<input checked="" type="checkbox"/> Individual/single family		<input checked="" type="checkbox"/> Group residence/congregate		
HOUSING UNIT COMPOSITION <i>List the development's number of units in each category.</i>					
	Total	≤ 30% AMI	≤ 50% AMI	≤ 80% AMI	80- <100% AMI
congregate unit	5	5			
2 BR	1		1		
3 BR	2		2		
COMMUNITY NEEDS & OUTREACH	For community needs , provide a brief quote with plan title, year and page number from each of at least 2 plans linked to Guidelines & Forms on www.newtonma.gov/cpa showing how this project meets already recognized needs. For community outreach , summarize both efforts to date & future plans.				
<p>This project will address 1) affordable housing needs, 2) historic preservation of a significant house, and 3) provision of housing to a developmentally challenged population in great need of accessible housing.</p> <p>Comprehensive Plan: The Housing Section emphasizes the steady decrease in both affordable rental and ownership units in the City and the need to protect diversity. Under Housing Goals titled "Utilizing Existing Housing" on pp 5-8 states "the importance of bringing affordability to existing housing as one of the means to attain our housing goals".</p> <p>Consolidated Plan 7/2015 to 6/2020: pp 100-101, comments on overcrowding of units occupied by low income families and their cost burden. This project will serve larger families and charge rents that are more than \$200 less than fair market rents for the area.</p> <p>Community Needs: Ramping Up: Planning for a More Accessible Newton: recommends "taking significant steps to implementing fair housing and choice for people with disabilities."</p> <p>Newton Leads 2040: Suggests that, "If action is not initiated, there are clear consequences for the City in terms of housing diversity and economic development outcomes. The Newton Leads 2040 Housing Strategy supports the traditional diversity of housing while at the same time providing smart, contextual, sustainable housing options that add value to the fabric of the community."</p> <p>Community Outreach: 3 councilors (Gentile, Harney, Sangiolo) are aware of this project. Several abutters have reviewed plans and there will be a neighborhood meeting in May to address neighbor concerns.</p>					
COMMUNITY CONTACTS	List at least 3 Newton residents or organizations willing and able to comment on the project and its manager's qualifications. No more than 1 should be a supervisor, employee or current work colleague of the project manager or sponsor. Consult staff on the community contacts required for your specific proposal.				
	Name & title or organization	Email	Phone	Mailing address	
	Marcia Johnson, Newton resident		617-581-9314	39 Bemis St., Newtonville 02466	
	Mary Ryan, Newton resident		617-947-1869	36 Freeman St., Auburndale 02466	
	Karla Armenoff, Newton resident		617-332-1435	57 Evergreen Ave., Auburndale 02466	

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.
Full proposals must include separate, detailed budgets in addition to this page.

Project TITLE	Auburn Street Affordable Housing & Historic Preservation	
SUMMARY CAPITAL/DEVELOPMENT BUDGET		
Uses of Funds: see attached full budget for complete breakdown		
Congregate Housing - Acquisition		\$256,645
Congregate Housing – Design (Architectural and Engineering)		\$86,179
Congregate Housing – Construction		\$977,167
Family Housing – Acquisition		\$ 161,721
Family Housing – Design (Architectural and Engineering)		\$54,304
Family Housing - Construction		\$694,373
Historic Preservation (adaptive reuse for family housing) - Acquisition		\$526,634
Design (architectural and engineering)		\$35,699
Historic Preservation (adaptive reuse for family housing) - Construction		\$762,874
E. TOTAL USES (should equal D. on page 1 and F. below)		\$3,555,595
Sources of Funds	Status (requested, expected, confirmed)	
Newton CPA funding: Housing and Historic		\$ 945,600
Newton CDBG/HOME funds		\$1,500,000
FCF		\$659,995
Sale to Price Center		\$450,000
F. TOTAL SOURCES (should equal D. on page 1 and E. above)		\$3,555,595
SUMMARY ANNUAL OPERATIONS & MAINTENANCE BUDGET (cannot use CPA funds)		
Uses of Funds		
Congregate Housing		\$1,363,000
Family Housing (excludes interest and capital costs)		\$30,408
G. TOTAL ANNUAL COST (should equal H. below)		\$1,393,408
Sources of Funds		
Congregate Housing (DDS & Rent)		\$1,309,880
Family Housing (Rent)		\$35,739
I. TOTAL ANNUAL FUNDING (should equal G. above)		\$1,345,619
Project TIMELINE	Phase or Task	Season & Year
	Newton Historical Commission Hearing, FCF Pre-App In	Feb 2017
	Community outreach, CPC pre-app, FCF full proposal, CDBG, HOME apps in	March 2017
	Community outreach, CPC meeting, CPC full app, CDBG, HOME conditional commitments	April 2017
	CPC hearing, PEL Submission	May 2017
	CPC recommendation to Council	June 2017
	DHCD site visit	July 2017
	All funding commitments, Comp. permit granted, 20 day appeal	August 2017
	ZBA Comp. permit request	September 2017
	Construction drawings, construction closings and public procurement process	Oct - Dec 2017
	General Contractor procurement	January 2018
	Building Permit, construction begins	March 2018
	Construction substantial completion	January 2019

Project TITLE		Auburn Street Affordable Housing & Historic Preservation	
<input checked="" type="checkbox"/> = submitted w pre-proposal		↓ Check off submitted attachments here. updates as of 6 & 21 April 2017	
REQUIRED.	<input checked="" type="checkbox"/>	PHOTOS	of existing site or resource conditions (2-3 photos may be enough)
	<input checked="" type="checkbox"/>	MAP	of site in relation to nearest major roads (omit if project has no site)
REQUIRED for full proposal.	PROJECT FINANCES printed and as computer spreadsheets, with both uses & sources of funds		
	<input checked="" type="checkbox"/>	development pro forma/capital budget: include total cost, hard vs. soft costs and contingencies, and project management time from contractors or staff	
	<input checked="" type="checkbox"/>	operating/maintenance budget, projected separately for each of the next 10 years – including Price Ctr congregate housing	
	<input checked="" type="checkbox"/>	description of planned ownership structure (condominium)	
	<input type="checkbox"/>	rental subsidy, if any: sources, commitment letters or application/decision schedules	
	<input type="checkbox"/>	market analysis: including prevailing/trending rents or prices & target population	
	<input type="checkbox"/>	affirmative marketing & resident selection plan	
	<input type="checkbox"/>	non-CPA funding: commitment letters, letters of inquiry to other funders, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions	
	<input type="checkbox"/>	purchasing of goods & services: briefly summarize sponsor's understanding of applicable state statutes and City policies	
REQUIRED for full proposal.	<input type="checkbox"/>	HISTORIC SIGNIFICANCE	attachments analyzing historic significance and significant features, and showing how project meets national preservation standards
REQUIRED for full proposal.	PROJECT SPONSOR FINANCES & CAPACITY		
	<input type="checkbox"/>	most recent annual operating budget & audited financial statement	
	<input type="checkbox"/>	transition plan, mission & current housing portfolio, including how this project fits both	
	<input type="checkbox"/>	previous similar projects completed, with photographs	
	<input type="checkbox"/>	fair housing: training completed, past complaints & their resolution	
	<input type="checkbox"/>	Boards of Directors & project managers/team: list skills, experience, tenure & affiliations (incl. City boards or commissions)	
	SITE CONTROL, VALUE & DEED RESTRICTIONS		
	<input checked="" type="checkbox"/>	deed	
	<input checked="" type="checkbox"/>	appraisal by independent, certified real estate appraiser	
	<input checked="" type="checkbox"/>	owner's agreement to permanent deed restrictions for affordability & historic preservation	
	ZONING & PERMITTING		
	<input checked="" type="checkbox"/>	short email confirming review by the Development Review Team (DRT)	
	<input checked="" type="checkbox"/>	brief property history: at least the last 30 years of ownership & use	
	<input checked="" type="checkbox"/>	environmental mitigation plans: incl. lead paint, asbestos, underground tanks & results of phase 1 environmental assessment (may be submitted separately when available)	
	<input checked="" type="checkbox"/>	zoning relief and permits required: incl. parking waivers, demolition or building permits, comprehensive permit or special permit	
	<input checked="" type="checkbox"/>	other approvals required: local & state historical commissions, disability & architectural access boards, etc.	
	DESIGN, CONSTRUCTION & ACCESSIBILITY		
	<input checked="" type="checkbox"/>	home inspection report by a licensed professional, for rehabilitation	
	<input checked="" type="checkbox"/>	site plan, floor plans & elevations	
	<input checked="" type="checkbox"/>	architectural access worksheet: highlight accessibility in excess of legal requirements	
<input checked="" type="checkbox"/>	reasonable accommodation/reasonable modification policy		
<input checked="" type="checkbox"/>	scope of construction work: highlight "green" or sustainable features & materials		
OPTIONAL		LETTERS of SUPPORT	from Newton residents, organizations, or businesses

Project TITLE

Auburn Street Affordable Housing & Historic Preservation

ARCHITECTURAL ACCESS WORKSHEET

Use this table to show how the proposed project will meet or exceed the most stringent applicable requirements.

REQUIRED

PROPOSED

1. Site access – accessible route

Site access to the congregate house is required, site access to community spaces is required

The congregate house will have an accessible route including walkways, curbs, cutouts, ramps and one accessible parking space (which will be the van space). All community spaces and offices of the congregate house will be fully accessible.

2. Accessible parking (identify proposed total # of spaces)

Required for congregate house.

1 van accessible space.

3. Building entrances & accessible routes within buildings

Congregate house is required to have an accessible entrance per AAB, Group 2B requirements.

The congregate house will have all entrances accessible.

4. Common areas & facilities (offices, laundry rooms, community rooms, etc.)

Access is required to community areas.

All community spaces and offices of the congregate house will be fully accessible.

5. Group 1 Units (MAAB) (include units covered by the FHA)

The historic house and the Townhouses are not required to be Group 1.

No special amenities proposed in this group.

6. Group 2 Units (MAAB)

The congregate house is a lodging facility with 5 units and must meet Group 2B requirements.

Congregate house will meet Group 2 requirements of AAB.

