



Health, Housing, and
Community Services Department
Housing & Community Services Division

Housing Preference Policy Administrative Guidelines

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A Vibrant and Healthy Berkeley for All

2180 Milvia Street, 2nd Floor, Berkeley, CA 94704 • Tel: (510) 981-5400 • Fax: (510) 981-5450
E-mail: HousingPreferences@berkeleyca.gov • berkeleyca.gov/housing-preferences

1. Introduction

The Affordable Housing Preference Policy (HPP) establishes preferences to assist people who were displaced from Berkeley or are facing displacement in Berkeley to receive priority for new affordable housing units. The HPP establishes points that prioritize a portion of units in affordable housing application lotteries.

The HPP is designed to:

- Support households who were displaced from Berkeley and desire to return;
- Support households who are experiencing housing insecurity in Berkeley; and
- Acknowledge and address historical injustices.

The HPP applies to units created by the City of Berkeley's Below Market Rate (BMR) and Housing Trust Fund (HTF) programs. Developments that are leasing up on or after January 1, 2024, are required to implement preferences, in both initial lease-up and waitlists. Developments that are reopening waitlists after January 1, 2024, and had initial lease up *prior* to January 1, 2024, will be encouraged, but not required, to participate. HPP Preferences will apply to a portion of the units that are allocated via lottery.

Resolution 70,960 established the following preferences:

- Direct descendant of someone who was displaced due to the construction of BART in the 1960s and 1970s in Berkeley (first priority)
- Displaced due to foreclosure in Berkeley since 2005
- Displaced in Berkeley due to no-fault or non-payment eviction within the past seven years
- Household with at least one child aged 17 or under
- At-risk of homelessness in Berkeley OR Homeless in Berkeley or with a prior address in Berkeley and not being prioritized for Permanent Supportive Housing
- Residential ties to Berkeley's redlined areas – current or former address of applicant
- Residential ties to Berkeley's redlined areas – applicant is a direct descendant (up to two generations) of someone who lived in redlined areas

2. Definitions

BART	Bay Area Rapid Transit
BMR	Below Market-Rate. For purposes of these Guidelines, BMR is used to describe rent- and income-restricted units provided under the Inclusionary Housing Ordinance, the Affordable Housing Mitigation Fee, and the State Density Bonus Law.
CES	Coordinated Entry System
City	City of Berkeley
Household	Any person or persons residing or intending to reside in the same Unit, whether related or not
HTF	Housing Trust Fund
HUD	United States Department of Housing and Urban Development
Section 8 or Section 8 Housing Choice Voucher Program	A federal housing program administered locally in which a public housing authority pays a portion of a participating renter Household's rent directly to an Owner
Shelter Plus Care	A federal housing program administered by the City of Berkeley in which the City pays a portion of a participating tenant Household's rent directly to an Owner and a local social services agency provides supportive services to the tenant
Portal	A web-based portal for managing affordable housing applications and lotteries as identified by the City
PSH	Permanent Supportive Housing
Reserved Units	Those affordable residential units that are required to be provided on site under BMC Section 22.20.065.C.2 for households with Section 8 vouchers and Shelter + Care certificates
Unit	A portion of a building designed for, or intended for the exclusive use of, persons living as one household

3. Preference Overview

Table 1. Summary of Preferences

Preference	Points	Preference Details
Displacement due to BART construction	First priority	Direct descendant of someone who was displaced due to construction of BART in the 1960s and 1970s in Berkeley.
Displaced due to foreclosure	1	Displaced due to foreclosure in Berkeley since 2005.
Displaced due to eviction	1	Displaced in Berkeley due to no-fault or non-payment eviction within the past seven years.
Families with children	1	Household with at least one child aged 17 or under.
Homeless <u>OR</u> at-risk of homelessness	1	At-risk of homelessness in Berkeley <u>OR</u> Homeless in Berkeley, or with a prior address in Berkeley, and not being prioritized for Permanent Supportive Housing
Ties to redlined areas	1	Residential ties to Berkeley's redlined areas – current or former address of applicant.
Ties to redlined areas – historical	1	Residential ties to Berkeley's redlined areas – applicant is a direct descendant (up to two generations) of someone who lived in redlined areas.

