AFFORDABLE HOUSING PLAN

Project Address



[insert your own project image above]

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# EXECUTIVE SUMMARY

The project [Project Address/Project Name] is a [multi-unit residential, Average Unit-size Density (AUD), mixed-use] development, and is located in the City of Santa Barbara at      . The development is proposed to commence construction in [month, year]. The project includes a total of       rental units, of which,       will be designated as      -Income housing units. The Affordable Units will be aimed at       percent Average Median Income (AMI) households. The      -Income Housing Units will be distributed through the development and will be subject to a 90-year rental restriction. The purpose of this Affordable Housing Plan is to establish fair and equitable guidelines for selecting candidates to occupy the      -Income Housing Units.

The landowner will conduct a lottery if the number of interested parties exceeds the number of units available. The units are governed by a Housing Affordability Control Covenant which binds the unit to the identified affordability range for a period of 90 years. During this period all subsequent rentals must occur within the same renter affordability income and rental prices.

The property is owned by       and managed by      . Questions regarding the enclosed information may be obtained by contacting       at       (phone) and       (email).

Those interested in inclusion in the lottery must submit a complete Initial Application by [month, year].

# AFFORDABLE UNIT STANDARDS

## Project Description

[Insert Project Description here]

## Unit Design

The Affordable Units are dispersed throughout the project and are comparable in construction quality and exterior design to the Market Rate Units. In addition, the size of the Affordable Units is comparable to the Market Rate Units, as follows: [describe unit sizes here]. The interior finishes and features may be different but will be durable, of good quality and consistent with contemporary standards for new housing.

|  |  |  |  |
| --- | --- | --- | --- |
| Floor Area Comparison | | | |
|  | **Range** | **Affordable Unit Average** | **Market Rate Average** |
| Studios | –       sq ft | sq. ft. | sq. ft. |
| 1-bedrooms | –       sq ft | sq. ft. | sq. ft. |
| 2-bedrooms | –       sq ft | sq. ft. | sq. ft. |
| 3+ bedrooms | –       sq ft | sq. ft. | sq. ft. |

### Bedrooms and Bathrooms

The project consists of       studio,       one-bedroom,       two- bedroom, and       three- bedroom units. The average number of bedrooms in the Affordable Units equals       bedrooms/unit while the average number of bedrooms for the project overall is       bedrooms/unit. Studios in both the Affordable Units and the Market Rate Units have       bathrooms. The      -bedroom Affordable Units and Market Rate Units each have       bathrooms.

### Unit Details

Apartment #       is a       sq. ft. [insert # bedrooms] on the ground/upper floor and is located      . The Affordable Unit #       is larger/smaller than Market Rate Unit #       and [describe any floor plan similarities/differences here]. The unit will be equipped with all appliances including stove, refrigerator, washer, dryer, and dishwasher. The kitchen, cabinetry, countertops, and flooring will be different but comparable to the Market Rate units. All associated utilities will be included in the established rental price with the exception of Wi-Fi which will be the responsibility of the renter.

Apartment #       is a       sq. ft. [insert # bedrooms] on the ground/upper floor and is located      . The Affordable Unit #       is larger/smaller than Market Rate Unit #       and [describe any floor plan similarities/differences here]. The unit will be equipped with all appliances including stove, refrigerator, washer, dryer, and dishwasher. The kitchen, cabinetry, countertops, and flooring will be different but comparable to the Market Rate units. All associated utilities will be included in the established rental price with the exception of Wi-Fi which will be the responsibility of the renter.

Apartment #       is a       sq. ft. [insert # bedrooms] on the ground/upper floor and is located      . The Affordable Unit #       is larger/smaller than Market Rate Unit #       and [describe any floor plan similarities/differences here]. The unit will be equipped with all appliances including stove, refrigerator, washer, dryer, and dishwasher. The kitchen, cabinetry, countertops, and flooring will be different but comparable to the Market Rate units. All associated utilities will be included in the established rental price with the exception of Wi-Fi which will be the responsibility of the renter.

### Floor Plans

|  |  |  |
| --- | --- | --- |
| Apartment #       Title | Apartment #       Title | Apartment #       Title |
| Three squares, one filled with horizontal lines | Three squares, one filled with horizontal lines | Three squares, one filled with horizontal lines |

[Insert your own floor plan pictures in table above]

## Timing of Construction

All Affordable Units will be constructed and occupied concurrently with the construction and occupancy of the Market Rate Units.

