



Friday, March 13, 2020

Dear Prospective Brown Family Applicant,

We are writing to let you know that we have cancelled the two scheduled in-person information sessions this Saturday March 14th at 11am at the Brookline Public Library and Wednesday, April 1, 2020 at 6:30pm at the Brookline Senior Center. In order to proactively slow and reduce the spread of COVID-19 in our community, the Town of Brookline has prohibited all non-essential public meetings and events in town or school facilities effective Wednesday, March 11 at 8 pm through April 30, 2020.

Your good health is important to us and we are committed to providing you with information about Brown Family House, our exciting new community in the heart of Brookline's Coolidge Corner. In lieu of in-person information sessions, 2Life Communities will be doing the following immediately*:

- We will answer all phone calls to 617-912-8491 and monitor emails to leasing@2lifecommunities.org during the previously scheduled information session hours, Saturday, March 14th from 11am-12:30pm and Wednesday, April 1st from 6:30-8:00pm.
- We have published informational materials on our website at www.2lifecommunities.org/Brown-Family-House including: Frequently Asked Questions (FAQs) on the new community and application process and a Guide for Completing your Application. Please read on for this information.

The application deadline is May 1, 2020 at 5pm EST.

As a reminder, you can always call 617-912-8491, 711 voice relay Monday through Friday 9am-5pm with extended hours on Thursday from 9am-8pm. You can also email leasing@2lifecommunities.org. We are here to answer your questions or to send you an application by mail.



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*These materials will be translated into Spanish, Chinese and Russian by April 1, 2020. Language interpretation services are available for all phone calls. Please regularly check back to our website for the most up to date information.

Sincerely,

Cindy Katzeff, Executive Director, Harold and Ronald Brown Family House
Jill Ouellette, CPM, Director of Compliance and Operations and Support



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Informational Materials on the Brown Family House

We are so disappointed to not be able to meet you in person to tell you about this amazing living opportunity and to share our excitement about the Brown Family House. The following guide is intended to answer questions that you may have but we understand that it is not exhaustive and we welcome all questions that you would like to ask directly to be sent to leasing@2lifecommunities.org or to reach out by phone to 617-912-8491.

Part 1: Brown Family House Community FAQ and Informational Flyer

Part 2: Brown Family House Application Process FAQ

Part 3: Guide to Completing the Brown Family House Rental Application

Part 1: Brown Family House Community FAQ

Who is 2Life Communities?

2Life Communities was founded in 1965 to address the need for affordable housing for senior adults in the Boston area. Since then we have grown to provide homes to more than 1,600 older adults in over 1,200 apartments located in 3 cities in Greater Boston; the Brighton neighborhood of Boston, Newton and Framingham. We are excited to be opening the Harold and Ronald Brown Family House this summer in Brookline. Our residents come from over 30 countries and speak 20 different languages. We welcome people of all ages and backgrounds.

2Life's mission is for all older adults to have the opportunity to *age in community* – to live a full life of connection and purpose in a dynamic, supportive environment. We provide quality housing that is affordable to seniors at a range of incomes.

Can you tell me about your staff and what they do?

Our staff is passionate and talented in providing thoughtful and caring services to residents. Our Executive Director, Cindy Katzeff, has been with us for 6 years and has a wonderful background in resident services coordination, village center and



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community engagement programming and property management. She will be available to assist residents with connections to services and opportunities that will enable them to live in a supported and connected environment ripe with opportunities to be engaged and thrive. Working with Cindy will be a staff person who assists at the front desk and in program coordination. There will be a staff member responsible for maintenance and a person dedicated to cleaning. Additionally, two apartments of the total 62 apartments will be set aside for on-site staff members. This allows 2Life staff to provide on-site 24 hour emergency response to our residents. Our floating programs team, which includes specialists in fitness and health and intergenerational programming will be on site for regularly planned classes.

For all questions on amenities, programs, neighborhood offerings, transportation and more, please see the attached flyer.

Cindy welcomes the opportunity to speak with everyone about this amazing living opportunity and she encourages you to reach out to her at ckatzeff@2Lifecommuniies.org or 617-912-8490.

