Chestnut Square Family Housing
Fact Sheet & Frequently Asked Questions (FAQ)

PROJECT LOCATION:
1665 Chestnut Street Livermore CA, 94551

LEASING OFFICE:
1651 Chestnut Street, Livermore, CA, 94551

Please DO NOT enter the project site. During construction leasing activity will not be conducted on-site. Only authorized construction personnel may enter the project site while under construction.

OVERVIEW:
1. Can you please provide an overview of Chestnut Square Family?

The Chestnut Square Family’s 42 units will provide housing for a resident population of extremely low, very low- and low-income households earning between 20% and 60% of Alameda County area median income. Chestnut Square Family Housing is the second phase of a mixed-income, intergenerational community in the heart of the City’s North Side district. Chestnut Square Family Housing will provide 42 affordable rental apartments for single individuals and families. MidPen completed construction of Chestnut Square Senior, 72 affordable rental apartments for seniors, in September of 2019. Chestnut Square Family Housing began construction in April 2019 and is anticipated to welcome residents in October 2020. Together with the senior housing component, Chestnut Square Family Housing will form an intergenerational community with shared open spaces close to supermarkets, transit stops, and retail and restaurants in the downtown area. Ten (10) of the 42 apartments will have a preference for homeless households, and supportive services for those residents will be provided by a third-party service provider in collaboration with MidPen Services. Another eight (8) of the 42 apartments will have a preference for those living with developmental disabilities to be referred by East Innovations.
### Apartment Unit Overview

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>Number of Each Unit Type</th>
<th>Approximate SQ FT. Starting at</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Bedroom</td>
<td>4</td>
<td>580</td>
</tr>
<tr>
<td>Two Bedroom</td>
<td>21</td>
<td>780-880</td>
</tr>
<tr>
<td>Three Bedroom</td>
<td>16</td>
<td>1120</td>
</tr>
<tr>
<td>Manager Unit</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Total Units</td>
<td>42</td>
<td></td>
</tr>
</tbody>
</table>

*Manager’s unit two-bedroom apartment will be filled by an onsite staff member of the management company.*

2. **When will the apartments be available?**

Chesnutt family is anticipated to be completed in September 2020. Barring any construction delays, residents are expected to begin moving in October 2020.

3. **What special amenities are provided?**
   - Community Room with Lounge Area & Kitchen
   - On site laundry facilities
   - Community Gardens & Courtyard with Seating Area
   - Resident Services with a Dedicated Onsite Office
   - Elevators

   **Unit Amenities:**
   - Ceiling fans in all bedrooms
   - Electric cooktop stove and range
   - Full size refrigerator
   - In-sink garbage disposal
   - Trash and Recycle chutes

4. **Will I get my own assigned parking space?**

There will be approximately 81 parking spaces available at Chestnut Square Family. Each unit will be assigned a designated parking space.

5. **Who will manage the property?**

Midpen Housing Corporation will manage the property. A full-time property manager will act as the primary management contact for the residents. A Midpen Housing property management staff member will live onsite. Chestnut Square Family will share a Community Manager, Assistant Community Manager and a Maintenance Technician with Chestnut Square Senior.
6. Will Resident Services be provided?

Yes. MidPen Housing Resident Services will provide resident support services for Chestnut Family. Services will include information and referrals to local community resources, one-on-one support to address individual needs, educational classes/presentations on site and community building programs. There will be a dedicated resident services office onsite.

7. Are there age restrictions?

No. (Applicant must be 18 years and older.)

8. Are there restrictions on the household size that is authorized to live in a unit?

Yes. The following occupancy standards will apply to the apartments.

