Chapter 9: Setting Up and Completing HOME Activities

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9.1 What's in This Chapter

9.1.1 Purpose

The primary purpose of this Chapter is to provide participating jurisdiction users with the step-by-step process required to Set Up and Complete HOME Program activities in IDIS. HOME Program information and guidance is also provided to help participating jurisdictions report the correct information about their HOME Program accomplishments.

9.1.2 HOME Program Overview

The HOME program, created under Title II (the Home Investment Partnerships Act) of the National Affordable Housing Act of 1990, represented a historic affirmation of the Federal Government's commitment to providing decent, safe, and affordable housing for all Americans and to alleviating the problems of excessive rent burdens, homelessness and deteriorating housing stock nationwide.

HOME empowers PJs to design and implement affordable housing strategies that are tailored to their needs and priorities.

The HOME regulations, CPD Notices, guides, policy interpretations and further information are available at the HOME program web site located at:
http://www.hud.gov/offices/cpd/affordablehousing/programs/home/index.cfm

9.1.3 The HOME Program in IDIS

General Notes:

In IDIS, the term "Project" refers to the Consolidated Plan and Action Plan items added and maintained in the system. Each HOME project is called an "Activity" in IDIS and requires the following actions to process in IDIS:

- Set up the HOME activity in the Common Path as described in Chapter 4 and then in the HOME screens in this Chapter.
  - o   Fund the HOME activity (Chapter 5)
  - o   Draw the HOME funds for the activity (Chapter 7)
  - o   Complete the HOME activity as described in this Chapter.

HOME Program Income must be used for HOME-assisted activities before new HOME funds may be drawn down. Directions on this procedure are located in Chapters 5 and 13.

The following activities can be funded after entering required information in the Common Path screens and then selecting option E on the HOME menu:

- Administrative activities
- CHDO operating
- CHDO capacity

Information must be entered into all required fields in order to fund, draw, or complete a HOME activity. Press **<F3>, <F9>** or **<Enter>** to view the required fields in red.

Financial and beneficiary information must be entered into the completion screens within 120 days of the final draw for the activity.

If you do not enter a value in the Yes/No question fields, the system will automatically insert a system default answer "No" and display the next fields and screens resulting from that answer.

9.1.4   Committed Funds

HOME funds are "committed" to an activity in IDIS when there is a written legally binding agreement and the activity is set up and funded in IDIS. HOME funds are considered committed in IDIS when: 1) subgranted to an organization, CHDO, State Recipient or Subrecipient, or 2) an activity not subgranted has been funded through Activity Funding.

9.1.5   Subfunding and Subgranting

Before an activity is set up in the Common Path (Chapter 4) and the HOME screens (this chapter), one or more subgrants may need to be created from the HOME entitlement grant. Chapter 6, Subfunding and Subgranting, describes how to do this. A subgrant reserves funds to a particular organization. CHDO funds must be subgranted to a CHDO before setting up an activity for that CHDO. Similarly, if another organization or State recipient is carrying out the activities, funds are subgranted to the organization before the activities are set up.

9.2 Navigation and Function Key (F-Key) Guide

F1=HELP	Press to view and select from a list of choices. If a list is not presented, a help message may be displayed.
F2=PROJ LIST	Press to view and select from a list of Projects. The Projects listed have previously been entered through the Plan/Project Menu in IDIS from the participating jurisdiction Consolidated Plan or Action Plan.
F3=VALDT	Press to validate. The validate function allows the user to see required fields that need to be completed in order to be able to proceed, fund, draw or complete an activity. The F3 key does not save information.
F4=MAIN MENU	Press to go to the IDIS Main Menu.
F5=PROJ INFO	Press to go to the IDIS Project Information screen. This screen displays the Project Number, Project Title, Date Last Updated and the estimated funding from each of the four formula programs.
F6=CLEAR	Press to delete search criteria and to start over.
F7=PREV	Press to go to the previous screen. (The location is indicated in each of the screen examples in this section.)
F8=NEXT	Press to go to the next screen. (The location is indicated in each of the screen examples in this section.)
F9=SAVE	Press to validate and save. IDIS then redisplays the screen.
F10=GO TO **REVISE ACTIVITY**	From the HOME Menu, pressing this key takes the user to the first Revise Activity Screen in the Common Path.
F15=ALT **(SHIFT-F5)**	Press to display alternate costs screen. This function allows the user to change the version of the cost screen.
F17=UP **(SHIFT-F7)**	Press to go back when the list continues to additional screens.
F18=DOWN **(SHIFT-F8)**	Press to go forward to continue to additional screens.

9.3 Navigating from the HOME Menu

The Home Menu is the first HOME screen. The Grantee Activity ID and Activity Name display information entered in common path fields. The IDIS Activity ID is generated by the system. The HOME Menu provides the main navigation to perform the following functions:

SET UP ACTIVITY

The HOME Menu has a separate setup option for each of the five eligible HOME activities. These are called Tenure Types in IDIS. The input screens are specific to the Tenure Type and Activity Type.

REVIEW ACTIVITY

Selecting a Review Activity option provides Review Activity Status or Search. Review Activity Status is a one-page snapshot of the current status of an activity. The Search function allows for the search of HOME activities by program years, project Ids, set up dates, completion codes, status codes, tenure types, occupant codes, or activity names.

COMPLETE ACTIVITY

Selecting a Complete Activity function automatically displays the completion screens for the Tenure Type. Entering the selection of Costs & Beneficiaries provides all of the completion screens. It is also possible to go directly to the Costs or Beneficiary screens.

CHANGE TO ACTIVITY ID

Entering another HOME IDIS Activity ID number displays the HOME Menu for that activity.

```
                              HOME MENU                              HM00

   Grantee Activity ID  xxxxxxxxxxxxxxxxx        IDIS Activity ID  zzzzzz9
   Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

                          SET UP ACTIVITY
                             A   Rental
                             B   Homebuyer
                             C   Homeowner Rehab
                             D   Tenant-Based Rental Assistance (TBRA)
                             E   Activity Funded Only with AD/CO/CC

                          REVIEW ACTIVITY
                             F  Review Activity Status
                             G  Search Activities

                          COMPLETE ACTIVITY
                             H  Costs & Beneficiaries
                             I  Costs Only
                             J  Beneficiaries Only

      Type selection and press <ENTER>  _        Change to Activity ID  _____

      F4=MAIN MENU              F7=PREV              F10=GO TO REVISE ACTIVITY
```

Set Up Activity Selections

Rental	Enter **A** to go to the HOME screens to set up a rental activity. Only those screens and fields related to rental activities are presented.
Homebuyer	Enter **B** to go to the HOME screens to set up a homebuyer activity. Only those screens and fields related to homebuyer activities are presented.
Homeowner Rehab	Enter **C** to go to the HOME screens to set up a homeowner rehabilitation activity. Only those screens and fields related to homeowner rehabilitation activities are presented.
Tenant-Based Rental Assistance (TBRA)	Enter **D** to go to the HOME screens to set up a tenant based rental assistance activity. Only those screens and fields related to TBRA activities are presented.
Activity Funded Only with AD/CO/CC	Enter **E** if the activity is an Administrative and Planning, CHDO Operating Expense or CHDO Capacity Building Activity Only. A message will be displayed that the activity AD/CO/CC activity can be funded. No further HOME set up screens are needed. If AD or CO are to be used to fund a Rental, Homebuyer, Homeowner Rehab or Tenant-Based Rental Assistance activity, set up the activity by one of these four tenure types and fund with more than one fund type.
	Another way to use AD for HOME activities is to return AD funds to EN.

```
                              HOME MENU                          HM00

   Grantee Activity ID  xxxxxxxxxxxxxxxxx        IDIS Activity ID  zzzzzz9
   Activity Name         xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

                         SET UP ACTIVITY
                           A  Rental
                           B  Homebuyer
                           C  Homeowner Rehab
                           D  Tenant-Based Rental Assistance (TBRA)
                           E  Activity Funded Only with AD/CO/CC

                         REVIEW ACTIVITY
                           F  Review Activity Status
                           G  Search Activities

                         COMPLETE ACTIVITY
                           H  Costs & Beneficiaries
                           I  Costs Only
                           J  Beneficiaries Only

   Type selection and press <ENTER>  _       Change to Activity ID  _____

   F4=MAIN MENU              F7=PREV              F10=GO TO REVISE ACTIVITY
```

Review Activity Selections

Review Activity Status	Enter **F** to go to the Review Activity Status Screen. The Review Activity Status Screen displays information entered into IDIS. In addition to activity type, setup date and status code, it provides summary information about funding, disbursements, estimated units, actual units and costs. It also shows whether or not all of the required setup and completion data has been entered.
Search Activities	Enter **G** to go to the Search screen to search for HOME activities by program years, project IDs, set up dates, completion dates, status codes, tenure types, occupant codes, and activity names.

```
                            HOME MENU                          HM00

   Grantee Activity ID  xxxxxxxxxxxxxxxxxx        IDIS Activity ID  zzzzzz9
   Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

                         SET UP ACTIVITY
                             A  Rental
                             B  Homebuyer
                             C  Homeowner Rehab
                             D  Tenant-Based Rental Assistance (TBRA)
                             E  Activity Funded Only with AD/CO/CC

                         REVIEW ACTIVITY
                             F  Review Activity Status
                             G  Search Activities

                         COMPLETE ACTIVITY
                             H  Costs & Beneficiaries
                             I  Costs Only
                             J  Beneficiaries Only

   Type selection and press <ENTER>  _        Change to Activity ID  _____

   F4=MAIN MENU              F7=PREV              F10=GO TO REVISE ACTIVITY
```

Complete Activity Selections

Costs & Beneficiaries	Enter **H** to go to the HOME screens to enter completion information. This selection goes to the first completion screen.
Costs Only	Enter **I** to go to the HOME costs screens to enter completion financial information such as leverage.
Beneficiaries Only	Enter **J** to go to the HOME beneficiary screen to enter information on the households assisted with HOME funds.

Note: When entering the completion path for the first time, a user will see the first completion screen regardless of the option chosen. Once the first completion screen information has been entered the selected screen will appear.

9.4 Set Up Rental Activity

When Rental is selected on the HOME Menu, the SET UP ACTIVITY: CHDO QUESTIONS screen HOME or HM01 is the next screen shown:

```
                        SET UP ACTIVITY: CHDO QUESTIONS                  HM01

   Grantee Activity ID  xxxxxxxxxxxxxxxxxx        IDIS Activity ID  zzzzzz9
   Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

   CR ACTIVITY?         Will the activity be funded with CR (Y/N)?  _

                        If yes:
                            CHDO Acting As    _
                                              1  Owner
                                              2  Sponsor
                                              3  Developer

                        Will initial funding be a CHDO Site
                        Control and/or Seed Money Loan (Y/N)?  _




     F3=VALDT     F4=MAIN MENU    F5=PROJINFO     F7=PREV    F8=NEXT    F9=SAVE
```

How to Fill-In the SET UP ACTIVITY: CHDO QUESTIONS Screen:

This screen is presented when a rental activity is initially set up. It is not shown again unless the activity is funded as a CHDO Loan or the CHDO answers need to be revised.

Since insular areas do not have CHDO activities, insular area participating jurisdictions will not see this screen.

As indicated, type in the answers to the questions. After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

Note: If the field requires a yes or no answer and the user presses **<Tab>** to pass the field without entering a **Y** or **N**, IDIS will automatically insert an **N** answer when the information is saved.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
CR ACTIVITY? Will the activity be funded with		To be answered **Y** if the activity is to be funded with CHDO Reserve funds and **N** if not. If CR Activity is **Y**, the CHDO Acting As and CHDO Site Control questions must be	Y or N

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
CR (Y/N)?		answered. If the answer is **N**, press **<Enter>** to go to next screen (ACTIVITY SET UP: OBJECTIVE AND OUTCOME).	
If yes: CHDO Acting As		CHDO Acting As is a required field if the answer to CR Activity is **Y**. Enter **1** if the CHDO is acting as the Owner, Enter **2** if the CHDO is acting as the Sponsor, Enter **3** if the CHDO is acting as the Developer	1, 2, 3
Will initial funding be a CHDO Site Control and/or Seed Money Loan (Y/N)?		The answer to this question is required if the activity is to be funded with CL. Answer **Y** if the activity is to be funded with CHDO loan funds and **N** if not. If the answer is **N**, press **<Enter>** to go to next screen (OBJECTIVE AND OUTCOME). *See the CHDO Loan section for information on processing a CHDO Loan.*	Y or N
F7=PREV		Press to go to the previous screen. From the CHDO Questions screen, the previous screen is the HOME Menu. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the CHDO Questions screen in Rental, the next screen is Activity Set Up: Objective and Outcome. Entries will be saved.	
Press **<Enter>** to display the first HOME setup screen.			

```
                    ACTIVITY SETUP: OBJECTIVE AND OUTCOME            HM01-A

    Grantee Activity ID  _____      IDIS Activity ID  _____
    Activity Name        _____

    OBJECTIVE            _
                         1  Create suitable living environments
                         2  Provide decent affordable housing
                         3  Create economic opportunities


    OUTCOME              _
                         1  Availability/accessibility
                         2  Affordability
                         3  Sustainability









  F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

How To Fill-In the ACTIVITY SETUP: Objective and Outcome Screen:

On this screen you indicate the primary objective and outcome of the services your activity is designed to provide.

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and go to the next screen (Special Characteristics).

1. Type 1, 2 or 3 to describe your objective.

2. Type 1, 2, or 3 to describe your outcome.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
OBJECTIVE		Enter 1, 2, or 3 to indicate your project's intended objective. If Objective is left blank by the user, the system will default to "2" Press <F1> (Help) for help as to what to enter in the Objective field.	1, 2, or 3

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
OUTCOME		Enter 1, 2, or 3 to indicate your project's intended outcome. If Outcome is left blank by the user, the system will default to "2" Press <F1> (Help) for help as to what to enter in the Outcome field.	1, 2, or 3
F7=PREV		Press to go to the previous screen. From the ACTIVITY SETUP OBJECTIVE AND OUTCOME screen, the previous screen is the HOME MENU screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the ACTIVITY SETUP OBJECTIVE AND OUTCOME screen, the next screen is SET UP ACTIVITY: SPECIAL CHARACTERISTICS. Entries will be saved.	
Press **<Enter>** to go to the SET UP ACTIVITY: SPECIAL CHARACTERISTICS screen.			

```
                   SET UP ACTIVITY: SPECIAL CHARACTERISTICS        HM01-B

   Grantee Activity ID  _____      IDIS Activity ID _____
   Activity Name        _____



   ACTIVITY       Type 'Y' next to any that apply:
   LOCATION
                  _  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


   FAITH-BASED    Will this activity be carried out by a faith-based
   ORGANIZATION   organization (Y/N)? _




 F1=HELP    F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT   9=SAVE
```

How To Fill-In the SET UP ACTIVITY: Special Characteristics Screen

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and go to next screen.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
ACTIVITY LOCATION Type 'Y' next to any that apply	✔	Enter Y or N to indicate whether or not your activity is in any of the following locations: 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 **[The COLONIA field is displayed only if the activity is located in Arizona, California, New Mexico, or Texas]** IDIS defaults all fields to "N" if an answer is not entered.	Y/N

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
FAITH-BASED ORGANIZATION Will this activity be carried out by a faith-based organization (Y/N)?	✓	Enter Y or N to indicate whether or not activity carried out by faith-based organization. IDIS defaults the field to "N" if an answer is not entered.	Y/N
F1=HELP		Position cursor on the field where Help is needed. Press **<F1> Help** for the detail description of special characteristics.	
F7=PREV		Press to go to the previous screen. From the SPECIAL CHARACTERISTIC screen, the previous screen is the ACTIVITY SETUP OBJECTIVE AND OUTCOME screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the SET UP ACTIVITY: SPECIAL CHARACTERISTICS screen, the next screen is the SETUP RENTAL ACTIVITY screen. Entries will be saved.	
Press **<Enter>** to go to the SETUP RENTAL ACTIVITY screen.			

```
                     SET UP RENTAL ACTIVITY                    HR01

   Grantee Activity ID  xxxxxxxxxxxxxxxxx      IDIS Activity ID  zzzzzz9
   Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

   ACTIVITY TYPE        _
                        1  Rehab Only          4  Acquisition & Rehab
                        2  New Construction Only  5  Acquisition & New
                        3  Acquisition Only          Construction
   PROPERTY ADDRESS
           Street       _____
             City       _____ St __  Zip _____ - ____
      County Code       99999


   ACTIVITY ESTIMATES   HOME Units  ____       HOME Cost  _____

   MULTI-ADDRESS (Y/N)? _

   LOAN GUARANTEE(Y/N)? _

   CHDO ACTIVITY (Y/N)? N

  F1=HELP F3=VALDT F4=MAIN MENU F5=PROJECT INFO F7=PREV F8=NEXT F9=SAVE
```

How To Fill-In the SET UP RENTAL ACTIVITY Screen:	Where indicated, type in the answers to the questions. If the information does not completely fill the field press **<Tab>** to go to the next field.
	After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
ACTIVITY TYPE	✔	Enter 1 –Rehab Only. A HOME-assisted rehabilitation activity that does not include acquisition of real property. Enter 2 – New Construction Only. An activity that involves the addition of units outside the existing walls of the structure and the construction of new residential units. Enter 3 – Acquisition Only. Acquisition of a structure that received a certificate of occupancy at least 13 months before acquisition that did not require rehabilitation. Enter 4 – Acquisition & Rehab.	1, 2, 3, 4, 5

		A HOME-assisted rehabilitation activity that includes the acquisition of real property. Enter 5 – Acquisition & New Construction. An activity that included the acquisition of real property. This includes acquisition of a structure that has received an initial certificate of occupancy within a one year period prior to acquisition.	
PROPERTY ADDRESS Street, City, ST, Zip	✔	Displayed from information entered in the common path screen (C04MA01). The property address can be changed by the user on this screen.	
County Code	✔	Enter county code. If you do not know the county code, a list of all county codes in the Participating Jurisdiction's State will be listed by pressing <F1> for the Help screen. Enter the code for the county where the HOME-Assisted property is located.	
ACTIVITY ESTIMATES HOME Units	✔	Enter the estimated number of units that are expected to be completed and that will receive HOME assistance.	
ACTIVITY ESTIMATES HOME Cost	✔	Enter the total amount of HOME funds requested for the activity.	
MULTI-ADDRESS (Y/N)?		Enter **N** if there is one property address for the activity or **<Tab>** to next field and the system will automatically populate the field as **N**. Enter **Y**, if there is more than one property or building address for the activity. ***See the Multi-Address section if you want to set up and complete a multi-address activity.*** ***NOTE: Each apartment unit is not considered to be a separate address.***	
LOAN GUARANTEE (Y/N)?		Enter **Y** if the property has a loan guarantee and enter **N** if not or **<Tab>** to next field and the system will automatically populate the field as **N**.	
CHDO ACTIVITY (Y/N)?		The answer entered on the CHDO Questions screen will be displayed here and can be changed on this screen. A change from **N** to **Y** sends the user back to the CHDO Questions screen to answer the required CHDO questions. **Note:** The CHDO ACTIVITY (Y/N)? question/field is not displayed for Insular Areas.	
F1=HELP		The only help available from this screen is for the County code field. Press to obtain a list of counties. Select the county where the HOME-Assisted property is located.	

F7=PREV		Press to go to the previous screen. From the Rental Set Up screen, the previous screen is the Set Up Activity: Special Characteristics Screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the Rental Set Up screen, the next screen is the Set Up Rental Activity: Property Owner screen. Entries will be saved.	
Press **<Enter>** to go to the Complete Rental Activity: Property Owner screen.			

