



CITY OF MINNEAPOLIS LEASE -UP GUIDE

Inclusionary Zoning

Overview

Step-by-step process for leasing IZ units in the City of Minneapolis.
All required documents are linked to this document.

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City of Minneapolis Lease-Up Guide

Required Documents

- ✓ [Lottery Form Template](#) (p.5)
- ✓ [Government Data Practices Act Disclosure Statement](#) (p. 7)
- ✓ [Head of Household Demographic Information Form](#) (p. 7)
- ✓ [Household Application Questionnaire](#) (p. 7)
- ✓ [Student Status Self-Certification form](#) (p. 7)
- ✓ [Under \\$5,000 Asset Self-Certification](#) (p. 7)
- ✓ [Income Calculation Worksheet](#) (p. 7)
- ✓ [Utility Allowance Schedule](#) (p. 8)
- ✓ [Tenant Income Certification \(TIC\)](#) (p. 9)

Disclaimer: this is a procedural guide. The official policy and/or requirements are detailed in the IZ ordinance and official documents for the program.

City of Minneapolis – Initial IZ Lease-up Steps

Affordable Housing Connections

Affordable Housing Connections (AHC) is a 501c3 organization that focuses on supporting affordable rental property owners, local units of government and housing authorities for compliance with program regulatory agreements and compliance requirements.

Staff

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Where does AHC fit into the process?



The City of Minneapolis has contracted with AHC to provide services to IZ projects



AHC is here as your partner as you successfully lease IZ units and ensure ongoing compliance



AHC and the City will provide you with tools and documents needed to meet the goals set for your IZ project



This guide will outline the steps for initial lease-up and annual compliance requirements

Overview of Inclusionary Zoning

In accordance with Minneapolis City ordinances, the Inclusionary Zoning (IZ) Ordinance requires new developments with more than 20 residential units to comply with IZ requirements. The number of IZ units in each project is based upon city regulations and is agreed to by the execution of the IZ declaration and the IZ Unit Plan. Leasing of IZ units starts with the initial lease-up of the property and extends through the affordability period as determined by the declaration, typically 20 years from the date of the Certificate of Occupancy (CO).

IZ Declaration

**INCLUSIONARY ZONING
DECLARATION OF AFFORDABLE HOUSING COVENANTS
RENTAL UNITS**

By

in favor of the

CITY OF MINNEAPOLIS

Dated as of: _____, 20__

Relating to the:

_____ Project

This instrument was drafted by:
Minneapolis City Attorney's Office (SAR)
505 Fourth Avenue South, Room 220
Minneapolis, Minnesota 55415
(612) 673-_____

Approved as to substance by:

*Manager, Residential Finance
Housing Policy and Development*

SAR\INCLUSIONARY ZONING\
DECLARATION OF RESTRICTIVE COVENANTS\
UNASSISTED RENTAL UNITS
JANUARY 27, 2023

The Inclusionary Zoning Declaration of Affordable Housing Covenants Rental Units is a covenant between the property developer and the City of Minneapolis that must be agreed upon before the development of any IZ units. This document has important definitions, rules, and regulations that must be followed throughout the duration of the affordability period as determined by the declaration, typically 20 years from the date of the Certificate of Occupancy (CO).

IZ Compliance Plan



Minneapolis
City of Lakes

Minneapolis Development Review
Public Service Center Building
250 South 4th Street., Room 300
Minneapolis, MN 55415
TEL 612.673.3000
www.minneapolismn.gov

For questions regarding this form, contact 612-673-5175 or inclusionaryzoning@minneapolismn.gov

INCLUSIONARY ZONING ACKNOWLEDGEMENT AND AFFORDABLE HOUSING COMPLIANCE PLAN

Chapter 535 of the Minneapolis Code of Ordinances requires that a certain share of all newly constructed buildings with residential dwelling units of twenty (20) or more units be developed and reserved for sale or lease in accordance with the affordability standards in the City's Unified Housing Policy (the "Inclusionary Zoning Requirements").

The Developer:

Print Developer's Name

Developer's Contact Information

Developer's Email

Is the owner of or is intending to purchase and is requesting a building permit for certain real property located in the City of Minneapolis, Minnesota at _____, legally described in "Exhibit A" attached hereto (the "Project Property") and incorporated herein by this reference. The term "Developer" herein means the person or entity listed above and includes all successors and assigns of that person or entity.

