

**How to Use the HOME Calculator**

- 1) Only enter information into green cells. As you infill required information, the worksheet will begin to calculate. Do not be concerned about cells initially containing #DIV/O! notations; these will resolve as the worksheet is completed.
- 2) In the Total Project Cost Fields, enter the subtotals indicated from the total development costs of the project.
- 3) In the Ineligible Cost Fields, enter amounts determined to be specifically ineligible for HOME funding. These can remain in the project; but HOME funds may not pay for them. Consult 24 CFR Part 92 §92.205-206 for Eligible Activities and Project Costs and §92.214 for specifically Prohibited Activities.
- 4) Relocation expenses are ALWAYS ELIGIBLE HOME expenses, as long as affected tenants are legally present. They are separated out here for purposes of calculating the proration according to HUD's requirements.

Total Development Cost	Eligible Cost	Ineligible Cost	Total Project Cost
Land / Buildings	\$0	\$ -	
Construction	\$0	\$ -	
Developer Fee	\$0	\$ -	
Relocation expenses	\$0	\$ -	
Other Soft Costs (except relocation)	\$0		
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

- 5) In the table below, in the top right cell, enter the date of the HOME subsidy limits schedule you are using, using the format indicated.
- 6) Enter the number of units by bedroom type.
- 7) On the Portland Area HOME limits schedule, locate the maximum 234 Condo Housing Insurance Program per unit limits subsidy limit (see Portland Area HOME Limits information for each unit size for which you entered any units).

Unit Mix in Total Project	# Units	234- Condo Housing Insurance Program per unit limits	
		01/01/01 (example)	Date of HOME Limits schedule (00/00/00)
0BR Units			
1BR Units			
2BR Units			
3BR Units			
4BR Units			
Other Units			
<b>Total Project</b>	<b>0</b>	<b>\$0</b>	

- 8) By unit type, enter how many newly available **Project Based** Section 8 vouchers are attached to the project. The purpose of this section is twofold. To aid in determining if vouchers have triggered Davis Bacon, and to provide assistance in making a final determination of low HOME units. Only PBS8 units designated as low HOME units may take full advantage of the contract rents. If a PBS8 unit is designated as high HOME, it can only secure the lesser of FMR or high HOME, which may be less than the contract rent. In some cases, it may be more advantageous to the project to have more than the required 20% low HOME units. If there are any existing Project Based Section 8 vouchers in the project, enter that number in the green area labeled Total Existing PBS8 vouchers directly below the PBS8 units table shown here.

# PBS8 Units	HOME unit type
0	0BR Units
0	1BR Units
0	2BR Units
0	3BR Units
0	4BR Units
	Other Units

**Total Existing PBS8 vouchers**

0
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- 9) Enter the number of HOME units you are considering and the amounts of HOME funding applied for. The number of HOME units is a “go fish” cell. Meaning that if you trigger any alert indicating that you have an insufficient number of HOME units given the HOME funding request (**ERROR - Exceeds maximum HOME subsidy**), you may increase the number of HOME units until you stop getting the alert. Correspondingly, if you want to make sure that you don’t have many more HOME units than are required, you can decrease the number of HOME units until you trigger an alert that you don’t have enough, and then add one more to get to the correct MINIMUM number of HOME units. Make sure you don’t include an unregulated manager’s unit in the Proposed number of HOME units.

	Proposed HOME Units
<b>Solve for Max HOME Investment</b>	
<b>Actual Amount of HOME funding</b>	

10) In the dropdown boxes to the right of the cells below, select the appropriate options. The average per-unit HOME subsidy is one of the calculations performed by the worksheet and is contained in cell I27. If your organization prohibits macros, you may see an error message; go ahead and make a selection from the dropdown box anyhow, it will still calculate.

**HOME Affordability Period**

HOME-Eligible Rental Activity (select one)
Average Per-Unit HOME Subsidy (select one)

You have now completed entering the required information. The worksheet will produce the total minimum number of HOME units, by unit size, the low and high HOME unit split by unit type needed, and whether or not the project triggers Davis Bacon. The HOME Match figure is only for the Project Jurisdiction, and is not something that sponsors or projects need consider.

Remember you can always have more HOME units than required. You may always have more low HOME units than required. You may always have more larger units as HOME units than required, even if this upsets a proportional balance of those unit types.