

Department  
Documents

BRA  
2300



**GREATER ROXBURY  
DEVELOPMENT CORPORATION**  
90 Warren Street  
Roxbury, MA 02119



71.16-1235

FRANKLIN PARK DEVELOPMENT III  
SECTION 8 PRELIMINARY PROPOSAL

Submitted by

The Greater Roxbury Development  
Corporation

December 17, 1979



## EXHIBIT #2

### Site Location/Racial Composition

Figure 1 locates GRDC's primary Impact Area relative to the City of Boston. Figure 2 locates GRDC's sub-areas and the proposed sites relative to the Primary Impact Area.

Sub areas 16, 15, 14, 11, 10, 9, 7 6, 5 and 3 define the neighborhood of Washington Park, a sub-area of the Roxbury Planning District.



## Description of the Neighborhoods

Properties for these developments are located in sub-area 7 and 16 of GRDC's primary impact area. Sub-area 7 is overwhelmingly residential. Sub-area 16 has a mixture of residential and commercial properties.

There are many conveniences within the sub-area 16, including the Egleston Station shopping area. Near the southern boundary of the sub-area is Franklin Park and its zoo. Franklin Park is the largest park in the Boston Metropolitan area. Its zoo is presently undergoing \$17 million of renovation. Other recreational areas within and near the sub-area are Washington Park with its in-door athletic facilities, pools, skating rinks, and playgrounds, the Roxbury YWCA, and the Roxbury Boy's Clubhouse.

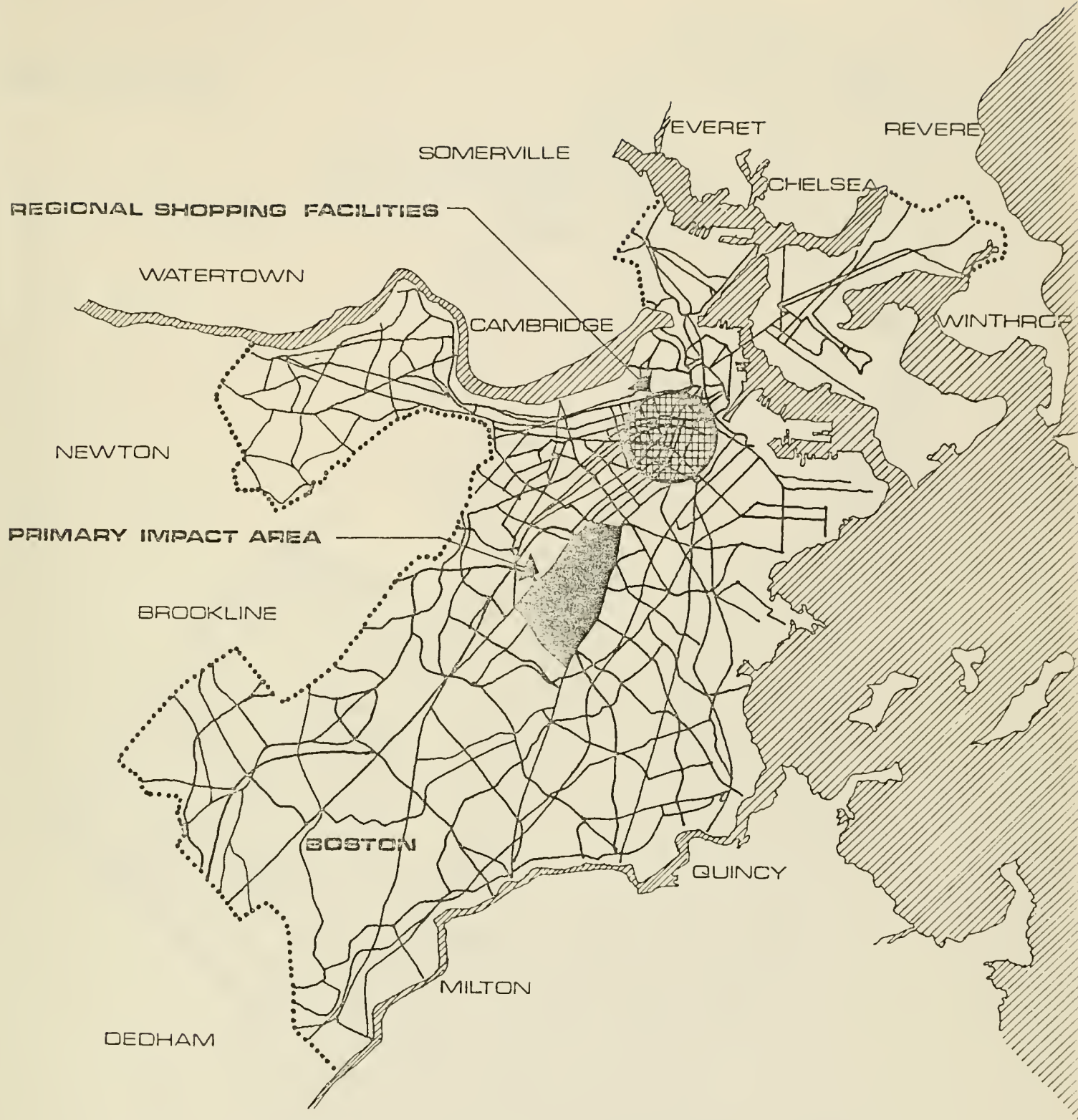
Educational and cultural facilities included within and near the sub-area are the Elma Lewis School of Fine Arts, The National Center for Afro-American Artists, three branches of the Boston Public Library, Boston Technical High School, The Munroe Trotter and Davis A. Ellis elementary schools, and the Crispus Attucks Children's Center and Roxbury Children's Center.

Newly constructed medical centers in the area include the Roxbury Comprehensive Community Health Center, The Roxbury Dental Medical Group, and the Charles Drew Family Life Center.

Public transportation is convenient to the residents of this sub-area. Five bus lines provide service to and from Egleston and Dudley Stations, both of which are part of the Orange Line rapid transit system which provides service to the Downtown Boston Shopping and Municipal Service areas.







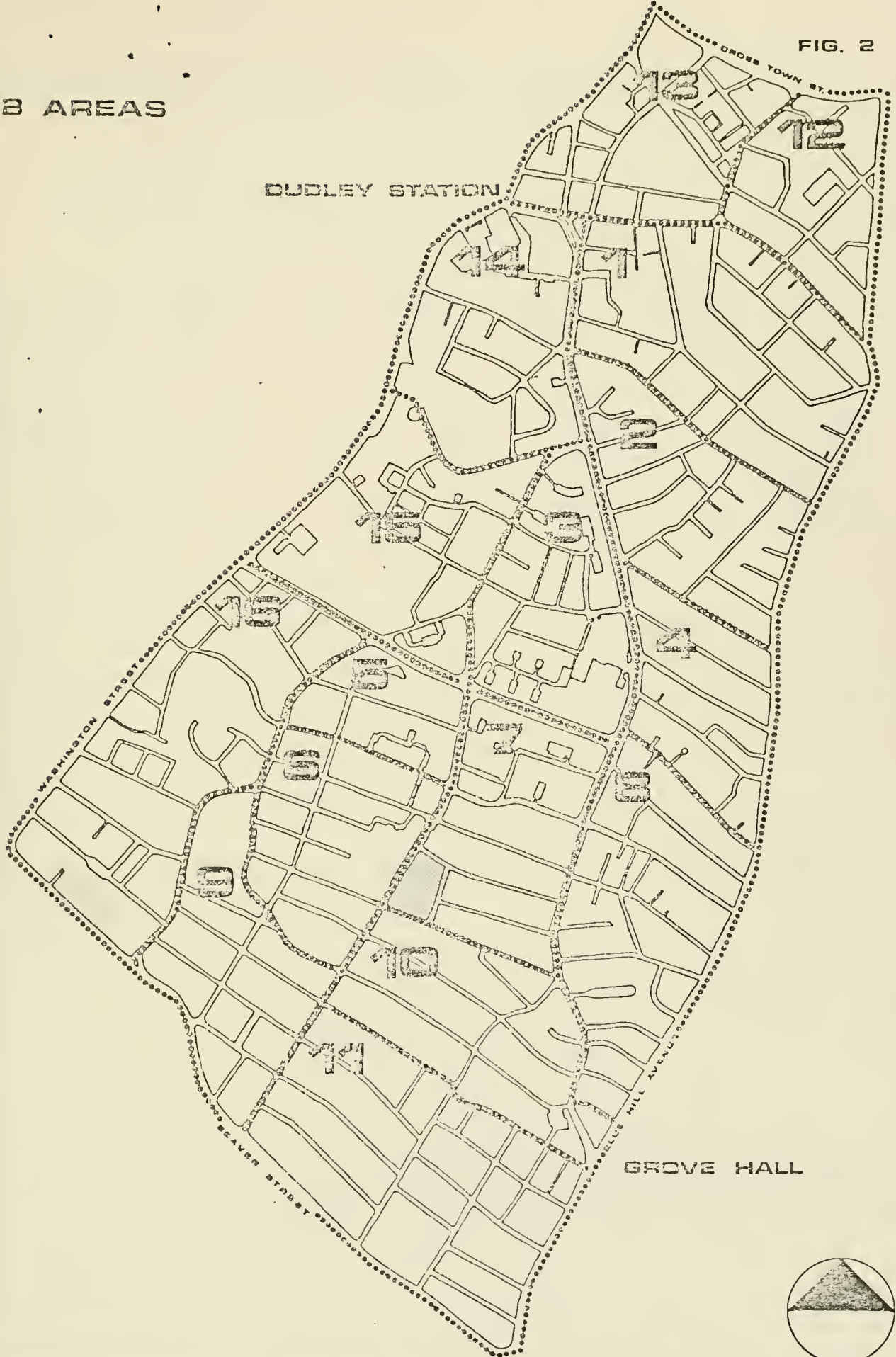
**LOCATION OF PRIMARY IMPACT AREA**



SUB AREAS

DUDLEY STATION

GROVE HALL



PRIMARY IMPACT AREA

FT 0 300 600 1900



DESCRIPTION OF THE NEIGHBORHOOD: ETHNICITY, INCOME, AGE OF POPULATION --  
ALSO SIZE, DIET, DENSITY

Statistics - Roxbury Planning District  
1970 U.S. Census

<u>Population</u>	<u>Highland Park</u>	<u>SAV-MOR</u>	<u>Lower Roxbury</u>	<u>Washington Park</u>	<u>Total District</u>	<u>City</u>
Total	7,639	7,163	8,596	19,503	42,901	641,071
% Black	70%	84%	78%	88%	82%	16%
% Spanish	10%	05%	08%	03%	06%	03%
% White	20%	11%	14%	09%	12%	81%
% Under 18	34%	37%	43%	49%	42%	28%
% 65 & Over	11%	11%	07%	10%	10%	13%
<u>Income</u>						
Median	\$ 6,100	\$ 6,300	\$ 4,900	\$ 6,600	\$ 6,300	\$ 9,100
% Below Poverty Level	23.0%	20.0%	33.0%	24.0%	25.0%	12.0%
% Unemployed	08.6%	06.6%	11.0%	06.3%	06.5%	04.3%
<u>Housing</u>						
Total Units	3,258	2,455	3,443	6,919	16,705	232,448
Median Value	\$ 8,800	\$ 9,500	\$ 7,400	\$13,000	\$10,300	\$19,600
% 1 & 2 Family Structures	19%	34%	13%	26%	23%	31%

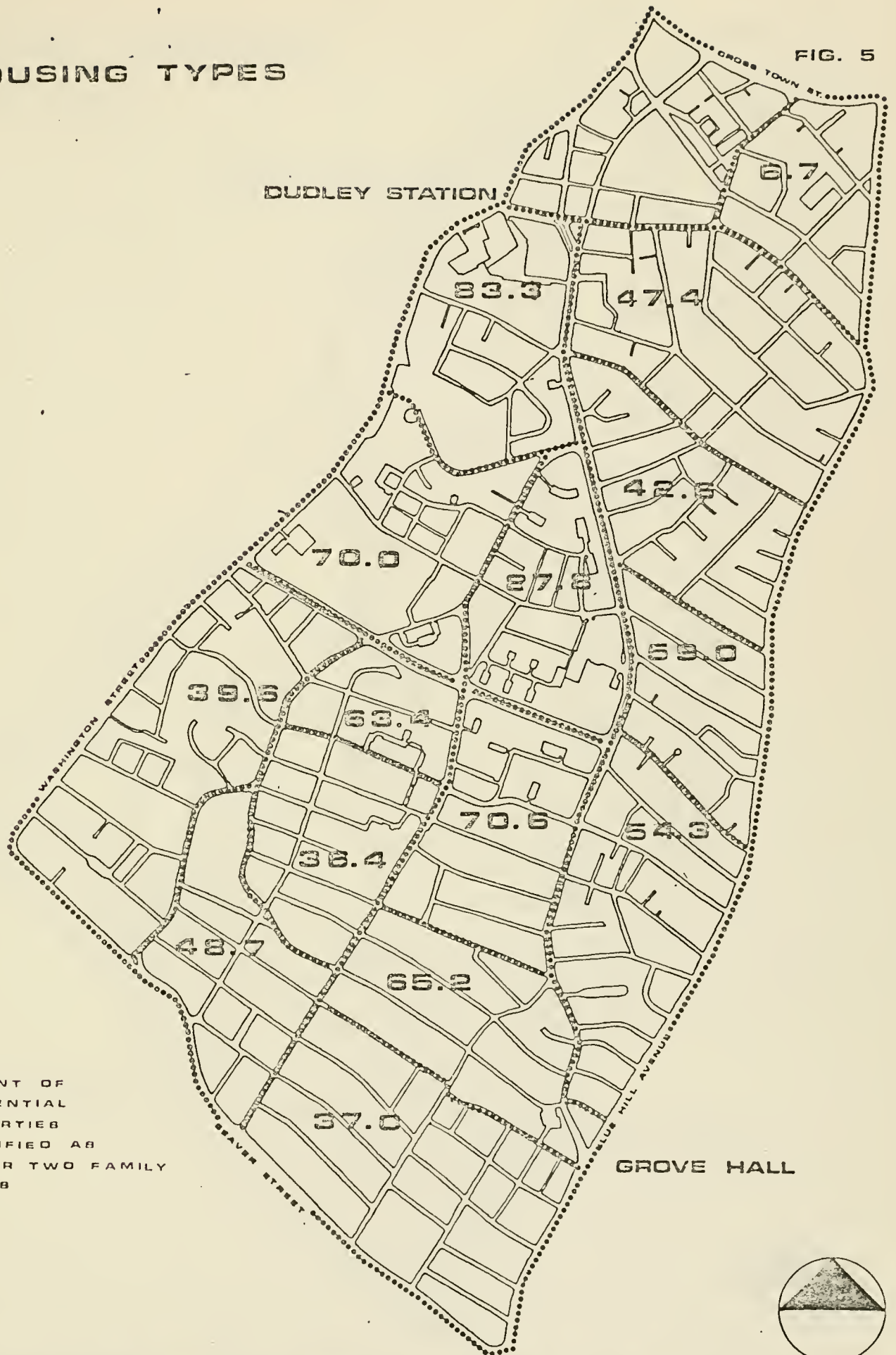
NOTE: 1977 unemployment figures have been tabulated at 20.3%. A Survey of Attitudes toward the City of Boston and its Neighborhoods, May, 1977, by Hart Research Associates, Inc. extracted from the 1978 Planning Profile of Roxbury by the BRA.



