



CITY OF SOMERVILLE



Inclusionary Housing  
Consolidated Rental Waitlist

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# Information Session



# Introductions / Interpretation

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- **Alanna Gaffny**, Inclusionary Housing Manager, City of Somerville
- **Benjamin Wyner**, Program Specialist, City of Somerville
- **Shannon Lawler**, Program Specialist, City of Somerville
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- **Somerville's Office of Immigrant Affairs Staff**
- **Archipelago Strategies Group**

**How to access language interpretation**





# Agenda

- **Overview of the Consolidated Rental Waitlist**
- **What is Changing?**
- **Steps to Apply for the Consolidated Waitlist**
- **Demo of the Application**
- **Creating the Waitlist**
- **Next Steps and Important Dates**
- **Questions and Answers**



# Audience Participation

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**Who lives in Somerville? How long have you lived here?**

**Have you heard of Inclusionary Housing?**

- Does anyone know how these units are built?

**Have you applied for affordable housing in the past?**

- Did you experience any problems when you applied? For example:
  - Missed out on applying due to inability to meet deadline?
  - Issues with qualifying?
  - Didn't like the unit?
  - Other issues? Please raise your hand if you have something to share.

**Let's talk about the benefits of Inclusionary units and how the program is changing.**





# Inclusionary Rental Program Overview

## Where are Inclusionary units found?

Most new construction with 4 or more residential units have some Inclusionary units.

## What are these units like?

Inclusionary units in a property are just like the other units. That includes:

**Unit Size**

**Materials used in construction, like flooring, countertops and cabinets**

**Appliances, like refrigerators, stoves and dishwashers**

**Access to other spaces at the property, like a community room**

## What are the income requirements to apply?

Units are available to households making 50%, 80%, and 110% of the Area Median Income (AMI) in Boston. These numbers are updated every year. Examples of current AMI amounts:

- The maximum yearly income for a household of four at 50% AMI is \$81,600
- The maximum yearly income for a household of four at 80% AMI is \$130,250
- The maximum yearly income for a household of four at 110% AMI is \$179,520



# Program Overview Continued...

## How much is Rent?

Rents depend on the property and when the units were constructed. Some examples of rents for the past year are\*:

Income Tier	1-Bedroom	2-Bedrooms
50% AMI	\$1,043 - \$1,530	\$1,192 - \$1,836
80% AMI	\$1,824 - \$1,989	\$2,085 - \$2,388
110% AMI	\$2,234 - \$3,142	\$2,605 - \$3,591

*\* These would be the rents for units where the owner paid all utilities, such as heat, water and electricity. When a household is responsible for paying utilities, the rents are lower.*

## You should know:

**Immigration status does not affect your eligibility to qualify for an inclusionary housing rental unit.**

**There is no government funding used to develop or manage Inclusionary units.**



# What is changing? Why should I apply?

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## One Waitlist

- **Before**, there was a different application for each property with Inclusionary units.
- **Now**, you can apply one time.
- **If something changes**, like your household's income, you don't lose your place on the list. We just update which units your household can be offered.

## Adding Units

- **New Inclusionary Rental Units.**
  - There are nearly 250 new rental units we expect to be completed in the next 5 years and offered to households on the consolidated rental waitlist.
- **Previously Constructed Inclusionary Rental Units.**
  - There are over 400 Inclusionary rental units constructed previously, that will use the consolidated rental waitlist once the current waitlists are finished.



# Changes to Somerville Preference

## Preference Categories:

### Tier 1: Preference

#### Current Somerville Residents

Includes households experiencing homelessness and living in Somerville (such as those living in shelters or transitional facilities)

#### Children in Somerville Schools

Includes households with at least one (1) child in Somerville Public Schools or Somerville charter schools.

### Tier 2: Preference

Work in Somerville at least 20 Hours per Week

Moved out of Somerville within the Last 2 Years

### Tier 3: Preference

Households without Tier 1 or 2 Preferences

*Your household is considered to have a preference if at least one person in your household meets a requirement for that preference.*





# Priority Status

## How does priority work?

**First**, households are sorted by preference tier.

**Then**, households that report having a priority status are placed higher on the waitlist in that preference tier.

**Priorities don't add up** - A household with one priority is placed the same as a household with two or three priorities.

### You may have a priority status if someone in your household is:

1. Experiencing homelessness
2. Experiencing domestic violence
3. In a unit that is unsafe because of poor condition
  - If you are required by Inspectional Services Department to leave your unit due to that condition
4. In need of a unit that is mobility-accessible, adaptable, or for those vision/hearing-impaired
5. Has a mobile voucher
6. At-risk of losing housing
  - For example, if you have received an eviction notice.



# Step One

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**SIGN UP TO BE NOTIFIED THAT THE APPLICATION IS OPEN**



**OR**

**GO TO:**

**[www.somervillema.gov/inclusionary](http://www.somervillema.gov/inclusionary)**



**AFFORDABLE HOUSING  
ALERTS: SIGN UP NOW**

**The green button or QR code above will take you to a sign-up page where you can enter your contact information.**

**Once the application is available, we will notify everyone who signs up by Email.**



# Step Two

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## FILLING OUT THE APPLICATION

### Keep in mind:

#### Who is part of my household?

Make sure you include everyone on the application that will be part of your household.

#### What are my household's income and assets?

**Annual income** includes all money made in one year by adults in your household. You should add up the total income before taxes or other amounts are taken out.

