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Instructions for Completing the Annual Income Certification and Rental Compliance Form

Read the instructions for each item carefully before completing the report form. This form is available as a fillable Microsoft Word Document. **Retain a copy, and e-mail a copy as per below, and mail the original to:**

E-mail:
communitydevelopment@lakecountyil.gov

Mail:
Lake County Community Development
500 W. Winchester Rd, Unit 101
Libertyville, IL 60048

Applicability; This report form must be completed annually for each rental housing project assisted with HOME, CDBG, or AHP funds. If you currently operate a group home, please complete the Annual Income Certification and Rental Compliance Form specific to group homes.

Timing; The Lake County HOME, CDBG, & AHP Annual Income Certification **Form must be returned to Lake County Staff by Monday, September 28, 2015 at 4pm.**

Grantee Information

- **Grantee Name.** Enter the name of your organization (the official entity that signed the HOME, CDBG, or AHP Contract).
- **Project Name.** Enter the name of the project.
- **Project Number.** Enter the Lake County assigned Project Number as listed on your Subrecipient Agreement or Lake County HOME, CDBG, or AHP Payment voucher. (i.e. H0683)
- **Project Address.** Enter Street Address, City, State, and Zip Code.
- **Project Type.** Check "SFH" if the project address is a single family home rented to one or more tenants. Check "Apt" if the project address is an apartment or multiple apartments.
- **Reporting Period.** The annual report covers the period July 1st through June 30th. Enter the appropriate 4-digit start and end years (i.e. "2006").

Household Data

For projects that include multiple addresses, complete a separate Lake County HOME, CDBG, & AHP Annual Income Certification Form for each address. For congregate living transitional housing facilities, please use one form and list each bedroom as a separate unit.

1. Unit Number. Enter the unit number of each unit. For congregate living transitional housing facilities, enter the bedroom number.

2. Tenant Name. Enter the name of the tenant / head of household. The head of household is defined as the highest wage earner in the household.

*NOTE, if two different households occupied one unit over the reporting period (i.e. a lease ended in December 2012 and a new household took occupancy January 2013) there should be two separate line item entries for the same Unit Number, and subsequent different information. The lease period should reflect this.

3a. Race & Ethnicity Head of Household. This information is confidential and is only collected for government reporting purposes. For each residential unit, enter one code only based on the following definitions:

- 09 - **Vacant Unit.** Self-Explanatory;
- 10 - **Manager's Unit.** Self-Explanatory;

11 - **White.** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East;

12 - **Black/African American.** A person having origins in any of Black racial groups of Africa;

13 - **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent. This area includes, for example, China, India, Japan, and Korea.

14 - **American Indian/Alaskan Native.** A person having origins in any of the original peoples of the North American Continent, and who maintains cultural identification through tribal affiliations or community recognition.

15 - **Native Hawaiian/Other Pacific Islander.** A person having origins in any of the original peoples of the Pacific Islands. This area includes, for example, the Philippine Islands, Hawaii, and Samoa.

16 - **American Indian/Alaskan Native and White.** A person having origins in both American Indian/Alaskan Native and White Race categories.

17 - **Asian & White.** A person having origins in both Asian and White race categories.

18 - **Black/African American & White.** A person having origins in both Black/African American & White race categories.

19 - **American Indian/Alaskan Native & Black/African American.** A person having origins in both American Indian/Alaskan Native & Black/African American race categories.

20 - **Other Multi-Racial.** A person having origins in more than one of the race categories combined.

3b. Hispanic Ethnicity, Head of Household. If of Hispanic origin, indicate Yes, if not, indicate No.

4. Type of Household: For each residential unit, enter one code only based on the following definitions:

1 - **Single/Non-Elderly.** One-person household in which the person is not elderly.

2 - **Elderly.;** One or two person household with a person at least 62 years of age.

3 - **Related/Single Parent.** A single parent household with a dependent child or children (18 years of age or younger).

4 - **Related/Two Parent.** A two-parent household with a dependent child or children (18 years of age or younger).

5 - **Other.** Any household that is not included in the above 4 definitions, including two or more unrelated individuals.

9 - **Vacant Unit.** Self-explanatory.

10 - **Manager's Unit.** Self-Explanatory;

5. Size of Household; Enter the appropriate number of persons in the household: 1, 2, 3, 4, 5, 6, 7, or 8 or more persons (for households of more than 8, enter 8). Enter 0 for a vacant unit.

Income Data

6. Tenants Annual Gross Household Income. Enter the total annual gross household income.

7. Percent of Area Median Income (see attached chart). For each occupied residential unit, enter one of the following codes for the household's income based on the median family income for the area, as determined by HUD, with adjustments for family size:

1. **0 – 30 Percent**, if the income is at or below 30 percent of AMI.
2. **30 – 50 Percent**, if the income exceeds 30 percent and does not exceed 50 percent of AMI.
3. **50 – 60 Percent**, if the income exceeds 50 percent and does not exceed 60 percent of AMI.
4. **60 – 80 Percent**, if the income exceeds 60 percent and does not exceed 80 percent of AMI.
5. **80 – 100 Percent**, if the income exceeds 80 percent and does not exceed 100 percent of AMI.
6. **Above 100 Percent**, if the income exceeds 100 percent of AMI.
9. **Vacant Unit**, if the unit is vacant.