# HOUSING TYPES

FIG. 5

DUDLEY STATION



PERCENT OF  
RESIDENTIAL  
PROPERTIES  
CLASSIFIED AS  
ONE OR TWO FAMILY  
HOUSES

GROVE HALL

# PRIMARY IMPACT AREA



FT 0 300 600 1200





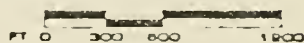
# BUILDING CONDITION

## BY SUBAREA

FIG. 6



# PRIMARY IMPACT AREA

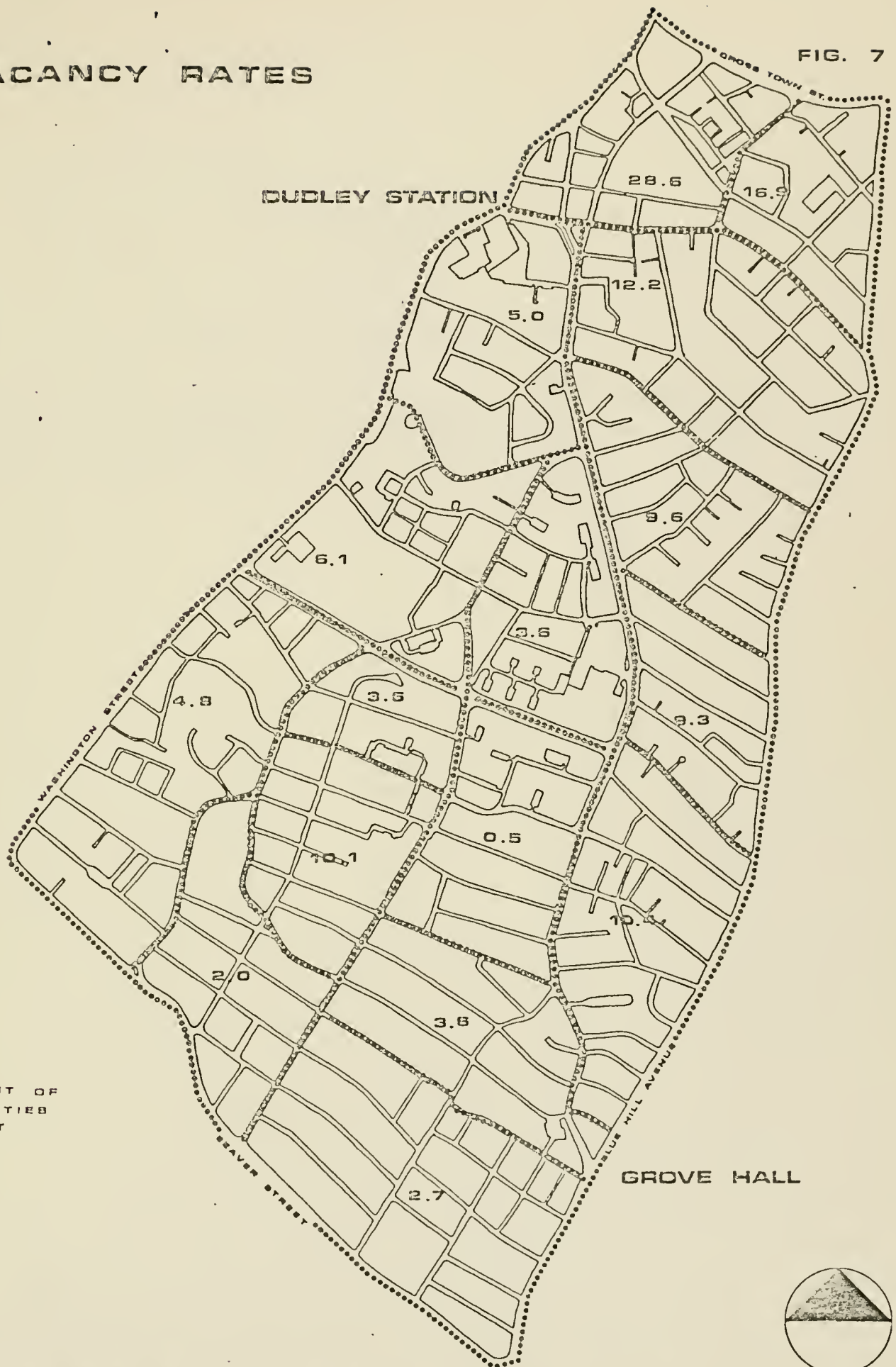




# VACANCY RATES

FIG. 7

DUDLEY STATION



PERCENT OF  
PROPERTIES  
VACANT

GROVE HALL



PRIMARY IMPACT AREA

FT 0 25 50 100



## EXHIBIT 3

### DESCRIPTION OF EXISTING HOUSING

Presently the property at 2000 Columbus Avenue consists of 6 BRA infill structures. The buildings are three stories tall with apartments on the basement level. The buildings were never completed, therefore, no heating-airconditioning systems or other amenities are in place.

The property at 120-140 Humboldt consists of a vacant lot.



EXHIBIT 4

DESCRIPTION OF PROPOSED HOUSING

The buildings at 2000 Columbus Avenue will be demolished. The new structures to be built will consist of 50 stacked simplex over duplex row-type townhouses.

120-140 Humboldt Avenue will be modeled after the existing Taurus project at 118 Humboldt Avenue





EXHIBIT #5

STATEMENT OF ARCHITECTURAL USAGE

A registered architect, to be selected through either an open or negotiated bid process, will be utilized for preparation of final working drawings and specifications.

Preliminary drawings and sketch plans will be prepared by staff architects.



EXHIBIT #6

DESCRIPTION OF PROPOSED UTILITY

All utilities and services are to be included in the rent.

- Passive solar heat.
- Electrical (gas) base board back up heat.
- Electricity for lights.
- Solar domestic hot water system with electricity for back up.
- Electric stove and oven.



EXHIBIT #7

Description of Utility-Contract Rent

The cost of all utilities will be included in the contract rent schedules.

The contract rent schedules include:

- |    |                     |             |
|----|---------------------|-------------|
| a. | 28, 2 bedroom apts: | \$316/month |
| b. | 57, 3 bedroom apts: | \$350/month |



EXHIBIT #8

CONTRACT RENEWAL

The Greater Roxbury Development Corporation proposes utilizing a HUD-FHA mortgage insurance program to pay the costs of construction for these developments.

Contract terms and release of funding will be worked out with local HUD officials at the times appropriate.





## EXHIBIT #9

### DESCRIPTION OF OWNERSHIP

The plan of ownership provides for GRDC as a non-profit or its nominee, which would be a wholly owned subsidiary of GRDC, to be the single or majority owner of the property. Strategies of partnerships and tax syndication will be considered and determined dependent upon their projected impacts on the economic feasibility and long-term stability of the project.

GRDC's short term goal of ownership is to control what we view as a very valuable resource for the Roxbury Community and to provide good decent housing to its residents. Our long term goal, however, is to promote home ownership, and to that end GRDC would be looking to convert these units to tenant cooperatives if the idea proves feasible in the future.

GRDC will approach its short-term goal of ownership for maximizing the quality of its housing in two ways. First, GRDC is committed to re-investing its return to upgrade its housing units. Second, GRDC is committed to the expenditure of sufficient funds to attain and support a quality management program.



EXHIBIT #9 ATTACHMENT

EVIDENCE OF OWNERSHIP

The 120-140 Humboldt Ave. site and the 2000 Columbus Ave. site are presently BRA Infill sites. GRDC has initiated negotiations with the Boston Redevelopment Authority to obtain an option on the sites.

Evidence of the option will conveyed to the local area Hud office once it is received by GRDC.



EXHIBIT #10

STATEMENT OF COMPLIANCE WITH HOUSING ASSISTANCE PLAN

The following information illustrates that the proposed Greater Roxbury Development Corporation's HUD Section 8 multi-family housing developments are in compliance with the CDBG year V (7/1/79-6/30/80) Housing Assistance Plan for the City of Boston, Massachusetts.

The proposed development will provide eighty-five (85) units of housing with full section 8 rental assistance for fifty percent (50%) of the units. This will partially meet the needs of both lower and moderate income households as expressed in Table II of the HAP. Table II establishes a need of 22,550 renter households for families of four or less members; and a need of 16,140 renter households for minority families of four or less members.

The proposed developments also meet the current year goal of the HAP of rental housing assistance for low and moderate income families. Table III establishes a current year goal of 200 units for low to moderate income families of four or less members.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
HOUSING ASSISTANCE PLAN - TABLE II HOUSING ASSISTANCE NEEDS OF LOWER INCOME HOUSEHOLDS

1 NAME OF CITY OR COUNTY: **City of Norfolk**

2 SPECIFICATION GRANT NUMBER: **B - - - - -**

3 DATE OF HOUSING SURVEY YEAR:  ORIGINAL  AMENDMENT, DATE: \_\_\_\_\_

4 PROGRAM YEAR: **7/1/79** TO: **6/30/80**

5 DATE OF HOUSING SURVEY YEAR: \_\_\_\_\_

STATISTICS OF HOUSING OR FINANCING ASSISTANCE	ALL HOUSEHOLDS			ALL EQUAL INCOME HOUSEHOLDS			ALL LOWER INCOME HOUSEHOLDS					
	TOTAL (N=)	FEDERALLY FINANCED (F) (Percent)	FAMILY (F or less) (Percent)	LARGE FAMILY (5 or more) (Percent)	TOTAL (N=)	FEDERALLY FINANCED (F) (Percent)	FAMILY (F or less) (Percent)	LARGE FAMILY (5 or more) (Percent)	TOTAL (N=)	FEDERALLY FINANCED (F) (Percent)	FAMILY (F or less) (Percent)	LARGE FAMILY (5 or more) (Percent)
A TOTAL PUBLIC HOUSING (Total of housing assistance)	15,800	7,300	5,250	3,250	4,000	2,900	800	300	2,500	750	1,150	600
B OTHER HOUSING UNITS	66,700	34,550	22,550	9,600	11,900	4,200	6,100	1,600	30,970	6,215	16,750	8,115
C HOUSING UNIT DEFICIT TO BE FINANCED (Total of housing assistance minus public housing)	300	75	150	75	60	10	15	15	155	45	60	40
D ADMINISTRATIVE EXPENSES (Specified in HUD regulations)	6,171	617	3,703	1,851	617	154	309	154	4,320	302	1,858	2,160
E TOTAL HOUSING ASSISTANCE NEEDS (Sum of lines A, B, C, and D)	80,971	42,562	31,653	14,776	16,557	7,264	7,224	2,069	37,935	7,812	19,208	10,915
F Percent of Total		47.8%	35.6%	18.6%								

See P. 10.

The HUD Area Office has advised us that it is not necessary to submit Table II in the Year IV Housing Assistance Plan. However, for the record, the City is re-submitting Table II from Year III.





HOUSING ASSISTANCE PLAN - TABLE II HOUSING ASSISTANCE NEEDS OF LOWER INCOME HOUSEHOLDS

NAME OF APPLICANT  
City of Boston

2 APPLICATION GRANT NUMBER  
a - - - - -

3 X ORIGINAL  
1 ADJUDICATED DATE  
APR 27 1980 to 6/30/80

STATUS OF HOUSEHOLDS REQUIRING ASSISTANCE

PROVIDE DATE FOR EACH CATEGORY OF MINORITY HOUSEHOLD, AS APPROPRIATE

A. OTHER HOUSEHOLD (see line 4, B, and C)	1. [X] BLACK/BLACK ORIGIN			2. [ ] SPANISH-AMERICAN			3. [ ] AMERICAN INDIAN			4. [ ] ORIENTAL			5. [ ] ALL OTHER MINORITIES		
	TOTAL	FAMILY HANDICAPPED (1-2 persons)	FAMILY (1 or less persons)	TOTAL	FAMILY HANDICAPPED (1-2 persons)	FAMILY (1 or less persons)	TOTAL	FAMILY HANDICAPPED (1-2 persons)	FAMILY (1 or less persons)	TOTAL	FAMILY HANDICAPPED (1-2 persons)	FAMILY (1 or less persons)	TOTAL	FAMILY HANDICAPPED (1-2 persons)	FAMILY (1 or less persons)
1. A. OTHER HOUSEHOLD (see line 4, B, and C)	1,375	500	575	300	725	150	350	225	400	100	225	75			
2. B. FUTURE HOUSEHOLDS (see line 4, B, and C)	20,475	5,275	10,000	5,200	7,875	400	5,100	2,375	2,620	1,040	1,040	540			
3. C. HOUSEHOLDS EXPECTED TO BE DISTRACTED IN FUTURE YEAR (see line 1 and 2)	90	30	40	20	40	10	15	15	15	5	5	5			
4. D. TOTAL (sum of lines 1, 2, and 3)	21,940	5,805	10,615	5,520	8,540	560	5,465	2,615	3,035	1,145	1,270	620			



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
HOUSING ASSISTANCE PLAN

TABLE III. GOALS FOR LOWER INCOME HOUSING ASSISTANCE  
CURRENT YEAR GOAL

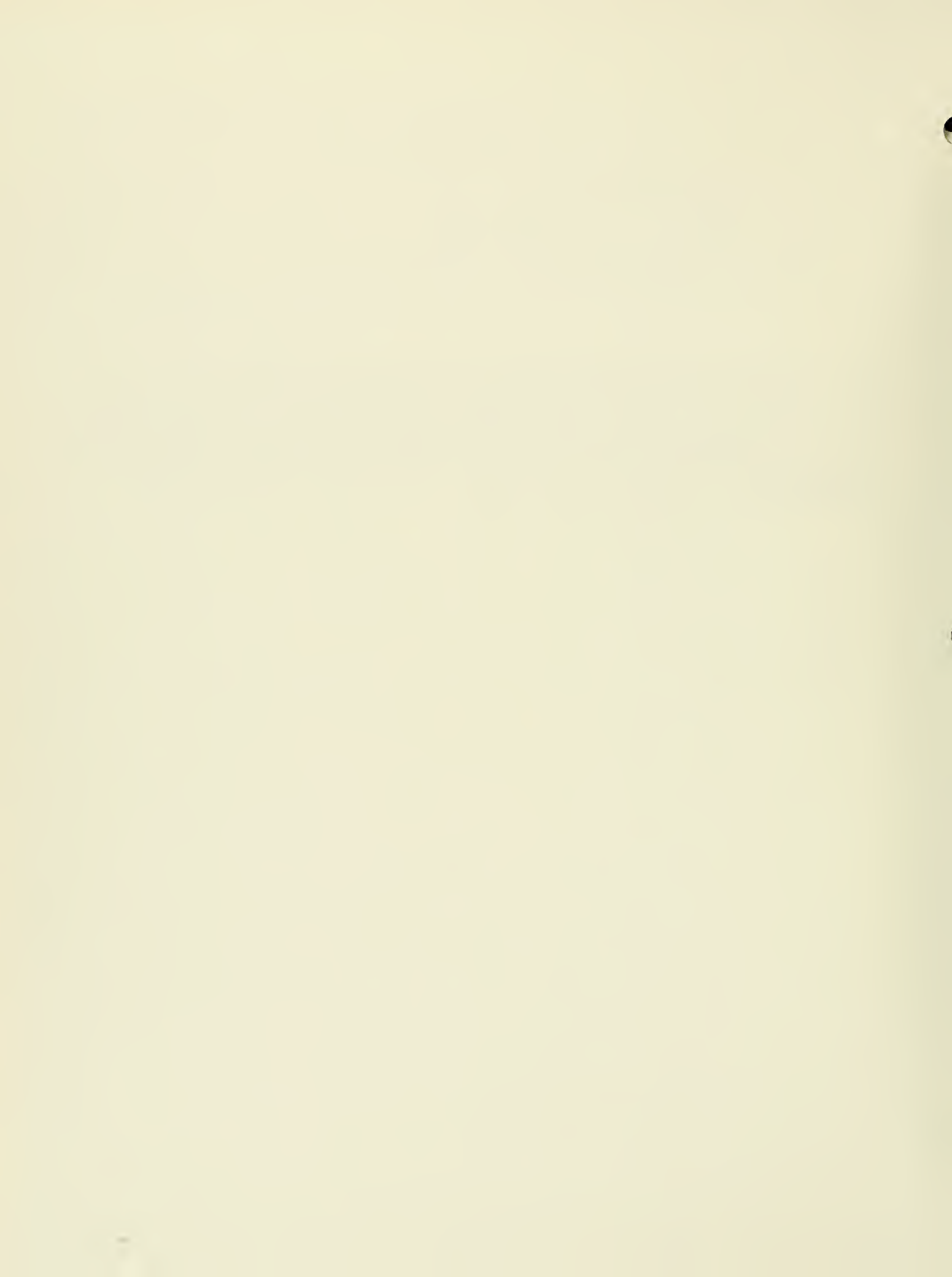
1. NAME OF APPLICANT  City of Boston		3. ORIGINAL <input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> AMENDMENT DATE:		
2. APPLICATION/GRANT NUMBER B - - - - -		4. PROGRAM YEAR FROM 7/1/79 TO: 6/30/80		
TYPES AND SOURCES OF ASSISTANCE	NUMBER OF HOUSEHOLDS TO BE ASSISTED			
	ALL HOUSEHOLDS	ELDERLY OR HANDICAPPED (1-1 persons)	FAMILY (1 or less persons)	LARGE FAMILY (5 or more persons)
(a)	(b)	(c)	(d)	(e)
<b>A. NEW RENTAL UNITS</b>				
1. Section 8-HUD	550	300	200	50
2. State Agency-Total (Sum of lines a and b)	465	225	200	40
a. Section 8	340	100	200	40
b. Other Section 667	125	125	-	-
3. Other Assisted New Rental Housing (Identify) - Total	275	125	50	50
a. Turnkey or Public Housing	275	125	50	50
b. Other	-	-	-	-
4. Total (Sum of lines 1, 2, and 3)	800	420	450	130
<b>B. REHABILITATION OF RENTAL UNITS</b>				
1. Section 8-HUD (includes HUD-held, -owned)	1,230	550	600	50
2. State Agency-Total (Sum of lines a and b)	1,070	630	400	40
a. Section 8	930	490	400	40
b. Other Section 667	140	140	-	-
3. Other Assisted Rehabilitation of Rental Housing (Identify) - Total	300	100	120	80
a. Turnkey or Public Housing	260	100	120	50
b. RHA "Breakthrough"	40	-	-	30
4. Total (Sum of lines 1, 2, and 3)	2,600	1,320	1,120	160
<b>C. EXISTING RENTAL UNITS</b>				
1. Section 8-HUD	1,300	650	500	150
2. State Agency-Total (sum of lines a and b)				
a. Section 8				
b. Other				
3. Other Assisted Existing Rental Housing (Identify) - Total				
a. Other				
b. Other				
4. Total (Sum of lines 1, 2, and 3)	1,300	650	500	150
<b>D. REHABILITATION ASSISTANCE TO HOMEOWNERS OR PROSPECTIVE HOMEOWNERS</b>				
1. CO Black Grants HUD	8,400	2,300	3,000	1,000
2. Section 667 Special Housing	250	50	100	100
3. Other Rehabilitation Assistance to Homeowners or Prospective Homeowners (Identify) - Total	950	-	560	390
a. Section 810, Homeheading	100	-	60	40
b. Section 312, Rehab Loans	850	-	500	350
4. Total (Sum of lines 1, 2, and 3)	9,600	2,350	3,560	1,490
<b>E. NEW CONSTRUCTION ASSISTANCE TO HOMEOWNERS OR PROSPECTIVE HOMEOWNERS</b>				
1. Section 225				
2. Other (Identify) - Total				
a. Other				
b. Other				
3. Total (Sum of lines 1 and 2)				
6. ALL HOUSING ASSISTANCE GOALS (Sum of lines A, B, C, D, E)	14,800	5,540	6,330	2,930

