

**CITY of NEWTON HOUSING PROJECT  
REQUEST for CPA, HOME and CDBG FUNDS**

Pre-proposal

Proposal

**PRIMARY APPLICANT**

Contact (Name, mail & email address, daytime phone & fax):

**Howard Haywood**

**21 Curve Street, West Newton, MA 02465**

**T – 617-332-5870 F – 617-332-1761**

Organization, if applicable: **Myrtle Village LLC**

**PROJECT MANAGER** *responsible for budgets, deadlines, & reports*

Contact (Name, mail & email address, daytime phone & fax):

- Angelo Kyriakides, Architect**

**309 West Elm Street, PO Box 1068, Brockton, MA 02301**

**T – 617-413-4928 C – 617-921-5002 F – 508-584-3258**

- Jeanne Strickland, Executive Director**

**Newton Community Development Foundation, Inc. 425 Watertown Street, Suite 205, Newton, MA 02458**

**T- 617-244-4035 x 24 F- 617-244-2160**

Organization, if applicable:

Role (Co-applicant, owner, developer, other): **1. Architect 2. Consultant**

<b>PROJECT TITLE</b>	<b>Myrtle Village</b>	
<b>PROJECT ADDRESS</b>	<b>12 and 18 – 20 Curve Street, West Newton, MA 02465</b>	
<b>BUDGET SUMMARY</b>	Total project cost: <b>\$2,982,814</b>	Total City funds requested: <b>\$1,733,647</b>
<b>PROJECT SUMMARY</b>	<p><b>Summarize proposed project:</b> Identify rental or homeownership; no. of affordable/market-rate units &amp; no. of bedrooms per unit; income level(s); special populations served, if applicable; accessibility barriers, if any; special features (support services, sustainability or energy conservation, historic preservation, etc.).</p> <p><b>Myrtle Baptist Church in West Newton recently organized Myrtle Village LLC to develop affordable housing opportunities in close proximity to the church which is located at 21 Curve Street. Myrtle Village LLC will be responsible for the development and construction of Myrtle Village with consulting services provided by Newton Community Development Foundation and construction management by Angelo Kyriakides, Architect.</b></p> <p>The church purchased a single family home at 20 Curve Street in the 1950's and used it as a parsonage until 1986. Recognizing the need for affordable housing in the neighborhood, the church expanded the home to include two, 3 bedroom duplexes. The units are currently occupied by two families, one of whom is subsidized under the Section 8 voucher program and the other qualifying for subsidy. Following discussions with NCDF earlier this year regarding the potential to expand affordable housing opportunities in the immediate neighborhood, Myrtle Baptist Church went ahead and purchased a single family home located at 12 Curve Street, next door to the duplex. The previous owners continue to live in the home and are paying rent while they search for a new home. Unfortunately, the church is</p>	

burdened with a cash deficit of approximately \$775 per month (excluding maintenance expenses) in operating expenses as it awaits development of Myrtle Village.

The proposed project entails expanding the two homes (currently 3 units) to create a total of 7 units of affordable rental housing in the two structures.

The project will be developed using the Comprehensive Permit (40 B) and the units will be affordable to families at 50% - 85% of area median income (AMI) and will remain affordable in perpetuity. The following unit mix will be offered:

1 – 1 bedroom, 1 bath 700 square foot HP unit @ 50% AMI

4 – 2 bedroom, 1.5 bath, 990 – 1275 square foot duplex units. 2 @ 70% AMI; 2 @ 85% AMI

