

**MODEL
WORKSHEET**

Use Worksheet to Stay on Top of Applicable Fraction Changes

You can adapt and use the worksheet to calculate and keep track of changes to the applicable fraction for your buildings during the compliance period. Because each building has its own applicable fraction, you'll need to maintain a separate worksheet for each of your buildings.

Start filling out your worksheets at the beginning of each year of the compliance period. If the low-income status of any of your units changes during the year, reflect these changes by revising the entries on your worksheet each year, and file it in a separate folder with the household files for that building.

APPLICABLE FRACTION WORKSHEET				
BIN: _____		Date Last Updated _____		
	Unit #	Low Income Unit?	Floor Space of All Units (sq. ft.)	Floor Space of All Low-Income Units (sq. ft.)
	1A	Yes	1,000	1,000
	1B	No	1,000	
	2A	Yes	500	500
	2B	Yes	1,500	1,500
	3A	Yes	500	500
	3B	No	1,500	
	4A	Yes	1,000	1,000
	4B	No	1,000	
TOTAL	8	5	8,000	4,500
Step #1: Calculate Unit Fraction				
Divide # of low-income units		5		
By total units		8		
Unit Fraction		= 62.50%		
Step #2: Calculate Floor Space Fraction				
Divide floor space of low-income units		4,500		
By floor space of all units		8,000		
Floor Space Fraction		= 56.25%		
Step #3: Determine Applicable Fraction				
Applicable fraction = 56.25% [The lesser of unit fraction & floor space fraction]				
Step #4: Compare to First-Year Fraction and/or Owner's Target				
(To avoid noncompliance, the applicable fraction for each year must be greater than the first-year fraction.)				
First-Year Fraction		= 50.00%		
Owner's Target (if higher)		= 56.00%		
Applicable Fraction		= 56.25%		