

Hope 3 Program Annual Performance Report

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

OMB Approval No. 2506-0128 (exp. 3/31/2000)

This information is required by 24 CFR Part 572, to obtain benefits under the HOPE 3 Program authorized by the National Affordable Housing Act of 1990, as amended. The information is used to monitor applicants previously awarded HOPE 3 Implementation grants to create homeownership opportunities for low-income families and individuals who are first-time homebuyers. Information collected pursuant to the requirements will be reviewed and analyzed by HUD staff at the Field Office and Headquarters level to determine compliance with statutory requirements for eligibility, and compliance with national objectives.

HOPE 3 applications are subject to Freedom of Information Act requirements, Records of other information collected will be maintained by the

recipients, not HUD. Information on activities and expenditure of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required. Recipients may ensure additional confidentiality where doing so would not be inconsistent with the requirements of the Freedom of Information Act and the Privacy Act.

Public Reporting Burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This form is intended to collect numeric data to be aggregated nationally as a complement to data collected through the Cash and Management Information (C/MI) System. Participants should enter the reporting period in the first block. The reporting period is October 1 to September 30. Instructions are included for each element if further explanation is needed. Attach additional sheets if necessary. Submit this form on or before November 30.

Send one copy of the report to the appropriate HUD Field Office and one copy to:
HOPE 3 Program, Room 7158, 451 7th Street, S.W., Washington, D.C. 20410.

Reporting Period Covered (mm/dd/yyyy):

Starting Date: Ending Date:

Date Submitted:

Section A: Recipient Identification and Certification

1. Grant Number:		2. Recipient Name:	
3. Name of Person Completing this Report:		4. Telephone No (Include Area Code):	
5. Address:	6. City:	7. State	8. Zip Code:

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements; conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

9. Name and Title of Authorized Official Representative	10. Signature X	11. Date
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Section B: Data Elements

Element 1: Matching Contributions: Source and Value of Non-Federal Match

(A) Type of Match*	(B) Source of Match	(C) Description	(D) Actual Amount and/or Value Contributed During the Reporting Period	(E) Cumulative Amount and/or Value Contributed to Date
			Total:	Total:

Type of Match Contribution	CAS - Cash Contribution	TAX - Taxes, Fees, & Other Charges	INF - Infrastructure	DMS - Donated Materials & Supplies
	ADM - Administrative Costs	REA - Real Property	DLA - Donated Labor	OTH - Other In-Kind Contributions

Annual Performance Report (APR) Instructions

Read the instructions for each item carefully before completing the form. Use a typewriter or print carefully with a ball point pen. Prepare an original and two copies.

An original APR, including the narrative, signed by the authorized representative of the recipient shall be submitted to the CPD Division of the appropriate HUD Field Office.

Mail a copy of the APR, including the narrative to:

HOPE 3 Program,
Department of Housing and Urban Development,
451 7th Street, S.W., Room 7158,
Washington, D.C. 20410.

Retain one copy.

Section A: Grant Recipient Identification and Certification Self Explanatory.

Section B: Data Elements

Element 1: Matching Contributions

Column A. **Type of Match.** Provide the type of match category for each match contribution made during the reporting period by using the appropriate three letter match contribution code identified at the bottom of the form (for definitions of match codes see 24 CFR 572.220(b)). If more than one match contribution was made within any one type of match category, repeat the match contribution code.

Column B. **Source of Match.** State the source of each match contribution identified in Column A (e.g. recipient, City of X, ABC Construction).

Column C. **Description.** Describe how each match contribution identified in Column A was used (e.g. acquisition, BMIR financing, rehabilitation).

Column D. **Actual Amount and/or Value Contributed During the Reporting Period.** Enter the actual amount and/or value of the cash and/or in-kind match that was contributed during the reporting period for each match contribution identified in Column A. Provide a total of all contributions being reported in Column D at the bottom of the form.

Note: In determining the actual amount and/or value of an in-kind match contribution see 24 CFR 572.220(b).

Column E. **Cumulative Amount and/or Value Contributed to Date.** Enter the cumulative amount and/or value of the cash and/or in-kind match that has been contributed since the effective date of the grant agreement for each match category identified in Column A (include both amounts previously reported in prior APRs and the new amounts now being reported).

If match contributions have been made in match categories not currently identified in Column a, add such categories at the end of Column A, skip Columns B, C, and D, and provide the cumulative amount and/or value for each of the added categories in Column E. Provide a total of the cumulative contributions to date being reported in Column E at the bottom of the form.

Element 2: Sale Proceeds

If no sale proceeds were received during the reporting period, write "none" across Element 2. For sale proceeds received during the reporting period, complete Element 2, as follows:

Block A. **Balance on Hand at Beginning of Reporting Period.** Enter the balance of proceeds available at the beginning of the reporting period. For Implementation Grant recipients submitting their initial APR, this balance is zero.

Block B. **Amount Received During Reporting Period.** Enter the amount of proceeds received during the reporting period.