**Some assets include** cash, money in bank accounts and stocks. You will be asked to include all of these on your application.

#### Do I need to submit documentation?

You will **not** need to submit documentation for most of the questions on the application.

If you are applying for an accessible unit or require a reasonable accommodation, we will ask you to submit a letter from a doctor or other medical professional after you submit your application.



# Step Three

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## APPLICATIONS AVAILABLE

The application will be available starting April 1, 2025

**Online at:** [SomervilleWaitlist.org](https://SomervilleWaitlist.org)

**In Person:** We will be offering help with applications at City Hall Annex and Somerville Public Libraries in April and May

**Submit your application by the Deadline: May 30th, 2025**

**The application will always be available in:**

English, Spanish, Portuguese, Nepali, Traditional Chinese and Simplified Chinese.

**We can also help with live interpretation and translation of important documents in any language – just send us a request.**



# Demo

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# CREATING THE WAITLIST

## WHEN THE CONSOLIDATED RENTAL WAITLIST IS OPENED:

Applications will be available online, and our staff as well as local community organizations will help households complete their applications.

### The Randomized Waitlist Selection

- Will be held in a public, wheelchair accessible location and/or online. Applicants do not need to be present to be included on the waitlist.
- A video of the randomized selection will be posted within two weeks.

## WHEN A UNIT BECOMES AVAILABLE:

**The City will invite households at the top of the waitlist to visit that unit.** Households may decline the unit or continue to the next step and check their eligibility.

You can decline a unit, but there is a limit to how many times we will check your eligibility to a unit and allow you to decline.



# HOUSEHOLD ELIGIBILITY

## HOUSEHOLD SCREENING\*:

### Program Eligibility Screening:

If you confirm your interest in a unit, we will ask you to submit some documents for all adults.

Those documents include:

- **Income documentation**
- **Asset documentation**
- **Most recent year's taxes**
- **Documentation of Somerville preference or priority status**, for households that have them

### Additional Screening:

The Owner or Management company will also screen your household's eligibility.

This can include checking your household's:

- **Credit**
- **Criminal background**
- **Rental history** – This may include seeing you've made rent payments on time and speaking with a previous landlord

*\* You should never tell your current landlord in writing that you are leaving unless you have been offered a lease for a new unit*



# GOING FORWARD

## UPDATING INFORMATION:

In the future, you should update your application if there are any changes to:

- Who is in your household
- Your household's income
- Changes to your preference or priority status
- Contact Information, such as your email, address or phone number

## RE-OPENING THE WAITLIST

The waitlist will be opened again, but we expect this will happen one to two years after it closes on May 30<sup>th</sup>.

We encourage households to apply this year, to get on the waitlist right now!





## **If I am on another waitlist in Somerville, do I need to apply to the Consolidated Rental Waitlist?**

**Yes: You need to apply to be on the new waitlist.**

Households on other waitlists will not be moved onto to this new waitlist.

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## **This Waitlist is not for all affordable housing in Somerville.**

You may still want to apply for other affordable housing in Somerville. Organizations in Somerville that can help you look for housing or have housing applications available include:

- Somerville Housing Authority
- Somerville Office of Housing Stability
- Somerville Homeless Coalition
- Somerville Community Corporation
- Community Action Agency of Somerville

# Important Dates

Applications Available Starting:  
**April 1, 2025**

Application Deadline:  
**May 30, 2025**

Waitlist Selection:  
**June 9, 2025**



# Application Support

## **Somerville Central Library** - 79 Highland Ave, Somerville, MA 02143

- Tuesday April 8<sup>th</sup>, 2:30 p.m. – 5:30 p.m.
- Tuesday April 22<sup>nd</sup>, 2:30 p.m. – 5:30 p.m.
- Tuesday May 6<sup>th</sup>, 4:00 p.m. – 7:00 p.m.
- Tuesday May 20<sup>th</sup>, 4:00 p.m. – 7:00 p.m.

## **Somerville Public Library East Branch** - 115 Broadway, Somerville, MA 02145

- Wednesday April 9<sup>th</sup>, 9:00 a.m. – 12:00 p.m.
- Wednesday April 23<sup>rd</sup>, 9:00 a.m. – 12:00 p.m.
- Wednesday May 7<sup>th</sup>, 9:00 a.m. – 12:00 p.m.
- Wednesday May 21<sup>st</sup>, 9:00 a.m. – 12:00 p.m.

## **Somerville Public Library West Branch** - 40 College Ave, Somerville, MA 02144

- Thursday April 10<sup>th</sup>, 2:00 p.m. – 5:00 p.m.
- Thursday April 24<sup>th</sup>, 2:00 p.m. – 5:00 p.m.
- Thursday May 8<sup>th</sup>, 2:00 p.m. – 5:00 p.m.
- Thursday May 22<sup>nd</sup>, 2:00 p.m. – 5:00 p.m.

## **Somerville City Hall Annex** – 50 Evergreen Ave, Somerville, MA 02145

Make an appointment: [bit.ly/4i8slzZ](https://bit.ly/4i8slzZ)

Contact Us: [Inclusionary@somervillema.gov](mailto:Inclusionary@somervillema.gov)

(617) 625 6600 x.2566



CITY OF SOMERVILLE

## Consolidated Rental Waitlist

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# Questions And Answers

Contact  
us:

[inclusionary@somervillema.gov](mailto:inclusionary@somervillema.gov)

617-625-6600 x.2566

