

Southwestern Louisiana Homeless Coalition

FINANCIAL STATEMENTS AND
AUDITORS' REPORT

December 31, 2008

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 10/21/09

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Stulb & Associates, APAC

Certified Public Accountants

James F. Stulb, C.P.A.
Kristine S. Carter, C.P.A.

INDEPENDENT AUDITORS' REPORT


To the Board of Directors
Southwestern Louisiana Homeless Coalition
Lake Charles, Louisiana

We were engaged to audit the accompanying statement of financial position of Southwestern Louisiana Homeless Coalition, Inc. (a nonprofit organization) as of December 31, 2008, and the related statements of activities, functional expenses, and cash flows for the year then ended.

We were unable to obtain adequate evidence to support the historical costs of land, buildings, and improvements as reported in the accounting records.

Because we were unable to satisfy ourselves as to the cost of land, building, and improvements, as explained in the preceding paragraph, the scope of our work was not sufficient to enable us to express, and we do not express, an opinion on the financial statements referred to in the first paragraph.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 8, 2009, on our consideration of Southwestern Louisiana Homeless Coalition's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.



October 8, 2009

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SOUTHWESTERN LOUISIANA HOMELESS COALITION, INC.
STATEMENT OF FINANCIAL POSITION
December 31, 2008

ASSETS

CURRENT ASSETS

Cash	\$ 44,040
Accounts Receivable	<u>26,116</u>
	70,156

PROPERTY AND EQUIPMENT

Land	8,000
Buildings and improvements	346,566
Furniture and fixtures	3,947
Office equipment	17,518
Vehicles	<u>14,500</u>
	390,531
Less: accumulated depreciation	<u>(59,986)</u>
	330,545

OTHER ASSETS

Deposits	<u>100</u>
Total Assets	<u><u>\$ 400,801</u></u>

SOUTHWESTERN LOUISIANA HOMELESS COALITION, INC.
STATEMENT OF FINANCIAL POSITION
December 31, 2008

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Payroll taxes payable	\$ 19,060
Due to Calcasieu Parish Police Jury	17,500
Note payable, current portion	<u>12,668</u>
	49,228

LONG TERM DEBT

Note payable, less current portion	56,467
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CONTINGENT LIABILITIES

Due to HUD	31,167
Due to Internal Revenue Service	<u>22,129</u>
	<u>53,296</u>
Total Liabilities	<u>158,991</u>

NET ASSETS

Unrestricted and designated:	241,810
Temporarily restricted	<u>-</u>
Total Net Assets	<u>241,810</u>

Total Liabilities and Net Assets	<u><u>\$ 400,801</u></u>
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SOUTHWESTERN LOUISIANA HOMELESS COALITION, INC.
STATEMENT OF ACTIVITIES
For the year ended December 31, 2008

	Unrestricted	Temporarily Restricted	Total
PUBLIC SUPPORT, REVENUES AND RECLASSIFICATIONS			
Rental income, net	\$ 9,975	\$ -	\$ 9,975
Real Estate Sales, net of costs of \$122,107	(21,456)	-	(21,456)
Grants	257,688	-	257,688
Contributions	19,042	-	19,042
Interest income	53	-	53
Memberships	30	-	30
	<u>265,332</u>	<u>-</u>	<u>265,332</u>
EXPENSES			
PROGRAM SERVICES			
Program Services	\$ 224,589	-	\$ 224,589
Total Program Services	<u>224,589</u>	<u>-</u>	<u>224,589</u>
SUPPORT SERVICES			
Management and general	92,332	-	92,332
Total Expenses	<u>316,921</u>	<u>-</u>	<u>316,921</u>
Change in net assets	(51,589)	-	(51,589)
Net Assets, beginning	372,316	-	372,316
Prior Period Adjustment	<u>(78,917)</u>	<u>-</u>	<u>(78,917)</u>
Net Assets, ending	<u>\$ 241,810</u>	<u>\$ -</u>	<u>\$ 241,810</u>

