Chapter 16
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.

HOME fund types include:

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

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

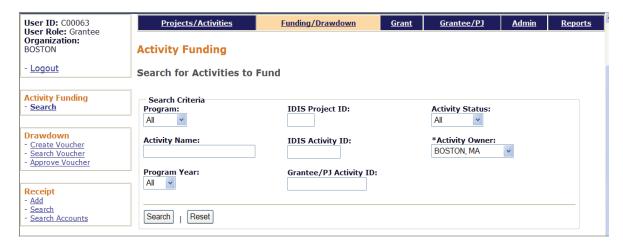| Activity Type	Fund Type Options
Rental	All fund types. CR, CL, and CC may be used only if the activity has been identified at setup as a CHDO activity.
Homebuyer	Same as rental.
Homeowner Rehab	All fund types except CR, CO, CL, and CC.
TBRA	All fund types except CR, CO, CL, and CC.
Admin/CHDO Operating/CHDO Capacity Building	AD, CO, and CC only.

CR and CL money must be subgranted to CHDOs before it can be committed to activities.

ACCESSING THE ACTIVITY FUNDING FUNCTION

To access the funding screens, you can click the Funding/Drawdown tab at the top of any page, click the Activity Funding <u>Search</u> link at the left on any Funding/Drawdown page, or click the <Activity Funding> button on the Edit Activity page. Coming from the Edit Activity page displays the Edit Activity Funding screen shown on page 16-4. Otherwise, the Search for Activities to Fund screen is displayed first.
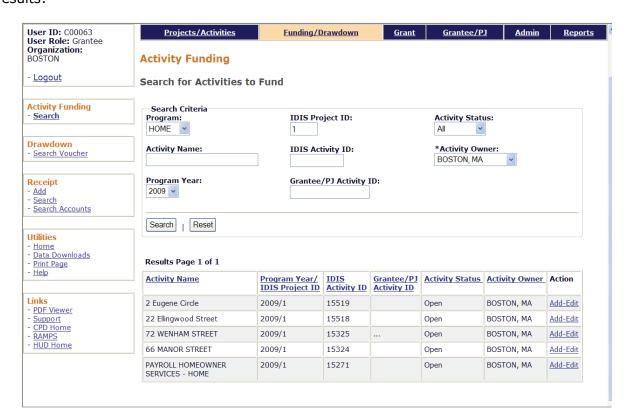
SEARCH FOR ACTIVITIES TO FUND SCREEN

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

To conduct a search, you can:

- Retrieve a specific activity by entering its IDIS ACTIVITY ID and clicking the <Search> button.

- Click the <Search> button to retrieve all of your activities.

- Specify criteria to limit the number of activities that will be displayed, as follows:

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

Click the <Search> button to run the search and redisplay the screen with the search results:

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

To select an activity for further processing, click the Add-Edit or View link in the last column. If you select:

- **Add-Edit**, the Edit Activity Funding screen will be displayed.

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

If the last column shows **Not Ready to Fund**, then required setup data is missing. It must be provided before the funding screens can be accessed.

The edit and view activity funding screens are very similar except, of course, that data on the view screens cannot be changed. Only the edit screens are shown in this chapter.

EDIT ACTIVITY FUNDING SCREEN

On this screen, you will select the type(s) of funds to be used for the activity:

A note about PI: In the old IDIS, program income (PI) did not have to be funded before it could be drawn. When a draw was made for an activity, the system automatically presented the option of drawing available PI in place of EN, whether or not the activity had been funded with PI. This is not yet available in IDIS OnLine. Until it is, you will need to explicitly fund an activity with PI in order to be able to draw it. See Chapter 18 for instructions on recording the receipt of PI in IDIS OnLine so that it will be available for funding/drawdown.

Remember that HOME regulations require you to spend PI before drawing down Treasury funds.

Field	Description
Activity Owner IDIS Activity ID Activity Name Program Year/Project	These read-only fields identify the activity you are processing.
Total Funded	The total amount of funds from all sources committed to this activity to date.
Total Drawn	The total amount of funds from all sources drawn for this activity to date, plus pending draws.

Funding Sources
   Recipient Name
   Program
   Fund Type
	On initial display of the screen, all available funding sources are listed. Use these fields to narrow the list of Available Funds by recipient name, program, and/or fund type (see below for field definitions).

<Filter> button	Click to filter the list of Available Funds by the criteria you have selected.
<Reset> button	Click to reset the filter fields to their defaults.
Available Funds	
Recipient Name	The name of the grantee or subgrantee.
Program	The source CPD program —HOME, CDBG, ESG, or HOPWA.

Fund Type	The fund types used by HOME are:
	
	    AD Administration
	    CC CHDO Capacity Building
	    CL CHDO Loan
	    CO CHDO Operating Expenses
	    CR CHDO Reserve
	    EN Entitlement
	    PI Program Income
	    SU Subgrant

Source Name	For grantee recipients, **HUD**; for subgrantees, the organization that provided the subgrant.

Source Type	For HOME, the fourth and fifth characters of the HOME grant number:
	
	    DC Consortium
	    MC Metropolitan City
	    SG State
	    ST Insular Area
	    UC Urban County

Available for Funding	The amount of this fund type that is available to commit to activities.
Funded Amount	The amount of this fund type that has already been committed to this activity.
Drawn Amount	The amount of this fund type that has already been drawn down for this activity.

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

- **Add-Edit**, the Activity Funding Certification screen is displayed, followed by the Add-Edit Activity Line Item screen.

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

The add-edit screens are explained below.

HOME/TCAP ACTIVITY FUNDING CERTIFICATION SCREEN

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

User ID: C00063 User Role: Grantee Organization: BOSTON - Logout	**Projects/Activities**	**Funding/Drawdown**	**Grant**	**Grantee/PJ**	**Admin**	**Reports**

Activity Funding

Activity Funding
- Search

Drawdown
- Create Voucher
- Search Voucher
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- PDF Viewer
- Support
- CPD Home
- RAMPS
- HUD Home

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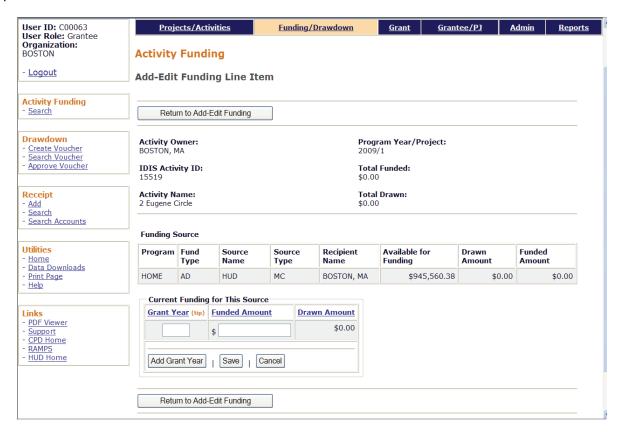
By requesting the disbursement of Federal funds, the representative of the Participating Jurisdiction [or Tax Credit Assistance Program (TCAP) grantee, as applicable] using this system certifies that he/she is authorized to execute the certifications set forth herein, and, on behalf of the Participating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

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

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

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

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

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

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

ADD-EDIT FUNDING LINE ITEM SCREEN

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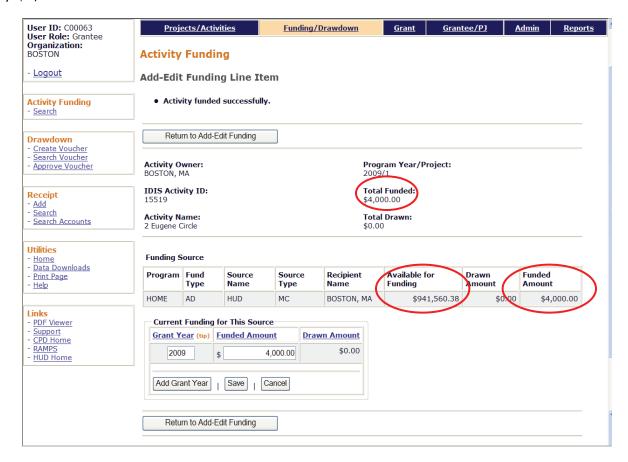

The input fields are GRANT YEAR and FUNDED AMOUNT. All of the other fields show information from the previous screen in a slightly different format and order.

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

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

Adding or updating the funding for an activity affects the amounts in three related fields. In the example below, activity 15519 has been funded for $4,000. Notice that TOTAL FUNDED and FUNDED AMOUNT have increased by $4,000 and AVAILABLE FOR FUNDING has been reduced by $4,000.

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

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