Project TITLE		Auburn Street Affordable Housing & Historic Preservation	
Submitted attachments posted as part of this document on the Newton CPC website, www.newtonma.gov/cpa			
REQUIRED.		PHOTOS	of existing site or resource conditions (2-3 photos may be enough)
		MAP	of site in relation to nearest major roads (omit if project has no site)
REQUIRED for full proposal.	PROJECT FINANCES printed and as computer spreadsheets, with both uses & sources of funds		
	✓	development pro forma/capital budget: include total cost, hard vs. soft costs and contingencies, and project management time from contractors or staff	
	✓	operating/maintenance budget, projected separately for each of the next 10 years – including Price Ctr congregate housing	
	✓	description of planned ownership structure (condominium)	
	✓	rental subsidy, if any: sources, commitment letters or application/decision schedules	
	✓	market analysis: including prevailing/trending rents or prices & target population	
	✓	affirmative marketing & resident selection plan	
	✓	non-CPA funding: commitment letters, letters of inquiry to other funders, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions	
✓	purchasing of goods & services: briefly summarize sponsor's understanding of applicable state statutes and City policies		
REQUIRED for full proposal.		HISTORIC SIGNIFICANCE	attachments analyzing historic significance and significant features, and showing how project meets national preservation standards
REQUIRED for full proposal.	PROJECT SPONSOR FINANCES & CAPACITY		
		most recent annual operating budget & audited financial statement	
		transition plan, mission & current housing portfolio, including how this project fits both	
		previous similar projects completed, with photographs	
		fair housing: training completed, past complaints & their resolution	
		Boards of Directors & project managers/team: list skills, experience, tenure & affiliations (incl. City boards or commissions)	
	SITE CONTROL, VALUE & DEED RESTRICTIONS		
	✓	deed	
	✓	appraisal by independent, certified real estate appraiser	
	✓	owner's agreement to permanent deed restrictions for affordability & historic preservation	
	ZONING & PERMITTING		
		short email confirming review by the Development Review Team (DRT)	
		brief property history: at least the last 30 years of ownership & use	
		environmental mitigation plans: incl. lead paint, asbestos, underground tanks & results of phase 1 environmental assessment (may be submitted separately when available)	
		zoning relief and permits required: incl. parking waivers, demolition or building permits, comprehensive permit or special permit	
		other approvals required: local & state historical commissions, disability & architectural access boards, etc.	
	DESIGN, CONSTRUCTION & ACCESSIBILITY		
	home inspection report by a licensed professional, for rehabilitation		
	site plan, floor plans & elevations		
✓	architectural access worksheet: highlight accessibility in excess of legal requirements		
✓	reasonable accommodation/reasonable modification policy		
	scope of construction work: highlight "green" or sustainable features & materials		
OPTIONAL		LETTERS of SUPPORT	from Newton residents, organizations, or businesses

Updated Timeline

236 Auburn St. Timeline:

April 2017	<ul style="list-style-type: none"> - CPA, HOME and CDBG applications submitted
May 2017	<ul style="list-style-type: none"> - CPA hearing - Planning and Development Board review - Neighborhood meeting
June 2017	<ul style="list-style-type: none"> - City Council review of CPA recommendation begins - Planning and Development Board decision - FCF full application submitted - Project Eligibility request submitted
July 2017	<ul style="list-style-type: none"> - DHCD site visit - City Council review of CPA continues
August 2017	<ul style="list-style-type: none"> - Site eligibility letter awarded - All City of Newton funds committed
September 2017	<ul style="list-style-type: none"> - Comp permit application to ZBA - FCF funds committed
November	<ul style="list-style-type: none"> - Construction closing (HOME, CDBG)
October – December 2017	<ul style="list-style-type: none"> - Construction-set drawings completed
January 2018	<ul style="list-style-type: none"> - Procurement of General Contractor - Construction closing (FCF, CPA, other lenders)
March 2018	<ul style="list-style-type: none"> - Construction start
January 2019	<ul style="list-style-type: none"> - Construction substantial completion
February 2019	<ul style="list-style-type: none"> - Lease up and sustained occupancy
March 2019	<ul style="list-style-type: none"> - HOME/CDBG final close out administration - CPA Final Report

Attachment C: Local Outreach

Newton orgs / churches / agencies

Homeless shelters

Other?

Development Pro Forma

Note: This budget was later revised. See separate final budget on Newton CPC website.

SOURCES

		TOTAL
CPA Housing		472,800
CPA Historic		472,800
CDBG	1,000,000	1,000,000
HOME	500,000	500,000
FCF	659,995	659,995
Sale to Price C.	450,000	450,000
	<u>2,609,995</u>	<u>\$ 3,555,595</u>

Assumptions:

	sq ft	
Price	3,650	49%
Historic	1,512	20%
Family	2,300	31%
	<u>7,462</u>	<u>100%</u>

Assessed Value	882,400	
building	412,100	47%
land	470,300	53%

Sale Price	900,000
building	420,320
land	479,680

Historic Additional Cost: \$ 650,207

\$225,000 avg. TDC/bed provided by Alice
 675,000 est. TDC for a 3-bed if non-historic

Revised Operating Budget

236 Auburn Street
Price Center Operating ProForma
 units 5

This budget was revised after initial proposal submission.
 See final version below dated 31 May 2017.

INCOME				Year								
Unit	BR	Rent	Trending	1	2	3	4	5	6	7	8	
DDS Rent	1	11,000	2%	660,000	673,200	686,664	700,397	714,405	728,693	743,267	758,133	
Gross Potential Annual Income				678,000	691,560	705,391	719,499	733,889	748,567	763,538	778,809	
Vacancy	3%			(19,800)	(20,196)	(20,600)	(21,012)	(21,432)	(21,861)	(22,298)	(22,744)	
Effective Annual Income				640,200	653,004	666,064	679,385	692,973	706,833	720,969	735,389	
EXPENSES				per unit								
Personnel		87,000	3%	435,000	448,050	461,492	475,336	489,596	504,284	519,413	534,995	
Support		1,000	3%	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,149	
Occupancy		8,000	3%	40,000	41,200	42,436	43,709	45,020	46,371	47,762	49,195	
Transportation		3,000	3%	15,000	15,450	15,914	16,391	16,883	17,389	17,911	18,448	
Consumables		3,000	3%	15,000	15,450	15,914	16,391	16,883	17,389	17,911	18,448	
Equipment		500	3%	2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,075	
Condo Fee		2,009	3%	10,045	10,346	10,657	10,976	11,306	11,645	11,994	12,354	
Management & Gen.		1,500	3%	7,500	7,725	7,957	8,195	8,441	8,695	8,955	9,224	
Admin.		10,000	3%	50,000	51,500	53,045	54,636	56,275	57,964	59,703	61,494	
				116,009								
Total Annual Expenses				580,045	597,446	615,370	633,831	652,846	672,431	692,604	713,382	
Net Operating Income				60,155	55,558	50,694	45,555	40,127	34,401	28,365	22,006	
Debt Service												
	450,000	5.00%	30	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	
Debt Service Coverage				2.67	2.47	2.25	2.02	1.78	1.53	1.26	0.98	
Cash Flow				37,655	33,058	28,194	23,055	17,627	11,901	5,865	-494	

This budget was revised after initial proposal submission.
See final version below dated 31 May 2017.

9	10
773,295	788,761
794,385	810,273
(23,199)	(23,663)
750,096	765,098

551,045	567,576
6,334	6,524
50,671	52,191
19,002	19,572
19,002	19,572
3,167	3,262
12,725	13,106
9,501	9,786
63,339	65,239

734,784	756,827
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15,313	8,271
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22,500	22,500
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0.68	0.37
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-7,187	-14,229
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Price Center Operating ProForma

units 5

				Year										
Unit	BR	Rent	Trend	1	2	3	4	5	6	7	8	9	10	
DDS Rent	1	11,000	2%	1,371,000	1,398,420	1,426,388	1,454,916	1,484,014	1,513,695	1,543,969	1,574,848	1,606,345	1,638,472	
Gross Potential Annual Income														
Vacancy	3%			(41,130)	(41,953)	(42,792)	(43,647)	(44,520)	(45,411)	(46,319)	(47,245)	(48,190)	(49,154)	
Effective Annual Income				1,329,870	1,356,467	1,383,597	1,411,269	1,439,494	1,468,284	1,497,650	1,527,603	1,558,155	1,589,318	
EXPENSES		per unit												
Personnel		178,884	3%	894,418	921,251	948,888	977,355	1,006,675	1,036,876	1,067,982	1,100,021	1,133,022	1,167,013	
Support		4,000	3%	20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,597	25,335	26,095	
Occupancy		7,000	3%	35,000	36,050	37,132	38,245	39,393	40,575	41,792	43,046	44,337	45,667	
Transportation		3,020	3%	15,100	15,553	16,020	16,500	16,995	17,505	18,030	18,571	19,128	19,702	
Consumables		7,400	3%	37,000	38,110	39,253	40,431	41,644	42,893	44,180	45,505	46,870	48,277	
Equipment		2,700	3%	13,500	13,905	14,322	14,752	15,194	15,650	16,120	16,603	17,101	17,614	
Condo Fee		2,000	3%	10,000	10,300	10,609	10,927	11,255	11,593	11,941	12,299	12,668	13,048	
Management & Gen.		6,100	3%	30,500	31,415	32,357	33,328	34,328	35,358	36,419	37,511	38,636	39,796	
Admin.		26,200	3%	131,000	134,930	138,978	143,147	147,442	151,865	156,421	161,113	165,947	170,925	
		237,304												
Total Annual Expenses				1,186,518	1,222,114	1,258,777	1,296,540	1,335,436	1,375,500	1,416,765	1,459,267	1,503,046	1,548,137	
Net Operating Income				143,352	134,354	124,820	114,728	104,058	92,784	80,885	68,335	55,109	41,181	
Debt Service														
	450,000	####	30	28,988	29,858	30,754	31,676	32,627	33,605	34,614	35,652	36,722	37,823	
Debt Service Coverage				4.95	4.50	4.06	3.62	3.19	2.76	2.34	1.92	1.50	1.09	
Cash Flow				114,364	104,496	94,066	83,052	71,431	59,179	46,271	32,683	18,388	3,358	

Description of Planned Ownership Structure, Market Analysis, Non-CPA Funding, Purchase of Goods and Services, Transition Plan, Fair Housing Training, Owners' Agreement to Permanent Deed Restrictions

236 Auburn Street Ownership Structure

236 Auburn Street will be owned by a condominium trust, which will have two member/owners: CAN-DO and the Price Center. Each will own 50% of the ownership of the condominium trust. CAN-DO's 50% will include the historic house and two attached town homes and the land they sit on. The Price Center's 50% will include the congregate house and the land it sits on. Each will be responsible for the maintenance and associated operating expenses of their own property. Both will equally own common space that will minimally include the driveway and may include some or all of the parking. The two parties will contribute to the operating expenses of the common areas through a monthly condominium fee.

Market Analysis

The Price Center, with the Department of Developmental Services, has already identified five individuals for residency at this location. 3 are Newton families.

With market-rate rents of \$3,500 on average in Newton, the three affordable family units will be in high demand. CAN-DO is currently advertising the availability of two units at Cambria Rd. and over 110 have already applied to be included in the lottery and the deadline is May 3rd. This is similar to the response to the affordable units at Myrtle Village where 279 people applied for 7 units.

Existing Current Rents in the Newton Area:

Avalon, Chestnut Hill, Newton	1 Bedroom	\$2,610
	2 Bedroom	\$3,420
	3 Bedroom	\$3,625
Chestnut River Landing, Needham	1 Bedroom	\$3,045
	2 Bedroom	\$3,785
	3 Bedroom	\$5,270
1940 Washington St., Newton	1 Bedroom	\$2,731
	2 Bedroom	\$3,029
	3 Bedroom	\$4,035
199 LaGrange St., Newton	1 Bedroom	\$3,350
	2 Bedroom	\$4,150

Non-CPA Funding

The project has submitted a pre-application to the Community Economic Development Assistance Corporation for a deferred interest loan from a publicly funded resource called the Facilities Consolidation Fund, which is available to developers of housing for individuals with disabilities. These

funds would help support the construction of the Price Center portion of the project. \$659,995 have been requested.

Additionally, the project is in the process of seeking support from the City of Newton's CDBG and HOME funding programs. \$1,500,000 have been requested.

The Price Center will purchase their portion of the project from CAN-DO at construction completion. The proceeds from the sale will help offset some of the development costs. The sale price will be \$450,000. A draft Option to Purchase has been circulated to the Boards of Directors of both organizations and a final signed agreement is anticipated in late May.

Purchasing of Goods and Services

In the process of constructing 236 Auburn Street, CAN-DO will comply with all City of Newton procurement requirements as well as the those required under the federal CDBG and HOME Programs that will insure a) competitive pricing is obtained and b) no vendors nor their principals are currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation.

Transition Plan

In January 2017 the Board of Directors of both CAN-DO and Metro West Collaborative Development, Inc. amended their by-laws to allow for the creation of one merged Board that is responsible for both organizations, which will each continue to exist and fulfill their missions as defined in their articles of organization and by-laws.

The purpose of CAN-DO remains, "To expand the supply of decent and affordable housing for low income persons and families in Newton." CAN-DO owns and operates 39 units of affordable housing in Newton. CAN-DO Executive Director Emeritus, Josephine McNeil, will retire in July 2017 and CAN-DO will no longer have any paid staff. Staffing will be provided by Metro West CD. The organization will continue to seek affordable housing development opportunities in Newton while also effectively stewarding the assets already under ownership.

