

Gateway Rising Family Housing Fact Sheet & Frequently Asked Questions (FAQ)

PROJECT LOCATION: 1345 Willow Road, Menlo Park, Ca 94025 (Site under construction no office on site)

LEASING OFFICE: 1221 Willow Road, Menlo Park, Ca 94025

Please <u>DO NOT</u> 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 Gateway Rising?

Gateway Rising represents the final phase of the revitalization of Gateway Apartments in Menlo Park. Originally developed in the 1960s, Gateway included 130 units on two city blocks serving both seniors and families. MidPen acquired the community in 1987 and invested in a light rehab at that time. In 2016, one block was redeveloped and that became Seguoia Belle Haven, 90 affordable apartments for seniors. Gateway Rising will provide 140 new affordable apartment homes for families, constructed on what was the remaining 82 apartments' footprint, resulting in a net gain of 58 affordable homes for families. Gateway Rising began construction in fall 2021 and will welcome existing and new residents in summer 2023. Gateway Rising will have one manager's unit. Gateway Rising will have 81 Project Based Section 8 units that will be filled by returning residents relocated during construction. An additional 7 units will be filled by homeless households referred by San Mateo County. The remining 51 units will be filled by waitlist opening on January 30th.





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Apartment Unit Overview

Unit Type	Number of Each Unit Type	Approximate SQ FT. Starting at
One Bedroom	66	586
Two Bedroom	49	900
Three Bedroom	24	1134
Manager Unit	1	
Total Units	140	

* 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?

Gateway Rising is anticipated to be completed in June 2023. Barring any construction delays, residents are expected to begin moving in June - August 2023.

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:

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

4. Will I get my own assigned parking space?

There will be approximately 177 parking spaces available at Gateway Rising. 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 Gateway Rising. 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 7 Homeless households 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	MAXIMUM HOUSEHOLD
	SIZE	SIZE
1 bedroom	1 person	3 persons
2 bedroom	2 persons	5 persons
3 bedroom	4 persons	7 persons

Note that Project Based Section 8 units are subject to the Housing Authority of San Mateo County's occupancy standards. Project Based Section 8 units are not filled through this application process and will be referred from the existing list.

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 18, 2022 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.

HH #	1	2	3	4	5	6	7
30%	\$39,150	\$44,760	\$50,340	\$55,920	\$60,420	\$64,890	\$69,360
50%	\$65,250	\$74,600	\$83,900	\$93,200	\$100,700	\$108,150	\$115,600
60%	\$78,300	\$89,520	\$100,680	\$111,840	\$120,840	\$129,780	\$138,720
80%	\$104,400	\$119,360	\$134,240	\$149,120	\$161,120	\$173,040	\$184,960

MTSP San Mateo County Income limit Table 1

Income limits published 4/18/2022

MTSP San Mateo County Rent Limit Table 1

Bedroom	1BR	2 BR	3 BR
30%	\$1,048	\$1,258	\$1,454
50%	\$1,748	\$2,097	\$2,423
60%	\$2,097	\$2,517	\$2,908
80%	\$2,797	\$3,356	\$3,878

Income limits published 4/18/2022

HUD San Mateo County Income limit Table 2

HH #	1	2	3	4	5	6	7
30%	\$39 <i>,</i> 150	\$44,750	\$50,350	\$55,900	\$60,400	\$64,850	\$69,350
50%	\$65,250	\$74,600	\$83,900	\$93,200	\$100,700	\$108,150	\$115,600
60%	\$78,300	\$89,500	\$100,700	\$111,850	\$120,800	\$129,750	\$138,700
80%	\$104,400	\$119,300	\$134,200	\$149,100	\$161,050	\$173,000	\$184,900

Income limits published 4/28/2022

HUD San Mateo County Rent Limit Table 2

Bedroom	1BR	2 BR	3 BR
30%	\$1,048	\$1,258	\$1,453
50%	\$1,865	\$2,097	\$2,330
60%	\$2,097	\$2,517	\$2,908
80%	\$2,982	\$3,355	\$3,727

