Workforce Housing Program

Property Manager Training

Agenda

- Welcome
- 2024 Income and Rent ranges
- Income Eligibility requirement (Lease Addendum)
- WHP Rent Compliance Review (WHP Rent Calculation Worksheet)
- Mandatory/Optional fees
- Low Occupancy
 - notices of non-compliance;
 - remedies options and suggestions for property managers
- Q and A

Workforce Housing Units

Why does this project include Workforce Housing Units?

• 2006 Program, Density Bonuses

What is the Property Manager's Responsibility

- To rent the Workforce units to eligible households at a correct rent
- Manager discretion, within guardrails

What is the County's Responsibility?

• To ensure the workforce units are provided, and to support property managers and tenants

Income Eligibility

- Typically 4 categories, detailed in the WHP Restrictive Covenant
 - Low, Moderate 1, Moderate 2, Middle
- Definition of Annual Household Income:
 - documentable gross income before taxes received annually by income earners residing in the WHP tenant's household only.
 - at least one income earner must be employed in Palm Beach County.
 - does not include investment, retirement, or checking/savings account balances, but may include distributions to the WHP tenant from retirement accounts, and periodic determinable allowances such as alimony and child support.
 - irregular income such as overtime and bonus payments may be considered income at the discretion of the WHP rental unit owner or designee.
- Income certification is required at move-in and is optional lease at-renewal

Incomes and Rents

	WHP Income Catego	ry	Studio	1 BR	2 BR	3BR	4BR
Low	60-80% of MFI	\$62,400 - \$83,200	\$1,125 – 1,500	\$1,205 - 1,607	\$1,446 - 1,928	\$1,671 - 2,228	\$1,864 - 2,486
Moderate 1	>80-100% of MFI	>\$83,200 - \$104,000	\$1,500 - 1,875	\$1,607 – 2,009	\$1,928 - 2,410	\$2,228 - 2,785	\$2,486 - 3,108
Moderate 2	>100-120% of MFI	\$104,000 - \$124,800	\$1,875 - 2,250	\$2,009 - 2,410	\$2,410 - 2,892	\$2,785 - 3,342	\$3,108 - 3,729
Middle	>120-140% of MFI	>\$124,800 - \$145,600	\$2,250 - 2,625	\$2,410 - 2,812	\$2,892 - 3,374	\$3,342 - 3,899	\$3,729- 4,350

Incomes and Rents - Deciles

Rental Prices for projects approved under the Workforce Housing code adopted August 22, 2019

(%	WHP Income of Median Fa	Category amily Income)	Studio	1 BR	2 BR	3BR	4BR
Low	60-70%	\$62,400 - \$72,800	\$1,125 - \$1,313	\$1,205 - \$1,406	\$1,446 - \$1,687	\$1,671 - \$1,950	\$1,864 - \$2,175
Low	>70-80%	>\$72,800- \$83,200	\$1,313 - \$1,500	\$1,406 - \$1,607	\$1,687 - \$1,928	\$1,950 - \$2,228	\$2,175 - \$2,486
Moderate	>80-90%	>\$83,200 - \$93,600	\$1,500 - \$1,688	\$1,607 - \$1,808	\$1,928 - \$2,169	\$2,228 - \$2,507	\$2,486 - \$2,797
1	>90-100%	>\$93,600- \$104,000	\$1,688 - \$1,875	\$1,808 - \$2,009	\$2,169 - \$2,410	\$2,507 - \$2,785	\$2,797 - \$3,108
Moderate	>100-110%	>\$104,000 - \$114,400	\$1,875 - \$2,063	\$2,009 - \$2,210	\$2,410 - \$2,651	\$2,785 - \$3,064	\$3,108 - \$3,419
2	>110-120%	>\$114,400- \$124,800	\$2,063 - \$2,250	\$2,210 - \$2,410	\$2,651 - \$2,892	\$3,064 - \$3,342	\$3,419 - \$3,729
Middle	>120-130%	>\$124,800 - \$135,200	\$2,250 - \$2,438	\$2,410 - \$2,611	\$2,892 - \$3,133	\$3,342 - \$3,621	\$3,729 - \$4,040
Middle	>130-140%	>\$135,200-\$145,600	\$2,438 - \$2,625	\$2,611 - \$2,812	\$3,133 - \$3,374	\$3,621 - \$3,899	\$4,040 - \$4,350

