

Greetings!

Thank you for providing decent, safe, and affordable housing for Norfolk's residents.

Your company has agreed to include affordable housing units on your for families or individuals who qualify as outlined in the conditional use permit (CUP). Below is an explanation of area median income (AMI), a link to HUD's AMI limit income chart, as well as a link to an interactive chart that helps to accurately calculate an applicant's income.

The AMI guidelines for the Virginia Beach-Norfolk-Newport News HUD Metro MFR Area can be found at <https://www.huduser.gov/portal/datasets/il.html>. These guidelines are updated annually by HUD, usually in April. As noted in the CUP, the income limit for these units is 80% of AMI. The following process should be used to determine household eligibility:

Determine Household Composition: Begin by identifying all members of the household. Household size plays a significant role in determining the applicable AMI thresholds. A household is defined as all the people who occupy a housing unit. A household includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who share the housing unit; a person living alone in a housing unit, or a group of unrelated people sharing a housing unit such as partners or roomers, is also counted as a household.

Compare to Norfolk's AMI: Compare the household's total annual income to the AMI limits based on the household size. This will help determine eligibility for the inclusionary units.

Document and Keep Records: Document all income sources and calculations, as this information may be required for audit and certification purposes. Recertification of income should be completed based on standard, consistent practices.

Affordable housing is generally defined as housing for which the occupant is paying no more than 30 percent of the gross household income for all housing costs, including utilities. As an additional resource to help calculate affordable rents at these AMI limits, we recommend utilizing Novogradac's Rent and Income Limit Calculator, available at: <https://ric.novoco.com/tenant/rentincome/calculator/z1.jsp>.

Our office is available to offer technical assistance with compliance, as needed. Enclosed with this letter is a compliance form which outlines the mandates of the permit. Our office will monitor for permit compliance on an annual basis. Contact information for qualified providers of fair housing training is also enclosed for reference.

Please feel free to reach out at HUDentitlement@norfolk.gov or 757-297-6162 for any inquiries or assistance related specifically to this or other fair housing matters.

Best regards,

Kimalesha Brown, MPPA
Fair Housing Compliance Specialist

Ecl: CUP Inclusionary Units Annual Compliance Form; Fair Housing Training Contacts



**CUP Inclusionary Units
Annual Compliance Form**

Complete the form below within 30 days of receipt. Responses should reflect unit of occupancy as of the date of the letter requesting the information. Return to HUDEntitlement@norfolk.gov.

Date _____

Property Name & Address:

Property Manager/Contact Name:

Property Manager/Contact Phone:

Property Manager/Contact E-mail:

1. Were the inclusionary units made available to eligible households for a minimum of sixty (60) consecutive days? Provide a brief explanation of how the units were advertised. If not applicable, write N/A.

2. Describe your process for calculating and/or recalculating income to determine eligibility. What sources/documents are used to calculate income? If not applicable, write N/A.

3. Have managers and rental agents completed annual training conducted by a qualified provider regarding rights and responsibilities under the Virginia Fair Housing Law and the federal Fair Housing Act? Provide copies of each staff member's certificate of completion or other documentation demonstrating participation. If not applicable, write N/A.



FOR CITY OF NORFOLK USE ONLY

☐ **Compliant**

☐ **Non-Compliant**

Explanation: