



Quality Housing  
for Everyone

# Workforce Housing Program Compliance

Affordable Housing Week  
February 12 – 16, 2024

## Agenda

- Welcome H.O.M.E. / Introductions
- Background, Objectives & Features of Atlanta's Workforce Housing
- Program Administration and Compliance
- Questions?





Quality Housing  
for Everyone



## Welcome H.O.M.E. - Housing Opportunity Moves Everyone

- A transparent and streamlined approach to permitting affordable housing (AH) developments.
- A pre-submission program along with a dedicated coordination team to assist customers through all processes for approval and permitting, including entitlement (pre-permit).
- The AH project workflow can take one of two routes depending on the project's scope: Conventional Path or Entitlement Path

## **Welcome H.O.M.E. - Housing Opportunity Moves Everyone**

### **What is an affordable housing project?**

An affordable housing project is defined as... a development with income-restricted units that are reserved, via deed restriction, Land Use Restriction Agreement (LURA), or similar legally binding mechanism, for households with an annual income of up to 120% of Area Median Income (AMI) for homeownership units – or up to 80% of AMI for rental units – as set by HUD for the Atlanta-Sandy Springs-Roswell MSA.

# Welcome H.O.M.E. - Housing Opportunity Moves Everyone

**Conventional projects** entail scopes of work in zoning districts where the following applies:

- the zoning category has no conditional requirements i.e., the district name is followed by - C (O-I-C or MRC-1-C, for example) indicating a conditional zoning with requirements elaborated in a specific ordinance passed by City Council;
- the proposed project conforms to the zoning district use and standards as specified in the ordinance;
- the proposed project is not seeking any variances or special exception; finally,
- the proposed project is not located in an overlay district.
- Conventional projects will be required to attend a pre-submission meeting before submitting for permits

The conventional path for affordable housing developments include the following steps:

- Applicant completes and submits AH Form and schedules pre-submission meeting.
- AH Coordination staff receives pre-submission meeting request and form.
- AH Coordination staff confirms applicant agenda for pre-submission meeting.
- Pre-submission meeting held.
- AH Coordination staff will summarize the pre-submission meeting in a shared database that details expectations, requirements, deliverables, etc.
- A pre-submittal meeting summary will be provided to the applicant. • The applicant submits application for review following the permitting process.

# Welcome H.O.M.E. - Housing Opportunity Moves Everyone

**Entitlement** is the legal right to use a property in accordance with the zoning code, land use, and other regulations. Projects seeking a rezoning, a special use permit, a special administrative permit, subdivision, a variance, exception, and/or historic preservation approval must first determine entitlement.

Both the scope of work and the zoning district and/or overlay where the project is located will determine whether entitlement is required from the Office of Zoning and Development (OZD) or the Office of Design (OOD).

Entitlement projects will be required to appear before the Concept Review Committee for the pre-submission discussion prior to submitting for entitlement reviews. The entitlement path for affordable housing developments includes the following steps:

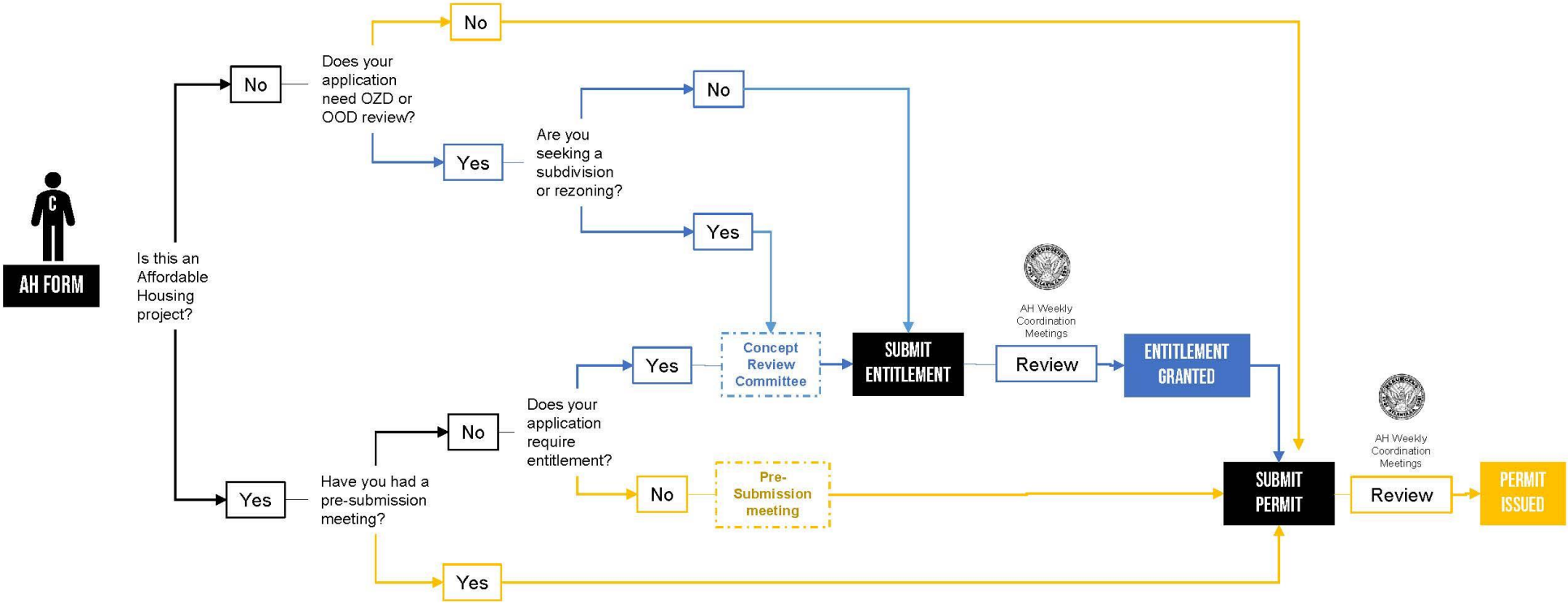
- OZD staff receives Concept Review Committee (CRC) request and materials. The AH Coordination Team is notified of CRC submission and will attend meeting.
- CRC staff confirm applicant's agenda.
- CRC meeting held with applicant.
- CRC staff provides meeting notes and deliverables to the customer detailing pathway, expectations, requirements, and timeline.
- Applicant submits application for review following the entitlement process.

# Welcome H.O.M.E. - Housing Opportunity Moves Everyone



## AFFORDABLE HOUSING (AH) PROJECT WORKFLOW

ENTITLEMENT  
CONVENTIONAL



## Why Workforce Housing in Atlanta?

- Neighborhoods become more desirable and more expensive when there have been improvements to infrastructure and amenities.
- Public investments drive up housing prices, integrated housing strategies prove to be necessary in neighborhoods where there has been an influx of investment and demand.

### City of Atlanta Goals:

1. increase the number of affordable housing units in the City- Mayor Dickens pledged 20,000 units in 8 years.
2. increase neighborhood diversity
3. provide moderate income residents access to choose neighborhoods near employment centers and amenities



