

CDBG PROGRAM ELIGIBILITY AND INCOME VERIFICATION

Income Calculations:

An average of household income is first calculated by determining the frequency of pay of each person. For CDBG programs 60 days of past income is required to complete this step.

- ♦ For one who is paid weekly, this would be eight consecutive paycheck stubs.
- ♦ For one who is paid bi-monthly (twice per month) or bi-weekly (every 2 weeks), this would be four consecutive paycheck stubs.
- ♦ For one who is paid monthly, this would be two paychecks stubs or a current social security letter.

Do not use bank statements to determine income. Do not accept paychecks without the stub detail. If paycheck stubs cannot be provided, an employment verification form may be completed, preferably by the employer or verified orally by phone directly through the case worker and documented in the client file. If these methods are not successful, the client may provide an Affidavit of Self Certification stating the income information they are providing is true and accurate to the best of their knowledge. The Affidavit does not have to be notarized but if must include the client's name, date, address, phone number, statement and signature. For exceptions made during this critical time, best practices are to document, document, document. This includes noting in the affidavit why original documentation or third-party verification could not be secured. HUD reports this documentation will help protect subrecipients during future monitoring reviews or audits.

Paid Hourly: Gross amount X

Paid Monthly: Gross amount X 12 = Annual Income

Paid Weekly: Gross amount X 52 = Annual Income

Paid Bi-Weekly (every 2 weeks): Gross amount X 26 = Annual Income

Paid Bi-Monthly (twice per month): Gross amount X 24 = Annual Income

Asset Calculations:

Checking accounts are considered an asset. To determine the current cash value of the checking account, add together the ending balance of the checking account for each month. Divide the total amount by the number of bank statements. This number is the average monthly checking account balance which should be documented as the "current cash value of asset" on the HIW form.

In order to qualify for assistance, the applicant's total household income must not exceed the applicable income limit based on the family size. HUD updates the annual income requirements each year online where the data sets are available at www.huduser.org.

2020 HUD INCOME LIMITS

FY 2020 Income	FY 2020 Income	Pers				sons in Family				
Limit Area	Income Explanation	Limit Category	1	2	3	4	5	6	7	8
Houston-The Woodlands- Sugar Land, TX HUD Metro FMR	\$78,800	Extremely Low Income Limits (\$)* (30%) Very Low (50%)	16,600			26,200				
Area		Income Limits (\$)	27,600	31,550	35,500	39,400	42,600	45,/50	48,900	52,050
		Low (80%) Income Limits (\$)	44,150	50,450	56,750	63,050	68,100	73,150	78,200	83,250

Examples of Calculating Annual Income

Example 1

Family Members	Position in Family	Age	Income Sources
Ricky Ricardo	Head	80	Receives gross Social Security in the amount of \$625/month; receives a pension from the local musicians' union in the amount of \$25 every quarter (3 months).
Lucy Ricardo	Spouse	79	Receives gross Social Security in the amount of \$120/month; grossed \$4,200 for giving voice lessons last year, but paid business expenses of \$1,250 from this income for equipment and sound proofing.
Ricky Ricardo II	Child	45	Earns \$330/week as an interpreter for a local nonprofit organization.
	-		the Ricardo's have no other source households LMI %

ANTICIPATED ANNUAL INCOME

Family	a. Wages/	b.	c. Public	d. Other	e. Asset
Member	Salaries	Benefits/	Assistance	Income	Income
		Pensions			
Ricky		\$ 7,600			
Lucy		\$ 1,440		\$ 2,950	
Ricky II	\$ 17,160				
Totals	a. \$17,160	b. \$9,040	c.	d. \$2,950	e. N/A
Enter total of items. This is Annual Income.				\$29, 150	

The household is eligible for assistance.

Explanation:

Ricky	Ricky's entire income is composed of pensions and benefits. It
	equals \$625/month x 12 months/year + \$25/quarter x 4
	$\frac{1}{2}$

quarters/year = 7,600.

Lucy's benefits income is \$120/month x 12 months/year, or \$1,440. Her net income from her business was \$4,200-\$1,250, or \$2,950. (Her equipment and soundproofing expense is an allowable deduction because the business funds were re-invested in the business and

did not represent expansion.)

