



Kiku Crossing (Family Housing) Fact Sheet & Frequently Asked Questions (FAQ)

PROJECT LOCATION:
480 East 4th Avenue

Santa Mateo, California 94401
(Site under construction no office on site)

LEASING OFFICE (During Open Application Period):
800 S. Claremont Street, Suite 207, San Mateo, CA 94402

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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 Kiku Crossing?

Located near the heart of Downtown San Mateo, Kiku Crossing is situated within walking distance to public transit, restaurants, parks, a library, an elementary school, and neighborhood-serving retail. This 223-unit property offers affordable housing 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 Kiku Crossing will enjoy onsite services and programs coordinated by MidPen Services. Kiku Crossing will have two managers units. Kiku Crossing will include 80 Project Based Section 8 units in which 71 units will be filled via The Housing Authority of the County of San Mateo's waitlist. The remaining 143 units will be filled via the MidPen waiting list.



Apartment Unit Overview

Unit Type	Number of Each Unit Type	Approximate SQ FT.
Studio	66	380
One Bedroom	41	529
Two Bedroom	57	784
Three Bedroom	59	1,029
Manager Unit	2	784
Total Units	225	

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

2. When will the apartments be available?

Kiku Crossing is anticipated to be completed in early Spring 2024.

Barring any construction delays, residents are expected to begin moving in March– September 2024.

3. What special amenities are provided?

- Community Room with Lounge Area & Kitchen
- Learning Center (after school classroom)
- On site laundry facilities
- Outdoor Courtyard and rooftop deck
- Bicycle Parking

Unit Amenities:

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

4. Will I get my own assigned parking space?

There will be approximately 164 parking spaces available at Kiku Crossing and a limited number of 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 Kiku Crossing. 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 May 15, 2023, 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 by AMI are designated below:



Income limits per household (HH) Size.

Project Based Vouchers – Section 8 Contract Rents at the time of publishing. Subject to change.

Bedroom	0 BR	1 BR	2 BR	3 BR
50%	\$2,197	\$2,720	\$3,339	\$4,365

Maximum Income Per Household (2023 Area Median Income)

Income Limits published by HUD 5/15/2023; Income Limits are updated annually, and all applicants will be qualified using the appropriate Income Limits at time of Move-In.

	<u>1 person</u>	<u>2 people</u>	<u>3 people</u>	<u>4 people</u>	<u>5 people</u>	<u>6 people</u>	<u>7 people</u>
<u>30%</u>	<u>\$39,030 - \$39,150</u>	<u>\$44,600 - \$44,610</u>	<u>\$50,190 - 50,200</u>	<u>\$55,740 - \$55,900</u>	<u>\$60,210 - \$60,499</u>	<u>\$64,680 - \$64,850</u>	<u>\$69,120 - \$69,350</u>
<u>40%</u>	<u>\$52,040</u>	<u>\$59,480</u>	<u>\$66,920</u>	<u>\$74,320</u>	<u>\$80,280</u>	<u>\$86,240</u>	<u>\$92,160</u>
<u>50%</u>	<u>\$65,050</u>	<u>\$74,350</u>	<u>\$83,650</u>	<u>\$92,900</u>	<u>\$100,350</u>	<u>\$107,800</u>	<u>\$115,200</u>
<u>60%</u>	<u>\$78,060</u>	<u>\$89,220</u>	<u>\$100,380</u>	<u>\$111,480</u>	<u>\$120,420</u>	<u>\$129,360</u>	<u>\$138,240</u>
<u>70%</u>	<u>\$91,070</u>	<u>\$104,090</u>	<u>\$117,110</u>	<u>\$130,060</u>	<u>\$140,490</u>	<u>\$150,920</u>	<u>\$161,280</u>
<u>80%</u>	<u>\$104,080 - \$104,400</u>	<u>\$118,950 - \$119,300</u>	<u>\$133,800 - \$134,200</u>	<u>\$148,640 - \$149,100</u>	<u>\$160,550 - \$161,050</u>	<u>\$172,450 - \$173,000</u>	<u>\$184,320 - \$184,900</u>

TENANT RENT LEVELS per Unit (2023 Area Median Income)

Rent Floor - Excluding any Utility Allowance

Important: Inquire with Management for any Maximum and Minimum Rent Clarifications.

Bedroom	0 BR	1 BR	2 BR	3 BR
30%	\$975 – \$978	\$1,045 – \$1,048	\$1,254 – \$1,258	\$1,449 – \$1,453
40%	\$1,301	\$1,394	\$1,673	\$1,932
50%	\$1,626	\$1,742	\$2,091	\$2,415
60%	\$1,951	-	\$2,509	\$2,898
70%	-	\$2,079	\$2,584	\$3,245
80%	-	\$2,079	\$2,599	\$3,245

**All Rents are subject to change as set by the governing agency.*

****Rent and income limits are subject to change as published annually.**



APPLICATION PROCESS:

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

The application period will re-open on Monday, January 29, 2024, at 8:30 AM. The application period will re-open only for 1-, 2-, and 3-bedroom apartments at the 70% AMI and 80% AMI level. The application period will remain open until further notice. No applications will be accepted via mail.

