

Chapter 18

ACTIVITY FUNDING

Before money can be drawn down for an activity, the activity must be funded. The purpose of funding is to specify the amounts and the types of funds to be used for the activity.

HOME fund types include:

- AD** Administration
- CC** CHDO Capacity Building
- CL** CHDO Loan
- CO** CHDO Operating Expenses
- CR** CHDO Reserve
- EN** Entitlement
- PA** Program Income for Administration
- PI** Program Income
- SU** Subgrant

Note that program income does not need to be funded before it can be drawn down in place of EN. For details, please turn to page 18-4.

The types of funds available for commitment to an activity depend on the HOME activity category, as follows:

Activity Category	Funding Options
Rental Homebuyer	All fund types. CR, CL, and CC may be used only if the activity has been identified at setup as a CHDO activity.
Homeowner Rehab TBRA	All fund types except CR, CO, CL, and CC.
AD/CC/CO Only	AD, CO, CC, and PA only.

ACCESSING THE ACTIVITY FUNDING FUNCTION

To access the funding screens, you can click the Funding/Drawdown tab at the top of any page, click the Activity Funding [Search](#) link at the left on any Funding/Drawdown page, or click the [Activity Funding] button on the Edit Activity page. Coming from the Edit Activity page displays the Edit Activity Funding screen shown on page 18-4. Otherwise, the Search for Activities to Fund screen is displayed first.

SEARCH FOR ACTIVITIES TO FUND SCREEN

To fund an activity, you must first conduct a search to retrieve it:

Activity Funding

Search for Activities to Fund

Search Criteria		
Program: All ▾	IDIS Project ID: <input type="text"/>	Activity Status: Select ▾
Activity Name: <input type="text"/>	IDIS Activity ID: <input type="text"/>	*Activity Owner: BOSTON, MA ▾
Program Year: All ▾	Grantee/PJ Activity ID: <input type="text"/>	

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To conduct a search, you can:

- Retrieve a specific activity by entering its IDIS ACTIVITY ID and clicking the [Search] button.
- Click the [Search] button to retrieve all of your activities.
- Specify criteria to limit the number of activities that will be displayed, as follows:

Field	Description
Program	To limit the results to a particular program, select it from the dropdown.
Activity Name	Limit the results to activities with a name containing the text string you input here.
Program Year	To limit the results to activities set up under the projects of a particular PROGRAM YEAR, select it from the dropdown.
IDIS Project ID	To limit the results to activities set up under a particular project, enter the project ID.
IDIS Activity ID	The quickest way to retrieve a particular activity is to enter its IDIS ACTIVITY ID. Since this uniquely identifies an activity, there is no need to input any other search criteria.
Grantee/PJ Activity ID	Limit the results to activities with a grantee/PJ activity ID containing the text string you input here.
Activity Status	To limit the results to activities with a particular status, select Open , Completed , or Canceled .
Activity Owner	Most users will not be able to change this field. Those who can change it should select the grantee who owns the project under which the activity is set up.

Click the [Search] button to run the search and redisplay the screen with the search results:

Activity Funding

Search for Activities to Fund

Search Criteria

Program: HOME ▾	IDIS Project ID: <input type="text"/>	Activity Status: Select ▾
Activity Name: <input type="text"/>	IDIS Activity ID: <input type="text"/>	*Activity Owner: BOSTON, MA ▾
Program Year: 2011 ▾	Grantee/PJ Activity ID: <input type="text"/>	

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Activity Name	Program Year/ IDIS Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Activity Status	Activity Owner	Action
40 Blakeville Street - HOME	2011/3	16984	2003	Open	BOSTON, MA	Add-Edit
UE Apartments	2011/5	16982	3005	Open	BOSTON, MA	Add-Edit
449-449B Dudley Street	2011/3	16978		Open	BOSTON, MA	Add-Edit
83 Colorado Street	2011/3	16975	3003	Open	BOSTON, MA	Add-Edit
159-161 Callender Street, HOME	2011/5	16958		Open	BOSTON, MA	Add-Edit
81 Bradley Street, HOME	2011/3	16914		Open	BOSTON, MA	Add-Edit
Urban Edge Housing Corporation	2011/8	16899		Open	BOSTON, MA	Add-Edit
30 Williams Avenue	2011/3	16851		Canceled	BOSTON, MA	View
133 Eustis Street	2011/3	16823	3003	Open	BOSTON, MA	Add-Edit
Allston Brighton Community Development Corporation	2011/8	16768		Open	BOSTON, MA	Add-Edit

1 2 [Next 10 Results](#)

On initial display, the results are sorted by IDIS ACTIVITY ID in descending order. You can change the sort field and the sort order (ascending or descending) by clicking on any column header that is in blue and underlined.

