HOME Investment Partnerships Program

Administrative Draws and
Project Completion Reporting

Administered by

TEXAS DEPARTMENT OF
HOUSING & COMMUNITY AFFAIRS
Building Homes. Strengthening Communities.

TEXAS HOME PROGRAM

EQUAL HOUSING OPPORTUNITY

Because there's no place like HOME.

What are Administrative Costs?

Because there's no place like HOME.

- Administrative costs include expenditures that are necessary for the overall administration of the HOME Program which are not incurred for a specific project:
  - Salaries, wages, and related costs specific to actual work performed directly on the HOME Program
  - Training and travel costs specifically related to the HOME Program
  - Consultant services performed under a 3rd party contract (i.e. consulting agreement) specific to administration of the HOME Program
  - Goods and services (prorated for the portion specific to the HOME Program):
    - Equipment and office supplies
    - Insurance
    - Utilities
    - Rental and maintenance (but not purchase) of an office space

Administrative Limitations by Activity Types

Because there's no place like HOME.

Homeowner Rehabilitation (HRA)

Homebuyer Assistance (with/without Rehabilitation) (HBA)

Contract For Deed Conversion (CFDC)

- Administrative funds are awarded on a per-project basis based on **4%** of project hard costs

Tenant-Based Rental Assistance (TBRA)

- Administrative funds are awarded on a per-project basis based on **8%** of project hard costs

Administrative Limitations by Rule Year

Because there's no place like HOME.

2010 Rules:

- Allows an upfront Administrative draw request
    - HRA, HBA, CFDC – upfront Administrative draw is limited to 10%
    - TBRA – upfront Administrative draw is limited to 25%
    - Subsequent draws must be proportionate to the amount of all project hard costs drawn to-date

2012 Rules:

- HRA, HBA, CFDC – **NO** upfront draw is permitted
- TBRA – upfront Administrative draw is limited to 25% (*no change*)
- Subsequent draws must be proportionate to the amount of all project hard costs drawn to-date (*no change*)

Introduction to the Administrative Draw Workbook

Because there's no place like HOME.

- *Administrative Draw Workbook* is an Excel spreadsheet which:
  - Compiles Administrative cost data per project; and
  - Calculates the amount of Administrative funds currently available to be drawn, subject to the applicable limitations

- *Administrative Draw Workbook* must be submitted with each Administrative draw request
  - Costs must be supported by documentation (invoices, time sheets, etc.)

- *Administrative Draw Workbook* is available online at:
  http://www.tdhca.state.tx.us/home-division/forms/home_forms_hra.htm

Completing the Administrative Draw Workbook

Because there's no place like HOME.

- Open the *Administrative Draw Workbook* Excel document
- Click appropriate tab (at bottom of the Workbook page):
  - Instructions – Disbursements
  - Allowed Funding Amount
  - Draw Request Log

Instructions - Disbursements | Allowed Funding Amount | Draw Request Log

"Allowed Funding Amount" Tab

Because there's no place like HOME.

ADMINISTRATIVE DRAW CALCULATOR					
Contract/Reservation Number	1001291	Applicable Rule Year		2010	
Activity Type	HBA	Admin Previously Drawn		$ -	
Admin Request Number	1	Admin Available For Draw		$ -	
Admin Request Amount	$ -				

- **Contract/Reservation Number -** Enter the 7-digit Contract/Reservation number from the online Contract Database (CDB) System.

- **Rule Year -** Using the drop-down menu, select the applicable Rule year.

- **Activity Type** (HRA, HBA, CFDC, or TBRA) **-** Using the drop-down menu, select the appropriate Activity.

"Allowed Funding Amount" Tab

Because there's no place like HOME.

ADMINISTRATIVE DRAW CALCULATOR						
Contract/Reservation Number	1001291	Applicable Rule Year			2010	
Activity Type	HBA	Admin Previously Drawn		$ -		
Admin Request Number	1	Admin Available For Draw		$ -		
Admin Request Amount	$ -					

- **Admin Previously Drawn –** The Workbook automatically tallies any Administrative draws previously entered in this Workbook and *self-populates* this field.

- **Admin Request Number –** Using the drop-down menu, enter the number of the Administrative draw request being submitted. The *Administrative Draw Workbook* accommodates up to 12 draws. If additional requests are required, please seek assistance from your Performance Specialist.

