

## 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).

The screenshot displays the IDIS Grant screen. On the left sidebar, the 'Subfund' section is highlighted with a red box, and the 'Add' link is visible. The main content area shows the 'Grant' screen with a navigation bar at the top. Below the navigation bar, there is a message: 'You have 16 CDBG activities that have been flagged. Click on the number to go to the review page.' The 'Subfund' section is active, showing 'Add Subfunds'. The search criteria are: 'Program: HOME', 'Fund Type: (tip) SU', and 'Grant Year: (tip) 2021'. There are 'Search' and 'Reset' buttons at the bottom of the search criteria section.

- 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 [Chapter 16 of the HOME IDIS Training Manual for PJs](#).

#### Subfund

##### Add Subfunds

**Search Criteria**  
**Program:** HOME  
**Fund Type: (tip)** SU  
**Grant #: (tip)**  
**Grant Year: (tip)** 2021  
Search | Reset

Results Page 1 of 1

| Program | Grant Year | Grant #         | Fund Type | Action        |
|---------|------------|-----------------|-----------|---------------|
| HOME    | 2021       | M-21-SP-15-0100 | 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).

Switch Profile

Add Profile

Logout

**Grant**

- Search

- HESG Review

**Subfund**

- Add

- Search

**Subgrant**

- Add

- Search

**Subfund Program Income**

- Add

- Search

**Subgrant Program Income**

### Subgrant

#### Add Subgrant

**Grant Number:**

Select Grant

Select Grant

M21MP420501★

M21MC420501

M20MC420501

M19MC420501

M18MC420501

M17MC420501

**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

Minimum\$0.00

Maximum

Check Balance

**Subgrant Authorized Amount:** \$

**Banking Setting**

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 [Chapter 17 of the HOME IDIS Training Manual for PJs.](#)

- Switch Profile

- Add Profile

- Logout

Grant

- Search

- HESG Review

Subfund

- Add

- Search

Subgrant

- Add

- Search

Subfund Program Income

- Add

- Search

Subgrant Program

Subgrant

Add Subgrant

Grant Number:

M21MP260206, v

Program:

HOME v

Grant Year:

2021 v

(tip): narrow the list of grants by first selecting a program and/or a year

Fund Type:

SU v

Subgrant Recipient:

Select Organization

Amounts for This Subgrant

Range for Authorized Amount

Check Balance

Minimum

\$0.00

Maximum

Subgrant Authorized Amount:

\$

Banking Setting

- Switch Profile

- Add Profile

- Logout

Grant

- Search

- HESG Review

Subfund

- Add

- Search

Subgrant

- Add

- Search

Subfund Program Income

- Add

- Search

Subgrant

Select Recipient

Cancel

Add Organization

Search Criteria

Organization Name (i):

City:

State:

MI v

☐ CHDO Eligible

☐ Non-profit

Search

Reset

## Step 2: Setting up the TBRA Activity

A HOME-ARP TBRA activity may only be set up in IDIS after the requirements established in [CPD Notice 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).

\*Activity Owner:

GRAND RAPIDS, MI

Grantee/PJ Activity ID:

\*IDIS Project ID/Project Title (Program Year):

31/Tenant Based Rental Assistance - Community Rebuilders (2021)

Change Project

\*Activity Name:

Test TBRA Activity

| Program | *Activity Category  | Ready to Fund | Setup Detail |
|---------|---|---------------|--------------|
| CDBG    | <div> <div> <div>♦ Is this activity to prevent, prepare for, and respond to coronavirus?*</div> <div> <input type="radio"/> No           <input type="radio"/> Yes         </div> </div> <div> <div>♦ Will this activity use Section 108 loan?</div> <div> <div>No</div> <div>Change answer</div> </div> </div> <div> <div>None</div> <div></div> </div> </div> | No            | Add CDBG     |
| ESG     | <div> <div>None</div> <div></div> </div>  | No            | Add ESG      |
| HOME    | <div> <div> <input checked="" type="checkbox"/> HOME-ARP           <div>Tenant-Based Rental Assistance (TBRA)</div> </div> </div>   | No            | Add HOME     |

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.

#### Activity

Edit HOME-ARP Setup Detail

Tenant-Based Rental Assistance (TBRA)

Save | Cancel

\* Indicates Required Field

Grantee/PJ Activity ID:

N/A

Activity Name:

Test TBRA Activity

Program Year/Project ID:

2021/31

IDIS Activity ID:

3221

Activity Owner:

GRAND RAPIDS

Project Title:

Tenant Based Rental Assistance - Community Rebuilders

Written Agreement Execution Date: 07/12/2021

Note: this is optional during setup, but must be provided before the activity can be funded.

