



Fair Haven Commons Family Housing Fact Sheet & Frequently Asked Questions (FAQ)

PROJECT LOCATION:

1695 Sunset Avenue, Fairfield, CA 94533
(Site under construction no office on site)

LEASING OFFICE:

840 E Travis Blvd, #600, Fairfield, CA 94533

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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 Fair Haven Commons?

Fair Haven Commons is the result of a partnership between the City of Fairfield, Solano County and Midpen Housing. Fair Haven Commons represents the vision to transform a previously underutilized, vacant site into supportive and family housing for those most in need, including individuals and families who are extremely low income, homeless, or at risk of homelessness. The community will provide 72 affordable rental apartments for families, including 44 units with set-aside preference for households who are at risk or experiencing homelessness and have other supportive housing needs. Construction on Fair Haven Commons began in fall 2021 and will welcome residents in spring 2023.

Fair Haven Commons will provide six studios, 30 one-bedroom, 30 two-bedroom (including manager’s unit), and six three-bedroom apartment homes for households earning up to 60% of Area Median Income (AMI). Community amenities include a multi-purpose community room, secured bicycle parking, and passive and active outdoor recreation areas.



Apartment Unit Overview

Unit Type	Number of Each Unit Type	Approximate SQ FT. Starting at
Studio	6	489-516
One Bedroom	30	549-635
Two Bedroom	29	811-922
Three Bedroom	6	1118-1160
Manager Unit	1	
Total Units	72	

** 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?

Fair Haven Commons is anticipated to be completed in March 2023. Barring any construction delays, residents are expected to begin moving in April - June 2023.

3. What special amenities are provided?

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

Unit Amenities:

- Electric cooktop stove and range
- Full size refrigerator
- In-sink garbage disposal
- Air Conditioning

4. Will I get my own assigned parking space?

There will be approximately 83 parking spaces at Fair Haven Commons. Each household with a vehicle will be assigned one 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 Fair Haven Commons. 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 by a partnership between MidPen and Solano County to the 44 units being referred through Solano County Behavioral Health and Solano County Coordinated Entry System.

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. Note that the Project Based Voucher units will have a different occupancy standard.

Occupancy Standards

Occupancy Standards for Non Project Based Section 8 Units

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

Occupancy Standards for Fairfield Housing Authority Project Based Units

UNIT SIZE	MINIMUM HOUSEHOLD SIZE	MAXIMUM HOUSEHOLD SIZE
0 bedroom/Studio	1 person	2 persons
1 bedroom	1 person	2 persons
2 bedroom	3 persons	4 persons
3 bedroom	5 persons	6 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 Solano 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.

MTSP Solano County Income limit Table 1

HH #	1	2	3	4	5	6	7
20%	\$15,220	\$17,380	\$19,560	\$21,720	\$23,460	\$25,200	\$26,940
30%	\$22,830	\$26,070	\$29,340	\$32,580	\$35,190	\$37,800	\$40,410
40%	\$30,440	\$34,760	\$39,120	\$43,440	\$46,920	\$50,400	\$53,880
50%	\$38,050	\$43,450	\$48,900	\$54,300	\$58,650	\$63,000	\$67,350
60%	\$45,660	\$52,140	\$58,680	\$65,160	\$70,380	\$75,600	\$80,820

Income limits published 4/18/2022

MTSP Solano County Rent Limit Table 1

Bedroom	OBR	1BR	2 BR	3 BR
20%	\$380	\$407	\$489	\$564
30%	\$570	\$611	\$733	\$847
40%	\$761	\$815	\$978	\$1,129
50%	\$951	\$1,018	\$1,222	\$1,411
60%	\$1,141	\$1,222	\$1,467	\$1,694

Income limits published 4/18/2022

MTSP & MHP/HCD Solano County Income limit Table 2

HH #	1	2	3	4	5	6	7
30%	\$22,830	\$26,070	\$29,340	\$32,580	\$35,190	\$37,800	\$40,410

Income limits published 4/18/2022

HUD Income limit Table 2

HH #	1	2	3	4	5	6	7
50%	\$38,050	\$43,450	\$48,900	\$54,300	\$58,650	\$63,000	\$67,350

Income limits published 4/18/2022

Income and rent limits are subject to change.



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

20 of the 71 available units will be filled via this application process. The application window will open on October 10, 2022 at 8:30AM and will close October 31, 2022 at 5:00PM. No applications will be accepted via mail, online or at the property after 5:00 PM on October 31, 2022. Applications postmarked October 31st or before but received at the property after 5:00 PM October 31st, 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 Fairhaven Commons online at www.midpen-housing.org/Fairhavencommons A link will appear on October 10th that will take applicants to the Application. More information is also available at www.midpen-housing.org/Fairhavencommons.

Applications will also be available by request at the Fair Haven Commons Leasing office located at 840 E Travis Blvd #600, Fairfield, Ca 94533.

11. How do I apply for one of the 51 Units reserved for referrals from Solano County Behavioral Health, Solano County Coordinated Entry System and The Fairfield Housing Authority

These units reserved for referrals only and will not be filled via this application process. Eligible parties must be enrolled in the Solano County Coordinated Entry System however there is no guarantee that participants in this system will be referred to Fair Haven Commons.