Developer proposes to construct _____ residential rental and _____ residential For-Sale dwelling units on the Project Property (the "Development") and is therefore subject to the Inclusionary Zoning Requirements.

Developer has the option of complying with the Inclusive Zoning Requirements by either building a certain number of qualifying units or satisfy the requirements through alternate means as described by the Inclusionary Zoning Requirements.

1

SAR\INCLUSIONARY ZONING
ACKNOWLEDGEMENT\COMPLIANCE PLAN FORM
OCTOBER 25, 2021

Each project developer must agree to the Affordable Housing Compliance Plan for the development put forth by the City of Minneapolis. In accordance with Minneapolis city ordinances, the Inclusionary Zoning (IZ) Ordinance requires new developments with more than 20 residential units to comply with IZ requirements.

Minneapolis IZ Webpage

The [Minneapolis IZ Webpage](#) is a helpful resource for all things IZ!

- Find forms and documents related to IZ lease-up
- Minneapolis IZ compliance manual
- Updated rent limits and utility allowances
- Other resources

Lottery and Application screening process for initial lease-up of IZ units

The main goal of this lease-up process is to verify property (or project) requirements:

1. **Gross Rent** compared to the rent limits set by the City
2. **Gross Income** compared to the income limits set by the City

Step 1 – Marketing IZ units:

- Market all new IZ units on [HousingLink](#)
 - Affirmative Marketing and Fair Housing
 - Initial marketing for 10 consecutive days
 - After 10 days is up, first come, first served
 - See the [HousingLink](#) instructions for how to add a unit on the Minneapolis IZ webpage.
 - A file must be maintained with all marketing efforts related to property.
- Send a list of interested households to the City of Minneapolis for randomization. For any newly designated IZ unit, the city conducts a randomized selection of applicants for each IZ unit. The city will also remove any applicant who does not income-qualify based on their self-reported income.
 - Contact: Haley Cramer haley.cramer@minneapolismn.gov
 - [Lottery Form Template](#)
 - The City of Minneapolis will send the randomized list of IZ applicants back to your property.

Step 2 – Selecting Applicants

Working from top to bottom of the randomized lottery form, select applicants to complete initial owner screening.

Figure 1: Sample Form 1 - IZ Lottery Form



Tenant Applicant List for New Units - Minneapolis Inclusionary Zoning

Name of Applicant	Household size	Estimated household income	<i>Eligible (City use only)</i>	<i>Position no. (City use only)</i>

Step 3 – Determine Applicant Eligibility

- Pre-screen application based on property criteria.
- Determine applicant preliminary eligibility:
 - If applicant is eligible by meeting property criteria, move onto step 4
 - If the applicant is not eligible based on property criteria, inform the household of ineligibility

Application and verification process for IZ units

Step 4 – Review Household Questionnaire

- Schedule interview and review household questionnaire with adult household members
 - Applicant shall be made aware of:
 - Maximum income limits
 - The requirement to verify the income and assets of all household members
 - Annual household income must not exceed the maximum income limit during tenancy
- Renting IZ units:
 - Each rental IZ Unit must be occupied by a household earning no more than the applicable income limit adjusted for household size. Units must be leased at a rent that the City has determined to be affordable to households as laid out in the Declaration of Affordable Housing Covenants (Declaration of Covenants).

Step 4 – Continued

Additional required forms for IZ units:

Government Data Practices Act Disclosure Statement (GDPA)

- It is used to inform the tenant that their household composition, income, or other information will be reported to the City of Minneapolis. It must be signed and dated by all household members aged 18 and older.

Head of Household Demographic Information Form

- When approved for IZ occupancy the Head-of-household is required to complete this form.

