**HOME/HTF Affordable Housing Operations**

**Annual Certification for Rental Housing Quick Guide**

**WHY** HUD statute requires property owners to annually provide the Montana Department of Commerce (Commerce) information regarding the rents and occupancy of HOME-/HTF-assisted units to demonstrate compliance with affordability requirements. Commerce reviews this information and approves rents every year to ensure compliance.

NOTE**:** There are some updates in the 2021 calendar year Annual Rental Certification. These updates are intended to clarify requirements to help make gathering and reviewing the information more efficient.

**WHEN** The Annual Rental Certification for calendar year 2021 is due to Commerce by **March 15, 2022**.

This Certification will cover the period **January 1, 2021 through December 31, 2021**.

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| **WHAT** Pleasesubmit the following: | |
| * Annual Certification for Rental Housing * Rent and Occupancy Report * Project-specific Operating Budget for the current year * Project-specific Income Statement and Balance Sheet | * Updated lease ***IF*** it has changed in the last year * Updated Affirmative Fair Housing Marketing Plan ***IF*** it has changed in the last year * Updated Tenant Selection Policy ***IF*** it has changed in the last year |
| Submit the above items via the Transfer Service (<https://transfer.mt.gov>) to State Group **DOC CDD FTS**  Title your transfer “*Annual Rental Certification / (Grantee Name) / (Project Name)*” | |

**HOW**

Common Omissions:

**Remember** to indicate in question 25 of the Certification where your Fair Housing Poster is located.

**Remember** to designate which units are High or Low HOME units on Rent and Occupancy Report.

**Remember** to provide financial statements (Income State and Balance Sheet) for each project in lieu of your organization’s annual audit report. Commerce may request an audit report if further information is needed.

Helpful Information:

**Total Rent** = Resident-Paid Rent + Subsidy + Utility Allowance.

Total Rent cannot exceed the HUD-published Rent Limits. You will report each property’s rent and utility schedules for the year in the table in the Annual Certification for Rental Housing form.

If not all units in your property are **HOME-/HTF-assisted**, you do not need to include the non-assisted tenant information on the *Rent and Occupancy Report*. Feel free to save some time and only report on the assisted units.

For HOME projects with five (5) or more assisted units, at least 20% of the HOME-assisted units must be designated as Low HOME units; the remaining may be High HOME units.

Remember, **Low HOME units** are those charging Low HOME rents, which must be occupied by households with incomes at or below 50% AMI.

**High HOME units** are those charging High HOME rents, whose occupants can have household incomes up to 80% AMI.

**HELPFUL LINKS**

**Utility Allowances** can be determined using the HUD Utility Schedule Model (HUSM) for all projects funded after August 23, 2013. Information about HUSM can be found here:

<https://www.huduser.gov/portal/resources/utilallowance.html>.

The web-based Model can be found here: [www.HUDUser.gov/portal/datasets/husm/uam.html](https://www.huduser.gov/portal/datasets/husm/uam.html).

If the project was funded prior to August 23, 2013, the Section 8 Utility Allowances may be used and can be found here:

<https://housing.mt.gov/Rental-Housing/Housing-Choice-Voucher-Program/Utility-Allowances>.

Forms for both **HQS and UPCS inspections** can be found at <https://housing.mt.gov/Multifamily-Development/Community-Housing/HOME-Program> or <https://housing.mt.gov/Multifamily-Development/Community-Housing/Housing-Trust-Fund> (go to “Commonly Used Forms” tab). NOTE: UPCS inspections are required for all HTF properties and HOME properties assisted after August 23, 2013. HQS or UPCS inspections are acceptable for HOME properties assisted prior to August 23, 2013.

2021 HOME **Income and Rent Limits** can be found here:<https://housing.mt.gov/Multifamily-Development/Community-Housing/HOME-Program> (go to “Commonly Used Forms” tab).

2021 HTF **Income and Rent Limits** can be found here:<https://housing.mt.gov/Multifamily-Development/Community-Housing/Housing-Trust-Fund> (go to “Commonly Used Forms” tab).

If you have questions, please contact the Housing Division at [Housing@mt.gov](mailto:Housing@mt.gov), or 406-841-2770.