The purpose of Metro West CD remains, "to organize residents, mobilize resources, and identify ideas that improve the quality of life for resident of Metro West communities." Metro West CD owns and operates 44 units of affordable housing in Watertown. It also currently has site control of parcels in Norwell and Medway that are projected to provide 66 units of affordable housing in 2018-2019. Metro West CD has 4.5 full time equivalents including an Executive Director, Senior Real Estate Project Manager, Affordable Housing Programs Manager, Special Projects Coordinator and an AmeriCorps Member. In addition to housing development Metro West CD provides consulting services to other non-profits, private developers and municipalities in their efforts to build and preserve affordable housing. Current clients include:

- The Towns of Hudson, Bolton, Boxborough, Stow, Littleton
- Developers of projects in Dedham, Westwood and Scituate
- Lexington Housing Assistance Board, Belmont Housing Trust and Newton Community Development Foundation

Metro West CD is also a MassHousing approved 40B compliance monitor and is involved in projects in: Stoughton, Concord, Southborough, Danvers, North Andover, Needham and Watertown. Metro West

CD responds to over 3,000 callers per year and also provides one-on-one housing search assistance to individuals seeking affordable housing.

This merged Board structure, but independent organizations, provides for some economies of scale that will reduce costs, including a reduction in administrative overhead, as well as increased financial strength through a more diversified funding and program base as well as greater staff capacity as more projects in more communities allow the organizations to recruit and keep talented staff and a highly skilled Board of Directors.

Fair Housing training, past complaints & resolution

Metro West CD staff participate regularly in trainings on Fair Housing provided by the Department of Housing and Community Development, the West Metro HOME Consortium and the Mass Housing Partnership. Neither Metro West CD or CAN-DO have had a fair housing complaint filed against them.

Owners' agreement to permanent deed restrictions

Both CAN-DO and the Price Center are fully committed to affordable housing and willing to enter into permanent deed restrictions with the City of Newton.

Facilities Consolidation Fund (FCF)

Preliminary Application Form

1. Date: 1/25/2017

Agency: DMH / DDS (circle)

2. Name of Sponsoring Organization: CAN-DO, 79B Chapel St., Newton, MA 02458 and The Barry L Price Center, 27 Christina Street, Newton Highlands, MA 02161.

3. Contact Person/ Phone: Jennifer Van Campen or Linda Moody, 617-923-3505 and Justin Sallaway 617-244-0065

4. Property Location (street, city/town): 236 Auburn St., Newton, MA.

5. Description of Property and Development Plan (i.e. # Units, # Residents – type of work to be done)

FCF funds are being sought to create a new construction 5-bedroom congregate residence for DDS clients who have intensive medical needs. The residence will be part of a larger affordable housing development that will include the renovation of an existing historic house and up to four units collectively serving up to five low income units.

6. Description of Site/ Location (i.e. environmental, zoning, proximity to goods, services)

MR-1 zoning, 2.3 miles to commuter rail Newtonville Station. Short walk to various buses, 6-minute walk to grocery store/shopping center, ½ mile to library, 1 mile to closest bank.

7. Experience of Sponsoring Organization:

The Price Center has been providing services to individuals with developmental disabilities in Newton and surrounding communities for the past forty years. The Center currently provides services to twenty three individuals in DDS funded community residences with twenty four hour coverage. The Price Center also operates an intensive Day Habilitation Program that provides services to developmentally disabled individuals with intensive medical needs, who are the target population for this community residence. Other programs run by The Price Center include employment, community based day, and family support. CAN-DO is a non-profit developer of affordable housing, founded in 1994, which has created 46 units of housing including units for victims of domestic violence and for individuals with developmental disabilities.

8. Financing Plan:

The project will be funded by a variety of funding sources. The primary funding sources will be a City of Newton Community Development Housing Block Grant and City of Newton Community Preservation Act Funding. Additional funding is being applied for through CEDAC and FCF.

9. Development Team:

CAN-DO non-profit development company; Terrance Heinlein, architect; Barry Price Rehabilitation Center, congregate housing owner and manager; Daniel Violi, housing consultant; Mathew Yarmolinsky cost estimator.

10. Project Schedule:

CAN-DO purchased the property in December, 2016. We anticipate the project will be completed in the next eighteen months. Key next steps include finalizing the site plan, securing City of Newton funding commitments and submission of a LIP application to DHCD.

11. Population to be Served:

Developmentally disabled young adults with intensive medical needs.

12. Services Anticipated:

The providing of a twenty-four-hour community residence for five developmentally disabled turning twenty-two individuals with intensive medical needs.

13. Attach Additional Notes or Documents (if any)

(Complete and return to DMH or DDS Area Housing Coordinator with copy to CEDAC)

Rental Subsidy



The Commonwealth of Massachusetts

Executive Office of Health & Human Services
Department of Developmental Services

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Metro Region
465 Waverley Oaks Road
Suite 120
Waltham, Massachusetts 02452
Tel 781 314-7500 Fax 781 314-7579

Marylou Sudders
Secretary

Elin M. Howe
Commissioner

Gail Gillespie
Regional Director

Barney Heath
Director of Planning and Development
The City of Newton
1000 Commonwealth Ave.
Newton, MA 02459-1449

January 31, 2017

Dear Mr. Heath:

I would like to lend my support to the application of the Price Center to the City of Newton to develop an accessible group home. The proposed home is intended to serve individuals with developmental disabilities and intense medical needs. The Department of Developmental Services has identified individuals with medical needs who may be prioritized for this type of residential support.

I would be happy to talk with you further at your convenience (781.314.7501).

Sincerely,

A handwritten signature in cursive script, appearing to read "Gail Gillespie".

Gail Gillespie
Regional Director
Metro Region

Cc: Justin Salloway, President, The Price Center ✓

**Bank Mortgage Commitment
to Price Center**



307 Auburn Street • Auburndale, MA 02466 • Phone: (617) 527-6090 • Fax: (617) 965-8945 • E-mail: info@village-bank.com

Your Village. Your Bank.

April 6, 2017

Justin Sallaway
President
The Barry L. Price Rehabilitation Center, Inc.
27 Christina Street
Newton, MA 02461

Re: Loan Request

Dear Justin:

Your organization has been a long-standing and valuable customer of the Village Bank. As your primary lending institution for many years I am very interested in pursuing the financing for your next project located at 236 Auburn Street, Newton. Based on our prior experience with you on these types of projects I am confident that you will be able to obtain the necessary combination of public and private financing to successfully purchase and develop this project.

This letter is not a commitment for the Bank to lend, but is an indication of our strong interest in financing this project.

Thank you again for your business.

Sincerely,

David C. Pennybaker
Vice President

Deed and Appraisal



Bk: 68683 Pg: 242 Doc: DEED
Page: 1 of 2 12/29/2016 12:27 PM

DB-2

Return to:

JOSEPH ROSSI
ATTORNEY AT LAW
2120 COMMONWEALTH AVENUE
NEWTON, MA 02466

QUITCLAIM DEED

I, **Maia R. Perel, Personal Representative of the Estate of Peter I. Parel a/k/a Pyotr Perel, Middlesex Probate and Family Court Docket #M16P1756EA**, of Lawrence, Kansas, holder of a Decree of License to Sell Real Estate from the Probate Court of Middlesex County dated December 2016, by power conferred by said Decree and every other power,

For consideration paid of Nine Hundred Thousand Dollars (900,000.00),

Grant to **Citizens For Affordable Housing In Newton Development Organization, Inc., a Massachusetts corporation** with a principal office at 1075 Washington Street, Newton, MA 02465,

with quitclaim covenants,

The land with the buildings thereon situate on the Southerly side of Auburn Street in that part of Newton, Middlesex County, Massachusetts know as Auburndate and being number 236 Auburn Street, bounded and described as follows:

- NORTHERLY: by Auburn Street, one hundred seven (107) feet;
- EASTERLY: by land now or formerly of William E. Tyler, one hundred ninety (190) feet;
- SOUTHERLY: by land now or formerly of George Banker, one hundred seven (107) feet, ten (10) inches and
- WESTERLY: by land now or formerly of F. Shumway, one hundred seventy (170) feet.

Excepting, however, from the above described premises, so much of the same as was taken by Massachusetts Turnpike Authority as set forth in instrument recorded with Middlesex South District Registry of Deeds on March 7, 1963 in Book 10228, Page 235.

Grantor states under the pains and penalties of perjury that there are no persons entitled to rights of homestead in the premises.

For Grantor's title, see Deed dated November 4, 2014 and recorded with the Middlesex South County Registry of Deeds at Book 64494, Page 22.

236 Auburn Street, Newton

MASSACHUSETTS EXCISE TAX
Southern Middlesex District ROD # 001
Date: 12/29/2016 12:27 PM
Ctrl# 258168 26000 Doc# 00235158
Fee: \$4,104.00 Cons: \$900,000.00

APPRAISAL OF REAL PROPERTY

LOCATED AT

236 Auburn St

Auburndale, MA 02466

South Middlesex County Registry of Deeds Book 64494 Page 22

FOR

The Village Bank

309 Auburn Street

Newton, MA 02466

AS OF

09/29/2016

BY

William J. Lanciloti, Jr., SRA

Suburban Appraisal Services

727 Washington Street

Newton, MA 02460

(617) 969-3006

suburbanappraisal@verizon.net

Borrower	Josephine McNeil	File No.	236aub
Property Address	236 Auburn St		
City	Auburndale	County	Middlesex
Lender/Client	The Village Bank	State	MA
		Zip Code	02466

TABLE OF CONTENTS

Cover Page	1
Land	2
Supplemental Addendum	3
Additional Comparables 4-6	4
Market Conditions Addendum to the Appraisal Report	5
Plat Map	6
Flood Map	7
Aerial Map	8
Location Map	9
Statement of Limiting Conditions	10
Subject Photos	12
Comparable Photos 1-3	13
Comparable Photos 4-6	14
Scanned Document	15
Scanned Document	16
Scanned Document	17
Scanned Document	18
Scanned Document	19
Addendum	20

Suburban Appraisal Services
LAND APPRAISAL REPORT

File No. 236aub

Borrower Josephine McNeil Census Tract 3748.00 Map Reference 15764
 Property Address 236 Auburn St
 City Auburndale County Middlesex State MA Zip Code 02466
 Legal Description South Middlesex County Registry of Deeds Book 64494 Page 22
 Sale Price \$ 900,000 Date of Sale 09/19/2016 Loan Term Unk yrs. Property Rights Appraised Fee Leasehold De Minimis PUD
 Actual Real Estate Taxes \$ 9,212 (yr) Loan charges to be paid by seller \$ 0 Other sales concessions None known
 Lender/Client The Village Bank Address 309 Auburn Street, Newton, MA 02466
 Occupant Vacant Appraiser William J. Lanciloti, Jr., SRA Instructions to Appraiser Provide opinion of land value.

Location Urban Suburban Rural
 Built Up Over 75% 25% to 75% Under 25%
 Growth Rate Fully Dev. Rapid Steady Slow
 Property Values Increasing Stable Declining
 Demand/Supply Shortage In Balance Oversupply
 Marketing Time Under 3 Mos. 4-6 Mos. Over 6 Mos.

Present 70 % One-Unit 10 % 2-4 Unit 5 % Apts. 5 % Condo 0 % Commercial
 Land Use 0 % Industrial 0 % Vacant 10 % College, Elementary School
 Change in Present Land Use Not Likely Likely (*) Taking Place (*)
 Predominant Occupancy Owner Tenant 0-5 % Vacant
 One-Unit Price Range \$ 400,000 to \$ 7,500,000 Predominant Value \$ 900,000
 One-Unit Age Range 0 yrs. to 250 yrs. Predominant Age 106 yrs.