Lease Addendum

LEASE ADDENDUM FOR RENTAL UNIT PALM BEACH COUNTY WORKFORCE HOUSING PROGRAM

This addendum serves as written declaration and documents the income of the tenant(s) occupying a WHP rental unit, as verified by the property owner or designee.

- At or before lease execution, but no later than ten (10) days after a tenant's lease period begins, this completed and executed Lease Addendum must be submitted by the property owner/designee to County Staff at PZB-WHPRentals@pbcgov.org for compliance

	ovide a copy of this addendum to the t	(enter tenant's ented)
	ent:	
		ms: WHP Rent: \$
Lease star	ts:	Lease ends:
This is an	☐ initial certification or a ☐ recertifi	cation.
		from retirement accounts, and periodic determina
dentify each	th income earner in the household than the household the household than the household the household than the household the household that he household the hou	t. Irregular income such as overtime and bor the WHP rental unit owner or designee. hat will be occupying this unit. (add lines if neede int's Annual Income
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Development:	Unit Number:
Under penalties of perjury, I declare tha for Rental Unit and that the facts stated	t I have read the foregoing Lease Addendum in it are true.
Tenant(s)	
(Tenant Signature)	(Tenant Signature)
(Print Name)	(Print Name)
(Date)	(Date)
Owner or Designee:	
By: (Owner/Designee Signature)	
Name: (Print Name)	
Title:	
Date:	

Lease Addendum -**Deciles**

LEASE ADDENDUM FOR RENTAL UNIT PALM BEACH COUNTY WORKFORCE HOUSING PROGRAM

This addendum serves as written declaration and documents the income of the tenant(s) occupying a WHP rental unit, as verified by the property owner or designee.

- 1. At or before lease execution, but no later than ten (10) days after a tenant's lease period begins, this completed and executed Lease Addendum must be submitted by the property owner/designee to County Staff at PZB-WHPRentals@pbcgov.org for compliance determination. Property managers are encouraged to submit draft lease addenda (not executed) for preliminary review. Any issues identified in the compliance review are required to be addressed within ten (10) days.
- Within three (3) days of compliance determination by County Staff, the property owner/designee must provide a copy of this addendum to the tenant at

Jnit Number:	Number of Bedrooms:	WHP Rent: \$
		Spect action of
.ease starts:	Lease ends	3:
his is an I initial certifica	tion or a recertification.	
ncome earners residing in the ubcategory if applicable. A dousehold Income does no out may include distributions allowances such as alimor asyments may be considered.	ne WHP tenant's household, used to teast one income earner must it include investment, retirement, on to the WHP tenant from retiremer, by and child support. Irregular indicate the discretion of the WHP rentation.	
dentify each income earner	r in the household that will be occ	upying this unit. (add lines if needed)
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Tenant's Name	Tenant's Annual I	., .
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Total Household Inc 2024 WHP Income Categor Low (60-70% of M Low (>70-80% of Moderate-1 (>80-9 Moderate-1 (>90-	Tenant's Annual In y (please check) IFI): \$62,400 -: MFI): \$72,800 -: 0% of MFI): \$83,200 -: 100% of MFI): \$93,600 -: -110% of MFI): \$104,000 -: 120% of MFI): \$114,400	\$72,800 \$83,200 \$93,600 \$104,000 -\$114,400 -\$124,800

October 2023 Code Changes

- Clarified for all projects
 - Mandatory and Voluntary Fee Structure
 - Real-time Compliance Reporting
 - Enforcement Parameters
 - Timeframes for Reporting and Responding
 - Minimum Occupancy Requirements
- Eliminated for new projects and opt-ins
 - Annual Reporting
 - Utility Allowance

Fees Assessed to Tenants

- Mandatory fees are fees for items that are required of all tenants, and over which the tenant does not exercise any control over the option or the usage.
 - These include items such as pest control fees, fees for common area amenities, or other fees charged to all tenants.

