



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 07-06

Issued: June 1, 2007
Expires: June 1, 2008

Cross Reference: 24 CFR Part 92

Supersede: CPD Notice 01-13

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

| Table of Contents | Page |
|--|-------------|
| I. Purpose..... | 2 |
| II. General Information..... | 2 |
| III. Definitions..... | 3 |
| IV. Reports..... | 5 |
| V. Program Income..... | 5 |
| VI. Compliance with Deadline Requirements..... | 6 |
| VII. Documentation..... | 9 |
| VIII. Field Office Monitoring..... | 10 |
| IX. Deobligation Process..... | 12 |

Attachments

| | |
|--|----|
| 1. Deadline Compliance Status Report..... | 14 |
| 2. Deadline Compliance Status Reports - Data Fields Defined..... | 15 |
| 3. Status of HOME Grants Report, IDIS (PR27)..... | 16 |
| 4. Status of HOME Grants Report, IDIS (PR27), Data Fields Defined..... | 25 |
| 5. IDIS Download Instructions..... | 32 |
| 6. Sample Letters to PJ | |
| A. Letter Prior to Deadline..... | 41 |
| B. Letter After Deadline..... | 43 |
| 7. Commitment and CHDO Reservation Requirement Worksheet..... | 45 |
| 8. Expenditure Requirement Worksheet..... | 47 |

I. PURPOSE

The HOME Investment Partnerships Program is unique in that the statute states that the Participating Jurisdictions (PJs) lose their right to HOME funds that are not committed within 24 months or reserved to community housing development organizations (CHDOs) within 24 months. HUD has no authority to permit PJs to keep these funds and HUD must deobligate them. The HOME program also has a five year expenditure deadline. The purpose of this notice is to describe the deadline requirements and the processes involved for deobligating funds that do not meet the requirements.

The notice will:

- 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. Provide clarification regarding the treatment of program income in relation to a PJ's commitment and expenditure requirements.
- D. 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 (42 U.S.C. 12771) of the Act states:
“ (a) 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....”
“ (b) RECAPTURE and REUSE. If any funds reserved under subsection (a) subsection(A) remain uninvested for a period of 24 months, then the Secretary shall deduct such funds from the line of credit in the participating jurisdiction’s HOME Investment Trust Fund and make such funds available by direct reallocation....”

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 Treasury account 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.

III. DEFINITIONS

- A. Commitment:** The HOME Program regulation, found at 24 CFR 92.2 - Definitions, fully defines the term “commitment” to mean:

- “(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), of this definition.*
- (2) Commit to a specific local project, 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 set-up 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.”

NOTE: For purposes of the commitment deadline, a “commitment” may be conditioned upon satisfactory completion of an environmental review and an environmental release of funds.

- B. CHDO RESERVATION:** Within 24 months after HUD notifies the PJ of HUD’s execution of the HOME Investment Partnerships Agreement, the PJ must reserve not less than 15 percent of the HOME allocation for investment only in housing to be developed, sponsored, or owned by CHDOs. For a State, the HOME allocation includes funds reallocated under 24 CFR 92.451(c)(2)(i) and for a unit of general local government, funds transferred from a State under 24 CFR 92.102(b). The funds are reserved when a PJ enters into a written agreement with the CHDO. The funds must be provided to a CHDO, its subsidiary, or a partnership of which it or its subsidiary is the managing general partner. See 24 CFR 92.300 (a) – (f) for further explanation.
- C. EXPENDITURE:** The HOME Program regulations incorporate sections of 24 CFR Part 85 “Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.” The definitions for Part 85 define outlays (expenditures) as “charges made to the project or program”. This includes payment of eligible costs of state recipients, and subrecipients, that have an executed agreement with the PJ to carry out HOME activities.
- D. PROGRAM INCOME:** The HOME program regulation found at 24 CFR 92.2 defines program income as the “gross income received by the PJ, State recipient, or a subrecipient directly generated from the use of HOME funds or matching contributions.”
- E. WRITTEN AGREEMENTS:** The HOME Program regulations state that “before disbursing any HOME funds to any entity, the PJ must enter into a written agreement with that entity. Before disbursing any HOME funds to any entity, a State recipient, subrecipient, or contractor which is administering all or a part of the HOME program on behalf of the PJ, must also enter into a written agreement with that entity.” The written agreement must ensure compliance with the requirements of 24 CFR Part 92. See 24 CFR 92.504 (c) for provisions required in a written agreement.

IV. REPORTS

- A. DEADLINE COMPLIANCE STATUS REPORT:** The monthly status report, issued by HUD Headquarters, provides HUD field office staff with the data necessary to make commitment, CHDO reservation and expenditure determinations (Attachment 1). Headquarters typically posts the report on the Internet at www.hud.gov/homeprogram/ prior to the 15th day of each month. This report identifies the amounts required to be committed, reserved to CHDOs, and expended by each PJ as well as progress made committing, reserving to CHDOs, and expending HOME funds through the date of the report as reported in IDIS. Attachment 2 provides a definition of the data sources for each field in the Deadline Compliance Status reports.
- B. INTEGRATED DISBURSEMENT INFORMATION SYSTEM (IDIS) REPORT CO4PR27 – STATUS OF HOME GRANTS REPORT:** The PR27 provides detailed data on each PJ's fiscal year allocations. Review of the PR27 helps field office and PJ staff to determine fiscal years in which there has been little or no commitment, CHDO reservation, or expenditure of HOME funds. This report is used in conjunction with the Deadline Compliance Status Report, when a PJ has not met its commitment, CHDO reservation, or expenditure requirements. In the case of a deobligation, review of the PR27 can help identify funds available for deobligation.

Attachment 3 provides an example of a PR27 and Attachment 4 defines the PR27 data sources.

V. PROGRAM INCOME

This section clarifies the use of program income in meeting commitment, CHDO reservation, and expenditure requirements. The statutory commitment and CHDO reservation requirements and regulatory expenditure requirement are based on grant funds made available to a PJ and funds in the PJ's United States Treasury account, respectively. Consequently, program income is not included in the amount of HOME funds required to be committed, reserved, and expended by each PJ prior to its deadlines.

- A.** Since the commitment, CHDO reservation, and expenditure requirements are based entirely on a PJ's annual formula allocation, program income will **not** count towards a PJ's commitments and expenditures.
- B.** HOME funds in the HOME Investment Trust Fund local account (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.
- C.** Beginning with the Deadline Compliance Status Reports for all calendar year 2007 deadlines (i.e., commitment and CHDO reservation requirements for HOME grants obligated in 2005 and expenditure requirements for HOME grants obligated in 2002), program income that has been committed or expended in IDIS will no longer be reflected on the reports provided by Headquarters.
- D.** For all calendar year 2007 deadlines (commitment and CHDO reservation requirement year 2005 and expenditure requirement year 2002), the Office of Affordable Housing Programs (OAHP)

will continue to monitor each HOME PJ's program income expenditures and apply that amount toward any commitment or expenditure shortfalls.

E. In calendar year 2008, a PJ's commitments and expenditures will be compared to its requirements without regard to any program income expended.

VI. COMPLIANCE WITH DEADLINE REQUIREMENTS

A. COMMITMENTS:

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, called the date of obligation, is entered in Item 12 of the executed form HUD-40093, "Funding Approval and HOME Investment Partnerships Agreement," or superseding form.

For example, if a PJ's date of obligation for its FY 2006 HOME formula allocation is July 7, 2006, its commitment deadline for HOME funds through 2006 is July 31, 2008.

2. **Determining Compliance with the Commitment Requirement:** To determine compliance with the commitment requirement, field office staff must compare the PJ's cumulative allocations from program inception through the deadline year, minus any deobligations, to its cumulative commitments to HOME activities from program inception through its commitment deadline. Commitments include general subgrants to state recipients and subrecipients (SU fund type in IDIS); reservations to CHDOs, CHDO capacity building, or CHDO loans (CR, CC, or CL fund types in IDIS); administrative reservations (AD fund type in IDIS); CHDO operating reservations (CO fund type in IDIS); and commitments to HOME activities not already counted as subgrants or reservations (EN fund type in IDIS).

3. Standards for Meeting the Commitment Requirement:

- a. A PJ meets the commitment requirement if its cumulative commitments through its commitment deadline are equal to or greater than its cumulative allocations minus any deobligations through the deadline year.
- b. If a PJ has one or more prior deobligations for failure to meet its commitment, reservation, or expenditure requirements, its cumulative allocation amount will be reduced by the total of all prior deobligations.
- c. If a PJ has one or more grant reductions or deobligations for repayment of ineligible HOME activities, its cumulative allocation amount will be reduced by the total of all prior grant reductions and deobligations. Correspondingly, the amount of the ineligible activities will be subtracted from its cumulative commitments since ineligible activities do not count as HOME commitments.

B. CHDO RESERVATIONS:

1. **CHDO Reservation Deadline:** The CHDO reservation 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, called the date of obligation, is entered in Item 12 of the executed form HUD-40093, "Funding Approval and HOME Investment Partnerships Agreement" or superseding form.

For example, if a PJ's date of obligation for its FY 2006 HOME formula allocation is March 16, 2006, its CHDO reservation deadline for CHDO reservation funds through 2006 is March 31, 2008.

2. **Determining Compliance with the CHDO Reservation Requirement:** To determine compliance with the CHDO reservation requirement, field office staff must compare the PJ's cumulative CHDO reservation requirement (i.e., 15% of its cumulative allocations not including ADDI allocations) minus any CHDO deobligations from program inception through the deadline year to its cumulative reservations to CHDOs from program inception through its CHDO reservation deadline. CHDO reservations include amounts subgranted to CHDOs, CHDO capacity building reservations, and CHDO loan reservations.

3. Standards for Meeting the CHDO Reservation Requirement:

- a. A PJ meets the CHDO reservation requirement if its cumulative CHDO reservations are equal to or greater than its cumulative CHDO reservation requirement (15 percent of its cumulative allocations) minus any CHDO deobligations.
 - b. If a PJ has one or more prior deobligations for failure to meet its CHDO reservation requirements, its cumulative CHDO reservation requirement amount will be reduced by the total of all prior CHDO deobligations.
 - c. If a PJ has one or more grant reductions or deobligations for repayment of ineligible CHDO activities, its cumulative CHDO reservation requirement amount will be reduced by the total of all prior CHDO grant reductions and deobligations. Correspondingly, the amount of the ineligible CHDO activities will be subtracted from its cumulative CHDO reservations since ineligible CHDO activities do not count as CHDO reservations.
 - d. Prior deobligations for failure to meet commitment or expenditure deadlines or for repayment of ineligible non-CHDO HOME activities do not affect the CHDO reservation requirement since the CHDO reservation requirement is based on the PJ's original allocation.
4. **Adjusting the CHDO Subfund:** A PJ must meet the 15 percent CHDO reservation requirement on a cumulative basis. Consequently, a PJ does not have to satisfy the 15 percent CHDO requirement with each grant year's funds, but can over-reserve in one year and under-reserve in another as long as the 15 percent CHDO reservation requirement is satisfied over the total period of the requirement. IDIS is programmed to subfund 15 percent of a PJ's formula allocation for the CHDO requirement each year. If a PJ chooses to under-reserve CHDO set-aside funds in one year because it has already met its CHDO reservation

requirement, IDIS must be corrected to release the funds from the CHDO reservation subfund and to make them available for other eligible HOME activities.

