

CASH AND MANAGEMENT INFORMATION (C/MI) SYSTEM SUMMARY OF STEPS

STEPS	DESCRIPTION
A. OBLIGATION OF GRANT FUNDS	After approving the grantee's Program Description, HUD obligates grant funds to the grantee by executing a Funding Approval Form and Grant Agreement and notifying the grantee in writing. Funds are considered to be under contract after the Grant Agreement is signed by the grantee and recorded in the PAS.
B. OBTAINING SECURITY CLEARANCE AND LOCAL DEPOSITORY	Once grant funds are obligated, the grantee completes and returns the security clearance forms or State Designation Form, and the Direct Deposit Authorization to establish a Rental Rehabilitation Program deposit account.
C. SECURITY CLEARANCES	Assigns project and administrative security IDs (and passwords) to appropriate grantee/State recipient staff members.
D. PROJECT SETUP	Grantee or State recipient staff member telephones HUD to "set-up" the project account, providing basic information such as project address, rehabilitation costs, etc.
E. PRE-REHABILITATION REPORT	Pre-Rehabilitation Report must be mailed to the RRP P.O. Box immediately after

project set-up. HUD will notify the grantee within 12 working days of any problems in this report.

Before commencing a project, grantees should access the Voice Response System (VRS) to ascertain that the project has been committed.

F. PROJECT COMMITMENT

Once a satisfactory Pre-Rehabilitation Report has been received and entered into the C/MI System, the project funds are committed. At this point, the grantee may hold a loan or grant closing and may request project disbursements for closing costs, construction draws, etc.

G. PROGRESS PAYMENTS

The grantee will notify HUD by telephone when disbursements are required for the project. The Payment Voucher should be filled out prior to the telephone request for disbursement and should be mailed to the P.O. Box immediately after the call. NO ADDITIONAL DISBURSEMENTS FOR THE PROJECT CAN BE MADE UNTIL THE PAYMENT VOUCHER IS RECEIVED.

H. FINAL DRAW

The grantee will notify HUD by telephone when the final disbursement is needed. The Payment Voucher for this disbursement should be mailed immediately.

I. PROJECT COMPLETION REPORT

The grantee must submit a Project Completion Report to the RRP P.O. Box as soon as possible after final disbursement. if it is not received within 90 days, no new project set-ups will be permitted until the missing report is submitted.