

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
Community Planning and Development

**Special Attention:**

All Secretary's Representatives  
State Coordinators  
All CPD Division Directors  
All HOME Participating Jurisdictions

**NOTICE:** CPD 01-13

Issued: October 12, 2001  
Expires: October 12, 2002

Cross Reference: 24 CFR Part 92

**Supersede:** CPD Notice 00-02

**SUBJECT: Commitment, CHDO Reservation, and Expenditure Deadline Requirements  
for the HOME Program**

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DGHP:DISTRIBUTION: W-3-1

## I. PURPOSE

- A. Provide procedures for determining whether Participating Jurisdictions (PJs) have met the requirements established by the HOME Program Final Rule codified at 24 CFR 92.500(d), which outlines the commitment, Community Housing Development Organization (CHDO) reservation, and expenditure requirements for HOME Program funds.
- B. Provide guidance on the types of documentation acceptable to HUD which demonstrate the commitment, CHDO reservation, and expenditure requirements have been met.
- C. Delineate the deobligation process.

## II. GENERAL INFORMATION

### A. STATUTORY & REGULATORY BACKGROUND:

- 1. FUNDS COMMITMENT REQUIREMENT: The HOME statute, Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990 as amended, at Section 218(g) (42 U.S.C. 12748) states:  
*"If any funds becoming available to a participating jurisdiction under this title are not placed under binding commitment to affordable housing within 24 months after the last day of the month in which such funds are deposited in the jurisdiction's HOME Investment Trust Fund, the jurisdiction's right to draw such funds from the HOME Investment Trust Fund shall expire. "*
- 2. CHDO RESERVATION REQUIREMENT: Section 231(a) (42 U.S.C. 12771) of the Act states:  
*"For a period of 24 months after funds under subtitle A are made available to a jurisdiction, the jurisdiction shall reserve not less than 15 percent of such funds for investment only in housing to be developed, sponsored, or owned by community housing development organizations.*
- 3. EXPENDITURE REQUIREMENTS: The HOME regulation at 24 CFR Part 92.500 (d)(1)(C) states that in addition to the two categories above, HUD will reduce or recapture HOME funds in the HOME Investment Trust Fund by the amount of:  
*"Any funds in the United States Treasury account that are not expended within five years after the last day of the month in which HUD notifies the participating jurisdiction of HUD's execution of the HOME Investment Partnerships Agreement. "*

**B. FAILURE TO MEET REQUIREMENTS:**

1. The 24-month commitment and 24-month CHDO reservation requirements are statutory and cannot be waived.
2. If the HOME commitment and expenditure requirements are not met by a PJ, HUD will deobligate that portion of allocated funding that has not met the requirement and reallocate those funds to other PJs through a future formula distribution.
3. If the HOME CHDO reservation requirement is not met by a PJ, HUD will deobligate that portion of allocated funding that has not met the requirement and reallocate those CHDO funds through a competitive process.

**III. DEFINITIONS**

- A. Commitment:** The HOME Program regulation found at 24 CFR 92.2 - Definitions, fully defines the term "commitment" as:

*"(1) The participating jurisdiction has executed a legally binding agreement with a State recipient, a subrecipient or a contractor to use a specific amount of HOME funds to produce affordable housing or provide tenant-based rental assistance; or has executed a written agreement reserving a specific amount of funds to a community housing development organization; or has met the requirements to commit to a specific local project, as defined in paragraph (2), below.*

*"(2) Commit to a specific local project, which means:*

- (i) If the project consists of rehabilitation or new construction (with or without acquisition) the participating jurisdiction (or State recipient or subrecipient) and project owner have executed a written legally binding agreement under which HOME assistance will be provided to the owner for an identifiable project under which construction can reasonably be expected to start within twelve months of the agreement date. If the project is owned by the participating jurisdiction or State recipient, the project has been set up in the disbursement and information system established by HUD, and construction can reasonably be expected to start within twelve months of the project setup date.*
- (ii) (A) If the project consists of acquisition of standard housing and the participating jurisdiction (or State recipient or subrecipient) is acquiring the property with HOME funds, the participating jurisdiction (or State recipient or subrecipient) and the property owner have executed a legally binding contract for sale of an identifiable property and the property title will be transferred*

*to the participating jurisdiction (or State recipient or subrecipient) within six months of the date of the contract.*

*(B) If the project consists of acquisition of standard housing and the participating jurisdiction (or State recipient or subrecipient) is providing HOME funds to a family to acquire single family housing for homeownership or to a purchaser to acquire rental housing, the participating jurisdiction (or State recipient or subrecipient) and the family or purchaser have executed a written agreement under which HOME assistance will be provided for the purchase of the single family housing or rental housing and the property title will be transferred to the family or purchaser within six months of the agreement date.*

*(iii) If the project consists of tenant-based rental assistance, the participating jurisdiction (or State recipient, or subrecipient) has entered into a rental assistance contract with the owner or the tenant in accordance with the provisions of 92.209. "*

1. For the purpose of compliance with the 24-month commitment deadline, the definition of *conditional* HOME commitment found in Notice CPD 01-11 "Environmental Review and the HOME Investment Partnerships Program" meets the definition of "commitment" in 24 CFR 92.2. Attachment 1 further explains *conditional* HOME commitment.
2. For the purpose of the environmental review process, commitment means the expenditure of private or public funds, or a legally binding agreement between the PJ, insular area or state recipient, and a state recipient, subrecipient, contractor, or owner/developers (including CHDOs) to expend HOME funds for a specific project, for project activities such as property acquisition, construction, conversion, demolition, movement, rehabilitation, repair, or to provide tenant-based rental assistance. A *conditional* HOME commitment of funds (as defined above) does not constitute a commitment for the purpose of the environmental review process.
3. For the purpose of calculating the amount of funds to be committed by the 24month commitment deadline, HOME administrative and CHDO operating costs are presumed to be committed when they are subfunded in the Integrated Disbursement and Information System (IDIS) (see Section IV, "Reports and Program Income"). The "Commitment Requirement" amount shown in the IDIS report C04PR27 "Status of HOME Grants" (PR27) and the Commitment Status Report is reduced by the amount of administrative and CHDO operating costs subfunded in IDIS.

- B. **CHDO RESERVATION:** The HOME Program regulation defines "CHDO Reservation" as a PJ entering into a written agreement with a CHDO. See 24 CFR 92.300 (a) - (f) for further explanation.
- C. **EXPENDITURE:** The HOME Program regulations define outlays (expenditures) as "charges made to the project or program" in "Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments," at 24 CFR 85.3. This includes payment of eligible costs of state recipients, subrecipients, and CHDOs that have an executed agreement with the PJ to carry out HOME activities.

#### IV. **REPORTS AND PROGRAM INCOME**

- A. **HEADQUARTERS REPORTS:** There are several monthly status reports issued by Headquarters that will provide field office staff with the data to make commitment, CHDO reservation and expenditure determinations.
  - 1. Headquarters posts the following status reports on the Internet at <http://www.hud.gov/offices/cpd/affordablehousing/reports/index.cfm> by the 15th day of each month:
    - a. COMMITMENT STATUS REPORT (Attachment 4A).
    - b. CHDO RESERVATION STATUS REPORT (Attachment 4B).
    - c. DISBURSEMENT STATUS REPORT (Attachment 4C).
  - 2. The status reports identify, by field office, the percentage of requirements attained by a PJ for the cumulative period related to the PJ requirement deadline as reported in IDIS. These data are an initial indicator of PJ performance in meeting requirements. Attachment 5 provides a definition of the data sources for each field in the Headquarters status reports.

- B. **INTEGRATED DISBURSEMENT INFORMATION SYSTEM (IDIS) REPORT CO4PR27:**

- 1. The PR27 provides the details relating to the fiscal year allocations and is used in conjunction with the Headquarters status reports when a PJ has not met its requirements. Review of the PR27 identifies the source of potential problems and the fiscal year in which they occurred and should be conducted at least ***annually*** or more frequently if performance or compliance problems are identified.
- 2. In the context of the PR27, the terms "other entity" and "other reservation" are interchangeable. "Other entity" refers to the combination of the following two elements of the subgranting process:

- a. A state can subgrant to a unit of local government making that unit a state recipient.
    - b. Any PJ can subgrant to a public agency or non-profit organization not acting as a CHDO, making that agency or organization a subrecipient.
  3. The PR27 also provides background information to identify problems as a result of an audit or an on-site review.
  4. Attachment 2 provides an example of a PR27 and Attachment 3 defines the PR27 data sources.
- C. **PROGRAM INCOME**: The HOME Program regulation found at 24 CFR 92.2 defines program income as the "gross income received by the participating jurisdiction, State recipient, or a subrecipient directly generated from the use of HOME funds or matching contributions."
1. Program income will only count towards commitment and expenditure requirements when the PJ explicitly draws it down for an activity. IDIS has no automatic mechanism for counting program income towards commitment and expenditure requirements. The PJ must intervene by selecting the program income type when an activity is drawn down. This has the effect of committing program income to an activity.
  2. HOME funds in the local account of the HOME Investment Trust Fund (including program income) must be disbursed before drawdown requests are made for HOME funds in the United States Treasury account, in accordance with 24 CFR 92.502. CPD Notice 97-09, "HOME Program Income, Recaptured Funds, Repayments and CHDO Proceeds" describes the requirement in detail.
  3. Program income that has been committed or expended in IDIS is reflected in the Commitment and Disbursement status reports provided by Headquarters.
  4. For HOME program income not reflected in IDIS, PJs may submit additional documentation, as described in Section VI, that demonstrates program income has been expended prior to the deadline date.

V. **COMMITMENT, RESERVATION, and EXPENDITURE DETERMINATIONS**

Refer to the following chart, an example of a sample PJ, for Parts A and B.

**EXAMPLE:**

- The PJ's Program Inception<sup>1</sup> September 15, 1992
- Cumulative Allocations<sup>2</sup> September 15, 1992 to September 30, 1999
- Cumulative Commitments/Reservations<sup>3</sup> September 15, 1992 to September 30, 2001

A. **COMMITMENT DETERMINATION:**

1. **The Commitment Deadline:** The commitment deadline occurs 24 months after the last day of the month in which HUD notifies the PJ of HUD's execution of the HOME Investment Partnerships Agreement (the date on the award letter which must also be the Congressional release date). This date is entered in Item 12 of the executed form HUD-40093, "Funding Approval and HOME Investment Partnerships Agreement," or superseding form.
2. **Determining Compliance:** To determine compliance with the commitment requirement, field staff must compare the *cumulative allocations* from program inception to the *cumulative commitments* to HOME activities from program inception through the commitment deadline. Commitments include amounts subgranted to state recipients and subrecipients, reservations to CHDOs and commitments to HOME activities not already counted as subgrants or reservations.
3. **Standards for Meeting the Commitment Requirement:**
  - a. A PJ meets the commitment requirement if the cumulative commitments are equal to or greater than the cumulative allocations.  
**Cumulative Commitments  $\geq$  Cumulative Allocations**
  - b. If a PJ has one or more prior deobligations, the cumulative allocation amount will be reduced by the total of all prior deobligations.

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<sup>1</sup> Program Inception: The date of obligation on the first form HUD-40093, or superseding form, between a PJ and HUD.

<sup>2</sup> Cumulative Allocation: The total fund amount allocated to a PJ since program inception.

<sup>3</sup> Cumulative Commitment/Reservation: The total funds committed or reserved to a CHDO by a PJ since program inception.



**B. CHDO RESERVATION REQUIREMENT:**

1. A PJ meets the CHDO reservation requirement if the cumulative CHDO reservations are equal to or greater than 15 percent of the cumulative allocations.  
**Cumulative CHDO Reservations  $\geq$  15% of Cumulative Original Allocations**
2. A PJ does not have to satisfy the 15% CHDO requirement with each grant year, but can over-reserve in one year and under-reserve in another as long as the 15% requirement is satisfied over the total period of the requirement.
3. IDIS is currently programmed to set-aside the 15% CHDO requirement each year. If a PJ chooses to under-reserve in one year because it has already met its CHDO requirement, the entries in IDIS must be corrected to release the funds from the CHDO set-aside and to make them available for other purposes. In this situation, the PJ must notify the HUD field office who will work with Tom Dulebohn, Financial and Information Services Division, Office of Affordable Housing Programs (OAHP), who will ensure the corrections are made.

Prior to a PJ requesting this adjustment in IDIS, the PJ must validate that any reservations used to determine compliance with the requirement are also committed to specific activities. This will ensure that the IDIS correction is not made in error, should there be a reason for a CHDO reservation to be canceled.

4. In situations where a PJ had one or more prior deobligations: CHDO reservation requirements are based on the *original CHDO reservation requirement*. Prior CHDO deobligations are subtracted from the CHDO requirement. Therefore, a PJ may meet its CHDO reservation requirement with a percentage less than 15% [as reported on the CHDO Reservation Status Report, Attachment 4A].  
**Total Reservation to CHDOs  $\geq$  CHDO Requirement**

**C. EXPENDITURE DETERMINATION:**

1. **The Expenditure Deadline:** The expenditure deadline occurs 5 years after the last day of the month in which HUD notifies the PJ of HUD's execution of the HOME Investment Partnerships Agreement (the date on the award letter which must also be the Congressional release date). This date is entered in Item 12 of the executed form HUD-40093, "Funding Approval and HOME Investment Partnerships Agreement," or superseding form.

**EXAMPLE:**

- If HUD notified the PJ on September 15, 1996, the expenditure deadline is September 30, 2001
  
- 2. **Determining Compliance:** To determine compliance using the previous example, field staff must compare the *cumulative fund allocations* from program inception to the *cumulative expenditures* from program inception to HOME activities through the expenditure deadline.
  
