



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

Special Attention of:

All Secretary's Representatives
All State Coordinators
All CPD Division Directors
All HOME Participating Jurisdictions

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

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Previous Edition are Obsolete

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HUD-21B (3-80)

I. Purpose

This Notice provides guidance on procedures for designation of local governments to participate as consortia in the HOME Investment Partnerships Program for Fiscal Year 2004. The notice updates CPD Notice 02-02, and provides the documentation requirements and deadlines for the designation of potential consortia, re-qualification of existing consortia and the addition of new members to a consortium.

NOTE: Special attention should be directed to the deadlines as indicated in Section V, Schedule of Submissions that is summarized in Attachment B, HOME Consortium Calendar. Delays in designating a consortium may result in loss of eligibility to receive a HOME allocation in FY 2004.

II. General Information

A. Background

The HOME program is authorized by the HOME Investment Partnerships Act, Title II of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12748), as amended. The Act provides that a consortium of geographically contiguous units of general local government is considered a unit of general local government for purposes of the HOME program if the Secretary determines that the consortium (1) has sufficient authority and administrative capability to carry out the purposes of the Act on behalf of its member jurisdictions and (2) will, according to a written certification by the State, direct its activities to the alleviation of housing problems within the State.

In accordance with Section 217(b)(3) of the Act, HUD will identify units of general local government (metropolitan cities, urban counties and consortia) that are eligible to receive HOME funds by formula, as of the end of the previous fiscal year.

The Department plans to complete the designation of new urban counties and metropolitan cities before September 30, 2003 (the end of FY 2003), so that they will be eligible to receive HOME and Community Development Block Grant (CDBG) allocations for FY 2004.

B. Applicability

This notice is applicable to (a) local governments that want to form a consortium for the first time to participate in the HOME program for FY 2004, (b) existing consortium already qualified to participate for FY 2004, but that want to add one or more local governments, and (c) existing consortium that must execute a new consortium agreement because their consortium qualification period ends September 30, 2003.

A list of consortia that are participating in the HOME program for FY 2003 is attached to this notice. If a consortium's qualification period ends in 2003, it must renew its agreement for FY 2004 – 2006 to continue receiving HOME funds.

C. **Effects of Forming a Consortium**

Consortia are contiguous units of general local government (UGLG) that join together for purposes of receiving a HOME allocation and administering the HOME program as a single Participating Jurisdiction (PJ). Each consortium must designate a lead member and must receive a certification from the State declaring that it will direct its activities to alleviation of housing problems within the State.

In most cases, the formation of a consortium causes a reduction in the amount of HOME funds available to the State for its program. It may also result in a reduction in the amount of HOME funds available for the State as a whole. When a field office discusses the merits of forming a consortium with prospective members, the members need to understand that the formation of a consortium could result in a loss of HOME funds to the State as a whole. HOME funds are distributed (after set-asides) by formula with 40 percent of the funds going to States and 60 percent of funds going to units of local government. The amount each State receives is based on two calculations: 80 percent of the funds are based on the demographics of the non-entitled areas of the State, while 20 percent of the funds are based on the demographics of the whole State. Except for States that receive the minimum allocation of \$3,000,000, the amount available to the 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, where some or all of the demography of the consortium had been previously included.

The amount of funds available for each unit of local government is divided among more jurisdictions each year due to the addition of new metro cities, urban counties, and consortia. Therefore, the amount going to the new consortium will depend on how many jurisdictions receive a share of the total funds available.

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 the consortium would be administering the HOME program as a unit of local government, it is also important that the members are able to establish a working relationship to meet the affordable housing needs of all of the participants. The representative, also referred to as the lead entity, assumes the overall responsibility for compliance with the HOME program requirements. Therefore, the consortium participants need confidence in the representative's ability to assume this responsibility on their behalf and be committed to cooperate to achieve the objectives of the Consolidated Plan.

Regardless of the funding, the formation of a consortium can be a positive force for affordable housing production. It permits an area that otherwise may not be assured of funding to plan and carry out an affordable housing program.

The HOME Consortia web page contains further information and guidance on regional planning, good practices and performance issues. It is located at <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/consortia.cfm>.

