



Determining Income for the HOME Program June 2018



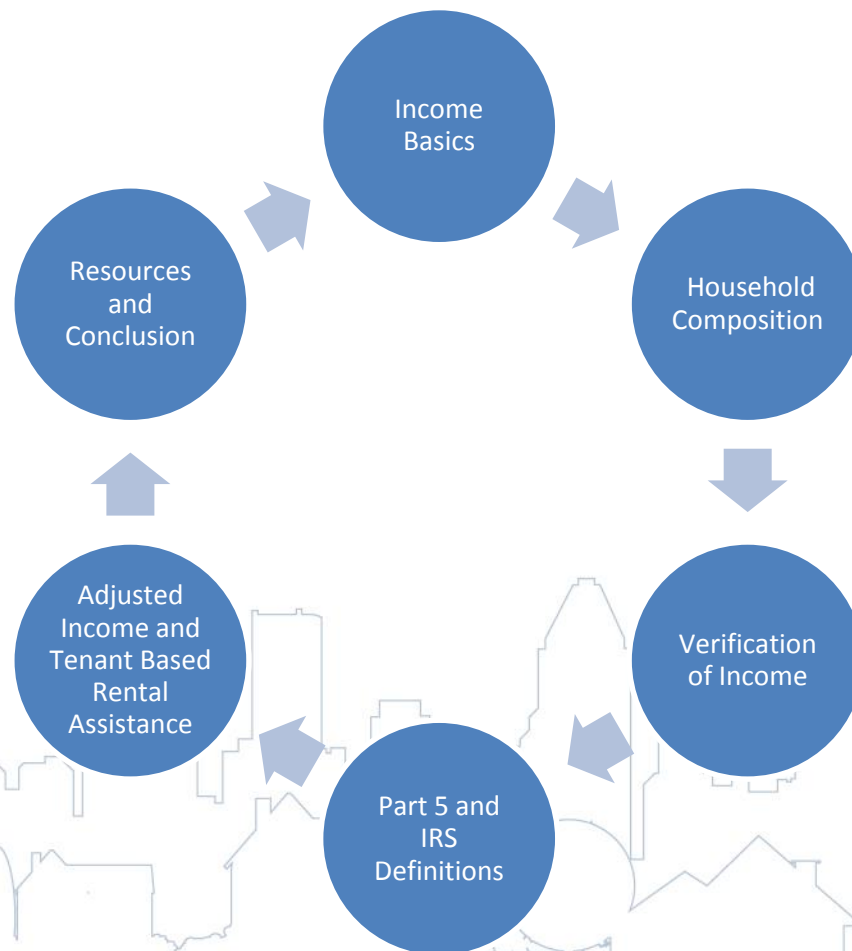
Welcome

- Trainer
 - Shawna LaRue Moraille, ICF International
 - Les Warner, ICF International
- Questions – supported by **Chantel Key**, ICF International
 - **Written Questions:** Enter your question into the Q&A text box at any time during the presentation, submit question to “All Panelists”. The questions will be read aloud at the end of each section.
 - **Troubleshooting Questions:** Submit questions using the Chat text box, submit question to Host.

Polling Questions 1 and 2: Years of HOME & Income Eligibility Experience

- Question 1: Years of experience with HOME
1-5 yr 5-10 yr 10+ yr
- Question 2: Level of familiarity with income eligibility
 - Novice
 - I am a whiz at Part 5!
 - I am an IRS tax god/goddess!
 - I have working knowledge of both Part 5 and IRS!

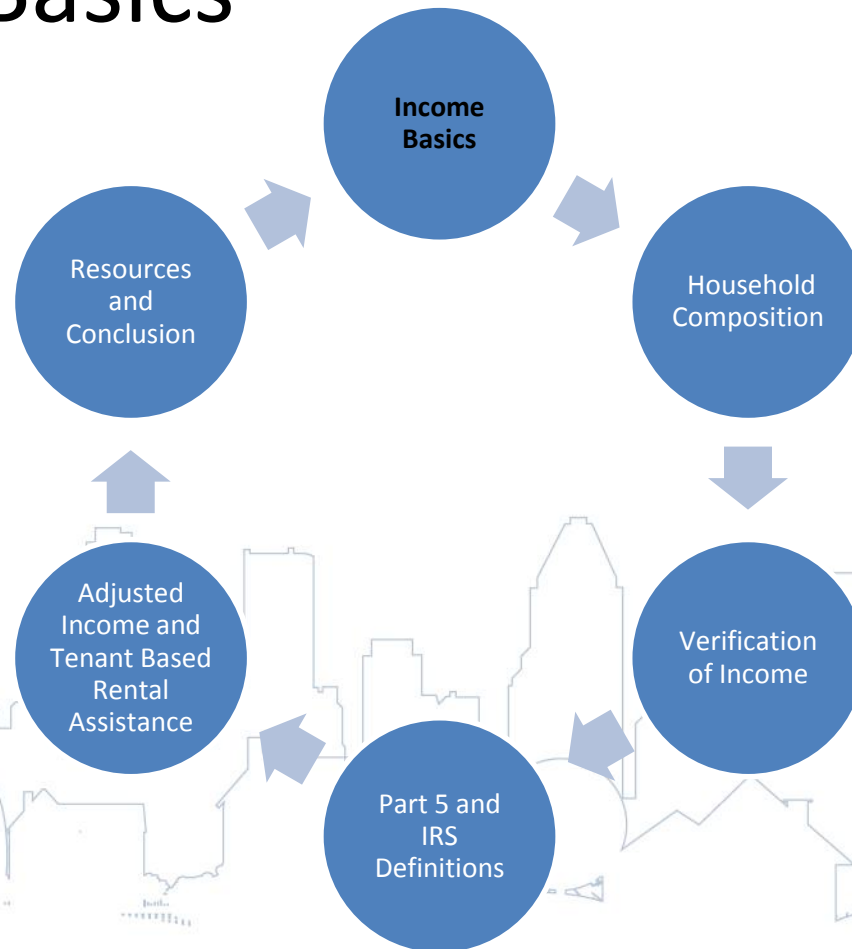
Agenda



Applicable HOME Regulations

- 24 CFR 92.2 – Definitions
- 24 CFR 92.203 – Income Determinations and Adjusted Income
 - 24 CFR 92.203(d)(1) – Projecting Income Forward
- 24 CFR 92.216 – Income Targeting: TBRA and Rental Housing Units
- 24 CFR 92.217 – Income Targeting Homeownership
- 24 CFR 92.508 – Record Keeping

Income Basics



Income Basics

- 100% of HOME must benefit low-income (deeper targeting for rental/TBRA)
- Income eligibility must be determined for each assisted household
 - Includes all tenants, owners, buyers
 - Documentation is required
- PJs must identify income definition in:
 - Program policies and procedures
 - Written agreements with subrecipients, owners, sponsors and developers, and any other housing partner
- If PJ/partners do not have income documentation, the project is noncompliant
 - HUD may require repayment of HOME investment and/or other corrective action

Key Terms

HOME Income Categories

Low Income

- A household at or below HUD published 80% of Area Median Income (AMI)
- 10 MSAs allowed to use uncapped income limits

Very low- income

- A household at or below HUD published 50% of AMI
- Used as maximum for households living in low HOME rent units, unless they have a voucher

Extremely low –income

- A household at or below HUD published 30% of AMI
- Not the same as the Section 8 definition of income, which compares the 30% of AMI to the poverty level

Key Terms (cont)

- Annual (gross) income (use for eligibility)
 - Sum of income for all household members expected to reside in HOME unit
 - Determined using one of the two definitions
- Adjusted income (use for determining rent/tenant portion in TBRA)
 - Deduct amounts from gross income for certain specified household costs