WARNING: This must be the actual execution date of the HOME-ARP written agreement. It cannot be modified once this activity has been funded.

The Written Agreement Execution Date must be on or before the Initial Funding Date of 07/29/2022.

Will this activity be carried out by a faith-based organization?

☐ Yes ☒ No

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).

#### Activity

Edit HOME-ARP TBRA Beneficiary

Tenant-Based Rental Assistance (TBRA)

Save | Cancel

\* Indicates Required Field

Grantee/PJ Activity ID:

N/A

Activity Name:

Test TBRA Activity

Program Year/Project ID:

2021/31

IDIS Activity ID:

3221

Activity Owner:

GRAND RAPIDS

Project Title:

Tenant Based Rental Assistance - Community Rebuilders

\*Last Name

Miller

\*Number of Bedrooms

1 bedroom

Security Deposit

\$ 1000

Monthly Rent

Tenant Rent

\$ 3000

TBRA Subsidy

\$ 2000

Total Rent

\$ 5,000.00

Household

\*Qualifying Population

Homeless

☐ Veteran

\*Hispanic/Latino

No

\*Race

American Indian/Alaskan Native

\*Size

2 persons

\*Type

Elderly

Tenant Contract

\*Paid To

Owner

\*Newly Assisted

No

\*Months

12



## Edit HOME-ARP Setup Detail

### Tenant-Based Rental Assistance (TBRA)

Save | Cancel

\* Indicates Required Field

|                                       |   |  |
|---------------------------------------|---|--|
| <b>Grantee/PJ Activity ID:</b><br>N/A | <b>Activity Name:</b><br>Test TBRA Activity | <b>Program Year/Project ID:</b><br>2021/31                                     |
| <b>IDIS Activity ID:</b><br>3221      | <b>Activity Owner:</b><br>GRAND RAPIDS      | <b>Project Title:</b><br>Tenant Based Rental Assistance - Community Rebuilders |

Written Agreement Execution Date: 07/12/2021

Note: this is optional during setup, but must be provided before the activity can be funded.  
WARNING: This must be the actual execution date of the HOME-ARP written agreement. It cannot be modified once this activity has been funded.  
The Written Agreement Execution Date must be on or before the Initial Funding Date of 07/29/2022.

Will this activity be carried out by a faith-based organization?

☐ Yes ☒ No

Unit Total / Number of Beneficiaries: 1 (Total HOME-ARP Units: 1)  
Eligible TBRA funding amount based on the beneficiary data entered: \$25,000.00

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| Last Name   | Bedrooms     | Security Deposit | Monthly Rent |        |        | Qualifying Population | Veteran | Hisp/Latino | Race                           | Size      | Type    | Tenant Contract |                |     | Action        |
|-------------|--------------|------------------|--------------|--------|--------|-----------------------|---------|-------------|--------------------------------|-----------|---------|-----------------|----------------|-----|---------------|
| Tenant Rent | TBRA Subsidy | Total Rent       |              |        |        |                       |         |             |                                |           |         | Paid To         | Newly Assisted | Mo. |               |
| Miller      | 1 bedroom    | \$1,000          | \$3,000      | \$2000 | \$5000 | Homeless              | N       | No          | American Indian/Alaskan Native | 2 persons | Elderly | Owner           | No             | 12  | Edit   Delete |

Add TBRA Beneficiary

## 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).

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  |
|------------------------|---------|-----------|------------------|-------------|-----------------------|---------------|--------------|---|
| GRAND RAPIDS, MI       | HOME    | AD        | HUD              | MP          | \$694,600.35          | \$0.00        | \$0.00       | <a href="#">Add-Edit</a>   <a href="#">View</a> |
| GRAND RAPIDS, MI       | HOME    | CB        | HUD              | MP          | \$171,000.00          | \$0.00        | \$0.00       | <a href="#">Add-Edit</a>   <a href="#">View</a> |
| Non-Profit Example, MI | HOME    | CB        | GRAND RAPIDS, MI | MP          | \$25,000.00           | \$0.00        | \$0.00       | <a href="#">Add-Edit</a>   <a href="#">View</a> |
| GRAND RAPIDS, MI       | HOME    | CO        | HUD              | MP          | \$125,000.00          | \$0.00        | \$0.00       | <a href="#">Add-Edit</a>   <a href="#">View</a> |
| Non-Profit Example, MI | HOME    | EN        | GRAND RAPIDS, MI | MP          | \$25,000.00           | \$0.00        | \$0.00       | <a href="#">Add-Edit</a>   <a href="#">View</a> |
| GRAND RAPIDS, MI       | HOME    | EN        | HUD              | MP          | \$2,936,067.65        | \$0.00        | \$0.00       | <a href="#">Add-Edit</a>   <a href="#">View</a> |
| Non-Profit Example, MI | HOME    | EN        | GRAND RAPIDS, MI | MP          | \$25,000.00           | \$0.00        | \$0.00       | <a href="#">Add-Edit</a>   <a href="#">View</a> |
| Non-Profit Example, MI | HOME    | SU        | GRAND RAPIDS, MI | MP          | \$25,000.00           | \$0.00        | \$0.00       | <a href="#">Add-Edit</a>   <a href="#">View</a> |

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.

