

# The HOME Program



## IDIS Training Manual for PJs



U.S. Department of Housing and Urban Development

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# INTRODUCTION

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## Purpose

The primary purpose of the HOME *IDIS Training Manual for PJs* is to train HOME PJ users on how to set up and complete HOME activities in IDIS, report accomplishments, and run and interpret HOME reports. Since HOME activity setup and completion are part of a larger process, additional topics are discussed or reviewed.

## Intended Audience

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

## How this Manual is Organized

Following a brief overview of IDIS components, the manual covers the specifics of setting up and completing HOME rental, homebuyer, homeowner rehabilitation, tenant-based rental assistance, and admin-only activities. Two HOME-specific IDIS options, Review HOME Activity Status and Search HOME Activities, are explained next, followed by chapters on canceling activities with HOME draws, returning HOME funds, and receipting HOME program income. HOME reports are covered in the final chapter.

The appendices of the manual provide a review of general IDIS functions including setting up and revising IDIS projects, funding activities, creating, approving, and maintaining drawdowns, and creating and maintaining subfunds and subgrants.

A manual of online exercises that supplement the material presented in the Training Manual is available separately. Each exercise corresponds to a particular lesson in the Training Manual. The Exercise Manual is intended to be used in conjunction with the Training Manual, and should not be regarded as a stand-alone training tool.

## How to Use The Training and Exercise Manuals

The Training and Exercise Manuals are designed for use in the Pseudo Region of IDIS.

There are several regions in IDIS, each with a different purpose. Real-time “live” data is entered in the Production Region, which is accessed through the map on the IDIS logon page. The Pseudo Region is accessed through the IDIS Practice Area link in the text above the map. Pseudo mirrors the Production system and is refreshed monthly with a copy of your Production data. Pseudo lets you practice the functionality and navigation processes in IDIS using your own data without affecting Production. A third region is IDIS Training, which has been used by training contractors for generic IDIS basic training. The Training region is not necessarily kept current with Production and contains fictional data.

Students have found it useful to log into the Pseudo region of IDIS with the Training Manual on one side of their computer and the Exercise Manual on the other so that the step-by-step lessons can be easily followed.



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# Chapter 1

## AN OVERVIEW OF IDIS

---

The system overview presented in this chapter describes the framework in which you will be setting up, funding, drawing funds for, and completing HOME activities.

### IDIS COMPONENTS

The basic components of IDIS are:

- Grants, Subfunds, and Subgrants
- Consolidated Plan/Annual Action Plan
- Projects
- Activity Setup
- Activity Funding
- Drawdowns
- Activity Completion
- Reporting
- 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, 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 a maximum of 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 a minimum of 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), and general subgrants (SU).

### Consolidated Plan and 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 HOME, CDBG, ESG, and/or HOPWA funds in the upcoming year.

## **Projects**

As stated above, the Action Plan includes a list of projects that the grantee proposes to carry out with CPD funds. These projects are high-level descriptions of what the grantee intends to accomplish over the next year. Projects also serve as the chief mechanism for organizing and tracking related activities in IDIS. Examples of projects are First-Time Homebuyer, Tenant-Based Rental Assistance, and Administration. Information about each Plan project, such as project title, description, estimated budget, and expected accomplishments, is either uploaded into IDIS or entered directly into the system by the grantee.

## **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, estimated cost, 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. IDIS determines from the setup data the types of HOME funds that can be spent on the activity. As an example, CHDO Reserve (CR) and CHDO Loan (CL) will be funding options only if an activity is set up as a CHDO activity.

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 "complete." 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 both the activity estimate and the funded amount equal to the amount disbursed.

## **Reporting**

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), and the Status of CHDO Funds (PR25), are specific to the HOME Program.

## Security

IDIS enforces two types of security. The first type controls the IDIS functions that a user may perform. Some of the IDIS functions controlled by user ID are set up activity, revise activity, create drawdown, approve drawdown, and run reports. 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 CPD programs in IDIS (currently CDBG, ESG, HOME, and HOPWA), 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.

## THE IDIS MAIN MENU

All IDIS functions are accessed from the Main Menu:

```

01/19/06      THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM      C04MM01
10:16:31

                                MAIN MENU

                                A  SET UP ACTIVITY
                                B  REVISE ACTIVITY
                                C  VIEW ACTIVITY
                                D  DRAWDOWN MENU
                                E  REPORTS MENU
                                F  UTILITIES MENU
                                G  SUBGRANT & SUBFUND MENU
                                H  RECEIPTS MENU
                                I  ACTIVITY FUNDING MENU
                                J  PLAN/PROJECT MENU
                                K  GO TO MENU
                                L  IDIS NEWS MENU
                                X  EXIT IDIS

                                TYPE SELECTION AND PRESS ENTER      a 00
    
```

Select Option...	To...
A SET UP ACTIVITY	Create a new activity.
B REVISE ACTIVITY	<ul style="list-style-type: none"> <li>Complete the setup of an activity.</li> <li>Update or correct previously entered information.</li> <li>Enter completion information for an activity.</li> <li>Change the status of an activity to "complete" or "cancelled."</li> </ul>
C VIEW ACTIVITY	View an activity when you do not wish (or are not authorized) to edit the data.

Select Option...	To...
D DRAWDOWN MENU	<ul style="list-style-type: none"> <li>• Create and maintain drawdown vouchers.</li> <li>• View activity funding details.</li> <li>• View grant information.</li> </ul>
E REPORTS MENU	Generate and download IDIS reports and data extracts.
F UTILITIES MENU	<p>Perform system administration functions, such as updating a user's security profile or adding a new CHDO to IDIS.</p> <p>Access to this option is restricted to the IDIS system administrator, local IDIS administrators and designated Field Office personnel, and is not addressed in this manual. For information about the utilities option, refer to Chapter 15 of the <i>IDIS Reference Manual</i>.</p>
G SUBGRANT AND SUBFUND MENU	Create and maintain IDIS subfunds (e.g., HOME Administration, CHDO Reserve, and CHDO Operating Expenses) and subgrants of funds to other organizations.
H RECEIPTS MENU	Receipt and track program income (PI) in IDIS. Once received, PI can be used for activity funding and drawdowns.
I ACTIVITY FUNDING MENU	<p>Assign (commit) funds to activities. Funds are committed by fund type, which for HOME include:</p> <ul style="list-style-type: none"> <li>AD - Administration</li> <li>CC - CHDO Capacity Building</li> <li>CL - CHDO Loan</li> <li>CO - CHDO Operating Expenses</li> <li>CR - CHDO Reserve</li> <li>EN - Entitlement</li> <li>PI - Program Income</li> <li>SU - Subgrant</li> </ul>
J PLAN/PROJECT MENU	<ul style="list-style-type: none"> <li>• Verify information uploaded from your organization's Consolidated Plan/Action Plan.</li> <li>• Add and revise projects.</li> </ul>
K GO TO MENU	More quickly access frequently-used IDIS screens.
L IDIS NEWS MENU	Review archived news messages. New messages are automatically displayed when you log on to IDIS.
X EXIT IDIS	Exit the system. Always use this option to end your session. Otherwise, you may still be logged on to IDIS when you disconnect from the Internet.

## Chapter 2

# HOME ACTIVITY SETUP: THE COMMON PATH

---

The Common Path consists of four screens that must be completed for every IDIS activity. They are the first screens displayed when you set up a new activity or revise an existing one.

Each of the four CPD programs has its own requirements for these screens. This chapter provides guidance on how to complete them for HOME-funded activities.

## GUIDELINES FOR HOME ACTIVITIES

Although you are required to fill in the Common Path for HOME-funded activities, very little of the information you enter is used by the HOME Program Office. The only Common Path data elements HOME uses for evaluating PJ performance and for reporting to Congress and other constituents are:

- HUD Activity Number (a system-generated identifier)
- Activity Name
- Initial Funding Date (also system-generated)
- Activity Status Code
- Completion Date

The activity status code is especially important because only completed activities are included in HOME accomplishment reports and PJ SNAPSHOTS. For this reason, it is critical that you update the status code of a completed activity promptly, but not later than 120 days after the final draw for the activity.

For activities that are jointly funded by HOME and by CDBG, ESG, or HOPWA, follow the other program's rules for the Common Path. Otherwise, except for the few data elements the HOME Program Office requires, fill in the required Common Path fields with information that is most useful to your organization.

## THE COMMON PATH SCREENS

This section provides a brief review of the Common Path screens from the HOME perspective. Some familiarity with the Common Path is assumed. For detailed (and less program-specific) instructions, refer to Chapter 4 of the *IDIS Reference Manual*.

When you choose Main Menu option **A**, Set Up Activity, and press <Enter>, the first of four Common Path screens is displayed:

## Setup Activity Screen

```

01/17/06  10:17                      SETUP  ACTIVITY                      C04MA01
CURRENT OWNER:  ALBUQUERQUE
CPS PROJECT NUMBER:  _____  PROGRAM YEAR:  _____

PROJECT TITLE:  _____

GRANTEE ACTIVITY NBR:  _____  HUD ACTIVITY NBR:  _____

ACTIVITY NAME:  _____

ADDRESS/LOCATION:  _____
                  _____
                  _____

LOCALITY:  _____  STATE:  __  ZIP:  _____ - _____

DESCRIPTION:  _____
              _____
              _____

F1 = OWNER HELP  F2 = PROJ HELP  F3 = VALDT  F4 = MAIN MENU
F5 = PROJ INFO  F8 = NEXT  F9 = SAVE
    
```

Field	Description
CURRENT OWNER	This field identifies the PJ who owns the Action Plan projects that the activity you are adding will be set up under.  If you are setting up an activity on behalf of a PJ and are not logged into the system as that PJ, press <F1> to display the Activity Owner List screen. Select the PJ who owns the activity you are setting up and press <Enter> to return to the MA01 screen.
CPS PROJECT NUMBER PROGRAM YEAR	Every IDIS activity must be associated with an Action Plan project that has been either uploaded to or entered directly in IDIS. These two fields are where you make that association.  Enter the project number and program year if you know them. Otherwise, with the cursor in the CPS PROJECT NUMBER field, press <F2> to display and select from a list of your projects by program year.
PROJECT TITLE	This is a protected field. The name of the project you have selected is displayed only after you press an F-key or <Enter>.
GRANTEE ACTIVITY NBR	This field is optional, and is not used by HOME. If you wish to assign your own identifier to an activity, enter it here.
HUD ACTIVITY NBR	This is a protected field. After you save your input, IDIS generates a number that uniquely identifies the activity and displays it in this field.  Because HUD ACTIVITY NUMBER is used so extensively in other IDIS functions, such as funding and draws, many PJs keep a log of IDIS activity IDs.



Field	Description
ACTIVITY NAME	This is a required field. Enter an appropriate name for the activity, following the naming conventions your PJ has established.
ADDRESS/LOCATION, LOCALITY, STATE, ZIP	<p>These fields are optional. If you choose to enter the address of a HOME rental, homebuyer, or homeowner rehab activity here, it will be carried forward to the HOME setup screen (where address is required). For the address to carry forward to the HOME screen correctly:</p> <ul style="list-style-type: none"> <li>On the first line of the ADDRESS/LOCATION field, enter the street name and number if a single property is to be assisted; for a multi-address activity, enter a description of the activity location.</li> <li>For both single- and multi-address activities, input the city in LOCALITY, and fill in STATE, and ZIP.</li> <li>HOME does not require an address for TBRA activities, and would prefer that you not enter addresses for activities funded only with HOME Administration (AD), CHDO Operating Expense (CO), or CHDO Capacity Building (CC) funds.</li> </ul> <p>The <i>only</i> type of address that should be entered for a HOME-funded activity is the physical location of HOME-assisted housing units.</p>
DESCRIPTION	This field is optional for HOME-funded activities.

When you are finished, press <Enter> to save your data and display the next Common Path screen.

## Process Activity Screen

```

01/17/06   10:38                PROCESS ACTIVITY                C04MA03

PROJECT TITLE:   Homeowner Housing Rehabilitation

GRANTEE ACTIVITY NBR:                HUD ACTIVITY NBR:   000000014552

ACTIVITY NAME:   MONROE, LOUISE AND JAMES

HUD MATRIX CODE: 14A   Rehab; Single-Unit Residential

IS THE PURPOSE OF THIS ACTIVITY TO:
  HELP PREVENT HOMELESSNESS? (Y/N):  _
    HELP THE HOMELESS? (Y/N):        N
    HELP THOSE WITH HIV/AIDS? (Y/N):  N
    PRIMARILY HELP PERSONS WITH DISABILITIES? (Y/N):  _
GENERATE PROGRAM INCOME? (Y/N):  _   INITIAL FUNDING DATE:  _ / _ / ____

ENVIRONMENTAL ASSESSMENT CODE:  _
WILL ANOTHER ENTITY OR CHDO HAVE ACCESS TO THE ACTIVITY? (Y/N):        N
THIS ACTIVITY IS SET UP FOR:

F1 = HELP    F3 = VALDT    F4 = MAIN MENU    F5 = PROJ INFO
F7 = PREV    F8 = NEXT     F9 = SAVE

```

Field	Description
PROJECT TITLE GRANTEE ACTIVITY NBR HUD ACTIVITY NBR ACTIVITY NAME	These read-only fields identify the activity you are processing. They are populated with information from the previous screen.
HUD MATRIX CODE	This field is required, but not used by HOME. It is initially populated with the matrix code from the activity's associated project, but can be updated here. Pressing <F1> displays a list of the matrix codes.
IS THE PURPOSE OF THIS ACTIVITY TO...	The next four fields are required, but not used by HOME. They, too, are initially populated with project-level data, but can be updated here. Enter <b>Y</b> (yes) or <b>N</b> (no) in each field, as appropriate.
GENERATE PROGRAM INCOME? (Y/N)	This field is required, but not used by HOME. Enter <b>Y</b> if the activity will generate program income, or <b>N</b> if it will not.
INITIAL FUNDING DATE	This is a protected field, populated with the date that funds were first committed to the activity through Main Menu option I, Activity Funding. Until the activity has been funded, the INITIAL FUNDING DATE is blank.
ENVIRONMENTAL ASSESSMENT CODE	This field is required, but not used by HOME. Valid codes are: <b>A</b> Exempt <b>C</b> Complete <b>D</b> Underway  For HOME rental, homebuyer, and homeowner rehab activities, the code should always be <b>C</b> , since HOME regulations require the environmental review to be completed before the activity is funded [see 24 CFR 92.352(b)(1)].  For TBRA activities and activities funded only with Administration (AD), CHDO Operating Expense (CO), or CHDO Capacity Building (CC) funds, the code should always be <b>A</b> .  If you leave this field blank, it will automatically be set to <b>A</b> .
WILL ANOTHER ENTITY OR CHDO HAVE ACCESS TO THE ACTIVITY? (Y/N)  THIS ACTIVITY IS SET UP FOR	To give another organization* IDIS access to the activity, enter <b>Y</b> and press <Enter> to display the Sub Recipient List screen. <Tab> to the name of the organization you want to select, enter <b>X</b> , and press <Enter>. The MA03 screen is redisplayed showing the name you selected in THIS ACTIVITY IS SET UP FOR. Staff at that organization who have an IDIS logon ID will now be able to revise, fund, cancel, or complete the activity.  Otherwise, leave the WILL ANOTHER ENTITY... field set to its default value of <b>N</b> .

When you are finished, press <Enter> to save your data and display the third Common Path screen.

\*You can give access to any of your subgrantees, not just Other Entities or CHDOs.

## Setup Activity Screen

None of the fields on this screen are required by HOME at setup.

01/17/06 10:43 SETUP ACTIVITY C04MA04

GRANTEE ACTIVITY NBR: HUD ACTIVITY NBR: 000000014552

ACTIVITY NAME: MONROE, LOUISE AND JAMES  
 ACTIVITY STATUS CODE: 4 FUNDS BUDGETED COMPLETION DATE: \_\_ / \_\_ / \_\_\_\_

ACCOMPLISHMENTS FOR THIS ACTIVITY REPORTED AT ANOTHER ACTIVITY (Y/N): N  
 ACCOMPLISHMENT DATA: REPORT YEAR: 2006

TYPE	UNITS
PROPOSED ___	_____
ACTUAL ___	_____

ACCOMPLISHMENTS NARRATIVE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F1 = HELP F3 = VALD F4 = MAIN F5 = PROJ INFO F7 = PRV F8 = NXT F9 = SAVE  
 F10 = MA09 F11 = INSRT F13 = DELET F14 = UPD LG NARR F17 = BACK F18 = FWD

Field	Description
GRANTEE ACTIVITY NBR HUD ACTIVITY NBR ACTIVITY NAME	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen.
ACTIVITY STATUS CODE	This field is required. The valid status codes are <ol style="list-style-type: none"> <li>1 Cancelled</li> <li>2 Complete</li> <li>3 Underway</li> <li>4 Funds Budgeted</li> </ol> IDIS assigns a status of <b>4</b> to a new activity. At setup, the status can only be changed to <b>1</b> . The status codes are fully explained in the section on revising activities (see page 2-8).
COMPLETION DATE	IDIS automatically assigns the current date to this field when you change the ACTIVITY STATUS CODE to <b>1</b> or <b>2</b> .
ACCOMPLISHMENTS FOR THIS ACTIVITY REPORTED AT ANOTHER ACTIVITY (Y/N)	This field is optional, and is not used by HOME.
REPORT YEAR	This field is not used by HOME.

Field	Description
ACCOMPLISHMENTS DATA	The PROPOSED/ACTUAL TYPE and UNITS fields are optional, and are not used by HOME.
ACCOMPLISHMENTS NARRATIVE	This field is optional, and is not used by HOME.

When you are finished, press <Enter> to save your data and display the next Common Path screen.

## Setup Activity Screen

```

01/17/06  10:47                SETUP  ACTIVITY                C04MA08

GRANTEE ACTIVITY NBR:                HUD ACTIVITY NBR:  000000014552

ACTIVITY NAME:  MONROE, LOUISE AND JAMES
TOTAL ESTIMATED AMOUNT:  _____

INDICATE PROGRAM(S) TO BE ADDRESSED

ENTER (X) TO SELECT PROGRAM, (D) TO DELETE EXISTING PROGRAM PATH

      _  CDBG
      _  ESG
      _  HOME
      _  HOPWA

F3 = VALDT   F4 = MAIN MENU   F5 = PROJ INFO   F7 = PREV   F8 = NEXT
F9 = SAVE    F10 = MA09       F13 = DELETE
    
```

Field	Description
GRANTEE ACTIVITY NBR HUD ACTIVITY NBR ACTIVITY NAME	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen.
TOTAL ESTIMATED AMOUNT	Enter the estimated amount, in dollars and cents, of total HOME, CDBG, ESG, and HOPWA funds (including program income) budgeted for this activity. Do not include funds that are not tracked in IDIS.  Entering a TOTAL ESTIMATED AMOUNT does not commit funds to the activity. When you do commit funds through the Activity Funding option, you will not be allowed to fund the activity for more than the amount you input here.
INDICATE PROGRAM(S) TO BE ADDRESSED	To continue with HOME activity setup, <Tab> to the selection field next to HOME and enter <b>X</b> .

When you are finished, press <Enter> to save your data and display the HOME Menu.

## REVISING ACTIVITIES

When you need to update an activity (e.g., finish setting it up, modify previously entered information, enter or update HOME setup and completion data, or change its status code), choose Main Menu option **B**, Revise Activity, and press <Enter> to display Revise Activity screen C04MA09:

```

01/17/06   10:52                REVISE ACTIVITY                C04MA09

CURRENT OWNER:   ALBUQUERQUE
CPS PROJECT NUMBER:   _____ PROGRAM YEAR:   _____

PROJECT TITLE:   _____

GRANTEE ACTIVITY NBR:   _____ HUD ACTIVITY NBR:   _____

SELECTION:      X - REVISE ACTIVITY      C - COPY ACTIVITY      M - MOVE ACTIVITY

SEL  HUD ACTIVITY   GRANTEE ACT          ACTIVITY NAME          ACTIVITY
ONE  NUMBER         NUMBER              STATUS

-   _____   _____   _____   _____
-   _____   _____   _____   _____
-   _____   _____   _____   _____
-   _____   _____   _____   _____
-   _____   _____   _____   _____
-   _____   _____   _____   _____
-   _____   _____   _____   _____

F1 = OWNER HELP   F2 = PROJ HELP   F4 = MAIN MENU   F5 = PROJ INFO
F7 = PREV         F8 = NEXT       F17 = UP        F18 = DOWN
    
```

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

- Enter the activity's HUD ACTIVITY NBR (you don't have to type in the leading zeros).
- Input the activity's CPS PROJECT NUMBER and PROGRAM YEAR (and optionally GRANTEE ACTIVITY NBR), and press <Enter>. The MA09 screen is redisplayed showing all of the activities that have been set up under that project (and with that grantee activity number, if one has been entered). <Tab> to the one to be updated and input an **X\*** in the SEL(ECT) ONE field next to it.
- Press <F2> to display a list of your projects by program year. <Tab> to the project you want to select, enter **X**, and press <Enter>. The MA09 screen is redisplayed showing all of the activities that have been set up under the selected project. <Tab> to the one to be updated and input an **X** in its SEL(ECT) ONE field.

Once you have identified the activity to be updated, press <Enter> to display the first update screen. It is a slightly modified version of the first Common Path screen shown when you add a new activity (see page 2-2). As you work through the activity update process, the second, third, and fourth Common Path screens are displayed in update mode.

\*For information about the other two selection codes (**C** to copy an activity, **M** to move it to another program year and/or project) that can be entered in the SEL ONE field, refer to Chapter 4 of the *IDIS Reference Manual*.

## Updating the Activity Status Code

As mentioned earlier, valid values for the ACTIVITY STATUS CODE field on the third Common Path screen (shown on page 2-5) are:

- 1 Cancelled
- 2 Complete
- 3 Underway
- 4 Funds Budgeted

IDIS automatically assigns an initial status of “Funds Budgeted” to a new activity, and changes it to “Underway” after the first draw is made. It is your responsibility to indicate when an activity has been completed or cancelled. Updating the status field in a timely manner benefits both you and the HOME Program Office, as explained on page 2-1.

### Changing the Status to “Complete”

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). You can set the ACTIVITY STATUS CODE to “Complete” only if its current status is “Underway” (indicating that funds have been drawn). Additionally, you must have entered all required information on the HOME completion screens. If any of the required completion data is missing, the system displays an error message.

To specify an activity completion date different from the system default of today’s date, enter **2** in ACTIVITY STATUS CODE and press <Enter>. You can enter any date between the activity’s INITIAL FUNDING DATE (see page 2-4) and today.

When the status is successfully updated to “Complete,” any undrawn funds that have been committed to the activity through the Activity Funding option will be released, and both the estimated and funded amounts will be adjusted to equal the drawn amount.

### Changing the Status to “Cancelled”

Canceling an activity before funds have been drawn for it is easy. The status of an activity with no draws will always be “Funds Budgeted.” Change the **4** to a **1** and press <Enter> or <F9> to set the status to “Cancelled.” Funds that have been committed to the activity through the Activity Funding option will be released automatically.

Instructions for canceling an activity with draws (indicated by a status of “Underway”) are provided in Chapter 15.

### Changing the Completion Date

To modify an activity’s COMPLETION DATE, first change the ACTIVITY STATUS CODE from **2** to **3** and save the change. Then set the ACTIVITY STATUS CODE back to **2** and press <Enter>. The COMPLETION DATE field becomes unprotected, Update the field, and press <F9> to save.

# Chapter 3

## THE HOME MENU AND HOME SCREEN NAVIGATION

### THE HOME MENU

The HOME Menu provides access to all of the HOME-specific screens in IDIS.

### Accessing the HOME Menu

You can access the HOME Menu from two different locations in IDIS:

- On the last Common Path screen, enter **X** in the HOME field and press <Enter>.
- If you have already completed the Common Path for an activity:
  1. Select the GO TO option on the IDIS Main Menu and press <Enter>.
  2. On the GO TO Menu, select option **04**, HOME SCREEN, and press <Enter>.
  3. On the Revise Activity screen, specify the activity you want to revise and press <Enter>.

The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed at the top of the HOME Menu, along with the system-generated IDIS Activity ID.

```

                                HOME MENU                                HM00
Grantee Activity ID              IDIS Activity ID      4898
Activity Name                    ALBERT AND TINA HUGHES

      SET UP ACTIVITY
      A Rental
      B Homebuyer
      C Homeowner Rehab
      D Tenant-Based Rental Assistance (TBRA)
      E Activity Funded Only with AD/CO/CC

      REVIEW ACTIVITY
      F Review Activity Status
      G Search Activities

      COMPLETE ACTIVITY
      H Costs & Beneficiaries
      I Costs Only
      J Beneficiaries Only

Type selection and press <ENTER>  _      Change to activity ID _____

F4=MAIN MENU                      F7=PREV                            F10=GO TO REVISE ACTIVITY
```

## Menu Options

### Set Up Activity

The HOME Menu has a separate setup option for each of the five categories of HOME-eligible activities, sometimes referred to as tenure types in IDIS. Choose option:

**A – Rental** to set up a rental activity or to update setup information you entered previously. PJs may use HOME funds to acquire, rehabilitate, or construct affordable rental housing. Rental activities are covered in Chapters 4 and 5.

**B – Homebuyer** to set up a homebuyer activity or to update setup information you entered previously. HOME funds may be used to finance the acquisition and/or new construction or the acquisition and rehabilitation of homes for homebuyers. Homebuyer activities are covered in Chapters 6 and 7.

**C – Homeowner Rehab** to set up a homeowner rehabilitation activity or to update setup information you entered previously. PJs may use HOME funds to assist existing homeowners with the repair, reconstruction, or rehabilitation of their homes. Homeowner rehab activities are covered in Chapters 8 and 9.

**D – Tenant-Based Rental Assistance (TBRA)** to set up a TBRA activity or to update information you entered previously. Tenants may receive HOME funds to pay for rent, security deposits, and utility costs and deposits. TBRA activities are covered in Chapter 10.

**E – Activity Funded Only with AD/CO/CC** to set up an activity that you will fund *only* with Administration (AD), CHDO Operating Expenses (CO), and/or CHDO Capacity Building (CC) funds. AD/CO/CC activities are covered in Chapter 11.

The next time you access the HOME Menu for an activity, the setup option you previously selected is highlighted. If you change the activity tenure type by selecting a different option\*, some of the setup information (such as performance measurement objective and outcome) you input earlier will be retained, but other setup fields (such as estimated HOME units and cost) will need to be re-entered. The same is true of any completion data you may have already input.

### Review Activity

Choose option:

**F – Review Activity Status** to display summary information about an activity, including type, status code, funded and drawn amounts, estimated units and costs, and actual units and costs. The status screen also shows if the setup data that must be input before the activity can be funded has been entered, and if all completion data that must be input before the activity status code can be changed to “complete” has been entered. The Review Activity Status screen is covered in Chapter 13.

**G – Search Activities** to search your HOME-funded activities by program year, project ID, setup and completion date, status code, tenure type, occupant codes, and activity name. The Search HOME Activities function is covered in Chapter 14.

---

\*You will not be allowed to change the tenure type to Homeowner Rehab or TBRA if CHDO funds have already been committed to the activity, since CHDOs are not eligible to perform those activities.



## Complete Activity

These options give you access to the completion screens for rental, homebuyer, and homeowner rehab activities (TBRA and AD/CO/CC activities do not have separate completion screens). Choose option:

- H – Costs & Beneficiaries** to display all activity completion screens in sequence.
- I – Costs Only** to go directly to the cost completion screen(s) for the activity.
- J – Beneficiaries Only** to go directly to the beneficiaries completion screen for an activity.

Note: You will not be able to go directly to the cost or beneficiaries screen for an activity until you have entered all required information on the first two completion screens. IDIS continues to display those two screens until they have been filled in, regardless of the completion option selected.

## The “Change to Activity ID” Field

The CHANGE TO ACTIVITY ID field at the lower right of the Menu lets you switch from one HOME activity to another without having to go through the Common Path screens.

For example, let’s say you have just updated the beneficiary information for activity 123 and need to do the same for activity 456. Type ‘456’ in CHANGE TO ACTIVITY ID and press <Enter>. The HOME Menu is redisplayed with the message “Activity changed from 123” and ready for you to process activity 456.

## NAVIGATING THE HOME SCREENS

The keyboard commands used to navigate a mainframe system like IDIS are very different from those used for PC and Internet applications. Navigation keys used on the HOME screens are reviewed below.

### Moving the Cursor

The input fields on IDIS screens are displayed in green. Fields colored blue—and all other areas of the screen—are protected from input. To move the cursor from one input field to another and automatically skip over the protected areas, use the following keys:

Key	Function
<Tab>	Moves the cursor forward to the next input field. If the data you enter completely fills a field, the cursor automatically moves to the next input field.
<Shift + Tab>	Moves the cursor back to the previous input field.
<Space bar>	Deletes input data one character at a time.
<End>	Within a field, deletes input from where the cursor is positioned to the end of the field.
<Home>	Moves the cursor to the first input field on the screen.

Do not use the <Enter> key to move from field to field; IDIS interprets <Enter> as a request to communicate information to the mainframe.

## The <Enter> Key

Pressing <Enter> first validates your input. If no errors are found, it then saves the data and displays the next screen. Otherwise, the current screen is redisplayed with the fields in error highlighted in red. All errors must be corrected before you can proceed to the next screen.

## HOME Screen Function Keys

At the bottom of each HOME screen is a row showing the function keys in effect on that screen. The most frequently used function keys are described below; others are discussed in the context of the screens where they are used.

Key	Function
F1 = HELP	Displays a help screen (if one is available) for the field in which the cursor is positioned.
F3 = VALDT	Validates your input and redisplay the current screen. Fields containing errors and required fields that have been left blank are highlighted in red, and must be corrected before you can proceed to the next screen.
F4 = MAIN MENU	Displays the IDIS Main Menu.  Caution! If you press <F4> without pressing <F9>, any data you have entered on the current screen will be lost.
F5 = PROJ INFO	Displays the Project Information screen for the current project.
F7 = PREV	Displays the previous screen.  Caution! If you press <F7> without pressing <F9>, any data you have entered on the current screen will be lost.
F8 = NEXT	Validates your input, saves the data, and displays the next screen.
F9 = SAVE	Validates your input, saves the data, and redisplay the current screen.
F10 = GO TO REVISE ACTIVITY	Displays the Common Path Revise Activity screen (C04MA09). <F10> is available only on the HOME Menu.
F15 = ALT	Displays the alternate version of the cost screen.  On most keyboards, <Shift + F3> is equivalent to <F15>.
F17 = UP	Scrolls up (back) through data that cannot all be displayed on one screen.  On most keyboards, <Shift + F5> is equivalent to <F17>.
F18 = DOWN	Scrolls down (forward) through data that cannot all be displayed on one screen.  On most keyboards, <Shift + F6> is equivalent to <F18>.

# Chapter 4

## SINGLE-ADDRESS RENTAL ACTIVITIES

---

In this chapter, you will learn 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. The five-unit minimum only applies if one unit is owner-occupied.

### ACTIVITY SETUP

The first step in setting up any HOME activity is to fill in the four Common Path screens (see Chapter 2).

On the HOME Menu, select option **A**, Rental, and press <Enter> to display the first of five HOME rental setup screens. Instructions for completing each screen are provided below.

### Set Up Activity: CHDO Questions Screen

The CHDO Questions screen is displayed the first time you access the setup screens for a rental activity. It is not shown again unless the initial funding for the activity is a CHDO loan or you request that it be displayed (you will learn how to do this on page 4-7).

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

```

                                SET UP ACTIVITY: CHDO QUESTIONS                                HM01
Grantee Activity ID              IDIS Activity ID              4165
Activity Name                    EDGECREST APARTMENTS
CR ACTIVITY?                    Will the activity be funded with CR (Y/N)?  _
                                If yes:
                                CHDO Acting As          _
                                1  Owner
                                2  Sponsor
                                3  Developer
                                Will initial funding be a CHDO Site
                                Control and/or Seed Money Loan (Y/N)?  _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
CR ACTIVITY? Will the activity be funded with CR (Y/N)?	If CHDO Reserve (CR)—including CHDO Loan—funds are to be spent on the activity, enter <b>Y</b> . Otherwise, enter <b>N</b> or leave the field blank (a yes/no field left blank is automatically set to <b>N</b> ).
CHDO Acting As	<p>If the activity will be funded with CR, enter the code indicating if the CHDO is acting as the owner, sponsor, or developer of the rental housing. The codes are:</p> <ol style="list-style-type: none"> <li><b>1</b> 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.</li> <li><b>2</b> 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.</li> <li><b>3</b> 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.</li> </ol> <p>If the activity will not be funded with CR, leave the CHDO ACTING AS field blank.</p>
Will initial funding be a CHDO Site Control and/or Seed Money Loan (Y/N)?	<p>If the activity will be funded initially with a CHDO Loan, enter <b>Y</b>. Otherwise, enter <b>N</b> or leave the field blank.</p> <p>For information on CHDO predevelopment loans, see 24 CFR 92.301.</p> <p>You will learn how to set up a CHDO Loan activity in Chapter 12.</p>

**TIP** For activities that will not be funded with CR, just press <Enter> or <F8> when the CHDO Questions screen is displayed. IDIS will default the two yes/no fields to **N** and CHDO ACTING AS to a blank.

When you have finished, press <Enter> or <F8> to save your input and display the next rental setup screen.

## Activity Setup: Objective and Outcome Screen

Performance Measurement (PM) data is entered on this screen, where you will identify the objective (purpose) and outcome (result) you intend to achieve by carrying out this activity. For more information about PM, go to [www.hud.gov/offices/cpd/about/performance/training/index.cfm](http://www.hud.gov/offices/cpd/about/performance/training/index.cfm).

```

ACTIVITY SETUP: OBJECTIVE AND OUTCOME                                HM01-A
Grantee Activity ID                                                HUD Activity ID    4165
Activity Name              EDGECREST APARTMENTS

OBJECTIVE
  1 Create suitable living environments
  2 Provide decent affordable housing
  3 Create economic opportunities

OUTCOME
  1 Availability/accessibility
  2 Affordability
  3 Sustainability

F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE

```

Field	Description
Grantee Activity ID HUD Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated HUD Activity ID.
OBJECTIVE	<p>Enter the code for the objective that best reflects your intent in setting up this activity. Brief descriptions of the objectives are provided on the &lt;F1&gt; help screen for this field.</p> <p>Because the objective of most HOME activities will be to PROVIDE DECENT AFFORDABLE HOUSING, the system will assign a value of <b>2</b> if you leave the field blank.</p> <p>PJs have asked why CREATE ECONOMIC OPPORTUNITIES is a choice for HOME-funded activities. The reasons are: (1) the Performance Measurement work group stipulated that all three objectives were to be valid for all four CPD formula programs, and (2) creating economic opportunities could be the objective of an activity jointly funded by HOME and another CPD program.</p>

Field	Description
OUTCOME	<p>Enter the code for the outcome that best reflects the results you are seeking to achieve with this activity. Brief descriptions of the outcomes are provided on the &lt;F1&gt; help screen for this field.</p> <p>Because the outcome of most HOME activities will be AFFORDABILITY, the system will assign a value of <b>2</b> if you leave the field blank.</p>

**TIP** To assign an objective of PROVIDE DECENT AFFORDABLE HOUSING and an outcome of AFFORDABILITY to an activity, just press <Enter> or <F8> when the Objective and Outcome screen is displayed. IDIS will default both fields to **2**.

When you have finished, press <Enter> or <F8> to save your input and display the next rental setup screen.

## Set Up Activity: Special Characteristics Screen

On this screen, you will fill in several yes/no fields about the location of the activity. You are also asked to indicate if the organization that will carry out the activity is faith-based.

SET UP ACTIVITY: SPECIAL CHARACTERISTICS		HM01-B
Grantee Activity ID		HUD Activity ID 4165
Activity Name	EDGECREST APARTMENTS	
ACTIVITY LOCATION	Type 'Y' next to any that apply:	
	<ul style="list-style-type: none"> <li>_ CDBG strategy area</li> <li>_ Local target area</li> <li>_ Presidentially declared major disaster area</li> <li>_ Historic preservation area</li> <li>_ Brownfield redevelopment area</li> <li>_ Conversion from non-residential to residential use</li> <li>_ Colonia</li> </ul>	
FAITH-BASED ORGANIZATION	Will this activity be carried out by a faith-based organization (Y/N)? _	
F1=HELP F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE		

Field	Description
Grantee Activity ID HUD Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
ACTIVITY LOCATION	For each item, enter <b>Y</b> if it applies to the location of the activity you are setting up. Otherwise, enter <b>N</b> or leave the field blank (a yes/no field left blank is automatically set to <b>N</b> ). More than one item may be <b>Y</b> ; all items may be <b>N</b> .  Press <F1> to display definitions for the items on the list.  Note: The COLONIA field is displayed only for PJs in Arizona, California, New Mexico, and Texas.
FAITH-BASED ORGANIZATION	Enter <b>Y</b> if a faith-based organization will carry out the activity. Otherwise, enter <b>N</b> or leave the field blank.

When you have finished, press <Enter> or <F8> to save your input and display the next rental setup screen.

## Set Up Rental Activity Screen

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

SET UP RENTAL ACTIVITY HR01

Grantee Activity ID \_\_\_\_\_ IDIS Activity ID 4165  
 Activity Name EDGECREST APARTMENTS

ACTIVITY TYPE \_\_\_\_\_

1 Rehab Only	4 Acquisition & Rehab
2 New Construction Only	5 Acquisition & New Construction
3 Acquisition Only	

PROPERTY ADDRESS \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_

County Code \_\_\_\_\_

ACTIVITY ESTIMATES HOME Units \_\_\_\_\_ HOME Cost \_\_\_\_\_

MULTI-ADDRESS (Y/N)? \_

LOAN GUARANTEE(Y/N)? \_

CHDO ACTIVITY (Y/N)? N

F1=HELP F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
ACTIVITY TYPE	Enter the code for the type of work that is to be performed: <ol style="list-style-type: none"> <li><b>1</b> Rehab Only – Alteration, improvement or modification of an existing structure that does not include the acquisition of real property.</li> <li><b>2</b> New Construction Only – Construction of new residential units or the addition of units outside the existing walls of the structure.</li> <li><b>3</b> Acquisition Only – Acquisition of a structure that received a certificate of occupancy at least 13 months before acquisition and consequently does not require rehabilitation.</li> <li><b>4</b> Acquisition &amp; Rehab – Rehabilitation that includes the acquisition of real property.</li> <li><b>5</b> Acquisition &amp; New Construction – New construction that involves the acquisition of real property.</li> </ol>



Field	Description
PROPERTY ADDRESS Street, City, St, Zip	These fields are populated with the address you entered on the first Common Path screen (they can be changed here). If you did not enter an address on the Common Path screen, enter it now.
County Code	Enter the county code if you know it. Otherwise, with the cursor positioned in the COUNTY CODE field, press <F1> to display a list of all the counties in the PJ's state. Enter the code of the county where the HOME-assisted property is located, then press <Enter> to return to the setup screen.
ACTIVITY ESTIMATES HOME Units	Enter the number of units that you expect to have assisted with HOME funds upon activity completion.
ACTIVITY ESTIMATES HOME Cost	<p>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.</p> <p>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.</p> <p>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). Although IDIS does not edit for the per-unit maximum, it displays a warning message if you enter an estimate that is \$276,000 or more per unit.</p>
MULTI-ADDRESS (Y/N)?	<p>For a single-address activity, enter <b>N</b> or leave the field blank (a yes/no field left blank is automatically set to <b>N</b>).</p> <p>If there is more than one property address for the activity, enter <b>Y</b>. Multi-address rental activities are covered in the next chapter.</p> <p>Note: Each rental unit in an apartment building is <u>not</u> considered a separate address.</p>
LOAN GUARANTEE (Y/N)?	If HOME funds will be used to guarantee financing provided by private lenders, enter <b>Y</b> . Otherwise, enter <b>N</b> or leave the field blank.
CHDO ACTIVITY (Y/N)?	<p>This field is populated with:</p> <ul style="list-style-type: none"> <li><b>N</b> if you indicated on the CHDO Questions screen that the activity will not be funded with CHDO Reserve (CR). If you change your mind about using CR funds, change the <b>N</b> here to <b>Y</b>. Press &lt;Enter&gt; to display the CHDO Questions screen and update the data.</li> <li><b>Y</b> if you indicated on the CHDO Questions screen that the activity will be funded with CR. If you change your mind about using CR funds or need to update other CHDO information, type <b>Y</b> in the next field, REVIEW/UPDATE CHDO INFORMATION (this field is displayed only if CHDO ACTIVITY is <b>Y</b>). Press &lt;Enter&gt; to display the CHDO Questions screen and update the data.</li> </ul> <p>Note to Insular Area users: The two CHDO-related fields are not displayed for you.</p>

When you have finished, press <Enter> or <F8> to save your input and display the last rental setup screen.

## Set Up Rental Activity: Property Owner Screen

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

SET UP RENTAL ACTIVITY: PROPERTY OWNER HR02

Grantee Activity ID \_\_\_\_\_ IDIS Activity ID 4165

Activity Name EDGECREST APARTMENTS

Activity Address 2088 FAIRCHILD DRIVE CLEVELAND OH 44121

PROPERTY OWNED BY \_\_\_\_\_

1 Individual	4 Not-for-Profit
2 Partnership	5 Publicly Owned
3 Corporation	9 Other

OWNER'S NAME \_\_\_\_\_

OWNER'S ADDRESS Enter only if different from PROPERTY ADDRESS

Street \_\_\_\_\_

City \_\_\_\_\_ St \_\_ Zip \_\_\_\_\_ - \_\_\_\_\_

F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Rental Activity screen.
PROPERTY OWNED BY	Enter one of the codes listed on the screen to indicate who owns the rental property that is to be assisted with HOME funds.
OWNER'S NAME	If the owner is an individual, enter his/her full name. Otherwise, enter the legal name of the organization. This field is optional.
OWNER'S ADDRESS Street, City, St, Zip	Enter the owner's address only if it is different from the property address displayed on the previous screen. If the owner address fields are left blank, IDIS will populate them with the property address when you press <Enter> or the <F3>, <F8>, or <F9> key.

When you have finished, press <Enter> or <F8> to save your input and display the HOME MENU.

**TIP** Before exiting the HOME Menu, you may want to ensure that you have provided all of the setup data required to fund the activity. To do so, select option **F** and press <Enter> to display the Review HOME Activity Status screen. For more information on this screen, see Chapter 13.

## Exercise 1.1

Please turn to Exercise 1.1, Single-Address Rental Activity Setup, in the Exercise Manual.

## 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), and CO (CHDO Operating Expenses) HOME funds.

The availability of CHDO funds depends on the answers you provided on the CHDO Questions screen (see page 4-1). If your answer to CR ACTIVITY? was **N**, then 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 that question **Y** and entered:

- **N** in the CHDO LOAN field, the activity can also be funded with CR or CC.
- **Y** 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 12.

For more information on activity funding and drawdowns, see Appendix E and Appendix F of this manual and Chapters 5 and 7 of the *IDIS Reference Manual*.

## ACTIVITY COMPLETION

To complete a single-address rental activity in IDIS, you will provide information about the activity's units, costs, and beneficiaries on a series of five HOME completion screens. Once all of the required data has been entered, the final step in the process is to update the activity status to "complete." The HOME final rule at 24 CFR 92.502(d)(1) requires PJs to enter this completion information and update the activity status code within 120 days of the final draw for the activity.

***The importance of providing HUD with accurate completion data on a timely basis cannot be overemphasized.*** Failing to do so lowers your score on several HOME Performance SNAPSHOT indicators and reduces your PJ's statewide and national rankings. It also results in the underreporting of HOME Program accomplishments to Congress and the Office of Management and Budget (OMB), which may negatively impact future funding for the program.

To access the HOME completion screens for a rental activity, go to the HOME Menu. Choose option:

**H – Costs & Beneficiaries** to display the five rental completion screens in sequence.

**I – Costs Only** to go directly to the cost screen. Remember that if the first three completion screens have not been filled in, IDIS displays them regardless of the option selected.

**J – Beneficiaries Only** to go directly to the beneficiaries screen. Again, if the first three completion screens have not been filled in, IDIS displays them regardless of the option selected. You can go directly to the beneficiaries screen before you have completed the cost screen.

Instructions for completing these screens follow.

## Complete Rental Activity Screen

This screen asks for basic completion information about the rental property.

```

                                COMPLETE RENTAL ACTIVITY                                HR03

Grantee Activity ID              IDIS Activity ID              4165
Activity Name                    EDGECREST APARTMENTS
Activity Address                  2088 FAIRCHILD DRIVE CLEVELAND OH 44121

ACTIVITY TYPE                    3
1 Rehab Only                    4 Acquisition & Rehab
2 New Construction Only          5 Acquisition & New
3 Acquisition Only               Construction

PROPERTY TYPE                    -
1 Condominium                   4 Apartment
2 Cooperative                    5 Other
3 SRO

YES OR NO (Y/N)                 FHA insured? _      Mixed use? _      Mixed income? _

COMPLETED UNITS                 Total number        12
                                HOME-assisted       12

F3=VALDT      F4=MAIN MENU      F5=PROJ INFO      F7=PREV      F8=NEXT      F9=SAVE
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Rental Activity screen.
ACTIVITY TYPE	<p>This field is initially populated with the activity type code you entered on the Set Up Rental Activity screen. Change it here if the setup code no longer accurately reflects the work that was performed.</p> <p>The completion ACTIVITY TYPE codes are the same as the setup codes:</p> <ol style="list-style-type: none"> <li><b>1</b> Rehab Only – Alteration, improvement or modification of an existing structure that does not include the acquisition of real property.</li> <li><b>2</b> New Construction Only – Construction of new residential units or the addition of units outside the existing walls of the structure.</li> <li><b>3</b> Acquisition Only – Acquisition of a structure that received a certificate of occupancy at least 13 months before acquisition and consequently does not require rehabilitation.</li> <li><b>4</b> Acquisition &amp; Rehab – Rehabilitation that includes the acquisition of real property.</li> </ol>

Field	Description
	<b>5</b> Acquisition & New Construction – New construction that involves the acquisition of real property.
PROPERTY TYPE	Enter one of the codes listed on the screen to identify the type of property assisted with HOME funds.
YES OR NO (Y/N) FHA insured?	If the property is insured by the FHA, enter <b>Y</b> . Otherwise, enter <b>N</b> or leave the field blank (a yes/no field left blank is automatically set to 'N').
YES OR NO (Y/N) Mixed use?	If the HOME-assisted property is not 100% residential (for example, there is a video rental store on the ground floor of the apartment building), enter <b>Y</b> . Otherwise, enter <b>N</b> or leave the field blank.
YES OR NO (Y/N) Mixed income?	If less than 100% of the residential units in the HOME-assisted property qualifies as affordable housing (see 24 CFR 92.252), enter <b>Y</b> . Otherwise, enter <b>N</b> or leave the field blank.
COMPLETED UNITS Total Number	Enter the total number of units (HOME assisted plus non-HOME assisted) at activity completion.  This field is initially populated with the estimated number of units you entered on Set Up Rental Activity screen, but may be changed.
COMPLETED UNITS HOME-assisted	Enter the number of units that received HOME assistance. This field is also initially populated with the estimated number of units from the Set Up Rental Activity screen, but may be changed.  The number of HOME-assisted units must be less than or equal to the total number of units.

When you have finished, press <Enter> or <F8> to save your input and display the next rental completion screen.

## Complete Rental Activity: Units Screen

On this screen, you will report on Performance Measurement (PM) outcome indicators about the units in a rental activity.

Note: PJs are not required to ask program participants about their disability status in order to report on the PM indicators concerning access for persons with disabilities. The special needs-related indicators refer to the units a PJ has developed and designated specifically for persons with these disabilities, not to the individuals who occupy the units.

COMPLETE RENTAL ACTIVITY: UNITS HR03-A

Grantee Activity ID IDIS Activity ID 4165

Activity Name EDGECREST APARTMENTS

Activity Address 2088 FAIRCHILD DRIVE CLEVELAND OH 44121

COMPLETED UNITS Total 15 HOME-Assisted 12

OF THE UNITS COMPLETED, THE NUMBER: TOTAL HOME-

Meeting Energy Star standards:

504-accessible:

Designated for persons with HIV/AIDS:

Of those, the number for the chronically homeless:

Designated for the homeless:

Of those, the number for the chronically homeless:

F1=HELP F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Rental Activity screen.
COMPLETED UNITS Total	This read-only field shows the total number of completed units you entered on the previous screen. Numbers entered below in the TOTAL column cannot exceed this number.
COMPLETED UNITS HOME-Assisted	This read-only field shows the number of HOME-assisted units you entered on the previous screen. Numbers entered below in the HOME-ASSISTED column cannot exceed this number.
Meeting Energy Star standards	In the TOTAL column, enter the total number of units that have received Energy Star certification.

Field	Description
	<p>In the HOME-ASSISTED column, enter the number of HOME-assisted units that have received Energy Star certification.</p> <p>An &lt;F1&gt; help screen is available for this field.</p>
504-accessible	<p>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.</p> <p>For more information on the HOME Program's Section 504 compliance requirements, see HUD Notice CPD-00-9 or superseding notices.</p>
Designated for persons with HIV/AIDS	<p>In the TOTAL column, enter the total number of rental units developed specifically for occupancy by persons with HIV/AIDS.</p> <p>In the HOME-Assisted column, enter the number of HOME-assisted units developed specifically for occupancy by persons with HIV/AIDS.</p>
Of those, the number for the chronically homeless	<p>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.</p> <p>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.</p> <p>The &lt;F1&gt; help screen for this field provides the HUD definition of chronic homelessness.</p>
Designated for the homeless	<p>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.</p> <p>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.</p> <p>The &lt;F1&gt; help screen for this field provides the HUD definition of homelessness.</p>
Of those, the number for the chronically homeless	<p>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 the homeless.</p> <p>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 the homeless.</p> <p>The &lt;F1&gt; help screen for this field provides the HUD definition of chronic homelessness.</p>

When you have finished, press <Enter> or <F8> to save your input and display the next rental completion screen.

## Complete Rental Activity: Period of Affordability Screen

As part of the CPD Performance Measurement initiative, PJs are now asked to report the period of affordability they have imposed on HOME-assisted rental units if it is longer than the regulatory minimum. You will do that on this screen.

```

                COMPLETE RENTAL ACTIVITY: PERIOD OF AFFORDABILITY          HR03-B

Grantee Activity ID          IDIS Activity ID          4165
Activity Name                EDGECREST APARTMENTS
Activity Address             2088 FAIRCHILD DRIVE CLEVELAND OH 44121

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.

                           PJ-imposed period of affordability:  __ years

F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Rental Activity screen.
PJ-imposed period 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 <b>99</b> .  If you are not imposing a longer-than-required POA, leave the field blank.  An <F1> help screen is available for this field.

When you have finished, press <Enter> or <F8> to save your input and display the next rental completion screen.



## Complete Rental Activity: Costs Screen

Cost data for rental activities includes funding sources and the amounts and forms of assistance provided. Two versions of the cost screen are available. Each is explained below. Press the <F15> key (<Shift + F3> on most keyboards) to toggle between the two versions, and choose the one you prefer. Regardless of which you choose, the cost data can always be displayed (and changed) on either version of the screen.

### Default Version

The default version of the cost screen for single-address activities is shown below. It is the version displayed the first time you access the cost screen for an activity. If you choose to enter data on this version, it will be displayed the next time you access the cost screen for this activity.

Enter all amounts as dollars and cents. If you omit the decimal point and cents, IDIS will append '.00' when the amount is saved. Fields that you leave blank will automatically be set to '0.00'.

COMPLETE RENTAL ACTIVITY: COSTS		HR04
Grantee Activity ID	IDIS Activity ID	4165
Activity Name	EDGECREST APARTMENTS	
Activity Address	2088 FAIRCHILD DRIVE CLEVELAND OH 44121	
1. HOME FUNDS (Including PI)	Amortized Loan	Totals
	Grant	
	Deferred Payment Loan	
	Other	0.00
2. PUBLIC FUNDS	Other Federal Funds	
	State/Local Funds	
	Tax-Exempt Bond Proceeds	0.00
3. PRIVATE FUNDS	Private Loans	
	Owner Cash Contributions	
	Private Grants	0.00
4. LOW INCOME HOUSING TAX CREDIT PROCEEDS		0.00
HOME Funds Disbursed	0.00	Activity Total
		0.00
To display alternate costs screen, press <F15>.		
F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE F15=ALT		

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Rental Activity screen.
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
HOME FUNDS (Including PI) 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.
HOME FUNDS (Including PI) 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 for the first few years until the activity becomes stable.
HOME FUNDS (Including PI) Other	Enter the total amount, in dollars and cents, of HOME funds provided in some form other than the loan/grant assistance identified above.  A total of the HOME FUNDS amounts you have entered is displayed to the right of the OTHER field. This total must equal—to the penny—the amount in the HOME FUNDS DISBURSED field at the lower left of the screen before you will be allowed to change the ACTIVITY STATUS CODE to "complete."
PUBLIC FUNDS Other Federal Funds	Enter the total amount, in dollars and cents, of any activity costs paid for with other (non-HOME) federal funds.
PUBLIC FUNDS State/Local Funds	Enter the total amount, in dollars and cents, of any activity costs paid for with state or local government-appropriated funds.
PUBLIC FUNDS Tax-Exempt Bond Proceeds	Enter the total amount, in dollars and cents, of any activity costs paid for with state or local government tax-exempt bond proceeds.  A total of the PUBLIC FUNDS amounts you have entered is displayed to the right of the TAX-EXEMPT BOND PROCEEDS field.
PRIVATE FUNDS Private Loans	Enter the total amount, in dollars and cents, of any activity costs paid for with money obtained from private financial institutions such as banks or credit unions.
PRIVATE FUNDS Owner Cash Contributions	Enter the total amount, in dollars and cents, of cash contributions provided by the owner of the rental property.
PRIVATE FUNDS Private Grants	Enter the total amount, in dollars and cents, of cash contributions donated by private individuals, organizations, etc.  A total of the PRIVATE FUNDS amounts you have entered is displayed to the right of the TAX-EXEMPT BOND PROCEEDS field.
LOW INCOME HOUSING TAX CREDIT PROCEEDS	Enter the total amount, in dollars and cents, of any activity costs paid for with proceeds from the Low Income Housing Tax Credit (LIHTC) program. The LIHTC amount is also displayed in the TOTALS column to the right.
HOME Funds Disbursed	This read-only field displays the amount of HOME funds drawn down for the activity to date.
Activity Total	This read-only field shows the sum of all HOME, public, private, and LIHTC funds expended on the activity.

When you have finished, press <Enter> or <F8> to save your input and display the last rental completion screen. To display the alternate version of the cost screen instead, press <F15>.

## Alternate Version

To access this version of the cost screen the first time, press <F15> when the default cost screen is displayed. If you choose to enter data on this version, it will be displayed the next time you access the cost screen for this activity.

Enter all amounts as dollars and cents. If you omit the decimal point and cents, IDIS will append '.00' when the amount is saved. Fields that you leave blank will automatically be set to '0.00'.

COMPLETE RENTAL ACTIVITY: COSTS HR05

Grantee Activity ID IDIS Activity ID 4165  
 Activity Name EDGECREST APARTMENTS  
 Activity Address 2088 FAIRCHILD DRIVE CLEVELAND OH 44121

Source of Funds	Form of Assistance	Amount	* Source Codes
—	—	_____	1 HOME funds (including PI)
—	—	_____	4 Other federal funds
—	—	_____	5 State/local funds
—	—	_____	6 Tax-exempt bond proceeds
—	—	_____	7 Private loans
—	—	_____	8 Owner cash contributions
—	—	_____	9 Private grants
—	—	_____	10 Low income tax credit
Activity Total			* Forms of HOME Assistance
0.00			1 Amortized loan
Total HOME funds			2 Grant
HOME Funds disbursed			3 Deferred payment loan
0.00			5 Other

To display alternate costs screen, press <F15>.  
 F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE F15=ALT

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Rental Activity screen.
Source of Funds	Enter a code from the list of Source Codes displayed at the top right of the screen.
Form of Assistance	Fill in this field only if the SOURCE OF FUNDS is <b>1</b> , HOME funds. Enter a code from the list of Forms of HOME Assistance displayed at the bottom right of the screen. The forms of HOME assistance are defined on the previous page.
Amount	Enter the total amount, in dollars and cents, of money received from this funding source.
Activity Total	This read-only field shows the sum of the amounts you have entered.
Total HOME funds	This read-only field shows the sum of the HOME amounts you have entered. The amounts in this field and the HOME FUNDS DISBURSED field below it must be equal—to the penny—before you will be allowed to change the ACTIVITY STATUS CODE to “complete.”

Field	Description
HOME Funds disbursed	This read-only field displays the amount of HOME funds drawn down for the activity to date.

When you have finished, press <Enter> or <F8> to save your input and display the last rental completion screen. To display the alternate version of the cost screen instead, press <F15>.

## Complete Rental Activity: Beneficiaries Screen

Demographic information about the households assisted with HOME funds is reported on this screen.

The number of input lines displayed is the same as the number you entered in the HOME-ASSISTED COMPLETED UNITS field on the first completion screen (HR03). An <F1> help screen is available for each field except UNIT# and TOTAL MONTHLY RENT.

```

                COMPLETE RENTAL ACTIVITY: BENEFICIARIES                                HR06

Grantee Activity ID                                IDIS Activity ID    4165
Activity Name      EDGECREST APARTMENTS
Activity Address   2088 FAIRCHILD DRIVE CLEVELAND OH 44121

   Unit#  # of  Occu-   Total   -----HOUSEHOLD-----  Asst
   Unit#  Bdrms  pant   Monthly Rent  %Med  Hisp?  Race  Size  Type  Type
   -----  -    -     -----  -    -    -    -    -    -
   -----  -    -     -----  -    -    -    -    -    -
   -----  -    -     -----  -    -    -    -    -    -
   -----  -    -     -----  -    -    -    -    -    -
   -----  -    -     -----  -    -    -    -    -    -
   -----  -    -     -----  -    -    -    -    -    -
   -----  -    -     -----  -    -    -    -    -    -
   -----  -    -     -----  -    -    -    -    -    -
   -----  -    -     -----  -    -    -    -    -    -
   -----  -    -     -----  -    -    -    -    -    -
   -----  -    -     -----  -    -    -    -    -    -

More units at this address(Y/N)? _                Unit Count    0 of 12

For vacant units: Enter Unit# and # of Bdrms. Change Occupant to 9.
F1=HELP  F3=VLDT  F4=MAIN MENU  F7=PREV  F8=NEXT  F9=SAVE
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Rental Activity screen.
Unit #	Enter the unit number of the HOME-assisted unit.
# of Bdrms	Enter the number of bedrooms in the unit, <b>0</b> through <b>5</b> . For single room occupancy (SRO) and efficiency units, enter <b>0</b> . For units with more than five bedrooms, enter <b>5</b> .

Field	Description
Occupant	<p>Enter the occupant code for the unit:</p> <p><b>1</b> Tenant  <b>2</b> Owner  <b>9</b> Vacant</p> <p>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). Press &lt;Enter&gt; to advance the cursor to the next input line.</p> <p>If you enter an OCCUPANT code of <b>2</b> (owner) for one of the units, you must input data for at least four other units (with an OCCUPANT of either <b>1</b> or <b>9</b>) before you will be able to change the ACTIVITY STATUS CODE to "complete."</p> <p>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. Doing so allows HOME to demonstrate to Congress and other stakeholders that program funds are being well-spent, and also improves your ratings on the SNAPSHOT performance reports.</p>
Total Monthly Rent	<p>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.</p> <p><i>Tenant contribution</i> 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.</p> <p><i>Subsidy amount</i> is the amount of rental assistance the tenant receives each month (including any utility allowances paid directly to the tenant).</p>
HOUSEHOLD %Med	<p>Enter the code for the head of household's 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 codes are:</p> <p><b>1</b> 0 - 30% Household annual income is at or below 30% of the area median income (AMI).</p> <p><b>2</b> 30+ - 50% Household annual income is above 30% and at or below 50% of AMI.</p> <p><b>3</b> 50+ - 60% Household annual income is above 50% and at or below 60% of AMI.</p> <p><b>4</b> 60+ - 80% Household annual income is above 60% and at or below 80% AMI.</p> <p>In rental activities with five or more HOME-assisted units, at least 20% of the units must be occupied by very low income families (a %MED code of <b>1</b> or <b>2</b>). See 24 CFR 92.252(b) for additional information.</p>

Field	Description
HOUSEHOLD Hisp?	<p>For each occupied unit, indicate if the head of household is Hispanic/Latino by entering <b>Y</b> or <b>N</b> (if you leave the field blank, it will be set to <b>N</b>).</p> <p>A person of Hispanic/Latino ethnicity is defined as someone of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.</p>
HOUSEHOLD Race	<p>For each occupied unit, enter the code for the race of the head of household. The codes and their definitions, available on an &lt;F1&gt; help screen, are:</p> <p><b>11</b> White – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East</p> <p><b>12</b> Black/African American – A person having origins in any of the black racial groups of Africa.</p> <p><b>13</b> 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.</p> <p><b>14</b> 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.</p> <p><b>15</b> Native Hawaiian/Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><b>16</b> American Indian/Alaskan Native &amp; White – A person having these multiple racial origins as defined above.</p> <p><b>17</b> Asian &amp; White – A person having these multiple racial origins as defined above.</p> <p><b>18</b> Black/African American &amp; White – A person having these multiple racial origins as defined above.</p> <p><b>19</b> American Indian/Alaskan Native &amp; Black/African American – A person having these multiple racial origins as defined above.</p> <p><b>20</b> Other Multi-Racial – Category used for reporting individual responses that are not included in any of the categories listed above.</p>
HOUSEHOLD Size	<p>For each occupied unit, enter the number of persons in the household, <b>1</b> through <b>8</b>. For households of more than eight, enter <b>8</b>.</p>
HOUSEHOLD Type	<p>For each occupied unit, enter the code for the type of household occupying the unit. The codes and their definitions are:</p> <p><b>1</b> Single, non-elderly – One person under the age of 62.</p> <p><b>2</b> Elderly – One or more persons, each of whom is at least 62 years old.</p> <p><b>3</b> Single Parent – A single parent with one or more dependent children 18 years old or younger.</p> <p><b>4</b> Two Parents – Two parents with one or more dependent children 18 years old or younger.</p>

Field	Description
	<p><b>5</b> Other – Any household not included in the above definitions, including two or more unrelated persons.</p> <p>If the HOUSEHOLD SIZE is <b>1</b>, then you must enter <b>1</b> or <b>2</b> in this field.</p>
HOUSEHOLD Asst Type	<p>For each occupied unit, enter the code indicating the type of assistance being provided to the occupant. Enter:</p> <p><b>1</b> 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.</p> <p><b>2</b> HOME TBRA – for tenants receiving HOME tenant-based rental assistance.</p> <p><b>3</b> Other federal, state, or local assistance – for tenants receiving rental subsidies from other federal, state, or local rental assistance programs.</p> <p><b>4</b> No assistance</p>
More Units (Y/N)?	If there are more than 11 HOME-assisted units in the rental activity, enter <b>Y</b> in this field to display another input screen for the additional units.
Unit Count	In this read-only field, the first number shows how many units you have entered data for; the second shows the number you entered in the COMPLETED HOME-ASSISTED UNITS field on the first completion screen.

When you have finished, press <Enter> or <F8> to save your input and display the HOME MENU.

**TIP** Before exiting the HOME Menu, you may want to ensure that you have provided all of the completion data required to update the ACTIVITY STATUS CODE to “complete”. To do so, select option **F** and press <Enter> to display the Review HOME Activity Status screen. For more information on this screen, see Chapter 13.

## Updating the Activity Status Code to Complete

The final step in completing any HOME activity is to change the ACTIVITY STATUS CODE on Common Path screen MA04 to “complete.” Until you make this update, the unit, cost, and beneficiary data you have entered is not included in your SNAPSHOT performance report.

Remember, HOME regulations require PJs to enter all completion data and update the activity status code in IDIS within 120 days of the final draw for the activity.

### **Exercise 1.2**

Please turn to Exercise 1.2, Single-Address Rental Activity Completion, in the Exercise Manual.









# Chapter 5

## MULTI-ADDRESS RENTAL ACTIVITIES

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In this chapter, you will learn how to set up, fund, draw funds for, and complete HOME rental activities that are 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.

**TIP** For an activity with a significant number of addresses, it is suggested that beneficiary and cost data for each address also be maintained in a separate spreadsheet (or similar format). If, at activity completion time, the total beneficiaries or total costs are incorrect, each address needs to be reviewed to identify and correct the inaccurate data.

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

The first step in setting up any HOME activity is to fill in the four Common Path screens (see Chapter 2).

On the HOME Menu, select option **A**, Rental, and press <Enter> to display the first of five HOME rental setup screens.

#### Set Up Activity: CHDO Questions Screen

This screen is identical to the first setup screen for single-address rental activities (see page 4-1).

Press <Enter> or <F8> to display the next setup screen.

#### Activity Setup: Objective and Outcome Screen

This is the same screen as the second setup screen for single-address rental activities. Instructions for filling it in are provided on page 4-3.

Press <Enter> or <F8> to display the next setup screen.

#### Set Up Activity: Special Characteristics Screen

The same Special Characteristics screen is displayed for single- and multi-address rental activities. It is explained on page 4-5.

Press <Enter> or <F8> to display the next setup screen.

## Set Up Rental Activity Screen

The fourth multi-address setup screen is also identical to its single-address counterpart (see page 4-6). When filling in this screen for a multi-address activity:

- Note that the same 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.
- Enter a general description of the activity location in the ADDRESS field 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-ASSISTED 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 in the activity.
- Enter **Y** in the MULTI-ADDRESS field.

Press <Enter> or <F8> to display the next setup screen.

## Set Up Rental Activity: Developer Screen

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

```

                SET UP RENTAL ACTIVITY: DEVELOPER                                HR02
Grantee Activity ID                                IDIS Activity ID    2667
Activity Name      NAYLOR HEIGHTS RENTAL REHAB
Activity Address   3500 BLOCK OF NAYLOR AVE PITTSBURGH PA 15206

DEVELOPER TYPE
  1 Individual      4 Not-for-Profit
  2 Partnership    5 Publicly Owned
  3 Corporation    9 Other

DEVELOPER'S NAME      _____
DEVELOPER'S ADDRESS
  Street              _____
  City                _____ St __ Zip _____ - _____

F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Rental Activity screen.
DEVELOPER TYPE	Enter one of the codes listed on the screen to indicate who is developing the rental properties that are to be assisted with HOME funds.
DEVELOPER'S NAME	If the developer is an individual, enter his/her full name. Otherwise, enter the legal name of the organization. This field is optional.
DEVELOPER'S ADDRESS Street, City, St, Zip	Enter the developer's address.

Pressing <Enter> or <F8> on the last setup screen displays the HOME MENU.

**TIP** Before exiting the HOME Menu, you may want to ensure that you have provided all of the setup data required to fund the activity. To do so, select option **F** and press <Enter> to display the Review HOME Activity Status screen. For more information on this screen, see Chapter 13.

### ***Exercise 2.1***

Please turn to Exercise 2.1, Multi-Address Rental Activity Setup, in the Exercise Manual.

## **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 4-9).

For more information on activity funding and drawdowns, see Appendix E and Appendix F of this manual and Chapters 5 and 7 of the *IDIS Reference Manual*.

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

To access the HOME completion screens for a rental activity, go to the HOME Menu. When accessing the screens for the first time, choose option **H**, Costs & Beneficiaries, to display the completion screens in sequence. On subsequent access, choose option **I**, Costs Only or **J**, Beneficiaries Only, to go directly to those screens.

Instructions for all of the multi-address rental completion screens follow.

## **Complete Rental Activity Screen**

This screen is exactly the same as the single-address Complete Rental Activity screen (see page 4-10 for details). When filling in the COMPLETED UNITS fields for a multi-address activity, enter the TOTAL NUMBER and number of HOME-ASSISTED units at all addresses.

Press <Enter> or <F8> to display the next completion screen.

## **Complete Rental Activity: Units Screen**

This screen is identical to the single-address Units screen described on page 4-12. For a multi-address activity, include the units at all activity locations in your counts.

Press <Enter> or <F8> to display the next completion screen.

## **Complete Rental Activity: Period of Affordability Screen**

Again, this screen is identical to the single-address Period of Affordability screen, which is explained on page 4-14. Note that for a multi-address activity, the HOME-assisted units at all locations must have the same period of affordability.

Press <Enter> or <F8> to display the next completion screen.

## **Property Addresses Screen**

You will use this screen to:

- Enter the address of each rental property in the activity.
- Access the cost and beneficiary screens for each property.
- Display the Multi-Address Activity Summary screen, which shows activity totals for the cost and beneficiary data you have entered so far.

When inputting addresses, fill in the four blocks sequentially. Blank blocks between addresses are not permitted.

```

                                PROPERTY ADDRESSES                                ADRS
Grantee Activity ID                IDIS Activity ID                2667
Activity Name                      NAYLOR HEIGHTS RENTAL REHAB

Enter X to select, P to paste previous address, or D to delete

- Name _____
  Street _____
  City _____ St __ Zip _____ - _____ County _____

- Name _____
  Street _____
  City _____ St __ Zip _____ - _____ County _____

- Name _____
  Street _____
  City _____ St __ Zip _____ - _____ County _____

- Name _____
  Street _____
  City _____ St __ Zip _____ - _____ County _____

Add more addresses(Y/N)? _          Display cumulative totals(Y/N)? _

F1=HELP  F3=VALDT  F4=MAIN MENU  F7=PREV  F8=NEXT  F9=SAVE
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
(Selection)	<p>The (unlabeled) SELECTION field, located to the left of the NAME field in each address block, is used after you have input at least one address. Enter:</p> <p><b>X</b> in the selection field of a filled-in address block to access the costs and beneficiaries screens for that property address.</p> <p><b>P</b> in the selection field of a blank address block to copy and paste the address in the previous block into the blank block. Using the paste function saves typing if the only difference between addresses is the street number or name.</p> <p><b>D</b> in the selection field of a filled-in address block to delete it. You will be prompted to press &lt;Enter&gt; again to confirm the deletion. <i>Caution!</i> Deleting an address also deletes any cost and beneficiary data you have entered for that location.</p> <p>To update an address, leave its SELECTION field blank.</p>
Name	This field is optional. You may enter the name of the apartment building or any other property identifier you find useful.
Street	Enter the street number and street name of one of the rental properties.
City, St, Zip	Enter the city, state, and zip code for the rental property.

Field	Description
County	Enter the county code if you know it. Otherwise, with the cursor positioned in the COUNTY CODE field, press <F1> to display a list of all the counties in the PJ's state. Enter the code of the county where the HOME-assisted property is located, then press <Enter> to return to the setup screen.
Add more addresses (Y/N)?	If you need to enter more than four addresses, enter <b>Y</b> in this field and press <Enter> to display another input screen. Otherwise, enter <b>N</b> or leave the field blank (a yes/no field left blank is automatically set to <b>N</b> ).  If you input more than four addresses, <F17> and <F18> are added to the F-key line at the bottom of the screen. Use them to page between the address screens.
Display cumulative totals (Y/N)?	Enter <b>Y</b> and press <Enter> to display the Multi-Address Activity Summary screen. This screen shows cost and beneficiary totals for the activity. It is explained in detail on page 5-10.

To continue with data entry, enter **X** in the SELECTION field of an address and press <Enter> to display the next completion screen.

## Complete Rental Activity: Costs Screen

The cost data required for a multi-address activity is the same as the data required for a single-address activity. However, you must complete a separate cost screen for each of the addresses in a multi-address activity.

As with single-address activities, two versions of the cost screen are available. Each is explained below. Press the <F15> key (<Shift + F3> on most keyboards) to toggle between the two versions, and choose the one you prefer. Regardless of which you choose, the cost data can always be displayed (and changed) on either version of the screen.

### Default Version

The default version of the cost screen for multi-address activities is shown below. It is the version displayed the first time you access the cost screen for an activity. If you choose to enter data on this version, it will be displayed the next time you access the cost screen for this activity.

Because separate cost data is input for each address, notice the differences between the multi-address screen shown below and the single-address screen shown on page 4-15:

- For a single-address activity, the activity address is displayed at the top of the screen. For a multi-address activity, the property address is displayed.
- On the single-address screen, activity totals are displayed. The multi-address screen displays address totals.
- Unlike the single-address screen, the multi-address cost screen does not show HOME FUNDS DISBURSED. That amount is shown instead on the Multi-Address Activity Summary screen (discussed on page 5-10) so you can compare funds expended with the costs data you have entered for all addresses in the activity.



COMPLETE RENTAL ACTIVITY: COSTS		HR04
Grantee Activity ID	IDIS Activity ID	2667
Activity Name	NAYLOR HEIGHTS RENTAL REHAB	
Property Address	3507 NAYLOR AVE PITTSBURGH PA 15206	
		Address Totals
1. HOME FUNDS (Including PI)	Amortized Loan _____	
	Grant _____	
	Deferred Payment Loan _____	
	Other _____	0.00
2. PUBLIC FUNDS	Other Federal Funds _____	
	State/Local Funds _____	
	Tax-Exempt Bond Proceeds _____	0.00
3. PRIVATE FUNDS	Private Loans _____	
	Owner Cash Contributions _____	
	Private Grants _____	0.00
4. LOW INCOME HOUSING TAX CREDIT PROCEEDS	_____	0.00
	Total This Address:	0.00
To display alternate costs screen, press <F15>.		
F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE F15=ALT		

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Property Address	This read-only field displays the property address you selected on the Property Addresses screen.
HOME FUNDS PUBLIC FUNDS PRIVATE FUNDS LOW INCOME HOUSING TAX CREDIT PROCEEDS	Fill in these fields exactly as you do for a single-address rental activity (see page 4-15), <i>but include in each amount only the funds expended at this property location.</i>
Total This Address	This read-only field shows the sum of all HOME, public, private, and LIHTC funding amounts for this address.

When you have finished, press <Enter> or <F8> to save your input and display the next rental completion screen. To display the alternate version of the cost screen instead, press <F15>.

### Alternate Version

To access this version of the cost screen the first time, press <F15> when the default cost screen is displayed. If you choose to enter data on this version, it will be displayed the next time you access the cost screen for this activity.

Like the default version, the alternate multi-address cost screen (shown below) differs from its single-address counterpart (shown on page 4-17) in these ways:

- For a single-address activity, the activity address is displayed at the top of the screen. For a multi-address activity, the property address is displayed.
- On the single-address screen, activity totals are displayed. The multi-address screen displays address totals.
- Unlike the single-address screen, the multi-address cost screen does not show HOME FUNDS DISBURSED. That amount is shown instead on the Multi-Address Activity Summary screen (discussed on page 5-10) so you can compare funds expended with the costs data you have entered for all addresses in the activity.

```

                                COMPLETE RENTAL ACTIVITY: COSTS                                HR05

Grantee Activity ID                                IDIS Activity ID                                2667
Activity Name                                    NAYLOR HEIGHTS RENTAL REHAB
Property Address                                3507 NAYLOR AVE PITTSBURGH PA 15206

Source      Form of
of Funds    Assistance      Amount

—           —           _____
—           —           _____
—           —           _____
—           —           _____
—           —           _____
—           —           _____
—           —           _____
—           —           _____
—           —           _____
Total This Address                                0.00

* Source Codes
1 HOME funds (including PI)
4 Other federal funds
5 State/local funds
6 Tax-exempt bond proceeds
7 Private loans
8 Owner cash contributions
9 Private grants
10 Low income tax credit

* Forms of HOME Assistance
1 Amortized loan
2 Grant
3 Deferred payment loan
5 Other

To display alternate costs screen, press <F15>.
F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE F15=ALT
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Property Address	This read-only field displays the property address you selected on the Property Addresses screen.
Source of Funds Form of Assistance Amount	Fill in these fields exactly as you do for a single-address rental activity (see page 4-17), but include in each amount only the funds expended at this property location.
Total This Address	This read-only field shows the sum of the amounts you have entered for this address.

When you have finished, press <Enter> or <F8> to save your input and display the next rental completion screen. To display the alternate version of the cost screen instead, press <F15>.

### Complete Rental Activity: Beneficiaries Screen

The beneficiary data required for a multi-address activity is the same as the data required for a single-address activity. However, you must complete a separate beneficiaries screen for each of the addresses in a multi-address activity.

```

                COMPLETE RENTAL ACTIVITY: BENEFICIARIES                                HR06

Grantee Activity ID                                IDIS Activity ID    2667
Activity Name      NAYLOR HEIGHTS RENTAL REHAB
Property Address   3507 NAYLOR AVE PITTSBURGH PA 15206

   Unit#  # of  Occu-   Total   -----HOUSEHOLD-----  Asst
   -----  Bdrms  pant   Monthly Rent   %Med  Hisp?  Race  Size  Type  Type
   -----  ---  ---   -----  ---  ---  ---  ---  ---  ---
   -----  ---  ---   -----  ---  ---  ---  ---  ---  ---
   -----  ---  ---   -----  ---  ---  ---  ---  ---  ---
   -----  ---  ---   -----  ---  ---  ---  ---  ---  ---
   -----  ---  ---   -----  ---  ---  ---  ---  ---  ---
   -----  ---  ---   -----  ---  ---  ---  ---  ---  ---
   -----  ---  ---   -----  ---  ---  ---  ---  ---  ---
   -----  ---  ---   -----  ---  ---  ---  ---  ---  ---
   -----  ---  ---   -----  ---  ---  ---  ---  ---  ---
   -----  ---  ---   -----  ---  ---  ---  ---  ---  ---

More units at this address(Y/N)? _                               Unit Count    0 of 25

For vacant units: Enter Unit# and # of Bdrms. Change Occupant to 9.
F1=HELP  F3=VLDT  F4=MAIN MENU  F7=PREV  F8=NEXT  F9=SAVE
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Property Address	This read-only field displays the property address you selected on the Property Addresses screen.
Unit # . . . Asst Type	Fill in these fields exactly as you do for a single-address rental activity (see page 4-18), <i>but only for tenants at this property location</i> .  An <F1> help screen is available for each field except UNIT# and TOTAL MONTHLY RENT.
More units at this address (Y/N)?	If there are more than 11 HOME-assisted units at this address, enter <b>Y</b> in this field to display another input screen for the additional units.
Unit Count	In this read-only field, the first number shows how many units you have entered data for on <u>all</u> beneficiary screens for this activity; the second shows the number you entered in COMPLETED HOME-ASSISTED UNITS on the first completion screen.

## Navigating from the Beneficiaries Screen

To go back to the cost screen, press <F9> to save your input and then press <F7>.

Returning to the Property Addresses screen from the beneficiaries screen is a little clumsy: first press <F9> to save your input, then press <F7> twice to page back through the cost screen to the Property Addresses screen.

To display the HOME Menu, press <Enter> or <F8>.

## Multi-Address Activity Summary Screen

This screen provides activity-level totals for all of the cost and beneficiary data you have input separately for each address in a multi-address activity. It is accessed by typing **Y** in the DISPLAY CUMULATIVE TOTALS (Y/N)? field on the Property Addresses screen (see page 5-5) and pressing <Enter>. Except for two navigational fields, the entire screen is read-only.

```

                                MULTI-ADDRESS ACTIVITY SUMMARY                                HR98

Grantee Activity ID                                IDIS Activity ID                                2667
Activity Name                                     NAYLOR HEIGHTS RENTAL REHAB
Activity Address                                  3500 BLOCK OF NAYLOR AVE PITTSBURGH PA 15206

ACTIVITY TOTALS, ALL ADDRESSES

HOME Funds (Including PI)                          0.00
Public Funds                                       0.00
Private Funds                                       0.00
Low-Income Tax Credit                             0.00

                                TOTAL                                0.00

Cost data entered for 0 of 1 addresses
Unit data entered for 0 of 25 units

Total HOME Funds Disbursed                        0.00

View cost details (Y/N)? _                        Select another address (Y/N)? _

F4=MAIN MENU      F7=PREV      F8=NEXT
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Rental Activity screen.
HOME Funds (Including PI)	This field shows the total for the amounts you have entered in <u>all</u> HOME FUNDS fields for <u>all</u> addresses.

Field	Description
	This total must equal—to the penny—the amount in the TOTAL HOME FUNDS DISBURSED field at the lower left of the screen before you will be allowed to change the ACTIVITY STATUS CODE to “complete.”
Public Funds	This field shows the total for the amounts you have entered in <u>all</u> PUBLIC FUNDS fields for <u>all</u> addresses.
Private Funds	This field shows the total for the amounts you have entered in <u>all</u> PRIVATE FUNDS fields for <u>all</u> addresses.
Low-Income Tax Credit	This field shows the total for the amounts you have entered in <u>all</u> LOW INCOME HOUSING TAX CREDIT PROCEEDS for <u>all</u> addresses.
TOTAL	This field shows the sum of all HOME, public, private, and LIHTC funding amounts.
Cost data entered for...	The first number in this field shows how many addresses you have entered cost data for. The second shows how many addresses you have input on the Property Addresses screen.
Unit data entered for...	The first number in this field shows how many units you have entered data for on beneficiary screens. The second shows the number of HOME-assisted units at <u>all</u> addresses (the number you entered in the HOME-ASSISTED UNITS field on the first completion screen).  The first and second numbers must be equal before you will be allowed to change the ACTIVITY STATUS CODE to “complete.”
Total HOME Funds Disbursed	This field displays the amount of HOME funds drawn down for the activity to date.
View cost details (Y/N)?	Type <b>Y</b> to display the Multi-Address Activity Cost Summary screen, which provides a breakdown by form of assistance for all activity funding sources. The Multi-Address Activity Cost Summary screen is explained below.
Select another address (Y/N)?	Type <b>Y</b> to go to the Property Addresses screen and select another address for processing. Otherwise, type <b>N</b> or leave the field blank.

Pressing <Enter> or <F8> on this screen displays the HOME Menu.

## Multi-Address Activity Cost Summary Screen

This read-only screen breaks down the cost data on the Multi-Address Activity Summary screen by form of assistance. It is accessed by typing **Y** in the VIEW COST DETAILS (Y/N)? field on the summary screen.



## **Updating the Activity Status Code to Complete**

The final step in completing any HOME activity is to change the ACTIVITY STATUS CODE on Common Path screen MA04 to "complete." Until you make this update, the unit, cost, and beneficiary data you have entered is not included in your SNAPSHOT performance report.

Remember, HOME regulations require PJs to enter all completion data and update the activity status code in IDIS within 120 days of the final draw for the activity.

### ***Exercise 2.2***

Please turn to Exercise 2.2, Multi-Address Rental Activity Completion, in the Exercise Manual.









# Chapter 6

## SINGLE-ADDRESS HOMEBUYER ACTIVITIES

---

In this chapter, you will learn how to set up, fund, draw funds for, and complete homebuyer activities that are carried out at a single location.

### ACTIVITY SETUP

The first step in setting up any HOME activity is to fill in the four Common Path screens (see Chapter 2).

On the HOME Menu, select option **B**, Homebuyer, and press <Enter> to display the first of three homebuyer activity setup screens.

Instructions for completing each screen are provided below.

### Set Up Activity: CHDO Questions Screen

The CHDO Questions screen is displayed the first time you access the setup screens for a homebuyer activity. It is not shown again unless the initial funding for the activity is a CHDO loan or you request that it be displayed (you will learn how to do this on page 6-7). CHDO Reserve 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 Areas do not receive CHDO Reserve funds, this screen is not displayed for you.

```

                                SET UP ACTIVITY: CHDO QUESTIONS                                HM01
Grantee Activity ID                    IDIS Activity ID                    5211
Activity Name                          MARTIN AND JULIA VASQUEZ
CR ACTIVITY?                            Will the activity be funded with CR (Y/N)?  _
                                         If yes:
                                         CHDO Acting As      _
                                         1  Owner
                                         2  Sponsor
                                         3  Developer
                                         Will initial funding be a CHDO Site
                                         Control and/or Seed Money Loan (Y/N)?  _

F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
CR ACTIVITY? Will the activity be funded with CR (Y/N)?	If CHDO Reserve (CR)—including CHDO Loan—funds are to be spent on the activity, enter <b>Y</b> . Otherwise, enter <b>N</b> or leave the field blank (a yes/no field left blank is automatically set to <b>N</b> ).
CHDO Acting As	<p>If the activity will be funded with CR, enter the code indicating if the CHDO is acting as the owner, sponsor, or developer of the housing. The codes are:</p> <ol style="list-style-type: none"> <li><b>1</b> 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.</li> <li><b>2</b> 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.</li> <li><b>3</b> 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.</li> </ol> <p>If the activity will not be funded with CR, leave the CHDO ACTING AS field blank.</p>
Will initial funding be a CHDO Site Control and/or Seed Money Loan (Y/N)?	<p>If the activity will be funded initially with a CHDO Loan, enter <b>Y</b>. Otherwise, enter <b>N</b> or leave the field blank.</p> <p>For information on CHDO predevelopment loans, see 24 CFR 92.301.</p> <p>You will learn how to set up a CHDO Loan activity in Chapter 12.</p>

**TIP** For activities that will not be funded with CR, just press <Enter> or <F8> when the CHDO Questions screen is displayed. IDIS will default the two yes/no fields to **N** and CHDO ACTING AS to a blank.

When you have finished, press <Enter> or <F8> to save your input and display the next homebuyer setup screen.

## Activity Setup: Objective and Outcome Screen

Performance Measurement (PM) data is entered on this screen, where you will identify the objective (purpose) and outcome (result) you intend to achieve by carrying out this activity. For more information about PM, go to [www.hud.gov/offices/cpd/about/performance/training/index.cfm](http://www.hud.gov/offices/cpd/about/performance/training/index.cfm).

```

ACTIVITY SETUP: OBJECTIVE AND OUTCOME                                HM01-A
Grantee Activity ID                                                HUD Activity ID    5211
Activity Name              MARTIN AND JULIA VASQUEZ

OBJECTIVE
  1 Create suitable living environments
  2 Provide decent affordable housing
  3 Create economic opportunities

OUTCOME
  1 Availability/accessibility
  2 Affordability
  3 Sustainability

F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE

```

Field	Description
Grantee Activity ID HUD Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated HUD Activity ID.
OBJECTIVE	<p>Enter the code for the objective that best reflects your intent in setting up this activity. Brief descriptions of the objectives are provided on the &lt;F1&gt; help screen for this field.</p> <p>Since the objective of most HOME activities will be to PROVIDE DECENT AFFORDABLE HOUSING, the system will assign a value of <b>2</b> if you leave the field blank.</p> <p>PJs have asked why CREATE ECONOMIC OPPORTUNITIES is a choice for HOME-funded activities. The reasons are: (1) the Performance Measurement work group stipulated that all three objectives were to be valid for all four CPD formula programs, and (2) creating economic opportunities could be the objective of an activity jointly funded by HOME and another CPD program.</p>

Field	Description
OUTCOME	<p>Enter the code for the outcome that best reflects the results you are seeking to achieve with this activity. Brief descriptions of the outcomes are provided on the &lt;F1&gt; help screen for this field.</p> <p>Since the outcome of most HOME activities will be AFFORDABILITY, the system will assign a value of <b>2</b> if you leave the field blank.</p>

**TIP** To assign an objective of PROVIDE DECENT AFFORDABLE HOUSING and an outcome of AFFORDABILITY to an activity, just press <Enter> or <F8> when the Objective and Outcome screen is displayed. IDIS will default both fields to **2**.

When you have finished, press <Enter> or <F8> to save your input and display the next homebuyer setup screen.

## Set Up Activity: Special Characteristics Screen

On this screen, you will fill in several yes/no fields about the location of the activity. You are also asked to indicate if the organization that will carry out the activity is faith-based.

```

                SET UP ACTIVITY: SPECIAL CHARACTERISTICS                HM01-B
Grantee Activity ID                HUD Activity ID                5211
Activity Name                MARTIN AND JULIA VASQUEZ

ACTIVITY LOCATION                Type 'Y' next to any that apply:
- CDBG strategy area
- Local target area
- Presidentially declared major disaster area
- Historic preservation area
- Brownfield redevelopment area
- Conversion from non-residential to residential use
- Colonia

FAITH-BASED ORGANIZATION                Will this activity be carried out by a faith-based
organization (Y/N)? _

F1=HELP    F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
    
```

Field	Description
Grantee Activity ID HUD Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
ACTIVITY LOCATION	For each item, enter <b>Y</b> if it applies to the location of the activity you are setting up. Otherwise, enter <b>N</b> or leave the field blank (a yes/no field left blank is automatically set to <b>N</b> ). More than one item may be <b>Y</b> ; all items may be <b>N</b> .  Press <F1> to display definitions for the items on the list.  Note: The COLONIA field is displayed only for PJs in Arizona, California, New Mexico, and Texas.
FAITH-BASED ORGANIZATION	Enter <b>Y</b> if a faith-based organization will carry out the activity. Otherwise, enter <b>N</b> or leave the field blank.

When you have finished, press <Enter> or <F8> to save your input and display the next homebuyer setup screen.

## Set Up Homebuyer Activity Screen

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

SET UP HOMEBUYER ACTIVITY HB01

Grantee Activity ID \_\_\_\_\_ IDIS Activity ID 5211  
 Activity Name MARTIN AND JULIA VASQUEZ

ACTIVITY TYPE \_\_\_\_\_

2 New Construction Only	4 Acquisition & Rehab
3 Acquisition Only	5 Acquisition & New Construction

PROPERTY ADDRESS \_\_\_\_\_

Homebuyer's Name \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_  
 County Code \_\_\_\_\_

ACTIVITY ESTIMATES HOME Units \_\_\_\_\_ HOME Cost \_\_\_\_\_

MULTI-ADDRESS (Y/N)? \_  
 LOAN GUARANTEE(Y/N)? \_  
 CHDO ACTIVITY (Y/N)? N

F1=HELP F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
ACTIVITY TYPE	Enter the code for the type of work that is to be performed: <ul style="list-style-type: none"> <li><b>2</b> New Construction Only – Construction of new residential units or the addition of units outside the existing walls of the structure.</li> <li><b>3</b> Acquisition Only – Acquisition of a structure that received a certificate of occupancy at least 13 months before acquisition and consequently does not require rehabilitation.</li> <li><b>4</b> Acquisition &amp; Rehab – Rehabilitation that includes the acquisition of real property.</li> <li><b>5</b> Acquisition &amp; New Construction – New construction that involves the acquisition of real property.</li> </ul>
PROPERTY ADDRESS Homebuyer's Name	This field is optional. For single-address activities, enter the homebuyer's name if you wish.



Field	Description
PROPERTY ADDRESS Street, City, St, Zip	These fields are populated with the address you entered on the first Common Path screen (they can be changed here). If you did not enter an address on the Common Path screen, enter it now.
County Code	Enter the county code if you know it. Otherwise, with the cursor positioned in the COUNTY CODE field, press <F1> to display a list of all the counties in the PJ's state. Enter the code of the county where the HOME-assisted property is located, then press <Enter> to return to the setup screen.
ACTIVITY ESTIMATES HOME Units	Enter the number of units that you expect to have assisted with HOME funds upon activity completion. For single-address homebuyer activities, the number must be between <b>1</b> and <b>4</b> .
ACTIVITY ESTIMATES HOME Cost	<p>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.</p> <p>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.</p> <p>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). Although IDIS does not edit for the per-unit maximum, it displays a warning message if you enter an estimate that is \$276,000 or more per unit.</p>
MULTI-ADDRESS (Y/N)?	<p>For a single-address activity, enter <b>N</b> or leave the field blank (a yes/no field left blank is automatically set to <b>N</b>).</p> <p>If there is more than one property address for the activity, enter <b>Y</b>. Multi-address homebuyer activities are covered in the next chapter.</p>
LOAN GUARANTEE (Y/N)?	If HOME funds will be used to guarantee financing provided by private lenders, enter <b>Y</b> . Otherwise, enter <b>N</b> or leave the field blank.
CHDO ACTIVITY (Y/N)?	<p>This field is populated with:</p> <ul style="list-style-type: none"> <li><b>N</b> if you indicated on the CHDO Questions screen that the activity will not be funded with CHDO Reserve (CR). If you change your mind about using CR funds, change the <b>N</b> here to <b>Y</b>. Press &lt;Enter&gt; to display the CHDO Questions screen and update the data.</li> <li><b>Y</b> if you indicated on the CHDO Questions screen that the activity will be funded with CR. If you change your mind about using CR funds or need to update other CHDO information, type <b>Y</b> in the next field, REVIEW/UPDATE CHDO INFORMATION (this field is displayed only if CHDO ACTIVITY is <b>Y</b>). Press &lt;Enter&gt; to display the CHDO Questions screen and update the data.</li> </ul> <p>Note to Insular Area users: The two CHDO-related fields are not displayed for you.</p>

When you have finished, press <Enter> or <F8> to save your input and display the HOME MENU.

**TIP** Before exiting the HOME Menu, you may want to ensure that you have provided all of the setup data required to fund the activity. To do so, select option **F** and press <Enter> to display the Review HOME Activity Status screen. For more information on this screen, see Chapter 13.

### **Exercise 3.1**

Please turn to Exercise 3.1, Single-Address Homebuyer Activity Setup, in the Exercise Manual.

## **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), and CO (CHDO Operating Expenses) HOME funds.

The availability of CHDO funds depends on the answers you provided on the CHDO Questions screen (see page 6-1). If your answer to CR ACTIVITY? was **N**, then 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 that question **Y** and entered:

- **N** in the CHDO LOAN field, the activity can also be funded with CR or CC.
- **Y** 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 12.

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 Appendix E and Appendix F of this manual and Chapters 5 and 7 of the *IDIS Reference Manual*.

## **ACTIVITY COMPLETION**

To complete a single-address homebuyer activity in IDIS, you will provide information about the activity's units, costs, and beneficiaries on a series of four HOME completion screens. Once all of the required data has been entered, the final step in the process is to update the activity status to "complete." The HOME final rule at 24 CFR 92.502(d)(1) requires PJs to enter this completion information and update the activity status code within 120 days of the final draw for the activity.

***The importance of providing HUD with accurate completion data on a timely basis cannot be overemphasized.*** Failing to do so lowers your score on several HOME Performance SNAPSHOT indicators and reduces your PJ's statewide and national rankings. It also results in the underreporting of HOME Program accomplishments to Congress and the Office of Management and Budget (OMB), which may negatively impact future funding for the program.

To access the HOME completion screens for a homebuyer activity, go to the HOME Menu. Choose option:

**H – Costs & Beneficiaries** to display the four homebuyer completion screens in sequence.

**I – Costs Only** to go directly to the cost screen. Remember that if the first two completion screens have not been filled in, IDIS displays them regardless of the option selected.

**J – Beneficiaries Only** to go directly to the beneficiaries screen. Again, if the first two completion screens have not been filled in, IDIS displays them regardless of the option selected. You can go directly to the beneficiaries screen before you have completed the cost screen.

Instructions for completing these screens follow.

### Complete Homebuyer Activity Screen

This screen asks for basic completion information about the HOME-assisted property.

```

                                COMPLETE HOMEBUYER ACTIVITY                                HB03
Grantee Activity ID                                IDIS Activity ID                                5211
Activity Name                                MARTIN AND JULIA VASQUEZ
Activity Address                                2209 SANDHILL ROAD ALBUQUERQUE NM 80550

ACTIVITY TYPE                                4
2 New Construction Only                                4 Acquisition & Rehab
3 Acquisition Only                                5 Acquisition & New
                                                    Construction

PROPERTY TYPE                                1
1 1-4 Single Family                                3 Cooperative
2 Condominium                                4 Manufactured Home

FHA INSURED (Y/N)?                                _

LEASE PURCHASE?                                If yes, date of agreement  _ - _ - _

COMPLETED UNITS                                Total number                                2
                                                    HOME-assisted                                2

F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Homebuyer Activity screen.
ACTIVITY TYPE	This field is initially populated with the activity type code you entered on homebuyer setup screen. Change it here if the setup code no longer accurately reflects the work that was performed.

Field	Description
	<p>The completion ACTIVITY TYPE codes are the same as the setup codes:</p> <p><b>2</b> New Construction Only – Construction of new residential units or the addition of units outside the existing walls of the structure.</p> <p><b>3</b> Acquisition Only – Acquisition of a structure that received a certificate of occupancy at least 13 months before acquisition and consequently does not require rehabilitation.</p> <p><b>4</b> Acquisition &amp; Rehab – Rehabilitation that includes the acquisition of real property.</p> <p><b>5</b> Acquisition &amp; New Construction – New construction that involves the acquisition of real property.</p>
PROPERTY TYPE	This field is initially populated with <b>1</b> , 1-4 Single-Family. If necessary, change it to one of the other codes listed on the screen to identify the type of property assisted with HOME funds.
FHA insured?	If the property is insured by the FHA, enter <b>Y</b> . Otherwise, enter <b>N</b> or leave the field blank (a yes/no field left blank is automatically set to 'N').
LEASE PURCHASE? If yes, date of agreement	If a lease purchase arrangement has been made with the homebuyer, enter the date (in the format mm dd yyyy) the agreement was signed. This field is optional.
COMPLETED UNITS Total Number	<p>Enter the total number of units (HOME assisted plus non-HOME assisted) at activity completion.</p> <p>This field is initially populated with the estimated number of units you entered on Set Up Homebuyer Activity screen, but may be changed.</p>
COMPLETED UNITS HOME-assisted	<p>Enter the number of units that received HOME assistance. This field is also initially populated with the estimated number of units from the Set Up Homebuyer screen, but may be changed.</p> <p>The number of HOME-assisted units must be between <b>1</b> and <b>4</b>. It cannot be more than the total number of completed units.</p>

When you have finished, press <Enter> or <F8> to save your input and display the next homebuyer completion screen.

## Complete Homebuyer Activity: Units Screen

On this screen, you will report on Performance Measurement (PM) outcome indicators about the units in a homebuyer activity. Also as part of the PM initiative, PJs are asked to report the period of affordability they have imposed on HOME-assisted homebuyer units if it is longer than the regulatory minimum.

```

                COMPLETE HOMEBUYER ACTIVITY: UNITS                                HB03-A

Grantee Activity ID                                IDIS Activity ID    5211
Activity Name      MARTIN AND JULIA VASQUEZ
Activity Address    2209 SANDHILL ROAD ALBUQUERQUE NM 80550

COMPLETED UNITS      Total      2      HOME-Assisted      2

OF THE UNITS COMPLETED, THE NUMBER:
                                TOTAL      HOME-
                                ASSISTED

                                Meeting Energy Star standards:  ___  ___

                                504-accessible:  ___

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.

                                PJ-imposed period of affordability:  __ years

F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Homebuyer Activity screen.
COMPLETED UNITS Total	This read-only field shows the total number of completed units you entered on the previous screen. Numbers entered below in the TOTAL column cannot exceed this number.
COMPLETED UNITS HOME-Assisted	This read-only field shows the number of HOME-assisted units you entered on the previous screen. Numbers entered below in the HOME-ASSISTED column cannot exceed this number.
Meeting Energy Star standards	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.  An <F1> help screen is available for this field.

Field	Description
504-accessible	<p>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.</p> <p>For more information on the HOME Program's Section 504 compliance requirements, see HUD Notice CPD-00-9 or superseding notices.</p>
PJ-imposed period of affordability.	<p>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 <b>99</b>.</p> <p>If you are not imposing a longer-than-required POA, leave the field blank.</p> <p>An &lt;F1&gt; help screen is available for this field.</p>

When you have finished, press <Enter> or <F8> to save your input and display the next homebuyer completion screen.

## Complete Homebuyer Activity: Costs Screen

Cost data for homebuyer activities includes funding sources and the amounts and forms of assistance provided. Two versions of the cost screens are available. The first consists of two screens; the second is only one screen. Each version is explained below. Press the <F15> key (<Shift + F3> on most keyboards) to toggle between the two versions, and choose the one you prefer. Regardless of which you choose, the cost data can always be displayed (and changed) on either version.

The homebuyer cost screens have input fields for HOME property costs and for HOME downpayment assistance. This is so you do not have to (and, to avoid double-counting of beneficiaries, the HOME Program Office would prefer that you did not) set up two activities—one for property costs and a separate one for downpayment assistance—when only one homebuyer is being assisted.

### Default Version

The two-screen version is the default for single-address homebuyer activities: it is displayed the first time you access the cost screens for an activity. If you choose to enter data on these screens, they will be displayed the next time you access the cost screens for this activity.

HOME funds data is entered on the first cost screen. For homebuyer activities, HOME amounts are input separately for property costs and downpayment assistance.

