U.S. Department of Housing and Urban Development
Community Planning and Development

Special Attention of:

All Secretary's Representatives
All Regional Directors for CPD
All CPD Division Directors
All HOME Participating Jurisdictions

Notice: CPD-08-01
Issued: 02/11/08
Expires: 2/11/09

Cross Reference: 24 CFR Parts 91 & 92

Subject: **Notice of Procedures for Designation of Consortia as a Participating Jurisdiction for the HOME program**

Table of Contents

I. Purpose
   A. Background

II. Eligibility for Forming a Consortium
   A. Consortium Members
   B. Administrative Capacity
   C. Advantages and Drawbacks to Forming a Consortium

III. The Process for Designation of a Consortium as a HOME PJ
   A. State Certification
   B. Consortium Agreement
   C. HUD Review of Qualification Documents
   D. Use of Grants Management Process System to track the HOME Consortia Participation Decisions
   E. Digital Storage of Consortia Agreements

IV. Making Changes to a Consortium
   A. Amending the Consortium Agreement to Add Members
   B. Changing the Lead Entity
   C. Disbanding a Consortium

V. Developing and Submitting the Consolidated Plan for New Consortium

VI. Schedule of Submissions for Approving New Consortia and Renewing Existing Consortia

VII. General Information
   A. Headquarters Contact
   B. Other Resources
   C. Paperwork Reduction Act

Attachment 1: HOME Consortia Calendar

I. PURPOSE

This Notice provides guidance on the procedures for approving local governments to participate as a consortium in the HOME Investment Partnerships (HOME) Program. The Notice updates CPD Notice 07-04; it is applicable to Units of General Local Government (UGLGs) that wish to form a consortium to participate in the HOME program and existing consortia.

NOTE: Special attention should be directed to all deadlines as indicated in Section VII, Schedule of Submissions, and that are also summarized on the HOME Consortia Calendar. Delays in the designation of a consortium may result in the loss of eligibility to receive a HOME allocation.

A. Background

The HOME program is authorized by the HOME Investment Partnerships Act (referred to as "the Act"), Title II of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12701), as amended.

A HOME consortium consists of contiguous UGLGs that separately may not qualify to receive HOME funds. These UGLGs may join together to form a consortium for the purpose of receiving a HOME allocation and administering the HOME program as a single Participating Jurisdiction (PJ). The Act provides that a consortium is eligible to be a HOME PJ if the Secretary determines that the consortium (1) has sufficient authority and administrative capacity to carry out the purposes of the Act on behalf of its member UGLGs and (2) will, according to a written certification by the state, direct its activities to the alleviation of housing problems within the state.

HUD Field Offices approve new consortia and the renewal and amendment of consortium agreements during the current fiscal year by August 1; this ensures that the consortia will be eligible to receive HOME funds in the next Federal Fiscal Year.

A list of consortia that are participating in the HOME program for the current fiscal year is available on the web at:
http://www.hud.gov/offices/cpd/affordablehousing/programs/home/consortia/index.cfm.

II. ELIGIBILITY REQUIREMENTS FOR FORMING A CONSORTIUM

A. Consortium Members

The UGLGs of a proposed consortium must be geographically contiguous according to the Census Bureau or other authoritative maps. A river or other body of water may separate the UGLGs if there is a road or a bridge that makes them contiguous.

Special considerations for urban counties, non-urban counties, and metropolitan cities:

(1) An *urban county* is defined by Section 102(a)(6) of the Housing and Community Development Act of 1974, as amended. As a practical matter, an urban county is a county that is receiving a Community Development Block Grant (CDBG) entitlement grant and includes UGLGs that sign cooperation agreements with the county. When UGLGs sign up to

be part of an urban county for the CDBG program, they also agree to participate in the HOME program if the urban county joins a consortium. Accordingly, when an urban county joins a HOME consortium, a UGLG that is a member of the urban county cannot join the consortium except through participation in the urban county (except a metropolitan city with a joint agreement with an urban county, as explained below). The authorized official of the urban county signs the consortium agreement on behalf of the entire urban county. While an included UGLG may only receive a formula allocation under the HOME program as part of the urban county, this does not preclude the urban county or a UGLG participating with the urban county from applying for state HOME funds.

