

Rental/Homebuyer/Homeowner Rehab Set-Up Report HOME Program

U.S. Department of Housing
and Urban Development
Office of Community Planning
and Development

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(Exp. 8/31/2009)

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owners or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and expenditure deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain project-specific data elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

Note: Complete for all Rental/Homebuyer/Homeowner Rehab Activities to be set-up.

Check the Appropriate Box:

- Original Submission Change Owner's Address
 Ownership Transfer Revision

Part A:

1. Activity Number		2. Name of Participant		6. HOME Funds for Activity a. Total Funds Requested + \$	
3. Participant Tax ID Number		4. CHDO Tax ID Number		b. Participant Number	
5. Type of Activity (1) <input type="checkbox"/> Rehab (3) <input type="checkbox"/> Acquisition Only (5) <input type="checkbox"/> Acquisition New Construction (2) <input type="checkbox"/> New Construction (4) <input type="checkbox"/> Acquisition Rehab				c. Dollar Amount of Funds \$	
8. Name & Phone Number of person completing form		9. CHDO Loan (1) <input type="checkbox"/> Yes (2) <input type="checkbox"/> No		\$	
				7. Total Estimated Cost of Activity (HOME-assisted units, including other public/private funds) \$	

Part B: Activity Information

1. Street Address of Activity					
1a. City				1b. State	1c. Zip Code
2. Name of Owner <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		2a. Last Name		2b. First Name	
3. Mailing Address of Owner					
3a. City				3b. State	3c. Zip Code
3d. Phone Number	4. Name of Firm (if applicable)		5. Total Units in Activity Prior to Assistance	6. Estimated Units Upon Completion	7. Total HOME-Assisted Units Upon Completion
8. Type of Ownership (Check one box) (1) <input type="checkbox"/> Individual (4) <input type="checkbox"/> Not-for-Profit (2) <input type="checkbox"/> Partnership (5) <input type="checkbox"/> Publicly Owned (3) <input type="checkbox"/> Corporation (9) <input type="checkbox"/> Other			9. Tenure Type (Check one box only) (1) <input type="checkbox"/> Rental (2) <input type="checkbox"/> Homebuyer (3) <input type="checkbox"/> Homeowner Rehab		10. Complete for CHDO Activities (Check one box only) (1) <input type="checkbox"/> Owned (2) <input type="checkbox"/> Sponsored (3) <input type="checkbox"/> Developed
11. County Code (to be completed by Centralized States only)					

Part C: Household Characteristics Complete one line for each unit assisted with HOME funds. Enter one code only in each block. If the activity is a 1-4 unit owner occupied rental activity, also provide tenant characteristics. For activities which include multiple addresses, complete a separate Household Characteristics (Part C) for each address. Do not complete for new construction activities.

Activity Address	Activity Number
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Unit No.	No. of Bedrooms	Occupancy	Tenant Contribution	Subsidy Amount	Total Rent	% of Area Median	Hisp	Race of Head of Household	Size of Household (1 to 8)	Head of Household	Rental Assistance

- No. of Bedrooms Code**
 1 – 1 Bedroom
 2 – 2 Bedrooms
 3 – 3 Bedrooms
 4 – 4 Bedrooms
 5 – 5 or more Bedrooms

- % of Area Median Code**
 1 – 0 – 30%
 2 – 30 – 50%
 3 – 50 – 60%
 4 – 60 – 80%
- Hispanic**
 y – yes
 n – no

- Race of Head of Household Code**
 11 – White
 12 – Black or African American
 13 – Asian
 14 – American Indian or Alaska Native
 15 – Native Hawaiian or Other Pacific Islander
 16 – American Indian/Alaska Native & White
 17 – Asian & White
 18 – Black or African American & White
 19 – American Indian or Alaska Native & Black or African American
 20 – Other Multi Racial

- Head of Household Code**
 1 – Single/non-Elderly
 2 – Elderly
 3 – Related/Single Parent
 4 – Related/Parent
 5 – Other

- Occupancy Code**
 1 – Tenant
 2 – Owner
 9 – Vacant

- Rental Assistance Code**
 1 – Section 8
 2 – HOME TBRA
 3 – Other
 4 – No Assistance

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owner or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and disbursement deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain activity-specific elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and disbursements of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

Sensitive Information: Some of the information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

Instructions for Completing the Rental/Homebuyer/Homeowner Rehab Set-Up Report HOME Program

Read the instructions for each item carefully before completing the form. Use a typewriter or print carefully with a ballpoint pen. Prepare an original and one copy. Retain the copy.

Applicability. This report is to be completed for each rental, homebuyer, or homeowner rehabilitation activity assisted with HOME funds.

Timing. This report form is used to setup an activity in IDIS so that funds may be drawn down. An amended setup report form should be submitted if an activity is revised or if HOME funding for the activity is increased or decreased, and the change should be highlighted in yellow.