To select an activity for further processing, click the [Add-Edit](#) or [View](#) link in the ACTION column. If you select:

- **Add-Edit**, the Edit Activity Funding screen will be displayed.
- **View**, the View Activity Funding screen will be displayed. This will always be the ACTION for activities with a status of **Completed** or **Canceled** and for users who are not authorized to fund activities.

For activities with a status of Open, the ACTION column will show **Not Ready to Fund** if required setup data is missing. The missing data must be provided before the funding screens can be accessed.

The Edit and View screens are very similar except, of course, that data on the View screens cannot be changed. Only the Edit screens are shown in this chapter.

EDIT ACTIVITY FUNDING SCREEN

On this screen, you will select the type(s) of funds to commit to the activity.

Note that if none of the HOME funds committed to an activity are drawn down within a year of the INITIAL FUNDING DATE (see page 3-8), the HOME funds are automatically uncommitted. If the activity is funded only by HOME, the ACTIVITY STATUS is also changed from **Open** to **Canceled**. For more details, see HOME FACTS Vol. 3, No. 1 (June 2010).

Activity Funding

Edit Activity Funding

[Return to Search for Activities to Fund](#)

***Indicates Required Field**

Activity Owner: BOSTON, MA	Program Year/Project: 2011/3
IDIS Activity ID: 16914	Total Funded: \$0.00
Activity Name: 81 Bradlee Street, HOME	Total Drawn: \$0.00

Funding Sources

Recipient Name: All Recipients	Program: All Programs	Fund Type: All Fund Types
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[Filter](#) | [Reset](#)

Available Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
BOSTON, MA	HOME	AD	HUD	MC	\$1,092,610.39	\$0.00	\$0.00	Add-Edit View
NEIGHBORHOOD DEVELOPMENT CORP (JAMACIA PLAIN), MA	HOME	AD	BOSTON, MA	MC	\$0.00	\$0.00	\$0.00	View
BOSTON, MA	HOME	CO	HUD	MC	\$216,529.50	\$0.00	\$0.00	Add-Edit View
CODMAN SQUARE NEIGHBORHOOD DEVELOPMENT CORP, MA	HOME	CO	BOSTON, MA	MC	\$0.00	\$0.00	\$0.00	View
BOSTON, MA	HOME	EN	HUD	MC	\$2,661,836.34	\$0.00	\$0.00	Add-Edit View
BOSTON, MA	HOME	PI	HUD	MC	\$80,014.96	\$0.00	\$0.00	Add-Edit View
BOSTON, MA	HOME	SU	MASSACHUSETTS	SG	\$0.00	\$0.00	\$0.00	View

Funding PI: PI does not have to be funded before it can be drawn in place of EN. When an EN draw is made, the system will automatically present the option of drawing available PI up to the amount of EN funded to an activity, whether or not the activity had been funded with PI. Because PI that has been committed to activities is no longer available to subfund as PA (see page 16-20), the HOME Program recommends that you use this system feature.

However, on occasions when the amount of PI to be drawn exceeds the amount of EN available to draw, the PI must be explicitly committed through the Activity Funding module prior to drawdown.

Remember, HOME regulations require you to spend available PI before drawing down EN.

Field	Description
Activity Owner <i>through</i> Program Year/Project	These read-only fields identify the activity you are processing.
Total Funded	The total amount of funds from all sources committed to this

Field	Description
	activity to date.
Total Drawn	The total amount of funds from all sources drawn for this activity to date, plus pending draws.
Funding Sources Recipient Name Program Fund Type	On initial display, all available funding sources are listed. Use these fields to filter the list of Available Funds by recipient name, program, and/or fund type (see below for field definitions).
[Filter] button	Click to filter the list of Available Funds by the criteria you have selected.
[Reset] button	Click to reset the filter fields to their defaults.
Available Funds	
Recipient Name	The name of the grantee or subgrantee.
Program	The CPD program that provided the grant.
Fund Type	The fund types used by HOME are: AD Administration CC CHDO Capacity Building CL CHDO Loan CO CHDO Operating Expenses CR CHDO Reserve EN Entitlement PA PI for Administration PI Program Income SU Subgrant
Source Name	For grantee recipients, HUD ; for subgrantees, the organization that provided the subgrant.
Source Type	For HOME, the fourth and fifth characters of the HOME grant number: DC (Consortium), MC (Metropolitan City), SG (State), ST (Insular Area), or UC (Urban County).
Available for Funding	The amount of this fund type that is available to commit to activities. This total does not include funds from blocked grants.
Funded Amount	The amount of this fund type that has already been committed to this activity.
Drawn Amount	The amount of this fund type that has already been drawn down for this activity.