## Affordability Duration

Affordable Units will be legally restricted to occupancy by      -Income Households for 90 years, pursuant to and in conformance with the City’s Affordable Housing Policies and Procedures. See Attachment A: Moderate Housing Affordability Control Covenant (Pending).

# AFFORDABLE MARKETING PLAN

The City of Santa Barbara has established procedures for Affordable Housing Projects to follow in order to affirmatively market Affordable Rental Units constructed under the City’s Affordable Housing Program. The project [Project Address/Project Name] has constructed [Insert #] Affordable Rental Units under this program and therefore subject to the following marketing plan requirements.

## Marketing Plan Requirements

The purpose of this plan is to allow the project Developer/Owner to inform the general public and potential tenants about the availability of newly constructed Moderate Income Rental Units through project generated marketing. All costs associated with these requirements and their development and operating budget are the responsibility of the project Developer/Owner. This draft plan will be finalized prior to the issuance of the building permit and as part of the initiation of marketing the Market Rate units.

Nondiscrimination Statement

As stipulated by Federal, State and local Laws, the Moderate Income Marketing Plan will be implemented and candidates selected regardless of race, color, national origin, disability, sex (including gender identify and sexual orientation) HIV/AIDS status, and other protected characteristics.

### Advertising Methods

Broad community outreach to citywide and targeted audiences to ensure all groups are informed will be accomplished by the following methods and with the intended outreach time schedules, type of materials to be distributed.

### Website

A project website (     .com) will be created to highlight the property’s attributes. The website will also include a tab highlighting the Affordable Rental Units, their locations, floor plans, the Tenant Selection Plan and process. A link to the Initial Application will also be included in both English and Spanish. Candidates may apply either online, by mailing their completed Initial Applications to       or hand delivering it to the project construction trailer. There will also be the ability for interested parties to sign up for e-mail notifications of project milestones. All other marketing methods will refer to the website.

### Social Media

In addition to the website, there may be an Instagram account (@     ) which will highlight project milestones and link back to the website.

### Standard Media

At least       days prior to occupancy, a display ad will be placed in the Santa Barbara Independent highlighting the project and identifying the Affordable Housing Rental Program. The bilingual ad will include a link back to the website. In addition, a press release will be sent out to local news agencies such the Santa Barbara News Press, NoozHawk, Edhat, news channel KEYT and KZSB radio.

### Project Site Signage

Signage located on the project site will refer to the website and provide information regarding the project located at       (address).

### Community Outreach – Direct Mailing and Noticing

Developer/Owner will also create a community outreach that will notify public agencies (e.g., Housing Authority of the City of Santa Barbara, Housing Authority of the County of Santa Barbara) and local housing groups (e.g. Coastal Housing Coalition) of the availability of Moderate Income Rental Units. Recognizing the desire to prioritize certain local employees, direct notification will also be given to agencies and employers such as the Downtown Organization, Santa Barbara Chamber of Commerce, the Santa Barbara Unified School District, Cottage Hospital and Santa Barbara City College. Information will also be provided to City Planning Department for display at City Buildings as well as the Carrillo Community Center for display.

## Record Keeping and Schedule

As specified by the City of Santa Barbara Affordable Marketing Requirements, copies of all advertisements, flyers and letters sent to local housing authorities, groups and interested parties will be retrained by Developer/Owner for three years.

# TENANT SELECTION PLAN

As outlined in this Tenant Selection Plan, Developer/Owner or a third party mutually acceptable to Developer/Owner and the City of Santa Barbara, will hold a public lottery for candidates which meet the program requirements based on their Initial Application. It is the policy of this plan to limit participation to households of ­­      or less members. Priority, in the form of extra entries, will be given to local employees, those in education, and emergency support services. At the conclusion of the lottery all participants will be given a priority number or letter based on the draw and unit type they are applying for. Further information regarding the Tenant Selection Process can be found below.

## Income Eligibility Requirements

As of      , the area median income (AMI) for Santa Barbara County is $     . This figure is adjusted annually by the State of California Department of Housing and Community Development and rental rates may be modified to reflect such changes.

