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**Salinas Union High School District
Eligibility and Priority Policy Guidelines for the Workforce Housing Program**

The policies in this document set forth the eligibility and priority guidelines (“Guidelines”) for participation in the Salinas Union High School District (“District” or “SUHSD”) Workforce Housing Program (the “Program”) as adopted by the District Board of Trustees (“District Board”).

The District Board reserves the right to revise and amend these Guidelines from time to time.

The purpose of the Workforce Housing Program is to support the District’s educational mission, including its efforts to attract and retain qualified employees by providing below-market rate housing for eligible District employees and to encourage employee-residents to save for a down payment on a home. It is the intent of the District Board that employee-residents do not use their participation in the Program as an opportunity to profit.

I. Maximum Length of Tenancy

Tenancy will be offered to eligible current and newly hired SUHSD staff in conformance with these Guidelines in one-year lease increments, to be renewed annually. ~~Eligibility will be determined commencing on April 1st of each fiscal year; ineligible tenants will have until June 30 to vacate premises.~~ New employees must be cleared by Human Resources prior to submitting an application. The maximum length of tenancy will be five (5) years to ensure sufficient turnover of housing units in order to allow other eligible staff an opportunity to benefit from participating in the Program. After the fifth year, tenants will be allowed to re-apply, but will be placed on the waitlist per the priority and eligibility [requirements set forth in these Guidelines](#). If there is no waitlist, the tenant will be allowed to ~~stay on a year extension~~ [renew their lease for a one \(1\) year term. Thereafter, renewal of the tenant’s lease for additional one \(1\) year terms](#) will be evaluated on an annual basis to ensure the opportunity of other eligible staff to participate in the Program.

II. Leases as Recruitment Tool

The stated purpose of the Program as a tool for both attracting and retaining staff necessitates that a few units be set aside for recruitment.

As of April 24, 2024, the following three paragraphs are suspended and shall be reviewed annually.

During the ~~initial lease-up~~ period April through July ~~31, 2023~~, five (5) units will be set aside for recruitment. The (5) five units will be a mix of one studio, one bedroom plus, and two-bedroom units and included in the certificated allocation.

If recruitment units remain uncommitted as of August 1, they can be released to current certificated and classified staff on the waitlists.

The annual recruitment season (“Recruitment Season”) is typically April through July. As such, any units that become available during this time will alternate between the waitlists and recruitment, with a maximum number of recruitment units set aside for Recruitment Season being (5) five.

All openings between September and March go to eligible employees on the waitlists.

If units remain vacant as of April 1 of each year, and there are no eligible employees on the waitlist, vacant units may be leased to other employees who are interested that do not meet the Eligibility and Priority Guidelines as set forth in Section 6 of these guidelines.

Household Members per Apartment Unit

The following table shows the minimum number of household members required for each unit type:

Unit Type	Minimum Household size
Studio One Bath	1
One Bed One Bath	1
Two Bed One Bath	2
Two Bed Two Bath	*3

Note: If two SUHSD employees apply for housing and intend to live together, they will each be considered individual SUHSD employees, and both will be individually placed on the waitlist(s).

*As of April 24, 2024 – Two bedroom Two bath units will be leased for individual roommates for minimum household size of 2; income eligibility will be based on household income level of 1 for each tenant. The priority categories shall apply to all applicants.

VI. Application Review, Waitlist Placement, and Tenancy Selection

SUHSD's contracted property management firm ("Property Management Firm") shall be responsible for review of applications for participation in the Program, placement of eligible employees on waitlists, and selection of tenants. Final approval of eligible employees selected for tenancy shall be within the discretion of District.

V. Priority & Waitlists

An effort will be made to maintain a proportional representation of approximately 55% certificated and 45% classified staff assigned to the units. The 55%/45% allocation represents the rough proportion of fulltime employees at SUHSD for the 2022-2023 fiscal year. The allocation of units based on percentages of fulltime certificated and classified employees will be adjusted annually. The allocation will be rounded up as needed to obtain whole units.

To maintain the proportional representation between certificated and classified employees, two waitlists will be maintained. Names on the waitlists will be listed by employment category (certificated or classified) and will include the date the employee was first placed on the waitlist and their priority category.

When a unit becomes available, a tenant for that unit will be selected from either the classified or certificated waitlist based on the need to maintain the overall proportional representation of certificated and classified staff for that fiscal year, and then by priority category and length of time on the waitlist. In order to maintain this proportional representation, a tenant for a unit may be selected from a lower priority group.