III. Eligibility for Forming a Consortium

UGLG that are geographically contiguous, as described by the Census Bureau maps (available at <http://ftp2.census.gov/geo/maps/>), may form a consortium for purposes of receiving an allocation and participating in the HOME program. A river or other body of water may separate the UGLG if there is a road or a bridge that effectively makes them contiguous. UGLG forming a consortium may be cities or urban counties that would be eligible, individually, to become PJs in the HOME program.

A UGLG that is included in an urban county may be part of a consortium only if the urban county joins the consortium. A UGLG that is located within an urban county cannot join the consortium if the urban county does not want to participate as a member of the consortium. Thus, when UGLGs become part of an urban county for the CDBG program, they are part of the urban county for the HOME program, except for metropolitan cities under Joint Grant Agreements with urban counties as described in the Joint Grant Agreements Section: Section IV Paragraph C. 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.

IV. Designation and Renewal Procedures

To be considered as a HOME program consortium for FY 2004, a proposed consortium or a consortium that must renew its HOME consortium agreement, is to provide the following qualification documents to the appropriate HUD Field Office **by June 30, 2003 (or such later date agreed to by the Field Office)**:

A. State Certification

A written certification by the State 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

A legally binding consortium cooperation agreement executed by all members of the consortium 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*: Authorizes one member unit of general local government to act in a representative capacity for all member units of general local government for the purposes of the HOME program.
- (3) *Representative Responsibilities*: Provides that the representative member (also referred to as 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 a Consolidated Plan.

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

- (4) *Legal Opinion:* A legal opinion from the lead entity's counsel that cites applicable law. It is to conclude that the terms and provisions of the agreement are fully authorized under State and local law. The 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.
- (5) *Fair Housing:* A statement in the agreement that each member unit of local government agrees to affirmatively further fair housing.
- (6) *Term:* Specifies and lists the qualification period (the three Federal fiscal years for which the consortium is to qualify to receive HOME funds), and the prohibition on withdrawal from the agreement during such time, as described in Paragraph D of this Section.
- (7) *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.

Where automatic renewal provisions are used, the agreement must state that, by the date specified in HUD's consortia designation notices, the consortium lead entity will notify each participating unit of general local government in writing of its right not to participate for the successive three-year qualification periods. A copy of the notification to each jurisdiction must be sent to the Field Office by the date specified in the consortia designation notice. Consortia agreements with automatic renewal provisions must also include a stipulation that requires the consortium to adopt any amendment to the agreement incorporating changes necessary to meet the requirements for consortia agreements set forth in a Consortia Qualification Notice applicable for a subsequent three-year consortia qualification period. The amendment must be submitted to HUD as specified in the consortia notice (e.g., a successor to this notice) for that period. Failure of the lead entity to notify consortium members and to notify HUD will void the automatic renewal provision in the agreement.

The Automatic Renewal provisions will not apply when the consortium adds a new member. (See Paragraph E of this Section for documentation requirements.)

If there is no change to the consortia agreement at the time of renewal, the HUD Field Office can e-mail Jill Kennerly, CPD, Office of Technical Assistance and Management, Systems Development and Evaluation Division (SDED) at [Jill S. Alexander@hud.gov](mailto:Jill.S.Alexander@hud.gov) or fax to (202) 708-4275 indicating that there has been no change. In the event that a member decides not to participate or a change has been made within the consortium, the Field Office must notify Ms. Kennerly that the entity is no longer a member of the consortium.

- (8) *Program Year:* States the program year start date for the consortium and that all units

of general local government that are consortium members are on the same program year for the CDBG, HOME, ESG and HOPWA programs.

- (9) Authority to Amend Agreement: Authorizes the lead entity to amend the agreement and add new members on behalf of the entire consortium.

NOTE: This provision is optional if the consortium members agree to have all the members sign and approve all agreement amendments.

- (10) Signatures: The agreement is to be signed by the chief executive officer or authorized official of each member unit of local government.

