

# 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

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

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

#### ADD/EDIT HOME SETUP DETAIL (PAGE 1)

This screen is identical to the screen for a single-address rental activity (see page 4-1). When you have finished filling it out, click the <Save and Continue> button.

#### ADD/EDIT HOME SETUP DETAIL (PAGE 2)

The second multi-address setup screen is also identical to its single-address counterpart (see page 4-3). When filling in this screen for a multi-address activity:

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

- The number of ESTIMATED HOME UNITS must be at least two. Include the units at all activity locations in your count.
- In ESTIMATED HOME COST, include the HOME funds needed for all the properties in the activity.

### ADD/EDIT HOME SETUP DETAIL (PAGE 3)

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

<p><b>User ID:</b> C00063  <b>User Role:</b> Grantee  <b>Organization:</b>                  PITTSBURGH</p> <p><a href="#">- Logout</a></p> <hr/> <p><b>Activity</b>  <a href="#">- Add</a>  <a href="#">- Search</a></p> <hr/> <p><b>Project</b>  <a href="#">- Add</a>  <a href="#">- Search</a>  <a href="#">- Copy</a></p> <hr/> <p><b>Utilities</b>  <a href="#">- Home</a>  <a href="#">- Data Downloads</a>  <a href="#">- Print Page</a>  <a href="#">- Help (Add)</a>  <a href="#">- Help (Edit)</a></p> <hr/> <p><b>Links</b>  <a href="#">- PDF Viewer</a>  <a href="#">- Support</a>  <a href="#">- CPD Home</a>  <a href="#">- RAMPS</a>  <a href="#">- HUD Home</a></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #f2f2f2;">Projects/Activities</th> <th style="background-color: #f2f2f2;">Funding/Drawdown</th> <th style="background-color: #f2f2f2;">Grant</th> <th style="background-color: #f2f2f2;">Grantee/PJ</th> <th style="background-color: #f2f2f2;">Admin</th> <th style="background-color: #f2f2f2;">Reports</th> </tr> </table> <p><b>Activity</b></p> <p><b>Add HOME Setup Detail (Page 3)</b></p> <p><b>Rental</b></p> <ul style="list-style-type: none"> <li>• HOME setup has been saved</li> </ul> <hr/> <p style="text-align: center;"> <input type="button" value="Save and Previous Page"/>                <input type="button" value="Save"/>                <input type="button" value="Cancel"/> </p> <hr/> <p><b>* Indicates Required Field</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Grantee/PJ Activity ID:</b> N/A</td> <td style="width: 33%;"><b>Activity Name:</b> Naylor Heights Rental Rehab</td> <td style="width: 33%;"><b>Program Year/Project ID:</b> 2009/240</td> </tr> <tr> <td><b>IDIS Activity ID:</b> 5883</td> <td><b>Activity Owner:</b> PITTSBURGH</td> <td><b>Project Title:</b> HOME NEIGHBORHOOD HOUSING INITIATIVE</td> </tr> </table> <hr/> <p><b>Activity Address:</b>                  3500 Block of Naylor Avenue                  Pittsburgh, PA 15206</p> <hr/> <p><b>*Developer Type:</b>                  Select Option <input type="button" value="v"/></p> <hr/> <p><b>Developer Name</b></p> <table style="width: 100%;"> <tr> <td style="width: 33%;"><b>First Name:</b> <input type="text"/></td> <td style="width: 15%;"><b>Middle Initial:</b> <input type="text"/></td> <td style="width: 52%;"><b>Last Name:</b> <input type="text"/></td> </tr> </table> <hr/> <p><b>Developer Address</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%;"><b>*Address Line 1:</b> <input type="text"/></td> <td style="width: 50%;"><b>*City:</b> <input type="text"/></td> </tr> <tr> <td><b>Address Line 2:</b> <input type="text"/></td> <td><b>*State:</b> Pennsylvania <input type="button" value="v"/></td> </tr> <tr> <td><b>Address Line 3:</b> <input type="text"/></td> <td><b>*Zip Code:</b> <input type="text"/> + <input type="text"/></td> </tr> </table> <hr/> <p style="text-align: center;"> <input type="button" value="Save and Previous Page"/>                <input type="button" value="Save"/>                <input type="button" value="Cancel"/> </p>	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports	<b>Grantee/PJ Activity ID:</b> N/A	<b>Activity Name:</b> Naylor Heights Rental Rehab	<b>Program Year/Project ID:</b> 2009/240	<b>IDIS Activity ID:</b> 5883	<b>Activity Owner:</b> PITTSBURGH	<b>Project Title:</b> HOME NEIGHBORHOOD HOUSING INITIATIVE	<b>First Name:</b> <input type="text"/>	<b>Middle Initial:</b> <input type="text"/>	<b>Last Name:</b> <input type="text"/>	<b>*Address Line 1:</b> <input type="text"/>	<b>*City:</b> <input type="text"/>	<b>Address Line 2:</b> <input type="text"/>	<b>*State:</b> Pennsylvania <input type="button" value="v"/>	<b>Address Line 3:</b> <input type="text"/>	<b>*Zip Code:</b> <input type="text"/> + <input type="text"/>
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<b>Address Line 3:</b> <input type="text"/>	<b>*Zip Code:</b> <input type="text"/> + <input type="text"/>																					

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

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

## ACTIVITY FUNDING AND DRAWDOWNS

Multi-address rental activities can be funded with the same HOME fund types used for single-address rental activities (see page 4-7). For more information on activity funding and drawdowns, see Chapters 16 and 17.

## ACTIVITY COMPLETION

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

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

### ADD/EDIT COMPLETION DETAIL (PAGE 1)

This screen is exactly the same as the first completion screen for single-address rental activities (see page 4-8 for details). When filling in the UNITS fields for a multi-address activity, count the units at all addresses.

Click the <Save and Continue> button. If you have already entered cost and beneficiary data for at least one address, the Search HOME Property Addresses screen is displayed (turn to page 5-7). Otherwise, the Page 2 Completion Detail screen is shown:

## ADD/EDIT COMPLETION DETAIL (PAGE 2)

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

Because separate cost and beneficiary data is input for each address, there are some differences between the Page 2 multi-address screen and the single-address screen shown on pages 4-12 through 4-18. The top part of the multi-address screen looks like this:

Field	Description
Fields in gray box through Quick Links	Same as single-address screen (see page 4-12).
Address of Property # <i>n</i>	<p>Enter the address of one of the assisted properties. The cost and beneficiary data you input on this screen will be for this address only, not the entire activity.</p> <p>Each address you add increases the #<i>n</i> in the label by one.</p> <p>Note: For Property #1, these fields currently—and incorrectly—default to the activity address input at setup. If necessary, change it to a specific property address.</p>

Cost data for the property at the address you input above is entered next:

<b>Costs</b>	
<b>HOME Funds (including PI)</b>	
Form of Assistance	
Amortized Loan	\$ <input type="text"/>
Grant	\$ <input type="text"/>
Deferred Payment Loan	\$ <input type="text"/>
Other	\$ <input type="text"/>
<b>Total</b>	\$ 0.00
<b>Public Funds</b>	
Form of Assistance	
Other Federal Funds	\$ <input type="text"/>
State/Local Funds	\$ <input type="text"/>
Tax-Exempt Bond Proceeds	\$ <input type="text"/>
<b>Total</b>	\$ 0.00
<b>Private Funds</b>	
Form of Assistance	
Private Loans	\$ <input type="text"/>
Owner Cash Contributions	\$ <input type="text"/>
Private Grants	\$ <input type="text"/>
<b>Total</b>	\$ 0.00
<b>Other</b>	
Form of Assistance	
Low Income Housing Tax Credit Proceeds	\$ <input type="text"/>
<b>Total</b>	\$ 0.00
<b>Activity Totals</b>	
<b>HOME Funds, This Address</b>	\$ 0.00
<b>All Funds, This Address</b>	\$ 0.00
<b>Total HOME Funds Disbursed, All Addresses</b>	\$ 0.00

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

Field	Description
HOME Funds through Other Funds	Fill in these fields exactly as you do for a single-address rental activity (see page 4-13), but include in each amount only the funds expended at this property location.
HOME Funds, This Address	This read-only field always equals the HOME Funds TOTAL field above.
All Funds, This Address	This read-only field shows the sum of all HOME, public, private, and LIHTC funding amounts for this address.
Total HOME Funds Disbursed, All Addresses	This read-only field displays the amount of HOME funds drawn down for the activity (all addresses) to date.

The beneficiaries section is last. Fill in these fields exactly as you do for a single-address rental activity (see page 4-15), *but only for tenants at this property location*.

Beneficiaries				Household			
Delete	*Unit # (tip)	*# of Bedrooms (tip)	*Occupant	*Total Monthly Rent	*% Median Income	*Hispanic/Latino	*Race
<input type="checkbox"/>	<input type="text"/>	Select	Select	\$ <input type="text"/>	Select	Select	Select

*Size (tip)	*Type	*Assistance Type
Select	Select	Select

Unit Count:

The last field is FHA INSURED. Like the cost and beneficiary data, it is identical to the single-address screen but applies only to the property at this address:

**Property**  
**FHA Insured: (tip)**  
 Yes  No

| 
  | 
  | 
  | 
  |

When you are finished, click:

- <Save and Previous Page> to save your input and go back a screen. If you are in add mode, Add Completion Detail (Page 1) is displayed. If you are in edit mode, the Search Property Addresses screen is shown (see next page).
- <Save> to save your input and return to the common Edit Activity Screen.
- <Save and Add New Address> to save your input and redisplay a refreshed Page 2 completion screen.
- <Save and Copy Address> to save your input and redisplay a refreshed Page 2 with the address from the property you were just working with. This can save typing if the only difference between addresses is the street number or name.
- <View Totals> to display the Multi-Address Activity Summary screen (see page 5-8). If the Page 2 data you have entered has not been saved yet, it won't be included in the summary screen totals.
- <Cancel> to exit without saving your input.

## SEARCH HOME PROPERTY ADDRESSES SCREEN

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

**User ID:** C00063  
**User Role:** Grantee  
**Organization:** PITTSBURGH  
[- Logout](#)
**Projects/Activities**
**Funding/Drawdown**
**Grant**
**Grantee/PJ**
**Admin**
**Reports**

**Activity**

**Search HOME Property Addresses (Add)**

**Rental**

[Previous Page](#) | [Add New Address](#) | [View Totals](#) | [Cancel](#)

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<b>Grantee/PJ Activity ID:</b> N/A	<b>Activity Name:</b> Naylor Heights Rental Rehab	<b>Program Year/Project ID:</b> 2009/240
<b>IDIS Activity ID:</b> 5883	<b>Activity Owner:</b> PITTSBURGH	<b>Project Title:</b> HOME NEIGHBORHOOD HOUSING INITIATIVE
<b>Activity Address:</b> 3500 Block of Naylor Avenue Pittsburgh, PA 15206		

**Search**

**Address Line 1:**

**Sequence Number:**  
From:  To:

[Search](#) | [Reset](#)

**HOME-Assisted Properties**

Seq #	Address Line 1	HOME Cost	Number of Beneficiaries	Delete
1	<a href="#">3507 Naylor Avenue</a>	\$110,000.00	2	<input type="checkbox"/>
2	<a href="#">3509 Naylor Avenue</a>	\$56,000.00	1	<input type="checkbox"/>
				<a href="#">Delete</a>

[Previous Page](#) | [Add New Address](#) | [View Totals](#) | [Cancel](#)

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

Click on an [Address Line 1](#) link in the second column of the results table to display the Page 2 Completion Detail screen for that address (see page 5-4).

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

## MULTI-ADDRESS ACTIVITY SUMMARY SCREEN

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

User ID: C00063	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports												
<b>User Role:</b> Grantee <b>Organization:</b> PITTSBURGH <a href="#">- Logout</a>	<b>Activity</b> <b>Multi-Address Activity Summary</b>																	
<b>Activity</b> <a href="#">- Add</a> <a href="#">- Search</a>	<b>Rental</b> <input type="button" value="Return to Property Search"/>																	
<b>Project</b> <a href="#">- Add</a> <a href="#">- Search</a> <a href="#">- Copy</a>	<table border="1"> <tr> <td><b>Grantee/PJ Activity ID:</b> N/A</td> <td><b>Activity Name:</b> Naylor Heights Rental Rehab</td> <td><b>Program Year/Project ID:</b> 2009/240</td> </tr> <tr> <td><b>IDIS Activity ID:</b> 5883</td> <td><b>Activity Owner:</b> PITTSBURGH</td> <td><b>Project Title:</b> HOME NEIGHBORHOOD HOUSING INITIATIVE</td> </tr> <tr> <td colspan="3"><b>Activity Address:</b> 3500 Block of Naylor Avenue Pittsburgh, PA 15206</td> </tr> </table>						<b>Grantee/PJ Activity ID:</b> N/A	<b>Activity Name:</b> Naylor Heights Rental Rehab	<b>Program Year/Project ID:</b> 2009/240	<b>IDIS Activity ID:</b> 5883	<b>Activity Owner:</b> PITTSBURGH	<b>Project Title:</b> HOME NEIGHBORHOOD HOUSING INITIATIVE	<b>Activity Address:</b> 3500 Block of Naylor Avenue Pittsburgh, PA 15206					
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<b>Utilities</b> <a href="#">- Home</a> <a href="#">- Data Downloads</a> <a href="#">- Print Page</a> <a href="#">- Help</a>	<b>Activity Totals, All Addresses</b> <b>HOME Funds (including PI)</b> <table border="1"> <thead> <tr> <th>Form of Assistance</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Amortized Loan</td> <td>\$106,000.00</td> </tr> <tr> <td>Grant</td> <td>\$60,000.00</td> </tr> <tr> <td>Deferred Payment Loan</td> <td>\$0.00</td> </tr> <tr> <td>Other</td> <td>\$0.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$166,000.00</b></td> </tr> </tbody> </table>						Form of Assistance	Amount	Amortized Loan	\$106,000.00	Grant	\$60,000.00	Deferred Payment Loan	\$0.00	Other	\$0.00	<b>Total</b>	<b>\$166,000.00</b>
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	<b>Total</b>		<b>Total</b>
Entered	2	Entered	3
<b>Total # of Addresses</b>	2	<b>Total # of Units</b>	56

[Return to Property Search](#)

The entire screen is read-only.

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

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

## **UPDATING THE ACTIVITY STATUS TO COMPLETED**

The final step in completing any HOME activity is to change the ACTIVITY STATUS to Completed (see page 3-10). 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 within 120 days of the final draw for the activity