

THE CITY OF FREDERICK

Moderately Priced Dwelling Unit (MPDU) Program Income Eligibility Policy

SUMMARY: This policy establishes the maximum and minimum income eligibility limits for individuals and families that want to purchase or rent Moderately Priced Dwelling Units (MPDUs) constructed and marketed under the City of Frederick's Moderately Priced Dwelling Unit (MPDU) Program.

ADDRESS: Information and copies of this policy are available from the Frederick Community Action Agency, 100 South Market Street, Frederick, Maryland 21701. The regulation and any updates are also posted on the City of Frederick's website at www.cityoffrederick.com/fcaa.

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Section 1: Maximum and Minimum Income Limits for Purchase

The maximum and minimum annual income limits listed below are used to determine eligibility for the purchase of Moderately Priced Dwelling Units:

Household Size	Maximum Permitted Income (80%)	Minimum Permitted Income (30%)
1	\$54,250	\$24,650
2	\$62,000	\$28,150
3	\$69,750	\$31,650
4	\$77,450	\$35,150
5	\$83,650	\$38,000
6	\$89,650	\$40,800
7	\$96,050	\$43,600
8	\$102,250	\$46,400

Annual income limits are based on 80% and 30% of the adjusted median income for the Washington, D.C. MSA as determined by the U.S. Department of Housing and Urban Development (HUD). The income limits will be revised on an annual basis based on Annual Income Limits published by HUD.

Section 2: Maximum and Minimum Income Limits for Rental

The maximum and minimum annual income limits listed below are used to determine eligibility for the rental of Moderately Priced Dwelling Units:

Household Size	Maximum Permitted Income (80%)	Minimum Permitted Income (30%)
1	\$54,250	\$24,650
2	\$62,000	\$28,150
3	\$69,750	\$31,650
4	\$77,450	\$35,150
5	\$83,650	\$38,000
6	\$89,650	\$40,800
7	\$96,050	\$43,600
8	\$102,250	\$46,400

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Section 3: Sources of Income

The Maximum Permitted Income is defined as the gross income received annually from all sources by all wage earners in a family or household unit. Sources of income include, but are not necessarily limited to the following (examples of verifying documents are included in parentheses):

1. Wages and salary (paycheck stubs, employer statements, annual income tax statements)
2. Child Support (legal agreements, court orders, canceled checks)
3. Alimony (legal agreements, court orders, canceled checks)
4. Interest from savings and checking accounts (bank statements)
5. Dividends and interest from stocks, bonds, and certificates of deposit (annual income tax statements)
6. Social Security benefits (award letter or statement from the Social Security Administration)
7. Veterans Administration benefits (award letter or statement from the Social Security Administration)
8. Overtime Pay (paycheck stubs, annual income tax statements)
9. Unemployment insurance benefits (unemployment insurance statements)
10. Bonus payments (paycheck stubs, annual income tax statements)
11. Pension and retirement payments (statements from pension or retirement funds, annual income tax statements)

12. Disability benefits (statements from disability insurance provider, annual income tax statements)
13. Any other annuities or stipends received (annuity statements, annual income tax statements)
14. Income from real estate investments (canceled checks, annual income tax statements)
15. Tax exempt income (canceled checks, income statements or pay stubs)

Procedures: Staff members will request copies of financial documents that verify all sources and amounts of income from all applicants and household members of applicants that are applying for participation in the MPDU Program. As needed, staff members and applicants may execute a Release of Information Form that permits staff to verify sources and amounts of household income. For example, a Release of Information Form may be executed in order to confirm the amount of employment income, bank savings, alimony, or child support payments.