Preference Eligibility Criteria

Displacement due to BART construction:

- Direct descendant: A natural or adopted child including subsequent generations of natural or adopted children.
- Displaced due to construction of BART in the 1960s and 1970s in Berkeley can include those who lost their homes due to eminent domain, or negotiated purchases and sales to BART, for the purpose of building BART infrastructure in the 1960s and 1970s in Berkeley. This preference will be certified by the City based on a database of BART records.

Displaced due to foreclosure:

- Displaced due to foreclosure in Berkeley since 2005 includes those who were displaced due to foreclosure: either owners listed on Notice of Trustee Sale, or household members who can demonstrate they were living in the property at time of foreclosure.

Displaced due to eviction:

- Displaced in Berkeley due to no-fault or nonpayment evictions within the past seven years includes tenants listed on the eviction notice, or household members who can demonstrate they were living in the property at the time of eviction.
- Within the past seven years means up to seven years, eleven months, and 30 days from time of application.
- Applicants will be eligible for a preference point if they were displaced in Berkeley due to no-fault or non-payment eviction within the past seven years. They will need to provide an eviction notice to verify eligibility.
- No-fault evictions include Ellis Act, owner-move-in, substantial rehabilitation/repair of the rental unit, and demolition evictions.
- Nonpayment-related evictions are evictions for which the cause is nonpayment of rent.

At-risk of homelessness in Berkeley OR Homeless in Berkeley, or with a prior address in Berkeley, and not being prioritized for Permanent Supportive Housing:

- At-Risk of Homelessness (definition via Alameda County Housing & Community Development Affordable Housing Rental Pre-Application): Has somewhere to stay that is not permanent; includes staying with friends or family, living in a hotel/motel, or living in a medical or other facility and those who have received an eviction notice or will imminently lose their current residence. An applicant will also be considered at-risk of homelessness if they are currently enrolled in a temporary rental assistance program funded by the City of Berkeley.
- Homeless (Literally Homeless (Category 1) definition via HUD): Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - Has a primary night-time residence that is a public or private place not meant for human habitation;
 - Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
 - Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
- Permanent supportive housing (PSH) is permanent housing paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability. Households are prioritized for PSH through the Coordinated Entry System (CES). Those who are homeless and are being prioritized for PSH (eligible and in the queue for PSH through CES) will not be eligible for this preference category, to ensure that those who need PSH continue to be served via the appropriate channels.

- Homeless and PSH status can be verified by contacting the City at HousingPreferences@berkeleyca.gov. Applicants not registered in the Homeless Management Information System (HMIS) will be contacted for an assessment.

Ties to Redlined Neighborhoods

- Residential ties to Berkeley's redlined neighborhoods includes applicants/household members with a current or former address in a redlined neighborhood of Berkeley.
- Redlining was a process used from the 1930s to 1960s in which a federal government agency, the Home Owners' Loan Corporation (HOLC), rated neighborhoods to guide investment. Neighborhoods that were marked in red, labeled "hazardous" on HOLC maps, were designated as the riskiest places to issue loans. Redlining limited homeownership and housing stability in these neighborhoods, and enabled ongoing displacement. Large parts of South Berkeley and West Berkeley, and some other areas in Berkeley, were "redlined" in these maps. You can see which areas were redlined at the map on the HPP webpage: [Housing Preferences](#)¹.

Ties to Redlined Neighborhood – Historical

- Historical ties to Berkeley's redlined neighborhoods includes applicants/household members who are a direct descendant (up to two generations) of someone who lives or lived in Berkeley's redlined areas. See above for more information on redlining.
- Direct descendant (up to two generations): Natural or adopted children and natural or adopted grandchildren.
- Applicants who live with a parent/grandparent in a formerly redlined neighborhood can claim one point for themselves, and an additional point for their parent/grandparent's address.

¹ berkeleyca.gov/housing-preferences

4. Application Process

CERTIFICATES: Applicant pre-certifies BART Displacement or Foreclosure (if eligible) & receives Certificate from the City

PORTAL PRE-APPLICATION: Applicant applies for listing in Portal and selects preferences

LOTTERY: Lottery conducted & resulting waitlist sorted by preferences to create priority list

PREFERENCE VERIFICATION APPLICATION: Property manager collects information to verify preference eligibility

CITY SUPPORT: City supports on verification as needed

5. Preferences in Housing Trust Fund (HTF) Projects

A. Applicability

1. Effective Date: Developments that are leasing up on or after January 1, 2024, are required to implement the HPP on initial lease-up, as well as subsequent reopening of waitlists.

