The
HOME Program

IDIS for PJs

U.S. Department of Housing and Urban Development

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

Table of Contents

Chapter 1
AN OVERVIEW OF IDIS 1-1

Components 1-1
Functions 1-3
Utilities and Links 1-4
Flagged HOME Activities 1-5

Chapter 2
PROJECTS 2-1

Accessing the Project Functions 2-1
Add Projects 2-2
Edit/View Projects 2-4
    Search Projects Screen 2-4
    Edit Project Screen 2-6
Copy Projects 2-8
Reopen a Canceled Project 2-9

Chapter 3
THE COMMON ACTIVITY SCREENS 3-1

Accessing the Common Activity Functions 3-1
Add Activities 3-2
Edit/View Activities 3-5
    Search Activities Screen 3-5
    Edit Activity Screen 3-7
    Updating the Activity Status 3-10
    Reopen Activity and Copy Activity 3-12

Chapter 4
THE HOME ACTIVITY REVIEW SCREEN 4-1

    Infrequent Draws for 12 Months or More 4-3
    Final Draw for 120 Days or More 4-4
    Involuntarily Terminated 4-5

Chapter 5
THE SEARCH HOME ACTIVITIES SCREEN 5-1

Chapter 6
SINGLE-ADDRESS RENTAL ACTIVITIES 6-1

Activity Setup 6-1
    Add/Edit HOME Setup Detail (Page 1) 6-1
    Add/Edit HOME Setup Detail (Page 2) 6-3
    Add/Edit HOME Setup Detail (Page 3) 6-6
Activity Funding and Drawdowns 6-7
Activity Completion 6-7
    Add/Edit Completion Detail (Page 1) 6-8
    Add/Edit Completion Detail (Page 2) 6-12
    Updating the Activity Status to Completed 6-20

Table of Contents

Chapter 7
MULTI-ADDRESS RENTAL ACTIVITIES 7-1

Activity Setup 7-1
Add/Edit HOME Setup Detail (Page 1) 7-1
Add/Edit HOME Setup Detail (Page 2) 7-1
Add/Edit HOME Setup Detail (Page 3) 7-2
Activity Funding and Drawdowns 7-3
Activity Completion 7-3
Add/Edit Completion Detail (Page 1) 7-3
Add/Edit Completion Detail (Page 2) 7-4
Search HOME Property Addresses Screen 7-9
Multi-Address Activity Summary Screen 7-10
Updating the Activity Status to Completed 7-12

Chapter 8
SINGLE-ADDRESS HOMEBUYER ACTIVITIES 8-1

Activity Setup 8-1
Add/Edit HOME Setup Detail (Page 1) 8-1
Add/Edit HOME Setup Detail (Page 2) 8-3
Activity Funding and Drawdowns 8-6
Activity Completion 8-6
Add/Edit Completion Detail (Page 1) 8-7
Add/Edit Completion Detail (Page 2) 8-9
Updating the Activity Status to Completed 8-17
ADDI and IDIS 8-18

Chapter 9
MULTI-ADDRESS HOMEBUYER ACTIVITIES 9-1

Activity Setup 9-1
Add/Edit HOME Setup Detail (Page 1) 9-1
Add/Edit HOME Setup Detail (Page 2) 9-1
Add/Edit HOME Setup Detail (Page 3) 9-2
Activity Funding and Drawdowns 9-3
Activity Completion 9-3
Add/Edit Completion Detail (Page 1) 9-3
Add/Edit Completion Detail (Page 2) 9-4
Search HOME Property Addresses Screen 9-10
Multi-Address Activity Summary Screen 9-11
Updating the Activity Status to Completed 9-13
ADDI and IDIS 9-13

Chapter 10
SINGLE-ADDRESS HOMEOWNER REHAB ACTIVITIES 10-1

Activity Setup 10-1
Add/Edit HOME Setup Detail (Page 1) 10-2
Activity Funding and Drawdowns 10-4
Activity Completion 10-4
Add/Edit Completion Detail (Page 1) 10-5
Add/Edit Completion Detail (Page 2) 10-7
Updating the Activity Status to Completed 10-15

Table of Contents

Chapter 11
MULTI-ADDRESS HOMEOWNER REHAB ACTIVITIES 11-1

Activity Setup 11-1
- Add/Edit HOME Setup Detail (Page 1) 11-1
- Add/Edit HOME Setup Detail (Page 2) 11-2

Activity Funding and Drawdowns 11-3
Activity Completion 11-3
- Add/Edit Completion Detail (Page 1) 11-3
- Add/Edit Completion Detail (Page 2) 11-4
- Search HOME Property Addresses Screen 11-10
- Multi-Address Activity Summary Screen 11-11
- Updating the Activity Status to Completed 11-12

Chapter 12
TBRA ACTIVITIES 12-1

Activity Setup 12-1
- Add/EDIT HOME Setup Detail Screen 12-1
- Add/EDIT TBRA Beneficiary Screen 12-3

Activity Funding and Drawdowns 12-8
Activity Completion 12-8

Chapter 13
AD/CO/CC ACTIVITIES 13-1

Chapter 14
CHDO LOAN ACTIVITIES 14-1

The CHDO Loan Phase 14-1
- Activity Setup for the CHDO Loan Phase 14-1
- CHDO Loan Funding and Draws 14-3
- Indicating if the Activity is Going Forward 14-4

If the Activity is Not Going Forward 14-4
If the Activity is Going Forward 14-7
- Activity Setup 14-7
- Funding and Draws 14-7
- Activity Completion 14-7

Multi-Address CHDO Loan Activities 14-9

Chapter 15
GRANTS 15-1

Accessing the Grant Function 15-1
Search Grants Screen 15-1
View Grant Screen 15-3
Search Subfunds Screen 15-6

Chapter 16
SUBFUNDS 16-1

System-Generated Subfunds 16-1
Accessing the Subfund Functions 16-2
Add Subfunds (Except PA) 16-3
Edit Subfunds (Except PA) 16-7
- Search Subfunds Screen 16-7
- Edit Subfund Screen 16-9

View Subfunds (Except PA) ... 16-11
View Subfund EN ... 16-11
View Subfund AD ... 16-13
View Subfund CR ... 16-15
View Subfund SU ... 16-16
View Subfund CO/CL/CC ... 16-17
The View Subgrants Link ... 16-19
Program Income for Administration (PA) Subfund ... 16-20
Add PA Subfund ... 16-20
Edit PA Subfund ... 16-23
View PA Subfund ... 16-25

Chapter 17
SUBGRANTS ... 17-1

Accessing the Subgrant Functions ... 17-1
System-Generated Subgrants ... 17-1
Add Subgrants (Except PI and PA) ... 17-2
Edit Subgrants (Except PI and PA) ... 17-5
Search Subgrants Screen ... 17-5
Edit Subgrant Screen ... 17-7
View Subgrants (Except PI and PA) ... 17-9
View Subgrant Screen ... 17-9
View Activities Funded from Subgrant Screen ... 17-11
PI and PA Subgrants ... 17-12
Add PI and PA Subgrants ... 17-13
Edit PI and PA Subgrants ... 17-14
Search PI/PA Subgrants Screen ... 17-14
Edit PI/PA Subgrant Screen ... 17-15
View PI and PA Subgrants ... 17-16

Chapter 18
ACTIVITY FUNDING ... 18-1

Accessing the Activity Funding Function ... 18-1
Search for Activities to Fund Screen ... 18-2
Edit Activity Funding Screen ... 18-4
HOME/TCAP Activity Funding Certification Screen ... 18-7
Add-Edit Funding Line Item Screen ... 18-8

Chapter 19
DRAWDOWNS ... 19-1

Accessing the Drawdown Functions ... 19-1
Create Drawdown Vouchers ... 19-2
Create Voucher - Page 1 of 4 (Select Activities) ... 19-2
Create Voucher - Page 2 of 4 (Drawdown Amounts) ... 19-3
Create Voucher - Page 3 of 5 (HOME/TCAP Certification) ... 19-5
Create Voucher - Page 4 of 5 (Confirmation) ... 19-6
Create Voucher - Page 5 of 5 (View) ... 19-8
Create Receivable Vouchers ... 19-9
Create Receivable - Page 1 of 4 ... 19-9
Create Receivable - Page 2 of 4 ... 19-10
Create Receivable - Page 3 of 4 ... 19-11
Create Receivable - Page 4 of 4 ... 19-12

Table of Contents

Approve Vouchers 19-13
    Search Vouchers for Approval Screen 19-13
    Maintain and Approve Voucher Screen 19-15
    Confirm Voucher Line Item Approval Screen 19-17
Edit/View Vouchers.. 19-18
    Search Vouchers Screen.. 19-18
    Maintain and Approve Voucher Screen 19-20
    Revoke Approval Screen 19-22
    Cancel Line Item Screen 19-23
    Revise Voucher Line Item Screen 19-24
    View Voucher Line Item Screen.. 19-26

Chapter 20
RECEIPTING PROGRAM INCOME.. 20-1

Accessing the Receipt Functions.. 20-1
Add Receipts 20-2
    Add Formula Grant Receipt.. 20-2
    Add Receipt from Subgrant (Retained Income) 20-4
Edit/View Receipts.. 20-5
    Search Receipts Screen.. 20-5
    Edit Receipt Screen 20-7
    View Activities Funded from Receipt Screen.. 20-9
View Receipt Accounts 20-10

Chapter 21
CANCELLING ACTIVITIES WITH HOME DRAWS 21-1

Chapter 22
REPAYMENTS AND RETURNED FUNDS 22-1

Returning Funds to the Letter of Credit 22-1
Making Revisions in IDIS.. 22-1

Chapter 23
ISSUES SPECIFIC TO STATES 23-1

Chapter 24
GRANTEES.. 24-1

Accessing the Grantee Function 24-1
View Grantee Screen 24-2

Chapter 1
AN OVERVIEW OF IDIS

The Integrated Disbursement and Information System (IDIS) is the online system for CPD's HOME, CDBG, ESG, and HOPWA formula grant programs and for the HOPWA Competitive Program. Grantees also use IDIS for three Recovery Act programs: TCAP (Tax Credit Assistance Program), CDBG-R (CDBG Recovery Act Funds), and HPRP (Homelessness Prevention and Rapid Re-Housing Program).

As its name suggests, IDIS serves two major purposes. Grantees use the system to track and draw down CPD funds and program income (the disbursement side of IDIS) and to record the results of CPD-funded activities (the information side).

HUD uses the data grantees provide in IDIS to report on the performance of the CPD programs to Congress and other program stakeholders.

COMPONENTS

The basic components of IDIS are:

Grants, Subfunds, and Subgrants
Consolidated Plan/Annual Action Plan
Projects
Activity Setup
Activity Funding
Drawdowns
Activity Completion
Reports
Security and Data Access

Each is described below.

Grants, Subfunds, and Subgrants

A participating jurisdiction (PJ) receives a formula grant from the HOME Program on an annual basis. Information about each HOME grant is sent to IDIS from LOCCS, including a grant number, an obligation date, and an amount. The grant number identifies the entitled PJ. The obligation date is used to calculate the 24-month commitment requirement and the five-year expenditure requirement. The amount is the current amount of the grant and is affected by formula allocation, reallocations, reductions, deobligations, and ADDI funds.

When a HOME grant is received in IDIS, it is stored as an entitlement (EN) fund type. Two subfunds are then created, one for administrative expenses and one for the CHDO Reserve set-aside. IDIS suballocates 10% of the EN fund type (usually 10% of the formula allocation) to the admin subfund, and assigns it a fund type of AD. It suballocates 15% of EN (usually 15% of the formula allocation) to the CHDO subfund, and assigns it a fund type of CR. For Insular Areas, 15% of EN is suballocated to the AD subfund and the CHDO Reserve subfund is not created.

In addition to the system-generated EN, AD, and CR fund types, a PJ can create other subfunds to earmark HOME grant funds for specific uses. The additional fund types are CHDO Operating Expenses (CO), CHDO Capacity Building (CC), CHDO Loan (CL), general subgrants (SU), and Program Income for Administration (PA).

Consolidated Plan/Annual Action Plan

Each year, a CPD formula grantee creates either a Consolidated Plan or an Action Plan (the section of the Consolidated Plan that is updated and submitted to HUD annually). In the Plan, the grantee identifies community needs, resources, and priorities, and describes the projects to be undertaken with CDBG, HOME, ESG, and/or HOPWA funds in the upcoming year.

Projects

Each year, a CPD formula grantee creates either a Consolidated Plan or an Action Plan (the section of the Consolidated Plan that is updated and submitted to HUD annually). As part of the Plan, the grantee describes the projects to be undertaken with HOME, CDBG, ESG, and/or HOPWA funds in the upcoming year. These projects are high-level descriptions of what the grantee intends to accomplish over the next year. Information about each project, such as name, description, and estimated budget, is either uploaded into IDIS or input directly into the system by grantees. Projects also serve as the chief mechanism for organizing and tracking related activities in IDIS.

Activity Setup

Each activity in IDIS is set up under one of the projects in an Action Plan. It is at the activity level that grantees supply HUD with details about the work they will carry out to meet project goals. Information entered at setup includes the activity name, location, proposed accomplishments, and program-specific data.

Activity Funding

An activity must be funded before draws can be made for the activity. HOME funds can be committed to an activity only if all required HOME setup information has been entered.

A single activity may be funded by multiple CPD programs, provided the setup data required by each of the funding programs has been entered.

Drawdowns

Drawdowns may be made for an activity after it has been funded. The total amount drawn down cannot exceed the funded amount.

Activity Completion

Once the final draw for an activity has been made, the activity can be completed. For HOME-funded activities, this process includes inputting all required HOME completion data and updating the status of the activity to "completed." IDIS permits the update only after performing several edits to ensure that all required data has been entered and that it is correct and consistent. Before marking the activity as complete, IDIS releases all undrawn funds that were committed to the activity, and sets the funded amount equal to the amount disbursed.

Reports

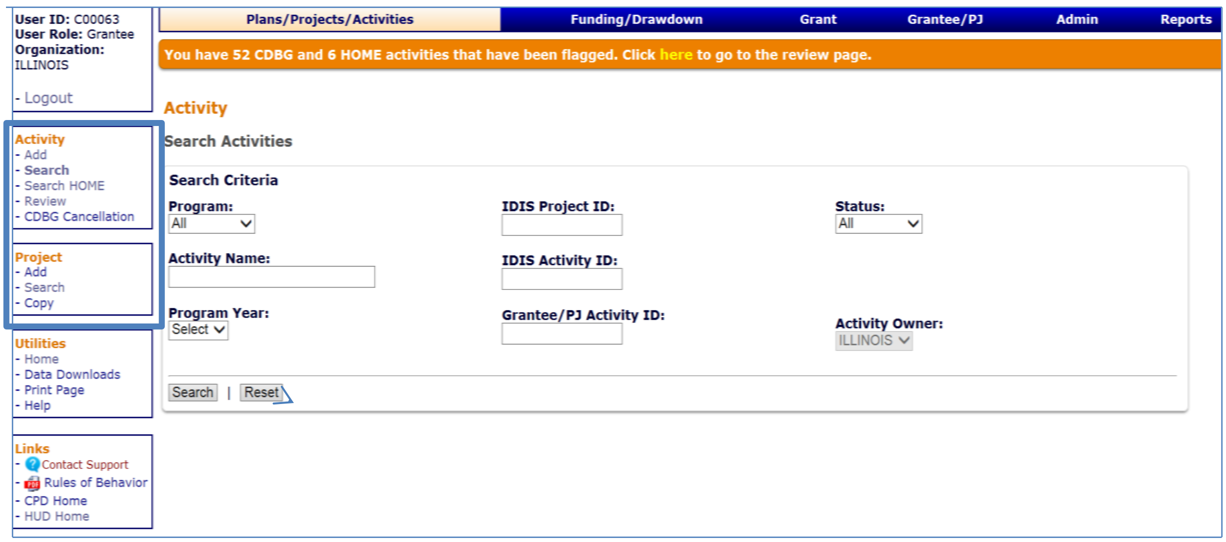
IDIS offers numerous reports to grantees, including program year, activity, and financial reports. Some of the reports, such as the Status of HOME Grants (PR27), the Status of HOME Activities (PR22), the Status of CHDO Funds by Fiscal Year (PR25), the HOME Vacant Units Report (PR47), the HOME Open Activities Report (PR48), and the HOME Deadline Compliance Report (PR49) are specific to the HOME Program.

Security

IDIS enforces two types of security. The first type controls the functions a user may perform. Some of the functions controlled by user ID are set up activity, edit activity, create drawdown, and approve drawdown. The second type of security controls a user's access to IDIS data by grantee and by CPD program. A user might, for example, have access to his/her organization's data for all the programs in IDIS, or be limited to accessing HOME data only. Additionally, a user may be given access to the data for more than one grantee. That user's security profile can be different for each grantee.

FUNCTIONS

IDIS functions are accessed by clicking tabs on the menu bar running across the top of the screen and then clicking links listed down the left side of the page. For example, clicking the Plans/Projects/Activities tab displays the screen below:



Links to Activity and Project functions are listed on the left. To create a new project, you would click the Project <u>Add</u> link; to update an existing project, you would click the Project <u>Search</u> link. The functions that each tab on the menu bar accesses are:

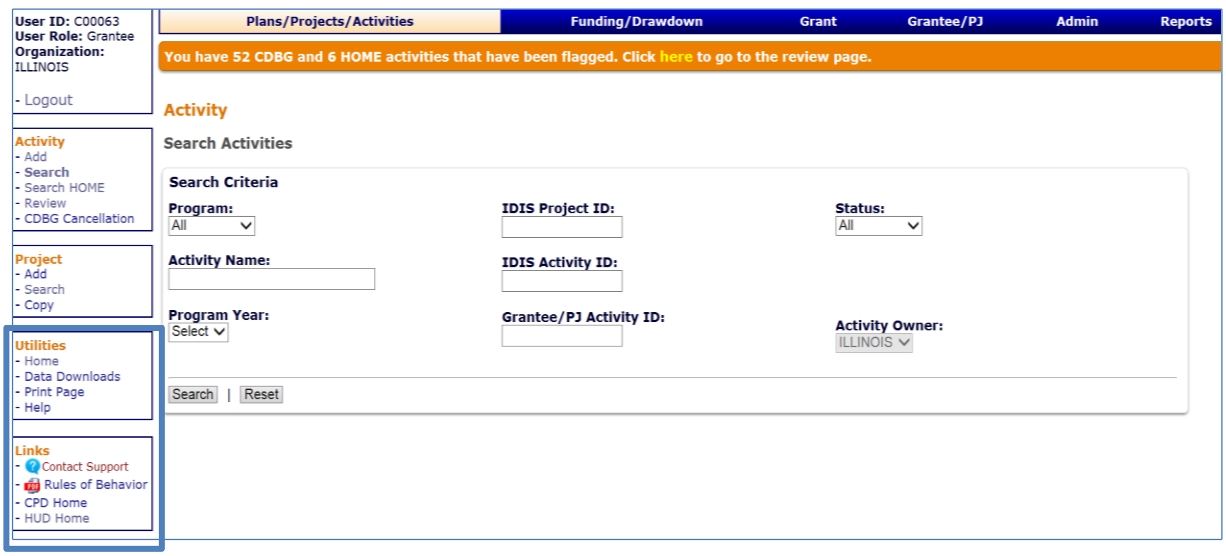
Tab	Functions
Plans/Projects/Activities	Activity Project Consolidated Plan Annual Action Plan CAPER
Funding/Drawdown	Activity Funding Drawdown Receipt Section 108 Loan
Grant	Grant Subfund Subgrant Subfund Program Income Subgrant Program Income

Tab	Functions
Grantee/PJ	Grantee/PJ Subordinate Carrying Out Organization
Admin	Admin
Reports	Report

The tabs, functions, and links available to you depend on your security profile. For example, if you're not authorized to perform any Administrative functions, the {Admin} tab will not be displayed. If you are authorized to access the Consolidated Plan, Annual Action Plan, and CAPER functions (which are not covered in this manual), they will be listed after the Project links. If you're not authorized to create new activities, the Add link will not be displayed for the Activity function.

UTILITIES AND LINKS

Also listed on the navigation bar of every page are Utilities and Links:



The utilities are:

Home – Displays the IDIS Welcome page.

Data Downloads – Displays the Run Data Extract page. For instructions on running data downloads, go to www.hud.gov/offices/cpd/systems/idis/idis.cfm and click on "IDIS OnLine Data Download Documentation."

Print Page – Prints the current page.

Help – Displays a help screen for the IDIS page you are on. If no help is available for that page, a screen titled "IDIS – Integrated Disbursement & Information System" is shown instead.

The available links are:

Contact Support – Provides access to OneCPD "Ask A Question," the help desk for IDIS.

Rules of Behavior – Displays a document outlining the specific responsibilities and expected behavior of IDIS users.

CPD Home – Displays the Community Planning and Development home page.

HUD Home – Displays the hud.gov page.

Clicking a utility or link does not log you out of IDIS.

FLAGGED HOME ACTIVITIES

Notice the orange banner on the screen print below. It is displayed at the top of every IDIS screen if you have HOME and/or CDBG activities that have been flagged as being at risk:

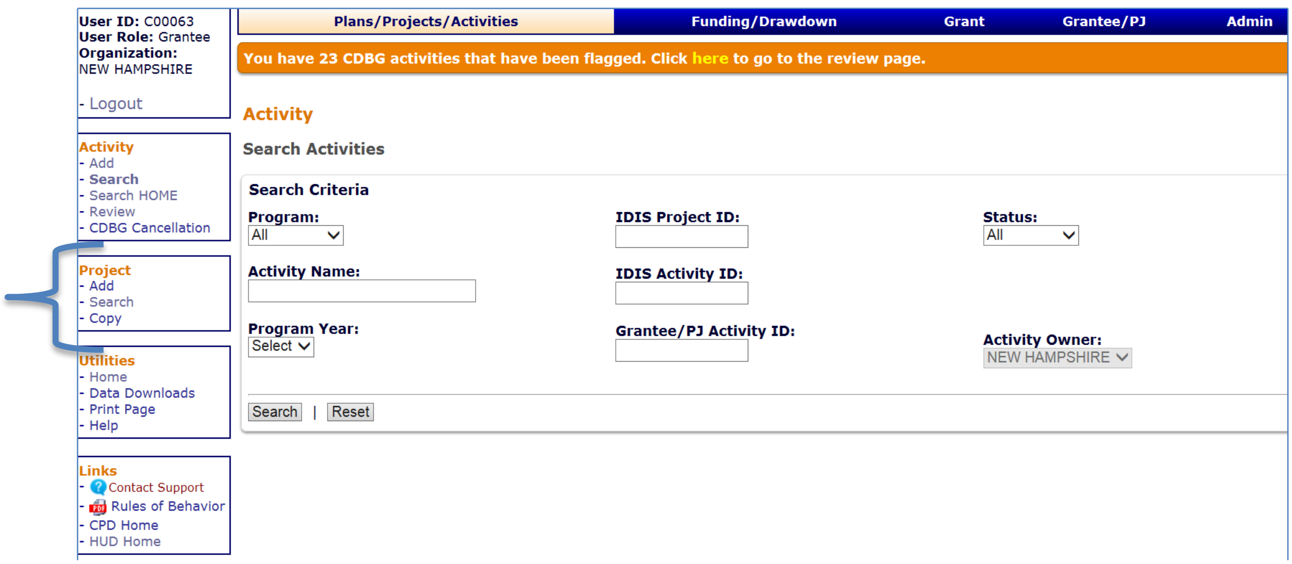
Clicking the link in the banner displays the Review Activities screen, which is covered in detail in Chapter 4. If no activities have been flagged, neither the message nor the Activity Review link is shown.

Chapter 2
PROJECTS

IDIS projects correspond to your Consolidated Plan/Action Plan projects, which describe the work you will be carrying out in the coming program year with the CPD grant funds you are awarded. Each IDIS project is set up under a specific plan year.

ACCESSING THE PROJECT FUNCTIONS

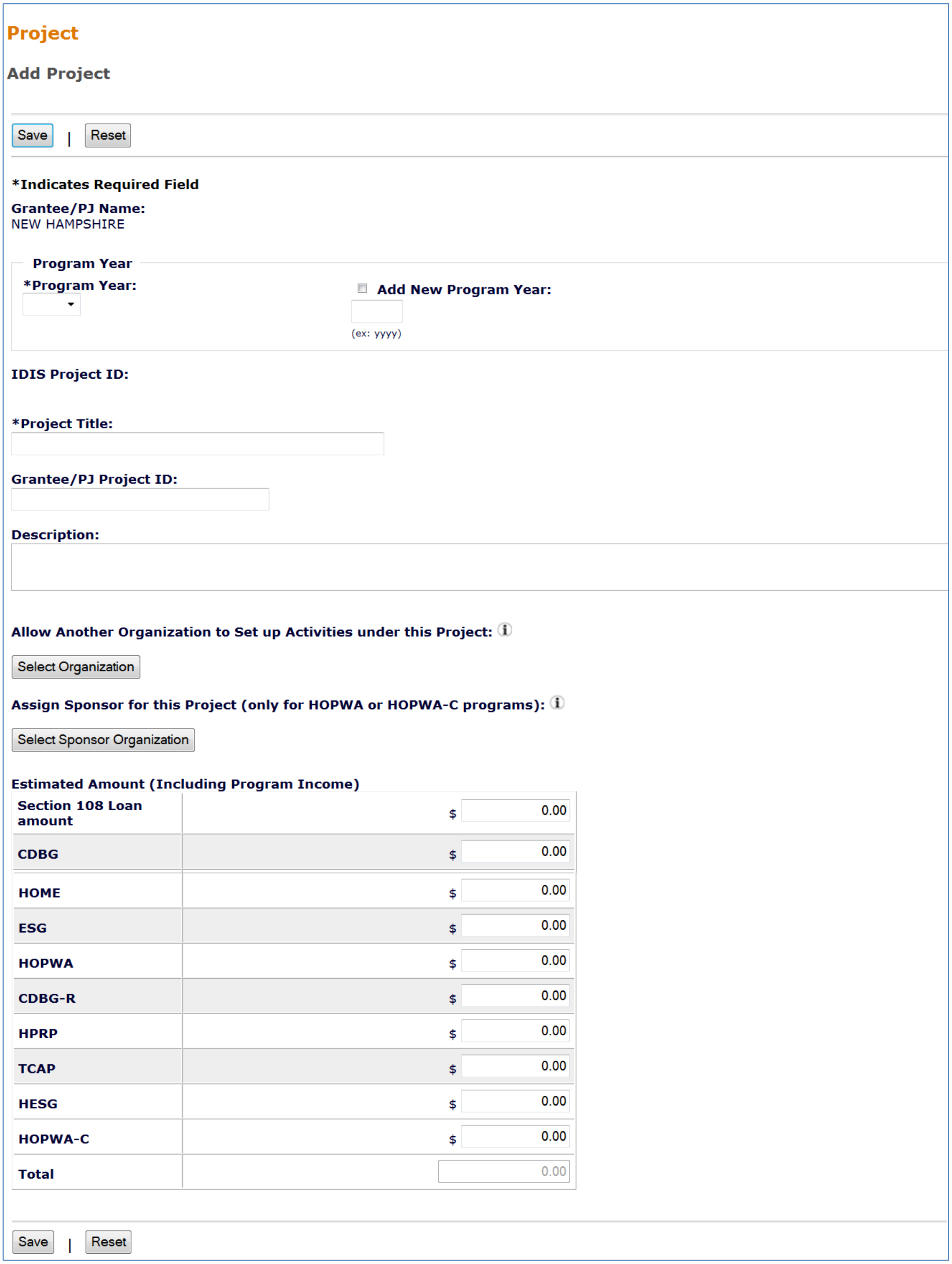
Click the Plans/Projects/Activities tab at the top of any screen to display the Search Activities screen. On it and all other Plans/Projects/Activities screens, links to the project functions you are authorized to access are listed on the left:



Each of the three Project functions is explained below.

ADD PROJECTS

Click the Project <u>Add</u> link on any Plans/Projects/Activities tab screen to display the Add Project screen:



Project

Add Project

Save | Reset

***Indicates Required Field**

Grantee/PJ Name:
NEW HAMPSHIRE

Program Year

***Program Year:**

Add New Program Year:
(ex: yyyy)

IDIS Project ID:

***Project Title:**

Grantee/PJ Project ID:

Description:

Allow Another Organization to Set up Activities under this Project:

Select Organization

Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs):

Select Sponsor Organization

Estimated Amount (Including Program Income)

Section 108 Loan amount	$	0.00
CDBG	$	0.00
HOME	$	0.00
ESG	$	0.00
HOPWA	$	0.00
CDBG-R	$	0.00
HPRP	$	0.00
TCAP	$	0.00
HESG	$	0.00
HOPWA-C	$	0.00
Total		0.00

Save | Reset

The required fields on the Add Project screen are PROGRAM YEAR, PROJECT TITLE, and ESTIMATED AMOUNT.

Field	Description
Grantee/PJ Name	This read-only field shows the name of the grantee whose Consolidated Plan/Action Plan the project is being set up under.
Program Year	Select the program year under which the project is to be set up. If the year you want is not listed, leave this field blank and tab to the next field, ADD NEW PROGRAM YEAR.
Add New Program Year	To add a year that is not listed on the PROGRAM YEAR dropdown, click this box and type in the new year.
IDIS Project ID	Initially this field is blank. The system assigns an ID the first time the project is saved.
Project Title	Enter a name for the project, following the naming standards your organization has established.
Grantee/PJ Project ID	To assign your own identifier to this project, enter it here.
Description	A description of the project is optional.
Allow Another Organization to Set Up Activities under this Project	To allow IDIS users at another organization to set up activities under this project: • Click the [Select Organization] button. • On the Select Organization page, enter search criteria if you wish or leave the search fields blank to display a list that includes your HOME subgrantees. • Click the [Search] button. • Select an organization by clicking first on the radio button next to its name and then on the [Select] button. To return to the Add Project page without making a selection, click the [Cancel] button.
Assign Sponsor for this Project (only for HOPWA or HOPWA-C Programs)	Not applicable to HOME projects.
Estimated Amount (Including Program Income)	The programs listed here depend on your security profile. Enter the estimated amount of Section 108 loan funds and/or the amount of grant funds and program income budgeted for this project from each CPD program. You must enter at least one amount; you may enter more than one. Input the amount as dollars and cents. If you omit the cents, the system will append '.00'.

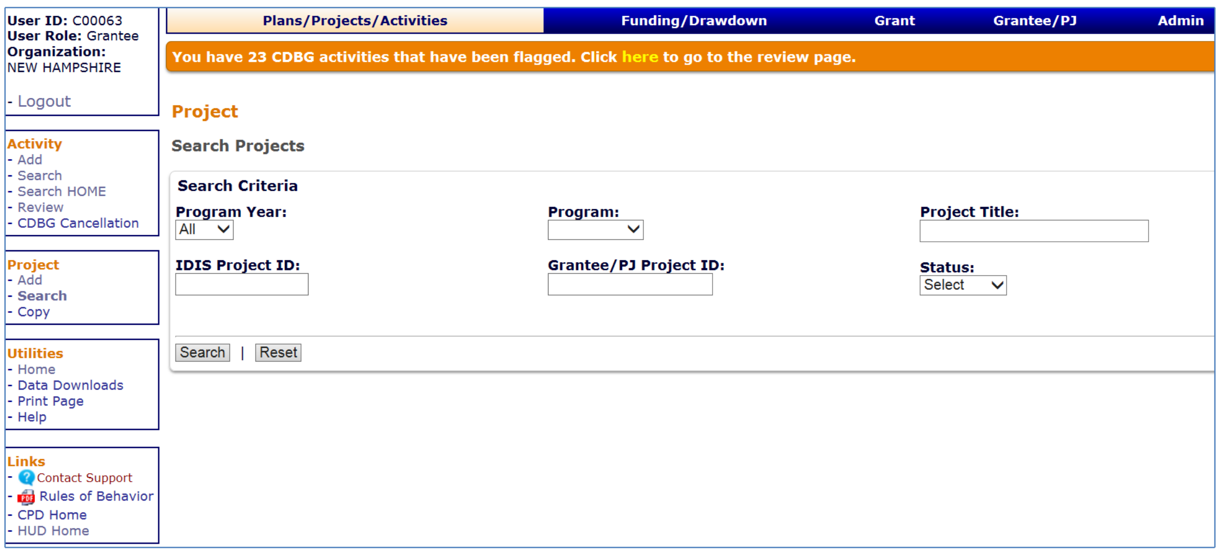
Click the [Save] button to add the project or the [Reset] button to exit without saving. When a project is saved, the screen is returned in edit mode (see page 2-6). Clicking [Reset] displays the Search Projects screen, explained on the next page.

EDIT/VIEW PROJECTS

To edit or view a project, you must first conduct a search to retrieve it. Click the Project Search link on any Plans/Projects/Activities tab screen to access the Search Projects screen.

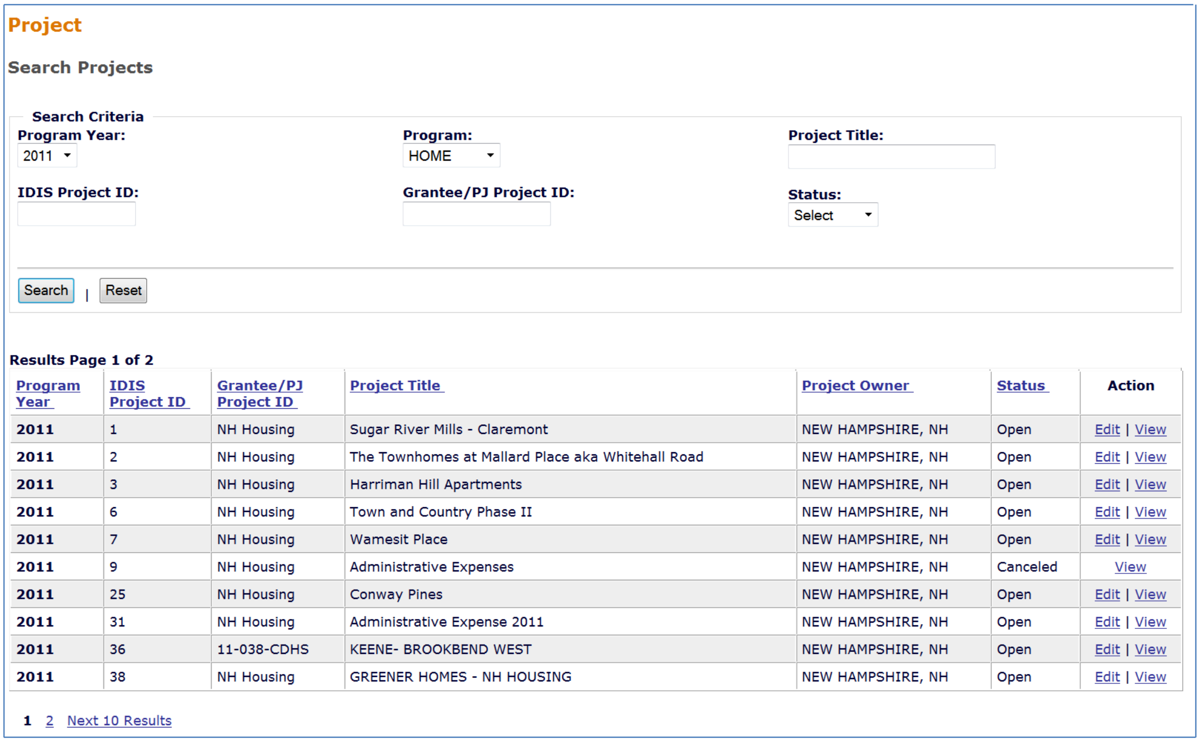
SEARCH PROJECTS SCREEN

Specify as many or few search criteria as you wish to retrieve the project(s) you want to edit/view:



Field	Description
Program Year	To limit the results to a particular year, select it from the dropdown.
IDIS Project ID	To limit the results to a particular project, enter the project's system-assigned ID. Specifying a Program Year and an IDIS Project ID will uniquely identify a project.
Program	Specify a program to narrow the results to projects where the Estimated Amount for the selected program is greater than zero.
Grantee/PJ Project ID	Limit the results to projects with a Grantee/PJ Project ID that contains the text string you enter here.
Project Title	Limit the results to projects with a Project Title that contains the text string you enter here.
Status	Search for projects with a particular status by selecting **Open** or **Canceled**.

Click the [Search] button to run the search and display the projects that meet the criteria you specified:



Project

Search Projects

Search Criteria

Program Year: 2011

Program: HOME

Project Title:

IDIS Project ID:

Grantee/PJ Project ID:

Status: Select

Search | Reset

Results Page 1 of 2

Program Year	IDIS Project ID	Grantee/PJ Project ID	Project Title	Project Owner	Status	Action
2011	1	NH Housing	Sugar River Mills - Claremont	NEW HAMPSHIRE, NH	Open	Edit | View
2011	2	NH Housing	The Townhomes at Mallard Place aka Whitehall Road	NEW HAMPSHIRE, NH	Open	Edit | View
2011	3	NH Housing	Harriman Hill Apartments	NEW HAMPSHIRE, NH	Open	Edit | View
2011	6	NH Housing	Town and Country Phase II	NEW HAMPSHIRE, NH	Open	Edit | View
2011	7	NH Housing	Wamesit Place	NEW HAMPSHIRE, NH	Open	Edit | View
2011	9	NH Housing	Administrative Expenses	NEW HAMPSHIRE, NH	Canceled	View
2011	25	NH Housing	Conway Pines	NEW HAMPSHIRE, NH	Open	Edit | View
2011	31	NH Housing	Administrative Expense 2011	NEW HAMPSHIRE, NH	Open	Edit | View
2011	36	11-038-CDHS	KEENE- BROOKBEND WEST	NEW HAMPSHIRE, NH	Open	Edit | View
2011	38	NH Housing	GREENER HOMES - NH HOUSING	NEW HAMPSHIRE, NH	Open	Edit | View

1 2 Next 10 Results

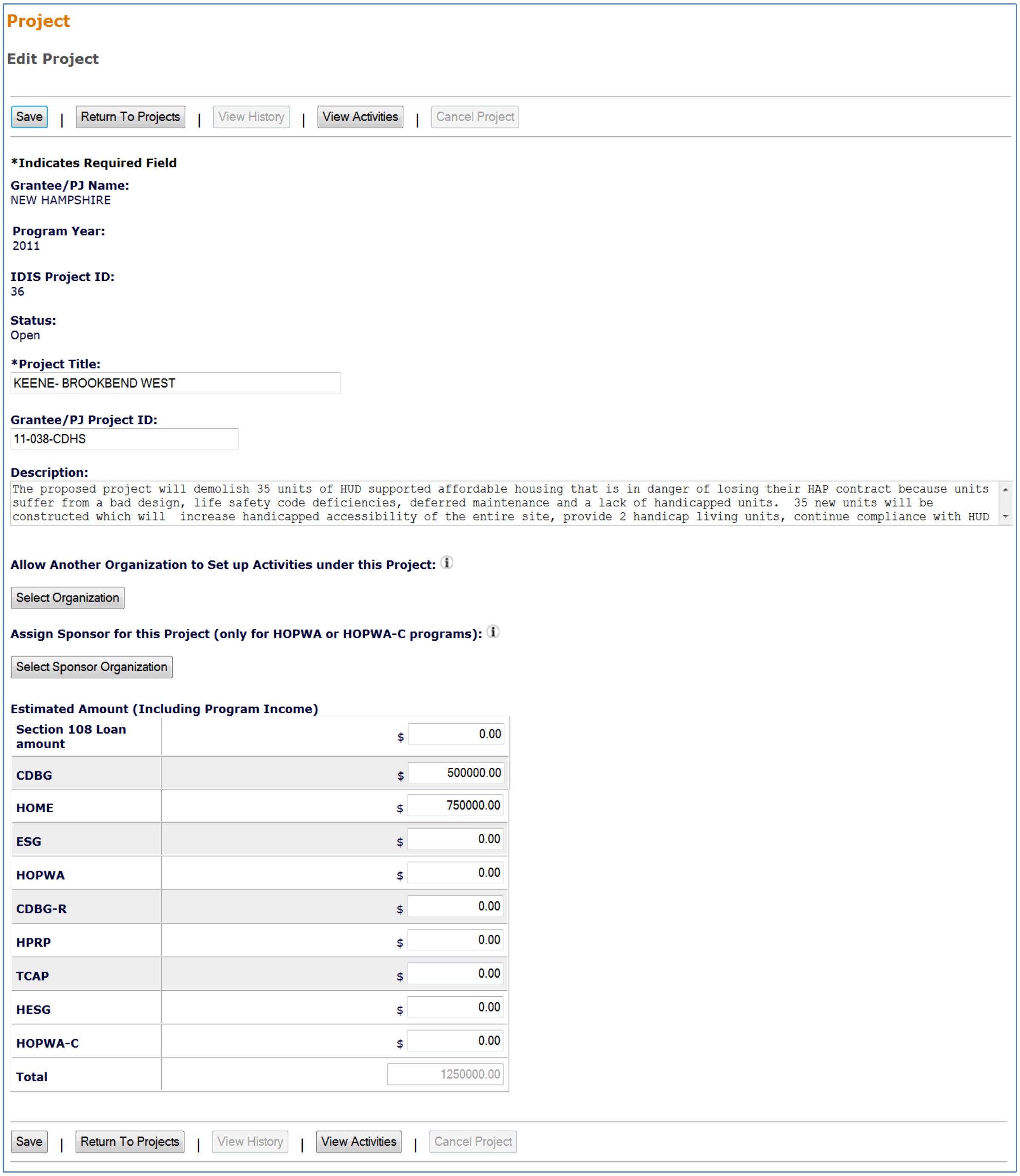
On initial display, the results are sorted by PROGRAM YEAR (descending) and IDIS PROJECT ID (ascending). You can change the sort field and the sort order (ascending or descending) by clicking on any column header that is in blue and underlined.

Select the project you want to process by clicking the Edit or View link in the last column. Only the View link will be available for canceled projects and for users not authorized to edit projects.

Depending on the link selected, the Edit Project or View Project screen will be displayed. The two screens are very similar except, of course, that data on the View screen cannot be changed. Only the Edit Project screen is shown here.

EDIT PROJECT SCREEN

The Edit Project screen is quite similar to the Add Project screen:



Project

Edit Project

Save | Return To Projects | View History | View Activities | Cancel Project

***Indicates Required Field**

Grantee/PJ Name:
NEW HAMPSHIRE

Program Year:
2011

IDIS Project ID:
36

Status:
Open

***Project Title:**
KEENE- BROOKBEND WEST

Grantee/PJ Project ID:
11-038-CDHS

Description:
The proposed project will demolish 35 units of HUD supported affordable housing that is in danger of losing their HAP contract because units suffer from a bad design, life safety code deficiencies, deferred maintenance and a lack of handicapped units. 35 new units will be constructed which will increase handicapped accessibility of the entire site, provide 2 handicap living units, continue compliance with HUD

Allow Another Organization to Set up Activities under this Project:

Select Organization

Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs):

Select Sponsor Organization

Estimated Amount (Including Program Income)

Section 108 Loan amount	$	0.00
CDBG	$	500000.00
HOME	$	750000.00
ESG	$	0.00
HOPWA	$	0.00
CDBG-R	$	0.00
HPRP	$	0.00
TCAP	$	0.00
HESG	$	0.00
HOPWA-C	$	0.00
Total		1250000.00

Save | Return To Projects | View History | View Activities | Cancel Project

The first four fields—GRANTEE/PJ NAME, PROGRAM YEAR, IDIS PROJECT ID, and STATUS—are protected from update. The STATUS of every project that can be edited is **Open**, meaning that activities may be set up under it.

All of the other fields (described on page 2-3) may be changed.

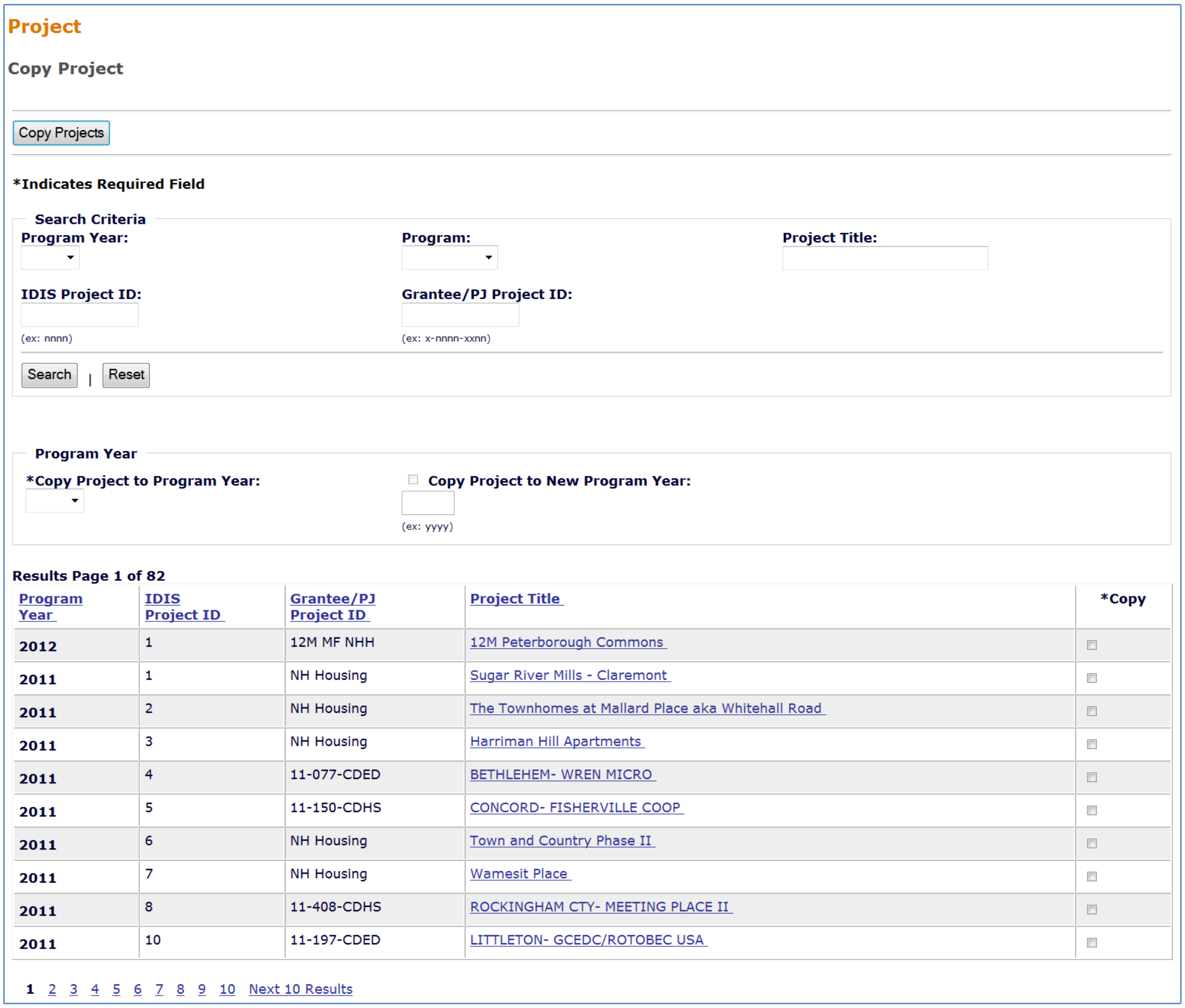
Click the [Save] button to save your changes or the [Return to Projects] button to exit without saving.

Additional buttons on this screen are:

- [View History], enabled only if any ESTIMATED AMOUNT has ever been changed. Clicking it displays the Project History screen, which shows what the amount(s) were changed from.
- [View Activities], which displays a list of the activities set up under a project. There is a link for returning to the Edit Project screen next to the [Reset] button on the activity list screen.
- [Cancel Project], enabled only if there are no activities or only canceled activities set up under the project. Click it to change the project status to **Canceled**, meaning that activities cannot be set up under it. You will be asked to confirm the cancellation on a separate screen. A project that has been canceled may be reopened (see page 2-9).

COPY PROJECTS

Click the Project Copy link on any Plans/Projects/Activities tab screen to display the Copy Project screen:



Project

Copy Project

Copy Projects

***Indicates Required Field**

Search Criteria

Program Year: **Program:** **Project Title:**

IDIS Project ID: (ex: nnnn)

Grantee/PJ Project ID: (ex: x-nnnn-xxnn)

Search | Reset

Program Year

***Copy Project to Program Year:**

Copy Project to New Program Year: (ex: yyyy)

Results Page 1 of 82

Program Year	IDIS Project ID	Grantee/PJ Project ID	Project Title	*Copy
2012	1	12M MF NHH	12M Peterborough Commons	
2011	1	NH Housing	Sugar River Mills - Claremont	
2011	2	NH Housing	The Townhomes at Mallard Place aka Whitehall Road	
2011	3	NH Housing	Harriman Hill Apartments	
2011	4	11-077-CDED	BETHLEHEM- WREN MICRO	
2011	5	11-150-CDHS	CONCORD- FISHERVILLE COOP	
2011	6	NH Housing	Town and Country Phase II	
2011	7	NH Housing	Wamesit Place	
2011	8	11-408-CDHS	ROCKINGHAM CTY- MEETING PLACE II	
2011	10	11-197-CDED	LITTLETON- GCEDC/ROTOBEC USA	

1 2 3 4 5 6 7 8 9 10 Next 10 Results

The screen is divided into three sections: Search Criteria, Program Year, and Results.

Search Criteria

On initial display, all of your projects are listed. You can limit the results (and so reduce the amount of paging you may need to do) by running a search (see page 2-4 for details).

Program Year

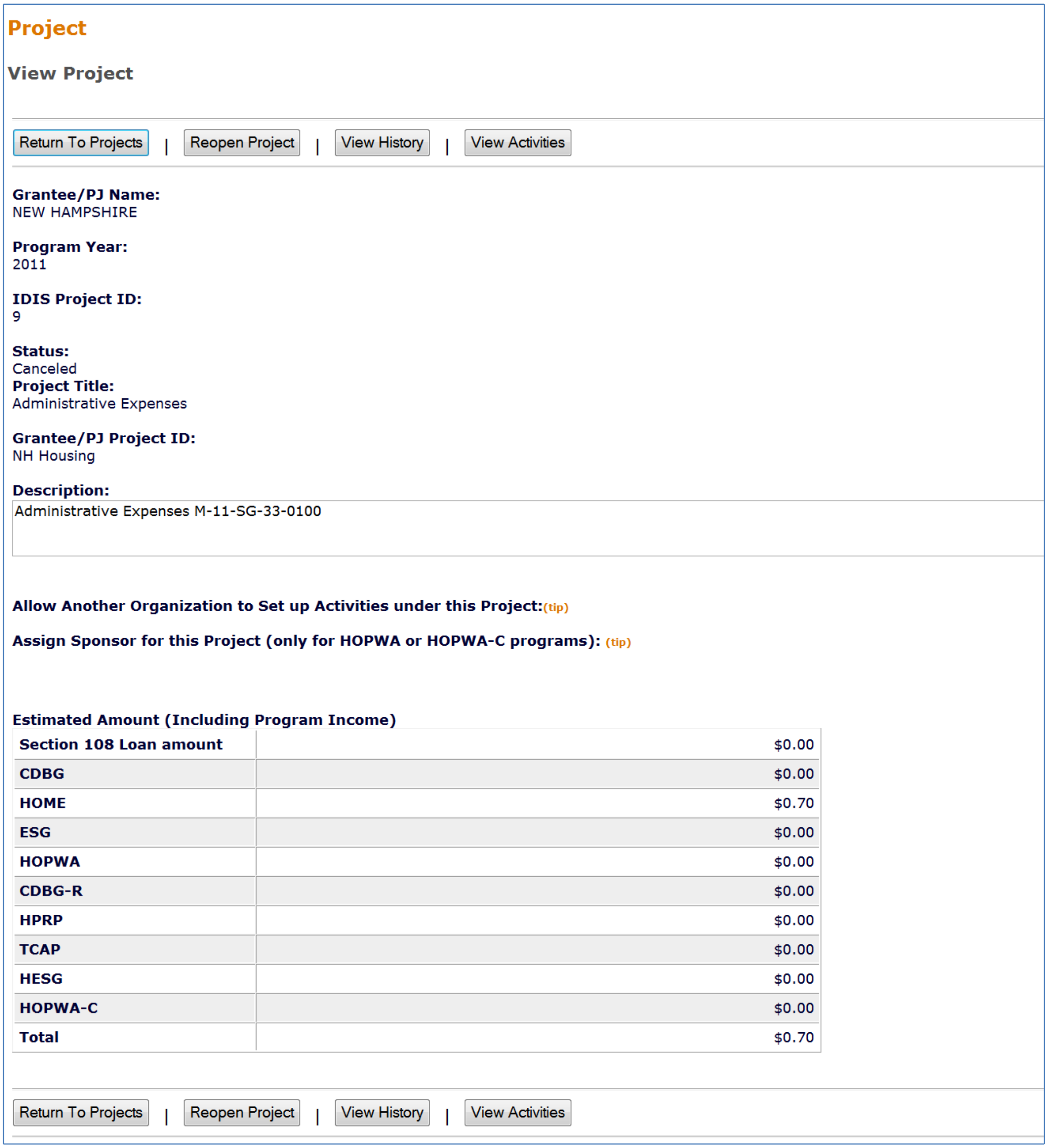
On the COPY PROJECT TO PROGRAM YEAR dropdown, click the program year the project is to be copied to. If the year you want is not listed, leave this field blank and tab to the next field, COPY PROJECT TO NEW PROGRAM YEAR. Click the box and type in the new year.

Results

Click the box in the Copy column of each project to be copied, and then click the [Copy Projects] button at the top/bottom of the page. The Copy Projects page is redisplayed with the copied projects included in the results.

REOPEN A CANCELED PROJECT

To change the status of a project from **Canceled** back to **Open**, choose the View link for the canceled project on the Search Projects screen (see pages 2-4 and 2-5). The View Project screen is displayed:



Project

View Project

[Return To Projects] | [Reopen Project] | [View History] | [View Activities]

Grantee/PJ Name:
NEW HAMPSHIRE

Program Year:
2011

IDIS Project ID:
9

Status:
Canceled
Project Title:
Administrative Expenses

Grantee/PJ Project ID:
NH Housing

Description:
Administrative Expenses M-11-SG-33-0100

Allow Another Organization to Set up Activities under this Project:(tip)

Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs): (tip)

Estimated Amount (Including Program Income)

Section 108 Loan amount	$0.00
CDBG	$0.00
HOME	$0.70
ESG	$0.00
HOPWA	$0.00
CDBG-R	$0.00
HPRP	$0.00
TCAP	$0.00
HESG	$0.00
HOPWA-C	$0.00
Total	$0.70

[Return To Projects] | [Reopen Project] | [View History] | [View Activities]

Click the [Reopen Project] button at the top/bottom of the screen. The Search Projects screen is redisplayed showing the project with a STATUS of **Open**.

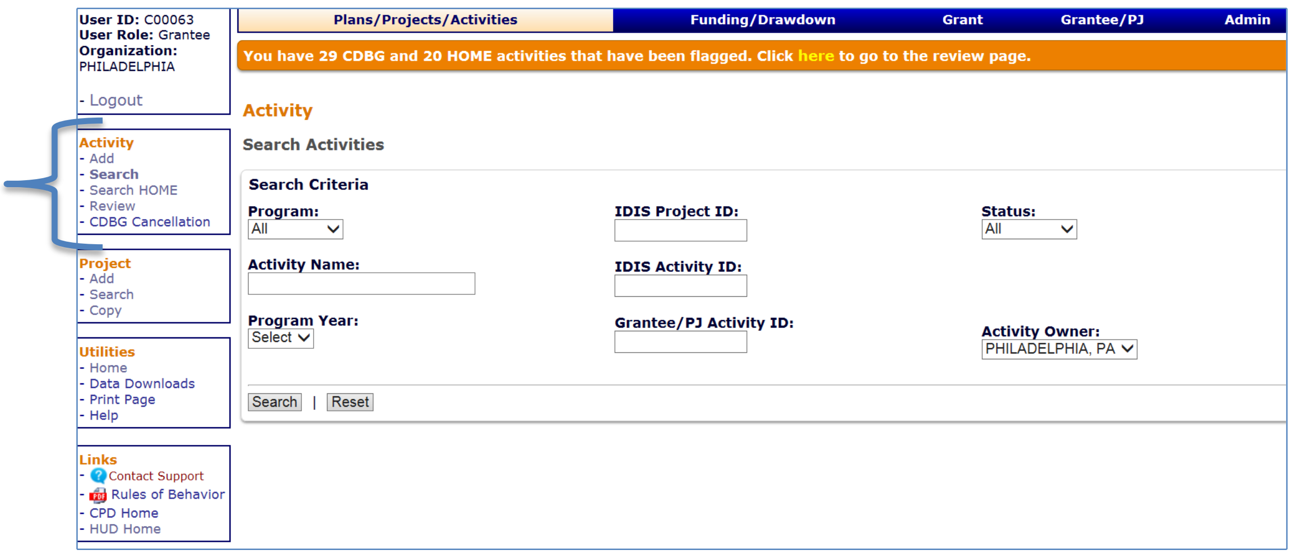
To exit without reopening the canceled project, click the [Return to Projects] button.

Chapter 3
THE COMMON ACTIVITY SCREENS

HOME, CDBG, ESG, HOPWA, and the Recovery Act programs all use the same screens to add a new activity, access an existing activity for update, copy an activity, and reopen a completed or canceled activity. These common screens are explained in this chapter.

ACCESSING THE COMMON ACTIVITY FUNCTIONS

Click the Plans/Projects/Activities tab at the top of any page to display the Search Activities screen. On it and all other Plans/Projects/Activities tab screens, links to the activity functions you are authorized to access are listed on the left:



The Add link accesses the initial activity setup screen that must be filled in for every activity entered in IDIS. It is described starting on the next page.

The Search link displays the screen shown above, which is the starting point for processing existing activities. Turn to page 3-5 for details.

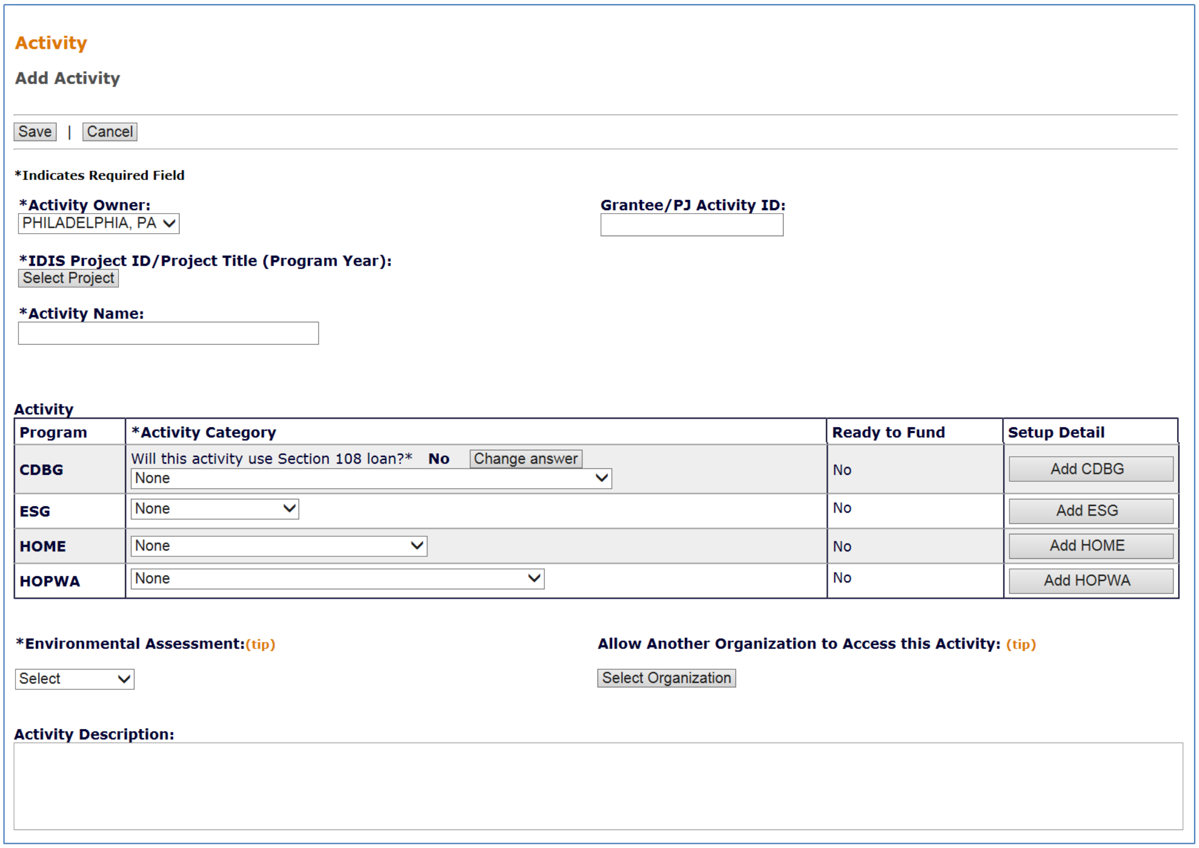
The Search Home link accesses a screen for searching your HOME activities, and is covered in Chapter 5.

The Review link is listed only if the orange banner with the message that CDBG and/or HOME activities have been flagged is displayed at the top of the screen. It is explained in Chapter 4.

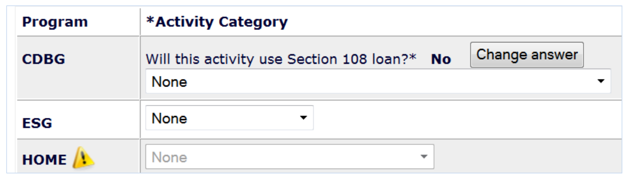
The CDBG Cancellation link does not apply to HOME activities and is not covered in this manual.

ADD ACTIVITIES

Click the Activity Add link on any Plans/Projects/Activities tab screen to display the Add Activity screen:



Field	Description
Activity Owner	If the name of the grantee whose Action Plan project the activity is to be set up under is not shown in this field, select the correct grantee from the dropdown. If you change the ACTIVITY OWNER, also click the [Refresh Project List] button to display that grantee's projects.
IDIS Project ID/Project Title (Program Year)	To select the program year and project for the activity: 1. Click the [Select Project] button. The Search Projects screen is displayed. 2. On the Search Projects screen, enter search criteria to find the program year and project you want to assign to the activity. Click [Search] to display the results. 3. In the last column of the results table, click "Select" for the Program Year and Project to be assigned. Your selection is displayed in the IDIS Project ID/Project Title (Program Year) field. To change the program year and project, click the [Change Project] button.
Activity Name	Enter a name for the activity.

Field	Description
Grantee/PJ Activity ID	This is an optional field for your own activity identifier.
Program	All of the programs for which you have activity setup authority are listed. Only the HOME Program is covered in this manual. Note: You will not be able to add a new HOME activity if the HOME field is marked with a yellow exclamation point:  It indicates that HOME activities have been flagged for infrequent draws and/or for being in final draw for 120 days or more (see Chapter 4). Those flags must be cleared before you will be able to set up a new HOME activity.
Activity Category	The HOME activity categories are: **Rental** – PJs may use HOME funds to acquire, rehabilitate, or construct affordable rental housing. **Homebuyer** – HOME funds may be used to finance the acquisition and/or new construction or the acquisition and rehabilitation of homes for homebuyers. **Homeowner Rehab** – PJs may use HOME funds to assist existing homeowners with the repair, reconstruction, or rehabilitation of their homes. **Tenant-Based Rental Assistance (TBRA)** – Tenants may receive HOME funds to pay for rent, security deposits, and utility costs and deposits. **AD/CO/CC Only** – Select this for activities that will be funded *only* with Administration (AD), CHDO Operating Expenses (CO), CHDO Capacity Building (CC), and/or Program Income for Administration (PA) funds.
Ready to Fund	This read-only field is always **No** on the Add Activity screen.
Setup Detail [Add HOME] button	Once all required data fields have been input, clicking this button displays the first HOME setup screen. The button is deactivated for AD/CO/CC Only activities.
Environmental Assessment	The choices are **Completed**, **Exempt**, or **Underway**. If you leave the field blank, it is automatically set to **Completed** if you have selected a HOME ACTIVITY CATEGORY. For HOME rental, homebuyer, and homeowner rehab activities, it should always be **Completed**, because HOME regulations require the environmental review to be completed before the activity is funded [see 24 CFR 92.352(b)(1)]. For TBRA and AD/CO/CC activities, it should be **Exempt**.

Field	Description
Allow Another Organization to Access this Activity	If you want IDIS users at another organization to be able to access this activity: 1. Click the [Select Organization] button. 2. On the Select Organization page, enter search criteria if you wish or leave the search fields blank to display a list that includes your HOME subgrantees. 3. Click the [Search] button. 4. To select an organization, click first on the radio button next to its name and then on the [Select] button. To return to the Add Activity page without selecting an organization, click the [Cancel] button.
Activity Description	A description of the activity is optional.

If you are setting up a housing activity, click the [Add HOME] button to access the HOME-specific setup screens. The rental setup screens are described in Chapters 6 and 7, the homebuyer screens in Chapters 8 and 9, the homeowner rehab screens in Chapters 10 and 11, and the TBRA screens in Chapter 12.

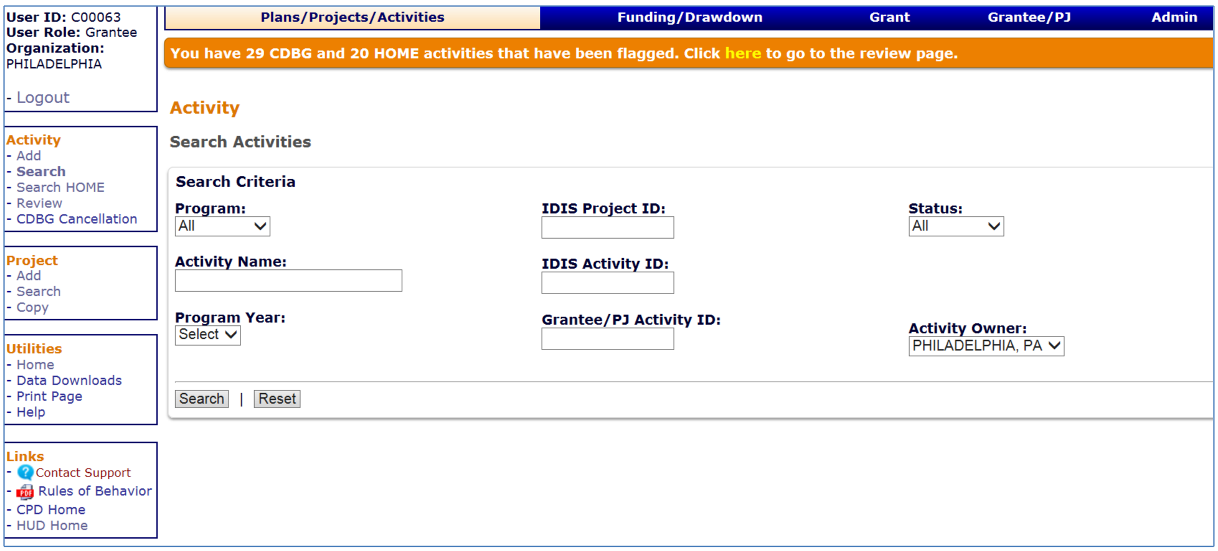
If you are setting up an AD/CO/CC Only activity, there are no HOME-specific screens to fill in, so just click the [Save] button. The screen is redisplayed in edit mode, and the activity is ready to be funded (see Chapter 18). Additional details about AD/CO/CC Only activities are provided in Chapter 13.

EDIT/VIEW ACTIVITIES

To view or update an existing activity (e.g., modify previously entered setup information, add/update HOME completion data, or change the activity's status), you must first conduct a search to retrieve it.

SEARCH ACTIVITIES SCREEN

Click the Activity Search link on any Plans/Projects/Activities tab screen to access the Search Activities screen:



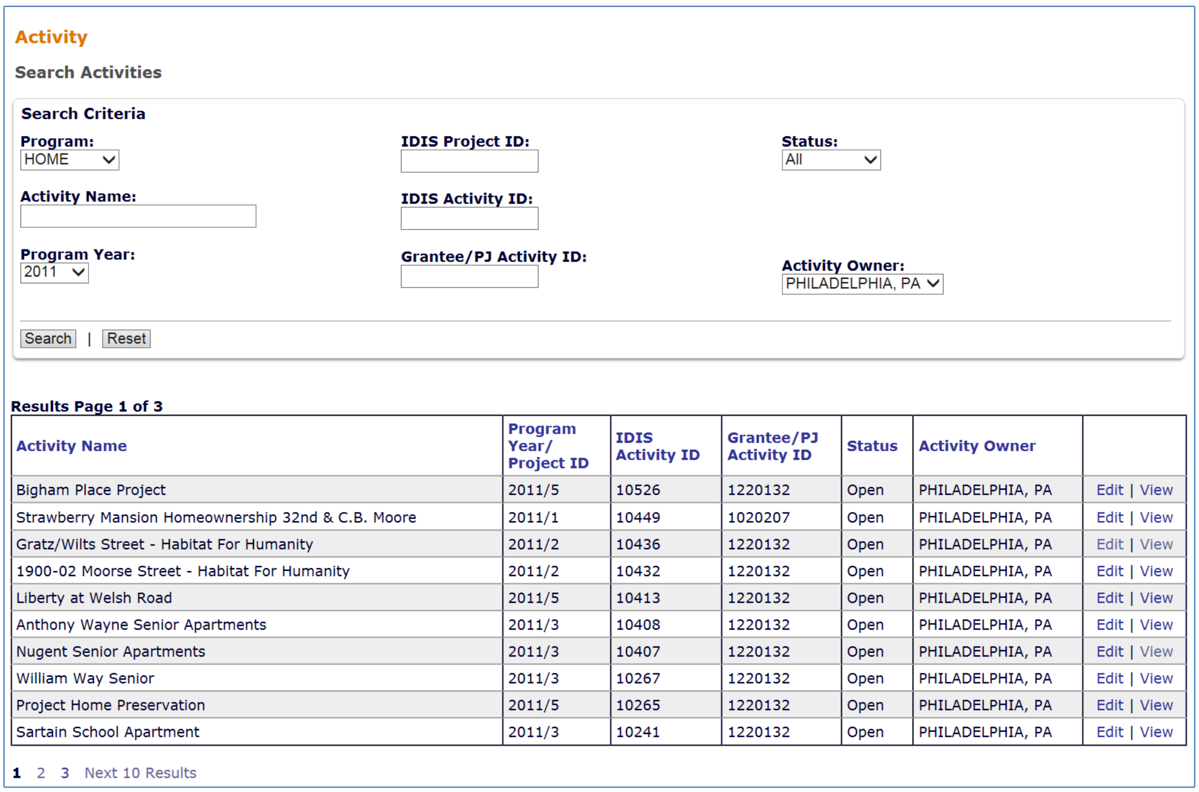
The purpose of the screen is for you to identify the activity or activities you want to update. To do so, you can:

- 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 ID here.
IDIS Activity ID	The quickest way to retrieve a particular activity is to enter its IDIS ACTIVITY ID. Since this is the unique identifier for an activity, there is no need to input any other search criteria.

Field	Description
Grantee/PJ Activity ID	Limit the results to activities with a grantee/PJ activity ID containing the text string you input here.
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 should select the grantee who owns the Action Plan project that the activity is set up under.

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



Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Status	Activity Owner	
Bigham Place Project	2011/5	10526	1220132	Open	PHILADELPHIA, PA	Edit | View
Strawberry Mansion Homeownership 32nd & C.B. Moore	2011/1	10449	1020207	Open	PHILADELPHIA, PA	Edit | View
Gratz/Wilts Street - Habitat For Humanity	2011/2	10436	1220132	Open	PHILADELPHIA, PA	Edit | View
1900-02 Moorse Street - Habitat For Humanity	2011/2	10432	1220132	Open	PHILADELPHIA, PA	Edit | View
Liberty at Welsh Road	2011/5	10413	1220132	Open	PHILADELPHIA, PA	Edit | View
Anthony Wayne Senior Apartments	2011/3	10408	1220132	Open	PHILADELPHIA, PA	Edit | View
Nugent Senior Apartments	2011/3	10407	1220132	Open	PHILADELPHIA, PA	Edit | View
William Way Senior	2011/3	10267	1220132	Open	PHILADELPHIA, PA	Edit | View
Project Home Preservation	2011/5	10265	1220132	Open	PHILADELPHIA, PA	Edit | View
Sartain School Apartment	2011/3	10241	1220132	Open	PHILADELPHIA, PA	Edit | View

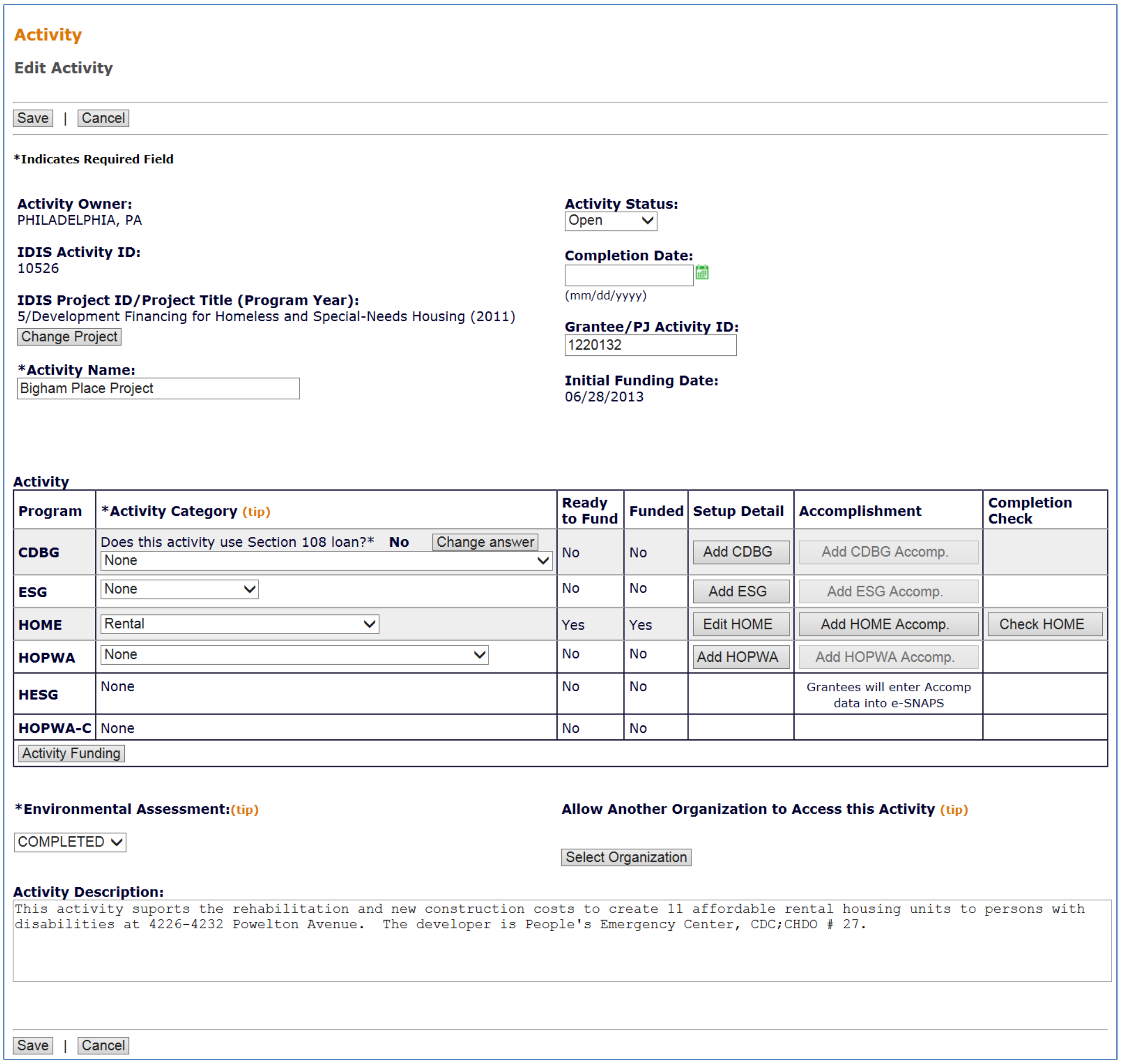
On initial display, the results are sorted by IDIS ACTIVITY ID in descending order. You can change the sort field and the sort order (ascending or descending) by clicking on any column header that is in blue and underlined.

Select the activity you want to process by clicking its <u>Edit</u> or <u>View</u> link in the last column. Only the <u>View</u> link will be available for completed and canceled activities and for users not authorized to update activities.

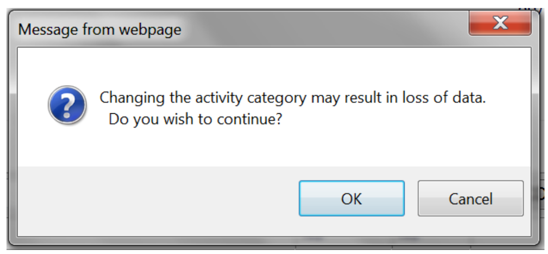
Depending on the link selected, the Edit Activity or View Activity screen will be displayed. The two screens are very similar except, of course, that data on the View screen cannot be changed. Only the Edit Activity screen is shown here.

EDIT ACTIVITY SCREEN

This screen is very similar to the Add Activity screen:



Field	Description
Activity Owner	Same as the Add Activity screen.
IDIS Activity ID	The system-generated identifier for the activity.
IDIS Project ID/Project Title (Program Year)	Same as the Add Activity screen. To select a different program year and/or project, click the [Change Project] button.
Activity Name	Same as the Add Activity screen.
Activity Status	A new activity is automatically assigned a status of **Open**. For the steps required to update the status to **Completed** or **Canceled**, turn to page 3-10.

Field	**Description**
Completion Date	This field defaults to today's date when the status of an activity is changed to **Completed** or **Canceled**. Turn to pages 3-10 and 3-11 for details about when the Completion Date can be set to a date other than today.
Grantee/PJ Activity ID	Same as the Add Activity screen.
Initial Funding Date	The date this activity was initially funded via the Activity Funding option. It is system-assigned and cannot be changed. If none of the HOME funds committed to an activity are drawn down within a year of the Initial Funding Date, the HOME funds are automatically "uncommitted." If the activity is funded only by HOME, the Activity Status is also reset from **Open** to **Canceled**. For more details, see HOME *FACTS* Vol. 3, No. 1 (June 2010).
Program	Only the HOME Program is covered in this manual.
Activity Category	When this field is changed, the following message is displayed:  *Caution!* If you click [OK], the data that has been entered on the HOME completion screens for a rental, homebuyer, or homeowner rehab activity will be deleted; for TBRA (which has no completion screens), data on the setup screens will be deleted. Click [Cancel] if you need to get screen prints of the data before it is deleted. The Activity Category of an activity funded with CHDO Reserve cannot be changed to Homeowner Rehab, TBRA, or AD/CO/CC Only.
Ready to Fund	If this read-only field is **No**, then required setup data is missing. It must be provided before the activity can be funded. If it is **Yes**, then all required setup data has been input and the activity can be funded. You can access the funding screens by clicking the [Activity Funding] button at the lower left of the Activity box.
Funded	This read-only field is **No** if the activity has not been funded and **Yes** if it has.
Setup Detail [HOME] button	Click this button to save any changes you have made on this screen and access the HOME setup screens for the activity. If the button label is [Add HOME], then no setup data has been entered. If it is [Edit HOME], then some or all setup data has been input.

