

Cape Cod Ready Renter List
Affirmative Fair Housing Marketing Plan
Town of Yarmouth - Department of Community Development
Town of Dennis – Planning Department

March 2015 Revised May 2015, Feb 13, 2017, Oct 2, 2017

1. Introduction

The Towns of Yarmouth and Dennis are committed to increasing affordable housing rental opportunities for low-to-moderate income households. The Towns have developed a variety of innovative methods to encourage the creation and retention of scattered site rental housing, including by-law provisions for accessory apartments, shop-top housing, and various other zoning and housing incentives. And while committed to ensuring fair and open access to these affordable housing opportunities, the Towns understand that marketing efforts can sometimes be difficult and costly for smaller rental projects. In an effort to further facilitate affordable housing efforts, to ease the financial burden on developers, to ensure that marketing is performed efficiently and effectively by an experienced and qualified entity, and to make the application process for the low-to-moderate income households more streamlined, the following Affirmative Fair Housing Marketing Plan (AFHMP) has been created. This Plan will result in a Ready Renter list serving affordable housing developments and affordable accessory apartments in Yarmouth and Dennis, the residents of Yarmouth, Dennis, Barnstable County and the Commonwealth. Other Cape Cod Towns ~~previously participated in this Plan, and~~ are welcome to ~~again~~ partner with the Towns of Yarmouth and Dennis and subscribe to this Plan upon approval of the state.

1.1 Projects for which this Ready Renter list may be used

This Ready Renter list will be available for filling any tenant-turnover vacancies of rental units currently listed on the Subsidized Housing Inventory (SHI); filling any tenant-turnover vacancies of rental units that are deemed affordable by a Town, but not qualified for the SHI; for Accessory Apartments (whether newly created or filling tenant-turnover vacancies); for Shop-Top Apartments (whether newly created or filling tenant-turnover vacancies); and for initial rent-out of a newly created rental development containing one (1) or two (2) affordable units. Newly created rental developments containing three (3) to five (5) affordable, or units with approved local preference, may use the

marketing for the Ready Renter List upon approval by Massachusetts Department of Housing and Community Development (DHCD) and only after applicant tenants, ~~but applicants must be~~ are ordered via a separate lottery. In special instances DHCD may approve the use of the Ready Renters List to select tenants for Local Action Units or Local Initiative Program projects where a separate lottery is not feasible. For example, in the case where an occupied building is being brought into zoning compliance through a Local Action or a Local Initiative, and upon DHCD approval, new affordable tenants may be selected through the Ready Renters Program as existing units become available.

1.2 Ready Renter Administrator Qualifications:

The Town of Yarmouth Department of Community Development will be responsible for ensuring the program is administered in compliance with this Plan and the following guidelines put forth by the Massachusetts Department of Housing and Community Development (DHCD): Guidelines for G.L. C.40B Comprehensive Permit Projects (May 2013) and Affirmative Fair Housing Marketing and Resident Selection Plan Guidelines (May 2013). With DHCD approval, the program may be administered by the Town of Dennis. Otherwise, The Town of Yarmouth will use a competitive bidding process to select and procure a qualified consultant to be the Ready Renter Administrator, ~~as~~ the administrator for the program. Highest rating shall be given to the respondent that has substantial, successful prior experience in each component of Affirmative Fair Housing Marketing, a minimum of three (3) similar experience with Chapter 40B projects in Massachusetts, a minimum of three years' experience in the resident selection for affordable rental housing with a similar and has administered AFHMP for a minimum of five (5) projects in Massachusetts. The administrator must have the capacity to address matters relating to English language proficiency.

The ~~administrator-Ready Renter Administrator~~ will be responsible for all facets of Affirmative Fair Housing Marketing, marketing and outreach activities, administering the lottery and determining participant eligibility as well as ongoing Ready Renter List maintenance and activities. ~~This entity will be known as the "Ready Renter Administrator" (RRA).~~ The Town of Yarmouth will notify DHCD of the name and contact information of the ~~RRA-Ready Renter Administrator.~~

Please note the Ready Renter Administrator is different than the Local Project Administrator (LPA). The Ready Renter Administrator oversees Affirmative Fair Housing Marketing, lotteries, maintains the Ready Renter List, and provides local projects with names of eligible tenants when requested.