Age affordably and live well at

The Harold and Ronald Brown Family House

370 Harvard Street, Brookline MA 02446- In the heart of Coolidge Corner

Opening Summer 2020, a new community for older adults 62 years and older affordable to a range of incomes and welcoming to all faiths and backgrounds



View down Harvard Street towards JFK Crossing



View looking from typical kitchen into living room

- Building with two elevators
- Fully-equipped, adaptable kitchens and bathrooms
- Individually-controlled central A/C and heat
- State-of-the-art sustainable building
- Cable/internet ready
- 24-hr emergency on-site staff response
- Beautiful public pocket park and private courtyard
- Award-winning programs and services
- **Please note:** no resident parking available

Rent and Income Qualifications			
Maximum Incomes*		Apartment Size*	Rent (utilities included)
30% AMI	1 person: \$24,900	1 BR	30% of household income
	2 people: \$28,450	2 BR	
50% AMI	1 person: \$41,500	1 BR	30% of household income
	2 people: \$47,400		
60% AMI	1 person: \$49,800	1 BR	\$1,201
	2 people: \$56,880	2 BR	\$1,441
110% AMI	1 person: \$91,300	1 BR	\$2,100
	2 people: \$104,280	2 BR	\$2,500
Unrestricted		1 BR	\$2,300
Unrestricted		2 BR	\$3,100 \$3,400

**See back for additional information*

Contact Leasing Office
for applications and language interpretation services:
 40 Wallingford Rd, Brighton
 (617) 912-8491; 711 Voice Relay
 leasing@2lifecommunities.org
 M-F 9am-5pm; Thurs 9am-8pm
 Applications and interpretation available at Info sessions
www.2lifecommunities.org/Brown-Family-House

Open Application Period Dates:
February 14, 2020- May 1, 2020

Info Session 1: March 14, 2020 11am-1pm
 Brookline Library 361 Washington St, Brookline

Info Session 2: April 1, 2020 6:30-8pm
 Senior Center 93 Winchester St, Brookline

Application Deadline: May 1, 2020 **5pm EST**

Lottery Date: May 21, 2020 1pm
 Brookline Library 361 Washington St, Brookline



Brown Family House Services & Amenities

“There is no better neighborhood in the United States for an older adult to live in [than Coolidge Corner].”
- Director of UMass-Gerontology

Building Amenities

- Keyless entry and video intercom
- Washer/Dryer on every floor
- 6th floor balcony
- Ground floor public WiFi
- Community-oriented ground floor retail
- Community living room with fireplace
- Multi-purpose room and card room
- Connection to Congregation Kehillath Israel

Programs and Services

- 24-hr emergency on-site staff response
- On-site highly-qualified staff provide resident services including benefits coordination, translation services, fitness classes, wellness services, cultural, social and intergenerational programs



Entry view of ground floor, front desk and community living room



Harvard Street entrance and pocket park

Neighborhood Amenities

- Brookline Senior Center provides gym, computer lab, music classes, daily congregate meals, HELP referral service, and frequent celebrations
- Nearby geriatric primary care medical practice and senior-friendly hairstylists
- Popular dining, coffee shops, grocery stores, boutiques, an independent bookstore, pharmacies, Coolidge Corner Theater, houses of worship and more

Transportation

- Great Transit Access! MBTA Green Line (B&C) and 66 Bus route
- Additional scheduled vans from 2Life, Town Elderbus and TRIPPS transportation assistance
- Ride Share on-site
- *Please note:* no resident parking available

**Information contained herein subject to change without notice. Use and occupancy restrictions apply.*

- Avg. 1BR - 600 sf and Avg. 2BR - 815 sf;
- Mobility Impaired Units: Three 1-bedroom; One 2-bedroom; Sensory Impaired Units: One 1-bedroom; One 2-bedroom;
- AMI = Area Median Income for 2019. Households must fall below gross annual income.
- Please inquire in advance for reasonable accommodations.
- The following preferences apply: homeless, domestic violence, and applicants with disabilities. Section 8 Mobile Vouchers accepted.



Part 2: Brown Family House Application Process FAQ

How do I submit an application?

