

Kauai County Housing Agency
Policy on the Use of Self-Certification
of Income Forms by Subrecipient Agencies
(FOR PUBLIC FACILITY & PUBLIC SERVICE PROJECTS)

REGULATORY BACKGROUND

CDBG regulations require all CDBG funded projects to meet a national objective. Under 24 CFR 570.208(a)(2)(i)(B), a national objective is met when a project benefits a limited clientele, at least fifty-one percent (51%) of whom are low- or moderate-income persons as evidenced by information on family size and income.

Under 24 CFR 570.506(b), Kauai County Housing Agency (hereinafter, "County") is required to maintain records that demonstrate national objective compliance. The regulation further provides that "Where information on income by family size is required, the recipient may substitute...a copy of the verifiable certification from the assisted person that his or her family income does not exceed the applicable income limit established in accordance with § 570.3..."

POLICY

The County has elected to use self-certification for all CDBG-funded public facility and public service projects which require income documentation. The Subrecipient shall be required to obtain from each assisted person or family, as applicable, a self-certification that the person's or family's annual income does not exceed eighty percent (80%) of the current Income Limit published by HUD for Kauai County applicable to the CDBG program are attached hereto as Attachment 1. These figures are adjusted annually and published by HUD. The Subrecipient shall use the County's approved self-certification form attached hereto as Attachment 2. For the purposes of this policy, "annual income" means annual income as defined under 24 CFR 5.609. The Subrecipient is required to conduct a full income verification for five percent (5%) of the income benefit goal, or total number to serve, in accordance with KCHA's Verification of Income and Assets Policy.

NOTE: Self-certification will not be allowed for activities which should be classified as limited clientele – presumed benefit. For example, a nursing home which serves severely disabled adults will not be allowed to use self-certification as a means of documenting national objective compliance just because it is an easier means of documenting low- or moderate-income status than collecting documentation on the clients' medical condition.

APPROVED:

Kauai County Housing Agency

By: 

Kanani Fu, Housing Director

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