

Exhibit E - City of Hayward Affordable Housing Preference Criteria and Conflict of Interest Form for Mission Crossing

The City establishes a preference system for allocating the limited number of affordable ownership units.

The preference system will be used to establish a ranking of applicants. An eligible applicant Household will be ranked according to the priorities described below. An applicant Household with at least one member, who will take title to the property, and who meets the criteria will have preference by being selected ahead of non-preference holders. Applicant Households comprised of members who do not meet the criteria may still apply for and occupy an affordable unit if there are no eligible preference holders in the applicable Opportunity Drawing.

INCLUSIONARY HOUSING PROGRAM PREFERENCE CRITERIA	
Priority 1*:	Displaced households due to redevelopment in the City of Hayward (must be verified by the City as a displaced household)
Priority 2*:	Persons who live or work within the City of Hayward (address must be verified as within the City of Hayward city limits)
Priority 3:	All other eligible Households

*Addresses submitted by Applicants will be verified at the time of lottery submission and verified again prior to occupancy. If the applicant does not submit supporting documentation to prove that they meet the preference criteria, the applicant will not be prioritized. Submitting inaccurate or false information is grounds for disqualification from the Program.

IMPORTANT: In order to properly prioritize applicants, HouseKeys requests documents/materials supplemental to the items listed on the program application Document Checklist. In order for the primary applicant or co-applicants to be considered for a City Preference you must submit the supplemental materials with the Program application. If the documentation requested on this application is not sufficient to prove you meet one of the preference criteria categories, please make sure you include additional evidence/documentation. If you don't provide clear and substantial evidence/documentation with the application along with this form when you submit your Program Application Package you will not be eligible for the preference you claim to meet. Additional proof or clarification cannot be submitted or accepted separately; everything must be included in the packet when you submit it for review.

I/We (the primary applicant or co-applicants) certify that I/we meet the following preference:

PRIMARY APPLICANT: 1st Priority 2nd Priority none

Co- APPLICANT: 1st Priority 2nd Priority none

Additional CO- APPLICANT: 1st Priority 2nd Priority none

Additional CO- APPLICANT: 1st Priority 2nd Priority none

Exhibit E - City of Hayward Affordable Housing Preference Criteria and Conflict of Interest Form for Mission Crossing

	Questions	Answers	Verification
Priority 1 Displaced	<p>At least one member of my household was displaced from a residential property due to redevelopment activity by the City of Hayward</p> <p>If yes, who?</p> <p><input type="checkbox"/> The primary applicant (name): _____</p> <p><input type="checkbox"/> The co-applicant (name): _____</p> <p>Street address: Unit # City: State: Zip:</p>	<p>Please check one:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, the City will verify displacement from the address provided against records.</p> <p>NOTE: If name of displaced household member and an address is not submitted and/or the City DOES NOT verify, this preference IS NOT valid, and the applicant(s) will be placed in the lottery.</p>
Priority 1 Displaced	<p>At least one member of my household is an SR 238 Program Participant as required under the terms of the SR 238 settlement implementation project. Program Participants are tenants of previously sold Caltrans properties along the SR 238 mission boulevard corridor and are given occupancy preference when new below-market housing is constructed in the corridor.</p> <p>If yes, who does?</p> <p><input type="checkbox"/> The primary applicant (name): _____</p> <p><input type="checkbox"/> The co-applicant (name): _____</p> <p>Street address: Unit # City: State: Zip:</p>	<p>Please check one:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, the City will verify displacement from the address provided against records.</p> <p>NOTE: If name of displaced household member and an address is not submitted and/or the City DOES NOT verify, this preference IS NOT valid, and the applicant(s) will be placed in the lottery.</p> <p>*For more information on the SR 238 settlement implementation project, please visit: https://www.hayward-ca.gov/238/background</p>

CONTINUED ON NEXT PAGE

Exhibit E - City of Hayward Affordable Housing Preference Criteria and Conflict of Interest Form for Mission Crossing

