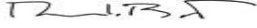


PROGRAM GUIDANCE

PROGRAM: Indian Housing Block Grant

FOR: All Area Offices of Native American Programs

FROM: 
Rodger J. Boyd, Deputy Assistant Secretary for Native American Programs, PN

TOPIC: Procedures for Using HUD-718, Funds Commitment Form

Purpose: The purpose of this guidance is to clarify the instructions on using the form HUD-718 (05/2004), Funds Commitment Form, when committing funds for the Indian Housing Block Grant (IHBG) program.

Completing the Form: After a form HUD-185, Fund Assignment, is issued to the Area Office of Native American Programs (ONAP) and an Indian Housing Plan (IHP) is received, the Grants Management (GM) staff will complete a form HUD-718 for each IHBG recipient, so that the funds are committed with the Chief Financial Officer (CFO).

Funds can only be committed once an IHP is received, but should not be done later than August 1st of each year.

A basic summary of the instructions follows:

- Line 1a - insert the Federal Fiscal Year and the program name – example: FFY 2012 Indian Housing Block Grant Program. Next line, insert proposed recipient name, use the BIA *Federal Register* list for the IHBG recipient's name.
- Line 1b - insert grant number – example, 55IH1012345. Check the IHP carefully to determine if this is a tribal (IT), or a tribally designated housing entity (IH) submission.
- Line 3 - leave blank.
- Line 4 - insert the name and title of the GM staff member who prepared the form.
- Line 5 - column A – insert appropriation code (example: 862/60313 or 86X0313-11) for the IHBG program.
- Line 5 - column B - Insert Fiscal Year indicator and Allotment code. This code is generated once the form HUD-185 is entered into the system. The Budget Office can give you these codes.
- Line 5 - column C - insert PAS Code (example: NHB – NAHASDA).

- Line 5 - column D - insert the region and the Area ONAP office code, as follows:
 - ✓ Alaska – 10/94
 - ✓ Eastern/Woodlands – 05/93
 - ✓ Northern Plains – 08/91
 - ✓ Northwest – 10/97
 - ✓ Southern Plains – 06/95
 - ✓ Southwest – 09/99

- Line 5 - column E - leave blank, unless the GM staff is amending that year's grant to add funds.
- Line 5 - column F - use only to show a decrease or increase in funds for that year's existing grant.
- Line 5 - column G - column E, plus or minus column F.
- Line 6 - insert purpose, i.e., initial commitment, increase or decrease, or cancelled.
- Line 7a/b - date and signature of Funds Control Officer – (designated GM staff person)
- Lines 8a/b/c - optional, or may be signature and title of GM Director, and date.
- Lines 8d/e/f - signature, title (Area Administrator) and date.

Processing Procedures: After the form HUD-718 is signed by the Funds Control Officer and the recommending official (Team Leader or GM Division Director), the Administrator reviews the form HUD-718 to verify that the request is within legal use of the funds, and that it is consistent with available funding as shown on the form HUD-185. Then the Administrator signs and dates in 8d/e/f.

The form is then sent to the CFO via fax or mail:

817-978-5748 or 817-978-5752; or

U.S. Department of Housing and Urban Development
Chief Financial Officer
801 Cherry St., Unit #45, Ste. 2500
Fort Worth, TX 76102

Either method is acceptable, but do not send in a hard copy after you fax a copy to the CFO.

The CFO creates the commitment in PAS/LOCCS for the tribe or the tribally designated housing entity. The CFO will ensure that funds are committed within 3 workdays of the date of receipt. The GM Specialist will check screen Q41 in LOCCs to verify that funds were committed. The GM Specialist or other Area ONAP staff shall file the executed form HUD-718 in the recipient's file.

After the form HUD-718 has been executed, data must be entered in the Performance Tracking Database (PTD). This includes the date the form is signed by the Administrator, the date the form is processed by the CFO, and the amount of funds reserved by the CFO.

Changes to form HUD-718: If funds are reserved and a grant agreement has not been executed by ONAP and the tribe, and the grant number for a recipient needs to be changed from IT to IH, or IH to IT, then the Area ONAP must prepare two forms HUD-718 – one to decrease the amount of funds from one code, and another to increase the funds under the revised grant number. The signature process outlined above will remain the same. However, once the Area Administrator signs the forms,

they will be forwarded to the Headquarters (HQ) GM Director either by mail, email, or fax. The HQ GM Director will send the forms to the CFO for further processing.

If the funds are reserved and a grant agreement has been executed by ONAP and the tribe, and the grant number for a recipient needs to be changed from IT to IH, or IH to IT, the Area ONAP must prepare a package of the following documents: the original signed grant agreement along with the new grant agreement, and the resolution from the recipient for the change from IT to IH, or IH to IT. This package will be forwarded to the HQ GM Director either by mail, email, or a fax. The HQ GM Director will send the package to the CFO for the transfer of funds.

If you have questions regarding the above procedures, please contact Diane Robb, Grants Management Specialist, at (303) 675-1618.

Attachment

Funds Commitment Form

U.S. Department of Housing
and Urban Development

| | |
|---|--|
| 1a. Description of Proposed Use of Funds: | 1b. Identification No. (RFP, Contract, IAA, Grant, etc.) |
| Proposed Recipient Name (If known): | 2. Date of Preparation: (mm/dd/yyyy) |
| 3. Commitment No: | 4. Name & Title of Funds Control Officer: |

5. Funding & Accounting Classification

| Account Symbol/ Apportionment Line Code A | Allotment Holder/ Allotment Line Code (Program class/Object class) B | Program Code C | Organization Code(s) D | Commitment Outstanding E | Increase (Decrease) F | Net Amount G |
|--|--|-----------------------|----------------------------------|------------------------------------|---------------------------------|---------------------|
| | | | | \$0.00 | \$0.00 | \$0.00 |
| | | | | \$0.00 | \$0.00 | \$0.00 |
| | | | | \$0.00 | \$0.00 | \$0.00 |
| | | | | \$0.00 | \$0.00 | \$0.00 |
| | | | | \$0.00 | \$0.00 | \$0.00 |
| | | | | \$0.00 | \$0.00 | \$0.00 |
| | | | | \$0.00 | \$0.00 | \$0.00 |
| | | | | \$0.00 | \$0.00 | \$0.00 |
| Net Totals | | | | \$0.00 | \$0.00 | \$0.00 |

6. Purpose of This Action (Check applicable boxes)

- a. Initial Commitment
- b. Increase or (Decrease) Commitment (amendment no: _____)
- c. Cancel Commitment (bracket amount in 5E)

7. I certify the funds identified in Block 5 are authorized for the purpose identified in Block 1a, and those funds are available for obligation.

| | |
|------------------------|--|
| 7a. Date: (mm/dd/yyyy) | 7b. Signature of Funds Control Officer: X _____ |
|------------------------|--|

8. Senior Level Approvals To Be Completed by Originating Office

| | |
|---|--|
| a. Requesting Official (Optional): (signature) X | d. Approving Official (Required): (signature) X |
| b. Title: | e. Title: |
| c. Date: (mm/dd/yyyy) | f. Date: (mm/dd/yyyy) |

9. For Accounting Use Only

- Funds Available and Commitment Recorded or Adjusted to Amount Shown in 5G
- Funds Not Available

By: _____ Date: _____

10. Comments: