



Longfellow Corner

Marketing and Resident Selection Plan

I. General Information

Longfellow Corner is located at 650 West MacArthur Boulevard in Oakland, CA. The development provides 77 affordable apartments serving households ranging from 20-50% AMI and includes 34 apartments of Permanent Supportive Housing Units of which 24 are restricted to households who are homeless with a serious mental illness, per the State's No Place Like Home (NPLH) program. Sixteen (16) apartments have Section 8 Project-Based Vouchers (PBV) from the Oakland Housing Authority (OHA). Resources for Community Development (RCD) is the Sponsor/Owner and John Stewart Company (JSCo) is the Management Agent.

Longfellow is financed by the City of Oakland, the California Department of Housing and Community Development (HCD), the Oakland Housing Authority, the California Tax Credit Allocation Committee, and the Department of Toxic Substances Control.

The City of Oakland's Displacee, Neighborhood Resident, Oakland Resident and Worker Preference policy shall be implemented, subject to applicable fair housing law and approvals by other lenders. Oakland Housing Authority preferences also apply to the PBV apartments. Please see the Resident Selection Plan for more details.

This Marketing Plan, as well as the property's Management Plan, shall be reviewed at least every five years and updated as necessary to ensure compliance with applicable regulations and laws.

II. Qualifying for Residency

Unit Set-Asides:

Permanent Supportive Housing

Thirty-four (34) apartments are restricted by the City of Oakland as Permanent Supportive Housing (PSH) for Supportive Housing Units (see definitions in the Resident Selection Criteria). Twenty-four (24) of these 34 apartments are set aside under the State HCD No Place Like Home Program (NPLH) for homeless persons with a serious mental disorder.

Applicants for these 34 apartments are referred by Alameda County's Coordinated Entry System (CES).

Accessible Units

Persons with disabilities are encouraged to apply. The design includes fourteen (14) total units that are accessible and/or have features for those with auditory and visual

impairments. Twelve (12) apartments are fully accessible per HUD/U.F.A.S. guidelines and six (6) of these also include features for those with auditory and visual impairments. Two (2) additional apartments have only the features for those with auditory and visual impairments.

Preference is provided to applicants who require an accessible apartment until all such apartments are filled. Applicants indicate their need for an accessible apartment in a field on the application and this is reflected in the waiting list. During applicant processing, leasing staff sort the waiting list by accessibility needs to prioritize those applicants.

Management will review requests for reasonable accommodations and modifications and for the PBV units, the Oakland Housing Authority (OHA) reviews and approves as well.

Affordability Requirements and Programming

Area Median Income (AMI) affordability requirements and programming are as follows:

No. of Units	Unit Type	Affordability	PSH	PSH/NPLH	PBV
24	1 Bedroom	20%	24	24	
9	1 Bedroom	50%			
2	2 Bedroom	20%	2		2
4	2 Bedroom	30%	4		4
12	2 Bedroom	50%			
4	3 Bedroom	20%	4		4
6	3 Bedroom	30%			6
15	3 Bedroom	50%			
1	2 Bedroom	Staff			
77	Total Units		34	24	16

To demonstrate the ability to pay rent, income must be at least 2 times rent. Those minimum incomes can be found on page 17 in the attached Resident Selection Criteria and are as follows:

- 1 Bedroom apartment at 50% AMI - \$33,144
- 2 Bedroom apartment at 50% AMI - \$39,192
- 3 Bedroom apartment at 50% AMI (without Section 8) - \$44,808

Oakland Housing Authority Section 8 Project-Based Voucher (PBV) Apartments

Applicants for any of the 16 PBV units will be approved by the Oakland Housing Authority (OHA) and will be subject to OHA’s eligibility criteria.

Housing assistance is available only to individuals who are U.S. citizens, U.S. nationals (herein referred to as citizens and nationals), or noncitizens that have eligible immigration status. At least one family member must be a citizen, national, or noncitizen with eligible immigration status for the family to qualify for any level of assistance.

All applicant families must be notified of the requirement to submit evidence of their citizenship status when they apply. Where feasible, and in accordance with the OHA’s Limited English Proficiency Plan, the notice must be in a language that is understood by the individual if the individual is not proficient in English.

The applicant and all members of the applicant’s household must disclose the complete and accurate social security number (SSN) assigned to each household member, and they must provide the documentation necessary to verify each SSN. If a child under age 6 has been added to an applicant family within 6 months prior to voucher issuance, an otherwise eligible family may be admitted to the program and must disclose and document the child’s SSN within 90 days of the effective date of the initial HAP contract. If a new member is over the age of 18, that person must provide SSN documentation as a part of the eligibility determination and prior to being added to the household. Assistance cannot be provided to a family until all SSN documentation requirements are met. A detailed discussion of acceptable documentation is provided in Chapter 7 of the Oakland Housing Authority Administrative Plan.

Additionally, under MTW authority with approval from the Executive Director on a case by case basis, OHA may allow inter-program moves and transfers between the public housing, Housing Choice Voucher, or Project-based Voucher programs, if there are PBV units or HCV available and the resident is eligible for the relevant program. This policy is authorized under Attachment C, Section D.4. of the Amended and Restated Moving to Work Agreement.

Occupancy Standards

The size of the unit that an applicant qualifies for is dependent on their household size and any verifiable special needs. City of Oakland occupancy standards apply and are:

For the 60 non-Section 8 apartments.		
BR Size	Minimum Number of Persons in Household	Maximum Number of Persons in Household
1 BR	1	2
2 BRs	2	3
3 BRs	4	5

For the 16 Project-Based Section 8 apartments:

A family with a Head of Household and **no** spouse/significant other will be allocated a unit size in the following manner:

Family Size	Unit Size
1	1 Bedroom
2	2 Bedrooms
3	2 Bedrooms
4	3 Bedrooms
5	3 Bedrooms

A family with a Head of Household and a spouse/significant other will be allocated a unit size in the following manner:

Family Size	Unit Size
2	1 Bedroom
3	2 Bedrooms
4	2 Bedrooms
5	3 Bedrooms
6	3 Bedrooms

Given the involvement of State financing, residents are authorized to own or otherwise maintain one or more common household pets within the resident’s dwelling unit, subject to applicable state laws and local government ordinances related to public health, animal control, and animal anticruelty.