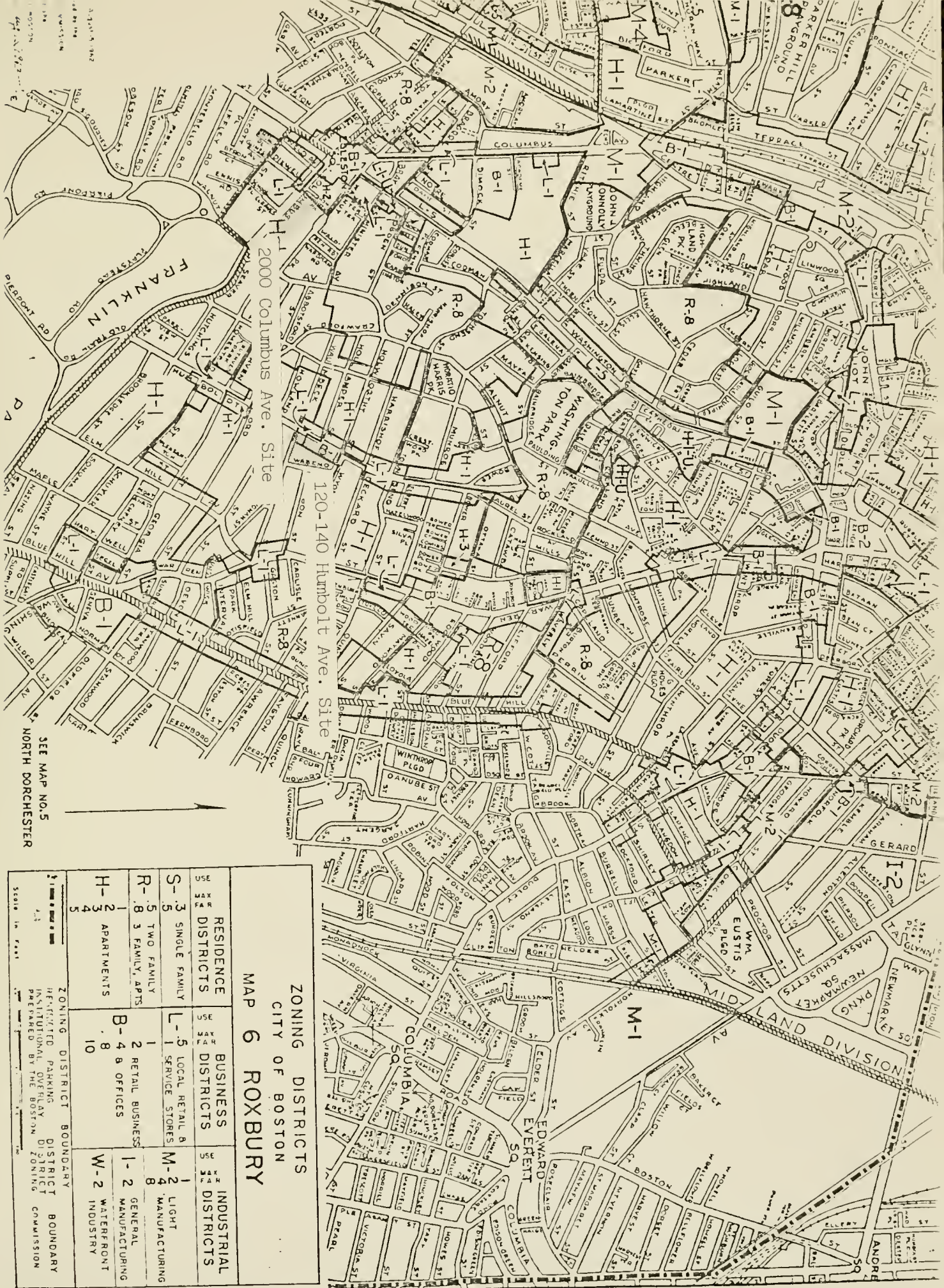


EXHIBIT #11

Compliance With City Ordinances

The two sites are located on the map of zoning districts for the City of Boston. The 2000 Columbus Avenue site is located in a properly zoned area. The 120-140 Humboldt Avenue site is located in an area zoned for local retail, service stores, retail business and offices. However, we feel that we would not have any difficulty in getting a zoning variance from a commercial to a residential designation.





SEE MAP NO. 5  
NORTH DORCHESTER

**ZONING DISTRICTS**  
**CITY OF BOSTON**  
**MAP 6 ROXBURY**

ZONING DISTRICT	BOUNDARY	INDUSTRIAL DISTRICT	BOUNDARY
<b>RESIDENCE DISTRICTS</b>		<b>INDUSTRIAL DISTRICTS</b>	
<b>S-5</b> SINGLE FAMILY	<b>L-5</b> LOCAL RETAIL & SERVICE STORES	<b>M-2</b> LIGHT MANUFACTURING	
<b>R-8</b> 3 FAMILY, ARTS	<b>B-4</b> & <b>B-8</b> RETAIL BUSINESS OFFICES	<b>W-2</b> GENERAL MANUFACTURING WATERFRONT INDUSTRY	
<b>H-3</b> TWO FAMILY			
<b>H-2</b> APARTMENTS			
<b>H-1</b> APARTMENTS			

Scale in Feet

ZONING DISTRICT BOUNDARY  
HEAVY DOTTED LINE  
INSTITUTIONAL OVERLAY ZONING DISTRICT BOUNDARY  
PREPARED BY THE BOSTON ZONING COMMISSION





EXHIBIT #12

RELOCATION REQUIREMENTS

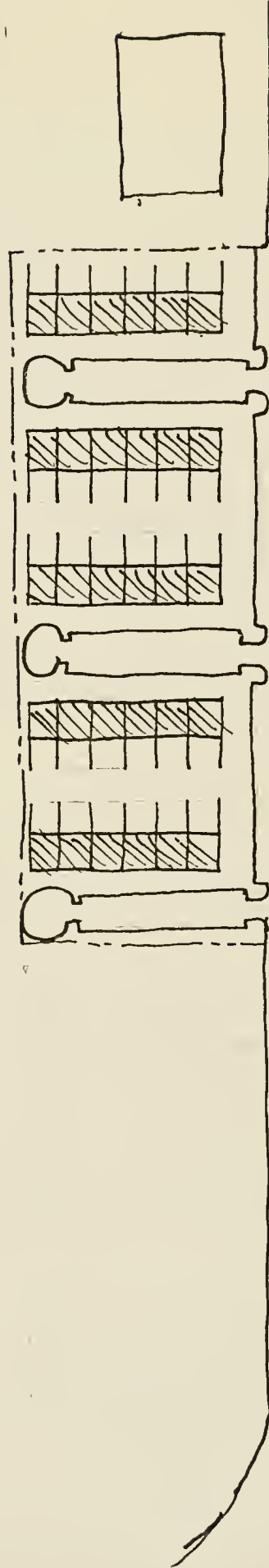
The Greater Roxbury Development Corporation proposes to develop 35 units of multi-family housing at 120-140 Humboldt Avenue and 50 units of multi-family housing at 2000 Columbus Avenue. Both sites are located in the Washington Park Urban Renewal Area which serves as part of GRDC's primary impact area.

The 2000 Columbus Avenue site is presently occupied by six vacant BRA Infill structures. GRDC proposes that these structures be demolished and new buildings constructed.

The 120-140 Humboldt Avenue site is a BRA Infill vacant lot.

There are no inhabited structures on either site; therefore, there will be no displacement of families or businesses by the development of this proposed project.





COLUMBUS AVE.



SITE PLAN  
: 2000 COLUMBUS



EXHIBIT 14

AFFIRMATIVE FAIR HOUSING MARKETING PLAN



**CERTIFICATIONS IN CONNECTION  
WITH THE DEVELOPMENT AND OPERATION OF A SECTION 8  
NEW CONSTRUCTION OR SUBSTANTIAL REHABILITATION PROJECT**

*INSTRUCTIONS: The Private Owner, the PHA Owner or, in the case of a Private Owner/PHA Project, the Private Owner and the PHA, must provide assurances and certify to all of the following items:*

The Private Owner, the PHA Owner or the Private Owner and the PHA hereby assure(s) and certify(ies) that: . . ."

- (i) It will comply with Title VI of the Civil Rights Act of 1964 (*P.L. 88-352*) and regulations pursuant thereto (*Title 24 CFR Part 1*) which states that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives financial assistance; and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the PHA or the Owner, this assurance shall obligate the PHA or Owner, or in the case of any transfer, the transferee, for the period during which the real property and structures(s) are used for a purposes for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
- (ii) It will comply with Title VIII of the Civil Rights Act of 1968 (*P.L. 90-284*), as amended, which prohibits discrimination in housing on the basis of race, color, religion, sex or national origin, and administer its programs and activities relating to housing in a manner to affirmatively further housing.
- (iii) It will comply with Executive Order 11063 on Equal Opportunity in Housing which prohibits discrimination because of race, color, creed, or national origin in housing and related facilities provided with Federal financial assistance.
- (iv) If the proposed project is to be located within the area of a local Housing Assistance Plan (HAP), the PHA or Owner will take affirmative action to provide opportunities to apply for units in the proposed project to the class of persons identified in the local HAP as expected to reside in the community as a result of current or planned employment.
- (v) In establishing the criteria for the selection of tenants, the PHA or Owner will not utilize preferences or priorities which are based upon the length of time the applicant has resided in the jurisdiction. The PHA or Owner shall treat non-resident applicants who are working, or have been notified that they are hired to work in the jurisdiction, as residents of the jurisdiction.
- (vi) It will comply with Executive Order 11246 and all regulations pursuant thereto (*41 CFR Chapter 60-1*) which states that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to insure equal employment opportunity. The PHA or Owner will incorporate, or cause to be incorporated, into any contract for construction work, as defined in Section 130.5 of HUD regulations, the equal opportunity clause required by Section 130.15(b) of the HUD regulations.
- (vii) It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (*12 U.S.C. 1701u*) and regulations pursuant thereto (*24 CFR Part 135*), which requires that, to the greatest extent feasible, opportunities for training and employment be given lower-income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in, the area of the project.

12/17/79  
(Date)

Executive Director  
(Title)

*Circ V Lee, Jr.*  
(Signature)





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

**AFFIRMATIVE FAIR HOUSING  
MARKETING PLAN**

FOR HUD USE ONLY  
ASP FILE NUMBER (Insured Home Mortgage Programs)

COMPLETE FORM AND SUBMIT TO: FAIR HOUSING AND EQUAL OPPORTUNITY DIRECTOR/SPECIALIST AREA/SERVICE OFFICE

**1. INTRODUCTION**

The Affirmative Fair Housing Marketing Regulations require that each applicant subject to these Regulations carry out an affirmative program to attract prospective buyers or tenants of all minority and non-minority groups to the housing, including Whites (Non-Hispanic) and members of minority groups: Blacks (Non-Hispanic), American Indians/Alaskan Natives, Hispanics or Asian/Pacific Islanders in the Standard Metropolitan Statistical Areas (SMSA) or housing market area who may be subject to housing discrimination on the basis of race, color, religion, sex or national origin.

**2. APPLICANT AND PROJECT IDENTIFICATION:**

**A. APPLICANT'S:**  
 NAME: GREATER ROXBURY DEVELOPMENT CORP.  
 ADDRESS: 90 WARREN STREET  
ROXBURY, MASS. 02119  
 TELEPHONE NO.: (617) 445-4242

**B. PROJECT OR APPLICATION NUMBER:** \_\_\_\_\_  
 SECTION OF ACT: 8 NUMBER OF UNITS: 85  
 PRICE OR RENTAL RANGE OF UNITS:  
 FROM \$ 316 TO \$ 350

**C. PROJECT:**  
 NAME: Franklin Park Dev. III  
 LOCATION/ADDRESS: DORCHESTER AREA 02121  
 CITY: BOSTON STATE: MASS  
 COUNTY: SUFFOLK CENSUS TRACT: \_\_\_\_\_

**D. FOR MULTIFAMILY HOUSING ONLY:**  
 ELDERLY  NON-ELDERLY

**E. APPROXIMATE STARTING DATES:**  
 ADVERTISING June 81 OCCUPANCY Aug 81

**3. TYPE OF AFFIRMATIVE MARKETING PLAN:**  Project Plan;  Annual Plan (for scattered sites).  
 NOTE: A separate Annual Plan must be developed for each type area in which housing is to be built. Indicate the specific area for which this plan applies:  
 Minority Area  White (non-minority) Area  Mixed Area (with 90 % minority residents)

**4. DIRECTION OF MARKETING ACTIVITY:**  
 Each applicant is required to carry out an affirmative marketing program to attract buyers or tenants of all minority and non-minority groups to the housing. The purpose of this program is to assure that any group(s) of persons normally NOT likely to apply for the housing without special outreach efforts (because of existing neighborhood racial or ethnic patterns, price, and/or other factors) know about the housing, feel welcome to apply and have the opportunity to buy or rent. Indicate below which group(s) are least likely to apply for the housing without special outreach efforts.  
 White (Non-Hispanic)  Black (Non-Hispanic)  American Indian or Alaskan Native  Hispanic  Asian or Pacific Islander

**5. MARKETING PROGRAM:** All advertising will include: a) methods to attract minority and non-minority persons, especially persons in the group(s) checked above, and b) prominent use of the approved Equal Housing Opportunity Logo, Slogan and/or Statement.  
SEE ATTACHMENT

**A. COMMERCIAL MEDIA:** Check the media to be used to advertise the availability of this housing.  
 Newspaper(s)/Publication(s)  Radio  TV  Billboards  Others (specify) PUBLIC AGENCIES & COMMUNITY ORGANIZATIONS  
 For the media identified above, provide the requested information: (If more space is needed attach an additional sheet.)

NAME OF MEDIA	ESTIMATE IN PERCENTAGES THE RACIAL/ETHNIC IDENTIFICATIONS OF MAJOR READERS/AUDIENCE					ADS/BROADCASTS, ETC.	
	White (Non-Hispanic)	Black (Non-Hispanic)	American Indian or Alaskan Native	Hispanic	Asian or Pacific Islander	Size and/or Duration	Frequency or Intervals
BOSTON GLOBE	80	15		5			
HERALD AMERICAN	80	15		5			
BAY STATE BANNER	5	80		15			
DORCHESTER COMMUNITY NEWS	40	40		20			

NOTE: Attach copy of ad or state when it will be submitted.

**B. BROCHURES, SIGNS AND HUD'S FAIR HOUSING POSTER:** 1) Will brochures, leaflets or handouts be used to advertise?  Yes;  No. If yes, attach a copy or submit when available. 2) For project site sign, indicate sign size \_\_\_\_\_ x \_\_\_\_\_; Logo type size \_\_\_\_\_ x \_\_\_\_\_. Attach a photograph of project sign or submit when available. 3) HUD's Fair Housing Poster must be conspicuously displayed wherever sales/rentals and showings take place. Fair Housing Posters will be displayed in the  Sales/Rental Office(s);  Real Estate Office(s);  Model Unit(s);  Other (specify) \_\_\_\_\_

**C. COMMUNITY CONTACTS:** To further inform the group(s) least likely to apply about the availability of the housing, the applicant agrees to establish and maintain contact with the groups/organizations located in the housing market area or SMSA listed below. If more space is needed attach an additional sheet. Notify HUD/HUD-HEO of any changes in this list. Submit a copy of correspondence to be mailed to these groups/organizations (Provide all requested information).

Name of Group/Organization	Racial/Ethnic Identification	Approximate Date of Contact or Proposed Contact	Person Contacted or to be Contacted	Address and Telephone No.	Method of Contact(s)	Indicate the specific function group/organization will undertake in implementing this plan
DORCHESTER FAIR SHARE	white	9/79	Roberts	436-3264	phone	Listing of available units
LITTLE CITY HALL	mixed	9/79	Feeney	725-4000	phone	"
CFC. OF FAIR HOUSING	mixed	7/79	Malley	725-4144	phone	"
ALIANZA HISPANA	hispanic	6/79	Valentin	427-7175	phone	"

**6. FUTURE MARKETING ACTIVITIES (Rental Units Only):** Check the block(s) that best describe future marketing activities to fill vacancies as they occur after the project has been initially occupied.  
 Newspapers/Publications  Radio  TV  Brochures/Leaflets/Handouts  Site Signs  Community Contacts  
 Others (specify) Tenant Deferrals

**7. ANTICIPATED OCCUPANCY RESULTS:** State in number of units the racial/ethnic mix anticipated as a result of implementation of this affirmative marketing plan.  
 White (Non-Hispanic) \_\_\_\_\_ Black (Non-Hispanic) 07 American Indian or Alaskan Native \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian or Pacific Islander \_\_\_\_\_



**8. STAFFING AND EXPERIENCE:**  
 (Give the information requested in the table below for your organization (Developer/Sponsor) and for the other companies/organizations identified if applicable provide total staffing figures. i.e., do not limit staffing to those staff persons connected with or working on this housing. NOTE HUD-FHEO should be notified of any changes in the companies named in this chart.)

Name of Company, Address and Telephone No.	Job Classification	STAFFING										Company's last two experiences with those persons least likely to apply for jobs/housing. Indicate name and address of the housing and racial/ethnic mix.	
		Present						Anticipated					
		Totals	White (Non-Hispanic)	Black (Non-Hispanic)	American Indian or Alaskan Native	Hispanic	Asian or Pacific Islander	Vacancies	Date of 1st Job Opening	Recruitment steps taken or to be taken to attract all persons		Housing	Jobs
A. Developer/Sponsor Greater Roxbury Development Corp.	M	16	1	13			2	1	8/19	Advertisements placed in local & national newspapers	N/A	Micro-data 416 Warren Street, Rox. Mass	
	Prof. F	0	0				0						
	M	1	1				0						
	Other F	0	0				0						
B. Advertising (Answer if different from A)	M												
	Prof. F												
	M												
	Other F												
C. Management and Sales/Rental Staff (Answer if different from A and/or B)	M												
	Prof. F												
	M												
	Other F												

**9. STAFF INSTRUCTIONS:**  
 Fair Housing Training: All persons engaged in the sales/rental of real property have to be instructed periodically to insure that they are aware and knowledgeable of Fair Housing requirements.