Household Questionnaire

- It is used to collect information about household composition, income, and assets. All adult household must complete this form.
- Each adult household member signs and dates the Government Data Practices Act Form (GDPA) and the Household Application Questionnaire. The Head of Household completes the Head of Household Demographic Information Form.
 - Links to required documents:
 - [Government Data Practices Act Disclosure Statement](#)
 - [Head of Household Demographic Information Form](#)
 - [Household Questionnaire](#)

Step 5 – Verify the Information on the Household Questionnaire

- At the scheduled meeting, applicant completes, and signs required documentation based upon responses on the household questionnaire.
- Forms and/or documents used to verify applicant income may include:
 - [Student Status Self-Certification form](#) (not required for student housing projects)
 - Third-party employment verification form or 4-6 most recent consecutive paystubs
 - Benefits statements for unearned income, such as Social Security, pensions, or Public Assistance
 - Other reported income (i.e., self-reported income or gig income)
- Form to verify household assets
 - [Under \\$5,000 Asset Self-certification](#) for households with total value of assets less than \$5,000

- If individual assets total over \$5,000, individual account(s) and bank statement(s) must be collected for each asset
- Checking accounts require a 6 month average of account balances

For additional guidance in determining tenant income, Minneapolis uses the [HUD Handbook 4350.3](#), Occupancy Requirements of Subsidized Multifamily Housing Programs.

Income and Asset Verification sample forms can be located on Minnesota Housing Finance’s website under [Tenant Certification, Sample Verifications, and other Occupancy Related Forms](#).

Step 6 – Determine Income Eligibility

- Calculate household income to determine income eligibility on calculation worksheet
 - [Income Calculation Worksheet](#)
 - Enter household and asset information from the verification documents received
 - See **Part B** in the appendix for instructions on how to complete this worksheet
- Compare calculated gross income to the current income limit for the household size

Figure 2: Sample Form 2 -Income Calculation Worksheet

ANNUAL INCOME

Family Mbr #	Source of Income	Name for Source of Income		\$	# of Hours	Weeks or Periods	Annual Amount
1	Employment	Target	annual	\$0.00			\$0.00
			hourly	\$17.00	32.00	52	\$28,288.00
			weekly	\$0.00		52	\$0.00
			monthly			12	\$0.00
			pay period			24	\$0.00
			pay period	\$0.00		26	\$0.00
2	Social Security	Social Security	annual				\$0.00
			hourly				\$0.00
			weekly			52	\$0.00
			monthly	\$1,100.00		12	\$13,200.00
			pay period			24	\$0.00
			pay period			26	\$0.00
TOTAL							<u>\$41,488.00</u>

IZ Income requirements:

- All applicants for IZ Units shall be advised early in their initial visit to the property that there are maximum income limits that apply to such Units.
- Applicants shall be made aware that the anticipated income of all persons expecting to occupy the IZ Unit must be verified prior to occupancy and that household income will be reviewed annually. The applicant eligibility, including income eligibility, must be verified.

Official IZ income can be found on the City’s Inclusionary Zoning [website page](#). IZ income limits are updated annually, typically on July 1st of each year.

Step 7 – Determine Rent Eligibility

Determine **gross rent** for the IZ unit by adding the contract rent amount, the utility allowance amount, and any non-optional charges.

- Contract rent amount
- [Utility Allowance \(UA\) Schedule](#)
 - Includes all tenant paid utilities per owner lease
 - See **Part C** in the appendix for instructions on how to complete this form.
- Include non-optional charges, such as wi-fi, cable, etc.
- Compare gross rent amount to the current rent limit for size of unit

Figure 3: Sample Form 3 - IZ Calculation Worksheet

Contract Rent		\$1,100.00
Utility Allowance		\$50.00
Non-Optional Charges (if any)		\$0.00
Gross Rent		\$1,150.00
Unit/Program Max Rent		\$1,398.00
Bedroom Size of Unit		1
IZ Unit Designation		8%

IZ Rent Requirements

For rental properties, there are multiple potential income tiers permitted by the City of Minneapolis’ [Unified Housing Policy](#) that are negotiated by the City and the Owner. Each rental IZ Unit must be occupied by a household earning no more than the applicable income limit adjusted for household size.

For applicable rent limits, please visit the [Minneapolis IZ Webpage](#) and scroll down to the “*What is affordable under inclusionary zoning?*” section to find the maximum rent and income limits for **Rental Units** for the most current year. The limits will be updated annually, typically on July 1st of each year.

Utility Allowances (UA):

Units must be leased at a rent that the City has determined to be affordable to households earning the target income inclusive of services, utility payments, or monthly allowances for services and other non-optional charges. The City will establish maximum monthly allowances for utilities and services (telephone and cable allowances will not be offered). Owners are encouraged to check the webpage periodically for an updated Utility Allowance schedule.