<table>
<thead>
<tr>
<th>Occupancy Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UNIT SIZE</strong></td>
</tr>
<tr>
<td>1 bedroom</td>
</tr>
<tr>
<td>2 bedroom</td>
</tr>
<tr>
<td>3 bedroom</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupancy Standards – Project Based Section 8 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UNIT SIZE</strong></td>
</tr>
<tr>
<td>1 bedroom</td>
</tr>
<tr>
<td>2 bedroom</td>
</tr>
<tr>
<td>3 bedroom</td>
</tr>
</tbody>
</table>

9. Are there restrictions on household income in order to rent the apartments?

Yes. There are maximum annual income limits by household size. These limits are based on Area Median Income (AMI), effective as of April 24, 2019 for Alameda County, as published on the website for the California Tax Credit Allocation Committee (CTCAC), which implements the Low-Income Housing Tax Credit Program (LIHTC) in the State of California. The number of units designated below:

Income limits per household (HH) Size.
### Project Based Section 8 – HUD Income Limit Table 2020

<table>
<thead>
<tr>
<th>HH #</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>$45,700</td>
<td>$52,200</td>
<td>$58,750</td>
<td>$65,250</td>
<td>$70,500</td>
<td>$75,700</td>
<td>$80,950</td>
</tr>
</tbody>
</table>

### MTSP Alameda County Income Limit Table 1 2020

<table>
<thead>
<tr>
<th>HH #</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>$27,420</td>
<td>$31,320</td>
<td>$35,250</td>
<td>$39,150</td>
<td>$42,300</td>
<td>$45,420</td>
<td>$48,570</td>
</tr>
<tr>
<td>40%</td>
<td>$36,560</td>
<td>$41,760</td>
<td>$47,000</td>
<td>$52,200</td>
<td>$56,400</td>
<td>$60,560</td>
<td>$64,760</td>
</tr>
<tr>
<td>50%</td>
<td>$45,700</td>
<td>$52,200</td>
<td>$58,750</td>
<td>$65,250</td>
<td>$70,500</td>
<td>$75,700</td>
<td>$80,950</td>
</tr>
<tr>
<td>60%</td>
<td>$54,840</td>
<td>$62,640</td>
<td>$70,500</td>
<td>$78,300</td>
<td>$84,600</td>
<td>$90,840</td>
<td>$97,140</td>
</tr>
</tbody>
</table>

Income and rent limits are subject to change

### APPLICATION PROCESS:

10. When and where will rental application be available for the lottery waitlist?

23 of the 42 units will be filled via this application process. The application window will open on June 22, 2020 at 8:30AM and will close July 13, 2020. No applications will be accepted via mail, online or at the property after 5:00 PM on July 13, 2020. Applications postmarked July 13 or before but received at the property after 5:00 PM July 13, 2020 will not be accepted.

Only one application per household will be accepted. Duplicate applications will be removed. Applications will not be accepted via Fax.

Due to COVID-19 we are strongly encouraging all applicants to apply for chestnut Square online at [www.Midpen-housing.org/Chestnutsquare](http://www.Midpen-housing.org/Chestnutsquare).

Applications will also be available by request at the Chestnut Square Leasing office located at 1651 Chestnut St., Livermore, CA 94551. Applications will also be available for download at [www.Midpen-housing.org/Chestnutsquare](http://www.Midpen-housing.org/Chestnutsquare).

11. Does it make a difference if I return my application the first day?

No. A lottery will be conducted roughly one week after the application period has closed and will determine an applicant’s position number. There is NO priority given to those who submit their application on 6/22/20 over an application submitted on 7/13/20.
12. Is there any application preference for the lottery waitlist or referral list?

Chestnut Square Family will have preferences for the following:

1. All 41 units will have a preference for those first who currently live or work in the City of Livermore and second currently live or work in the Tri Valley Region (Dublin, Pleasanton and Livermore). In other words, after the applicants that meet the live/work preference have been exhausted on the waiting list, the next preference will be for those that currently live or work in the Cities of Dublin and Pleasanton.

2. All 41 units will have a preference for those that currently live or work in the County of Alameda. This preference will be applied after the live work preferences for City of Livermore and Tri Valley preference have been exhausted.

3. 10 of 41 units will have a preference for homeless families and will be referred by the Livermore housing Authority via a separate waitlist. For more information please contact Livermore Housing Authority at (925) 477-6300 or info@livermoreha.org. These units will also fall under the City of Livermore live or work preference.

4. 8/41 units will have a preference for individuals with disabilities via the HUD 811 Program and will be referred by East Bay Innovations. For more information call (510) 618-1580, or email at ssanftner@eastbayinnovations.org.