III. Fair Housing

To comply with Affirmative Fair Housing Marketing Guidelines, prospective renters will be recruited in a strategy designed to ensure equal access to apartments at Longfellow Corner for all persons in any category protected by federal, state, or local laws governing discrimination. This strategy includes the marketing of any available units by distributing flyers/announcements through numerous local social service agencies and organizations and by placing advertisements in local newspapers and on the internet. **All advertising will include the Equal Housing Opportunity logo and the ADA logo.** Fair housing posters will be displayed at the project rental office.

John Stewart Company (JSCo), as Management Agent, is responsible for all marketing efforts in accordance with the Resident Selection Criteria (Attachment 1). Management staff receive Fair Housing training materials and refresher trainings are provided periodically. Management staff are provided all relevant regulations and fair housing provisions and staff are required to follow the adopted procedures and policies. Annually, Management staff will be provided instructions regarding fair housing laws and the development’s Affirmative Fair Marketing Plan. In consultation with the Sponsor (RCD), the Management Agent may amend these criteria and procedures for the selection of residents. These criteria will conform to requirements set forth by the lenders.

IV. Marketing/Outreach

The property will engage in targeted outreach to persons and groups within the housing market area who, in the absence of such outreach, are less likely to be aware of or apply for the housing. These efforts are designed to affirmatively further fair housing and address barriers related to historical patterns of discrimination, racial and ethnic composition of the area, language access, disability, and other factors that may limit access to housing opportunities.

Special outreach efforts will include, but are not limited to:

- Partnering with local community-based organizations, service providers, and advocacy groups that serve populations underrepresented in the applicant pool, including but not limited to communities of color, persons with disabilities, seniors, families with children, survivors of domestic violence, and individuals experiencing housing instability.
- Providing marketing materials and application assistance in languages reflective of the housing market area and ensuring meaningful access for persons with limited English proficiency. Marketing materials will be distributed in Spanish, Vietnamese, Cantonese, and Tagalog, in addition to English.
- Advertising through non-traditional and community-specific outlets such as local community centers, social service agencies, faith-based organizations, schools, libraries, and culturally relevant media.
- Ensuring marketing materials clearly indicate the availability of reasonable accommodations, accessible units, and application assistance for persons with disabilities.
- Conducting outreach to organizations that serve individuals who may face barriers due to location, transportation, technology access, or prior housing instability.

Outreach:

Informational flyers will be distributed throughout the City of Oakland, Alameda County, Oakland Housing Authority, social service agencies, local disability organizations, and a variety of local organizations such as Abode Services, First Place for Youth, Operation Dignity, Volunteers of America, East Bay Community Recovery Project, Building Futures with Woman and Children, St. Mary’s Center, and Life Long Medical Care.

Marketing materials will include requirements for tenancy and will state that Longfellow Corner is “Equal Opportunity Housing” and include a logo and/or slogan indicating accessibility to persons with disabilities. Distribution will be to JSCo’s comprehensive Marketing List for Alameda County, that includes more than 170 contacts.

RCD and JSCo will annually assess the success of affirmative marketing actions across the portfolio and target advertising efforts and outreach accordingly in an attempt to balance the applicants and residents with the demographics of the jurisdictions.

Print Media

Print advertisement will list the RCD website, Longfellow.rcdhousing.org, where materials in Spanish, Vietnamese, Cantonese, Tagalog, and English can be obtained. Advertisements will be taken out in the following publications:

- East Bay Times
- Oakland Post
- El Mensajero (Spanish)
- Sing Tao Daily Newspaper (Chinese)
- Mo Magazine (Vietnamese)
- Eden I&R, Inc. 2-1-1- Information and Referral Line

Internet advertisements

Craigslist will have the same information as the flyer and will contain the website information for RCD. Internet advertisements will be in English only.

- Craigslist
- RCD website
- Oakland Housing Authority (OHA) Website

Marketing:

Approximately March 27, 2026, Longfellow Corner will be publicized by:

- A banner at the building with a link to the on-line pre-application and a phone number to call with questions and to request a reasonable accommodation
- A project flyer mailed to the marketing contact list that includes requirements for tenancy and information for accessing the on-line pre-application
- Project flyers placed in a weather-resistant box at the construction site

Phone service

An answering service provider (Direct Line) will be set up by March 13, 2026 with a recording in Spanish, Vietnamese, Cantonese, Tagalog, and English stating the nature of the program and a message for interested parties with information on how to access the on-line pre-application.

Persons with disabilities who are unable to access the on-line or paper pre-application may request a reasonable accommodation by calling 510-649-5547 for assistance. An accommodation must be requested no later than April 23, 2026. A TTY line is available at (415) 345-4470.

JSCo will advertise that application information with a link to the on-line pre-application is available at the RCD website at longfellow.rcdhousing.org and at the [Doorway Housing Portal](https://housingbayarea.mtc.ca.gov/listings), <https://housingbayarea.mtc.ca.gov/listings>. Paper applications will be available for pick-up and drop-off at RCD's Fox Courts at 555 19th Street in Oakland. Paper applications will also be available on the Doorway Housing Portal and can be mailed in to: Longfellow Corner, c/o PO Box 194404, San Francisco, CA 94119. All applications need to be received by the application deadline.

Applicants will have two weeks to submit the on-line pre-application and will then participate in an initial lottery. All pre-applications received by the application deadline will be placed in a computer-administered lottery. Applicants will be placed on the waiting list in order of their lottery number and processed for eligibility in that order. Should there be an inadequate number of applicants in a particular unit type, additional marketing may be required.