On the project level, there will be a Local Project Administrator. This is a project-by-project role, often being the property manager and/or landlord. It is the Local Project Administrator's responsibility to check prospective tenant's background, references, ~~and~~ ability to pay, and other program specific requirements, in accordance with fair housing practices. A Local Project Administrator would be identified on a project basis, at the time of that specific project's permitting and/or funding, and would be identified in program documentation (for example, a Local Initiative Program application).

1.3 Program Oversight

The Ready Renter List process and administration will be overseen by the Town of Yarmouth Department of Community Development .

2. Proposed Timeline

Initial 60-Day Affirmative Marketing	.Not less than sixty days (commences on publication of first advertisement, ends on application due date)
Application Distribution	Ongoing (during and after Marketing Period)
Information Session.....	During Marketing Period one session will be held on a weekday evening; additional sessions may occur.
Application Deadline	Applications due not less than sixty days from start of Marketing Period
Initial Application Review.....	Reviewed on receipt

- Notification of EligibilityNot more than four weeks after application deadline
- Eligibility Appeal Periodbetween notification of eligibility and lottery
- Initial and/or Subsequent Lottery ...Not more than six weeks after application deadline; no less than one week after notification of eligibility. Lottery will result in a ranked list of households.
- Project Specific LotteriesNew projects (newly created affordable units) of three, four or five (3,4 or 5) units, or unit(s) with approved local preference, would have a project specific lottery run by the Ready Renter Administrator, timed to coincide with unit availability. Note: these new projects would have specific LOTTERIES but would rely on the general Ready Renter Marketing, so would not have unique, project specific marketing efforts.
- Ongoing, Post Lottery Marketing.....Local and regional outreach efforts will continue throughout the year as opportunities arise, using methods and venues that have been determined most effective (may not be print ads). Outreach may include communications to towns and housing organizations, housing fairs, housing summits, local access television, e-mail outreach, etc.
- “Rolling Basis”Between the 60-Day Affirmative Marketing Periods, applications are accepted on a rolling basis. Households

with verified and complete applications submitted after the application deadline will be placed on the list in order of receipt, after the names previously ranked in the lottery.

Subsequent 60-Day MarketingSubsequent 60-Day Affirmative Marketing Periods (as listed in Section 3) , with the same steps/processes as employed in the initial 60-Day Affirmative Marketing, will occur every 12 months after the start of the previous Affirmative Marketing, **unless** it can be shown that the existing wait list is diverse with respect to income levels and percent minority. In that case, the subsequent 60-Day Affirmative Marketing Period will occur 24 months after the start of the previous 60-Day Affirmative Marketing. At the end of the 60-Day Affirmative Marketing, all names on the existing list will be purged. All applicants being purged will have been adequately notified that they must re-apply in order to be on the new list. The new list with a new rank order will be created as a result of the new lottery held at the end of the 60-day Affirmative Marketing Period. [A wait list is considered diverse with respect to income if at least **10%** of all applicants earn less than 30% of the Area Median Income (AMI). A wait list is considered diverse with respect to percent minority if the percentage of minority households on the list is at or above the percentage of minorities in Yarmouth or the

percentage of minorities in the
Barnstable MSA, whichever is greater.]

3. Outreach and Marketing

Pursuant to fair housing laws, advertising and marketing materials will not indicate any preference or limitation, or otherwise discriminate based on race, color, disability, religion, sex, familial status, sexual orientation, national origin, genetic information, ancestry, children, marital status, or receipt of public assistance. Exceptions may apply if the preference or limitation is pursuant to a lawful eligibility requirement. All advertising with graphic depiction of people (photographs and/or illustrations) will depict members of classes of persons protected under fair housing laws, including majority and minority groups. In no event will advertising reference local preference.

The Fair Housing logo () and slogan ("Equal Housing Opportunity") will be included in all marketing materials.

3.1 Newspaper Advertisements: Paid display ads of the lottery will be run in local and regional newspapers, and newspapers that serve minority groups. Ads will be approximately of 3.5" x 3.5" (will vary slightly depending on column size of publication). Ads will run two times during the marketing period (unless publication is a monthly publication, in which case ad will run once). Publications:

Local:	Dennis/Yarmouth Register
Region:	Cape Cod Times
Minority Outreach:	Cape Verdean News (New Bedford) O Jornal (Portuguese/New Bedford)

For sample display ad, see attachment A.

3.2 Additional Outreach for Accessible Units: Accessible rental units will be listed with the Massachusetts Accessible Housing Registry (currently known as the “MassAccess” Housing Registry) when such a unit becomes available (<http://www.massaccesshousingregistry.org>).

