



**Neighborhood Stabilization Program
Disbursement Instructions Manual**
(How to Use the DRAW Form)

May 2011

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The Minnesota Housing NSP Disbursement/Expenditure tool is designed to be used to:

- Obligate NSP Program funds, or,
- Drawdown NSP Program funds, or
- Report NSP Program Income earned, or
- Draw NSP Program Income, or
- Make adjustments on any of the above.

BASIC INSTRUCTIONS

- To clear the contents of a cell, you must use the delete button or right click and clear the cell contents. **DO NOT** use the space bar.
- Some transactions will have an “adj” next to them. This indicates an internal adjustment was made by Minnesota Housing staff. (i.e. a property that changed to another eligible use activity)
- If at any time the amount of disbursement is incorrect please contact Minnesota Housing.
NOTE: You can NEVER enter a positive Disbursement amount.
- To maintain the integrity of the NSP disbursement transactions, the Minnesota Housing NSP draw cover letter, with the authorized signature, must be submitted with the NSP draw form. All draw forms should be sent electronically, with the subject line: NSP Draw – Subrecipient (i.e. NSP1 St. Paul Draw Form or NSP3 St. Paul Draw Form) to the Minnesota Housing NSP Mailbox at nsp.mhfa@state.mn.us. Upon receipt, Minnesota Housing staff will review, approve, lock the data cells, update the version number and return the form to the subrecipient. The version number is primarily for tracking purposes and indicates this is the most recent/updated disbursement submission request. The current NSP Set-up and Close-out forms will change slightly.

RULE: To maintain the integrity of the formulas contained in each cell, sub-recipients must use INSERT to add more lines. **DO NOT USE PASTE.**

NSP PROGRAM CONCEPTS

1. When program income is used to disburse funds for an existing property this displaces NSP program funds. This means that previously obligated NSP Program Funds are no longer needed on that property. For example if you originally obligated \$100 and you disburse \$10 using Program Income earned, you will no longer need that \$10 in NSP Program Funds for that property. So you can now use the \$10 on an existing property/activity or for a new property/activity. So, displacing funds means that you can now commit and use those NSP program funds elsewhere.
2. Program Income can be used in two different ways:
 - A. As a disbursement on a previous obligation. This is the program income that displaces NSP Program Funds.
 - B. To increase a NSP commitment. This can be to create the budget for a new NSP property or to increase the budget of an existing NSP property. This program income does not displace NSP Funds.

DEFINITIONS:

NSP Allocation: is the contracted amount of Minnesota Housing NSP Program funds allocated to a sub-recipient

Total Commitments: describes the total amount of NSP Program funds and Program Income commitments under each NSP activity

Commitments by Program Source: is the NSP Program funds committed (in the blue column) and the Program Income committed (in the green column), which equals Total Commitments

- a. Current NSP Commitments: is the total NSP Program funds committed for NSP properties under this eligible use activity (i. e. A, B, C . . .) located in the blue shaded columns
- b. Program Income Commitments: is the total NSP Program Income committed for NSP properties under this eligible use activity (i.e. A, B, C . . .) located in the green shaded columns

Funds Disbursed: describes the total amount of NSP Program funds and Program Income already disbursed under each NSP eligible use activity.

Funds disbursed by Program Source: is the NSP Program funds disbursed (in the blue column) and the Program Income disbursed (in the green column), which equals Funds Disbursed

Undisbursed commitments: refers to the total amount of funds left to disburse to fulfill existing commitments received, and does not reflect the amount of NSP Program funds available for disbursement (the next line shows the calculation)

Today's current obligation: describes the current NSP Program funds committed, minus expended NSP program income that displaced committed NSP Program funds.

Your current NSP Budget: Contracted NSP Program budget (Exhibit C).

Available NSP Program funds to obligate: describes the total amount of NSP Program funds available to obligate. This is your current NSP Budget, minus "today's current obligation" amount.

- If the total is negative it means you have overcommitted your NSP funds (program funds).
- If the total is positive it means you have funds available to obligate under this activity or another activity as you prefer.
- If you want to use these funds in a new or another activity, a budget amendment will be needed. Please consult with Minnesota Housing staff whenever you will be submitting a budget amendment.

Minnesota Housing NSP Eligible Use Activity Codes:

- NSP Eligible Use A – Financing Mechanisms – you may have two eligible use A columns, if you will be reaching < 50% AMI households using financing mechanisms. To track these activities, one column heading will include in its title a **LH** code to signify the low-income household requirement.
- NSP Eligible Use B – Acquisition/Rehabilitation – you may have several Use B columns, if you are doing both ownership and rental activities. Column B₁ will track single family ownership and B₂ will track rental activities. Plus, if you intend on assisting < 50% AMI households you may have two B₁ columns and two B₂ columns. The column heading for one of these columns will include in its title a **LH** code to signify the low-income household requirement.
- NSP Eligible Use C – Land banks
- NSP Eligible Use D – Demolition

- NSP Eligible Use E – Redevelopment – you may have several Use E columns, if you are doing both ownership and rental activities. Column E₁ will track Single Family ownership and E₂ track rental activities. Plus, if you intend on assisting < 50% AMI households you may have two columns as E₁ and two E₂ columns. The column heading for one of these columns will include in its title a **LH** code to signify the low-income household requirement.
- Minnesota Housing NSP Eligible Use F – NSP Program Administration
- Minnesota Housing NSP Eligible Use B₁, B₂, E₁, E₂ – For all these activities to denote the multifamily code the Activity will be labeled with an M immediately after the Activity code of B1, B2, E1, or E2..

LIST OF FLAGS

- Program Budget Flag: This flag is designed to prevent sub-recipients from exceeding their overall NSP Allocation. Obligation and/or disbursement of NSP Program Funds exceed your activity budget or NSP Program Budget (DRGR/Exhibit C), which is tracked through the eligible use activity budget. The amount you are trying to obligate or disburse is higher than your NSP Program Budget. If you need assistance with this transaction, please contact Minnesota Housing. A budget amendment may be required.
- Activity Flag: The disbursement request is higher than the amount of obligations for this activity. This flag will appear at the top of the form. The eligible use activity column will be shaded red, indicating your disbursements for this activity exceeds the available Program funds.
- Property Flag: The disbursement requested exceeds the amount of funds obligated for the property. This flag will appear indicating the *Total Remaining* amount by property (located in the property grey shaded column) this cell will change to red and black. This means you are overdrawn.
- Program Income Flag: All Program Income must be exhausted before any new disbursement of NSP Program funds. This message will appear in green at the top of the form.
- Low-Income Housing Flag: Obligated NSP Program funds for low-income housing activities is less than required minimum of 25.4% (NSP1) or 26.4% (NSP3).
- Administrative costs exceed 10% of the program income earned.
- Demolition Flag (NSP3 only): Obligations for Activity-D (Demolition) exceed the 10% limit of your total NSP3 allocation.

NSP PROGRAM FUND CODES

1. Program Funds Obligation Adjustment (OA): enter an increase or decrease in the sub-recipients NSP allocated obligation amount
2. Obligation Disbursement (OD): enter NSP Program funds disbursed excluding program income

NSP PROGRAM INCOME CODES

1. Program Income Earned (IE): enter NSP program income earned
2. Program Income Regular Disbursement (RD): enter program income amount that when disbursed will displace previously obligated NSP Program funds, therefore resulting in available NSP program funds for the same or other activities.
3. Program Income Commitment Adjustment (CA): enter program income amount that will be committed to an eligible NSP activity to obligate NSP Program Income. New program income commitment to increase the NSP Budget of a property or to add a new Property.