In many urban counties, there are UGLGs that have chosen not to participate in the CDBG urban county. These UGLGs can choose to join the HOME consortium, but they must sign the HOME consortium agreement to do so. By signing the consortium agreement, the UGLG within the urban county, not participating in the CDBG urban county, becomes a member of the consortium.

(2) A *non-urban county*. This is a county that is not receiving a CDBG entitlement grant.

A non-urban county may join a HOME consortium. However, the county cannot on its own include the whole county in the consortium, only the unincorporated area of the county. A unit of local government within the non-urban county that wishes to participate as a member of the consortium must sign the HOME consortium agreement. By signing the consortium agreement, the unit of general local government within the non-urban county becomes a member of the consortium.

(3) A *metropolitan city* is defined by the CDBG statute. As a practical matter, a metropolitan city is a city that is receiving a CDBG entitlement grant.

A metropolitan city may be a HOME consortium member. If a metropolitan city has a Joint Grant Agreement with an urban county for the CDBG program and wishes to receive HOME funding with the urban county, it must form a HOME consortium with the urban county. Both programs must establish the same program year in order to receive funding.

Note: The CDBG program regulations allow a metropolitan city located, in whole or in part, within an urban county to be included as part of that county for the purposes of planning and implementing a joint community development and housing program (24 CFR 570.308). This request is approved by HUD through the submission of a "Joint Grant Agreement."

B. Administrative Capacity

In order to be eligible to become a HOME PJ, a consortium's lead entity must have the sufficient legal authority and administrative capacity to carry out the purposes of the HOME program on behalf of its members. If the consortium designates an urban county or a metropolitan city as the lead entity, the consortium will be considered to have sufficient administrative capacity to carry out the purposes of the HOME program, unless the urban county or metropolitan city has significant performance problems with its CDBG or HOME program. If the consortium designates a lead entity or an existing public agency that has relevant experience (e.g., successful experience in

administering CDBG or the HOME program as a state recipient), the consortium may also be considered to have sufficient administrative capacity to carry out the HOME program. However, a newly created public agency that is established to administer the HOME program for a consortium would not be considered to have sufficient administrative capacity unless it includes as its administrator(s) a person or persons with relevant experience in successfully administering community planning and development programs such as the HOME, CDBG, Emergency Shelter Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) programs.

If the Field Office is satisfied that the consortium meets the eligibility requirements for participation in the HOME program and that it has the necessary legal authority and administrative capacity to carry out the HOME program, it will approve the consortium request and notify the Office of Affordable Housing Programs (OAHP) at HUD Headquarters as provided in Section V. HUD, at its discretion, may review the performance of an existing consortium that wishes to re-qualify to determine whether it continues to have sufficient authority and administrative capacity to successfully administer the program.

C. Advantages and Drawbacks to Forming a Consortium

The formation of a consortium can be a positive force for affordable housing production. It permits an area, which otherwise might not be assured funding, to plan and carry out an affordable housing program. Formation of a consortium also enables neighboring units of local government to develop collaborative approaches that address regional housing needs in a coordinated way. Assessing housing needs and developing strategies regionally can assist jurisdictions in meeting their obligation to affirmatively further fair housing by expanding housing choice across jurisdictional boundaries for all low-income households in the housing market area.

HOME funds are distributed (after set-asides) by formula with 40 percent of the funds going to states and 60 percent of the funds going to UGLGs. The amount that each state receives is based on two calculations: 80 percent of a state's funds are based on the demographic profile of the non-entitled areas of the state, while 20 percent of its funds are based on the demographic profile of the whole state. Except for states that receive the minimum allocation of $3,000,000, the amount available to a state is reduced when a consortium is formed because the demography of the consortium is included only in the calculation for 20 percent of the funds, and not in the calculation for 80 percent of the funds. When a Field Office discusses the merits of forming a consortium, the prospective members need to understand that the formation of a consortium could result in a loss of HOME funds to the state as a whole.

The amount of funds available for UGLGs is divided among a greater number of jurisdictions each year due to the addition of new metropolitan cities, urban counties, and consortia. Therefore, the amount allocated to a new consortium will depend, in part, on how many jurisdictions receive a share of the total funds available. It will also depend on the amount of HOME funds that Congress appropriates each Fiscal Year and the demographic profile of each jurisdiction.

In the event that a consortium fails to receive a HOME allocation in any one year, HUD will reallocate the funds to the state consistent with 24 CFR 92.451(c)(2)(i).

Since a consortium administers the HOME program as a PJ, it is important that the member UGLGs are able to establish a working relationship to meet the affordable housing needs of every member. Each consortium must designate a representative, also referred to as the lead entity, to assume the overall responsibility for the consortium's compliance with the HOME program requirements. The consortium members should trust the lead entity's ability to assume this responsibility, and all members must be committed to cooperatively achieve the objectives of the Consolidated Plan.

The HOME consortia web page contains further information and guidance on regional planning, good practices, performance measurement, and estimating funding.

III. THE PROCESS FOR DESIGNATION OF A CONSORTIUM AS A HOME PJ

To be considered for approval as a new HOME consortium, or for a consortium with no automatic renewal clause in its written agreement, seeking to renew its qualification period, or for a consortium that is required to amend its consortium agreement to add members or modify provisions, the following qualification documents must be provided to the appropriate Field Office **prior to June 30:**

A. State Certification (*Required for all new and existing Consortia).*

This is a written certification by the state declaring that the consortium will direct its activities to the alleviation of housing problems within the state. The state certification may be signed by the Governor or his/her authorized designee who signs as "Authorized Official."

B. Consortium Agreement (*Required for all new Consortia and for those with no automatic renewal provision).*

This is a legally binding consortium cooperation agreement executed by all members of the consortium, which contains the following provisions and attachments:

(1) *Program Activity:* The members of the consortium agree to cooperate to undertake or to assist in undertaking housing assistance activities for the HOME program.

(2) *Representative Appointment:* One consortium member is authorized to act in a representative capacity as the lead entity for all members of the consortium for the purposes of administering the HOME program.

(3) *Representative Responsibilities:* The lead entity assumes overall responsibility for ensuring that the consortium's HOME program is carried out in compliance with the requirements of the HOME program, including requirements concerning the Consolidated Plan.

NOTE: The agreement **must not** contain a provision for veto, or any other clause, that would allow a consortium member to obstruct the implementation of the consortium's approved Consolidated Plan.

(4) *Fair Housing:* In a statement in the agreement, each consortium member agrees to affirmatively further fair housing.

(5) *Term:* The consortium's qualification period is specified (the consecutive three year qualification period during which the consortium is to qualify to receive HOME funds), and members are prohibited from withdrawing from the agreement during this period. The agreement must specify the three federal fiscal years for which the consortium is receiving HOME funding. For example, if the agreement is executed in Fiscal Year (FY) 2007 for FY 2008 funding, the qualification period is from FY 2008 to FY 2010. If one or more urban counties are members of the consortium, the agreement may specify a lesser number of fiscal years in order to coincide with the number of years remaining in an urban county's qualification period. If an urban county consortium member fails to re-qualify as an urban county during the qualification period included in the consortium agreement, the consortium agreement terminates with the last fiscal year for which the urban county qualified. A new consortium agreement must be executed for the succeeding qualification period.

The consortium agreement must, at a minimum, remain in effect until the HOME funds from each of the Federal Fiscal Years of the qualification period are expended on eligible activities. The new agreement is governed by the requirements of this Notice or its successor.

If the consortium fails to meet the $500,000 minimum threshold to receive a HOME allocation for the first Federal Fiscal Year of its qualification period, it must request to be considered to receive a HOME allocation in each of the subsequent two years.

(6) *Automatic Renewal:* At the option of the consortium, the agreement may provide that it will automatically be renewed for participation in successive three-year qualification periods. HUD recommends that a newly created consortium consider not including automatic renewal on its initial three year consortium agreement as a precautionary measure.