8. Date of Last Income Certification. Before the tenant occupies a unit, tenant eligibility must be documented with source documents, such as wage statements, interest statements, and unemployment compensation statements. **Grantees must recertify tenant income on an annual basis.** To recertify income, the grantee may accept a written statement from the family indicating the family size and annual income. This statement must include a certification from the family that information is complete and accurate, and must indicate that source documents will be provided upon request. **However, grantees are required to collect source documentation (wage statements, tax returns, etc...) every 6th year.** Enter the date of the last income certification.

9. Lease Period (Begin & End Dates). Enter the start and end dates of the tenant's current lease.

10. Number of Bedrooms. Enter 0 for single room occupancy (SRO) unit or for an efficiency unit, 1 for 1 bedroom, 2 for 2 bedrooms, 3 for 3 bedrooms, 4 for 4 bedrooms, and 5 for 5 or more bedrooms. For group homes and congregate living transitional housing facilities, list each bedroom as 0 (efficiency unit).

11. Low or High HOME Rent Unit (For HOME-funded projects only). Every HOME-assisted unit is subject to rent limits designed to help make rents affordable to low-income households. In projects of 5 or more HOME-assisted units, at least 20% of the HOME-assisted rental units must be occupied by families who have annual incomes that are 50 percent or less of median income and the rents charged to these families must not exceed the LOW Home Rent level (including utilities). Projects with fewer than 5 HOME-assisted units do not have to restrict any units to the LOW HOME Rent or limit occupancy to tenants below 50% of the area median income. If a unit is not limited to the LOW HOME rent, it is then limited to the HIGH HOME rent. The HIGH and LOW HOME rent limits (or information regarding applicability) can be obtained from Lake County Community Development at 847-377-2150. Enter "L" if the rent charged (including utilities) is at or below the LOW HOME Rent level. Enter "H" if the rent charged (including utilities) is above the LOW HOME Rent level. The Grantee agreement and/or mortgage documentation should indicate the applicability of High and Low HOME units.

12. Maximum Allowable Monthly rent (For HOME-funded projects only). Enter the applicable HIGH or LOW HUD rent limit for each unit. Please note that the rent limit includes utilities. The HIGH and LOW HOME rent limits can be obtained from the Lake County Community Development Division.

Maximum Allowable Monthly rent (For AHP-funded projects only). AHP projects that also received HOME program funding follow the HOME rule. AHP properties otherwise should use the HIGH or LOW designation as provided for in their written agreements, and or utilize the HIGH HOME rent as max rent. The HIGH and LOW HOME rent limits can be obtained from the Lake County Community Development Division

13. Utility Allowance: If utilities are not included in the rent, compute the utility allowance by using the utility allowance schedule provided by the local Public Housing Authority (PHA). If utilities are included in rent, enter 0. In the case of group homes or congregate-living transitional housing facilities, any tenant-paid utilities should be pro-rated for each bedroom. Utilities are defined as gas, electricity, water, sewer, and trash removal. Utilities do not include telephone.

14. Actual Maximum Rent. Subtract the total in Column 13 from the total in Column 12 to determine the Actual Maximum Rent.

15. Tenant Contribution. Enter the actual rent amount (to the nearest dollar) paid by the tenant.

16. Subsidy Amount; Enter the amount that the tenant receives in order to pay rent or any payments directly to landlords on behalf of the tenant. If the tenant does not receive a tenant subsidy payment, enter 0. Tenant subsidies may include Section 8, HOME TBRA, or other payments.

17. Subsidy Type. Enter the type of rental subsidy received by the tenant (if any).

1 - **Section 8:** Tenants receiving Section 8 assistance through the Section 8 Certificate Program under 24 CFR part 882 of the Section Housing Voucher Program;

2 - **HOME Tenant Based Rental Assistance:** Tenants receiving HOME tenant based rental assistance. Do not include one-time security deposit assistance.

3 - **Other:** Tenants receiving other rental subsidies through federal, state, or local sources.

4 - **None:** Self-explanatory.

9 - **Vacant Unit:** Self-explanatory.

18. Total Rent. Enter the total monthly rent. This is the sum of Column 15 and Column 16.

19. Over-Income Household. If the household is currently over-income indicate Yes. If the client is at or below the required income, indicate No. The client MUST have been at income at initial certification. To confirm unit temporary non-compliance, submit the source income verification documentation used at initial leasing and current income verification documentation for any unit with an indication of "Yes." The tenant rent shall reflect 30% of the household income. Please note, the unit will only receive a temporary non-compliance designation; contact the Lake County Community Development Division for subsequent rental guidance.

20. Compliance Y / N. For County use only.