2 – 3 bedroom, 2.5 bath, 1200 square foot duplex units. 1 @ 50% AMI; 1 @ 85% AMI

CITY of NEWTON HOUSING PROJECT REQUEST for CPA, HOME and CDBG FUNDS

1. SOURCES OF FUNDS <i>Check all that apply and identify if funds are committed or proposed.</i>						
<input checked="" type="checkbox"/> CDBG						\$795,584
HOME						\$
<input checked="" type="checkbox"/> Community Preservation Fund						\$938,063
<input checked="" type="checkbox"/> Private bank loan						\$617,167
<input type="checkbox"/> Sales revenue						\$
<input type="checkbox"/> Other (identify source) Developer's Equity in 18 – 20 Curve Street						\$632,000
<input type="checkbox"/> Other (identify source)						\$
<input type="checkbox"/> Other (identify source)						\$
<input type="checkbox"/> Other (identify source)						\$
2. USES OF FUNDS <i>Check all that apply.</i>						
<input type="checkbox"/> Acquisition	<input checked="" type="checkbox"/> Rehabilitation	<input checked="" type="checkbox"/> New construction	<input type="checkbox"/> Mortgage buydown			
<i>Categories below apply only to CPA funds -- please consult staff.</i>					<input type="checkbox"/> Site preparation/ remediation	
<input checked="" type="checkbox"/> Creation	<input type="checkbox"/> Preservation	<input type="checkbox"/> Support				
3. TARGETED POPULATION <i>Check all that apply.</i>						
<input checked="" type="checkbox"/> Individual/Family		<input type="checkbox"/> Elderly		<input type="checkbox"/> Homeless/At Risk of Homelessness		
<input type="checkbox"/> Housing with support services (identify service providers):						
<input type="checkbox"/> Special needs (identify population):						
<input type="checkbox"/> Other (identify population):						
4. TYPE OF HOUSING <i>Check all that apply.</i>						
Homeownership			Rental			
<input type="checkbox"/> Single family			<input checked="" type="checkbox"/> Individual/family			
<input type="checkbox"/> Condominium(s)			<input type="checkbox"/> Group residence, congregate			
<input type="checkbox"/> Cooperative (s)			<input type="checkbox"/> Other (identify)			
5. UNIT COMPOSITION <i>List number of units in each category.</i>						
	Total	≤ 30% AMI	≤ 50% AMI	≤ 80% AMI	Between 80-100% AMI	Market rate
SRO						
1 BR			1			
2 BR				2	2	
3 BR			1		1	
4 BR/+						



**CITY of NEWTON HOUSING PROJECT  
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**ATTACHMENTS CHECKLIST**

**For pre-proposals**, please submit only these attachments:

- Development pro forma
- Site plans

**For full proposals**, please submit all applicable attachments below,

starting with a 1-page **table of contents** listing all attachments provided.

**1. FINANCIAL**

- Development pro forma. **Attached.**
- Identify all proposed housing-related expenses such as utilities (rental projects only if the tenant pays the utilities), condominium, parking or other fees. **Tenants will be responsible for payment of all utilities and utility allowances have been figured into rents.**
- 10-year operating budget. Assumptions for both rental and homeownership projects should be conservative, with revenue from rents or fees increasing no more than 2-3% per year; expenses increasing at least 5% per year. **Attached.**
- Include letters of financial commitment. If applicant does not have financing in place, describe what sources of financing are planned and the timeframe that funds are expected to be available, conditions, deadlines, limitations, etc. related to the commitment of non-City sources of funding. **Attached.**
- For rental projects only: Identify source of rental housing subsidy, if applicable. Submit commitment letters or an explanation of when the applicant will seek rental housing subsidies and from what source(s). **There is no source of rental subsidy proposed for this project, strictly CPA and CDBG funding.**
- For homeownership projects only: The City requires perpetual deed restrictions on all affordable units. In mixed-income homeownership projects, identify what percentage interest will be held by the restricted units.

**2. QUALIFICATIONS**

- Describe the applicant's capacity for undertaking the project. Include previous experience developing similar, successfully completed projects. **Myrtle Baptist Church was established in 1874 and over the 137 years of its existence it has managed major building projects that included complete renovations to the interior of the church requiring excavation of the basement level and total reconstruction of the sanctuary (completed in 1976). In 1986 the church added a two floor 1350 sq. ft. addition with the lower level used for the church to run the Helen Cooper Evans Day Care Center and later hosted the Newton Head Start Program. The upper level is used for community and church functions. The church had also purchased a single family home at 20 Curve Street in the late 1950's and used it as a parsonage until 1986 when the church converted it to a two family home to help meet the need for affordable housing in the community. The combined cost of the addition to the church and the conversion of 20 Curve Street was approximately \$500,000.**

Newton Community Development Foundation, Newton's pioneer developer and manager of affordable housing here in the City of Newton for over 40 years will manage the property. Responsibilities will include rent collection, accounting and data processing, maintenance of the property. Gross rental income, less minimal projected vacancy will effectively cover operating costs including debt service with excess funds deposited into an escrow for future capital needs.