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, view, noise) See Comment Addendum.

Dimensions Refer to Attached Deed = 18,760 sf Corner Lot
 Zoning Classification Multi-Residence 1 Present Improvements Do Do Not Conform to Zoning Regulations
 Highest and Best Use Present Use Other (specify) _____
 Etc. Public Other (Describe) _____
 Gas _____
 Water _____
 San. Sewer _____
 Underground Elect. & Tel.

OFF SITE IMPROVEMENTS
 Street Access Public Private
 Surface Paved Asphalt
 Maintenance Public Private
 Storm Sewer Curb/Gutter
 Sidewalk Street Lights

Topo Primarily Level
 Size Above Average
 Shape Rectangular
 View Residential
 Drainage Appears Adequate
 Is the property located in a FEMA Special Flood Hazard Area? Yes No

Comments (favorable or unfavorable including any apparent adverse easements, encroachments, or other adverse conditions) See Comment Addendum

The undersigned has recited the following recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to or more favorable than the subject property, a minus (-) adjustment is made, thus reducing the indicated value of subject; if a significant item in the comparable is inferior to or less favorable than the subject property, a plus (+) adjustment is made thus increasing the indicated value of the subject.

ITEM	SUBJECT PROPERTY	COMPARABLE NO. 1	COMPARABLE NO. 2	COMPARABLE NO. 3			
Address	236 Auburn St Auburndale, MA 02466	Lot 0 Edinboro St Newton, MA 02460	31 Westchester Rd Newton, MA 02458	33 Green St Newton, MA 02458			
Proximity to Subject		1.81 miles NE	2.48 miles E	2.63 miles E			
Sales Price	\$ 900,000	\$ 1,050,000	\$ 1,055,000	\$ 785,000			
Price \$/Sq. Ft.	\$ 47.97	\$ 62.36	\$ 74.56	\$ 78.93			
Data Source(s)	Inspection/Assessor	MLSPIN #71960078	MLSPIN #71830729	MLSPIN #71773640			
ITEM	DESCRIPTION	DESCRIPTION	+(-)\$ Adjust.	DESCRIPTION	+(-)\$ Adjust.	DESCRIPTION	+(-)\$ Adjust.
Date of Sale/Time Adj.	09/19/2016	04/01/2016	+50,000	08/03/2015	+80,000	02/26/2015	+78,500
Location	Average	Average		Good	-200,000	Average	
Site/View	18,760 sf/Resid.	16,837 sf/Resid./Prk	-150,000	14,150 sf/Resid.	+25,000	9,945 sf/Resid.	+78,500
Improved/Vacant	Improved	Vacant		Improved		Improved	
List Price	Unknown	\$1,050,000		\$829,000		\$765,000	
Days on Market	Unknown	0 Days		1 Day		5 Days	
Sales or Financing	Unknown	Closed Sale		Closed Sale		Closed Sale	
Concessions	Unknown	Cash;0		Conv. Financing;0		Conv. Financing;0	
Net Adj. (Total)		<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$ -100,000		<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$ -95,000		<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 157,000	
Indicated Value of Subject		\$ 950,000		\$ 960,000		\$ 942,000	

Comments on Market Data See attached addenda.

Comments and Conditions of Appraisal The appraisal is made "as is". It is assumed a clear and marketable title exists. It is also assumed the subject's subsoil is suitable for construction of two new townhouses.

Final Reconciliation The Sales Comparison Approach is given sole weight in the final analysis. Sale 1 is the best sale due to its similar lot size. The Cost Approach is not a useful method of valuation for land and is not developed. The Income Approach is also not developed as residentially zoned land in Newton typically is not used for rental purposes.

I (WE) ESTIMATE THE MARKET VALUE, AS DEFINED, OF THE SUBJECT PROPERTY AS OF 09/29/2016 **TO BE \$** 950,000

Appraiser William J. Lanciloti, Jr., SRA Supervisory Appraiser (if applicable) _____
 Date of Signature and Report 10/04/2016 Date of Signature _____
 Title SRA Title _____
 State Certification # 636 ST MA State Certification # _____ ST
 Or State License # _____ ST Or State License # _____ ST
 Expiration Date of State Certification or License 10/28/2017 Expiration Date of State Certification or License _____
 Date of Inspection (if applicable) 09/29/2016 Did Did Not Inspect Property Date of Inspection _____

Supplemental Addendum

File No. 236aub

Borrower	Josephine McNeil				
Property Address	236 Auburn St				
City	Auburndale	County	Middlesex	State	MA Zip Code 02466
Lender/Client	The Village Bank				

EXPOSURE TIME

Reasonable marketing time for the subject property is less than 90 days.

NEIGHBORHOOD DESCRIPTION

Newton is located approximately eight miles west of Boston. The subject lies on the northwest side of the city in the village known as Auburndale. This is a fully developed neighborhood of average appeal. Traffic volume is above average. The majority of improvements are older one and two-family homes of average to good condition and average to above average appeal. There are also a scattering of condominiums. Lasell College and athletic fields are nearby as is Williams Elementary School.

This location provides excellent access to Auburndale Square and local shopping, several main roads and highways, commuter rail and bus stops, several colleges and universities, and employment centers. Newton is noted for its highly rated public school system and possesses among the highest property values in Massachusetts.

SITE

Site size is above average for the area. No adverse easements or encroachments are apparent that would detract from marketability, though close proximity of I-90 (MA Turnpike) and related vehicular noise tempers appeal. Site is served by public water and public sewer. Highest and Best Use is as two new townhomes.

FINAL NOTE

The appraiser has not previously appraised or rendered services to the subject property during the thirty-six months preceding the acceptance of this appraisal assignment.

The reported analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.

The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives. As of the date of this report, I (William J. Lanciloti, Jr.) have completed the Standards and Ethics Education Requirement of the Appraisal Institute for Designated Members.

The Intended User of this appraisal report is the Lender/Client, The Village Bank. The Intended Use is to evaluate the property that is the subject of this appraisal for a purchase transaction, subject to the stated Scope of Work, purpose of the appraisal, reporting requirements of this appraisal report form, and Definition of Market Value. No additional Intended Users are identified by the appraiser.

CONTRACT

Owner of record is 956 Walnut St LLC.

MARKETING

The subject was listed for sale on August 23, 2016 for \$899,000. Days to offer was four and contract price is \$900,000. No sales concessions are known.

• Land: Market Data Comments

Limited land sales require the use of Comps 2 & 3 which were improved lots and subsequently razed. It is necessary to expand the search over one mile for all three sales, and to go back in time over six months to find Comps 2 & 3. After considering all data, these are the best comparables.

Upward time adjustments are made at 5%, 7.5%, 10% respectively to reflect increasing values.

Comparable Sale 2 lies on a street of better appeal and is adjusted down approximately 20% for location

Comparable 1 enjoys a superior park view and is adjusted downward roughly 15%.

Upward adjustments are made in varying degree for the smaller, less useful sites of Comparable Sale 2 and Comparable Sale 3.

ADDITIONAL COMPARABLE SALES

File No. 236aub

ITEM	SUBJECT PROPERTY	COMPARABLE NO. 4		COMPARABLE NO. 5		COMPARABLE NO. 6	
Address	236 Auburn St Auburndale, MA 02466	171 Cabot St Newton, MA 02458		22 Beecher Pl Newton, MA 02459			
Proximity to Subject		2.50 miles E		3.59 miles SE			
Sales Price	\$ 900,000		\$ 990,000		\$ 900,000		\$
Price \$/Sq. Ft.	\$ 47.97		\$ 93.05		\$ 88.99		\$
Data Source(s)	Inspection/Assessor	MLSPIN #72068993		MLSPIN #72046903			
ITEM	DESCRIPTION	DESCRIPTION	+(-)\$ Adjust.	DESCRIPTION	+(-)\$ Adjust.	DESCRIPTION	+(-)\$ Adjust.
Date of Sale/Time Adj.	09/19/2016	11/10/2016-Closing		10/05/2016-Closing			
Location	Average	Average/Good	-90,000	Average			
Site/View	18,760 sf/Resid.	10,640 sf/Resid.	+75,000	10,114 sf/Resid.	+75,000		
Improved/Vacant	Improved	Improved		Improved			
List Price	Unknown	\$990,000		\$900,000	-25,000		
Days on Market	Unknown	1 Day		9 Days			
Sales or Financing Concessions	Unknown	Pending Sale		Pending Sale			
	Unknown	Unknown		Unknown			
Net Adj. (Total)		<input type="checkbox"/> + <input checked="" type="checkbox"/> -	\$ -15,000	<input checked="" type="checkbox"/> + <input type="checkbox"/> -	\$ 50,000	<input type="checkbox"/> + <input type="checkbox"/> -	\$
Indicated Value of Subject			\$ 975,000		\$ 950,000		\$

Comments on Market Data In order to find these comparables, it is necessary to expand the search over one mile. Sale 4 is located in a neighborhood of better appeal and was adjusted downward. Sale 4 and Sale 5 are adjusted upward to reflect their smaller sites. An upward time adjustment is made at 0.5% per month to reflect increasing values.

MARKET DATA ANALYSIS

Market Conditions Addendum to the Appraisal Report

File No. 236aub

The purpose of this addendum is to provide the lender/client with a clear and accurate understanding of the market trends and conditions prevalent in the subject neighborhood. This is a required addendum for all appraisal reports with an effective date on or after April 1, 2009.

Property Address **236 Auburn St** City **Auburndale** State **MA** ZIP Code **02466**
 Borrower **Josephine McNeil**

Instructions: The appraiser must use the information required on this form as the basis for his/her conclusions, and must provide support for those conclusions, regarding housing trends and overall market conditions as reported in the Neighborhood section of the appraisal report form. The appraiser must fill in all the information to the extent it is available and reliable and must provide analysis as indicated below. If any required data is unavailable or is considered unreliable, the appraiser must provide an explanation. It is recognized that not all data sources will be able to provide data for the shaded areas below; if it is available, however, the appraiser must include the data in the analysis. If data sources provide the required information as an average instead of the median, the appraiser should report the available figure and identify it as an average. Sales and listings must be properties that compete with the subject property, determined by applying the criteria that would be used by a prospective buyer of the subject property. The appraiser must explain any anomalies in the data, such as seasonal markets, new construction, foreclosures, etc.

Inventory Analysis	Prior 7-12 Months	Prior 4-6 Months	Current - 3 Months	Overall Trend		
Total # of Comparable Sales (Settled)	213	139	213	<input checked="" type="checkbox"/> Increasing	<input type="checkbox"/> Stable	<input type="checkbox"/> Declining
Absorption Rate (Total Sales/Months)	35.50	46.33	71.00	<input checked="" type="checkbox"/> Increasing	<input type="checkbox"/> Stable	<input type="checkbox"/> Declining
Total # of Comparable Active Listings	140	174	143	<input checked="" type="checkbox"/> Declining	<input type="checkbox"/> Stable	<input type="checkbox"/> Increasing
Months of Housing Supply (Total Listings/Ab.Rate)	3.9	3.8	2.0	<input checked="" type="checkbox"/> Declining	<input type="checkbox"/> Stable	<input type="checkbox"/> Increasing
Median Sale & List Price, DOM, Sale/List %	Prior 7-12 Months	Prior 4-6 Months	Current - 3 Months	Overall Trend		
Median Comparable Sale Price	\$1,091,500	\$1,130,000	\$1,125,000	<input type="checkbox"/> Increasing	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Declining
Median Comparable Sales Days on Market	39	24	27	<input type="checkbox"/> Declining	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Increasing
Median Comparable List Price	\$1,639,500	\$1,497,500	\$1,669,000	<input checked="" type="checkbox"/> Increasing	<input type="checkbox"/> Stable	<input type="checkbox"/> Declining
Median Comparable Listings Days on Market	40	40	56	<input type="checkbox"/> Declining	<input type="checkbox"/> Stable	<input checked="" type="checkbox"/> Increasing
Median Sale Price as % of List Price	99%	103%	102%	<input type="checkbox"/> Increasing	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Declining
Seller (developer, builder, etc.) paid financial assistance prevalent?				<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Declining

Explain in detail the seller concessions trends for the past 12 months (e.g., seller contributions increased from 3% to 5%, increasing use of buydowns, closing costs, condo fees, options, etc.). **Seller concessions are typically in the form of price reductions.**

Are foreclosure sales (REO sales) a factor in the market? Yes No If yes, explain (including the trends in listings and sales of foreclosed properties).
Foreclosures are not a factor in the Newton residential market.

