



MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM
CALCULATION WORKSHEET

Head of Household Name	John Doe				
Assets (listed on HPRP Screening Intake)					
Family Member	C or I*	Type	Cash Value	Dividend/ Interest Rate	Actual Income
John	500	Savings	500	2.5%	13
Mary (spouse)	1000	Stock	950	0	0
Susie (daughter)	2000	CD	1980	4%	80
Amy (daughter)	NA	NA	NA		
		Totals	3,430		
If total cash value of assets exceeds \$5,000, multiply total times HUD passbook rate. (2%) (Add greater of Actual Income from Assets or Imputed Income to non-asset income below)					(A) 93
*C = Current family owned assets, list cash value					
*I = Imputed, family disposed of assets, include only the difference between market value and the gross amount					
Annual Income (listed on HPRP Screening Intake)*					
Family Member	Wages/ Salaries	Benefits/Pensions	Public Assistance	Other Income	Total
John				Unemployment	13,000
Mary (spouse)	Wages				2,600
Total Anticipated Income (except assets)					(B) 15,600
(A + B) TOTAL Gross Annual Income (Total Income + Assets)					15,693
% AMI					<30%
**AMI Eligible:				YES	NO
Monthly Tenant Rent and Subsidy					
Contract Rent					600
Calculate Monthly Tenant Rent (Gross Annual Income x 1% or .01)					157
Calculate Monthly Subsidy (Contract Rent minus Monthly Tenant Rent)					443

****Eligibility**

Prevention: Gross Annual Income at admission must be at or below 40% of the AMI. If income after admission exceeds 50% of the AMI, household is no longer eligible for assistance.

- Yes No

Rapid Re-Housing: Gross Annual Income at admission must be at or below 30% of the AMI. If income after admission exceeds 50% of the AMI, household is no longer eligible for assistance.

- Yes No

Income Verification/Program Eligibility: Must be verified at least every 3 months.

Verified By: _____

Date: _____

To Calculate Income;

John had weekly unemployment totaling \$250.00.

- To annualize income: $\$250 \times 52$ (weekly) = \$13,000 Gross Income

Mary had bi-weekly income totaling \$100.00.

- To annualize income: $\$100 \times 26$ (bi-weekly) = \$2,600 Gross Income