



414 Petaluma

Fact Sheet & Frequently Asked Questions (FAQ) for the Lottery Reopening for Agricultural / Farmworker Set-Aside Apartments ONLY

PROJECT LOCATION

414 Petaluma Blvd N, Petaluma, CA 94952

OVERVIEW:

1. Can you please provide an overview of 414 Petaluma?

414 Petaluma will provide 44 affordable rental apartments, including 18 units designated for agricultural and farmworker families and 13 units with set-aside preference for households who are at risk or experiencing homelessness and have other supportive housing needs. Amenities include a multi-purpose community room, secured bicycle storage, and outdoor recreation areas.

Apartment Overview – ONLY Farmworker / Agricultural Units Available as outlined below:

Unit Type	Average Median Income (AMI)	Number of Each Unit Type Available	Monthly Rent*
One Bedroom	30%	1	\$778
One Bedroom	60%	4	\$1,555
Two Bedroom	30%	1	\$933
Two Bedroom	60%	6	\$1,867
Three Bedroom	30%	1	\$1,078
Three Bedroom	60%	5	\$2,074
Total Units		18	

*Rents are subject to change. Income must equal at least 2 times the rent.

2. When will the apartments be available?

414 Petaluma is now open, and households will start moving in July and August 2024.

3. What special amenities are provided?

- Outdoor play area
- Community room
- Secured bicycle storage
- All new electric appliances
- Adult education services
- Financial literacy classes
- ESL course opportunities
- On site resident services

4. Will I get my own assigned parking space?

There will be approximately 21 parking spaces available at 414 Petaluma. We will provide more information on parking during the applicant 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 414 Petaluma. 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 to all available Non-PBV units, including the Agricultural / Farmworker designated units.

Occupancy Standards for Non-Project-Based Units (Including 18 Agricultural / Farmworker Designated Units)

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

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 April 1, 2024, for Sonoma 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, and by the California Department of Housing and Community Development.

Income Limits by Household Size

Multifamily Tax Subsidy Project (MTSP) Income Limits* for Sonoma County – Applicable to all non-Project-Based units (including the 18 Agricultural / Farmworker designated units).

HH #	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons
30%	\$29,070	\$33,210	\$37,350	\$41,490	\$44,820	\$48,150	\$51,450
60%	\$58,140	\$66,420	\$74,700	\$82,980	\$89,640	\$96,300	\$102,900

*Income limits published 4/1/2024 and apply to all Non-Project-Based units and are subject to change.

APPLICATION PROCESS

10. How many units are available to Agricultural and Farmworker households?

Eighteen (18) of the 44 available units will be filled via a lottery application process, with a preference given to applicants meeting the definition of an Agricultural or Farmworker households.

NOTE: A previous application period was opened in March and April 2024, including for Agricultural and Farmworker applicant households. An insufficient number of Agricultural and Farmworker applicant households applied at that time, necessitating this reopening of the lottery specifically aimed at generating an applicant pool of Agricultural and Farmworker households.

11. When and where will rental applications be available for the reopening of the lottery waitlist for Agricultural and Farmworker households?

The application window for Agricultural and Farmworker households will reopen on Wednesday, July 24, 2024, at 9:00 AM and will close Wednesday, August 14, 2024, at 5:00 PM. No applications will be accepted via mail, online or at the leasing office after 5:00 PM on Wednesday, August 14, 2024. Applications postmarked August 14, 2024, or earlier, but received at the leasing office after 5:00 PM August 14, 2024, will not be accepted.

We strongly encourage all applicants to apply for 414 Petaluma online <https://www.midpen-housing.org/property/414-petaluma/>. A link will appear on July 24, 2024, that will take applicants to the Application. More information is also available at <https://www.midpen-housing.org/property/414-petaluma/>. During the application period, applications will also be available by request at 414 Petaluma Blvd N, Petaluma, CA 94952.

Only **one** application per household will be accepted. Any duplicate applications will be removed. Applications **will not** be accepted via Fax.

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

Partially. The applications received will be processed in three batches, as follows:

- Lottery Batch #2 will close on Wednesday, July 31, 2024, at 5:00 PM and be sorted at that time. MidPen staff may begin contacting applicants in Lottery #2 as early as Friday, August 2nd, 2024. Those not contacted will join the ongoing waiting list for the property.
- Lottery Batch #3 will close on Wednesday, August 7, 2024, at 5:00 PM and be sorted at that time. Applicants included in Lottery #3 will be contacted in order, as needed to complete the initial lease-up. Those not contacted will join the ongoing waiting list for the property.
- Lottery Batch #4 will close on Wednesday, August 14, at 5:00 PM and be sorted at that time. Applicants included in Lottery #4 will be contacted in order, as needed to complete the initial lease-up. Those not contacted will join the ongoing waiting list for the property.
- **NOTE: Lottery Batch #1 was closed on April 12, 2024, and sorted at that time.**

13. How will the remaining units be filled?

The remaining **twenty-six (26)** units will be filled as follows:

- a. Three (3) of the units are designated as “Standard” PBV units and will be made available to top applicants on the Sonoma County Housing Authority Voucher (HCV) waitlist, or to searching voucher holders. The Sonoma County Housing Authority will perform outreach to top applicants on the HCV waitlist and to searching voucher holders in accordance with their Administrative Plan.
- b. Thirteen (13) of the units are designated as “PSH” PBV units for households eligible for the No Place Like Home program and are designated as Permanent Supportive Housing (PSH). These units will have applicants directly referred through the Sonoma County Coordinated Entry System (CES) in accordance with the eligibility requirements for the No Place Like Home Program.
- c. Nine (9) of the units were available to the General Public via a lottery conducted on April 12, 2024, after an initial application period March 18, 2024, through April 12, 2024. Those units are regulated by the California Tax Credit Allocation (CTCAC) and California Department of Housing and Community Development programs (HCD).
- d. One (1) unit will be occupied by a MidPen Management staff employee.

14. What is the difference between the Sonoma County Housing Authority’s Project Based Section 8 waiting list and 414 Petaluma’s Non-Project Based Waiting list?

Applicants selected from the Non-Project Based Voucher waiting list will pay rent based on predetermined rents, which will depend upon unit size and AMI percentage to which a unit is assigned. Applicants must qualify for the corresponding AMI income limit to be eligible. Please refer to question 24 below for more regarding Non-Project Based Rents. An applicant household’s monthly gross income must be at least two times the rent to qualify.

Applicants selected from the Housing Authority’s Housing Choice Voucher Waiting List will receive a voucher attached to their unit. The Project-Based Voucher Program is the 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 the Sonoma County Housing Authority.

15. Is there any application preference or set-aside for the lottery waitlist?

Yes. As previously outlined, the Eighteen (18) units still available include a set-aside / designated for Agricultural / Farmworker households. Eligible Agricultural or farmworker families are defined as: a household consisting of at least one person who earns or earned, prior to retirement or disability, a substantial portion of his or her income from farmworker employment. Further information and examples of agricultural (farmworker) employment may be found in [Section 1140.4 of the Labor Code](#). If you have questions about whether your household meets this definition, please contact our office at the phone number included in this FAQ.

16. Will there be units for the disabled?

Yes. People with disabilities are encouraged to apply. Applicants will need to answer questions on the application according to their needs. 414 Petaluma will have units specifically designed for those with mobility, hearing, and visual impairments. There are additional units that will be adaptable to meet mobility, hearing, and visual impairment needs. Applicants with disabilities will receive priority for these specific units, based on lottery number and waitlist order.

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

The preferences for the Eighteen (18) Agricultural / Farmworker designated units described above in Question 15 will be applied according to the following:

The application will contain questions regarding the preference. All applications received during this lottery reopening period will be entered into a 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 or set-aside are filtered to the top. Applicants must meet the preference or set-aside requirement at the time of application and continue to hold the preference or set-aside designation at the time of move-in.

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

We ask that applicants answer preference and set-aside questions carefully and accurately.

If an applicant is unable to demonstrate proof of eligibility for preference or set-aside, the preference or set-aside will be removed, and the applicant will be reordered on the waitlist according to their eligible preference status.

18. Will all applicants receive an interview letter?

No. Once the lotteries outlined in Question #12 have been conducted and sorted, applicant interview letters will be distributed only to those applicants that will be processed for a unit. 414 Petaluma will process 4 to 5 applications for each available Agricultural / Farmworker designated unit and send out the appropriate number of interview letters to meet this target. Applicant interviews for those in Lottery #2 (see Question #12 above) will begin the week of August 5, 2024.

19. 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.

414 Petaluma 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.

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

Applicants will be asked to bring the following documents to the 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 2023 for 2024);
 - 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;
 - 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.

21. 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 414 Petaluma.

22. Is a lease required?

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

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

Yes. A security deposit is due at the 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 \$1,000 for a three bedroom.

24. What are the proposed rents for the apartments?

The following gross rents are proposed for the 18 Non-Project Based Agricultural / Farmworker designated available units. The rent calculations are subject to change. Gross rent amounts shown below will be further reduced by a “utility allowance.” Please see question #9 for more details on income limits (AMI). The below rents will be utilized for the initial lease-up and occupancy of 414 Petaluma.

Non-Project Based Agricultural / Farmworker Designated Units (18 Units)

Unit Type	Average Median Income (AMI)	Number of Each Unit Type Available	Monthly Rent*
One Bedroom	30%	1	\$778
One Bedroom	60%	4	\$1,555
Two Bedroom	30%	1	\$933
Two Bedroom	60%	6	\$1,867
Three Bedroom	30%	1	\$1,078
Three Bedroom	60%	5	\$2,074
Total Units		18	

***Rents are subject to change. Income must equal at least 2 times the rent.**

25. 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.

26. Is smoking Allowed at The Property?

No. 414 Petaluma 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.

27. 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.

28. Will pets be allowed?

Yes. Pets will be allowed in accordance with 414 Petaluma 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
- 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.

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

For any questions regarding the application process please contact the Leasing office at (707) 509-3460 or by email at 414petaluma@midpen-housing.org.