Ricky II Ricky II's income is wage income. The calculation is \$330/week x

52 weeks/year = \$17,160.

Example 2

Family Members	Position in Family	Age	Income Sources		
Blanche Devereaux	Head	55	Works 6 hours/night, 4 nights/week at \$5.00/hour as waitress; also earns as average of \$55/night in tips.		
Rose Nyland	Friend	48	Earns \$9.50/hour as a full-time nurse in a hospital and is paid biweekly; Receives \$100/mo. in Child Support.		
Dorothy Sporac	Friend	54	Earns \$120/day as a substitute teacher, and works an average of 4 days/week for the 40 weeks school is in session; (last year she earned \$19,200) also received \$40/month in Food Stamps.		
	Under the CDBG Program, the Income Limit for a household of three is \$48,000. Does this household aualify for assistance?				

ANTICIPATED ANNUAL INCOME

Family	a. Wages/	b.	c. Public	d. Other	e. Asset
Member	Salaries	Benefits/	Assistan	Income	Income
		Pension	ce		
		S			
Blanche	\$ 17,680				
Rose	\$ 19,760			1,200	
Dorothy	\$ 19,200				
6. Totals	a. \$56,640	b.	c.	d.	e. N/A
7. Enter tota	al of items	This is	s Annual In	come	\$57,840

This household is not eligible for assistance.

Their income exceeds the limit for a household of three.

Explanation:

Blanche Blanche's income must include both the wages and tips. She earns

a total of \$85/night X 4 days/week = \$340/week gross income

Rose Calculate the wages at \$9.50 an hour = \$380/week. Child Support

counts as household income.

Dorothy Dorothy made \$19,200 last year, and there is no reason to expect

that she will work more or less often in the coming year. Her income is therefore, estimated at \$19,200. Food Stamps are an

income exclusion.

Examples of Asset Calculations

Family Members	Position in Family	Age	Family Assets	Asset Value
Archie Bunker	Head	72	Checking account	\$595 average 2-month balance in a non interest-bearing account.
Edith Bunker	Spouse	73	Savings account	\$2,695 at 3.1%

When collecting bank account statements, you must collect all pages from the entire statement, not just the cover page. A negative bank balance is equal to zero \$.

Archie's Checking Account ending balances were \$297.50/January and \$892.50/February.

Edith's Savings Account balance is \$2695 X 3.1% = \$83.545, rounded up is \$84

Assets					
Family Member	Asset Description	Current Cash Value	Actual Income from		
		of Assets	Assets		
Archie Bunker	Checking	\$ 595	0		
	Account				
Edith Bunker	Savings Account	\$2,695	\$84		
Net Cash Value of A					
Total Actual Income	\$84				
If Net Cash Value o					
2% and enter results					

The asset income to be used in the annual income calculation is \$84.

Explanation:

Use the actual income in this case, because the cash value of the Bunker's total assets is less than \$5,000. The imputed income is only calculated for assets when the total cash value of all assets exceeds \$5,000.



EMPLOYEE

Oliver Foster 123 W. Front St. Boise, ID 83702

 BENEFITS
 Used
 Available

 Sick
 5.0
 90.00

 Vacation
 5.0
 99.00

MEMO:

PAY	Hours	Rate	Current	YTD
Regular Pay	5.00	25.00	125.00	125.00
Overtime Pay	5.00	50.00	250.00	250.00
Sick Pay	5.00	25.00	125.00	125.00
Vacation Pay	5.00	25.00	125.00	125.00

TAXES	Current	YTD
Federal Income Tax Social Security Medicare ID Income Tax	54.93 34.88 8.16 26.45	54.93 34.88 8.16 26.45

