Proponents of Large Projects, Planned Development Areas (PDAs), and Planned Development Area Master Plans that feature a housing component must submit this form with each Project Notification Form and/or Notice of Project Change. If this is a multi-building and/or multiphase project you must submit a separate assessment for each building and/or phase. For PDAs you must submit an assessment for the entire PDA as well as for each Proposed Project within the PDA.

For more information on how to complete this form see [The AFFH Assessment and Submission Guide](http://www.bostonplans.org/documents/projects/affirmatively-furthering-fair-housing%2C-article-80/affh-submittal-guidance). To complete this form electronically as a Google Form visit: <https://bit.ly/38qXmh0>. If completing this form as a Word Doc (i.e. not electronically using the Google Form) please submit this form with the rest of your Article 80 filings. For questions about this form please email Michelle McCarthy, Housing Policy Manager at michelle.mccarthy@boston.gov.

***Please remember to include all necessary and/or required attachments.***

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| **Section 1: Submission Information-Primary Contact** |
| Date:  |  |
| Name: |  | Title: |  |
| Company: |  |
| Email: |  | Phone: |  |
| What type of project is this submission for? | [ ]  Large Project: Single building/phase[ ]  Large Project: Multi-building/phase[ ]  Planned Development Area [ ]  Project located within a Planned Development Area[ ]  Other (please explain): |
| At what stage in the Development Review process is this submission being made? | [ ]  Project Notification Form[ ]  Notice of Project Change[ ]  Response to a Supplemental Information Request[ ]  Other (please explain): |

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| **Section 2: Development Team Information-Primary Contact** |
| **Proponent/Owner** |
| Name: |  | Title: |  |
| Company: |  |
| Email: |  | Phone: |  |
| **Attorney** |
| Name: |  | Title: |  |
| Company: |  |
| Email: |  | Phone: |  |
| **Marketing Agent** |
| Name: |  | Title: |  |
| Company: |  |
| Email: |  | Phone: |  |

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| **BPDA Staff** |
| Project Manager: |  | Planner: |  |

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| **Section 3: Proposed Project Overview** |
| 1. **Proposed Project Information**
 |
| Project Name |  |
| Project Address(es) |  |
| What is the square footage of the Proposed Project Site? |  |
| Purchase Date of Proposed Project Site |  |
| Is the Proposed Project located in a Planning Area or subject to a Planning Initiative? If, yes please describe.  | [ ]  No[ ]  Yes (please describe):  |
| Is the Proposed Project located within a Landmark District or an Architectural Conservation District? If yes, please describe. | [ ]  No[ ]  Yes (please describe):  |
| Are there any current or expiring affordability restrictions, special property tax agreements, or similar (e.g. Urban Renewal, Section 8, 121A, etc.) on any existing building within the Proposed Project Site | [ ]  No[ ]  Yes (please describe):  |
| 1. **Proposed Project Description**
 |
| What is the construction classification of the Proposed Project? | [ ]  New Construction [ ]  Rehabilitation[ ]  Other (please describe):  |
| Total anticipated number Phases and/or Buildings |  |
| What is the anticipated residential square footage at the Proposed Project? |  |
| How many residential units are anticipated at the Proposed Project? |  |
| Are residential units anticipated to be rentals or homeownership units? If there will be a mix, please describe. | [ ]  Rentals:[ ]  Homeownership Units: [ ]  Mix (please describe):  |
| Indicate how many units of each bedroom size are anticipated at the Proposed Project. | Studio:1 Bed:2 Bed:3 Bed:4+ Bed: |
| Indicate how many units accessible to persons with disabilities (i.e. fully built-out Group 2 units) are anticipated at the Proposed Project. |  |
| How many total units will be financially available to tenants with Housing Choice Vouchers (i.e. Section 8 vouchers) and/or other state or local housing vouchers? Payment standards for Boston Housing Authority Vouchers are [here](https://www.bostonhousing.org/BHA/media/Documents/Leased%20Housing/SAFMRs/January-2021-Payment-Standards-All-Bedroom-Sizes-Rev-3.pdf). |  |
| Are any units anticipated to be [Compact Living](https://www.boston.gov/departments/new-urban-mechanics/compact-living-pilot) units? If yes, list the total number of compact units. | [ ]  No[ ]  Yes-Total Number of Compact Units:  |
| Indicate how many compact units of each bedroom size are anticipated at the Proposed Project.  | Studio1 Bed:2 Bed3 Bed:4+ Bed: |
| Are there non-residential uses anticipated at the Proposed Project Site? If yes, please describe. | [ ]  No[ ]  Yes (please describe): |
| Is the Proposed Project anticipated to be subject to Development Impact Project Exactions (i.e.: Linkage)? If yes, please indicate the anticipated amount of each exaction. |[ ]  No |   |
|  |[ ]  Yes:  |  |
|  |  |  | Anticipated Housing Exaction:  | $  |
|  |  |  | Anticipated Jobs Exaction:  | $ |

