

**Colibri Commons
Fact Sheet & Frequently Asked Questions (FAQ)**

PROJECT LOCATION

965 Weeks Street, East Palo Alto, CA 94303
(Site is currently under construction – there is no office on site.)

TEMPORARY LEASING OFFICE

1765 E Bayshore Rd, 2nd Floor Office Space, East Palo Alto, CA 94303

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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.

OVERVIEW:

1. Can you please provide an overview of Colibri Commons?

Colibri Commons (formerly known as 965 Weeks Street) will serve a broad range of the community’s housing needs, with affordable rents for people earning between 30% and 60% of Area Median Income (depending on family size) and a unit mix of studios, 1BR, 2BR, 3BR and 4BR apartment homes. Colibri Commons will help meet the housing needs of the East Palo Alto community and bring to life a long-vacant lot and the underutilized Rail Spur walking path. EPACANDO and MidPen’s partnership will create high-quality, long-term, 100% affordable homes for a diverse range of household incomes and household sizes.

NON-PBV (Project-Based Voucher) UNIT OVERVIEW (Included in Lottery Process)

Unit Size	Number of Units	Income Limit Area Median Income (AMI)	Monthly Tenant Net Rents	Occupancy Standard
Studio	4	40%	\$1,202	1-2 People
1 BR	2	30%	\$918	1-3 People
1 BR	6	40%	\$1,281	1-3 People
1 BR	3	50%	\$1,643	1-3 People
1 BR	4	60%	\$2,006	1-3 People
2 BR	20	30%	\$1,077	2-5 People
2 BR	5	40%	\$1,513	2-5 People
2 BR	22	50%	\$1,948	2-5 People
2 BR	24	60%	\$2,383	2-5 People
3 BR	7	30%	\$1,211	4-7 People
3 BR	2	40%	\$1,714	4-7 People
3 BR	4	50%	\$2,217	4-7 People
3 BR	12	60%	\$2,720	4-7 People
4 BR	1	30%	\$1,313	5-9 People
4 BR	2	50%	\$2,435	5-9 People
4 BR	2	60%	\$2,996	5-9 People
Total Non-PBV Units	120			

PBV UNIT OVERVIEW

Unit Size	Number of Units	Income Limit (AMI)
Studio	4	30%
1 BR	4	30%
2 BR	3	30%
3 BR	2	30%
4 BR	2	30%
Total PBV Units	15	

***There are a total of 15 PBV units at Colibri Commons. These units will be filled via referral processes through the Housing Authority of the County of San Mateo for 7 of the units, and in further partnership with San Mateo County Behavioral Health Services for 8 of the units reserved for their clients.*

***Monthly rent and occupancy standards for the PBV units are determined by the Section 8 Administrative Plan for the Housing Authority of San Mateo County and restricted by Department of Housing and Urban Development (HUD) Income Limits effective 4/1/2025.*

Manager's Unit: One additional 2BR unit will be filled by an on-site employee of the property management company.

2. When will the apartments be available?

Colibri Commons is anticipated to be completed in August 2025. Barring any construction delays, residents are expected to move-in September 2025 through January 2026.

3. What special amenities are provided?

Building Amenities:

- Community room with kitchen
- Outdoor play areas
- Elevators
- After-school learning center for resident children
- Resident parking
- Bike parking
- Laundry facilities

Unit Amenities:

- Building is all electric
- Refrigerator
- Oven/range
- Microwave
- Dishwasher

4. Will I get my own assigned parking space?

There will be 1 parking space assigned per unit. Any additional parking available, after each apartment is assigned a space, will be assessed after the completion of the initial lease-up.

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 Colibri Commons. 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.

Resident Services Amenities

- Service coordination
- Case management
- Youth education services
- Workforce development
- Health and wellness classes
- Adult education services

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 household size that is authorized to live in a unit?

Yes. The following occupancy standards will apply. (Please note that all 15 of the PBV Units will adhere to published Occupancy Standards in the Administrative Plan of the Housing Authority of the County of San Mateo.)

Occupancy Standards

UNIT SIZE	MINIMUM HOUSEHOLD SIZE	MAXIMUM HOUSEHOLD SIZE
Studio	1 person	2 persons
1 bedroom	1 person	3 persons
2 bedrooms	2 persons	5 persons
3 bedrooms	4 persons	7 persons
4 bedrooms	5 persons	9 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 AMI, effective as of April 1, 2025, for San Mateo County, as published by HUD.

NON-PBV Unit Income limits per household (HH) Size.