Funding Sources

Recipient Name:

All Recipients

Program:

All Programs

Fund Type:

All Fund Types

Filter

1

Reset Filter

Available Funds

| Recipient Name         | Program | Fund Type | Source Name      | Source Type | Available for Funding | Funded Amount | Drawn Amount | Action  |
|------------------------|---------|-----------|------------------|-------------|-----------------------|---------------|--------------|---|
| GRAND RAPIDS, MI       | HOME    | AD        | HUD              | MP          | \$694,600.35          | \$0.00        | \$0.00       | <a href="#">Add-Edit</a>   <a href="#">View</a> |
| GRAND RAPIDS, MI       | HOME    | CB        | HUD              | MP          | \$171,000.00          | \$0.00        | \$0.00       | <a href="#">Add-Edit</a>   <a href="#">View</a> |
| Non-Profit Example, MI | HOME    | CB        | GRAND RAPIDS, MI | MP          | \$25,000.00           | \$0.00        | \$0.00       | <a href="#">Add-Edit</a>   <a href="#">View</a> |
| GRAND RAPIDS, MI       | HOME    | CO        | HUD              | MP          | \$125,000.00          | \$0.00        | \$0.00       | <a href="#">Add-Edit</a>   <a href="#">View</a> |
| Non-Profit Example, MI | HOME    | CO        | GRAND RAPIDS, MI | MP          | \$25,000.00           | \$0.00        | \$0.00       | <a href="#">Add-Edit</a>   <a href="#">View</a> |
| GRAND RAPIDS, MI       | HOME    | EN        | HUD              | MP          | \$2,936,067.65        | \$0.00        | \$0.00       | <a href="#">Add-Edit</a>   <a href="#">View</a> |
| Non-Profit Example, MI | HOME    | EN        | GRAND RAPIDS, MI | MP          | \$25,000.00           | \$0.00        | \$0.00       | <a href="#">Add-Edit</a>   <a href="#">View</a> |
| Non-Profit Example, MI | HOME    | SU        | GRAND RAPIDS, MI | MP          | \$25,000.00           | \$0.00        | \$0.00       | <a href="#">Add-Edit</a>   <a href="#">View</a> |

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).

Written Agreement Execution Date: 07/12/2021  
 Note: this is optional during setup, but must be provided before the activity can be funded.  
 WARNING: This must be the actual execution date of the HOME-ARP written agreement. It cannot be modified once this activity has been funded.  
 The Written Agreement Execution Date must be on or before the Initial Funding Date of 07/29/2022.

Will this activity be carried out by a faith-based organization?  
☐ Yes ☒ No

Unit Total / Number of Beneficiaries: 4 (Total HOME-ARP Units: 4)  
 Eligible TBRA funding amount based on the beneficiary data entered: \$100,000.00

Page 1 of 1

| Last Name             | Bedrooms   | Security Deposit | Monthly Rent |               |            | Household               |         |              |                                |           |             | Tenant Contract |                |     | Action        |
|-----------------------|------------|------------------|--------------|---------------|------------|-------------------------|---------|--------------|--------------------------------|-----------|-------------|-----------------|----------------|-----|---------------|
|                       |            |                  | Tenant Rent  | TBTRA Subsidy | Total Rent | Qualifying Population   | Veteran | Hisp/ Latino | Race                           | Size      | Type        | Paid To         | Newly Assisted | Mo. |               |
| Miller                | 1 bedroom  | \$1,000          | \$3,000      | \$2000        | \$5000     | Homeless                | N       | No           | American Indian/Alaskan Native | 2 persons | Elderly     | Owner           | No             | 12  | Edit   Delete |
| Samuels               | 3 bedrooms | \$1,000          | \$3,000      | \$2000        | \$5000     | At Risk of Homelessness | N       | Yes          | White                          | 3 persons | Other       | Owner           | No             | 12  | Edit   Delete |
| Smith                 | 1 bedroom  | \$1,000          | \$3,000      | \$2000        | \$5000     | Other QP                | N       | No           | Other multi-racial             | 1 person  | Other       | Owner           | No             | 12  | Edit   Delete |
| Williams              | 1 bedroom  | \$1,000          | \$3,000      | \$2000        | \$5000     | Homeless                | N       | No           | Asian                          | 2 persons | Two Parents | Tenant          | No             | 12  | Edit   Delete |
| Add TBTRA Beneficiary |            |                  |              |               |            |                         |         |              |                                |           |             |                 |                |     |               |

