



City of San José Housing Department
NOTICE OF FUNDING AVAILABILITY

New Construction/Adaptive Reuse
for Family, SROs, and Special Needs Projects
March 5, 2007

NOFA Amount– \$20 million

Loan Type – Construction/Permanent Loans

Eligible Projects – New Construction or Adaptive Reuse to create affordable rental units for families, small households in SRO units, and persons and households in certain target populations. The target populations for purposes of this NOFA are individuals who or households that: are chronically homeless*; are homeless*; are at-risk of homelessness*; have a physical or developmental disability; suffer from chronic mental illness; are recovering from substance abuse; have HIV/AIDS; or suffer from another long-term chronic health condition. To be eligible for this NOFA, projects proposing to serve a target population must have either: (1) 100% of the restricted units reserved for the target population; or (2) no more than 15% of the restricted units reserved for the target population in projects which also includes non-target-population units.

* See Appendix 1 for definitions of these terms.

Threshold Criteria

- A minimum of 25% of the affordable units in the proposed project must be affordable to Extremely Low-Income (ELI) households at or below 30% of Area Median Income.
- The project must offer a minimum of 55 years of affordability.
- The project must score a minimum of 70 points under the Project Scoring System.
- The project must request only what subsidy is needed for financial feasibility and must make efficient use of public funds.
- The project must be competitive for other funding sources being proposed and plan to seek all possible funding sources.
- The project sponsor must have site control.
- The project must have received City Council approval of a PD Rezoning (or an equivalent land use entitlement) before funding will be approved by the City Council. The Housing Department will submit a funding recommendation to the Council agenda process prior to approval of the land use entitlement if there is a reasonable expectation that the land use entitlement can be considered and approved prior to the Council action on a funding commitment.

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- The project must incorporate high-quality design and amenities.
- The project sponsor must have no negative financial and project management history with the City within the last 24 months (i.e., sponsor has not been in monetary default on a loan from the City and has been current on all financial obligations and compliance documentation).

<u>Project Scoring Summary (See Attachment for Details)</u>	<u>Points</u>
1. Lowest Per-Unit Subsidy	30
2. Deepest Affordability	20
3. Greatest Leverage with Outside Funding Sources	10
4. Points by Population Type (separate scoring for: large families; special needs housing; and SRO/studio apartments)	10
5. Excellence in Project Management (i.e., developer experience)	10
6. Meets Smart Growth Objectives	10
7. Sustainable Development/Green Building	5
8. Project Involves Other Public Benefit	<u>5</u>
MAXIMUM POSSIBLE POINTS	100

9. Negative Points (i.e., point deductions) for sponsors with poor histories in affordable housing project management Up to -20

Underwriting Criteria and Application Requirements: For underwriting information and guidance on the City’s procedures, please see the Project Development Policies and Procedures Manual on the Department’s website, www.sjhousing.org. The underwriting manual is located at <http://www.sjhousing.org/program/newdev.html>. *Applicants are urged to carefully review the Manual before submitting an application.* Please feel free to contact the Department’s Project Development Team with any questions at 408-535-8236. Below are listed selected excerpts from the policies:

Selected City Loan Underwriting Criteria:

- Type – Construction/Permanent Loan, closed concurrent with conventional construction financing.
- Term – Up to 3 years for construction plus 30 years for permanent, unless a longer term is required by a senior lender.
- Interest Rate – 4% simple for construction and for permanent. All construction interest is due at conversion.
- Repayment – Through at least 50% of residual receipts (net cash flow); balloon payment of outstanding principal and accumulated interest at the end of term.
- Loan to Value – Loan to Value adheres to Department policy as supported by an independent, MIA appraisal.

Selected Application Requirements

Applications will be accepted at any time on an over-the-counter basis. Should the application meet the terms and conditions of this NOFA, applicants should expect that City Council consideration of a recommended funding commitment would be agendized within approximately 60 days of a complete and feasible application submittal, but in no event prior to the approval of the necessary land-use entitlement.