Field	**Description**
Accomplishment [HOME] button	Click this button to save any changes you have made and access the HOME completion screens for the activity. If the button label is [Add HOME Accomp.] then no completion data has been input yet. If it is [Edit HOME Accomp.], then some or all accomplishment data has been input. The button is inactive if required setup data is missing. That data must be input before the completion screens can be accessed.
Completion Check [Check HOME] button	Before the status of an activity can be changed to **Completed**, you must click the [Check HOME] button to run a completion check. See the next page for more details.
Environmental Assessment	Same as the Add Activity screen.
Allow Another Organization…	Same as the Add Activity screen.
Activity Description	Same as the Add Activity screen.

Click the [Save] button to save or the [Cancel] button to cancel any changes you made on this screen and redisplay the Search Activities screen.

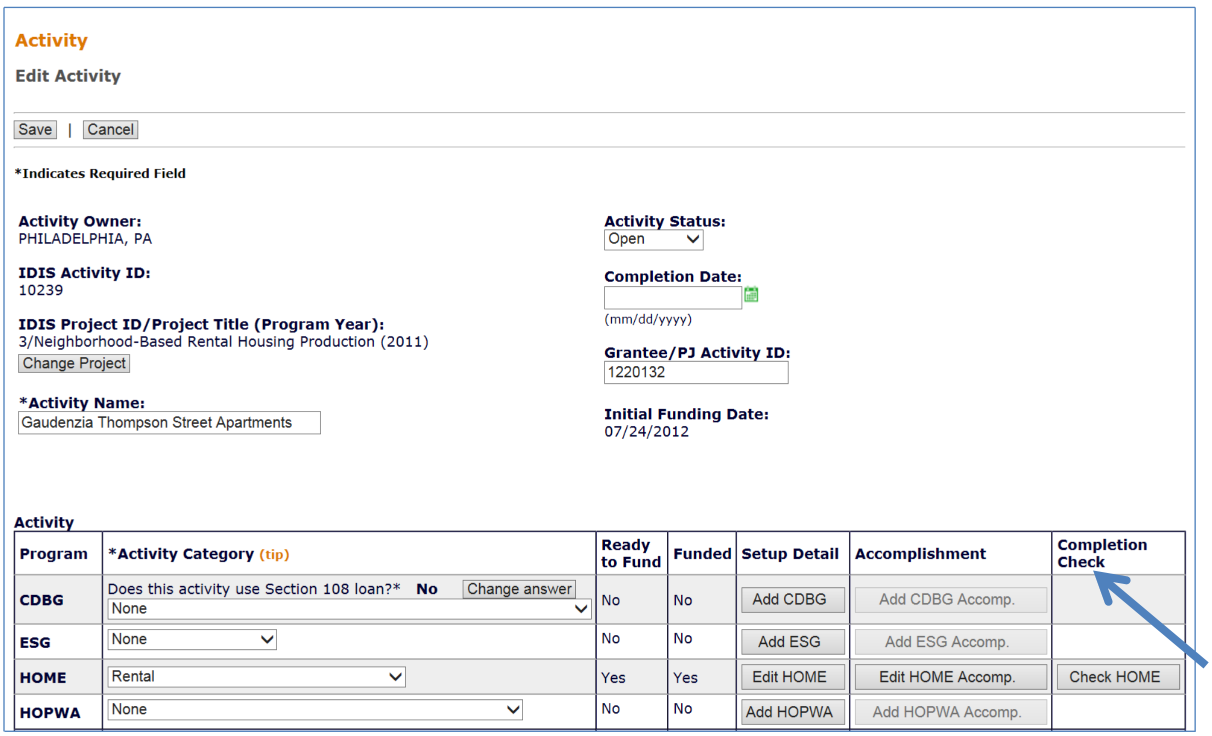
UPDATING THE ACTIVITY STATUS

As mentioned earlier, the valid values for ACTIVITY STATUS are **Open**, **Completed**, and **Canceled**. IDIS automatically assigns a status of **Open** to a new activity. It is your responsibility to indicate when an activity has been completed or canceled.

Changing the Status to Completed

The completion criteria for HOME activities are defined at 24CFR 92.2 under *Project Completion* (what is called a HOME project in the regulations is called an activity in IDIS).

Before you will be able to change the status to **Completed** in IDIS, you must run a "completion check." To do so, go to the Edit Activity screen (see page 3-7). You may need to scroll to the right to bring the Completion Check column into view:



Click the [Check HOME] button. Respond to any error messages, rerunning the check as many times as needed to get the message "HOME activity pathway is complete."

Once the completion check has run successfully, the status can be changed to **Completed** and the COMPLETION DATE provided. When a HOME activity is initially completed, the only valid COMPLETION DATE is today's date (the default if the field is left blank). If a completed HOME activity is later reopened (see page 3-12), the new COMPLETION DATE cannot be earlier than the initial COMPLETION DATE or later than today's date.

Click the [Save] button to save your changes and display the View Activity screen.

When the status is successfully updated to **Completed**, no further updates are permitted. Any undrawn funds that have been committed to the activity through the Activity Funding option are released and the funded amount is adjusted to equal the drawn amount.

Changing the Status to Canceled

If no funds have been drawn for the activity, select **Canceled** from the ACTIVITY STATUS dropdown. If the activity was:

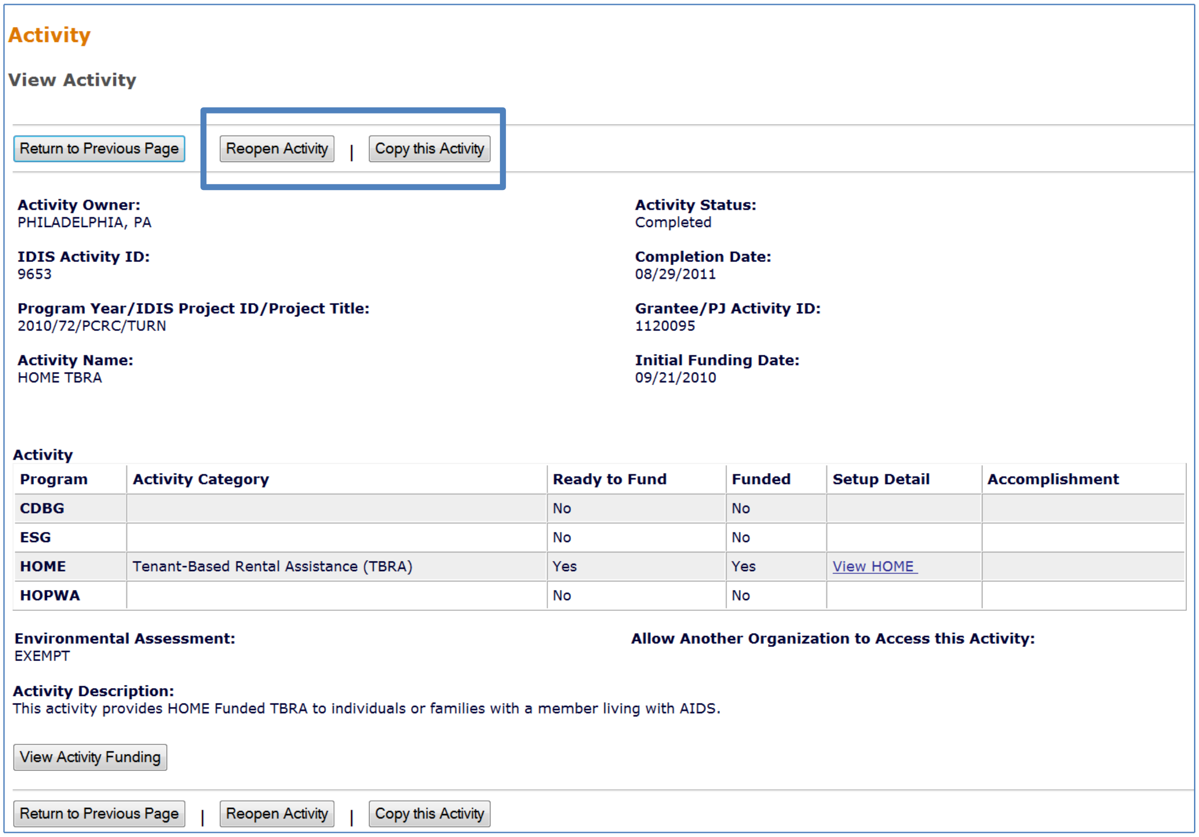
- Funded, the COMPLETION DATE cannot be earlier than the INITIAL FUNDING DATE or later than today. The committed funds will be released automatically.
- Never funded, the COMPLETION DATE cannot be later than today.

Instructions for cancelling an activity with draws are provided in Chapter 21.

REOPEN ACTIVITY AND COPY ACTIVITY

To access these functions, choose the View link for an activity on the Search Activities screen (see pages 3-5 and 3-6).

The [Reopen Activity] button is displayed for completed and canceled activities. The [Copy this Activity] button is displayed for all activities.



Activity

View Activity

Return to Previous Page | Reopen Activity | Copy this Activity

Activity Owner: PHILADELPHIA, PA

Activity Status: Completed

IDIS Activity ID: 9653

Completion Date: 08/29/2011

Program Year/IDIS Project ID/Project Title: 2010/72/PCRC/TURN

Grantee/PJ Activity ID: 1120095

Activity Name: HOME TBRA

Initial Funding Date: 09/21/2010

Activity

Program	Activity Category	Ready to Fund	Funded	Setup Detail	Accomplishment
CDBG		No	No		
ESG		No	No		
HOME	Tenant-Based Rental Assistance (TBRA)	Yes	Yes	View HOME	
HOPWA		No	No		

Environmental Assessment: EXEMPT

Allow Another Organization to Access this Activity:

Activity Description:
This activity provides HOME Funded TBRA to individuals or families with a member living with AIDS.

View Activity Funding

Return to Previous Page | Reopen Activity | Copy this Activity

Clicking the [Reopen Activity] button displays the activity on the Edit Activity screen with the message "Activity has been reopened successfully." The ACTIVITY STATUS is reset from **Completed** or **Canceled** to **Open** and the COMPLETION DATE is reset to blank.

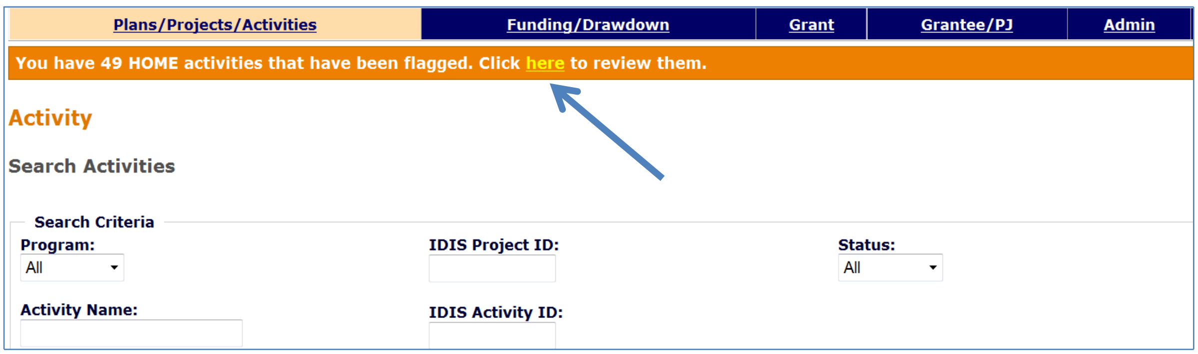
Clicking the [Copy Activity] button displays the message "Are you sure you want to copy?" Click [OK] to continue. The Edit Activity screen for the copied activity is displayed with the message "Activity copied to new activity with IDIS activity ID *nnnnn*." Only the setup data of a HOME activity is copied to the new activity. To move the copied activity to a different project, change its PROGRAM YEAR and/or IDIS PROJECT ID on the Edit Activity screen.

Chapter 4
THE HOME ACTIVITY REVIEW SCREEN

HOME rental, homebuyer, and homeowner rehab activities with a status of **Open** are flagged in IDIS if (1) HOME funds have been disbursed for the activity but no draws have been made in the previous 12 months, (2) the activity has been in final draw status for 120 days or more days, or (3) the activity is still open four or more years after the initial commitment of funds in IDIS.

Activities that have been flagged for reason (1) or (2) must be resolved before you will be able to set up new HOME activities or commit HOME funds to non-flagged activities in IDIS.

If any activities have been flagged, or will be flagged within 30 days or 90 days, an orange message bar alerting you to the number of activities with flags and warnings is displayed at the top of every screen:



To access the list of flagged activities, click the word here in the message (or the Activity Review link on the navigation bar) to display the Activity Review screen:

Plans/Projects/Activities | Funding/Drawdown | Grant | Grantee/PJ | Admin

Review Activities

CDBG | HOME

There are 49 open activities to be reviewed.

- **Infrequent Draws for 12 months or more: 4**
- Infrequent Draw status coming within 30 days: 1
- Infrequent Draw status coming within 90 days: 1
- **Final Draw for 120 days or more: 10**
- Final Draw for 30 days or more: 16
- Final Draw for 90 days or more: 7
- **Involuntarily Terminated - Activity not completed within 4 years of Initial Funding Date: 9**
- Involuntary Termination status coming within 90 days: 1

There are 14 activities in i) Infrequent Draw status for 12 months or more, and ii) Final Draw status for 120 days or more.

The ability to setup or commit funds to additional HOME activities is conditionally suspended until the participating jurisdiction completes or increases funding , or provides reason and comment for each activity.

Infrequent Draws for 12 months or more: 4

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Reason
1	UVSO SCATTERED SITE MULI-FAM. NEW PROJ-Maybaum Ave	2002/23	2337	051.G02.D12G.7209	Explain
2	EPISCOPAL COMMUNITY DEVELOPMENT-2003	2003/23	2499	NW051.G98.D18W0-1	Explain
3	CRESTPOINTE HOMES	2005/22	2940	051-G01-D11G0	Explain
4	Clinton Hill revitalization- ECD	2007/21	3610		Explain

Infrequent Draw status coming within 30 days: 1

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID
1	St.Claire's Resource Center on Roseville Project	2009/90	3636	nw051-G07-D17M0

Infrequent Draw status coming within 90 days: 1

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID
1	RIDEWOOD AVE APTS- PROJ LIVE	2007/22	3138	NW051-G07-D17M0

Final Draw for 120 days or more: 10

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID

The summary at the top of the screen shows the number of activities with flags (in orange text) and with 30-day and 90-day warnings (in blue text) for each of the three flag types. You can click on the number at the end of a line to go to the part of the screen where those activities are listed.

When applicable, the number of activities with Infrequent Draw and Final Draw flags is also displayed, with notice that the PJ's ability to set up and fund HOME activities has been suspended.

The activities are listed next, in the same order as the summary section. The actions required to resolve each type of flag are explained below.

INFREQUENT DRAWS FOR 12 MONTHS OR MORE

These are activities for which funds have been disbursed but that have had no draws in the past 12 months.* Warnings are also posted for activities that will be flagged within 30 days and within 90 days.

Infrequent Draws for 12 months or more: 4

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Reason
1	UVSO SCATTERED SITE MULI-FAM. NEW PROJ-Maybaum Ave	2002/23	2337	051.G02.D12G.7209	Explain
2	EPISCOPAL COMMUNITY DEVELOPMENT-2003	2003/23	2499	NW051.G98.D18W0-1	Explain
3	CRESTPOINTE HOMES	2005/22	2940	051-G01-D11G0	Explain
4	Clinton Hill revitalization- ECD	2007/21	3610		Explain

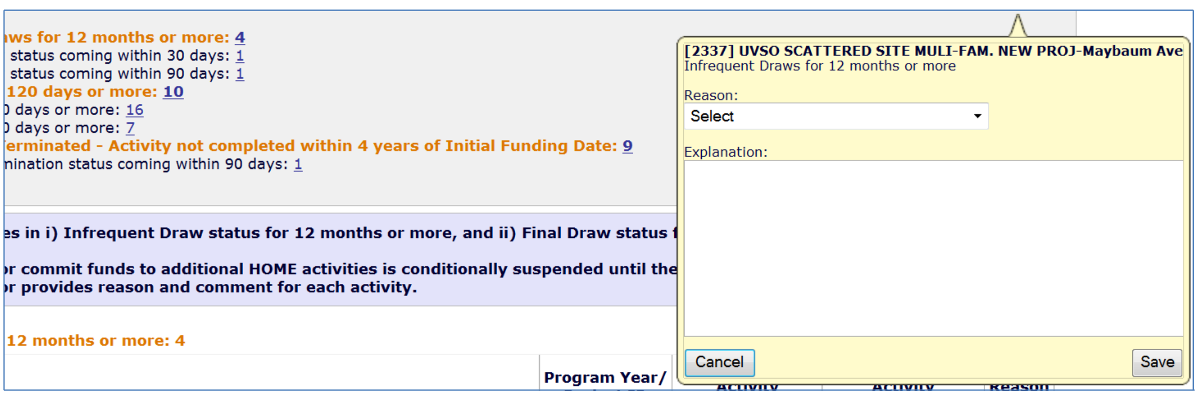
Infrequent Draw status coming within 30 days: 1

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID
1	St.Claire's Resource Center on Roseville Project	2009/90	3636	nw051-G07-D17M0

Infrequent Draw status coming within 90 days: 1

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID
1	RIDEWOOD AVE APTS- PROJ LIVE	2007/22	3138	NW051-G07-D17M0

For each flagged activity (in the screen print above, the first four activities), you must enter a reason and a narrative explanation before you will be able to set up new HOME activities or commit funds to non-flagged activities. To do so, click the Explain link in the last column to display this pop-up screen:



Select the REASON for the lack of timely disbursements, enter a narrative EXPLANATION of the status of the activity, and click the [Save] button. This should clear the flag. If it does not, please contact OneCPD "Ask A Question." Note that you will be required to update the REASON and EXPLANATION every 180 days until the activity is either cancelled or completed.

*Activities that have had no funds drawn down within a year of the INITIAL FUNDING DATE are automatically canceled (see page 3-8), not flagged.

FINAL DRAW FOR 120 DAYS OR MORE

These are activities in violation of the HOME rule at 24 CFR 92.502 (d)(1), which states that:

> Complete project completion information must be entered into the disbursement and information system, or otherwise provided, within 120 days of the final project drawdown. If satisfactory project completion information is not provided, HUD may suspend further project set-ups or take other corrective actions.

A HOME activity is in "final draw" when all the HOME funds committed to the activity in IDIS have been drawn down in IDIS.

Final Draw for 120 days or more: 10

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID
1	UVSO SCATTERED SITE MULI-FAM. NEW PROJ-Maybaum Ave	2002/23	2337	051.G02.D12G.7209
2	CRESTPOINTE HOMES	2005/22	2940	051-G01-D11G0
3	Clinton Hill revitalization- ECD	2007/21	3610	
4	85-87 Girard Place	2010/19	3947	051-g06-d16a0
5	224-226 7th st	2010/19	3954	051-g06-d16a0
6	33-35 Unity Ave	2010/19	3960	nw051-g06-d16A0
7	874 S.13th St	2010/19	3962	nw051-g06-d16a0
8	9 versey st	2010/19	3964	nw051-g06-d16a
9	99 Cedar St	2010/20	3966	nw051-g06-d16a
10	239 Lincoln Ave	2010/19	3969	nw051-g10-1d030

Final Draw for 90 days or more: 7

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID

For the actions you should take to resolve this type of flag, please see HOME *FACTS* Vol. 5, No. 1, posted at:

> http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/library/homefacts/vol5no1/

The system will prevent you from setting up new HOME activities and funding non-flagged activities until the flags are cleared.

Note: Single-address homebuyer activities with a valid date in the IF LEASE PURCHASE, DATE OF AGREEMENT field (see page 8-10) are exempt from this flag, as are multi-address homebuyer activities having at least one unit under a lease purchase agreement (see page 9-4).

INVOLUNTARILY TERMINATED – ACTIVITY NOT COMPLETED WITHIN 4 YEARS OF INITIAL FUNDING DATE

These are activities with an IDIS INITIAL FUNDING DATE (see page 3-8) of more than four years ago that are still in **Open** status. Activities approaching the four-year mark are also listed.

Involuntarily Terminated - Activity not completed within 4 years of Initial Funding Date: 9

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Blocked by HUD
1	ORR APARTMENTS	1995/3	1062	3D15H11.30.362.95	No
2	UMMAT DEVELOPERS, INC.	1998/3	1188	3D18W11.30.365.98	No
3	UVSO SCATTERED SITE MULI-FAM. NEW PROJ-Maybaum Ave	2002/23	2337	051.G02.D12G.7209	No
4	EPISCOPAL COMMUNITY DEVELOPMENT-2003	2003/23	2499	NW051.G98.D18W0-1	No
5	DON PEDRO DEVELOPMENT CORPORATION	2003/22	2504	NW051.G04.D14M0	No
6	17TH STREET APARTMENTS	2003/22	2505	NW051.G04.D14M0	No
7	UNION CHAPEL ESTATES	2005/22	2928	NW051-G01-D11G0	No
8	CRESTPOINTE HOMES	2005/22	2940	051-G01-D11G0	No
9	LINCOLN PARK COAST CULTURAL DISTRICT,INC	2006/30	2948	NW051-G06-D16A0	No

Involuntary Termination status coming within 90 days: 1

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID
1	50-60 Columbia St	2007/22	3124	NW051-G07-D17TO

At this time, the 'Involuntarily Terminated' HOME flag is only informational for activities that were not set up under an FY 2012 or 2013 Consolidated Plan/Action Plan project. The flag has no impact on IDIS functionality and will not result in termination of the activity by HUD.

However, a provision in the FY 2012 HOME Appropriation Law and FY 2013 Continuing Resolution imposes a four-year completion deadline on HOME activities set up in IDIS under 2012 and 2013 Action Plan projects (i.e., activities with a PROGRAM YEAR of 2012 or 2013). An activity not completed within four years of its INITIAL FUNDING DATE will be flagged as Involuntarily Terminated, and the PJ will have to obtain an extension or cancel the activity and repay the HOME investment. See CPD Notice 12-007, Operating Guidance for Implementing FY 2012 HOME Appropriation Requirements, for details.

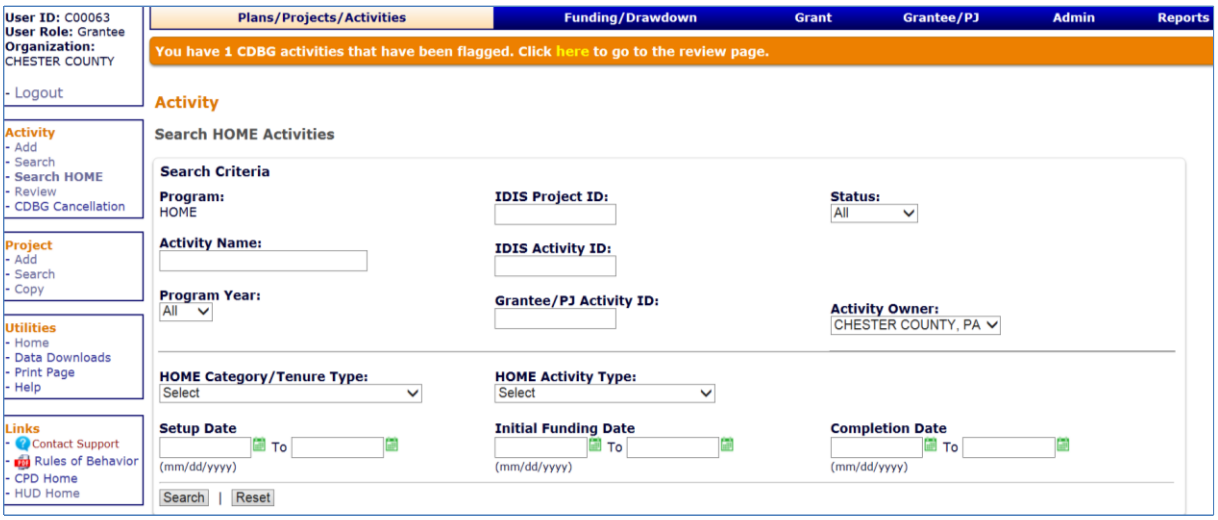
The HOME final rule published on July 24, 2013 contains a new paragraph at 92.205(e)(2) requiring termination of activities not completed within four years of the initial funding date. PJs must repay the entire HOME investment from non-federal funds unless a one-year extension is obtained. The regulation applies to all activities that receive a commitment of HOME funds on or after August 23, 2013.

While not subject to a four-year deadline, it is important that activities currently flagged as Involuntarily Terminated are completed in a timely manner. You may want to contact your CPD field representative to discuss your options.

Chapter 5
THE SEARCH HOME ACTIVITIES SCREEN

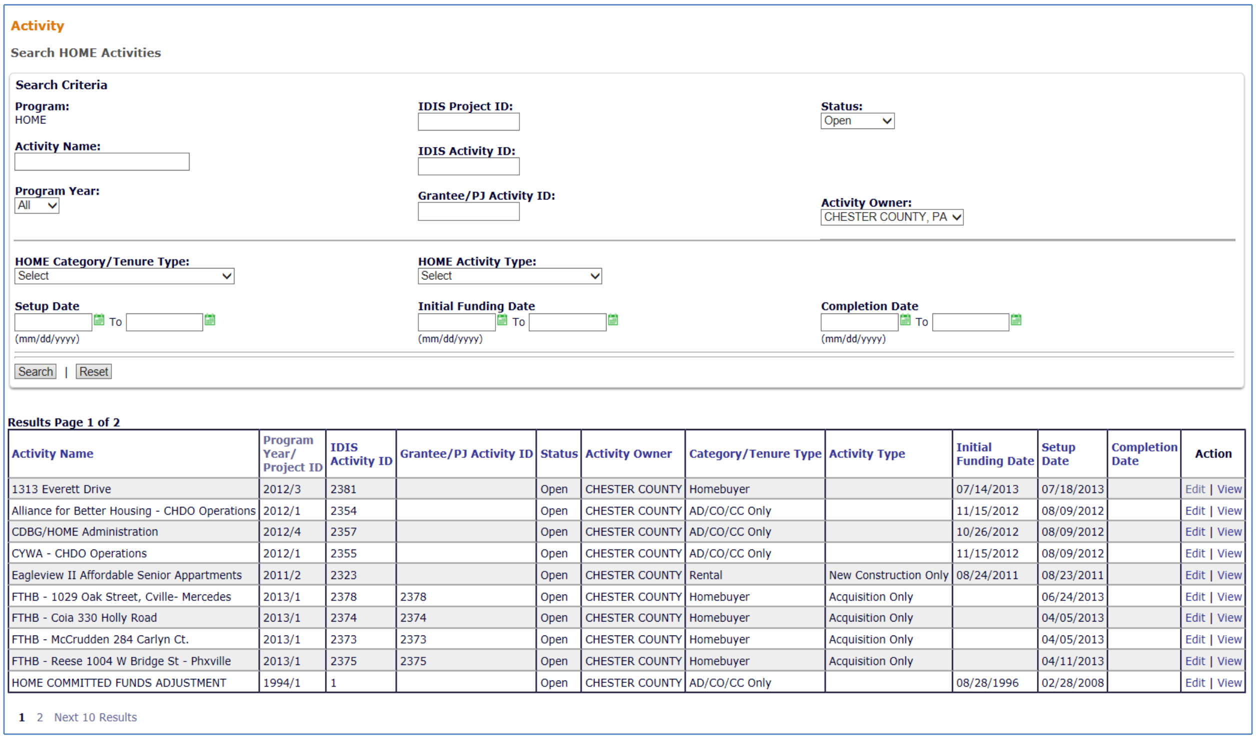
The Search HOME Activities screen lets you search your HOME activities by all of the criteria on the Search Activities screen (see page 3-5) and by HOME category/tenure type, setup date, HOME activity type, initial funding date, and completion date.

Click the Activity Search HOME link on any Plans/Projects/Activities page to display the HOME search screen:



Perhaps the only unfamiliar field name is SETUP DATE: it is the date the activity was created in IDIS, and is not displayed anywhere else in the system.

Enter as few or as many criteria as you wish, and then click the [Search] button to display the results:



Activity

Search HOME Activities

Search Criteria

Program: HOME

IDIS Project ID:

Status: Open

Activity Name:

IDIS Activity ID:

Program Year: All

Grantee/PJ Activity ID:

Activity Owner: CHESTER COUNTY, PA

HOME Category/Tenure Type: Select

HOME Activity Type: Select

Setup Date To (mm/dd/yyyy)

Initial Funding Date To (mm/dd/yyyy)

Completion Date To (mm/dd/yyyy)

Search | Reset

Results Page 1 of 2

Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Status	Activity Owner	Category/Tenure Type	Activity Type	Initial Funding Date	Setup Date	Completion Date	Action
1313 Everett Drive	2012/3	2381		Open	CHESTER COUNTY	Homebuyer		07/14/2013	07/18/2013		Edit | View
Alliance for Better Housing - CHDO Operations	2012/1	2354		Open	CHESTER COUNTY	AD/CO/CC Only		11/15/2012	08/09/2012		Edit | View
CDBG/HOME Administration	2012/4	2357		Open	CHESTER COUNTY	AD/CO/CC Only		10/26/2012	08/09/2012		Edit | View
CYWA - CHDO Operations	2012/1	2355		Open	CHESTER COUNTY	AD/CO/CC Only		11/15/2012	08/09/2012		Edit | View
Eagleview II Affordable Senior Appartments	2011/2	2323		Open	CHESTER COUNTY	Rental	New Construction Only	08/24/2011	08/23/2011		Edit | View
FTHB - 1029 Oak Street, Cville- Mercedes	2013/1	2378	2378	Open	CHESTER COUNTY	Homebuyer	Acquisition Only		06/24/2013		Edit | View
FTHB - Coia 330 Holly Road	2013/1	2374	2374	Open	CHESTER COUNTY	Homebuyer	Acquisition Only		04/05/2013		Edit | View
FTHB - McCrudden 284 Carlyn Ct.	2013/1	2373	2373	Open	CHESTER COUNTY	Homebuyer	Acquisition Only		04/05/2013		Edit | View
FTHB - Reese 1004 W Bridge St - Phxville	2013/1	2375	2375	Open	CHESTER COUNTY	Homebuyer	Acquisition Only		04/11/2013		Edit | View
HOME COMMITTED FUNDS ADJUSTMENT	1994/1	1		Open	CHESTER COUNTY	AD/CO/CC Only		08/28/1996	02/28/2008		Edit | View

1 2 Next 10 Results

To access an activity, click the Edit or View link in the last column of the search results table.

Chapter 6
SINGLE-ADDRESS RENTAL ACTIVITIES

This chapter explains how to set up, fund, draw funds for, and complete HOME rental activities that are carried out at a single location.

Note: If one of the units in a rental activity will be occupied by the owner, there must be at least four other HOME-assisted units in the building. If there are not, you should set up a homebuyer or homeowner rehab activity instead.

ACTIVITY SETUP

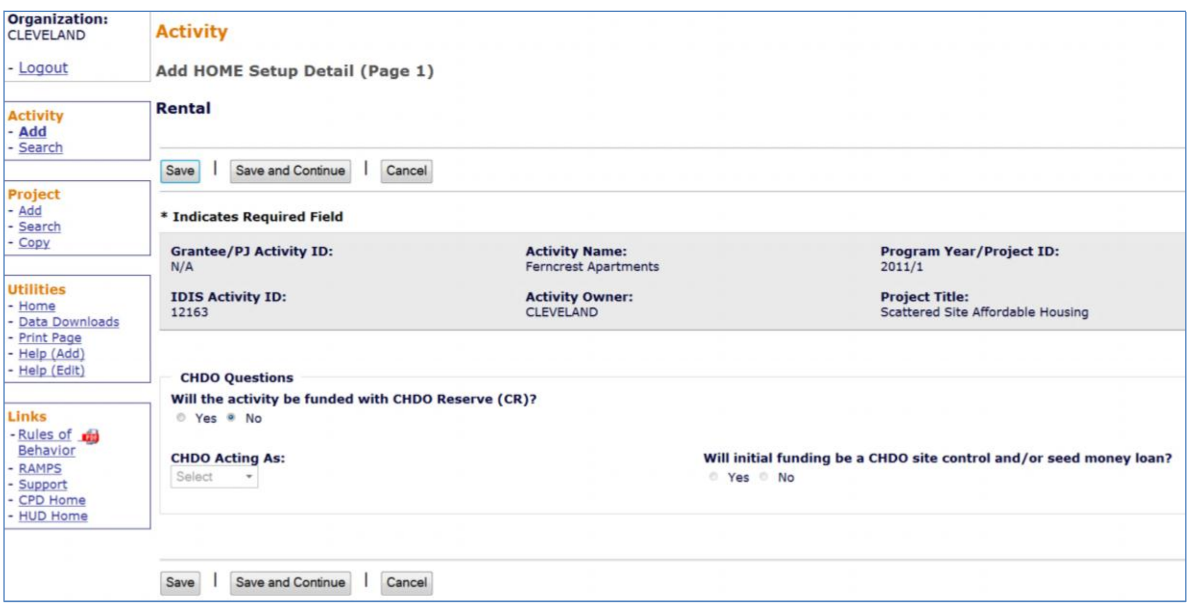
To add a new activity, fill in the Add Activity screen (see page 3-2), setting the ACTIVITY CATEGORY to **Rental**. To update or view an existing activity, follow the instructions on page 3-5 for retrieving and displaying it on the Edit Activity screen.

Click the [Add HOME] or [Edit HOME] Setup Detail button to display the first of three rental setup screens.

ADD/EDIT HOME SETUP DETAIL (PAGE 1)

On this screen, you indicate if CHDO Reserve funds (including CHDO Loan funds) are to be used for the activity.

Note to Insular Area users: Since Insular Area grantees do not receive CHDO Reserve funds, this screen is not displayed for you.



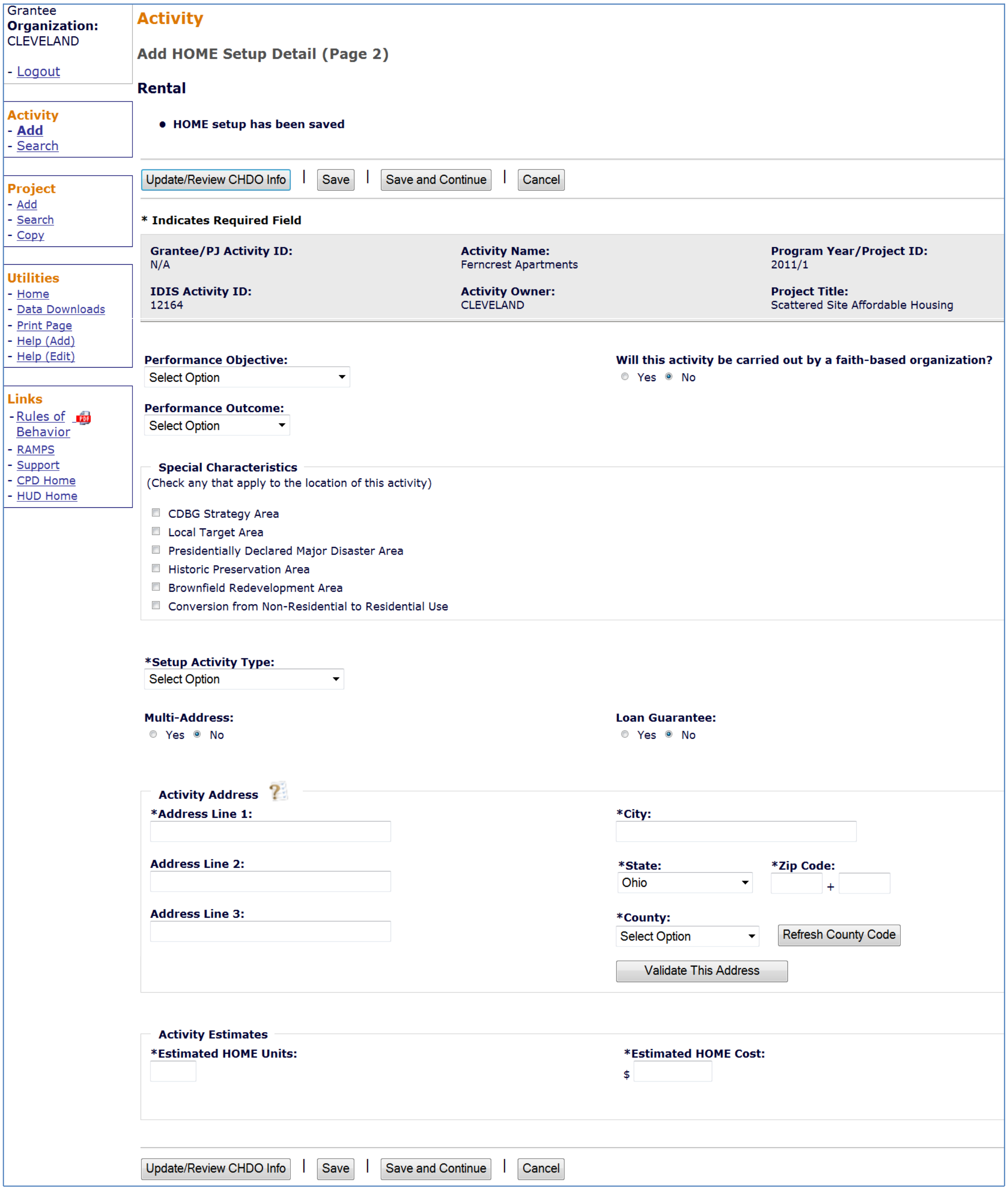
If the activity will not be funded with CHDO Reserve (CR) or CHDO Loan (CL) funds, click the [Save and Continue] button to display the next screen. If CR funding will be used, proceed as follows:

Field	**Description**
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the common activity screen.
Will the activity be funded with CHDO Reserve (CR)?	Change this field to **Yes**.
CHDO Acting As	Indicate if the CHDO is acting as the owner, sponsor, or developer of the rental housing: **Owner**: The CHDO holds legal title to or has a long-term (99-year minimum) leasehold interest in the property. The CHDO may be an owner with one or more individuals, corporations, partnerships, or other legal entities. **Sponsor**: The CHDO develops a property that it solely or partially owns and agrees to convey ownership to a second nonprofit organization at a predetermined time. **Developer**: The CHDO either owns and develops the property or is under a contractual obligation with the owner to obtain financing and develop the property.
Will initial funding be a CHDO site control and/or seed money loan?	If the activity will be initially funded with a CHDO Loan, select **Yes**. Otherwise, select **No**. For information on CHDO predevelopment loans, see 24 CFR 92.301. If you answered **Yes** here, turn to Chapter 14 for instructions on setting up a CHDO Loan activity.

When you are finished, click the [Save and Continue] button.

ADD/EDIT HOME SETUP DETAIL (PAGE 2)

Basic setup information is entered on this screen, including the type of activity to be performed, the address of the assisted property, the number of rental units you expect to assist with HOME funds, the estimated HOME cost, and whether the activity is located at a single site or at multiple addresses.



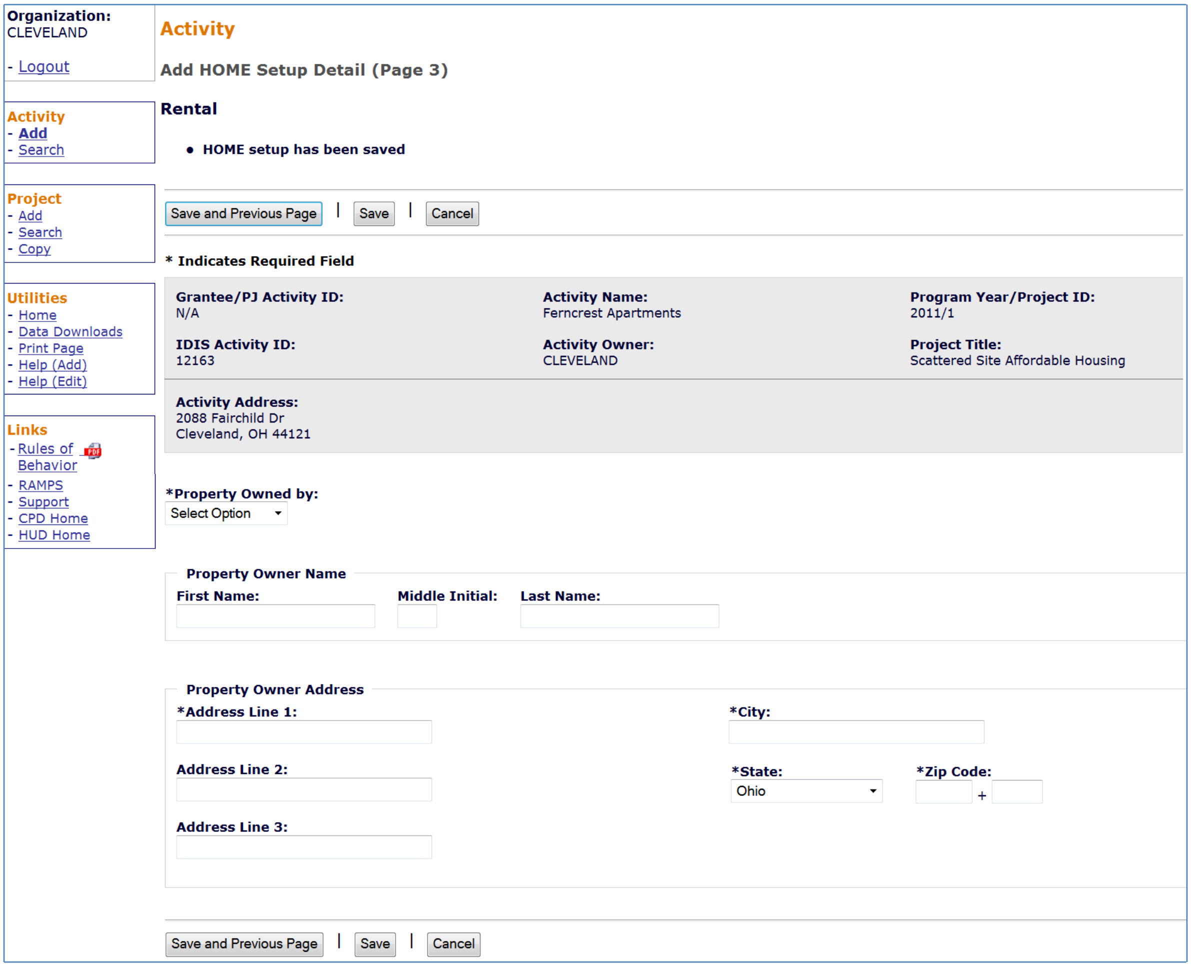
Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the common activity screen.
Performance Objective	Select the objective that best reflects your intent in setting up this activity. Descriptions of the objectives are provided on the help screen. If you leave the field blank, it will be set to **Provide decent affordable housing**.
Performance Outcome	Select the outcome that best reflects the results you are seeking to achieve with this activity. Descriptions of the outcomes are provided on the help screen. If you leave the field blank, it will be set to **Affordability**.
Will this activity be carried out by a faith-based organization?	Change this field to **Yes** if a faith-based organization will carry out this activity.
Special Characteristics	Check the box for each characteristic that applies to the location of the activity you are setting up. More than one box may be checked; all boxes may be left unchecked. See the help screen for definitions of the characteristics. Note: For PJs in Arizona, California, New Mexico, and Texas, an additional characteristic, COLONIA, is displayed. Check it if the activity assists a rural community or neighborhood that is within 150 miles of the U.S.-Mexican border and lacks decent housing.
Setup Activity Type	Select the dropdown item that describes the type of work to be performed: **Rehabilitation Only**: Alteration, improvement or modification of an existing structure that does not include the acquisition of real property. **New Construction Only**: Construction of new residential units or the addition of units outside the existing walls of the structure. **Acquisition Only**: Acquisition of a structure that received a certificate of occupancy at least 13 months before acquisition and consequently does not require rehabilitation. **Acquisition and Rehabilitation**: Rehabilitation that includes the acquisition of real property. **Acquisition and New Construction**: New construction that involves the acquisition of real property.
Multi-Address	For a single-address activity, leave this field set to **No**. If the activity is being carried out at more than one address (each rental unit in an apartment building is <u>not</u> considered a separate address), change this field to **Yes**. Multi-address rental activities are covered in the next chapter.

Field	Description
Loan Guarantee	If HOME funds will be used to guarantee financing provided by private lenders, change this field to **Yes**.
Activity Address	Enter the street, city, and state of the property being assisted. Note: If you change the STATE, click the [Refresh County Code] button before validating the address.
[Validate This Address] button	Required. After filling in ADDRESS LINE 1, CITY, and STATE, click this button to verify the input. If the address is: • Valid, the ZIP CODE and COUNTY will be populated automatically with the correct data. • Invalid, an error message is displayed. You may either correct and revalidate the address, or check the SKIP VALIDATION FOR NOW box under the ADDRESS LINE 3 field and validate it later. If you check the SKIP VALIDATION box, you will have to fill in the ZIP CODE and COUNTY before the screen can be saved.
Activity Estimates	
Estimated HOME Units	Enter the number of units that you expect will have been assisted with HOME funds upon activity completion.
Estimated HOME Cost	Enter the estimated amount of HOME funds (including program income) that will be spent on the activity. Enter the amount in whole dollars, with or without commas. The minimum amount of HOME funds that must be invested in a housing activity is $1,000 times the number of HOME-assisted units (see 24 CFR 92.205(c)). If you enter an estimated amount below this minimum, IDIS displays an error message and does not allow activity setup to continue until the estimate is corrected. The maximum amount of HOME funds that may be invested per unit varies by location and by unit size (see 24 CFR 92.250). IDIS does not edit for the per-unit maximum.

When you have finished, click the [Save and Continue] button.

ADD/EDIT HOME SETUP DETAIL (PAGE 3)

On the last rental setup screen, you will provide information about the property owner:



Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. Notice that the activity address from the previous screen has been added.
Property Owned by	Make a selection from the dropdown to indicate who owns the rental property being assisted with HOME funds.
Property Owner Name	Optional. If the owner is an individual, enter his/her full name. Otherwise, enter the legal name of the organization in the FIRST NAME field.
Property Owner Address	Enter the property owner's address.

When you are finished, click [Save] to save your data and display the Edit Activity screen (see page 3-7).

ACTIVITY FUNDING AND DRAWDOWNS

All rental activities except those initially funded with a CHDO loan may be funded with EN (entitlement), SU (subgrant), AD (administration), PA (program income for administration), and CO (CHDO Operating Expenses) HOME funds.

The availability of CHDO funds depends on the answers you provided on the first HOME setup screen (see page 6-1). If you answered **No** to WILL THE ACTIVITY BE FUNDED WITH CHDO RESERVE, you will not be able to fund the activity with CHDO Reserve (CR), CHDO Capacity Building (CC), or CHDO Loan (CL) funds. If you answered **Yes** to that question and entered:

- **No** in the CHDO LOAN field, the activity can also be funded with CR or CC.
- **Yes** in the CHDO LOAN field, initial funding is limited to the CL fund type. If the activity goes forward to produce affordable housing, the activity may be funded with CR (but not additional CL). Activities that are initially funded with a CHDO loan are explained in detail in Chapter 14.

For more information on activity funding and drawdowns, see Chapters 18 and 19.

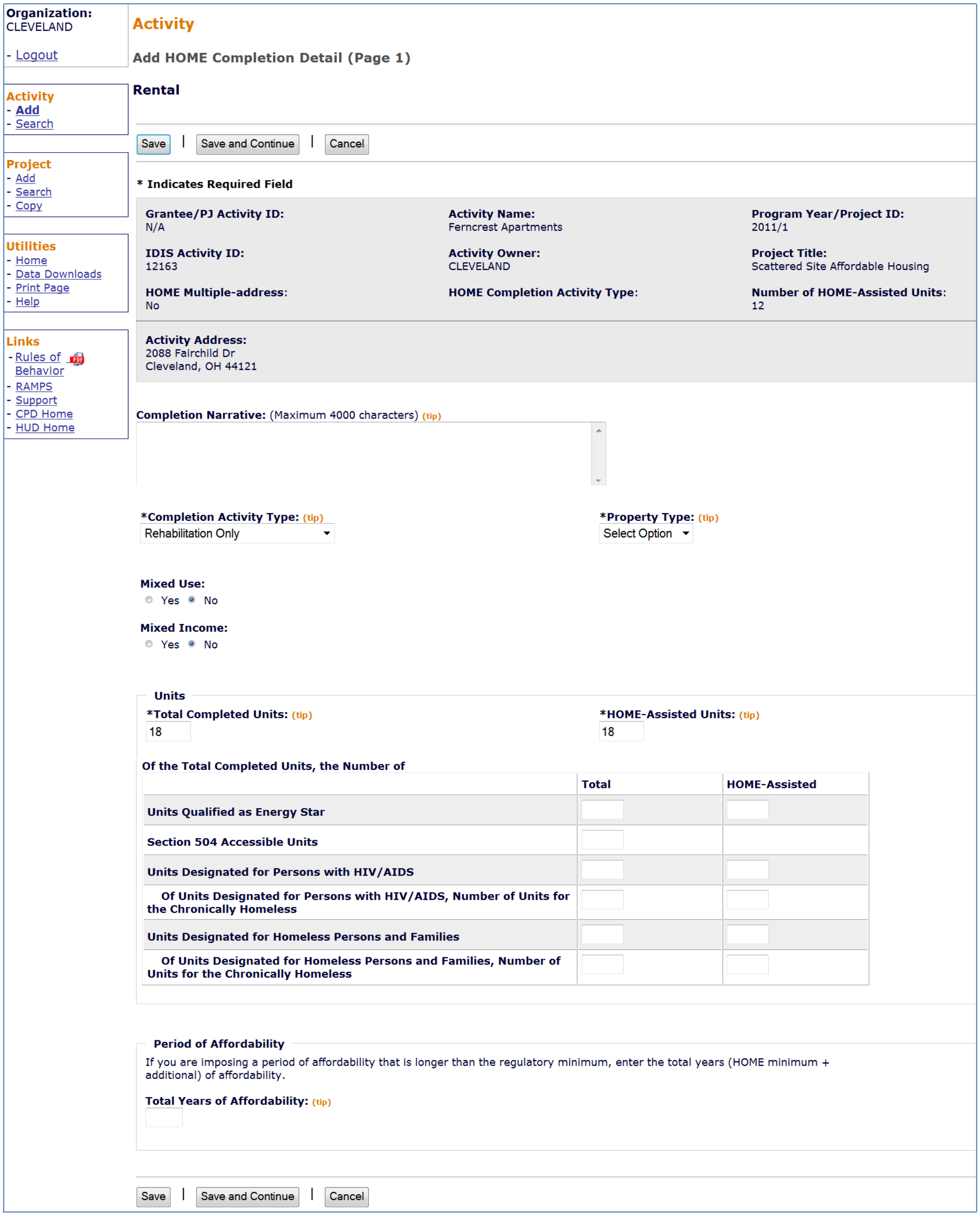
ACTIVITY COMPLETION

To complete a single-address rental activity in IDIS, you will provide information about the activity's units, costs, and beneficiaries on two HOME completion screens. Once all of the required data has been entered, the ACTIVITY STATUS must be updated to **Completed**. HOME regulations require PJs to enter this completion information and update the status within 120 days of the final draw for the activity.

To access the completion screens, follow the instructions on page 3-5 for retrieving an activity and displaying it on the Edit Activity page. On that page, click the [Add HOME Accomp.] or [Edit HOME Accomp.] button to display the first HOME completion screen.

ADD/EDIT COMPLETION DETAIL (PAGE 1)

Basic completion information is input on this screen:



Organization:
CLEVELAND
- Logout

Activity
- Add
- Search

Project
- Add
- Search
- Copy

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Rules of Behavior
- RAMPS
- Support
- CPD Home
- HUD Home

Activity

Add HOME Completion Detail (Page 1)

Rental

Save | Save and Continue | Cancel

* Indicates Required Field

Grantee/PJ Activity ID: N/A	**Activity Name:** Ferncrest Apartments	**Program Year/Project ID:** 2011/1
IDIS Activity ID: 12163	**Activity Owner:** CLEVELAND	**Project Title:** Scattered Site Affordable Housing
HOME Multiple-address: No	**HOME Completion Activity Type:**	**Number of HOME-Assisted Units:** 12

Activity Address:
2088 Fairchild Dr
Cleveland, OH 44121

Completion Narrative: (Maximum 4000 characters) (tip)

***Completion Activity Type:** (tip) Rehabilitation Only

***Property Type:** (tip) Select Option

Mixed Use:
Yes No

Mixed Income:
Yes No

Units

***Total Completed Units:** (tip) 18

***HOME-Assisted Units:** (tip) 18

Of the Total Completed Units, the Number of

	Total	HOME-Assisted
Units Qualified as Energy Star		
Section 504 Accessible Units		
Units Designated for Persons with HIV/AIDS		
Of Units Designated for Persons with HIV/AIDS, Number of Units for the Chronically Homeless		
Units Designated for Homeless Persons and Families		
Of Units Designated for Homeless Persons and Families, Number of Units for the Chronically Homeless		

Period of Affordability

If you are imposing a period of affordability that is longer than the regulatory minimum, enter the total years (HOME minimum + additional) of affordability.

Total Years of Affordability: (tip)

Save | Save and Continue | Cancel

Field	**Description**
Fields in gray box	These read-only fields identify the activity you are processing.
Completion Narrative	Optional.
Completion Activity Type	This field is initially populated with the ACTIVITY SETUP TYPE input at setup. Change it here if the setup type no longer accurately reflects the work that was performed. The completion activity types are the same as the setup types (see page 6-4 for definitions).
Property Type	Make a selection from the dropdown to identify the type of property assisted with HOME funds.
Mixed Use	If the HOME-assisted property is not 100% residential (e.g., there is a video rental store on the ground floor of the apartment building), change this field to **Yes**.
Mixed Income	If less than 100% of the residential units in the HOME-assisted property qualifies as affordable housing (see 24 CFR 92.252), change this field to **Yes**.
Total Completed Units	Enter the total number of units (HOME assisted plus non-HOME assisted) at activity completion. This field is initially populated with the number of ESTIMATED HOME UNITS you entered at activity setup (see page 6-5), but may be changed.
HOME-Assisted Units	Enter the number of units that received HOME assistance. This field is also initially populated with ESTIMATED HOME UNITS, but may be changed. The number of HOME-ASSISTED UNITS cannot be more than TOTAL COMPLETED UNITS.
Units Qualified as Energy Star	In the TOTAL column, enter the total number of units that have received Energy Star certification. In the HOME-ASSISTED column, enter the number of HOME-assisted units that have received Energy Star certification. For information about HOME and Energy Star, go to hud.gov/energystar/home.cfm
Section 504 Accessible Units	Enter the total number of units that are fully accessible under Section 504 accessibility standards. Include all 504-accessible units in the count, whether or not HOME funds were spent to make them 504-accessible. For more information on the HOME Program's Section 504 compliance requirements, see HUD Notice CPD-00-9 or superseding notices.
A note regarding the next four fields	*PJs are not required to ask program participants about their disability status in order to report on the Performance Measurement indicators concerning access for persons with disabilities. The special needs indicators refer to the units developed and designated specifically for persons with these disabilities, <u>not</u> to the individuals who occupy the units.*

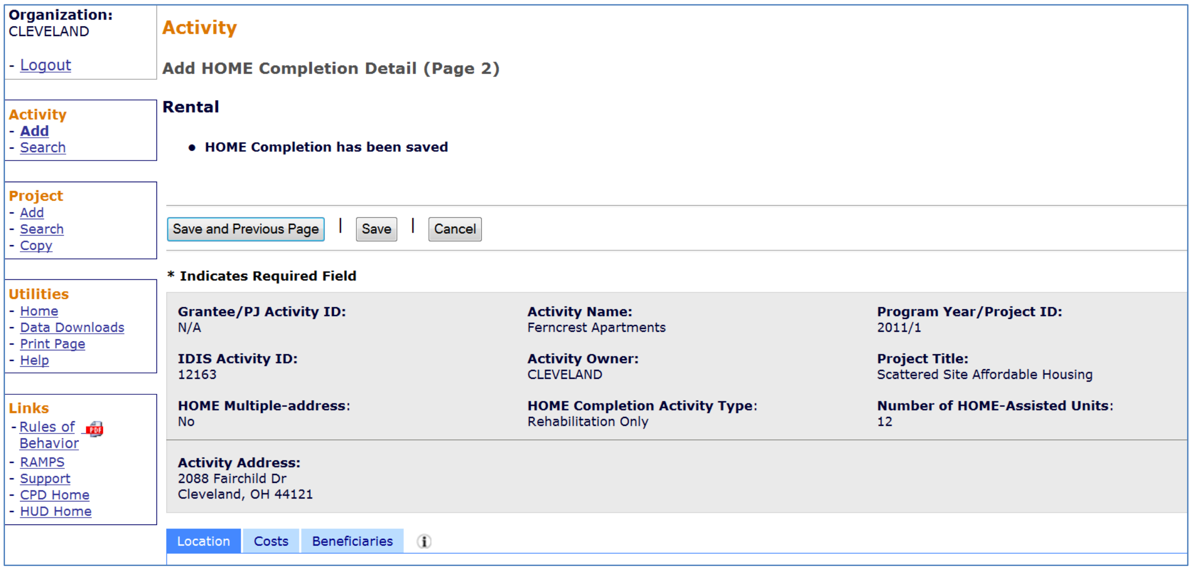
Field	Description
Units Designated for Persons with HIV/AIDS	In the TOTAL column, enter the total number of rental units developed specifically for occupancy by persons with HIV/AIDS. In the HOME-ASSISTED column, enter the number of HOME-assisted units developed specifically for occupancy by persons with HIV/AIDS.
Of Units Designated for Persons with HIV/AIDS, Number of Units for the Chronically Homeless	In the TOTAL column, enter the total number of units developed specifically for occupancy by persons with HIV/AIDS who met the HUD definition of chronically homeless at entry. This number cannot be greater than the total number of units designated for persons with HIV/AIDS. In the HOME-ASSISTED column, enter the number of HOME-assisted units developed specifically for occupancy by persons with HIV/AIDS who met the HUD definition of chronically homeless at entry. This number cannot be greater than the number of HOME-assisted units designated for persons with HIV/AIDS. HUD's definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either: • been continuously homeless for a year or more, or • had at least four episodes of homelessness in the past three years. A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability. "Homelessness" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.
Units Designated for Homeless Persons and Families	In the TOTAL column, enter the total number of units developed specifically for occupancy by persons who met the HUD definition of homeless at entry. In the HOME-ASSISTED column, enter the number of HOME-assisted units developed specifically for occupancy by persons who met the HUD definition of homeless at entry. HUD's definition of "homeless" is an individual or family who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is either: • a supervised publicly or privately operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or • an institution that provides a temporary residence for individuals intended to be institutionalized; or • a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Field	Description
Of Units Designated for Homeless Persons and Families, Number of Units for the Chronically Homeless	In the TOTAL column, enter the total number of units developed specifically for occupancy by homeless persons who met the HUD definition of chronically homeless at entry. This number cannot be greater than the total number of units designated for homeless persons and families. In the HOME-ASSISTED column, enter the number of HOME-assisted units developed specifically for occupancy by homeless persons who met the HUD definition of chronically homeless at entry. This number cannot be greater than the number of HOME-assisted units designated for homeless persons and families. HUD's definition of "chronically homeless" is given on the previous page.
Total Years of Affordability	If the period of affordability (POA) you are imposing on HOME-assisted units is longer than the period required by HOME regulations, enter the total number of years (HOME minimum plus additional) in this field. To indicate that the HOME-assisted units are to remain affordable in perpetuity, enter **99**. If you are not imposing a longer-than-required POA, leave the field blank.

When you are finished, click the [Save and Continue] button to display the next screen.

ADD/EDIT COMPLETION DETAIL (PAGE 2)

Page 2 consists of three screens for entering location, costs, and beneficiary information about the activity. The top part of each screen looks like this:

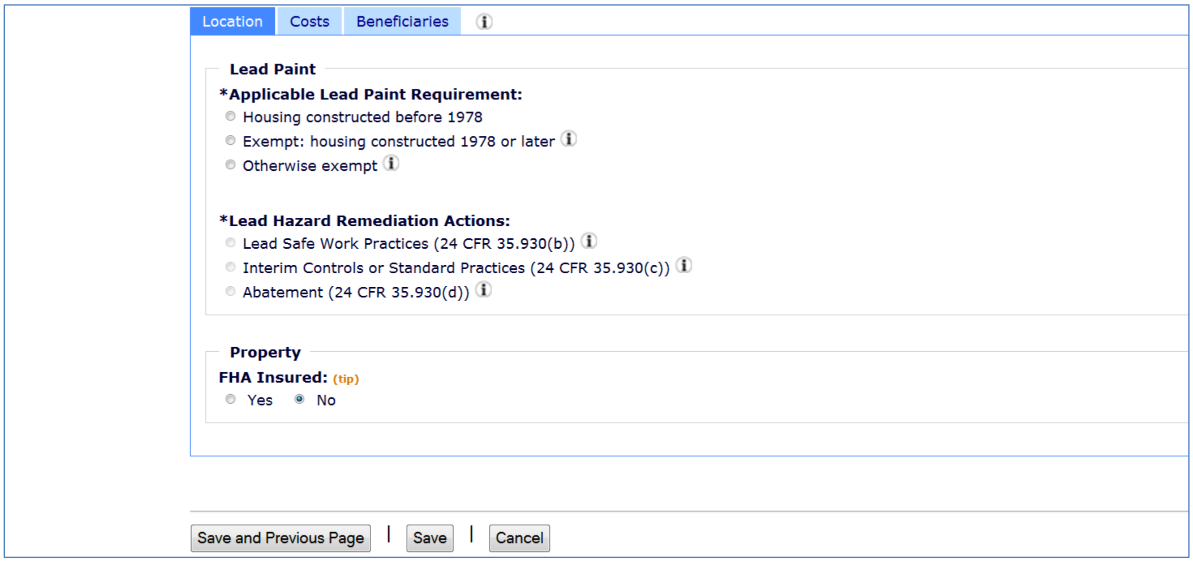


Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Location, Costs, Beneficiaries tabs	Use the tabs to navigate the Page 2 completion screens. When you select a different tab, data on the current screen is validated and saved before the new screen is displayed. Use the buttons at the top/bottom of the screen only when you are ready to exit Page 2.

The Location, Costs, and Beneficiaries screens are explained below.

Location Tab

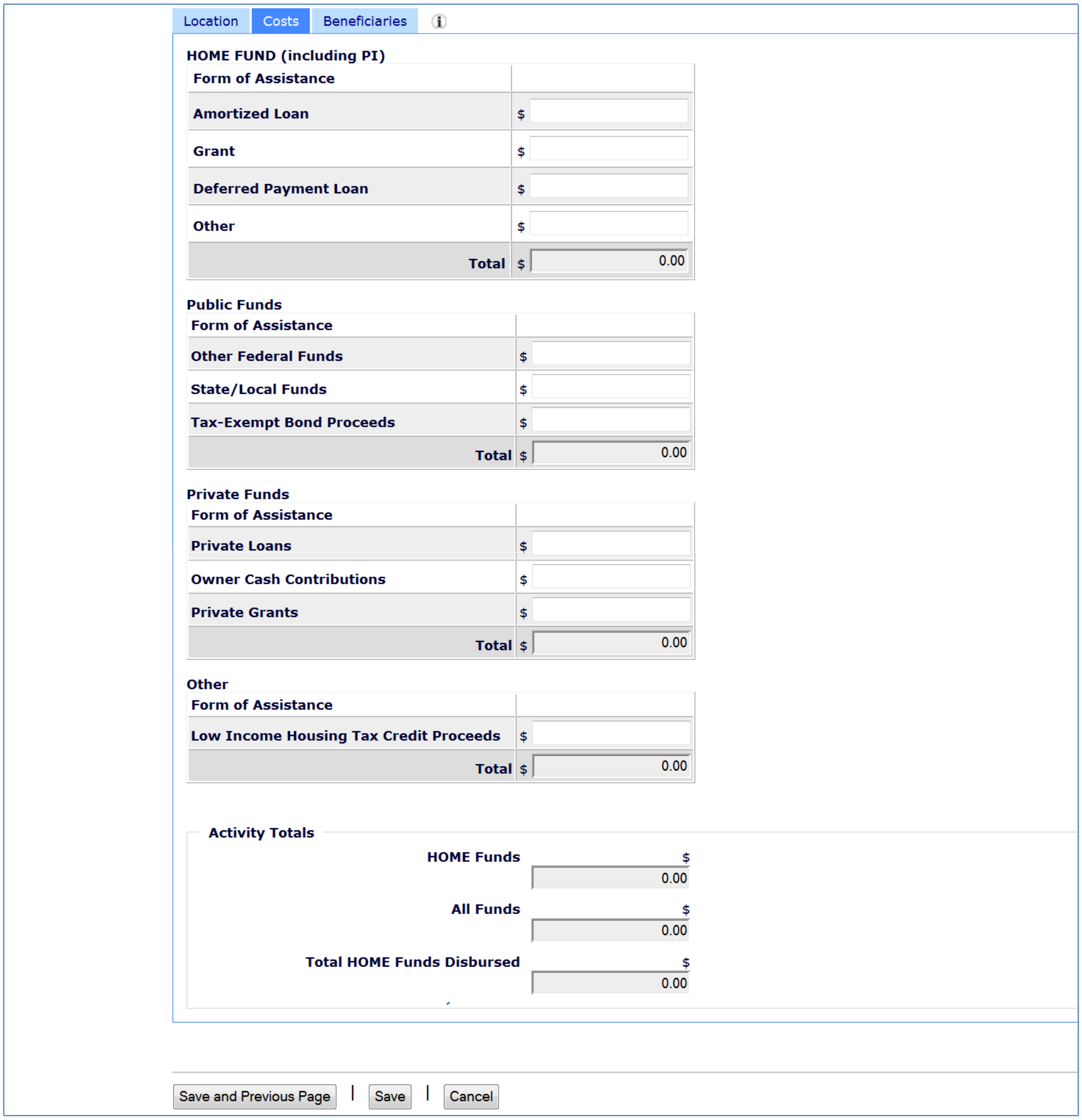
The Location screen is displayed when Page 2 is first accessed:



Field	Description
Lead Paint	These fields are displayed only if the Completion Activity Type on the previous screen is **Rehabilitation Only**, **Acquisition Only**, or **Acquisition and Rehabilitation**.
Applicable Lead Paint Requirement	This field must be filled in before the Costs or Beneficiaries tab can be accessed.
Lead Hazard Remediation Actions	Make a selection only if the previous field is **Housing constructed before 1978**.
FHA Insured	If the property is insured by the FHA, change this field to **Yes**.

Costs Tab

Clicking the Costs tab displays this screen:



Enter all amounts as dollars and cents. If you omit the decimal point and cents, IDIS will append '.00' when the amount is saved.

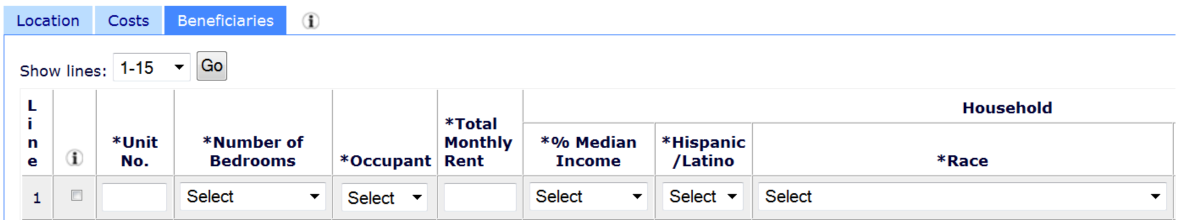
Field	Description
HOME Funds (Including PI)	
Amortized Loan	Enter the total amount, in dollars and cents, of HOME funds provided as an amortized loan. This is a direct loan which the borrower is expected to repay in full (principal and interest or principal only) over a fixed period of time.

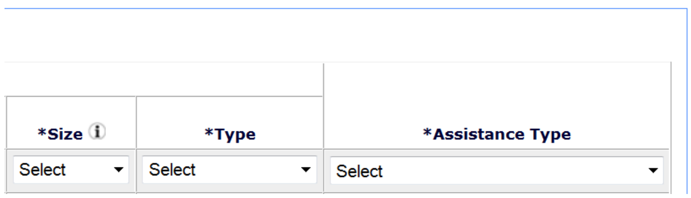
Field	Description
Grant	Enter the total amount, in dollars and cents, of HOME funds provided as a grant. A grant is provided with no requirement or expectation of repayment. A grant may be used to reduce the amount of principal borrowed, the principal repayment, or the effective interest rate (an interest subsidy payment) on a private loan.
Deferred Payment Loan	Enter the total amount, in dollars and cents, of HOME funds provided as a deferred payment loan (DPL). A DPL can be repayable at some future time or forgiven. A DPL is repayable when the property is sold, or is forgiven if (a) the owner does not sell the property for a specified number of years or (b) repayment of principal and interest starts after the bank loan is repaid. DPLs are often used to help rental activities by allowing deferral of payment until the activity becomes stable.
Other	Enter the total amount, in dollars and cents, of HOME funds provided in some form other than the loan/grant assistance identified above.
Total	This read-only field shows the sum of the HOME FUNDS (INCLUDING PI) amounts entered. This total must equal TOTAL HOME FUNDS DISBURSED (the last field on the screen) before you will be allowed to change the activity status to **Completed**.
Public Funds	
Other Federal Funds	Enter the total amount of activity costs paid for with other (non-HOME) federal funds.
State/Local Funds	Enter the total amount of activity costs paid for with state or local government appropriated funds.
Tax-Exempt Bond Proceeds	Enter the total amount of activity costs paid for with state or local government tax-exempt bond proceeds.
Total	This read-only field is the sum of the PUBLIC FUNDS amounts.
Private Funds	
Private Loans	Enter the total amount of activity costs paid for with money obtained from private financial institutions such as banks or credit unions.
Owner Cash Contributions	Enter the total amount of cash contributions provided by the owner of the rental property.
Private Grants	Enter the total amount of cash contributions donated by private individuals, organizations, etc.
Total	This read-only field is the sum of the PRIVATE FUNDS amounts.
Other	
Low Income Housing Tax Credit Proceeds	Enter the total amount of activity costs paid for with proceeds from the Low Income Housing Tax Credit (LIHTC) program.
Total	This read-only field shows the LIHTC amount.

Field	Description
Activity Totals	
HOME Funds	This read-only field always equals the HOME Funds (Including PI) TOTAL field above. It and the TOTAL HOME FUNDS DISBURSED field below must match before the activity status can be changed to **Completed**.
All Funds	This read-only field shows the sum of all HOME, public, private, and LIHTC funding amounts.
Total HOME Funds Disbursed	This read-only field displays the amount of HOME funds drawn down for the activity to date. It and the HOME Funds (Including PI) TOTAL field must be equal before the activity status can be changed to **Completed**.

Beneficiaries Tab

Information about the households assisted with HOME funds is entered on the Beneficiaries screen. The number of lines displayed is the same as the number in the HOME-Assisted Units field on the Page 1 completion screen (see page 6-8).





Field	Description
Show Lines	Displayed only if the number of HOME-Assisted Units on the Page 1 completion screen is greater than 15. Change the Show Lines selection and click the [Go] button to page through the screens. Updates made on the current page will be validated and saved before the next page is displayed.
Line	The number of lines filled in must equal the number of HOME-Assisted Units on the Page 1 screen before you will be allowed to change the activity status to **Completed**.
ⓘ	To delete a line of data, check the box in this column. Empty lines cannot (and need not) be deleted.
Unit No.	Enter the unit number of the HOME-assisted unit.
Number of Bedrooms	Specify the number of bedrooms in the unit: **SRO/Efficiency** or **1** through **5+**.
Occupant	Specify **Tenant**, **Owner**, or **Vacant**. If the unit is vacant, leave the rest of the fields on this input line blank (any data you enter in them will not be saved). If one of the units is occupied by the owner, you must input data for at least four other units (with an Occupant of either **Tenant** or **Vacant**) before you will be able to change the activity status to **Completed**. Note: HOME understands that rental units may not always be leased up immediately, and for that reason permits vacant units even in completed activities. It is expected, however, that you will input tenant information as it becomes available and at least before the annual tenant report.

Field	Description
Total Monthly Rent	For each occupied unit, enter the total amount of the initial monthly rent to the nearest dollar. Include both the tenant contribution and the subsidy amount in the total. *Tenant contribution* is the amount the tenant pays each month for rent. If the tenant-paid rent includes utilities or partial utilities (e.g., heat but not electricity), these costs must be added to the rent. To compute utility costs for the area, use the utility allowance schedule established by your local Public Housing Authority in accordance with form HUD-52667, Allowance for Tenant Furnished Utilities and Other Services. *Subsidy amount* is the amount of rental assistance the tenant receives each month (including any utility allowances paid directly to the tenant).
% Median Income	For each occupied unit, specify the household's annual income level at the time of initial occupancy. Income levels are expressed as a percentage of the median income for the area, as determined by HUD with adjustments for family size. The percentages are: **0 - 30%** Household annual income at or below 30% of the area median income (AMI). **30+ - 50%** Household annual income above 30% and at or below 50% of AMI. **50+ - 60%** Household annual income above 50% and at or below 60% of AMI. **60+ - 80%** Household annual income above 60% and at or below 80% of AMI. In rental activities with five or more HOME-assisted units, at least 20% of the units must be occupied by extremely low and very low income families (0 - 30% or 30+ - 50%). See 24 CFR 92.252(b) for additional information.
Hispanic/Latino	For each occupied unit, indicate if the head of household is Hispanic/Latino by selecting **Yes** or **No**. A person of Hispanic/Latino ethnicity is defined as someone of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture, regardless of race.
Race	For each occupied unit, select the race of the head of household: **White**: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. **Black/African American**: A person having origins in any of the black racial groups of Africa. **Asian**: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian

Field	Description
	subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. **American Indian/Alaskan Native**: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment. **Native Hawaiian/Other Pacific Islander**: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. **American Indian/Alaskan Native & White**: A person having these multiple racial origins as defined above. **Asian & White**: A person having these multiple racial origins as defined above. **Black/African American & White**: A person having these multiple racial origins as defined above. **American Indian/Alaskan Native & Black/African American**: A person having these multiple racial origins as defined above. **Other Multi-Racial**: Category used for reporting individual responses not included in any of the above categories.
Size	For each occupied unit, specify the number of persons in the household, **1** through **8+**.
Type	For each occupied unit, specify the type of household occupying the unit: **Single, Non-Elderly** – One person under the age of 62. **Elderly** – One or more persons, each of whom is at least 62 years old. **Single Parent** – A single parent with one or more dependent children 18 years old or younger. **Two Parents –** Two parents with one or more dependent children 18 years old or younger. **Other** – Any household not included in the above definitions, including two or more unrelated persons. If the previous field is **1 person**, then this field must be either **Single, Non-Elderly** or **Elderly**.
Assistance Type	For each occupied unit, specify the type of assistance being provided to the occupant. Select: **Section 8** – for tenants receiving Section 8 assistance either through the Section 8 Certificate Program under 24 CFR 882 or the Section 8 Housing Voucher Program under 24 CFR 887.

Field	Description
	HOME TBRA – for tenants receiving HOME tenant-based rental assistance. **Other Federal, State, or Local Assistance** – for tenants receiving rental subsidies from other federal, state, or local rental assistance programs. **No assistance** – self-explanatory.

When you are finished, select a different tab or click the [Save] button to save your data and return to the Edit Activity screen.

UPDATING THE ACTIVITY STATUS TO COMPLETED

The final step in completing any HOME activity is to change the ACTIVITY STATUS to **Completed** (see page 3-10).

Remember, the HOME final rule at 24 CFR 92.502(d)(1) requires PJs to enter all completion data and update the status to **Completed** within 120 days of the final draw for the activity. If the 120-day deadline is not met, IDIS flags the activity for non-compliance and suspends your ability to set up and to fund HOME activities until the flag is cleared.

Chapter 7
MULTI-ADDRESS RENTAL ACTIVITIES

In this chapter, you will learn how to set up, fund, draw funds for, and complete a HOME rental activity that is carried out at two or more sites. Setting up a multi-address activity differs only slightly from single-address setup, and the funding and drawdown processes are identical. Completion requires the entry of separate cost and beneficiary data for each address in the activity.

You should set up an activity as a multi-address activity only if the different sites and buildings are under common ownership, management, and financing, and are to be assisted with HOME funds as a single undertaking (see the HOME definition of "project" at 24 CFR 92.2). If the scattered site rental units do not share ownership, management, and financing, each property constitutes a separate HOME project and must be set up as a separate activity in IDIS.

ACTIVITY SETUP

To add a new activity, fill in the Add Activity screen (see page 3-2), setting the ACTIVITY CATEGORY to **Rental**. To update or view an existing activity, follow the instructions on page 3-5 for retrieving and displaying it on the Edit Activity screen.

Click the [Add HOME] or [Edit HOME] Setup Detail button to display the first of three rental setup screens.

ADD/EDIT HOME SETUP DETAIL (PAGE 1)

This screen is identical to the Page 1 setup screen for a single-address rental activity (see page 6-1). When you have finished filling it out, click the [Save and Continue] button.

