



Foon Lok West Family Housing Fact Sheet & Frequently Asked Questions (FAQ)

PROJECT LOCATION:

311 9th Ave, Oakland, Ca 94606
(Site under construction no office on site)

LEASING OFFICE:

1970 Broadway, Suite 100, Oakland Ca 94612

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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 Foon Lok West?

Brooklyn Basin will be a new mixed-use, mixed-income district along Oakland’s waterfront, featuring over 3,000 new homes, creative retail, parks, and open spaces along 64 acres, and includes Foon Lok West which will provide 130 affordable rental apartments for individuals and families all in one building. The result of an innovative and highly collaborative public/private partnership, what was once an underutilized and mostly industrial site, is being transformed into a highly livable, walkable, and beautifully-designed community to benefit generations to come. In 2015, the City of Oakland and Brooklyn Basin’s master developer selected MidPen Housing to be the district’s affordable housing partner.

Foon Lok West demonstrates the vision and commitment of one of California’s largest and most diverse cities to build more affordable housing for its residents. Foon Lok West began construction in August 2020 and is anticipated to be complete in April 2022.

MidPen is committed to sustainable development, including the use



of advanced green building methods: recycled content materials; energy and water efficient appliances; photovoltaic and solar thermal systems; and drought-tolerant landscaping. Foon Lok West will receive LEED certification.

Residents of Foon Lok West will enjoy onsite services and programs coordinated by MidPen Services.

Foon Lok West will have one manager’s unit.

Apartment Unit Overview

Unit Type	Number of Each Unit Type	Approximate SQ FT. Starting at
One Bedroom	48	519-710
Two Bedroom	34	810-970
Three Bedroom	47	1022-1127
Manager Unit	1	
Total Units	130	

* *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?

Foon Lok West is anticipated to be completed in April 2022. Barring any construction delays, residents are expected to begin moving in April - May 2022.

3. What special amenities are provided?

- Community Room with Lounge Area & Kitchen
- On site laundry facilities
- Courtyard with Seating Area
- Resident Services with a Dedicated Onsite Office
- Elevators

Unit Amenities:

- 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 165 parking spaces available at Paseo Foon Lok West. Each unit will be assigned one designated parking space.

5. Who will manage the property?

MidPen Housing Corporation will manage the property. A full-time Community Manager will act as the primary management contact for the residents. A MidPen Housing property management staff member will live onsite.

6. Will Resident Services be provided?

Yes. MidPen Housing Resident Services will provide resident support services for Foon Lok West. 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. However, at least one member of the household needs to be 18 years of age or older.

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

Yes. The following occupancy standards will apply.

Occupancy Standards

UNIT SIZE	MINIMUM HOUSEHOLD SIZE	MAXIMUM HOUSEHOLD SIZE
1 bedroom	1 person	3 persons
2 bedroom	2 persons	5 persons
3 bedroom	4 persons	7 persons

Occupancy Standards – Project Based Section 8 Units

- OHA will reference the following charts in determining the appropriate voucher size for a family:
 A family with a Head of Household and no spouse/significant other would be allocated a subsidy size in the following manner:
Family Size **Voucher Size**



1	1 Bedroom
2	2 Bedrooms
3	2 Bedrooms
4	3 Bedrooms
5	3 Bedrooms
6	4 Bedrooms
7	4 Bedrooms
8	5 Bedrooms

A family with a Head of Household and a spouse/significant other would be allocated a subsidy size in the following manner:

<u>Family Size</u>	<u>Voucher Size</u>
2	1 Bedroom
3	2 Bedrooms
4	2 Bedrooms
5	3 Bedrooms
6	3 Bedrooms
7	4 Bedrooms
8	4 Bedrooms
9	5 Bedrooms

For more information on OHA occupancy standards, please refer to the Resident Selection Criteria.

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 1, 2021 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 City of Oakland will also have income limits that will apply. Project based section 8 units are governed by the HUD income limit table in conjunction with the table published by the California Tax Credit Allocation Committee. The number of units designated below:

Income limits per household (HH) Size.