Utility Allowance Schedules can be found on the [Inclusionary Zoning](#) website. A direct link to the most current Utility Allowances can be found [here](#).

Step 8 – Complete Tenant Income Certification

From the verification forms obtained from each income source for each household member, the owner/management should enter the gross amount anticipated to be received in the 12 months following the effective date of the initial certification in the [Tenant Income Certification \(TIC\)](#). After all verifications of income and/or assets have been received and calculated, each household member aged 18 or older must sign and date the Tenant Income Certification.

For move-in, it is recommended that the Tenant Income Certification be signed no earlier than five (5) days prior to the effective date of the certification.

Instructions for how to complete the TIC are in the TIC document (p. 4-7).

Step 9 – Submission through Egnyte

Submit applicant “file” to AHC through the secure filing system, Egnyte.

Secure IZ folders > Project Folders > XYZ Apartments > PY 2023 > Tenant Files > #231 Jones

- AHC will provide login information if access is not already available.
- Email AHC that file is ready for review.
- Within 2 business days, AHC will either approve or note needed changes/corrections to file documents.
 - If approved, notify resident(s) about approval
 - If incomplete or inaccurate, complete changes/make corrections and resubmit to AHC for re-review
- Additional Information:
 - All households occupying units included in the Inclusionary Zoning Program must be reviewed AHC for initial eligibility before move-in
 - AHC will issue a Tenant File Review (TFR) after review of the submitted. If corrections are needed or if documents are missing from the file, it will be noted on the TFR. Once the corrections and/or missing documents are uploaded to Egnyte, email AHC for a second review of the file.

- After the file is approved, a TFR approving the household/unit will be placed in the Egnyte “TFRs” folder for your records.

Student Eligibility:

For projects that are not student-eligible housing, the student eligibility requirements from the [Minneapolis-St. Paul Housing Inclusionary Zoning Compliance Manual Finance Board Section 42 Housing Tax Credit Program Compliance Manual](#) will apply. Under these requirements, most full-time students are not eligible, with a few limited exceptions.

There are five (5) exceptions to the limitation on households where all members are full-time students.

<p>Married</p> <ul style="list-style-type: none"> •Or Entitled to file a joint tax return •A married couple that has not filed, but is entitled to file, still satisfies exception
<p>Single Parent</p> <ul style="list-style-type: none"> •With child(ren) •Parent is not a dependent
<p>Receipt of assistance under Title IV of the SS Act</p> <ul style="list-style-type: none"> •At least one member of household receives Family Investmen Program (MFIP) •Or TANF (formerly AFDC)
<p>Job Training Partership Act (JTPA)</p> <ul style="list-style-type: none"> •One member must participate in JTPA •https://en.wikipedia.org/wiki/Job_Training_Partnership_Act_of_1982
<p>Previously in Foster Care</p> <ul style="list-style-type: none"> •Foster Care is substitute care of children placed away from parents or guardians

Summary of Program Compliance Requirements: Minneapolis Student IZ Units

Student IZ units are designated by the city in projects located within a boundary around the University of Minnesota – Minneapolis Campus.

All student IZ tenants must have Pell Grant eligibility approved by the City of Minneapolis. Income and asset verification is not necessary for student eligible units. Pell Grant eligibility must be verified or re-verified within 120 days before the lease start date.

Each project owner must initially and annually certify to the City of Minneapolis that it has complied with the income, rent, and student status for the Inclusionary Zoning Program.

All households occupying units included in the Inclusionary Zoning Program must be reviewed for initial eligibility before move-in. Inclusionary Zoning units require verification of student status and verification of rent eligibility within established limits.

Determining Rent and Utility Allowance for Student Eligible Housing

Calculation of rent limits and utility allowances for student bedroom units uses 60% of the rent limit and utility allowance for a 0-bedroom/efficiency unit.

For units being counted and leased on a per bedroom basis in student-eligible housing projects, the rent limit will be set to 60% of the maximum rent for an efficiency Unit at the 60% AMI limit. For efficiency and 1-bedroom units, the rent limit used will be 100% of the full rent limit and utility allowance amount per bedroom size.