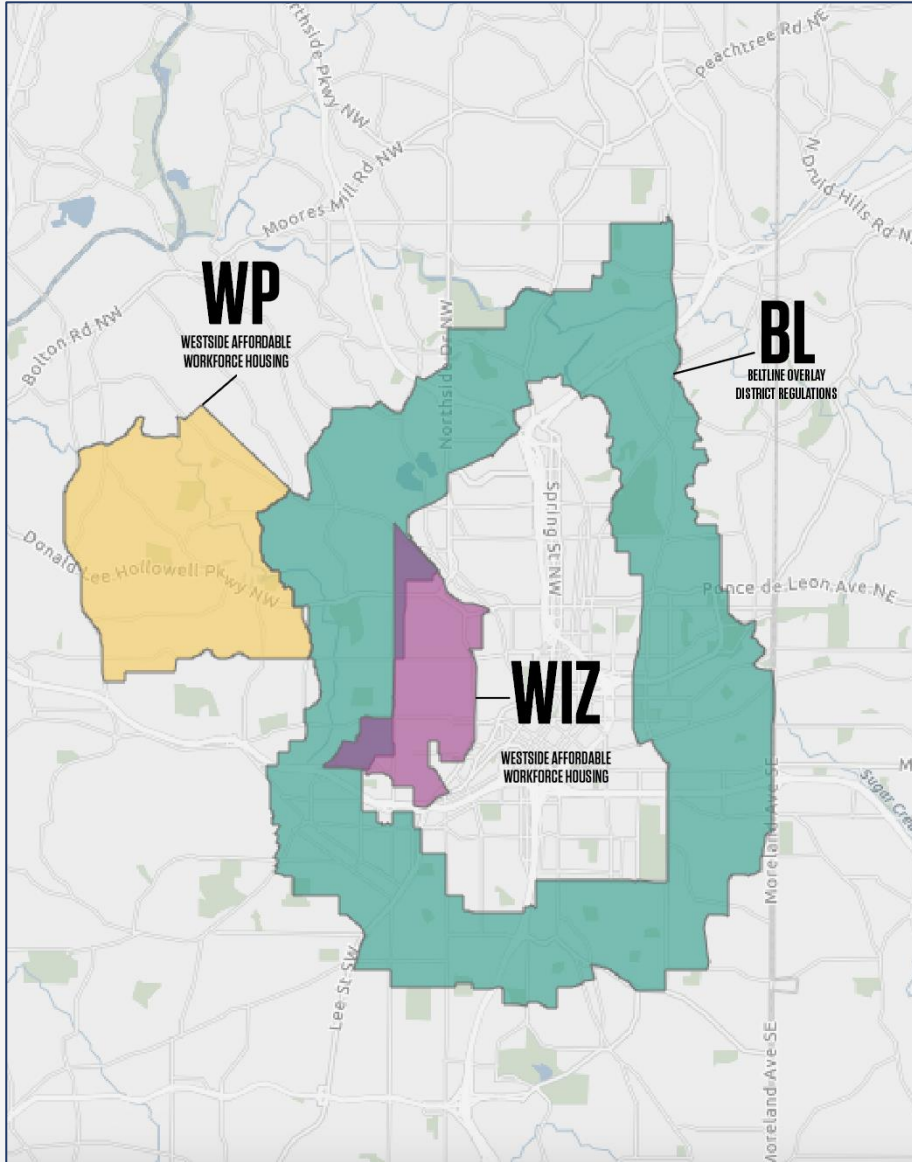


## Affordable Housing Programs

Public Subsidies Ordinance

**Public Subsidies Ordinance (PSO):** Funding based from a local development authority

- The City of Atlanta
- Atlanta Fulton County Recreation Authority
- Fulton County Development Authority
- Dekalb County Development Authority d/b/a Decide Dekalb
- Atlanta Development Authority d/b/a Invest Atlanta and its affiliated authorities



## Affordable Housing Programs

Inclusionary Zoning

**Inclusionary Zoning (IZ):** Geographically based on specific areas where public investments in infrastructure have been.

[17O1542 Beltline](#)

[17O1556 Westside](#)

[20O1729 Westside Park](#)

# Program Features

(applies to rental multifamily > 10 units)

1. Set aside 10% of units at 60% AMI, or
2. Set aside 15% of units at 80% AMI, or
3. Pay an in-lieu fee to opt out of the program
4. Set aside 5% of units at 30% AMI, or  
\*Applies to Westside Park only
5. Set aside 10% of the new units be offered for sale through a Qualified Administrator to households between 80%-120% AMI