HUD MTSP Income Limits for San Mateo County

HH #	1-Person	2-People	3-People	4-People	5-People	6-People	7-People	8-People
30%	\$40,620	\$46,440	\$52,230	\$58,020	\$62,670	\$67,320	\$71,790	\$76,590
40%	\$54,160	\$61,920	\$69,640	\$77,360	\$83,560	\$89,760	\$95,960	\$102,120
50%	\$67,700	\$77,400	\$87,050	\$96,700	\$104,450	\$112,200	\$119,950	\$127,650
60%	\$81,240	\$92,880	\$104,460	\$116,040	\$125,340	\$134,640	\$143,940	\$153,180

Income limits effective 4/1/2025.

*****Income limits are subject to change and are updated at least annually.***

APPLICATION PROCESS

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

120 of the 136 available units will be filled via the lottery application process. Applications are accepted via email, online, or at the temporary leasing office at 1765 E Bayshore Rd, 2nd Floor Office Space, East Palo Alto, CA 94303. The application period will open on May 1, 2025, at 9:00 AM and will close May 22, 2025, at 5:00 PM. No applications will be accepted via mail, online or at the temporary leasing office after 5:00 PM on May 22, 2025. Applications postmarked May 22, 2025, or before but received at the temporary leasing office after 5:00 PM May 22, 2025, will **not** be accepted.

Only **one** application per household will be accepted. Any second or subsequent applications after the first application will be removed.

Applications will not be accepted via Fax.

We strongly encourage all applicants to apply for Colibri Commons online at <https://www.midpen-housing.org/property/colibricommons/>. A link will appear on Thursday, May 1, 2025, at approximately 9:00 AM, that will take applicants to the application. Additional project information and flyers will also be available at <https://www.midpen-housing.org/property/colibricommons/>. During the application period, applications will also be available by request at 1765 E Bayshore Rd, 2nd Floor Office Space, East Palo Alto, CA 94303.

A separate 15 PBV units will be filled by referrals only, through the Housing Authority of the County of San Mateo for 7 of the units, and in further partnership with San Mateo County Behavioral Health Services for 8 of the units reserved for their clients.

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 5/01/2025 over an application submitted on 5/22/2025.

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

Applicants selected from the Housing Authority's Housing Choice Voucher Waiting List will receive a voucher attached to their unit. The PBV Program is the program in which 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 Housing Authority of the County of San Mateo.

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 1 above and 22 below for more regarding Non-Project Based Rents. *An applicant household's monthly gross income must also be at least two times the rent to qualify.*

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

Yes. There is a preference for 72 of the 120 Non-Project-Based Units for applicants that live, work, and/or were displaced in the City of East Palo Alto. Additional details on how to meet the live/work/displacement preference are included at the end of this FAQ and Fact Sheet.

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. Colibri Commons will have units specifically designed for those with mobility, hearing and visual impairments. Inclusive of all PBV and Non-PBV units, 10 units will be mobility, hearing, and visually handicapped accessible, 8 units will be mobility accessible, and 4 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 disability need, preference, and then lottery order.***

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

The preferences for the 120 Non-Project-Based 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 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 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 or prior to the time of interview if requested**, documentation that demonstrates that they meet and

met the selected preference or set-aside(s) at the time of application and are continuing to meet at the time of interview. A list of acceptable documents will be provided to applicants prior to their intake interview and a preview of the requirements is included at the end of this FAQ and Fact Sheet.

We ask that applicants answer preference questions carefully and accurately. If an applicant is unable to demonstrate proof of eligibility for preference or set-aside, the preference will be removed, and the applicant will be reordered on the lottery list 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. Colibri Commons will process 5 to 10 applications for each available Non-PBV unit and send out the appropriate number of interview letters to meet this target. Applicant interviews will begin in early June 2025 and will continue through early Winter 2026.

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.

Colibri Commons will process 5 to 10 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?

Applicants will be asked to bring various identification, income, asset and other documentation, all of which will be included in the interview letter in detail. Some examples are:

- California Driver's License or Photo ID
- Tax Returns for certain income types

- A social security number is not required for non-PBV units; however, if an applicant files taxes, they may need to provide their SSN or ITIN along with most recent tax returns
- Employment (last 3 consecutive months of current paystubs- required – no gaps)
- SSI or SSA income award letter
- Child Support paperwork

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

Yes. Applicants for all Non-PBV Units, will pay a \$45 non-refundable Application/Screening fee **PER ADULT HOUSEHOLD MEMBER**. This fee is collected **ONLY** at time of interview by Money Order or Cashier’s Check made out to Colibri Commons.

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 the time of move in. Security deposits are \$300 for a studio, \$500 for a one-bedroom, \$750 for a two-bedroom, \$1,000 for a three-bedroom, and \$1,250 for a four bedroom.

22. What are the proposed rents for the apartments?

The following **gross rents** are proposed for the available 120 Non-Project-Based Units. The rent calculations are subject to change. Actual amounts a selected tenant will pay will be reduced by a “utility allowance”. Please see question #9 for more details of income limits (AMI). The gross rents below will be utilized for the initial lease-up and occupancy of Colibri Commons. See tenant rents in question #1 above.

Non-Project-Based Units (120 Units)

AMI	Studio	1BR	2 BR	3 BR	4 BR
30%	N/A	\$1,088	\$1,305	\$1,508	\$1,683
40%	\$1,354	\$1,451	\$1,741	\$2,011	N/A
50%	N/A	\$1,813	\$2,176	\$2,514	\$2,805
60%	N/A	\$2,176	\$2,611	\$3,017	\$3,366

*NOTE: Project-Based Voucher units (15 at Colibri Commons) will have their rent amount calculated by the Housing Authority of the County of San Mateo.

23. Can students apply?

Yes. However, very specific guidelines exist for the Low-Income Housing Tax Credit Program (LIHTC), which is a key funding source of all 135 affordable units at the property. Details will be explained by staff at the time of the interview. The interview letter will also include the documents for any full-time and part-time students to bring with them to their interview.

24. Is smoking allowed at the property?

No. Colibri Commons 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?

Units may be available to view in advance of lease signing. Virtual tours, unit plans, and floor layouts may also be available online or at the temporary leasing office.

26. Will pets be allowed?

Yes. Dogs (30 lbs. or less), cats, fish (20-gallon tank or smaller) and some birds are allowed. There is a limit to the size and number of pets allowed in accordance with Colibri Commons and MidPen Property Management's Pet Policy. The Pet Policy is available to review at the time of interview.

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

For any questions regarding the application process please contact the Temporary Leasing Office at (650) 606-5218 or by email at colibricommons@midpen-housing.org.

28. What are the requirements to prove that an applicant household meets the live, work, and/or displacement preference for the City of East Palo Alto?

- a. To prove current residence in the City of East Palo Alto, the applicant must provide at least **two** of the following:
 - Lease Agreement
 - Telephone Bill
 - Electric Bill
 - Cable or Internet Bill
 - Other Utility Bills (water, trash)
 - Voter Registration
 - Unhoused residents of East Palo Alto may receive this preference with written evidence from a government agency or social service provider that the resident received homelessness services in East Palo Alto or had had an East Palo Alto home as their previous address.

- b. To prove employment in the City of East Palo Alto, the applicant must provide at least one of the following:
 - Employment verification from an employer on company letterhead
 - Three most recent months of paystubs, including the number of hours worked and address of the employment location
 - A written offer of employment, on company letterhead, including the address of the employment location

- c. To prove involuntarily displacement from a residence in East Palo Alto, the applicant must provide one of the following:
- Natural Disaster: Certification from a unit of government, such as FEMA.
 - Domestic Violence: Certification from local police, social service agency, court, clergy, physician, public or private shelter, or counseling facility concerning displacement due to domestic violence, fear of reprisal, or hate crime.
 - Housing Code Enforcement Activity: Documentation from the City and/or landlord. Displacement due to code enforcement activities includes situations in which a tenant vacates a unit in response to a notice to vacate, notice to abate a life-threatening condition, or declaration of substandard condition issued by the City or a court.
 - “No Fault” Eviction: Copy of an eviction notice or a copy of a court order or judgment in the unlawful detainer proceeding or other official records documenting the reason for the eviction, and proof that the eviction occurred within a year of the application for housing.
 - i. Applicants who were evicted due to cause, such as nonpayment of rent or breach of the rental agreement, shall not be eligible for this preference.
 - 10% or Greater Rent Increase: Copy of a rent increase notice and evidence of a subsequent change of residence, and proof that the increase in rent occurred in the last 12 months prior to the application for housing.
 - Foreclosure: Those who were displaced because of a foreclosure sale or a deed in lieu of foreclosure after 2005 are qualified for the displacement preference and shall provide:
 - i. Address of the property and year of move-out;
 - ii. Name of adult(s) who owned the property; and
 - iii. Either:
 1. Notice of Trustee Sale (legal notice of foreclosure), or
 2. Deed In Lieu of Foreclosure (recording of deed transferring the property to the lender)
- NOTE: If the applicant’s name is not on the Notice of Trustee Sale or the Deed In Lieu of Foreclosure (example: the parents owned the house), they will also need to submit proof that they lived at the property (example: school records).