



Mahonia Glen Fact Sheet & Frequently Asked Questions (FAQ)

PROJECT LOCATION AND LEASING OFFICE

153 Calistoga Road, Santa Rosa, CA 95409

***NOTE: This site remains under construction – follow all posted signage when accessing the site. Do not attempt to access active construction zones.

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OVERVIEW:

1. Can you please provide an overview of Mahonia Glen?

Mahonia Glen will provide 98 affordable apartments for families, including farmworker households, situated in a high-resource, amenity-rich area of the City of Santa Rosa. Construction on Mahonia Glen began in August 2022 and will welcome residents in Fall 2024. Mahonia Glen’s environmentally friendly design works for the neighborhood and community location, with garden-style apartment buildings surrounding a community building and a water feature designed to run through the site. It is located close to several neighborhood amenities including a shopping center with a grocery store, restaurants, and other services across the street, several parks and walking trails nearby, two public elementary schools within a half-mile, a public high school and regional library within one mile, and a new bus stop to operate in front of the community along Highway 12 with several service lines. The property will be available for move-ins in two phases, the first half starting in September 2024, and the second half projected for November 2024. **Note: At this time the lottery is being reopened only for Agricultural / Farmworker households (43 units available).**

Apartment Unit Overview

Unit Size	General Public Units (Not Available)	Farmworker Designated Units (Available)	AMI	Monthly Rent	Occupancy Standard
1 BR	8	1	30%	\$506	1-3 people
1 BR	-	8	50%	\$987	1-3 people
1 BR	21	4	60%	\$1,228	1-3 people
2 BR	3	6	30%	\$581	2-5 people
2 BR	2	6	50%	\$1,159	2-5 people
2 BR	7	5	60%	\$1,448	2-5 people
3 BR	4	4	30%	\$655	4-7 people
3 BR	1 / 0	5 / 1	50%	\$1,323 / \$1,452	4-7 people
3 BR	9	3	60%	\$1,656	4-7 people
Totals	55	43			

**1 two-bedroom apartment will be filled by an onsite member of the management company.*



2. When will the apartments be available?

Mahonia Glen is anticipated to be completed with construction in August 2024 and November 2024. Barring any construction delays, the property will be available for move-ins in two phases, the first half starting in September 2024, and the second half projected for November 2024.

3. What special amenities are provided?

- Community room
- Playground
- Onsite laundry facilities
- Secure bicycle storage
- Outdoor space with seating
- Grassy area for passive and active use
- Adult education Services
- On-site Resident Services

4. Will I get my own assigned parking space?

There will be approximately 116 parking spaces available at Mahonia Glen. 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 Mahonia Glen. 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. *For any tenant-based Section 8 vouchers, this property complies with the Sonoma County Housing Authority occupancy standards, which may deviate from the chart below.*

Occupancy Standards for All Units (43 Available Agricultural / Farmworker 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, and May 9, 2024, for Sonoma County, as published by HUD and the California Department of Housing and Community Development.

Income Limits by Household Size

Multifamily Tax Subsidy Project (MTSP) Income Limits and California Department of Housing and Community Development (HCD) for Sonoma County.

MTSP Sonoma County Income Limits

HH #	1	2	3	4	5	6	7
30% AMI	\$29,070	\$33,210	\$37,350	\$41,490	\$44,820	\$48,150	\$51,450
50% AMI	\$48,450	\$55,350	\$62,250	\$69,150	\$74,700	\$80,250	\$85,750
60% AMI	\$58,140	\$66,420	\$74,700	\$82,980	\$89,640	\$96,300	\$102,900

Income limits published 4/1/2024.

HCD Sonoma County Income Limits

HH #	1	2	3	4	5	6	7
30% AMI	\$26,970	\$30,810	\$34,665	\$38,520	\$41,595	\$44,685	\$47,760
50% AMI	\$44,950	\$51,350	\$57,775	\$64,200	\$69,325	\$74,475	\$79,600
60% AMI	\$53,940	\$61,620	\$69,330	\$77,040	\$83,190	\$89,370	\$95,520

Income limits published 5/9/2024.

APPLICATION PROCESS

10. How many units are available for Agricultural and Farmworker households via the lottery application process?

Forty-Three (43) units are designated for agricultural or farmworker households. A breakdown of the available units is as follows:

Unit Size	General Public Units (Not Available)	Farmworker Designated Units (Available)	AMI	Monthly Rent	Occupancy Standard
1 BR	8	1	30%	\$506	1-3 people
1 BR	-	8	50%	\$987	1-3 people
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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, 9/4/2024, at 9:00 AM and will remain open indefinitely. We will advertise again in advance of closing the lottery list for Agricultural and Farmworker households.

NOTE: A previous application period was opened August 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.

We strongly encourage all applicants to apply for Mahonia Glen online <https://www.midpen-housing.org/property/mahonia-glen/>. A link will appear on September 4, 2024, that will take applicants to the Application. More information is also available at <https://www.midpen-housing.org/property/mahonia-glen/>. During the application period, applications will also be available by request at 153 Calistoga Road, Santa Rosa, CA 95409.

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. Lottery batches will be run periodically during the application period and applicants will be placed on the waitlist in order of lottery number within consecutive lottery runs.

• **NOTES:**

- Lottery Batch #1 was closed on August 14, 2024, and sorted at that time.
- Lottery Batch #2 was closed on August 21, 2024, and sorted at that time.
- Lottery Batch #3 was closed on August 28, 2024, and sorted at that time.

13. How were the 55 non-Farmworker designated units filled?

Fifty-five (55) of the units were available to the General Public via lotteries conducted on August 14, 2024, August 21, 2024, and August 28, 2024, after an initial application period August 7, 2024, through August 28, 2024. Those units are regulated by the **Multifamily Tax Subsidy Project (MTSP) Income Limits and California Department of Housing and Community Development (HCD) for Sonoma County.**

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

Yes. There is a set-aside designation for Forty-Three (43) of the Ninety-Eight (98) units for eligible farmworker families that meet the following definition: 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 agricultural (farmworker) employment as defined 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.

15. Will there be units for the disabled?

Yes. People with disabilities are encouraged to apply. Applicants will need to answer questions on the pre-application according to their needs. Mahonia Glen will have units specifically designed for those with mobility, hearing and visual impairments. Fifteen (15) units will be mobility handicapped accessible. Ten (10) units will also have features designed for hearing and visually impaired. An additional Seven (7) 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.

16. How will the preferences or set-asides be applied to the lottery?

The preferences for the Forty-Three (43) Agricultural / Farmworker designated units described above in Question 14 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 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.

17. 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. Mahonia Glen 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.

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.

Mahonia Glen 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.

The property will be available for move-ins in two phases, the first half starting in September 2024, and the second half projected for November 2024.

19. 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, where applicable.
- 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 or 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 or 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.
 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 \$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 Mahonia Glen.

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 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.

23. What are the proposed rents for the Forty-Three (43) Agricultural of Farmworker designated apartments?

The following net rents are proposed. The rent calculations are subject to change. Net rent amounts shown below have already been 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 Mahonia Glen.

Unit Size	General Public Units (Not Available)	Farmworker Designated Units (Available)	AMI	Monthly Rent	Occupancy Standard
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24. Is smoking Allowed at The Property?

No. Mahonia Glen 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 Mahonia Glen and MidPen Property Management's Pet Policy, and all applicable state and local law. 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

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

For any questions regarding the application process please contact the Leasing office at (707) 615-3351 by email at mahoniaglen@midpen-housing.org.