



Community Services Division Office of Community Development

OCEAN Housing Site Address Setup for HOME- and CDBG-Funded Projects

PY 2015 CHIP Program grantees will be required to review the site addresses that were previously submitted and entered into OCEAN by OCD staff. Grantees will also need to attach copies of housing contracts and change orders for review by OCD. All documents must be signed and dated by all parties, or they will be rejected by OCD's Grants Operations staff. Housing Site Address amounts entered into OCEAN must match the amounts identified in the contracts and change orders. All additions and deletions to the project will require a modification in OCEAN along with supporting documentation. You will not be required to provide supporting documentation for soft costs. When setting up site addresses in OCEAN under the contract upload menu option, you must submit each document separately. The file type options are: change order, commitment letter, contract, and final inspection report. The commitment letter option is only applicable for homeownership projects and refers to an award letter from the grantee to the client for any direct assistance in the form of down payment assistance. **Modifications were made in OCEAN on August 4, 2016, to allow amounts to be entered that are not CHIP Program grant funds. The field is labeled *Non-OCD Funds*.**

If setting up site addresses for projects being funded with other activity dollars that are within a project category, select the activity that matches your project; even though the funds are budgeted under the other activity.

Example: Repair Assistance Project Category

Spending Rental Home Repair funds on an Owner Home Repair project

- Set up and draw funds under the Owner Home Repair activity, even if there are no funds left to budget for that activity.
- If there is a remaining balance to set up and draw at the project category level, it will be approved.

As part of the site address set up, you will be required to provide information that was previously gathered on final performance reports. Under the Owner Unit Details menu option, you will be asked to provide demographic data and the project's after-rehab value limit.

OCEAN Draw Requests

Grantees must complete the draw request form in OCEAN, print it, have it signed by the appropriate person, and mail it to OCD. Grant operations staff cannot process any draw request until the signed draw request form is received by OCD.

Site Address Completion

Each project must be certified as complete in OCEAN. A [Final Inspection Report/Homeowner Satisfaction Statement](#) found on OCD's Technical Assistance Site must be uploaded into OCEAN for every project address except for the Tenant-Based Rental Assistance (TBRA) activity. Reports must be signed and dated by all parties, or they will be rejected by OCD's Grants Operations staff.