

# Hancock Street Senior Housing

An Initiative of

**NEW ENGLAND CENTER AND HOME FOR VETERANS**



NEW ENGLAND CENTER  
AND HOME FOR VETERANS

EDUCATION | SUPPORT | EMPLOYMENT | HOUSING

Response to the City of Boston Department of Neighborhood  
Development's Request for Proposals for Disposition of the parcel at  
120-122 Hancock Street in Boston Massachusetts

March 4, 2019

---

---

## Table of Contents

<b>a.</b>	<b>INTRODUCTION</b>	4
a.1	NECHV and Statement of Interest	4
a.2	Developer’s Organization & Proposed Development Team	5
a.3	Statement of Pending Lawsuits	5
<b>b.</b>	<b>DEVELOPMENT PLAN</b>	6
b.1	Development Plan Narrative	6
b.2	Timeline	7
b.3	Building Design	7
<b>c.</b>	<b>OPERATIONAL PLAN</b>	7
c.1	Draft of Operations and Management Plan	8
c.2	Detailed Service Plan	14
<b>d.</b>	<b>HOUSING AFFORDABILITY PLAN</b>	16
d.1	Summary of Housing Affordability	16
d.2	Housing a Changing City: Boston 2030 Impacts	16
<b>e.</b>	<b>DIVERSITY AND INCLUSION PLAN</b>	17
e.1	Hiring Policies	17
e.2	Compliance with Affirmative Fair Housing Marketing and Tenant Selection Plan	18
<b>f.</b>	<b>DEVELOPER QUALIFICATIONS, EXPERIENCE, AND REFERENCES</b>	18
f.1	Project Team Qualifications Specific to Hancock Street Housing Street Project	18
f.2	Examples of Relevant Work	19
f.3	References	21
f.4	Team Member Backgrounds and Resumes	21
New England Center and Home for Veterans		21
Pinck & Co., Inc.		22
Nixon Peabody, LLC		23
Elton + Hampton Architects		23
f.5	Financial Information	23
<b>g.</b>	<b>PERMITS/LICENSES</b>	24
<b>h.</b>	<b>SUBCONTRACTORS OR PARTNERSHIPS</b>	24
i.	N/A	24

<b>i. ADDITIONAL DATA .....</b>	<b>24</b>
i.1 Community Input and Support .....	25
i.2 Aesthetic Design .....	25
1.3 Sustainable Design .....	25
Appendix 1 – Proposal Form and Price .....	34
Appendix 2 – Project Summary Form .....	39
Appendix 3 – OneStop .....	41
Appendix 4 – Statement of Proposers Qualifications .....	42
Appendix 5 – Preliminary Development Budget .....	44
Appendix 6 – Preliminary Operating Budget .....	47
Appendix 7 – Development Timetable .....	50
Appendix 8 – Construction Employment Statement & Supplement .....	52
Appendix 9 - Property Affidavit Form .....	55
Appendix 10 – Affidavit of Eligibility .....	57
Appendix 11 – Conflict of Interest Affidavit.....	60
Appendix 12 – Ch 803 Disclosure Statement.....	62
Appendix 13 – Beneficial Interest Statement .....	64
Letter from the Hancock Street Civic Association .....	68
Letter of Approval from BHA for 12 VASH Vouchers .....	70
Project Drawings .....	74
Project Specifications.....	79
Full One Stop.....	90

## a. INTRODUCTION

### a.1 NECHV and Statement of Interest

The New England Center and Home for Veterans (NECHV) proposes to partner with the City of Boston and the community of the Dorchester Neighborhood to create 20 new apartment homes at the 120-122 Hancock Street site. These new homes will be specifically designed and produced to be affordable for Boston seniors across a range of incomes. Additionally, the homes will be targeted, via an eligibility preference, towards Veterans of the United States military and residents of Boston and the Dorchester Neighborhood.

This development is intended to expand the inventory of supportive and affordable housing available to City's most deserving and potentially vulnerable seniors. It will increase the City's stock of needed housing; complement and enrich the local community; and serve as part of the Commonwealth of Massachusetts' broader goal of caring for Veterans by anticipating their need for long-term care services, supports and housing. This development project will hopefully spearhead a potential series of tailored and scaled permanent supportive housing sites for Veteran within the City and its surrounding communities. The NECHV is honored to be a City partner and member of Boston's innovative network of community service providers. It is committed to working within the community to develop and provide housing and services that are aligned and congruent with the City's vision and plan. The Center has extensive experience working closely and collaboratively with the Commonwealth of Massachusetts' Department of Veterans' Services and the United States Department of Veterans Affairs to bring community focused and targeted services to Veterans to enable their success and overall improve the City. As an engaged private institution, the Center is well equipped to leverage both federal and State resources against local and private funding, to achieve the maximum positive impact for seniors, aging Veterans, and Boston.

The proposed project involves the construction of a new 20-unit, three story apartment building comprising permanent, affordable senior housing, service and common resident spaces, and community areas to ensure a connection to and appropriate engagement with the local neighborhood. It will be sited solely and completely within the 120-122 Hancock Street parcels of land being offered by the City through a competitive process. This Dorchester parcel provides a superior location for serving a 55+ population with walkable access to public transit, a safe and well-organized neighborhood community, connection to the MBTA and the opportunity to couple accessible and supportive housing with dedicated outdoor space for the residents.

The New England Center and Home for Veterans is a 501c3 non-profit organization, chartered in the Commonwealth of Massachusetts that is dedicated to serving Veterans of all eras. The Center provides residential and community-based human services to Veterans that include permanent supportive housing, transitional housing, and a full array of support programs. More than 1,500 Veterans from all over the United States, are assisted each year with education, clinical support, employment, vocational training, housing search and case managed care. A primary and expanding focus of the Center is developing, maintaining and operating supportive housing. This emphasis reflects the understanding that was pioneered here in the City of Boston, that supportive housing and ensuring that people can live with dignity, connection to community and access to healthcare services promotes wellness and success; especially as they age. NECHV is a nationally recognized Veteran human service institution that is

developing and providing the most innovative, relevant, and effective programs to enable success for Veterans in our City, Commonwealth, and country.

As the NECHV has worked to transform itself, and maintain and enhance its role as adaptable and comprehensive provider of human services to Veterans, it redeveloped its own Boston property to create new and additional tailored housing for Veterans and reconfigure the building to be more suitable, sustainable, and relevant. The Center was successful in bringing together a broad and collaborative coalition of both public and private stakeholders and develop a comprehensive master plan for the entire 135,000 square foot facility. The team also aggregated and secured the \$35M in funding necessary to make the vision a reality. The resultant NECHV Permanent Supportive Housing and Recapitalization Project, completed in 2017, sets the standard nationwide for supportive housing and community commitment to serving Veterans when they face challenges.

The Center’s success at developing a significant property in downtown Boston, while simultaneously expanding programs and services, demonstrates the organization’s extensive development experience and its unflinching commitment to mission and the community.

### a.2 Developer’s Organization & Proposed Development Team

The NECHV is steered by a President and Chief Executive Officer and a team of experienced Veteran, human services, development, and business leaders. The President reports to a Board of Directors comprised of volunteer community leaders that oversees the mission of the Center and ensures that the institution fulfills its commitment to the community in a responsible, accountable, and effective fashion.

#### Proposed Development Team

Developer, New England Center and Home for Veterans

Andrew McCawley, President and Chief Executive Officer	17 Court Street
Kevin A. Ward, Senior Vice President Strategy & Chief Financial Officer	Boston MA
Charles Cody, Vice President of Operations	02108

Development Consultant, Pinck & Co., Inc.

Jennifer Pinck, President	98 Magazine Street
Lisa Kozol, Director Real Estate Finance	Boston, MA
	02119

Project Counsel, Nixon Peabody LLP

Jeffrey Sacks, Partner and Attorney	100 Summer Street
	Boston, MA
	02110

Project Designer, Elton + Hampton Architects

Bruce Hampton, Principal and Architect	103 Terrace Street
	Roxbury Crossing, MA
	02120

### a.3 Statement of Pending Lawsuits

There have been no lawsuits brought against NECHV or its principals in courts situated within Massachusetts within the past five years.

## b. DEVELOPMENT PLAN

### b.1 Development Plan Narrative

This project will create 20 comfortable, accessible apartment homes, designed to include interior common areas for resident activities and office space for supportive services. The 20 apartments will consist of 9 efficiency units and 11 one-bedroom units. Optimal wellness and support for our seniors and older Veterans is best provided when they remain connected to, and a part of the broader community. The project will be designed to address the mobility, visual and dexterity challenges of elderly residents, allowing them to function within the community and offering common areas that provide that vital connection to neighbors and the neighborhood. Community development and design should enhance the entire neighborhood and the project will be carefully designed to be congruent with the existing housing setbacks; as well as reflecting and aligning with the exterior design details of adjacent and abutting homes. The goal will be a project that blends with and boosts the special fabric of Dorchester's residential neighborhood. Architectural features that define the character of this project, and match the details of adjacent three story, three family residential structures, include a flat roof with a large, projecting cornice, double hung windows, painted clapboard siding with corner boards, prominent window bays, and three-story wood porches with large columns and vertical balusters.

The project's design is intended to respond to and fulfill the City's requirement and desire for green sustainable features as a matter of good development, to reduce energy consumption, and to provide a connected and enhanced living environment for its residents. More efficient design is optimally incorporated during the initial stages of a project, rather than added as an afterthought, and will help ensure a sustainable and more cost-efficient housing enterprise for the benefit of all its stakeholders. High efficiency building systems, pro-active storm water management, and careful design and detail of the building envelope(s) are just three specific examples of how the NECHV will use energy efficient building and design features to control future operating costs and work in consonance with the project's environment.

Vehicular access to the grounds will be provided through a curb cut from Hancock Street. A passenger pick-up and drop-off area that is internal to the site will be available for residents and will also serve as the general community's access point to the facility for gathering and connections. The project includes four parking spaces inside the building at the ground level to create optimal vistas for both residents and abutters.

Immediately upon the NECHV being designated as the developer, it will launch aggressively upon the myriad initiatives to complete the complex and schedule-driven funding applications. As much of the groundwork and preparations as is feasible without a commitment are underway, and will be performed to ensure the project launches as rapidly as possible.

A review of approval processes that are critical to meeting the City's pre-determined milestones are: Article 80-Small Project Review administered by BPDA and applications to the City and to DHCD for funding. The NECHV and its development team has the experience and commitment to manage these complex processes, to meet the requirements outlined in the Request for Proposals.

## b.2 Timeline

City of Boston DND	PFC tentatively designated developer	May/June 2019
Zoning/Permitting	Article 80 Small Project Approval	Nov 2019
Zoning/Permitting	Zoning Hearing: Follows Article 80	Nov 2019
City of Boston DND	Apply for City Funding	Nov 2019
City of Boston DND	Award of City Funding	January 2020
DHCD	Apply for LIHTC and other State sources	Feb 2020
Architectural	CDs - 100% complete	May 2020
DHCD	Award of State funding	May 2020
City of Boston DND	DND approval of bid matrix	June 2020
Gen Finance	Finance Closing	Oct 2020
Contractor	Construction start	Nov 2020
Contractor	Certificate of Occupancy	Nov 2021

*\*This schedule is based on the assumption that this project is awarded State funding with its first application to DHCD.*

## b.3 Building Design

The three-story multi-family residential building (triple decker) is sited on the parcel to complement the street edge and capture the open space to the rear of the lot. The variety of exterior materials, trim detail, as well as the shadow lines from window penetrations and roof overhangs help to establish and reinforce an appropriate scale of the neighborhood. The project provides 20 housing units all of which are ADA compliant and respond to Universal Design-- a concept of designing the built environment to be aesthetic and usable to the greatest extent possible by everyone, regardless of their age, ability, or status in life. A single elevator, located in the main entry of the building, connects all three floors and opens into an elevator lobby where shared services, such as trash and recycling, are located. All heating and cooling is individually controlled and all building materials are chosen for health, durability, and environmental sensitivity.

## c. OPERATIONAL PLAN

The proposed NECHV Hancock Street Veterans and Senior Housing project will be developed, operated and managed by a staff of community-based, professional and credentialed employees that are committed to operating and delivering standard-of-care services and housing to citizens of the City of Boston and the Commonwealth of Massachusetts in an accountable and responsive fashion. Additionally, it will again bring together a wider team of affiliated and aligned local organizations and industry experts to ensure success and efficiency.

In addition to its three-plus decade experience as an increasingly sophisticated Veteran human services provider; the NECHV has garnered extensive expertise in operating and managing supportive and affordable housing for challenged and vulnerable populations in Boston. It has successfully managed its Veterans' Supportive Housing facility at 17 Court Street, consisting of 97 units with 60 of them in a sustainable and professional fashion for more than 20 years. Safely and effectively providing a broad array of human services to a diverse and many-times vulnerable population of clients has been a hallmark of the Center's operations and competencies. In addition to currently operating its 97 units of permanent supportive housing for the most challenged and at-risk Veterans in Boston; the Center is operating an additional 185 beds of transitional housing and a full complement of human and social services within the facility.

The NECHV has significantly expanded its housing development and management capability in recent years, as it recapitalized its Boston building and added 37 new, state-of-the-art units of Veteran permanent supportive housing. To ensure its success and compliance with the myriad reporting and eligibility requirements implicit in the NECHV's Center's most recent housing development project; the NECHV contracted with an experienced third-party management agent to assist with initial verification and operating procedures. Alongside that contracted assistance, the Center is building its own expertise and capability. It is confident that it has the depth of experience and expertise to successfully and efficiently develop and manage the Hancock Street Senior Housing Project.

The NECHV intends to apply a similar management approach to this project to ensure its comparable success. The Center will employ a combination of organic staffing and expertise with initial augmenting from contracted industry consultants for the Hancock Street Senior Housing development. The NECHV will execute the day-to-day property management services; and employ third-party assisting with tax credit compliance and monitoring requirements. The Center has an experienced and robust staff ready to maintain the project, provide support and community referrals to residents, and ensure the fundamental business and financial operations of a sustainable and effective housing and support services operation.

NECHV has thoughtfully reviewed the anticipated operational expenses and revenue for Hancock Street Senior Housing. The anticipated annual operational expenses are very reasonable at just under \$260,000. The largest expenses include payroll, maintenance, resident services, utilities, real estate taxes, and insurance. Revenue will include rental payments made by tenants or via project-based vouchers.

### **c.1 Draft of Operations and Management Plan**

*Owner*

NECHV Hancock Street Housing LLC  
C/o New England Center and Home for Veterans  
17 Court Street, Boston MA 02108

*Management Agent / Company*

Contact Person: C. Andrew McCawley, President  
New England Center and Home for Veterans  
17 Court Street, Boston MA 02108

Overall management responsibility is provided by the President through the Vice President of Operations and Project Management and/or the Program Director. While the Owner recognizes its overall responsibility to set and to make operational policy decisions, it has delegated the daily management function and the operation of the property to the Agent. Both the Owner and the Agent work jointly to provide decent, safe and affordable housing for the residents of Hancock Street Senior Housing.



It is the responsibility of the Agent to comply with the appropriate regulations of the funders. In this capacity, the Agent will have the authority and responsibility to run the development in the most efficient manner possible. The Agent will advise the Owner regarding the operation of the property by means of quarterly operating reports, financial statements and status reports.

NECHV's President will have the overall responsibility for the property management operation. He will delegate financial and operational authority to the appropriate individuals. The President and the Senior Vice President Strategy & CFO are responsible for developing budgets and overseeing all bookkeeping/accounting functions for the property management operation. The President also has the responsibility of staffing the property. Responsibility for the maintenance of the property and daily operations is delegated to the Vice President of Operations and Project Management.

The Owner is made aware of the day-to-day operation of the property through various reporting systems and, when necessary, will be consulted on matters that might affect the viability of the development. These areas include, but are not limited to, expenditures of funds through the approval of annual operating budgets, changes in management or programmatic policies, and notices of injury or accident claims which could potentially expose the property to an insurance claim or litigation. Approval of expenditures will be consistent with the "Internal Controls and Delegated Authority" as authorized by the New England Center and Home for Veterans Board of Directors. The Agent makes all day-to-day decisions affecting the operation of the property. This includes the outreach, screening and the processing/selection of residents. A maintenance program is implemented by the Vice President of Operations and Project Management. This includes the development of preventative maintenance procedures necessary for the upkeep of the development. A cleaning schedule is created for the property and implementation of this schedule will be overseen by the Vice President of Operations and Project Management.

Internal controls are implemented and include: work orders, inventory control, supplies and materials ordering procedures, personnel policies, rent collections, termination of tenancy, as needed, and other necessary actions to provide for decent, safe and sanitary living environments. All records, files, ledgers and bookkeeping functions are the responsibility of the Agent.

The Owner assumes the responsibility for the following:

- Supplying housing for eligible applicants;
- Setting overall policies and guidelines;
- Accepting financial responsibility for the development, including reviewing quarterly reports;
- Implementing a Management Plan to run the day-to-day operations of the property;
- Making major operating decisions; and,
- Overseeing compliance of the management plan for all funding sources and reporting requirements

In performing the services required hereunder, the Agent's responsibility is to comply with all applicable requirements, including, without limitation, those requirements related to marketing and leasing of units as set forth in the Affordable Housing Restriction and approved Affirmative Fair Housing Marketing and

Tenant Selection Plan in connection with this project and all record-keeping and reporting requirements required by the program. The Owner and the Agent each agree to give written notice to all lenders of the termination or any material amendment to this Agreement.

The Agent assumes the responsibility for the following:

- Hiring, training, and where necessary, terminating, personnel necessary to operate the building;
- Maintaining books of accounts and records, related supporting documents and statements in accordance with prescribed accounting standards;
- Submitting necessary reports to the funders;
- Collecting rents and paying all bills as incurred for the operation of the property; and,
- Obtaining necessary service contracts and insurance;
- Selecting residents;
- Ensuring residents are in compliance with Lease and House Rules;
- Collecting rent and security deposit;
- Facilitating moving out process;
- Accepting and delegating work orders;
- Supervising cleaning;
- Removing rubbish and snow;
- Inspecting living units;
- Inspecting the building quarterly;
- Overseeing unit turnovers.

Expenses Paid from Rental Income:

- Management fee (including Compliance Monitoring and Reporting contract fee);
- Payroll and related expenses;
- Maintenance and operating expenses;
- Fuel and electricity for non-separately metered areas and municipal services;
- All service contracts and insurance;
- Project administrative costs;
- Taxes;
- Interest and amortization payments;
- Reserve payments in accordance with funder requirements.

### **Security Measures**

Security at the site is provided by a combination of hardware locks, intercom and a regular staff presence. Key Control: Original copies of all keys are kept in a locked key box.

### **New Resident Orientation**

An integral part of orienting new residents to their units and the building is communicating essential information in a timely manner. Information includes:

- Office hours;

- Emergency and non-emergency telephone numbers;
- Availability and responsibilities of accessible overnight staff;
- Information about measures that should be taken to avoid emergencies, as well as the appropriate response to various emergencies.

### **Inspections**

Unit inspections are performed by the Vice President of Operations, or their designee, and the resident at initial occupancy, on an annual basis (or more frequently if required), and as part of the moving out process. The Section 8 Housing Quality Standards (HQS) will be used to record the results of the inspections. Units must meet a standard minimum of HQS as well as any state or local requirements. The Vice President of Operations or Program Director, or their designee, and the resident will sign and date the inspection form, indicating their agreement of the conditions described.

A full site inspection is conducted by the Program Director and the Vice President of Operations at the end of each quarter, or more frequently if required. The Program Director and the Director of Property Services will coordinate with the State to provide access for State inspections.

### **Recertification**

Each year, the Agent and its Tax Credit Compliance Consultant will secure a written certification from each household indicating its gross income. The Agent and Compliance Consultant will then review each certification to determine if the household's income is still within the program limits for that particular unit/household.

In addition, the Agent and Compliance Consultant will provide a report, on an annual basis, using the web-based data collection system developed by DHCD and any other reports required by the other funders. The tasks and responsibilities associated with the annual recertification process are outlined in detail in the Tax Credit Compliance Consulting contract.

### **Resident Handbook**

A Resident Handbook has been developed for individuals at Hancock Street Senior Housing. This document includes House Rules, which may also become attachments to the Lease.

### **Terminations of Tenancies/Evictions**

Terminations of tenancies/evictions are initiated for non-payment of rent or other material violations of the Lease, including any rules and regulations that may be attached as an addendum to the Lease. Termination and eviction procedures comply with Massachusetts State law, including having no less than 30-day written notice for termination of lease.

Notwithstanding any other provision of this Lease, Landlord shall give to Tenant not less than thirty (30) days' written notice prior to terminating this Lease for any reason, including but not limited to nonpayment of rent, which notice shall specify for the reasons of termination. This Lease may not be terminated and the Landlord may not refuse to renew this Lease except for (i) serious or repeated violation of the terms and conditions of this Lease, (ii) violations of applicable federal, state, or local law, (iii) completion of the tenancy period if this Lease relates to transitional housing, or (iv) other good.

### **Rent Collections and Security Deposits**

Resident's rent is collected and recorded at NECHV's main office, located at 17 Court Street, Boston MA 02108. Rent is deposited regularly into the property's operating account. Rent checks returned for non-sufficient funds are charged a \$20 fee. Rental records indicating resident and subsidy charges and payments are produced and maintained at the main office. Rent is due and payable on the first of each month, in advance. Payment must be in the form of a check or money order. Residents that have not made the full monthly rent payment by the fifteenth day of the month will receive a warning notice. If payment is still not received by the end of the month, termination proceedings will begin.

The Agent will collect and deposit security deposits in accordance with the terms of each tenant's lease. All funds collected by the Agent shall be deposited promptly in a master interest bearing escrow account insured by an agency of the United States of America in accordance with the laws of The Commonwealth of Massachusetts. This account shall be used by the Agent exclusively for security deposits of the Project, shall be referred to herein as the Security Deposit Account and shall be titled: Tenant Security Deposit.

### **Occupancy Agreements**

The Agent will prepare all dwelling leases and will execute the same in its name, identifying itself thereon as Agent for the Owner. Dwelling leases will be in a form approved by the Owner, but individual leases need not be submitted for the approval of the Owner, provided that in no event will rents and other charges exceed those permitted by the Project Documents and the Regulations.

### **Accounting and Record Keeping**

NECHV performs all accounting functions on an accrual basis using computerized accounting software. Rental records are generated by main office personnel. Invoices are approved for payment as received and are paid bi-weekly through the main office accounting system.

