


An Administrator's Approach to HOME PI

COSCD A Program Managers Meeting
March 2026

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Commonwealth of Massachusetts
Executive Office of Housing & Livable Communities

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A Village with (So) Many Steps

- Team
- Logistics
- Coordination
- Internal Controls
- Accountability
- Access to Payment Information

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Coming & Going

- Receipting
 - HUD IDIS
 - Local Trust Account
- Documenting Payments
 - Accurate and Accessible Data
- Documenting PI Commitments & Spending
 - IDIS Integrity
 - Local HOME PI Account Integrity
 - Action Plan & Strategy

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Screenshot From a HOME PI Memo

Subject: HOME Program Income Account Deposit
 Date: November 10, 2025

Attached please find two payments totaling **\$174,259.00** of HOME Program Income. These funds were paid to EOHLC for two rental project based activities (IDIS PI). Please see the attached

IDIS Activity #	Project	Check Name (Borrower Name)	City	Apply to	Payment Amount	IDIS Receipt #
11903	25 Amory Apartments	25 Amory Apartments LLC	Boston	Principal	\$13,984.00	5465129
10	Pattillo Housing (aka Cape Ann Housing)	Hackett Feinberg PC	Gloucester	Principal	\$160,275.00	5465124

These funds are to be put in our HOME Program Income account, account 7004-0054. These funds will accumulate with future Program Income deposits and will be committed to future HOME projects as outlined in the HOME annual action plan.

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Screenshot of an IDIS Receipt

Receipt Created For: MASSACHUSETTS	Receipt Status: Original
Receipt Number: 5465124	Associated Grant #: M-25-SG-25-0100
Receipt	
Program: HOME	Receipt Type:
Program Year of Receipt: 2025	Description:
Source Type: SG	IDIS Activity ID: 10
Fund Type: PI	Grantee Receipt #:
Amount: \$160,275.00	
Comments: Payment from 2025 closing for preservation and rehabilitation of Pattillo Housing to pay down principal and accrued interest on existing HOME loan.	

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Screenshot From the HOME PI Tracker: Funds Received & Summary Calculations

89	5/22/2025	Indigo Block Apartments			
90	Date Deposited	Indigo Block Apartments LLC	11845	5455855	\$7,156.00
91	6/5/2025	Boston			pmt on interest
92	5/13/2025	Robert Hill Way (aka The Ledges)			
93	Date Deposited	RHW Development LLC	11847	5455858	\$42,594.00
94	6/5/2025	Ashland			pmt on interest
25					
26					
27		CAPER Calculation			
28		Total Received 4/1/24 - 6/30/24		\$546,622.59	
29		Total Received 7/1/24 - 6/3/25		\$538,091.36	
30		Total FFY24		\$1,084,713.95	
31					
32		Total Expended 4/1/24 - 6/30/24		\$616,081.92	
33		Total Expended 7/1/24 - 6/30/25		\$1,100,591.00	
34		Total FFY24		\$1,716,672.92	
35					
36		Beginning Balance		\$1,176,342.62	
37		Received		\$1,084,713.95	
38		Expended		-\$1,716,672.92	Check to balance al
39		Ending Balance		\$544,383.65	\$0.00

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Screenshot From a Project's D-base HOME Page

HOME AWARD

HOME Award	\$500,000.00	HOME Loan Closed	12/19/1996
HOME Units	20	Loan Terms	0
High	16	Interest Rate	6.77%
Low	4	Maturity Date	12/19/2026
IDIS Commitment	\$500,000.00	Promissory Note	
EN		Attorney Name	Steve Nolan
CR		Attorney Organization	Hill & Barlow
PI			

If CR, CHDO:		HUD Environmental Release of funds or exempt determination	
CHDO (Re)Certification		HOME SLR/Underwriting Analysis	
IDIS Activity # (s)	310	IDIS Project Set-Up Date	08/08/1997
Program Income		Received	
HUD Repayment Funds		Received	
		End of AHR Affordability	
		IDIS Project Completion Date	01/01/2001
		End of HUD Affordability	01/01/2016

	Date Received	Amount
Cost Savings		
Cash Flow		
Loan Repayment	03/30/2015	\$19,355.00
Loan Repayment	04/29/2016	\$29,061.83
Loan Repayment	03/31/2017	\$22,677.47
Loan Repayment	07/17/2018	\$12,889.07
Loan Repayment		

Comments

state recipient project. \$10,776.50 paid from Madison Park, 8.26.13 to be applied toward accrued interest. City also forwarded back payment in 10/22/13 \$102,554.10 to interest.
 9/2/2014. 9,140.99 applied to interest.
 3/30/2015-\$19,355 paid to accrued interest.
 4/29/2016: 29,061.83 applied to interest.
 3/31/2017: \$22,677.47 applied to interest.
 7/17/18: \$12,889.07 applied to interest.
 6/23/2020: \$2,909.77 applied to interest

