

Mastick Senior Center Senior Rent Relief Program Guidelines

The Mastick Senior Center (Mastick) Senior Rent Relief Program (“Program”) is designed to mitigate potential homelessness and displacement of tenants who rent one of the two units offered by Mastick Senior Center. The Program must benefit very low- and low-income seniors who earn less than eighty percent (80%) of the area median income. Eligible applicants may be permitted to pay the lesser of thirty percent (30%) of their annual income or market rent. To be eligible, tenants must be 50 years of age or older.

Applicant Eligibility Requirements In order to receive the rent reduction:

1. **Non-Duplication of Benefits:** Eligible applicants must not have a Section 8 voucher or other subsidy that reduces their portion of the rent payment to 30% of their income.
2. **Household Size Compatibility:** The minimum household size is one person per bedroom, unless a reasonable accommodation is necessary.
3. **Income Limits:** The Program will use the maximum income limits updated annually by the State of California Department of Housing and Community Development (HCD). Information regarding HCD’s methodology is available at: www.hcd.ca.gov.

2024 State Income Limits - Alameda County								
Number of Persons in Household:	1	2	3	4	5	6	7	8
Acutely Low	16350	18700	21000	23350	25200	27100	28950	30800
Extremely Low	32700	37400	42050	46700	50450	54200	57950	61650
Very Low Income	54500	62300	70100	77850	84100	90350	96550	102800
Low Income	84600	84600	108750	120800	130500	140150	149800	159500
Median Income	109000	124550	140150	155700	168150	180600	193050	205500
Moderate Income	130800	149500	168150	186850	201800	216750	231700	246650

4. **Determining Baseline Household Income:** Household Income maximums are based on “gross” income derived from all sources as detailed in Internal Revenue Code (26 USC Section 6.1), whether or not exempt from federal income tax.
5. **Income Calculations:** The Mastick Senior Center (Program Administrator) must review income documentation for all household members, regardless of dependency status. Income calculations will be in accordance with the Inclusionary Housing guidelines.
6. **Assets Requirements:** To determine a Household’s income eligibility for occupancy of an Inclusionary Rental Unit, a percentage of the Household’s assets (as defined in the Assets section below) shall be added to the Household income. Asset inclusions and exclusions will be in accordance with the Inclusionary Housing guidelines.
7. **Other Eligibility Requirements for Renters:** Other eligibility requirements will be in accordance with the tenant’s existing lease agreement.

Ongoing Compliance with Affordable Housing Agreement

Mastick Senior Center is required to conduct an Annual Compliance Report and pay City monitoring fees, if applicable. The Annual Compliance Report (ACR) consists of the following three documents which may be obtained from the City:

1. Tenant Income Certification (TIC): Completed and signed by residents residing in the Rental Unit. It is used to document family size, income and other financial information. Residents must be recertified annually to maintain program eligibility at the Rental Unit.
2. Certified Rent Rolls: A report listing each affordable unit, the resident's name, rental rate, household income, the household size, and any other information regarding property tenancy.
3. Annual Tenant Income Certification (TIC) / Recertification Each year, Renters must provide Household income documentation and other applicable Household information to the Owner. Renters who fail to provide the required documentation in a timely manner are in violation of the Program and will not have their lease renewed.

Application Process

The application process and tenant selection will be managed by the Mastick Senior Center. An open application will be implemented once a unit becomes available. Selected applicants will be required to sign and abide by a lease agreement.

Assets Requirements

To determine a Household's income eligibility for occupancy of an Inclusionary Rental Unit, a percentage of the Household's assets (as defined in the Assets section below) shall be added to the Household income.

Asset Test: When a household has total household assets in excess of \$5,000, the greater of 10% of the total assets over \$5,000 or actual asset income will be added to the total household Gross Annual Income. The value of a retirement account such as a 401K, 457 or similar will not be counted for those Applicants under retirement age as outlined by the terms of the retirement account.

Asset Inclusions: When calculating an applicant's assets, the assets to be counted when determining eligibility include, but are not limited, to the following: savings accounts, checking accounts, Certificates of Deposit, the total balance of any joint accounts, money market or mutual fund accounts, in trust for accounts (amount accessible), stocks or bonds, Gift Funds, cash on hand, amount used or borrowed (from a life insurance policy, IRA or retirement accounts), the amount of equity in any real estate owned, and other investments held by any occupant of the Applicant's household age 18 or older. **Assets Exclusions:** The cash surrender value of life insurance policy, the value of an IRA account, the value of retirement accounts (including but not limited to 401K and 403B accounts), the value of a special needs trust or the value of a 529 college savings may be excluded from an applicant's assets for the evaluation of Pre- and Post-Purchase Assets.

Restrictions: Evidence that assets have been transferred to another individual or into an unavailable asset account, or have been spent (except on unexpected emergencies, such as funeral expenses, travel costs related to illness, repair of a vehicle, medical needs and housing needs) to avoid use in the purchase will result in disqualification of the Applicant's application.