A. Are regular sales/rental staff meetings conducted?  Yes, when? Bi-monthly  No.  
 If yes, is Fair Housing training provided to the sales/rental staff at that meeting?  Yes;  No.

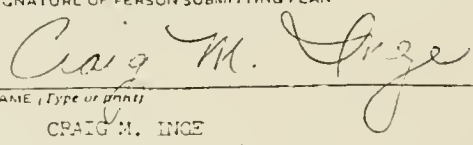
B. If you answered "no" for either of the questions in item 9A, when is Fair Housing training provided to the sales/rental staff?  
 \_\_\_\_\_

C. Is a copy of the instructions used or proposed to be used for training sales/rental staff in Fair Housing attached to this plan?  Yes.  No; indicate when information will be submitted \_\_\_\_\_

D. Do the instructions include and relate to local, state and Federal Fair Housing Laws, including Executive Order 11063, the Civil Rights Act of 1968 and this Affirmative Marketing Plan?  Yes.  No, explain. \_\_\_\_\_

**10. ADDITIONAL CONSIDERATIONS:**  
 Other Efforts: Please describe other efforts you plan, as part of your outreach program, to attract persons in those groups that you have designated as least likely to apply for housing in the project under consideration, that are not covered elsewhere in this plan. Efforts to attract female-headed households should be employed.  
 \_\_\_\_\_  
 \_\_\_\_\_

**11. The applicant agrees to make any changes in a plan covering a multifamily project, which may reasonably be required, after initial rent-up to assure continued compliance with Section 200.620 of HUD's Affirmative Fair Housing Marketing Regulations.**  
 YES.

FOR FHEO'S USE ONLY		SIGNATURE OF PERSON SUBMITTING PLAN	
APPROVAL BY SIGNATURE	DISAPPROVAL BY SIGNATURE		
NAME (Type or print)	NAME (Type or print)		
TITLE	TITLE	TITLE AND COMPANY	
DATE	DATE	DATE	

CRAIG M. INGE  
 RESIDENTIAL LAND DEVELOPER  
 GREATER ROXBURY DEVELOPMENT CORPORATION  
 December 17, 1979



In October, 1975, the Greater Roxbury Development Corporation was founded as a non-profit community development corporation designed to stabilize the economic base of the community by providing a capital influx and quality housing for the residents of this community.

Our target area, which we call the Greater Roxbury community and we define as our Special Impact Area, encompasses the major portion of Boston's Third World Community: This area includes Roxbury, South End, North Dorchester, and part of Mattapan and Jamaica Plain.

GRDC's direction as an organization is dominated by the needs and responses of the Greater Roxbury Community. The organization elicits its priorities and direction directly from its membership. As an example, we have more than 425 community residents who are members of the organization. An ongoing campaign is conducted to increase the membership of community residents. The residents, are in turn responsible for the election of 11 of the 19 members of the Corporation's Board of Directors.

GRDC informs its members of corporate events, and community concerns and issues through the publication and distribution of a quarterly newsletter. Copies of the newsletters are also distributed to public agencies and community organizations operating within the Greater Roxbury Community.

The availability of housing units will be publicized in the quarterly newsletters.

Requests for units will be forwarded to the management agent and included on any available waiting lists.

Agencies which will receive copies of the GRDC newsletter include:

1. Lena Park Community Service Agency with a primary service area of N. Dorchester and Mattapan;
2. South End Neighborhood Action Program with a primary service area of the South End;
3. Roxbury-N. Dorchester A.P.A.C. with a primary service area of N. Dorchester and Roxbury;
4. The Dorchester, Mattapan, Franklin Field, South End and Jamaica Plain Little City Halls;
5. The Dorchester A.P.A.C; and
6. The Southwest Corridor Coalition.

Additional marketing efforts have been identified on Form 935.2



EXHIBIT #15

DESCRIPTION OF DEVELOPMENT TEAM

GRDC has not constructed a full and complete development team given the preliminary status of this proposed project.

Present plans for the structure of the development team are for GRDC to act as the single owner and developer of the project. The expertise of the GRDC staff and Board of Directors will be utilized to allow the corporation to function in this capacity.

Additional members to the development team will be identified when necessary; and they will include:

- 1) a Registered Architect;
- 2) a General Contractor; and
- 3) an Attorney for the Corporation.





Exhibit 16

Previous Participation Certificates



U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
FEDERAL HOUSING ADMINISTRATION  
PREVIOUS PARTICIPATION CERTIFICATE

HUD Area or Insuring Office Boston Area Regional Office Project Number \_\_\_\_\_  
Proposed Project Name Franklin Park Development Location 2000 Columbus Ave, 120-140 Humboldt  
Proposed Mortgage Amount \$ \_\_\_\_\_ Number of Units 50 + 35 units

We, the undersigned, in consideration of the above identified project proposal to be financed with a mortgage insured under the National Housing Act, We, individually and collectively, represent that we are the sole Principals in the project (or that all other Principals have filed a similar certificate), that we have not been Principals or had an interest in any FHA insured or other HUD programs except as shown below, and that no project in which we have had any interest, or ever was, in default or received mortgage relief except as shown below. We agree that any change of the Principals listed herein, or additions thereto, will be reported to the FHA and we will inform them of the requirement to file a similar certificate.

Previous Project Name and Location	FHA or HUD No.	Name of Principal	Type of Participation	Default	Mortgage Relief
Franklin Park Development I	023-35216	Greater Roxbury Dev. Corp. (GRDC)	Owner	No	
Franklin Park Development	023-35213	GRDC	Owner	No	
*541-549 Sawmut Ave (202 development)	023-EH084	GRDC	Owner	*	

\*Presently preparing application for conditional commitment

Employer Identification  
or  
Social Security Number

Dec 17, 1979  
DATE

*Eric V. Grey, Jr.*  
SIGNATURE

Eric V. Grey, Jr.  
PLEASE TYPE NAME

Executive Director GRDC Roxbury, Mass. 02119  
INTEREST IN PROPOSED PROJECT CITY, STATE AND ZIP CODE

12/17/79  
DATE

*George M. Williams*  
SIGNATURE

George M. Williams  
PLEASE TYPE NAME

Vice President Planning & Land Development - GRDC  
INTEREST IN PROPOSED PROJECT CITY, STATE AND ZIP CODE

DATE

SIGNATURE

PLEASE

INTEREST IN PROPOSED PROJECT

CITY, STATE AND ZIP CODE

DATE

SIGNATURE

PLEASE TYPE NAME

INTEREST IN PROPOSED PROJECT

CITY, STATE AND ZIP CODE

DATE

SIGNATURE

PLEASE TYPE NAME

INTEREST IN PROPOSED PROJECT

CITY, STATE AND ZIP CODE

Section 107 of Title 18, U.S.C., "Department of Housing and Urban Development transactions," provides "Whoever, for the purpose of obtaining any benefit, makes, passes, utters, or publishes any statement, knowing the same to be false . . . shall be fined not more than \$5,000 or imprisoned not more than two years, or both."



PREVIOUS PARTICIPATION CERTIFICATE

Area of Lending Office Hartford, Conn. Project Number \_\_\_\_\_  
 Project Name Arrow-Hart Factory Restoration Location Lawrence St., Hartford, Conn.  
 Proposed Mortgage Amount \$ 3,615,900 Number of Units 95

The undersigned, request consideration of the above identified project proposal to be financed with a mortgage insured under the National Housing Act individually and collectively, represent that we are the sole Principals in the project (or that all other Principals have filed a similar certificate), that we have not been Principals or had an interest in any FHA insured or other HUD programs except as shown below, and that no project in which we have had an interest in, or ever was, in default or received mortgage relief except as shown below. We agree that any change of the Principals listed herein, or addition thereto, will be reported to FHA and we will inform them of the requirement to file a similar certificate.

Previous Project Name and Location	FHA or HOU No.	Name of Principal	Type of Participation	Default	Mortgage Relief
Stage Brook Associates	MA06-H058-045	Lawrence R. Smith (LRS) Bennington Management and Realty Co., Inc. (BMRC)	General Partner Management Agent	NO	
Chbury Comprehensive Community Health Center, Inc.	023-51001 NP	United Community Development, Inc. (UCD)	Consultant	NO	
1st Newton Street Tenkey Rehab	Mass 2-58	UCD	Owner	NO	
Lincoln Apartments	023-55170 NP	UCD	Consultant	Yes	Explain attached
Winfield Gardens	023-55110 NP	LRS	Consultant	Yes	Explain attached
Wichon Terrace I	023-4411 UP	BMRC	Managing Agent	NO	
Warlame Park Homes, I	023-55013	BMRC	Managing Agent	Yes	Explain attached (under workout agreement)
Warlame Park Homes, II	023-35021	BMRC	Managing Agent	Yes	Explain attached

Employer Identification or Social Security Number

DATE 2. 20, 1978 SIGNATURE [Signature] CITY, STATE AND ZIP CODE Boston, Mass. 02109 EMPLOYER IDENTIFICATION OR SOCIAL SECURITY NUMBER 04-2454318

DATE 2. 20, 1978 SIGNATURE [Signature] CITY, STATE AND ZIP CODE Boston, Mass. 02109 EMPLOYER IDENTIFICATION OR SOCIAL SECURITY NUMBER 027-26-3135

DATE 2. 20, 1978 SIGNATURE [Signature] CITY, STATE AND ZIP CODE Boston, Mass. 02109 EMPLOYER IDENTIFICATION OR SOCIAL SECURITY NUMBER 047-32-5612

DATE 2. 20, 1978 SIGNATURE [Signature] CITY, STATE AND ZIP CODE Boston, Mass. 02109 EMPLOYER IDENTIFICATION OR SOCIAL SECURITY NUMBER \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ CITY, STATE AND ZIP CODE \_\_\_\_\_ EMPLOYER IDENTIFICATION OR SOCIAL SECURITY NUMBER \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ CITY, STATE AND ZIP CODE \_\_\_\_\_ EMPLOYER IDENTIFICATION OR SOCIAL SECURITY NUMBER \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ CITY, STATE AND ZIP CODE \_\_\_\_\_ EMPLOYER IDENTIFICATION OR SOCIAL SECURITY NUMBER \_\_\_\_\_

WARNING: Section 1010 of Title 18, U.S.C., "Department of Housing and Urban Development transactions," provides: "Whoever, for the purpose of influencing in any way the action of such Department makes, passes, utters, or publishes any statement, knowing the same to be false shall be fined not more than \$5,000 or imprisoned not more than two years, or both."



## LOWER ROXBURY DEVELOPMENT CORPORATION

5 VERNON STREET, ROXBURY, MASSACHUSETTS 02120/445-1061,62

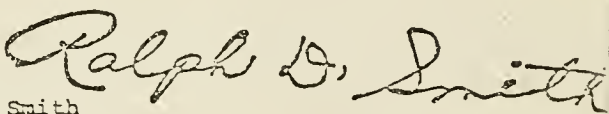
April 26, 1979

To whom it might concern:

I have served as President of Lower Roxbury Development Corporation for 13 years, and during that time we have planned and developed, (1) 132 units of elderly, 1-bedroom, 12-story, steel and concrete and brick; (2) 131 units for small families of 1,2-bedrooms, 6-story, steel, concrete and brick and (3) 120 units of wood, brick and concrete townhouses of 2,3,4-bedrooms to date.

At present we have designation for another 156 units of townhouses which we hope will start in the Fall of 1979 or early Spring 1980.

Signed

  
Ralph D. Smith  
President, LRDC

President: RALPH D. SMITH Vice President: U.C. VINCENT Haynes Treasurer: THEODORE P. WHITTEMORE, JR.  
Secretary: MARGIE E. MURDOCK Assistant Secretary: MRS. BERYL AGACH





The Greater Roxbury Development Corporation, founded in September, 1975, is a non-profit community development corporation. It is the parent corporation of the Circle Venture Capital Fund, Inc., its wholly-owned subsidiary which was founded in 1971.

The Corporation receives support through grants from the Community Services Administration (CSA) and the Department of Housing and Urban Development (HUD) of the U.S. Government. In addition to the support received from CSA and HUD, GRDC derives income through its planning-consulting component which contracts with private corporations, private institutions, local state and federal government agencies.

GRDC restricts its planning and development activity primarily to the Boston Third World Community. In addition to Roxbury, this area includes parts of the adjoining communities of Jamaica Plain, the South End, North Dorchester and Mattapan.

In brief, the functional areas of GRDC activities include Business Development, Residential and Commercial Land Development, Planning, Employment Development and Community and Public Relations. Through its Business and Land Development Components, GRDC has invested approximately \$3.2 million in business and real estate ventures in the Greater Roxbury Community since 1973.

GRDC's Planning and Land Development Component has taken an active role in the development of the Southwest Corridor project. GRDC has participated in the planning of the Southwest Corridor Project since its inception and continues to be one of the leading local organizations participating in the project.

GRDC has recently contracted with UMTA as part of the Southwest Corridor Joint Development Project. The project involves the Southwest Corridor Coalition and several other Neighborhood Development Organizations (NDO) in the planning of economic development projects for the Southwest Corridor.

Until the fall of 1979, the main focus of GRDC's land development activities had been primarily involved in the area of commercial real estate development. In September of 1979, GRDC assumed ownership of 373 residential housing units near Franklin Park. Because of this, and other pending developments, GRDC's land development emphasis has changed to residential real estate. Furthermore, several of GRDC's Board of Directors (including Chairman of the Board, Lawrence R. Smith) have been extensively involved in housing development in Boston.

The Chairman of GRDC's Board of Directors, Lawrence R. Smith is the principal owner and Chief Executive of United Community Development, Inc. (See attached previous participation certificate). United Community Development is a minority-owned, Boston based real estate development firm. The firm has been involved in a number of HUD sponsored projects since it was founded in 1969.



United Community Development (UCD) is directly responsible for the construction of over 1,000 housing units in the past nine years. It has built over 300 units for its own account, and has acted as consultant and package for over 700 more. Most of the construction was inner city rehabilitation work, giving UCD extensive experience in urban housing. In addition to housing, UCD has done much work in the development of medical facilities, and has been responsible for the development and construction of a Comprehensive Community Health Center and two nursing homes. Presently, UCD has over 300 units of both new construction and rehabilitation housing in the planning stages. UCD is often called upon for consulting assignments by various community and government groups, and in the past has worked for OED and HEW on a national scale. It is well recognized for its expertise in its field, and enjoys a quality reputation.

Two particular projects UCD has been involved in closely parallel many features of the proposed Arrow-Hart Development Project. In 1974, UCD undertook the West Newton street restoration project which comprised 136 units on an entire city block in Boston. UCD was the owner of this project, and, as such, had to assemble and privately acquire this block, deal with many local government agencies, a variety of community activist and support groups, and tend to all the other complicated features of this project which finally led to the ultimate successful construction and sale to the Boston Housing Authority. In addition to many of the similarities to the Arrow-Hart development sited above, this project was conventionally financed (by CBT Realty Corp.), and was of a construction type similar to Arrow-Hart.

UCD also has 150 units of inner-city rehabilitation presently under construction which are now 75 percent complete. This particular project is an FHA Section 8 development, and is financed by the Massachusetts Housing Finance Agency.

In addition to Mr. Smith, another GRDC Board member, Ralph D. Smith (President of the Lower Roxbury Development Corporation) has also been extensively involved in housing development (See attachment). Mr. Smith has served as President of the Lower Roxbury Development Corporation for 13 years during which the following projects were developed:

- 132 units of elderly housing
- 131 units of apartments
- 120 units of townhouses

LRCC has been designated for an additional 156 units of townhouses which will go into construction in the fall of 1979.

GRDC is currently involved in the following real estate and business development projects:

- The ownership and management of 373 units of low to moderate income housing obtained in a national demonstration HUD property disposition program. These units, consisting of 1-4 bedrooms are located in the Washington Park area of Roxbury.



- The development of 40 units of HUD Section-202 Elderly and Handicapped housing to be located at 541 Shawmut Avenue Roxbury. GRDC has just recently received approval of a fund reservation from HUD for this project in the amount of 1.8 million dollars.
- Development of Church's Fried Chicken Stores which will be owned by GRDC and leased by the local franchise operation. One store is under construction at 1343 Blue Hill Avenue. The next store is due to start construction at 160 Dudley St. by mid November, 1979.
- Microdata Service Inc., a microfiche and micro film processing plant located at 416 Warren St., in Roxbury, started on June 1, 1979. The operation is currently exceeding all sales projections at this date.
- A six unit housing development located at 95-97 Harrishof Street which is currently under construction.
- GRDC Professional building located at 90 Warren St., which is 11,600 square feet of office space developed and owned by GRDC, and currently has 90% occupancy.
- The New England Telephone Office Building, located at 87 Warren St. in Dudley Station, developed and owned by GRDC and leased to New England Telephone Company for 20 years.

