



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

PROJECT LOCATION:

389 9th Ave, Oakland, CA 94606
(Site under construction: NO Public Access)

LEASING OFFICE:

Foon Lok West, 311 9th Avenue, Oakland CA 94606

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Please **DO NOT** enter the project site. During construction leasing activity will not be conducted on-site. Only authorized construction personnel may enter the project site while under construction.

OVERVIEW:

1. Can you please provide an overview of Foon Lok East?

Brooklyn Basin is a new mixed-use, mixed-income district along Oakland's waterfront, featuring over 3,000 new homes, creative retail, parks, and open spaces along 64 acres, and includes Foon Lok East which will provide 124 affordable rental apartments for individuals and families all in one building. The result of an innovative and highly collaborative public/private partnership, what was once an underutilized and mostly industrial site, is being transformed into a highly livable, walkable, and beautifully designed community to benefit generations to come. In 2015, the City of Oakland and Brooklyn Basin's master developer selected MidPen Housing to be the district's affordable housing partner.

Foon Lok East demonstrates the vision and commitment of one of California's largest and most diverse cities to build more affordable housing for its residents. Foon Lok East began construction in June 2022 and is anticipated to be complete in February 2024.

MidPen is committed to sustainable development, including the use of advanced green building methods: recycled content materials; energy and water efficient appliances; photovoltaic and solar thermal systems; and drought-tolerant landscaping. Foon Lok East will receive LEED certification.

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

Foon Lok East will have one manager's unit.



Apartment Unit Overview

Unit Type	Number of Each Unit Type	Approximate Unit Size
One Bedroom	41	620 sq. ft.
Two Bedroom	38	830 sq. ft.
Three Bedroom	44	1,120 sq. ft.
Manager Unit*	1	
Total Units	124	

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

2. When will the apartments be available?

Foon Lok East is anticipated to be completed in February 2024. Barring any construction delays, residents are expected to begin moving in March 2024.

3. What special amenities are provided?

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

Unit Amenities:

- Electric cooktop stove and range
- Full size refrigerator
- In-sink garbage disposal
- Trash and Recycle chutes

4. Will I get my own assigned parking space?

There will be approximately 144 parking spaces available at Foon Lok East. Each unit will be assigned one designated parking space.

5. Who will manage the property?

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

6. Will Resident Services be provided?

Yes. MidPen Housing Resident Services will provide resident support services for Foon Lok East. Services will include information and referrals to local community resources, one-on-one support to address individual needs, educational classes/presentations on site and community building programs. There will be a dedicated resident services office onsite.



7. Are there age restrictions?

No. However, at least one member of the household needs to be 18 years of age or older.

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

Yes. The following occupancy standards will apply.

Occupancy Standards – Non-Project-Based Units

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

Occupancy Standards – Project Based Section 8 Units

A family with a Head of Household **and no** spouse/significant other would be allocated a subsidy size in the following manner:

<u>Family Size</u>	<u>Voucher Size</u>
1	1 Bedroom
2	2 Bedrooms
3	2 Bedrooms
4	3 Bedrooms
5	3 Bedrooms

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

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

9. Are there restrictions on household income 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 May 15, 2023, and June 6, 2023, for Alameda County, as published by HUD, HCD, Alameda County, and other entities outlined below. Project-Based Section 8 units are governed by the HUD income limit table. Income limit tables follow on the next page.



Income limits per household (HH) Size.

HUD Income Limit Table 1 – Alameda County

HH #	1	2	3	4	5	6	7
50%	\$51,800	\$59,200	\$66,600	\$73,950	\$79,900	\$85,800	\$91,700

Income limits published 5/15/2023.

Alameda County Housing & Community Development Income Limits (Referral Units Only)

HH #	1	2	3	4	5	6	7
20%*	\$20,720	\$23,680	\$26,640	\$29,580	\$31,960	\$34,320	\$36,680

Income limits published 5/15/2023.

**All households referred through Alameda County CES must be at or below 20% AMI.*

MTSP & HCD MHP Alameda County Income limit Table 2

HH #	1	2	3	4	5	6	7
20%	\$20,720	\$23,680	\$26,640	\$29,580	\$31,960	\$34,320	\$36,680
30%	\$31,080	\$35,520	\$39,960	\$44,670	\$47,940	\$51,480	\$55,020
50%	\$51,800	\$59,200	\$66,600	\$73,950	\$79,900	\$85,800	\$91,700
60%	\$62,160	\$71,040	\$79,920	\$88,740	\$95,880	\$102,960	\$110,040

Income limits published 5/15/2023.

HCD State Alameda County Income Table 3

HH #	1	2	3	4	5	6	7
25%	\$25,883	\$29,580	\$33,278	\$36,975	\$39,933	\$42,891	\$45,849
30%	\$31,050	\$35,500	\$39,950	\$44,350	\$47,900	\$51,450	\$55,000
50%	\$51,800	\$59,200	\$66,600	\$73,950	\$79,900	\$85,800	\$91,700
60%	\$62,118	\$70,992	\$79,866	\$88,740	\$95,839	\$102,938	\$110,038

Income limits published 6/6/2023.

Income limits are subject to change.

APPLICATION PROCESS

Note that there will be two waiting lists for Foon Lok East. All applicants will be included on the waiting list for Non-Project Based Units. To be included on the Project-Based Section 8 waiting list applicants must answer “Yes” to this question on the application. There are 61 Project-Based Units and 62 Non-Project-Based Units. Note that 38 of the 61 Project-Based Units will be filled via Alameda County’s Coordinated Entry System and will have a preference for Chronically Homeless households.

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

85 of the 123 available units will be filled via this application process. The application window will open on November 20, 2023, at 8:30AM and will close December 8, 2023, at 5:00PM. No applications will be accepted via mail, online or at the lease-up office after 5:00 PM on



December 8, 2023. Applications postmarked December 8, 2023, or before, but received at the lease-up office after 5:00 PM December 8, 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.

We **strongly encourage** all applicants to apply for Foon Lok East online at www.midpen-housing.org/foonlokeast.

Applications will also be available by request at the Foon Lok East Leasing office located at Foon Lok West, 311 9th Avenue, Oakland, CA 94606.

11. How do I apply for one of the 38 Units reserved for chronically homeless households?

The 38 units reserved for chronically homeless households will be filled by referrals from Alameda County's Coordinated Entry System. All referrals must meet the chronically homeless definition as defined in the Resident Selection criteria. There is no option to directly apply for one of these units. To be enrolled in the Coordinated Entry System, interested parties can go to an Alameda County Housing Resource Center (HRC) or call 211 to be referred to the nearest Housing Resource Center. The Housing Resource Center will perform an intake for homeless households/individuals and households/individuals will be enrolled in Alameda County's Coordinated Entry System.

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

No. A lottery will be conducted roughly one week after the application period has closed and will determine an applicant's position number. There is **NO** priority given to those who submit their application on 11/20/2023 over an application submitted on 12/8/2023.

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

Applicants selected from 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 calculated at approximately 30% of a resident's gross monthly income. These rents are calculated by the Oakland Housing Authority.

Applicants selected from 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 123 available units. Preferences are defined below.



City of Oakland Resident/Worker Preferences - Preference will be given on the 62 Non-Project Based units, as follows:

- 1. First Preference: To Displaced Households.** A “displaced household” means a household in which at least one adult member has been displaced from a housing unit in Oakland as a result of any of the following:
 - a. City code enforcement activities, if the displacement has occurred within one year prior to the date of application.
 - b. A City-sponsored or City-assisted development project, if the displacement has occurred within one year prior to the date of application.
 - c. A “no fault” eviction from a rental unit in Oakland, if the eviction was completed eight (8) years or less prior to the date of application. For purposes of this paragraph, a “no fault” eviction means an eviction that is evidenced by an eviction notice from the property owner that does not state cause and that gives the tenant thirty (30) days or longer notice to vacate the unit; a “no fault” eviction shall include, but not be limited to an eviction as a result of an owner move-in under Municipal Code Subsection 8.22.360.A.8 or 8.22.360.A.9, owner repairs under Municipal Code Section Subsection 8.22.360.A.11 or Municipal Code Chapter 8.22, Article III, but shall not be limited only to evictions from units that are covered by any of the above laws. This preference shall apply to the initial rental or sale of a project unit and any subsequent rental or sale of a unit during the applicable affordability period established by the City.
- 2. Second Preference (Only applied to 37 of the 62 units): To neighborhood residents.** For purposes of this Section, a “neighborhood resident” means a household with at least one adult member whose principal place of residence on the date of application is either within the Council District where the project is located or within a one mile radius of said project. This preference shall apply to thirty percent (30%) of all units in the project. This preference shall apply only to the initial rental or sale of a project unit after the City’s development assistance has been given to the project.
- 3. Third Preference: To Oakland residents and Oakland Workers.** For purposes of this Section, an “Oakland resident” means a household with at least one adult member whose principal place of residence on the date of application is within the City of Oakland. An “Oakland worker” means a household with at least one adult member who is employed by an employer located within the City of Oakland, owns a business located within the City of Oakland, or participates in an education or job training program located within the City of Oakland. This preference shall apply to the initial rental or sale of a project unit and any subsequent rental or sale of a unit during the applicable affordability period established by the City.