4. Program Income Commitment Disbursement (CD): enter program income amount disbursed covered by program income committed. **NOTE:** This program income amount **does not** displace previously obligated NSP Program funds.

TYPES OF TRANSACTIONS

Near the top of the NSP Disbursement spreadsheet (on the left hand side) and right below **Funds Tracking** (which is located in the second dark-grey shaded area on the left) are several color-coded columns. These center shaded columns, referred to as the property shaded columns, is where the spreadsheet calculates your NSP Program Funds (blue columns), NSP Program Income (green columns) and Total (grey columns). To the left and the right of these columns is where you will enter your property transaction information, depending on what you want to accomplish.

1. Obligate NSP Commitments (OA) – To obligate NSP Program dollars
 - a. For a new property address: In column A, scroll down to an empty line and enter the property address. Staying on the same line, move to the right of the shaded areas and enter the current date (column F); if the property will meet the NSP low-income housing requirement, change the drop down box located under the center shaded areas to Y; now follow the directions under c;
 - b. For an existing property: Select an empty line for the corresponding property (to the right of the shaded areas) and enter the current date (in column F); if this property will meet the NSP low-income housing requirement, make sure a Y is indicated in the drop down box located under the center shaded areas;
 - c. Scroll over to the right, to the correct eligible use activity (in one of the blue shaded columns), making sure you stay on the same line as the date you just entered. In the first blue column cell (in the corresponding eligible use activity), left click the mouse. An arrow will appear, indicating a drop down box option is available in this cell, select the OA code;
 - d. Move to the right of the code, (to the next cell) and enter the dollar amount you are obligating. Press enter and the amount you just entered should be black indicating an increased obligation. If this activity will count towards the LH requirement, entering a dollar amount will increase the percentage of *NSP obligations to low-income housing* (located in the first dark-grey shaded area, at the top of the spreadsheet, under the *NSP FUNDS ALLOCATION*).

ADMINISTRATION NOTE: Minnesota Housing will obligate only the initial NSP Program administrative funds. However, subrecipients can commit up to 10% of their program income earned for additional administrative expenses. Subrecipients that intend on using program income funds received for additional administrative expenses will need to commit these program income administrative funds at the same time that you are requesting a disbursement.

Property Change

Once you have entered this information, please note on the left hand side, before the property address, there will be an increase in the amount of the *NSP Property Commitments* (blue shaded area), which corresponds to the *Total Obligated* amount (in the grey shaded area).

Watson County		NSP Allocation: \$800,000	
V1		NSP: <input type="text" value="1"/>	
NSP Program Funds		Program Income	
Grant Amount	\$800,000.00	Earned	\$0.00
NSP Funds Disburse	0.00	0% Disbursed	\$0.00 ###
Disbursements Rem	\$800,000.00	100% Available	\$0.00 ###
NSP Funds Allocation			
<i>NSP obligations to low-income housing:</i>		28.13%	
1234 Minnesota Way	NSP Property Commitment	\$100,000	4/1/2011
	Disbursed	\$0	
	Remaining	\$100,000	
	PI Prop Commitment	\$0	
	PI Com. Disbursements	\$0	
	Remaining	\$0	
	Total Obligated	\$100,000	
	Total Disbursed	\$0	
	Total Remaining	\$100,000	
Low-Income Housing? <input type="text" value="N"/>			
		Activity A Establish Financing Mechanisms	Activity B-1 Acquisition and Rehab, Homeownership CD ZIP
			GA 100,000.00

Activity Change

At the top of the spreadsheet, directly under the *NSP FUNDS ALLOCATION* (the first dark-grey shaded column), you will see an increase in the **Total Commitments** (line 11 or the first light-grey shaded line), for the corresponding eligible use activity. There will also be an increase in the *Current NSP Commitments* (blue column) for this activity, which correlates to the *Commitments by Program Source* (on the left).

The **Undisbursed Commitments** (the third grey shaded line) will increase, since you just obligated funds and they are now available to expend. In the *Today's Current Obligation* (the fourth blue shaded line), will also increase by this same amount and the *Available NSP Program Funds to Obligate* will decrease. The purpose of *Today's Current Obligation* is to compare this cell with *Your current NSP Budget* (the yellow shaded line).

Watson County V1		NSP Allocation: \$800,000 NSP: <input type="text" value="1"/>			
NSP Program Funds		Program Income			
Grant Amount	\$800,000.00	Earned	\$0.00		
NSP Funds Disburse	0.00	0% Disbursed	\$0.00	###	
Disbursements Rem	\$800,000.00	100% Available	\$0.00	###	
NSP Funds Allocation <i>NSP obligations to low-income housing: 28.13%</i>					
Total Commitments:		\$0.00		\$100,000.00	
Commitments by Program Source:		Current NSP Commitments \$0.00	Income Commitments \$0.00	Current NSP Commitments \$100,000.00	Income Commitments \$0.00
Funds Disbursed:		0.00		0.00	
Funds disbursed by Program Source:		0.00	0.00	0.00	0.00
Undisbursed Commitments:		0.00		100,000.00	
		0.00	0.00	100,000.00	0.00
Today's Current Obligation		0.00		100,000.00	
Your current NSP Budget		0.00		300,000.00	
Available NSP Program Funds to Obligate		0.00		200,000.00	

Program Budget Flag: – Obligation of NSP Programs Funds exceeds NSP Program Budget (DRGR/Exhibit C). Please contact Minnesota Housing staff, a budget amendment may be required.

Property Change: Obligate \$300,000 more

Watson County V1		NSP Allocation: \$800,000 NSP: 1		<i>Obligation of NSP Program Funds exceeds NSP Program Budget (DRGR/Exhibit C)</i>			
NSP Program Funds		Program Income					
Grant Amount	\$800,000.00	Earned	\$0.00				
NSP Funds Disburse	0.00	0% Disbursed	\$0.00	###			
Disbursements Rem	\$800,000.00	100% Available	\$0.00	###			
NSP Funds Allocation				Activity A Establish Financing Mechanisms		Activity B-1 Acquisition and Rehab, Homeownership CD ZIP	
<i>NSP obligations to low-income housing: 28.13%</i>							
1234 Minnesota Way	NSP Property Commitments:	\$400,000	4/1/2011			OA	100,000.00
	Disbursed	\$0	4/5/2011			OA	300,000.00
	Remaining	\$400,000					
	PI Prop Commitment	\$0					
	PI Com. Disbursements	\$0					
	Remaining	\$0					
	Total Obligated	\$400,000					
	Total Disbursed	\$0					
	Total Remaining	\$400,000					
Low-Income Housing? N							

Activity Change: Obligate \$300,000 more

Watson County V1		NSP Allocation: \$800,000 NSP: 3		<i>Obligation of NSP Program Funds exceeds NSP Program Budget (DRGR/Exhibit C)</i>					
NSP Program Funds		Program Income							
Grant Amount	\$800,000.00	Earned	\$0.00						
NSP Funds Disburse	0.00	0% Disbursed	\$0.00	###					
Disbursements Rem	\$800,000.00	100% Available	\$0.00	###					
NSP Funds Allocation				Activity A Establish Financing Mechanisms		Activity B-1 Acquisition and Rehab, Homeownership CD ZIP		Activity B-1 Acquisition and Rehab, Homeownership ZIP LH	
<i>NSP obligations to low-income housing: 28.13%</i>									
Total Commitments:				\$0.00		\$400,000.00		\$225,000.00	
Commitments by Program Source:				Current NSP Commitments	Income Commitments	Current NSP Commitments	Income Commitments	Current NSP Commitments	Income Commitments
				\$0.00	\$0.00	\$400,000.00	\$0.00	\$225,000.00	\$0.00
Funds Disbursed:				0.00		0.00		0.00	
Funds disbursed by Program Source:				0.00	0.00	0.00	0.00	0.00	0.00
Undisbursed Commitments:				0.00		400,000.00		225,000.00	
				0.00	0.00	400,000.00	0.00	225,000.00	0.00
Today's Current Obligation				0.00		400,000.00		225,000.00	
Your current NSP Budget				0.00		300,000.00		300,000.00	
Available NSP Program Funds to Obligate				0.00		(100,000.00)		75,000.00	

Demolition Flag: (For NSP 3 only) – Obligations for Activity-D (Demolition) exceeds the 10% limit of your NSP allocation.