- 3. **Standards for Meeting the Requirement:**
  - a. A PJ meets the expenditure requirement if the cumulative expenditures equal to or greater than the cumulative fund allocations.  
**Cumulative Expenditures  $\geq$  Cumulative Fund Allocations**
  - b. If a PJ had one or more prior deobligations, the cumulative allocation amount will be reduced by the total of all prior deobligations.

VI. **DOCUMENTATION**

Headquarters reports and IDIS reports run on or before the deadline date may not include all the commitments, CHDO reservations, and/or expenditures that a PJ has made by the deadline dates. Following is a list of documents that are acceptable for each requirement. There may be other acceptable documents that are unique to a PJ. The field office staff should contact their OAHP desk officer to determine the acceptability of any unique documentation.

Documents must be dated no later than the date of the HOME commitment, CHDO reservation or expenditure deadline. Documents must reflect commitments, CHDO reservations or expenditures not entered in IDIS by the deadline date.

A. **UNACCEPTABLE COMMITMENT DOCUMENTATION:**

1. Approved budgets (including governing body budget resolutions)
2. Letters of Intent
3. Award Letters
4. Council Minutes

B. **ACCEPTABLE COMMITMENT DOCUMENTATION:** Commitment is defined in Section III of this notice, "Definitions" and in 24 CFR 92.2 - Definitions.

1. A written agreement or contract between the PJ and a state recipient, subrecipient, program recipient (including homeowners, housing authorities and property owners) or contractor signed by both parties dated on or before

the deadline date committing a specific amount of HOME funds (including HOME program income) to a specific HOME project.

2. If the PJ owns the land and/or is the developer, evidence that construction is expected to start within 12 months such as:
  - a. Preliminary plans.
  - b. Proposed project timeliness
  - c. Submission of form HUD-7015.15, "Request for Release of Funds and Certification," for approval by HUD or the state.
  - d. Architectural drawings.
  - e. Requests for Proposals that will select the project developer and has an approved project budget.
3. CHDO reservation documentation as defined in section C.
4. A written agreement signed by both parties that provides for the conditional HOME commitment of funds for a specific project which must still comply with the environmental review requirements of the National Environmental Policy Act (NEPA) and with other local procedures such as land use review.
5. HOME program income expenditures for a specific HOME project as recorded in the PJ's financial ledgers (i.e. paid invoices, vouchers, payroll, etc.) not reflected in IDIS.
6. A written agreement signed by both parties between the PJ and a CHDO reserving a specific amount of HOME funds for CHDO operating costs not entered in IDIS.
7. In the first 24 months a jurisdiction is a PJ, a written agreement signed by both parties between a PJ and a CHDO committing funds for CHDO capacity building.

**C. ACCEPTABLE CHDO RESERVATION DOCUMENTATION:** A written agreement signed by both parties between the PJ and a CHDO reserving a specific amount of HOME funds to produce affordable housing or committing funds to a specific CHDO project.

**NOTE:** Reservations for CHDO operating costs may not be included when determining that the 15% CHDO reservation deadline has been met.

**D. ACCEPTABLE EXPENDITURE DOCUMENTATION:**

1. HOME program income expenditures for a specific HOME project as recorded in the financial ledgers (i.e. paid invoices, vouchers, payroll, etc.) of the PJ, state recipient, subrecipient, or CHDO not reflected in IDIS.

2. HOME Program costs paid with other funds but not yet charged to the HOME allocation or program income as recorded in the financial ledgers (i.e. paid invoices, vouchers, payroll, etc.) of the PJ, state recipient, subrecipient, or CHDO but not reflected in IDIS.

**E. WAIVER REQUESTS:**

1. HUD will consider waiver requests for good cause to accept other documentation a PJ can demonstrate are commitments and/or reservations prior to the 24-month deadlines.
2. HUD will consider expenditure waiver requests for good cause to accept other documentation a PJ can demonstrate are expenditures prior to the 5-year deadline.

**VII. FIELD OFFICE MONITORING**

Field office staff should routinely monitor PJs to determine whether commitment, CHDO reservation and expenditure deadlines are being met and to identify other areas of concern with program performance. Field office staff should also ensure that acceptable documentation identified in Section VI results in a commitment to a specific activity. Attachment 10 describes one model monitoring process and includes sample documents to compliment it.

**A. REVIEW OF REPORTS:**

**1. General Information:**

- a. The Headquarters status reports provide initial indicators of deadline compliance by a PJ and should be reviewed *monthly* or until a PJ has met its deadlines to determine whether a PJ is in danger of missing deadlines.
- b. The IDIS report CO4PR27 (PR27) identifies the source of potential problems and the fiscal year in which they occurred, and should be reviewed *annually* or more frequently. The PR27 should be reviewed *four months prior to the deadline date* and *the first business day after the deadline date* if a PJ is at risk of missing or has missed one or more of its requirement deadlines. Instructions for downloading all IDIS reports are found in Attachment 6.
- c. If a PJ meets its requirements (100% for commitments and expenditures and 15% or greater for CHDO reservations) on the Headquarters status reports, there is no need to continue to review it or to review the PR27 unless there are extenuating circumstances such as Inspector General (IG) audit findings or known problems with a PJ.

2. **Calculating the CHDO Requirement for PJs with Prior Deobligations:** When calculating the CHDO requirement for a PJ known to have had prior deobligations, use the CHDO Reservation Status Report instead of the PR27. The CHDO Reservation Status Report adds all prior deobligations (regular and CHDO) back into the total authorizations amounts shown in the PR27 to determine the original allocation. The CHDO requirement is calculated as 15% of the original allocation. Prior CHDO deobligations are subtracted from the CHDO requirement reported on the CHDO Reservation Status Report so as not to further penalize PJs that have already had CHDO funds deobligated.

**B. FIELD OFFICE ACTIONS TO BE TAKEN WHEN A PROBLEM MEETING REQUIREMENTS IS IDENTIFIED:**

1. **Prior to Deadline:** Field office staff must notify a PJ in writing *four months before* a deadline if Headquarters reports indicate that the PJ is at risk of missing its deadline. This letter (Attachment 7A) serves to:
  - a. Alert the PJ of an impending deadline.
  - b. Give the PJ an opportunity to set up activities and/or draw down funds in IDIS for which they have documentation.
  - c. Caution the PJ of potential deobligations if action is not taken by the deadline.
  - d. Alert the PJ to the possibility of receiving technical assistance.
2. **After Deadline:**
  - a. After the PJ deadline, field office staff must print the PR27 on the first business day after the commitment, CHDO reservation and/or expenditure deadline is reached so that proof of what was in IDIS at the time of the deadline is preserved.
  - b. The field office must notify a PJ in writing *within 30 days after* a deadline if the Headquarters reports indicate that the PJ has missed one or more of its deadlines. This letter (Attachment 7B) serves to:
    - (1) Request copies of commitment, reservation or expenditure documentation not entered in IDIS by the deadline date.
    - (2) Document that HUD has begun the possible deobligation process.
  - c. The field office reviews documentation not entered in IDIS by the deadline date for acceptability using the guidelines outlined in Section VI. Documentation provided by the PJ and not previously entered in IDIS that is accepted by the field office must be maintained in the office files.
  - d. OAHP can create an ad hoc report listing all activities entered in IDIS after the deadline. This report is used to see if any of the activities entered after the deadline are backed by documentation dated prior to the deadline. Field offices can request this report by contacting their OAHP desk officer.

- e. The field office must notify the OAHP desk officer via e-mail or memorandum if the documentation has been reviewed and is acceptable or unacceptable.

### VIII. DEOBLIGATION PROCESS

The deobligation process begins when the field office determines that a PJ has not met one or more of its deadline requirements.

- A. When field office staff determines that funds should be deobligated, they must send written notification of the proposed deobligation with the completed worksheet (Attachments 8 or 9) to OAHP. This submission must also include a narrative regarding the process the field office followed to determine that a deobligation should occur. For example, the narrative could state the PJ was given an opportunity to supply documentation for activities entered into IDIS after the deadline that are backed by written agreements dated on or prior to the deadline. Additionally, the field office could also state a review of written agreements did not produce valid agreements for activities entered into IDIS. OAHP will review the submission, facilitate discussion with field staff and notify the field via e-mail that the field office may proceed to deobligate funds for a specified amount.
- B. When a deobligation is reviewed by OAHP, it will consider whether a PJ has fully used its 10% administrative cost set-aside. This credit may be applied before determining any amounts for deobligation.
- C. If it is determined that a deobligation is necessary, OAHP will determine the source year(s) with available HOME funds and will block access to the deobligated amount for the source year(s) in IDIS.
- D. Field office staff then prepares a form HUD-40093, or superseding form, entering the source year provided by OAHP in item 7, to deobligate any funds not committed, reserved for CHDOs or expended by the deadline. The form should be completed and sent to the CFO National Accounting Center in Fort Worth, TX for processing no later than 30 days after receiving notification from OAHP to proceed with the deobligation. The deobligation amount should be recorded for *the exact* amount calculated for deobligation. The form can be found on the Internet at <http://www.hudclips.org>.

**Note:** The Department is developing a new grant agreement form entitled "Funding Agreement for Formula Programs," form HUD-1044E, which will be used by all formula grant programs. When issued, form HUD-40093 will no longer be used for HOME grant agreements. Instructions for the new grant agreement form for HOME PJs will be posted on HOME's website at <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/index.cfm> and included in future releases of this notice.

- E.** Upon receipt of the form HUD-40093, the CFO National Accounting Center will deobligate the funds and make them available for reallocation according to Subpart J of the HOME regulations.
- F.** OAHP staff will track the deobligation to ensure that it is processed correctly.

**EXPLANATION OF *CONDITIONAL* HOME COMMITMENT**

Specifically, *conditional* HOME commitment is defined as: Any contractual agreement-signed prior to the completion of the environmental review process between the participating jurisdiction, insular area or state recipient, and a state recipient, subrecipient, contractor, owner or developer, to use a specific amount of HOME funds to produce affordable housing or provide tenant-based rental assistance; or an executed written agreement reserving a specific amount of funds to a community housing development organization or non-profit entity. Responsible entities may enter into an agreement for the conditional commitment of HOME funds for a specific project prior to the completion of the environmental review process. The responsible entity must ensure that any such agreement does not provide the state recipient, subrecipient or contractor any legal claim to any amount of HOME funds to be used for the specific project or site unless and until the site has received environmental clearance. Note: HOME funds that are conditionally committed can be included when determining whether the commitment and CHDO reservation requirements of 24 CFR 92.500 (d) have been met. The following language is acceptable in an otherwise appropriately drafted agreement:

Notwithstanding any provision of this Agreement, the parties hereto agree and acknowledge that this Agreement does not constitute a commitment of funds or site approval, and that such commitment of funds or approval may occur only upon satisfactory completion of environmental review and receipt by [the participating jurisdiction, insular area or state recipient] of a release of funds from the U.S. Department of Housing and Urban Development [or the State of....] under 24 CFR Part 58. The parties further agree that the provision of any funds to the project is conditioned on the [participating jurisdiction, insular area or state recipient's] determination to proceed with, modify or cancel the project based on the results of a subsequent environmental review.

The agreement must also contain a provision prohibiting the state recipient, subrecipient or contractor from undertaking or committing any funds to physical or choice-limiting actions, including property acquisition, demolition, movement, rehabilitation, conversion, repair or construction prior to the environmental clearance, and must indicate that the violation of this provision may result in the denial of any funds under the agreement. The agreement should not contain provisions requiring the execution of a construction contract unless the provision requires prior completion of the environmental clearance and advice from the PJ, insular area or state recipient to proceed with the project and/or proceed with execution of the contract. Provisions such as specific work descriptions and plans or specifications should not be included in a conditional HOME commitment. PJs, insular areas and state recipients are encouraged to keep any conditional HOME commitments short and, if necessary, include more detailed provisions relating to project execution in an unexecuted attachment to avoid the appearance of permission or encouragement to begin undertaking choice-limiting actions.

Any such agreement must be conditional in nature so as not to provide the state, state recipient, subrecipient, contractor, owner or developer a legal claim to any amount of HOME funds to be used for the specific project or site until the environmental review process is satisfactorily completed. Such an agreement must explicitly state that the agreement to provide funds to the project is conditioned on the responsible entity's determination to proceed with, modify or cancel the project based on the results of a subsequent environmental review.