3.3 Internet Outreach/Websites and Additional Outreach: Lottery opportunities and available affordable units will be posted with CHAPA’s MassAccess registry (<http://www.massaccesshousingregistry.org>) on the Administrator’s Website and Facebook Page (if available), the Town’s Community Housing website page , on Yarmouth local cable access television (Ch 18), at the Town libraries, at Town Hall information table and with all Town Department heads.

3.4 Flyers/Mailings: Flyers about the lottery will be sent to an outreach list that includes local fair housing commissions, area churches, local and regional housing agencies, local housing authorities, civic groups, lending institutions, elected officials, social service agencies and other non-profit organizations. Flyers will either be sent via US Mail or, when available, e-mail. See attachment B for current outreach list. Please note that this list is continually being updated and added to. See also attachment C for Sample flier

3.5 Press Release: Press Releases for the lottery will be sent to newspapers, radio stations and local cable television. See attachment D for sample Press Release. Press Releases will be provided to:

- Cape Cod Times
- Yarmouth Register
- Qantum Radio Stations –
95 WXTK News Radio, WCIB Cool 102,
WCOD 106, Sports Radio 96.3 WEEI
- Cape Cod Broadcasting –
WOCN-FM Ocean 104.7, WFCC Classical 107.5,
WQRC 99.9 FM, Cape County WKPE 104
- Bay State Banner (African American/Boston)
- Cape Verdean News (Cape Verdean/New Bedford)
- El Mundo (Spanish/Boston)
- El Planeta (Spanish/Boston)
- O Jornal (Portuguese/New Bedford)

- SamPan (Chinese/Boston)

Please note that this list is continually being updated and added to.

4. Availability of Applications

Advertising and outreach efforts will identify locations where applications can be obtained, will include a phone number where people can call to have applications mailed to them and will include an e-mail address people can use to request applications be sent electronically. Applications will be available at:

- Yarmouth Town Hall (business hours: Monday – Friday 8:30 A.M. – 4:30 P.M.)
- Yarmouth Senior Center (business hours: Monday – Friday 8:30 A.M. – 4:30 P.M.)
- South Yarmouth Library (business hours: 10 A.M. -8 P.M. Monday and Wednesday; 10 A.M.-5 P.M. Tuesday, Thursday, Friday 10 A.M.-4 P.M. Saturday; 12 P.M.-4 P.M. Sunday (Sunday hours Labor Day to Memorial Day Only)
- West Yarmouth Library(business hours: 11A.M.-4 P.M. Monday, Wednesday and Friday; 3 P.M. – 8 P.M. Tuesday and Thursday); Saturday 11 A.M. – 4 P.M. (Saturday hours July 1 – Sept 30 only)
- Posted on the Town of Yarmouth’s Community Housing website page
- Dennis Town Hall (business hours: Monday – Friday 8:30 A.M. – 4:30 P.M.)
- Dennis Senior Center (business hours: Monday – Friday 8:30 A.M. – 4:30 P.M.)
- Dennis Public Library (business hours: Tue, Wed, Thurs 10 A.M. - 8 pm; Fri & Sat 10 A.M. - 2 P.M.)
- Jacob Sears Library (business hours: Mon - Sat 9 A.M. - 1 P.M.)
- Dennis Memorial Library (business hours: Mon-Thurs 1 P.M. - 8 P.M. Fri & Sat 1 P.M. - 5 P.M.)

- [West Dennis Library \(business hours: Mon - Fri 10 A.M. - 2 P.M. Sunday 11 A.M. - 2 P.M.\)](#)
- [South Dennis Free Library \(business hours: Mon - Wed 10 A.M. - 4 P.M. Sat 10 A.M. - Noon\)](#)
- [Posted on the Town of Dennis Planning Department website page](#)

Note: Upon request, the [Yarmouth](#) Department of Community Development [and the Dennis Planning Department](#) will mail or email applications to interested individuals and households.

5. Informational Meetings [and Additional Support](#)

The Informational Meeting will be held to describe the program and any affordable units available at that time. The meeting will be held during the Marketing period during the week in the evening. The purpose of the meeting will be to answer questions that are commonly asked by applicants and assist applicants in successfully completing applications. Attendance at the meeting will not be mandatory for participation in the lottery. The meeting will be held in public buildings in a meeting room that is accessible. All reasonable accommodations will be made upon request. Date, time and location of these meetings will be published in the ads and flyers that publicize the availability of the lottery.