Income Related Program Requirements

- When to use Annual (Gross) Income
 - Program eligibility
 - 100% of households served must be low-income (at a minimum) at initial occupancy and for rental/TBRA, ongoing
 - Targeting of funds for rental/TBRA activities
 - Program rule (90% of households at 60% - initial occupancy)
 - Project rule (5+ HOME units, 20% at very low-income - initial occupancy and ongoing) – rental only
- When Adjusted Income is Used
 - Tenant share and subsidy under TBRA
 - Rents for over-income households in HOME only units
 - Displacement activities

Overview of Annual Gross Income Eligibility Process

Step 1: Collect & Analyze Application, Release from HH, and Income and Asset Source Documentation

Step 2: Calculate HH Income Using Worksheet & Project Forward

If Part 5 (Section 8) definition, asset calculation

Step 3: Compare amount of projected income against current HOME income limits for the household size

Step 4: Document files



Step 1: Collect & Analyze Application, Release, and Income and Asset Sources

- Application
 - All household members, including ages
 - Ask for income and asset sources for each household member, depending upon definition chosen
 - Use signed declaration language
- Release from Household
 - If using third party, use release form
- Ask questions about raises or other anticipated income changes (from employer, applicant)

Step 2: Calculate HH Income Using Worksheet & Project Forward

- Two definitions of income allowed for calculation
 - Part 5 (“Section 8”)
 - Imputed asset calculation
 - IRS 1040 Adjusted Gross
- PJs must project household’s income – “snapshot” of current circumstances and household composition
- PJs should assume that current circumstances will continue for next 12 months
- HOME takes an annual “snapshot” good for 6 months (see later slides)
- Unlike Section 8, which requires more frequent reviews when circumstances change
- Exception: Current circumstances will change within next 12 months - e.g., pay raises, overtime, family size or composition

Step 3: Compare Projected Income to HOME Income Limit

- Compare household size and income calculation to the appropriate HUD income limits to determine eligibility
- Income limits are:
 - Provided by geographic area
 - Adjusted by household size
 - Updated annually by HUD
- Large household limits (rounded to the nearest \$50)
 - 9 person HH limit = 1.40 multiplied by 4 person HH limit
 - 10 person HH limit = 1.48 multiplied by 4 person HH limit
 - 11 person HH limit = 1.56 multiplied by 4 person HH limit

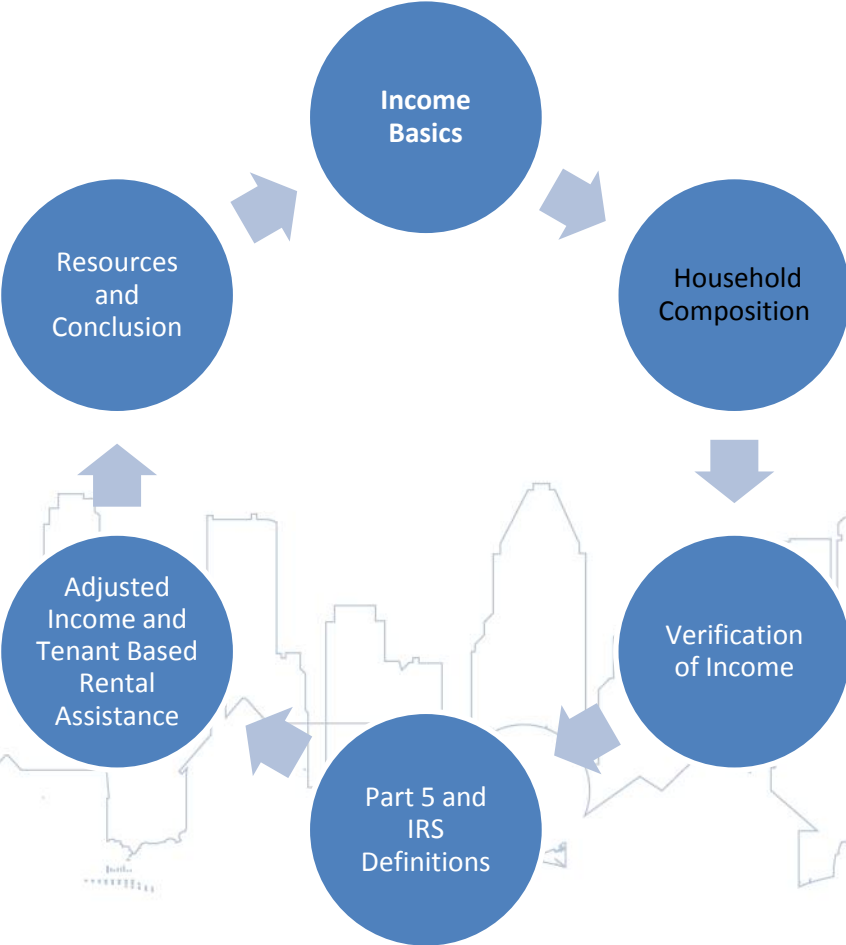
Step 4: Document Files

- Rental Applicant file should include:
 - Tenant application
 - Number of household members and other eligibility criteria
 - High HOME Rent or Low HOME Rent unit designation (Rental only)
 - Income verification documentation
 - Income calculation worksheet
 - Adjusted income/tenant subsidy (TBRA only)
 - Tenant lease
 - Annual income recertification documentation
 - Documentation of termination (if applicable)

Step 4: Document Files (cont)

- Homebuyer/Homeowner Applicant file should include:
 - Application
 - Number of household members and other eligibility criteria
 - Income verification documentation
 - Income calculation worksheet
 - Written Agreement with household

Household Composition



The Applicant

- Income certification must be completed before HOME assistance provided
- Income eligibility determined within 6 months of:
 - Rental
 - At signature of lease/TBRA agreement
 - Homeowner Rehabilitation
 - At signature of homeowner agreement
 - Homebuyer
 - At purchase for existing housing
 - At contract signature for new construction
 - At signing of lease-purchase agreement

Determination of Applicant Household

- Count income of ALL adults who will be in residence or part of household when HOME assistance received
- Include all household members:
 - Related and unrelated household members
 - Temporarily absent household members
- “Family” is not used in HOME Program

Determination of Applicant Household (cont)

- Don't count foster children/legal kinship guardians or foster adults, live-in aides and children of live-in aides
 - Income and/or benefits are also not counted
 - Program administrator option to count unborn children or not
 - Recent change with January 2005 version of technical guide
 - Suggest adding question to application on household changes within next 12 months
- Shared custody children
 - Count if at least 50% of time is with household seeking HOME assistance

Determination of Applicant Household (cont)

- Temporarily absent members
 - Examples:
 - Incarcerated for a short time and will return to household
 - Seasonal workers who will return
 - Active military members who will return to household
 - Included as household members
- Permanently absent members
 - Example: nursing home residents, Students temporarily away at school
 - Household chooses to exclude them or not

Determination of Applicant Household (cont)

- Larger families and multi-generational households
 - Make certain all are on the application, just like with other household members
 - See income limits for calculation
- Boyfriend/girlfriend
 - Make certain are on the application, or
 - Document they live elsewhere through lease or utility bills

Determination of Applicant Household (cont)

- **Couples who have separated or divorced**
 - Document separation agreement and/or divorce decree
 - Document they live elsewhere through lease or utility bills
- **Deceased spouses**
 - Document death certificates