Only **one** application per household will be accepted. Duplicate applications will be removed.

While the waiting list remains open, periodic lotteries will be conducted that determine the waiting list position of applicants. Applicants will be placed on the waitlist in order of the lottery number within consecutive runs. The first lottery will occur in late February 2024 and the following lotteries every 2 – 3 weeks on an ongoing basis. All applications are entered either by the applicant directly via the online system or by proxy for those mailed to the temporary leasing office.

Proxy applications will be entered when received to be included in the consecutive lottery runs. The automated and randomized lottery process assigns a lottery number to each applicant on the waitlist. The applicants will be ranked in order of lottery number within each lottery batch and each previously run batch will be exhausted before the next batch is used.

Lottery batches will be conducted electronically and are closed to the public. No fax or email applications will be accepted.

We are **strongly encourage** all applicants to apply for Kiku Crossing online at <https://www.midpen-housing.org/property/kiku-crossing/>. A link will appear on January 29, 2024 at 8:30 AM, that will take applicants to the Application. Additional information about the property can also be found at the link above.

During the application period, applications will also be available by request at **800 S. Claremont Street, Suite 207, San Mateo, CA 94402 (temp leasing office)**.

The Project Based Voucher (PBV) units (80) will be filled by referrals only. Of the 80 PBV units, 71 of the PBV units will be referred from the existing Housing Authority's Housing Choice Voucher (HCV) waitlist, with 8 of these referrals including a preference for applicants with disabilities that significantly interfere with their ability to obtain and maintain housing. The remaining PBV units will be filled by referrals from Housing Authority of the County of San Mateo through the County of San Mateo Coordinated Entry System (9 units) for eligible tenants who are individuals with severe mental illness who are chronically homeless, homeless or at risk of homelessness.



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

No. While the waiting list remains open, periodic lotteries will be conducted that determine the waiting list position of applicants. Applicants will be placed on the waitlist in order of the lottery number within consecutive runs. The first lottery will occur in late February 2024 and the following lotteries every 2 – 3 weeks on an ongoing basis. All applications are entered either by the applicant directly via the online system or by proxy for those mailed to the temporary leasing office.

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Lottery batches will be conducted electronically and are closed to the public. No fax or email applications will be accepted.

12. What is the difference between the Housing Authority of San Mateo County's Project Based Section 8 waiting list and Kiku Crossing's Non-Project Based Waiting list?

Applicants for Project Base Voucher units are through and referred by the Housing Authority of San Mateo County. Applicants selected off the Project Based Section 8 list will receive a Section 8 voucher attached to their unit. Section 8 is a program in which a residents rent is calculated based on their income. Tenant rent amounts are usually around 30% of a resident's gross monthly income. These rents are calculated by Housing Authority of San Mateo County.

Applicants selected off 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 223 available units. Preferences are defined below.



Kiku Crossing will apply the following preferences to 70 non-project-based voucher units to applicants in the following order:

1. Eligible Applicants live, work, or have been offered work (and who subsequently accept such offer) in the City of San Mateo, with an additional preference for qualified households displaced by activity by the City, the City's code enforcement activities, or as provided in Health and Safety Code Section 33411.3.

Kiku Crossing will apply the following preferences to 57 non-project-based voucher units to applicants in the following order:

2. Eligible Applicants who are General Public Employees (General Public Employees are those who work for the City of San Mateo, County of San Mateo, and eight additional taxing entities that are the successors to the former Redevelopment Agency, or the State of California, or the Federal Government of the United States) who live or work in the City of San Mateo. If the threshold is not met, the remaining available units will be rented to General Public Employees regardless of the location of their employment or residence.

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. Kiku Crossing will have units specifically designed for those with mobility, hearing and visual impairments. 34 units will be mobility handicapped accessible and 24 units will have features designed for hearing and visually impaired, and an additional 191 units 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 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.

16. Will all applicants receive an interview letter?

Interviews are not guaranteed. Once a lottery batch has been conducted and sorted, applicant interview letters will be distributed only to those applicants that will be processed for a unit. Kiku Crossing 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 continue until all available homes are filled.

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.

Kiku Crossing 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 Kiku Crossing.

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 143 Non-Project Based available units. The rent calculations listed are before 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 (143 Units)

Bedroom	0 BR	1 BR	2 BR	3 BR
30%	\$975 – \$978	\$1,045 – \$1,048	\$1,254 – \$1,258	\$1,449 – \$1,453
40%	\$1,301	\$1,394	\$1,673	\$1,932
50%	\$1,626	\$1,742	\$2,091	\$2,415
60%	\$1,951	-	\$2,509	\$2,898
70%	-	\$2,079	\$2,584	\$3,245
80%	-	\$2,079	\$2,599	\$3,245

**All Rents are subject to change as set by the governing agency.*

*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.

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. Kiku Crossing 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 Kiku Crossing 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 (650) 609-2261 or by email at kikucrossing@midpen-housing.org