Where automatic renewal provisions are used, the agreement must state that, by the date specified in HUD's consortia designation notices or listed on HOME's Consortia web page, the lead entity will notify each consortium member in writing of its right to not participate for the successive three-year qualification period. A copy of the notifications must be sent to the Field Office. Automatic renewal provisions must also include a stipulation requiring the consortium to adopt any amendments to the agreement that incorporate future changes necessary to meet the requirements for consortia agreements in subsequent qualification periods. Failure of the lead entity to notify consortium members and to submit amendments to HUD will void the automatic renewal provision in the agreement.

If a new member is added for the first year of a new qualification period, the automatic renewal clause cannot be used and a new consortium agreement, signed by all members, is required. The new consortium agreement may contain automatic renewal provisions for subsequent qualification periods.

With the inclusion of automatic renewal provisions, when it is time for renewal and there is no change to the consortium agreement, the Field Office must notify OAHP indicating that

there has been no change. However, the lead entity must submit the state certification to the HUD Field Office. If a member decides not to participate in the renewal of the consortium agreement, the Field Office must notify OAHP that the member is no longer a part of the consortium.

If the consortium does not establish automatic renewal in the consortium agreement, then the consortium must negotiate a new consortium agreement and have it signed by all members during the last year of its current qualification period.

(7) *Program Year*: The start date for the consortium indicates the beginning date of the program year. As required by the Consolidated Plan final rule, all UGLG members of a HOME consortium approved after February 6, 1995, must be on the same program year for the CDBG, HOME, ESG and HOPWA programs. In order to be on the same program year and be approved by the Field Office as a HOME consortium, the members of a proposed consortium may shorten their program years as consistent with Section 92.101(e).

(8) *Authority to Amend Agreement:* The lead entity is authorized to amend the agreement and to add new members on behalf of the entire consortium, unless otherwise specified in its agreement.

(9) *Signatures:* The agreement must be signed by the chief executive officer or authorized official of each member UGLG. The authorized urban county official signs the agreement on behalf of its participating UGLGs. All members of the HOME consortium must sign the agreement, including any UGLGs within a non-urban county that wish to participate as members of the consortium.

(10) *Attachment - Resolutions:* The authorizing resolutions by the governing body of each member UGLG, or other acceptable evidence, must be submitted indicating that the Chief Executive Officer or other designated official has the authority to sign the agreement.

In addition to the consortium agreement, the consortium must submit a legal opinion in which the lead entity's counsel cites applicable law to conclude that the terms and provisions of the agreement are fully authorized under state and local law. The legal opinion shall also state that the agreement provides full legal authority for the consortium to undertake or assist in undertaking housing assistance activities for the HOME program.

C. HUD Review of Qualification Documents

The Field Office reviews documents submitted by a consortium to determine whether it is comprised of geographically contiguous UGLGs, whether it has sufficient administrative capacity to carry out the purposes of the HOME program on behalf of its member jurisdictions, and to ensure that there is a written certification from the state. The Field Office will also ensure that all UGLG members of the consortium are on the same program year for HOME, CDBG, ESG, and HOPWA prior to approval.

In addition, Field Office counsel should review each new consortium's submissions to determine whether the consortium has sufficient legal authority to carry out the HOME program.

D. Use of Grants Management Process System to track the HOME Consortia Participation Decisions

As described in this Notice, the Office of Affordable Housing Programs (OAHP) at HUD Headquarters maintains the official files for consortia agreements, creates consortia participation directories and an online digital library for the use of HUD Headquarters and Field Office staff, and corresponds directly with Field Office staff regarding consortia status. Consequently, the use of the GMP UCC module to record HOME consortia participants was suspended beginning with the FY 2007 consortia participation process. (The GMP UCC module is still required to record CDBG Urban County participations.)

E. Digital Storage of Consortia Agreements

When a consortium agreement is received by OAHP and determined to be complete, it is scanned to a PDF file and placed in a central directory on the HUD Headquarters local area network (LAN). If the agreement is later amended, new files are created as agreements are received for new or renewing consortia.

