# HOME-ARP Program Fact Sheet: IDIS for Tenant-Based Rental Assistance (TBRA) Activities

#### Overview

This HOME-ARP Fact Sheet provides guidance on how participating jurisdictions (PJs) should set up, fund, and complete HOME-ARP Tenant-Based Rental Assistance (TBRA) activities in HUD's Integrated Disbursement and Information System (IDIS).

# **Step 1: Setting Aside Funds for the TBRA Activity**

A PJ that is administering its own TBRA program should move on to step 2. A PJ-administered TBRA activity must be funded with Entitlement (EN) funds. No subfunds or subgrants should be setup in IDIS to set aside funds for a PJ-administered TBRA activity.

If a subrecipient, or State recipient, is administering the TBRA program on the PJ's behalf, the TBRA activity must be funded with General Subgrant (SU) funds. The PJ may not fund a TBRA program that is administered by a subrecipient or State recipient with EN funds. To fund a TBRA activity with SU funds, the PJ must first create a SU subfund for its HOME-ARP grant, and then create a SU subgrant for that subrecipient or State recipient. The PJ should only set up the SU subfund and subgrant in IDIS once a written agreement between the PJ and the subrecipient or State recipient has been executed. The written agreement must be in the form required under §92.504(c)(1) for a State recipient, or §92.504(c)(2) for a subrecipient.

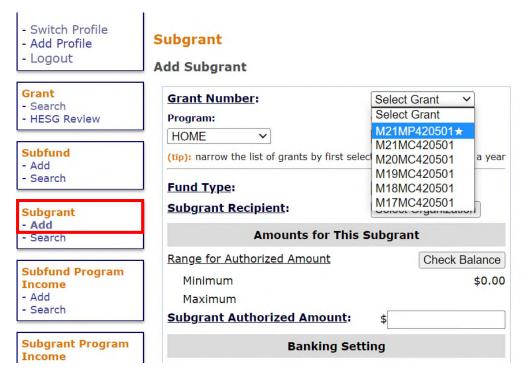
A. To add a subfund, the PJ should navigate to the "Grant" screen, from the IDIS homepage, and select "Add" under "Subfund" to the left of the Grant screen. Search for the HOME Program, 2021 Grant Year, and SU Fund Type (see example below).



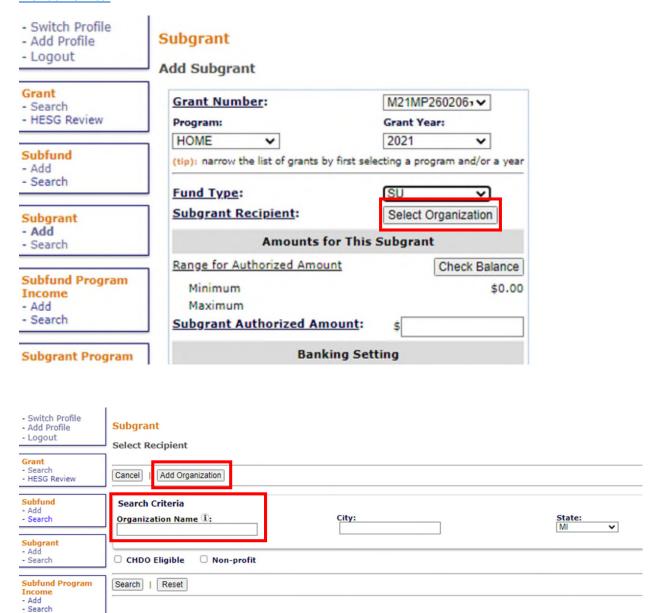
B. The PJ must select the "Add Fund Type" link next to a fund type that has a blue HOME-ARP indicator flag beside the grant number (see example below). The PJ may not select "Add Fund Type" for any fund types that do not have the blue HOME-ARP indicator flag. For general information about adding and editing subfunds in IDIS, please refer to <a href="Chapter 16">Chapter 16</a> of the HOME IDIS Training Manual for PIs

#### for PJs. Subfund Add Subfunds Search Criteria Program: Fund Type: (tip) Grant #: (tip) Grant Year: (tip) 2021 🗸 Search Reset Results Page 1 of 1 **Program Grant Year Fund Type** M-21-SP-15-0100 HOME 2021 SU Add Fund Type

C. Once the SU subfund has been created, the PJ must create a corresponding SU subgrant for the subrecipient or State recipient that will be providing the assistance to qualifying households on its behalf. 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. Select the HOME Program, SU Fund Type, 2021 Grant Year, and appropriate Grant Number. The HOME-ARP grant is clearly identified in the dropdown menu with a star symbol (see example below).



