



Avance Apartments Fact Sheet & Frequently Asked Questions (FAQ)

PROJECT LOCATION:

4260 First St, Livermore, CA, 94551
(Site under construction no office on site)

LEASING OFFICE:

4763 Bennett Dr. Livermore CA, 94551

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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. Am I eligible?

To live at Avance the applicant must meet the following requirement.

- 18 years of age or older (Head of Household) or legally emancipated.
- At least one member of the household will need to meet the definition of Developmental Disability as defined by Welfare and Institution Code (WIC) Section 4512 as follows:

2. What is Developmental Disability?

According to the State Definition, A developmental disability is defined in California law as intellectual disability, cerebral palsy, epilepsy, and autism. Other substantially disabling conditions closely related to intellectual disability or which require treatment similar to the treatment required by persons with intellectual disability may be eligible for services. The onset of these conditions had to have been prior to age 18; continues or can be expected to continue indefinitely and constitutes a substantial handicap for the individual.

- A Substantial Disability:

Is a condition which results in major impairment of cognitive and/or social functioning, representing sufficient impairment to require interdisciplinary planning and coordination of special or generic services to assist the individual in



achieving maximum potential; and

Must cause significant functional limitations, as determined by the regional center, in three or more of the following areas of major life activity, as appropriate to the person's age. Since an individual's cognitive and/or social functioning are many-faceted, the existence of a major impairment shall be determined through assessment(s) in the following areas of daily life activity:

Receptive and expressive language;

Learning;

Self-care;

Mobility;

Self-direction;

Capacity for independent living;

Economic self-sufficiency

- A Developmental Disability shall not include handicapping conditions that are:

Solely psychiatric disorders where there is impaired intellectual or social functioning which originated as a result of the psychiatric disorder or treatment given for such a disorder. Such psychiatric disorders include psycho-social deprivation and/or psychosis, severe neurosis or personality disorders even where social and intellectual functioning has become seriously impaired as an integral manifestation of the disorder

Solely learning disabilities. A learning disability is a condition which manifests as a significant discrepancy between estimated cognitive potential and actual level of educational performance, and which is not a result of generalized intellectual disability, educational or psycho-social deprivation, psychiatric disorder, or sensory loss

Solely physical in nature. These conditions include congenital anomalies or conditions acquired through disease, accident, or faulty development which are not associated with a neurological impairment that results in a need for treatment similar to that required for intellectual disability. Some examples are polio, muscular dystrophy, arthritis.

3. How to register with the Regional Center of East Bay (RCEB)?

An individual is eligible for regional center services if he or she has a developmental disability as defined in the Lanterman Developmental Disabilities Services Act (Welfare and Institutions Code 4512(a).

If you live in Alameda or Contra Costa Counties, you can apply for regional center services by phone or by written request. The intake process for infants and toddlers' birth to age 36 months begins by calling the Early Start Intake line at (510) 618-619 or earlystartreferrals@rceb.org. Anyone over age 3 and is suspected of having a developmental disability may apply for services by contacting our Intake Coordinator at (510) 618-612, or intakeoverthree@rceb.org.



4. Can you please provide an overview of Avance,

Avance Apartments will provide 45 units (including 1 on-site manager's unit) of much-needed affordable housing paired with supportive services for individuals living with developmental disabilities. Avance is the result of thoughtful planning and close coordination with the City of Livermore, the County of Alameda, the Regional Center of the East Bay, and community members. Careful consideration was given to the site's design and unit design at Avance to ensure they respect the site's character and will best meet the needs of the future residents. The Avance Apartments design approach takes a fresh interpretation of fundamental Mediterranean and Spanish architectural styles. The design creates a pattern of buildings, pedestrian walkways, landscaping, and community gardens that will nicely compliment the renovation of the existing historic home. Covered surface parking for 24 vehicles will be provided on-site. The property will also have a variety of onsite amenities including on-site property management and resident services, a large community room, on-site laundry, and a community garden.

Avance will have one manager's unit

Apartment Unit Overview

| Unit Type | Number of Each Unit Type | Approximate SQ FT. Starting at |
|--------------------|--------------------------|--------------------------------|
| Studio | 12 | 403-588 |
| One Bedroom | 32 | 515-911 |
| Manager Unit* | 1 | |
| Total Units | 45 | |

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

5. When will the apartments be available?

Avance is anticipated to be completed in June 2022. Barring any construction delays, residents are expected to begin moving in June -July 2022.

