	СоСТ	ΓBRA	Househol	d Incon	ne, A	djustmo	ents, an	nd Rent	Calculation	ons Work	kshe	et			5/18
Client Uni	que ID:							Calcu	ılation Date	:					
	<u>.</u>						1								
Check App	licable Box:	V	Initial Calcu	ulation	_]	Interim (Calculati	ion				Recertifica	tion Cal	culation	
HEARTH regulation 24CFR578.77(c) requires that each program participant on whose behalf rental assistance payments are made must pay a contribution toward rent, including utilities, in accordance with section 3(a)(1) of the U.S. Housing Act of 1937 (42 U.S.C. 1437a(a)(1)): the higher of: (1) 30 percent of the family's monthly adjusted income (adjustment factors include the age of the individual, medical expenses, size of family and child care expenses and are described in detail in 24CFR5.609); (2) 10 percent of the family's monthly gross income; or (3) If the family is receiving payments for welfare assistance from a public agency and a part of the payments, adjusted in accordance with the family's actual housing costs, is specifically designated by the agency to meet the family's housing costs, the portion of the payment that is designated for housing costs." Documentation and Verification of Income: As a condition of participation in the program, each household must agree to supply such certification, release, information, or documentation as the provider determines to verify the client's income.															
SECTION I: GROSS TOTAL HOUSEHOLD INCOME															
The total income of the household (Annual Gross Household Income) is from all sources anticipated to be received in the 12-month period following the effective date of the income certification. Therefore, income must be ANNUALIZED, e.g. payment amount multiplied by number of payment periods per year for all income sources.															
* NOTE: AI	LL BLUE CELL	INFO	RMATION !	MUST BI	E ADD	DED MAN	NUALLY	7							
												Entired House (All member			
1)	The full amou commissions, deductions. D household me spouse or sold	fees, to loes no embers	ips and bonuse t apply to arme 18 and older.	es, other c ed forces : (For full-	comper service -time si	nsation for e. Applies atudents w	r personal to employ to are 18	l services p syment ince 8+, <i>but are</i>	prior to payro ome of client e NOT head,	ll and all co-head ,					
2)	Net income fr	om ope	eration of a pe	rsonally o	wned l	business o	or professi	ion.							
3)	All regular pa	y, spec	ial pay and all	owances	of a me	ember of t	the Armed	d Forces. (Except Hosti	le Fire Pay)					
4)	Periodic paym disability or d (Except as pro	leath be	enefits, exclud	ing lump	sum pa					-					
5)	Payments in lapay. (Except a					ent, disabil	lity, work	er's comp	ensation, and	severance					
6)	Welfare assist federal, state, 5.609 & 5.611	or loca													
7)	Periodic allow received from							nd regular	contribution	s or gifts					
8)	Interest, divid are in excess of family assets of determined by local Section	of \$5,0 or a pe y HUD	00, annual inc rcentage of the . <i>For the curr</i>	ome shall e value of	l includ such a	de the greanssets base	ater of act	tual incom current pa	e derived from ssbook saving	m net gs rate, as					
9)	TOTAL ANN	NUAL	GROSS ENT	TRE HO	USEH	OLD INC	COME. (S	Sum of Lin	nes 1-8)						
	Note: Total h substantial cl resident rent	hange	in the househ	old's inco	ome dı			•							

	SECTION II: ALLOWANCES / DEDUCTIONS FROM TOTAL GROSS HOU	SEHOLD INCOME	
	on 24CFR5.611(a) require that the household's annual adjusted income is determined by deducting unlargess income. ALLOWANCES ARE CALCULATED BASED ON ALL HOUSEHOLD MEMBERS.		al allowances from the total
10)	# OF HOUSEHOLD DEPENDENTS. (At \$480 per dependent)		
	Household Dependents are Defined as: Household members who are minors under age 18, members of any age who are handicapped or disabled, or members who are full-time students, but NOT the family head of household, co-head, spouse, sole member, or foster children. (\$480 is credited for each dependent at each calculation and/or re-calculation of income.)		
11)	\$400 FOR ELDERLY OR DISABLED FAMILY MEMBER	Can Not Exceed 1.	
,	Defined as: The head/co-head of household, spouse/partner, or sole member who is at least 62 years of age, OR who is handicapped or disabled. (\$400 is given one time only at each calculation and/or re-calculation of income.)		
12)	REASONABLE ANNUAL CHILDCARE EXPENSES. (ONLY out-of-pocket expenses not reimbursed from other sources are allowed.)		
13a)	EXPENSES FOR DISABLED AND/OR ELDERLY HOUSEHOLDS. (ONLY out of pocket expenses not reimbursed from other sources are allowed.) This allowance covers reasonable expenses anticipated during the period for attendant care (provided by a non-household member) and/or auxiliary apparatus for any disabled household member that enables that person or any other household member to work. This deduction may not exceed the amount of income generated by the person enabled to work.		
13b)	MEDICAL EXPENSES AND/OR ASSISTANCE FOR ELDERLY AND DISABLED HOUSEHOLDS. (Includes out-of-pocket medical expenses for all household members.)		
14)	TOTAL NON-REIMBURSED (OUT-OF-POCKET) MEDICAL & DISABLED EXPENSES. (Sum of Lines 13a and 13b.)		