NOTE: If a CDBG urban county is a member of the consortium, the authorized urban county official can sign the consortium agreement for its participating units of general local government. (A UGLG that is included in an urban county can be a member of a consortium only by joining the CDBG urban county.) UGLG that is located in the urban county but has not joined the CDBG urban county, can be a member of the consortium if it signs the HOME consortium agreement. A non-urban county may be a member of a consortium. However, the non-urban county cannot on its own include the whole county in the consortium. Each UGLG in a non-urban county that wishes to participate as a member of the consortium must sign the HOME consortium agreement.

- (11) Attachment - Resolutions: Provide the authorizing resolutions from the governing body of each member unit of local government, or other acceptable evidence that the chief executive officer or authorized official has the authority to sign the agreement.

C. Joint Grant Agreements

The CDBG program regulations at 24 CFR 570.308 allow any urban county and any metropolitan city located in whole or in part within that county, to submit a joint request to HUD to approve the inclusion of the metropolitan city as part of the urban county for purposes of planning and implementing a joint community development and housing program. Each metropolitan city and urban county submitting a joint request must also have executed a cooperation agreement to undertake or to assist in the undertaking of essential community development and housing activities. Such agreement is referred to as a "Joint Grant Agreement." Upon HUD's approval of the joint request and Joint Grant Agreement, the metropolitan city is considered a part of the urban county for purposes of program planning and implementation under the CDBG program. The metropolitan city is treated the same as any other unit of general local government that is part of the urban county.

If a metropolitan city has a Joint Grant Agreement with an urban county for the CDBG program and wishes to be considered for funding as part of the urban county for the HOME program, it must form a HOME consortium with the urban county. It must have the same program years for funding. If the metropolitan city and urban county wish to form a new HOME consortium, the procedures outlined above for new consortia would apply.

D. Qualification Period and Duration

The consortium agreement must specify the Fiscal Years for which the consortium is to qualify in order to receive allocations in the HOME program. The qualification period is

three Federal fiscal years following the fiscal year in which the agreement is executed (e.g., FY 2004-2006). If one or more urban counties are members of the consortium, the agreement may specify a lesser number of Federal fiscal years that coincide with the fiscal years remaining in an urban county's qualification period. At the option of the consortium, the agreement may provide that it will automatically be renewed for participation in successive three-year qualification periods as indicated in Section IV, Paragraph B (7). If an urban county consortium member fails to re-qualify as an urban county for a fiscal year included in the consortium agreement, the consortium's qualification period 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 for eligible activities. No consortium member may withdraw from the agreement while the agreement remains in effect. The new agreement is governed by the requirements of this notice as its successor.

NOTE: 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. HUD will re-allocate funds to a State that is a PJ pursuant to 24 CFR 92.452.

E. Procedures for Adding Members to Existing Consortia

A consortium agreement can be amended to add new member units of general local government for the remaining fiscal years of the qualification period. The agreement must be amended in the fiscal year before the fiscal year(s) for which the new members are added.

The consortium must provide the Field Office 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 unit of local government, adding the new unit of local government as a member of the consortium. Any change in the make-up of the consortium must be communicated to Headquarters in accordance with the requirements of Section IV above.

F. Administrative Capacity

If the consortium includes a metropolitan city or an urban county as the lead entity, the consortium will be considered to have sufficient administrative capability to carry out the purposes of the HOME program. If the consortium does not include a metropolitan city or an urban county, but the lead entity or an existing public agency has relevant experience (e.g., successful experience in administering a CDBG or the HOME program as a State recipient), the consortium may also be considered to have sufficient administrative capability to carry

out the HOME program. However, a newly created public agency established to administer the HOME program for a consortium would not be viewed as having sufficient administrative capability unless it includes as its administrator(s) a person or persons with relevant experience in successfully administering programs, such as the CDBG program, that are similar to the HOME program.

If the Field Office is satisfied that the consortium meets the requirements for the HOME program and has the necessary legal authority and administrative capability to carry out the HOME program, it will approve the consortium request and notify Headquarters as provided in Section V.

V. Schedule for Submissions

The HOME program regulations at 24 CFR 92.101 (a)(1) require a proposed consortium or an existing consortium whose qualification terminates at the end of the Fiscal Year to provide written notification to the appropriate HUD Field Office of its intent to participate as a HOME consortium for the following year. The following schedule will govern the procedure for jurisdictions qualifying as HOME program consortium for Fiscal Years 2004-2006.