[The Yarmouth](#) Department of Community Development has staff available Monday – Friday 8:30 A.M. – 4:30 P.M. to answer questions that are commonly asked by applicants and assist applicants in successfully completing applications. The Department is located at Yarmouth Town Hall, 1146 Route 28, South Yarmouth, MA 02664 [and can be reached at 508-398-2231 Ext 1275.](#)

[The Town of Dennis has a part-time staff person available to answer questions. Dennis Town Hall is located at 685 Route 134, South Dennis, MA 02660 and is open Monday – Friday 8:30 A.M. – 4:30 P.M. The public is encouraged to call](#)

Dennis Planning Dept at 508-760-6119 x371 prior to visiting as their affordable housing specialist is currently a part-time position.

6. Preferences

6.1 Local Preference, Definition

Local Preference will NOT be used for filling tenant-turnover vacancies. All tenant-turnover vacancies will be classified as “open” and will not have a local preference.

For newly created affordable units, local preference will be addressed on a project basis. This would mean that a specific project would request local preference in the project’s Department of Housing and Community Development Local Initiative Program (LIP) application, specifying the number of units requested (not to exceed 70%) and supplying a rationale for local preference acceptable to the Department of Housing and Community Development (if project is through a program other than LIP, local preference would need that program’s approval). The Local Project Administrator will be responsible for providing local preference approval documentation to the Ready Renter Administrator.

In the case of a local preference unit or unit(s), when the Local Project Administrator requests names from the Ready Renter List, the Ready Renter Administrator will conduct a Project Specific Lottery which will result in a ranking. Ready Renter Administrator will provide names listed in the following order: names of all appropriate local households, ranked according to lottery ranking; THEN names of all appropriate non-local households, ranked according to lottery ranking.

Local Preference is defined as

1. Current residents of the Town: A household in which one or more members is living in the Town at the time of application. Documentation of residency will be required, such as rent receipts, utility bills, street listing or voter registration listing.
2. Town/Municipal Employees: Employees of the Town, such as teachers, janitors, firefighters, police officers, librarians, or town hall employees.
3. Employees of Local Businesses: Employees of businesses located in the Town.
4. Households with children attending public schools in the Town

Note: because households could, for example, have adults working in different towns, have current residence in yet another town, and children attending schools in different towns, it could be possible for one household to have Local Preference for multiple Towns.

6.1.1 Minority Percentage Balancing with Local Preference:

The initial and subsequent lotteries will order names regardless of local preference, as there will be no local preference for filling vacancies or smaller projects of one affordable unit.

For a project that had approval for local preference, that project would have a Project Specific Lottery, timed to coincide with availability of units. At time of lottery, for a specific project, if the percentage of minority households classified as Local Preference is less than the greater of:

1. the percentage of minorities in Yarmouth; or
2. the percentage of minorities in the Barnstable MSA,

then adjustments to the Local Preference will be made in accordance with the DHCD Affirmative Fair Housing Marketing Plan Guidelines. These adjustments

involve taking the minority applicants who do not have a Local Preference, entering these applicants into a preliminary drawing and assigning a rank based on the order of the draw. Minority applicants are then re-classified as "local", starting with the highest ranking from the draw, until the percentage of minority households classified as Local Preference for the Town in question meets/exceeds the above requirements.

6.2 Household Size/Larger Household Preference

Household size will be appropriate for the number of bedrooms in the home. *Maximum* household size is set at two people per bedroom as a baseline occupancy policy. However, based on facts and circumstances (including occupancy standards of the State Sanitary Code at 105 CMR 410.400, area of living space, configuration of unit and age of children), this may be increased. It should also be noted that the assumption inherent in Title V standards (septic systems) is 55 gallons of flow per pay per person. *Minimum* household size for a specific unit with more than two bedrooms will be a household requiring the number of bedrooms in that unit minus one (so applicants do not qualify for a unit size that would result having two or more spare bedrooms), unless a larger unit is needed by a household with a member with a disability as a reasonable accommodation.

For any specific unit, first preference shall be given to households requiring the total number of bedrooms in the unit based on the following criteria, with the exception that disabled households will not be excluded from a preference for a larger unit based on household size if such larger unit is needed as a reasonable accommodation:

- a. There is at least one occupant per bedroom.
- b. A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom. Other household members may share but shall not be required to share a bedroom.
- c. A person described in the first sentence of (b) shall not be required to share a bedroom if a consequence of sharing would be a severe adverse impact on his or her mental or physical health and the lottery agent receives reliable medical documentation as to such impact of sharing.