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| **Section 4: Displacement Risk at the Proposed Project Site** |
| 1. **Previous and Current Uses of the Proposed Project Site**
 |
| Have there been any buildings on the Proposed Project Site at any time in past two years or, if applicable, since zoning relief was granted at the Proposed Project Site, whichever is longer? |[ ]  No (**Skip to Section 5: Inclusionary Development Policy**) |
|  |[ ]  Yes |
| Are there any buildings on the Proposed Project Site currently? Choose the one option that best applies. |[ ]  Yes, and some or all are currently occupied. |
|  |[ ]  Yes, they are all currently vacant and have been vacant for the past two years. **(Skip to Section 5: Inclusionary Development Policy.)** |
|  |[ ]  Yes, they are all currently vacant but have not been vacant for all the past two years.  |
|  |[ ]  No, but there were buildings at the site in the past two years. |
|  |[ ]  No, there have been no buildings at the site in the past two years. (**Skip to Section 5: Inclusionary Development Policy)** |
| To the best of your knowledge, describe all uses, including temporary uses at the Proposed Project Site within the past two years. If you are unable to answer this question, please explain why. |  |
| What types of tenants and/or occupants are currently present at the Proposed Project Site? |[ ]  Residential Only |
|  |[ ]  Commercial Only (**Skip to Section 4.C Past and Current Residential Use Details**)  |
|  |[ ]  Both residential and commercial |
|  |[ ]  Other (please describe): |
|  |[ ]  None (**Skip to Section 5: Inclusionary Development Policy)** |
| 1. **Past and Current Residential Use Details**
 |
| How many residential buildings at the Proposed Project Site are currently occupied? |  |
| How many residential units currently exist at the Proposed Project Site? List the number of vacant units and the number of occupied units. | Vacant Units:Occupied Units: |
| For each unit vacated within the past two years list the vacancy date for each unit, to the best of your knowledge**. Please indicate if you are attaching a separate list**. |  |
| Of the units vacated within the past two years, were any occupied by subsidized housing voucher holders (i.e. Section 8, MRVP, CoC PSH, etc.)? | [ ]  No[ ]  Yes (please describe):  |
| Of the currently occupied units, are any occupied by subsidized voucher holders (i.e. Section 8, MRVP, CoC PSH, etc.)?  | [ ]  No[ ]  Yes (please describe):  |
| Of the units vacated within the past two years, were any occupied by persons with disabilities? | [ ]  No[ ]  Yes (please describe): |
| Of the currently occupied units, are any occupied by persons with disabilities? | [ ]  No[ ]  Yes (please describe): |
| Which of the following tenancy actions have taken place at the Proposed Project Site within the past two years? Indicate the number of times each action has taken place within that time period, to the best of your knowledge. |[ ]  Tenant voluntarily vacated unit at expiration of lease or tenancy at will period: |
|  |[ ]  Tenant vacated unit due to a rent increase:  |
|  |[ ]  Notice to Quit issued for cause (i.e. non-payment of rent; lease violation):  |
|  |[ ]  Notice to Quit issued for no cause:  |
|  |[ ]  Tenant formally evicted for cause:  |
|  |[ ]  Tenant formally evicted for no cause:  |
|  |[ ]  Tenant vacated unit because of change in ownership and/or intent to develop:  |
|  |[ ]  Other (please describe):  |
| Have residential tenants been informed of any ownership changes?  | [ ]  No [ ]  Yes (please provide date, and attach a representative example of the notice) |
| If condominiums are anticipated within the Proposed Project, have current tenants been informed of their rights under the [Condominium Conversion Act](https://www.boston.gov/departments/neighborhood-development/summary-condominium-cooperative-ordinance)? | [ ]  No, the Proposed Project is 100% rental units.[ ]  No, tenants have not yet been informed.[ ]  Yes (please provide date and attach a copy of the notification):  |
| Provide the date on which the Department of Neighborhood Development Office Housing Stability was informed of intent to develop the Proposed Project Site, as applicable. **Please attach a copy of the notification**. |  |
| Please provide information on what types of permanent relocation and/or financial assistance has been provided to tenants. If none, what assistance do you plan to provide to tenants to assure housing stability?  |  |
| If you have been unable to answer any of the questions in Section 4.B-especially those questions relating to use and/or occupancy of the Proposed Project Site within the past two years-please explain why. |  |
| 1. **Past and Current Commercial Use Details**
 |
| How much commercial square footage is currently present at the Proposed Project Site? | Vacant: Occupied:  |
| In a separate attachment for each commercial space currently occupied or occupied within the past two years, please provide the following information, as available:* Current status (i.e. vacant or occupied)
* Square Footage
* Name of business or organization
* Type of business or organization
* If the tenant is or was a minority or woman owned business
* Length of time the business or organization has or had been at the Proposed Project Site
* The preferred language of tenant
 |
| Are there any specific commercial tenants expected after development? | [ ]  No[ ]  Yes (please describe): |
| Are there any specific minority or woman owned business tenants anticipated after development? | [ ]  No[ ]  Yes (please describe):  |

