2019 Program Manager School

UNIT ELIGIBILITY
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Unit Eligibility

- Construction Year
- Unit Type
- Occupancy: child under 6 residing or spending significant time; pregnant woman.
- Resident Income Eligibility: At or below 80% median income
- Lead-Paint Hazards
Determining Unit Eligibility

- Construction: Must be Pre-1978
  - check local Assessor or tax website
- Unit Type:
  - Single family (owner-Occupied or rental)
  - Multi-family
- Privately Owned Units Only- NO project based or public assisted units!
- Residents of owner-occupied and rental must meet income eligibility and you must have income verification to document that
- Rentals must be occupied by or made available to low income families with children under 6
- Vacant units must be marketed as lead safe, ideal for families with children under age 6.
Determining Eligibility, cont’d

- Owner-Occupied:
  - Must be primary residence of families with income at or below 80% area medium income
  - Not less than 90% of the units assisted must be occupied by a child under age 6 – includes visiting child who spends significant amount of time” which is defined as at least three hours per day on two separate days in a week (six hours per week total), and at least 60 hours total per calendar year.
Determining Unit Eligibility

- **Rental:**
  - Tenants must meet income requirements
  - Must remain affordable for minimum 3 years following the completion of lead abatement activities
  - Marketed to families with a child under the age of six years, with preference given to these families - Program Responsibility to show this in contract and monitoring documents

- **Vacant:**
  - Must be marketed to low-income families with children under age 6 and remain affordable for 3 years
  - Do not overload your unit production with vacant units
Determining Unit Eligibility

✓ Occupancy:
✓ Occupied by a child under age 6
✓ Frequently visited by a child under age 6
✓ Pregnant woman

Note: Zero Bedrooms are different they have their own policy!!
## Eligibility of Units for Assistance

**PGI 2014-01 November 5, 2014**

<table>
<thead>
<tr>
<th>Occupant Type</th>
<th>Income Level²</th>
<th>Child Occupant &lt;6 years old</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renter</td>
<td>1. At least 50% units must be less than 50% AMI, and 2. Remaining units (&lt;50%) must be less than 80% AMI</td>
<td>1. Not required at time of assistance 2. Property owner must give priority to families with child under 6 years old for at least 3 years.</td>
</tr>
<tr>
<td>Multifamily Renter (≥ 5 units in same property)</td>
<td>1. 20% of total number of units in same building may exceed 80% AMI 2. Remaining units must meet renter income requirements above</td>
<td>1. Not required at time of assistance 2. Property owner must give priority to families with child under 6 years old for at least 3 years.</td>
</tr>
<tr>
<td>Owner (primary residence)</td>
<td>100% of owner-occupied units must be occupied by families with less than 80% AMI</td>
<td>1. At least 90% of total number of owner-occupied units assisted must have:  1. A child under 6 years old in residence, or 2. A child under 6 years old spends a “significant amount of time” ³ or 3. A pregnant woman 2. Less than 10% of total number of units assisted may be occupied by families without a child</td>
</tr>
</tbody>
</table>
Zero Bedroom

✓ PGI 2017-03 0-Bedroom Pre 1978 Units with a child under 6
✓ Child under six must reside or expected to reside in the unit
✓ “Expected to reside” means actual knowledge of residency or expected residency.
✓ (includes woman known to be pregnant. In cases of future move-in, a signed lease is required and must be part of the case file documents.)
Revenue Eligibility

- Resident’s must meet the guidelines of at or below 80% median income
- Income of all 18 years and older must be included.
- Use documentation required by the income eligibility method chosen by your program
- Income must be reverified if unit is not completed within 6 months initial application
Lead Paint Hazards

✓ If unit meets construction, occupancy and income eligibility requirements, it must also have lead-based paint hazards identify:

✓ Complete a Tier II Environmental Review (Appendix A)

✓ Conduct a full LIRA which includes a lead paint inspection with XRF and a Risk Assessment identifying the lead paint hazards and providing suggested methods to eliminate the hazard either through abatement or interim controls.
CASE EXAMPLE 1

✓ Case:
✓ Unit: Pre-1978, EBL, Household income over 80%: Can the unit receive grant funds for lead hazard control?
✓ No even with a lead poisoned child.
✓ Possible Solution:
✓ Refer owner to HUD approved Housing Counselor to see if they qualify for a HUD 203K loan
✓ If in rural area, refer to local USDA Single Family Loan Program
✓ Suggest owner reapply if income changes
CASE EXAMPLE 2

✓ Application approved 1/20/2017
✓ Due to delay, hazard control work not scheduled to process until 10/1/2017
✓ Income must be recertified. Recertification shows unit is now over income. Can work proceed.
✓ No Owner must meet income guidelines at time of assistance.
RESOURCES

✓ NOFA
✓ PG 2017-03, Treatment of 0-Bedroom Pre-1978 Units
✓ PG 2014-01, Eligibility of Units for Assistance
✓ PG 2013-07, Income Verification Guidance
✓ PG 2013-05 Use of LHC funds in non-target housing and other prohibited activities
✓ PG 2012-02 Enrolling Previously Assisted Units