



## Housing Choice Designation Application 2021

To complete this application, you will need information about your community's total year-round housing units from the 2010 Census and the cumulative net increase in year-round housing units from January 1, 2015 through December 31, 2019 (referred to below as "additional" units). BUILDING PERMIT data from the US Census Building Permit Survey is the primary source of information about additional units. You will need to have the application signed and certified by your local Building Official as to the accuracy of this information. The Executive Officer (Mayor or Chair of Board of Selectmen) must also sign the application.

You may save your work and return to the form. IF you use the "Save and Resume" feature, please note that uploaded files will not be saved. Therefore, gather and keep files needed for uploading, and only upload them when you are planning to hit the "SUBMIT" button at the END of the form. Please do not submit your form without the uploaded signatures.

If you are qualifying based on an increase of 300 units/3% increase in year round housing stock, you will also need information about Best Practices related to housing that your community has established. Please be sure to upload all documentation needed to demonstrate these best practices.

Access the online application at: [Apply for the Housing Choice Designation | Mass.gov](https://www.mass.gov/how-to/apply-for-the-housing-choice-designation)

<https://www.mass.gov/how-to/apply-for-the-housing-choice-designation>

**Applications are DUE no later than 3:00 p.m. on March 11, 2021**

**To avoid last minute problems submitting this online form, we suggest that you submit as soon as possible and not wait until the last minute**

If you have questions, contact Chris Kluchman at [chris.kluchman@mass.gov](mailto:chris.kluchman@mass.gov) or cell phone 857-288-9141.

**1. Submitting Municipality\***

*Choose your City or Town from the drop down list*

**2. Contact Name\***

First Name\*

Last Name\*

**2.a. Contact Mailing Address\***

Address Line 1

Address Line 2

City

State

ZIP Code

**2.b. Contact Email\***

**2.c. Phone\***

**3. Was your City/Town designated a Housing Choice Community in 2019?\***

☐ Yes ☐ No

**4. Does your community have any ACTIVE housing restrictions such as a moratorium or limitations on the number of new housing units? \***

☐ Yes ☐ No

*Zoning moratorium makes your community INELIGIBLE for Housing Choice designation*

**5. Has your community conducted a Self Evaluation or Transition Plan related to Americans with Disabilities Act (ADA)? \***

☐ Yes ☐ No

*More information on ADA requirements for local governments can be found at the Housing Choice Web pages under the Resources tab*

**Information about your Community's Housing Production**

The Housing Choice designation is based on PRODUCTION of new year-round housing units over the last 5 years. The threshold for qualifications is a 5% increase (or 500 units) or a 3% increase (or 300 units) and best practices. This section describes how to calculate and demonstrate the increase in new year-round housing units.

(1) **Look up your community's 2010 year-round housing units** (this is also the denominator used in the Subsidized Housing Inventory or SHI). The Housing Choice web site has a list of 2010 year-round units for all communities [here](#)

(2) **Calculate the number of additional year-round housing units over the last 5 years** using the number of BUILDING PERMITS issued to create the ratio of additional units added over the last 5 years, *excluding* housing units that replace demolished units at a 1 to 1 ratio. Demolition of one single family unit and replacement with one single family unit is an increase of 0 units. If a demolished single family home is replaced with 3 units, the net increase is +2 units. If building permits for new units replacing a demolished home cannot be easily excluded from your data, please provide data about the number of demolition permits and total units demolished.

(3) **Data Sources:** BUILDING PERMITS are the measurement of additional year-round housing units for this calculation. Your building official should have a record of new residential building permits for year-round housing issued between January 1, 2016 and December 31, 2020. If your building official does not have ready access for this information, another source for this building permit data is information submitted by your community to the U.S. Census in the Building Permit Survey. A copy of the Building Permit Survey for all cities and towns in Massachusetts for 2016 through 2019 can be found on the Housing Choice web site [here](#). 2020 Building Permit Survey data is not yet available, and therefore 2020 building permit data must be provided from your building official. If your community has reason to believe the current Census Building Permit Survey data does not fully reflect the number of building permits in your community, there is a place in the application to add comments and explanation.