"Allowed Funding Amount" Tab

Because there's no place like HOME.

ADMINISTRATIVE DRAW CALCULATOR						
Contract/Reservation Number	1001291	Applicable Rule Year			2010	
Activity Type	HBA	Admin Previously Drawn		$ -		
Admin Request Number	1	Admin Available For Draw		$ -		
Admin Request Amount	$ -					

- **Admin Available for Draw –** The Workbook automatically deducts the Administrative funds previously drawn from the proportionate Administrative funds and *self-populates* the field.

- **Admin Request Amount –** The Workbook *self-populates* this field based on the draw amounts entered in the "Draw Request Log" tab. If this field turns **RED**, the requested Administrative funds entered in the "Draw Request Log" must be reduced.

Administrative Draw Workbook: Column A

Because there's no place like HOME.

- **Column A: Project Number**
  - Enter the Project Number for each approved project entered in the CDB. If additional projects have been setup since the previous draw request was submitted, update this column with the new project information so that the *Administrative Draw Workbook* includes all the active projects.

Administrative Draw Workbook: Column B

Because there's no place like HOME.

- **Column B: Project Hard Costs**
  - Enter the budgeted project hard costs for each approved project listed in Column A.

ADMINISTRATIVE DRAW CALCULATOR

Contract/Reservation Number	1001291	Applicable Rule Year		2010
Activity Type	HRA	Admin Previously Drawn	$ -	
Admin Request Number	1	Admin Available For Draw	$ 941.48	
Admin Request Amount	$ -			

Column A: Project Number	Column B: HOME Project Hard Costs	Column C: Total Allowed Administrative Funds	Column D: Upfront Draw Limit	Column E: Project Hard Costs Drawn to Date	Column F: Number of Project Draws to Date	Column G: Percentage of Project Funds Expended	Column H: Available Admin based on Expenditure	Column I: Max Available to Draw
36568	$ 80,000.00	$ 3,200.00	$ 320.00	$ 2,000.00	1	2.50%	$ 80.00	$ 320.00
36693	$ 77,818.00	$ 3,112.72	$ 311.27	$ -		0.00%	$ -	$ 311.27
36819	$ 77,551.00	$ 3,102.04	$ 310.20	$ -		0.00%	$ -	$ 310.20
	$ -	$ -	$ -	$ -		0.00%	$ -	$ -
	$ -	$ -	$ -	$ -		0.00%	$ -	$ -
	$ -	$ -	$ -	$ -		0.00%	$ -	$ -
TOTALS	$ 235,369.00	$ 9,414.76	$ 941.48	$ 2,000.00			$ 80.00	$ 941.48

Administrative Draw Workbook: Column C & D

Because there's no place like HOME.

- **Column C: Total Allowed Administrative Funds**
  - This column calculates and *self-populates* the amount of Administrative funds allowed for each project based on rule year, activity type, and HOME project hard costs.

- **Column D: Upfront Draw Limit**
  - 2010 Rules - This column calculates and *self-populates* 10% (for HRA, CFDC, and HBA) or 25% (for TBRA) of budgeted Administrative funds, which is the maximum amount that may be drawn upfront prior to expenditure of project funds.
  - 2012 Rules –Upfront Administrative draws are *not permitted* under 2012 Rules. Administrative draws cannot be disbursed until after project hard costs have been drawn.

Administrative Draw Workbook: Column E & F

Because there's no place like HOME.

- **Column E: Project Hard Cost Drawn to Date**
  - For each approved project entered in Column A, enter the hard costs drawn to-date. This amount must be updated with each subsequent Administrative draw request to maximize the amount of Administrative funds available for draw.

- **Column F: Number of Project Draws to-Date**
  - Enter the number of Project Draws previously approved as of the date of the Administrative funds draw.

Administrative Draw Workbook: Column E & F

Because there's no place like HOME.