PAY PERIOD

 Period Beginning:
 3/19/2020

 Period Ending:
 3/25/2020

 Pay Date:
 3/27/2020

 Total Hours:
 20.00

NET PAY: \$428.08

DEDUCTIONS	Current	YTD	
Medical Insurance	10.00	10.00	
Child Support	62.50	62.50	

SUMMARY	Current	YTD
Total Pay Taxes Deductions		\$625.00 \$124.42 \$72.50

NET PAY: \$428.08

Georgia Rock 1234 Duluth Hwy	Staffing Duluth, GA 30097					EARNINGS STA	TEMENT
EMPLOYEE NA	АМЕ		SSN	EMPLOYEE ID	CHECK NO	D. PAY PERIOD	PAY DATE
Elvis C Whyte			XXX-XX-2695	96321456	503455	01/01/19-01/14/19	01/15/19
INCOME	RATE I	HOURS	CURRENT TOTAL	DEDUCTIO	NS	CURRENT TOTAL	YEAR-TO-DATE
GROSS WAGES	18.50	77.50	1,433.75	FICA MED TA	AX	20.78	20.78
				FICA SS TAX		88.89	88.89
0.00				FED TAX		147.05	147.05
				GA ST TAX		73.40	73.40
		Water	mark is rem	oved upon _l	ourchas	е	
YTD GROSS	YTD DEDUCTION	s '	YTD NET PAY	CURRENT TO	OTAL CU	RRENT DEDUCTIONS	NET PAY
1,433.75	330.12		1,103.63	1,433.75		330.12	1,103.63



JOHNNY KENNEY

7251 HYDE PARK DRIVE STRONGSVILLE, OH 44149 EMPLOYEE 180 ***-**-1485

Check 1245 8/23/17 Week Ending: 8/22/2017

Hrs/Earnings	Current	YTD
Reg Hrs	40.00	152.00
Ovt Hrs	2.00	2.00
Overtime	66.00	66.00
REG	838.00	2690.00

Deduction	Current	YTD
FIT	97.60	328.11
FICA	69.16	210.84
ОН	28.10	64.06
LOCAL TX	11.57	31.43
HI		31.09
FRINGES		
ANNUITY	68.00	164.00
PENSION	46.32	93.84

Earnings	Hours	Pay Rate
REG	24.00	16.50
Overtime	2.00	33.00
REG	8.00	22.00
REG	8.00	33.25

7		
	Current	YTD
GROSS \$	904.00	2756.00
CURRENT PAY	904.00	

ı			
Į	TOT DED	206.43	665.53
6	NET PAY	697.57	2090.47

		REGULA	₹		OVERTIM	
	Hours	Rates	Earnings	Hours	Rates	Earnings
Hourly Wage	8.00	33.25	266.00	0.00	49.88	
Hourly Wage	8.00	22.00	176.00	2.00	33.00	66.00
Hourly Wage	24.00	16.50	396.00	0.00	24.75	
	40.00		838.00	2.00		66.00

7

BUILD-IT CONSTRUCTION

17999 Foltz Industrial Parkway Strongsville, Ohio 44149 Check Number: 1245 Pay Date: 8/23/17

****** SIX HUNDRED NINETY SEVEN DOLLARS AND 57 CENTS *******

\$697.57

JOHNNY KENNEY
7251 Hyde Park Drive

Strongsville, OH 44149

VOID AFTER 90 DAYS

Rudo

Tear Here

Fold Here



CHEQUING ACCOUNT STATEMENT

Page: 1 of 1

JOHN JONES 1643 DUNDAS ST W APT 27 TORONTO ON M6K 1V2

Statement period	Account No.
2003-10-09 to 2003-11-08	00005-
	123-456-7

Date	Description	Ref.	Withdrawals	Deposits	Balance
2003-10-08	Previous balance				0.55
2003-10-14	Payroll Deposit - HOTEL			694.81	695.36
2003-10-14	Web Bill Payment - MASTERCARD	9685	200.00		495.36
2003-10-16	ATM Withdrawal - INTERAC	3990	21.25		474.11
2003-10-16	Fees - Interac		1.50		472.61
2003-10-20	Interac Purchase - ELECTRONICS	1975	2.99		469.62
2003-10-21	Web Bill Payment - AMEX	3314	300.00		169.62
2003-10-22	ATM Withdrawal - FIRST BANK	0064	100.00		69.62
2003-10-23	Interac Purchase - SUPERMARKET	1559	29.08		40.54
2003-10-24	Interac Refund - ELECTRONICS	1975		2.99	43.53
2003-10-27	Telephone Bill Payment - VISA	2475	6.77		36.76
2003-10-28	Payroll Deposit - HOTEL			694.81	731.57
2003-10-30	Web Funds Transfer - From SAVINGS	2620		50.00	781.57
2003-11-03	Pre-Auth. Payment - INSURANCE		33.55		748.02
2003-11-03	Cheque No 409		100.00		648.02
2003-11-06	Mortgage Payment		710.49		-62.47
2003-11-07	Fees - Overdraft		5.00		-67.47
2003-11-08	Fees - Monthly		5.00		-72.47
	•				
	*** Totals ***		1,515.63	1,442.61	