- Provide photographs of similar projects if they are illustrative in some manner of the proposed project. **18 – 20 Curve Street was a single family home used as the church parsonage and in 1986 was renovated into two 3-bedroom affordable housing units. Photos are included in the property appraisal dated March 22, 2011.**
- For nonprofit organizations only: Submit organization mission statement and most recent annual budget and audited financial statements.

### 3. COMMUNITY NEED

- Describe how the proposed project meets the housing needs identified in Newton's
    - *Comprehensive Plan* [www.newtonma.gov/Planning/docs/2008-comp-plan.pdf](http://www.newtonma.gov/Planning/docs/2008-comp-plan.pdf)
    - **"Principle IV: ... provide well designed affordable housing without displacing existing residents". Page 1-2)**
    - **"That process of market-driven change is imposing hardships on many and is damaging the kind of City most residents would prefer. It is damaging from both equity and diversity perspectives. Maintaining access to Newton housing for a broad range of households is a long-held basic community value." (Page 3 – 17)**
    - *FY11-15 Consolidated Plan* [www.newtonma.gov/Planning/Con%20Plan%20Master.pdf](http://www.newtonma.gov/Planning/Con%20Plan%20Master.pdf)
    - **"...increase the overall supply of a variety of affordable housing options and reduce the housing cost burden of low- and moderate-income persons..." (Executive summary – Page 12)**
    - **"... use CDBG and HOME funds to create, develop and preserve affordable housing developments". (Executive summary – Page 13)**
    - if applicable, current *Community Preservation Priorities & Funding Guidelines*; see links from [www.newtonma.gov/cpa/program.htm](http://www.newtonma.gov/cpa/program.htm)
    - **Given its proximity to commuter trains and commuter buses, Myrtle Village will also be an example of Smart Growth here in the City of Newton.**
- CITY of NEWTON HOUSING PROJECT FUNDING REQUEST– Attachments

### 4. COMMUNITY OUTREACH & SUPPORT

The City encourages applicants for both federal and CPA funds to provide information on the proposed housing project to the ward aldermen and the abutters/neighborhood.

- Describe any efforts undertaken to communicate with the ward aldermen and abutters and/or neighborhood. **There have been three informational meetings with the Myrtle Baptist congregation and the church has established an Affordable Housing Ministry Committee. A letter dated June 24, 2011 was delivered to all abutters and the church has received several letters of support. Representatives from Myrtle Baptist Church have also met with Ward 3 Alderman Ted Hess-Mahan, Alderman Anthony Salvucci and Alderman Greer Tan Swiston.**
- Provide any letters of support, petitions, results of neighborhood meeting(s), etc. **Attached.**



## 5. EVIDENCE OF SITE CONTROL

- Provide purchase and sales agreement, option, or deed. **Attached.**
- Provide appraisal by an independent, certified real estate appraiser. **Attached.**

NOTE for acquisition proposals: Special constraints apply to the use of CPA funds for real property acquisition. Please consult staff.

## 6. SITE PLANS & ZONING / PERMITTING

The full proposal should include a map(s) showing project's location and proximity to nearest major roads or intersections, public transportation, schools, parks, other public facilities and amenities, and surrounding land uses

- Provide photos of the project site and its surroundings (to assess impact on neighborhood character). **See appraisals dated March 25, 2011 for 12 Curve Street and March 22, 2011 for 18 – 20 Curve Street.**
- Provide brief property history/environmental assessment, including:
  - Prior owner and use/occupancy. **Myrtle Baptist Church has owned 18 – 20 Curve Street since the 1950's and recently purchased 12 Curve Street from a family who had lived in the private dwelling for a number of years. The decision to sell the house was based on the family downsizing and a need for lesser space.**
  - Applicable wetlands or other environmental requirements, including evidence that property is free of hazardous materials. If the proposed project will include remediation, describe the plan and funding to address the known hazard(s). **N/A**

NOTE: Research on some aspects of property history, including past presence of wetlands, can be done easily using Newton's online historic maps:

[www.newtonma.gov/MIS/GIS/maplist/HistoricMaps.htm](http://www.newtonma.gov/MIS/GIS/maplist/HistoricMaps.htm)

- Identify zoning/permitting relief required (for ex., a Special or Comprehensive Permit) and proposed schedule for zoning/permitting review. **Developer is seeking a Comprehensive Permit and will be seeking zoning relief for density and parking. Once funding requests have been granted (or approved) Myrtle Village LLC will begin the following process:**