6. What special amenities are provided?

- Community Room with Lounge Area & Kitchen
- On site laundry facilities
- Community Garden
- Resident Supportive Services with a Dedicated Onsite Office
- Carport Parking (limited parking available)

Unit Amenities:

- Electric cooktop stove and range
- Full size refrigerator



- In-sink garbage disposal

7. Will I get my own assigned parking space?

There will be approximately 24 parking spaces available at Avance. Parking spaces may be assigned after property is 100% occupied. If the number of vehicles exceeds the number of spaces available, a lottery will be performed to assign spaces. Each unit will have an opportunity for one parking space.

8. 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.

9. Will Resident Services be provided?

Yes. MidPen Housing Resident Services will provide Avance's residents with supportive services. Services will include information and referrals to local community resources, Advocacy for increased services when the need is determined, outreach to The Regional Center of the East Bay to collaborate on ILS and SLS supports to address individual needs, educational classes/presentations on site, and community-building programs. There will be a dedicated resident services office onsite.

10. Are there age restrictions?

At least one member of the house hold (Head of Household) must be 18 years of age or older or legally emancipated.

Special Needs Type: Persons with physical, mental, development disabilities.

At least one member of the household will need to meet the definition of Developmentally Disabled as defined by Welfare and Institution Code (WIC) Section 4512.

11. 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 | 1 person |
| 1 bedroom | 1 person | 3 persons |

Occupancy Standards – Project Based Section 8 Units

| UNIT SIZE | MINIMUM HOUSEHOLD SIZE | MAXIMUM HOUSEHOLD SIZE |
|-----------|------------------------|------------------------|
| Studio | 1 person | 1 person |
| 1 bedroom | 1 person | 2 persons |



12. 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 April 1, 2021 for Alameda 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. The City of Livermore will also have income limits that will apply. 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 designated below:

Income limits per household (HH) Size.

Project Based Section 8 – HUD Income Limit Table 2021

| HH # | 1 | 2 |
|------|-----------|----------|
| 50% | \$45,7950 | \$54,800 |

Income limits published 4/1/2021

Project Based Section 8 Gross Rents 2021

| Bedroom | Studio | 1 BR |
|---------|---------|---------|
| | \$1,692 | \$2,039 |

Rent limits published 10/1/2021

MTSP Alameda County Income Limit Table 1 2021

| HH # | 1 | 2 | 3 |
|------|----------|----------|----------|
| 20% | \$19,180 | \$21,920 | \$24,660 |
| 30% | \$28,770 | \$32,880 | \$36,990 |
| 40% | \$38,360 | \$43,840 | \$49,320 |
| 50% | \$47,950 | \$54,800 | \$61,650 |

Income limits published 4/1/2021

MTSP Alameda County Rent Limit Table 1 2021

| Bedroom | Studio | 1 BR |
|---------|---------|---------|
| 20% | \$479 | \$513 |
| 30% | \$719 | \$770 |
| 40% | \$959 | \$1027 |
| 50% | \$1,198 | \$1,284 |

Rent limits published 4/1/2021

Income and rent limits are subject to change.



APPLICATION PROCESS:

Note that there will be two waiting lists for Avance. All applicants will be included on the waiting list for a Non-Project Based Section 8 Voucher. The application for Avance will ask applicants if they want to be included on the Project Based Section 8 waiting list. Applicants will need to answer “yes” to this question to be included on both lists. There are 25 Project Based Units and 19 Non-Project Based Units.

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

All units will be filled via the application process. The application window will open on November 29, 2021 at 8:30AM and will close December 20, 2021 at 5:00PM. No applications will be accepted via mail, online or at the property after 5:00 PM on December 20, 2021. Applications postmarked December 20th or before but received at the property after 5:00 PM December 20th, 2021 will not be accepted.

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

Applications will not be accepted via Fax.

Due to COVID-19 we are **strongly encouraging** all applicants to apply for Avance at www.midpen-housing.org/Avance.

Applications will also be available by request at the Avance Leasing office located at 4763 Bennett Dr. Livermore Ca, 94551.

14. 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 11/29/21 over an application submitted on 12/20/21.

15. What is the difference between the Livermore Housing Authority's Project Based Section 8 waiting list and Avance Non-Project Based Waiting list?

Applicants selected off of 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 the Livermore Housing Authority.

Applicants selected off of 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.