- Applicants must submit all required items for the City to determine project feasibility. The following is a subset of required submissions; refer to the NOFA Application for a full list:
 - One printed copy each of: (1) the current “Multifamily Housing Project Application” in Microsoft Word; (2) the “MF NOFA Application Budgets” Microsoft Excel file; and, (3) a 30-year Operating Pro Forma and a Sources-by-Uses Matrix in Microsoft Excel.
 - One paper copy of all required attachments (refer to the NOFA Application, Attachment II for a full list)
 - One electronic copy each, on diskette or by email, of the Word application, all supporting Excel worksheets, as listed above, and any attachments available in electronic version.
 - Sponsor’s latest audited financial statements for the three most recent years to demonstrate that the sponsor has the financial capacity to deal with cost overruns and/or operating revenue deficiencies.
 - A market study to demonstrate market feasibility. In the event a market study is not available at the time of application, a project sponsor will work with City staff to determine to what extent the proposed project is feasible and provide to City staff a rental survey of similar properties in the immediate vicinity – or other alternative information acceptable to the City – for review. If the City determines that the project is feasible based on the information provided by the sponsor, the City will accept the application for funding. However, after the City has agreed to accept the application and as a condition to proceed with the approval process, the sponsor will need to provide a market feasibility study that must be reviewed and approved by the City.
 - MIA Appraisal following guidelines listed in our Policies and Procedures Manual. If one is not available at the time of application submission, any loan approval will be made subject to receipt of an appraisal demonstrating sufficient value and adherence to the City’s Loan to Value policy.
 - Phase I Environmental Assessment Report, Phase II Environmental Assessment Report, and any other environmental reports including remediation plans, as applicable.
 - Option or Purchase Contract between Unrelated Parties with signed Affidavit. The purchase price will be established as a written contract or agreement between unrelated buyer and seller and must be an “arms-length” transaction.

Any transactions contemplated between parties related to the buyer that increase the price stated in the underlying contract or agreement between unrelated buyer and seller shall not be considered as a valid contract or agreement for the purpose of establishing the purchase price of the land, nor the amount of City funding available for such purchase. As a part of the application submitted in response to this NOFA, the applicant will be required to confirm by way of a signed affidavit that the prospective recipient of City funds has no interests in the seller or land being proposed for sale other than the interest contained in the at-arms-length written contract or agreement to purchase.

Other/General Requirements

Please refer to City of San José Housing Department's Project Development Policies and Procedures Manual, available on the Department's website at www.sjhousing.org, for the terms and conditions for use of City funds. In addition to the terms and conditions in the Manual, the following requirements also apply. To the extent that there is a conflict between the Manual and the terms and conditions spelled out in this NOFA, the NOFA will prevail:

- City reserves the right to reduce the amount of requested per-unit subsidy if project will remain competitive for other funding sources.
- City reserves the right to change its funding sources, but will not penalize the project either financially or in NOFA scoring should the alternative source of funds require extra expenditures (e.g., the NEPA and Davis-Bacon requirements associated with HOME funds).
- Interest accrued on City loan amounts prior to the conversion to permanent-period financing is due and payable at conversion and shall not be capitalized into the permanent loan.
- If a project sponsor cannot secure all other commitments from outside funding sources within 18 months of the City's funding commitment, the City's funding commitment will expire and the amount of the expired commitment will be made available for other qualifying projects.
- The City's committed funding will not be disbursed for any purpose until the developer has obtained final commitments for all other sources of financing, thereby finalizing the financial structure of the deal. Should the developer be unable to secure its other financing commitments, the Housing Department will withdraw its commitment and make available any funds for other qualifying projects.
- Once a project has secured a funding commitment from the City Council, no changes can be made to project design or affordability mix that will affect scoring without the written consent of the Director of Housing. Such changes made without the consent of the Director for any purpose, including making application(s) to other funding sources, will automatically cancel the City's

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funding commitment. No changes will be approved which result in an overall score less than 70 points, and no material increase in the City's funding commitment will be accepted.

- The Director of Housing must approve the management plan for the project. For units targeted to special needs populations, a service plan must be submitted and approved as well.
- Sponsor must obtain three (3) bids on equity proceeds from Low-Income Housing Tax Credits. The Director of Housing reserves the right to reject bids that, in the Director's judgment, are unacceptable.
- Prior to closing any City loan, the City may commission its own appraisal to confirm property value.
- Prior to closing any City funding, sponsor will provide organizational documents such as, if a corporation, articles of incorporation and by-laws, resolution and incumbency certificate, or, if a partnership, its partnership agreement, with all exhibits, and such documentation as City may request.
- For current requirements regarding developer fees, allowable types of construction contracts, allowed legal fees, required replacement reserves, operating costs per units, the City's share of residual receipts, and other details, please refer to the Policies and Procedures Manual.
- In general, the Housing Department believes that projects with 100% of the units being targeted to a target population should not exceed 40 units. However, the Department will entertain reasons why this size limitation is not appropriate in particular cases.

