

## Chapter 8

# **SINGLE-ADDRESS HOMEOWNER REHAB ACTIVITIES**

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

### **ACTIVITY SETUP**

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

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

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

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

<p>User ID: C00063 User Role: Grantee</p> <p>Organization: WHEELING CONSORTIUM</p> <p>- <a href="#">Logout</a></p> <hr/> <p><b>Activity</b></p> <p>- <a href="#">Add</a> - <a href="#">Search</a></p> <hr/> <p><b>Project</b></p> <p>- <a href="#">Add</a> - <a href="#">Search</a> - <a href="#">Copy</a></p> <hr/> <p><b>Utilities</b></p> <p>- <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></p> <p>- <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: #f4a460;">Projects/Activities</th> <th style="background-color: #000080; color: white;">Funding/Drawdown</th> <th style="background-color: #000080; color: white;">Grant</th> <th style="background-color: #000080; color: white;">Grantee/PJ</th> <th style="background-color: #000080; color: white;">Admin</th> <th style="background-color: #000080; color: white;">Reports</th> </tr> </table> <p><b>Activity</b></p> <p><b>Add HOME Setup Detail (Page 1)</b></p> <p><b>Homeowner Rehab</b></p> <p style="text-align: right;"> <input type="button" value="Save"/>                <input type="button" value="Save and Continue"/>                <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> Richard and Margaret Evans</td> <td style="width: 33%;"><b>Program Year/Project ID:</b> 2009/25</td> </tr> <tr> <td><b>IDIS Activity ID:</b> 1194</td> <td><b>Activity Owner:</b> WHEELING CONSORTIUM</td> <td><b>Project Title:</b> HOME Program -- City of Wheeling</td> </tr> </table> <p><b>Performance Objective:</b> Select Option <input type="button" value="v"/></p> <p><b>Performance Outcome:</b> Select Option <input type="button" value="v"/></p> <p><b>Will this activity be carried out by a faith-based organization?</b>  <input type="radio"/> Yes <input checked="" type="radio"/> No         </p> <p><b>Special Characteristics</b> (Check any that apply to the location of this activity)</p> <p> <input type="checkbox"/> CDBG Strategy Area  <input type="checkbox"/> Local Target Area  <input type="checkbox"/> Presidentially Declared Major Disaster Area  <input type="checkbox"/> Historic Preservation Area  <input type="checkbox"/> Brownfield Redevelopment Area  <input type="checkbox"/> Conversion from Non-Residential to Residential Use         </p> <p><b>*Setup Activity Type:</b> Rehabilitation Only</p> <p><b>Multi-Address:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>Loan Guarantee:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>Homeowner's Name</b></p> <p> <b>First Name:</b> <input type="text"/> <b>Middle Initial:</b> <input type="text"/> <b>Last Name:</b> <input type="text"/> </p> <p><b>Activity Address</b></p> <p> <b>*Address Line 1:</b> <input type="text"/> <b>*City:</b> <input type="text"/> </p> <p> <b>Address Line 2:</b> <input type="text"/> <b>*State:</b> <input type="text" value="West Virginia"/> <input type="button" value="v"/> <b>*Zip Code:</b> <input type="text"/> + <input type="text"/> </p> <p> <b>Address Line 3:</b> <input type="text"/> <b>*County:</b> <input type="text" value="Select Option"/> <input type="button" value="v"/> <input type="button" value="Refresh County Code"/> </p> <p><b>Activity Estimates</b></p> <p> <b>*Estimated HOME Units:</b> <input type="text"/> <b>*Estimated HOME Cost:</b> \$ <input type="text"/> </p> <p style="text-align: right;"> <input type="button" value="Save"/>                <input type="button" value="Save and Continue"/>                <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> Richard and Margaret Evans	<b>Program Year/Project ID:</b> 2009/25	<b>IDIS Activity ID:</b> 1194	<b>Activity Owner:</b> WHEELING CONSORTIUM	<b>Project Title:</b> HOME Program -- City of Wheeling
Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports								
<b>Grantee/PJ Activity ID:</b> N/A	<b>Activity Name:</b> Richard and Margaret Evans	<b>Program Year/Project ID:</b> 2009/25											
<b>IDIS Activity ID:</b> 1194	<b>Activity Owner:</b> WHEELING CONSORTIUM	<b>Project Title:</b> HOME Program -- City of Wheeling											