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Screenshot From a Contract Transmittal Encumbering a New HOME Project Award

Select Program(required): HOME NHIF NFIT HSF CIPF ARPA:

- ID)**
- Standard Contract (must include VC#, VC Address Code, Doc ID, RFR)
 - Grant Certification form
 - NOFA + screenshot (Attachment A)
 - One-Stop Section 1, page 1 (Attachment B)
 - One-Stop Section 3, pages 10-12 (Attachment C)
 - Grant Agreement (Scope of Services)
 - Contract Total (for MHP include \$5,500 admin fee): \$ 537,158.95
 - Fiscal Year percentage split: SFY 2026: \$ 536,158.95
 SFY 2027: 1,000.00
 SFY 2028: \$
 - Contract Authorized Signature Verification (CASV) (new form version)

For HOME contracts only, projects should be set up under the following Account(s) [if split add \$\$/FY]:

- HOME 7004-9028
- HOME PI 7004-0054 \$537,158.95
- HOME ARP 7004-9038

Date to HD Fiscal Term: _____

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Screenshot From the HOME PI Tracker- Funds Committed

\$13,936.00									\$1,750,513.1
Principal									
				7/1/2025	John J. Meany	12768	\$92,645.87		\$1,657,867.1
				1/16/2026	Greenmont Senior Housing	13410	\$342,350.87		\$1,315,516.1
				1/16/2026	Greenmont Senior Housing	13410	\$194,807.08		\$1,120,709.1
ie Log FY 21	Income Log FY 22	Income Log FY 23	Income Log FY 24	Income Log FY 25	Income Log FY 26		+		

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Screenshot From a HOME PI Pay Memo

Re: HOME Project Drawdown (Rental): Woodland Cove 2, Wareham
 cc: Nausheen Khan
 HOME Program Manager-MATCH File

Please process payment in the amount of: \$313,568.76

Payable to: WC2 Owner, LLC

CT#: 52002367042

For project requisition (requisition # HOME project requisition #28 covering hard and soft costs.

HUD IDIS Activity # 12761

IDIS Draw Voucher # 7015962 for \$313,568.76

Includes: \$ _____ from MMARS 7004-9028

\$ 313,568.76 from HOME Program Income Account, 7004-0054

Scheduled Pay Date: **ASAP**

X Requisition is in Intelligrants and requires Finance Manager approval.

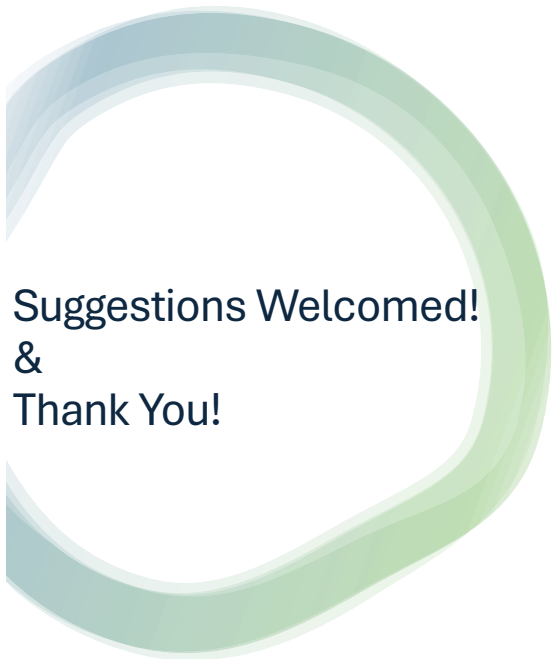
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Screenshots From the HOME Promissory Note Spreadsheet

Project #	Project Name	City	Sponsor	Home Loan Authorized Principal	HOME Loan Amount Disbursed as of 6/30/26	an Closing Date	Maturity Term in Year	Interest Rate *
611	Normandy Arms	FRAMINGHAM	Southern Middlesex Opportunity Council	755,000	755,000.00	7/19/1993	8/4/2034	41.07
632	Brookside Mobile Home Park	ORANGE	Millers River Self Help Network CDC	248,500	248,500.00	9/15/1993	4/5/2033	19.57
635	18 George Street	PITTSFIELD	The Berkshire Fund, Inc.	200,000	200,000.00	9/30/1993	9/30/2033	40.03

Project #	Project Name	City	Original Amount	Repaid Amount	Outstanding Principal as of 6/30/25	Maturity or Close to Maturity	Notes
151	Normandy Arms	FRAMINGHAM	15,000.00	-	7004.9024	740,000.00	ref correct and also extended to original term extended local gov
152	Brookside Mobile Home Park	ORANGE	248,500.00	-	2024.9024	-	as the promisor, what therefore this has been written off Loan Written off
155	18 George Street	PITTSFIELD	-	-	7004.9024	200,000.00	

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