See below for marketing/outreach timeline:

February/March 2026

- Marketing and Resident Selection Plan submitted to lenders for review and approval.
- Planning meetings with Home Stretch and OHA on the logistics of referrals, waiting lists, and preferences.
- Initiate listing on Doorway Housing Portal.
- Marketing and Resident Selection Plan and marketing materials finalized.

March/April 2026

- Marketing and outreach conducted. Advertisements posted.
 - Install banner at Longfellow Corner and initiate call intake from Direct Line answering service.
- Pre-application period opens on Monday, April 13, 2026, at 9:00am with a deadline to apply of April 27, 2026 by 5:00pm.
- Electronic lottery performed.
- Applicants notified if they made the waiting list and, if so, their priority number on the waiting list.

May 2026

- Interview and screening process commences.

V. Rent-Up Procedures

Each household applying for residency in the 42 non-supportive housing units must fill out an on-line application for rental via the Doorway Housing Portal. Paper applications will be available for pick-up and drop-off at RCD's Fox Courts at 555 19th Street in Oakland. Paper applications will also be available on the Doorway Housing Portal and can be mailed in to: Longfellow Corner, c/o PO Box 194404, San Francisco, CA 94119. All applications need to be received by the application deadline.

Applicants submitting incomplete applications will be sent a denial letter and will be given an opportunity for correction within 10 days of the date of the denial letter (this applies to the CES referral applicants as well).

Each application for the non-supportive housing units will be processed in order according to the initial waiting list created by a lottery of all applicants administered by Doorway Housing Portal and after the application of the City and OHA preference policies. The applications referred by Coordinated Entry will be processed in the order received. Qualified applicants are then scheduled for a personal interview until all units are leased. All adult household members are required to attend the interview. Management will complete the necessary authorization for release of income and asset information and have applicants sign the verification. Verifications are mailed to the respective sources along with self-addressed stamped envelopes. The leasing office is accessible to persons with disabilities.

Applicants are considered no longer interested if they fail to appear for an interview two times and will be removed from the waiting list unless there are mitigating circumstances.

At the interview, applicants will be required to provide verification of eligibility for the OHA and City of Oakland preferences the applicant indicated on the Doorway application. If the applicant household is unable to provide required verification, the applicant will be denied the preference and be placed back on the waiting list and processed in the order without benefit of the preference(s).

Credit checks will be run on all adult applicants who are applying. Results for credit and tenancy background checks arrive during the applicants interview with the property manager; for the 34 PSH/NPLH apartments, only credit checks will be run as these are necessary for asset & income verification. Oakland's Fair Chance Ordinance will be implemented which generally prohibits rental housing providers from screening criminal history of applicants during the advertisement, application, and selection. Applicants with an eviction or poor credit history are not automatically denied if that background can be shown to not affect tenancy (for the 34 PSH/NPLH apartments, in accordance with Housing First, findings from tenancy or credit background checks will not be a grounds for denial). If an eviction or poor rental history was due to a disability or additional consideration, the applicant will be encouraged to submit a Request for Reasonable Accommodation, which they will provide during the interview.

Applicants are encouraged to present mitigating circumstances at the beginning of the application and/or interview/eligibility review process, rather than after a denial and subsequent appeal of the decision. In application of Housing First principles, RCD and JSCo will evaluate the individual circumstances of each applicant, consider alternative forms of verification and additional information submitted by the applicant, and provide reasonable accommodations when requested if verified and necessary.

Otherwise, applicants with certain negative credit histories will be sent a denial letter, with an opportunity for correction and/or appeal within 14 days of the denial letter. See Attachment 3, Grounds for Denial, for more information.

For the 16 Project-Based Section 8 Voucher units, the Oakland Housing Authority (OHA) will perform criminal and other background checks as mandated by Federal and State laws. These 16 units are also subject to OHA Reasonable Accommodation policies as stated in the OHA Admin Plan.

After applicants are interviewed, verifications returned from their source, and income and asset calculations completed, qualified applicants will be offered a unit based on eligibility and ability to move in. All other applicants will remain on the waiting list.

Applicants and tenants may file complaints regarding fair marketing and/or alleged discriminatory practices by following the Appeal and Grievance Procedure attached to

this Plan.

VI. Waiting List

The initial waiting list may be capped at 3,000 applicants from the lottery after the initial lease-up. Applicants will be selected from the waiting list as future vacancies occur.

The waiting list will be updated periodically by the Management Agent to ensure those applicants on the waiting list wish to remain on the list. Longfellow will contact each person on the waiting list to update information regarding interest, household size, etc. Applicants on the waiting list will be notified that it is their responsibility to advise the Project of any address changes and that if they cannot be contacted by mail or email, either for vacant units or in the course of a waiting list update, they will be dropped from the waiting list.

VIII. Unit Selection

After qualifying for occupancy, the selected applicants will be assigned units within the following limits: The applicant may turn down the first unit he/she is offered and retain his/her spot on the waiting list. The second time an applicant declines to move into a unit will result in the person being removed from the waiting list and the applicant will have to re-apply when the waiting list is reopened at a future date.

IX. Data Collection and Record Keeping

Longfellow Corner will:

- Establish and maintain an Affirmative Fair Marketing file to hold advertisements, flyers, and other public information documents and keep records of activities to implement the affirmative marketing plan, including other community outreach efforts and an annual analysis.
- Submit to the City of Oakland copies of all advertisements indicating the date the advertisements were placed and the media outlets which were used.
- Provide copies of notices sent to community groups and a listing of those groups to which notices were sent.
- Maintain records for at least five years regarding marketing and tenant selection practices.
- Shall keep up-to-date records regarding the characteristics of persons applying for vacant units, persons selected to occupy units and residents of the project (including race, ethnicity, presence of children under the age of 18 in the household, requests for reasonable accommodation for a disability, income and household size) and records about tenant selection or rejection.
- Offer each household member the opportunity to complete the HUD Form 27061-h or a substantially equivalent form and place the completed documents in the household's file.
- Maintain information regarding the location, description and number of vacant and occupied accessible units.