Property Change: Obligate \$90,000 in the D activity

Watson County V1		NSP Allocation: \$800,000		NSP: 3		NSP Program Funds Code		Pr	
NSP Program Funds		Program Income				OA - Obligation Adjustment		IE - F	
Grant Amount	\$800,000.00	Earned	\$0.00			OD - Obligation Disbursement		CA - Program	
NSP Funds Disburse	0.00	0% Disbursed	\$0.00	###				CD - Program I	
Disbursements Rem	\$800,000.00	100% Available	\$0.00	###				RD - Program	
NSP Funds Allocation						Activity B-2		Activity D	
<i>NSP obligations to low-income housing: 28.13%</i>						Acquisition and Rehab, Rental ZIP LH		Demolish Blighted Structures	
Disbursed	\$0		4/5/2011				OA	90,000.00	
Remaining	\$130,000								
PI Prop. Commitment	\$0								
PI Com. Disbursements	\$0								
Remaining	\$0								
Total Obligated	\$130,000								
Total Disbursed	\$0								
Total Remaining	\$130,000								
Low-Income Housing? <input checked="" type="checkbox"/>									

Activity Change: Obligate \$90,000 in the D activity

Watson County V1		NSP Allocation: \$800,000		NSP: 3		<i>Obligation of NSP Program Funds exceeds NSP Program Budget (DRGR/Exhibit C) #</i>					
NSP Program Funds		Program Income				<i>Obligations to Activity-D (Demolition) exceeds 10% limit of total NSP allocation</i>					
Grant Amount	\$800,000.00	Earned	\$0.00			Activity A		Activity B-1		Activity B-1	
NSP Funds Disburse	0.00	0% Disbursed	\$0.00	###		Establish Financing Mechanisms		Acquisition and Rehab, Homeownership CD ZIP		Acquisition and Rehab, Homeownership ZIP LH	
Disbursements Rem	\$800,000.00	100% Available	\$0.00	###							
NSP Funds Allocation											
<i>NSP obligations to low-income housing: 28.13%</i>											
Total Commitments:						\$0.00		\$100,000.00		\$225,000.00	
Current NSP Commitments						0.00		100,000.00		225,000.00	
Income Commitments						0.00		0.00		0.00	
Commitments by Program Source:						0.00		100,000.00		225,000.00	
Funds Disbursed:						0.00		0.00		0.00	
Funds disbursed by Program Source:						0.00		0.00		0.00	
Undisbursed Commitments:						0.00		100,000.00		225,000.00	
Undisbursed by Program Source:						0.00		100,000.00		225,000.00	
Today's Current Obligation						0.00		100,000.00		225,000.00	
Your current NSP Budget						0.00		300,000.00		300,000.00	
Available NSP Program Funds to Obligate						0.00		200,000.00		75,000.00	

2. Disbursement of NSP Program Funds (OD) – to disburse already obligated NSP Program funds, (excludes program income).
 - a. Select an empty line for the corresponding property (to the right of the center shaded areas) and enter the current date (column F);
 - b. Scroll over to the correct eligible use activity (in one of the blue shaded columns), making sure you stay on the same line as the date you just entered. In the first blue column cell, left click the mouse. An arrow will appear, indicating a drop down box option is available in this cell, select the OD code;

- c. Move to the right of the code, (to the next cell) and enter the dollar amount you wish to disburse (**NOTE:** you must enter a negative sign and then the number);
- d. Press enter and the amount you just entered should be red indicating a disbursement and a decrease of funds.

Property Change

On the left hand side, in the Property shaded columns, you should see an increase in the amount of the *Disbursed Funds* (located in the blue shaded columns) and *Total Funds Disbursed*, (in the grey shaded columns). Plus, you will see a decrease in the amount of the *Remaining* (in the blue shaded area) and *Total Remaining*, (located in the grey shaded area). The *Remaining* cell (in the blue shaded area) and the *Total Remaining* (in the grey shaded area) indicate whether or not you still have funds to spend for this property.

1234 Minnesota Way – OA - \$100,000. Enter OD - \$-50,000

Watson County		NSP Allocation: \$800,000					
V1		NSP: 3					#
NSP Program Funds		Program Income					
Grant Amount	\$800,000.00	Earned	\$0.00				
NSP Funds Disburse	(50,000.00)	6% Disbursed	\$0.00	###			
Disbursements Rem	\$750,000.00	34% Available	\$0.00	###			

NSP Funds Allocation				Activity A	Activity B-1
NSP obligations to low-income housing: 28.13%				Establish Financing Mechanisms	Acquisition and Rehab, Homeownership CD ZIP
1234 Minnesota Way	NSP Property Commitments:	\$100,000	4/1/2011		OA 100,000.00
	Disbursed	(50,000) 50%	4/5/2011		OD (50,000.00)
	Remaining	\$50,000			
	PI Prop Commitment	\$0			
	PI Com. Disbursements	\$0			
	Remaining	\$0			
	Total Obligated	\$100,000			
	Total Disbursed	(50,000) 50%			
	Total Remaining	\$50,000			
	Low-Income Housing?	<input checked="" type="checkbox"/>			

Activity Change

At the top left corner, in the blue shaded columns look for the *NSP Funds Disbursed* (third blue shaded line). This line indicates you have requested and/or spent funds; the number in this cell will be red, in parenthesis, to signify a negative number. Under the *NSP FUNDS ALLOCATION*, you will also see an increase in the **Funds Disbursed** (in the second light-grey line) in the corresponding activity, which will appear red, in parenthesis.

Below the **Funds Disbursed** line, is the *Funds Disbursed by Program Source*, the number in this cell will be red, in parenthesis, indicating you have requested and/or spent funds, from *Current NSP Commitments* (the blue shaded column) for the corresponding eligible use activity. There will also be a reduction in the **Undisbursed Commitments** (the third grey line) and the blue line directly below. This task does not impact *Today's Current Obligation, Your current NSP Budget, or Available NSP Program Funds to Obligate*.

Watson County V1 NSP Allocation: \$800,000 NSP: 3					
NSP Program Funds		Program Income			
Grant Amount	\$800,000.00	Earned	\$0.00		
NSP Funds Disburs	(50,000.00)	6% Disbursed	\$0.00	###	
Disbursements Rem	150,000.00	34% Available	\$0.00	###	
NSP Funds Allocation <i>NSP obligations to low-income housing: 28.13%</i>					
Total Commitments:		\$0.00		\$100,000.00	
Commitments by Program Source:		Current NSP Commitments	Income Commitments	Current NSP Commitments	Income Commitments
		\$0.00	\$0.00	\$100,000.00	\$0.00
Funds Disbursed:		0.00		(50,000.00)	
Funds disbursed by Program Source:		0.00	0.00	(50,000.00)	0.00
Undisbursed Commitments:		0.00		50,000.00	
		0.00	0.00	50,000.00	0.00
Today's Current Obligation		0.00		100,000.00	
Your current NSP Budget		0.00		300,000.00	
Available NSP Program Funds to Obligate		0.00		200,000.00	

Property Flag: Disbursements exceed the amount obligated for the property. This flag will appear in the property shaded area for the property, and appear as a black column with red lettering.