ADD/EDIT HOME SETUP DETAIL (PAGE 2)

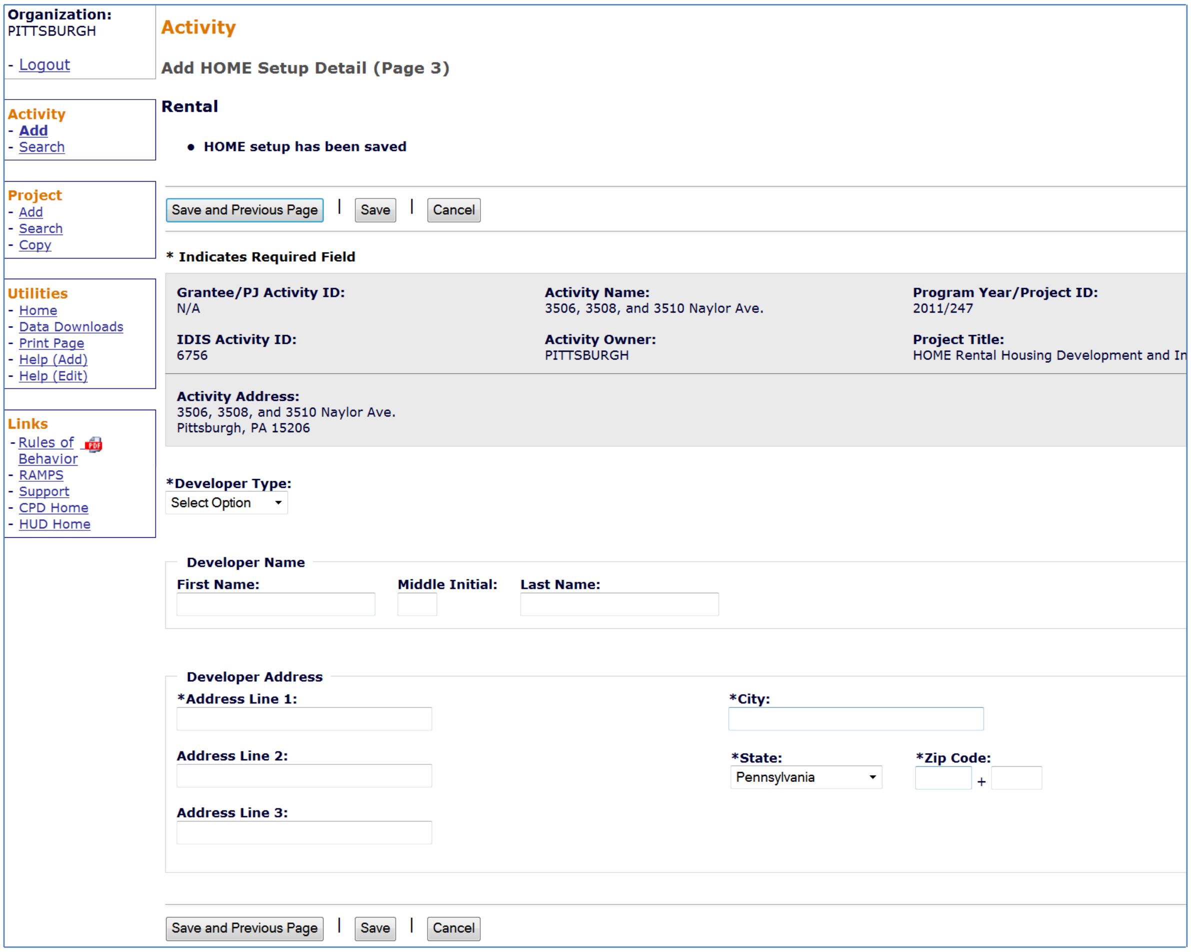
The second multi-address setup screen is also identical to its single-address counterpart (see page 6-3). When filling in this screen for a multi-address activity:

- Note that the same SETUP ACTIVITY TYPE must apply to the HOME-assisted units at all activity locations. If, for example, you plan to do rehab only at one site and acquisition and rehab at another, then you should set up two separate activities.
- Change the MULTI-ADDRESS field to **Yes**.
- Enter a general description of the activity location in the ACTIVITY ADDRESS fields rather than the address of one of the properties. You will input a specific address for each assisted property at completion.
- The number of ESTIMATED HOME UNITS must be at least two. Include the units at all activity locations in your count.
- In ESTIMATED HOME COST, include the HOME funds needed for all the properties.

When you are finished, click the [Save and Continue] button.

ADD/EDIT HOME SETUP DETAIL (PAGE 3)

The last multi-address setup screen asks for information about the developer of the rental properties:



Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Developer Type	Select one of the types listed on the dropdown to indicate who is developing the rental properties that are to be assisted with HOME funds.
Developer Name	Optional. If the developer is an individual, enter his/her full name. Otherwise, enter the legal name of the organization in the FIRST NAME field.
Developer Address	Enter the developer's address.

When you are finished, click the [Save] button to save your data and display the Edit Activity screen.

ACTIVITY FUNDING AND DRAWDOWNS

Multi-address rental activities can be funded with the same HOME fund types used for single-address rental activities (see page 6-7). For more information on activity funding and drawdowns, see Chapters 18 and 19.

ACTIVITY COMPLETION

Completing a multi-address activity differs from single-address completion in that you will enter separate cost and beneficiary data for each address in the activity.

To access the completion screens, follow the instructions on page 3-5 for retrieving the activity and displaying it on the Edit Activity page. On that page, click the [Add HOME Accomp.] or [Edit HOME Accomp.] button to display the first HOME completion screen.

ADD/EDIT COMPLETION DETAIL (PAGE 1)

This screen is exactly the same as the Page 1 completion screen for single-address rental activities (see page 6-8 for details). When filling in the UNITS fields for a multi-address activity, count the units at all addresses.

Click the [Save and Continue] button. If you have already entered cost and beneficiary data for at least one address, the Search HOME Property Addresses screen is displayed (turn to page 7-9). Otherwise, the Page 2 Completion Detail screen (shown on the next page) is displayed.

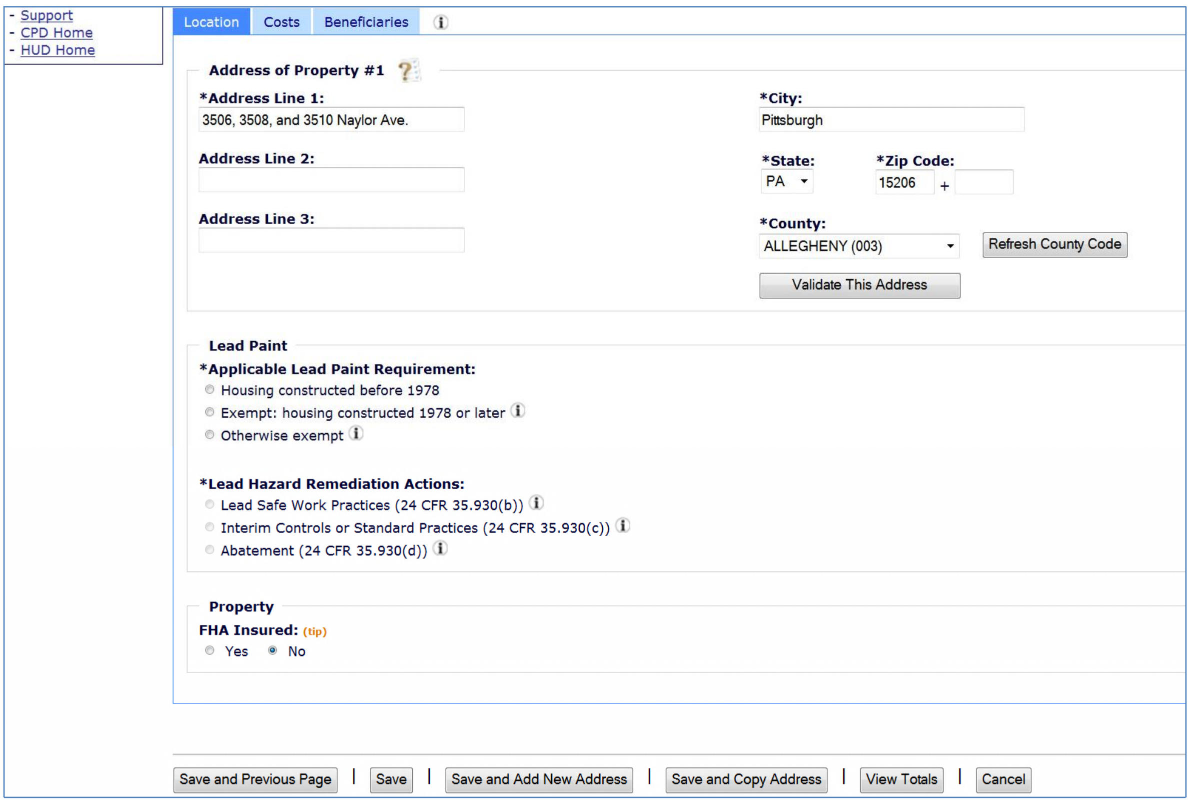
ADD/EDIT COMPLETION DETAIL (PAGE 2)

The location, cost, and beneficiary data required for a multi-address activity is the same as the data required for a single-address activity. However, you must fill in a separate Page 2 for each of the addresses in a multi-address activity.

Because data is input for each address, there are some differences between the Page 2 multi-address screens and the single-address screens shown on pages 6-12 through 6-20. Those differences are explained below.

Location Tab

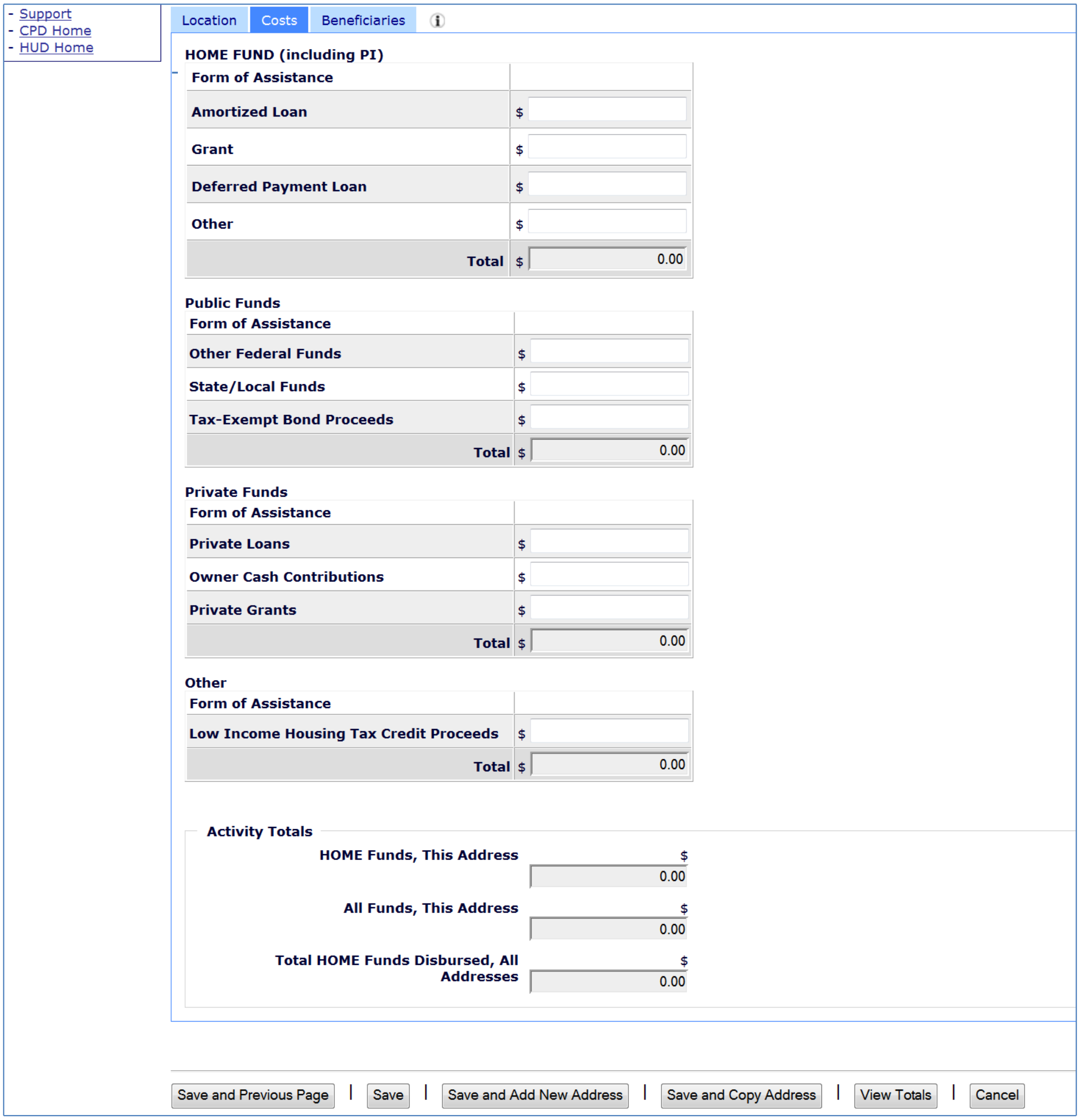
The address of one of the assisted properties is input here. All of the data you enter on the location, cost, and beneficiary screens will be for this property only.



Field	Description
Address of Property *#n*	Enter and validate the address of one of the assisted properties. The data you input here and on the Costs and Beneficiaries tabs will be for this address only. Each address you add increases the *#n* in the label by one. Note: For Property #1, these fields default to the activity address input at setup. If necessary, change it to a specific property address.
Lead Paint *through* FHA Insured	These fields are identical to the single-address rental screen (see page 6-13), but apply only to the property at the address you input above.

Costs Tab

Fill in the Costs screen exactly as you do for a single-address rental activity, *but include in each amount only the funds expended at the address specified on the Location tab*.



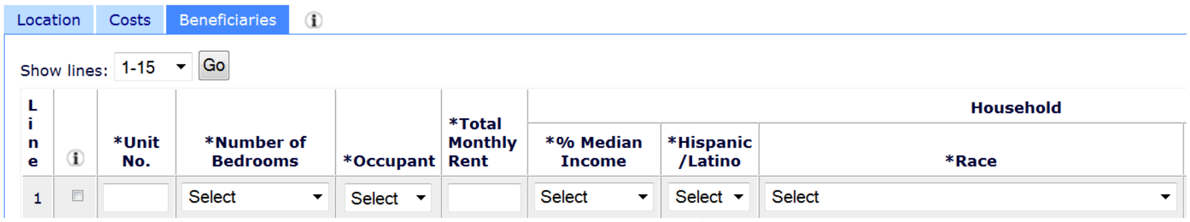
Field	**Description**
HOME Funds *through* Other Funds	These fields are identical to the single-address rental screen (see page 6-14), but apply only to units at the Location tab address.
HOME Funds, This Address	This read-only field always equals the HOME Funds (Including PI) TOTAL field above.
All Funds, This Address	This read-only field shows the sum of all HOME, public, private, and LIHTC funding amounts for this address.

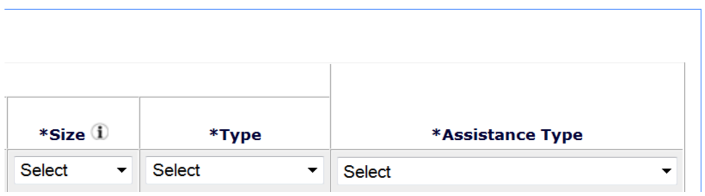
Field	Description
Total HOME Funds Disbursed, All Addresses	This read-only field displays the amount of HOME funds drawn down for the activity (all addresses) to date.

Totals of the costs that have been input for all addresses can be found on the Multi-Address Activity Summary screen (see page 7-10).

Beneficiaries Tab

Fill in the Beneficiaries screen exactly as you do for a single-address rental activity, *but only for tenants at the address specified on the Location tab*.





Field	Description
Show Lines	Same as the single-address rental screen (see page 6-17).
Line	The number of lines available for input is equal to the number of HOME-ASSISTED UNITS specified on the Page 1 completion screen. Fill in only as many lines as there are HOME-assisted households at the Location tab address. You can find the total number of beneficiary lines that have been entered for all addresses on the Multi-Address Activity Summary screen (see page 7-10).
ⓘ	To delete a line of data, check the box in this column. Empty lines cannot (and need not) be deleted.
Unit No. *through* Assistance Type	These fields are identical to the single-address rental screen (see page 6-17), but apply only to units at the Location tab address.

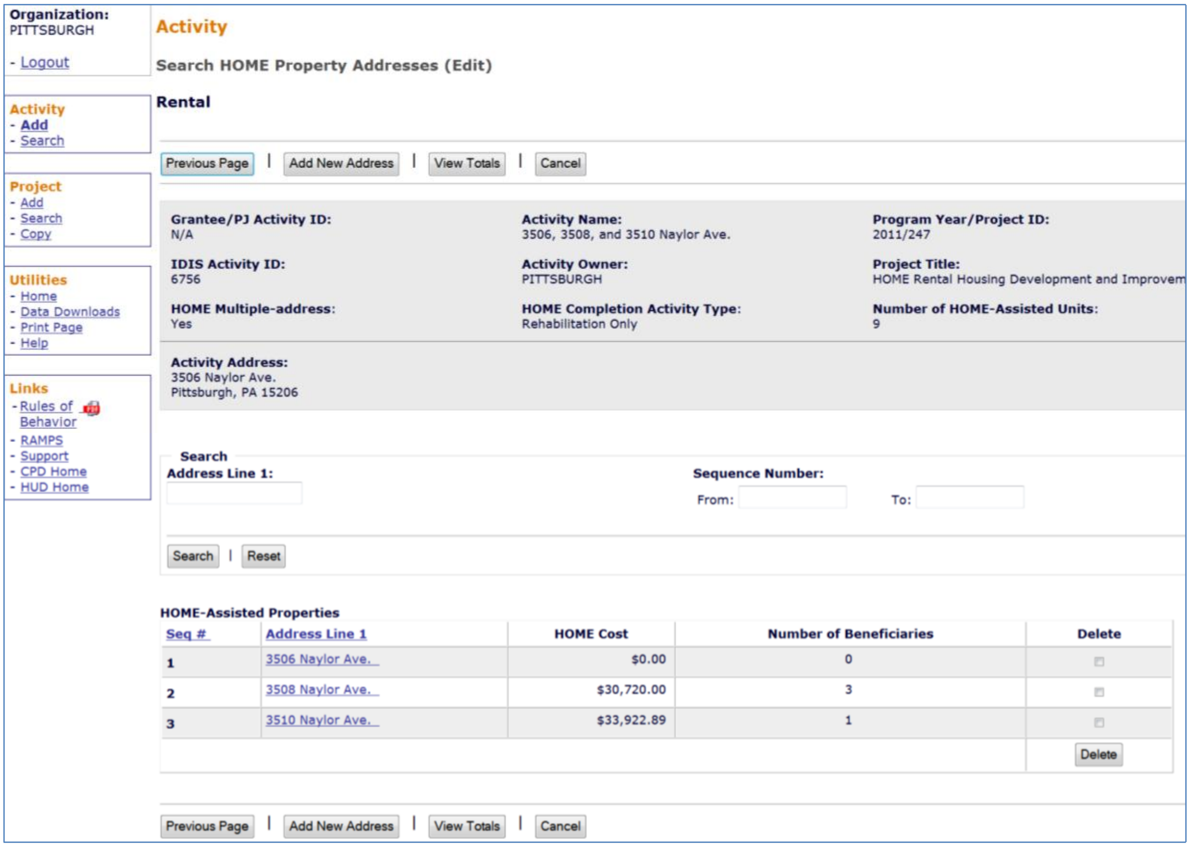
When you are finished, either select a different tab or click:

- [Save and Previous Page] to save your input and go back a screen. If you are in add mode, the Page 1 Completion Detail screen (see page 7-3) is displayed. If you are in edit mode, the Search Property Addresses screen is shown (see page 7-9).
- [Save] to save your input and return to the common Edit Activity screen.
- [Save and Add New Address] to save your input and redisplay a refreshed Page 2.
- [Save and Copy Address] to save your input and redisplay a refreshed Page 2 prepopulated with the address of the property you were just working with. This can save typing if the only difference between addresses is the street number or name.

- [View Totals] to display the Multi-Address Activity Summary screen (see page 7-10). If the Page 2 data you have entered has not been saved yet, it won't be included in the summary screen totals.
- [Cancel] to exit without saving changes made on the current tab.

SEARCH HOME PROPERTY ADDRESSES SCREEN

This screen is used to access the location, cost, and beneficiary data already input for a multi-address activity:



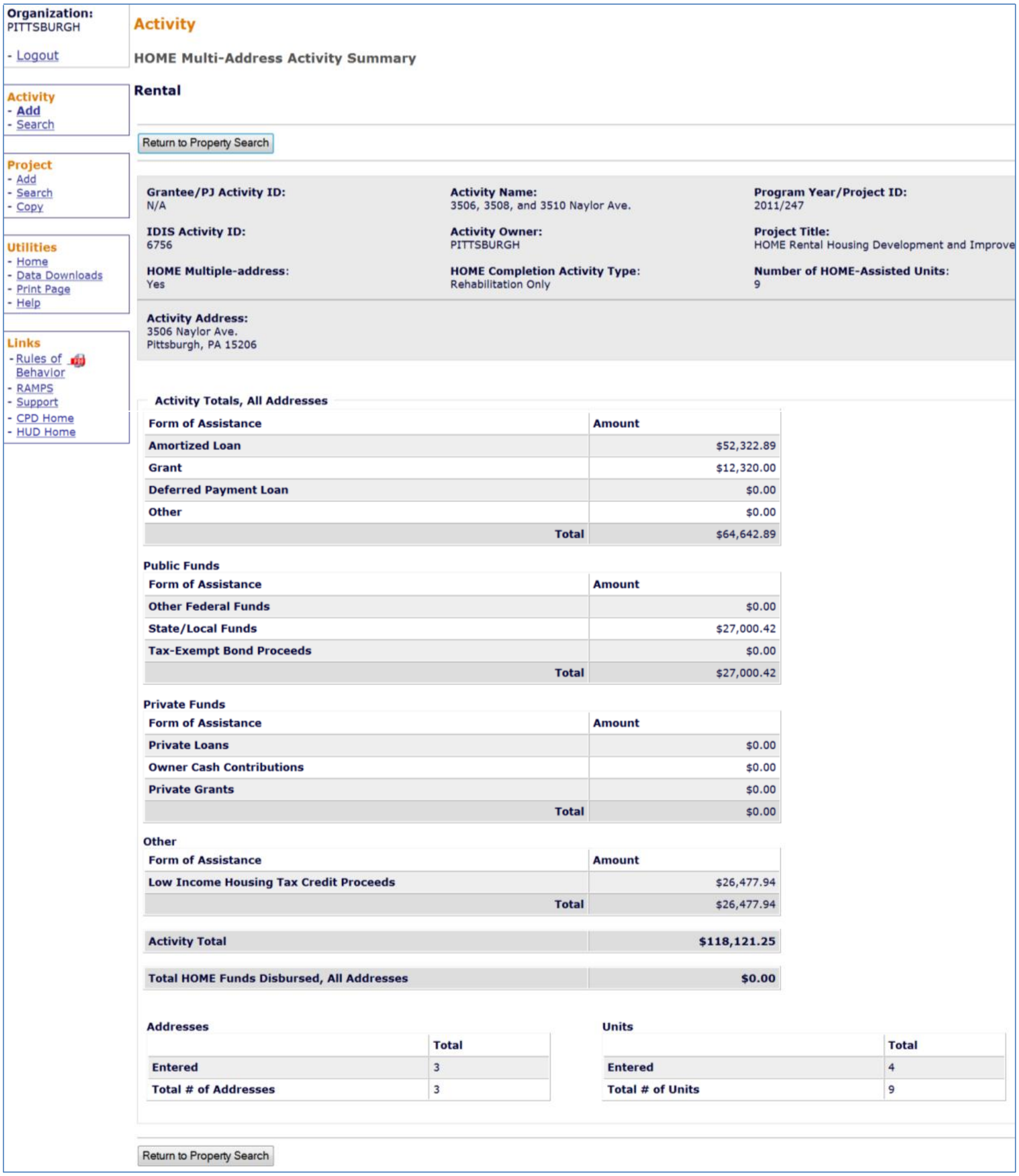
On initial display, all of the addresses that have been input are listed. To limit the results (and so reduce the amount of paging you may need to do), you can search the addresses by ADDRESS LINE 1 or by SEQUENCE NUMBER.

Click on an <u>Address Line 1</u> link in the second column of the results table to display the Page 2 Location tab for that address (see page 7-4).

Clicking the [View Totals] button displays the Multi-Address Activity Summary screen, shown on the next page.

MULTI-ADDRESS ACTIVITY SUMMARY SCREEN

This screen provides activity-level totals for the cost and beneficiary data you have input separately for each address in a multi-address activity. To access it, click the [View Totals] button on the Search Home Property Addresses screen or the Page 2 Completion Detail screen.



Organization: PITTSBURGH

- Logout

Activity
- Add
- Search

Project
- Add
- Search
- Copy

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Rules of Behavior
- RAMPS
- Support
- CPD Home
- HUD Home

Activity

HOME Multi-Address Activity Summary

Rental

Return to Property Search

Grantee/PJ Activity ID: N/A
Activity Name: 3506, 3508, and 3510 Naylor Ave.
Program Year/Project ID: 2011/247

IDIS Activity ID: 6756
Activity Owner: PITTSBURGH
Project Title: HOME Rental Housing Development and Improve

HOME Multiple-address: Yes
HOME Completion Activity Type: Rehabilitation Only
Number of HOME-Assisted Units: 9

Activity Address:
3506 Naylor Ave.
Pittsburgh, PA 15206

Activity Totals, All Addresses

Form of Assistance	Amount
Amortized Loan	$52,322.89
Grant	$12,320.00
Deferred Payment Loan	$0.00
Other	$0.00
Total	$64,642.89

Public Funds

Form of Assistance	Amount
Other Federal Funds	$0.00
State/Local Funds	$27,000.42
Tax-Exempt Bond Proceeds	$0.00
Total	$27,000.42

Private Funds

Form of Assistance	Amount
Private Loans	$0.00
Owner Cash Contributions	$0.00
Private Grants	$0.00
Total	$0.00

Other

Form of Assistance	Amount
Low Income Housing Tax Credit Proceeds	$26,477.94
Total	$26,477.94

Activity Total	$118,121.25
Total HOME Funds Disbursed, All Addresses	$0.00

Addresses

	Total
Entered	3
Total # of Addresses	3

Units

	Total
Entered	4
Total # of Units	9

Return to Property Search

The entire screen is read-only.

Field	**Description**
Fields in gray box	These fields identify the activity you are processing
HOME Funds (Including PI)	Totals, by form of assistance, of the amounts entered in the HOME Funds (Including PI) fields for all addresses.
Public Funds	Totals, by form of assistance, of the amounts entered in the PUBLIC FUNDS fields for all addresses.
Private Funds	Totals, by form of assistance, of the amounts entered in the PRIVATE FUNDS fields for all addresses.
Other	The total of the amounts entered in LOW INCOME HOUSING TAX CREDIT PROCEEDS for all addresses.
Activity Total	The total of all HOME, public, private, and LIHTC funding amounts for all addresses.
Total HOME Funds Disbursed, All Addresses	Total HOME funds drawn down for the activity to date. This field and the HOME Funds (Including PI) TOTAL above must be equal before the activity status can be changed to **Completed**.
Addresses	
Entered	The number of addresses that have been input on the Page 2 Location tab screen.
Total # of Addresses	Always equal to the previous field.
Units	
Entered	The number of units for which beneficiary data has been input. It must equal the next field before the activity status can be changed to **Completed**.
Total # of Units	The number of HOME-ASSISTED UNITS from the Page 1 Completion Detail screen.

When you have finished, click the [Return to Property Search] or [Return to Accomplishment Page 2] button.

UPDATING THE ACTIVITY STATUS TO COMPLETED

The final step in completing any HOME activity is to change the ACTIVITY STATUS to **Completed** (see page 3-10).

Remember, the HOME final rule at 24 CFR 92.502(d)(1) require PJs to enter all completion data and update the activity status to **Completed** within 120 days of the final draw for the activity. If the 120-day deadline is not met, IDIS flags the activity for non-compliance and suspends your ability to set up and to fund HOME activities until the flag is cleared.

Chapter 8
SINGLE-ADDRESS HOMEBUYER ACTIVITIES

This chapter explains how to set up, fund, draw funds for, and complete homebuyer activities that are carried out at a single location.

ACTIVITY SETUP

To add a new activity, fill in the Add Activity screen (see page 3-2), setting the ACTIVITY CATEGORY to **Homebuyer**. To update or view an existing activity, follow the instructions on page 3-5 for retrieving and displaying it on the Edit Activity screen.

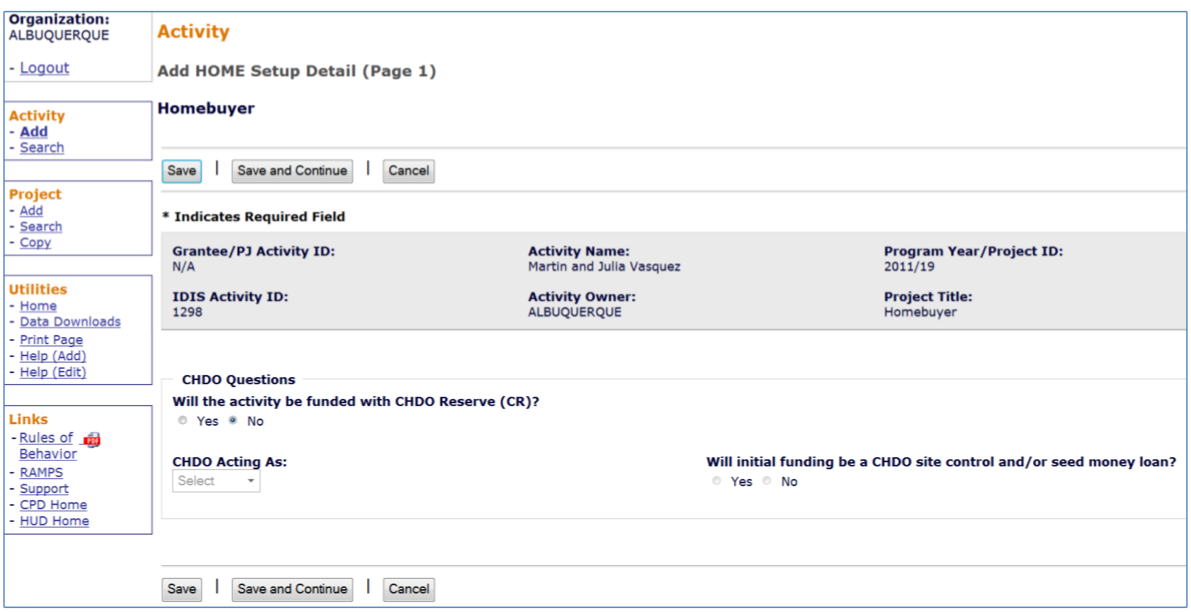
Click the [Add HOME] or [Edit HOME] Setup Detail button to display the first of two homebuyer setup screens.

ADD/EDIT HOME SETUP DETAIL (PAGE 1)

On this screen, you indicate if CHDO Reserve funds (including CHDO Loan funds) are to be used for the activity.

CR/CL is not to be used to fund a homebuyer activity when the only HOME assistance to be provided is for downpayment and closing costs; the CHDO must also own, sponsor, or develop the housing being acquired [see 24 CFR 92.300(a)(1)].

Note to Insular Area users: Since Insular Area grantees do not receive CHDO Reserve funds, this screen is not displayed for you.



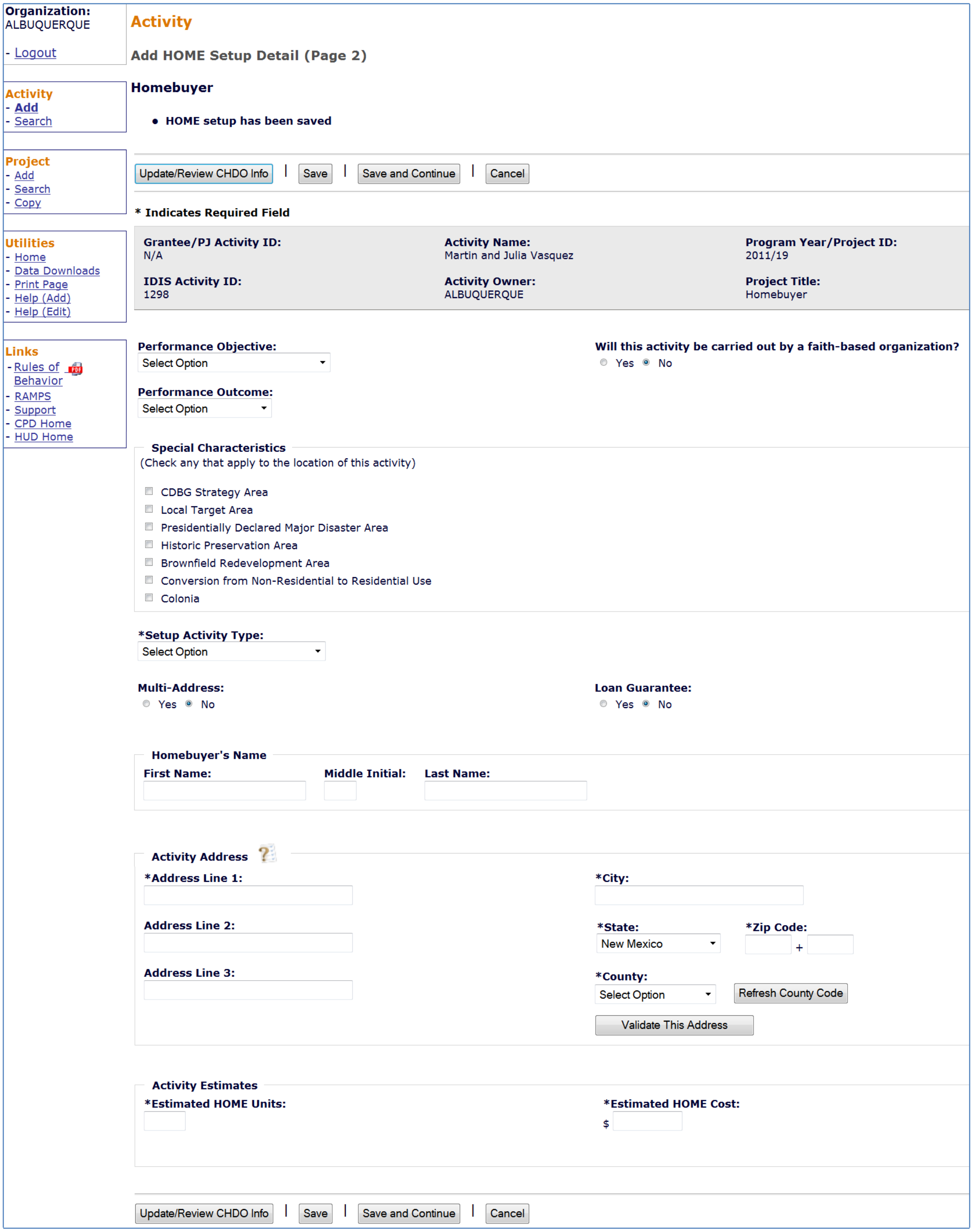
If the activity will not be funded with CHDO Reserve (CR) or CHDO Loan (CL) funds, click the [Save and Continue] button to display the next screen. Otherwise, proceed as follows:

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the common activity screen.
Will the activity be funded with CHDO Reserve (CR)?	Change this field to **Yes**.
CHDO Acting As	Indicate if the CHDO is acting as the owner, sponsor, or developer of the housing: **Owner**: The CHDO holds legal title to or has a long-term (99-year minimum) leasehold interest in the property. The CHDO may be an owner with one or more individuals, corporations, partnerships, or other legal entities. **Sponsor**: The CHDO develops a property that it solely or partially owns and agrees to convey ownership to a second nonprofit organization at a predetermined time. **Developer**: The CHDO either owns and develops the property or is under a contractual obligation with the owner to obtain financing and develop the property.
Will initial funding be a CHDO site control and/or seed money loan?	If the activity will be initially funded with a CHDO Loan, select **Yes**. Otherwise, select **No**. For information on CHDO predevelopment loans, see 24 CFR 92.301. If you answer **Yes** here, turn to Chapter 14 for instructions on setting up a CHDO Loan activity.

When you are finished, click the [Save and Continue] button.

ADD/EDIT HOME SETUP DETAIL (PAGE 2)

Basic setup information is entered on this screen:



Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the common activity screen.
Performance Objective	Select the objective that best reflects your intent in setting up this activity. Descriptions of the objectives are provided on the help screen. If you leave the field blank, it will be set to **Provide decent affordable housing**.
Performance Outcome	Select the outcome that best reflects the results you are seeking to achieve with this activity. Descriptions of the outcomes are provided on the help screen. If you leave the field blank, it will be set to **Affordability**.
Will this activity be carried out by a faith-based organization?	Change this field to **Yes** if a faith-based organization will carry out this activity.
Special Characteristics	Check the box for each characteristic that applies to the location of the activity you are setting up. More than one box may be checked; all boxes may be left unchecked. Definitions of the characteristics are provided on the help screen. Note: The COLONIA field is displayed only for PJs in Arizona, California, New Mexico, and Texas. Check it if the activity assists a rural community or neighborhood that is within 150 miles of the U.S.-Mexican border and lacks decent housing.
Setup Activity Type	Select the dropdown item that describes the type of work to be performed: **New Construction Only**: Construction of new residential units or the addition of units outside the existing walls of the structure. **Acquisition Only**: Acquisition of a structure that received a certificate of occupancy at least 13 months before acquisition and consequently does not require rehabilitation. **Acquisition and Rehabilitation**: Rehabilitation that includes the acquisition of real property. **Acquisition and New Construction**: New construction that involves the acquisition of real property.
Multi-Address	For a single-address activity, leave this field set to **No**. If there is more than one property address for the activity, change it to **Yes**. Multi-address homebuyer activities are covered in the next chapter.
Loan Guarantee	If HOME funds will be used to guarantee financing provided by private lenders, change this field to **Yes**.

Field	Description
Homebuyer's Name	Optional. For single-address activities, enter the homebuyer's name if you wish.
Activity Address	Enter the street, city, and state of the property being assisted. Note: If you change the STATE, click the [Refresh County Code] button before validating the address.
[Validate This Address] button	Required. After filling in ADDRESS LINE 1, CITY, and STATE, click this button to verify the input. If the address is: • Valid, the ZIP CODE and COUNTY will be populated automatically with the correct data. • Invalid, an error message is displayed. You may either correct and revalidate the address, or check the SKIP VALIDATION FOR NOW box under the ADDRESS LINE 3 field and validate it later. If you check the SKIP VALIDATION box, you will have to fill in the ZIP CODE and COUNTY before the screen can be saved.
Activity Estimates	
Estimated HOME Units	Enter the number of units that you expect will have been assisted with HOME funds upon activity completion. For single-address homebuyer activities, the number must be between **1** and **4**.
Estimated HOME Cost	Enter the estimated amount of HOME funds (including program income) that will be spent on the activity. Enter the amount in whole dollars, with or without commas. The <u>minimum</u> amount of HOME funds that must be invested in a housing activity is $1,000 times the number of HOME-assisted units (see 24 CFR 92.205(c)). If you enter an estimated amount below this minimum, IDIS displays an error message and does not allow activity setup to continue until the estimate is corrected. The <u>maximum</u> amount of HOME funds that may be invested per unit varies by location and by unit size (see 24 CFR 92.250). IDIS does not edit for the per-unit maximum.

When you have finished, click the [Save] or [Save and Continue] button to save your input and display the Edit Activity screen (see page 3-7).

ACTIVITY FUNDING AND DRAWDOWNS

All homebuyer activities except those initially funded with a CHDO loan may be funded with EN (entitlement), SU (subgrant), AD (administration), PA (program income for administration), and CO (CHDO Operating Expenses) HOME funds.

The availability of CHDO funds depends on the answers you provided on the first HOME setup screen (see page 8-1). If you answered **No** to WILL THE ACTIVITY BE FUNDED WITH CHDO RESERVE, you will not be able to fund the activity with CHDO Reserve (CR), CHDO Capacity Building (CC), or CHDO Loan (CL) funds. If you answered **Yes** to that question and entered:

- **No** in the CHDO LOAN field, the activity can also be funded with CR or CC.
- **Yes** in the CHDO LOAN field, initial funding is limited to the CL fund type. If the activity goes forward to produce affordable housing, the activity may be funded with CR (but not additional CL). Activities that are initially funded with a CHDO loan are explained in detail in Chapter 14.

Remember that HOME regulations do not permit homebuyer activities to be funded with CHDO Reserve unless the CHDO is the owner, sponsor, or developer of the housing being acquired.

For more information on activity funding and drawdowns, see Chapters 18 and 19.

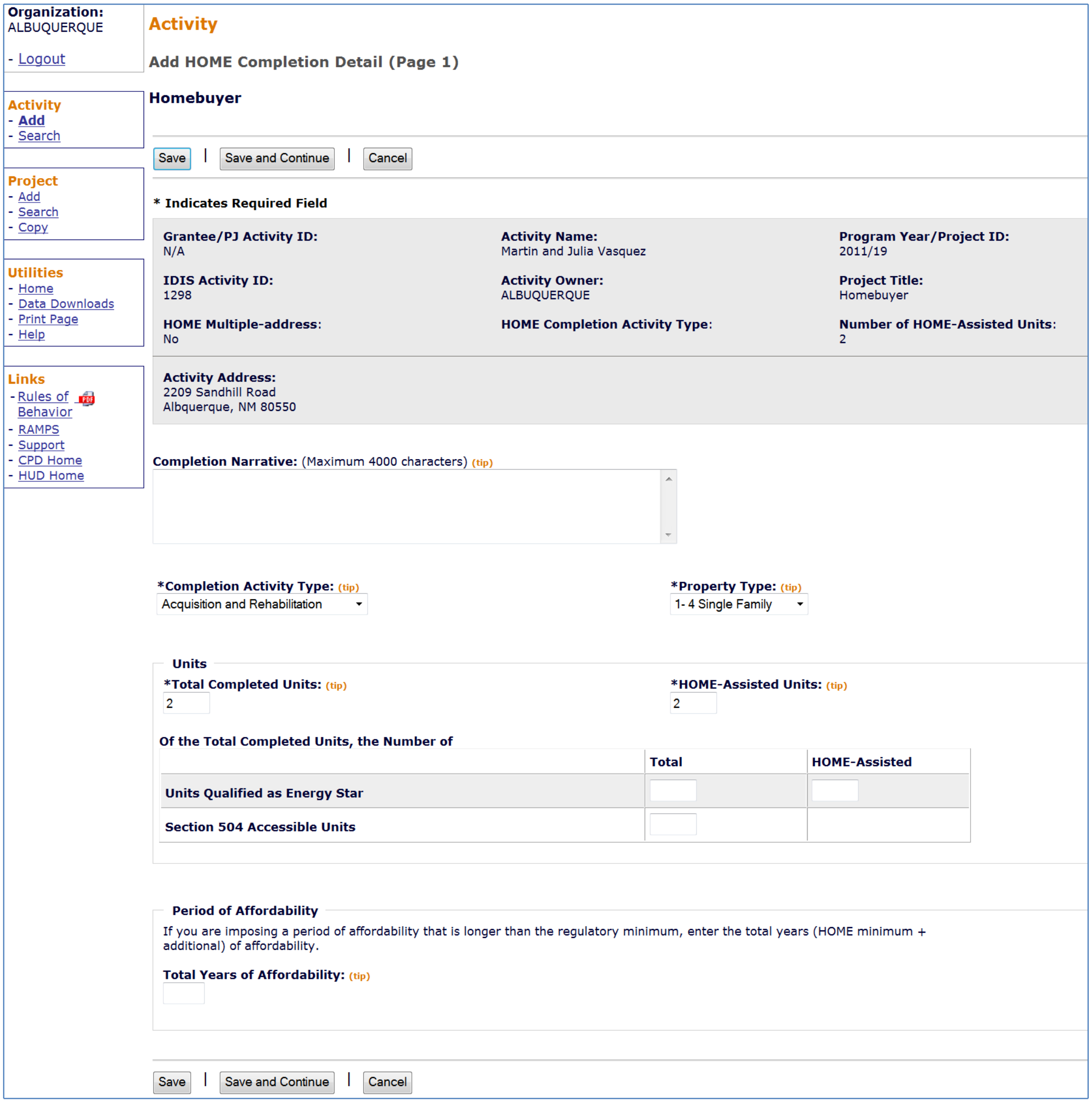
ACTIVITY COMPLETION

To complete a single-address homebuyer activity in IDIS, you will provide information about the activity's units, costs, and beneficiaries on two HOME completion screens. Once all of the required data has been entered, the ACTIVITY STATUS must be updated to **Completed**. HOME regulations require PJs to enter this completion information and update the status within 120 days of the final draw for the activity.

To access the completion screens, follow the instructions on page 3-5 for retrieving the activity and displaying it on the Edit Activity page. On that page, click the [Add HOME Accomp.] or [Edit HOME Accomp.] button to display the first HOME completion screen.

ADD/EDIT COMPLETION DETAIL (PAGE 1)

Basic completion information is input on this screen:



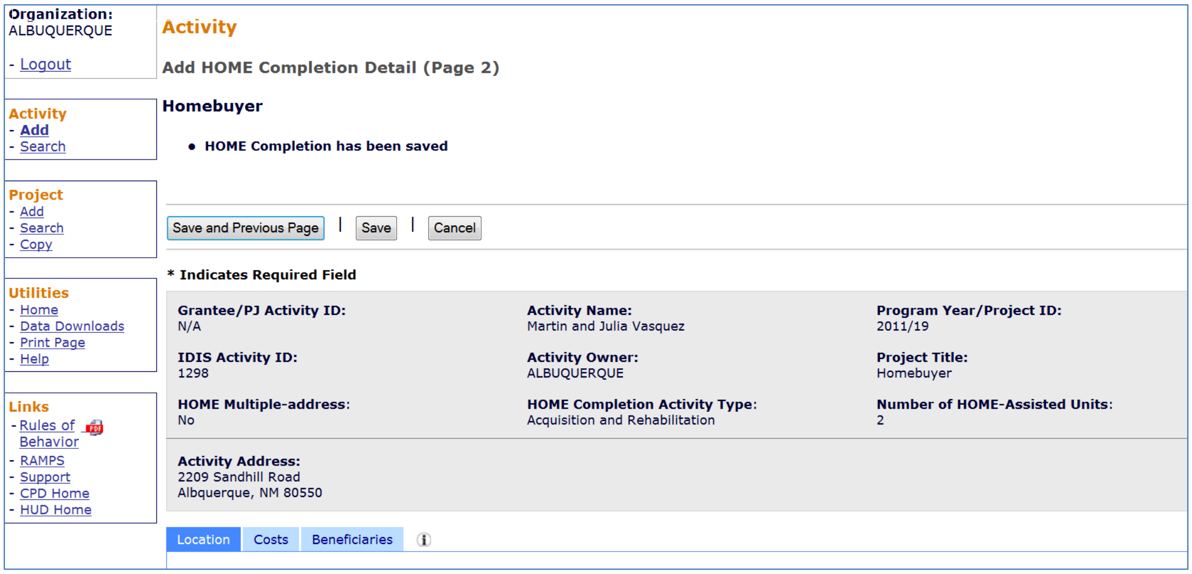
Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Completion Narrative	Optional.
Completion Activity Type	This field is initially populated with the ACTIVITY SETUP TYPE input at setup. Change it here if the setup type no longer accurately reflects the work that was performed. The completion activity types are the same as the setup types (see page 8-4 for definitions).

Field	**Description**
Property Type	This field is initially populated with **1-4 Single-Family**. If necessary, change it to one of the other property types listed on the dropdown.
Total Completed Units	Enter the total number of units (HOME assisted plus non-HOME assisted) at activity completion. This field is initially populated with the number of ESTIMATED HOME UNITS you entered at activity setup (see page 8-5), but may be changed.
HOME-Assisted Units	Enter the number of units that received HOME assistance. This field is also initially populated with ESTIMATED HOME UNITS, but may be changed. The number must be between **1** and **4** and cannot be more than TOTAL COMPLETED UNITS.
Units Qualified as Energy Star	In the TOTAL column, enter the total number of units that have received Energy Star certification. In the HOME-ASSISTED column, enter the number of HOME-assisted units that have received Energy Star certification. For information about HOME and Energy Star, go to hud.gov/energystar/home.cfm
Section 504 Accessible Units	Enter the total number of units that are fully accessible under Section 504 accessibility standards. Include all 504-accessible units in the count, whether or not HOME funds were spent to make them 504-accessible. Note that Section 504 accessibility is not a program requirement for homebuyer activities. For more information on the HOME Program's Section 504 compliance requirements, see HUD Notice CPD-00-9 or superseding notices.
Total Years of Affordability	If the period of affordability (POA) you are imposing on HOME-assisted units is longer than the period required by HOME regulations, enter the total number of years (HOME minimum plus additional) in this field. To indicate that the HOME-assisted units are to remain affordable in perpetuity, enter **99**. If you are not imposing a longer-than-required POA, leave the field blank.

When you are finished, click the [Save and Continue] button to display the next screen.

ADD/EDIT COMPLETION DETAIL (PAGE 2)

Page 2 consists of three screens for entering location, costs, and beneficiary information about the activity. The top part of each screen looks like this:

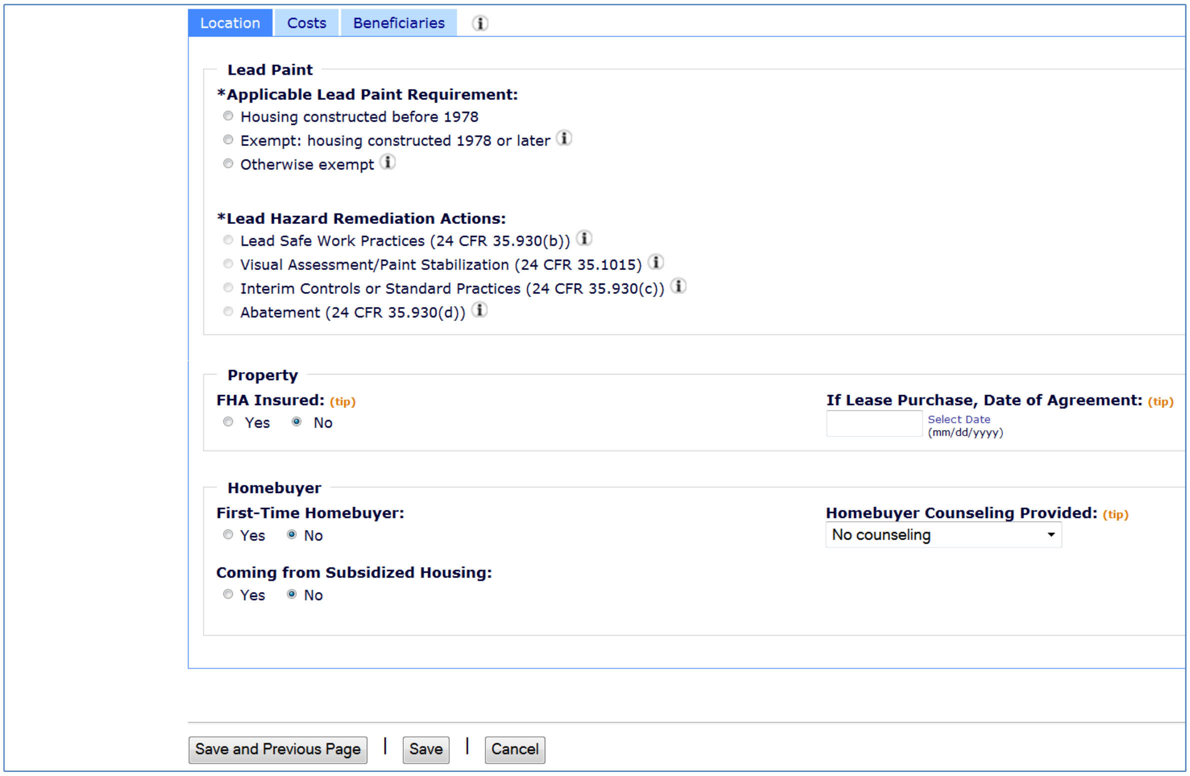


Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Location, Costs, Beneficiaries tabs	Use the tabs to navigate the Page 2 completion screens. When you select a different tab, data on the current screen is validated and saved before the new screen is displayed. Use the buttons at the top/bottom of the screen only when you are ready to exit Page 2.

The Location, Costs, and Beneficiaries screens are explained below.

Location Tab

The Location screen is displayed when Page 2 is first accessed:



Location | Costs | Beneficiaries

Lead Paint

***Applicable Lead Paint Requirement:**
- Housing constructed before 1978
- Exempt: housing constructed 1978 or later
- Otherwise exempt

***Lead Hazard Remediation Actions:**
- Lead Safe Work Practices (24 CFR 35.930(b))
- Visual Assessment/Paint Stabilization (24 CFR 35.1015)
- Interim Controls or Standard Practices (24 CFR 35.930(c))
- Abatement (24 CFR 35.930(d))

Property

FHA Insured: (tip)
Yes No

If Lease Purchase, Date of Agreement: (tip)
Select Date (mm/dd/yyyy)

Homebuyer

First-Time Homebuyer:
Yes No

Homebuyer Counseling Provided: (tip)
No counseling

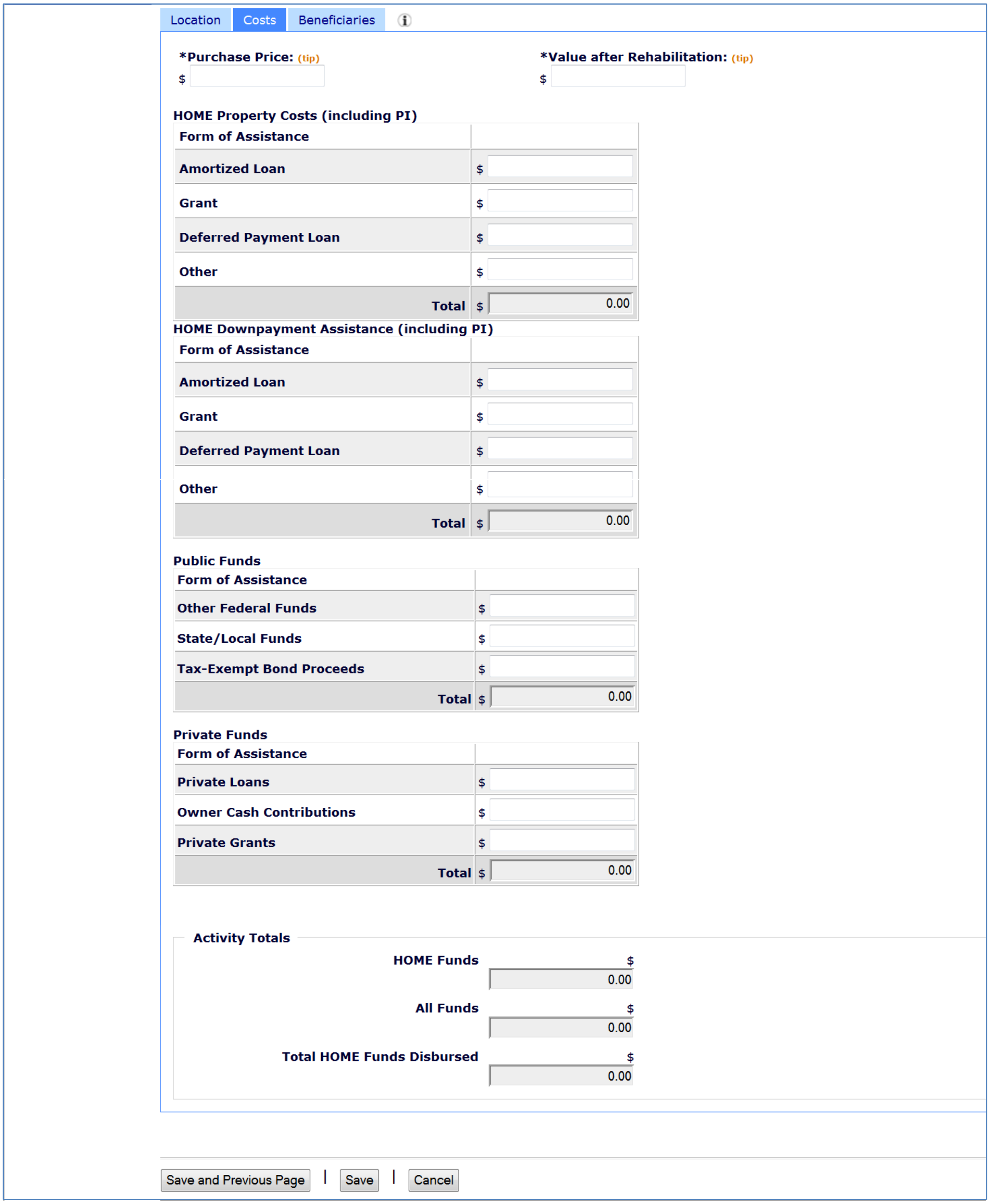
Coming from Subsidized Housing:
Yes No

Save and Previous Page | Save | Cancel

Field	**Description**
Lead Paint	These fields are displayed only if the COMPLETION ACTIVITY TYPE on the previous screen is **Acquisition Only** or **Acquisition and Rehabilitation**.
Applicable Lead Paint Requirement	This field must be filled in before the Costs or Beneficiaries tab can be accessed.
Lead Hazard Remediation Actions	Make a selection only if the previous field is **Housing constructed before 1978**.
FHA Insured	Change this field to **Yes** if the property is insured by the FHA.
If Lease Purchase, Date of Agreement	If a lease purchase arrangement has been made with the homebuyer, provide the date the agreement was signed.
First-Time Homebuyer	Change this field to **Yes** if the new homeowner is a first-time homebuyer. To be counted as an ADDI activity, this field must be **Yes**.
Coming from Subsidized Housing	Change this field to **Yes** if immediately prior to HOME assistance, the homebuyer was living in public housing or receiving rental assistance from a federal, state, or local program.
Homebuyer Counseling Provided	Indicate the type of homeownership counseling (if any) that the homebuyer received.

Costs Tab

Clicking the Costs tab displays this screen:

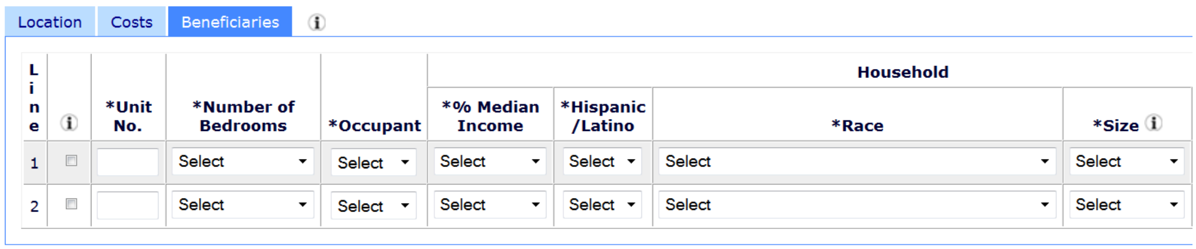


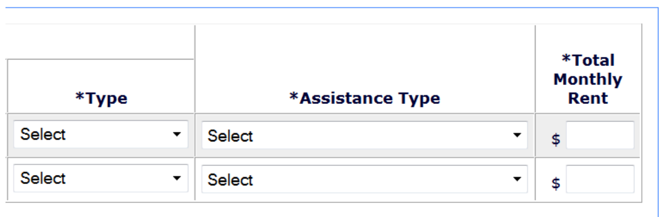
Field	Description
Purchase Price	Enter the price that the homebuyer paid for the property, as evidenced on the deed.
Value after Rehabilitation	This field is displayed only when the COMPLETION ACTIVITY TYPE on the previous screen is **Acquisition and Rehabilitation**. Enter the dollar value of the property after rehabilitation. For more information on this and the previous field, go to the HOME Program website, look under "HOME Reports and Limits" and click on the Maximum Purchase Price/After-rehab Value link.
HOME Property Costs (Including PI)	
Amortized Loan	Enter the total amount, in dollars and cents, of HOME funds provided as an amortized loan. This is a direct loan which the borrower is expected to repay in full (principal and interest or principal only) over a fixed period of time.
Grant	Enter the total amount, in dollars and cents, of HOME funds provided as a grant. A grant is provided with no requirement or expectation of repayment. A grant may be used to reduce the amount of principal borrowed, the principal repayment, or the effective interest rate (an interest subsidy payment) on a private loan.
Deferred Payment Loan	Enter the total amount, in dollars and cents, of HOME funds provided as a deferred payment loan (DPL). A DPL can be repayable at some future time or forgiven. A DPL is repayable when the property is sold, or is forgiven if (a) the owner does not sell the property for a specified number of years or (b) repayment of principal and interest starts after the bank loan is repaid.
Other	Enter the total amount, in dollars and cents, of HOME funds provided in some form other than the loan/grant assistance identified above.
Total	This read-only field is the total of the HOME PROPERTY COSTS (INCLUDING PI) amounts entered. If the activity is funded with CHDO Reserve, this total must be greater than zero before the activity status can be changed to **Completed** (remember from page 8-1 that providing HOME funds for downpayment assistance only is not a CR-eligible activity).
HOME Downpayment Assistance (Including PI)	
Amortized Loan	Enter the total amount, in dollars and cents, of HOME funds provided as an amortized loan.
Grant	Enter the total amount, in dollars and cents, of HOME funds provided as a grant.
Deferred Payment Loan	Enter the total amount, in dollars and cents, of HOME funds provided as a deferred payment loan (DPL).

Field	Description
Other	Enter the total amount, in dollars and cents, of HOME funds provided in some form other than the loan/grant assistance identified above.
Total	This read-only field is the sum of the HOME DOWNPAYMENT ASSISTANCE (INCLUDING PI) amounts entered.
Public Funds	
Other Federal Funds	Enter the total amount of activity costs paid for with other (non-HOME) federal funds.
State/Local Funds	Enter the total amount of activity costs paid for with state or local government appropriated funds.
Tax-Exempt Bond Proceeds	Enter the total amount of activity costs paid for with state or local government tax-exempt bond proceeds.
Total	This read-only field is the sum of the PUBLIC FUNDS amounts.
Private Funds	
Private Loans	Enter the total amount of activity costs paid for with money obtained from private financial institutions such as banks or credit unions.
Owner Cash Contributions	Enter the total amount of cash contributions provided by the homebuyer.
Private Grants	Enter the total amount of cash contributions donated by private individuals, organizations, etc.
Total	This read-only field is the sum of the PRIVATE FUNDS amounts.
Activity Totals	
HOME Funds	This read-only field is equal to the HOME Property Costs (Including PI) TOTAL plus the HOME Downpayment Assistance (Including PI) TOTAL. It and the TOTAL HOME FUNDS DISBURSED field below must match before the activity status can be changed to **Completed**.
All Funds	This read-only field shows the sum of all HOME, public, and private funding amounts.
Total HOME Funds Disbursed	This read-only field displays the amount of HOME funds drawn down for the activity to date. It and the HOME FUNDS activity total must be equal before the activity status can be changed to **Completed**.

Beneficiaries Tab

Information about the households assisted with HOME funds is entered on the Beneficiaries screen. The number of lines displayed is the same as the number in the HOME-ASSISTED UNITS field on the Page 1 completion screen (see page 8-7).





Field	Description
Line	The number of lines filled in must equal the number of HOME-ASSISTED UNITS on the Page 1 screen before you will be allowed to change the activity status to **Completed**.
ⓘ	To delete a line of data, check the box in this column. Empty lines cannot (and need not) be deleted.
Unit No.	Enter the unit number of the HOME-assisted unit.
Number of Bedrooms	Specify the number of bedrooms in the unit: **SRO/Efficiency** or **1** through **5+**.
Occupant	Select **Owner**, **Tenant**, or **Vacant**. If the unit is vacant, leave the rest of the fields on the input line blank (data you enter in them will not be saved). The OCCUPANT of one line must be **Owner** before the activity status can be updated to **Completed**.
% Median Income	For each occupied unit, specify the household's annual income level at the time of initial occupancy. Income levels are expressed as a percentage of the median income for the area, as determined by HUD with adjustments for family size. The percentages are: **0 - 30%** Household annual income at or below 30% of the area median income (AMI). **30+ - 50%** Household annual income above 30% and at or below 50% of AMI.

Field	Description
	50+ - 60% Household annual income above 50% and at or below 60% of AMI. **60+ - 80%** Household annual income above 60% and at or below 80% of AMI.
Hispanic/Latino	For each occupied unit, indicate if the head of household is Hispanic/Latino by selecting **Yes** or **No**. A person of Hispanic/Latino ethnicity is defined as someone of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture, regardless of race.
Race	For each occupied unit, select the race of the head of household: **White**: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. **Black/African American**: A person having origins in any of the black racial groups of Africa. **Asian**: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. **American Indian/Alaskan Native**: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment. **Native Hawaiian/Other Pacific Islander**: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. **American Indian/Alaskan Native & White**: A person having these multiple racial origins as defined above. **Asian & White**: A person having these multiple racial origins as defined above. **Black/African American & White**: A person having these multiple racial origins as defined above. **American Indian/Alaskan Native & Black/African American**: A person having these multiple racial origins as defined above. **Other Multi-Racial**: Category used for reporting individual responses that are not included in any of the categories listed above.
Size	For each occupied unit, specify the number of persons in the household, **1** through **8+**.

Field	Description
Type	For each occupied unit, specify the type of household occupying the unit: **Single, Non-Elderly** – One person under the age of 62. **Elderly** – One or more persons, each of whom is at least 62 years old. **Single Parent** – A single parent with one or more dependent children 18 years old or younger. **Two Parents** – Two parents with one or more dependent children 18 years old or younger. **Other** – Any household not included in the above definitions, including two or more unrelated persons. If the previous field is **1 person**, then this field must be either **Single, Non-Elderly** or **Elderly**.
Assistance Type	For the owner-occupied unit, select **Section 8** if the homebuyer is receiving Section 8 voucher assistance to purchase the property. Otherwise, choose **No Assistance**. For tenant-occupied units, select: **Section 8** – for tenants receiving Section 8 assistance either through the Section 8 Certificate Program under 24 CFR 882 or the Section 8 Housing Voucher Program under 24 CFR 887. **HOME TBRA** – for tenants receiving HOME tenant-based rental assistance. **Other Federal, State, or Local Assistance** – for tenants receiving rental subsidies from other federal, state, or local rental assistance programs. **No Assistance** – self-explanatory.
Total Monthly Rent	For the owner-occupied unit, leave this field blank. For each tenant-occupied unit, enter the total amount of the initial monthly rent to the nearest dollar. Include both the tenant contribution and the subsidy amount in the total. *Tenant contribution* is the amount the tenant pays each month for rent. If the tenant-paid rent includes utilities or partial utilities (e.g., heat but not electricity), these costs must be added to the rent. To compute utility costs for the area, use the utility allowance schedule established by your local Public Housing Authority in accordance with form HUD-52667, Allowance for Tenant Furnished Utilities and Other Services. *Subsidy amount* is the amount of rental assistance the tenant receives each month (including any utility allowances paid directly to the tenant).

When you are finished, select a different tab or click the [Save] button to save your data and return to the Edit Activity screen.

UPDATING THE ACTIVITY STATUS TO COMPLETED

The final step in completing any HOME activity is to change the ACTIVITY STATUS to **Completed** (see page 3-10).

Remember, the HOME final rule at 24 CFR 92.502(d)(1) requires PJs to enter all completion data and update the status to **Completed** within 120 days of the final draw for the activity. If the 120-day deadline is not met, IDIS flags the activity for non-compliance and suspends your ability to set up and to fund HOME activities until the flag is cleared.

ADDI AND IDIS

The American Dream Downpayment Initiative (ADDI) funds that your PJ may have received from 2003 - 2008 are not tracked as a separate program in IDIS. Instead, the costs for a homebuyer activity that meet the criteria established for ADDI are charged to ADDI (up to the allowable limits) until those funds are exhausted. At that time, HOME costs for homebuyer activities are automatically charged against your HOME allocation.

Homebuyer activity costs are charged against ADDI if:

- A COMPLETION ACTIVITY TYPE of **Acquisition Only**, **Acquisition and Rehabilitation**, or **Acquisition and New Construction** is entered on the Page 1 completion screen (see page 8-7), and
- The FIRST-TIME HOMEBUYER field on the Page 2 Location tab (see page 8-10) is answered **Yes**, and
- DOWNPAYMENT ASSISTANCE is input in the HOME costs section of the Page 2 Costs tab (see page 8-11), and
- The ACTIVITY STATUS is **Completed**.

The ADDI program has not received an appropriation of funds since FY 2008. If you have specific questions regarding the treatment of ADDI funds in IDIS, contact your local HUD CPD representative or send a question to IDIS "Ask A Question" on the OneCPD website (www.onecpd.info).

Chapter 9
MULTI-ADDRESS HOMEBUYER ACTIVITIES

In this chapter, you will learn how to set up, fund, draw funds for, and complete a homebuyer activity that is carried out at two or more sites. Setting up a multi-address activity differs only slightly from single-address setup, and the funding and drawdown processes are identical. Completion requires the entry of separate cost and beneficiary data for each address in the activity.

You should set up an activity as a multi-address activity only if the different sites and buildings are under common ownership, management, and financing, and are to be assisted with HOME funds as a single undertaking (see the HOME definition of "project" at 24 CFR 92.2). If the sites do not share ownership, management, and financing, each property constitutes a separate HOME project and must be set up as a separate activity in IDIS. PJs should not set up their entire homebuyer program as one multi-address activity.

ACTIVITY SETUP

To add a new activity, fill in the Add Activity screen (see page 3-2), setting the ACTIVITY CATEGORY to **Homebuyer**. To update or view an existing activity, follow the instructions on page 3-5 for retrieving and displaying it on the Edit Activity screen.

Click the [Add HOME] or [Edit HOME] Setup Detail button to display the first of three homebuyer setup screens.

ADD/EDIT HOME SETUP DETAIL (PAGE 1)

This screen is identical to the Page 1 setup screen for a single-address homebuyer activity (see page 8-1). When you have finished filling it out, click the [Save and Continue] button.

ADD/EDIT HOME SETUP DETAIL (PAGE 2)

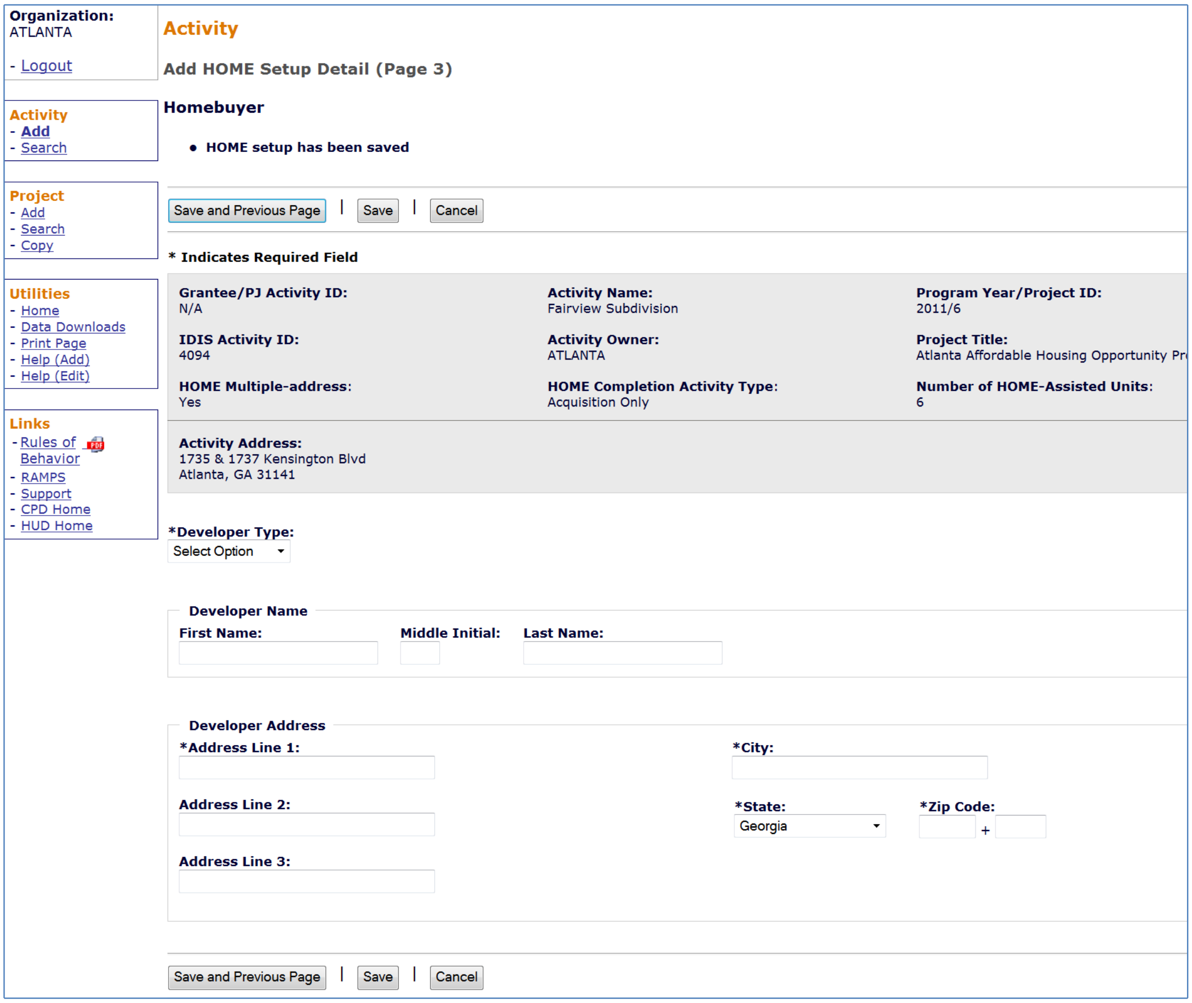
The second multi-address setup screen is also identical to its single-address counterpart (see page 8-3). When filling in this screen for a multi-address activity:

- Note that the same SETUP ACTIVITY TYPE must apply to the HOME-assisted units at all activity locations. If, for example, you plan to do acquisition only at one site and acquisition and rehab at another, then you should set up two separate activities.
- Change the MULTI-ADDRESS field to **Yes**.
- Leave the HOMEBUYER'S NAME fields blank. For multi-address activities, homebuyer names are entered for each address at completion.
- Enter a general description of the activity location in the ACTIVITY ADDRESS fields rather than the address of one of the properties. You will input a specific address for each assisted property at completion.
- The number of ESTIMATED HOME UNITS must be at least two. Include the units at all activity locations in your count.
- In ESTIMATED HOME COST, include the HOME funds needed for all the properties.

When you are finished, click the [Save and Continue] button.

ADD/EDIT HOME SETUP DETAIL (PAGE 3)

The last multi-address homebuyer setup screen asks for information about the developer of the properties:



Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Developer Type	Select one of the types listed on the dropdown to indicate who is developing the properties to be assisted with HOME funds.
Developer Name	Optional. If the developer is an individual, enter his/her full name. Otherwise, enter the legal name of the organization in the FIRST NAME field.
Developer Address	Enter the developer's address.

When you are finished, click the [Save] button to save your data and display the Edit Activity screen.

ACTIVITY FUNDING AND DRAWDOWNS

Multi-address homebuyer activities can be funded with the same HOME fund types used for single-address homebuyer activities (see page 8-6). For more information on activity funding and drawdowns, see Chapters 18 and 19.

ACTIVITY COMPLETION

Completing a multi-address activity differs from single-address completion in that you will enter separate cost and beneficiary data for each address in the activity.

To access the completion screens, follow the instructions on page 3-5 for retrieving the activity and displaying it on the Edit Activity page. On that page, click the [Add HOME Accomp.] or [Edit HOME Accomp.] button to display the first HOME completion screen.

ADD/EDIT COMPLETION DETAIL (PAGE 1)

This screen is exactly the same as the Page 1 completion screen for single-address homebuyer activities (see page 8-7 for details). When filling in the UNITS fields for a multi-address activity, count the units at all addresses.

Click the [Save and Continue] button. If you have already entered cost and beneficiary data for at least one address, the Search HOME Property Addresses screen is displayed (turn to page 9-10). Otherwise, the Page 2 Completion Detail screen (shown on the next page) is displayed.

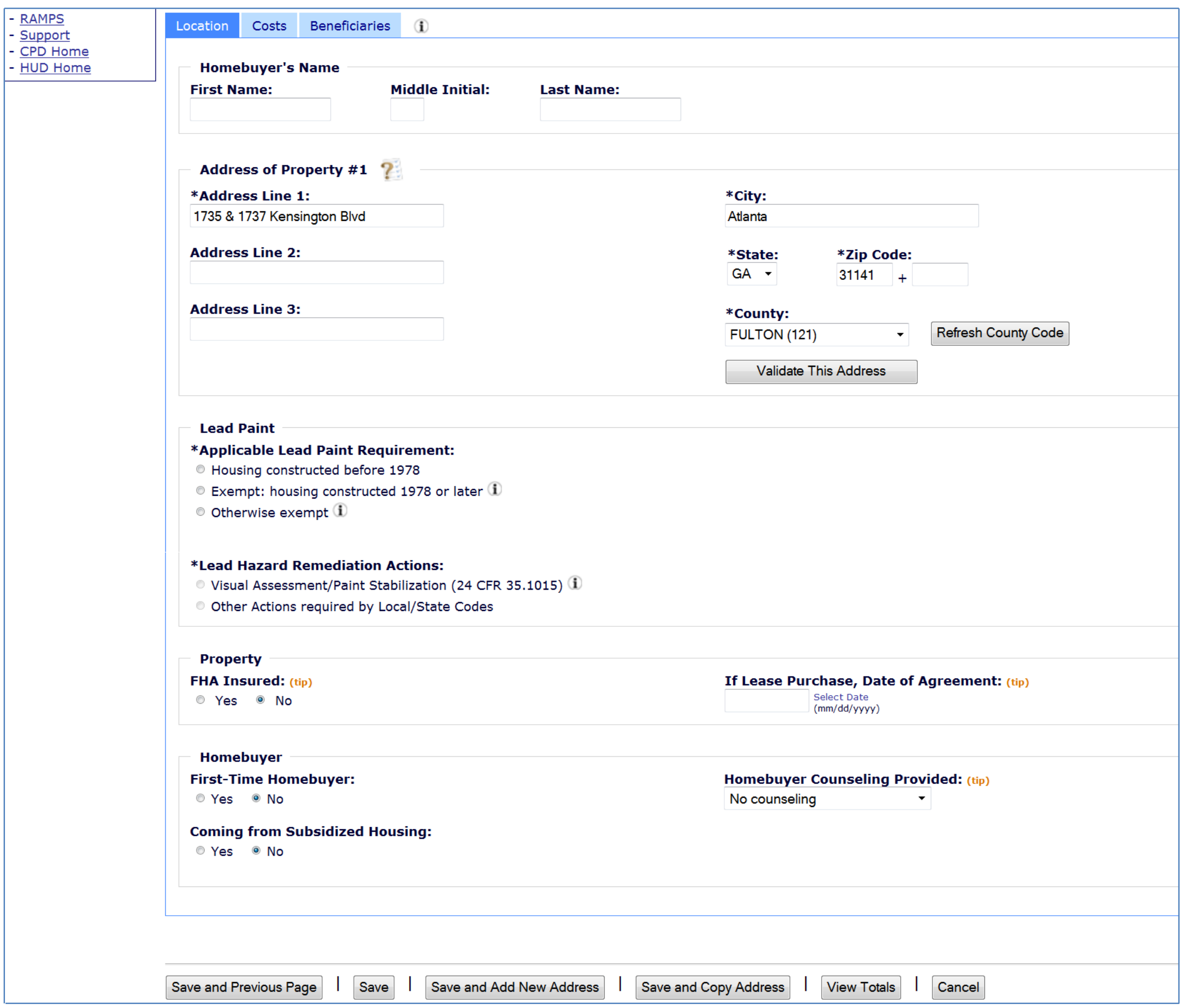
ADD/EDIT COMPLETION DETAIL (PAGE 2)

The location, cost, and beneficiary data required for a multi-address activity is the same as the data required for a single-address activity. However, you must fill in a separate Page 2 for each of the addresses in a multi-address activity.