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| **Section 5: Inclusionary Development Policy (IDP)** |
| Is the [IDP](http://www.bostonplans.org/planning/planning-initiatives/inclusionary-development-policy-2019-update) anticipated to apply to the Proposed Project? | [ ]  Yes[ ]  No (please explain why and then skip to **Section 6: Strategy for Addressing AFFH Goals**):  |
| In which [IDP Zone](http://www.bostonplans.org/getattachment/d4e05875-9c82-4d23-adbb-417a12da4ceb) is the Proposed Project Located? | [ ]  Zone A[ ]  Zone B[ ]  Zone C |
| How is the Proposed Project anticipated to meet IDP obligations? Check all that apply. |[ ]  On-site units  | Number anticipated: |  | Percent of total |  |
|  |[ ]  Off-site units | Number anticipated:  |  | Percent of total |  |
|  |[ ]  Payment into IDP fund | Amount anticipated | $ |
| How many IDP units are anticipated as rental units and how many units are anticipated as homeownership units? | On-site rental:Off-site rental:On-site homeownership:Off-site homeownership: |
| What is the total anticipated square footage for all on-site IDP units? | Rental Square Footage: |  | Percent of total square footage: |  |
|  | Homeownership Square Footage: |  | Percent of total square footage: |  |
| Indicate the anticipated number IDP units by bedroom size at the Proposed Project site, including the number of Compact Living IDP units for each bedroom size. | Total IDP Studio: |  | Compact IDP Studio: |  |
|  | Total IDP 1 Bed: |  | Compact IDP 1 Bed: |  |
|  | Total IDP 2 Bed: |  | Compact IDP 2 Bed: |  |
|  | Total IDP 3 Bed: |  | Compact IDP 3 Bed: |  |
|  | Total IDP 4+ Bed: |  | Compact IDP 4+ Bed |  |
| Indicate the number of anticipated IDP units that will be made accessible to persons with disabilities (fully built-out MAAB Group 2 units).  |   |
| Indicate the number of anticipated IDP units by AMI at the Proposed Project Site | **Rental Units** | **Homeownership Units** |
|  | 30% AMI:40% AMI:50% AMI:60% AMI:70% AMI:Other (please describe):  | 60% AMI:70% AMI:80% AMI:90% AMI:100% AMI:Other (please describe):  |
| If off-site units are anticipated, please describe host site, partnerships, anticipated funding, and development timeline. |  |
| If you are unable to provide the specific details for any question in Section 5, please explain when these details are expected to be available for review. |  |

