

Funds Commitment Form – US Department of Housing and Urban Development – Office of the Chief Financial Officer
 (Can be used for individual or bulk processing; see instructions)

1a. Description of Proposed Use of Funds:	1b. Notice of Funding Opportunity Number (required if competitive/discretionary grant or-cooperative agreement)
2. Commitment No (optional)::	3. Identification No. (RFP, Contract, IAA, Grant, etc.)
4a. Proposed Recipient Name (If known):	4b. Universal Entity Identifier-UEI (If known):
5. Date of Preparation: (mm/dd/yyyy)	6. Name & Title of Funds Control Officer:

7a. Funding & Accounting Classification for Individual Processing Only

Account Symbol/ Apportionment Line Code	Program Code	Organization Code(s)	Commitment Outstanding	Increase (Decrease)	Net Amount
A	B	C	D	E	F
Net Totals					

7b. Funding & Accounting Classification for Bulk Processing Only (supports multiple Commitment or Identification Numbers and multiple Proposed Recipient and Proposed UEIs by attaching an Excel file)

		see attachment for detail	<i>(intentionally left blank)</i>		<i>(intentionally left blank)</i>
Net Totals					

8. Purpose of This Action (Check applicable box)

Initial Commitment Increase or (Decrease) Commitment (amendment no:) Cancel Commitment (bracket amount in 7E)

9. I certify the funds identified in Block 7 are authorized for the purpose identified in Block 1a, and those funds are available for obligation.

9a. Date: (mm/dd/yyyy)	9b. Signature of Funds Control Officer: (Required)
	X

10. Senior Level Approvals To Be Completed by Originating Office

a. Requesting Official (Optional): (signature)	d. Approving Official (Required): (signature)
X	X
b. Title:	e. Title:
c. Date: (mm/dd/yyyy)	f. Date: (mm/dd/yyyy)

11. For Accounting Use Only

Funds Available and Commitment Recorded or Adjusted to Amount Shown in 7E Funds Not Available

By: _____ Date: _ _ _ _

12. Comments:

Instructions for Completing HUD-718 Funds Commitment Form

The HUD-718 form is designed to be used for the commitment of funds by both individual and bulk processing. Preparers should consult their program's Funds Control Matrix to ensure proper commitment requirements are being followed. These instructions assist with the completion of the form and correspond with numbered fields on the HUD-718.

Example forms of individual and bulk processing for the initial commitment, increase/decrease to an existing commitment, and cancellation of commitment can be found at the end of these instructions.

- 1a. Provide a brief description of the proposed use of funds. Field is limited to 150 characters.
- 1b. Provide the Notice of Funding Opportunity Number. This is required for competitive, discretionary grants and cooperative agreements.
2. Provide the Commitment Number (optional) for individual. For bulk processing this would be on bulk template. Consult your program's SOP.
3. Provide the Identification Number (RFP, contract, IAA, Grant, etc.) for individual. For bulk processing this would be on bulk template. Consult your program's SOP.
- 4a. Use the Recipient Name as it appears in SAM.gov (if known). Not needed for bulk processing.
- 4b. Use the Fully Registered UEI as it appears in SAM.gov (if known). Not needed for bulk processing.
5. Insert the date this form was prepared.
6. Provide the Program Area, ex. ROSS, OFND, CDBG, SNAP, etc.
- 7a. *Individual Processing Only (See example 1):*
 - Column A: Treasury Account Symbol (TAS), ex. 86XX/XX1234
 - Column B: Program Code, ex. ABC
 - Column C: Organization Code, ex. Regional Office/Field Office (RO/FO) code in LOCCS
 - Column D: Commitment Outstanding. If this is an initial commitment, enter \$0.
 - Column E: Increase (Decrease). Enter the amount for this action. If funds are being decreased, this number will be negative.
 - Column F: Net total of columns D and E
- 7b. *Bulk Processing Only (See example 2):*

In addition to the following, a completed Award Funding Template must accompany this form.

 - Column A: Treasury Account Symbol (TAS), ex. 86XX/XX1234
 - Column B: Program Code, ex. ABC
 - Column E: Increase (Decrease). Enter the amount for this action. If funds are being decreased, this number will be negative.
8. Select the applicable Purpose of Action.
 - Initial Commitment
 - Increase (Decrease) Commitment
 - Cancel Commitment: Only use if commitment has not been recorded in financial systems
9. Consult your funds control matrix or program's SOP for required signature. Certification box must be checked.
10. Consult your funds control matrix or program's SOP for required signatures.
 - 10a-10c: Refer to program's SOP (optional)
 - 10d-10f: Refer to Funds Control Matrix (required)
11. Leave blank. For Accounting use only.
12. Comments. For Accounting use only. Field is limited to 150 characters.

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Example 1:

7a. Individual Processing Only						
1	8623/250174	HH1	00/98	\$ 0.00	\$ 2.21	\$ 2.21
2	8624/260174	HH1	00/98	\$ 3.00	\$ 2.00	\$ 5.00
3	8623/250174	HW1	00/98	\$ 0.00	\$ 1.14	\$ 1.14
Net Totals				\$ 3.00	\$ 5.35	\$ 8.35

Example 2:

7b. Bulk Processing Only (supports multiple Commitment or Identification Numbers and multiple Proposed Recipient and Proposed UEs by attaching an Excel file)						
1	8623/250174	HH1	see attachment for detail	<i>(intentionally left blank)</i>	\$ 2.21	<i>(intentionally left blank)</i>
2	8624/260174	HH1			\$ 2.00	
3	8623/250174	HW1			\$ 1.14	
Net Totals					\$ 5.35	