Because data is input for each address, there are some differences between the Page 2 multi-address screens and the single-address screens shown on pages 8-9 through 8-17. Those differences are explained below.

Location Tab

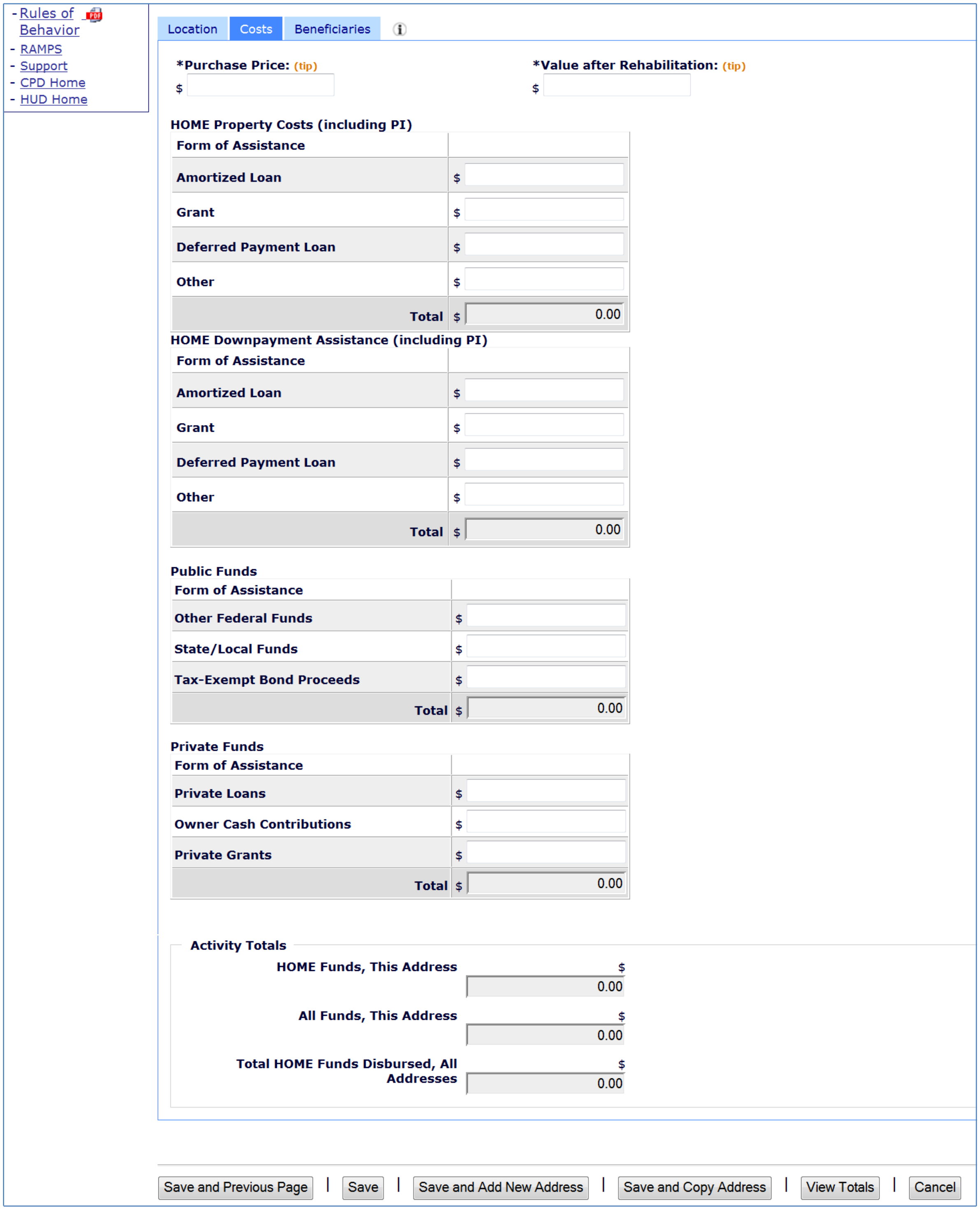
The homebuyer's name and the address of one of the assisted properties are input here. All of the data you enter on the location, cost, and beneficiary screens will be for this address only.



Field	**Description**
Homebuyer's Name	Optional. Input the name of the homebuyer at the property address you will enter below.
Address of Property #*n*	Enter and validate the address of one of the assisted properties. The data you input here and on the Costs and Beneficiaries tabs will be for this address only, not the entire activity. Each address you add increases the *#n* in the label by one. Note: For Property #1, these fields default to the activity address input at setup. If necessary, change it to a specific property address.
Lead Paint *through* Coming from Subsidized Housing	These fields are identical to the single-address homebuyer screen (see page 8-10), but apply only to the property at the address you input above.

Costs Tab

Fill in the Costs screen exactly as you do for a single-address homebuyer activity, *but include in each amount only the funds expended at the address specified on the Location tab*.



- Rules of Behavior
- RAMPS
- Support
- CPD Home
- HUD Home

Location | Costs | Beneficiaries

*Purchase Price: (tip) $

*Value after Rehabilitation: (tip) $

HOME Property Costs (including PI)

Form of Assistance	
Amortized Loan	$
Grant	$
Deferred Payment Loan	$
Other	$
Total	$ 0.00

HOME Downpayment Assistance (including PI)

Form of Assistance	
Amortized Loan	$
Grant	$
Deferred Payment Loan	$
Other	$
Total	$ 0.00

Public Funds

Form of Assistance	
Other Federal Funds	$
State/Local Funds	$
Tax-Exempt Bond Proceeds	$
Total	$ 0.00

Private Funds

Form of Assistance	
Private Loans	$
Owner Cash Contributions	$
Private Grants	$
Total	$ 0.00

Activity Totals

HOME Funds, This Address	$ 0.00
All Funds, This Address	$ 0.00
Total HOME Funds Disbursed, All Addresses	$ 0.00

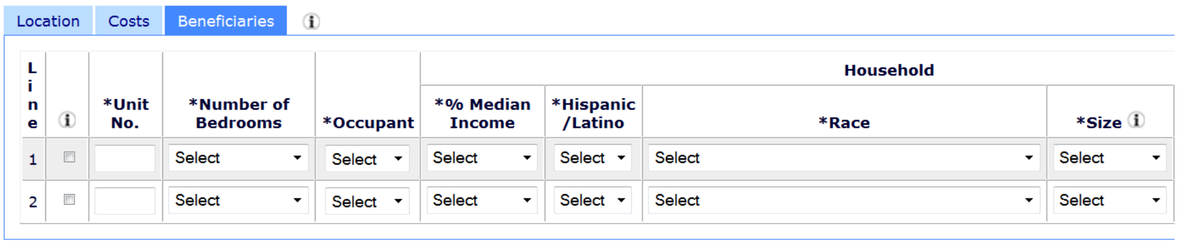
Save and Previous Page | Save | Save and Add New Address | Save and Copy Address | View Totals | Cancel

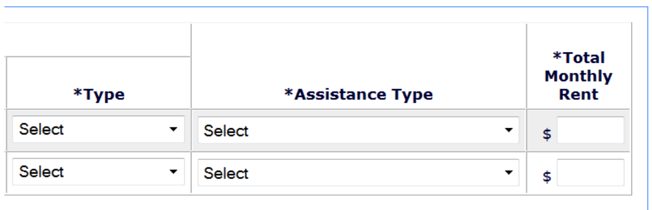
Field	Description
Purchase Price *through* Private Funds	These fields are identical to the single-address homebuyer screen (see page 8-11), but apply only to units at the Location tab address.
HOME Funds, This Address	This read-only field equals the HOME Property Costs (including PI) TOTAL plus the HOME Downpayment Assistance (including PI) TOTAL for this address.
All Funds, This Address	This read-only field shows the sum of all HOME, public, and private funding amounts entered for this address.
Total HOME Funds Disbursed, All Addresses	This read-only field displays the amount of HOME funds drawn down for the activity (all addresses) to date.

Totals of the costs that have been input for all addresses can be found on the Multi-Address Activity Summary screen (see page 9-11).

Beneficiaries Tab

Fill in the Beneficiaries screen exactly as you do for a single-address homebuyer activity, *but only for households at the address specified on the Location tab*.





Field	Description
Line	The number of lines shown depends on the number of HOME-ASSISTED UNITS specified on the Page 1 completion screen. When that number is: • 2, 3, or 4, then the number of input lines will be the same as the number of HOME-ASSISTED UNITS. • 5 or more, then 4 lines are shown (the maximum number of HOME-assisted units at one address is four). Fill in only as many lines as there are HOME-assisted households at the Location tab address. You can find the total number of beneficiary lines that have been entered for all addresses on the Multi-Address Activity Summary screen (see page 9-11).
ⓘ	To delete a line of data, check the box in this column. Empty lines cannot (and need not) be deleted.
Unit No. *through* Total Monthly Rent	These fields are identical to the single-address homebuyer screen (see page 8-14), but apply only to units at the Location tab address.

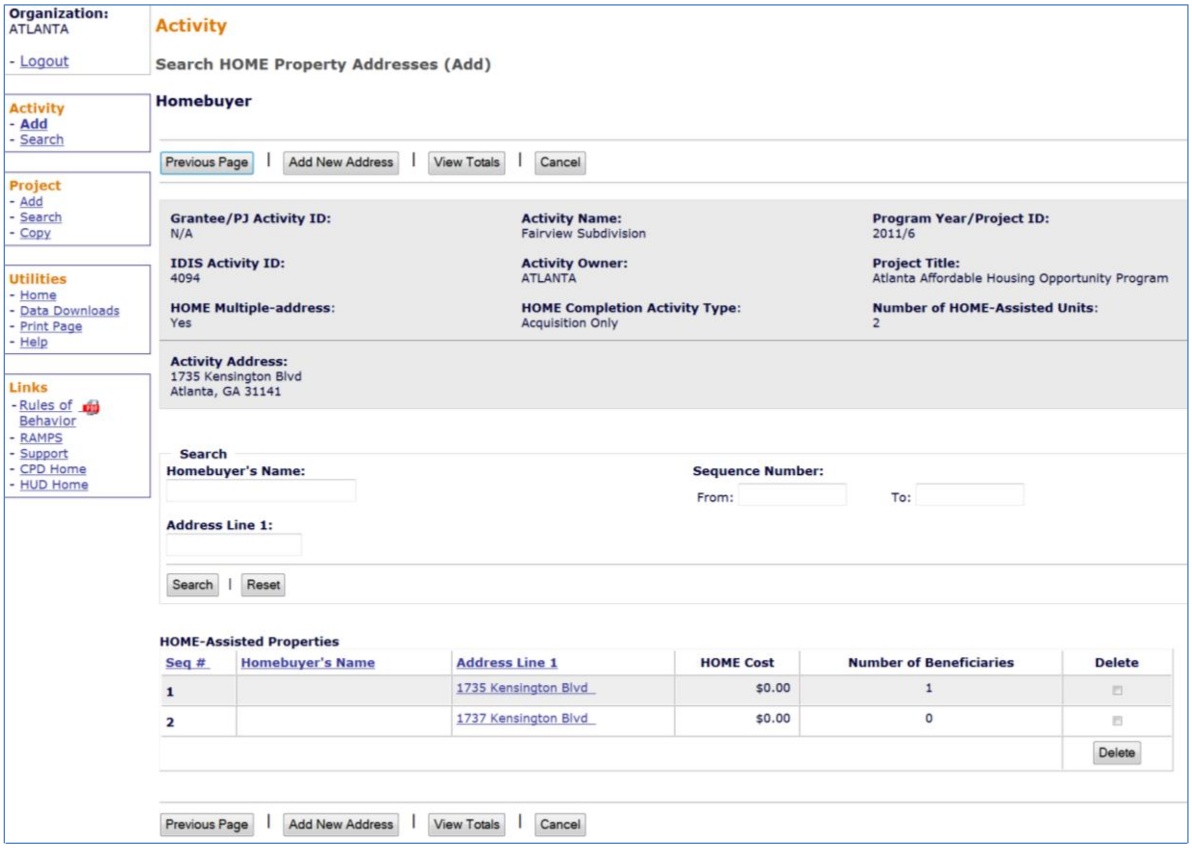
When you are finished, either select another tab or click:

- [Save and Previous Page] to save your input and go back a screen. If you are in add mode, the Page 1 Completion Detail screen (see page 9-3) is displayed. If you are in edit mode, the Search Property Addresses screen is shown (see page 9-10).
- [Save] to save your input and return to the common Edit Activity screen.
- [Save and Add New Address] to save your input and redisplay a refreshed Page 2.

- [Save and Copy Address] to save your input and redisplay a refreshed Page 2 prepopulated with the address of the property you were just working with. This can save typing if the only difference between addresses is the street number or name.
- [View Totals] to display the Multi-Address Activity Summary screen (see page 9-11). If the Page 2 data you have entered has not been saved yet, it won't be included in the summary screen totals.
- [Cancel] to exit without saving changes made on the current tab.

SEARCH HOME PROPERTY ADDRESSES SCREEN

This screen is used to access the location, cost, and beneficiary data already input for a multi-address activity:



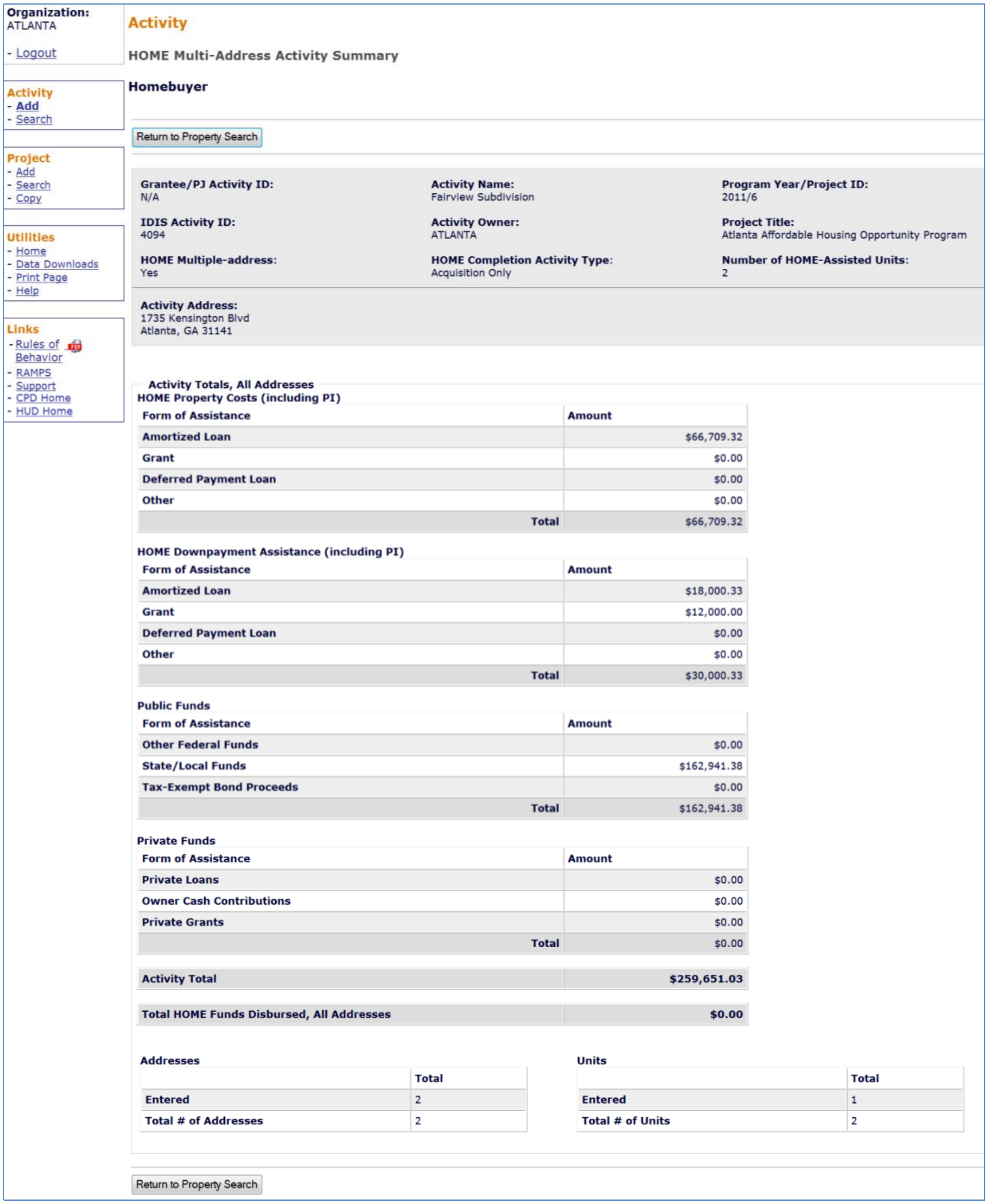
On initial display, all of the addresses that have been input are listed. To limit the results (and so reduce the amount of paging you may need to do), you can search the addresses by HOMEBUYER'S NAME, ADDRESS LINE 1, or SEQUENCE NUMBER.

Click on an Address Line 1 link in the third column of the results table to display the Page 2 Location tab for that address (see page 9-4).

Clicking the [View Totals] button displays the Multi-Address Activity Summary screen, shown on the next page.

MULTI-ADDRESS ACTIVITY SUMMARY SCREEN

This screen provides activity-level totals for the cost and beneficiary data you have input separately for each address in a multi-address activity. To access it, click the [View Totals] button on the Search Home Property Addresses screen or the Page 2 Completion Detail screen.



Organization: ATLANTA
- Logout

Activity
- Add
- Search

Project
- Add
- Search
- Copy

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Rules of Behavior
- RAMPS
- Support
- CPD Home
- HUD Home

Activity

HOME Multi-Address Activity Summary

Homebuyer

[Return to Property Search]

Grantee/PJ Activity ID: N/A	**Activity Name:** Fairview Subdivision	**Program Year/Project ID:** 2011/6
IDIS Activity ID: 4094	**Activity Owner:** ATLANTA	**Project Title:** Atlanta Affordable Housing Opportunity Program
HOME Multiple-address: Yes	**HOME Completion Activity Type:** Acquisition Only	**Number of HOME-Assisted Units:** 2

Activity Address:
1735 Kensington Blvd
Atlanta, GA 31141

Activity Totals, All Addresses

HOME Property Costs (including PI)

Form of Assistance	Amount
Amortized Loan	$66,709.32
Grant	$0.00
Deferred Payment Loan	$0.00
Other	$0.00
Total	$66,709.32

HOME Downpayment Assistance (including PI)

Form of Assistance	Amount
Amortized Loan	$18,000.33
Grant	$12,000.00
Deferred Payment Loan	$0.00
Other	$0.00
Total	$30,000.33

Public Funds

Form of Assistance	Amount
Other Federal Funds	$0.00
State/Local Funds	$162,941.38
Tax-Exempt Bond Proceeds	$0.00
Total	$162,941.38

Private Funds

Form of Assistance	Amount
Private Loans	$0.00
Owner Cash Contributions	$0.00
Private Grants	$0.00
Total	$0.00

Activity Total	**$259,651.03**
Total HOME Funds Disbursed, All Addresses	**$0.00**

Addresses

	Total
Entered	2
Total # of Addresses	2

Units

	Total
Entered	1
Total # of Units	2

[Return to Property Search]

The entire screen is read-only.

Field	**Description**
Fields in gray box	These fields identify the activity you are processing
HOME Property Costs (Including PI)	Totals, by form of assistance, of the amounts entered in the HOME PROPERTY COSTS (INCLUDING PI) fields for all addresses.
HOME Downpayment Assistance (Including PI)	Totals, by form of assistance, of the amounts entered in the HOME DOWNPAYMENT ASSISTANCE (INCLUDING PI) fields for all addresses.
Public Funds	Totals, by form of assistance, of the amounts entered in the PUBLIC FUNDS fields for all addresses.
Private Funds	Totals, by form of assistance, of the amounts entered in the PRIVATE FUNDS fields for all addresses.
Activity Total	The total of all HOME, public, and private funding amounts for all addresses.
Total HOME Funds Disbursed, All Addresses	Total HOME funds drawn down for the activity to date. The sum of the HOME Property Costs (Including PI) TOTAL and HOME Downpayment Assistance (Including PI) TOTAL above must equal this field before the activity status can be changed to **Completed**.
Addresses	
Entered	The number of addresses that have been input on the Page 2 Location tab.
Total # of Addresses	Always equal to the previous field.
Units	
Entered	The number of units for which beneficiary data has been input. It must equal the next field before the activity status can be changed to **Completed**.
Total # of Units	The number of HOME-ASSISTED UNITS from the Page 1 Completion Detail screen.

When you have finished, click the [Return to Property Search] or [Return to Accomplishment Page 2] button.

UPDATING THE ACTIVITY STATUS TO COMPLETED

The final step in completing any HOME activity is to change the ACTIVITY STATUS to **Completed** (see page 3-10).

Remember, the HOME final rule at 24 CFR 92.502(d)(1) requires PJs to enter all completion data and update the status to **Completed** within 120 days of the final draw for the activity. If the 120-day deadline is not met, IDIS flags the activity for non-compliance and suspends your ability to set up and to fund HOME activities until the flag is cleared.

ADDI AND IDIS

The HOME costs for multi-address homebuyer activities are charged against the American Dream Downpayment Initiative (ADDI) exactly as they are for single-address activities. See page 8-18 for details.

Chapter 10
SINGLE-ADDRESS HOMEOWNER REHAB ACTIVITIES

This chapter explains how to set up, fund, draw funds for, and complete homeowner rehabilitation activities that are carried out at a single location.

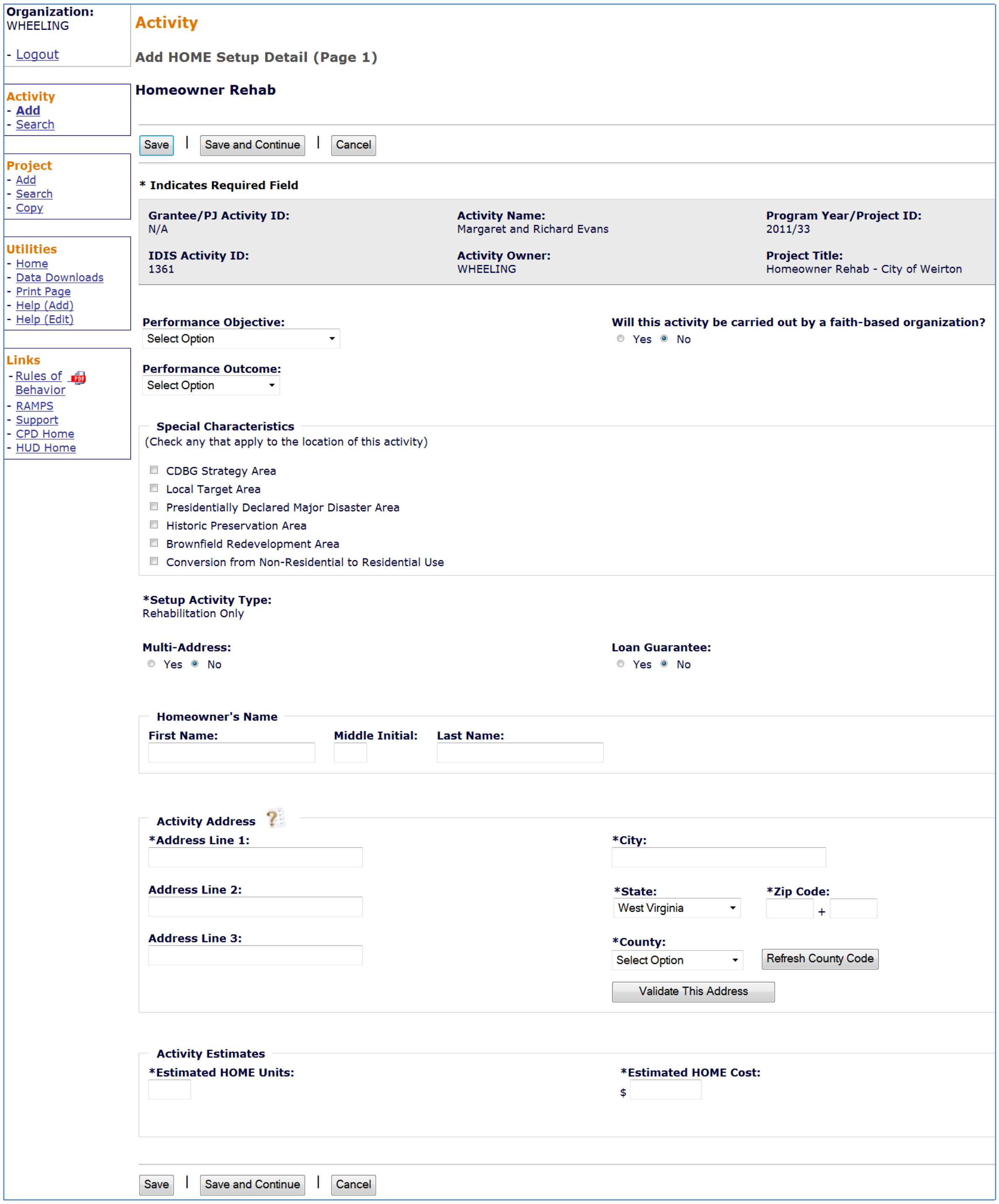
ACTIVITY SETUP

To add a new activity, fill in the Add Activity screen (see page 3-2), setting the ACTIVITY CATEGORY to **Homeowner Rehab**. To update or view an existing activity, follow the instructions on page 3-5 for retrieving and displaying it on the Edit Activity screen.

Click the [Add HOME] or [Edit HOME] Setup Detail button to display the homeowner rehab setup screen.

ADD/EDIT HOME SETUP DETAIL (PAGE 1)

Basic setup information is entered on this screen, including the address of the assisted property, the number of units you expect to assist with HOME funds, the estimated HOME cost, and whether the activity is located at a single site or at multiple addresses:



Organization:
WHEELING

- Logout

Activity
- Add
- Search

Project
- Add
- Search
- Copy

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Rules of Behavior
- RAMPS
- Support
- CPD Home
- HUD Home

Activity

Add HOME Setup Detail (Page 1)

Homeowner Rehab

Save | Save and Continue | Cancel

*** Indicates Required Field**

Grantee/PJ Activity ID: N/A	**Activity Name:** Margaret and Richard Evans	**Program Year/Project ID:** 2011/33
IDIS Activity ID: 1361	**Activity Owner:** WHEELING	**Project Title:** Homeowner Rehab - City of Weirton

Performance Objective: Select Option

Will this activity be carried out by a faith-based organization? Yes No

Performance Outcome: Select Option

Special Characteristics
(Check any that apply to the location of this activity)

- CDBG Strategy Area
- Local Target Area
- Presidentially Declared Major Disaster Area
- Historic Preservation Area
- Brownfield Redevelopment Area
- Conversion from Non-Residential to Residential Use

***Setup Activity Type:**
Rehabilitation Only

Multi-Address: Yes No

Loan Guarantee: Yes No

Homeowner's Name
First Name: **Middle Initial:** **Last Name:**

Activity Address
***Address Line 1:**
***City:**
Address Line 2:
***State:** West Virginia ***Zip Code:** +
Address Line 3:
***County:** Select Option Refresh County Code
Validate This Address

Activity Estimates
***Estimated HOME Units:**
***Estimated HOME Cost:** $

Save | Save and Continue | Cancel

Field	**Description**
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the common activity screen.
Performance Objective	Select the objective that best reflects your intent in setting up this activity. Descriptions of the objectives are provided on the help screen. If you leave the field blank, it will be set to **Provide decent affordable housing**.
Performance Outcome	Select the outcome that best reflects the results you are seeking to achieve with this activity. Descriptions of the outcomes are provided on the help screen. If you leave the field blank, it will be set to **Affordability**.
Will this activity be carried out by a faith-based organization?	Change this field to **Yes** if a faith-based organization will carry out this activity.
Special Characteristics	Check the box for each characteristic that applies to the location of the activity you are setting up. More than one box may be checked; all boxes may be left unchecked. See the help screen for definitions of the characteristics. Note: For PJs in Arizona, California, New Mexico, and Texas, an additional characteristic, COLONIA, is displayed. Check it if the activity assists a rural community or neighborhood that is within 150 miles of the U.S.-Mexican border and lacks decent housing.
Setup Activity Type	This is a read-only field because the only valid type for a homeowner rehab activity is **Rehabilitation Only**—the alteration, improvement or modification of an existing structure that does not include the acquisition of real property.
Multi-Address	For a single-address activity, leave this field set to **No**. If there is more than one property address for the activity, change it to **Yes**. Multi-address homeowner rehab activities are covered in the next chapter.
Loan Guarantee	If HOME funds will be used to guarantee financing provided by private lenders, change this field to **Yes**.
Homeowner's Name	Optional.
Activity Address	Enter the street, city, and state of the property being assisted. Note: If you change the STATE, click the [Refresh County Code] button before validating the address.
[Validate This Address] button	Required. After filling in ADDRESS LINE 1, CITY, and STATE, click this button to verify the input. If the address is: • Valid, the ZIP CODE and COUNTY will be populated automatically with the correct data. • Invalid, an error message is displayed. You may either correct and revalidate the address, or check the SKIP

Field	Description
	VALIDATION FOR NOW box under the ADDRESS LINE 3 field and validate it later. If you check the SKIP VALIDATION box, you will have to fill in the ZIP CODE and COUNTY before the screen can be saved.
Activity Estimates	
Estimated HOME Units	Enter the number of units that you expect will have been assisted with HOME funds upon activity completion. For single-address activities, the number must be between **1** and **4**.
Estimated HOME Cost	Enter the estimated amount of HOME funds (including program income) that will be spent on the activity. Enter the amount in whole dollars, with or without commas. The minimum amount of HOME funds that must be invested in a housing activity is $1,000 times the number of HOME-assisted units (see 24 CFR 92.205(c)). If you enter an estimated amount below this minimum, IDIS displays an error message and does not allow activity setup to continue until the estimate is corrected. The maximum amount of HOME funds that may be invested per unit varies by location and by unit size (see 24 CFR 92.250). IDIS does not edit for the per-unit maximum.

When you are finished, click [Save] to save your data and display the Edit Activity screen (see page 3-7).

ACTIVITY FUNDING AND DRAWDOWNS

Rehab activities may be funded with EN (entitlement), SU (subgrant), AD (administration), and PA (program income for administration) HOME funds. None of the CHDO fund types (CR, CO, CL, or CC) can be used.

For more information on activity funding and drawdowns, see Chapters 18 and 19.

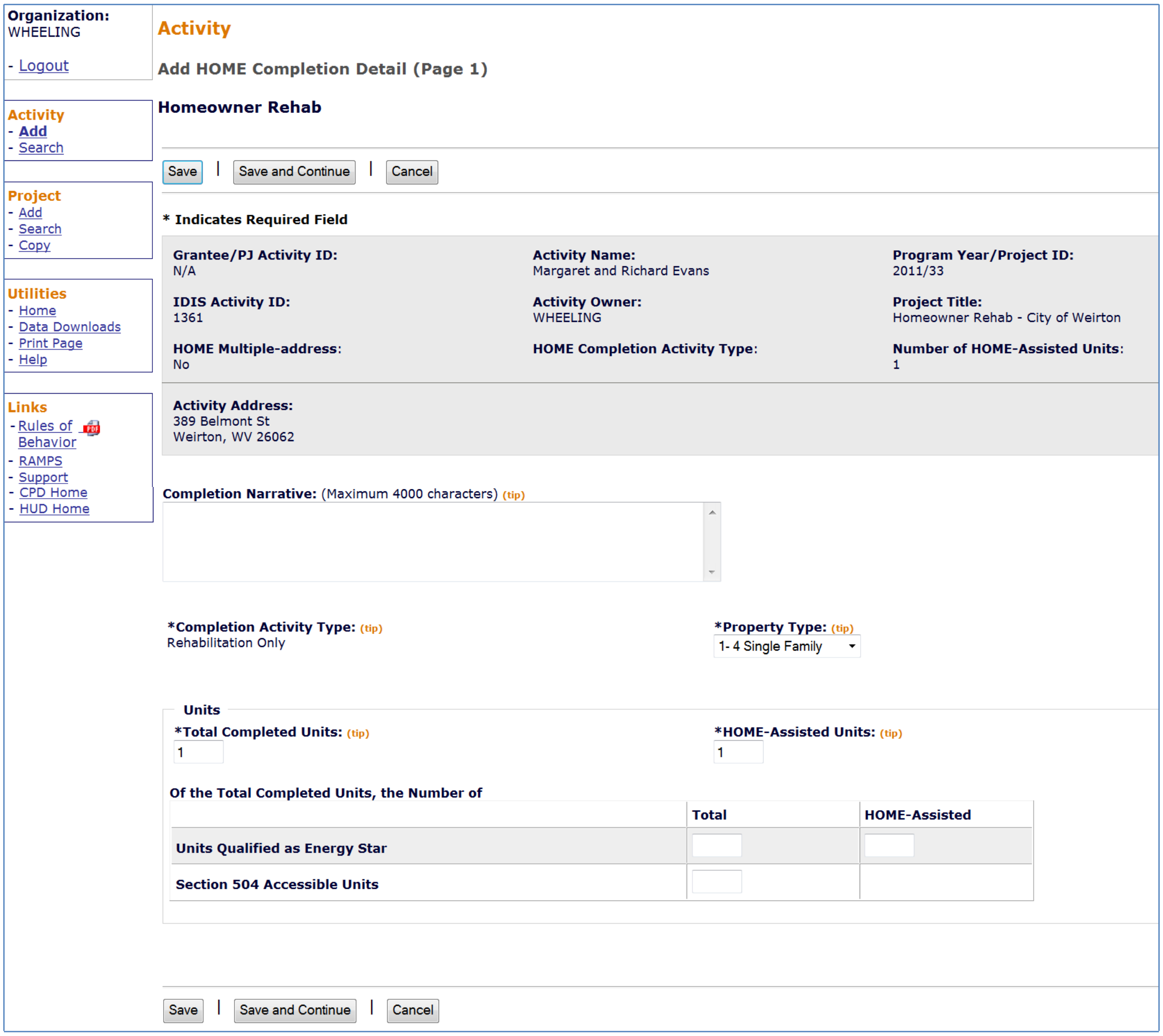
ACTIVITY COMPLETION

To complete a single-address homeowner rehab activity in IDIS, you will provide information about the activity's units, costs, and beneficiaries on two HOME completion screens. Once all of the required data has been entered, the ACTIVITY STATUS must be updated to **Completed**. HOME regulations require PJs to enter this completion information and update the status within 120 days of the final draw for the activity.

To access the completion screens, follow the instructions on page 3-5 for retrieving the activity and displaying it on the Edit Activity page. On that page, click the [Add HOME Accomp.] or [Edit HOME Accomp.] button to display the first HOME completion screen.

ADD/EDIT COMPLETION DETAIL (PAGE 1)

Basic completion information is input on this screen:



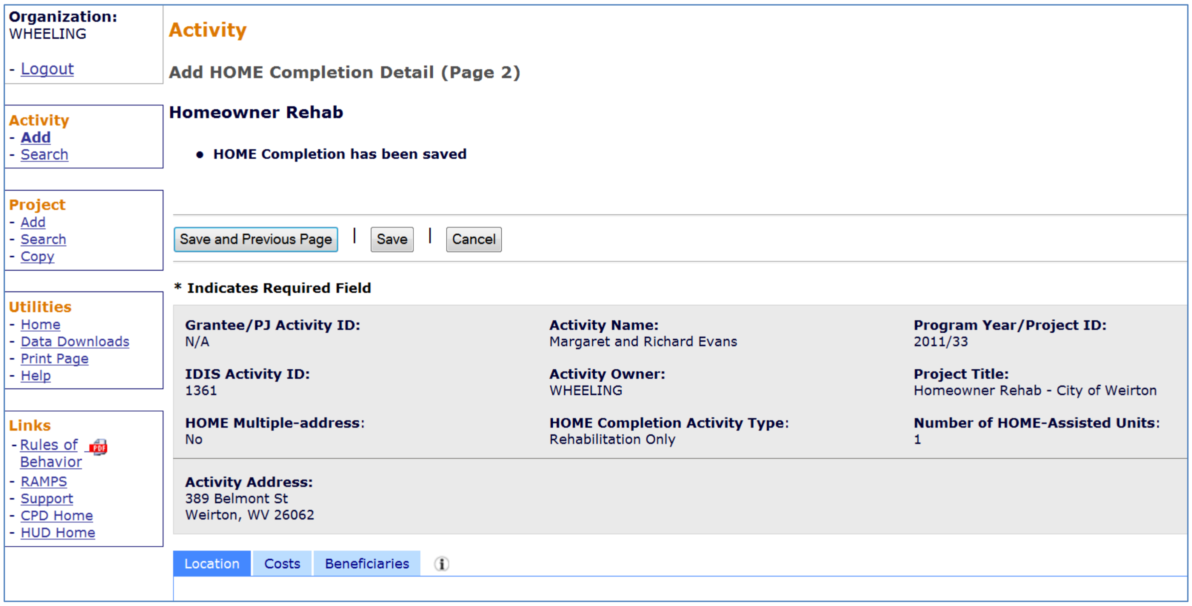
Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Completion Narrative	Optional.
Completion Activity Type	This field shows **Rehabilitation Only**—the only valid type for a rehab activity.
Property Type	This field is initially populated with **1-4 Single-Family**. If necessary, change it to one of the other property types listed on the dropdown.
Total Completed Units	Enter the total number of units (HOME assisted plus non-HOME assisted) at activity completion. This field is initially populated with the number of ESTIMATED HOME UNITS you entered at activity setup (see page 10-4), but may be changed.

Field	**Description**
HOME-Assisted Units	Enter the number of units that received HOME assistance. This field is also initially populated with ESTIMATED HOME UNITS, but may be changed. The number must be between **1** and **4** and cannot be more than TOTAL COMPLETED UNITS.
Units Qualified as Energy Star	In the TOTAL column, enter the total number of units that have received Energy Star certification. In the HOME-ASSISTED column, enter the number of HOME-assisted units that have received Energy Star certification. For information about HOME and Energy Star, go to hud.gov/energystar/home.cfm
Section 504 Accessible Units	Enter the total number of units that were made accessible for occupants under Section 504 accessibility standards. A unit does not need to have been made fully accessible under Section 504 standards (i.e., meet full UFAS standards) to be counted. Include all 504-accessible units in the count, whether or not HOME funds were spent to make them 504-accessible. Note that 504-accessibility is not a program requirement for homeowner rehab activities.

When you are finished, click the [Save and Continue] button to display the next screen.

ADD/EDIT COMPLETION DETAIL (PAGE 2)

Page 2 consists of three screens for entering location, costs, and beneficiary information about the activity. The top part of each screen looks like this:

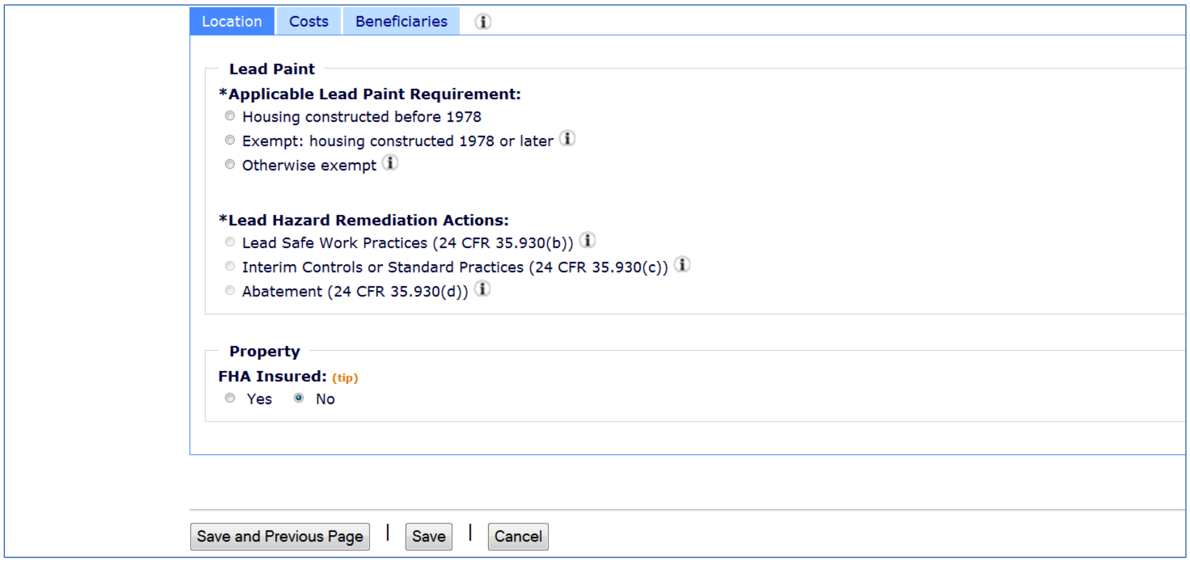


Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Location, Costs, Beneficiaries tabs	Use the tabs to navigate the Page 2 completion screens. When you select a different tab, data on the current screen is validated and saved before the new screen is displayed. Use the buttons at the top/bottom of the screen only when you are ready to exit Page 2.

The Location, Costs, and Beneficiaries screens are explained below.

Location Tab

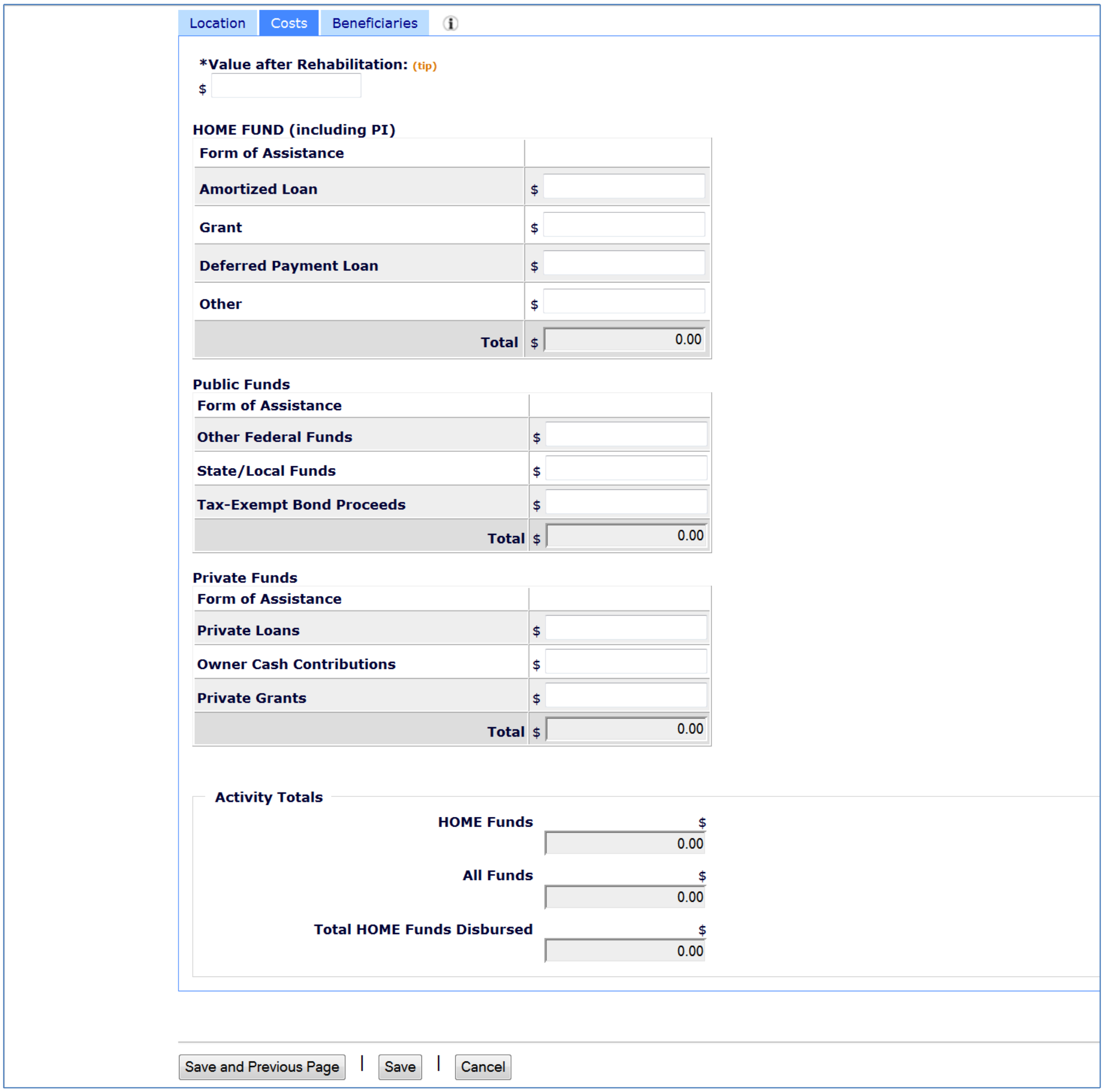
The Location screen is displayed when Page 2 is first accessed:



Field	Description
Lead Paint	
Applicable Lead Paint Requirement	This field must be filled in before the Costs or Beneficiaries tab can be accessed.
Lead Hazard Remediation Actions	Make a selection only if the previous field is **Housing constructed before 1978**.
FHA Insured	If the property is insured by the FHA, change this field to **Yes**.

Costs Tab

Clicking the Costs tab displays this screen:



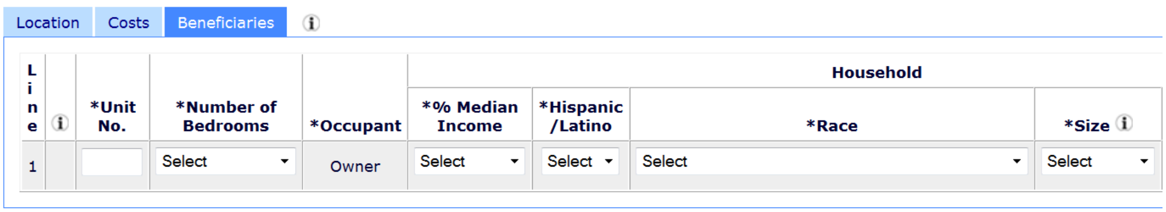
Field	Description
Value after Rehabilitation	Enter the dollar value of the property after rehabilitation. For more information on this field, go to the HOME Program website, look under "HOME Reports and Limits" and click on the Maximum Purchase Price/After-rehab Value link.
HOME Funds (Including PI)	
Amortized Loan	Enter the total amount, in dollars and cents, of HOME funds provided as an amortized loan. This is a direct loan which the borrower is expected to repay in full (principal and interest or principal only) over a fixed period of time.

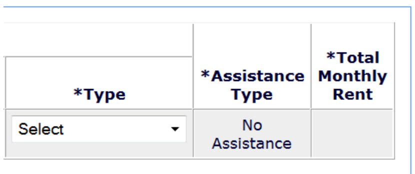
Field	**Description**
Grant	Enter the total amount, in dollars and cents, of HOME funds provided as a grant. A grant is provided with no requirement or expectation of repayment. A grant may be used to reduce the amount of principal borrowed, the principal repayment, or the effective interest rate (an interest subsidy payment) on a private loan.
Deferred Payment Loan	Enter the total amount, in dollars and cents, of HOME funds provided as a deferred payment loan (DPL). A DPL can be repayable at some future time or forgiven. A DPL is repayable when the property is sold, or is forgiven if (a) the owner does not sell the property for a specified number of years or (b) repayment of principal and interest starts after the bank loan is repaid.
Other	Enter the total amount, in dollars and cents, of HOME funds provided in some form other than the loan/grant assistance identified above.
Total	This read-only field shows the sum of the HOME FUNDS amounts entered. This total must equal TOTAL HOME FUNDS DISBURSED (the last field on the screen) before you will be allowed to change the activity status to **Completed**.
Public Funds	
Other Federal Funds	Enter the total amount of activity costs paid for with other (non-HOME) federal funds.
State/Local Funds	Enter the total amount of activity costs paid for with state or local government appropriated funds.
Tax-Exempt Bond Proceeds	Enter the total amount of activity costs paid for with state or local government tax-exempt bond proceeds.
Total	This read-only field is the sum of the PUBLIC FUNDS amounts.
Private Funds	
Private Loans	Enter the total amount of activity costs paid for with money obtained from private financial institutions such as banks or credit unions.
Owner Cash Contributions	Enter the total amount of cash contributions provided by the homeowner.
Private Grants	Enter the total amount of cash contributions donated by private individuals, organizations, etc.
Total	This read-only field is the sum of the PRIVATE FUNDS amounts entered.
Activity Totals	
HOME Funds	This read-only field always equals the HOME Funds (Including PI) TOTAL field above. It and the TOTAL HOME FUNDS DISBURSED field below must match before the activity status can be changed to **Completed**.

Field	Description
All Funds	This read-only field shows the sum of all HOME, public, and private funding amounts.
Total HOME Funds Disbursed	This read-only field displays the amount of HOME funds drawn down for the activity to date. It and the HOME FUNDS activity total must be equal before the activity status can be changed to **Completed**.

Beneficiaries Tab

Information about the households assisted with HOME funds is entered on the Beneficiaries screen. The number of lines displayed is the same as the number in the HOME-ASSISTED UNITS field on the Page 1 completion screen (see page 10-5).





Field	Description
Line	The number of lines filled in must equal the number of HOME-ASSISTED UNITS on the Page 1 screen before you will be allowed to change the activity status to **Completed**.
ⓘ	To delete a line of data, check the box in this column. Empty lines cannot (and need not) be deleted.
Unit No.	Enter the unit number of the HOME-assisted unit.
Number of Bedrooms	Specify the number of bedrooms in the unit: **SRO/Efficiency** or **1** through **5+**.
Occupant	On the first row, this field is populated with **Owner** and cannot be changed. For additional units, select **Tenant** or **Vacant**, as appropriate. If the unit is vacant, leave the rest of the fields on the input line blank (any data you enter will not be saved).
% Median Income	For each occupied unit, specify the household's annual income level at the time of initial occupancy. Income levels are expressed as a percentage of the median income for the area, as determined by HUD with adjustments for family size. The percentages are: **0 - 30%** Household annual income at or below 30% of the area median income (AMI). **30+ - 50%** Household annual income above 30% and at or below 50% of AMI. **50+ - 60%** Household annual income above 50% and at or below 60% of AMI. **60+ - 80%** Household annual income above 60% and at or below 80% of AMI.

Field	Description
Hispanic/Latino	For each occupied unit, indicate if the head of household is Hispanic/Latino by selecting **Yes** or **No**. A person of Hispanic/Latino ethnicity is defined as someone of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture, regardless of race.
Race	For each occupied unit, select the race of the head of household: **White**: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. **Black/African American**: A person having origins in any of the black racial groups of Africa. **Asian**: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. **American Indian/Alaskan Native**: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment. **Native Hawaiian/Other Pacific Islander**: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. **American Indian/Alaskan Native & White**: A person having these multiple racial origins as defined above. **Asian & White**: A person having these multiple racial origins as defined above. **Black/African American & White**: A person having these multiple racial origins as defined above. **American Indian/Alaskan Native & Black/African American**: A person having these multiple racial origins as defined above. **Other Multi-Racial**: Category used for reporting individual responses that are not included in any of the categories listed above.
Size	For each occupied unit, specify the number of persons in the household, **1** through **8+**.
Type	For each occupied unit, specify the type of household occupying the unit: **Single, Non-Elderly** – One person under the age of 62. **Elderly** – One or more persons, each of whom is at least 62 years old.

Field	Description
	Single Parent – A single parent with one or more dependent children 18 years old or younger. **Two Parents** – Two parents with one or more dependent children 18 years old or younger. **Other** – Any household not included in the above definitions, including two or more unrelated persons. If the previous field is **1 person**, then this field must be either **Single, Non-Elderly** or **Elderly**.
Assistance Type	For the owner-occupied unit (first row), this field is set to **No Assistance** and cannot be changed. For each tenant-occupied unit, select: **Section 8** – for tenants receiving Section 8 assistance either through the Section 8 Certificate Program under 24 CFR 882 or the Section 8 Housing Voucher Program under 24 CFR 887. **HOME TBRA** – for tenants receiving HOME tenant-based rental assistance. **Other Federal, State, or Local Assistance** – for tenants receiving rental subsidies from other federal, state, or local rental assistance programs. **No Assistance** – self-explanatory.
Total Monthly Rent	For the owner-occupied unit (first row), this field is deactivated. For each tenant-occupied unit, enter the total amount of the initial monthly rent to the nearest dollar. Include both the tenant contribution and the subsidy amount in the total. *Tenant contribution* is the amount the tenant pays each month for rent. If the tenant-paid rent includes utilities or partial utilities (e.g., heat but not electricity), these costs must be added to the rent. To compute utility costs for the area, use the utility allowance schedule established by your local Public Housing Authority in accordance with form HUD-52667, Allowance for Tenant Furnished Utilities and Other Services. *Subsidy amount* is the amount of rental assistance the tenant receives each month (including any utility allowances paid directly to the tenant).

When you are finished, select a different tab or click the [Save] button to save your data and return to the Edit Activity screen.

UPDATING THE ACTIVITY STATUS TO COMPLETED

The final step in completing any HOME activity is to change the ACTIVITY STATUS to **Completed** (see page 3-10).

Remember, the HOME final rule at 24 CFR 92.502(d)(1) requires PJs to enter all completion data and update the status to **Completed** within 120 days of the final draw for the activity. If the 120-day deadline is not met, IDIS flags the activity for non-compliance and suspends your ability to set up and to fund HOME activities until the flag is cleared.

Chapter 11
MULTI-ADDRESS HOMEOWNER REHAB ACTIVITIES

In this chapter, you will learn how to set up, fund, draw funds for, and complete a HOME homeowner rehabilitation activity that is carried out at two or more sites. Setting up a multi-address activity differs only slightly from single-address setup, and the funding and drawdown processes are identical. Completion requires the entry of separate cost and beneficiary data for each address in the activity.

You should set up an activity as a multi-address activity only if the different sites and buildings are under common ownership, management, and financing, and are to be assisted with HOME funds as a single undertaking (see the HOME definition of "project" at 24 CFR 92.2). If the sites do not share ownership, management, and financing, each property constitutes a separate HOME project and must be set up as a separate activity in IDIS.

ACTIVITY SETUP

To add a new activity, fill in the Add Activity screen (see page 3-2), setting the ACTIVITY CATEGORY to **Homeowner Rehab**. To update or view an existing activity, follow the instructions on page 3-5 for retrieving and displaying it on the Edit Activity screen.

Click the [Add HOME] or [Edit HOME] Setup Detail button to display the first of two setup screens.

ADD/EDIT HOME SETUP DETAIL (PAGE 1)

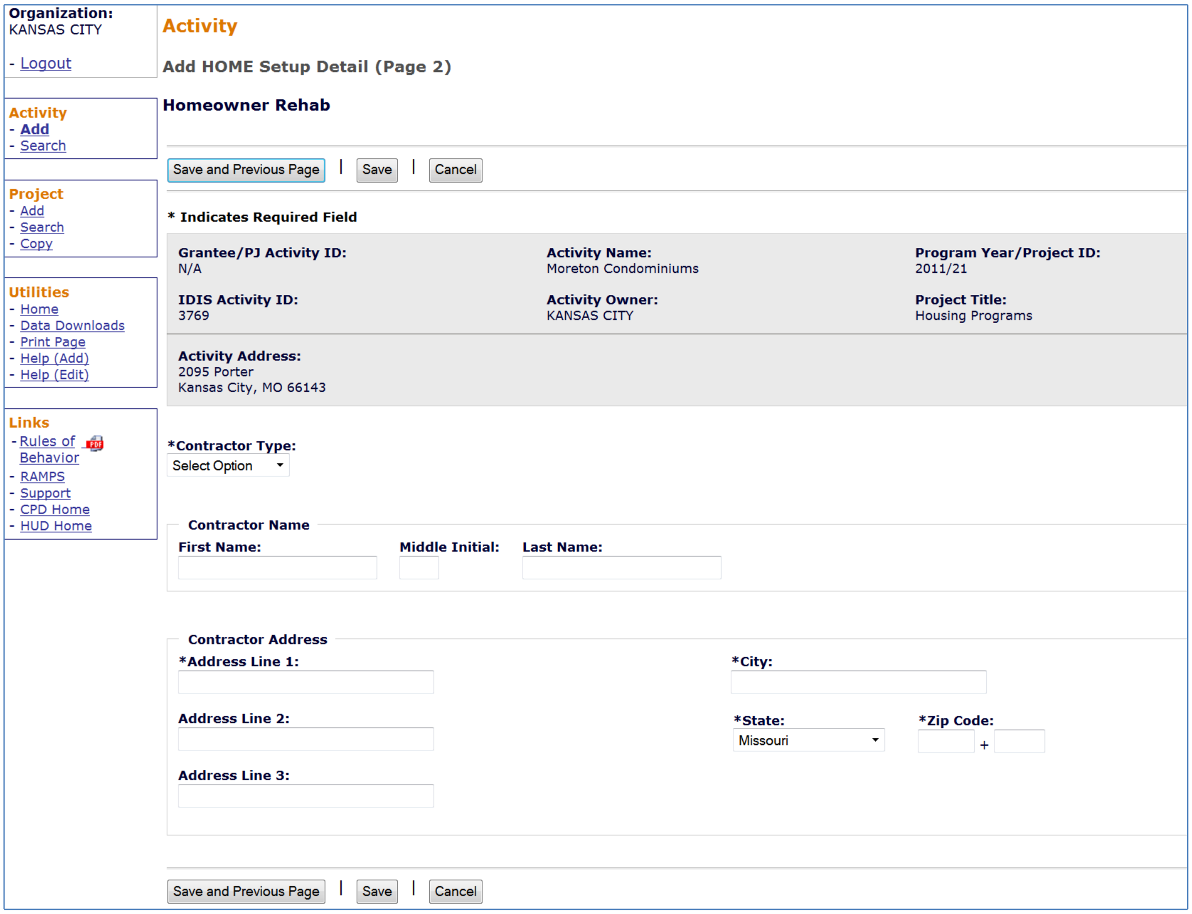
This screen is identical to the Page 1 setup screen for a single-address rehab activity (see page 10-2). When filling it in for a multi-address activity:

- Change the MULTI-ADDRESS field to **Yes**.
- Leave the HOMEOWNER'S NAME fields blank. For multi-address activities, homeowner names are entered for each address at completion.
- Enter a general description of the activity location in the ACTIVITY ADDRESS fields rather than the address of one of the properties. You will input a specific address for each assisted property at completion.
- The number of ESTIMATED HOME UNITS must be at least two. Include the units at all activity locations in your count.
- In ESTIMATED HOME COST, include the HOME funds needed for all the properties.

When you are finished, click the [Save and Continue] button.

ADD/EDIT HOME SETUP DETAIL (PAGE 2)

The second multi-address rehab setup screen asks for information about the contractor:



Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Contractor Type	Select one of the types listed on the dropdown to identify the type of contractor carrying out the work.
Contractor Name	Optional. If the contractor is an individual, enter his/her full name. Otherwise, enter the legal name of the organization in the FIRST NAME field.
Contractor Address	Enter the contractor's address.

When you are finished, click the [Save] button to save your data and display the Edit Activity screen.

ACTIVITY FUNDING AND DRAWDOWNS

Multi-address rehab activities can be funded with the same HOME fund types used for single-address rehab activities (see page 10-4). For more information on activity funding and drawdowns, see Chapters 18 and 19.

ACTIVITY COMPLETION

Completing a multi-address activity differs from single-address completion in that you will enter separate cost and beneficiary data for each address in the activity.

To access the completion screens, follow the instructions on page 3-5 for retrieving the activity and displaying it on the Edit Activity page. On that page, click the [Add HOME Accomp.] or [Edit HOME Accomp.] button to display the first HOME completion screen.

ADD/EDIT COMPLETION DETAIL (PAGE 1)

This screen is exactly the same as the Page 1 completion screen for single-address homeowner rehab activities (see page 10-5 for details). When filling in the UNITS fields for a multi-address activity, count the units at all addresses.

Click the [Save and Continue] button. If you have already entered cost and beneficiary data for at least one address, the Search HOME Property Addresses screen is displayed (turn to page 11-10). Otherwise, the Page 2 Completion Detail screen (shown on the next page) is displayed.

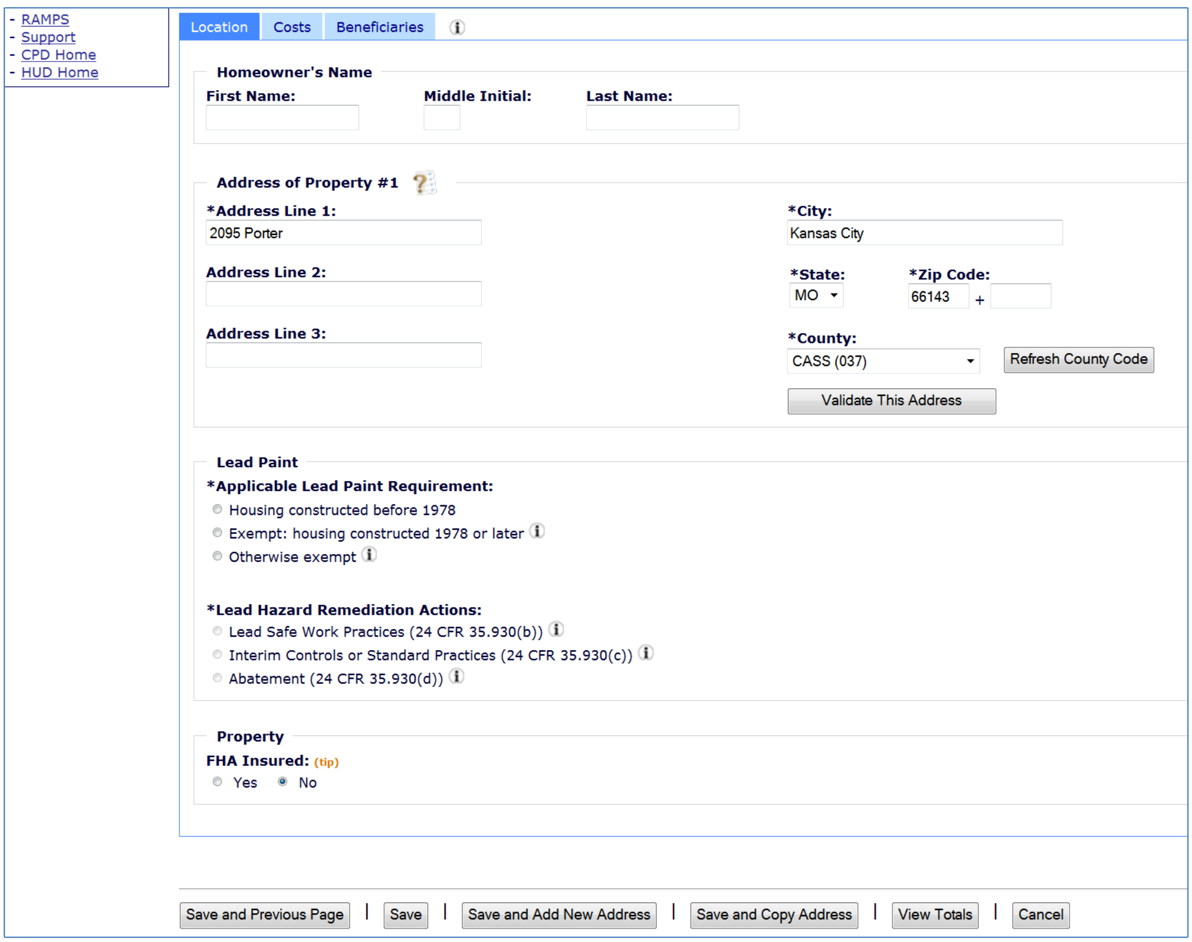
ADD/EDIT COMPLETION DETAIL (PAGE 2)

The location, cost, and beneficiary data required for a multi-address activity is the same as the data required for a single-address activity. However, you must fill in a separate Page 2 for each of the addresses in a multi-address activity.

Because data is input for each address, there are some differences between the Page 2 multi-address screens and the single-address screens shown on pages 10-7 through 10-14. Those differences are explained below.

Location Tab

The homeowner's name and the address of one of the assisted properties are input here. All of the data you enter on the location, cost, and beneficiary screens will be for this address only.

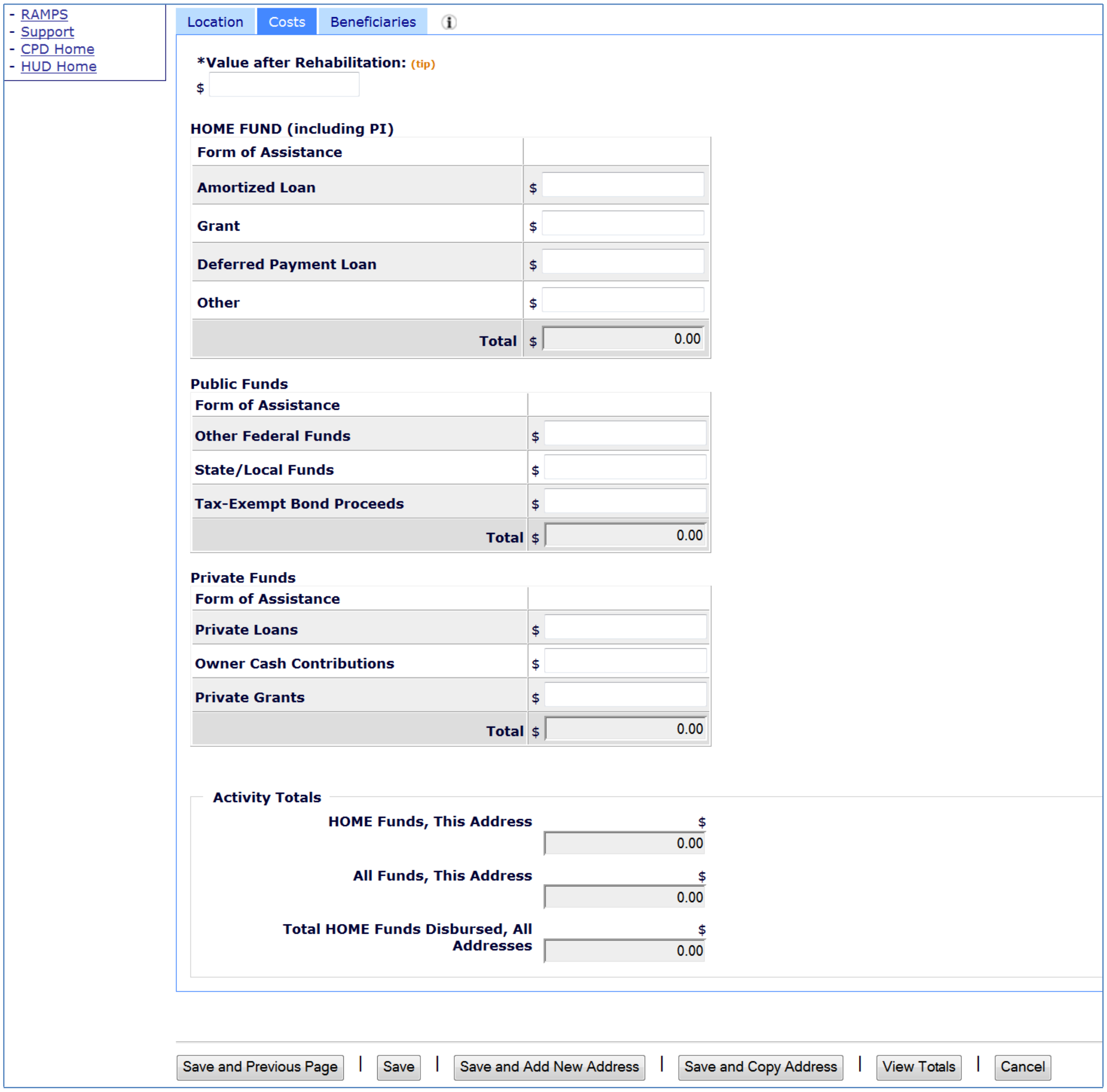


Field	Description
Homeowner's Name	Optional. Input the name of the homeowner at the property address you will enter below.
Address of Property #*n*	Enter and validate the address of one of the assisted properties. The data you input here and on the Costs and Beneficiaries tabs will be for this address only, not the entire activity.

Field	**Description**
	Each address you add increases the *#n* in the label by one. Note: For Property #1, these fields default to the activity address input at setup. If necessary, change it to a specific property address.
Lead Paint *through* FHA Insured	These fields are identical to the single-address homeowner rehab screen (see page 10-8), but apply only to the property at the address you input above.

Costs Tab

Fill in the Costs screen exactly as you do for a single-address homeowner rehab activity, *but include in each amount only the funds expended at the address specified on the Location tab*.



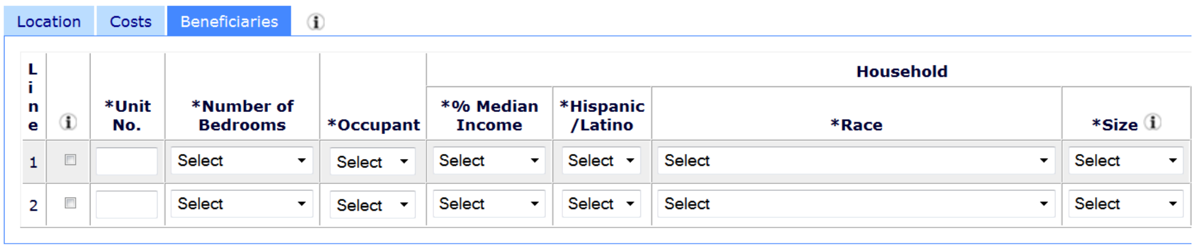
Field	Description
Value After Rehabilitation *through* Private Funds	These fields are identical to the single-address homeowner rehab screen (see page 10-9), but apply only to units at the Location tab address.
HOME Funds, This Address	This read-only field equals the HOME Fund (Including PI) TOTAL field for this address.
All Funds, This Address	This read-only field shows the sum of all HOME, public, and private funding amounts for this address.

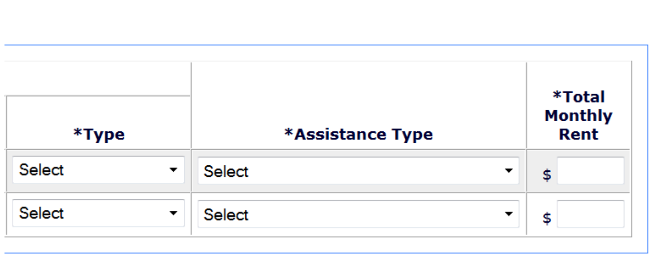
Field	Description
Total HOME Funds Disbursed, All Addresses	This read-only field displays the amount of HOME funds drawn down for the activity (all addresses) to date.

Totals of the costs that have been input for all addresses can be found on the Multi-Address Activity Summary screen (turn to page 11-11).

Beneficiaries Tab

Fill in the Beneficiaries screen exactly as you do for a single-address homeowner rehab activity, *but only for households at the address specified on the Location tab*.





Field	Description
Line	The number of lines shown depends on the number of HOME-ASSISTED UNITS specified on the Page 1 completion screen. When that number is: • 2, 3, or 4, then the number of input lines will be the same as the number of HOME-ASSISTED UNITS. • 5 or more, then 4 lines are shown (the maximum number of HOME-assisted units at one address is four). Fill in only as many lines as there are HOME-assisted households at the Location tab address. You can find the total number of beneficiary lines that have been entered for all addresses on the Multi-Address Activity Summary screen (see page 11-11).
ⓘ	To delete a line of data, check the box in this column. Empty lines cannot (and need not) be deleted.
Unit No. *through* Total Monthly Rent	These fields are identical to the single-address homeowner rehab screen (see page 10-12), but apply only to units at the Location tab address.

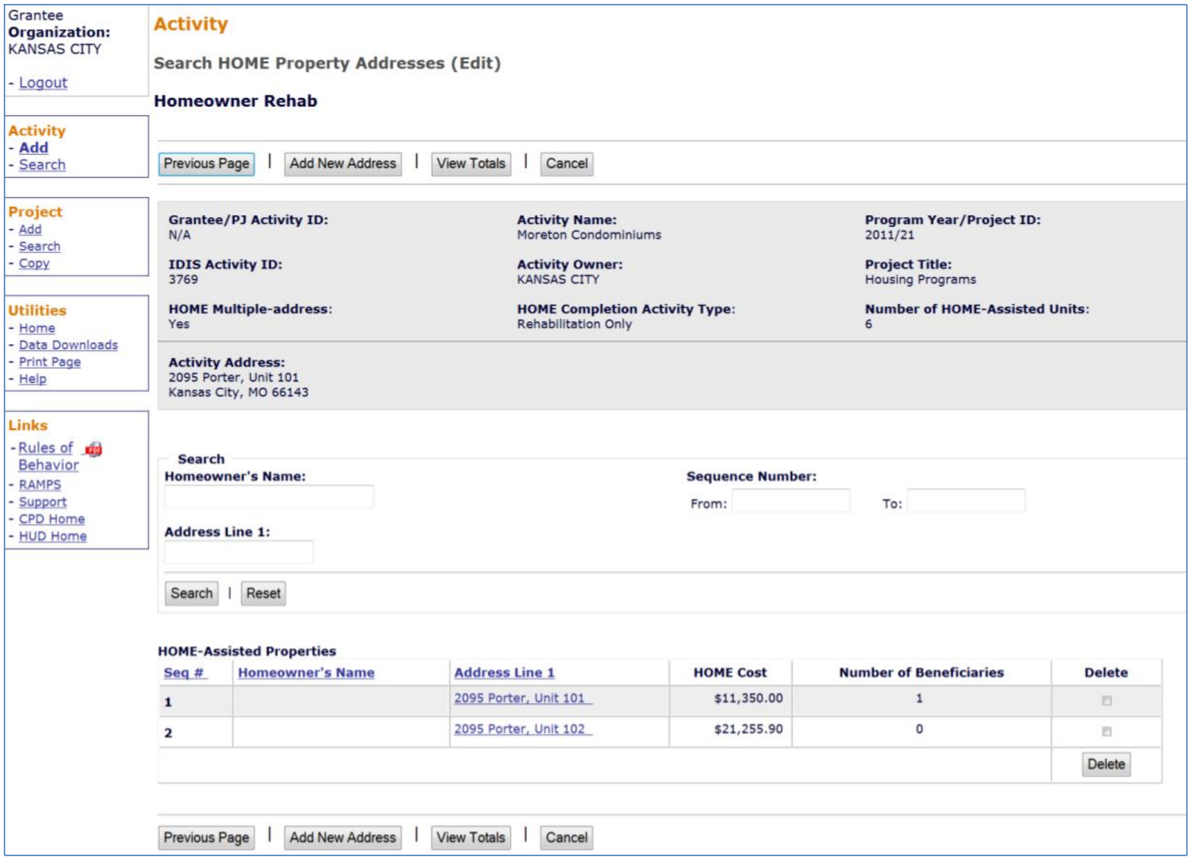
When you are finished, either select another tab or click:

- [Save and Previous Page] to save your input and go back a screen. If you are in add mode, the Page 1 Completion Detail screen (see page 11-3) is displayed. If you are in edit mode, the Search Property Addresses screen is shown (turn to page 11-10).
- [Save] to save your input and return to the common Edit Activity screen.

- [Save and Add New Address] to save your input and redisplay a refreshed Page 2.
- [Save and Copy Address] to save your input and redisplay a refreshed Page 2 prepopulated with the address of the property you were just working with. This can save typing if the only difference between addresses is the street number or name.
- [View Totals] to display the Multi-Address Activity Summary screen (see page 11-11). If the Page 2 data you have entered has not been saved yet, it won't be included in the summary screen totals.
- [Cancel] to exit without saving changes made on the current tab.

SEARCH HOME PROPERTY ADDRESSES SCREEN

This screen is used to access the location, cost, and beneficiary data already input for a multi-address activity:



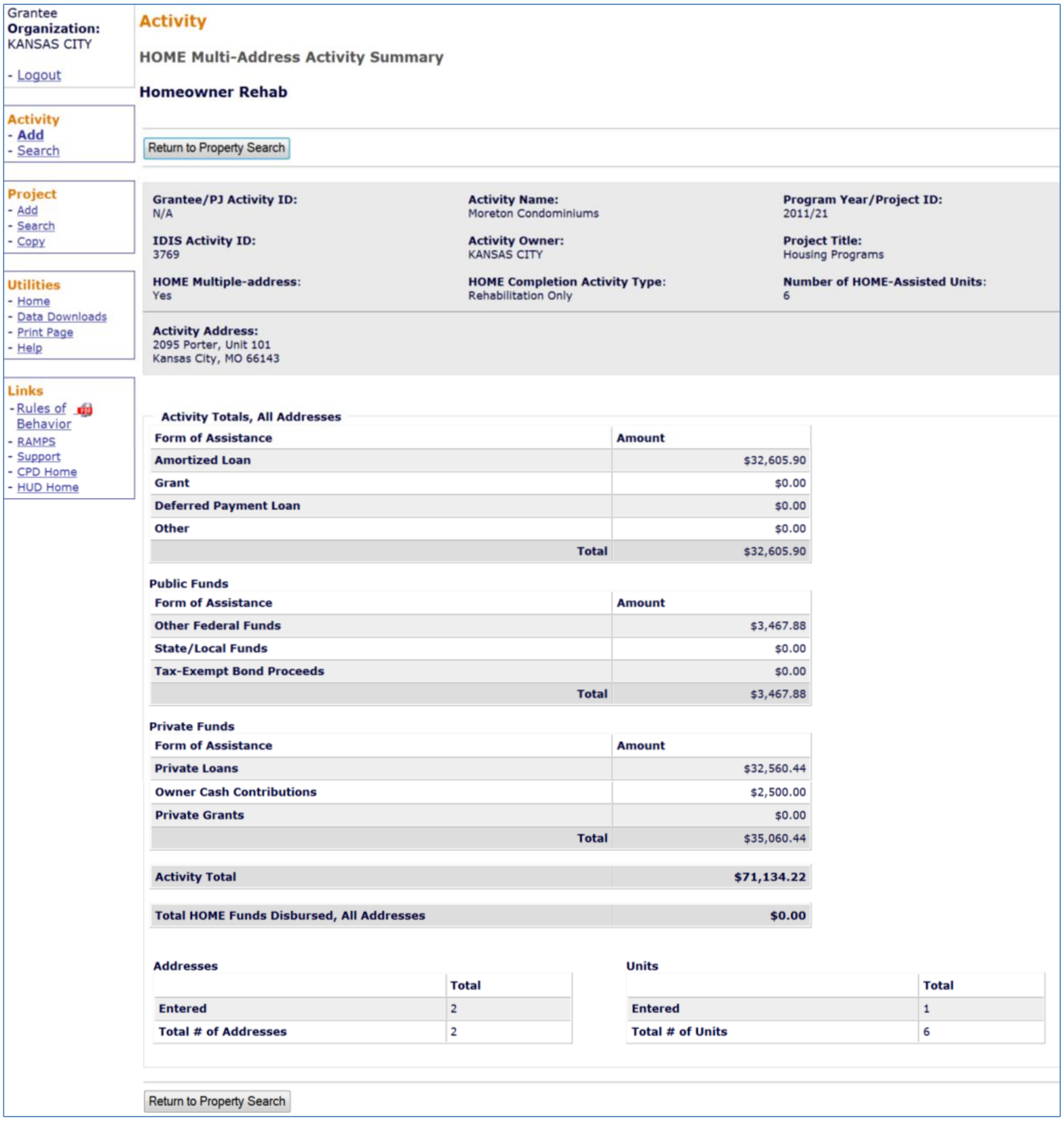
On initial display, all of the addresses that have been input are listed. To limit the results (and so reduce the amount of paging you may need to do), you can search the addresses by HOMEOWNER'S NAME, ADDRESS LINE 1, or SEQUENCE NUMBER.