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| **Section 6: Strategy for Addressing AFFH Goals** |
| Proponents must consult the [Housing and Household Composition Community Profile Report](http://maps.bostonplans.org/affh/#/) and the [Department of Neighborhood Development Displacement Risk Index and Maps](https://www.boston.gov/sites/default/files/file/2021/03/Boston%20Displacement%20Risk%20Map%202020_%20Summary%20Sheet.pdf) in order to complete this section. For more information on how to complete this section see [The AFFH Assessment and Submission Guide.](http://www.bostonplans.org/documents/projects/affirmatively-furthering-fair-housing%2C-article-80/affh-submittal-guidance) The Boston Interagency Fair Housing Development Committee (BIFDC) may request Proponents to consider different or additional Intervention Options after submission of this form and prior to its recommendation to the BPDA Board. |
| 1. **Intervention Options & Intervention Enhancements**
 |
| Indicate which Article 80 Intervention Options will be incorporated into the Proposed Project. All projects must select at least one option. Selection(s) must be proportional to the size, scope, and impact of the Proposed Project. Certain projects may be required to select more than one option as an Intervention Enhancement.  |[ ]  Provide an additional percentage of IDP units than required: |
|  |[ ]  Deepen the affordability of IDP units  |
|  |[ ]  Provide all IDP units on-site |
|  |[ ]  Provide higher proportion of 2+ bedroom IDP units than required |
|  |[ ]  Meet or exceed proportion of market rate 2+ bedroom units in the community  |
|  |[ ]  Increase the number fully built-out Group 2 units accessible to persons with disabilities |
|  |[ ]  Increase building density to directly increase affordable units for and available to people in protected classes |
|  |[ ]  Agree to apply to host Project Based Vouchers or Rental Assistance Demonstration units onsite, in addition to meeting IDP |
|  |[ ]  Partner with a non-profit developer, land trust, housing authority, or other entity to provide land or bear some capital costs to enable affordable housing construction, in addition to fulfilling IDP requirements |
|  |[ ]  Other (please describe): |
| For each Article 80 Intervention Option selected, describe how many units the proposed Intervention options will apply to. Please distinguish between market-rate and IDP units. Refer to the AFFH Submission Guidance document for more information on what information should be included for each Article 80 Intervention Option. |  |
| Indicate which Marketing & Housing Access Intervention Options will be incorporated into the Proposed Project. All projects must select at least one option. Selection(s)must be proportional to the size, scope, and impact of the Proposed Project. |[ ]  Provide a preference for an agreed upon percentage of units to rental voucher-holders and develop marketing and tenant selection policies and procedures that are least likely to exclude voucher-holders.  |
|  |[ ]  Provide preference for an agreed percentage of units to families that are currently rent-burdened, have experienced a no-fault eviction, or have experienced eviction but now display the ability to pay and develop marketing and tenant selection policies and procedures that least likely to exclude preferred tenants. |
|  |[ ]  In the case of homeownership units, provide a preference to first-time/generation Homebuyers and develop marketing policies and procedures that are least likely to exclude preferred homebuyers. |
|  |[ ]  Allow last month’s rent and security deposit to be paid in installments for an agreed upon percentage of units or by renters up to a certain income level |
|  |[ ]  Agree to follow best practices related to the use of CORI, eviction, and credit records in the tenant screening and selection process |
|  |[ ]  Agree to follow progressive practices related to the use of CORI, eviction, and credit records in the tenant screening and selection process, and in marketing of units, for example following Fair Chance Housing guidelines, and/or waiving eviction and credit checks for affordable units and/or housing voucher-holders.  |
|  |[ ]  Agree to best practices in marketing the market-rate units that are inclusive of and welcoming to members of protected classes |
|  |[ ]  Other (please describe);  |
| For each Marketing & Housing Access Intervention Option selected, describe how many units the proposed Intervention options will apply to. Please distinguish between market-rate and IDP units. Refer to the AFFH Submission Guidance document for more information on what information should be included for each Marketing & Housing Access Intervention Option. |  |
| Supplemental Process Options: These are **optional** Intervention Options a Proponent may propose as an Intervention Enhancement. Supplemental Process options must be legal feasible and must clearly be linked to AFFH goals. Supplemental Process Options will be reviewed by the BIFDC as well as any relevant City departments and/or Agencies before they can be recommended and/or implemented. Examples of Supplemental Process Options are:* Establishing a housing stabilization fund
* Entering into voluntary deed restriction granting tenants the right of first refusal to purchase property upon conversion or sale
* Establishing and/or contributing to a neighborhood housing Acquisition Opportunity Program
* Restricting the percentage of non-owner-occupied units
* Providing flexible lease options to local, small business tenants in mixed-use developments
* Agreeing to support cooperative housing units

