

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

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

FUNDING SOURCE

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