

INSTRUCTIONS

This worksheet is to be completed by Emergency Solutions Grant (ESG) and North Dakota Homeless Grant (NDHG) program staff to document household income eligibility when required. Rapid Rehousing households do not have to income qualify at program entrance but must have an income below 30% AMI at annual recertification. Homeless Prevention households must income qualify for assistance at initial and recertification every 3 months. ESG and NDHG have different income requirements: ESG Funding 30% AMI also called Extremely Low Income - NDHG Funding at 50% AMI also called Very Low Income. Income limits are available at: <https://www.hudexchange.info/resource/5079/esg-income-limits/>

PARTICIPANT INFORMATION

Participant Name	County
HMIS Number	Family Size
<input type="checkbox"/> Intake/Screening <input type="checkbox"/> Recertification <input type="checkbox"/> Program Exit	

FUNDING SOURCE

<input type="checkbox"/> ESG 30% <input type="checkbox"/> NDHG 50%

INCOME CALCULATION

Family Member	Income Source	Rate of Pay (Hour, Week, Month, Annual)	Paid By (Hour, Week, Month)	Number of Units Per Pay Period	Annualized – 52 Weeks or 12 Months. 24 for Bi-Monthly, 26 every two weeks	Anticipated Annual Income
Jane Head of House	Employment	\$7.50	Hour	20	52	\$7,800.00
John Spouse	SSI	\$1,200.00	Month	1	12	\$14,400.00
Total Household Income						

Family Member	Type of Asset	Cash/Imputed	Cash Value of Asset	Annual Income from Asset
Jane Head of House	Checking Account	Cash	\$1,000.00	\$1,000.00
Totals				

Enter Cash Value of Assets if Over \$5,000	Multiply by Passbook Rate of 0.06%	Imputed Income
Enter the Greater Total of Annual Income from Assets or Imputed Income		
Total Annual Income from All Sources (add Total Household Income and Total Income from Assets)		
Enter the Applicable Income Limit Based on Household Size from HUD Income Limits		
Is the total annual income from all sources less than the applicable income limit? If "no" household is NOT eligible. <input type="checkbox"/> Yes <input type="checkbox"/> No		