```
             SET UP RENTAL ACTIVITY: PROPERTY OWNER                    HR02

   Grantee Activity ID  xxxxxxxxxxxxxxxxx       IDIS Activity ID  zzzzzz9
   Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
   Activity Address     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

   PROPERTY OWNED BY     _
                         1  Individual     4  Not-for-Profit
                         2  Partnership    5  Publicly Owned
                         3  Corporation    9  Other

   OWNER'S NAME         _____


   OWNER'S ADDRESS      Enter only if different from PROPERTY ADDRESS

           Street       _____
             City       _____  St __  Zip _____ - ____




    F3=VALDT   F4=MAIN MENU   F5=PROJECT INFO   F7=PREV   F8=NEXT   F9=SAVE
```

How To Fill-In the SET UP RENTAL ACTIVITY: PROPERTY OWNER Screen:	As indicated, type in the answers to questions. If the information does not completely fill the field, press **<Tab>** to go to the next field. After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Address		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
PROPERTY OWNED BY	✔	Enter **1** – if the property is owned by an individual Enter **2** – if the property is owned by a partnership Enter **3** – if the property is owned by a corporation Enter **4** – if the property is owned by a not-for-profit Enter **5** – if the property is publicly owned Enter **6** – if the property is owned by another type of organization	1,2,3,4,5,6
OWNER'S NAME	✔	Enter the property owner's name.	

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
OWNER'S ADDRESS Street, City, Zip	✔	Enter the property owner's address if different from the property address entered on the Set Up Rental Activity screen or press <**Enter**> and IDIS will populate this field with the information from the Set Up Rental Activity Screen.	
F7=PREV		Press to go to the previous screen. From the Set Up Rental Activity: Property Owner screen, the previous screen is the Set Up Rental Activity screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the Set Up Rental Activity: Property Owner screen, the next screen is the HOME Menu. Entries will be saved.	
Press <**Enter**> to go to the HOME Menu.			

9.5 Next Steps – After the HOME Rental Activity is Set Up:

After setting up the HOME Rental Activity, the user can review the Activity Status, fund, and draw funds by performing the appropriate steps as follows:

- Press <**Enter**> to return to HOME Menu
- Select <**F**> Review Activity Status to check set up information

Or

- Press <**F4**> to go to the Main Menu
- To Fund the activity, see Chapter 5
- To Draw funds, see Chapter 7
- Return to the HOME Menu
- Complete the activity by selecting **H** at the HOME Menu for the Complete Rental Activity screens
- Return to the common path screen (MA04) to change the status code to Complete

Note: Checking to make sure that the set up information is complete on the Review Activity Status Screen confirms that the activity is in the condition to be able to be funded and drawn in IDIS.

9.6 Complete Rental Activity

Information must be entered into all required fields in order to complete a HOME activity. Press **<F3>, <F9>** or **<Enter>** to view the required fields in red.

```
                    COMPLETE RENTAL ACTIVITY                      HR03

 Grantee Activity ID  xxxxxxxxxxxxxxxxxx       IDIS Activity ID  zzzzzz9
 Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
 Activity Address     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

 ACTIVITY TYPE          _
                        1  Rehab Only           4  Acquisition & Rehab
                        2  New Construction Only 5  Acquisition & New
                        3  Acquisition Only         Construction

 PROPERTY TYPE          _
                        1  Condominium          4  Apartment
                        2  Cooperative          5  Other
                        3  SRO

 YES OR NO (Y/N)        FHA insured? _    Mixed use? _    Mixed income? _

 COMPLETED UNITS        Total number   ____
                        HOME-assisted  ____



   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV    F8=NEXT    F9=SAVE
```

How to Fill-In the COMPLETE RENTAL ACTIVITY Screen:

Where indicated, type in the answers to questions. If the information does not completely fill the field, press **<Tab>** to go to the next field.

After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

Note: If the field requires a yes or no answer and the user presses **<Tab>** to pass the field without entering a Y or N, IDIS will automatically insert an N answer when the information is saved.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Address		Carried forward from the Setup Activity Screen (C04MA01) or from the change made on the Set Up Rental Activity screen.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
ACTIVITY TYPE	✔	The Activity Type is displayed and can be changed on this screen. 1 Rehab Only 2 New Construction Only 3 Acquisition Only 4 Acquisition & Rehab 5 Acquisition & New Construction	1, 2, 3, 4, or 5
PROPERTY TYPE	✔	Indicate the type of property assisted: 1 Condominium 2 Cooperative 3 SRO (Single Room Occupancy) 4 Apartment 5 Other (None of the above types of property)	1, 2, 3, 4, or 5
YES OR NO (Y/N) FHA insured?		Enter **Y** if the property also is insured by FHA or **N** if not. Or **<Tab>** through the field and IDIS will enter an **N** answer to this question	Y or N
YES OR NO (Y/N) Mixed use?		Enter **Y** for an activity that is designated in part for uses other than residential but where residential living space constitutes at least 51 percent of the space. Enter **N** if the activity is not a mixed-use activity. Or **<Tab>** through the field and IDIS will enter an **N** answer to this question.	Y or N
YES OR NO (Y/N) Mixed income?		Enter **Y** where less than 100 percent of the activity's housing units qualify as affordable housing as defined in the HOME regulations. Enter **N** if the activity is not a mixed-income activity. Or **<Tab>** through the field and IDIS will enter an "N" answer to this question.	Y or N
COMPLETED UNITS Total number	✔	The total number of completed units entered at set up in the building is displayed and can be changed here.	4 numeric characters
COMPLETED UNITS HOME-assisted	✔	The number of HOME-assisted units entered at set up in the building is displayed and can be changed here.	4 numeric characters
F7=PREV		Press to go to the previous screen. From the Complete Rental Activity screen, the previous screen is the HOME Menu. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the Complete Rental Activity screen, the next screen is the Complete Rental Activity: Units screen. Entries will be saved.	
Press **<Enter>** to go to the Complete Rental Activity: Units screen.			

```
                    COMPLETE RENTAL ACTIVITY: UNITS                HR03-A

   Grantee Activity ID  _____        IDIS Activity ID  _____
   Activity Name        _____
   Activity Address     _____


   COMPLETED UNITS      Total ____     HOME-Assisted ____

                                                             HOME-
   OF THE UNITS COMPLETED, THE NUMBER:              TOTAL  ASSISTED

                           Meeting Energy Star standards:  ____     ____

                                Section 504 accessible:  ____

                 Designated for persons with HIV/AIDS:  ____     ____
       Of those, the number for the chronically  homeless:  ____     ____

                         Designated for the homeless:  ____     ____
       Of those, the number for the chronically  homeless:  ____     ____



  F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

How to Fill-In the COMPLETE RENTAL ACTIVITY: Units Screen:

Where indicated, type in the answers to questions. If the information does not completely fill the field, press **<Tab>** to go to the next field.

After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

Note: If the user presses **<Tab>** to pass the field without entering , IDIS will automatically insert 0 when the information is saved.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Address		Carried forward from the Setup Activity Screen (C04MA01) or changes made on the Set Up Rental Activity screen.	Protected field
COMPLETED UNITS Total		Populated and displayed from the Complete Rental Activity Screen.	Protected field
COMPLETED UNITS HOME-Assisted		Populated and displayed from the Complete Rental Activity Screen.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
OF THE UNITS COMPLETED, THE NUMBER: Meeting Energy Star standards: TOTAL		Enter the total number of completed units that meet Energy Star standards.	4 numeric characters
OF THE UNITS COMPLETED, THE NUMBER: Meeting Energy Star standards: HOME-ASSISTED		Enter the total number of completed HOME-Assisted units that meet Energy Star standards. It must be less than or equal to the number of HOME-assisted units. The default number for Meeting Energy Star standards is 0. It must be less than or equal to the total completed units.	4 numeric characters
OF THE UNITS COMPLETED, THE NUMBER: Section 504–accessible: TOTAL		Enter the total number of completed units that are Section 504–accessible. The number must be less than or equal to the number of total completed units. The default number is 0.	4 numeric characters
OF THE UNITS COMPLETED, THE NUMBER: Designated for persons with HIV/AIDS: TOTAL		Enter the total number of completed units that are designated for persons with HIV/AIDS	4 numeric characters
OF THE UNITS COMPLETED, THE NUMBER: Designated for persons with HIV/AIDS: HOME-ASSISTED		Enter the total number of completed HOME-Assisted units that are designated for persons with HIV/AIDS.	4 numeric characters
OF THE UNITS COMPLETED, THE NUMBER: Designated for persons with HIV/AIDS: Of those, the number for the chronically homeless: TOTAL		Enter the total number of completed units for the chronically homeless in units designated for persons with HIV/AIDS.	4 numeric characters
OF THE UNITS COMPLETED, THE NUMBER: Designated for persons with HIV/AIDS: Of those, the		Enter the total number of completed HOME-Assisted units for the chronically homeless in units designated for persons with HIV/AIDS.	4 numeric characters

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
number for the chronically homeless: HOME-ASSISTED			
OF THE UNITS COMPLETED, THE NUMBER: Designated for the homeless: TOTAL		Report the total number of completed units designated for the homeless.	4 numeric characters
OF THE UNITS COMPLETED, THE NUMBER: Designated for the homeless: HOME-ASSISTED		Report the total number of completed HOME-assisted units designated for the homeless.	4 numeric characters
OF THE COMPLETED UNITS, THE NUMBER: Designated for the homeless: Of those, the number for the chronically homeless: TOTAL		Report the total number of completed units for the homeless designated for the chronically homeless.	4 numeric characters
OF THE COMPLETED UNITS, THE NUMBER: Designated for the homeless: Of those, the number for the chronically homeless: HOME-ASSISTED		Report the number of HOME-assisted units for the chronically homeless in units designated for the homeless.	4 numeric characters
F7=PREV		Press to go to the previous screen. From the Complete Rental Activity: Units screen, the previous screen is the Complete Rental Activity screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the Complete Rental Activity: Units screen, the next screen is the Complete Rental Activity: Period of Affordability screen. Entries will be saved.	
Press **<Enter>** to go to the Complete Rental Activity: Period of Affordability screen.			

```
          COMPLETE RENTAL ACTIVITY: PERIOD OF AFFORDABILITY      HR03-B

  Grantee Activity ID  _____        IDIS Activity ID  _____
  Activity Name        _____
  Activity Address     _____


  PERIOD OF      If you are imposing a period of affordability that is
  AFFORDABILITY  longer than the regulatory minimum, enter the total
                 years (HOME minimum + additional) of affordability.

                 PJ-imposed period of affordability:  __ years












    F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFo  F7=PREV  F8=NEXT  F9=SAVE
```

How to Fill-In the COMPLETE RENTAL ACTIVITY: PERIOD OF AFFORDABILITY Screen:

Where indicated, type in the answers to questions. If the information does not completely fill the field, press **<Tab>** to go to the next field.

After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

Note: If you do not enter number of units, IDIS will populate the field with zero when the information is saved.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity address		Displayed from information entered in setup.	Protected field
PERIOD OF AFFORDABILITY: PJ-imposed period of affordability		Enter the number of years of the PJ-imposed period of affordability only if the number of years is longer than the regulatory minimum. If in perpetuity, enter 99.	2 Numeric characters
F1=HELP		Position cursor on the PJ-imposed period of affordability field. Press **<F1> Help** for information on what to enter in the Period of Affordability: Years field.	
F7=PREV		Press to go to the previous screen. From the COMPLETE RENTAL ACTIVITY: PERIOD OF AFFORDABILITY screen, the previous screen is the COMPLETE RENTAL ACTIVITY: UNITS screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the COMPLETE RENTAL ACTIVITY: PERIOD OF AFFORDABILITY screen, the next screen is the COMPLETE RENTAL ACTIVITY: COSTS screen. Entries will be saved.	
Press **<Enter>** to display the COMPLETE RENTAL ACTIVITY: COSTS screen			

```
                   COMPLETE RENTAL ACTIVITY: COSTS                  HR04

  Grantee Activity ID  xxxxxxxxxxxxxxxxx      IDIS Activity ID  zzzzzz9
  Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
  Activity Address     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
                                                               Totals
  1. HOME FUNDS             Amortized Loan  _____
     (Including PI)                  Grant  _____
                    Deferred Payment Loan  _____
                                   Other  _____      99,999,999.99

  2. PUBLIC FUNDS      Other Federal Funds  _____
                         State/Local Funds  _____
                   Tax-Exempt Bond Proceeds  _____     99,999,999.99

  3. PRIVATE FUNDS          Private Loans  _____
                   Owner Cash Contributions  _____
                           Private Grants  _____      99,999,999.99

  4. LOW INCOME HOUSING TAX CREDIT PROCEEDS _____      99,999,999.99

  HOME Funds Disbursed  99,999,999.99     Activity Total   99,999,999.99
  To display alternate costs screen, press <F15>.
  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE  F15=ALT
```

How To Fill-In the COMPLETE RENTAL ACTIVITY: COSTS screen:

As indicated, type in the amount of funds in dollars and cents. If the information does not completely fill the field, press **<Tab>** to go to the next field.

After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

Note: If you do not enter decimal points and cents, IDIS will populate the field with the whole dollar amount entered and .00 when the information is saved, but the Total HOME Funds must match the HOME Funds Disbursed – to the penny.

Note: An amount is to be entered in PUBLIC FUNDS, PRIVATE FUNDS, or LOW INCOME HOUSING TAX CREDIT PROCEEDS before being able to change status to complete.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Address		Carried forward from the Setup Activity Screen (C04MA01) or from the change made on the Setup Rental Activity screen.	Protected field
1. HOME FUNDS (Including PI) Amortized Loan		Enter the amount of HOME funds provided in the form of an amortized or direct loan.	Up to 99,999,999.99
1. HOME FUNDS (Including PI) Grant		Enter the amount of HOME funds provided that do not have any repayment requirements. A grant may be used to reduce the principal amount borrowed, a principal reduction payment, or the effective interest rate (an interest subsidy payment) on a privately originated loan.	Up to 99,999,999.99
1. HOME FUNDS (Including PI) Deferred Payment Loan		Enter the amount of HOME funds provided through loans where payment of principal and interest is deferred until a future time. A deferred payment loan is also called a conditional grant (e.g., repayment is required when the property is sold, or is forgiven if the owner does not sell the property for a specified number of years or repayment of principal and interest starts after the bank loan is repaid).	Up to 99,999,999.99
1. HOME FUNDS (Including PI) Other		Enter the total amount of HOME funds provided for subsidy funding that is other than the type of loan/grant assistance identified above.	Up to 99,999,999.99
2. PUBLIC FUNDS Other Federal Funds		Enter the total amount of other federal funds expended excluding HOME funds.	Up to 99,999,999.99
2. PUBLIC FUNDS State/Local Funds		Enter the total amount of any State or Local government appropriated funds expended on the activity.	Up to 99,999,999.99
2. PUBLIC FUNDS Tax Exempt Bond Proceeds		Enter the total amount of any State or Local government tax exempt bond proceeds expended on the activity.	Up to 99,999,999.99
3. PRIVATE FUNDS Private Loans		Enter the amount of all of the costs that have been paid with funds obtained from private financial institutions, such as banks, savings and loans and credit unions.	Up to 99,999,999.99

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
3. PRIVATE FUNDS Owner Cash Contributions		Enter the amount of all cash contributions provided by the property owner.	Up to 99,999,999.99
3. PRIVATE FUNDS Private Grants		Enter the amount of cash contributions provided by private organizations, foundations, donors, etc.	Up to 99,999,999.99
4. LOW INCOME HOUSING TAX CREDIT PROCEEDS		Enter the total amount of syndicated low income housing tax credit proceeds provided to finance the activity.	Up to 99,999,999.99
HOME Funds Disbursed		IDIS displays the actual funds drawn. The HOME Funds Disbursed is provided on this screen so that the user can see the funds to be entered as amortized loans, grants, deferred payment loans, or other.	Protected field
TOTALS		IDIS calculates and displays the totals for HOME Funds, Public Funds, Private Funds, and Low-Income Housing Tax Credit Proceeds (Sections 1–4) that make up the Activity Total.	
Activity Total		Total of the amounts entered in Sections 1 – 4 as calculated by IDIS.	Protected field
F7=PREV		Press to go to the previous screen. From the Complete Rental Activity Costs screen, the previous screen is the Complete Rental Activity screen (HR03). Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the complete Rental Activity: Costs screen, the next screen is the Complete Rental Activity: Beneficiaries screen. Entries will be saved.	
F15=ALT (Shift-F5)		Press to go to an alternate version of the Complete Rental Activity: Costs Screen. This key can be used to toggle between the different versions of the costs screens. The same cost data will be shown on both versions. The last version displayed to the user will be presented when the user next visits the screen for that activity.	
Press <**Enter**> to display the Complete Rental Activity: Beneficiaries screen.			

```
                        COMPLETE RENTAL ACTIVITY: COSTS              HR05
    Grantee Activity ID  xxxxxxxxxxxxxxxxx       IDIS Activity ID  zzzzzz9
    Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    Activity Address     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

     Source      Form of                        * Source Codes
    of Funds    Assistance         Amount        1  HOME funds (including PI)
      ___           _        _____      4  Other federal funds
      ___           _        _____      5  State/local funds
      ___           _        _____      6  Tax-exempt bond proceeds
      ___           _        _____      7  Private loans
      ___           _        _____      8  Owner cash contributions
      ___           _        _____      9  Private grants
      ___           _        _____     10  Low income tax credit
      ___           _        _____
      ___           _        _____    * Forms of HOME Assistance
           Activity Total   99,999,999.99       1  Amortized loan
                                                2  Grant
        Total HOME funds    99,999,999.99       3  Deferred payment loan
    HOME funds disbursed    99,999,999.99       5  Other

    To display alternate costs screen, press <F15>.
     F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE  F15=ALT
```

How To Fill-In the COMPLETE RENTAL ACTIVITY: COSTS Alternate Screen:

This screen is provided as an alternate to the previously described Rental Activity Costs screen. Costs can be reported by entering Source and Forms of Assistance Codes. The explanation of the fields is the same.

After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

Rental Activity Costs will be shown on both versions of the screen and can be changed on either version of the screen.

Note: The version of the Costs screen last used will be presented the next time the activity is visited.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Address		Carried forward from the Setup Activity Screen (C04MA01) or as changed on the Set Up Activity: Rental screen.	Protected field
Source of Funds	✔	Enter the appropriate source of funds code shown on the right hand side of the screen	1,4-10
Form of Assistance	✔	Enter the appropriate code for the form of HOME assistance shown on the right hand side of the screen	1, 2, 3, 5
Amount	✔	Enter the amount of funds appropriate for the entered Source of Funds/Form of Assistance codes	Up to 99,999,999.99
Activity Total		Total of the amounts entered on the screen as calculated by IDIS.	Protected field
Total HOME Funds		Total of the amounts entered with Source of Funds = 1 (HOME Funds) calculated and displayed by IDIS.	Protected field
HOME Funds Disbursed		IDIS displays the actual funds drawn. The HOME Funds Disbursed is provided on this screen so that the user can see the funds to be entered as amortized loans, grants, deferred payment loans or other. The HOME Funds entered must exactly match the HOME Funds disbursed.	Protected field
F7=PREV		Press to go to the previous screen. From the Complete Rental Activity: Costs screen, the previous screen is the Complete Rental Activity screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the complete Rental Activity: Costs screen, the next screen is the Complete Rental Activity: Beneficiaries screen. Entries will be saved.	
F15=ALT (Shift-F5)		Press to go to an alternate version of the Complete Rental Activity: Costs Screen. This key can be used to toggle between the different versions of the costs screens. The same cost data will be shown on both versions. The last version displayed will be presented when the user next visits the screen for that activity.	
Press **<Enter>** to display the Complete Rental Activity: Beneficiaries screen.			

```
               COMPLETE RENTAL ACTIVITY: BENEFICIARIES              HR06

  Grantee Activity ID  xxxxxxxxxxxxxxxxx         IDIS Activity ID  zzzzzz9
  Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
  Activity Address     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

          # of    Occu-       Total     ----------HOUSEHOLD----------    Asst
  Unit#   Bdrms   pant    Monthly Rent  %Med  Hisp?  Race  Size  Type    Type
  _____    _       _         ____        _     _      __    _     _       _
  _____    _       _         ____        _     _      __    _     _       _
  _____    _       _         ____        _     _      __    _     _       _
  _____    _       _         ____        _     _      __    _     _       _
  _____    _       _         ____        _     _      __    _     _       _
  _____    _       _         ____        _     _      __    _     _       _
  _____    _       _         ____        _     _      __    _     _       _
  _____    _       _         ____        _     _      __    _     _       _
  _____    _       _         ____        _     _      __    _     _       _
  _____    _       _         ____        _     _      __    _     _       _
  _____    _       _         ____        _     _      __    _     _       _

  More units at this address (Y/N)? _             Unit Count  ___ of ___

  FOR VACANT UNITS: Enter Unit# and # of Bdrms. Change Occupant to 9.
  F1=HELP  F3=VLDT  F4=MENU  F7=PREV  F8=NEXT  F9=SAVE  F17=UP  F18=DOWN
```

How To Fill-In the COMPLETE RENTAL ACTIVITY: BENEFICIARIES screen:

Fill in one line for each unit assisted with HOME funds and enter one code in each block. Press **<F1> Help** for a list of choices and codes to enter. For an unoccupied unit, enter unit number, number of bedrooms and occupancy as **9** vacant. The cursor will then go to the next line to enter information on the next unit.