**6. Provide your community's 2010 year-round housing units\***

*2010 year-round housing units are available for download: <https://www.mass.gov/how-to/apply-for-the-housing-choice-designation>*

**7. Number of net new units that were issued building permits between January 1, 2016 and December 31, 2020\***

*Note: please see the above description of qualifying net new units*

**8. Here is the percent increase in year-round housing units (net new units/2010 units\*100)\***

*Note: this field calculates the % increase automatically. Use this or the number of units over the last 5 years in Question 7 to complete Question 9 below.*

## 9. Housing Choice Designation.

**Based on the increase in housing units in Question 8 OR the number of units produced over the last 5 years in Question 7, select the appropriate designation in Question 9.a.** If you do not meet the numeric standard to qualify to be a Housing Choice Community, visit the Housing Choice Web pages and review the many Technical Assistance opportunities available from many public, quasi-public and advocacy organizations. You might also talk to your Regional Planning Agency about what steps your community might take to increase housing production so that you may qualify for the designation in the future.

### 9.a. Choose the Housing Choice Designation for your community based on Questions 6, 7 and 8\*

☐ 5% increase OR 500+ units over the last five years

OR

☐ 3% increase OR 300+ units over the last five years

**10. UPLOAD documentation of the building permits** issued over the last 5 years. Please upload .pdfs of printouts from your building permit software, excel spreadsheets, or other information about building permits in your community. Remember, even if you use Building Permit Survey data for 2016 through 2019, you must upload your community's building permit information for 2020.

### 10.a. Upload building permit data

*You must provide detailed back up for all net new units*

**10.b. Use the space below to provide information about additional housing units** in your community that you believe are not captured by the Building Permit Survey

*Here you can let us know about the reasons why the Building Permit Survey does not accurately reflect housing production in your community*

## 11. Housing Choice Best Practices

If your community has over 5% increase in housing production or 500 or more net new housing units, please go through all 14 of the best practices below and indicate by checking the box for each of your community's BEST PRACTICES to indicate which ones your City/Town has implemented.. You do not have to submit or upload any documentation. While communities with 5%/500 growth in housing units do not need to demonstrate a certain number of best practices to qualify for Housing Choice designation, the best practices are a part of evaluating grant proposals.

**For Production and Planning (3%/300) which Housing Best Practices do you have?**

- You MUST select at least 7 of the 14 best practices below to qualify for the 3%/300 unit category.
- TWO Best Practices MUST be in the affordable category.
- You MUST upload documentation to demonstrate achievement of at least 7 of the 14 Best Practices that you select below.

NOTE: when uploading required documentation, only one file per upload box is allowed, please scan documents into a SINGLE FILE for uploading to each best practice.

**11.a. Allow for Multifamily development in local zoning**

☐ Have at least one zoning district that allows multifamily by right (in addition to 40R districts) where there is capacity to add units and that allows for family housing that is not age restricted and does not restrict units with more than 2 bedrooms (or demonstrate a pattern of approving such developments over the last 5 years)

11.a. Upload file here *NOTE: For 3%/300 cities and towns, if you choose this Best Practices you MUST submit documentation here*

11.a. Narrative. *Provide additional narrative here for question 11.a.*

**11.b Have Inclusionary Zoning [Affordable Category]**

☐ Have inclusionary zoning that provides for reasonable density increases so that housing is not unreasonably precluded

11.b. Instructions. Provide a copy of the section in your current zoning ordinance or by-law that addresses inclusionary zoning with density increases for provision of affordable units

11.b. Upload file here *NOTE: For 3%/300 cities and towns, if you choose this Best Practices you MUST submit documentation here*