TEXAS EXPOSITION SERVICES, LLC 5544 ARMOUR DRIVE HOUSTON, TX 77020



Direct Deposit

mployee Pay Stub	Ch	eck number:	00		Pay Period: 04/21/2019 - 04/27/2019	Pay Date: 05/03
nployee					SSN	
SA, COM	MERCHININE	CONROE,	TX 77385		***-**-0927	
arnings and Hours	Oty	Rate	Current	YTD Amount	Direct Deposit	
ON UNION ON UNION OT	39:00	20.00	780.00	12,910.97 2,484.99	Checking - ******0692	
	39:00		780.00	15,395.96	Memo	
axes			Current	YTD Amount	Direct Deposit	
Medicare Employee Addi Tax Federal Withholding Social Security Employee Medicare Employee		_	0.00 -59.00 -48.36 -11,31	0.00 -1,280.00 -954.55 -223.24		
			-118.67	-2,437.79		
Adjustments to Net Pay			Current	YTD Amount		
Barnishment - Barnishment			-266.25	-1,031.25		
Net Pay			395.08	11,926.92		

Social Security Administration



009026 1/2

լլուսյի-գլլիի կրրոգրիսի կրդերի-ելյուրդ

Date: July 2, 2019 BNC#: 19BC287J87939

REF: D

9026 115193 **AUTOALL FOR AADC 773 R P2 T21 BEV 0702



009028



You asked us for information from your record. The information that you requested is shown below. If you want anyone else to have this information, you may send them this letter.

Information About Current Social Security Benefits

Beginning December 2018, the full monthly Social Security benefit before any deductions is \$ 1167.00.

We deduct \$135.50 for medical insurance premiums each month.

The regular monthly Social Security payment is \$ 1031.00. (We must round down to the whole dollar.)

We pay Social Security benefits for a given month in the next month. For example, Social Security benefits for March are paid in April.

Medicare Information

You are entitled to hospital insurance under Medicare beginning January 2007.

You are entitled to medical insurance under Medicare beginning January 2007.

Your Medicare number is 7X06-FK1-DE82. You may use this number to get medical services while waiting for your Medicare card.

If you have any questions, please log into Medicare.gov, or call 1-800-MEDICARE (1-800-633-4227).

Type of Social Security Benefit Information

You are entitled to monthly benefits as a dependent of the wage earner.

Suspect Social Security Fraud?

Please visit http://oig.ssa.gov/r or call the Inspector General's Fraud Hotline at 1-800-269-0271 (TTY 1-866-501-2101).

Social Security Administration

Date: April 19, 2018 BNC#: 18BT514B95647

REF: D ,DI





You asked us for information from your record. The information that you requested is shown below. If you want anyone else to have this information, you may send them this letter.

Information About Current Social Security Benefits

Beginning December 2017, the full monthly Social Security benefit before any deductions is \$ 1340.40.

We deduct \$134.00 for medical insurance premiums each month.

The regular monthly Social Security payment is \$ 1206.00. (We must round down to the whole dollar.)

We pay Social Security benefits for a given month in the next month. For example, Social Security benefits for March are paid in April.

Information About Past Social Security Benefits

From December 2016 to November 2017, the full monthly Social Security benefit before any deductions was \$ 1314.20.

We deducted \$109.00 for medical insurance premiums each month.



The regular monthly Social Security payment was \$ 1205.00. (We must round down to the whole dollar.)

Information About Supplemental Security Income Payments

Beginning March 2008, the current Supplemental Security Income payment is \$ 0.00.

This payment amount may change from month to month if income or living situation changes.

