

**Chart 1
Dutchess County HOME Investment Partnership Program**

Tenant Income Limits

Effective Date: 6/28/2019

Household Size	50% of Median¹	60% of Median (All tenants must meet this standard)
1 Person	\$33,850	\$40,620
2 Persons	\$38,650	\$46,380
3 Persons	\$43,500	\$52,200
4 Persons	\$48,300	\$57,960
5 Persons	\$52,200	\$62,640
6 Persons	\$56,050	\$67,260
7 Persons	\$59,900	\$71,880
8 Persons	\$63,800	\$76,560

¹ For projects of five or more HOME units, at least 20% of tenants must be ≤ 50% median income (see chart 1 above) and occupy the Low-HOME Rent Units (see chart 2).

Additional Resources -

HUD Income Calculator – This site can help you identify and calculate income properly.

<https://www.hudexchange.info/incomecalculator/>

Provides Guidance on What Count's as Income –

[HUD Guidance for Income Inclusion and Exclusions](#)

Chart 2
Dutchess County HOME Investment Partnership Program
Maximum HOME Rent

Effective Date: 6/28/2019

Maximum Rent-Plus-Utility Standards¹ (subtract utility allowance to determine maximum actual rents)				
HOME Rent Category	Unit Size and Rent			
	0 Bdrms	1 Bdrm	2 Bdrm	3 Bdrm
Hi-HOME Rent (all units must be at or below this level)	\$969	\$1,073	\$1,346	\$1,637
Low-HOME Rent (Project with 5 or more HOME units, 20% of the units must be at or below this level)	\$846	\$906	\$1,087	\$1,256

¹The above rents standards assume inclusion of all utilities (heat, hotwater, and electric). The rent standard must be reduced by the applicable amount on the attached utility allowance (Chart 3) for any utilities which are paid by the tenant. Utilities do not include telephone and cable television.

- Every HOME-assisted unit is subject to rent controls.
- Project with 5 or more HOME units must have 20% of the units at or below the Low-HOME rent.

Chart 3
Dutchess County HOME Investment Partnership Program
Utility Allowances

Effective: 1/1/2019

	0-Bdrm	1-Bdrm	2-Bdrm	3-Bdrm
Heating				
Natural Gas	\$73	\$93	\$108	\$132
Bottle Gas	\$94	\$126	\$150	\$188
Oil	\$78	\$107	\$128	\$162
Electric	\$112	\$147	\$173	\$215
Hot Water Heating				
Natural Gas	\$8	\$11	\$13	\$16
Electric	\$22	\$28	\$36	\$42
Bottle Gas	\$15	\$20	\$25	\$29
Oil	\$11	\$14	\$18	\$21
Cooking				
Natural Gas	\$15	\$20	\$23	\$25
Electric	\$14	\$17	\$23	\$28
Bottle Gas	\$14	\$19	\$21	\$24
Other Electric, Lighting, Refrigeration...				
Other Electric, Lighting, Refrigeration	\$16	\$20	\$28	\$34

**Attachment 1
Dutchess County HOME Investment Partnership Program**

Tenant Income Eligibility Form

In addition to signing this form, you must submit your 2018 Federal Income Tax Statement and one month's paystubs/benefit statements.

Unit Number: _____ Bedroom Size _____ Rent \$ _____

Household Size: _____

Household Size	50% of Median¹	60% of Median (All tenants must meet this standard)
1 Person	\$33,850	\$40,620
2 Persons	\$38,650	\$46,380
3 Persons	\$43,500	\$52,200
4 Persons	\$48,300	\$57,960
5 Persons	\$52,200	\$62,640
6 Persons	\$56,050	\$67,260
7 Persons	\$59,900	\$71,880
8 Persons	\$63,800	\$76,560

¹ For projects of five or more units, at least 20% of tenants must be ≤ 50% median income (see above chart) and occupy the very-low-income rent-plus-utility units.

I hereby certify that my household's gross annual income does not exceed the income limit circled above. I understand that my willful misstatement of my income will be grounds for disqualification and/or eviction.

Prospective Tenant

Date

Prospective Tenant

Date

Attachment 2
Dutchess County HOME Investment Partnership Program

Tenant Notification Letter

June 12, 2019

Dear Prospective HOME Tenant:

The apartment you are considering renting was constructed with assistance from the Dutchess County HOME Investment Partnership Program. This program is designed to increase the supply of safe, decent and affordable housing throughout our community.

Because of the assistance the Owner must rent this unit(s) to an income eligible household and may not charge a rent which exceeds the maximum rent established by the program. The landlord will notify you of the maximum income and rent for each unit.

You must provide documentation of your income eligibility. This involves completion of the attached "Tenant Income Eligibility Form" and submission of your 2018 Federal income tax statement, two month's pay stubs and possibly other documentation depending on the source of income. The property owner is not permitted to rent you the apartment if you do not provide them with this information.

You will also be required to recertify your income on an annual basis. This will be done before your lease is renewed each year. You will need to complete a "Tenant Eligibility Form" and submit new income documentation each year before your lease is renewed.

If your household income remains at or below the program's maximum income your rent will remain at the maximum program rent. (Please note that rents do tend to increase slightly each year.) If your income exceeds the program maximum your may stay in your apartment but you must pay the lessor of 30% of your adjusted monthly income for rent and utilities or the market rent. The property owner may not renew leases if you will not provide the required information.

In addition to the requirements outlined above, the Program provides several other protections for you as a tenant:

1. The length of a lease must be at least one year.
2. Leases may not contain the following prohibited clauses:
 - Agreement by the tenant to be sued
 - Statement that owner can confiscate tenant property
 - Statement excusing owner from legal responsibility
 - Statement that owner doesn't have to give notice when instituting a law suit
 - Agreement by the tenant to waive rights to a jury trial

- Agreement by the tenant to waive rights to appeal a court decision
- Agreement by the tenant to pay attorney's fees if the tenant wins a court case

3. Any termination of tenancy or refusal to renew a lease must be preceded by 30 days and a written notice specifying the grounds of action by the owner.

4. The owner must be in compliance with Federal Housing Quality Standards.

The landlord will ask you to sign two copies of this letter. One is for you to keep and the other is the County's files. If you have any questions about this notice please contact me at asaylor@dutchessny.gov or (845) 486-3600.

Sincerely,

Anne E. Saylor
Community Development Administrator

Acknowledgement:

I, _____ acknowledge that I have read and understand the above and agree to be abide by the conditions and terms set forth above.

Signature: _____

Date: _____

Attachment 3
Dutchess County HOME Investment Partnership Program
Sample Section 8 Notification Letter/E-mail
(Complete the red items below and mailed or e-mail - AskNY-HousingChoice@PathStone.org)

(Date of Letter)

Dutchess County Section 8 Program
Pathstone
29 Marshall Road, Suite 3F
Wappinger Falls, NY 12590

Dear Section 8 Administrator:

I am writing you as the owner of a recently constructed property located at (address of property). The rehabilitation of this property was partially funded by the Dutchess County HOME Investment Partnership Program.

A total of (number of HOME assisted units) units were assisted with HOME funds. These units include: (list numbers of units and bedrooms - i.e. 2 two-bedroom units and 1 one-bedroom unit). These units are set aside for household's whose annual gross income is less than 50-60% of the County median income. The HOME Program requires that I notify your agency of the availability of these units so that you may refer clients to the units. Please note that reference checks will be completed on all prospective tenants.

Your agency or prospective tenants may contact me at (phone number and/or e-mail). Thank you for your assistance.

Sincerely,

(Insert Name)