Prior written authorization must be received from Headquarters to extend some of the deadlines. The schedule also indicates that Field Offices have the authority to extend certain deadlines. However, the Field Office may not grant any extension if it would have the effect of extending a subsequent deadline that the Field Office is not authorized to extend. In the event that the published date falls on a weekend or holiday, the deadline will be the next business day.

By **March 1, 2003**, to be considered for an allocation of HOME funds in FY 2004, a proposed consortium, an existing consortium that is adding members, or a consortium that must sign a new HOME consortium agreement provides to the appropriate HUD Field Office written notification of its intent to participate as a consortium. Any changes in participants must be listed within the agreement.

By **June 1, 2003**, the lead entity of a consortium that intends to renew its consortium agreement through the automatic renewal provisions in its agreement, must notify each of its members of their right not to participate in the successive qualification period.

NOTE: This date is provided as a guide to meet the June 30, 2003 Headquarters notification 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 successive qualification period.

Prior to **June 15, 2003**, each member of a consortium that is renewing its agreement through automatic renewal provisions must submit written notification to the lead entity indicating their intent not to participate in the consortium in the successive qualification period. The lead entity must provide copies of these communications to its Field Office by **June 15, 2003**. The Field Office must notify Headquarters CPD, Office of Technical Assistance and Management, SDED of any change in consortia membership by **June 30, 2003**.

By **June 30, 2003**, a proposed consortium, a consortium that must sign a new agreement, or a consortium that is amending its current agreement to add members must submit to the documents as required in Section IV to the Field Office. In addition, the Field Office must submit a list of consortia at the end of their qualification period that do not have a change in membership.

NOTE: Any delay in receipt of the consortium documents must not interfere with the Field Office's ability to meet the August 2 deadline below.

By **August 2, 2003**, Field Offices approve all consortium agreements. The Field Office must send appropriate documents to Headquarters. This submission must include evidence from each new or amended agreement that (1) lists the consortium members and (2) documents the consortium qualification period. The appropriate pages from the consortium agreement should be forwarded to Jill Kennerly, SDED, Room 7224 or faxed to (202) 708-4275. Questions regarding the policy that governs consortia should be directed to Donna Anderson, Office of Affordable Housing Programs, at Donna_K_Anderson@hud.gov or (202) 708-2684 Extension 4691.

By **August 15, 2003**, Field Office staff updates the Grants Management Process (GMP) System with data on consortia.

In late August or early September, SDED will send worksheets via email to Field Office CPD Directors to verify data for each consortium that will be included in the formula allocation for Fiscal Year 2004. CPD Directors must verify the worksheets with the consortium lead entity to assure the accuracy of the information.

By **September 20, 2003**, CPD Directors must update and complete the worksheet for each consortium in the Field Office jurisdiction, sign the worksheet and send to Jill Kennerly, CPD Office of Technical Assistance and Management (OTAM), SDED, Room 7224 to allow sufficient time for data to be assembled so that changes can be reflected in the FY 2004 allocation of HOME funds. Directors are reminded that it is imperative that the information in the directory be confirmed with the consortium's lead entity prior to transmitting the required certification to Headquarters.

NOTE: THIS DATE MAY NOT BE EXTENDED WITHOUT PRIOR WRITTEN AUTHORIZATION FROM HEADQUARTERS. The OTAM/SDED GMP System is closed for access to HOME Program Consortia updates from September 20, 2003 until October 15, 2003.

VI. Consolidated Program Year

As required by Section 91.402 of the Consolidated Plan final rule, all UGLG that are members of a HOME consortium approved after February 6, 1995, must be on the same program year for the CDBG, HOME, Emergency Shelter Grants (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) programs. In order to be on the same program year and be approved by the HUD Field Office as a HOME consortium, the members of a proposed consortium may either shorten or lengthen their program years as directed in Section 91.10(b).

VII. Consolidated Plan

To receive FY 2004 HOME funds, a unit of general local government must submit a Consolidated Plan. A consortium is considered a unit of general local government for purposes of receiving an allocation and participating in the HOME program. Therefore, when two or more UGLG form a HOME consortium, the consortium must, as a condition of funding, submit a single Consolidated Plan that covers the entire geographic area of that consortium. Where a consortium includes one or more CDBG entitlement grantees, any such grantee does not submit an individual Consolidated Plan (for the CDBG program) in addition to the consortium's Consolidated Plan.

NOTE: A new consortium must submit the complete strategic plan required by Section 91.215, Section 91.220 and Section 91.225. A consortium that has previously participated in the HOME program and previously submitted a complete strategy 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 consistent with Section IV, the Consolidated Plan submitted by the urban county will also serve as the Consolidated Plan for the HOME consortium because the local governments in the consortium are the same as the local governments 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 program consortium.

The Field Office should be aware that the date they formally notify the consortium of its formula allocation amount will drive the date that the Consolidated Plan is due according to the following timeline:

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

Because of these statutory timelines, it is critical that Field Offices work with new jurisdictions so that formal notification of formula allocation amounts can be sent at a point that gives new jurisdictions the most time to prepare their Consolidated Plans.

VIII. HUD Review of Consortia Documentation

For any consortium request whose notification was received by the deadlines established by the Field Office, the Field Office will review the documentation to determine whether the consortium is made up of geographically contiguous UGLG, whether the consortium has sufficient legal authority and administrative capability to carry out the purposes of the HOME program on behalf of its member jurisdictions, and that there is a written certification from the State as provided in Section IV. The Field Office will also assure that all UGLG that are to be members of the consortium are on the same program year for CDBG, HOME, ESG and HOPWA prior to being approved as a HOME program consortium.

IX. Legal Authority

Field Office counsel should review each consortium's request to determine if the consortium has

sufficient legal authority to carry out the HOME program.

Attachment A

List 2003 HOME Consortia

<u>State</u>	<u>Consortium Name</u>	<u>Qualification Period</u>
AZ	Maricopa County	2003-2005
AZ	Tucson	2002-2004
CA	San Mateo County	2003-2005
CA	Alameda County	2003-2005
CA	San Bernardino Co.	2003-2005
CA	Ventura County	2001-2003
CA	San Diego County	2003-2005
CA	*Contra Costa Co.	2003-2005
CA	Santa Barbara Co.	2003-2005
CA	Turlock City	2003-2005
CA	Sacramento County	2003-2005
CO	Pueblo	2001-2003
CO	Adams County	2001-2003
FL	Broward County	2003-2005
FL	*Pinellas County	2003-2005
FL	Brevard County	2001-2003
FL	*Sarasota City	2002-2004
FL	*Escambia County	2003-2005
GA	*Cobb County	2003-2005
GA	Fulton County	2003-2005
IL	Lake County	2003-2005
IL	Cook County	2003-2005
IL	*Dupage County	2003-2005
IL	St. Clair County	2003-2005
IL	Urbana	2001-2003
IN	South Bend	2001-2003
IN	*Lafayette	2003-2005
IA	Sioux City	2003-2005
IA	*Waterloo	2002-2004
IA	*Dubuque	2003-2005
KS	Johnson County	2001-2003
LA	Jefferson Parish	2003-2005

ME Auburn 2002-2004

* Automatic renewal clause in consortium agreement

<u>State</u>	<u>Consortium Name</u>	<u>Qualification Period</u>
MA	Holyoke	2001-2003
MA	*Metro West (Newton)	2003-2005
MA	Malden	2001-2003
MA	Quincy	2001-2003
MA	*Fitchburg	2002-2004
MA	Peabody	2003-2005
MA	Barnstable County	2003-2005
MI	Washtenaw County	2002-2004
MN	*St. Louis County	2002-2004
MN	Hennepin County	2003-2005
MN	Dakota County	2002-2004
MO	St. Louis County	2003-2005
MS	Gulfport	2000-2003
NE	*Omaha	2002-2004
NV	Clark County	2003-2005
NV	Reno	2001-2004
NV	Lyon County	2003-2005
NJ	*Essex County	2003-2005
NJ	Ocean County	2002-2004
NJ	*Hudson County	2003-2005
NJ	*Union County	2003-2005
NJ	Somerset County	2002-2004
NJ	Mercer County	2001-2003
NJ	Camden County	2003-2005
NJ	Vineland	2002-2004
NJ	Morris County	2003-2005
NJ	*Middlesex County	2003-2005
NJ	*Atlantic County	2001-2003
NJ	*Monmouth County	2003-2005
NY	Erie County	2003-2005
NY	*Monroe County	2003-2005
NY	*Onondaga County	2003-2005
NY	Schnectady	2001-2003
NY	Suffolk County	2003-2005
NY	Amherst	2001-2003