The Rent Roll is produced monthly and will be a master listing of all units, showing unit number and size, total monthly charges, resident's share of total rent, subsidy share of total rent, and any vacancy losses. At the end of each quarter, journal entries are generated based on the quarter's transactions and posted to the General Ledger. The Rent Roll includes:

- All current charges and prior receivables;
- Receipts and adjustments posted against charges; and
- A description of each billing charge and date of payment.

The Check Register provides a means for controlling, reconciling and referencing checks for the property and reflects the amount of money disbursed by the property. It shows detailed information about each disbursement for the property. At the end of each quarter, journal entries are generated based on the month's transactions and posted to the General Ledger.

The General Ledger records the journal entries for each account on a quarterly basis. The amount of each transaction and its distribution is detailed on the report. The General Ledger is the document from which all other financial reports are generated.

Statements of Revenues and Expenditures are operating and financial analyses that compare quarterly and year-to-date performance of the property to established budgets. They assist management in reviewing the performance of the property compared to established goals. Statements of Revenues and Expenditures will include:

Quarterly and year-to-date comparisons of actual amounts to budget for all income and expense accounts and Net Income/ (Loss).

The Balance Sheet is a statement of the financial condition of the property as of the last day of each quarter. The Balance Sheet includes a detailed listing of the Asset, Liability, and Net Worth accounts for the property.

The Agent will establish and maintain a comprehensive system of records, books and accounts in a manner conforming to any directives of the Lenders and otherwise satisfactory to the Owner. The books, records and accounts shall be maintained in accordance with Generally Accepted Accounting Principles using the accrual method of accounting. The books, records and accounts shall include information relating to the status of the Project (including complete tenant files, both current and historic, and a maintenance file for each dwelling unit in the Project). All records, books and accounts will be subject to examination at reasonable hours by authorized representatives of the Owner and the Lenders.

Within ninety (90) days following the end of each fiscal year of the Project, the Owner, and, if required, the Lenders shall be furnished with a draft of the federal tax return and a complete annual financial report for the Project based upon an examination of the books and records of the Owner and including (i) a report containing audited financial statements for the prior fiscal year, including a profit and loss statement, a balance sheet, a statement of partner's equity, and a cash flow statement, and (ii) an unaudited comparison of the actual results of the operations of the Project during the prior fiscal year with operating budget for such year.

### **Maintenance Procedures**

Unit inspections are completed at the time of move-in. The inspection form is signed and dated by the resident indicating their acceptance of the unit and agreement as to the condition described on the inspection form. Prior to moving out, an inspection will be performed and recorded on a signed and dated report. Any damage caused by the resident, beyond normal wear and tear, will be noted and an invoice for the cost of repairs will be submitted to the resident. The Vice President of Operations will prepare a turnover checklist that will be used by the Maintenance Superintendent to prepare units for re-occupancy. Once the unit is ready, the Program Director will inspect the unit to assure the preparation is complete.

Every unit is inspected annually. Some units will be inspected periodically by the DHCD's monitoring arm. The unit inspection report is used to record the results of each inspection, and the standard is expected to meet a minimum of HQS as well as any state or local requirements. Work orders will be prepared for any corrective work required. Residents will be billed for any damages beyond normal wear and tear.

The residents will prepare trash for removal and maintain the storage area clean and sanitary. The Vice President of Operations or maintenance staff is responsible for taking the trash out to the street on trash day to get picked up by the local waste disposal service.

The routine removal of snow and ice from the steps, porches, sidewalks, is performed by Maintenance personnel. In the event of severe snow conditions, the services of an outside contractor may be secured.

Maintenance and service contracts are secured for the fire detection and hot water heating systems as well as exterminating services. Contracts include two visits per year, unless more are required.

Repairs to the property are the responsibility of the Vice President of Operations who may delegate the repair work to an outside contractor. Repairs requiring immediate response are addressed immediately. Non-emergency repairs will be addressed within 24 to 72 hours as needed.

Maintenance personnel are responsible for maintaining the grounds and for keeping walkways free of debris and in good repair. They are also responsible for maintaining the landscaping in good condition and free of debris year around.

Residents are instructed to immediately report any maintenance repair needs they may have, either to their dwelling units or to common areas. Emergency maintenance needs will be responded to immediately. Requests shall be acted upon in a reasonable timeframe to correct the discrepancy determined by the actual cost of materials and supplies used, invoices from outside contractors, and/or the cost of the Maintenance Staff's time. In subsequent years, a "cost list" may be developed for more routine repairs.

A Preventative Maintenance Schedule is prepared to assure that all systems are maintained appropriately.

## c.2 Detailed Service Plan

NECHV has developed and possesses extensive experience through its current housing and service enterprises to assist and enable its residents and Veteran clients to live well, maintain their independence and dignity; and eliminate or delay the requirement to seek more assisted, higher levels and costly living and care accommodations. The goal of this Hancock Street Senior Housing project is to enable its residents to remain in their homes, with appropriate and tailored support services delivered on-site for as long as their aspirations, health and capabilities can facilitate. It will ultimately both improve the residents' quality of life and freedom/independence, and forestall more costly living and support requirement as residents age.

The NECHV will work collaboratively with both public and private partners to provide a variety of support to residents. The United States Department of Veterans Affairs will fund and provide residential support services, and case managed care to Veterans who are eligible and in need of that assistance. The Center's experienced human services staff will provide the same service to resident Veterans who may not have VA eligibility. The goal is an equivalent service availability experience for all residents. The benefits of colocation and efficiency of service and support delivery to senior populations will enable Seniors and Veterans to age in place in the most cost effective, comfortable, and successful way possible. The Hancock Street Senior Housing apartments will deliver a model of service that is financially sustainable for residents and their families, least restrictive, and designed to improve wellness and independence. The residences will offer services tailored to meet the needs and desires of a broad range of Boston seniors and Veterans, and will enable and accommodate the active and complementary participation of family members. The

Project and its services will serve a wide range of incomes and will help enable residents to remain and age in place.

In this integrated and community-connected based living and lifestyle model; the aggregation of support service becomes much more cost efficient. The building will feature optimally located service and adjunct spaces integrated with living areas. The Project design will allow for the following, and additional, support services to be delivered to residents on an as-needed basis:

- Home-based Primary Care and Home Health Aide Care, through Program of All-Inclusive Care of the Elderly (PACE)
- Veteran-Directed Care

NECHV has serving Veterans in the community for over a quarter of a century, and it continues to adapt its scope of service programs to best address the challenges and needs of today's changing Veteran population. The Veteran population in Boston, and nationwide is a rapidly aging demographic, and is, as a group, older than the general non-Veteran population. The expertise and experience the NECHV has developed has strong relevance to senior housing and the services to keep residents well, at home and independent. The NECHV will have on-site case manager staff, security and facility staff, community referral and transportation assistance, and wellness and lifestyle counselors. This development project, and the resultant housing will be an important asset in keeping Boston's seniors and aging Veterans living at home, independent and vibrant members of the Dorchester community.

## d. HOUSING AFFORDABILITY PLAN

### d.1 Summary of Housing Affordability

The building will have 9 efficiency and 11 one-bedroom apartments. Most of the apartments will have some sort of rental subsidy either in the form of Veteran Assistance (VASH), Project Based Section 8 or MRVP's. Six apartments will not have a project-based subsidy to ensure that individuals with incomes up to 50-60% AMI are also able to rent apartments in this building.

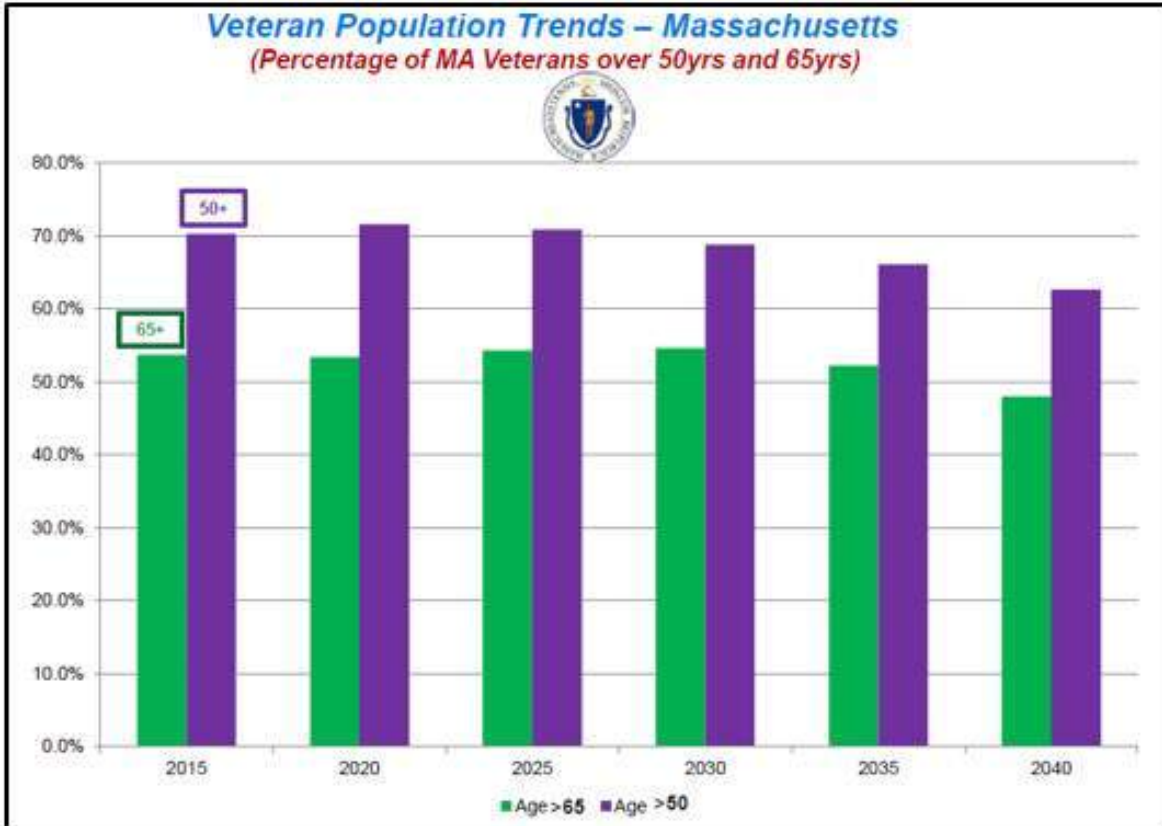
### d.2 Housing a Changing City: Boston 2030 Impacts

The proposed residence will be comprised of 20 permanent, affordable, and supportive apartment homes designated for Boston's senior and senior Veteran resident population (55+). This housing development, and the NECHV's overall collaborative and holistic, approach to support services, is consistent with the City's 2030 goals, as outlined in the Housing Boston's Seniors report (2015):

- Maintain the historic pace of low-income senior housing production, despite the elimination of Federal 202 capital funds, reduction of CDBG, creating 1,500 new affordable senior housing units
- Provide increased housing stabilization and support services for seniors [...] and assist those who need to find a more accessible, supportive setting

Based on statistics compiled through the Massachusetts Healthy Aging Collaborative, more than one third of Boston's 65 years and over population have an annual income between \$20,000.00 and \$50,000.00. Additionally, the Veteran population in the Commonwealth of Massachusetts, and the entire nation, is a rapidly aging group. According to the federal government, more than 55 percent of all Veterans in Massachusetts are aged 65 or older, and more than 70 percent are aged 50 or older. The unique health issues and needs of Veterans have been demonstrated to compound the health and aging issues that are faced by the general, non-Veteran population as well. These are the deserving Boston and local seniors whom this proposed project is designed to serve and support.





MA Veterans' Long Term Care and Housing Master Plan Commission—Summary Report March 30, 2016

## e. DIVERSITY AND INCLUSION PLAN

### e.1 Hiring Policies

NECHV is an equal opportunity employer and is in conformance with applicable equal opportunity employment rules and regulations.

The hiring policies and procedures of NECHV are, and will continue to be, in conformity with applicable Federal and State Equal Opportunity employment laws. Where possible, NECHV will consider Section 3 and MWBE opportunities.

Consistent with the hiring policies during the recent \$35 million project, the Center will work closely the General Contractor, Subcontractors, Architect and all vendors involved in the project to ensure achieving diversity, MWBE and outreach into the community targeting minority participation.

Training is provided by the Agent based upon the experience and job requirements of applicants/staff members. The annual operating budget of the organization includes an allowance for professional development.

The performance of all personnel is reviewed with the Owner after three months of employment and annually thereafter. In addition, each supervisor meets regularly with staff members to establish priorities and monitor the implementation of assigned tasks. Unsatisfactory performance by any staff member may result in disciplinary action and possible termination.

## **e.2 Compliance with Affirmative Fair Housing Marketing and Tenant Selection Plan**

The Owner and Agent are committed to the principle that every individual is entitled to a decent home with equal opportunity regardless of race, color, creed, religion, sex, handicap, national origin or ancestry, sexual orientation, marital status, number of children, or economic circumstances.

An Affirmative Fair Housing Marketing and Tenant Selection Plan has been developed for Hancock Street Senior Housing that incorporates requirements of the funding sources. The Owner and Agent and Tax Credit Compliance Consultant will comply with the guidelines and requirements laid out in the plan related to all aspects of lease-up and operations at Hancock Street Senior Housing.

The Owner assures that all staff and Compliance Consultants are familiar with Federal, State and local laws related to equal opportunities in housing and will supervise compliance with these laws. The Owner assures that all staff are familiar with all components of the plan and oversee its compliance.

## **f. DEVELOPER QUALIFICATIONS, EXPERIENCE, AND REFERENCES**

The recent completion of a \$35M renovation and restoration project in an historic building occupied throughout design and construction by the City of Boston's homeless, veteran population is testimony to the applicant's qualifications as a developer. The development team's successful acquisition of funds, including Federal LIHTC, Federal and State Historic tax credits, and state and local deferred payment loans and a contribution of \$1.125M from the City, provided the means to undertake the project. The Center's strong organizational leadership and administrative staffing provided the focused guidance to achieve an on-budget, multi-stakeholder of this magnitude.

### **f.1 Project Team Qualifications Specific to Hancock Street Housing Street Project**

The Center's development team will be supplemented by consultants and designers whose experience with tax credit programs, affordable and senior housing projects of this size, familiarity with Federal, State, and Municipal housing grants and programs, professional presentations to communities and neighborhoods, and operational mechanisms to meet budgetary and schedule deadlines add to the developer's portfolio of qualifications. Joining the Center's leadership and internal development staff:

- Development Consultant & Real Estate Advisory Services                      Pinck & Co.
  - Proven track record in successfully handling permitting on sensitive sites adjacent to residential abutters, community concerns, and adjacency of natural resources
  - Twenty- years of coordination of low-income and affordable housing projects in the Greater Boston area
  - Completion of over 2,000 units of affordable housing in Greater Boston for numerous community organizations and housing authorities
  - Extensive experience in requisition processes connected to multiple funders
  - BRJP experience on numerous jobs in Boston's neighborhoods
  - Experience leveraging public, private and publicly-sponsored funds, including HOME, CDBG and CPA funds
- Design Professional    Elton + Hampton Architects

- Extensive portfolio of housing types including senior, affordable, low-income, homeownership. Sustainable and green elements are the foundation and signature of the firm’s designs.
- Legal Counsel and Tax Credit Consultant Nixon Peabody, LLC
  - Legal Counsel
  - Consultant for tax credit syndication process

## f.2 Examples of Relevant Work



### **Veterans’ Permanent Supportive Housing**

Boston, MA

NECHV

Developer

- 135,000 sf renovation of downtown, historic bldg
- 38 new units of affordable housing, renovation of 60 existing SRO and expansion of spaces for social services and dining
- LEED-Major Renovations-Silver Certifiable
- \$35M



**Work Express Housing:  
Permanent Housing for  
Homeless and Homeless Vets**  
Brockton, MA

Elton + Hampton Architects

- 13,770 sf new three-story wood framed building
- 31 enhanced SRO apartments
- LEED-Homes Silver Certifiable
- \$2.6M



**Scarito Homes**

Lawrence, MA

Elton + Hampton Architects

Bruce Hampton

- 15,000 sf three story, wood framed building
- 10 affordable homeownership units
- LEED-Homes Silver Certifiable
- \$3.2M





**The Residences at Neponset Field**  
Mattapan & Hyde Park Neighborhood  
Adjacent to Neponset River  
Pinck & Co., Owner's P.M.

- 28,300 sf four story, wood framed building
- Senior Housing: 31 units of HUD 202 housing
- LEED-Homes Silver Certifiable
- \$7.35M

### f.3 References

#### *Investors*

Boston Capital - LIHTC and Federal Historic Tax Credit Syndicator

Contact: Laura Surdel, Vice President Acquisitions, (617) 624-8866, [lsurdel@bostoncapital.com](mailto:lsurdel@bostoncapital.com)

#### *Lenders*

Citi Community Capital – Investor/Purchaser of LIHTC and Federal Historic Tax Credits

Contact: Gregory Goldberg, Director, (303) 308-7408, [gregory.s.goldberg@citi.com](mailto:gregory.s.goldberg@citi.com)

#### *Public Sector Financing Partners*

Community Economic Development Assistance Corp,

Contact: Roger Herzog, (617) 727-5944, [rherzog@cedac.org](mailto:rherzog@cedac.org)

### f.4 Team Member Backgrounds and Resumes

#### *New England Center and Home for Veterans*

C. Andrew McCawley President and Chief Executive Officer

Andy has led the NECHV since June 2011. A Boston native and resident; during his three decade career in the U.S. Navy as a Naval Officer and Aviator, he commanded a Navy fighter squadron and two ships, including the aircraft carrier USS ABRAHAM LINCOLN, CVN72. Following graduation from Boston High School in 1976, Andy earned a B.S. in Naval Architecture from the U.S. Naval Academy, an M.S. in

Aeronautical Engineering from the Naval Postgraduate School, and is a graduate of the U.S. Naval Test Pilot School. In 2001, he completed the Advanced Management Program at the Harvard Business School. Following his naval service, Andy worked in the aerospace and defense industry, as Vice President, Afghanistan Program for Alenia North America.

**Kevin A. Ward** Senior Vice President Strategy & Chief Financial Officer

Kevin joined the Center in 2003 and oversees the accounting, budgeting, strategic planning, information technology, grants, and contracts, at the Center. Previously, Kevin spent over 20 years in senior and executive management positions at healthcare institutions including Boston Medical Center, St. Elizabeth's Medical Center, and Hebrew SeniorLife. Kevin played a key leadership role in the merger of Boston City Hospital and University Hospital in 1996, which at the time was the largest merger of a public and private healthcare institution in the U.S. Kevin received a B.S. in Business Administration a concentration in Accounting from North Adams State College, achieved the designation of Fellow in the Health Care Financial Management Association and completed his C.P.A exam.

**Charles Cody** Vice President Operations

Chuck joined the NECHV leadership team in September 2018 to oversee the day-to-day operations of the 135,000 square foot Center facility. He retired after a 35-year career in the U.S. Army where he was both an Infantry and Engineer Officer. Chuck commanded soldiers at all levels from Company to Brigade. His last assignment was as Commander of the 26th Maneuver Enhancement (Yankee) Brigade and he was previously the Chief of Staff for the Massachusetts Army National Guard. Chuck earned his B.A. from Anna Maria College, and Masters in Education and Organizational Management from Endicott College. In 2011, he completed both the United States Army War College and a National Security Fellowship Program at the Harvard Kennedy School of Government.

[Pinck & Co., Inc.](#)

Pinck & Co. was founded in 1998 to provide planning, design and construction management consulting services to mission-driven owners during all phases of capital projects. The firm's trademark is smoothly integrating the complicated, multi-faceted elements that exist in each project while consistently representing the owner's interests. Pinck has worked with many housing authorities and community organizations to complete residential projects in Massachusetts - including over 2,000 housing units in Boston - ranging in cost from \$100,000 to \$55 million. Each project brings a unique set of challenges that Pinck & Co. is able to meet head on by bringing an understanding of budget and schedule constraints, complex financing and approval processes.

**Jennifer Pinck** President

Jennifer founded Pinck & Co. in 1998 to serve as Owner's Project Managers for a wide range of clients, service parameters, and building and facility types. Jennifer has extensive experience in permitting and construction contracting on schedule driven projects. Her experience with large, multi-disciplined and complex projects allows her to quickly develop a trusted advisor role to clients. Jennifer has sat on all sides of the table - owner, contractor and consultant - and her understanding of the intertwined responsibilities and opportunities, offer each client the leadership and experience necessary for successful outcomes.

### Nixon Peabody, LLC

Nixon Peabody LLP is a Global 100 law firm, with more than 700 attorneys collaborating across major practice areas in cities across the U.S., Europe and Asia. The firm's 16 office locations include: Boston, New York City, Washington, D.C., Chicago, San Francisco, Los Angeles, Palo Alto, Shanghai, Hong Kong, London, Albany, Buffalo, Long Island, Manchester, Rochester, and Providence.

Clients include emerging and middle-market businesses, national and multinational corporations, financial institutions, public entities, educational and not-for-profit institutions, and individuals.

### Jeffery Sacks Partner

Jeffery is a leading community development attorney whose clients include large community development corporations, senior housing providers and housing authorities as well as a variety of large institutional service providers.

Jeffery has assisted his clients in the acquisition of federal low-income housing and historic tax credits to develop affordable housing and mixed-use developments. Given the multiple funding sources necessary to complete any project today including federal resources from HUD as well as state and local funds, Jeffery works with developer clients to assure that funders work together to allow for the successful completion of the project. Some of Jeff's largest and most complex projects have involved substantial investments in very poor communities utilizing the new markets tax credit program. These projects, which have included major new urban medical centers, a supercomputing project as well as smaller educational facilities, are catalysts for additional neighborhood investment and substantial job creation.

### Elton + Hampton Architects

The firm of Elton + Hampton Architects is dedicated to creating sustainable architecture that supports the rebuilding and stabilizing of urban neighborhoods throughout Massachusetts. Created in 2000 through the affiliation of Principals P. Nicholas Elton, A.I.A., and Bruce Hampton, A.I.A., Elton + Hampton Architects has designed and participated in the realization of hundreds of built projects that serve the disadvantaged, disabled, and elderly populations. The project types include educational facilities, community resource buildings, affordable housing, and health care facilities.

### Bruce Hampton, AIA Principal

Bruce has devoted his 30+ year career to a practice of community based, sustainable architecture that serves the underserved in Boston's and Massachusetts' urban areas. In the last decade, Bruce has completed over 15 affordable housing projects almost all of which were funded through multiple private and public funding sources. The hallmark of Bruce's designs are buildings that respond to the client's requirements, anticipate the user's needs, and stay true to values that build community and sustain the environment. Bruce is LEED AP certified and holds NCARB registration in Massachusetts, Connecticut, Maryland, Michigan, New Hampshire, New Jersey, New York, Pennsylvania, and Virginia.