For each application year the employee has been on the waitlist, they will move up one full priority level. (e.g., if an employee enters the waitlist in Priority 3b, then the next application year they will be Priority 2b, and the next application year they will be Priority 1b, and the next application year they will be Priority 1a.)

For purposes of establishing eligibility priority for the Program, a fulltime certificated employee is defined as an employee who is assigned five periods plus a prep period **or comparable SVFT assignment**. Substitute employees are not considered full time employees and are therefore ineligible. A fulltime classified employee is defined as an employee working an eight-hour day. All other employees will be deemed to be "part time" for purposes of establishing eligibility priority for the Workforce Housing Program.

During the initial lease-up period in April through July, tenants will be selected for units based on the same priority and employment categories used for the waitlists, with the exception of those units held aside for recruitment purposes.

To the extent that employees within the same priority category are "tied" for one unit, a lottery will then be used to randomly select the tenant.

VI. The Priority categories are as follows:

- **Priority 1a:** Full time employee, who has either never owned a home, or has previously owned a home and qualifies for Home Ownership Criteria per items 1, 2 or 3 below. The employee's household income shall be between 60% and 69% of the Median Household Income (MHI) as set forth in the table below. Applicants' income ~~of at least 50% within 10% of the 60% income level~~ **of at least 50% within 10% of the 60% income level of the MHI** may be considered, depending on availability.
- **Priority 1b:** Full time employee, who has either never owned a home, or has previously owned a home and qualifies for Home Ownership Criteria per items 1, 2 or 3 below. The employee's household income shall be between 70% and 79% of the MHI.
- **Priority 1c:** Full time employee, who has either never owned a home, or has previously owned a home and qualifies for Home Ownership Criteria per items 1, 2 or 3 below. The employee's household income shall be between 80% and 89% of the MHI.
- **Priority 1d:** Full time employee, who has either never owned a home, or has previously owned a home and qualifies for Home Ownership Criteria per items 1, 2 or 3 below. The employee's household income shall be between 90% and 100% of the MHI. Applicants' income ~~within 10% over the 100% income level~~ **of up to 120% of the MHI** may be considered depending on availability.
- **Priority 2a:** Part time employee, who has either never owned a home, or has previously owned a home and qualifies for Home Ownership Criteria per items 1, 2, or 3 below. The employee's household income shall be between 60% and 69% of MHI. Applicants' income ~~of at least 50% within 10% of the 60% income level~~ **of at least 50% within 10% of the 60% income level of the MHI** may be considered, depending on availability.
- **Priority 2b:** Part time employee, who has either never owned a home, or has previously owned a home and qualifies for Home Ownership Criteria per items 1, 2, or 3 below. The employee's household income shall be between 70% and 79% of MHI.
- **Priority 2c:** Part time employee, who has either never owned a home, or has previously owned a home and qualifies for Home Ownership Criteria per items 1, 2, or 3 below. The employee's household income shall be between 80% and 89% of MHI.
- **Priority 2d:** Part time employee, who has either never owned a home, or has previously owned a home and qualifies for Home Ownership Criteria per items 1, 2, or 3 below. The employee's household income shall be between 90% and 100% of MHI. Applicants' income ~~of at least 120% within 10% of the 60% income level~~ **of at least 120% within 10% of the 60% income level of the MHI** may be considered, depending on availability.

- **Priority 3a:** Full time employee, who has previously owned a home and does not currently own a home but does not qualify for Home Ownership Criteria per items 1, 2, or 3 below. The employee's household income shall be between 60% and 69% of MHI. Applicants' income ~~of at least 50% within 10% of the 60% income level~~ of the MHI may be considered, depending on availability.
- **Priority 3b:** Full time employee, who has either never owned a home, or has previously owned a home and does not qualify for Home Ownership Criteria per items 1, 2, or 3 below. The employee's household income shall be between 70% and 79% of MHI.
- **Priority 3c:** Full time employee, who has either never owned a home, or has previously owned a home and does not qualify for Home Ownership Criteria per items 1, 2, or 3 below. The employee's household income shall be between 80% and 89% of MHI.
- **Priority 3d:** Full time employee, who has either never owned a home, or has previously owned a home and does not qualify for Home Ownership Criteria per items 1, 2, or 3 below. The employee's household income shall be between 90% and 100% of MHI. Applicants' income ~~of at least 120% within 10% of the 60% income level~~ of the MHI may be considered, depending on availability.
- **Priority 4a:** Part time employee, who has previously owned a home and does not currently own a home but does not qualify for Home Ownership Criteria per items 1, 2, or 3 below. The employee's household income shall be between 60% and 69% of MHI. Applicants' income ~~of at least 50% within 10% of the 60% income level~~ of the MHI may be considered, depending on availability.
- **Priority 4b:** Part time employee, who has either never owned a home, or has previously owned a home and does not qualify for Home Ownership Criteria per items 1, 2, or 3 below. The employee's household income shall be between 70% and 79% of MHI.
- **Priority 4c:** Part time employee, who has either never owned a home, or has previously owned a home and does not qualify for Home Ownership Criteria per items 1, 2, or 3 below. The employee's household income shall be between 80% and 89% of MHI.
- **Priority 4d:** Part time employee, who has either never owned a home, or has previously owned a home and does not qualify for Home Ownership Criteria per items 1, 2, or 3 below. The employee's household income shall be between 90% and 100% of MHI. Applicants' income ~~of at least 120% within 10% of the 60% income level~~ of the MHI may be considered, depending on availability.

