

New York State Affordable Multifamily Energy Efficiency Program

Acceptable Documentation for Affordable Housing Eligibility

Please provide at least one piece of supportive documentation to confirm your eligibility.

Eligibility Proxy	Details	Documentation Required
US HUD, USDA-RD, and other Federally Regulated Affordable Housing	Properties receiving one of the following subsidies from HUD or USDA-RD (e.g., Public Housing Authorities, etc.) <ul style="list-style-type: none"> • Section 8 Contract • Sections 202, 236, 811 	Copy of the HUD contract or contract award notice
NYSDHCR-Regulated Affordable Housing	Buildings with subsidized mortgages or contracts that place them under the regulatory control of NYSDHCR	Copy of NYSDHCR contract or contract award notice
Low Income Housing Tax Credits	Properties that receive low-income housing tax credits for at least 50% of their units	Copy of tax credit award notice from NYSDHCR or NYCHPD
NYCHPD-Regulated Affordable Housing (or other local housing agency)	Properties with loans, mortgages, or deeds of purchase (HDFC incorporation) from NYCHPD or other local housing agencies	Documentation of current mortgage, loan closing, HDFC incorporation or deeds
SONYMA mortgage insurance	Properties subsidized for low- to moderate-income multi-family residents with SONYMA subsidized financing through the HFA	Copy of loan closing/mortgage insurance award documents
Weatherization Assistance Program	Properties that have fulfilled the eligibility requirements for the Weatherization Assistance Program	Copy of the letter from the Weatherization Agency confirming the project's income eligibility
HFA 80/20 Program	Properties that have been accepted into the Housing Finance Agency's 80/20 Program	Copy of the award letter or HFA contract documents
NYCHDC 80/20 or Mixed Income Programs	Properties that have been accepted into the NYC Housing Development Corporation's 80/20 Program or Mixed Income Program	Copy of the award letter or HDC contract documents
Mitchell-Lama Buildings	Properties that are currently NYS or NYC supervised Mitchell-Lama buildings	Copy of NYSHCR or NYCHPD contract or recent annual report confirming active Mitchell-Lama status
NYC Department of Homeless Services (or other local homeless service agency)	Properties that serve as transitional housing facilities where a non-for-profit organization is the owner of the property	Copy of the NYC Department of Homeless Services (or other local homeless service agency) contract AND proof of ownership

Rent Roll

This applies to affordable housing projects that do not meet the proxy requirements. This method is only available to properties that have a rent roll. Applicants must submit the annual rent, size, and occupancy for each apartment in the property. At least 25% of the units must have a calculated household income no more than 80% of the Area or State Median Income; based on the assumption that 30% of household income is applied to housing costs (i.e., rent). A spreadsheet tool is available for determining Rent Roll income eligibility upon request.