ATTACHMENT 2

IDIS - PR27

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT  
INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM  
STATUS OF HOME GRANTS FOR  
TURNNNVILLE, OH

DATE: 10-18-00  
TIME: 08:38  
PAGE: 1

PJ: TURNNNVILLE, OH

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STATUS OF COMMITMENTS  
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FISCAL YEAR	TOTAL AUTHORIZATION	ADMIN/OP RESERVATION	COMMITMENT REQUIREMENT	RESERVATION	CHDO RESERVATION	CHDO RSVD	OTHER RESERVATIONS	OTHER COMMITMENTS	TOTAL COMMITMENTS	% OF REQ CMTD	% OF AUTH CMTD
1994	500,000.00	75,000.00	425,000.00	425,000.00	85.0	0.00	0.00	0.00	425,000.00	100.0	100.0
1995	437,000.00	43,700.00	393,300.00	65,550.00	15	0.00	327,750.00	393,300.00	393,300.00	100.0	100.0
1996	416,000.00	41,600.00	374,400.00	62,400.00	15	0.00	312,000.00	374,400.00	374,400.00	100.0	100.0
1997	411,000.00	41,100.00	369,900.00	300,000.00	72	0.00	69,900.00	369,900.00	369,900.00	100.0	100.0
1998	440,000.00	65,900.00	374,100.00	66,000.00	15	0.00	145,889.02	211,889.02	211,889.02	56.6	63.1
1999	475,000.00	47,500.00	427,500.00	150,000.00	31	0.00	0.00	150,000.00	150,000.00	35.0	41.5
TOTAL	2,679,000.00	314,800.00	2,364,200.00	1,068,950.00	39.	0.00	855,539.02	1,924,489.02	1,924,489.02	81.4	83.5

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PROGRAM INCOME  
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FISCAL YEAR	RECEIPTS	AMOUNT COMMITTED TO ACTIVITIES	% CMTD	NET DISBURSED	DISBURSED PENDING APPROVAL	TOTAL DISBURSED	% DISB
TOTAL	0.00	0.00	0.0	0.00	0.00	0.00	.0

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STATUS OF DISBURSEMENTS  
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FISCAL YEAR	TOTAL AUTHORIZATION	DISBURSED	RETURNED	NET DISBURSED	DISBURSED PENDING APPROVAL	TOTAL DISBURSED	% DISB	GRANT BALANCE
1994	500,000.00	500,000.00	0.00	500,000.00	0.00	500,000.00	100.0	0.00
1995	437,000.00	437,000.00	0.00	437,000.00	0.00	437,000.00	100.0	0.00
1996	416,000.00	157,323.62	0.00	157,323.62	0.00	157,323.62	37.8	258,676.38
1997	411,000.00	411,000.00	0.00	411,000.00	0.00	411,000.00	100.0	0.00
1998	440,000.00	266,061.73	0.00	266,061.73	0.00	266,061.73	60.4	173,938.27
1999	475,000.00	133,420.38	0.00	133,420.38	0.00	133,420.38	28.0	341,579.62
TOTAL	2,679,000.00	1,904,805.73	0.00	1,904,805.73	0.00	1,904,805.73	71.1	774,194.27

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
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PJ: TURNNNYVILLE, OH

----- HOME PROJECTS COMMITMENTS/DISBURSEMENTS -----

FISCAL YEAR	AUTHORIZED ACTIVITIES	AMOUNT FOR ACTIVITIES	AMOUNT COMMITTED TO ACTIVITIES	% CMTD	DISBURSED	RETURNED	NET DISBURSED	DISBURSED PENDING APPROVAL	TOTAL DISBURSED	% DISB
1994	425,000.00	425,000.00	425,000.00	100.0	425,000.00	0.00	425,000.00	0.00	425,000.00	100.0
1995	393,300.00	393,300.00	393,300.00	100.0	393,300.00	0.00	393,300.00	0.00	393,300.00	100.0
1996	374,400.00	374,400.00	374,400.00	100.0	115,723.62	0.00	115,723.62	0.00	115,723.62	30.9
1997	369,900.00	369,900.00	369,900.00	100.0	369,900.00	0.00	369,900.00	0.00	369,900.00	100.0
1998	374,100.00	211,889.02	211,889.02	56.6	221,000.00	0.00	221,000.00	0.00	221,000.00	59.0
1999	427,500.00	108,365.44	108,365.44	25.3	133,420.38	0.00	133,420.38	0.00	133,420.38	31.2
TOTAL	2,364,200.00	1,882,854.46	1,882,854.46	79.6	1,658,344.00	0.00	1,658,344.00	0.00	1,658,344.00	70.1

----- ADMINISTRATIVE FUNDS -----

FISCAL YEAR	AMOUNT AUTHORIZED	AMOUNT AUTHORIZED FROM PI	% AUTH RESERVED	BALANCE TO RESERVE	TOTAL DISBURSED	% RSVD DISB	AVAILABLE TO DISBURSE
1994	50,000.00	0.00	50,000.00 100.0	0.00	50,000.00	100.0	0.00
1995	43,700.00	0.00	43,700.00 100.0	0.00	43,700.00	100.0	0.00
1996	41,600.00	0.00	41,600.00 100.0	0.00	41,600.00	100.0	0.00
1997	41,100.00	0.00	41,100.00 100.0	0.00	41,100.00	100.0	0.00
1998	44,000.00	0.00	44,000.00 100.0	0.00	23,161.73	52.6	20,838.27
1999	47,500.00	0.00	47,500.00 100.0	0.00	0.00	0.0	47,500.00
TOTAL	267,900.00	0.00	267,900.00 100.0	0.00	199,561.73	74.4	68,338.27

----- CHDO OPERATING FUNDS -----

FISCAL YEAR	AMOUNT AUTHORIZED	AMOUNT AUTHORIZED RESERVED	% AUTH RSVD	BALANCE TO RESERVE	TOTAL DISBURSED	% RSVD DISB	AVAILABLE TO DISBURSE
1994	25,000.00	25,000.00	100.0	0.00	25,000.00	100.0	0.00
1995	21,850.00	0.00	0.0	21,850.00	0.00	0.0	0.00
1996	20,800.00	0.00	0.0	20,800.00	0.00	0.0	0.00
1997	20,550.00	0.00	0.0	20,550.00	0.00	0.0	0.00
1998	22,000.00	21,900.00	99.5	100.00	21,900.00	100.0	0.00
1999	23,750.00	0.00	0.0	23,750.00	0.00	0.0	0.00
TOTAL	133,950.00	46,900.00	35.0	87,050.00	46,900.00	100.0	0.00

IDIS - PR27

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT  
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DATE: 10-18-00  
TIME: 08:38  
PAGE: 3

PJ: TURNNNYVILLE, OH

CHDO RESERVATIONS AND PROJECTS

FISCAL YEAR	CHDO REQUIREMENT	AMOUNT RESERVED TO CHDOS	% REQ RSVD	CHDO FUNDS COMMITTED	% RSV D CMTD	BALANCE TO COMMIT	TOTAL DISBURSED	% DISB	AVAILABLE TO DISBURSE
1994	75,000.00	425,000.00	566.6	425,000.00	100.0	0.00	425,000.00	100.0	0.00
1995	65,550.00	65,550.00	100.0	65,550.00	100.0	0.00	65,550.00	100.0	0.00
1996	62,400.00	62,400.00	100.0	62,400.00	100.0	0.00	46,015.44	73.7	16,384.56
1997	61,650.00	300,000.00	486.6	300,000.00	100.0	0.00	300,000.00	100.0	0.00
1998	66,000.00	66,000.00	100.0	66,000.00	100.0	0.00	66,000.00	100.0	0.00
1999	71,250.00	150,000.00	210.5	108,365.44	72.2	41,634.56	109,000.00	72.6	41,000.00
TOTAL	401,850.00	1,068,950.00	266.0	1,027,315.44	96.1	41,634.56	1,011,565.44	94.6	57,384.56

CHDO LOANS

FISCAL YEAR	AMOUNT AUTHORIZED	AMOUNT RESERVED	AMOUNT COMMITTED	% AUTH CMTD	BALANCE TO COMMIT	TOTAL DISBURSED	% DISB	BALANCE TO DISBURSE
1994	42,500.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1995	6,555.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1996	6,240.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1997	30,000.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1998	6,600.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1999	15,000.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
TOTAL	106,895.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00

CHDO CAPACITY

FISCAL YEAR	AMOUNT AUTHORIZED	AMOUNT RESERVED	AMOUNT COMMITTED	% AUTH CMTD	BALANCE TO COMMIT	TOTAL DISBURSED	% DISB	BALANCE TO DISBURSE
1994	15,000.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1995	13,110.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1996	12,480.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1997	12,330.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1998	13,200.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1999	14,250.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
TOTAL	80,370.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00

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OTHER ENTITY

FISCAL YEAR	AMOUNT RESERVED TO OTHER ENTITIES	% REQ RSVD	AMOUNT COMMITTED	% RSV D CMTD	BALANCE TO COMMIT	TOTAL DISBURSED	% DISB	AVAILABLE TO DISBURSE
1994	0.00	0.0	0.00	0.0	0.00	0.00	0.0	0.00
1995	0.00	0.0	0.00	0.0	0.00	0.00	0.0	0.00
1996	0.00	0.0	0.00	0.0	0.00	0.00	0.0	0.00
1997	0.00	0.0	0.00	0.0	0.00	0.00	0.0	0.00
1998	0.00	0.0	0.00	0.0	0.00	0.00	0.0	0.00
1999	0.00	0.0	0.00	0.0	0.00	0.00	0.0	0.00
TOTAL	0.00	0.0	0.00	0.0	0.00	0.00	0.0	0.00

TOTAL PROGRAM

FISCAL YEAR	GRANT PROGRAM AMOUNT	INCOME AMOUNT	COMMITTED AMOUNT	NET DISBURSED FOR PROJECTS	NET DISBURSED FOR ADMIN/OP	TOTAL DISBURSED	AVAILABLE TO DISBURSE
1994	500,000.00	0.00	425,000.00	425,000.00	75,000.00	500,000.00	0.00
1995	437,000.00	0.00	393,300.00	393,300.00	43,700.00	437,000.00	0.00
1996	416,000.00	0.00	374,400.00	115,723.62	41,600.00	157,323.62	258,676.38
1997	411,000.00	0.00	369,900.00	369,900.00	41,100.00	411,000.00	0.00
1998	440,000.00	0.00	211,889.02	221,000.00	45,061.73	266,061.73	173,938.27
1999	475,000.00	0.00	108,365.44	133,420.38	0.00	133,420.38	341,579.62
TOTAL	2,679,000.00	0.00	1,882,854.46	1,658,344.00	246,461.73	1,904,805.73	774,194.27

BY PERCENT

FISCAL YEAR	GRANT PROGRAM AMOUNT	INCOME AMOUNT	% CMTD PROJ	% DISB PROJ	% DISB AD/OP	% NET DISB	% TOTAL DISB	% AVAIL DISB
1994	500,000.00	0.00	100.0	85.0	15.0	100.0	100.0	0.0
1995	437,000.00	0.00	100.0	90.0	10.0	100.0	100.0	0.0
1996	416,000.00	0.00	100.0	27.8	10.0	37.8	37.8	62.1
1997	411,000.00	0.00	100.0	90.0	10.0	100.0	100.0	0.0
1998	440,000.00	0.00	56.6	50.2	10.2	60.4	60.4	39.5
1999	475,000.00	0.00	25.3	28.0	0.0	28.0	28.0	71.9
TOTAL	2,679,000.00	0.00	70.2	61.9	9.1	71.1	71.1	28.

**STATUS OF HOME GRANTS REPORTS, IDIS (PR27), DATA FIELDS DEFINED**

**Overview**

This report contains financial information on HOME grants, subgrants, and subfunds, including commitment, program income, disbursements, project commitments/disbursements, administrative funds, CHDO operating funds, CHDO reservations and projects, CHDO loans, CHDO capacity building, other entities, and total program.

Grantees will find this report useful in measuring whether they are meeting the program requirement for committing and disbursing HOME grant funds. The report runs for all fiscal years. This report produces 11 sub-reports. When run by a state, the entire report is produced for the state followed by one for each state recipient listed in alphabetical order.

**NOTE:** *When using the PR27 report be reminded that the PR27 report is ongoing and does not freeze data based upon the "as of" date or the requirements deadline date as found in the Headquarters Reports.*

**Column Definitions**

COLUMN	DESCRIPTION
<b>STATUS OF COMMITMENTS</b>	
FISCAL YEAR	The Federal fiscal year, which begins October 1 of the previous calendar year and ends the following September 30. "Total" in this field represents the cumulative amounts of all fiscal years.
TOTAL AUTHORIZATION	For local and state PJs, the grant amount (line of credit amount) given by HUD to the PJ. For state recipients, the amount subgranted by the state to the state recipient.
ADMIN/OP RESERVATION	The amount reserved for Administration (AD fund type) and CHDO Operating Expenses (CO fund type).
COMMITMENT REQUIREMENT	TOTAL AUTHORIZATION minus ADMIN/OP RESERVATION. The amount the PJ must commit to activities excluding Admin. and CHDO Operating activities.
CHDO RESERVATION	The amount reserved (subgranted) to specific CHDOs or subgranted by the state to state recipients from the CHDO Reserve (CR) subfund.
% CHDO RSVD	CHDO RESERVATION divided by TOTAL AUTHORIZATION expressed as a percent.
OTHER RESERVATIONS	The amount of the grant subgranted to other entities (state recipients and subrecipients).
OTHER COMMITMENTS	The amount committed to activities from the local or state grant (EN fund type).
TOTAL COMMITMENTS	CHDO RESERVATION plus OTHER RESERVATIONS plus OTHER COMMITMENTS.
% OF REQ T CMTD	TOTAL COMMITMENTS divided by COMMITMENT REQUIREMENT expressed as a percent.

% OF AUTH CMTD	(TOTAL COMMITMENTS plus ADMIN/OP RESERVATION) divided by TOTAL AUTHORIZATION expressed as a percent.
<b>PROGRAM INCOME (PI)</b>	
FISCAL YEAR	Fiscal year in which PI was received. "Total" in this field represents the cumulative amounts of all fiscal years.
PROGRAM INCOME RECEIPTS	The total amount of PI recorded in IDIS for the HOME Program in the indicated fiscal year.
AMOUNT COMMITTED TO ACTIVITIES	The amount of PI committed to activities in this fiscal year.
% CMTD	AMOUNT COMMITTED TO ACTIVITIES divided by PROGRAM INCOME RECEIPTS expressed as a percent.
NET DISBURSED	The amount drawn down and approved when the current date is the same as or after the draw submit date.
DISBURSED PENDING APPROVAL	The amounts drawn down but not yet approved or drawn down when the current date is prior to draw submit date.
TOTAL DISBURSED	NET DISBURSED plus DISBURSED PENDING APPROVAL.
% DISB	TOTAL DISBURSED divided by PROGRAM INCOME RECEIPTS expressed as a percent.
<b>STATUS OF DISBURSEMENTS</b>	
FISCAL YEAR	The 4-digit year of the HUD grant. "Total" in this field represents the cumulative amounts of all fiscal years.
TOTAL AUTHORIZATION	For local and state PJs, the grant amount (line of credit amount) given by HUD to the PJ. For state recipients, the amount subgranted by the state to the state recipient.
DISBURSED	The amount drawn down and approved when the current date is the same as or after the draw submit date.
RETURNED	The amount drawn down and later returned to the Treasury.
NET DISBURSED	DISBURSED minus RETURNED.
DISBURSED PENDING APPROVAL	The amount drawn down but not yet approved or drawn down when the current date is prior to the draw submit date.
TOTAL DISBURSED	NET DISBURSED plus DISBURSED PENDING APPROVAL.
% DISB	TOTAL DISBURSED divided by TOTAL AUTHORIZATION expressed as a percent.