For any specific unit, second preference shall be given to households requiring the number of bedrooms in the unit minus one, based on the above criteria.

On a case-by-case basis, the Local Project Administrator may decide to waive the minimum household size for a specific unit ONLY if there would otherwise be NO applicants that would fit household size requirements.

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

Only upon special approval by DCHD can a unit have limited occupancy.

6.3 Disability Preference

A disability preference (preference for households containing at least one member with a physical disability requiring accessibility) will be provided for accessible units. A disability preference (preference for households containing at least one member with a physical disability requiring adaptability) will be provided for adaptable units.

7. Income Eligibility

Income eligibility will depend on the specific project, but in all cases will adhere to the recorded Affordable Housing Restriction and/or Regulatory Agreement of the specific project, and in no instance will be greater than households earning 80% of Area Median Income (Barnstable MSA).

Applicant’s income will receive preliminary verification at time of initial application (see attachment E). Preliminary verification includes the receipt and review of the household’s two most recent pay stubs, most recent bank/other assets statement(s), and most recent tax return, but does not include third-party verifications. This process will produce a reasonably accurate determination of income eligibility and at the same time work to significantly streamline the process for both applicants and for the Ready

Renter Administrator. Applicant’s notice of eligibility will clearly state their income eligibility level; that eligibility is pending a final review, and that a full application and additional documentation (see attachment F) will be required at the time of selection by the Local Project Administrator for a rental opportunity. All applicants will also be reminded that they MUST report any changes in income to the Ready Renter Administrator at any time (before or after the lottery).

Standard Income Eligibility categories for Barnstable are included below. Note these are the current 2017 figures, and will be updated annually as updated annually by U.S. Housing and Urban Development (HUD) issues new income limits. These limits are adjusted for household size.

Income Limits	Household Size <u>FY 2017</u>				
	1 Person	2 Person	3 Person	4 Person	5 Person
80% Area Median Income	<u>\$47,600</u>	<u>\$54,000</u>	<u>\$61,200</u>	<u>\$68,000</u>	<u>\$73,450</u>

8. Rental Rates

Rental rates are determined by the specific Regulatory Agreement and/or Affordable Housing Restriction. Utility Allowances may be based on the current utility allowances used by the Yarmouth Housing Authority.

See attachment I for the current utility allowance worksheets.

9. Application Verification

Initial and full applications will be reviewed for qualifications based on income limits. Income and asset review will be done according to both the LIP guidelines for income verification and generally accepted housing practices

utilizing the HUD HOME Part 5 methodology, prior to an offer of a unit by the Local Project Administrator, the full application verification process will examine, at a minimum, the following documents (additional documentation requirements may apply in specific situations, e.g. self-employment)

- Applicant's Household Information
- Copy of most recent Federal Tax Return and W-2. If Tax return must be signed even if submitted electronically.
- Past 5 weeks of Paystubs
- Last 3 Months' Bank/Asset Account Statements
- Documentation of Other Income
- Local Preference Documentation
- Affirmative Marketing Questionnaire
- General Authorization/Release of Information

See attached sample application (see attachment F).

Income and assets shall be considered per the process found in attachment H.

~~Applications may be submitted electronically in pdf format.~~

10. Appeal

If an applicant believes they have experienced discrimination, the applicant will be referred to the Massachusetts Commission Against Discrimination (MCAD) and/or the local HUD Fair Housing Agency, which is currently South Coastal Fair Housing, Inc.

If an applicant is deemed ineligible, or has an appeal on any other basis, the appeal will be reviewed by the Town's Housing Partnership Committee, currently the Community Housing Committee.

11. Lottery

The lottery will be held not more than six weeks after application deadline but not less than one week after notification of eligibility (this gives time for Notification of Eligibility and possible Eligibility Appeal).

Notification of Eligibility will be in writing. The letter will include a lottery number, a re-statement of the household size based on the application materials, the qualifying income, and whether applicant receives a local preference or a preference based on disability. The letter will also explain that the lottery ranking will be good for a 24 month period; at which point re-verification of income will be required.

Lottery cards will be completed for each applicant household showing the household size, the qualifying income, and whether applicant receives a local preference or a preference based on disability. All lottery cards will be placed in one pool. If minority balancing is necessary for Local Preference (see Section 6.1.1), this will be performed prior to the project specific lottery, but not at the time of the original lottery.