Where indicated, type in the codes and enter the rent amount. If the information does not completely fill the field, press **<Tab>** to go to the next field.

After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the HOME Menu.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Address		Carried forward from the Setup Activity Screen (C04MA01) or as changed on the Set Up Rental Activity screen.	Protected field
Unit #	✔	Enter the unit number of each unit assisted with HOME funds.	5 alphanumeric
# of Bdrms	✔	Enter **0** for a single room occupancy (SRO) unit or for an efficiency unit, **1** for 1 bedroom, **2** for 2 bedrooms, etc.	0-5
Occupant	✔	Enter **1** if the unit is occupied by a tenant, **2** if it is occupied by a homeowner, or **9** if it is vacant.	1, 2, 9
Total Monthly Rent	✔	Enter the total monthly rent (tenant contribution plus subsidy amount). <u>Tenant Contribution:</u> The actual rent to the nearest dollar including utilities. If the rent includes utilities, or if the rent includes partial utilities, e.g., heat, but not electricity, these utility costs must be added to the rent. Compute utility costs for the area (and in the case of partial utilities, compute costs for utilities excluded from the rent), by using the utility allowance schedule provided by the local Public Housing Authority. <u>Subsidy Amount:</u> The amount that the tenant receives as a rent subsidy payment (including any utility allowances paid directly to the tenant) to the nearest dollar. If a tenant does not receive a tenant subsidy payment, the amount would be zero.	0-99999
HOUSEHOLD % Med	✔	For each occupied residential unit, enter one code based on the following definitions: 1. 0-30 Percent of Area Median means a household whose adjusted income is at or below 30 percent of the median family income for the area as determined by HUD with adjustments for smaller and larger families. 2. 30-50 Percent of Area Median means a household whose adjusted income exceeds 30 percent and does not exceed 50 percent of the median family income for the area as determined by HUD with adjustments for smaller and larger families. 3. 50-60 Percent of Area Median means a household whose adjusted income exceeds 50 percent and does not exceed 60 percent of the median family income for the area as determined by HUD with adjustments for smaller and larger families. 4. 60-80 Percent of Area Median means a household	1-4

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
		whose adjusted income exceeds 60 percent and does not exceed 80 percent of the median family income for the as determined by HUD with adjustments for smaller and larger families.	
HOUSEHOLD Hisp?	✔	For each occupied residential unit, enter the ethnicity for the head of household as either **Y** for Hispanic or Latino or **N** for Not Hispanic or Latino. Hispanic or Latino race is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic of Latino."	Y, N
HOUSEHOLD Race	✔	For each occupied residential unit, enter one code based on the following definitions: **11.** <u>White.</u> A person having origins in any of the original peoples of Europe, North Africa or the Middle East. **12.** <u>Black/African American</u>**.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American." **13.** <u>Asian</u>**.** 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. **14.** <u>American Indian/Alaska Native.</u> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains affiliation or community attachment. **15.** <u>Native Hawaiian/Other Pacific Islander.</u> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands. **16.** <u>American Indian/Alaska Native & White.</u> A person having these multiple race heritages as defined above. **17.** <u>Asian & White.</u> A person having these multiple race heritages as defined above. **18.** <u>Black/African American & White.</u> A person having these multiple race heritages as defined above. **19.** <u>American Indian/Alaska Native & Black/African American.</u> A person having these multiple race heritages as defined above. **20.** <u>Other Multi Racial.</u> For reporting individual responses that are not included in any of the other categories listed above.	11-20
HOUSEHOLD Size	✔	Enter the appropriate number of persons in the household: **1, 2, 3, 4, 5, 6, 7,** or **8** or more persons (for households or more than 8, enter **8**).	1-8

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
HOUSEHOLD Type	✔	For each residential unit, enter one code based on the following definitions: 1. Single, non-elderly. One-person household in which the person is not elderly. 2. Elderly. One or two person household with a person at least 62 years of age. 3. Single Parent. A single parent household with a dependent child or children (18 years old or younger). 4. Two Parents. A two-parent household with a dependent child or children (18 years old or younger). 5. Other. Any household not included in the above 4 definitions, including two or more unrelated individuals.	1-5
Asst Type	✔	Enter one code to indicate the type of assistance, if any, being provided to the tenant. 1. Section 8. Tenants receiving Section 8 assistance through the Section 8 Certificate Program under 24 CFR part 882 or the Section 8 Housing Voucher Program under 24 CFR part 887. 2. HOME TBRA. Tenants receiving HOME tenant-based rental assistance. 3. Other federal, state, or local assistance. Tenants receiving rental assistance through other Federal, State or local rental assistance programs. 4. No Assistance. Self-explanatory.	1-4
More units at this address? (Y/N)		To obtain more lines to report additional units and tenants, enter **Y** and press **<Enter>**. Note: IDIS will provide the same number of lines as the number of completed HOME units entered on the Complete Rental Activity screen. Unit #, # of Bdrms, and Occupant information is to be reported for the total number of HOME-assisted units in order to be able to change the status to "Complete" in the common path. IDIS will accept the entry of "9" for vacant units, but it is expected that the actual household information will be entered within a year. Entering the household information in a timely manner will have a positive affect on the Snapshot of HOME Performance report.	
Unit Count _ of _		IDIS displays the number of units where beneficiary information has been entered and the number of units – from the HOME-assisted Completed Units field on the Complete Rental Activity screen – where information must be entered in order to complete the activity.	
F1=HELP		Position cursor on the field where Help is needed. Press **<F1> Help** for a list of choices and codes to enter. Help is available for the Occupant, Household, and Asst Type fields.	

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
F7=PREV		Press to go to the previous screen. From the Beneficiaries screen, the previous screen is the Complete Rental Activity Costs screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the Complete Rental Activities Beneficiaries screen, the next screen is the HOME Menu. Entries will be saved.	
ENTER		After entering the information in the fields on this screen, press **\<Enter\>** to save the information and go to the HOME Menu.	
Press **\<Enter\>** to go to the HOME Menu. Note: The last step is to return to the common path Set Up Activity screen to change the status code to "Complete." Before doing this, check to make sure that the activity is in the condition to complete by going to Review Activity Status from the HOME menu. See Section 9.3.			

9.7 Deletion of HOME Completion Screen Information

- HOME completion screen information is deleted when the Tenure Type of the activity is changed at the HOME Menu or the response to the Multi Address questions is changed from **Y** to **N**.

- If completion data has already been entered, IDIS will prompt the user to confirm the deletion. Press **<F7>** to retain the original completion screen information or re-enter the original Tenure Type and **Y** answer to the Multi Address question.

9.8 Set Up and Complete Multi-Address Activity

- For Multi-Address activities, select Rental, Homebuyer, or Homeowner Rehab as appropriate from the HOME menu.

- Enter the information required on the Set Up Activity: CHDO Questions, Objective and Outcome, and Special Characteristics screens.

- For Multi-Address Homebuyer and Homeowner Rehab activities, leave the Homebuyer's Name or Homeowner's Name field blank on the Set Up Homebuyer Activity or Set Up Homeowner Rehab Activity screen.

  Note: The Multi-Address function is used for Single Family Development when development costs (as property costs) are funded by HOME and/or the homebuyer is provided with HOME Downpayment assistance or ADDI.

- For Activities that have more than one property address, enter **Y** at the Multi-Address (Y/N)? question on the Set Up screen. **Note:** The HOME Units field on the same screen must be **2** or more. Press **<F3>** to Validate, Press **<F9>** to Save, Press **<Enter>** to continue to next screen.

  Note: For Rental Activities, each apartment unit is not considered to be a separate address for this function.

  For Homebuyer activities, the homes are to be under common ownership, management, and financing, and be assisted with HOME funds as a single undertaking. A PJ's homebuyer program is not considered to be a multi-address activity.

- The next screen displayed will be one of the following dependent upon the Tenure Type selected on the HOME Menu:

  o SET UP RENTAL ACTIVITY: DEVELOPER,

  o SET UP HOMEBUYER ACTIVITY: DEVELOPER,

      or

  o SET UP HOMEOWNER REHAB ACTIVITY: CONTRACTOR.

- At CONTRACTOR TYPE or DEVELOPER TYPE, enter the applicable code from the list types.

- Enter the CONTRACTOR'S NAME or DEVELOPER'S NAME

- Enter the CONTRACTOR'S Street, City, State, and Zip Code address.

- Press **<F3>** to Validate, Press **<F9>** to Save, or Press **<Enter>** to save and continue to the next screen.

- The next screen displayed will be one of the following dependent upon the Tenure Type selected on the HOME Menu:

  o COMPLETE HOMEOWNER REHAB ACTIVITY

  o COMPLETE HOMEBUYER ACTIVITY

  o COMPLETE RENTAL ACTIVITY

- The fields on these screens are the same as the Single Address activity screens. The only difference is that the completed unit's fields will allow entry of more than **4** Total Units and HOME-assisted Units.

- Press **<F3>** to Validate, Press **<F9>** to Save or Press **<Enter>** to save and continue.

- The next screen displayed is the UNITS screen (HB03-A).

- The next screen displayed is the PROPERTY ADDRESSES screen unless you chose COMPLETE RENTAL ACTIVITY (HR03). If you chose this option, the PERIOD OF AFFORDABILITY (HR03-B) screen is displayed and then the PROPERTY ADDRESSES (ADRS) screen is displayed.

```
                         PROPERTY ADDRESSES                        ADRS
   Grantee Activity ID  xxxxxxxxxxxxxxxxx      IDIS Activity ID  zzzzzz9
   Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

   Enter X to select, P to paste previous address, or D to delete

   _   Name      _____
       Street    _____
       City      _____  St __  Zip _____ - ____   County 99999

   _   Name      _____
       Street    _____
       City      _____  St __  Zip _____ - ____   County 99999

   _   Name      _____
       Street    _____
       City      _____  St __  Zip _____ - ____   County 99999

   _    Name     _____
        Street   _____
        City     _____  St __  Zip _____ - ____   County 99999
   Add more addresses(Y/N)? _            Display cumulative totals(Y/N)? N


    F1=HELP F3=VALDT  F4=MAIN MENU  F7=PREV  F8=NEXT  F9=SAVE  F17=UP F18=DOWN
```

Note: If there are no addresses displayed, the cursor is positioned on the NAME field of the first address block.

Note: F17 and F18 are not displayed unless more than four addresses have been entered.

How To Fill-In the PROPERTY ADDRESSES screen:

As indicated, type in the property owner's name, street address, city, state and zip code. If the information does not completely fill the field, press **<Tab>** to go to the next field.

After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Name		Enter the name of the property owner. This field is optional	
Street	✓	Enter the street number and street name of the property.	

City/State/Zip/County	✔	Enter the City, State, and Zip Code. Enter the County code or press **<F1>** Help to select from a list of counties in your state.	
Selections		**X** to select: Once a street address has been typed in an address block, type **X** then press **<Enter>**: The Costs and Beneficiaries screens are displayed for input for the property address selected. **P** to paste previous address: The purpose of the Paste Previous Address function is to reduce the need to re-type the entire address each time the street number or name is the only difference between the addresses. Once an address has been typed, this entered address can be repeated in the next address section by using the "paste previous address" function. Enter **P** at the selection line where you want to paste the address. Press **<Enter>** and the address will be filled in at the blank address section. Next, change each address so that is unique. **Note:** Addresses must be entered sequentially. IDIS will only allow blank address lines at the end. To paste another address, type the address to be copied then repeat the "past previous address" function indicated above. **D** to delete: Enter **D** at the address to be deleted and press **<Enter>**. The address, costs and beneficiaries data entered will be deleted for that address.	X, P, D
Add more addresses (Y/N)?		Enter **Y** then press **<Enter>** to obtain additional address lines. The addresses on this screen will be saved and a new screen will be displayed. Enter **N** if there are four or less addresses for the activity or press **<Enter>** after entering 2-4 addresses and this field will default to **N**.	Y, N
Display cumulative totals (Y/N)?		Enter **Y** then press **<Enter>** to view the Multi-Address Activity Summary of the activity totals for all of the addresses entered. If **Y** is not selected, IDIS will default to **N**. Since cost and unit data is entered for each property address, the Activity Summary screen displays the totals for the entire activity.	Y, N

F1=HELP		There is no help available for fields on this screen. Remember to check the Review Activity status screen to verify that the activity is ready to complete prior to returning to the common path to change the status code to "Complete." **Helpful Tip:** If the activity has many addresses, it is helpful to have a spreadsheet of all of the information to be entered into IDIS, so that the information entered for each address totals the amount of HOME funds drawn and the beneficiary information matches the number of HOME-assisted units reported on the Complete Rental, Homeowner, or Homeowner Rehab Activity screen. The Summary screens provide the aggregate of the information entered and the status of the activity in IDIS. To find an error or the location of missing information requires selecting each address to view that address's cost and beneficiary information.	
F7=PREV		Press to go to the previous screen. From the Address screen, the previous screen is the Complete Rental, Homebuyer, or Homeowner Rehab Activity screen. Entries will not be saved.	
F8=NEXT		Press to go to the HOME menu. Entries will be saved.	
F17=UP (SHIFT-F7)		Press to go back or towards the beginning of the list of entries	
F18=DOWN (SHIFT-F8)		Press to go forward or to the next entry.	
Press **<F8>** (Next) to go to the HOME menu screen.			

Different field locations on Multi-Address Cost and Beneficiaries data:

- The HOME Funds disbursed displays on the Activity Summary screen for Multi-Address activities so that the funds expended can be compared with the cost data entered for the addresses.

- FHA Insured (Y/N)? answers are collected at the property address level on the Beneficiaries screen for Homeowner Rehab and Homebuyer activities.

- LEASE PURCHASE: If yes, date of agreement answers are collected at the property address level on the Beneficiaries screen for Homebuyer activities.

9.9 Set Up and Complete a CHDO Loan Activity

```
                    SET UP ACTIVITY: CHDO QUESTIONS              HM01

   Grantee Activity ID  xxxxxxxxxxxxxxxxx       IDIS Activity ID  zzzzzz9
   Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

   CR ACTIVITY?       Will the activity be funded with CR (Y/N)?  Y

                       If yes:
                            CHDO Acting As   2
                                             1  Owner
                                             2  Sponsor
                                             3  Developer

                            Will initial funding be a CHDO Site
                            Control and/or Seed Money Loan (Y/N)?  Y




    F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
```

How to Fill-In the CHDO QUESTIONS Screen for a CHDO Loan:

This screen is presented when a rental or homebuyer activity is initially set up. It is not shown again unless the activity is funded as a CHDO Loan or the CHDO information needs to be revised.

As indicated, type in the answers to the questions. After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

Note: If the field requires a yes or no answer and the user presses **<Tab>** to pass the field without entering a Y or N, IDIS will automatically insert an N answer when the information is saved.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
CR ACTIVITY? Will the activity be funded with CR (Y/N)?		Answer **Y** if the activity is expected to be funded with CHDO Reserve (CR) funds.	Y, N
CHDO Acting As		CHDO Acting As is a required field if the answer to CR Activity is "Y." Enter **1** if the CHDO is acting as the Owner,	1, 2, 3,

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
		Enter **2** if the CHDO is acting as the Sponsor, Enter **3** if the CHDO is acting as the Developer	
Will initial funding be a CHDO Site Control and/or Seed Money Loan (Y/N)?		Answer **Y** since the activity is to be funded with CHDO loan funds. Press **<Enter>** to save and go to the next screen. The next screen will be the CHDO Questions screen (HM01) displaying the message that the setup for the loan phase is complete and can be funded with CL. See the following screen.	Y, N
F7=PREV		Press to go to the previous screen. From the CHDO Questions screen, the previous screen is the HOME Menu. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. The next screen will be the CHDO Questions screen displaying the message to proceed to fund.	
Press **<Enter>** to go to the next screen.			

```
                    SET UP ACTIVITY: CHDO QUESTIONS                 HM01

   Grantee Activity ID  xxxxxxxxxxxxxxxxxx         IDIS Activity ID  zzzzzz9
   Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

   CR ACTIVITY?       Will the activity be funded with CR (Y/N)?  Y

                       If yes:
                            CHDO Acting As   2
                                             1  Owner
                                             2  Sponsor
                                             3  Developer

                            Will initial funding be a CHDO Site
                            Control and/or Seed Money Loan (Y/N)?  Y




   Setup for loan phase is complete:  activity can now be funded with CL.
   At the end of the loan phase, return to this screen to indicate whether
   the activity is going forward or if it is complete.

   F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
```

NEXT STEPS

- Press <**F4**> to go to the Main Menu
- To Fund the activity, see Chapter 5
- To Draw funds, see Chapter 7
- Select B REVISE ACTIVITY at the Main Menu.
- Once all CHDO Loan (CL) funds have been disbursed, the CHDO Questions screen is displayed with an additional input field as shown below.   Answer **Y** if the activity will go forward to produce housing further funded by HOME. Answer **N** if not.

```
                        SET UP ACTIVITY: CHDO QUESTIONS                 HM01

  Grantee Activity ID  xxxxxxxxxxxxxxxxxx        IDIS Activity ID  zzzzzz9
  Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

  CR ACTIVITY?         Will the activity be funded with CR (Y/N)?  Y

                       If yes:
                            CHDO Acting As   2
                                             1  Owner
                                             2  Sponsor
                                             3  Developer

                            Will initial funding be a CHDO Site
                            Control and/or Seed Money Loan (Y/N)?  Y

  GOING FORWARD?       Loan funds have been fully disbursed.
                       Is the activity going forward (Y/N)?  _




    F3=VALDT   F4=MAIN MENU    F5=PROJ INFO   F7=PREV    F8=NEXT    F9=SAVE
```

If the answer to the question <u>Activity Going Forward</u> (Y/N?) is NO

If the activity is not going forward to be further funded by HOME CR to produce a rental, homebuyer, or homeowner rehab activity, press **<Enter>** and the next screens will be the Rental or Homebuyer costs screens. The example below shows the Homebuyer activity screens. The CHDO Loan field displays the amount funded and drawn as CL, and no additional CHDO Loan (CL) funds can be added here.

```
                    COMPLETE HOMEBUYER ACTIVITY: COSTS          HB04

  Grantee Activity ID  xxxxxxxxxxxxxxxxx      IDIS Activity ID  zzzzzz9
  Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
  Activity Address     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

                                                            Totals

  1. HOME FUNDS                    CHDO Loan  99,999,999.99    99,999,999.99

  2. PUBLIC FUNDS         Other Federal Funds  _____
                            State/Local Funds  _____
                    Tax-Exempt Bond Proceeds  _____    99,999,999.99

  3. PRIVATE FUNDS             Private Loans  _____
                    Owner Cash Contributions  _____
                              Private Grants  _____    99,999,999.99




  HOME Funds Disbursed  99,999,999.99     Activity Total      99,999,999.99

  To display alternate cost screen, press <F15>.
  F3=VALDT   F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F9=SAVE    F15=ALT
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Address		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
HOME FUNDS CHDO Loan		The CHDO Loan field displays the amount funded and drawn as CL, and no additional CHDO Loan (CL) funds can be added here.	Protected field
PUBLIC FUNDS Other Federal Funds		Enter the total amount of other federal funds expended excluding HOME funds.	Up to 99,999,999.99
PUBLIC FUNDS		Enter the total amount of any State or Local government appropriated funds expended on the activity.	Up to 99,999,999.99

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
State/Local Funds		appropriated funds expended on the activity.	
PUBLIC FUNDS Tax Exempt Bond Proceeds		Enter the total amount of any State or Local government tax exempt bond proceeds expended on the activity.	Up to 99,999,999.99
PRIVATE FUNDS Private Loans		Enter the amount of all of the costs that have been paid with funds obtained from private financial institutions, such as banks, savings and loans and credit unions.	Up to 99,999,999.99
PRIVATE FUNDS Owner Cash Contributions		Enter the amount of all cash contributions provided by the property owner.	Up to 99,999,999.99
PRIVATE FUNDS Private Grants		Enter the amount of cash contributions provided by private organizations, foundations, donors, etc.	Up to 99,999,999.99
HOME Funds Disbursed		IDIS displays the actual funds drawn. The HOME Funds Disbursed is provided on this screen so that the user can see the funds to be entered as amortized loans, grants, deferred payment loans or other.	Protected field
Activity Total		Total of the amounts entered in Sections 1 – 3 as calculated by IDIS.	Protected field
F7=PREV		Press to go to the previous screen. From the Complete Homebuyer Activity Costs screen, the previous screen is the Set Up Activity: CHDO Questions screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the complete Homebuyer Activity Costs screen, the next screen is the Complete Activity: Beneficiaries screen. Entries will be saved.	
F15=ALT (SHIFT-F5)		Press to go to an alternate version of the Complete Homebuyer Activity: Costs Screen. This key can be used to toggle between the different versions of the cost screens. The same cost data will be shown on both versions. The last version displayed to the user will be presented when the user next visits the screen for that activity.	
Press **<Enter>** to display the Complete Activity: Beneficiaries screen.			