\*Applies to Westside Park only

## 2023 INCLUSIONARY ZONING INCOME LIMITS AND RENT GUIDELINES

ATLANTA METRO AMI \$103,500

Household Size / % AMI	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons
30% AMI (extremely low income)	\$21,500	\$24,550	\$27,600	\$30,650	\$35,140	\$40,280
50% AMI (very low income)	\$35,750	\$40,850	\$45,950	\$51,050	\$55,150	\$59,250
60% AMI	\$42,900	\$49,020	\$55,140	\$61,260	\$66,180	\$71,100
80% AMI (low income)	\$57,200	\$65,350	\$73,500	\$81,650	\$88,200	\$94,750
100% AMI	\$71,500	\$81,700	\$91,900	\$102,100	\$110,300	\$118,500
120% AMI	\$71,500	\$81,700	\$91,900	\$102,100	\$110,300	\$118,500
% of AMI	Efficiency/Studio	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	
30% AMI	\$538	\$576	\$690	\$822	\$1,007	
50% AMI	\$894	\$958	\$1,149	\$1,328	\$1,481	
60% AMI	\$1,073	\$1,149	\$1,379	\$1,593	\$1,778	
80% AMI	\$1,430	\$1,532	\$1,838	\$2,123	\$2,369	
100% AMI	\$1,788	\$1,915	\$2,298	\$2,655	\$2,963	
120% AMI	\$2,145	\$2,298	\$2,757	\$3,186	\$3,555	



Department of  
**CITY PLANNING**

Questions? Contact the Office of Housing and Community Development at:  
[dcpiz@atlantga.gov](mailto:dcpiz@atlantga.gov)

## Income Limits

*"Owner will permit the City... to inspect the books and records of Owner pertaining to the income certifications of Workforce Residents for the purpose of verifying compliance"*

- Inclusionary Zoning LURAs



## Incentives for Workforce Housing Program

### Developers Receive:

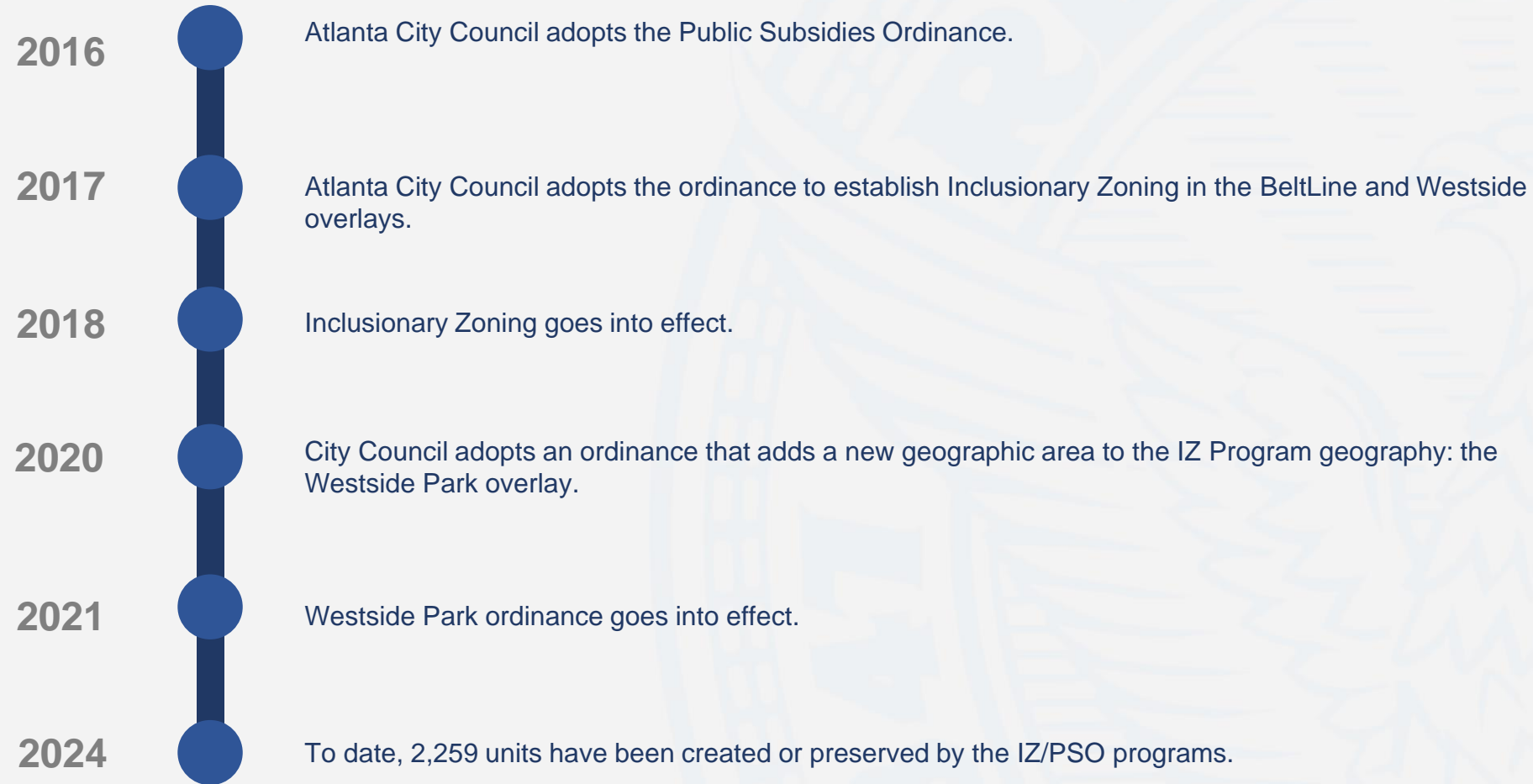
- density bonuses (15% of additional floor area-FAR)
- reduced minimum parking space requirements
- streamlined approval
- may receive tax abatements

