

HOME/HTF Affordable Housing Development Grant Administration Manual Tools and Resources

Project Set Up and Completion Report – Multifamily Development

This report must be completed and submitted in order for Commerce to set up and complete projects in HUD’s Integrated Disbursement and Information System (IDIS).

Commerce Use Only

Activity Objective

- Create suitable living environment
- Provide decent affordable housing
- Create economic opportunities

Activity Outcome

- Availability/accessibility
- Affordability
- Sustainability

IDIS Activity ID: _____

Activity Name¹: _____

Written Agreement Execution Date: _____

SET UP

- CDBG Strategy Area
- Local Target Area
- Presidentially Declared Major Disaster Area
- Historic Preservation Area
- Brownfield Redevelopment Area
- Conversion of Nonresidential to Residential

Will this activity be carried out by a faith-based organization?

- Yes
- No

Will the project meet the environmental provisions under the Property Standards at 93.301(f)(1) or 93.301(f)(2) at project completion? (HTF only)

- Yes
- No

Activity Type

- Rehabilitation Only
- New Construction Only
- Acquisition Only
- Acquisition and Rehabilitation
- Acquisition and New Construction

¹ Activity name is the name of the grantee, followed by a “-”, followed by the name of the project. For example, “Missoula Housing Authority - Cornerstone Apartments”

Multi-address

- Yes
- No

Loan Guarantee

- Yes
- No

Activity Address

Address Line 1: _____
Address Line 2: _____
Address Line 3: _____
City: _____
State: _____
Zip Code: _____
County: _____

Activity Estimates

Estimated HTF Units: _____
Estimated HOME Units: _____
Estimated HTF Cost: _____
Estimated HOME Cost: _____

Property Owner

- Individual
- Partnership
- Corporation
- Not-for-Profit
- Publicly Owned
- Other

Property Owner Name

First Name: _____
Middle Initial: _____
Last Name: _____

Property Owner Address

Address Line 1: _____
Address Line 2: _____
Address Line 3: _____
City: _____
State: _____
Zip Code: _____

COMPLETION

Activity Type

- Rehabilitation Only
- New Construction Only
- Acquisition Only
- Acquisition and Rehabilitation
- Acquisition and New Construction

Property Type

- Condominium
- Cooperative
- SRO
- Apartment
- Other

Mixed Use

- Yes
- No

Mixed Income

- Yes
- No

Units

Total Completed Units: _____
 HTF Units: _____
 HOME Units: _____

<i>Of the total completed units, the number of:</i>	Total	HTF-Assisted	HOME-Assisted
Energy Star Certified Units			
Section 504 Accessible Units			
Units Designated for Disabled Individuals or Families for Other than Mobility Impairments			
Units Designated for Homeless Individuals			
Of the Units Designated for Homeless Individuals, Number of Units Designated for Chronically Homeless Individuals			
Of the Units Designated for Homeless Individuals, Number of Units Designated for Homeless Veteran Individuals			
Units Designated for Homeless Families			
Of the Units Designated for Homeless Families, Number of Units Designated for Chronically Homeless Families			
Of the Units Designated for Homeless Families, Number of Units Designated for Homeless Veteran Families			
Units Designated for Persons with HIV/AIDS			

<i>Of the total completed units, the number of:</i>	Total	HTF-Assisted	HOME-Assisted
Of the Units Designated for Persons with HIV/AIDS, Number of Units Designated for the Chronically Homeless			
Units Designated for Victims of Domestic Violence			
Units Designated for Homeless Youth			
Units Designated for Youth Aging out of Foster Care			

Period of Affordability

If you are imposing a period of affordability that is longer than the regulatory minimum, enter the total years (HTF/HOME minimum + additional) of affordability.

Total Years of Affordability _____

Costs

HTF

Amortized Loan	
Grant	
Deferred Payment Loan	
Other	
Total	

HOME (Including Program Income)

Amortized Loan	
Grant	
Deferred Payment Loan	
Other	
Total	

Public Funds

CDBG Funds	
FHA Funds	
Other Federal Funds	
State/Local Housing Trust Funds	
Other State/Local Funds	
Tax-Exempt Bond Proceeds	
Total	

Private Funds

Private Loans	
Owner Cash Contributions	
Private Grants	
Total	

Other

Low Income Housing Tax Credit Proceeds	
Total	

Activity Totals

HTF Funds	
HOME Funds	
All Funds	
Total HTF Funds Disbursed	
Total HOME Funds Disbursed	

Beneficiaries

Unit #	# of Bedrooms ²	Occupant ³	Total Monthly Rent	% Median Income ⁴	Hispanic/Latino (Y/N)	Race ⁵	Size ⁶	Type ⁷	Assistance Type ⁸

² SRO/Efficiency, 1 bedroom, 2 bedrooms, 3 bedrooms, 4 bedrooms, 5+ bedrooms

³ Tenant, Owner, Vacant

⁴ HTF: 0-30% AMI, % of 30+ to poverty line (when poverty line is higher than 30% AMI), % of the higher of 30+% AMI or poverty line to 50% AMI; HOME: 0 to 30% AMI, 30+ to 50% AMI, 50+ to 60% AMI, 60+ to 80% AMI

⁵ White, Black/African American, Asian, American Indian/Alaskan Native, Native Hawaiian/Other Pacific Islander, American Indian/Alaskan Native and White, Asian and White, Black/African American and White, American Indian/Alaskan Native and Black/African American, Other Multi-Racial

⁶ 1 person, 2 persons, 3 persons, 4 persons, 5 persons, 6 persons, 7 persons, 8+ persons

⁷ Single, Non-Elderly; Elderly; Single Parent; Two Parents; Other

⁸ No Assistance; Project-Based Section 8; Other Federal, State, or Local Project-Based Assistance; Tenant-Based Section 8 (Voucher); HOME TBRA; Other Federal, State, or Local Tenant-Based Assistance