```
                    COMPLETE HOMEBUYER ACTIVITY: COSTS            HB06

   Grantee Activity ID  xxxxxxxxxxxxxxxxxx        IDIS Activity ID  zzzzzz9
   Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
   Activity Address     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

    Source      Form of                         * Source Codes
   of Funds   Assistance        Amount          1  HOME funds (including PI)
       1           4        99,999,999.99        4  Other federal funds
      ___          _        _____        5  State/local funds
      ___          _        _____        6  Tax-exempt bond proceeds
      ___          _        _____        7  Private loans
      ___          _        _____        8  Owner cash contributions
      ___          _        _____        9  Private grants
      ___          _        _____
      ___          _        _____
      ___          _        _____       * Forms of HOME Assistance
            Activity Total  99,999,999.99         4  CHDO loan

       Total HOME funds  99,999,999.99
   HOME funds disbursed  99,999,999.99

   To display alternate screen, press <F15>.
    F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F9=SAVE    F15=ALT
```

Note: After entering the Public and Private funds, press <Enter> to save and return to the Menu. The activity is complete and the status code can be changed to complete in the common path.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Address		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Source of Funds	✔	Enter the appropriate code shown on the right hand side of the screen	1, 4, 5, 6, 7, 8, 9
Form of Assistance	✔	Enter the appropriate code shown on the right hand side of the screen	4 or space
Amount	✔	Enter the amount of funds appropriate for the entered Source of Funds/Form of Assistance codes	Up to 99,999,999.99
Activity Total		Total of the amounts entered on the screen, calculated by IDIS.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Total HOME Funds		Total of the amounts entered with Source of Funds = 1 (HOME Funds).	Protected field
HOME Funds Disbursed		IDIS displays the actual funds drawn. The HOME Funds Disbursed is provided on this screen so that the user can see the funds to be entered as amortized loans, grants, deferred payment loans or other.	Protected field
F7=PREV		Press to go to the previous screen. From the Complete Rental Homebuyer Costs screen, the previous screen is the Complete Homebuyer Activity screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the complete Homebuyer Activity Costs screen, the next screen is the Complete Homebuyer Activity Beneficiaries screen. Entries will be saved.	
F15=ALT (SHIFT-F5)		Press to go to an alternate version of the Complete Homebuyer Activity: Costs Screen. This key can be used to toggle between the different versions of the costs screens. The same cost data will be shown on both versions. The last version displayed will be presented when the user next visits the screen for that activity.	
Press **<Enter>** to save and return to the main menu. Next Step: Check the Review Activity Status to confirm that the activity is in the condition to complete, then return to the common path to change the status code to complete			

If the answer to <u>Activity Going Forward</u> is YES

If the activity is going forward to produce housing further funded by HOME, the rental, homebuyer, or homeowner rehab set up, fund, draw, and complete process would be followed as described in the Set Up Rental Activity and Complete Rental Activity, Set Up Homebuyer, and Complete Homebuyer Activity sections of this chapter. The only difference is that the CHDO Loan funds disbursed are displayed. The following example shows the homebuyer screens displaying the CHDO loan.

```
                     SET UP HOMEBUYER ACTIVITY                       HB01

  Grantee Activity ID  xxxxxxxxxxxxxxxxx       IDIS Activity ID  zzzzzz9
  Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

  ACTIVITY TYPE        _
                       2  New Construction Only  4  Acquisition & Rehab
                       3  Acquisition Only       5  Acquisition & New
  PROPERTY ADDRESS                                  Construction
  Homebuyer's Name     _____
          Street       _____
            City       _____ St __  Zip _____ - ____
      County Code      99999

                                          CHDO Loan   99,999,999.99
  ACTIVITY ESTIMATES   HOME Units  ____    Other HOME  _____
                                          HOME Total  99,999,999.99
  MULTI-ADDRESS (Y/N)? _

  LOAN GUARANTEE(Y/N)? _

  CHDO ACTIVITY (Y/N)? Y   Review/update CHDO information (Y/N)?  _

  F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
```

Note: The Review/update CHDO information (Y/N)? question/field is not displayed for Insular Areas.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
ACTIVITY TYPE	✔	<u>Enter 2 – New Construction Only.</u> An activity that involves the addition of units outside the existing walls of the structure and the construction of new residential units. <u>Enter 3 – Acquisition Only.</u> Acquisition of a structure that received a certificate of	2, 3, 4, 5

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
		occupancy at least 13 months before acquisition that did not require rehabilitation. Enter 4 – Acquisition & Rehab. A HOME-assisted rehabilitation activity that includes the acquisition of real property. Enter 5 – Acquisition & New Construction. An activity that included the acquisition of real property. This includes acquisition of a structure that has received an initial certificate of occupancy within a one year period prior to acquisition.	
PROPERTY ADDRESS Homebuyer's Name		This is an optional field. Type the homebuyer's name. For multi-address activities leave blank.	
PROPERTY ADDRESS Street, City, ST, Zip	✔	Displayed from information entered in the common path screen (C04MA01). The property address can be changed by the user on this screen.	
PROPERTY ADDRESS County Code	✔	Enter county code. If you do not know the county code, a list of all county codes in the Participating Jurisdiction's State will be listed by pressing F1 for the Help screen. Enter the code for the county where the HOME-Assisted property is located.	
ACTIVITY ESTIMATES HOME Units	✔	Enter the estimated number of units that are expected to be completed and that will receive HOME assistance.	4 numeric characters
ACTIVITY ESTIMATES CHDO Loan		The amount of CHDO Loan (CL) funds that have been funded and drawn is displayed by IDIS.	
ACTIVITY ESTIMATES Other HOME	✔	Enter the total amount of HOME funds (other than the CL already funded and drawn) requested for the activity.	99,999,999.99
ACTIVITY ESTIMATES HOME Total		IDIS calculates the HOME total by adding the CHDO Loan and other HOME when the information is saved by pressing **<F9>** or **<Enter>**.	
MULTI-ADDRESS (Y/N)?	✔	Enter **N** if there is one property address for the activity or **<Tab>** to next field and the system will automatically populate the field as **N**. Enter **Y**, if there is more than one property or building address for the activity. ***See the Multi-Address section if you want to set up and***	Y, N

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
		complete a multi-address activity. *Note: The Multi-Address Function would be used for a single-family development where HOME funds are provided through a CHDO loan, development with CR or EN and/or Downpayment Assistance, or ADDI to the homebuyer.*	
LOAN GUARANTEE (Y/N)?		Enter **Y** if the property has a loan guarantee and enter **N** if not or **<Tab>** to next field and the system will automatically populate the field as **N**.	Y, N
CHDO ACTIVITY (Y/N)?		The answer entered on the CHDO Questions screen will be displayed here and can be changed on this screen. A change from **N** to **Y** sends the user back to the CHDO Questions screen to answer the required CHDO questions. **Note:** The CHDO Activity (Y/N)? question/field is not displayed for Insular Areas.	Y, N
Review/Update CHDO Information (Y/N)?		Answering 'Y' will transfer user to the CHDO Questions screen.	Y, N
F1=HELP		The only help available from this screen is for the County code field. Press to obtain a list of counties. Select the county where the HOME-Assisted property is located.	
F7=PREV		Press to go to the previous screen. From the Rental Set Up screen, the previous screen is the Set Up Activity: Special Characteristics screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the Homebuyer Set Up screen, the next screen is the HOME menu. Entries will be saved.	

Press **<Enter>** to go to the HOME menu.
Next Steps:
- o   Return to the main menu to Fund the Activity; see Chapter 5
- o   To Draw Funds, see Chapter 7
- o   Return to the activity HOME menu to complete the Costs and Beneficiary screens as applicable to the tenure type.

The Complete Homebuyer Activity: Costs screens that follow show that the CHDO Loan funds are displayed separately from the HOME funds for Property Costs and/or that would be entered at this time. The HOME total, which includes the amount of the CHDO Loan, must exactly match the HOME funds disbursed.

For Multi-Address activities, the amount of the CHDO Loan will not be displayed on each address costs screen. It will be displayed on the Summary screen. The CHDO Loan amount can either be prorated by address or the entire amount of the CHDO Loan can be entered on the Costs screen of the first address. As with all multi-address activities, the costs entered for each address, including the CHDO Loan, must equal the HOME funds drawn for the activity.

After the Costs and Beneficiary information has been entered, check the Review Status Activity Status screen to confirm that the activity is in the condition to complete.

Return to the common path and change the status code to complete.

```
                  COMPLETE HOMEBUYER ACTIVITY: COSTS            HB04

Grantee Activity ID  xxxxxxxxxxxxxxxxx        IDIS Activity ID  zzzzzz9
Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
Activity Address     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx


Purchase Price  _____      Value After Rehab  _____          Totals


1. HOME FUNDS (Including PI)   CHDO Loan  99,999,999.99   99,999,999.99

     a. PROPERTY COSTS      Amortized Loan  _____
                                    Grant  _____
                    Deferred Payment Loan  _____
                                    Other  _____    99,999,999.99

     b. DOWNPAYMENT         Amortized Loan  _____
        ASSISTANCE                  Grant  _____
                    Deferred Payment Loan  _____
                                    Other  _____    99,999,999.99


HOME Funds Disbursed  99,999,999.99         HOME Total   99,999,999.99

To display alternate screen, press <F15>.
 F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE  F15=ALT
```

Note: The VALUE AFTER REHAB field will be displayed if the activity is acquisition/rehab.

```
                  COMPLETE HOMEBUYER ACTIVITY: COSTS            HB05

Grantee Activity ID  xxxxxxxxxxxxxxxxx        IDIS Activity ID  z999999
Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
Activity Address     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx


                                                               Totals
1. HOME FUNDS SUMMARY      CHDO Loan      99,999,999.99
   (Including PI)       a. Property Costs  99,999,999.99
                        b. Downpayment     99,999,999.99
                           Assistance                    99,999,999.99

2. PUBLIC FUNDS      Other Federal Funds  _____
                        State/Local Funds  _____
                  Tax-Exempt Bond Proceeds  _____   99,999,999.99

3. PRIVATE FUNDS           Private Loans  _____
               Owner Cash Contributions  _____
                           Private Grants  _____   99,999,999.99

HOME Funds Disbursed  99,999,999.99    Activity Total   99,999,999.99

To display alternate costs screen, press <F15>.
 F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE  F15=ALT
```

```
                    COMPLETE HOMEBUYER ACTIVITY: COSTS              HB06

 Grantee Activity ID   xxxxxxxxxxxxxxxxxx        IDIS Activity ID  z999999
 Activity Name         xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
 Activity Address      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

 Purchase Price  _____                    Value After Rehab  _____
  Source      Form of                        * Source Codes
 of Funds    Assistance        Amount        1  HOME property costs
    1           4         99,999,999.99       2  HOME downpayment assistance
    _           _         _____       4  Other federal funds
    _           _         _____       5  State/local funds
    _           _         _____       6  Tax-exempt bond proceeds
    _           _         _____       7  Private loans
    _           _         _____       8  Owner cash contributions
    _           _         _____       9  Private grants
    _           _         _____     * Forms of HOME Assistance
    _           _         _____       1  Amortized loan
          Activity Total  _____       2  Grant
                                              3  Deferred payment loan
      Total HOME funds  99,999,999.99         4  CHDO Loan
 HOME funds disbursed  99,999,999.99          5  Other
 To display alternate costs screen, press <F15>.
 F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE  F15=ALT
```

Note: The VALUE AFTER REHAB field is displayed if the activity is acquisition/rehab.

9.10 Set Up Homebuyer Activity

```
                            HOME MENU                          HM00

  Grantee Activity ID  xxxxxxxxxxxxxxxxxx     IDIS Activity ID  zzzzzz9
  Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

                       SET UP ACTIVITY
                           A  Rental
                           B  Homebuyer
                           C  Homeowner Rehab
                           D  Tenant-Based Rental Assistance (TBRA)
                           E  Activity Funded Only with AD/CO/CC

                       REVIEW ACTIVITY
                           F  Review Activity Status
                           G  Search Activities

                       COMPLETE ACTIVITY
                           H  Costs & Beneficiaries
                           I  Costs Only
                           J  Beneficiaries Only

   Type selection and press <ENTER>  _      Change to Activity ID  _____

     F4=MAIN MENU            F7=PREV            F10=GO TO REVISE ACTIVITY
```

Homebuyer	Enter **B** to go to the HOME screens to set up a homebuyer activity. Only those screens and fields related to homebuyer activities are presented.

```
                 SET UP ACTIVITY: CHDO QUESTIONS              HM01

  Grantee Activity ID  xxxxxxxxxxxxxxxxxx     IDIS Activity ID  zzzzzz9
  Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

  CR ACTIVITY?         Will the activity be funded with CR (Y/N)?  _

                       If yes:
                           CHDO Acting As    _
                                             1  Owner
                                             2  Sponsor
                                             3  Developer

                           Will initial funding be a CHDO Site
                           Control and/or Seed Money Loan (Y/N)?  _




     F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
```

How to Fill-In the SET UP ACTIVITY: CHDO QUESTIONS Screen:

This screen is presented when a homebuyer activity is initially set up. It is not shown again unless the activity is funded as a CHDO Loan or the CHDO answers need to be revised.

Since insular areas do not have CHDO activities, insular area participating jurisdictions will not see this screen.

As indicated, type in the answers to the questions. After entering the information in the fields on this screen, press **<Enter>** to save and go to the next screen.

Note: If the field requires a yes or no answer and the user presses **<Tab>** to pass the field without entering a Y or N, IDIS will automatically insert an N answer when the information is saved.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
CR Activity? Will the activity be funded with CR (Y/N)?		Answer **Y** for the CHDO Loan to be funded with CHDO Reserve (CR) funds. Type in the answers for the CHDO Acting As and CHDO Site Control questions. If the answer is **N**, press **<Enter>** to go to next screen (ACTIVITY SETUP: OBJECTIVE AND OUTCOME).	Y, N
If Yes: CHDO Acting As		CHDO Acting As is a required field if the answer to CR Activity is "Y" for a CHDO Loan. Enter **1** if the CHDO is acting as the Owner, Enter **2** if the CHDO is acting as the Sponsor, Enter **3** if the CHDO is acting as the Developer	1, 2, 3, _
If Yes: Will initial funding be a CHDO Site Control and/or Seed Money Loan (Y/N)?		This answer to this question is required if the activity is to be funded with CL. Answer **Y** if the activity is to be funded with CHDO loan funds. Press **<Enter>** to save and go to the next screen. The next screen will be the CHDO Questions screen (HM01) displaying the message indicated below. If the answer is **N**, press **<Enter>** to go to next screen (OBJECTIVE AND OUTCOME).	Y, N
<ENTER>		This screen is presented when a rental or homebuyer activity is initially set up. It is not shown again unless the activity is funded as a CHDO Loan or the CHDO information needs to be revised. As indicated, type in the answers to the questions. After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen. **Note:** If the field requires a yes or no answer and the user presses **<Tab>** to pass the field without entering a Y or N,	

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
		IDIS will automatically insert an N answer when the information is saved.	
F7=PREV		Press to go to the previous screen. From the CHDO Questions screen, the previous screen is the HOME Menu. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. The next screen is the Activity Setup: Objective and Outcome screen. Entries will be saved.	
Press **<Enter>** to go to the Set Up Homebuyer Activity screen.			

```
              ACTIVITY SETUP: OBJECTIVE AND OUTCOME              HM01-A

   Grantee Activity ID  _____       IDIS Activity ID _____
   Activity Name        _____

   OBJECTIVE            _
                        1  Create suitable living environments
                        2  Provide decent affordable housing
                        3  Create economic opportunities


   OUTCOME              _
                        1  Availability/accessibility
                        2  Affordability
                        3  Sustainability










   F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

How To Fill-In the ACTIVITY SET UP: Objective and Outcome screen:

On this screen you indicate the primary objective and outcome of the services your activity is designed to provide.

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and go to the next screen (Special Characteristics).

1. Type 1, 2, or 3 to describe your objective.

2. Type 1, 2, or 3 to describe your outcome.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
OBJECTIVE		Enter 1, 2, or 3 to indicate your project's intended objective. If Objective is left blank by the user, the system will default to "2" Press **<F1>** (Help) for help as to what to enter in the Objective field.	1, 2, or 3
OUTCOME		Enter 1, 2, or 3 to indicate your project's intended outcome. If Outcome is left blank by the user, the system will default to "2" Press **<F1>** (Help) for help as to what to enter in the Outcome field.	1, 2, or 3
F7=PREV		Press to go to the previous screen. From the ACTIVITY SETUP OBJECTIVE AND OUTCOME screen, the previous screen is the HOME MENU screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the ACTIVITY SETUP OBJECTIVE AND OUTCOME screen, the next screen is SET UP ACTIVITY: SPECIAL CHARACTERISTICS. Entries will be saved.	
Press **<Enter>** to go to the SET UP ACTIVITY: SPECIAL CHARACTERISTICS screen.			

```
              SET UP ACTIVITY: SPECIAL CHARACTERISTICS        HM01-B

  Grantee Activity ID  _____        IDIS Activity ID _____
  Activity Name        _____



  ACTIVITY      Type 'Y' next to any that apply:
  LOCATION
                _  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



  FAITH-BASED   Will this activity be carried out by a faith-based
  ORGANIZATION  organization (Y/N)? _




  F1=HELP   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   9=SAVE
```

How To Fill-In the SET UP ACTIVITY: SPECIAL CHARACTERISTICS Screen:

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and go to next screen.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
ACTIVITY LOCATION	✔	Enter Y or N to indicate whether or not your activity is in any of the following locations: 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 **[The COLONIA field is displayed only if the activity is located in Arizona, California, New Mexico, or Texas]** IDIS defaults all fields to "N" if an answer is not entered.	Y/N
FAITH-BASED ORGANIZATION	✔	Enter Y or N to indicate whether or not activity carried out by faith-based organization. IDIS defaults the field to "N" if an answer is not entered.	Y/N
F1=HELP		Position cursor on the field where Help is needed. Press **<F1> Help** for the detail description of special characteristics.	
F7=PREV		Press to go to the previous screen. From the SET UP ACTIVITY: SPECIAL CHARACTERISTIC screen, the previous screen is the ACTIVITY SETUP: OBJECTIVE AND OUTCOME screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the SET UP ACTIVITY: SPECIAL CHARACTERISTICS screen, the next screen is the SETUP HOMEBUYER ACTIVITY screen. Entries will be saved.	
Press **<Enter>** to go to the SETUP HOMEBUYER ACTIVITY screen.			

```
                          SET UP HOMEBUYER ACTIVITY                      HB01

   Grantee Activity ID  xxxxxxxxxxxxxxxxx        IDIS Activity ID  zzzzzz9
   Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

   ACTIVITY TYPE        _
                        2  New Construction Only  4  Acquisition & Rehab
                        3  Acquisition Only       5  Acquisition & New
   PROPERTY ADDRESS                                  Construction
   Homebuyer's Name     _____
             Street     _____
               City     _____  St __  Zip _____ - ____
        County Code     99999


   ACTIVITY ESTIMATES   HOME Units  ____      HOME Cost  _____

   MULTI-ADDRESS (Y/N)? _

   LOAN GUARANTEE(Y/N)? _

   CHDO ACTIVITY (Y/N)? N

   F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT   F9=SAVE
```

How To Fill-In the SET UP HOMEBUYER ACTIVITY Screen:

Where indicated, type in the answers to the questions. If the information does not completely fill the field press **<Tab>** to go to the next field.