### Community Benefits:

- gives residents access to amenities like high performing public schools, public services, and job opportunities.
- improves socioeconomic integration
- spreads the public and private goods associated with infrastructure improvements



# Workforce Housing Program Timeline



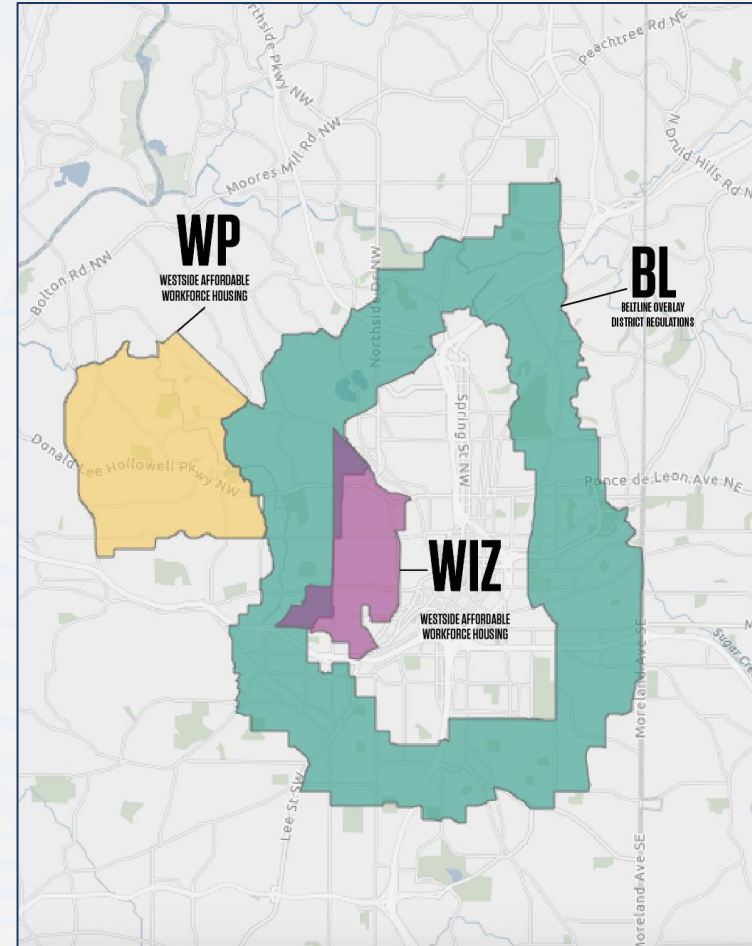
**Overall, 9,471 affordable units have been created.**