Developments that are reopening waitlists after January 1, 2024, and had initial lease up *prior* to January 1, 2024, will be encouraged, but not required, to participate.

2. Types of Units: The HPP only applies to units that are allocated by lottery. Applicants will still need to qualify for unit-specific income requirements, as well as other unit-specific requirements (for example, if a unit is reserved for seniors, veterans, etc.).
3. Percentage of Units: The HPP will be applied to 75% of the units in a development that are allocated by lottery. This percentage was determined by Fair Housing Analysis. Fair Housing law mitigates potential discrimination. The Preference Policy shall be applied only to the extent allowed by Fair Housing law and other government agency funding sources.
4. Regulatory Documents: The HPP requirements will be integrated into developments' Regulatory Agreements, via the Tenant Selection Plan or other instrument.

B. Marketing

Follow the City of Berkeley Housing Trust Fund and Small Sites Program Guidelines ([Housing Trust Fund Guidelines](#)²) for Marketing Procedures in compliance with the HPP. Marketing must be in compliance with stipulations set forth in the loan agreements, including but not limited to the Regulatory Agreement.

C. Pre-Application in Portal

Initial lease-ups and instances of re-opening a waitlist are required to be posted on the Housing Portal ([Housing Portal](#)³), an online application for affordable housing units across Alameda County.

The preferences are incorporated into the Housing Portal's uniform pre-application. The pre-application allows applicants to self-identify eligibility for specific preferences. Disclaimers emphasize that all selected preferences will be verified for the applicants who are selected by lottery.

² <https://berkeleyca.gov/community-recreation/affordable-housing-berkeley/housing-trust-fund>

³ <https://housing.acgov.org/>

For the preference on ties to redlined neighborhoods, preliminary eligibility (whether the address falls within a redlined neighborhood) will be automatically determined in the Housing Portal. Applicant data will be outputted in a spreadsheet that indicates which preferences an applicant selected and if the applicant has a qualifying address for the redlined neighborhoods preferences.

D. Lottery

Property managers will conduct lotteries, and then sort the resulting waitlists by preferences for applicable units. This will create a priority list based on preference points. Displacement due to BART construction will be given first priority. Other preferences are worth one point each, and applicants are sorted by the total number of preference points for which they qualify.

E. Preference Verification

1. Property managers will reach out to applicants (those selected by preference-sorted waitlist, and any alternates, as applicable) to request preference verification information as part of standard applicant verification procedures (e.g., income, household size).
2. Preference verification will take place in two ways:
 - City-managed certificates: The City will administer certificates for the following preferences:
 - BART construction displacement preference
 - Foreclosure preference

Applicants can apply for these certificates at any time at [Housing Preferences](#)⁴, and will need to provide their certificates to property managers to verify eligibility during lease-up. Certificates can be re-used for affordable housing lotteries as needed.

- Preference Verification Application: All other preferences will be verified when applicants are selected for a lease via preference-sorted waitlist. The City will provide property managers with a Preference Verification Application form, which they can incorporate into the lease-up process. Property Managers have the discretion to verify the preferences consistent with their leasing practices; for example, the Application could be sent out in outreach about waitlist position, in addition to when requesting other verification information (such as income).

⁴ berkeleyca.gov/housing-preferences

Table 2. Preference Verification Processes

Preference	Verification Process	Property Manager Role
BART Construction Displacement	Certificate (City-Administered)	Check for certificate
Foreclosure	Certificate (City-Administered)	Check for certificate
Families with children	None - sufficient information in Pre-Application	N/A
Displaced due to eviction	Preference Verification Application	Review Form 1 & eviction notice
Homeless OR at-risk of homelessness (and not prioritized for PSH)	Preference Verification Application	<u>Homeless:</u> Review Form 2. Contact City to confirm PSH status. For homeless with prior address in Berkeley, review proof of address if provided (or self-attestation in Form 2). <u>At-Risk of Homelessness:</u> Review Form 3 & proof of at-risk
Ties to redlined areas	Preference Verification Application	Review Form 4 & proof of address
Ties to redlined areas – historical	Preference Verification Application	Review Form 5 & proof of ancestor address

3. If an applicant lists a different address for the redlined neighborhoods preference on the Preference Verification Application than in the Portal Pre-Application, the property manager should request proof for the initially indicated Pre-Application address. The property manager has the discretion to search in the redlined neighborhoods map ([Housing Preferences](https://berkeleyca.gov/housing-preferences)⁵) for the address being provided at the verification stage if the Pre-Application address cannot be verified.