After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
ACTIVITY TYPE	✔	<u>Enter 2 – New Construction Only.</u> An activity that involves the addition of units outside the existing walls of the structure and the construction of new residential units. <u>Enter 3 – Acquisition Only.</u> Acquisition of a structure that received a certificate of occupancy at least 13 months before acquisition that did not require rehabilitation. <u>Enter 4 – Acquisition & Rehab.</u> A HOME-assisted rehabilitation activity that includes the acquisition of real property. <u>Enter 5 – Acquisition & New Construction.</u> An activity that included the acquisition of real property. This includes acquisition of a structure that has received an initial certificate of occupancy within a one year period prior to acquisition.	2, 3, 4, 5
PROPERTY ADDRESS Homebuyer's Name		This is an optional field. Type the homebuyer's name. For multi-address activities leave blank.	
PROPERTY ADDRESS Street, City, ST, Zip	✔	Displayed from information entered in the common path screen (C04MA01). Can be changed by the user.	
County Code	✔	Enter county code. If you do not know the county code, press F1 <Help> for a list of all county codes in the Participating Jurisdiction's State. Enter the code for the county where the HOME-Assisted property is located.	
ACTIVITY ESTIMATES HOME Units	✔	Enter the estimated number of units (upon completion) that will receive HOME assistance.	4 numeric characters
ACTIVITY ESTIMATES HOME Cost	✔	Enter the total amount of HOME funds requested for the activity.	99,999,999.99
MULTI-		Enter **N** if there is one property address for the activity or	Y, N

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
ADDRESS (Y/N)?		**\<Tab\>** to next field and the system will automatically populate the field as **N**. Enter **Y**, if there is more than one property or building address for the activity. *See the Multi-Address section if you want to set up and complete a multi-address activity.*	
LOAN GUARANTEE (Y/N)?		Enter **Y** if the property has a loan guarantee and enter **N** if not or **\<Tab\>** to next field and the system will automatically populate the field as **N**.	Y, N
CHDO ACTIVITY (Y/N)?		The answer entered on the CHDO Questions screen will be displayed here and can be changed on this screen. A change from **N** to **Y** sends the user back to the CHDO Questions screen to answer the required CHDO questions. **Note:** The CHDO Activity (Y/N)? question/field is not displayed for Insular Areas.	Y, N
F1=HELP		The only help available from this screen is for the County code field. Press to obtain a list of counties. Select the county where the HOME-Assisted property is located.	
F7=PREV		Press to go to the previous screen. From the Homebuyer Set Up screen, the previous screen is the HOME Menu (HM00). Entries will not be saved.	
F8=NEXT		Press to go to the next screen. For single address homebuyer activities, from the Homebuyer Set Up screen, the next screen is the HOME Menu screen. For multi-address homebuyer activities, the next screen is the Developer screen. Entries will be saved.	
Press **Enter** to go to the next screen.			

9.11 Next Steps – After the HOME Homebuyer Activity is Set Up

After setting up the HOME Homebuyer Activity, the user can review the Activity Status, fund, and draw funds by performing the appropriate steps as follows:

- Press <**Enter**> to return to HOME Menu
- Select <**F**> Review Activity Status to check set up information

Or

- Press <**F4**> to go to the Main Menu
- To Fund the activity, see Chapter 5
- To Draw funds, see Chapter 7
- Return to the HOME Menu
- Complete the activity by selecting **H** at the HOME Menu for the Complete Homebuyer Activity screens
- Return to the common path screen (MA04) to change the status code to Complete

Note: Checking to make sure that the set up information is complete on the Review Activity Status Screen confirms that the activity is in the condition to be able to be funded and drawn in IDIS.

9.12 Complete Homebuyer Activity

Information must be entered into all required fields in order to complete a HOME activity. Press **<F3>, <F9>** or **<Enter>** to view the required fields in red.

```
                     COMPLETE HOMEBUYER ACTIVITY                    HB03

 Grantee Activity ID  xxxxxxxxxxxxxxxxx        IDIS Activity ID  zzzzzz9
 Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
 Activity Address     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

 ACTIVITY TYPE        _
                      2  New Construction Only  4  Acquisition & Rehab
                      3  Acquisition Only       5  Acquisition & New
                                                   Construction
 PROPERTY TYPE        _
                      1  1-4 Single Family      3  Cooperative
                      2  Condominium            4  Manufactured Home

 FHA INSURED (Y/N)?   _

 LEASE PURCHASE?      If yes, date of agreement  __ - __ - ____

 COMPLETED UNITS      Total number   _
                      HOME-assisted  _




  F3=VALDT    F4=MAIN MENU   F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
```

How to Fill-In the COMPLETE HOMEBUYER ACTIVITY Screen:

Where indicated, type in the answers to questions. If the information does not completely fill the field, press **<Tab>** to go to the next field.

After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

Note: If the field requires a yes or no answer and the user presses **<Tab>** to pass the field without entering a **Y** or **N**, IDIS will automatically insert an **N** answer when the information is saved.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Address		Carried forward from the Setup Activity Screen (C04MA01) or from the change made on the Set Up Homebuyer Activity screen.	Protected field
ACTIVITY TYPE	✔	The Activity Type is displayed and can be changed on this screen. **2** New Construction Only **3** Acquisition Only **4** Acquisition & Rehab **5** Acquisition & New Construction	2, 3, 4, or 5
PROPERTY TYPE	✔	Indicate the type of property assisted by entering one of the following codes: **1** – 1-4 Single Family **2** – Condominium **3** – Cooperative **4** – Manufactured Home	1, 2, 3, or 4
FHA INSURED (Y/N)?		Enter **Y** if the property also is insured by FHA or **N** if not. **Or <Tab>** through the field and IDIS will enter an **N** answer to this question.	Y or N
LEASE PURCHASE?		This field is optional. If the Homebuyer activity is subject to a lease purchase agreement, type in the date of the agreement as mm/dd/yyyy.	Month/day/year
COMPLETED UNITS Total Number	✔	The estimated number of units entered at setup are displayed at completion and can be changed at this location. IDIS accepts total units of **1** to **4** per address. The default number of completed units is "1" if the field is blank.	Numeric
COMPLETED UNITS HOME-Assisted	✔	Enter the number of HOME-Assisted units. This number must be equal or less than the Total Number of Completed Units.	Numeric
F7=PREV		Press to go to the previous screen. From the Complete Homebuyer Activity screen, the previous screen is the HOME Menu. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the Complete Homebuyer Activity screen, the next screen is the Complete Homebuyer Activity: Units screen. Entries will be saved.	
Press **<Enter>** to display the Complete Homebuyer Activity: Units screen			

```
                 COMPLETE HOMEBUYER ACTIVITY: UNITS              HB03-A

     Grantee Activity ID  _____        IDIS Activity ID _____
     Activity Name        _____
     Activity Address     _____

     COMPLETED UNITS     Total ____     HOME-Assisted ____

                                                           HOME-
     OF THE UNITS COMPLETED, THE NUMBER:              TOTAL ASSISTED

                         Meeting Energy Star standards:  ____     ____

                             Section 504 accessible:  ____

     PERIOD OF       If you are imposing a period of affordability that is
     AFFORDABILITY   longer than the regulatory minimum, enter the total
                     number (regulatory minimum + additional) of years.

                     PJ-imposed period of affordability:  __ years


 F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

How to Fill-In the COMPLETE HOMEOWNER REHAB ACTIVITY Screen:

Where indicated, type in the answers to questions. If the information does not completely fill the field, press **<Tab>** to go to the next field.

After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

Note: If you do not enter number of units, IDIS will populate the field with zero when the information is saved.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity address		Displayed from information entered in setup.	Protected field
COMPLETED UNITS Total		Carried forward from the Complete Homeowner Activity screen.	Protected field
COMPLETED UNITS HOME-Assisted		Populated and displayed from the Complete Homeowner Activity screen.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
OF THE UNITS COMPLETED, THE NUMBER: Meeting Energy Star standards: TOTAL		Enter the total number of completed units that meet Energy Star standards. The number must be equal to or less than the Total Number of Completed Units. The default number of units meeting Energy Star standards is 0.	4 Numeric characters for multi-addresses. 1 Numeric character for Single-address
OF THE UNITS COMPLETED, THE NUMBER: Meeting Energy Star standards: HOME-ASSISTED		Enter the number of completed HOME-Assisted units that meet Energy Star standards. It must be less than or equal to the number of HOME-assisted units. The default number for Meeting Energy Star standards is 0. It must be less than or equal to the total Meeting Energy Star standards.	4 Numeric characters for multi-addresses. 1 Numeric char for Single-address
OF THE UNITS COMPLETED, THE NUMBER: Section 504–accessible: TOTAL		Enter the total number of completed units that are Section 504–accessible. The number must be less than or equal to the number of total completed units. The default number is 0.	4 Numeric characters for multi-addresses. 1 Numeric char for Single-address
PERIOD OF AFFORDABILITY: PJ-imposed period of affordability		Enter the number of years of the PJ-imposed period of affordability only if the number of years is longer than the regulatory minimum. If in perpetuity, enter 99.	2 Numeric characters
F1=HELP		Position cursor on the PJ-imposed period of affordability or Energy Star field. Press **<F1> Help** for the information on what to enter in the Period of Affordability or Energy Star field.	
F7=PREV		Press to go to the previous screen. From the COMPLETE HOMEBUYER ACTIVITY: UNITS screen, the previous screen is the COMPLETE HOMEBUYER ACTIVITY. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the COMPLETE HOMEBUYER ACTIVITY: UNITS screen, the next screen is the COMPLETE HOMEBUYER ACTIVITY: COSTS screen. Entries will be saved.	
Press **<Enter>** to display the COMPLETE HOMEBUYER ACTIVITY: COSTS screen			

```
                 COMPLETE HOMEBUYER ACTIVITY: COSTS                HB04

   Grantee Activity ID  xxxxxxxxxxxxxxxxx        IDIS Activity ID  zzzzzz9
   Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
   Activity Address     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

   Purchase Price  _____       Value After Rehab  _____

   1. HOME FUNDS (Including PI)                              Totals

      a. PROPERTY COSTS      Amortized Loan   _____
                                     Grant   _____
                      Deferred Payment Loan   _____
                                     Other   _____      99,999,999.99

      b. DOWNPAYMENT         Amortized Loan   _____
         ASSISTANCE                  Grant   _____
                      Deferred Payment Loan   _____
                                     Other   _____      99,999,999.99

   HOME Funds Disbursed  99,999,999.99        HOME Total   99,999,999.99

   To display alternate screen, press <F15>.
   F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE  F15=ALT
```

Note: The VALUE AFTER REHAB field is displayed only if the ACTIVITY TYPE on the Set Up Homebuyer Activity screen is 4 (Acquisition & Rehab).

How To Fill-In the COMPLETE HOMEBUYER ACTIVITY COSTS screen:

As indicated, type in the amount of funds in dollars and cents. If the information does not completely fill the field, press **<Tab>** to go to the next field.

After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

Note: If you do not enter decimal points and cents, IDIS will populate the field with the whole dollar amount entered and .00 when the information is saved, but the Total HOME Funds must match the Home FUNDS Disbursed – to the penny.

Note: An amount is to be entered in PUBLIC FUNDS or PRIVATE FUNDS before being able to change status to complete.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Address		Displayed from information entered in setup.	Protected field
Purchase Price	✔	Enter the price paid by the homebuyer for the property as evidenced on the deed or HUD1. IDIS will display a message warning if the price appears to exceed the 203(b) single-family mortgage limits for the county indicated in the address at activity setup.	9999999
Value After Rehab		If the activity is Acquisition/Rehab, this field will be displayed for input. Enter the estimated appraised value after any repair. IDIS will display a warning message if the Value after Rehab appears to exceed the 203(b) single-family mortgage limits for the county indicated in the address at activity setup.	9999999
1. HOME FUNDS (Including PI) a. PROPERTY COSTS Amortized Loan		Enter the amount of HOME funds provided in the form of an amortized or direct loan.	99,999,999.99
1. HOME FUNDS (Including PI) a. PROPERTY COSTS Grant		Enter the amount of HOME funds provided that do not have any repayment requirements. A grant may be used to reduce the principal amount borrowed, a principal reduction payment, or the effective interest rate (an interest subsidy payment) on a privately originated loan.	99,999,999.99
1. HOME FUNDS (Including PI) a. PROPERTY COSTS Deferred Payment Loan		Enter the amount of HOME funds provided through loans where payment of principal and interest is deferred until a future time. A deferred payment loan is also called a conditional grant (e.g., repayment is required when the property is sold, or is forgiven if the owner does not sell the property for a specified number of years or repayment of principal and interest starts after the bank loan is repaid).	99,999,999.99
1. HOME FUNDS (Including PI) a. PROPERTY COSTS Other		Enter the total amount of HOME funds provided for subsidy funding that is other than the type of loan/grant assistance identified above.	99,999,999.99
Totals		IDIS automatically totals the HOME FUNDS for PROPERTY COSTS. For CHDO (CR) activities, designated by answering "Y" to the question on the CHDO Questions screen at setup, this total must be greater than zero if DOWNPAYMENT ASSISTANCE funds have been provided.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
1. HOME FUNDS (Including PI) b. DOWNPAYMENT ASSISTANCE Amortized Loan		Enter the amount of HOME funds, if any, provided as downpayment assistance to the homebuyer as an amortized loan. **Note:** Do not include funds provided as construction financing. Construction financing is to be reported as HOME funded PROPERTY COSTS, PUBLIC or PRIVATE FUNDS.	99,999,999.99
1. HOME FUNDS (Including PI) b. DOWNPAYMENT ASSISTANCE Grant		Enter the amount of HOME funds provided for downpayment assistance to the homebuyer, if any, which do not have any repayment requirements. A grant may be used to reduce the principal amount borrowed, a principal reduction payment, or the effective interest rate (an interest subsidy payment) on a privately originated loan. **Note:** Do not include funds provided as construction financing. Construction financing is to be reported as HOME funded PROPERTY COSTS, PUBLIC or PRIVATE FUNDS.	99,999,999.99
1. HOME FUNDS (Including PI) b. DOWNPAYMENT ASSISTANCE Deferred Payment Loan		Enter the amount of HOME funds provided for downpayment assistance, if any, through loans where payment of principal and interest is deferred until a future time. A deferred payment loan is also called a conditional grant (e.g., repayment is required when the property is sold, or is forgiven if the owner does not sell the property for a specified number of years or repayment of principal and interest starts after the bank loan is repaid). **Note:** Do not include funds provided as construction financing. Construction financing is to be reported as HOME funded PROPERTY COSTS, PUBLIC or PRIVATE FUNDS.	99,999,999.99
1. HOME FUNDS (Including PI) b. DOWNPAYMENT ASSISTANCE Other		Enter the total amount of HOME funds provided for downpayment assistance that is other than the type of loan/grant assistance identified above. **Note:** Do not include funds provided as construction financing. Construction financing is to be reported as HOME funded PROPERTY COSTS, PUBLIC or PRIVATE FUNDS.	99,999,999.99
Totals		IDIS automatically totals the HOME FUNDS for DOWNPAYMENT ASSISTANCE. **Note:** To be counted as an ADDI activity, an amount must be entered as HOME Downpayment assistance.	Protected field
HOME Funds Disbursed		IDIS displays the actual funds drawn. The HOME Funds Disbursed is provided on this screen so that the user can see the funds to be entered as amortized loans, grants, deferred payment loans or other.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
HOME Total		IDIS automatically totals the HOME FUNDS for PROPERTY COSTS and DOWNPAYMENT ASSISTANCE. The HOME total must exactly match the HOME funds disbursed.	Protected field
F7=PREV		Press to go to the previous screen. From the Complete Homebuyer Activity: Costs screen, the previous screen is the Complete Homebuyer Activity: Units screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the Complete Homebuyer Activity Cost screen (HB04), the next screen is the second page of the Complete Homebuyer Activity: Costs screens. Entries will be saved.	
F15=ALT		Press to go to the alternate COMPLETE HOMEBUYER ACTIVITY: COSTS screen. This key toggles between the different costs screens. The same cost data will be shown on both versions. The last version displayed to the user will be presented when the user next visits the screen.	
Press **<Enter>** to display the next Costs screen.			

```
              COMPLETE HOMEBUYER ACTIVITY: COSTS                HB05

  Grantee Activity ID  xxxxxxxxxxxxxxxxxx        IDIS Activity ID  zzzzzz9
  Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
  Activity Address     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx


                                                           Totals
  1. HOME FUNDS SUMMARY  a. Property Costs  99,999,999.99
     (Including PI)      b. Downpayment     99,999,999.99
                            Assistance                     99,999,999.99

  2. PUBLIC FUNDS      Other Federal Funds  _____
                         State/Local Funds  _____
                  Tax-Exempt Bond Proceeds  _____   99,999,999.99

  3. PRIVATE FUNDS         Private Loans    _____
                  Owner Cash Contributions  _____
                           Private Grants   _____   99,999,999.99

  HOME Funds Disbursed  99,999,999.99     Activity Total   99,999,999.99


  To display alternate costs screen, press <F15>.
  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE  F15=ALT
```

How To Fill-In the COMPLETE HOMEBUYER ACTIVITY COSTS screen:

As indicated, type in the amount of funds in dollars and cents. If the information does not completely fill the field, press **<Tab>** to go to the next field.

After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

Note: If you do not enter decimal points and cents, IDIS will populate the field with the whole dollar amount entered and .00 when the information is saved.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Address		Displayed from information entered in setup.	Protected field
1. HOME FUNDS SUMMARY (Including PI) a. Property Costs		IDIS displays in this field the total amount of HOME Funds entered on the first (previous) costs screen for Property Costs.	Protected field
1. HOME FUNDS SUMMARY (Including PI) b. Downpayment Assistance		IDIS displays in this field the total amount of HOME Funds entered on the first (previous) cost screen for Downpayment Assistance.	Protected field
Totals		IDIS displays the HOME FUNDS for PROPERTY COSTS and DOWNPAYMENT ASSISTANCE.	Protected field
2. PUBLIC FUNDS Other Federal Funds		Enter the amount of other federal funds. Exclude any HOME funds expended.	99,999,999.99
2. PUBLIC FUNDS State/Local Funds		Enter the amount of funds appropriated by State or Local governments for the property.	99,999,999.99
2. PUBLIC FUNDS Tax-Exempt Bond Proceeds		Enter the amount of funds provided to the property through tax-exempt bond proceeds.	99,999,999.99
Totals		IDIS automatically totals and displays the PUBLIC FUNDS.	Protected field
3. PRIVATE FUNDS Private Loans		Enter the amount of all of the costs that have been paid with funds obtained from private financial institutions, such as banks, savings and loans, and credit unions. This could be the homeowner's first mortgage.	99,999,999.99
3. PRIVATE FUNDS Owner Cash Contributions		Enter the amount of all cash contributions provided by the property owner.	99,999,999.99
3. PRIVATE FUNDS Private Grants		Enter the amount of cash contributions provided by private organizations, foundations, donors, etc.	99,999,999.99

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Totals		IDIS automatically totals and displays the PRIVATE FUNDS.	Protected field
HOME Funds Disbursed		IDIS displays the actual funds drawn. The HOME Funds Disbursed is provided on this screen so that the user can see the funds to be entered as amortized loans, grants, deferred payment loans or other.	Protected field
Activity Total		Total of the amounts entered in Sections 1-4 as calculated by IDIS.	Protected field
F7=PREV		Press to go to the previous screen. From the Complete Homebuyer Activity: Costs screen, the previous screen is the first page of the Complete Homebuyer Activity: Costs screens. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the Complete Homebuyer Activity: Costs screen, the next screen is the Complete Homebuyer Activity: Beneficiaries screen. Entries will be saved.	
F15=ALT (SHIFT-F5)		Press to go to the alternate COMPLETE HOMEBUYER ACTIVITY: COSTS screen. This key can be used to toggle between the different versions of the costs screens. Homebuyer Activity Costs will be shown on both versions of the screen and can be changed on either version of the screen. The version of the Costs screen last used will be presented the next time the activity is visited.	
Press **<Enter>** to display the Complete Homebuyer Activity: Beneficiaries screen.			