[The City of Minneapolis Inclusionary Zoning Compliance Manual](#) has additional information about the student eligible housing process.

Annual Compliance Process

Rental property owners will prepare and submit to the City, **on or before March 31** of each year, an Annual Compliance Report evidencing that the project follows the Declaration of Covenants and the Inclusionary Zoning Compliance Manual.

The Annual Compliance Report shall be in the form available on the [City's website](#), as updated from time to time, or [here](#) for quick reference.

From the report, AHC will review the data entered onto the spreadsheet. Over the Spring and Summer of each year, AHC will schedule onsite or virtual file reviews with each property to ensure compliance with program requirements.

Four months ahead of the annual recertification, you should start thinking about and implementing the recertification process. You will need to have existing IZ households complete the household questionnaire as well as verify all information. Allowing adequate time ensures the annual recertification will be completed in a timely manner.

As you begin this process, keep in mind the following:

- Notify households that their annual recert is approaching

- Remind households that they must comply with the recertification process
- Make sure household still is income-qualified
 - Household income may not exceed 140% AMI at recertification
- Adjust rent limits based on annual increase
- Adjust income limits based on annual increase
- Utilize most current Utility Allowance schedule

Question and Answer

- Is there an instance where the utility allowance form is not necessary?
 - *No, even if it is zero, you must still fill out and submit the form.*
- Does the City of Minneapolis accept electronic signatures?
 - Yes.
- Must I accept Section 8 Housing Choice Vouchers?
 - *Yes. All otherwise qualified voucher holders must be accepted, including in market-rate units.*
- At recertification, may a household be above the 60% AMI limit?
 - *Yes, the household may have income up to 140% of the published AMI limit.*
- How long does billing take?
 - *AHC bills every six months. Payment is due upon receipt.*
- What should I do if I am having trouble leasing IZ units in my building?
 - *Continue marketing on HousingLink, lower rent qualifications (i.e., 3X rent amount to 2X rent amount), reduce rents, etc.*

Appendix

Part A

Instructions for Household Questionnaire

Management completes top portion above the Household Composition. The adult members of the household complete and sign the rest of the form.

Page 1

- **Certification Effective Date box** – check “Move-in” and “Initial Cert” and write the same date for both.
- **Household certifying for the following programs(s)** – check “Other” and write in IZ.
- Complete “Date and Time Rec’d” and the “Rent Amount” in the right-most box.
- **Household Composition** – Enter amounts for all adult household members.
- **Household Income** – Enter amounts for all adult household members and unearned income of minors.

Page 2

- **Household Assets** – Enter amounts for all household members (including children)
- Complete the rest of page 2
- If applicant puts “yes” for any asset or income, applicant will complete the bottom of page 2 by entering in all sources of income and/or asset.
- If total household assets are less than \$5,000, head of household should complete *Under \$5,000 Asset Certification form*

Page 3

- Household should skip page 3 since the deductions and allowances on page 3 as it only applies to HUD Section 8/236 programs.

Page 4

- In the top box, household certifies whether they have/have not sold or given away any assets for less than Fair Market Value during the last 24-months.
 - If they have, household enters in the asset, date sold/disposed, and amount received from the sale.
- Household completes all YES or NO questions in the additional information box.
- ALL adult household members sign and date the questionnaire.

Part B

Instructions for Income Calculation Worksheet

CERTIFICATION/RECERTIFICATION MPLS Inclusionary Zoning Calculation Worksheet						
Property:	Sample Apartments		3/1/2023	Move-in (MI)		Voucher Holder Only:
				Annual Certification (AR)		Tenant Rent:
Unit Number:	101-A			Interim Certification (IR)		\$0
			3/1/2023	Initial Certification (IC)		HAP Portion:
Effective Date:	3/1/2023			Unit Transfer (UT)		\$0
Move-In Date:	3/1/2023					Total Voucher \$:
Lease End Date:	2/28/2024					\$0
Unit Transfer:	Old Unit:			Must be Completed		
	New Unit:			Contract Rent	\$1,200.00	
				Utility Allowance	\$75.00	
				Non-Optional Charges (if any)	\$0.00	
				Gross Rent	\$1,275.00	
				Unit/Program Max Rent	\$1,325.00	
				Bedroom Size of Unit	1	
				IZ Unit Designation	8%	