MCCD Income Determination Iraining/ae

Updated 03/29/2021

Wells Fargo Combined Statement of Accounts





Questions?

Available by phone 24 hours a day, 7 days a week: Telecommunications Relay Services calls accepted 1-800-TO-WELLS (1-800-869-3557)

TTY:1-800-877-4833

TTY: 1-800-877-4833 En español: 1-877-727-2932

華語 1-800-288-2288 (6 am to 7 pm PT, M-F)

Online: wellslargo.com

Write: Wells Fargo Bank, N.A. (808)

P.O. Box 6995

Portland, OR 97228-6995

You and Wells Fargo

Thank you for being a loyal Wells Fargo customer. We value your trust in our company and look forward to continuing to serve you with your financial needs.

Account options

A check mark in the box indicares you have these convenient services with your account(s). Go to wells/argo.com or call the number above if you have questions or if you would like to add new services.

Ending balance

Direct Deposit	1
Auto Transfer; Payment	4
Overdraft Protection	7
Debit Card	
Overdraft Service	
	Overdraft Protection Debit Card

Summary of accounts

Checking Prepaid and Savings

Account	Page	Account number	last statement	this statement
Custom Management Checking	2	desireparity	304.95	193.41
Wells Fargo" Goal Savings	4	GELSAUSSIN)	60.0 L	30.01
	Total deposi	t accounts	\$364.96	\$223.42

Foding balance



Custom Management Checking

Activity summary	
Beginning balance on 1/24	\$304,95
Deposits Additions	1,874.49
Withdrawals, Subtractions	- 1,986.03
Ending balance on 2/22	\$193.41

Account number: # 127 Texas: Arkansas account terms and conditions apply For Direct Deposit use Routing Number (RTN): 111900659

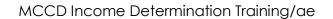
Overdraft Protection

Your account is linked to the following for Overdraft Protection:

- Credit Card XXXX-XXXX-XXXX-4921
- Savings conconsused 556

Transaction history

	Check		Deposits/	Withdrawals/	Ending daily
Date	Number	Description	Additions	Subtractions	balance
1/24		Purchase authorized on 01/23 Knoger Fuel Ctr #7 Willis TX 5308024104467752 Card 0588		43.88	261.07
1/25		Purchase authorized on 01/23 Lowes #00232* Conroe TX 5 468024095953525 Card 0588		58.78	202.29
1/26		Tele-Transfer Fr Savings xxxxxx1556 Reference #TF046Xr8Vq	55.00		
1/26		Purchase authorized on 01/25 Autohausaz.Com 800-240-4620 AZ 5 3 0 8 0 2 5 3 8 6 19 4 12 3 Card 0 5 8 8		98.76	
1/26		Purchase authorized on 01/26 Kroger 12605 Ih 45 Willis TX P00000000876878874 Card 0588		133.85	
1/26		Overdraft Xfe: From Credit Card OR Line	29.93		54.61
1/29		Purchase authorized on 01/26 Kroger Fuel Ctr #7 Willis TX 5468027000498119 Card 0588		54.61	
1/29		Purchase authorized on 01/28 Chevron 0374376 Conroe TX 5588028672875742 Card 0588		29.55	
1/29		Purchase authorized on 01/28 Chevron 0374376 Conroe TX 5588028670857846 Card 0588		4.01	
1/29		Overdraft Xfer From Credit Card OR Line	31.56		0.00
2/2		SSA Treas 310 Xxsoc Sec 020218 xxxxx67380 SSA (\$1000.0 \$400.0	1,206.00	1	
2/2		Deposit Made In A Branch/Shore	550.00		
2/2		Recurring Payment authorized on 02/02 TI *Life Insurance 800-362-6900 TX \$ 388033263656281 Card 0588		19.33	1,736.67
2/5		Recurring Transfer to Transfer to Transfer wings Ref #Op047S 5M85		25.00	
2/5		Purchase authorized on 02/03 Kroger 12605 Ih 45 Willis TX P00000000974112320 Card 0588		102.57	
2/5		Purchase authorized on 02/03 Kroger Fuel Ctr #7 Willis TX \$388035007327519 Card 0588		39.64	
2/5		Wells Fargo Card Phone Pymt 180202 400001 90130088724921		200.00	
2/5		Suddenlink Bank Draft 020518 811612559801001 controls 01000		236.12	1,133.34
2/8		Aqua Aqua S ervi 180208 000927006066431 Market X 18114		55.61	1,077.73
2/12		Geko Prem Cal 180211 5Afprmi1P8Kae E		34.37	1,043.36
2/16	188	Deposited DR Cashed Check		50.00	
2/16		Capital One Phone Pymr 180215 804639879056646 9610440753		200.00	793.16



Transaction history (continued)

Date	Check Number	Description	Deposits/ Additions	Withdrawais/ Subtractions	Ending daily balance
2/20		Purchase authorized on 02/16 USAA Insurance Pym		500,00	
-		800-531-8111 TX 5 368047826906404 Card 0588			
2;20		Purchase authorized on 02/19 Orc*Credit One 877-8253242 NV \$468050572486750 Card 0588		99,95	193.41
Ending ba	slance on 2/22				193.41
Totals			\$1,874.49	\$1,986.03	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, reas may have been assessed.

Summary of checks written (checks listed are also displayed in the preceding Transaction history)

Number	₿ate	Amount
188	2/16	50.00

Monthly service fee summary

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. On to wellsfargo compleefag for a link to these documents, and answers to common monthly service fee questions.

Fee period 01/24/2018 - 02/22/2018	Standard monthly service fee \$10.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements Minimum daily balatice Qualifying direct deposit Montfuly automatic payment of Wells Fargo home equity/personal loan or	\$1,500.00 \$500.00 1	\$0.00 🖸 \$1,206.00 🗹
personal inte of credit Monthly automatic payment to a Wells Fargo home mortgage	1	0 🗆
IMUM		

			HOUSEHOLD INCO	ME CERTIFICATI	ON WORKSHEET	Γ		
	Agency Name: MC	CD agency			COVID HO	OUSING ASSIST	ANCE PROGR	АМ (СНАР)
	Applicant Name (He	ad of Household) :	John Smi	ith				
	List ALL Household Member Names	Relation to Head	Full-time Student?	Wages & Salaries	Benefits & Pensions	Public Assistance	Other Income	Income Source
a	John	self	Yes✓ No		\$12,000.00		1,800.00	Pension/Uber
T A	Jane	spouse	⊤Yes ▼ No	\$14,100.00		3,000.00		Vet/Child Support
Anticipated nnual Incon	Jim	child	✓ Yes					
ig ii	Joe	nephew	✓ Yes		\$1,476.00			
ğ ğ								SSI
Anticipated Annual Income	Line l Totals			\$14,100.00	\$13,476.00	\$3,000.00	\$1,800.00	
	Line 2 TOTAL I	ncome from Wages, Sa	laries, Benefits, Pensio	ns, Public Assistan	ce, and Other: Ent	er sum of totals fi	rom Line 1.	\$32,376.00
	Family Member Name	Last 4 of Account Number	Asset Description	Current Cash Value of Assets	Actual Income from Assets	List So	ource	Verification in Client's File
	John	*6789	checking account	\$125.50	\$125.50	bank stat	tements	▽
	Jane	*1234	savings account	\$5,432.10	\$5,432.10	bank stat	ements	₩
			Savings account	43,132.10	95,152.10	June Ju		
ne								
00								<u> </u>
Asset Income	Y			<u> </u>				I
SSe	Line 3 Total Current Cash Value of Assets \$5,557.60				\$0.00			
44	Line 4 Total Act							
	Line 5 Imputed l	If Line 3 is greater than \$5,000, multiply Line 3 by 2%. Line 5 Imputed Income from Assets If Line 3 is \$5,000 or less, enter zero. \$111.						
	Line 6 TOTAL I							\$111.15
			L GROSS INCO		ine 6		\$32	487.15
	NOTES:						402,	107120
Certification	AGENCY: I have revie	herein is complete and a	rmed the information pres ccurate to the best of my		accordance with the	e requirements of t	the CHAP. I hereb	y certify that the
					1 19: 5			SARAHDATI
	W		Section 1001of the U.S					

willingly making false or fraudulent statements to any department of the United States Government.