**Local Initiative Program (LIP) application - 3/1/2012**

**Planning Department/CDBG approval – 3/15/2012**

**LIP approval – 5/1/2012**

**CPA approval – 5/1/2012**

**ZBA/40B submission – 5/15/2012**

**It should take 4 – 6 months to complete the drawings, select a general contractor, obtain a firm bid, secure financing, close the loan, obtain a building permit and begin construction.**

***NOTE - Should there be any significant delay in approval of this application the budget will be adversely affected as current operation of 12 Curve Street runs at a deficit.***

- For new construction: Provide preliminary site plans illustrating existing conditions and proposed development.

CITY of NEWTON HOUSING PROJECT FUNDING REQUEST – Attachments

## 7. DESIGN & CONSTRUCTION

If applicable and available at the time the application is submitted,

- Provide preliminary schematics and floor plans. **Attached.**

The schematic design process is in its initial phase and once complete the design development process will enable the architect to more clearly understand and quantify the design elements including MP&E systems. Once complete the drawings will be sent to the independent cost estimator to provide a preliminary cost estimate.

During the schematic phase the architect will better consider a projected construction budget based on years of construction experience and typically within a reasonable tolerance of the projected budget. Once the design development phase is complete as well as review of the preliminary cost estimate, any excess to the estimated budget will be corrected in the preparation of the working drawings.

The estimated construction budget is based on a square footage basis of \$135 to \$150 per square foot of construction and again, the final square footage will not be realized until the design development phase of the design process is complete.

Work will begin and completed on 12 Curve Street before work begins on 18 – 20 Curve Street. This will alleviate displacement of the current residents of 18 – 20 enabling them to take occupancy of their new units in 12 Curve Street before work begins on 18-20 Curve Street. Work will include but not be limited to:

- Surgical demolition of selected interior and exterior components.
  - Construction of new elements to be incorporated within the renovated structure including new framing, exterior siding, doors, windows, thermal and moisture protection, roofing, interior finishes, kitchen cabinets, counters, hardware, appliances, vanities and plumbing fixtures.
  - New MP&E systems
  - Site work including walkways, parking areas, and defensible spaces such as terraces and individual storage areas.
  - New construction will include the above listed items without the surgical demolition components but will include new foundations and concrete slabs. One of the newly constructed units will be an accessible unit as per ADA and MAAB requirements, the remaining two newly constructed units will be “visitable” from the front and rear entries and their first floor will be handicapped accessible.
- Identify amenities. The proposal to redevelop these structures, as depicted on the drawings attached, will feature two attractive homes with landscaped lots and a design that will complement the architecture of the other homes in the neighborhood dating back to the early 1900’s. The fabric of the community is the basis of the projects proposed amenities including front and rear yards with private and semi-private spaces. Traditional lawns and



planting beds will border the units and trees will be planted to provide passive solar protection during the summer months and allow solar gain in the winter months. All units will have front and rear porches or terraces, and all units will have assigned and dedicated parking spaces. Parking for the HP unit will be on site while the parking for the other six units will be directly across the street in the church parking lot so as to allow for more units to be built on the site.

Identify the proposed sustainable or “green” elements of the project. Estimate their general net benefits and costs over their useful life or the life of the project as a whole (for energy, operation, disposal, replacement, etc.).

**Some of the sustainable “Green” design elements of the project that are being considered are:**

- Cementitious clapboard siding and trim
- Wood windows with Low E thermal glass
- Renewable wood flooring
- OVC paint
- Solid wood cabinets and renewable countertops

**The initial cost of these elements are higher than other non-renewable, traditional components however there will be long term savings to the owner and the environment in the form of their ability to be repairable and maintainable over a sustained period of time and when the product has reached the end of its useful life, the products would be recyclable and renewable.**

NOTE: The City bodies that review funding applications, including the Newton Housing Partnership and (for CPA funds only) the Community Preservation Committee and Board of Aldermen, will ask for as much detail about these aspects of the project as possible; details may be revised or added as the application moves through the review process.