Enter whole-dollar amounts for PURCHASE PRICE and VALUE AFTER REHAB. Input all other amounts as dollars and cents. If you omit the decimal point and cents, IDIS will append '.00' when the amount is saved. Fields that you leave blank will automatically be set to '0.00'.

```

                COMPLETE HOMEBUYER ACTIVITY: COSTS                                HB04
Grantee Activity ID                                IDIS Activity ID    5211
Activity Name      MARTIN AND JULIA VASQUEZ
Activity Address   2209 SANDHILL ROAD ALBUQUERQUE NM 80550

Purchase Price _____ Value After Rehab _____ Totals

1. HOME FUNDS (Including PI)

  a. PROPERTY COSTS      Amortized Loan _____
                        Grant _____
                        Deferred Payment Loan _____
                        Other _____                                0.00

  b. DOWNPAYMENT         Amortized Loan _____
      ASSISTANCE          Grant _____
                        Deferred Payment Loan _____
                        Other _____                                0.00

HOME Funds Disbursed      0.00          HOME Total          0.00

To display alternate costs screen, press <F15>.
F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE F15=ALT
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Homebuyer Activity screen.
Purchase Price	Enter the price that the homebuyer paid for the property, as evidenced on the deed. Enter a whole-dollar amount without commas.
Value After Rehab	This field is displayed only when the ACTIVITY TYPE code entered on the first completion screen (see page 6-9) is <b>4</b> , Acquisition & Rehab. If the field is displayed, enter the dollar value of the property after rehabilitation. Input a whole-dollar amount without commas.  If the amount entered exceeds 95% of the median purchase price for the area, IDIS issues a warning message but allows completion processing to continue.  For details about limits on the value of rehabbed HOME-assisted properties, see CFR 24 92.254(2)(ii).
HOME Funds (Including PI) Property Costs Amortized Loan	Enter the total amount, in dollars and cents, of HOME funds provided for property costs in the form of 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.
HOME Funds (Including PI) Property Costs Grant	Enter the total amount, in dollars and cents, of HOME funds provided for property costs in the form of a grant. A grant is provided with no requirement or expectation of repayment.

Field	Description
	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.
HOME Funds (Including PI) Property Costs Deferred Payment Loan	Enter the total amount, in dollars and cents, of HOME funds provided for property costs in the form of 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.
HOME Funds (Including PI) Property Costs Other	Enter the total amount, in dollars and cents, of HOME funds provided for property costs in some form other than the loan/grant assistance identified above.  A total of the HOME Property Costs amounts you have entered is displayed to the right of the OTHER field. If the activity is funded with CHDO Reserve, this total must be greater than zero before you will be allowed to set the ACTIVITY STATUS CODE to "complete" (remember from page 6-1 that providing HOME funds for downpayment assistance only is not a CR-eligible activity).
HOME Funds (Including PI) Downpayment Assistance Amortized Loan	Enter the total amount, in dollars and cents, of HOME funds provided for downpayment assistance in the form of an amortized loan.
HOME Funds (Including PI) Downpayment Assistance Grant	Enter the total amount, in dollars and cents, of HOME funds provided for downpayment assistance in the form of a grant.
HOME Funds (Including PI) Downpayment Assistance Deferred Payment Loan	Enter the total amount, in dollars and cents, of HOME funds provided for downpayment assistance in the form of a deferred payment loan (DPL).
HOME Funds (Including PI) Downpayment Assistance Other	Enter the total amount, in dollars and cents, of HOME funds provided for downpayment assistance in some form other than the loan/grant assistance identified above.  A total of the HOME Downpayment Assistance amounts you have entered is displayed to the right of the OTHER field.
HOME Funds Disbursed	This read-only field displays the amount of HOME funds drawn down for the activity to date.
HOME Total	This read-only field shows the sum of the HOME amounts you have entered.  This amount and the HOME FUNDS DISBURSED amount must be equal—to the penny—before you will be allowed to change the ACTIVITY STATUS CODE to "complete."

When you have finished, press <Enter> or <F8> to display the second default version cost screen.



COMPLETE HOMEBUYER ACTIVITY: COSTS			HB05
Grantee Activity ID		IDIS Activity ID	5211
Activity Name	MARTIN AND JULIA VASQUEZ		
Activity Address	2209 SANDHILL ROAD ALBUQUERQUE NM 80550		
			Totals
1. HOME FUNDS SUMMARY			
(Including PI)	a. Property Costs	0.00	
	b. Downpayment Assistance	0.00	0.00
2. PUBLIC FUNDS	Other Federal Funds	_____	
	State/Local Funds	_____	
	Tax-Exempt Bond Proceeds	_____	0.00
3. PRIVATE FUNDS	Private Loans	_____	
	Owner Cash Contributions	_____	
	Private Grants	_____	0.00
HOME Funds Disbursed	0.00	Activity Total	0.00

To display alternate costs screen, press <F15>.  
 F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE F15=ALT

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Homebuyer Activity screen.
HOME FUNDS SUMMARY	These read-only fields show the Property Costs, Downpayment Assistance, and HOME totals from the previous screen.
PUBLIC FUNDS Other Federal Funds	Enter the total amount, in dollars and cents, of any activity costs paid for with other (non-HOME) federal funds.
PUBLIC FUNDS State/Local Funds	Enter the total amount, in dollars and cents, of any activity costs paid for with state or local government-appropriated funds.
PUBLIC FUNDS Tax-Exempt Bond Proceeds	Enter the total amount, in dollars and cents, of any activity costs paid for with state or local government tax-exempt bond proceeds.  A total of the PUBLIC FUNDS amounts you have entered is displayed to the right of the TAX-EXEMPT BOND PROCEEDS field.
PRIVATE FUNDS Private Loans	Enter the total amount, in dollars and cents, of any activity costs paid for with money obtained from private financial institutions such as banks or credit unions.
PRIVATE FUNDS Owner Cash Contributions	Enter the total amount, in dollars and cents, of cash contributions provided by the homebuyer.

Field	Description
PRIVATE FUNDS Private Grants	Enter the total amount, in dollars and cents, of cash contributions donated by private individuals, organizations, etc.  A total of the PRIVATE FUNDS amounts you have entered is displayed to the right of the TAX-EXEMPT BOND PROCEEDS field.
HOME Funds Disbursed	This read-only field displays the amount of HOME funds drawn down for the activity to date.
Activity Total	This read-only field shows the sum of all HOME, public, and private funds expended on the activity.  Note: The ACTIVITY TOTAL must be equal to or greater than the PURCHASE PRICE you entered on the previous screen before you will be allowed to set the ACTIVITY STATUS CODE to "complete."

When you have finished, press <Enter> or <F8> to save your input and display the last homebuyer completion screen. To display the alternate version of the cost screen instead, press <F15>.

### Alternate Version

To access this version of the cost screen the first time, press <F15> when the default cost screen is displayed. If you choose to enter data on this version, it will be displayed the next time you access the cost screen for this activity.

Enter whole-dollar amounts for PURCHASE PRICE and VALUE AFTER REHAB. Input all other amounts as dollars and cents. If you omit the decimal point and cents, IDIS will append '.00' when the amount is saved. Fields that you leave blank will automatically be set to '0.00'.

```

                COMPLETE HOMEBUYER ACTIVITY: COSTS                                HB06

Grantee Activity ID          IDIS Activity ID          5211
Activity Name                MARTIN AND JULIA VASQUEZ
Activity Address              2209 SANDHILL ROAD ALBUQUERQUE NM 80550

Purchase Price _____          Value After Rehab _____
Source   Form of Assistance      Amount          * Source Codes
-         -                     _____        1 HOME property costs
-         -                     _____        2 HOME downpayment assistance
-         -                     _____        4 Other federal funds
-         -                     _____        5 State/local funds
-         -                     _____        6 Tax-exempt bond proceeds
-         -                     _____        7 Private loans
-         -                     _____        8 Owner cash contributions
-         -                     _____        9 Private grants
-         -                     _____        * Forms of HOME Assistance
-         -                     _____        1 Amortized loan
-         -                     _____        2 Grant
-         -                     _____        3 Deferred payment loan
-         -                     _____        5 Other
    Activity Total                0.00

Total HOME funds _____
HOME funds disbursed           0.00
To display alternate costs screen, press <F15>.
F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE  F15=ALT
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Homebuyer Activity screen.
Purchase Price	Enter the price the homebuyer paid for the property, as evidenced on the deed. Input a whole-dollar amount without commas.
Value After Rehab	This field is displayed only when the ACTIVITY TYPE code entered on the first completion screen (see page 6-9) is <b>4</b> , Acquisition & Rehab. If the field is displayed, enter the dollar value of the property after rehabilitation. Input a whole-dollar amount without commas.  If the amount entered exceeds 95% of the median purchase price for the area, IDIS issues a warning message but allows completion processing to continue.  For details about limits on the value of rehabbed HOME-assisted properties, see CFR 24 92.254(2)(ii).
Source of Funds	Enter a code from the list of Source Codes displayed at the top right of the screen.
Form of Assistance	Fill in this field only if the SOURCE OF FUNDS is <b>1</b> , HOME property costs, or <b>2</b> , HOME downpayment assistance.  Enter a code from the list of Forms of HOME Assistance displayed at the bottom right of the screen. Definitions for the HOME forms of assistance are provided on pages 6-13 and 6-14.
Amount	Enter the total amount, in dollars and cents, of money received from this funding source.
Activity Total	This read-only field shows the sum of the amounts you have entered.
Total HOME funds	This read-only field shows the sum of the HOME amounts you have entered. The amounts in this field and the HOME FUNDS DISBURSED field below it must be equal—to the penny—before you will be allowed to change the ACTIVITY STATUS CODE to "complete."
HOME Funds disbursed	This read-only field displays the amount of HOME funds drawn down for the activity to date.

When you have finished, press <Enter> or <F8> to save your input and display the last homebuyer completion screen. To display the alternate version of the cost screen instead, press <F15>.

## Complete Homebuyer Activity: Beneficiaries Screen

Demographic information about the households assisted with HOME funds is reported on this screen.

The number of input lines displayed is the same as the number you entered in the HOME-ASSISTED COMPLETED UNITS field on the first completion screen (HO03). Enter information about the homebuyer on the first line; use subsequent lines (if any) to input tenant information.

```

                COMPLETE HOMEBUYER ACTIVITY: BENEFICIARIES                HB07

Grantee Activity ID                IDIS Activity ID                5211
Activity Name                      MARTIN AND JULIA VASQUEZ
Activity Address                   2209 SANDHILL ROAD ALBUQUERQUE NM 80550

Unit#    # of    Occu-    -----HOUSEHOLD-----    Asst    Total
         Bdrms  pant    %Med  Hisp?  Race  Size  Type  Type  Monthly Rent
-----  -      -      -    -    -    -    -    -    -
         -      2      -    -    -    -    -    4    -
         -      -      -    -    -    -    -    -    -

HOMEBUYER  First-time homebuyer(Y/N)? _
           Coming from subsidized housing(Y/N)? _
           Receiving: _
                1 No counseling      3 Post-counseling
                2 Pre-counseling    4 Both

For vacant units: Enter Unit# and # of Bdrms. Change Occupant to 9.
F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Homebuyer Activity screen.
Unit #	Enter the unit number of the HOME-assisted unit.
# of Bdrms	Enter the number of bedrooms in the unit, <b>0</b> through <b>5</b> . For single room occupancy (SRO) and efficiency units, enter <b>0</b> . For units with more than five bedrooms, enter <b>5</b> .  An <F1> help screen is available for this field.
Occupant	Valid OCCUPANT codes are:  <b>1</b> Tenant <b>2</b> Owner <b>9</b> Vacant  On the first input line, this field is populated with <b>2</b> (Owner). If necessary, it may be changed to <b>9</b> (Vacant).

Field	Description
	<p>On each subsequent line, enter an OCCUPANT code of <b>1</b> if a tenant occupies the unit or <b>9</b> if the unit is vacant.</p> <p>If the unit is vacant, leave the rest of the fields on the input line blank (any data you enter in them will not be saved). Press &lt;Enter&gt; to advance the cursor to the next input line.</p> <p>An &lt;F1&gt; help screen is available for this field.</p>
HOUSEHOLD %Med	<p>Enter the code for the head of household's 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 codes are:</p> <p><b>1</b> 0 - 30% Household annual income is at or below 30% of the area median income (AMI).</p> <p><b>2</b> 30+ - 50% Household annual income is above 30% and at or below 50% of AMI.</p> <p><b>3</b> 50+ - 60% Household annual income is above 50% and at or below 60% of AMI.</p> <p><b>4</b> 60+ - 80% Household annual income is above 60% and at or below 80% AMI.</p> <p>An &lt;F1&gt; help screen is available for this field.</p>
HOUSEHOLD Hisp?	<p>For each occupied unit, indicate if the head of household is Hispanic/Latino by entering <b>Y</b> or <b>N</b> (if you leave the field blank, it will be set to <b>N</b>).</p> <p>A person of Hispanic/Latino ethnicity is defined as someone of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.</p> <p>An &lt;F1&gt; help screen is available for this field.</p>
HOUSEHOLD Race	<p>For each occupied unit, enter the code for the race of the head of household. The codes and their definitions, available on an &lt;F1&gt; help screen, are:</p> <p><b>11</b> White – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East</p> <p><b>12</b> Black/African American – A person having origins in any of the black racial groups of Africa.</p> <p><b>13</b> 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.</p> <p><b>14</b> 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.</p> <p><b>15</b> Native Hawaiian/Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p>

Field	Description
	<p><b>16</b> American Indian/Alaskan Native &amp; White – A person having these multiple racial origins as defined above.</p> <p><b>17</b> Asian &amp; White – A person having these multiple racial origins as defined above.</p> <p><b>18</b> Black/African American &amp; White – A person having these multiple racial origins as defined above.</p> <p><b>19</b> American Indian/Alaskan Native &amp; Black/African American – A person having these multiple racial origins as defined above.</p> <p><b>20</b> Other Multi-Racial – Category used for reporting individual responses that are not included in any of the categories listed above.</p>
HOUSEHOLD Size	<p>For each occupied unit, enter the number of persons in the household, <b>1</b> through <b>8</b>. For households of more than eight, enter <b>8</b>.</p> <p>An &lt;F1&gt; help screen is available for this field.</p>
HOUSEHOLD Type	<p>For each occupied unit, enter the code for the type of household occupying the unit. The codes and their definitions are:</p> <p><b>1</b> Single, non-elderly – One person under the age of 62.</p> <p><b>2</b> Elderly – One or more persons, each of whom is at least 62 years old.</p> <p><b>3</b> Single Parent – A single parent with one or more dependent children 18 years old or younger.</p> <p><b>4</b> Two Parents – Two parents with one or more dependent children 18 years old or younger.</p> <p><b>5</b> Other – Any household not included in the above definitions, including two or more unrelated persons.</p> <p>If the HOUSEHOLD SIZE is <b>1</b>, then you must enter <b>1</b> or <b>2</b> in this field.</p> <p>An &lt;F1&gt; help screen is available for this field.</p>
HOUSEHOLD Asst Type	<p>For each occupied unit, enter the code indicating the type of assistance the homebuyer/tenant is receiving. The codes and their definitions are:</p> <p><b>1</b> 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.</p> <p><b>2</b> HOME TBRA – for tenants receiving HOME tenant-based rental assistance.</p> <p><b>3</b> Other federal, state, or local assistance – for tenants receiving rental subsidies from other federal, state, or local rental assistance programs.</p> <p><b>4</b> No assistance.</p> <p>For the homebuyer, this field is populated with <b>4</b>, No assistance. Change this default value to <b>1</b> if the homebuyer is receiving Section 8 voucher assistance to purchase the property. Codes <b>1</b> and <b>4</b> are the only valid ASST TYPE codes on the homebuyer input line.</p> <p>An &lt;F1&gt; help screen is available for this field.</p>

Field	Description
Total Monthly Rent	<p>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.</p> <p><i>Tenant contribution</i> 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.</p> <p><i>Subsidy amount</i> is the amount of rental assistance the tenant receives each month (including any utility allowances paid directly to the tenant).</p>
HOMEBUYER First-time homebuyer (Y/N)?	<p>Enter <b>Y</b> if the new homeowner is a first-time homebuyer; otherwise, enter <b>N</b> or leave the field blank ((a yes/no field left blank is automatically set to <b>N</b>). <i>First-time homebuyer</i> is defined at 24 CFR 92.2.</p> <p>To be counted as an ADDI activity, this question must be answered <b>Y</b>.</p>
HOMEBUYER Coming from subsidized housing (Y/N)?	<p>This is a homebuyer activity Performance Measurement indicator. Enter <b>Y</b> if immediately prior to HOME assistance, the homebuyer was living in public housing or receiving rental assistance from a federal, state, or local program. Otherwise, enter <b>N</b> or leave the field blank.</p> <p>An &lt;F1&gt; help screen is available for this field.</p>
HOMEBUYER Receiving	<p>Enter one of the codes listed on the screen to indicate if the homebuyer received pre-purchase and/or post-purchase homeownership counseling or no housing counseling.</p>

When you have finished, press <Enter> or <F8> to save your input and display the HOME MENU.

**TIP** Before exiting the HOME Menu, you may want to ensure that you have provided all of the completion data required to update the ACTIVITY STATUS CODE to “complete”. To do so, select option **F** and press <Enter> to display the Review HOME Activity Status screen. For more information on this screen, see Chapter 13.

## Updating the Activity Status Code to Complete

The final step in completing any HOME activity is to change the ACTIVITY STATUS CODE on Common Path screen MA04 to “complete.” Until you make this update, the unit, cost, and beneficiary data you have entered is not included in your SNAPSHOT performance report.

Remember, HOME regulations require PJs to enter all completion data and update the activity status code in IDIS within 120 days of the final draw for the activity.

### Exercise 3.2

Please turn to Exercise 3.2 Single-Address Homebuyer Activity Completion, in the Exercise Manual.

## **ADDI AND IDIS**

The American Dream Downpayment Initiative (ADDI) funds that your PJ receives 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:

- An ACTIVITY TYPE of **3**, **4**, or **5** is entered on the Set Up Homebuyer Activity Screen, and
- DOWNPAYMENT ASSISTANCE is input on the HOME Funds Costs screen, and
- The FIRST-TIME HOMEBUYER question on the Beneficiaries screen is answered **Y**, and
- The ACTIVITY STATUS CODE is set to "complete."

Homebuyer activities meeting these criteria are included in the ADDI Accomplishment Report that HOME posts each month on its web page at [www.hud.gov/offices/cpd/affordablehousing/programs/home](http://www.hud.gov/offices/cpd/affordablehousing/programs/home) (click on Production Reports). The report summarizes by PJ the homebuyer downpayment assistance and rehab costs credited to ADDI. The "Explanations Documents" posted on the same page describe the contents of the report and list the rules the HOME Program Office uses to credit homebuyer activity costs to ADDI.

To access additional ADDI resources, look under "HOME Topical Index" on the home page and click on "American Downpayment Dream Initiative (ADDI).

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\*For FY 2003, the only ADDI-eligible cost is downpayment assistance (rehab costs are ineligible). Thereafter, the per-activity ADDI limit is the greater of \$10,000 or 6% of the purchase price.



# Chapter 7

## MULTI-ADDRESS HOMEBUYER ACTIVITIES

---

In this chapter, you will learn how to set up, fund, draw funds for, and complete homebuyer activities that are 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.

**TIP** For an activity with a significant number of addresses, it is suggested that beneficiary and cost data for each address also be maintained in a separate spreadsheet (or similar format). If, at activity completion time, the total beneficiaries or total costs are incorrect, each address needs to be reviewed to identify and correct the inaccurate data.

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

The first step in setting up any HOME activity is to fill in the four Common Path screens (see Chapter 2).

On the HOME Menu, select option **B**, Homebuyer, and press <Enter> to display the first of three homebuyer activity setup screens.

#### Set Up Activity: CHDO Questions Screen

This screen is identical to the first setup screen for single-address homebuyer activities (see page 6-1).

Press <Enter> or <F8> to display the next setup screen.

#### Activity Setup: Objective and Outcome Screen

This is the same screen as the second setup screen for single-address homebuyer activities. Instructions for filling it in are provided on page 6-3.

Press <Enter> or <F8> to display the next setup screen.

#### Set Up Activity: Special Characteristics Screen

The same Special Characteristics screen is displayed for single- and multi-address rental activities. It is explained on page 6-5.

Press <Enter> or <F8> to display the next setup screen.

## Set Up Homebuyer Activity Screen

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

- Note that the same 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.
- Leave the HOMEBUYER'S NAME field blank. For multi-address activities, homebuyer names are entered for each address at completion.
- Enter a general description of the activity location in the ADDRESS field 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-ASSISTED UNITS must be more than two. Include the units at all activity locations in your count.
- In ESTIMATED HOME COST, include the HOME funds needed for all the properties in the activity.
- Enter **Y** in the MULTI-ADDRESS field.

Press <Enter> or <F8> to display the last setup screen.

## Set Up Homebuyer Activity: Developer Screen

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

```

                SET UP HOMEBUYER ACTIVITY: DEVELOPER                                HB02

Grantee Activity ID                                IDIS Activity ID    5166
Activity Name          CLAIBORNE MANOR
Activity Address       1735-1743 KENSINGTON BLVD ATLANTA GA 31141

DEVELOPER TYPE
1 Individual          4 Not-for-Profit
2 Partnership        5 Publicly Owned
3 Corporation         9 Other

DEVELOPER'S NAME _____

DEVELOPER'S ADDRESS
Street _____
City _____ St __ Zip _____ - _____

F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Homebuyer Activity screen.
DEVELOPER TYPE	Enter one of the codes listed on the screen to indicate who is developing the properties that are to be assisted with HOME funds.
DEVELOPER'S NAME	If the developer is an individual, enter his/her full name. Otherwise, enter the legal name of the organization. This field is optional.
DEVELOPER'S ADDRESS Street, City, St, Zip	Enter the developer's address.

Pressing <Enter> or <F8> on the last setup screen displays the HOME MENU.

**TIP** Before exiting the HOME Menu, you may want to ensure that you have provided all of the setup data required to fund the activity. To do so, select option **F** and press <Enter> to display the Review HOME Activity Status screen. For more information on this screen, see Chapter 13.

### ***Exercise 4.1***

Please turn to Exercise 4.1, Multi-Address Homebuyer Activity Setup, in the Exercise Manual.

## **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 6-8).

For more information on activity funding and drawdowns, see Appendix E and Appendix F of this manual and Chapters 5 and 7 of the *IDIS Reference Manual*.

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

To access the HOME completion screens for a rental activity, go to the HOME Menu. When accessing the screens for the first time, choose option **H**, Costs & Beneficiaries, to display the completion screens in sequence. On subsequent access, choose option **I**, Costs Only or **J**, Beneficiaries Only, to go directly to those screens.

Instructions for all of the multi-address homebuyer completion screens follow.

## Complete Homebuyer Activity Screen

This screen asks for basic completion information that is common to all of the HOME-assisted properties.

COMPLETE HOMEBUYER ACTIVITY		HB03
Grantee Activity ID		IDIS Activity ID 5166
Activity Name	CLAIBORNE MANOR	
Activity Address	1735-1743 KENSINGTON BLVD ATLANTA GA 31141	
ACTIVITY TYPE	4	
	2 New Construction Only	4 Acquisition & Rehab
	3 Acquisition Only	5 Acquisition & New Construction
PROPERTY TYPE	1	
	1 1-4 Single Family	3 Cooperative
	2 Condominium	4 Manufactured Home
COMPLETED UNITS	Total number _____	
	HOME-assisted _____	
F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE		

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Homebuyer Activity screen.
ACTIVITY TYPE	<p>This field is initially populated with the activity type code you entered on the Set Up Homebuyer Activity screen. Change it here if the setup code no longer accurately reflects the work that was performed.</p> <p>The completion ACTIVITY TYPE codes are the same as the setup codes:</p> <ul style="list-style-type: none"> <li><b>2</b> New Construction Only – An activity that involves the construction of new residential units or the addition of units outside the existing walls of the structure.</li> <li><b>3</b> Acquisition Only – An activity that involves the acquisition of a structure that received a certificate of occupancy at least 13 months before acquisition and consequently does not require rehabilitation.</li> <li><b>4</b> Acquisition &amp; Rehab – A rehabilitation activity that includes the acquisition of real property.</li> <li><b>5</b> Acquisition &amp; New Construction – A New Construction activity that involves the acquisition of real property.</li> </ul>

Field	Description
PROPERTY TYPE	Enter one of the codes listed on the screen to identify the type of property assisted with HOME funds
COMPLETED UNITS Total Number	Enter the total number of units (HOME assisted plus non-HOME assisted) at activity completion. Include the units at all property addresses in your count.  This field is initially populated with the estimated number of units you entered on Set Up Homebuyer Activity screen, but may be changed.
COMPLETED UNITS HOME-assisted	Enter the number of units that received HOME assistance. Include the units at all property addresses in your count.  This field is also initially populated with the estimated number of units from the Set Up Homebuyer Activity screen, but may be changed.  The number of HOME-assisted units cannot be more than the total number of completed units.

Press <Enter> or <F8> to display the next completion screen.

## Complete Homebuyer Activity: Units Screen

This screen is identical to the single-address Units screen described on page 6-11. For a multi-address activity, include the units at all activity locations in your counts.

Press <Enter> or <F8> to display the next completion screen.

## Property Addresses Screen

You will use this screen to:

- Enter the address of each property in the activity.
- Access the cost and beneficiary screens for each property.
- Display the Multi-Address Activity Summary screen, which shows activity totals for the cost and beneficiary data you have entered so far.

When inputting addresses, fill in the four blocks sequentially. Blank blocks between addresses are not permitted.

PROPERTY ADDRESSES		ADRS
Grantee Activity ID		IDIS Activity ID
Activity Name	CLAIBORNE MANOR	5166
Enter X to select, P to paste previous address, or D to delete		
-	Name _____ Street _____ City _____ St __ Zip _____ - _____ County _____	
-	Name _____ Street _____ City _____ St __ Zip _____ - _____ County _____	
-	Name _____ Street _____ City _____ St __ Zip _____ - _____ County _____	
-	Name _____ Street _____ City _____ St __ Zip _____ - _____ County _____	
Add more addresses(Y/N)? _		Display cumulative totals(Y/N)? _
F1=HELP F3=VALDT F4=MAIN MENU F7=PREV F8=NEXT F9=SAVE		

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
(Selection)	The (unlabeled) SELECTION field, located to the left of the NAME field in each address block, is used after you have input at least one address. Enter:  <b>X</b> in the selection field of a filled-in address block to access the costs and beneficiaries screens for that property address.  <b>P</b> in the selection field of a blank address block to copy and paste the address in the previous block into the blank block. Using the paste function saves typing if the only difference between addresses is the street number or name.  <b>D</b> in the selection field of a filled-in address block to delete it. You will be prompted to press <Enter> again to confirm the deletion. <i>Caution!</i> Deleting an address also deletes any cost and beneficiary data you have entered for that location.  To update an address, leave its SELECTION field blank.
Name	This field is optional. You may enter the name of the homebuyer or any other property identifier you find useful.
Street	Enter the street number and street name of one of the properties.
City, St, Zip	Enter the city, state, and zip code for the property.
County	Enter the county code if you know it. Otherwise, with the cursor positioned in the COUNTY CODE field, press <F1> to display a list of all the counties in the PJ's state. Enter the code of the county where the HOME-assisted property is located, then press <Enter> to return to the setup screen.

Field	Description
Add more addresses (Y/N)?	<p>If you need to enter more than four addresses, enter <b>Y</b> in this field and press &lt;Enter&gt; to display another input screen. Otherwise, enter <b>N</b> or leave the field blank (a yes/no field left blank is automatically set to <b>N</b>).</p> <p>If you input more than four addresses, &lt;F17&gt; and &lt;F18&gt; are added to the F-key line at the bottom of the screen. Use them to page between the address screens.</p>
Display cumulative totals (Y/N)?	Enter <b>Y</b> and press <Enter> to display the Multi-Address Activity Summary screen. This screen shows cost and beneficiary totals for the activity. It is explained in detail on pages 7-12 and 7-13.

To continue with data entry, enter **X** in the SELECTION field of an address and press <Enter> to display the next completion screen.

## Complete Homebuyer Activity Costs Screen

The cost data required for a multi-address activity is the same as the data required for a single-address activity. However, you must complete a separate cost screen for each of the addresses in a multi-address activity.

As with single-address activities, two versions of the cost screen are available. The first consists of two screens; the second is only one screen. Each version is explained below. Press the <F15> key (<Shift + F3> on most keyboards) to toggle between the two versions, and choose the one you prefer. Regardless of which you choose, the cost data can always be displayed (and changed) on either version.

### Default Version

The two-screen version is the default for single-address homebuyer activities: it is displayed the first time you access the cost screen for an activity. If you choose to enter data on these screens, they will be displayed the next time you access the cost screens for this activity.

The first default screen is shown below. Because separate cost data is input for each address, notice the differences between it and the single-address screen shown on page 6-13:

- For a single-address activity, the activity address is displayed at the top of the screen. For a multi-address activity, the property address is displayed.
- On the single-address screen, activity totals are displayed. The multi-address screen displays address totals.
- Unlike the single-address screen, the multi-address cost screen does not show HOME FUNDS DISBURSED. That amount is shown instead on the Multi-Address Activity Summary screen (discussed on pages 7-12 and 7-13) so you can compare funds expended with the costs data you have entered for all addresses in the activity.

COMPLETE HOMEBUYER ACTIVITY: COSTS	HB04
Grantee Activity ID _____	IDIS Activity ID 5166
Activity Name CLAIBORNE MANOR	
Property Address 1735 KENSINGTON BLVD ATLANTA GA 31141	
Purchase Price _____	Value After Rehab _____
1. HOME FUNDS (Including PI)	Address Totals
a. PROPERTY COSTS	
Amortized Loan _____	
Grant _____	
Deferred Payment Loan _____	
Other _____	0.00
b. DOWNPAYMENT ASSISTANCE	
Amortized Loan _____	
Grant _____	
Deferred Payment Loan _____	
Other _____	0.00
	HOME Total This Address 0.00
To display alternate costs screen, press <F15>.	
F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE F15=ALT	

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Property Address	This read-only field displays the property address you selected on the Property Addresses screen.
Purchase Price	Enter the price that the homebuyer paid for the property, as evidenced on the deed. Enter a whole-dollar amount without commas.
Value After Rehab	<p>This field is displayed only when the ACTIVITY TYPE code entered on the first completion screen (see page 7-4) is <b>4</b>, Acquisition &amp; Rehab.</p> <p>If the field is displayed, enter the dollar value of the property at this address after rehabilitation. This is the appraised value of the property before rehab plus the total cost of the rehabilitation. Enter a whole-dollar amount without commas.</p> <p>If the amount entered exceeds 95% of the median purchase price for the area, IDIS issues a warning message but allows completion processing to continue.</p> <p>For details about limits on the value of rehabbed HOME-assisted properties, see CFR 24 92.254(2)(ii).</p>
HOME FUNDS (Including PI) Property Costs Downpayment Assistance	Fill in these fields exactly as you do for a single-address homebuyer activity (see page 6-13), <i>but include in each amount only the funds expended at this property location.</i>
HOME Total This Address	This read-only field shows the sum of all HOME funds for this address.



Press <Enter> or <F8> to display the second default version cost screen.

```

                COMPLETE HOMEBUYER ACTIVITY: COSTS                                HB05

Grantee Activity ID                                IDIS Activity ID    5166
Activity Name      CLAIBORNE MANOR
Property Address   1735 KENSINGTON BLVD ATLANTA GA 31141

                                                Address Totals

1. HOME FUNDS SUMMARY  a. Property Costs           0.00
   (Including PI)       b. Downpayment Assistance    0.00
                                                0.00

2. PUBLIC FUNDS       Other Federal Funds _____
                    State/Local Funds _____
                    Tax-Exempt Bond Proceeds _____    0.00

3. PRIVATE FUNDS     Private Loans _____
                    Owner Cash Contributions _____
                    Private Grants _____    0.00

                                                Total This Address    0.00

To display alternate costs screen, press <F15>.
F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE F15=ALT
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Property Address	This read-only field displays the property address you selected on the Property Addresses screen.
HOME FUNDS SUMMARY	These read-only fields show the Property Costs, Downpayment Assistance, and HOME totals from the previous screen.
PUBLIC FUNDS PRIVATE FUNDS	Fill in these fields exactly as you do for a single-address homebuyer activity (see page 6-15), <i>but include in each amount only the funds expended at this property location.</i>
Total This Address	This read-only field shows the sum of all HOME, public, and private funds expended on the activity.  Note: The ACTIVITY TOTAL must be equal to or greater than the PURCHASE PRICE you entered on the previous screen before you will be allowed to set the ACTIVITY STATUS CODE to "complete."

Press <Enter> or <F8> to display the next homebuyer completion screen. To display the alternate version of the cost screen instead, press <F15>.

## Alternate Version

To access this version of the cost screen the first time, press <F15> when the default cost screen is displayed. If you choose to enter data on this version, it will be displayed the next time you access the cost screen for this activity.

Like the default version, the alternate multi-address screen (shown below) differs from its single-address counterpart (shown on page 6-16) in these ways:

- For a single-address activity, the activity address is displayed at the top of the screen. For a multi-address activity, the property address is displayed.
- On the single-address screen, activity totals are displayed. The multi-address screen displays address totals.
- Unlike the single-address screen, the multi-address cost screen does not show HOME FUNDS DISBURSED. That amount is shown instead on the Multi-Address Activity Summary screen (discussed on pages 7-12 and 7-13) so you can compare funds expended with the cost data you have entered for all addresses in the activity.

```

                COMPLETE HOMEBUYER ACTIVITY: COSTS                                HB06

Grantee Activity ID                                IDIS Activity ID    5166
Activity Name      CLAIBORNE MANOR
Property Address   1735 KENSINGTON BLVD ATLANTA GA 31141

Purchase Price _____ Value After Rehab _____
Source      Form of      * Source Codes
of Funds    Assistance    Amount
-           -           _____
-           -           _____
-           -           _____
-           -           _____
-           -           _____
-           -           _____
-           -           _____
-           -           _____
-           -           _____
-           -           _____
Total This Address                0.00

* Forms of HOME Assistance
1 Amortized loan
2 Grant
3 Deferred payment loan
5 Other

To display alternate costs screen, press <F15>.
F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE F15=ALT
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Property Address	This read-only field displays the property address you selected on the Property Addresses screen.

Field	Description
Purchase Price Value After Rehab Source of Funds Form of Assistance Amount	Fill in these fields exactly as you do for a single-address homebuyer activity (see page 6-16), but include in each amount you enter only the funds expended at this property location.
Total This Address	This read-only field shows the sum of the amounts you have entered for this address.

When you have finished, press <Enter> or <F8> to save your input and display the next homebuyer completion screen. To display the alternate version of the cost screen instead, press <F15>.

### Complete Homebuyer Activity: Beneficiaries Screen

The beneficiary data required for a multi-address activity is the same as the data required for a single-address activity. However, you must complete a separate beneficiaries screen for each of the addresses in a multi-address activity. (Note: Since the FHA INSURED question applies to each property in a multi-address activity, it is located on the beneficiaries screen).

The multi-address beneficiary screen has input lines for four units—the maximum number allowed at any one address (IDIS knows the total number of HOME-assisted units in the activity but not the number of units at each address, and so must make four input lines available). Fill in one line for each HOME-assisted unit at the property.

```

                COMPLETE HOMEBUYER ACTIVITY: BENEFICIARIES                HB07

Grantee Activity ID                IDIS Activity ID                5166
Activity Name                      CLAIBORNE MANOR
Property Address                   1735 KENSINGTON BLVD ATLANTA GA 31141

Unit#    # of    Occu-    -----HOUSEHOLD-----    Asst    Total
         Bdrms  pant    %Med  Hisp?  Race  Size  Type  Type  Monthly Rent
         -      -      -      -      -    -    -    -    -      -
         -      2      -      -      -    -    -    4      -
         -      -      -      -      -    -    -    -      -
         -      -      -      -      -    -    -    -      -
         -      -      -      -      -    -    -    -      -

HOMEBUYER  First-time homebuyer(Y/N)? _
           Coming from subsidized housing(Y/N)? _
           Receiving: _
                1 No counseling      3 Post-counseling
                2 Pre-counseling     4 Both

PROPERTY   FHA insured(Y/N)? _
           If lease purchase, date of agreement: __ - __ - ____

For vacant units: Enter Unit# and # of Bdrms. Change Occupant to 9.
F1=HELP  F3=VLDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Property Address	This read-only field displays the property address you selected on the Property Addresses screen.
Unit # . . . HOMEBUYER Receiving	Fill in these fields exactly as you do for a single-address homebuyer activity (see page 6-18), <i>but only for tenants at this property location.</i>
PROPERTY FHA insured (Y/N)?	If the property at this address is insured by the FHA, enter <b>Y</b> . Otherwise, enter <b>N</b> or leave the field blank (a yes/no field left blank is automatically set to 'N').
PROPERTY If lease purchase, date of agreement	If a lease purchase arrangement has been made with the homebuyer, enter the date (in the format mm dd yyyy) the agreement was signed. This field is optional.

### Navigating from the Beneficiaries Screen

To go back to the cost screen, press <F9> to save your input and then press <F7>.

Returning to the Property Addresses screen from the beneficiaries screen is a little clumsy: first press <F9> to save your input, then press <F7> until the Property Addresses screen is displayed.

To display the HOME Menu, press <Enter> or <F8>.

### Multi-Address Activity Summary Screen

This screen provides activity-level totals for all of the cost and beneficiary data you have input separately for each address in a multi-address activity. It is accessed by typing **Y** in the DISPLAY CUMULATIVE TOTALS (Y/N)? field on the Property Addresses screen (see page 7-6) and pressing <Enter>. Except for two navigational fields, the entire screen is read-only.

MULTI-ADDRESS ACTIVITY SUMMARY		HB98
Grantee Activity ID		IDIS Activity ID 5166
Activity Name	CLAIBORNE MANOR	
Activity Address	1735-1743 KENSINGTON BLVD ATLANTA GA 31141	
ACTIVITY TOTALS, ALL ADDRESSES		
HOME Funds (Including PI)	38,000.00	
Public Funds	0.00	
Private Funds	0.00	
TOTAL	38,000.00	
Cost data entered for	1 of 1 addresses	
Unit data entered for	1 of 8 units	
Total HOME Funds Disbursed	0.00	
View cost details (Y/N)?	_	Select another address (Y/N)? _
F4=MAIN MENU	F7=PREV	F8=NEXT

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Homebuyer Activity screen.
HOME Funds (Including PI)	This field shows the total for the amounts you have entered in <u>all</u> HOME FUNDS fields for <u>all</u> addresses.  This total must equal—to the penny—the amount in the TOTAL HOME FUNDS DISBURSED field at the lower left of the screen before you will be allowed to change the ACTIVITY STATUS CODE to “complete.”
Public Funds	This field shows the total for the amounts you have entered in <u>all</u> PUBLIC FUNDS fields for <u>all</u> addresses.
Private Funds	This field shows the total for the amounts you have entered in <u>all</u> PRIVATE FUNDS fields for <u>all</u> addresses.
TOTAL	This field shows the sum of all HOME, public, and private funding amounts.
Cost data entered for...	The first number in this field shows how many addresses you have entered cost data for. The second shows how many addresses you have input on the Property Addresses screen.
Unit data entered for...	The first number in this field shows how many units you have entered data for on <u>all</u> beneficiary screens for this activity. The second shows the number of HOME-assisted units at <u>all</u> addresses (the number you entered in the HOME-ASSISTED UNITS field on the first completion screen).  The first and second numbers must be equal before you will be allowed to change the ACTIVITY STATUS CODE to “complete.”



Field	Description
	A total of the HOME FUNDS amounts you have entered is displayed to the right of the OTHER field. This total must equal—to the penny—the amount in the HOME FUNDS DISBURSED field at the lower left of the screen before you will be allowed to change the ACTIVITY STATUS CODE to “complete.”
Public Funds	This field shows totals, by form of assistance, for the amounts you have entered in the PUBLIC FUNDS fields for all addresses.
Private Funds	This field shows totals, by form of assistance, for the amounts you have entered in the PRIVATE FUNDS fields for all addresses.
Total HOME Disbursed	This field displays the amount of HOME funds drawn down for the activity to date.
Activity Total	This field shows the sum of all HOME, public, and private funds expended on the activity.

To exit this screen, press <F7> to return to the Multi-Address Activity Summary screen or <F8> to display the HOME Menu.

## Updating the Activity Status Code to Complete

The final step in completing any HOME activity is to change the ACTIVITY STATUS CODE on Common Path screen MA04 to “complete.” Until you make this update, the unit, cost, and beneficiary data you have entered is not included in your SNAPSHOT performance report.

Remember, HOME regulations require PJs to enter all completion data and update the activity status code in IDIS within 120 days of the final draw for the activity.

### *Exercise 4.2*

Please turn to Exercise 4.2, Multi-Address Homebuyer Activity Completion, in the Exercise Manual.

## ADDI AND IDIS

Multi-address homebuyer activity costs are charged against American Dream Downpayment Initiative (ADDI) exactly as they are for single-address activities. See page 6-22 for details.









# Chapter 8

## SINGLE-ADDRESS HOMEOWNER REHAB ACTIVITIES

In this chapter, you will learn how to set up, fund, draw funds for, and complete homeowner rehabilitation activities that are carried out at a single location.

### ACTIVITY SETUP

The first step in setting up any HOME activity is to fill in the four Common Path screens (see Chapter 2).

On the HOME Menu, select option **C**, Homeowner Rehab, and press <Enter> to display the first of three homeowner rehabilitation activity setup screens.

### Activity Setup: Objective and Outcome Screen

Performance Measurement (PM) data is entered on this screen, where you will identify the objective (purpose) and outcome (result) you intend to achieve by carrying out this activity. For more information about PM, go to [www.hud.gov/offices/cpd/about/performance/training/index.cfm](http://www.hud.gov/offices/cpd/about/performance/training/index.cfm).\*

```

                                ACTIVITY SETUP: OBJECTIVE AND OUTCOME                                HM01-A
Grantee Activity ID                HUD Activity ID                4141
Activity Name                      BILL AND MARGARET EVANS
OBJECTIVE
  1 Create suitable living environments
  2 Provide decent affordable housing
  3 Create economic opportunities
OUTCOME
  1 Availability/accessibility
  2 Affordability
  3 Sustainability
F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

\*You may be wondering why the CHDO Questions screen is not the first setup screen for homeowner rehab activities, as it is for rental and homebuyer activities. HOME regulations do not permit CHDO Reserve (CR) funds to be spent on homeowner rehab activities.

Field	Description
Grantee Activity ID HUD Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated HUD Activity ID.
OBJECTIVE	<p>Enter the code for the objective that best reflects your intent in setting up this activity. Brief descriptions of the objectives are provided on the &lt;F1&gt; help screen for this field.</p> <p>Since the objective of most HOME activities will be to PROVIDE DECENT AFFORDABLE HOUSING, the system will assign a value of <b>2</b> if you leave the field blank.</p> <p>PJs have asked why CREATE ECONOMIC OPPORTUNITIES is a choice for HOME-funded activities. The reasons are: (1) the Performance Measurement work group stipulated that all three objectives were to be valid for all four CPD formula programs, and (2) creating economic opportunities could be the objective of an activity jointly funded by HOME and another CPD program.</p>
OUTCOME	<p>Enter the code for the outcome that best reflects the results you are seeking to achieve with this activity. Brief descriptions of the outcomes are provided on the &lt;F1&gt; help screen for this field.</p> <p>Since the outcome of most HOME activities will be AFFORDABILITY, the system will assign a value of <b>2</b> if you leave the field blank.</p>

**TIP** To assign an objective of PROVIDE DECENT AFFORDABLE HOUSING and an outcome of AFFORDABILITY to an activity, just press <Enter> or <F8> when the Objective and Outcome screen is displayed. IDIS will default both fields to **2**.

When you have finished, press <Enter> or <F8> to save your input and display the next homeowner rehab setup screen.

## Set Up Activity: Special Characteristics Screen

On this screen, you will fill in several yes/no fields about the location of the activity. You are also asked to indicate if the organization that will carry out the activity is faith-based.

```

                SET UP ACTIVITY: SPECIAL CHARACTERISTICS                HM01-B
Grantee Activity ID                HUD Activity ID                4141
Activity Name                BILL AND MARGARET EVANS

ACTIVITY LOCATION                Type 'Y' next to any that apply:
- CDBG strategy area
- Local target area
- Presidentially declared major disaster area
- Historic preservation area
- Brownfield redevelopment area
- Conversion from non-residential to residential use
- Colonia

FAITH-BASED ORGANIZATION                Will this activity be carried out by a faith-based
organization (Y/N)? _

F1=HELP    F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
    
```

Field	Description
Grantee Activity ID HUD Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
ACTIVITY LOCATION	For each item, enter <b>Y</b> if it applies to the location of the activity you are setting up. Otherwise, enter <b>N</b> or leave the field blank (a yes/no field left blank is automatically set to <b>N</b> ). More than one item may be <b>Y</b> ; all items may be <b>N</b> .  Press <F1> to display definitions for the items on the list.  Note: The COLONIA field is displayed only for PJs in Arizona, California, New Mexico, and Texas.
FAITH-BASED ORGANIZATION	Enter <b>Y</b> if a faith-based organization will carry out the activity. Otherwise, enter <b>N</b> or leave the field blank.

When you have finished, press <Enter> or <F8> to save your input and display the next homeowner rehab setup screen.

## Set Up Homeowner Rehab Activity Screen

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

SET UP HOMEOWNER REHAB ACTIVITY HO01

Grantee Activity ID \_\_\_\_\_ IDIS Activity ID 4141  
 Activity Name BILL AND MARGARET EVANS

ACTIVITY TYPE 1 Rehab Only

PROPERTY ADDRESS  
 Homeowner's Name \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_  
 County Code \_\_\_\_\_

ACTIVITY ESTIMATES HOME Units \_\_\_\_\_ HOME Cost \_\_\_\_\_

MULTI-ADDRESS (Y/N)? \_

LOAN GUARANTEE(Y/N)? \_

F1=HELP F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
ACTIVITY TYPE	For homeowner rehab activities, the only valid ACTIVITY TYPE is <b>1</b> – Rehab Only. IDIS populates this field and protects it from update.
PROPERTY ADDRESS Homeowner's Name	This field is optional. For single-address activities, enter the homeowner's name if you wish.
PROPERTY ADDRESS Street, City, St, Zip	These fields are populated with the address you entered on the first Common Path screen (they can be changed here). If you did not enter an address on the Common Path screen, enter it now.
County Code	Enter the county code if you know it. Otherwise, with the cursor positioned in the COUNTY CODE field, press <F1> to display a list of all the counties in the PJ's state. Enter the code of the county where the HOME-assisted property is located, then press <Enter> to return to the setup screen.
ACTIVITY ESTIMATES HOME Units	Enter the number of units that you expect to have assisted with HOME funds upon activity completion. For single-address homeowner rehab activities, the number must be between <b>1</b> and <b>4</b> .

Field	Description
ACTIVITY ESTIMATES HOME Cost	<p>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.</p> <p>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.</p> <p>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). Although IDIS does not edit for the per-unit maximum, it displays a warning message if you enter an estimate that is \$276,000 or more per unit.</p>
MULTI-ADDRESS (Y/N)?	<p>For a single-address activity, enter <b>N</b> or leave the field blank (a yes/no field left blank is automatically set to <b>N</b>).</p> <p>If there is more than one property address for the activity, enter <b>Y</b>. Multi-address homeowner rehab activities are covered in the next chapter.</p>
LOAN GUARANTEE (Y/N)?	<p>If HOME funds will be used to guarantee financing provided by private lenders, enter <b>Y</b>. Otherwise, enter <b>N</b> or leave the field blank.</p>

When you have finished, press <Enter> or <F8> to save your input and display the HOME Menu.

**TIP** Before exiting the HOME Menu, you may want to ensure that you have provided all of the setup data required to fund the activity. To do so, select option **F** and press <Enter> to display the Review HOME Activity Status screen. For more information on this screen, see Chapter 13.

### ***Exercise 5.1***

Please turn to Exercise 5.1, Single-Address Homeowner Rehab Activity Setup, in the Exercise Manual.

## **ACTIVITY FUNDING AND DRAWDOWNS**

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

For more information on activity funding and drawdowns, see Appendix E and Appendix F of this manual and Chapters 5 and 7 of the *IDIS Reference Manual*.

## **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 a series of four HOME completion screens. Once all of the required data has been entered, the final step in the process is to update the activity status to "complete." The HOME final rule at 24 CFR 92.502(d)(1) requires PJs to enter this completion information and update the activity status code within 120 days of the final draw for the activity.

**The importance of providing HUD with accurate completion data on a timely basis cannot be overemphasized.** Failing to do so lowers your score on several HOME Performance SNAPSHOT indicators and reduces your PJ's statewide and national rankings. It also results in the underreporting of HOME Program accomplishments to Congress and the Office of Management and Budget (OMB), which may negatively impact future funding for the program.

To access the HOME completion screens for a rehab activity, go to the HOME Menu. Choose option:

**H – Costs & Beneficiaries** to display the four homeowner rehab completion screens in sequence.

**I – Costs Only** to go directly to the cost screen. Remember that if the first two completion screens have not been filled in, IDIS displays them regardless of the option selected.

**J – Beneficiaries Only** to go directly to the beneficiaries screen. Again, if the first two completion screens have not been filled in, IDIS displays them regardless of the option selected. You can go directly to the beneficiaries screen before you have completed the cost screen.

Instructions for completing these screens follow.