Watson County		NSP Allocation: \$800,000		#		
V1		NSP: 3				
NSP Program Funds		Program Income				
Grant Amount	\$800,000.00	Earned	\$0.00			
NSP Funds Disburse	(125,000.00)	16% Disbursed	\$0.00	###		
Disbursements Rem	\$675,000.00	84% Available	\$0.00	###		
NSP Funds Allocation						
<i>NSP obligations to low-income housing:</i>				28.13%		
1234 Minnesota Way	NSP Property Commitments:	\$100,000	4/1/2011			
	Disbursed	(125,000)	125% 4/15/2011			
	Remaining	(125,000)	4/15/2011			
	PI Prop. Commitment	\$0				
	PI Com. Disbursements	\$0				
	Remaining	\$0				
	Total Obligated	\$100,000				
	Total Disbursed	(125,000)	125%			
	Total Remaining	(125,000)				
Low-Income Housing?				<input checked="" type="checkbox"/>		
				Activity A Establish Financing Mechanisms		
				Activity B-1 Acquisition and Rehab, Homeownership CD ZIP		
				OA	100,000.00	
				OD	(50,000.00)	
				OD	(75,000.00)	

Activity Flag: the amount disbursed is higher than the amount of Obligations. This flag will appear at the top of the form and will shade the eligible use activity column red, where the activity disbursement exceeds the obligations.

Watson County		NSP Allocation: \$800,000		#		
V1		NSP: 3				
NSP Program Funds		Program Income				
Grant Amount	\$800,000.00	Earned	\$0.00			
NSP Funds Disburse	(125,000.00)	16% Disbursed	\$0.00	###		
Disbursements Rem	\$675,000.00	84% Available	\$0.00	###		
NSP Funds Allocation						
<i>NSP obligations to low-income housing:</i>				28.13%		
		Total Commitments:		\$0.00		
		Commitments by Program Source:				
		Funds Disbursed:		\$100,000.00		
		Funds disbursed by Program Source:				
		Undisbursed Commitments:		\$0.00		
		Today's Current Obligation		\$100,000.00		
		Your current NSP Budget		\$300,000.00		
		Available NSP Program Funds to Obligate		\$200,000.00		
				Activity A Establish Financing Mechanisms		
				Activity B-1 Acquisition and Rehab, Homeownership CD ZIP		
		Current NSP Commitments	Income Commitments	Current NSP Commitments	Income Commitments	
		\$0.00	\$0.00	\$100,000.00	\$0.00	
		0.00	0.00	(125,000.00)	0.00	
		0.00	0.00	(25,000.00)	0.00	
		0.00		100,000.00		
		0.00		300,000.00		
		0.00		200,000.00		

Program Budget Flag: This flag is to prevent subrecipients from exceeding their NSP allocation. Disbursements of NSP Program Funds exceeds NSP Program Budget (DRGR/Exhibit C)

Property Change: Disbursement request for \$300,000; obligated only \$250,000

1234 Minnesota Way	NSP Property Commitments:	\$100,000		4/1/2011	OA	100,000.00	
	Disbursed	(\$100,000)	##	4/15/2011	OD	(50,000.00)	
	Remaining	\$0		4/15/2011	OD	(50,000.00)	
	PI Prop Commitment	\$0					
	PI Com. Disbursements	\$0					
	Remaining	\$0					
	Total Obligated	\$100,000					
	Total Disbursed	(\$100,000)	##				
	Total Remaining	\$0					
Low-Income Housing? <input type="checkbox"/> N							
2514 Lancaster St.	NSP Property Commitments:	\$225,000		4/1/2011			
	Disbursed	\$0					
	Remaining	\$225,000					
	PI Prop Commitment	\$0					
	PI Com. Disbursements	\$0					
	Remaining	\$0					
	Total Obligated	\$225,000					
	Total Disbursed	\$0					
	Total Remaining	\$225,000					
Low-Income Housing? <input type="checkbox"/> Y							
4501 Burnet Road	NSP Property Commitments:	\$200,000		5/1/2011	OA	200,000.00	
	Disbursed	(\$250,000)	125%	5/15/2011	OD	(250,000.00)	
	Remaining	(\$50,000)					
	PI Prop Commitment	\$0					
	PI Com. Disbursements	\$0					
	Remaining	\$0					
	Total Obligated	\$200,000					
	Total Disbursed	(\$250,000)	125%				
	Total Remaining	(\$50,000)					
Low-Income Housing? <input type="checkbox"/> N							

Activity Change: Eligible use activity budget is \$350,000. You're requesting to disburse \$400,000 for this activity.

Watson County	NSP Allocation:	\$800,000					
V1	NSP:	3					
NSP Program Funds	Program Income						
Grant Amount	\$800,000.00	Earned	\$0.00				
NSP Funds Disburse	(350,000.00)	44% Disbursed	\$0.00	###			
Disbursements Rem	\$450,000.00	56% Available	\$0.00	###			
NSP Funds Allocation							
<i>NSP obligations to low-income housing: 28.13%</i>							
Total Commitments:							
		Activity A		Activity B-1		Activity B-1	
		Establish Financing Mechanisms		Acquisition and Rehab, Homeownership CD ZIP		Acquisition and Rehab, Homeownership ZIP LH	
		\$0.00		\$300,000.00		\$225,000.00	
		Current NSP Commitments	Income Commitments	Current NSP Commitments	Income Commitments	Current NSP Commitments	Income Commitments
		\$0.00	\$0.00	\$300,000.00	\$0.00	\$225,000.00	\$0.00
Funds Disbursed:							
		0.00		(350,000.00)		0.00	
		0.00	0.00	(350,000.00)	0.00	0.00	0.00
Undisbursed Commitments:							
		0.00		(50,000.00)		225,000.00	
		0.00	0.00	(50,000.00)	0.00	225,000.00	0.00
Today's Current Obligation							
		0.00		300,000.00		225,000.00	
		0.00	0.00	300,000.00	0.00	300,000.00	0.00
Your current NSP Budget							
		0.00		300,000.00		300,000.00	
		0.00	0.00	300,000.00	0.00	300,000.00	0.00
Available NSP Program Funds to Obligate							
		0.00		0.00		75,000.00	
		0.00	0.00	0.00	0.00	75,000.00	0.00

Program Income Flag: All Program Income must be exhausted before any new disbursement of NSP Program funds

Activity Change:

Watson County V1		NSP Allocation: \$800,000		NSP: 3	
NSP Program Funds		Program Income			
Grant Amount	\$800,000.00	Earned	\$90,000.00		
NSP Funds Disburse	(50,000.00)	6% Disbursed	\$0.00 0%		
Disbursements Rem	\$150,000.00	94% Available	\$90,000.00 ###		
<i>All Program Income must be exhausted before any new disbursement of NSP funds</i>					
NSP Funds Allocation		Activity A Establish Financing Mechanisms		Activity B-1 Acquisition and Rehab, Homeownership CD ZIP	
NSP obligations to low-income housing: 28.13%				Activity B-1 Acquisition and Rehab, Homeownership ZIP LH	
Total Commitments:		\$0.00		\$100,000.00	
Commitments by Program Source:		Current NSP Commitments	Income Commitments	Current NSP Commitments	Income Commitments
		\$0.00	\$0.00	\$100,000.00	\$0.00
Funds Disbursed:		0.00		(50,000.00)	
Funds disbursed by Program Source:		0.00	0.00	(50,000.00)	0.00
Undisbursed Commitments:		0.00		50,000.00	
		0.00	0.00	50,000.00	0.00
Today's Current Obligation		0.00		100,000.00	
Your current NSP Budget		0.00		300,000.00	
Available NSP Program Funds to Obligate		0.00		200,000.00	

3. To De-obligate (reduce) an NSP Obligation (OA) – To de-obligate NSP Program funds:
 - a. Select an empty line for the corresponding property (to the right of the center shaded areas) and enter the current date (column F);
 - b. Scroll over to the correct eligible use activity (in one of the blue shaded columns), making sure you stay on the same line as the date you just entered. In the first blue column cell, left click the mouse. An arrow will appear, indicating a drop down box option is available in this cell, select the OA code;
 - c. Move to the right of the code, (to the next cell) and enter the dollar amount you are de-obligating. (**NOTE:** you must enter a negative sign and then the number). Press enter; the amount will be red and in parenthesis, indicating a decreased obligation.