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

No. A lottery will be conducted roughly two weeks 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 10/10/22 over an application submitted on 10/31/22.

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

There are no preferences for the 20 units that will be filled from this application process. Preferences will apply to the 51 Project Based Voucher units that are to be referred by Solano County Coordinated Entry System, Solano County Behavioral Health and Fairfield Housing Authority. Preferences are defined below.

1. Preference for Fairfield Housing Authority Project-Based Voucher (PBV) units –

Preference will be given on 7 of the 51 PBV units to applicants referred by the Fairfield Housing Authority. Preference on these units will be given to applicants who currently live, work or have been hired to work in the City of Fairfield. Please refer to the Fairfield Housing Authority for more information on additional preferences and how to apply.

2. Preference for Whole Person Care Referrals - Preference will be given on 10 of the 51 PBV units under the County of Solano Whole Person Care Grant agreement to Whole Person Care eligible individuals referred by the County of Solano with serious mental illness who are chronically homeless, homeless, or at risk of being chronically homeless, and their families. Preference will be given on all 10 units to applicants who currently live, work or have been hired to work in the City of Fairfield.

Whole Person Care eligible households are defined as households with at least one individual who is a high-risk, high-utilizing Medi-Cal beneficiary in Solano County with behavioral health issues.

- Preference for 5 of the 10 units will be given to Whole Person Care Eligible households with at least one individual who is at-risk of homelessness at the time of Whole Person Care Unit Eligibility determination.
- Preference for 5 of the 10 units will be given to households with at least one individual who is homeless at the time of Whole Person Care Unit Eligibility determination.

3. Preference for Homeless and Chronically Homeless – Preference will be given on 34 of the 51 PBV units to Homeless and Chronically Homeless households to be referred by Solano County through their Coordinated Entry System. Preference on



all 34 units will be given to applicants who currently live, work or have been hired to work in the City of Fairfield.

- 10 of the 34 units will be given to eligible individuals or families with a serious mental disorder and/or serious emotional disturbance who are chronically homeless.

“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:

1. “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
 - a. Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - b. 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;
2. 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
3. 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.

- 24 of the 34 units will be given to eligible individuals or families with a serious mental disorder and/or serious emotional disturbance that are homeless as defined below:

“Homeless” for this program means adults or older adults with a Serious Mental Disorder or Seriously Emotionally Disturbed Children or Adolescents who meet the criteria below, according to 24 CFR Section 578.3, as that section read on May 1, 2016, which include, but are not limited to:



1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a. An individual or family with a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground, or
 - b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals), or
 - c. An individual who is exiting an institution where he or she resided for 90 days or less, and who resided in an emergency shelter or place not meant for human habitation immediately before entering that situation.

2. An individual or family who will imminently lose their primary nighttime residence provided that:
 - a. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance,
 - b. No subsequent residence has been identified, and
 - c. The individual or family lacks the resources or support networks, such as family, friends, faith-based or other social networks, needed to obtain other permanent housing.

3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless, but who:
 - a. Are defined as homeless under Section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), Section 637 of the Head Start Act (42 U.S.C. 9832), Section 41403 of the Violence Against Women Act of 1994 (U.S.C. 14043e-2), Section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), Section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), Section 17(b) of the Child Nutrition Act of 1966 (42 USC 1786 (b)), or Section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a),
 - b. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60-day period immediately preceding the date of application for homeless assistance,
 - c. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance, and
 - d. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

4. Any individual or family who:



- a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence,
- b. Has no other residence, and
- c. Lacks the resources or support networks, such as family, friends, and faith-based or other social networks, to obtain other permanent housing.

6 of the 34 units are Community Action Partnership (CAP) Solano MPA partnership HealthPlan of California (PHC) units. Referrals for these units must be Medi-Cal eligible beneficiaries who are homeless or at risk of homelessness and referred through County CES.

14. 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. Fair Haven Commons will have units specifically designed for those with mobility, hearing and visual impairments. 11 units will be mobility handicapped accessible and 8 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. Note that these units are spread across all 71 units.

15. 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. Fair Haven Commons 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, 2022 and will continue through spring 2023.

16. How are Lottery applications processed and apartments assigned?

Applications will be processed in the order of their 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.



Fair Haven Commons 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.

17. 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;
 - 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.

18. 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 Fair Haven Commons.

19. Is a lease required?

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

20. 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.

21. What are the proposed rents for the apartments?

The following gross rents are being proposed for the 51 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
20%	PBV Only	\$324	\$377	\$N/A
30%	PBV Only	N/A	\$621	N/A
40%	PBV Only	N/A	\$866	N/A
50%	PBV Only	\$935	\$1,110	\$1,270
60%	PBV Only	N/A	\$1,355	N/A

*Project Based Voucher (PBV) units will have their rent amount calculated by the Fairfield Housing authority, typically 30% of household’s gross monthly income. Rents listed are subject to change.

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 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.

23. Is smoking Allowed at The Property?

No. Fair Haven Commons 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 in the leasing office.

25. Will pets be allowed?

Yes. Pets will be allowed in accordance with Fair Haven Commons 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

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

For any questions regarding the application process please contact the Leasing office at (707) 732-4643 or fairhavencommons@midpen-housing.org.