## **8. FAIR HOUSING & EQUAL OPPORTUNITY**

- Provide proposed relocation plan and budget if existing tenants must be temporarily relocated during construction, deleading, etc. Describe any outreach efforts and/or notifications to residents to date. **The current residents of 18 – 20 Curve Street were notified of the proposed project last year before the purchase of 12 Curve Street. In a letter dated January 11, 2012 the residents of 12 and 18-20 received a Notice of Non-Displacement from the developer. The resident of 12 Curve Street has notified the developer that she will stay with a friend while 12 Curve Street is renovated and will therefore require moving costs only. The plan is to renovate 12 Curve Street first and once that building is complete the two families currently residing in 18 and 20 Curve Street will move into the three bedroom and the two bedroom units in 12 Curve Street and the current resident of 12 Curve Street will return to the other two bedroom unit in that building. The project will be completed with the renovation of the then vacant 18 – 20 Curve Street. NOTE: It is the City’s policy to avoid permanently displacing residents.**
- Affirmative Fair Housing Marketing and Resident Selection Plan **Sample NCDF Affirmative Fair Housing Marketing Plan and Resident Selection Plan attached.**

Applicants will be required to submit an Affirmative Fair Housing Marketing and Resident Selection Plan as part of the application review and approval process. These documents are



not required to be submitted as part of the application attachments if they are not available when the application is submitted. Components of the plan include:

- Part I: Affirmative Fair Housing Marketing

Summarize the affirmative marketing procedures for the project. At a minimum, the plan must meet the outreach and marketing standards required by the MA Department of Housing and Community Development and described in “Guidelines for G.L. c.40B Comprehensive Permit Projects and the Subsidized Housing Inventory”

[www.mass.gov/Ehed/docs/dhcd/hd/fair/afhmp.pdf](http://www.mass.gov/Ehed/docs/dhcd/hd/fair/afhmp.pdf).

- Part II: Resident Selection

Summarize how the unit(s) will be distributed upon project completion (i.e., what will be the mechanism used to fill the unit(s)? Generally, this is accomplished through a lottery or other equitable procedure).

NOTE: The City of Newton has a local resident preference policy. If a lottery is used for unit distribution, the Affirmative Fair Housing Marketing and Resident Selection Plan must follow the local preference and referent procedures described in the “Guidelines for Uniform Local Resident Selection Preferences in Affordable Housing,” located in Appendix C of the *Newton Fair Housing Action Plan*:

[www.newtonma.gov/fairhousing/Final-version-FHAP.pdf](http://www.newtonma.gov/fairhousing/Final-version-FHAP.pdf)

- Submit Reasonable Accommodation/Reasonable Modification Plan  
CITY of NEWTON HOUSING PROJECT FUNDING REQUEST – Attachments

Describe any fair housing training the developer, sponsor, and/or property manager have completed. **Sample NCDF Right to a Reasonable Accommodation Policy attached.**

- Describe any fair housing complaints issued against the developer, sponsor and/or property manager in the past and what actions were taken to resolve the complaint(s)

In 2008 an applicant for housing filed a complaint against Hamlet Associates and Newton Community Development Foundation with the Massachusetts Commission Against Discrimination alleging violations of the Massachusetts anti-discrimination statute and the federal Fair Housing Act. NCDF denied the allegations and the matter was settled in May 2008 with both parties acknowledging that they entered into an Agreement in order to settle disputed claims and agreed that neither the Agreement nor the furnishing of the considerations for the agreement shall be deemed construed at any time for any purpose as an admission of any liability or unlawful conduct of any kind.

## 9. ARCHITECTURAL ACCESSIBILITY

The City encourages applicants to exceed the minimum state and federal requirements for architectural access for persons with disabilities to the extent feasible. For detailed guidelines, see: [www.newtonma.gov/cpa/program/Newton-Accessible-Affordable-Housing.pdf](http://www.newtonma.gov/cpa/program/Newton-Accessible-Affordable-Housing.pdf)

As part of the application review process, the City must be able to answer the following questions and complete the architectural access code compliance chart. Applicants are encouraged to complete this section but at a minimum must provide sufficient information for City staff to complete this section, as applicable and as information becomes available.