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 <b>Provide decent affordable housing</b> .
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 <b>Affordability</b> .
Will this activity be carried out by a faith-based organization?	Change this field to <b>Yes</b> if a faith-based organization will carry out this activity.
Special Characteristics	Check the box for each "characteristic" that applies to the location of the activity you are setting up. More than one box may be checked; all boxes may be left unchecked.  See the help screen for definitions of the characteristics.  Note: For PJs in Arizona, California, New Mexico, and Texas, an additional characteristic, COLONIA, is displayed. Check it if the activity assists a rural community or neighborhood that is within 150 miles of the U.S.-Mexican border and lacks decent housing.
Setup Activity Type	This is a read-only field because the only valid type for a homeowner rehab activity is <b>Rehabilitation Only</b> —the alteration, improvement or modification of an existing structure that does not include the acquisition of real property.
Multi-Address	For a single-address activity, leave this field set to <b>No</b> .  If there is more than one property address for the activity, change it to <b>Yes</b> . Multi-address homeowner rehab activities are covered in the next chapter.
Loan Guarantee	If HOME funds will be used to guarantee financing provided by private lenders, change this field to <b>Yes</b> .
Homeowner's Name	Optional.
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 activities, the number must be between <b>1</b> and <b>4</b> .

Field	Description
Estimated 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>

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

## ACTIVITY FUNDING AND DRAWDOWNS

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

For more information on activity funding and drawdowns, see Chapters 16 and 17.

## ACTIVITY COMPLETION

To complete a single-address homeowner rehab 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:

User ID: C00063  
User Role: Grantee
Projects/Activities
Funding/Drawdown
Grant
Grantee/PJ
Admin
Reports

**Organization:**  
WHEELING  
CONSORTIUM

- [Logout](#)

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**Activity**

- [Add](#)  
- [Search](#)

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**Project**

- [Add](#)  
- [Search](#)  
- [Copy](#)

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**Utilities**

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**Links**

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- [RAMPS](#)  
- [HUD Home](#)

**Activity**

**Add Completion Detail (Page 1)**

**Homeowner Rehab**

\* Indicates Required Field

<b>Grantee/PJ Activity ID:</b> N/A	<b>Activity Name:</b> Richard and Margaret Evans	<b>Program Year/Project ID:</b> 2009/25
<b>IDIS Activity ID:</b> 1194	<b>Activity Owner:</b> WHEELING CONSORTIUM	<b>Project Title:</b> HOME Program -- City of Wheeling
<b>Activity Address:</b> 389 Belmont St. Wheeling, WV 26003		

Save | Save and Continue | Cancel

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**Completion Narrative:** (Maximum 4000 characters) (tip)

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

**\*Property Type:** (tip)  
1- 4 Single Family

**Units**

<b>*Total Completed Units:</b> <small>(tip)</small> 2	<b>*HOME-Assisted Units:</b> <small>(tip)</small> 2
--	--

Of the Total Completed Units, the Number of

	Total	HOME-Assisted
Units Qualified as Energy Star	[ ]	[ ]
Section 504 Accessible Units	[ ]	[ ]

Save | Save and Continue | Cancel

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Completion Narrative	Optional.
Completion Activity Type	This field shows <b>Rehabilitation Only</b> —the only valid choice for a rehab activity.
Property Type	This field is initially populated with <b>1-4 Single-Family</b> . If necessary, change it to one of the other property types listed on the dropdown.

