

CHIP PROGRAM ACTIVITY MILESTONES (excluding Repair Assistance, Administration and Fair Housing) & CALCULATION TOOL

YEAR	MONTH	MILESTONES	CALCULATION TOOL		
YEAR 1	September	<div style="background-color: #4f81bd; color: white; padding: 5px; border: 1px solid black; margin-bottom: 5px;"> DECEMBER 1 TIER 1 - Request for Release of Funds (RROF) Mail notification of non-compliance </div>	Total OCD Award =		
	October		HOME Award - HOME Admin =		
	November		Total Repair Assistance =		
	December		Total Admin + Fair Hsg. =		
YEAR 2	January	<div style="background-color: #4f81bd; color: white; padding: 5px; border: 1px solid black; margin-bottom: 5px;"> MARCH 31 HOME, CDBG AND OHTF AT LEAST 25% COMMITTED - AT LEAST 10% DRAWN Mail notification of non-compliance </div>	COMMITTED	DRAWN	
	February		\$ -	\$ -	
	March		HOME/CDBG/OHTF	HOME/CDBG/OHTF	
	April	<div style="background-color: #4f81bd; color: white; padding: 5px; border: 1px solid black; margin-bottom: 5px;"> SEPTEMBER 30 HOME, CDBG AND OHTF AT LEAST 50% COMMITTED - AT LEAST 25% DRAWN Automatic score reduction on next application </div>	\$ -	\$ -	
	May		HOME/CDBG/OHTF	HOME/CDBG/OHTF	
	June		<div style="background-color: #4f81bd; color: white; padding: 5px; border: 1px solid black; margin-bottom: 5px;"> APRIL 30 NOTICE OF RECAPTURE IF HOME FUNDS ARE NOT 100% COMMITTED WITHIN 30 DAYS </div>	APRIL 1 (YEAR 2) - SEPT. 30 (YEAR 2) NO-FAULT AMENDMENT PERIOD (Includes moving funds between eligible categories or reducing total grant, including administration funds, with no penalty.)	
	July				
	August				
	September				
	October	<div style="background-color: #4f81bd; color: white; padding: 5px; border: 1px solid black; margin-bottom: 5px;"> MAY 31 HOME FUNDS 100% COMMITTED BY GRANTEE - HOME, CDBG AND OHTF AT LEAST 75% DRAWN <u>ANY UNCOMMITTED HOME FUNDS WILL BE AUTOMATICALLY RECAPTURED</u> (No further site address changes can be made, including hard costs and soft costs, without OCD pre-approval and probable penalty.) Either threshold not met - Automatic award reduction on next grant award Both thresholds not met - Automatic score reduction on next application and automatic award reduction on next grant award </div>	\$ -	\$ -	
	November		HOME	HOME/CDBG/OHTF	
	December				
YEAR 3	January	<div style="background-color: #4f81bd; color: white; padding: 5px; border: 1px solid black; margin-bottom: 5px;"> AUGUST 30 - OCD/HUD DEADLINE - HOME FUNDS 100% COMMITTED BY OCD </div>	MAY 31 - AUGUST 30 HOME REALLOCATION PERIOD FROM OCD TO OHFA		
	February				
	March				
	April	<div style="background-color: #4f81bd; color: white; padding: 5px; border: 1px solid black; margin-bottom: 5px;"> OCTOBER 31 HOME/CDBG/OHTF 100% WORK COMPLETED - FINAL INSPECTION REPORT/HOMEOWNER SATISFACTION STATEMENT (FOUND IN OCEAN'S HELP MENU) SUBMITTED TO OCD FOR EVERY PROJECT ADDRESS (EXCEPT TBRA) Automatic extension issued to complete committed projects with score reduction on next application </div>	\$ -	\$ -	
	May		HOME/CDBG/OHTF	HOME/CDBG/OHTF	
	June				
	July				
	August				
	September				
	October	10/31 WORK COMP.	\$ -	\$ -	
	November	11/30 FINAL DRAW	HOME/CDBG/OHTF	HOME/CDBG/OHTF	
	December	12/31 FINAL REPORT			
<p>Committed = Contract executed and funds set up in OCD's system; TBRA funds are automatically committed upon grant agreement execution</p> <p>Drawn = Request to draw funds submitted in OCD's system</p>		<p>HOME funds must be drawn first for activities that are funded with multiple sources unless the project requires a specific source of funds.</p> <p>Grantees are prohibited from keeping more than \$5,000 of dispursed OCD funds for more than 30 days per Program Policy Notice: OCD 15-06.</p>			