

# HOME INVESTMENT PARTNERSHIPS PROGRAM

## SAMPLE SELF-CERTIFICATION OF ANNUAL INCOME FORM

### PURPOSE:

On December 4, 2020, HUD revised and extended the applicability of several statutory suspensions and regulatory waivers included in the April 10, 2020, memoranda, [Availability of Waivers and Suspensions of the HOME Program Requirements in Response to COVID-19 Pandemic](#) and [Suspensions and Waivers to Facilitate Use of HOME-Assisted Tenant-Based Rental Assistance \(TBRA\) for Emergency and Short-term Assistance in Response to COVID-19 Pandemic](#) (the “April 2020 memos”).

In the April 2020 memos, HUD waived the HOME regulations at 24 CFR 92.203(a)(2) which requires Participating Jurisdictions (PJs) to determine annual household income by examining at least two months of source documentation. The waiver permits PJs to follow the regulations at 24 CFR 92.203(a)(1)(ii) and obtain a written statement of the amount of the family’s anticipated annual income and household size, along with a certification that the information is complete and accurate in lieu of requiring a review of source documentation. In the revised memos, HUD extended the waiver period through September 30, 2021, permits PJs to use self-certification of income during annual re-examinations of rental units, including income determinations that fall on the sixth year of the affordability period. In addition, HUD provided two additional income exclusions, a) Federal Pandemic Unemployment Compensation - \$600 per week and (b) Lost Wages Supplemental Payment Assistance- up to \$400 per week. If a PJ chooses to use this waiver, the PJ must ensure that self-certified income takes into consideration all income.

### APPLICABILITY:

This sample self-certification of income form may be used by PJs to document annual income of

- New applicants of HOME-assisted rental units,
- New applicants of HOME TBRA programs including emergency and short-term TBRA,
- Existing TBRA tenants requiring assistance under an emergency TBRA program,
- Existing tenants of HOME rental units up for income re-examination (annual and 6<sup>th</sup> year redeterminations), and
- Prior applicants denied assistance due to the inclusion of excludable unemployment benefits.

This form must accompany the application for assistance and be kept as a record in the tenant/project file.

### TIMEFRAME:

The sample form **supersedes previous version and is valid for use through September 30, 2021**, the extended HOME COVID-19 waiver period.

### DISCLOSURE:

The sample form is provided as a guide and should be adapted to include the PJ’s policy and procedures regarding income eligibility requirements for its HOME rental program and TBRA programs (non-emergency and emergency/short term). Depending upon the PJ’s application intake process, this form may be filled out between the PJ and the applicant, or by the applicant. Applicants can complete the form using current income and asset information available to them; however, if information is unknown, applicants may obtain it from the financial institution that holds the asset. The PJ should ensure the instructions are clear in each section when they adapt the form for its program. In addition, the form may be adapted if the PJ will base the amount of emergency TBRA on the adjusted income of the family in accordance with 24 CFR 5.611. The income sources listed on the form reflect annual income as defined by 24 CFR 5.609 (a)-(c) (Part 5) which is commonly used in HUD’s rental and TBRA programs. PJs must update this form if they use the IRS 1040 adjusted gross income definition for its TBRA/rental programs.

# HOME Investment Partnerships Program

## Self-Certification of Annual Income to Implement COVID-19 Regulatory Waiver

**INSTRUCTIONS:**

Please complete one form and include the requested information for all persons in the household. Complete an additional form if the applicant needs more space. The adult head of household must sign and date the form. This form supersedes previous version and is valid for use through **September 30, 2021**.

### PART I: ELIGIBILITY

HOME funded rental assistance is limited to income eligible families whose annual income does not exceed [XX] percent of the area median income, [as determined by HUD](#). In addition, emergency, or short term TBRA is limited to (a) applicants who have lost employment or income either permanently or temporarily due to the COVID-19 pandemic and to (b) homeless individuals or families.