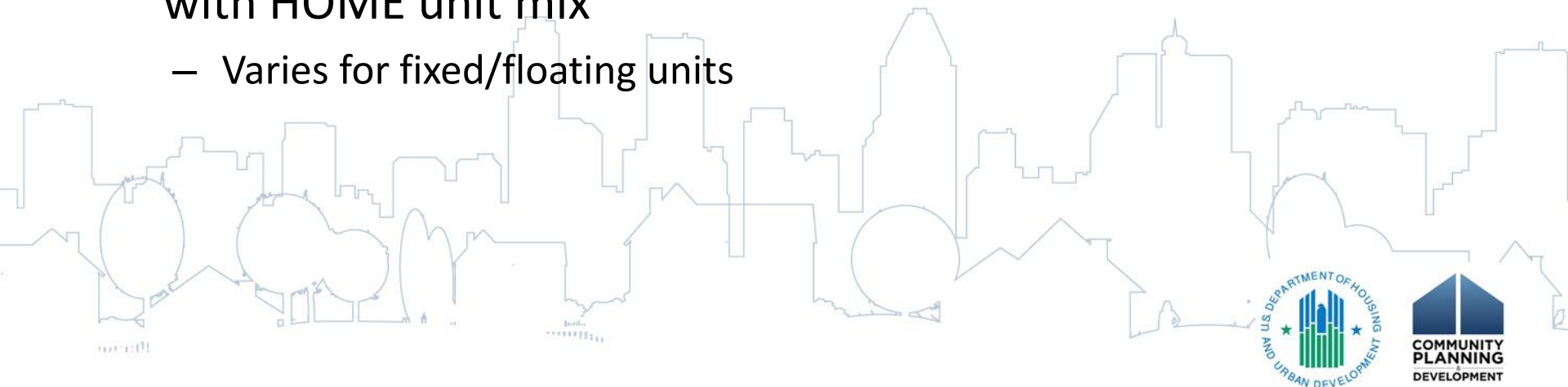
Determination of Applicant Household - Students

- Definition of low/very low income families at § 92.2 clarified and updated to address students (adopts the Section 8 standard at 24 CFR 5.612)
 - Students under age 24 do not qualify as a low income household unless:
 - Independently eligible or member of income eligible household; or
 - Specific exceptions: veteran, married (including same-sex), has dependent child, or is disabled and was receiving Sec. 8 assistance as of 11/30/2005
 - Applies to any HOME-assisted household, regardless of activity
 - New households: income determinations on/after 8/23/2013
 - Existing rental households: in place tenants are not “grandfathered in,” handle at recertification

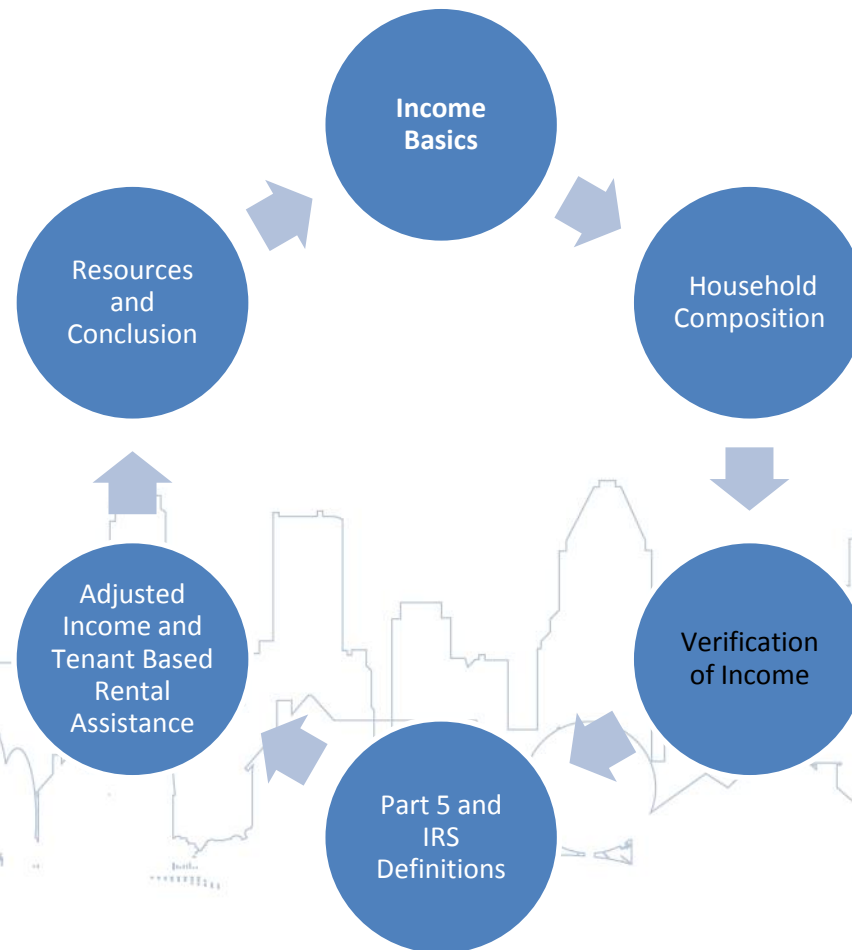


Determination of Applicant Household – Students (cont)

- In place students
 1. In place students are members of another household
 - Determine composition and income of that household
 - AMI based on location of household's primary residence
 - HOME requires source documentation
 2. Apply over-income tenant rules to (re-)achieve compliance with HOME unit mix
 - Varies for fixed/floating units



Verification of Income

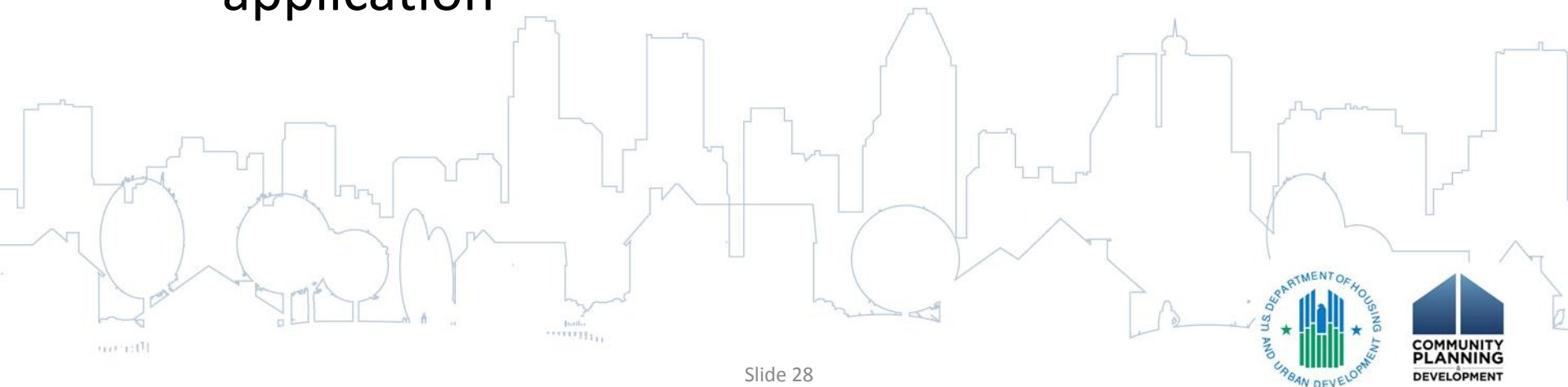


Verification of Income

- Two months of income sources are required, third party – must accompany source examples
- Source examples
 - Pay stubs –review several to determine patterns and verify overtime, tips and bonuses
 - SSA letter – Annual letter
- Copies of tax returns are okay if:
 - Circumstances have not changed since filing (if income likely to remain same next year)
 - Use tax return to determine income information (e.g. self employment, other sources of income)
 - If sole documentation: obtain certified IRS copy by using form 4506 or 4506T (free)