Click on an Address Line 1 link in the third column of the results table to display the Page 2 Location tab for that address (see page 11-4).

Clicking the [View Totals] button displays the Multi-Address Activity Summary screen, shown on the next page.

MULTI-ADDRESS ACTIVITY SUMMARY SCREEN

This screen provides activity-level totals for the cost and beneficiary data you have input separately for each address in a multi-address activity. To access it, click the [View Totals] button on the Search Home Property Addresses screen or the Page 2 Completion Detail screen.



Grantee
Organization:
KANSAS CITY

- Logout

Activity
- Add
- Search

Project
- Add
- Search
- Copy

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Rules of Behavior
- RAMPS
- Support
- CPD Home
- HUD Home

Activity

HOME Multi-Address Activity Summary

Homeowner Rehab

Return to Property Search

Grantee/PJ Activity ID: N/A

Activity Name: Moreton Condominiums

Program Year/Project ID: 2011/21

IDIS Activity ID: 3769

Activity Owner: KANSAS CITY

Project Title: Housing Programs

HOME Multiple-address: Yes

HOME Completion Activity Type: Rehabilitation Only

Number of HOME-Assisted Units: 6

Activity Address:
2095 Porter, Unit 101
Kansas City, MO 66143

Activity Totals, All Addresses

Form of Assistance	Amount
Amortized Loan	$32,605.90
Grant	$0.00
Deferred Payment Loan	$0.00
Other	$0.00
Total	$32,605.90

Public Funds

Form of Assistance	Amount
Other Federal Funds	$3,467.88
State/Local Funds	$0.00
Tax-Exempt Bond Proceeds	$0.00
Total	$3,467.88

Private Funds

Form of Assistance	Amount
Private Loans	$32,560.44
Owner Cash Contributions	$2,500.00
Private Grants	$0.00
Total	$35,060.44

Activity Total	$71,134.22
Total HOME Funds Disbursed, All Addresses	$0.00

Addresses

	Total
Entered	2
Total # of Addresses	2

Units

	Total
Entered	1
Total # of Units	6

Return to Property Search

The entire screen is read-only.

Field	**Description**
Fields in gray box	These fields identify the activity you are processing
HOME Funds (Including PI)	Totals, by form of assistance, of the amounts entered in the HOME FUNDS (INCLUDING PI) fields for all addresses.
Public Funds	Totals, by form of assistance, of the amounts entered in the PUBLIC FUNDS fields for all addresses.
Private Funds	Totals, by form of assistance, of the amounts entered in the PRIVATE FUNDS fields for all addresses.
Activity Total	The total of all HOME, public, and private funding amounts for all addresses.
Total HOME Funds Disbursed, All Addresses	Total HOME funds drawn down for the activity to date. This field and the HOME Funds (Including PI) TOTAL above must be equal before the activity status can be changed to **Completed**.
Addresses	
Entered	The number of addresses that have been input on the Page 2 Location tab.
Total # of Addresses	Always equal to the previous field.
Units	
Entered	The number of units for which beneficiary data has been input. It must equal the next field before the activity status can be changed to **Completed**.
Total # of Units	The number of HOME-ASSISTED UNITS from the Page 1 Completion Detail screen.

When you have finished, click the [Return to Property Search] or [Return to Accomplishment Page 2] button.

UPDATING THE ACTIVITY STATUS TO COMPLETED

The final step in completing any HOME activity is to change the ACTIVITY STATUS to **Completed** (see page 3-10).

Remember, the HOME final rule at 24 CFR 92.502(d)(1) requires PJs to enter all completion data and update the status to **Completed** within 120 days of the final draw for the activity. If the 120-day deadline is not met, IDIS flags the activity for non-compliance and suspends your ability to set up and to fund HOME activities until the flag is cleared

Chapter 12
TBRA ACTIVITIES

This chapter provides instructions on how to set up, fund, draw funds for, and complete HOME tenant-based rental assistance (TBRA) activities.

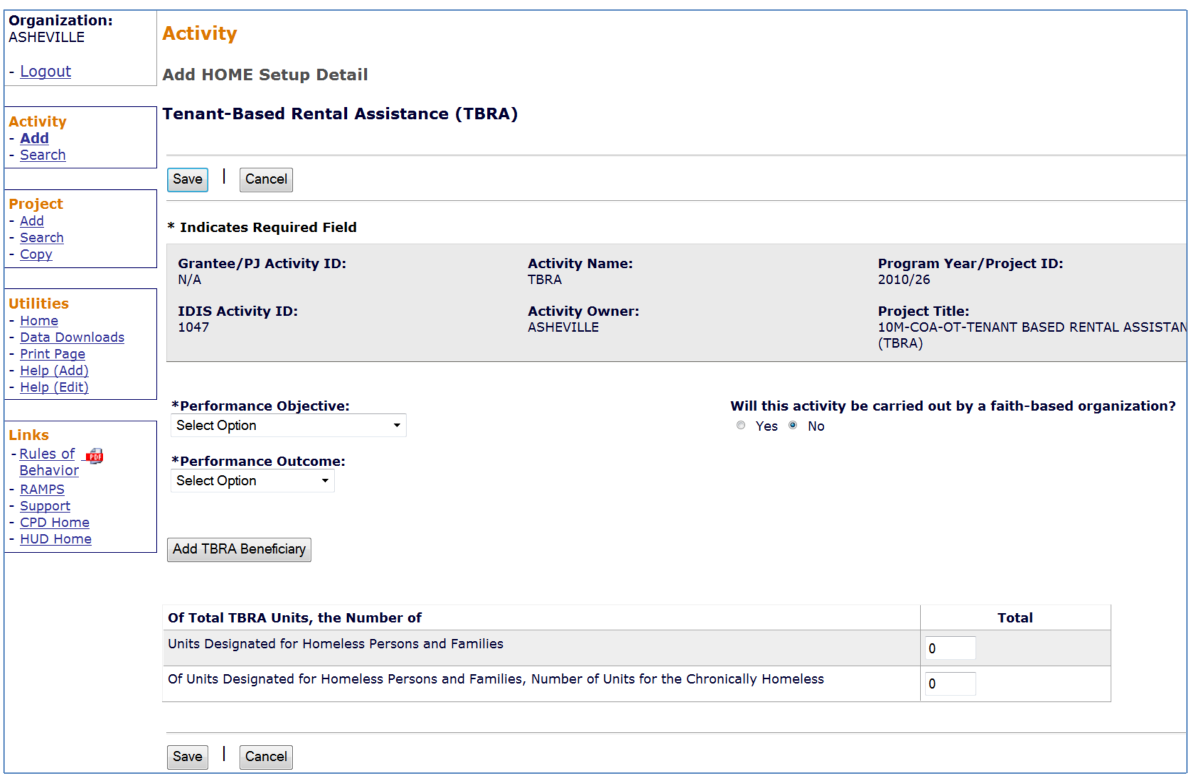
ACTIVITY SETUP

To add a new activity, fill in the Add Activity screen (see page 3-2), setting the ACTIVITY CATEGORY to **Tenant-Based Rental Assistance (TBRA)**. To update or view an existing activity, follow the instructions on page 3-5 for retrieving and displaying it on the Edit Activity screen.

Click the [Add HOME] or [Edit HOME] Setup Detail button to display the first of two TBRA screens.

ADD/EDIT HOME SETUP DETAIL SCREEN

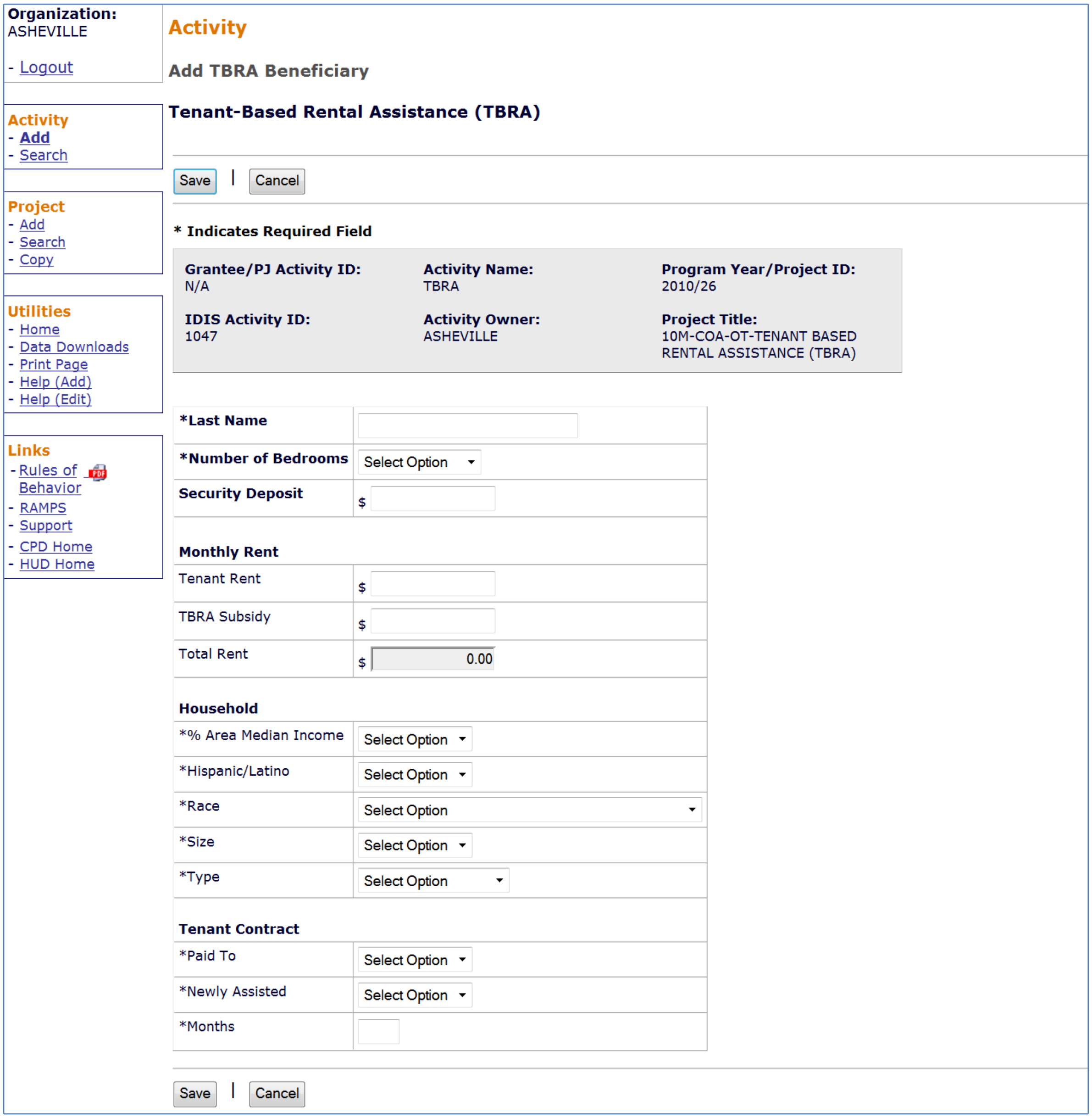
This screen collects Performance Measurement data about the activity and provides access to the TBRA beneficiary screen:



Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the common activity screen.
Performance Objective	Select the objective that best reflects your intent in setting up this activity. Descriptions of the objectives are provided on the help screen. If you leave the field blank, it will be set to **Provide decent affordable housing**.
Performance Outcome	Select the outcome that best reflects the results you are seeking to achieve with this activity. Descriptions of the outcomes are provided on the help screen. If you leave the field blank, it will be set to **Affordability**.
Will this activity be carried out by a faith-based organization?	This field is defaulted to **No**. Change it to **Yes** if the organization carrying out the activity is faith-based.
[Add TBRA Beneficiary] button	Click this button to display the Add TBRA Beneficiary screen, described on the next page.
Of Total TBRA Units, the Number of:	Data cannot be saved in these two fields until beneficiary data has been input. See pages 12-6 and 12-7 for field definitions.

ADD/EDIT TBRA BENEFICIARY SCREEN

This screen is completed for each household assisted with HOME TBRA funds:


Organization: ASHEVILLE
- Logout

Activity
- Add
- Search

Project
- Add
- Search
- Copy

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Rules of Behavior
- RAMPS
- Support
- CPD Home
- HUD Home

Activity

Add TBRA Beneficiary

Tenant-Based Rental Assistance (TBRA)

Save | Cancel

*** Indicates Required Field**

Grantee/PJ Activity ID: N/A
Activity Name: TBRA
Program Year/Project ID: 2010/26
IDIS Activity ID: 1047
Activity Owner: ASHEVILLE
Project Title: 10M-COA-OT-TENANT BASED RENTAL ASSISTANCE (TBRA)

***Last Name**	
***Number of Bedrooms**	Select Option
Security Deposit	$
Monthly Rent	
Tenant Rent	$
TBRA Subsidy	$
Total Rent	$ 0.00
Household	
*% Area Median Income	Select Option
*Hispanic/Latino	Select Option
*Race	Select Option
*Size	Select Option
*Type	Select Option
Tenant Contract	
*Paid To	Select Option
*Newly Assisted	Select Option
*Months	

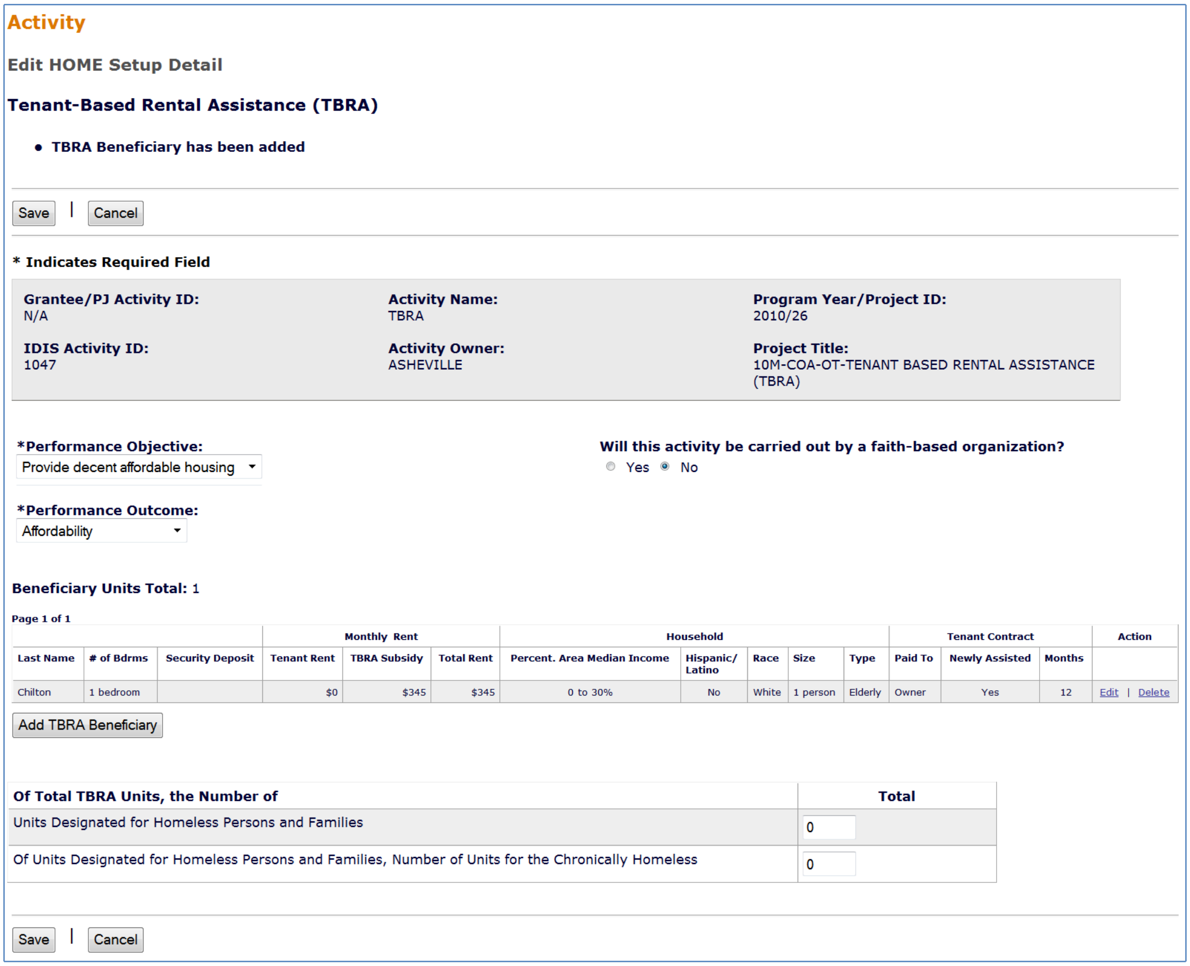
Save | Cancel

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the common activity screen.
Last Name	Enter the tenant's last name, or any tenant identifier that is useful to you.
Number of Bedrooms	Specify the number of bedrooms in the unit: **SRO/Efficiency** or **1** through **5+**.
Security Deposit	If HOME funds were used to assist with a security deposit payment, enter that amount to the nearest dollar.

Field	Description
Monthly Rent	
Tenant Rent	Enter the amount of monthly rent, to the nearest dollar, paid by the tenant on initial occupancy. If the tenant-paid rent includes utilities or partial utilities (e.g., heat but not electricity), these costs must be added to the rent. To compute utility costs for the area, use the utility allowance schedule established by your local Public Housing Authority in accordance with form HUD-52667, Allowance for Tenant Furnished Utilities and Other Services.
TBRA Subsidy	Enter the HOME amount that will be paid as a monthly rent subsidy (including any utility allowances) to the nearest dollar. If this field is zero, then the SECURITY DEPOSIT field must be greater than zero.
Total Rent	This field shows the sum of TENANT RENT and TBRA SUBSIDY. Remember, this total will exceed the rent paid to the owner if the tenant-paid rent includes utilities.
Household	
% Area Median Income	Specify the household's annual income level at the time of initial occupancy. Income levels are expressed as a percentage of the median income for the area, as determined by HUD with adjustments for family size. They are: **0 - 30%** Household annual income is at or below 30% of the area median income (AMI). **30+ - 50%** Household annual income is above 30% and at or below 50% of AMI. **50+ - 60%** Household annual income is above 50% and at or below 60% of AMI. **60+ - 80%** Household annual income is above 60% and at or below 80% of AMI.
Hispanic/Latino	Indicate if the head of household is Hispanic/Latino by selecting **Yes** or **No**. A person of Hispanic/Latino ethnicity is defined as someone of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture, regardless of race.
Race	Select the race of the head of household: **White**: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. **Black/African American**: A person having origins in any of the black racial groups of Africa. **Asian**: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China,

Field	Description
	India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. **American Indian/Alaskan Native**: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment. **Native Hawaiian/Other Pacific Islander**: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. **American Indian/Alaskan Native & White**: A person having these multiple racial origins as defined above. **Asian & White**: A person having these multiple racial origins as defined above. **Black/African American & White**: A person having these multiple racial origins as defined above. **American Indian/Alaskan Native & Black/African American**: A person having these multiple racial origins as defined above. **Other Multi-Racial**: Category used for reporting individual responses that are not included in any of the categories listed above.
Size	Specify the number of persons in the household, **1** through **8+**.
Type	For each occupied unit, specify the type of household occupying the unit: **Single, Non-Elderly** – One person under the age of 62. **Elderly** – One or more persons, each of whom is at least 62 years old. **Single Parent** – A single parent with one or more dependent children 18 years old or younger. **Two Parents** – Two parents with one or more dependent children 18 years old or younger. **Other** – Any household not included in the above definitions, including two or more unrelated persons. If the previous field is **1 person**, then this field must be either **Single, Non-Elderly** or **Elderly**.
Tenant Contract	
Paid To	Indicate if the HOME subsidy will be paid to the **Owner** or to the **Tenant**.
Newly Assisted	If the tenant is newly assisted with HOME TBRA funds, select **Yes**. If the tenant's assistance is being renewed, select **No.**
Months	Enter the number of months in the contract with the tenant, **1** through **24**.

When you have finished, click [Save] to save your input and return to the TBRA screen. It is shown in edit mode, which includes a BENEFICIARY UNITS TOTAL and a one-row, read-only display of the data input on each Add Beneficiary screen (those rows are in alphabetical order by tenant LAST NAME).



Activity

Edit HOME Setup Detail

Tenant-Based Rental Assistance (TBRA)

- **TBRA Beneficiary has been added**

Save | Cancel

*** Indicates Required Field**

Grantee/PJ Activity ID: N/A	**Activity Name:** TBRA	**Program Year/Project ID:** 2010/26
IDIS Activity ID: 1047	**Activity Owner:** ASHEVILLE	**Project Title:** 10M-COA-OT-TENANT BASED RENTAL ASSISTANCE (TBRA)

***Performance Objective:** Provide decent affordable housing

Will this activity be carried out by a faith-based organization? Yes No

***Performance Outcome:** Affordability

Beneficiary Units Total: 1

Page 1 of 1

			Monthly Rent			Household					Tenant Contract			Action
Last Name	**# of Bdrms**	**Security Deposit**	**Tenant Rent**	**TBRA Subsidy**	**Total Rent**	**Percent. Area Median Income**	**Hispanic/ Latino**	**Race**	**Size**	**Type**	**Paid To**	**Newly Assisted**	**Months**	
Chilton	1 bedroom		$0	$345	$345	0 to 30%	No	White	1 person	Elderly	Owner	Yes	12	Edit | Delete

Add TBRA Beneficiary

Of Total TBRA Units, the Number of	**Total**
Units Designated for Homeless Persons and Families	0
Of Units Designated for Homeless Persons and Families, Number of Units for the Chronically Homeless	0

Save | Cancel

To add data about another household, click the [Add TBRA Beneficiary] button. To update or delete existing data about a household, click the Edit or Delete link in the last column.

Once beneficiary data has been added for all assisted units, fill in the last two Performance Measurement (PM) fields on the TBRA screen.

Note: PJs are not required to ask program participants about their homeless status in order to report on these PM indicators. The indicators refer to the units a PJ has developed and designated specifically for homeless persons, not to the individuals who occupy the units.

Field	Description
Of Total TBRA Units, the Number of:	
Units Designated for Homeless Persons and Families	Enter the total number of TBRA units developed specifically for occupancy by persons who met HUD's definition of homeless at entry. The HUD definition of "homeless" is an individual or family who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is either: • a supervised publicly or privately operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or • an institution that provides a temporary residence for individuals intended to be institutionalized; or • a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
Of Units Designated for Homeless Persons and Families, Number of Units for the Chronically Homeless	Of the Units Designated for Homeless Persons and Families, enter the number designated for those who were chronically homeless at entry. HUD's definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either: • been continuously homeless for a year or more, or • had at least four episodes of homelessness in the past three years. A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability. "Homelessness" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.

When you have finished, click the [Save] button to save your data and display the Edit Activity screen (see page 3-7).

ACTIVITY FUNDING AND DRAWDOWNS

A TBRA activity may be funded with HOME EN (entitlement), SU (subgrant), AD (administration), and PA (program income for administration) as soon as you have entered beneficiary data for at least one household. None of the CHDO fund types (CR, CO, CL, or CC) can be used.

For detailed information about activity funding and drawdowns, see Chapters 18 and 19.

ACTIVITY COMPLETION

Unlike other HOME housing activities, there are no separate completion screens for TBRA activities. Once data has been entered for every household receiving assistance and the final draw for the activity has been made, the final step for completing a TBRA activity is to change the ACTIVITY STATUS to **Completed** (see page 3-10).

Remember, the HOME final rule at 24 CFR 92.502(d)(1) requires PJs to enter all completion data and update the status to **Completed** within 120 days of the final draw for the activity.

Chapter 13
AD/CO/CC ACTIVITIES

This chapter explains how to process activities that are to be funded only with HOME Administration (AD), Program Income for Administration (PA), CHDO Operating Expense (CO), or CHDO Capacity Building (CC) money. For details about costs that are eligible to be paid for with these fund types, see 24 CFR 92.207 and 92.208.

ACTIVITY SETUP

To add a new activity, fill in the Add Activity screen (see page 3-2), setting the ACTIVITY CATEGORY to **AD/CO/CC Only** and the ENVIRONMENTAL ASSESSMENT field to **Exempt**. Click the [Save] button. The activity is redisplayed on the Edit Activity screen, ready to be funded.

To update or view an existing activity, follow the instructions on page 3-5 for retrieving and displaying it on the Edit Activity screen.

Because activities funded only with AD, CO, CC, and/or PA do not result in housing units, there are no additional setup or completion screens.

ACTIVITY FUNDING AND DRAWDOWNS

The funding and drawdown processes for these activities are the same as for any HOME activity except, of course, only the AD, CO, CC, and PA fund types may be used.

Activity funding and drawdowns are covered in detail in Chapters 18 and 19.

ACTIVITY COMPLETION

To complete an AD/CO/CC activity, all you need to do is run a completion check and change the ACTIVITY STATUS to **Completed** (see page 3-10). There are no completion screens to fill in because AD/CO/CC activities cannot result in housing units.

The HOME final rule at 24 CFR 92.502(d)(1) requires the activity status to be updated within 120 days of the final draw.

Chapter 14
CHDO LOAN ACTIVITIES

In this chapter, you will learn how to set up, fund, draw funds for, and complete a HOME activity that is initially funded with a CHDO loan. Instructions are provided for CHDO loan activities that go forward to produce affordable housing and for those that do not go forward.

CHDO loans are intended to give CHDOs access to funds for eligible pre-development costs (see 24 CFR 92.301 for more information). The two types of pre-development assistance are:

- Site control/technical assistance loans, for covering the costs of establishing the feasibility of a specific activity, and
- Seed money loans, for paying the pre-construction costs of a specific activity.

CHDO loan assistance may be provided for rental activities or for homebuyer activities where the CHDO is acting as the owner, sponsor, or developer of the property. While the instructions below are for a single-address rental activity that is to be funded with a CHDO loan, you would follow the same steps for a homebuyer CHDO loan activity.

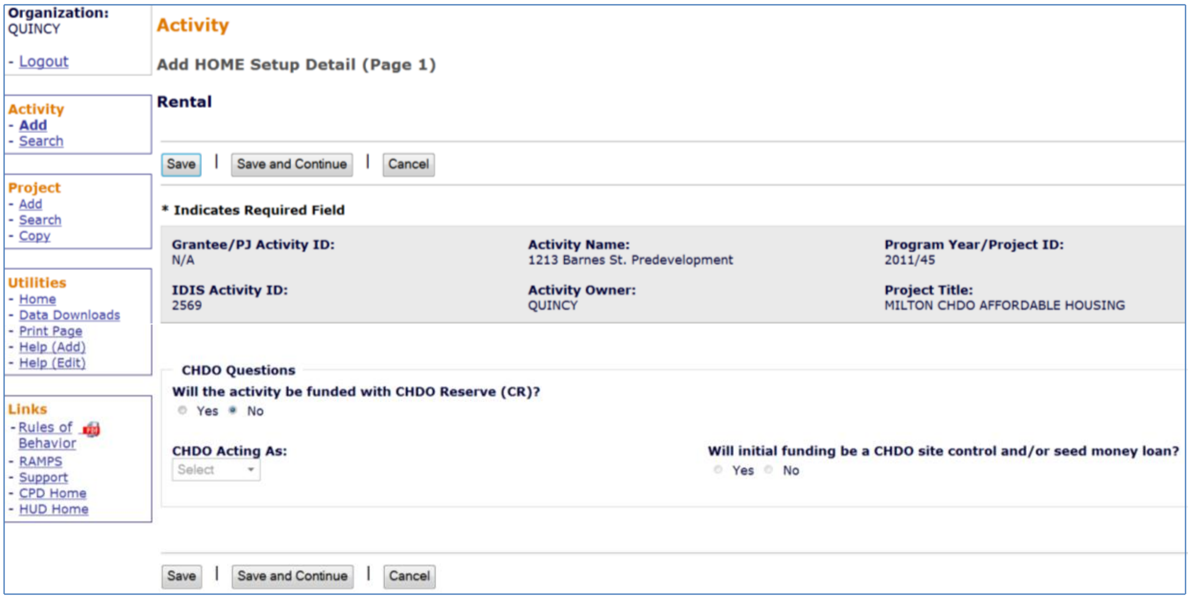
THE CHDO LOAN PHASE

The processing steps for the CHDO loan phase of an activity are:

1. Set up the activity by completing the common activity screen and filling in the first HOME setup screen.
2. Fund the activity with CHDO Loan (CL) money and draw the CL funds.
3. Indicate whether or not the activity is going forward to produce HOME-funded housing.

ACTIVITY SETUP FOR THE CHDO LOAN PHASE

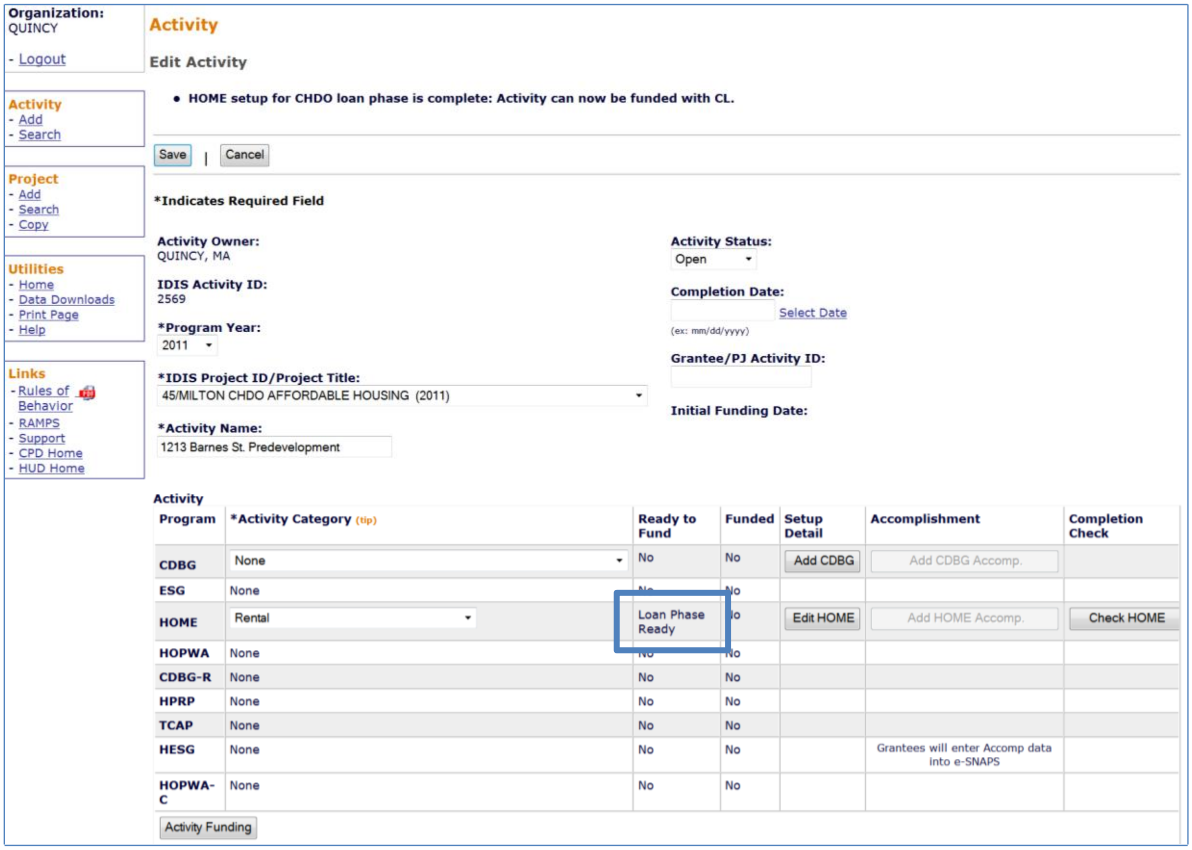
Complete the common activity screen as you do for all activities (see page 3-2), selecting an ACTIVITY CATEGORY of **Rental** or **Homebuyer**. Click the [Add HOME] button to display the first HOME setup screen:



For a CHDO loan activity, fill this screen in as follows:

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Will the activity be funded with CHDO Reserve (CR)?	Change this field to **Yes** (CHDO Loan funds are subfunded from CR).
CHDO Acting As	Indicate if the CHDO is acting as the owner, sponsor, or developer: **Owner**: The CHDO holds legal title to or has a long-term (99-year minimum) leasehold interest in the property. The CHDO may be an owner with one or more individuals, corporations, partnerships, or other legal entities. **Sponsor**: The CHDO develops a property that it solely or partially owns and agrees to convey ownership to a second nonprofit organization at a predetermined time. **Developer**: The CHDO either owns and develops the property or is under a contractual obligation with the owner to obtain financing and develop the property.
Will initial funding be a CHDO site control loan and or seed money loan?	Change this field to **Yes**.

When you are finished, click the [Save and Continue] button to save your data and display the Edit Activity screen:



The message "HOME setup for CHDO loan phase is complete: Activity can now be funded with CL" is displayed, the READY TO FUND field is set to **Loan Phase Ready,** and the **[**Activity Funding] button is activated.

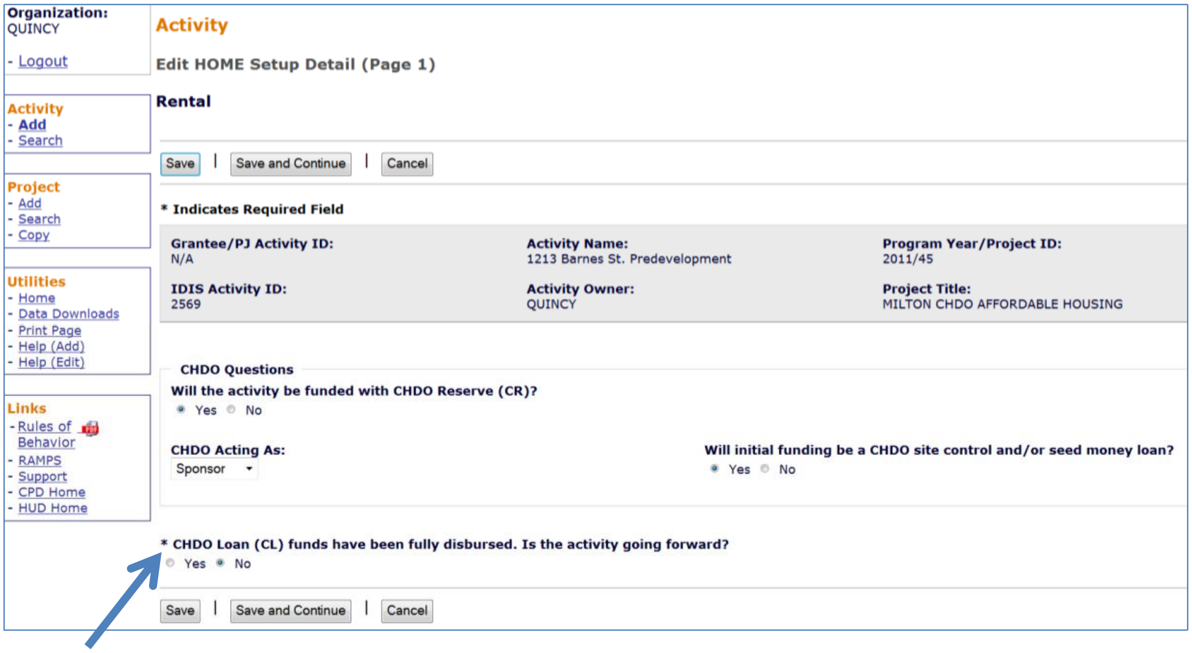
CHDO LOAN FUNDING AND DRAWS

PJs may use up to 10% of their CHDO Reserve funds for CHDO loans. Because this form of assistance is tracked separately in IDIS, you must create a CHDO Loan (CL) subfund and subgrant CL to the CHDO before you will be able to fund the activity.

The funding and draw procedures for CHDO loan activities are the same as for other activities. The only difference is that, during the CHDO loan phase, the only fund type you can commit and draw is CL.

INDICATING IF THE ACTIVITY IS GOING FORWARD

Once all of the CL funds committed to the activity have been drawn, the next step is to return to the setup screen and indicate if the activity is going forward to produce housing.



Notice the new field at the bottom of the screen, CHDO LOAN (CL) FUNDS HAVE BEEN FULLY DISBURSED. IS THE ACTIVITY GOING FORWARD? If the activity is continuing to the development phase, change the answer to **Yes**. Otherwise, leave the field set to **No**.

When you have finished, click the [Save and Continue] button. The screen that is displayed next depends on how you answered the GOING FORWARD question.

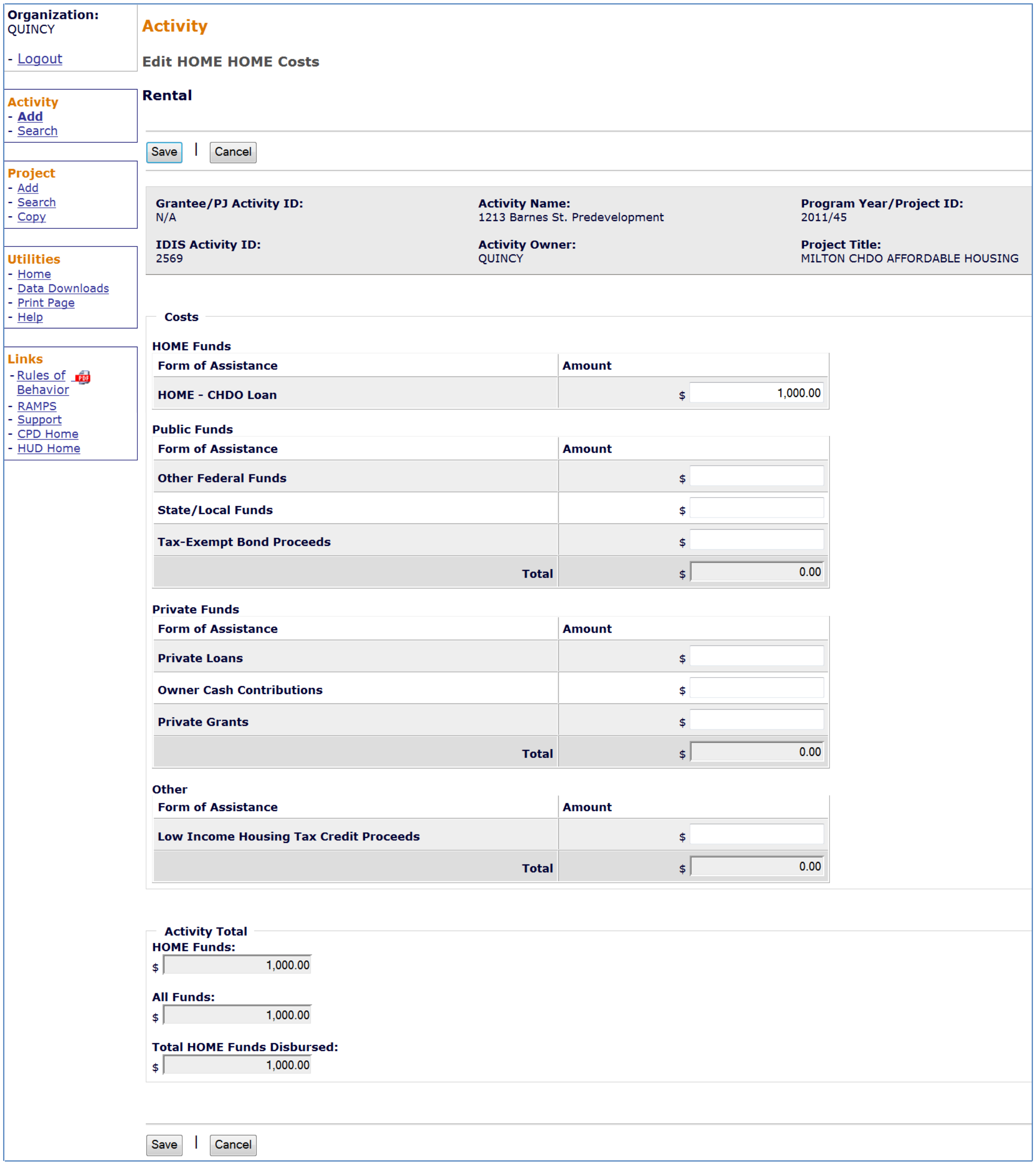
IF THE ACTIVITY IS NOT GOING FORWARD

If the activity is not continuing beyond the loan phase, perform these two steps:

1. If any public or private funds were used for the CHDO loan, enter the amount(s) on the cost screen. The cost screen is the only HOME screen that is completed for a loan activity that does not go forward.

2. Update the ACTIVITY STATUS to **Completed**.

When you answer **No** to GOING FORWARD on the CHDO Questions screen and click [Save and Continue], the HOME Costs screen is displayed. It differs from the regular cost screen in that (1) the CHDO Loan amount is displayed in a read-only field and (2) there are no input fields for HOME costs. The rental screen is shown below. The homebuyer cost screen has been similarly modified.



Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
HOME - CHDO Loan	This display-only field shows the total amount of CL funds drawn for the activity. Because the activity is not going forward, there are no other input fields for HOME funds.
Public Funds *through* Other	If funding for the CHDO loan phase of the activity was received from other sources, fill in these fields exactly as you do for a non-CHDO loan rental activity.

Field	Description
Activity Total	
HOME Funds	For a CHDO loan activity that is not going forward, this is always equal to the amount in the HOME - CHDO LOAN field.
All Funds	This read-only field shows the sum of all HOME, public, private, and LIHTC funding amounts.
Total HOME Funds Disbursed	For a CHDO loan activity that is not going forward, this always equals the HOME - CHDO LOAN amount.

When you click the [Save] button, the Edit Activity screen is displayed. Remember to update the ACTIVITY STATUS to **Completed** (see page 3-10) within 120 days of the final CL draw.

IF THE ACTIVITY IS GOING FORWARD

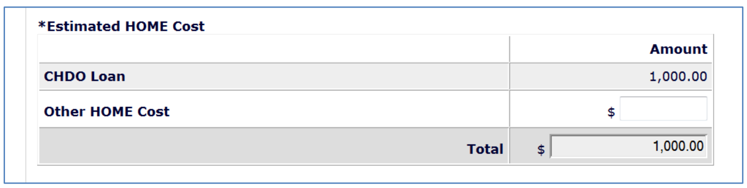
If the activity is going forward to produce HOME-assisted housing, perform the following:

1. Fill in the HOME setup screens.
2. Commit and draw additional (non-CL) funds for the activity.
3. Fill in the HOME completion screens.
4. Update the ACTIVITY STATUS to **Completed**.

Processing differs only very slightly from that of a regular rental or homebuyer activity. Those differences are explained below.

ACTIVITY SETUP

With the exception of one field, the setup screens for a CHDO loan activity and a regular activity are identical. For a CHDO loan activity, the ESTIMATED HOME COST field on the Page 2 setup screen looks like this:



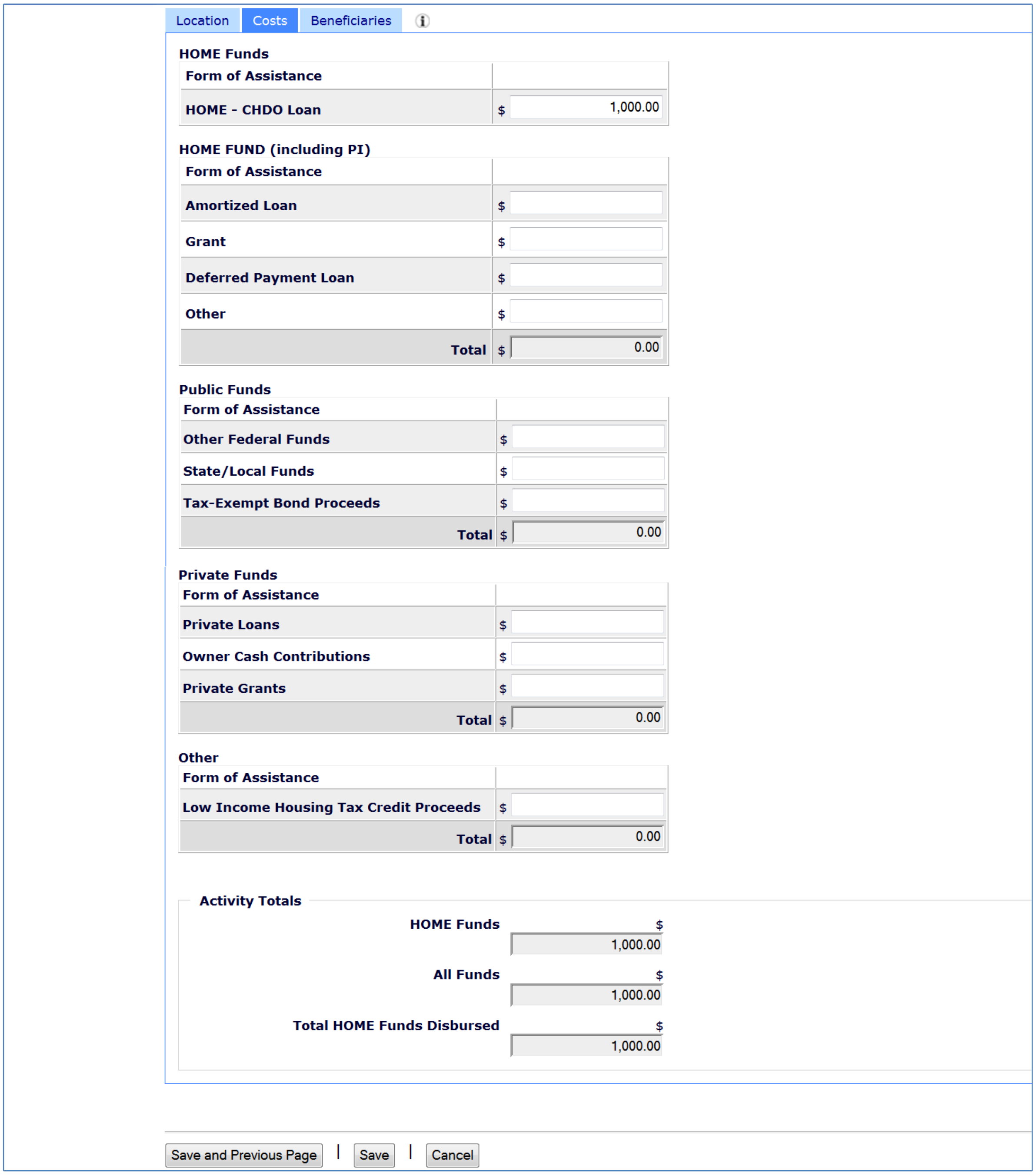
CHDO LOAN shows the amount of CL funds disbursed for the activity, and cannot be updated. In OTHER HOME COST, enter the amount of additional (non-CL) HOME funds you expect to expend on the activity.

FUNDING AND DRAWS

Perform these steps exactly as you do for a regular rental or homebuyer activity.

ACTIVITY COMPLETION

The completion screens for a CHDO loan activity are the same as those for a regular activity, except that the amount of CHDO Loan funds disbursed for the activity is displayed on the Costs tab. The Costs tab for a rental activity is shown below; the same modifications have been made to the homebuyer tab for a CHDO loan activity.



Location | Costs | Beneficiaries

HOME Funds

Form of Assistance	
HOME - CHDO Loan	$ 1,000.00

HOME FUND (including PI)

Form of Assistance	
Amortized Loan	$
Grant	$
Deferred Payment Loan	$
Other	$
Total	$ 0.00

Public Funds

Form of Assistance	
Other Federal Funds	$
State/Local Funds	$
Tax-Exempt Bond Proceeds	$
Total	$ 0.00

Private Funds

Form of Assistance	
Private Loans	$
Owner Cash Contributions	$
Private Grants	$
Total	$ 0.00

Other

Form of Assistance	
Low Income Housing Tax Credit Proceeds	$
Total	$ 0.00

Activity Totals

HOME Funds	$ 1,000.00
All Funds	$ 1,000.00
Total HOME Funds Disbursed	$ 1,000.00

Save and Previous Page | Save | Cancel

As with any regular activity, the HOME final rule at 24 CFR 92.502(d)(1) requires PJs to enter completion information and update the ACTIVITY STATUS to **Completed** (see page 3-10) within 120 days of the final draw for the activity.

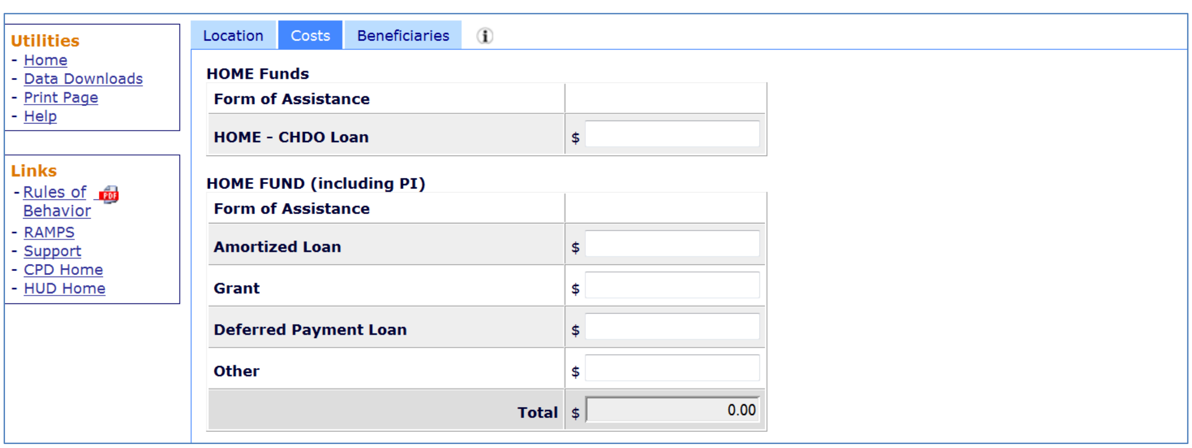
MULTI-ADDRESS CHDO LOAN ACTIVITIES

Multi-address rental and homebuyer activities that are initially funded with CHDO loans follow the same processing pattern as single-address CHDO loan activities:

> Complete the Add Activity and CHDO Questions screens, commit and draw the CHDO Loan (CL) funds, and indicate if the activity is going forward to produce HOME-funded housing (see pages 14-1 through 14-4).
>
> If the activity is not going forward:
>
> 1. If any public or private funds were used for the CHDO loan, enter the amount(s) on the cost screen. The cost screen is the only HOME screen that is completed for a loan activity that does not go forward.
> 2. Update the ACTIVITY STATUS to **Completed**.
>
> If the activity is going forward:
>
> 1. Fill in the HOME setup screens (see page 14-7).
> 2. Fund and draw additional (non-CHDO loan) HOME funds for the activity.
> 3. Fill in the HOME completion screens. They are very similar to the completion screens for "regular" multi-address activities (see page 7-3 for rental activities or page 9-3 for homebuyer activities). The only difference is that the cost screen for each address in a multi-address CHDO loan activity has a CHDO loan amount field, as shown below.
> 4. Update the ACTIVITY STATUS to **Completed**.

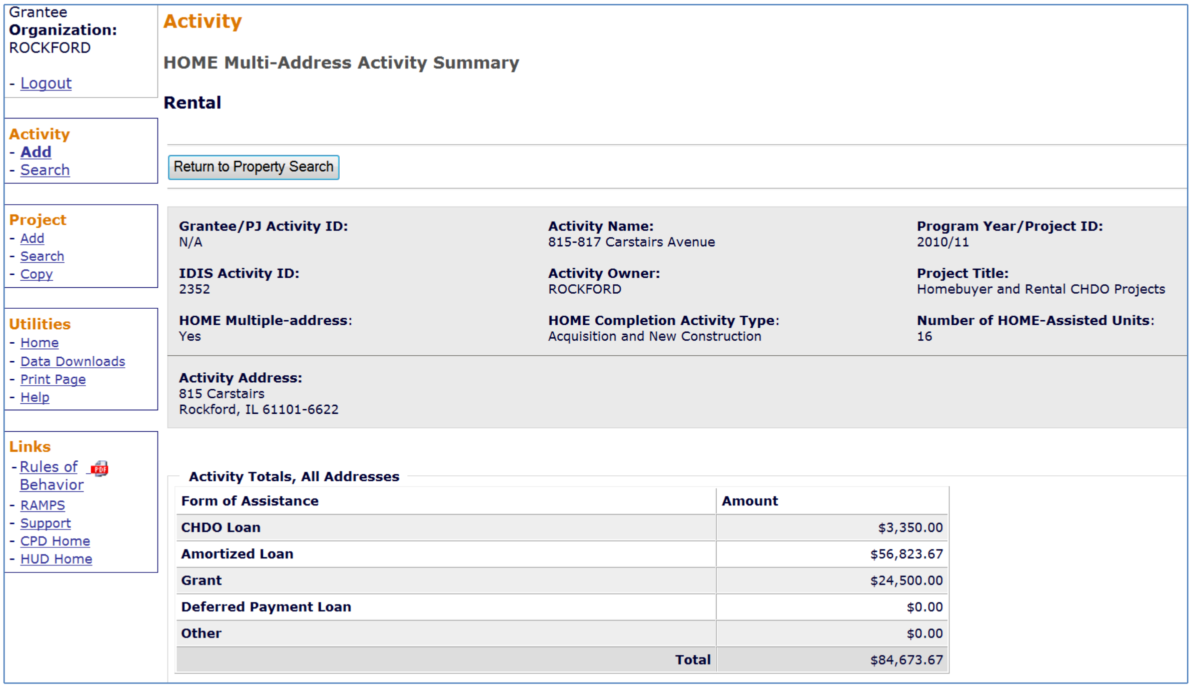
Multi-Address Activity Costs Screen

On the cost screen for a multi-address CHDO loan activity that goes forward, the CHDO loan amount is not protected as it is for a single-address CHDO loan activity. It is instead an input field:



You can either prorate the CHDO loan amount across addresses, as you do all other HOME costs, or enter the entire amount of the loan on the cost screen for one address. The sum of the CHDO LOAN amounts you enter on the cost screens must equal the total amount of the loan before you will be allowed to update the ACTIVITY STATUS to **Completed**. The total of the

CHDO loan amounts you have input is displayed on the Multi-Address Activity Cost Summary screen along with the other HOME Funds totals:


Grantee
Organization:
ROCKFORD

- Logout

Activity
- Add
- Search

Project
- Add
- Search
- Copy

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Rules of Behavior
- RAMPS
- Support
- CPD Home
- HUD Home

Activity

HOME Multi-Address Activity Summary

Rental

Return to Property Search

Grantee/PJ Activity ID: N/A
Activity Name: 815-817 Carstairs Avenue
Program Year/Project ID: 2010/11
IDIS Activity ID: 2352
Activity Owner: ROCKFORD
Project Title: Homebuyer and Rental CHDO Projects
HOME Multiple-address: Yes
HOME Completion Activity Type: Acquisition and New Construction
Number of HOME-Assisted Units: 16

Activity Address:
815 Carstairs
Rockford, IL 61101-6622

Activity Totals, All Addresses

Form of Assistance	Amount
CHDO Loan	$3,350.00
Amortized Loan	$56,823.67
Grant	$24,500.00
Deferred Payment Loan	$0.00
Other	$0.00
Total	$84,673.67

As with any regular activity, the HOME final rule at 24 CFR 92.502(d)(1) requires PJs to enter completion information and update the ACTIVITY STATUS to **Completed** (see page 3-10) within 120 days of the final draw for the activity.

Chapter 15
GRANTS

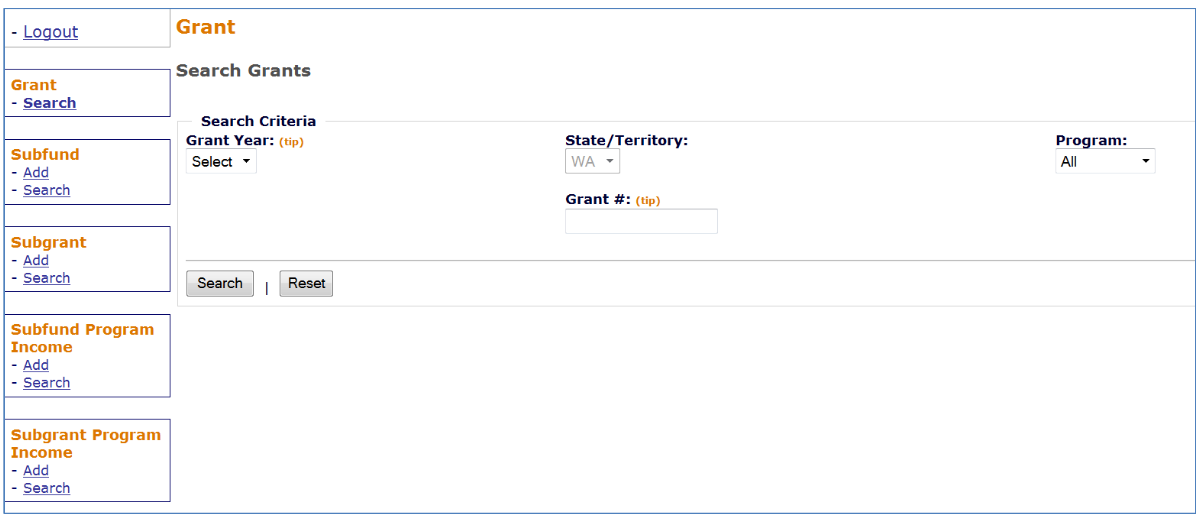
Use this function to view details about your CPD grants.

ACCESSING THE GRANT FUNCTION

Click the Grant tab at the top of any screen or the Grant Search link on any Grant tab page to display the Search Grants screen.

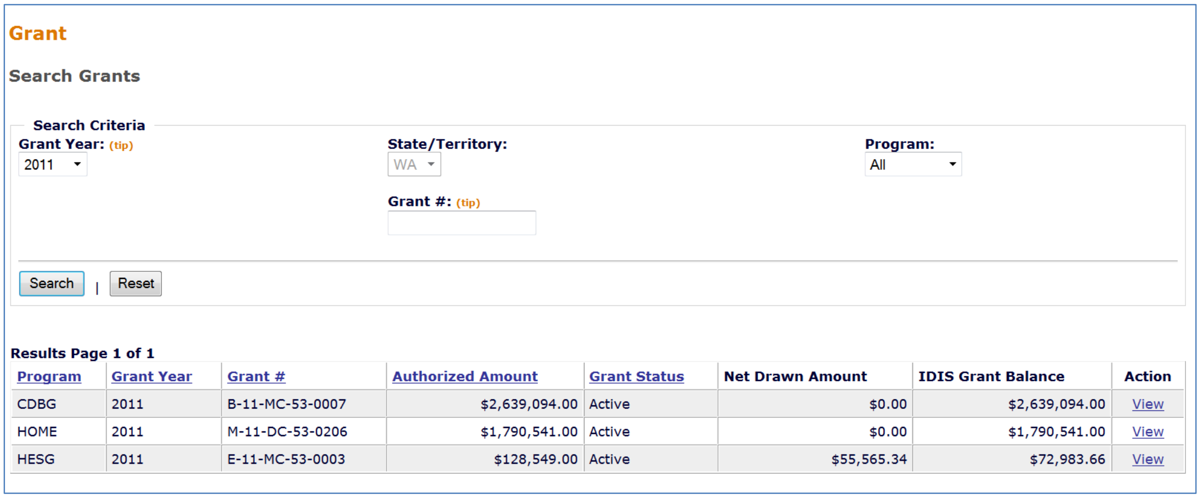
SEARCH GRANTS SCREEN

To view a grant, you must first conduct a search to retrieve it. Specify as many or few search criteria as you wish to find the grant(s) you want to view.



Field	Description
Grant Year	To limit the search results to a particular grant year, select it from the dropdown.
Grant #	You can search for grants starting with the text string you enter here—e.g., type **m** to retrieve just HOME grants, or **m0** to retrieve your 2000 - 2009 HOME grants (provided no contradictory search criteria are input).
Program	To limit the search results to grants from a particular program, select it from the dropdown.

Click the [Search] button to run the search and display the grant(s) that meet the criteria you specified.



Grant

Search Grants

Search Criteria

Grant Year: (tip) 2011

State/Territory: WA

Program: All

Grant #: (tip)

Search | Reset

Results Page 1 of 1

Program	Grant Year	Grant #	Authorized Amount	Grant Status	Net Drawn Amount	IDIS Grant Balance	Action
CDBG	2011	B-11-MC-53-0007	$2,639,094.00	Active	$0.00	$2,639,094.00	View
HOME	2011	M-11-DC-53-0206	$1,790,541.00	Active	$0.00	$1,790,541.00	View
HESG	2011	E-11-MC-53-0003	$128,549.00	Active	$55,565.34	$72,983.66	View

The results are initially sorted by program (in the order CDBG, HOME, ESG, HOPWA) and grant year (descending). You can change the sort field and the sort order by clicking on any column header that is in blue and underlined. The results table fields are defined on the next page.

Click the View link of a grant to display the View Grant screen.

VIEW GRANT SCREEN

This screen provides details about a specific grant:

Grant

View Grant

Return to Search Grants | View Grant History

Grantee/PJ Name: (tip)
TACOMA, WA

Program: (tip)
HOME

Grant Year: (tip)
2011

Grant #: (tip)
M-11-DC-53-0206

Administering Organization: (tip)
TACOMA

Payee EIN/TIN#: (tip)
91-6001283

Grant Status: (tip)
Active

Grant Blocked: (tip)
No

Obligation Date: (tip)
07/15/2011

Commitment Deadline : (tip)
07/31/2013

Expenditure Deadline : (tip)
07/31/2016

Grantee Organizational DUNS #: (tip)
07-313-5535

Grant Amounts View Subfunds

	Amount
Original Amount	$1,790,541.00
Authorized Amount	$1,790,541.00
Formula Grant Amount	$1,790,541.00
ADDI Amount (+)	$0.00
Reduction Amount (-)	$0.00
De-obligated Amount (-)	$0.00
CHDO Reallocation Amount (+)	$0.00
CHDO De-obligated Amount (-)	$0.00
Net Drawn Amount	$0.00
Drawn Amount (+)	$0.00
Drawdown Pending Amount (+)	$0.00
Returned Amount (+)	$0.00
IDIS Draw Balance	$1,790,541.00
LOCCS Draw Balance	$1,790,541.00
Subfunded Amount	$447,635.25
EN Funds (Authorized Amt minus Subfunded Amt)	$1,342,905.75
Amount Committed to Activities	$0.00
Amount Available to Commit to Activities	$1,790,541.00
Amount Available to Draw	$1,790,541.00

CHDO Reserve Requirement

	Amount
CHDO Waiver Amount (+)	$0.00

Return to Search Grants | View Grant History

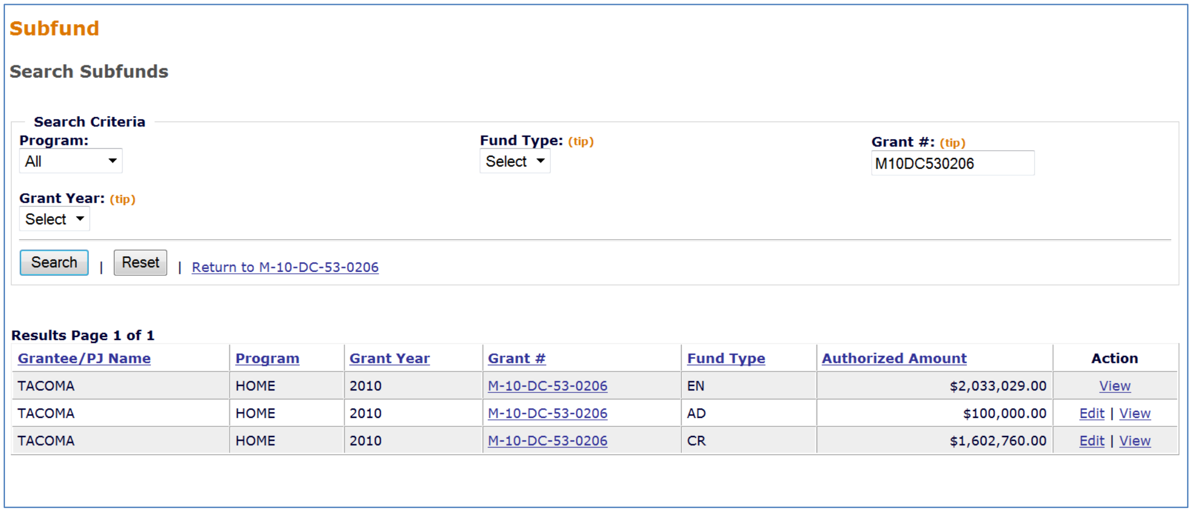
Field	Description
Grantee/PJ Name	The recipient of this grant.
Program	The CPD program providing this grant.
Grant Year	The second and third characters of the GRANT # displayed as a four-digit year.
Grant #	The number assigned to the grant by LOCCS.
Administering Organization	The name of the organization administering the HOME grant.
Payee EIN/TIN#	The EIN/TIN# of the organization that receives the wire transfers of funds drawn down from the grant.
Grant Status	**Active** or **Inactive**. A grant is inactive if IDIS has not received all required grant information.
Grant Blocked	If this is **Yes**, EN funds cannot be drawn from this grant.
Obligation Date	The date the HUD Field Office signed the grant agreement.
Commitment Deadline	The deadline for commitment of grant funds is the last day of the month two years after the OBLIGATION DATE.
Expenditure Deadline	The deadline for expenditure of grant funds is the last day of the month five years after the OBLIGATION DATE.
Grantee Organizational DUNS #	The PJ's DUNS number.
Original Amount	The grant amount initially obligated to the PJ.
Authorized Amount	The grant amount the PJ is authorized to subfund, subgrant, commit, and draw from this grant.
Formula Grant Amount *through* CHDO De-obligated Amount	The sum of these amounts equals the AUTHORIZED AMOUNT.
Net Drawn Amount	Net disbursements from the grant, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT.
Drawn Amount	The total amount disbursed from this grant.
Drawdown Pending Amount	The sum of all draws approved in IDIS that are awaiting a response from LOCCS.
Returned Amount	The total amount disbursed from the grant and later returned by the PJ to the Letter of Credit as EN. When not $0.00, it is a negative number.
IDIS Draw Balance	The grant balance according to IDIS, equal to AUTHORIZED AMOUNT minus NET DRAWN AMOUNT. If IDIS DRAW BALANCE minus DRAWDOWN PENDING AMOUNT is not equal to LOCCS DRAW BALANCE, the data in IDIS needs to be reconciled with LOCCS.
LOCCS Draw Balance	The grant balance in LOCCS.

Field	Description
Subfunded Amount	The amount of the grant subfunded for: AD – Administration CR – CHDO Reserve CO – CHDO Operating Expenses SU – Subgrant The CC (CHDO Capacity Building) and CL (CHDO Loan) subfunds are funded from CR.
EN Funds (Authorized Amt minus Subfunded Amt)	The amount of the grant that has not been subfunded.
Amount Committed to Activities	The total amount of this grant committed to activities via the Activity Funding function.
Amount Available to Commit to Activities	AUTHORIZED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Amount Available to Draw	AUTHORIZED AMOUNT minus NET DRAWN AMOUNT. Notice that amounts available to commit and to draw are calculated independently of each other.
CHDO Reserve Requirement: CHDO Waiver Amount	Of the 15% CHDO Reserve requirement, the amount for which the regulation has been waived.

Clicking on the [View Grant History] button at the top/bottom of the page displays a history of any changes made to the grant record.

SEARCH SUBFUNDS SCREEN

Notice the View Subfunds link above the Amount column on the View Grant screen. Clicking it displays the Search Subfunds screen with the subfunds created from the grant you were viewing already displayed:



This screen is covered in detail on pages 16-7 and 16-23.

To return to the View Grant screen, click the Return to… link next to the [Reset] button.

Chapter 16
SUBFUNDS

One way a PJ's HOME grants are tracked in IDIS is by type of funds (Administration, CHDO Reserve, Subgrant, etc.). There are rules regarding how HOME funds may be spent, such as the program regulation limiting administrative costs to 10% of the formula grant. IDIS performs this tracking and enforces these limits through the use of subfunds.

A subfund is a portion of the PJ's grant that has been earmarked for a specific purpose, and is identified by a fund type. The fund types for HOME subfunds are:

Subfund	Regulatory Limits
EN - Entitlement	N/A – EN is the portion of the grant that is not otherwise subfunded.
AD - Administration	A maximum of 10% of the grant (adjusted for ADDI). For grant years 2011 and earlier, the AD subfund can be increased by 10% of receipted HOME program income.
CC - CHDO Capacity Building	A maximum of 20% of the CR subfund during the first two years of participation in the HOME Program, and with an aggregate limit of $150,000.
CL - CHDO Loan	A maximum of 10% of the CR subfund. CL money must be subgranted to CHDOs before it can be committed to activities or drawn down.
CO - CHDO Operating Expenses	A maximum of 5% of the formula grant amount.
CR - CHDO Reserve	A minimum of 15% of the formula grant amount. Money in the CR subfund must be subgranted to CHDOs before it can be committed to activities or drawn down.
PA - Program Income (PI) for Administration	A maximum of 10% of receipted HOME program income. PA subfunds can be created for grant years 2012 and later.
SU - Subgrant	No regulatory minimum or maximum.

SYSTEM-GENERATED SUBFUNDS

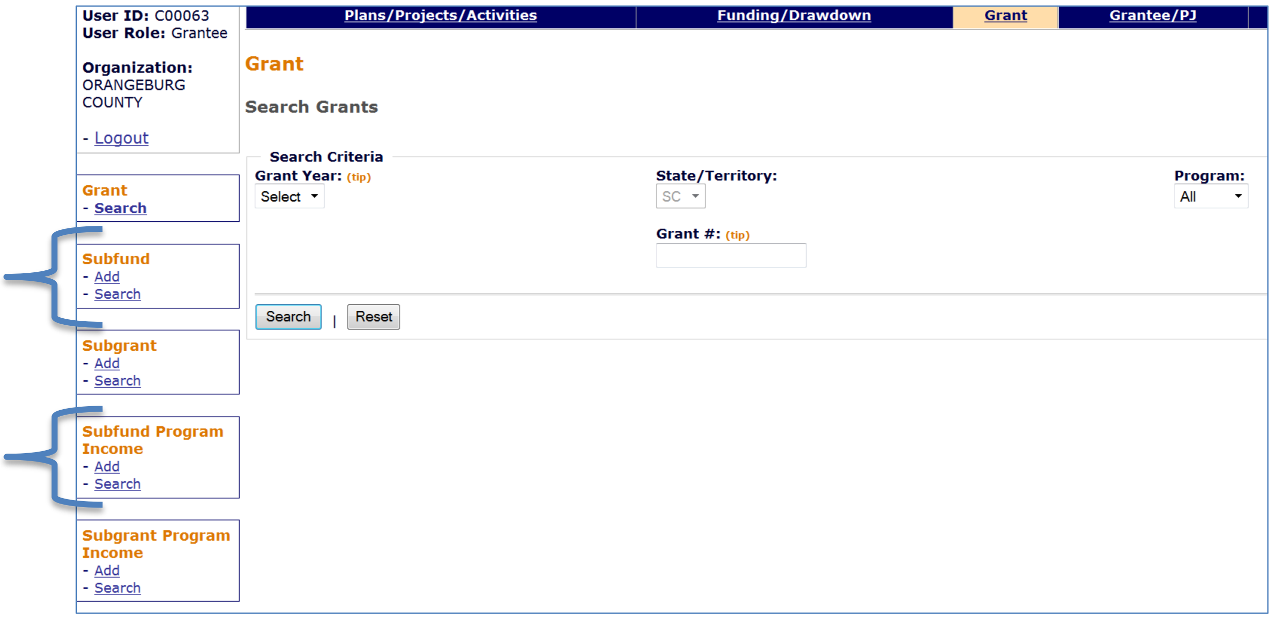
When IDIS receives information about a new HOME grant from LOCCS, the following subfunds are created automatically:

- **AD and CR**. For states and entitlements, IDIS suballocates 10% of the grant to the AD subfund and 15% to the CR subfund. For Insular Areas, IDIS suballocates 15% of the grant to the AD subfund; the CR subfund is not created.
- **Previous Year's PJ-Created Subfunds**. As of May 2012, IDIS replicates all other subfunds with an Authorized Amount greater than $0 that the PJ created for the previous year. Each replicated subfund is created with an authorized amount of $0.

PJs can update the amount of a system-generated subfund on the Edit Subfund screen (see page 16-9 and 16-25).

ACCESSING THE SUBFUND FUNCTIONS

Click the Grant tab at the top of any page to display the Search Grants screen. Links to the subfund functions you are authorized to access are listed on the left:



The Subfund option is used to add, edit, and view all subfunds except Program Income for Administration (PA) and is explained starting on the next page.

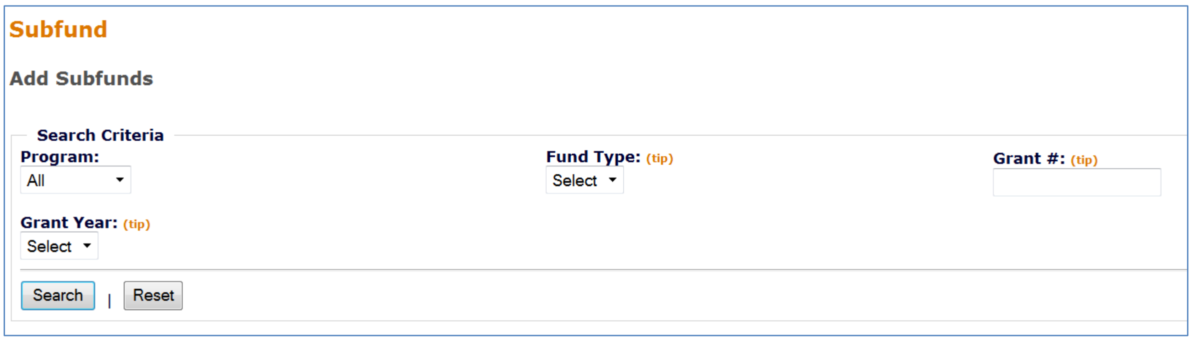
The Subfund Program Income option is only for the PA subfund. Starting with program/ grant year 2012, PI for administration is handled in IDIS with PA subfunds. For 2011 and earlier, PJs will continue to identify PI for admin by increasing the authorized amount of the AD subfund. Turn to page 16-20 for details about the Subfund Program Income option.

ADD SUBFUNDS (EXCEPT PA)

The process of adding a subfund consists of two screens. On the first screen, titled Add Subfunds, you specify the grant year and fund type of the subfund to be created. On the second screen, titled Add Subfund, you provide the authorized amount for the subfund.

ADD SUBFUNDS SCREEN

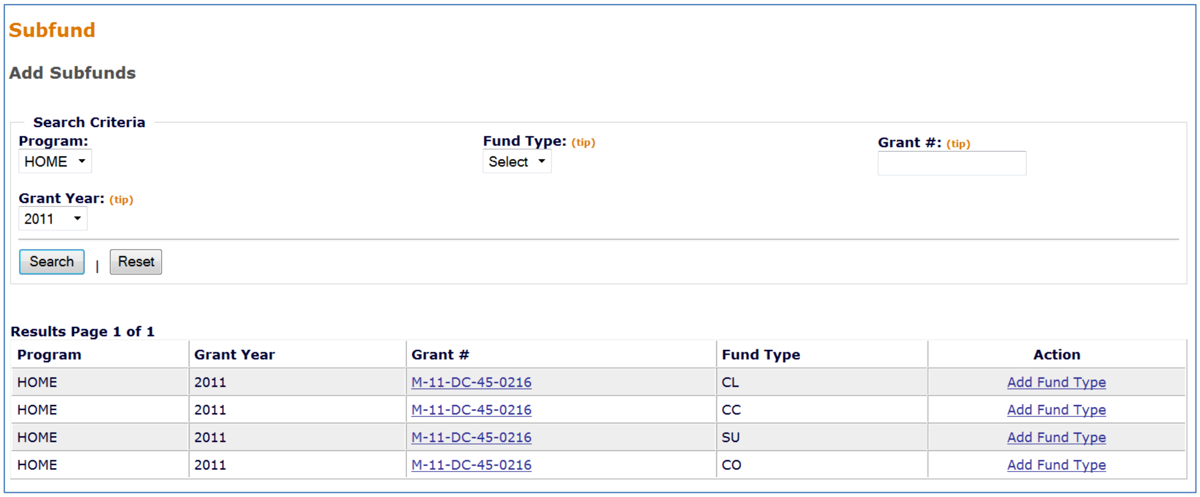
Click the Subfund Add link on any Grant tab screen to display the Add Subfunds screen:



You must either select a PROGRAM and GRANT YEAR or enter a GRANT #.

Field	Description
Program	Select **HOME**.
Grant Year	Select the year the subfund is to be created for from the dropdown.
Fund Type	Select the type of subfund you want to add from the dropdown, or leave the field set to **Select** to display a list of all the subfunds that can be added. The HOME subfund types that PJs may create on this screen are CC, CL, CO, and SU. To create a PA subfund, use the Subfund Program Income option (see page 16-20).
Grant #	Limit the results to grant numbers starting with the text string you enter.

