

GRH Recipient: _____ Move In Date: _____
 Address: _____ Effective Date: _____
 _____ Unit Size/Type: _____

Section 1 – GRH Grant Information

Number of Persons on Grant: Adult(s) _____ Child(ren) _____

Effective Date of GRH Grant: _____

GRH Program: Housing First (scattered site) Board & Lodge Long Term Homeless

GRH Base Rate: \$ _____ GRH Service Rate: \$ _____ (if any)

Section 2 – Client Rent

GRH Base Rate	a. \$ _____
Less: Unit Rent (client portion & subsidy)	b. \$ _____
Utility Allowance	c. \$ _____
Admin & Building Fees	d. \$ _____
Food, Linens, Furnishings, etc.	e. \$ _____
Excess Program Funds (GRH Base Rate (a) - sum(b+c+d+e)=f)	f. \$ _____

Unit Rent (b) + Utility Allowance (c) cannot exceed maximum rent limit allowed by funding source

Effective January 1, 2015 Excess Program Funds are no longer considered income to the GRH client and can be used for eligible expenses at the discretion of the housing provider.

Do not include this amount as income to the client.

Form completed by: _____

Date: _____

Instructions for completing the GRH Rent Calculation Form

The purpose of this form is to accurately reflect your tenant/applicant's income and rent for Section 42 and HOME Program reporting if s/he is participating in the GRH program. Please complete this form after receiving the GRH Verification form.

Section 1 – GRH Grant Information

In this section, please report the number of adults and/or children covered by the GRH grant, the effective date of the grant, the base rate of the grant, and in what GRH program the client is participating. Please also indicate the service rate amount if applicable. This information is available from the GRH Verification form.

Section 2 – Client Rent Information

In this section, please report the total unit rent for the unit. This amount must equal the amount indicated in the unit's lease. If your property has SRO units and those units DO NOT have an area for food preparation and/or bathroom facilities (or only one of these) within the unit, the gross rent for the unit cannot exceed 75% of the 0 bedroom FMR.

REMINDER: GROSS RENT = UNIT RENT + UA. The GROSS RENT for the unit cannot exceed the HOME rent limits. The Tenant Paid Rent cannot exceed the applicable Section 42 rent limit. It is the responsibility of the Owner/Manager to properly calculate gross rents using the appropriate Utility Allowance.

For current Section 42 Rent Limits, please go to www.ahcinc.net. For HOME assisted properties in the counties and cities listed below, please go to www.ahcinc.net for the current HOME Rent Limits.

Anoka County, Cook County, Dakota County, Duluth, Itasca County, Koochiching County, Lake County, Minneapolis, Ramsey County, St Paul, Washington County, Woodbury

For all other HOME assisted properties, please go to Minnesota Housing's website at www.mnhousing.gov for the HOME limits applicable to your property.

HOME and Section 42 rent limits are subject to change and Owners/Managers are responsible for maintaining compliance in the event of a change. For the most up to date information, please see the AHC website.

If the property pays a building registration fee and/or an administrative fee for participating in the GRH program, please include those amounts (if an annual payment, divide by 12 and by number of GRH units if appropriate). If applicable, please also include other *monthly* expenses eligible to be covered by the GRH grant such as food, linens (bed and bath), furnishings, etc. (prorated as needed).

Add together the lease rent, applicable monthly fees and other monthly expenses covered by the GRH grant. Subtract this amount from the GRH base rate. Funds that remain after subtracting allowable monthly expenses from the GRH base rate are considered "excess program funds" and are ***no longer*** considered income to the GRH client.

Sign and date the form and keep in the tenant's file.