Part A:

1. **Activity Number.** Enter the activity number assigned by IDIS.
2. **Name of Participant.** Enter the name of the participant, or, for State recipient activities, the name of the State recipient.
3. **Participant's Tax ID Number.** Enter the Tax (Employer) Identification Number for the participant; for a State recipient project, enter the State recipient's Tax ID Number.
4. **CHDO Tax ID Number.** Complete only for activities assisted with funds reserved for Community Housing Development Organizations (CHDOs). Enter the Tax (Employer) Identification Number for the CHDO.
5. **Type of Activity.** Check one box to indicate the type of activity set-up based on the following definitions:
 - (1) **Rehabilitation Only.** A HOME-assisted rehabilitation activity that did not include acquisition of real property. Such activities may have involved (a) repairs or improvement of residential unit(s) to bring the unit(s) up to the property standards required by 24 CFR 92.251;(b) the reconfiguration of a structure to reduce the total units in order to increase the number of large family units, (c) the addition of a room or rooms (e.g., bedroom or bathroom) outside the existing walls for purposes of meeting occupancy or code standards and (d) the adding of a unit or units within the existing structure.
 - (2) **New Construction Only.** Any activity that involved (a) the addition of units outside the existing walls of the structure and (b) the construction of a new residential unit(s). **Note:** When activities have combined new construction in one building(s) on one parcel of

land, the projects, by type of activity (i.e. rehabilitation or new construction), must be administratively set up as separate activities in IDIS.

- (3) **Acquisition Only.** Acquisition of a structure that received a certificate of occupancy at least 13 months before acquisition, which did not require rehabilitation and which is being used to provide affordable housing.
- (4) **Acquisition and Rehabilitation.** A HOME-assisted rehabilitation activity, which included the acquisition of real property.
- (5) **Acquisition and New Construction.** A HOME-assisted new construction activity, which included the acquisition of real property. This includes acquisition of a structure that has received an initial certificate of occupancy within a one year period prior to acquisition.

NOTE: When activities combine new construction in one building(s) with rehabilitation activities in another building(s) on one parcel of land, the activities, by type of activity (i.e., rehabilitation or new construction), must be administratively set up as separate activities in IDIS.

6. HOME Funds for Activity.

- a. Enter the total amount of HOME funds requested for activity.
- b. Enter the participant number for each grant and fiscal year source of HOME funds committed for the activity.
- c. Indicate the amount of HOME funds from each fiscal year by participant number.

7. **Total Estimated Cost of Activity (HOME-assisted units, including other public/private funds).** Enter the total estimated cost (hard and soft costs) for the HOME-assisted units in the activity, including other public/private funds. (Do not include costs attributable to units in the activity that are not HOME-assisted units.)

8. **Name & Phone Number (Including Area Code) of Person Completing Form.** Enter the name and phone number, including area code, of the person to contact for further information regarding this form.

9. **CHDO Loan.** Complete only for activities assisted with funds reserved for Community Housing Development Organizations (CHDOs). Check "yes" if this is a project-specific seed money loan. **NOTE:** When setting up a CHDO loan, the PJ should set up the activity initially to include only the CHDO loan and complete parts A and B of this report form. If the activity is amended to add more CHDO loan funds, the PJ should check "yes." If

the PJ proceeds with the activity the activity may be amended to add additional HOME funds. If the activity is later amended to add funds for rehabilitation or new construction, etc., the PJ would check "no" in block 9. If the activity is amended to add additional funds and/or the activity moves forward, the PJ must submit an amended set-up report form and must complete part C. If the activity does not go forward, a completion report form is required.

Part B: Activity Information

1. **Street Address of Activity.** Self-explanatory.
2. **Name of Owner.** For activities containing rental units, enter the name of the owner. For single-unit homeownership activities, enter "NA" for not applicable.
3. **Mailing Address of Owner.** For activities containing rental units, indicate the mailing address of the owner. For single-unit homeownership activities, enter "NA" for not applicable.
4. **Name of Firm.** For activities containing rental units, if the activity is owned by a firm or other organization, enter the name of the firm or organization. Enter the firm address in Item 3 above. For single-unit homeownership activities and other activities which are not owned by a firm, enter "NA" for not applicable.
5. **Total Units in Activity Prior to Assistance.** Enter the total number of units in the activity (both HOME-assisted and non-HOME-assisted units).
6. **Estimated Units Upon Completion.** Enter the total estimated number of units that will be in the activity upon completion (both HOME-assisted and non-HOME-assisted units).
7. **Total HOME-Assisted Units Upon Completion.** Enter the total number of units (upon completion) that will receive HOME assistance.
8. **Type of Ownership.** Check one box only.
9. **Tenure Type.** Check one box only. For 2 – 4 unit activities containing both an owner occupant and rental unit(s), check box (2) or (3). For 5 or more unit activities containing an owner occupant and rental units, check box (1). (**NOTE:** This will affect which completion report is required upon completion).
10. **Community Housing Development Organization Activities.** Complete only for activities assisted with funds reserved for Community Housing Development Organizations (CHDOs). Check one box only.
11. **County Code.** To be completed only for centralized State activities. Enter the 3-digit county code for the county in which the project is located.

