

5. REPORTING

The Department requires awardees to submit reports at various stages during the course of a project. This chapter describes the reports and due dates for receipt by the Department. Note that not all of the reports are applicable to every project.

Awardees should use the most current form for a particular report they are submitting. Current forms are available at the Department’s website near the on-line version of this manual in an area labeled “Forms & Templates”, subheading “Performance of HOME Contract Forms & Templates”: <https://opportunity.nebraska.gov/program/home/#forms>.

The grant’s program representative will provide assistance, if needed, with locating and/or sending to the awardee a copy of the current on-line form.

5.1 IDIS Project Set-Up & Completion Reports

The Integrated Information & Disbursement System (IDIS) is HUD’s system for drawing funds. To access funds, the Department needs to enter information regarding the project. A Set-Up Report is required to assign funds to a project, and a Completion Report is required at the end of project implementation to document compliance and initiate the affordability period. Awardees must provide the information contained in those reports, as indicated in this section.

5.1.1 HOME Activity Set-Up Report

This report must be submitted to the Department for each address (called an activity in HOME) that will be assisted with HOME funds. A separate report must be completed for each address (rental projects may use one set-up report to “set-up” all the units in the project).

The information on the report allows the Department to “set-up” HOME funds for use by the awardee for a particular address (activity). After the Department “sets up” the HOME funds for the address, the Department will provide the awardee with an “activity number” to be used for drawing down HOME funds for that address.

The sequence of events associated with the HOME Activity Set-up Report:

1. Notice of Release of Funds – Awardees must receive a Notice of Release of Funds prior to submitting any HOME Activity Set-up Reports.
2. HOME Activity Set-Up Report – Awardees should send this report to the Department each time an address is identified, and estimated costs are known for the address. Note that all addresses in a project do not need to be set-up at the same time.
3. Activity Number – The Department will provide awardees a unique number for each address “set-up”. The activity number is needed by the awardee to request HOME funds.
4. Request for HOME Funds – Awardees may submit a Request for HOME funds using the activity number assigned to each address (the Request for HOME Funds allows funds to

be requested for more than one address). Funds may not be drawn before costs are incurred.

More guidance on drawing HOME funds is available in Chapter 3 – Financial Management.

5.1.2 Homeowner Activity Completion Report

Awardees doing homeowner and/or homebuyer projects must submit this report to the Department for each activity (address) “set-up”. Reports are submitted by the awardee within 120 days of the final disbursement for the activity (address).

5.1.3 Rental Housing Activity Completion Report

Awardees doing rental projects must submit this report to the Department for each activity (address) “set-up”. Reports are submitted by the awardee within 120 days of the final disbursement for the activity (address).

5.2 Annual Rental Housing Project Compliance Report

Awardees doing rental projects must submit this report for each rental project to the Department annually throughout the affordability period of the project. The report is due January 31 each year of the affordability period.

5.3 Performance Reports

5.3.1 HOME Semi-Annual Performance Report

The Department requires all awardees to submit this report twice a year throughout the affordability period. Awardees must report on all contracts executed during the reporting period for contractors and subcontractors. There are two reporting periods, January 1 – June 30 and July 1 – December 31. Awardees must submit reports by July 31 and January 31.

5.3.2 Semi-Annual Program Income Reports

The Department requires awardees to report on program income earned from HOME projects on a semi-annual basis. The reports are due July 15th for the preceding period January 1 - June 30, and January 15th for the preceding period July 1 - December 31. Awardees are required to submit Program Income Reports for as long as they are earning HOME program income.

More guidance on program income is available in Chapter 4 – Program Income, CHDO Proceeds & Recaptured Funds.

5.3.3 Notification of Annual Audit

Each awardee of a grant from the Department is required to submit a Notification of Annual Audit for each year HOME funds are expended. The form is due 30 days after the end of the entity’s fiscal year end.

More information on audit requirements is available in Chapter 7 – Audit & Closeout.

5.4 Final Reports

Within three months of the last drawdown, the Department requires the submission of

- Final Performance Report;
- Final Financial Report; and
- Davis-Bacon, Final Wage Compliance Report (if applicable).

More information on closeout and final reports is available in Chapter 7 – Audit & Closeout.