- Track and keep records of accessible and non-accessible units that are occupied by tenants requesting reasonable accommodations for a disability.
- Document any reasonable accommodations made to, or requested by, tenants during the reporting year. Under no circumstance should an applicant be required to disclose a disability unless requesting an accommodation.

X. Attachments

Attachment 1: Resident Selection Criteria

Attachment 2: Grounds for Denial

Attachment 3: Appeal and Grievance Procedure

Attachment 4: Homeless per McKinney-Vento



Longfellow Corner Resident Selection Criteria



POLICY ON NON-DISCRIMINATION

With respect to the treatment of applicants, John Stewart Company, as the Management Agent, will not discriminate against any individual or family because of race, color, creed, national or ethnic origin or ancestry, religion, sex, sexual preference, gender, gender identity, gender expression, age, disability, genetic information, handicap, military status, source of income, marital status or presence of children in a household, acquired immune deficiency syndrome (AIDS) or AIDS-related conditions (ARC), receipt of or eligibility for housing assistance under any government housing assistance program, or other status protected by state, federal, or local law or arbitrary basis, including Title VI of the Civil Rights Act of 1964 (Public Law 88-352) and the regulations issued pursuant thereto (24 CFR Part I), Executive Order 11063 and the regulations issued pursuant thereto (25 CFR 570.601), and Title VIII of the 1968 Civil Rights Act (Public Law 90-384), or the Fair Housing Amendments Act of 1988. No criteria will be applied or information considered pertaining to attributes of behavior that may be imputed by some to a particular group or category. All criteria shall be applied equitably and all information considered on an applicant shall be related solely to the attributes and behavior of individual members of the household as they may affect residency.

I. Procedures for Processing

A. Each application will be called for an interview in the order of the initial waiting lists created by a lottery of all applicants and with the application of the City and OHA preferences, respectively for the subject apartments being leased.

For the 36 non-Section 8, non-CES-referred apartments, the Oakland Live Work Preference Policy will be applied. Per the City ordinance, these preferences will either apply to the initial rental and any subsequent rental of a unit during the applicable affordability period or only to the initial rental of a unit after the City's development assistance has been granted to the project. The preferences are applied in sequential order and are:

1) For "displaced household", which means a household in which at least one adult member has been displaced from a housing unit in Oakland as a result of any of the following:

- City code enforcement activities, if the displacement has occurred within one year prior to the date of application.

- A City-sponsored or City-assisted development project, if the displacement has occurred within one year prior to the date of application.
- A "no fault" eviction from a rental unit in Oakland, if the eviction was completed eight years or less prior to the date of application. For purposes of this paragraph, a "no fault" eviction means an eviction that is evidenced by an eviction notice from the property owner that does not state cause and that gives the tenant 30 days or longer notice to vacate the unit; a "no fault" eviction shall include, but not be limited to an eviction as a result of an owner move-in under Municipal Code Section 8.22.360.A.8 or 8.22.360.A.9, owner repairs under Municipal Code Section 8.22.360.A. 10, or owner removal of the unit from the rental market under Municipal Code Section 8.22.360.A.11 or Municipal Code Chapter 8.22, Article III, but shall not be limited only to evictions from units that are covered by any of the above laws.

This preference shall apply to the initial rental of a project unit and any subsequent rental of a unit during the applicable affordability period established by the City.

2) For "neighborhood resident", which means a household with at least one adult member whose principal place of residence on the date of application is either within the Council District where the project is located or within a one-mile radius of said project. ***This preference shall apply to 30 percent of all units in the project and apply only to the initial rental of a unit after the City's development assistance has been granted to the project.***

3) For Oakland residents and Oakland workers. An "Oakland resident" means a household with at least one adult member whose principal place of residence on the date of application is within the City of Oakland. An "Oakland worker" means a household with at least one adult member who is employed by an employer located within the City of Oakland, owns a business located within the City of Oakland, or participates in an education or job training program located within the City of Oakland. ***This preference shall apply to the initial rental of a project unit and any subsequent rental of a unit during the applicable affordability period established by the City.***

For the 16 apartments with OHA PBVs, applicants for 6 apartments will be drawn from the site-based waiting list and applicants for 10 units will be referred by Alameda County Coordinated Entry System. The following OHA preferences will be applied to all 16 PBV apartments:

- A Veteran and active members of the military preference. Per OHA policy, a Veteran is a person who served in the active military, naval, or air service and who was discharged or released from such service under conditions other than dishonorable.

- A Residency preference (Applicants who live or work in the City of Oakland at the time of the application interview and/or applicants that lived or worked in the City of Oakland at the time of submitting their initial application and can verify their previous residency/employment at the applicant interview, qualify for this preference).
- A Family preference (Applicant families with two or more persons, or a single person applicant that is 62 years of age or older, or a single person applicant with a disability, qualify for this preference).
- Homeless preference. Applicant families who meet the McKinney-Vento Act definition of homelessness qualify for this preference (the definition attached as Attachment 4).

For the 34 PSH/NPLH apartments, Housing First principles will be applied and each applicant's individual circumstances will be evaluated, alternative forms of verification and additional information submitted by the applicant will be considered, and reasonable accommodations will be provided when requested and if verified and necessary. Persons with disabilities are encouraged to apply.

Eligibility requirements beyond income qualification for the thirty-four (34) PSH and NPLH apartments are as follows:

Per the City of Oakland, 34 apartments are restricted to Permanent Supportive Housing (PSH) and has the meaning set forth in the California Code of Regulations, Title 25, Section 7341, for "Supportive Housing Unit". That definition follows:

"Supportive Housing Unit" means a Unit of permanent housing linked to supportive services restricted to occupancy by an Eligible Household and which meets all of the following requirements:

- (1) Occupancy is restricted to Eligible Households that are Homeless or At Risk of Homelessness and that include a Disabled Adult.
- (2) It is operated as independent housing, in which each tenant:
 - (A) Holds a lease or rental agreement in his or her own name and is responsible for paying Rent;
 - (B) Has his or her own room or apartment and is individually responsible for arranging any shared tenancy, to the extent that shared tenancy is allowed under his or her lease; and
 - (C) May stay as long as he or she pays his or her share of Rent and complies with the terms of his or her lease.
- (3) The Unit is subject to applicable state and federal landlord-tenant laws.
- (4) The tenant's participation in services or any particular service shall not be required as a condition of tenancy.
- (5) At initial occupancy, the tenant household income, to the extent that it can be documented, shall not exceed 30 percent of the greater of State Median Income or

Area Median Income.