```
                    COMPLETE HOMEBUYER ACTIVITY: COSTS              HB06

  Grantee Activity ID  xxxxxxxxxxxxxxxxx        IDIS Activity ID  zzzzzz9
  Activity Name         xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
  Activity Address      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

   Purchase Price  _____                    Value After Rehab  _____
   Source      Form of                      * Source Codes
  of Funds    Assistance        Amount        1  HOME property costs
     _           _        _____      2  HOME downpayment assistance
     _           _        _____      4  Other federal funds
     _           _        _____      5  State/local funds
     _           _        _____      6  Tax-exempt bond proceeds
     _           _        _____      7  Private loans
     _           _        _____      8  Owner cash contributions
     _           _        _____      9  Private grants
     _           _        _____    * Forms of HOME Assistance
     _           _        _____      1  Amortized loan
          Activity Total   _____      2  Grant
                                              3  Deferred payment loan
       Total HOME funds  99,999,999.99        5  Other
   HOME funds disbursed  99,999,999.99
  To display alternate costs screen, press <F15>.
   F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE  F15=ALT
```

Note: The VALUE AFTER REHAB field is displayed for Acquisition/Rehab activities.

How To Fill-In the COMPLETE HOMEBUYER ACTIVITY: COSTS Alternate Screen:

This screen is provided as an alternate to the previously described Homebuyer Activity Costs screen. Costs can be reported by entering Source and Forms of Assistance Codes. The explanation of the fields is the same

After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

Homebuyer Activity Costs will be shown on both versions of the screen and can be changed on either version of the screen.

Note: The version of the Costs screen last used will be presented the next time the activity is visited.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Address		Carried forward from the Setup Activity Screen (C04MA01).	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Purchase Price		The purchase price entered on the Complete Homebuyer Activity: Costs screen is displayed and can be changed on this screen. IDIS will display a message warning if the price appears to exceed the 203(b) single-family mortgage limits for the county indicated in the address.	9999999
Value After Rehab		The Value After Rehab entered on the Complete Homebuyer Activity: Costs screen is displayed. If the activity is Acquisition/Rehab and can be changed on this screen. IDIS will display a message warning if the price appears to exceed the 203(b) single-family mortgage limits for the county indicated in the address.	9999999
Source of Funds		The Source of Funds entered on both screens HB04 and HB05 is displayed and can be changed on this screen.	1, 2, 4, 5, 6, 7, 8, 9
Form of Assistance		Form of Assistance entered on both screens HB04 and HB05 is displayed and can be changed on this screen	1, 2, 3, 5.
Amount		Amount Entered on both screens HB04 and HB05 is displayed and can be changed on this screen	99,999,999.99
Activity Total		IDIS automatically totals the amount.	Protected field
Total HOME funds		IDIS automatically totals the HOME funds.	Protected field
HOME Funds Disbursed		IDIS displays the actual funds drawn. The HOME Funds Disbursed is provided on this screen so that the user can see the funds to be entered as amortized loans, grants, deferred payment loans or other.	Protected field
F7=PREV		Press to go to the previous screen. From the Complete Homebuyer Activity Cost screen, the previous screen is the Complete Homebuyer Activity: Units screen (HB04). Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the Complete Homebuyer Activity Cost screen (HB06), the next screen is the Complete Homebuyer Activity: BENEFICIARIES screen. Entries will be saved.	
F15=ALT (SHIFT-F5)		Press to go to the alternate COMPLETE HOMEBUYER ACTIVITY: COSTS screen. This key can be used to toggle between the different versions of the costs screens. Homebuyer Activity Costs will be shown on both versions of the screen and can be changed on either version of the screen. The version of the Cost screen last used will be presented the next time the activity is visited.	
Press **<Enter>** to display the next screen .			

```
            COMPLETE HOMEBUYER ACTIVITY: BENEFICIARIES          HB07

  Grantee Activity ID  _____        IDIS Activity ID  _____
  Activity Name        _____
  Activity Address     _____


          # of   Occu-   --------HOUSEHOLD--------    Asst     Total
  Unit#   Bdrms  pant    %Med Hisp? Race Size Type    Type   Monthly Rent
  _____   _     _        _    _    ___  _    _        _
  _____   _     _        _    _    ___  _    _        _      _____
  _____   _     _        _    _    ___  _    _        _      _____
  _____   _     _        _    _    ___  _    _        _      _____


  HOMEBUYER   First-time homebuyer(Y/N)? _
              Coming from subsidized housing(Y/N)? _
              Receiving: _
                      1 No counseling    3 Post-counseling
                      2 Pre-counseling   4 Both




  FOR VACANT UNITS: Enter Unit# and # of Bdrms. Change Occupant to 9.
  F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

Note: The number of input lines displayed is the same as the number of COMPLETED HOME-ASSISTED UNITS on the Compete Homebuyer Activity screen. On the first input line, IDIS will default the OCCUPANT to **2** (owner) and Assistance Type to **4**. If there is more than one unit, the user must enter **1** (tenant) or **9** (vacant).

Note: The "FOR VACANT UNITS…" message is shown whenever an error message is not displayed.

How To Fill-In the COMPLETE HOMEBUYER ACTIVITY BENEFICIARIES screen:

Fill-In one line for each unit assisted with HOME funds and enter one code in each block. Press **<F1> Help** for a list of choices and codes to enter. For an unoccupied unit, enter unit number, number of bedrooms and occupancy as "9" vacant. The cursor will then go to the next line to enter information on the next unit.

Where indicated, type in the codes and enter the rent amount. If the information does not completely fill the field, press **<Tab>** to go to the next field.

After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the HOME Menu.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Address		Displayed from information entered in setup.	Protected field
Unit #	✔	Enter the unit number of each unit assisted with HOME funds	Unit number
# of Bdrms	✔	Enter **0** for a single room occupancy (SRO) unit or for an efficiency unit, **1** for 1 bedroom, **2** for 2 bedrooms, etc.	0, 1, 2, 3, 4, 5
Occupant	✔	IDIS will enter the Occupant Code of **2**, owner, on the first line. For additional HOME units at this address, Enter **1** if the unit is occupied by a tenant or **9** if vacant.	1, 2, 9
HOUSEHOLD % Med	✔	For each occupied unit, enter one code based on the following definitions: 1. 0-30 Percent of Area Median means a household whose adjusted income is at or below 30 percent of the median family income for the area as determined by HUD with adjustments for smaller and larger families. 2. 30-50 Percent of Area Median means a household whose adjusted income exceeds 30 percent and does not exceed 50 percent of the median family income for the area as determined by HUD with adjustments for smaller and larger families. 3. 50-60 Percent of Area Median means a household whose adjusted income exceeds 50 percent and does not exceed 60 percent of the median family income for the area as determined by HUD with adjustments for smaller and larger families. 4. 60-80 Percent of Area Median means a household whose adjusted income exceeds 60 percent and does not exceed 80 percent of the median family income for the as determined by HUD with adjustments for smaller and larger families.	1, 2, 3, 4
HOUSEHOLD Hisp?	✔	For each occupied unit, enter the ethnicity for the head of household as either **Y** for Hispanic or Latino or **N** for Not Hispanic or Latino. Hispanic or Latino race is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic of Latino."	Y or N
HOUSEHOLD Race	✔	For each occupied unit, enter one code only for the head of the household based on the following definitions: **11.** <u>White.</u> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. **12.** <u>Black/African American.</u> A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American." **13.** <u>Asian.</u> A person having origins in any of the original	11, 12, 13, 14, 15, 16, 17, 18, 19, 20

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
		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. 14. <u>American Indian/Alaska Native.</u> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains affiliation or community attachment. 15. <u>Native Hawaiian/Other Pacific Islander.</u> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands. 16. <u>American Indian/Alaska Native & White.</u> A person having these multiple race heritages as defined above. 17. <u>Asian & White.</u> A person having these multiple race heritages as defined above. 18. <u>Black/African American & White.</u> A person having these multiple race heritages as defined above. 19. <u>American Indian/Alaska Native & Black/ African American.</u> A person having these multiple race heritages as defined above. 20. <u>Other Multi Racial.</u> For reporting individual responses that are not included in any of the other categories listed above.	
HOUSEHOLD Size	✔	Enter the appropriate number of persons in the household: **1, 2, 3, 4, 5, 6, 7,** or **8** or more persons (for households or more than 8, enter **8**).	1, 2, 3, 4, 5, 6, 7, 8
HOUSEHOLD Type	✔	For each occupied unit, enter one code only based on the following definitions: 1. **Single, non-elderly.** One-person household in which the person is not elderly. 2 **Elderly.** One or two person household with a person at least 62 years of age. 3 **Single Parent.** A single parent household with a dependent child or children (18 years old or younger). 4 **Two Parents.** A two-parent household with a dependent child or children (18 years old or younger). 5 **Other.** Any household not included in the above 4 definitions, including two or more unrelated individuals.	1, 2, 3, 4, 5
Asst Type	✔	For the homebuyer, enter code **1** if the owner is receiving Section 8 Assistance to purchase the property or code **4** if the buyer is receiving no assistance. Enter one code only to indicate the type of assistance, if any, being provided to each tenant. 1. **Section 8.** Tenants receiving Section 8 assistance through the Section 8 Certificate Program under 24 CFR part 882 or the Section 8 Housing Voucher Program under 24 CFR part 887.	1, 2, 3, 4

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
		2. **HOME TBRA.** Tenants receiving HOME tenant-based rental assistance. 3. **Other federal, state or local assistance.** Tenants receiving rental assistance through other Federal, State or local rental assistance programs. 4. **No Assistance.** Self-explanatory	
Total Monthly Rent	✔	Enter the total monthly rent (tenant contribution plus subsidy amount). <u>Tenant Contribution:</u> The actual rent to the nearest dollar including utilities. If the rent includes utilities, or if the rent includes partial utilities, e.g., heat, but not electricity, these utility costs must be added to the rent. Compute utility costs for the area (and in the case of partial utilities, compute costs for utilities excluded from the rent), by using the utility allowance schedule provided by the local Public Housing Authority. <u>Subsidy Amount:</u> The amount that the tenant receives as a rent subsidy payment (including any utility allowances paid directly to the tenant) to the nearest dollar. If a tenant does not receive a tenant subsidy payment, the amount would be zero.	$$$$$
HOMEBUYER: First-Time Homebuyer (Y/N)?	✔	To be answered Y if it is the first time homebuyer and N if not. To be counted as an ADDI activity, the question must be answered Y.	Y or, N
HOMEBUYER: Coming from subsidized housing(Y/N)?	✔	Enter 'Y' if homebuyer previously lived in subsidized housing. Enter 'N' otherwise.	Y or N
HOMEBUYER: Homebuyer receiving:	✔	Enter one code only to indicate whether the homebuyer received: 1. No counseling 2. Pre-counseling 3. Post-counseling 4. Both	1, 2, 3, 4
F1=HELP		Position cursor on the subsidized housing field. Press **<F1> Help** for the information on what to enter in the fields.	
F7=PREV		Press to go to the previous screen. From the Beneficiaries screen, the previous screen is the Complete Homebuyer Activity: Costs screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the Complete Homebuyer Activity: Beneficiaries screen, the next screen is the Home Menu. Entries will be saved.	
Press **<Enter>** to display the Home Menu screen. Note: The last step is to return to the common path Set Up Activity screen to change the status code to "Complete." Before doing this, check to make sure that the activity is in the condition to complete by going to Review Activity Status from the HOME menu. See Section 9.3.			

9.13 Set Up Homeowner Rehab Activity

```
                              HOME MENU                         HM00

   Grantee Activity ID  xxxxxxxxxxxxxxxxx       IDIS Activity ID  zzzzzz9
   Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

                        SET UP ACTIVITY
                            A  Rental
                            B  Homebuyer
                            C  Homeowner Rehab
                            D  Tenant-Based Rental Assistance (TBRA)
                            E  Activity Funded Only with AD/CO/CC

                        REVIEW ACTIVITY
                            F  Review Activity Status
                            G  Search Activities

                        COMPLETE ACTIVITY
                            H  Costs & Beneficiaries
                            I  Costs Only
                            J  Beneficiaries Only

   Type selection and press <ENTER>  _      Change to Activity ID  _____

     F4=MAIN MENU            F7=PREV            F10=GO TO REVISE ACTIVITY
```

Homeowner Rehab	Enter **C** to go to the HOME screens to set up a Homeowner Rehab activity. Only those screens and fields related to homebuyer activities are presented.

```
                 ACTIVITY SETUP: OBJECTIVE AND OUTCOME              HM01-A

   Grantee Activity ID  _____      IDIS Activity ID  _____
   Activity Name        _____

   OBJECTIVE            _
                        1  Create suitable living environments
                        2  Provide decent affordable housing
                        3  Create economic opportunities


   OUTCOME             _
                        1  Availability/accessibility
                        2  Affordability
                        3  Sustainability










 F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

How To Fill-In the ACTIVITY SET UP: Objective and Outcome screen:

On this screen you indicate the primary objective and outcome of the services your activity is designed to provide.

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and go to the next screen (Special Characteristics).

1. Type 1, 2, or 3 to describe your objective.

2. Type 1, 2, or 3 to describe your outcome.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
OBJECTIVE		Enter 1, 2, or 3 to indicate your project's intended objective. If Objective is left blank by the user, the system will default to "2"	1, 2, or 3
OUTCOME		Enter 1, 2, or 3 to indicate your project's intended outcome. If Outcome is left blank by the user, the system will default to "2"	1, 2, or 3
F7=PREV		Press to go to the previous screen. From the ACTIVITY SETUP OBJECTIVE AND OUTCOME screen, the previous screen is the HOME MENU screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the ACTIVITY SETUP: OBJECTIVE AND OUTCOME screen, the next screen is the SET UP ACTIVITY: SPECIAL CHARACTERISTICS. Entries will be saved.	
Press **\<Enter\>** to go to the SET UP ACTIVITY: SPECIAL CHARACTERISTICS screen.			

```
                    SET UP ACTIVITY: SPECIAL CHARACTERISTICS          HM01-B

      Grantee Activity ID  _____          IDIS Activity ID _____
      Activity Name        _____



      ACTIVITY        Type 'Y' next to any that apply:
      LOCATION
                      _  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



      FAITH-BASED     Will this activity be carried out by a faith-based
      ORGANIZATION    organization (Y/N)? _




   F1=HELP    F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    9=SAVE
```

How To Fill-In the SET UP ACTIVITY: Special Characteristics Screen:

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and go to next screen.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
ACTIVITY LOCATION	✔	Enter Y or N to indicate whether or not your activity is in any of the following locations: 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 **[The COLONIA field is displayed only if the activity is located in Arizona, California, New Mexico, or Texas]** All default to "N."	Y/N

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
FAITH-BASED ORGANIZATION: Will this activity be carried out by a faith-based organization (Y/N)?	✔	Enter Y or N to indicate whether or not activity carried out by faith-based organization.	Y/N
F1=HELP		Position cursor on the field where Help is needed. Press **<F1> Help** for the detail description of special characteristics.	
F7=PREV		Press to go to the previous screen. From the SPECIAL CHARACTERISTIC screen, the previous screen is the ACTIVITY SETUP OBJECTIVE AND OUTCOME screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the SET UP ACTIVITY: SPECIAL CHARACTERISTICS screen, the next screen is the SETUP HOMEOWNER REHAB ACTIVITY. Entries will be saved.	
Press **<Enter>** to go to the SETUP HOMEOWNER REHAB ACTIVITY screen.			

```
                       SET UP HOMEOWNER REHAB ACTIVITY                 HO01

   Grantee Activity ID  xxxxxxxxxxxxxxxxx        IDIS Activity ID  zzzzzz9
   Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

   ACTIVITY TYPE        1  Rehab Only

   PROPERTY ADDRESS
   Homeowner's Name     _____
            Street      _____
              City      _____  St __  Zip _____ - ____
      County Code       99999


   ACTIVITY ESTIMATES   HOME Units  ____       HOME Cost  _____

   MULTI-ADDRESS (Y/N)? _

   LOAN GUARANTEE(Y/N)? _




 F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

How To Fill-In the SET UP HOMEOWNER REHAB ACTIVITY Screen:

Where indicated, type in the answers to the questions. If the information does not completely fill the field press **<Tab>** to go to the next field. After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
ACTIVITY TYPE		1 – Rehab Only is displayed by IDIS. When Homeowner Rehab is selected on the HOME Menu, Rehabilitation Only is the only permitted activity type. Rehabilitation Only is defined as follows: A HOME-assisted rehabilitation activity that did not include acquisition of real property. Such activities may have involved (a) repairs or improvement of residential unit(s) to bring the unit(s) up to the property standards required by 24 CFR 92.251; (b) the reconfiguration of a structure to reduce the total units in order to increase the number of large family units, (c) the addition of a room or rooms (e.g., bedroom or bathroom) outside the existing walls for purposes of meeting occupancy or code standards and (d) the adding of a unit or units within the existing structure.	Protected field

PROPERTY ADDRESS Homeowner's Name		This is an optional field. Type the homeowner's name. For multi-address activities leave blank.	Homeowner's name or blank
PROPERTY ADDRESS Street, City, St, Zip	✔	Displayed from information entered in the common path screen (C04MA01). Can be changed by the user.	Street, City, State, Zip Code
PROPERTY ADDRESS County Code	✔	Enter county code. A list of all county codes in the Participating Jurisdiction's State will be listed on the F1 – Help. Select the county where the HOME-Assisted property is located.	Numeric
ACTIVITY ESTIMATES HOME Units	✔	Enter the estimated number of units (upon completion) that will receive HOME assistance. If a single address activity, the HOME Units must be **4** or less.	Numeric
ACTIVITY ESTIMATES HOME Cost	✔	Enter the total amount of HOME funds requested for the activity. If the cost per unit is below **$1,000**, the estimate will need to be increased before being allowed to change the status code to complete.	9,999,999,999
MULTI-ADDRESS (Y/N)?		Enter **N** if there is one property address for the activity or **<Tab>** to next field and the system will automatically populate the field as **N**. Enter **Y**, if there is more than one property or building address for the activity. *See the Multi-Address section if you want to set up and complete a multi-address activity.*	Y or N
LOAN GUARANTEE (Y/N)?		Enter **Y** if the property has a loan guarantee and enter **N** if not or **<Tab>** to next field and the system will automatically populate the field as **N**.	Y or N
F1=HELP		The only help available from this screen is for the County code field. Press to obtain a list of counties. Select the county where the HOME-Assisted property is located.	
F7=PREV		Press to go to the previous screen. From the Homeowner Rehab Set Up screen, the previous screen is the HOME Menu screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. For single address Homeowner Rehab Set Up activities, the next screen is the HOME Menu screen. For multi-address Homeowner Rehab Set Up activities, the next screen is the Set Up Homeowner Rehab: Contractor screen. Entries will be saved.	
Press **<Enter>** to display the HOME Menu screen for single address or to display the Set Up Homeowner Rehab: Contractor screen for multi-address.			