Property Change

Once you have entered this information, note on the left hand side, before the property address, there will be a decrease in the amount of the *NSP Property Commitments* and *Remaining* (blue shaded columns), which corresponds to the *Total Obligated* and *Total Remaining* amounts (in the grey shaded columns).

Watson County		NSP Allocation: \$800,000		
V1		NSP: 3		#
NSP Program Funds		Program Income		
Grant Amount	\$800,000.00	Earned	\$0.00	
NSP Funds Disburse	(\$50,000.00)	6% Disbursed	\$0.00 ###	
Disbursements Rem	\$750,000.00	34% Available	\$0.00 ###	

NSP Funds Allocation				Activity A	Activity B-1
<i>NSP obligations to low-income housing:</i> 28.13%				Establish Financing Mechanisms	Acquisition and Rehab, Homeownership CD ZIP
1234 Minnesota Way	NSP Property Commitments:	\$50,000	4/1/2011		OA 100,000.00
	Disbursed	(\$50,000) ##	4/5/2011		OD (\$50,000.00)
	Remaining	\$0	4/23/2011		OA (\$50,000.00)
	PI Prop Commitment	\$0			
	PI Com. Disbursements	\$0			
	Remaining	\$0			
	Total Obligated	\$50,000			
	Total Disbursed	(\$50,000) ##			
	Total Remaining	\$0			

Low-Income Housing?

Activity Change

Near the top of the spreadsheet you should see a decrease in the **Total Commitments** (line 11, or the first light-grey shaded line), in the corresponding eligible use activity. There will also be a decrease in the **Current NSP Commitments** (blue column) for this eligible use activity, which correlates to the **Commitments by Program Source**. **Funds Disbursed** was not impacted.

Today's Current Obligation (fourth grey shaded line on the left) decreased; *Your current NSP budget* (yellow shaded line) stayed the same; *Available NSP Program Funds to Obligate* increased.

Watson County V1		NSP Allocation: \$800,000		
		NSP: 3		#
NSP Program Funds		Program Income		
Grant Amount	\$800,000.00	Earned	\$0.00	
NSP Funds Disburse	(\$50,000.00)	6% Disbursed	\$0.00	###
Disbursements Rem	\$750,000.00	34% Available	\$0.00	###
NSP Funds Allocation				
<i>NSP obligations to low-income housing: 28.13%</i>				
Total Commitments:		\$0.00		
Commitments by Program Source:		Current NSP Commitments	Income Commitments	
		\$0.00	\$0.00	
Funds Disbursed:		\$50,000.00		
Funds disbursed by Program Source:		Current NSP Commitments	Income Commitments	
		0.00	0.00	
Undisbursed Commitments:		0.00		
		0.00	0.00	
Today's Current Obligation		0.00	50,000.00	
Your current NSP Budget		0.00	300,000.00	
Available NSP Program Funds to Obligate		0.00	250,000.00	

Activity Flag – The amount of already disbursed NSP Program funds is higher than the resulting obligation amount. The de-obligation of funds is less than the amount of NSP Program funds that have already been disbursed for this activity.

Property Change

Watson County V1				NSP Allocation: \$800,000 NSP: 3			
NSP Program Funds				Program Income			
Grant Amount	\$800,000.00	Earned	\$0.00				
NSP Funds Disburse	(50,000.00)	6% Disbursed	\$0.00			###	
Disbursements Rem	\$750,000.00	34% Available	\$0.00			###	
NSP Funds Allocation				<i>NSP obligations to low-income housing:</i>		28.13%	
1234 Minnesota Way	NSP Property Commitments:	\$25,000	4/1/2011			Activity A Establish Financing Mechanisms	
	Disbursed	(150,000)	4/5/2011			Activity B-1 Acquisition and Rehab, Homeownership CD ZIP	
	Remaining	(125,000)	4/23/2011				
	PI Prop Commitment	\$0					
	PI Com. Disbursements	\$0					
	Remaining	\$0					
	Total Obligated	\$25,000					
	Total Disbursed	(150,000)					
	Total Remaining	(125,000)					
Low-Income Housing?				<input checked="" type="checkbox"/>			

Activity Change

Watson County V1				NSP Allocation: \$800,000 NSP: 3			
NSP Program Funds				Program Income			
Grant Amount	\$800,000.00	Earned	\$0.00				
NSP Funds Disburse	(50,000.00)	6% Disbursed	\$0.00			###	
Disbursements Rem	\$750,000.00	34% Available	\$0.00			###	
NSP Funds Allocation				<i>NSP obligations to low-income housing:</i>		28.13%	
Total Commitments:				\$0.00		\$25,000.00	
Commitments by Program Source:				Current NSP Commitments	Income Commitments	Current NSP Commitments	Income Commitments
				\$0.00	\$0.00	\$25,000.00	\$0.00
Funds Disbursed:				0.00		(50,000.00)	
Funds disbursed by Program Source:				0.00	0.00	(50,000.00)	0.00
Undisbursed Commitments:				0.00		(25,000.00)	
				0.00	0.00	(25,000.00)	0.00
Today's Current Obligation				0.00		25,000.00	
Your current NSP Budget				0.00		300,000.00	
Available NSP Program Funds to Obligate				0.00		275,000.00	

Low Income flag – Obligated NSP Program funds meeting the low-income housing requirement is now less than the required minimum needed (25.4% of the total NSP1 funds or 26.4% of NSP3 funds).

Property Change:

Watson County V1		NSP Allocation: \$800,000			
		NSP: 3			
NSP Program Funds		Program Income			
Grant Amount	\$800,000.00	Earned	\$0.00		
NSP Funds Disburse	(50,000.00)	6% Disbursed	\$0.00	### come housing is less than required minimum of 26.4%	
Disbursements Rem	\$750,000.00	34% Available	\$0.00	###	
NSP Funds Allocation					
<i>NSP obligations to low-income housing:</i>				25.00%	
2514 Lancaster St.	NSP Property Commitments:	\$200,000	4/1/2011		
	Disbursed	\$0	3/1/2011		
	Remaining	\$200,000			
	PI Prop Commitment	\$0			
	PI Com. Disbursements	\$0			
	Remaining	\$0			
	Total Obligated	\$200,000			
	Total Disbursed	\$0			
	Total Remaining	\$200,000			
Low-Income Housing? <input checked="" type="checkbox"/>					
				Activity B-1 Acquisition and Rehab, Homeownership CD ZIP Activity B-1 Acquisition and Rehab, Homeownership ZIP LH OA 225,000.00 OA (25,000.00)	