The PJ should click the "Select Organization" button to search for the subrecipient or State recipient (if it has previously been added to IDIS) or add the organization to IDIS (see examples below). The PJ should not add any organization that has already been entered into IDIS. The PJ must also enter an Authorized Amount for the subgrant. The Authorized Amount must match the amount specified in the executed written agreement with the subrecipient or State recipient. For general information about adding and editing subgrants in IDIS, please refer to <a href="Chapter 17">Chapter 17</a> of the HOME IDIS Training Manual for PJs.



#### **Step 2: Setting up the TBRA Activity**

A HOME-ARP TBRA activity may only be set up in IDIS after the requirements established in <u>CPD Notice</u> 21-10 (HOME-ARP Notice) for commitment to a *specific local project* are met. For TBRA, this occurs when the entity that is administering the TBRA activity has entered into a rental assistance contract with the owner, the tenant, or the sponsor of the qualifying household in accordance with the provisions of the HOME-ARP Notice. Upon execution of a rental assistance contract with at least one owner, tenant, or sponsor, the PJ may set up the TBRA activity in IDIS.

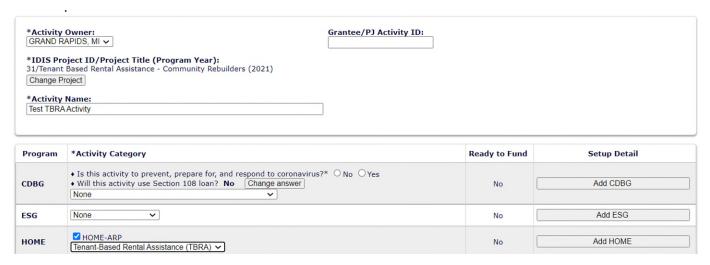
The PJ may choose one of three activity setup options for its TBRA activity.

**Option 1:** A PJ that is administering its own TBRA program may set up a single TBRA activity in IDIS and include all qualifying households it assists under this one activity.

**Option 2:** A PJ may also set up a separate TBRA activity for each subrecipient or State recipient that is administering a TBRA program on behalf of the PJ. In such cases, the PJ would set up a separate TBRA activity for each written agreement executed with a subrecipient or State recipient. All qualifying households assisted under a written agreement with a subrecipient or State recipient must be included in the IDIS activity setup for that subrecipient or State recipient.

**Option 3:** A PJ may also set up a separate TBRA activity for each qualifying household. This option requires the PJ to set up a separate IDIS activity each time it executes a rental assistance contract to provide TBRA to a different qualifying household.

When setting up a HOME-ARP TBRA activity on the "Add/Edit Activity" screen, the PJ must associate the activity with a program year (PY) 2021 HOME or 2021 HOME-ARP IDIS Project. The PJ must also ensure that the HOME-ARP checkbox is selected and that the "Tenant-Based Rental Assistance (TBRA)" option is selected under the "Activity Category" dropdown menu (see example below).



The PJ can then save the activity by clicking on the "Add HOME" button and continue to the activity "Setup Detail" screen.

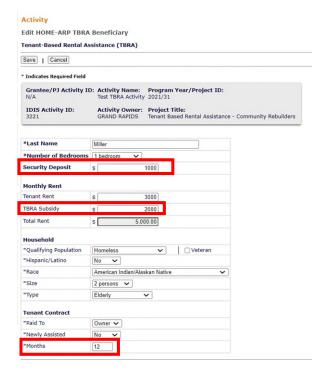
On the activity Setup Detail screen, the PJ must enter a Written Agreement Execution Date (WAED) (see example below). The PJ must enter the WAED accurately because the PJ cannot edit the WAED once the activity has been funded.

