



SAN RAMON PRIORITY ACCESS SYSTEM GUIDELINES: **CITY-FUNDED HOUSING PROJECTS**

(adopted by City Council on November 14, 2023)

To the extent permissible under applicable state and federal law, people who live and/or work in the City of San Ramon shall have priority over other persons to rent or purchase affordable and workforce housing units which are supported or sponsored by the City of San Ramon (the "City"). The San Ramon Local Priority Access System Guidelines presented herewith shall apply to all developers, owners and their agents, successors and assigns proposing affordable and/or workforce housing funded by the City in whole or part.

1. PREFERENCES

Based upon the approval by the City Council of San Ramon on November 14, 2023, the City shall henceforth utilize the following priority order whenever ownership or rental housing units are made available to applicants who are income eligible households:

- a. First priority is given to eligible households that reside and work within the City of San Ramon for at least 6-months;
- b. Second priority is given to eligible households that reside within the City of San Ramon for at least 6-months;
- c. Third priority is given to eligible households that work within the City of San Ramon for at least 6-months;
- d. Fourth priority is given to eligible households who are
 - i. Veterans honorably discharged from any branch of the United States Armed Forces; or
 - ii. Certified First Responders (sworn police officers, firefighter, rescue worker, or any other person who provides emergency response, first aid care, or other medically related assistance) who are employed in such capacity that provides service in the City of San Ramon as defined by Govt. Code Section 8562, as amended; or
 - iii. Public Service Employees employed by a local government agency that provides services in the City of San Ramon

- e. Fifth priority is given to eligible households who are:
 - i. Seniors (age 65 or older); or
 - ii. Persons with Disabilities (Verified through SSA Disability Benefit Award Letter); or
 - iii. Single-Parent Households; or
 - iv. Large Households (5 or more members); or
 - v. Agricultural Farmworker
 - vi. Qualified Homeless (CFR Section 578.3 of Title 24)

2. RESIDENCY

- a. Definition of residency. To qualify as an applicant who is a resident of the City of San Ramon, the applicant responsible for renting or purchasing the affordable or workforce housing unit must have their principal place of residence within the City of San Ramon for a minimum of 6-months as of the date of application.
- b. Evidence of residency. The developer/owner shall require the applicant to submit a driver's license, voter registration, utility bill, or other evidence as proof of residency in San Ramon.

3. EMPLOYMENT

- a. Definition of employment. To qualify as an applicant who is employed within the City of San Ramon, the applicant responsible for renting or purchasing the affordable or workforce housing unit must demonstrate that both of the following criteria have been met:
 - i. Location of Work. At least one of the signatories of the tenant lease or purchase agreement for the applicant's household must be employed within the City of San Ramon for a minimum of 6-months as of the date of application. Work is defined for purposes of this section as owning or operating a business located within the City of San Ramon, employment for wages or salary for an employer located within the City of San Ramon, contract employment where the actual

work is conducted within the City of San Ramon, or commission work where the applicant's principal location from which he/she worked is located within the City of San Ramon.

- ii. Hours of Work. At least one of the signatories of the tenant lease or purchase agreement for the applicant's household must have been employed within the City of San Ramon an average of at least 20 hours per week as of the date of application.
- b. Evidence of employment. The developer/owner shall require applicants to submit pay stubs, W- 2 forms, tax returns, employer certification, or other evidence as proof of employment at a business location within the city of San Ramon.

4. **SELECTION PLAN**

The developer/owner and/or its agent shall affirmatively market the affordable and/or workforce housing units to ensure that all applicants, regardless of eligibility for the preference, are aware of the housing opportunity.

- a. Selection Plan. Prior to the developer/owner's acceptance of the first application for an affordable and/or workforce housing unit and no later than six months before issuance of a certificate of occupancy, the developer/owner shall prepare a Selection Plan for approval by the Community Development Director which shall set forth the process for selection of qualified applicants. The Selection Plan shall contain, but is not limited to, the following information:
 - i. Unit Description. A brief description of the affordable and/or workforce unit(s) including the unit-mix, location, structure, size and whether the unit(s) is for ownership or rental.
 - ii. Income Criteria. The eligible income range for rent or purchase affordable and/or workforce units.
 - iii. Priority System. The priority system to be utilized by the developer/owner based primarily on an applicant's residence and employment location, with higher priority allocated to persons who live and/or work within the City of San Ramon.

- iv. Application Submission. Description of the application requirements. The conditions by which interested parties must submit a completed application to the developer/owner, including form of application, the stipulated date and time for application, number of applications to be submitted, disqualifications, etc.
- v. Selection Criteria. Explanation of the developer's selection criteria and process based on the review of information submitted on the applications. Identification of corrective actions if a review of an application results in a determination that the City preferences assigned to the applicant was inaccurate.

5. DETERMINATION OF ELIGIBILITY

- a. Verification of Preference. As part of the review process, applicants will be contacted directly to provide verification of their residence and employment history and evidence supporting any of the preferences identified.
- b. Verification of Income. The developer/owner of affordable and/or workforce housing units, which are offered for rent, sale, or lease, shall require the applicant to provide proof that he/she meets the occupancy and income criteria set forth by the applicable City program(s).

6. PRIORITY RANKING; SELECTION OF QUALIFIED APPLICANT

- a. Priority System. The priority order for categories are as follows:
 - i. Applicant where at least one of the signatories of the tenant lease or purchase agreement is a San Ramon resident and employed within the City of San Ramon for a minimum of 6-months at the time of application.
 - ii. Applicant where at least one of the signatories of the tenant lease or purchase agreement is a San Ramon resident for a minimum of 6-months at the time of application.
 - iii. Applicant where at least one of the signatories of the tenant lease or purchase agreement is employed within the city of San Ramon for a minimum of 6-months at the time of application.
 - iv. Applicant where at least one of the signatories of the tenant

lease or purchase agreement is a veteran, certified first responder, or public service employee.

v. Applicant where at least one of the signatories of the tenant lease or purchase agreement is a senior, person with disabilities, single-parent household, large household, agricultural farmworker, qualified homeless.

vi. All other applicants.