16. Is there any application preference for the lottery waitlist or referral list?

Yes. The following preferences will apply across the 19 non Project Based available units. Preferences are defined below.

- Live or work in the City of Livermore-“Livermore Resident” is defined as a person/applicant household with a primary residence (residential dwelling unit) within incorporated city limits.
- Work in the City of Livermore - “Livermore Employee” is defined as a person/Eligible Household who works as an employee of a business with operations established within the corporate limits of the city on an at least part-time (minimum 20 hours per week) basis.
- Live or work in the Tri Valley Area (Dublin, Pleasanton, Livermore)
- Live or work in Alameda County,

Livermore Housing Authority Preferences – the below preferences will apply to all 25 BPV Section 8 units.

- **Terminated due to Insufficient Funding:** The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.
- **Withdrawn Voucher due to Insufficient Funding:** The PHA will offer a preference to any family that had been issued a LHA voucher and whose voucher was withdrawn due to insufficient program funding.
- **Homeless:** Individual applicants or applicant families that verifiably lack housing, including one whose primary residence during the night is a supervised public or private facility that provides temporary living accommodations; an individual who is a resident in transitional housing; or an individual who has a primary residence in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings as confirmed by the applicant’s local homeless service organization or consortia of organizations.
- **Involuntarily Displaced:** The PHA will provide a preference to families that have been displaced from their unit due to the following reason,
 - a. Domestic Violence
 - b. Natural Disaster
 - c. Eminent Domain
- **Residency – Live or Work in the City of Livermore:** The PHA will provide a preference to resident families. A resident family is defined as a family who lives, works, or who has been hired to work within the PHA’s jurisdiction. Use of the residency preference will



not have the purpose or effect of delaying admission to the program on the basis of race, color, religion, sex, national origin, age, familial status, disability, sexual orientation, gender identity, or marital status. Homeless applicants will qualify for the residency preference if homeless within the City of Livermore. For purposes of this preference, the term “homeless” generally means (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence; (2) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or (3) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing).

- **Working:** In order to bring higher income families into the program, the PHA will provide a preference for “working” families, where the head, spouse, cohead, or sole member is working and has worked an average of 20 hours a week for the past 6 months. As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference [24 CFR 960.206(b)(2)].
- **Veteran:** A preference will be provided to applicants who served in the active military, naval, or air service of the United States who received other than a dishonorable discharge. This preference applies to veterans and the unmarried surviving spouses of veterans.

17. Will there be units for the disabled?

Yes. There are number of units specifically designed for those with mobility, hearing and visual impairments. 5 units will be fully ADA mobility handicapped accessible and 10 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.

18. 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. Applicants that meet the

In order 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.

19. 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. Avance 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 February, 2022 and will continue through summer 2022.

20. 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.

Avance 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.



21. 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;
- Verification of Developmental Disability;
- 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.

22. Can the conservator sign on behalf of the applicants?

The head of household, the spouse and/or co-head, and all other adults (18 and older) in each applicant household must sign an Authorization for Release of Information and as necessary, verification documents, prior to being approved and every year thereafter.

23. How many years of landlord history requires?

Landlord history must include a minimum of two (2) years rental history from a minimum of two landlord references. One (1) reference from the applicant's current landlord will be accepted from applicants who have resided in one location for two (2) or more years.

24. 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 Avance.

25. Is a lease required?

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

26. 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.

27. What are the proposed rents for the apartments?

The following gross rents are being proposed for the 19 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 Section 8 Units (19 Units)

| AMI | Studio | 1BR | Number of units available |
|-----|--------|--------|---------------------------|
| 20% | \$479 | \$513 | 7-1BR |
| 30% | \$719 | \$770 | 2-1BR |
| 40% | \$959 | \$1027 | 11-1BR |

*Rents listed above are based on 2021 LIHTC maximum rents, Households residing in Livermore Housing Authority Project Based Voucher units will have their rent amount calculated by LHA, typically 30% of household's gross monthly income.

28. 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:

- a. Any member of the household is married and either files or is entitled to file a joint tax return.
- b. 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.
- c. 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).
- d. 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.

29. Is smoking Allowed at The Property?

No. Avance 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.



30. 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.

31. Will pets be allowed?

Yes. Pets will be allowed in accordance with Avance 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. Only one pet is permitted per household.

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

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

For any questions regarding the application process please contact the Leasing office at (925)476-2295 or www.Midpen-housing.org/Avance