	Questions	Answers	Supplemental Documentation Needed
<p>Priority 2</p> <p>LIVE IN HAYWARD</p>	<p>Did you live in Hayward at time of you entered the drawing/lottery and you are a current resident of the City of Hayward?</p> <p>If yes, who does?</p> <p><input type="checkbox"/> The primary applicant (name): _____</p> <p><input type="checkbox"/> The co-applicant (name): _____</p> <p>Street address: Unit # City: State: Zip:</p>	<p>Please check one:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>If yes, please provide one of the following:</p> <p><input type="checkbox"/> Submit a copy of a utility bills with your physical address and name (e.g. PG&E, Water or Cable).</p> <p><input type="checkbox"/> Copy of a signed lease with receipt of the most current rent payment</p> <p>And:</p> <p>You must verify your address of residence at the time of entry into the drawing/lottery to be in the Jurisdiction of the City of Hayward in the GIS Web Map, found on the City’s website.</p> <p>To do this, go to the City’s website...</p> <p>https://www.hayward-ca.gov/discover/maps</p> <p>Click the GIS Web Map button and enter your current address of residence under “Search by Address”, then click “Find”</p> <p>Scroll down until you can fully see the site address and jurisdiction designation</p> <p><input type="checkbox"/> By checking this box, I have verified my address of residence at the time of entry into the drawing through the GIS Web Map process referenced above,</p>

			<p>to be in the Jurisdiction of the City of Hayward</p> <p>NOTE: If your documentation has a PO Box and not your physical address you must also submit a copy of the application you filled out to obtain a PO BOX from the Post Office.</p>
<p>Priority 2</p> <p>WORK IN HAYWARD</p>	<p>Do you work at a business located in Hayward at time you entered the drawing/lottery and you currently work in Hayward?</p> <p>If yes, who does?</p> <p><input type="checkbox"/> The primary applicant (name): _____</p> <p><input type="checkbox"/> The co-applicant (name): _____</p> <p>Street address: Unit # City: State: Zip:</p>	<p>Please check one:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, please provide:</p> <p><input type="checkbox"/> Submit a letter from your employer, on company letter head verifying that you work within (inside) the city Limits of the City of Hayward. It must be signed and dated by the HR Manager. It should reflect your start date. If you are self-employed submit a copy of your business license for the current year.</p> <p>And: You must verify the address of your place of employment at the time of entry into the drawing to be in the Jurisdiction of the City of Hayward in the GIS Web Map, found on the City’s website.</p> <p>To do this, go to the City’s website...</p> <p>https://www.hayward-ca.gov/discover/maps</p> <p>Click the GIS Web Map button and enter your current address of residence under “Search by Address”, then click “Find”</p> <p>Scroll down until you can fully see the site address and jurisdiction designation</p> <p><input type="checkbox"/> By checking this box, I have verified the address of my</p>

			<p>employer at the time of entry into the drawing/lottery through the GIS Web Map process referenced above, to be in the Jurisdiction of the City of Hayward</p>
--	--	--	--

CONTINUED ON NEXT PAGE

**Exhibit E - City of Hayward Affordable Housing
Preference Criteria and Conflict of Interest Form for Mission Crossing**

CONFLICT OF INTEREST	
<p>The following individuals are <u>ineligible</u> to purchase or rent an Affordable Unit:</p>	
<p>City Employees and Officials</p>	<p>City employees and officials (and their immediate family members) who have policy-making authority or influence regarding City housing programs and do not qualify as having a remote interest as provided by California Government Code</p> <p>Note: If a City employee applies, the Housing Division staff will determine if the applicant has a conflict of interest with the program or not. Employees and family of employees under the City Manager’s Office would be ineligible to apply for the program.</p>
<p>Residential Development Project Applicant & Property Owner</p>	<p>The Applicant and its officers and employees (and their immediate family members); and the property owner and its officers and employees (and their immediate family members).</p>

Please answer the following:

Do you or anyone in your household meet/fall into any of the Conflict of Interest categories listed above? No

Yes – Please elaborate:

Certifications:

- I/we certify under penalty of perjury that all of the information stated on this form is true and complete. I/we have made no misrepresentations, nor did I omit any pertinent information.
- I/we also understand that I/we must submit clear and substantial evidence with the application and the preference criteria form in order to be considered. No proof - No form - No Preference.

I/we also understand that any applicant or household member with a conflict of interest is not eligible for the program.

Date _____

Applicant Name: _____ Signature _____

Co- Applicant Name: _____ Signature _____

Additional Applicant Name: _____ Signature _____

Additional Applicant Name: _____ Signature _____