



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

PROJECT LOCATION:

1300 El Camino Real, Belmont, Ca 94002
(Site under construction no office on site)

LEASING OFFICE:

707 Bradford St, Redwood City, Ca 94063

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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 Firehouse Square?

Located in one of the most premiere locations in the city of Belmont, Firehouse Square is situated within walking distance to restaurants, grocery stores, parks, mass transit and more. The historic, 66-unit building offers mixed-use, affordable housing, loaded with amenities, for families and individuals, including those with supportive housing needs. When you move into one of our pet-friendly homes, you'll enjoy community green spaces, a BBQ picnic area, playground, community room, bike room and much more. Residents of Firehouse Square will enjoy onsite services and programs coordinated by MidPen Services. Firehouse Square will have one manager's unit. Fire House Square will have 33 Project Based Section 8 units that will be filled via The Housing Authority of San Mateo's site specific waitlist. 8 of the 33 units will have a preference for applicants with disabilities that meet the specialized supportive services offered by the property. The remaining 32 units will be filled via the MidPen waiting list.



Apartment Unit Overview

| Unit Type | Number of Each Unit Type | Approximate SQ FT. Starting at |
|--------------------|--------------------------|--------------------------------|
| Studio | 18 | 350-677 |
| One Bedroom | 12 | 514-638 |
| Two Bedroom | 18 | 688-952 |
| Three Bedroom | 17 | 1012-1281 |
| Manager Unit | 1 | |
| Total Units | 66 | |

** 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?

Firehouse Square is anticipated to be completed in September 2022. Barring any construction delays, residents are expected to begin moving in September - October 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
- Ceiling Fans

4. Will I get my own assigned parking space?

There will be approximately 40 parking spaces available at Firehouse Square. Parking will be assigned via lottery that will occur after the property has reached 100% occupancy. Parking is not guaranteed. Residents that do not receive an assigned parking space can consult with Firehouse Square on alternative off site parking options. During lease up and until 100% occupancy is reached, residents will be given a temporary code to enter the parking garage and parking will be available on a first come first serve basis until the lottery has occurred and parking spaces are assigned.



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 Firehouse Square. 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. Specialized supportive services will be provided to the 8 Project Based Section 8 units referred by the Housing Authority of San Mateo County.

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 |
|-----------|------------------------|------------------------|
| Studio | 1 person | 2 persons |
| 1 bedroom | 1 person | 3 persons |
| 2 bedroom | 2 persons | 5 persons |
| 3 bedroom | 4 persons | 7 persons |

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 San Mateo 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. 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 2

| HH # | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|------|----------|----------|----------|-----------|-----------|-----------|-----------|
| 30% | \$38,400 | \$43,850 | \$49,350 | \$54,800 | \$59,200 | \$63,600 | \$68,700 |
| 50% | \$63,950 | \$73,100 | \$82,250 | \$91,350 | \$98,700 | \$106,000 | \$113,300 |
| 60% | \$76,740 | \$83,770 | \$98,650 | \$109,600 | \$118,400 | \$127,150 | \$135,650 |

Income limits published 4/1/2021

MTSP San Mateo County Income limit Table 1

| HH # | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 30% | \$38,370 | \$43,860 | \$49,350 | \$54,810 | \$59,220 | \$63,600 | \$68,000 |
| 50% | \$63,950 | \$73,100 | \$82,250 | \$91,350 | \$98,700 | \$106,000 | \$113,300 |
| 60% | \$76,740 | \$87,720 | \$98,700 | \$109,620 | \$118,440 | \$127,200 | \$135,960 |
| 80% | \$102,320 | \$116,960 | \$131,600 | \$146,160 | \$157,920 | \$169,600 | \$181,280 |

Income limits published 4/1/2021

MTSP San Mateo County Rent Limit Table 1

| Bedroom | OBR | 1BR | 2 BR | 3 BR |
|---------|---------|---------|---------|---------|
| 30% | \$959 | \$1,027 | \$1,233 | \$1,425 |
| 50% | \$1,598 | \$1,713 | \$2,056 | \$2,375 |
| 60% | \$1,918 | \$2,055 | \$2,467 | \$2,850 |
| 80% | \$2,558 | \$2,741 | \$3,290 | \$3,801 |

Income limits published 4/1/2021

Income and rent limits are subject to change.

APPLICATION PROCESS:

Note that there will be two waiting lists for Firehouse Square. All applicants will be included on the waiting list for a Non Project Based Section 8 Voucher. The Housing Authority of the County of San Mateo is accepting applications for the Project Based Section 8 apartments. Applicants will need to apply via the Housing Authority’s website at www.mysmhousing.com before April 4th at 5pm. Note that 8 of the 33 total Project Based Units will be filled by referrals from the Housing Authority of San Mateo County and are set aside for individuals with



Developmental Disabilities. For more information on how to apply for one of these 8 units please contact Housing Choices at firehouse@housingchoices.org or call (408) 713-2623.