Activity Change

Watson County V1		NSP Allocation: \$800,000			
		NSP: 3			
NSP Program Funds		Program Income			
Grant Amount	\$800,000.00	Earned	\$0.00		
NSP Funds Disburse	(50,000.00)	6% Disbursed	\$0.00	### Obligated NSP funds to low-income housing is less than required minimum of 26.4%	
Disbursements Rem	\$750,000.00	34% Available	\$0.00	###	
NSP Funds Allocation					
<i>NSP obligations to low-income housing:</i>				25.00%	
Total Commitments:		\$0.00		\$100,000.00	
Commitments by Program Source:		Current NSP Commitments	Income Commitments	Current NSP Commitments	Income Commitments
		\$0.00	\$0.00	\$100,000.00	\$0.00
Funds Disbursed:		0.00		(50,000.00)	
Funds disbursed by Program Source:		0.00	0.00	(50,000.00)	0.00
Undisbursed Commitments:		0.00		50,000.00	
		0.00	0.00	50,000.00	0.00
Today's Current Obligation		0.00		100,000.00	
Your current NSP Budget		0.00		300,000.00	
Available NSP Program Funds to Obligate		0.00		200,000.00	

4. Program Income Earned/Received (IE) – to report NSP program income received

- Select an empty line for the corresponding property (this is the property that has been sold), and enter the current date (column F);
- Scroll over to the correct eligible use activity (in one of the light green shaded columns), making sure you stay on the same line as the date you just entered. In the first green column cell, left click the mouse. An arrow will appear, indicating a drop down box option is available in this cell, select the IE code;
- Move to the right of the code, (to the next cell) and enter the dollar amount you are reporting. Press enter and the amount you just entered should be black indicating income received.

Property Change

This task will not change anything in the property shaded area. At the top of the spreadsheet (in the far left hand corner), there will be an increase in the amount of *Program Income Earned* (in the green shaded table).

Watson County V1		NSP Allocation: \$800,000		NSP: 3	
NSP Program Funds		Program Income			
Grant Amount	\$800,000.00	Earned	\$90,000.00		
NSP Funds Disburse	(100,000.00)	13% Disbursed	\$0.00 0%		
Disbursements Rem	\$700,000.00	88% Available	\$90,000.00 ###		
<i>All Program Income must be exhausted before any new disburse</i>					
NSP Funds Allocation		Activity A Establish Financing Mechanisms		Activity B-1 Acquisition and Rehab, Homeownership CD ZIP	
NSP obligations to low-income housing: 28.13%					
Disbursed	(\$100,000)	100%	4/5/2011		
Remaining	\$0	4/15/2011			
PI Prop Commitment	\$0	11/1/2011			
PI Com. Disbursements	\$0				
Remaining	\$0				
Total Obligated	\$100,000				
Total Disbursed	(\$100,000)	100%			
Total Remaining	\$0				
Low-Income Housing? <input checked="" type="checkbox"/>					

Activity Change

Watson County V1		NSP Allocation: \$800,000		NSP: 3	
NSP Program Funds		Program Income			
Grant Amount	\$800,000.00	Earned	\$90,000.00		
NSP Funds Disburse	(100,000.00)	13% Disbursed	\$0.00 0%		
Disbursements Rem	\$700,000.00	88% Available	\$90,000.00 ###		
<i>All Program Income must be exhausted before any new disbursement of NSP funds</i>					
NSP Funds Allocation		Activity A Establish Financing Mechanisms		Activity B-1 Acquisition and Rehab, Homeownership CD ZIP	
NSP obligations to low-income housing: 28.13%					
Total Commitments:		\$0.00	\$100,000.00	\$225,000.00	
Current NSP Commitments					
Program Income Commitments					
Commitments by Program Source:		\$0.00	\$0.00	\$100,000.00	\$0.00
Funds Disbursed:		0.00	(100,000.00)	0.00	
Funds disbursed by Program Source:					
Undisbursed Commitments:		0.00	0.00	225,000.00	0.00
Today's Current Obligation		0.00	100,000.00	225,000.00	
Your current NSP Budget		0.00	300,000.00	300,000.00	
Available NSP Program Funds to Obligate		0.00	200,000.00	75,000.00	

5. Disbursement of Program Income (RD) – To process a program income disbursement.
 - a. Select an empty line for the corresponding property (to the right of the center shaded areas) and enter the current date (column F);
 - b. Scroll over to the correct eligible use activity (in one of the green shaded columns), making sure you stay on the same line as the date you just entered. In the first green column cell, left click the mouse. An arrow will appear, indicating a drop down box option is available in this cell, select the RD code;
 - c. Move to the right of the code, (to the next cell) and enter the dollar amount you wish to disburse (**NOTE:** you must enter a negative sign and then the number);
 - d. Press enter and the amount you just entered should be red, in parenthesis, indicating a disbursement and a decrease of funds.

Property Change

On the left hand side of the spreadsheet in the property shaded columns, you should see an increase in the amount of the *Total Disbursed* (located in the grey shaded column), signifying an increase in the amount disbursed, the number should appear red, in parenthesis. There will also be a decrease in the *Total Remaining* (in the grey column). If the *Total Remaining* is \$0, this means you have disbursed all of your NSP commitments for this property. **NOTE:** The *Remaining* (in the blue column) will indicate the amount of the NSP Commitment (OA) and does not change with a Program Income draw, instead it displaces funds committed and will show this in the grey columns.

Watson County V1		NSP Allocation: \$800,000		NSP: 3	
NSP Program Funds		Program Income			
Grant Amount	\$800,000.00	Earned	\$90,000.00		
NSP Funds Disburse	(\$50,000.00)	6% Disbursed	(\$25,000.00)	28%	
Disbursements Rem	\$750,000.00	34% Available	\$65,000.00	72%	<i>exhausted before any new disbursement of NSP funds</i>
NSP Funds Allocation					
<i>NSP obligations to low-income housing:</i>				28.13%	
2514 Lancaster St.	NSP Property Commitments:	\$225,000		4/1/2011	
	Disbursed	\$0		11/2/2011	
	Remaining	\$225,000			
	PI Prop Commitment	\$0			
	PI Com. Disbursements	\$0			
	Remaining	\$0			
	Total Obligated	\$225,000			
	Total Disbursed	(\$25,000)	11%		
	Total Remaining	\$200,000			
Low-Income Housing? <input checked="" type="checkbox"/>					
		Activity B-1 Acquisition and Rehab. Homeownership CD ZIP		Activity B-1 Acquisition and Rehab. Homeownership ZIP LH	
				OA	225,000.00
				RD	(\$25,000.00)

Activity Change

Near the top of the spreadsheet, there will be an increase in the **Funds Disbursed** line (the second light-grey line) in the corresponding activity, which will appear red, in parenthesis, to signify a negative number. Below the **Funds Disbursed** line, you will see a line titled: *Funds Disbursed by Program Source* (a green shaded line) for the corresponding eligible use activity, the number in this cell will also be red, in parenthesis, indicating you have requested and/or spent funds. Plus, there will be a decrease in the **Undisbursed Commitments** line (located near the top in the third light-grey line), the green line below maintains the calculation for program income that displaces program funds, which will appear red, in parenthesis.

Today' Current Obligation will decrease; *Your current NSP Budget* will stay the same; **Available NSP Program Funds to Obligate** will increase by the amount of the Program Income expended in that eligible use activity. **This action signifies that Program Income has displaced NSP Program funds.**

NOTE: You may re-obligate these available NSP Program funds under this activity or request a budget amendment to obligate the funds under a different activity.

At the top, far left corner, you should see an increase in the *NSP Program Income Disbursed* line (located in the far left green shaded column).