NOTE: The City reserves the right, at its sole discretion, to suspend or amend the provisions of this NOFA and the Policies and Procedures Manual. If such an action occurs, the City will notify all interested parties.

Attachment: **Detailed Scoring Criteria**

Appendix 1: **Definitions**

Appendix 2: **Documentation of Eligible Homelessness or At-Risk of Homelessness**

“This publication can be made available upon request in alternate formats, such as, Braille, large print, audio tape or computer disk. Requests can be made by calling (408) 294-9337”

ATTACHMENT
**NOFA for New Construction/Adaptive Reuse
 for Family, SROs, and Special Needs Projects**
DETAILED SCORING CRITERIA
March 5, 2007

NOTE: In all rating categories where points are determined by a number or percentage of the units in a project, *unrestricted units (e.g., managers' units) are excluded from the calculation.*

<u>Category</u>	<u>Points</u>
1. <u>Average Per-Unit Subsidy at Permanent Loan</u>	30

Subsidy amount per unit serving target populations (e.g., homeless, disabled, chronic mental illness) is assumed to be \$115,000, and is not a scored element. Points in this category are awarded based upon the total subsidy request, less the subsidy associated with targeted population units (i.e., \$115,000 times the number of such units), divided by the number of all non-target-population-restricted units per the chart below:

<u>Subsidy Per Unit</u>	<u>Points</u>
\$87,500-\$90,000	= 5.0
\$85,000-\$87,499	= 7.5
\$82,500-\$84,999	= 10.0
\$80,000-\$82,499	= 12.5
\$77,500-\$79,999	= 15.0
\$75,000-\$77,499	= 17.5
\$72,500-\$74,499	= 20.0
\$70,000-\$72,499	= 22.5
\$67,500-\$69,999	= 25.0
\$65,000-\$67,499	= 27.5
< \$65,000	= 30.0

Example: \$6,750,000 in subsidy is requested for a project with 80 restricted units, 6 of which are for a targeted population. Scoring is as follows:

Total subsidy requested	\$ 6,750,000
Total number of restricted units	80
Number of units for CHMI residents	6
Subsidy for MICH units @ \$115,000/unit	\$ 690,000
Net amount of other subsidy requested	\$ 6,060,000
Number of other restricted units	74
Subsidy per unit calculation for other restricted units	\$ 81,891
Points awarded in category	12.5

2. Deepest Affordability

20

Points are awarded for the percentage of the units in the project that are affordable to specified income categories. The factors are: 0.60 points for the percentage of units at or below 30% of AMI; and 0.35 points for the total percentage of units between 30% and 45% of AMI. Points are calculated by multiplying the relevant scoring factors by the percentage of units in that category multiplied by 100.

Points will be deducted for SRO/Studio/One-bedroom-apartment units that are affordable to households above 50% of AMI. Points are calculated by multiplying a negative 0.50 factor by the percentage of units in that category multiplied by 100.

Example: A proposed 100-unit affordable multifamily rental development with 25 of the units affordable to households earning 30% of AMI, 10 of the units affordable at 45% of AMI, and the remainder targeted above 45% of AMI, including five one-bedroom units that are targeted at 55% AMI, is scored:

Restricted Units at	Number of Restricted Units	Percentage of Restricted Units	Scoring Factor	Points Awarded
30% AMI	25	35%	0.60	15.00
45% AMI	10	10%	0.35	3.50
Other restricted	55	55%	0.00	0.00
Subtotal	100	100%		18.50
#SRO/1-BRs > 50% AMI	5	5%	-0.50	-2.50
Total				16.00

3. Leverage at Permanent

10

Points will be awarded on a sliding scale based upon a project’s ability to leverage funds from anticipated permanent funding sources other than those being provided by the City. It is only the permanent financing sources identified that will be used to determine the leveraging ratio. To receive points in this category, a project must leverage at least 2.0 to 1. Partial points will be awarded for projects that have a leveraging ratio that falls in between the scoring benchmarks set forth below. For example, if a project has leveraging ratio of 2.44, the project would score 6.08 points in this category.

<u>Ratio</u>	<u>Points</u>
3.0 to 1	10.0
2.0 to 1	3.0

Note: Projects proposed on leased land will include the land value as supported by an as-is appraisal for purposes of determining the leverage ratio.

