Chapter 6
SINGLE-ADDRESS HOMEBUYER ACTIVITIES

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

ACTIVITY SETUP

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

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

ADD/EDIT HOME SETUP DETAIL (PAGE 1)

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

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

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

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

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the common activity screen.
Will the activity be funded with CHDO Reserve (CR)?	Change this field to **Yes**.
CHDO Acting As	Indicate if the CHDO is acting as the owner, sponsor, or developer of the housing: **Owner**: The CHDO holds legal title to or has a long-term (99-year minimum) leasehold interest in the property. The CHDO may be an owner with one or more individuals, corporations, partnerships, or other legal entities. **Sponsor**: The CHDO develops a property that it solely or partially owns and agrees to convey ownership to a second nonprofit organization at a predetermined time. **Developer**: The CHDO either owns and develops the property or is under a contractual obligation with the owner to obtain financing and develop the property.
Will initial funding be a CHDO site control and/or seed money loan?	If the activity will be initially funded with a CHDO Loan, select **Yes**. Otherwise, select **No**. For information on CHDO predevelopment loans, see 24 CFR 92.301. If you answer Yes here, turn to Chapter 12 for instructions on setting up a CHDO Loan activity.

When you are finished, click the <Save and Continue> button.

ADD/EDIT HOME SETUP DETAIL (PAGE 2)

Basic setup information is entered on this screen:

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

Activity
- **Add**
- Search

Project
- Add
- Search
- Copy

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

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

Activity

Add HOME Setup Detail (Page 2)

Homebuyer

- **HOME setup has been saved**

[Update/Review CHDO Info] | [Save] | [Save and Continue] | [Cancel]

* Indicates Required Field

Grantee/PJ Activity ID: N/A	Activity Name: Martin and Julia Vasquez	Program Year/Project ID: 2009/38
IDIS Activity ID: 1171	Activity Owner: ALBUQUERQUE	Project Title: HOUSING DEVELOPMENT

Performance Objective:
Select Option ▾

Performance Outcome:
Select Option ▾

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

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

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

*Setup Activity Type:
Select Option ▾

Multi-Address:
○ Yes ● No

Loan Guarantee:
○ Yes ● No

Homebuyer's Name

First Name:	Middle Initial:	Last Name:

Activity Address

*Address Line 1:

*City:

Address Line 2:

*State:
New Mexico ▾

*Zip Code:
[____] + [____]

Address Line 3:

*County:
Select Option ▾   [Refresh County Code]

Activity Estimates

*Estimated HOME Units:

*Estimated HOME Cost:
$ [____]

[Update/Review CHDO Info] | [Save] | [Save and Continue] | [Cancel]

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

Field	Description
Homebuyer's Name	Optional. For single-address activities, enter the homebuyer's name if you wish.
Activity Address	Enter the street, city, state, zip code, and county of the property being assisted. Note: If you change the STATE, click the <Refresh County Code> button before making a selection from the COUNTY dropdown.
Activity Estimates	
Estimated HOME Units	Enter the number of units that you expect will have been assisted with HOME funds upon activity completion. For single-address homebuyer activities, the number must be between **1** and **4**.
Estimated HOME Cost	Enter the estimated amount of HOME funds (including program income) that will be spent on the activity. Enter the amount in whole dollars, with or without commas. The <u>minimum</u> amount of HOME funds that must be invested in a housing activity is $1,000 times the number of HOME-assisted units (see 24 CFR 92.205(c)). If you enter an estimated amount below this minimum, IDIS displays an error message and does not allow activity setup to continue until the estimate is corrected. The <u>maximum</u> amount of HOME funds that may be invested per unit varies by location and by unit size (see 24 CFR 92.250). 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.

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

ACTIVITY FUNDING AND DRAWDOWNS

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

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

- **No** in the CHDO LOAN field, the activity can also be funded with CR or CC.

- **Yes** in the CHDO LOAN field, initial funding is limited to the CL fund type. If the activity goes forward to produce affordable housing, the activity may be funded with CR (but not additional CL). Activities that are initially funded with a CHDO loan are explained in detail in Chapter 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 Chapters 16 and 17.

ACTIVITY COMPLETION

To complete a single-address homebuyer activity in IDIS OnLine, you will provide information about the activity's units, costs, and beneficiaries on two HOME completion screens. Once all of the required data has been entered, the ACTIVITY STATUS must be updated to Completed. The HOME final rule at 24 CFR 92.502(d)(1) requires PJs to enter this completion information and update the status within 120 days of the final draw for the activity.

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

ADD/EDIT COMPLETION DETAIL (PAGE 1)

Basic completion information is input on this screen:

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Completion Narrative	Optional.