## Complete Homeowner Rehab Activity Screen

This screen asks for basic completion information about the HOME-assisted property.

```

                                     COMPLETE HOMEOWNER REHAB ACTIVITY
                                     HO03
Grantee Activity ID                   IDIS Activity ID       4141
Activity Name                         BILL AND MARGARET EVANS
Activity Address                       389 BELMONT ST WHEELING WV 26003

ACTIVITY TYPE                         1 Rehab Only

PROPERTY TYPE                         1
                                       1 1-4 Single Family           3 Cooperative
                                       2 Condominium                 4 Manufactured Home

FHA INSURED (Y/N)?                   _

COMPLETED UNITS                      Total number      2
                                       HOME-assisted    2

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```



Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Homeowner Rehab Activity screen.
ACTIVITY TYPE	For homeowner rehab activities, the only valid ACTIVITY TYPE is <b>1</b> – Rehab Only. IDIS populates this field and protects it from update.
PROPERTY TYPE	This field is initially populated with <b>1</b> , 1-4 Single-Family. If necessary, change it to one of the other codes listed on the screen to identify the type of property assisted with HOME funds.
FHA insured?	If the property is insured by the FHA, enter <b>Y</b> . Otherwise, enter <b>N</b> or leave the field blank (a yes/no field left blank is automatically set to 'N').
COMPLETED UNITS Total Number	Enter the total number of units (HOME assisted plus non-HOME assisted) at activity completion.  This field is initially populated with the estimated number of units you entered on Set Up Homeowner Rehab Activity screen, but may be changed.
COMPLETED UNITS HOME-assisted	Enter the number of units that received HOME assistance. This field is also initially populated with the estimated number of units from the Set Up Homeowner Rehab Activity screen, but may be changed.  The number of HOME-assisted units must be between <b>1</b> and <b>4</b> . It cannot be more than the total number of completed units.

When you have finished, press <Enter> or <F8> to save your input and display the next homeowner rehab completion screen.

## Complete Homeowner Rehab Activity: Units Screen

On this screen, you will report on Performance Measurement (PM) outcome indicators about the units in a homeowner rehab activity.

COMPLETE HOMEOWNER REHAB ACTIVITY: UNITS H003-A

Grantee Activity ID IDIS Activity ID 4141

Activity Name BILL AND MARGARET EVANS

Activity Address 389 BELMONT ST WHEELING WV 26003

COMPLETED UNITS      Total      2      HOME-Assisted      2

OF THE UNITS COMPLETED, THE NUMBER: TOTAL      HOME-ASSISTED

Meeting Energy Star standards:    \_\_\_    \_\_\_

504-accessible:    \_\_\_

F1=HELP    F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Homeowner Rehab Activity screen.
COMPLETED UNITS Total	This read-only field shows the total number of completed units you entered on the previous screen. Numbers entered below in the TOTAL column cannot exceed this number.
COMPLETED UNITS HOME-Assisted	This read-only field shows the number of HOME-assisted units you entered on the previous screen. Numbers entered below in the HOME-ASSISTED column cannot exceed this number.
Meeting Energy Star standards	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.  An <F1> help screen is available for this field.
504-accessible	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. Note that 504-accessibility is not a program requirement for homeowner rehab activities.

Field	Description
	Include all 504-accessible units in the count, whether or not HOME funds were spent to make them 504-accessible.

When you have finished, press <Enter> or <F8> to save your input and display the next homeowner rehab completion screen.

## Complete Homeowner Rehab Activity: Costs Screen

Cost data for homeowner activities includes funding sources and the amounts and forms of assistance provided. Two versions of the cost screen are available. Each is explained below. Press the <F15> key (<Shift + F3> on most keyboards) to toggle between the two versions, and choose the one you prefer. Regardless of which you choose, the cost data can always be displayed (and changed) on either version of the screen.

### Default Version

The default version of the cost screen for single-address activities is shown below. It is the version displayed the first time you access the cost screen for an activity. If you choose to enter data on this version, it will be displayed the next time you access the cost screen for this activity.

Enter all amounts as dollars and cents. If you omit the decimal point and cents, IDIS will append '.00' when the amount is saved. Fields that you leave blank will automatically be set to '0.00'.

```

                COMPLETE HOMEOWNER REHAB ACTIVITY: COSTS                HO04
Grantee Activity ID                IDIS Activity ID                4141
Activity Name                BILL AND MARGARET EVANS
Activity Address                389 BELMONT ST WHEELING WV 26003

Value After Rehab                _____

1. HOME FUNDS                Amortized Loan                _____
   (Including PI)                Grant                _____
                                Deferred Payment Loan                _____
                                Other                _____                0.00

2. PUBLIC FUNDS                Other Federal Funds                _____
                                State/Local Funds                _____
                                Tax-Exempt Bond Proceeds                _____                0.00

3. PRIVATE FUNDS                Private Loans                _____
                                Owner Cash Contributions                _____
                                Private Grants                _____                0.00

Home Funds Disbursed                0.00                Activity Total                0.00
To display alternate costs screen, press <F15>.
F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE  F15=ALT
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Homeowner Rehab Activity screen.
Value After Rehab	<p>Enter the dollar value of the property after rehabilitation. This is the appraised value of the property before rehab plus the total cost of the rehabilitation (all materials, supplies, and labor costs directly related to the rehab). Input a whole-dollar amount without commas.</p> <p>If the amount entered exceeds 95% of the median purchase price for the area, IDIS issues a warning message but allows completion processing to continue.</p> <p>For details about limits on the value of rehabbed HOME-assisted properties, see CFR 24 92.254(2)(ii).</p>
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.
HOME FUNDS (Including PI) 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.
HOME FUNDS (Including PI) 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.
HOME FUNDS (Including PI) Other	<p>Enter the total amount, in dollars and cents, of HOME funds provided in some form other than the loan/grant assistance identified above.</p> <p>A total of the HOME FUNDS amounts you have entered is displayed to the right of the OTHER field. This total must equal—to the penny—the amount in the HOME FUNDS DISBURSED field at the lower left of the screen before you will be allowed to change the ACTIVITY STATUS CODE to “complete.”</p>
PUBLIC FUNDS Other Federal Funds	Enter the total amount, in dollars and cents, of any activity costs paid for with other (non-HOME) federal funds.
PUBLIC FUNDS State/Local Funds	Enter the total amount, in dollars and cents, of any activity costs paid for with state or local government-appropriated funds.
PUBLIC FUNDS Tax-Exempt Bond Proceeds	<p>Enter the total amount, in dollars and cents, of any activity costs paid for with state or local government tax-exempt bond proceeds.</p> <p>A total of the PUBLIC FUNDS amounts you have entered is displayed to the right of the TAX-EXEMPT BOND PROCEEDS field.</p>

Field	Description
PRIVATE FUNDS Private Loans	Enter the total amount, in dollars and cents, of any activity costs paid for with money obtained from private financial institutions such as banks or credit unions.
PRIVATE FUNDS Owner Cash Contributions	Enter the total amount, in dollars and cents, of cash contributions provided by the homeowner.
PRIVATE FUNDS Private Grants	Enter the total amount, in dollars and cents, of cash contributions donated by private individuals, organizations, etc.  A total of the PRIVATE FUNDS amounts you have entered is displayed to the right of the TAX-EXEMPT BOND PROCEEDS field.
HOME Funds Disbursed	This read-only field displays the amount of HOME funds drawn down for the activity to date.
Activity Total	This read-only field shows the sum of all HOME, public, private, and LIHTC funds expended on the activity.

When you have finished, press <Enter> or <F8> to save your input and display the last homeowner rehab completion screen. To display the alternate version of the cost screen instead, press <F15>.

### Alternate Version

To access this version of the cost screen the first time, press <F15> when the default cost screen is displayed. If you choose to enter data on this version, it will be displayed the next time you access the cost screen for this activity.

Enter all amounts as dollars and cents. If you omit the decimal point and cents, IDIS will append '.00' when the amount is saved. Fields that you leave blank will automatically be set to '0.00'.

```

                COMPLETE HOMEOWNER REHAB ACTIVITY: COSTS                HO05

Grantee Activity ID                IDIS Activity ID                4141
Activity Name                      BILL AND MARGARET EVANS
Activity Address                   389 BELMONT ST WHEELING WV 26003

Value After Rehab _____
Source   Form of                * Sources of Funds
of Funds Assistance             Amount
-----  -----             -----
-         -                    1 HOME funds (including PI)
-         -                    4 Other federal funds
-         -                    5 State/local funds
-         -                    6 Tax-exempt bond proceeds
-         -                    7 Private loans
-         -                    8 Owner cash contributions
-         -                    9 Private grants
-         -
-         -                    * Forms of HOME Assistance
-         -                    1 Amortized loan
-         -                    2 Grant
-         -                    3 Deferred payment loan
-         -                    5 Other

Activity Total                    0.00

Total HOME funds                  0.00
HOME funds Disbursed              0.00

To display alternate costs screen, press <F15>.
F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE F15=ALT
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Homeowner Rehab Activity screen.
Value After Rehab	Enter the dollar value of the property after rehabilitation. This is the appraised value of the property before rehab plus the total cost of the rehabilitation (all materials, supplies, and labor costs directly related to the rehab). Enter a whole-dollar amount without commas.  If the VALUE AFTER REHAB amount exceeds 95% of the median purchase price for the area, IDIS issues a warning message but allows completion processing to continue.  For details about value limits on HOME-assisted rehab properties, see CFR 24 92.254(2)(ii).
Source of Funds	Enter a code from the list of Source Codes displayed at the top right of the screen.
Form of Assistance	Fill in this field only if the SOURCE OF FUNDS is <b>1</b> , HOME funds. Enter a code from the list of Forms of HOME Assistance displayed at the bottom right of the screen. The forms of HOME assistance are defined on the previous page.
Amount	Enter the total amount, in dollars and cents, of money received from this funding source.
Activity Total	This read-only field shows the sum of the amounts you have entered.
Total HOME funds	This read-only field shows the sum of the HOME amounts you have entered. The amounts in this field and the HOME FUNDS DISBURSED field below it must be equal—to the penny—before you will be allowed to change the ACTIVITY STATUS CODE to “complete.”
HOME Funds disbursed	This read-only field displays the amount of HOME funds drawn down for the activity to date.

When you have finished, press <Enter> or <F8> to save your input and display the last homeowner rehab completion screen. To display the alternate version of the cost screen instead, press <F15>.

## Complete Homeowner Rehab Activity: Beneficiaries Screen

Demographic information about the households assisted with HOME funds is reported on this screen.

The number of input lines displayed is the same as the number you entered in the HOME-ASSISTED COMPLETED UNITS field on the Complete Homeowner Rehab Activity screen. Enter information about the homeowner on the first line; use subsequent lines (if any) to input tenant information.

An <F1> help screen is available for each field except UNIT# and TOTAL MONTHLY RENT.

COMPLETE HOMEOWNER REHAB ACTIVITY: BENEFICIARIES HO06

Grantee Activity ID IDIS Activity ID 4141  
 Activity Name BILL AND MARGARET EVANS  
 Activity Address 389 BELMONT ST WHEELING WV 26003

Unit#	# of Bdrms	Occu- pant	-----HOUSEHOLD-----				Asst Type	Total Monthly Rent
			%Med	Hisp?	Race	Size	Type	
	-	2	-	-	-	-	-	
	-	-	-	-	-	-	-	

For vacant units: Enter Unit# and # of Bdrms. Change Occupant to 9.  
 F1=HELP F3=VLDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Homeowner Rehab Activity screen.
Unit #	Enter the unit number of the HOME-assisted unit.
# of Bdrms	Enter the number of bedrooms in the unit, <b>0</b> through <b>5</b> . For single room occupancy (SRO) and efficiency units, enter <b>0</b> . For units with more than five bedrooms, enter <b>5</b> .
Occupant	On the first input line, this field is populated with <b>2</b> (owner) and protected from update.  On each subsequent line, enter an OCCUPANT code of <b>1</b> if a tenant occupies the unit or <b>9</b> if the unit is vacant.  If the unit is vacant, leave the rest of the fields on the input line blank (any data you enter in them will not be saved). Press <Enter> to advance the cursor to the next input line.
HOUSEHOLD %Med	Enter the code for the head of household's 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 codes are:  <b>1</b> 0 - 30% Household annual income is at or below 30% of the area median income (AMI).  <b>2</b> 30+ - 50% Household annual income is above 30% and at or below 50% of AMI.

Field	Description
	<p><b>3</b> 50+ - 60% Household annual income is above 50% and at or below 60% of AMI.</p> <p><b>4</b> 60+ - 80% Household annual income is above 60% and at or below 80% AMI.</p> <p>An &lt;F1&gt; help screen is available for this field.</p>
HOUSEHOLD Hisp?	<p>For each occupied unit, indicate if the head of household is Hispanic/Latino by entering <b>Y</b> or <b>N</b> (if you leave the field blank, it will be set to <b>N</b>).</p> <p>A person of Hispanic/Latino ethnicity is defined as someone of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.</p>
HOUSEHOLD Race	<p>For each occupied unit, enter the code for the race of the head of household. The codes and their definitions are:</p> <p><b>11</b> White – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East</p> <p><b>12</b> Black/African American – A person having origins in any of the black racial groups of Africa.</p> <p><b>13</b> 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.</p> <p><b>14</b> 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.</p> <p><b>15</b> Native Hawaiian/Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><b>16</b> American Indian/Alaskan Native &amp; White – A person having these multiple racial origins as defined above.</p> <p><b>17</b> Asian &amp; White – A person having these multiple racial origins as defined above.</p> <p><b>18</b> Black/African American &amp; White – A person having these multiple racial origins as defined above.</p> <p><b>19</b> American Indian/Alaskan Native &amp; Black/African American – A person having these multiple racial origins as defined above.</p> <p><b>20</b> Other Multi-Racial – Category used for reporting individual responses that are not included in any of the categories listed above.</p>
HOUSEHOLD Size	<p>For each occupied unit, enter the number of persons in the household, <b>1</b> through <b>8</b>. For households of more than eight, enter <b>8</b>.</p>
HOUSEHOLD Type	<p>For each occupied unit, enter the code for the type of household occupying the unit. The codes and their definitions are:</p> <p><b>1</b> Single, non-elderly – One person under the age of 62.</p>



Field	Description
	<p><b>2</b> Elderly – One or more persons, each of whom is at least 62 years old.</p> <p><b>3</b> Single Parent – A single parent with one or more dependent children 18 years old or younger.</p> <p><b>4</b> Two Parents – Two parents with one or more dependent children 18 years old or younger.</p> <p><b>5</b> Other – Any household not included in the above definitions, including two or more unrelated persons.</p> <p>If the HOUSEHOLD SIZE is <b>1</b>, then you must enter <b>1</b> or <b>2</b> in this field.</p>
HOUSEHOLD Asst Type	<p>For each tenant-occupied unit, enter the code indicating the type of assistance being provided to the occupant. Enter:</p> <p><b>1</b> 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.</p> <p><b>2</b> HOME TBRA – for tenants receiving HOME tenant-based rental assistance.</p> <p><b>3</b> Other federal, state, or local assistance – for tenants receiving rental subsidies from other federal, state, or local rental assistance programs.</p> <p><b>4</b> No assistance.</p>
Total Monthly Rent	<p>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.</p> <p><i>Tenant contribution</i> 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.</p> <p><i>Subsidy amount</i> is the amount of rental assistance the tenant receives each month (including any utility allowances paid directly to the tenant).</p>

When you have finished, press <Enter> or <F8> to save your input and display the HOME MENU.

**TIP** Before exiting the HOME Menu, you may want to ensure that you have provided all of the completion data required to update the ACTIVITY STATUS CODE to “complete”. To do so, select option **F** and press <Enter> to display the Review HOME Activity Status screen. For more information on this screen, see Chapter 13.

## Updating the Activity Status Code to Complete

The final step in completing any HOME activity is to change the ACTIVITY STATUS CODE on Common Path screen MA04 to “complete.” Until you make this update, the unit, cost, and beneficiary data you have entered is not included in your SNAPSHOT performance report.

Remember, HOME regulations require PJs to enter all completion data and update the activity status code in IDIS within 120 days of the final draw for the activity.

## ***Exercise 5.2***

Please turn to Exercise 5.2, Single-Address Homeowner Rehab Activity Completion, in the Exercise Manual.

# Chapter 9

## MULTI-ADDRESS HOMEOWNER REHAB ACTIVITIES

---

In this chapter, you will learn how to set up, fund, draw funds for, and complete HOME homeowner rehabilitation activities that are 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.

**TIP** For an activity with a significant number of addresses, it is suggested that beneficiary and cost data for each address also be maintained in a separate spreadsheet (or similar format). If, at activity completion time, the total beneficiaries or total costs are incorrect, each address needs to be reviewed to identify and correct the inaccurate data.

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

The first step in setting up any HOME activity is to fill in the four Common Path screens (see Chapter 2).

On the HOME Menu, select option **C**, Homeowner Rehab, and press <Enter> to display the first of four homeowner rehab setup screens.

#### Activity Setup: Objective and Outcome Screen

This is the same screen as the first setup screen for single-address homeowner rehab activities. Instructions for filling it in are provided on page 8-1.

Press <Enter> or <F8> to display the next setup screen.

#### Set Up Activity: Special Characteristics Screen

The same Special Characteristics screen is displayed for single- and multi-address homeowner rehab activities. It is explained on page 8-3.

Press <Enter> or <F8> to display the next setup screen.

#### Set Up Homeowner Rehab Activity Screen

The third multi-address setup screen is also identical to its single-address counterpart (see page 8-4). When filling in this screen for a multi-address activity:

- Leave the HOMEOWNER'S NAME field blank. For multi-address activities, homeowner names are entered for each address at completion.

- Enter a general description of the activity location in the ADDRESS field 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-ASSISTED UNITS must be more than two. Include the units at all activity locations in your count.
- In ESTIMATED HOME COST, include the HOME funds needed for all the scattered site properties in the activity.
- Enter **Y** in the MULTI-ADDRESS field.

Press <Enter> or <F8> to display the next setup screen.

## Set Up Homeowner Rehab Activity: Contractor Screen

On the last multi-address homeowner rehab setup screen, you will provide information about the contractor.

```

SET UP HOMEOWNER REHAB ACTIVITY: CONTRACTOR                                H002
Grantee Activity ID                                                         IDIS Activity ID    5456
Activity Name                       PARKHURST CONDOMINIUMS
Activity Address                     2901-2903 PORTER AVE KANSAS CITY MO 64123

CONTRACTOR TYPE
   1 Individual                      4 Not-for-Profit
   2 Partnership                    5 Publicly Owned
   3 Corporation                     9 Other

CONTRACTOR'S NAME _____

CONTRACTOR'S ADDRESS
  Street _____
  City _____ St __ Zip _____ - _____

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Homeowner Rehab Activity screen.
CONTRACTOR TYPE	Enter one of the codes listed on the screen to identify the type of contractor carrying out the work.

Field	Description
CONTRACTOR'S NAME	If the contractor is an individual, enter his/her full name. Otherwise, enter the legal name of the organization. This field is optional.
CONTRACTOR'S ADDRESS Street, City, St, Zip	Enter the contractor's address.

When you have finished, press <Enter> or <F8> to save your input and display the HOME MENU.

**TIP** Before exiting the HOME Menu, you may want to ensure that you have provided all of the setup data required to fund the activity. To do so, select option **F** and press <Enter> to display the Review HOME Activity Status screen. For more information on this screen, see Chapter 13.

### ***Exercise 6.1***

Please turn to Exercise 6.1, Multi-Address Homeowner Rehab Activity Setup, in the Exercise Manual.

## **ACTIVITY FUNDING AND DRAWDOWNS**

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

For more information on activity funding and drawdowns, see Appendix E and Appendix F of this manual and Chapters 5 and 7 of the *IDIS Reference Manual*.

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

To access the HOME completion screens for a homeowner rehab activity, go to the HOME Menu. When accessing the screens for the first time, choose option **H**, Costs & Beneficiaries, to display the completion screens in sequence. On subsequent access, choose option **I**, Costs Only or **J**, Beneficiaries Only, to go directly to those screens.

Instructions for all of the multi-address homeowner rehab completion screens follow.

### **Complete Homeowner Rehab Activity Screen**

This screen is exactly the same as the single-address Complete Homeowner Rehab Activity screen (see page 8-6), except that the COMPLETED UNITS fields allow entry of more than four units. When filling in these fields for a multi-address activity, enter the TOTAL NUMBER and number of HOME-ASSISTED units at all addresses.

Press <Enter> or <F8> to display the next completion screen.

## Complete Homeowner Rehab Activity: Units Screen

This screen is identical to the single-address Units screen described on page 8-8. For a multi-address activity, include the units at all activity locations in your counts.

Press <Enter> or <F8> to display the next completion screen.

## Property Addresses Screen

You will use this screen to:

- Enter the address of each property in the activity.
- Access the cost and beneficiary screens for each property.
- Display the Multi-Address Activity Summary screen, which shows activity totals for the cost and beneficiary data you have entered so far.

When inputting addresses, fill in the four blocks sequentially. Blank blocks between addresses are not permitted.

```

                                PROPERTY ADDRESSES
Grantee Activity ID              IDIS Activity ID      ADRS
Activity Name                    PARKHURST CONDOMINIUMS      5456

Enter X to select, P to paste previous address, or D to delete

- Name _____
  Street _____
  City _____ St __ Zip _____ - _____ County _____

- Name _____
  Street _____
  City _____ St __ Zip _____ - _____ County _____

- Name _____
  Street _____
  City _____ St __ Zip _____ - _____ County _____

- Name _____
  Street _____
  City _____ St __ Zip _____ - _____ County _____

Add more addresses(Y/N)? _      Display cumulative totals(Y/N)? _

F1=HELP  F3=VALDT  F4=MAIN MENU  F7=PREV  F8=NEXT  F9=SAVE
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
(Selection)	<p>The (unlabeled) SELECTION field, located to the left of the NAME field in each address block, is used after you have input at least one address. Enter:</p> <p><b>X</b> in the selection field of a filled-in address block to access the costs and beneficiaries screens for that property address.</p> <p><b>P</b> in the selection field of a blank address block to copy and paste the address in the previous block into the blank block. Using the paste function saves typing if the only difference between addresses is the street number or name.</p> <p><b>D</b> in the selection field of a filled-in address block to delete it. You will be prompted to press &lt;Enter&gt; again to confirm the deletion. <i>Caution!</i> Deleting an address also deletes any cost and beneficiary data you have entered for that location.</p> <p>To update an address, leave its SELECTION field blank.</p>
Name	This field is optional. You may enter the name of the homeowner or any other property identifier you find useful.
Street	Enter the street number and street name of one of the properties.
City, St, Zip	Enter the city, state, and zip code for the property.
County	Enter the county code if you know it. Otherwise, with the cursor positioned in the COUNTY CODE field, press <F1> to display a list of all the counties in the PJ's state. Enter the code of the county where the HOME-assisted property is located, then press <Enter> to return to the setup screen.
Add more addresses (Y/N)?	<p>If you need to enter more than four addresses, enter <b>Y</b> in this field and press &lt;Enter&gt; to display another input screen. Otherwise, enter <b>N</b> or leave the field blank (a yes/no field left blank is automatically set to <b>N</b>).</p> <p>If you input more than four addresses, &lt;F17&gt; and &lt;F18&gt; are added to the F-key line at the bottom of the screen. Use them to page between the address screens.</p>
Display cumulative totals (Y/N)?	Enter <b>Y</b> and press <Enter> to display the Multi-Address Activity Summary screen. This screen shows cost and beneficiary totals for the activity. It is explained in detail on page 9-10.

To continue with data entry, enter **X** in the SELECTION field of an address and press <Enter> to display the next completion screen.

## Complete Homeowner Rehab Activity: Costs Screen

The cost data required for a multi-address activity is the same as the data required for a single-address activity. However, you must complete a separate costs screen for each of the addresses in a multi-address activity.

As with single-address activities, two versions of the costs screen are available. Each is explained below. Press the <F15> key (<Shift + F3> on most keyboards) to toggle between the two versions, and choose the one you prefer. Regardless of which you choose, the cost data can always be displayed (and changed) on either version of the screen.

### Default Version

The default version of the cost screen for multi-address activities is shown below. It is the version displayed the first time you access the costs screen for an activity. If you choose to enter data on this version, it will be displayed the next time you access the costs screen for this activity.

Because separate cost data is input for each address, notice the differences between the multi-address screen (shown below) and the single-address screen (shown on page 8-9):

- For a single-address activity, the activity address is displayed at the top of the screen. For a multi-address activity, the property address is displayed.
- On the single-address screen, activity totals are displayed. The multi-address screen displays address totals.
- Unlike the single-address screen, the multi-address costs screen does not show HOME FUNDS DISBURSED. That amount is shown instead on the Multi-Address Activity Summary screen (discussed on page 9-10) so you can compare funds expended with the costs data you have entered for all addresses in the activity.

COMPLETE HOMEOWNER REHAB ACTIVITY: COSTS			HO04
Grantee Activity ID		IDIS Activity ID	5456
Activity Name	PARKHURST CONDOMINIUMS		
Property Address	2901-A PORTER AVE KANSAS CITY MO 64123		
Value After Rehab	_____		
			Totals
1. HOME FUNDS	Amortized Loan	_____	
(Including PI)	Grant	_____	
	Deferred Payment Loan	_____	
	Other	_____	0.00
2. PUBLIC FUNDS	Other Federal Funds	_____	
	State/Local Funds	_____	
	Tax-Exempt Bond Proceeds	_____	0.00
3. PRIVATE FUNDS	Private Loans	_____	
	Owner Cash Contributions	_____	
	Private Grants	_____	0.00
	Total This Address		0.00
To display alternate costs screen, press <F15>.			
F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE F15=ALT			



Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Property Address	This read-only field displays the property address you selected on the Property Addresses screen.
Value After Rehab HOME FUNDS PUBLIC FUNDS PRIVATE FUNDS	Fill in these fields exactly as you do for a single-address homeowner rehab activity (see page 8-9), <i>but include in each amount only the funds expended at this property location.</i>
Total This Address	This read-only field shows the sum of all HOME, public, and private funding amounts for this address.

Press <Enter> or <F8> to display the next homeowner rehab completion screen. To display the alternate version of the costs screen instead, press <F15>.

### Alternate Version

To access this version of the costs screen the first time, press <F15> when the default cost screen is displayed. If you choose to enter data on this version, it will be displayed the next time you access the costs screen for this activity.

Like the default version, the alternate multi-address screen (shown below) differs from its single-address counterpart (shown on page 8-11) in these ways:

- For a single-address activity, the activity address is displayed at the top of the screen. For a multi-address activity, the property address is displayed.
- On the single-address screen, activity totals are displayed. The multi-address screen displays address totals.
- Unlike the single-address screen, the multi-address costs screen does not show HOME FUNDS DISBURSED. That amount is shown instead on the Multi-Address Activity Summary screen (discussed on page 9-10) so you can compare funds expended with the costs data you have entered for all addresses in the activity.



units at each address, and so must make four input lines available). Fill in one line for each HOME-assisted unit at the property.

COMPLETE HOMEOWNER REHAB ACTIVITY: BENEFICIARIES HO06

Grantee Activity ID IDIS Activity ID 5456  
 Activity Name PARKHURST CONDOMINIUMS  
 Property Address 2901-A PORTER AVE KANSAS CITY MO 64123

Unit#	# of Bdrms	Occu- pant	-----HOUSEHOLD-----					Asst Type	Total Monthly Rent
			%Med	Hisp?	Race	Size	Type		
	-	2	-	-	-	-	-	4	
	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	

FHA insured (Y/N)?

For vacant units: Enter Unit# and # of Bdrms. Change Occupant to 9.  
 F1=HELP F3=VLDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Property Address	This read-only field displays the property address you selected on the Property Addresses screen.
Unit # . . . Total Monthly Rent	Fill in these fields exactly as you do for a single-address homeowner rehab activity (see page 8-13), <i>but only for tenants at this property location</i> .  An <F1> help screen is available for each field except UNIT# and TOTAL MONTHLY RENT.
FHA insured (Y/N)?	If the property at this address is insured by the FHA, enter <b>Y</b> . Otherwise, enter <b>N</b> or leave the field blank.

### Navigating from the Beneficiaries Screen

To go back to the costs screen, press <F9> to save your input and then press <F7>.

Returning to the Property Addresses screen from the beneficiaries screen is a little clumsy: first press <F9> to save your input, then press <F7> twice to page back through the Costs screen to the Property Addresses screen.

To display the HOME Menu, press <Enter> or <F8>.

## Multi-Address Activity Summary Screen

This screen provides activity-level totals for all of the cost and beneficiary data you have input separately for each address in a multi-address activity. It is accessed by typing **Y** in the DISPLAY CUMULATIVE TOTALS (Y/N)? field on the Property Addresses screen (see page 9-4) and pressing <Enter>. Except for two navigational fields, the entire screen is read-only.

```

                                MULTI-ADDRESS ACTIVITY SUMMARY                                HO98

Grantee Activity ID                                IDIS Activity ID                                5456
Activity Name                                     PARKHURST CONDOMINIUMS
Activity Address                                   2901-2903 PORTER AVE KANSAS CITY MO 64123

ACTIVITY TOTALS, ALL ADDRESSES

HOME Funds (Including PI)                          0.00
Public Funds                                       0.00
Private Funds                                       0.00

                                TOTAL                                0.00

Cost data entered for    0 of    3 addresses
Unit data entered for    0 of    3 units

Total HOME Funds Disbursed                          0.00

View cost details (Y/N)? _                        Select another address (Y/N)? _

F4=MAIN MENU    F7=PREV    F8=NEXT
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Homeowner Rehab Activity screen.
HOME Funds (Including PI)	This field shows the total for the amounts you have entered in <u>all</u> HOME FUNDS fields for <u>all</u> addresses.  This total must equal—to the penny—the amount in the TOTAL HOME FUNDS DISBURSED field at the lower left of the screen before you will be allowed to change the ACTIVITY STATUS CODE to “complete.”
Public Funds	This field shows the total for the amounts you have entered in <u>all</u> PUBLIC FUNDS fields for <u>all</u> addresses.
Private Funds	This field shows the total for the amounts you have entered in <u>all</u> PRIVATE FUNDS fields for <u>all</u> addresses.
TOTAL	This field shows the sum of all HOME, public, and private funding amounts.
Cost data entered for...	The first number in this field shows how many addresses you have entered cost data for. The second shows how many addresses you have input on the Property Addresses screen.

Field	Description
Unit data entered for...	The first number in this field shows how many units you have entered data for on beneficiary screens. The second shows the number of HOME-assisted units at <u>all</u> addresses (the number you entered in the HOME-ASSISTED UNITS field on the first completion screen).  The first and second numbers must be equal before you will be allowed to change the ACTIVITY STATUS CODE to "complete."
Total HOME Funds Disbursed	This field displays the amount of HOME funds drawn down for the activity to date.
View cost details (Y/N)?	Type <b>Y</b> to display the Multi-Address Activity Cost Summary screen, which provides a breakdown by form of assistance for all activity funding sources. The Multi-Address Activity Cost Summary screen is explained below.
Select another address (Y/N)?	Type <b>Y</b> to go to the Property Addresses screen and select another address for processing. Otherwise, type <b>N</b> or leave the field blank.

Pressing <Enter> or <F8> on this screen displays the HOME Menu.

## Multi-Address Activity Cost Summary Screen

This read-only screen breaks down the cost data on the Multi-Address Activity Summary screen by form of assistance. It is accessed by typing **Y** in the VIEW COST DETAILS (Y/N)? field on the summary screen.

MULTI-ADDRESS ACTIVITY COST SUMMARY			H099
Grantee Activity ID		IDIS Activity ID	5456
Activity Name	PARKHURST CONDOMINIUMS		
Activity Address	2901-2903 PORTER AVE KANSAS CITY MO 64123		
			Totals
1. HOME FUNDS	Amortized Loan	0.00	
(Including PI)	Grant	0.00	
	Deferred Payment Loan	0.00	
	Other	0.00	0.00
2. PUBLIC FUNDS	Other Federal Funds	0.00	
	State/Local Funds	0.00	
	Tax-Exempt Bond Proceeds	0.00	0.00
3. PRIVATE FUNDS	Private Loans	0.00	
	Owner Cash Contributions	0.00	
	Private Grants	0.00	0.00
Total HOME Disbursed	0.00	Activity Total	0.00
F4=MAIN MENU	F7=PREV	F8=NEXT	

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the property address from the Set Up Homeowner Rehab Activity screen.
HOME Funds (Including PI)	This field shows totals, by form of assistance, for the amounts you have entered in the HOME FUNDS fields for all addresses.  A total of the HOME FUNDS amounts you have entered is displayed to the right of the OTHER field. This total must equal—to the penny—the amount in the HOME FUNDS DISBURSED field at the at the lower left of the screen before you will be allowed to change the ACTIVITY STATUS CODE to “complete.”
Public Funds	This field shows totals, by form of assistance, for the amounts you have entered in the PUBLIC FUNDS fields for all addresses.
Private Funds	This field shows totals, by form of assistance, for the amounts you have entered in the PRIVATE FUNDS fields for all addresses.
Total HOME Disbursed	This field displays the amount of HOME funds drawn down for the activity to date.
Activity Total	This field shows the sum of all HOME, public, and private funds expended on the activity.

To exit this screen, press <F7> to return to the Multi-Address Activity Summary screen or <F8> to display the HOME Menu.

## Updating the Activity Status Code to Complete

The final step in completing any HOME activity is to change the ACTIVITY STATUS CODE on Common Path screen MA04 to “complete.” Until you make this update, the unit, cost, and beneficiary data you have entered is not included in your SNAPSHOT performance report.

Remember, HOME regulations require PJs to enter all completion data and update the activity status code in IDIS within 120 days of the final draw for the activity.

### ***Exercise 6.4***

Please turn to Exercise 6.4, Multi-Address Homeowner Rehab Activity Completion, in the Exercise Manual.

# Chapter 10

## TBRA ACTIVITIES

---

In this chapter, you will learn how to set up, fund, draw funds for, and complete HOME tenant-based rental assistance (TBRA) activities.

### ACTIVITY SETUP

The first step in setting up a TBRA activity is to fill in the four Common Path screens (see Chapter 2).

On the HOME Menu, select option **D**, Tenant-Based Rental Assistance (TBRA) and press <Enter> to display the first of three HOME TBRA screens. Instructions for completing each screen are provided below.

### Activity Setup: Objective and Outcome Screen

Performance Measurement (PM) data is entered on this screen, where you will identify the objective (purpose) and outcome (result) you intend to achieve by carrying out this activity. For more information about PM, go to [www.hud.gov/offices/cpd/about/performance/training/index.cfm](http://www.hud.gov/offices/cpd/about/performance/training/index.cfm).\*

```

                                ACTIVITY SETUP: OBJECTIVE AND OUTCOME                                HM01-A
Grantee Activity ID                HUD Activity ID                4010
Activity Name                      HOME TBRA
OBJECTIVE
    1 Create suitable living environments
    2 Provide decent affordable housing
    3 Create economic opportunities
OUTCOME
    1 Availability/accessibility
    2 Affordability
    3 Sustainability
F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

---

\*You may be wondering why the CHDO Questions screen is not the first setup screen for TBRA activities, as it is for rental and homebuyer activities. HOME regulations do not permit CHDO Reserve (CR) funds to be spent on TBRA activities.

Field	Description
Grantee Activity ID HUD Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated HUD Activity ID.
OBJECTIVE	<p>Enter the code for the objective that best reflects your intent in setting up this activity. Brief descriptions of the objectives are provided on the &lt;F1&gt; help screen for this field.</p> <p>Since the objective of most HOME activities will be to PROVIDE DECENT AFFORDABLE HOUSING, the system will assign a value of <b>2</b> if you leave the field blank.</p> <p>PJs have asked why CREATE ECONOMIC OPPORTUNITIES is a choice for HOME-funded activities. The reasons are: (1) the Performance Measurement work group stipulated that all three objectives were to be valid for all four CPD formula programs, and (2) creating economic opportunities could be the objective of an activity jointly funded by HOME and another CPD program.</p>
OUTCOME	<p>Enter the code for the outcome that best reflects the results you are seeking to achieve with this activity. Brief descriptions of the outcomes are provided on the &lt;F1&gt; help screen for this field.</p> <p>Since the outcome of most HOME activities will be AFFORDABILITY, the system will assign a value of <b>2</b> if you leave the field blank.</p>

**TIP** To assign an objective of PROVIDE DECENT AFFORDABLE HOUSING and an outcome of AFFORDABILITY to an activity, just press <Enter> or <F8> when the Objective and Outcome screen is displayed. IDIS will default both fields to **2**.

When you have finished, press <Enter> or <F8> to save your input and display the next TBRA screen.



Tenant-Based Rental Assistance (TBRA) Screen

On this screen, you will enter one line of data for each household assisted with HOME TBRA funds:

```

TENANT-BASED RENTAL ASSISTANCE (TBRA)                                     TBRA
Grantee Activity ID                                     IDIS Activity ID      4010
Activity Name                                          HOME TBRA

Last   # of   Sec   ---MONTHLY RENT---  -----HOUSEHOLD-----  -TENANT CONTRACT-
Name  Bdrms  Dep  Tenant   TBRA Total   %Med  Hisp  Race  Size  Type  Paid  To  New?  Mth
----- -   ----   ----   ----   ----   -    -    -    -    -    -    -    -    -
_____ -   _____  _____  _____  _____  -    -    -    -    -    -    -    -    -
_____ -   _____  _____  _____  _____  -    -    -    -    -    -    -    -    -
_____ -   _____  _____  _____  _____  -    -    -    -    -    -    -    -    -
_____ -   _____  _____  _____  _____  -    -    -    -    -    -    -    -    -
_____ -   _____  _____  _____  _____  -    -    -    -    -    -    -    -    -
_____ -   _____  _____  _____  _____  -    -    -    -    -    -    -    -    -
_____ -   _____  _____  _____  _____  -    -    -    -    -    -    -    -    -
_____ -   _____  _____  _____  _____  -    -    -    -    -    -    -    -    -
_____ -   _____  _____  _____  _____  -    -    -    -    -    -    -    -    -
_____ -   _____  _____  _____  _____  -    -    -    -    -    -    -    -    -
_____ -   _____  _____  _____  _____  -    -    -    -    -    -    -    -    -
_____ -   _____  _____  _____  _____  -    -    -    -    -    -    -    -    -

More units (Y/N)? _                                         Unit count      0

F1=HELP  F3=VLDT  F4=MAIN MENU  F7=PREV  F8=NEXT  F9=SAVE

```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Last Name	Enter the first five characters of the tenant's last name, or any tenant identifier that is useful to you.
# of Bdrms	Enter the number of bedrooms in the unit, <b>0</b> through <b>5</b> . For single room occupancy (SRO) and efficiency units, enter <b>0</b> . For units with more than five bedrooms, enter <b>5</b> .  An <F1> help screen is available for this field.
Sec Dep (Security Deposit)	If HOME funds were used to assist with a security deposit payment, enter that amount here. Otherwise, enter <b>0</b> or leave the field blank (IDIS will set it to 0).
MONTHLY RENT Tenant	Enter the amount of monthly rent, to the nearest dollar, paid by the tenant on initial occupancy. (Tenant Monthly Rent can be zero only if the amount in Security Deposit is more than zero).  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.

Field	Description
MONTHLY RENT TBRA	Enter the HOME amount that will be paid as a monthly rent subsidy (including any utility allowances) to the nearest dollar.
MONTHLY RENT Total	<p>IDIS calculates and displays the total monthly rent (Tenant + TBRA) in this read-only field. The total is not displayed until you press &lt;Enter&gt; or &lt;F9&gt;.</p> <p>Remember, this total will exceed the rent paid to the owner if the tenant-paid rent includes utilities.</p>
HOUSEHOLD %Med	<p>Enter the code for the head of household's 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 codes are:</p> <ul style="list-style-type: none"> <li><b>1</b> 0 - 30% Household annual income is at or below 30% of the area median income (AMI).</li> <li><b>2</b> 30+ - 50% Household annual income is above 30% and at or below 50% of AMI.</li> <li><b>3</b> 50+ - 60% Household annual income is above 50% and at or below 60% of AMI.</li> <li><b>4</b> 60+ - 80% Household annual income is above 60% and at or below 80% AMI.</li> </ul> <p>An &lt;F1&gt; help screen is available for this field.</p>
HOUSEHOLD Hisp? (Hispanic?)	<p>Indicate if the head of household is Hispanic/Latino by entering <b>Y</b> or <b>N</b> (if you leave the field blank, it will be set to <b>N</b>).</p> <p>A person of Hispanic/Latino ethnicity is defined as someone of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.</p> <p>An &lt;F1&gt; help screen is available for this field.</p>
HOUSEHOLD Race	<p>Enter the code for the race of the head of household. The codes and their definitions are:</p> <ul style="list-style-type: none"> <li><b>11</b> White – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East</li> <li><b>12</b> Black/African American – A person having origins in any of the black racial groups of Africa.</li> <li><b>13</b> 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.</li> <li><b>14</b> American Indian/Alaskan 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.</li> <li><b>15</b> Native Hawaiian/Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</li> </ul>

Field	Description
	<p><b>16</b> American Indian/Alaskan Native &amp; White – A person having these multiple racial origins as defined above.</p> <p><b>17</b> Asian &amp; White – A person having these multiple racial origins as defined above.</p> <p><b>18</b> Black/African American &amp; White – A person having these multiple racial origins as defined above.</p> <p><b>19</b> American Indian/Alaskan Native &amp; Black/African American – A person having these multiple racial origins as defined above.</p> <p><b>20</b> Other Multi-Racial – Category used for reporting individual responses that are not included in any of the categories listed above.</p> <p>An &lt;F1&gt; help screen is available for this field.</p>
HOUSEHOLD Size	<p>Enter the number of persons in the household, <b>1</b> through <b>8</b>. For households of more than eight, enter <b>8</b>.</p> <p>An &lt;F1&gt; help screen is available for this field.</p>
HOUSEHOLD Type	<p>Enter the code for the type of household occupying the unit. The codes and their definitions are:</p> <p><b>1</b> Single, non-elderly – One person under the age of 62.</p> <p><b>2</b> Elderly – One or more persons, each of whom is at least 62 years old.</p> <p><b>3</b> Single Parent – A single parent with one or more dependent children 18 years old or younger.</p> <p><b>4</b> Two Parents – Two parents with one or more dependent children 18 years old or younger.</p> <p><b>5</b> Other – Any household not included in the above definitions, including two or more unrelated persons.</p> <p>If the household size in the previous field is <b>1</b>, then you must enter <b>1</b> or <b>2</b> in this field.</p> <p>An &lt;F1&gt; help screen is available for this field.</p>
TENANT CONTRACT Paid To	<p>If the HOME subsidy will be paid to the tenant, enter <b>T</b>. If it will be paid to the owner, enter <b>O</b>.</p> <p>An &lt;F1&gt; help screen is available for this field.</p>
TENANT CONTRACT New?	<p>If the tenant is newly assisted with HOME TBRA funds, enter <b>Y</b>. If the tenant's assistance is being renewed, enter <b>N</b> or leave the field blank.</p> <p>An &lt;F1&gt; help screen is available for this field.</p>
TENANT CONTRACT Mth (Months)	<p>Enter the number of months in the contract with the tenant, <b>1</b> through <b>24</b>.</p> <p>An &lt;F1&gt; help screen is available for this field.</p>

When you have finished, press <Enter> or <F8> to save your input and display the last TBRA screen.



Field	Description
FAITH-BASED ORGANIZATION	Enter <b>Y</b> if a faith-based organization will carry out the activity. Otherwise, enter <b>N</b> or leave the field blank.

When you are finished, press <Enter> or <F8> to save your data and display the HOME Menu.

## ACTIVITY FUNDING AND DRAWDOWNS

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

For more information on activity funding and drawdowns, see Appendix E and Appendix F of this manual and Chapters 5 and 7 of the *IDIS Reference Manual*.

## ACTIVITY COMPLETION

Unlike other HOME housing activities, there are no separate completion screens for TBRA activities. Once the final draw for the activity has been made and data has been entered for each household receiving assistance, the only TBRA completion step is to change the ACTIVITY STATUS CODE to "complete."

### ***Exercise 7***

Please turn to Lesson 7, TBRA Activities, in the Exercise Manual.









# Chapter 11

## AD/CO/CC ACTIVITIES

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In this chapter, you will learn how to process activities that are to be funded only with HOME Admin (AD), 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

The first step in setting up any HOME activity is to fill in the four Common Path screens (see Chapter 2).

On the HOME Menu, select option **E**, Activity Funded Only with AD/CO/CC and press <Enter>. As the message that is displayed at the bottom of the screen indicates, setup is complete. Because activities funded only with AD, CO, or CC cannot result in housing units, there are no additional setup screens.

```

                                HOME MENU                                HM00
Grantee Activity ID              IDIS Activity ID              863
Activity Name                    HOME ADMIN

                                SET UP ACTIVITY
                                A Rental
                                B Homebuyer
                                C Homeowner Rehab
                                D Tenant-Based Rental Assistance (TBRA)
                                E Activity Funded Only with AD/CO/CC

                                REVIEW ACTIVITY
                                F Review Activity Status
                                G Search Activities

                                COMPLETE ACTIVITY
                                H Costs & Beneficiaries
                                I Costs Only
                                J Beneficiaries Only

Type selection and press <ENTER> _      Change to activity ID _____
Setup is complete: activity may now be funded with AD/CO/CC.
F4=MAIN MENU                      F7=PREV                          F10=GO TO REVISE ACTIVITY
```

**Remember:** Use option E when an activity is to be funded only with AD, CO, or CC. Otherwise, choose a housing activity setup option, A – D, as appropriate. You will be able to include AD/CO/CC when you fund the activity.

## **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 fund types may be used.

For more information on activity funding and drawdowns, see Appendix E and Appendix F of this manual and Chapters 5 and 7 of the *IDIS Reference Manual*.

## **ACTIVITY COMPLETION**

To complete an AD/CO/CC activity, all you need to do is set the ACTIVITY STATUS CODE to "complete." There are no HOME completion screens, since AD/CO/CC activities cannot result in housing units.

The HOME final rule at 24 CFR 92.502(d)(1) requires PJs to update the activity status code within 120 days of the final draw for the activity.

### ***Exercise 8***

Please turn to Lesson 8, AD/CO/CC Activities, in the Exercise Manual.

# Chapter 12

## CHDO LOAN ACTIVITIES

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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, you will follow the same steps to set up a CHDO loan for a homebuyer activity.

Note to Insular Area users: Since Insular Areas do not receive CHDO Reserve funds, you can skip this chapter.

### THE CHDO LOAN PHASE

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

1. Fill in the Common Path screens.
2. Complete the CHDO Questions screen.
3. Fund the activity with CHDO Loan (CL) money.
4. Draw the CL funds.
5. Indicate whether or not the activity is going forward to produce HOME-funded housing.

Complete the Common Path screens as you do for all activities (see Chapter 2). On the HOME Menu, select option **A**, Rental, and press <Enter> to display the CHDO Questions screen.

## Set Up Activity: CHDO Questions Screen

For a CHDO loan activity, complete this screen as explained in the instructions below.

```

                SET UP ACTIVITY: CHDO QUESTIONS                                HM01

Grantee Activity ID                                IDIS Activity ID    5223
Activity Name                                CARLETON APARTMENTS

CR ACTIVITY?                                Will the activity be funded with CR (Y/N)?  _

                If yes:
                CHDO Acting As  _
                                1  Owner
                                2  Sponsor
                                3  Developer

                Will initial funding be a CHDO Site
                Control and/or Seed Money Loan (Y/N)?  _

F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
CR ACTIVITY? Will the activity be funded with CR (Y/N)?	Enter <b>Y</b> (CHDO loans are funded from CHDO Reserve).
CHDO Acting As	Enter the code indicating if the CHDO is acting as the owner, sponsor, or developer of the housing. The codes are: <ol style="list-style-type: none"> <li><b>1</b> 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.</li> <li><b>2</b> 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.</li> <li><b>3</b> 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.</li> </ol>

Field	Description
Will initial funding be a CHDO Site Control and/or Seed Money Loan (Y/N)?	Enter <b>Y</b> .

When you have finished, press <Enter> or <F8>. Because you have answered **Y** to the CHDO SITE CONTROL/SEED MONEY LOAN question, the CHDO Questions screen is redisplayed with the following message:

```

                SET UP ACTIVITY: CHDO QUESTIONS                HM01

Grantee Activity ID                IDIS Activity ID        5223
Activity Name                      CARLETON APARTMENTS

CR ACTIVITY?                      Will the activity be funded with CR (Y/N)?  _

If yes:
    CHDO Acting As                _
                                    1  Owner
                                    2  Sponsor
                                    3  Developer

                Will initial funding be a CHDO Site
                Control and/or Seed Money Loan (Y/N)?  _

Setup for loan phase is complete: activity can now be funded with CL.
At the end of the loan phase, return to this screen to indicate whether
the activity is going forward or if it is complete.

F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE

```

As the message indicates, the next steps are to commit and draw CHDO Loan (CL) funds for the activity.

## 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 subfund 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 CHDO Loan (CL).

### ***Exercise 9.1***

Please turn to Exercise 9.1, The CHDO Loan Phase, in the Exercise Manual.

## 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 CHDO Questions screen and indicate if the activity is going forward to produce HOME-funded housing. Notice that the message previously displayed on the screen has been replaced with the input field, GOING FORWARD:

```

                                SET UP ACTIVITY: CHDO QUESTIONS                                HM01
Grantee Activity ID              IDIS Activity ID              5223
Activity Name                    CARLETON APARTMENTS
CR ACTIVITY?                    Will the activity be funded with CR (Y/N)?  Y
                                If yes:
                                CHDO Acting As      1
                                                1  Owner
                                                2  Sponsor
                                                3  Developer
                                Will initial funding be a CHDO Site
                                Control and/or Seed Money Loan (Y/N)?  Y
GOING FORWARD?                 Loan funds have been fully disbursed.
                                Is the activity going forward (Y/N)?  _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
    
```

If the activity is continuing to the development phase, answer **Y** to IS THE ACTIVITY GOING FORWARD (Y/N). Otherwise, enter **N** (this is the only yes/no field on a HOME screen that will not be set to **N** if it is left blank).

When you have finished, press <Enter> or <F8> to continue. 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 CODE to "complete."

When you answer **N** to GOING FORWARD on the CHDO Questions screen and press <Enter> or <F8>, the default version of the cost screen is displayed. As with "regular" (non-CHDO loan activities), an alternate version is also available.

### Single-Address Costs Screen, Default Version

The cost screen for a CHDO loan activity that does not go forward differs from the regular cost screen in that (1) the amount of CHDO Loan (CL) funds disbursed for the activity is displayed and (2) there are no input fields for HOME costs. The rental screen is shown below. If you are processing a homebuyer CHDO loan activity, you will see that the homebuyer cost screen has been similarly modified.

COMPLETE RENTAL ACTIVITY: COSTS			HR04
Grantee Activity ID		IDIS Activity ID	5223
Activity Name	CARLETON APARTMENTS		
Activity Address	1323 BEAUCHAMP RD HUNTSVILLE AL 35806		
			Totals
1. HOME FUNDS	CHDO Loan	5,000.00	5,000.00
2. PUBLIC FUNDS	Other Federal Funds	_____	
	State/Local Funds	_____	
	Tax-Exempt Bond Proceeds	_____	0.00
3. PRIVATE FUNDS	Private Loans	_____	
	Owner Cash Contributions	_____	
	Private Grants	_____	0.00
4. LOW INCOME HOUSING TAX CREDIT PROCEEDS	_____		0.00
HOME Funds Disbursed	5,000.00	Activity Total	5,000.00

To display alternate costs screen, press <F15>.  
 F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE F15=ALT

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the address you entered on the first Common Path screen, Set Up Activity (MA01).
HOME FUNDS CHDO Loan	This field is display-only, and shows the total amount of CL funds drawn for the activity. Because the activity is not going forward, there are no input fields for HOME funds.
PUBLIC FUNDS PRIVATE FUNDS LOW INCOME HOUSING TAX CREDIT PROCEEDS	If funding for the CHDO loan was received from other sources, fill in these fields exactly as you do for a non-CHDO loan rental activity.
HOME Funds Disbursed	This read-only field displays the amount of CHDO Loan funds drawn down for the activity.
Activity Total	This read-only field shows the sum of HOME, public, private, and LIHTC funds expended on the CHDO loan.

### Single-Address Costs Screen, Alternate Version

The alternate cost screen has been similarly modified for CHDO loan activities that do not go forward. The amount of CL funds disbursed for the activity is displayed and entry of additional HOME funds is not allowed. The cost screen for a rental screen is shown below:

```

                COMPLETE RENTAL ACTIVITY: COSTS                                HB06

Grantee Activity ID                                IDIS Activity ID    5223
Activity Name                                     CARLETON APARTMENTS
Activity Address                                  1323 BEAUCHAMP RD HUNTSVILLE AL 35806

Source of Funds   Form of Assistance   Amount   * Source Codes
  1                4           5,000.00   1 HOME funds (including PI)
  -                -           _____   4 Other federal funds
  -                -           _____   5 State/local funds
  -                -           _____   6 Tax-exempt bond proceeds
  -                -           _____   7 Private loans
  -                -           _____   8 Owner cash contributions
  -                -           _____   9 Private grants
  -                -           _____  10 Low income tax credit
  -                -           _____

                Activity Total           5,000.00   * Forms of HOME Assistance
                                                4 CHDO Loan

Total HOME funds           5,000.00
HOME funds disbursed       5,000.00

To display alternate costs screen, press <F15>.
F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE F15=ALT
    
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	This read-only field displays the address you entered on the first Common Path screen, Set Up Activity (MA01).
Source of Funds Form of Assistance Amount	CHDO loan data is displayed on the first input line. These fields are protected from update. Because the activity is not going forward, the screen does not allow you to enter additional lines with a SOURCE OF FUNDS code of <b>1</b> (HOME).  If funding for the CHDO loan was received from other sources, fill in these fields exactly as you do for a non-CHDO loan rental activity.
Activity Total	This read-only field shows the sum of HOME, public, private, and LIHTC funds expended on the CHDO loan.
Total HOME funds	This read-only field shows the HOME CHDO Loan amount.
HOME funds disbursed	This read-only field displays the amount of CHDO Loan funds drawn down for the activity.

When you press <Enter> or <F8> on either version of the cost screen, the HOME Menu is displayed. Remember to update the ACTIVITY STATUS CODE to "complete."



# 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 CODE to "complete."

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 ACTIVITY ESTIMATES cost field on Set Up Rental Activity screen (and on Set Up Homebuyer Activity screen) looks like this:

```

                                SET UP RENTAL ACTIVITY                                HR01

Grantee Activity ID                                IDIS Activity ID    5223
Activity Name      CARLETON APARTMENTS

ACTIVITY TYPE
  -
  1  Rehab Only
  2  New Construction Only
  3  Acquisition Only
  4  Acquisition & Rehab
  5  Acquisition & New Construction

PROPERTY ADDRESS
  Street _____
  City   _____ St __ Zip _____ - ____
  County Code _____

ACTIVITY ESTIMATES  HOME Units _____
                                CHDO Loan      5,000.00
                                Other HOME _____
                                HOME Total      5,000.00

MULTI-ADDRESS (Y/N)? _
LOAN GUARANTEE(Y/N)? _
CHDO ACTIVITY (Y/N)? Y   Review/update CHDO information (Y/N)? _

F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE

```

CHDO LOAN shows the amount of CL funds disbursed for the activity, and cannot be updated. In the OTHER HOME field, enter the amount of additional (non-CL) HOME funds you expect to expend on the activity. The HOME TOTAL is calculated and displayed once you save your input.



## Single-Address Costs Screen, Alternate Version

COMPLETE RENTAL ACTIVITY: COSTS			HR05
Grantee Activity ID		IDIS Activity ID	5223
Activity Name	CARLETON APARTMENTS		
Activity Address	1323 BEAUCHAMP RD HUNTSVILLE AL 35806		
Source of Funds	Form of Assistance	Amount	* Source Codes
1	4	5,000.00	1 HOME funds (including PI)
—	—	_____	4 Other federal funds
—	—	_____	5 State/local funds
—	—	_____	6 Tax-exempt bond proceeds
—	—	_____	7 Private loans
—	—	_____	8 Owner cash contributions
—	—	_____	9 Private grants
—	—	_____	10 Low income tax credit
	Activity Total	5,000.00	* Forms of HOME Assistance
	Total HOME funds	5,000.00	1 Amortized loan
	HOME funds disbursed	5,000.00	2 Grant
			3 Deferred payment loan
			4 CHDO Loan
			5 Other

To display alternate costs screen, press <F15>.

F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE F15=ALT

### Exercise 9.2

Please turn to Exercise 9.2, The Going Forward Phase, in the Exercise Manual.

## 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 activities:

Complete the Common Path and CHDO Questions screen, commit and draw the CHDO Loan (CL) funds, and indicate if the activity is going forward to produce HOME-funded housing (see pages 12-1 through 12-4).

If the activity is not going forward:

1. Complete the cost screen if any public or private funds were used for the CHDO loan (see page 12-5).
2. Update the ACTIVITY STATUS CODE to "complete."

If the activity is going forward:

1. Fill in the HOME setup screens (see page 12-7).
2. Fund and draw additional (non-CHDO loan) HOME funds for the activity.
3. Fill in the HOME completion screens. The cost screens for multi-address CHDO loan activities are completed a little differently from single-address activities, as explained below.
4. Update the ACTIVITY STATUS CODE to "complete."



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 CODE to "complete." That total is displayed on the Multi-Address Activity Cost Summary screen along with other HOME FUNDS totals:

MULTI-ADDRESS ACTIVITY COST SUMMARY			HR99
Grantee Activity ID		IDIS Activity ID	6030
Activity Name	WILLISTON RENTAL DEVELOPMENT		
Activity Address	THIRD WARD FALLS CHURCH VA 22046		
1. HOME FUNDS	CHDO Loan	5,000.00	Totals
(Including PI)	Amortized Loan	0.00	
	Grant	0.00	
	Deferred Payment Loan	0.00	
	Other	0.00	5,000.00
2. PUBLIC FUNDS	Other Federal Funds	0.00	
	State/Local Funds	0.00	
	Tax-Exempt Bond Proceeds	0.00	0.00
3. PRIVATE FUNDS	Private Loans	0.00	
	Owner Cash Contributions	0.00	
	Private Grants	0.00	0.00
4. LOW INCOME HOUSING TAX CREDIT PROCEEDS		0.00	0.00
Total HOME Disbursed	5,000.00	Activity Total	5,000.00
F4=MAIN MENU	F7=PREV	F8=NEXT	

Except for the cost screens, fill in the HOME completion screens exactly as you do for a non-CHDO loan multi-address rental or homebuyer activity.









# Chapter 13

## REVIEW HOME ACTIVITY STATUS

This chapter explains the Review HOME Activity Status screen, a one-page summary of the data you have entered for an activity.

To access this screen, select option **F**, Review Activity Status, on the HOME Menu and press <Enter>. The entire screen is read-only.

```

                                REVIEW HOME ACTIVITY STATUS                                STAT
Grantee Activity ID                                IDIS Activity ID                                1529
Activity Name                                FRED AND HELEN MARTZ
Activity Address                                313 5TH STREET POCATELLO ID 83203

TYPE                                Homebuyer/Acquisition and Rehab

STATUS                                UNDERWAY

FUNDED                                15,000.00                                Initial Funding                                02-17-2006
DRAWN                                5,000.00                                Last Draw Date                                None

ESTIMATES                                HOME units                                1                                HOME cost                                57,000.00
ACTUALS                                HOME units                                1                                HOME cost                                22,000.00
                                Total units                                1                                Total cost                                48,000.00

SETUP DATA                                Complete

COMPLETION                                COST DATA                                Incomplete                                BENEFICIARY DATA                                Incomplete

F4=MAIN MENU                                F5=PROJ INFO                                F7=PREV                                F8=NEXT

```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These fields identify the activity you are processing. The Grantee Activity ID and Activity Name that you entered on the Common Path are displayed, along with the system-generated IDIS Activity ID.
Activity Address	For rental, homebuyer, and homeowner rehab activities, this field displays the address you entered on the first activity setup screen. For TBRA and AD/CO/CC activities, the address you entered on the Common Path is displayed.
TYPE	This field shows the tenure type (rental, homebuyer, etc.) and the activity type. If a completion ACTIVITY TYPE has been entered, it is displayed; otherwise the setup ACTIVITY TYPE is displayed.
STATUS	Based on the ACTIVITY STATUS CODE field on Common Path screen MA04, this field will show an activity status of "cancelled," "complete", "funds budgeted," or "underway".

Field	Description
FUNDED Amount Initial Funding	The first field shows total funding for the activity to date. In the second, the INITIAL FUNDING DATE from Common Path screen MA03 is displayed.
DRAWN Amount Last Draw Date	The first field shows total draws for the activity to date; the second displays the date of the last draw.
ESTIMATES HOME Units HOME Cost	For rental, homebuyer, and homeowner rehab activities, these two fields display the HOME estimates you entered at activity setup.  For TBRA and AD/CO/CC only activities, these fields are always zero.
ACTUALS HOME Units HOME Cost  Total Units Total Cost	For rental, homebuyer, and homeowner rehab activities: <ul style="list-style-type: none"> <li>• HOME UNITS displays the number you entered in the HOME-ASSISTED COMPLETED UNITS field on the first HOME completion screen.</li> <li>• HOME COST shows the total of all amounts input for HOME Funds on the cost screen(s). This field must equal the DRAWN AMOUNT before IDIS will let you change the ACTIVITY STATUS CODE to "complete."</li> <li>• TOTAL UNITS displays the number you entered in the TOTAL COMPLETED UNITS field on the first HOME completion screen.</li> <li>• TOTAL COST shows the total of all amounts input for HOME Funds, Public Funds, and Private Funds on the cost screen(s).</li> </ul> For TBRA and AD/CO/CC only activities, these fields are always zero.
SETUP DATA	This field shows the status of the activity setup data. A status of "Complete" means that all required setup data has been entered and the activity may be funded. A status of "Incomplete" means that required setup data is missing, and must be input before you will be allowed to fund the activity.
COMPLETION Cost Data Beneficiary Data	A status of "Complete" or "Incomplete" is displayed for each of these two fields. Both must be "Complete" before you will be allowed to update the ACTIVITY STATUS CODE to "complete."  A COST DATA status of "Incomplete" means that required data fields on the cost screen(s) either have not been input or are incorrect. Most often, it is because the HOME FUNDS amounts entered do not total up to the amount drawn down for the activity. When that is the case, the ACTUAL HOME COST and DRAWN AMOUNT fields here on the Review HOME Activity Status screen will not be equal.  BENEFICIARY DATA status is "Incomplete" if you have not input information on the beneficiary screen for each completed HOME-assisted unit.

When you are done, press <Enter> or <F8> to return to the HOME Menu.

# Chapter 14

## SEARCH HOME ACTIVITIES

---

In this chapter, you will learn how to use the Search Activities function. It gives you the ability to search your HOME activities by program year, project ID, set up and completion dates, status code, tenure type, occupant code, and activity name.

### SEARCH HOME ACTIVITIES SCREEN

To access this function for any HOME activity, select option **G**, Search Activities, on the HOME Menu and press <Enter>. The Search HOME Activities screen is displayed:

SEARCH HOME ACTIVITIES		FIND
Enter search criteria		
PROGRAM YEARS	from ____ to ____	
PROJECT IDS	from ____ to ____	
SET UP DATES	between __ - __ - ____ and __ - __ - ____	
COMPLETION DATES	between __ - __ - ____ and __ - __ - ____	
STATUS CODES	_ and _ and _ (1 Canceled 3 Budgeted 2 Complete 4 Underway)	
TENURE TYPES	_ and _ and _ (1 Rental 3 Homeowner Rehab 2 Homebuyer 4 TBRA 5 Admin)	
OCCUPANT CODES	_ and _ (1 Tenant 9 Vacant 2 Owner)	
ACTIVITY NAMES	beginning with _____ containing text _____	
F2=PROJECT LIST	F6=CLEAR	F7=PREV

Enter as many or as few search criteria as you like. The more criteria you specify, the narrower the search will be. If you don't specify any criteria, all of your HOME-funded activities will be retrieved.

Field	Description
<p>PROGRAM YEARS</p> <p>From - To</p>	<p>To search your HOME activities by:</p> <ul style="list-style-type: none"> <li>• Multiple program years, enter a range Example: FROM <b>2003</b> TO <b>2006</b></li> <li>• One program year, enter the year in the FROM field and leave the To field blank</li> </ul> <p>If you don't want to limit your search by program year, leave both fields blank.</p>
<p>PROJECT IDS</p> <p>From - To</p>	<p>To search your HOME activities by:</p> <ul style="list-style-type: none"> <li>• Multiple project IDs, enter a range Example: FROM <b>1</b> TO <b>35</b></li> <li>• One project ID, enter the project ID in the FROM field and leave the To field blank</li> </ul> <p>If you don't want to limit your search by project ID, leave both fields blank.</p> <p>You can display a help screen listing project IDs and titles by program year by pressing &lt;F2&gt;.</p>
<p>SET UP DATES</p> <p>Between (mm-dd-yyyy) and (mm-dd-yyyy)</p>	<p>To search activities that were set up:</p> <ul style="list-style-type: none"> <li>• In a particular timeframe, enter a range Example: BETWEEN <b>10-15-2005</b> AND <b>10-31-2005</b></li> <li>• On a particular date, enter the date in the BETWEEN field and leave the AND field blank</li> </ul> <p>If you don't want to limit your search by setup date, leave both fields blank.</p>
<p>COMPLETION DATES</p>	<p>To search activities that were completed:</p> <ul style="list-style-type: none"> <li>• In a particular timeframe, enter a range Example: BETWEEN <b>10-15-2005</b> AND <b>10-31-2005</b></li> <li>• On a particular date, enter the date in the BETWEEN field and leave the AND field blank</li> </ul> <p>If you don't want to limit your search by completion date, leave both fields blank.</p>
<p>STATUS CODES</p>	<p>To search activities by status code, enter:</p> <ul style="list-style-type: none"> <li>• <b>1</b> to find cancelled activities</li> <li>• <b>2</b> to completed activities</li> <li>• <b>3</b> to find budgeted activities</li> <li>• <b>4</b> to find underway activities</li> </ul> <p>You can enter up to three activity status codes.</p> <p>If you don't want to limit your search by status code, leave the fields blank.</p>

Field	Description
TENURE TYPES	<p>To search activities by tenure type, enter:</p> <ul style="list-style-type: none"> <li>• <b>1</b> to find rental activities</li> <li>• <b>2</b> to find homebuyer activities</li> <li>• <b>3</b> to find homeowner rehab activities</li> <li>• <b>4</b> to find TBRA activities</li> <li>• <b>5</b> to find activities funded only with HOME admin (AD), CHDO operating expenses (CO), or CHDO capacity building (CC) funds</li> </ul> <p>If you don't want to limit your search by tenure type, leave the fields blank.</p>
OCCUPANT CODES	<p>To search activities by occupant code, enter:</p> <ul style="list-style-type: none"> <li>• <b>1</b> for tenants</li> <li>• <b>2</b> for owners</li> <li>• <b>3</b> for vacant units</li> </ul> <p>You can enter up to three activity status codes.</p> <p>If you don't want to limit your search by occupant code, leave the fields blank.</p>
ACTIVITY NAMES beginning with	<p>Enter up to the first 15 characters of an activity name. The system will look for exact matches.</p>
ACTIVITY NAMES containing text	<p>Enter up to 15 characters that make up any part of an activity name. The system will look for exact matches.</p>

You can press <F6> at any time to clear the screen of your input and enter criteria for a different search.

Press <Enter> to start the search. When the system finishes retrieving the activities that meet the criteria you specified, the Search Results screen is displayed.



## Selecting an Activity to Process

To edit/view an activity listed on the results screen, enter an **x** in the SELECT field to the left of the activity ID and press <Enter>. The HOME Menu is displayed, ready to process the activity you selected.

### ***Exercise 10***

Please turn to Lesson 10, Search HOME Activities, in the Exercise Manual.









# Chapter 15

## CANCELING ACTIVITIES WITH HOME DRAWS

As explained in Chapter 2, an activity is cancelled in IDIS by updating the ACTIVITY STATUS CODE on Common Path screen C04MA04 to **1** (Cancelled):

```
05/13/06  10:43                SETUP  ACTIVITY                C04MA04

GRANTEE ACTIVITY NBR:                HUD ACTIVITY NBR:  000000009686

ACTIVITY NAME:  REDWOOD APARTMENTS
ACTIVITY STATUS CODE: 1 CANCELLED      COMPLETION DATE:  __ / __ / ____

ACCOMPLISHMENTS FOR THIS ACTIVITY REPORTED AT ANOTHER ACTIVITY (Y/N): N
ACCOMPLISHMENT DATA:                REPORT YEAR: 2006
      TYPE                            UNITS
PROPOSED  __                          _____
ACTUAL    __                          _____

ACCOMPLISHMENTS NARRATIVE:
_____  
_____  
_____  
_____  
_____

PRESS F9 OR ENTER TO CONFIRM CANCELLATION

F1 = HELP  F3 = VALD  F4 = MAIN  F5 = PROJ INFO  F7 = PRV  F8 = NXT  F9 = SAVE
F10 = MA09  F11 = INSRT  F13 = DELET  F14 = UPD LG NARR  F17 = BACK  F18 = FWD
```

If there are no draws against an activity (indicated by a status of **4**), you can just change the code from **4** to **1**, press <Enter>, and then press <F9> or <Enter> to confirm the cancellation.

If funds have been drawn for the activity (indicated by a status of **3**), you must first reduce the net amount of HOME funds drawn to zero before the activity can be cancelled. To do that, you may either:

- Return the drawn amount to your Letter of Credit (this is explained in the next chapter), or
- Revise the draws to other activities through the Maintain Drawdown function. Instructions on how to do this are provided in Appendix E, starting on page F-15.

Once the net drawn amount for the activity has been reduced to zero, the activity can be marked as cancelled. You will have to update the ACTIVITY STATUS CODE to **4** before you can change it to **1**.

When an activity is cancelled, 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 cancelled activity.







# Chapter 16

## RETURNED FUNDS AND IDIS

---

### RETURNING FUNDS TO THE LETTER OF CREDIT

There is no function in IDIS to assist PJs in returning funds to their Letter of Credit.

When a PJ's check or wire transfer of returned funds is received by HUD Fort Worth Accounting, a transaction is initiated that eventually becomes a voucher in IDIS. There are actually two vouchers created. The first is a "receivable" voucher that currently has no impact in IDIS. The second is a "collection" and is a negative amount for returned funds. All funds are returned to the Letter of Credit as an EN fund type.

If the collection is to be applied to an activity as EN funds, the PJ can use the MAINTAIN DRAWDOWNS / VOUCHERS function in IDIS to revise the collection to the correct activity or activities.

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, contact the TAU and provide the collection voucher number, the activities the collection is to be applied to, 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.

### PROCESSING AN INELIGIBLE ACTIVITY

Specific IDIS processing is necessary for an activity that is deemed "ineligible" even after draws are made for the activity. An ineligible activity must be cancelled. Canceling an ineligible activity after draws have been made is a specific case of "CANCELING ACTIVITIES WITH HOME DRAWS" covered in Chapter 15. The steps required to cancel an ineligible activity after draws have been made are:

1. Revise the status of the ineligible activity to 3 (Funds Budgeted), if it isn't already;
2. Revise the draws from the ineligible activity to eligible activities (of the same fund type);
3. Cancel the ineligible activity.

### RECAPTURED FUNDS

Funds recouped by the PJ when a homebuyer who was assisted with HOME funds under a recapture agreement sells the property during the period of affordability are considered to be "Recaptured Funds". Funds that are recouped after the period of affordability are not considered to be "Recaptured Funds" and are processed as normal PI.

Recaptured funds are deposited into the PJ's HOME Investment Trust Fund Local Account as is normal PI. Unlike normal PI, recaptured funds are not eligible to use for administrative purposes or planning costs. The activity for which the funds have been recaptured is still considered as an eligible HOME project with beneficiaries and costs and should not be cancelled.









# Chapter 17

## RECEIPTING PROGRAM INCOME

---

In this chapter, you will learn how to record the receipt of Program Income (PI) in IDIS. The PI you receipt here can be committed to activities through the Activity Funding option and drawn down in place of EN funds.

### THE RECEIPTS MENU

On the Main Menu, select option **H** and press <Enter> to access the Receipts Menu:

```
06/14/06      THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM      C04MI00

                RECEIPTS MENU

                01  RECEIPT AUTHORIZATION
                02  CREATE RECEIPT
                03  REVISE OR CANCEL RECEIPT
                04  REUSE RE FUND TYPE
                05  VIEW RECEIPT ACCOUNT
                06  VIEW RECEIPT AUDIT TRAIL

TYPE SELECTION AND PRESS ENTER  01
PLEASE SELECT THE OPTION AND PRESS ENTER...
F4 = MAIN MENU
```

All of the options except Reuse RE Fund Type (04) are relevant to PI, and are explained below. For information on option 04, refer to Chapter 13 of the *IDIS Reference Manual*.

## Receipt Authorization Screen

The first step in the receipt process is always authorization. The Receipts Menu selection field is pre-filled with **01** on initial display, so just press <Enter>. The Receipt Authorization screen is displayed:

```
06/14/06 09:53 RECEIPT AUTHORIZATION C04MD05

LOGIN GRANTEE NAME: OCEAN COUNTY CONSORTIUM
ENTER GRANTEE NAME TO SEARCH: _____
SEL <----- GRANTEE NAMES -----> CITY
- COX CRO URBAN RENEWAL ASSOCIATION PHILADELPHIA
- HOMES FOR ALL TOMS RIVER
- HOUSING SERVICES, INC. PT. PLEASANT BEACH
- LAKEWOOD HOUSING AUTHORITY LAKEWOOD
- OCEAN COMMUN ECON ACTION NOW (O.C.E.A.N.) TOMS RIVER
- OCEAN COUNTY BOARD OF SOCIAL SERVICES TOMS RIVER
- OCEAN COUNTY CONSORTIUM TOMS RIVER
- OCEAN HOUSING ALLIANCE, INC TOMS RIVER
- OCEAN MENTAL HEALTH SERVICES, INC. BAYVILLE
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

ENTER NAME TO SEARCH OR ENTER "X" UNDER SEL COLUMN TO SELECT GRANTEE FROM LIST
F4 = MAIN MENU F7 = PREV F8 = NEXT F17 = UP F18 = DOWN
```

PI should always be receipted for the PJ: Program Income can only be used in place of EN, and only PJs can fund with and draw EN. As a PJ user, then, always authorize yourself as your PJ on this screen. A user who is not logged in as a PJ should also authorize himself or herself as the PJ.

Press <Enter> twice to complete the authorization process and redisplay the Receipts Menu.

## Create Receipt Screen

To record the receipt of PI, selection Receipt Menu option 02 and press <Enter> to display the Create Receipt screen:

```

06/14/06  09:53                CREATE RECEIPT                C04MI01

LOG ON GRANTEE:   OCEAN COUNTY CONSORTIUM
RECEIPT FOR GRANTEE: OCEAN COUNTY CONSORTIUM

RECEIPT PROGRAM CODE:  _                (M,B,S,H)
FISCAL YEAR:      _____
SOURCE TYPE:      _____          (MC,UC,DC,SG,HS,HH)
FUND TYPE:       _____          (PI,RL,RE,SF,RC)
AMOUNT:          _____
RECEIPT TYPE:    _____          (HP,IU,ED)

HUD ACTIVITY ID:  _____
MATRIX CODE:     _____
GRANTEE RECEIPT NUMBER: _____
REMARKS:         _____

RECEIPT NUMBER:
RECEIPT STATUS:
ASSOCIATED GRANT NUMBER:

PLEASE ENTER DETAILS
F4 = MAIN MENU   F7 = PREV   F6 = CLEAR
    
```

The required fields on this screen are RECEIPT PROGRAM CODE, FISCAL YEAR, SOURCE TYPE, FUND TYPE, and AMOUNT. When the first HOME PI receipt for a fiscal year is created, you are also required to input the ESTIMATED AMOUNT of PI you expect to receipt for that year. IDIS then creates a PI "fund" for that year. Each fund has a unique program code, fiscal year, source type, and fund type (in this case, PI).

Field	Description
LOG ON GRANTEE	This field shows the name of the organization you are logged on to the system as.
RECEIPT FOR GRANTEE	This field shows the name of the organization you selected on the Receipt Authorization screen. For PJ users, LOG ON GRANTEE and RECEIPT FOR GRANTEE should always show the same organization.
RECEIPT PROGRAM CODE	For HOME-generated PI, enter <b>M</b> in this field.
FISCAL YEAR	Enter the year for this PI fund.
SOURCE TYPE	Enter the source type (fourth and fifth characters) of your HOME grant for the FISCAL YEAR you input above:  <b>DC</b> Consortium <b>MC</b> Metropolitan City <b>SG</b> State <b>ST</b> Insular Area <b>UC</b> Urban County

Field	Description
FUND TYPE	<p>The fund type codes are:</p> <p><b>PI</b> Program Income</p> <p><b>RL</b> Revolving Loan. HOME-generated funds should not be receipted with this fund type.</p> <p><b>SF</b> State Revolving Loan. HOME-generated funds should not be receipted with this fund type.</p> <p><b>RC</b> Receivable. This is not a fund type that you can commit to or draw down for activities. For more information, refer to Chapter 13 of the <i>IDIS Reference Manual</i>.</p> <p><b>RE</b> Reuse. This is not a fund type that you can commit or draw down for activities. For more information, refer to Chapter 13 of the <i>IDIS Reference Manual</i>.</p>
AMOUNT	Enter the amount, in dollars and cents, to be receipted. If you enter a whole-dollar amount, IDIS appends the '.00'.
RECEIPT TYPE	<p>This field is optional. It is provided for grantee use, but is not used elsewhere in IDIS. The receipt types are:</p> <p><b>HP</b> Funds recaptured from a homebuyer activity when the homebuyer does not occupy the HOME-assisted housing for the full period of affordability.</p> <p><b>IU</b> Funds repaid due to ineligible use.</p> <p><b>ED</b> Funds returned because of an excessive draw.</p>
HUD ACTIVITY ID MATRIX CODE	These fields are optional unless you have entered a FUND TYPE of RL or SF, which the HOME Program discourages. They are provided for grantee use. Like RECEIPT TYPE, they are not used elsewhere in IDIS.
GRANTEE RECEIPT NUMBER	This is an optional field.
REMARKS	This is an optional field.

When you have finished, press <Enter> twice.

If this is the first receipt created for the FISCAL YEAR you input, you will be prompted to enter an ESTIMATED AMOUNT of the PI you expect to receipt in that year. The amount you enter is not currently used elsewhere in IDIS.

When a receipt is successfully created, IDIS generates and displays a receipt number, status, and associated grant number:

- The RECEIPT NUMBER should be noted, since you may want to revise or cancel the receipt in the future.
- RECEIPT STATUS is always A (active) on this screen.
- The ASSOCIATED GRANT NUMBER, also referred to as the IDIS Fund Number, is the same as your EN grant for the FISCAL YEAR you entered above. It is not used elsewhere in IDIS.

Once receipted, PI is available to PJs to commit and draw in lieu of EN funds.

## Revise or Cancel Receipt Screen

To update or cancel a PI receipt, select Receipts Menu option **03** and press <Enter> to display the Revise or Cancel Receipt screen:

```

06/14/06  09:55          REVISE OR CANCEL RECEIPT          C04MI02

LOG ON GRANTEE:      OCEAN COUNTY CONSORTIUM
RECEIPT FOR GRANTEE: OCEAN COUNTY CONSORTIUM

RECEIPT PROGRAM CODE:  _
      FISCAL YEAR:  _____
      SOURCE TYPE:   _____
      FUND TYPE:     _____
      AMOUNT:        _____
RECEIPT TYPE:       _____

      HUD ACTIVITY ID: _____
      MATRIX CODE:   _____
GRANTEE RECEIPT NUMBER: _____
REMARKS:  _____

RECEIPT NUMBER:  _____
RECEIPT STATUS:  _____          _ (R-REVISE OR C-CANCEL)
ASSOCIATED GRANT NUMBER: _____

PLEASE ENTER RECEIPT NUMBER
F4 = MAIN MENU   F7 = PREV   F6 = CLEAR
    
```

Input the RECEIPT NUMBER and press <Enter>.

### Revising

Input **R** and press <Enter>. The fields that can be revised are AMOUNT, HUD ACTIVITY, MATRIX CODE, GRANTEE RECEIPT NUMBER, and REMARKS. The AMOUNT can be decreased only if there are sufficient funds in the PI account to cover current funding and draws. When you have input your updates, press <Enter> twice to execute and confirm the revisions.

### Canceling

Input **C** and press <Enter> twice to execute and confirm the cancellation. The receipt can be cancelled only if there are sufficient funds in the PI account to cover current funding and draws.

When you have finished, press <F7> to return to the Receipts Menu.





Field	Description
ESTIMATE AMOUNT	The ESTIMATED AMOUNT entered when the first receipt was created for this program, source type, and fiscal year.
RECEIPT AMOUNT	The sum of all amounts receipted for this fund.
DRAWN AMOUNT	The sum of all amounts drawn down in IDIS from this fund.
DRAW PENDING AMOUNT	The sum of all pending draws against this fund.

Only receipts with a status of "Active" are included in the calculation of the receipt, drawn, and draw pending amounts.

When you are finished, press <F7> to return to the Receipts Menu.

### View Receipt Screen

To review the receipts you have created, revised, and cancelled, select Receipts Menu option **06** and press <Enter> to display the View Receipt screen:

```

06/14/06 11:39                VIEW RECEIPT                C04MI04
                                PAGE:
LOGGED ON GRANTEE: OCEAN COUNTY CONSORTIUM
RECEIPT FOR GRANTEE: OCEAN COUNTY CONSORTIUM
PROG CODE: _ SOURCE TYP: __ FISCAL YEAR: _____ FUND TYP: __ DATE: __ / __ / ____
  PGM  FISCAL  FUND  RECEIPT  SEQ
SEL  CODE  YEAR  TYPE  NUMBER  NUM        AMOUNT  DATE  STATUS
-   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -
F1 = HELP  F4 = MAIN MENU  F7 = PREV  F17 = UP  F18 = DOWN
  
```

No receipts are shown on initial display of the screen. Just pressing <Enter> displays all of your receipts, from oldest creation date to latest. To limit the list, enter a program code, source type, fiscal year, fund type, and/or date of receipt creation and press <Enter>.

Field	Description
-------	-------------

Field	Description
SEL	<p>To view the details for a receipt, input <b>X</b> and press &lt;Enter&gt; to display the (read-only) View Receipt Detail screen. To return to the View Receipt screen, press &lt;F7&gt;.</p> <p><b>X</b> is the only valid SEL code, and only one receipt can be selected at a time.</p>
PGM CODE	<b>M</b> for HOME accounts, <b>B</b> for CDBG, <b>S</b> for ESG, or <b>H</b> for HOPWA.
FISCAL YEAR	The year you assigned to this account.
FUND TYPE	<p>The receipt type:</p> <p><b>PI</b> Program Income  <b>RL</b> Revolving Loan  <b>SF</b> State Revolving Loan  <b>RC</b> Receivable  <b>RE</b> Reuse</p>
RECEIPT NUMBER	The system-generated receipt identifier.
SEQ NUM	A number assigned by IDIS to track the creation, revision, and cancellation of receipts. If there are multiple sequence numbers for a receipt, the last row (usually the one with the highest SEQ NUM) shows its current status.
AMOUNT	The amount receipted.
DATE	The date the receipt was created, revised, or cancelled, depending on the STATUS shown in the next column.
STATUS	<p>One of the following:</p> <p><b>ACT</b> Active  <b>REV</b> Revised  <b>CAN</b> Cancelled</p>

When you are finished, press <F7> to return to the Receipts Menu.

# Chapter 18

## 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 19

## HOME IDIS REPORTS

---

This chapter focuses on the HOME SNAPSHOT, Status of HOME Grants (PR27), Status of CHDO Funds by Fiscal Year (PR25), and Status of HOME Activities (PR22) reports.

Appendix G of this manual provides a review of the report submission screens and the procedures for generating and downloading reports. The *IDIS Reference Manual*, Appendix E, covers all of the thirty-plus reports that are available in IDIS.

In addition to the HOME SNAPSHOT, PR27, PR25, and PR22, there are four other HOME-specific IDIS reports:

PR15	<b>Cost Per HOME-Assisted Unit/Family</b> Shows the total and HOME costs per unit by activity type: new construction, rehabilitation, acquisition only, acquisition and rehabilitation, acquisition and new construction, and TBRA. Commitments and completions are reported separately.
PR16	<b>HOME Lower Income Benefit – All Years</b> For completed activities, shows unit occupancy by area median income for rental, homebuyer, homeowner rehab, and TBRA activities.
PR33	<b>HOME Matching Liability Report</b> Reports the match rate, total disbursements, disbursements requiring match, and match liability amount by fiscal year. Disbursements of Admin, CHDO Capacity Building, CHDO Operating Expense, and program income are excluded from the calculation.
PR34	<b>Status of OE Funds by Fiscal Year</b> By fiscal year, shows for each Other Entity the subgranted amount, the amount committed to activities, and the amount and percentage disbursed.

## THE HOME SNAPSHOT REPORT

Based on data entered into the IDIS system, HUD generates a production SNAPSHOT report for every HOME PJ. These reports are made available on-line at [www.hud.gov/offices/cpd/affordablehousing/programs/home/snapshot/index.cfm](http://www.hud.gov/offices/cpd/affordablehousing/programs/home/snapshot/index.cfm) and show PJs how their production numbers compare to other PJs.

The SNAPSHOT is based on a variety of regulatory and policy factors that HUD considers important measures of a PJ's productivity, detailed on page 19-5. PJs will benefit from collecting additional data to glean more detailed information on some of the measures identified by HUD. Alternately, PJs may identify entirely new data to collect in order to measure production in additional areas that are important at the local or state level. The HUD SNAPSHOT and any additional local report with similar production data is the most logical starting point for a big picture assessment of program productivity.

The SNAPSHOT identifies:

- Data that, when taken together, give a picture of the jurisdiction's overall productivity/performance.
- For local jurisdictions, performance data from all PJs within the state, all PJs within a similar funding level, and all PJs nationally. This data can be used as a benchmark for a PJ to assess relative performance in a number of areas.
- For states, performance data from all other states. This data can be used as a benchmark for states to assess performance in a number of areas relative to other state PJs.

### Analyzing a HUD SNAPSHOT

In general, the PJ described by the SNAPSHOT on page 19-5 appears to have a very strong program. It is ranked first in its state, and is in the 85 percentile or higher for five of the eight performance indicators established by HUD.

An analysis of the data provided by this SNAPSHOT, however, identifies some possible issues that an effective program manager would explore further:

1. **Relatively little of the PJ's HOME funds are directed at rental activities.** This issue should be evaluated to determine if the community's need for affordable rental housing is being met by some other program offered by the PJ. If not, program investment decisions may need to be re-evaluated by this PJ.
2. **Low-income benefit is limited.** The PJ's rental housing program is serving a relatively low number of very low-income households (whose incomes are at or below 50 percent of area median income). Of those low-income households, however, households with extremely low incomes (at or below 30 percent of area median) are being reached somewhat more effectively. This limited low-income benefit may indicate a potential compliance problem with the HOME requirement that 90 percent of funds used for rental housing be invested in households at or below 60 percent of area median income.
3. **Lease-up of rental units is lagging far behind completion of units.** The data indicate that nearly 25 percent of the completed rental units are not yet occupied. This problem might be related to a number of things, and the following questions must be answered to understand the issue:
  - a. Is occupancy data input into IDIS in a timely manner? If not, is this a personnel or procedural problem?



- b. If units are not occupied upon completion, is there a market for affordable rental units in the neighborhoods where investments are being made? Is this a policy/procedural problem (was a market study ever conducted?) or a program design problem (investment was made even though market study suggested there was no demand for housing in that location)?
- c. Is there a program administration problem that might be causing delays in rent-up? If so, is the problem related to personnel, procedures, or both?
4. **Rental development costs are notably below average for the state and the nation.** To determine the actual rental cost per unit, the HOME rental cost per unit (in the cost section of the SNAPSHOT) must be multiplied by the leveraging ratio provided in the SNAPSHOT (Program Progress section). The data raise the following questions:
- a. Is the cost data accurate? If not, is this a personnel or procedures problem?
- b. If the data are accurate, it might suggest that the rental units selected for investment are in relatively good condition and therefore require less investment. If so, the PJ should consider whether these are the most appropriate units to select for development assistance. How are more deteriorated units treated? Alternately, is there a problem with insufficient investment? (In other words, is the investment enough to bring the property up to code?)
5. **Homeowner rehabilitation costs are much greater than the state, and exceed the national average costs.** Note, for cost data, the state data would typically be more meaningful. For this PJ, these questions should be answered:
- a. Is the cost data accurate? If not, is this problem related to personnel or procedures?
- b. If the cost data are accurate, are the high costs due to:
- Contractor pool? For instance, if there are too few contractors participating in the program, there may not be sufficient competition to keep costs reasonable;
  - Is staff comparing actual bids to staff bid estimates prior to contractor selection?
  - Is PJ too generous in its rehabilitation standard or policy on eligible costs (in other words, does the PJ pay for materials, appliances, or construction elements that are more than modest?)
  - Is there problem with fraud or abuse?
6. **CHDO disbursement rate lags behind the overall program disbursement rate.** This PJ is doing an outstanding job with committing and disbursing HOME funds in a timely manner. It is expected that the commitment and disbursement rates for the program overall would be comparable to the completion and disbursement rates for the rental program and the CHDO activities. For this PJ, the rental disbursements and commitments are nearly the same as the overall rates. However, the CHDO disbursements, while very good and above average for the state, are still somewhat behind the PJ's overall program. This might be an issue worth exploring.

As the example on page 19-5 clearly illustrates, data that provide a "big picture" can assist program managers in identifying possible performance-related issues that require further exploration. The SNAPSHOT alone is not sufficient to determine if the PJ is in compliance with program rules, is producing as efficiently as possible, or is having the intended program impact to meet the community's needs. However, the SNAPSHOT data certainly can guide a program manager to ask necessary questions, gather additional information, and make his or her own judgments about the PJ's needs to ensure continuous improvement in the program.

## Improving Your SNAPSHOT Score

To improve your SNAPSHOT score, take these actions in IDIS:

SNAPSHOT Category	IDIS Action
All	<p>Because only completed activities are included in the SNAPSHOTs, update the ACTIVITY STATUS CODE of completed activities to <b>2</b> (complete) promptly.</p> <p>To identify activities where the status code potentially ought to be updated, use either the PR22 report or the Search HOME Activities function:</p> <ul style="list-style-type: none"> <li>• On the PR22, look for activities with a status of <b>FD</b> (final draw) and determine why the ACTIVITY STATUS CODE has not been updated. Also check for activities with a status of <b>OP</b> (open) and a status date more than a year old; verify that those activities are not stalled.</li> <li>• On the Search HOME Activities screen, search by SET UP DATES and by STATUS CODES <b>3</b> (budgeted) and <b>4</b> (underway) to identify activities that have possibly stalled.</li> </ul>
Leveraging Ratio for Rental Activities	<p>If the leveraging ratio seems too low (the national average is 3:1), make sure you have entered all non-HOME funding amounts for each activity on the rental costs screen. Include the first mortgage as private funds when applicable.</p>
% of Completed Rental Disbursements to All Rental Commitments	<p>Update the ACTIVITY STATUS CODE of completed activities to <b>2</b> (complete).</p>
Low-Income Benefit and Lease-Up	<p>On the Search HOME Activities screen, identify completed rental activities with vacant units by searching on:</p> <p style="padding-left: 40px;">STATUS CODE <b>2</b> – complete TENURE TYPE <b>1</b> – rental OCCUPANT CODE <b>9</b> - vacant</p> <p>Enter beneficiary information for each vacant unit. If data on the initial occupant is not available, input information about the current occupant.</p>
HOME Cost Per Unit and Number of Completed Units	<p>Vacant units are not counted in the number of HOME-assisted units, even for activities with a status of complete. Follow the procedure described above for identifying completed activities with vacant units, and input the beneficiary information.</p>

SNAPSHOT of HOME Program Performance--As of 06/30/06  
Local Participating Jurisdictions with Rental Production Activities



Participating Jurisdiction (PJ): BERKS COUNTY State: PA  
 PJ's Total HOME Allocation Received: \$8,232,865 PJ's Size Grouping\*: C PJ Since (FY): 1992

Category	PJ	State Average	State Rank	Nat'l Average	Nat'l Ranking (Percentile):**	
					Group <u>C</u>	Overall
<b>Program Progress:</b>			PJs in State: <u>28</u>			
% of Funds Committed	<u>100.00</u> %	<u>92.51</u> %	<u>1</u>	<u>89.46</u> %	<u>100</u>	<u>100</u>
% of Funds Disbursed	<u>100.00</u> %	<u>85.02</u> %	<u>1</u>	<u>79.11</u> %	<u>100</u>	<u>100</u>
Leveraging Ratio for Rental Activities	<u>6.73</u>	<u>3.3</u>	<u>1</u>	<u>3.68</u>	<u>100</u>	<u>100</u>
% of Completed Rental Disbursements to All Rental Commitments***	<u>100.00</u> %	<u>69.68</u> %	<u>1</u>	<u>70.80</u> %	<u>100</u>	<u>100</u>
% of Completed CHDO Disbursements to All CHDO Reservations***	<u>73.82</u> %	<u>49.99</u> %	<u>9</u>	<u>57.52</u> %	<u>68</u>	<u>68</u>
<b>Low-Income Benefit:</b>						
% of 0-50% AMI Renters to All Renters	<u>71.33</u> %	<u>79.88</u> %	<u>17</u>	<u>76.00</u> %	<u>29</u>	<u>30</u>
% of 0-30% AMI Renters to All Renters***	<u>34.67</u> %	<u>36.31</u> %	<u>13</u>	<u>42.55</u> %	<u>36</u>	<u>35</u>
<b>Lease-Up:</b>						
% of Occupied Rental Units to All Completed Rental Units***	<u>94.00</u> %	<u>97.13</u> %	<u>22</u>	<u>90.58</u> %	<u>36</u>	<u>38</u>
<b>Overall Ranking:</b>			In State: <u>3 / 28</u>	Nationally: <u>84</u>	<u>84</u>	<u>82</u>
<b>HOME Cost Per Unit and Number of Completed Units:</b>						
Rental Unit	<u>\$25,237</u>	<u>\$17,786</u>		<u>\$21,609</u>	<u>150</u> Units	<u>39.90</u> %
Homebuyer Unit	<u>\$13,831</u>	<u>\$10,896</u>		<u>\$11,046</u>	<u>47</u> Units	<u>12.50</u> %
Homeowner-Rehab Unit	<u>\$15,473</u>	<u>\$14,034</u>		<u>\$16,794</u>	<u>51</u> Units	<u>13.60</u> %
TBRA Unit	<u>\$5,467</u>	<u>\$5,926</u>		<u>\$3,114</u>	<u>128</u> Units	<u>34.00</u> %

\* - A = PJ's Annual Allocation is greater than or equal to \$3.5 million (70 PJs)  
 B = PJ's Annual Allocation is less than \$3.5 million and greater than or equal to \$1 million (230 PJs)  
 C = PJ's Annual Allocation is less than \$1 million (236 PJs)  
 \*\* - E.g., a percentile rank of 70 means that the performance exceeds that of 70% of PJs.  
 \*\*\* - This category is double-weighted in compiling both the State Overall Ranking and the National Overall Ranking of each PJ.

## STATUS OF HOME GRANTS (PR27) REPORT

The Status of HOME Grants report provides complete information about a PJ's HOME grants. It is used to monitor both performance and adherence to maximums and minimums for all fund types.

The PR27 contains eleven sections:

1. Commitments from Authorized Funds
2. Disbursements
3. HOME Activities Commitments/Disbursements
4. Administrative Funds
5. CHDO Operating Funds
6. CHDO Funds
7. CHDO Loans
8. CHDO Capacity
9. Reservations to State Recipients and Sub-Recipients
10. Total Program Funds
11. Total Program Percent

Section 1, consistent with the HOME definition of commitment, reports funds as committed if they have been (a) committed to activities, or (b) subgranted to specific CHDOs or Other Entities, whether or not the funds have been committed to activities. Funds subgranted to a State Recipient are not considered commitments until they are committed to activities or subgranted to a CHDO or Other Entity. You should use Section 1 to determine compliance with the 24-month commitment rule. Section 3 reports on HOME funds that have been committed to activities.

Each section of the report is explained below. A sample PR27 is shown starting on page 19-14.

### Section 1: Commitments from Authorized Funds

This section is divided into three subsections. The first subsection has columns labeled (A), (B), (C), (D), (I), (J), and (K). The second has columns labeled (A), (E), (F), (G), (H), and (I). Columns (A) and (I) are the same in both subsections. The second subsection is a breakdown of column (I) in the first subsection. The third subsection reports on Program Income, and includes a calculation used in subsection 1, column (C).

----- COMMITMENTS FROM AUTHORIZED FUNDS -----	
(A) FISCAL YEAR	The year of the grant (the second and third characters of the grant number expressed as a four-digit year).
(B) TOTAL AUTHORIZATION	The amount of the grant, including the formula amount, ADDI funds, deobligations, CHDO deobligations, reallocations, and grant reductions.
(C) ADMIN/OP RESERVATION	The amount that has been earmarked for Administration and CHDO Operating costs. The maximum amount is: 10% of TOTAL AUTHORIZATION + 10% of PROGRAM INCOME RECEIPTS from subsection 3 + AMOUNT AUTHORIZED from Section 5, CHDO OPERATING FUNDS
(D) COMMITMENT REQUIREMENT	TOTAL AUTHORIZATION minus ADMIN/OP RESERVATION.
(I) TOTAL AUTHORIZED COMMITMENTS	Excluding ADMIN/OP RESERVATION, the amount currently committed to activities plus the amount subgranted to CHDOs and Other Entities.
(J) % OF REQ T CMTD	TOTAL AUTHORIZED COMMITMENTS divided by COMMITMENT REQUIREMENT expressed as a percent.

(K) % OF AUTH CMTD	TOTAL AUTHORIZED COMMITMENTS divided by TOTAL AUTHORIZATION expressed as a percent.
----- COMMITMENTS FROM AUTHORIZED FUNDS CONTINUED -----	
(A) FISCAL YEAR	Repeated from first subsection.
(E) AMOUNT RESERVED TO CHDOS + CC	The actual amount of funds earmarked for CHDO activities (i.e., the CR subfund Authorized Amount).  The "+ CC" in the column label is misleading. The CR amount shown here includes funds that may or may not be subfunded as CHDO capacity building (CC), as well as funds that may or may not be subfunded as CHDO loans (CL).
(F) % CHDO RSVD	AMOUNT RESERVED TO CHDOS + CC divided by TOTAL AUTHORIZATION expressed as a percent.
(G) RESERVATIONS TO OTHER ENTITIES	The amount that has been subgranted to State Recipients and Other Entities.
(H) PJ COMMITMENTS TO ACTIVITIES	The amount that has been committed to activities, excluding CHDO and Other Entity funds.
(I) TOTAL AUTHORIZED COMMITMENTS	AMOUNT RESERVED TO CHDOS + CC plus RESERVATIONS TO OTHER ENTITIES plus PJ COMMITMENTS TO ACTIVITIES
----- PROGRAM INCOME (PI) -----	
PROGRAM INCOME RECEIPTS	The sum of all PI receipts for the HOME Program for this FISCAL YEAR with a status of "active."
AMOUNT COMMITTED TO ACTIVITIES	The amount of PROGRAM INCOME RECEIPTS that has been committed to activities.
% CMTD	AMOUNT COMMITTED TO ACTIVITIES divided by PROGRAM INCOME RECEIPTS expressed as a percent.
NET DISBURSED	The amount that has been disbursed from PROGRAM INCOME RECEIPTS.
DISBURSED PENDING APPROVAL	The sum of all pending draws of PROGRAM INCOME RECEIPTS.
TOTAL DISBURSED	NET DISBURSED plus DISBURSED PENDING APPROVAL.
% DISB	NET DISBURSED divided by PROGRAM INCOME RECEIPTS expressed as a percent.

## Section 2: Disbursements

This section is divided into two subsections. The first subsection has columns labeled (A), (B), (G), (H), and (I). The second has columns labeled (A), (C), (D), (E), (F), and (G). Columns (A) and (G) are the same in both subsections. The second subsection is a breakdown of column (G) in the first subsection.

----- DISBURSEMENTS -----	
(A) FISCAL YEAR	The year of the grant (the second and third characters of the grant number expressed as a four-digit year).
(B) TOTAL AUTHORIZATION	The amount of the grant, including the formula amount, ADDI funds, deobligations, CHDO deobligations, reallocations, and grant reductions.
(G) TOTAL DISBURSED	The amount of the grant that has been disbursed for activities, excluding disbursements returned to the Letter of Credit (LOC) and including pending draws.

(H) % DISB	TOTAL DISBURSED divided by TOTAL AUTHORIZATION expressed as a percent.
(I) GRANT BALANCE	TOTAL AUTHORIZATION minus TOTAL DISBURSED.
----- DISBURSEMENTS CONTINUED -----	
(A) FISCAL YEAR	Repeated from subsection 1.
(C) DISBURSED	The amount of the grant that has been disbursed for activities, including disbursements returned to the LOC and pending draws.
(D) RETURNED	The amount that has been returned to the LOC.
(E) NET DISBURSED	DISBURSED minus RETURNED.
(F) DISBURSED PENDING APPROVAL	The sum of all pending draws against the grant.
(G) TOTAL DISBURSED	NET DISBURSED plus DISBURSED PENDING APPROVAL.

**Section 3: HOME Activities Commitments/Disbursements**

This section is divided into two subsections. The first subsection has columns labeled (A), (B), (C), (D), (J), and (K). The second has columns labeled (A), (B), (E), (F), (G), (H), (I), (J), and (K). Columns (J) and (K) are the same in both subsections. The second subsection is a breakdown of column (J) in the first subsection.

----- HOME ACTIVITIES COMMITMENTS/DISBURSEMENTS -----	
(A) FISCAL YEAR	The year of the grant (the second and third characters of the grant number expressed as a four-digit year).
(B) AUTHORIZED FOR ACTIVITIES	COMMITMENT REQUIREMENT from Section 1, COMMITMENT FROM AUTHORIZED FUNDS.
(C) AMOUNT COMMITTED TO ACTIVITIES	The sum of all funds committed to activities from the grant, excluding Admin and CHDO Operating funds.
(D) % CMTD	AMOUNT COMMITTED TO ACTIVITIES divided by AUTHORIZED FOR ACTIVITIES expressed as a percent.
(J) TOTAL DISBURSED	The amount of the grant that has been disbursed for activities. The amount excludes Admin, CHDO Operating funds, and draws returned to the LOC. It includes pending draws.
(K) % DISB	TOTAL DISBURSED divided by AUTHORIZED FOR ACTIVITIES expressed as a percent.
----- HOME ACTIVITIES COMMITMENTS/DISBURSEMENTS CONTINUED -----	
(A) FISCAL YEAR	Repeated from first subsection.
(B) AUTHORIZED FOR ACTIVITIES	Repeated from first subsection.
(E) DISBURSED	The amount of the grant that has been disbursed for activities. The amount excludes Admin and CHDO Operating funds; it includes draws returned to the LOC and pending draws.
(F) RETURNED	The amount that has been returned to the LOC, excluding Admin and CHDO Operating funds.
(G) NET DISBURSED	DISBURSED minus RETURNED.

(H) % NET DISB	NET DISBURSED divided by AUTHORIZED FOR ACTIVITIES expressed as a percent.
(I) DISBURSED PENDING APPROVAL	The sum of all pending draws for activities, excluding Admin and CHDO Operating funds.
(J) TOTAL DISBURSED	NET DISBURSED plus DISBURSED PENDING APPROVAL.
(K) % DISB	TOTAL DISBURSED divided by AUTHORIZED FOR ACTIVITIES expressed as a percent.

#### Section 4: Administrative Funds

----- ADMINISTRATIVE FUNDS (AD) -----	
FISCAL YEAR	The year of the grant (the second and third characters of the grant number expressed as a four-digit year).
AMOUNT AUTHORIZED	The maximum amount allowed for Admin, which is 10% (15% for Insular Areas) of the grant amount adjusted for ADDI.  ADDI adjustment: For all but FY 2003, the ADDI allocation is subtracted from the grant amount before the 10% is calculated. For FY 2003, the ADDI allocation is included in the calculation.
AMOUNT AUTHORIZED FROM PI	10% of PROGRAM INCOME RECEIPTS from Section 1, subsection 1. HOME regulations allow a maximum of 10% of Program Income to be used for Admin costs.
AMOUNT RESERVED	The actual amount of funds earmarked for Admin (i.e., the AD subfund Authorized Amount). The maximum is AMOUNT AUTHORIZED plus AMOUNT AUTHORIZED FROM PI.
% AUTH RSVD	AMOUNT RESERVED divided by (AMOUNT AUTHORIZED plus AMOUNT AUTHORIZED FROM PI) expressed as a percent.
BALANCE TO RESERVE	AMOUNT AUTHORIZED plus AMOUNT AUTHORIZED FROM PI minus AMOUNT RESERVED.
TOTAL DISBURSED	The amount of all funds disbursed for activities from AMOUNT RESERVED, excluding disbursements returned to the LOC and including pending draws.
% RSVD DISB	TOTAL DISBURSED divided by AMOUNT RESERVED expressed as a percent.
AVAILABLE TO DISBURSE	AMOUNT RESERVED minus TOTAL DISBURSED.

#### Section 5: CHDO Operating Funds

----- CHDO OPERATING FUNDS (CO) -----	
FISCAL YEAR	The year of the grant (the second and third characters of the grant number expressed as a four-digit year).
AMOUNT AUTHORIZED	The maximum amount of CHDO Operating Expense funds, up to 5% of the grant amount adjusted for ADDI.
AMOUNT RESERVED	The actual amount of funds earmarked for CHDO Operating costs (i.e., the CO subfund Authorized Amount).
% AUTH RSVD	AMOUNT RESERVED divided by AMOUNT AUTHORIZED expressed as a percent.
BALANCE TO RESERVE	AMOUNT AUTHORIZED minus AMOUNT RESERVED.

TOTAL DISBURSED	The amount of all funds disbursed for activities from AMOUNT RESERVED, excluding disbursements returned to the LOC and including pending draws.
% RSVD DISB	TOTAL DISBURSED divided by AMOUNT RESERVED expressed as a percent.
AVAILABLE TO DISBURSE	AMOUNT RESERVED minus TOTAL DISBURSED.

## Section 6: CHDO Funds

----- CHDO FUNDS (CR) -----	
FISCAL YEAR	The year of the grant (the second and third characters of the grant number expressed as a four-digit year).
CHDO REQUIREMENT	The minimum allowable amount of CHDO funds, which is 15% of the grant amount adjusted for ADDI. Insular Areas do not have a CHDO requirement.
AMOUNT RESERVED TO CHDOS	The actual amount of funds earmarked for CHDO activities (i.e., CR subfund Authorized Amount).
% REQ RSVD	AMOUNT RESERVED TO CHDOS divided by CHDO REQUIREMENT expressed as a percent.
FUNDS COMMITTED FOR ACTIVITIES	The sum of all funds committed to activities from AMOUNT RESERVED TO CHDOS.
% RSVD CMTD	FUNDS COMMITTED FOR ACTIVITIES divided by AMOUNT RESERVED TO CHDOS expressed as a percent.
BALANCE TO COMMIT	AMOUNT RESERVED TO CHDOS minus FUNDS COMMITTED FOR ACTIVITIES
TOTAL DISBURSED	The sum of all funds disbursed for activities from AMOUNT RESERVED TO CHDOS, excluding disbursements returned to the LOC and including pending draws.
% DISB	TOTAL DISBURSED divided by AMOUNT RESERVED TO CHDOS expressed as a percent.
AVAILABLE TO DISBURSE	AMOUNT RESERVED TO CHDOS minus TOTAL DISBURSED.

## Section 7: CHDO Loans

----- CHDO LOANS -----	
FISCAL YEAR	The year of the grant (the second and third characters of the grant number expressed as a four-digit year).
AMOUNT AUTHORIZED	The maximum allowable amount of CHDO Loan (CL) funds, which is 10% of the AMOUNT RESERVED TO CHDOS from Section 6, CHDO FUNDS.
AMOUNT RESERVED	The actual amount of funds earmarked for CHDO loans (i.e., the CL subfund Authorized Amount). This amount is included in the calculation of AMOUNT RESERVED TO CHDOS in Section 6, CHDO FUNDS.
AMOUNT COMMITTED	The sum of all funds committed to activities from AMOUNT RESERVED. This amount is included in the calculation of FUNDS COMMITTED FOR ACTIVITIES in Section 6, CHDO Funds.
% AUTH CMTD	AMOUNT AUTHORIZED divided by AMOUNT RESERVED COMMITTED expressed as a percent.
BALANCE TO COMMIT	AMOUNT RESERVED minus AMOUNT COMMITTED.



TOTAL DISBURSED	The sum of all funds disbursed for activities from AMOUNT RESERVED, excluding disbursements returned to the LOC and including pending draws. This amount is included in the calculation of TOTAL DISBURSED in Section 6, CHDO Funds.
% DISB	TOTAL DISBURSED divided by AMOUNT RESERVED expressed as a percent.
BALANCE TO DISBURSE	AMOUNT RESERVED minus TOTAL DISBURSED.

## Section 8: CHDO Capacity

During its first two years of participation in the HOME Program, a PJ may spend up to 20% of the minimum 15% CHDO Reserve (but not more than \$150,000 during the 24-month period) on CHDO capacity building.

----- CHDO CAPACITY (CC) -----	
FISCAL YEAR	The year of the grant (the second and third characters of the grant number expressed as a four-digit year).
AMOUNT AUTHORIZED	20% of the CHDO REQUIREMENT amount shown in Section 6, CHDO FUNDS. As stated above, this authorization is only available for the first two years, up to an overall maximum of \$150,000.
AMOUNT RESERVED	Of the AMOUNT AUTHORIZED, the amount actually earmarked for CHDO capacity building (i.e., the CC subfund Authorized Amount). This amount is included in the calculation of AMOUNT RESERVED TO CHDOS in Section 6, CHDO FUNDS.
AMOUNT COMMITTED	The sum of all funds committed to activities from AMOUNT RESERVED. This amount is included in the calculation of FUNDS COMMITTED FOR ACTIVITIES in Section 6, CHDO FUNDS.
% AUTH CMTD	AMOUNT AUTHORIZED divided by AMOUNT COMMITTED expressed as a percent.
BALANCE TO COMMIT	AMOUNT RESERVED minus AMOUNT COMMITTED.
TOTAL DISBURSED	The sum of all funds disbursed for activities from AMOUNT RESERVED, excluding disbursements returned to the LOC and including pending draws. This amount is included in the calculation of TOTAL DISBURSED in Section 6, CHDO Funds.
% DISB	TOTAL DISBURSED divided by AMOUNT RESERVED expressed as a percent.
BALANCE TO DISBURSE	AMOUNT RESERVED minus TOTAL DISBURSED.

## Section 9: Reservations to State Recipients and Sub-Recipients

----- RESERVATIONS TO STATE RECIPIENTS AND SUB-RECIPIENTS (SU) -----	
FISCAL YEAR	The year of the grant (the second and third characters of the grant number expressed as a four-digit year).
AMOUNT RESERVED TO OTHER ENTITIES	The amount of funds subgranted to State Recipients (states only) and Other Entities. This is the same amount as RESERVATIONS TO OTHER ENTITIES in Section 1, subsection 2.
% REQ RSVD	This calculation is incorrect and should be ignored.
AMOUNT COMMITTED	The sum of all funds committed to activities from AMOUNT RESERVED TO OTHER ENTITIES.

% RSVD CMTD	AMOUNT COMMITTED divided by AMOUNT RESERVED TO OTHER ENTITIES expressed as a percent.
BALANCE TO COMMIT	AMOUNT RESERVED TO OTHER ENTITIES minus AMOUNT COMMITTED.
TOTAL DISBURSED	The sum of all funds disbursed for activities from AMOUNT RESERVED TO OTHER ENTITIES, excluding disbursements returned to the LOC and including pending draws.
% DISB	TOTAL DISBURSED divided by AMOUNT RESERVED TO OTHER ENTITIES expressed as a percent.
AVAILABLE TO DISBURSE	AMOUNT RESERVED minus TOTAL DISBURSED.

## Section 10: Total Program Funds

This section is divided into two subsections. The first subsection has columns labeled (A), (B), (C), (I), AND (J). The second subsection has columns labeled (A), (D), (E), (F), (G), (H), and (I). Columns (A) and (I) are the same in both subsections. The second subsection is a breakdown of column (I) in the first subsection.

----- TOTAL PROGRAM FUNDS -----	
(A) FISCAL YEAR	The year of the grant (the second and third characters of the grant number expressed as a four-digit year).
(B) TOTAL AUTHORIZATION	The amount of the grant, including the formula amount, ADDI funds, deobligations, CHDO deobligations, reallocations, and grant reductions.
(C) PROGRAM INCOME AMOUNT	The sum of all PI receipts for the HOME Program for this FISCAL YEAR with a status of "active."
(I) TOTAL DISBURSED	The sum of funds, including Program Income, disbursed for activities. The amount excludes disbursements returned to the LOC and includes pending draws.
(J) AVAILABLE TO DISBURSE	TOTAL AUTHORIZATION minus TOTAL DISBURSED.
----- TOTAL PROGRAM FUNDS CONTINUED -----	
(A) FISCAL YEAR	Repeated from subsection 1.
(D) COMMITTED AMOUNT	The sum of all funds committed to activities from the grant, excluding Admin and CHDO Operating funds.
(E) NET DISBURSED FOR ACTIVITIES	The sum of all funds disbursed for activities from the grant, excluding Admin and CHDO Operating funds.
(F) NET DISBURSED FOR ADMIN/OP	The amount of Admin and CHDO Operating funds disbursed from the grant.
(G) NET DISBURSED	NET DISBURSED FOR ACTIVITIES plus NET DISBURSED FOR ADMIN/OP.
(H) DISBURSED PENDING APPROVAL	The sum of all pending draws against the grant.
(I) TOTAL DISBURSED	NET DISBURSED plus DISBURSED PENDING APPROVAL.

## Section 11: Total Program Percent

----- TOTAL PROGRAM PERCENT -----	
(A) FISCAL YEAR	The year of the grant (the second and third characters of the grant number expressed as a four-digit year).
(B) TOTAL AUTHORIZATION	The amount of the grant, including the formula amount, ADDI funds, deobligations, CHDO deobligations, reallocations, and grant reductions.
(C) PROGRAM INCOME AMOUNT	The sum of all PI receipts for the HOME Program for this FISCAL YEAR with a status of "active."
(D) % COMMITTED FOR ACTIVITIES	COMMITTED AMOUNT from Section 10, TOTAL PROGRAM FUNDS, divided by TOTAL AUTHORIZATION expressed as a percent.
(E) % DISB FOR ACTIVITIES	NET DISBURSED FOR ACTIVITIES from Section 10 divided by TOTAL AUTHORIZATION expressed as a percent.
(F) % DISB FOR ADMIN/OP	NET DISBURSED FOR ADMIN/OP from Section 10 divided by TOTAL AUTHORIZATION expressed as a percent.
(G) % NET DISBURSED	NET DISBURSED from Section 10 divided by TOTAL AUTHORIZATION expressed as a percent.
(H) % DISBURSED PENDING APPROVAL	DISBURSED PENDING APPROVAL from Section 10 divided by TOTAL AUTHORIZATION expressed as a percent.
(I) % TOTAL DISBURSED	TOTAL DISBURSED from Section 10 divided by TOTAL AUTHORIZATION expressed as a percent.
(J) % AVAILABLE TO DISBURSE	100% minus %NET DISBURSED.

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 OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT  
 INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM  
 STATUS OF HOME GRANTS FOR  
 CHESTER COUNTY, PA MXXUC420208

PJ: CHESTER COUNTY, PA

----- COMMITMENTS FROM AUTHORIZED FUNDS -----

(A) FISCAL YEAR	(B) TOTAL AUTHORIZATION	(C) AD/CO FUNDS ADMIN/OP RESERVATION	(D) COMMITMENT REQUIREMENT	(E) TOTAL AUTHORIZED COMMITMENTS	(F) % OF REQT CMTD	(G) % OF AUTH CMTD
1992	1,144,000.00	114,400.00	1,029,600.00	1,029,600.00	100.0	100.0
1993	756,000.00	98,100.00	657,900.00	657,900.00	100.0	100.0
1994	842,000.00	105,250.00	736,750.00	736,750.00	100.0	100.0
1995	888,000.00	89,481.48	798,518.52	798,518.52	100.0	100.0
1996	814,000.00	122,100.00	691,900.00	691,900.00	100.0	100.0
1997	799,000.00	119,786.00	679,214.00	679,214.00	100.0	100.0
1998	847,000.00	116,601.52	730,398.48	730,398.48	100.0	100.0
1999	912,000.00	136,800.00	775,200.00	775,200.00	100.0	100.0
2000	914,000.00	45,700.00	868,300.00	868,300.00	100.0	100.0
2001	1,020,000.00	153,000.00	867,000.00	867,000.00	100.0	100.0
2002	1,018,000.00	152,700.00	865,300.00	865,300.00	100.0	100.0
2003	1,236,677.00	166,490.22	1,070,186.78	1,070,186.78	100.0	100.0
2004	1,367,186.00	164,512.80	1,202,673.20	989,930.65	82.3	84.4
2005	1,222,041.00	177,020.25	1,045,020.75	569,977.00	54.5	61.1
TOTAL	13,779,904.00	1,761,942.27	12,017,961.73	11,330,175.43	94.2	95.0

----- COMMITMENTS FROM AUTHORIZED FUNDS CONTINUED -----

(A) FISCAL YEAR	(B) CR/CC FUNDS AMOUNT RESERVED TO CHDOS + CC	(C) % CHDO RSVD	(D) SU FUNDS RESERVATIONS TO OTHER ENTITIES	(E) EN FUNDS COMMITMENTS TO ACTIVITIES	(F) TOTAL AUTHORIZED COMMITMENTS
1992	293,369.00	25.6	0.00	736,231.00	1,029,600.00
1993	117,987.00	15.6	56,000.00	483,913.00	657,900.00
1994	141,216.04	16.7	39,000.00	556,533.96	736,750.00
1995	231,343.96	26.0	117,232.11	449,942.45	798,518.52
1996	244,200.00	30.0	137,134.68	310,565.32	691,900.00
1997	119,850.00	15.0	200,000.00	359,364.00	679,214.00
1998	127,050.00	15.0	171,546.00	431,802.48	730,398.48
1999	136,800.00	15.0	149,366.08	489,033.92	775,200.00
2000	137,100.00	15.0	157,419.93	573,780.07	868,300.00
2001	153,000.00	15.0	114,849.64	599,150.36	867,000.00

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----- COMMITMENTS FROM AUTHORIZED FUNDS CONTINUED -----

(A) FISCAL YEAR	(E) CR/CC FUNDS AMOUNT RESERVED TO CHDOS + CC	(F) % CHDO RSVD	(G) SU FUNDS RESERVATIONS TO OTHER ENTITIES	(H) EN FUNDS PJ COMMITMENTS TO ACTIVITIES	(I) TOTAL AUTHORIZED COMMITMENTS
2003	185,501.60	15.0	175,000.00	709,685.18	1,070,186.78
2004	184,714.00	13.5	175,000.00	630,216.65	989,930.65
2005	419,977.00	34.3	150,000.00	0.00	569,977.00
TOTAL	2,644,808.60	19.1	1,692,548.44	6,992,818.39	11,330,175.43

----- PROGRAM INCOME (PI) -----

FISCAL YEAR	PROGRAM INCOME RECEIPTS	AMOUNT COMMITTED TO ACTIVITIES	% CMTD	NET DISBURSED	DISBURSED PENDING APPROVAL	TOTAL DISBURSED	% DISB
1996	10,006.75	10,006.75	100.0	10,006.75	0.00	10,006.75	100.0
2004	10,763.61	10,005.16	92.9	0.00	0.00	0.00	0.0
2005	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL	20,770.36	20,011.91	96.3	10,006.75	0.00	10,006.75	0.0

----- COMMITMENT SUMMARY -----

TOTAL COMMITMENTS FROM AUTHORIZED FUNDS	11,330,175.43
NET PROGRAM INCOME DISBURSED	+ 10,006.75
TOTAL COMMITMENTS	----- 11,340,182.18

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DISBURSEMENTS

(A) FISCAL YEAR	(B) TOTAL AUTHORIZATION	(G) TOTAL DISBURSED	(H) % DISB	(I) GRANT BALANCE
1992	1,144,000.00	1,144,000.00	100.0	0.00
1993	756,000.00	756,000.00	100.0	0.00
1994	842,000.00	842,000.00	100.0	0.00
1995	888,000.00	888,000.00	100.0	0.00
1996	814,000.00	814,000.00	100.0	0.00
1997	799,000.00	799,000.00	100.0	0.00
1998	847,000.00	847,000.00	100.0	0.00
1999	912,000.00	912,000.00	100.0	0.00
2000	914,000.00	914,000.00	100.0	0.00
2001	1,020,000.00	1,007,565.00	98.7	12,435.00
2002	1,018,000.00	1,018,000.00	100.0	0.00
2003	1,236,677.00	984,862.30	79.6	251,814.70
2004	1,367,186.00	181,997.24	13.3	1,185,188.76
2005	1,222,041.00	16,174.21	1.3	1,205,866.79
TOTAL	13,779,904.00	11,124,598.75	80.7	2,655,305.25

DISBURSEMENTS CONTINUED

(A) FISCAL YEAR	(C) DISBURSED	(D) RETURNED	(E) NET DISBURSED	(F) DISBURSED PENDING APPROVAL	(G) TOTAL DISBURSED
1992	1,144,000.00	0.00	1,144,000.00	0.00	1,144,000.00
1993	756,000.00	0.00	756,000.00	0.00	756,000.00
1994	842,000.00	0.00	842,000.00	0.00	842,000.00
1995	888,000.00	0.00	888,000.00	0.00	888,000.00
1996	814,000.00	0.00	814,000.00	0.00	814,000.00
1997	799,000.00	0.00	799,000.00	0.00	799,000.00
1998	847,000.00	0.00	847,000.00	0.00	847,000.00
1999	912,000.00	0.00	912,000.00	0.00	912,000.00
2000	914,000.00	0.00	914,000.00	0.00	914,000.00
2001	1,007,565.00	0.00	1,007,565.00	0.00	1,007,565.00
2002	1,018,000.00	0.00	1,018,000.00	0.00	1,018,000.00
2003	984,862.30	0.00	984,862.30	0.00	984,862.30
2004	181,997.24	0.00	181,997.24	0.00	181,997.24

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
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-----		DISBURSEMENTS CONTINUED			-----	
(A)	(C)	(D)	(E)	(F)	(G)	
FISCAL	DISBURSED	RETURNED	DISBURSED	DISBURSED	TOTAL	
YEAR			NET	PENDING	DISBURSED	
			DISBURSED	APPROVAL	DISBURSED	
TOTAL	11,124,598.75	0.00	11,124,598.75	0.00	11,124,598.75	

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----- HOME ACTIVITIES COMMITMENTS/DISBURSEMENTS -----

(A) FISCAL YEAR	(B) AUTHORIZED FOR ACTIVITIES	(C) AMOUNT COMMITTED TO ACTIVITIES	(D) %	(E) %	(F) TOTAL DISBURSED	(G) %	(H) %	(I) %	(J) TOTAL DISBURSED	(K) %
1992	1,029,600.00	1,029,600.00	100.0	100.0	1,029,600.00	100.0	100.0	0.00	1,029,600.00	100.0
1993	657,900.00	657,900.00	100.0	100.0	657,900.00	100.0	100.0	0.00	657,900.00	100.0
1994	736,750.00	736,750.00	100.0	100.0	736,750.00	100.0	100.0	0.00	736,750.00	100.0
1995	798,518.52	798,518.52	100.0	100.0	798,518.52	100.0	100.0	0.00	798,518.52	100.0
1996	691,900.00	691,900.00	100.0	100.0	691,900.00	100.0	100.0	0.00	691,900.00	100.0
1997	679,214.00	679,214.00	100.0	100.0	679,214.00	100.0	100.0	0.00	679,214.00	100.0
1998	730,398.48	730,398.48	100.0	100.0	730,398.48	100.0	100.0	0.00	730,398.48	100.0
1999	775,200.00	775,200.00	100.0	100.0	775,200.00	100.0	100.0	0.00	775,200.00	100.0
2000	868,300.00	868,300.00	100.0	100.0	868,300.00	100.0	100.0	0.00	868,300.00	100.0
2001	867,000.00	867,000.00	100.0	98.5	854,565.00	98.5	100.0	0.00	854,565.00	98.5
2002	865,300.00	865,300.00	100.0	100.0	865,300.00	100.0	100.0	0.00	865,300.00	100.0
2003	1,070,186.78	1,070,186.78	100.0	76.4	818,372.08	76.4	100.0	0.00	818,372.08	76.4
2004	1,202,673.20	848,163.29	70.5	4.5	54,759.64	4.5	0.00	0.00	54,759.64	4.5
2005	1,045,020.75	419,876.40	40.1	0.0	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL	12,017,961.73	11,038,307.47	91.8	79.5	9,560,777.72	79.5				

----- HOME ACTIVITIES COMMITMENTS/DISBURSEMENTS CONTINUED -----

(A) FISCAL YEAR	(B) AUTHORIZED FOR ACTIVITIES	(C) DISBURSED	(D) RETURNED	(E) %	(F) %	(G) %	(H) %	(I) %	(J) TOTAL DISBURSED	(K) %
1992	1,029,600.00	1,029,600.00	0.00	100.0	100.0	100.0	100.0	0.00	1,029,600.00	100.0
1993	657,900.00	657,900.00	0.00	100.0	100.0	100.0	100.0	0.00	657,900.00	100.0
1994	736,750.00	736,750.00	0.00	100.0	100.0	100.0	100.0	0.00	736,750.00	100.0
1995	798,518.52	798,518.52	0.00	100.0	100.0	100.0	100.0	0.00	798,518.52	100.0
1996	691,900.00	691,900.00	0.00	100.0	100.0	100.0	100.0	0.00	691,900.00	100.0
1997	679,214.00	679,214.00	0.00	100.0	100.0	100.0	100.0	0.00	679,214.00	100.0
1998	730,398.48	730,398.48	0.00	100.0	100.0	100.0	100.0	0.00	730,398.48	100.0
1999	775,200.00	775,200.00	0.00	100.0	100.0	100.0	100.0	0.00	775,200.00	100.0
2000	868,300.00	868,300.00	0.00	100.0	100.0	100.0	100.0	0.00	868,300.00	100.0
2001	867,000.00	854,565.00	0.00	98.5	100.0	100.0	100.0	0.00	854,565.00	98.5
2002	865,300.00	865,300.00	0.00	100.0	100.0	100.0	100.0	0.00	865,300.00	100.0
2003	1,070,186.78	818,372.08	0.00	76.4	100.0	76.4	100.0	0.00	818,372.08	76.4



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----- HOME ACTIVITIES COMMITMENTS/DISBURSEMENTS CONTINUED -----

(A) FISCAL YEAR	(B) AUTHORIZED FOR ACTIVITIES	(E) DISBURSED	(F) RETURNED	(G) NET DISBURSED	(H) % NET DISB	(I) DISBURSED PENDING APPROVAL	(J) TOTAL DISBURSED	(K) % DISB
2005	1,045,020.75	0.00	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL	12,017,961.73	9,560,777.72	0.00	9,560,777.72	79.5	0.00	9,560,777.72	79.5

----- ADMINISTRATIVE FUNDS (AD) -----

FISCAL YEAR	AMOUNT AUTHORIZED	AMOUNT AUTHORIZED FROM PI	AMOUNT RESERVED	% AUTH RSVD	BALANCE TO RESERVE	TOTAL DISBURSED	% RSVD DISB	AVAILABLE TO DISBURSE
1992	114,400.00	0.00	114,400.00	100.0	0.00	114,400.00	100.0	0.00
1993	75,600.00	0.00	75,600.00	100.0	0.00	75,600.00	100.0	0.00
1994	84,200.00	0.00	84,200.00	100.0	0.00	84,200.00	100.0	0.00
1995	88,800.00	0.00	89,481.48	100.7	-681.48	89,481.48	100.0	0.00
1996	81,400.00	1,000.67	81,400.00	98.7	1,000.67	81,400.00	100.0	0.00
1997	79,900.00	0.00	79,900.00	100.0	0.00	79,900.00	100.0	0.00
1998	84,700.00	0.00	84,018.52	99.1	681.48	84,018.52	100.0	0.00
1999	91,200.00	0.00	91,200.00	100.0	0.00	91,200.00	100.0	0.00
2000	0.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
2001	102,000.00	0.00	102,000.00	100.0	0.00	102,000.00	100.0	0.00
2002	101,800.00	0.00	101,800.00	100.0	0.00	101,800.00	100.0	0.00
2003	123,667.70	0.00	104,656.37	84.6	19,011.33	104,656.37	100.0	0.00
2004	129,369.50	0.00	102,942.00	79.5	26,427.50	102,942.00	100.0	0.00
2005	118,013.50	0.00	118,013.50	100.0	0.00	16,174.21	13.7	101,839.29
TOTAL	1,275,050.70	1,000.67	1,229,611.87	96.3	46,439.50	1,127,772.58	91.7	101,839.29

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CHDO OPERATING FUNDS (CO)

FISCAL YEAR	AMOUNT AUTHORIZED	AMOUNT RESERVED	% AUTH RSVD	BALANCE TO RESERVE	TOTAL DISBURSED	% RSVD DISB	AVAILABLE TO DISBURSE
1992	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1993	37,800.00	22,500.00	59.5	15,300.00	22,500.00	100.0	0.00
1994	42,100.00	21,050.00	50.0	21,050.00	21,050.00	100.0	0.00
1995	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1996	40,700.00	40,700.00	100.0	0.00	40,700.00	100.0	0.00
1997	39,950.00	39,886.00	99.8	64.00	39,886.00	100.0	0.00
1998	42,350.00	32,583.00	76.9	9,767.00	32,583.00	100.0	0.00
1999	45,600.00	45,600.00	100.0	0.00	45,600.00	100.0	0.00
2000	45,700.00	45,700.00	100.0	0.00	45,700.00	100.0	0.00
2001	51,000.00	51,000.00	100.0	0.00	51,000.00	100.0	0.00
2002	50,900.00	50,900.00	100.0	0.00	50,900.00	100.0	0.00
2003	61,833.85	61,833.85	100.0	0.00	61,833.85	100.0	0.00
2004	61,570.80	61,570.80	100.0	0.00	24,295.60	39.4	37,275.20
2005	59,006.75	59,006.75	100.0	0.00	0.00	0.0	59,006.75
TOTAL	578,511.40	532,330.40	92.0	46,181.00	436,048.45	81.9	96,281.95

CHDO FUNDS (CR)

FISCAL YEAR	CHDO REQUIREMENT	AMOUNT RESERVED TO CHDOS	% REQ RSVD	FUNDS COMMITTED FOR ACTIVITIES	BALANCE TO COMMIT	% DISB	TOTAL DISBURSED	AVAILABLE TO DISBURSE
1992	171,600.00	293,369.00	170.9	293,369.00	0.00	100.0	293,369.00	0.00
1993	113,400.00	117,987.00	104.0	117,987.00	0.00	100.0	117,987.00	0.00
1994	126,300.00	141,216.04	111.8	141,216.04	0.00	100.0	141,216.04	0.00
1995	133,200.00	231,343.96	173.6	231,343.96	0.00	100.0	231,343.96	0.00
1996	122,100.00	244,200.00	200.0	244,200.00	0.00	100.0	244,200.00	0.00
1997	119,850.00	119,850.00	100.0	119,850.00	0.00	100.0	119,850.00	0.00
1998	127,050.00	127,050.00	100.0	127,050.00	0.00	100.0	127,050.00	0.00
1999	136,800.00	136,800.00	100.0	136,800.00	0.00	100.0	136,800.00	0.00
2000	137,100.00	137,100.00	100.0	137,100.00	0.00	100.0	137,100.00	0.00
2001	153,000.00	153,000.00	100.0	153,000.00	0.00	100.0	140,565.00	12,435.00
2002	152,700.00	152,700.00	100.0	152,700.00	0.00	100.0	152,700.00	0.00
2003	185,501.55	185,501.60	100.0	185,501.60	0.00	0.0	0.00	185,501.60
2004	184,712.40	184,714.00	100.0	184,714.00	0.00	0.0	21,527.00	163,187.00
2005	177,020.25	419,877.00	237.1	419,876.40	99.9	0.0	0.00	419,877.00

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
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 CHDO LOANS

FISCAL YEAR	AMOUNT AUTHORIZED	AMOUNT RESERVED	AMOUNT COMMITTED	% AUTH CMTD	BALANCE TO COMMIT	TOTAL DISBURSED	% DISB	BALANCE TO DISBURSE
1992	29,336.90	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1993	11,798.70	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1994	14,121.60	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1995	23,134.39	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1996	24,420.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1997	11,985.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1998	12,705.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1999	13,680.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
2000	13,710.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
2001	15,300.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
2002	15,270.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
2003	18,550.16	0.00	0.00	0.0	0.00	0.00	0.0	0.00
2004	18,471.40	0.00	0.00	0.0	0.00	0.00	0.0	0.00
2005	50,000.00	100.00	0.00	0.0	100.00	0.00	0.0	100.00
TOTAL	272,483.15	100.00	0.00	0.0	100.00	0.00	0.0	100.00

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 CHDO CAPACITY (CC)

FISCAL YEAR	AMOUNT AUTHORIZED	AMOUNT RESERVED	AMOUNT COMMITTED	% AUTH CMTD	BALANCE TO COMMIT	TOTAL DISBURSED	% DISB	BALANCE TO DISBURSE
1992	34,320.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1993	22,680.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1994	25,260.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1995	26,640.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1996	24,420.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1997	23,970.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1998	25,410.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
1999	27,360.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
2000	27,420.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
2001	30,600.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
2002	30,540.00	0.00	0.00	0.0	0.00	0.00	0.0	0.00
2003	37,100.31	0.00	0.00	0.0	0.00	0.00	0.0	0.00
2004	41,015.58	0.00	0.00	0.0	0.00	0.00	0.0	0.00
2005	36,661.23	0.00	0.00	0.0	0.00	0.00	0.0	0.00

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RESERVATIONS TO STATE RECIPIENTS AND SUB-RECIPIENTS (SU) -----										
FISCAL YEAR	AMOUNT RESERVED TO OTHER ENTITIES	% REQ RSV	AMOUNT COMMITTED	% RSV CMTD	BALANCE TO COMMIT	TOTAL DISBURSED	% DISB	AVAILABLE TO DISBURSE		
1992	0.00	0.0	0.00	0.0	0.00	0.00	0.0	0.00		
1993	56,000.00	6.8	56,000.00	100.0	0.00	56,000.00	100.0	0.00		
1994	39,000.00	4.4	39,000.00	100.0	0.00	39,000.00	100.0	0.00		
1995	117,232.11	11.6	117,232.11	100.0	0.00	117,232.11	100.0	0.00		
1996	137,134.68	14.4	137,134.68	100.0	0.00	137,134.68	100.0	0.00		
1997	200,000.00	20.0	200,000.00	100.0	0.00	200,000.00	100.0	0.00		
1998	171,546.00	16.8	171,546.00	100.0	0.00	171,546.00	100.0	0.00		
1999	149,366.08	14.0	149,366.08	100.0	0.00	149,366.08	100.0	0.00		
2000	157,419.93	14.6	157,419.93	100.0	0.00	157,419.93	100.0	0.00		
2001	114,849.64	10.1	114,849.64	100.0	0.00	114,849.64	100.0	0.00		
2002	50,000.00	4.6	50,000.00	100.0	0.00	50,000.00	100.0	0.00		
2003	175,000.00	12.3	175,000.00	100.0	0.00	175,000.00	100.0	0.00		
2004	175,000.00	11.3	33,232.64	18.9	141,767.36	33,232.64	18.9	141,767.36		
2005	150,000.00	10.9	0.00	0.0	150,000.00	0.00	0.0	150,000.00		
TOTAL	1,692,548.44	10.9	1,400,781.08	82.7	291,767.36	1,400,781.08	82.7	291,767.36		

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TOTAL PROGRAM FUNDS									
(A)	(B)	(C)	(I)	(J)					
FISCAL YEAR	TOTAL AUTHORIZATION	PROGRAM INCOME AMOUNT	TOTAL DISBURSED	AVAILABLE TO DISBURSE	(H) DISBURSED PENDING APPROVAL	(G) NET DISBURSED	(I) TOTAL DISBURSED		
1992	1,144,000.00	0.00	1,144,000.00	0.00	0.00	1,144,000.00	1,144,000.00	0.00	0.00
1993	756,000.00	0.00	756,000.00	0.00	0.00	756,000.00	756,000.00	0.00	0.00
1994	842,000.00	0.00	842,000.00	0.00	0.00	842,000.00	842,000.00	0.00	0.00
1995	888,000.00	0.00	888,000.00	0.00	0.00	888,000.00	888,000.00	0.00	0.00
1996	814,000.00	10,006.75	824,006.75	0.00	0.00	824,006.75	824,006.75	0.00	0.00
1997	799,000.00	0.00	799,000.00	0.00	0.00	799,000.00	799,000.00	0.00	0.00
1998	847,000.00	0.00	847,000.00	0.00	0.00	847,000.00	847,000.00	0.00	0.00
1999	912,000.00	0.00	912,000.00	0.00	0.00	912,000.00	912,000.00	0.00	0.00
2000	914,000.00	0.00	914,000.00	0.00	0.00	914,000.00	914,000.00	0.00	0.00
2001	1,020,000.00	0.00	1,007,565.00	12,435.00	0.00	1,007,565.00	1,007,565.00	0.00	0.00
2002	1,018,000.00	0.00	1,018,000.00	0.00	0.00	1,018,000.00	1,018,000.00	0.00	0.00
2003	1,236,677.00	0.00	984,862.30	251,814.70	0.00	984,862.30	984,862.30	0.00	0.00
2004	1,367,186.00	10,763.61	181,997.24	1,195,952.37	0.00	181,997.24	1,195,952.37	0.00	0.00
2005	1,222,041.00	0.00	16,174.21	1,205,866.79	0.00	16,174.21	1,205,866.79	0.00	0.00
TOTAL	13,779,904.00	20,770.36	11,134,605.50	2,666,068.86	0.00	11,134,605.50	11,134,605.50	0.00	0.00

TOTAL PROGRAM FUNDS CONTINUED									
(A)	(D)	(E)	(F)	(G)	(H)	(I)			
FISCAL YEAR	COMMITTED AMOUNT	NET DISBURSED FOR ACTIVITIES	NET DISBURSED FOR ADMIN/OP	NET DISBURSED	DISBURSED PENDING APPROVAL	TOTAL DISBURSED	DISBURSED PENDING APPROVAL	TOTAL DISBURSED	
1992	1,029,600.00	1,029,600.00	114,400.00	114,400.00	0.00	1,144,000.00	0.00	1,144,000.00	0.00
1993	657,900.00	657,900.00	98,100.00	98,100.00	0.00	756,000.00	0.00	756,000.00	0.00
1994	736,750.00	736,750.00	105,250.00	105,250.00	0.00	842,000.00	0.00	842,000.00	0.00
1995	798,518.52	798,518.52	89,481.48	89,481.48	0.00	888,000.00	0.00	888,000.00	0.00
1996	701,906.75	701,906.75	122,100.00	122,100.00	0.00	824,006.75	0.00	824,006.75	0.00
1997	679,214.00	679,214.00	119,786.00	119,786.00	0.00	799,000.00	0.00	799,000.00	0.00
1998	730,398.48	730,398.48	116,601.52	116,601.52	0.00	847,000.00	0.00	847,000.00	0.00
1999	775,200.00	775,200.00	136,800.00	136,800.00	0.00	912,000.00	0.00	912,000.00	0.00
2000	868,300.00	868,300.00	45,700.00	45,700.00	0.00	914,000.00	0.00	914,000.00	0.00
2001	867,000.00	854,565.00	153,000.00	153,000.00	0.00	1,007,565.00	0.00	1,007,565.00	0.00
2002	865,300.00	865,300.00	152,700.00	152,700.00	0.00	1,018,000.00	0.00	1,018,000.00	0.00
2003	1,070,186.78	818,372.08	166,490.22	166,490.22	0.00	984,862.30	0.00	984,862.30	0.00

IDIS - C04PR27

DATE: 05-11-06  
 TIME: 14:53  
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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT  
 INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM  
 STATUS OF HOME GRANTS FOR  
 CHESTER COUNTY, PA MXXUC420208

PJ: CHESTER COUNTY, PA

-----  
 TOTAL PROGRAM FUNDS CONTINUED  
 -----

(A) FISCAL YEAR	(D) COMMITTED AMOUNT	(E) NET DISBURSED FOR ACTIVITIES	(F) NET DISBURSED FOR ADMIN/OP	(G) NET DISBURSED	(H) DISBURSED PENDING APPROVAL	(I) TOTAL DISBURSED
2005	419,876.40	0.00	16,174.21	16,174.21	0.00	16,174.21
TOTAL	11,058,319.38	9,570,784.47	1,563,821.03	11,134,605.50	0.00	11,134,605.50

-----  
 TOTAL PROGRAM PERCENT  
 -----

(A) FISCAL YEAR	(B) TOTAL AUTHORIZATION	(C) PROGRAM INCOME AMOUNT	(D) COMMITTED FOR ACTIVITIES	(E) DISB FOR ACTIVITIES	(F) DISB FOR ADMIN/OP	(G) % NET DISBURSED	(H) DISBURSED PENDING APPROVAL	(I) TOTAL DISBURSED	(J) % AVAILABLE TO DISBURSE
1992	1,144,000.00	0.00	90.0	90.0	10.0	100.0	0.0	100.0	0.0
1993	756,000.00	0.00	87.0	87.0	12.9	100.0	0.0	100.0	0.0
1994	842,000.00	0.00	87.5	87.5	12.5	100.0	0.0	100.0	0.0
1995	888,000.00	0.00	89.9	89.9	10.0	100.0	0.0	100.0	0.0
1996	814,000.00	10,006.75	86.2	85.1	14.8	100.0	0.0	100.0	0.0
1997	799,000.00	0.00	85.0	85.0	14.9	100.0	0.0	100.0	0.0
1998	847,000.00	0.00	86.2	86.2	13.7	100.0	0.0	100.0	0.0
1999	912,000.00	0.00	85.0	85.0	15.0	100.0	0.0	100.0	0.0
2000	914,000.00	0.00	95.0	95.0	5.0	100.0	0.0	100.0	0.0
2001	1,020,000.00	0.00	85.0	83.7	15.0	98.7	0.0	98.7	1.2
2002	1,018,000.00	0.00	85.0	85.0	15.0	100.0	0.0	100.0	0.0
2003	1,236,677.00	0.00	86.5	66.1	13.4	79.6	0.0	79.6	20.3
2004	1,367,186.00	10,763.61	62.7	3.9	9.2	13.2	0.0	13.2	86.7
2005	1,222,041.00	0.00	34.3	0.0	1.3	1.3	0.0	1.3	98.6
TOTAL	13,779,904.00	20,770.36	80.2	69.3	11.3	80.6	0.0	80.6	19.3

## STATUS OF CHDO FUNDS (PR25) REPORT

The Status of CHDO Funds report provides information about CHDO funds by fiscal year. The CHDO fund types reported are CHDO Reserve (CR), CHDO Operating Costs (CO), CHDO Capacity Planning (CC), and CHDO Loans (CL). The PR25 is ordered by fiscal year (the year of the grant), CHDO name, and fund type. There is a summary line for all CHDOs and fund types for each year.

The purpose of this report is to track the commitment and expenditure of CHDO funds. The PR25 should not be used to analyze PJ compliance with CHDO maximums and minimums. The amounts reported as "... FUNDS NOT SUB-GRANTED TO CHDOS" can be used to determine PJ compliance with the 24-month commitment rule.

Each column of the report is explained below. A sample of the first and last pages of the PR25 is shown starting on page 19-26.

Column Name	Description
FISCAL YEAR	The year of the grant (the second and third characters of the grant number expressed as a four-digit year).
CHDO NAME / OTHER	The name of the organization receiving the CHDO funds.
FUND TYPE	The type of CHDO funds that are being reported. Fund types are:  <b>CR</b> – CHDO Reserve (minimum of 15% of the grant amount adjusted for ADDI funds)  <b>CO</b> – CHDO Operating Costs (maximum of 5% of the grant adjusted for ADDI funds)  <b>CC</b> – CHDO Capacity Building (maximum of 20% of the CHDO Reserve amount limited to \$150,000 and first 2 years of HOME program)  <b>CL</b> – CHDO Loan (maximum of 10% of the CHDO Reserve)
AMOUNT RESERVED	The amount (subgrant authorized amount) provided to the CHDO to fund and draw for activities.
AMOUNT COMMITTED	The amount committed to activities through the Activity Funding option.
BALANCE TO COMMIT	AMOUNT RESERVED minus AMOUNT COMMITTED.
% CMTD / RSVD	AMOUNT COMMITTED divided by AMOUNT RESERVED expressed as a percent.
AMOUNT DISBURSED	The amount that has been disbursed for activities. It is possible and acceptable for AMOUNT DISBURSED to exceed AMOUNT COMMITTED.
% DISB / CMTD	AMOUNT DISBURSED divided by AMOUNT COMMITTED expressed as a percent.

IDIS - C04PR25

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT  
 INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM  
 STATUS OF CHDO FUNDS BY FISCAL YEAR

DATE: 05-11-2006  
 TIME: 14:52  
 PAGE: 1

AS OF : 05/11/06

NAME OF GRANTEE: CHESTER COUNTY

GRANTEE UOG : 429029/00001

FISCAL YEAR: 1992

CHDO NAME / OTHER	FUND TYPE	AMOUNT RESERVED	AMOUNT COMMITTED	BALANCE TO COMMIT	%CMTD /RSVD	AMOUNT DISBURSED	%DISB /CMTD
COATESVILLE YWCA	CR	\$293,369.00	\$293,369.00	\$0.00	100.0	\$293,369.00	100.0
TOTAL FOR 1992 :	CR	\$293,369.00	\$293,369.00	\$0.00	100.0	\$293,369.00	100.0
TOTAL FOR 1992 ALL FUNDS (CR+CO+CC+CL) :		\$293,369.00	\$293,369.00	\$0.00	100.0	\$293,369.00	100.0

FISCAL YEAR: 1993

CHDO NAME / OTHER	FUND TYPE	AMOUNT RESERVED	AMOUNT COMMITTED	BALANCE TO COMMIT	%CMTD /RSVD	AMOUNT DISBURSED	%DISB /CMTD
ALLIANCE FOR BETTER HOUSING	CR	\$22,680.00	\$22,680.00	\$0.00	100.0	\$22,680.00	100.0
COATESVILLE YWCA	CR	\$95,307.00	\$95,307.00	\$0.00	100.0	\$95,307.00	100.0
CO FUNDS NOT SUB-GRANTED TO CHDOS	CO	\$22,500.00	\$22,500.00	\$0.00	100.0	\$22,500.00	100.0
TOTAL FOR 1993 :	CR	\$117,987.00	\$117,987.00	\$0.00	100.0	\$117,987.00	100.0
TOTAL FOR 1993 :	CO	\$22,500.00	\$22,500.00	\$0.00	100.0	\$22,500.00	100.0
TOTAL FOR 1993 ALL FUNDS (CR+CO+CC+CL) :		\$140,487.00	\$140,487.00	\$0.00	100.0	\$140,487.00	100.0

FISCAL YEAR: 1994

CHDO NAME / OTHER	FUND TYPE	AMOUNT RESERVED	AMOUNT COMMITTED	BALANCE TO COMMIT	%CMTD /RSVD	AMOUNT DISBURSED	%DISB /CMTD
ALLIANCE FOR BETTER HOUSING	CR	\$103,620.00	\$103,620.00	\$0.00	100.0	\$103,620.00	100.0
COATESVILLE YWCA	CR	\$37,596.04	\$37,596.04	\$0.00	100.0	\$37,596.04	100.0
CO FUNDS NOT SUB-GRANTED TO CHDOS	CO	\$21,050.00	\$21,050.00	\$0.00	100.0	\$21,050.00	100.0
TOTAL FOR 1994 :	CR	\$141,216.04	\$141,216.04	\$0.00	100.0	\$141,216.04	100.0
TOTAL FOR 1994 :	CO	\$21,050.00	\$21,050.00	\$0.00	100.0	\$21,050.00	100.0
TOTAL FOR 1994 ALL FUNDS (CR+CO+CC+CL) :		\$162,266.04	\$162,266.04	\$0.00	100.0	\$162,266.04	100.0







## STATUS OF HOME ACTIVITIES (PR22) REPORT

The Status of HOME Activities report provides information about activities for which HOME setup data has been entered. You can run a PR22 that includes either (1) all budgeted and underway activities and the activities you have completed or cancelled within a year of the report run date, or (2) all of your HOME activities. The PR22 is especially useful for identifying activities that are stalled in open (OP) status or that have been in final draw (FD) status for more than 120 days.

The PR22 is ordered by activity type. New Construction activities are shown first, followed by Rehabilitation, Acquisition Only, Acquisition & Rehabilitation, Acquisition & New Construction, and TBRA activities.

Except for TBRA, an activity is categorized by its completion ACTIVITY TYPE if it has been input; otherwise, the setup ACTIVITY TYPE is used. Activities for which neither code has been entered do not appear on the report. Within type, activities are ordered by IDIS activity ID.

Each column of the report is explained below. A sample PR25 is shown starting on page 19-30.

Column Name	Description
IDIS ACT ID	The system-generated activity identifier.
ACTIVITY ADDRESS	The address input for the activity on the Common Path.
TOTAL UNITS	For rental, homebuyer, and homeowner rehab activities, either: <ul style="list-style-type: none"> <li>The TOTAL NUMBER of completed units entered on the first HOME completion screen (if it has been input).</li> <li>Zero. The estimated total number of units to be completed is no longer collected at setup, but the report has not been modified).</li> </ul> For TBRA activities, the number of households for which data has been input.
HOME UNITS	For rental, homebuyer, and homeowner rehab activities, either: <ul style="list-style-type: none"> <li>the completed HOME-ASSISTED units from the first HOME completion screen (if it has been input), or</li> <li>the estimated number of HOME Units entered at setup</li> </ul> For TBRA activities, TOTAL UNITS and HOME UNITS will always be the same.
COMMIT DATE	The date HOME funds were first committed to the activity via the Activity Funding option.
COMMITTED AMOUNT	Total HOME funds committed to the activity to date.
DRAWN AMOUNT	Total HOME funds drawn to date. Only completed draws are included in the amount.
PCT	The percentage of committed funds that have been drawn, equal to DRAWN AMOUNT divided by COMMITTED AMOUNT.
ST (Status)	The status codes are: <p><b>CP Completed</b> ACTIVITY STATUS CODE is <b>2</b> (complete)</p> <p><b>FD Final Draw</b> All committed funds have been drawn, but the ACTIVITY STATUS CODE</p>

Column Name	Description
	<p>has not yet been updated to complete.</p> <p><b>OP Open</b> ACTIVITY STATUS CODE is <b>3</b> (underway) or <b>4</b> (funds budgeted).</p> <p><b>XX Cancelled</b> ACTIVITY STATUS CODE is <b>1</b> (cancelled).</p>
STATUS DATE	<p>If the status is:</p> <p><b>CP</b> The COMPLETION DATE from Common Path screen MA04</p> <p><b>FD</b> The date of the last completed draw.</p> <p><b>OP</b> If the drawn amount is greater than 0, the date of the last completed draw. Otherwise, if the committed amount is greater than 0, the most recent date funds were committed to the activity. If the committed and drawn amounts are both 0, the activity setup date.</p> <p><b>XX</b> The date the activity was cancelled.</p>

IDIS - C04PR22

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT  
 INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM

DATE: 05-26-06  
 TIME: 09:34  
 PAGE: 1

STATUS OF HOME ACTIVITIES  
 BUDGETED/UNDERWAY ACTIVITIES AND ACTIVITIES COMPLETED/CANCELED IN THE LAST YEAR  
 BOSTON, MA

ACT ID	ACTIVITY ADDRESS	TOTAL HOME UNITS	COMMIT DATE	COMMITTED AMOUNT	DRAWN AMOUNT	PCT	ST*	STATUS DATE
--- NEW CONSTRUCTION ---								
5713	1-4 & 11-14 ST GEORGE ST BOSTON, MA 02118	0	10 05-13-99	600,000.00	357,682.00	59.6	OP	06-14-02
5883	74 FISHER AVE, 22-63 WENSLEY, 1-1A BICKFO MISSION HILL, MA 02120	2	2 11-22-99	190,465.00	190,465.00	100.0	CP	06-15-05
8367	11 BALFOUR STREET DORCHESTER, MA 02125	26	3 06-21-01	526,888.00	500,546.00	95.0	OP	12-19-03
9408	17 BROWNING AVE. DORCHESTER, MA 02124	41	15 04-04-02	1,026,162.93	1,026,162.93	100.0	FD	02-15-05
--- REHABILITATION ---								
5752	406 MERIDIAN ST EAST BOSTON, MA 02128	0	11 05-21-99	131,880.00	125,525.46	95.1	OP	09-21-00
5960	150 MAGNOLIA STREET DORCHESTER, MA 02149	8	8 07-23-99	703,414.33	703,414.33	100.0	CP	08-02-05
11342	186 MAGNOLIA STREET DORCHESTER, MA 02125	2	2 05-21-04	0.00	0.00		XX	09-14-05
11600	356 BOYLESTON STREET MATTAPAN, MA 02126	7	3 09-02-04	246,739.18	246,739.18	100.0	FD	07-15-05
--- ACQUISITION ONLY ---								
12377	353 WEST STREET-UNIT 3 ROXBURY, MA 02119	1	1 06-13-05	2,900.00	2,900.00	100.0	CP	10-24-05
12779	18 DRAYTON AVENUE DORCHESTER, MA 02125	1	1 12-14-05	4,337.00	4,337.00	100.0	FD	02-17-06
12780	41 FULDA STREET ROXBURY, MA 02120	1	1 12-14-05	3,800.00	3,800.00	100.0	FD	02-17-06
12860	27 LOGAN STREET, WILLIAMS, ADDI ROXBURY, MA 02119	0	0 01-11-06	2,400.00	0.00	0.0	OP	01-11-06
--- ACQUISITION AND REHABILITATION ---								
10353	57 BROOKSIDE AVENUE JAMACIA PLAIN, MA 02130	5	5 09-25-03	630,436.44	630,436.44	100.0	FD	12-02-05
10882	1392 DORCHESTER AVE DORCHESTER, MA 02122	11	11 11-20-03	515,000.00	515,000.00	100.0	CP	05-04-05

\*STATUS CODE: CP=COMPLETED FD=FINAL DRAW (DRAWN=FUNDED, BUT ACTIVITY STILL OPEN OP=OPEN (BUDGETED OR UNDERWAY) XX=CANCELED



# Appendix A

## LOGGING ON TO AN IDIS PRACTICE REGION

---

In addition to the production version of IDIS, there are three other IDIS regions that end users can access. They are:

- **Pseudo-Production** (also referred to as Pseudo, Pre-Production, and Pre-Prod), a practice area that mirrors production and contains a copy of your production data.
- **Training**, another practice area, configured and used for IDIS training sessions.
- **User Acceptance**, an area reserved for previewing and testing system updates before they are released to production. You should not use this region for practice.

Logging on to one of the IDIS practice regions is very similar to the production IDIS logon procedure. Follow these steps:

1. Go to [www.hud.gov/offices/cpd/systems/idis/idis.cfm](http://www.hud.gov/offices/cpd/systems/idis/idis.cfm), the same website you access to log on to Production. Scroll to just past the “What’s New” box, and click on the **IDIS practice area** link.
2. A screen prompting you to enter your Web ID and password is displayed. To access:
  - Pseudo-Production**, enter your Production web ID and password in all lower case.
  - Training**, enter the web ID and password the instructor assigned to you in all lower case.Click on  or press <Enter>.
3. The HUD HOMES AND COMMUNITIES screen is displayed next. The first field is a dropdown menu box for indicating which IDIS practice area you want to access. It is initially set to **C04S Training**; to access Pseudo-Production instead, click on **C04R Pseudo-Production**.  
Once you have made your selection, click on .
4. The mainframe logon screen is displayed. The first field, displayed in white, indicates the region you are accessing—Pseudo or Training. For:
  - Pseudo**, enter your production user ID and password.
  - Training**, enter the user ID and password assigned to you by the instructor.Press <Enter>.
5. When the IDIS logo screen is displayed, press <Enter>.
6. If you are logging into:
  - Training**, a screen titled GRANTEE LIST is displayed next. The instructor will tell you which selection to make.
  - Pseudo** and you can access the data for more than one grantee in Production, the GRANTEE LIST screen is displayed. Make your selection and press <Enter>.
7. When the IDIS NEWS screen is displayed, press <F4> to display the IDIS MAIN MENU.









# Appendix B

## IDIS SECURITY

---

### USER IDS AND PASSWORDS

To gain access to IDIS, a PJ user must have a Web390 user ID and password and an IDIS user ID and password. For information on obtaining and maintaining both types of IDs/passwords, go to the IDIS website at [www.hud.gov/offices/cpd/systems/idis/index.cfm](http://www.hud.gov/offices/cpd/systems/idis/index.cfm) and click on [Log On to IDIS](#). Security topics are listed at the upper right. HUD field office users also need a Web390 user id and password and an IDIS user ID and password. Since HUD Headquarters users are inside the HUD firewall, they do not access IDIS through Web390.

### SECURITY PROFILES

In addition, each user must have an IDIS security profile. Each security profile includes:

- The IDIS user ID, often referred to as the “C number”
- The user’s name
- The PJ’s Unit of Government (UOG) code and number
- A user type (Grantee/PJ, Field Office, or HUD Headquarters)
- Access authority by CPD program (HOME, CDBG, ESG, HOPWA)
- Authority by function, including:
  - ✓ Set up activity
  - ✓ Update/cancel/complete activity
  - ✓ Update activity
  - ✓ View activity
  - ✓ Request drawdown
  - ✓ Approve drawdown
  - ✓ Reports
  - ✓ Program contacts/exceptions
  - ✓ Table maintenance
  - ✓ Local administration

Profiles for new users must be added by the System Administrator at HUD headquarters. A user who is granted local administration authority can modify the profiles of other users in his/her organization. A local administrator cannot grant local administration authority to another user.

A user is permitted to have multiple security profiles. Each profile will have the same user ID but a different UOG code and number. This allows a single user (most often a contractor who performs work in IDIS for several organizations) to access the system on behalf of multiple PJs. Each of the multiple profiles may have different program access and functional authority.

When users with multiple security profiles log on to IDIS, they are presented with a screen listing all of the PJs to which they are assigned. An example of this screen (which is also displayed for Field Office and HUD headquarters users) is shown below:

06/07/06	16:46	GRANTEE LIST	C04MA20
UOG			
CODE	NUMBER	GRANTEE NAME	CITY STATE
—	250282 00001	BOSTON	BOSTON MA
—	252784 00001	WEYMOUTH	WEYMOUTH MA
—	349029 00001	OCEAN COUNTY CONSORTIUM	TOMS RIVER NJ
—	390001 00001	OHIO	COLUMBUS OH
—	420001 00001	PENNSYLVANIA	HARRISBURG PA
—	429029 00001	CHESTER COUNTY	WEST CHESTER PA
BOTTOM OF DATA REACHED			
F17 = UP F18 = DOWN			

The user must select one PJ before any other IDIS screen can be viewed.

## THE OWNER OF THE DATA AND DATA ACCESS

Once signed into the system, a user can access the data (within the program and functional authority allowed by his/her security profile) that belongs to the PJ they have logged in as. Any data the user creates—projects, activities, subfunds, subgrants, activity funding records, draws, etc.—belongs to that PJ. Subgrants can be accessed by both the giving and the receiving organization.

The PJ that owns the data can grant other organizations access to its data in two ways. The PJ can allow another organization to:

1. Set up activities under its projects
2. Access an activity

### Granting Activity Setup Authority to Another Organization

Giving another organization the authority to set up activities under a project is done when a project is created or revised through the Plan/Project module (Main Menu option J), on screen MK02:

```

06/06/06  15:44                ADD PROJECT                C04MK02

PLAN YEAR:  2005        PLAN VERSION:  0001        CPS PROJECT ID:  0018

PROJECT TITLE: FIRST-TIME HOMEBUYER PROGRAM
LOCAL CODE:

ESTIMATED AMOUNT FOR:
      NEW CDBG   : _____
      NEW HOME   : _____
      NEW ESG    : _____
      NEW HOPWA  : _____
      TOTAL NEW  : _____

FUND REQUEST FOR PUBLIC HOUSING ADMINISTRATION: _____
FUND REQUEST FOR ASSISTED HOUSING: _____

WILL PRIOR YEAR MONEY BE SPENT ON THIS PROJECT? (Y/N):  _

WILL ANOTHER GRANTEE SETUP ACTIVITIES UNDER THIS PROJECT? (Y):  _

F4 = MAIN MENU   F7 = PREV   F9 = SAVE
    
```

Entering **Y** in the field **WILL ANOTHER GRANTEE SETUP ACTIVITIES UNDER THIS PROJECT** and pressing <Enter> displays the Sub Recipient List screen, where the organization to be granted setup authority is selected:

```

06/07/06  19:04                SUB RECIPIENT LIST                C04ML03

GRANTEE: _____
UOG CODE: _____  UOG NUMBER: _____

      UOG
CODE  NUMBER  GRANTEE NAME                CITY                STATE
-----
_  360001  00001  NEW YORK                    ALBANY              NY
_  360001  00002  HABITAT FOR HUMANITY - NYC  BROOKLYN           NY
_  360001  00004  ASIAN AMERICANS FOR EQUALITY COMMUN  NEW YORK           NY
_  360001  00005  CYPRESS HILLS LOCAL DEVELOPMENT COR  BROOKLYN           NY
_  360001  00006  HOME HEADQUARTERS, INC.        SYRACUSE            NY
_  360001  00007  SOUTHERN HILLS PRESERVATION CORP.    TULLY              NY
_  360001  00008  WYOMING COUNTY COMMUNITY ACTION      PERRY              NY
_  360001  00009  WARREN - HAMILTON HOUSING CORP.      WARRENSBURG        NY
_  360001  00010  SAFE HARBORS OF THE HUDSON, INC.     NEWBURGH           NY
_  360001  00011  FORT EDWARD                    FORT EDWARD        NY
_  360001  00012  MONTICELLO                      MONTICELLO         NY
_  360001  00015  SHELTERS OF SARATOGA, INC.         SARATOGA SPRING    NY

F7 = PREV  F17 = UP   F18 = DOWN
    
```

## Granting Activity Access to Another Organization

A PJ can give another organization access to an activity on Common Path screen MA03, when the activity is being set up or revised:

```

06/07/06   10:38                PROCESS ACTIVITY                C04MA03

PROJECT TITLE:   HOME TBRA

GRANTEE ACTIVITY NBR:                HUD ACTIVITY NBR:   000000012127

ACTIVITY NAME:   TBRA

HUD MATRIX CODE:  ____

IS THE PURPOSE OF THIS ACTIVITY TO:
  HELP PREVENT HOMELESSNESS? (Y/N):  _
    HELP THE HOMELESS? (Y/N):   N
  HELP THOSE WITH HIV/AIDS? (Y/N):  N
  PRIMARILY HELP PERSONS WITH DISABILITIES? (Y/N):  _
GENERATE PROGRAM INCOME? (Y/N):  _   INITIAL FUNDING DATE:  __ / __ / ____

ENVIRONMENTAL ASSESSMENT CODE:  _
WILL ANOTHER ENTITY OR CHDO HAVE ACCESS TO THE ACTIVITY? (Y/N):          N
THIS ACTIVITY IS SET UP FOR:

F1 = HELP    F3 = VALDT    F4 = MAIN MENU    F5 = PROJ INFO
F7 = PREV    F8 = NEXT    F9 = SAVE

```

Entering **Y** in the field **WILL ANOTHER ENTITY OR CHDO HAVE ACCESS TO THE ACTIVITY** and pressing <Enter> displays the Sub Recipient List screen (shown on the previous page), where the PJ makes its selection. If an activity is being set up not by the PJ but by the organization granted setup rights on the Plan/Project screen, the "carried out by" field will be set to that organization. When this is the case, the organization cannot choose another organization to carry out the activity.

Users logged into IDIS as a "carried out by" organization must perform an additional step before they will be able to fund the activities they are carrying out for PJs. They must use <F1> Owner Help to select the owner of the activity (see pages E-3 and F-3 for details). Doing that gives the "carried out by" user authorization to access the owner PJ's funding sources. "Carried out by" organizations cannot approve the draws they create. That function must always be performed the PJ who owns the activity.

The Sub Recipient list shows the names of organizations that have the potential to receive a subgrant from the organization owning the activity. Organizations can be added to the list by the field office by using the Utilities menu option F 01. Once an organization is in IDIS, the field office can enter a subgrant number that relates the organization that could receive the subgrant to the organization that could create the subgrant. Once the receiving organization has been related to the subgranting organization, the receiving organization will appear on this list.

# Appendix C

## 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 formula funds you are awarded. Each IDIS project is set up under a specific plan year.

Project data may either be entered on-line or submitted to HUD for upload to production IDIS. Any additions or changes to uploaded data must be done on-line.

To access the on-line plan/project functions, select Main Menu option **J** and press <Enter> to display the Plan/Project Menu:

```
06/06/06      THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM      C04MM01
12:24:24
```

```
PLAN/PROJECT MENU
```

```
01  ADD PROJECTS
02  MAINTAIN PROJECTS
03  ADD PLANS
04  MAINTAIN PLANS
```

```
TYPE SELECTION AND PRESS ENTER      J 00
```

```
F4 = MAIN MENU      F7 = PREV
```

The menu options are explained below.

## ADD/MAINTAIN PLANS

If your Action Plan project data has been uploaded into IDIS, you will not need to add a record for that plan year. Otherwise, perform the following steps:

1. First check to see if the record for the plan year has already been added. Choose option **04** and press <Enter> to display the Maintain Plan screen. Input the PLAN YEAR and press <Enter>. If data is displayed in the CONTACT fields, the record has already been added. If the message "Plan not updated as none exists!" is displayed instead, continue with step 2.

2. Press <F7> to return to the Plan/Project Menu. Select option **03** and press <Enter> to display the Add Plan screen:

```
06/06/06  12:26                ADD PLAN                C04MK08
GRANTEE:  BOSTON
UOG CODE: 250282                UOG NUMBER:  00001
REGIONAL OFFICE: 01            FIELD OFFICE: 01            STATE:  MA

PLAN YEAR:  ____                PLAN VERSION:  1
FIELD OFFICE CONTACT NAME:  _____
TELEPHONE:  ____  _____
GRANTEE CONTACT NAME:  _____
TELEPHONE:  ____  _____

F1 = HELP    F4 = MAIN MENU    F6 = CLEAR    F7 = PREV    F9 = SAVE
```

All of the input fields on this screen are required. When you have finished entering the new PLAN YEAR and the contact information, press <Enter> to save your data and display the Plan/Project Menu.

If you try to add a record for an existing plan year, the system makes you fill in the entire screen before informing you that the record cannot be added.



## ADD PROJECTS

On the Plan/Project Menu, select option **01** and press <Enter> to display the first Add Project screen.

### Add Project Screen

Notice that four of the fields on this screen—HUD MATRIX CODE, HELP PREVENT HOMELESSNESS, HELP THE HOMELESS, AND HELP THOSE WITH HIV/AIDS—are also fields on Common Path screen MA03. The values you enter here at the project level will be the default values for the same fields at the activity level.

```

06/06/06   12:30                               ADD PROJECT                               C04MK01

PLAN YEAR:  _____   PLAN VERSION:  _____   CPS PROJECT ID:  _____

PROJECT TITLE:  _____
LOCAL CODE:    _____
HUD MATRIX CODE :  _____
CDBG REG. CITATION:  _____

IS THE PURPOSE OF THIS PROJECT TO :
HELP PREVENT HOMELESSNESS? (Y/N):  _
HELP THE HOMELESS? (Y/N):          _
HELP THOSE WITH HIV/AIDS? (Y/N):  _
TYPE OF SUBRECIPIENT: (PLACE AN "X" NEXT TO ONE ENTRY)
NO SUBRECIPIENT:                   _
NON-SECTION 204:                   _
SECTION 204:                       _

ACCOMPLISHMENT TYPE :  _____
ACCOMPLISHMENT NUMBER:  _____   LOCATION TYPE:  _  _____

F1 = HELP   F4 = MAIN MENU   F7 = PREV   F9 = SAVE

```

The only required fields are PLAN YEAR and PROJECT TITLE.

Field	Description
PLAN YEAR	Enter the plan year the project is to be set up under.
PLAN VERSION	This protected field is populated by IDIS when you save your data. The IDIS-assigned value cannot be changed.
CPS PROJECT ID	The CPS (Consolidated Plan System) Project ID is assigned by IDIS to uniquely identify each project in a plan year. The ID is generated and displayed when you save your data. It cannot be changed.
PROJECT TITLE	Enter a name for the project, following the naming standards your organization has established.
LOCAL CODE	Optional. If you want to assign your own code, number, or other identifier to this project, enter it here.
HUD MATRIX CODE	Optional. You may type in a matrix code, press <F1> to select from a list of valid codes, or leave it blank.

Field	Description
CDBG REG. CITATION	If you input a matrix code, the system will populate this field with its associated CDBG citation number after you save your data. The system-generated value can be changed.
HELP PREVENT HOMELESSNESS? HELP THE HOMELESS? HELP THOSE WITH HIV/AIDS?	Optional. In each field, enter <b>Y</b> , <b>N</b> , or leave blank to have it automatically set to N.
TYPE OF SUBRECIPIENT	Optional, and not applicable to HOME. The answer you supply here will have no effect on the funding of activities that are set up under this project.
ACCOMPLISHMENT TYPE	Optional. Press <F1> to select from a list of valid accomplishment type codes.
ACCOMPLISHMENT NUMBER	Optional. Type the number of units (of the accomplishment type selected above) that you expect to achieve under this project.
LOCATION TYPE	Optional. Press <F1> to display a list of valid location type codes. They are: <ol style="list-style-type: none"> <li><b>1</b> Address – a specific street address</li> <li><b>2</b> Community-Wide – for projects serving a broad area</li> <li><b>3</b> CT &amp; BG – Census Tract and Block Group</li> <li><b>4</b> N/A – for projects (such as administration) where address is not applicable</li> <li><b>5</b> Suppressed – if you do not wish to disclose the address</li> <li><b>6</b> ST Target Area – designed specifically for use by State CDBG grantees</li> </ol>

When you are finished, press <Enter> to save your data and continue.

## Add/Revise Address Information Screen

If you entered a LOCATION TYPE code of **1** (Address) or **3** (CT &BG) on the previous screen, the Add/Revise Address Information screen is displayed.

```

06/06/06   12:31           ADD/REVISE ADDRESS INFORMATION           C04MK07
PLAN YEAR:  2007           PLAN VERSION:  0001           CPS PROJECT ID:  0001
PROJECT TITLE: HOMEOWNER REHABILITATION
LOCAL CODE:                                     PAGE: 000
ADDRESS: _____ CENSUS TRACT NUMBER: _____
CITY: _____ BLOCK GROUP NUMBER :  _
STATE:  _ COUNTY FIPS CODE   : _____
ADDRESS: _____ CENSUS TRACT NUMBER: _____
CITY: _____ BLOCK GROUP NUMBER :  _
STATE:  _ COUNTY FIPS CODE   : _____
ADDRESS: _____ CENSUS TRACT NUMBER: _____
CITY: _____ BLOCK GROUP NUMBER :  _
STATE:  _ COUNTY FIPS CODE   : _____
ADDRESS: _____ CENSUS TRACT NUMBER: _____
CITY: _____ BLOCK GROUP NUMBER :  _
STATE:  _ COUNTY FIPS CODE   : _____
F4 = MAIN MENU   F7 = PREV   F9 = SAVE   F17 = UP   F18 = DOWN

```

If the LOCATION TYPE on the previous screen is:

- 1** (address), at least one ADDRESS, CITY, and STATE must be filled in.
- 2** (CT &BG), at least one CENSUS TRACT NUMBER, BLOCK GROUP NUMBER, and/or COUNTY FIPS CODE must be entered (for details, refer to Chapter 14 of the *IDIS Reference Manual*).

When you are finished, press <Enter> to save your data and continue.



## Revise/Add/Cancel/Revoke Project Description Screen

Entering a project description is optional.

```
06/06/06  12:33  REVISE/ADD/CANCEL/REVOKE PROJECT DESCRIPTION      C04MK03
                                           PAGE: 0001
PLAN YEAR: 2007      PLAN VERSION: 0001      CPS PROJECT ID: 0001

PROJECT TITLE: HOMEOWNER REHABILITATION
LOCAL CODE:

PROJECT DESCRIPTION:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

F4 = MAIN MENU  F7 = PREV  F9 = SAVE  F17 = UP  F18 = DOWN
```

If you need more input lines, press <F18> (on most keyboards, <Shift + F3>) to display a continuation screen.

When you are finished, press <Enter> to save your data. After you do, the first Add Project screen is displayed, ready for you to set up another project. Pressing <F7> displays the Plan/Project Menu.

## MAINTAIN PROJECTS

On the Plan/Project Menu, select option **02** and press <Enter> to display the Maintain Plan Project screen:

```

06/07/06   08:45           MAINTAIN PLAN PROJECT           C04MK04

PLAN YEAR:  _____  PROJECT ID:  _____  PAGE  0001

SELECTION:  A - APPROVE, K - REVOKE, M - AMEND, R - REVISE, C - CANCEL

      PLAN   CPS PROJ  PROJECT
SEL  YEAR   ID      STATUS  PROJECT TITLE
-   1994   0001   APPROVED  CONVERTED HOME ACTIVITIES
-   1994   0002   APPROVED  CONVERTED CDBG ACTIVITIES
-   1994   0003   APPROVED  CONVERTED ESG ACTIVITIES
-   1994   0004   APPROVED  CONVERTED HOPWA ACTIVITIES
-   1994   0005   APPROVED  FIRST TIME HOMEBUYER PROGRAM
-   1994   0006   APPROVED  WDC ACQUISITION AND REHAB
-   1994   0007   APPROVED  SENIOR HOMEOWNER REHAB PROGRAM
-   1994   0008   APPROVED  HOMEBUYER FINANCIAL ASSISTANCE
-   1994   0009   APPROVED  TBRA
-   1994   0010   APPROVED  LEAD PAINT ABATEMENT
-   1994   0011   APPROVED  TENANT COUNSELING
-   1995   0001   APPROVED  FIRST TIME HOMEBUYER PROGRAM

      PRESS ENTER TO CONTINUE; PLAN YEAR, PROJ ID IS OPTIONAL
      F4 = MAIN MENU   F7 = PREV   F17 = UP   F18 = DOWN

```

All of your IDIS projects are listed by plan year and project ID, starting with the earliest. To limit the display of projects to a specific year and/or project, input a PLAN YEAR and/or PROJECT ID and press <Enter>.

### Approving Projects

When a project is added on-line, IDIS assigns it an initial status of OPEN. You must change the status from OPEN to APPROVED before activities can be set up under the project.

To do so, enter **A** in the selection field next to each project you want to approve and press <Enter>. Its PROJECT STATUS is updated to APPROVED. You will now be able to set up activities under the project.

### Updating Projects

All updates to projects are initiated on the Maintain Plan Project screen. The procedure for updating projects—and the data you are allowed to update—depends on (a) whether or not activities have been set up under the project and (b) its current status.

### Revising Projects with No Activities

- Projects with a status of OPEN do not have activities set up under them. To update an OPEN project, enter **R** (for revise) in its selection field and press <Enter>. The same screens you used to add the

project are displayed in revise mode. When you press <Enter> on the last revise screen, the Maintain Plan Project screen is displayed, showing a status of REVISED for the project.

- For APPROVED projects with no activities, perform the following steps:
  1. Enter **K** (for revoke) in the selection field and press <Enter>.
  2. The project description screen is displayed so you can update the description with an explanation of why approval is being revoked. Press <Enter> to redisplay the Maintain Plan Project screen. The status of the project is now REVOKED.
  3. Enter **R** (for revise) in the selection field and press <Enter>. As explained above, the add project screens are displayed in revise mode. Make any updates you like. When the Maintain Plan Project screen is redisplayed, notice that the project status has been changed to REVISED. The next time you access this screen, its status will be OPEN.

### Amending Projects with Activities

To update an APPROVED project that has activities set up under it, enter **M** (for amend) in its selection field and press <Enter>. The Amendment to the Plan Project screen is displayed:

06/07/06	13:13	AMENDMENT TO THE PLAN PROJECT		C04MK05
PLAN YEAR:	2005	PLAN VERSION:	0001	CPS PROJECT ID: 0001
PROJECT TITLE: CITY HOUSING REHAB PROGRAM				
		ORIGINAL	CURRENT AMENDMENT	AMENDED
HUD MATRIX CODE:		14A	___	___
ACCOMP. TYPE/NUMBER:	___ /	_____	___ /	_____
EST. AMOUNT FOR CDBG:		\$0	_____	_____
HOME:		\$358,750	_____	_____
ESG:		\$0	_____	_____
HOPWA:		\$0	_____	_____
TOTAL:		\$358,750	_____	_____
PUBLIC HOUSING AMT:		\$0		
ASSISTED HOUSING AMT:		\$0		
WILL ANOTHER GRANTEE SETUP ACTIVITIES UNDER THIS PROJECT? (Y): _				
ACTIVITY SETUP ALLOWED FOR: BOSTON				
F1 = HELP    F4 = MAIN MENU    F6 = CLEAR    F7 =PREV				

To update PROJECT TITLE or WILL ANOTHER GRANTEE SETUP ACTIVITIES..., type over the existing data. Enter your updates of matrix code, accomplishment type/number, and estimated program amounts in the AMENDED fields.

When you are finished, press <Enter> to display and update the project description. When you press <Enter> to continue, a project description continuation screen is displayed. Pressing <Enter> once more displays the Maintain Plan Project screen, which now shows a status of AMENDED for the project.

There is no mechanism for viewing the project data you cannot update.









# Appendix D

## SUBFUNDS AND SUBGRANTS

---

A PJ's HOME grants are tracked in IDIS by type of funds (Admin, CHDO, etc.) and by organization (State Recipient, CHDO, Other Entity, 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 and subgrants.

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:

- AD** Administration
- CR** CHDO Reserve
- CO** CHDO Operating Expenses
- CC** CHDO Capacity Building
- CL** CHDO Loan
- SU** Subgrant

The AD and CR subfunds are created automatically when IDIS receives information about a new HOME grant from LOCCS. For states and entitlements, IDIS suballocates 10% of the grant to the AD subfund and 15% of the grant to the CR subfund. For Insular Areas, IDIS suballocates 15% of the grant to the AD subfund; the CR subfund is not created because Insular Areas do not have a CHDO requirement.

The programmatic limits for subfunds are:

- AD** A maximum of 10% of the grant (adjusted for ADDI\*). It can be increased by 10% of received HOME Program Income.
- CR** A minimum of 15% of the formula grant amount.
- CO** A maximum of 5% of the formula grant amount.
- CC** 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** A maximum of 10% of the CHDO Reserve subfund.
- SU** No maximum or minimum.

A **subgrant** is a portion of the PJ's grant that has been earmarked for use by another organization, such as a State Recipient, CHDO, or Other Entity.

To access the IDIS subfund and subgrant functions, select Main Menu option **G** and press <Enter>. The Subgrant & Subfund Menu is displayed:

---

\* For all but FY 2003, the ADDI allocation is subtracted from the grant amount before the 10% is calculated. For FY 2003, the ADDI allocation is included in the calculation.

06/10/06 THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM C04MM01  
16:53:38

SUBGRANT & SUBFUND MENU

- 01 CREATE SUBGRANTS
- 02 MAINTAIN SUBGRANTS
- 03 CREATE SUBFUNDS (AD,CR,CO,CC,TA,SU)
- 04 MAINTAIN SUBFUNDS

TYPE SELECTION AND PRESS ENTER G 00

F4 = MAIN MENU F7 = PREV

Each option is explained below.

## CREATE SUBFUNDS

To create a CO, CL, CC, or SU subfund, select Subgrant & Subfund Menu option **03** and press <Enter> to display the Create Sub-Fund(s) screen:

```

06/10/06  16:54                CREATE  SUB-FUND(S)                C04MG06
-----
PGM   FISCAL   SOURCE   FUND           SUB-ALLOCATION   AVAILABLE GRANT
CODE  YEAR     TYPE     TYPE           AMOUNT         BALANCE
----  -
_     _         _        _              $0.00         _____
GRANT NUMBER: _____

_     _         _        _              $0.00         _____
GRANT NUMBER: _____

_     _         _        _              $0.00         _____
GRANT NUMBER: _____

_     _         _        _              $0.00         _____
GRANT NUMBER: _____

ENTER YOUR SUBFUND REQUEST(S)

F1 = HELP  F3 = VALDT  F4 = MAIN MENU  F6 = CLEAR SCREEN
F7 = PREV  F9 = SAVE
    
```

Field	Description
PGM CODE	Enter <b>M</b> for HOME.
FISCAL YEAR	Enter the last two digits of the grant year that the subfund is being created from (the second and third characters of your HOME grant number).
SOURCE TYPE	Enter the type of the grant that the subfund is being created from. For HOME, this is the fourth and fifth characters of the HOME grant number:  <b>DC</b> Consortium <b>MC</b> Metropolitan City <b>SG</b> State <b>ST</b> Insular Area <b>UC</b> Urban County
FUND TYPE	Enter the type of the subfund to be created:  <b>CC</b> CHDO Capacity Building <b>CL</b> CHDO Loan <b>CO</b> CHDO Operating Expenses <b>SU</b> Subgrant

When you are finished, press <F9> to save your data. The GRANT NUMBER field is filled in, and the message \$0 SUB-FUND CREATED. USE MAINTAIN SUB-FUND TO REVISE AMOUNT is displayed.

Press <F7> to return to the Subgrant & Subfund Menu.

## MAINTAIN SUBFUNDS

To revise, view, or cancel subfunds, select Subgrant & Subfund Menu option **04** and press <Enter> to display the Maintain Subfunds screen. On initial display, no subfunds are listed:

```
06/12/06  08:48                MAINTAIN  SUBFUNDS                C04MG07
-----
PROGRAM CODE:  _   FISCAL YEAR:  _____  SOURCE TYPE:  ___
SELECTION: X - INQUIRE, C - CANCEL, R - REVISE

PRESS ENTER TO CONTINUE; PROGRAM CODE, FISCAL YR AND TYPE ARE OPTIONAL
F1 = HELP  F3 = VALDT  F4 = MAIN MENU  F6 = CLEAR SCREEN
F7 = PREV  F17 = UP    F18 = DOWN
```

If you press <Enter>, all of your subfunds are listed, from oldest to newest. Instead, limit the number of subfunds displayed by entering a PROGRAM CODE (**M** for HOME), FISCAL YEAR (the grant year, four digits on this screen), and/or SOURCE TYPE (for HOME grants, **DC**, **MC**, **SG**, **ST**, or **UC**). Press <Enter> to display all the subfunds that meet the criteria you have specified:

```

06/12/06  18:19                MAINTAIN  SUBFUNDS                C04MG07
-----
PROGRAM CODE:  M   FISCAL YEAR:  2005   SOURCE TYPE:  SG
SELECTION:  X - INQUIRE, C - CANCEL, R - REVISE

SEL  PGM   YEAR  SRCE  FUND  STATUS  GRANT NUMBER  AUTHORIZED AMOUNT
---  ---  ---  ---  ---  ---  ---  ---
-   HOME  2005  SG   AD   ACTIVE  M05SG420100  $2,914,456.40
      RECIPIENT NAME: PENNSYLVANIA
-   HOME  2005  SG   CO   ACTIVE  M05SG420100  $0.00
      RECIPIENT NAME: PENNSYLVANIA
-   HOME  2005  SG   CR   ACTIVE  M05SG420100  $4,371,684.60
      RECIPIENT NAME: PENNSYLVANIA
-   HOME  2005  SG   SU   ACTIVE  M05SG420100  $21,858,423.00
      RECIPIENT NAME: PENNSYLVANIA

TYPE X, C OR R FOR SUBFUND(S) YOU WANT
F1 = HELP  F3 = VALDT  F4 = MAIN MENU  F6 = CLEAR SCREEN
F7 = PREV  F17 = UP    F18 = DOWN

```

## Revising the Amount of a Subfund

If you have just created a new subfund, you will need to specify the amount to be subfunded to it. For an existing subfund, you may want to increase or decrease the current amount. For example, 10% of your HOME grant is automatically suballocated to the AD subfund. While a PJ may not spend more than 10% on admin costs, it may spend less.

To revise a subfund amount, type **R** in the selection field next to that subfund and press <Enter>. The Revise Subfund screen is displayed:

```

06/12/06                                REVISE SUBFUND                                C04MG08
                                           -----                                09:07

GRANT NUM : M05DC370204                SOURCE TYPE : DC
PGM CODE  : M (HOME)                    RECIP TYPE  : LG
FISCAL YR : 2005                        FUND TYPE  : CO
SOURCE UOG: 000001 / 00001            SRCE NM: US DEPARTMENT OF HOUSING AND URBAN DEVE
RECIP UOG: 373180 / 00001            RECP NM: WINSTON-SALEM CONSORTIUM

AMT FIELDS                                AMOUNT                SUBFUND STATUS      : A - ACTIVE
-----                                -----
ORIG./CAP :                               $68,654.55          GRANT INSERT DATE  : 2006-06-12
AUTH      :                               $0.00              LAST MODIFIED DATE : 2006-06-12
SUBALLOC  :                               $0.00              LAST MODIFIED TIME : 09.04.22
ACT CMTD  :                               $0.00
DD PENDING:                               $0.00              AVBL TO COMMIT     : **** N/A ****
DRAWN     :                               $0.00              AVBL TO DRAW       : **** N/A ****
RETURNED  :                               $0.00              AVBL TO SUBGRANT   :                               $0.00

NEW AUTH  :                               $0.00
NEW AUTH AMT MINIMUM ALLOWED :                               $0.00
NEW AUTH AMT MAXIMUM ALLOWED :                               $68,654.55 (CO FUND - MAX 05% OF EN)

PRESS ENTER TO CONFIRM REVISION
                                           F3 = VALIDATE      F7 = PREV
    
```

The only input field is NEW AUTH. Enter the new amount for the subfund. It must be within the range shown for NEW AUTH AMT MINIMUM ALLOWED and NEW AUTH AMT MAXIMUM ALLOWED. If you are updating an existing amount, enter the new amount and not the amount of the increase or decrease.

Field	Description
GRANT NUM	The number of the grant this subfund has been created from.
SOURCE TYPE	The type of the grant the subfund was created from. For HOME, the fourth and fifth characters of the HOME grant number:  <b>DC</b> Consortium <b>MC</b> Metropolitan City <b>SG</b> State <b>ST</b> Insular Area <b>UC</b> Urban County
PGM CODE	The code for the CPD program that provided the funds—for HOME, it is <b>M</b> .
RECIP TYPE	The recipient type. For HOME:  <b>CO</b> CHDO <b>LG</b> Local Government <b>OE</b> Other Entity <b>SE</b> State Entitlement <b>SR</b> State Recipient
FISCAL YEAR	The year of the grant (the second and third characters of the grant number expressed as a four-digit year).
FUND TYPE	The subfund type. For HOME:  <b>AD</b> Administration <b>CR</b> CHDO Reserve



Field	Description
	<b>CO</b> CHDO Operating Expenses <b>CC</b> CHDO Capacity Building <b>CL</b> CHDO Loan <b>SU</b> Subgrant
SOURCE UOG and SRCE NM	The source of the subfunded funds.
RECIP UOG and RECP NM	The recipient of the subfunded funds.
<i>Amount Fields</i>	
ORIG/CAP	For the CR subfund, the minimum subfund amount. For all other subfunds, the maximum subfund amount.
AUTH	The total authorized amount of this subfund, available to the PJ to subfund, subgrant, commit to activities, and draw. It is updated when you change the NEW AUTH amount.
SUBALLOC	The amount of this subfund that has been suballocated (subfunded or subgranted) to other organizations.
ACT CMTD	The amount of this subfund committed to activities.
DD PENDING	The sum of draws against this subfund that have been requested but not yet completed.
DRAWN	The total amount disbursed from this subfund.
RETURNED	The total amount of funds disbursed from this subfund that the PJ has returned to the Letter of Credit.
NEW AUTH	Enter the new amount for the subgrant. It must be within the range shown for NEW AUTH AMT MINIMUM ALLOWED and NEW AUTH AMT MAXIMUM ALLOWED. If you are updating an existing amount, enter the new amount and not the amount of the increase or decrease.
NEW AUTH AMT MAXIMUM ALLOWED	The maximum amount that may be entered in NEW AUTH. The calculation is based on the amount available from the source and the amount already used.
NEW AUTH AMT MINIMUM ALLOWED	The minimum amount that may entered in NEW AUTH. It, too, is calculated based on amount available and amount used.
AVBL TO COMMIT	The amount of this subfund that is available to commit to activities.
AVBL TO DRAW	The amount of this subfund that is available to draw for activities.
AVBL TO SUBGRANT	The amount of this subfund that is available to subgrant to other organizations.
<i>Status Fields</i>	
SUBFUND STATUS	Active or Cancelled.
GRANT INSERT DATE	The date this subfund was created.
LAST MODIFIED DATE/TIME	The date and time this subfund was last changed. The following processes cause an update: <ul style="list-style-type: none"> <li>• Creating the subfund or revising its amount</li> <li>• Funding an activity from the subfund</li> <li>• Drawing down from the subfund</li> </ul>

When you have input the NEW AUTH AMT, press <Enter> to save your data. The Maintain Subfunds screen is displayed with the message SELECTION(S) PROCESSED SUCCESSFULLY.

## Viewing a Subfund

Start on the Maintain Subfunds screen and follow the procedure outlined on page D-4 to display your subfunds. Enter **X** in the selection field of each subfund you want to view and press <Enter>. The Inquire Subfund screen is displayed. It is identical to the Revise Subfund screen except that it is read-only.

## Canceling a Subfund

A subfund may be cancelled only if the amount displayed in NEW AUTH AMOUNT MINIMUM is \$0, indicating that none of its funds have been committed, drawn, subgranted, or subfunded. Exception: the CR subfund cannot be cancelled.

To cancel a subfund, access it on the Maintain Subfunds screen, as you do to revise or view a subfund. If necessary, first revise the subfund amount to \$0. Enter **C** in the selection field of the subfund to be cancelled and press <Enter>. The Cancel Subfund screen is displayed. Press <Enter> to confirm the cancellation. The Maintain Subfunds screen is displayed with the message SELECTION(S) PROCESSED SUCCESSFULLY.

## CREATE SUBGRANTS

Subfunds are used in IDIS to track a HOME grant by *types of funds*, while subgrants are used to track the funds by the *organizations* receiving them. To create a subgrant, go to the Subgrant & Subfund Menu, select option **01** and press <Enter>. The Create Sub-Grant(s) screen is displayed:

```

06/12/06   15:46                CREATE SUB-GRANT(S)                C04MG01
-----
 UOG      UOG      PGM  FSCL  SCE  FUND  SUBALLOC  AVAILABLE
 CDE      NBR      CDE  YEAR  TYPE TYPE  AMOUNT    GRANT BALANCE
-----
 RECIPIENT: _____ GRANT NUMBER: _____ $0.00
 RECIPIENT HAS BANKING? (Y/N) _

 RECIPIENT: _____ GRANT NUMBER: _____ $0.00
 RECIPIENT HAS BANKING? (Y/N) _

 RECIPIENT: _____ GRANT NUMBER: _____ $0.00
 RECIPIENT HAS BANKING? (Y/N) _

 RECIPIENT: _____ GRANT NUMBER: _____ $0.00
 RECIPIENT HAS BANKING? (Y/N) _

ENTER YOUR SUBGRANT REQUEST(S)
F1 = HELP  F3 = VALDT  F4 = MAIN MENU  F6 = CLEAR SCREEN
F7 = PREV  F9 = SAVE
    
```

Fill in the screen this way:

Field	Description
UOG CDE and UOG NUM	If you know the UOG code and number of the organization receiving the subgrant, enter them here. Otherwise, with the cursor positioned in either of the two fields, press <F1> and select the organization from the SUB RECIPIENT LIST that is displayed.
PGM CDE	Enter <b>M</b> for HOME.
FSCL YEAR	Enter the last two digits of the grant year that the subgrant is being created from (the second and third characters of your HOME grant number).
SCE TYPE	Enter the type of the grant that the subgrant is being created from. For HOME, this is the fourth and fifth characters of the HOME grant number:  <b>DC</b> Consortium <b>MC</b> Metropolitan City <b>SG</b> State <b>ST</b> Insular Area <b>UC</b> Urban County

Field	Description
FUND TYPE	<p>Enter the type of funds being subgranted:</p> <p><b>AD</b> Admin  <b>CC</b> CHDO Capacity Building  <b>CL</b> CHDO Loan  <b>CO</b> CHDO Operating Expenses  <b>SU</b> Subgrant</p> <p>A subfund with the corresponding fund type must exist for the fund type to be valid.</p>
RECIPIENT HAS BANKING?	<p>Enter <b>Y</b> if the organization receiving the subgrant is authorized to receive drawdowns directly from LOCCS. Otherwise, enter <b>N</b> or leave the field blank (IDIS will automatically set it to N).</p>

When you are finished, press <F9> to save your data. The GRANT NUMBER field is filled in, and the message \$0 SUB-GRANT CREATED. USE MAINTAIN SUB-GRANT TO REVISE AMOUNT is displayed.

Press <F7> to return to the Subgrant & Subfund Menu.

## MAINTAIN SUBGRANTS

To revise, view, or cancel subgrants, select Subgrant & Subfund Menu option **02** and press <Enter> to display the Maintain Subgrants screen:

```

06/12/06  08:48                MAINTAIN SUBGRANTS                C04MG02
-----
PROGRAM CODE:  _   FISCAL YEAR:  ____   SOURCE TYPE:  __
SELECTION: X - INQUIRE, C - CANCEL, R - REVISE

PRESS ENTER TO CONTINUE; PROGRAM CODE, FISCAL YR AND TYPE ARE OPTIONAL
F1 = HELP  F3 = VALDT  F4 = MAIN MENU  F6 = CLEAR SCREEN
F7 = PREV  F17 = UP    F18 = DOWN
    
```

If you press <Enter>, all of your subgrants are listed, from oldest to newest. Instead, limit the number of subgrants displayed by entering a PROGRAM CODE (**M** for HOME), FISCAL YEAR (the grant year, four digits on this screen), and/or SOURCE TYPE (for HOME grants, **DC**, **MC**, **SG**, **ST**, or **UC**). Press <Enter> to display all the subgrants that meet the criteria you have specified:

```

06/12/06  18:36                MAINTAIN SUBGRANTS                C04MG02
-----
PROGRAM CODE:  M   FISCAL YEAR:  2005   SOURCE TYPE:  ___
SELECTION:  X - INQUIRE,  C - CANCEL,  R - REVISE

SEL  PGM   YEAR  SRCE  FUND  STATUS  GRANT NUMBER  AUTHORIZED AMOUNT
---  ---  ---  ---  ---  ---  ---  ---
_   HOME  2005  SG   AD   ACTIVE  M05SG420100  $2,000.00
      RECIPIENT NAME:  DUBOIS
_   HOME  2005  SG   CO   ACTIVE  M05SG420100  $0.00
      RECIPIENT NAME:  DUBOIS
_   HOME  2005  SG   CR   ACTIVE  M05SG420100  $368,000.00
      RECIPIENT NAME:  DUBOIS
_   HOME  2005  SG   AD   ACTIVE  M05SG420100  $24,000.00
      RECIPIENT NAME:  SCHUYLKILL COUNTY
_   HOME  2005  SG   SU   ACTIVE  M05SG420100  $470,000.00
      RECIPIENT NAME:  BRADFORD COUNTY

TYPE X, C OR R FOR SUBGRANT(S) YOU WANT
F1 = HELP  F3 = VALDT  F4 = MAIN MENU  F6 = CLEAR SCREEN
F7 = PREV  F17 = UP    F18 = DOWN
    
```

## Revising the Amount of a Subgrant

If you have just created a new subgrant, you will need to specify the amount to be subgranted to it. For an existing subgrant, you may want to increase or decrease the current amount. To revise a subgrant amount, type **R** in the selection field next to that subgrant and press <Enter>. The Revise Subgrant screen is displayed:

```

06/12/06                                REVISE SUBGRANT                                C04MG03
                                           -----                                16:25
GRANT NUM : M05SG420100                SOURCE TYPE : SG
PGM CODE  : M (HOME)                   RECIP TYPE  : SR        STATUS: A - ACTIVE
FISCAL YR : 2005                       FUND TYPE  : SU
SOURCE UOG: 420001 / 00001             SRCE NM: PENNSYLVANIA
RECIP UOG : 429121 / 00002             RECP NM: VENANGO COUNTY

AMT FIELDS          AMOUNT          BANKING          CURRENT NEW
-----          -
ORIG./CAP :          $0.00          RECIPIENT HAS BANKING? (Y/N):    N    _
AUTH      :          $0.00
SUBALLOC  :          $0.00          GRANT INSERT DATE : 2006-06-12
ACT CMTD  :          $0.00          LAST MODIFIED DATE : 2006-06-12
DD PENDING:          $0.00          LAST MODIFIED TIME : 15.58.33
DRAWN     :          $0.00
RETURNED  :          $0.00          AVBL TO COMMIT      :          $0.00
                                           AVBL TO DRAW        :          $0.00
NEW AUTH  :          $0.00          AVBL TO SUBGRANT    :          $0.00
NEW AUTH AMT MINIMUM ALLOWED :          $0.00
NEW AUTH AMT MAXIMUM ALLOWED :          $17,911,893.00

PRESS ENTER TO CONFIRM REVISION
                                           F3 = VALIDATE      F7 = PREV
    
```

The only input field is NEW AUTH. Enter the new amount for the subgrant. It must be within the range shown for NEW AUTH AMT MINIMUM ALLOWED and NEW AUTH AMT MAXIMUM ALLOWED. If you are updating an existing amount, enter the new amount and not the amount of the increase or decrease.

Field	Description
GRANT NUM	The number of the grant this subgrant has been created from.
SOURCE TYPE	The grant type. For HOME, the fourth and fifth characters of the HOME grant number:  <b>DC</b> Consortium <b>MC</b> Metropolitan City <b>SG</b> State <b>ST</b> Insular Area <b>UC</b> Urban County
PGM CODE	The code for the CPD program that provided the funds—for HOME, it is <b>M</b> .
RECIP TYPE	The recipient type. For HOME:  <b>CO</b> CHDO <b>LG</b> Local Government <b>OE</b> Other Entity <b>SE</b> State Entitlement <b>SR</b> State Recipient
FISCAL YEAR	The year of the grant that the subgrant was created from (the second and third characters of the grant number expressed as a four-digit year).
FUND TYPE	The subgrant type. For HOME:  <b>AD</b> Administration <b>CC</b> CHDO Capacity Building

Field	Description
	<b>CL</b> CHDO Loan <b>CO</b> CHDO Operating Expenses <b>CR</b> CHDO Reserve <b>SU</b> Subgrant
SOURCE UOG and SRCE NM	The source of the subgranted funds.
RECIP UOG and RECP NM	The recipient of the subgrant.
<i>Amount Fields</i>	
ORIG/CAP	The original amount of the subgrant.
AUTH	The total authorized amount of this subgrant available to the subgrantee to subgrant, commit to activities, and draw. It is updated when you change the NEW AUTH amount.
SUBALLOC	The amount of this subgrant that has been subgranted to other organizations.
ACT CMTD	The amount of this subgrant committed to activities.
DD PENDING	The sum of draws against this subgrant that have been requested but not yet completed.
DRAWN	The total amount disbursed from this subgrant.
RETURNED	The total amount of funds disbursed from this subgrant that have been returned to the Letter of Credit.
NEW AUTH	Enter the new amount for the subgrant. It must be within the range shown for NEW AUTH AMT MINIMUM ALLOWED and NEW AUTH AMT MAXIMUM ALLOWED. If you are updating an existing amount, enter the new amount and not the amount of the increase or decrease.
NEW AUTH AMT MAXIMUM ALLOWED	The maximum amount that may be entered in NEW AUTH. The calculation is based on the amount available from the source and the amount already used.
NEW AUTH AMT MINIMUM ALLOWED	The minimum amount that may entered in NEW AUTH. It, too, is calculated based on amount available and amount used.
AVBL TO COMMIT	The amount of this subgrant that is available to commit to activities.
AVBL TO DRAW	The amount of this subgrant that is available to draw for activities.
AVBL TO SUBGRANT	The amount of this subgrant that is available to subgrant to other organizations.
<i>Status Fields</i>	
SUBGRANT STATUS	Active or Cancelled.
GRANT INSERT DATE	The date this subgrant was created.
LAST MODIFIED DATE/TIME	The date and time this subgrant was last changed. The following processes cause an update: <ul style="list-style-type: none"> <li>• Creating the subgrant or revising its amount</li> <li>• Funding an activity from the subgrant</li> <li>• Drawing down from the subgrant</li> </ul>

When you have input the NEW AUTH AMT, press <Enter> to save your data. The Maintain Subgrants screen is displayed with the message SELECTION(S) PROCESSED SUCCESSFULLY.

## Viewing a Subgrant

Start on the Maintain Subgrants screen and follow the procedure outlined on page D-10 to display your subgrants. Enter **X** in the selection field of each subgrant you want to view and press <Enter>. The Query Subgrant screen is displayed. It is identical to the Revise Subgrant screen except that it is read-only.

## Canceling a Subgrant

A subgrant may be cancelled only if the amount displayed in NEW AUTH AMOUNT MINIMUM is \$0, indicating that none of its funds have been committed, drawn, or subgranted.

To cancel a subgrant, access it on the Maintain Subgrants screen, as you do to revise or view a subgrant. If necessary, first revise the subgrant amount to \$0. Enter **C** in the selection field of the subgrant to be cancelled and press <Enter>. The Cancel Subgrant screen is displayed. Press <Enter> to confirm the cancellation. The Maintain Subgrants screen is displayed with the message SELECTION(S) PROCESSED SUCCESSFULLY.

**TIP** Once a subgrant has been cancelled, a PJ cannot reinstate it. Revising the subgrant to \$0 and leaving it as Active allows a PJ to use the subgrant at a future time.



# Appendix E

## 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 ( entitlement, admin, CHDO, CHDO loan, etc.) to be used for the activity.

### FUNDING HOME ACTIVITIES

Once you have completed the HOME setup screens for an activity, it is ready to be funded. HOME funds are committed to activities by fund type, which include:

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

If you have receipted funds with a fund type of **RL**-Revolving Loan or **SF**-State Revolving Loan in the IDIS receipts module (Main Menu option **H**), they may also be committed to activities. The HOME Program Office would prefer that you not receipt HOME funds as RL or SF.

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

Activity Type	Fund Type Options
Rental	All fund types. CR, CL, and CC may be used only if the activity has been identified at setup as a CHDO activity (on the CHDO Questions screen).
Homebuyer	Same as rental.
Homeowner Rehab	All fund types except CO, CR, CC, and CL.
TBRA	Same as homeowner rehab.
Admin/CHDO Operating/CHDO Capacity Building	AD, CO, and CC only.

Instructions for funding activities follow.

## ACTIVITY FUNDING SCREENS

Select Main Menu option **H** and press <Enter> to display the first of four activity funding screens.

### Activity Funding Menu

The Activity Funding Menu offers the choice of viewing the current funding for an activity or maintaining (adding or updating) funding data. The two options are very similar except, of course, that data cannot be changed when option **01** is selected. Option **02** is covered in this section.

