

## HOME-ARP Program Fact Sheet: IDIS for Nonprofit Operating and Nonprofit Capacity Building Activities

### Overview

This HOME-ARP Fact Sheet provides guidance on how participating jurisdictions (PJs) should set up, fund, and complete HOME-ARP nonprofit operating and nonprofit capacity building activities in HUD’s Integrated Disbursement and Information System (IDIS).

### Step 1: Setting up a nonprofit operating or nonprofit capacity building activity

A HOME-ARP nonprofit operating or nonprofit capacity building activity may only be set up in IDIS after the requirements established in [CPD Notice 21-10 \(HOME-ARP Notice\)](#) for commitment are met through the execution of a written agreement between the PJ and a nonprofit organization in accordance with Section VI.F. of the [HOME-ARP Notice](#).

When setting up a HOME-ARP nonprofit operating or nonprofit capacity building activity, make sure the HOME-ARP checkbox is selected on the “Add/Edit Activity” screen (see example below). The PJ must select the “AD/CO/CB” option under the *Activity Category* dropdown menu. The PJ **may not** set up a HOME-ARP nonprofit operating or nonprofit capacity building activity as a HOME “AD/CO/CC Only” activity.

**\*IDIS Project ID/Project Title (Program Year):**  
2/2021 HOME Admin (2021)

**\*Activity Name:**

Program	*Activity Category	Ready to Fund	Setup Detail
<b>CDBG</b>	<ul style="list-style-type: none"> <li>◆ Is this activity to prevent, prepare for, and respond to coronavirus?*</li> <li><input type="radio"/> No <input type="radio"/> Yes</li> <li>◆ Will this activity use Section 108 loan? <b>No</b> <input type="button" value="Change answer"/></li> <li>None <input type="button" value="Change answer"/></li> </ul>	No	<input type="button" value="Add CDBG"/>
<b>ESG</b>	None <input type="button" value="Change answer"/>	No	<input type="button" value="Add ESG"/>
<b>HOME</b>	<input checked="" type="checkbox"/> HOME-ARP None <input type="button" value="Change answer"/>	No	<input type="button" value="Add HOME"/>
<b>HOPWA</b>	Rental <input type="button" value="Change answer"/> Tenant-Based Rental Assistance (TBRA) <input type="button" value="Change answer"/>	No	<input type="button" value="Add HOPWA"/>
<b>HPRP</b>	Non-Congregate Shelter <input type="button" value="Change answer"/> Supportive Services <input type="button" value="Change answer"/>	No	<input type="button" value="Add HPRP"/>
<b>TCAP</b>	<input checked="" type="checkbox"/> AD/CO/CB None <input type="button" value="Change answer"/>	No	<input type="button" value="Add TCAP"/>
<b>HESG</b>	None <input type="button" value="Change answer"/>	No	<input type="button" value="Add HESG"/>

If a nonprofit organization will be receiving both nonprofit operating assistance and nonprofit capacity building assistance from the PJ, a single activity for this nonprofit may be set up in IDIS. If multiple nonprofit organizations will be receiving nonprofit operating assistance and/or nonprofit capacity building assistance, separate IDIS activities should be set up for each nonprofit.

## Step 2: Setting up a nonprofit operating (CO) and/or nonprofit capacity building (CB) subfund and subgrant

Before funding a HOME-ARP nonprofit operating or nonprofit capacity building activity, the appropriate subfunds and subgrants must be established in IDIS. If the PJ will provide an organization nonprofit operating assistance, the PJ must first create a CO subfund for its HOME-ARP grant and then create a CO subgrant for that nonprofit organization. If the PJ will provide an organization nonprofit capacity building assistance, the PJ must first create a CB subfund for its HOME-ARP grant and then create a CB subgrant for that nonprofit organization.

To add a subfund, the PJ should navigate to the “Grant” screen, from the IDIS homepage, and select “Add” under “Subfund” to the left of the Grant screen (see example below).

The screenshot shows the IDIS interface with the following elements:

- Top navigation bar: Plans/Projects/Activities, Funding/Drawdown, and **Grant** (highlighted).
- Notification banner: You have 78 CDBG and 12 HOME activities that have been flagged. Click on the number to go to the review page.
- Section: Grant
- Search Grants
- Search Criteria:
  - Program: All (dropdown)
  - State/Territory: (text input)
  - Grant #: (tip) (text input)
- Left sidebar menu:
  - Grant
    - Search
    - HESG Review
  - Subfund** (highlighted with a red box)
    - Add
    - Search

When adding a CO and/or CB subfund for HOME-ARP in IDIS, the PJ must select the “Add Fund Type” link next to a fund type that has a blue HOME-ARP indicator flag beside the grant number (see example below). The PJ may not select “Add Fund Type” for any fund types that do not have the blue HOME-ARP indicator flag. For general information about adding and editing subfunds in IDIS, please refer to [Chapter 16 of the HOME IDIS Training Manual for PJs](#).