1. Enter Property name, Unit Number, Effective Date, Move-In Date, and Lease End Date (Effective Date and Move-In Date will be the same at initial occupancy. The Effective Date will change annually).
2. In the middle top box, enter the Move In (MI) date of the household. Enter dates in the following boxes, as needed:
 - a. Annual Certification (AR) if annually recertifying the household
 - b. Initial Certification (IC) if initially qualifying the household
 - c. Unit Transfer (UT) if the household is transferring to another unit
3. In the top right box, enter in voucher amount information if household receives a housing choice voucher
4. In the bottom middle box, enter in all information. A Non-Optional charge would be anything that the property requires the renter to purchase, such as renters' insurance and/or internet service.

FAMILY COMPOSITION (Attach additional sheets if necessary.)						
Mbr #	Last Name, First, MI	Birth Date	Relation to Head	Student Status	Race/Ethnicity	
1	Smith, Diane	1/1/00	Head	Non-Student	White/Hispanic	
2	Smith, Tom	4/1/01	Spouse	Non-Student	White/Non-Hispanic	
3						
4						
5						
6						
7						

ANNUAL INCOME							
Family Mbr #	Source of Income	Name for Source of Income		\$	# of Hours	Weeks or Periods	Annual Amount
1	Employment	Taarget	annual	\$0.00			\$0.00
			hourly	\$17.00	32.00	52	\$28,288.00
			weekly	\$0.00		52	\$0.00
			monthly	\$0.00		12	\$0.00
			pay period	\$0.00		24	\$0.00
2	Social Security	SSI	annual	\$0.00			\$0.00
			hourly	\$0.00			\$0.00
			weekly	\$0.00		52	\$0.00
			monthly	\$1,200.00		12	\$14,400.00
			pay period	\$0.00		24	\$0.00
			pay period	\$0.00		26	\$0.00

5. Enter household information in the family composition section.
6. Enter annual income information for each household member. Use the household member information from above section.
 - a. **Source of income** – type of income (wages, SSI, etc.)
 - b. **Name for source of income** – organization name (Target, Social Security, etc.)
 - c. **Circle the frequency of income. If hourly, complete the rest of the row with amount per hour, # of hours, weeks.**

NET FAMILY ASSETS								
Mbr #	Type of Asset	Name of Financial Institution	Account Number	Value	Penalty	Cash Value	Interest Rate	Annual Income
1	Checking	US Bank	1212	\$3,000.00	\$0.00	\$3,000.00	0.500%	\$15.00
1	Savings	US Bank	1213	\$5,050.00	\$0.00	\$5,050.00	1.000%	\$50.50
2	Checking	Chase	3535	\$2,020.00	\$0.00	\$2,020.00	0.000%	\$0.00
2	401k	Chase	3658	\$1,000.00	\$200.00	\$800.00	1.000%	\$8.00
						\$0.00	0.000%	\$0.00
						\$0.00	0.000%	\$0.00
						\$0.00	0.000%	\$0.00
						\$0.00	0.000%	\$0.00
						\$0.00	0.000%	\$0.00
						\$0.00	0.000%	\$0.00
						\$0.00	0.000%	\$0.00
						\$0.00	0.000%	\$0.00
						\$0.00	0.000%	\$0.00
						\$0.00	0.000%	\$0.00
						\$0.00	0.000%	\$0.00
						\$0.00	0.000%	\$0.00
						\$0.00	0.000%	\$0.00
						\$0.00	0.000%	\$0.00
			TOTAL:			\$10,870.00		\$73.50

7. **Type of Asset** – i.e., Checking, Savings, IRA, etc.
8. **Name of Financial Institution** – i.e., US Bank, Wells Fargo, etc.
9. **Account Number** – this is important to differentiate the number of accounts within a household. This number will be used to identify each account and for our purposes only.
10. **Value** – the balance of the account. For a checking account, use a 6-month average. For a Savings account, the value is the current balance.
11. **Penalty** – amount incurred due to early withdrawal from some type of fund (if any).
12. **Cash Value** – enter in the value for the type of asset minus any penalties associated with account.
13. **Interest Rate** – if any, that the account earns.

