



JLG Senior Housing

Project Summary

Jack London Gateway Senior Housing (“JLG”) is a new construction of affordable permanent rental housing for extremely low- and very low-income seniors aged 55 years and older. The 61-unit apartment complex, located at 989 Brush Street in West Oakland, is expected to open May 2009. The four-story building includes 57 1-bedroom and three (3) 2-bedroom apartments, as well as one (1) on-site manager’s unit. Five (5) of the units are ADA-accessible units. The property offers 14 residential (plus 5 guest) parking spaces (within a garage), a community room available to residents as well as local community groups, laundry facilities on each residential floor, an enclosed, landscaped courtyard for residents, “green” building design and energy-efficient features. Other amenities include on-site management and maintenance, on-site resident services as well as case management, and free Internet access to all units. One residential floor is designated “smoke-free;” no smoking will be allowed anywhere on this floor of the building.

All units are subsidized through the Section 8 Project-Based Voucher Program administered by the Oakland Housing Authority (“OHA”). Applicants must be found eligible by OHA prior to becoming residents. OHA determines the monthly rent (approximately 30% of a household’s income).

The project is developed and managed by East Bay Asian Local Development Corporation. All units are subject to the restrictions and program regulations set forth by the California Tax Credit Allocation Committee and OHA, as well as other applicable funder requirements.

Reasonable Accommodations & Accessibility

This property will make reasonable accommodations/modifications in policies, procedures, services and facilities, if necessary, to afford a person with disabilities equal opportunity to use and enjoy a dwelling unit or the common area and facilities of the property. Reasonable accommodations and/or modifications will be offered to all disabled persons who request accommodations and/or modifications due to verified disability at any time during the application, resident selection and lease process, unless the accommodation is determined to present an undue burden to JLG.

People with disabilities requiring accessible features will receive priority for accessible units; the application for the property includes a section to be completed by any applicant requesting an accommodation detailing any special needs for accessible features or other accommodations. Wherever possible, JLG will offer an accessible unit to an eligible individual whose disability requires the accessibility features of the particular unit; when offering an accessible rental unit to applicants without disabilities, we will require such applicants to agree to move to a non-accessible unit when one becomes available or when the accessible unit is needed by a disabled household.





Eligibility

In order to be eligible for housing at JLG, applicants must follow the application process outlined below, as well as qualify under management criteria, regulatory agencies' requirements, and OHA policies. Management applies the same screening criteria to all applicants. Eligibility qualifications include, but are not limited to, the following:

1. The household income must not exceed 30%, 35%, or 50% of the Area Median Income (AMI,) depending on the income restriction for the unit for which a household is applying. *2008 Income limits for Alameda County are:*

| | 30% | 35% | 50% |
|------------------|----------|----------|----------|
| 1 Person | \$18,090 | \$21,105 | \$30,150 |
| 2 Persons | \$20,670 | \$24,115 | \$34,450 |
| 3 Persons | \$23,250 | \$27,125 | \$38,750 |

2. Head of household must be at least 55 years of age.
3. Household must be appropriately sized for the unit. No more than 3 persons will be permitted in a 1-bedroom apartment; no more than 5 persons will be permitted in a 2-bedroom apartment. Additionally, a single person will not be permitted in a 2-bedroom unit unless a reasonable accommodation is granted, or another extenuating circumstance exists and the occupancy restriction is waived in writing.
4. The unit must be the household's only residence; tenants cannot receive assistance for two units at the same time.
5. All adult members of the household must sign an *Authorization for Release of Information*.
6. All adult members must sign individual verification forms authorizing management to verify family income and other applicable eligibility factors.
7. (For OHA eligibility): Only US citizens or eligible noncitizens may receive assistance under the Section 8 program. At least one family member must be a citizen, national, or noncitizen with eligible immigration status.
8. (For OHA eligibility): Applicants must disclose social security numbers for all family members at least six (6) years of age and older and provide proof of the numbers reported.

All information reported by the household is subject to verification. All applicant files will be reviewed for compliance with tax credit and other applicable regulations, in addition to receiving approval from the OHA, before a unit is offered or a lease is signed.