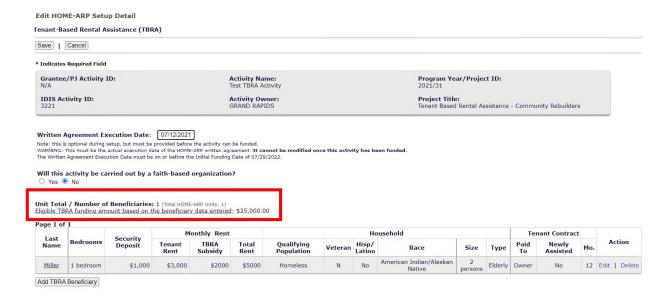
A PJ that has chosen **Option 1** or **Option 2** when setting up its TBRA activity should enter the date of the earliest executed rental assistance contract with an owner, tenant, or sponsor of a qualifying household as the WAED. The date the written agreement was executed with the subrecipient or State recipient should never be entered as the WAED for a TBRA activity.

A PJ that has chosen **Option 3** when setting up its TBRA activity should enter the date the rental assistance contract was executed with that that specific qualifying household.



Before funding a TBRA activity in IDIS, the PJ must enter assistance information for at least one qualifying household, including security deposit and monthly rent amounts. The PJ must enter the *Security Deposit, TBRA Subsidy,* and *Months* (of Tenant Contract) accurately because the eligible TBRA funding amount (displayed on the Setup Detail screen) is based on these amounts entered on the Edit HOME-ARP TBRA Beneficiary screen (see examples below).





### **Step 3: Funding the TBRA Activity**

Once the TBRA activity is set up, and at least one qualifying household has been entered on the Edit HOME-ARP TBRA Beneficiary screen, the PJ may fund the activity. The fund type used to fund a HOME-ARP TBRA activity is dependent upon whether the activity is being administered by the PJ or by a subrecipient or State recipient. For a TBRA activity that is administered by the PJ, the PJ should not set up any subfunds or subgrants. The PJ must fund the activity with the EN fund type (see example below).



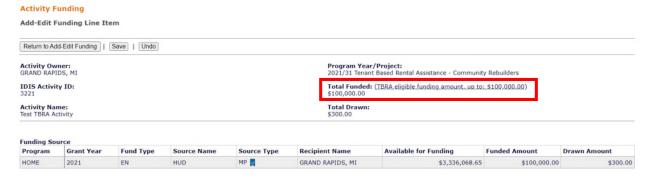
For a TBRA activity that is administered by a subrecipient or State recipient, the PJ must fund the activity with the SU fund type by selecting the appropriate SU subgrant as the activity's funding source (see example below). When selecting a funding source, the PJ should select a source where the subrecipient or State recipient providing the assistance 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.



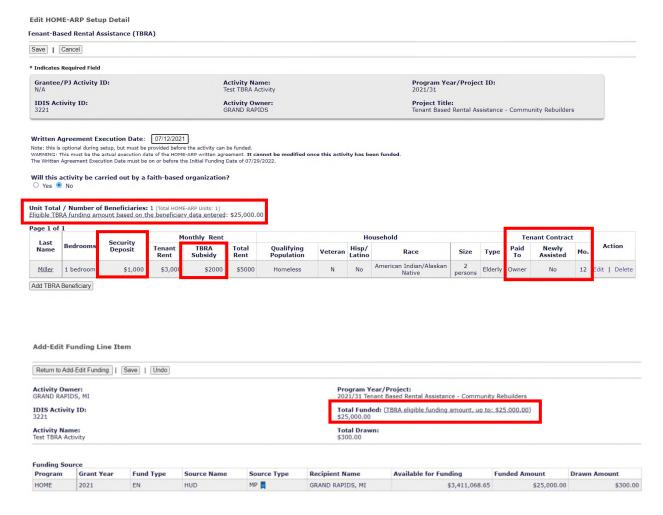
The PJ may only fund the activity for the total amount of assistance to be received by all qualifying households already entered into IDIS for that TBRA activity. IDIS automatically calculates this amount from data entered on the Edit HOME-ARP TBRA Beneficiary screen for each qualifying household and, displays the amount on both the Setup Detail and the Edit Activity Funding screens as the eligible TBRA funding amount (see examples below). This amount should match the total amount of assistance of all executed rental assistance contracts the PJ (or subrecipient or State recipient) has with each owner, tenant, or sponsor of a qualifying household that has been entered on the Edit HOME-ARP TBRA Beneficiary screen for that TBRA activity.