9.14 Next Steps – After HOME Homeowner Rehab Activity is Set Up

After setting up the HOME Homeowner Rehab Activity, the user can review Activity Status, fund, or draw funds by performing the appropriate steps as follows:

- Press <**Enter**> to return to HOME Menu
- Select <**F**> Review Activity Status to check set up information

Or

- Press <**F4**> to go to the Main Menu
- To Fund the activity, see Chapter 5
- To Draw funds, see Chapter 7
- Return to the HOME Menu
- Complete the activity by selecting **H** at the HOME Menu for the Complete Homeowner Rehab Activity screens

Note: Checking to make sure that the set up information is complete on the Review Activity Status Screen confirms that the activity is in the condition to be able to be funded and drawn in IDIS.

9.15 Complete Homeowner Rehab Activity

Information must be entered into all required fields in order to complete a HOME activity. Press **<F3>, <F9>** or **<Enter>** to view the required fields in red.

```
                    COMPLETE HOMEOWNER REHAB ACTIVITY               HO03

  Grantee Activity ID  xxxxxxxxxxxxxxxxxx        IDIS Activity ID  zzzzzz9
  Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
  Activity Address     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

  ACTIVITY TYPE        1  Rehab Only

  PROPERTY TYPE        _
                       1  1-4 Single Family     3  Cooperative
                       2  Condominium           4  Manufactured Home



  COMPLETED UNITS      Total number  _
                       HOME-assisted _






   F3=VALDT   F4=MAIN MENU   F5=PROJECT INFO   F7=PREV   F8=NEXT   F9=SAVE
```

How to Fill-In the COMPLETE HOMEOWNER REHAB ACTIVITY Screen:

Where indicated, type in the answers to questions. If the information does not completely fill the field, press **<Tab>** to go to the next field. After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

Note: If the field requires a yes or no answer and the user presses **<TAB>** to pass the field without entering a Y or N, IDIS will automatically insert an N answer when the information is saved.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity address		Carried forward from the Setup Activity Screen (C04MA01) or from the change made on the Set Up Rental Activity screen.	Protected field
ACTIVITY TYPE		The Activity Type, 1 – Rehab Only is displayed.	Protected field
PROPERTY TYPE	✔	Indicate the type of property assisted by entering one of the following codes: **1** – 1-4 Single Family **2** – Condominium **3** – Cooperative **4** – Manufactured Home	1, 2, 3, 4
COMPLETED UNITS Total Number	✔	The estimated number of units entered at setup is displayed at completion and can be changed at this location. IDIS accepts total units of 1 to 4 per address. The default number of completed units is **1** if the field is blank.	4 Numeric characters
COMPLETED UNITS HOME-Assisted	✔	Enter the number of HOME-Assisted units. This number must be equal or less than the Total Number of Completed Units.	4 Numeric characters
F7=PREV		Press to go to the previous screen. From the Complete Homeowner Rehab Activity screen, the previous screen is the HOME Menu. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the Complete Homeowner Rehab Activity screen, the next screen is the Complete Homeowner Rehab Activity: Units screen. Entries will be saved.	
Press **<Enter>** to display the Complete Homeowner Rehab Activity: Units screen.			

```
            COMPLETE HOMEOWNER REHAB ACTIVITY: UNITS            HO03-A

 Grantee Activity ID                         IDIS Activity ID
 Activity Name
 Activity Address


 COMPLETED UNITS      Total 9999     HOME-Assisted 9999

                                                            HOME-
 OF THE UNITS COMPLETED, THE NUMBER:               TOTAL   ASSISTED

                       Meeting Energy Star standards:     _       _

                         Section 504 accessible:         _

 PERIOD OF      If you are imposing a period of affordability, enter
 AFFORDABILITY  it below.

                PJ-imposed period of affordability:  __ years




 F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

How to Fill-In the COMPLETE HOMEOWNER REHAB ACTIVITY Screen:	Where indicated, type in the answers to questions. If the information does not completely fill the field, press **<Tab>** to go to the next field. After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen. Note: If the field requires numeric and the user presses **<TAB>** to pass the field without entering, IDIS will automatically insert a 0 when the information is saved.

DATA FIELD	**REQ'D**	**DESCRIPTION**	**VALID ENTRIES**
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Address		Displayed from information entered in setup.	Protected field
COMPLETED UNITS: TOTAL		Carried forward from the Complete Homeowner Rehab Activity screen.	Protected field
COMPLETED UNITS: HOME-ASSISTED		Carried forward from the Complete Homeowner Rehab Activity screen.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
OF THE UNITS COMPLETED, THE NUMBER: Meeting Energy Star standards: TOTAL		Enter the total number of completed units meeting Energy Star standards. The number must be equal to or less than the Total Number of Completed Units. The default number of Meeting Energy Star standards is 0.	4 Numeric characters for multi-addresses. 1 Numeric character for Single-address
OF THE UNITS COMPLETED, THE NUMBER: Meeting Energy Star standards: HOME-ASSISTED		Enter the total number of completed HOME-assisted units meeting Energy Star standards. It must be equal to or less than the number of HOME-assisted units. The default number of units meeting Energy Star standards is 0. It must be equal to or less than the total number of units meeting Energy Star standards.	4 Numeric characters for multi-addresses. 1 Numeric char for Single-address
OF THE UNITS COMPLETED, THE NUMBER: Section 504–accessible: TOTAL		Enter the total number of Section 504–accessible units. The number must be equal to or less than the number of total completed units. The default number is 0.	4 Numeric characters for multi-addresses. 1 Numeric char for Single-address
PERIOD OF AFFORDABILITY: PJ-imposed period of affordability		Enter the number of years of the PJ-imposed period of affordability only if it is longer than the regulatory minimum. If in perpetuity, enter 99.	2 Numeric characters
F1=HELP		Position cursor on the PJ-imposed period of affordability field. Press **<F1> Help** for the information on Energy Star and Period of Affordability.	
F7=PREV		Press to go to the previous screen. From the Complete Homeowner Rehab Activity screen, the previous screen is the Complete Homeowner Rehab Activity screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the Complete Homeowner Rehab Activity: Units screen, the next screen is the Complete Homeowner Rehab Activity: Costs screen. Entries will be saved.	
Press **<Enter>** to display the Complete Homeowner Rehab Activity: Costs screen.			

```
          COMPLETE HOMEOWNER REHAB ACTIVITY: COSTS              HO04

Grantee Activity ID  xxxxxxxxxxxxxxxxxx        IDIS Activity ID  zzzzzz9
Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
Activity Address     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Value After Rehab  _____
                                                              Totals
1. HOME FUNDS              Amortized Loan  _____
   (Including PI)                   Grant  _____
                  Deferred Payment Loan   _____
                                  Other   _____      99,999,999.99

2. PUBLIC FUNDS      Other Federal Funds   _____
                       State/Local Funds   _____
              Tax-Exempt Bond Proceeds     _____      99,999,999.99

3. PRIVATE FUNDS          Private Loans   _____
                 Owner Cash Contributions  _____
                         Private Grants    _____      99,999,999.99

HOME Funds Disbursed  99,999,999.99    Activity Total   99,999,999.99
To display alternate costs screen, press <F15>.
F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE  F15=ALT
```

How To Fill-In the COMPLETE HOMEOWNER REHAB ACTIVITY: COSTS screen:

As indicated, type in the amount of funds in dollars and cents. If the information does not completely fill the field, press **<Tab>** to go to the next field.

After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

Note: If you do not enter decimal points and cents, IDIS will populate the field with the whole dollar amount entered and .00 when the information is saved.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Address		Displayed from information entered in setup.	Protected field
Value After Rehab		This is the after rehabilitation value. Enter the dollar value of the property. The dollar value is the appraised value of the property before rehabilitation plus the total rehabilitation cost (i.e., all materials, supplies, and labor costs directly related to the rehabilitation of the property).	9999999
1. HOME FUNDS (Including PI) Amortized Loan		Enter the amount of HOME funds provided in the form of an amortized or direct loan.	99,999,999.99
1. HOME FUNDS (Including PI) Grant		Enter the amount of HOME funds provided that do not have any repayment requirements. A grant may be used to reduce the principal amount borrowed, a principal reduction payment, or the effective interest rate (an interest subsidy payment) on a privately originated loan.	99,999,999.99
1. HOME FUNDS (Including PI) Deferred Payment Loan		Enter the amount of HOME funds provided through loans where payment of principal and interest is deferred until a future time. A deferred payment loan is also called a conditional grant (e.g., repayment is required when the property is sold, or is forgiven if the owner does not sell the property for a specified number of years or repayment of principal and interest starts after the bank loan is repaid).	99,999,999.99
1. HOME FUNDS (Including PI) Other		Enter the total amount of HOME funds provided for subsidy funding that is other than the type of loan/grant assistance identified above.	99,999,999.99
Totals		IDIS automatically totals for the HOME FUNDS.	Protected field
2. PUBLIC FUNDS Other Federal Funds		Enter the total amount of other federal funds expended excluding HOME funds.	99,999,999.99
2. PUBLIC FUNDS State/Local Funds		Enter the total amount of any State or Local government appropriated funds expended on the activity.	99,999,999.99
2. PUBLIC FUNDS Tax Exempt Bond Proceeds		Enter the total amount of any State or Local government tax exempt bond proceeds expended on the activity.	99,999,999.99
Totals		IDIS automatically totals for the PUBLIC FUNDS.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
3. PRIVATE FUNDS Private Loans		Enter the amount of all of the costs that have been paid with funds obtained from private financial institutions, such as banks, savings and loans, and credit unions.	99,999,999.99
3. PRIVATE FUNDS Owner Cash Contributions		Enter the amount of all cash contributions provided by the private owner.	99,999,999.99
3. PRIVATE FUNDS Private Grants		Enter the amount of cash contributions provided by private organizations, foundations, donors, etc.	99,999,999.99
Totals		IDIS automatically totals for he PRIVATE FUNDS.	Protected field
HOME Funds Disbursed		IDIS displays the actual funds drawn. The HOME Funds Disbursed is provided on this screen so that the user can see the funds to be entered as amortized loans, grants, deferred payment loans or other.	Protected field
Activity Total		Total of the amounts entered in Sections 1-4 as calculated by IDIS..	Protected field
F7=PREV		Press to go to the previous screen. From the COMPLETE HOMEOWNER REHAB ACTIVITY: COST screen, the previous screen is the COMPLETE HOMEOWNER REHAB ACTIVITY: UNITS screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. The next screen is the COMPLETE HOMEOWNER REHAB ACTIVITY: BENEFICIARIES screen. Entries will be saved.	
F15=ALT (SHIFT-F5)		Press to go to the alternate COMPLETE HOMEOWNER REHAB ACTIVITY: COSTS screen. This key can be used to toggle between the different versions of the costs screens. Homeowner Rehab Activity: Costs will be shown on both versions of the screen and can be changed on either version of the screen. The version of the Costs screen last used will be presented the next time the activity is visited.	
Press <**Enter**> to display the next screen.			

```
              COMPLETE HOMEOWNER REHAB ACTIVITY: COSTS              HO05

 Grantee Activity ID  xxxxxxxxxxxxxxxxxx        IDIS Activity ID  zzzzzz9
 Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
 Activity Address     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

 Value After Rehab  _____
  Source     Form of                         * Sources of Funds
 of Funds   Assistance       Amount             1  HOME funds (including PI)
    _          _        _____         4  Other federal funds
    _          _        _____         5  State/local funds
    _          _        _____         6  Tax-exempt bond proceeds
    _          _        _____         7  Private loans
    _          _        _____         8  Owner cash contributions
    _          _        _____         9  Private grants
    _          _        _____
    _          _        _____      * Forms of HOME Assistance
    _          _        _____         1  Amortized loan
          Activity Total  99,999,999.99        2  Grant
                                               3  Deferred payment loan
       Total HOME funds  99,999,999.99         5  Other
      HOME funds disbursed  99,999,999.99
 To display alternate costs screen, press <F15>.
  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE  F15=ALT
```

How To Fill-In the COMPLETE HOMEOWNER REHAB ACTIVITY: COSTS Alternate Screen:

This screen is provided as an alternate to the previously described Homeowner Rehab Activity Costs screen. Costs can be reported by entering Source and Forms of Assistance Codes. The explanation of the fields is the same.

After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

Homeowner Rehab Activity Costs will be shown on both versions of the screen and can be changed on either version of the screen.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Address		Displayed from information entered in setup.	Protected field
Value After Rehab		This is the after rehabilitation value. Display or change the dollar value of the property. The dollar value is the appraised value of the property before rehabilitation plus the total rehabilitation cost (i.e. all materials, supplies and labor costs directly related to the rehabilitation of the property).	9999999
Source of Funds	✔	The Source of Funds entered on screen HO04 is displayed and can be changed on this screen.	1, 4, 5, 6, 7, 8, 9
Form of Assistance	✔	Form of Assistance entered on screens HO04 is displayed and can be changed on this screen	1, 2, 3, 5
Amount	✔	Amount entered on screen HO04 is displayed and can be changed on this screen	99,999,999.99
Activity Total		IDIS automatically total amount.	Protected field
Total HOME funds		IDIS automatically totals the HOME funds.	Protected field
HOME Funds Disbursed		IDIS displays the actual funds drawn. The HOME Funds Disbursed is provided on this screen so that the user can see the funds to be entered as amortized loans, grants, deferred payment loans or other.	Protected field
F7=PREV		Press to go to the previous screen. From the COMPLETE HOMEOWNER ACTIVITY: COSTS screen, the previous screen is the COMPLETE HOMEOWNER REHAB ACTIVITY: UNITS screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. The next screen is the COMPLETE HOMEOWNER REHAB ACTIVITY: BENEFICIARIES screen. Entries will be saved.	
F15=ALT		Press to go to the alternate COMPLETE HOMEOWNER RAHAB ACTIVITY: COSTS screen. This key can be used to toggle between the different versions of the costs screens. Homeowner Activity Costs will be shown on both versions of the screen and can be changed on either version of the screen. The version of the Cost screen last used will be presented the next time the activity is visited.	
Press **<Enter>** to go to the Complete Homeowner Rehab Activity: Beneficiaries screen.			

```
              COMPLETE HOMEOWNER REHAB ACTIVITY: BENEFICIARIES        HO06

  Grantee Activity ID  xxxxxxxxxxxxxxxxx         IDIS Activity ID  zzzzzz9
  Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
  Activity Address     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

           # of    Occu-   --------HOUSEHOLD--------    Asst      Total
  Unit#    Bdrms   pant    %Med Hisp? Race Size Type    Type   Monthly Rent
  _____      2      _        _    _    __    _    _
  _____      _      _        _    _    __    _    _       _        ____
  _____      _      _        _    _    __    _    _       _        ____
  _____      _      _        _    _    __    _    _       _        ____








     FOR VACANT UNITS: Enter Unit# and # of Bdrms. Change Occupant to 9.
     F1=HELP  F3=VLDT  F4=MAIN MENU   F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

Note: The number of input lines displayed is the same as the number of COMPLETED HOME-ASSISTED UNITS on the Compete Homebuyer Activity screen. On the first input line, IDIS will default the OCCUPANT to **2** (owner). If there is more than one unit, the user must enter **1** (tenant) or **9** (vacant).

Note: The "FOR VACANT UNITS…" message is shown whenever an error message does not need to be displayed.

How To Fill-In the COMPLETE HOMEOWNER REHAB ACTIVITY: BENEFICIARIES screen:	Fill-In one line for each unit assisted with HOME funds and enter one code in each block. Press **<F-1> Help** for a list of choices and codes to enter. For an unoccupied unit, enter unit number, number of bedrooms and occupancy as "9" vacant. The cursor will then go to the next line to enter information on the next unit.
	Where indicated, type in the codes and enter the rent amount. If the information does not completely fill the field, press **<Tab>** to go to the next field.
	After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the HOME Menu.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field

Activity Address		Displayed from information entered in setup.	Protected field
Unit #	✔	Enter the unit number of each unit assisted with HOME funds	Unit number
# of Bdrms	✔	Enter **0** for a single room occupancy (SRO) unit or for an efficiency unit, **1** for 1 bedroom, **2** for 2 bedrooms, **3** for 3 bedrooms, **4** for 4 bedrooms, and **5** for 5 or more bedrooms	0, 1, 2, 3, 4, 5
Occupant	✔	IDIS will display the Occupant Code of **2**, owner, on the first line. For additional HOME units at this address, Enter **1** if the unit is occupied by a tenant or **9** if vacant.	1, 2, 9
HOUSEHOLD % Med	✔	For each occupied unit, enter one code based on the following definitions: 1. 0-30 Percent of Area Median means a household whose adjusted income is at or below 30 percent of the median family income for the area as determined by HUD with adjustments for smaller and larger families. 2. 30-50 Percent of Area Median means a household whose adjusted income exceeds 30 percent and does not exceed 50 percent of the median family income for the area as determined by HUD with adjustments for smaller and larger families. 3. 50-60 Percent of Area Median means a household whose adjusted income exceeds 50 percent and does not exceed 60 percent of the median family income for the area as determined by HUD with adjustments for smaller and larger families. 4. 60-80 Percent of Area Median means a household whose adjusted income exceeds 60 percent and does not exceed 80 percent of the median family income for the as determined by HUD with adjustments for smaller and larger families.	1, 2, 3, 4
HOUSEHOLD Hisp?	✔	For each occupied unit, enter the ethnicity for the head of household as either **Y** for Hispanic or Latino or **N** for Not Hispanic or Latino. Hispanic or Latino race is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic of Latino."	Y or N
HOUSEHOLD Race	✔	For each occupied unit, enter one code only for the head of the household based on the following definitions: **11.** White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. **12.** Black/African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American." **13.** 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	11, 12, 13, 14, 15, 16, 17, 18, 19, 20

		Philippine Islands, Thailand and Vietnam. **14.** <u>American Indian/Alaska Native.</u> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains affiliation or community attachment. **15.** <u>Native Hawaiian/Other Pacific Islander.</u> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands. **16.** <u>American Indian/Alaska Native & White.</u> A person having these multiple race heritages as defined above. **17.** <u>Asian & White.</u> A person having these multiple race heritages as defined above. **18.** <u>Black/African American & White.</u> A person having these multiple race heritages as defined above. **19.** <u>American Indian/Alaska Native & Black/ African American.</u> A person having these multiple race heritages as defined above. **20.** <u>Other Multi Racial.</u> For reporting individual responses that are not included in any of the other categories listed above.	
HOUSEHOLD Size	✔	Enter the appropriate number of persons in the household: **1, 2, 3, 4, 5, 6, 7,** or **8** or more persons (for households or more than 8, enter **8**).	1, 2, 3, 4, 5, 6, 7, 8
HOUSEHOLD Type	✔	For each occupied unit, enter one code only based on the following definitions: 1. **Single, non-elderly.** One-person household in which the person is not elderly. 2. **Elderly.** One or two person household with a person at least 62 years of age. 3. **Single Parent.** A single parent household with a dependent child or children (18 years old or younger). 4. **Two Parents.** A two-parent household with a dependent child or children (18 years old or younger). 5. **Other.** Any household not included in the above 4 definitions, including two or more unrelated individuals.	1, 2, 3, 4, 5
Asst Type	✔	For the homeowner, enter code **1** if the owner is receiving Section 8 Assistance to purchase the property or code **4** if the owner is receiving no assistance. Enter one code only to indicate the type of assistance, if any, being provided to each tenant. 1. **Section 8.** Tenants receiving Section 8 assistance through the Section 8 Certificate Program under 24 CFR part 882 or the Section 8 Housing Voucher Program under 24 CFR part 887. 2. **HOME TBRA.** Tenants receiving HOME tenant-based rental assistance. 3. **Other federal, state or local assistance.** Tenants receiving rental assistance through other Federal, State or local rental assistance programs.	1, 2, 3, 4

		4. **No Assistance.** Self-explanatory.	
Total Monthly Rent	✔	Enter the total monthly rent (tenant contribution plus subsidy amount). <u>Tenant Contribution:</u> The actual rent to the nearest dollar including utilities. If the rent includes utilities, or if the rent includes partial utilities, e.g., heat, but not electricity, these utility costs must be added to the rent. Compute utility costs for the area (and in the case of partial utilities, compute costs for utilities excluded from the rent), by using the utility allowance schedule provided by the local Public Housing Authority. <u>Subsidy Amount:</u> The amount that the tenant receives as a rent subsidy payment (including any utility allowances paid directly to the tenant) to the nearest dollar. If a tenant does not receive a tenant subsidy payment, the amount would be zero.	99999
F7=PREV		Press to go to the previous screen. From the Beneficiaries screen, the previous screen is the COMPLETE HOMEOWNER REHAB ACTIVITY: COSTS screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the COMPLETE HOMEOWNER REHAB ACTIVITY: BENEFICIARIES screen, the next screen is the Home Menu. Entries will be saved.	
Press **<Enter>** to display the Home Menu screen. Note: The last step is to return to the common path Set Up Activity screen to change the status code to "Complete." Before doing this, check to make sure that the activity is in the condition to complete by going to Review Activity Status from the HOME menu. See Section 9.3, page 9-8.			