			ADMINISTRATIVE DRAW CALCULATOR					
Contract/Reservation Number		1001291		Applicable Rule Year			2010	
Activity Type		HRA		Admin Previously Drawn			$ -	
Admin Request Number		1		Admin Available For Draw			$ 941.48	
Admin Request Amount		$ -						
Column A: Project Number	Column B: HOME Project Hard Costs	Column C: Total Allowed Administrative Funds	Column D: Upfront Draw Limit	Column E: Project Hard Costs Drawn to Date	Column F: Number of Project Draws to Date	Column G: Percentage of Project Funds Expended	Column H: Available Admin based on Expenditure	Column I: Max Available to Draw
36568	$ 80,000.00	$ 3,200.00	$ 320.00	$ 2,000.00	1	2.50%	$ 80.00	$ 320.00
36693	$ 77,818.00	$ 3,112.72	$ 311.27	$ -		0.00%	$ -	$ 311.27
36819	$ 77,551.00	$ 3,102.04	$ 310.20	$ -		0.00%	$ -	$ 310.20
	$ -	$ -	$ -	$ -		0.00%	$ -	$ -
	$ -	$ -	$ -	$ -		0.00%	$ -	$ -
	$ -	$ -	$ -	$ -		0.00%	$ -	$ -
TOTALS	$ 235,369.00	$ 9,414.76	$ 941.48	$ 2,000.00			$ 80.00	$ 941.48

Administrative Draw Workbook: Column G, H & I

Because there's no place like HOME.

- **Column G: Percentage of Project Funds Expended**
  - This column calculates and *self-populates* the percentage of hard costs drawn to-date by dividing the amount of hard costs drawn (Column E) by the budgeted hard costs (Column B).

- **Column H: Available Admin based on Expenditure**
  - This column calculates and *self-populates* the proportionate amount of Administrative funds available by multiplying the percentage of project funds expended (Column G) by the total allowed Administrative funds (Column C).

- **Column I: Max Available to Draw**
  - This column calculates and *self-populates* the greater of the upfront draw limit (Column D) or the Administrative funds available based on expenditure (Column H). The amounts in Column I are tallied to determine the total amount of administrative funds that may be drawn for this Contract/Reservation to-date. Administrative funds previously drawn are NOT deducted from this column.

"Draw Request Log" Tab

Because there's no place like HOME.

Draw Request Log

- **Draw Request Number –** The *Administrative Draw Workbook* accommodates up to 12 Administrative draws. If additional requests are required, please seek assistance from your Performance Specialist.

- **Draw Request Date –** Enter the date on which the Administrative draw request is to be submitted.

- **Cost Incurred –** Enter the total amount of the Administrative draw being requested.

"Draw Request Log" Tab

Because there's no place like HOME.

Draw Req. No.	Draw Req. Date	Cost Incurred	Approved By (FOR TDHCA USE)	Approval Date (FOR TDHCA USE)	Admin Previously Expended (FOR TDHCA USE)
		RECORD OF ADMIN DRAW REQUESTS			
1	11/1/2012	$ 610.65			$ -
2		$ -			$ -
3		$ -			$ -
4		$ -			$ -
5		$ -			$ -
6		$ -			$ -
7		$ -			$ -
8		$ -			$ -
9		$ -			$ -
10		$ -			$ -
11		$ -			$ -
12		$ -			$ -
		$ 610.65			

Draw Request Log

Verifying the Draw Amount

Because there's no place like HOME.

- The *Administrative Draw Workbook* tallies the total amount being requested for the draw number in the "Draw Request Log" and *self-populates* the Admin Request Amount field in the "Allowed Funding Amount" tab

- Return to the "Allowed Funding Amount" tab to verify the amount being requested is in compliance with draw limitations

- If the Admin Request Amount exceeds the amount available to be drawn, the Admin Available for Draw field will turn **RED**.

  - Reduce the amount being requested in the Draw Request Log tab.

ADMINISTRATIVE DRAW CALCULATOR					
Contract/Reservation Number	1001291	Applicable Rule Year		2010	
Activity Type	HBA	Admin Previously Drawn		$ -	
Admin Request Number	1	Admin Available For Draw		$ 941.48	
Admin Request Amount	$ 610.65				

Example of Excessive Draw Request

Because there's no place like HOME.