Click the [Search] button to run the search and display the results:


Subfund

Add Subfunds

Search Criteria

Program: HOME

Fund Type: (tip) Select

Grant #: (tip)

Grant Year: (tip) 2011

Search | Reset

Results Page 1 of 1

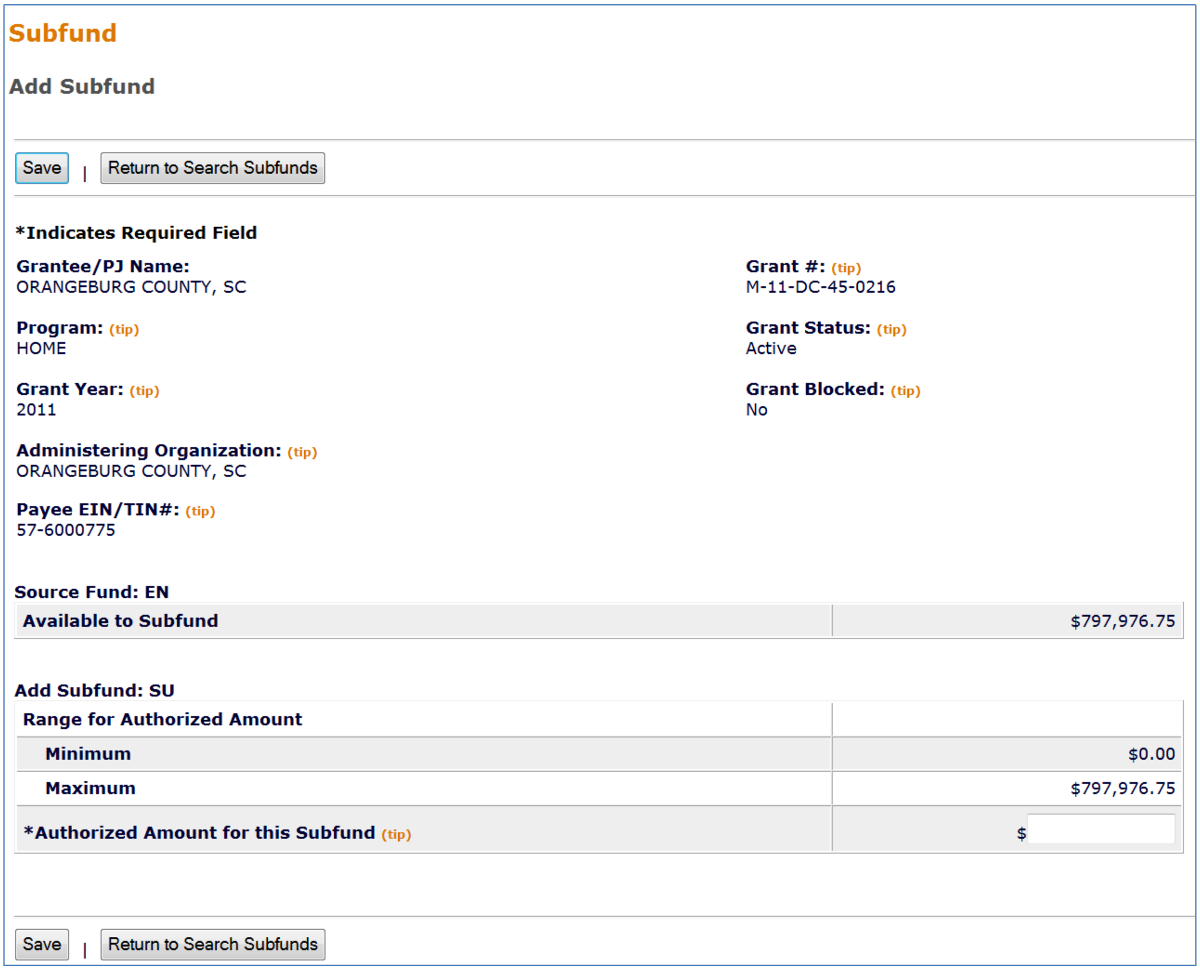
Program	Grant Year	Grant #	Fund Type	Action
HOME	2011	M-11-DC-45-0216	CL	Add Fund Type
HOME	2011	M-11-DC-45-0216	CC	Add Fund Type
HOME	2011	M-11-DC-45-0216	SU	Add Fund Type
HOME	2011	M-11-DC-45-0216	CO	Add Fund Type

If the subfund of the FUND TYPE you specified already exists or cannot be added (e.g., most PJs cannot create a CC subfund), the message "There are no results to display" is returned.

Click the <u>Add Fund Type</u> link of the subfund to be created. The Add Subfund screen is displayed.

ADD SUBFUND SCREEN

A dollar amount for the subfund is specified in the last field on this screen:



Subfund

Add Subfund

Save | Return to Search Subfunds

***Indicates Required Field**

Grantee/PJ Name:
ORANGEBURG COUNTY, SC

Program: (tip)
HOME

Grant Year: (tip)
2011

Administering Organization: (tip)
ORANGEBURG COUNTY, SC

Payee EIN/TIN#: (tip)
57-6000775

Grant #: (tip)
M-11-DC-45-0216

Grant Status: (tip)
Active

Grant Blocked: (tip)
No

Source Fund: EN

Available to Subfund	$797,976.75

Add Subfund: SU

Range for Authorized Amount	
Minimum	$0.00
Maximum	$797,976.75
***Authorized Amount for this Subfund** (tip)	$

Save | Return to Search Subfunds

Field	Description
Grantee/PJ Name	The recipient of the grant the subfund is being created from.
Program	The CPD program providing the grant being subfunded.
Grant Year	The year of the grant the subfund is being created from.
Administering Organization	The name of the organization administering the grant.
Payee EIN/TIN#	The EIN/TIN# of the organization that receives the wire transfers of funds drawn down from the grant.
Grant #	The number assigned to the grant by LOCCS.
Grant Status	**Active** or **Inactive**. A grant is inactive if IDIS has not received all required grant information.
Grant Blocked	If GRANT BLOCKED is **Yes**, FUND TYPE EN cannot be drawn from this grant (you can still create a subfund from it, though).

Field	Description
Source Fund	This will be **EN** for the CO and SU subfunds and **CR** for the CC and CL subfunds.
Available to Subfund	The amount in the SOURCE FUND available for the subfund being added.
Add Subfund	The type of subfund being added.
Range for Authorized Amount	
Minimum	The minimum amount that may be entered in AUTHORIZED AMOUNT FOR THIS SUBFUND. Since all of the HOME subfunds that PJs can create are optional, it is always $0.00 on the Add screen.
Maximum	The maximum amount that may be entered in AUTHORIZED AMOUNT FOR THIS SUBFUND. The calculation is based on HOME regulatory caps and the amount AVAILABLE TO SUBFUND.
Authorized Amount for this Subfund	Specify the amount (cents allowed) of the new subfund. It cannot be less than the MINIMUM or more than the MAXIMUM.

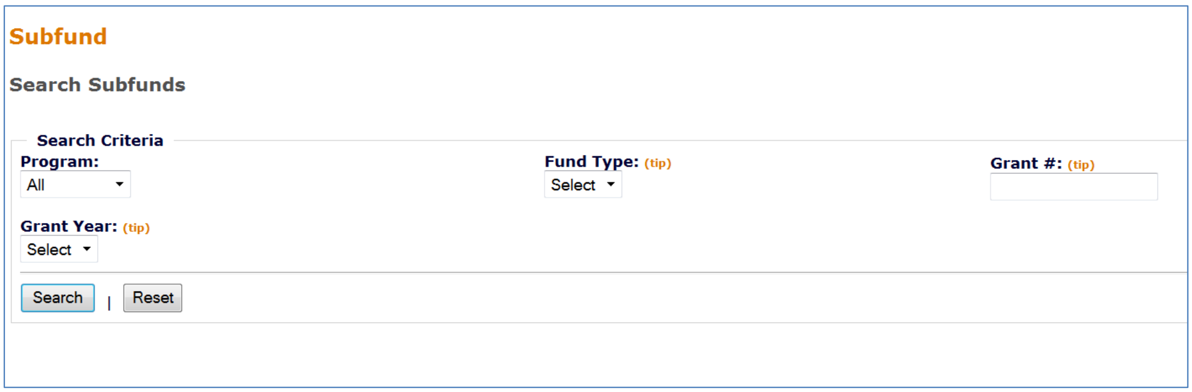
Click the [Save] button to create the subfund or the [Return to Search Subfunds] button to exit without saving. Clicking either button redisplays the Add Subfunds search screen.

EDIT SUBFUNDS (EXCEPT PA)

To edit a subfund, you must first conduct a search to retrieve it. Click the Subfund <u>Search</u> link on any Grant tab screen to access the Search Subfunds screen.

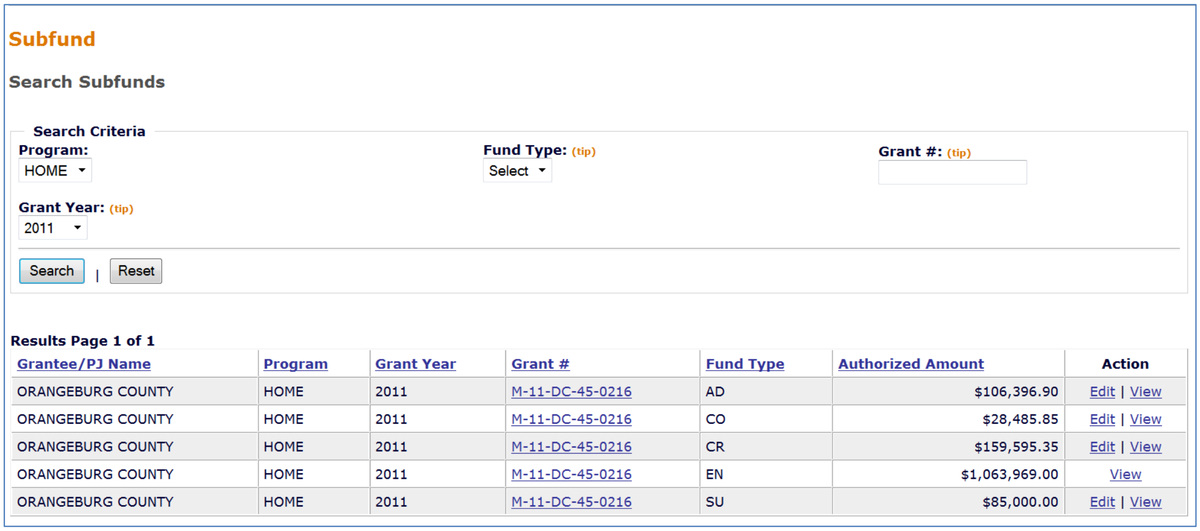
SEARCH SUBFUNDS SCREEN

Enter as many or few search criteria as you wish to retrieve the subfund(s) you want to edit:



Field	Description
Program	To limit the search results to a particular program, select it from the dropdown.
Grant Year	To limit the search results to a particular grant year, choose it from the dropdown.
Fund Type	For HOME, the subfund types are: **EN** Entitlement **AD** Administration **CC** CHDO Capacity Building **CO** CHDO Operating Expenses **SU** Subgrant **CR** CHDO Reserve **CL** CHDO Loan **PA** Program Income for Administration <u>PI for Administration</u>: For grant years 2011 and earlier, increase the amount of PI available for administration by updating the AD subfund. For grant years 2012 and later, increase it by updating the PA subfund.
Grant #	Limits the results to grant numbers starting with the text string you enter here.

Click the [SEARCH] button to run the search and display the subfunds that meet the criteria you specified:



Subfund

Search Subfunds

Search Criteria

Program: HOME

Fund Type: (tip) Select

Grant #: (tip)

Grant Year: (tip) 2011

Search | Reset

Results Page 1 of 1

Grantee/PJ Name	Program	Grant Year	Grant #	Fund Type	Authorized Amount	Action
ORANGEBURG COUNTY	HOME	2011	M-11-DC-45-0216	AD	$106,396.90	Edit | View
ORANGEBURG COUNTY	HOME	2011	M-11-DC-45-0216	CO	$28,485.85	Edit | View
ORANGEBURG COUNTY	HOME	2011	M-11-DC-45-0216	CR	$159,595.35	Edit | View
ORANGEBURG COUNTY	HOME	2011	M-11-DC-45-0216	EN	$1,063,969.00	View
ORANGEBURG COUNTY	HOME	2011	M-11-DC-45-0216	SU	$85,000.00	Edit | View

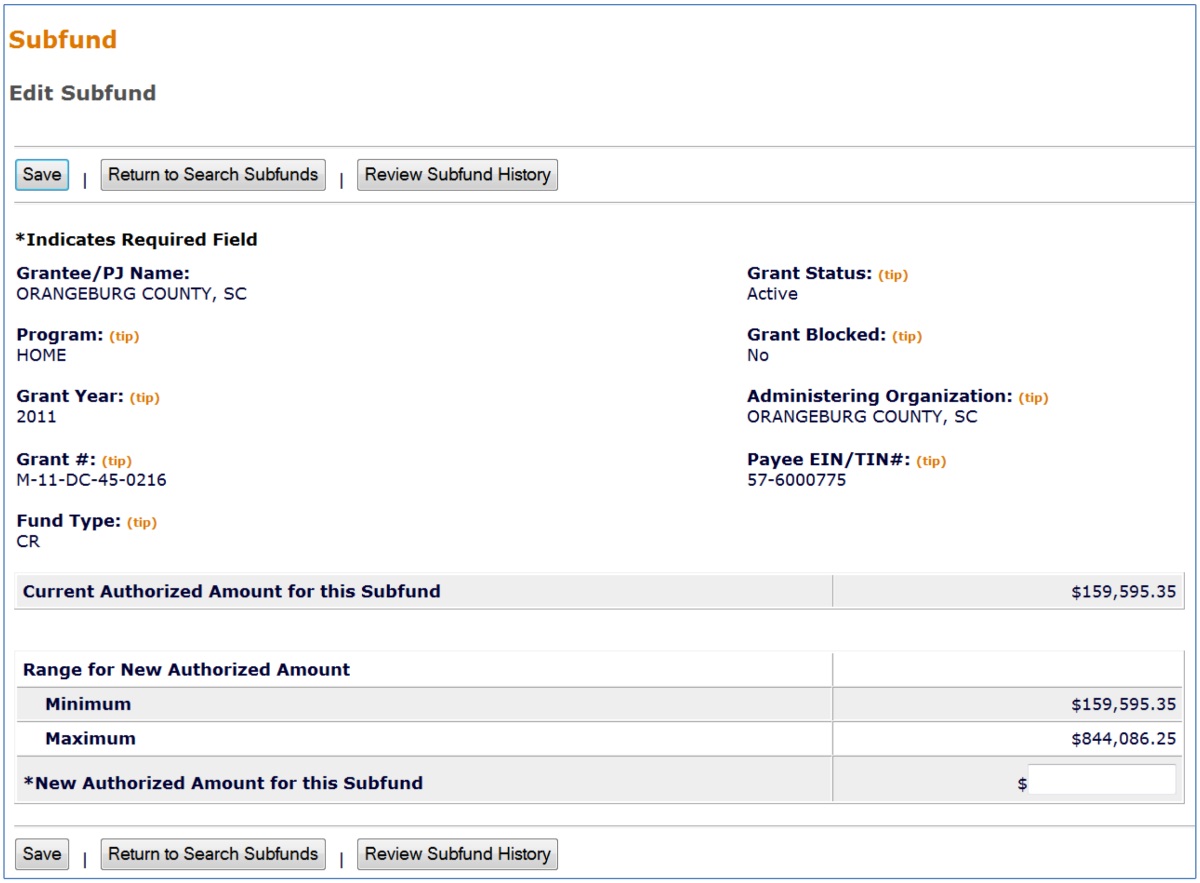
To update a subfund, click the Edit link in the ACTION column. (The EN subfund cannot be changed, and will have only a View link.)

A Delete link will also be available for subfunds with an AUTHORIZED AMOUNT of $0.00. When you click it, you are asked to confirm the deletion. Choose [OK] to delete the subfund. Otherwise click [Cancel].

The Edit Subfund screen is shown on the next page.

EDIT SUBFUND SCREEN

The amount that has been authorized for a subfund can be changed in the last field on this screen:



Subfund

Edit Subfund

Save | Return to Search Subfunds | Review Subfund History

***Indicates Required Field**

Grantee/PJ Name:
ORANGEBURG COUNTY, SC

Program: (tip)
HOME

Grant Year: (tip)
2011

Grant #: (tip)
M-11-DC-45-0216

Fund Type: (tip)
CR

Grant Status: (tip)
Active

Grant Blocked: (tip)
No

Administering Organization: (tip)
ORANGEBURG COUNTY, SC

Payee EIN/TIN#: (tip)
57-6000775

Current Authorized Amount for this Subfund	$159,595.35

Range for New Authorized Amount	
Minimum	$159,595.35
Maximum	$844,086.25
***New Authorized Amount for this Subfund**	$

Save | Return to Search Subfunds | Review Subfund History

Field	Description
Grantee/PJ Name *through* Payee EIN/TIN#	For definitions of these fields, see page 16-5.
Fund Type	The subfund being updated. For HOME: **AD** Administration **CC** CHDO Capacity Building **CL** CHDO Loan **CO** CHDO Operating Expenses **CR** CHDO Reserve **SU** Subgrant
Current Authorized Amount for this Subfund	The amount that is to be revised.
Range for Authorized Amount	
Minimum	The minimum amount that may be entered in NEW AUTHORIZED AMOUNT FOR THIS SUBFUND. It is based on regulatory minimums and the amount of the subfund already used.

Field	Description
Maximum	The maximum amount that may be entered in NEW AUTHORIZED AMOUNT FOR THIS SUBFUND. It is based on regulatory caps and the amount available to subfund from the EN or CR source fund. Note: For HOME grant years 2011 and earlier, the AD subfund can be increased above the 10% cap by an amount equal to 10% of the program income receipted for the grant/program year (see Chapter 20). That amount is included in the calculation of the AD MAXIMUM. For grant years 2012 and later, PI for administration is specified and tracked using the PA subfund (see page 16-20), so the AD MAXIMUM does not include PI.
New Authorized Amount for this Subfund	Enter the revised amount (not the amount of the increase or decrease). It cannot be less than the MINIMUM or more than the MAXIMUM. If the authorized amount is changed to $0.00, the subfund can be deleted when you return to the Search Subfunds screen.

Click the [Review Subfund History] button at the top/bottom of the page for a record of the changes made to the subfund amount.

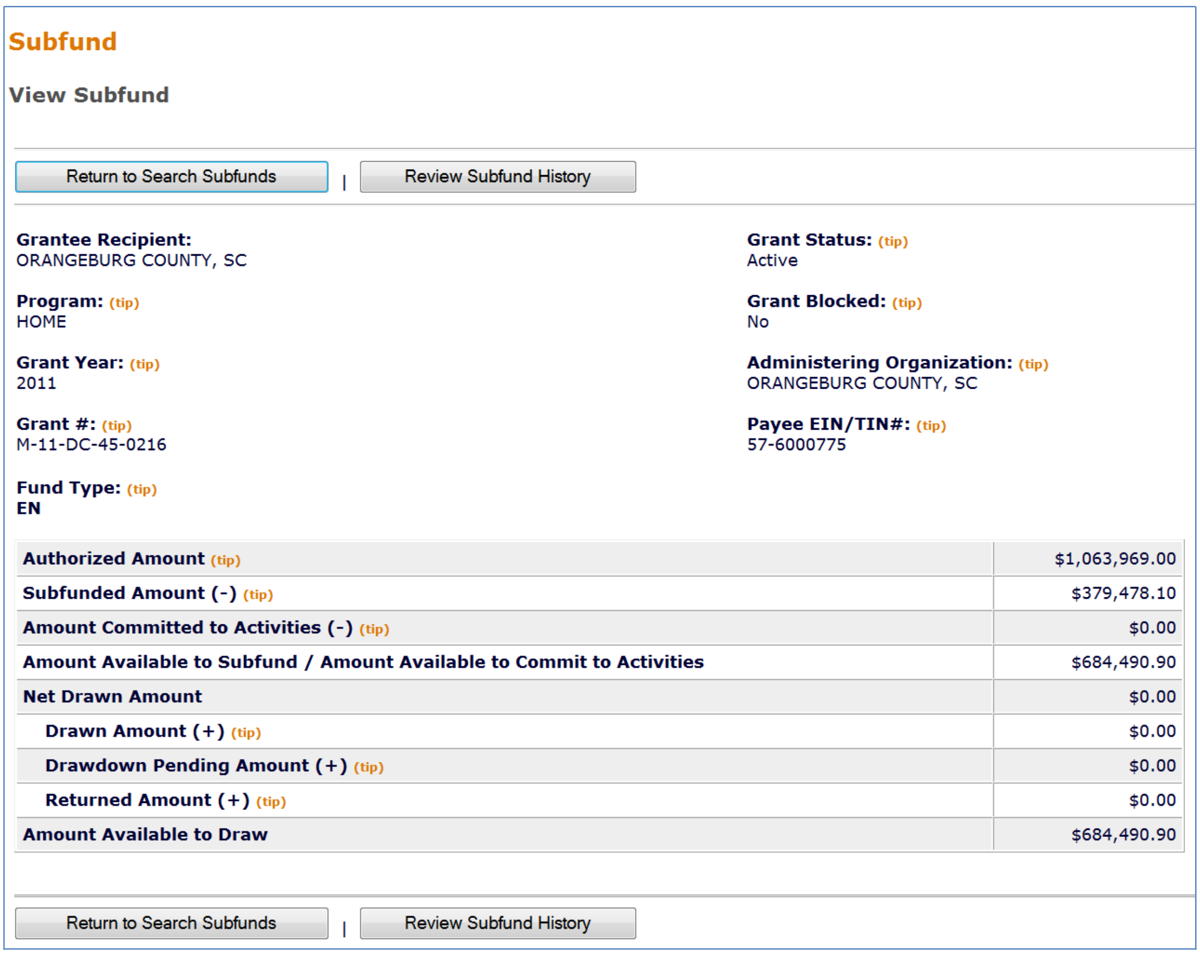
Click [Save] to apply the change in the authorized amount or [Return to Search Subfunds] to exit without saving the change. The Search Subfunds screen will be displayed.

VIEW SUBFUNDS (EXCEPT PA)

To view a subfund, you must first conduct a search to retrieve it. Click the Subfund Search link on any Grant tab screen to access the Search Subfunds screen. Run a search to retrieve the subfund you want to view (see page 16-7 for instructions), then click on its View link in the ACTION column of the search results table.

The view screens are presented below in the order EN, AD, CR, SU, and CO/CL/CC.

VIEW SUBFUND EN



Field	**Description**
Grantee Recipient	The recipient of the grant the subfund was created from.
Program	The CPD program providing the grant.
Grant Year	The year of the grant the subfund was created from.
Grant #	The number assigned to the grant by LOCCS.
Fund Type	The subfund being viewed.
Grant Status	**Active** or **Inactive**. A grant is inactive if IDIS has not received all required grant information.

Field	**Description**
Grant Blocked	If GRANT BLOCKED is **Yes**, EN funds cannot be drawn from this grant.
Administering Organization	The name of the organization administering this grant.
Payee EIN/TIN#	The EIN/TIN# of the organization that receives the wire transfers of funds drawn down from the grant.
Authorized Amount	The amount the PJ is authorized to subfund, commit, and draw from the EN subfund.
Subfunded Amount	The total amount of EN subfunded to AD, CR, CO, and SU.
Amount Committed to Activities	The amount of the EN subfund that has been committed to activities.
Amount Available to Subfund/Amount Available to Commit to Activities	The amount of the EN subfund that can be subfunded or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	Net disbursements from the EN subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT.
Drawn Amount	The total amount disbursed from the EN subfund.
Drawdown Pending Amount	The sum all EN subfund draws approved in IDIS and awaiting a response from LOCCS.
Returned Amount	The total amount of EN disbursed and later returned to the Letter of Credit as EN. It is either $0.00 or a negative amount.
Amount Available to Draw	The amount of EN available for drawdown is equal to AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus NET DRAWN AMOUNT.

Click the [Review Subfund History] button at the top/bottom of the page for a record of the changes made to the subfund amount, or click [Return to Search Subfunds] to redisplay the Search Subfunds screen.

VIEW SUBFUND AD

The top half of the View AD screen is identical to the View EN screen (see page 16-11), and is not repeated here.

There are two versions of the View Subfund AD screen. For grant years 2011 and earlier, program income available for administration is included in the Authorized Amount and the Amount Available to Increase Authorized Amount; for grant years 2012 and later, it is not.

2012 and Later

Fund Type: (tip)
AD

View Subgrants

Authorized Amount (tip)	$1,000,000.00
Subgranted Amount (-)	$0.00
Amount Committed to Activities (-)	$0.00
Amount Available to Subgrant / Amount Available to Commit to Activities	$1,000,000.00
Net Drawn Amount	$0.00
Drawn Amount (+) (tip)	$0.00
Drawdown Pending Amount (+) (tip)	$0.00
Returned Amount (+) (tip)	$0.00
Amount Available to Draw	$1,000,000.00
Regulatory Maximum	$1,000,000.00
Amount Available to increase Authorized Amount for this Subfund	$0.00

2011 and Earlier

Fund Type: (tip)
AD

View Subgrants

Authorized Amount (tip)	$106,396.90
Subgranted Amount (-)	$0.00
Amount Committed to Activities (-)	$0.00
Amount Available to Subgrant / Amount Available to Commit to Activities	$106,396.90
Net Drawn Amount	$0.00
Drawn Amount (+) (tip)	$0.00
Drawdown Pending Amount (+) (tip)	$0.00
Returned Amount (+) (tip)	$0.00
Amount Available to Draw	$106,396.90
Maximum Allowed (excluding program income)	$106,396.90
Amount Available to increase Authorized Amount for this Subfund (including program income)	$360.00

Field	Description
Authorized Amount	The amount that can be committed, drawn, and subgranted from the AD subfund. For HOME grant years 2011 and earlier, this can exceed the Maximum Allowed (excluding program income) by an amount

Field	Description
	equal to 10% of the program income receipted for the GRANT YEAR.
Subgranted Amount	The amount subgranted from the AD subfund (only States can subgrant AD).
Amount Committed to Activities	The amount committed to activities from the AD subfund. It does not include commitments from AD subgrants. To view that information, click the View Subgrants link located above the amounts column.
Amount Available to Subgrant/Amount Available to Commit to Activities	The amount of the AD subfund that can be subgranted or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	Net disbursements from the AD subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT. These amounts do not include draws from AD subgrants. Click the View Subgrants link to access that information.
Drawn Amount	The total amount disbursed from the AD subfund.
Drawdown Pending Amount	The sum of all AD subfund draws approved in IDIS and awaiting a response from LOCCS.
Returned Amount	The amount disbursed from the AD subfund and later returned to the Letter of Credit as AD.
Amount Available to Draw	AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.
Maximum Allowed (excluding program income)/Regulatory Maximum	10% of the formula grant amount, the regulatory maximum.
Amount Available to increase Authorized Amount for this Subfund (including program income)	The amount of EN available to increase the AD AUTHORIZED AMOUNT. For grant years 2011 and earlier, the calculation includes receipted PI.

VIEW SUBFUND CR

The top half of the View CR screen is identical to the View EN screen (see page 16-11), and is not repeated here:

Fund Type: (tip)
CR

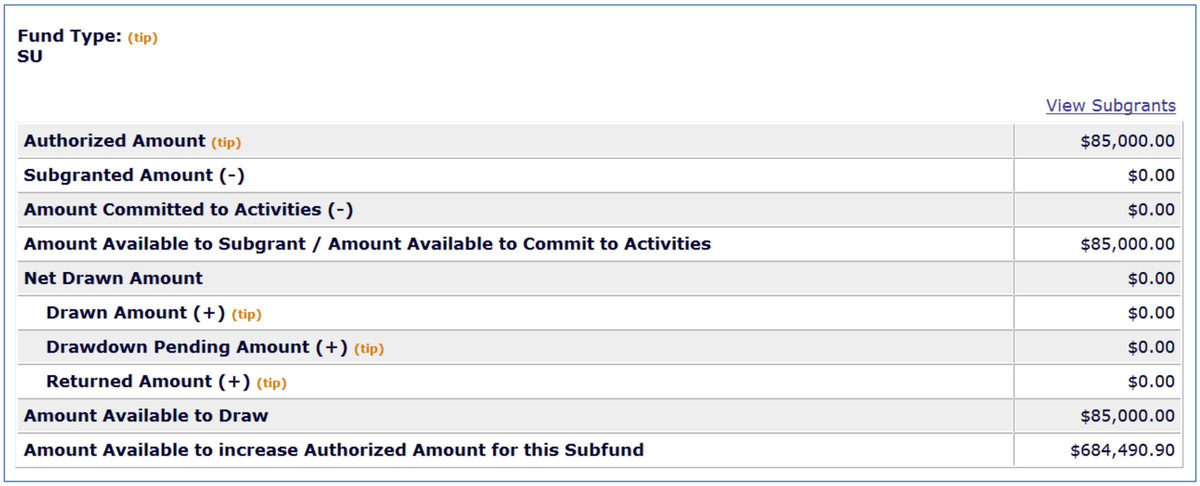
View Subgrants

Authorized Amount (tip)	$159,595.35
Subfunded Amount (-) (tip)	$0.00
Amount Available to Subfund	$159,595.35
Subgranted Amount (-)	$0.00
Amount Available to Subgrant	$159,595.35
Regulatory Minimum	$159,595.35
Amount Available to increase Authorized Amount for this Subfund	$684,490.90

Because CR commitments and disbursements are always from subgrants and never from the subfund, there are no committed/disbursed fields on this screen. To view CR commitments and disbursements, click the View Subgrants link above the amounts column.

Field	**Description**
Authorized Amount	The amount that can be subfunded and subgranted from the CR subfund.
Subfunded Amount	The amount of CR subfunded to CL and CC.
Amount Available to Subfund	The amount of CR that can be subfunded to CL and CC. It is equal to Authorized Amount minus Subfunded Amount minus Subgranted Amount.
Subgranted Amount	The amount of the CR subfund that has been subgranted to CHDOs or State Recipients.
Amount Available to Subgrant	The amount of the CR subfund that can be subgranted. It is equal to Authorized Amount minus Subfunded Amount minus Subgranted Amount.
Regulatory Minimum	15% of the formula grant amount.
Amount Available to increase Authorized Amount for this Subfund	The amount of EN available to increase the CR Authorized Amount.

VIEW SUBFUND SU



Fund Type: (tip)
SU

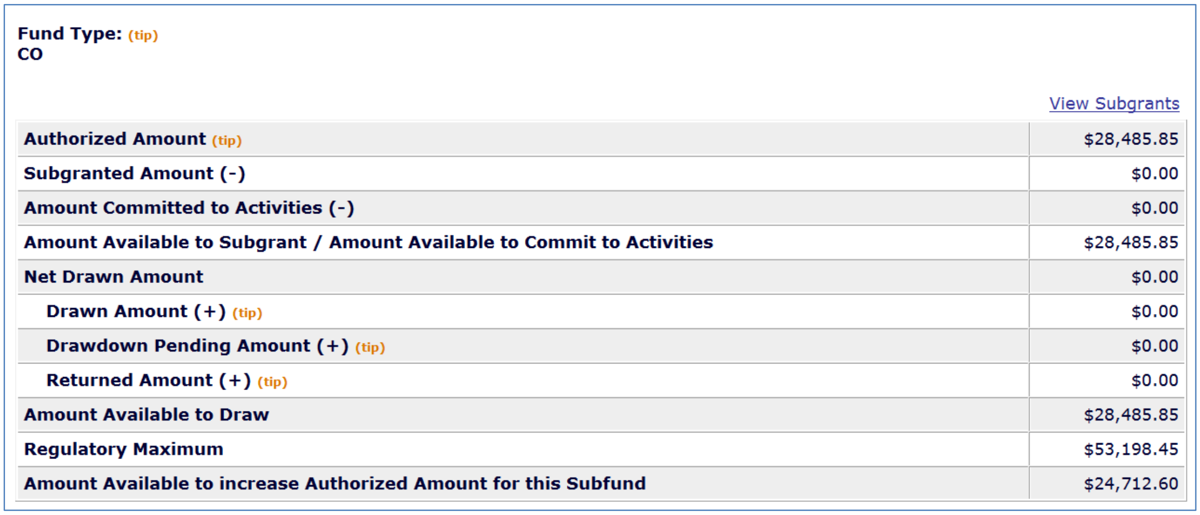
View Subgrants

Authorized Amount (tip)	$85,000.00
Subgranted Amount (-)	$0.00
Amount Committed to Activities (-)	$0.00
Amount Available to Subgrant / Amount Available to Commit to Activities	$85,000.00
Net Drawn Amount	$0.00
Drawn Amount (+) (tip)	$0.00
Drawdown Pending Amount (+) (tip)	$0.00
Returned Amount (+) (tip)	$0.00
Amount Available to Draw	$85,000.00
Amount Available to increase Authorized Amount for this Subfund	$684,490.90

Field	Description
Authorized Amount	The amount that can be committed, drawn, and subgranted from the SU subfund.
Subgranted Amount	The amount of the SU subfund that has been subgranted.
Amount Committed to Activities	The amount committed to activities from the SU subfund. It does not include commitments from SU subgrants. To view that information, click the View Subgrants link at the top of the amounts column.
Amount Available to Subgrant/Amount Available to Commit to Activities	The amount of the SU subfund that can be subgranted or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	Net disbursements from the SU subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT. These figures do not include draws from SU subgrants. To view that information, click the View Subgrants link.
Drawn Amount	The amount disbursed from the SU subfund.
Drawdown Pending Amount	The sum of SU subfund draws approved in IDIS and awaiting a response from LOCCS.
Returned Amount	The amount disbursed from the SU subfund and later returned to the Letter of Credit as SU.
Amount Available to Draw	The amount of the SU subfund available for drawdown, equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.
Amount Available to increase Authorized Amount for this Subfund	The amount of EN available to increase the SU AUTHORIZED AMOUNT.

VIEW SUBFUND CO/CL/CC

The View screens for these three subfunds are identical.



Fund Type: (tip)
CO

View Subgrants

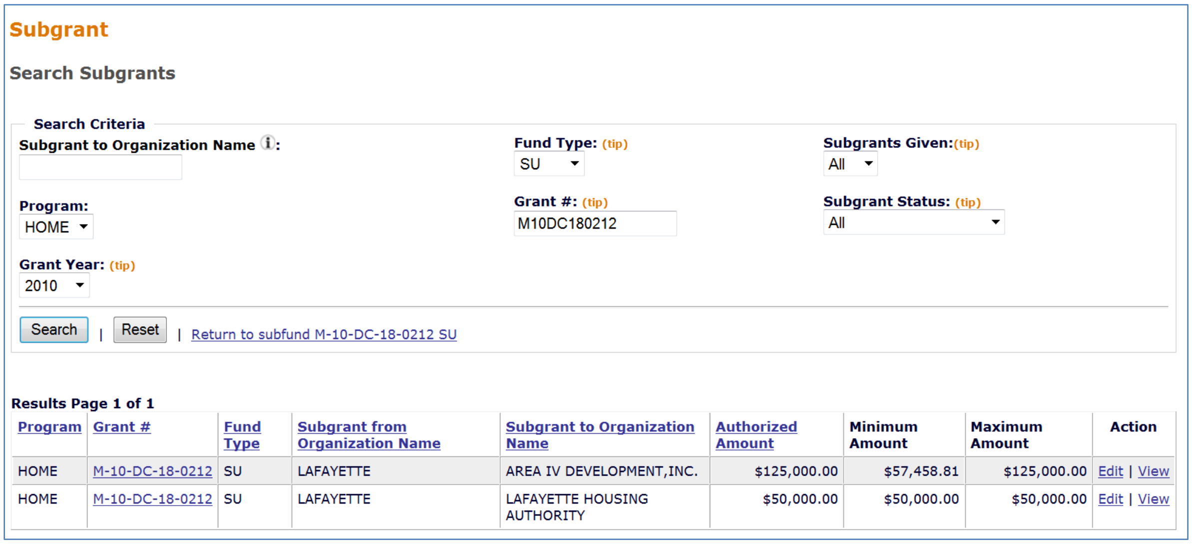
Authorized Amount (tip)	$28,485.85
Subgranted Amount (-)	$0.00
Amount Committed to Activities (-)	$0.00
Amount Available to Subgrant / Amount Available to Commit to Activities	$28,485.85
Net Drawn Amount	$0.00
Drawn Amount (+) (tip)	$0.00
Drawdown Pending Amount (+) (tip)	$0.00
Returned Amount (+) (tip)	$0.00
Amount Available to Draw	$28,485.85
Regulatory Maximum	$53,198.45
Amount Available to increase Authorized Amount for this Subfund	$24,712.60

Field	**Description**
Authorized Amount	The amount that can be committed, drawn, and subgranted from the subfund. It cannot be more than the REGULATORY MAXIMUM.
Subgranted Amount	The amount of the subfund that has been subgranted.
Amount Committed to Activities	The amount committed to activities from the subfund. This figure does not include commitments from subgrants. To view that information, click the View Subgrants link located above the amounts column.
Amount Available to Subgrant/Amount Available to Commit to Activities	The amount of the subfund that can be subgranted or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	Net disbursements from the subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT. These figures do not include draws from subgrants. To view that information, click the View Subgrants link.
Drawn Amount	The amount disbursed from the subfund.
Drawdown Pending Amount	The total amount of subfund draws approved in IDIS and awaiting a response from LOCCS.
Returned Amount	The amount disbursed from the subfund and later returned to the Letter of Credit as CO/CL/CC.
Amount Available to Draw	The amount of the subfund available for drawdown, equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.

Field	Description
Regulatory Maximum	For CO, 5% of the formula grant amount. For CL, 10% of the CR subfund. For CC, 20% of the CR subfund during the first two years of participation in the HOME Program, and with an aggregate limit of $150,000
Amount Available to increase Authorized Amount for this Subfund	The amount of available EN (for CO) or CR (for CL and CC) to increase the AUTHORIZED AMOUNT up to the REGULATORY MAXIMUM.

THE VIEW SUBGRANTS LINK

Clicking the View Subgrants link on a View Subfund screen displays the Search Subgrants screen, prepopulated with the subgrants created from the subfund you were viewing. The example shown here is for the SU fund type:



Subgrant

Search Subgrants

Search Criteria

Subgrant to Organization Name:

Fund Type: (tip) SU

Subgrants Given:(tip) All

Program: HOME

Grant #: (tip) M10DC180212

Subgrant Status: (tip) All

Grant Year: (tip) 2010

Search | Reset | Return to subfund M-10-DC-18-0212 SU

Results Page 1 of 1

Program	Grant #	Fund Type	Subgrant from Organization Name	Subgrant to Organization Name	Authorized Amount	Minimum Amount	Maximum Amount	Action
HOME	M-10-DC-18-0212	SU	LAFAYETTE	AREA IV DEVELOPMENT,INC.	$125,000.00	$57,458.81	$125,000.00	Edit | View
HOME	M-10-DC-18-0212	SU	LAFAYETTE	LAFAYETTE HOUSING AUTHORITY	$50,000.00	$50,000.00	$50,000.00	Edit | View

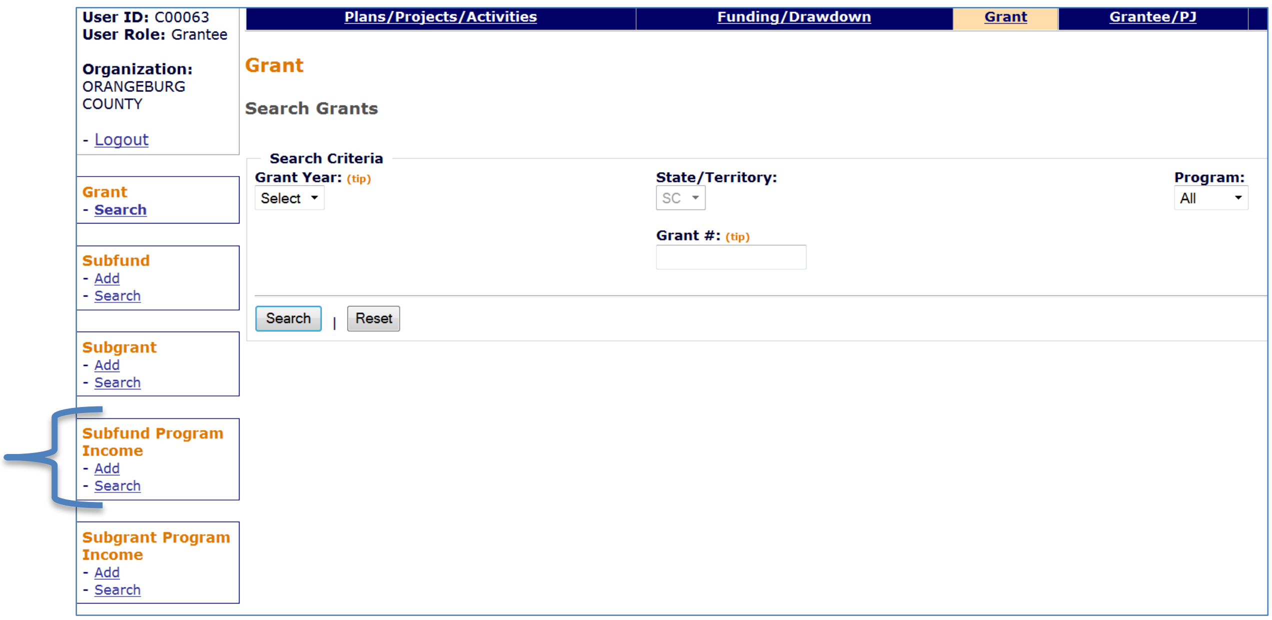
For details about a subgrant, click the Edit or View link in the ACTION column (see Chapter 17 for more information).

PROGRAM INCOME FOR ADMINISTRATION (PA) SUBFUND

Starting with FY 2012 HOME grants, program income (PI) used by PJs for administrative expenses is recorded and tracked in IDIS by the PA subfund. For 2011 and earlier grant years, PJs will continue to identify PI for administration by increasing the authorized amount of the AD subfund. Up to 10% of the PI receipted for a given program year may be subfunded as PA.

With the availability of the PA subfund, PJs should discontinue the practice of receipting only 90% of their PI.

To create, edit, or view PA subfunds, click the Grant tab at the top of any page to display the Search Grants screen. Links to the Subfund Program Income functions you are authorized to access are listed on the left:



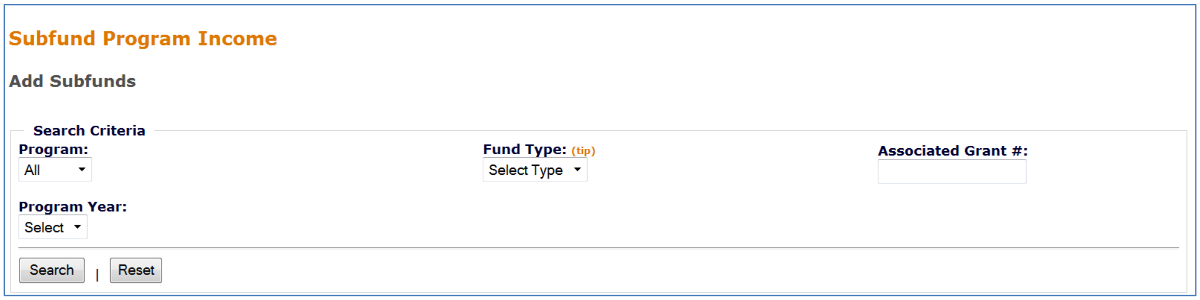
ADD PA SUBFUND

As with other HOME subfund types, the process of adding a PA subfund consists of two screens. You'll specify the program year for the subfund on the first screen and provide a dollar amount for it on the second.

Before the PA subfund can be added, there must be program income receipted for the program year *and* it must be available to subfund. Program income that has been committed to activities cannot be subfunded as PA.

ADD PA SUBFUNDS SCREEN

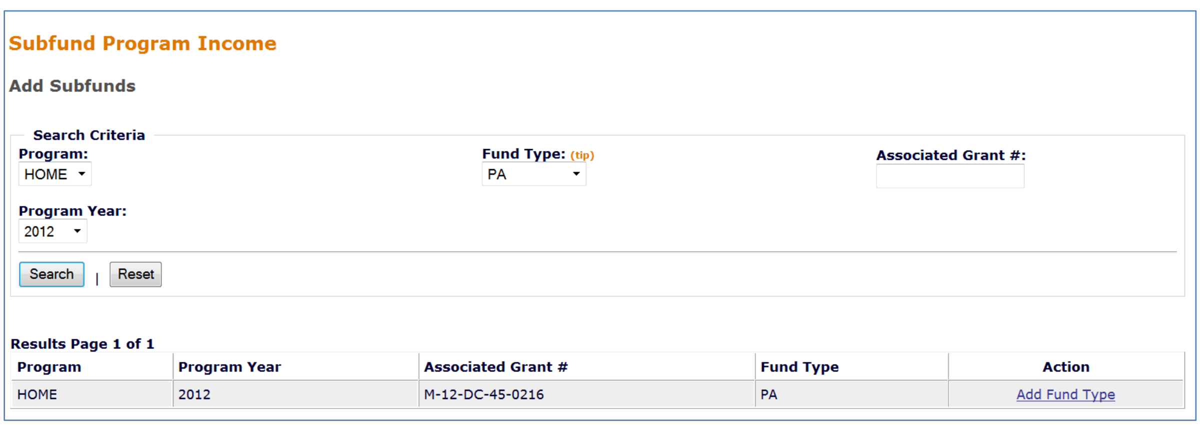
Click the Subfund Program Income Add link on any Grant tab screen to display the Add Subfunds screen:



You must either select a PROGRAM and PROGRAM YEAR or enter an ASSOCIATED GRANT #.

Field	Description
Program	Select **HOME**.
Program Year	Select the program year of the PI to be subfunded. It must be 2012 or later. The subfund will be "associated" with the HOME grant having the same GRANT YEAR as the year you enter here.
Fund Type	The only choice is **PA**.
Associated Grant #	Limits the results to grant numbers starting with the text string you enter.

Click the [Search] button to run the search and display the results:

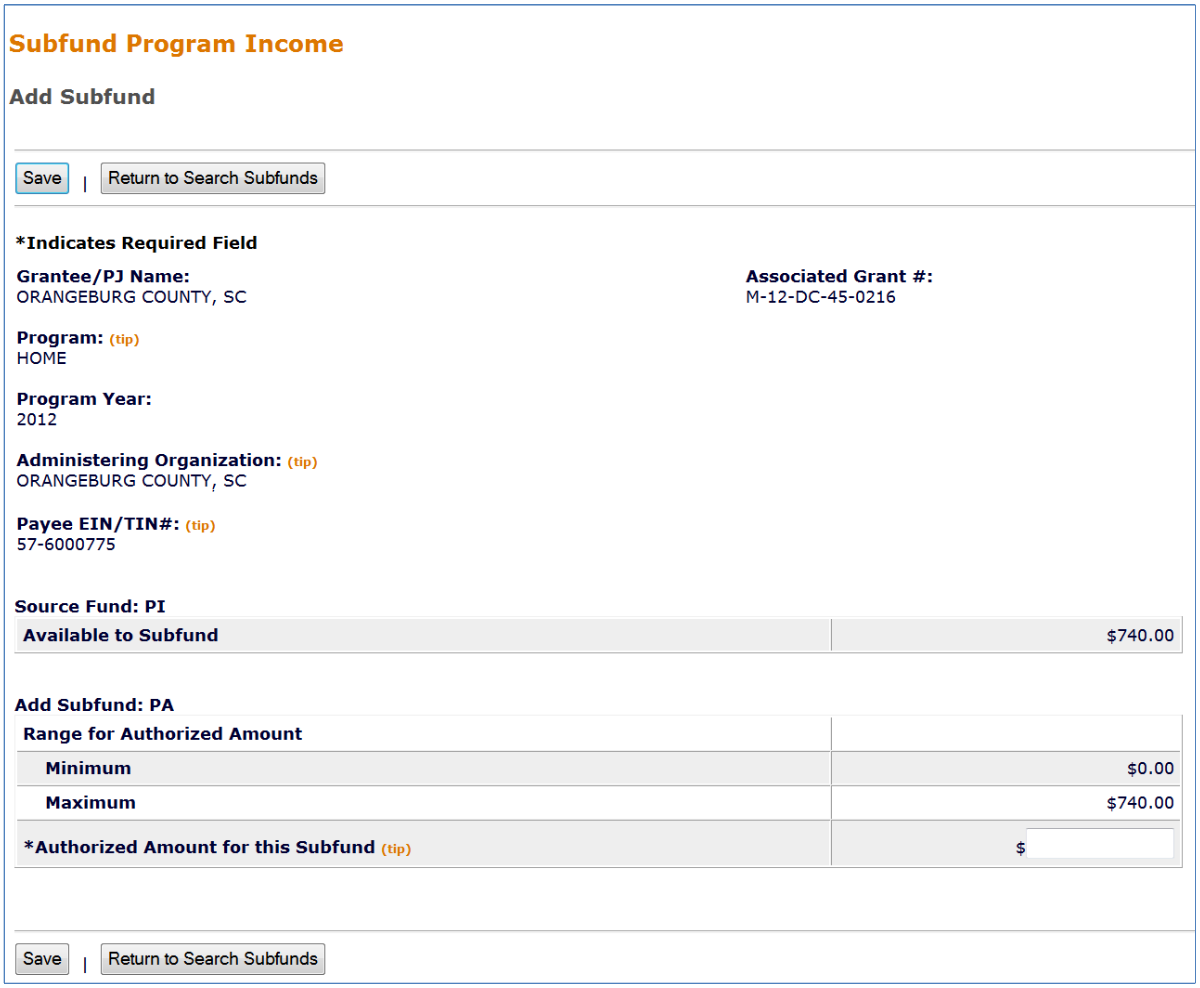


If the PA subfund for the PROGRAM and PROGRAM YEAR you specified already exists, the message "There are no results to display" is returned.

Click the Add Fund Type link of the subfund to be created. The Add Subfund screen is displayed.

ADD PA SUBFUND SCREEN

A dollar amount for the subfund is specified in the last field on this screen:



The screen is very similar to the Add screen for other subfunds (see page 16-5). Note these differences:

Field	Description
Program Year	The program year the PI to be subfunded was receipted for.
Associated Grant #	The HOME grant with the same Grant Year as Program Year.
Available to Subfund	10% of available PI that the PJ has receipted with the same program year as the PA subfund. PI receipted by a PJ's subgrantees is not included in the calculation.

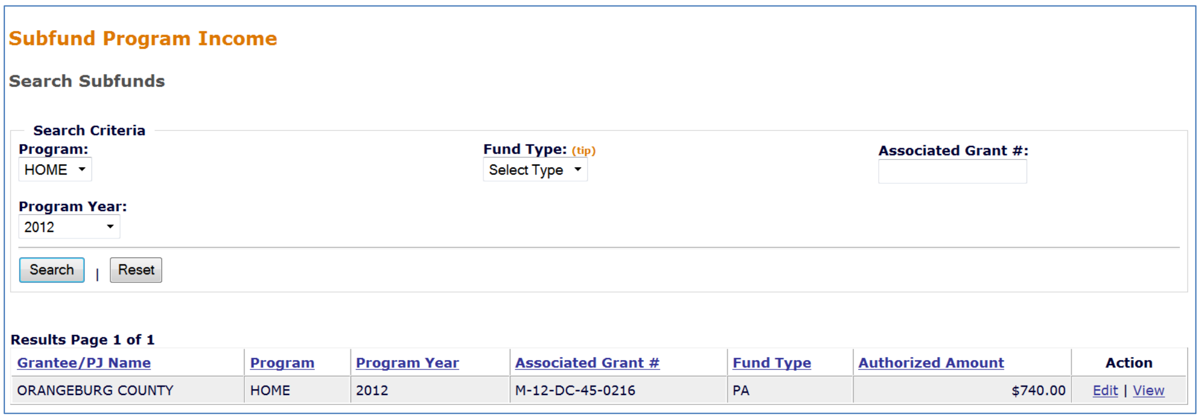
Enter the Authorized Amount for this Subfund (it must be between the Minimum and the Maximum). Click [Save] to create the subfund or [Return to Search Subfunds] to exit without saving. Clicking either button redisplays the Add Subfunds search screen.

EDIT PA SUBFUND

To edit a PA subfund, click the Subfund Program Income Search link on any Grant tab screen to access the Search Subfunds screen.

SEARCH PA SUBFUNDS SCREEN

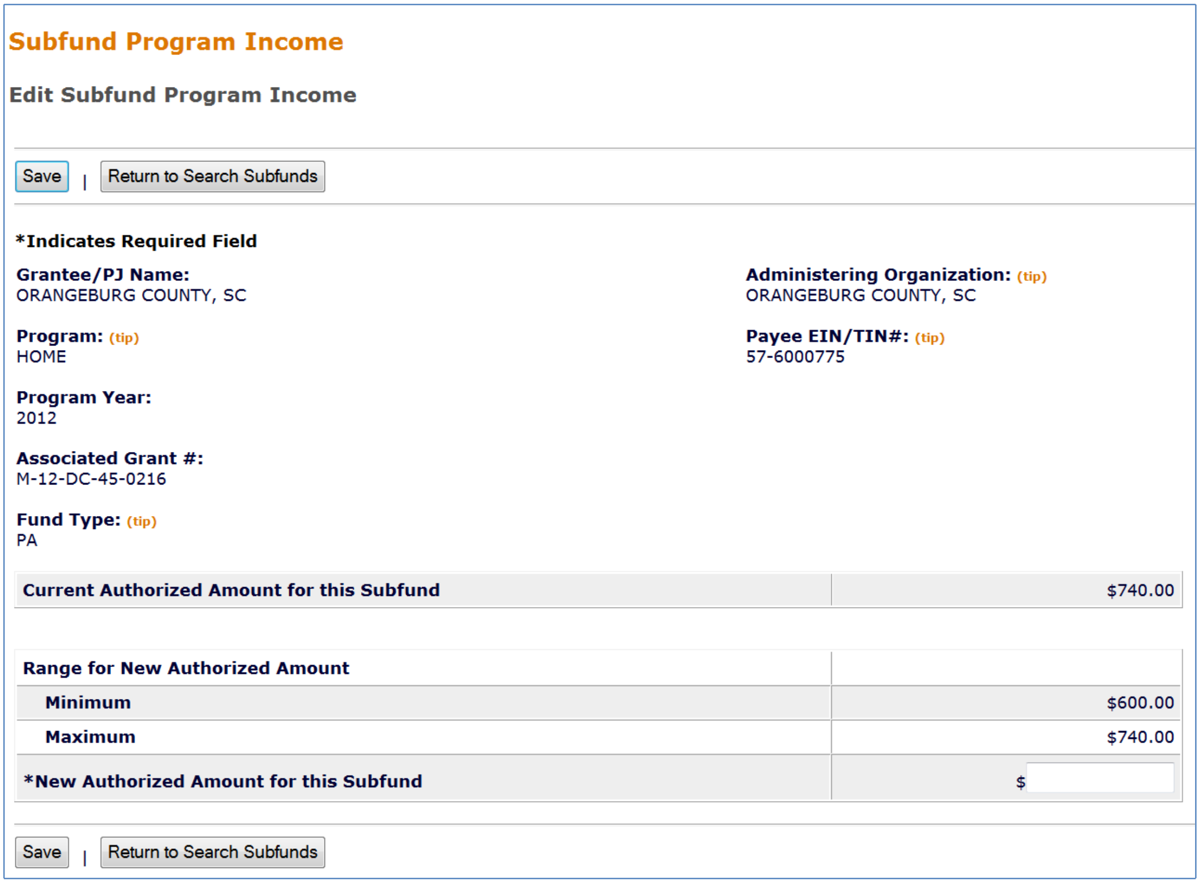
Enter as many or few search criteria as you wish to retrieve the PA subfund(s) you want to edit, then click the [SEARCH] button to display the results:



To update a subfund, click its Edit link to display the Edit Subfund Program Income screen.

EDIT PA SUBFUND PROGRAM INCOME SCREEN

The amount that has been authorized for a PA subfund can be changed in the last field on this screen:



The screen closely resembles the Edit screen for other subfunds (see page 16-9). For PA:

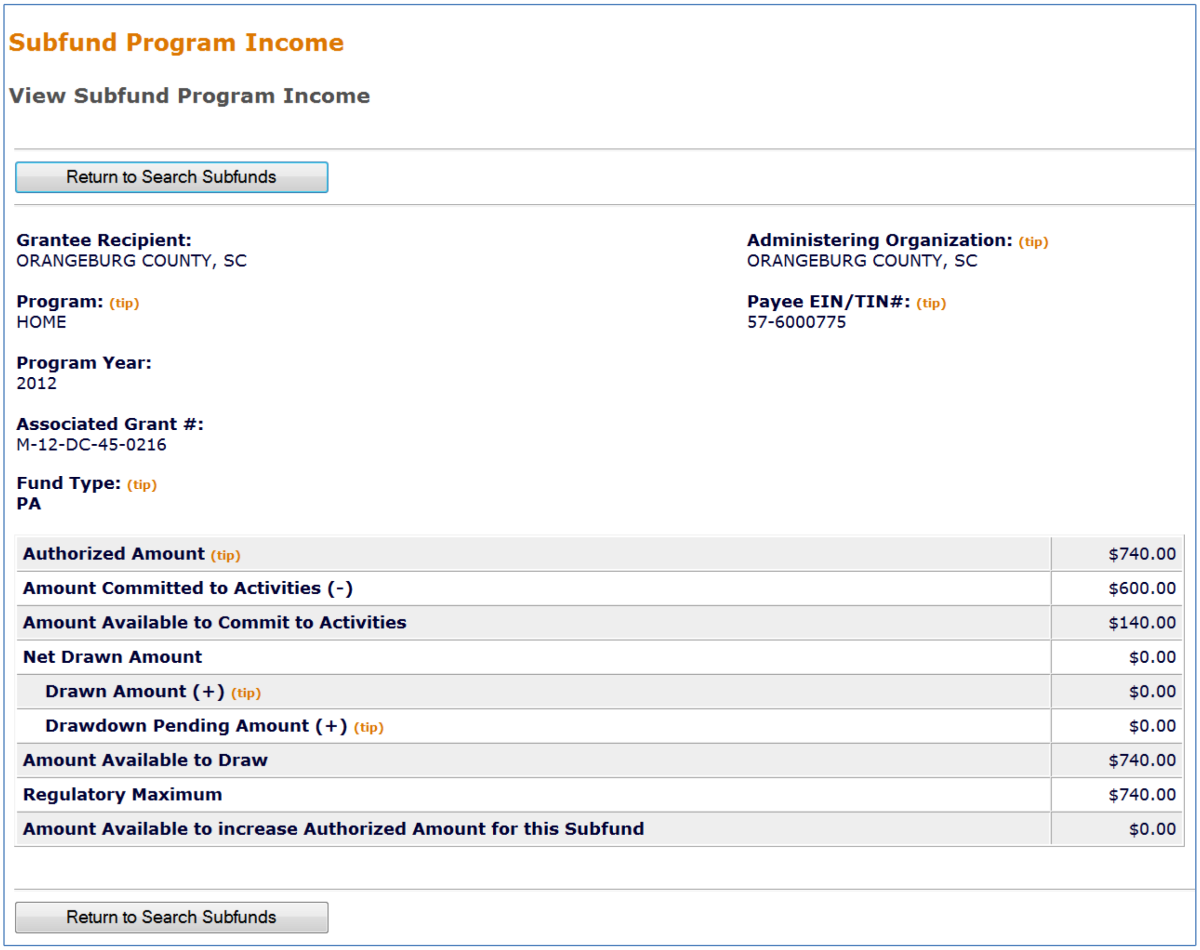
- the Minimum that may be entered in New Authorized Amount for this Subfund is based on the amount of PA already used
- the Maximum is based on the regulatory cap of 10% of PI for admin and the amount available to subfund from the PI source fund

Enter the revised amount (not the amount of the increase or decrease) in the last field. It cannot be less than the Minimum or more than the Maximum.

Click [Save] to apply the change in the authorized amount or [Return to Search Subfunds] to exit without saving the change. The PA Search Subfunds screen will be displayed.

VIEW PA SUBFUND

To view a PA subfund, click the Subfund Program Income Search link on any Grant tab screen to access the PA Search Subfunds screen. Run a search to retrieve the subfund you want to view, then click on its View link in the ACTION column of the search results table to display the View Subfund Program Income screen:


Subfund Program Income

View Subfund Program Income

Return to Search Subfunds

Grantee Recipient: ORANGEBURG COUNTY, SC

Administering Organization: (tip) ORANGEBURG COUNTY, SC

Program: (tip) HOME

Payee EIN/TIN#: (tip) 57-6000775

Program Year: 2012

Associated Grant #: M-12-DC-45-0216

Fund Type: (tip) PA

Authorized Amount (tip)	$740.00
Amount Committed to Activities (-)	$600.00
Amount Available to Commit to Activities	$140.00
Net Drawn Amount	$0.00
Drawn Amount (+) (tip)	$0.00
Drawdown Pending Amount (+) (tip)	$0.00
Amount Available to Draw	$740.00
Regulatory Maximum	$740.00
Amount Available to increase Authorized Amount for this Subfund	$0.00

Return to Search Subfunds

Field	Description
Authorized Amount	The amount that can be committed, drawn, and subgranted from the PA subfund.
Amount Committed to Activities	The amount committed to activities from the PA subfund. It does not include commitments from PA subgrants.
Amount Available to Commit to Activities	The amount of the PA subfund that can be subgranted or committed to activities. It is equal to AUTHORIZED AMOUNT minus the amount that has been subgranted minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	Net disbursements from the PA subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount These amounts do not include draws from PA subgrants.
Drawn Amount	The total amount disbursed from the PA subfund.

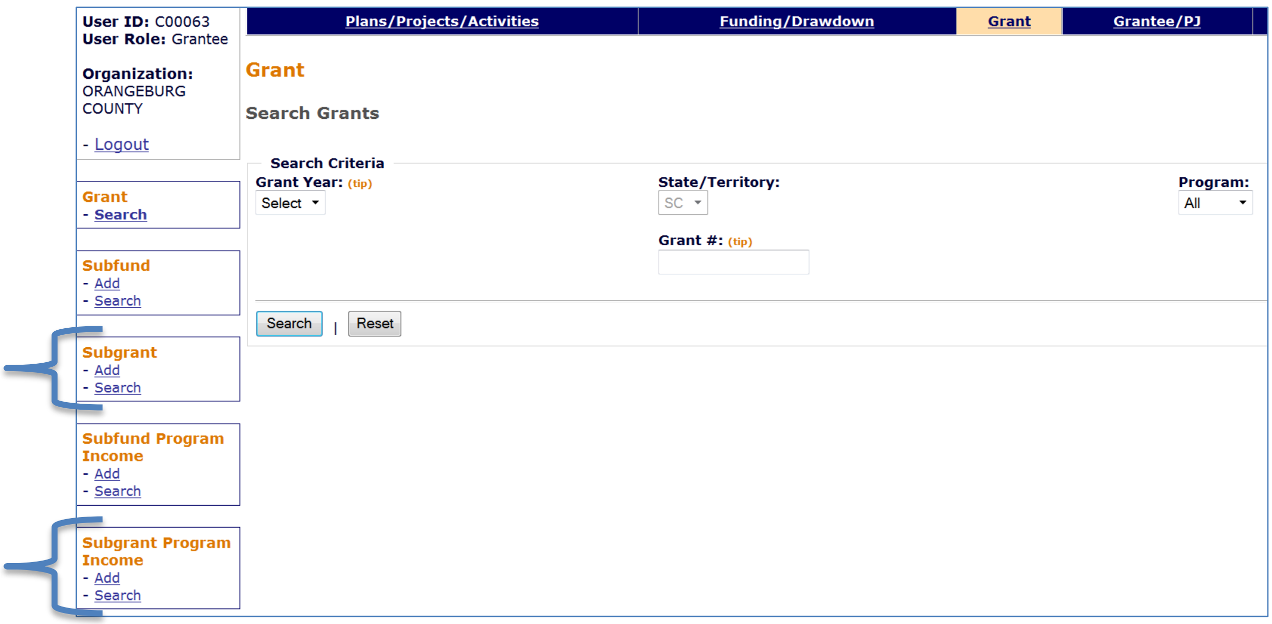
Field	Description
Drawdown Pending Amount	The sum all PA subfund draws approved in IDIS and awaiting a response from LOCCS.
Amount Available to Draw	The amount of PA available for drawdown is equal to AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus NET DRAWN AMOUNT.
Regulatory Maximum	10% of PI receipted for the program year.
Amount Available to Increase Authorized Amount for this Subfund	The amount of PI available to increase the PA AUTHORIZED AMOUNT.

Chapter 17
SUBGRANTS

While subfunds are used in IDIS to track a HOME grant by fund type, subgrants are used to track the funds by the organizations receiving them.

ACCESSING THE SUBGRANT FUNCTIONS

Click the Grant tab at the top of the page you are on to display the Search Grants screen. Links to the subgrant functions you are authorized to access are listed on the left:



The Subgrant option is used to add, edit, and view subgrants of all fund types except Program Income (PI) and Program Income for Administration (PA) and is explained starting on the next page.

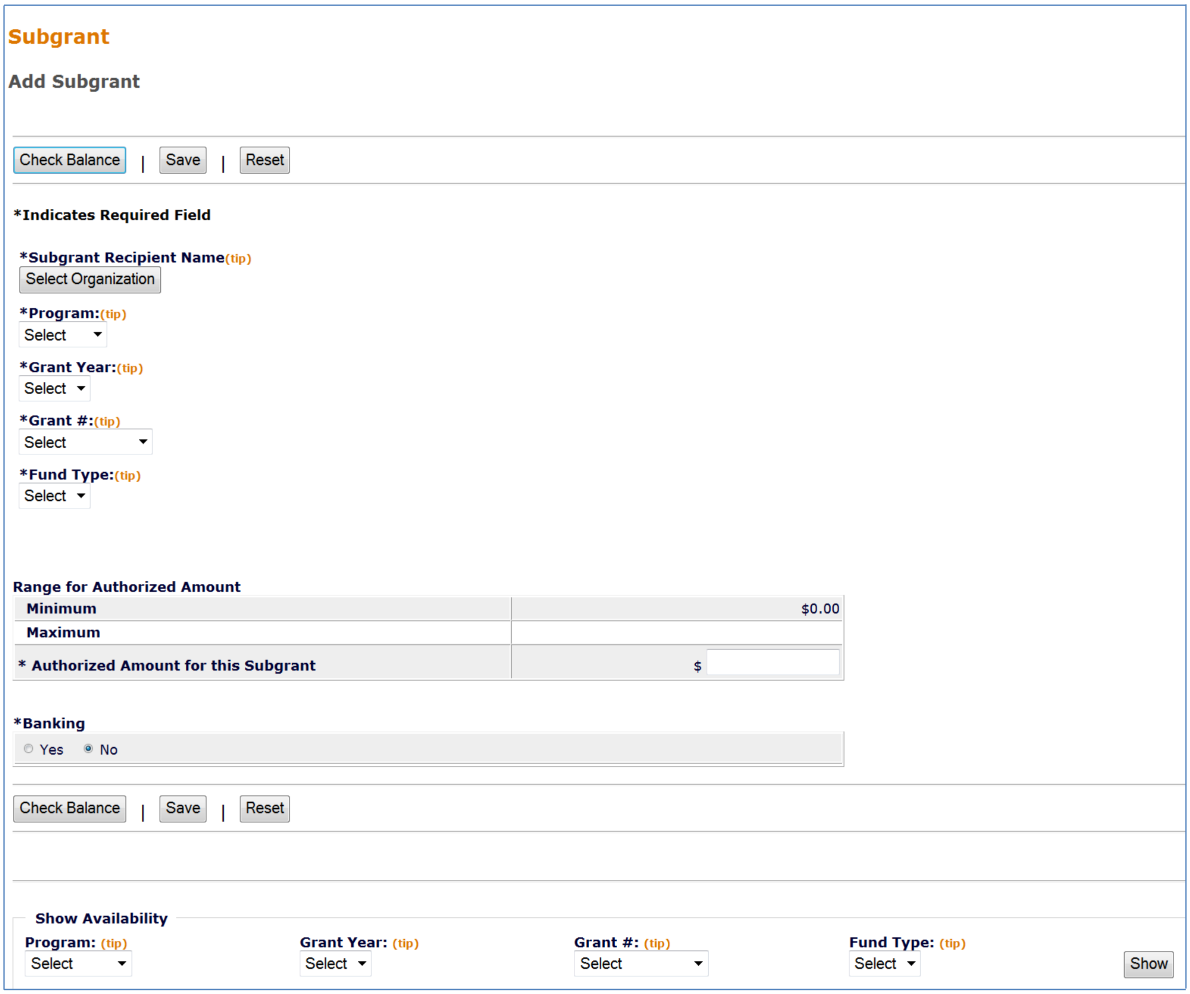
The Subgrant Program Income option is used only for PI and PA subgrants. Turn to page 17-12 for details.

SYSTEM-GENERATED SUBGRANTS

As of May 2012, IDIS replicates all HOME subgrants with an AUTHORIZED AMOUNT greater than $0 that the PJ created for the previous year. Each replicated subgrant is created with an authorized amount of $0. That amount can be updated by the PJ on the Edit Subgrant screen (see pages 17-7 and 17-15).

ADD SUBGRANTS (EXCEPT PI AND PA)

Click the Subgrant Add link on any Grant tab screen to display the Add Subgrant screen:

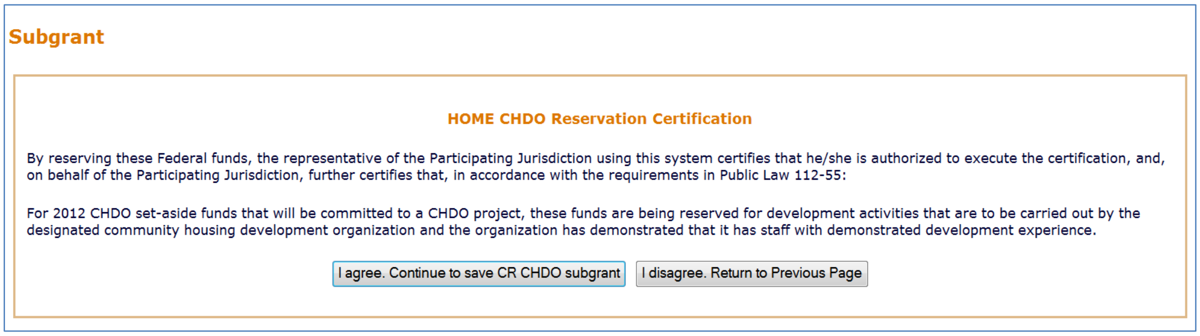


Field	Description
Subgrant Recipient Name	1. Click the [Select Organization] button. 2. On the Select Organization page, enter search criteria if you wish or leave the search fields blank to display a list of all the organizations to which you can subgrant. 3. Click the [Search] button. 4. To select an organization, click first on the radio button next to its name and then on the [Select] button. The Add Subgrant screen is redisplayed.
Program	Select **HOME**.
Grant Year	Select the year of the grant that the subgrant is being created from.
Grant #	Select the correct grant number (for most grantees, only one is listed if you have filled in the Program and Grant Year).

Field	Description
Fund Type	The choices for HOME on this screen are: **AD** Administration **CC** CHDO Capacity Building **CO** CHDO Operating Expenses **SU** Subgrant **CR** CHDO Reserve **CL** CHDO Loan Not all dropdown choices will be valid for all users—e.g., only States can subgrant AD. To subgrant PI or PA, use the Subgrant Program Income option (see page 17-12).
Range for Authorized Amount	
Minimum	This read-only field is always $0.00 when a subgrant is being added.
Maximum	This read-only field shows the maximum amount that may be assigned to the new subgrant. It is based on the amount available in the source subfund (EN for AD, CO, and SU; CR for CC and CL). Note: If you have input all previous fields and the MAXIMUM field is blank, click the [Check Balance] button.
Authorized Amount for this Subgrant	Enter the amount of the subgrant. It cannot exceed the MAXIMUM.
Banking	Change this field to **Yes** if the organization receiving the subgrant is authorized to receive drawdown payments directly from LOCCS. If you are able to change this to Yes (it isn't allowed for all organizations) but there is no banking data in LOCCS for the subgrantee, a warning message is displayed and the status of the subgrant is set to **Waiting for Banking Info**. Until the banking data is received and the subgrant status changes to **Active**, the subgrant will not be available for committing funds via the Activity Funding function.
Show Availability	Use this search feature if you need to identify a funding source for the subgrant you are adding. Input any search criteria you like and click the [Show] button to run the search. The AMOUNT AVAILABLE TO SUBGRANT will be shown for each subfund in the search results table.

Click the [Save] button to add the subgrant or the [Reset] button to refresh and redisplay the add screen.

If you are adding a CR subgrant, the HOME CHDO Reservation Certification screen is displayed when you click [Save]:



To execute the certification, click the [I agree] button. Otherwise, click the [I disagree] button.

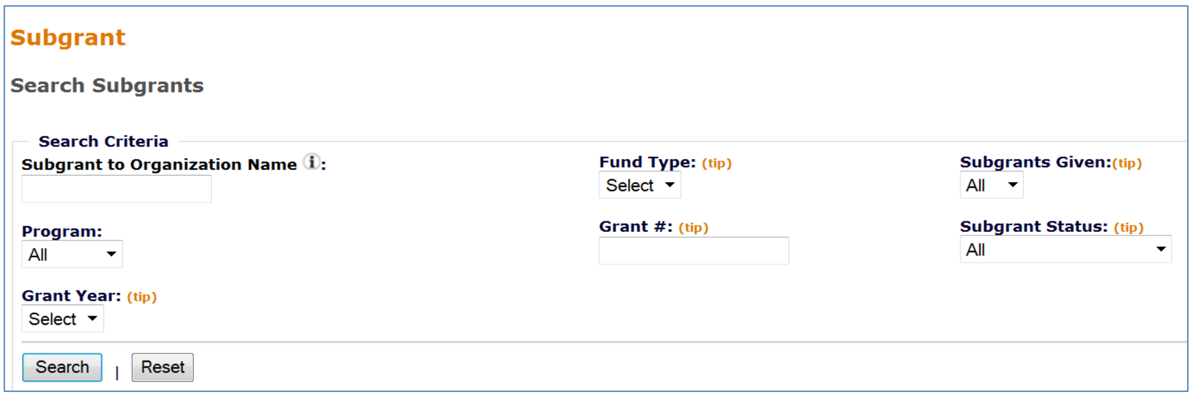
When you save the subgrant, the View Subgrant screen (see page 17-9) is displayed with the message “Subgrant added”.

EDIT SUBGRANTS (EXCEPT PI AND PA)

To edit a subgrant, you must first conduct a search to retrieve it. Click the Subgrant Search link on any Grant tab screen to access the Search Subgrants screen.

SEARCH SUBGRANTS SCREEN

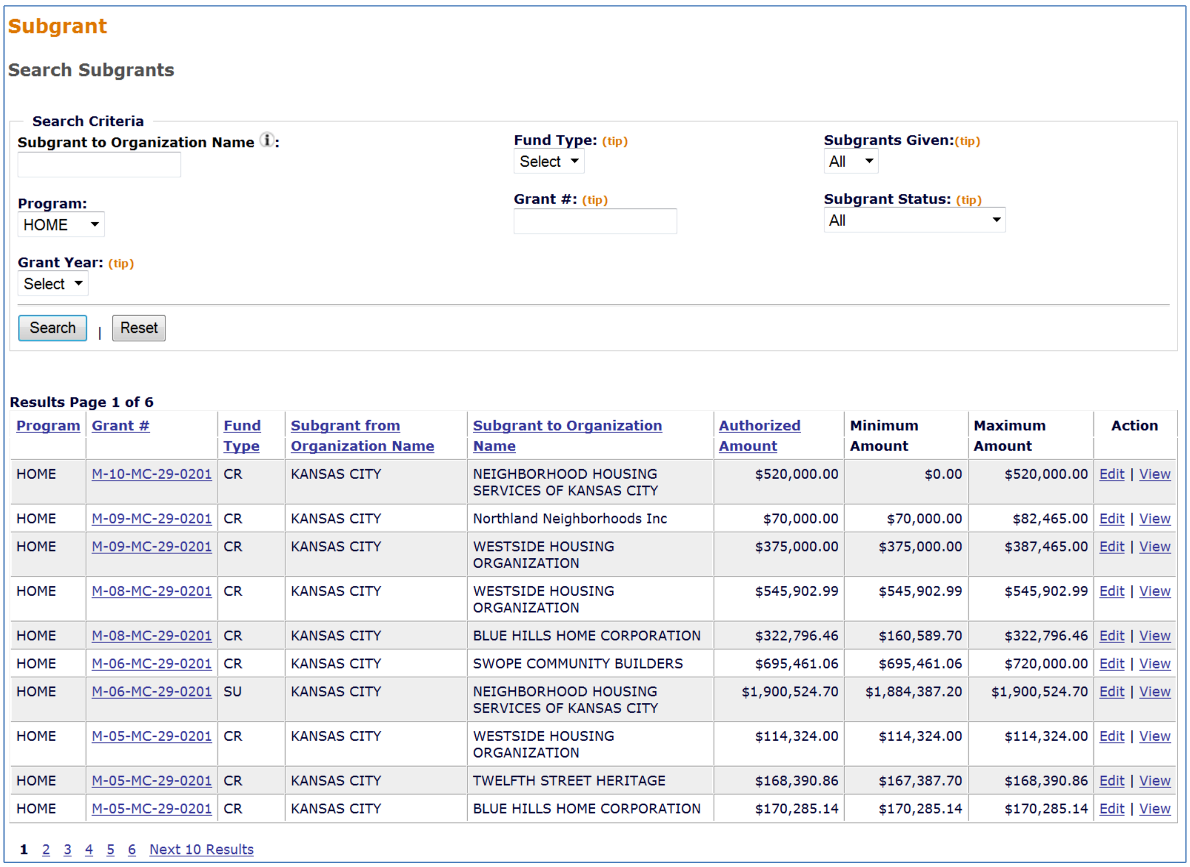
Enter as many or few of the following search criteria as you wish to retrieve the subgrant(s) you want to edit:



Field	Description
Subgrant to Organization Name	Limits the search to subgrant recipient names that contain the text string you enter.
Program	To limit the search to a particular program, select it from the dropdown.
Grant Year	To limit the search to subgrants from a particular grant year, choose it from this dropdown.
Fund Type	The choices on this screen for HOME are: **AD** Administration **CC** CHDO Capacity Building **CO** CHDO Operating Expenses **SU** Subgrant **CR** CHDO Reserve **CL** CHDO Loan To edit a PI or PA subgrant, use the Subgrant Program Income option (see page 17-14).
Grant #	Limits the search to source grants starting with the text string you enter.
Subgrants Given	The choices are: **All** – the subgrants that the organization you are logged on as has given to and received from other organizations. **No** – the subgrants that the organization you are logged on as has received from other organizations.