SOUTHWESTERN LOUISIANA HOMELESS COALITION, INC.
STATEMENT OF FUNCTIONAL EXPENSES
For the year ended December 31, 2008

	<u>Supporting</u>	<u>Program</u>	<u>Total</u>
Wages	\$ 32,438	\$ -	\$ 32,438
Employee benefits	5,209	-	5,209
Payroll taxes	2,160	-	2,160
Total Salaries and Related Expenses	<u>39,807</u>	<u>-</u>	<u>39,807</u>
Accounting fees	3,709	-	3,709
Client assistance	-	187,385	187,385
Conventions and meetings	1,230	-	1,230
Interest	6,302	-	6,302
Management fees	27,500	-	27,500
Miscellaneous	1,465	289	1,754
Office expense	3,735	-	3,735
Repairs and maintenance	1,947	12,545	14,492
Telephone	806	2,994	3,800
Community Service Projects	-	4,939	4,939
Insurance	1,313	-	1,313
Utilities	1,441	9,359	10,800
Total Expenses before Depreciation	89,255	217,511	306,766
Depreciation	3,077	7,078	10,155
Total Expenses	<u>\$ 92,332</u>	<u>\$ 224,589</u>	<u>\$ 316,921</u>

See Notes to the Financial Statements

SOUTHWESTERN LOUISIANA HOMELESS COALITION, INC.
STATEMENT OF CASH FLOWS
For the year ended December 31, 2008

Cash flows from operating activities:	
Net income/(loss)	\$ (51,589)
Adjustments to reconcile net income/(loss) to	
Net cash provided by (used in) operations:	
Depreciation and amortization expense	10,155
(Gain) Loss on asset disposition	21,456
Decrease/(increase) in accounts receivable	(26,116)
Increase/(decrease) in payroll liabilities	(94)
Increase/(decrease) in other current liabilities	<u>17,500</u>
Net cash provided by (used in) operating activities	(28,688)
Cash flows from investing activities:	
Net proceeds from sale of assets	94,072
Purchase of fixed assets	<u>(12,451)</u>
Net cash provided by (used in) investing activities	81,621
Cash flows from financing activities:	
Payments on long-term debt	<u>(11,668)</u>
Net cash provided by (used in) financing activities	<u>(11,668)</u>
Net Increase(Decrease) in Cash	41,265
Cash at Beginning of Period	<u>2,775</u>
Cash at End of Period	<u><u>\$ 44,040</u></u>

See Notes to the Financial Statements

Southwestern Homeless Coalition, Inc.

NOTES TO FINANCIAL STATEMENTS

December 31, 2008

NOTE A SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies of Southwestern Louisiana Homeless Coalition, Inc. (the Coalition) is presented to assist in understanding the Coalition's financial statements.

Nature of Activities

Southwestern Louisiana Homeless Coalition, Inc. is a non-profit organization incorporated to address and assess the needs of homeless persons in the southwestern portion of Louisiana. The mission of the Coalition is to increase awareness and concerns for the plight of the homeless and to establish transitional housing for homeless persons and supporting efforts through affordable homeownership to prevent homelessness in Southwest Louisiana.

In support of its mission the Coalition has been providing permanent and transitional housing services to persons who are homeless with disabilities as well as those persons who have been housed at emergency shelters in the 5 parish area of Allen, Beauregard, Calcasieu, Cameron, and Jeff Davis.

Basis of Accounting

The accompanying financial statements presented herein have been prepared on the accrual basis in accordance with generally accepted accounting principles.

Cash Equivalents

Cash equivalents consist of short-term, highly liquid investments, which are readily convertible into cash within ninety (90) days of purchase.

Support and Expenses

The Coalition receives substantially all its revenues from contracts with Federal, State, and Parish agencies. Contract revenues, in the case of reimbursement contracts, are recognized as the expense for the contract is incurred. Other revenues are recognized as earned.

Expenses are recorded as incurred in accordance with the accrual basis of accounting.

Southwestern Homeless Coalition, Inc.

NOTES TO FINANCIAL STATEMENTS

December 31, 2008

Financial Statement Presentation

The Organization has adopted Statement of Financial Accounting Standards (SFAS) No. 117, "Financial Statements of Not-for-Profit Organizations." Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. As permitted by the statement, the Organization does not use fund accounting.

Support and revenue

All support is considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. When a temporary restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Income Taxes

The Organization is a not-for-profit organization that is exempt from income taxes under Section 501(C) (3) of the Internal Revenue Code and therefore has made no provision for federal income taxes in the accompanying financial statements. In addition, The Coalition has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the Internal Revenue Code. There was no unrelated business income for the year ended December 31, 2008.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Property and Equipment

The Organization capitalizes all expenditures in excess of \$500 for property and equipment at cost, or if donated, at the approximate fair value at the date of donation. Depreciation is provided for in an amount sufficient to relate the cost of depreciable assets to operations over their estimated service lives on the straight-line basis. Depreciation expense for the year ended December 31, 2008 was \$10,155.

Southwestern Homeless Coalition, Inc.

NOTES TO FINANCIAL STATEMENTS

December 31, 2008

NOTE B GRANTS AND CONTRACTS RECEIVABLE

Grants and contracts receivable represents amounts due from various Federal, State, and Parish agencies and are deemed to be fully collectible by management.

NOTE C NET ASSETS RELEASED FROM RESTRICTIONS

Net assets were released from donor/grantor restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by donors/grantors. Total amount released from restrictions during the year was \$265,332.

NOTE D DONATED MATERIALS AND SERVICES

Volunteers have made contributions of their time to The Coalition. The value of this contributed time is not reflected in these statements since it is not susceptible to objective measurement or valuation.

NOTE E FUNCTIONAL ALLOCATION OF EXPENSES

The costs of providing the various programs and other activities have been summarized on a program basis in the statement of activities. This requires the allocation of certain costs between program and supporting services based on estimates made by management.

NOTE F LONG-TERM DEBT

Long-term debt consisted of the following as of December 31, 2008:

Note payable to MTM Partnership payable in monthly installments of \$1,491, principal and interest at a rate of 8.25%; due on August 18, 2013; secured by land and improvements on Dumatrait Lane	\$ 69,139
Less current maturities	<u>(12,668)</u>
Long-term debt	\$ <u>56,471</u>

NOTE G COMMITMENTS AND CONTINGENCIES

The Coalition receives a substantial amount of its support from governmental agencies. A significant reduction in this support, if it were to occur, would affect the Coalition's programs and activities.

Southwestern Homeless Coalition, Inc.

NOTES TO FINANCIAL STATEMENTS

December 31, 2008

NOTE G COMMITMENTS AND CONTINGENCIES (continued)

The Coalition is required to maintain proper documentation for its grant reimbursements. In August 2009, HUD conducted a review of one of its programs administered by the Coalition. At the time, there was a significant lack of documentation to support money drawn down by the Coalition in 2007. If the Coalition is unable to produce the documentation timely they will have to repay HUD a total of \$31,167. Management has not been able to satisfy HUD's request and has recorded a contingent liability in the amount of \$31,167. Review of other programs could result in further findings that would result in a demand for repayment. Management believes that further findings would not significantly impair their ability to continue as a going concern.

The Coalition has received notice from the Internal Revenue Service that they are delinquent on forms 990 for the years 2003 and 2005. Penalties of \$22,129 have been assessed for non-filing. Management plans to contact the IRS and try to negotiate a payment plan but is uncertain of the outcome and has recorded a contingent liability of \$22,129.

NOTE H RELATED PARTY

Effective January 24, 2008, the Coalition entered into a management contract with Calcasieu Parish Police Jury (CPPJ), whereby the CPPJ agreed to provide management and professional services in conjunction with the Coalition's Board of Directors in a manner consistent with the Coalition's mission, goals, and by-laws. Services were originally agreed to be provided for one year for a fee of \$45,000. On January 29, 2009, the agreement was amended to extend the services through April 24, 2009. CPPJ has also agreed to reduce its total fee to \$35,000 payable in full by December 31, 2009.