1. Complete the separate Brown Family House application thoroughly with current information. Do not use a "Common Pre-App".
2. Sign and date, and submit back to 2Life Communities before **Friday, May 1st at 5 pm** with any of these methods:
 - In person at 40 Wallingford Road, Brighton, Compliance Department
 - By fax at 617-912-8429
 - By email scan to: Leasing@2lifecommunities.org
 - By mail, postmarked no later than 5/1/2020, to: 2Life Communities, 30 Wallingford Rd, Brighton, MA 02135
 - Do not deliver or mail applications to either the construction site at 370 Harvard Street, Brookline or to Congregation Kehillath Israel

How will I know you receive it?

You will receive a confirmation by mail within two weeks that we have received your application, and have assigned it an "application number". In addition, if you send it by email, you will get a confirmation receipt note usually within 24 hours.

Who is eligible?

1. At least one person in your household must be aged 62 or older
2. We accept ALL levels of income. Your annual income will determine which unit program you are eligible for, and we will place you on the appropriate wait list(s) based upon 30%, 50%, 60%, or 110% of Area Median Income limits; or on the Unrestricted list if you indicate you desire a market rate apartment.



Do assets have any impact on eligibility?

1. Assets are verified to determine anticipated annual interest or dividend amounts only, which will be added to your annual income, to know which program you qualify for.
2. There is no upper asset limit (except in the 30% AMI MRVP project-based units which is capped at \$25,000, excluding retirement accounts).
3. Real estate property may be owned, as we will consider the market value and "impute" an interest rate of only 0.06% as "interest earned". (Ex: a home worth \$350,000 at 0.06% will have only \$210 added to annual income.)
4. If you own real estate that you plan to rent out, that rental income will be projected as part of your annual income.

What bedroom size should I choose?

1. Single persons are only eligible for an affordable/restricted one bedroom apartment
2. Two or more person households may apply for a two bedroom apartment
3. Households may apply for both a one and two bedroom apartment; and both an affordable/restricted or market apartment if desired, all on the same application; and we will place you on multiple wait list(s) as appropriate
4. Two married persons may apply for a two bedroom apartment, only if there is a verified medical reason why they shouldn't share a bedroom.
5. A household may NOT submit more than one application. The same person cannot be listed on more than one application; and any multiple entries will have both applications rejected.

How does the Lottery work?

1. All eligible applications received by 5/1 at 5pm will be placed into a pool and entered into a software program that will randomize the application numbers. That randomized list will be assigned lottery numbers.



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2. The lottery is scheduled to be held on Thursday, 5/21 at 2 pm. Your attendance is not mandatory, and is *not encouraged* for health reasons due to the State of Emergency in Massachusetts.
3. You will be notified in writing within ten days of your lottery number.
4. Applicants may expect to be called in for in-person interviews to provide vital documents and release signatures for the determination of qualification, and screening of application, starting with lower lottery numbers first.
5. There are only 60 apartments for rent, as two apartments are set-aside for live-in staff. The apartment breakdown is listed on page 3 on the application.

Do I get to see or choose which apartment to live in?

Unfortunately, the site will be under construction and unavailable for personal tours. Applicants at the top of the lists who are accepted and offered an apartment will have the opportunity to look at building lay-out plans, and apartment floor plans, to specify their location preference. All efforts will be made to grant preference selections based upon availability.

When will I get to move in?

1. Accepted applicants will be expected to provide a security deposit in the amount of one month's rent to demonstrate their commitment to move in.
2. We currently expect the Certificate of Occupancy to be granted on about August 15th, 2020, and we plan to begin move ins **immediately following that date.**
3. We expect that all accepted applicants will receive at least a 30-day notice of the anticipated move in date, in order to make moving arrangements and give notice to current landlords if required. Efforts will be made to provide mobile voucher holders the necessary 60-day notice required before being expected to move-in.
4. If you do not accept an apartment within ten days of the written offer, we will deem that you are not interested, and must make the offer available to another qualified applicant.

Part 3: Guide to Completing the Brown Family House Rental Application

Page 1

1. General Information – please complete thoroughly including your Social Security Number (SSN) and Date of Birth (DOB). Any third person information may be hand-written on the back of the application.
2. Please provide the contact information of another person we can contact in case we are unable to reach you.
3. In the event you are not offered an apartment, you will be placed on the wait list. It is necessary that you confirm in writing annually that you are still interested to remain on our wait list. Please denote if you'd like this reconfirmation form sent to your mailing address, or other contact address.

Page 2

1. Please provide your income information as an annual amount. (Social Security or pension monthly amounts times 12). If you receive regular distributions from retirement accounts or annuities, kindly indicate the annual amount under "Other Income"
2. "Other Income" may also include gifted amounts received on a regular basis from friends or family support that you would like us to consider as regular and permanent.
3. "Income from Assets" – Please state the current value balance of all accounts as of this date, and the current interest rate if known (we will verify the actual rate at a later date.)
4. The total Income received from Assets should be inserted above to be added to Other Income sources, so that we may see "Total Estimated Gross Annual Income" recorded in one box.

Page 3

1. Unit Type and Subsidy Information – this section charts the number of units available under each funding category, explaining how the rent is determined. For instance: the first three lines of sixteen (16) units are set aside for applicants under the 30% Area Median Income (AMI) income level,



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and residents of these units will pay an adjusted 30% of their monthly income for rent. The next seven (7) units are set aside under the Massachusetts Rental Voucher Program (MRVP) and are for households below the 50% AMI level. Both the 30% AMI and 50% AMI apartments will receive Project Based Vouchers which are processed through Metro Housing Boston, who will determine your rent share. It is important that you cooperate with their process on-going to maintain that subsidy assistance. Twenty-six (26) apartments are set-aside for the Low Income Housing Tax Credit Program, where households fall below the 60% AMI level, and will pay \$1,210 monthly rent for a one bedroom apartment, and \$1,441 monthly rent for a two bedroom apartment. Eight (8) apartments are set aside for households falling below the 110% AMI level paying \$2,100 and \$2,500 monthly rent for the one- and two-bedroom apartments respectively. Three (3) apartments are set-aside at Market Rate with no income restrictions, with rents ranging from \$3,100 - \$3,400. You will not need to understand or select which income category you qualify for, we will make this determination and place you in all the categories for which you may qualify, based upon the income amounts you provide in the application. Please note that the rents shown above are based on the 2019 Area Median Income Limits which will be subject to change when the 2020 Area Median Income Limits are released.

2. The Area Median Income (AMI) chart shows the current 2019 upper income limits per category above. The 2020 Area Median Income Limits are expected soon. Please continue to check the website for the most up to date information.
3. Apartment Selection: you may select one or more units you wish to apply for, and may be placed on multiple lists, according to your lottery number. For instance, your name may come up more quickly for an accessible apartment, before it comes up for a standard apartment, or vice versa.

Page 4

1. Please let us know in advance if you require a reasonable accommodation based upon a disability. This may be a physical modification you may require



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at the building or inside your apartment, or a modification in the way we conduct business with you.

2. Please state your current living situation. It is important for us to know whether you have a “mobile” or “tenant-based” voucher, which is one you can take with you, versus one that is Project-based that stays with your current property. This will enable 30% or 50% AMI households to also be included on the 60% AMI wait lists, possibly increasing your chances.
3. We would like to know how you heard about our great housing opportunity.
4. Government funded housing would like to be able to know we are reaching diverse populations, but this section is optional.
5. In an effort to provide a great housing source, we would like to know what makes you choose this new building.

Page 5

1. Certain circumstances may improve your position, and our ability to call you in sooner. Kindly check off the Preference situations that apply (you may be asked to supply documentation.)

Page 6

1. All applicants must sign and date that the information provided in the application is true. If you have falsified information, it may be grounds for rejection.

Page 7

1. Kindly complete Contact information which may be helpful for us to reach you, or communicate with you about important on-going matters throughout the application review process and for future tenancy.

OTHER IMPORTANT INFORMATION:

1. All 2Life communities are non-smoking on the premises.
2. There is No Parking available to residents on site.