Field	Description
	Yes – the subgrants that the organization you are logged on as has given to other organizations.
Subgrant Status	To limit the search to a particular status, select it from the dropdown. (For information about the Waiting for Banking Info status, see the entry for the Banking field on page 17-3).

Click the [SEARCH] button to run the search and display the subgrants that meet the criteria you specified:



Subgrant

Search Subgrants

Search Criteria

Subgrant to Organization Name :

Fund Type: (tip) Select

Subgrants Given:(tip) All

Program: HOME

Grant #: (tip)

Subgrant Status: (tip) All

Grant Year: (tip) Select

Search | Reset

Results Page 1 of 6

Program	Grant #	Fund Type	Subgrant from Organization Name	Subgrant to Organization Name	Authorized Amount	Minimum Amount	Maximum Amount	Action
HOME	M-10-MC-29-0201	CR	KANSAS CITY	NEIGHBORHOOD HOUSING SERVICES OF KANSAS CITY	$520,000.00	$0.00	$520,000.00	Edit | View
HOME	M-09-MC-29-0201	CR	KANSAS CITY	Northland Neighborhoods Inc	$70,000.00	$70,000.00	$82,465.00	Edit | View
HOME	M-09-MC-29-0201	CR	KANSAS CITY	WESTSIDE HOUSING ORGANIZATION	$375,000.00	$375,000.00	$387,465.00	Edit | View
HOME	M-08-MC-29-0201	CR	KANSAS CITY	WESTSIDE HOUSING ORGANIZATION	$545,902.99	$545,902.99	$545,902.99	Edit | View
HOME	M-08-MC-29-0201	CR	KANSAS CITY	BLUE HILLS HOME CORPORATION	$322,796.46	$160,589.70	$322,796.46	Edit | View
HOME	M-06-MC-29-0201	CR	KANSAS CITY	SWOPE COMMUNITY BUILDERS	$695,461.06	$695,461.06	$720,000.00	Edit | View
HOME	M-06-MC-29-0201	SU	KANSAS CITY	NEIGHBORHOOD HOUSING SERVICES OF KANSAS CITY	$1,900,524.70	$1,884,387.20	$1,900,524.70	Edit | View
HOME	M-05-MC-29-0201	CR	KANSAS CITY	WESTSIDE HOUSING ORGANIZATION	$114,324.00	$114,324.00	$114,324.00	Edit | View
HOME	M-05-MC-29-0201	CR	KANSAS CITY	TWELFTH STREET HERITAGE	$168,390.86	$167,387.70	$168,390.86	Edit | View
HOME	M-05-MC-29-0201	CR	KANSAS CITY	BLUE HILLS HOME CORPORATION	$170,285.14	$170,285.14	$170,285.14	Edit | View

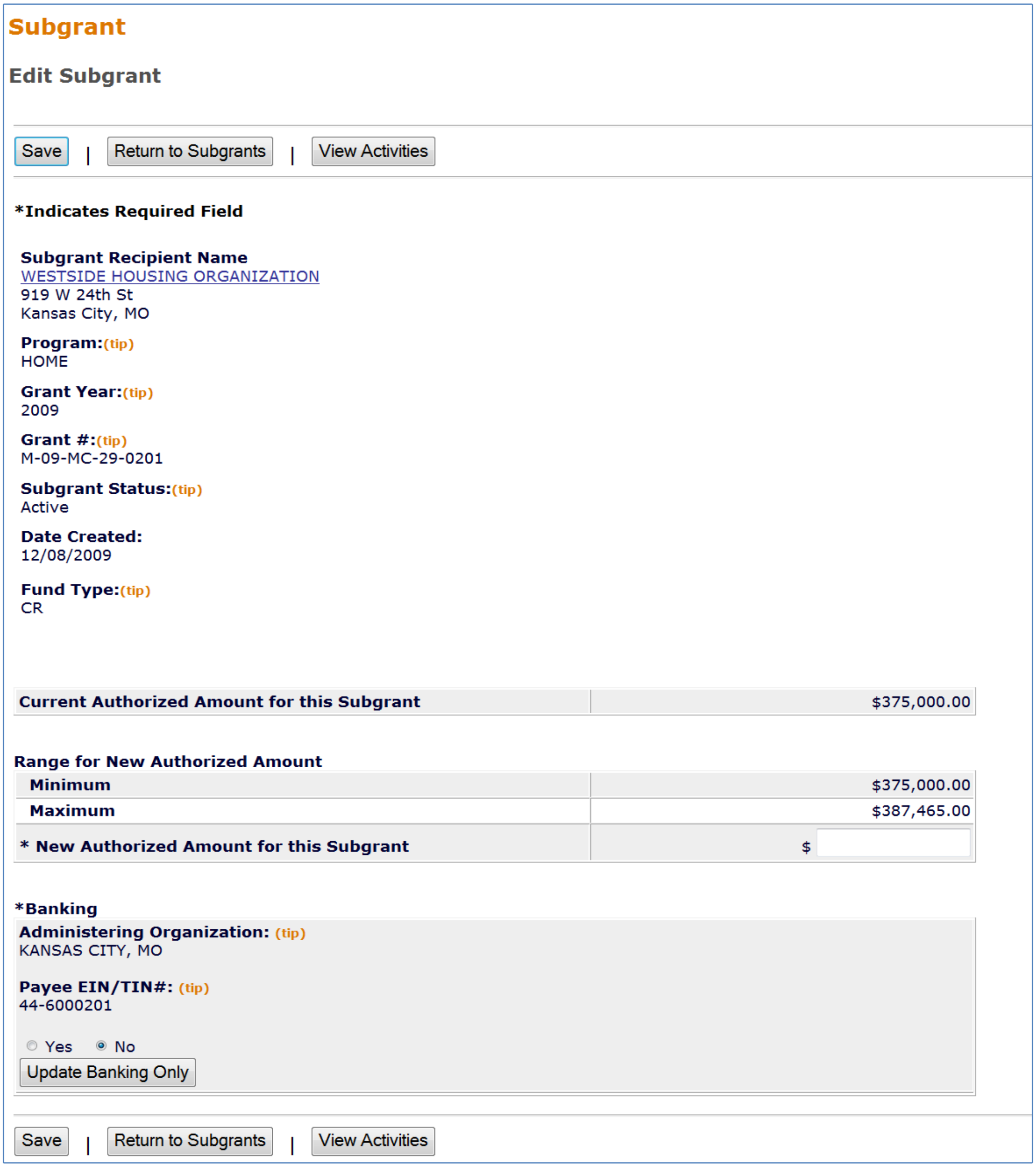
1 2 3 4 5 6 Next 10 Results

Select the subgrant you want to process by clicking the Edit link in the last column of the search results table.

Note that for subgrants with an AUTHORIZED AMOUNT of $0.00 there is also a Delete link. When you click it, you are asked to confirm the deletion. Click [OK] to delete the subgrant.

EDIT SUBGRANT SCREEN

Two fields can be updated on this screen: the subgrant amount and the banking flag. A list of the activities funded with the subgrant can also be accessed.



Field	Description
New Authorized Amount for this Subgrant	To change the CURRENT AUTHORIZED AMOUNT FOR THIS SUBGRANT, enter the new amount (not the amount of the increase or decrease) in this field. It cannot be less than the MINIMUM or more than the MAXIMUM. The calculation of those two values is based on the amount available from the source subfund and the amount of the subgrant that has already been used. If the NEW AUTHORIZED AMOUNT is changed to $0.00, the subgrant can be deleted on the Search Subgrants results screen.
Banking: Yes/No	Select **Yes** if the SUBGRANT RECIPIENT is to receive drawdown payments directly from LOCCS. If **Yes** is selected (it isn't allowed for all organizations) but there is no banking data in LOCCS for the subgrantee, a warning message is displayed and the SUBGRANT STATUS field will be set to **Waiting for Banking Info**. The subgrant will not be available for committing funds via the Activity Funding function until the banking data is received and the SUBGRANT STATUS becomes **Active**.

The screen that is displayed when the [View Activities] button is clicked is described on page 17-11.

To save your changes, click the [Update Banking Only] button if BANKING YES/NO was the only field changed (to avoid getting an error message on the NEW AUTHORIZED AMOUNT field); otherwise, click the [Save] button. When you do, the View Subgrant screen, shown on the next page, is displayed.

Click the [Return to Subgrants] button to exit without saving your changes and redisplay the Search Subgrants screen.

VIEW SUBGRANTS (EXCEPT PI AND PA)

To view a subgrant, you must first conduct a search to retrieve it. Click the Subgrant Search link on any Grant tab screen to access the Search Subgrants screen. Run a search to retrieve the subgrant you want to view (see page 17-5 for detailed instructions), then click on its View link in the search results table. The View Subgrant screen is displayed.

VIEW SUBGRANT SCREEN

The sample below shows a CR subgrant. With one exception (CR subgrants from States to State Recipients), the same information is displayed for all fund types.

Subgrant

View Subgrant

Return | View Activities

Subgrant Recipient Name:
WESTSIDE HOUSING ORGANIZATION
919 W 24th St
Kansas City, MO

Program: (tip)
HOME

Grant Year: (tip)
2009

Grant #: (tip)
M-09-MC-29-0201

Subgrant Status:
Active

Date Created:
12/08/2009

Fund Type:(tip)
CR

Administering Organization: (tip)
KANSAS CITY, MO

Payee EIN/TIN#: (tip)
44-6000201

Authorized Amount (tip)	$375,000.00
Subgranted Amount (tip)	$0.00
Amount Available to Subgrant	$0.00
Committed to Activities Amount (tip)	$375,000.00
Net Drawn Amount	$0.00
Drawn Amount (+) (tip)	$0.00
Drawdown Pending Amount (+) (tip)	$0.00
Returned Amount (+) (tip)	$0.00
Amount Available to Draw	$375,000.00
Amount Available to Increase Authorized Amount for this Subgrant	$12,465.00

Return | View Activities

Field	Description
Subgrant Recipient Name	Clicking on the link here displays information about the subgrantee.
Program	The CPD program providing the grant used for the subgrant.
Grant Year	The year of the grant from which the subgrant was created.
Grant #	The number of the source grant.
Subgrant Status	Either **Active** or **Waiting for Banking Info** (see entry for the BANKING: YES/NO field on page 17-8).
Date Created	The date the subgrant was created in IDIS.
Fund Type	The subfund from which the subgrant was created.
Administering Organization	The name of the organization administering the subgrant.
Payee EIN/TIN#	The EIN/TIN# of the organization that receives the wire transfers of funds drawn down from the subgrant.
Authorized Amount	The total amount of this subgrant available to the subgrantee to subgrant, commit to activities, and draw. Initially it is equal to the AUTHORIZED AMOUNT you specified on the Add screen (see page 17-2).
Subgranted Amount	The amount of this subgrant that has been subgranted.
Amount Available to Subgrant	The amount of the subgrant that is available to subgrant to other organizations. It equals AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus COMMITTED TO ACTIVITIES AMOUNT.
Committed to Activities Amount	The amount of this subgrant that has been committed to activities.
Net Drawn Amount	Net disbursements from this subgrant, equal to DRAWN AMOUNT plus DRAWDOWN PENDING AMOUNT plus RETURNED AMOUNT.
Drawn Amount	Total disbursements from this subgrant.
Drawdown Pending Amount	The sum of draws from this subgrant that have been approved in IDIS and are awaiting a response from LOCCS.
Returned Amount	The total amount disbursed from the subgrant and later returned by the grantee to the Letter of Credit.
Amount Available to Draw	Equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.
Amount Available to Increase Authorized Amount for this Subgrant	The amount in the source fund available to increase the subgrant AUTHORIZED AMOUNT.

Click the [View Activities] button to display the Activities Funded from Subgrant screen (see next page) or the [Return] button to redisplay the Search Subgrants screen.

VIEW ACTIVITIES FUNDED FROM SUBGRANT SCREEN

This screen is displayed when the [View Activities] button is clicked on the View Subgrant or Edit Subgrant screen. It shows information about the activities the SUBGRANT RECIPIENT has carried out with all subgrants (notice that the GRANT YEAR field below is **All Years** and the GRANT # is **M-XX**) of the FUND TYPE displayed on the View/Edit Subgrant screen:

Subgrant

Activities Funded from Subgrant

[Return to View Subgrant] | [Return to Subgrants]

Subgrant Recipient Name:
WESTSIDE HOUSING ORGANIZATION, MO

Program:
HOME

Grant Year:
All Years

Grant #:
M-XX-MC-29-0201

Fund Type:
CR

IDIS Activity ID	Activity Name	Activity Status	Activity Owner	Source Name	Funded Amount	Drawn Amount	Balance to Draw
640	CANCELLED ACTIVITY	Canceled	KANSAS CITY	MC	$0.00	$0.00	$0.00
641	CHDO-WHO-2313 MONITOR	Completed	KANSAS CITY	MC	$0.00	$0.00	$0.00
1018	CHDO-WHO-2829 MADISON	Completed	KANSAS CITY	MC	$37,547.00	$37,547.00	$0.00
1178	CANCELLED ACTIVITY	Canceled	KANSAS CITY	MC	$0.00	$0.00	$0.00
1202	CHDO-WHO-1215 W. 20TH ST.	Completed	KANSAS CITY	MC	$51,240.92	$51,240.92	$0.00
1203	CANCELLED ACTIVITY	Canceled	KANSAS CITY	MC	$0.00	$0.00	$0.00
1530	IVANHOE PROJECT (TWIN ELMS)	Completed	KANSAS CITY	MC	$0.00	$0.00	$0.00
2742	1755 BELLEVIEW	Open	KANSAS CITY	MC	$28,581.00	$20,000.00	$8,581.00
2743	1751 BELLEVIEW	Open	KANSAS CITY	MC	$28,581.00	$20,000.00	$8,581.00
2744	2715 HOLLY	Open	KANSAS CITY	MC	$28,581.00	$20,000.00	$8,581.00
2745	2719 HOLLY	Open	KANSAS CITY	MC	$28,581.00	$20,000.00	$8,581.00
3070	3208 Smart	Open	KANSAS CITY	MC	$115,000.00	$64,848.11	$50,151.89
3112	2909 HOLLY	Open	KANSAS CITY	MC	$197,841.00	$179,599.72	$18,241.28

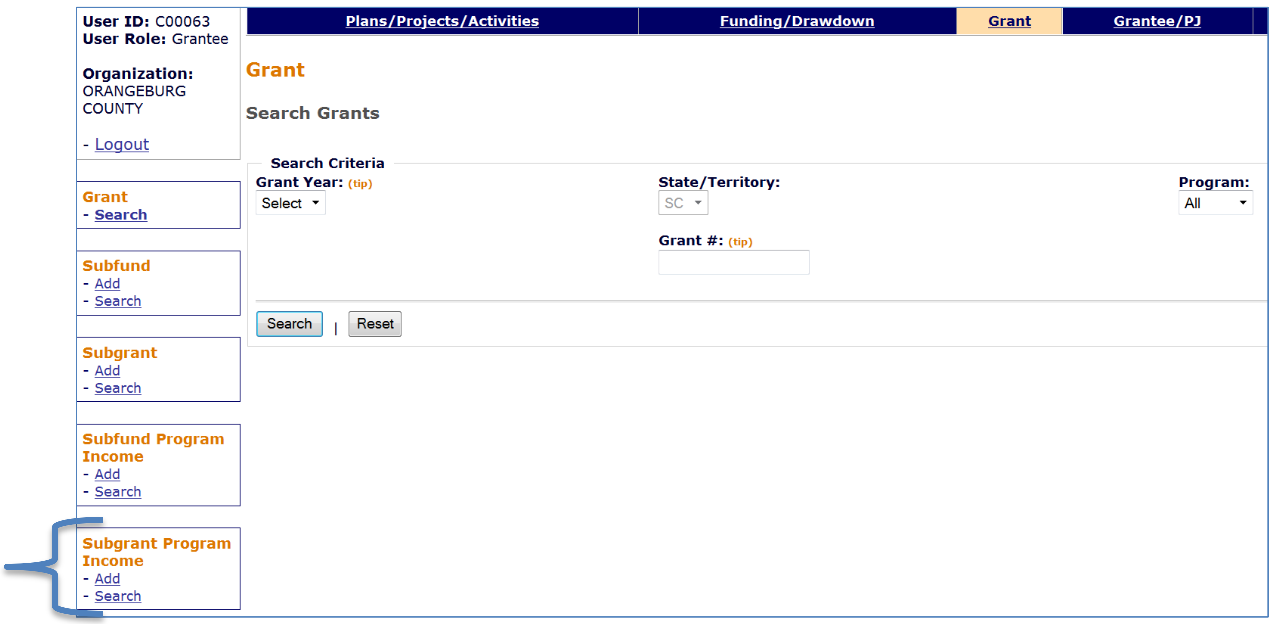
The list is ordered by IDIS Activity ID (ascending), and cannot be resorted.

Click the [Return to View/Edit Subgrant] button to display the previous page, or the [Return to Subgrants] button to display the Search Subgrants screen.

PI AND PA SUBGRANTS

The processes of adding, editing, and viewing Program Income (PI) and Program Income for Administration (PA) subgrants are the same as for non-PI/PA subgrants, but are performed on a separate set of screens.

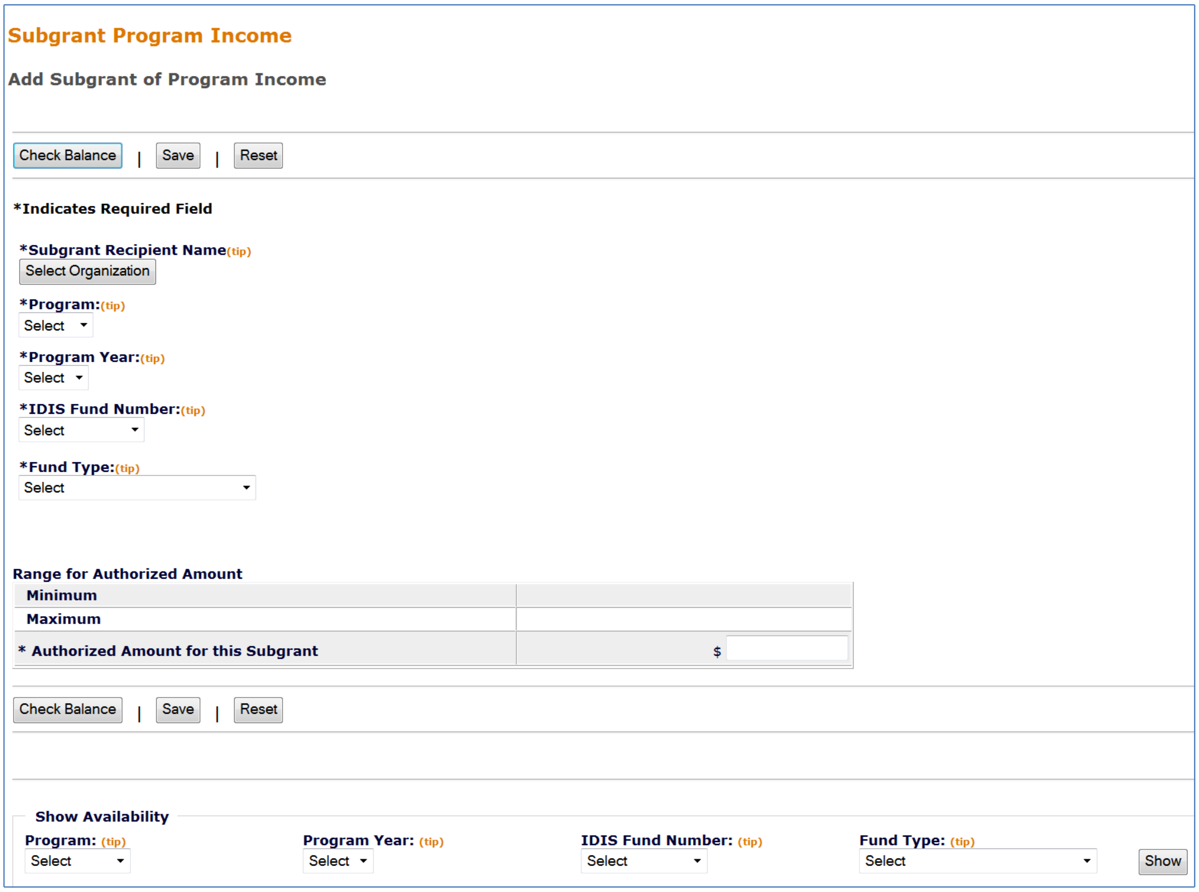
Click the Grant tab at the top of the page you are on to display the Search Grants screen. Links to the Subgrant Program Income functions you are authorized to access are listed on the left:



Each function is explained below.

ADD PI AND PA SUBGRANTS

Click the Subgrant Program Income Add link on any Grant tab screen to display the Add Subgrant of Program Income screen:



The screen is very similar to the add screen for non-PI/PA subgrants (see page 17-2).Notice these differences:

- Because PI receipts and PA subfunds are created by program year, you will select a PROGRAM YEAR and PI IDIS FUND NUMBER instead of a grant year and number.
- The only valid FUND TYPES are PA and PI.
- There is no BANKING field, since it does not apply to PA/PI.

Click the [Save] button to add a subgrant or the [Reset] button to refresh and redisplay the add screen.

EDIT PI AND PA SUBGRANTS

To edit a PI or PA subgrant, click the Subgrant Program Income Search link on any Grant tab screen to access the Search Subgrant Program Income screen.

SEARCH PI/PA SUBGRANTS SCREEN

Enter as many or few search criteria as you wish to retrieve the subgrant(s) you want to edit, then click the [Search] button to display the results:


Subgrant Program Income

Search Subgrant Program Income

Search Criteria

Subgrant to Organization Name:

Fund Type: (tip) Select

Subgrants Given: (tip) All

Program: HOME

IDIS Fund Number: (tip)

Subgrant Status: (tip) Active

Program Year: (tip) 2011

Search | Reset

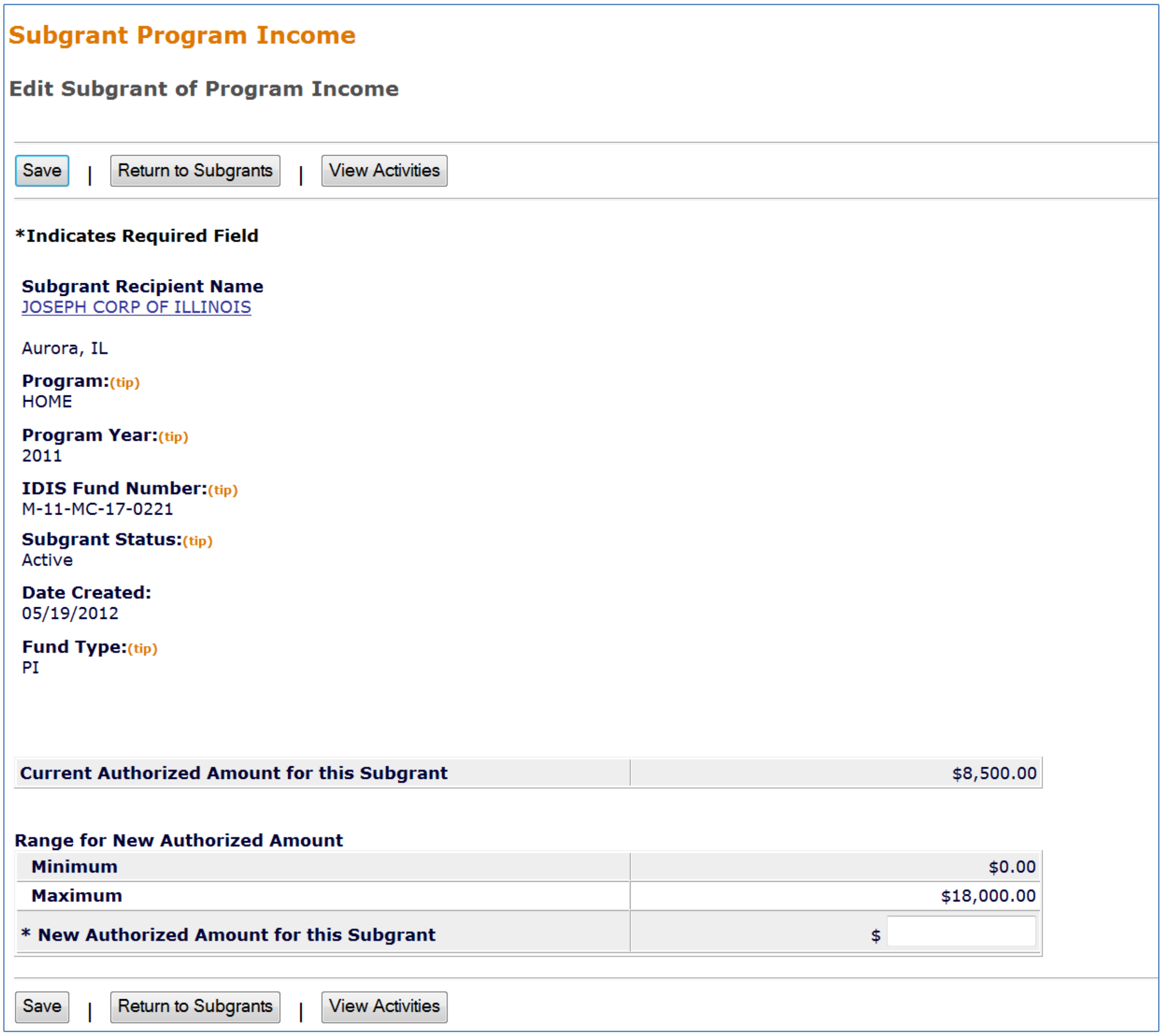
Results Page 1 of 1

Program	IDIS Fund Number	Fund Type	Subgrant from Organization Name	Subgrant to Organization Name	Authorized Amount	Minimum Amount	Maximum Amount	Action
HOME	M-11-MC-17-0221	PI	AURORA	JOSEPH CORP OF ILLINOIS	$8,500.00	$0.00	$18,000.00	Edit | View

To update a subgrant, click its Edit link in the last column to display the Edit Subgrant of Program Income screen.

EDIT PI/PA SUBGRANT SCREEN

The only field that can be updated on this screen is the subgrant amount.



Subgrant Program Income

Edit Subgrant of Program Income

Save | Return to Subgrants | View Activities

***Indicates Required Field**

Subgrant Recipient Name
JOSEPH CORP OF ILLINOIS

Aurora, IL

Program:(tip)
HOME

Program Year:(tip)
2011

IDIS Fund Number:(tip)
M-11-MC-17-0221

Subgrant Status:(tip)
Active

Date Created:
05/19/2012

Fund Type:(tip)
PI

Current Authorized Amount for this Subgrant	$8,500.00

Range for New Authorized Amount

Minimum	$0.00
Maximum	$18,000.00
*** New Authorized Amount for this Subgrant**	$

Save | Return to Subgrants | View Activities

This screen closely resembles the Edit screen for other subgrants (see page 17-7). For PI and PA, the MINIMUM is equal to the amount of the subgrant that has already been used. The MAXIMUM is the amount available in the source fund.

The screen that is displayed when the [View Activities] button is clicked is described on page 17-11.

To save your changes, click the [Save] button. When you do, the View Subgrant screen, shown on the next page, is displayed.

VIEW PI AND PA SUBGRANTS

To view a PI or PA subgrant, click the Subgrant Program Income Search link on any Grant tab screen to access the Search Subgrant Program Income screen. Run a search to retrieve the subgrant you want to view (see page 17-14 for instructions), then click on its View link in the search results table. The View of Subgrant Program Income screen is displayed.

Subgrant Program Income

View of Subgrant Program Income

[Return] | [View Activities]

Subgrant Recipient Name:
JOSEPH CORP OF ILLINOIS
2998 Ogden Ave
Aurora, IL

Program: (tip)
HOME

Program Year: (tip)
2011

IDIS Fund Number: (tip)
M-11-MC-17-0221

Subgrant Status:
Active

Date Created:
05/19/2012

Fund Type:
PI

Administering Organization: (tip)
AURORA, IL

Payee EIN/TIN#: (tip)
36-6005778

Authorized Amount (tip)	$8,500.00
Subgranted Amount (-)	$0.00
Amount Available to Subgrant	$8,500.00
Amount Committed to Activities (-)	$0.00
Net Drawn Amount	$0.00
Drawn Amount (+) (tip)	$0.00
Drawdown Pending Amount (+) (tip)	$0.00
Amount Available to Draw	$8,500.00
Amount Available to Increase Authorized Amount for this Subgrant	$9,500.00

The screen is the same as the view screen for non-PI/PA subgrants (see page 17-9), except that a PROGRAM YEAR and PI IDIS FUND NUMBER are shown instead of a grant year and number; also, RETURNED AMOUNT is not displayed under NET DRAWN AMOUNT because it is not applicable to PI and PA.

Clicking the [View Activities] button displays the screen described on page 17-11.

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

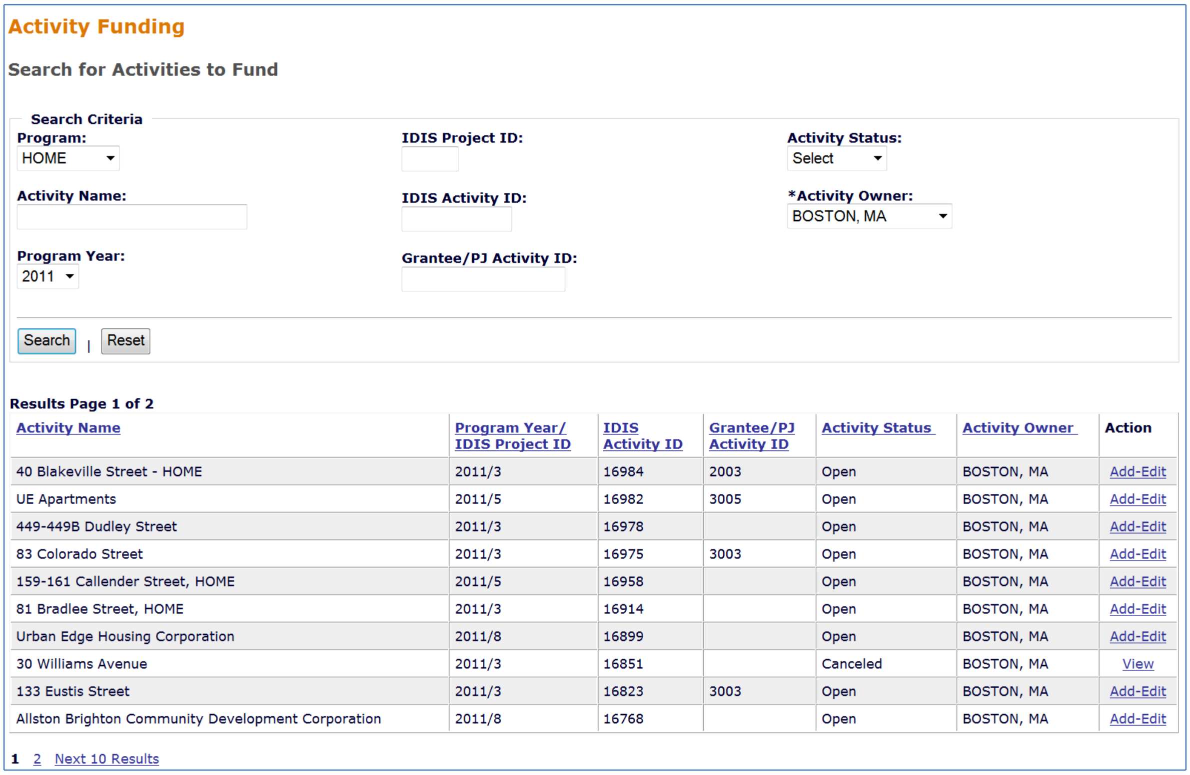
To fund an activity, you must first conduct a search to retrieve it:

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:

Activity Status: Select

Activity Name:

IDIS Activity ID:

***Activity Owner:** BOSTON, MA

Program Year: 2011

Grantee/PJ Activity ID:

Search | Reset

Results Page 1 of 2

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 Bradlee 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.

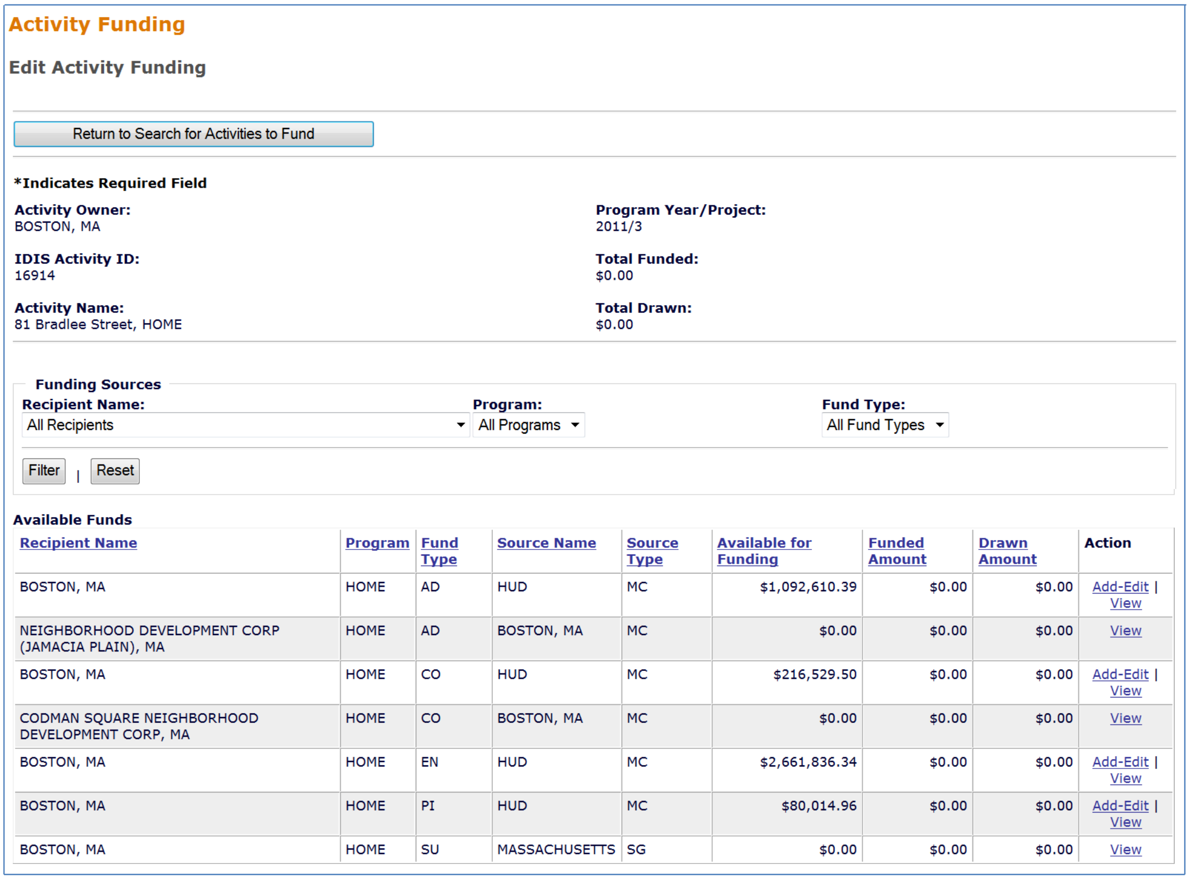
For activities with a status of Open, the ACTION column will show **Not Ready to Fund** if required setup data is missing. The missing data must be provided before the funding screens can be accessed.

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

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 *through* 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.

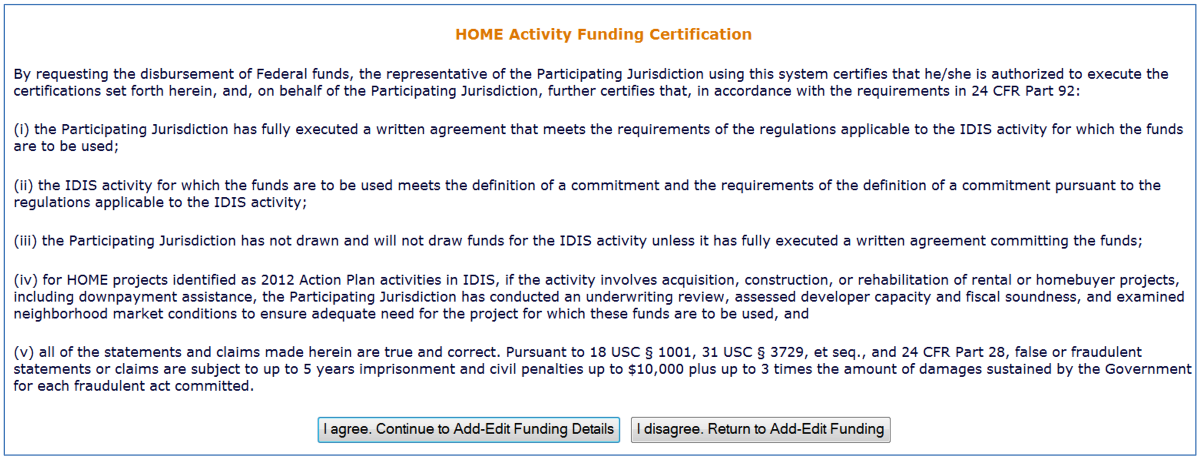
To select a funding source, click its ACTION in the last column. If the ACTION is:

- **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

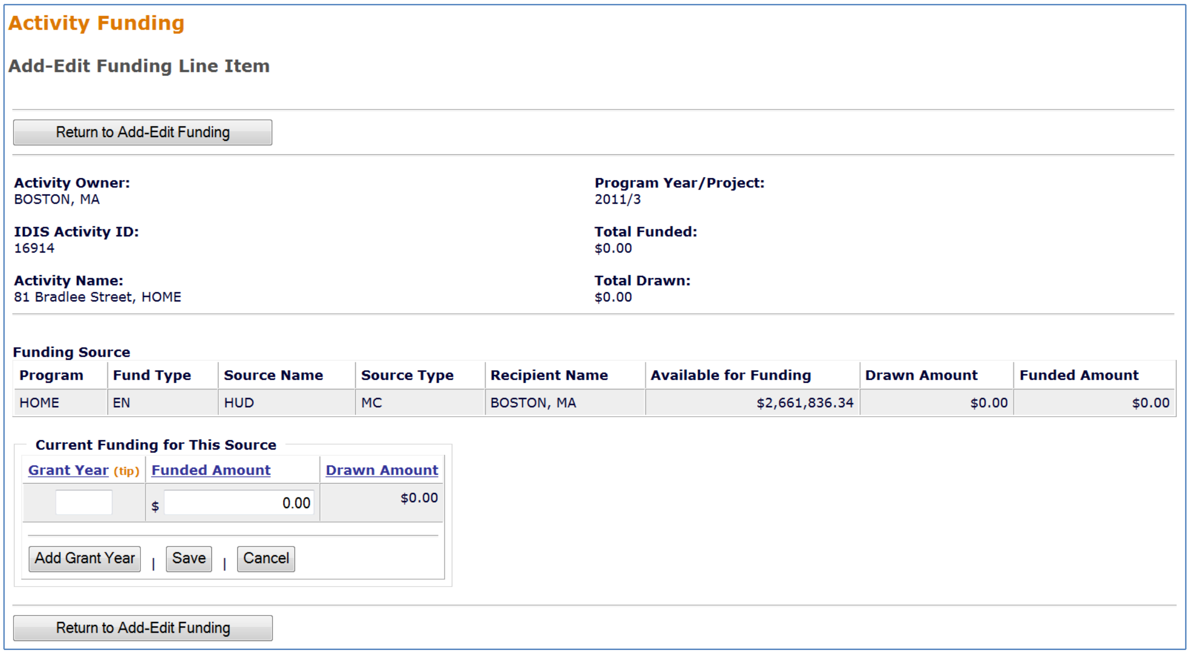
(v) all of the statements and claims made herein are true and correct. Pursuant to 18 USC § 1001, 31 USC § 3729, et seq., and 24 CFR Part 28, false or fraudulent statements or claims are subject to up to 5 years imprisonment and civil penalties up to $10,000 plus up to 3 times the amount of damages sustained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

[I agree. Continue to Add-Edit Funding Details] [I disagree. Return to Add-Edit Funding]

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:

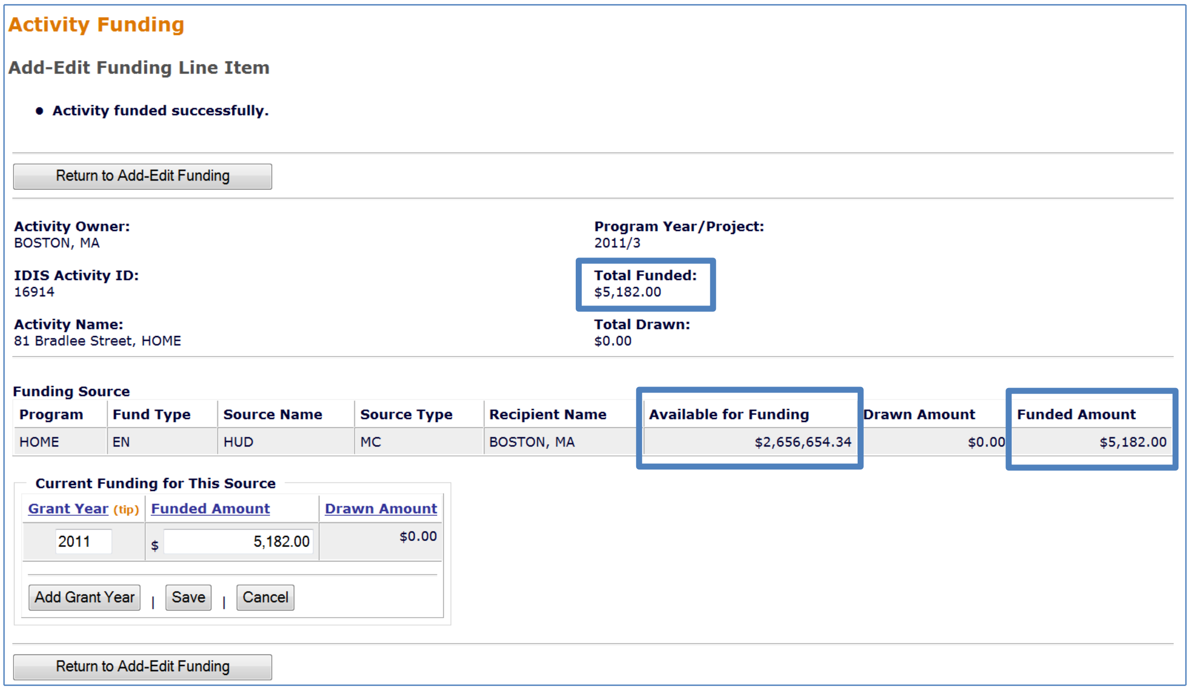


The input fields are GRANT YEAR and FUNDED AMOUNT. All of the other fields show information from the previous screen in a slightly different format and order.

Field	Description
Activity Owner *through* 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:



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.

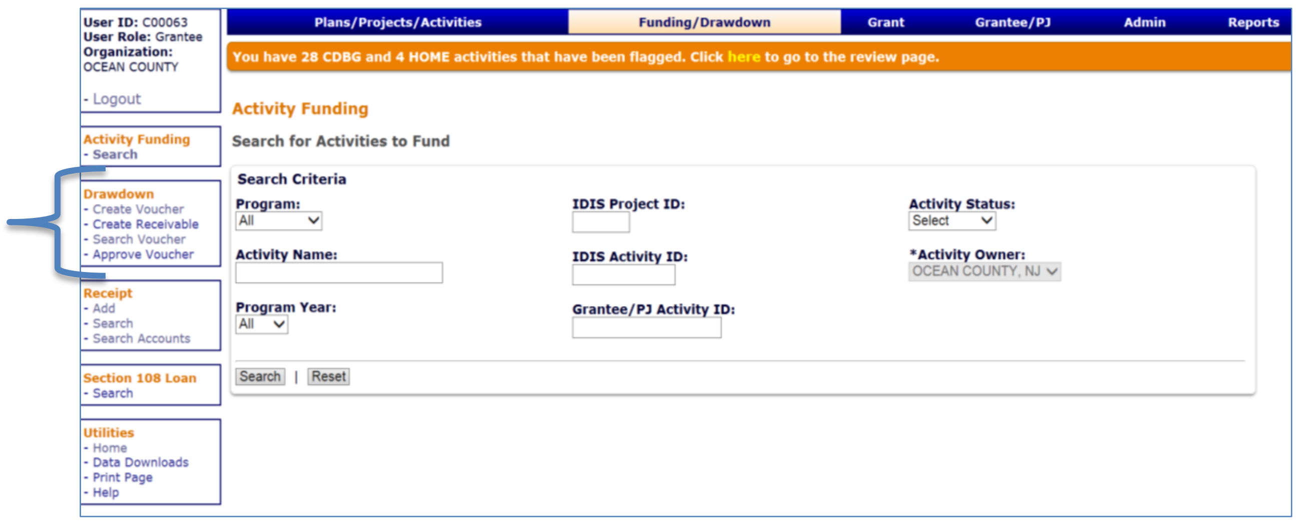
Chapter 19
DRAWDOWNS

Drawdowns may be made for an activity after it has been funded. The total amount drawn down cannot exceed the funded amount.

When working with drawdowns, keep in mind that program income (PI) deposited in your local account is to be spent before additional HOME grant funds are drawn down from the Treasury. See Chapter 20 for instructions on recording the receipt of PI in IDIS.

ACCESSING THE DRAWDOWN FUNCTIONS

Click the Funding/Drawdown tab at the top of the page you are on to display the Search for Activities to Fund screen. On it and all other Funding/Drawdown screens, links to the draw functions you are authorized to access are listed on the left:



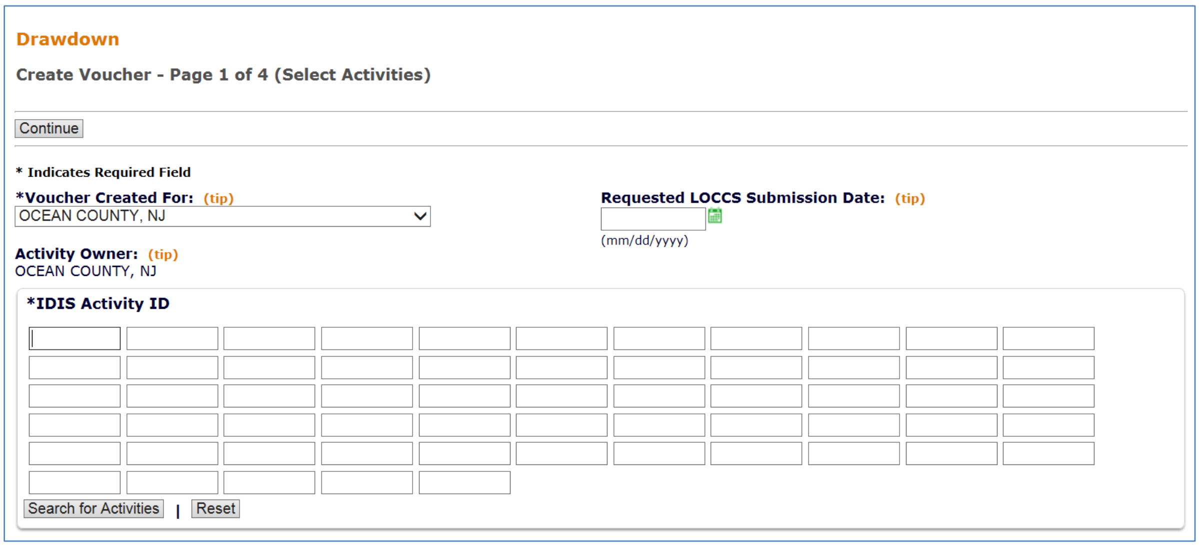
The four draw functions—Create Voucher, Create Receivable, Search Voucher, and Approve Voucher—are discussed below.

CREATE DRAWDOWN VOUCHERS

To create a draw for one or more activities, click the Drawdown Create Voucher link to display the first of five screens.

CREATE VOUCHER - PAGE 1 OF 4 (SELECT ACTIVITIES)

On this screen you will specify the activities you are drawing funds for and, optionally, the date you want the voucher to be submitted to LOCCS:

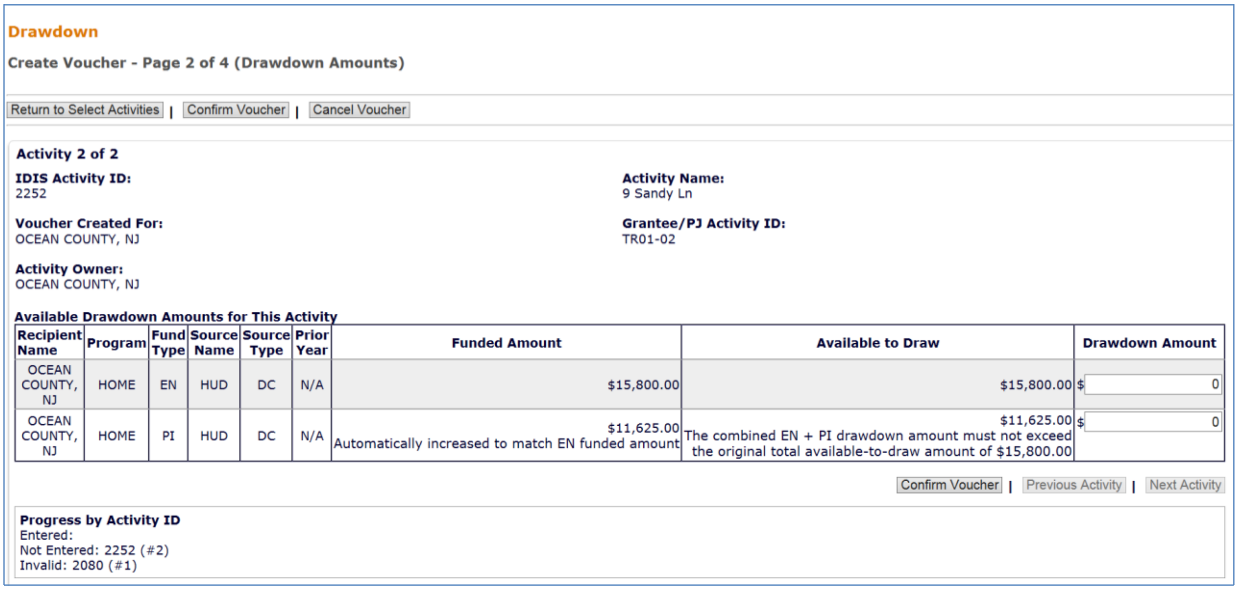


Field	Description
Voucher Created For	If the draw is to be made from a subgrant, select the organization that received the subgrant.
Activity Owner	If the name showing in this field is not the grantee who owns the activities that funds are being drawn for, select the correct organization from the dropdown.
Requested LOCCS Submission Date	If you want this voucher to be submitted to LOCCS at a future date, enter that date here. If you leave the field blank, the request will be submitted to LOCCS the same day it is approved (unless the approver changes the submission date for one or more line items).
IDIS Activity ID	To identify the activities for which funds are to be drawn, you may either: • Input the IDIS Activity ID(s) manually. • Click the [Search for Activities] button, run a search, and select the activity or activities from the search results. To select an activity, click its Select box in the last column of the results table. When you have selected all the activities you want, click the [Add Selected Activities] button. Up to 60 activities may be input/selected.

Once you have specified all the activity IDs, click the [CONTINUE] button at the top/bottom of the screen. If at least one valid activity ID has been entered, the second create voucher screen is displayed.

CREATE VOUCHER - PAGE 2 OF 4 (DRAWDOWN AMOUNTS)

Page 2 is displayed for each valid activity input on the previous screen. On this page, you enter the amount to be drawn down for an activity from each available funding source.



Drawdown

Create Voucher - Page 2 of 4 (Drawdown Amounts)

Return to Select Activities | Confirm Voucher | Cancel Voucher

Activity 2 of 2

IDIS Activity ID: 2252

Activity Name: 9 Sandy Ln

Voucher Created For: OCEAN COUNTY, NJ

Grantee/PJ Activity ID: TR01-02

Activity Owner: OCEAN COUNTY, NJ

Available Drawdown Amounts for This Activity

Recipient Name	Program	Fund Type	Source Name	Source Type	Prior Year	Funded Amount	Available to Draw	Drawdown Amount
OCEAN COUNTY, NJ	HOME	EN	HUD	DC	N/A	$15,800.00	$15,800.00	$ 0
OCEAN COUNTY, NJ	HOME	PI	HUD	DC	N/A	$11,625.00 Automatically increased to match EN funded amount	$11,625.00 The combined EN + PI drawdown amount must not exceed the original total available-to-draw amount of $15,800.00	$ 0

Confirm Voucher | Previous Activity | Next Activity

Progress by Activity ID
Entered:
Not Entered: 2252 (#2)
Invalid: 2080 (#1)

DRAWDOWN AMOUNT is the only input field on this screen. Enter amounts as dollars and cents, with or without commas. If you input a whole dollar amount, IDIS will append '.00'.

Field	Description
IDIS Activity ID	On initial display, the first valid activity ID that was input on the previous screen. For multi-activity draws, invalid IDs are tracked in the "Progress by Activity ID" box at the bottom of the screen.
Voucher Created For	The organization for which the draw is being made.
Activity Owner	The PJ.
Activity Name	The name of the activity for which the draw is being made.
Grantee/PJ Activity ID	The PJ's identifier for this activity.
Available Drawdown Amounts for This Activity	
Recipient Name	The recipient of this funding source.
Program	The CPD program providing this funding.
Fund Type	The type of this funding source. For HOME: **AD** Administration **CC** CHDO Capacity Building **CL** CHDO Loan

Field	Description
	CO CHDO Operating Expenses **CR** CHDO Reserve **EN** Entitlement **PA** Program Income for Administration **PI** Program Income **SU** Subgrant
Source Name	For entitlement grantees, **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).
Prior Year	Currently not applicable to HOME draws.
Funded Amount	The amount committed to this activity from this funding source. For PI that the system makes available to draw in place of EN, this amount will always be equal to or less than the amount of EN AVAILABLE TO DRAW. The difference depends on the amount of EN funds remaining to be drawn for the activity and the amount of PI available to be drawn.
Available to Draw	The amount still available to draw from this funding source, equal to FUNDED AMOUNT minus the amount already drawn.
Drawdown Amount	Enter the amount to be drawn from this funding source for this activity. Enter amounts as dollars and cents, with or without commas. If you input a whole dollar amount, IDIS will append the '.00'.
Progress by Activity ID	
Entered	Activities for which a draw amount has already been input.
Not Entered	Activities for which a draw amount has not yet been input.
Invalid	Activities for which you will not be allowed to input a draw amount. For a multi-activity draw, this is the only message notifying you that for some reason a draw request cannot be made for an activity.

For multi-activity draws, use the [Next Activity] and [Previous Activity] buttons to page among the activities.

Once you have input and verified all draw amounts, click the [Confirm Voucher] button.

CREATE VOUCHER - PAGE 3 OF 5 (HOME/TCAP CERTIFICATION)

This screen is displayed only if the draw includes line items for HOME EN funds. It lists six statements that the PJ must certify as being true before confirming the voucher:

Drawdown

Create Voucher - Page 3 of 5 (HOME/TCAP Certification)

HOME/TCAP Drawdown Certification

By requesting the disbursement of Federal funds, the representative of the HOME Participating Jurisdiction [or Tax Credit Assistance Program (TCAP) grantee, as applicable] using this system certifies that he/she is authorized to execute the certifications set forth herein, and, on behalf of the Participating Jurisdiction or TCAP grantee, further certifies that, in accordance with HUDs regulations at 24 CFR Part 92 [or Notice 09-03-Rev Implementation of the Tax Credit Assistance Program (TCAP), as applicable]:

(i) the Participating Jurisdiction or TCAP grantee has no funds in its HOME Investment Trust Fund local account or TCAP local account that constitute program income;

(ii) the Participating Jurisdiction or TCAP grantee has not drawn and will not draw HOME Investment Partnerships Program funds or TCAP funds until after all program income has been expended;

(iii) the Participating Jurisdiction or TCAP grantee has complied with and will comply with all of the financial reporting responsibilities required by HUDs regulations and the applicable uniform administrative requirements at 24 CFR Part 85;

(iv) the Participating Jurisdiction or TCAP grantee has not drawn and will not draw funds from its HOME Investment Trust Fund or TCAP Treasury Account that exceed its remaining line of credit;

(v) the funds that the Participating Jurisdiction has drawn and will draw shall be used pursuant to the Participating Jurisdictions approved housing strategy and shall be used in compliance with all requirements of the HOME Investment Partnerships Act, 42 U.S.C. 12701, et seq., and HUDs regulations; and

(vi) all of the statements and claims, financial and otherwise, 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 and claims made pursuant to these certifications 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.

[I agree. Continue to confirm this voucher] [I disagree. Continue to confirm this voucher without HOME EN drawdowns] [Cancel Voucher]

This certification applies to the following HOME/TCAP Drawdown Line Item:

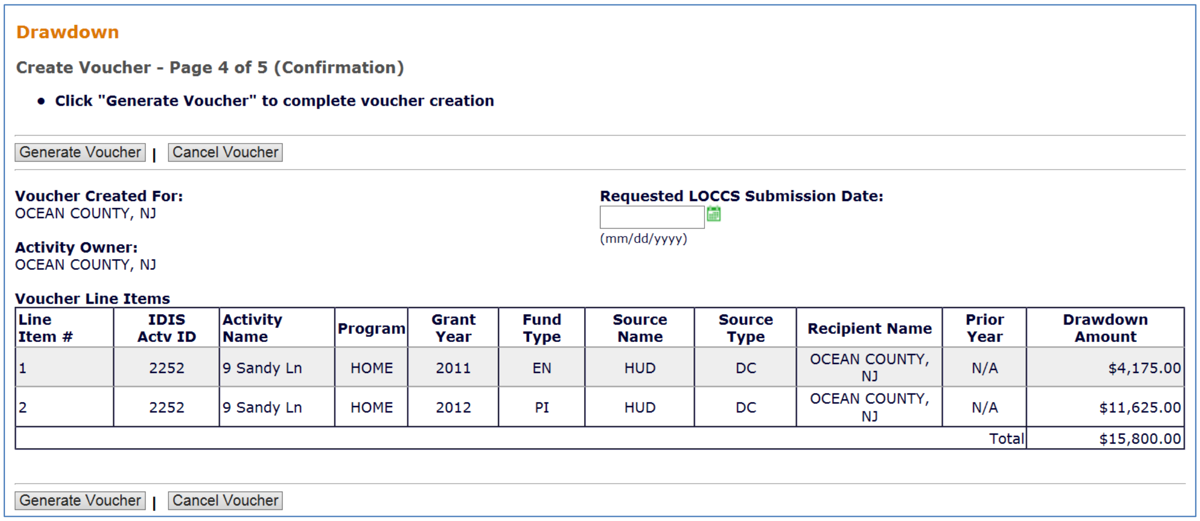
Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	2252	9 Sandy Ln	HOME	2011	EN	HUD	DC	OCEAN COUNTY, NJ	N/A	$4,175.00
									Total	$4,175.00

If you agree with the statements, click the [I agree] button to execute the certification and continue with voucher processing.

If you do not agree and all the line items are HOME EN draws, click the [Cancel Voucher] button. If the voucher includes draws of other fund types, you can click the [I disagree…] button to continue processing all but the HOME EN line items or you can cancel the entire voucher.

CREATE VOUCHER - PAGE 4 OF 5 (CONFIRMATION)

This screen displays the draw amounts by funding source for each activity. You can choose either to generate or cancel the voucher:


Drawdown

Create Voucher - Page 4 of 5 (Confirmation)

- **Click "Generate Voucher" to complete voucher creation**

Generate Voucher | Cancel Voucher

Voucher Created For:
OCEAN COUNTY, NJ

Activity Owner:
OCEAN COUNTY, NJ

Requested LOCCS Submission Date:
(mm/dd/yyyy)

Voucher Line Items

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	2252	9 Sandy Ln	HOME	2011	EN	HUD	DC	OCEAN COUNTY, NJ	N/A	$4,175.00
2	2252	9 Sandy Ln	HOME	2012	PI	HUD	DC	OCEAN COUNTY, NJ	N/A	$11,625.00
									Total	$15,800.00

Generate Voucher | Cancel Voucher

Field	Description
Voucher Created For	The organization for which the draw is being made.
Activity Owner	The PJ.
Requested LOCCS Submission Date	If a submission date was entered on Page 1, it is displayed here and may be changed. If the field is left blank, the voucher will be submitted to LOCCS the same day it is approved (unless the approver changes the submission date for one or more line items).
Voucher Details	
Line Item #	A voucher is made up of one or more line items. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
IDIS Actv ID	The ID of the activity for which the draw is being made.
Activity Name	The name of the activity for which the draw is being made.
Program	The CPD program whose grant funds are being drawn.
Grant Year	The year of the grant (the second and third characters of a HOME grant number) or receipt account from which the DRAWDOWN AMOUNT will be taken.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken (see page 19-4 for a list of HOME fund types).
Source Name	For entitlement grantees, **HUD**; for subgrantees, the organization that provided the subgrant.

Field	Description
Source Type	For HOME, the fourth and fifth characters of the HOME grant number (see page 19-4 for a list).
Recipient Name	The recipient of this funding source.
Prior Year	Currently not applicable to HOME draws.
Drawdown Amount	The amount that will be drawn down from this funding source.

If an activity number, funding source, or draw amount is not as you want it, click the [Cancel Voucher] button. The Page 1 create voucher screen is displayed.

Otherwise, click the [Generate Voucher] button to display the final screen.

CREATE VOUCHER - PAGE 5 OF 5 (VIEW)

The last create voucher screen is read-only:

Drawdown

Create Voucher - Page 5 of 5 (View)

- **Voucher created successfully**

Return to Create Voucher

Voucher Created For:
OCEAN COUNTY, NJ

Activity Owner:
OCEAN COUNTY, NJ

Requested LOCCS Submission Date:

IDIS Voucher #:
5581872

Created By:
C00063

Creation Date:
07/17/2013

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	2252	9 Sandy Ln	HOME	2011	EN	HUD	DC	OCEAN COUNTY, NJ	N/A	$4,175.00
2	2252	9 Sandy Ln	HOME	2012	PI	HUD	DC	OCEAN COUNTY, NJ	N/A	$11,625.00
									Total	$15,800.00

Return to Create Voucher

Field	Description
Voucher Created For *through* Requested LOCCS Submission Date	Same as Page 4 voucher screen.
IDIS Voucher #	The voucher number is system-generated.
Created By	The IDIS user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated. A voucher must be approved and submitted within 90 days of its CREATION DATE or it will be canceled automatically.
Voucher Details fields	Same as Page 4 voucher screen.
Total	The total amount of the voucher.

CREATE RECEIVABLE VOUCHERS

When HOME grant funds are to be returned to the Letter of Credit, you can create a receivable to:

- Identify the activity/activities for which the funds are being returned
- Specify by activity the amount of each fund type that is being returned
- Determine the grant year(s) to which the funds should be returned

Once a collection voucher identifying the amount and grant number for the returned funds is received in LOCCS, IDIS credits each activity and funding source for the amount you specified on the receivable.

If a receivable is not created, or no receivable matching the LOCCS collection information is found, the returned funds are assigned to activity 1 with a fund type of EN (see Chapter 21).

To create a receivable voucher for one or more activities, click the Create Receivable link on any Funding/Drawdown tab page to display the first of four screens.

CREATE RECEIVABLE - PAGE 1 OF 4

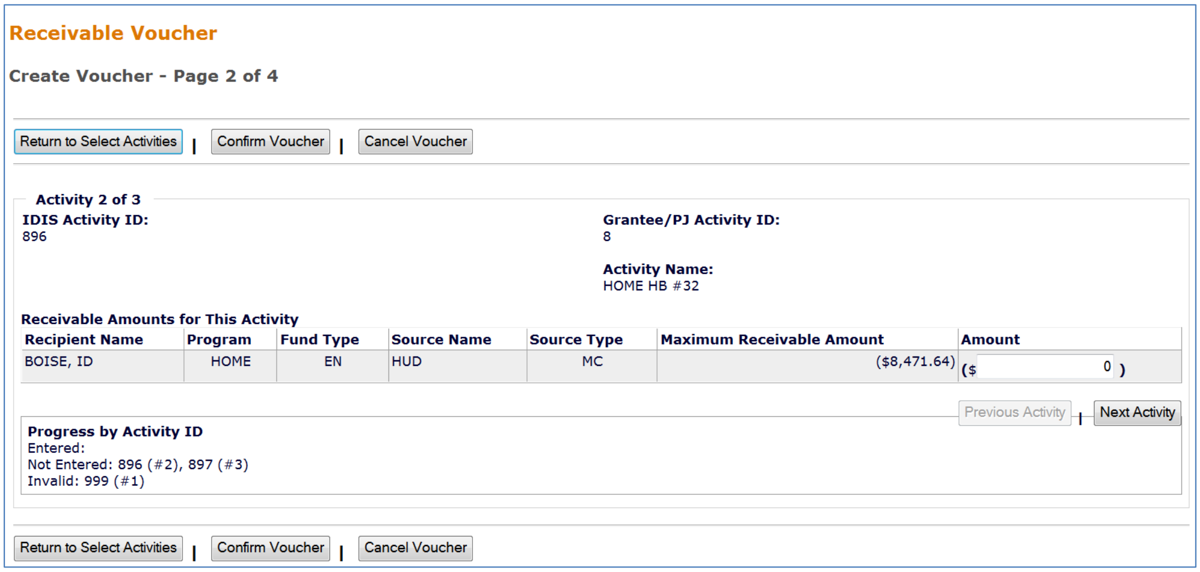
On this screen you will specify the activities for which you are returning funds:

Input or select the activity IDs exactly as you do on the first Create Voucher screen for drawdowns (see page 19-2).

Once you have specified all the activity IDs, click the [CONTINUE] button. If at least one valid activity ID has been entered, the second create voucher screen is displayed.

CREATE RECEIVABLE - PAGE 2 OF 4

Page 2 is displayed for each valid activity input on the previous screen. On this page, you enter the amount of each fund type to be returned for the activity:



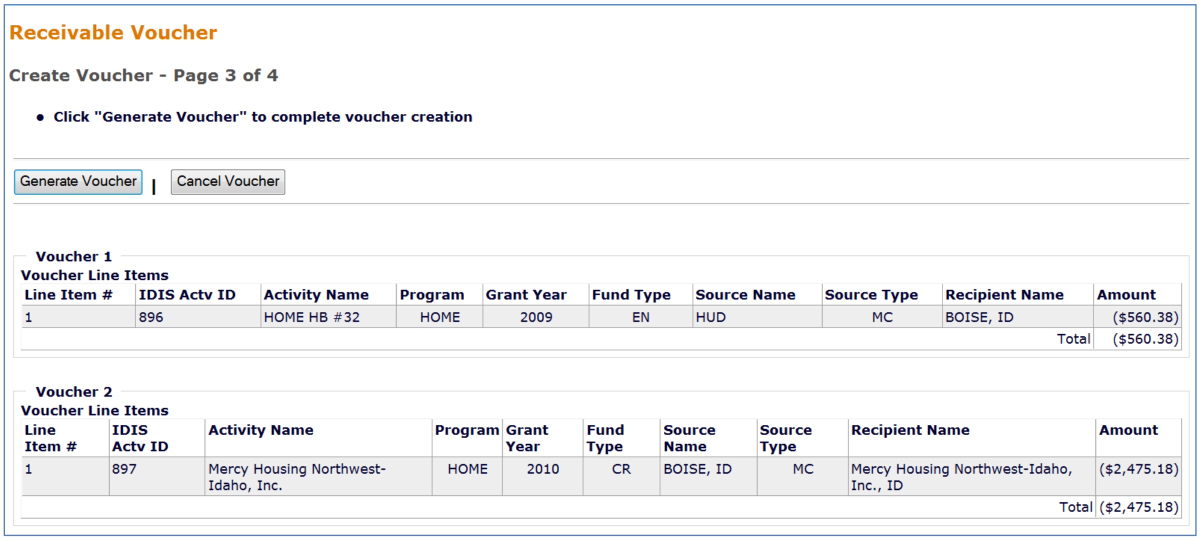
The only input field, AMOUNT, is entered as dollars and cents without a minus sign. It cannot exceed the MAXIMUM RECEIVABLE AMOUNT.

Field	Description
IDIS Activity ID	On initial display, the first valid activity ID that was input on the previous screen. For multi-activity receivables, use the [Next Activity] and [Previous Activity] buttons below the AMOUNT field to page among the activities.
Receivable Amounts for This Activity	
Recipient Name *through* Source Type	The funding source from which the funds to be returned were drawn. See pages 19-3 and 19-4 for definitions.
Maximum Receivable Amount	The maximum amount of this FUND TYPE that can be returned for this activity.
Amount	The amount of this FUND TYPE to be returned for this activity.
Progress by Activity ID	See page 19-4 for a description.

Once you have input and verified all amounts, click the [Confirm Voucher] button.

CREATE RECEIVABLE - PAGE 3 OF 4

This screen shows the amount(s) to be returned for each activity by funding source and the grant year(s) to which you should return the funds. A separate voucher is generated for each grant year.



Receivable Voucher

Create Voucher - Page 3 of 4

- **Click "Generate Voucher" to complete voucher creation**

[Generate Voucher] | [Cancel Voucher]

Voucher 1

Voucher Line Items

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Amount
1	896	HOME HB #32	HOME	2009	EN	HUD	MC	BOISE, ID	($560.38)
								Total	($560.38)

Voucher 2

Voucher Line Items

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Amount
1	897	Mercy Housing Northwest-Idaho, Inc.	HOME	2010	CR	BOISE, ID	MC	Mercy Housing Northwest-Idaho, Inc., ID	($2,475.18)
								Total	($2,475.18)

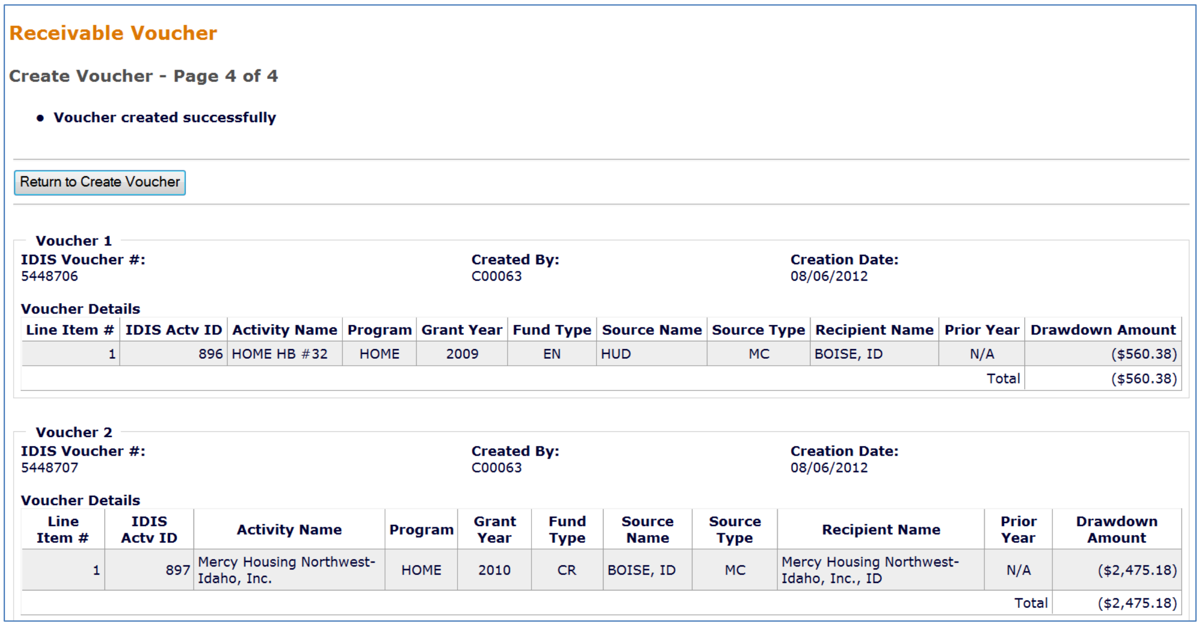
Note: If the amount and the year of the HOME grant on your check/wire transfer are not the same as the voucher TOTAL and GRANT YEAR, IDIS will not be able to match your receivable to the LOCCS collection voucher. Instead of being credited to the correct activity/activities and fund type(s), the returned funds will show as a negative draw of EN for Activity ID 1 (see Chapter 21).

Field	Description
Line Item #	System-generated.
IDIS Actv ID Activity Name	The ID and name of the activity to be credited.
Program	HOME.
Grant Year	The year of the grant to which the AMOUNT should be returned, determined using LIFO (last in, first out).
Fund Type	The type of funds to be credited (see page 19-4 for a list).
Source Name	If RECIPIENT NAME is the PJ, **HUD**; otherwise, the organization that provided the subgrant.
Source Type	For HOME, the fourth and fifth characters of the HOME grant number (HOME source types are listed on page 19-4).
Recipient Name	The recipient of this funding source.
Amount	The amount to be returned from this source for this activity.
Total	The total amount to be returned to the Letter of Credit.

If an activity number, funding source, or amount is not as you want it, click the [Cancel Voucher] button. The Page 1 create voucher screen is displayed. Otherwise, click the [Generate Voucher] button to display the final screen.

CREATE RECEIVABLE - PAGE 4 OF 4

The last screen is read-only:


Receivable Voucher

Create Voucher - Page 4 of 4

- **Voucher created successfully**

Return to Create Voucher

Voucher 1

IDIS Voucher #: 5448706 **Created By:** C00063 **Creation Date:** 08/06/2012

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	896	HOME HB #32	HOME	2009	EN	HUD	MC	BOISE, ID	N/A	($560.38)
									Total	($560.38)

Voucher 2

IDIS Voucher #: 5448707 **Created By:** C00063 **Creation Date:** 08/06/2012

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	897	Mercy Housing Northwest-Idaho, Inc.	HOME	2010	CR	BOISE, ID	MC	Mercy Housing Northwest-Idaho, Inc., ID	N/A	($2,475.18)
									Total	($2,475.18)

Field	**Description**
IDIS Voucher #	The voucher number is system-generated.
Created By	The IDIS user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated. A voucher must be approved and submitted within 90 days of its CREATION DATE or it will be canceled automatically.
Voucher Details fields	Same as previous screen, except for the addition of the PRIOR YEAR field.
Total	The total amount of the voucher.

Once created, receivable vouchers are approved and maintained exactly like drawdown vouchers. Voucher approval and maintenance processes are covered starting on the next page.

APPROVE VOUCHERS

Three security rules are applied to the approval of all vouchers in IDIS:

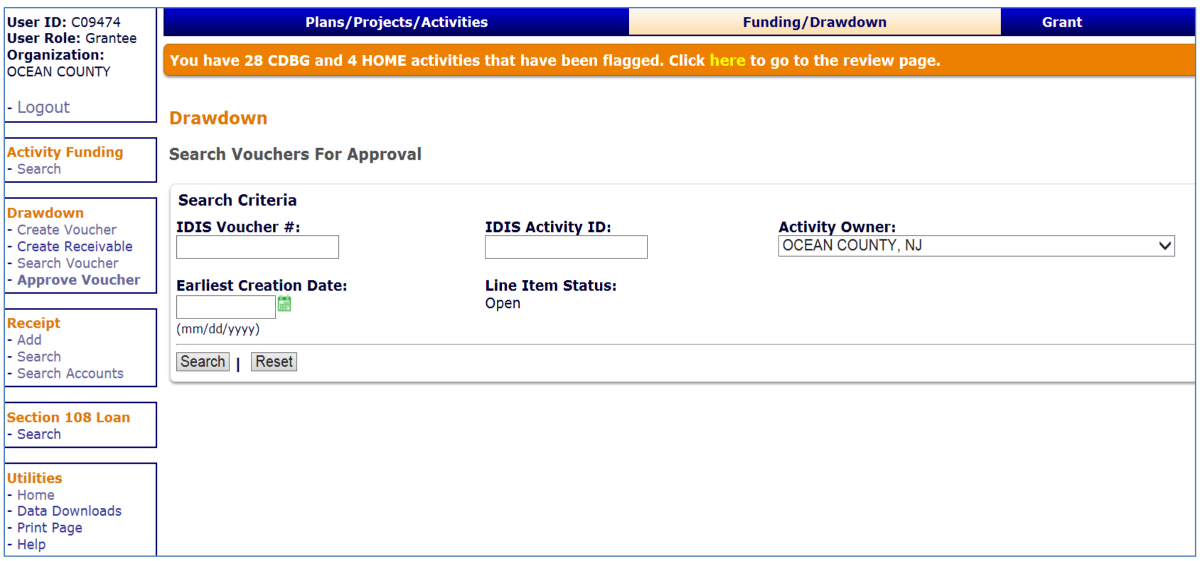
1. Only grantee users with draw approval can approve draws.
2. The user who creates a draw cannot also approve it.
3. All draws on State grants must be approved by a State user.

Note, too, that a drawdown must be approved within 90 days of its creation date or it will be canceled by the system.

To access the approval function, click the Drawdown Approve Vouchers link on any Funding/Drawdown tab screen to display the Search Vouchers for Approval screen.

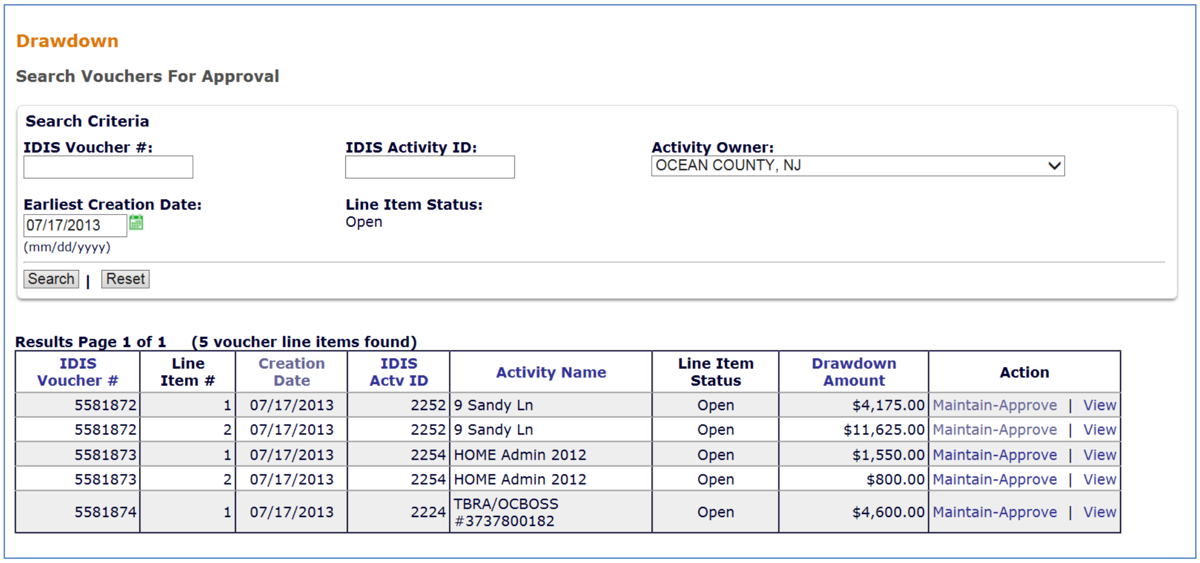
SEARCH VOUCHERS FOR APPROVAL SCREEN

Specify as many or few search criteria as you wish to retrieve the vouchers to be approved:



Field	Description
IDIS Voucher #	Enter a voucher number to limit the results to one voucher (searches on partial voucher numbers are not allowed).
Earliest Creation Date	Enter a date to limit the results to vouchers created on or after that date.
IDIS Activity ID	Enter an IDIS Activity ID to limit the results to vouchers with draws for that activity.
Line Item Status	Read-only. Since only line items with a status of **Open** can be approved, searches on this screen are limited to vouchers with open line items.
Activity Owner	Choose the State or entitlement grantee who owns the activities for which funds were drawn.