11.b. Narrative. *Provide additional narrative here for question 11.b.*

**11.c. Have an approved 40R Smart Growth or Starter Home zoning district [Affordable Category]**

☐ Have adopted a 40R Smart Growth or Starter Homes zoning district

11.c. Instructions. Provide a copy of the section in your current zoning ordinance or by-law that implements MGL chapter 40R Smart Growth or Starter Homes provisions

11.c. Upload file here *NOTE: For 3%/300 cities and towns, if you choose this Best Practices you MUST submit documentation here*

11.c. Narrative. *Provide additional narrative here for question 11.c.*

**11.d. Have Zoning that allows mixed use or cluster developments**

☐ Have zoning that allows for mixed use, or cluster developments by right (or can demonstrate a consistent pattern over the last 5 years of approving such developments)

11.d. Instructions. Provide a copy of the section in your current zoning ordinance or by-law that allows mixed use or cluster development by right. If you believe your community has demonstrated a consistent pattern over the last 5 years of approving such developments, please provide a table with the following information: project address/name, number of units, action taken (approve, deny, withdrawn, appealed) and date of final board decision. If there are questions about these projects program staff may follow up for additional information.

11.d. Upload file here *NOTE: For 3%/300 cities and towns, if you choose this Best Practices you MUST submit documentation here*

11.d. Narrative. *Provide additional narrative here for question 11.d.*

**11.e. Allow Accessory Dwelling Units**

☐ Have zoning that allows for Accessory Dwelling units (ADUs) by right (or can demonstrate a consistent pattern over the last 5 years of approving ADUs)

11.e. Instructions. Provide a copy of the section in your current zoning ordinance or by-law that allows ADUs by right. If you believe your community has demonstrated a consistent pattern over the last 5 years of approving ADUs, please provide a table with the following information: project address/name, number of units, action taken (approve, deny, withdrawn, appealed) and date of final board decision. If there are questions about these projects program staff may follow up for additional information.

11.e. Upload file here *NOTE: For 3%/300 cities and towns, if you choose this Best Practices you MUST submit documentation here*

11.e. Narrative. *Provide additional narrative here for question 11.e*

**11.f. Designated local resources for housing [Affordable Category]**

☐ Designated local resources for housing such as established an Affordable housing Trust, donated land, or spent substantial Community Preservation Act (CPA) funds for community housing over the last 5 years.

11.f. Instructions: Provide a narrative description of designated local resources and upload documentation including but not limited to (1) meeting minutes from meetings of Board of Selectmen, Town Meeting or Affordable Housing Trust board awarding funding, designating CPA funds for Community Housing projects and a list of funds spent for community housing projects including number of units produced if applicable, (2) copy of deed conveying property

for nominal value, or for reduced value if accompanied by evidence of value or approving conveyance of land for nominal or reduced value; (3) award letter or other documentation of funding award, or (4) copy of Affordable Housing Trust charter.

11.f. Upload file here. *NOTE: For 3%/300 cities and towns, if you choose this Best Practices you MUST submit documentation here*

11.f. Narrative. *Provide additional narrative here for question 11.f*

**11.g. Reduction in Parking requirements for Multi-Family units**

☐ Have reduced parking requirement(s) for Multi-Family units within the last 5 years, or require no more than 1 parking space per unit for multifamily units.

11.g. Instructions. Provide a copy of the section of your current zoning ordinance or by-law that demonstrates no more than one (1) parking space per unit for multi-family developments and/or describe the reduction in parking requirements that occurred within the last 5 years.

11.g. Upload file here. *NOTE: For 3%/300 cities and towns, if you choose this Best Practices you MUST submit documentation here*

11.g. Narrative. *Provide additional narrative here for question 11.g*

**11.h. Training for Land Use Board Members**

☐ Board members received training in the last 5 years

*Requires evidence that a MAJORITY of a Board received training*

11.h. Instructions. Provide evidence of education and training for a majority of members on a land use board (Planning Board, Zoning Board of Appeals, Select Board and/or City Council) from **Citizens Planner Training Collaborative (CPTC)**, Massachusetts Housing Partnership's (MHP's) **Housing Institute**, Community Development Partnership's **Lower Cape Housing Institute**, or Urban Land Institute's (ULI's) **Urban Plan Public Leadership Institute** over the last 5 years. Comparable training will be evaluated on a case by case basis.