The City of Santa Barbara adjusts the Santa Barbara County median income and       income (     -      % of AMI) based on household size. As a result, the maximum salary for households to patriciate in this Affordable Rental Housing Program is outlined below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| City of Santa Barbara – Affordable Housing Income Limits (effective 5/15/2023) | | | | | |
| *% AMI* | *1 Person* | *2 Persons* | *3 Persons* | *4 Persons* | *5 Persons* |
| *Low Income (51% - 80%)* | $82,950 | $94,800 | $106,650 | $118,500 | $128,000 |
| *Moderate Income (81% - 120%)* | $90,132 | $103,008 | $115,884 | $128,760 | $139,061 |
| *Middle Income (121% - 160%)* | $120,176 | $137,344 | $154,512 | $171,680 | $185,414 |
| *Upper-Middle (161% - 200%)* | $150,220 | $171,680 | $193,140 | $214,600 | $231,768 |

|  |  |  |  |
| --- | --- | --- | --- |
| City of Santa Barbara –      -Income Rent Limits (effective 5/15/2023) | | | |
|  | *Studios or 1-BR Units* | *2-BR Units* | *3+ BR Units* |
| *Assumed Household Size* | 1-2 | 3-4 | 5-6 |
| *Income Category* | % AMI | % AMI | % AMI |
| *-Income Household Limits* | $     - $ | $     - $ | $     - $ |
| *Rental Price* | $ | $ | $ |
| *Number of Units Available* |  |  |  |

### Monthly Utility Allowances

The City’s maximum rents identified above assumes that all utilities are included in the rental price. At [Project Address/Project Name], utilities will be the responsibility of the individual occupants. Therefore, at the time of occupancy, the appropriate monthly rental prices will be reduced commensurate with typical monthly utility costs for each type of unit. Typical monthly utility allowances have been identified by the United States Department of Housing and Urban Development and are specified in Appendix A – “Utility Allowance Schedules for Affordable Rental Housing Programs”, below. This allowance will be used to determine the rent reduction unless other measures which have been incorporated into the projects (e.g., solar energy) demonstrate a more appropriate site-specific monthly utility allowance.

## Tenant Selection Process

The following information is intended to initiate the process for inclusion in the Affordable Rental Housing Program for [Project Address/Project Name]. Selection will be based on meeting the requirements of the initial application, selection in lottery process, and the ability to provide the complete final information required by this Tenant Selection Plan.

### Nondiscrimination Statement

As stipulated by Federal, State and Local Laws, the Tenant Selection Plan shall be implemented and candidates selected regardless of race, color, national origin, disability, sex (including gender identify and sexual orientation) and other protected characteristics.

### Eligible Candidates

The City of Santa Barbara has determined the appropriate income limit and rental price for the Affordable Housing Rental Program at [Project Address/Project Name]. These figures are based on the current AMI for Santa Barbara County and adjusted annually by the City to reflect the different unit and family sizes.

### Application Procedures

Candidates that wish to be considered for the Affordable Housing Rental Program will be encouraged to access [Project Address/Project Name] website to access project information and obtain an Initial Application for Affordable Housing Eligibility. Upon receipt, information contained on the application will be verified for accuracy and screened for qualification in accordance with the United States Department of Housing and Community Development CFR 5.609. Once an Initial Application is accepted, it will be assigned a lottery number(s). All candidates who submit an Initial Application will be personally notified prior to the lottery date regarding their eligibility status.

### Priority Preferences

During the Initial Application screening it will be determined if the candidate is eligible for any priority preference. At the time the lottery is held, priority preference may be given in the form of additional applicable lottery entries, as stipulated in this Tenant Selection Plan. Priority may be given to households with the following characteristics:      . At the time the lottery is held, priority preference may be given in the form of additional applicable lottery entries. One additional lottery entry will be given for each applicable priority criterion. To receive additional lottery entries applicant(s) must submit verifiable documentation to support preferences claimed. The following are examples of the preference characteristics and the type of documentation that will be considered as verifiable proof.

|  |  |
| --- | --- |
| Tenant Selection Priority Preferences | |
| **Priority Criteria** | **Verification** |
| *Works in Downtown Santa Barbara* | Copies of paycheck(s), IRS W-2s or 1099 forms, Employment verification statement(s) from Human Resource Employee of a company located in the City of Santa Barbara Central Business District (CBD) |
| *Employees of public and private educational facilities* | Copies of paycheck(s), IRS W-2s or 1099 forms, Employment verification statement(s) letter from jurisdiction and photocopy of employee identification card of public or private education facilities, including colleges and universities, located in Santa Barbara County |
| *Public Safety Employee (fire, police, etc.).* | Copies of paycheck(s), IRS W-2s or 1099 forms, Employment verification statement(s) from Human Resources Employees of public safety departments, including police, fire and public works employees of Santa Barbara City and County government jurisdictions |

### Lottery Process

Participation will be limited to households of       or fewer members. No less than 60 days prior to occupancy of the Affordable Rental Housing Units, a publicly noticed lottery will be held by the landowner, City, or a selected third party (e.g. housing non-profit). Initial Application screening will occur by the landowner, City, or a selected third party to ensure candidates meet the stipulated requirements.