How to Read a Tax Return

- Tax returns can be helpful for:
 - Establishing household composition, including number of dependents
 - Self employment income
 - Identifying sources of income not reported on the application



How to Read a Tax Return (cont)

- PJs may want to request several years of tax returns for self-employed individuals in order to see fluctuations or trends in business income
- Withdrawal of cash or assets from a business should be counted in household income

Third-Party Verification

- Involves employers, Social Security, public agencies, etc.
- Provides independent verification of income and/or asset information
 - Obtain written release from household
 - Send verification forms via fax or hard copy
 - Follow up if unresponsive
 - Make thorough notes in file

Third Party Verification (cont)

- Enterprise Income Verification (EIV)
 - Used by public housing authorities and HUD multi-family owners
 - Provides electronic information found on HUD-50058 form
 - http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/rhiip/uivsystem
- The Work Number
 - Used by large employers
 - Fee charged for use unless nonprofit
 - <http://www.theworknumber.com>
- Either system may be used, if an eligible entity uses the information; however, source docs must also be collected

Wage Rates and Variations in Pay

- Options
 - Use rate of pay and multiply by # of hours worked per week and multiply by # of weeks worked per year; or
 - Use 90 day pay stub total and multiply by 4 (assuming the 90 days covers all types of pay)
- Include increases in pay, COLAs, etc. in calculation as appropriate
- Appropriate steps must be in the PJ's income eligibility procedures

Wage Rates and Variations in Pay – Steady Pay

- Wage rate rules of thumb
 - If paid for every week of the year:
 - Pay rate X 2080 hours (40 hours X 52 weeks)
- For example:
 - Ms. Jones' pay is \$13/hour and she works full time
 - \$13 multiplied by 2080 = \$27,040

Wage Rates and Variations in Pay (cont)

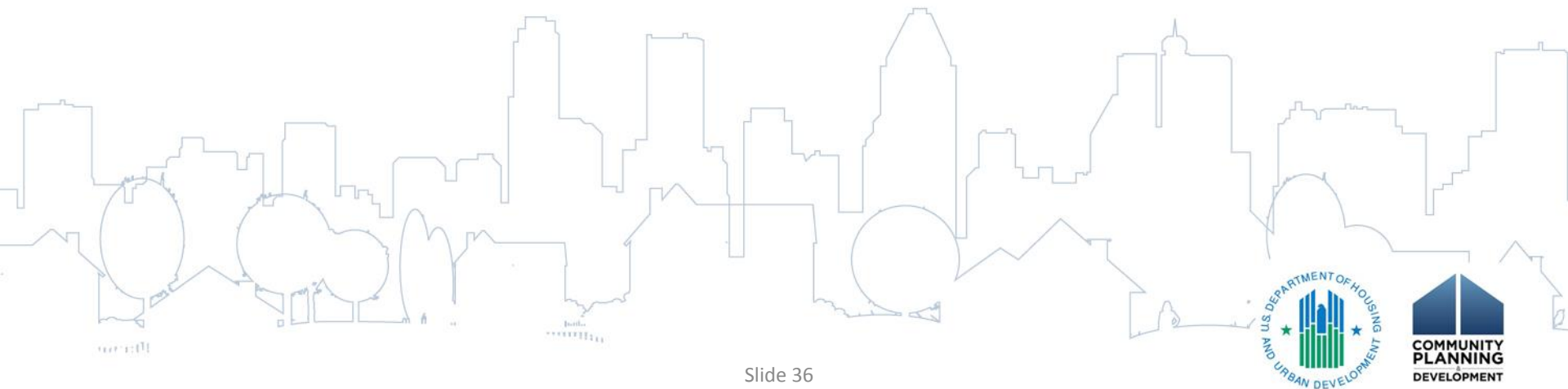
- If not paid for every week:
 - Pay rate X # of hours per week X # weeks worked per year
- For example:
 - Mr. Jones works 30 hours per week at \$19/hour
 - \$19 multiplied by (30 X 40 weeks) = \$22,800

Wage Rates and Variations in Pay (cont)

- If not paid for every week, but quarterly pay is available (cont):
 - Multiply total quarterly pay X 4
- For example:
 - Mr. Jones' mother's pay stub shows pay for a specific quarter
 - \$5,000 multiplied by 4 = \$20,000
- While this methodology is allowable, actual pay rate is best

Wage Rates and Variations in Pay – Non Steady Pay

- Variations in pay
 - If seasonal income, add months of pay + unemployment to project 12 months forward
 - Example: 6 months of pay + 6 months unemployment



Other Common Sources of Income

- Unemployment
 - If currently receiving, verify amount received through form in appendix and also determine number of weeks/months left to collect
 - If not currently receiving, use prior year tax return or last two years to obtain average amount
- Self Employed
 - If current information is available, use form in appendix
 - If current information is not available, use prior year tax return or last two years to obtain average income

Other Common Sources of Income (cont)

- **Construction and/or seasonal employment**
 - Ensure all employers are included, use VOE for all if possible
- **Cash**
 - Review for periodic payments in checking and/or savings account statements
 - Develop and use cash verification form

Other Common Sources of Income (cont)

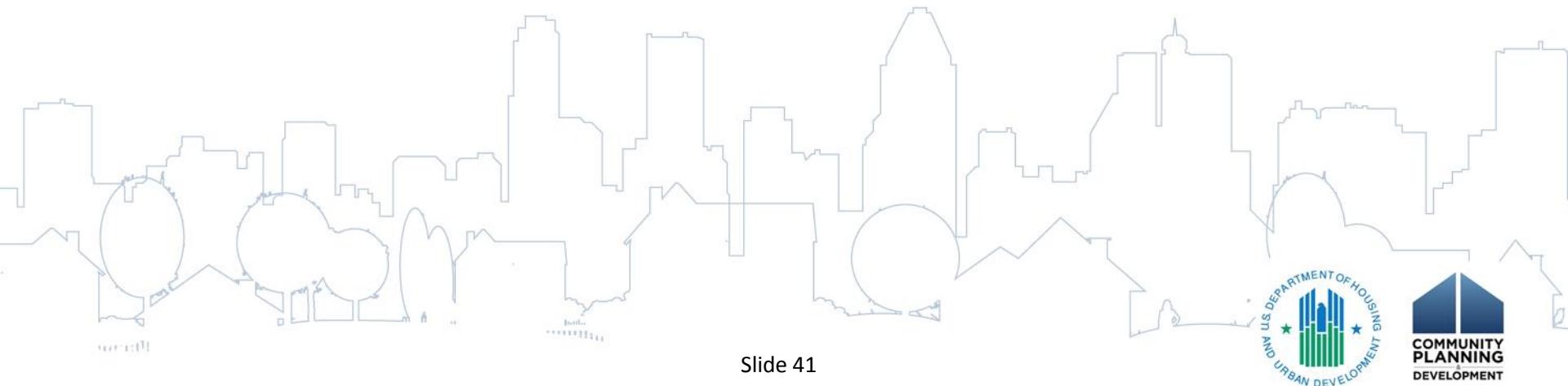
- Zero income for a household member
 - Ask household member questions about their ability to pay rent, utilities, car payment, etc.
 - Verify cash and other income they reveal
 - Use IRS form 4506 or 4506T to obtain certified tax return
 - If all else fails, use self-certification form of \$0
 - This cannot be used as sole information for household