Watson County V1		NSP Allocation: \$800,000			
NSP Program Funds		NSP: 3			
Grant Amount \$800,000.00		Program Income Earned \$90,000.00			
NSP Funds Disburse (\$50,000.00)		6% Disbursed (\$25,000.00) 28%			
Disbursements Rem \$750,000.00		34% Available \$65,000.00 72%		<i>All Program Income must be exhausted before any new disbursement of NSP funds</i>	
NSP Funds Allocation		NSP obligations to low-income housing: 28.13%			
Total Commitments:		\$0.00		\$225,000.00	
Commitments by Program Source:		Current NSP Commitments: \$0.00		Income Commitments: \$0.00	
Funds Disbursed:		0.00		0.00	
Funds disbursed by Program Source:		0.00		0.00	
Undisbursed Commitments:		0.00		0.00	
Today's Current Obligation		0.00		0.00	
Your current NSP Budget		0.00		0.00	
Available NSP Program Funds to Obligate		0.00		0.00	

Property Flag – Disbursements exceed the amount obligated for the property, which will be displayed in *Total Remaining* located in the grey shaded property column.

Watson County V1		NSP Allocation: \$800,000			
		NSP: 3			
NSP Program Funds		Program Income			
Grant Amount	\$800,000.00	Earned	\$90,000.00		
NSP Funds Disburse	(50,000.00)	6% Disbursed	(\$230,000.00) ###		
Disbursements Rem	\$750,000.00	34% Available			
NSP Funds Allocation					
<i>NSP obligations to low-income housing: 28.13%</i>					
2514 Lancaster St.	NSP Property Commitments:	\$225,000	4/1/2011		
	Disbursed	\$0	11/2/2011		
	Remaining	\$225,000	11/4/2011		
	PI Prop. Commitment	\$0			
	PI Com. Disbursements	\$0			
	Remaining	\$0			
	Total Obligated	\$225,000			
	Total Disbursed	(\$230,000) ##			
	Total Remaining	(\$5,000)			
Low-Income Housing? <input checked="" type="checkbox"/>					
		Activity B-1 Acquisition and Rehab, Homeownership CD ZIP		Activity B-1 Acquisition and Rehab, Homeownership ZIP LH	
				OA	225,000.00
				RD	(25,000.00)
				RD	(205,000.00)

Activity Flag – The amount Disbursed is higher than the amount of Obligations for this activity. This flag will appear at the top of the spreadsheet, shading the eligible use activity column red, indicating disbursements exceed the obligations.

Program Income Available – the amount of the disbursement request is more than the amount of program income available (located at the top of the spreadsheet, in the left hand corner in the green shaded column).

Watson County V1		NSP Allocation: \$800,000			
		NSP: 3			
NSP Program Funds		Program Income			
Grant Amount	\$800,000.00	Earned	\$90,000.00		
NSP Funds Disburse	(50,000.00)	6% Disbursed	(\$230,000.00) ###		
Disbursements Rem	\$750,000.00	34% Available			
NSP Funds Allocation					
<i>NSP obligations to low-income housing: 28.13%</i>					
		Activity B-1 Acquisition and Rehab, Homeownership CD ZIP		Activity B-1 Acquisition and Rehab, Homeownership ZIP LH	
Total Commitments:		\$100,000.00		\$225,000.00	
Commitments by Program Source:		Current NSP Commitments	Income Commitments	Current NSP Commitments	Income Commitments
		\$100,000.00	\$0.00	\$225,000.00	\$0.00
Funds Disbursed:		(50,000.00)		(230,000.00)	
Funds disbursed by Program Source:		(50,000.00)	0.00	0.00	(230,000.00)
Undisbursed Commitments:		50,000.00		(5,000.00)	
		50,000.00	0.00	225,000.00	(230,000.00)
Today's Current Obligation		100,000.00		(5,000.00)	
Your current NSP Budget		300,000.00		300,000.00	
Available NSP Program Funds to Obligate		200,000.00		305,000.00	

Administrative costs exceed 10% of program income earned.

Property Change:

Watson County V1		NSP Allocation: \$800,000			
		NSP: 3			
NSP Program Funds		Program Income			
Grant Amount	\$800,000.00	Earned	\$90,000.00		
NSP Funds Disburse	(\$50,000.00)	6% Disbursed	(\$35,000.00)	39%	
Disbursements Rem	\$750,000.00	34% Available	\$55,000.00	6%	
NSP Funds Allocation					
<i>NSP obligations to low-income housing: 28.13%</i>					
Total Commitments:				\$70,608.00	
Commitments by Program Source:				Current NSP Commitments	Income Commitments
				\$70,608.00	\$0.00
Funds Disbursed:				(10,000.00)	
Funds disbursed by Program Source:				0.00	(10,000.00)
Undisbursed Commitments:				60,608.00	
				70,608.00	(10,000.00)
Today's Current Obligation				60,608.00	
Your current NSP Budget				70,608.00	
Available NSP Program Funds to Obligate				10,000.00	
<i>Bubble may be moved to another Activity, by filling an amendment request.</i>					
Funds Tracking					
Administration	NSP Commitments:	\$10,608	4/1/2011	OA	10,608.00
	Disbursed	\$0	4/15/2011		
	Remaining	\$10,608			RD (10,000.00)
	PI Commitment	\$0			
	PI Com. Disbursements	\$0			
	Remaining	\$0			
	Total Obligated	\$70,608			
	Total Disbursed	(\$10,000)	14%		
	Total Remaining	\$60,608			
Low-Income Housing? N					

Activity Change:

Watson County V1		NSP Allocation: \$800,000		NSP: 3		<i>Program Income obligations to Activity-F (Admin) exceeds 10% of Program Income</i>	
NSP Program Funds		Program Income					
Grant Amount	\$800,000.00	Earned	\$30,000.00				
NSP Funds Disburse	(\$50,000.00)	6% Disbursed	(\$35,000.00)	39%			
Disbursements Rem	\$750,000.00	34% Available	\$55,000.00	61%			<i>All Program Income must be exhausted before any new disbursement of NSP funds</i>
NSP Funds Allocation		NSP obligations to low-income housing: 28.13%					
Total Commitments:		\$0.00		\$100,000.00		\$225,000.00	
Commitments by Program Source:		Current NSP Commitments	Income Commitments	Current NSP Commitments	Income Commitments	Current NSP Commitments	Income Commitments
		\$0.00	\$0.00	\$100,000.00	\$0.00	\$225,000.00	\$0.00
Funds Disbursed:		0.00		(\$50,000.00)		(\$25,000.00)	
Funds disbursed by Program Source:		0.00	0.00	(50,000.00)	0.00	0.00	(25,000.00)
Undisbursed Commitments:		0.00		50,000.00		200,000.00	
		0.00	0.00	50,000.00	0.00	225,000.00	(25,000.00)
Today's Current Obligation		0.00		100,000.00		200,000.00	
Your current NSP Budget		0.00		300,000.00		300,000.00	
Available NSP Program Funds to Obligate		0.00		200,000.00		100,000.00	

Subrecipients will typically combine the following two tasks: obligate or increase its program income commitments (CA) followed by a disbursement of these program income funds (CD).

6. **Increase Program Income Commitments (CA)** – To Increase or obligate NSP commitments with program income earned for a new property or to increase for an existing property.
 - a. Select an empty line for the corresponding property (to the right of the center shaded areas) and enter the current date (column F);
 - b. Scroll over to the correct eligible use activity (in one of the green shaded columns), making sure you stay on the same line as the date you just entered. In the first green column cell, left click the mouse. An arrow will appear, indicating a drop down box option is available in this cell, select the CA code;
 - c. Move to the right of the code, (to the next cell) and enter the dollar amount you are committing. Press enter and the amount you just entered should be black indicating an increased commitment.