Once a consortium agreement has been digitized, all pertinent information for the HOME consortium is maintained on the HOME Consortia Digital Library (CDL). The HOME CDL is maintained on the hudatwork.hud.gov intranet site listed in "Other Resources" at the end of this document.

The CDL is organized by Field Office. Each CPD Field Office has its own CDL page which lists its consortia, if any, by the name of the lead entity and contains the current and working participation spreadsheets, the current consortium agreement, and any amendments. Amendments are numbered sequentially starting with 1.

IV. MAKING CHANGES TO A CONSORTIUM

A. Amending the Consortium Agreement to Add Members

A consortium agreement can be amended to add new members for the remaining fiscal years of the qualification period. The agreement must be amended in the fiscal year before the year in which the new member is to be added. The consortium must provide the Field Office with a copy of the authorizing resolution from the new member's governing body and an amendment to the consortium agreement signed by the Chief Executive Officer of the lead entity (if the consortium agreement authorizes the lead entity to sign on behalf of all members) and the Chief Executive Officer of the new UGLG. A change in the make-up of any consortium must be communicated to OAHP.

If a consortium agreement with automatic renewal provisions is amended to include new members during the qualification period, the automatic renewal clause is considered to be in effect for the next qualification period. If the new members will be added for the first year of a qualification period,

the automatic renewal clause cannot be used and a new consortium agreement, signed by all members is required. The new consortium agreement may contain automatic renewal provisions for subsequent qualification periods.

B. Changing the Lead Entity

A consortium may wish to change its lead entity under certain circumstances. This change can only occur at the end of its qualification period and requires execution of a new agreement. The consortium, under direction of the new lead entity, is considered a new participating jurisdiction and must meet the allocation and participation thresholds of the HOME program. The previous lead entity will be responsible for all outstanding projects initiated under its consortium agreement and for all long-term responsibilities of the HOME program. The new lead entity will assume responsibility for the grant allocations accepted for the qualification period for which the new agreement is signed.

C. Disbanding a Consortium

Once a consortium is designated a PJ by HUD, it remains a PJ until all remaining funds in its HOME Investment Trust fund are expended. The lead entity has continuing responsibilities to comply with the HOME regulations beyond the terms of the consortium agreement and throughout the periods of affordability for HOME projects. A lead entity's financial and monitoring responsibilities include the following:

Program Income. Program income under the HOME Program is defined at 24 CFR 92.2. Program income derived from consortium activities undertaken by or within a member UGLG continues to be the consortium's program income even after the UGLG terminates its participation in the consortium (24 CFR 92.503(a)(3)). The lead entity could permit a member that no longer participates in the consortium to retain program income as a subrecipient for future HOME projects pursuant to a written agreement (§ 92.503(a)(1)). Program income must be used in accordance with HOME requirements.

Repayments. Any HOME funds invested in housing that does not meet the affordability requirements, is terminated before completion, or is determined to be ineligible must be repaid by the consortium. Although the lead entity could try to collect from a member, the lead entity is responsible for repayments to HUD (§ 92.503(b)).

Recaptured Funds. Recaptured funds received from a consortium's homebuyer program during the period of affordability are deposited in its HOME local account. The lead entity could permit a member that no longer participates in the consortium to retain the recaptured funds as a subrecipient pursuant to a written agreement (§ 92.503(c)).

Monitoring. The consortium is responsible for reviewing the performance of each subrecipient at least annually (§ 92.504(a)). The lead entity is responsible for applying the same requirements to its members as are applicable to its subrecipients (§ 92.101(d)). The lead entity has continuing monitoring responsibilities during the period of affordability for all activities funded by the consortium.

V. DEVELOPING AND SUBMITTING THE CONSOLIDATED PLAN FOR NEW CONSORTIA

It is important that new consortia have sufficient time to develop their Consolidated Plans and to meet the citizen participation requirements of 24 CFR Part 91. Field Office staff should work informally with new consortia to identify the start of the consolidated program year and to determine the timeframe for developing the Consolidated Plan. The Field Office can then formally notify the consortium of its allocation amount on a predetermined date that triggers the notice of intent to participate and allows enough time for the consortium to submit its Consolidated Plan in accordance with the HOME Program regulations at 24 CFR Part 92. HUD staff should be cautious about releasing allocation information to prospective new PJs that could be considered formal notice that starts the timeframe for the regulatory and statutory deadlines.