15)	3% OF ANNUAL GROSS INCOME. (Line 9 x .03.)		
16)	TOTAL ALLOWABLE DISABLED AND MEDICAL EXPENSE DEDUCTION.		
	The Allowable Medical Expense Deduction is the amount of the total non-reimbursed medical a. expenses that exceed 3% of the Household's annual gross or reduced gross income on Line 9. (Line 14 minus Line 15)		
	IF RESULT ON LINE 16a) IS A NEGATIVE NUMBER THE HOUSEHOLD IS NOT ELIGIBLE FOR THIS DEDUCTION. IN THIS CASE ENTER \$0 HERE b. ***********************************		
17)	TOTAL ALLOWABLE MEDICAL AND DISABLED EXPENSES DEDUCTION. (16a or 1	 16b, as applicable)	
	SECTION III: ADJUSTMENTS TO TOTAL HOUSEHOLD I	NCOME	
18)	GROSS HOUSEHOLD INCOME. (From line 9)	INCOME	
19)	TOTAL ALLOWANCES. (Sum of lines 11, 11, 12, and 17)		
20a)	TOTAL ANNUAL ADJUSTED HOUSEHOLD INCOME. (Line 18 minus Line 19)		
20b)	IF RESULT ON LINE 20a) IS A NEGATIVE NUMBER, THE TOTAL ANNUAL ADJUSTED INCOME IS \$0. IN THIS CASE, ENTER \$0 HERE>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		
21)	ANNUAL TOTAL ADJUSTED HOUSEHOLD INCOME, (20a or 20b, as applicable)		

	SECTION IV: TENANT RENT PAYMENT CALCULATION						
		e reasonable per 24 CFR 578.51(g)					
	Lease Period:						
	HUD regulations require that tenant's pay for rent either the <u>higher</u> amount of 10% of Gross Monthly Income, the Designated Welfare Rent (Applicable in some states) each month directly to the Landlord.	or 30% of Adjusted Monthly Income, or					
22)	The same of the same same same same same same same sam						
23)	TENANT RENT CALCULATION.						
	a. Annual Gross Income for Entire Household. (From Line 9)						
	b. Monthly Gross/Reduced Gross Income for Entire Househo						
	c. Monthly Tenant Rent Portion at 10% Gross Monthly Income.						
	d. Annual Adjusted Income for Entire Household. (From Line 21)						
	e. Monthly Adjusted Income for Entire Household. (From Line25 Divided by 12))						
	f. Tenant Rent Portion at 30% Adjusted Monthly Income.						
	g. State Designated Welfare Rent. (If Applicable in Some States) Applicable Tenant Monthly Rent Portion. (From Line 23, the higher of c or f, or g if						
	h. applicable) THIS IS AMOUNT THAT THE TENANT PAYS IF ALL UTILITIES ARE PAID BY THE LANDLORD.						
	i. Total Monthly Contract Rent Amount.						
	j. CoC Rent Subsidy Portion to Landlord.	\$0					
24)	UTILITY ALLOWANCE PER PHA PROGRAM GUIDELINES. (if applicable) Complete Line 24 ONLY if te required to pay for utilities directly to the utility company, and utilities are NOT paid by the landlord as part total contract rent amount. A Utility Allowance is a credit, based on a local PHA estimation of utility costs for the and type, intended to lower the client's rent portion in order for them to pay the utilities for which they are response additional utility assistance may be provided to the tenant. Copies of HUD local utility allowance charts may be obtained to lower the utility and Community Development (PHCD). Such charts are undated annually by Phase and Community Development (PHCD). Such charts are undated annually by Phase and Community Development (PHCD).	rt of the the unit size tible. NO tained from					
25)	TOWARD DESIGNATION AND ADDRESS OF THE PROPERTY AND ADVANCE CREDIT IS PROVIDED. (1) 121	7. 20					
25)	a. TENANT RENT TO LANDLORD AFTER UTILITY ALLOWANCE CREDIT IS PROVIDED. (Line 23h minu.	s Line 24) \$0					
	b. CoC Rent Subsidy Portion to Landlord (BUT SEE BELOW IF LINE 25 IS NEGA						
	EXCEPTION: IF LINE 25 RESULTS IN A <u>NEGATIVE</u> NUMBER: CoC pays the full rental amount (Line 23i) to the Landlord						
	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	\$0					
	AND the negative amount in Line 25 to the tenant or utility company on the tenant's behalf, per HUD guideline (Enter negative amount in Line 25 here)	s below: \$0					
	• A refund/reimbursement of this amount to the beneficiary is required, as the failure to provide one would violate the of 24CFR 574.310(d).	e requirement					
	• A beneficiary may elect to have the grantees pay their utility bill with their reimbursement amount on their behalf; h	nowever, the					
	grantee may not take such action without the consent of the beneficiary. • A grantee must provide the beneficiary with the full accounting of each reimbursement that occurs.						
	• Grantees may not keep any portion of the reimbursement for their own use.						
Tenant Income and Rent Calculation Worksheet Signatures Client Signature: Date:							
CIN	Edit Signature.						
St	taff Signature: Date:						