



## ELIGIBILITY CONFIRMATION

### PARTICIPANT INFORMATION

Property Name

Property Address	City	State	Zip Code
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### PROPERTY INFORMATION

In order for a property to receive Comprehensive Affordable Multifamily Retrofits (CAMR) program incentives, the property must:

- Consist of five (5) or more units
- Confirm that at least 66% of households are at or below 80% Area Median Income (AMI)<sup>1</sup> and be located in a current disadvantaged community (DAC) as defined by the current version CalEnviroScreen
- Properties located outside of a DAC may be eligible to participate with proof of a current regulatory agreement (Option 1 below) or provision of public assistance program documentation (Option 2 below) or provision of the Property Tax Welfare Exemption (Option 3 below)
- Identify energy improvements that equate to at least 5% in electrical energy savings

#### Demonstrating Low-Income Eligibility with Regulatory Agreement

##### **Option 1: Regulatory Agreement**

To demonstrate low-income eligibility, the simplest method is for properties to provide proof of a current regulatory agreement with federal, state, or local agencies identifying that at least 66% of households are earning at or below 80% AMI.

#### Demonstrating Low-Income Eligibility without a Regulatory Agreement

For properties that do not have such regulatory agreements, there are three pathways for demonstrating income eligibility for the property through one or a combination of the following<sup>2</sup>:

##### **Option 2: Public Assistance Program Documentation**

Provision of document showing households participate in public assistance programs or receive benefits primarily available to those with income levels  $\leq$  80% AMI. This includes, but is not limited to the following:

- Section 8 Project-Based Rental Assistance Housing Assistance Payment (HAP) Contract or Project-Based Voucher (PBV) Contract (Note: Only applies if owner is a public housing authority or 501c3 non-profit housing organization)
- Section 8-Housing Choice Voucher Program (HCVP) (Owner provides list of units that receive a voucher)
- Low Income Home Energy Assistance Program (LIHEAP)
- Medi-Cal for Families (Healthy Families A&B)
- CalFresh/SNAP (Food Stamps)
- Free and Reduced-Price Meals in Child Nutrition Programs
- CalWORKs

##### **Option 3: Property Tax Welfare Exemption**

Provision of current Property Tax Welfare Exemption by a qualified nonprofit organization for low-income housing properties with no or expired regulatory agreement.

##### **Option 4: Income Documentation**

Provision of pay stubs and/or annual tax returns showing at least 66% of households are  $\leq$  80% AMI.

##### **Option 5: Rent Affordability Standard<sup>3</sup>**

In housing serving lower income households, gross rents paid (rent charged plus the utility allowance) cannot exceed 30% of household income for the housing to be deemed affordable. In lieu of demonstrating income eligibility using Option 1, 2 or 3 above, a property may choose to proceed with the Rent Affordability Standard pathway.

Properties choosing to use the Rent Affordability Standard to confirm income eligibility must follow the following procedures and must agree to the following requirements upon completing and signing the CAMR application.

<sup>1</sup> See <https://www.huduser.gov/portal/datasets/il.html> to see AMI levels in Los Angeles County.

<sup>2</sup> For properties with regulatory agreements that apply to less than 66% of the households, income eligibility can be confirmed for the remaining units with any or all of the three listed options such that 66% of all households meet the affordability requirements.

### Rent Affordability Standard Procedures:

1. Identify AMI for the property as determined annually by the U.S Department of Housing and Urban Development (HUD) published AMI levels for Los Angeles County. The number of persons in each will be determined by using the following Household Occupancy Criteria to determine AMI level based on dwelling unit type: Studio - 1 person; 1 Bedroom - 2 persons; 2 Bedroom - 3 persons; 3 Bedroom - 4 persons:  
<https://www.huduser.gov/portal/datasets/il.html>
2. Identify Housing Authority of the City of Los Angeles (HACLA) to determine applicable utility allowances:  
<https://www.hacla.org/en/about-section-8/utility-allowances>
3. Identify Rent Affordability Standard, which is the monthly affordable rent for a household with an income at 80% of the AMI. The program will provide a worksheet summary for your property that calculates this rental amount. The formula for this calculation is:

$$\text{Rent must be } \leq \left[ \frac{[ 80\% \text{ of AMI } \times 30\% ]}{12} - \text{Monthly Utility Allowance} \right]$$

4. The program will evaluate the rent levels of each unit type in the candidate property against the Rent Affordability Standard. The property will be eligible for the program only if at least 66% of the units therein have rent levels less than or equal to the Rent Affordability.

### Rent Affordability Standard Requirements:

The Participant must submit documentation to support project eligibility. This documentation includes:

1. A list of rental units by unit type and the maximum rent level set for each unit type on the Property
2. A certification by the Participant that the reported rent levels are accurate. Owner signature to this document confirms that the reported rent levels that were provided, and are affixed to this document, are accurate.

### Other Requirements:

As a condition of receiving CAMR program funds for property upgrades, all Participants agree to maintain the program eligibility requirement of at least 66% of households earning at or below 80% AMI for 10 years from the incentive payment. The LADWP CAMR program staff reserve the right to request proof of ongoing eligibility compliance per the Eligibility Confirmation Form signed by Participants, and Participants agree to provide the appropriate documentation under any Option 1 through 5 above. Participants who are not in compliance will be barred from participating in the CAMR program with additional properties until the Participant demonstrates CAMR compliance. Additionally, Participants agree to notify the LADWP CAMR program staff no less than 30 calendar days prior to the property being transferred to another entity.

## OWNER DECLARATION

The property meets the Comprehensive Affordable Multifamily Retrofits (CAMR) program affordability requirements via:

- Option 1 Regulatory Agreement:** I have attached the property's regulatory agreement.

Type of Regulatory Agreement: \_\_\_\_\_

Compliance Years Remaining on Agreement: \_\_\_\_\_

- Option 2 Public Assistance Program Documentation**

- Option 3 Property Tax Welfare Exemption.** Issue Date: \_\_\_\_\_

- Option 4 Income Verification:** I have provided provision of pay stubs and/or annual tax returns demonstrating that households are  $\leq$  80% AMI to the program, and confirm that the attached income verification summary (when applicable) is accurate.

- Option 5 Rent Affordability Standard:** I have provided the supporting documents to the program and confirm that the attached (when applicable) Rent Affordability Standard is accurate.

*I understand the ability to access future funding from LADWP will be evaluated based on the Participant's adherence to CAMR Program Eligibility Requirements and Terms and Conditions.*

*By signing below, I agree with the above requirements, as they are applicable to my property.*

Print Owner Name	Owner Company	Property Owner Signature	Date
		X	