VII. Home Ownership Criteria

1. An employee who has not owned a home in the past three years and/or who received less than \$120,000 in net proceeds (1) when they sold their home. An employee who has been divorced or legally separated (and is going through divorce proceedings) in the past three years, has vacated a home owned by the employee within the last three years and: (a) received less than \$120,000 in net proceeds (1) from the sale of their home; and (b) provides documentation verifying that the employee has relinquished all ownership in the home.
2. An employee who lost their home through a short sale or foreclosure in the past three years and received less than \$120,000 (1) in net proceeds from the sale.

Note (1): Using 2022 as the base year, adjusted for inflation with CPI.

VIII. Other Eligibility Guidelines

- Principals, assistant-principals, members of the SUHSD Management Association, and the District Superintendent are not eligible for participation in the SUHSD Workforce Housing Program.
- A tenant who moves out and wants to move back in must reapply and if eligible, will be placed at the end of the waitlist.
- All prospective tenants will be subject to initial financial screening, and credit and tenancy guidelines that are set by the District Board. The District will annually verify that every tenant continues to be an employee of the District and meets other eligibility criteria and rules.
- Substitute employees are not considered full time employees and are therefore ineligible.

IX. Maximum Household Income for Establishing Eligibility Priority

The household income used for qualifying tenants will be adjusted each year when new Median Household Income (MHI) information is released. The household incomes shown in the table below will be used to determine the priorities listed in these Guidelines but will not be used to establish the rental rates. The Annual Household Income would be offset by additional compensation besides base salary for District employee only.

	<u>2023 Area Median Household Income</u>	<u>50%</u>	<u>60%</u>	<u>70%</u>	<u>80%</u>	<u>90%</u>	<u>100%</u>	<u>120%</u>
<u>Household of 1</u>								
Annual Household Income	\$ 70,300	\$35,150	\$42,180	\$49,210	\$56,240	\$63,270	\$70,300	\$84,360
<u>Household of 2</u>								
Annual Household Income	\$ 80,300	\$40,150	\$48,180	\$56,210	\$64,240	\$72,270	\$80,300	\$96,360
<u>Household of 3</u>								
Annual Household Income	\$ 90,350	\$45,175	\$54,210	\$63,245	\$72,280	\$81,315	\$90,350	\$108,420
<u>Household of 4</u>								
Annual Household Income	\$ 100,400	\$50,200	\$60,240	\$70,280	\$80,320	\$90,360	\$100,400	\$120,480

X. Process for Appealing Denial of Eligibility

Applicants have ten (10) business days after the date of a letter denying their eligibility for the Program to notify the Property Management Firm in writing if they would like to appeal the denial decision and to provide a letter and/or any additional evidence supporting the appeal. If a denial letter is sent to an applicant, and no response or new evidence is received within ten (10) business days, the applicant’s file will be closed; however, the applicant may submit a new application for the Program at any time.

If the applicant submits a written notice of appeal within ten (10) business days after the date of the denial letter to the Property Management Firm which will forward the appeal notice to the District within five (5) business days, and an Appeal Panel consisting of three (3) members of the District Board of Trustees will be convened within ten (10) business days to review and hear the appeal. At least two members of the Appeal Panel will be District Board trustees serving as liaisons to the Superintendent’s Housing Advisory Committee. The Appeal Panel will review the application and any new facts or information that the applicant provides to support the appeal. In addition, the applicant will be allowed to make a five (5) minute presentation to the Appeal Panel if desired. The Property Management Firm will notify the applicant of the Appeal Panel’s final decision within twenty (20) business days of hearing the applicant’s appeal. Persons with disabilities have the right to request reasonable accommodations to participate in the appeal process.

Available units will not be held open during the appeal process. If a unit is not available at the completion of the appeal procedure and the appeal is granted, the applicant will be put back on the waitlist in their original position.