For example, if the PJ has 4 qualifying households entered on the Edit HOME-ARP TBRA Beneficiary screen for a TBRA activity and, each qualifying household has an executed rental assistance contract with the PJ (or subrecipient or State recipient) for \$25,000, the PJ will fund that TBRA activity for a total amount of \$100,000 (see examples below).

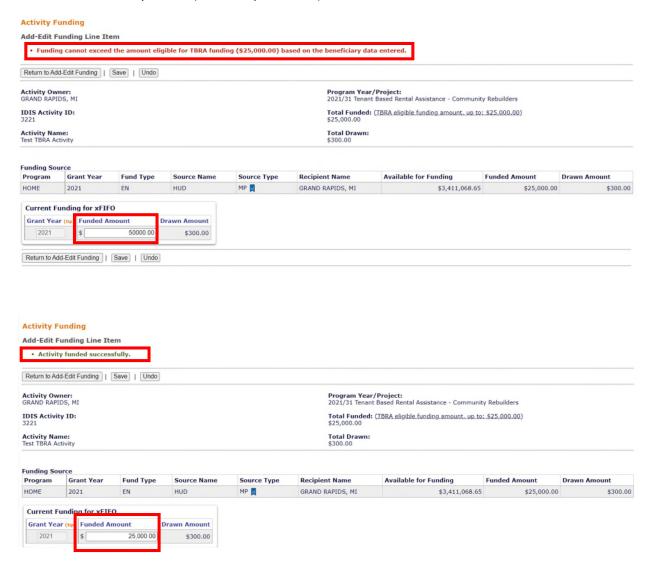




In another example, if the PJ has *only 1 household* entered on the Edit HOME-ARP TBRA Beneficiary screen for a TBRA activity and, the executed written agreement between the PJ (or subrecipient or State recipient) and that single qualifying household specifies the household will receive \$25,000 in assistance, the PJ will fund that activity for a total amount of \$25,000 (see examples below).



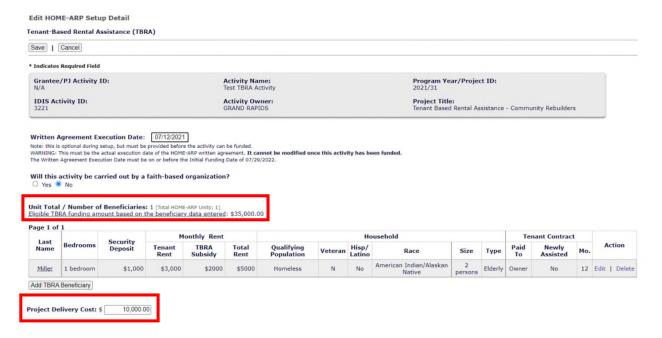
When entering the Funded Amount for a TBRA activity, the PJ must enter an amount less than or equal to the eligible TBRA funding amount for the activity. The PJ may not enter the total amount of HOME-ARP funds it plans to expend on its TBRA program. IDIS will not allow the PJ to fund the activity for more than the eligible TBRA funding amount, based on existing beneficiary data entered on the Edit HOME-ARP TBRA Beneficiary screen (see examples below).



For general information about funding activities, please refer to <u>Chapter 18 of the HOME IDIS Training Manual for PJs.</u>

#### **Step 4: Project Delivery Costs**

The PJ should enter any costs associated with inspecting the housing and determining income eligibility, as described in §92.209(a), for the TBRA activity on the Setup Detail screen in the Project Delivery Cost field (see example below). The amount entered as the Project Delivery Cost will adjust the eligible TBRA funding amount for that activity (see example below).