All of the cards will be randomly drawn and placed in the order drawn on a ledger list indicating the application number, the household size, the qualifying income, as well as any preferences

12. Project Specific Lottery

New projects (newly created affordable units) of three, four or five (3,4, or 5) units, or unit(s) with approved local preference, would have a project specific lottery, run by the Ready Renter Administrator, and timed to coincide with unit availability. The same procedure as outlined above would be used, with the implementation of local preference pools (if applicable) and minority balancing as required (see Section 6.1.1). Note: these new projects would have specific LOTTERIES but would rely on the general Ready Renter Marketing, so would not have unique, project specific marketing efforts.

13. Post Lottery / Waiting List

Applications received after the Lottery Application Deadline will be accepted on a Rolling Basis (also sometimes referred to as “first-come-first-served” basis) meaning that once an application is complete and verified, the applicant goes on the end of the Ready Renter List ranked in the order received. See attachment G for a sample initial application for the rolling basis period.

14. Post Lottery / Marketing

After the initial lottery additional marketing and outreach efforts will be made to ensure the Ready Renter List is maintained and updated as needed as determined by the Ready Renter Administrator. At a minimum, this additional marketing will happen at least every 6 months. This additional marketing does not trigger a new lottery. This additional marketing is not considered the 60-day Affirmative Marketing Period.

This marketing will consist of ads and flyers that will reference “Currently Accepting Applications” and will not reference a lottery. Ads, Flyers and/or Press Releases will be fundamentally the same as those sent out previously (lottery reference and dates changed). Outreach may also include communications to towns and housing organizations, housing fairs, housing summits, local access television, e-mail outreach, etc. The Town of Yarmouth Department of Community Development will review and approve these additional marketing efforts.

15. Expiration of Eligibility

All households must be income eligible to remain on the wait list, must be income eligible at the time of executing the lease for an affordable rental unit, and must remain income eligible in order to rent the unit at the affordable rent.

Names remain on the wait list until such time as a new lottery is held, at which time the names are purged and all household must reapply. Households will be notified of the need to reapply.

After a lottery, a subsequent lottery is held either 12 months or 24 months afterwards, depending on the quality of the wait list with respect to income and minority diversity. If the wait list is not diverse, the list will be used for only 12 months; under this scenario a lottery will be held 12 months after the prior lottery and after a 60-day affirmative marketing period. If a wait list is adequately diverse, it shall be used for 24 months; under this scenario, a lottery is held 24 months after the previous lottery and after a 60-day affirmative marketing period. This is detailed further in Section 2: Section 2: Subsequent Affirmative Marketing and Section 14. Post Lottery / Marketing.

Applicants will be notified in writing at the start of the subsequent Affirmative Marketing period. The letter will explain that their application and place on the list will expire and that in order to be placed as an applicant on a new list, the applicant must fill out a new application form with updated documentation by the application deadline. The letter will also explain that the applicant's position on the new list will not be based on his/her position on the expiring list; the new list will be created based on a new lottery and ranking, and the order of selection from the list will continue to vary depending on requirements (e.g., eligibility) and preferences pertaining to the particular units that become available (e.g., preferences based on need for the particular unit size or unit accessibility/adaptability, etc.)

16. Lottery after the Initial Lottery

Subsequent lotteries will be affirmatively marketed in accordance with this Affirmative Fair Housing Marketing Plan and lotteries will be run as the initial lottery was run. A new 60-Day Affirmative Marketing Period will begin either 12 months or 24 months after the beginning of the previous 60-day Affirmative Marketing Period, depending on the quality of the wait list generated from the previous lottery with respect to income and minority diversity. [After a lottery, a subsequent lottery is held either 12 months or 24

months afterwards, depending on the quality of the wait list with respect to income and minority diversity. If the wait list is not diverse, the list will be used for only 12 months; under this scenario a lottery will be held 12 months after the prior lottery and after a 60-day affirmative marketing period. If a wait list is adequately diverse, it shall be used for 24 months; under this scenario, a lottery is held 24 months after the previous lottery and after a 60-day affirmative marketing period. This is detailed further in Section 2: Section 2: Subsequent Affirmative Marketing and Section 14. Post Lottery / Marketing.] The new lottery can only be held after the completion of the 60-Day Affirmative Marketing Period. During any given Marketing Period applications will be accepted for the Lottery, and will NOT be accepted on a Rolling Basis. A subsequent lottery will rank all applicants. The list of previous applicants from the earlier Lottery or from the Rolling Basis period will be purged, and previous applicants will need to reapply and receive a new ranking in the lottery if they wish to be placed as an applicant on a new list.