Cite data sources for above information. **MLSPIN, The Warren Group, Assessors**

Summarize the above information as support for your conclusions in the Neighborhood section of the appraisal report form. If you used any additional information, such as an analysis of pending sales and/or expired and withdrawn listings, to formulate your conclusions, provide both an explanation and support for your conclusions.
MLSPIN reports a total of 143 single-family listings in Newton at this time. Of these listings, there are 11 homes that have accepted contingent offers. Asking prices for all active and contingent listings range from \$525,000 to \$8,980,000. Only five listings are priced below \$650,000 and only four homes are priced in excess of \$4,495,000. Median asking price is \$1,669,000. There are 73 pending sales. Median list price was \$979,000. Seller concessions are typically in the form of price reductions. Conventional financing is available at low interest rates for conforming loans. The above grid is limited as pending and contingent sales are not included. Prices within this price segment are relatively stable at this time.

If the subject is a unit in a condominium or cooperative project, complete the following: Project Name:

Subject Project Data	Prior 7-12 Months	Prior 4-6 Months	Current - 3 Months	Overall Trend		
Total # of Comparable Sales (Settled)				<input type="checkbox"/> Increasing	<input type="checkbox"/> Stable	<input type="checkbox"/> Declining
Absorption Rate (Total Sales/Months)				<input type="checkbox"/> Increasing	<input type="checkbox"/> Stable	<input type="checkbox"/> Declining
Total # of Active Comparable Listings				<input type="checkbox"/> Declining	<input type="checkbox"/> Stable	<input type="checkbox"/> Increasing
Months of Unit Supply (Total Listings/Ab.Rate)				<input type="checkbox"/> Declining	<input type="checkbox"/> Stable	<input type="checkbox"/> Increasing

Are foreclosure sales (REO sales) a factor in the project? Yes No If yes, indicate the number of REO listings and explain the trends in listings and sales of foreclosed properties.

Summarize the above trends and address the impact on the subject unit and project.

Signature *William J. Lanciloti, Jr.*
 Appraiser Name **William J. Lanciloti, Jr., SRA**
 Company Name **Suburban Appraisal Services**
 Company Address **727 Washington Street, Newton, MA 02460**
 State License/Certification # **636** State **MA**
 Email Address **suburbanappraisal@verizon.net**

Signature _____
 Supervisory Appraiser Name _____
 Company Name _____
 Company Address _____
 State License/Certification # _____ State _____
 Email Address _____

MARKET RESEARCH & ANALYSIS

CONDO/CO-OP PROJECTS

APPRAISER

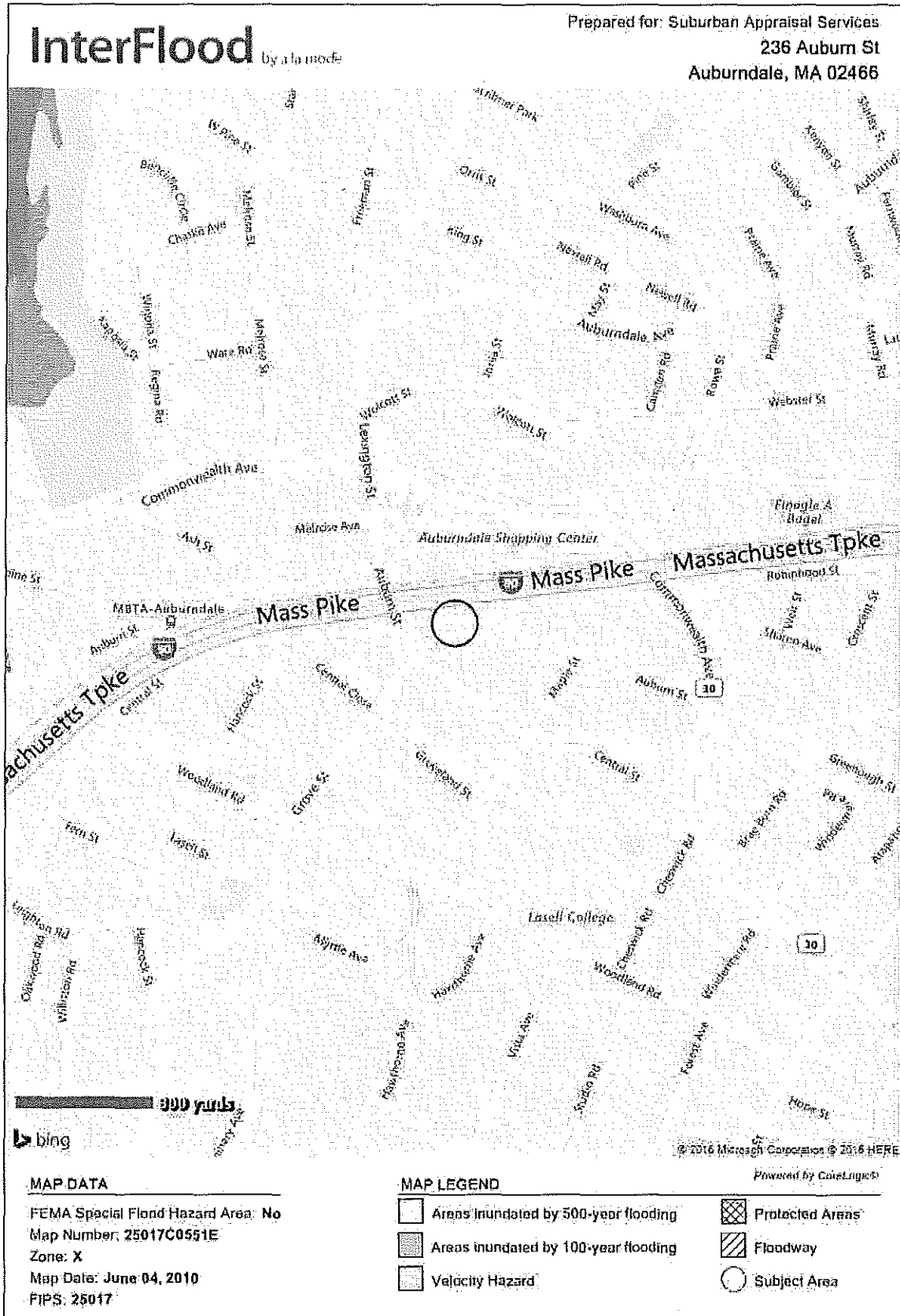
Plat Map

Borrower	Josephine McNeil						
Property Address	236 Auburn St						
City	Auburndale	County	Middlesex	State	MA	Zip Code	02466
Lender/Client	The Village Bank						



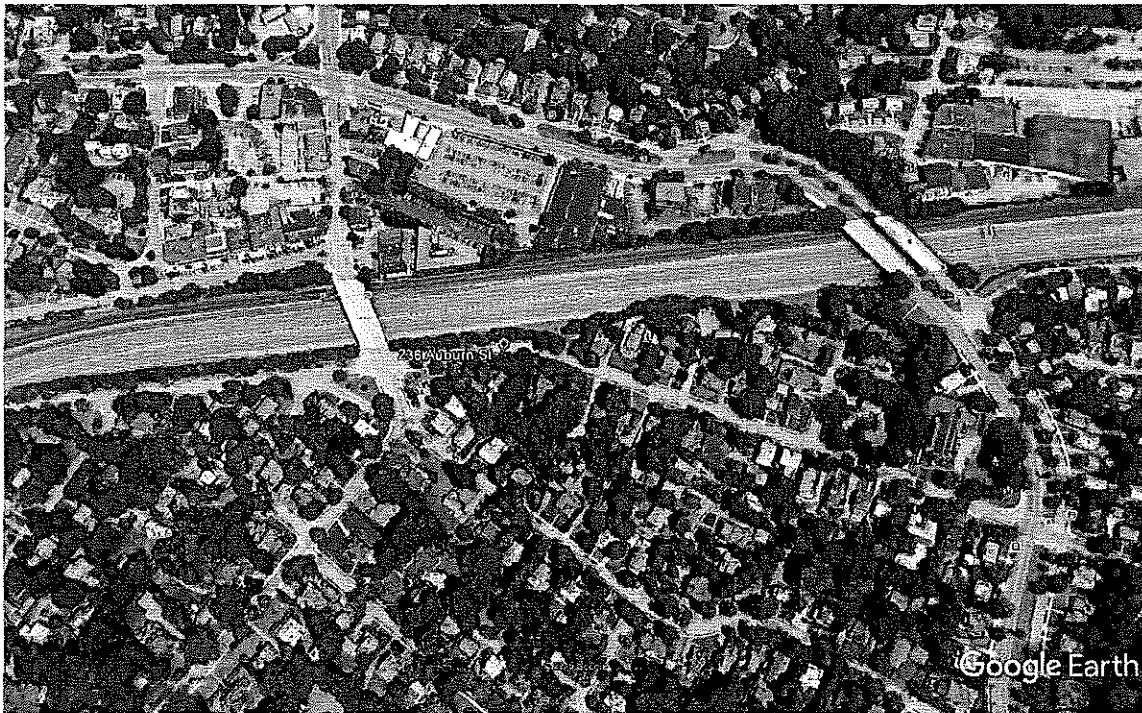
Flood Map

Borrower	Josephine McNeil		
Property Address	236 Auburn St		
City	Auburndale	County Middlesex	State MA Zip Code 02466
Lender/Client	The Village Bank		