⁵ berkeleyca.gov/housing-preferences

4. City staff will support Property Manager in the following cases:
 - a. An applicant is claiming the homeless/at-risk of homeless preference on the basis of being homeless. Property Managers should contact HousingPreferences@berkeleyca.gov to confirm whether the applicant is prioritized for PSH. Applicants not registered in HMIS will be contacted for an assessment.
 - b. An applicant is unable to locate their eviction notice. The Preference Verification Application form will direct the applicant to contact HousingPreferences@berkeleyca.gov for support.
 - c. A redlined neighborhood address is marked by the Housing Portal as needing manual verification. This may come up if addresses in redlined neighborhoods no longer exist. The City has discretion to review these instances.
 - d. An applicant is in a lease-up process and does not yet have a BART Construction Displacement Certificate or Foreclosure Displacement Certificate. The City will accelerate review of certificate applications for applicants in active lease-up processes.
5. The applications of applicants who cannot verify their qualifications for all preferences must be re-sorted based on the number of preferences for which the applicant can verify eligibility.

F. Waitlists

Initial lease-ups and re-opening a waitlist are required to be posted on the Housing Portal.

For drawing on an existing waitlist, preferences should be applied as provided for in the regulatory agreement. For example, if a Tenant Selection Plan specifies that 75% of lottery-allocated units in the property should have preferences applied, property managers should fill the waitlist to ensure 75% of lottery-allocated units in the building continue to have preferences applied. Property Managers should follow the Application process (Appendix B) to verify the applicant's preferences.

G. Monitoring and Reporting Requirements

Property managers will be required to share demographic and preference data with the City through a lease-up summary when the affordable units are initially occupied. A template Lease-Up Summary spreadsheet will be available at [Housing Trust Fund](https://berkeleyca.gov/community-recreation/affordable-housing-berkeley/housing-trust-fund)⁶. Properties are also responsible for providing tenant preference data on their Annual Compliance Report. This information will be used by the City to generate annual reports on the HPP with aggregate data. No personal information will be collected or published.

⁶ <https://berkeleyca.gov/community-recreation/affordable-housing-berkeley/housing-trust-fund>

Follow the City of Berkeley Housing Trust Fund and Small Sites Program Guidelines for reporting requirements in compliance with the HPP ([Housing Trust Fund](#))⁷. Reporting must be in compliance with stipulations set forth in the loan agreements, including but not limited to the Regulatory Agreement.

H. Training and Education Resources

Visit [Housing Trust Fund](#)⁸ for training and education resources on the HPP. Forms, such as the Preference Verification Application, will also be available at this webpage.

⁷ <https://berkeleyca.gov/community-recreation/affordable-housing-berkeley/housing-trust-fund>

⁸ <https://berkeleyca.gov/community-recreation/affordable-housing-berkeley/housing-trust-fund>

6. Preferences in Below Market Rate (BMR) Projects

A. Applicability

1. **Effective Date:** Developments that are submitting marketing plans on or after January 1, 2024, are required to implement the HPP on initial lease-up, as well as subsequent reopening of waitlists.

Developments that are reopening waitlists after January 1, 2024, and had initial lease up prior to January 1, 2024, will be encouraged, but not required, to participate.

2. **Types of Units:** The policy applies to all BMR units that are allocated by lottery. This includes BMR units reserved for Section 8 voucher-holders. Applicants will still need to qualify for unit-specific income and minimum household size requirements. Preferences will be applied to the group of eligible voucher-holder applicants. Refer to Regulatory Agreements for additional requirements related to Reserved units.

Preferences will not apply to units reserved for Shelter Plus Care voucher holders, as these units are case-managed and do not use a lottery system. Please continue to follow procedures in the BMR guidelines for Shelter Plus Care units.

3. **Regulatory Documents:** The Preference Policy will be integrated into developments' Regulatory Agreements, via the Tenant Selection Plan or other instrument.

B. Marketing

Follow BMR Rental Program Guidelines and Operational Manual for Marketing Procedures in compliance with the HPP ([Below Market Rate Information](#)⁹). Marketing must be in compliance with stipulations set forth in the Regulatory Agreement and BMR Rental Program Guidelines and Operational Manual.

