

STRMU Tracking Worksheet

Form K1

Client Name and/or ID Number: _____

Payment Cap: _____

Housing Case Manager Name: _____

Time Cap: _____

Briefly describe each emergency and explain how it prevents or will prevent the household from paying housing costs. Attach documentation of each emergency.

Instructions: Columns 1 and 2 indicate the month and respective number of days. Enter the calendar year of the month paid with STRMU in Column 3. Enter the actual rent and the amount of STRMU expended on that month's rent in Columns 4 and 5. Enter the actual mortgage and the amount of STRMU expended on that month's mortgage in Columns 6 and 7. Enter the actual utility dues and the amount of STRMU expended on that month's utility dues in Columns 8 and 11. Enter the utility bill metering period start and end dates in Columns 9 and 10. Add other types of utility bills to page 2. Column 20 calculates the number of days assisted.

Notes: (1) STRMU assistance may not be provided for costs accrued in excess of 147 days. If the Project Sponsor uses an annual Payment and/or Time Cap, the total STRMU assistance cannot exceed the Cap. If a Cap is reached, the assistance is attributable to the entire 147-day period. [The 147-day limit always supersedes an established Cap.](#) (2) If paying late fees, add them to the respective "Actual" column and month row. (3) Enter utility bills in the month the metering period started and enter the full amount due for that metering period in the respective month. Do not manually split utility metering periods between two months. (4) For debts, obtain a ledger from the owner/utility vendor to correctly attribute debts to the correct days. (5) Formulas report an unduplicated number of days assisted. Total Days Assisted assumes HOPWA is the payer of last resort.

1	2	3	4	5	6	7	8	9	10	11	20
Month	Days	Year	Actual Rent	STRMU Payment	Actual Mortgage	STRMU Payment	Actual Utilities 1	Metering Start Date 1	Metering End Date 1	STRMU Payment 1	Days Assisted
							<i>Type of utility bill:</i>				
January	31										
February	28										
March	31										
April	30										
May	31										
June	30										
July	31										
August	31										
September	30										
October	31										
November	30										
December	31										
Total	365										

Summary

52-week period start date: _____
 52-week period end date: _____

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STRMU Reporting Category:

TOTAL STRMU EXPENDED:

Next 52-week period cannot start until:

TOTAL DAYS ASSISTED:

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Additional Utility Bills: If the Project Sponsor will provide STRMU assistance for more than one type of utility bill, enter up to two additional utility bills under Utilities 2 and 3.

1	2	3	12	13	14	15	16	17	18	19	20
Month	Days	Year	Actual Utilities 2	Metering Start Date 2	Metering End Date 2	STRMU Payment 2	Actual Utilities 3	Metering Start Date 3	Metering End Date 3	STRMU Payment 3	Days Assisted
			<i>Type of utility bill:</i>				<i>Type of utility bill:</i>				
January	31										
February	28										
March	31										
April	30										
May	31										
June	30										
July	31										
August	31										
September	30										
October	31										
November	30										
December	31										
Total	365										

	January	February	March	April	May	June
R						
M						
U1						
U2						
U3						

	July	August	September	October	November	December
R						
M						
U1						
U2						
U3						