

Received 7/31/13

8/6/13
Approved. OK to
process payment.
Jinila Kelly

**FAIR HOUSING AFFIRMATIVE MARKETING PLAN
FOR 54 EDDY STREET, NEWTON, MA 02465**

54 Eddy Street is a 2- unit property located at West Newton. One of the units contains 2 bedrooms, living room, dining room and full bath. The second unit contains three bedrooms, 1 and ¾ bathrooms, a living room, and a dining room.

Interested applicants can submit applications by mail or in-person to CAN-DO, 1075 Washington Street, West Newton, MA 02465; via fax – 617-964-35963; via e-mail – jam_cando@msn.com.

The units will be marketed to the following organizations and individuals in the priority order listed:

- Group 1 – Newton Housing Authority manager of the domestic violence waiting list.
- Group 2 - HUD/VASH programs administered by the Healthcare for the Homeless Programs at Boston Veterans Administration Center and Brockton Veterans Administration Center.
- Group 3 - Other homeless programs in the Metrowest area.
- In the event there are no homeless families identified for the units within 10 days of notice, the unit or units will be offered to families with Section 8 vouchers on CAN-DO's waiting list.

Outreach for units:

- The case managers at homeless shelters for victims of domestic violence in Newton and Waltham will be sent a notice of the availability of the units including contact information.
- The Director of the HUD/VASH Program will be sent a notice of the availability of the units including contact information.
- The housing counselors in the MetroWest Home Consortium including contact information.

Interested applicants can submit applications by mail or in-person to CAN-DO, 1075 Washington Street, West Newton, MA 02465; via fax – 617-964-35963; via e-mail – jam_cando@msn.com.

Selection Process:

- If there are one or more applicants in Group 1 for either unit a lottery will take place.
- If neither or both units are not rented by Group 1, the remaining unit(s) will be offered to Group 2. If there are one or more eligible applicants, a lottery will take place.
- If there are any remaining units to be filled, they will be offered to applicants from other homeless programs in the WestMetro Home Consortium.

Applicants on the applicable wait list will be contacted to determine if they remain interested in the unit. If the applicant requests a rental application it will be mailed along with a copy of CAN-

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DO's Reasonable Accommodation/Reasonable Modification policy and Occupancy Rules. The applicant will be directed to return the application and the requested documents via mail, fax, or e-mail or in person at the CAN-DO office within seven days of the date requested/mailed. When the completed application and signed Occupancy Rules are returned, the selection process will begin.

Upon receipt, applications will be assigned a number based upon the date received; earliest return will receive the lowest number. The first 3 applications will be processed. If the applicant has the ability to pay rent and receives a favorable reference from the former landlord, he/she will be offered the unit. If more than one applicant is qualified then the applicant with the lowest number will be offered the unit. If none of the applicants are qualified, the next applicant on the waiting list will be notified and the same process will be followed until a qualified applicant is found.

CAN-DO's wait list for these and other properties is open to all households including those without Section 8 vouchers as long as the household is income qualified. Call 617-964-3527 to find out the income guidelines based upon family size.