"Homeless" means:

- (1) Moving from an emergency shelter; or
- (2) Moving from Transitional Housing; or
- (3) Currently Homeless which means:
 - (A) An individual who lacks a fixed, regular, and adequate nighttime residence; or
 - (B) An individual who has a primary nighttime residence that is:
 - (i) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and Transitional Housing for the mentally ill); or
 - (ii) An institution that provides a temporary residence for individuals intended to be institutionalized; or
 - (iii) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

"At Risk of Homelessness" means:

- (1) Households with incomes at or below the greater of 20 percent of State Median Income (SMI) or Area Median Income (AMI) with no rental subsidy available to the household; or
- (2) Households with incomes above 20 percent but not exceeding 30 percent of the greater of SMI or AMI who:
 - (A) Face immediate eviction and have been unable to identify a subsequent residence; or
 - (B) Face imminent release from an institution (i.e., jail, hospital or foster care system) where other housing placement resources are not available; or
 - (C) Reside in an overcrowded setting (more than two persons per living/sleeping area) in which the household does not hold a lease; or
 - (D) Reside in substandard housing subject to a current official vacation notice; or
 - (E) Pay more than 50 percent of income in housing costs.

"High Risk of Homelessness" means the same as "Homeless" or "At Risk of Homelessness."

"Disabled Adult" for the purposes of this Article 6 only shall mean a person 18 years of age or older, or an emancipated minor, with one of the following disabilities:

- (1) Mental illness;
- (2) HIV or AIDS;
- (3) Substance abuse;
- (4) Developmental disability; or
- (5) Long-term chronic health condition that qualifies them for:

(A) Eligibility under either of two Medicaid Waiver programs, the Multipurpose Senior Services Program (MSSP) or the Assisted Living Waiver Pilot Project (or its successor);
(B) Eligibility for 20 or more personal care hours per week under the In-Home Supportive Services Program (IHSS); or
(C) Eligibility for services under the Program of All Inclusive Care for the Elderly (PACE).
Eligibility for these programs must be established by the agency responsible for determining eligibility for the benefits it provides.

- Twenty-Four (24) of the 34 Permanent Supportive Housing apartments are designated for applicants who are At-Risk of Chronic Homelessness with a serious mental disorder per the State’s No Place Like Home program (NPLH). Applicants for these apartments are referred by Alameda County’s Coordinated Entry System and, therefore, will not be leased per the procedures detailed in this Plan.

The design includes fourteen (14) total units that are accessible and/or have features for those with auditory and visual impairments. Twelve (12) apartments are designed to specifically accommodate mobility impairments with six (6) of those additionally designed to accommodate hearing and visual impairments and two (2) additional apartments with those latter communication features. Preference is provided to applicants who require an accessible apartment until all such apartments are filled. Applicants indicate their need for an accessible apartment in a field on the application and this is reflected in the waiting list. During applicant processing, leasing staff sort the waiting list by accessibility needs to prioritize those applicants.

Units will be offered in the following order after interviews are completed:

- Date of completion of verification/certification process including JSCo Compliance Department approval.
- Date of availability for move-in.

B. Waiting Lists

1. If no apartments are available, an eligible applicant will be kept/placed on the waiting list(s).
2. The waiting list(s) may re-open as needed and may be re-opened for only a certain set-aside, apartment type, and/or income level.
3. The waiting list(s) will be updated once a year or as needed based on status.

II. Priority for Processing

1. Priority will be given to those applicants whose household members meet the following criteria:
 - (a) The thirty-four (34) units designated for PSH/ NPLH households, as defined above;
 - (b) The six (6) OHA Project-Based Section 8 apartments.
 - (c) Up to thirteen (13) apartments selected from the waiting list by applying the City's "displaced household preference" (1st preference)
 - (d) Twenty-three (23) apartments selected from the waiting list by applying the City of Oakland's "neighborhood resident" preference (2nd preference).
 - (e) Up to thirteen (13) apartments selected from the waiting list by applying the City's "resident/worker" preference (3rd preference).(the total of the City's 1st and 3rd preferences shall be 13 apartments)

Within the application of the above priority process, priority will be given to those applicants who need the features provided in the twelve (12) apartments designed specifically for mobility impairments, of which six (6) additionally have features for those with auditory and visual impairments, and the two (2) additional apartments with only features for those with auditory and visual impairments,

2. Transfers: (From one unit to another type of unit within the property) may take precedence over new move-ins and may be required by management for the following reasons:
 - (a) To comply with Low Income Housing Tax Credit and other regulatory requirements of property's funders.
 - (b) To alleviate overcrowding;
 - (c) For verifiable medical necessity (e.g., accessible unit or additional space for medical equipment);
 - (d) For emergency temporary relocation. (If a unit becomes uninhabitable due to a catastrophe the resident family will be given any open unit for temporary living quarters until their own unit is repaired. An "open unit" is a unit for which the keys are in the possession of the management company.)

III. Violence Against Women Act

1. The Violence Against Women and Justice Department Reauthorization Act of 2013 protects residents who are victims of domestic violence, dating violence, sexual assault, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them. In accordance with the Violence Against Women Act (VAWA) Management will not penalize victims of domestic violence, stalking, dating violence, or rape.