Mandatory fees must be capped by the maximum WHP rent.

- Voluntary fees are any fees over which the tenant exercises control over the option or the usage.
 - Examples of voluntary fees include fees for optional amenities and services, such as pet fees, optional storage area fees, or fees for services such as internet access, if optional and not mandatory for all residents.

Voluntary fees are not required to be capped by the maximum WHP rent, even if the fee is billed through the property management company or a third party biller.

Timeframe for Reporting

- The required documents to be submitted no later than 10 days after a tenant's lease period begins
 - ☐ New tenants: Lease Addendum and Rent Calculation Worksheet
 - ☐ Renewals-not recertified: Rent Calculation Worksheet
 - ☐ Renewals-recertified (with 60-day notice to tenant): Lease Addendum and Rent Calculation Worksheet
 - ☐ Recertification during the course of the lease (if requested by tenant, and at discretion of property manager): Lease Addendum and Rent Calculation Worksheet
- Documentation is to be submitted to: PZB-WHPRentals@pbcgov.org

Other timeframes

- Within 3 business days, staff will review the submittal for compliance with program requirements and notify the property manager if the unit is compliant or if issues have been identified.
- Property managers have maximum of 10 business days to address any issues identified by staff
- When the unit is deemed compliant property managers have to provide copies of Lease Addendum and/or WHP Rent Calculation Worksheet to tenants.

WHP Rent Calculation Worksheet

			arges and subseque			workforce Housing Program ants.
Compliance ☐ At initial ☐ At lease	Date Date Date Date djustr	rmination at or be fication at lease ex- e of lease execution wal (whether or no e of renewal execu- ments approved do	fore the following evecution/new move-in: the property opts t	ents (che ns to recerti	eck one):	/HPRentals@pbcgov.org fo
						iew. Any issues identified i
			d to be addressed wi			
		f this RCW to the t		County	staff, the pro	perty owner/designee mu
,	.,			(ent	ter tenant's ema	a)
Development:				Unit	Number:	
			2 bedroom;			
			Li 2 dedroom,		bedroom,	Li 4 Deditorii
					_	
Lease starts:	_		Leas	e ends:		
Total Household	Incor	me as certified by	property owner or de	esignee:		
WHP Income Cat	egon	(at time initial W	HP certification or re	-certifica		
		LOW (60%-80%				80% -100% of AMI)
		MOD2 (>100% -	120% of AMI)		MIDDLE (>120% -140% of AMI)
		in effect				
Link to WHP ran	ges:	https://discover.pbs	gov.org/pzb/planning	/PDF/Pro	jects/Housing	/WHPRents_Incomes.pdf
WHP Rent calcul	ation	1:				
(1) Monthly	Rent	(per Lease):				month
(2) Mandato	ry fe	es/charges for:				/month
						/month
Total ma	ndati	ory fees/charges:				/month
(3) Total mo	onthly	y Rent: (1)+(2)				/month
(4) Utility all	lowar	nce				/month
(5) WHP Res	nt: (3)-(4)				/month
Property owner	or de	signee:				
	12.55		(Signature & Title)			
Print Name:				Date:		

For any questions, contact County WHP staff at PZB-WHPRentals@pbcgov.org or 561-233-5300

Information for WHP Tenants

You are receiving this document because you are renting a unit that is subject to the Palm Beach County (PBC) Workforce Housing Program (WHP). This document contains important information for tenants of WHP units.