```
06/08/06      THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM  C04MM01
10:36:19

                ACTIVITY FUNDING MENU

                01  VIEW ACTIVITY FUNDING
                02  MAINTAIN ACTIVITY FUNDING

TYPE SELECTION AND PRESS ENTER      I 00

F4 = MAIN MENU    F7 = PREV
```

Select option **02** and press <Enter> to display the next screen.

## Activity Funding List Screen

The purpose of this screen is to identify the activity to be funded and, optionally, to limit the funding sources that are displayed by program and fund type. On initial display, no activities are listed.

```

06/12/06   14:17                               ACTIVITY FUNDING LIST                               C04M003

PROJECT OWNER GRANTEE NAME: ARIZONA
CPS PROJECT: _____ PGM YEAR: _____ HUD ACTIVITY NBR: _____
SHOW GRANTS WHERE: RECIP UOG CD/NUM: _____ PROGRAM CODE: _ FUND TYPE: __
SEL  PROJECT  PGM YEAR  IDIS ACTIVITY  ACTIVITY NAME

F1 = OWNER HELP  F2 = PROJ HELP  F4 = MAIN MENU
F17 = UP         F18 = DOWN
    
```

To identify the activity you want to fund, you can:

- Enter the activity's HUD ACTIVITY NBR and press <Enter> to go directly to the Maintain Activity Funding screen.
- Press <Enter> to display all of your activities in HUD ACTIVITY NBR order (from highest to lowest).
- Specify criteria to limit the number of activities that will be displayed, as explained in the table below.

Field	Description
PROJECT OWNER GRANTEE NAME	If you are not logged on to IDIS as the PJ who owns the activity to be funded, press <F1> to display the Activity Owner List screen. Select the owner of the activity and press <Enter> to return to the funding screen.
CPS PROJECT PGM YEAR	To display all of the activities set up under a particular project, enter the project ID and program year (both fields must be input) and press <Enter>. Choose the activity to be funded from the list that is displayed.
HUD ACTIVITY NBR	Enter the HUD ACTIVITY NBR (also the called IDIS Activity ID) of the activity to be funded.
SHOW GRANTS WHERE: RECIP UOG CD/NUM PROGRAM CODE	Input values in these fields to limit the funding sources that will be displayed on the next screen by recipient, program, and/or fund type. There are no help screens for the fields.

Field	Description
FUND TYPE	<p>The program codes are:</p> <p><b>M</b> HOME  <b>B</b> CDBG  <b>H</b> HOPWA  <b>S</b> ESG</p> <p>The fund types used by HOME are:</p> <p><b>EN</b> Entitlement  <b>AD</b> Administration  <b>CC</b> CHDO Capacity Building  <b>CL</b> CHDO Loan  <b>CO</b> CHDO Operating Expenses  <b>CR</b> CHDO Reserve  <b>PI</b> Program Income  <b>SU</b> Subgrant</p>

When you are finished, press <Enter> to display all the activities that meet the criteria you have specified:

```

06/12/06  14:17                ACTIVITY FUNDING LIST                C04M003

PROJECT OWNER GRANTEE NAME: ARIZONA
CPS PROJECT: _____ PGM YEAR: _____ HUD ACTIVITY NBR: _____
SHOW GRANTS WHERE: RECIP UOG CD/NUM: _____ PROGRAM CODE: _ FUND TYPE: _
SEL  PROJECT   PGM YEAR   IDIS ACTIVITY  ACTIVITY NAME
--  -
_    0002      2005       3347          R
_    0124      2004       3346          HOME Apache Junction Germain 320-05
_    0101      2005       3345          HOME Tolleson Villela OOHR 313-06-0
_    0131      2004       3344          HOME Bullhead City Lokers OOHR 328-
_    0101      2005       3343          HOME Tolleson Camacho OOHR 313-06-0
_    0114      2004       3342          HOME Yuma, City Reilly OOHR 310-05-
_    0114      2004       3341          HOME Yuma, City Cisneros OOHR 310-0
_    0130      2004       3340          HOME WACOG Grissum OOHR 304-05-11
_    0116      2003       3339          HOME Williams Hsg Auth Reyes 321-04
_    0116      2003       3338          HOME Williams Hsg Auth Reed 321-04-
_    0130      2004       3337          HOME WACOG Munson OOHR 304-05-10
_    0130      2004       3336          HOME WACOG Moore OOHR 304-05-09
_    0130      2004       3335          HOME WACOG Lobato OOHR 304-05-08
_    0130      2004       3334          HOME WACOG Lizarraga OOHR 304-05-07
_    0101      2005       3333          HOME Tolleson Gonzales OOHR 313-06-

F1 = OWNER HELP  F2 = PROJ HELP  F4 = MAIN MENU
F17 = UP          F18 = DOWN
    
```

Enter **X** in the selection field of the activity to be funded and press <Enter>. The Maintain Activity Funding screen is displayed.

## Maintain Activity Funding Screen MO04

This screen displays all the available sources of funding for the activity (unless you restricted the list by entering a recipient, program, or fund type code on the previous screen), including grants, subfunds, and subgrants. The list is also limited by the type of HOME activity being funded, as explained on page E-1.

```

06/12/06  14:18                MAINTAIN ACTIVITY FUNDING                C04MO04

GRANTEE NAME: ARIZONA
CPS PROJECT: 0099  PGM YEAR: 2005  HUD ACTIVITY ID: 000000003324
ACTIVITY NAME: HOME FSL HomeImprv Cota 307-06-05
GRANTEE ACTIVITY NBR: 307-06-05          ACT TOT FUNDED:          $75,000.00
EST. MAX. FUNDING:          $75,000.00    ACT TOT DRAWN:            $804.05

      < SOURCE > < RECEIP >
SEL PGM FND      U O G      U O G      AMOUNT AVL.      FUNDED THIS GRANT
  CD TYP TYP CD/NUM TYP CD/NUM  FOR FUNDING      DRAWN THIS GRANT
  _  M  AD  SG  000001 SE  040001  $859,816.70      $0.00
                        00001      00001                $0.00
  _  M  EN  SG  000001 SE  040001  $10,863,979.68  $75,000.00
                        00001      00001                $804.05
  _  M  PI  SG  000001 SE  040001    $0.00            $0.00
                        00001      00001                $0.00
  _  M  SU  SG  040001 SR  049005    $0.00            $0.00
                        00001      00002                $0.00
  _  M  SU  SG  040001 OE  040144    $0.00            $0.00
                        00001      00003                $0.00

F4 = MAIN MENU  F7 = PREV  F17 = UP  F18 = DOWN
    
```

The only input field is SEL, where you enter **X** to select a funding source. You can select only one source at a time.

Field	Description
GRANTEE NAME CPS PROJECT PGM YEAR HUD ACTIVITY ID ACTIVITY NAME GRANTEE ACTIVITY NBR	These fields identify the activity you are funding.
ACT TOT FUNDED	The total amount of funds committed to the activity to date.
EST. MAX. FUNDING	The TOTAL ESTIMATED AMOUNT from Common Path screen MA08, and the maximum amount you can commit to the activity from all sources. If you need to fund an activity for more than the maximum shown here, you must increase the TOTAL ESTIMATED AMOUNT on screen MA08.
ACT TOT DRAWN	The total amount of funds disbursed for the activity to date, plus pending draws.
SEL	Enter <b>X</b> in the selection field of the funding source you want to use to fund this activity. Only one source can be selected.

Field	Description
PGM CD	The code for the CPD program that provided the funds— <b>M</b> (HOME), <b>B</b> (CDBG), <b>H</b> (HOPWA), or <b>S</b> (ESG).
FND TYP	For HOME: <b>EN</b> Entitlement <b>SU</b> Subgrant <b>AD</b> Administration <b>CO</b> CHDO Operating Expenses <b>CR</b> CHDO Reserve <b>CC</b> CHDO Capacity Building <b>CL</b> CHDO Loan <b>PI</b> Program Income  Only types that are appropriate for the activity being funded are displayed (see page E-1).
TYP	For HOME, the fourth and fifth characters of the HOME grant number: <b>DC</b> Consortium <b>MC</b> Metropolitan City <b>SG</b> State <b>ST</b> Insular Area <b>UC</b> Urban County
SOURCE UOG CD/NUM	The UOG code and number of the source for the funds. A UOG code/number of 000001/0001 means that the funding source came directly from HUD.
RECEIP (sic) TYP	The recipient organization type. For HOME, the types are: <b>CO</b> CHDO <b>LG</b> Local Government <b>OE</b> Other Entity <b>SE</b> State Entitlement <b>SR</b> State Recipient
RECEIP UOG CD/NUM	The UOG code and number of the recipient of the funds.
AMOUNT AVL. FOR FUNDING	The amount of this funding source available for commitment to activities.
FUNDED THIS GRANT	The amount committed to the activity from this funding source.
DRAWN THIS GRANT	The amount disbursed for the activity plus pending draws from this funding source

Enter **X** in the SEL field of the source you want to use and press <Enter> to display the next screen.

## Maintain Activity Funding Screen MO05

This screen shows the details of the funding source selected.

```

06/12/06                                MAINTAIN ACTIVITY FUNDING                                C04MO05
                                                                                               14:22

GRANTEE NAME   : ARIZONA
ACTIVITY NAME  : HOME FSL HomeImprv Cota 307-06-05
CPS PROJECT #  : 0099                      HUD ACTIVITY ID       : 000000003324
PROGRAM YEAR   : 2005                      GRANTEE ACTIVITY #    : 307-06-05

EST MAX FND AMT:          $75,000.00 <===== CURRENT FUNDING THIS SOURCE =====>
ACT TOT FUNDED  :          $75,000.00 YEAR          FUNDED AMOUNT          DRAWN AMOUNT
ACT TOT DRAWN  :          $804.05 <--> <-----> <----->

<----- THIS SOURCE ----->
PROGRAM CODE   : M
SRCE UOG CD/NM: 000001/00001
SOURCE TYPE    : SG
RECIP UOG CD/NM: 040001/00001
RECIP TYPE     : SE
FUND TYPE      : AD

AMT AVAILABLE  :          $859,816.70
FUNDED THIS SRC:          $0.00
DRAWN THIS SRCE:          $0.00

THIS ACTIVITY HAS NOT BEEN FUNDED FROM THIS GRANT
F4 = MAIN MENU      F7 = PREV      F9 = SAVE      F17 = UP      F18 = DOWN
    
```

The input fields are YEAR and FUNDED AMOUNT. Entering a YEAR here does not mean that funds will be committed from your grant for that year (funds are committed FIFO in IDIS, as explained on page E-8). Most of the read-only fields show information from the previous screen in a different format and order.

Field	Description
GRANTEE NAME ACTIVITY NAME CPS PROJECT # HUD ACTIVITY ID PROGRAM YEAR GRANTEE ACTIVITY #	These fields, repeated from the previous screen, identify the activity you are funding.
EST MAX FND AMT	Same as EST. MAX. FUNDING on the previous screen.
ACT TOT FUNDED	This field is initially populated with ACT TOT FUNDED from the previous screen. When you press <Enter> or <F9> to save your input, the system recalculates the total amount of funds committed to the activity based on the FUNDED AMOUNT you input/updated. The recalculated amount is shown when the screen is redisplayed.
ACT TOT DRAWN	Repeated from the previous screen.
YEAR	This field has no correlation with program year or grant year. It is solely there to allow you to associate a year of your choosing with this funding. Any year later than 1959 can be entered. If YEAR is left blank, it is set to '0000' by the system.

Field	Description
FUNDED AMOUNT	Enter the amount, in dollars and cents, of the funds to be committed from this source.
DRAWN AMOUNT	Same as DRAWN THIS GRANT on this previous screen.
PROGRAM CODE	Same as PGM CD on the previous screen.
SRCE UOG CD/NM	Same as SOURCE UOG Cd/NUM on the previous screen.
SOURCE TYPE	Same as TYP on the previous screen.
RECIP UOG CD/NM	Same as RECEIP UOG Cd/NUM on the previous screen.
RECIP TYPE	Same as RECEIP TYP on the previous screen.
FUND TYPE	Same as FND TYP on the previous screen.
AMT AVAILABLE	This field is initially populated with AMOUNT AVL FOR FUNDING on the previous screen. Like the ACT TOT FUNDED field, it is recalculated when you press <Enter> or <F9> to save your data.
FUNDED THIS SRC	This field is initially populated with FUNDED THIS GRANT on the previous screen. Like the ACT TOT FUNDED field, it is recalculated when you press <Enter> or <F9> to save your data.
DRAWN THIS SRCE	Same as DRAWN THIS GRANT on this previous screen.

Press <Enter> or <F9> to save your data.

When a source is used to fund an activity, the amount of funding is also added to the funding source as “committed to activity”. The amount committed to activities appears on the HOME Status of Grants report (PR27). This commitment of funds from the funding source is done on a first-in first-out (FIFO) basis. This means that funds are committed from the oldest funding source having the same program (HOME in this case), source of funds, recipient of funds, and type of funds (fund type). FIFO helps PJs meet their 24-month commitment requirement by using older funds first.



# Appendix F

## DRAWDOWNS

---

To access the IDIS drawdown functions, select Main Menu option **D** and press <Enter>. The Drawdown Menu is displayed:

```
06/09/06      THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM      C04MD01

                DRAWDOWN MENU

                01  DRAWDOWN AUTHORIZATION
                02  VIEW GRANT SUMMARY OR DETAILS
                03  VIEW ACTIVITY FUNDING DETAILS
                04  CREATE DRAWDOWNS / VOUCHER
                05  MAINTAIN DRAWDOWNS / VOUCHERS
                06  APPROVE DRAWDOWNS / VOUCHERS

TYPE SELECTION AND PRESS ENTER  01

F4 = MAIN MENU
```

Four of the options—drawdown authorization and create, maintain, and approve drawdowns—are explained below. Options 02 and 03 are not covered, since they are not used directly in the drawdown process. For information on them, refer to Chapter 7 of the IDIS Reference Manual.

## DRAWDOWN AUTHORIZATION

The first step in the drawdown process is always drawdown authorization. That is why the selection field is pre-filled with **01** when the Drawdown Menu is initially displayed. Press <Enter> to display the authorization screen:

```

06/10/06  10:54          DRAWDOWN AUTHORIZATION          C04MD05

LOGIN GRANTEE NAME: CHICAGO
ENTER GRANTEE NAME TO SEARCH: _____
SEL  <----- GRANTEE NAMES ----->          CITY
-    BETHEL NEW LIFE                               CHICAGO
-    BICKERDIKE REDEV. CORP                       CHICAGO
-    CENTRAL CITY HOUSING VENTURES                 CHICAGO
-    CENTURY PLACE DEVELOPMENT CORP               CHICAGO
-    CHICAGO                                       CHICAGO
-    CHICAGO BETTER HOUSING ASSOC.                 CHICAGO
-    CLARETIANS ASSOCIATES                         CHICAGO
-    COVENANT DEVELOPMENT CORP                     CHICAGO
-    GENESIS HOUSING DEVELOPMENT CORPORATION       CHICAGO
-    GSW RESIDENTIAL CORPORATION                   CHICAGO
-    HISPANIC HOUSING DEV CORP.                    CHICAGO
-    INTERFAITH HOUSING DEVELOPMENT OF CHICAGO     CHICAGO
-    INTERFAITH ORG PROJECT OF GREATER CHICAGO     CHICAGO
-    L.U.C.H.A.                                    CHICAGO
-    LAKEFRONT SRO CORP                            CHICAGO
-    LAWNSDALE CHRISTIAN DEVELOPMENT CORP          CHICAGO

ENTER NAME TO SEARCH OR ENTER "X" UNDER SEL COLUMN TO SELECT GRANTEE FROM LIST
F4 = MAIN MENU  F7 = PREV  F8 = NEXT          F17 = UP  F18 = DOWN

```

The screen lists the organization that you can conduct drawdown processing for\*. In addition to the organization you are logged in as (shown in the LOGIN GRANTEE NAME field), the list also includes:

- All organizations that have received a subgrant from the organization you are logged in as.
- All organizations that have been granted permission to carry out activities by the organization you are logged in as. This is the permission is granted on Common Path screen MA03, in the WILL ANOTHER ENTITY OR CHDO HAVE ACCESS TO THE ACTIVITY field.

Select the organization for whom the drawdown is being made. Enter **X** in its SEL field and press <Enter>. You are required to confirm your selection by pressing <Enter> a second time. After you do, the Drawdown Menu is redisplayed.

Once the authorization step is completed, you can access any of the other Drawdown Menu options.

\*This is *not* the same list that users with multiple security profiles are shown when they log in to IDIS. That screen is explained in Appendix B.





Field	Description
	<b>AD</b> Administration <b>CO</b> CHDO Operating Expenses <b>CR</b> CHDO Reserve <b>CC</b> CHDO Capacity Building <b>CL</b> CHDO Loan <b>PI</b> Program Income
ST	The source type. For HOME, the fourth and fifth characters of the HOME grant number:  <b>DC</b> Consortium <b>MC</b> Metropolitan City <b>SG</b> State <b>ST</b> Insular Area <b>UC</b> Urban County
RT	The recipient type. For HOME:  <b>CO</b> CHDO <b>LG</b> Local Government <b>OE</b> Other Entity <b>SE</b> State Entitlement <b>SR</b> State Recipient
FUNDED	The amount committed to this activity from this funding source.
DRAWN	The amount drawn to date for this activity from this funding source.
AVAILABLE	The amount still available to draw for this activity from this funding source, equal to FUNDED minus DRAWN.
SOURCE	The name of the source of this funding.
RECIPIENT	The name of the recipient of this funding.

When you are done inputting draw amounts on the screen, press <Enter> to save your data. If funding sources are displayed on more than one screen, press <F18> to display the next screen and <F17> to display the previous one. *Caution:* If you don't press <Enter> before paging forward or back, data you entered on the current screen will not be saved.

When you have finished entering all draws for all activities, press <F20> to create the voucher and display the next screen.

## Create Drawdown Screen MD14

This screen displays the draw amounts by funding source for each activity.

```
06/10/06 11:20          CREATE DRAWDOWN                      C04MD14

DRAWDOWN FOR : CHICAGO          ACT OWNER : CHICAGO
REQUESTED SUBMISSION DATE: MM / DD / CCYY  <-- TO LOCCS (MM/DD/CCYY FORMAT)

HUD ACTIVITY
000000005922  HOME    EN    MC    LG          5000.00  ADDI - 1215 BURNS AVEN
000000005922  HOME    PI    MC    LG          10000.00 ADDI - 1215 BURNS AVEN
000000006196  HOME    PI    MC    LG          87000.00 SPAULDING STREET SENIO
000000005879  HOME    AD    MC    LG          2000.00  HOME ADMIN

PRESS F20 AGAIN TO CONFIRM DRAWDOWN REQUEST
F4 = MAIN MENU  F6 = CLEAR  F7 = PREV  F9 = GO TO  F17 = UP  F18 = DOWN
```

If an activity number, funding source, or draw amount is not as you want it, press <F7> to redisplay the MD11 screen and correct your input.

Otherwise, press <F20> to confirm the draw request. A confirmation message displays the voucher number and the total voucher amount.

## APPROVE DRAWDOWNS

Two security rules are applied the approval of all drawdown requests in IDIS:

1. Only PJ users can approve draws.
2. The user who creates a draw cannot also approve it.

To access the approval function, select Drawdown Menu option **06** and press <Enter>.

### Approve Drawdowns Screen MD12

This screen is used to review, approve, and revoke approval of drawdowns. On initial display, no vouchers are listed.

```

06/10/06  14:24                APPROVE DRAWDOWNS                C04MD12
-----
DATE:  __ / __ / ____    VOUCHER NUM:  _____    HUD ACTIVITY NUM:  _____
SELECTION: X - INQUIRE, A - APPROVE, K - REVOKE                PAGE:

   VOUCHER LINE    VOUCHER HUD ACT    VOUCHER    PGM PR SRCE FUND    DRAWDOWN
S  NUMBER ITEM      DATE  NUMBER  STATUS      CD YR TYPE  TYPE    AMOUNT
-----

```

PRESS ENTER TO CONTINUE; DATE, VOUCHER AND ACTIVITY ARE OPTIONAL (NUMERIC)

F4 = MAIN MENU    F7 = PREV    F12 = EXIT IDIS    F17 = UP    F18 = DOWN

If you press <Enter> all vouchers are listed, from oldest to newest, including completed and cancelled ones. Instead, use the three fields at the top of the screen to limit the display. Enter a:

- **DATE** to limit the display to vouchers created on or after that date.
- **VOUCHER NUM** to limit the display to that voucher (fuzzy searches are not allowed).
- **HUD ACTIVITY NUM** to limit the display to vouchers with draws for that activity.

Press <Enter> to display all the vouchers that meet the criteria you have specified:

```

06/10/06 14:24                APPROVE DRAWDOWNS                C04MD12
-----
DATE:  __ / __ / ____    VOUCHER NUM: 1247446    HUD ACTIVITY NUM: _____
SELECTION: X - INQUIRE, A - APPROVE, K - REVOKE                PAGE: 001

   VOUCHER LINE   VOUCHER HUD ACT   VOUCHER   PGM PR SRCE FUND   DRAWDOWN
S  NUMBER ITEM    DATE  NUMBER   STATUS    CD YR TYPE  TYPE   AMOUNT
-----
_ 1247466 01 06/10/2006 5922  OPEN      M   MC  EN   $5000.00
_ 1247466 02 06/10/2006 5879  OPEN      M   MC  AD   $2000.00

PRESS ENTER TO CONTINUE; DATE, VOUCHER AND ACTIVITY ARE OPTIONAL (NUMERIC)
F4 = MAIN MENU    F7 = PREV    F12 = EXIT IDIS  F17 = UP    F18 = DOWN
    
```

Notice that a single 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 draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amount.

Draws with a VOUCHER STATUS of OPEN need to be approved before they will be sent to LOCCS for payment.

The only input field on this screen is S(election). Other fields are explained below.

Field	Description
S(election)	The selection codes are listed at the top of the screen:  <b>X</b> – Inquire (view). This is explained on page F-11. <b>A</b> – Approve <b>K</b> – Revoke approval
VOUCHER NUMBER	The voucher number generated when the drawdown request was created.
LINE ITEM	The line item number, assigned by IDIS.
VOUCHER DATE	The date the voucher was created.
HUD ACT NUMBER	The IDIS activity for which funds are being drawn.
VOUCHER STATUS	One of the following:  <b>OPEN</b> – Initial status of a voucher, assigned when it is created <b>APPROVED</b> – Approved for submission to LOCCS <b>PENDING</b> – Approved but not yet submitted to LOCCS



Field	Description
	<p><b>CANCELLED</b> – An OPEN voucher/line item that was cancelled by the PJ</p> <p><b>COMPLETED</b> – Paid through LOCCS</p> <p><b>REVISED</b> – All or a portion of the drawn amount has been allotted to another activity</p>
PGM CD	The code for the CPD program that provided the funds—for HOME, it is <b>M</b> .
PR YR	Prior Year. A field specific to CDBG drawdowns. For information, refer to Chapter 7 of the <i>IDIS Reference Manual</i> .
SRCE TYPE	<p>The source type. For HOME, the fourth and fifth characters of the HOME grant number:</p> <p><b>DC</b> Consortium</p> <p><b>MC</b> Metropolitan City</p> <p><b>SG</b> State</p> <p><b>ST</b> Insular Area</p> <p><b>UC</b> Urban County</p>
FUND TYPE	<p>The fund type. For HOME:</p> <p><b>EN</b> Entitlement</p> <p><b>SU</b> Subgrant</p> <p><b>AD</b> Administration</p> <p><b>CO</b> CHDO Operating Expenses</p> <p><b>CR</b> CHDO Reserve</p> <p><b>CC</b> CHDO Capacity Building</p> <p><b>CL</b> CHDO Loan</p>
DRAWDOWN AMOUNT	The amount of funds requested for this line item.

Enter **A** next to each voucher line item with a status of OPEN that you want to approve. If you want to approve all the line items on a particular voucher, you only have to type an **A** next to one of its line items. When you have made your selections, press <Enter>.



## MAINTAIN DRAWDOWNS

To access the view, cancel, and revise functions for drawdowns, select Drawdown Menu option **05** and press <Enter> to display Maintain Drawdowns screen MD53:

```

06/12/06  08:29                MAINTAIN DRAWDOWNS                C04MD53
-----
DATE:  __ / __ / ____   VOUCHER NBR:  _____   HUD ACTIVITY NUM:  _____
SELECTION: X - INQUIRE, C - CANCEL, R - REVISE                PAGE:

   VOUCHER LINE    VOUCHER HUD ACT   VOUCHER   PGM PR SRCE FUND   DRAWDOWN
S  NUMBER ITEM      DATE  NUMBER   STATUS    CD YR TYPE TYPE     AMOUNT
-  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

```

PRESS ENTER TO CONTINUE; DATE, VOUCHER AND ACTIVITY ARE OPTIONAL  
F4 = MAIN MENU F7 = PREV F12 = EXIT IDIS F17 = UP F18 = DOWN

This screen shows the same information and works very much like Approve Drawdowns screen MD12 (see page F-7). Instead of approving vouchers, though, it is used to view, cancel, or revise them.

As on the approve screen, input a DATE, VOUCHER NUMBER, or HUD ACTIVITY NBR to limit the number of line items displayed. If no criteria are entered, all vouchers are listed, from oldest to newest, including completed and cancelled ones.

Press <Enter> to display all the vouchers that meet the criteria you have specified.



Field	Description
LOCCS STATUS	One of the following:  <b>NO STATUS SET</b> – The voucher has not yet been sent to LOCCS.  <b>PENDING</b> – Sent to LOCCS and awaiting response  <b>APPROVED</b> – Sent to LOCCS, approved by LOCCS, and sent on to Treasury.  <b>REJECTED</b> – Rejected by LOCCS.  <b>TREASURY REJECTED</b> – Approved by LOCCS but rejected by Treasury.  <b>RESCHEDULED</b> – Sent to LOCCS, will be either approved or rejected at a later date.  <b>ON HOLD</b> – Sent to LOCCS and being held in LOCCS for resubmission to Treasury.  <b>OPEN</b> – In transition, being sent either from IDIS to LOCCS or from LOCCS to IDIS.
PROGRAM AREA	The code for the CPD program that provided the funds—for HOME, it is <b>M</b> .
FISCAL YEAR	The year of the grant from which funds were drawn. For HOME, it is the second and third character of the LOCCS GRANT NUM expressed as a four-digit year.
SOURCE TYPE	The source type of the grant from which funds were drawn. For HOME, the fourth and fifth characters of the LOCCS GRANT NUM:  <b>DC</b> Consortium <b>MC</b> Metropolitan City <b>SG</b> State <b>ST</b> Insular Area <b>UC</b> Urban County
RECIPIENT TYPE	The type of the organization for whom the funds were drawn. For HOME:  <b>CO</b> CHDO <b>LG</b> Local Government <b>OE</b> Other Entity <b>SE</b> State Entitlement <b>SR</b> State Recipient
PRIOR YEAR	Prior Year. A field specific to CDBG drawdowns. For information, refer to Chapter 7 of the <i>IDIS Reference Manual</i> .
FUND TYPE	The fund type. For HOME:  <b>EN</b> Entitlement <b>SU</b> Subgrant <b>AD</b> Administration <b>CO</b> CHDO Operating Expenses <b>CR</b> CHDO Reserve <b>CC</b> CHDO Capacity Building <b>CL</b> CHDO Loan
DRAWDOWN AMOUNT	The amount requested for this line item.
HUD ACT NUM	The IDIS activity for which funds were requested.
NAME	The name of the IDIS activity.

Field	Description
VOUCHER APPROVAL DATE	The date this line item was approved on the Approve Drawdowns screen.
VOUCHER SUBMISSION DATE	The date this line item was submitted to LOCCS for payment.
PAY TO	The UOG code/number and name of the organization receiving the wire-transfer of funds.
LINE OF CREDIT CONTROL SYSTEM CONFIRMATION	For information on these fields, refer to Chapter 7 of the <i>IDIS Reference Manual</i> .

## Canceling Drawdowns

Drawdowns with a status of OPEN may be cancelled.

Start on the Maintain Drawdowns screen (MD53) and follow the procedure outlined on page F-11 to limit the number of items displayed. Enter **C** in the selection field of each OPEN item you want to cancel and press <Enter>. The Cancel Drawdown screen is displayed for each item you selected:

```

06/12/06 17:30                                CANCEL DRAWDOWN                                C04MD08
-----
VOUCHER NUMBER: 1247446/0001                    BATCH: 0000000  BATCH DATE: _____
LOCCS GRANT NUM: M04MC170201                    LOCCS CNTL NUM: 000000000
TRANSACTION TYPE: PAYMENT                        CREATION DATE: 06/10/2006
IDIS STATUS: OPEN                               LOCCS STATUS: NO STATUS SET
PROGRAM AREA: HOME FISCAL YEAR: 2004            SOURCE TYPE: MC RECIPIENT TYPE: LG
PRIOR YEAR: FUND TYPE: EN DRAWDOWN AMOUNT: $10,000.00
HUD ACT NUM : 000000006367 NAME: HOME PURCHASE ASSISTANCE

VOUCHER APPROVAL DATE:                          VOUCHER SUBMISSION DATE:
PAY TO: 171296 / 00001 GRANTEE NAME: CHICAGO
=====
LINE OF CREDIT CONTROL SYSTEM CONFIRMATION
-----
CONFIRM BATCH: _____ DATE: _____ UPDATE BATCH: _____ DATE: _____

CONFIRMATION CODE: _____

PAY METHOD: SCHEDULE NUMBER: _____ RESCHEDULE: ___ EFFECT DATE: _____
SPECIAL REMARK: _____
DD016I PRESS ENTER AGAIN TO CONFIRM CANCELLATION OF SELECTED ROWS
F4 = MAIN MENU F7 = PREV F8 = NEXT F12 = EXIT IDIS
    
```

The same information shown on the Inquire Drawdown screen is displayed here.

Press <Enter> twice to cancel the draw. If you don't want to cancel it, press <F7> instead.

## Revising Drawdowns

Drawdowns with a status of OPEN or COMPLETE may be revised. Revision of a draw lets you assign all or part of a draw to another activity. The activity that 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. If the funding source is not the same, you cannot revise the draw on-line. Please contact the TAU for assistance when this type of revision is necessary.

Start on the Maintain Drawdowns screen (MD53) and follow the procedure outlined on page F-11 to limit the number of items displayed. Enter **R** in the selection field of the OPEN or COMPLETE item you want to revise and press <Enter>. The Revise Drawdown screen is displayed:

```

06/12/06  17:20                                REVISE DRAWDOWN                                C04MD52
-----
VOUCHER  NUMBER: 1236612/0001                    BATCH: 0002498  BATCH DATE: 02/01/2006
LOCCS GRANT NUM: M02SG420100                    LOCCS CNTL NUM: 000000000
TRANSACTION TYPE: PAYMENT                        CREATION DATE: 02/01/2006
IDIS      STATUS: APPROVED                       LOCCS STATUS : APPROVED
PROGRAM AREA: HOME      FISCAL YR: 2002  SOURCE TYPE: SG  RECIPIENT TYPE: SR
PRIOR YEAR:              FUND TYPE: SU   DRAWDOWN AMOUNT:          $2,000.00
HUD ACT NUM: 000000028544  NAME: AURANDT, JEANETTE

VOUCHER APPROVAL DATE: 02/01/2006              VOUCHER SUBMISSION DATE: 02/01/2006
PAY TO: 428043 / 00001      GRANTEE NAME: PENNSYLVANIA

      ENTER REVISED ACTIVITY AND AMOUNT DETAILS
      -----
      HUD ACTIVITY NAME:
REVISED HUD ACTIVITY NUMBER: _____
REVISED DRAWDOWN AMOUNT: _____

      SPECIAL REMARK: PROCESSED

F4 = MAIN MENU  F7 = PREV  F8 = NEXT  F12 = EXIT IDIS

```

The upper section of the screen displays the same information shown on the Inquire Drawdown screen (see page F-12).

In REVISED ACTIVITY NUMBER, enter the ID of the activity you want to apply the draw to. In REVISED DRAWDOWN AMOUNT, enter the amount of the draw to be applied. The amount cannot exceed the amount of the original draw (shown in the DRAWDOWN AMOUNT field) and the activity being revised to must have sufficient funding from the same funding source to cover the revised amount.

Once you have entered a valid activity ID and amount, press <Enter>. The screen is redisplayed with the revision data filled in. Press <Enter> again to execute the revision and return to the MAINTAIN DRAWDOWNS screen. It shows the drawdown with a status of REVISED and one or two new line items for the new drawdown. Once the revision has been completed, the original drawdown is no longer valid.









# Appendix G

## GENERATING AND DOWNLOADING IDIS REPORTS

---

### THE REPORTS MENU

To access the IDIS reporting function, select option **E**, Reports Menu, on the Main Menu and press <Enter> to display this screen:

```
05/22/06      THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM      C04MM01
07:34:44

                                REPORTS MENU

                                01  REPORT SELECTION
                                02  REPORT STATUS
                                03  DATA DOWNLOADS

TYPE SELECTION AND PRESS ENTER      E 00

F4 = MAIN MENU      F7 = PREV
```

Choose option:

**01 – Report Selection** to select the reports you want to run.

**02 – Report Status** to see if the reports you have selected are still processing or if they are ready to be downloaded.

**03 – Data Downloads** to download IDIS data as ASCII files. The data download function is not covered in this training; refer to Chapter 12 of the *IDIS Reference Manual* for information about this option.

## GENERATING IDIS REPORTS

Generating reports in IDIS consists of two steps: (1) selecting and submitting the reports you want, and (2) downloading them from the mainframe first to a HUD server and then to your PC. Each step is explained below.

### Selecting and Submitting Reports

Choose Reports Menu option **01**, Report Selection, and press <Enter> to access the list of the available reports. The list covers four screens, as shown below. To move forward to the next screen, press <F18> (<Shift + F6> on most keyboards). To display the previous screen, press <F17> (<Shift + F5> on most keyboards).

#### Screen 1

```
05/22/06 THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM 07:37 C04MU15
          REPORT SELECTION

GRANTEE: BOSTON
SELECT                                     PRIORITY YEAR

- HUD Grants and Program Income           -PR01     -
- List of Activities by Pgm Yr and Project -PR02     -
- Drawdown Report by Project and Activity  -PR05     -
- Activity Summary (GPR) for Grantee       -PR03     -
- Summary Of Con Plan Projects for Report Year -PR06     -
- Program Income Details by FY and Pgm    -PR09     -
- Drawdown Report by Voucher Number       -PR07     -
- Grantee Summary Activity Report         -PR08     -
- CDBG Housing Activities                  -PR10     -
- CDBG New Housing Construction Activities -PR11     -

SELECT (PLACE AN X NEXT TO ENTRY(IES))
PRIORITY (I = IMMEDIATE, N = AT NIGHT)

F1 =HELP F3 =VALDT F4 =MAIN MENU F6 =CLR F8 =NEXT
F9 =SUBMIT REPORTS F17 =UP F18 =DOWN ENTER =SELECT REPORTS
```

Screen 2

```

05/22/06 THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM 07:39 C04MU15
              REPORT SELECTION

GRANTEE: BOSTON
SELECT                                          PRIORITY  YEAR

-      ESG Financial Summary for FY          -PR12      -
-      CDBG Float-Funded Activities         -PR13      -
-      CDBG CDFI and NRSA Activities        -PR14      -
-      CDBG FINANCIAL EXTRACTION            -
-      HOPWA FINANCIAL EXTRACTION           -
-      HOME FINANCIAL EXTRACTION            -
-      ESG FINANCIAL EXTRACTION             -
-      ESG Program Grantee Statistics for PY -PR19      -
-      Status of HOME Activities            -PR22      -
-      Status of CHDO Funds by Fiscal Year  -PR25      -

SELECT (PLACE AN X NEXT TO ENTRY(IES))
PRIORITY (I = IMMEDIATE, N = AT NIGHT)

F1 =HELP  F3 =VALDT  F4 =MAIN MENU  F6 =CLR  F8 =NEXT
F9 =SUBMIT REPORTS  F17 =UP  F18 =DOWN  ENTER =SELECT REPORTS
    
```

Screen 3

```

05/22/06 THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM 07:41 C04MU15
              REPORT SELECTION

GRANTEE: BOSTON
SELECT                                          PRIORITY  YEAR

-      ESG Grantee Activity Summary         -PR20      -
-      Summary of Accomplishments          -PR23      -
-      Status Of HOME Grants               -PR27      -
-      CDBG Financial Summary              -PR26      -
-      Administration User Profile List    -PR30      -
-      HOME Matching Liability Report      -PR33      -
-      CDBG Timeliness Report              -PR56      -
-      Status of OE Funds by Fiscal Year   -PR34      -
-      Grant, Subfund, and Subgrant Report -PR35      -
-      Receipt Audit Trail Report          -PR36      -

SELECT (PLACE AN X NEXT TO ENTRY(IES))
PRIORITY (I = IMMEDIATE, N = AT NIGHT)

F1 =HELP  F3 =VALDT  F4 =MAIN MENU  F6 =CLR  F8 =NEXT
F9 =SUBMIT REPORTS  F17 =UP  F18 =DOWN  ENTER =SELECT REPORTS
    
```

Screen 4

```

05/22/06 THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM 07:46 C04MU15
          REPORT SELECTION

GRANTEE: BOSTON
SELECT                                          PRIORITY  YEAR

-      Cost Per HOME-Assisted Unit/Family    -PR15      -
-      HOME Lower Income Benefit-All Fiscal Years -PR16      -
-      CDBG Acts Subj to Jobs/Svcs Pub Ben Calc -PR17      -
-      Activity Estimates, Funding, and Draws  -PR38      -
-      HOPWA PROJECT ACTIVITY SUMMARY        -PR72      -      ____
-      Consolidated Plan Projects Report      -PR73      -      ____
-      CDBG Expenditures by Org Type         -PR77      -      ____
-      CDBG Summary of Expenditures by Type of ORG -PR78      -      ____
-      CDBG Housing Rehabilitation Report     -PR79      -

SELECT (PLACE AN X NEXT TO ENTRY(IES))
PRIORITY (I = IMMEDIATE, N = AT NIGHT)
BOTTOM OF DATA REACHED

F1 =HELP  F3 =VALDT  F4 =MAIN MENU  F6 =CLR  F8 =NEXT
F9 =SUBMIT REPORTS  F17 =UP  F18 =DOWN  ENTER =SELECT REPORTS
    
```

To select the report(s) you want to run:

1. Enter **X** in the report's SELECT field.
2. In the PRIORITY field, type **I** to run the report immediately or **N** to have it run overnight.
3. If there is an input line under the YEAR column, enter a specific program year for the report.  
Exception: For the Status of HOME Activities report (PR22), leave the YEAR field blank to get a report for the current program year, or enter **9999** to get a report for all program years.
4. When you finish on a screen, press <Enter> to save your data. The report titles will be redisplayed in all capital letters.
5. To continue selecting reports, press <Shift + F6> to page forward a screen or <Shift +F5> to display the previous screen.

To submit the reports, press <F9>. For some reports, including the Status of HOME Grants (PR27), IDIS displays a screen where you will specify additional parameters. For details about the parameter screens, refer to Chapter 12 of the *IDIS Reference Manual*.

After you press <F9> (and, if necessary, fill in any parameter screens), IDIS displays the message "Reports submitted. Press <F6> to clear old selections before making any new additional selections."

## Downloading and Retrieving Reports

IDIS reports are downloaded from the Reports Status screen, shown below. You can access this screen two ways:

- Select option **02** on the Reports Menu (see page G-1; curiously, you cannot get back to the Reports Menu from the report selection screens).
- Press <F8> on any of the report selection screens.

```

05/24/06          THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM          C04MU16
                   REPORTS STATUS

                   USER-ID ( C00063 )

ACTIVITY  REPORT NAME                DATE            TIME            STATUS
  -      OE Funds by FY -PR34        05-27-2006     10.24.18        NOT READY
  -      HOME Mtch Liabl-PR33        05-27-2006     10.24.15        READY
  -      Status HOME Gnt-PR27        05-26-2006     11.40.32        READY
  -      CHDO Fnds by FY-PR25        05-26-2006     11.40.28        READY
  -      Status HOME Act-PR22        05-26-2006     11.40.26        READY

ACTIVITY  ( D = DOWNLOAD )

          F4 = MAIN MENU  F6 = CLEAR  F7 = PREV
F8 = NEXT  F17 = UP      F18 = DOWN
    
```

Field	Description
ACTIVITY	Enter <b>D</b> next to the name of each report you want to download and then press <Enter>. Only reports with a STATUS of <b>READY</b> can be downloaded.
REPORT NAME DATE TIME	These read-only field display the name, date, and time of each report you have submitted on the report selection screens.
STATUS	This read-only field contains one of the following values listed below. The system updates the STATUS fields each time you press <Enter>. <ul style="list-style-type: none"> <li>• <b>NOT READY</b> – The report is still running and cannot be downloaded yet. Press &lt;Enter&gt; to monitor the status until it changes to <b>READY</b>.</li> <li>• <b>READY</b> – The report is ready for downloading.</li> <li>• <b>DOWNLOADING</b> – The report is being downloaded to the Web390 server. Press &lt;Enter&gt; to monitor the status until it changes to <b>ON SERVER</b>.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• <b>ON SERVER</b> – The report has finished downloading to the Web390 server and is ready to be retrieved.</li> <li>• <b>RERUN</b> – The report failed to complete properly and will need to be resubmitted.</li> </ul>

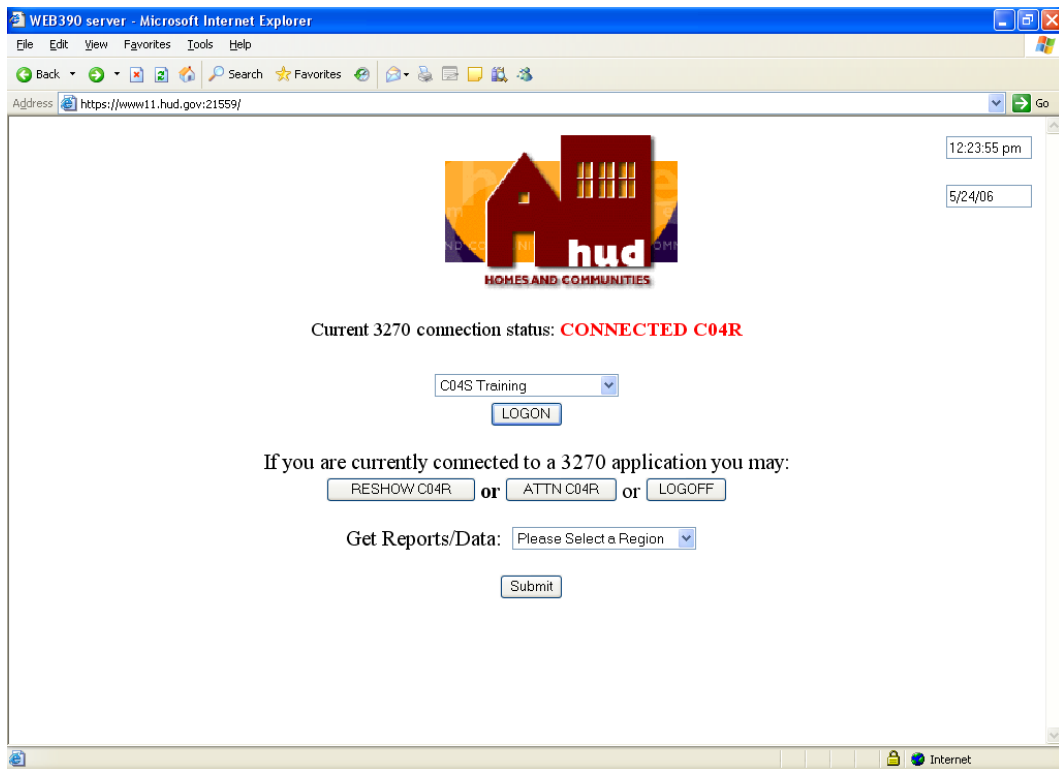
To download reports to the Web390 server, type **D** next to each report with a **READY** status that you want to download and press <Enter>.

*Caution!* Each time you run a download, any of your reports that are already on the server will be erased.

When the status changes from **DOWNLOADING** to **ON SERVER** (remember to press <Enter> to update the status fields), proceed with the next step.

To retrieve your reports from the server, you must temporarily leave the IDIS environment (you do not need to disconnect or log off). Follow these steps:

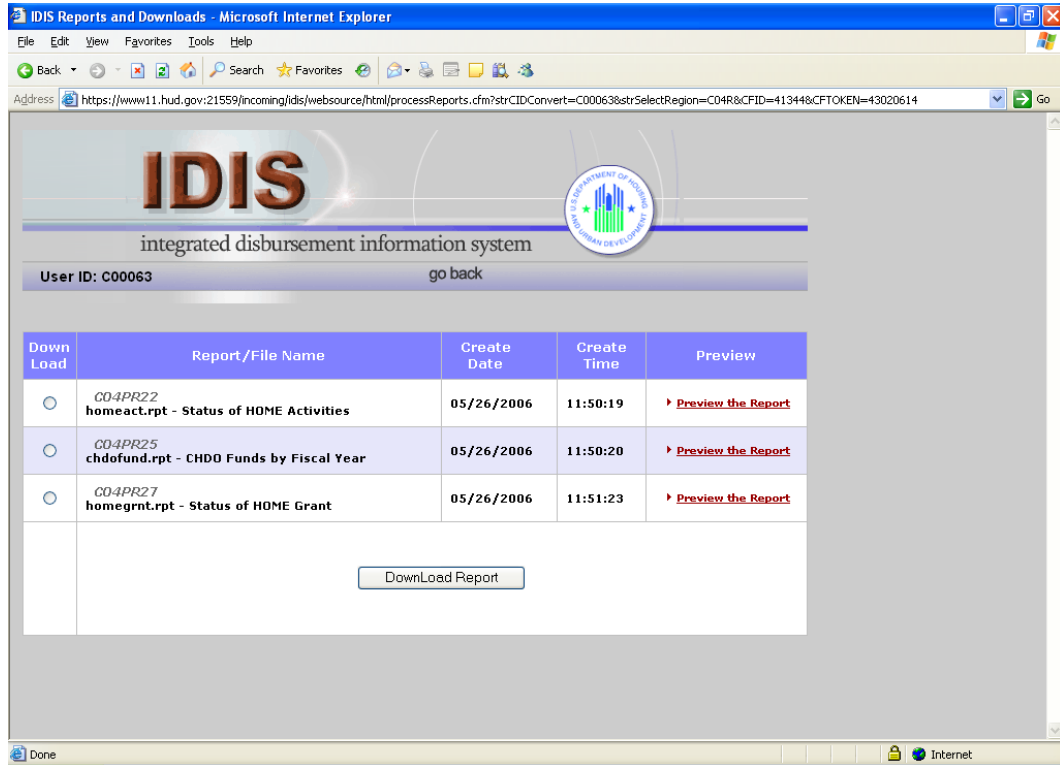
1. On any IDIS screen, click on the Home icon on the right side of your screen. The IDIS logon screen is displayed.



In the GET REPORTS/DATA field, select the IDIS region where you ran and downloaded the reports, then click .



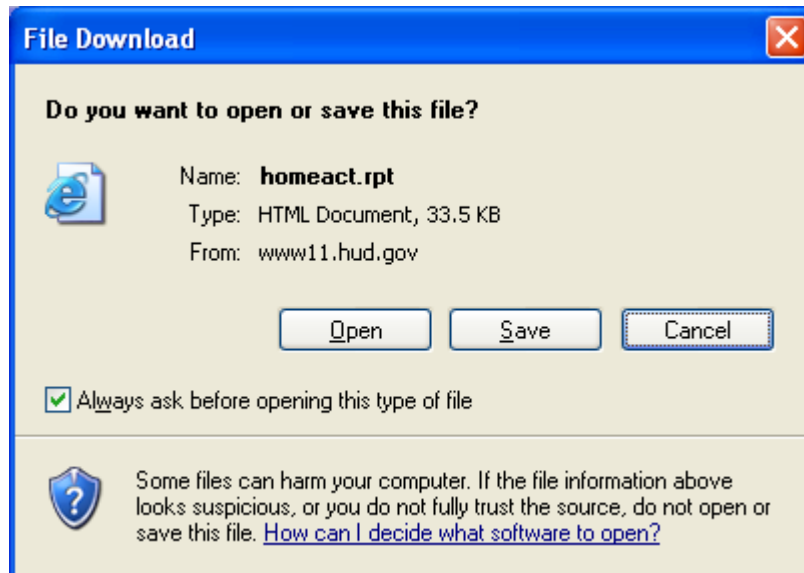
2. A screen showing all of the reports you have downloaded from the mainframe is displayed:



To look at a report, click on Preview the Report in the last column.

To download a report to your PC, click first on the Download button in the first column, then click on Download Report. Reports have to be downloaded one at a time.

3. If you are downloading a report, a File Download dialogue box is displayed next:



To preview the file before downloading it to your PC, click on **Open**. To save it to your PC, click on **Save** and specify where the file is to be saved.

4. When you have finished, click on **go back** at the top center of your screen to redisplay the IDIS logon screen (see page G-6). Click **RESHOW C04x** to return to your IDIS session or **LOGOFF** to exit the system.

Chapter 12 of the *IDIS Reference Manual* provides some tips on how to format downloaded IDIS reports in Microsoft Word or WordPerfect. For information about BOSMAC—macros developed by the Boston Field Office to assist you in analyzing and formatting the reports—go to the CPD Systems web page at [www.hud.gov/offices/cpd/systems/index.cfm](http://www.hud.gov/offices/cpd/systems/index.cfm) and click on BOSMAC.