9.16 Set Up and Complete Tenant-Based Rental Assistance (TBRA) Activity

Note: TBRA activities are set up and completed by filling in the TBRA screen, funding, drawing funds, and then changing the status code to complete in the common path.

```
                          HOME MENU                           HM00

   Grantee Activity ID  xxxxxxxxxxxxxxxxx      IDIS Activity ID  zzzzzz9
   Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

                      SET UP ACTIVITY
                         A  Rental
                         B  Homebuyer
                         C  Homeowner Rehab
                         D  Tenant-Based Rental Assistance (TBRA)
                         E  Activity Funded Only with AD/CO/CC

                      REVIEW ACTIVITY
                         F  Review Activity Status
                         G  Search Activities

                      COMPLETE ACTIVITY
                         H  Costs & Beneficiaries
                         I  Costs Only
                         J  Beneficiaries Only

   Type selection and press <ENTER>  _        Change to Activity ID  _____

   F4=MAIN MENU              F7=PREV              F10=GO TO REVISE ACTIVITY
```

Tenant-Based Rental Assistance (TBRA)	Enter **D** to go to the HOME screens to set up and complete TBRA activity. Only those screens and fields related to tenant-based rental activities are presented.

```
                    ACTIVITY SETUP: OBJECTIVE AND OUTCOME            HM01-A

     Grantee Activity ID  _____       IDIS Activity ID _____
     Activity Name        _____

     OBJECTIVE            _
                          1  Create suitable living environments
                          2  Provide decent affordable housing
                          3  Create economic opportunities

     OUTCOME              _
                          1  Availability/accessibility
                          2  Affordability
                          3  Sustainability




     F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

How To Fill-In the ASSISTANCE (Objective and Outcome screen):

On this screen you indicate the primary objective and outcome of the services your project is designed to provide.

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and go to the next screen (TBRA).

1. Type 1, 2, or 3 to describe your objective.

2. Type 1, 2, or 3 to describe your outcome.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
OBJECTIVE		Enter 1, 2, or 3 to indicate your project's intended objective. If Objective is left blank by the user, the system will default to "2"	1, 2, or 3
OUTCOME		Enter 1, 2, or 3 to indicate your project's intended outcome. If Outcome is left blank by the user, the system will default to "2"	1, 2, or 3
F7=PREV		Press to go to the previous screen. From the ACTIVITY SETUP: OBJECTIVE AND OUTCOME screen, the previous screen is the HOME MENU screen. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the ACTIVITY SETUP: OBJECTIVE AND OUTCOME screen, the next screen is the TENANT-BASED RENTAL ASSISTANCE (TBRA) screen. The entries will be saved.	
Press **<Enter>** to go to the TENANT-BASED RENTAL ASSISTANCE (TBRA) screen.			

```
                 TENANT-BASED RENTAL ASSISTANCE (TBRA)              TBRA

Grantee Activity ID  xxxxxxxxxxxxxxxxxx            IDIS Activity ID  zzzzzz9
Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Last  # of   Sec  ---MONTHLY RENT--- -------HOUSEHOLD-------- -TENANT CONTRACT-
Name  Bdrms  Dep  Tenant TBRA Total %Med Hisp? Race Size Type Paid To New? Mths
_____   _   ____   ____  ____ ____    _    _    __   _    _      _     _   __
_____   _   ____   ____  ____ ____    _    _    __   _    _      _     _   __
_____   _   ____   ____  ____ ____    _    _    __   _    _      _     _   __
_____   _   ____   ____  ____ ____    _    _    __   _    _      _     _   __
_____   _   ____   ____  ____ ____    _    _    __   _    _      _     _   __
_____   _   ____   ____  ____ ____    _    _    __   _    _      _     _   __
_____   _   ____   ____  ____ ____    _    _    __   _    _      _     _   __
_____   _   ____   ____  ____ ____    _    _    __   _    _      _     _   __
_____   _   ____   ____  ____ ____    _    _    __   _    _      _     _   __
_____   _   ____   ____  ____ ____    _    _    __   _    _      _     _   __
_____   _   ____   ____  ____ ____    _    _    __   _    _      _     _   __
_____   _   ____   ____  ____ ____    _    _    __   _    _      _     _   __
_____   _   ____   ____  ____ ____    _    _    __   _    _      _     _   __


More units (Y/N)? _                                  Unit count  9999

F1=HELP  F3=VLDT   F4=MAIN MENU   F7=PREV   F8=NEXT   F9=SAVE   F17=UP   F18=DOWN
```

How To Fill-In the TENANT-BASED RENTAL ASSISTANCE (TBRA) screen:

Fill-In one line for each unit assisted with HOME funds and enter one code in each block. Press **<F1> Help** for a list of choices and codes to enter.

Where indicated, type in the codes and enter the rent amount. If the information does not completely fill the field, press **<Tab>** to go to the next field.

After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the HOME Menu.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Last Name	✔	Enter the tenant's last name if the name is 5 letters or less. Enter the first five letters of the first name if the name is more than five letters. Or enter a tenant or file identifier.	5 letters or less
# of Bdrms	✔	Enter **0** for a single room occupancy (SRO) unit or for an efficiency unit, **1** for 1 bedroom, **2** for 2 bedrooms, **3** for 3 bedrooms, **4** for 4 bedrooms, and **5** for 5 or more bedrooms	0, 1, 2, 3, 4, 5
Sec Dep		Enter the amount of the security deposit paid with HOME funds.	99999
MONTHLY RENT Tenant	✔	Enter the actual rent to the nearest dollar, including utilities, paid by the tenant at the time of activity completion. If the rent includes utilities, or if the rent includes partial utilities, e.g., heat, but not electricity, these utility costs must be added to the rent. Compute utility costs for the area (and in the case of partial utilities, compute costs for utilities excluded from the rent), by using the utility allowance schedule by the local Public Housing Authority (PHA) in accordance with form HUD-52667, Allowance for Tenant Furnished Utilities and Other Services.	99999
MONTHLY RENT TBRA	✔	Enter the amount of HOME funds that will be paid to the tenant or owner as a rent subsidy payment (including any utility allowances) to the nearest dollar.	99999
MONTHLY RENT Total		IDIS will automatically calculate and display the total monthly rent (tenant payment plus TBRA HOME funds). **Note:** This amount may exceed the rent paid to the owner if it includes tenant-paid utilities.	Protected field
HOUSEHOLD % Med	✔	For each unit, enter one code based on the following definitions: 1. 0-30 Percent of Area Median means a household whose adjusted income is at or below 30 percent of the median family income for the area as determined by HUD with adjustments for smaller and larger families. 2. 30-50 Percent of Area Median means a household whose adjusted income exceeds 30 percent and does not exceed 50 percent of the median family income for the area as determined by HUD with adjustments for smaller and larger families. 3. 50-60 Percent of Area Median means a household whose adjusted income exceeds 50 percent and does not exceed 60 percent of the median family income for the area as	1, 2, 3, 4

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
		determined by HUD with adjustments for smaller and larger families. 4. 60-80 Percent of Area Median means a household whose adjusted income exceeds 60 percent and does not exceed 80 percent of the median family income for the as determined by HUD with adjustments for smaller and larger families.	
HOUSEHOLD Hisp?	✔	For each unit, enter the ethnicity for the head of household as either **Y** for Hispanic or Latino or **N** for Not Hispanic or Latino. Hispanic or Latino race is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic of Latino."	Y or N
HOUSEHOLD Race	✔	For each unit, enter one code only based on the following definitions: **11.** <u>White.</u> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. **12.** <u>Black/African American.</u> A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American." **13.** <u>Asian.</u> 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. **14.** <u>American Indian/Alaska Native.</u> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains affiliation or community attachment. **15.** <u>Native Hawaiian/Other Pacific Islander.</u> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands. **16.** <u>American Indian/Alaska Native & White.</u> A person having these multiple race heritages as defined above. **17.** <u>Asian & White.</u> A person having these multiple race heritages as defined above. **18.** <u>Black/African American & White.</u> A person having these multiple race heritages as defined above. **19.** <u>American Indian/Alaska Native & Black/ African American.</u> A person having these multiple race heritages as defined above. **20.** <u>Other Multi Racial.</u> For reporting individual responses that are not included in any of the other categories listed above.	11, 12, 13, 14, 15, 16, 17, 18, 19, 20
HOUSEHOLD Size	✔	Enter the appropriate number of persons in the household: **1, 2, 3, 4, 5, 6, 7,** or **8** or more persons (for households or more than 8, enter **8**).	1, 2, 3, 4, 5, 6, 7, 8

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
HOUSEHOLD Type	✔	For each unit, enter one code only based on the following definitions: 1. **Single, non-elderly.** One-person household in which the person is not elderly. 2. **Elderly.** One or two person household with a person at least 62 years of age. 3. **Single Parent.** A single parent household with a dependent child or children (18 years old or younger). 4. **Two Parents.** A two-parent household with a dependent child or children (18 years old or younger). 5. **Other.** Any household not included in the above 4 definitions, including two or more unrelated individuals.	1, 2, 3, 4, 5
TENANT CONTRACT Paid To	✔	Enter **O**, if the HOME TBRA subsidy will be paid to the Owner. Enter **T**, if it will be paid to the Tenant.	O or T
TENANT CONTRACT New?	✔	Enter **Y**, if the tenant is newly assisted with HOME TBRA funds. Enter **N**, if the tenant's assistance is being renewed.	Y or N
TENANT CONTRACT Mths	✔	Months in Contract Term. Enter the number of months in the contract with the tenant – from 1 to 24.	From 1 to 24
More units (Y/N)?		To obtain additional lines to enter additional tenant beneficiaries, enter **Y**. If not, enter **N**. IDIS will default to **N** if a selection is not entered.	Y or N
Unit count		IDIS counts completed tenant entry lines and displays this total.	Protected field
F7=PREV		Press to go to the previous screen. From the TENANT-BASED RENTAL ASSISTANCE (TBRA) screen, the previous screen is the Activity Setup: Objective and Outcome. Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the TENANT-BASED RENTAL ASSISTANCE (TBRA) screen, the next screen is the TBRA: UNITS. Entries will be saved.	
Press **<Enter>** to display the TBRA: UNITS screen. **Note:** TBRA units cannot be vacant.			

```
                              TBRA: UNITS                          TBRA-2

   Grantee Activity ID  _____        IDIS Activity ID _____
   Activity Name        _____

   NUMBER OF TBRA UNITS:

                              Designated for the homeless:   ____
        Of those, the number for the chronically homeless:   ____




   FAITH-BASED ORGANIZATION: Was this activity carried out by a
                            faith-based organization (Y/N)? _










 F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

How to Fill-In the COMPLETE HOMEOWNER REHAB ACTIVITY Screen:

Where indicated, type in the answers to questions. If the information does not completely fill the field, press **<Tab>** to go to the next field.

After entering the information in the fields on this screen, press **<Enter>** to save the information and go to the next screen.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
NUMBER OF TBRA UNITS: Designated for the homeless		Report the total number of units designated for the homeless.	4 numeric characters
NUMBER OF TBRA UNITS: Designated for the homeless: Of those, the number for the chronically homeless		Report the total number of the chronically homeless in designated for the homeless.	4 numeric characters
FAITH-BASED ORGANIZATION: Was this activity carried out by a faith-based organization (Y/N)	✔	Enter Y or N to indicate whether or not activity carried out by faith-based organization.	Y/N
F1=HELP		Position cursor on the field where Help is needed. Press **<F1> Help** for information of UNITS DESIGNATED FOR THE HOMELESS and CHRONICALLY HOMELESS.	
F7=PREV		Press to go to the previous screen. From the TBRA: UNITS screen, the previous screen is the TENANT-BASED RENTAL ASSISTANCE (TBRA). Entries will not be saved.	
F8=NEXT		Press to go to the next screen. From the TBRA: UNITS screen, the next screen is the HOME Menu. Entries will be saved.	
Press **<Enter>** to display the HOME Menu screen			

9.17 Review Activity Status

```
                        REVIEW HOME ACTIVITY STATUS                 STAT

   Grantee Activity ID  xxxxxxxxxxxxxxxxxx      IDIS Activity ID  zzzzzz9
   Activity Name        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
   Activity Address     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx


   TYPE           Homebuyer/Acquisition & Rehab


   STATUS         xxxxxxxx


   FUNDED         99,999,999.99        Initial Funding  mm-dd-yyyy
   DRAWN          99,999,999.99        Last Draw Date   mm-dd-yyyy


   ESTIMATES      HOME units   99,999   HOME cost   99,999,999.99


   ACTUALS        HOME units   99,999   HOME cost   99,999,999.99
                  Total units  99,999   Total cost  99,999,999.99


   SETUP DATA     Complete


   COMPLETION     COST DATA  Complete   BENEFICIARY DATA  Incomplete



   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT
```

How to Use the Review Activities Status screen: This screen is presented when selection F is selected at the HOME Menu.   It is display only.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Address		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
TYPE		Displays tenure type and activity type from HOME activity at completion. If an activity type has not been changed at completion, the activity type entered at setup is displayed.	Protected field
STATUS		Displays from the common path Setup Activity screen whether the activity is budgeted, underway, or complete.	Protected field
FUNDED		Displays dollar amount funded.	Protected field
Initial Funding		Displays date of initial funding.	Protected field
DRAWN		Displays dollar amount drawn.	Protected field
Last Draw Date		Displays the date of the last draw.	Protected field

ESTIMATES HOME Units		Displays the number of HOME units estimated at activity setup.	Protected field
ESTIMATES HOME Cost		Displays the HOME cost entered at activity setup.	Protected field
ACTUALS HOME units			
ACTUALS HOME cost			
ACTUALS Total units			
ACTUALS Total cost			
SETUP DATA		Displays COMPLETE if the setup data entered is sufficient to allow the activity to be funded. Displays INCOMPLETE if the setup data entered is not sufficient to allow the activity to be funded.	Protected field
COMPLETION COST DATA		Displays COMPLETE if the cost data entered is sufficient to allow the Activity Status to be set to "Complete" in the common path. Displays INCOMPLETE if the cost data entered is not sufficient to allow the activity status to be set to "Complete".	Protected field
COMPLETION BENEFICIARY DATA		Displays COMPLETE if the beneficiary data entered is sufficient to allow the Activity Status to be set to "Complete" in the common path. Displays INCOMPLETE if the beneficiary data entered is not sufficient to allow the activity status to be set to "Complete".	Protected field
Press **<Enter>** to return to the HOME Menu. Note: When Set Up and Completion state "complete," this means that the activity is in the condition of allowing completion. The status code must still be changed to "complete" in the common path.			

9.18 Search Activities

```
                        SEARCH HOME ACTIVITIES                        FIND
   Enter search criteria


      PROGRAM YEARS      from  ___  to  ____


      PROJECT IDS        from  ___  to  ____


      SET UP DATES       between  __ - __ - ____   and  __ - __ - ____


      COMPLETION DATES   between  __ - __ - ____   and  __ - __ - ____


      STATUS CODES       _  and  _  and  _   (1 Canceled   3 Budgeted
                                              2 Complete   4 Underway)


      TENURE TYPES       _  and  _  and  _   (1 Rental     3 Homeowner Rehab
                                              2 Homebuyer  4 TBRA)


      OCCUPANT CODES     _  and  _           (1 Owner      9 Vacant)
                                              2 Tenant


      ACTIVITY NAMES     beginning with   _____
                         containing text  _____

   F2=PROJECT LIST      F6=CLEAR        F7=PREV
```

**How to Use the
SEARCH HOME
ACTIVITIES function:**

The purpose of this screen is to input the search criteria. IDIS will provide results by IDIS Activity ID, Grantee Activity ID and Activity Name based on the criteria. Any of the criteria fields may be left blank and the system will display all activities of that category.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
PROGRAM YEARS		Enter range of program years. For one year, enter the same year in the "from" and "to" fields. For all years, enter from 1992 to 9999.	
PROJECT IDS		Enter range of activity ID numbers.	
SET UP DATES		Enter range of set up date by mm/dd/yyyy.	
COMPLETION DATES		Enter range of completion dates by mm/dd/yyyy.	
STATUS CODES		Enter 1 for a list of cancelled activities, 2 for a list of completed activities, 3 for a list of budgeted activities, or 4 for a list of underway activities. Up to three status codes can be entered to search.	
TENURE TYPES		Enter **1** for a list of rental activities, **2** for a list of homebuyer activities, **3** for a list of homeowner rehab activities, or **4** for a list of TBRA activities. Up to three tenure type codes can be entered to search.	
OCCUPANT CODES		To search by occupant code, enter **1** for a list of owners, **2** for a list of tenants, or **9** for a list of vacant units. Up to two occupant codes can be entered to search.	
ACTIVITY NAMES beginning with		Enter up to the first 15 characters of an activity name to search for an exact match.	
ACTIVITY NAMES containing text		Enter up to 15 characters that are part of an activity name to search for an exact match.	
F6=CLEAR		Press to delete search criteria and to start another search.	
Press **<Enter>** to obtain the Search Results screen.			

```
                              SEARCH RESULTS
                          zzzz9 Activities Found
 Enter X to select


           IDIS
 Select   Act ID  Grantee Activity ID Activity Name

    _      zzzzzz9  xxxxxxxxxxxxxxxxx   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    _      zzzzzz9  xxxxxxxxxxxxxxxxx   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    _      zzzzzz9  xxxxxxxxxxxxxxxxx   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    _      zzzzzz9  xxxxxxxxxxxxxxxxx   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    _      zzzzzz9  xxxxxxxxxxxxxxxxx   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    _      zzzzzz9  xxxxxxxxxxxxxxxxx   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    _      zzzzzz9  xxxxxxxxxxxxxxxxx   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    _      zzzzzz9  xxxxxxxxxxxxxxxxx   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    _      zzzzzz9  xxxxxxxxxxxxxxxxx   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    _      zzzzzz9  xxxxxxxxxxxxxxxxx   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    _      zzzzzz9  xxxxxxxxxxxxxxxxx   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    _      zzzzzz9  xxxxxxxxxxxxxxxxx   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    _      zzzzzz9  xxxxxxxxxxxxxxxxx   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    _      zzzzzz9  xxxxxxxxxxxxxxxxx   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    _      zzzzzz9  xxxxxxxxxxxxxxxxx   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

   F4=MAIN MENU     F7=PREV     F8=NEXT      F6=SORT      F17=UP      F18=DOWN
```

How to Use the SEARCH RESULTS screen:	IDIS will provide results by IDIS Activity ID, Grantee Activity ID and Activity Name based on the criteria entered on the Search screen.
Activities Found	IDIS will display the number of activities found during the search based on the criteria entered on the search screen.
Select	Enter **X** to select an activity. Press **<Enter>.** IDIS will take you to the HOME Menu of that activity.
Direction	A message will be displayed indicating the end of the results list.
F8 OR <ENTER>	Press to return to the HOME Menu.
Note	The Search function can be used to determine open HOME activities that need to be completed within 120 days of final draw. Since only completed activities are counted for the Snapshot of HOME Performance Report, completing activities in IDIS in a timely manner will help improve Snapshot scores. To search for all open activities enter only the status codes **3** (Budgeted) and **4** (Underway), then press **<Enter>** to obtain the results.
	To obtain a list of completed rental units with vacant units, enter the status code of **2** (Complete), enter the tenure type **1** (Rental), and enter the occupant code **9** (Vacant). Press **<Enter>** to obtain the results. Entering actual tenant information also will improve Snapshot scores.