

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

## Project Set Up and Completion Report – Single Family 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).

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### 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 Name<sup>1</sup>: \_\_\_\_\_

Written Agreement Execution Date: \_\_\_\_\_

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### 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

#### *Activity Type*

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

#### *Multi-address*

- Yes
- No

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<sup>1</sup> Activity name is the name of the grantee, followed by a “-”, followed by the name of the project. For example, “Helena Housing Authority - Hillside Homes”

*Loan Guarantee*

[ ] Yes

[ ] No

*Activity Estimates*

Estimated HTF Units: \_\_\_\_\_

Estimated HOME Units: \_\_\_\_\_

Estimated HTF Cost: \_\_\_\_\_

Estimated HOME Cost: \_\_\_\_\_

**COMPLETION**

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*Activity Type*

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

*Property Type*

- Condominium
- Cooperative
- SRO
- 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>	<b>Total</b>	<b>HTF-Assisted</b>	<b>HOME-Assisted</b>
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>	<b>Total</b>	<b>HTF-Assisted</b>	<b>HOME-Assisted</b>
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 \_\_\_\_\_

Location

*FHA Insured*

[ ] Yes

[ ] No

Costs

**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 <sup>2</sup>	Occupant <sup>3</sup>	Total Monthly Rent	% Median Income <sup>4</sup>	Hispanic/Latino (Y/N)	Race <sup>5</sup>	Size <sup>6</sup>	Type <sup>7</sup>	Assistance Type <sup>8</sup>

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

<sup>3</sup> Tenant, Owner, Vacant

<sup>4</sup> 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

<sup>5</sup> 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

<sup>6</sup> 1 person, 2 persons, 3 persons, 4 persons, 5 persons, 6 persons, 7 persons, 8+ persons

<sup>7</sup> Single, Non-Elderly; Elderly; Single Parent; Two Parents; Other

<sup>8</sup> 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