NOTE I PRIOR PERIOD ADJUSTMENT

Net assets were overstated as of 12/31/07. Prior period adjustments have been recorded in the current year to correct the following errors:

Cash understated as of 12/31/07	\$ 5,465
Note payable understated as of 12/31/07	(12,878)
Payroll tax liabilities understated as of 12/31/07	(18,208)
Unrecorded penalties due to the Internal Revenue Service	(22,129)
2007 funding due to HUD	(31,167)
Prior period adjustment	<u><u>\$ (78,917)</u></u>

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors
Southwestern Louisiana Homeless Coalition
Lake Charles, Louisiana

We were engaged to audit the financial statements of Southwestern Louisiana Homeless Coalition (a nonprofit organization) as of and for the year ended December 31, 2008, and have issued our report thereon, dated October 8, 2009. We did not express an opinion on the financial statements because we were unable to obtain adequate evidence to support the historical costs of land, buildings, and improvements as reported in the accounting records.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Southwestern Louisiana Homeless Coalition's (the Coalition) internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Coalition's internal control over financial reporting. Accordingly, we do not express an opinion of the effectiveness of the Organization's internal control over financial reporting.

Our consideration of the internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the organization's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles, such that there is more than a remote likelihood that a misstatement of the organization's financial statements that is more than inconsequential will not be prevented or detected by the organization's internal control. We consider the deficiencies described in the accompanying schedule of findings and questioned costs, listed as 2008-1 through 2008-4, to be significant deficiencies in internal control over financial reporting.

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A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the organization's internal control.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. We consider the significant deficiencies described in 2008-2 through 2008-4 to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Coalition's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of law, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items 2008-5 through 2008-7.

The Coalition's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit the Coalition's response and, accordingly, we express no opinion on it.

This report is intended for the information of the Board of Directors and Management of Southwestern Louisiana Homeless Coalition and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



October 8, 2009

Southwestern Louisiana Homeless Coalition, Inc.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Section I – Summary of Auditors' Results

December 31, 2008

Financial Statements

Type of auditor's report issued: Qualified

Internal control over financial reporting:

- Material weakness(es) identified? yes no

- Significant deficiencies identified that are not considered to be material weaknesses? yes no

Noncompliance material to financial statements noted?

yes no

Section II – Financial Statement Findings

Current Audit

2008-1

Criteria: The Coalition must provide 25% cash match for supportive services and operating costs.

Condition: The Coalition did not have adequate accounting records to document the 25% cash match.

Effect: Failure to document the required match could put the Coalition at risk of losing reimbursement for supportive services and operating costs.

Recommendation: An accounting system should be designed that captures all costs associated with the grant. Reimbursement for 75% of those costs should be requested.

Response: New account codes with grant specific codes have been implemented since June 26, 2009 along with an updated version (2009) of Quick-books, in an effort to monitor accounting controls.

2008-2

Criteria: The Coalition owns several properties and over time has incurred costs associated with each property. In accordance with generally accepted accounting principals, the cost of fixed assets should be recorded at purchased cost or the fair market value in the case of donated property. Improvements to the property should be capitalized or expensed depending on the nature of the improvement. An adequate

Southwestern Louisiana Homeless Coalition, Inc.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

system of internal controls over fixed assets includes documentation for all expenditures and maintaining detail accounting records identifying the cost incurred for each property.

Condition: The Coalition did not have adequate documentation to support the costs associated with property owned.

Context: During our examination we were not able to obtain adequate evidence to support the historical costs of land, buildings, and improvements as identified in the accounting records.

Effect: We were unable to express an opinion as to the fairness of the financial statements.

Recommendation: In order to maintain a better system of internal controls over property owned, purchase documents along with improvements to the property should be maintained for each property. In the case of donated property, documentation as to the fair market value of the property should be obtained and that value should be recorded on the books of the Coalition. The costs associated with each property should be reconciled to the general ledger and depreciation schedule.