A PJ that wishes to reduce one or more years of its CHDO set-aside subfund must submit a request in writing to its field office. The field office staff must forward the request to the Director of OAHP's Financial and Information Services Division for processing in IDIS.

Prior to a PJ requesting adjustment to its CHDO subfund(s) in IDIS, the field office must review IDIS report PR25, Status of CHDO Funds by Fiscal Year, to verify that any reservations used to determine compliance with the requirement are also committed to specific HOME CHDO 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.

C. EXPENDITURES:

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, called the date of obligation, is entered in Item 12 of the executed form HUD-40093, "Funding Approval and HOME Investment Partnerships Agreement", or superseding form.

For example, if the PJ's date of obligation for FY 2006 funds is August 22, 2006, its expenditure deadline for HOME funds through 2006 is August 31, 2011.

The five year expenditure deadline is a generous regulatory standard. PJs need to be mindful of the need for expeditious disbursements. The Deadline Compliance Status Report can help Field Office and PJ staff track HOME disbursements. In addition, the SNAPSHOTS Worksheet – Red Flag Indicators report includes a factor, Allocation – Years Not Disbursed, that will help identify any HOME PJs with disbursement performance issues.

2. **Determining Compliance with the Expenditure Requirement:** To determine compliance with the expenditure requirement, field office staff must compare the PJ's cumulative HOME allocations from program inception through the deadline requirement year, minus any deobligations, to its cumulative HOME expenditures from program inception through its expenditure deadline. Expenditures include all HOME funds expended on eligible HOME activities, including administrative and planning activities.
3. **Standards for Meeting the Expenditure Requirement:**
 - a. A PJ meets the expenditure requirement if its cumulative expenditures through the deadline date are equal to or greater than its cumulative HOME allocations from program inception through the deadline requirement year minus any deobligations.
 - b. If a PJ has one or more prior deobligations for failure to meet its commitment, reservation, or expenditure requirements, its cumulative allocation amount will be reduced by the total of all prior deobligations.
 - c. If a PJ has one or more grant reductions or deobligations for repayment of

ineligible HOME activities, its cumulative allocation amount will be reduced by the total of all prior grant reductions and deobligations. Correspondingly, the amount of the ineligible activities will be subtracted from its cumulative expenditures since ineligible activities do not count as HOME expenditures.

VII. DOCUMENTATION

The Deadline Compliance Status Report and IDIS PR27 report are run on or before the deadline date may not include all the PJ's commitments, CHDO reservations, and/or expenditures made by the deadline dates. Following is a list of documents that are unacceptable and acceptable for each requirement. There may be other acceptable documents that are unique to a PJ. The field office staff should contact its 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. Signed Letters of Intent
3. Award Letters
4. Council Minutes

B. ACCEPTABLE COMMITMENT DOCUMENTATION: (See the definitions of commitment in Section III of this Notice and in 24 CFR 92.2).

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.

NOTE: The signatures of all parties signing the agreement or contract must be dated to show the execution date.

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. If the construction will be undertaken by contractors, completed architectural plans, and if required, the construction permit, along with an executed contract for construction of the project.
 - b. If the construction will be undertaken by the PJ's employees, completed architectural plans, and if required, the construction permit, along with a schedule for construction work.

NOTE: If the PJ will acquire the land with HOME funds with the intention to convey it to a developer for a HOME project, there must be an actual project before the PJ may use HOME funds for acquisition and the PJ must document that construction on the specific project will begin within 12 months.

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).
5. A written agreement signed by both parties between the PJ and a CHDO committing a specific amount of HOME funds for CHDO operating costs not entered in IDIS.
6. In the first 24 months a jurisdiction is a PJ, a written agreement committing funds for CHDO capacity building signed by the PJ and the entity providing the CHDO capacity building assistance.

NOTE: The field office must submit a summary of the documentation it counted as commitments to Evelyn Rumph in OAHP. The summary must include the types of contracts, the dates of contract execution, the contract amounts, and field office verification that the contracts were not set up as HOME activities in IDIS as of the date of the PJ's commitment deadline.

- 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 are not included when determining that the 15 percent CHDO reservation deadline has been met.

- D. ACCEPTABLE EXPENDITURE DOCUMENTATION:** HOME Program costs paid with other funds but not yet charged to the HOME allocation 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. The commitment and reservation requirements are statutory and cannot be waived. Only in case of a Presidentially-declared disaster under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act can these requirements be suspended.
2. The five-year expenditure requirement is regulatory and very generous, but can be waived for good cause. However, approval of such waivers is rare.

VIII. 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 in IDIS.

A. REVIEW OF REPORTS:

1. **The Deadline Compliance Status Report:**

Provides initial indicators of commitment, reservation, and expenditure compliance by a PJ. This report should be reviewed monthly to determine whether a PJ is in danger of missing deadlines.

2. **The IDIS PR 27 Report:**

Should be run on 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 to show evidence of commitments, reservations, and expenditures in IDIS at the time of the PJ's deadline. Instructions for downloading all IDIS reports are found in Attachment 5.

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

1. **Prior to Deadline:** If the Deadline Compliance Status Report indicates that the PJ is at risk of missing its deadline, Field office staff *must* notify a PJ in writing:
 - a. four months prior to the deadline; and
 - b. one month prior to the deadline.

This letter (Attachment 6A) serves to:

- Alert the PJ of an impending deadline and its current shortfall in meeting the commitment, CHDO reservation, and/or expenditure requirements.
- Give the PJ an opportunity to set up and fund activities; subgrant funds to CHDOs, subrecipients, or state recipients; and/or draw down funds in IDIS prior to its deadline.
- Caution the PJ of potential deobligation if action is not taken by the deadline.
- Alert the PJ to the possibility of receiving technical assistance.

2. **After Deadline:**

- a. After the PJ's deadline, field office staff must print out the IDIS PR27 report on the first business day after the commitment, CHDO reservation, and/or expenditure deadline so that the PJ's commitments, reservations, and expenditures in IDIS at the time of its deadline are documented.
- b. If the Deadline Compliance Status Report indicates the PJ missed one or more of its deadlines, the field office must notify a PJ in writing within 30 days after a deadline is missed.

This letter (Attachment 6B) serves to:

- Request documentation of commitments, CHDO reservations, or expenditures not entered into IDIS by the deadline date.
 - 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 Evelyn Rumph in OAHP in writing (email is acceptable) if the documentation has been reviewed and is acceptable or unacceptable.
 - f. If the documentation is determined by the field office to be acceptable, a note will be placed in the comment section of the Deadline Compliance Status Report indicating the field office determined the deadline was met.

IX. DEOBLIGATION PROCESS

Considering HOME's unique statutory mandate to deobligate HOME funds not being used expeditiously, the Funding Approval and HOME Investment Partnerships Agreement (form HUD-40093) provides the basis for the Department to deobligate funds consistent with statutory and regulatory authorities.

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

- A.** When a field office determines that funds should be deobligated, it must send written notification of the proposed deobligation with the completed worksheet (Attachments 7 or 8) to Evelyn Rumph in 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. Conversely, the field office could state a review of written agreements did not produce acceptable documentation of commitments to eligible HOME projects. OAHP will review the submission, facilitate discussion with field staff and notify the field via email that the field office may proceed to deobligate funds for a specified amount.
- B.** If it is determined that a deobligation is necessary, OAHP, in conjunction with the respective field office, 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.

In most cases, HOME funds will be deobligated from the most recent year's (or next previous year's) obligated grant. This allows the deobligated funds to be reallocated in the next HOME formula, and prevents loss of funds to Treasury. However, if sufficient funds prior to the FY 2002 HOME grant remain, those funds may be deobligated first in order to reduce or eliminate older years' grant balances.

- C.** Field office staff prepares form HUD-40093, or superseding form, entering the source year(s) provided by OAHP in item 7, to deobligate any funds not committed, reserved to CHDOs, or expended by the deadline. The form should be completed and sent to the CFO National Accounting Center in Fort Worth, Texas for processing no later than 30 days after receiving notification from OAHP to proceed with the deobligation. The deobligation amount should be recorded as a truncated whole dollar amount (i.e., rounded down). For example, if the PJ's shortfall is \$197,355.63, the amount to deobligate is \$197,355. Form HUD-40093 can be found on the Internet at: http://www.hudclips.org/sub_nonhud/html/forms.htm.
- D.** Upon receipt of 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.
- E.** OAHP staff will track the deobligation to ensure that it is processed correctly.

HOME Deadline Compliance Status Report
Requirement Years: 2004 Commitments, 2004 CHDO Reservations, and 2001 Disbursements
As of 10/31/06
 (sorted alphabetically by Field Office)

| <u>PJ</u> | <u>±</u> | <u>Deadline Date</u> | <u>Original Allocation</u> | <u>Adjustments</u> | <u>Requirement Amount</u> | <u>Total C.R.orD[±] through Deadline</u> | <u>%</u> | <u>Shortfall</u> | <u>Current Status</u> |
|--------------------|----------|----------------------|----------------------------|--------------------|---------------------------|---|----------|------------------|--------------------------------|
| LOS ANGELES | | | | | | | | | |
| ALHAMBRA | C | 8/31/2006 | \$9,043,065 | \$769,215 | \$8,273,850 | \$9,390,684 | 100.0 | \$0 | |
| CA | R | 8/31/2006 | \$9,043,065 | | \$1,356,460 | \$1,485,659 | 16.4 | \$0 | |
| | D | 7/31/2006 | \$6,448,000 | \$0 | \$6,448,000 | \$8,714,628 | 100.0 | \$0 | |
| ANAHEIM | C | 7/31/2006 | \$20,624,227 | \$2,048,991 | \$18,575,236 | \$23,491,088 | 100.0 | \$0 | |
| CA | R | 7/31/2006 | \$20,624,227 | | \$3,056,412 | \$3,576,771 | 17.6 | \$0 | |
| | D | 7/31/2006 | \$13,959,000 | \$0 | \$13,959,000 | \$23,894,084 | 100.0 | \$0 | |
| APPLE VALLEY CON | C | 8/31/2006 | \$724,008 | \$72,401 | \$651,607 | \$1,058,008 | 100.0 | \$0 | |
| CA | R | 8/31/2006 | \$724,008 | | \$108,601 | \$0 | 0.0 | \$108,601 | FO conf deadline met 9/14/06 |
| | D | | | | \$0 | \$0 | 0.0** | | |
| BAKERSFIELD | C | 8/31/2006 | \$15,336,355 | \$1,496,497 | \$13,839,858 | \$15,423,917 | 100.0 | \$0 | |
| CA | R | 8/31/2006 | \$15,336,355 | | \$2,278,504 | \$2,555,794 | 16.8 | \$0 | |
| | D | 10/31/2006 | \$10,212,000 | \$0 | \$10,212,000 | \$13,256,538 | 100.0 | \$0 | |
| BALDWIN PARK | C | 8/31/2006 | \$4,665,894 | \$567,104 | \$4,098,590 | \$4,523,792 | 100.0 | \$0 | |
| CA | R | 8/31/2006 | \$4,665,894 | | \$402,554 | \$438,900 | 9.4 # | \$0 | |
| | D | 10/31/2006 | \$2,923,750 | \$173,400 | \$2,750,350 | \$4,472,678 | 100.0 | \$0 | |
| BELLFLOWER | C | 8/31/2006 | \$4,956,915 | \$511,889 | \$4,445,027 | \$4,707,556 | 100.0 | \$0 | |
| CA | R | 8/31/2006 | \$4,956,915 | | \$743,537 | \$721,325 | 14.6 | \$22,212 | HQ req status from FO 10/26/06 |
| | D | 7/31/2006 | \$3,140,000 | \$0 | \$3,140,000 | \$4,384,292 | 100.0 | \$0 | |
| BURBANK | C | 7/31/2006 | \$8,552,859 | \$1,051,795 | \$7,500,864 | \$8,111,187 | 100.0 | \$0 | |
| CA | R | 7/31/2006 | \$8,552,859 | | \$1,039,049 | \$4,325,070 | 50.6 # | \$0 | |
| | D | 7/31/2006 | \$6,006,550 | \$243,850 | \$5,762,700 | \$8,097,559 | 100.0 | \$0 | |