GRANT BALANCE	TOTAL AUTHORIZATION minus TOTAL DISBURSED.
<b>HOME PROJECTS COMMITMENTS/DISBURSEMENTS</b>	
FISCAL YEAR	The grant year reflected by this line item.
AUTHORIZED FOR ACTIVITIES	TOTAL AUTHORIZATION minus ADMIN/OP RESERVATION. The amount the PJ must commit to activities excluding Admin. and CHDO Operating activities.
AMOUNT COMMITTED TO ACTIVITIES	The amount committed to activities from the grant, subgrants, and subfunds excluding Admin and CHDO Operating (fund types AD and CO).
% CMTD	AMOUNT COMMITTED TO ACTIVITIES divided by AUTHORIZED FOR ACTIVITIES expressed as a percent.
DISBURSED	For those activities included in AMOUNT COMMITTED TO ACTIVITIES, the amount drawn down and approved when the current date is the same as or after the draw submit date.
RETURNED	For those activities included in AMOUNT COMMITTED TO ACTIVITIES, the amount drawn down and later returned to the Treasury.
NET DISBURSED	DISBURSED minus RETURNED.
DISBURSED PENDING APPROVAL	For those activities included in AMOUNT COMMITTED TO ACTIVITIES, the amount drawn down but not yet approved or drawn down when the current date is prior to the draw submit date.
TOTAL DISBURSED	NET DISBURSED plus DISBURSED PENDING APPROVAL.
% DISB	TOTAL DISBURSED divided by TOTAL AUTHORIZATION expressed as a percent.
<b>ADMINISTRATIVE FUNDS</b>	
FISCAL YEAR	The 4-digit year of the HUD grant. "Total" in this field represents the cumulative amounts of all fiscal years.
AMOUNT AUTHORIZED	For local and state PJs, 10 % of the grant amount (line of credit amount) given by HUD to the PJ.
AMOUNT AUTHORIZED FROM PI	For local, state PJs, and state recipients, 10 % of the total amount of PI received for the HOME Program in this fiscal year.
AMOUNT RESERVED	The amount reserved for Administration (AD fund type) or CHDO Operating Expenses (CO fund type).
% OF AUTH RSVD	AMOUNT RESERVED divided by (AMOUNT AUTHORIZED plus AMOUNT AUTHORIZED FROM PI) expressed as a percent.
BALANCE TO RESERVE	AMOUNT AUTHORIZED plus AMOUNT AUTHORIZED FROM PI minus AMOUNT RESERVED.
TOTAL	The amount drawn down from Admin (includes disbursed, returned, and

DISBURSED	pending approval).
% OF RSVD DISB	TOTAL DISBURSED divided by AMOUNT RESERVED expressed as a percent.
AVAILABLE TO DISBURSE	AMOUNT RESERVED minus TOTAL DISBURSED.
<b>CHDO OPERATING FUNDS</b>	
FISCAL YEAR	The 4-digit year of the HUD grant. "Total" in this field represents the cumulative amounts of all fiscal years.
AMOUNT AUTHORIZED	For local and state PJs, a maximum of 5% of the grant amount (line of credit amount) given by HUD to the PJ.
AMOUNT RESERVED	The amount reserved for CHDO Operating Expenses (CO fund type).
% OF AUTH RSVD	AMOUNT RESERVED divided by AMOUNT AUTHORIZED expressed as a percent.
BALANCE TO RESERVE	AMOUNT AUTHORIZED minus AMOUNT RESERVED.
TOTAL DISBURSED	The amount drawn down from CHDO Operating (includes disbursed, returned, and pending approval).
% OF RSVD DISB	TOTAL DISBURSED divided by AMOUNT RESERVED expressed as a percent.
AVAILABLE TO DISBURSE	AMOUNT RESERVED minus TOTAL DISBURSED.
<b>CHDO RESERVATIONS AND PROJECTS</b>	
FISCAL YEAR	The 4-digit year of the HUD grant. "Total" in this field represents the cumulative amounts of all fiscal years.
CHDO REQUIREMENT	For local and state PJs, 15 % of the grant amount (line of credit amount) given by HUD to the PJ (CR fund type).
AMOUNT RESERVED FOR CHDOs	The total amount of the CR fund type subgranted to CHDOs through the IDIS subgrant function.
% OF REQ RSVD	AMOUNT RESERVED TO CHDOs divided by CHDO REQUIREMENT expressed as a percent.
CHDO FUNDS COMMITTED	The amount committed to activities from the CHDO subgrants.
% OF RSVD CMTD	CHDO FUNDS COMMITTED divided by AMOUNT RESERVED TO CHDOs expressed as a percent.
BALANCE TO COMMIT	AMOUNT RESERVED TO CHDOs minus CHDO FUNDS COMMITTED.
TOTAL	The amount drawn down from CHDO Reserved (includes disbursed, returned,



DISBURSED	and pending approval).
% DISB	TOTAL DISBURSED divided by AMOUNT RESERVED TO CHDOs expressed as a percent.
AVAILABLE TO DISBURSE	AMOUNT RESERVED TO CHDOs minus TOTAL DISBURSED.
<b>CHDO LOANS</b>	
FISCAL YEAR	The 4-digit year of the HUD grant. "Total" in this field represents the cumulative amounts of all fiscal years.
AMOUNT AUTHORIZED	<i>CHDO Loans are currently not supported in IDIS.</i>
AMOUNT RESERVED	<i>CHDO Loans are currently not supported in IDIS.</i>
AMOUNT COMMITTED	<i>CHDO Loans are currently not supported in IDIS.</i>
% OF AUTH CMTD	<i>CHDO Loans are currently not supported in IDIS.</i>
BALANCE TO COMMIT	<i>CHDO Loans are currently not supported in IDIS.</i>
TOTAL DISBURSED	<i>CHDO Loans are currently not supported in IDIS.</i>
% DISB	<i>CHDO Loans are currently not supported in IDIS.</i>
BALANCE TO DISBURSE	<i>CHDO Loans are currently not supported in IDIS.</i>
<b>CHDO CAPACITY</b>	
FISCAL YEAR	The 4-digit year of the HUD grant. "Total" in this field represents the cumulative amounts of all fiscal years.
AMOUNT AUTHORIZED	For local and state PJs, a maximum of 20% of the CHDO Set-Aside (AUTHORIZED AMOUNT of the CR fund type), with a maximum amount of \$150,000. CHDO capacity building funds are limited to the first 24 months that the PJ operates in the HOME Program.
AMOUNT RESERVED	The amount reserved for CHDO Capacity (AUTHORIZED AMOUNT of the CC fund type). Note that the CC fund type is a subfund of the CR fund type and counts toward the CHDO requirement.
AMOUNT COMMITTED	The amount committed to activities from the CHDO Capacity subgrants, and subfunds (fund type CC).
% OF AUTH CMTD	AMOUNT COMMITTED divided by AMOUNT AUTHORIZED expressed as a percent.
BALANCE TO COMMIT	AMOUNT RESERVED minus AMOUNT COMMITTED.

TOTAL DISBURSED	The amount drawn down from CHDO Capacity (includes disbursed, returned, and pending approval).
% DISB	TOTAL DISBURSED divided by AMOUNT RESERVED expressed as a percent.
BALANCE TO DISBURSE	AMOUNT RESERVED minus TOTAL DISBURSED.
<b>OTHER ENTITY</b>	
FISCAL YEAR	The 4-digit year of the HUD grant. "Total" in this field represents the cumulative amounts of all fiscal years.
AMOUNT RESERVED TO OTHER ENTITIES	The amount reserved to state recipients and subrecipients (units of local government, public agencies or non-profit organizations not acting as CHDOs).
% OF REQ RSVD	Note that there is no Other Entity Requirement.
AMOUNT COMMITTED	The amount committed to activities from the Other Entity subgrants (fund type SU).
% RSVD CMTD	AMOUNT COMMITTED divided by AMOUNT RESERVED TO OTHER ENTITIES expressed as a percent.
BALANCE TO COMMIT	AMOUNT RESERVED TO OTHER ENTITIES minus AMOUNT COMMITTED.
TOTAL DISBURSED	The amount drawn down from Other Entities subgrants (includes disbursed, returned, and pending approval).
% DISB	TOTAL DISBURSED divided by AMOUNT RESERVED TO OTHER ENTITIES expressed as a percent.
AVAILABLE TO DISBURSE	AMOUNT RESERVED TO OTHER ENTITIES minus TOTAL DISBURSED.
<b>TOTAL PROGRAM</b>	
FISCAL YEAR	The 4-digit year of the HUD grant. "Total" in this field represents the cumulative amount of all fiscal years.
GRANT AMOUNT	For local and state PJs, the grant amount (line of credit amount) given by HUD to the PJ. For state recipients, the amount subgranted by the state to the state recipient.
PROGRAM INCOME AMOUNT	The total amount of PI receipted for the HOME Program in this fiscal year.
COMMITTED AMOUNT	The amount committed to activities from all grants, subgrants, and subfunds except Admin and CHDO Operating (includes all fund types except AD and CO).
NET DISBURSED FOR PROJECTS	The amount drawn down for activities from grants, subgrants, and subfunds except Admin and CHDO Operating. Note that this includes disbursed and returned, but <b>excludes</b> pending approval.

NET DISBURSED FOR ADMIN/OP	The amount drawn down for activities from Admin and CHDO Operating. Note that this includes disbursed and returned, but <b>excludes</b> pending approval.
NET DISBURSED	NET DISBURSED FOR PROJECTS plus NET DISBURSED FOR ADMIN/OP.
TOTAL DISBURSED	The amount drawn down for all activities (includes disbursed, returned, and pending approval).
AVAILABLE TO DISBURSE	GRANT AMOUNT minus TOTAL DISBURSED.
<b>BY PERCENT</b>	
FISCAL YEAR	The 4-digit year of the HUD grant. "Total" in this field represents the cumulative total of all fiscal years.
GRANT AMOUNT	For local and state PJs, the grant amount (line of credit amount) given by HUD to the PJ. For state recipients, the amount subgranted by the state to the state recipient.
PROGRAM INCOME AMOUNT	The total amount of PI received for the HOME Program in this fiscal year.
% CMTD PROJ	COMMITTED AMOUNT divided by (GRANT AMOUNT minus ADMIN/OP RESERVATION) expressed as a percent.
% DISB PROJ	NET DISBURSED FOR PROJECTS divided by (GRANT AMOUNT plus PROGRAM INCOME AMOUNT) expressed as a percent.
%DISB ADMIN/OP	NET DISBURSED FOR ADMIN/OP divided by (GRANT AMOUNT plus PROGRAM INCOME AMOUNT) expressed as a percent.
% NET DISB	NET DISBURSED divided by (GRANT AMOUNT plus PROGRAM INCOME AMOUNT) expressed as a percent.
% TOTAL DISB	TOTAL DISBURSED divided by (GRANT AMOUNT plus PROGRAM INCOME AMOUNT) expressed as a percent.
% AVAIL DISB	AVAILABLE TO DISBURSE divided by (GRANT AMOUNT plus PROGRAM INCOME AMOUNT) expressed as a percent.

## ATTACHMENT 4A

HOME PARTICIPATING JURISDICTIONS  
1999 COMMITMENT STATUS REPORT  
As of 5/31/01

06/25/01

FIELD OFFICE: COLUMBIA

Participating Jurisdiction By Commitment Deadline	1992-1999 Commitment Requirement	Commitments	Program Income	Total Commitments	Shortfall	Percent Committed
03-31-2001						
Santee-Lynches Ho Con, SC	5,053,588	5,138,144	37,307	5,175,452	0	100.0**
05-31-2001						
South Carolina, SC	70,384,334	72,371,872	0	72,371,872	0	100.0
07-31-2001						
Charleston, SC	4,770,200	5,395,700	0	5,395,700	0	100.0
Charleston Co, SC	1,816,000	1,779,426	0	1,779,426	36,574	98.0
Columbia, SC	4,886,500	4,767,561	0	4,767,561	118,939	97.6
Greenville, SC	2,658,300	2,658,300	112,550	2,770,850	0	100.0
Greenville Co, SC	5,654,254	5,955,346	829,505	6,784,851	0	100.0
Spartanburg, SC	2,169,500	2,457,061	69,203	2,526,264	0	100.0
No Deadline in FY 2001						
North Charleston, SC	2,913,000	2,910,121	0	2,910,121	0	*

\* PJ did not receive an allocation until after 1999. Therefore, it has no amount subject to the FY 2001 commitment deadline.

\*\* PJ had prior deobligation.

HOME PARTICIPATING JURISDICTIONS  
1999 CHDO RESERVATION STATUS REPORT  
As of 5/31/01

06/07/01

FIELD OFFICE: COLUMBIA

Participating Jurisdiction By Reservation Deadline	Original Allocation	1992-1999 CHDO Requirement	Total Reservations To CHDOs	Shortfall	Percent Original Allocation Reserved
03-31-2001					
Santee-Lynches Ho Con, SC	6,580,703	826,755	720,200	106,555	10.9**
05-31-2001					
South Carolina, SC	80,869,000	12,130,350	13,860,819	0	17.1
07-31-2001					
Charleston, SC	5,182,000	777,300	973,954	0	18.8
Charleston Co, SC	1,988,000	298,200	308,100	0	15.5
Columbia, SC	5,435,000	815,250	704,100	111,150	13.0
Greenville, SC	2,973,000	445,950	1,086,800	0	36.6
Greenville Co, SC	6,640,000	996,000	1,143,215	0	17.2
Spartanburg, SC	2,431,000	364,650	574,375	0	23.6
No Deadline in FY 2001					
North Charleston, SC	2,958,000	443,700	443,700		*

\* PJ did not receive an allocation until after 1999. Therefore, it has no amount subject to the FY 2001 reservation deadline.