Annual Income Re-examinations

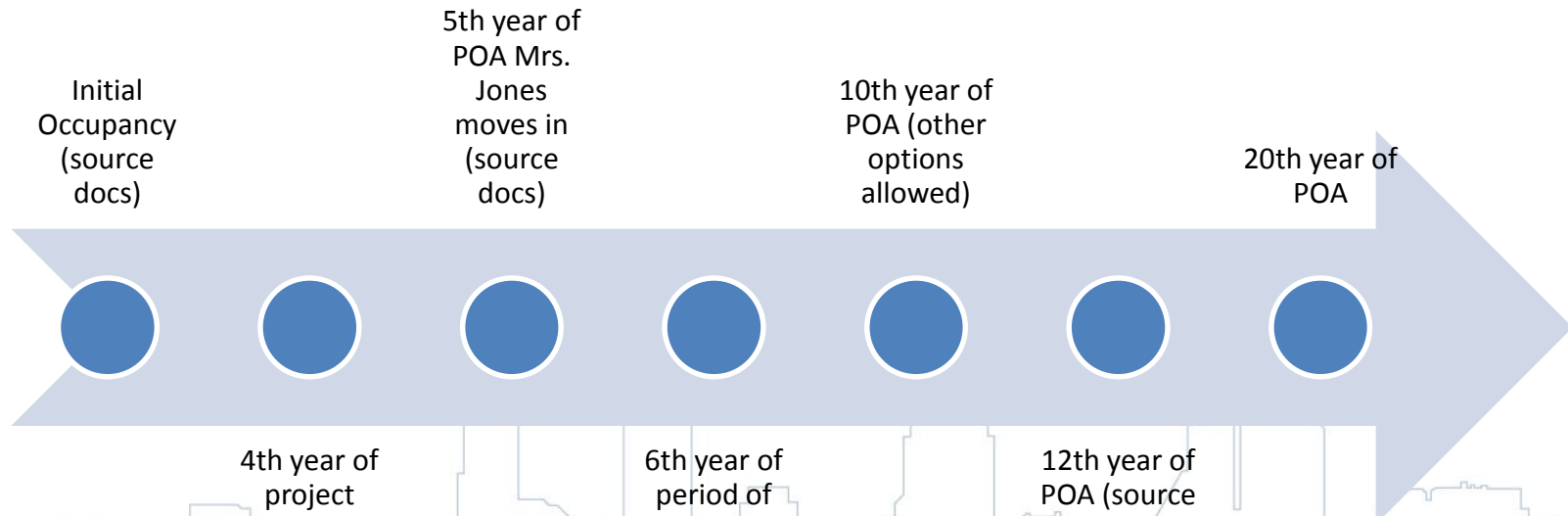
- Annually, tenant income must be re-examined
 - Review at least 2 months of source docs OR (at PJ discretion)
 - Get written statement and certification from the family OR
 - Get written statement from another means-tested government program
- At least every 6th year of afford period, source docs **MUST** be reviewed
- For TBRA, income must be examined annually using source docs

Annual Income Re-examinations (cont)

- Recertify at:
 - Anniversary date of initial verification;
 - Lease renewal; or
 - Annual schedule where all tenant incomes are verified at one point



Annual Income Re-examinations (cont)

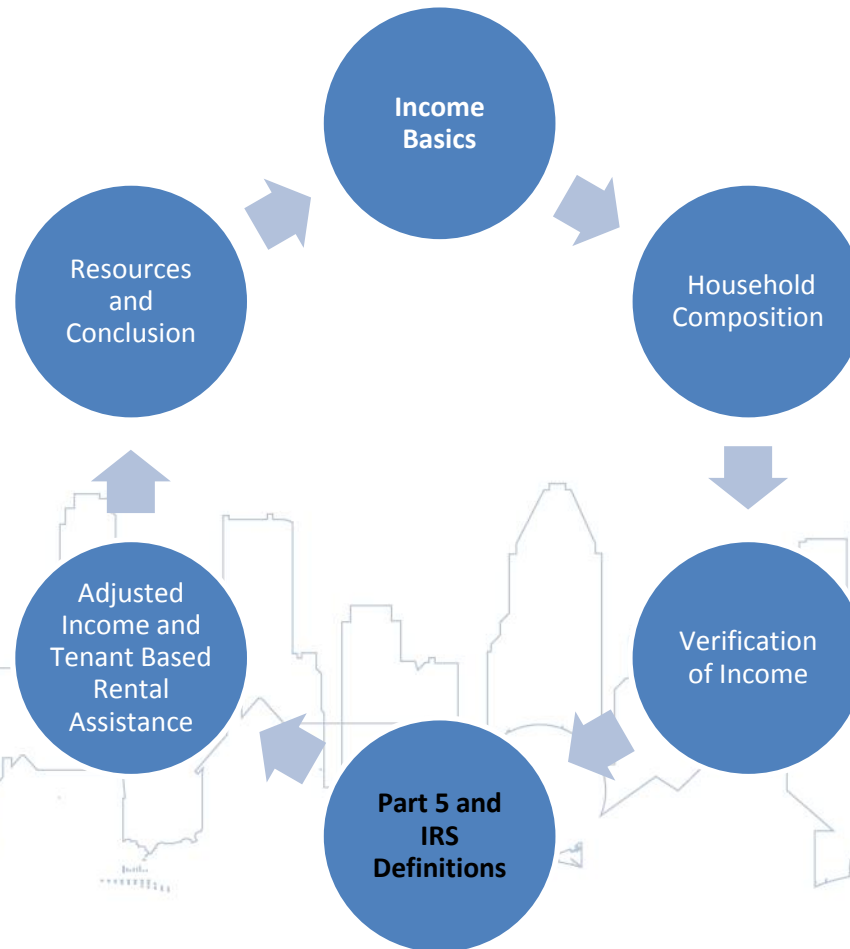


Polling Questions 3:

- Question 3: What source of income is the most difficult to document?
 1. Seasonal pay
 2. Business income
 3. Child Support
 4. Social Security
 5. Assets (e.g., retirement income, etc.)
 6. Other
 7. No problems – everything is E-A-S-Y!



Part 5 and IRS Definitions

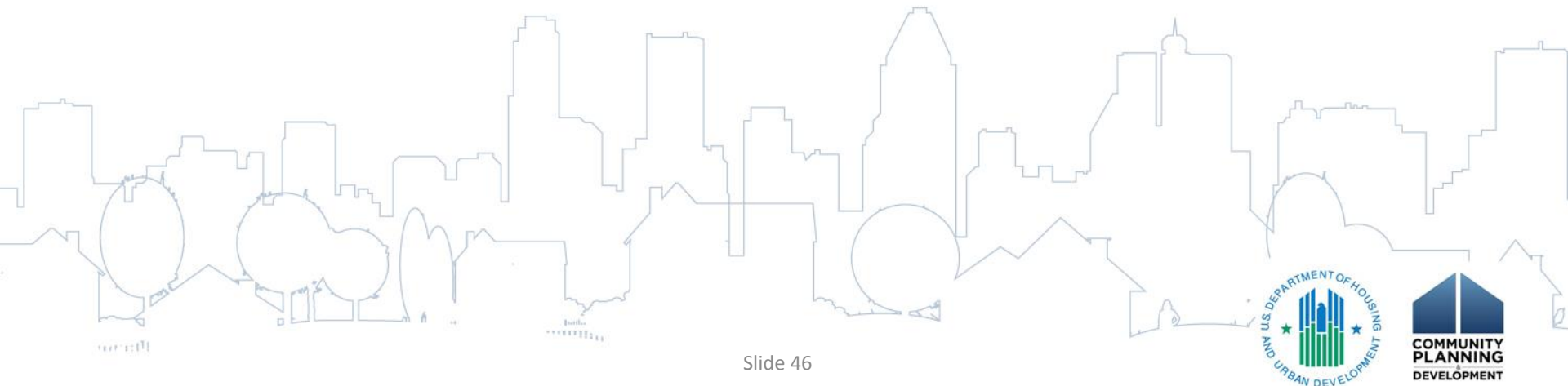


Two Definitions of Income

- Part 5 (Section 8) Definition of Income (24 CFR 5.609 (b)& (c))
 - Income inclusions and exclusions
 - https://www.hudexchange.info/plugins/incomecalculator/assets/docs/HUD_P5_Inclusions_Exclusions.pdf
 - Assets & Imputed asset calculation
- IRS 1040 Definition of Income
 - Income & asset inclusions and 1040 deductions
 - Instructions - <https://www.irs.gov/pub/irs-pdf/i1040gi.pdf>
 - <https://www.irs.gov/newsroom/irs-provides-safe-harbors-to-help-taxpayers-suffering-property-losses-including-losses-from-hurricanes>
 - What's New - helpful each year to review

Part 5 Income Inclusions

- Wages, salaries, overtime, commissions, tips, and bonuses
- Net income from operation of a business or profession
- Periodic payments (Social Security, annuities, regular contributions to income)
- Payments in lieu of earnings (Unemployment, TANF, etc.)