4. Points by Population Type 10

Projects may score in a combination of categories, for a maximum of 10 points.

a. Large Families

Points are awarded as follows:

- (a) 0.09 points for each percent of total project units that have 2 bedrooms.
- (b) 0.25 points for each percent of total project units that have 3 or more bedrooms.

Example: A proposed 100-unit affordable multifamily rental project with 20 two-bedroom and 30 three-bedroom units.

<u>Unit Size</u>	<u>Number of Units in this Category</u>	<u>Percent of Total Project Units in Category</u>	<u>Scoring Factor</u>	<u>Points Awarded</u>
2 bedrooms	20	20%	0.09	1.8
3 bedrooms	30	30%	0.25	<u>7.5</u>
Total Awarded Points				9.3

b. Special Needs

One (1) point is awarded for each 5% of the total units that are set aside for units that serve the target population for HUD Section 811 funding, to a maximum of 15% of units.

c. SRO/Studio Apartments

One (1) point is awarded for each 10% of the units in a project that are SRO/Studio Apartments and are affordable to a targeted population, as determined by the City Council.

5. Excellence in Project Management 10

a. Successful track record 0-5 points

If the developer/owner is, or will be, a limited partnership formed specifically to develop a tax credit project, the scoring will be based on the qualifications of the general partner(s). If the developer/owner is a nonprofit organization that is structured solely for the purpose of developing and owning the proposed development, points will be awarded based on the experience and qualifications of the individuals that comprise the development team employed or utilized by the sole-purpose nonprofit organization.

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In the event a separate sole purpose nonprofit developer/owner will utilize a separate Property Management entity for the proposed development subsequent to completion, the qualifications of the named individuals or organization must also be included in the response to the NOFA requested information.

Qualifications will require listing the number of affordable housing projects with “restricted” units that have been completed. Each team member will verify their role as a principal for the completed project listed. A street address and description must be provided for each project. For scoring purposes, principals are defined as: Developer, Development Consultant (during entire development process), and Co-developer.

Points will be distributed as follows:

Number of Affordable Housing Developments With Restricted Units	Points
3 to 4	1.0
5 to 6	3.0
7 or more	5.0

b. Long-Term Managing General Partner successful track record
0-3 points

Points will be awarded based on the experience of the named company or organization; for limited liability companies and limited partnerships, based on the experience of the person, company or organization actually exercising day-to-day ownership responsibilities. The number of projects owned must be listed, along with addresses and the number of units, including the number of “restricted” and market rate units.

Up to 1.5 points will be distributed as follows:

Number of Projects with Restricted Units	Points
3 to 4 properties	0.5
5 to 6 properties	1.0
7 or more properties	1.5

Number of regulated or restricted units owned, as a percentage of total number of units owned; up to 1.5 points will be distributed as follows:

Percentage of Regulated or Restricted Units in Owned Projects	Points
Less than 50%	0.5
50 % to 75%	1.0
More than 75%	1.5

c. Property Management 0-2 points

Skilled property management is critical to the success of affordable housing projects. Sponsors must provide information about the management agent and a brief description of how the property will be managed. Points will be awarded based on the experience of the named company or entity.

The number of properties currently managed must be listed, along with addresses and the number of “restricted” and market rate units in each property. In addition, the number of years the organization or individual has been involved in property management must be identified.

Up to 2 points will be distributed as follows:

Number of Projects with Restricted Units Currently Being Managed	Points
3 to 8 properties	1.0
8 or more properties	2.0

6. Smart Growth 10

The Project Sponsor must certify as to the locational attributes that are applicable to the proposed project. A project may earn 2.5 points for each attribute that is properly documented according to the facility’s distance (measured by radius from the project) and certified to be applicable to the proposed project.

Partial credit may be awarded at the sole discretion of the Housing Department for locational attributes that do not meet the distance criteria listed below but that provide comparable functionality, accessibility and convenience to residents. For instance, a project site that is .27 miles from a transit station rather than .25 miles may be eligible for partial points.

Locational Attributes

- (a) **Transit**: The proposed project is located within a public transit corridor, or the proposed project is using a van or dial-a-ride service. The project site must be within ¼ mile of a transit station, rail station, commuter rail station, bus station, or bus stop, with service provided at least every 30 minutes during rush periods.
- (b) **Recreation**: The proposed project is located within ½ mile of a park or recreational facility or a community center accessible to the general public.
- (c) **Groceries**: The proposed project is located within ½ mile of groceries and other essential shopping needs.