Income limits published 4/28/2022

HCD - State San Mateo County Income limit Table 3

HH #	1	2	3	4	5	6	7
30%	\$39,150	\$44,750	\$50 <i>,</i> 350	\$55,900	\$60,400	\$64,850	\$69,350
50%	\$65,250	\$74,600	\$83,900	\$93,200	\$100,700	\$108,150	\$115,600

Income limits published 5/13/2022

HCD - State San Mateo County Rent Limit Table 3

Bedroom	1BR	2 BR	3 BR
30%	\$1,048	\$1,258	\$1,453
50%	\$1,748	\$2,097	\$2,423

Income limits published 5/13/2022





Income and rent limits are subject to change.

APPLICATION PROCESS:

Note that there will be two waiting lists for Gateway Rising. All applicants will be included on the waiting list for a <u>Non Project Based</u> unit. The Housing Authority of the County of San Mateo maintains an existing waitlist from the former site for the <u>Project Based Section 8</u> apartments. This list will remain closed and is not anticipated to open.

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

51 of the 58 available units will be filled via this application process. The application window will open on January 30, 2023 at 8:30AM and will close February 17, 2023 at 5:00PM. No applications will be accepted via mail, online or at the leasing office after 5:00 PM on February 17th, 2023. Applications postmarked February 17th or before but received at the property after 5:00 PM February 17th, 2023 will not be accepted.

<u>Only one application per household will be accepted. Duplicate applications will be removed.</u>

Applications will not be accepted via Fax.

Due to COVID-19 we are **strongly encouraging** all applicants to apply for Gateway Rising online www.midpen-housing.org/Gatewayrising A link will appear on January 30th that will take applicants to the Application. More information is also available at <u>www.midpen-housing.org/Gatewayrising</u>

Applications will also be available by request at the Gateway Rising Temporary Leasing office located at 1221 Willow Road, Menlo Park, 94025.

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 1/30/23 over an application submitted on 2/17/23.

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

Yes. The following preferences will apply across the 51 available units. Preferences are defined below and are also shown in the Resident Selection Criteria.

Priority will be given to the following households and applicants in the initial lease up of the units in the project:

Project Based Section 8 Voucher eligible households that were relocated from the Gateway Family residential units (that were demolished on the 1300 block of Willow Road to build the new project), shall be given priority for the new Project Based Section 8 Voucher units. If a returning Gateway Family household no longer qualifies for the Project Based Section 8 Voucher program, they will be given priority for a non-Project Based Section 8 Voucher unit.

For any remaining Project Based Section 8 Voucher units, referrals will be made by the Housing Authority of San Mateo.

City of Menlo Park preferences will be applied to non-Project Based Section 8 Voucher units:

Accessible Unit Preference: If the vacant unit is a unit with accessibility features, then persons and/or persons within a household with accessibility needs who are otherwise eligible for the unit, including by household size and income, will receive preference for units with features serving those accessibility needs ahead of applicants without an accessibility need. Ranking of persons and households for accessible units shall follow the below list from highest to lowest in the order of lottery ranking:

- Person or household with an accessibility need meeting an existing Menlo Park preference, such as live and/or work, unhoused or displacement preference.
- Person or household with an accessibility need not meeting an existing Menlo Park preference.
- Person or household meeting an existing Menlo Park preference.
- Person or household not meeting an existing Menlo Park preference. First preference will be given on the non-Project Based Section 8 Voucher units to applicants that live or work in the Belle Haven neighborhood in Menlo Park or those







who were displaced from Belle Haven. Those that live at 335 Piece Road will have a priority over the other applicants from the Belle Haven neighborhood during initial lease up.

Second preference will be given on the non-Project Based Section 8 Voucher units to applicants that live or work in the City of Menlo Park or to those who were displaced from the City of Menlo Park.