2. Some key protections provided by the Act include:
 - a. A potential resident who certifies they were the victim of domestic violence may be allowed to be admitted even with poor credit and poor landlord evaluations if he/she can show those negative factors were caused by domestic violence.
 - b. It assures that victims of domestic violence, sexual assault, etc., can have access to the criminal justice system without facing eviction.
 - c. Where someone is abusive to other members of the household, only the abuser may be evicted. Furthermore, the standards for eviction due to imminent threat have been strengthened.
 - d. Residents in assisted housing who face violence may be allowed early lease termination for a matter of safety.
 - e. Victims must certify their status as victims and that the incident in question was a bona fide incident of domestic violence by presenting appropriate documentation to the Property Manager. Nothing prevents a victim who has committed a crime or violated a lease from being denied, evicted or terminated.

IV. Unit Size/Occupancy Standards and Rents

An appropriately sized unit must be available within the project. Families will be housed in accordance with the following, per City of Oakland occupancy standards.

BR Size	Minimum Number of Persons in Household	Maximum Number of Persons in Household
1 BR	1	2
2 BRs	2	3
3 BRs	4	5

For the 16 Project-Based Section 8 apartments:

A family with a Head of Household and **no** spouse/significant other will be allocated a unit size in the following manner:

Family Size	Unit Size
1	1 Bedroom
2	2 Bedrooms
3	2 Bedrooms
4	3 Bedrooms
5	3 Bedrooms

A family with a Head of Household and a spouse/significant other will be allocated a unit size in the following manner:

Family Size	Unit Size
2	1 Bedroom
3	2 Bedrooms
4	2 Bedrooms
5	3 Bedrooms
6	3 Bedrooms

Incomes & Rents: the following income limits and rents are effective April 2025 and are adjusted annually by the CA Tax Credit Allocation Committee and/or the California Department of Housing and Community Development, as applicable. Therefore, rents will change prior to initial occupancy from the below. AMI = Area Median Income.

Longfellow Corner	# of Apts.	Rents	Minimum Income (at 2 times rent)	Maximum Income Limits Based on Number of People in your Household (subject to change)				
				1 person	2 people	3 people	4 people	5 people
One Bedroom (20% AMI) (referred by County)	24	\$482		\$22,380	\$25,580			
One Bedroom (50% AMI)	9	\$1,381	\$33,144	\$55,950	\$63,950			
Two Bedroom (20% AMI) PBV Section 8 (referred by County)	2	30% of income			\$25,580	\$28,780		
Two Bedroom (30% AMI) PBV Section 8 (referred by County)	4	30% of income			\$38,370	\$43,170		
Two Bedroom (50% AMI)	12	\$1,633	\$39,192		\$63,950	\$71,950		
Three Bedroom (20% AMI) PBV Section 8 (referred by County)	4	30% of income					\$31,960	\$34,520
Three Bedroom (30% AMI) PBV Section 8	6	30% of income					\$47,940	\$51,780
Three Bedroom (50% AMI)	15	\$1,867	\$44,808				\$79,900	\$86,300

* One (1) two-bedroom (2bdm) unit is an unrestricted manager's unit.

V. Fair Housing

- A. The project will comply with all Federal, State, and local fair housing and civil rights laws and with all equal opportunity requirements set forth in HUD's administrative procedures.

- B. It is the policy of the project to guard the privacy of individuals conferred by the Federal Privacy Act of 1974, and to ensure the protection of such individuals' records maintained by the project.
- C. The project will seek to identify and eliminate situations or procedures which create a barrier to equal housing opportunity for all. In accordance with Federal law, the project will make reasonable accommodation or modifications for individuals with handicaps or disabilities (applicants or residents). Such accommodations may include changes in the method of administering policies, procedures, or services.

VI. Financial

- A. In accordance with the funder requirements, income eligibility will be determined as follows:
 - 1. All income will be verified in writing from the income source on appropriate project income verification forms.
 - 2. All assets, including bank accounts, will be verified.
 - 3. Annual income (including assets) must be within the established restrictions for the available unit type.
- B. In accordance with management suggestions and owner requirements, the following items will also be considered to determine income eligibility. In compliance with the EveryOne Home program, the individual circumstances of each applicant will be assessed in regards to the financial requirements below:
 - 1. A credit report indicating financial responsibilities will be obtained for each applicant. Refer to “Grounds for Denial”, Attachment 2, item 1, for details on credit benchmarks.
 - 2. Net income and gross expenses will be used to determine an individual's actual ability to pay his/her monthly rent while meeting his/her other monthly obligations. Consideration will be given to in-kind/non-cash benefits.
 - 3. Both the current and previous landlords will be contacted for a reference concerning payment records as well as the history of complying with lease requirements and housekeeping habits.
 - 4. Refer to “Grounds for Denial”, Attachment 2, for more details.

VII. General

The Low-Income Tax Credit Program specifies that applicants be made aware of program requirements, including (but not limited to) the following:

- A. All applicants will be interviewed by the site administrator or other representative of management. At the time of the interview, all members of the family must be

in attendance. Documents or identification to determine family members' relationships may be requested.

- B. Given the involvement of State financing, residents are authorized to own or otherwise maintain one or more common household pets within the resident's dwelling unit, subject to applicable state laws and local government ordinances related to public health, animal control, and animal anticruelty.
- C. All applicants must be able to fulfill the terms of the lease (with or without third party assistance), particularly concerning:
 - 1. Timely payment of rent and other charges;
 - 2. Maintaining premises in a safe and sanitary condition;
 - 3. Not interfering with management or quiet enjoyment of the property by others.