The date that the Field Office formally notifies the consortium of its formula allocation amount will determine the date that the Consolidated Plan is due according to the timeline below.

- The consortium submits a written notification of its intent to be a PJ no later than 30 days after receiving notice of its formula allocation amount (Section 92.103).

- The consortium submits a Consolidated Plan to the Field Office within 90 days of providing notification of its intent to be a PJ (Section 92.104).

To receive HOME funds, the consortium submits the Consolidated Plan for the entire geographic area encompassed by the consortium. If an urban county is a member of a HOME consortium, the consortium submits the Consolidated Plan; the urban county, like all other CDBG entitlement grantees in the consortium, is only required to submit its own non-housing Community Development Plan (Section 91.215(e)), Action Plan (Section 91.220) and the required Certifications (Section 91.225(a) and (b)), as part of the consortium's Consolidated Plan.

NOTE: A new consortium must submit the complete Strategic Plan required by Sections 91.215, 91.220 and 91.225. A consortium that has previously participated in the HOME program and submitted a complete Strategic Plan may submit only the Action Plan and Certifications unless it is required to submit a new five-year complete Strategic Plan (see Section 91.15(b)). If Joint Grant Agreement participants form a consortium for the HOME program, the Consolidated Plan submitted by the urban county will also serve as the Consolidated Plan for the HOME consortium, because the UGLGs in the consortium are the same as the UGLGs in the urban county Joint Grant Agreement. All members of the consortium must be on the same program year prior to being approved by the Field Office as a HOME consortium.

VI. SCHEDULE OF SUBMISSIONS FOR APPROVING NEW CONSORTIA AND RENEWING EXISTING CONSORTIA

The following schedule will govern the procedures for approving and renewing consortia:

NOTE: When a published date falls on a weekend or a holiday, the deadline will be the next business day.

By **March 1,** to be considered for an allocation of HOME funds in the next fiscal year, all re-qualifying consortia (with or without automatic renewal provisions) and proposed new consortia must provide to their Field Offices written notification of their intent to participate as a consortium.

Field Offices must notify OAHP of any potential new consortia on or before **March 1.** When a potential new consortium is identified, CPD's System Development and Evaluation Division (SDED) at Headquarters will create a working participation spreadsheet. This spreadsheet will identify members of the proposed consortium, including local incorporations within non-urban counties.

By **June 1**, the lead entity of a consortium that intends to renew its consortium agreement through automatic renewal provisions must notify each of its members of their right not to participate in the next qualification period.

NOTE: This date is provided as a guide to meet the **June 30** deadline. Based on the organizational structure, location and availability of its members, the lead entity may need to allow more time to determine the status of its membership for the next qualification period.

Prior to **June 15**, each member that does not intend to participate in the next qualification period with a consortium that is renewing its agreement through automatic renewal provisions must submit written notification to the lead entity. The lead entity must provide copies of these communications to its Field Office by June 30 so that Headquarters can be notified of any change in consortium membership by August 1st.

By **June 30,** a proposed consortium, a consortium that must sign a new agreement, or a consortium that is amending its current agreement must submit the documents that are required in Section IV of this Notice to its Field Office.

NOTE: Any delay in receipt of the consortium documents must not postpone the Field Office's ability to meet the **August 1** deadline below.

By **August 1,** Field Offices must approve all consortium agreements and amendments and send these documents to OAHP.

The Field Office must also notify OAHP by August 1 of consortia that are due to re-qualify through automatic renewal provisions with no change in consortium membership.

OAHP updates the working participation spreadsheets and provides them to SDED. OAHP also scans the consortium agreements for storage in the HOME Consortia Digital Library (CDL).

By **August 20,** OAHP notifies Field Offices of the availability of the updated working participation spreadsheets on the hudatwork.hud.gov intranet site. Field Office staff must review the working participation spreadsheet of each new or renewing consortium, (including those with automatic renewal provisions) in the Field Office jurisdiction with the consortium lead entity to verify its accuracy.