## f.5 Financial Information

The Center's annual operating budget is approximately \$11 million and is an aggregate of more than 25 public Veteran service contracts and grants, subsidized supportive housing rents and strong private philanthropic support from its partners in the community. One quarter of the NECHV's annual operating

revenue to deliver human services to Veterans is provided through the generosity of individuals, corporations and foundations that recognize the effectiveness and critical importance of its work.

**g. PERMITS/LICENSES**

<b>AGENCY</b>	<b>PERMIT / ISSUE</b>	<b>KEY DATES</b>	<b>TIME/DAYS</b>	<b>COMMENTS</b>
Boston Planning Development Authority	Article 80- Small Project Review	05/2019 11/2019	90-150	
Boston Planning Development Authority	Article 32 – GCOD – Groundwater Conservation Overlay District	11/2019- 01/2020	90 – 120	
Boston Zoning Commission	Approval of use	11/2019	90-150	
Boston Water + Sewer	Proposed water, sewer and storm water design NPDES EPA SWPPP review	3/2020	15 – 45	
Boston Public Works Dept.	Review of Curb/Sidewalk/Site Improvements	3/2020	15 – 30	
Inspectional Services Depart.	Building Permit	10/2020	15 – 45	
Massachusetts AAB	Accessibility Review	10/2020	15 – 30	Reviewed by ISD for building permit.
Boston Fire Department	Life, Safety, Fire Review	11/2021	15 – 30	
Inspectional Services Department	C of O	11/2021	15 – 30	

**h. SUBCONTRACTORS OR PARTNERSHIPS**

i. N/A

There are no relationships between NECHV and any third-party developers, subcontractors, or community partners that might influence the development plan.

**i. ADDITIONAL DATA**



### i.1 Community Input and Support

The Center has reached out to the community to discuss the proposed project. This contact has included Hancock Street Civic Association, Meetinghouse Hill Civic Association, local developers and former residents. In early March, members of the Hancock Street Civic Association will be visiting the Center for a tour and presentation on the various service model for the Veterans. The Center is scheduled to present the project concept to the full Hancock Street Civic Association at their April meeting. A letter of support from the Civic Association is included after Appendix 13.

### i.2 Aesthetic Design

The building will be designed to match the aesthetic of the neighboring 100-year-old, three story, three family residences. The building height and the articulation of the bays and porches on the Hancock Street façade mimic the adjacent buildings that line the block. In addition, the wood architectural details and materials, such as siding, windows, trim, and porches will be reproduced on the new building.

### 1.3 Sustainable Design

The Hancock Street Senior Housing Project offers opportunities to address sustainability and ‘green’ design at many levels. The proposed project is well aligned with the Commonwealth of Massachusetts’ and City of Boston’s sustainable/green design and energy conservation initiatives and building code requirements.

#### **Sustainability Goals and Guidelines**

As required by the Boston Planning and Design Agency and the City of Boston’s Department of Neighborhood Development, as well as to ensure that the development achieves the sustainability goals established by the development team, the project sponsor is committed to demonstrating and achieving a minimum LEED SILVER certifiability level, using most applicable LEED standard. The project is three stories high, and is 100% housing, thus the *LEED for Homes Multifamily Low-Rise Program* guidance is the appropriate standard.

The development team has established sustainability goals for the proposed project:

- Redevelop the site so that it is integrated with and is connected to the surrounding Dorchester neighborhood;
- Create a transit-connected, pedestrian-friendly development that encourages walking and biking, as well as casual interactions with neighbors, workers, and visitors;
- Provide increased housing density with apartments that offer affordable senior housing, which contributes to maintaining a diverse neighborhood housing stock for a range of household types and incomes and supports local businesses;
- Provide for ecological and environmental site restoration through “re-greening” the site with private green space, reducing heat island effects of the past uses of the site, and employing advanced storm water management strategies;
- Build highly-efficient buildings that minimize energy and water use, offer healthy indoor environments for living and working, and use materials wisely.

To meet these goals, the proposed project design and construction methods/materials will include:

### *Energy Efficiency*

- Participate in applicable ENERGY STAR for new Homes program (Multifamily Low-rise);
- Incorporate measures to achieve the targeted performance including high performance envelopes, high efficiency heating and cooling systems, energy recovery ventilation, advanced lighting and controls, high-efficiency equipment, and appliances.

### *Water Conservation*

- Use WaterSense® qualified fixtures and fittings for toilets, showers, faucets;
- Plan hot water circulation to limit water waste;
- Limit use of potable water for landscaping—drought-tolerant plants, native species; consider rainwater collection for irrigation;
- No landscape irrigation.

### *Healthy Homes & Indoor Environmental Quality*

- Design ventilation systems to comply with ASHRAE 62.1 and/or 62.2;
- Provide direct fresh air supply to each living unit as part of a balanced ventilation system;
- Implement advanced air-sealing strategies to compartmentalize units—reducing uncontrolled airflow from adjacent units and common areas as well as from the outdoors;
- Prevent combustion by-product exposure;
- Specify low-VOC sealants, adhesives, and other construction products;
- Specify low-VOC paints and other finish materials;
- Specify urea-formaldehyde-free products, especially insulation and wood products;
- Limit or eliminate carpet, with a preference for low-VOC hard surface flooring.

### *Environmental Impact*

- Require construction waste management to recycle, re-use or otherwise divert at least 75% of demolition and construction waste from landfills;
- Select materials and construction methods for resource efficiency;
- Select environmentally preferable products when feasible;
- Develop the project in an urban infill “Smart Growth” location.

### *Healthy Residents and Green Living*

- Promote effective recycling;
- Offer easy connections to transit, pedestrian zones, and bicycling;
- Provide bike storage;
- Create private on-site green space;
- Offer passive recreation space for adults;
- Offer options to understand and control energy costs—such as programmable thermostats;
- Offer resident information and education regarding building green features and green living.

### *Site Considerations*

- Control erosion during construction and post-development;
- Implement advanced storm water management practices to maximize on-site recharge;
- Reduce urban heat island effect with high-reflectance roofing and vegetation to shade pavement;
- Plan exterior lighting to address “dark sky” concerns.

### b.6 LEED Homes and Multi-Family Low-Rise

The sustainability goals and guidelines allow the development team to provide the following projection to meet or exceed LEED Silver certification. The following information provides the team’s approach to the LEED Categories:

#### *Innovation and Design Process*

The proposed development will meet the 4 Prerequisites and scores 4 of 11 possible points.

*Location and Linkages* This category does not have Prerequisites. The project site is an urban infill site located in an excellent infrastructure, transit and neighborhood services area, and will qualify for 9 Credits in this category.

*Sustainable Sites* The building will meet the two Prerequisites and is currently scoring 15 of 22 available points. The urban infill location with good transit access and moderate increase in density meets many Smart Growth principles, which are reflected in the credits.

*Water Efficiency* This category does not have prerequisites. The building is currently scoring 9 of 15 available points. The buildings will use Water Sense® qualified fixtures and fittings, and the team will consider water re-use and methods for limiting landscaping irrigation needs during design development.

*Energy and Atmosphere* The building will meet the two Prerequisites with a minimum improvement of 15% and alignment with Energy Stretch Code requirements. It is anticipated the solar panels (PV) will be installed on the roof. The project will participate in the Energy Star for New Homes program and will follow the testing and verification protocols from the Multifamily Low-rise program to meet Prerequisite 2, or, alternatively the project will engage a commissioning agent. The building is currently scoring 17 of 38 possible points.

*Materials and Resources* The buildings will meet the three Prerequisites and is currently scoring 9.5 of 16 possible points. The building construction methods are likely to include some degree of panelizing and off-site fabrication to minimize wood waste from framing. The team will set construction waste diversion goals of at least 75% and monitor compliance through a construction waste management plan. During design development, the team will explore incorporating additional environmentally preferable products.

*Indoor Environmental Quality* The buildings will meet the eight Prerequisites in this category and is currently scoring 11 of 21 possible points. Many of these requirements are also necessary for Energy Star Homes and to meet ASHRAE 62.1/62.2 standards. Additional measures in this category include radon-resistant construction for occupied spaces connected to the ground; unit compartmentalization; and

contaminant control during construction. Finally, Hancock Street Senior Housing will have a smoke-free facility policy.

**Awareness and Education** The project will meet the one Prerequisite and plans to achieve the available 3 points. The developer will provide basic education about the green features, energy efficiency and general upkeep to residents and staff. Further, the transition from construction to operations will include training for Operations and Maintenance staff. The project team will communicate the sustainability features of the project in multiple communication modes.

**Preliminary Scoring**

LEED for Homes scoring includes a Size Adjustment feature to reward compact home sizes and discourage oversized houses. Due to the unit configuration and square footages of the apartments, the building qualifies for a downward adjustment of 8.5 points. The resulting certification categories are:

- Certified: 36.5 – 51 points
- Silver: 51.5 – 66 points
- Gold: 66.5 – 81 points
- Platinum: 81.5+ points

Presently the development team is confident that the project will meet all Prerequisites and is projecting an estimated score of 77.5 points achieving at least a minimum certification level of SILVER. In the LEED for Homes Multi-Family Low-Rise checklist table that follows, short descriptions detail how the project intends to achieve the points.

**LEED for Homes: Multi-Family and Low-Rise Checklist**

Y	M	N	CATEGORY & CREDITS	PTS	COMMENTS
4	1	5	<b>Innovation and Design Process (ID)</b>	2 Req'd	
1. Integrated Project Planning					
Y			Prereq 1.1 Preliminary Rating	Req'd	Preliminary Rating: SILVER
Y			Prereq 1.2 Energy Expertise	Req'd	Energy Modeling will be included in DD
	1		Credit 1.3 LEED for Homes-credentialed team member	1	Team member(s) may become credentialed during the design time-frame
1			Credit 1.5 Solar Orientation	1	Site allows for southern exposure
		1	Credit 1.6 Trades Training	1	The developer will consider a formal training program when the project is closer to construction
2. Durability Management Process					
Y			Prereq 1.1 Durability Planning/ Checklist	Req'd	Team will develop the durability checklist in DD
Y			Prereq 1.2 Durability Management during construction	Req'd	Team will use the Durability Management Checklist during construction
3			Credit 1.3 Third-Party Durability Verification	3	Construction inspections and commissioning will incorporate durability checklist elements

Y	M	N	CATEGORY & CREDITS		PTS	COMMENTS
3. Innovative or Regional Design						
		4	3.1 – 3.4	Innovation Design Priorities	4	The project is not targeting innovation credits
9		10	<b>Location and Linkages (LL)</b>		0 Req'd	
		10	Credit 1	LEED ND	10	Project is not eligible for LEED ND
2			Credit 2	Site Selection	2	Site is not in a flood plain or wetlands, is not farmland or otherwise protected
2			Credit 3	Preferred Locations	3	Site is urban infill development. Site may qualify for one point for brownfield development
1			Credit 4	Infrastructure	1	Site is located in existing infrastructure grids
3			Credit 5	Community Resources/ Transit	3	The site has an excellent location for transit and community resources access
1			Credit 6	Access to Open Space	1	The site is within ¼ mile and ½ mile walking distance from several parks
15		8	<b>Sustainable Sites (SS)</b>		5 Req'd	
1. Site Stewardship						
Y			Prereq 1.1	Erosion Controls	Req'd	Project will meet requirements
1			Credit 1.2	Minimize disruption		Project will meet requirements
2. Landscaping						
Y			Prereq 2.1	Erosion Controls	Req'd	Project will meet requirements
1			Credit 2.2	Basic Landscaping	1	Landscaping will limit turf, include drought-tolerant species, and meet other requirements
			Credit 2.3	Limit conventional Turf	2	Points in 2.5
			Credit 2.4	Drought-tolerant plants	1	Points in 2.5
3			Credit 2.5	Reduce irrigation demand by at least 20%	3	Plant selections are expected to achieve at least 60% reduction in irrigation water demand
3. Local Heat Island Effects						
		1	Credit 3.1	Reduce heat island effect--site	1	Unlikely to meet requirements
1			Credit 3.2	Reduce heat island effect--roofs	1	Will meet with a combination of vegetated and/or high-reflectance roofing materials
4. Surface Water Management						
	2		Credit 4.1	Permeable Lot	2	Scoring depends on final design and calculations
1			Credit 4.2	Permanent Erosion Control	1	Designs will meet requirements
2			Credit 4.3	Storm water Quality	2	Designs will meet requirements

Y	M	N	CATEGORY & CREDITS	PTS	COMMENTS	
5. Non-toxic Pest Control						
2			Credit 5	Pest Control Alternatives	2	Pest control strategies will be incorporated
6. Compact Development						
	2		Credit 6.1	Moderate Density	2	The proposed project housing density may qualify
		3	Credit 6.2	High Density	3	Density does not meet requirements
		4	Credit 6.3	Very High Density	4	Density does not meet requirements
7. Alternative Transportation						
2			Credit 7.1	Public Transit	2	Project location qualifies for both points
1			Credit 7.2	Bicycle Storage	1	Bicycle storage plans meet will meet requirements
1			Credit 7.3	Parking Capacity	1	Parking plans do not exceed code
<b>9</b>		<b>8</b>	<b>Water Efficiency (WE)</b>		3 Req'd	COMMENTS
1. Water Re-use						
		5	Credit 1	Water Re-use	5	Do not currently expect to meet requirements
2. Irrigation System						
		2	Credit 2.1	High-efficiency irrigation	2	Points in 2.2
2			Credit 2.2	Reduce irrigation demand by at least 45%	2	Expect to meet requirements in this criterion
3. Indoor Water Use						
1		1	Credit 3.1	High-effic fixtures / fittings	2	Design will include qualified fixtures and fittings
4			Credit 3.2		6	Design will include qualified fixtures and fittings
2			Credit 3.3		2	Laundry and Dishwasher specs will comply
<b>17</b>		<b>2</b>	<b>Energy and Atmosphere (EA)</b>		2 Req'd	COMMENTS
1. Optimize Energy Performance (Performance Path incorporates Credits 1 – 6, 8 -10)						
Y			Prereq 1.1	15% better than ASHRAE 90.1-2007	Req'd	Energy modeling will ensure that minimum performance is met
Y			Prereq 1.2	Testing and Verification	Req'ed	Planned participation in Energy Star for New Homes program will meet requirements
15			Credit 1.3	Optimize Energy Performance	34	Current score based on estimated minimum 20% improvement from baseline
2. Water Heating						
		2	Credit 2.1	Efficient Distribution	2	Difficult to achieve in multifamily
1			Credit 2.2	Pipe insulation	1	Specs will require

Y	M	N	CATEGORY & CREDITS	PTS	COMMENTS
3. Refrigerant Management					
Y			Prereq 1.1 Refrigerant Charge Test	Req'd	Req.will be included in testing and verification
1			Credit 3.1 Appropriate Refrigerants	1	Qualifying HVAC refrigerants will be specified
<b>9.5</b>			<b>Materials and Resources (EA)</b>	<b>6 Req'd</b>	<b>COMMENTS</b>
1. Material-Efficient Framing					
Y			Prereq 1.1 Minimize Framing Waste	Req'd	Requirement will be included in specs
1			Credit 1.2 Detailed Framing Docts	1	Credits unavailable due to scoring credit 1.5
1			Credit 1.3 Detailed Cut List	1	Credits unavailable due to scoring credit 1.5
3			Credit 1.4 Framing Efficiencies	3	Credits unavailable due to scoring credit 1.5
2			Credit 1.5 Off-site fabrication	4	Some panelization and other off-site methods
2. Environmentally Preferable Products					
Y			Prereq 2.1 FSC-certified Tropical Wood	Req'd	Requirement will be included in specs
	3+		Credit 2.2 Environmentally Preferable Products	8	Volume of products to be determined during design development
3. Waste Management					
Y			Prereq 3.1 CWM Planning	Req'd	Requirement will be included in specs
2.5		0.5	Credit 3.2 Reduce Construction Waste	3	Projects will target min 75% diversion rate
<b>11</b>	<b>4</b>	<b>9</b>	<b>Indoor Environmental Quality (IE)</b>	<b>6 Req'd</b>	<b>COMMENTS</b>
1. Combustion Venting					
Y			Prereq 2 Basic Combustion Venting	Req'd	Requirement will be included in specs
2. Moisture Control					
		1	Credit 3 Moisture Load Control	1	Supplemental humidity control noty to be included
3. Outdoor Air Ventilation					
Y			Prereq 4.1 Outdoor Air Ventilation	Req'd	Required by ASHRAE 62.2
2			Credit 4.2 Enhanced Outdoor Air Ventilation	2	Will be included as part of a balanced unit-based ventilation system
1			Credit 4.3 Third-Party Performance Testing	1	Construction inspections and commissioning will incorporate these elements
4. Local Exhaust					
Y			Prereq 5.1 Basic Local Exhaust	Req'd	Required by ASHRAE 62.2
1			Credit 5.2 Enhanced Local Exhaust	1	Will be included as part of a balanced unit-based ventilation system

Y	M	N	CATEGORY & CREDITS		PTS	COMMENTS
1			Credit 5.3	Third-Party Performance Testing	1	Construction inspections and commissioning will incorporate these elements
5. Distribution of Space Heating and Cooling						
Y			Prereq 6.1	Room-by-room load calculations	Req'd	Room-by-room calcs or ASHRAE handbook guidelines will be used
	1		Credit 6.2	Return Air Flow/ room by room controls	1	May not apply depending on system design
	2		Credit 6.3	Third-party testing for multi-zone systems	2	May not apply depending on system design
6. Air Filtering						
Y			Prereq 7.1	Good Filters	Req'd	Also required for Energy Star Homes certification
		1	Credit 7.2	Better Filters	1	Will depend on final design
		2	Credit 7.3	Best Filters	2	Will depend on final design
7. Contaminant Control						
1			Credit 8.1	Indoor Contaminant Control during construction	1	Will be included in specs
		2	Credit 8.2	Indoor Contaminant Control for Mid-rise	2	Unlikely to meet requirements
		1	Credit 8.3	Preoccupancy Flush	1	Unlikely to meet requirements
8. Radon Protection						
Y			Prereq 9.1	Radon-resistant construct	Req'd	NA-Suffolk County is in an EPA Zone 1 (Low Risk)
1			Credit 9.2	Radon-resistant construct in mod. risk zones	1	Will be incorporated in design for occupied spaces connected to the ground
9. Garage Pollutants						
Y			Prereq 9.1	No HVAC in garage	Req'd	N/A: No garage
		2	Credit 9.2	Minimize pollutants	2	No garage—points in 10.3
3			Credit 9.3	Detached or no garage	3	No garage
10. Environmental Tobacco Smoke Control						
1			Credit 10	Smoke-free housing	1	Smoke-free facility policies will be implemented
11. Compartmentalization of Units						
Y			Prereq 11.1	Unit compartmentalization	Req'd	Req'd by Energy Star Homes.
	1		Credit 11.2	Enhanced compartmentalization of units	1	Standard is very difficult to achieve but will be considered during design development
3			<b>Awareness and Education (AE)</b>		1 Req'd	COMMENTS



Y	M	N	CATEGORY & CREDITS		PTS	COMMENTS
<b>1. Education of Homeowner and Education</b>						
Y			Prereq 1.1	Basic Operations Training	Req'd	Will be included in planning for transition from construction to occupancy
1			Credit 1.2	Enhanced Training	1	Will be included in planning for transition from construction to occupancy
1			Credit 1.3	Public Awareness	1	The team will promote the green features of the entire project in multiple communication modes
<b>2. Education of Building Manager</b>						
1			Credit 2	Education of Building Mgr	1	Included in transition construction to occupancy
<b>77.5</b>			<b>Total Preliminary Score</b>			

**b.7 HERS Index**

The Home Energy Rating System (HERS) Index cannot be performed until construction is completed. However, given the Sustainability Goals and Guidelines cited in the previous sections of this report, it is reasonable to assume the projected index number will be in the 0-10 range.

Appendix 1 – Proposal Form and Price

**PROPOSAL FORM**

**SUBMITTED TO: DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT  
BID COUNTER  
26 COURT STREET, 10<sup>TH</sup> FLOOR  
BOSTON, MASSACHUSETTS 02108**

**DATE RECEIVED BY DND:** 3/4/19

**SUBMITTED BY: NAME:** N.E. Center & Home for Veterans

**ADDRESS:** 17 Court St., Boston, MA 02108

**TELEPHONE:** 617-371-1772

**EMAIL:** andrew.mccawley@nechv.org

Under the conditions set forth by the Department of Neighborhood Development, the accompanying proposal is submitted for:

**Property Address:** 120-122 Hancock St., Dorchester, MA 02125

For this proposal to be properly evaluated all questions must be answered by the Proposer. The Awarding Authority (the Department of Neighborhood Development) will regard all responses to questions and all submissions as accurate portrayals of the Proposer's qualifications and any discrepancy between these statements and any subsequent investigation may result in the proposal being rejected.

- i. The name(s) and address(es) of all persons participating in this application as principals other than the undersigned are:

---

---

---

---

Use separate sheet and attach if additional principals are involved.

- ii. The applicant is a/an:  
not for profit corporation  
(Individual/Partnership/Joint/Venture/Corporation/Trust, etc.)

- A. If applicant is a Partnership, state name and residential address of both general and limited partners: \_\_\_\_\_

B. If applicant is a Corporation, state the following:

Corporation is incorporated in the State of: Massachusetts  
President is: C. Andrew McCawley  
Treasurer is: Kevin A. Ward  
Place of Business: 17 Court St., Boston, MA 02108

C. If applicant is a Joint Venture, state the names and business addresses of each person, firm or company that is a party to the joint venture:

---

---

A copy of the joint venture agreement is on file at: \_\_\_\_\_ and will be delivered to the Official on request.

D. If applicant is a Trust, state the name and residential address of all Trustees as:

---

---

Trust documents are on file at \_\_\_\_\_  
And will be delivered to the Official on request.

iii. Bank reference(s): \_\_\_\_\_  
iv. If business is conducted under any title other than the real name of the owner, state the time when, and place where, the certificate required by General Laws, c.110, §5 was filed:

v. Number of years organization has been in business under current name: \_\_\_\_\_

vi. Has organization ever failed to perform any contract? \_\_\_\_\_ Yes/No

If answer is "Yes", state circumstances): \_\_\_\_\_

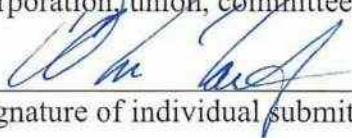
---

---

We propose the following purchase price: \$ 200.00

vii. AUTHORIZATION:

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.



