

PREFACE

Purpose

The purpose of this manual is to show HOME PJ users how to set up, fund, draw funds for, and complete HOME activities in IDIS OnLine. Topics related to these HOME-specific processes are also covered.

Contents

Chapter 1 provides a brief overview of major IDIS OnLine components.

Chapter 2 shows how to add and maintain projects, and Chapter 3 explains the activity screens that are common to all four CPD programs.

Chapters 4 through 12 give the specifics of setting up and completing HOME rental, homebuyer, homeowner rehabilitation, tenant-based rental assistance, and admin-only activities.

The financial components of IDIS OnLine are covered next, starting with grants, subfunds, and subgrants in Chapters 13 - 15. Activity funding is explained in Chapter 16 and drawdowns in Chapter 17. Chapter 18 shows how to receipt program income. Guidance on cancelling activities with HOME draws and returning funds is provided in Chapters 19-20.

The final two chapters cover issues specific to states and the grantee function.

What is Not Covered

Three functions—Admin, Reporting, and Data Downloads—are not covered here. For information on those topics, go to www.hud.gov/offices/cpd/systems/idis/idis.cfm and see:

- How to Run Reports in IDIS OnLine
- Grantee Local Administrator Guide
- IDIS OnLine Data Download Documentation

Intended Audience

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

Additional IDIS OnLine Resources

- The “Log on to IDIS” page at www.hud.gov/offices/cpd/systems/idis/idis.cfm
- The IDIS News section of the IDIS OnLine Welcome page
- Technical Assistance Unit (TAU) at 877-483-8282
- The “Integrated Disbursement & Information (IDIS)” page at www.hud.gov/offices/cpd/systems/idis/index.cfm