

ARTICLE 80 – Affirmatively Furthering Fair Housing (AFFH) Assessment Tool

A Requirement of the Boston Planning & Development Agency’s (BPDA) Article 80 Development Review Process

The purpose of this assessment is to provide an opportunity for the City of Boston to anticipate the ways in which a Proposed Projects, as applicable, will contribute to the City’s goals of meeting the intent of the Fair Housing Act of 1968 to affirmatively further fair housing by addressing the risk of displacement of residents, addressing the historic exclusion of protected classes from particular neighborhoods, and fostering inclusive communities.

This assessment is a collaborative effort with the Boston Planning & Development Agency, the Boston Fair Housing Commission, and the Department of Neighborhood Development and its Office of Housing Stability.

Section 1. Project Overview

Today’s Date:		Name and Title:		
A. Project Information: <i>If this is a multi-phased or multi-building project, fill out a separate Assessment for each phase/building.</i>				
Project Name:				
Project Address(es):				
Total Number of Phases/Buildings:				
Primary Contact: (Name / Title / Company / Email / Phone):				
Owner / Proponent:				
Attorney:				
Marketing Company:				
BPDA Project Manager:				
BPDA planner:				
Housing Policy Manager:				
Purchase Date of the project site:				
Planning Area (if this applies)				
What stage in the development review process is the Proposed Project in on the date this assessment is being filled out?		<input type="checkbox"/> Large Project Notification Form <input type="checkbox"/> Expanded Large Project Notification Form <input type="checkbox"/> Response to a Supplemental Information Request <input type="checkbox"/> Notice of Project Change <input type="checkbox"/> Resubmission prior to BRA Board consideration <input type="checkbox"/> Other (explain): _____		
B. Building Classification and Description: <i>This section identifies preliminary construction information about the project including size and uses.</i>				
What is the construction classification?		New Construction		
Project Site Area:		SF		
Proposed Project is subject to review under:		Article 80B, Large Project _____		Article 80C, PDA _____

C. Historic Designation	
Is the project located within a Landmark District or an Architectural Conservation District?	Yes ___ No ___ If “yes”, which district?

Section 2. Addressing Displacement

Addressing Displacement at the Project Site	
D. Previous and Current Uses of the Project Site and Property	
Have there been any buildings on the Project Site at any time over the last two years or the time since zoning relief was granted, whichever is longer.	Yes ___ No ___ If you answered “no” to this question, please proceed to Section G..
Are there any buildings on the Project Site currently?	Yes ___ No ___ If “yes,” are they currently vacant? Yes ___ No ___
What are the current uses of the Project Site and/or any buildings on the Project Site?	
<i>If vacant</i> , to the best of your knowledge, what uses have been at this Project Site and/or buildings on the Project Site any time in the last two years? Please include temporary uses.	
Are occupants or tenants currently inhabiting any building(s) on the Project Site?	Yes ___ No ___ If “yes,” tenants are Residential ___ Commercial ___
If there are occupants or tenants, have they been informed of any changes in ownership?	Yes ___ No ___ If so, how and on what date?
Do you intend to create condominiums on site? If so, have you informed any current tenants of their rights under the Condominium Conversion Act?	Yes No If you are considering condos, have you informed tenants of rights? Yes No If yes, on what date?
E. Residential Unit Details	
<i>Please provide as much information as available about the current and recent residential units at the Project Site.</i>	
Please provide information on the total number of units in any existing buildings on the Project Site. What is the current vacancy rate, if any?	

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<p>Please list the date on which each currently vacant unit on the Project Site was vacated within the last two years, if known. For currently occupied units, please list the date on which each lease, occupancy, agreement, tenancy at will period or similar will expire.</p>	
<p>Please list the number of instances of each of the following tenancy actions taking place on the Project Site within the last two years.</p>	<p>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):</p>
<p>Are there current or expiring affordability restrictions or special property tax agreements on any existing buildings on the Project Site? i.e.: Urban Renewal, Section 8, 121A?</p>	<p>Yes ___ No ___ If so, please describe:</p>
<p>Please provide the date on which Office of Housing Stability was informed of the intent to develop the Project Site?</p>	<p>Date: [attach copy of notification sent to Office of Housing Stability]</p>

<p>Please provide information on what types of temporary or permanent relocation assistance or financial assistance have been provided to tenants? If none, what assistance do you plan to provide to tenants to assure housing stability?</p>	
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Please attach any notifications sent to the tenants related to the proposed redevelopment of the property.

F. Commercial Space/Tenant Detail

Please provide as much information as available about the current and recent commercial occupants of the Project Site.

<p>Number of commercial spaces and/or tenants in any buildings on the Project Site.</p>	
<p>Attached in a separate document, please answer the questions for each commercial space and/or tenants, as available. For spaces that have been vacant for less than two years, please provide as much information as possible about the most recent tenant.</p> <p>If you are unable to demonstrate occupancy/tenancy records for the last 2 years, please explain.</p>	<p>If so, please provide address(es) and business name(s). Unit is ___ occupied ___ vacant Square Footage ___ Most recent leaseholder name: Name of business/organization: Type of business/organization (e.g., auto garage): Are any commercial tenants minority owned/woman owned businesses? Is the tenant a non-profit organization? Yes ___ No ___ Will current tenants be retained on the Project Site? Yes ___ No ___ Length of time business/organization has been at this location: ___ yrs What is the preferred language? ___</p>
<p>Are there any specific commercial tenants expected after development? Are there any minority owned/woman owned businesses tenants expected after development?</p>	

Development Impact Project Exactions	Does the Proposed Project contemplate additional resources for workforce development and affordable housing in addition to anticipated Development Impact Project exactions?
Addressing Displacement in the Surrounding Community	
<p>G. Displacement Risk Analysis: Please provide the BPDA’s displacement analysis, which includes information on the racial, ethnic and economic characteristic for the census tract in which the Project site is located. Please include a summary narrative highlighting the main displacement pressures in the surrounding community for protected classes.</p>	
<p>H. Efforts to address community displacement</p>	
<p>As part of this response, Proponents must include a narrative describing how the Proposed Project(s) support the City’s goal of Affirmatively Furthering Fair Housing. Specifically, this narrative should address how the Proposed Project(s) enable the residents of the surrounding area to remain in their community in the future, afford housing, and find pathways to economic opportunity. Please see AFFH Implementation and Intervention options document.</p>	

Section 3: Promoting an Affirmatively Integrated Community

<p>I. Analysis of Historic Exclusion: Please provide the BPDA’s Historical Exclusion analysis. Please include a summary narrative highlighting the main historical exclusion pressures in the surrounding community for protected classes.</p>	
<p>J. Inclusionary Development Policy (IDP) <i>These are questions attempting to gather information about the plan for your project to comply with or exceed the BPDA’s Inclusionary Development Policy.</i></p>	
Does the IDP apply to this project?	Yes___No____If “yes”, please complete the remainder of this section. If “no”, please provide an explanation.
<p>What zone is the project in under the Inclusionary Development Policy? <i>Access data tool at http://boston.maps.arcgis.com/apps/webappviewer/index.html?id=2b166781684345ca8f105010fd7aef86</i></p>	Zone A___B___C___
<p>Is the project creating Compact Units? See https://www.boston.gov/departments/ne-urban-mechanics/compact-living-pilot for details</p>	Yes___No___
Tenure Type	<p>Number of Rental Units _____ Number of Homeownership Units _____</p>
Through which methods are you proposing to meet your IDP obligation? (mark all that apply)	<p>On-Site Units _____ Off-Site Units _____ Contribution to the IDP Fund _____</p>

On-Site IDP Units	
On-site IDP units as a percent of total units	_____
Number of on-site IDP units	_____
IDP units, by bedroom type	Total IDP Studios_____ Compact IDP Studios _____ Total IDP One Bedrooms_____ Compact IDP One Bedrooms _____ Total IDP Two Bedrooms_____ Compact IDP Two Bedrooms _____ Total IDP Three Bedrooms_____ Compact IDP Three Bedrooms _____
IDP units, by accessibility type	Group 1 Units_____ Group 2A units_____
Please provide a breakdown of the income levels (AMI) of the IDP units	Percent of AMI Rental Units: 30%_____40%_____50%_____60%_____70%_____Other _____ Homeownership Units 60%_____70%_____80%_____90%_____100%_____Other _____
Off-Site IDP Units	
Off-site IDP units as a percent of total units:	%
Sellable or rentable off-site residential square footage:	
Proposed location and description of host site for off-site IDP units	
Contribution to the IDP Fund	
Do you anticipate making a payment to the IDP Fund?	___No ___ Yes, partial unit payment ___ Yes, _____ Units, for \$ _____
K. Fostering an Inclusive and Welcoming Community	
Please describe how your IDP commitment will contribute to a more inclusive community. At a minimum this narrative should articulate how the proposed unit types and the rents or sales prices meet the needs of neighborhood residents and protected classes.	
What efforts are you undertaking to assure that the Proposed Project(s) is an inclusive, integrated, and welcoming community, and that the Proposed Project(s) contributes to making its neighborhood more inclusive? Your answer may discuss housing, commercial, and/or programmatic efforts. Please take into account the analysis of historic exclusion in your answer.	

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How many residential units are you creating that would be financially accessible to tenants with Housing Choice Vouchers, state and/or city housing vouchers?

L. Marketing and Tenant Selection

Acknowledgement Statement for All Projects with Income Restricted Units:

I acknowledge that any income restricted units at this project will be governed by an Affordable Housing Agreement or an Affordable Rental Housing Agreement and Restriction, and as part of this agreement, income restricted units will have to be marketed in accordance to the policies and procedures established by the City of Boston’s Affirmative Fair Housing Marketing Program, and outlined in an Affirmative Fair Marketing Plan. I further acknowledged that the goal of this plan is to promote equal access to income restricted housing for all persons by establishing standards for public outreach, advertising, and tenant/buyer selection criteria.

Acknowledged By _____ Title _____ Date _____

Please describe any additional efforts you will take to reach out to neighborhood residents and/or members of protected classes as part of the marketing of income restricted units. (Please keep in mind language access and the channels through which these units are marketed.)

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Please describe any efforts you will take to assure that the marketing of market-rate/unrestricted units meet the requirements of the Fair Housing Act of 1968 and promote an inclusive and diverse community

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If there are rental units, please describe your tenant selection and occupancy policies, as it relates to tenant eligibility (e.g. use of CORI history, credit records, etc), application fees, first/last month rent, and security deposits.