Property Change:

On the left hand side, in the property shaded columns, you will see an increase in the amount of the *PI Prop Commitment* and *Remaining* (in the green shaded column). The *Total Obligated* and *Total Remaining* (in the grey shaded column) will also increase.

Watson County V1		NSP Allocation: \$800,000			
		NSP: 3			
NSP Program Funds		Program Income			
Grant Amount	\$800,000.00	Earned	\$90,000.00		
NSP Funds Disburse	(50,000.00)	6% Disbursed	\$0.00	0%	
Disbursements Rem	\$750,000.00	34% Available	\$90,000.00	###	Exhausted before any new disbursement of NSP funds
NSP Funds Allocation		<i>NSP obligations to low-income housing: 28.13%</i>			
2514 Lancaster St.	NSP Property Commitments:	\$225,000	4/1/2011		
	Disbursed	\$0	3/1/2011		
	Remaining	\$225,000		OA	225,000.00
	PI Prop Commitment	\$25,000		CA	25,000.00
	PI Com. Disbursements	\$0			
	Remaining	\$25,000			
	Total Obligated	\$250,000			
	Total Disbursed	\$0			
	Total Remaining	\$250,000			
Low-Income Housing?		<input checked="" type="checkbox"/>			

Activity Change:

At the top of the spreadsheet, directly under the *NSP FUNDS ALLOCATION* (the first dark-grey shaded column), you will see an increase in the **Total Commitments** (line 11 or the first light-grey shaded line), and in *Commitments by Program Source* (in the green shaded line) for the corresponding eligible use activity.

Watson County V1		NSP Allocation: \$800,000			
		NSP: 3			
NSP Program Funds		Program Income			
Grant Amount	\$800,000.00	Earned	\$90,000.00		
NSP Funds Disburse	(50,000.00)	6% Disbursed	\$0.00	0%	
Disbursements Rem	\$750,000.00	34% Available	\$90,000.00	###	Exhausted before any new disbursement of NSP funds
NSP Funds Allocation		<i>NSP obligations to low-income housing: 28.13%</i>			
Total Commitments:		\$100,000.00		\$250,000.00	
Commitments by Program Source:		Current NSP Commitments	Income Commitments	Current NSP Commitments	Income Commitments
		\$100,000.00	\$0.00	\$225,000.00	\$25,000.00
Funds Disbursed:		(50,000.00)		0.00	
Funds disbursed by Program Source:		(50,000.00)	0.00	0.00	0.00
Undisbursed Commitments:		50,000.00		250,000.00	
		50,000.00	0.00	225,000.00	25,000.00
Today's Current Obligation		100,000.00		250,000.00	
Your current NSP Budget		300,000.00		300,000.00	
Available NSP Program Funds to Obligate		200,000.00		50,000.00	

7. Disbursement of Program Income Commitment (CD) – to disburse committed program income received.
 - a. Scroll over to the correct eligible use activity in one of the green shaded columns, where you just increased the property program income commitment (CA). Directly underneath this line (CA); left click the mouse. An arrow will appear, indicating a drop down box option is available in this cell, select the CD code;
 - b. Move to the right of the code, (to the next cell) and enter the dollar amount you want to disburse (**NOTE:** you must enter a negative sign and then the number). Press enter and the amount you just entered should appear as red, in parenthesis, indicating a disbursement.

Property Change:

On the left hand side, in the property green shaded columns; you will see an increase in the amount of the *PI Com. Disbursements*, displayed in red, in parenthesis, and will change the *Remaining* amount indicated in the line below. This cell (*Remaining*) should always be zero (0). This action will also change the *Total Disbursed* and *Total Remaining*, (in the property grey shaded columns).

Watson County		NSP Allocation: \$800,000			
V1		NSP: 3			
NSP Program Funds		Program Income			
Grant Amount	\$800,000.00	Earned	\$90,000.00		
NSP Funds Disburse	(50,000.00)	6% Disbursed	(\$25,000.00)	28%	
Disbursements Rem	\$750,000.00	34% Available	\$85,000.00	72%	<i>exhausted before any new disbursement of NSP funds</i>
NSP Funds Allocation		<i>NSP obligations to low-income housing: 28.13%</i>			
2514 Lancaster St.	NSP Property Commitments: \$225,000	4/1/2011		Activity B-1	Activity B-1
	Disbursed \$0	3/1/2011		Acquisition and Rehab, Homeownership CD ZIP	Acquisition and Rehab, Homeownership ZIP LH
	Remaining \$225,000				OA 225,000.00
	PI Prop Commitment \$25,000				CA 25,000.00
	PI Com. Disbursements (\$25,000) 100%				CD (\$25,000.00)
	Remaining \$0				
	Total Obligated \$250,000				
	Total Disbursed (\$25,000) 10%				
	Total Remaining \$225,000				
Low-Income Housing?		Y			

Activity Change:

At the top of the spreadsheet on the left hand side, and directly under the *NSP FUNDS ALLOCATION* (the dark-grey shaded column), you will see an increase in the **Funds Disbursed** displayed in red, in parenthesis, and an increase in *Funds Disbursed by Program Source* displayed in red, in parenthesis for the corresponding activity. This task will not affect **Undisbursed Funds by Program Income Commitments** (green column) because **this transaction is not displacing NSP Program funds.**

Watson County		NSP Allocation: \$800,000	
V1		NSP: 3	
NSP Program Funds		Program Income	
Grant Amount	\$800,000.00	Earned	\$90,000.00
NSP Funds Disburse	(50,000.00)	6% Disbursed	(25,000.00) 28%
Disbursements Rem	\$750,000.00	94% Available	\$65,000.00 72%
<i>Exhausted before any new disbursement of NSP funds</i>			
NSP Funds Allocation			
<i>NSP obligations to low-income housing: 28.13%</i>			
Total Commitments:		\$100,000.00	
Commitments by Program Source:		Income Commitments	
		\$100,000.00	\$0.00
Funds Disbursed:		\$250,000.00	
Funds disbursed by Program Source:		Income Commitments	
		(50,000.00)	0.00
		0.00	(25,000.00)
Undisbursed Commitments:		50,000.00	
		50,000.00	0.00
		225,000.00	0.00
Today's Current Obligation		100,000.00	
Your current NSP Budget		300,000.00	
Available NSP Program Funds to Obligate		200,000.00	

Property Flag – Disbursements exceed the amount obligated for the property.

Watson County		NSP Allocation: \$800,000	
V1		NSP: 3	
NSP Program Funds		Program Income	
Grant Amount	\$800,000.00	Earned	\$90,000.00
NSP Funds Disburse	(50,000.00)	6% Disbursed	(50,000.00) 56%
Disbursements Rem	\$750,000.00	94% Available	\$40,000.00 44%
<i>Exhausted before any new disbursement of NSP funds</i>			
NSP Funds Allocation			
<i>NSP obligations to low-income housing: 28.13%</i>			
2514 Lancaster St.	NSP Property Commitments:	\$225,000	4/1/2011
	Disbursed	\$0	3/1/2011
	Remaining	\$225,000	
	PI Prop Commitment	\$25,000	
	PI Com. Disbursements	(150,000)	200%
	Remaining	(125,000)	
	Total Obligated	\$250,000	
	Total Disbursed	(150,000)	20%
	Total Remaining	\$200,000	
Low-Income Housing? <input checked="" type="checkbox"/>			