Who can occupy a WHP unit? Rental WHP units must be rented only to income-eligible households, and must be rented at or below the prices in effect at the time of lease execution, as published annually by PBC.

How and when is income eligibility determined? Your household's income is certified as eligible by the property manager, through completion of a separate document, the WHP Lease Addendum. The household income is then used to establish the income category (or subcategory, if applicable) on the Lease Addendum. The income category also identified on this Rent Calculation Worksheet; along with the number of bedrooms in the WHP unit, this sets the limit on the rent to be charged. Household Income includes documentable gross income before taxes received annually by income earners residing in the WHP tenant's household. At least one income earner must be employed in Palm Beach County. Household Income does not include investment, retirement, or checking-bavings account balances; however, at the discretion of the property owner or designee, it may include distributions from retirement accounts, periodic determinable allowances such as alimony and child support, and irregular income such as overtime and bonus payment.

When is the income certified? Income is certified at the time of initial lease execution. In addition, the property owner also has the option to recertify tenants at the time of lease renewal, but must provide 60 days' notice. (Recertification at lease renewal requires a new Lease Addendum and Worksheet; renewals without own will require a new Worksheet.) Property owners may also recertify tenants during the course of a lease at the tenant's request, but are not obligated to do so. Note that recertification may result in reassignment to a different income category or subcategory; when WHP units are not available in the new category, property managers are encouraged to work with tenants to avoid disclascement.

How is the rent set? The Maximum WHP Rent is set by Palm Beach County for each income category and subcategory, by number of bedrooms. The current rent ranges can be viewed here: https://discover.pbcgov.org/pzb/planning/PDF/Projects/Housing/WHPRents Incomes.pdf. The rent ranges are updated every July 1st. The rent to be charged is based on the rent range in effect at the time of lease execution, regardless of the move in date. For renewals, the rent is based on the rent range in effect on the date of execution of the renewal, regardless of the start date of the new lease term.

What is included in the rent charged for a WHP unit? The WHP does not specify the services and amenities that must be provided or available for a WHP rental unit, but does establish how charges can be applied for services and amenities:

- Fees for items that are required of all tenants, and over which the tenant does not exercise any control over the option or the usage, are deemed "mandatory" fees and must be capped by the Maximum WHP Rent.
 These must be included in the total monthly rent (line 3) and cannot be charged above the Maximum WHP rent. Examples include fees for pest control, common area amenities, or other services charged to all tenants.
- Any fee over which the tenant does exercise control over the option or the usage, is deemed "voluntary" and
 will not need to be capped by the Maximum WHP Rent, even if the fee is billed through the property
 management company or a third party biller. Examples of voluntary fees include fees for optional amenities
 and services, such as pet fees, optional storage area fees, or fees for services such as internet access, if
 optional and not mandatory for all residents.
- The property management retains the right to offer a service or amenity as either voluntary or mandatory, but must abide by the above with regard to the charge for the service.
- Most properties are required to provide a 'utility allowance,' reflected on line 4 of the Worksheet. This is a
 monthly rent reduction to help offset tenant-paid costs of water, sewer, gas and/or electric service provided
 directly to the unit. The WHP Rent identified on line 5 shall not exceed Maximum WHP Rent in effect minus
 the applicable utility allowance.
- The WHP rent you pay each month should not exceed Line 5, which is the total of the base rent plus all
 mandatory charges and fees, minus the utility allowance amount. In addition to this amount, you may pay for
 any optional services or amenities you have selected, and utilities.

