

Appendix 5

INSTRUCTIONS FOR COMPLETING THE REHABILITATION ACTIVITIES FORM
HUD-4949.5

The purpose of the Rehabilitation Activities form is to provide information on single-unit and multi-unit rehabilitation activities carried out in whole or in part with CDBG funds. This appendix provides instructions for completing the items on the Rehabilitation Activities form and provides an example of a completed sample form. The information required to be provided will assist HUD and grantees to assess performance in administering CDBG funded rehabilitation activities and, if necessary, make management improvements.

All CDBG grantees, whether or not they have rehabilitation activities, are required to fill out at a minimum, line number 1 on the form.

HEADING

Complete the headings in accordance with the instructions found in Chapter 1, paragraph 1-5.a., and also on the back of the Rehabilitation Activities form.

TABLE

Lines 1 - 8: Enter the required information separately for single-unit and multi-unit rehabilitation activities. Single-unit activities are those in which a structure containing only one dwelling unit is rehabilitated. Multi-unit activities are those in which a structure containing more than one dwelling unit is rehabilitated. A multi-unit project may include one or more structures.

Line 1 Check Box: For grantees having no single-unit or multi-unit CDBG-funded rehabilitation programs, place an X in the appropriate box. If both boxes are checked, none of the remaining line entries numbered 2 through 8, are to be filled in, except where a grantee or its subrecipient has CDBG expenditures authorized under Section 570.202(b) (9) of the CDBG regulations. In that case, lines 2 and 3 should be completed, as appropriate.

PROGRAM YEAR STAFFING: For all projects (both open and completed) that have been assisted in whole or part with CDBG funds during the CDBG program year covered by this report.

Line 2 NUMBER OF STAFF YEARS: Compute the number of staff hours, paid in whole or in part with CDBG funds, consumed in carrying out rehabilitation services relating to projects both open and completed during the program year. Divide the total number of staff hours -by 2080 to derive the number of staff years. Report the staff years to the nearest tenth of a year.

Note: Include all staff hours of the grantee and its subrecipients who carried out rehabilitation services covered by section 570.202(b)(9) of the CDBG regulations. Activities authorized under this section include: rehabilitation counseling; energy auditing; preparation of work specifications; loan processing; and inspections and other services related to assisting owners, tenants, contractors, and other entities participating or seeking to participate in rehabilitation activities, irrespective of program funding source.

PROGRAM YEAR EXPENDITURES: Lines 3 and 4 represent the total amount of funds expended on all projects during the CDBG program year covered by this report that were open and/or completed in the program year.

Line 3 ACTIVITY DELIVERY COSTS FROM CDBG FUNDS: On line 3 identify and enter the following costs paid from CDBG funds to the nearest dollar:

- a. Staff Costs: Consist of the salary and wages actually paid to the staff identified on line 2 and would include fringe benefit costs such as insurance, retirement, etc.
- b. Other Activity Delivery Costs: All other costs incurred by the grantee and/or subrecipient in making or securing a CDBG-assisted rehabilitation loan. Examples of such costs may include: recordation; appraisals; loan origination fees; credit reports; and title evidence services.

Line 4 Other Project Costs: Enter by "Single-Unit Activities" and by "Multi-Unit Activities", the total amount expended from all sources on projects both open and completed during the program year and round off to the nearest dollar (Note: exclude all Activity Delivery

shown on line 4, provide a breakdown by the following funding sources:

- a. CDBG Funds Expended: Of the amount shown on line 4, enter by "Single-Unit Activities" and "Multi-Unit Activities", the total CDBG funds expended during the program year on all projects both open and completed. (Note: exclude all Activity Delivery Costs shown on lines 3a & 3b).
- b. Other Public (Federal, State, Local) Funds Expended: Of the amount shown on line 4, enter by "Single-Unit Activities" and "Multi-Unit Activities", the total public funds expended during the program year on all projects both open and completed.
- c. Private funds expended: Of the amount shown on line 4, enter by "Single-Unit Activities" and "Multi-Unit Activities", the total private funds expended during the program year on all projects both open and completed.

PROGRAM YEAR COMMITMENTS: Include all projects that were originally committed during the CDBG program year covered by this report. A committed project is one for which funds were first obligated during the CDBG program year covered by this report.

Line 5 Projects/Units Rehabilitated/Committed:

- a. Number of Projects Committed: Enter the number of multi-unit projects that were committed during the program covered by this report.
- b. Number of Units Committed: Enter in the "Single Unit Activities" column, the number of units in single-unit projects that were committed during the CDBG program year covered by this report. Enter in the "Multi-Unit Activities" column, the number of units in multi-unit projects that were committed during the CDBG program year covered by this report.

Line 6 Obligations: Enter the total amount of obligations for committed projects and units as identified on lines 5a and 5b by "Single-Unit Activities" and by "Multi-Unit Activities". Count as obligated (committed) the dollar

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amount of all rehabilitation contracts and grants awarded. Of the amount shown on line 6, provide a breakdown by the following funding sources:

- a. CDBG Funds Obligated: Of the amount shown on line 6, enter by "Single-Unit Activities" and "Multi-Unit Activities", the total CDBG funds obligated (committed) during the program year.
- b. Other Public (Federal, State, Local) Funds Obligated: Of the amount shown on line 6, enter by "Single-Unit Activities" and by "Multi-Unit Activities" the total other public funds obligated (committed) during the program year.
- c. Private Funds Obligated: Of the amount shown on line 6, enter by "Single-Unit Activities" and by "Multi-Unit Activities", the total private funds obligated (committed) during the program year.

Note: Lines 6a through c must equal line 6.

PROGRAM YEAR COMPLETIONS: Include all projects completed during the program year, including those first committed during the program year covered by this report and in prior program years.

- Line 7 Projects/Units Completed: Count as completed the projects/units for which all physical work has been completed and final payment has been made to contractors during the year, regardless of when the rehabilitation work was begun.
- a. Number of Projects Completed (Multi-Unit Only): Enter the number of multi-unit projects completed during the program year covered by this report.
 - b. Number of Units Completed: Enter in the "Single Unit Activities" column the number of rehabilitated units that were completed during the CDBG program year covered by this report. Enter in the "Multi-Unit Activities" column the number of units for those projects reported on line 7a.

NOTE: CDBG-assisted project(s)/unit(s) that meet a national objective under low/mod housing may be reported as completed on the HUD-4949.5 (because the physical work has been completed and final

payment made), but may need to be reported as underway (UND) on the HUD-4949.2a if a national objective has not been met because the unit(s) have not been occupied.

Line 8 Cumulative Expenditures: Enter the total amount of funds expended (both in the program year covered by this report, as well as in prior program years) for projects/units that have been identified on lines 7a and 7b above. Of the amount shown on line 8, provide a breakdown by the following funding sources:

- a. CDBG Funds Expended: Of the amount shown on line 8, enter by "Single-Unit Activities" and "Multi-Unit Activities", the total CDBG funds expended both in the program year and in prior years for all projects/units identified on lines 7a and 7b above.
- b. Other Public (Federal, State, Local) Funds Expended: Of the amount shown on line 8, enter by "Single-Unit Activities" and "Multi-Unit Activities", the total CDBG funds expended both in the program year and in prior years for all projects/units identified on lines 7a and 7b above.
- c. Private Funds Expended: Of the amount shown on line 8, enter by "Single-Unit Activities" and "Multi-Unit Activities", the total CDBG funds expended both in the program year and in prior years for all projects/units identified on lines 7a and 7b above.

Note: Lines 8a through 8c above must equal the amount shown on line 8.

SUMMARY DESCRIPTION

Grantees may carry out different types of rehabilitation programs, e.g., emergency repair; facade improvement; substantial rehabilitation; handicapped accessibility; etc. For each such type of rehabilitation program for which projects/units were reported on lines 7a and 7b as completed during the reporting period, attach a narrative immediately after the Rehabilitation

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Activities form (see Exhibit 5b) that identifies the type of program and the number of projects/units completed for each.

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Exhibit 5a is a form which cannot be loaded into the Directives Access System.

Exhibit 5b

EXAMPLE: Attachment for HUD-4949.5

Narrative of Completed Rehabilitation Projects

Emergency Repair Program: This is a loan program limited to the repair or replacement of existing systems in single- or multi-unit properties. One single-unit property was completed.

Paint Program: Participation in this program is limited to low- and moderate-income owner occupants of single-unit properties. Paint is provided to eligible participants to paint the exterior of their properties themselves. Two properties were painted.

Multi-unit Rehabilitation Program: This program provides up to \$25,000 per unit to correct code violations in multi-unit properties primarily occupied by low- and moderate-income persons. Three buildings with 42 units were completed.

Handicapped Accessibility Improvement Program for the Elderly: Participation in this program is limited to elderly low- and moderate-income homeowners. This program consists of interior and exterior accessibility improvements, e.g. ramps, wide doors, visual alarms, etc. 10 single-unit properties were completed.

Single-Unit Rehabilitation Program: This program provides up to \$25,000 per unit to correct code violations in single-unit properties owned and occupied by low- and moderate-income persons. 24 single-unit structures were completed.