Response: Your recommendation is appreciated and in the future, wherein when the SWLA Homeless Coalition receives donated property, we will provide documentation as to the fair market value of the property and that value will be recorded on the books of the Coalition. The costs associated with each property will be reconciled to the general ledger and depreciation schedule.

2008-3

Criteria: The Supportive Housing Programs are reimbursable. Detailed accounting records should be maintained to support the Request Voucher for Grant Payment.

Condition: The accounting system does not provide support for expenses associated with the Supportive Housing Program.

Context: We traced deposits posted to the Supportive Housing Program to the Request Voucher for Grant Payment and to the underlying detail. We were unable to locate the Request for Voucher for Grant Payment or underlying detail for July deposits totaling \$50,604.

Effect: The Coalition risks losing program funds due to inadequate documentation.

Recommendation: The accounting system should be departmentalized by grant, so that at the end of each month a report can be generated to utilize in the draw process.

Southwestern Louisiana Homeless Coalition, Inc.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Response: The SWLA Homeless Coalition has developed and will utilize a departmentalized accounting system by grant, and such system will be used at the end of each month in the draw process.

2008-4

Criteria: An adequate system of internal control over payroll includes preparing accurate payroll liability reports. These reports should be reconciled to the general ledger and assist in timely payment of payroll taxes.

Condition: Payroll tax liabilities were not reconciled to the general ledger.

Context: During our examination it was noted that payroll taxes for 2004, 2005, and 2006 have not been paid.

Effect: Past due payroll taxes, penalties, and interest in the amount of \$18,208 had not been recorded.

Recommendation: The internal revenue service should be contacted immediately to begin negotiations regarding the outstanding balance due. On a monthly basis, payroll liability reports should be reconciled to the general ledger and paid timely.

Response: Quick-books system update is somehow connected to IRS payroll system to track outstanding payroll obligations. In recent months, SWLA Homeless Coalition is complying with payroll liability and is paid timely. We will however, adhere to your advice regarding past due amount.

2008-5

Criteria: As a nonprofit organization the Coalition is required to file form 990 annually on a timely basis. Penalties of \$20 per day up to \$10,000 are assessed on late filed returns.

Condition: During our examination we noted that form 990 has not been filed for tax years 2003, 2005, 2007, and 2008.

Effect: Penalties and interest in the amount of \$12,217 for 2003 and \$9,911 for 2005 have been assessed.

Recommendation: Form 990 for 2007 and 2008 should be filed immediately. Every effort to communicate with the Internal Revenue Service regarding the 2003 and 2005 returns should be made. A request for waiving or reducing the penalties should be made.

Response: Your recommendation will be utilized regarding Form 990 being filed immediately. Be assured that every effort to communicate with the IRS regarding the

Southwestern Louisiana Homeless Coalition, Inc.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

2003 and 2005 returns will be made and documented. A request for waiving or reducing the penalties will also be made.

2008-6

Criteria: The Coalition has been awarded three grants under the Supportive Housing Program. The purpose of the grants is to provide housing for homeless persons with disabilities. The grants are reimbursable and reimburse for operating, supportive service, leasing, and administration costs. Leasing costs paid must be reasonable in relation to rent charged in the area.

Condition: The Coalition did not document that leasing costs paid for leasing units are reasonable in relation to rent charged in the area.

Context: During our examination we reviewed client files for those participating in the Supportive Housing Program. There was no documentation indicating reasonable costs in the area.

Effect: The Organization did not comply with provisions of the grant relative to reasonable rent.

Recommendation: The Coalition should develop procedures to document reasonable rents in the area.

Response: As outlined by HUD, SWLA Homeless Coalition is currently utilizing a Resident Rent Calculation Worksheet. (Copy attached)

2008-7

Criteria: The Coalition has been awarded three grants under the Supportive Housing Program. The purpose of the grants is to provide housing for homeless persons with disabilities. The grants are reimbursable and reimburse for operating, supportive service, leasing and administration costs.

Condition: In some cases, there was no proof of homelessness or disability.