**Architectural Access Code Applicability:** It is the intent of the developer to provide Group 1, Group 2A and Group 2B dwellings that are compliant with MAAB and ADA guidelines. The Group 1 and 2A dwelling units will have similar features so that the units can be modified without structural changes to meet the specific functional needs of an occupant with a disability. These features include but are not limited to:

1. Three of the seven units will have oversized bathrooms, kitchens and hallways as part of the base design concept. This will allow those areas to be re-configured to accept handicapped accessible fixtures such as cabinets, adjustable countertops, and sinks at a later date.
2. All of the interior walls in all units will be prepared with structural blocking to accept future grab bars, cabinets and railings.
3. All units will be pre-wired for future tenants that may have hearing or visual impairments.
4. Three of the seven units will be pre-wired to accommodate outside strobes and/or horns.
5. All closet shelving in all of the units will be adjustable.

It is also the intent of the developer to provide one Group 2B fully accessible unit. The handicapped accessibility of the designated unit will be compliant with the Massachusetts Architectural Access Code as most recently amended and with the Americans with Disabilities Act (ADA) requirements, whichever is more stringent. The unit will be on a single level accessible from grade without need of ramps.

It is not the intent of the developer to design to the “minimum standard” but rather to exceed whenever possible.

**Site Access and Accessible Routes:** The developer intends to provide accessible pedestrian ways from the public sidewalks to the individual units and throughout the site. These walkways will be barrier free. Handicapped curb cuts and tactile surfaces will be developed and employed to assist visitors and residents to and from the site.

**Accessible Parking:** There will be designated parking approximately 200 feet from the units for the tenants. This lot is owned by Myrtle Baptist Church and an easement will be entered into with the church. The Group 2B unit will have two dedicated parking spaces located adjacent to the unit itself and there will be an onsite designated 15 minute parking space for tenants loading/unloading their vehicles.

**Q:** Are Section 504, Title II of the ADA, or the MABA applicable to the project based on the sources of funding? **YES**

**Q:** If it is an existing project, has it been required to prepare a Section 504 Compliance Plan? If so, describe the progress made and any deficiencies outstanding. **N/A**

**Q:** If the project is existing, show calculations indicating the cost of the work relative to the value of the building per MAAB’s CMR 521 3.3, and relative to the replacement cost of the facility per Section 504 8.23(a), if Section 504 is applicable to the project. **N/A**



**Q.** Describe any variances from MAAB’s requirements that are anticipated for permitting, and the status of the variance process. **There are no variances anticipated.**

**Architectural access code compliance:**

Provide summary information regarding accessibility requirements in the table below. Include the most stringent applicable requirements of MAAB, the FHA, Section 504, the ADA, and any other local requirements. (Group 1 and Group 2 units referred to below are per MAAB).

**1. Site access – accessible route**

Requirement : CMR 20: Accessible Route 521 CMR 21: Curb cuts 521 22: Walkways 521 CMR 9: Multiple dwellings	Proposed: The project will comply with all requirements.
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CITY of NEWTON HOUSING PROJECT APPLICATION – Attachments

**2. Accessible parking**

Requirement: Parking and passenger loading zones.  City of Newton parking regulations.	Proposed (identify total # of spaces provided): 1 fully compliant accessible parking space.
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**3. Building entrances and accessible routes within buildings**

Requirement: 521 CMR 25: Entrances 521 CMR 20: Accessible route 521 CMR: Doors and doorways	Proposed: Project will comply with all requirements.
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**4. Common areas & facilities (offices, laundry rooms, community rooms, etc.)**

Requirement: There are no common areas.	Proposed: N/A
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**5. Group 1 Units (MAAB)**

Requirement : (include units covered by the FHA) 521 42: group 1 bathrooms 521 CMR 43: Kitchens (group 1) 521 46: group 1 bedrooms 521 9: Multiple dwellings	Proposed: Project will comply with all requirements.
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## 6. Group 2 Units (MAAB)

Requirement : 521 CMR 44: group 2 bathrooms 521 CMR 45: group 2 kitchens 521 CMR 47: group 2 bedrooms 521 CMR 9: Multiple dwellings	Proposed: Project will comply with all requirements.
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NOTE: Available resources for architectural access technical assistance:

**Fair Housing Accessibility First:**

FIRST Design and Construction

Resource Center

(888) 341 – 7781 (Voice/TTY)

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

**New England ADA Center:**

1-800-949-4232 (voice/tty)

[www.adaptiveenvironments.org/neada/site/home](http://www.adaptiveenvironments.org/neada/site/home)

**Massachusetts Architectural Access Board:**

617-727-0660

[www.mass.gov](http://www.mass.gov)

*Attachments checklist last revised: 8 June 2011*