±C-Commitments, R-CHDO Reservations, D-Disbursements

*PJ did not receive an allocation until after 2004. Therefore, it has no amount subject to the FY 2006 commitment or CHDO reservation deadline date.

**PJ did not receive an allocation until after 2001. Therefore, it has no amount subject to the FY 2006 disbursement deadline date.

PJ had prior CHDO deobligation. PJ could have met its cumulative reservation requirement with a percentage less than 15%.

Tuesday, November 21, 2006

Page 57 of 108

ATTACHMENT 2

DEADLINE COMPLIANCE STATUS REPORT, DATA FIELDS DEFINED

1. **Deadline Date:** the commitment and CHDO reservation deadline dates occur 24 months after the last day of the month in which funds were obligated. The expenditure deadline date is 5 years after the last day of the month of the obligation.
2. **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's commitment deadline date. This is displayed in rows designated as "C" Commitments; "R" CHDO Reservations and "D" Expenditures (Disbursements).
3. **Adjustments:** identifies any deobligations for failure to meet commitment requirements in the "C" row of the report and any CHDO deobligations for failure to meet CHDO reservation requirements in the "R" row of the report.
4. **Requirement Amount:** the PJ's original allocation minus any adjustments (deobligations).
5. **Total C, R, or D through Deadline:** the amount of commitments (row C); CHDO reservations (row R); and expenditures (disbursements (row D)) entered in IDIS through the date of the report or the PJ's deadline, whichever is earlier.
6. **%:** the total committed, reserved to CHDOs, or expended divided by its respective requirement amount.
7. **Shortfall:** the commitment, CHDO reservation, or expenditure requirement minus the amount committed, reserved to CHDOs, or expended in IDIS through the date of the report or the PJ's deadline, whichever is earlier.
8. **Current Status:** Any notes regarding the status of the PJ's commitment, CHDO reservation, or expenditure deadline requirements.

ATTACHMENT 3

IDIS - C04PR27

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
 INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM
 STATUS OF HOME GRANTS FOR
 HARFORD COUNTY, MD MXXUC240202

DATE: 09-28-06
 TIME: 10:03
 PAGE: 1

PJ: HARFORD COUNTY, MD

----- COMMITMENTS FROM AUTHORIZED FUNDS -----

| (A) | (B) | (C) | (D) | (I) | (J) | (K) |
|-------------|---------------------|-------------------------------------|------------------------|------------------------------|-----------------|----------------|
| FISCAL YEAR | TOTAL AUTHORIZATION | AD/CO FUNDS ADMIN/OP RESERVATION | COMMITMENT REQUIREMENT | TOTAL AUTHORIZED COMMITMENTS | % OF REQ T CMTD | % OF AUTH CMTD |
| 1997 | 428,000.00 | 25,000.00 | 403,000.00 | 403,000.00 | 100.0 | 100.0 |
| 1998 | 451,000.00 | 45,100.00 | 405,900.00 | 405,900.00 | 100.0 | 100.0 |
| 1999 | 487,000.00 | 48,700.00 | 438,300.00 | 438,300.00 | 100.0 | 100.0 |
| 2000 | 487,000.00 | 48,700.00 | 438,300.00 | 438,300.00 | 100.0 | 100.0 |
| 2001 | 539,000.00 | 53,900.00 | 485,100.00 | 485,100.00 | 100.0 | 100.0 |
| 2002 | 540,000.00 | 54,000.00 | 486,000.00 | 486,000.00 | 100.0 | 100.0 |
| 2003 | 558,467.00 | 83,770.05 | 474,696.95 | 474,696.95 | 100.0 | 100.0 |
| 2004 | 634,940.00 | 87,180.80 | 547,759.20 | 434,252.05 | 79.2 | 82.1 |
| 2005 | 556,494.00 | 53,260.60 | 503,233.40 | 308,916.00 | 61.3 | 65.0 |
| 2006 | 512,575.00 | 50,065.50 | 462,509.50 | 0.00 | 0.0 | 9.7 |
| TOTAL | 5,194,476.00 | 549,676.95 | 4,644,799.05 | 3,874,465.00 | 83.4 | 85.1 |

----- COMMITMENTS FROM AUTHORIZED FUNDS CONTINUED -----

| (A) | (E) | (F) | (G) | (H) | (I) |
|-------------|--|-----------------|--|--|------------------------------|
| FISCAL YEAR | CR/CC FUNDS AMOUNT RESERVED TO CHDOS + CC | % CHDO RSV D | SU FUNDS RESERVATIONS TO OTHER ENTITIES | EN FUNDS PJ COMMITMENTS TO ACTIVITIES | TOTAL AUTHORIZED COMMITMENTS |
| 1997 | 100,000.00 | 23.3 | 0.00 | 303,000.00 | 403,000.00 |
| 1998 | 67,650.00 | 15.0 | 0.00 | 338,250.00 | 405,900.00 |
| 1999 | 73,050.00 | 15.0 | 0.00 | 365,250.00 | 438,300.00 |
| 2000 | 73,050.00 | 15.0 | 0.00 | 365,250.00 | 438,300.00 |
| 2001 | 92,410.00 | 17.1 | 0.00 | 392,690.00 | 485,100.00 |
| 2002 | 141,000.00 | 26.1 | 0.00 | 345,000.00 | 486,000.00 |
| 2003 | 129,440.00 | 23.1 | 0.00 | 345,256.95 | 474,696.95 |
| 2004 | 285,000.00 | 44.8 | 0.00 | 149,252.05 | 434,252.05 |
| 2005 | 308,916.00 | 55.5 | 0.00 | 0.00 | 308,916.00 |
| 2006 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 |
| TOTAL | 1,270,516.00 | 24.4 | 0.00 | 2,603,949.00 | 3,874,465.00 |

IDIS - C04PR27

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM
STATUS OF HOME GRANTS FOR
HARFORD COUNTY, MD MXXUC240202

DATE: 09-28-06
TIME: 10:03
PAGE: 2

PJ: HARFORD COUNTY, MD

| ----- PROGRAM INCOME (PI) ----- | | | | | | | |
|---------------------------------|-------------------------|--------------------------------|--------|---------------|----------------------------|-----------------|--------|
| FISCAL YEAR | PROGRAM INCOME RECEIPTS | AMOUNT COMMITTED TO ACTIVITIES | % CMTD | NET DISBURSED | DISBURSED PENDING APPROVAL | TOTAL DISBURSED | % DISB |
| 1997 | 72,000.00 | 72,000.00 | 100.0 | 72,000.00 | 0.00 | 72,000.00 | 100.0 |
| TOTAL | 72,000.00 | 72,000.00 | 100.0 | 72,000.00 | 0.00 | 72,000.00 | 0.0 |

| ----- COMMITMENT SUMMARY ----- | |
|---|-----------------------|
| TOTAL COMMITMENTS FROM AUTHORIZED FUNDS | 3,874,465.00 |
| NET PROGRAM INCOME DISBURSED | + 72,000.00 |
| TOTAL COMMITMENTS | ----- 3,946,465.00 |

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
 INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM
 STATUS OF HOME GRANTS FOR
 HARFORD COUNTY, MD MXUC240202

PJ: HARFORD COUNTY, MD

----- DISBURSEMENTS -----

| (A) FISCAL YEAR | (B) TOTAL AUTHORIZATION | (G) TOTAL DISBURSED | (H) % DISB | (I) GRANT BALANCE |
|-----------------------|-------------------------------|---------------------------|------------------|-------------------------|
| 1997 | 428,000.00 | 428,000.00 | 100.0 | 0.00 |
| 1998 | 451,000.00 | 451,000.00 | 100.0 | 0.00 |
| 1999 | 487,000.00 | 487,000.00 | 100.0 | 0.00 |
| 2000 | 487,000.00 | 487,000.00 | 100.0 | 0.00 |
| 2001 | 539,000.00 | 528,085.00 | 97.9 | 10,915.00 |
| 2002 | 540,000.00 | 532,793.92 | 98.6 | 7,206.08 |
| 2003 | 558,467.00 | 213,209.70 | 38.1 | 345,257.30 |
| 2004 | 634,940.00 | 337,242.17 | 53.1 | 297,697.83 |
| 2005 | 556,494.00 | 0.00 | 0.0 | 556,494.00 |
| 2006 | 512,575.00 | 0.00 | 0.0 | 512,575.00 |
| TOTAL | 5,194,476.00 | 3,464,330.79 | 66.6 | 1,730,145.21 |

----- DISBURSEMENTS CONTINUED -----

| (A) FISCAL YEAR | (C) DISBURSED | (D) RETURNED | (E) NET DISBURSED | (F) DISBURSED PENDING APPROVAL | (G) TOTAL DISBURSED |
|-----------------------|------------------|-----------------|-------------------------|---|---------------------------|
| 1997 | 428,000.00 | 0.00 | 428,000.00 | 0.00 | 428,000.00 |
| 1998 | 451,000.00 | 0.00 | 451,000.00 | 0.00 | 451,000.00 |
| 1999 | 487,000.00 | 0.00 | 487,000.00 | 0.00 | 487,000.00 |
| 2000 | 487,000.00 | 0.00 | 487,000.00 | 0.00 | 487,000.00 |
| 2001 | 698,006.00 | 169,921.00 | 528,085.00 | 0.00 | 528,085.00 |
| 2002 | 532,793.92 | 0.00 | 532,793.92 | 0.00 | 532,793.92 |
| 2003 | 213,209.70 | 0.00 | 213,209.70 | 0.00 | 213,209.70 |
| 2004 | 337,242.17 | 0.00 | 337,242.17 | 0.00 | 337,242.17 |
| 2005 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2006 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | 3,634,251.79 | 169,921.00 | 3,464,330.79 | 0.00 | 3,464,330.79 |

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
 INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM
 STATUS OF HOME GRANTS FOR
 HARFORD COUNTY, MD MXUC240202

PJ: HARFORD COUNTY, MD

----- HOME ACTIVITIES COMMITMENTS/DISBURSEMENTS -----

| (A) FISCAL YEAR | (B) AUTHORIZED FOR ACTIVITIES | (C) AMOUNT COMMITTED TO ACTIVITIES | (D) % CMTD | (J) TOTAL DISBURSED | (K) % DISB |
|-----------------------|--|---|------------------|---------------------------|------------------|
| 1997 | 403,000.00 | 403,000.00 | 100.0 | 403,000.00 | 100.0 |
| 1998 | 405,900.00 | 405,900.00 | 100.0 | 405,900.00 | 100.0 |
| 1999 | 438,300.00 | 438,300.00 | 100.0 | 438,300.00 | 100.0 |
| 2000 | 438,300.00 | 438,300.00 | 100.0 | 438,300.00 | 100.0 |
| 2001 | 485,100.00 | 485,100.00 | 100.0 | 474,185.00 | 97.7 |
| 2002 | 486,000.00 | 486,000.00 | 100.0 | 478,793.92 | 98.5 |
| 2003 | 474,696.95 | 474,696.95 | 100.0 | 129,440.00 | 27.2 |
| 2004 | 547,759.20 | 434,252.05 | 79.2 | 253,611.47 | 46.2 |
| 2005 | 503,233.40 | 278,916.00 | 55.4 | 0.00 | 0.0 |
| 2006 | 462,509.50 | 0.00 | 0.0 | 0.00 | 0.0 |
| TOTAL | 4,644,799.05 | 3,844,465.00 | 82.7 | 3,021,530.39 | 65.0 |

----- HOME ACTIVITIES COMMITMENTS/DISBURSEMENTS CONTINUED -----

| (A) FISCAL YEAR | (B) AUTHORIZED FOR ACTIVITIES | (E) DISBURSED | (F) RETURNED | (G) NET DISBURSED | (H) % NET DISB | (I) DISBURSED PENDING APPROVAL | (J) TOTAL DISBURSED | (K) % DISB |
|-----------------------|--|------------------|-----------------|-------------------------|-------------------------|---|---------------------------|------------------|
| 1997 | 403,000.00 | 403,000.00 | 0.00 | 403,000.00 | 100.0 | 0.00 | 403,000.00 | 100.0 |
| 1998 | 405,900.00 | 405,900.00 | 0.00 | 405,900.00 | 100.0 | 0.00 | 405,900.00 | 100.0 |
| 1999 | 438,300.00 | 438,300.00 | 0.00 | 438,300.00 | 100.0 | 0.00 | 438,300.00 | 100.0 |
| 2000 | 438,300.00 | 438,300.00 | 0.00 | 438,300.00 | 100.0 | 0.00 | 438,300.00 | 100.0 |
| 2001 | 485,100.00 | 644,106.00 | 169,921.00 | 474,185.00 | 97.7 | 0.00 | 474,185.00 | 97.7 |
| 2002 | 486,000.00 | 478,793.92 | 0.00 | 478,793.92 | 98.5 | 0.00 | 478,793.92 | 98.5 |
| 2003 | 474,696.95 | 129,440.00 | 0.00 | 129,440.00 | 27.2 | 0.00 | 129,440.00 | 27.2 |
| 2004 | 547,759.20 | 253,611.47 | 0.00 | 253,611.47 | 46.2 | 0.00 | 253,611.47 | 46.2 |
| 2005 | 503,233.40 | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 |
| 2006 | 462,509.50 | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 |
| TOTAL | 4,644,799.05 | 3,191,451.39 | 169,921.00 | 3,021,530.39 | 65.0 | 0.00 | 3,021,530.39 | 65.0 |

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
 INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM
 STATUS OF HOME GRANTS FOR
 HARFORD COUNTY, MD MXUC240202

PJ: HARFORD COUNTY, MD

----- ADMINISTRATIVE FUNDS (AD) -----

| FISCAL YEAR | AMOUNT AUTHORIZED | AMOUNT AUTHORIZED FROM PI | AMOUNT RESERVED | % AUTH RSVD | BALANCE TO RESERVE | TOTAL DISBURSED | % RSVD DISB | AVAILABLE TO DISBURSE |
|-------------|-------------------|---------------------------|-----------------|-------------|--------------------|-----------------|-------------|-----------------------|
| 1997 | 42,800.00 | 7,200.00 | 25,000.00 | 50.0 | 25,000.00 | 25,000.00 | 100.0 | 0.00 |
| 1998 | 45,100.00 | 0.00 | 45,100.00 | 100.0 | 0.00 | 45,100.00 | 100.0 | 0.00 |
| 1999 | 48,700.00 | 0.00 | 48,700.00 | 100.0 | 0.00 | 48,700.00 | 100.0 | 0.00 |
| 2000 | 48,700.00 | 0.00 | 48,700.00 | 100.0 | 0.00 | 48,700.00 | 100.0 | 0.00 |
| 2001 | 53,900.00 | 0.00 | 53,900.00 | 100.0 | 0.00 | 53,900.00 | 100.0 | 0.00 |
| 2002 | 54,000.00 | 0.00 | 54,000.00 | 100.0 | 0.00 | 54,000.00 | 100.0 | 0.00 |
| 2003 | 55,846.70 | 0.00 | 55,846.70 | 100.0 | 0.00 | 55,846.70 | 100.0 | 0.00 |
| 2004 | 59,304.80 | 0.00 | 59,304.80 | 100.0 | 0.00 | 55,754.70 | 94.0 | 3,550.10 |
| 2005 | 53,260.60 | 0.00 | 53,260.60 | 100.0 | 0.00 | 0.00 | 0.0 | 53,260.60 |
| 2006 | 50,065.50 | 0.00 | 50,065.50 | 100.0 | 0.00 | 0.00 | 0.0 | 50,065.50 |
| TOTAL | 511,677.60 | 7,200.00 | 493,877.60 | 95.1 | 25,000.00 | 387,001.40 | 78.3 | 106,876.20 |

----- CHDO OPERATING FUNDS (CO) -----

| FISCAL YEAR | AMOUNT AUTHORIZED | AMOUNT RESERVED | % AUTH RSVD | BALANCE TO RESERVE | TOTAL DISBURSED | % RSVD DISB | AVAILABLE TO DISBURSE |
|-------------|-------------------|-----------------|-------------|--------------------|-----------------|-------------|-----------------------|
| 1997 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 1998 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 1999 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 2000 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 2001 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 2002 | 27,000.00 | 0.00 | 0.0 | 27,000.00 | 0.00 | 0.0 | 0.00 |
| 2003 | 27,923.35 | 27,923.35 | 100.0 | 0.00 | 27,923.00 | 99.9 | 0.35 |
| 2004 | 27,877.35 | 27,876.00 | 99.9 | 1.35 | 27,876.00 | 100.0 | 0.00 |
| 2005 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 2006 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| TOTAL | 82,800.70 | 55,799.35 | 67.3 | 27,001.35 | 55,799.00 | 99.9 | 0.35 |

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
 INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM
 STATUS OF HOME GRANTS FOR
 HARFORD COUNTY, MD MXXUC240202

PJ: HARFORD COUNTY, MD

| ----- CHDO FUNDS (CR) ----- | | | | | | | | | |
|-----------------------------|------------------|--------------------------|------------|--------------------------------|-------------|-------------------|-----------------|--------|-----------------------|
| FISCAL YEAR | CHDO REQUIREMENT | AMOUNT RESERVED TO CHDOS | % REQ RSVD | FUNDS COMMITTED FOR ACTIVITIES | % RSVD CMTD | BALANCE TO COMMIT | TOTAL DISBURSED | % DISB | AVAILABLE TO DISBURSE |
| 1997 | 64,200.00 | 100,000.00 | 155.7 | 100,000.00 | 100.0 | 0.00 | 100,000.00 | 100.0 | 0.00 |
| 1998 | 67,650.00 | 67,650.00 | 100.0 | 67,650.00 | 100.0 | 0.00 | 67,650.00 | 100.0 | 0.00 |
| 1999 | 73,050.00 | 73,050.00 | 100.0 | 73,050.00 | 100.0 | 0.00 | 73,050.00 | 100.0 | 0.00 |
| 2000 | 73,050.00 | 73,050.00 | 100.0 | 73,050.00 | 100.0 | 0.00 | 73,050.00 | 100.0 | 0.00 |
| 2001 | 80,850.00 | 92,410.00 | 114.2 | 92,410.00 | 100.0 | 0.00 | 92,410.00 | 100.0 | 0.00 |
| 2002 | 81,000.00 | 141,000.00 | 174.0 | 141,000.00 | 100.0 | 0.00 | 141,000.00 | 100.0 | 0.00 |
| 2003 | 83,770.05 | 129,440.00 | 154.5 | 129,440.00 | 100.0 | 0.00 | 129,440.00 | 100.0 | 0.00 |
| 2004 | 83,632.05 | 285,000.00 | 340.7 | 285,000.00 | 100.0 | 0.00 | 253,611.47 | 88.9 | 31,388.53 |
| 2005 | 79,890.90 | 308,916.00 | 386.6 | 278,916.00 | 90.2 | 30,000.00 | 0.00 | 0.0 | 308,916.00 |
| 2006 | 75,098.25 | 0.00 | 0.0 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| TOTAL | 762,191.25 | 1,270,516.00 | 166.6 | 1,240,516.00 | 97.6 | 30,000.00 | 930,211.47 | 73.2 | 340,304.53 |

| ----- CHDO LOANS ----- | | | | | | | | | |
|------------------------|-------------------|-----------------|------------------|-------------|-------------------|-----------------|--------|---------------------|--|
| FISCAL YEAR | AMOUNT AUTHORIZED | AMOUNT RESERVED | AMOUNT COMMITTED | % AUTH CMTD | BALANCE TO COMMIT | TOTAL DISBURSED | % DISB | BALANCE TO DISBURSE | |
| 1997 | 10,000.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 | |
| 1998 | 6,765.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 | |
| 1999 | 7,305.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 | |
| 2000 | 7,305.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 | |
| 2001 | 9,241.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 | |
| 2002 | 14,100.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 | |
| 2003 | 12,944.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 | |
| 2004 | 28,500.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 | |
| 2005 | 30,891.60 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 | |
| 2006 | 7,509.82 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 | |
| TOTAL | 134,561.42 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 | |