Lease-Up Process

Application

Applications are available in English, Spanish, and Chinese, and will be distributed online at www.ebaldc.org and in person from the lobby of 310 8th Street, February 2nd through February 13th, and in person February 2nd through February 6th at the West Oakland Senior Center (1724 Adeline Street), 2). If a person has impairments to mobility, then s/he can request an application be mailed by calling the Information Line at (510) 287-5353, extension 378.

1. Only one application per household is allowed; submission of more than one ^{web} application is grounds for rejection.





2. Applications must be filled out completely, signed, and dated by each adult.
3. All applications received (or postmarked) by **February 20, 2009**, will be pooled and assigned a reference number; applications will be randomly sorted and assigned a place on the interview and waiting list.
4. Applicants numbered 1-300 will be contacted: the first 100 will be invited (by phone and mail) to interview the week of March 11, and the remaining applicants will be notified by mail of their place on the list.
5. Interviews will be conducted in March of 2009.

Interview and Verification Process

At the time of the interview, all members of the family must be in attendance. They will be asked to bring prior three months' pay stubs, if employed, and information on where to verify income sources, assets, and previous rental history. Other documents or identification to determine household composition, income, and assets may be requested. At the interview the following items will be completed by or obtained from the household:

1. A Tenant Income Certification Questionnaire form completed by each adult.
2. Applicant shall execute any forms authorizing third parties to furnish or release requested information relevant to determination of eligibility.
3. All income will be verified in writing from the income source.
4. All assets, including bank accounts, will be verified in writing from the financial institution, unless the household signs an affidavit verifying its combined assets total less than \$5,000.
5. Both the current and previous landlords will be contacted by mail or fax for information concerning the history of complying with lease requirements, payment records, destruction of property or interference with the rights of others, unhealthy or unsanitary conditions. Absence of prior rental history will not automatically disqualify an otherwise eligible applicant; however, we may request alternative means of verifying prior residence or lack of residence, as well as request provision of personal references.
6. Applicants will be asked to verify their student status to ensure compliance with tax credit requirements.
7. A credit report indicating financial responsibilities and a comprehensive unlawful detainer check will be obtained for each adult applicant (a non-refundable fee of \$11 will be charged for each report).
8. OHA forms will be completed at this time.
9. If the applicant passes JLG's verification process and determined to be eligible, the applicant's file will be submitted to OHA.
10. OHA will perform its qualification process (including criminal history search) and notify JLG of the applicant's eligibility. OHA also will contact the applicant, who will be required to fill out relevant paperwork and attend a Section 8 briefing.
11. JLG staff will notify eligible applicants by telephone and in writing.





Submission of an application and attendance at an interview do not indicate the offer of a unit or acceptance for housing. Formal determination of eligibility will be made when an appropriate unit is available and all information is verified.

Rejection and Appeal Process

Applicants *will be* rejected for any of the following:

1. Conviction of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing.
2. Lifetime registration under a state sex offender registration program.
3. Eviction from federally-assisted housing in the past 5 years for drug-related criminal activity.
4. Eligibility income that exceeds the maximum allowed by program regulations.
5. Family composition that does not meet the established occupancy standards.
6. The household is comprised entirely of full-time students who do not meet any of the exceptions permitted under Section 42 of the I.R.S. Code.
7. Knowingly giving inaccurate or misleading information or knowingly withholding important information during the application process.

Applicants *may be* rejected for any of the following:

1. Failure to present all members of the applicant's household at the full family interview (or some other time acceptable to management).
2. Blatant disrespect, disruptive or antisocial behavior toward the management staff, the Development, or other applicants/residents exhibited by an applicant or family member any time prior to move-in (or a demonstrable history of such behavior).
3. A negative credit report containing more than \$10,000 in unmet debt/financial obligations.
4. A negative unlawful detainer report indicating failure to meet financial obligations in past tenant history. An eviction within the past three years may be grounds for rejection.
5. A negative landlord recommendation, encompassing failure to comply with the lease, poor payment history, poor housekeeping habits, crimes of violence to persons, destruction or theft of property, sales of narcotics, eviction for cause or other criminal acts which would adversely affect the health, safety, or welfare of other tenants.
6. History of engaging in violent or drug-related criminal activity, or other criminal activity that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or community.
7. Submission of more than one application per household.
8. Other good cause.

Management will consider appeals based on family circumstances that no longer apply.

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