RECORD OF ADMIN DRAW REQUESTS

Draw Req. No.	Draw Req. Date	Cost Incurred	Approved By (FOR TDHCA USE)	Approval Date (FOR TDHCA USE)	Admin Previously Expended (FOR TDHCA USE)
1	11/1/2012	$ 2,000.00			$ -
2		$ -			$ -
12		$ -			$ -
		$ 2,000.00			

ADMINISTRATIVE DRAW CALCULATOR

Contract/Reservation Number	1001291	Applicable Rule Year	2010
Activity Type	HBA	Admin Previously Drawn	$ -
Admin Request Number	1	Admin Available For Draw	$ 941.48
Admin Request Amount	$ 2,000.00		

Column A: Project Number	Column B: HOME Project Hard Costs	Column C: Total Allowed Administrative Funds	Column D: Upfront Draw Limit	Column E: Project Hard Costs Drawn to Date	Column F: Number of Project Draws to Date	Column G: Percentage of Project Funds Expended	Column H: Available Admin based on Expenditure	Column I: Max Available to Draw
36568	$ 80,000.00	$ 3,200.00	$ 320.00	$ -		0%	$ -	$ 320.00
36693	$ 77,818.00	$ 3,112.72	$ 311.27	$ -		0%	$ -	$ 311.27
36819	$ 77,551.00	$ 3,102.04	$ 310.20	$ -		0%	$ -	$ 310.20
	$ -	$ -	$ -	$ -		0%	$ -	$ -
	$ -	$ -	$ -	$ -		0%	$ -	$ -
	$ -	$ -	$ -	$ -		0%	$ -	$ -
	$ -	$ -	$ -	$ -		0%	$ -	$ -
TOTALS	$ 235,369.00	$ 9,414.76	$ 941.48	$ -			$ -	$ 941.48

Administrative Draw Entry in the CDB

Because there's no place like HOME.

- Enter the Administrative draw request data in the CDB

ACTIVITY BUDGET

	Funded	Cumulative Draws	Available Balance	**This Draw**	New Balance
Admin	$9,327.48	$0.00	$9,327.48	**$610.65**	$8,716.83
HRA Reservation Project	$262,677.00	$0.00	$262,677.00	**$0.00**	$262,677.00

DRAW REQUEST

Vendor Name	City of Corsicana	Tax ID	756000499
Vendor # - Mail Code	756000499 - 007	Date Submitted	
Dates Services Rendered from	10/1/12	To	10/31/12
Final Draw? ☐		Voucher #	
Admin Draw Activity Nbr			
Supporting Documents Received and Approved?	no		
Status	Pending		
Risk Assessment Score			
[2]Attachment(s)			

DRAWS FOR ADMIN

Item #	Category	Drawn To Date	This Draw Amount
13	Office Equipment		
14	Office Supplies		43.56
15	Pre-construction conference		
16	Procurement of Contractor		
17	Procurement of professional service provider		
18	Progress inspections		
19	Project documentation preparation		
20	Punch list verification inspection		
21	Recordkeeping		
22	Salary1		224.95
23	Salary2		342.14
24	Salary3		

Administrative Draw Workbook &
PCR Process - December, 2012

Administrative Draw Entry in the CDB

Because there's no place like HOME.

- Electronically attach the *Administrative Draw Workbook* and support documentation to the CDB System and submit for approval by TDHCA

Administrative Expenses: Salaries

Because there's no place like HOME.

- **Salaries –** Salary/wages for hours worked directly on the HOME Program are eligible expenses.
  - Support documentation may include a copy of the accounting payroll journal and/or copies of payroll check stubs. Check stubs must identify hours worked, rate of pay, and pay period.
  - In addition, submit the *Time Sheet (Form 15.01)* and *Personnel Cost Calculator (Form 15.*02) indicating the actual hours the employee worked directly on the HOME Program and the employee's hourly rate of pay.
  - Employer-paid payroll-related costs (e.g. insurance, workers compensation, employer-paid benefits, etc.) may be submitted on *Personnel Cost Calculator (Form 15.*02). Ensure that employer-paid costs are pro-rated for the actual period of time being reimbursed (e.g. if 2 weeks salary is being reimbursed, do not submit employer-paid costs for an entire month).
  - Support documentation and calculations used to determine employer-paid costs applicable to the HOME Program must be provided.

Administrative Expenses: Training & Consultants

Because there's no place like HOME.