Signature of individual submitting proposal

President and CEO

Title

Vietnam Veterans Workshop Inc.

Legal Name of Organization

Dated at: NECHV

This 28<sup>th</sup> day of FEBRUARY

NAME OF ORGANIZATION:

New England Center and Home for Veterans

BY: C. Andrew McCawley

TITLE: President and Chief Executive Officer

i. ATTESTATION:

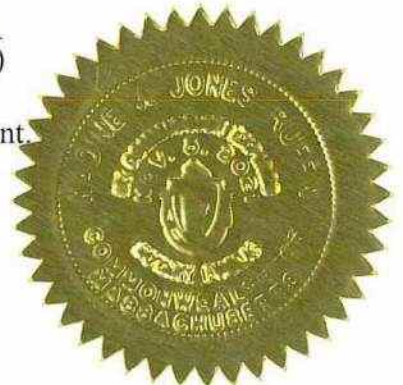
C. Andrew McCawley being duly sworn deposes and says that (he/she) is the President and CEO of NECHV and that all answers to foregoing questions and all statements contained herein are true and correct.

Subscribed and sworn before me this 28 day of Feb.

Notary Public: Madeline M. G. Luffin

My Commission Expires: November 5, 2021  
(Month) (Year)

NOTE: This proposal form must bear the written signature of the applicant.



If the applicant is an individual doing business under a name other than his own name the application must state so, giving the address of the individual.

If the applicant is a partnership a partner designated as such must sign the application.

If the applicant is a corporation, trust or joint venture the application must be signed by a duly-authorized officer or agent of such corporation, trust or joint venture and contain written evidence of the authority to bind the entity.

(Please include the name of the agency or department and position held in that agency or department.)

Appendix 2 – Project Summary Form

## Project Summary'Hqto

Project Name: \_\_\_\_\_

Project Street Address(es): \_\_\_\_\_

Developer: \_\_\_\_\_

Types of Units: Family\_\_\_ Individuals \_\_\_ Elderly \_\_\_ Special Needs\_\_\_

Other? (Describe) \_\_\_\_\_ Commercial \_\_\_ Yes \_\_\_ No

Number of Units \_\_\_\_\_ Number of Affordable Units \_\_\_\_\_ Homeless Units \_\_\_\_\_

Number of Units	SRO	Studio	1-Bdr	2-Bdr	3-Bdr	4-Bdr	Total
<30% AMI							
<60% AMI							
<80% AMI							
Market							

Rents	SRO	Studio	1-Bdr	2-Bdr	3-Bdr	4-Bdr
<30% AMI						
<60% AMI						
<80% AMI						
Market						

### Housing Budget

TDC: \$ \_\_\_\_\_

Hard Cost/sf \$ \_\_\_\_\_

Operating Exp/unit \$ \_\_\_\_\_

TDC Per Unit: \$ \_\_\_\_\_

Hard Cost/unit \$ \_\_\_\_\_

Reserves/unit \$ \_\_\_\_\_

Developer Fee and Overhead \$ \_\_\_\_\_

### Funding Sources: (Check all that apply)

- |                  |                          |             |                          |                 |                          |         |                          |
|------------------|--------------------------|-------------|--------------------------|-----------------|--------------------------|---------|--------------------------|
| DND – HOME       | <input type="checkbox"/> | DHCD-HOME   | <input type="checkbox"/> | DHCD-CIPF       | <input type="checkbox"/> | Others: | <input type="checkbox"/> |
| HSNG BOSTON 2030 | <input type="checkbox"/> | DHCD-HSF    | <input type="checkbox"/> | 9% LIHTC        | <input type="checkbox"/> | _____   | <input type="checkbox"/> |
| NHT              | <input type="checkbox"/> | DHCD-HIF    | <input type="checkbox"/> | 4% LIHTC        | <input type="checkbox"/> | _____   | <input type="checkbox"/> |
| IDP              | <input type="checkbox"/> | DHCD-TOD    | <input type="checkbox"/> | New Market TC   | <input type="checkbox"/> | _____   | <input type="checkbox"/> |
| FHLB             | <input type="checkbox"/> | DHCD-CATNHP | <input type="checkbox"/> | Historic TC     | <input type="checkbox"/> | _____   | <input type="checkbox"/> |
| AHTF             | <input type="checkbox"/> | DHCD-CBH    | <input type="checkbox"/> | MA State TC     | <input type="checkbox"/> | _____   | <input type="checkbox"/> |
| MTC Grants       | <input type="checkbox"/> | DHCD-FCF    | <input type="checkbox"/> | HUD-Section 202 | <input type="checkbox"/> | _____   | <input type="checkbox"/> |



Appendix 3 – OneStop

**PLEASE NOTE: Full OneStop is attached at the end of this proposal.**

Appendix 4 – Statement of Proposers Qualifications

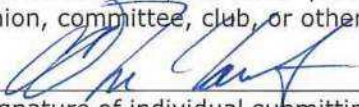
## STATEMENT OF PROPOSER'S QUALIFICATIONS FORM

All questions must be answered. All information must be clear and complete. Attach additional pages, if needed.

1. Name of proposer: Vietnam Veterans Workshop, Inc. DBA N.E. Center and Home for Veterans
2. Names and titles of principals: C. Andrew McCawley, President and CEO  
Kevin A. Ward, SVP Strategy and CFO  
Charles Cody, VP of Operations
3. Names of authorized signatories: Kevin A. Ward and Charles Cody
4. Permanent main office address: 17 Court Street  
Boston, MA 02108  
Phone: 617-371-1800 Fax: 617-371-1771 Email: kevin.ward@nechv.org
5. Date organized: 1988
6. Location of incorporation: Boston, MA
7. Number of years engaged in business under your present name: 30
8. List at least three private or public agencies that you have supplied/provided with similar services to that in this solicitation:
  - a. City of Boston, Boston Housing Authority
  - b. Commonwealth of Massachusetts Dept. of Veterans Service
  - c. U.S. Department of Veterans Affairs

Has organization ever failed to perform any contract?  YES  NO  
If YES, attach a written declaration explaining the circumstances.

AUTHORIZATION: The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

  
Signature of individual submitting proposal

President and CEO

Title

Vietnam Veterans Workshop, Inc.

Legal Name of Organization

28 FEB 2019  
Date

Appendix 5 – Preliminary Development Budget

# PRELIMINARY DEVELOPMENT BUDGET FORM

**PROPOSER'S NAME:** \_\_\_\_\_

Complete this Preliminary Development Budget or you may substitute another form that provides substantially equivalent information. Note: Total of Uses of Funds should equal Total of Sources of Funds.

USES OF FUNDING	AMOUNT
Acquisition - Land	\$
Site Prep/Environmental	\$
Construction	\$
Construction Contingency	\$
Architect(s) and Engineer(s)	\$
Development Consultant	\$
Survey and Permits	\$
Legal	\$
Title and Recording	\$
Real Estate Taxes	\$
Insurance	\$
Construction Loan Interest	\$
Construction Inspection Fees	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Soft Cost Contingency	\$
Developer Overhead	\$
Developer Fee	\$
<b>TOTAL: ALL USES</b>	\$

<b>SOURCES OF FUNDING</b>	<b>AMOUNT</b>
Sponsor Cash In Hand	\$
Additional Sponsor Fundraising	\$
Philanthropic Funding	\$
Philanthropic Funding	\$
Bank Loans	\$
Donated Materials/Services:	
Other:	\$
Other:	\$
<b>TOTAL ALL SOURCES:</b>	\$

**Committed**

If any of the above-listed funding sources are already in hand or have been committed subject to designation/conveyance by DND, check off the right-hand box under "Committed".

Explanatory notes:

Appendix 6 – Preliminary Operating Budget

# PRELIMINARY OPERATING BUDGET FORM

**PROPOSER'S NAME:** \_\_\_\_\_

Provide a Preliminary Operating Budget on the form provided below. You may substitute another form that provides substantially equivalent information.

<b>SOURCES OF FUNDS: ANNUAL OPERATING INCOME</b>	<b>AMOUNT</b>	<b>Committed</b>
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>ANNUAL OPERATING INCOME: ALL SOURCES</b>	<b>\$</b>	

If any of the above-listed funding sources are already in hand or have been committed subject to completion of the new facility, check off the right-hand box under "Committed".

<b>USES OF FUNDS: ANNUAL OPERATING COSTS</b>	<b>AMOUNT</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>ANNUAL OPERATING COSTS: ALL SOURCES</b>	<b>\$</b>

*Continued on next page*



Explanatory notes:

Appendix 7 – Development Timetable

# DEVELOPMENT TIMETABLE FORM

**PROPOSER'S NAME:** \_\_\_\_\_

*Assuming that you are designated on* \_\_\_\_\_ *, indicate below your target dates for achieving these key development milestones.*

<b>MILESTONE</b>	<b>DATE</b>
Designs Complete	
Apply for Permit(s)	
Zoning Relief Anticipated?	<b>YES</b> <b>NO</b>
All Development Financing Committed	
Permit(s) Issued	
Financing Closed	
Construction Begins	
Construction Complete	

Appendix 8 – Construction Employment Statement & Supplement

# CONSTRUCTION EMPLOYMENT STATEMENT FORM

**PROPOSER'S NAME:** \_\_\_\_\_

How many full time employees does your firm currently have?

Under 25                       25 -99                       100 or more

Are you a Boston-based business?      YES     NO

*Boston Based: where the principal place of business and/or the primary residence of the Proposer is in the City of Boston.*

Are you a Minority-owned Business Enterprise?     YES     NO

If yes, are you certified as such by the State Office of Minority and Women Business Assistance (SOMBWA)?    YES     NO

Are you a Woman-owned Business Enterprise?     YES                      NO

If yes, are you certified as such by the State Office of Minority and Women Business Assistance (SOMBWA)?    YES     NO

## **RESIDENT, MINORITY AND FEMALE CONSTRUCTION EMPLOYMENT**

DND encourages MIHI builders to seek to achieve the following construction employment goals:

<b>Boston Residents</b>	<b>50% of project hours</b>
<b>Minority</b>	<b>25% of project hours</b>
<b>Female</b>	<b>10% of project hours</b>

These are targets, not requirements, but proposals that provide better evidence of their ability to achieve these targets will be more highly ranked. Explain what actions you will undertake to promote employment of these groups:

If you have additional information demonstrating your capacity to achieve these employment targets, you may provide this information on a separate sheet clearly labeled at the top with "Supplementary Construction Employment Statement" and the Proposer's name. *Note: if you are, according the US Dept. of Housing & Urban Development, a Section 3 certified vendor, this will be considered strong evidence of capacity to achieve DND's employment goals.*

If you have completed any development projects in the last five years that have required employment reporting through the City's Office of Jobs & Community Services, please list the most recent here: \_\_\_\_\_

## SUPPLEMENTARY CONSTRUCTION EMPLOYMENT STATEMENT

Pinck & Co has almost two decades of working in Boston's neighborhoods on projects that have advanced the hiring and employment opportunities for the residents of the City of Boston.

Fundamental to our effort is setting the expectations with contractors at the outset when they bid on the project and including the specific requirements clearly in the contract documents. Selection criteria will include the bidders prior performance and their approach to meeting the requirements. Once selected the contractor will be required to submit a plan for approval outlining the specific steps they will employ to recruit local, minority and female workers, both for their workforce and for their subcontractors. During construction monitoring is key and as the Owner's agent we will set up that process. Corrective actions, when necessary, must be required and implemented early.

To facilitate the project's and the City's hiring goals, Pinck & Co has long established relationships with the community, with businesses, and with industry groups. We know which contractors have the capacity and willingness to achieve the goals. We have a relationship with the Massachusetts Minority Contractors Association, with many local MBE contractors, with trade groups, with Massachusetts Growth Capital Corporation, with Youth Build Boston (a client on numerous occasions), with local elected representatives, and many other resources, including the BHA, Boston's EDIC, and others to make sure this effort works.

This team has the experience and relationships to make sure this aspect of the project is successful. For the Kroc Center we worked closely with the community organizing staff at the Dudley Square Neighborhood Initiative (DSNI), local community leaders, and the contractor to develop and implement a successful strategy. For Castle Square we worked closely with the contractor, CWC Construction, to conduct throughout the city and outreach locally including the 500 family residents of Castle Square.

Projects on which the BJR is included:

- Castle Square
- Kroc Community Center
- Boston Collegiate Charter School
- Brooke Charter School
- Bridge Boston Charter School
- DBEDC Pearl & Bornstein Development
- JPNDC Scattered Sites Housing

Appendix 9 - Property Affidavit Form

**City of Boston (COB) – Property Affidavit Form**

**Instructions:** List all City of Boston properties currently owned, or previously foreclosed upon for failure to pay real estate taxes or other indebtedness, by the applicant or by any other legal entity in which the applicant has had or now has an ownership or beneficial interest. If there are any past due amounts owed to the Department of Neighborhood Development, the Inspectional Services Department, the Treasury Department and/or the Boston Water and Sewer Commission, such **must be paid in full** before: (1) a vote request can be presented to the City of Boston Public Facilities Commission concerning the sale of property to the applicant or any other business entity in which the applicant has an ownership or beneficial interest; OR (2) the commitment of funding to the applicant or any other business entity in which the applicant has an ownership or beneficial interest. Public Facilities Commission votes are not to be requested until the Property Affidavit has been approved and the Legal Unit has signed the Property Clearance Form.

Upon approval, the Property Affidavit will be valid for ninety (90) calendar days from the date it is signed by the Applicant.

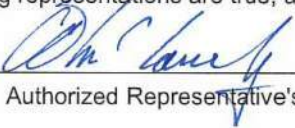
**For any additional properties that do not fit on this form, attach a spreadsheet. Do not use another property affidavit form. Only one signature page is to be submitted. All entries made on this form must be typed in the form fields provided below.**

**Applicant:** New England Center and Home for Veterans

List Addresses of Boston Properties Owned:	PARCEL ID NUMBER
17 Court Street, Boston, MA 02108	030288600
Boston Properties Previously Foreclosed Upon by COB:	PARCEL ID NUMBER

I declare under pains and penalties of perjury that the foregoing representations are true, accurate, complete and correct in all respects.

C. Andrew McCawley



2/28/19

Print Name and Title

Authorized Representative's Signature

Date

Kevin A. Ward

617-371-1717

Applicant Contact (If different from above)

Telephone Number

**OFFICIAL USE ONLY** (Fax the completed form to DND at 635-0262. Delinquency Reported: (If Yes (Y) state the amount owed):

**Boston Water & Sewer Commission**

Y \$ \_\_\_\_\_ N

Signature and Date: \_\_\_\_\_

Notes: \_\_\_\_\_

**Department of Neighborhood Development**

Y \$ \_\_\_\_\_ N

Signature and Date: \_\_\_\_\_

Notes: \_\_\_\_\_

**Public Works Department**

Y \$ \_\_\_\_\_ N

Signature and Date: \_\_\_\_\_

Notes: \_\_\_\_\_

**Treasury Department**

Y \$ \_\_\_\_\_ N

Signature and Date: \_\_\_\_\_

Notes: \_\_\_\_\_

DND Contact

Division

Program

Phone: ext.



Appendix 10 – Affidavit of Eligibility

**AFFIDAVIT OF ELIGIBILITY FORM**

Developer's Name: New England Center and Home for Veeterans

Any person submitting an application for under this RFP must truthfully complete this Affidavit and submit it with their application.

1. Do any of the principals owe the City of Boston any monies for incurred real estate taxes, rents, water and sewer charges or other indebtedness?  
No.
  
2. Are any of the principals employed by the City of Boston? If so, in what capacity? (Please include name of principal, name of agency or department, and position held in that agency or department).  
No.
  
3. Were any of the principals ever the owners of any property upon which the City of Boston foreclosed for his/her failure to pay real estate taxes or other indebtedness?  
No.
  
5. Have any of the principals ever been convicted of any arson-related crimes, or currently under indictment for any such crime?  
No.
  
6. Have any of the principals been convicted of violating any law, code, statute or ordinance regarding conditions of human habitation within the last three (3) years?  
No.

Signed under the pains and penalties of perjury this

28<sup>TH</sup> day of FEBRUARY, 20 19

SIGNATURE: 

TITLE: President and CEO

ORGANIZATION: NECHV

ADDRESS: 17 Court St., Boston, MA 02108

Appendix 11 – Conflict of Interest Affidavit


Conflict of Interest Affidavit Form

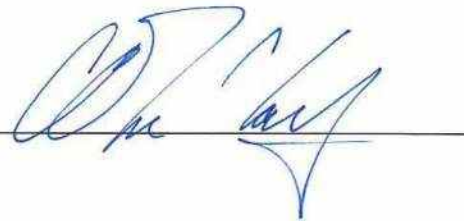
The undersigned hereby certifies, under the pains and penalties of perjury, that neither they, nor those with whom they have business ties, nor any immediate family member of the undersigned, is currently or has been within the past twelve months, an employee, agent, consultant, officer or elected or appointed official of the City of Boston Department of Neighborhood Development. For purposes of this affidavit "immediate family member" shall include parents, spouse, siblings, or children, irrespective of their place of residence.

I declare under penalties of perjury that the foregoing representations are true, correct, accurate, complete and correct in all respects.

WITNESS:

BORROWER:





THE COMMONWEALTH OF MASSACHUSETTS

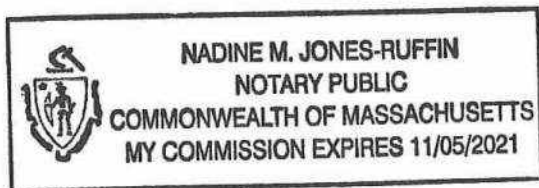
Suffolk, ss.

February 2019

Then personally appeared the above named C. A. McCawley, President, NECHV, (title) of (organization) and executed the foregoing instrument and acknowledged the foregoing instrument to be (his/her) free act and deed as (title) aforesaid and the free act and deed of (organization), before me.

  
Name:  
Notary Public

My Commission Expires:





## CHAPTER 803 DISCLOSURE STATEMENT FORM

In compliance with Chapter 60, Section 77B of the Massachusetts General Laws as amended by Chapter 803 of the Acts of 1985, I hereby certify that I have never been convicted of a crime involving the willful and malicious setting of a fire or of a crime involving the fraudulent filing of a claim for fire insurance; nor am I delinquent in the payment of real estate taxes in the City of Boston, or being delinquent, an application for the abatement of such tax is pending or a pending petition before the appellate tax board has been filed in good faith.

This statement is made under the pains and penalties of perjury this 28<sup>TH</sup> day of FEBRUARY, 2019

Month

Year

  
\_\_\_\_\_  
Proposer Signature

\_\_\_\_\_  
Co-Proposer Signature (If Applicable)

Appendix 13 – Beneficial Interest Statement



**ADDITIONAL REVIEW FORM 3  
BENEFICIAL INTEREST STATEMENT  
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

**INSTRUCTION SHEET**

**NOTE:** The Division of Capital Asset Management and Maintenance (DCAMM) shall have no responsibility for insuring that the Disclosure Statement has been properly completed as required by law. Acceptance by DCAMM of a Disclosure Statement for filing does not constitute DCAMM's approval of this Disclosure Statement or the information contained therein. Please carefully read M.G.L. c. 7C, s. 38 which is reprinted in Section 8 of this Disclosure Statement.

**Section (1):** Identify the real property, including its street address, and city or town. If there is no street address then identify the property in some other manner such as the nearest cross street and its tax assessors' parcel number.

**Section (2):** Identify the type of transaction to which this Disclosure Statement pertains --such as a sale, purchase, lease, etc.

**Section (3):** Insert the exact legal name of the Public Agency participating in this Transaction with the Disclosing Party. The Public Agency may be a Department of the Commonwealth of Massachusetts, or some other public entity. Please do not abbreviate.

**Section (4):** Insert the exact legal name of the Disclosing Party. Indicate whether the Disclosing Party is an individual, tenants in common, tenants by the entirety, corporation, general partnership, limited partnership, LLC, or other entity. If the Disclosing Party is the trustees of a trust then identify the trustees by name, indicate that they are trustees, and add the name of the trust.

**Section (5):** Indicate the role of the Disclosing Party in the transaction by checking one of the blanks. If the Disclosing Party's role in the transaction is not covered by one of the listed roles then describe the role in words.

**Section (6):** List the names and addresses of **every** legal entity and **every** natural person that has or will have a **direct or indirect** beneficial interest in the real property. The only exceptions are those stated in the first paragraph of the statute that is reprinted in Section 8 of this Disclosure Statement. If the Disclosing Party is another public entity such as a city or town, insert "inhabitants of the (name of public entity)." If the Disclosing Party is a non-profit with no individual persons having any beneficial interest then indicate the purpose or type of the non-profit entity. If additional space is needed, please attach a separate sheet and incorporate it by reference into Section 6.

**Section (7):** Write "none" in the blank if none of the persons mentioned in Section 6 is employed by DCAMM. Otherwise list any parties disclosed in Section 6 that are employees of DCAMM.

**Section (8):** The individual signing this statement on behalf of the Disclosing Party acknowledges that he/she has read the included provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts.

**Section (9):** Make sure that this Disclosure Statement is signed by the correct person. If the Disclosing Party is a corporation, please make sure that this Disclosure Statement is signed by a duly authorized officer of the corporation as required by the statute reprinted in Section 8 of this Disclosure Statement.