Compliance Determination

A unit will be considered compliant if the submittal demonstrates that:

- The Lease Addendum is accurately completed and signed by all parties, reflecting the tenant's correct income category based on the Annual Household Income as defined in the WHP code
- The WHP rent includes all mandatory fees and reflects the Utility Allowance, if applicable
- The WHP rent does not exceed the Maximum WHP rent published by the County, minus any applicable Utility Allowance, for the tenant's income category
- The WHP rent reflects the rent range in effect at the time of lease execution or renewal

Example 1. Compliance Determination (Utility Allowance is required/ provided)

Mandatory Fees

Trash, pest control \$30 total

Utility Allowance

Additional charges

Garage – \$100,Pet -\$50 Water/sewer - \$80

Compliance determination:

Max WHP Rent \$2410 - \$50= \$2360 WHP Rent \$2180 < \$2360 - compliant

WHP Rent Calculation Worksheet

		,			Workforce Housing Prog
(WHP) rental unit, t	to help avoid overc	harges and subsequer	nt credits	to WHP ten	ants.
compliance det	ermination at or be	efore the following ev	ents (che		/HPRentals@pbcgov.org
		xecution/new move-in on: 8/15/2024	ns		
		ot the property opts t	o recertif	v tenant's in	come)
	te of renewal execu		o receitin	, tellant sin	comey
		luring the lease term			
Eff	ective date of adjus	stment:			
					ew. Any issues identifie
the compliance	review are require	ed to be addressed wi	thin ten (10) days.	
2. Within three (3	days of complian	ce determination by	County S	taff, the pro	perty owner/designee r
		tenant at			
			(ente	er tenant's ema	il)
Development:			Unit !	Number:	
Unit type: ☐ Studio	1 bedroom	; 2 bedroom;	□ 3	bedroom;	4 bedroom
enant Name					
				0/14/2025	
Fenant Name: Lease starts: 8/15/20			e ends:	8/14/2025	
Lease starts: 8/15/20	24				
Lease starts: 8/15/20	ome as certified by	Leas property owner or de	esignee: 9	91,000	
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Example 2. Compliance Determination - Subcategories (Utility Allowance is required/ provided)

Mandatory Fees

Trash, pest control \$30 total

Utility Allowance

Additional charges

Garage – \$100,Pet -\$50 Water/sewer - \$80

Compliance determination:

Max WHP Rent \$2169 - \$50= \$2119 WHP Rent \$2180 >\$2119 - **not compliant**

WHP Rent Calculation Worksheet

compliance deter At initial certif Date At lease renew Date At any adjustn Effec Property manage the compliance re	rmination at or beformation at lease execution: val (whether or not of renewal execution: of renewal executionents approved duritive date of adjustmers are encouraged to eview are required to the second	re the following eve cution/new move-in- 8/15/2024 the property opts to on: ing the lease term lent: to submit draft RCW to be addressed with	recertif	rck one): fy tenant's in liminary revi 10) days.	iew. Any issues identified
	days of compliance f this RCW to the ter				perty owner/designee mu
				er tenant's ema	
Development: Unit type: Studio;		C 2 hadroom	_	Number:	
the state of the s		☑ 2 bedroom;	L 3	bedroom;	☐ 4 bedroom
Tenant Name:				_	
Lease starts: 8/15/24		Lease	ends:	8/14/25	
Maximum WHP Rent		of AMI) 0% of AMI) 20% of AMI)		MOD1 (>9 MIDDLE ()	80% -90% of AMI) 90% -100% of AMI) >120% -130% of AMI) >130% -140% of AMI)
Link to WHP ranges: h	ttps://discover.pbcgc	ov.org/pzb/planning/i	PDF/Pro	ects/Housing	/WHPRents_Incomes.pdf
WHP Rent calculation					
(1) Monthly Rent	(per Lease): es/charges for: Vi	alot track		2200	/month
(2) Mandatory red			_		month
		est control	_	5	/month
Total mandato	ory fees/charges:			30	/month
(3) Total monthly				2130	/month
(4) Utility alloward (5) WHP Rent: (3)				50 2180	/month
Property owner or des	ignee:				

Example 3.Compliance Determination (No Utility Allowance is required, Utilities are metered/sub-metered)

Mandatory Fees

Trash, pest control \$30 total

Additional charges

Garage – \$100,Pet -\$50 Water/sewer - \$80 (metered)

Compliance determination:

Max WHP Rent \$2410 WHP Rent \$2230 <\$2410 - compliant

WHP Rent Calculation Worksheet

This Rent Calculation Worksheet (RCW) documents the ren	t to be char	ged for the	Workforce Housing Pr
(WHP) rental unit, to help avoid overcharges and subseque	ent credits	to WHP ten	ants.
 The property owner/designee provides this RCW to compliance determination at or before the following e At initial certification at lease execution/new move- Date of lease execution: 8/15/24 	vents (chec		/HPRentals@pbcgov.e
At lease renewal (whether or not the property opts	to recertify	tenant's in	come)
Date of renewal execution:			
☐ At any adjustments approved during the lease term Effective date of adjustment:			
Property managers are encouraged to submit draft R0 the compliance review are required to be addressed w			iew. Any issues identi
Within three (3) days of compliance determination by provide a copy of this RCW to the tenant at		aff, the pro	perty owner/designed
	(enter	tenant's ema	il)
evelopment:	Unit N	umber:	
nit type: ☐ Studio; ☐ 1 bedroom; ☐ 2 bedroom	□ 3 t	pedroom;	☐ 4 bedroom
enant Name:			
411. 11	se ends: 8	/14/25	
otal Household Income as certified by property owner or o	lesignee 9	1.000	
/HP Income Category (at time initial WHP certification or r			
LOW (60%-80% of AMI)			80% -100% of AMI)
MOD2 (>100% -120% of AMI)		MIDDLE (>120% -140% of AMI)
Maximum WHP Rent in effect 2410			
nk to WHP ranges: https://discover.pbcgov.org/pzb/plannin	g/PDF/Proje	ects/Housing	/WHPRents Incomes.p
/HP Rent calculation:			
(1) Monthly Rent (per Lease):		2200	/month
(2) Mandatory fees/charges for: valet trash		25	/month
pest control		5	/month
Total mandatory fees/charges:		30	/month
(3) WHP Rent: (1)+(2)		2230	/month
roperty owner or designee: (Signature & Title)		
rint Name:	Date:		

Example 4. Compliance Determination (No Utility Allowance is required, utilities are formula based/flat fee)

Mandatory Fees

Trash, pest control

Water/sewer - \$80 (RUB/ flat fee) Total mandatory fees - \$110

Additional charges

Garage – \$100,Pet -\$50

Compliance determination:

Max WHP Rent \$2410 WHP Rent \$2310 <\$2410 - compliant

WHP Rent Calculation Worksheet

compliance deter At initial certifi Date At lease renew Date At any adjustm Effect Property manage the compliance rr 2. Within three (3) of	help avoid overchar ner/designee provi mination at or befo ication at lease execu- for lease execution: ral (whether or not to of renewal execution ents approved duri- tive date of adjustments are encouraged to eview are required to	ges and subsequer des this RCW to C re the following ev ution/new move-ir 8/15/24 the property opts to in: ing the lease term tent: to o submit draft RCV to be addressed wit determination by	ounty : ents (cl ns o recer	ts to WHP tenistaff at PZB-Wheck one): tify tenant's in reliminary revi	/HPRentals@pbcgov.or
			(e	nter tenant's ema	il)
Development:			Uni	t Number:	
Jnit type: ☐ Studio;	☐ 1 bedroom;	2 bedroom;		3 bedroom;	4 bedroom
enant Name:					
ease starts: 8/15/24		Leas	e ends:	8/14/25	
VHP Income Category	(at time initial WHF	certification or re-	certific	cation)	
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	LOW (60%-80% of MOD2 (>100% -12 in effect 2410	AMI) 20% of AMI)		MOD1 (>I	80% -100% of AMI) >120% -140% of AMI)
Maximum WHP Rent i	LOW (60%-80% of MOD2 (>100%-12 in effect 2410 ttps://discover.pbcgo	AMI) 20% of AMI)		MOD1 (>I	
Maximum WHP Rent i	LOW (60%-80% of MOD2 (>100%-12 in effect2410 ttps://discover.pbcgo	AMI) 20% of AMI)		MOD1 (>I	>120% -140% of AMI)
Maximum WHP Rent in ink to WHP ranges: h	LOW (60%-80% of MOD2 (>100%-12 in effect2410 ttps://discover.pbcgco : (per-Lease):	AMI) 20% of AMI)		MOD1 (>) MIDDLE ()	>120% -140% of AMI) /WHPRents_Incomes.pdi
Maximum WHP Rent in ink to WHP ranges: https://www.whp.ranges.com/whp.Rent calculation:	LOW (60%-80% of MOD2 (>100%-12 in effect 2410 ttps://discover.pbcgo (per-Lease):	AMI) 10% of AMI) w.org/pzb/planning		MOD1 (>I MIDDLE ()	>120% -140% of AMI) /WHPRents_Incomes.pdi
Maximum WHP Rent in ink to WHP ranges: https://www.decides.com/whp-Rent calculation:	LOW (60%-80% of MOD2 (>100%-12 in effect 2410 ttps://discover.pbcgo	AMI) 0% of AMI) v.org/pzb/planning,	PDF/Pr	MOD1 (>I MIDDLE ()	>120% -140% of AMI) /WHPRents_Incomes.pdi /month /month
Maximum WHP Rent in ink to WHP ranges: https://www.decides.com/whp-Rent calculation:	LOW (60%-80% of MOD2 (>100%-12 in effect 2410 ttps://discover.pbcgo	AMI) 10% of AMI) 10.0% of AMI)	PDF/Pr	MOD1 (xi MIDDLE (: rojects/Housing 2200 25	>120% -140% of AMI) /WHPRents_Incomes.pdi /month /month
Maximum WHP Rent in ink to WHP ranges: h VHP Rent calculation: (1) Monthly Rent (2) Mandatory fee	LOW (60%-80% of MOD2 (>100%-12 in effect 2410 ttps://discover.pbcgo	AMI) 10% of AMI) 10.0% of AMI)	PDF/Pr	MOD1 (xi MIDDLE (: rojects/Housing 2200 25	>120% -140% of AMI) /WHPRents Incomes.pdi /month /month /month
Maximum WHP Rent in ink to WHP ranges: h WHP Rent calculation: (1) Monthly Rent (2) Mandatory fee	LOW (60%-80% of MOD2 (>100%-12 in effect 2410 in effect 2410 it tps://discover.pbcgc.ic/per-Lease): cs/charges for: vi pry fees/charges:	AMI) 10% of AMI) 10.0% of AMI)	PDF/Pr	MOD1 (>I MIDDLE (: rojects/Housing 2200 25 5 80	>120% -140% of AMI) /WHPRents Incomes.pdi /month /month /month /month
Maximum WHP Rent it ink to WHP ranges: h WHP Rent calculation: (1) Monthly Rent (2) Mandatory fee	LOW (60%-80% of MOD2 (>100%-12 in effect 2410 in effect 2410 it tps://discover.pbcgc.ic/liper-Lease): Comparison of the comparison of t	AMI) 10% of AMI) 10.0% of AMI)	PDF/Pr	MOD1 (>I MIDDLE (: rojects/Housing 2200 25 5 80	/WHPRents Incomes.pdi /month /month /month /month /month /month /month

Compliance Monitoring and Enforcement

- Compliance of each unit will be tracked by the County and used to determine whether the project is addressing its WHP obligations at the individual unit and overall project level.
- Code enforcement action may be initiated if WHP requirements are not met for an individual WHP unit, or if a project's overall compliance falls below 90% of its obligation for more than 60 days.

