

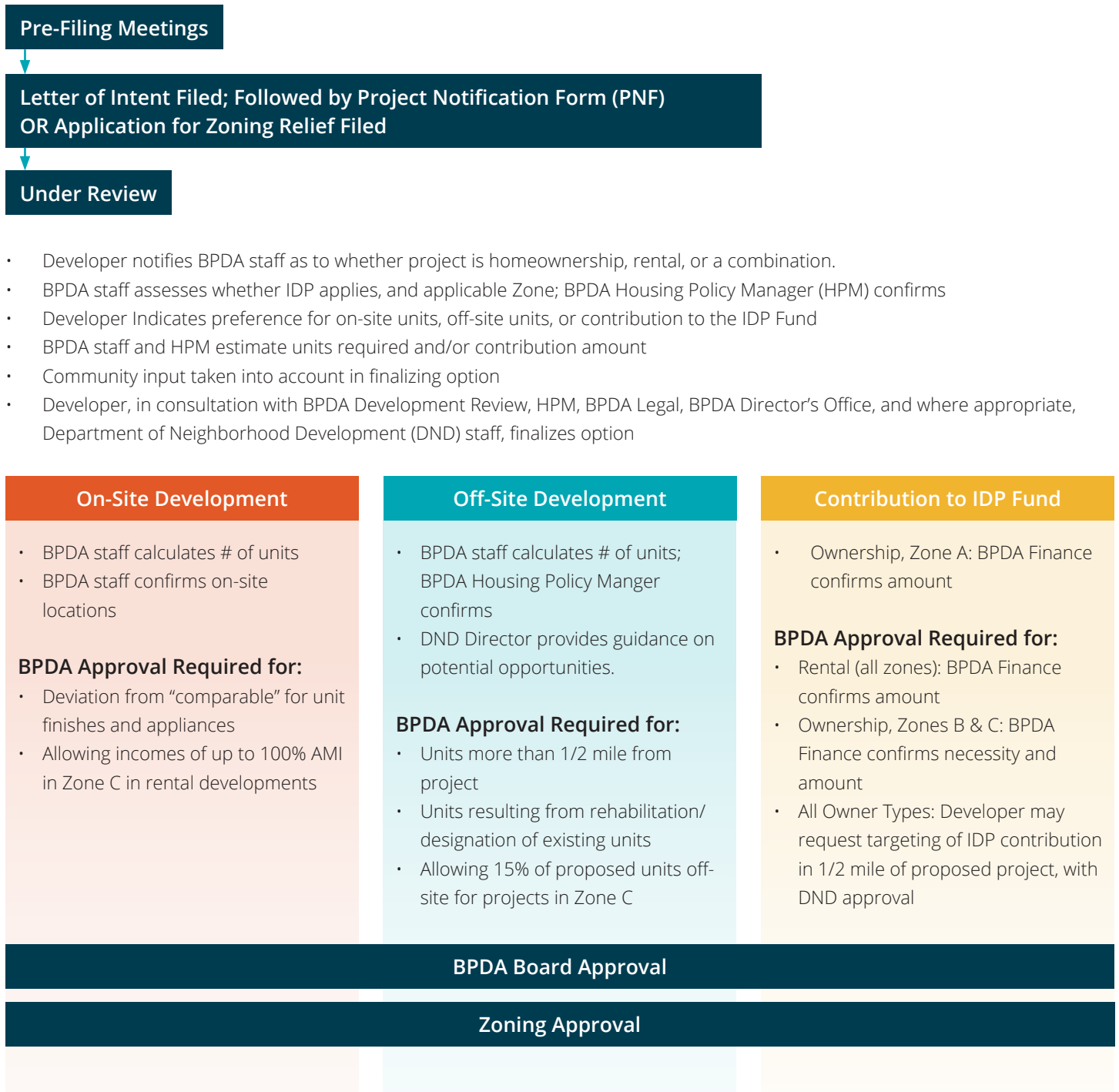
Boston Inclusionary Development Policy (IDP): Project Review Process, Projects Requiring Zoning Relief*

When does this process apply?

10+ Units & Requires Zoning Relief**

Development Review Stages

Developer meets with BPDA Development Review; IDP explained



*This document is intended to provide guidance only, and may be changed. For official guidance, please review the BPDA Inclusionary Development Policy.

**Exceptions are made for projects that meet certain affordability requirements. Documentation will be required, such as a confirmation from DND.

Boston Inclusionary Development Program: After BPDA & Zoning Approval

On-Site Development	Off-Site Development	Contribution to IDP Fund
<ul style="list-style-type: none"> BPDA Legal staff completes housing agreement Developer creates Fair Housing Marketing Agreement; BPDA and Office of Fair Housing & Equity (OFHE) approve BPDA Design reviews architectural plans 	<ul style="list-style-type: none"> BPDA staff approves location Legal staff completes housing agreement Developer creates Fair Housing Marketing Agreement; BPDA and Office of Fair Housing & Equity (OFHE) approve BPDA Design reviews architectural plans If rehab, BPDA approves required relocation documentation 	<ul style="list-style-type: none"> BPDA Legal staff completes Affordable Housing Contribution Agreement
Inspectional Services Department Issues Building Permit		
<ul style="list-style-type: none"> BPDA Design staff inspect completed units 	<ul style="list-style-type: none"> BPDA Design and DND staff inspect completed units If rehab, BPDA monitors relocation process 	<ul style="list-style-type: none"> Treasury invoices initial payment Developer decides whether payment is up-front; BPDA Finance verifies present value calculation
Inspectional Services Department Issues Certificate of Occupancy		
<ul style="list-style-type: none"> Developer implements marketing plan and lottery; OFHE assists with lottery* Developer manages income and asset certifications; BPDA Compliance approves certifications 	<ul style="list-style-type: none"> Developer implements marketing plan and lottery; OFHE assists with lottery* Developer manages income and asset certifications; BPDA Compliance approves certifications 	<ul style="list-style-type: none"> Ownership Projects: Treasury invoices for second payment
BPDA Approves Certificate of Completion		

Ongoing Compliance

Inclusionary Development Units	Contribution to IDP Fund
<ul style="list-style-type: none"> Marketing, income certifications, leasing up, and sales continue on units; BPDA Compliance and OFHE monitors/assists BPDA Compliance monitors ongoing affordability 	<ul style="list-style-type: none"> For rental, annual payments continue; Treasury invoices For ownership, BPDA Finance determines final contribution; Treasury invoices BPDA Compliance and DND monitor payments DND disburses funds to qualified affordable housing developments

*Developer may choose to begin marketing efforts up to six months before occupancy.