Chapter 1 – Introduction

Introduction

This manual has been designed and written to assist in the implementation of housing programs receiving HOME Investment Partnerships Program (HOME) and Community Development Block Grant (CDBG) funds awarded by the Indiana Housing Finance Authority (IHFA). The procedures documented in this manual address the required record keeping systems, reporting requirements, award monitoring, and modification procedures in addition to specific program requirements, regulations and definitions.

The procedures documented in this manual are required by HOME regulations, related federal regulations, Indiana State Board of Accounts and IHFA. HUD requires adherence to Office of Management and Budget (OMB) Circular No. A-87, Cost Principles for State and Local Governments; OMB Circular No. A-102, Uniform Administrative Requirements for Grants-In-Aid to State and Local Governments; and OMB Circular No. A-110, Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. In some instances, program requirements more restrictive than A-87, A-102, and A-110 have been adopted. To view these documents, please access the following website: www.whitehouse.gov/omb

The fiscal procedures documented in this manual are designed to be incorporated into the existing systems required by the Indiana State Board of Accounts.

This manual sets forth the *minimum* requirements to be followed. Whenever procedures are different between state and federal requirements, the more stringent of the two regulations must always take precedence. If the award recipient's current procedures are stricter or more sophisticated, then the current procedures should continue to be used. Every effort is made to update the manual regularly to reflect changes in state and federal law. However, award recipients are responsible for implementing statutory changes immediately upon their effective date, regardless of whether the Implementation Manual reflects such changes.

If there are questions about which requirements should be followed, please contact your Compliance Monitor.

Various regulations have been summarized throughout the manual to assist you in understanding the regulatory requirements; however, the summaries should not be considered a substitute for reading and referring to the regulations for the actual technical requirements for the HOME and CDBG programs. The summaries are not all inclusive and some technical exceptions may have been inadvertently omitted.