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

32 of the 65 available units will be filled via this application process. The application window will open on March 21, 2022 at 8:30AM and will close April 11, 2022 at 5:00PM. No applications will be accepted via mail, online or at the property after 5:00 PM on April 11, 2022. Applications postmarked April 11th or before but received at the property after 5:00 PM April 11th, 2022 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 Firehouse Square online www.midpen-housing.org/Firehousesquare. A link will appear on March 21st that will take applicants to the Application. More information is also available at www.midpen-housing.org/Firehousesquare.

Applications will also be available by request at the Firehouse Square Temporary Leasing office located at 707 Bradford St, Redwood City, Ca 94063.

Applications for the Housing Authority of San Mateo's Project Based Section 8 waiting list must be submitted by April 4th, 2022 at 5pm. Applications can be submitted at www.mysmhousing.com.

11. How do I apply for one of the 8 Units reserved for Developmentally Disabled households?

The 8 units reserved for Developmentally Disabled households will be filled by referrals the Housing Authority of San Mateo County. Interested applicants should contact Housing Choices at firehouse@housingchoices.org or call (408) 713-2623 for more information on eligibility and how to apply.



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 3/21/22 over an application submitted on 4/11/22.

13. What is the difference between the Housing Authority of San Mateo County's Project Based Section 8 waiting list and Firehouse Square 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 Housing Authority of San Mateo County

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 65 available units. Preferences are defined below.

I. Preference for Section 8 Project-Based Units

The Housing Authority of the County of San Mateo (HACSM) will provide Section 8 Project-Based Voucher (PBV) rental assistance to 33 units at Firehouse Square. In addition to the resident selection criteria set forth by the project owner in this document, HACSM will use the following preferences to select applicants from the Firehouse Square PBV waiting list:

a. Resident:

All 33 PBV units will have preference for applicants who live, work or have been hired to work in San Mateo County at the time of selection from the waiting list.



b. Supportive Service:

Of the 33 PBV units, 8 studios will have preference for applicants with disabilities that significantly interfere with their ability to obtain and maintain housing, and whose needs are mostly matched by the specific disability supportive services offered by the project, and who, without the appropriate disability supportive services offered at the property, will not be able to obtain or maintain housing. Firehouse Square has retained Golden Gate Regional Center and through its service provider, Housing Choices, to provide service support for the supportive service preference households. HACSM may accept direct referrals from the project owner/service provider for applicants whose needs are most matched by the available supportive services.

c. At Risk of Homelessness:

HACSM will give preference on 4 of the 8 Supportive Service units to house applicants that are at risk of homelessness. At risk of homelessness means an individual or family who has an annual income below 30 percent of median family income for the area, as determined by HUD, and does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or becoming homeless, and meets one of the following conditions:

1. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
2. Is living in the home of another because of economic hardship;
3. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;
4. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
5. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
6. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution)

i. Preference for Non-Section 8 Project Based Units

Firehouse Square will apply equal preference to the following preferences on 17 of the 32 Non-Section 8 Project Based Units to applicants who:

- “no fault” eviction households in San Mateo County if the eviction was completed within 3 years of the application, or displaced by and City activity or by public projects implemented by the City of Belmont within 3 years of date of application;



- Households with at least one adult member whose principal place of residence at the time of application is located within San Mateo County;
- Households with at least one adult member who is employed by an employer within San Mateo County, owns a business within San Mateo County, or has an offer of employment for a job located in San Mateo County.

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. Firehouse Square will have units specifically designed for those with mobility, hearing and visual impairments. All Units will be accessible by elevator. 6 units will be mobility handicapped accessible and 3 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 for the non Project Based Section 8 units 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. Firehouse Square 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 May, 2022 and will continue through Fall 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.

Firehouse Square 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



- o paystubs- required – no gaps);
 - o Social Security (most recent awarded in 2020 for 2021);
 - o Supplemental Social Security (most current awarded and within 120 days of potential move in);
 - o 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);
 - o Child Support Judgment & proof of income (dated within 120 days of interview);
 - o 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;
 - o 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;
 - o 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:
 - o 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
 - o 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 \$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 Firehouse Square.

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 \$300 for a studio, \$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 32 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 (32 Units)

| AMI | Studio | 1 BR | 2 BR | 3 BR |
|-----|---------|---------|---------|---------|
| 30% | \$792 | \$896 | 1,059 | \$1,200 |
| 50% | \$1,477 | \$1,581 | \$1,881 | \$2,150 |
| 60% | \$1,388 | \$1,588 | \$2,001 | N/A |



| | | | | |
|-----|-----|---------|---------|---------|
| 80% | N/A | \$2,075 | \$2,538 | \$3,127 |
|-----|-----|---------|---------|---------|

*Project Based Voucher units will have their rent amount calculated by Housing Authority of San Mateo County, 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. Firehouse Square 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 Firehouse Square 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.

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 (650) 270-2140 or firehousesquare@midpen-housing.org.