Tracking Database example 1

A	В	С	D	E	F	G	н	1			J		K	L	M	N		0	Р	Q	R
	Number of		Lease Start Date	Lease End Date	WHP Certification	Total Household Income at WHP	WHP Income	Monthly Rent	(in	Mandat dicate eac	ory Fees h fee bel		Concess	Total Monthly Rent		WHP Rent Applicable per the Utility		Max WHP Rent in effect	**	r Worksheet	Overcharge
Unit Number	Bedrooms	Leasenoider ivallie	Lease Start Date	Lease cliu Date	Date	certification date	Category at certification date	per lease	J.1	J.2	J.3	J.4	ions	(I+J.1+J.2+J.2 +J.4)-(K)	applicable WHP rent schedule	allowance	allowance	Applicable	worksheet	on-file	Overcharge
										_								Utility			
4173	3	Tenant 1	11/01/2023	10/31/2024	07/22/2021	\$84,000.00	MOD 2	2300						2300	3039	n/a	n/a	3,039	2300	yes	
4169	3	Tenant 2	05/01/2024	04/30/2025	07/22/2021	\$65,000.00	MOD 1	2450						2450	2533	n/a	n/a	2533	2450	yes	
4165	3	Tenant 3	7/1/2024	6/30/2025	6/15/2024	\$109,634.00	MOD 2	2550						2550	3039	n/a	n/a	3039	2550	yes	
														0							
								17						0							
														0							

WHP Rental Unit Number	Number of Bedrooms	Leaseholder Name	Lease Start Date	Lease End Date	WHP rent per worksheet	Worksheet on-file	Overcharge	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
4173	3	Tenant 1	11/01/2023	10/31/2024	2300	ves		31	31	30	31	1107 24	DCC 24	3011 23	100 25	Widi 25	Apr 23	Ividy 25
4169		Tenant 2	05/01/2024			•		31	31	30		30	31	31	28	31	30	
4165	3	Tenant 3	7/1/2024	6/30/2025	2550	yes		31	31	30	31	30	31	31	28	31	30	31
					Days Occupied	i		93	93	90	93	60	62	62	56	62	60	31
					Days in a mon	th		31	31	30	31	30	31	31	28	31	30	31
					Days required	3	WHP units o	93.0	93.0	90.0	93.0	90.0	93.0	93.0	84.0	93.0	90.0	93.0
					Occupancy rat	e		100%	100%	100%	100%	67%	67%	67%	67%	67%	67%	33%
					LOW			0	0	0	0	0	0	0	0	0	0	0
					MOD 1	1		1	1	1	1	1	1	1	1	1	1	0
					MOD 2	1		2	2	2	2	1	1	1	1	1	1	1
					MIDDLE	1		0	0	0	0	0	0	0	0	0	0	0
					WHP Units	3		3	3	3	3	2	2	2	2	2	2	1

Tracking Database example 2

P	Q	R								
WHP rent pe ▼ worksheet	Worksheet o	Overcharge	~	~	~	~	~	~	~	
			Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Já
0										
0										
0										
Days occupied			1660	1759	1691	1594	1416	1138	1031	
Days in a month			30	31	31	30	31	30	31	
Days required	57	WHP units obligat	1710.0	1767.0	1767.0	1710.0	1767.0	1710.0	1767.0	
Occupancy rate			97%	100%	96%	93%	80%	67%	58%	
LOW	14		17	17	16	16	12	8	6	
MOD 1	14		23	24	24	24	21	18	17	
MOD 2	14		13	14	12	11	10	9	8	
MIDDLE	15		2	2	3	3	3	3	3	
WHP Units	57		55	57	55	53	46	38	33	
Vacant Units			2	0	2	4	11	19	24	

Take-aways

- Importance of submitting information timely
- Low occupancy non compliance notice
- More than 60 days of Low Occupancy (under 90%) Code Enforcement
- Suggestions for tracking WHP units
 - Keep WHP files separate
 - Keep eligibility records for tenant tenure
 - Coming soon: access to our database
- Meet with managers as requested, and quarterly group meetings
- WHP website Information for Property Managers/Owners of WHP Units