1. On the Initial Application form (See Appendix B – “Initial Application Form”), candidates will be required to identify household size and the number of bedrooms in the unit they are applying for.
2. A publicly noticed lottery will occur to determine unit selection priority. Candidates do not need to be present at the time of the lottery.
3. All entries in the lottery will be pulled and provided with a corresponding unit priority number.
4. In the order of selection, candidates will have 24 hours to notify the Property Management team of their unit selection.
5. Within 14 days of unit selection, candidates will be required to submit a Final Application Form.
6. Failure to submit the Final Application Form within the allotted time will result in the removal from the unit priority list and the next priority applicant will be invited to submit a Final Application Form.
7. If after review of the Final Application Form, and in-person interview with the Property Management team, it is determined that a candidate does not meet the selection parameters of the Affordable Housing Rental Program, it will result in a removal from the priority list and the next priority applicant will be invited to submit a Final Application Form.
8. The process will continue until all units are reserved.
9. The Property Management team will maintain the remaining lottery participant as a future “lease-up waitlist”. This list shall be maintained for a minimum of 3 years. At which time that a unit becomes available, and the list is exhausted, candidates will be considered and qualified on a first come/first serve basis.

### Possible Reasons for Denial

The following non-inclusive lists identifies parameters which are possible reasons for exclusion from Affordable Housing Rental Program Housing Program:

1. Household Income does not meet the identified Affordable Income Level.
2. Household size does not correspond with the available unit size.
3. Candidate does not intend to use the unit their primary residence.
4. Candidate does not participate in the Final Application Interview.
5. Candidate does not have a valid Social Security number and a legal photo identification. Candidate has been a recipient of an eviction notice within the last 5 years.
6. Candidate has been convicted of a drug related (within 5 years) violent (within 10 years) or be subject to a state sex offender lifetime registration requirement.
7. Candidate exhibits blatant disrespectful, disruptive, or antisocial behavior towards Property Management Company, staff, other applicants, or tenants.
8. Candidate has a negative landlord recommendation.
9. Candidate has been found to have falsified information in the Initial or Final Application. Candidate fails to update the application for the waiting list when requested.
10. Candidate is under 18 years of age.
11. If a candidate is not accepted, the prospective candidate will be notified in writing by the Occupancy Manager as to the reason for denial and given 10 days to correct or clarify, if appropriate, the canceling information and resubmit.

### Violence Against Women Act (VAWA) Protections

Property Management team may not consider incident of domestic violence, sexual assault, dating violence or stalking as serious or repeated violations of the lease or other “good cause” for termination of tenancy or occupancy of a victim who is protected from acts under the domestic or family violence laws of the jurisdictions.

Property Management team may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, cause for termination of assistance, tenancy, or occupancy rights of the tenant or an immediate family member of the tenant’s family is the victim or threatened victim of that abuse.

Property Management team may request in writing that the victim, or a family member of the victim’s behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking Form HID-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified time frame may result in eviction.

### Grievance Procedure

If a candidate is not accepted and the reason for denial are not able to be remedied, the candidate has the option to write a letter of grievance to the Property Management team. The Property Management team shall provide a written response within 30 days.