To select a funding source, click its ACTION in the last column. If the ACTION is:

- **Add-Edit**, the Activity Funding Certification screen is displayed, followed by the Add-Edit Activity Line Item screen.
- **View**, the View Activity Line Item screen is displayed. View will be the only available ACTION for canceled and completed activities, for sources with no available funds, and for users who are not authorized to fund activities.

The add-edit screens are explained below.

HOME/TCAP ACTIVITY FUNDING CERTIFICATION SCREEN

This screen lists five statements that the PJ must certify as being true before committing HOME funds to an activity.

HOME Activity Funding Certification

By requesting the disbursement of Federal funds, the representative of the Participating Jurisdiction using this system certifies that he/she is authorized to execute the certifications set forth herein, and, on behalf of the Participating Jurisdiction, further certifies that, in accordance with the requirements in 24 CFR Part 92:

(i) the Participating Jurisdiction has fully executed a written agreement that meets the requirements of the regulations applicable to the IDIS activity for which the funds are to be used;

(ii) the IDIS activity for which the funds are to be used meets the definition of a commitment and the requirements of the definition of a commitment pursuant to the regulations applicable to the IDIS activity;

(iii) the Participating Jurisdiction has not drawn and will not draw funds for the IDIS activity unless it has fully executed a written agreement committing the funds;

(iv) for HOME projects identified as 2012 Action Plan activities in IDIS, if the activity involves acquisition, construction, or rehabilitation of rental or homebuyer projects, including downpayment assistance, the Participating Jurisdiction has conducted an underwriting review, assessed developer capacity and fiscal soundness, and examined neighborhood market conditions to ensure adequate need for the project for which these funds are to be used, and

(v) all of the statements and claims made herein are true and correct. Pursuant to 18 USC § 1001, 31 USC § 3729, et seq., and 24 CFR Part 28, false or fraudulent statements or claims are subject to up to 5 years imprisonment and civil penalties up to \$10,000 plus up to 3 times the amount of damages sustained by the Government for each fraudulent act committed.

To execute the certification, click the [I agree] button and continue with funding the activity. Otherwise, click the [I disagree] button.

ADD-EDIT FUNDING LINE ITEM SCREEN

The amount of money to be committed to the activity from the selected funding source is input on this screen:

Activity Funding

Add-Edit Funding Line Item

Activity Owner: BOSTON, MA	Program Year/Project: 2011/3
IDIS Activity ID: 16914	Total Funded: \$0.00
Activity Name: 81 Bradlee Street, HOME	Total Drawn: \$0.00

Funding Source

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Drawn Amount	Funded Amount
HOME	EN	HUD	MC	BOSTON, MA	\$2,661,836.34	\$0.00	\$0.00

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount
<input style="width: 80%;" type="text"/>	\$ <input style="width: 15%;" type="text" value="0.00"/>	<input style="width: 15%;" type="text" value="\$0.00"/>

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The input fields are GRANT YEAR and FUNDED AMOUNT. All of the other fields show information from the previous screen in a slightly different format and order.

Field	Description
Activity Owner <i>through</i> Total Drawn	Same as the Edit Activity Funding screen (see page 18-4 for field definitions).
Funding Source fields	Same as the Available Funds fields on the Edit Activity Funding screen (page 18-5) but in a slightly different order.
Current Funding for This Source	
Grant Year	Optional. This field has no correlation with grant year or program year. It is there solely to allow you to associate a year of your choosing with this funding.
Funded Amount	Enter or update the funding amount in dollars and cents, with or without commas. If you omit the cents, the system will append ".00".
Drawn Amount	The amount of this fund type that has been drawn to date for this activity is shown (again) in this read-only field.

Click the [Save] button to save your input or the [Cancel] button to reset the GRANT YEAR and/or FUNDED AMOUNT fields to their previous values.

When you click [Save], three fields in addition to the ones you input are updated. TOTAL FUNDED and FUNDED AMOUNT are increased and AVAILABLE FOR FUNDING reduced by the amount of the change in funding you just made:

Activity Funding

Add-Edit Funding Line Item

• Activity funded successfully.

Activity Owner:
BOSTON, MA

IDIS Activity ID:
16914

Activity Name:
81 Bradlee Street, HOME

Program Year/Project:
2011/3

Total Funded:
\$5,182.00

Total Drawn:
\$0.00

Funding Source

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Drawn Amount	Funded Amount
HOME	EN	HUD	MC	BOSTON, MA	\$2,656,654.34	\$0.00	\$5,182.00

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount
2011	\$ 5,182.00	\$0.00

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When you are finished, click the [Return to Add-Edit Activity Funding] button. From there, you can select another funding source for the current activity or click the [Return to Search for Activities to Fund] button to choose a different activity to fund.

Funds that have been committed to an activity are ready to be drawn down. That process is explained in the next chapter.