NY	Jefferson County	2003-2005
NY	Dutchess County	2001-2003
NY	*Orange County	2003-2005

* Automatic renewal clause in consortium agreement

<u>State</u>	<u>Consortium Name</u>	<u>Qualification Period</u>
NC	*Winston –Salem	2002-2004
NC	Gastonia	2002-2004
NC	Asheville	2002-2004
NC	*Surry County	2002-2004
NC	Lenoir	2002-2004
NC	Orange County	2003-2005
NC	*Durham	2003-2005
NC	*Greensboro	2002-2004
NC	Concord	2003-2005
NC	Rocky Mountain	2003-2005
NC	Greenville	2001-2003
NC	Charlotte	2002-2004
OH	Warren	2001-2003
OH	Stark County	2003-2005
OH	Cuyahoga County	2003-2005
OH	Butler County	2003-2005
OK	Tulsa County	2001-2003
OR	*Clark County	2003-2005
OR	Portland	2001-2003
OR	Eugene	2001-2003
OR	*Salem	2003-2005
OR	Washington County	2003-2005
PA	*Bucks County	2003-2005
PA	*Westmoreland County	2003-2005
PA	Allegheny County	2002-2004
SC	Sumter County	2003-2005
TN	*Bristol	2003-2005
TX	*Washington County	2001-2003
UT	Provo	2001-2003
UT	Salt Lake County	2003-2005
VA	*Charlottesville	2002-2004
VA	Suffolk	2001-2003
WA	*King County	2003-2005
WA	Snohomish County	2003-2005
WA	*Clark County	2003-2005
WA	Richland	2002-2004

WA	Kitsap County	2002-2004
WA	Longview	2003-2005

* Automatic renewal clause in consortium agreement

<u>State</u>	<u>Consortium Name</u>	<u>Qualification Period</u>
WA	Tacoma	2003-2005
WA	*Thurston County	2003-2005
WV	*Huntington	2003-2005
WV	*Wheeling	2002-2004
WV	Parkersburg	2002-2004
WV	*Charleston	2003-2005
WI	Milwaukee County	2003-2005
WI	Waukesha County	2001-2003
WI	*Janesville County	2002-2004

Attachment B

HOME CONSORTIUM CALENDAR
(Summary of Deadlines)

Status of Consortium

Deadline Date	Action	New	Renew	Add/Drop Member
March 1, 2003	Consortium sends written notification to Field Office of intent to participate.	X	X	X
June 1, 2003	Lead Entity to notifies members of their right not to participate in next qualification period.		X	
June 15, 2003	Members notify lead entity of their intent not to participate.		X	
June 30, 2003	Lead Entity submits State certification and executed Consortium Agreement with attachments to HUD Field Office. The Field Office submits copies of these documents to Jill Kennerly, SDED	X	X	X
June 30, 2003	Field Office notifies Jill Kennerly, SDED of consortia with no change in membership.		X	
August 2, 2003	Field Office approves Consortia Agreements.	X		
August 2, 2003	Field Office approves amended Consortia Agreements (unless automatic renewal with no change of membership).	X	X	X
August 2, 2003	Field Office provides Headquarters (via fax or e-mail) list of consortium members and qualification period documentation from Consortia Agreements (unless automatic renewal with no change of membership).	X	X	X
August 15, 2003	Field Office enters data into the HUD Grants Management Process (GMP) System.	X	X	X
Late August/ Early September	HUD Headquarters e-mail worksheets to CPD Directors for verification. Field Office staff contact consortia to confirm status.	X	X	X
September 20, 2003	Field Office certifies to Headquarters status of consortia.	X	X	X
September 20, 2003	GMP module closed until October 15, 2003	X	X	X
September 30, 2003	Designation process complete for eligibility to receive HOME funds by formula.	X	X	X