Third preference will be given on the non-Project Based Section 8 Voucher units to families who are homeless from the Ravenswood School District. The Ravenswood School District defines families who are homeless as those who meet any of the following criteria:

- Live with friends or family members temporarily
- Live with more than one family in a house/apartment
- Live in a shelter, motel, vehicle or trailer
- Child in foster care placement

Live and/or Work Preference: The applicant household's primary residence is within incorporated Menlo Park or a member of the applicant household currently works or volunteers within incorporated Menlo Park.

- Criteria for residing within incorporated Menlo Park. to qualify as living in Menlo Park, the applicant household's primary residence must be within incorporated Menlo Park.
- Criteria for working within incorporated Menlo Park. To qualify as a household that works in Menlo Park, a member of the applicant's household must currently work in Menlo Park at least 20 hours per week, or (if currently less than 20 hours per week) hours worked over the course of the one year prior to application averages a minimum of 20 hours per week.
- Types of work. Work is defined as (1) owning and operating a business at a Menlo Park location; (2) employment for wages or salary by an employer located at a Menlo Park location; (3) contract employment where the actual work is conducted at a Menlo Park location for one year; (4) commission work, up to and including a 100% commission arrangement, conducted in Menlo Park, or (5) volunteering for a community or civic serving entity located within Menlo Park, without receipt of compensation, wages or salary in exchange for such time and work.
- Employer-based work. If employed for wages or salary by an employer, working in Menlo Park is defined as the employer is located in Menlo Park and the employment/actual work is performed within incorporated Menlo Park.
- Owning (either wholly or in part) a residential or commercial property for investment purposes only shall not qualify as working within incorporated Menlo Park.





County of San Mateo Affordable Housing Fund preferences will be applied to non-Project Based Section 8 Voucher units with a County set-aside assigned:

Gateway Rising will give preference on 7 units for homeless households as referred by the County.

CalHFA preferences will be applied to non-Project Based Section 8 Voucher units with a CalHFA set-aside assigned:

A preference will be given to qualified tenants of which at least one family member is a Veteran (served in the active military, naval, or air services of the United States, or as a member of the National Guard who was called to and released from active duty or active service, for a period of not less than 90 consecutive days or was discharged from service due to a service connected disability within that 90-day period. This includes all Veterans regardless of discharge status.). This Veteran preference shall be applicable to the maximum extent permitted by applicable law and only to the extent that other governmental funding sources and/or programs do not prohibit such preference.

Additional preferences on CalHFA assigned units will be given to the applicants displaced by:

- (A) Natural disaster;
- (B) Repair, renovation, rehabilitation of this Development;
- (C) Other public action;
- (D) Other causes, provided that such displacement shall be certified in writing by a government agency.

13. 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. Gateway Rising will have units specifically designed for those with mobility, hearing and visual impairments. Units at Gateway Rising will be accessible by elevator.

14. 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 <u>accurately.</u> 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.

15. Will all applicants receive an interview letter?

No. Once the lottery has been conducted and sorted, applicant interview letters will be distributed <u>only to those applicants that will</u> <u>be processed for a unit</u>. Gateway Rising 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 March, 2023 and will continue through Summer 2023.

16. 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.

Gateway Rising 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;
- <u>Documentation for ALL Sources of Income</u> including, but not limited to:
 - Employment (last 3 consecutive months of current paystubs- required no gaps);
 - o 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;
 - 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:

- <u>Self-Employed</u>
 - Previous Year's Form 1040 Tax Return and Schedule C
 - <u>OR</u>
 - 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 Gateway Rising.

19. Is a lease required?

Yes. A <u>one-year lease is required at initial move-in</u>.

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 \$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 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 (51 Units)
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AMI	1 BR	2 BR	3 BR
50%	\$1,370	\$1,629	N/A
60-80%	\$1,522, \$1,673	\$1,811, \$1,933	\$2,071

*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.

22. Can Students Apply?

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

<u>Full-time Students (including K-12 and adult dependents) -</u> 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. Gateway Rising 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 Gateway Rising 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 (650) 323-5615 or Gateway@midpen-housing.org.