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- Note: Grocery means a full-service store or supermarket that provides food staples: fresh meats, poultry, dairy products, and produce. Convenience stores and mini-marts/markets are not considered full-service stores or supermarkets.

(d) **Services:**

- **Family projects:** The proposed family project is located within ½ mile of a public elementary, junior high or high school.
- **SRO/Studios:** The proposed SRO/Studio Apartment project is within one mile of a facility that operates to serve the target population, or provides live/work units.
- **Special needs:** The proposed special needs units are served by onsite provision of services, or the project's services plan includes a commitment by a service provider to provide door-to-door transportation that brings residents directly to service providers.

7. Sustainable Development/Green Building

5

Projects may earn points in this category to the extent they include the following green building elements as part of their design, as must be detailed in the sponsor's application:

- (a) A project that utilizes materials that will increase energy efficiency by at least 10% above the Title 24 energy standards. (2.5 points)
- (b) Projects that incorporate items from the following list may receive additional points:

Elements worth 1 point:

- (i) Use of at least one high-efficiency toilet (1.3 gallons per flush or less) or a dual-flush toilet per unit
- (ii) Use of bathroom fans in all bathrooms that exhaust to the outdoors and are equipped with a humidistat sensor or timer.
- (iii) Use of Energy Star rated ceiling fans in all bedrooms and living rooms; or use of a whole house fan; or use of an economizer cycle on mechanically cooled HVAC systems.
- (iv) Inclusion in the project specifications of a Construction Indoor Air Quality Management Plan that requires the following: a) protection of construction materials from water damage during construction; b) capping of ducts during construction; c) cleaning of ducts upon completion of construction.
- (v) Use of energy efficient appliances with the energy star rating (or equivalent) for all appliances, including refrigerators, dishwashers, washers and dryers (whether in units or in community laundry facilities), heating and cooling systems, including furnaces, and air conditioners that will be used in the development.
- (vi) Use of photovoltaic power system.

Elements worth 0.5 points:

- (vii) Use of material for all cabinets, countertops and shelving that is free of added formaldehyde or fully sealed on all 6 sides by laminates and/or a low-VOC primer or sealant (150 g/l or less).
- (viii) Use of no-VOC (volatile organic compound) paint on all interior walls.

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- (ix) Use of CRI green-label, low-VOC carpeting and pad and low-VOC adhesives (25 g/l or less).
- (x) Use of formaldehyde-free insulation.
- (xi) Use of at least one of the following recycled materials at the designated levels: a) cast-in-place concrete (20% flyash); carpet (25%); road base, fill or landscape amendments (30%).
- (xii) Design the project to retain, infiltrate, and/or treat the first one-half inch of rainfall in a 24-hour period.
- (xiii) Project design incorporates the principles of Universal Design in at least half of the project's units.
- (xiv) The proposed project will contain nonsmoking buildings or sections of buildings. Nonsmoking sections must consist of at least half the units within the building, and those units must be contiguous.
- (xv) Use of cool-roof technology.
- (xvi) Use of green roof technology.
- (xvii) Installation of a solar-powered water heating system.

8. Project Involves Public Benefit

5

Examples of public benefit include: (a) achieving one or more objectives of an adopted Redevelopment Area Plan or specific plan; or, (b) providing a demonstrable fiscal or other benefit to a public agency. "Direct benefit" does not include implementing a local governmental agency's affordable housing or other housing production objectives.

Under this NOFA, providing housing to one or more of the target populations does not constitute a "public benefit" for the purposes of scoring points in this category.

TOTAL POSSIBLE POINTS

100

9. Negative Points Calculation

0 to negative 20

Within the 24 months preceding a funding application, events occurring in connection with projects under the control of the sponsor shall be used as the basis for point deductions. Such events shall have had a detrimental effect on the project or the Housing Department's ability to monitor the project or collect scheduled or residual receipt payments, as determined by the Housing Department.

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Events shall not result in the deduction of points if they have been fully resolved as determined by, or to the satisfaction of, the Housing Department as of the date of application.

Five points will be deducted for each occurrence or event in the following categories, with a maximum deduction of 10 points per category and a maximum total deduction of 20 points.