### Subfund

#### Add Subfunds

The screenshot shows the search criteria for adding subfunds:

- Search Criteria
- Program: HOME (dropdown)
- Fund Type: (tip) Select (dropdown)
- Grant #: (tip) (text input)
- Grant Year: (tip) 2021 (dropdown)
- Buttons: Search, Reset

#### Results Page 1 of 1

Program	Grant Year	Grant #	Fund Type	Action
HOME	2021	M-21-SP-01-0100	CO	Add Fund Type
HOME	2021	M-21-SP-01-0100	SU	Add Fund Type
HOME	2021	M-21-SP-01-0100	CB	Add Fund Type
HOME	2021	M-21-SG-01-0100	CO	Add Fund Type
HOME	2021	M-21-SG-01-0100	SU	Add Fund Type
HOME	2021	M-21-SG-01-0100	CL	Add Fund Type

Once the CO and/or CB subfund has been created, the PJ must create a corresponding CO and/or CB subgrant for the nonprofit organization that will be receiving assistance. To add a subgrant, the PJ should navigate to the “Grant” screen, from the IDIS homepage, and select “Add” under “Subgrant” to the left of the Grant screen (see example below).

Plans/Projects/Activities Funding/Drawdown **Grant**

You have 78 CDBG and 12 HOME activities that have been flagged. Click on the number to go to the review page.

**Grant**

- Logout

**Grant**  
- Search  
- HESG Review

**Subfund**  
- Add  
- Search

**Subgrant**  
- Add  
- Search

**Search Grants**

**Search Criteria**

Program: All State/Territory: Grant #: (tip)

Search | Reset

On the “Add Subgrant” screen, the PJ must select the HOME-ARP grant when selecting a grant number. The HOME-ARP grant is clearly identified in the dropdown menu with a star symbol (see example below). Do not select the 2021 HOME grant when creating a CO and/or CB subfund for HOME-ARP. For general information about adding and editing subgrants in IDIS, please refer to [Chapter 17 of the HOME IDIS Training Manual for PJs](#).

## Subgrant

### Add Subgrant

**Grant Number:** M21SP020100★

**Program:** HOME

(tip): narrow the list of grants by first select a year

**Fund Type:**

**Subgrant Recipient:**

**Amounts for This Subgrant**

Range for Authorized Amount Check Balance

Minimum \$0.00

Maximum

**Subgrant Authorized Amount:** \$

**Banking Setting**

**Banking:**  Yes  No

Save | Reset

### Step 3: Funding a nonprofit operating or nonprofit capacity building activity

Once the appropriate subfunds and subgrants are in place, the PJ can fund its nonprofit operating or nonprofit capacity building activity. When selecting a funding source to fund a HOME-ARP nonprofit operating or nonprofit capacity building activity, the PJ should select a source where the nonprofit organization is clearly identified as the recipient under the “Recipient Name” column (see example below). The PJ should not select a funding source where the PJ’s own name is identified as the recipient. When entering the “Funded Amount” for a HOME-ARP nonprofit operating or nonprofit capacity building activity, the amount must match the amount specified in the executed written agreement with the nonprofit. For general information about funding activities, please refer to [Chapter 18 of the HOME IDIS Training Manual for PJs](#).

\*Indicates Required Field

**Activity Owner:**  
ALASKA

**Program Year/Project:**  
2021/17 CHDO Operating Expense Assistance (OEA)

**IDIS Activity ID:**  
2543

**Total Funded:**  
\$0.00

**Activity Name:**  
HOME ARP Non Profit Operating and Capacity Building Activity

**Total Drawn:**  
\$0.00

#### Funding Sources

**Recipient Name:**

All Recipients

**Program:**

All Programs

**Fund Type:**

All Fund Types

Filter | Reset Filter

#### Available Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
ALASKA	HOME	AD	HUD	SP	\$747,519.30	\$0.00	\$0.00	Add-Edit   View
ALASKA	HOME	CB	HUD	SP	\$0.00	\$0.00	\$0.00	View
ANCHORAGE NEIGHBORHOOD HOUSING SERVICES, INC., AK	HOME	CB	ALASKA	SP	\$25,000.00	\$0.00	\$0.00	Add-Edit   View
ALASKA	HOME	CO	HUD	SP	\$0.00	\$0.00	\$0.00	View
ANCHORAGE NEIGHBORHOOD HOUSING SERVICES, INC., AK	HOME	CO	ALASKA	SP	\$25,000.00	\$0.00	\$0.00	Add-Edit   View