Block C. **Total Amount Expended During Reporting Period.** Enter the amount of proceeds expended during the reporting period.

Block D. **Balance on Hand at the End of Reporting Period.** Enter the balance of proceeds available at the end of the reporting period. This amount should equal the amount in Block A plus the amount in Block B minus the amount reported in Block C.

Enter the following information for all proceeds reported in Block C above.

Column E. **Identify Activities To Which Sale Proceeds were applied During the Reporting Period.** Identify each eligible HOPE 3 activity to which proceeds were applied during the reporting period. An example may be the acquisition and/or rehabilitation of additional single family properties.

Column F. **Amount of Sale Proceeds Applied.** Identify the amount of proceeds that were applied to each activity identified in Column E.

Element 3: Resale Proceeds

If no resale proceeds were received during the reporting period, write "none" across Element 3. For resale proceeds received during the reporting period, complete Element 3, as follows:

Block A. **Balance on Hand at Beginning of Reporting Period.** Enter the balance of proceeds available at the beginning of the reporting period. For Implementation Grant recipients submitting their initial APR, this balance is zero.

Block B. **Amount Received During Reporting Period.** Enter the amount of proceeds received during the reporting period.

Block C. **Total Amount Returned to HUD.** Enter the amount of resale proceeds returned to HUD during the reporting period (see 24 CFR 572.135(b)).

Block D. **Total Amount Expended During Reporting Period.** Enter the amount of proceeds expended during the reporting period

Block E. **Balance on Hand at the End of Reporting Period.** Enter the balance of proceeds available at the end of the reporting period. This amount should equal the amount in Block A plus the amount in Block B minus the amount reported in Block C and Block D.

Enter the following information for all proceeds reported expended in Block D above.

Column F. **Identify Activities to Which Resale Proceeds were Applied During Reporting Period:** Identify each eligible HOPE 3 activity to which proceeds were applied during the reporting period. An example may be the acquisition and/or rehabilitation of additional single family properties.

Column G. **Amount of Resale Proceeds Applied.** Identify the amount of proceeds that were applied to each activity identified in Column F.

Total: Calculate and enter the total of Column G and verify that the amount is the same as reported in Block D above.

Element 4: Program Income

Note: Before completing this Section, see the definition of program income cited in Section VI.B.

If no program income was received during the reporting period, write "none" across Element 4. For program income received during the reporting period, complete Element 4 as follows:

Block A. **Balance on Hand at Beginning of Reporting Period.** Enter the balance of program income available at the beginning of the reporting period. For Implementation Grant recipients submitting their initial APR, this balance is zero.

Block B. **Amount Received During Reporting Period.** Enter the amount of program income expended during the reporting period.

Block C. **Total Amount Expended During Reporting Period.** Enter the amount of program income expended during the reporting period.

Block D. **Balance On Hand At The End of The Reporting Period.** Enter the balance of program income available at the end of the reporting period. This amount should equal the amount in Block A plus the amount in Block B minus the amount reported in Block C.

Enter the following information for all program income reported expended in Block C above.

Column E. **Identify Activities To Which Program Income Was Applied During Reporting Period.** Identify each eligible HOPE 3 activity to which program income was applied during the reporting period.

Column F. **Amount of Program Income Applied.** Identify the amount of program income that was applied to each activity identified in Column E.

Total: Calculate and enter the total of Column F and verify that the amount is the same as reported in Block C above.

Element 5: Additional Homeownership Opportunities Created with Sale and Resale Proceeds Program Income

If no units were acquired during the reporting period using sale and resale proceeds or program income, enter "none" in Block A of Element 5. If no units were transferred during the reporting period using sale and resale proceeds or program income, enter "none" in Block B of Element 5. Units acquired or transferred in which only a portion of the cost was paid with sale and resale proceeds or program income should be reported here unless HOPE 3 grant funds were also used to

acquire or rehabilitate the unit and the unit was previously setup in the HOPE 3 C/MI System. For units acquired or transferred using sale and resale proceeds or program income during the reporting period, complete Element 5 as follows:

Block A: **Total Number of Units Acquired But Not Transferred During Reporting Period.** Enter the number of units acquired by the grant recipient but not yet transferred to homebuyers using sale and resale proceeds or program income during the reporting period.

Block B: **Total Number of Units Transferred to Homebuyers During Reporting Period.** Enter the number of units acquired or the number of homebuyers assisted with sale and resale proceeds or program income where the homes were transferred to homebuyers during the reporting period.

Block C: **Cumulative Number of Units Transferred to Homebuyers to Date.** Enter the cumulative number of units acquired or the number of homebuyers assisted with sale and resale proceeds or program income where the homes were transferred to homebuyers since the effective date of the grant agreement.