Part 5 Income Inclusions (cont)

- Welfare assistance (not food stamps)
- Periodic and determinable allowances, alimony and child support
- All regular pay, special and allowances for armed forces (not hostile fire)
- Earnings of temporarily absent household members

Part 5 Income Exclusions

- Earned income of minors under age 18 [unearned income (e.g., child support, SSI) is counted]
- Income of live-in aides
- Payments for foster care/legal kinship guardians
- Lump sum additions to assets (e.g., inheritances, lottery winnings)
- Reimbursement of medical expenses
- Certain increases in income of disabled household members in HOME rental units or TBRA (at recertification only)

Part 5 Income Exclusions (cont)

- Student financial assistance (scholarships, student loans) paid directly to the student or to the educational institution (NOTE: unless Section 8 household over age 23 with dependent children)
- Hostile fire pay for active military
- Training programs funded by HUD (e.g., under Section 3)
- Sporadic or temporary income (including gifts)
- Earnings over \$480 for full-time students (adults 18 years of age and older, who is not the head, spouse or co-head of household)
- Adoption assistance over \$480 per adopted child

Part 5 Income Exclusions (cont)

- Deferred payments of SSI and veterans benefits (e.g., lump sum payments)
- Refunds/rebates by state or local law
- State agency payment for care of developmentally disabled member
- Various Federal statutes exclude, for example:
 - Food stamps
 - Payments to volunteers (e.g., VISTA, AmeriCorps, etc.)
 - Title V of Older American Act
 - Earned income tax credits

Part 5 Income: Assets

- A cash or non-cash item that could be converted to cash
- No asset limitation in HOME Program
 - Program administrators may have own policy on limitation
- Asset income must be included in annual income under the Part 5 definition
 - LIHTC program does not include a verification of assets totaling less than \$5,000; HOME documents all assets in Part 5 asset calculation

Part 5: What to Include as an Asset

- Market value – dollar value on open market
 - Do not include value of home for HOME owner-occupied rehabilitation activities
- Cash value – market value minus reasonable expenses to convert asset to cash
 - Example: land worth \$25,000 – cost to sell is \$2,500; value of asset is \$22,500

Part 5 Unique Rule: Imputed Asset Calculation

- If asset produces little or no income, an “imputed asset” calculation is performed:
 - Rule only applies when total cash value of all assets is greater than \$5,000
 - Calculate imputed income based on a Passbook Rate
 - Use “greater of” actual or imputed earnings
 - Passbook Rate, three options
 1. Use the same passbook savings rate used by their local public housing authority (PHA);
 2. Use the passbook savings rate published by HUD’s Office of Multifamily Housing; or
 3. Establish its own passbook savings rate

Part 5 Unique Rule: Assets Disposed of Below FMV

- Any asset disposed of for less than FMV during 2 years preceding income determination must be counted as if household still owned asset
- Include difference between cash value of asset and amount actually received in disposition

IRS 1040 Definition of Income

- Use IRS Long Form – not short form known as 1040EZ
 - Must use current IRS 1040 form and instructions on definition
- Certain kinds of income are added together to get gross income
- Certain deductions are then taken to arrive at adjusted gross income figure
 - This is not “adjusted income”
 - Use most current 1040 deductions
- Use IRS 1040 adjusted gross income to determine program eligibility
- Program administrators must use the most recent IRS 1040 Instructions

IRS 1040 Definition (cont)

- Subtract applicable deductions from gross income to obtain the household's adjusted gross income
- Deductions include, for example:
 - Health savings account payments
 - Moving expenses
 - Deductible part of self employment tax
 - Self-employed health insurance deduction
 - Self-employed SEP and SIMPLE plans
 - Penalty on early withdrawal from savings
 - Paid alimony
 - Student loan interest

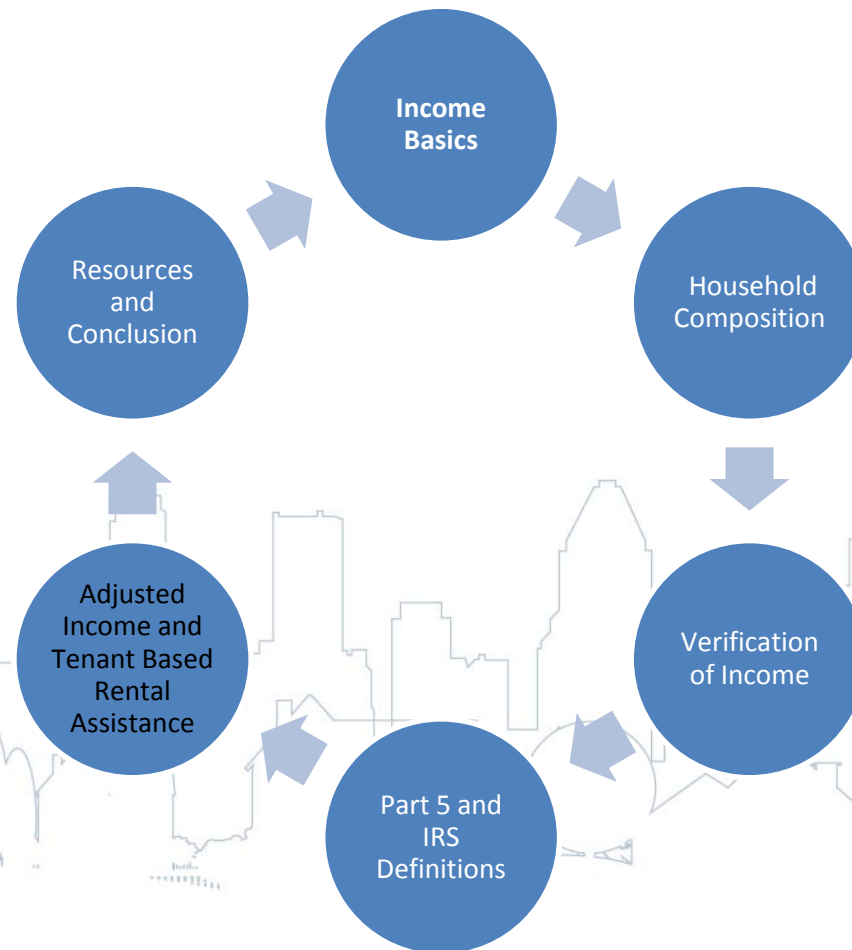
Comparing Definitions of Income

Part 5 (Section 8)	IRS 1040
Includes gross amount of social security	Includes taxable amount of social security
Includes child support received	Excludes child support received
Includes alimony payments received	Includes alimony payments received, but also allows for deduction of alimony payments and other deductions for student loans, etc.
Involves imputed assets calculation for cash value \$5,000 or more	Excludes assets unless they are taxable

Comparing Definitions of Income (cont)

- If projects also funded with LIHTC, program administrators must use Part 5
- If PHA is managing a program, they are often experts in Part 5
- Part 5 can be more complex to document and calculate but rental project developers may already have S. 8 tenants
- IRS 1040 may be easy to do for homeowner rehabilitation
- IRS 1040 (if households receive SS) definition requires knowledge of the most current year “taxable amounts”

Adjusted Income and Tenant Based Rental Assistance



Calculating Adjusted Income

- Derived by subtracting any of five deductions (or allowances) that apply to the household from the household's annual (gross) income
- Deductions:
 - Elderly or disabled household
 - Dependent
 - Child care
 - Medical expenses
 - Disability assistance expenses

Allowable Deductions

- Not all households are eligible for all deductions
- To determine eligible deductions, PJs must determine type of household:
 - Elderly or Disabled household
 - Family (non-elderly) household

Deductions Chart

Type of Deduction Permitted	Elderly or Disabled Household	Non Elderly or Non-Disabled Household
Elderly or Disabled Household	●	
Dependent	●	●
Child Care	●	●
Medical Expenses	●	
Disability Assistance Expenses	●	●

Elderly/Disabled Household

- Any household in which:
 - The head, spouse or sole member is 62 years of age or older; or
 - Head, spouse or sole member is person with permanent disabilities that meet Social Security Administration’s definition of “disabled person”
- Elderly/disabled households are entitled to deduction of \$400 per household
- Non-elderly/non-disabled households are NOT eligible for this allowance

All Households: Dependent Deduction

- Deduct \$480 for each household dependent
- “Dependents” are any household members who are not the head, co-head or spouse, but are:
 - Under the age of 18 years; or
 - Disabled (any age); or
 - A full-time student (any age).

All Households: Child Care Expenses Deduction

- Reasonable expenses for care of child age 12 or under may be deducted from annual income if they:
 - Enable an adult family member to actively seek employment, be gainfully employed, or further his/her education; and
 - Are not reimbursed

Medical Expenses Deduction

- Elderly/disabled households ONLY may claim unreimbursed medical expenses in excess of 3% of annual income
- Once household qualifies as elderly or disabled household, medical expenses not covered by insurance of all household members are included in the determination

Eligible Medical Expenses

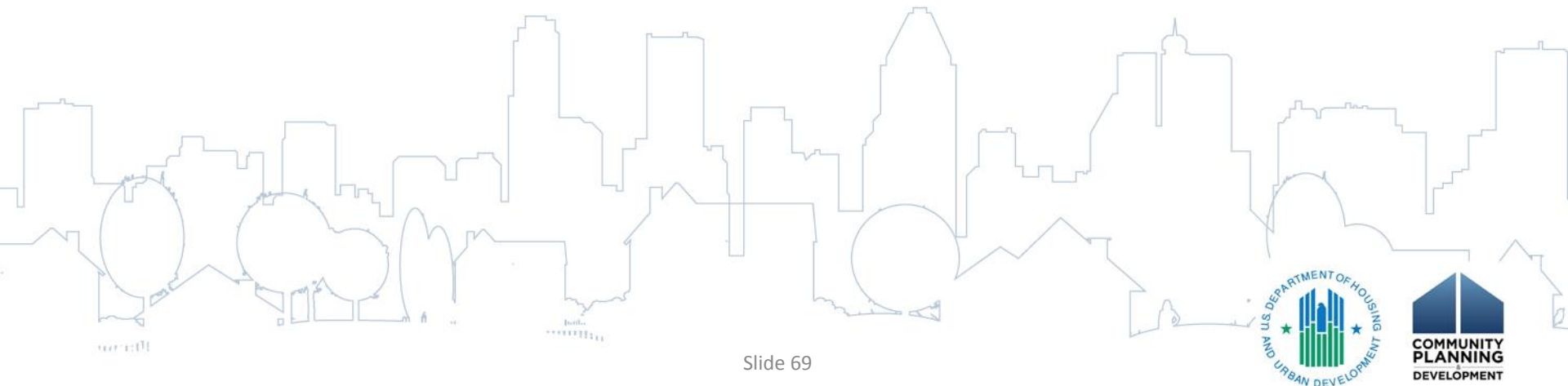
- Includes items such as:
 - Physician or other health care professional services
 - Services of a hospital or other health care facility
 - Medical insurance premiums
 - Prescription and nonprescription medicines
 - Dental and eyeglass expenses
 - Medical or health products or apparatus
 - Live-in or periodic medical care
 - Periodic payments on accumulated medical bills

Disability Assistance Expenses Deduction

- Can be deducted from annual income to the extent they exceed 3% of annual income
- Deduction recognizes expenses for care of disabled person that enables disabled person or other family member to work

Disability Assistance Expenses Deduction (cont)

- Expenses may be deducted only if:
 - They are reasonable,
 - Not reimbursable,
 - Do not exceed the amount of income generated by the person enabled to work, and
 - Are in excess of 3% of annual income



When both Medical and Disability Assistance Expenses Apply

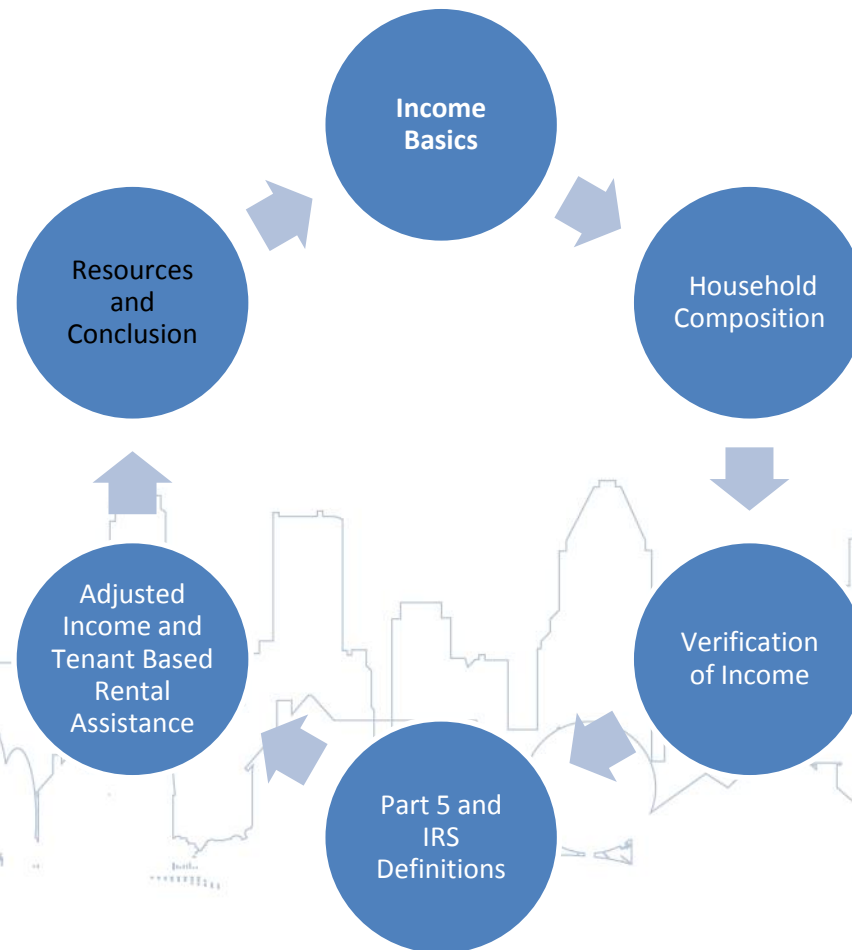
- For families who qualify for both medical and disability expenses, the allowable deduction is the combined expenses that exceed 3% of annual income
- Sample calculation:
 - Sherman household has \$3,000 in disability expenses and \$4,000 in medical expenses
 - As a result, \$7,000 in expenses may be deducted to the extent they exceed 3% of annual income