For assets over \$5,000 - use greater of the actual or imputed income from assets as calculated below.								
Actual Amount	\$73.50							
Imputed Amount	\$6.52							
Total Household Income Prior to any Deductions:								
Total Annual Income	\$42,688.00				Form Completed By:			
Total Income from Asset	\$73.50				Date:			
Total Annual Gross Income	\$42,761.50							

14. List all assets reported on the *Household Questionnaire*. Utilize account balances and interest rates from either 3rd party verifications, bank statements, or the under \$5,000 Asset Certification form.
15. The worksheet will calculate imputed interest income based upon .06% of total cash value for the household. The greater of the actual amount or imputed amount will be added to the annual income for the total annual gross income amount.



16. Enter the name of the person who completed this worksheet and the date.

Part C

Instructions for Determining Utility Allowance

The most recent utility allowance schedule will be posted on [Minneapolis IZ webpage](#). Determine bedroom size for the household to guide you through the utility allowance schedule effective March 2022.

1. **Date** – date of initial lease-up or recertification.
2. **Heating** – Determine the heat source for the unit. Circle/highlight the amount that corresponds to the unit size and the type of heat.
3. **Cooking** – Determine the utility source for cooking. Circle/highlight the amount that corresponds to the unit size and type of cooking source.
4. **Complete for the rest of the utilities on the list** – Please note that Sewer and Trash collection, Tenant-Supplied appliances, and other monthly charges, are not common for the resident to pay.
5. **Complete the Actual Family Allowances section of the form** by entering in the Name of Family, Address of Unit, Number of Bedrooms, and the per month cost for all the utilities circled/highlighted according to the bedroom size.

Utility Allowance Schedule		U.S. Department of Housing and Urban Development Office of Public and Indian Housing		OMB Approval No. 25577-0169 exp. 7/31/2022			
See Public Reporting and Instructions on back.		Date (mm/dd/yyyy):		08/01/2023			
The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.		Locality: City of Minneapolis-Community Planning and Economic Development Department, MN		Unit Type: High-Rise/Apartment (Energy Efficient)			
Utility or Service: HOME Fund Program		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances							
Heating							
a. Natural Gas	\$22.00	\$26.00	\$30.00	\$34.00	\$39.00	\$43.00	
b. Bottle Gas/Propane							
c. Electric	\$23.00	\$28.00	\$38.00	\$48.00	\$58.00	\$68.00	
d. Electric Heat Pump	\$21.00	\$24.00	\$29.00	\$33.00	\$36.00	\$40.00	
e. Oil							
Cooking							
a. Natural Gas	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$8.00	
b. Bottle Gas/Propane							
c. Electric	\$5.00	\$6.00	\$9.00	\$12.00	\$14.00	\$17.00	
Other Electric & Cooling							
Other Electric (Lights & Appliances)	\$20.00	\$23.00	\$32.00	\$42.00	\$51.00	\$60.00	
Air Conditioning	\$5.00	\$6.00	\$9.00	\$11.00	\$13.00	\$16.00	
Water Heating							
a. Natural Gas	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00	
b. Bottle Gas/Propane							
c. Electric	\$14.00	\$17.00	\$21.00	\$26.00	\$31.00	\$35.00	
d. Oil							
Water, Sewer, Trash Collection							
Water	\$22.00	\$26.00	\$33.00	\$40.00	\$47.00	\$54.00	
Sewer	N/A	N/A	N/A	N/A	N/A	N/A	
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A	
Tenant-supplied Appliances							
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Other--specify: Monthly Charges							
Electric Charge \$9.89	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	
Natural Gas Charge \$10.33	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	
Actual Family Allowances		To be used by the family to compute allowance. Complete below for the actual unit rented.		Utility or Service		per month cost	
Name of Family		Jones		Heating		\$26.00	
Address of Unit		123 Rogers Avenue, Unit 5		Cooking		\$6.00	
Number of Bedrooms		1 Bedroom		Other Electric		\$23.00	
				Air Conditioning		\$6.00	
				Water Heating		\$7.00	
				Water		\$26.00	
				Sewer		\$0.00	
				Trash Collection		\$0.00	
				Range / Microwave		\$0.00	
				Refrigerator		\$0.00	
				Other		\$0.00	
				Total		\$94.00	



The Nelrod Company 3/2022 Update

adapted from form HUD-52667 (7/2019)