VIII. Rejected Applications

- A. Applicants may be rejected for any of the following:
 - 1. Failure to present all members of the family at the full family interview (or some other time acceptable to management) prior to completion of Initial Certification;
 - 2. Blatant disrespect, disruptive or anti-social behavior toward management, the property or other residents exhibited by an applicant or family member any time prior to move-in (or a demonstrable history of such behavior). Current abuse of alcohol or use of illegal drugs. Use shall constitute abuse for illegal drugs (unless required as verified by a medical doctor);
 - 3. A judgment against an applicant obtained by the current or previous landlord, a negative landlord or other reference, encompassing failure to comply with the lease, poor payment history, poor housekeeping habits, or eviction for cause;
 - 4. A negative credit report or over-extension of monthly obligations, as indicated under "Financial";
 - 5. Falsification of any information on the application;
 - 6. Eligibility income exceeding the maximum allowed for the specific program;
 - 7. Family composition not appropriate for available units;
 - 8. Failure to update application for the waiting list within specified time when notified;
 - 9. A history of violence or abuse (physical or verbal), in which the applicant was determined to be the antagonist. Criminal acts which adversely affect the health, safety, or welfare of other tenants;
 - 10. Other good cause: including, but not limited to, failure to meet any of the selection criteria in this document.

See Attachment 2, “Grounds for Denial”, for detailed listing of grounds for a rejected application. The “Grounds for Denial” information is given to applicants as part of the interview and application process once the applicant is scheduled for an interview when their number on the waiting list is called.

- B. After qualifying for occupancy, the selected applicants will be assigned units within the following limits: The applicant may turn down the first unit he/she is offered and retain his/her spot on the waiting list. The second time an applicant declines to move into a unit will result in the person being removed from the project specific waiting list and the applicant will have to re-apply.
- C. If an applicant is rejected, management will promptly notify the applicant in writing explaining in the notice:
 - 1. The specific factual basis for the rejection; and
 - 2. That the applicant has 14 days to respond in writing or to request a meeting to discuss the rejection, along with the procedure for the meeting.

IX. Deposits (Subject to change):

	Security Deposits
1 Bedroom	Equal to One Month’s Rent (tenant portion for PBV units)
2 Bedroom	Equal to One Month’s Rent (tenant portion for PBV units)
3 Bedroom	Equal to One Month’s Rent (tenant portion for PBV units)

*Subject to change

X. Reasonable Accommodation

- A. The application and interview process will take place at Longfellow Corner or a temporary leasing office which is easily accessible to people with special needs. Accommodations will be made for individuals with disabilities including hearing and/or sight impairment to ensure their full access to the application process.
- B. Resources for Community Development (RCD) and John Stewart Company (JSCo) will follow all reasonable accommodation laws and regulations as provided for in the Federal Fair Housing Act and the State Fair Employment and Housing Act in its tenant selection process and throughout its property management operations.
- C. RCD and JSCo will provide a notice to all applicants that they may be entitled to a reasonable accommodation in the tenant selection and admission process. The notice will encourage those whose negative history was caused by a disability or was due to a circumstance that no longer exists to provide a request for reasonable accommodation or request for consideration along with an application.
- D. For applicants with special needs whose applications are initially rejected because they do not meet the Resident Selection Criteria, an accommodation may be made on the basis that the applicant’s commitment to work with service providers to address the reasons for the applicant’s initial rejection makes such an accommodation reasonable.



Attachment 2

Longfellow Corner Grounds for Denial



We welcome your application to rent an apartment at Longfellow Corner. It is the responsibility of each applicant to provide any and all information required to determine eligibility. Longfellow Corner will consider each application on an individual basis. The following list provides the reasons why we might deny your application.

1) **Credit**

- a. Total unmet credit problems (including governmental tax liens) in excess of \$7,500. Excluding medical debt, student loan debt, voluntary repossession.
- b. A bankruptcy (within the last three years).
- c. A total of five (5) unmet credit obligations of any value.
- d. Any amount owed to current or prior landlords or Housing Agencies.

2) **Rental History**

- a. An Unlawful Detainer against an applicant obtained by the current or previous landlord in the past seven years.
- b. More than three late rent payments in a twelve-month period.
- c. Negative landlord history with documented lease violations.

3) **Criminal Background Check & Personal History**

The Oakland Fair Chance Housing Ordinance prohibits criminal background checks.

For Project Based Voucher Units (PBV) with the Oakland Housing Authority (OHA) will perform criminal and other background checks as mandated under federal and state laws. Findings may result in the applicant not being eligible for the PBV unit. Appeals will need to be submitted directly to the Housing Authority.

4) **Full Time Student Status**

Units comprised of full-time students do not qualify to reside in tax credit properties. However, there are exceptions as outlined by the IRS under IRC §42(i)(3)(D) that include:

- a. Receiving assistance under Title IV of the Social Security Act (AFDC, TANF);
- b. Enrolled in a job training program receiving assistance under the Work Force Investment Act (WIA), (formerly the Job Training Partnership Act) or under another similar federal, state, or local laws;
- c. Single parents with minor children, all of whom are full-time students, and such parents and children are not dependents of another individual (children in household can be claimed as dependents on *either parent's* tax return).
- d. All members of household are married and have filed a joint tax return or are entitled to file a joint tax return.

- 5) **Annual Income/Occupancy standard/other program regulations**
- a. Annual Income (including assets) not within the established restrictions of the property.
 - b. Household size must meet the established occupancy standard for the property.
 - c. Applicant must meet all program regulated eligibility.
- 6) **Documentation** -- Each potential occupant must provide all documentation required by the selection process.
- a. An applicant does not show up for an interview,
 - b. Provides incomplete, false or fraudulent information
 - c. Does not provide at a minimum the following documentation:
 - i. Completed and signed application, release of information, grounds for denial, and application fee (if required).
 - ii. Two (2) years of housing history.
 - iii. Proof of all income sources and assets, including the most recent income payments (i.e. paycheck stub, social security or other independent verifications).
 - iv. Copy of most recent bank statements (six months) and/or other accounts (IRA, stocks, mutual funds, etc.)
- 7) **Behavior during application process** – Applicant has harassed, or threatened, Management employees or other persons on the Property. Harassment includes verbal, physical and visual conduct that creates an intimidating, offensive, or hostile environment for any person on the Property, or which interferes with the work performance of Management employees. Sexual harassment includes solicitation of sexual favors, unwelcome sexual advances, or other verbal, or physical conduct of a sexual nature.
- 8) **Offer of an Apartment**
Applicants will be offered only two apartments. Declining the second offer of an apartment is considered a withdrawal of the application by the applicant unless there are verifiable medical circumstances that prevent you from moving at the time of offer.
- 9) **Nondiscrimination**
In the performance of its obligations The John Stewart Company will comply with the provisions of any federal, state or local law prohibiting discrimination in housing on the basis of race, color, creed, ancestry, national origin, sex, sexual orientation, familial status, source of income, age, disability, AIDS, or AIDS related condition.
- 10) **Appeal**
Applicants who are not accepted will have 10 days (or per applicable programs) to appeal. During the hearing mitigating circumstances will be considered. Persons with a disability have the right to request reasonable accommodations to participate in the hearing process. No unit will be held during the appeal process. If the appeal is successful, applicants will be offered the next available unit of the applicable unit type.