- **Training and Travel –** Costs to/from HOME-related training workshops are eligible expenses. Include support documentation indicating mileage, purpose of travel, location, itinerary and travel vouchers.

- **Consultant Services –** Costs for services performed by 3rd parties who are under contract to perform administrative services on behalf of the Administrator are eligible expenses. Support documentation must include a copy of the contractual agreement and copies of invoices detailing the specific administrative tasks performed.

Administrative Expenses: Goods, Services, and Marketing

Because there's no place like HOME.

- **Goods and Services –** Costs incurred for the administration of the HOME program are eligible expenses, including but not limited to:
    - Supplies and equipment
    - Utilities
    - Rent and maintenance (but not purchase of) office space

    Costs must be pro-rated based upon the portion specifically applicable to the HOME Program. Support documentation may include copies of invoices from vendors, and/or cancelled checks issued to vendors.

- **Affirmative Marketing –** Costs incurred for conducting affirmative marketing, such as brochures and publications, are eligible expenses. Support documentation must include invoices and copies of the marketing material provided.

Administrative Expenses: Flexible Costs

Because there's no place like HOME.

Flexible Administrative Costs

- **Flexible Costs –** Some types of costs which are related to a specific project address may be charged as EITHER project soft costs or administrative costs, but not both. Flexible costs include:
  - Environmental Review
  - Inspections
  - Application Intake and Processing
  - Pre-construction Conference
  - Work Write-up/Cost Estimate
  - Documentation Preparation

- Eligible costs incurred for which no active project resulted may be submitted as Administrative costs.

HOME Investment Partnerships Program Project Completion Reports

Administered by

TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS
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Entering PCR Data Online

Because there's no place like HOME.

- Project Completion Report (PCR) data must be entered in the CDB when the retainage draw request is submitted.

- The PCR screen is accessed through the Activity screen and is located in the *Related Section*:

Project Completion Report (PCR): HRA Grant

Because there's no place like HOME.

Homeowner Rehabilitation (HRA) - GRANTS

- The following PCR fields must be completed:
  - *Property Details Section*
    - After Rehabilitation Value – Enter the estimated property value after the rehabilitation/reconstruction has been completed.
      - If an appraisal was required for the property, leave this field blank and complete the Appraised Value field.
    - Appraised Value – Use this field only if an appraisal was conducted on the property. Enter the appraised value of the property and ensure a copy of the appraisal is attached to the CDB System.
      - If no appraisal was required, leave this field blank.
  - *TDHCA Funds Section*
    - Grant – Enter the *total* amount of funds (hard, closing, and soft costs) drawn on the project, including retainage from the HOME Program
      - Do not include other sources of TDHCA funding, if applicable

Project Completion Report (PCR): HRA Grant

Because there's no place like HOME.

Homeowner Rehabilitation (HRA) - GRANTS

- *Public Funds Section*
  - Other Federal Funds – If applicable, enter the amount of other federal funds contributed to the project (e.g. CDBG, etc.)
  - State/Local Appropriated Funds – If applicable, enter the amount of state and/or local funds contributed to the project (e.g. HTF, local match, etc.)
- *Private Funds Section*
  - Private Grant – If applicable, enter the total of any private funds contributed to the project.

- If the field is not applicable to the project, leave blank.

- Click Submit for Approval without Saving to update the project status to "Pending PCR Approval"

Project Completion Report (PCR): HRA Grant

Because there's no place like HOME.

Example: PCR for HRA - GRANTS

CSAS Number(s): 54

ACTIVITY DETAILS

Homeowner Name	Manuela Vallejo Garza	Activity #	0000034554

ADDRESS

Line 1	529 N. 1st		
Line 2			
City	Asherton	State	TX	Zip	78827
County:	NI	County Code:	NI	City Type	City

PROPERTY DETAILS

Property Type	Single Family	Accessible	N
FHA Insured	N	Activity Type	
Intitial Purchase Price		Appraised Value	
After Rehabilitation Value	$79,212.00		

TDHCA FUNDS

Direct Loan		Annual Interest Rate		Amortization Period (Years)	
Deferred Loan		Annual Interest Rate		Amortization Period (Years)	
				Grant:	$79,212.00
				Other Funds:	
				Total:	$79,212.00

PUBLIC FUNDS

	Other Federal Funds	
	State/Local Appropriated Funds	
	State/Local Tax Exempt Bond Proceeds	
	Total Public Funds	$0.00

PRIVATE FUNDS

Private Loan		Annual Interest Rate		Amort. Period (Years)	
				Owner Cash Contribution	
				Private Grant	
				Total Private Funds	$0.00

TOTAL

	Total Project Costs	$79,212.00

Project Completion Report (PCR): HRA Loans

Because there's no place like HOME.