C. Pre-Application in Housing Portal

Initial lease-ups and instances of re-opening a waitlist for BMR lottery units are required to be posted on the Housing Portal ([Alameda County Housing](#)¹⁰), an online application for affordable housing units across Alameda County.

The preferences are incorporated into the Housing Portal's uniform pre-application. The pre-application allows applicants to self-identify eligibility for specific preferences. Disclaimers emphasize that all selected preferences will be verified for the applicants who are selected by lottery.

For the preference on ties to redlined neighborhoods, preliminary eligibility (whether the address falls within a redlined neighborhoods) will be automatically determined in the Housing Portal. Applicant data will be outputted in a

⁹ <https://berkeleyca.gov/community-recreation/affordable-housing-berkeley/below-market-rate-rental-information-owners-and>

¹⁰ <https://housing.acgov.org/>

spreadsheet that indicates which preferences an applicant selected and if the applicant has a qualifying address for the redlined neighborhoods preferences.

D. Lottery

Lotteries will be conducted consistent with regulatory requirements. All resulting waitlists will be sorted by preferences for applicable units. This will create a priority list based on preference points. Property managers will conduct lotteries, and then sort the resulting waitlists by preferences for applicable units. This will create a priority list based on preference points. Displacement due to BART construction will be given first priority. Other preferences are worth one point each, and applicants are sorted by the total number of preference points for which they qualify.

Follow the BMR Rental Program Guidelines and Operational Manual for lottery procedures in compliance with the HPP ([Below Market Rate Information](#))¹¹.

E. Preference Verification

1. Property managers will reach out to applicants (those selected by preference-sorted waitlist, and any alternates, as applicable) to request preference verification information as part of standard applicant verification procedures (e.g., income, household size).
2. Preference verification will take place in two ways:
 - City-managed certificates: The City will administer certificates for the following preferences:
 - BART construction displacement preference
 - Foreclosure preference

Applicants can apply for these certificates at any time, and will need to provide their certificates to property managers to verify eligibility during lease-up. Certificates can be re-used for affordable housing lotteries as needed.

- Preference Verification Application: All other preferences will be verified when applicants are selected for a lease via preference-sorted waitlist. The City will provide property managers with a Preference Verification Application form, which they can incorporate into the lease-up process. Property Managers have the discretion to verify the preferences consistent with their leasing practices; for example, the Application could be sent out in outreach about waitlist position, in addition to when requesting other verification information (such as income).

¹¹ <https://berkeleyca.gov/community-recreation/affordable-housing-berkeley/below-market-rate-rental-information-owners-and>

Table 3: Preference Verification Processes

Preference	Verification Process	Property Manager Role
BART Construction Displacement	Certificate (City-Administered)	Check for certificate
Foreclosure	Certificate (City-Administered)	Check for certificate
Families with children	None - sufficient information in Pre-Application	N/A
Displaced due to eviction	Preference Verification Application	Review Form 1 & eviction notice
Homeless OR at-risk of homelessness (and not prioritized for PSH)	Preference Verification Application	<u>Homeless:</u> Review Form 2. Contact City to confirm PSH status. For homeless with prior address in Berkeley, review proof of address if provided (or self-attestation in Form 2). <u>At-Risk of Homelessness:</u> Review Form 3 & proof of at-risk
Ties to redlined areas	Preference Verification Application	Review Form 4 & proof of address
Ties to redlined areas – historical	Preference Verification Application	Review Form 5 & proof of ancestor address

3. If an applicant lists a different address for the redlined neighborhoods preference on the Preference Verification Application than in the Portal Pre-Application, the property manager should request proof for the initially indicated Pre-Application address. The property manager has the discretion to search in the redlined neighborhoods map ([Housing Preferences](https://berkeleyca.gov/housing-preferences)¹²) for the address being provided at the verification stage if the Pre-Application address cannot be verified.
4. City staff will support Property Manager in the following cases:

¹² berkeleyca.gov/housing-preferences

- a. An applicant is claiming the homeless/at-risk of homeless preference on the basis of being homeless. Property Managers should contact HousingPreferences@berkeleyca.gov to confirm whether the applicant is prioritized for PSH. Applicants not registered in HMIS will be contacted for an assessment.
 - b. An applicant is unable to locate their eviction notice. The Application form will direct the applicant to contact HousingPreferences@berkeleyca.gov for support.
 - c. A redlined neighborhoods address is marked by the Housing Portal as needing manual verification. This may come up if addresses in redlined neighborhoods no longer exist. The City has discretion to review these instances.
 - d. An applicant is in a lease-up process and does not yet have a BART Construction Displacement Certificate or Foreclosure Displacement Certificate. The City will accelerate review of certificate applications for applicants in active lease-up processes.
5. The applications of applicants who cannot verify their qualifications for all preferences must be re-sorted based on the number of preferences for which the applicant can verify eligibility.

