

Affordable Multifamily Buildings Verification Guidelines

Low Carbon Pathways

I. Primary Services limited to affordable multifamily buildings must meet the following affordable housing definition:

Affordable housing is defined as projects in which at least 25% of the units are, or are expected to be, occupied by households earning not more than 80% of the area or State median income, whichever is higher.

Affordable housing documentation must be submitted with the application package. There are two ways to qualify a project for affordable housing incentives:

1. **Proxy:** NYSERDA allows certain proxies to represent compliance with the above definition. Table 1 lists eligible proxies and supporting documentation.
2. **Rent Roll:** This type of qualification may be used by projects that do not meet the proxy requirements. Twenty-five percent of the units must have a calculated household income no more than 80% of the State or area median income, whichever is higher, based on the assumption that 30% of household income is applied to housing costs (i.e., rent). Applicants must submit the annual rent, size, and occupancy for each apartment in the property. A calculation spreadsheet tool to determine Rent Roll income eligibility is available on the Low Carbon Pathways Documents and Resources page, here: <https://www.nyscrda.ny.gov/All-Programs/Multifamily-Buildings-Low-Carbon-Pathways-Program/Documents-and-Resources-for-Providers>

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 <ul style="list-style-type: none"> • Section 8 Contract • Sections 202, 236, 811 • Public Housing Authorities 	Copy of the HUD contract or contract award notice
DHCR-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 tax credits for at least 50% of its 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

Table 1: Affordability Eligible Proxies