HUD Income Limit Table 1 – Alameda County

HH #	1	2	3	4	5	6	7
50%	\$47,950	\$54,800	\$61,650	\$68,500	\$74,000	\$79,500	\$84,950

Income limits published 4/1/2021

MTSP & MHP/HCD Alameda County Income limit Table 2

HH #	1	2	3	4	5	6	7
20%	\$19,180	\$21,920	\$24,660	\$27,400	\$29,600	\$31,800	\$33,980



30%	\$28,770	\$32,880	\$36,990	\$41,100	\$44,400	\$47,700	\$50,970
40%	\$38,360	43,840	\$49,320	\$54,800	\$59,200	\$63,600	\$67,960
50%	\$47,950	\$54,800	\$61,650	\$68,500	\$74,000	\$79,500	\$84,950
60%	\$57,540	\$65,760	\$73,980	\$82,200	\$88,800	\$95,400	\$101,940

Income limits published 4/1/2021

MTSP Alameda County Rent Limit Table 2

Bedroom	1 BR	2 BR	3 BR
30%	\$770	\$924	\$1,068
40%	\$1,027	\$1,233	\$1,425
50%	\$1,284	\$1,541	\$1,781
60%	\$1,541	\$1,849	\$2,137

Rent limits published 4/1/21

City of Oakland Housing and Community Development Department Income Limit Table 3

HH #	1	2	3	4	5	6	7
25%	\$23,904	\$27,307	\$30,710	\$34,113	\$36,852	\$39,591	\$42,330
30%	\$28,800	\$32,900	\$37,000	\$41,100	\$44,400	\$47,700	\$51,000
40%	\$36,560	\$41,760	\$47,000	\$52,200	\$56,400	\$60,560	\$64,760
50%	\$47,950	\$54,800	\$61,650	\$68,500	\$74,000	\$79,500	\$84,950
60%	\$57,562	\$65,775	\$73,987	\$82,200	\$88,800	\$95,362	\$101,962

Rent limits effective 8/13/21

Income and rent limits are subject to change.

APPLICATION PROCESS:

Note that there will be two waiting lists for Foon Lok West. All applicants will be included on the waiting list for a Non Project Based Section 8 Voucher. The application for Foon Lok West will ask applicants if they want to be included on the Project Based Section 8 waiting list. Applicants will need to answer “yes” to this question to be included on both lists. There are 65 Project Based Units and 64 Non Project Based Units. Note that 26 of the 65 Project Based Units will be filled via Alameda County’s Coordinated Entry System and will have a preference for Chronically Homeless households.

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

103 of the 129 available units will be filled via this application process. The application window will open on October 4, 2021 at 8:30AM and will close October 25, 2021 at 5:00PM. No applications will be accepted via mail, online or



at the property after 5:00 PM on October 25, 2021. Applications postmarked October 25th or before but received at the property after 5:00 PM October 25, 2021 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 Foon Lok West online www.midpen-housing.org/Foonlokwest. A link will appear on October 4th that will take applicants to the Application. More information is also available at www.midpen-housing.org/Foonlokwest.

Applications will also be available by request at the Foon Lok West Leasing office located at 1970 Broadway, Suite 100, Oakland, Ca 94612.

11. How do I apply for one of the 26 Units reserved for chronically homeless households?

The 26 units reserved for chronically homeless households will be filled by referrals from Alameda County's Coordinated Entry System. All referrals must meet the chronically homeless definition as defined in the Resident Selection Criteria. There is no option to directly apply for one of these units. To be enrolled in the Coordinated Entry System, interested parties can go to an Alameda County Housing Resource Center (HRC) or call 211 to be referred to the nearest Housing Resource Center. The Housing Resource Center will perform an intake for homeless households/individuals and households/individuals will be enrolled in Alameda County's Coordinated Entry System.

12. 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 10/4/21 over an application submitted on 10/25/21.



13. What is the difference between the Oakland Housing Authority’s Project Based Section 8 waiting list and Foon Lok West Non Project Based Waiting list?

Applicants selected off of the Project Based Section 8 list will receive a Section 8 voucher attached to their unit. Section 8 is a program in which a residents rent is calculated based on their income. Tenant [rent](#) amounts are usually around 30% of a resident’s gross monthly income. These rents are calculated by the Oakland Housing Authority.

Applicants selected off of the Non Project Based Section 8 waiting list will pay rent based on the properties predetermined rents and will depend on unit size and AMI percentage a unit is assigned.

Applicants must qualify for the corresponding AMI income limit to be eligible. Please refer to question 23 for more regarding Non Project Based Section 8 Rents. [Applicant’s monthly gross income must be at least two times the rent to be eligible.](#)

14. Is there any application preference for the lottery waitlist or referral list?

Yes. The following preferences will apply across the 129 available units. Preferences are defined below.

City of Oakland Resident/Worker Preferences - Preference will be given on 53 of 64 of the non-Project Based Section 8 Voucher units, as follows:

- 1. First Preference: To Displaced Households.** A “displaced household” means a household in which at least one adult member has been displaced from a housing unit in Oakland as a result of any of the following:
 - a. City code enforcement activities, if the displacement has occurred within one year prior to the date of application.
 - b. A City-sponsored or City-assisted development project, if the displacement has occurred within one year prior to the date of application.
 - c. A “no fault” eviction from a rental unit in Oakland, if the eviction was completed eight (8) years or less prior to the date of application. For purposes of this paragraph, a “no fault” eviction means an eviction that is evidenced by an eviction notice from the property owner that does not state cause and that gives the tenant thirty (30) days or longer notice to vacate the unit; a “no fault” eviction shall include, but not be limited to an eviction as a result of an owner move-in under Municipal Code Subsection 8.22.360.A.8 or 8.22.360.A.9, owner repairs under Municipal Code Section Subsection 8.22.360.A.11 or Municipal Code Chapter 8.22, Article III, but shall not be



limited only to evictions from units that are covered by any of the above laws. This preference shall apply to the initial rental or sale of a project unit and any subsequent rental or sale of a unit during the applicable affordability period established by the City.

2. Second Preference (Only applied to 39 of the 53 units): To neighborhood residents. For purposes of this Section, a “neighborhood resident” means a household with at least one adult member whose principal place of residence on the date of application is either within the Council District where the project is located or within a one mile radius of said project. This preference shall apply to thirty percent (30%) of all units in the project. This preference shall apply only to the initial rental or sale of a project unit after the City’s development assistance has been given to the project.

3. Third Preference: To Oakland residents and Oakland Workers. For purposes of this Section, an “Oakland resident” means a household with at least one adult member whose principal place of residence on the date of application is within the City of Oakland. An “Oakland worker” means a household with at least one adult member who is employed by an employer located within the City of Oakland, owns a business located within the City of Oakland, or participates in an education or job training program located within the City of Oakland. This preference shall apply to the initial rental or sale of a project unit and any subsequent rental or sale of a unit during the applicable affordability period established by the City.

County of Alameda Local Preferences – Preference will be given on 11 of 64 non-Project Based Section 8 units to households in which at least one member lives or works in the County of Alameda on the date of the application.

Oakland Housing Authority Local Preferences - Preference will be given on 39 of the 65 Project Based Section 8 Voucher units, as follows:

1. A Residency preference. Applicants who live or work in the City of Oakland at the time of the application interview and/or applicants that lived or worked in the City of Oakland at the time of submitting their initial application and can verify their previous residency/employment at the applicant interview, qualify for this preference.

2. A Family preference. Applicant families with two or more persons, or a single person applicant that is 62 years of age or older, or a single person applicant with a disability, qualify for this preference.

3. A Veteran. A Veteran and active members of the military preference.

4. A Homeless preference. Applicant families who meet the McKinney-Vento Act definition of homeless qualify for this preference.

After the Oakland Housing Authority preferences above have been exhausted, second preference will be given on 15 of the 39 Project Based Section 8 units to households in which at least one member lives or works in the County of Alameda on the date of the application.



Preference for Chronically Homeless – Preference will be given on 26 of the 65 Project Based Section 8 Voucher units to Chronically Homeless households to be referred by Alameda County CES. Priority will be given to referrals currently homeless in the City of Oakland. Second Preference will be given to those households in which at least one member lives or works in the County of Alameda. Eligible applicants must be at or below 20% AMI.

- “Chronically Homeless” for this Program means an adult or older adult with a Serious Mental Disorder or Seriously Emotionally Disturbed Children or Adolescents who meet the criteria below according to 24 Code of Federal Regulations Section 578.3, as that section read on May 1, 2016:

- a. A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who

- i. Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

- ii. Has been Homeless and living as described in paragraph (1) (A) of this definition continuously for at least 12 months, or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months, and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1). Stays in institutional care facilities for fewer than 90 days will not constitute a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;

- b. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

- c. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been Homeless.



15. Will there be units for the disabled?

Yes. People with disabilities are encouraged to apply. Applicants will need to answer disability questions on the application according to their needs. Foon Lok West will have units specifically designed for those with mobility, hearing and visual impairments. All Units will be accessible by elevator. 13 units will be mobility handicapped accessible and 6 units will have features designed for hearing and visually impaired. Applicants with disabilities will receive priority for these specific units. Priority for these units will be assigned based on lottery number and waitlist order.

16. How will the preferences be applied to the lottery?

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

The application will contain questions regarding the preferences. All applications received during the initial open application period will be entered into an Excel database, with a preference category corresponding to the 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 preference are filtered to the top. Applicants that meet the

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

We ask that applicants answer preference questions carefully and accurately. If applicant is unable to demonstrate proof of eligibility for preference, the preference will be removed and the applicant will be reordered on the waitlist according to their eligible preference status.

17. Will all applicants receive an interview letter?

No. Once the lottery has been conducted and sorted, applicant interview letters will be distributed [only to those applicants that will be processed for a unit](#). Foon Lok West 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 December, 2021 and will continue through spring 2022.



18. 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.

Foon Lok West 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. If all units have been assigned, some applicants may be placed in a backup position. Backup applicants may be assigned a unit if another applicant ahead of them fails to qualify or decides not to take the unit. If a backup applicant does not receive a unit at initial lease up, the applicant will go back on the wait list at their original position.

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.

19. 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 2020 for 2021);
 - 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 2021 or 2022 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
 - OR
 - 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.

20. Will there be an application/screening fee and when is it collected?

Yes. A \$20 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 Foon Lok West.

21. Is a lease required?

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

22. 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.

23. What are the proposed rents for the apartments?

The following gross rents are being proposed for the 64 Non Project Based available units. The rent calculations listed are after utility allowance deductions and are subject to change. Please see question #9 for more details of income limits (AMI).

Non Project Based Section 8 Units (64 Units)

AMI	1 BR	2 BR	3 BR	Number of units available
30%	\$602	\$735	\$843	9-3BR, 4-2BR, 3-1BR
50%	\$1,091	\$1,322	\$1,521	11-3BR, 2-2BR, 5-1BR
60%	\$1,336	\$1,616	\$1,861	19-3BR, 6-2BR, 4-1BR

*Rents listed above are based on 2021 LIHTC maximum rents, Households residing in Oakland Housing Authority Project Based Voucher units will have their rent amount calculated by OHA, typically 30% of household's gross monthly income. Rents listed are subject to change.

24. 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 a 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.

25. Is smoking Allowed at The Property?

No. Foon Lok West 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.

26. Are there model units that can be viewed?

No. Units are not available to be shown, however floor plans may be made available in the leasing office.

27. Will pets be allowed?

Yes. Pets will be allowed in accordance with Foon Lok West 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

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

For any questions regarding the application process please contact the Leasing office at (510) 955-6120 or Foonlokwest@midpen-housing.org.

