



## LMIH Process for Counting Federal Special Needs Vouchers Toward 10% Affordable Housing Goal

### Background:

During the 2024 General Assembly session, legislation ([S2089-aa](#)/ [HB8336-aa](#)) was passed which requires that any rental property secured with a federal governmental rental assistance voucher that does not otherwise meet the requirements to qualify as low- or moderate-income housing under RIGL [45-53-3](#) shall be counted as one whole low and moderate income housing unit effective July 1, 2024. Essentially this means that federal rental assistance vouchers will count toward a community's 10% affordable housing goal beginning with the 2024 Low and Moderate Income Housing (LMIH) chart.

### Current process for updating the LMIH chart annually:

In the first quarter of the year, RIHousing staff collect information on developments financed by RIHousing for which certificates of occupancy were issued in the previous calendar year, and new developments submitted by monitoring agents over the course of the year to our [on-line portal](#). We also go through the existing developments on the LMIH chart to determine if the affordability periods for any of those units has expired. Once we have a draft updated LMIH chart, we circulate that draft to municipal officials, public housing authorities (PHAs) and approved monitoring agencies requesting information on any additions or corrections to the draft chart. That public comment period extends for 30 days, after which RIHousing staff incorporate documented edits to the draft chart and release the final annual LMIH chart.

### Methodology for counting federal special needs vouchers:

To accurately calculate the number of federal special needs vouchers in use in each municipality, we must have a consistently applied methodology for determining which vouchers to count, who should be reporting the information and how to avoid double counting vouchers that are being used in existing LMIH units. Since any information on voucher utilization represents a single point in time, we must also pull the information for all municipalities at the same time. The methodology for calculating this information is outlined below.

- **Pull date: December 31, 2024 and annually thereafter.** This date is consistent with the deadline for certificates of occupancy to count LMIH units on the annual chart.
- **Eligible federal vouchers:**
  - COC Rental Assistance – Permanent Supportive Housing
  - COC Rental Assistance – Rapid Rehousing
  - COC Leasing Assistance – Permanent Supportive Housing
  - COC Leasing Assistance – Rapid Rehousing
  - ESG Rental Assistance – Rapid Rehousing

- Any other rental assistance vouchers funded through the federal government serving special needs populations (except for PHA administered rental assistance which is addressed separately).
- **Who should report?:** For rental assistance vouchers funded through the Continuum of Care (COC), the award recipient should fill out and submit the required information. For rental assistance funded through Emergency Solutions Grants (ESG), the recipients (entitlement communities) or their subrecipients should fill out and submit the information. For any other federally funded rental assistance program for special needs populations (with the exception of rental assistance administered by PHAs which is addressed separately) the recipient should complete the requested information.
- **Vouchers to be reported:** Recipients or subrecipients should provide information on their own vouchers. Only vouchers with a signed lease agreement that are occupied by a voucher recipient on 12/31/24 should be counted.
- **De-duplicating vouchers being utilized in existing LMIH housing:** Many voucher holders lease units in developments that are already counted on the LMIH chart, therefore the physical addresses rented by voucher holders must be cross-checked against the addresses of LMIH units in a community to ensure that any duplicates are removed.  
**Vouchers being utilized in units that are already counted as LMIH units in a community may NOT also be counted toward a community's 10% affordable housing goal.** This cross-check may be completed by the entity completing the form or by RIHousing. If the reporting entity chooses to complete the cross-check themselves, they must provide RIHousing with information on the vouchers that were not counted due to overlap with existing LMIH units and the developments in which those units are located. If the reporting entity chooses to have RIHousing conduct the cross-check, they must provide RIHousing with the addresses of all eligible vouchers. RIHousing staff will conduct the cross-check and provide the reporting entity with the information on any vouchers that were not counted due to overlap with existing LMIH units. **No information on the addresses of voucher holders will be made public regardless of whether the cross-check is conducted by the reporting entity or by RIHousing staff.** Due to the sensitivity of address information for victims of domestic violence, we recommend that rental assistance providers for those populations conduct the cross-check themselves.
- **Process for providing information on federal vouchers to count as LMIH:** We recommend that all reporting entities pull the information on eligible vouchers in active use on December 31. RIHousing will notify municipalities, PHAS, monitoring agents and other federal rental assistance voucher administrators when the draft LMIH charts for each municipality with addresses is available on its website. Reporting entities can then provide RIHousing with the addresses of those vouchers to be cross-checked by RIHousing staff, or conduct the cross check themselves with the address level information on RIHousing's website. Reporting entities that need more time to conduct the cross-check can do so any time after December 31 based on the LMIH units in the previous year's LMIH chart, so as

long as they also cross-check against any new units that may have been added once the new draft chart is released.

The information on federal vouchers in use on December 31 and any of those vouchers that cannot be counted due to overlap with existing LMIH units must be entered into the attached form. *(If a reporting entity has chosen to have RIHousing conduct the cross-check, they would only fill out the information on the total vouchers in use and provide RIHousing with the address list for those vouchers.)* For vouchers to be counted on the annual LMIH chart, this information must be submitted to RIHousing by the end of the 30-day comment period. RIHousing will provide any reporting entity that requested it to conduct the cross-check with details on the vouchers that were not counted due to overlap with existing LMIH units prior to publishing the final LMIH chart.