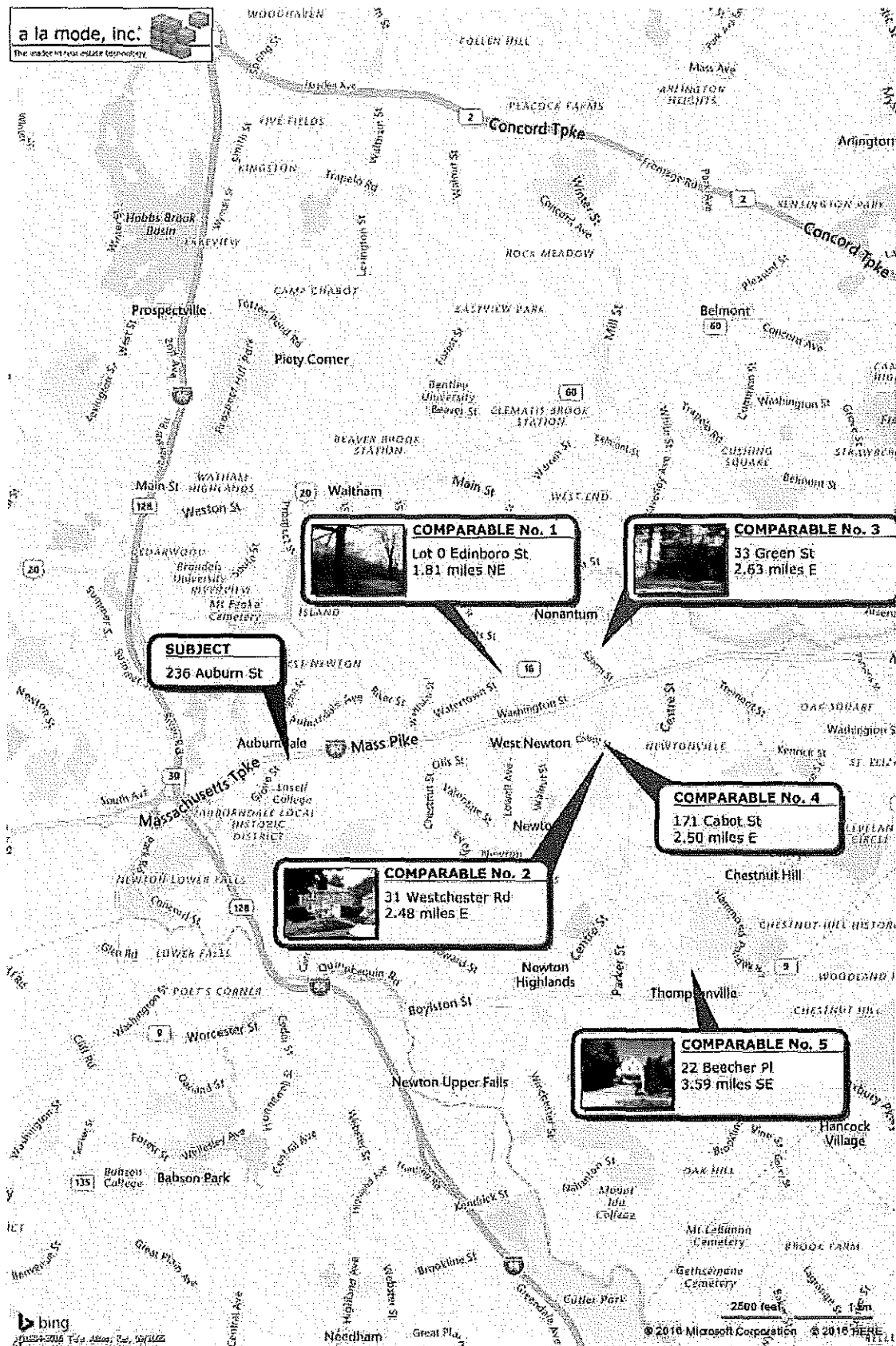
Aerial Map

Borrower	Josephine McNeil				
Property Address	236 Auburn St				
City	Auburndale	County	Middlesex	State	MA Zip Code 02466
Lender/Client	The Village Bank				



Location Map

Borrower	Josephine McNeil		
Property Address	236 Auburn St		
City	Auburndale	County Middlesex	State MA Zip Code 02466
Lender/Client	The Village Bank		



DEFINITION OF MARKET VALUE: The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he considers his own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions* granted by anyone associated with the sale. (Source: FDIC Interagency Appraisal and Evaluation Guidelines, October 27, 1994.)

*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgement.

STATEMENT OF LIMITING CONDITIONS AND CERTIFICATION

CONTINGENT AND LIMITING CONDITIONS: The appraiser's certification that appears in the appraisal report is subject to the following conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is valued on the basis of it being under responsible ownership.
2. Any sketch provided in the appraisal report may show approximate dimensions of the improvements and is included only to assist the reader of the report in visualizing the property. The appraiser has made no survey of the property.
3. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand, or as otherwise required by law.
4. Any distribution of valuation between land and improvements in the report applies only under the existing program of utilization. These separate valuations of the land and improvements must not be used in conjunction with any other appraisal and are invalid if they are so used.
5. The appraiser has no knowledge of any hidden or unapparent conditions of the property or adverse environmental conditions (including the presence of hazardous waste, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. This appraisal report must not be considered an environmental assessment of the subject property.
6. The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
7. The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice, and any applicable federal, state or local laws.
8. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to satisfactory completion, repairs, or alterations on the assumption that completion of the improvements will be performed in a workmanlike manner.
9. The appraiser must provide his or her prior written consent before the lender/client specified in the appraisal report can distribute the appraisal report (including conclusions about the property value, the appraiser's identity and professional designations, and references to any professional appraisal organizations or the firm with which the appraiser is associated) to anyone other than the borrower; the mortgagee or its successors and assigns; the mortgage insurer; consultants; professional appraisal organizations; any state or federally approved financial institution; or any department, agency, or instrumentality of the United States or any state or the District of Columbia; except that the lender/client may distribute the property description section of the report only to data collection or reporting service(s) without having to obtain the appraiser's prior written consent. The appraiser's written consent and approval must also be obtained before the appraisal can be conveyed by anyone to the public through advertising, public relations, news, sales, or other media.
10. The appraiser is not an employee of the company or individual(s) ordering this report and compensation is not contingent upon the reporting of a predetermined value or direction of value or upon an action or event resulting from the analysis, opinions, conclusions, or the use of this report. This assignment is not based on a required minimum, specific valuation, or the approval of a loan.

CERTIFICATION: The appraiser certifies and agrees that:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial and unbiased professional analyses, opinions, and conclusions.
3. Unless otherwise indicated, I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
4. Unless otherwise indicated, I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
5. I have no bias with respect to the property that is the subject of this report or the parties involved with this assignment.
6. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
7. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
8. My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
9. Unless otherwise indicated, I have made a personal inspection of the interior and exterior areas of the property that is the subject of this report, and the exteriors of all properties listed as comparables.
10. Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification (if there are exceptions, the name of each individual providing significant real property appraisal assistance is stated elsewhere in this report).

ADDRESS OF PROPERTY ANALYZED: 236 Auburn St, Auburndale, MA 02466

APPRAISER:

Signature: *William J. Lanciloti, Jr.*
 Name: William J. Lanciloti, Jr., SRA
 Title: SRA
 State Certification #: 636
 or State License #:
 State: MA Expiration Date of Certification or License: 10/28/2017
 Date Signed: 10/04/2016

SUPERVISORY or CO-APPRAISER (if applicable):

Signature: _____
 Name: _____
 Title: _____
 State Certification #: _____
 or State License #:
 State: _____ Expiration Date of Certification or License: _____
 Date Signed: _____
 Did Did Not Inspect Property

Existing Subject Photo Page

Borrower	Josephine McNeil				
Property Address	236 Auburn St				
City	Auburndale	County	Middlesex	State	MA Zip Code 02466
Lender/Client	The Village Bank				



Subject Front-Existing

236 Auburn St



Subject Driveway-Existing



Street Scene

Comparable Photo Page

Borrower	Josephine McNeil				
Property Address	236 Auburn St				
City	Auburndale	County	Middlesex	State	MA Zip Code 02466
Lender/Client	The Village Bank				



Comparable 1

Lot 0 Edinboro St
Prox. to Subject 1.81 miles NE



Comparable 2

31 Westchester Rd
Prox. to Subject 2.48 miles E



Comparable 3

33 Green St
Prox. to Subject 2.63 miles E

Comparable Photo Page

Borrower	Josephine McNeil				
Property Address	236 Auburn St				
City	Auburndale	County	Middlesex	State	MA Zip Code 02466
Lender/Client	The Village Bank				

Comparable 4

171 Cabot St
Prox. to Subject 2.50 miles E



Comparable 5

22 Beecher Pl
Prox. to Subject 3.59 miles SE

Comparable 6

Prox. to Subject

Deed

Bk: 64494 Pg: 22

Middlesex South Registry of Deeds
Electronically Recorded Document

This is the first page of the document - Do not remove

Recording Information

Document Number : 172923
Document Type : DEED
Recorded Date : November 12, 2014
Recorded Time : 10:27:04 AM

Recorded Book and Page : 64494 / 22
Number of Pages(including cover sheet) : 4
Receipt Number : 1753437
Recording Fee (including excise) : \$125.00

MASSACHUSETTS EXCISE TAX
Southern Middlesex District ROD # 001
Date: 11/12/2014 10:27 AM
Ctrl# Doc# 00172923
Fee: \$.00 Cons: \$100.00

Middlesex South Registry of Deeds
Maria C. Curtatone, Register
208 Cambridge Street
Cambridge, MA 02141
617-679-6300
www.cambridgedeeds.com

Deed

Bk: 64494 Pg: 23

Return To & Mail Tax Forms To:
Peter Perel
236 Auburn Street
Newton, MA 02466

QUITCLAIM DEED

I, Peter Perel of 236 Auburn Street, Newton, MA, 02466, for consideration paid, and in full consideration of less than One Hundred and 00/100 Dollars (\$100.00) grant to Peter Perel a/k/a Pyotr Perel, individually, of 236 Auburn Street, Newton, MA, 02466, with quitclaim covenants:

Property Address: 236 Auburn Street, Newton, MA 02466

SEE COMPLETE LEGAL ATTACHED AS EXHIBIT "A"

Being all of the same premises conveyed to Peter Perel, by virtue of a Quitclaim Deed from Ruth Rosenberg and Peter Perel, by deed dated February 23, 1998, and recorded on March 3, 1998, with the Middlesex County Southern District Registry of Deeds in Book 28256, at Page 324.

The consideration being less than \$100.00 no documentary stamps are needed.

Deed

Bk: 64494 Pg: 24

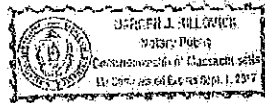
WITNESS our hands and seals this 4th day of November 2014.

X Peter Perel
Peter Perel

COMMONWEALTH OF MASSACHUSETTS

November, SS

On this 4th day of November, 2014, before me, the undersigned notary public, personally appeared Peter Perel, who proved to me through satisfactory evidence of identification, which were driver license, to be the person whose name is signed on the preceding or attached document, and acknowledged the foregoing to be his free act and deed.



[Signature]
Notary Public Joseph J. Sullivan
My commission expires 9/1/17

Deed

Bk: 64494 Pg: 25



EXHIBIT "A"

The land with the buildings thereon situated on the southerly side of Auburn Street in that part of Newton, Middlesex County, Massachusetts, known as Auburndale and being numbered 236 Auburn Street, bounded and described as follows:

NORTHERLY: by Auburn Street, one hundred seven (107) feet;

EASTERLY: by land now or formerly of William E. Tyler, one hundred ninety (190) feet;

SOUTHERLY: by land now or formerly of George Banker, one hundred seven (107) feet, ten (10), inches; and

WESTERLY: by land now or formerly of F. Shumway, one hundred seventy (170) feet.

Excepting, however, from the above-described premises, so much of the same as was taken by Massachusetts Turnpike Authority as set forth in instrument recorded with Middlesex South District Registry of Deeds on March 7, 1963 in Book 10228, Page 235.

Being the same property conveyed to Peter Peral by deed from Ruth Rosenberg and Peter Peral dated February 23, 1998 and recorded March 3, 1998 in Book 28256 at page 324 in the Middlesex South District Registry of Deeds Office.

Commonly known as: 236 Auburn Street, Auburndale, Massachusetts 02466

Tax ID: 43014 0016

Fold, Then Detach Along All Perforations

COMMONWEALTH OF MASSACHUSETTS

DIVISION OF PROFESSIONAL LICENSURE

BOARD OF

REAL ESTATE APPRAISERS

ISSUES THE FOLLOWING LICENSE AS A
CERT RES. REAL ESTATE APPRAISER

WILLIAM J LANCILOTTI JR
727 WASHINGTON ST
NEWTON, MA 02458-1278

LICENSEE SIGNATURE

William J Lancilotti Jr

636

10/28/2017

4776

LICENSE NUMBER EXPIRATION DATE SERIAL NUMBER

**Affirmative Marketing & Resident
Selection Plan**

Regional Ready Renter Program

2015-2018

**A Regional Effort of
Belmont, Lexington, Watertown
And other Metro West Communities**

Modified for 236 Auburn Street, Newton

For more information contact:
Jennifer Van Campen, Metro West Collaborative Development, Inc.
At 617-923-3505 x 4 or jvc@metrowestcd.org

Table of Contents

Overview and Tenant Eligibility.....	4
Application, Lottery Process and Tenant Selection.....	5
Right to Appeal.....	6
Affirmative Fair Housing Marketing Plan.....	6
Marketing Outlets.....	10
Sample Advertisement.....	12
Attachment A: Green Bush Station Project.....	13
Attachment B: Flyer.....	16
Attachment C: Local Outreach.....	17
Attachment D: Ready Renter Pre- and Final Applications....	18

Regional Ready Renter Program Lottery and Tenant Selection Process and Affirmative Fair Housing Marketing Plan

In an effort to most efficiently get affordable rental housing units placed on the Massachusetts Subsidized Housing Inventory (SHI) and insure their compliance with Town Agreements, with the least amount of burden to the developer or owner of a property, the Towns of Watertown, Lexington and Belmont have established a Ready Renter Program that will have one Affirmative Marketing Plan and centralized wait list in which all interested parties could participate. To accomplish this effort the Towns have utilized the services of Metro West Collaborative Development, Inc., a regional community housing development organization.