- () Removal or withdrawal under threat of removal as general partner. _____
- () Use of operating or replacement reserve funds for City of San Jose-assisted projects in a manner contrary to program requirements or failure to deposit or maintain reserve funds as required by the Housing Department. _____
- () Failure to provide promised supportive services to a special needs population or tenants of a publicly-funded project. _____
- () Failure to provide homebuyer education counseling as part of a proposed homeownership development or failure to adequately qualify prospective first-time homebuyers as required by the Housing Department. _____
- () Failure to properly maintain a project as determined by the Housing Department per its annual property site inspection. _____
- () Other significant violations of the requirements of Housing Department programs or of the programs of other public agencies (such as: the failure to adequately maintain the books and records thereof; failure to adequately maintain an affordable housing property; failure to ensure income eligibility compliance; etc. _____
- () Demonstrable failure to maximize non-City funding sources for an affordable housing project. _____
- () Failure to comply with prevailing wage/Davis-Bacon requirements, including non-reporting. _____
- () Unjustifiable increases in City subsidy after the initial funding commitment. _____
- () Change in the structure of the deal after the initial funding commitment that negatively affects the amount or timing of City funding. _____

Appendix 1: **DEFINITIONS**

Chronically Homeless: An individual who or a household that who has been:

1. Continually homeless for one (1) year or more; or
2. Has experienced four (4) or more episodes of homelessness within the past three (3) years.

Homeless: An individual or household is considered homeless when he/she/they reside in one of the places described below:

1. In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, on the street;
2. In an emergency shelter; or
3. In any of the above places but is spending a short time (up to 30 consecutive dates) in a hospital or other institution.

At Risk of Homelessness: An individual or household who:

1. Is being evicted from a private dwelling unit or their housing has been or is about to be condemned by housing officials as no longer considered meant for human habitation, and no subsequent residence has been identified and the person/household lacks the resources and support networks needed to obtain housing;
2. Is being discharged from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing;
3. Is fleeing a domestic violence housing situation and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; or
4. Has or will lose their housing unit due to unforeseen circumstance (e.g.: loss of income resulting from a medical emergency; fire; natural disaster).

See Appendix 2 for guidance on how to document persons in these categories.

Appendix 2:
**DOCUMENTATION OF ELIGIBLE HOMELESSNESS
 OR AT RISK OF HOMELESSNESS**

Sponsors who apply under this NOFA can expect that the following documentation standards will be included in the City’s loan documents for verifying that targeted units are being properly occupied:

Situation	Documentation
Persons living on the street, in cars, etc., or in short-term emergency shelter	Information should be obtained to verify that the prospective tenant is in the Situation described. This may include names of organizations or outreach workers who have assisted them in the past, whether the prospective tenant receives any general assistance checks and where the checks are delivered, or any other information regarding the prospective tenant’s activities in the recent that might provide documentation. If unable to verify that the person is in the Situation described, the person or property manager may prepare a short written statement about the person’s previous living space. The person should then sign and date the statement.
Persons being evicted from a private dwelling, including as a result of condemnation as unfit for habitation	Obtain evidence of formal eviction notice indicating that the prospective tenant was being evicted before receiving homeless assistance. Also, obtain information on the person’s income and efforts made to obtain housing and why the person would otherwise be living on the street or in an emergency shelter. If the person’s family is evicting, a statement describing the reason for the eviction must be signed by the family member and dated. In other cases where there is no formal eviction process, persons are considered evicted when they are forced out of the dwelling unit by circumstances beyond their control. In those instances, obtain a signed and dated statement from the person describing the situation. The property manager must make efforts to confirm that these circumstances are true, and sign and date a written verification describing the efforts and attesting to their validity.
Persons from a short-term stay (up to 30 consecutive days) in an institution who previously resided on the street or in an emergency shelter	Obtain written verification from the institution’s staff that the person has been residing in the institution for less than 31 days and information on the previous living situation. See above for guidance.
Persons being discharged from a longer stay in an institution	Obtain evidence from the institution’s staff that the person was or will be discharged. Obtain information on the income of the person, what efforts were made to obtain housing and why the person would otherwise be living on the street or in a homeless shelter.
Persons fleeing domestic violence	Obtain written verification from the person that he/she is fleeing a domestic violence situation. If a person is unable to prepare verification, the property manager may prepare a written statement about the person’s previous living situation for the person to sign and date.
Loss of housing due to unforeseen circumstances	Obtain written or photographic verification from third parties that the circumstance leading to loss of housing did, in fact, occur (e.g.: report from the person’s doctor verifying the medical condition.; photographs of the housing made uninhabitable by fire).