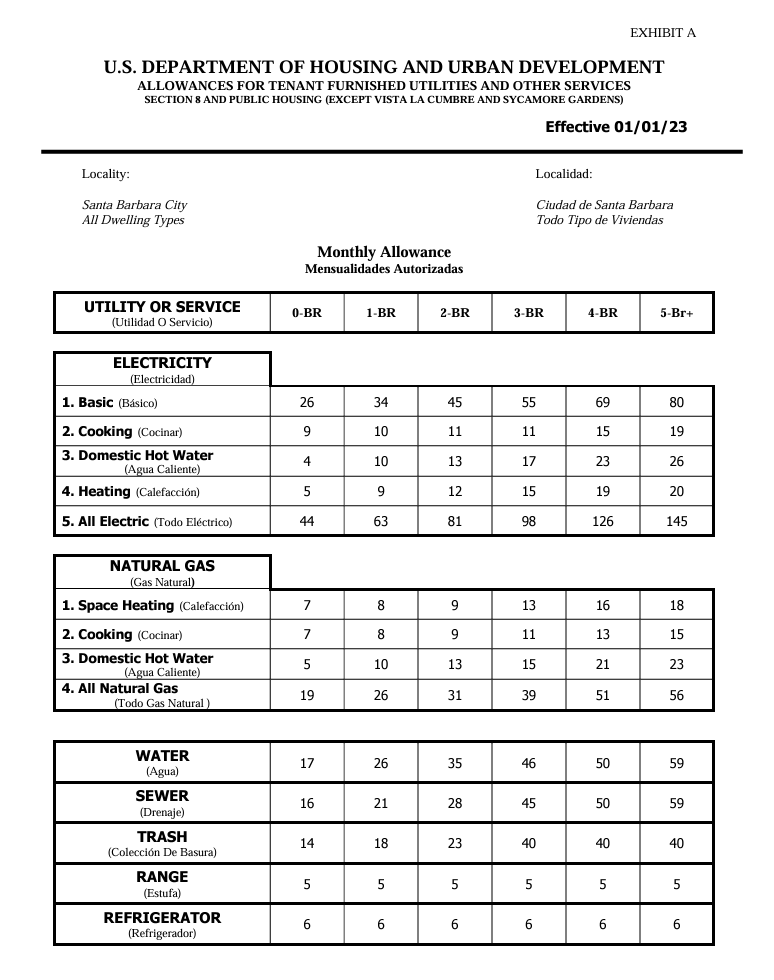
### Waitlist

As Affordable Rental Units become available for subsequent rental, prospective candidates will be determined through a consultation with the project “lease-up waitlist”. The initial waitlist will consist of those candidates which participated in the initial lottery process. Future interested parties which complete and Initial Application can be added to the waitlist on a first come first serve basis.

### Annual Income Recertification

In accordance with the City of Santa Barbara Affordable Housing Policies and Procedures - Appendix E “Tenant Selection Plan Requirements”, candidates which occupy an Affordable Housing Rental Unit will be required to participate in an annual income re-certification process. The recertification process shall be similar in detail to the level of information provided upon qualification in Attachment C “Final Application for Moderate Income Rental Housing Eligibility”.