17. ~~Ready Renter Administrator's~~ Responsibility on Unit Availability And Tenant Placement Process

The Town of Yarmouth Department of Community Development will be responsible for ensuring the program is administered in compliance with this Plan. The Town of Yarmouth and the Town of Dennis may require a fee from the Local Project Administrator for tenant selection and certification services. The Towns may halt the tenant selection and placement process if a unit is not in compliance with local zoning, or health and safety code. The fee may be forfeited by the Local Project Administrator.

The Ready Renter Administrator's role is focused on the Affirmative and Fair Marketing of the List, outreach, income qualification, and lottery. The Ready Renter Administrator provides appropriate name(s) to a Local Project Administrator upon request by the Town of Yarmouth or Dennis to fill an available unit.

The Local Project Administer is responsible to request tenants from the Town of Yarmouth or the Town of Dennis, meet, screen and interview the applicant tenants, and show the unit to applicant tenants. The Local Project

Administrator is responsible to process applicant tenants fairly by their standard operating procedures, and may perform reference checks, background checks, and credit checks (confirming that the participant meets any minimum income requirements) on any applicant tenant provided these checks are performed fairly on all applicant tenants being considered for either affordable or market rate units.

The Local Project Administrator is responsible to use an annual lease that meet the requirements of DHCD's Local Initiative Program , namely, that the lease is for 1 year and stipulates:

- The tenant may not be evicted for any reason other than substantial violation of a material provision of the lease.
- The tenant shall be given a minimum of 60 days written notice that the lease will not be renewed.
- The tenant is required to furnish annual information sufficient to determine and document continued compliance with the income eligibility requirements.
- The tenant shall furnish the names and the number of people in the household and their relationship to one another annually and whenever a change to the household occurs.
- The first month's rent will be due at lease signing. The last month's rent will be due at occupancy. The security deposit may be paid in over the first 5 months of the lease term.

SUMMARY OF TENANT SELECTION PROCESS

IT IS STRONGLY ADVISED THAT THE LOCAL PROJECT ADMINISTER PLAN PROCEED IN A TIMELY MANNER DURING THE TENANT SELECTION PROCESS, AND PLAN AHEAD AS THE TENANT SELECTION PROCESS MAY TAKE BETWEEN 30 AND 60 CALENDAR DAYS.

Step 1: The Local Project Administrator submits to the Town a written request for a tenant to fill a rental vacancy at a unit covered by this program. The request must be submitted with any required fees and contain the following information: property address, unit number, total livable square footage, number of bedrooms, number of baths, asking affordable rent, list of utilities included in rent, list of amenities such as washer/dryer, washer/dryer hook up, storage etc., list of any restrictions such as on occupancy, pets or smoking,

and date unit is available for occupancy. The Town reserves the right to request additional information.

Step 2: The Town will forward the request for a tenant to the Ready Renter Administrator within three (3) business days, provided the Local Project Administrator has submitted all required information and fees to the Town.

Step 3: Within three (3) business days, the Ready Renter Administrator will supply to the Local Project Administrator one name per unit. The name will be the highest ranked applicant that meets the unit criteria, based on ranking from the initial lottery and/or subsequent lottery, or placement on the list during a rolling basis period, and in consideration of any applicable preference set by Section 6 of this plan.

Step 4: Once the name is provided to the Local Project Administrator, the Local Project Administrator must contact the applicant tenant within five (5) calendar days to arrange to show the unit, and to inform the applicant tenant about the terms of the tenancy, such as security deposits, first and last month's rental payment, lease provision etc.

After being contacted by the Local Project Administrator, the applicant tenant has 10 calendar days to see the unit.

Step 5: If after seeing the unit, and being advised by the Local Project Administrator about the terms of the tenancy, the applicant tenant is interested in the unit, the Local Project Administrator has five (5) business days to determine whether to accept the applicant tenant based upon project criteria. It is the responsibility of the Local Project Administrator to perform any reference checks, background checks, and credit checks normally and fairly performed at their properties.

