

**City of Lawrence**  
**Guidelines for Affordable Housing Eligibility & Compliance Reporting**

**1. Certification of Tenant Eligibility:**

Potential/continuing affordable housing tenants must be certified as eligible for occupancy of an affordable housing unit through the Lawrence Douglas County Housing Authority (LDCHA). The property Landlord/Owner should instruct potential/continuing affordable housing tenants to contact and work directly with the LDCHA for income verification and eligibility certification. (See attached LDCHA Certification Services information sheet for details.)

***Sample Tenant Notification Language for Affordable Housing Eligibility Determination:***

You have applied to live in an affordable housing unit, governed by income requirements specified by the City of Lawrence. To determine eligibility for occupancy in an affordable housing unit, this program requires verification of all income and asset sources, as well as other claims of eligibility. Eligibility determination is done prior to lease signing, and if such eligibility is granted, each subsequent year you remain in the unit.

Household income is verified through the Lawrence Douglas County Housing Authority. Please contact the Housing Authority directly to set up an appointment and identify which documents you need to provide for income verification.

Lawrence Douglas County Housing Authority (LDCHA)  
1600 Haskell Ave, Lawrence, KS 66044  
Phone: 785-842-8110  
Fax: 785-842-9596

After income verification and eligibility determination, LDCHA will bill the property owner/landlord for certification services then provide a copy of the Certification of Tenant Eligibility to the landlord and City.<sup>1</sup>

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<sup>1</sup> Refer to section 6. **LDCHA Services—Certification of Affordable Housing Eligibility**

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**2. Eligibility and Certification Schedule:**

Eligibility for affordable housing tenancy is based on the following income guidelines:

<b>Affordable Housing (AH) Eligibility Schedule</b>			
<b>Tenant Household Status</b>	<b>Timeline for Certification</b>	<b>Tenant Household Income at Certification</b>	<b>Eligibility Status</b>
Potential AH Tenant Household	Prior to lease signing*	Household Income $\leq$ 60% AMI	<b>AH Eligible</b>
Existing AH Eligible Tenant Household	Annually:  Recertification to be performed December 1-15 of most recent year	Household Income $<$ 100% AMI	<b>AH Eligible</b>
		100% AMI $\leq$ Household Income	<p><b>AH Eligible-Over-Income:</b></p> <p>Tenant household is AH eligible for one additional year. At the end of one year at Over-Income status, tenant household is no longer AH eligible.</p> <p><b>Over-Income Notice to Tenant:</b></p> <p>Landlord must provide tenant household written "Over-Income" notice addressing one of the following options that will occur at the end of the following year.</p> <ol style="list-style-type: none"> <li>1) If a comparable unit is designated as AH and made available to another qualified AH tenant household, the existing Over-Income household can remain in the original unit, but original unit is not AH eligible and rent goes to market rate.</li> <li>2) If a comparable unit is not available to designate as AH, the landlord must give Over-Income household notice that the lease will not be renewed. AH unit then becomes available for a new AH eligible household at lease expiration.</li> </ol>

*\*New tenant households initially certified January-September of current year must be recertified in December of that year to determine continued AH eligibility. New tenant households initially certified during the last quarter of the current year do NOT have to recertify in December of that year for continued eligibility.*

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**3. Annual Affordable Housing Compliance Reporting & NRA Rebates:**

Annual NRA rebates are provided, based on NRA Plan/agreement compliance for the applicable tax year. Once the property taxes are paid in full, the property owner should submit the following documentation to the City for compliance determination:

- Completed and signed ***Annual Application for NRA Rebate***
- Copy of receipts for applicable property tax payments
- Copies of current AH tenant eligibility certifications

Note: The City processes rebates after compliance determination and receipt of NRA rebate funds from the County. Rebates are provided only after property taxes are received in full.

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**4. LDCHA Services—Certification of Affordable Housing Eligibility:**



# City of Lawrence

## CITY MANAGER'S OFFICE

CRAIG S. OWENS  
CITY MANAGER

City Offices  
PO Box 708 66044-0708  
www.lawrenceks.org

6 East 6<sup>th</sup> St  
785-832-3000  
FAX 785-832-3405

### CITY COMMISSION

MAYOR  
LISA LARSEN

COMMISSIONERS  
JENNIFER ANANDA, JD, MSW  
MATTHEW J. HERBERT  
LESLIE SODEN  
STUART BOLEY

July 19, 2019

Lawrence Douglas County Housing Authority  
Shannon Oury, Executive Director  
1600 Haskell Ave.  
Lawrence, Kansas 66044

City of Lawrence Kansas, City Manager's Office  
Diane Stoddard, Assistant City Manager  
6 East 6<sup>th</sup> Street  
Lawrence, Kansas 66044

Re: Services for certification of affordable housing eligibility

This letter acknowledges that the Lawrence Douglas County Housing Authority will provide services for certification of affordable housing eligibility, as outlined below, for compliance verification with the City's economic development affordable housing rental requirements.

Any change in the terms of services will require the City and the Lawrence Douglas County Housing Authority to update this letter for services.

Lawrence Douglas County Housing Authority

City of Lawrence, Kansas

  
Authorized Signature      7-19-19  
Date

  
Authorized Signature      7/29/19  
Date



# **LAWRENCE DOUGLAS COUNTY HOUSING AUTHORITY**

## **AFFORDABLE HOUSING COMPLIANCE VERIFICATION**

Terms of Services: August 1, 2019

### **Income Eligibility Determinations**

Lawrence Douglas County Housing Authority (LDCHA) will provide the below services to support the income eligibility for entities that need to certify to the City of Lawrence the income of a tenant household for compliance with affordable housing eligibility requirement of the Economic Development Policy.

The LDCHA will follow standard HUD policies in compliance with the HOME Investment Partnership program (HOME) to determine the income of tenants whose income documentation is submitted.

Cost: The LDCHA will perform this service for **\$25 per hour**.

#### **Project Deliverables:**

<b>Deliverable</b>	<b>Description</b>
Deliverable #1	Collection of documents from household or landlord
Deliverable #2	Provision of privacy notification and procurement of releases from all adult members of tenant household
Deliverable #3	Run Enterprise Income Verification (EIV) in accordance with HUD guidelines
Deliverable #4	Employment verification with employer
Deliverable #5	Calculate income according to HOME regulations
Deliverable #6	Produce certification of each household's income delivered to City and landlord

#### **Timeline for Execution**

LDCHA estimates it will take an average of 2 hours to certify the eligibility of each tenant household.

#### **Billing and Payment**

1. The landlord will be billed directly by Douglas County Housing, Inc., an affiliate of LDCHA.
2. Payment will be made to Douglas County Housing, Inc. within 30 days of an invoice being sent to landlord.