Homeowner Rehabilitation (HRA) - LOANS

- The following PCR fields must be completed:
  - *Property Details Section*
    - After Rehabilitation Value – Enter the estimated property value after the rehabilitation/reconstruction has been completed.
      - If an appraisal was required for the property, leave this field blank and complete the Appraised Value field.
    - Appraised Value – Use this field only if an appraisal was conducted on the property. Enter the appraised value of the property and ensure a copy of the appraisal is attached to the CDB System.
      - If no appraisal was required, leave this field blank.

Project Completion Report (PCR): HRA Loans

Because there's no place like HOME.

Homeowner Rehabilitation (HRA) - LOANS

- *TDHCA Funds Section*
  - Direct Loan – Use this field if the household was assisted with a Repayable Loan (over 60% AMFI).
    - Include funds provided for refinance, if applicable.
    - If the household received refinance assistance, but is under 60% AMFI, enter the refinance portion in the Direct Loan field and enter the Deferred Loan portion in the Deferred Loan field
  - Deferred Loan – If the household was assisted with a deferred, forgivable loan, enter the loan amount in this field (e.g. the project hard costs).
  - Annual Interest Rate – Always enter zero.
  - Amortization Period (Years) – Enter the applicable affordability period.
  - Enter the loan amount as stated in the loan documents.
  - Grant – Enter the project costs not included in the loan amount (e.g. the project closing and soft costs)

Project Completion Report (PCR): HRA Loans

Because there's no place like HOME.

Homeowner Rehabilitation (HRA) - LOANS

- *Public Funds Section*
    - Other Federal Funds – If applicable, enter the amount of other federal funds contributed to the project (e.g. CDBG, etc.)
    - State/Local Appropriated Funds – If applicable, enter the amount of state and/or local funds contributed to the project (e.g. HTF, local match, etc.)
- *Private Funds Section*
    - Private Grant – If applicable, enter the total of any private funds contributed to the project.

- If the field is not applicable to the project, leave blank.

- Click Submit for Approval without Saving to update the project status to "Pending PCR Approval"

Project Completion Report (PCR): HRA Loans

Because there's no place like HOME.

Example: PCR for HRA - LOANS

Contract #1001189 > Activities > #0000034554 > Project Completion Report

CSAS Number(s): 54

ACTIVITY DETAILS

Homeowner Name	Manuela Vallejo Garza	Activity #	0000034554

ADDRESS

Line 1	529 N. 1st				
Line 2					
City	Asherton	State	TX	Zip	78827
County:	NI	County Code:	NI	City Type	City

PROPERTY DETAILS

Property Type	Single Family	Accessible	N
FHA Insured	N	Activity Type	
Intitial Purchase Price		Appraised Value	
After Rehabilitation Value	$79,212.00		

TDHCA FUNDS

Direct Loan		Annual Interest Rate		Amortization Period (Years)	
Deferred Loan		Annual Interest Rate		Amortization Period (Years)	
				Grant:	$79,212.00
				Other Funds:	
				Total:	$79,212.00

PUBLIC FUNDS

Other Federal Funds	
State/Local Appropriated Funds	
State/Local Tax Exempt Bond Proceeds	
Total Public Funds	$0.00

PRIVATE FUNDS

Private Loan		Annual Interest Rate		Amort. Period (Years)	
				Owner Cash Contribution	
				Private Grant	
				Total Private Funds	$0.00

TOTAL

Total Project Costs	$77,365.66

Project Completion Report (PCR): HBA

Because there's no place like HOME.