F. Waitlists

For projects with regulatory agreements that include the application of the City's preferences, both initial lease-ups and instances of re-opening a waitlist are required to be posted on the Housing Portal. For drawing on an existing waitlist, preferences should be applied to units as provided for in the Tenant Selection Plan. Preferences will not apply to units reserved for Shelter Plus Care voucher holders, as these units are case-managed and do not use a lottery system.

G. Monitoring and Reporting Requirements

Property managers will be required to share demographic and preference data with the City through a lease-up summary when the affordable units are initially occupied. A template Lease-Up Summary spreadsheet will be available at [Below Market Rate Information](https://berkeleyca.gov/community-recreation/affordable-housing-berkeley/below-market-rate-rental-information-owners-and)¹³. Properties are also responsible for providing tenant preference data on their Annual Compliance Report. This information will be used by the City to generate annual reports on the HPP with aggregate data. No personal information will be collected or published.

¹³ <https://berkeleyca.gov/community-recreation/affordable-housing-berkeley/below-market-rate-rental-information-owners-and>

Follow BMR Guidelines for reporting requirements in compliance with the HPP ([Below Market Rate Information](#)¹⁴). Reporting must be in compliance with stipulations set forth in the Regulatory Agreement and BMR Rental Program Guidelines and Operational Manual.

H. Training and Education Resources

Visit [Below Market Rate Information](#)¹⁵ for training and education resources on the HPP. Forms, such as the Preference Verification Application, will also be available at this webpage.

¹⁴ <https://berkeleyca.gov/community-recreation/affordable-housing-berkeley/below-market-rate-rental-information-owners-and>

¹⁵ <https://berkeleyca.gov/community-recreation/affordable-housing-berkeley/below-market-rate-rental-information-owners-and>

7. Appendices

Appendix A: Summary of Preferences

Appendix B: Required Forms and Acceptable Documentation for Verifying Preference Eligibility

Appendix A. Summary of Preferences

Preference	Points	Preference Details
Displacement due to BART construction	(<u>First priority</u>)	Direct descendant of someone who was displaced due to construction of BART in the 1960s and 1970s in Berkeley.
Displaced due to foreclosure	1	Displaced due to foreclosure in Berkeley since 2005.
Displaced due to eviction	1	Displaced in Berkeley due to no-fault or non-payment eviction within the past seven years.
Families with children	1	Household with at least one child aged 17 or under.
Homeless <u>OR</u> at-risk of homelessness	1	At-risk of homelessness in Berkeley <u>OR</u> Homeless in Berkeley or with a prior address in Berkeley and not being prioritized for Permanent Supportive Housing
Ties to redlined areas	1	Residential ties to Berkeley's redlined areas – current or former address of applicant.
Ties to redlined areas – historical	1	Residential ties to Berkeley's redlined areas – applicant is a direct descendant (up to two generations) of someone who lived in redlined areas.

Appendix B. Required Forms & Acceptable Documentation for Verifying Preference Eligibility

Table 4. Preference Verification Processes:

Preference	Verification Process	Property Manager Role
BART Construction Displacement	Certificate (City-Administered)	Check for certificate
Foreclosure	Certificate (City-Administered)	Check for certificate
Families with children	None - sufficient information in Pre-Application	N/A
Displaced due to eviction	Application	Review Form 1 & eviction notice (and proof of address if applicant/householder name not on eviction notice)
Homeless OR at-risk of homelessness (and not prioritized for PSH)	Application	<u>Homeless:</u> Review Form 2. Contact City to confirm PSH status. For homeless with prior address in Berkeley, review proof of address if provided (or self-attestation in Form 2). <u>At-Risk of Homelessness:</u> Review Form 3 & proof of at-risk
Ties to redlined areas	Application	Review Form 4 & proof of address
Ties to redlined areas – historical	Application	Review Form 5 & proof of ancestor address

Acceptable Documentation by Preference:

BART Construction Displacement

BART Construction Displacement Certificate.