\*\* PJ had prior CHDO deobligation.

HOME PARTICIPATING JURISDICTIONS  
1996 DISBURSEMENT STATUS REPORT  
As of 5/31/01

06/07/01

FIELD OFFICE: COLUMBIA

Participating Jurisdiction By Disbursement Deadline -----	1992-1996 Disbursement Requirement -----	Total Drawn To Date* -----	Shortfall -----	Percent Drawn -----
03-31-2001 -----				
South Carolina, SC	48,619,000	65,641,302	0	100.0
06-30-2001 -----				
Charleston, SC	3,240,000	4,335,330	0	100.0
Columbia, SC	3,361,000	4,184,301	0	100.0
Greenville Co, SC	4,152,000	6,662,387	0	100.0
North Charleston, SC	2,508,000	2,816,160	0	100.0
07-31-2001 -----				
Greenville, SC	2,212,000	2,493,906	0	100.0
Spartanburg, SC	1,272,000	2,190,873	0	100.0
No Deadline in FY2001 -----				
Charleston Co, SC	0	0		**
Santee-Lynches Ho Con, SC	2,830,353	5,901,372		**

\* Includes program income.

\*\* PJ did not receive an allocation until after 1996. Therefore, it has no amount subject to the FY 2001 disbursement deadline.

## DEFINITIONS FOR HEADQUARTERS REPORTS

### A. COMMITMENT STATUS REPORT

1. "As of" Date: The date the IDIS report was generated and reflects all of the PJ's IDIS data as of the download date.
2. "PJ By Commitment Deadline": PJs listed in ascending order of their commitment deadlines. The commitment deadline occurs 24 months after the last day of the month in which the funds were obligated (a.k.a. Congressional release date). To determine the commitment deadline, add 24 months to last day of the month in Item 12 of the executed form HUD-40093, Funding Approval and HOME Investment Partnerships Agreement.
3. "Commitment requirement": The cumulative total of all the PJ's grant allocations (original allocations minus any deobligations) minus the cumulative total of administrative and CHDO operating expenses. This sum is set aside in IDIS from the first year the PJ received HOME funds through 24 months prior to the commitment deadline.
4. "Commitments": The sum of 1) the PJ's HOME funds that have been committed to specific activities 2) funds set aside for CHDO capacity building and 3) funds reserved for CHDOs, state recipients and subrecipients by the "as of" date.

**Note:** To avoid double counting, this field does not include commitments to specific activities made by CHDOs, state recipients and subrecipients. These activities are counted as part of funds reserved for CHDOs, state recipients and subrecipients.

5. "Program Income": For purposes of the report, PI is limited to the cumulative amount of PI receipts disbursed by the "as of" date.
6. "Total Commitments": Total commitments are the total of commitments plus program income.
7. "Shortfall": Commitment Requirement minus Total Commitments.
8. "Percent Committed": Total commitments divided by the commitment requirement.

**Note:** Total commitments can be greater than the required commitment, however the percent committed is capped at 100%.

### B. CHDO RESERVATION STATUS REPORT

**Note:** Insular areas are not included in this report because they are not subject to a CHDO reservation requirement (24 CFR Part 92.64 (c)).

1. "As of" Date: The date the report was generated and reflects all of the PJ's IDIS data as of the download date.

2. “PJ By Reservation Deadline”: For each PJ, the last day of the month of the obligation plus two years (Congressional release date) found in block 12 of the form HUD-40093.
3. “Original Allocation”: The cumulative sum of grant amounts provided to the PJ for the period from program inception through 24 months prior to the PJ Commitment Deadline.
4. “CHDO Requirement”: 15% of the cumulative original allocation to be reserved for CHDOs after subtracting any CHDO deobligations.
5. “Total Reservations to CHDOs”: The amount of actual reservations made for CHDOs by the “as of” date. This amount may exceed the 15% requirement.
6. “Shortfall”: CHDO Requirement minus Total Reservation to CHDOs.
7. “Percent Original Allocation Reserved”: Total reservations to CHDOs divided by the CHDO requirement.

**Note:** If a PJ had a prior CHDO deobligation, it may have met its CHDO requirement with a percentage less than 15%. Prior CHDO deobligations are subtracted from the CHDO requirement. If total reservations to CHDOs are greater than or equal to the CHDO requirement, the PJ has met its requirement.

### C. DISBURSEMENT STATUS REPORT

1. “As of” Date: The date the report was generated and reflects all of the PJ’s IDIS data as of the download date.
2. “PJ By Disbursement Deadline”: The last day of the month of the obligation plus five years (Congressional release date) found in block 12 of the form HUD-40093.
3. “Disbursement Requirement”: The cumulative sum of original allocations minus any deobligations from program inception through the period ending five years prior to the PJ Disbursement Deadline.
4. “Total Drawn to Date”: The cumulative sum of amounts drawn through IDIS from program inception and program income disbursed to activities by the “as of” date or the PJ by Disbursement Deadline date, whichever is earlier.
5. “Shortfall”: Disbursement Requirement minus Total Drawn to Date.
6. “Percent Drawn”: The Total Drawn to Date divided by the Disbursement Requirement.

**Note:** Total drawn to date can be greater than the disbursement requirement, however the percent drawn is limited to 100%.



**IDIS Download Instructions**

Prior to running a report in IDIS, HUD Field office and Headquarters staff should be sure that they have installed the **ALLIDIS.bat** file on their G drive. It is essential that you have this file loaded to run a successful report. This .bat file will allow HUD staff to download IDIS reports given their method of connectivity to the HUD mainframe. (If you do not have this .bat file, contact the CPD TAU at 800-273-5573).

1. Select **option E** (Reports Menu) from the Main Menu. Press **Enter**.
2. Type **01** at the prompt, and press **Enter**. This will take you to the Report Selection screen.
3. Press **F1** to bring up the PJ list table. Enter the Region and Field office Number and PJ name that you wish to run a report on. Press **Enter**. Tab to the PJ name. Place an “x” next to the UOG code and number of the PJ that you wish to run a report on. Press **Enter**. You will return to the Report Selection screen. (**NOTE:** Press Shift **F7** to move one screen back of Shift **F8** to move one screen forward).
4. Place an “x” next to the report that you wish to download and an “i” under the priority category to indicate that the report is to run immediately. Press **Enter**. Press **F9** and look for the message “Report Submitted” at the bottom of the page. Press **F8**. This takes you to the “Report Status” screen.
5. Type “D” next to the reports that have a “ready” status, and press **Enter**. The status will change to “wait”, Press **Enter**, the status will change to “ready”. You are now ready to download the report.
6. Click **Start** from the Program Manager or use your mouse to **minimize** the IDIS session.
7. Now, find the **DOS** icon. It can usually be found under accessories “**MS DOS**”.
8. At the DOS prompt, indicate the G drive by typing:  
“G:\”, and then press **Enter**.

**NOTE:** If the user has the ALLIDIS.bat file installed on a drive other than G, substitute that drive for G in these instructions. For example, if the ALLIDIS.bat file is loaded on the user’s C drive, at the DOS prompt indicate the C drive by typing “C:\” and then pressing **Enter**.

9. At the DOS prompt, indicate the G:\drive. Then type **ALLIDIS**, (space), (**your IDIS User ID**), (space), **Password**, (space), and **P** for Production or **R** for Pre-Production, and press **Enter**.

Example: G:\ALLIDIS CO1793 Driver p

10. Upon completing a successful download, the following message will appear:

Deleting old take file.  
Beginning download of new take file.  
Loading TCP/IP stack and utilities...  
Transferring file...  
Transfer appeared successful...check c:\FTFTP.L  
Unloading TCP/IP stack and utilities...  
Setting up to process take file.  
Please wait...  
Loading TCP/IP stack and utilities...  
Processing c:IDIS.TAK command file...  
Process appeared successful...check c:\FTFTP.L

Type **EXIT** and press Enter to return to your Program Manager.

(An unsuccessful download will contain a message string that says "transfer failed". If this happens, type EXIT and try running your report again).

11. Once you are back at your Program Manager, go to your Word application and open the report as a file. You will find the report as a file of the root of your c:\drive with a ".rpt" suffix. Once you have pulled up the file, select the whole report Select All and change the font style to "Courier" and the font size to "8". Finally, change your "page setup" to "landscape".

Once you have done the above, you will want to save the report and perhaps put it in a different folder on your c:\ or a:\ drive. You may even want to create a folder on your directory for each of your PJs.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Office of Community Planning and Development

Subject: HOME Program  
1999 Funds [**select appropriate**] (Commitment / Reservation/Expenditure) Deadline

Please be advised that our records indicate that you are in danger of missing your [**select appropriate**] (commitment / reservation / expenditure) deadline, which occurs on (deadline date). If not [**select appropriate**] (committed / reserved / expended) within the [**select appropriate**] (24-month/5 year period), the funds will be deobligated.

The HOME Program [**select appropriate**] (statute / regulation) provides that [**select appropriate**] (HOME funds are available to participating jurisdictions (PJs) for commitment to affordable housing for a period of 24 months after the last day of the month in which the Department of Housing and Urban Development (HUD) notifies the PJ of HUD's execution of the HOME Investment Partnerships Grant Agreement / a minimum of 15 percent of each PJ's allocation must be reserved for investment in housing to be developed, sponsored, or owned by community housing development organizations (CHDOs) during the 24-month period after the last day of the month in which the Department of Housing and Urban Development (HUD) notifies the PJ of HUD's execution of the HOME Investment Partnerships Grant Agreement/HOME funds are available for expenditure for a period of 5 years after the last day of the month in which the Department of Housing and Urban Development (HUD) notifies the PJ of HUD's execution of the HOME Investment Partnerships Grant Agreement). These provisions are implemented by regulation at 24 CFR 92.500(d).

Attached you will find a [**select appropriate**] (Commitment and CHDO Reservation Requirement Worksheet / Expenditure Requirement Worksheet), indicating the 1999 [**select appropriate**] (total commitment requirement amount / CHDO reservation requirement amount / expenditure amount), as well as the amount [**select appropriate**] (committed / reserved / expended), as reported in IDIS as of \_\_\_\_\_. This information can also be found monthly on the Headquarters Status Reports, which are posted monthly on the Internet by the 15<sup>th</sup> day of the following month at <http://www.hud.gov/cpd/home/funds/prod.html>.

Prior to the requirement deadline, we are giving you the opportunity to update IDIS with any agreements not previously recorded and to identify and correct errors in IDIS.

If you have any questions or require assistance, please contact \_\_\_\_\_,  
Community Planning & Development Representative at \_\_\_\_\_, or via E-mail at  
\_\_\_\_\_@hud.gov.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Office of Community Planning and Development

Subject: HOME Program  
1999 Funds **[select appropriate]** (Commitment / Reservation / Expenditure) Deadline

Please be advised that our records indicate that you have missed your **[select appropriate]** (commitment / reservation / expenditure) deadline, which occurs on (deadline date). Due to **[select appropriate]** (statutory / regulatory) requirements delineated below, any funds that have not been **[select appropriate]** (committed / reserved / expended) within the **[select appropriate]** (24-month / 5 year period) shall be subject to the deobligation process.

The HOME Program **[select appropriate]** (statute / regulation) provides that **[select appropriate]** (HOME funds are available to participating jurisdictions (PJs) for commitment to affordable housing for a period of 24 months after the last day of the month in which the Department of Housing and Urban Development (HUD) notifies the PJ of HUD's execution of the HOME Investment Partnerships Grant Agreement/a minimum of 15 percent of each participating jurisdiction's (PJ's) allocation must be reserved for investment in housing to be developed, sponsored, or owned by community housing development organizations (CHDOs) during the 24-month period after the last day of the month in which the Department of Housing and Urban Development (HUD) notifies the PJ of HUD's execution of the HOME Investment Partnerships Grant Agreement/HOME funds are available for expenditure for a period of 5 years after the last day of the month in which the Department of Housing and Urban Development (HUD) notifies the participating jurisdiction (PJ) of HUD's execution of the HOME Investment Partnerships Grant Agreement). These provisions are implemented by regulation at 24 CFR 92.500(d).

Attached you will find a **[select appropriate]** (Commitment and CHDO Reservation Requirement Worksheet / Expenditure Requirement Worksheet), indicating the 1999 **[select appropriate]** (total commitment requirement amount / CHDO reservation requirement amount / expenditure amount), as well as the amount **[select appropriate]** (committed / reserved / expended), as reported in IDIS as of \_\_\_\_\_.

In order to prevent the deobligation of these funds, please provide this office with documentation of any **[select appropriate]** (commitments / reservations / expenditures) that occurred before the deadline that was not entered into IDIS prior to the deadline. We request this information within \_\_\_\_\_ days of the date of this letter. HUD Notice CPD \_\_\_\_\_ explains acceptable documentation in Section V.

If you have any questions or require assistance, please contact \_\_\_\_\_, Community Planning & Development Representative at \_\_\_\_\_, or via E-mail at \_\_\_\_\_@hud.gov.