Oakland Housing Authority Local Preferences. The Oakland Housing Authority (OHA) has established a system of local preferences for selection of families admitted to the Project-Based Voucher (PBV) program. OHA’s selection preferences are described in its Administrative Plan (2019) chapter 4, pages 4-13 and 414. Preference will be given on the 61 Project Based Section 8 Voucher units, as follows:

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



2. **A Family preference.** Applicant families with two or more persons, or a single person applicant that is 62 years of age or older, or a single person applicant with a disability, qualify for this preference.
3. **A Veteran.** A Veteran and active members of the military preference.
4. **A Homeless preference.** Applicant families who meet the McKinney-Vento Act definition of homeless qualify for this preference.

All of the preferences listed above are specific to the 23 PBV Units that are not reserved for Chronically Homeless. The preferences for these 23 PBV units carry equal weight and are not ranked. However, a combination of the preferences provides certain applicants with more priority points or a higher ranking on the waitlist.

Preference for Chronically Homeless – Preference will be given on 38 of the 61 Project Based Section 8 Voucher units to Chronically Homeless households to be referred by Alameda County CES. Priority will be given to referrals for currently homeless in the City of Oakland. Second Preference will be given to those households in which at least one member lives or works in the County of Alameda. Eligible applicants must be at or below 20% AMI.

- “Chronically Homeless” for this Program means an adult or older adult with a Serious Mental Disorder or Seriously Emotionally Disturbed Children or Adolescents who meet the criteria below according to 24 Code of Federal Regulations Section 578.3, as that section read on May 1, 2016:
 - A “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
 - Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - 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;
- 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
- A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been Homeless.



15. Will there be units for the disabled?

Yes. People with disabilities are encouraged to apply. Applicants will need to answer disability questions on the application according to their needs. Foon Lok East will have units specifically designed for those with mobility, hearing and visual impairments. All Units will be accessible by elevator. 18 units will be mobility handicapped accessible and 13 units will have features designed for hearing and visually impaired. Applicants with disabilities will receive priority for these specific units. Priority for these units will be assigned based on lottery number and waitlist order.

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

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

The application will contain questions regarding the preferences. All applications received during the initial open application period will be entered into an Excel database, with a preference category corresponding to the preference as a sortable column.

The lottery list is then sorted, first by preference category and second by lottery number, so that all of the applications with a verified preference are filtered to the top.

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

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

17. Will all applicants receive an interview letter?

No. Once the lottery has been conducted and sorted, applicant interview letters will be distributed only to those applicants that will be processed for a unit. Foon Lok East 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 2023 and will continue through Spring 2024.

18. How are Lottery applications processed and apartments assigned?

Applications will be processed in the order of their preference category and lottery number. Interviews will be scheduled, and third-party income and asset verifications will be sent out for the unit size and restricted income level that the household qualifies for.

Foon Lok East will process 4 to 5 applications for each available unit and send out the appropriate number of interview letters to meet this target.



Once all third-party verification forms are returned and the file is deemed complete and approved, a unit is assigned. If all units have been assigned, some applicants may be placed in a backup position. Backup applicants may be assigned a unit if another applicant ahead of them fails to qualify or decides not to take the unit. If a backup applicant does not receive a unit at initial lease up, the applicant will go back on the wait list at their original position.

Applicants not contacted will be placed on the waiting list upon completion of the lease-up at 100% occupancy. The waiting list will maintain the original preference category and lottery number order.

As units become vacant and turn over, applicants on the waiting list are contacted in order of preference, lottery number, and then household size and household income order to qualify for the specific unit size and income restriction level of the available unit.