Foreclosure

Foreclosure Displacement Certificate.

Families with children

No additional documentation required beyond information in Housing Portal Pre-Application.

Displaced due to eviction

Completed Form 1 from Preference Verification Application.

Documentation: Eviction Notice.

If eviction notice is lost, applicant can contact Health, Housing, and Community Services for assistance at HousingPreferences@berkeleyca.gov.

If applicant's name is not listed on the Eviction Notice, they should submit the Eviction Notice with anyone (1) additional document from the list below to demonstrate that they lived at this address:

- An identification document: a current/previous driver's license or a military identification card
- A bill to this address with your name: a household bill (lights, water, gas, or electric bill, etc.), or a utility bill (phone, cable, or internet bill, etc.)
- An insurance document (auto, life, or renters insurance, etc.)
- A lease agreement
- A paystub (listing home address), or an income tax record
- A public benefits record
- A registration record: a vehicle registration record, a voter registration record, or a school record

Homeless in Berkeley, or with a prior address in Berkeley, and not prioritized for PSH

Completed Form 2 from Preference Verification Application.

Documentation: For homeless with prior address in Berkeley, review proof of address if provided (or self-attestation in Form 2).

For homeless individuals with a prior address in Berkeley, they should submit one (1) additional document from the list below to demonstrate that they lived at

this address. If they cannot provide proof of address, there is a self-attestation they can sign as part of Form 2.

- An identification document: a current/previous driver's license or a military identification card
- A bill to this address with your name: a household bill (lights, water, gas, or electric bill, etc.), or a utility bill (phone, cable, or internet bill, etc.)
- An insurance document (auto, life, or renters insurance, etc.)
- A lease agreement or mortgage document
- A paystub (listing home address), or an income tax record
- A public benefits record
- A registration record: a vehicle registration record, a voter registration record, or a school record

Property Managers should contact HousingPreferences@berkeleyca.gov to confirm whether the applicant is prioritized for PSH. Applicants not registered in Alameda County's Homeless Management Information Systems (HMIS) will be contacted for an assessment.

At-risk of homelessness in Berkeley

Completed Form 3 from Preference Verification Application.

Documentation: Proof of risk of homelessness, based on specific qualifying criteria on Form 3. Acceptable documentation includes:

- *IF staying with friends or family:* provide letter from leaseholder/homeowner.
- *IF living in a hotel/motel:* provide receipt of payment from hotel/motel).
- *IF living in a medical or other facility:* provide release papers from facility.
- *IF received an eviction notice:* provide eviction notice, or three-day notice pay rent or quit.
- *IF will imminently lose your current residence:* provide letter/notice from leaseholder/homeowner.
- *IF Currently enrolled in a temporary rental assistance program funded by the City of Berkeley:* provide letter from service agency confirming program enrollment and risk of being evicted without temporary rental assistance.

Ties to redlined neighborhoods

Completed Form 4 from Preference Verification Application.

Documentation: Proof of address. Acceptable documentation includes any one (1) of the following:

- An identification document: a current/previous driver's license or a military identification card
- A bill to this address with your name: a household bill (lights, water, gas, or electric bill, etc.), or a utility bill (phone, cable, or internet bill, etc.)
- An insurance document (auto, life, or renters insurance, etc.)
- A lease agreement or mortgage document
- A paystub (listing home address), or an income tax record
- A public benefits record
- A property deed or property tax record
- A registration record: a vehicle registration record, a voter registration record, or a school record

Ties to redlined neighborhoods – historical

Completed Form 5 from Preference Verification Application.

Documentation: Proof of parent/grandparent's address. Acceptable documentation includes any one (1) of the following:

- An identification document: a current/previous driver's license or a military identification card
- A bill to this address with your name: a household bill (lights, water, gas, or electric bill, etc.), or a utility bill (phone, cable, or internet bill, etc.)
- An insurance document (auto, life, or renters insurance, etc.)
- A lease agreement or mortgage document
- A paystub (listing home address), or an income tax record
- A public benefits record
- A property deed or property tax record
- A registration record: a vehicle registration record, a voter registration record, or a school record