IDIS - C04PR27

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM
STATUS OF HOME GRANTS FOR
HARFORD COUNTY, MD MXXUC240202

DATE: 09-28-06
TIME: 10:03
PAGE: 7

PJ: HARFORD COUNTY, MD

| ----- CHDO CAPACITY (CC) ----- | | | | | | | | |
|--------------------------------|-------------------|-----------------|------------------|-------------|-------------------|-----------------|--------|---------------------|
| FISCAL YEAR | AMOUNT AUTHORIZED | AMOUNT RESERVED | AMOUNT COMMITTED | % AUTH CMTD | BALANCE TO COMMIT | TOTAL DISBURSED | % DISB | BALANCE TO DISBURSE |
| 1997 | 12,840.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 1998 | 13,530.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 1999 | 14,610.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 2000 | 14,610.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 2001 | 16,170.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 2002 | 16,200.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 2003 | 16,754.01 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 2004 | 19,048.20 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 2005 | 16,694.82 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 2006 | 15,377.25 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| TOTAL | 155,834.28 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |

| ----- RESERVATIONS TO STATE RECIPIENTS AND SUB-RECIPIENTS (SU) ----- | | | | | | | | |
|--|-----------------------------------|------------|------------------|-------------|-------------------|-----------------|--------|-----------------------|
| FISCAL YEAR | AMOUNT RESERVED TO OTHER ENTITIES | % REQ RSVD | AMOUNT COMMITTED | % RSVD CMTD | BALANCE TO COMMIT | TOTAL DISBURSED | % DISB | AVAILABLE TO DISBURSE |
| 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 |
| 2000 | 0.00 | 0.0 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 2001 | 0.00 | 0.0 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 2002 | 0.00 | 0.0 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 2003 | 0.00 | 0.0 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 2004 | 0.00 | 0.0 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 2005 | 0.00 | 0.0 | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 |
| 2006 | 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 |

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
 INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM
 STATUS OF HOME GRANTS FOR
 HARFORD COUNTY, MD MXUC240202

PJ: HARFORD COUNTY, MD

| ----- TOTAL PROGRAM FUNDS ----- | | | | |
|---------------------------------|---------------------|-----------------------|-----------------|-----------------------|
| (A) | (B) | (C) | (I) | (J) |
| FISCAL YEAR | TOTAL AUTHORIZATION | PROGRAM INCOME AMOUNT | TOTAL DISBURSED | AVAILABLE TO DISBURSE |
| 1997 | 428,000.00 | 72,000.00 | 500,000.00 | 0.00 |
| 1998 | 451,000.00 | 0.00 | 451,000.00 | 0.00 |
| 1999 | 487,000.00 | 0.00 | 487,000.00 | 0.00 |
| 2000 | 487,000.00 | 0.00 | 487,000.00 | 0.00 |
| 2001 | 539,000.00 | 0.00 | 528,085.00 | 10,915.00 |
| 2002 | 540,000.00 | 0.00 | 532,793.92 | 7,206.08 |
| 2003 | 558,467.00 | 0.00 | 213,209.70 | 345,257.30 |
| 2004 | 634,940.00 | 0.00 | 337,242.17 | 297,697.83 |
| 2005 | 556,494.00 | 0.00 | 0.00 | 556,494.00 |
| 2006 | 512,575.00 | 0.00 | 0.00 | 512,575.00 |
| TOTAL | 5,194,476.00 | 72,000.00 | 3,536,330.79 | 1,730,145.21 |

| ----- TOTAL PROGRAM FUNDS CONTINUED ----- | | | | | | |
|---|------------------|------------------------------|----------------------------|---------------|----------------------------|-----------------|
| (A) | (D) | (E) | (F) | (G) | (H) | (I) |
| FISCAL YEAR | COMMITTED AMOUNT | NET DISBURSED FOR ACTIVITIES | NET DISBURSED FOR ADMIN/OP | NET DISBURSED | DISBURSED PENDING APPROVAL | TOTAL DISBURSED |
| 1997 | 475,000.00 | 475,000.00 | 25,000.00 | 500,000.00 | 0.00 | 500,000.00 |
| 1998 | 405,900.00 | 405,900.00 | 45,100.00 | 451,000.00 | 0.00 | 451,000.00 |
| 1999 | 438,300.00 | 438,300.00 | 48,700.00 | 487,000.00 | 0.00 | 487,000.00 |
| 2000 | 438,300.00 | 438,300.00 | 48,700.00 | 487,000.00 | 0.00 | 487,000.00 |
| 2001 | 485,100.00 | 474,185.00 | 53,900.00 | 528,085.00 | 0.00 | 528,085.00 |
| 2002 | 486,000.00 | 478,793.92 | 54,000.00 | 532,793.92 | 0.00 | 532,793.92 |
| 2003 | 474,696.95 | 129,440.00 | 83,769.70 | 213,209.70 | 0.00 | 213,209.70 |
| 2004 | 434,252.05 | 253,611.47 | 83,630.70 | 337,242.17 | 0.00 | 337,242.17 |
| 2005 | 278,916.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2006 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | 3,916,465.00 | 3,093,530.39 | 442,800.40 | 3,536,330.79 | 0.00 | 3,536,330.79 |

IDIS - C04PR27

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
 INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM
 STATUS OF HOME GRANTS FOR
 HARFORD COUNTY, MD MXXUC240202

DATE: 09-28-06
 TIME: 10:03
 PAGE: 9

PJ: HARFORD COUNTY, MD

| ----- TOTAL PROGRAM PERCENT ----- | | | | | | | | | |
|-----------------------------------|---------------------|-----------------------|----------------------------|-----------------------|---------------------|-----------------|------------------------------|-------------------|-------------------------|
| (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) |
| FISCAL YEAR | TOTAL AUTHORIZATION | PROGRAM INCOME AMOUNT | COMMITTED FOR ACTIVITIES % | DISB FOR ACTIVITIES % | DISB FOR ADMIN/OP % | NET DISBURSED % | DISBURSED PENDING APPROVAL % | TOTAL DISBURSED % | AVAILABLE TO DISBURSE % |
| 1997 | 428,000.00 | 72,000.00 | 100.0 | 95.0 | 5.0 | 100.0 | 0.0 | 100.0 | 0.0 |
| 1998 | 451,000.00 | 0.00 | 90.0 | 90.0 | 10.0 | 100.0 | 0.0 | 100.0 | 0.0 |
| 1999 | 487,000.00 | 0.00 | 90.0 | 90.0 | 10.0 | 100.0 | 0.0 | 100.0 | 0.0 |
| 2000 | 487,000.00 | 0.00 | 90.0 | 90.0 | 10.0 | 100.0 | 0.0 | 100.0 | 0.0 |
| 2001 | 539,000.00 | 0.00 | 90.0 | 87.9 | 10.0 | 97.9 | 0.0 | 97.9 | 2.0 |
| 2002 | 540,000.00 | 0.00 | 90.0 | 88.6 | 10.0 | 98.6 | 0.0 | 98.6 | 1.3 |
| 2003 | 558,467.00 | 0.00 | 85.0 | 23.1 | 14.9 | 38.1 | 0.0 | 38.1 | 61.8 |
| 2004 | 634,940.00 | 0.00 | 68.3 | 39.9 | 13.1 | 53.1 | 0.0 | 53.1 | 46.8 |
| 2005 | 556,494.00 | 0.00 | 50.1 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 100.0 |
| 2006 | 512,575.00 | 0.00 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 100.0 |
| TOTAL | 5,194,476.00 | 72,000.00 | 75.3 | 58.7 | 8.4 | 67.1 | 0.0 | 67.1 | 32.8 |

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

Overview

The Status of HOME Grants Report, IDIS PR27, 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. The report covers all fiscal years that a jurisdiction received HOME funds as a participating jurisdiction (PJ). The report produces a summary report and 11 sub-reports. When run by for a state PJ, the entire report is produced for the state followed by one for each state recipient listed in alphabetical order.

NOTE: *Data contained on the PR27 report is current as of the date of the report. The report does not freeze data based on the requirements deadline date like the Deadline Compliance Status Reports issued by the Office of Affordable Housing Programs.*

Report Column Descriptions

| COLUMN | DESCRIPTION |
|---|--|
| STATUS OF COMMITMENTS | |
| FISCAL YEAR | The Federal fiscal year of the HUD grant, 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. This includes ADDI funds if the PJ receives an ADDI formula allocation. This amount is affected over time by any deobligations. |
| AD/CO FUNDS ADMIN/OP RESERVATION | The amount the PJ reserved for Administration (AD fund type) plus the amount the PJ reserved for CHDO Operating Expenses (CO fund type). |
| COMMITMENT REQUIREMENT | TOTAL AUTHORIZATION minus ADMIN/OP RESERVATION. The amount the PJ must commit to activities other than Administration and CHDO Operating expenses. |
| TOTAL AUTHORIZED COMMITMENTS | AMOUNT RESERVED TO CHDOS + CC plus RESERVATIONS TO OTHER ENTITIES plus PJ COMMITMENTS TO ACTIVITIES. |
| % 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. |
| CR/CC FUNDS AMOUNT RESERVED TO CHDOs + CC | The amount reserved (subgranted) to specific CHDOs or subgranted by the state to state recipients from the CHDO Reserve (CR) subfund and the amount in the CHDO Capacity (CC) subfund, whether subgranted to a CHDO or not. |
| % CHDO RSVD | CHDO RESERVATION divided by TOTAL AUTHORIZATION expressed as a percent. |
| SU FUNDS RESERVATIONS TO OTHER | The amount of the grant subfunded (SU fund type) to Other Entities (OE) (state recipient and subrecipients). |

| | |
|---|--|
| ENTITIES | |
| EN FUNDS PJ COMMITMENTS TO ACTIVITIES | The amount committed to activities from the entitlement or state grant (EN fund type). |
| | |
| PROGRAM INCOME (PI) | |
| FISCAL YEAR | The Federal Fiscal year of the HUD grant. "Total" in this field represents the cumulative amounts of all fiscal years. |
| PROGRAM INCOME RECEIPTS | The total amount of Program Income recorded in IDIS for the HOME Program in the indicated fiscal year. |
| AMOUNT COMMITTED TO ACTIVITIES | The amount of Program Income committed to HOME activities in the corresponding fiscal year. |
| % CMTD | AMOUNT COMMITTED TO ACTIVITIES divided by PROGRAM INCOME RECEIPTS expressed as a percent. |
| NET DISBURSED | The amount of Program Income drawn down and approved, when the current date is the same as or after the draw submit date. |
| DISBURSED PENDING APPROVAL | The amount of Program Income 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. |
| COMMITMENT SUMMARY | |
| TOTAL COMMITMENTS FROM AUTHORIZED FUNDS | CHDO Reservation plus Other Reservations plus Other Commitments. |
| NET PROGRAM INCOME DISBURSED | The amount of Program Income drawn down and approved. |
| TOTAL COMMITMENTS | Total Authorized Commitments plus Net Program Income disbursed. |
| DISBURSEMENTS | |
| FISCAL YEAR | The Federal fiscal 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. This includes ADDI funds if the PJ receives an ADDI formula allocation. This amount is affected over time by any deobligations. |
| 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. |
| 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 by the PJ to its HOME Investment |

| | |
|--|---|
| | Trust Fund Treasury account. |
| 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. |
| HOME ACTIVITIES COMMITMENTS/DISBURSEMENTS | |
| FISCAL YEAR | The Federal fiscal year of the HUD grant. "Total" in this field represents the cumulative amounts of all fiscal years. |
| AUTHORIZED FOR ACTIVITIES | TOTAL AUTHORIZATION minus ADMIN/CO RESERVATION. The amount the PJ must commit to activities other than Administration and CHDO Operating expenses. |
| AMOUNT COMMITTED TO ACTIVITIES | The amount committed to activities from the grant, subgrants, and subfunds other than Administration and CHDO Operating expenses (fund types AD and CO). |
| % CMTD | AMOUNT COMMITTED TO ACTIVITIES divided by AUTHORIZED FOR ACTIVITIES expressed as a percent. |
| TOTAL DISBURSED | The amount drawn down, plus the amount disbursed pending approval, plus the amount committed to activities, plus the amount returned. |
| % DISB | TOTAL DISBURSED 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 the AMOUNT COMMITTED TO ACTIVITIES, The amount drawn down and later returned to the PJ's HOME Investment Trust Fund Treasury account. |
| NET DISBURSED | DISBURSED minus RETURNED. |
| % NET DISB | NET DISBURSED divided by AUTHORIZED FOR ACTIVITIES expressed as a percentage. |
| 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. |
| ADMINISTRATIVE FUNDS (AD) | |
| FISCAL YEAR | The federal fiscal 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 excluding any ADDI funds received by the PJ (except 2003 ADDI funds). This amount automatically increases if the grant is increased. |
| AMOUNT AUTHORIZED FROM PI | For local, state PJs, and state recipients, 10 % of the total amount of Program Income recorded in IDIS for the HOME program in the corresponding fiscal year. |
| AMOUNT RESERVED | The amount reserved by the PJ for Administration (AD 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 DISBURSED | The amount of Administrative funds drawn down from the AD fund type by the PJ (includes disbursed, returned, and pending approval). |
| % RSVD DISB | TOTAL DISBURSED divided by AMOUNT RESERVED expressed as a percent. |

| | |
|----------------------------------|--|
| AVAILABLE TO DISBURSE | AMOUNT RESERVED minus TOTAL DISBURSED. |
| CHDO OPERATING FUNDS (CO) | |
| FISCAL YEAR | The Federal fiscal 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 HOME grant amount (line of credit amount) given by HUD to the PJ excluding any ADDI funds received by the PJ. This amount automatically increases if the grant is increased and decreases if the grant is decreased. |
| AMOUNT RESERVED | The amount reserved by the PJ 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 of CHDO Operating funds drawn down from the CO fund type by the PJ (includes disbursed, returned, and pending approval). |
| % RSVD DISB | TOTAL DISBURSED divided by AMOUNT RESERVED expressed as a percent. |
| AVAILABLE TO DISBURSE | AMOUNT RESERVED minus TOTAL DISBURSED. |
| CHDO FUNDS (CR) | |
| FISCAL YEAR | The Federal fiscal 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) excluding any ADDI funds received by he PJ. For state subrecipients and subrecipients, the amount subgranted from the CR subfund to their organization. |
| AMOUNT RESERVED TO CHDOs | The total amount of the CR fund type subgranted to CHDOs through the IDIS subgrant function. |
| % REQ RSVD | AMOUNT RESERVED TO CHDOs divided by CHDO REQUIREMENT expressed as a percent. |
| FUNDS COMMITTED FOR ACTIVITIES | The amount of CR funds reserved to CHDOs that are committed to activities. |
| % RSVD CMTD | FUNDS COMMITTED FOR ACTIVITIES divided by AMOUNT RESERVED TO CHDOs expressed as a percent. |
| BALANCE TO COMMIT | AMOUNT RESERVED to CHDOs minus FUNDS COMMITTED FOR ACTIVITIES. |
| TOTAL DISBURSED | The amount of CHDO Reserve funds drawn down from CR fund type by the PJ (includes disbursed, returned, 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. |
| CHDO LOANS (CL) | |
| FISCAL YEAR | The Federal fiscal year of the HUD grant. "Total" in this field represents the cumulative amounts of all fiscal years. |
| AMOUNT | For local and state PJs, a maximum of 10% of the CHDO Set-Aside |

| | |
|--|---|
| AUTHORIZED | (AUTHORIZED AMOUNT of the CR fund type) given by HUD to the PJ. This amount automatically increases if the grant is increased and decreases if the grant is decreased. |
| AMOUNT RESERVED | The amount reserved for CHDO Loans. Note that the CL fund type is a subfund of the CR fund type and counts toward the PJ's 15% CHDO requirement. |
| AMOUNT COMMITTED | The amount committed to activities from the CHDO Loan subgrants and subfunds (CL fund type). |
| % AUTH CMTD | AMOUNT COMMITTED divided by AMOUNT AUTHORIZED expressed as a percent. |
| BALANCE TO COMMIT | AMOUNT RESERVED minus AMOUNT COMMITTED. |
| TOTAL DISBURSED | The amount of CHDO Loan funds drawn down from the CL fund type by the PJ (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. |
| CHDO CAPACITY (CC) | |
| FISCAL YEAR | The Federal fiscal 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. This amount automatically increases if the grant is increased and decreases if the grant is decreased. |
| AMOUNT RESERVED | The amount reserved for CHDO Capacity (AMOUNT AUTHORIZED of the CR fund type). Note that the CC fund type is a subfund of the CR fund type and counts toward the PJ's 15% CHDO requirement. |
| AMOUNT COMMITTED | The amount committed to activities from the CHDO Capacity subgrants and subfunds (CC fund type). |
| % 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 CHDO Capacity drawn down from the CC fund type by the PJ (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. |
| RESERVATION TO STATE RECIPIENTS AND SUB-RECIPIENTS (SU) | |
| FISCAL YEAR | The Federal fiscal 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 Reservations to State Recipients and Sub-recipients 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 of Reservations to State Recipients and Sub-recipients funds drawn down from the SU fund type by the PJ (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. |
| TOTAL PROGRAM FUNDS | |
| FISCAL YEAR | The Federal fiscal 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. This amount includes ADDI funds if the PJ receives an ADDI formula allocation. This amount is affected over time by any deobligation. |
| PROGRAM INCOME AMOUNT | The total amount of PI recorded by the PJ in IDIS for the HOME Program in the corresponding fiscal year. |
| TOTAL DISBURSED | The amount drawn down for all activities (includes DISBURSED, RETURNED, AND DISBURSED PENDING APPROVAL). |
| AVAILABLE TO DISBURSE | TOTAL AUTHORIZATION minus TOTAL DISBURSED. |
| COMMITTED AMOUNT | The amount committed to activities from the grant, subgrants, and subfunds other than Administration and CHDO Operating Expenses (includes all fund types except AD and CO). |
| NET DISBURSED FOR ACTIVITIES | The amount drawn down for activities from grants, subgrants, and subfunds other than Administration and CHDO Operating Expenses. Note this amount includes DISBURSED and RETURNED, but excludes DISBURSED PENDING APPROVAL. |
| NET DISBURSED FOR ADMIN/OP | The amount drawn down for Administration and CHDO Operating Expenses. Note This amount includes DISBURSED and RETURNED, but excludes DISBURSED PENDING APPROVAL. |
| NET DISBURSED | NET DISBURSED FOR ACTIVITIES plus NET DISBURSED FOR ADMIN/OP. |
| DISBURSED PENDING APPROVAL | The amount drawn down but not yet approved. |
| TOTAL DISBURSED | The amount drawn down for all activities (includes DISBURSED, RETURNED, AND DISBURSED PENDING APPROVAL). |
| TOTAL PROGRAM PERCENT | |
| FISCAL YEAR | The Federal fiscal 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. |
| PROGRAM INCOME AMOUNT | The total amount of Program Income recorded by the PJ in IDIS for the HOME Program in the corresponding fiscal year. |

| | |
|------------------------------|--|
| % COMMITTED FOR ACTIVITIES | COMMITTED FOR ACTIVITIES divided by (TOTAL AUTHORIZATION minus ADMIN/OP Reservation) expressed as a percent. |
| % DISB FOR ACTIVITIES | NET DISBURSED for Activities divided by (TOTAL AUTHORIZATION plus PROGRAM INCOME AMOUNT) expressed as a percent. |
| % DISB FOR ADMIN/OP | NET DISBURSED for ADMIN/OP divided by (TOTAL AUTHORIZATION plus PROGRAM INCOME AMOUNT) expressed as a percent. |
| % NET DISBURSED | NET DISBURSED divided by (TOTAL AUTHORIZATION plus PROGRAM INCOME AMOUNT) expressed as a percent. |
| % DISBURSED PENDING APPROVAL | The amount drawn down but not yet approved, expressed as a percent. |
| % TOTAL DISBURSED | TOTAL DISBURSED divided by (TOTAL AUTHORIZATION plus PROGRAM INCOME AMOUNT) expressed as a percent. |
| % AVAILABLE TO DISBURSE | AVAILABLE TO DISBURSE divided by (TOTAL AUTHORIZATION plus PROGRAM INCOME AMOUNT) expressed as a percent. |

GENERATING AND DOWNLOADING IDIS REPORTS

THE REPORTS MENU

To access the IDIS reporting function, select option **E**, Reports Menu, on the Main Menu and press <Enter> to display this screen:

```
05/22/06      THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM      C04MM01
07:34:44

                                REPORTS MENU

                                01  REPORT SELECTION
                                02  REPORT STATUS
                                03  DATA DOWNLOADS

TYPE SELECTION AND PRESS ENTER      E 00

F4 = MAIN MENU      F7 = PREV
```

Choose option:

01 – Report Selection to select the reports you want to run.

02 – Report Status to see if the reports you have selected are still processing or if they are ready to be downloaded.

03 – Data Downloads to download IDIS data as ASCII files. The data download function is not covered in this training; refer to Chapter 12 of the *IDIS Reference Manual* for information about this option.

GENERATING IDIS REPORTS

Generating reports in IDIS consists of two steps: (1) selecting and submitting the reports you want, and (2) downloading them from the mainframe first to a HUD server and then to your PC. Each step is explained below.

Selecting and Submitting Reports

Choose Reports Menu option **01**, Report Selection, and press <Enter> to access the list of the available reports. The list covers four screens, as shown below. To move forward to the next screen, press <F18> (<Shift + F6> on most keyboards). To display the previous screen, press <F17> (<Shift + F5> on most keyboards).