This completed and signed Disclosure Statement should be mailed or otherwise delivered

to: Deputy Commissioner for Real Estate  
Division of Capital Asset Management and Maintenance  
One Ashburton Place, 15th Floor, Boston, MA 02108

**M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

The undersigned party to a real property transaction with a public agency hereby discloses and certifies, under pains and penalties of perjury, the following information as required by law:

(1) REAL PROPERTY: 120-122 Hancock St., Boston, MA 02125

(2) TYPE OF TRANSACTION, AGREEMENT, or DOCUMENT: (3) Purchase

PUBLIC AGENCY PARTICIPATING in TRANSACTION:

City of Boston, Department of Neighborhood Development

(4) DISCLOSING PARTY'S NAME AND TYPE OF ENTITY (IF NOT AN INDIVIDUAL):  
New England Center and Home for Veterans, nonprofit

(5) ROLE OF DISCLOSING PARTY (Check appropriate role):

- |   |   |
|---|---|
| <input type="checkbox"/> Lessor/Landlord                | <input type="checkbox"/> Lessee/Tenant            |
| <input type="checkbox"/> Seller/Grantor                 | <input checked="" type="checkbox"/> Buyer/Grantee |
| <input type="checkbox"/> Other (Please describe): _____ |   |

(6) The names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7C, s. 38, are hereby disclosed as follows (attach additional pages if necessary):

NAME	RESIDENCE
<p>New England Center and Home for Veterans 17 Court Street Boston, MA 02108</p>	

(7) None of the above-named persons is an employee of the Division of Capital Asset Management and Maintenance or an official elected to public office in the Commonwealth of Massachusetts, except as listed below (insert "none" if none): None

(8) The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts:

*No agreement to rent or to sell real property to or to rent or: purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been*

**M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

*filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In*

*the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arms length transfer of such time-share made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.*

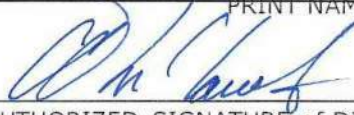
*Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request.*

*The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.*

(9) This Disclosure Statement is hereby signed under penalties of perjury

New England Center and Home for Veterans

PRINT NAME OF DISCLOSING PARTY (from Section 4, above)



AUTHORIZED SIGNATURE of DISCLOSING PARTY

02/20/2019  
DATE (MM I DD I YYYY)

C. Andrew McCawley, President & CEO

PRINT NAME & TITLE of AUTHORIZED SIGNER

Letter from the Hancock Street Civic Association

# HANCOCK STREET CIVIC ASSOCIATION

DORCHESTER, MA 02125

[sites.google.com/view/hzca02125](https://sites.google.com/view/hzca02125)

[hca02125@gmail.com](mailto:hca02125@gmail.com)

---

03 March 2019

Department of Neighborhood Development  
26 Court Street, 8th Floor  
Boston, Massachusetts 02108  
Attn: Winnie Zhang  
[winnie.zhang@boston.gov](mailto:winnie.zhang@boston.gov)  
(617) 635-0102

RE: NECHV application for 120-122 Hancock Street

Dear Ms. Zhang:

Recently, our association was contacted by Andrew McCrawley and Kevin Ward of the New England Center and Home for Veterans. They explained to us that they were submitting an application in response to the RFP for 120-122 Hancock Street and thus they wanted to reach out to the surrounding community to better understand our preferences and concerns for the site. The purpose of this letter is to merely document their effort to engage with us. We plan to host them at our April meeting and to learn more about the proposal.

To emphasize: We have not had the chance to talk in much detail at all with NECHV about their application and there are any number of questions that will likely arise as we do. So we do not have any official position their application. Rather, we simply wish to acknowledge our appreciation for the proactive step they made to open a dialogue with our association.

Please let us know if you require further input at this point in the process.

Sincerely,



William C. Cole-French  
President

cc: New England Center and Home for Veterans  
Bridget Curd, Jones Hill Association  
Shirley Jones, Meeting House Hill Association

Letter of Approval from BHA for 12 VASH Vouchers



Boston Housing Authority  
52 Chauncy Street  
Boston, Massachusetts 02111-02375

617-988-4000  
TDD 1-800-545-1833 Ext. 420

July 26, 2018,

Andrew McCawley  
President and CEO  
New England Center and Home for Veterans  
17 Court Street  
Boston, MA 02108

**RE: Award Letter – Hancock Street Veterans Housing  
VASH Project Based Vouchers**

I am pleased to inform you that the Boston Housing Authority (“BHA” or “Authority”) hereby designates Hancock Street Veterans Housing for award of an allocation of U.S. Department of Housing and Urban Development Veterans Affairs Supportive Housing Project-Based Vouchers (“HUD-VASH Vouchers”) in the manner specified in the above referenced Request for Proposals (“RFP”) based on your May 2018 response to the RFP. The RFP and your firm’s response to the RFP are each expressly incorporated and made a part of this Letter.

This Award Letter is subject to the terms of the RFP and shall remain valid and in effect from July 26, 2018 to January 31, 2019. Extensions may be granted at the sole option of the BHA and are subject to the terms of Notice PIH 2017-21 and any subsequent HUD approval. **Please note that being selected by the BHA is no guarantee that HUD will award the required funding to the BHA to project-base the vouchers. All awards given pursuant to this RFP are conditional and subject to the availability of adequate annual appropriations to the BHA from HUD.**

Your acceptance of this Award Letter documents your agreement to fully comply with the terms of the RFP and your response thereto and confirms your acknowledge of the following: the BHA reserves the right to de-designate your firm and rescind this Award Letter in the event the BHA determines, in its sole discretion that your firm has made significant changes in funding sources or uses of the Project after the date of this award or has failed to comply with the terms of this Award Letter or the RFP and/or your firm's response to the RFP. Any such rescission shall not give rise to any cause of action for damages, costs, and/or claims for reimbursement of any type, nature, or amount against the BHA, its agents, or its funding agencies; your firm acknowledges and agrees that it will not have any claim to or be eligible for payment, compensation, fees, and/or reimbursement of any nature or amount for services rendered by your firm, if any, as the result of the issuance of this Award Letter or as a result of providing any services related thereto; your firm acknowledges and understands that in no event will the BHA be obligated to be the source of funding or directly provide your firm any amount of funds as a result of the issuance of this Letter.

This award is subject to the following conditions:

- 1.) Twelve (12) units shall be subsidized through the VASH PBV Program, namely: nine (9) studios and three (3) one-bedroom units. The unit designations are conditioned upon the Project obtaining or meeting all the requirements pursuant to the City of



**Boston Housing Authority**  
52 Chauncy Street  
Boston, Massachusetts 02111-02375

617-988-4000  
TDD 1-800-545-1833 Ext. 420

Boston's use and occupancy requirements, including zoning, the Commonwealth of Massachusetts' state building and sanitary code and HUD's Housing Quality Standards (HQS) where evidence of such compliance, shall be achieved in part by the Project receiving a Certificate of Occupancy from the City of Boston permitting the same. Recipient herein acknowledges that the BHA is the final arbitrator in determining whether the Project meets HQS, including the applicable definitions pursuant to HQS standards.

- 2.) The VASH PBVs will be committed for an initial term of twenty years, subject to the availability of adequate annual appropriations to the BHA from the U.S. Department of Housing and Urban Development (HUD). Neither HUD, nor the BHA, as administrator for the PBV Program, make any representations or warranties whatsoever to Recipient as to funding availability beyond the initial first year of the Housing Assistance Payment (HAP) Contract.
- 3.) The award is subject to the Project obtaining commitments from the other sources identified in your proposal. Recipient agrees to subordinate all liens, mortgages, and security instruments of any kind encumbering the subject premises to the HAP Contract and any renewals thereto.
- 4.) This award will expire on January 31, 2019.
- 5.) Recipient must also comply with the following:
  - a. 42 U.S.C. § 1437 (f) (o) (13) as amended;
  - b. 24 CFR Part 983 as amended;
  - c. The documentation submitted to this agency reflects that the project shall be sited in the City of Boston for the census tract is 0915.00. The poverty concentration for this tract is 19.91% an area of low poverty concentration. BHA has reviewed your proposal in accordance with 983.57 and has determined that it is appropriate to site this PBV contract at this location within this census tract as it complies with site selection standards.

The governing terms and conditions of this Award Letter shall terminate automatically upon the Recipient and the BHA executing an Agreement to Enter A Housing Assistance Payment Contract (AHAP). The AHAP shall be executed between the Recipient and the BHA upon the following conditions being met or approvals being granted:

- 1.) HUD's final approval of: a. the Subsidy Layering Review pursuant to 24 CFR 983.55.
- 2.) Submission of a completed and favorable Environmental Review as required by 24 CFR 983.58 and 24 CFR 983.153. Any action prohibited under 24 CFR 983.58(d) may not take place until the environmental process is successfully completed.
- 3.) The Recipient identifies the contract units, including number and size, address and applicable proposed initial rents delineating the final initial contract and base rents.





**Boston Housing Authority**  
52 Chauncy Street  
Boston, Massachusetts 02111-02375

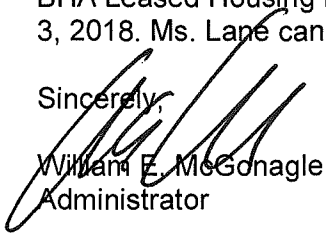
617-988-4000  
TDD 1-800-545-1833 Ext. 420

Recipient acknowledges that final rents are subject to a rent reasonability analysis done by the BHA.

- 4.) The Recipient provides a final approved Affirmative Fair Housing Marketing Plan (AFHMP) prior to executing an Agreement to Enter into a Housing Assistance Payment (AHAP) contract. Consequently, this award, in keeping with the requirements of federal housing law, does not permit the Recipient to distinguish by preference or by other means, whether by referral or some other type of classification, to distinguish among applicants based upon standard fair housing laws or to distinguish among the disabilities they may claim.
- 5.) The Recipient and the BHA enter into a draft Housing Assistance Payment (HAP) Contract complete with a commencement date, a contract number, identification of the public housing authority, a detailed statement of services, maintenance and utilities to be provided by the Recipient, as an Exhibit to the AHAP.
- 6.) The VASH PBVs will be committed for an initial term of twenty (20) years, subject to the availability of adequate annual appropriations to the BHA from HUD. Neither HUD, nor the BHA, as administrator for the PBV Program, make any representations or warranties whatsoever to Recipient as to funding availability beyond the initial first year of the Housing Assistance Payment (HAP) Contract.
- 7.) The AHAP must be entered into within twenty-four (24) months of HUD approval of the Project or the HUD-VASH PBV Award will be rescinded.

Kindly signify your acceptance of the terms of this Award Letter by signing in the space indicated below and returning one (1) counter-signed and dated original copies to Beth Lane, BHA Leased Housing Department, 52 Chauncy Street, Boston, MA. 02111 by or before August 3, 2018. Ms. Lane can be reached at 617-988-4538 if you have any questions.

Sincerely,



William E. McGonagle  
Administrator

ACCEPTED AND AGREED:

\_\_\_\_\_

By: Andrew McCawley

Date: \_\_\_\_\_, 2018

## Project Drawings

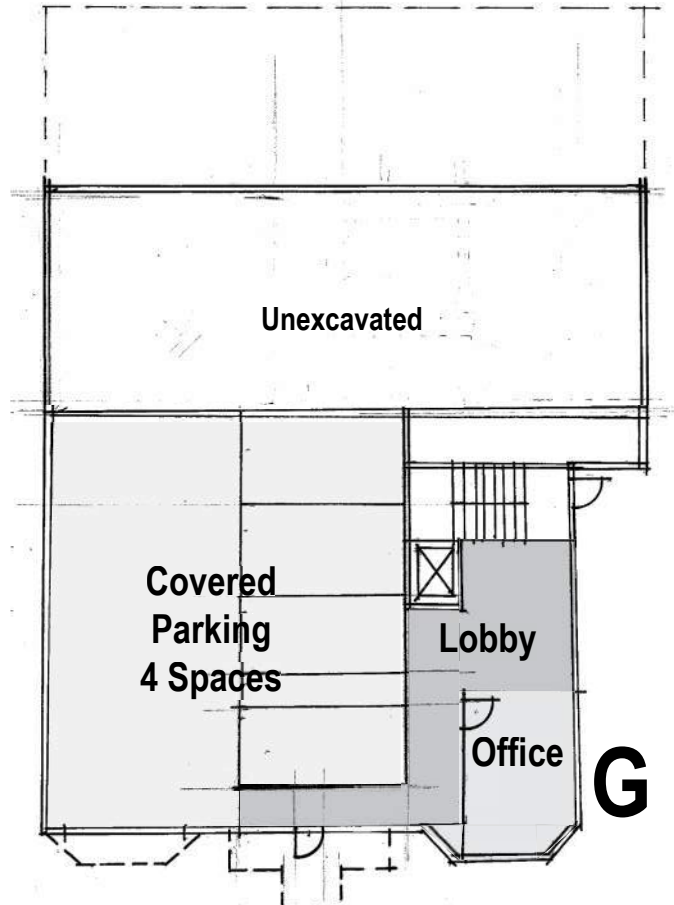
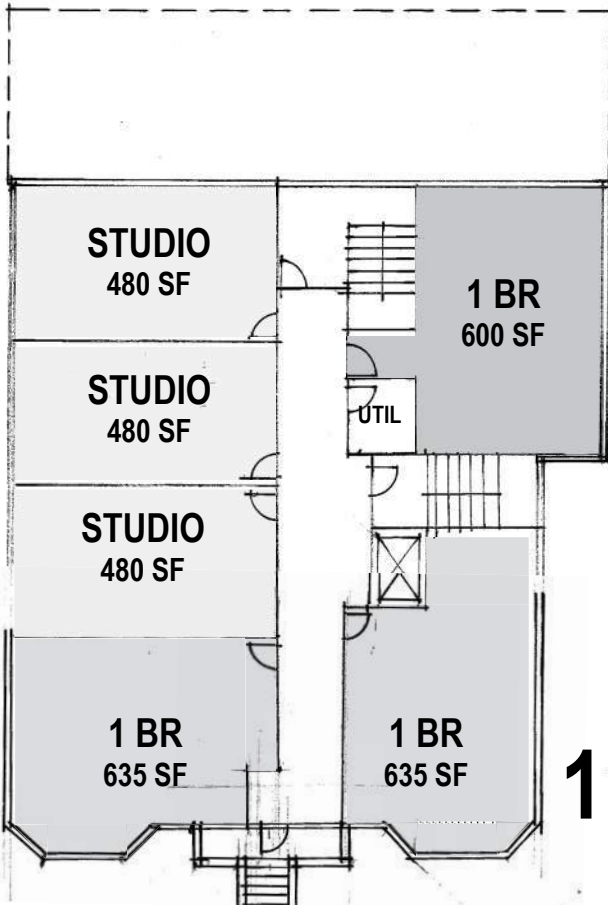
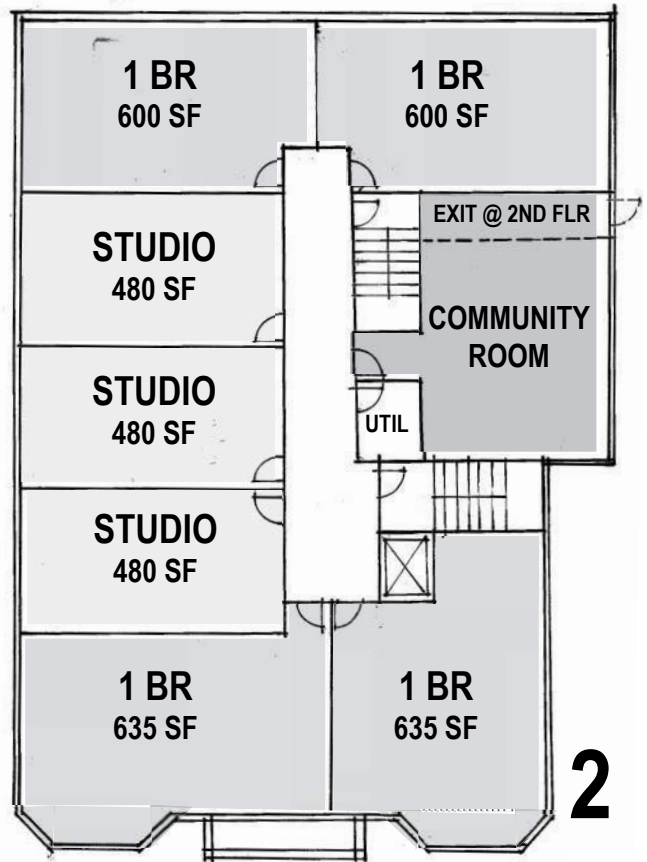
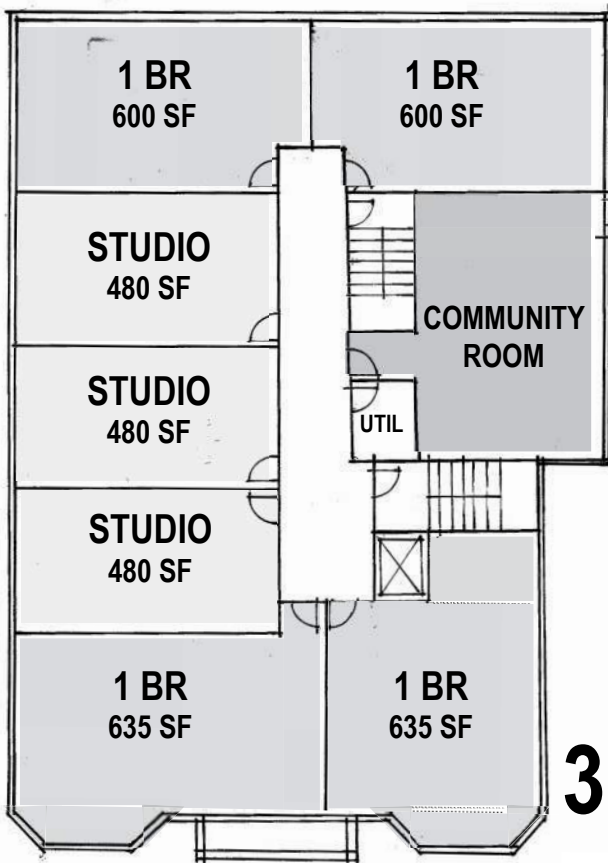


**Adjacent Buildings**  
Hancock Street





**Hancock Street Elevation**  
120 - 122 Hancock Street



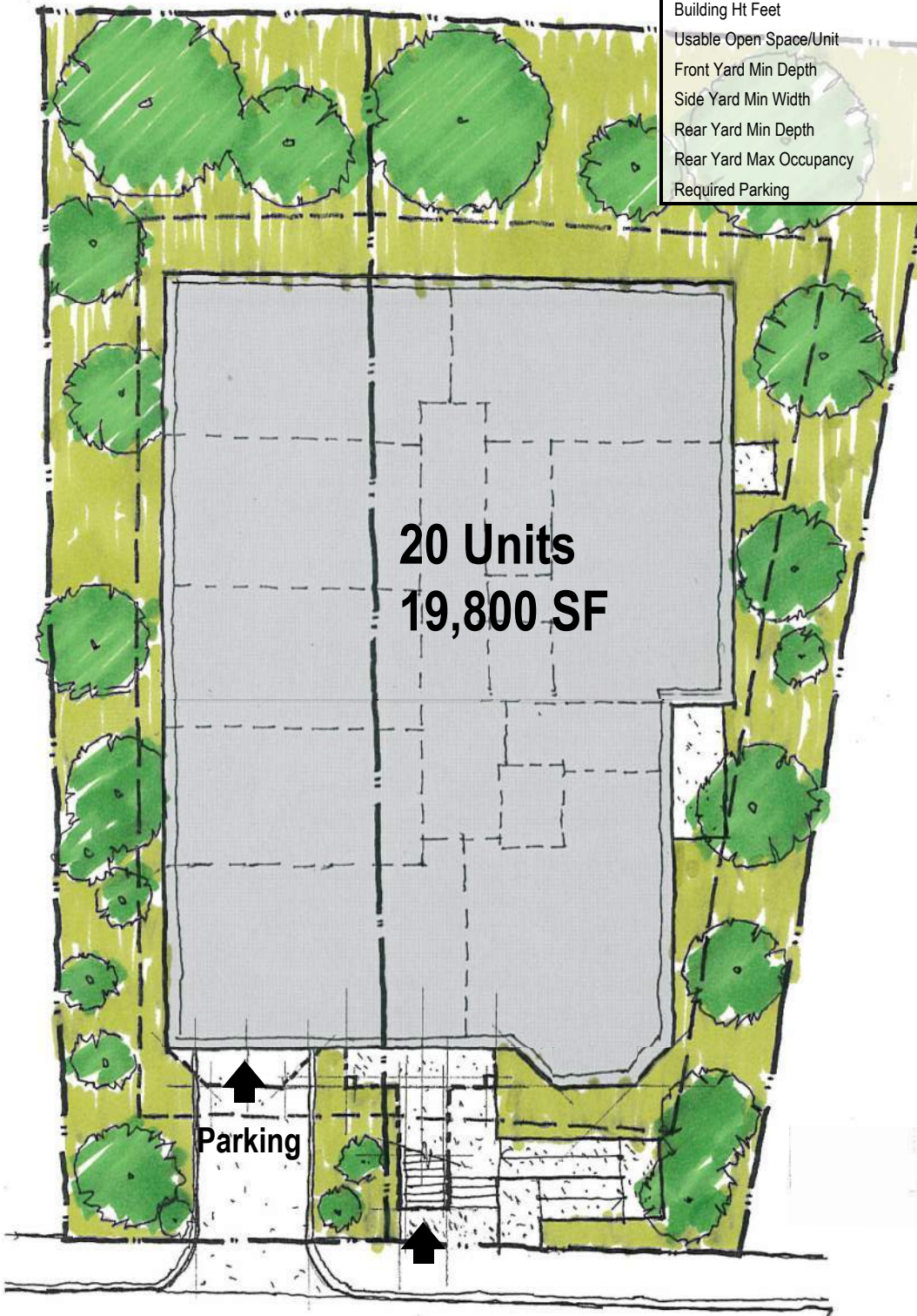
# Floor Plans

120 - 122 Hancock Street



**ZONING TABLE**

	Allowed	Proposed	Comments
Max Dwelling Units	6	20	Variance Required
Min Lot Area	10,000 sf	13,609 sf	
Min Lot Width	100 feet	93 feet	Variance Required
Min Lot Frontage	100 feet	79 feet	Variance Required
Max FAR	0.5	1.45	Variance Required
Building Ht Stories	2-1/2	4	Variance Required
Building Ht Feet	35 feet	42 feet	
Usable Open Space/Unit	750 sf	680 sf	Variance Required
Front Yard Min Depth	15 feet	15 feet	
Side Yard Min Width	10 feet	10 feet	
Rear Yard Min Depth	30 feet	30 feet	
Rear Yard Max Occupancy	25%	25%	
Required Parking	1.5	0.2	Variance Required



**Site Plan**

120 - 122 Hancock Street



Project Specifications

## 1. GENERAL REQUIREMENTS

1. DOCUMENTS: The plans, details, and specifications for the project are designed to meet or exceed the requirements of the Massachusetts State Building Code 9<sup>th</sup> Edition.
2. LOCAL CONDITIONS: The Architect must be apprised of any local conditions or requirements that require modifications to the plans, details and specifications.
3. DESIGN CRITERIA for this project are as follows:
  - A. Seismic Load:  $S_s = 0.27$ ;  $S_i = 0.067$ ; Importance Factor=1.2; Occupancy Category=II
  - B. Wind Load: 105 MPH; Exposure "B"
  - C. Live Loads:
    - i. Kit./LR/DR 40 psf
    - ii. Sleeping 40 psf
    - iii. Ground Snow 45 psf
    - iv. Attic: 30 psf
    - v. Exterior Decks 60 psf
    - vi. Corridors 80 psf
4. THE GENERAL CONTRACTOR shall be responsible for all permits, required bonds, licenses, and fees on site utilities, insurance, telephone, fax, toilets, a construction trailer or adequate meeting space, materials and methods during entire construction period.
5. CONTRACTOR is responsible to secure Architect's approval for substitutions or deviations for the plans and specifications.
6. The Contractor is responsible for construction demolition and waste management program that shall divert a minimum of 75%, on a cost basis, of all construction demolition and waste from landfills to recycling facilities.
7. The Contractor shall propose an integrated pest management system to the Architect/Owner Rep for approval.
8. Indoor Construction Contaminant Control program shall be submitted to the Architect/Owner Rep for approval. This shall be a smoke-free construction site.
9. Radon-resistant designs to be incorporated into the foundation details. See concrete specifications and plans for details.
10. The Contractor will need to provide invoices and labor costs to the Owner who shall apply for EnergyStar and various utility rebates for lighting fixtures, appliances, heating equipment, windows, and any other energy saving improvements wherever eligible.
11. The goals of the project shall meet or exceed EnergyStar Homes Tier II and LEED For Homes Certifiable at a minimum of a Silver Level. Unit compartmentalization shall be tested by Owner's third party testing agency. Satisfactory compliance shall be required to be submitted to the Architect/Owner's Rep with the appropriate monthly requisition.

## 2. SITE WORK

1. ALL SITE WORK is the responsibility of the General Contractor. This includes all utility connections to within one meter of the foundation or outside wall of the building. Included but



- not limited to Water Supply, Sprinkler, Storm & Sanitary Sewer Lines, all Drainage, Electrical Supply, Telephone, Cable TV, etc.
2. For soils to be exported off site, GC will arrange for soil testing; fees paid by the developer
  3. Environmental remediation of excavated soils per applicable regulations; the site has a clean Phase-1 Environmental report.
  4. An erosion and sedimentation plan shall be approved by the Civil Engineer.
  5. FENCING per site plan: Mix of 42" Decorative Wrought Iron, 6' Cedar Board, and 42" Chain Link, locations per Site Plan
  6. RETAINING WALLS per Division 4.
  7. Trees and shrubs shall be drought tolerant, non-invasive selected from the Boston Approved Lists. Trees to have 3" caliper and shrubs to be 24" to 30".
  8. Grading & Drainage per Civil plans.
  9. Two coat bituminous paving in the parking lots.
  10. Exposed aggregate concrete walkways
  11. Sidewalk & street repairs per City of Boston requirements
  12. Landscape: Lawns, shrubs, trees, per plan
  13. Lawn irrigation system with rainwater sensor, and odd/even watering capability (60% reduction in irrigation water demand).
  14. Park Benches: Victor Stanley Model FB-324
  15. Bicycle Racks shall be single U's or lollipops. Continuous sine-wave are not acceptable. See plans for bike shelter.
  16. Site Lighting: 12' parking lot low-throw lights & 6' traditional pole lanterns both set on concrete bases cast to 48" below fin grade

### 3. **CONCRETE**

1. ALL CONCRETE WORK and engineering is the responsibility of the General Contractor based on local conditions. The Architect shall be responsible for the layout of the foundations, footings, and slabs, based on an assumed allowable soil pressure of 2,000 psf and an assumed concrete strength of 3,000 psi for walls and 4,000 psi for slabs and walkways. Waterproofing per plans. Specifications on the engineers' plans shall supersede these.
2. Vapor Barrier: 10 mil reinforced polyethylene with permeability rating of less than 0.02 perms.
3. Concrete mix shall contain 30% min. fly ash or slag.
4. Exposed aggregate concrete walkways
5. Cuts, modifications, and buttress stem walls added to create access through the existing concrete retaining wall along Ames Street.

### 4. **MASONRY**

1. SEGMENTAL CMU RETAINING WALLS locations per plans: 'Keystone' Compac Straight or equal
2. Reinforced 8" CMU elevator tower; fully grouted cells and truss type horizontal reinforcement every other course.

### 5. **METAL**

1. ALL NAILS, SCREWS, BOLTS and other fasteners required for the installation of the building materials are to be included by the Contractor in each section of the work.
2. Screws and nails used to secure exterior trim and siding to be type 304 stainless steel
3. Provide any steel reinforcing required for the foundations.
4. STEEL components shall contain a min. of 80% recycled materials.
5. Very Important: Steel manufacturer shall send shop drawings to the Architect for approval. No cutting, detailing, bolting of the structural steel shall commence at the shop prior to receiving

approved and stamped shop drawings from the Architect, unless a letter is sent by the Architect to allow differently.

6. All steel exposed to weather must be hot dip galvanized.
7. All structural steel shall be new steel conforming to the ASTM "Standard Specifications for Structural Steel, Serial Designation A-36," amended to date.
8. EXTERIOR ADA RAMPS: Provide as required at stairs 1-1/2" diameter, commercial-grade, hollow-tube steel handrails, hot-dipped galvanized, returned on the ends.
9. 42" Wrought iron decorative fence per plan.

## **6. WOOD AND PLASTICS**

1. SILLS: Double pressure-treated; seal sills as appropriate with roll type sill sealer and a bead of silicone along the perimeter under the skirt board
2. FLOOR FRAMING: Per structural plans. 2x10 Hem Fir No. 2 for spans less than 14' and No. 1 for spans greater than 14' Use 3/4" Advantek for floors.
3. ROOF FRAMING: Per structural plans. 2x12 Hem Fir No. 2.
4. INTERIOR WALL FRAMING: 2x4 framing @ 16" o/c or as per plans. Surfaced dried SPF Stud grade or better (or equal). Non bearing partitions can be spaced at 19.2" o.c.
5. PARTY WALL FRAMING: 2x6 top and bottom plates, Surfaced SPF Standard or better (or equal), One-hour fire-resistive wall between units per local code, Staggered stud with continuous 3 1/2"

- mineral fiber batt insulation woven between studs, Noise transmission: STC 55 or better, One hour and two hour fire separations between units according to plans.
6. DECKS AND PORCHES: TREX floor decking with composite guardrails
  7. INTERIOR TRIM: Wood (paint-grade pine or poplar). No tropical woods unless FSC certified.
    - a. Window and door casing; 3 1/2" colonial style trim
    - b. Crown mouldings in the living room/dining room/entry to each apartment
    - c. Chair rail and crown molding down the corridors
    - d. Baseboard: 5 1/2" (paint grade pine or poplar)
  8. INTERIOR RAILING: Continuous railings to meet Massachusetts Code. 1-1/4" x 2-1/4" Oval oak of maple handrail.
  9. EXTERIOR SIDING & TRIM:
    - a. Pre-finished fiber cement lap siding w/7" exposure (typ) with 15# roofers felt behind all butt joints
    - b. Pre-finished fiber cement shingle-panel w/7" exposure (typ)
    - c. Pre-finished fiber cement board panel with aluminum "Fry Reglet" reveal trim
    - d. High density polyurethane (HDP) cornice mouldings and brackets: Spectis or equal
    - e. 10" diameter fiberglass columns with plinth & base
    - f. Mira-Tec trim: all cuts primed before nailed in place
  10. 6' No. 1 cedar board fence: locations per plan.
  11. PLASTIC LAMINATE: Kitchen countertops. WilsonArt, Plastic Laminate or equal. Plastic laminate backsplash. Countertops shall be no urea formaldehyde added (NAUF) materials.
  12. CLOSET SHELVES:
    - a. 12-inch wide painted wood shelves with wood coat hanger rod
    - b. 16-inch wide painted wood pantry and linen shelves
  13. WOOD products shall be non-tropical or FSC certified.

## **7. THERMAL AND MOISTURE PROTECTION**

1. SHINGLES: Architectural grade fiberglass, asphalt shingles.
2. FLAT ROOFS: 60 mil TPO with polyisocyanurate recovery board
3. GUTTERS: 5" K-style, .032 continuous aluminum with factory-finish (color to be determined)
4. SOFFITS: Painted wood or fiber cement.
5. TRIM: MiraTec composite trim or approved eq. to be hand nailed.
6. WINDOW: MiraTec or approved eq. brick mold per plan.
7. SIDING: 5/16" Fiber cement with 7" exposed to the weather
8. BRACKETS: Spectis or approved equal.
9. EXTERIOR PANELS: 5/16" fiber cement with Fry Reglet Reveal Trim.
10. INSULATION:
  - a. Roof: R-40 Icynene
  - b. Walls: R-19 cellulose in 2x6 wall cavity PLUS R-6 polyisocyanurate: 1-1/2" board insulation.
  - c. Foundation wall: 2x4 furring spaced 1" from wall with R-19 mineral fiber batts or per plans
  - d. Sub-slab insulation: 2" XPS with min R-value of 5 and compressive strength not less than 25 psi
  - e. Floors: 5-1/2" mineral fiber batt (Thermafiber or equal)
  - f. Bathrooms and Unit separation walls: 3-5/8" unfaced mineral fiber batts for sound attenuation
11. DOWNSPOUTS: 0.024 aluminum, 4" corrugated, round typical
12. STC RATINGS: 55 min. between dwellings and between dwellings and common spaces
13. AIR TIGHTNESS: Air leakage ratio of maximum one and a half (1.5) square inches per 100 square feet of shell area at pressure difference of 4 Pa.
14. FLASHING: minimum .019 aluminum with factory finish unless noted otherwise.
15. Under Slab Vapor Barrier: 15 mil reinforced polyethylene with permeability rating of less than 0.02 perms

**8. EXTERIOR DOORS AND WINDOWS**

1. WINDOWS: Fiberglass window with Low E glazing exceeding EnergyStar min. standards: Pella, Ultrex, Owens-Corning (ArmaClad) or approved equal. Minimum heat transfer coefficient:  $u = 0.29$ . Windows shall be provided with limiting hardware.
2. EXTERIOR SWING DOORS: Pella entry fiberglass, smooth, four-panel, painted. Hardware: Brushed Stainless Steel
3. DOORS: 1-3/8" smooth 4 panel, solid-core, hardboard veneer with smooth surface, painted w/painted solid rabbetted pine jambs – pre-hung. Doors to be of "sustainable construction": low VOC, High pre-consumer recycled content, FSC certified, contain no urea-formaldehyde, and meet USGBC LEED-H and LEED-NCv2.2: Masonite "Safe 'N Sound Emerald" or equal.
4. DOOR HARDWARE: Exterior and Interior Unit Entry Doors - lever handle passage latchset - Schlage mortise 'L' series 'Neptune' or equal, deadbolt with thumb turn, aluminum thresholds,

- peephole, 6" cast aluminum numbers, spring hinges for interior unit entry doors and closers for building entry doors.
5. DOOR HARDWARE: Interior Unit Doors - lever handle locksets (function varies) - Schlage cylinder 'D' series 'Neptune' or equal, standard hinges, floor door stops,
  6. STOPS: All doors to have floor or wall mounted brass stops.
  7. VIEWERS: Provide wide angle at all apartment entry doors, two (each) at ADA units

## 9. FINISHES

1. GYPSUM BOARD: 1/2" or 5/8" type x gypsum wallboard per plans. Ceiling to be smooth drywall and tape. Mold resistant GWB at all wet areas(paper-faced GWB is not acceptable).
2. BACKER BOARD: Cement based backer board to be supplied for tiled surfaces.
3. FLOORING:
  - a. Supportive Services Office(s) & Common Rooms: Sanded-in-place, select grade, 3/4" strip red oak floor
  - b. Corridors: Roppe 3/16" x 50 cm, "Smooth Design", rubber tile set on 5/8" underlayment.
  - c. Stairs: 3/16" thick, Treads & Risers, Roppe Hammered surface with vision grip strips.
  - d. Baths: Ceramic tile (w/cove base tiles) set on 1/2" cementitious backer board underlayment with Laticrete Hydro Ban single component self curing liquid rubber polymer flexible, seamless, waterproofing membrane.
4. BATHTUB surrounds to be ceramic tile. All grout shall be sealed to enhance cleaning and resist mold and mildew growth.
5. PAINTING (all paints and finishes to be low VOC)
  - a. Interior Walls
    - i. One coat Latex Primer
    - ii. Two coats Latex Eggshell to cover
  - b. Interior Trim and Doors (brush applied)
    - i. One coat Latex Primer
    - ii. Two coats Latex Semi-Gloss to cover
  - c. Exterior Trim (brush applied)
    - i. One coat Acrylic Exterior Wood Primer
    - ii. Two coats Solid Color solid color Semi-gloss, Acrylic Exterior Stain or Paint
6. ROOM FINISH SCHEDULE: to be determined.

## 10. SPECIALTIES

- a. SIGNAGE: 5" cast aluminum numbers mounted at door.
- b. Provide HC signage for parking areas
- c. BATHROOM ACCESSORIES
  - i. Towel bars, paper holders, etc., are stainless steel by ASI or equal.
  - ii. Mirror/ Medicine cabinets: Bathrooms have recessed, 24" x 36" stainless steel metal cabinet with 1/4" plate glass mirror:
  - iii. Shower curtain rod: SS by ASI or equal.
  - iv. Peened grab bars at HP tub and water closet: stainless steel by ASI or approved equal.

## 11. EQUIPMENT

1. ELECTRIC RANGE: ADA compliant GE Model # JBP15DMWW or equal
2. ELECTRIC COOKTOP: ADA Compliant GE Model #: JP626WKWW or equal

3. EXHAUST HOOD: Energy Star, vented to exterior: "low sone" with two speed fan and two light settings: BROAN QSE130WW or equal
4. WASHERS to be front loading Energy Star rated. Laundry locations per plan. Provide MUSTEE-99 drain pans and drainage for upper level washer/dryer setups and HC units.

## **12. FURNISHINGS**

1. KITCHEN CABINETS: No added urea formaldehyde cabinets: Armstrong "Origins" Olympus Style or equal
2. KITCHEN COUNTERTOPS: Plastic laminate : WilsonArt, Plastic laminate or equal. plastic lam. Backsplash and side splash. Exterior plywood or marine ply substrate.
3. BATHROOM VANITY CABINETRY: No added urea formaldehyde cabinets: Armstrong "Origins" Calibra Style or equal
4. ROLLER BLINDS: Polyester/fiberglass (no PVC blinds) with hardware

## **13. SPECIAL CONSTRUCTION**

N/A

**14. ELEVATOR**

1. Subject to compliance with requirements, provide products of one of the following manufacturers or approved equivalent:

- A. Schindler Elevator Corporation
- B. Kone Elevator

2. ELEVATOR SYSTEM AND COMPONENTS

- A. Elevator Equipment Summary:
- |                       |   |
|-----------------------|---|
| Building Type:        | Apartment   |
| Application:          | Telescopic Hole-less Dual Piston                          |
| Service:              | General Purpose Passenger                                 |
| Quantity:             | 1   |
| Capacity:             | 3500 lbs  |
| Speed:                | 125 fpm   |
| Travel:               | per plan  |
| Landings:             | 4   |
| Front Openings:       | 4   |
| Rear Openings:        | 0   |
| Operation:            | Microprocessor Single Car Automatic Operation             |
| Telephone:            | ADA compliant   |
| Machine Room:         | Adjacent to elevator hoistway minimum size 7' x 7'        |
| Platform Size:        | 7'-0" wide x 6'-3" deep                                   |
| Cab Height:           | 8'-0"   |
| Guide Rails:          | 16 lb. per foot   |
| Hoistway Entrances:   | 3'-6" wide x 7'-0" high SSSO doors                        |
| Power Supply:         | 208 or 480 Volts 3 Phase 60 Hz                            |
| Contract Maintenance: | 12 months with emergency callback, 24 hours 7 days a week |

## **15. MECHANICAL AND PLUMBING**

### **15A. PLUMBING**

1. PLUMBING DISTRIBUTION: type L copper
2. INSULATION: All water and heating piping to be insulated with Armaflex or equal.
3. DRAINS, WASTE, VENTS: ABS or cast iron
4. DWELLING UNIT KITCHENS:
  - a. 18-gauge Stainless steel sink: asymmetrical double bowl (one large bowl and one smaller bowl) self rimming, undercoated Elkay LMR-3322 or eq. typical and:
  - b. 18-gauge Stainless steel sink: 15" for individual apartment sinks: Elkay BCR15
  - c. HP unit kitchen sink: Elkay single compartment, Celebrity GEGR-2521Lor R
  - d. Faucet by Moen CA7437 single lever or approved equal with max. 1.5 gal/min flow.
5. BATHS:
  - a. Tub/Shower cast iron tub (Kohler 012-200 or 2025) w/ ceramic tile bath enclosures
  - b. Tub/Shower faucet – Symons S-96-2-131-X mixing valve with Gerber trip lever waste & overflow
  - c. W.C. toilet – American Standard 2888.216 vitreous china, siphon jet action, floor mounted, elongated front bowl with ADA rim height, dual flush consumption (1.0/1.6 GPF)
  - d. Lavatory - drop in single piece cultured marble lavatory, White: Crane Recessed Oval Bowl Marble Vanity Top ROV-3119 or equal
  - e. Lavatory Faucet - Symmons S-20-2 single lever single lever handle (0.5 gpm)

### **15B. MECHANICAL**

1. HIGH EFFICIENCY BOILERS: 94% AFUE efficient condensing, sealed combustions, boilers with individual fan coil units for individual apartments, one zone per apartment.
2. Heat Recovery: Collect corridor exhaust and redistribute exchanged fresh air into the corridors.
3. DOMESTIC HOT WATER supplied off boiler through Superstor ULTRA stainless steel indirect storage tank.
4. VENTILATION: All bathrooms shall have low sone ventilation fans by Panasonic or approved equal, vented directly to exterior. Panasonic FV08VQL fan light combination (one per bathroom) with Smart controller (one per dwelling unit). Separate switch for fan and for light.
5. exhaust hood Energy Star, vented to exterior: "low sone" with two speed fan and two light settings: BROAN QSE130WW or equal
6. Two pipe switch-over to Air Conditioning utilizing high SEER roof top condensing units.
7. MERV 8 filters or better throughout.

### **15C. FIRE PROTECTION**

The scope of the work under this Section without limiting the generality thereof includes the furnishing of all labor materials, equipment, services and incidentals necessary to complete all work in accordance the requirements of the Fire Department for the City of Boston. Note UL tests.



- a. A wet pipe sprinkler system in the entire 30 unit building.
- b. Provide backflow preventer in the fire protection service line inside the building.
- c. Seal all sprinkler penetrations in the vapor barrier or exterior and party wall to maintain air tightness and sound transmission coefficients.
- d. Provide completely all fire protection fixtures, devices, pipe, sleeves, hangers, and so forth, together with all appurtenances hereinafter specified or shown on the drawings in accordance with NFPA Bulletins 13, 13R and 14.

## **16. ELECTRICAL**

1. ELECTRIC TRANSFORMER: Final location and size to be coordinated between National Grid and the electrical engineer.
2. ELECTRICAL SERVICES & LOAD CENTERS: Design and size of the building service equipment and house panels TDB. Unit subpanels 100 Amp minimum per apartment. Unless noted otherwise, all circuit wire to be 14 or 12 gauge copper, typical.
3. LIGHTING FIXTURES to be selected:
  - a. Energy Star fixtures: compact fluorescent or LED throughout
  - b. Ceiling or Wall fixtures are provided in closets over three (3) feet in depth.
  - c. Compact fluorescent or LED exterior lights are provided at each outside door, to be selected (LED lights for area lights).
4. Provide occupancy sensors in the common room, supportive services office, corridors, lavatories, and laundry
5. ROUGH ELECTRIC: Contractor to provide all services per plan per local and national electric codes.
6. TELEPHONE/ETHERNET/CABLE: Provide finish telephone service--four (4) pair twisted wire:
  - a. Two (2) locations in each of the dwelling units
  - b. Three locations each in the Common Rooms
7. CABLE TV SERVICE: Provide recessed combination cable TV jack with power outlet in each apartment at 60" AFF as well as two locations each in the Common Rooms.
8. INTERCOM: Vandal resistant, video apartment intercom system with stainless steel covers: AIPHONE SYSTEM: Vandal resistant model GT-IC-L/GT-1C or equal.
9. SMOKE and CO DETECTORS: UL approved. Fire alarm systems per code and per local fire regulations
10. SWITCHES: Outlets and Decora Switches: (see Ventilation for Airetrak controller.) White
11. GROUND FAULT INTERRUPT circuits and ARC FAULT INTERRUPT circuits per code.
12. SECURITY CAMERAS AND CCTV: 16 stations, digital recorder with secure remote access capability: Honeywell Model # HRDP H.264. Assume quantity (10) Honeywell Model # HD73P cameras

Full One Stop

# Section 1 PROJECT DESCRIPTION

Name and Address of Project			
1 . Project Name:	Hancock Street Senior Housing		
1a . Application Completed By:	C. Andrew McCawley		
1b . Original Application Date:	2/28/19	Application Revision Date:	3/1/19
2 . Project Address:	120-122 Hancock Street		
3 . Neighborhood	Dorchester		
4 . City/ Town	Boston	MA	02125
		<i>(state)</i>	<i>(zip code)</i>
5 . County	SUFFOLK		
6 . <input type="checkbox"/> Scattered sites			
7 . Is this a qualified census tract?	Yes	Select A QCT	0915.00
8 . Difficult to develop area	Not Applicable	QCT information last updated on:	2/28/2019

## Development Plan

9 . Development Type (Please check all that apply.)

Yes	New construction
No	Acquisition, substantial rehab of existing housing
No	Acquisition, moderate rehab of existing housing
No	Acquisition, minimal or no rehab of existing housing
No	Adaptive re-use of non-residential structure

10 . Proposed Housing Type Rental (except SRO or Assisted Living, see below)

11 . **Project Description:** Number of buildings: 1

In partnership with the City of Boston, the New England Center and Home for Veterans will create 20 new apartments for seniors on the vacant lot at 120-122 Hancock Street. The building will have 9 efficiency and 11 one bedroom apartments as well as common space and an onsite management office. The apartments will be affordable to residents with a range of incomes from 30% -60% AMI, with a set aside for two homeless individuals. All units will have a Veterans preference. The project will have 4 offsite parking spaces.

12 . **Development Schedule:**

	<i>Original</i>	<i>Revised</i>	<i>Optional user comments</i>
Application Date	2/28/19		
Construction Loan Closing	11/2020		
Initial Loan Closing (MHFA only)	11/2020		
Construction Start	11/2020		
50% Construction Completion	4/2021		
Construction Completion	11/2021		
First Certificate of Occupancy	11/2021		
Final Certificate of Occupancy	11/2021		

Sustained Occupancy	3/2022	
Permanent Loan Closing	5/2022	

*Hancock Street Senior Housing*

*Application Date: 2/28/19*

*Revised Date: 3/1/19*

© Massachusetts Housing Investment Corporation, 1993, 1994, 1995, 1999 in its own name and on behalf of MHFA, DHCD, and the MHP Fund. All rights reserved.

13. Unit Mix:

	<i>Low-Income Rental Assisted</i>	<i>Low-Income below 50%</i>	<i>Low-Income below 60%</i>	<i>Other Income (User-defined)</i>	<i>Market Rate</i>	<i>Total Units</i>
SRO						0
0 bedroom	9					9
1 bedroom	5	3	3			11
2 bedrooms						0
3 bedrooms						0
4 bedrooms						0
<b>Total Units</b>	14	3	3	0	0	20
Home Units*						0

\*HOME units included in the above totals. Other Income=Below of median income

14. Unit Size in square feet:

	<i>Low-Income Rental Assisted</i>	<i>Low-Income below 50%</i>	<i>Low-Income below 60%</i>	<i>Other Income (User-defined)</i>	<i>Market Rate</i>	<i>Average All Incomes</i>
SRO						N/A
0 bedroom	480.0					480
1 bedroom	600.0	600.0	600.0			600
2 bedrooms						N/A
3 bedrooms						N/A
4 bedrooms						N/A

15. Number of bathrooms in each unit:

	<i>Low-Income Rental Assisted</i>	<i>Low-Income below 50%</i>	<i>Low-Income below 60%</i>	<i>Other Income (User-defined)</i>	<i>Market Rate</i>	<i>Average All Incomes</i>
SRO						N/A
0 bedroom	1.0					1.0
1 bedroom	1.0	1.0	1.0			1.0
2 bedrooms						N/A
3 bedrooms						N/A
4 bedrooms						N/A

16. Funding Applied For:

Please check all the funding that is being applied for at this time, with this application:

DHCD Tax Credit Allocation .....

Category .....

Category .....

HOME Funding through DHCD .....

Massachusetts Housing Finance Agency (select all that apply):

Official Action Status .....

Construction Financing/Bridge Financing.....

Permanent Financing .....

Massachusetts Housing Partnership (MHP) Fund:

Permanent Rental Financing Program .....

Massachusetts Housing Investment Corporation (select all that apply):

Debt Financing .....

Tax Credit Equity Investment .....

Boston Department of Neighborhood Development (DND):

Other

Other.....

Other.....

Other.....

Financing from MassDevelopment

No

		<i>New</i>		
		<i>Total</i>	<i>Construction</i>	<i>Rehabilitation</i>
17 .	Number of buildings planned:			
	a. Single-Family	0		
	b. 2-4 Family	0		
	c. Townhouse	0		
	d. Low/Mid rise	1	1	
	e. High-rise	0		
	f. Other	0		
	<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>0</b>
18 .	Number of units:	20	20	0
19 .	Gross Square Footage			
	a. Residential	19,800	19,800	
	b. Commercial	-		
20 .	Net Rentable Square Footage:	<i>Total</i>		<i>Percent of Gross</i>
	a. Residential	10,920	s.f.	55%
	b. Commercial		s.f.	N/A
21 .	Number of handicapped accessible units	2	Percent of total	10%
22 .	Fire Code Type	Wood frame		
23 .	Will building(s) include elevators?	Yes	How many?	1
24 .	Are the following provided with the housing units:		Gas or electric?	Gas
	a. Range? .....	Yes		
	b. Refrigerator? .....	Yes		
	c. Microwave? .....	Yes		
	d. Dishwasher? .....	No		
	e. Disposal? .....	Yes		
	f. Washer/Dryer Hookup? .....	No		
	g. Washer & Dryer? .....	No		
	h. Wall-to-wall Carpet? .....	No		
	i. Window Air Conditioner? ...	No		
	j. Central Air Conditioning? ...	Yes		
25 .	Are the following included in the rent:		<i>Optional user comments</i> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	
	a. Heat? .....	Yes		
	b. Domestic Electricity? .....	Yes		
	c. Cooking Fuel? .....	Yes		
	d. Hot Water? .....	Yes		
	e. Central A/C, if any? .....	Yes		
26 .	Type of heating fuel:	Gas		
27 .	Total no. of parking spaces:	4	Outdoor:	0
			Enclosed:	4
28 .	Number of parking spaces exclusively for the use of tenants:			
	a. Residential	Total: 4	Outdoor:	Enclosed: 4

b. Commercial

Total:

Outdoor:

Enclosed:

*Hancock Street Senior Housing*

*Application Date: 2/28/19*

*Revised Date: 3/1/19*



29 . Will rehabilitation require the relocation of existing tenants? Not applicable

30 . Scope of rehabilitation: Please describe the following (or type N/A).

a. Major systems to be replaced:

Not applicable

b. Substandard conditions and structural deficiencies to be repaired:

Not applicable

c. Special features/adaptations for special needs clients to be housed:

Not applicable

31 . Are energy conservation materials in excess of the Building Code?

a. Insulation ..... Yes *R-Value or type?*

b. Windows ..... Yes *R-Value or type?*

c. Heating system ..... Yes *R-Value or type?*

U-0.3

Water source fan coil

**Information On Site And Existing Buildings**

	<i>Square Feet</i>	<i>Acres</i>
32 . Size of Site:	13,609	0.31
33 . Wetlands area:	0	
34 . Buildable area:	13,609	0.31

**Existing Conditions:**

35 . What is the present use of the property? Vacant lot - city owned

36 . Number of existing structures: -

37 . Gross s.f. of existing structures: -

38 . If rehabilitation:

	number of units	num. of bedrooms
a. Number of existing residential units/bedrooms:		
b. Number of units/bedrooms currently occupied:		

39 . If site includes commercial space:

a. Square footage of existing commercial space:  square feet

b. Square footage currently occupied:  square feet

40 . What are the surrounding land uses? Multi Family

**Utilities:**

41 . Are the following utilities available on the site:

- a. Sanitary sewer? Yes
- b. Storm sewer? Yes
- c. Public water? Yes
- d. Electricity? Yes
- e. Gas? Yes

If any of the above are not available, is plan attached explaining how such service will be extended to the site? N/A

**Zoning:**

Please include information on the property zoning in Exhibit 3. This should include a zoning map, highlighting any special use or dimensional restrictions on the property. If the present zoning does not allow for the proposed use, please explain current status and how approvals will be obtained.

42 . Does the present zoning allow the proposed development?  Yes  No

43 . Have you applied for a zoning variance, change, special permit or subdivision?  Yes  No

44 . Do you anticipate applying for a comprehensive permit under Chapter 774  Yes  No

**Site Control:**

45 . What form of site control do you have?

*Include copies of the appropriate site control documents as part of Exhibit 4.*

46 . Please provide details about your site control agreement.

a. Name of Seller:   
 b. Principals of seller corporation:   
 c. Type of Agreement:   
 d. Agreement Date:   
 e. Expiration Date:   
 f. Purchase price if under agreement:   
 g. Is there any identity of interest between buyer and seller?

47 . In the past three years, have there been any defaults on any mortgage on the property or any other forms of financial distress?

48 . Are there any outstanding liens on the property?

**Amenities and Services:**

49 . Please indicate distance from site and locate on city/town map (Exhibit 1).

	<i>Distance</i>	
a. Shopping facilities .....	0.50	miles
b. Schools .....	0.50	miles
c. Hospitals .....	0.50	miles
d. Parks and recreational facilities .....	0.30	miles
e. Police station .....	1.30	miles
f. Fire station .....	0.60	miles
g. Public transportation .....	0.10	miles
h. Houses of worship .....	0.30	miles
i. City/Town Hall .....	3.90	miles

**Environmental Information**

- |  |                                 |
|--|---------------------------------|
| 50 . Is there any evidence of underground storage tanks or releases of oil or hazardous materials, including hazardous wastes, on the site or within close proximity to the site?                | <input type="text" value="No"/> |
| 51 . Has a Chapter 21E assessment been performed?  | <input type="text" value="No"/> |
| 52 . Does the project consist of either: (a) new construction of more than 100 units; or (b) substantial rehabilitation of more than 200 units, or where more than 10% new floor space is added? | <input type="text" value="No"/> |
| 53 . Does the building require lead paint abatement?   | <input type="text" value="No"/> |
| 54 . Does the building require asbestos abatement?   | <input type="text" value="No"/> |
| 55 . Do radon tests show radon levels exceeding four picocuries/liter?   | <input type="text" value="No"/> |
| 56 . Is there any evidence that the premises are insulated with urea formaldehyde foam (UFFI)?   | <input type="text" value="No"/> |
| 57 . Is the site located in an historic district, or contain buildings listed or eligible for listing in the State Register of Historic Places?  | <input type="text" value="No"/> |
| 58 . Are there any above ground storage containers with flammable or explosive petroleum products or chemicals within 1/2 mile of the site?  | <input type="text" value="No"/> |
| 59 . Is the site located in a floodplain or wetlands area?   | <input type="text" value="No"/> |
| 60 . Does the site contain endangered animal or plant species?   | <input type="text" value="No"/> |
| 61 . Is the site subject to noise impact from jet airports within five miles, major highways within 1,000 feet, or rail traffic within 3,000 feet?   | <input type="text" value="No"/> |

## Section 2 DEVELOPMENT TEAM SUMMARY

**62 . Developer/Sponsor Type**

Non-profit corporation (Chapter 180)
--------------------------------------

**63 . Developer/Sponsor:**

Form of Legal Entity

Non-profit corporation
------------------------

Legal Name

New England Center and Home for Veterans
--

Address

17 Court Street
-----------------

Boston, MA 02108
------------------

Contact Person

C. Andrew McCawley
--------------------

617-371-1772	
--------------	--

E-mail

<a href="mailto:andrew.mccawley@nechv.org">andrew.mccawley@nechv.org</a>
--

**64 . Owner/Mortgagor:**

Legal Name

TBD (an affiliate of NECHV)
-----------------------------

Address

17 Court Street
-----------------

Boston, MA 02108
------------------

Has this entity already been formed?

No	
----	--

Principals

Hancock Street, LLC (to be formed)
------------------------------------

Principals

Contact Person

C. Andrew McCawley
--------------------

Telephone No. / Fax. No.

617-371-1772	
--------------	--

E-mail

<a href="mailto:andrew.mccawley@nechv.org">andrew.mccawley@nechv.org</a>
--

**65 . General Partner:**

Legal Name

NECHV Hancock Street MM LLC
-----------------------------

Address

17 Court Street
-----------------

Boston, MA 02108
------------------

Has this entity already been formed?

No	
----	--

Principal (if corporate)

Contact Person

C. Andrew McCawley
--------------------

% of Ownership

0.01%	
-------	--

Telephone No. / Fax. No.

617-371-1772	
--------------	--

E-mail

<a href="mailto:andrew.mccawley@nechv.org">andrew.mccawley@nechv.org</a>
--

**66 . General Partner:**

Legal Name

--

Address

--

--

Has this entity already been formed?

No	
----	--

Principal (if corporate)

Contact Person

--

% of Ownership

--

Telephone No. / Fax. No.

--

E-mail

--

**67 . Development Consultant:**

Legal Name  
 Address  
  
 Contact Person  
 Telephone No. / Fax. No.  
 E-mail

Pinck & Co., Inc.
98 Magazine Street
Boston, MA 02119
Lisa Kozol
617-445-3555 x 319
lkozol@pinck-co.com

**68 . Contractor:**

Name  
 Address  
  
 Fed Tax ID #  
 Contact Person  
 Telephone No. / Fax. No.  
 E-mail

TBD

**69 . Architect:**

Name  
 Address  
  
 Contact Person  
 Telephone No. / Fax. No.  
 E-mail

Elton + Hampton Architects
103 Terrace Street
Roxbury, MA 02120
Bruce hampton
617-708-7071
bruce@eltonhamptonarchitects.com

**70 . Management Agent:**

Name  
 Address  
  
 Contact Person  
 Telephone No. / Fax. No.  
 E-mail

NECHV
17 Court Street
Boston, MA 02108
C. Andrew McCawley
617-371-1772
andrew.mccawley@nechv.org

**71 . Attorney (Real Estate):**

Name  
 Address  
  
 Contact Person  
 Telephone No. / Fax. No.  
 E-mail

Nixon Peabody LLC
100 Summer Street
Boston, MA 02110
Jeff Sacks
617-345-1056

**72 . Attorney (Tax):**

Name  
 Address  
  
 Contact Person  
 Telephone No. / Fax. No.  
 E-mail

Nixon Peabody LLC
100 Summer Street
Boston, MA 02110
Jeff Sacks
617-345-1056

**73 . Syndicator:**

Name  
 Address  
  
 Contact Person  
 Telephone No. / Fax. No.  
 E-mail


74 . **Guarantor:**

Name  
Address  
  
Contact Person  
Telephone No. / Fax. No.  
E-mail

NECHV
17 Court Street
Boston, MA 02108
C. Andrew McCawley
617-371-1772
andrew.mccawley@nechv.org

75 . **Service Provider or Coordinator:**

Name  
Address  
  
Contact Person  
Telephone No. / Fax. No.  
E-mail

NECHV
17 Court Street
Boston, MA 02108
C. Andrew McCawley
617-371-1772
andrew.mccawley@nechv.org

76 . **Marketing Agent:**

Name  
Address  
  
Contact Person  
Telephone No. / Fax. No.  
E-mail

TBD

77 .

*Other role* Name  
Address  
  
Contact Person  
Telephone No. / Fax. No.  
E-mail


78 .

*Other role* Name  
Address  
  
Contact Person  
Telephone No. / Fax. No.  
E-mail


79 . Is there any identity of interest between any members of the development team?

80 . Please describe the relationship of the development entity to sponsoring organizations. Is the entity newly-formed or to-be-formed? Is it a single-purpose corporation? How will the parent corporation provide support to this entity? Include an organizational chart showing other affiliates of the parent corporation, as appropriate, and principals of each.

## Section 3 SOURCES AND USES OF FUNDS

### Sources of Funds

**Private Equity:**

81 . Developer's Cash Equity	\$200
82 . Tax Credit Equity (net amount) <i>(See line 360, Section 5, page 18.)</i>	\$3,496,593
83 . Developer's Fee/Overhead, Contributed or Loaned	
84 . Other Source: Sponsor Capital Campaign	\$286,422

*Optional user calculations*


**Public Equity:**

85 . HOME Funds, as Grant	\$
86 . Grant: FHLB AHP	\$250,000
87 . Grant:	\$
88 . <b>Total Public Equity</b>	<b>\$250,000</b>

**Subordinate Debt (see definition):**

	<i>Amount</i>	<i>Rate</i>	<i>Amortiz.</i>	<i>Term</i>
89 . Home Funds-DHCD, as Subordinate Debt	\$0	%	yrs.	yrs.
Source:				
90 . Home Funds-Local, as Subordinate Debt	\$1,000,000	%	yrs.	yrs.
Source: City of Boston				
91 . Subordinate Debt	\$2,000,000	%	yrs.	yrs.
Source: State - HSF, AHTF, HIF	\$34			
92 . Subordinate Debt	\$300,000	%	yrs.	yrs.
Source: State FCF/CBH				
93 . Subordinate Debt	\$0	%	yrs.	yrs.
Source:				
94 . <b>Total Subordinate Debt</b>	<b>\$3,300,000</b>			

**Permanent Debt (Senior):**

	<i>Amount</i>	<i>Rate</i>	<i>Override</i>	<i>Amortiz.</i>	<i>Term</i>	<i>MIP</i>
95 . MHFA MHFA Program 1	\$	%	%	yrs.	yrs.	%
96 . MHFA MHFA Program 2	\$	%	%	yrs.	yrs.	%
97 . MHP Fund Permanent Loan	\$	%		yrs.	yrs.	%
98 . Other Permanent Senior Mortgage	\$825,000	4.25%		40.00	yrs.	%
Source: TBD						
99 . Other Permanent Senior Mortgage	\$	%		yrs.	yrs.	%
Source:						
100 . <b>Total Permanent Senior Debt</b>	<b>\$825,000</b>					
101 . <b>Total Permanent Sources</b>	<b>\$8,158,215</b>					

**Construction Period Financing:**

	<i>Amount</i>	<i>Rate</i>	<i>Term</i>
102 . Construction Loan	\$1,800,000	6.00%	mos.
Source: TBD			
Repaid at:	<i>(event)</i>		
103 . Other Interim Loan	\$0	%	mos.
Source:			
Repaid at:	<i>(event)</i>		
104 . Syndication Bridge Loan	\$0	%	mos.
Source:			
Repaid at:	<i>(event)</i>		

### Uses of Funds

*The Contractor certifies that, to the best of their knowledge, the construction estimates, and trade-item breakdown on this page are complete and accurate.*

**Direct Construction:**

105 . Who prepared the estimates? 

<i>Name</i>	<i>Signature</i>
-------------	------------------

106 . Basis for estimates? 

--

DV	Trade Item	Amount	Description
107 .	3	Concrete	\$293,550
108 .	4	Masonry	\$65,920
109 .	5	Metals	\$100,940
110 .	6	Rough Carpentry	\$525,300
111 .	6	Finish Carpentry	\$159,650
112 .	7	Waterproofing	\$41,200
113 .	7	Insulation	\$123,600
114 .	7	Roofing	\$77,250
115 .	7	Sheet Metal and Flashing	
116 .	7	Exterior Siding	\$309,000
117 .	8	Doors	\$155,530
118 .	8	Windows	\$141,677 includes glass
119 .	8	Glass	
120 .	9	Lath & Plaster	
121 .	9	Drywall	\$482,040
122 .	9	Tile Work	\$58,710
123 .	9	Acoustical	\$9,888
124 .	9	Wood Flooring	
125 .	9	Resilient Flooring	\$194,670
126 .	9	Carpet	
127 .	9	Paint & Decorating	\$82,400
128 .	10	Specialties	\$37,853
129 .	11	Special Equipment	
130 .	11	Cabinets	
131 .	11	Appliances	\$50,376
132 .	12	Blinds & Shades	
133 .	13	Modular/Manufactured	
134 .	13	Special Construction	
135 .	14	Elevators or Conveying Syst.	\$152,440
136 .	15	Plumbing & Hot Water	\$213,983
137 .	15	Heat & Ventilation	\$463,500
138 .	15	Air Conditioning	
139 .	15	Fire Protection	\$123,600
140 .	16	Electrical	\$285,825
141 .		Accessory Buildings	
142 .		Other/misc	\$22,928 Furnishings
143 .		<b>Subtotal Structural</b>	<b>\$4,171,829</b>
144 .	2	Earth Work	
145 .	2	Site Utilities	
146 .	2	Roads & Walks	
147 .	2	Site Improvement	\$437,750
148 .	2	Lawns & Planting	
149 .	2	Geotechnical Conditions	
150 .	2	Environmental Remediation	
151 .	2	Demolition	
152 .	2	Unusual Site Cond	
153 .		<b>Subtotal Site Work</b>	<b>\$437,750</b>
154 .		<b>Total Improvements</b>	<b>\$4,609,579</b>
155 .	1	General Conditions	\$617,701 including permit, insurance and bonds
156 .		<b>Subtotal</b>	<b>\$5,227,280</b>
157 .	1	Builders Overhead	
158 .	1	Builders Profit	\$161,335
159 .		<b>TOTAL</b>	<b>\$5,388,615</b>

160 Total Cost/square foot: 

\$272.15
----------

 Residential Cost/s.f.: 

\$272.15
----------



**Development Budget:**

	Total	Residential	Commercial	Comments
161 . Acquisition: Land	\$200	\$200		
162 . Acquisition: Building	\$0			
163 . <b>Acquisition Subtotal</b>	\$200	\$200	\$0	
164 . Direct Construction Budget	\$5,388,615	\$5,388,615		(from line 159)
165 . Construction Contingency	\$404,146	\$404,146		7.5% of construction
166 . <b>Subtotal: Construction</b>	\$5,792,761	\$5,792,761	\$0	

**General Development Costs:**

167 . Architecture & Engineering	\$492,385	\$492,385		
168 . Survey and Permits	\$30,000	\$30,000		
169 . Clerk of the Works	\$55,000	\$55,000		
170 . Environmental Engineer	\$30,000	\$30,000		
171 . Bond Premium	\$0	\$0		
172 . Legal	\$225,000	\$225,000		
173 . Title and Recording	\$30,000	\$30,000		
174 . Accounting & Cost Cert.	\$40,000	\$40,000		
175 . Marketing and Rent Up	\$60,000	\$60,000		
176 . Real Estate Taxes	\$17,500	\$17,500		
177 . Insurance	\$25,000	\$25,000		
178 . Relocation	\$0	\$0		
179 . Appraisal	\$20,000	\$20,000		appraisal & market study, plus one update
180 . Security	\$10,000	\$10,000		
181 . Construction Loan Interest	\$54,000	\$54,000		
182 . Inspecting Engineer	\$35,000	\$35,000		
183 . Fees to:				
Loans	\$29,250	\$29,250		
184 . Fees to:				
LIHTC	\$36,000	\$36,000		
185 . MIP	\$0	\$0		
186 . Credit Enhancement Fees	\$0	\$0		
187 . Letter of Credit Fees	\$0	\$0		
188 . Other Financing Fees	\$20,000	\$20,000		
189 . Development Consultant	\$140,000	\$140,000		
190 . Other:				
Green Consum	\$95,000	\$95,000		
191 . Other:				
Pre-dev intere	\$18,000	\$18,000		
192 . Soft Cost Contingency	\$35,803	\$35,803		2.4% of soft costs
193 . <b>Subtotal: Gen. Dev.</b>	\$1,497,938	\$1,497,938	\$0	

194 . <b>Subtotal: Acquis., Const and Gen. Dev.</b>	\$7,290,899	\$7,290,899	\$0	
---	-------------	-------------	-----	--

195 . Capitalized Reserves	\$125,660	\$125,660		
196 . Developer Overhead	\$370,828	\$370,828		
197 . Developer Fee	\$370,828	\$370,828		

198 . <b>Total Development Cost</b>	\$8,158,215	\$8,158,215	\$0	<b>TDC per unit</b> \$407,911
-------------------------------------	-------------	-------------	-----	-------------------------------

199 . <b>TDC, Net</b>	\$8,032,555	\$8,032,555	\$0	<b>TDC, Net per unit</b> \$401,628
-----------------------	-------------	-------------	-----	------------------------------------

**Additional Detail on Development Pro-Forma:**

200 .	Gross Syndication Investment	<input type="text"/>
<b>Off-Budget Costs:</b>		
<b>Syndication Costs:</b>		
201 .	Syndication Legal	<input type="text"/>
202 .	Syndication Fees	<input type="text"/>
203 .	Syndication Consultants	<input type="text"/>
204 .	Bridge Financing Costs	<input type="text"/>
205 .	Investor Servicing (capitalized)	<input type="text"/>
206 .	Other Syndication Expenses	<input type="text"/>
207 .	Total Syndication Expense	<input type="text" value="\$0"/>
208 .	Current Reserve Balance	
<b>Reserves (capitalized):</b>		
209 .	Development Reserves	<input type="text"/>
210 .	Initial Rent-Up Reserves	<input type="text"/>
211 .	Operating Reserves	<input type="text" value="\$125,660"/>
212 .	Net Worth Account	<input type="text"/>
213 .	Other Capitalized Reserves	<input type="text"/>
214 .	Subtotal: Capitalized Reserves	<input type="text" value="\$125,660"/>
215 .	Letter of Credit Requirements	<input type="text"/>
216 .	Total of the Above	<input type="text" value="\$125,660"/>

**Check: Line 214 is the same as line 195.**

Please Answer The Following	Dev. Reserves	Initial Rent-Up	Op. Reserves	Net Worth	Other	Letter of Credit
Who requires the reserves?						
Who administers the reserves?						
When and how are they used?						
Under what circumstances can they be released?						