Ready Renter Program

This program shall provide owners of rental housing with income-eligible tenants and supporting documents that all comply with the Massachusetts Subsidized Housing Inventory Guidelines.

Tenants who are identified through this program shall:

- 1) Have been recruited through Affirmative Marketing strategies consistent with the Massachusetts Fair Housing Goals, and
- 2) Be income-eligible households (earning less than 80% of the area median income) having met income, asset and other eligibility provisions.

Metro West CD will also assist owners and tenants in annual monitoring and compliance that may be required.

Tenant Eligibility

“Eligible” Household

An eligible household is one that:

- has submitted a complete pre-application
- meets all income and asset criteria described above
- has the appropriate household size for the available unit

A “household” shall mean two or more persons who will live regularly in the unit as their principal residence and who are related by blood, marriage, law or who have otherwise evidenced a stable inter-dependent relationship, or an individual.

Income and Asset Eligibility

The total income of the applicant and all other members of the applicant’s household over the age of eighteen (18) may not exceed 80% of the area median income that includes Watertown, Newton and Belmont adjusted for family size. An applicant’s total household income cannot exceed the following limits:

Household size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons
Income limit units (80%)	\$51,150	\$58,450	\$65,750	\$73,050	\$78,900	\$84,750

In addition, income will be imputed from the total value of all of the assets of the applicant and all other members of the applicant's household over the age of eighteen (18), as stipulated in the DHCD guidelines. Household income will be verified based on information contained in pay stubs (or equivalent documents) and IRS documents.

Household Size Eligibility

Household size should be appropriate for the number of bedrooms in the home. It is appropriate to set a minimum. A maximum household size for the units may be established provided that:

- Maximum allowable household size may not be more restrictive than the State Sanitary Code or applicable local bylaws, and may not violate state and federal civil rights laws.

Larger Household Preference

Within an applicant pool **first preference** shall be given to households requiring the total number of bedrooms in the unit based on the following criteria:

- a) There is at least one occupant per bedroom. (Disabled households must not be excluded from a preference for a larger unit based on household size if such larger unit is needed as a reasonable accommodation.)
- b) A husband and wife, 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.
- c) A person described in the first sentence of (b) 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.
- d) A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
- e) If the applicant is in the process of a divorce or separation, they may enter a rental housing lottery, if their estimated assets and income would allow them to qualify for the unit. However, the applicant must provide proof that the divorce or separation has been finalized and submit updated financial information in accordance with the timelines provided herein before they will be considered for tenancy.

After Initial Lease-Up

Some units are subject to annual review of incomes and income limits. If the household's income increases and exceeds 140% of the above limits then the household will no longer be eligible for the affordable unit.

Application, Lottery Process and Tenant Selection (Generally—Auburn Street, Newton preferences described in Attachment A)

Pre-Applications and the Applicant Pool

- All potential tenants will be given a brief pre-application form that identifies their housing needs, income and desired rent.
- All households who submit a complete pre-application and are deemed to be preliminarily eligible shall be entered into the Applicant Pool.

- Applications that are not complete or households that appear to not meet the eligibility guidelines will be notified and given seven days to rectify their application.
- Applicants have the right to request a reasonable accommodation(s), which may include a change to a rule, policy, procedure or practice to afford a person with a disability an equal opportunity to participate fully in the housing program or to use and enjoy the housing. Applicants may also be entitled to a reasonable modification(s) of the housing, when such modifications are necessary to afford a person with a disability an equal opportunity to use and enjoy the housing.
- Free language assistance is available to households with limited English proficiency.

Available Unit Announcement

- Upon announcement of an available apartment, the potential tenants in the Applicant Pool shall be sent informational materials about the available unit and invited to participate in a lottery.
- Potential tenants will have 14 days to decide whether or not to participate in the lottery.
- Households who choose not to participate in the lottery shall be placed back into the Applicant Pool for future rental opportunities.

The Lottery and Tenant Selection

- All applicants in the Lottery Pool are assigned a Lottery Number.
- The Lottery will be held in a public accessible place at a convenient time for a majority of applicants.
- All applicants will then be drawn and assigned an Available Unit Wait List number in the order they were drawn.
- The list will then be reviewed for re-ordering based on preferences.
- The top three households will then be invited to a) see unit and b) get their application verified for final eligibility determination.
- After the Lottery the three households will have ten (10) days to provide additional information required by Metro West CD to verify their eligibility.
- If the highest ranked household, wants the unit and their application is verified and deemed eligible then they will be forwarded to owner for final selection.
- Final selection may include Criminal Background Checks and/or Credit Checks as may be the standard practice of the owner/developer of the unit.
- An owner may deny tenancy to a finalist based on credit or other background checks so long as the same screening procedures and considerations apply evenly to all of the applicants within a rental property, regardless of the unit they have applied for.
- If the household declines the available unit they will be returned to the Applicant Pool and Metro West CD will offer the unit to the next highest ranked household.
- Failure to provide the requested information will result in the household becoming ineligible for the unit and they will be returned to the Applicant Pool.
- Eligible households that are not selected by the owner will be returned to the Applicant Pool.
- If the owner does not select a tenant from the first five households from the Wait List then Metro West CD will proceed down the Wait List until the unit(s) is filled.

Removal from the Applicant Pool or Lottery Pool

- Households who do not respond to phone or mail inquiries or who do not respond to a request for additional information within the time frame provided shall be removed from the Lottery Pool, but may remain in the Applicant Pool.
- Every 24 months a new marketing plan will be conducted and a new Applicant Pool will be created. Those in the Applicant Pool at the time of the purge will be invited to re-apply.

Right to Appeal

An applicant has the right to appeal the decisions of Metro West CD and/or of the owner/developer within 7 (seven) business days from the date of the written notification. An applicant may in person, or in writing, or via a designee appear before the Appeals Committee chaired by a member of the Board of Directors of Metro West CD, who is not involved in the day-to-day operation of the housing development. At least one member of the Appeals Committee will be a neutral party. At the hearing, the applicant or his/her designee may present supporting information relevant to the reason for rejection. A final decision will be rendered by the Appeals Committee, in writing, within five business days from the date of the hearing.

An applicant concerned with discrimination against them may also contact the Mass Commission Against Discrimination at 617-727-3990 or the US Department of Housing and Urban Development at 617-994-8300.

Affirmative Marketing Methods

Metro West CD seeks to provide clear, accessible information regarding the lease of affordable units in Watertown, Newton and Belmont. Affirmative marketing efforts are intended to encourage maximum participation from low – moderate income households and members of the region’s traditionally underserved racial and ethnic communities. Metro West CD does not discriminate on the basis of race, color, religion, national origin, disability, familial status, sex, age, marital status, children, sexual orientation, genetic information, gender identify, ancestry, veteran/military status or membership

Ready Renter Program Marketing Period

- Once per 24-month period, Metro West CD will develop an Affirmative Marketing Plan that is based on the most recently available demographic information for the towns. The plan will identify the populations for special outreach efforts and the methods to be undertaken.
- Once per 24-month period, Metro West CD, will advertise in multiple sources and in multiple methods to attract applicants least likely to apply for housing in the participating towns. A list of advertisement methods is attached. This list shall be amended to consider additional or different language groups once per 24 month period.
- Advertising will be general in nature and describe each of the types of housing anticipated to be available in the given year.
- The marketing period will be for 60 days. Pre-applications that are complete and considered eligible received before and after that date will be added to the Applicant Pool.

Marketing Activities

The plan covers a 60-day period. The plan consists of five main components:

- 1) Website Postings: The lottery and relevant information will be listed on the websites listed in the "Affirmative Marketing: Websites" chart.
- 2) Direct Mailings: The agencies listed in the "Affirmative Marketing: Organizations" chart on subsequent pages will receive notification of the unit availability and relevant information.
- 3) Information Session: Metro West CD will also conduct two information sessions for households interested in potential units. One on a weekday evening and one on a weekend.
- 4) E-mail blasts: Metro West CD maintains a data base of program participants, which is a racially, ethnically, and geographically diverse pool of potential applicants.
- 5) Print Advertisements: The publications listed in the "Affirmative Marketing: Advertisements" chart on subsequent pages will advertise the Ready Renter Program guidelines.

Applications and information packets will be available at the Newton, Watertown, Lexington and Belmont Town Halls, the public libraries, and will be available via mail by contacting the office of Metro West CD. The staff of Metro West CD are available to assist individuals in the completion of their application and are able to accommodate households with disabilities that may impede their ability to complete the application. Metro West CD staff can also arrange for assistance for households that have limited English proficiency. Applicants have the right to request a reasonable accommodation, which may include a change to a policy, procedure or practice to afford a person with a disability an equal opportunity to participate fully in the housing program or to use and enjoy the housing. Applicants may also be entitled to a reasonable modification(s) of the housing, when such modifications are necessary to afford a person with a disability an equal opportunity to use and enjoy the housing.

Upon Vacancies or Creation of New Units

Upon vacancies of specific units the following additional marketing will take place:

- website postings with Metro List and Mass Access
- mailings to local community organizations

If an insufficient number of applicants are in the pool then the following marketing will take place:

- e-mails to the entire data base of potentially interested parties
- additional paid advertising, pending availability of funding
- additional website postings

Affirmative Marketing Timeline

Metro West CD already has a list of 200+ individuals and families who are searching for affordable rental housing. These potential applicants were recruited through this Ready Renter Program. In addition to a mailing to this list, Metro West CD

Advertising for Ready Renter Program begins Advertising shall run twice in a 60 day period	Fall 2017
Information sessions	November 2017
Pre-Applications may be received. All COMPLETE pre-applications who are preliminarily eligible will be entered into an Applicant Pool.	Pre-applications may be mailed, faxed, e-mailed or hand delivered. However, the applicant is responsible for insuring its receipt by Metro West CD.
Applicants who submit incomplete pre-applications will be promptly notified in writing of the deficiencies of their application. They may remedy the deficiencies, but will not be placed in the Applicant Pool until the application is complete.	
Applicants deemed ineligible will be notified in writing and given 7 days to appeal the decision. They will remain in the Applicant Pool until the appeal process is complete.	
When a rental unit becomes available all households, of the appropriate household size, in the Applicant Pool will be notified of the specific opportunity and will be invited to participate in a Lottery. If an insufficient number express interest in the available unit(s) then other households in need of the number of units minus one will be invited to participate. Applicants will have 14 days to respond to the Lottery invitation and provide any additional information requested by Metro West CD.	On-going
The Lottery will be held at least 30 days after the unit has been identified and a rent established.	
The Applicant Pool will be purged every 24 months. Households in the Pool at the time of the purge will be invited to submit a new pre-application.	December 2019

Contractor Qualifications

Metro West CD has successfully implemented affirmative marketing plans and lotteries for the following developments:

- Archstone Properties (2004) – 13 rental units / first come first served (no lottery)
- Riverbank Lofts (2006-2007) – 7 ownership units
- Repton Place (2007-2008) – 28 ownership units
- Admiral Cove/Castle Courtyard (2009-2010) – 6 ownership units
- 1060 Belmont (2010) – 18 rental units

Charlesbank Apts. (2012) – 4 rental

Riverbank Apts. (2013) – 17 rental

For each development Metro West CD responded to requests for assistance from individuals with limited English proficiency by having translators available, working with sister organizations to provide translation of information sessions, and providing certain written materials in key languages (Spanish and Chinese).

