



OHIO DEPARTMENT OF DEVELOPMENT

Bob Taft
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TO: Linda Thompson, Director of Housing Programs, Council of State Community Development Agencies

FROM: Michael Hiler, Assistant Office Chief, Office of Housing and Community Partnerships (OHCP)

SUBJECT: OHCP Data Collection Forms

As requested, attached are samples of forms that were created by the Ohio Department of Development's Office of Housing and Community Partnerships (OHCP) to enable OHCP to collect data and report cumulative information to the U.S. Department of Housing and Urban Development (HUD). Although the data collection process has remained basically the same since the inception of HUD's programs, OHCP has modified the data collection forms to meet HUD requirements, as needed.

Application Submission and Review

In Ohio, the data collection process begins when an application is submitted. At that point, OHCP collects applicant information (name, address, federal tax identification number, amount of funds requested, amount of projected funds to be leveraged, projected outcomes [based on a list of approved activities and outcome measurements provided by OHCP prior to the distribution of the application], etc.) and enters the data into a FoxPro database. During application review, OHCP determines that each of the proposed activities will meet a national objective to benefit low- and moderate-income persons, prevent or eliminate slum and blight, create jobs, develop a microenterprise, improve housing conditions and/or improve infrastructure. Upon approval of an application, the collected data is transferred into the fiscal area of FoxPro and a grant agreement is generated. The transfer of information enables the office to encumber the appropriate funds for drawdown purposes and to track expenditures and compliance with other federal regulations, including the Environmental Review process.

Set-Up Forms

After application approval, but prior to submitting a request for funds, grant recipients receiving funds for a housing-related project, must submit a **Housing Rehabilitation/Homeownership Setup Form** or a **Rental Housing Setup Form** (Excel documents). Subsequently, the setup form is used to setup each of the housing projects by site address in the Integrated Disbursement and Information System.

Drawdown Forms

To draw funds, OHCP award recipients are required to submit a **Request for Payment and Status of Funds Report**. The form, in an Excel format, requires grant recipients to identify the activity and amount of funds for each approved activity for which funds are being drawn. Therefore, the information provided on the drawdown request should match the information provided on the **Six-Month Status/Final Performance Report**.

Status Reports

For each OHCP-awarded grant, a **Six-Month Status Report**, a report generated by FoxPro, is distributed to the award recipient every six months throughout the entire grant period. The report requests updated fiscal and outcome information regarding the grant's funded activities, as included in the grant agreement. Award recipients are required to complete and submit the reports within 30 days of receipt. The appropriate staff member reviews the reports to ensure that funds are being expended appropriately and that the funded activities are on track and will be completed in a timely manner. In addition, the status reports help OHCP staff members determine the appropriateness of a grant amendment or extension, if requested.

At the conclusion of the grant period, each OHCP-award recipient is provided with a completed **Final Performance Report**. Similar to the **Six-Month Status Report**, the report requests a complete accounting of both fiscal and outcome information and the reports are individualized by program to ensure the appropriate data is collected. For example, job benefit data is requested for Economic Development Program grants, while housing site addresses are requested for Community Housing Improvement Program grants. The award recipient must complete and submit the report within 30 days of receiving the report.

Funding Specific Reports

In addition, award recipients receiving HOME Investment Partnerships Program funds are required to submit a **Housing Report by Site Address** with the **Final Performance Report**. The form requests detailed information regarding the funded activities, including the amount budgeted, the funds expended, the subsidy type, the unit's number of bedrooms and the household's median income, race and size.

For award recipients receiving Community Development Block Grant (CDBG) Program funds for projects that are expected to create or retain jobs, award recipients are also required to complete and submit a **Job Certification Summary** form. This form summarizes the information collected on the **Job Benefit Verification Employee Certification** forms, including the job applicant's name, race, ethnicity, gender, disability status and household size and income level.

For award recipients receiving CDBG Formula Allocation Program funds, an attachment to the **Final Performance Report** requires award recipients to report detailed information regarding Census Tract and Block Groups for area wide benefit or slum and blight activities.

In addition, OHCP collects information regarding labor standards and contract awards from award recipients from the **Semi-Annual Labor Standards Enforcement Report**, every six months, and from the **Notice of Contract Award**, every quarter.

Form Accessibility

The **Housing Rehabilitation/Homeownership Setup Form**, the **Rental Housing Setup Form**, the **Request for Payment and Status of Funds Report**, the **Job Certification Summary** and the **Job Benefit Verification Employee Certification** are all available on the Internet. The **Six-Month Status Report**, the **Final Performance Report**, the **Housing Report by Site Address**, the **Semi-Annual Labor Standards Enforcement Report** and the **Notice of Contract Award** are computer-generated based on the grant period for each grant.

Attachments

Since OHCP grant recipients are required to submit forms based on the type of funds awarded and the type of activities being funded, the forms are included in six separate attachments, as follows:

Attachment 1

- Forms Required for Housing Related Activities Funded with CDBG Program Dollars and Benefiting Low- and Moderate- Income Persons; and Activities Funded with HOME Investment Partnerships Program Dollars

Attachment 2

- Forms Required for Economic Development-Related Activities Funded with CDBG Program Dollars and Benefiting Low- and Moderate-Income Persons

Attachment 3

- Forms Required for Community Development-Related Activities Funded with CDBG Program Dollars and Eliminating Slum and Blight

Attachment 4

- Forms Required for Community Development-Related Activities Funded with CDBG Program Dollars and Benefiting Low- and Moderate-Income Persons or Limited Clientele

Attachment 5

- Forms Required for Small Business Economic Development-Related Activities Funded with CDBG Program Dollars and Benefiting Low- and Moderate-Income Persons

Attachment 6

- Forms Required for Emergency Shelter-Related Activities Funded with Emergency Shelter Grant Program Dollars

Questions regarding the enclosed sample forms should be directed to me by calling (614) 466-2285 or by e-mail at mhiler@odod.state.oh.us.

MH/MD
Attachments