Element 6: Minority Business Enterprises (MBE) and Women Business Enterprises (WBE)

Part A. Minority Business Enterprises (MBE)

If no contracts or subcontracts were awarded during the reporting period, write "none" across Part A of Element 6. For all contracts and subcontracts awarded under the HOPE 3 Program during the reporting period, complete Part A as follows:

Line 1. **Number of Contracts:** Provide the number of contracts awarded during the reporting period by the race and ethnicity categories shown in Columns A through E. Enter the total of Columns A through E in Column F.

Line 2. **Dollar Amount of Contracts:** Provide the dollar value of all contracts awarded during the reporting period, by race and ethnicity, in Columns A through E and enter the total in Column F.

Line 3. **Number of Subcontracts:** Provide the number of subcontracts awarded during the reporting period, by race and ethnicity, in Columns A through E and enter the total in Column F.

Line 4. **Dollar Amount of Subcontracts:** Provide the total dollar value of all subcontracts awarded during the reporting period, by race and ethnicity, in Columns A through E and enter the total in Column F.

Part B. Women Business Enterprises (WBE)

If no contracts or subcontracts were awarded during the reporting period, write "none" across Part B of Element 6. For contracts and subcontracts awarded under the HOPE 3 Program during the reporting period, complete Part B as follows:

Line 1. **Number of Contracts:** Provide the number of contracts awarded during the reporting period for the categories show in Columns A and B. Enter the total of Columns A and B in Column C.

Line 2. **Dollar Amount of Contracts:** Provide the total dollar value of all contracts awarded during the reporting period in Columns A and B and enter the total in Column C.

Line 3. Number of Subcontracts: Provide the number of subcontracts awarded during the reporting period in Columns A and B and enter the total in Column C.

Line 4. Dollar Amount of Subcontracts: Provide the total dollar value of all subcontracts awarded during the reporting period in Columns A and B and enter the total in Column C.

Note: Verify that amounts entered in Part B, Column C are the same as are reported in Part A, Column F.

If additional pages are necessary to complete any element, attach copies behind the original.

Definitions

A. Racial and Ethnic Group Definitions: Below are definitions of the racial and ethnic groups used in this APR. The category that most closely reflects an individual's recognition in his/her community should be used for purposes of reporting on a person of mixed racial and/or ethnic origins.

1. Alaskan Native or Native American: A person having origins in any of the original peoples of the North American Continent, who maintains cultural identification through tribal affiliations or community recognition.
2. Asian or Pacific Islander: A person having origins in any of the original peoples of the Subcontinent, or the Pacific Islands. For example, the area would include China, Japan, Korea, the Philippine Islands, or Samoa.
3. Black Non-Hispanic: A person having origins in any of the black racial groups of Africa, but not of Hispanic origin.
4. Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
5. White Non-Hispanic: A person having origins in any of the original peoples of Europe, North America, or the Middle East, but not of Hispanic origin.

B. Other Definitions:

1. Program Income: Gross income earned by the recipient or cooperating entity directly generated by a grant assisted activity during the grant period (see 24 CFR 85.25). When reporting program income in the APR, the recipient should deduct income received from activities where the costs are not paid for by the HOPE 3 grant or matching contributions.

Examples of program income may include fees earned for services performed and paid for with grant funds or matching contributions, such as tuition for training courses or application processing fees. Another example may include fees earned from the use or rental of real or personal property acquired with grant or matching funds. In addition, program income may include income earned from lease payments where the payments are not dedicated to an escrow account to be used for the homebuyer's mortgage.

As provided in the HOPE 3 regulations, program income under the HOPE 3 Program does not include proceeds from the sale and resale of HOPE 3 properties or interest on such proceeds. Pursuant to 24 CFR 572.135(d), any HOPE 3 program income received by the recipient may be added to the funds committed to the grant agreement by HUD and the recipient .

2. Sales Proceeds: Proceeds received from the sale of a HOPE 3 assisted property by the recipient (or by the recipient's designee approved by HUD) after any debt (or other applicable charges) on the property has been satisfied.
3. Resale Proceeds: Resale proceeds include all amounts that may not be retained by the homebuyer upon resale of HOPE 3 properties (see 24 CFR 572.130©(d)(e) and 572.135(b). Such resale proceeds initially payable to the recipient or its HUD-approved designee should be reported in the APR; under 24 CFR 571.135(b), fifty percent of such resale proceeds are required to be returned to HUD within 15 days of the resale.
4. Minority Business Enterprise (MBE): A business enterprise which is at least 51 percent owned by one or more minority individuals, or in the case of any publicly owned business, at least 51 percent of the voting stock which is owned by one or more minority individuals, and whose management and daily operations are controlled by one or more such individuals. "Minority individuals" include Blacks - Non Hispanic Origin, Native Americans, Hispanics, and Asians or Pacific Islanders. "Control" means exercising the power to make policy decisions.
5. Women's Business Enterprise (WBE): A business that is at least 51 percent owned by a woman or women who also control and operate it. "Control" means exercising the power to make policy decisions. "Operate" means being actively involved in day-to-day management.