13. How will the preference be applied to the lottery?

The Live/Work preferences described above will be applied according to the following:

The application will contain questions regarding local residency preferences. Note that this application will not place applicants on the referral lists for the HUD 811 program or Housing Authority Program. All applications received during the initial open application period will be entered into an Excel database, with a preference category corresponding to the Live/Work Preference as a sortable column.

The lottery list is then sorted, first by preference category and second by lottery number, so that all of the applications with a verified Live/Work Preference are filtered to the top.

In order to verify eligibility and entitlement to the local residency preferences,
applicants must provide at time of interview documentation that demonstrates that they meet the live or work preference at the time of application. A list of acceptable documents will be provided to applicants prior to their intake interview.

14. Will all applicants receive an interview letter?

No. Once the lottery has been conducted and sorted, applicant interview letters will be distributed. Chestnut Family will process 4 to 5 applications for each available unit and send out the appropriate number of interview letters to meet this target. Applicant interviews will begin in Late July, 2020.

15. How are Lottery applications processed and apartments assigned?

Applications will be processed in the order of their preference category and lottery number. Interviews will be scheduled and third-party income and asset verifications will be sent out for the unit size and restricted income level that the household qualifies for.

Chestnut Family will process 4 to 5 applications for each available unit and send out the appropriate number of interview letters to meet this target.

Once all third-party verification forms are returned and the file is deemed complete and approved, a unit is assigned. Units are assigned based on the “first approved file,” regardless of lottery number.

Applicants not contacted will be placed on the waiting list upon completion of the lease-up at 100% occupancy. The waiting list will maintain the original preference category and lottery number order.

As units become vacant and turn over, applicants on the waiting list are contacted in order of preference, lottery number, and then household size and household income order to qualify for the specific unit size and income restriction level of the available unit.

16. What will I need to bring to my interview?

You will be asked to bring the following documents to your interview:

- Social Security Card or Resident Alien Card;
- California Driver’s License or Photo ID;
- Documentation for ALL Sources of Income including, but not limited to:
  - Employment (last 3 consecutive months of current paystubs required – no gaps);
  - Social Security (most recent awarded in 2019 for 2020);
  - Supplemental Social Security (most current awarded and within 120 days of potential move in);
  - Veteran Administration Benefits, Pension / Retirement,
including any income from deceased spouse or children (if paystubs are received, the last 3 consecutive months are required– no gaps or current proof of income dated within 120 days of interview);

- Child Support Judgment & proof of income (dated within 120 days of interview);
- Most current Complete Tax Returns, including all W-2 & 1099s, if filed; D Checking account statements – All pages of last 6 months – no gaps; D Savings account statements- All page of most recent or current month;
- Most current Statement received in 2020 for any other kind of assets such as, IRAs, 401(k) or (b) and any other form of Retirement Accounts;
- Life Insurance Policies (this does not include Term Life);

- Documentation for any other asset or source of income;

- For those individuals who are self-employed or earn cash wages, very specific regulations apply to verifying these types of income, as follows:
  - **Self-Employed**
    - Previous Year’s Form 1040 Tax Return and Schedule C
    - IRS Form 4506-T and one of the following:
      - Profit and Loss Statement
      - Statements from recurring clients
  - **Cash Wages**
    If an applicant/tenant is claiming that they do not receive paystubs as they are paid in cash, the IRS has determined that those Individuals are considered “independent contractors” and as such should file a 1040 tax return. We will require a copy of the 1040 filing for the applicant/tenant and a third party statement from the employer on company letterhead, indicating the name of the applicant/tenant, the position title, and how much the employer pays the applicant/tenant in cash each week.

Additionally, if a household is claiming they do not file taxes on cash wages, we will require a completed IRS form 4506-T, received back from the IRS, to be in the file, verifying non-filing status in addition to the third party statement from the employer on company letterhead, indicating the name of the applicant/tenant, the position title, and how much the employer pays the applicant/tenant in cash each week.
17. Will there be an application/screening fee and when is it collected?

Yes. A $45 non-refundable Application/Screening fee **PER ADULT HOUSEHOLD MEMBER** including a **LIVE IN CAREGIVER**, if applicable. This fee is collected **ONLY** at time of interview by Money Order or Cashier check made out to Chestnut Square Family.