11.h. Upload file here. *NOTE: For 3%/300 cities and towns, if you choose this Best Practices you MUST submit documentation here*

11.h. Narrative

*Provide additional narrative here for question 11.h*

**11.i. Achieved 10% or greater in your Subsidized Housing Inventory (SHI) [Affordable Category].**

☐ Have units currently eligible for inclusion in the Subsidized Housing Inventory (SHI) that equal or exceed 10% of total year-round housing stock, according to the DHCD subsidized housing inventory

*NEW FOR 2020 DESIGNATION: SHI units that are added after Housing Appeals Court (HAC) overturned a local denial or overturned local conditions will NOT COUNT towards your community's SHI totals.*

11.i. Instructions. Provide a copy of most recently published SHI for your community. If you believe there are additional units eligible for inclusion on the SHI, but not reflected on the SHI, documentation of those units must meet the standards applied by DHCD under its regulations and guidelines in determining whether units are SHI-eligible. ***SHI units that are added after Housing Appeals Court (HAC) overturned a local denial or overturned local conditions will NOT COUNT towards your community's SHI totals.***

11.i. Upload file here. *NOTE: For 3%/300 cities and towns, if you choose this Best Practices you MUST submit documentation here*

11.i. Narrative. *Provide additional narrative here for question 11.i.*

**11.j. Have increased your community's SHI by at least 2.5% points in the last 5 years [Affordable Category]**

☐ Have increased units currently eligible for inclusion in the Subsidized Housing Inventory (SHI) by at least 2.5%, according to the DHCD subsidized housing inventory

*NEW FOR 2020 DESIGNATION: SHI units that are added after Housing Appeals Court (HAC) overturned a local denial or overturned local conditions will NOT COUNT towards your community's SHI totals.*

11.j. Instructions. Provide a copy of most recently published SHI for your community showing at least a 2.5% increase over the last 5 years. If you believe there are additional units eligible for inclusion on the SHI, but not reflected on the SHI, documentation of those units must meet the standards applied by DHCD under its regulations and guidelines in determining whether units are SHI-eligible. ***SHI units that are added after Housing Appeals Court (HAC) overturned a local denial or overturned local conditions will NOT COUNT towards this best practice.***

11.j. Upload file here. *NOTE: For 3%/300 cities and towns, if you choose this Best Practices you MUST submit documentation here*

11.j. Narrative. *Provide additional narrative here for question 11.j.*

**11.k. Community Compact with Housing Best Practice**

- ☐ Have applied for (or received) a Community Compact with a housing best practice

11.k. Instructions. Provide a copy of Community Compact application/award showing the Housing Best Practice. Here is the web page for the Community Compact

Cabinet: <https://www.mass.gov/orgs/community-compact-cabinet>

11.k. Upload file here. *NOTE: For 3%/300 cities and towns, if you choose this Best Practices you MUST submit documentation here*

11.k. Narrative. *Provide additional narrative here for question 11.k.*

**11.l. Participate in Housing related incentive programs [Affordable Category]**

- ☐ Participate in the Housing Development Incentive Program, have adopted an Urban Center Housing Tax Increment Financing district, approved District Improvement Financing (DIF) related to housing, have adopted an Urban Renewal Plan that includes a significant Housing element

11.l. Instructions. If you are participating in the HDIP program, provide a copy of a DHCD-approved Housing Development Tax Increment Exemption Agreement, together with copies of any award letters for state Housing Development Tax Credits for specific projects. If you have adopted an UCH-TIF district, provide a copy of your DHCD-approved urban center housing tax increment financing plan, together with copies of any approved UCH-TIF agreements. For Urban Renewal Plans, submit evidence of substantial housing element(s) in the plan.