Screen 1

```
05/22/06 THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM 07:37 C04MU15
REPORT SELECTION

GRANTEE: BOSTON
SELECT                                     PRIORITY YEAR

- HUD Grants and Program Income           -PR01     -
- List of Activities by Pgm Yr and Project -PR02     -
- Drawdown Report by Project and Activity  -PR05     -
- Activity Summary (GPR) for Grantee       -PR03     -
- Summary Of Con Plan Projects for Report Year -PR06     -
- Program Income Details by FY and Pgm    -PR09     -
- Drawdown Report by Voucher Number       -PR07     -
- Grantee Summary Activity Report         -PR08     -
- CDBG Housing Activities                 -PR10     -
- CDBG New Housing Construction Activities -PR11     -

SELECT (PLACE AN X NEXT TO ENTRY(IES))
PRIORITY (I = IMMEDIATE, N = AT NIGHT)

F1 =HELP F3 =VALDT F4 =MAIN MENU F6 =CLR F8 =NEXT
F9 =SUBMIT REPORTS F17 =UP F18 =DOWN ENTER =SELECT REPORTS
```

Screen 2

05/22/06 THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM 07:39 C04MU15
REPORT SELECTION

GRANTEE: BOSTON

| SELECT | | PRIORITY | YEAR |
|--------|---------------------------------------|----------|------|
| - | ESG Financial Summary for FY | -PR12 | - |
| - | CDBG Float-Funded Activities | -PR13 | - |
| - | CDBG CDFI and NRSA Activities | -PR14 | - |
| - | CDBG FINANCIAL EXTRACTION | - | - |
| - | HOPWA FINANCIAL EXTRACTION | - | - |
| - | HOME FINANCIAL EXTRACTION | - | - |
| - | ESG FINANCIAL EXTRACTION | - | - |
| - | ESG Program Grantee Statistics for PY | -PR19 | - |
| - | Status of HOME Activities | -PR22 | --- |
| - | Status of CHDO Funds by Fiscal Year | -PR25 | --- |

SELECT (PLACE AN X NEXT TO ENTRY(IES))
PRIORITY (I = IMMEDIATE, N = AT NIGHT)

F1 =HELP F3 =VALDT F4 =MAIN MENU F6 =CLR F8 =NEXT
F9 =SUBMIT REPORTS F17 =UP F18 =DOWN ENTER =SELECT REPORTS

Screen 3

05/22/06 THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM 07:41 C04MU15
REPORT SELECTION

GRANTEE: BOSTON

| SELECT | | PRIORITY | YEAR |
|--------|-------------------------------------|----------|------|
| - | ESG Grantee Activity Summary | -PR20 | - |
| - | Summary of Accomplishments | -PR23 | --- |
| - | Status Of HOME Grants | -PR27 | --- |
| - | CDBG Financial Summary | -PR26 | - |
| - | Administration User Profile List | -PR30 | - |
| - | HOME Matching Liability Report | -PR33 | - |
| - | CDBG Timeliness Report | -PR56 | - |
| - | Status of OE Funds by Fiscal Year | -PR34 | - |
| - | Grant, Subfund, and Subgrant Report | -PR35 | - |
| - | Receipt Audit Trail Report | -PR36 | - |

SELECT (PLACE AN X NEXT TO ENTRY(IES))
PRIORITY (I = IMMEDIATE, N = AT NIGHT)

F1 =HELP F3 =VALDT F4 =MAIN MENU F6 =CLR F8 =NEXT
F9 =SUBMIT REPORTS F17 =UP F18 =DOWN ENTER =SELECT REPORTS

Screen 4

```
05/22/06 THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM 07:46 C04MU15
REPORT SELECTION

GRANTEE: BOSTON
SELECT                                     PRIORITY YEAR

- Cost Per HOME-Assisted Unit/Family      -PR15      -
- HOME Lower Income Benefit-All Fiscal Years -PR16      -
- CDBG Acts Subj to Jobs/Svcs Pub Ben Calc -PR17      -
- Activity Estimates, Funding, and Draws    -PR38      -
- HOPWA PROJECT ACTIVITY SUMMARY          -PR72      -
- Consolidated Plan Projects Report        -PR73      -
- CDBG Expenditures by Org Type            -PR77      -
- CDBG Summary of Expenditures by Type of ORG -PR78      -
- CDBG Housing Rehabilitation Report       -PR79      -

SELECT (PLACE AN X NEXT TO ENTRY(IES))
PRIORITY (I = IMMEDIATE, N = AT NIGHT)
BOTTOM OF DATA REACHED

F1 =HELP  F3 =VALDT  F4 =MAIN MENU  F6 =CLR  F8 =NEXT
F9 =SUBMIT REPORTS  F17 =UP  F18 =DOWN  ENTER =SELECT REPORTS
```

To select the report(s) you want to run:

1. Enter **X** in the report's SELECT field.
2. In the PRIORITY field, type **I** to run the report immediately or **N** to have it run overnight.
3. If there is an input line under the YEAR column, enter a specific program year for the report.
Exception: For the Status of HOME Activities report (PR22), leave the YEAR field blank to get a report for the current program year, or enter **9999** to get a report for all program years.
4. When you finish on a screen, press <Enter> to save your data. The report titles will be redisplayed in all capital letters.
5. To continue selecting reports, press <Shift + F6> to page forward a screen or <Shift +F5> to display the previous screen.

To submit the reports, press <F9>. For some reports, including the Status of HOME Grants (PR27), IDIS displays a screen where you will specify additional parameters. For details about the parameter screens, refer to Chapter 12 of the *IDIS Reference Manual*.

After you press <F9> (and, if necessary, fill in any parameter screens), IDIS displays the message “Reports submitted. Press <F6> to clear old selections before making any new additional selections.”

Downloading and Retrieving Reports

IDIS reports are downloaded from the Reports Status screen, shown below. You can access this screen two ways:

- Select option **02** on the Reports Menu (see page G-1; curiously, you cannot get back to the Reports Menu from the report selection screens).
- Press <F8> on any of the report selection screens.

```
05/24/06      THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM      C04MU16
                REPORTS STATUS

                USER-ID ( C00063      )

ACTIVITY  REPORT NAME                DATE        TIME        STATUS
  _      OE Funds by FY -PR34      05-27-2006   10.24.18     NOT READY
  _      HOME Mtch Liabl-PR33      05-27-2006   10.24.15     READY
  _      Status HOME Gnt-PR27      05-26-2006   11.40.32     READY
  _      CHDO Fnds by FY-PR25      05-26-2006   11.40.28     READY
  _      Status HOME Act-PR22      05-26-2006   11.40.26     READY

ACTIVITY  ( D = DOWNLOAD )

                F4 = MAIN MENU  F6 = CLEAR  F7 = PREV
F8 = NEXT  F17 = UP           F18 = DOWN
```

| Field | Description |
|-----------------------------|--|
| ACTIVITY | Enter D next to the name of each report you want to download and then press <Enter>. Only reports with a STATUS of READY can be downloaded. |
| REPORT NAME DATE TIME | These read-only field displays the name, date, and time of each report you have submitted on the report selection screens. |
| STATUS | <p>This read-only field contains one of the following values listed below. The system updates the STATUS fields each time you press <Enter>.</p> <ul style="list-style-type: none"> • NOT READY – The report is still running and cannot be downloaded yet. Press <Enter> to monitor the status until it changes to READY. • READY – The report is ready for downloading. • DOWNLOADING – The report is being downloaded to the Web390 server. Press <Enter> to monitor the status until it changes to ON SERVER. • ON SERVER – The report has finished downloading to the Web390 server and is ready to be retrieved. • RERUN – The report failed to complete properly and will need to be resubmitted. |

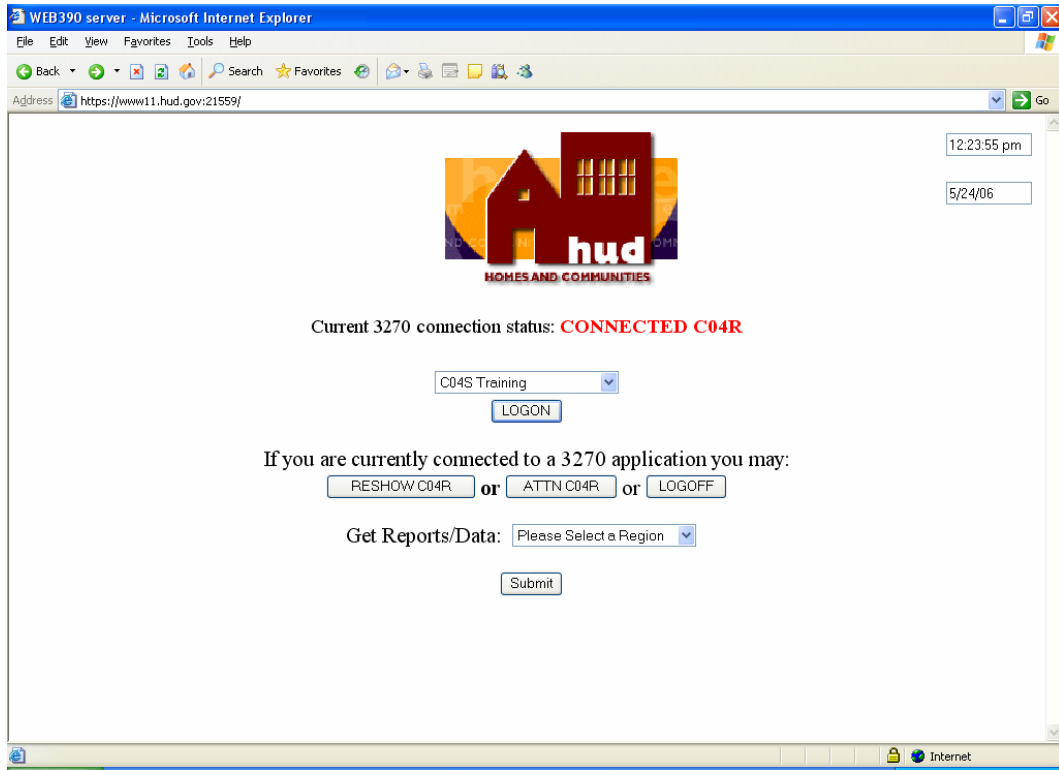
To download reports to the Web390 server, type **D** next to each report with a **READY** status that you want to download and press <Enter>.

Caution! Each time you run a download, any of your reports that are already on the server will be erased.

When the status changes from **DOWNLOADING** to **ON SERVER** (remember to press <Enter> to update the status fields), proceed with the next step.

