



Bienestar Plaza Family Housing Fact Sheet & Frequently Asked Questions (FAQ)

PROJECT LOCATION:

1520 Capitola Road, Santa Cruz, CA
(Site under construction no office on site)

LEASING OFFICE (During Open Application Period):

St. Stephens Apartments, 2510 Soquel Avenue, Santa Cruz, CA 95062

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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 Bienestar Plaza?

Located in the heart of Live Oak, Bienestar Plaza is located on a 3.6-acre state-of-the-art housing and health campus along with Santa Cruz Community Health Center and Dientes Community Dental Care clinics. Bienestar Plaza is situated within walking distance to restaurants, parks, an elementary school, and neighborhood-serving retail. This 56-unit property, spread among four buildings, offers mixed-use, affordable housing, loaded with amenities, for families and individuals, including those with supportive housing needs. When you move into one of these homes, you'll enjoy community spaces including a BBQ picnic area, playground, bike room, community room, and much more. Residents of Bienestar Plaza will enjoy onsite services and programs coordinated by MidPen Services. Bienestar Plaza will have one manager's unit. Bienestar Plaza will have 40 Project Based Section 8 units in which 25 will be filled via The Housing Authority of the County of Santa Cruz's waitlist. These units will have a local preference. The remaining 16 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	0	0
One Bedroom	26	612
Two Bedroom	15	917
Three Bedroom	15	1,244
Manager Unit	1	1,244
Total Units	57	

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

2. When will the apartments be available?

Bienestar Plaza is anticipated to be completed in September 2023.

Barring any construction delays, residents are expected to begin moving in September – December 2023.

3. What special amenities are provided?

- Community Room with Lounge Area & Kitchen
- Learning Center
- On site laundry facilities
- Courtyard with Seating Area, Playground and BBQ grills
- Resident Services with a Dedicated Onsite Office
- Secured Bicycle Storage

Unit Amenities:

- Electric cooktop stove and range
- Full size refrigerator and microwave
- In-sink garbage disposal and dishwasher
- Ceiling Fans
- Deck/Patio

4. Will I get my own assigned parking space?

There will be approximately 61 parking spaces available at Bienestar Plaza and 129 shared parking spaces. We will provide more information on parking during the intake process.

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 Bienestar Plaza. 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.

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 18, 2022, for Santa Cruz 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 by AMI are designated below:

Income limits per household (HH) Size.



MTSP Santa Cruz County Income limit Table 1

HH #	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons
60%	\$65,340	\$74,640	\$84,000	\$93,300	\$100,800	\$108,240	\$115,740
80%	\$87,120	\$99,520	\$112,000	\$124,400	\$134,400	\$144,320	\$154,320

Income limits published 4/18/2022

HCD - State Santa Cruz County Income limit Table 3

HH #	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons
80%	\$87,350	\$99,800	\$112,300	\$124,750	\$134,750	\$144,750	\$154,700

Income limits published 5/13/2022

Income limits are subject to change as published by HUD annually.

Max Income Range (family size 1 –7 persons, depending on unit size/occupancy limits)

60% AMI	\$63,340 - \$115,740 (7 one bedrooms, 3 two bedrooms, 1 three bedroom)
80% AMI	\$87,120 - \$154,320 (2 one bedrooms, 2 two bedrooms, 1 three bedroom)

Please note that income limits (minimum and maximum) will be discussed with the applicant households during the intake interview.

APPLICATION PROCESS:

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

16 of the 57 available units will be filled via this application process. The application window will open on April 24, 2023, at 8:30AM and will close May 12, 2023, at 5:00PM. No applications will be accepted via mail, online or at the property after 5:00 PM on May 12, 2023. Applications postmarked May 12th or before but received at the property after 5:00 PM May 12, 2023, 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 Bienestar Plaza online <https://www.midpen-housing.org/bienestar-plaza>. A link will appear on April 24th that will take applicants to the Application. More information is also available at <https://www.midpen-housing.org/bienestar-plaza>.

During the application period, applications will also be available by



request at the St. Stephens Apartments, 2510 Soquel Avenue, Santa Cruz, CA 95062.

The Project Based Voucher (PBV) units (40) will be filled by referrals only. 25 of the PBV units will be referred from the existing Housing Authority's Housing Choice Voucher (HCV) waitlist. The remaining 15 PBV units will be filled by referrals from the Central California Alliance for Health (CCAH) through the County of Santa Cruz's Coordinated Entry System (5 units) and by referrals from No Place Like Home via the County of Santa Cruz's Coordinated Entry System (10 units).

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 4/24/23 over an application submitted on 5/12/23.

12. What is the difference between the Housing Authority of Santa Cruz County's Project Based Section 8 waiting list and Bienestar Plaza's 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 Santa Cruz 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 22 below 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.

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

Yes. The following preferences will apply across the 16 available units. Preferences are defined below.



Bienestar Plaza will apply the following preferences to 16 non-project based voucher units to applicants in the following order:

1. Eligible Applicants who have been or will be displaced by an activity of the Successor Agency or County.
2. Eligible Applicants who are currently residents of the Live Oak area or currently working in the Live Oak area of the County of Santa Cruz.
3. Eligible Applicants who live and/or work in the County of Santa Cruz.

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. Bienestar Plaza will have units specifically designed for those with mobility, hearing and visual impairments. 3 units will be mobility handicapped accessible and 5 units will have features designed for hearing and visually impaired, and an additional 23 will be adaptable. Applicants with disabilities will receive priority for these specific units. Priority for these units will be assigned based on lottery number and waitlist order.

15. 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.

16. 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. Bienestar Plaza 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, 2023 and will continue through Fall 2023.

17. 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.

Bienestar Plaza 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.

18. 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 (lack of either of these items



- does not necessarily disqualify you for a unit);
- 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 2022 for 2023);
 - 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 pages of most recent or current month;
 - Most current Statement received in 2022 or 2023 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.

19. 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 Bienestar Plaza.

20. Is a lease required?

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

21. 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.

22. What are the proposed rents for the apartments?

The following gross rents are being proposed for the 16 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	1 BR	2 BR	3 BR
30%	\$781	\$938	\$1,084



40%	\$1,042	\$1,251	\$1,446
50%	\$1,303	\$1,563	\$1,807
60%	\$1,563	\$1,876	\$2,169
80%	\$2,085	\$2,502	\$2,892

*Project Based Voucher units will have their rent amount calculated by Housing Authority of Santa Cruz County, typically 30% of household's gross monthly income. Rents listed are subject to change.

23. 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.

24. Is smoking Allowed at The Property?

No. Bienestar Plaza 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.

25. 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.



26. Will pets be allowed?

Yes. Pets will be allowed in accordance with Bienestar Plaza 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

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

For any questions regarding the application process please contact the Leasing office at (831) 318-6061 or by email at bienestarplaza@midpen-housing.org.