11.l. Upload file here. *NOTE: For 3%/300 cities and towns, if you choose this Best Practices you MUST submit documentation here*

11.l. Narrative. *Provide additional narrative here for question 11.l*

**11.m. Have adopted local option property tax mechanisms that promote housing [Affordable Category]**

- ☐ Have adopted local option property tax relief programs either as provided for by statute (MGL c. 59 section 5) or through a home rule petition

11.m. Instructions. Provide a copy of local bylaw or ordinance establishing the tax relief program.

11.m. Upload file here. *NOTE: For 3%/300 cities and towns, if you choose this Best Practices you MUST submit documentation here*

11.m. Narrative. *Provide additional narrative here for question 11.m*

**11.n. Certified Housing Production Plan**

☐ Have a CERTIFIED Housing Production Plan which means that you have an DHCD approved Housing Production Plan and have subsequently seen an increase of 0.5% or 1% in year round housing units

11.n. Instructions. There is a difference between a CERTIFIED Housing Production Plan (HPP) and one that has been APPROVED by DHCD. A certified HPP which means that you have an DHCD approved Housing Production Plan and have subsequently seen an increase of 0.5% or 1% in your year round housing units (see <https://www.mass.gov/service-details/chapter-40-b-housing-production-plan> for more information). Provide a copy of your current Housing Production Plan and the DHCD certification letter.

11.n. Upload file here. *NOTE: For 3%/300 cities and towns, if you choose this Best Practices you MUST submit documentation here*

11.n. Narrative . *Provide additional narrative here for question 11.n*

12. Use the space below to provide additional details about your community's Best Practices  
*Provide additional narrative here if needed*

## Certification and Signatures

As needed due to COVID - 19 municipal building closures, you may have the required signatories sign the form and either *scan* it or take a photo and upload as part of the application. If this is not possible, please have the signatories send [chris.kluchman@mass.gov](mailto:chris.kluchman@mass.gov) an email with the following language:

***Building Commissioner: Due to municipal closure and/or social distancing as a result of the COVID-19 State of Emergency, I am unable to provide a wet signature for the Housing Choice Community designation application. Therefore, I am using email to confirm my certification. By sending this email, I certify that the building permit data for additional year-round housing units over the last 5 years is true and accurate. The data includes only additional year-round housing units, where demolished units were replaced 1:1 the new building permits are not included (or if permits for units replacing tear downs cannot be excluded from other additional unit permits, then demolition data is being provided); and conversions of commercial property to housing are included (such as mill conversions).***

***Municipal CEO: By sending this email, I approve the submittal of my community's application for the Housing Choice Community designation.***

The Housing Choice application for Designation requires the signatures of both the Local Building Official and the Chief Executive Officer (Mayor, Select Board Chair or City/Town Manager). Please print this page, get signatures, scan and upload the signed pages below.

### 13. Certification by local building official

By signing below, I certify that the building permit data for additional year-round housing units over the last 5 years is true and accurate. The data includes only additional year-round housing units, where demolished units were replaced 1:1 the new building permits are not included (or if permits for units replacing tear downs cannot be excluded from other additional unit permits, then demolition data is being provided); and conversions of commercial property to housing are included (such as mill conversions).

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Sign on the line above, enter name and title below

13.a. Local Building Official Name\*

First Name\*

Last Name\*

13.b. Local Building Official Email\*

The Housing Choice application for Designation requires the signatures of both the Local Building Official and the Chief Executive Officer (Mayor, Board of Selectmen Chair or City/Town Manager). Please print this page, get signatures, scan and upload the signed pages below.

**14. Certification by Chief Executive Officer**

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Sign on the line above, enter name and title below

14.a. City/Town Chief Executive Officer Name\*

First Name\*

Last Name\*

14.b. City/Town Chief Executive Officer Email\*

14.c. City/Town Chief Executive Officer Mailing Address\*

Address Line 1

Address Line 2

City

State

ZIP Code

15. Upload Signature Page (s) here. *Please print this page, get required signatures and upload the file here*