See Technical Guide pages 57-67

Calculating TBRA Assistance Amounts

- Adjusted income is used to calculate the amount of TBRA assistance to a household
- PJs must establish a payment standard for each unit size (by number of bedrooms)
- PJs use the payment standard and Section 8 Voucher to establish TBRA assistance, or other local model
- TBRA subsidy amount is based on the PJ's model/design determined by two factors (1) the PJ's minimum tenant payment (e.g., some percentage of monthly income) and (2) the maximum TBRA assistance- the difference between the rent standard and 30% of adjusted income

Resources and Conclusion



CPD Income Calculator

- Use CPD Income Calculator
 - <https://www.hudexchange.info/incomecalculator/>
- User Manual
 - https://www.hudexchange.info/resources/documents/CPDIncomeEligibilityCalculator_User_Manual.pdf
- Allow 15 minutes for each applicant and use Technical Guide to accompany calculator input
- You can save/print to a PDF

CPD Income Calculator (cont)



[Home](#) > [Income Calculator](#)

CPD Income Eligibility Calculator

Welcome to CPD's Income Eligibility Calculator, an interactive tool that makes determining the income eligibility and assistance amounts for beneficiaries of CPD programs as easy as 1-2-3. Simply enter the requested data and this calculator will work behind the scenes to generate a summary of results for each beneficiary. You should then print out the summary and include it as part of the beneficiary's file.

The calculator currently performs income eligibility and assistance amount calculations for the following HUD CPD programs:



- Brownfield Economic Development Initiative (BEDI)
- Community Development Block Grant Program (CDBG)
- CDBG Disaster Recovery Assistance
- Emergency Solutions Grants (ESG)
- HOME Investment Partnerships Program (HOME)
- Housing Opportunities for Persons with AIDS (HOPWA)
- Housing Trust Fund (HTF)
- Neighborhood Stabilization Program (NSP)
- Section 108 Loan Guarantee Program
- Self-Help Homeownership Opportunity (SHOP)

Start Calculating Income

Start a new calculation or complete a previous calculation

[Go To My Dashboard](#)

Related Materials

[Income Eligibility Calculator User Manual \(PDF\)](#)

[CDBG Income Limits](#)

[ESG Income Limits](#)

[HOME Income Limits](#)

[HTF Income Limits](#)

[HOPWA Income Limits](#)

[Using the Income Calculator to Determine Annual Income Webinar Materials](#)

[Using the Income Calculator for Rental and TBRA Programs Webinar Materials](#)

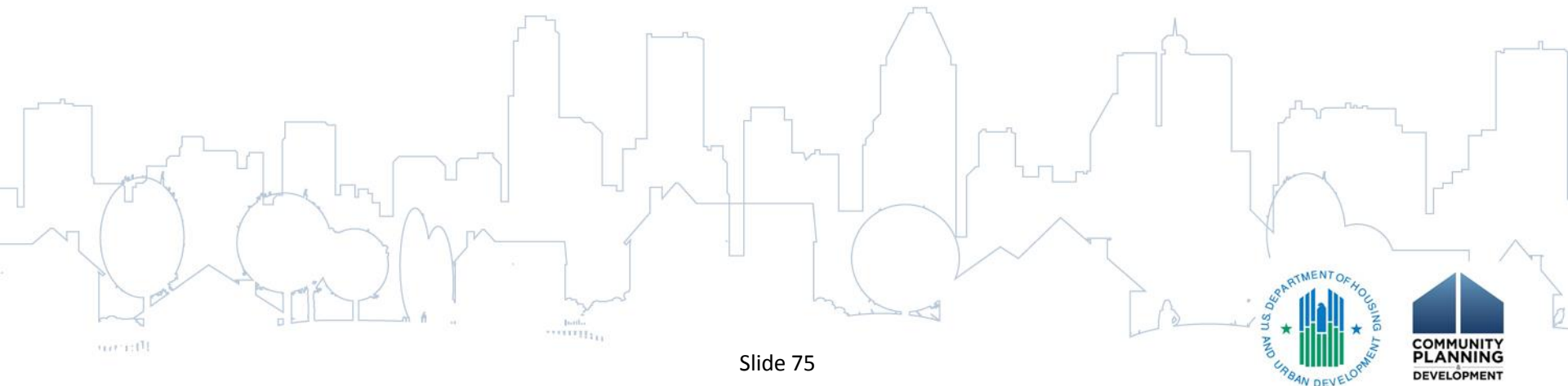
Privacy Statement: For your privacy, please do not include social security numbers or dates of birth. By creating a HUD Exchange account, you acknowledge you agree to the website policies.

Attention ESG Recipients

Currently, the ESG income calculation is correct, but the eligibility result provided in the income calculator still reflects FY2017 income

Polling Questions 4:

- Question 4: Do you use the CPD Income Calculator?
 1. Yes, but of course!
 2. No, I had no idea!
 3. No, but looks so inviting that I may use it in the future!



Other Resources

- Technical Guide for Determining Income and Allowances Under the HOME Program
 - <https://www.hudexchange.info/resource/786/technical-guide-for-determining-income-and-allowances-for-the-home-program/>
- HUD Handbook 4350.3 Ch. 4 Occupancy Requirements of Subsidized Multifamily Housing Programs (Chapter 5)
 - Updated when changes made to Part 5 regulations
 - Used in HUD multifamily programs with S. 8 assistance tied to project
 - Cannot be uniformly adopted for HOME
 - https://www.hud.gov/program_offices/administration/hudclips/handbooks/hsgb/4350.3



Other Resources

- HUD Exchange HOME Main Page
 - <https://www.hudexchange.info/programs/home/>
- HOME income limits
 - <https://www.hudexchange.info/manage-a-program/home-income-limits/>
 - FY2018 effective June 1, 2018
- HOME Income Forms
 - <https://www.hudexchange.info/programs/home/topics/income-determination/>
- HUD Exchange list serve
 - <https://www.hudexchange.info/maillinglist/>

Housing Opportunity Through Modernization Act (HOTMA)

- HUD is currently engaged in rulemaking after the passage of the Housing Opportunity Through Modernization Act of 2016, Public Law 114-201 on July 29, 2016
- HUD will publish a proposed rule to implement HOTMA in the near future
- When the proposed rule has published, you will have opportunity to comment on any proposed changes made to the HOME program
- Public Law 114-201
 - <https://www.gpo.gov/fdsys/pkg/PLAW-114publ201/pdf/PLAW-114publ201.pdf>
- HUD Initial Implementation Guidance
 - <https://www.federalregister.gov/documents/2016/10/24/2016-25147/housing-opportunity-through-modernization-act-of-2016-initial-guidance>

Conclusion

- Make a list of “to do” items
- Review HOME program applications, amend as necessary
- Review your income policies and procedures, update as necessary
- Assess your income documentation templates/forms, update as necessary
- Encourage usage of HUD Exchange CPD Income Eligibility Calculator
- Train subrecipients, developers and managers on income eligibility
- Review your files to ensure accurate and complete



Conclusion (cont)

- Questions?
- Evaluation:
 - <https://www.surveymonkey.com/r/XHQPGJG>
- Review of course
 - Ascertain future training needs
- Follow-up
 - HUD Field Office staff