I HAVE READ AND UNDERSTAND THE FOREGOING AND FIND THEM TO BE REASONABLE REASONS MY RENTAL APPLICATION CAN BE DENIED. I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ATTACHED HOUSING AND INCOME STATEMENTS ARE TRUE AND CORRECT.

Applicant Signature #1: _____ **Date:** _____

Applicant Signature #2: _____ **Date:** _____

Applicant Signature #3: _____ **Date:** _____

Applicant Signature #4: _____ **Date:** _____

Applicant Signature #5: _____ **Date:** _____

NOTE: *Any change to this document must be approved by the Regional Vice President in writing.*

This document must be attached to all applications.



Appeal and Grievance Procedure

Longfellow Corner

If an Applicant or a Resident feels any representative of management has acted in a discriminatory manner with respect to lease requirements, disability status, accommodation request, application processing, management policies, etc., which has adversely affected the rights of the complainant, the first step should always be informal discussion of the incident between the complainant and management. Day-to-day contact and honest communication between the manager and the residents or applicants are the most successful way to avoid misunderstandings and develop mutual respect. If this fails to resolve the grievance, the following steps should be taken:

1. Informal Grievance Review

The goal of the informal review is to settle the problem without the need for a formal review. If the resident or applicant has a complaint and requests a review, they will have an informal review with the Property Manager or Regional Manager of The John Stewart Company.

- The resident or applicant must personally present their grievance, either orally or in writing, to The John Stewart Company management office at Longfellow Corner, 650 West MacArthur Boulevard, Oakland, CA 94609, so that management may discuss the grievance with them informally. While they can present their grievance orally, it is better to state the grievance in writing. The grievance may be simply stated, but must specify both the specific ground(s) for the grievance and the action or relief sought.
- The resident or applicant must present their grievance within a reasonable time, not to exceed ten (10) working days following the incident or action upon which the grievance or dispute is based.
- Once requested, an informal review will be held between the resident or applicant and management within five (5) working days following management's receipt of the request.
- Management will prepare a written, dated, and signed summary of the discussion and its response to the grievance within a reasonable time, not to exceed fourteen (14) working days. Management will mail or deliver one copy to the resident or applicant and keep one in its file. Management's answer shall specify 1) the name of the review participants, 2) the date of the review, 3) the nature of the grievance, 4) Management's decision on the grievance (and the specific reasons for Management's decision), 5) the resident or applicant's right to request a formal review, and 6) the procedure to request such a formal review (if the resident or applicant is not satisfied with the Management's decision).

2. Formal Grievance Review

If the resident or applicant is dissatisfied with management's decision after the informal review, they can request a formal review. The formal review will be heard by a Vice President/504 Coordinator or Senior Vice President of The John Stewart Company or an impartial person.

An impartial person who is mutually agreeable to you and management may conduct the formal hearing. In the event you cannot agree on such a person, a three-person hearing panel will be selected. You will select one person, management will select another, and the first two panel members will jointly select the third person. These three individuals will comprise the hearing panel. If the members appointed by you and management cannot agree on a third person, such member shall be appointed by an independent organization contacted by management, such as the American Arbitration Association.

- If the resident or applicant desires a formal review, they may submit a written request to formalreview.sf@jsco.net within ten (10) working days after receiving management's written summary of the informal review. A reasonable accommodation request can be made for those who are unable to request in writing. If the resident or applicant does not have access to e-mail, then the information may be delivered to the property or the John Stewart Company Regional Office at:

The John Stewart Company
1388 Sutter St Fl 11
San Francisco, CA 94109
Attention: Regional Vice President

- As with the informal review, the resident or applicant must state the nature of their complaint or grievance, the reasons why they disagree with Management's decision resulting from the informal review, and the action or relief they seek.
- The assigned John Stewart Company officer or agreed upon impartial person will review the information provided by the resident or applicant and the management staff and make a written determination with ten (10) working days, which shall be final.
- At any time, the resident or applicant has the right to file a complaint with HUD's Office of Fair Housing and Equal Opportunity.

San Francisco Regional Office of FHEO
U.S. Department of Housing and Urban Development
One Sansome Street, Suite 1200
San Francisco, California 94104
(800) 347-3739, TTY (415) 436-6594

TTY Telephone device for the deaf (415) 345-4470 or California Relay Service (711).

Signature

Date

Signature

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To be attached to all applications and resident files.



Attachment 4



Homeless per McKinney-Vento Longfellow Corner

For the Oakland Housing Authority homeless preference, the McKinney-Vento Act definition of “Homeless” is used and is as follows:

- An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - 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;
 - An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, [transitional housing](#), and hotels and motels paid for by charitable organizations or by federal, [State](#), or local government programs for low-income individuals); or
 - An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an [emergency shelter](#) or place not meant for human habitation immediately before entering that institution;

- An individual or family who will imminently lose their primary nighttime residence, provided that:
 - The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - No subsequent residence has been identified; and
 - The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;

- Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as [homeless](#) under this definition, but who:
 - Are defined as homeless under section 387 of the Runaway and Homeless Youth Act(42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

- Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- Any individual or family who:
 - Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - Has no other residence; and lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.