Field	Description
Completion Activity Type	This field is initially populated with the ACTIVITY SETUP TYPE input at setup. Change it here if the setup type no longer accurately reflects the work that was performed. The completion activity types are the same as the setup types (see page 6-4 for definitions).
Property Type	This field is initially populated with **1-4 Single-Family**. If necessary, change it to one of the other property types listed on the dropdown.
Total Completed Units	Enter the total number of units (HOME assisted plus non-HOME assisted) at activity completion. This field is initially populated with the number of ESTIMATED HOME UNITS you entered at activity setup (see page 6-5), but may be changed.
HOME-Assisted Units	Enter the number of units that received HOME assistance. This field is also initially populated with ESTIMATED HOME UNITS, but may be changed. The number must be between **1** and **4** and cannot be more than TOTAL COMPLETED UNITS.
Units Qualified as Energy Star	In the TOTAL column, enter the total number of units that have received Energy Star certification. In the HOME-ASSISTED column, enter the number of HOME-assisted units that have received Energy Star certification. For information about HOME and Energy Star, see hud.gov/offices/cpd/affordablehousing/programs/home/energy star.cfm
Section 504 Accessible Units	Enter the total number of units that are fully accessible under Section 504 accessibility standards. Include all 504-accessible units in the count, whether or not HOME funds were spent to make them 504-accessible. Note that Section 504 accessibility is not a program requirement for homebuyer activities. For more information on the HOME Program's Section 504 compliance requirements, see HUD Notice CPD-00-9 or superseding notices.
Total Years of Affordability	If the period of affordability (POA) you are imposing on HOME-assisted units is longer than the period required by HOME regulations, enter the total number of years (HOME minimum plus additional) in this field. To indicate that the HOME-assisted units are to remain affordable in perpetuity, enter **99**. If you are not imposing a longer-than-required POA, leave the field blank.

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

ADD/EDIT COMPLETION DETAIL (PAGE 2)

Cost and beneficiary data is input on Page 2. The top part of the screen looks like this:

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Quick Links	
Entering data for	Despite its location under the Quick Links heading, this is an input field. If you select: • **All**, both cost and beneficiary data may be entered and saved (the first time data is input, both *must* be entered before the data can be saved). • **Costs Only**, only cost data will be saved. In add mode, any beneficiary data you enter will be lost; in edit mode, any updates to existing beneficiary data will be lost. • **Beneficiaries Only**, only beneficiary data will be saved. In add mode, any cost data you enter will be lost; in edit mode, the cost data is protected from update.
Go to Costs	Click here to move to the costs section of this screen.
Go to Beneficiaries	Click here to move to the beneficiaries section of this screen.

Cost data is input on the next part of the screen:

Costs

Purchase Price: (tip)   *Value after Rehabilitation: (tip)*

$ [   ] $ [   ]

HOME Property Costs (including PI)

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

HOME Downpayment Assistance (including PI)

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

Public Funds

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

Private Funds

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

Activity Totals

HOME Funds	$ 0.00
All Funds	$ 0.00
Total HOME Funds Disbursed	$ 0.00

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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
Purchase Price	Enter the price that the homebuyer paid for the property, as evidenced on the deed.
Value after Rehabilitation	This field is displayed only when the COMPLETION ACTIVITY TYPE on the previous screen is **Acquisition and Rehabilitation**. Enter the dollar value of the property after rehabilitation. PJs must choose a method to determine this value: tax assessment (if tied to market) of comparable properties in the neighborhood, an estimation of after-rehab value by a qualified professional, or an appraisal that considers the rehabilitation work. 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 Property Costs (Including PI)	
Amortized Loan	Enter the total amount, in dollars and cents, of HOME funds provided as an amortized loan. This is a direct loan which the borrower is expected to repay in full (principal and interest or principal only) over a fixed period of time.
Grant	Enter the total amount, in dollars and cents, of HOME funds provided as a grant. A grant is provided with no requirement or expectation of repayment. A grant may be used to reduce the amount of principal borrowed, the principal repayment, or the effective interest rate (an interest subsidy payment) on a private loan.
Deferred Payment Loan	Enter the total amount, in dollars and cents, of HOME funds provided as a deferred payment loan (DPL). A DPL can be repayable at some future time or forgiven. A DPL is repayable when the property is sold, or is forgiven if (a) the owner does not sell the property for a specified number of years or (b) repayment of principal and interest starts after the bank loan is repaid.
Other	Enter the total amount, in dollars and cents, of HOME funds provided in some form other than the loan/grant assistance identified above.
Total	This read-only field shows the total of the HOME PROPERTY COSTS amounts entered. If the activity is funded with CHDO Reserve, this total must be greater than zero before the activity status can be changed to Completed (remember from page 6-1 that providing HOME funds for downpayment assistance only is not a CR-eligible activity).
HOME Downpayment Assistance (Including PI)	
Amortized Loan	Enter the total amount, in dollars and cents, of HOME funds provided as an amortized loan.