Part C. Household Characteristics.

Provide information on the characteristics of each household (renter or owner) occupying a unit to be assisted with HOME funds. Complete one line for each unit to be assisted with HOME funds. Enter one code only in each block. If the activity is a 1 to 4 unit owner-occupied rental activity, provide characteristics for tenants as well as for the owner. If information is not available, enter "9." If a unit is unoccupied, enter unit number, number of bedrooms, and occupancy as "9" vacant. **Do not complete for new construction activities.**

Unit Number. For rental units, enter the unit number of each unit that will receive HOME assistance.

Number of Bedrooms. Enter "0" for a single room occupancy (SRO) unit or for an efficiency unit, 1 for 1 bedroom, 2 for 2 bedrooms, 3 for 3 bedrooms, 4 for 4 bedrooms, and 5 for 5 or more bedrooms.

Occupancy Code. Enter 1 if the unit is occupied by a tenant, 2 if it is occupied by a homeowner, and 9 if it is vacant.

Monthly Rent (Including Utilities).

Tenant Contribution. For homeowners, enter zero. For renters, enter the actual rent to the nearest dollar, including utilities, paid by the tenant at the time of activity completion. If the rent includes utilities, or if the rent includes partial utilities, e.g., heat, but not electricity, these utility costs must be added to the rent. Compute utility costs for the area (and in the case of partial utilities, compute costs for utilities excluded from the rent), by using the utility allowance schedule by the local Public Housing Authority (PHA) in accordance with form HUD-52667, Allowance for Tenant Furnished Utilities and Other Services.

Subsidy Amount. For homeowners, enter zero. For renters, enter the amount that the tenant receives as a rent subsidy payment (including any utility allowances paid directly to the tenant) to the nearest dollar. If the tenant does not receive a tenant subsidy payment, enter zero.

Total Rent. For homeowners, enter zero. For renters, enter the total monthly rent (tenant contribution plus subsidy amount).

Income Data.

Percent of Area Median. For each occupied residential unit, enter one code only based on the following definitions:

1. **0–30** Percent of Area Median means a household whose adjusted income is at or below 30 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
2. **30–50** Percent of Area Median means a household whose adjusted income exceeds 30 percent and does not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
3. **50–60** Percent of Area Median means a household whose adjusted income exceeds 50 percent and does not exceed 60 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
4. **60–80** Percent of Area Median means a household whose adjusted income exceeds 60 percent and does not exceed 80 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.

Household Data.

Hispanic Y/N: For each occupied residential unit, enter the ethnicity for the head of household as either "Y" for Hispanic or Latino or "N" for Not Hispanic or Latino. Hispanic or Latino race is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Race – Head of Household: For each occupied residential unit, enter one code only based on the following definitions:

11. **White.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
12. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as

“Haitian” or “Negro” can be used in addition to “Black or African American.”

13. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
14. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains affiliation or community attachment.
15. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands.
16. **American Indian or Alaska Native & White.** A person having these multiple race heritages as defined above.
17. **Asian & White.** A person having these multiple race heritages as defined above.
18. **Black or African American & White.** A person having these multiple race heritages as defined above.
19. **American Indian or Alaska Native & Black or African American.** A person having these multiple race heritages as defined above.
20. **Other Multi Racial.** For reporting individual responses that are not included in any of the other categories listed above.

Size of Household. Enter the appropriate number of persons in the household: 1, 2, 3, 4, 5, 6, 7, or 8 or more persons (for households or more than 8, enter 8).

Head of Household. For each residential unit, enter one code only based on the following definitions:

1. **Single/Non-Elderly.** One-person household in which the person is not elderly.
2. **Elderly.** One or two person household with a person at least 62 years of age.
3. **Related/Single Parent.** A single parent household with a dependent child or children (18 years old or younger).
4. **Related/Two Parent.** A two-parent household with a dependent child or children (18 years old or younger).
5. **Other.** Any household not included in the above 4 definitions, including two or more unrelated individuals.

Rental Assistance: For rental units, enter one code only to indicate the type of assistance, if any, being provided to the tenant.

1. **Section 8.** Tenants receiving Section 8 assistance through the Section 8 Certificate Program under 24 CFR part 882 or the Section 8 Housing Voucher Program under 24 CFR part 887.
2. **HOME Tenant Based Rental Assistance.** Tenants receiving HOME tenant-based assistance.
3. **Other Assistance.** Tenants receiving rental assistance through other Federal, State or local rental assistance programs.
4. **No Assistance.** Self-explanatory.