18. Is a lease required?

Yes. A **one-year** lease is required at initial move-in.

19. Is there a required security deposit and how much?

Yes. A security deposit is due at time of move in. A portion of this may be requested in advance of move in as a holding deposit. Security deposits are $500 for a one bedroom, $750 for a two Bedroom, and $1000 for a three bedroom.

20. What are the proposed rents for the apartments?

The following gross rents are being proposed for the 23 available units. The rent calculations listed are prior to utility allowance deductions and are subject to change. Please see question #9 for more details of income limits (AMI).

**Lottery Applicant Designated Units (23 Units)**

<table>
<thead>
<tr>
<th>AMI</th>
<th>1 BR</th>
<th>2 BR</th>
<th>3 BR</th>
<th>Number of units available</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>N/A</td>
<td>N/A</td>
<td>$906</td>
<td>2-3BR</td>
</tr>
<tr>
<td>40%</td>
<td>N/A</td>
<td>$1,046</td>
<td>$1,208</td>
<td>2-3BR, 1-2BR</td>
</tr>
<tr>
<td>50%</td>
<td>N/A</td>
<td>$1,307</td>
<td>$1,510</td>
<td>5-3BR, 6-2BR</td>
</tr>
<tr>
<td>60%</td>
<td>N/A</td>
<td>$1,569</td>
<td>$1,812</td>
<td>4-3BR, 3-2BR</td>
</tr>
</tbody>
</table>

*Rents listed above are based on 2018 LIHTC maximum rents, Households residing in Livermore Housing Authority Project Based Voucher units will have their rent amount calculated by LHA, typically 30% of household’s gross monthly income. 811 PRA units will have their rent amount calculated by Chestnut Square Family, typically 30% of household’s gross monthly income.*
21. Is a lease required?

Yes. A **one-year** lease is required at initial move-in.

22. Can Students Apply

Yes. However, very specific guidelines do exist as it relates to full-time students, as identified below:

**Full-time Students (including K-12 and adult dependents)** -
In order for a household consisting entirely of full-time students to be considered eligible, they must meet one of the following criteria:

- Any member of the household is married and either files or is entitled to file a joint tax return.
- The household consists of at least one single parent and his or her minor children, and the parent is not a dependent of a third party. Any children may be claimed as a dependent of either parent, regardless of tenancy in unit.
- At least one member of the household receives assistance under Title IV of the Social Security Act. (AFDC, TANF, CalWORKs, etc. – Not SSA or SSI).
- At least one member is enrolled in a job training program receiving assistance under the Work Investment Act (WIA), formerly known as the Job Training Partnership Act, or similar federal, state or local laws.

At least one member of the household is under age 24 and has exited the Foster Care system within the previous 6 years.

23. Is smoking Allowed at The Property

No. Chestnut Family has been designated as a non-smoking property. No smoking will be allowed anywhere in the resident apartments, common areas, or anywhere on the exterior of the property.

24. Are there model units that can be viewed

No. Units are not available to be shown, however floor plans may be made available.
25. Will pets be allowed?

Yes. Pets will be allowed in accordance with Chestnut Square Family and MidPen Property Management’s Pet Policy. Below are the basic guidelines included in this policy; however, this is not the policy in its entirety. A pet deposit of $300 is required. The deposit and pet policies do not apply to service animals, which are governed by a separate agreement. Only one pet is permitted per household.

Dogs (Domesticated)
- Must be inoculated, spayed/neutered and registered with management.
- Must not exceed 30lbs.
- Limited to one per household
- No Pit Bulls, Rottweilers or Doberman Pinschers

Cats (Domesticated)
- Must be inoculated, spayed/neutered and registered with management.
- Must not exceed 30lbs.
- Limited to one per household.

Fish
- Fish tank no more than 20 Gallons

Birds
- Caged Birds.
- Prohibited breeds include Macaws, Cockatoos, Parrots and Conures

26. Who should I contact if I have any questions?

For any questions regarding the application process please contact the Leasing office at (925) 532-1601 or chestnutsquare@midpen-housing.org.