\*\*\*INSERT APPLICABLE HOME INCOME LIMITS\*\*\*

**For Emergency TBRA Programs Only:** To comply with HOME program guidelines, the applicant must indicate which eligibility category applies to their household. **Do not complete the rest of this form if the household does not meet the program's income limits and one of the categories below.**

**Check all that apply:**       Homeless       Experiencing financial hardship

If the applicant has experienced financial hardship as a result of the COVID-19 pandemic, the applicant must describe how the household's financial situation has changed (e.g., lost employment or reduced income either temporarily or permanently).

### PART II: HOUSEHOLD INFORMATION

Enter legal address (where the applicant currently lives) and contact information below. If household is experiencing homelessness or is in temporary housing, provide a mailing address (where the applicant currently receives mail).

	Legal Address	Mailing Address (if different from legal)
Street, Apt./Unit #		
State, City, Zip Code		
Phone Number(s)		
Email(s)		

# HOME Investment Partnerships Program

## Self-Certification of Annual Income to Implement COVID-19 Regulatory Waiver

Enter all household information below and indicate if any member is or will be a part-time/full-time student in the next 12 months. Do not include live-in-aides, children of live-in-aides, foster children, or foster adults.

Household Member #	Name (Last, First, MI)	Relationship to the Head of Household (co-head, spouse, child, etc.)	Birth Date (mm/dd/yyyy)	*Student (Part/Full-time, Neither)	**Disabled (Y/N)
1		Head of Household			
2					
3					
4					
5					
6					

\*Note for Applicant: Students do not qualify for HOME assistance unless the individual meets one of the exemptions below. Check all that apply:

- Over age 24     
  Veteran of the US Military     
  Married     
  Has dependent child/ren  
 Member is part of a household that is low-income

\*\*Note for Administrator: the "Disabled" column is not required and only provided if deductions under adjusted income at 24 CFR 5.611 will be applied for tenant-based rental assistance programs.

### PART III: ANNUAL INCOME

Report all current income and income expected to be received in the next 12 months including long-term **unemployment compensation and all hazard pay. DO NOT INCLUDE:** IRS Economic Impact Payments (stimulus checks), Federal Pandemic Unemployment Compensation (the additional \$600 per week), Lost Wages Supplemental Payment Assistance (up to \$400 per week), income of a live-in-aide, children of live-in-aides, foster children, foster adults, or the income of minors.

# HOME Investment Partnerships Program

## Self-Certification of Annual Income to Implement COVID-19 Regulatory Waiver

**Section A:** For each household member (HH Mbr#) below, anticipate annual income for the next 12 months by converting current income to annual figures. Convert wages/income by multiplying it by the frequency in which it is received and factor in amounts that will terminate before the end of the next 12 months. Multiply weekly income by 52; Bi-weekly income (received every other week) by 26; Semi-monthly income (received twice each month) by 24; and Monthly income by 12. A full-time student, 18 years or older (excluding the head of household or spouse) should exclude earnings in excess of \$480 for annual income. Leave blank those that do not apply. To determine the total income for the household, add up all columns on the last row of this chart.

Income Sources	HH Mbr# 1	HH Mbr# 2	HH Mbr# 3	HH Mbr# 4	HH Mbr# 5	HH Mbr# 6
Unemployment Compensation (include regular unemployment, Pandemic Unemployment Assistance and Pandemic Emergency Unemployment Compensation) (exclude Federal Pandemic Unemployment Compensation; Lost Wages Supplement Payment Assistance)	\$	\$	\$	\$	\$	\$
Wages, salary, overtime, hazard pay, commissions, fees, tips, bonuses (before payroll deductions)	\$	\$	\$	\$	\$	\$
Net income from business and self-employment (include income from independent contractors, Gig economy jobs such as Etsy, Amazon, eBay, Uber, Lyft, Instacart, Grubhub, etc.)	\$	\$	\$	\$	\$	\$
Interest, dividends, and other net income of any kind from real or personal property (include rental income)	\$	\$	\$	\$	\$	\$
Social Security (include disability/Supplemental; include gross amount prior to any Medicare premiums)	\$	\$	\$	\$	\$	\$
Retirement/Pension/Insurance policy/Annuities	\$	\$	\$	\$	\$	\$
Disability or Death Benefits (disability compensation)	\$	\$	\$	\$	\$	\$
Worker's Compensation and Severance pay	\$	\$	\$	\$	\$	\$
Welfare Assistance Payments (Temporary Assistance to Needy Families)	\$	\$	\$	\$	\$	\$
Regular Pay, special pay, and housing allowance for the Armed Forces (exclude military hazard pay)	\$	\$	\$	\$	\$	\$
Veterans Administration (VA) Benefits (exclude deferred disability benefits)	\$	\$	\$	\$	\$	\$
Adoption Assistance Payments (exclude amount in excess of \$480)	\$	\$	\$	\$	\$	\$
Alimony or Child Support (include only amounts expected)	\$	\$	\$	\$	\$	\$
Re-occurring cash gifts from private/nonprofit/charity or friends/family who will not reside in the unit	\$	\$	\$	\$	\$	\$
Other (please describe):	\$	\$	\$	\$	\$	\$
Total for each HH Member	\$	\$	\$	\$	\$	\$
<b>Section A: Total Income for Household</b>	\$					