**Commitment and CHDO Reservation Requirement Worksheet  
Summary of FY \_\_\_\_\_ HOME Funds**

Name of Participating Jurisdiction:

---

Deadline for Committing and Reserving Funds:

---

<b>Part A - Commitments (If commitment requirement is met, proceed to Part B)</b>
---

**Total Commitment Requirement:**

1. FY \_\_\_\_\_ commitment requirement \$ \_\_\_\_\_  
(Enter the commitment requirement amount from the HQ Commitment Status Report).

**Total Commitments:**

2. Total of HOME funds committed in IDIS: \$ \_\_\_\_\_  
(Enter the total commitments from the HQ Commitment Status Report).

3. Total of HOME funds committed by the following **not entered in IDIS:**

- a. Written Agreements and contracts \$ \_\_\_\_\_
- b. Evidence of construction start \$ \_\_\_\_\_
- c. CHDO Reservation documentation \$ \_\_\_\_\_
- d. Program Income \$ \_\_\_\_\_

Total documentation not entered in IDIS (Sum of 3a through 3d) \$ \_\_\_\_\_

4. Total Commitments (Sum of lines 2 and 3): \$ \_\_\_\_\_

**Balance:**

5. Part A line 1 minus Part A line 4. (If negative, enter zero here and on Part C line 1). \$ \_\_\_\_\_

**Part B - CHDO Requirement (If CHDO reservation requirement is met, proceed to Part C)**

**Total CHDO Requirement:**

1. FY \_\_\_\_\_ CHDO Requirement: \$ \_\_\_\_\_  
(Enter from the HQ CHDO Reservation Status Report).

**Total Reservations:**

2. Total of CHDO funds reserved in IDIS: \$ \_\_\_\_\_  
(Enter the Total Reservations to CHDOs from the HQ CHDO Reservation Status Report).

3. Total of CHDO funds reserved or committed by the following **not entered in IDIS**: \$ \_\_\_\_\_

4. Total CHDO Reservations (Sum of lines 2 and 3): \$ \_\_\_\_\_

**Balance to be Deobligated and Reallocated by Competition for CHDOs:**

5. Part B line 1 minus Part B line 4.  
(If negative enter zero here and on Part C line 2) \$ \_\_\_\_\_

**Part C - Deobligation Amounts**

1. To be deobligated and reallocated by formula  
Part A line 5 minus Part B line 5 \$ \_\_\_\_\_

2. To be deobligated and reallocated by competition for CHDO  
Part B Line 5 \$ \_\_\_\_\_

---

Prepared by: \_\_\_\_\_ at: \_\_\_\_\_ in \_\_\_\_\_  
Telephone number Field Office

**Expenditure Requirement Worksheet  
Summary of FY \_\_\_\_\_ HOME Funds**

Name of Participating Jurisdiction: \_\_\_\_\_

Deadline for Expending Funds: \_\_\_\_\_

**Total Expenditure Requirement:**

1. FY \_\_\_\_ Expenditure Requirement. (Enter the Disbursement Requirement from the HQ Disbursement Status Report). \$ \_\_\_\_\_

**Total Expenditures:**

2. Total expenditures through the expenditure deadline. (Enter the Total Drawn to Date from the HQ Disbursement Status Report). \$ \_\_\_\_\_

3. Enter amount of program **expenditures not yet charged to the HOME allocation** (drawn through IDIS) (Amount of any data found in the financial ledgers): \$ \_\_\_\_\_

4. Total Expenditures (Sum line 2 and 3). \$ \_\_\_\_\_

**Balance of Expenditures to be Deobligated:**

5. Line 1 minus line 4. If negative, enter zero. \$ \_\_\_\_\_

---

Prepared by: \_\_\_\_\_ at: \_\_\_\_\_ in \_\_\_\_\_  
Telephone number \_\_\_\_\_ Field Office

**A Model for Field Office Monitoring – Baltimore, Maryland**

At the Baltimore field office, the staff has modeled the HOME progress monitoring process on the CDBG timeliness process. This example differs from the guidance in this notice in that it is a more stringent model. Field offices are welcome to develop their own system as long as it meets the minimum requirements laid out in this notice.

The Baltimore HOME progress monitoring regime consists of review of expenditures, CHDO reservations, and commitments each year at six months prior to the deadlines, and then, if necessary, three months prior and one month before the applicable deadlines. Because there may be different approval months for different PJs and, for example, the 1996 and 1999 grant years for a particular PJ, there could be several different deadlines. Generally it is never that complicated, but it does require more tracking than the CDBG timeliness review process.

Each PJ would get a letter on expenditures and a separate letter on CHDO reservations and commitments summarizing the review conclusions as of six months prior to the deadline. If a grantee has already met the target amount for any of these three requirements, the letter serves as a pat on the back for the achievement. If not, the letter identifies the current shortfall. The review is documented on a worksheet the field office designed (Attachments 10 A & B). It is completed and signed by the PJ's representative at six months, three months (if needed), one month (if needed), and at the deadline. The Program Manager also concurs on the actual deadline compliance determination worksheet.

The Baltimore field office has a formatted model letter for both expenditures (Attachments 10 C & D) and for commitments/CHDO reservations (Attachments 10 E & F) which is used at six months prior to a deadline to tell the grantee of their deadline status. The letter reminds the PJ of the approval date and the five-year or 24-month deadline, as appropriate, reviews how progress is measured, then gives the particular monetary target (for example, \$xxx expenditures needed by date X) and describes progress to date in meeting the target (for example, "You have already exceeded the target with six months to go." or "You have a current potential shortfall of \$xxx."). The IDIS C04PR27 Status of HOME grants is the data source (See Section VII, part A, number 2 of this notice for calculating the CHDO requirement for PJs with prior deobligations).

For CHDO reservations and commitments, Baltimore has had occasion to send three-month letters (Attachment 10 G), using the same source and in the same basic format. If a PJ met the commitment deadline as of six months prior, the representative only addresses CHDO reservations in the three-month letter. For any PJ which does not meet one of the targets as of three months prior, the field office also does what it calls a "one-month alert," (Attachment 10 H) one month prior, checking on progress for the previously unmet goal. The six-month, three-month, and one-month letters are signed by the Program Manager. The compliance determination letter is signed by the CPD Director.

For further information regarding this model and the following sample documents, call Charles E. Halm at (410) 962-2520 ext. 3049.



**HOME Program  
Expenditure Compliance Worksheet  
Allocation Year 1996**

**Participating Jurisdiction:** \_\_\_\_\_

Approval Letter Date for Allocation Year: \_\_\_/\_\_\_/\_\_\_\_\_

Expenditure Deadline for Allocation Year: \_\_\_/\_\_\_/\_\_\_\_\_

Date of IDIS Report C04PR27 (Status of HOME Grants): \_\_\_/\_\_\_/\_\_\_\_\_

Type of Review:        \_\_\_ Six-Month Review  
                             \_\_\_ Three-Month Review  
                             \_\_\_ One-Month Alert  
                             \_\_\_ Compliance Determination

Sum of Grants, 1992 to 1996 (Allocation Year) = \$ \_\_\_\_\_

Total Net Disbursed = \$ \_\_\_\_\_ [from C04PR27, Status of Disbursements table,  
column five (Net Disbursed)]

Does total net disbursed equal or exceed the sum of grants, 1992-1996?

\_\_\_ Yes    \_\_\_ No

If "Yes," participating jurisdiction has complied with the expenditure requirement at paragraph 92.500(d)(1)(C) of the HOME Program regulations.

If "No," participating jurisdiction has not complied with the expenditure requirement; refer to appropriate notice for actions to be taken (for Compliance Determination only).

Staff Person Conducting Review

Reviewer: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_  
(signature)

Concurrence (for Compliance Determination only)

Program Manager: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_  
(signature)

**HOME Program**  
**CHDO Reservation and Commitment Compliance Worksheet**  
**Allocation Year 1999**

**Participating Jurisdiction:** \_\_\_\_\_

Approval Letter Date for Allocation Year: \_\_\_/\_\_\_/\_\_\_

Compliance Deadline for Allocation Year: \_\_\_/\_\_\_/\_\_\_

Date of IDIS Report C04PR27 (Status of HOME Grants): \_\_\_/\_\_\_/\_\_\_

Type of Review:        \_\_\_ Six-Month Review  
                              \_\_\_ Three-Month Review  
                              \_\_\_ One-Month Alert  
                              \_\_\_ Compliance Determination

CHDO Reservation Requirement [not applicable: \_\_\_ ]

Sum of Grants, 1992 to 1999 = \$ \_\_\_\_\_

[from addition of applicable grant amounts listed on C04PR27, Status of Commitments table, column one (Total Authorization)]

Sum of Grants, 1992-1999 \$ \_\_\_\_\_

Multiplied by \_\_\_\_\_ .15

Equals CHDO Reservation Requirement \$ \_\_\_\_\_

[For Baltimore County, omit preceding steps; 1999 CHDO Reservation Requirement =  
 \$ \_\_\_\_\_ (reflects previous reductions)]

Total CHDO Reservations = \$ \_\_\_\_\_

[from C04PR27, Status of Commitments table, column five (CHDO Reservation)]

Do total CHDO reservations equal or exceed the CHDO reservation requirement?

\_\_\_ Yes    \_\_\_ No

If "Yes," participating jurisdiction has complied with the CHDO reservation requirement at paragraph 92.500(d)(1)(A) of the HOME Program regulations.

CHDO Reservation Requirement (cont.)

If "No," participating jurisdiction does not appear to have complied with the CHDO reservation requirement, based on information included in the Integrated Disbursement and Information System; refer to appropriate notice for actions to be taken (for Compliance Determination only).

Commitment Requirement [not applicable:  ]

Commitment Requirement, 1992 to 1999 = \$ \_\_\_\_\_  
[from addition of applicable commitment requirement amounts listed on C04PR27, Status of Commitments table, column four (Commitment Requirement)]

[For Baltimore County omit preceding step; Commitment Requirement = \$ \_\_\_\_\_ (reflects previous reductions)]

Total Commitments = \$ \_\_\_\_\_  
Plus Program Income Disbursed = \$ \_\_\_\_\_  
Equals Eligible Commitments = \$ \_\_\_\_\_

[Total Commitments from C04PR27, Status of Commitments table, column nine (Total Commitments); Program Income Disbursed from C04PR27, Program Income table, column five (Net Disbursed)]

Do total commitments equal or exceed the commitment requirement?

Yes       No

If "Yes," participating jurisdiction has complied with the commitment requirement at paragraph 92.500(d)(1)(B) of the HOME Program regulations.

If "No," participating jurisdiction does not appear to have complied with the commitment requirement, based on information included in the Integrated Disbursement and Information System; refer to appropriate notice for actions to be taken (for Compliance Determination only).

Staff Person Conducting Review

Reviewer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
(signature)

Concurrence (for Compliance Determination only)

Program Manager: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
(signature)



**U.S. Department of Housing and Urban  
Development**

Maryland State Office  
City Crescent Building  
10 South Howard Street, 5th Floor  
Baltimore, MD 21201-2528  
<http://www.hud.gov/local/bal/balhome.html>

**[Stamp Date] HOME 1996 Expenditures Six-Month Model Letter – 10 C**

Ms. Kathleen M. Koch  
Executive Director  
Arundel Community Development Services, Inc.  
2660 Riva Road Suite 210  
Annapolis, MD 21401

Dear Ms. Koch:

**SUBJECT: HOME Investment Partnerships (HOME) Program  
Grant No. M-96-UC-24-0200  
Anne Arundel County, Maryland  
Six-Month Progress in Complying with Expenditure Requirement**

The HOME Program final rule at paragraph 92.500(d)(1)(C) provides for grant reduction for a particular grant if a participating jurisdiction does not expend all grant funds by a particular date. That date is five years after the last day of the month in which HUD notifies the participating jurisdiction of HUD's execution of the HOME grant agreement for that grant. This requirement exists to ensure that participating jurisdictions make timely use of HOME funds to produce affordable housing.

On July 18, 1996, this Office notified Anne Arundel County that HUD had executed the grant agreement for the County's Federal Fiscal Year (FY) 1996 HOME grant. Consequently, the deadline to expend funds for the FY 1996 grant is July 31, 2001.

In accordance with Notice CPD-00-02, HUD assesses compliance on a cumulative basis. For example, to assess compliance with the expenditure requirement for the FY 1996 grant, HUD would compare expenditures for all grants through July 31, 2001, to the sum of FY 1992-FY 1996 grants.

The HOME Program regulations at paragraph 92.550(b) require HUD to periodically review expenditure rates. It is the policy of this Office to alert participating jurisdictions of progress in this regard prior to the expenditure deadline. This letter reports on your progress toward meeting the expenditure requirement through January 31, 2001, six months prior to the July 31, 2001, deadline.

Progress in Complying with FY 1996 Expenditure Requirement

The sum of the FY 1992-FY 1996 HOME grant awards is \$3,916,000; this amount is the expenditure requirement target for the County's FY 1996 grant. This Office's review of Integrated Disbursement and Information System (IDIS) data through the end of January 2001 shows expenditures for all HOME grants totaling \$xxxxxx. The County has exceeded its expenditure requirement target for its FY 1996 grant six months before the deadline. Congratulations on this achievement. [or] Based on cumulative expenditures through January 31, 2001, the County has a current expenditure shortfall of \$xxxxxx, as compared to the expenditure requirement target for your FY 1996 grant.

If there are any questions concerning this matter, please contact Robert N. Cummings, Community Planning and Development Representative, at (410) 962-2520, extension 3025.

Sincerely,

Charles Halm  
Program Manager

cc:

Dr. Susan Kleinberg

**C:WORD:HOME-GEN::HOME 1999 Expenditures Six-Month Model Letter:  
01292001:HALM**

**Please prepare a letter, for my signature, for each of your PJs at the pertinent time.  
Address the letter to the principal HOME program contact with copies to other pertinent  
PJ staff.**

**Please file when signed in Official Files HOME FY 2001 Monitoring file for each PJ and in  
the Chron. Please also provide me with a copy of the letter.**



**U.S. Department of Housing and Urban  
Development**

Maryland State Office  
City Crescent Building  
10 South Howard Street, 5th Floor  
Baltimore, MD 21201-2528  
<http://www.hud.gov/local/bal/balhome.html>

[stamp date] **HOME 1996 Expenditure Compliance Model Letter –10 D**

Ms. Kathleen M. Koch  
Executive Director  
Arundel Community Development Services, Inc.  
2660 Riva Road Suite 210  
Annapolis, MD 21401

Dear Ms. Koch:

**SUBJECT: HOME Investment Partnerships (HOME) Program  
Grant No. M-96-UC-24-0200  
Anne Arundel County, Maryland  
Compliance with Expenditure Requirement**

The HOME Program final rule at paragraph 92.500(d)(1)(C) provides for grant reduction for a particular grant if a participating jurisdiction does not expend all grant funds by a particular date. That date is five years after the last day of the month in which HUD notifies the participating jurisdiction of HUD's execution of the HOME grant agreement for that grant. This requirement exists to ensure that participating jurisdictions make timely use of HOME funds to produce affordable housing.

On July 18, 1996, this Office notified Anne Arundel County that HUD had executed the grant agreement for the County's Federal Fiscal Year (FY) 1996 HOME grant. Consequently, the deadline to commit project funds and to make CHDO reservations for the FY 1996 grant was July 31, 2001. [for 1996 these dates are as follows: AACO – 7/18/1996 & 7/31/2001; BCY – 8/22/1996 & 8/31/2001; BCO – 7/12/1996 & 7/31/2001; MD – 10/8/1996 & 10/31/2001; HARCO – N/A (no 1996 grant)]

In accordance with Notice CPD-00-02, HUD determines compliance on a cumulative basis. For example, to determine compliance with the expenditure requirement for the FY 1996 grant, HUD would compare expenditures (measured by net disbursements recorded in the Integrated Disbursement and Information System) for all grants as of July 31, 2001, to the amount available for expenditure from the FY 1992-FY 1996 grants. [for Baltimore County, add the following sentence:] For Baltimore County, these cumulative targets have been adjusted to account for the fact that its FY 1995 and FY 1996 HOME grants were reduced.

Compliance with Expenditure Requirement

The sum of the FY 1992-FY 1996 grant awards is ~~\$3,916,000~~; this amount is the expenditure requirement target for the County's FY 1996 grant. **[But, for Baltimore County, first sentence should instead read:]** The County's cumulative expenditure requirement for FY 1992-FY 1996 is \$9,470,000. This Office's review of Integrated Disbursement and Information System (IDIS) net disbursement data through the end of July 2001 shows expenditures for all HOME grants totaling \$x,xxx,xxx.xx. The County exceeded its expenditure requirement target for its FY 1996 grant by the deadline and continues to be in compliance with paragraph 92.500(d)(1)(C).

This Office congratulates the County for meeting the HOME Program expenditure requirement for its FY 1996 grant.

If there are any questions concerning this matter, please contact Robert N. Cummings, Community Planning and Development Representative, at (410) 962-2520, extension 3025.

Sincerely,

Joseph J. O'Connor  
Director  
Community Planning and Development

cc:

Dr. Susan Kleinberg

C/Word/HOME-Gen::HOME 1996 Expenditure Compliance Model Letter:08022001;  
rev08062001:HALM

**Sum of 1992-1996 grant awards:**

AACO	\$ 3,916,000
BCY	\$38,344,000
BCO	\$ 9,470,000 (adjusted for grant reductions)
HARCO	n/a (first grant was 1997; no expenditure test in 2001)
MD	\$27,825,000

Please prepare this letter based on IDIS data included on the appropriate C04PR27 report. Also prepare the HOME Program Expenditures Compliance Worksheet for the grantee. Forward the letter for signature with the report and worksheet. When the letter is signed, file the concurrence copy of the letter in the grantee's HOME FY 2001 Monitoring file with the report and the compliance worksheet; also file the letter in the Chron and make me a copy.



**U.S. Department of Housing and Urban  
Development**

Maryland State Office  
City Crescent Building  
10 South Howard Street, 5th Floor  
Baltimore, MD 21201-2528  
<http://www.hud.gov/local/bal/balhome.html>

**Date HOME 1999 Commitment & CHDO Reservation Compliance Model Letter – 10 E**

Ms. Kathleen M. Koch  
Executive Director  
Arundel Community Development Services, Inc.  
2660 Riva Road Suite 210  
Annapolis, MD 21401

**Dear Ms. Koch:**

**SUBJECT: HOME Investment Partnerships (HOME) Program  
Grant No. M-99-UC-24-0200  
Anne Arundel County, Maryland  
Six-Month Progress in Complying with CHDO Reservation and  
Commitment Requirements**

The HOME Program final rule at paragraphs 92.500(d)(1)(A) and (B) provides for grant reduction for a particular grant if a participating jurisdiction does not commit all program funding and does not reserve at least 15 percent of grant funds to community housing development organizations (CHDOs) by a particular date. That date is 24 months after the last day of the month in which HUD notifies the participating jurisdiction of HUD's execution of the HOME grant agreement for that grant. These requirements exist to ensure that participating jurisdictions make timely use of HOME funds to produce affordable housing.

On July 27, 1999, this Office notified Anne Arundel County that HUD had executed the grant agreement for the County's Federal Fiscal Year (FY) 1999 HOME grant. Consequently, the deadline to commit project funds and to make CHDO reservations for the FY 1999 grant is July 31, 2001.

In accordance with Notice CPD-00-02, HUD determines compliance on a cumulative basis. For example, to determine compliance with the commitment requirement for the FY 1999 grant, HUD would compare commitments for all grants as of July 31, 2001, to the amount available for commitment from the FY 1992-FY 1999 grants. **[for Baltimore County, add following:]** For Baltimore County, these cumulative targets have been adjusted to account for the fact that its FY 1995 and FY 1996 HOME grants were reduced.





U.S. Department of Housing and Urban  
Development

Maryland State Office  
City Crescent Building  
10 South Howard Street, 5th Floor  
Baltimore, MD 21201-2528  
<http://www.hud.gov/local/bal/balhome.html>

Date **HOME 1999 Commitment & CHDO Reservation Compliance Model Letter – 10 E**

Ms. Kathleen M. Koch  
Executive Director  
Arundel Community Development Services, Inc.  
2660 Riva Road Suite 210  
Annapolis, MD 21401

Dear Ms. Koch:

SUBJECT: HOME Investment Partnerships (HOME) Program  
Grant No. M-99-UC-24-0200  
Anne Arundel County, Maryland  
Six-Month Progress in Complying with CHDO Reservation and  
Commitment Requirements

The HOME Program final rule at paragraphs 92.500(d)(1)(A) and (B) provides for grant reduction for a particular grant if a participating jurisdiction does not commit all program funding and does not reserve at least 15 percent of grant funds to community housing development organizations (CHDOs) by a particular date. That date is 24 months after the last day of the month in which HUD notifies the participating jurisdiction of HUD's execution of the HOME grant agreement for that grant. These requirements exist to ensure that participating jurisdictions make timely use of HOME funds to produce affordable housing.

On July 27, 1999, this Office notified Anne Arundel County that HUD had executed the grant agreement for the County's Federal Fiscal Year (FY) 1999 HOME grant. Consequently, the deadline to commit project funds and to make CHDO reservations for the FY 1999 grant is July 31, 2001.

In accordance with Notice CPD-00-02, HUD determines compliance on a cumulative basis. For example, to determine compliance with the commitment requirement for the FY 1999 grant, HUD would compare commitments for all grants as of July 31, 2001, to the amount available for commitment from the FY 1992-FY 1999 grants. [for Baltimore County, add following:] For Baltimore County, these cumulative targets have been adjusted to account for the fact that its FY 1995 and FY 1996 HOME grants were reduced.

The HOME Program regulations at paragraph 92.550(b) require HUD to periodically review commitment and CHDO reservation rates. It is the policy of this Office to alert participating jurisdictions of progress in this regard prior to the commitment/CHDO reservation deadline. This letter reports on your progress toward meeting the commitment and CHDO reservation requirements through January 31, 2001, six months prior to the July 31, 2001, deadline.

#### Progress in Complying with CHDO Reservation Requirement

Fifteen percent of the sum of FY 1992-FY 1999 grant awards is \$xxxxxxx; this amount is the CHDO reservation requirement target for the County's FY 1999 grant. **[But, for Baltimore County, paragraph's first sentence should instead read:]** The County's cumulative CHDO reservation target for its FY 1999 grant is \$2,157,498. **[language revised 2/15/2001]** This Office's review of Integrated Disbursement and Information System (IDIS) data through January 31, 2001, shows CHDO reservations for all HOME grants totaling \$xxxxxxx. The County has exceeded its CHDO reservation requirement target for its FY 1999 grant six months before the deadline. Congratulations on this achievement. **[or]** Based on CHDO reservations through January 31, 2001, the County has a current CHDO reservation shortfall of \$xxxxxxx, as compared to the requirement target amount.

#### Progress in Complying with Commitment Requirement

Funds available for commitment are those funds in a particular grant which have not been subgranted for administration or for CHDO operating costs. The funds available for commitment for the County's FY 1992-FY 1999 grants total \$xxxxxxx; this amount is the commitment requirement target for the County's FY 1999 grant. **[But, for Baltimore County, this second sentence should instead read:** The County's cumulative commitment requirement for FY 1992-FY 1999 is \$xxxxxxx.] This Office's review of Integrated Disbursement and Information System (IDIS) data through January 31, 2001, shows cumulative commitments for all HOME grants totaling \$xxxxxxxxx. These cumulative commitments include CHDO reservations totaling \$xxxxxxx, other reservations totaling \$xxxxxxx **[or, for Baltimore City and Harford County, substitute the following:]** no other reservations. and other commitments totaling \$xxxxxxx. The County has exceeded its commitment requirement target for its FY 1999 grant six months before the deadline. Congratulations on this achievement. **[or]** Based on commitments through January 31, 2001, the County has a current commitment shortfall of \$xxxxxxx, as compared to the requirement target amount.

If there are any questions concerning this matter, please contact Robert N. Cummins, Community Planning and Development Representative, at (410) 962-2520, extension 3023.

Sincerely,

Charles Halm  
Program Manager

cc:

[REDACTED]

**C:WORD:HOME-GEN::HOME 1999 Comm & CHDO Res Six-Month Model Letter.CEH**

**Please prepare a letter, for my signature, for each of your PJs at the pertinent time.  
Address the letter to the principal HOME program contact with copies to other pertinent  
PJ staff.**

**Please file when signed in HOME FY 2001 Monitoring file for each PJ and in the Chron.  
Please also provide my with a copy of the letter.**



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Maryland State Office  
City Crescent Building  
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Baltimore, MD 21201-2528  
<http://www.hud.gov/local/bal/balhome.html>

**[date] HOME 1999 Commitment & CHDO Reservation Compliance Model Letter - 10 F**

Ms. Kathleen M. Koch  
Executive Director  
Arundel Community Development Services, Inc.  
2660 Riva Road Suite 210  
Annapolis, MD 21401

Dear Ms. Koch:

SUBJECT: HOME Investment Partnerships (HOME) Program  
Grant No. M-99-UC-24-0200  
Anne Arundel County, Maryland  
Compliance with CHDO Reservation and Commitment Requirements

The HOME Program final rule at paragraphs 92.500(d)(1)(A) and (B) provides for grant reduction for a particular grant if a participating jurisdiction does not commit all program funding and does not reserve at least 15 percent of grant funds to community housing development organizations (CHDOs) by a particular date. That date is 24 months after the last day of the month in which HUD notifies the participating jurisdiction of HUD's execution of the HOME grant agreement for that grant. These requirements exist to ensure that participating jurisdictions make timely use of HOME funds to produce affordable housing.

On July 27, 1999, this Office notified Anne Arundel County that HUD had executed the grant agreement for the County's Federal Fiscal Year (FY) 1999 HOME grant. Consequently, the deadline to commit project funds and to make CHDO reservations for the FY 1999 grant was July 31, 2001. **[these dates are same for AACO, BCO, and HARCO; for BCY, they are 10/1/1999 and 10/31/2001; for MD, they are 8/10/1999 and 8/31/2001]**

In accordance with Notice CPD-00-02, HUD determines compliance on a cumulative basis. For example, to determine compliance with the commitment requirement for the FY 1999 grant, HUD would compare commitments for all grants as of July 31, 2001, to the amount available for commitment from the FY 1992-FY 1999 grants. **[for Baltimore County, add the following sentence:]** For Baltimore County, these cumulative targets have been adjusted to account for the fact that its FY 1995 and FY 1996 HOME grants were reduced.

### Compliance with CHDO Reservation Requirement

Fifteen percent of the FY 1992-FY 1999 grant awards is \$914,700; this amount is the CHDO reservation requirement target for the County's FY 1999 grant. **[But, for Baltimore County, first sentence should instead read:]** The County's cumulative CHDO requirement for FY 1992-FY 1999 is \$2,157,498. This Office's review of Integrated Disbursement and Information System (IDIS) data through the end of July 2001 shows CHDO reservations for all HOME grants totaling \$x,xxx,xxx.xx. The County exceeded its CHDO reservation requirement target for its FY 1999 grant by the deadline and continues to be in compliance with paragraph 92.500(d)(1)(A).

### Compliance with Commitment Requirement

Funds available for commitment are those funds in a particular grant which have not been subgranted for administration or for CHDO operating costs. The funds available for commitment for the County's FY 1992-FY 1999 grants total \$5,488,000; this amount is the commitment requirement target for the County's FY 1999 grant. **[But, for Baltimore County, this second sentence should instead read:]** The County's cumulative commitment requirement for FY 1992-FY 1999 is \$13,778,118. This Office's review of Integrated Disbursement and Information System (IDIS) data through the end of July 2001 shows cumulative commitments for all HOME grants totaling \$x,xxx,xxx.xx. These cumulative commitments include CHDO reservations totaling \$x,xxx,xxx.xx, other reservations totaling \$xxx,xxx.xx **[or, for Harford County and Baltimore City, substitute the following:]** no other reservations, other commitments totaling \$x,xxx,xxx.xx, and net disbursed program income of \$xxx,xxx.xx. **[or, if none, substitute the following:]** no net disbursed program income. **[do not include \$72,000 reported HARCO program income; funds are actually first-year local buy-in]** The County has exceeded its commitment requirement target for its FY 1999 grant by the deadline and continues to be in compliance with paragraph 92.500(d)(1)(B).

This Office congratulates the County for meeting the HOME Program CHDO reservation and commitment requirements for its FY 1999 grant.

If there are any questions concerning this matter, please contact Robert N. Cummings, Community Planning and Development Representative, at (410) 962-2520, extension 3025.

Sincerely,

Joseph J. O'Connor  
Director  
Community Planning and Development

cc:  
Dr. Susan Kleinberg

**CHDO reservation targets for 1999 (15% of 1992-1999 grants):**

AACO	\$ 914,700
BCY	\$9,160,500
BCO	\$2,157,498 (adjusted for grant reductions)
HARCO	\$ 204,900
MD	\$6,969,450

**Commitment targets for 1999 (funds available for projects, 1992-1999):**

AACO	\$ 5,488,100
BCY	\$55,941,528
BCO	\$13,778,118 (adjusted for grant reductions)
HARCO	\$ 1,247,200
MD	\$40,619,430

**Please prepare this letter based on IDIS data included on the appropriate C04PR27 report. Also prepare the HOME Program CHDO Reservation and Commitment Compliance Worksheet for the grantee. Forward the letter for signature with the report and worksheet. When the letter is signed, file the concurrence copy of the letter in the grantee's HOME FY 2001 Monitoring file with the report and the compliance worksheet; also file the letter in the Chron and make me a copy.**



**U.S. Department of Housing and Urban  
Development**

Maryland State Office  
City Crescent Building  
10 South Howard Street, 5th Floor  
Baltimore, MD 21201-2528  
<http://www.hud.gov/local/bal/balhome.html>

**[date] HOME 1999 Commitment & CHDO Reservation Three-Month Model Letter - 10 G**

Mr. James R. Majors  
Director Multi-family and Commercial Development  
Baltimore City Department of Housing  
and Community Development  
417 East Fayette Street Suite 1036  
Baltimore, Maryland 21202

**Dear Mr. Majors:**

**SUBJECT: HOME Investment Partnerships (HOME) Program  
Grant No. M-99-MC-24-0200  
Baltimore, Maryland  
Three-Month Progress in Complying with CHDO Reservation and  
Commitment Requirements**

The HOME Program final rule at paragraphs 92.500(d)(1)(A) and (B) provides for grant reduction for a particular grant if a participating jurisdiction does not commit all program funding and does not reserve at least 15 percent of grant funds to community housing development organizations (CHDOs) by a particular date. That date is 24 months after the last day of the month in which HUD notifies the participating jurisdiction of HUD's execution of the HOME grant agreement for that grant. These requirements exist to ensure that participating jurisdictions make timely use of HOME funds to produce affordable housing.

On October 1, 1999, this Office notified Baltimore that HUD had executed the grant agreement for the City's Federal Fiscal Year (FY) 1999 HOME grant. Consequently, the deadline to commit project funds and to make CHDO reservations for the FY 1999 grant is October 31, 2001. [for 1999 these dates are same for AACO, BCO, and HARCO, 7/27/1999 & 7/31/2001; for BCY, they are 10/1/1999 and 10/31/2001; for MD, they are 8/10/1999 and 8/31/2001]

In accordance with Notice CPD-00-02, HUD determines compliance on a cumulative basis. For example, to determine compliance with the commitment requirement for the FY 1999 grant, HUD would compare commitments for all grants as of October 31, 2001, to the amount available for commitment from the FY 1992-FY 1999 grants. [for Baltimore County, add the following sentence:] For Baltimore County, these cumulative targets have been adjusted to account for the fact that its FY 1995 and FY 1996 HOME grants were reduced.

The HOME Program regulations at paragraph 92.550(b) require HUD to periodically review commitment and CHDO reservation rates. It is the policy of this Office to alert participating jurisdictions of progress in this regard periodically prior to the commitment/CHDO reservation deadline. We reported to you on the status of commitments and CHDO reservations six months before the deadline in our May 7, 2001, letter; that letter stated that the City had already met the CHDO reservation requirement but had a commitment shortfall as of April 30, 2001. This letter reports on your progress toward meeting the commitment and CHDO reservation requirements through July 31, 2001, three months prior to the October 31, 2001, deadline.

Progress in Complying with CHDO Reservation Requirement

**[omit heading and paragraph if CHDO reservation target was met at six-month point]**

Fifteen percent of the sum of FY 1992-FY 1999 grant awards is \$xxxxxxx; this amount is the CHDO reservation requirement target for the City's FY 1999 grant. **[But, for Baltimore County, paragraph's first sentence should instead read:]** The County's cumulative CHDO reservation target for its FY 1999 grant is \$2,157,498. This Office's review of Integrated Disbursement and Information System (IDIS) data through July 31, 2001, shows CHDO reservations for all HOME grants totaling \$xxxxxxx. The City has exceeded its CHDO reservation requirement target for its FY 1999 grant three months before the deadline. Congratulations on this achievement. **[or]** Based on CHDO reservations through July 31, 2001, the City has a current CHDO reservation shortfall of \$xxxxxxx, as compared to the requirement target amount.

Progress in Complying with Commitment Requirement

**[omit heading and paragraph if CHDO reservation target was met at six-month point]**

Funds available for commitment are those funds in a particular grant which have not been subgranted for administration or for CHDO operating costs. The funds available for commitment for the City's FY 1992-FY 1999 grants total \$xxxxxxx; this amount is the commitment requirement target for the City's FY 1999 grant. **[But, for Baltimore County, this second sentence should instead read:** The County's cumulative commitment requirement for FY 1992-FY 1999 is \$xxxxxxx.] This Office's review of Integrated Disbursement and Information System (IDIS) data through July 31, 2001, shows cumulative commitments for all HOME grants totaling \$xxxxxxxxx. These cumulative commitments include CHDO reservations totaling \$xxxxxxx, other reservations totaling \$xxxxxxx **[or, for Baltimore City and Harford County, substitute the following:]** no other reservations, and other commitments totaling \$xxxxxxx, and program income expenditures of \$xxxxx. The City has exceeded its commitment requirement target for its FY 1999 grant three months before the deadline. Congratulations on this achievement. **[or]** Based on commitments through July 31, 2001, the City has a current commitment shortfall of \$xxxxxxx, as compared to the requirement target amount.



If there are any questions concerning this matter, please contact Robert N. Cummings, Community Planning and Development Representative, at (410) 962-2520, extension 3025.

Sincerely,

Charles Halm  
Program Manager

cc:

JoAnn Copes  
Peter L. Matthews

**C:WORD:HOME-GEN::HOME 1999 Comm & CHDO Res Three-Month Model Letter.CEH:rev08062001:HALM**

**CHDO reservation targets for 1999 (15% of 1992-1999 grants):**

AACO	\$ 914,700
BCY	\$9,160,500
BCO	\$2,157,498 (adjusted for grant reductions)
HARCO	\$ 204,900
MD	\$6,969,450

**Commitment targets for 1999 (funds available for projects, 1992-1999):**

AACO	\$ 5,488,100
BCY	\$55,941,528
BCO	\$13,778,118 (adjusted for grant reductions)
HARCO	\$ 1,247,200
MD	\$40,619,430

**Please prepare a letter, for my signature, for each of your PJs at the pertinent time. Address the letter to the principal HOME program contact with copies to other pertinent PJ staff.**

**Please file the appropriate C04PR27 report, worksheet, and letter in HOME FY 2001 Monitoring file for each PJ and in the Chron. Please also provide me with a copy of the letter.**



**U.S. Department of Housing and Urban  
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Maryland State Office  
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Baltimore, MD 21201-2528  
<http://www.hud.gov/local/bal/balhome.html>

**10 H**

**[Date] HOME 1999 Commitment & CHDO Reservation One Month Alert Model Letter**

Mr. James R. Majors  
Director Multi-family and Commercial Development  
Baltimore City Department of Housing  
and Community Development  
417 East Fayette Street Suite 1036  
Baltimore, Maryland 21202

Dear Mr. Majors:

SUBJECT: HOME Investment Partnerships (HOME) Program  
Grant No. M-99-MC-24-0200  
Baltimore, Maryland  
Progress Alert concerning Compliance with CHDO Reservation and  
Commitment Requirements

The HOME Program final rule at paragraphs 92.500(d)(1)(A) and (B) provides for grant reduction for a particular grant if a participating jurisdiction does not commit all program funding and does not reserve at least 15 percent of grant funds to community housing development organizations (CHDOs) by a particular date. That date is 24 months after the last day of the month in which HUD notifies the participating jurisdiction of HUD's execution of the HOME grant agreement for that grant. These requirements exist to ensure that participating jurisdictions make timely use of HOME funds to produce affordable housing.

On October 1, 1999, this Office notified Baltimore that HUD had executed the grant agreement for the City's Federal Fiscal Year (FY) 1999 HOME grant. Consequently, the deadline to commit project funds and to make CHDO reservations for the FY 1999 grant is October 31, 2001.

In accordance with Notice CPD-00-02, HUD determines compliance on a cumulative basis. For example, to determine compliance with the commitment requirement for the FY 1999 grant, HUD would compare commitments for all grants as of October 31, 2001, to the amount available for commitment from the FY 1992-FY 1999 grants. **[for Baltimore County, add following:]** For Baltimore County, these cumulative targets have been adjusted to account for the fact that its FY 1995 and FY 1996 HOME grants were reduced.

The HOME Program regulations at paragraph 92.550(b) require HUD to periodically review commitment and CHDO reservation rates. It is the policy of this Office to alert participating jurisdictions of progress in this regard periodically prior to the commitment/CHDO reservation deadline. We reported to you on the status of commitments and CHDO reservations six months before the deadline in our May 7, 2001, letter; that letter stated that the City had already met the CHDO reservation requirement but had a commitment shortfall as of April 30, 2001. Our Month xx, 2001, letter reported on progress in meeting the commitment requirement and the CHDO reservation requirement three months prior to the deadline; it stated that the City had still not met the commitment requirement and/or the CHDO reservation requirement.

We are concerned as to whether the City would be able to meet the commitment requirement and/or the CHDO reservation requirement. This letter reports on your progress toward meeting the commitment requirement and the CHDO reservation requirement through Month xx, 2001, one month prior to the July 31, 2001, deadline. You should consider it as our alert that the City appears to be in jeopardy of losing HOME funds through its inability to meet the commitment requirement and/or the CHDO reservation requirement.

#### Progress in Complying with CHDO Reservation Requirement

**[omit heading and paragraph if CHDO reservation target met at six-month point]**

Fifteen percent of the sum of FY 1992-FY 1999 grant awards is \$xxxxxx; this amount is the CHDO reservation requirement target for the City's FY 1999 grant. **[But, for Baltimore County, paragraph's first sentence should instead read:]** The County's cumulative CHDO reservation target for its FY 1999 grant is \$2,157,498. **[language revised 2/15/2001]** This Office's review of Integrated Disbursement and Information System (IDIS) data through Month xx, 2001, shows CHDO reservations for all HOME grants totaling \$xxxxxx. Based on CHDO reservations through Month xx, 2001, the City has a current CHDO reservation shortfall of \$xxxxxx, as compared to the requirement target amount. Please take every appropriate action to meet this requirement as soon as possible.

#### Progress in Complying with Commitment Requirement

**[omit heading and paragraph if CHDO reservation target met at six-month point]**

Funds available for commitment are those funds in a particular grant which have not been subgranted for administration or for CHDO operating costs. The funds available for commitment for the City's FY 1992-FY 1999 grants total \$xxxxxxx; this amount is the commitment requirement target for the City's FY 1999 grant. **[But, for Baltimore County, this second sentence should instead read:** The County's cumulative commitment requirement for FY 1992-FY 1999 is \$xxxxxxx.] This Office's review of Integrated Disbursement and Information System (IDIS) data through Month xx, 2001, shows cumulative commitments for all HOME grants totaling \$xxxxxxx. These cumulative commitments include CHDO reservations totaling \$xxxxxx, other reservations totaling \$xxxxxxx **[or, for Baltimore City and Harford County, substitute the following:]** no other reservations, and other commitments totaling \$xxxxxxx, and program income expenditures of \$xxxxx. Based on commitments through Month xx, 2001, the City has a current commitment shortfall of \$xxxxxxx, as compared

to the requirement target amount. Please take every appropriate action to meet this requirement as soon as possible.

If there are any questions concerning this matter, please contact Robert N. Cummings, Community Planning and Development Representative, at (410) 962-2520, extension 3025.

Sincerely,

Charles Halm  
Program Manager

cc:

JoAnn Copes  
Peter L. Matthews

**C:WORD:HOME-GEN::HOME 1999 Comm & CHDO Res One Month Alert Model Letter.CEH**

**Prepare a letter, for Program Manager's, for each applicable PJ at the pertinent time. Address the letter to the principal HOME program contact with copies to other pertinent PJ staff.**

File this letter when signed in HOME FY 2001 Monitoring file for each PJ and in the Chron. Please also provide the Program Manager with a copy of the letter.