There have been no findings or determinations against Metro West CD or its staff for violation of any state or federal fair housing laws and the above developments required no intervention on the part of a Subsidizing Agency to address fair housing complaints or concerns.

Affirmative Marketing: Websites

Website	Organization
mbhp.org	Metropolitan Boston Housing Partnership
MassAccessHousingRegistry.org	Citizens Housing and Planning Association (CHAPA)
MetroWestCD.org	Metro West Collab. Dev.

Affirmative Marketing: Organizations

Organizations
Metropolitan Housing Clearing Center/MetroList

Affirmative Marketing: Local Organizations

Organizations
Boston area organizations: List attached
Belmont organizations: List attached
Newton organizations: List attached
Watertown organizations: List attached

Affirmative Marketing: Publications and Media

Media	Area Served	Demographic
Watertown Tab and CNC West Zone	Watertown / Waltham Framingham: Russian language supplement	Mixed
El Mundo	Greater Boston	Hispanic / Latino
Bay State Banner	Greater Boston	African American
Sampan	Greater Boston	Chinese & Other Asian
Boston Haitian Reporter	Greater Boston	Haitian
Bate Papo Magazine	Greater Boston	Brazilian/Portuguese
Local Cable Access	Watertown Newton Belmont	Mixed

This ad was run in 2015.

**Want to Live in Belmont, Newton,
Watertown and other Metro West towns?**

Several Metro West communities are jointly establishing a list of "Ready Renters" who would be interested and income-eligible to rent affordable apartments in these towns.

Income Limits:

1 person \$45,100
2 person \$51,550
3 person \$58,000
4 person \$64,400



Maximum Rents*:

1 bedroom \$1,175
2 bedroom \$1,288
3 bedroom \$1,600



*including utilities or utility allowance.
Actual rents will vary.

Applicants will be notified of available units as they come up for lease. Studio, 1, 2 and 3-bedroom units are expected.

General Info. Sessions: _____ at
7:00 pm and Saturday _____ Call
for details.

For a pre-application and additional information contact Robyn at Metro West CD 617-923-3505 x 5 or visit this website: www.metrowestcd.org

Attachment A

236 Auburn Street

236 Auburn Street consists of three units of family rental housing. The project will be regulated under the DHCD Chapter 40B Project Eligibility guidelines.

Two units will be new construction adjacent to a restored historic house. It will be owned and managed by CAN-DO. Metro West Collaborative Development will be the Lottery Administrator.

The project will target households at or below 80% of Area Median Income.

Lottery Process

- All applicants are assigned a Lottery Identification Number.
- The Lottery will be held at ? on ? 2018, at XXX p.m.
- All applicants will then be drawn and assigned a number in the order they were drawn.
- The list will then be reviewed for re-ordering based on Preferences (see below) and assigned an Adjusted Lottery Wait List Number.
- The top five (5) households will then be invited to (a) get their application verified by Metro West CD for final eligibility determination and (b) view available units.
- These households will have seven (7) days to provide any additional information required by Metro West CD to verify their eligibility.
- If the highest ranked household wants the unit and their application is verified and deemed eligible, then their application will be forwarded to the owner for final selection.
- Final selection may include criminal background checks and/or credit checks as may be the standard practice of the owner/developer of the unit.
- An owner may deny tenancy to a finalist based on credit or other background checks so long as the same screening procedures and considerations apply evenly to all of the applicants within a rental property, regardless of the unit they have applied for.
- If the household declines the available unit they will be returned to the Applicant Pool and Metro West CD will offer the unit to the next highest ranked household.
- Failure to provide the requested information will result in the household becoming ineligible for the unit and they will be returned to the Applicant Pool.
- Eligible households that are not selected by the owner will be returned to the Applicant Pool.
- If the owner does not select a tenant from the first five households, then Metro West CD will proceed down the list until the unit(s) is filled.

Removal from the Applicant Pool or Lottery Pool

- Households which do not respond to phone or mail inquiries or who do not respond to a request for additional information within the time frame provided shall be removed from the Lottery Pool, but may remain in the Applicant Pool.
- Every 24 months a new marketing plan will be conducted and a new Ready Renter Applicant Pool will be created. Those in the Applicant Pool at the time of the purge will be invited to re-apply.

General Lottery Pool:

All households which meet the income eligibility guidelines and are eligible for occupancy in a 1 or two bedroom unit shall be entered into the General Lottery Pool.

Household Size Eligibility

Household size should be appropriate for the number of bedrooms in the home. It is appropriate to set a minimum. A maximum household size for the units may be established provided that the it is not more restrictive than the State Sanitary Code or applicable local bylaws, and does not violate state and federal civil rights laws.

A "household" shall mean either an individual, or two or more persons who will live regularly in the unit as their principal residence and who are related by blood, marriage, law or who have otherwise evidenced a stable inter-dependent relationship.

Larger Household Preference

Within an applicant pool **first preference** shall be given to households requiring the total number of bedrooms in the unit based on the following criteria:

- f) There is at least one occupant per bedroom. (Disabled households must not be excluded from a preference for a larger unit based on household size if such larger unit is needed as a reasonable accommodation.)
- g) A husband and wife, 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.
- h) A person described in the first sentence of (b) 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.
- i) A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
- j) If the applicant is in the process of a divorce or separation, they may enter a rental housing lottery, if their estimated assets and income would allow them to qualify for the unit. However, the applicant must provide proof that the divorce or separation has been finalized and submit updated financial information in accordance with the timelines provided herein before they will be considered for tenancy.

Affirmative Marketing Timeline and 236 Auburn Street:

Metro West CD already has a list of 500+ individuals and families who are searching for affordable rental housing. These potential applicants were recruited through this Ready Renter Program. In addition to a mailing to this list, Metro West CD will:

Additional marketing for the Project: - Outreach to Newton non-profits - MBHP, other websites - MetroList and MassAccess posting	_____ 2018
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Deadline for pre-applications for 236 Auburn St. will be _____	_____ 2018
Lottery will be held on _____	_____ 2018
After initial lease-up the Lottery List will be converted to a wait list that may be used to fill any vacancy during the next 12 months.	

Attachment B

Affordable Apartments in Newton

Info Session
Date
Time
Location

The Apartments

A local non-profit organization will be developing three affordable rental units at 236 Auburn St. Units will include:

- Two 3 bedroom units and one 2 bedroom unit
- All utilities included
- Lovely landscaped grounds
- No pets allowed

The Rents

The rent will be based on the tenant's ability to pay (a minimum rent of \$400 will be charged). maximum rents (including utilities or utility allowance) may be:

2 bedroom – \$ _____ 3 bedroom - \$ _____

One 3+-bedroom will be available to households at 50% of AMI for \$ _____

The Households

Households must meet certain income eligibility requirements (80% Area median income):

Income Limit	1 persons	2 persons	3 persons	4 persons	5 persons	6 persons
50% Area Median Income (AMI)	\$34,250	\$39,150	\$44,050	\$48,900	\$52,850	\$56,760
80% AMI	\$45,500	\$52,000	\$58,500	\$65,000	\$70,200	\$75,400

Additionally, households may be subject to credit and background checks. Negative information on either reports does not automatically preclude your household from an apartment.

The Process

To be considered for one of these units contact Metro West Collaborative Development, Inc. to complete a pre-application. Contact Robyn at 617-923-3505 x 4 for a pre-application or visit our website at:

<http://metrowested.org/housing-services/TBD>



These units will be awarded by Lottery! Applications are due (not postmarked) by _____
Lottery to be held _____

TTY users please call 711.

FREE TRANSLATION ASSISTANCE IS AVAILABLE: Call Robyn at 617-923-3505 x 5.

Attachment D: Ready Renter Program Pre- and Final Applications

Reasonable Accommodation Policy

Non-discrimination/reasonable accommodation statement: CAN-DO and Metro West Collaborative Development

CAN-DO and Metro West CD 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 reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.

The staff of Metro West CD are available to assist individuals in the completion of their application and can accommodate households with disabilities that may impede their ability to complete the application. Metro West CD staff can also arrange for assistance for households that have limited English proficiency. Applicants have the right to request a reasonable accommodation, which may include a change to a policy, procedure, or practice to afford a person with a disability an equal opportunity to participate fully in the housing program or to use and enjoy the housing. Applicants may also be entitled to a reasonable modification(s) of the housing, when such modifications are necessary to afford a person with a disability an equal opportunity to use and enjoy the housing.

Lottery process: Opportunity to rent these units (specify, not the group home) shall be awarded by lottery. After the lottery numbers for this unit have been drawn, the list will be re-ordered to give first preference to applicants who request and have need for an accessible unit, per Affirmative Fair Housing Marketing guidelines, and as approved by DHCD's approval of an Affirmative Fair Housing Marketing Plan.

After the lottery, the Property Manager or Monitoring Agent shall maintain a list of any households that have contacted them to express their interest in renting the Accessible unit(s). Upon vacancy, the Accessible unit shall be marketed according to the approved Affirmative Fair Housing Marketing Plan, and anyone on the Accessible Unit Contact List shall be notified of the opportunity to participate in the Accessible Unit Lottery.

**Supportive Services for the Price Center
House, Description and Funding Source**

236 Auburn Street Home

The proposed 236 Auburn Street home is being designed to house five residents with significant physical and developmental disabilities. The Price Center's mission statement is: "To empower individuals with intellectual and developmental disabilities to thrive in their living, social, and work communities." The following are key elements that will be taken into account as the program is developed and operated:

- Creating a home in which family and friends are always welcome
- Respecting the dignity of each resident
- Hiring caring staff who demonstrate compassion and respect for the residents
- Promoting personal growth of each resident
- Encouraging full participation in community life
- Exceeding standards for quality and safety
- Adhering to the highest ethical standards

The five individuals who are planning to move to this home are at risk problematic health outcomes, being isolated from their community, and being marginalized by staff and community neighbors. However, through the efforts of the resident's family, friends and Price Center staff we will provide a supportive approach to tap the potential for each resident to participate in a rich community life with a variety of experiences and the cultivation of new friendships. We also hope that as we participate in individualized community activities with each of these residents, we also create communities that are more caring and more inclusive.

Given the medical needs of the residents at the Auburn Street home, there will be on-site nursing to oversee the medical needs of each resident and provide training to the staff on the various medical/nursing needs of each resident. The house will provide staffing coverage for the times the individuals are in the program. It is anticipated the residents will go to The Price Center Day Program during the week days. All staff will be certified to administer medication (certification through the Medication Administration Program-MAP), will be First Aid and CPR trained. Additionally they will be finger printed and CORI checked to ensure they do not have any outstanding criminal offenses.

The home is being designed to accommodate people in wheelchairs. Each bedroom will have double doors leading to the outside that allow for beds to be moved out of the home and onto a patio for emergency evacuation. There will be a generator as a back-up when electricity is out to ensure we have the ability to power respirators and any other medical device in the event of a power outage. The program will be supervised by Ms. Jen Thompson, Director of Residential Services at The Price Center.

The program's operations will primarily be funded by a contract with the Massachusetts Department of Developmental Services (DSS). Other sources of funding include charges for care charges to individual which would be based of 30% of each resident's benefits, and Medicaid billing to cover transportation and day program costs.