Homebuyer Assistance (HBA)

- The following PCR fields must be completed:
  - *Property Details Section*
    - Initial Purchase Price – Enter the purchase price amount indicated on line 101 of the HUD-1 Settlement Statement. Ensure a copy of the HUD-1 is attached to the CDB.
    - Appraised Value – Use this field only if an appraisal was provided. Enter the appraised value of the property and ensure a copy of the appraisal is attached to the CDB.
      - If no appraisal was required, leave this field blank.

Project Completion Report (PCR): HBA

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Homebuyer Assistance (HBA)

- *TDHCA Funds Section*
    - Deferred Loan – HBA is provided in the form of a deferred, forgivable loan.
        - Annual Interest Rate – Always enter zero.
        - Amortization Period (Years) – Enter the applicable affordability period. Less than $15,000 HOME assistance = 5 yrs; $15,000 or more HOME assistance = 10 yrs
    - Enter the loan amount from the loan documents (e.g. the project hard costs).
    - Grant – Enter the project costs not included in the loan amount (e.g. the project closing and soft costs)
- *Public Funds Section*
    - Other Federal Funds – Enter lines 204-209 of the HUD-1 Settlement Statement (e.g. Bootstrap, NSP, etc.).
    - State/Local Appropriated Funds – Enter lines 204-209 of the HUD-1.
    - State/Local Tax Exempt Bond Proceeds – Enter state and local bond funds used for downpayment assistance shown in lines 204-209 of the HUD-1. Do not include Mortgage Credit Certificates (MCC).

Because there's no place like HOME.

Homebuyer Assistance (HBA)

- *Private Funds Section*
  - Private Loan – Refers to the first-lien mortgage loan.
    - Annual Interest Rate – Enter the first-lien interest rate from page 3 of the HUD-1
    - Amort. Period (Years) – Enter the first-lien loan term from page 3 of the HUD-1
    - Enter the first-lien loan amount from line 202 of the HUD-1
    - Owner Cash Contribution – Enter the total of earnest money, buyer-provided funds listed in lines 204-209 of the HUD-1, and the Cash Due from Borrower on line 303 of the HUD-1.
    - Private Grant – Enter the total of any other private grant funds shown in line 204-209 of the HUD-1 (e.g. Federal Home Loan Bank or private foundation grants).

- If the field is not applicable to the project, leave blank.

- Click Submit for Approval without Saving to update the project status to "Pending PCR Approval"

Project Completion Report (PCR): HBA

Because there's no place like HOME.

Example: PCR for HBA

Project Completion Report (PCR): SFD

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Single Family Development (SFD)

- The following PCR fields must be completed:
  - *Property Details Section*
    - Initial Purchase Price – Enter the purchase price amount indicated on line 101 of the HUD-1 Settlement Statement. Ensure a copy of the HUD-1 is attached to the CDB.
    - Appraised Value – Use this field only if an appraisal was provided. Enter the appraised value of the property and ensure a copy of the appraisal is attached to the CDB.
      - If no appraisal was required, leave this field blank.

Project Completion Report (PCR): SFD

Because there's no place like HOME.

Single Family Development (SFD)

- *TDHCA Funds Section*
    - Direct Loan –
        - Annual Interest Rate – Enter the interest rate of the TDHCA first-lien loan.
        - Amortization Period (Years) – Enter the term of the TDHCA first-lien loan.
        - Enter the amount of the TDHCA first-lien loan from line 202 of the HUD-1 Settlement Statement.
    - Deferred Loan – HBA is provided in the form of a deferred, forgivable loan.
        - Annual Interest Rate – Always enter zero.
        - Amortization Period (Years) – Enter the applicable affordability period. Less than $15,000 HOME assistance = 5 years; $15,000 or more HOME assistance = 10 years
        - Enter the loan amount as stated in the loan documents (e.g. the project hard costs).
    - Grant – Enter the project costs not included in the loan amount (e.g. the project closing and soft costs).

Project Completion Report (PCR): SFD

Because there's no place like HOME.

Single Family Development (SFD)

- *Public Funds Section*
    - Other Federal Funds – Enter lines 204-209 of the HUD-1 Settlement Statement (e.g. Bootstrap, NSP, etc.).
    - State/Local Appropriated Funds – Enter lines 204-209 of the HUD-1.
    - State/Local Tax Exempt Bond Proceeds – Enter state and local bond funds used for downpayment assistance shown in lines 204-209 of the HUD-1. Do not include Mortgage Credit Certificates (MCC).