Context: During our examination we reviewed 9 client files of those participating in the Supportive Housing Program. 4 files had no proof of homelessness and 1 file had no proof of disability.

Effect: The Organization did not have adequate support for eligibility of participants.

Recommendation: Procedures should be implemented to ensure complete files for each participant.

Response: A revised applicant worksheet is attached; we are in the process of re-certifying all clients' eligibility into perspective programs.

The Southwestern Louisiana Homeless Coalition, Inc.
Continuum of Care

Face Sheet

Client Information:

Client Name: _____
 Client Address: _____
 Phone: _____ SS#: _____
 Gender: _____ Race: _____ Date of Birth: _____ Birthplace: _____
 Marital Status: DIV _____ SEP _____ SGL _____ MAR _____ WID _____ OTHER _____
 Diagnosis: _____
 Medicaid #/Insurance #: _____
 Income: _____ Yes _____ No
 Source(s): _____ Amount: _____

Day Program:

Day Hosp.: _____ School: _____ Work: _____ OU: _____ LADIC: _____
 Address: _____
 Phone: _____

Doctor Information:

Name: _____
 Address/Phone: _____
 Hospital of Choice: _____
 Serious Medical Conditions: _____
 Allergies: _____

Psychiatrist's Information:

Name: _____
 Address/Phone: _____

Court Status:

Competent Major? _____ Yes _____ No
 Interdicted? _____ Yes _____ No
 If interdicted, list Guardian: _____

Other Interested Parties:	Name/Phone:
Emergency Contact	
Therapist	
Case Manager	
Other	

Hope Homes I | Hope Homes II | New Directions I
(Permanent Housing)

Current Living Situation (Homeless)? _____

 Disabilities (Medically Diagnosed)? _____

Income: _____

NOTE: Hope Homes I, Hope Homes II, New Directions I
Must Meet the Following Criteria:

- Must be Homeless
- Cannot carry out day-to-day living
- Only provides Case Management as Supportive Services
- Transitional Housing (2 Years) – Rapid Re-Housing (For Families Only)

PROGRAM INFO:	
Admit Date: _____	D/C Reminder Date: _____
Discharge Date: _____	
Rent Amount: _____	Due Date: _____
Deposit Paid: YES NO Date Paid: _____	

Resident Rent Calculation Worksheet

(1)	Annual Income from all sources
(2)	Income Exclusions
(3)	Annual Income

Calculating Adjusted Income

Dependent Allowance

(4)	Number of Dependents
(5)	Multiply Line 4 by \$480

Child Care Allowance

(6)	Anticipated Unreimbursed Expenses for Care of Children
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Disabled Assistance Allowance

(7)	Disabled Assistance Expenses
(8)	Multiply Line 3 by 0.03
(9)	Subtract Line 8 from Line 7
(10)	Family Member Earnings which were dependent on the disabled assistance expenses
(11)	Lesser of Lines 9 or 10

Medical Expenses/Elderly Family Allowances

(12)	List Total for Medical Expenses
(13)	If Line 9 > 0, enter amount from Line 12, otherwise add Line 7 and 12 and subtract Line 8.
(14)	Elderly/Disabled Allowance (Enter \$400, if applicable)

Adjusted Income

(15)	Total Income Adjustments (Add Lines 5, 6, 11, 13, and 14)
(16)	Adjusted Income (Subtract Line 15 from Line 3)

Resident Rent Determination

(17)	30% of Monthly Adjusted Income (Divide Line 16 by 12 and multiply by 0.3)
(18)	10% of Monthly Income (Divide Line 3 by 12 and multiply by 0.1)
(19)	Portion of welfare payment designated by the agency to meet the family's housing cost, if applicable.
(20)	Enter the Largest of Lines 17, 18 or 19. This is the Maximum amount per month that may be charged for resident rent.

Determining Resident Rent for Units where Utilities are not included in Rent

(21)	Utility Allowance
(22)	Resident Rent (Subtract Line 21 from Line 20)
(23)	Utility Reimbursement (Only if Line 22 < 0, This is the amount that must be paid to the resident as a utility reimbursement.)