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**Community Development Division**  
**Office of Housing and Community Partnerships**  
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**NOTICE: OHCP 04-02**

**SUBJECT:** Revisions to the Office of Housing and Community Partnerships (OHCP) Financial Management Rules and Regulations

**ISSUED:** August 30, 2004

**DISTRIBUTED TO:** Eligible OHCP Award Recipients and Their Affiliates

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## **POLICY**

The Office of Housing and Community Partnerships (OHCP) recently revised Attachment 11 (*Drawdown Systems Procedure Manual*) of the **OHCP Financial Management Rules and Regulations** handbook. The revisions are summarized below. In order for OHCP award recipients to access OHCP-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 OHCP, 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 by visiting <http://www.odod.state.oh.us/webforms>.

### Fillable Forms

Several of the above-listed forms were recently posted on <http://www.odod.state.oh.us/cdd/ohcp> under "OHCP Forms" as fillable Adobe Acrobat documents. Award recipients may now complete each of the following forms on line and then print, execute and mail the forms to OHCP:

- *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. OHCP 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 by visiting <http://www.odod.state.oh.us/cdd/ohcp/ohcpforms.htm>

## 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

**OHCP Notice 04-02** was issued to notify OHCP award recipients and their affiliates of recent revisions to *Attachment 11* of the **OHCP Financial Management Rules and Regulations** handbook. The revisions simplified the OHCP drawdown system to expedite the processing of draw requests. The revised *Attachment 11 - Drawdown Systems Procedure Manual* is available by visiting <http://www.odod.state.oh.us/cdd/ohcp/publications.htm>