**Unit Sales (For Sale Projects Only):**

217 .	Gross Sales From Units	<input type="text" value="\$"/>
218 .	Cost of Sales (Commissions, etc.)	<input type="text" value="\$"/>
219 .	Net Receipt from Sales	<input type="text" value="\$0"/>

**Debt Service Requirements:**

220 .	Minimum Debt Service Coverage	<input type="text" value="1.15"/>
221 .	Is this Project subject to HUD Subsidy Layering Review?	<input type="text" value="Yes"/>

*Optional user comments*

## Section 4 OPERATING PRO-FORMA

Operating Income				
<b>Rent Schedule:</b>	<i>Contract</i>	<i>Utility</i>	<i>Total</i>	<i>No. of</i>
	<i>Rent</i>	<i>Allowance</i>	<i>Gross Rent</i>	<i>Units</i>
<b>222 . Low-Income (Rental Assisted):</b>				
SRO			\$0	0
0 bedroom	\$1,394		\$1,394	9
1 bedroom	\$1,561		\$1,561	5
2 bedrooms			\$0	0
3 bedrooms			\$0	0
4 bedrooms			\$0	0
<b>223 . Low-Income (below 50%):</b>				
SRO			\$0	0
0 bedroom			\$0	0
1 bedroom	\$933		\$933	3
2 bedrooms			\$0	0
3 bedrooms			\$0	0
4 bedrooms			\$0	0
<b>224 . Low-Income (below 60%):</b>				
SRO			\$0	0
0 bedroom			\$0	0
1 bedroom	\$1,135		\$1,135	3
2 bedrooms			\$0	0
3 bedrooms			\$0	0
4 bedrooms			\$0	0
<b>225 . Other Income (User-defined)</b>				
SRO			\$0	0
0 bedroom			\$0	0
1 bedroom			\$0	0
2 bedrooms			\$0	0
3 bedrooms			\$0	0
4 bedrooms			\$0	0
<b>226 . Market Rate (unrestricted occupancy):</b>				
SRO				0
0 bedroom				0
1 bedroom				0
2 bedrooms				0
3 bedrooms				0
4 bedrooms				0
<b>Commercial Income:</b>				
227 . Square Feet:	0	@	(average) _____ /square foot =	\$0
<b>Parking Income:</b>				
228 . Spaces:	4	@	(average) _____ /month x 12 =	\$0

**Other Operating Income Assumptions:**

229 . Laundry Income (annual): 

\$	4,000
----	-------

*Optional user calculations*

230 . Other Income:a. 


b. 

--

c. 

--

d. 

--

e. 

--

f. 

--



**Vacancy Allowance:**

231 . Low-Income (Rental Assistance) 

5.0%
------

232 . Low-Income (below 50%) 

5.0%
------

233 . Low-Income (below 60%) 

5.0%
------

234 . Other Income (User-defined) 

--

235 . Market Rate 

--

236 . Commercial 

--

**Trending Assumptions for Rents:**

237 . Low-Income (Rental Assistance)

238 . Low-Income (below 50%)

239 . Low-Income (below 60%)

240 . Other Income (User-defined)

241 . Market Rate

242 . Commercial Space Rental

243 . Laundry Income

244 a Other Income 

-
---

b Other Income 

-
---

c Other Income 

-
---

d Other Income 

-
---

e Other Income 

-
---

f Other Income 

-
---

	Year 2	Year 3	Years 4-5	Years 6-20
237 . Low-Income (Rental Assistance)	2.3%	2.3%	2.3%	2.3%
238 . Low-Income (below 50%)	2.3%	2.3%	2.3%	2.3%
239 . Low-Income (below 60%)	%	%	%	%
240 . Other Income (User-defined)	%	%	%	%
241 . Market Rate	%	%	%	%
242 . Commercial Space Rental	%	%	%	%
243 . Laundry Income	2.0%	2.0%	2.0%	2.0%
244 a Other Income	%	%	%	%
b Other Income	%	%	%	%
c Other Income	%	%	%	%
d Other Income	%	%	%	%
e Other Income	%	%	%	%
f Other Income	%	%	%	%

**Operating Subsidy and Capitalized Operating Reserves:**

245 . Subsidy Source I .....

246 . Subsidy Source II .....

247 . Capitalized Operating Reserve Amount: 



 Source:

248 . Yearly Draws on Subsidies and Reserves:

	<i>Subsidy Source I</i>	<i>Subsidy Source II</i>	<i>Draw on Oper. Reserve</i>
Year 1	\$	\$	\$
Year 2	\$	\$	\$
Year 3	\$	\$	\$
Year 4	\$	\$	\$
Year 5	\$	\$	\$
Year 6	\$	\$	\$
Year 7	\$	\$	\$
Year 8	\$	\$	\$
Year 9	\$	\$	\$
Year 10	\$	\$	\$
Year 11	\$	\$	\$
Year 12	\$	\$	\$
Year 13	\$	\$	\$
Year 14	\$	\$	\$
Year 15	\$	\$	\$
Year 16	\$	\$	\$
Year 17	\$	\$	\$
Year 18	\$	\$	\$
Year 19	\$	\$	\$
Year 20	\$	\$	\$
Year 21	\$	\$	\$

249 . Annual Operating Income (year 1)

## Operating Expenses

Annual Operating Exp.:	Total	Residential	Commercial	Comments
250 . Management Fee	\$15,280	\$15,280		
251 . Payroll, Administrative	\$17,379	\$17,379		
252 . Payroll Taxes & Benefits, Admin.	\$6,505	\$6,505		
253 . Legal	\$1,212	\$1,212		
254 . Audit	\$5,454	\$5,454		
255 . Marketing	\$3,030	\$3,030		
256 . Telephone	\$2,182	\$2,182		
257 . Office Supplies	\$1,454	\$1,454		
258 . Accounting & Data Processing	\$0	\$0		
259 . Investor Servicing	\$0	\$0		
260 . DHCD Monitoring Fee	\$1,109	\$1,109		
261 . Other:	\$0	\$0		
262 . Other:	\$0	\$0		
263 . <b>Subtotal: Administrative</b>	\$38,325	\$38,325	\$0	
264 . Payroll, Maintenance	\$14,303	\$14,303		
265 . Payroll Taxes & Benefits, Admin.	\$5,585	\$5,585		
266 . Janitorial Materials	\$1,636	\$1,636		
267 . Landscaping	\$1,818	\$1,818		
268 . Decorating (inter. only)	\$2,121	\$2,121		
269 . Repairs (inter. & ext.)	\$3,030	\$3,030		
270 . Elevator Maintenance	\$3,030	\$3,030		
271 . Trash Removal	\$3,030	\$3,030		
272 . Snow Removal	\$2,424	\$2,424		
273 . Extermination	\$909	\$909		
274 . Recreation	\$0	\$0		
275 . Other: Fire Supp/HVAC	\$1,515	\$1,515		
276 . <b>Subtotal: Maintenance</b>	\$39,401	\$39,401	\$0	
277 . <b>Resident Services</b>	\$39,393	\$39,393		
278 . <b>Security</b>	\$24,242	\$24,242		
		0		
279 . Electricity	\$24,000	\$24,000		
280 . Natural Gas	\$20,000	\$20,000		
281 . Oil	\$0			
282 . Water & Sewer	\$12,000	\$12,000		
283 . <b>Subtotal: Utilities</b>	\$56,000	\$56,000	\$0	
284 . <b>Replacement Reserve</b>	\$6,500	\$6,500		
285 . <b>Operating Reserve</b>	\$0			
286 . Real Estate Taxes	\$27,273	\$27,273		
287 . Other Taxes	\$0	\$0		
288 . Insurance	\$13,182	\$13,182		
289 . MIP	\$0	\$0		
290 . Other:	\$0			
291 . <b>Subtotal: Taxes, Insurance</b>	\$40,455	\$40,455	\$0	
292 . <b>TOTAL EXPENSES</b>	\$259,596	\$259,596	\$0	

**Other Operating Expense Assumptions**

**Trending Assumptions for Expenses**

	Year 2	Year 3	Years 4-5	Years 6-20
293 . Sewer & Water .....	3.3%	3.3%	3.3%	3.3%
294 . Real Estate Taxes .....	2.0%	2.0%	2.0%	2.0%
295 . All Other Operating Expenses .....	2.3%	2.3%	2.3%	2.3%

**Reserve Requirements:**

296 . Replacement Reserve Requirement .....	\$325.00	per unit per year
297 . Operating Reserve Requirement .....		per unit per year

**Debt Service:**

		Annual Payment
298 . MHFA	MHFA Program 1	N/A
299 . MHFA	MHFA Program 2	N/A
300 . MHP Fund Permanent Loan		N/A
301 . Other Permanent Senior Mortgage		\$42,928
Source:	N/A	
302 . Other Permanent Senior Mortgage		N/A
Source:	N/A	
303 . <b>Total Debt Service (Annual)</b>		\$42,928
304 . <b>Net Operating Income</b>		\$47,131 (in year one)
305 . <b>Debt Service Coverage</b>		1.10 (in year one)

**Affordability: Income Limits and Maximum Allowable Rents**

306 . County  MSA

This MSA does not match the county you have chosen

307 . **Maximum Allowed Rents, by Income, by Unit Size:** Income Limits last updated on

	Maximum Income			Maximum Rent (calculated from HUD income data)		
	50%	60%	0%	50%	60%	0%
SRO	\$34,500	\$41,350	\$0	\$863	\$1,034	\$0
0 bedroom	\$34,500	\$41,350	\$0	\$863	\$1,034	\$0
1 bedroom	\$36,950	\$44,350	\$0	\$924	\$1,109	\$0
2 bedrooms	\$44,350	\$53,200	\$0	\$1,109	\$1,330	\$0
3 bedrooms	\$51,200	\$61,450	\$0	\$1,280	\$1,536	\$0
4 bedrooms	\$57,150	\$68,550	\$0	\$1,429	\$1,714	\$0
Area median income for a family of	<input type="text" value="\$98,500"/>					

308 . **H.U.D. "Fair Market Rents" (Maximum):**

0 bedroom	\$1,071
1 bedroom	\$1,196
2 bedrooms	\$1,494
3 bedrooms	\$1,861
4 bedrooms	\$2,023
5 bedrooms	\$2,326

**FMR Information last updated on**

Operations before this transaction:				Operations after:			
Type	Number	Current Rent	Annualized Income	Number	Future Rents	Market Rent GPR	
309 . SRO	0	0	0	0	0	0	0
310 . 0 bedroom	9		0	9	1,394	150,552	
311 . 1 bedroom	11	0	0	11	1,561	152,175	
312 . 2 bedrooms	0	0	0	0	0	0	
313 . 3 bedrooms	0	0	0	0	0	0	
314 . 4 bedrooms	0	0	0	0	0	0	
315 . <b>Gross Potential Rental Income</b>			0			302,727	
316 . Vacancy		0%	0	Vacancy	5%	-15,933	
317 . Other Income			0	Other Income		4,000	
318 . Effective Gross Income			0	Effective Gross Income		290,794	
<b>Operating Expenses</b>				<b>Year</b>	<b>Reason</b>	<b>% Change</b>	<b>Year</b>
319 . Management fee			0				15,280
320 . Administration			0				38,325
321 . Maintance/Operations			0				39,401
322 . Resident Services			0				39,393
323 . Security			0				24,242
324 . Utilities			0				56,000
325 . Replacement Reserve			0				6,500
326 . Operating Reserve			0				0
327 . Real Esate Taxes			0				27,273
328 . Insurance			0				13,182
329 . <b>Total Expenses</b>			0				259,596
330 . <b>Net Operating Income</b>			0	<b>Net Operating Income</b>			31,198

331 . **Transaction Description:**

Optional user calculations


## Section 5 LOW INCOME HOUSING TAX CREDITS

### Percent of Project Which Qualifies for Tax Credit

332 . Low-Income Units .....	20	Total Units:	20
333 . Percent of Units .....	100.0%		
334 . Low-Income Square Feet .....	10,920	s.f.	Total Area:
335 . Percent of Area .....	100.0%		10,920
336 . Applicable Percentage .....	100.0%	<i>(This is the lower of lines 333 and 335 above.)</i>	
337 . Is the project utilizing tax-exempt financing?	No		
338 . Does the project qualify for an acquisition credit?	No		
339 . Does the rehabilitation qualify for a 9% rather than 4% credit?	No		
340 . How much financing is nonqualified (federally subsidized?)	\$0		
341 . What grant funds must be subtracted from acquisition basis?	\$		
342 . What grant funds must be subtracted from rehabilitation basis?	\$		
343 . Will the project have a minimum of 20% of units for households earning less than 50% of median, or 40% for less than 60% of median?	40% Of Units		

### Historic Tax Credit:

344 . Does the project qualify for historic tax credits?	No
345 . What are the rehabilitation costs which are not qualified for historic credits?	Not Applicable

### Project Qualification for 130%:

346 . Is the project located in a "qualified census tract" or in a "difficult to develop" area?	Yes
---	-----

### Calculation of Maximum Tax Credit Amount

	<i>Acquisition Credit</i>	<i>Rehabilitation Credit</i>
347 . Total Eligible Development Costs	\$0	\$8,098,015
348 . Less: Portion of Grants Allocated to Basis	\$0	\$0
349 . Less: 20% Historic Rehab Credit Basis Reduction	\$0	\$0
350 . Less: Nonqualified source of financing	\$0	\$0
351 . Subtotal: Eligible Basis	\$0	\$8,098,015
352 . "Hard to develop" area	100%	130%
353 . Percent Low-Income	100.0%	100.0%
354 . Applicable Rate	3.66%	8.53%
355 . <i>Maximum Annual Tax Credit Amount</i>	\$0	\$897,989
356 . <i>Total Annual Tax Credit Amount</i>	\$897,989	
357 . Estimated Net LIHTC Syndication Yield	\$ 0.90	\$8,081,900
358 . Est. Net Historic Tax Credit Syndication Yield	\$ -	\$0
359 . Total Estimated Net Tax Credit Syndication Yield (based on above)	\$8,081,900	
360 . Applicant's Estimate of Net Tax Credit Equity.	\$3,496,593 <i>(from line 82)</i>	

**There is a significant difference between items 358 and 359 above. Please verify your numbers**

*[Note: This page represents a rough estimate of low income credits for which this project may be eligible. It does not represent a final determination.]*





	Total Residential	Percentage of Costs Not in Depreciable Basis	Acquisition Credit Basis	Rehabilitation Credit Basis	Not In Basis
361 . Acquisition: Land	\$200				\$200
362 . Acquisition: Building	\$0		\$0	\$0	\$0
363 . <b>Acquisition Subtotal</b>	\$200		\$0	\$0	\$200
364 . Direct Construction Budget	\$5,388,615		\$0	\$5,388,615	
365 . Construction Contingency	\$404,146		\$0	\$404,146	
366 . <b>Subtotal: Construction</b>	\$5,792,761		\$0	\$5,792,761	\$0

**General Development Costs:**

367 . Architecture & Engineering	\$492,385	0%		\$492,385	\$0
368 . Survey and Permits	\$30,000	0%		\$30,000	\$0
369 . Clerk of the Works	\$55,000	0%		\$55,000	\$0
370 . Environmental Engineer	\$30,000	0%		\$30,000	\$0
371 . Bond Premium	\$0	0%		\$0	\$0
372 . Legal*	\$225,000	0%	\$0	\$225,000	\$0
373 . Title and Recording	\$30,000	0%	\$0	\$30,000	\$0
374 . Accounting & Cost Certificat.	\$40,000	0%	\$0	\$40,000	\$0
375 . Marketing and Rent Up*	\$60,000	100%			\$60,000
376 . Real Estate Taxes*	\$17,500	0%	\$0	\$17,500	\$0
377 . Insurance	\$25,000	0%	\$0	\$25,000	\$0
378 . Relocation	\$0	0%	\$0	\$0	\$0
379 . Appraisal	\$20,000	0%	\$0	\$20,000	\$0
380 . Security	\$10,000	0%	\$0	\$10,000	\$0
381 . Construction Loan Interest*	\$54,000	0%	\$0	\$54,000	\$0
382 . Inspecting Engineer	\$35,000	0%	\$0	\$35,000	\$0
383 . Financing Fees* Loans	\$29,250	0%	\$0	\$29,250	\$0
384 . Financing Fees* LIHTC	\$36,000	0%	\$0	\$36,000	\$0
385 . MIP	\$0	0%	\$0	\$0	\$0
386 . Credit Enhancement Fees	\$0	0%	\$0	\$0	\$0
387 . Letter of Credit Fees*	\$0	0%	\$0	\$0	\$0
388 . Other Financing Fees*	\$20,000	0%	\$0	\$20,000	\$0
389 . Development Consultant	\$140,000	0%	\$0	\$140,000	\$0
390 . Other* ..... Green Consultan	\$95,000	0%	\$0	\$95,000	\$0
391 . Other* ..... Pre-dev interest	\$18,000	0%	\$0	\$18,000	\$0
392 . Soft Cost Contingency*	\$35,803	0%	\$0	\$35,803	\$0
393 . <b>Subtotal: Gen. Dev.</b>	\$1,497,938		\$0	\$1,437,938	\$60,000

394 . <b>Subtotal: Acquis., Const., and Gen. Dev.</b>	\$7,290,899		\$0	\$7,230,699	\$60,200
---	-------------	--	-----	-------------	----------

395 . Developer Overhead	\$370,828		\$0	\$370,828	\$0
396 . Developer Fee/Profit	\$370,828		\$0	\$370,828	\$0
397 . Capitalized Reserves	\$125,660		\$0	\$125,660	\$0

398 . <b>Total Development Cost</b>	\$8,158,215				
-------------------------------------	-------------	--	--	--	--

399 . <b>Total Net Development Cost</b>	\$8,032,555				
---	-------------	--	--	--	--

400 . <b>Total Eligible Tax Credit Basis</b>	\$8,098,015		\$0	\$8,098,015	
--	-------------	--	-----	-------------	--

*\* Some or all of these costs will typically be allocated to intangible assets or expensed.*

# Project Summary Information

NOTE: Do not fill out this section. It is automatically filled in by program.

Project Name	Hancock Street Senior Housing		
Developer	New England Center and Home for Veterans		
Community	Boston		

Number of Units 20

SRO	0	Low-Income, Rental Assisted	14
0 bedroom	9	Low-Income, Below 50%	3
1 bedroom	11	Low-Income, Below 60%	3
2 bedrooms	0	Other Income (User-defined)	0
3 bedrooms	0	Market Rate	0
4 bedrooms	0		

This is an application for:

DHCD Tax Credit Allocation .....	Yes
HOME Funding through DHCD .....	No
MHFA Official Action Status.....	No
MHFA Construction Financing.....	No
MHFA Permanent Financing .....	No
MHP Fund Financing .....	No
MHIC Construction Loan.....	No
MHIC Tax Credit Equity .....	No
Boston: DND.....	Yes
Other.....	HSF, AHTF, HIF, FCF, CBH
Other.....	0
Other.....	0
Financing from Massdevelopment.....	No

**Sources of Funds:**

Developer's Equity .....	\$286,622
Tax Credit Equity .....	\$3,496,593
Public Equity .....	\$250,000
Subordinate Debt .....	\$3,300,000
Permanent Debt .....	\$825,000
<b>Total All Sources .....</b>	<b>\$8,158,215</b>

Uses Exceed Sources by \$0

**Uses of Funds:**

Acquisition .....	\$200
Construction .....	\$5,792,761
General Development .....	\$1,497,938
Developer Overhead .....	\$370,828
Developer Fee .....	\$370,828
Capitalized Reserves.....	\$125,660
<b>Total All Uses .....</b>	<b>\$8,158,215</b>

**Rent Levels:**

Low-Income, Rental Assisted .....	\$1,454
Low-Income, Below 50% .....	\$933
Low-Income, Below 60% .....	\$1,135
Other Income (User-defined).....	N/A
Market Rate .....	N/A
<i>Average, All Units .....</i>	<i>\$1,328</i>

*BR (aver.)*

0.4
1.0
1.0
N/A
N/A
0.6

*SF (aver.)*

523
600
600
N/A
N/A
546

**Annual Operating Income (year 1):**

Gross rental income (residential)	\$318,660
Vacancy (resid.) <span style="float: right; border: 1px solid black; padding: 2px 10px;">5.00%</span>	\$15,933
Other Income (net of vacancies)	\$4,000
Subtotal	\$306,727
Operating Subsidies	\$0
Draw on Operating Reserves	\$0
<b>Total Annual Income</b>	<b>\$306,727</b>
Net Operating Income	\$47,131
Debt Service	\$42,928

**Annual Operating Expense (year 1):**

Management Fee	\$15,280
Administrative	\$38,325
Maintenance	\$39,401
Res. Service, Security	\$63,635
Utilities	\$56,000
Repl. Reserve	\$6,500
Oper. Reserve	\$0
Taxes, Insurance	\$40,455
<b>Total</b>	<b>\$259,596</b>

Debt Service Coverage

1.10

Total per Unit

\$12,980

*Hancock Street Senior Housing*

*Application Date: 2/28/19*

*Revised Date: 3/1/19*