If the Local Project Administer accepts the tenant, then they will provide the applicant tenant the Final Ready Renters Application with instructions to complete and return to the Ready Renter Administrator within 10 business days. Again, the applicant tenant has ten (10) business days to send the completed Final Ready Renters Application to the Ready Renter Administrator with all required documentation attached.

Once the complete Final Ready Renters Application is received, the Ready Renter Administrator has 10 business days to process the Final Ready Renters Application and to certify if this applicant tenant is eligible to lease the affordable rental unit. Once the Ready Renter Administrator completes the certification process, the Ready Renter Administrator shall notify both the Town and the Local Project Administrator as to whether the applicant tenant is eligible to rent the affordable unit.

Step 6: Only after said applicant tenant is certified eligible by the Ready Renters Administrator can the Local Project Administrator offer the qualified applicant a yearly lease. The applicant tenant will have 10 business days to review the lease and to make a decision whether they want the unit. ~~The Local Project Administrator will offer the qualified applicant a year lease.~~

Step 7: If the applicant tenant does not want the offered unit, the Local Project Administrator communicates this to the Ready Renter Administrator, the applicant's name remains in its ranked order on the Ready Renter List, and the Local Project Administrator is given the next most highly ranked applicant name that meets the unit criteria by the Ready Renter Administrator.

Step 8: If the applicant tenant is refused the unit by the Local Project Administrator based on project criteria, or if the applicant tenant is rejected as they did not meet the required timelines, the Local Project Administrator must document this to the Ready Renter Administrator. The Local Project Administrator must detail the reason for rejection, and must show that appropriate appeal process was provided to the applicant (note: appeal on a project rejection would be through the specific local project). The applicant's name would remain in its ranked order on the Ready Renter List.

Special Process For Newly Created Larger Projects (three, four or five affordable units) and ANY Project Approved for a Local Preference:

The Ready Renter Administrator will conduct a new lottery based on all existing qualified households (a project specific lottery). Note: these new projects would have specific LOTTERIES but would rely on the general Ready Renter Marketing, so would not have unique, project specific marketing efforts. Local Preference, if applicable, will be implemented according to

procedures outline in Section 6.1. The RRA will then supply one name per unit. The name will be the highest ranked applicant that meets the unit criteria, based on ranking from the project specific lottery.

Note that the project specific lottery results in a ranking used only once and only for that specific project. Names remain on the Ready Renter List, based on the lottery as described above.

Special Process for Accessory Apartments: Per Department of Housing and Community Development Local Initiative Program "LIP Guidelines" a distinct process is applicable for Accessory Apartments. On written notice of an accessory apartment availability, within 5 business days the Ready Renter Administrator will supply up to three (3) names per unit (the highest ranked applicants that meet the unit criteria). The Accessory Apartment Owner meets the referred applicant(s) to show the unit. Referred applicants must be given no fewer than 10 business days to view the unit. The Owner may select any of the referred applicants or may request a new referral of applicants. Non-selected applicants, or applicants that decline the offered unit, will return to their ranked order on the Ready Renter List. Upon request of the Ready Renter Administrator, the Owner shall specify in writing a substantial nondiscriminatory reason for having rejected an applicant. The Owner shall enter into a one-year lease with the selected applicant. Note, a family member of the owner of an accessory apartment cannot be selected. Family member is defined as: a parent, a son, a daughter, grandson, granddaughter, an uncle, an aunt, a niece, a nephew, a grandparent and/or a sibling.

18. Ready Renter Administrator's Analysis of Wait List

The Ready Renter Administrator will annually re-evaluate the Regional Ready Renter waiting list/tenant selection procedure to ensure that the applicants selected are adequately representative of the characteristics and needs of the waiting list as a whole, particularly considering racial/ethnic characteristics. The Ready Renter Administrator will report this information to the Town of Yarmouth Department of Community Development and to the Department of

Housing and Community Development upon request. Depending on the results of this analysis over time, the Advisory Committee and/or the Department of Housing and Community Development may require that an alternative waiting list and tenant selection procedure be used.

19. Conclusion

The goal of this Ready Renter Affirmative Housing Marketing Plan is to facilitate affordable, community housing efforts, to ease the financial burden on developers, to ensure that marketing is performed efficiently and effectively by an experienced and qualified entity, and to make the application process for the low-to-moderate income households as streamlined as possible. In an effort to achieve this, there may be amendments and enhancements to the process from time to time. Any substantive modification would be made with the focus on creating a better program, and would be reviewed first by the Advisory Committee, and then, if appropriate, by the Department of Housing and Community Development.