Other GRDC Accomplishments Include:

- Being instrumental in getting a city-appointed commission established to oversee and monitor the revitalization of Blue Hill Avenue, a major artery within our SIA. (GRDC's representative chaired the Blue Hill Avenue Task Force, the body responsible for the establishment of the Commission).
- Stopping the uncontrollable expansion of and land grabbing by Northeastern University further into Greater Roxbury. An agreement to work together, to get community approval, and to have community participation and benefit was negotiated between a coalition of CDCs and Northeastern University.
- Monitoring minority participation in EDA funded public works projects. (The GRDC representative in conjunction with another person, drafted the monitoring procedure to be used by the group of leading area business people and organizations.)
- And monitoring the development of a large hotel/commercial complex within our SIA. GRDC is playing a lead role in identifying and ensuring participation by and benefit to area business people, and, minimizing negative impact, especially in terms of people being pushed out of the area by steeply rising land values, to area residents.



- GRDC has recently contracted with UMTA as a part of the Southwest Corridor Joint Development Project. The project involves the Southwest Corridor Coalition and several other Neighborhood Development Organizations (NDO) in the planning of economic development project for the Southwest Corridor.

These represent only activities within our primary impact area. We are certain that there are secondary and tertiary impacts that have not been measured that make our efforts even more significant.

### PERSONNEL

The following paid Staff Members are currently employed by GRDC:

- Executive Director
- Deputy Director/Attorney
- Director of Planning and Land Development
- Director of Proposal and Project Development
- Director of Business Development
- Public Relation Officer
- Director of Employment Development
- Financial Officer
- Administrative Assistant
- Bookkeeper
- (2) Business Analysts
- (2) Land Developers  
Planner
- (2) Construction Managers
- (4) Construction Supervisors
- Resource Developer
- Recruitment Developer
- Project Site Developer
- Community Relations Liaison
- (4) Secretaries
- Clerk Typist
- Custodian

### FUNDING

The total budget for GRDC for fiscal year 1979 is approximately 2 million dollars. Current funding comes from the Office of Economic Development of the Community Services Administration for administrative operating expenses, Housing and Urban Development Youth Development Demonstrative Project, Urban Mass Transportation Administration, revenues from various GRDC ventures, and fees for services (planning).

### GRDC PROGRAMS

GRDC's specific experience in providing or securing services for low and moderate income residents assumes several postures. First, and foremost is our efforts to infuse capital directly into the community through the establishment of business and land development ventures in the community. Since its inception, GRDC has invested 3.2 million dollars in the Greater Roxbury Community. These funds have resulted in the creation of several ongoing business ventures, two (2) commercial real estate ventures, and three (3) in-progress housing developments. This infusion of capital has resulted in 112 full-time jobs in the community, and 45 part-time construction related jobs in the community.





FRANKLIN PARK DEVELOPMENT

On September 28, 1979, GRDC assumed the ownership of 373 residential and 10 commercial units, located in the Washington Park area of Roxbury. GRDC has invested \$749,029 for the acquisition and development of these low to moderate income, multi-family units. These units were purchased in a national demonstration HUD property disposition program. Funds were provided through a venture capital grant from the Community Service Administration. The investment represents a 30% equity injection of the total acquisition and development cost of 2,474,129. The remainder is to be financed through a HUD insured mortgage loan for 40 years at 9.5% interest. The expected yearly cash flow return after acquisition and renovation will be approximately 11% of GRDC's investment in the first year of operation. Ultimately GRDC seeks to convert ownership of the properties to tenant organization for cooperative ownership.

- The CVCF Office Building, located at 86 Warren Street, is a two story office building owned by GRDC. The building was developed by GRDC in 1974 at a cost of approximately \$650,000. The property was built suit-to-lease for the New England Telephone Company with GRDC being the owners and the Telephone Company entering into a 20-year lease agreement with GRDC. The development of this property was made possible through a venture capital grant from the Community Service Administration, a first mortgage loan from New England Mutual Life Insurance Co., and a second mortgage loan from Unity Bank. During construction, 18 construction jobs were created and the facility currently employs 22 permanent employees.
- The GRDC Professional Building, located at 90 Warren Street in Roxbury, is a two-story office building purchased and substantially rehabilitated by GRDC. The property contains 6,725 square feet of land and approximately 11,600 square feet of rentable office space. The property was purchased in March of 1978. The property was developed at a total cost of \$229,5000 and now enjoys 90% occupancy. GRDC's return on investment for the first six months of operation after substantial completion of construction was approximately 11%. The construction of this property was made possible through a venture capital grant from the Community Service Administration, and mortgage loan from the Provident Institution for Savings. The project employed 15 construction workers during construction and currently houses businesses that employ 45 people.

PLANNING

- GRDC has been awarded \$9,000 by the Urban Mass Transportation Administration to produce plans for joint development of the Dudley Station area by neighborhood organizations based in Roxbury.
- GRDC in cooperation with Stull Associates has completed economic analysis of the Impact of Relocating Roxbury Community College in the Southwest Corridor.
- GRDC offered a land use workshop at the Harvard Graduate School of Design's Dept. of City and Regional Planning, to develop a 10 year land use plan for GRDC's primary impact area.
- GRDC has co-sponsored a design workshop at the Harvard Graduate School of Design with Don Stull of Stull Associates to study the use of the existing Dudley Terminal once the Orange Line service is relocated.



## BUSINESS DEVELOPMENT

- CRDC has established a full Micrographic Service Bureau, in its primary impact area. The facility is located at 416 Warren Street. The venture represents a major thrust by CRDC into one of the largest growth-related industries within the United States. Microdata Services, Inc. will employ 7 people initially and by the end of the fourth year will have created employment opportunities for 25 people. It is anticipated that CRDC will generate over 1 million dollars in sales by year 3 of Microdata's operation.
  
- CRDC in February of 1978, was awarded a grant for \$800,000 from the Department of Housing and Urban Development to conduct one of 10 National Youth Employment Demonstration Projects. The Greater Roxbury Improvement Program (GRIP), as it has been named by CRDC, is addressing the issues of low-income youth unemployment and unstable economic climate through the renovation of resident and community facilities, and lot development and landscaping in the Greater Roxbury Area. With an administrative and supervisory staff of (12), the program employs (72) young men and women between the ages of 16 and 22. Since its inception of February of 1978, GRIP has:
  1. Provided housing rehab and renovation services to (15) job sites in the Greater Roxbury Area.
  2. Provided rehab and renovation service to (10) community facilities in the Greater Roxbury area.
  3. Provided landscaping (lot development and open space management) service to (16) sites in the Greater Roxbury area.
  4. Rehab and upgraded a community solar greenhouse in Jamaica Plain.
  5. Interviewed and assessed 281 participants, 63 of which have been placed in full time jobs.
  6. Referred 46 participants to other programs to further their skill development.
  7. Had 2 participants receive CED certificates from the State of Massachusetts.

GRIP's funding for 1979 was continued and in the upcoming year the program has plans to:

- complete 35 units of housing renovation,
- complete 2 sites in community facilities, and
- complete 10 sites in landscaping.

Among the sites are the Museum of Afro-American Artists, Microdata Services, Inc., and CED's residential units located at 95-97 Harrihof Streets.



EXHIBIT #17

Management Plan

GRDC would contract with a management agent to provide management services. At present, no particular management agent has been selected. GRDC may acquire or create a management company prior to construction. Should this occur, GRDC would rely on this company to provide management services, the management company will be responsible for maintenance and repair of all properties, for collection of rent, for receiving and responding to tenant grievances, for supplying tenant orientation and for maintaining records and pertinent information concerning the tenants.

GRDC is committed to supporting a quality management program. The Residential Land Developer will be assigned the responsibility of supervising the management of the properties.

The management plan and agreement used for the Franklin Park Development is attached as a sampling of the type of management services we intend to provide.



ATTACHMENT TO EXHIBIT #17

The following is an attachment to Exhibit 17. It is similar in type to the management plan we would prepare for Franklin Park III. The following is meant merely to be an example of the type of management plan we would propose, not an actual contractual agreement with a management company.





APPENDIX X

Management Plan

Tab: /

- a. GRDC Coordination Plan
- b. Management Plan
- c. Resume's of Management Team
- d. Financial Statements
- e. Management Agreement



## B. Management Plan

The supervision and responsibility for daily operators are the jurisdiction of State Management, Inc., its President and project manager. As described before, the project manager is responsible for all preventative and ongoing maintenance, supervision and coordination of all daily and long term tasks and goals. These tasks and goals can and will be carried out by various employees and contractors. These areas of concentration can arise out of service calls, normal repair or long term goals determined by State and GRDC in their weekly reviews. Reviews of project status are made formally from the project manager to State's president twice a week or more often if needed. State reviews the project status with GRDC weekly or more often if the situation warrants.

The management agent has the authority to make decisions at the site on the spot. If the decisions are of an emergency basis, a decision will immediately be rendered and relayed to GRDC when the first opportunity exists. If the work or nature of decision is not an emergency and is an expenditure of over two hundred dollars, State will obtain prior approval from GRDC. If the expenditure is under two hundred dollars, no input from GRDC is required.

State's key contact at GRDC are the Residential Land Developer and the Director for Planning and Land Development who will directly supervise and monitor the management process.

State and GRDC are both responsible for seeing that the social needs of the tenants as a group and individually are met. GRDC members sit on boards of various Greater Roxbury social service agencies and can insure that expert help is available when and where required. The referral system works up through the "chain of command" and also arises out of the building tenant group organizational meetings. Through the "chain of command" problems can arise and be brought to the attention of site workers, (such as child abuse) the project manager (such as common nuisance) and the bookkeeping staff (such as budgetary problems) or raised directly at tenant meetings either in a group or individually.

The tasks of both the sponsor and management agent are clearly defined and yet they purposefully overlap. The reason for this overlap is to insure more than adequate coverage of any one area of management/ownership responsibility. These tasks are spelled out briefly in the management contract. This follows through to the expenses paid from management fees and those paid by the sponsor. Rental income flows through the budgetary items which are broken out monthly and compared with actual to watch trends and catch any potential trouble areas. Rental income is used to pay



all operating costs of the project.

Under its contract, State Management is required to furnish the time and effort of our management principals regularly engaged in the business to perform and discharge the responsibilities and obligations of said contract. These obligations and responsibilities include, but are not limited to, supervision of all repairs, maintenance and operating activities.

State Management is required to pay out of their management fee all materials, office supplies and personnel required in the course of normal operations. This excludes such forms and materials as required by GRDC in the repair, reconditioning, maintenance or improvement of the project.

Personnel Policy:

All hiring is in conformance with Equal Opportunity requirements. The pay scales are in line with those guides supplied to State Management by H.U.D. These rates are set forth by the Secretary of Labor, Wage determination number 69-236, with an additional \$.21 per hour because no medical benefits are supplied. A one-week paid vacation is granted after one year of service, and the following holidays are observed: New Year's Day, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, and Christmas Day.

State Management currently employs fifty people. The racial composition of the staff is mixed and employment is 82% minority (Black, Hispanic and American Indian). The supervisory staff is composed of one White man and three Black men. The party and crew chiefs are 83% minority.

The line of authority starts with State Management's President who is directly responsible to GRDC for all of State Management's actions. At the corporate level under the President's supervision is the Project Manager who is responsible for all operations in conjunction with repair and maintenance. Also, under the President's supervision are the legal and accounting operations. Beneath the project managers are Supervisors who have both maintenance and cleaning crews.

When people are hired, they do not necessarily have to have job associated skills, but a willingness to work and learn. They start with the cleaning crew. If they can demonstrate skills or an interest in skills such as can be used on the maintenance crews, they will be promoted to one of those crews. After three months on the job, State meets with the project manager and supervisor and reviews the employees records, if a raise is warranted, it is granted. After this initial review, salary reviews are customarily made every six months unless there is extraordinary performance on the



job (either good or bad). Although there has been much discussion as to fringe benefits either directly paid by the company or on a participation basis, no plan currently exists, nor is one contemplated. For a small business employing fifty persons, the cost is exorbitant.

When an employee has work-related problems he discusses it with his supervisor. If no solution can be reached, both then confer with the project manager and review the situation. If still no solution is forthcoming, they then sit down with the President and a solution will be arrived at. This procedure works in reverse if there is a termination of an employee. An employee will be terminated if he is drinking on the job, is late to work too often and has been warned, or if his job performance is continually poor.

### Staff Upgrading

State Management strongly believes in promotion from within. The rewarding of those whose service and efforts have been exemplary creates incentive in their fellow employees. Along these lines, salary increases are granted in accordance with U.S. Department of Labor Service Contract Acts. However, time-in-grade does not necessarily mean that employees are automatically up for promotion.

State Management would like to supplement on-the-job training and hand-on experience with classroom skills. To this end, certain employees were selected to attend the Ecology Boiler School. In September, the Institute of Real Estate Management is sponsoring a resident-managers course. This course meets each Saturday for several months. The property managers will be attending this course with the fees paid by State Management.

All managers, the president and associated staff meet a minimum of twice weekly to review progress, set goals and priorities, and to monitor the achievement of those previously determined. During these conferences, there is a free exchange of ideas among those present, so that a manager with a specific problem can receive information from someone with experience in that field.

The manager periodically checks prices to find if State Management is obtaining competitive prices, as well as good service.

State Management has instituted the awarding of a cash bonus to the most productive manager each month. The award is based on a weighing of vacancy management, monthly inspections and rent collection percentage.

State Management attempts to hire from within the community, the project and Third World. Because some of these people are





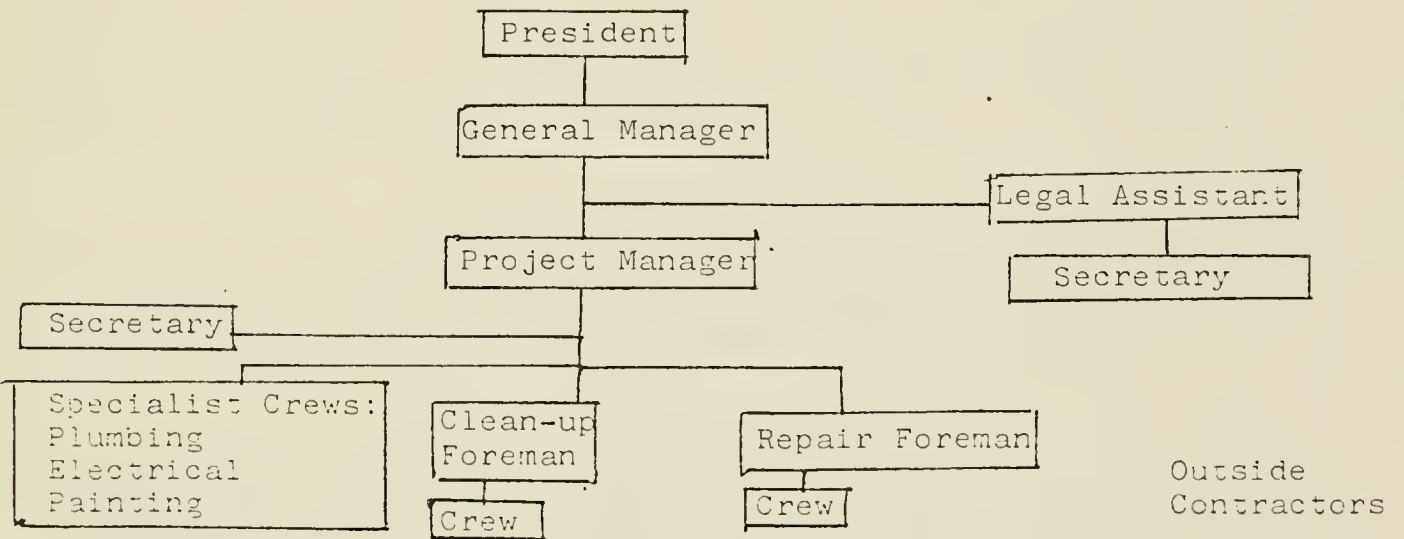
not as experienced as others might be, their potential and aptitude are evaluated as well as previous experience. These employees require more initial supervision and a slightly longer training period, but benefit the community and the projects through the service of employment.

The project manager will be Jerome P. Jackson who has worked for State Management for the last three years and for the last year as a project manager for various projects including some H.U.D. foreclosed units. Jackson has extensive experience in the management, supervision and contractor coordination in conjunction with low and moderate income groups.

As project manager, he has the direct responsibility for supervision of daily tasks as well as coordinating with State's Staff and that of GRDC for long range planning. Daily he checks the cleanliness of halls, outside area and security. He assigns daily tasks based upon work orders, backlog, emergencies and ongoing maintenance as well as sets inspections by himself and State and GRDC individuals. He has direct authority over the office secretary and direct communications with the tenant. He coordinates and supervises all paper work, forms and legal documents with tenants and State's bookkeeping office. Monthly, or more often if required in conjunction with the Bookkeeping personnel, he personally contacts tenants regarding delinquent rents. In essence he is State Management's eyes and ears in the field with appropriate authority.

Organizational Chart

The following organizational chart just shows the elements which are applicable to this package.





At the current time, all units which are in rentable condition are either leased or under lease agreement. However, if a unit would be vacated, as noted before, we would search our extensive waiting list and try to fill the vacant unit from this list. If the list was then exhausted and the unit still vacant, we would then advertise in the Globe. We picked the Globe because of its diverse readership and one of our goals is to have a mixed tenant population both racially and economically.

Affirmative marketing is currently and will be continued to be used to market any vacant units.

Since this project is an existing structure, the change in tenant mix can only be achieved over time as units become vacant. This will be accomplished through affirmative marketing.

At the current time, State does plan to provide an office at the site. State also has an office at 3 Bancroft St. approximately one and an half miles from the sites. The office hours are from 7 AM to 4PM and when periods of heavy tenant contact are required the office stays open later and for a half days on Saturdays. An example of an above normal work load occurs when tenants are being recertified for Section 8. Provisions at the time are also made to visit those tenants who can not make it to the office because of infirmity or age.