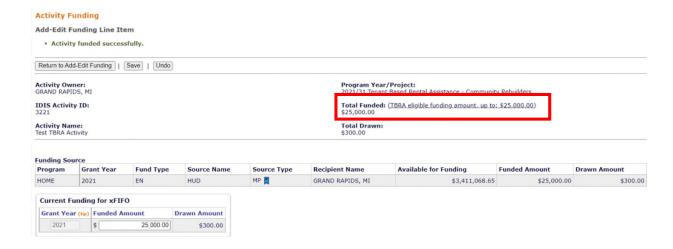


#### **Step 5: Updating TBRA Beneficiaries**

If the PJ chose activity setup **Option 1** or **Option 2**, it must add additional beneficiaries to its open TBRA activity, or activities, in IDIS as new rental assistance contracts are executed with an owner, a tenant, or a sponsor of a qualifying household.

If the TBRA subsidy information for an existing beneficiary changes for any reason (e.g., increase/decrease in subsidy amount, change in length of tenant contract, etc.), the PJ must edit the TBRA subsidy amount for that beneficiary on the Edit HOME-ARP TBRA Beneficiary screen. IDIS will automatically adjust the eligible TBRA funding amount for the activity as changes are made to the Edit HOME-ARP TBRA Beneficiary screens.

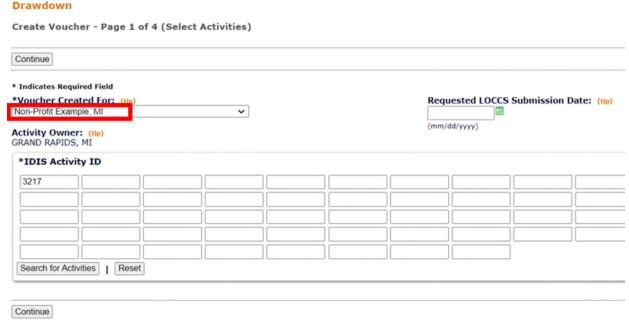
The PJ should also adjust the funded amount for the TBRA activity each time a new beneficiary is added or each time TBRA subsidy information is edited for an existing beneficiary. IDIS will not allow the TBRA activity to be completed unless the eligible TBRA funding amount is equal to the Total Funded amount (see example below).



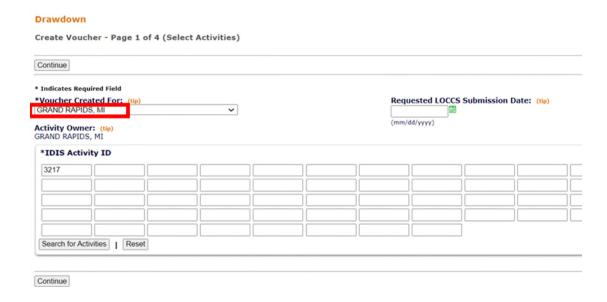
# **Step 6: Drawing Down Funds for the TBRA Activity**

The PJ may draw down funds for a HOME-ARP TBRA activity only if it has the need to pay an eligible cost. Once the PJ draws down HOME-ARP funds, the funds must be expended for an eligible HOME-ARP cost within 15 days.

When drawing funds for a TBRA activity that was funded with an SU subgrant, the PJ must select the name of the subrecipient or State recipient from the "Voucher Created For" dropdown menu on the "Create Voucher" screen (see example below). Failure to select the correct recipient during this step will result in an error message and prevent the PJ from drawing down any funds.



When drawing funds for a TBRA activity that was funded with EN funds, the PJ should select its own name from the Voucher Created For dropdown menu on the Create Voucher screen (see example below).



For general information about drawing down funds in IDIS, please refer to <a href="Chapter 19">Chapter 19</a> of the HOME IDIS Training Manual for PJs.

### **Step 7: Completing the TBRA Activity**

The PJ should change the status of a TBRA activity to "Completed" based on the activity setup option it selected in Step 2.