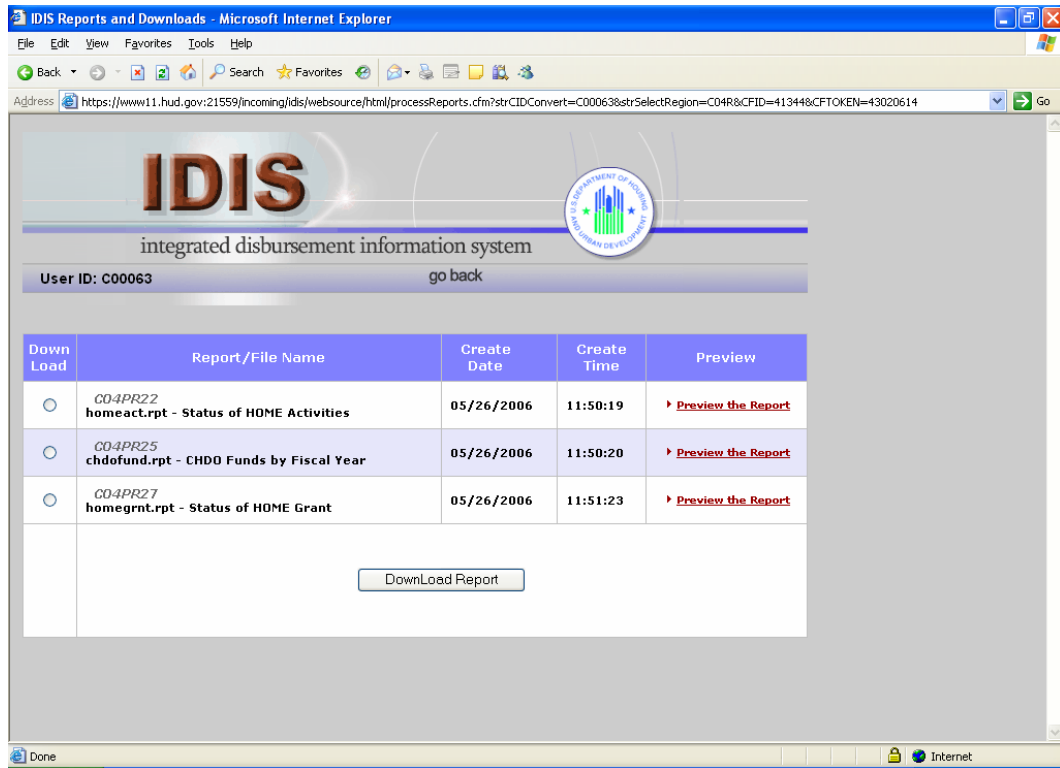
To retrieve your reports from the server, you must temporarily leave the IDIS environment (you do not need to disconnect or log off). Follow these steps:

1. On any IDIS screen, click on the Home icon on the right side of your screen. The IDIS logon screen is displayed.



In the GET REPORTS/DATA field, select the IDIS region where you ran and downloaded the reports, then click .

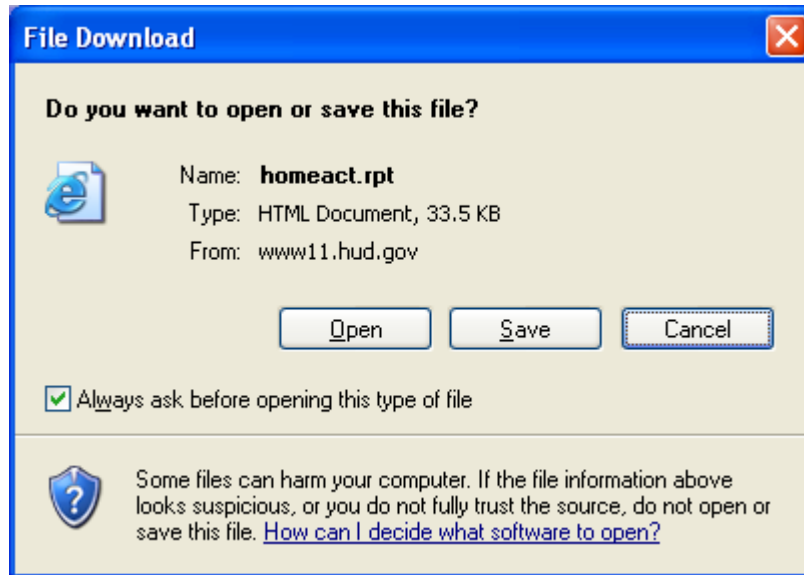
2. A screen showing all of the reports you have downloaded from the mainframe is displayed:



To look at a report, click on Preview the Report in the last column.

To download a report to your PC, click first on the Download button in the first column, then click on Download Report. Reports have to be downloaded one at a time.

3. If you are downloading a report, a File Download dialogue box is displayed next:



To preview the file before downloading it to your PC, click on **Open**. To save it to your PC, click on **Save** and specify where the file is to be saved.

4. When you have finished, click on **go back** at the top center of your screen to redisplay the IDIS logon screen (see page G-6). Click **RESHOW C04x** to return to your IDIS session or **LOGOFF** to exit the system.

Chapter 12 of the *IDIS Reference Manual* provides some tips on how to format downloaded IDIS reports in Microsoft Word or WordPerfect. For information about BOSMAC—macros developed by the Boston Field Office to assist you in analyzing and formatting the reports—go to the CPD Systems web page at www.hud.gov/offices/cpd/systems/index.cfm and click on BOSMAC.

ATTACHMENT 6A
Letter Prior to Deadline



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

Subject: HOME Program [year] Funds [**Commitment / Reservation / Expenditure**] Deadline

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

The HOME Program [**statute / regulation**] provides that [**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 is a copy of the Deadline Compliance Status Report which identifies the [**cumulative commitment requirement amount / cumulative CHDO reservation requirement amount / cumulative expenditure requirement amount**] through [**deadline year**], as well as the amount [**committed / reserved to CHDOs / expended**] as reported in IDIS through the date of the report. The report also shows a current [**commitment requirement / CHDO reservation requirement / expenditure requirement**] shortfall of [**shortfall amount**]. This information is updated monthly on the HOME website at: <http://www.hud.gov/offices/cpd/affordablehousing/reports/#dcr>.

Prior to the requirement deadline, we are giving you the opportunity to update IDIS with any [**commitments, CHDO reservations, expenditures**] not previously recorded and to identify and correct errors in IDIS. Please note that any cancellation of activities may negatively impact your ability to meet your requirements.

In addition, current IDIS data shows program income expenditures of [**dollar amount**]. The amount of program income expended at the time of the [**commitment / expenditure**] deadline will be applied to any [**commitment / expenditure**] shortfall identified for your 2007 deadlines (i.e., 2005 commitment requirement, 2002 expenditure requirement). For more information on these requirements refer to HUD Notice CPD 07-XX.

If you have any questions or require assistance, please contact [**Name**], Community Planning & Development Representative at [**telephone number**], or via email at [**email address**].

ATTACHMENT 6B
Letter After Deadline



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

Subject: HOME Program [year] Funds [Commitment / Reservation / Expenditure] Deadline

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

The HOME Program [statute / regulation] provides that [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 is a [Commitment and CHDO Reservation Requirement Worksheet / Expenditure Requirement Worksheet], indicating the [year] [cumulative commitment requirement amount / cumulative CHDO reservation requirement amount / cumulative expenditure amount], as well as the amount [committed / reserved to CHDOs / expended], as reported in IDIS as of [deadline date]. This information can also be found monthly on the Headquarters Deadline Compliance Status Reports, which are typically posted monthly on the Internet by the 15th day of the following month at:
<http://www.hud.gov/offices/cpd/affordablehousing/reports/#dcr>.

In addition, at the time of your deadline, IDIS data showed program income expenditures of [dollar amount]. The amount of program income expended at the time of the deadline was applied to any [commitment / expenditure] shortfall identified for your 2007 deadlines (i.e., 2005 commitment requirement, 2002 expenditure requirement). For more information on these requirements refer to HUD Notice CPD 07-XX.

In order to prevent the deobligation of these funds, please provide this office with documentation of any **[commitments / reservations to CHDOs / expenditures]** that occurred before the deadline that was not entered into IDIS prior to the deadline. We request this information within 15 days of the date of this letter. Section VII of HUD Notice CPD **[Notice number]** identifies acceptable documentation.

If you have any questions or require assistance, please contact **[Name]**, Community Planning & Development Representative at **[telephone number]**, or via email at **[email address]**.

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

Name of Participating Jurisdiction: _____

Grant Number: _____

Deadline for Committing and Reserving Funds: _____

Part A - Commitments (If commitment requirement is met, proceed to Part B)

| Total Commitment Requirement: | HUD | PJ |
|--|------------|-----------|
| 1. FY _____ Commitment Requirement (Enter the commitment requirement amount from the HQ Deadline Compliance Status Report) | \$ | |
| Total Commitments: | | |
| 2. Total of HOME funds committed in IDIS: (Enter the total commitments from the HQ Deadline Compliance Status Report) | \$ | |
| 3. Total Program Income expended in IDIS as of the deadline date. | \$ | |
| 4. Total of HOME funds committed to the following, not entered in IDIS: | | |
| a. Written Agreements and contracts | | \$ |
| b. Evidence of construction start | | \$ |
| c. CHDO Reservation documentation | | \$ |
| d. Total documentation not entered in IDIS (Sum of 4a through 4c) | \$ | \$ |
| 5. Total Commitments (HUD = Sum of lines 2 and 3 and 4(d)) | \$ | |
| Balance to be Deobligated and Reallocated by Formula: | | |
| 6. Part A line 1 minus Part A line 5 | \$ | |

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

| Total CHDO Requirement: | HUD | PJ |
|---|------------|-----------|
| 1. FY _____ CHDO Requirement (Enter the CHDO requirement amount from the HQ Deadline Compliance Status Report) | \$ _____ | |
| Total CHDO Reservations: | | |
| 2. Total of CHDO funds reserved in IDIS: (Enter the total reservations from the HQ Deadline Compliance Status Report) | \$ _____ | |
| 3. Total of CHDO funds reserved but, not entered in IDIS | \$ _____ | \$ _____ |
| 4. Total Reservations (HUD = 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

- To be deobligated and reallocated by formula.
(Part A line 6 minus Part B line 5. If negative enter zero.) \$ _____
- To be deobligated and reallocated by competition for CHDO
(Part B Line 5) \$ _____

Prepared by: _____ at: _____ in: _____
Name Telephone number Field Office

**Expenditure Requirement Worksheet
Summary of FY _____ HOME Funds**

Name of Participating Jurisdiction: _____

Grant Number: _____

Deadline for Expending Funds: _____

| Total Expenditure Requirement: | HUD | PJ |
|---|------------|-----------|
| 1. FY _____ Expenditure Requirement (Enter the expenditure requirement amount from the HQ Deadline Compliance Status Report) | \$ | |
| Total Expenditures: | | |
| 2. Total of expenditures through the deadline: (Enter the total expended from the HQ Deadline Compliance Status Report) | \$ | |
| 3. Total Program Income expended in IDIS as of the deadline date. | \$ | |
| 4. Total of HOME funds expended but, not charged to the HOME allocation (Drawn through IDIS – Amount of any data found in the financial ledgers) | \$ | \$ |
| 5. Total Expenditures (HUD = Sum of lines 2 and 3 and 4) | \$ | |
| Balance to be Deobligated and Reallocated by Formula: | | |
| 6. Line 1 minus Line 5 (If negative enter zero) | \$ | |

Prepared by: _____ at: _____ in: _____
Name
Telephone number
Field Office