Field	Description
Total Completed Units	Enter the total number of units (HOME assisted plus non-HOME assisted) at activity completion. This field is initially populated with the number of ESTIMATED HOME UNITS you entered at activity setup (see page 8-3), but may be changed.
HOME-Assisted Units	<p>Enter the number of units that received HOME assistance. This field is also initially populated with ESTIMATED HOME UNITS, but may be changed.</p> <p>The number must be between <b>1</b> and <b>4</b> and cannot be more than TOTAL COMPLETED UNITS.</p>
Units Qualified as Energy Star	<p>In the TOTAL column, enter the total number of units that have received Energy Star certification.</p> <p>In the HOME-ASSISTED column, enter the number of HOME-assisted units that have received Energy Star certification.</p> <p>For information about HOME and Energy Star, see <a href="http://hud.gov/offices/cpd/affordablehousing/programs/home/energy_star.cfm">hud.gov/offices/cpd/affordablehousing/programs/home/energy_star.cfm</a></p>
Section 504 Accessible Units	<p>Enter the total number of units that were made accessible for occupants under Section 504 accessibility standards. A unit does not need to have been made fully accessible under Section 504 standards (i.e., meet full UFAS standards) to be counted. Include all 504-accessible units in the count, whether or not HOME funds were spent to make them 504-accessible.</p> <p>Note that 504-accessibility is not a program requirement for homeowner rehab activities.</p>

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	<p>Despite its location under the Quick Links heading, this is an input field.</p> <p>If you select:</p> <ul style="list-style-type: none"> <li><b>All</b>, both cost and beneficiary data may be entered and saved (the first time data is input, both <i>must</i> be entered before the data can be saved).</li> <li><b>Costs Only</b>, 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.</li> <li><b>Beneficiaries Only</b>, 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.</li> </ul>
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:

<b>Costs</b>	
*Value after Rehabilitation: (tip)	
\$	<input type="text"/>
<b>HOME Funds (including PI)</b>	
Form of Assistance	<input type="text"/>
Amortized Loan	\$ <input type="text"/>
Grant	\$ <input type="text"/>
Deferred Payment Loan	\$ <input type="text"/>
Other	\$ <input type="text"/>
<b>Total</b>	\$ <input type="text" value="0.00"/>
<b>Public Funds</b>	
Form of Assistance	<input type="text"/>
Other Federal Funds	\$ <input type="text"/>
State/Local Funds	\$ <input type="text"/>
Tax-Exempt Bond Proceeds	\$ <input type="text"/>
<b>Total</b>	\$ <input type="text" value="0.00"/>
<b>Private Funds</b>	
Form of Assistance	<input type="text"/>
Private Loans	\$ <input type="text"/>
Owner Cash Contributions	\$ <input type="text"/>
Private Grants	\$ <input type="text"/>
<b>Total</b>	\$ <input type="text" value="0.00"/>
<b>Activity Totals</b>	
	HOME Funds <input type="text" value="0.00"/> \$
	All Funds <input type="text" value="0.00"/> \$
	Total HOME Funds Disbursed <input type="text" value="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
Value after Rehabilitation	<p>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.</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. For details about limits on the value of rehabbed HOME-assisted properties, see CFR 24 92.254(2)(ii).</p>



Field	Description
HOME Funds (Including PI)	
Amortized Loan	Enter the total amount, in dollars and cents, of HOME funds provided as an amortized loan. This is a direct loan which the borrower is expected to repay in full (principal and interest or principal only) over a fixed period of time.
Grant	Enter the total amount, in dollars and cents, of HOME funds provided as a grant. A grant is provided with no requirement or expectation of repayment.  A grant may be used to reduce the amount of principal borrowed, the principal repayment, or the effective interest rate (an interest subsidy payment) on a private loan.
Deferred Payment Loan	Enter the total amount, in dollars and cents, of HOME funds provided as a deferred payment loan (DPL). A DPL can be repayable at some future time or forgiven. A DPL is repayable when the property is sold, or is forgiven if (a) the owner does not sell the property for a specified number of years or (b) repayment of principal and interest starts after the bank loan is repaid.
Other	Enter the total amount, in dollars and cents, of HOME funds provided in some form other than the loan/grant assistance identified above.
Total	This read-only field shows the sum of the HOME FUNDS amounts entered. This total must equal TOTAL HOME FUNDS DISBURSED (the last field in the costs section) before you will be allowed to change the activity status to Completed.
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 homeowner.
Private Grants	Enter the total amount, in dollars and cents, of cash contributions donated by private individuals, organizations, etc.