Each tenant is required to visit the unit before committing themselves to the unit. A tenant and the project manager together review an apartment condition and inspection check-list and agree beforehand on the unit's condition and repairs to be made.

Once the tenant has selected the unit. all necessary forms completed and the unit inspected, then the project manager and tenant reviews what is expected from the tenant in terms of community living and living habits and what the tenant should expect from the management company. This is a pre-printed form which is reviewed and signed and dated. Also as discussed prior, services accessible to the tenant from our company as well as GRDC and the community will be discussed.

The tenant selection is made at the site office and complies with the policy of first come, first served. Selections are made from the waiting list subject to update, review, credit check and in many cases personal visitation to prospective tenant's home. It is proposed that the building tenant council get involved in this process so as to allow as complete a selection process as possible.

The certification has for the most part taken place since these are existing units. Certification will only be necessary as units vacate. This is done at time of lease by the site office secretary under the supervision of the project manager. This method is also used in the annual recertification process. Since we are currently in the process of either certifying or recertifying



some six hundred odd tenants for the third time, we have completed the process some two thousand times and believe we have all the kinks cooked out. Once this revitalization process is complete, it is reviewed by the project manager and turned over to the bookkeeping office where both the general manager and president review to make sure all items are properly completed and that all HUD guidelines, limitations and procedures are correct.

#### Maintenance:

State Management is responsive toward two types of maintenance: preventive or on-going, and restorative.

The halls are swept and mopped three times a week. The current schedule is Monday, Tuesday and Friday for both front and rear halls, and other common areas. We use dumpsters wherever possible and they are picked up on the appointed days as per the companies' contract with the city. When necessary, we order extra pick-ups. In areas where there is a space limitation, we use trash barrels. All tenants are supplied with ten large trash bags per month.

Extermination is scheduled for one Saturday per month per building. This is done by a project employee with tenant notification three to five days in advance. The basements and boiler rooms are secured. These areas are inspected as well. Yards and halls are inspected daily by the project manager in addition to State's additional inspection the first and third Friday of each month. Any deficiencies noted are scheduled upon inspection for immediate correction. All project supervisory staff members are equipped with Bellboy Beeper Systems as are the plumbers. This enables us to locate key personnel when necessary. All project personnel will be supplied with uniforms allowing easy identification of State's staff.

The reporting of minor maintenance items is usually from three sources: the work areas, tenant calls and inspections. The work is logged in, work orders issued, assigned, inspected and filed. When the repair item is either of a major or restorative nature, GRDC procedures are followed with respect to notification and possible bidding and contract awarding. We ask the tenant to sign the work order so we know it has been completed to the tenant's satisfaction. The materials necessary to make the repairs are written on a Purchase Order by the project supervisor. The necessary materials are then procured and a copy attached to the pick-up slip. When the vendor bill is received, these copies are matched and paid. If there is not a match, either in items or because of lack of pick-up slip or purchase order, the voucher is held until a determination on the matter can be made.

When an apartment is vacated, it is inspected by the supervisor, cleaned and the lock changed. At that time, the items for repairs are noted and scheduled as normal maintenance work. If major appliances, either at this time or by tenant call, are in need of repair, we send an authorized appliance repair service to handle the complaint. We have internal personnel who are completing training in



appliance repair as well as plumbing and electrical repair.

Most front and rear halls are in need of painting annually. This has been addressed in the property upgrade section and will commence upon project award. It is an item that should be done yearly. We will be able to complete this because of the addition of summer help which supplements and augments our staff. The summer help are provided first on properties managed and then at large. These youth salaries are funded through ABDC and YES. In general, repair items are scheduled and time allotted for the assigned project employees. They handle items such as cleaning public areas, trash collection, window glazing, plumbing, minor electrical, checking heating plant operations, extermination and painting.

The rental income from the property is the sole property of GRDC, and is deposited in a separate, demand-deposit account. The income is used only for the project and co-mingled with other accounts. All payroll of assigned employees, repair and maintenance suppliers, water and sewer bills, insurance, management fees and appropriate Federal, State and Local taxes is paid from rental income, or vouchered to GRDC.

There is no provision for on-site, after-hours rent collection at this time. Rent is due and payable within the first five days of the month. After that time, the rent is deemed late. This is a hard and fast rule except in cases where State Management and the tenant have a prior arrangement. Such arrangements may arise when a large, lump sum payment might put an undue hardship on a good tenant. These situations usually involve elderly tenants on bi-weekly allotments from an agency, or in case of AFDC or welfare tenants. Rents are usually mailed into the Roxbury office; however, a large percentage are dropped off in person at either the Brookline office or at the site office, and a receipt is given. There are self-addressed envelopes available for tenants who request them. Partial and time payments are allowed, but because some tenants make incomplete partial payments, and fall further behind in rent, we reserve our rights to prosecute for non-payment of rent on all partial rent payments.

In the state of Massachusetts, late charges are deemed punitive and illegal; thus they are never charged. We are constantly in touch with Boston Legal Aid, various sections of the Welfare Department, the Boston Housing Authority, the Department of Community Affairs, and the Housing Court. All these agencies are equipped to handle budget problems with tenants and perspective tenants, and receive numerous referrals from us. These budget problems usually are brought to light when the tenant falls behind in rent payments, and eviction procedures have begun.

When a rent payment is made, it is recorded daily into our tenant master file system, and the project ledger book. At the end of the day, a deposit is made to the project account. At no time is there ever a co-mingling of checking accounts. All security deposits are also accounted for in this manner by separate project savings accounts. If money is ever kept over night, it is kept in State Management's locked, fire-proof, eight-hundred pound safe.





Accounting for rent receipts is done on a daily basis, and consistent with HUD regulations. At the end of the month, all collections and disbursements are summarized and reconciled in triplicate on the HUD forms. These reports are composed within the strict guidelines laid down by the HUD handbook. They act as a summarization of all project expenses, and rent and other income collected. The bills are paid out of a designated project's account at one of the local banks. When a project has a cash deficiency, the necessary funds to pay its expenses are either vouchered or will be held until such time as funds become available. The accounting system is such that it allows monthly monitoring of the projects' financial status.

Certificates or recertificates on both the project and tenant are filed at the site office and in the Brookline office.

All accounting reports are processed such that not later than 10 days after the close of the month the records are available.

The plans for tenant-management-owner selections have been previously addressed. Tenant grievances are handled through the chain of command from the site office to project manager, to president, and eventually to GRDC, if still unresolved. These grievances can be made daily via phone to either the person on duty or the office, if during office hours. Also grievances can be aired at building tenant council meetings. This same procedure is used in the handling of tenant requests.

Tenant orientation to the project has been discussed in the section covering rent-up procedures, as have leasing policies. The leases to be used have not yet been solidified, but will either be the standard HUD multi-family lease or the Greater Boston Realtor's lease. The leases used comply with all governing rules, regulations and laws and cannot be punitive or restrictive.

State has worked in the past as noted with AFDC, ABCD, YES, HOPE, Hispanic Alliance, Dept of Welfare, Boston Police, Housing Court, Little City Halls, etc, successfully, and will continue to do so in the future.

Tenant support, demonstrated by the accompanying tenant-management survey has been good. It will continue to be augmented by responsive action groups and management.

Social services under GRDC will be increased due to the nature of GRDC working with State and the fact that GRDC's board members sit on various local social service agency boards. A quarterly newsletter publishes these facts to tenants.



## A. GRDC COORDINATION PLAN

Within the administrative structure of GRDC, the HUD Disposition properties will be under the management of the GRDC Land Development Component. The component's Residential Land Developer will be assigned the responsibility of supervising the management of the properties. The responsibility will include:

- 1) conducting bi-monthly meetings with the management agent around general project planning and specific project concerns;
- 2) conducting monthly meetings with the management agent to project and monitor monthly budgeting for the properties;
- 3) the authorization of special purchases over \$200;
- 4) assisting and monitoring the tenants and the management agent in their efforts to form tenant organizations;
- 5) the preparation of weekly project status reports to be reviewed by the Director of the Planning and Land Development Component;
- 6) the preparation of monthly project status reports to be reviewed by the Land Development Committee of the GRDC Board of Directors; and
- 7) the preparation of quarterly project status reports to be reviewed by the Community Services Administration.

Input into the coordination of the Residential Land Developer's and the Management Agent's activities will be given at regularly scheduled and as-needed meetings with the Director of the Planning and Land Development Component, the Executive Director and the Board of Directors of GRDC.

The Residential Land Developer will spend approximately 20% of his time weekly on the administration of this responsibility.

The Residential Land Developer will interact only with the Management Agent and the General Manager of State Management Inc. For further explanation of organizational coordination of the management company, see the Management Plan.



W. Keith Munsell

Job Experience:

1975 - Present President and Major stockholder in State Management, Inc., a Real Estate Management and Development Company. Area of specializations are inner city properties, foreclosed properties and turn around situations. Employ forty full time staff. Volume of business approximately \$500,000 per annum.

1974 - 1975 MediCo Associates, Inc., Brighton, MA. -- Employed as a Financial Officer responsible for short and long term financing for health care facilities in the Northeast. Lenders included commercial and savings banks, and insurance companies.

1971 - 1974 I.B.M. Corporation Waltham, MA. -- Employed as a Marketing Representative responsible for \$500,000 of annual revenue. Clients in all aspects of business spectrum with annual sales from \$1 to \$20 million. Area of market concentration includes construction and real estate. Last year, achieved 164% of quota and noted for outstanding performance by I.B.M.'s President.

Present (part time) Quazic Enterprises, Brookline, MA. -- Principal and Director of real estate management firm with 3 other gentlemen. Manage apartments and parking lot. Boston area.

1973 (part time) Fox & Schiano Real Estate, Manomet, MA. -- Employed as a part-time Broker in Residential Sales on weekends, during summer months.

Education:

1969 - 1971 Boston University, Boston, MA. -- Received M.B.A. in May, 1971. Concentrations were in Finance and Marketing; Executive Council; V.P. Internal Affairs; Investment Club; High Honors. Education financed through summer work, research assistantships and scholarship.

1965 - 1969 Rutgers University, New Brunswick, N.J. -- Received BSCE in June, 1969. Majored in Civil Engineering, minored in Economics; Army R.O.T.C.; Varsity Lightweight Crew. Education financed through summer work and part-time work.

Military:

U.S. Army Reserve -- Commissioned as a Second-Lieutenant in Army Corps. of Engineers. Served active duty as First Lieutenant. Current status is Captain in Reserves.

Other Interests:

Brought up in New York City. Father deceased. Attended private schools on scholarship, graduating from Horace Mann High School in 1965. Active in school athletics and newspaper. Awarded Distinguished Service to school. Member of I.R.S.M.; CPM candidate; member of Newton YMCA; member of Cambridge Boat Club; Listed in Who's Who in Finance, 1978 edition; part-time faculty/lecturer at Boston University.



Douglas Munsell  
Personal Background

History of Employment:

- 3/76 - Current      General Manager of State Management, Inc. Real Estate company which specializes in management of urban property in Boston. Manages for Banks, the Department of Housing & Urban Development (HUD), and several private investors. Specific duties and areas of responsibility include: payroll, disbursements, collections, monthly statements to HUD and Banks, tax filings, bookkeeping.
- 1/75 - 3/76      Editor-in-Chief of Papers, Inc. Literary Magazine located in Framingham, MA. publishing young authors, artists and cartoonists. State-wide distribution. Specific duties and areas of responsibility included: organizing and maintaining printing and distribution of schedules, final selection of all magazine content, payroll, assigning payments for art and articles.
- 7/73 - 12/74      Audio/Visual Technician for Syracuse University. Specific duties included: inspection and maintenance repairs of audio and visual equipment owned and operated by Syracuse University.
- 10/71 - 12/74      President of Turquin Enterprises. Musical referral and booking agency for artists and clubs in the Syracuse, New York area. Established new contacts for business with nightclubs and musical groups. Managed several groups under exclusive contract.

Education:

- 9/69 - 6/73      Syracuse University, Syracuse, New York. Graduated with a dual degree from the School of Liberal Arts, and the School of Public Communications. Majors in English Composition and Advertising.
- 9/65 - 6/69      Horace Mann High School, Bronx, New York. Liberal Arts Education.
- 9/55 - 6/65      St. Lukes Grammar School. Attended Nursery through Eighth Grade.





Jerome P. Jackson  
Personal History  
Born August 26, 1941

Employment:

- 10/78 - Current     Property Manager for State Management Inc. Real Estate Company in Boston, Mass. Responsibilities include: Organization of maintenance office in Roxbury; managing 95 residential units owned by HUD; supervising an eight-man crew of maintenance workers and repair persons; record-keeping of all State Management Inc. maintenance people with regard to time-cards, accident forms, hiring/severance records, purchase order files.
- 3/76 - 10/78     Maintenance Man for State Management Inc. Real Estate Company in Boston, Mass. Maintenance and repair of five buildings in Mattapan and Dorchester.
- 1/71 - 3/76     Production Foreman for North America Meat Packing. Oversee packaging crew--responsible for production schedules being met and quality of labor.
- 3/67 - 1/71     Baker for Dorothy Muriel. Baking pastries and candy items.
- 1/65 - 3/67     Locksmith for Charles Benton Locksmiths.
- 6/61 - 1/65     Heavyweight Boxer

Education:

- 1976             Newbury Junior College
- 1960 - 1961     Moorehead College
- 1954 - 1958     Ringe Technical High School
- 1947 - 1954     St. Peter Clavers Grammar School



Charles S. Wilson  
Personal Resume  
Born 10/27/34

Work Experience:

- 1/79 - Current      Project Manager for State Management Inc. Real Estate in urban Boston. Responsible for management of Parkdale Apts. and Windsor/Lexington Apts.--two HUD owned projects comprised of 138 units. Supervise a 12-man crew of repair and maintenance people.
- 6/76 - 1/79      Repairman for State Management Inc Real Estate in urban Boston. Responsible for repair work at Jamaica Plain Apts. Chief repairman on crew.
- 3/71 - 6/76      Porter in Mattapan Hospital. Helped transport elderly and invalids. Also aided in personal care.
- 12/60 - 3/71      Owner of General Store servicing local community.
- 6/55 - 12/60      Meat Packer for Lampert & Hyman Bros.

Military Service:

- 6/53 - 6/55      U.S. Army

Education:

- 1949 - 1953      Parker High School, Birmingham, Alabama
- 1941 - 1949      Lincoln Grammar, Birmingham, Alabama



John D. Smith  
Personal Background

History of Employment:

3/77 - Current      Project Manager for State Management Inc. Real Estate company managing urban property in Boston, Mass. Responsible for all repair and maintenance work for one Project under contract with the Department of Housing and Urban Development. Directs a crew of seven men, acting as liason to the management. In charge of ordering and scheduling paint for various projects under HUD.

5/63 - 3/77      Michigan Consolidated Gas Co., Marketing Research in Michigan. Consultant in Heat and Energy conservation. Business representative.

8/55 - 5/63      Cambridge Gas Co. Research Department Heat efficiency expert and business consultant.

5/47 - 6/55      Served in the United States Navy

Education:

1945 - 1947      Attended Michigan State University, studying Geology

1941 - 1945      Graduated York High School in Jamestown, Tenn.

1933 - 1941      Graduated Allardt Elementary School in Allardt, Tenn.



Horace Warner  
Personal Background

History of Employment:

- 12/75 - Current      Project Manager for State Management Inc. Real Estate company specializing in Urban Boston. Oversees repair, maintenance and scheduling for three Projects under contract with the Department of Housing and Urban Development. Supervises a work crew of seven men whom he directs, and for whom he acts as management liason.
- 10/72 - 11/75      Maintenance and Repair-Man for Greater Boston Management Real Estate company managing Boston properties. Did repair, maintenance and clean-up for one Project under contract with the Department of Housing and Urban Development.
- 8/65 - 9/72      Truck Driver for Ryan Barrel Co. in Peabody, Mass. Delivering barrels by truck to scheduled drop points.
- 12/63 - -7/65      New England Farms Packing Co. Freight Loader in Arlington, Mass. Packing, and loading box cars for shipment.

Education:

- 1959 - 1963      Graduated Boys' High School in Roxbury, Mass.
- 1951 --1959      Graduated Dwight Grammar School in Roxbury, Mass.





STATE MANAGEMENT, INC.

FINANCIAL STATEMENTS

JANUARY 31, 1979



ZOLL, HYMAN & CO.

CERTIFIED PUBLIC ACCOUNTANTS

THIRTEEN HUNDRED BOYLSTON STREET  
CHESTNUT HILL, MASSACHUSETTS 02167

AREA CODE 617

734-2266

L HYMAN, CPA

D ZOLL, CPA

State Management, Inc.  
1238 Boylston Street  
Chestnut Hill, Massachusetts 02167

Gentlemen:

We have prepared from the books and records of State Management, Inc. for the years ended January 31, 1979 and 1978 the following:

- Exhibit A: Balance Sheet at January 31, 1979 and 1978
- Exhibit B: Statement of Income and Retained Earnings for the Years ended January 31, 1979 and 1978
- Exhibit C: Statement of Changes in Cash Position for the Years ended January 31, 1979 and 1978

Notes to Financial Statements

The accompanying balance sheet of State Management, Inc. as of January 31, 1979 and 1978 and the related statements of income and retained earnings and changes in cash position for the years then ended were prepared on the cash basis of accounting for management purposes and were not audited by us; accordingly, we do not express an opinion on them.