19. What will I need to bring to my interview?

You will be asked to bring the following documents to your interview:

- Social Security Card or Resident Alien Card;
- California Driver's License or Photo ID;
- Documentation for ALL Sources of Income including, but not limited to:
 - Employment (last 3 consecutive months of current paystubs- required – no gaps);
 - Social Security (most recent awarded in 2020 for 2021);
 - Supplemental Social Security (most current awarded and within 120 days of potential move in);
 - Veteran Administration Benefits, Pension / Retirement, including any income from deceased spouse or children (if paystubs are received, the last 3 consecutive months are required– no gaps or current proof of income dated within 120 days of interview);
 - Child Support Judgment & proof of income (dated within 120 days of interview);
 - Most current Complete Tax Returns, including all W-2 & 1099s, if filed; D Checking account statements – All pages of last 6 months – no gaps; D Savings account statements- All page of most recent or current month;
 - Most current Statement received in 2021 or 2022 for any other kind of assets such as, IRAs, 401(k) or (b) and any other form of Retirement Accounts;
 - Life Insurance Policies (this does not include Term Life);
- Documentation for any other asset or source of income.
- For those individuals who are self-employed or earn cash wages, very specific regulations apply to verifying these types of income, as follows:
 - Self-Employed
 - Previous Year's Form 1040 Tax Return and Schedule C
 - OR
 - IRS Form 4506-T and one of the following:
 - Profit and Loss Statement
 - Statements from recurring clients



- Cash Wages

If an applicant/tenant is claiming that they do not receive paystubs as they are paid in cash, the IRS has determined that those Individuals are considered “independent contractors” and as such should file a 1040 tax return. We will require a copy of the 1040 filing for the applicant/tenant and a third-party statement from the employer on company letterhead, indicating the name of the applicant/tenant, the position title, and how much the employer pays the applicant/tenant in cash each week.

Additionally, if a household is claiming they do not file taxes on cash wages, we will require a completed IRS form 4506-T, received back from the IRS, to be in the file, verifying non-filing status **in addition to** the third-party statement from the employer on company letterhead, indicating the name of the applicant/tenant, the position title, and how much the employer pays the applicant/tenant in cash each week.

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

Yes. A \$20 non-refundable Application/Screening fee **PER ADULT HOUSEHOLD MEMBER**, including a **LIVE IN CAREGIVER**, if applicable. This fee is collected **ONLY** at time of interview by Money Order or Cashier’s Check made out to Foon Lok East.

21. Is a lease required?

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

22. Is there a required security deposit and how much?

Yes. A security deposit is due at time of move in. A portion of this may be requested in advance of move in as a holding deposit. Security deposits are \$500 for a one bedroom, \$750 for a two Bedroom, and \$1000 for a three bedroom.

23. What are the proposed rents for the apartments?

The following rents are being proposed for the 62 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 Units (62 Units) *

AMI	1 BR	2 BR	3 BR	Number of units available
50%	N/A	\$1,045 - \$1,366	\$1,182 - \$1,545	13-2BR, 18-3BR
60%	\$1,428	\$1,688	\$1,915	3-1BR, 14-2BR, 14-3BR

*Rents listed above are based on 2023 City of Oakland rents. Households residing in Oakland Housing Authority Project-Based Voucher units will have their rent amount calculated by OHA, typically approximately 30% of household’s gross monthly income.



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 at least one single parent and his or her minor children, and the parent is not a dependent of a third party. Any children may be claimed as a dependent of either parent, regardless of tenancy in unit.
- At least one member of the household receives assistance under Title IV of the Social Security Act. (AFDC, TANF, CalWORKs, etc. – Not SSA or SSI).
- At least one member is enrolled in a job training program receiving assistance under the Work Investment Act (WIA), formerly known as the Job Training Partnership Act, or similar federal, state or local laws.
- At least one member of the household is under age 24 and has exited the Foster Care system within the previous 6 years.

25. Is smoking Allowed at The Property?

No. Foon Lok East has been designated as a non-smoking property. No smoking will be allowed anywhere in the resident apartments, common areas, or anywhere on the exterior of the property.

26. Are there model units that can be viewed?

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

27. Will pets be allowed?

Yes. Pets will be allowed in accordance with Foon Lok East and MidPen Property Management's Pet Policy. A pet is a "small, domesticated animal commonly kept in residential settings." Pursuant to California Health and Safety Code 50466 and SB 971, a resident will be permitted to own or otherwise maintain one or more common household pet within the resident's dwelling unit, subject to applicable state laws and local government ordinances related to public health, animal control, and animal anticruelty. 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. The detailed pet policy and pet rules are available upon request.

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

For any questions regarding the application process please contact the Leasing office at (510) 925-4461 or foonlokeast@midpen-housing.org.