Field	Description
Total	This read-only field shows the sum of the PRIVATE FUNDS amounts entered.
Activity Totals	
HOME Funds	This read-only field always equals the HOME Funds TOTAL field above.
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:

**Beneficiaries (HOME-Assisted Properties: 2)**

						Household
Delete	*Unit # (tip)	*# of Bedrooms (tip)	*Occupant	*% Median Income	*Hispanic/Latino	*Race
<input type="checkbox"/>	<input type="text"/>	Select	Owner	Select	Select	Select


*Size (tip)	*Type	*Assistance Type	*Total Monthly Rent
Select	Select	No Assistance	

Unit Count:

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: <b>SRO/Efficiency</b> or <b>1</b> through <b>5+</b> .

Field	Description
Occupant	<p>On the first row, this field is populated with <b>Owner</b> and cannot be changed.</p> <p>For additional units, select either <b>Tenant</b> or <b>Vacant</b>, as appropriate.</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).</p>
% Median Income	<p>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:</p> <p><b>0 - 30%</b> Household annual income at or below 30% of the area median income (AMI).</p> <p><b>30+ - 50%</b> Household annual income above 30% and at or below 50% of AMI.</p> <p><b>50+ - 60%</b> Household annual income above 50% and at or below 60% of AMI.</p> <p><b>60+ - 80%</b> Household annual income above 60% and at or below 80% AMI.</p>
Hispanic/Latino	<p>For each occupied unit, indicate if the head of household is Hispanic/Latino by selecting <b>Yes</b> or <b>No</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, regardless of race.</p>
Race	<p>For each occupied unit, select the race of the head of household:</p> <p><b>White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><b>Black/African American:</b> A person having origins in any of the black racial groups of Africa.</p> <p><b>Asian:</b> 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>American Indian/Alaskan Native:</b> 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>Native Hawaiian/Other Pacific Islander:</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p>

Field	Description
	<p><b>American Indian/Alaskan Native &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>Asian &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>Black/African American &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>American Indian/Alaskan Native &amp; Black/African American:</b> A person having these multiple racial origins as defined above.</p> <p><b>Other Multi-Racial:</b> Category used for reporting individual responses that are not included in any of the categories listed above.</p>
Size	<p>For each occupied unit, specify the number of persons in the household, <b>1</b> through <b>8+</b>.</p>
Type	<p>For each occupied unit, specify the type of household occupying the unit:</p> <p><b>Single, Non-Elderly</b> – One person under the age of 62.</p> <p><b>Elderly</b> – One or more persons, each of whom is at least 62 years old.</p> <p><b>Single Parent</b> – A single parent with one or more dependent children 18 years old or younger.</p> <p><b>Two Parents</b> – Two parents with one or more dependent children 18 years old or younger.</p> <p><b>Other</b> – Any household not included in the above definitions, including two or more unrelated persons.</p> <p>If the previous field is <b>1 person</b>, then this field must be either Single, Non-Elderly or Elderly.</p>
Assistance Type	<p>For the owner-occupied unit (first row), this field is set to No Assistance and cannot be changed. For each tenant-occupied unit, Select:</p> <p><b>Section 8</b> – 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>HOME TBRA</b> – for tenants receiving HOME tenant-based rental assistance.</p> <p><b>Other Federal, State, or Local Assistance</b> – for tenants receiving rental subsidies from other federal, state, or local rental assistance programs.</p> <p><b>No Assistance</b> – self-explanatory.</p>

Field	Description												
Total Monthly Rent	<p>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.</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>												
Unit Count	<p>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:</p> <div style="text-align: center;">  <p>Beneficiaries (HOME-Assisted Properties: 2)</p> <table border="1"> <thead> <tr> <th>Delete</th> <th>*Unit # (tip)</th> <th>**# of Bedrooms (tip)</th> <th>*Occupant</th> <th>*% Median Income</th> <th>*His Latir</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	Delete	*Unit # (tip)	**# of Bedrooms (tip)	*Occupant	*% Median Income	*His Latir						
Delete	*Unit # (tip)	**# of Bedrooms (tip)	*Occupant	*% Median Income	*His Latir								
<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 field on the screen is FHA INSURED:

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

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Save and Previous Page | Save | Cancel

If the property is insured by the FHA, change this field to **Yes**.

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.