*Zoll, Hyman & Co.*

March 1, 1979



## STATE MANAGEMENT, INC.

Exhibit A

BALANCE SHEET AT JANUARY 31, 1979 AND 1978

(Cash Basis - Unaudited)

	<u>1979</u>	<u>1978</u>
<u>CURRENT ASSETS:</u>		
Cash	\$ 2,790	\$ 8,257
Loans Receivable (Note 2)	12,550	2,949
Prepaid Expenses	2,079	--
Total Current Assets	<u>17,419</u>	<u>11,206</u>
<u>PROPERTY AND EQUIPMENT: (Note 1)</u>		
Equipment	\$ 6,859	\$ 3,427
Motor Vehicles	8,582	4,100
	<u>15,441</u>	<u>7,527</u>
Less - Accumulated Depreciation	2,768	2,246
	<u>12,673</u>	<u>5,281</u>
<u>OTHER ASSETS:</u>		
Organization Expense	<u>70</u>	<u>140</u>
	\$ <u>30,162</u>	\$ <u>16,627</u>
<u>LIABILITIES AND STOCKHOLDERS' EQUITY</u>		
<u>CURRENT LIABILITIES:</u>		
Current Portion of Long-Term Debt (Note 3)	\$ 1,100	\$ --
Payroll Taxes Payable	--	7,902
Notes Payable	4,000	1,685
Total Current Liabilities	<u>5,100</u>	<u>9,587</u>
<u>LONG-TERM DEBT (Note 3)</u>	<u>5,450</u>	<u>--</u>
<u>STOCKHOLDERS' EQUITY:</u>		
Capital Stock - \$.01 Par Value	125	125
Authorized 12,500 Shares, Issued 12,500 Shares		
Additional Paid-in Capital	2,500	2,500
Retained Earnings	16,987	4,415
	<u>19,612</u>	<u>7,040</u>
	\$ <u>30,162</u>	\$ <u>16,627</u>

The accompanying notes are an integral part of these financial statements



STATE MANAGEMENT, INC.

Exhibit B

STATEMENT OF INCOME AND RETAINED EARNINGSFOR THE YEARS ENDED JANUARY 31, 1979 AND 1978

(Cash Basis - Unaudited)

	<u>1979</u>	<u>1978</u>
<u>INCOME</u>	\$ <u>594,290</u>	\$ <u>413,41</u>
<u>OPERATING EXPENSES:</u>		
Advertising	553	41
Amortization of Organization Expense	70	7
Bad Debts	307	-
Depreciation - Equipment	425	18
Depreciation - Motor Vehicle	2,117	1,21
Heat and Light	139	-
Insurance	1,946	3,05
Interest	941	47
Miscellaneous Expense	3,852	2,49
Office Rent	2,750	1,30
Office Supplies	3,181	2,68
Professional Fees	553	50
Repairs	907	1,20
Salaries - Officer	29,550	26,06
Salaries - Other	481,363	338,50
Taxes - Payroll	47,045	27,11
Taxes - Other	1,034	33
Telephone	2,973	2,84
Travel and Auto	2,012	1,55
	<u>581,718</u>	<u>410,01</u>
<u>NET INCOME</u>	12,572	3,39
<u>RETAINED EARNINGS, Beginning</u>	<u>4,415</u>	<u>1,01</u>
<u>RETAINED EARNINGS, Ending</u>	\$ <u>16,987</u>	\$ <u>4,41</u>

The accompanying notes are an integral part of these financial statements.





STATE MANAGEMENT, INC.

Exhibit C

STATEMENT OF CHANGES IN CASH POSITIONFOR THE YEARS ENDED JANUARY 31, 1979 AND 1978

(Cash Basis - Unaudited)

	<u>1979</u>	<u>1978</u>
<u>FUNDS WERE PROVIDED FROM:</u>		
Net Income	\$ 12,572	\$ 3,399
Add Back Items Not Affecting Cash:		
Depreciation and Amortization	2,612	1,469
Gain on Sale of Motor Vehicle	( 130 )	--
Bad Debts	<u>307</u>	<u>--</u>
Funds Provided from Operations	15,361	4,868
Proceeds from Sale of Motor Vehicle	1,500	--
Increase in Employees' Taxes Withheld	--	7,902
Increase in Current Portion of Long-Term Debt	1,100	--
Increase in Notes Payable	2,315	1,272
Increase in Long-Term Debt	<u>5,450</u>	<u>--</u>
Total Funds Provided	<u>25,726</u>	<u>14,042</u>
<u>FUNDS WERE USED FOR:</u>		
Increase in Prepaid Expenses	2,079	--
Increase in Loans Receivable	9,601	1,635
Additions to Property and Equipment	11,611	3,880
Decrease in Payroll Taxes Payable	<u>7,902</u>	<u>--</u>
Total Funds Used	<u>31,193</u>	<u>5,515</u>
<u>NET INCREASE (DECREASE) IN CASH</u>	( 5,467 )	8,527
Cash, Beginning (Overdraft)	<u>8,257</u>	( <u>270</u> )
<u>CASH, Ending</u>	\$ <u>2,790</u>	\$ <u>8,257</u>

The accompanying notes are an integral part of these financial statements



STATE MANAGEMENT, INC.  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JANUARY 31, 1979 AND 1978  
(Cash Basis - Unaudited)

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Property and Equipment

Property and equipment are carried at cost. Expenditures for maintenance and repairs are charged against income while major additions and improvements are capitalized. The company generally provides for depreciation of property and equipment by the straight-line method over the estimated lives of the assets.

Federal Income Tax

This corporation has elected under Subchapter S of the Internal Revenue Code to be treated as a "small business corporation" and is, therefore, not subject to federal tax on its income.

Accounting Method

These statements have been prepared on the cash basis; accordingly, income and expenses are only reflected when received and paid and the balance sheet does not reflect the financial position of the company.

(2) LOANS RECEIVABLE

Included in loans receivable at January 31, 1979 is approximately \$3,000 which may not be collectible.

(3) LONG-TERM DEBT

	<u>1979</u>	<u>1978</u>
Note secured by equipment, payable in monthly installments of \$113 until 1984, including interest at approximately 18%	\$ 6,550	\$ --
Less - Current Maturities	<u>1,100</u>	<u>--</u>
Long-Term Debt	\$ <u>5,450</u>	\$ <u>--</u>



MANAGEMENT AGREEMENT



This agreement is made this seventeenth(17)day of May ,1979  
between Greater Roxbury Development Corporation  
(The Owner)

and State Management, Inc. (the Agent).

1. Appointment and Acceptance. The Owner appoints the Agent as exclusive agent for the management of the property described in Section 2 of this Agreement, and the Agent accepts the appointment subject to the terms and conditions set forth in the Agreement.

2. Description of Project. The property to be managed by the Agent under this Agreement (the Project) is a housing development which make up Project No. The project is further described as follows:

NAME: Property Disposition Package # 4  
LOCATION: Roxbury, Massachusetts 02119  
NO. OF DWELLING UNITS: 136  
OPTIONAL:

3. Requirements of the United States Department of Housing and Urban Development (hereinafter known as HUD). The project is subsidized by HUD under Section 21 (D) (4) of the National Housing Act. In performing its duties under this Management Agreement, the Agent will comply with all pertinent requirements of these contracts and the directives of HUD. In the event of any instruction from the Owner which is in contravention of such requirements, the latter will prevail.

4. Marketing: The Agent will carry out marketing in accordance with the GRDC approved Resident Selection and Affirmative Marketing Plan.

5. Rentals. The Agent will offer for rent and will rent the dwelling units. Incident thereto, the following provisions will apply:

- a. The Agent will make preparations for initial rent-up at least three(3) months prior to occupancy.
- b. The Agent will follow the Resident Selection and Affirmative Marketing Plan which has been approved by GRDC.
- c. The Agent will show the premises to prospective tenants.
- d. The Agent will take and process applications for rentals; GRDC approval of individual applications is required prior to any notice to applicants. If an application is rejected, the applicant will be given the reason for rejection in writing; and the rejected application, with the reason for rejection noted thereon will be kept on file for one (1) year. A current list of prospective tenants will be maintained.





- e. The Agent will prepare all dwelling leases and will execute the same in its name, identifying itself thereon as Agent for the Owner. (Dwelling leases will be in a form approved by the Owner and GRDC, but individual dwelling leases need not be submitted for the approval of the Owner or GRDC).
- f. The Owner will furnish the Agent with the HUD approved rent schedule and any other charges for facilities and services. In no event will such rents and other charges be exceeded. Eligibility for dwelling rents which are less than such market rents, as well as the amounts of such lesser rents, will be determined in accordance with HUD and GRDC regulations.
- g. The Agent will counsel all prospective tenants regarding eligibility for dwelling rents which are less than market rents, and it will prepare and verify eligibility certifications in accordance with HUD regulations.
- h. The Agent will keep the books and accounts of the operation of the mortgaged property in accordance with the requirements of GRDC.
- i. The Agent will maintain a current list of acceptable prospective tenants in accordance with provisions of the GRDC approved Resident Selection and Affirmative Marketing Plan and it will handle all arrangements necessary to assure full occupancy.

6. Collection of Rent and Other Receipts. The Agent will collect and deposit rents in accordance with the terms of each tenant's lease. All funds collected by the Agent shall be deposited by the Agent promptly in a bank account of the Agent in an institution whose deposits are insured by an Agency of the United States of America; this account shall be used exclusively by the Agent for funds of this project and be known as the Rental Agency Account and titled: GRDC Rental Agency Account.

7. Enforcement of Leases. The Agent will secure full compliance of each tenant with the terms of his lease. Voluntary compliance will be emphasized, and the Agent, utilizing a Social Services Directory when such is available, will counsel tenants and make referrals to community agencies in cases of financial hardship or other circumstances deemed appropriate by the Agent, to the end that involuntary termination of tenancies may be avoided to the maximum extent consistent with sound management of the Project. Nevertheless, the Agent will lawfully terminate any tenancy when, in the Agent's judgment, sufficient cause (including, but not limited to, nonpayment of rent) for such termination occurs under the terms of the tenant's lease. For this purpose, the Agent is authorized to consult with legal counsel of its choice to bring actions for evictions, and to execute notices to vacate and judicial pleadings incident to such actions. Attorney's fees and other necessary costs incurred in connection with such actions will be paid out



of the Rental Agency Account as project expenses. Notwithstanding anything herein to the contrary, the Agent shall have the power to terminate and accept termination of tenancies; settle, compromise, and release claims against tenants; reinstate leases; give consents provided for in leases; and take all required action to evict tenants when necessary subject to CRDC approval.

8. Maintenance and Repair. The Agent will cause the Project to be maintained and repaired, in accordance with state and local codes, in a condition at all times acceptable to the Owner, CRDC, including but not limited to cleaning, painting, decorating, plumbing, carpentry, grounds care, and such other maintenance and repair work as may be necessary.

Incident thereto, the following provisions will apply:

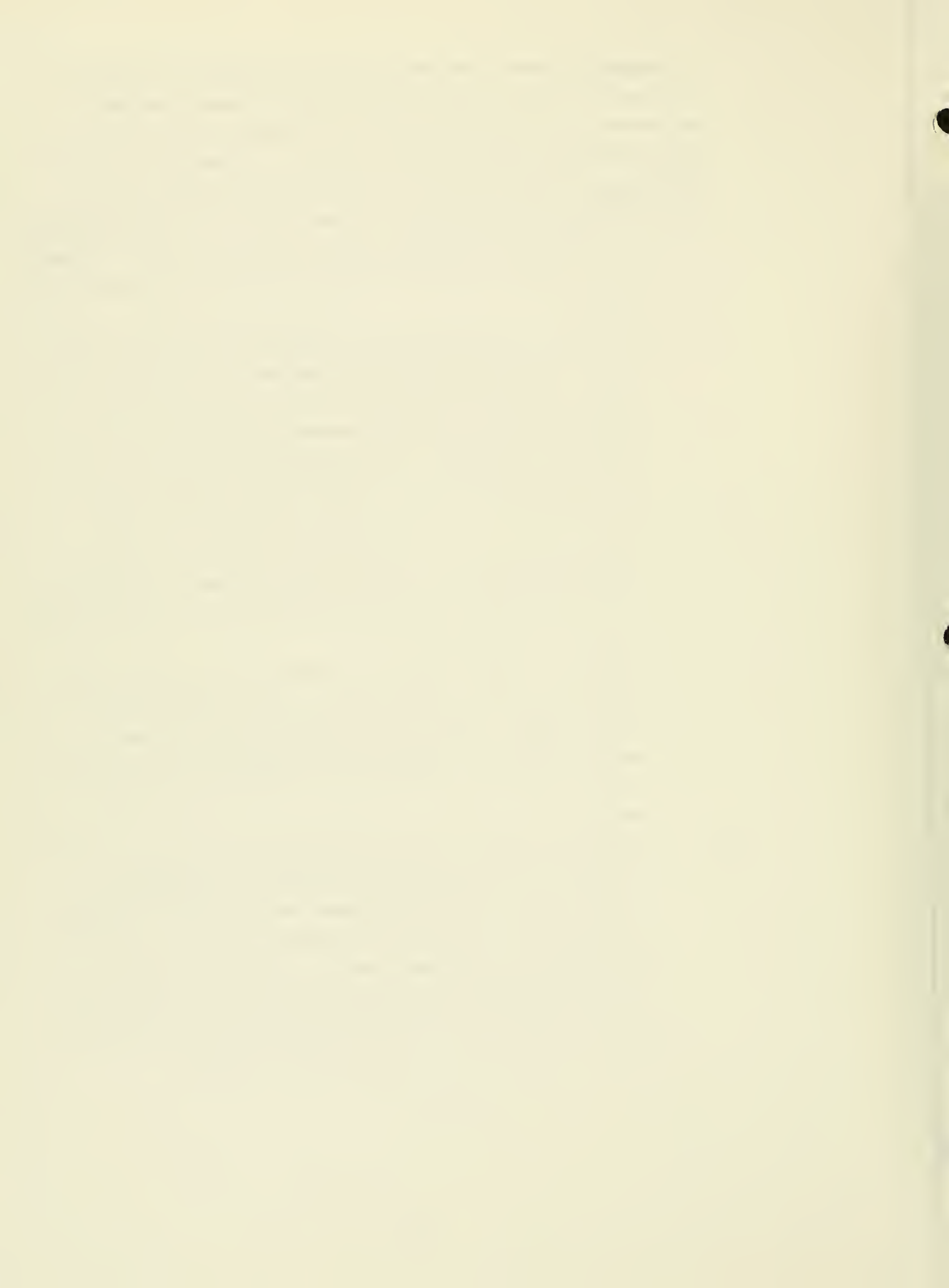
- a. Special attention will be given to preventive maintenance.
- b. The Agent will contract with qualified independent contractors for extraordinary repairs beyond the capability of regular maintenance employees.
- c. The Agent is authorized to purchase all materials, equipment, tools, appliances, supplies, and services necessary to proper maintenance and repair.
- d. Notwithstanding any of the foregoing provisions, the prior approval of the Owner will be required for expenditure which exceeds \$200.00. In any one instance, for labor, materials, or otherwise in connection with the maintenance and repair of the Project; except for recurring expenses within the limits of the operating budget or for emergency repairs involving manifest danger to persons or property or required to avoid suspension of any necessary service to the Project. In the latter event, the Agent will inform the Owner of the facts as promptly as possible.
- e. The Agent shall take such action as may be necessary to comply promptly with any and all orders or requirements affecting the premises, placed thereon by any federal, state, county, or municipal authority having jurisdiction thereover, as well as authorities of the Board of Fire Underwriters or other similar bodies, the Agent is nonetheless, subject to the same limitation contained in Paragraph (d) of this section in connection with the making of repairs and alterations. The Agent shall not take any action under this Paragraph (e) so long as the Owner is contesting, or has affirmed its intention to contest, any such order of requirement.

9. Utilities and Services. The Agent will make arrangements for water, electricity, gas, fuel, oil, sewage and trash disposal, vermin extermination, decorating, and laundry facilities. Agent will make such contracts as may be necessary to secure utilities and services.



10. Employees. The number, qualifications, and duties of personnel to be employed in the management of the Project, including an on-site Property Manager, a Resident Superintendent, or other maintenance, bookkeeping, management, and clerical employees, will be determined by the Owner, CRDC, and the Agent. All such employees will be deemed employees of the Agent, not the Owner (unless they are the same), and will be hired, paid, supervised, and discharged by the Agent, subject to the following conditions.

- a. The compensation (including payroll taxes and fringe benefits) of all employees will be within the Agent's sole discretion, provided that minimum wage standards are met.
- b. The Owner will reimburse the Agent for compensation (including fringe benefits) payable to all full time on-site personnel and for all local, state, and federal taxes and assessments (including but not limited to Social Security taxes, unemployment insurance, and workmen's compensation insurance) incident to the employment of such personnel. Such reimbursement will be paid out of the Rental Agency Account and will be treated as a Project expense. Part-time maintenance employee compensation properly attributable to the development shall be paid out of the Rental Agency Account. The rental value of any dwelling unit furnished rent-free to any resident employees will be considered a part of this compensation and rental income to the Project and will hence, also be treated as a Project expense.
- c. Compensation (including fringe benefits) payable to the Agent's Supervisory Property Manager and all centralized off-site managerial, bookkeeping, and clerical personnel, as well as all local, state, and federal taxes and assessments incident to the employment of such personnel will be borne solely by the Agent and not paid out of the Owner's funds or treated as a Project expense.
- d. The Agent will establish and follow an employment policy which affords residents of the Project maximum opportunities for employment in the management and operations of the Project and, to the extent consistent with that consideration, afford employment opportunities to lower income persons in the Project area. While personnel will be employed on the basis of ability, the Agent will make a conscientious effort to hire qualified or qualifiable Project residents and members of minority groups and to provide special assistance and training when necessary to maximize their potential for successful employment.



