



Community Services Division
Office of Community Development
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Previously known as Policy Notice OHCP 04-02

SUBJECT: Revisions to the Office of Community Development Financial Management Rules and Regulations

ISSUED: August 30, 2004

DISTRIBUTED TO: Eligible CHIP Award Recipients and their Affiliates

POLICY

The Office of Community Development (OCD) recently revised Attachment 11 (Drawdown Systems Procedure Manual) of the **OCD Financial Management Rules and Regulations** handbook. The revisions are summarized below. In order for OCD award recipients to access OCD-administered funds, it is imperative that the manual's instructions are carefully reviewed and followed.

Required Forms

Prior to submitting a Request for Payment and Status of Funds Report (DS5) to OCD, award recipients must complete/update and submit the following forms: Authorized Signature Card (DS2); Grant Distribution Information (DS3); Signature Certificate (if applicable); Housing Rehabilitation/Homeownership Setup Form or Rental Housing Setup Form (if applicable) and Vendor's Authorization Agreement (if applicable).

DS5

The DS5 form was revised and simplified to expedite the processing of draw requests. Award recipients may include more than one grant on a form; however, it is imperative that the appropriate information from each grant agreement's Attachment A is correctly reflected on the form. The DS5 form is available online at http://development.ohio.gov/cs/cs_fiscalforms.htm (left-hand bar).

Fillable Forms

Several of the above-listed forms were posted online as fillable Word and Excel documents in October 2012 at http://development.ohio.gov/cs/cs_fiscalforms.htm. Award recipients may now download each of the following forms online, save, print, execute and mail the forms to OCD:

- DS2;
- DS3; and
- Signature Certificate Sample (signature certifications must be printed on the award recipient's letterhead).

Housing Rehabilitation/Homeownership Setup Form or Rental Housing Setup Form

Two new forms, the Housing Rehabilitation/Homeownership Setup Form and the Rental Housing Setup Form, were added to the manual. The new forms replace the Housing Activity and Beneficiary Form. The forms request beneficiary information, including the address of the assisted housing unit. OCD award recipients completing **direct benefit housing activities** with Ohio Small Cities Community Development Block Grant (CDBG) or HOME Investment Partnerships Program funds must complete and submit the correct form at least one week prior to submitting a DS5. In addition, award recipients must retain a copy of the completed form. Copies of the Housing Rehabilitation/Homeownership Setup Form and the Rental Housing Setup Form are available online at http://development.ohio.gov/cs/cs_fiscalforms.htm (left-hand bar)

Vendor's Authorization Agreement

Award recipients interested in receiving automatic deposits of state warrants through electronic funds transfer must complete and submit a Vendor's Authorization Agreement. The form was updated by the Ohio Auditor of State and the updated version is now included in the revised manual.

COMMENTARY

OCD Notice 04-02 was issued to notify OCD award recipients and their affiliates of recent revisions to Attachment 11 of the **OCD Financial Management Rules and Regulations** handbook. The revisions simplified the OCD drawdown system to expedite the processing of draw requests. The revised Attachment 11 – Drawdown Systems Procedure Manual is available by visiting http://development.ohio.gov/cs/cs_fiscalforms.htm (left-hand bar).