Proponents choosing to pursue one or more Supplemental Process Options should attach a description of the proposed Supplement Process Option(s) that describes the scope of the proposed option(s) and how the option is anticipated to be implemented. The BPDA Project Manager and/or BIFDC will follow up with the Proponent requesting any different or additional information necessary to review the proposed Supplemental Option(s). |
| If required, indicate which Intervention Enhancements will be incorporated into the Proposed Project. Note: The Boston Interagency Fair Housing Development Committee may determine that the Proposed Project is in an Area of High Displacement Risk and/or Area of High Historical Exclusion after submission of this form. | ***Areas of High Displacement Risk must select one of the following:*** |
|  |[ ]  Diversity Preservation Preferences (if [permitted](http://www.bostonplans.org/getattachment/6b9d0f4d-46da-404a-9994-2c45b2e6d4b5) at Proposed Project Site) |
|  |[ ]  Additional Article 80 Option(s) |
|  |[ ]  One or more Supplement Process Options |
|  | ***Areas of High Historical Exclusion must select one of the following:*** |
|  |[ ]  Build all IDP units on-site |
|  |[ ]  Additional Article 80 Option(s) |
|  |[ ]  One or more Supplement Process Options |
|  | ***Planned Development Areas (PDA) must select one of the following*** |
|  |[ ]  Additional Article 80 Option(s) |
|  |[ ]  One or more Supplement Process Options |
| 1. **Discussion of the Impact of Intervention Options on Displacement Risk** – To complete this section Proponent must reference specific answers provided throughout this form, as well as information form the Housing and Housing Composition Community Profile Report which details the racial, ethnic, economic characteristics of the community within ¼ mile of the Proposed Project Site as well as the characteristics of the housing within the same radius, to discuss how selected intervention Options mitigate Displacement Risk. For more information on Displacement Risk throughout the City, Proponents should review the [DND Displacement Risk Index and Maps](https://www.boston.gov/sites/default/files/file/2021/03/Boston%20Displacement%20Risk%20Map%202020_%20Summary%20Sheet.pdf).
 |
| Displacement Risk Analysis: Using the answers provided in **Section 4: Displacement Risk at the Proposed Project Site** the information provided in the Housing and Household Composition Community Profile Report and DND’s Displacement Risk Index and Map, please discuss the displacement pressures at the Proposed Project Site and within the surrounding community and how the selected Intervention Options mitigate those pressures and create opportunities for members of protected classes. Please address how proposed Intervention Options are proportional to the size, scope, and impact of the Proposed Project on the surrounding community.  |  |
| IDP Programming: Using the answers provided **Section 5: Inclusionary Development Policy (IDP)** and the information provided in the Housing and Housing Composition community Profile Report and DND’s Displacement Risk Index and Map, describe how IDP commitments will contribute to a more inclusive community, including how unit sizes and AMI targets meet the needs of residents in the surrounding community, especially members of protected classes. |  |
| Please describe any additional efforts undertaken to address Displacement Risk at and within ¼ mile of the Proposed Project Site that have not already been discussed. |  |
| 1. **Discussion of the Impact of Intervention Options on Historical Exclusion** – to complete this section Proponent must use the Historical Exclusion Map to discuss how selected Intervention Options assure that the Proposed Project is an inclusive, integrated, and welcoming place and that the Proposed Project contributes to making the neighborhood more inclusive by creating opportunities for residency for members of protected classes, especially those that have been Historically Excluded
 |
| Historical Exclusion Analysis: Using the Historical Exclusion map please discuss the factors contributing to Historical Exclusion surrounding the Proposed Project Site how the selected Intervention Options attempt to mitigate Historical Exclusion at the Proposed Project Site and are inclusive of members of protected classes. |  |
| Integration and Inclusivity: Considering the extent of Historical Exclusion surrounding the Proposed Project Site please discuss all efforts-including housing, commercial, and programmatic efforts-that will be taken to make the Proposed Project an inclusive, integrated, and welcoming place and how the Proposed Project will contribute to making the neighborhood more inclusive. |  |
| 1. **Discussion of Marketing and Tenant Selection­** – to complete this section the Proponent should reference how Marketing Intervention Options will be used and incorporated into occupancy and tenant selection policies in order to reach protected classes.
 |
| Describe efforts that will be made to reach out to neighborhood residents-especially members of protected classes-when marketing residential units, keeping in mind language access and channels through which units are marketed. |  |
| Describe efforts that will be made to assure residential unit marketing will meet the requirements of the Fair Housing Act of 1968 and promote an inclusive and diverse community. |  |
| For Proposed Projects anticipated to have rental units, describe tenant selection and occupancy policies regarding tenant eligibility (i.e.: use of CORI history, credit reports, eviction history, etc.), application fees, payment of first last/month rent and security deposits. **You may attach sample policies to complete this question**. |  |