Project Completion Report (PCR): SFD

Because there's no place like HOME.

Single Family Development (SFD)

- *Private Funds Section*
  - Private Loan – Refers to the first-lien mortgage loan.
    - Annual Interest Rate – Enter the first-lien interest rate from page 3 of the HUD-1
    - Amort. Period (Years) – Enter the first-lien loan term from page 3 of the HUD-1
    - Enter the first-lien loan amount from line 202 of the HUD-1
    - Owner Cash Contribution – Enter the total of earnest money, buyer-provided funds listed in lines 204-209 of the HUD-1, and the Cash Due from Borrower on line 303 of the HUD-1.
    - Private Grant – Enter the total of any other private grant funds shown in line 204-209 of the HUD-1 (e.g. Federal Home Loan Bank or private foundation grants).

- If the field is not applicable to the project, leave blank.

- Click Submit for Approval without Saving to update the project status to "Pending PCR Approval"

Project Completion Report (PCR): SFD

Because there's no place like HOME.

Example: PCR for SFD

ACTIVITY DETAILS

Homeowner Name	Abel Ochoa	Activity #	0000035009

ADDRESS

Line 1	5558 Campo Real		
Line 2			
City	Villa Cavazos	State TX	Zip 78520
County:	NI	County Code: NI	City Type Colonia

PROPERTY DETAILS

Property Type		Accessible	N
FHA Insured	N	Activity Type	
Intitial Purchase Price	$95,000.00	Appraised Value	$98,000.00
After Rehabilitation Value			

TDHCA FUNDS

Direct Loan	Annual Interest Rate 0	Amortization Period (Years) 30	$90,300.00	
Deferred Loan	Annual Interest Rate 0	Amortization Period (Years) 15	$4,700.00	
			Grant:	$1,370.98
			Other Funds:	
			Total:	$96,370.98

PUBLIC FUNDS

Other Federal Funds	
State/Local Appropriated Funds	
State/Local Tax Exempt Bond Proceeds	
Total Public Funds	$0.00

PRIVATE FUNDS

Private Loan	Annual Interest Rate	Amort. Period (Years)
	Owner Cash Contribution	$57.98
	Private Grant	
	Total Private Funds	$57.98

TOTAL

Total Project Costs	$96,428.96

Project Completion Report (PCR): CFDC

Because there's no place like HOME.

Contract for Deed Conversion (CFDC)

- The following PCR fields must be completed:
  - *Property Details Section*
    - Initial Purchase Price – Enter the amount required to convert the Contract for Deed.
    - After Rehabilitation Value – Enter the estimated property value after the rehabilitation/reconstruction has been completed.
      - If an appraisal was required for the property, leave this field blank and complete the Appraised Value field.
    - Appraised Value – Use this field only if an appraisal was conducted on the property. Enter the appraised value of the property and ensure a copy of the appraisal is attached to the CDB System.
      - If no appraisal was required, leave this field blank.

Project Completion Report (PCR): CFDC

Because there's no place like HOME.

Contract for Deed Conversion (CFDC)

- *TDHCA Funds Section*
    - Deferred Loan – CFD assistance is provided in the form of a deferred, forgivable loan.
        - Annual Interest Rate – Always enter zero.
        - Amortization Period (Years) – Enter the applicable affordability period.
        - Enter the loan amount as stated in the loan documents (e.g. the project hard costs).
    - Grant – Enter the project costs not included in the loan amount (e.g. the project closing and soft costs).

Project Completion Report (PCR): CFDC

Because there's no place like HOME.

Contract for Deed Conversion (CFDC)

- *Public Funds Section*
    - Other Federal Funds – If applicable, enter the amount of other federal funds contributed to the project (e.g. CDBG, etc.)
    - State/Local Appropriated Funds – If applicable, enter the amount of state and/or local funds contributed to the project (e.g. HTF, local match, etc.)
- *Private Funds Section*
    - Private Grant – If applicable, enter the total of any private funds contributed to the project.

- If the field is not applicable to the project, leave blank.

- Click Submit for Approval without Saving to update the project status to "Pending PCR Approval"

Project Completion Report (PCR): CFDC

Because there's no place like HOME.

Example: PCR for CFDC