By **September 10,** Field Office CPD Directors must communicate to OAHP any changes to the working participation spreadsheet for each consortium in the Field Office jurisdiction, if applicable, and confirm the accuracy of the participation spreadsheet with OAHP to allow sufficient time for data to be assembled so that changes can be reflected in the next year's allocation of HOME funds. Directors are reminded that it is imperative that the information in the worksheet be confirmed with the consortium's lead entity prior to transmitting it to OAHP.

NOTE: This date may not be extended without prior written authorization from Headquarters. In order to allow sufficient time to run the formula and meet the statutory deadline of September 30, it is important that Field Office staff certify consortia status with OAHP by September 10.

VII. GENERAL INFORMATION

A. Headquarters Contacts

All required documents and correspondence concerning consortia should be submitted to Dora Rivera, Headquarters, Office of Affordable Housing Programs, at Dora.I.Rivera@hud.gov or faxed to (202) 708-1744 (this is not a toll-free number).

B. Other Resources

- **HOME Consortia Webpage:** www.hud.gov/offices/cpd/affordablehousing/programs/home/consortia/index.cfm

- **HOME Consortia List:** Current Consortia and qualification periods: www.hud.gov/offices/cpd/affordablehousing/programs/home/consortia/index.cfm

- **HOME New PJ Notice:** HUD Notice CPD 06-05, *Instructions for Designating New Participating Jurisdictions; Reserving and Obligating Funds; and Numbering Home Investment Partnership Agreements* or superseding notices: www.hud.gov/offices/cpd/affordablehousing/lawsandregs/notices/#2006

- **Consortia Digital Library (CDL):** Includes Consortia working and final participation spreadsheets and PDF versions of current agreements and amendments: http://hudatwork/po/d/progproc/affordablehousing/consortia/index.cfm

- **HOME Consortia Guidebook:** *Establishing and Managing a Successful Home Consortium Guidebook*, HUD 2006-08-CPD. Copies are available from Community Connections at 1-800-998-9999 or online at: http://www.hud.gov/offices/cpd/affordablehousing/programs/home/consortia/200608_guide.pdf

- **Consortia Builder – A Tool to Estimate Funding:** developed to provided guidance on how to combine the demography of proposed member governments for the purpose of qualifying for a HOME formula allocation. It uses U.S. Census and HOME data to calculate an estimate of the amount of HOME funds that a potential consortium might qualify for under the HOME formula. Having an estimate of the HOME allocation and administrative funds available (10% of the

allocation) also helps potential consortia design their regional housing and staffing plans. More information available at:
www.hud.gov/offices/cpd/affordablehousing/programs/home/consortia/builder

C. Paperwork Reduction Act

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2506-0171. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Attachment 1

HOME CONSORTIA CALENDAR

Summary of Deadlines

DEADLINE	CONSORTIUM	STATUS OF CONSORTIUM			FIELD OFFICE	HEADQUARTERS
		New	Renew	Amend		
March 1	Sends written notification to Field Office of intent to participate	✓	✓		Notifies OAHP of any potential new consortia	SDED creates working participation spreadsheets for new consortium
June 1	Lead entity notifies members of their right not to participate in next qualification period		✓			
June 15	Members notify lead entity of their intent not to participate		✓			
June 30	Submits all required documentation for Field Office review	✓	✓	✓		
August 1		✓	✓	✓	• Approves new and amended consortium agreements and submits required documentation to OAHP • Notifies OAHP of renewing consortia with automatic renewal provisions and no changes in membership	• OAHP creates/updates participation spreadsheets and submits to SDED • OAHP scans consortia agreements
August 20		✓	✓	✓	Contacts consortia to confirm that participation spreadsheets on hudatwork.hud.gov are accurate	OAHP posts participation spreadsheets to hudatwork.hud.gov for Field Office CPD Directors for verification
September 10		✓	✓	✓	Certifies to OAHP membership of consortia	OAHP certifies accuracy of all consortia to SDED
September 30 (Statutory deadline)	**Designation process complete for eligibility to receive HOME funds by formula**					