

**Instructions**  
**Project Compliance Report: Rental Housing**  
**Nebraska Department of Economic Development**

- Funding in Project – Circle Y next to the sources that contributed to any stage of project. Circle N next to the sources that have not contributed to project.
- Project Name – Name of Project
- Project # – HOME Award Number
- Recipient of HOME Funds – Name of HOME Funds Recipient
- Owner Name – Name of Project Owner
- Reporting Period – Jan. 1, 2004, to Dec. 31, 2004

\*\*Report on each tenant household that occupied a unit anytime during the reporting period. The same unit number may appear on the report more than once.\*\*

- Total # units in project – Number of units in project. # vacant 12/31 – Total number of units vacant on 12/31/02.
- Total # HOME units – Number of HOME-assisted units in project. # vacant 12/31 – Number of HOME-assisted units vacant on 12/31/02.
- # Low HOME units – Number of designated Low HOME units in project. # vacant 12/31 – Number of designated Low HOME units vacant on 12/31/02.
- # High HOME units – Number of designated High HOME units in project. # vacant 12/31 – Number of designated High HOME units vacant on 12/31/02.
- HOME units fixed or floating – Are the HOME units designated as fixed or floating

- A. **Unit #** – Apartment unit number. Include all units in project. The same unit number may appear on the report more than once if different tenants occupied the unit during the reporting period.
- B. **# Bedrooms**– How many bedrooms does the unit have?
- C. **Low HOME, High HOME or Non-HOME Unit** – Low HOME units are designated for households at or below 50% of the Area Median Income (AMI). High HOME units are designated for households at or below 80% of the AMI (see DED contract for further guidance – the project may be restricted to at or below 60% of the AMI). Non-HOME units are units not assisted with HOME funds.
- D. **Tenant Name** – Name of the tenant in the unit.

- E. **# in Hshold** – How many people live in the unit
- F. **\* Tenant Annual Gross Income** – What is the annual gross income of the tenant household in the unit?
- G. **\* Date Last Income Cert.** - Date of last time the tenant’s income was certified.
- H. **Initial Occ. Of Unit? (Y/N)** – Is this tenant the first inhabitant of this unit? Yes or No.
- I. **\* Lease Rent** – What the owner charges for renting the unit.
- J. **\* Tenant-paid Utilities** – If tenant pays utilities, enter appropriate utility cost figure from the local Public Housing Authority utility allowance worksheet or information obtained from utility providers. If utilities are included in rent, enter “incl.”
- K. **\* Total Rent Plus Utilities** – The sum of the lease rent and tenant-paid utilities.
- L. **\* Allowable Rent & Utilities** – Enter from the published HUD limits for High or Low HOME rent as applicable
- M. **Allowable % AMI** – The maximum % of AMI at initial income certification allowed for a tenant household to qualify for renting the unit.
- N. **\* PBRA (Y/N)** – Did the tenant receive project-based rental assistance that requires them to pay no more than 30% of their income.

- Contact Person – Name of individual who completed form
- Address – Mailing address of contact person
- Phone Number – Phone number of contact person
- Fax Number – Fax number of contact person

\* These fields are not required for Non-HOME assisted units

Revised 10/07/04

