**DATE:** Click or tap to enter a date.

*The objective of Community Preference is to affirmatively further fair housing, address displacement, and foster and sustain inclusive communities. Please complete the below form and return with any supporting documents to the Office of Housing.*

 **SECTION I: APPLICANT INFORMATION**

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| **CONTACT INFORMATION** |
|  | **Name** | **Phone** | **Email** |
| **Contact Person for Application** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Developer** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Property Manager** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **PROPERTY INFORMATION** |
| **Project Name** | Click or tap here to enter text. |
| **Project Address** | Click or tap here to enter text. |
| **Total Units** | Click or tap here to enter text. |
| **Community Preference Units (Percentage of Total)** | Click or tap here to enter text. |
| **Units at AMI Levels (Percentage of Total)**  | Click or tap here to enter text. |
| **Projected** **Lease-Up Date** | Click or tap to enter a date. |

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| **GEOGRAPHIC BOUNDARIES** |
| **Census Tract** | Click or tap here to enter text. |
| **Neighborhood** | Click or tap here to enter text. |
| **Census Tracts Selected for Community Preference** | Click or tap here to enter text. |
| **Explain why the selected Census tracts fulfill the goals of Community Preference** |  |

**SECTION II: IMPLEMENTATION DETAILS**

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| **PREFERENCE TYPES** |
| **Which of the following Office of Housing (OH) recommended preferences apply to the project?** | [ ]  Applicant currently is a resident in the selected Census tracts[ ]  Applicant or family member is a former resident of the selected  Census tracts[ ]  Applicant has community ties or utilizes community  services[ ]  Other (explain below) |
| **Describe any additional community preferences, their value to the project, and how they will address residential displacement.** **Include or attach relevant supporting data, if available.**  | Click or tap here to enter text. |

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| **VERIFICATION DOCUMENTS** |
| **Describe what verification documents applicants will provide to qualify for OH recommended residential or community ties/services preferences. Specify if the OH suggested documentation list or a different list will be used.** **Describe any additional verification documents that will be accepted.** | Click or tap here to enter text. |
| **Specify the verification documents for any additional proposed preferences.** | Click or tap here to enter text. |
| **OUTREACH AND SELECTION PROCESS**  |
| **Describe how the Community Preference will be awarded to qualifying applicants.** |
| **NON-RANKED** | **RANKED** |
| [ ]  Qualified or Not Qualified*Applicants will either qualify or not qualify for Community Preference, regardless of the number of preference type (residential, community ties/services, etc.).* | [ ]  Points awarded by preference type*Applicants will be awarded points according to preference type (residential, community ties/services, etc.).*Will preference types be ranked or have different point values? [ ]  Yes[ ]  No*For example, a residential preference will have 2 points, and a community ties/services preference will have 1 point.*  |
| **Describe the Community Preference tenant selection process. Include if there will be one master applicant list or a separate Community Preference applicant list, and in what order applicants will be selected from the list(s). If points are being awarded by preference type, specify if applicants will be randomized within point cohorts.**  |
| Click or tap here to enter text. |
| **Describe any preference pre-screening, and verification processes, and the responsible parties.** |
| Click or tap here to enter text. |
| **If applicable, describe how a waitlist will be established and maintained.**  |
| Click or tap here to enter text. |
| **How is affirmative marketing contributing to outreach and engagement for Community Preference?** |
| Click or tap here to enter text. |
| **What is the anticipated budget for affirmative marketing and community preference?** |
| Click or tap here to enter text. |

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| **Please include any other details or comments about the proposal.**  |
| Click or tap here to enter text. |