## Attachment A: Utility Allowance Schedules For Affordable Rental Housing



## Attachment B: Initial Application for Affordable Rental Housing Eligibility

The information provided in this Initial Application Form will be utilized to determine your eligibility for the Affordable Rental Housing Program. Qualified Initial Applications will be placed into the lottery selection process. Lottery chosen candidates will be required to provide additional applicant verification information. Please provide all the information and documentation requested. Failure to provide complete information, or misinformation, may result in denial of eligibility. This is an initial application and gives no lease or rental rights.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LESEE INFORMATION | | | | | |
| LAST NAME | FIRST NAME & MIDDLE INITIAL | | | SSN | DATE OF BIRTH |
|  |  | | |  |  |
| CURRENT ADDRESS | | | | | |
|  | | | | | |
| PHONE 1 | PHONE 2 | | | EMAIL ADDRESS | |
|  |  | | |  | |
| Are you 18 or older? |  | | | Are you a U.S. citizen? |  |
| Have you ever been evicted? |  | | | Are you a veteran? |  |
| Convicted of a felony? |  | | | Duration at current address? |  |
| Please explain: |  | | | | |
|  |  | | |  |  |
| CO-LESEE INFORMATION | | | | | |
| LAST NAME | FIRST NAME & MIDDLE INITIAL | | | SSN | DATE OF BIRTH |
|  |  | | |  |  |
| CURRENT ADDRESS | | | | | |
|  | | | | | |
| PHONE 1 | PHONE 2 | | | EMAIL ADDRESS | |
|  |  | | |  | |
| Are you 18 or older? |  | | | Are you a U.S. citizen? |  |
| Have you ever been evicted? |  | | | Are you a veteran? |  |
| Convicted of a felony? |  | | | Duration at current address? |  |
| Please explain: |  | | |  |  |
|  |  | | |  |  |
| UNITS AVAILABLE |  | | |  |  |
| What affordable unit are you applying for? | | | | Studio  1-BR  2-BR  3-BR | |
| How did you learn of the affordable units available? | | | |  | |
|  | | | |  | |
| HOUSEHOLD COMPOSITION | | | | | |
| MEMBERS | NUMBER OF ADULTS | | | NUMBER OF MINORS | TOTAL NUMBER IN HOUSEHOLD |
| Indicate your expected household members: |  | | |  |  |
| Additional members anticipated in next 12 mo. |  | | |  |  |
|  | | | | | |
| HOUSEHOLD INCOME | | | | | |
| Income: Indicate below income received from all sources by all members of the household. Sources may include employment, social security, aid to families with dependent children, alimony and child support, pensions, interest and dividends and unemployment benefits on an annual basis | | | | | |
| TOTAL HOUSEHOLD’S ESTIMATED ANNUAL INCOME: | |  | | | |
| Assets: Indicate below the total estimate value of all net household assets for all members, including minors of the household. Assets mean the value of equity in real property, such as savings, stocks, bonds, and other forms of capital investments. Do not include personal automobiles or furniture | | | | | |
| TOTAL ESTIMATED VALUE OF ALL NET HOUSEHOLD ASSETS: | |  | | | |
|  |  | | |  |  |
| PRIORITY PREFERENCES | | | |  |  |
| Priority may be given to households with the following characteristics. Please check any that apply to you. At the time the lottery is held, priority preference may be given in the form of additional lottery entries. Candidates must submit verifiable documentation to support preferences claimed. The following are examples of the type of documentation required. | | | | | |
| CRITERIA | YES | | DOCUMENTATION | | |
| Works in Downtown Santa Barbara |  | | Copies of paychecks, IRS W-2s or 1099 forms, employment verification statement from Human Resources of a company located in City Central Business District | | |
| Employees of local educational facilities |  | | Copies of paycheck, IRS W-2s or 1099 forms, employment verification statement from local jurisdiction or facility and photocopy of employee identification card | | |
| Local Public Safety Employee (fire, police, etc.) |  | | Copies of paycheck, IRS W-2s or 1099 forms, employment verification statement from Human Resources Employees of local jurisdiction, and photocopy of employee identification card | | |
|  |  | | |  |  |
| EMPLOYMENT HISTORY |  | | |  |  |
| **LESEE** EMPLOYER NAME | POSITION HELD | | | START DATE | END DATE |
|  |  | | |  |  |
| MAILING ADDRESS | | | | | |
|  | | | | | |
| SUPERVISOR NAME | PHONE | | | EMAIL ADDRESS | |
|  |  | | |  | |
| STARTING RATE OF PAY | ENDING RATE OF PAY | | | MAY WE CONTACT? | |
|  |  | | |  | |
| **CO-LESEE** EMPLOYER NAME | POSITION HELD | | | START DATE | END DATE |
|  |  | | |  |  |
| MAILING ADDRESS | | | | | |
|  | | | | | |
| SUPERVISOR NAME | PHONE | | | EMAIL ADDRESS | |
|  |  | | |  | |
| STARTING RATE OF PAY | ENDING RATE OF PAY | | | MAY WE CONTACT? | |
|  |  | | |  | |
|  |  | | |  | |
| DISCLAIMER / AUTHORIZATION / LEGAL STATEMENT | | | | | |
| To the best of our knowledge and belief, I/We certify that the foregoing information is true, complete, and correct.  I/We understand that inquiries may be made to verify the information in this form and false statements or omissions are grounds for disqualification and/or prosecution under the full extent of applicable California law.  I/We understand that any of the information provided will be used to determine initial eligibility for substantial public benefit and any and all information contained in the records kept by the City can and will be used for monitoring, auditing and establishing eligibility and priority preference for the City of Santa Barbara Moderate Income Housing Program; otherwise, this information is confidential.  I/We certify that if selected, I/we will participate in the City of Santa Barbara mandated annual income recertification procedures.  I/We certify that if selected, I/we will occupy the unit as our primary residence and understand that we are not permitted to sublet part or all of the unit under any circumstances.  Signatures of all persons over 18: | | | | | |
| SIGNATURES |  | | |  |  |
| PRINTED NAME | SIGNATURE | | | | DATE |
|  |  | | | |  |
| PRINTED NAME | SIGNATURE | | | | DATE |
|  |  | | | |  |
| PRINTED NAME | SIGNATURE | | | | DATE |
|  |  | | | |  |
| PRINTED NAME | SIGNATURE | | | | DATE |
|  |  | | | |  |

## Attachment C: Moderate Rental Housing Affordability Control Covenant (Pending)

## Attachment D: Final Application for Moderate Income Rental Housing Program (Pending)