# HOME Investment Partnerships Program

## Self-Certification of Annual Income to Implement COVID-19 Regulatory Waiver

**Section B - Income From Assets:** Annual income includes income derived from assets to which household members have access. Interest or dividends earned are counted as income even when the earnings are reinvested. Using the categories below, report the (a) type of asset(s) held by each member of the household, (b) cash value of asset(s), and (c) the income derived from the assets (**report annual figures only**). If the asset does not generate income, report zero. If the household member does not have assets, leave blank. Calculate the totals on the last row of this chart.

Household Member #	<b>Assets Categories:</b> Checking, Savings, Mutual funds, Money Market Acct. Equity in Rental Property, Retirement and Pensions, 401(K), Stocks, Bonds, Treasury Bills, Certificate of Deposit, Annuities, Revocable Trust, Mortgages or Deed of Trust, Whole Life Insurance policy, Lump sum- inheritance, Lottery Winnings, Insurance Settlements, Personal property held as an investment (e.g., antiques, gems, etc.)	Cash Value of Asset	Interest/Dividends Earned on the Assets
1		\$	\$
2		\$	\$
3		\$	\$
4		\$	\$
5		\$	\$
6		\$	\$
Household Member #	<b>Disposed Assets:</b> Assets given away for less than the fair market value in the last 24 months with value greater than \$1,000, (e.g. sale of a home)	Cash Value of Disposed Asset	Income from Disposed Asset
		\$	\$
		\$	\$
		\$	\$
		<b>Box (B1)</b>	<b>Box (B2)</b>
		Total Value of Assets	Total Income from Assets
		\$	\$

<b>***To be completed by Program Administrator***</b>	
If the amount in Box (B1) is greater than \$5000, calculate the imputed value of the assets by multiplying Box (B1) by the Passbook Savings rate of (.06%)	Box (B3) Value of Imputed Asset
	\$
Section B: Total Income from Assets (greater of box (B2) or (B3))	\$
Total Household Annual Income (Sections A + B)	\$

**HOME Investment Partnerships Program**  
**Self-Certification of Annual Income to Implement COVID-19 Regulatory Waiver**

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**PART IV: APPLICANT CERTIFICATION**

I certify under penalty of perjury that the above information is complete and accurate to the best of my knowledge. I understand that Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a department of the United States Government. I agree to provide any additional documentation required by the program administrator to document my/our household income.

<b>HEAD OF HOUSEHOLD</b>		
<b>Signature</b>	<b>Printed Name</b>	<b>Date</b>
<b>OTHER ADULT HOUSEHOLD MEMBERS</b>		
<b>Signature</b>	<b>Printed Name</b>	<b>Date</b>
<b>Signature</b>	<b>Printed Name</b>	<b>Date</b>
<b>Signature</b>	<b>Printed Name</b>	<b>Date</b>
<b>Signature</b>	<b>Printed Name</b>	<b>Date</b>
<b>Signature</b>	<b>Printed Name</b>	<b>Date</b>