## Outcomes to Date

As of January 2024, 158 projects have successfully launched since the first ordinance took effect in 2016.

- 81 projects are currently leasing, and
- 78 are in development or under construction.

2 developers have opted to pay the in-lieu fee to the tune of \$10.1 million combined.





## Program Administration and Compliance

Program onboarding process- initiates when a developer applies for building or land development permits in Accela

1. The City makes contact with development team during a pre-design meeting scheduled in Accela.
2. Development team present project plans to the Neighborhood Planning Unit (NPU)
3. The City emails a copy of the Land Use Restriction Agreement (LURA) for completion by the development team.
4. The executed LURA and marketing plan are received by the City and routed for internal signatures then returned to developer to be recorded.
5. The recorded LURA is received by the City and the property is cleared by Housing for the Certificate of Occupancy.



# Ongoing Compliance for 20 Years per the LURA

The City audits participating properties on an annual basis-"thirty (30) days following the end of each calendar year". Notices are sent via email

1. unit number,
2. tenant name,
3. lease effective date,
4. lease expiration date,
5. number of bedrooms, household size,
6. annual household income, and
7. rent charged \*(changes annually)
8. set-aside units are similar in construction and appearance (e.g., square footage, type and brand of appliances, materials used for countertops, flooring, etc.) to the market-rate units
9. set-aside units not in isolated areas in the development but integrated among market rate units
10. number of bedrooms in the set-aside units (i.e., 1-bedroom, 2-bedroom, 3- bedroom) must be proportionate to the number of bedrooms in the market rate units

## Ongoing Compliance for 20 Years per the LURA

Continued

- Tenant rents cannot exceed the maximum amounts set annually by the City per the "Income Limits and Rent Guidelines"
- Workforce leases must be 12 months long
- Properties must conduct annual recertifications for each set-aside household to verify continued income eligibility
- Continued eligibility can go up to either 100% AMI, or 120% AMI.
- Tenants should not have to move out due to ineligibility for workforce rates.

## Ongoing Compliance Best Practices

- Set-aside applicants undergo the same application process and sign the same lease as market rate tenants.
- The Workforce addendum is provided by the City and required for all participating units.
- Utilize the Compliance Guide provided by the City to verify income and program eligibility.
- Do not ask a set-aside tenant to move out due to exceeding income threshold- select the next available vacant unit to fulfill the set-aside requirement.
- Accept Housing Choice Vouchers (HCVs)
- Hire property management companies who are familiar with affordable housing processes!



## Questions?

### **Lina Martinez | Department of City Planning ( Office of Housing and Community Development)**

Project Manager | Workforce Housing

[LiMartinez@atlantaga.gov](mailto:LiMartinez@atlantaga.gov)

470-259-8182

### **Inyo Cue | Department of City Planning ( Office of Housing and Community Development)**

Project Manager | Affordable Housing

[lcue@atlantaga.gov](mailto:lcue@atlantaga.gov)

470-814-8675



## Source Links

[Public Subsidies Ordinance](#)

[Inclusionary Zoning BeltLine Ordinance](#)

[Inclusionary Zoning Westside Ordinance](#) [Inclusionary Zoning Westside Park Ordinance](#) [PSO LURA](#)

[IZ LURA BeltLine](#) [IZ LURA Westside](#)

[IZ LURA Westside Park](#) Compliance Guide

[Workforce Lease Addendum](#)

City of Atlanta Workforce Housing data

End of presentation