Click the [Search] button to run the search and display the vouchers that meet the criteria you specified:



Drawdown

Search Vouchers For Approval

Search Criteria

IDIS Voucher #:

IDIS Activity ID:

Activity Owner: OCEAN COUNTY, NJ

Earliest Creation Date: 07/17/2013 (mm/dd/yyyy)

Line Item Status: Open

Search | Reset

Results Page 1 of 1 (5 voucher line items found)

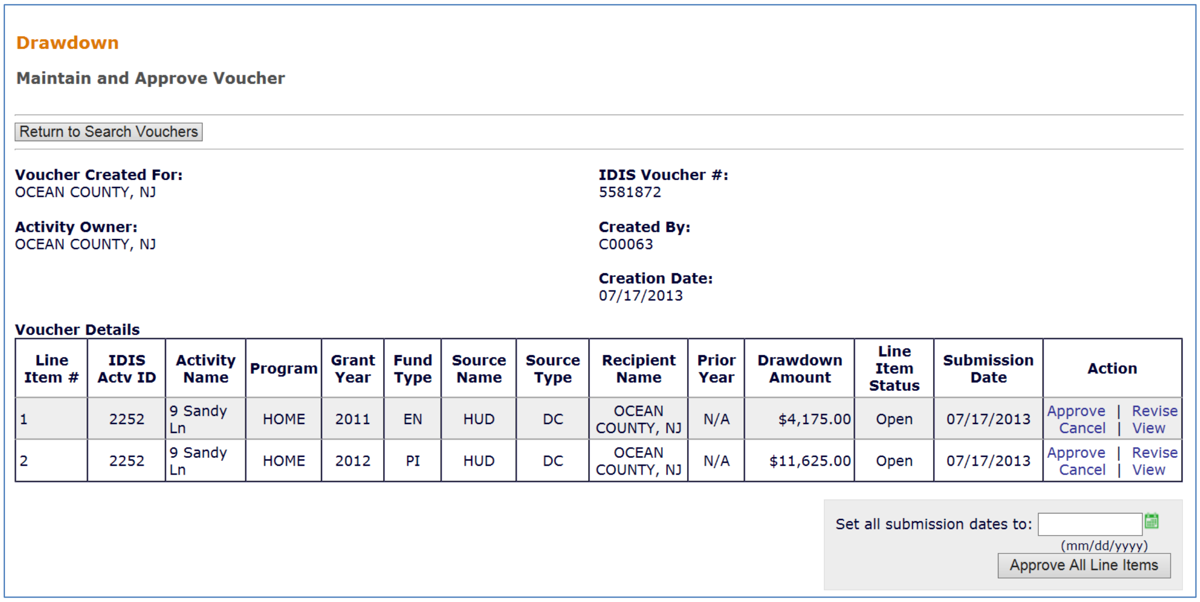
IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Activity Name	Line Item Status	Drawdown Amount	Action
5581872	1	07/17/2013	2252	9 Sandy Ln	Open	$4,175.00	Maintain-Approve | View
5581872	2	07/17/2013	2252	9 Sandy Ln	Open	$11,625.00	Maintain-Approve | View
5581873	1	07/17/2013	2254	HOME Admin 2012	Open	$1,550.00	Maintain-Approve | View
5581873	2	07/17/2013	2254	HOME Admin 2012	Open	$800.00	Maintain-Approve | View
5581874	1	07/17/2013	2224	TBRA/OCBOSS #3737800182	Open	$4,600.00	Maintain-Approve | View

Field	Description
IDIS Voucher #	The system-assigned voucher number.
Line Item #	The system-assigned line item number. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
Creation Date	The date the voucher was generated in IDIS.
IDIS Actv ID	The ID of the activity for which the draw is being made.
Activity Name	The name of that activity.
Line Item Status	**Open** for line items that can be approved. See page 19-18 for other LINE ITEM STATUS values.
Drawdown Amount	The amount of the draw request for this line item.

Click the Maintain-Approve link for a line item to display the Maintain and Approve Voucher screen.

MAINTAIN AND APPROVE VOUCHER SCREEN

This screen provides access to the Approve, Revoke, Revise, Cancel, and View functions for draws. The Approve Draw function is explained below. The other functions are covered starting on page 19-18.



Drawdown

Maintain and Approve Voucher

Return to Search Vouchers

Voucher Created For:
OCEAN COUNTY, NJ

Activity Owner:
OCEAN COUNTY, NJ

IDIS Voucher #:
5581872

Created By:
C00063

Creation Date:
07/17/2013

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	2252	9 Sandy Ln	HOME	2011	EN	HUD	DC	OCEAN COUNTY, NJ	N/A	$4,175.00	Open	07/17/2013	Approve | Revise Cancel | View
2	2252	9 Sandy Ln	HOME	2012	PI	HUD	DC	OCEAN COUNTY, NJ	N/A	$11,625.00	Open	07/17/2013	Approve | Revise Cancel | View

Set all submission dates to: (mm/dd/yyyy)
Approve All Line Items

Field	Description
Voucher Created for	The organization for which the draw is being made.
Activity Owner	The PJ.
IDIS Voucher #	The system-generated voucher number.
Created By	The user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated.
Voucher Details	
Line Item #	The system-assigned line item number.
IDIS Actv ID	The ID of the activity for which the draw has been requested.
Activity Name	The name of that activity.
Program	The CPD program whose grant funds are being drawn.
Grant Year	The year of the grant (the second and third characters of a HOME grant number) or receipt account from which the DRAWDOWN AMOUNT will be taken.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken. For HOME: **AD** Administration **CC** CHDO Capacity Building **CL** CHDO Loan **CO** CHDO Operating Expenses **CR** CHDO Reserve

Field	**Description**
	EN Entitlement **PA** Program Income for Administration **PI** Program Income **SU** Subgrant
Source Name	For entitlement grantees, **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).
Recipient Name	The recipient of this funding source.
Prior Year	Currently not applicable to HOME draws.
Drawdown Amount	The amount that will be drawn down from this funding source.
Line Item Status	**Open** for line items that can be approved. See page 19-18 for other LINE ITEM STATUS values.
Submission Date	This will be today's date, unless the person who created the draw input a different one.
Action	If you are authorized to approve draws, the Approve link is shown for vouchers you did not create. For the other ACTION links, see page 19-20.
Set all submission dates to *and* [Approve all Line Items]	Displayed only if you have draw approval authority and there are two or more line items with a status of **Open**.

Approving All Line Items at Once

To approve all the line items at once:

- If you like, specify a submission date in the SET ALL SUBMISSION DATES TO field. If you leave it blank, it will be set to today's date for all line items.
- Click the [Approve All Line Items] button next to it.
- A message asking "Are you sure you want to approve all line items?" is displayed. Click [OK] or [Cancel], as appropriate.

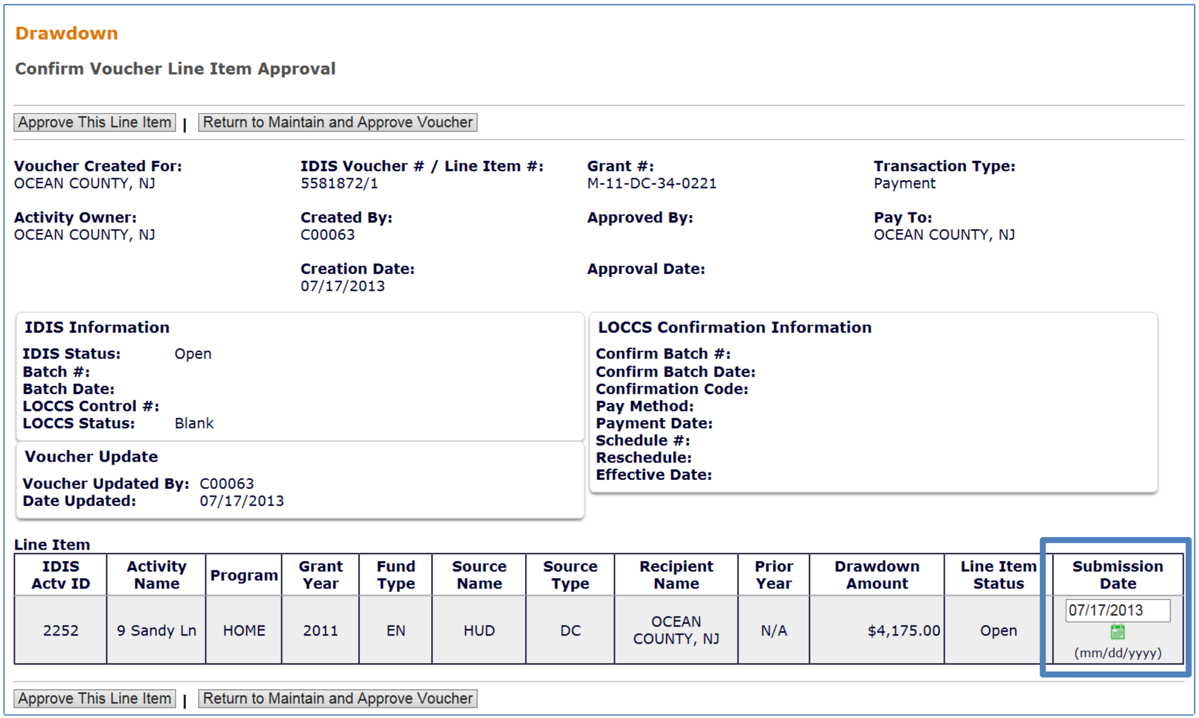
When you click [OK], the Maintain and Approve Voucher screen is redisplayed. Notice that the LINE ITEM STATUS has been updated to **Approved** and the available links in the ACTION column have changed. Clicking the Revoke link will revoke the approval and set the status of the line item back to **Open**.

Approving a Single Line Item

Click the Approve link in the ACTION column of the line item you want to approve. The Confirm Voucher Line Item screen is displayed.

CONFIRM VOUCHER LINE ITEM APPROVAL SCREEN

The Confirm Voucher Line Item Approval screen looks like this:



Drawdown

Confirm Voucher Line Item Approval

[Approve This Line Item] | [Return to Maintain and Approve Voucher]

Voucher Created For: OCEAN COUNTY, NJ
IDIS Voucher # / Line Item #: 5581872/1
Grant #: M-11-DC-34-0221
Transaction Type: Payment

Activity Owner: OCEAN COUNTY, NJ
Created By: C00063
Approved By:
Pay To: OCEAN COUNTY, NJ

Creation Date: 07/17/2013
Approval Date:

IDIS Information

IDIS Status: Open
Batch #:
Batch Date:
LOCCS Control #:
LOCCS Status: Blank

Voucher Update

Voucher Updated By: C00063
Date Updated: 07/17/2013

LOCCS Confirmation Information

Confirm Batch #:
Confirm Batch Date:
Confirmation Code:
Pay Method:
Payment Date:
Schedule #:
Reschedule:
Effective Date:

Line Item

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date
2252	9 Sandy Ln	HOME	2011	EN	HUD	DC	OCEAN COUNTY, NJ	N/A	$4,175.00	Open	07/17/2013 (mm/dd/yyyy)

[Approve This Line Item] | [Return to Maintain and Approve Voucher]

To approve the line item, change the SUBMISSION DATE if you like and then click the [Approve This Line Item] button. To exit without approving the item, click the [Return to Maintain and Approve Voucher] button. For descriptions of other fields on this screen, see page 19-26.

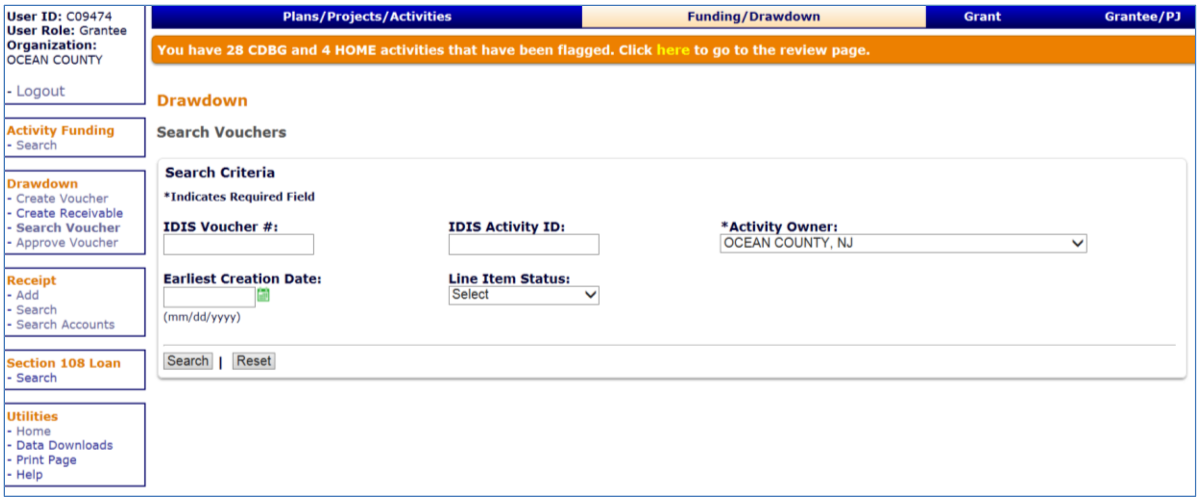
When you click the approve button, the Maintain and Approve Voucher screen is redisplayed. Notice that the LINE ITEM STATUS has been updated to **Approved** and the available links in the ACTION column have changed. Clicking the Revoke link will revoke the approval and set the status of the line item back to **Open**.

EDIT/VIEW VOUCHERS

To edit or view a voucher, you must first conduct a search to retrieve it. Click the Drawdown Search Voucher link on any Funding/Drawdown tab screen to display the Search Vouchers screen.

SEARCH VOUCHERS SCREEN

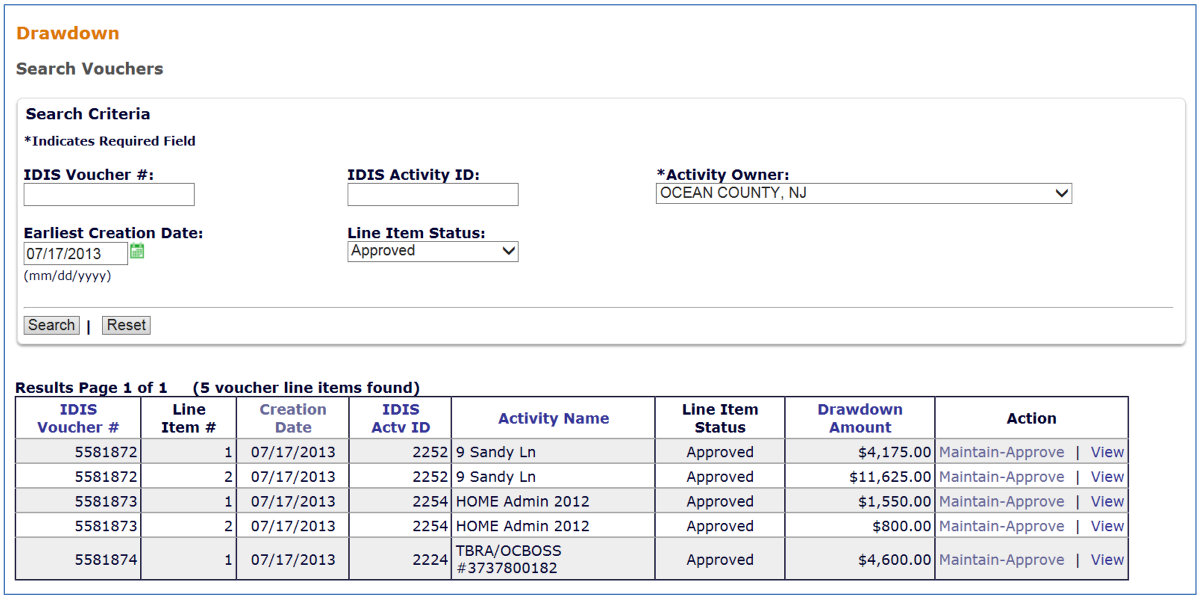
Specify as many or few search criteria as you wish to retrieve the voucher(s) to be updated or viewed:



This screen and the Search Vouchers for Approval screen shown on page 19-13 are identical except that here you can search by LINE ITEM STATUS:

Status	Definition
Open	The initial status of a voucher, assigned when it is created.
Pending HQ Approval	Applies only to CDBG Section 108 loan repayment vouchers.
Approved	Approved for submission to LOCCS.
Completed	Processed to completion by LOCCS.
Revised	All or a portion of the drawn amount has been allotted to another activity.
Rejected	Rejected by LOCCS.
Pending	Awaiting a response from LOCCS.
Canceled	An Open or Approved voucher/line item canceled by the PJ before submission to LOCCS.
Converted	An approved voucher created by the IDIS conversion process.
L-Canceled	Approved in IDIS and later canceled by LOCCS.
On Hold	Sent to LOCCS and being held in LOCCS for resubmission to Treasury.
Rescheduled	Sent to LOCCS, will be either approved or rejected at a later date.

Click the [Search] button to run the search and display the vouchers that meet the criteria you specified:


Drawdown

Search Vouchers

Search Criteria

*Indicates Required Field

IDIS Voucher #:

IDIS Activity ID:

*Activity Owner: OCEAN COUNTY, NJ

Earliest Creation Date: 07/17/2013 (mm/dd/yyyy)

Line Item Status: Approved

Search | Reset

Results Page 1 of 1 (5 voucher line items found)

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Activity Name	Line Item Status	Drawdown Amount	Action
5581872	1	07/17/2013	2252	9 Sandy Ln	Approved	$4,175.00	Maintain-Approve | View
5581872	2	07/17/2013	2252	9 Sandy Ln	Approved	$11,625.00	Maintain-Approve | View
5581873	1	07/17/2013	2254	HOME Admin 2012	Approved	$1,550.00	Maintain-Approve | View
5581873	2	07/17/2013	2254	HOME Admin 2012	Approved	$800.00	Maintain-Approve | View
5581874	1	07/17/2013	2224	TBRA/OCBOSS #3737800182	Approved	$4,600.00	Maintain-Approve | View

On initial display, the results are sorted by IDIS VOUCHER # and LINE ITEM #. 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.

Field	Description
IDIS Voucher #	The system-assigned voucher number.
Line Item #	The system-assigned line item number. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
Creation Date	The date the voucher was generated in IDIS.
IDIS Actv ID	The ID of the activity for which a draw has been requested.
Activity Name	The name of that activity.
Line Item Status	See the entry for LINE ITEM STATUS on the previous page.
Drawdown Amount	The amount of the draw request for this line item.

Select any line item from the voucher you want to process by clicking the Maintain-Approve link in the last column. The voucher maintenance screens are explained starting on the next page.

If you choose the View link, only two screens are shown (see next page and page 19-26).

MAINTAIN AND APPROVE VOUCHER SCREEN

This screen provides access to the Approve, Revoke, Revise, Cancel, and View functions for drawdowns:

Drawdown

Maintain and Approve Voucher

Return to Search Vouchers

Voucher Created For:
OCEAN COUNTY, NJ

Activity Owner:
OCEAN COUNTY, NJ

IDIS Voucher #:
5581872

Created By:
C00063

Creation Date:
07/17/2013

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	2252	9 Sandy Ln	HOME	2011	EN	HUD	DC	OCEAN COUNTY, NJ	N/A	$4,175.00	Approved	07/17/2013	Revoke | Revise Cancel | View
2	2252	9 Sandy Ln	HOME	2012	PI	HUD	DC	OCEAN COUNTY, NJ	N/A	$11,625.00	Approved	07/17/2013	Revoke | Revise Cancel | View

Return to Search Vouchers

Field	Description
Voucher Created for *through* Drawdown Amount	See pages 19-15 and 19-16.
Line Item Status	See the entry for this field on page 19-18.
Submission Date	The date the voucher was submitted to LOCCS. If the LINE ITEM STATUS is Open, this will be today's date unless the person who created the draw input a different one.
Action	The links in the ACTION column for a line item depend on: • The drawdown privileges (request, approve, and/or view) assigned to your user ID. If, for example, you are only authorized to view draws, then the only Action displayed will be View. • Whether you created the voucher. Because the user who creates a voucher cannot also approve it, the Approve and Revoke links will not be displayed for the vouchers you create. • The Line Item Status displayed in the third-to-last column. Examples: the Approve link won't be displayed if the line item has already been approved. For most completed line items, the only links shown will be Revise and View (the Cancel link is also available for PI only, provided the status of the activity the PI was drawn for is **Open**). • The Revise link is not displayed for some line items that have been processed as a set. Examples include a

Field	Description
	collection paired with a manual payment and certain manually adjusted draws. These voucher items, referred to as "sticky" draws, must remain associated with the activities for which they were created. • If you clicked the View link on the previous screen, only the View link is listed.
Set all submission dates to *and* [Approve all Line Items]	Displayed only if you have draw approval authority and there are two or more line items with a status of **Open**.

The Approve function is explained starting on page 19-13. Details about the Revoke, Cancel, Revise, and View functions follow.

REVOKE APPROVAL SCREEN

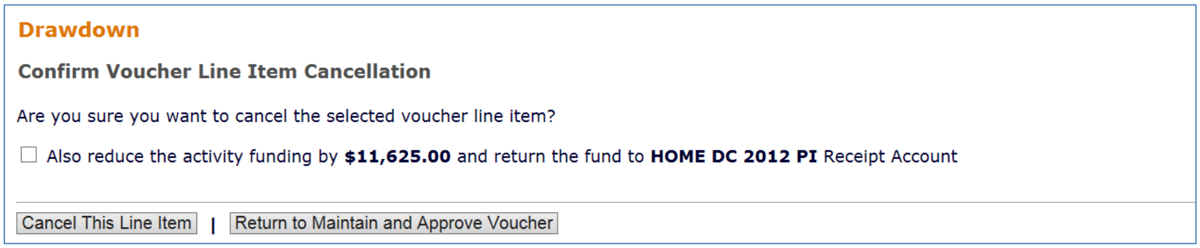
Click the Revoke link for a line item to display this screen:

Click the [Revoke This Line Item] button to revoke approval or the [Return] button to exit without making the change.

Currently, approval must be revoked line item by line item.

CANCEL LINE ITEM SCREEN

Click the Cancel link for a line item to display this screen:



The checkbox option is displayed only for PI line items. Check the box if you want the system to reduce the PI funded amount by the amount of the draw. Note that if PI drawn in place of EN was not explicitly committed, the activity's PI funding is increased when the voucher is created.

Click the [Cancel This Line Item] button to perform the cancellation or the [Return] button to exit without making the change.

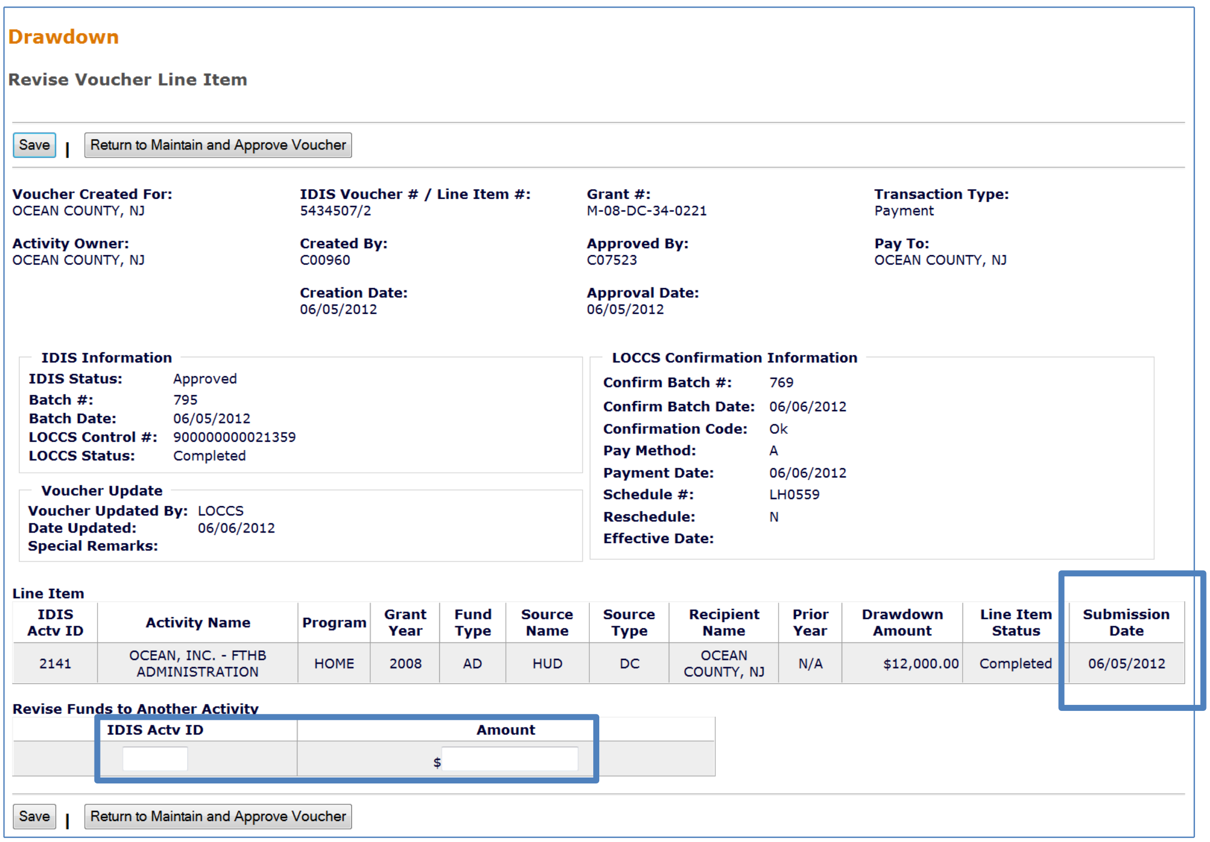
Currently, the line items in a voucher have to be canceled one at a time.

REVISE VOUCHER LINE ITEM SCREEN

On this screen, you can update the submission date of an open or approved line item or assign all or part of an open, approved, or completed draw to a different activity.

Note: The procedure described below is not to be used to revise completed vouchers from ineligible activities to eligible activities. Funds expended on ineligible activities must instead be repaid to the Letter of Credit, as required at 92.503(b). See Chapter 22 for information about making revisions in IDIS to reflect changes in draws when funds are repaid to LOCCS.

On the Maintain and Approve Voucher screen, click the line item's Revise link to display the Revise Voucher Line Item screen:


Drawdown

Revise Voucher Line Item

Save | Return to Maintain and Approve Voucher

Voucher Created For: OCEAN COUNTY, NJ
IDIS Voucher # / Line Item #: 5434507/2
Grant #: M-08-DC-34-0221
Transaction Type: Payment

Activity Owner: OCEAN COUNTY, NJ
Created By: C00960
Approved By: C07523
Pay To: OCEAN COUNTY, NJ

Creation Date: 06/05/2012
Approval Date: 06/05/2012

IDIS Information
IDIS Status: Approved
Batch #: 795
Batch Date: 06/05/2012
LOCCS Control #: 900000000021359
LOCCS Status: Completed

Voucher Update
Voucher Updated By: LOCCS
Date Updated: 06/06/2012
Special Remarks:

LOCCS Confirmation Information
Confirm Batch #: 769
Confirm Batch Date: 06/06/2012
Confirmation Code: Ok
Pay Method: A
Payment Date: 06/06/2012
Schedule #: LH0559
Reschedule: N
Effective Date:

Line Item

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date
2141	OCEAN, INC. - FTHB ADMINISTRATION	HOME	2008	AD	HUD	DC	OCEAN COUNTY, NJ	N/A	$12,000.00	Completed	06/05/2012

Revise Funds to Another Activity

IDIS Actv ID	Amount
	$

Save | Return to Maintain and Approve Voucher

The upper section of the screen displays the same information shown on the View Voucher Line Item screen (see page 19-26).

If the LINE ITEM STATUS is open or approved, the SUBMISSION DATE may be changed.

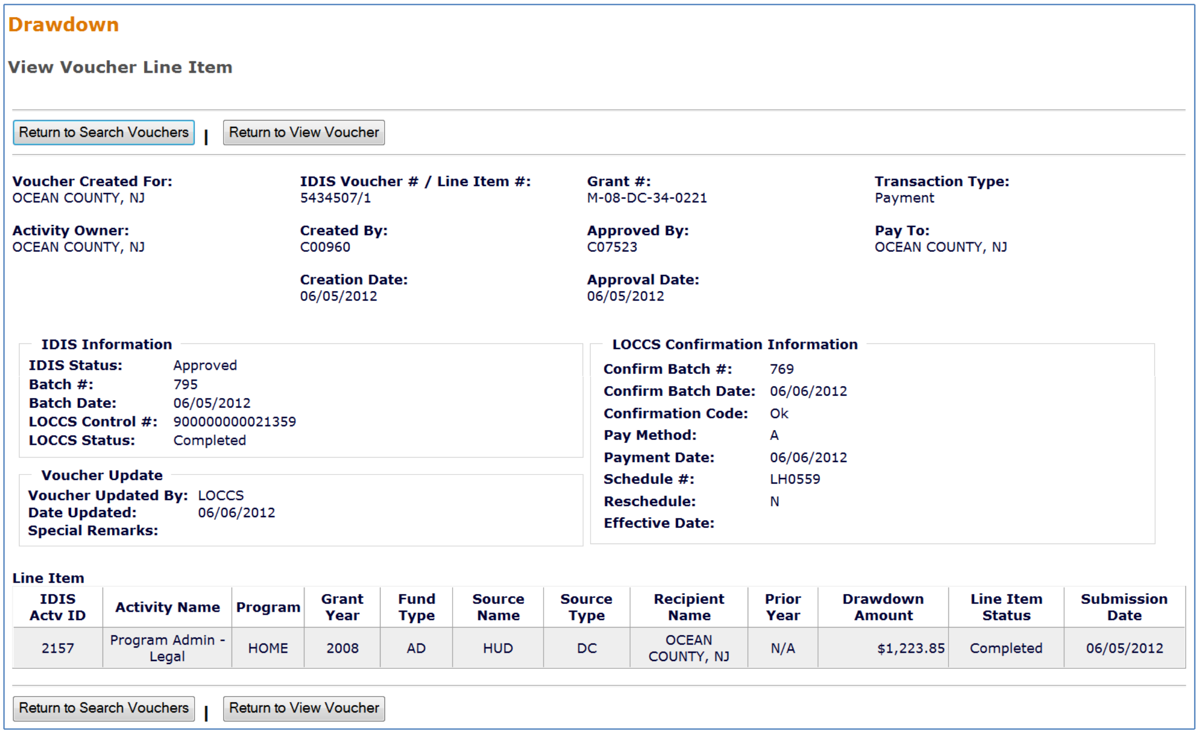
A draw can be revised provided both activities involved in the revision have an ACTIVITY STATUS of **Open**. The activity the draw is being revised to must have sufficient funding from the same source (same source organization, recipient organization, and fund type) as the drawdown to cover the revised amount. If the funding source is not the same, you cannot revise the draw online. When this type of revision is necessary, please contact "Ask A Question" through the OneCPD Resource Exchange website at: https://www.onecpd.info/ask-a-question/.

In the IDIS ACTV ID field, enter the ID of the activity you want to apply the draw to. In AMOUNT, input the amount of the draw to be applied (no commas). It cannot exceed the amount of the original draw shown in DRAWDOWN AMOUNT. Click the [Save] button to make the revision.

The Maintain and Approve Voucher screen now shows a new line item for the draw that was revised and one or two new line items for the activity the draw was revised to. The original line item is shown with a status **Revised** the next time you display the voucher.

VIEW VOUCHER LINE ITEM SCREEN

Clicking the View link for a line item on the Maintain and Approve Voucher screen displays this read-only screen:


Drawdown

View Voucher Line Item

Return to Search Vouchers | Return to View Voucher

Voucher Created For: OCEAN COUNTY, NJ

IDIS Voucher # / Line Item #: 5434507/1

Grant #: M-08-DC-34-0221

Transaction Type: Payment

Activity Owner: OCEAN COUNTY, NJ

Created By: C00960

Approved By: C07523

Pay To: OCEAN COUNTY, NJ

Creation Date: 06/05/2012

Approval Date: 06/05/2012

IDIS Information

IDIS Status: Approved
Batch #: 795
Batch Date: 06/05/2012
LOCCS Control #: 900000000021359
LOCCS Status: Completed

Voucher Update

Voucher Updated By: LOCCS
Date Updated: 06/06/2012
Special Remarks:

LOCCS Confirmation Information

Confirm Batch #: 769
Confirm Batch Date: 06/06/2012
Confirmation Code: Ok
Pay Method: A
Payment Date: 06/06/2012
Schedule #: LH0559
Reschedule: N
Effective Date:

Line Item

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date
2157	Program Admin - Legal	HOME	2008	AD	HUD	DC	OCEAN COUNTY, NJ	N/A	$1,223.85	Completed	06/05/2012

Return to Search Vouchers | Return to View Voucher

Field	Description
Voucher Created for	The organization for which the draw was made.
Activity Owner	The PJ.
IDIS Voucher #/Line Item #	The system-generated voucher number and line item number.
Created By	The user ID of the person who created this voucher.
Creation Date	The date the voucher was generated in IDIS.
Grant #	The grant from which the funds for this line item were drawn.
Approved By	The user ID of the person who approved this line item.
Approval Date	The date the line item was approved in IDIS.
Transaction Type	Adjustment, Collection, Manual Payment, Payment, or Receivable.
Pay To	The organization that receives the wire transfers of funds drawn down from this grant.
IDIS Information	
IDIS Status	The current status of the line item in IDIS. The statuses are: **Open** – The initial status of a voucher, assigned when it is created.

Field	Description
	Pending HQ Approval – Applies only to CDBG Section 108 Loan repayment vouchers. **Approved** – Approved for submission to LOCCS. **Canceled** – Canceled by grantee. **Pending** – Awaiting approval by LOCCS. **Revised** – All or a portion of the drawn amount has been allotted to another activity. **Converted** - An Approved voucher created by the IDIS conversion process.
Batch Number	The number of the IDIS file containing the line item. If this field is blank, the drawdown request has not yet been sent to LOCCS.
Batch Date	The date the file was sent to LOCCS. If this field is blank, the line item has not yet been sent to LOCCS.
LOCCS Control #	A process control number assigned by IDIS.
LOCCS Status	The current status of this line item in LOCCS: **Completed** – Paid through LOCCS. **Rejected** – Rejected by LOCCS. **Rescheduled** - Sent to LOCCS, will be either approved or rejected at a later date. **On Hold** - Sent to LOCCS and being held in LOCCS for resubmission to Treasury. **L-Canceled** - Approved in IDIS and later canceled by LOCCS.
Voucher Update	
Voucher Updated by	The ID of the user or the process (e.g., LOCCS) that last updated this line item.
Date Updated	The date the voucher was last updated.
Special Remarks	System-populated, and usually blank.
LOCCS Confirmation Information	
Confirm Batch # Confirm Batch Date Confirmation Code	Details about receipt of the IDIS drawdown file by LOCCS.
Pay Method	Definition not available.
Payment Date	The date the voucher was sent to the Treasury.
Schedule #	The number of the Treasury schedule on which the voucher appears, assigned by LOCCS.

Field	Description
Reschedule	This field is Y(es) if LOCCS resubmits a voucher to the Treasury.
Effective Date	Definition not available.
Line Item	
IDIS Actv ID	The ID of the activity for which the draw was made.
Activity Name	The name of the activity for which the draw was made.
Program	The CPD program whose grant funds were drawn.
Grant Year	The year of the grant or receipt account from which the DRAWDOWN AMOUNT was taken.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT was taken. For HOME: **EN** Entitlement **AD** Administration **CR** CHDO Reserve **CO** CHDO Operating Expenses **CL** CHDO Loan **CC** CHDO Capacity Building **PA** Program Income for Administration **PI** Program Income **SU** Subgrant
Source Name	For entitlement grantees, **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).
Recipient Name	The recipient of this funding source.
Prior Year	Currently not applicable to HOME draws.
Drawdown Amount	The amount drawn down from this funding source.
Line Item Status	The latest status of the line item. See the entries for IDIS STATUS and LOCCS STATUS on pages 19-26 and 19-27.
Submission Date	The date the line item was submitted to LOCCS.

Chapter 20
RECEIPTING PROGRAM INCOME

This chapter explains how to receipt program income (PI) in IDIS. The PI that PJs and recipients of HOME subgrants receipt here can be committed to activities and "drawn down" (i.e., a voucher can be created to record in IDIS the expenditure of HOME PI from your local account). Receipted PI may also be subgranted (see page 17-12).

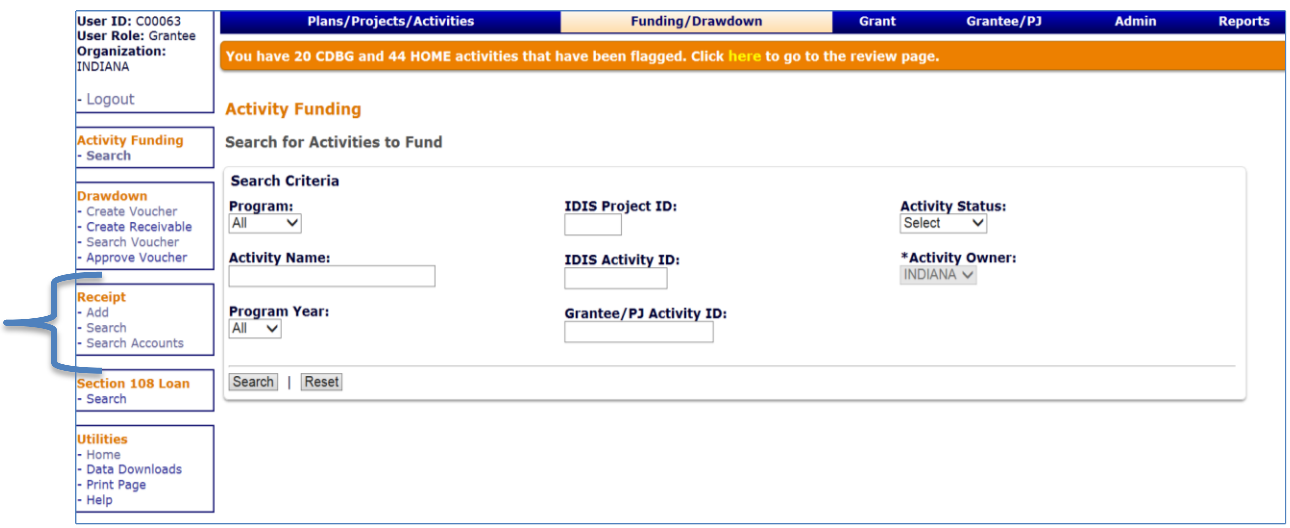
Additionally, PJs can track program income that is used for administrative purposes. For program/grant years:

- 2012 and later, PJs create a Program Income for Administration (PA) subfund (see page 16-20). With the availability of the PA subfund, PJs should discontinue the practice of receipting only 90% of their PI.

- 2011 and earlier, a HOME grant's AD subfund can be increased above the 10% regulatory maximum by an amount of up to 10% of the PI receipted for a given year (see page 16-10).

ACCESSING THE RECEIPT FUNCTIONS

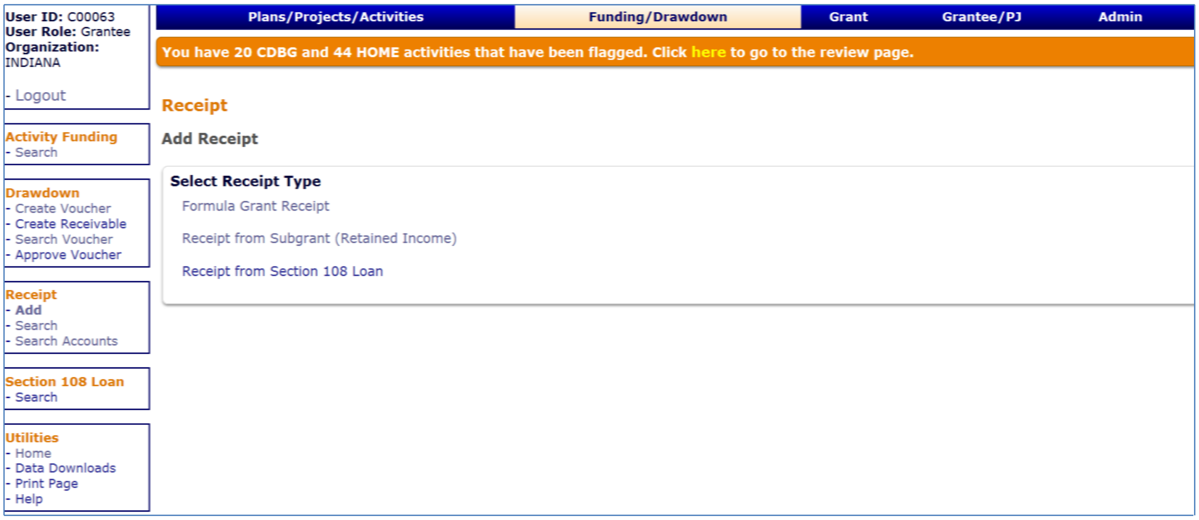
Click the Funding/Drawdown tab at the top of the page you are on to display the Search for Activities to Fund screen. On it and all other Funding/Drawdown screens, links to the receipt functions you are authorized to access are listed on the left:



Each receipt function—Add, Search, and Search Accounts—is discussed below.

ADD RECEIPTS

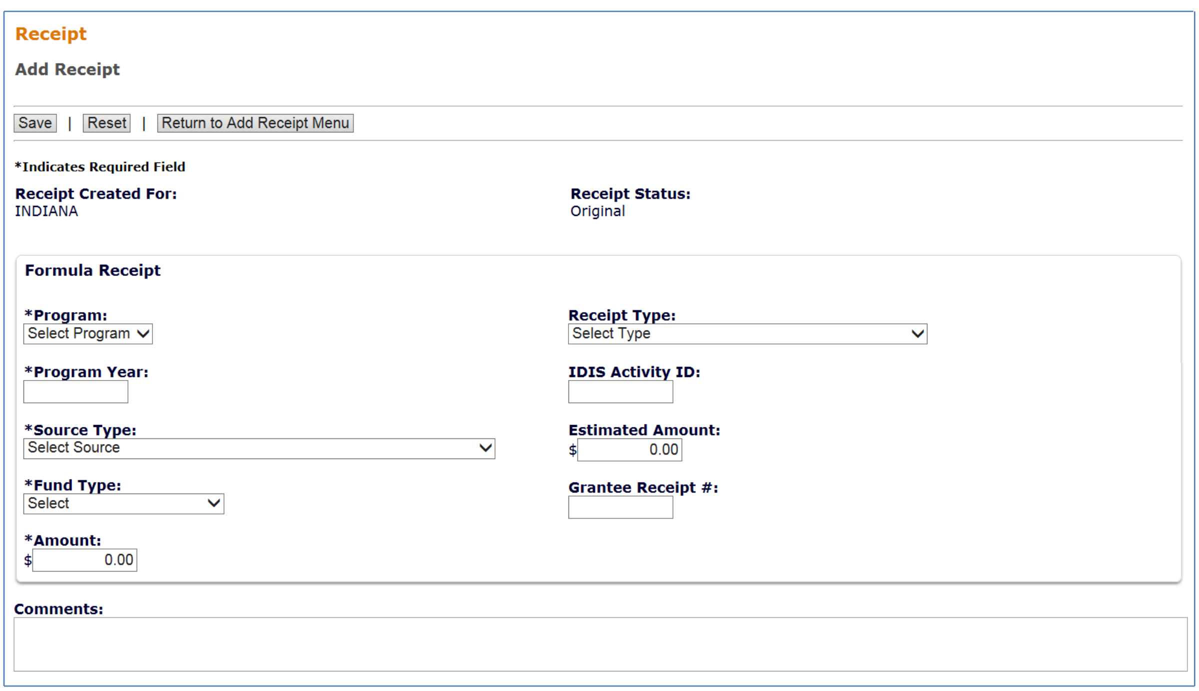
Click the Receipt Add link on any Funding/Drawdown tab screen to display the Add Receipt menu:



Choose "Formula Grant Receipt" if you are a PJ or State. Select "Receipt from Subgrant (Retained Income)" if you are the recipient of a HOME subgrant. "Receipt from Section 108 Loan" is used only by CDBG.

The screen that PJs fill in is shown below. The one used by subgrant recipients is covered on page 20-4.

ADD FORMULA GRANT RECEIPT

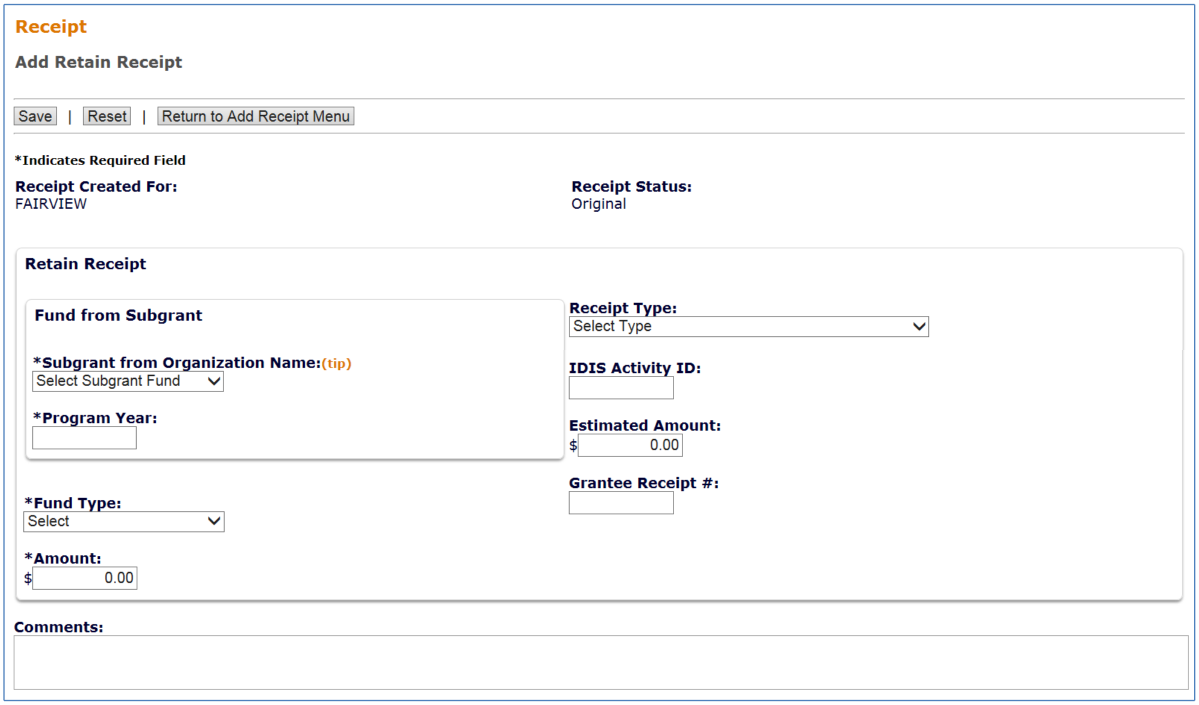


Field	Description
Receipt Created For	A read-only field, and always the PJ.
Program	Select **HOME**.
Program Year	Enter the program year the PI was received. The PI will be associated with the HOME grant having the same GRANT YEAR as the PROGRAM YEAR input here.
Source Type	For HOME accounts, the fourth and fifth characters of your HOME grant for the PROGRAM YEAR you input above—**DC**, **MC**, **SG**, **ST**, or **UC**.
Fund Type	Always select **PI**. HOME PJs should not use the "RC" or "RE" receipt types, since those funds cannot be committed to activities or drawn down. Recaptured funds (proceeds from the sale of a HOME homebuyer property sold prior to the end of the affordability period) should be receipted as PI. However, PJs cannot use up to 10% of recaptured funds for HOME admin costs. HUD recommends that PJs use the GRANTEE RECEIPT # and COMMENTS fields to indicate whether the receipt is PI or some other type of funds. PJs planning to use 10% of PI for admin costs should maintain a log outside of IDIS which distinguishes recaptured funds from PI. When monitoring, CPD representatives will use the log to confirm that the PJ stayed within the 10% cap.
Amount	Enter the amount, in dollars and cents, to be receipted.
Receipt Status	This read-only field is always **Original** on the add screen.
Receipt Type	Skip this field—receipt types do not apply to HOME PI.
IDIS Activity ID	Optional. Input the ID of the activity that generated the funds.
Estimated Amount	If this is the first HOME PI receipt created for the PROGRAM YEAR you input, enter an estimate of the amount of HOME-generated PI you expect to receipt in that year.
Grantee Receipt #	Optional, but see entry for FUND TYPE.
Comments	Optional, but see entry for FUND TYPE.

Click the [Save] button to create the receipt or the [Reset] button to refresh the screen.

When a receipt is successfully saved, a receipt number and the associated grant number are displayed in a message on the View Receipt screen. You may want to note the system-generated receipt number since it can be used on the Search Receipts screen. The grant number is the same as your HOME grant for the PROGRAM YEAR you entered above.

ADD RECEIPT FROM SUBGRANT (RETAINED INCOME)



Field	**Description**
Receipt Created For	A read-only field. Once the receipt is added, it changes to the name of the PJ who subgranted the funds.
Subgrant from Organization Name	Select the PJ/grant number the PI is associated with.
Program Year	Enter the program year the PI was received.
Fund Type	Always select **PI**.
Amount	Enter the amount, in dollars and cents, to be receipted.
Receipt Status	This read-only field is always **Original** on the add screen.
Receipt Type	Skip this field—receipt types do not apply to HOME PI.
IDIS Activity ID	Optional. Input the ID of the activity that generated the funds.
Estimated Amount	If this is the first HOME PI receipt created for the PROGRAM YEAR you input, enter an estimate of the amount of HOME-generated PI you expect to receipt in that year.
Grantee Receipt #	Optional.
Comments	Optional.

Click the [Save] button to create the receipt or the [Reset] button to refresh the screen.

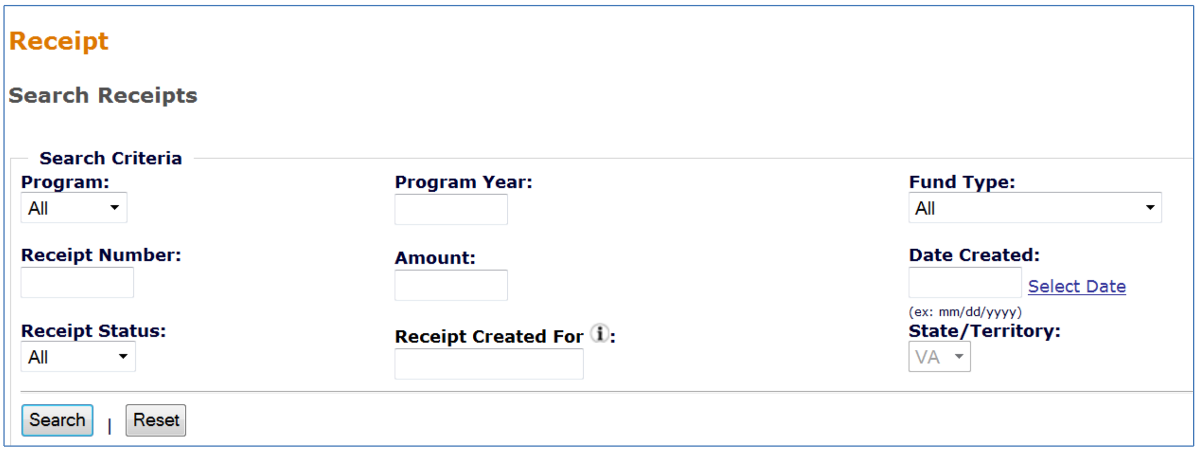
When a receipt is successfully saved, a receipt number and the associated grant number are displayed in a message on the View Receipt screen. You may want to note the system-generated receipt number since it can be used on the Search Receipts screen.

EDIT/VIEW RECEIPTS

To edit or view a receipt, you must first conduct a search to retrieve it. Click the Receipt Search link on any Funding/Drawdown tab screen to access the Search Receipts screen.

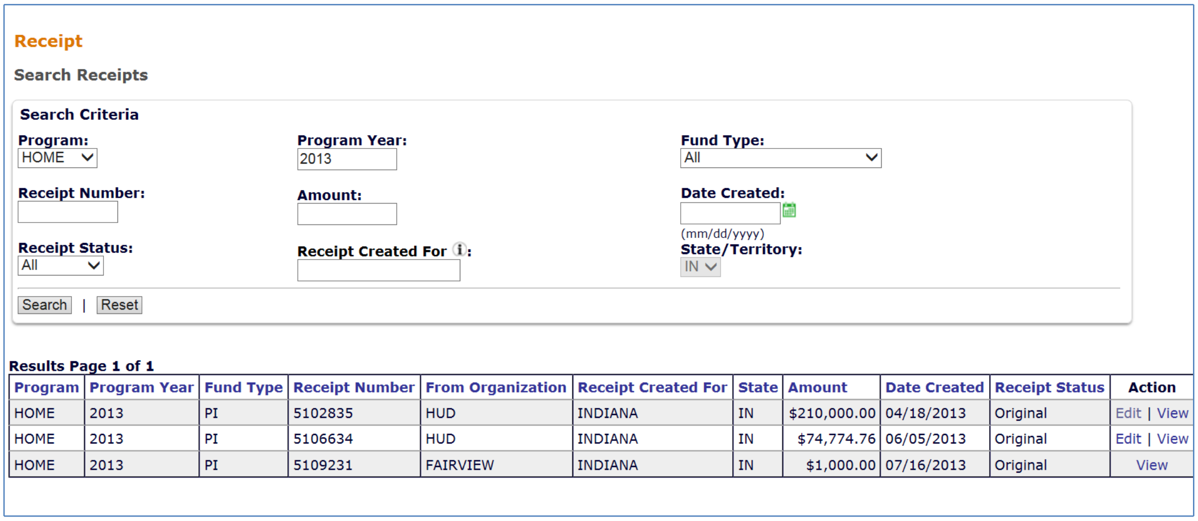
SEARCH RECEIPTS SCREEN

Specify as many or few search criteria as you wish to retrieve the receipt(s) you want to edit/view:



Field	Description
Program	Select **HOME**.
Receipt Number	Enter a receipt number to limit the search results to one receipt. Searches on partial receipt numbers are not allowed.
Receipt Status	Choose one if you want to limit the search results by status: **Original** – receipts that have never been updated. **Modified** – receipts that have been updated. **Canceled** – receipts that have been canceled.
Program Year	To limit the results to a specific program year, enter it here.
Amount	To get any results returned, an exact amount must be input (you can, however, omit the '.00' for a whole-dollar amount).
Receipt Created For	Subgrantees can specify the PJ for whom receipts were created.
Fund Type	To limit the results to a particular fund type, choose it from the dropdown.
Date Created	Only receipts created on or after the date you input here will be retrieved.
State/Territory	This field is grayed out for grantee users.

Click the [Search] button to run the search and display the receipts that meet the criteria you specified:


Receipt

Search Receipts

Search Criteria

Program: HOME

Program Year: 2013

Fund Type: All

Receipt Number:

Amount:

Date Created: (mm/dd/yyyy)

Receipt Status: All

Receipt Created For:

State/Territory: IN

Search | Reset

Results Page 1 of 1

Program	Program Year	Fund Type	Receipt Number	From Organization	Receipt Created For	State	Amount	Date Created	Receipt Status	Action
HOME	2013	PI	5102835	HUD	INDIANA	IN	$210,000.00	04/18/2013	Original	Edit | View
HOME	2013	PI	5106634	HUD	INDIANA	IN	$74,774.76	06/05/2013	Original	Edit | View
HOME	2013	PI	5109231	FAIRVIEW	INDIANA	IN	$1,000.00	07/16/2013	Original	View

Note that receipts created by a PJ's subgrantees are included in the PJ's search results. The subgrantee's name is shown in the FROM ORGANIZATION column of the results table; for receipts created by the PJ, the FROM ORGANIZATION is HUD. PJs can view but not change the receipts added by their subgrantees.

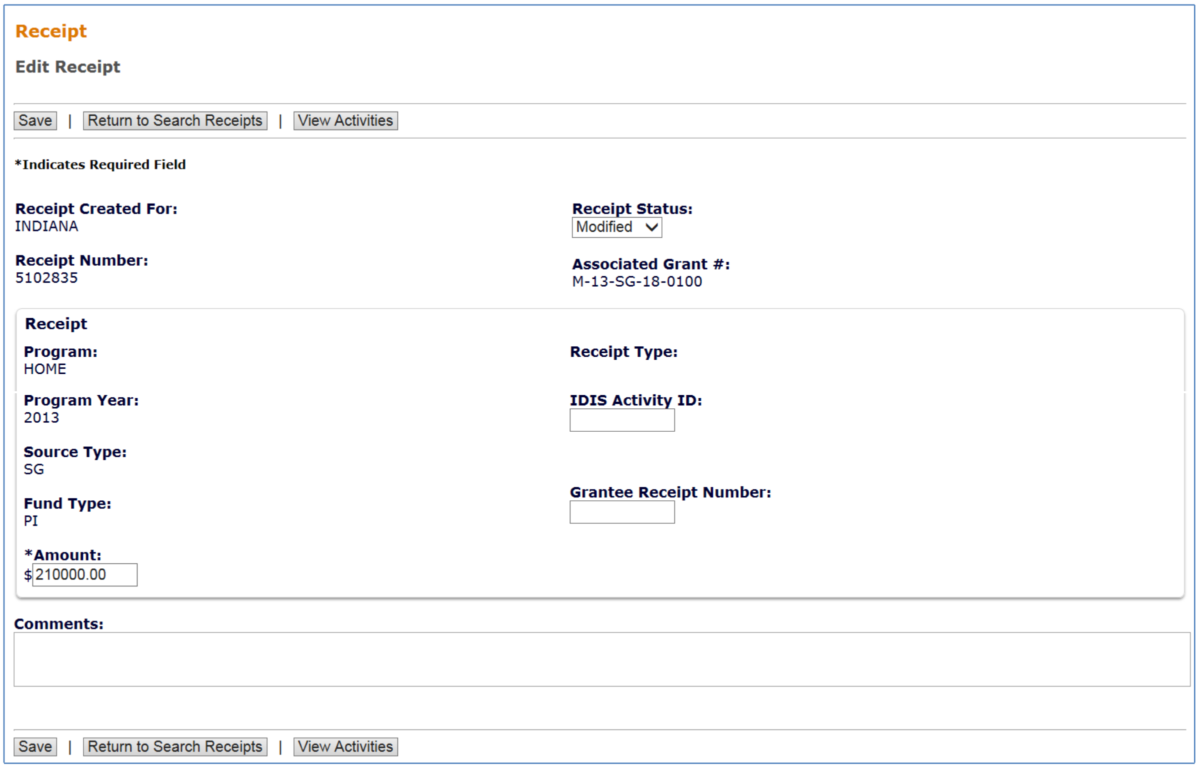
On initial display, the results are sorted by DATE CREATED (ascending). You can change the sort field and the sort order by clicking on any column header that is in blue and underlined.

Select the receipt you want to process by clicking its <u>Edit</u> or <u>View</u> link in the ACTION column (only the <u>View</u> link will be available for canceled receipts and for users who are not authorized to edit receipts).

Depending on which link you click, the Edit Receipt or View Receipt screen will be displayed. Only the Edit screen is shown here.

EDIT RECEIPT SCREEN

Five fields can be updated on this screen: Amount, Receipt Status, IDIS Activity ID, Grantee Receipt Number, and Comments. A list of activities funded with HOME PI can also be accessed.



Field	Description
Receipt Created For	The PJ for whom the receipt was created.
Receipt Number	The system-generated receipt ID.
Program *through* Fund Type	Same as the Add Receipt screen but not editable.
Amount	Enter the new amount in dollars and cents. The Amount can be decreased only if there will still be sufficient funds to cover the amount of PI that has been (1) committed to activities, (2) subgranted, and (3) either subfunded as PA or used to increase the AD subfund.
Receipt Status	To cancel a receipt, change the Receipt Status from **Modified** to **Canceled** and click the [Save] button. The same three conditions that limit how much the Amount can be reduced by are also applied to determine if the receipt can be canceled.
Associated Grant #	The HOME grant with the same Grant Year as the Program Year of the receipt. This is the grant whose AD or PA subfund may be increased by 10% of the receipt.

Field	Description
Receipt Type	Same as the Add Receipt screen, but not editable.
IDIS Activity ID *through* Comments	Same as the Add Receipt screen and editable.

The screen that is displayed when the [View Activities] button is clicked is described on the next page.

Click the [Save] button to save your changes and return to the Search Receipts screen. If no updates have been made, you must click the [Return to Search Receipts] button.

VIEW ACTIVITIES FUNDED FROM RECEIPT SCREEN

This screen is displayed when the [View Activities] button is clicked on the Edit Receipt or View Receipt screen. It shows information about all activities funded with HOME PI (notice that the PROGRAM YEAR field is **All Years** and the ASSOCIATED GRANT # is **M-XX**). Also note that the screen header should be **Receipt**, not **Subgrant**.

Subgrant

Activities Funded from Receipt

[Return to Edit Receipt] | [Return to Search Receipts]

Receipt Recipient:
VIRGINIA

Program:
HOME

Program Year:
All Years

Associated Grant #:
M-XX-SG-51-0100

Fund Type:
PI

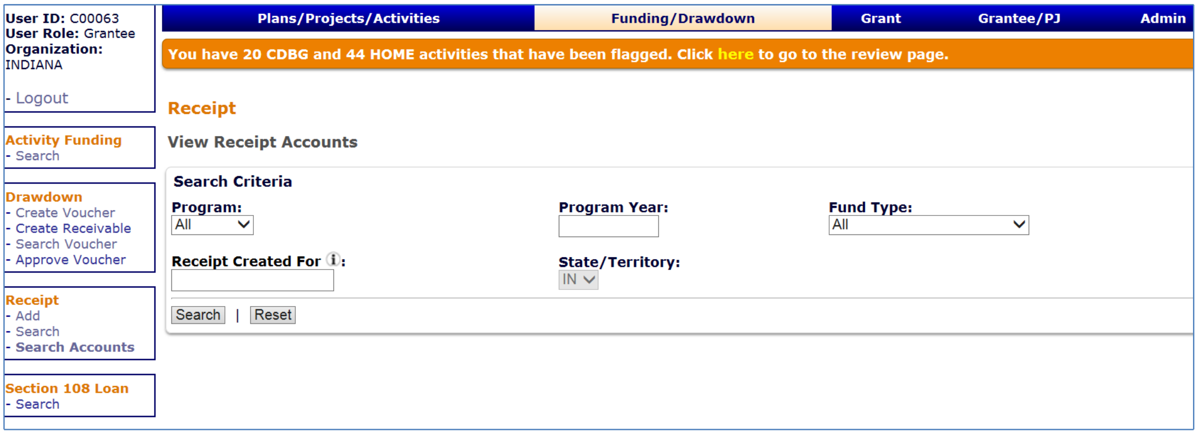
IDIS Activity ID	Activity Name	Activity Status	Activity Owner	Source Name	Funded Amount	Drawn Amount	Balance to Draw
1515	VIRGINIA	Completed	VIRGINIA	SG	$0.00	$0.00	$0.00
1534	VIRGINIA	Completed	VIRGINIA	SG	$23,422.36	$23,422.36	$0.00
1574	VIRGINIA	Completed	VIRGINIA	SG	$0.00	$0.00	$0.00
1697	VIRGINIA	Completed	VIRGINIA	SG	$15,000.00	$15,000.00	$0.00
1705	VIRGINIA	Completed	VIRGINIA	SG	$18,620.00	$18,620.00	$0.00
1757	VIRGINIA	Completed	VIRGINIA	SG	$16,567.00	$16,567.00	$0.00
1779	VIRGINIA	Completed	VIRGINIA	SG	$1,630.00	$1,630.00	$0.00
1788	VIRGINIA	Completed	VIRGINIA	SG	$20,000.00	$20,000.00	$0.00
1789	VIRGINIA	Completed	VIRGINIA	SG	$8,675.22	$8,675.22	$0.00
1859	VIRGINIA	Completed	VIRGINIA	SG	$5,729.00	$5,729.00	$0.00
1860	VIRGINIA	Completed	VIRGINIA	SG	$3,931.00	$3,931.00	$0.00
1861	VIRGINIA	Completed	VIRGINIA	SG	$5,271.00	$5,271.00	$0.00
2683	CENTRAL VA HSNG COALITION	Completed	VIRGINIA	SG	$19,125.00	$19,125.00	$0.00
2684	CENTRAL VA HSNG COALITION	Completed	VIRGINIA	SG	$9,120.00	$9,120.00	$0.00
2685	CENTRAL VA HSNG COALITION	Completed	VIRGINIA	SG	$2,911.00	$2,911.00	$0.00
4172	ARROW AFFORDABLE HOUSING DEVELOPMENT	Completed	VIRGINIA	SG	$1,390.00	$1,390.00	$0.00
4283	DALE MILLER	Completed	VIRGINIA	SG	$13,142.82	$13,142.82	$0.00
4286	JIMMY HOPKINS	Completed	VIRGINIA	SG	$3,075.00	$3,075.00	$0.00
4331	J.A.TRIPPLET	Completed	VIRGINIA	SG	$11,824.83	$11,824.83	$0.00
4368	MARGARET CLINE	Completed	VIRGINIA	SG	$200.00	$200.00	$0.00
4370	LOLA STUMP	Completed	VIRGINIA	SG	$900.00	$900.00	$0.00
4371	MARY WORMLEY	Completed	VIRGINIA	SG	$8,663.05	$8,663.05	$0.00
4376	ESTELLE CARTER	Completed	VIRGINIA	SG	$20,029.00	$20,029.00	$0.00
4379	AUGUSTA MONTAGUE	Completed	VIRGINIA	SG	$8,633.05	$8,633.05	$0.00

The list is ordered by IDIS Activity ID (ascending), and cannot be resorted.

Click one of the [Return to] buttons to redisplay the Edit/View Receipt screen or the Search Receipts screen.

VIEW RECEIPT ACCOUNTS

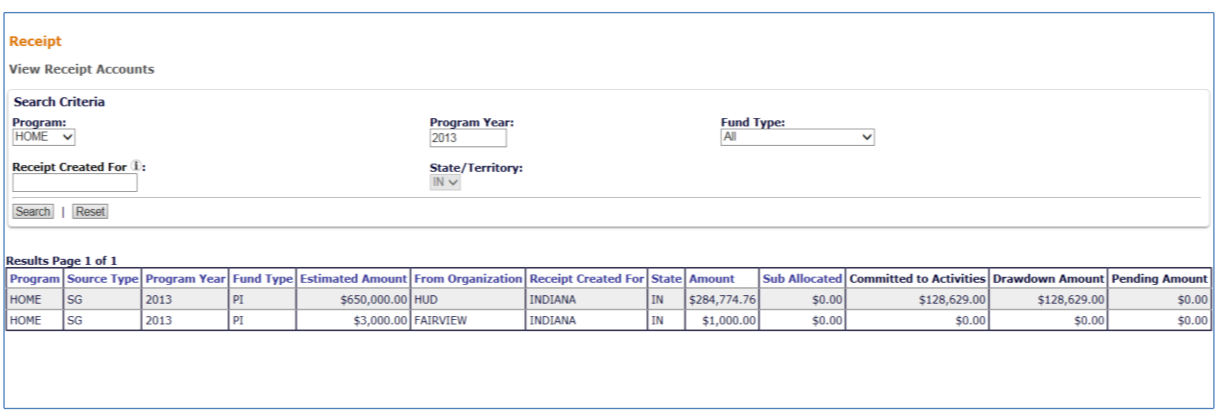
To view summary information about receipt accounts, click the Receipt Search Accounts link on any Funding/Drawdown tab screen to display the View Receipt Accounts screen:



Enter as many or few search criteria as you wish to retrieve the accounts to be viewed.

Field	Description
Program	To limit the results to a particular program, select it from the dropdown.
Receipt Created For	Subgrantees can specify the PJ for whom receipts were created.
Program Year	To limit the results to the accounts for a particular year, enter it here.
Fund Type	To limit the results to a particular fund type, select it from the dropdown.

Click the [Search] button to display the results:



The results are initially sorted by Program, Source Type, and Program Year (descending). You can change the sort field and the sort order by clicking on any column header that is in blue and underlined.

Field	**Description**
Program	The CPD program for which the PI was receipted.
Source Type	For HOME accounts, the fourth and fifth characters of your HOME grant for the year shown in PROGRAM YEAR—**DC**, **MC**, **SG**, **ST**, or **UC**.
Program Year	The program year for which the PI was receipted.
Fund Type	PI.
Estimated Amount	The ESTIMATED AMOUNT entered by the PJ or subgrantee when creating the first receipt for this PROGRAM, SOURCE TYPE, PROGRAM YEAR, FUND TYPE, FROM ORGANIZATION, and RECEIPT CREATED FOR.
From Organization	For PI receipted by PJs, HUD; for PI receipted by a HOME subgrantee, the subgrantee's name.
Receipt Created For	For now, always the PJ.
State	The state of the RECEIPT CREATED FOR organization.
Amount	The sum of all amounts receipted for this account. For program/grant years 2012 and later, the PA subfund may be increased by up to 10% of this amount. For 2011 and earlier, the AD subfund of the grant may be increased by the same percentage.
Sub Allocated	The amount of this account that has been subfunded or subgranted.
Committed to Activities	The sum of all funds committed to activities from this account.
Drawdown Amount	The sum of all funds drawn from this account that have been processed to completion.
Pending Amount	The sum of all pending draws against this account.

There are no additional receipt account screens.

Chapter 21
CANCELLING ACTIVITIES WITH HOME DRAWS

As explained in Chapter 3, an activity is canceled in IDIS by changing the ACTIVITY STATUS on the common Edit Activity screen.

If there are no draws against an activity, you can just select **Canceled** from the ACTIVITY STATUS dropdown and click the [Save] button.

If funds have been drawn for the activity, you must first reduce the net amount of funds expended for the activity to zero before it can be canceled. To perform this step, one of the following actions must be taken:

- For ineligible activities, the HOME Final Rule at 24 CFR 92.503(b)(3) requires that PJs return the drawn amount to the account from which the funds were disbursed (i.e., the HOME Investment Trust Fund Treasury account or the HOME Treasury Trust Fund local account). Turn to Chapter 22 for instructions.

- The HOME Program permits PJs to revise draws to other HOME activities through the Maintain Voucher function (see page 18-24) only for the following reasons:

  a) To apply repayments to ineligible activities

  b) To reconcile expenditures after HOME funds are drawn for the wrong activities

  c) To consolidate vouchers under a single activity when PJs mistakenly set up two or more activities for a single HOME project

  d) To comply with the guidance in HOME *FACTS* Vol. 1, No. 4, which allows PJs to convert homebuyer activities to rental

  e) When repaying funds to expired HOME grants. PJs must receive approval from HUD in order to repay expired Treasury funds to their local account rather than the HOME Treasury account.

  PJs needing to revise HOME draws for reasons not shown above should contact "Ask A Question" through the OneCPD Resource Exchange website at: https://www.onecpd.info/ask-a-question/.

Once the net drawn amount for the activity has been reduced to zero, the status can be changed to **Canceled**.

When an activity is canceled, any funds that have been committed to it through the Activity Funding option will be released automatically by IDIS. The HOME setup/completion data you have entered for the activity is not deleted, but neither is it included in reports. Nor are the HOME setup and completion edits applied to a canceled activity.

Chapter 22
REPAYMENTS AND RETURNED FUNDS

Repayments are HOME funds that a participating jurisdiction must repay because the funds were invested in an activity that was terminated before completion (either voluntarily or involuntarily) or invested in housing that failed to comply with affordability requirements. Repayments also include the repayment of CHDO loans for terminated activities, unless repayment has been waived. HOME funds disbursed from the PJ's Letter of Credit must be repaid to the Letter of Credit.

Returned Funds are HOME funds sent back to LOCCS when the funds are not expended within 15 days of being drawn. The interest earned on returned funds must also be remitted to LOCCS promptly, but at least quarterly.

For details, refer to 92.503(b) Repayments.

RETURNING FUNDS TO THE LETTER OF CREDIT

Instructions for returning funds by check or wire transfer are provided in HOME *FACTS* Vol. 1, No. 1, April 2008 (revised September 2011).

When the check/wire transfer is received by HUD Fort Worth Accounting, a transaction is initiated that eventually becomes a collection voucher in IDIS. The voucher includes the grant number and shows the amount returned as a negative draw for IDIS Activity ID 1, the HOME Funds Adjustment activity. All funds are returned to LOCCS as EN.

MAKING REVISIONS IN IDIS

If the PJ has created a receivable (see page 19-9) that matches the grant number and amount on the collection voucher, no further action is necessary. IDIS will use the receivable to assign the returned funds to the correct activities and funding sources.

If a receivable has not been created (or no matching receivable is found) and the collection is to be applied to an activity as EN funds, the PJ can use the Maintain Voucher function in IDIS to revise the collection to the correct activity or activities. Follow these steps:

1. If necessary, revise the status of all activities involved in the revision to **Open**.
2. Click the Funding/Drawdown tab at the top of the screen.
3. Click the Drawdown Search Voucher link at the left to display the Search Vouchers screen.
4. In the IDIS ACTIVITY ID field, enter **1** and click the [Search] button to display the search results.
5. Locate the line item that reflects the repaid funds (it will be a negative amount) and click the Maintain-Approve Voucher link in the last column.
6. On the next screen, click the Revise link in the last column to display the Revise Voucher Line Item screen.

7. Scroll down to the Revise Funds to Another Activity box. In IDIS ACTV ID, enter the activity ID for which the funds were originally drawn. In the AMOUNT field, enter a minus sign followed by the amount to be "undrawn" (it need not be the entire returned amount). Example: If $10,000 was drawn for activity 1234 and then repaid because the activity was ineligible, type **1234** in IDIS ACTV ID and **-10,000** in AMOUNT. Click the [Save] button.

8. Continue revising drawdowns associated with the returned funds as needed, or to $0.

9. Once the voucher has been revised, defund the activity for which the funds were returned, and then change the activity status to **Canceled**.

If the collection is not to be applied as EN funds, the funds must be applied to activities manually. To have the manual change made, please contact "Ask A Question" through the OneCPD Resource Exchange website at: https://www.onecpd.info/ask-a-question/. Be sure to provide the voucher number for the collection, the activities to which the collection is to be applied, and the amount to be applied to each activity. If any of the activities has draws from multiple fund types or organizations (such as a CHDO), the amount that is to be applied to each fund type or organization must also be provided.

Chapter 23
ISSUES SPECIFIC TO STATES

The major difference between state PJs and entitlement PJs deals with the use of State Agencies and State Recipients.

In some cases, the HOME grants assigned to a state PJ are made payable to a State agency. Although the State agency receives the HOME funds directly from the State's Letter of Credit, all IDIS draws of those funds must be approved by a State user.

State PJs can subgrant portions of their grants to State Recipients. State Recipients can use their subgrants to fund activities and create draws. The exception is CHDO funds. A State may subgrant CHDO funds (CR, CC, and CL) to State Recipients, but the State Recipients cannot use CHDO funds to fund activities directly. They may, however, subgrant the CHDO funds to a CHDO. The State subgrants CHDO funds to a State Recipient who subgrants them to a CHDO, and hence the term "three-level subgranting."

State Recipients are allowed to have direct banking if the State so chooses. In this way, the State can provide State Recipients with funds and access to State activities, allowing them to carry out the activities with no further State involvement except for the approval of draws.

All draws from a grant assigned to a State must be approved by a State user.

Chapter 24
GRANTEES

Grantee users can access this function to view the IDIS records for their organization, program year dates, and contacts.

ACCESSING THE GRANTEE FUNCTION

Click the Grantee tab at the top of any screen to display the View Grantee screen.

VIEW GRANTEE SCREEN

Grantee/PJ

View Grantee/PJ

Profile

Grantee/PJ Name: (tip)
BREVARD COUNTY, FL

Organizational DUNS #: (tip)
10-652-0666

Ext:

Organization Type: (tip)
Local government

EIN/TIN #: (tip)
59-6000523

HUD Field Office: (tip)
JACKSONVILLE

Organization Web Site: (tip)

LOCCS Banking Access:(tip)
Yes

CDBG Banking Established in LOCCS:(tip)
No

HOME Banking Established in LOCCS:(tip)
No

ESG Banking Established in LOCCS:(tip)
No

HOPWA Banking Established in LOCCS:(tip)
No

HOPWA-C Banking Established in LOCCS:(tip)
No

Status:
Active

Address

Address:(tip)

2725 Judge Fran Jamieson Way

City:
Viera

State/Territory:
FL

Zip Code:
32940-6605

View Contact Information

FO users who can monitor programs:

HOPWA-Competitive: Select User FO

FO Users Who can Approve Plan:

Select User FO

FO Users Who can Approve Caper:

Select User FO

Program Specific Information

Program	Alternate Name	Payee Name	Payee DUNS	Payee TIN	Payee since
CDBG					
HOME	BREVARD COUNTY CONSORTIUM				
ESG					
HOPWA					
CDBG-R					
HPRP					
TCAP					
HESG					
HOPWA-C					

System Baseline Program Year

Program Year:
1994

Program Year Start Date : (tip)
10/01/1994

Program Year End Date: (tip)
09/30/1995

View Program Years

The only fields that perhaps require a little explanation are:

- STATUS can be either **Active** or **Inactive**. Inactive means the grantee has been blocked from logging into IDIS.
- SYSTEM BASELINE PROGRAM YEAR shows the earliest program year assigned by IDIS, and so is of very little significance to end users.

To review grantee contact names and addresses, click the [View Contact Information] button. Click the [View Program Years] button to access a list of your organization's program year start and end dates.