Field	Description
Grant	Enter the total amount, in dollars and cents, of HOME funds provided as a grant.
Deferred Payment Loan	Enter the total amount, in dollars and cents, of HOME funds provided as a deferred payment loan (DPL).
Other	Enter the total amount, in dollars and cents, of HOME funds provided in some form other than the loan/grant assistance identified above.
Total	This read-only field shows the sum of the HOME DOWNPAYMENT ASSISTANCE amounts entered.
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.
State/Local Funds	Enter the total amount, in dollars and cents, of any activity costs paid for with state- or local government-appropriated 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.
Total	This read-only field shows the sum of the PUBLIC FUNDS amounts entered.
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.
Owner Cash Contributions	Enter the total amount, in dollars and cents, of cash contributions provided by the homebuyer.
Private Grants	Enter the total amount, in dollars and cents, of cash contributions donated by private individuals, organizations, etc.
Total	This read-only field shows the sum of the PRIVATE FUNDS amounts entered.
Activity Totals	
HOME Funds	This read-only field is equal to TOTAL HOME PROPERTY COSTS + TOTAL HOME DOWNPAYMENT ASSISTANCE. It and the TOTAL HOME FUNDS DISBURSED field below must match before the activity status can be changed to Completed.
All Funds	This read-only field shows the sum of all HOME, public, and private funds.
Total HOME Funds Disbursed	This read-only field displays the amount of HOME funds drawn down for the activity to date. It and the HOME FUNDS activity total must be equal before the activity status can be changed to Completed.

Information about the households assisted with HOME funds is input next:

Field	Description
Delete	To delete a row of beneficiary data, check the box in this column and click the <Delete> button.
Unit #	Enter the unit number of the HOME-assisted unit.
# of Bedrooms	Specify the number of bedrooms in the unit: **SRO/Efficiency** or **1** through **5+**.
Occupant	On the first row, this field is populated with **Owner** and cannot be changed.

For additional units, select either **Tenant** or **Vacant**, as appropriate.

If the unit is vacant, leave the rest of the fields on the input line blank (any data you enter in them will not be saved). |
| % Median Income | For each occupied unit, specify 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 percentages are:

0 - 30% Household annual income at or below 30% of the area median income (AMI).

30+ - 50% Household annual income above 30% and at or below 50% of AMI.

50+ - 60% Household annual income above 50% and at or below 60% of AMI.

60+ - 80% Household annual income above 60% and at or below 80% AMI. |

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

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

Field	Description
Unit Count	This read-only field shows how many units you have entered data for; it must equal the HOME-ASSISTED UNITS field on the first completion screen before you will be allowed to change the activity status to Completed. The number of HOME-ASSISTED UNITS is also shown in the header: **Beneficiaries (HOME-Assisted Properties: 1)** Delete | *Unit # (tip) | *# of Bedrooms (tip) | *Occupant | *% Median Income | *Hi Lat
<Delete> button	To delete a row of beneficiary data, first click the box in the first column of the row to be deleted and then click this button.
<Add Another>	Click this button to add data for another beneficiary.

The final fields on the screen are:

Homebuyer
First-Time Homebuyer: ○ Yes ● No
Homebuyer Counseling Provided: (tip) [No counseling ▼]
Coming from Subsidized Housing: ○ Yes ● No

Property
FHA Insured: (tip) ○ Yes ● No
If Lease Purchase, Date of Agreement: (tip) [ ] Select Date
(ex:mm/dd/yyyy)

[Save and Previous Page] | [Save] | [Cancel]

Field	Description
Homebuyer	
First-Time Homebuyer	Change this field to **Yes** if the new homeowner is a first-time homebuyer. To be counted as an ADDI activity, this field must be **Yes**.
Coming from Subsidized Housing	Change this field to **Yes** if immediately prior to HOME assistance, the homebuyer was living in public housing or receiving rental assistance from a federal, state, or local program.
Homebuyer Counseling Provided	Indicate the type of homeownership counseling (if any) that the homebuyer received.
Property	
FHA Insured	Change this field to **Yes** if the property is insured by the FHA.

Field	Description
If Lease Purchase, Date of Agreement	If a lease purchase arrangement has been made with the homebuyer, provide the date the agreement was signed.

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

UPDATING THE ACTIVITY STATUS TO COMPLETED

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