If the PJ selected **Option 1**, it should complete the activity after all beneficiary data has been entered on the Edit HOME-ARP TBRA Beneficiary screen and the final TBRA subsidy payment has been disbursed for all qualifying households.

If the PJ selected **Option 2**, the PJ should complete the activity in IDIS at the end of the performance period specified in the written agreement with the subrecipient or State recipient, or after the final drawdown for the activity has been processed in IDIS, whichever date is later. However, HUD expects PJs to minimize the gap between the end of a subrecipient's or State recipient's performance period, and final drawdown and subsequent activity completion in the system.

If the PJ selected **Option 3**, the PJ should complete the activity in IDIS after the final TBRA subsidy is disbursed for that specific qualifying household.

For all TBRA activities, the PJ will only be able to successfully complete the activity in IDIS when the Total Funded amount and Total Drawn amount equals the eligible TBRA funding amount for the activity. Failure to meet these requirements will result in an error message and prevent the PJ from completing the TBRA activity (see examples below).

#### **Edit Activity Funding** Return to Activity Edit \*Indicates Required Field **Activity Owner:** Program Year/Project: GRAND RAPIDS, MI 2021/31 Tenant Based Rental Assistance - Community Rebuilders Total Funded: (TBRA eligible funding amount, up to: \$35,000.00) **IDIS Activity ID:** \$35,000.00 3221 **Total Drawn: Activity Name: Test TBRA Activity** \$35,000.00 **Funding Sources** Recipient Name: Program: Fund Type: All Recipients All Programs > All Fund Types ➤ Filter | Reset Filter Available Funds Drawn Amount Fund Type **Source Name** Source Type Available for Funding Funded Amount Action **Recipient Name** Program GRAND RAPIDS, MI HOME ΕN HUD MP 📘 \$3,401,068.65 \$35,000.00 \$35,000.00 Add-Edit | View \$694,600.35 GRAND RAPIDS, MI HOME AD HUD \$0.00 \$0.00 Add-Edit | View ADRIAN CITY, MI SU GRAND RAPIDS, MI MP \$43,000.00 \$0.00 Add-Edit | View HOME \$0.00 **Edit Activity** • The activity disbursed amount of \$300.00 must be equal to the amount eligible for TBRA funding based on the beneficiary data entered (\$35,000.00). Save | Cancel \*Indicates Required Field Activity Owner: GRAND RAPIDS, MI Activity Status: IDIS Activity ID: Completion Date: (mm/dd/yyyy) IDIS Project ID/Project Title (Program Year): 31/Tenant Based Rental Assistance - Community Rebuilders (2021) Grantee/PJ Activity ID: Change Project \*Activity Name: Test TBRA Activity **Initial Funding Date:** 07/29/2022

Program	*Activity Category ①	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	◆ Is this activity to prevent, prepare for, and respond to coronavirus?*     ○ No ○ Yes     ◆ Does this activity use Section 108 loan? No Change answer     None    ▼	No	No	Add CDBG	Add CDBG Accomp.	
ESG	None	No	No	Add ESG	Add ESG Accomp.	
номе	■ HOME-ARP Tenant-Based Rental Assistance (TBRA) ➤	Yes	Yes	Edit HOME	Add HOME Accomp.	Check HOME

# **Questions:**

If you have questions about HOME-ARP TBRA activities in IDIS, you should direct them to your CPD Representative in your local HUD Field Office or send a message to <a href="https://example.com/home-areases/but-new-activities">https://example.com/home-areases/but-new-activities</a> in IDIS, you should direct them to your CPD Representative in your local HUD Field Office or send a message to <a href="https://example.com/home-areases/but-new-activities">https://example.com/home-areases/but-new-activities</a> in your local HUD Field Office or send a message to <a href="https://example.com/home-areases/but-new-activities">https://example.com/home-areases/but-new-activities</a> in your local HUD Field Office or send a message to <a href="https://example.com/home-areases/but-new-activities">https://example.com/home-areases/but-new-activities</a> in your local HUD Field Office or send a message to <a href="https://example.com/home-areases/but-new-activities