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| **Section 7: Attachments** |
| Please indicated that the following attachments have been included with this form (\* indicates the attachment is required). If you are including attachments other than those listed here please describe the attachment. |
| 1. | Housing and Household Composition Community Profile Report for Proposed Project Site\*  |[ ]
| 2. |  Condominium Conversion Notice to tenants (representative example) |[ ]
| 3. | Vacant unit by vacancy date list |[ ]
| 4. |  Notice of intent to develop sent to Department of Neighborhood Development Office of Housing Stability |[ ]
| 5. |  Representative example of each notice sent to tenants about redevelopment at the Proposed Project Site |[ ]
| 6. | Commercial tenant information |[ ]
| 7. |  Supplemental Process Option(s) description |[ ]
| 8. | Sample tenant selection and occupancy policies |[ ]
| 9. | Other (please describe): |[ ]

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| **Section 8: Acknowledgements** |
| By submitting this form, I acknowledge that the information provided is true and correct to the best of my knowledge and is subject to review by the Boston Interagency Fair Housing Development Committee (BIFDC) and that a recommendation by the BIFDC that AFFH strategies are appropriate for the Proposed Project must be made to the BPDA Board as part of seeking approval for the Proposed Project.I further acknowledge that Intervention Options and other strategies for the meeting AFFH goals will be memorialized in Housing Agreements and/or Cooperation agreements which will restrict who may live in a particular unit of housing, how much rent may be charged for a particular unit of housing, the maximum sales price for a particular unit of housing, as allowed under local, state, and of federal laws. I further acknowledge that some or all housing units shall be marketed in accordance with the policies and procedures established by the City of Boston’s Affirmative Fair Housing Marketing Program and outlined in an Affirmative Fair Marketing Plan. |
|  |  |  |
| **Name** | **Title** | **Date** |