11. Disbursements From Rental Agency Account.

a. From the funds collected and deposited by the Agent in the Rental Agency Account, pursuant to Section (6) above, the Agent will make the following disbursements promptly when payable:

(1) Reimbursement to the Agent for compensation payable to the employees, specified in Section (10) above, and for the taxes and assessments payable to Local, State, and Federal Governments in connection with the employment of such personnel.

(2) The single aggregate payment required to be made monthly by the Owner to the Mortgagee, including the amounts due under the mortgage for principal amortization, interest, mortgage insurance premium, ground rents, taxes and assessments, fire and other hazards, and insurance premiums.

(3) All sums otherwise due and payable by the Owner as expenses of the Project, authorized to be incurred by the Agent under the terms of this Agreement, including compensation payable to the Agent, pursuant to Section (20) below, for its service hereunder.

b. Except for the disbursements mentioned in Section (11a 1-3) above, funds will be disbursed or transferred from the Rental Agency Account only as the Owner may from time to time direct in writing.

c. In the event that the balance in the Rental Agency Account is at any time insufficient to pay disbursements due, the Agent will within five (5) days inform the Owner of that fact, and the Owner will then remit to the Agent sufficient funds to cover the deficiency. In no event will the Agent be required to use its funds to pay such disbursements.





12. Budgets. Annual operating budgets for the Project will exist, as approved by the Owner. Annual disbursements for each type of operating expense itemized in the budget will not exceed the annual amount authorized by the approved budget. In addition to preparation and submission of a recommended operating budget for the initial fiscal year, the Agent will prepare a recommended operating budget for each subsequent fiscal year and will submit the same to the Owner at least sixty (60) days before the beginning of each new fiscal year. The owner will promptly inform the Agent and GRDC of changes, if any, incorporated in the approved budget, and the Agent will keep the Owner informed of any anticipated deviation from the receipts or disbursements stated in the approved budget. The Agent will also inform GRDC in writing of any anticipated operating deficit.

13. Records and Reports. In addition to any other requirements specified in this Agreement, the Agent will have the following responsibilities with respect to records and reports:

- a. The Agency will establish and maintain a comprehensive system of records, books and accounts in a manner conforming to any directives of HUD and/or GRDC and otherwise satisfactory to GRDC. All records, books and accounts will be subject to examination at reasonable hours by authorized representatives of the Owner.
- b. Within ninety (90) days following the end of each fiscal year of the project, the Agency shall be furnished with a complete annual financial report for the Project based upon an examination of the books and records of the Owner and containing a detailed, itemized statement of all income and expenditures. This report shall be prepared and certified by a Certified Public Accountant in accordance with the requirements of the Owner, GRDC, and in conformity with generally accepted accounting principles applied on a consistent basis; the report shall be further certified by a duly authorized agent of the Owner. The costs of preparing this report will be paid out of the Rental Agency Account as an expense of the Project.



- c. At the request of the Owner, GRDC the Agent shall furnish quarterly occupancy reports and shall give specific answers to questions relative to the ownership and operation of the Project upon which information is reasonably desired from time to time.
- d. By the tenths (10) day of each month, the Agent will furnish the Owner with an itemized list of all rental accounts.
- e. By the tenth (10) day of each month, the Agent will furnish the Owner with a statement of receipts and disbursements for the previous month, and with a schedule of accounts receivable and payable and reconciled bank statements for the Rental Agency Account and Deposit Account as of the end of the previous month.
- f. If, after the Project reaches sustaining (95%) occupancy, the total revenue of rental collections plus HUD subsidy fall below operating expenses for a sustained period of sixty (60) days, the Agent will immediately notify the Owners.
- g. Except as otherwise provided in the Agreement, all book-keeping, clerical, and other management overhead expenses (including, but not limited to, costs of office supplies and equipment, data processing services, postage, transportation for managerial personnel, will be borne by the Agent out of his own funds and will not be treated as Project expenses.

14. Bids, Discounts, Rebates, Etc. The Agent will obtain by contracts, materials, supplies, utilities, and services on the most advantageous terms to the Project. It is required to solicit bids in writing for all costs greater than \$1,000.00 for those items that can be obtained from more than one source. The Agent will secure and credit to the Owner, and not receive or retain for itself, all discounts, rebates, or commissions obtainable with respect to purchases, service contracts, and all other transactions regarding the Project.



15. Social Service Program. The Agent will be responsible to the Owner for carrying out a social services program acceptable to GRDC.

16. Fidelity Bond. The Agent will be responsible for providing a fidelity bond which will cover all employees who will be handling or associated with the management of the Project.

17. Insurance. The Agent shall advise the Owner of insurance to be carried with respect to the Project and its operations; and the Agent, when authorized by the Owner in writing, may cause such insurance to be placed and kept in effect at all times. The Agent will pay premiums out of the Agency Account, and premiums will be treated as operating expenses. All insurance will be placed with such companies, on such conditions, in such amounts, and with such beneficial interests appearing thereon as shall be acceptable to the Owner; and shall be otherwise in conformance with the mortgage documents. The Agent will investigate and furnish the Owner with full reports as to all accidents, claims for damage, and potential claims relating to the Project, and will cooperate with the Owner's insurers in connection therewith. The insurance contemplated hereunder will be a complete program of insurance protection relating to the ownership and operation of the Project, protecting the Owner and the Agent against all normally insurable risks related to the Project, including, without limitation, the following coverage as obtainable in a Massachusetts Owners' policy:

- (i) Comprehensive general liability on a per occurrence basis for premises, operations, and elevator exposure including bodily injury liability, property damage liability and personal liability.
- (ii) Fire, lightning, and extended coverage, including vandalism and malicious mischief. Extended coverage is construed to include damage by windstorm, hail, explosion, riot, riot attending a strike, civil commotion, aircraft, vehicles and smoke.
- (iii) Loss of rents from insured perils.
- (iv) Workmen's compensation and employers' liability.
- (v) Boiler explosion and breakage.



The following extensions of coverages and optional perils may be added to such program subject to the Owner's prior approval:

- (i) Liability extensions such as wrongful entry, wrongful invasion, invasion of provacy, or personal injury (slander).
- (ii) Property damage extensions such as replacement cost coverage, glass breakage, falling objects, water damage, collapse of building, weight of snow, ice or sleet, or earthquake.

18. Compliance with Governmental Orders. The Agent will take such action as may be necessary to comply promptly with any and all governmental orders or other requirements affecting the Project, whether imposed by the Federal, State, County, or Municipal authority, subject, however, to the limitation stated in Section (8e) with respect to repairs. The Agent shall, however, take no such action so long as the Owner is contesting, or has affirmed its intention to contest, any such order or requirement. The Agent will notify the Owner, in writing, of all notices of such governmental orders or other requirements within seventy-two (72) hours of the time of their receipt.

19. Non-Discrimination. In the performance of its obligations under this Agreement, the Agent will comply with the provisions of any Federal, State, or Local law prohibiting discrimination in housing on the grounds of race, color, creed, or national origin, including Title VI of the Civil Rights Acts of 1964 (Public Law 88-352, 78 Stat. 241); all requirements imposed by or pursuant to the Regulations of HUD (24 CFR, Subtitle A, Part I) issued pursuant to that Title; regulations issued pursuant to Executive Order 11063; and Title VIII of the 1968 Civil Rights Act.

20. Agents Compensation. The compensation which the Agent shall be entitled to receive for management services performed under this Agreement shall be a fee in the amount equivalent to an amount of \$30,000<sup>00</sup> per annum. Such fee shall be paid by the Owner to the Agent monthly, not later than the fifteenth (15) day of each month, unless otherwise agreed by the parties hereto.





21. Indemnity. The Agent shall not be liable to the Owner for any loss or damage not caused by the Agent's own negligence or failure to comply with its obligations hereunder. The Owner will indemnify the Agent against and hold the Agent harmless from:

- a. Any liability, damages, costs and expenses (including reasonable attorneys' fees) sustained or incurred for injury to any person or property in, about, and in connection with the buildings, from any cause whatsoever, unless such injury shall be caused by the Agent's own negligence or failure to comply with its obligations hereunder.
- b. Any liability, damages, penalties, costs and expenses, statutory or otherwise, for all acts properly performed by the Agent pursuant to the instructions of the Owner; provided, in each of the foregoing instances, that the Agent promptly advises the Owner of its receipt of information concerning any such injury and the amount of any such liability, damages, penalties, costs and expenses.

22. Terms of Agreement. This Agreement shall be in force on an annual basis beginning the first (1st) day of October. This Agreement shall continue thereafter until either the Owner or the Agent terminates it, effective the last day of any month, by written notice to the other party ninety (90) days prior to said date, subject, however, to the following conditions:

- a. In the event that a petition in bankruptcy is filed by or against either of the Principal Parties, or in the event that either makes an assignment for the benefit of creditors or takes advantage of any insolvency act, the other party may terminate this Agreement, provided that prompt written notice of such termination is given.



b. Upon termination, the Agent will submit to the Owner any financial statements requested by the Owner. After the owner and the Agent have accounted to each other, with respect to all matters outstanding, as of the date of termination, the Owner will furnish the Agent security, in form and principal amount satisfactory to Owner and Agent, against any obligations or liabilities which the Agent may properly have incurred on behalf of the Owner hereunder.

23. Interpretive Provision. This agreement constitutes the entire Agreement between the Owner and the Agent with respect to the management and operation of the Project, and no change will be valid unless made by supplemental written agreement, executed and approved in the same manner as this Agreement.

IN WITNESS WHEREOF, the principal parties have, by their duly authorized officers, executed this Agreement on the date first above written.

OWNER:

By: George W. Williams

Title: Vice-President

AGENT:

By: W. Paul Russell

Title: President



## EXHIBIT #18

### Description of Proposed Occupancy

The Greater Roxbury Development Corporation anticipates that the proposed 85 units of housing in these developments will serve primarily a mixed income population, with up to fifty percent of the units accessible to those in the low to moderate income category.

The location and housing types in these proposed developments are best suited to those individuals who are interested in utilizing community resources. GRDC intends to obtain a tenant population from its special impact area (SIA) and the surrounding metropolitan Boston area. GRDC intends to initiate a marketing strategy which will enlist the advice and resources of local agencies serving area residents to insure a properly targeted and homogeneous tenant profile.

GRDC is requesting Section 8 rental assistance for 50% of the 85 units. Marketing efforts for Section 8 units will strive to maintain a balance of 30% very low income (below 50% of the area median income) residents to permit sound fiscal management. 50% of the units will be targeted for median to higher income tenants. This will provide housing in the special impact area for residents who can afford market rents.

GRDC will develop an affirmative fair marketing plan designed to achieve a (balanced) racial and ethnic character among project residents respective of the Roxbury and Dorchester neighborhoods surrounding the location of the projects.



EXHIBIT #19

Proposed Method of Financing

The Greater Roxbury Development Corporation proposes to utilize its investment funds from the Community Services Administration and HUD-FHA mortgage insurance for the financing of these developments. The equity-debt ratio of financing will be determined as that which is the most economically feasible to the long-term stability of these developments.

Funds for the downpayment and any additional equity will be obtained from GRDC's major funding source, the Community Services Administration at a more appropriate date.





EXHIBIT 20

Application-Project Mortgage Insurance



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
HOUSING-FEDERAL HOUSING COMMISSIONER

APPLICATION - PROJECT MORTGAGE INSURANCE

(No application will be considered unless it is complete and is accompanied by the required exhibits (24 CFR 207.1))

Project Name: Franklin Park Development III Project Number: \_\_\_\_\_

TO: \_\_\_\_\_ and the FEDERAL HOUSING COMMISSIONER.  
The undersigned hereby requests a loan in the principal amount of \$ \_\_\_\_\_ to be insured under the provisions of Section \_\_\_\_\_ of the National Housing Act, said loan to be secured by a first mortgage on the property hereinafter described.  
Insurance of advances during construction  is,  is not desired.  Feasibility (Rehab.)  SAMA  Conditional  Firm  
Type of Mortgagor:  PM  LD  B-S  NP Permanent Mortgage Interest Rate \_\_\_\_\_ %.

**A. LOCATION AND DESCRIPTION OF PROPERTY:**

1. Street Nos. 2000 120-140	2. Street Columbus Ave Humboldt Ave.	3. Municipality Boston SMSA	4. Census Tract	5. County Suffolk	6. State and ZIP Code Mass. 02121
7. Type of Project: <input type="checkbox"/> Elevator <input checked="" type="checkbox"/> Walkup <input type="checkbox"/> Row (T.H.) <input type="checkbox"/> Detached <input type="checkbox"/> Semi-Detached		8. No. Stories	9. Foundation: <input type="checkbox"/> Slab on <input type="checkbox"/> Full Basement <input type="checkbox"/> Partial Bsmt. <input type="checkbox"/> Crawl Space		9a. Basement Floor: <input type="checkbox"/> Structural Slab <input type="checkbox"/> Slab <input type="checkbox"/> Grade
10. <input checked="" type="checkbox"/> Proposed <input type="checkbox"/> Existing	11. Number of Units Revenue Non-Rev. 85 -- 30	12. Number of Buildings		13. List Accessory Buildings and Area	
				13a. List Recreation Facilities and Area	

**SITE INFORMATION**

14. Dimensions: 150 ft. by 120 ft. or 400 ft. or 60,000 sq. ft. or 30,000 sq. ft.

15. Zoning: (If recently changed, submit evidence)  
#1 + B 1

**BUILDING INFORMATION**

16. Yr. Built: 1981

16a.  Manufactured Housing  Conventionally Built  
 Modules  Components

16b. Exterior Finish: Masonry

17. Structural System: Concrete

17a. Floor System: pre-cost

18. Heating- A/C System

**B. INFORMATION CONCERNING LAND OR PROPERTY:**

19. Date Acquired	20. Purchase Price	21. Additional Costs Paid or Accrued	22. If Leasehold, Annual Ground Rent	23a. Total Cost	23b. Outstanding Balance	24. Relationship- Business, Personal or Other Between Seller and Buyer
	\$	\$	\$	\$	\$	

25. Utilities: Public Community Distance from Site

Water   Sewers

26. Unusual Site Features:

Cuts  Fills  Rock Formations  Erosion  Noise  
 Poor Drainage  High Water Table  Retaining Walls  
 Other (Specify) \_\_\_\_\_  Off-Site Improvements

**C. ESTIMATE OF INCOME:**

27. Number of Family Type Unit	Living Area (Square Feet)	Composition of Units	Unit Rent Per Month	Total Monthly Rent for Unit Type
28		2 bedroom - walk-up	\$ 316	\$ 8,848
57		3 bedroom - walk-up	\$ 350	\$ 19,950
			\$	\$
			\$	\$
			\$	\$
28. TOTAL ESTIMATED RENTALS FOR ALL FAMILY UNITS				\$ 28,798
29. Number of Parking Spaces:		Open Spaces _____ @ \$ _____ per month		
<input type="checkbox"/> Attended		Covered Spaces _____ @ \$ _____ per month		
<input checked="" type="checkbox"/> Self Park				
30. Commercial:		Area-Ground Level _____ sq. ft., @ \$ _____ per sq. ft./month		
		Other Levels _____ sq. ft., @ \$ _____ per sq. ft./month		
31. TOTAL ESTIMATED GROSS PROJECT INCOME AT 100% OCCUPANCY				\$ 28,798
32. TOTAL ANNUAL RENT (Item 31 x 12 months)				\$ 345,576
33. Gross Floor Area		34. Net Rentable Residential Area:		35. Net Rentable Commercial Area:
sq. ft.		sq. ft.		0 sq. ft.
36. NON-REVENUE PRODUCING SPACE				
Type of Employee	No. Rooms	Composition of Unit	Location of Unit in Project	

**D. EQUIPMENT AND SERVICES INCLUDED IN RENT: (Check Appropriate Items)**

<p>37. EQUIPMENT:</p> <p><input checked="" type="checkbox"/> Ranges (Gas or Elec.) <input type="checkbox"/> Dishwasher <input checked="" type="checkbox"/> Refrig. (Gas or Elec.) <input type="checkbox"/> Carpet <input type="checkbox"/> Air Cond. (Equip. Only) <input type="checkbox"/> Drapes <input checked="" type="checkbox"/> Kitchen Exhaust Fan <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Laundry Facilities <input type="checkbox"/> Tennis Court <input type="checkbox"/> Disposal <input type="checkbox"/> Other (Specify) _____</p>	<p>38. SERVICES:</p> <p><input checked="" type="checkbox"/> Heat <input checked="" type="checkbox"/> Hot Water GAS: <input checked="" type="checkbox"/> Cooling <input type="checkbox"/> Air Conditioning ELEC.: <input type="checkbox"/> Heat <input type="checkbox"/> Hot Water <input type="checkbox"/> Cooking <input type="checkbox"/> Air Conditioning <input checked="" type="checkbox"/> Lights, etc., in Unit OTHER FUEL: <input type="checkbox"/> Heat <input type="checkbox"/> Hot Water <input type="checkbox"/> WATER <input type="checkbox"/> OTHER _____</p>	<p>39. SPECIAL ASSESSMENTS:</p> <p>a. <input type="checkbox"/> Prepayable <input type="checkbox"/> Non-Prepayable b. Principal Balance \$ _____ c. Annual Payment \$ _____ d. Remaining Term _____ years.</p>
--	---	---



EXHIBIT #20

Attachment

The Greater Roxbury Development Corporation anticipates that the development costs of these 85 new construction housing units will come in around \$39,000 per unit.

Items G&H were not completed given the uncertain status of the time necessary for approvals at this time.

Also, GRDC will make an equity injection necessary in the developments to insure the long-term economic viability of the project.

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