

PREFACE

Purpose

The purpose of this manual is to show HOME PJ users how to set up, fund, draw funds for, and complete HOME activities in IDIS. Topics related to these HOME-specific processes are also covered.

Intended Audience

This manual is intended for people who are already familiar with HOME Program rules and regulations. It is not a regulatory or policy training guide, and assumes users have acquired that knowledge from experience and/or other training.

Contents

Chapter 1 provides a brief overview of the major components of IDIS.

Chapter 2 shows how to add and maintain projects.

Chapter 3 explains the activity screens that are common to all CPD programs.

Chapter 4 discusses flagged HOME activities.

Chapter 5 covers the Search HOME Activities screen.

Chapters 6 through 14 give the specifics of setting up and completing HOME rental, homebuyer, homeowner rehabilitation, tenant-based rental assistance, and admin-only activities.

The financial components of IDIS are covered next, starting with grants, subfunds, and subgrants in Chapters 15-17. Activity funding and drawdowns are explained in Chapters 18 and 19. Chapter 20 shows how to receipt program income. Guidance on cancelling activities with HOME draws and processing repaid funds is provided in Chapters 21 and 22.

The final two chapters cover issues specific to states and the grantee function.

What is Not Covered

Five IDIS functions—Consolidated Plan/Action Plan, Reports, Admin, Data Downloads, and EDI—are not covered here.

For Con Plan training, visit www.hud.gov/offices/cpd/about/conplan/cp_training_ta.cfm. For the other topics, go to the IDIS logon page and see:

- How to Run Reports in IDIS OnLine
- Grantee Local Administrator Guide
- IDIS OnLine Data Download Documentation
- IDIS OnLine EDI Documentation

Additional Resources

- The “Log on to IDIS” page at www.hud.gov/offices/cpd/systems/idis/idis.cfm
- The IDIS News section of the IDIS Welcome page

- The "Ask a Question" option on the OneCPD Resource Exchange page at www.onecpd.info
- The "HOME IDIS" page at <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/idis.cfm>