Add TBRA Beneficiary

## Activity Funding

### Add-Edit Funding Line Item

[Return to Add-Edit Funding](#) | [Save](#) | [Undo](#)

**Activity Owner:**  
GRAND RAPIDS, MI

**IDIS Activity ID:**  
3221

**Activity Name:**  
Test TBRA Activity

**Program Year/Project:**  
2021/31 Tenant Based Rental Assistance - Community Rebuilders

**Total Funded:** (TBRA eligible funding amount, up to: \$100,000.00)  
\$100,000.00

**Total Drawn:**  
\$300.00

#### Funding Source

| Program | Grant Year | Fund Type | Source Name | Source Type | Recipient Name   | Available for Funding | Funded Amount | Drawn Amount |
|---------|------------|-----------|-------------|-------------|------------------|-----------------------|---------------|--------------|
| HOME    | 2021       | EN        | HUD         | MP          | GRAND RAPIDS, MI | \$3,336,068.65        | \$100,000.00  | \$300.00     |

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).

#### Edit HOME-ARP Setup Detail

##### Tenant-Based Rental Assistance (TBRA)

[Save](#) | [Cancel](#)

\* Indicates Required Field

**Grantee/PJ Activity ID:**  
N/A

**Activity Name:**  
Test TBRA Activity

**Program Year/Project ID:**  
2021/31

**IDIS Activity ID:**  
3221

**Activity Owner:**  
GRAND RAPIDS

**Project Title:**  
Tenant Based Rental Assistance - Community Rebuilders

**Written Agreement Execution Date:** 07/12/2021

Note: this is optional during setup, but must be provided before the activity can be funded.  
WARNING: This must be the actual execution date of the HOME-ARP written agreement. It cannot be modified once this activity has been funded.  
The Written Agreement Execution Date must be on or before the Initial Funding Date of 07/29/2022.

Will this activity be carried out by a faith-based organization?

☐ Yes ☒ No

**Unit Total / Number of Beneficiaries:** 1 (Total HOME-ARP Units: 1)  
**Eligible TBRA funding amount based on the beneficiary data entered:** \$25,000.00

Page 1 of 1

| Last Name | Bedrooms  | Security Deposit | Tenant Rent | Monthly Rent |  | Total Rent | Qualifying Population | Veteran | Hisp/Latino | Race                           | Size      | Type    | Tenant Contract |                | Action |
|-----------|-----------|------------------|-------------|--------------|--|------------|-----------------------|---------|-------------|--------------------------------|-----------|---------|-----------------|----------------|--------|
|           |           |                  |             | TBRA Subsidy |  |            |                       |         |             |                                |           |         | Paid To         | Newly Assisted | Mo.    |
| Müller    | 1 bedroom | \$1,000          | \$3,000     | \$2000       |  | \$5000     | Homeless              | N       | No          | American Indian/Alaskan Native | 2 persons | Elderly | Owner           | No             | 12     |

[Add TBRA Beneficiary](#)

### Add-Edit Funding Line Item

[Return to Add-Edit Funding](#) | [Save](#) | [Undo](#)

**Activity Owner:**  
GRAND RAPIDS, MI

**IDIS Activity ID:**  
3221

**Activity Name:**  
Test TBRA Activity

**Program Year/Project:**  
2021/31 Tenant Based Rental Assistance - Community Rebuilders

**Total Funded:** (TBRA eligible funding amount, up to: \$25,000.00)  
\$25,000.00

**Total Drawn:**  
\$300.00

#### Funding Source

| Program | Grant Year | Fund Type | Source Name | Source Type | Recipient Name   | Available for Funding | Funded Amount | Drawn Amount |
|---------|------------|-----------|-------------|-------------|------------------|-----------------------|---------------|--------------|
| HOME    | 2021       | EN        | HUD         | MP          | GRAND RAPIDS, MI | \$3,411,068.65        | \$25,000.00   | \$300.00     |



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).

#### Activity Funding

##### Add-Edit Funding Line Item

\* Funding cannot exceed the amount eligible for TBRA funding (\$25,000.00) based on the beneficiary data entered.

[Return to Add-Edit Funding](#) | [Save](#) | [Undo](#)

**Activity Owner:**  
GRAND RAPIDS, MI

**IDIS Activity ID:**  
3221

**Activity Name:**  
Test TBRA Activity

**Program Year/Project:**  
2021/31 Tenant Based Rental Assistance - Community Rebuilders

**Total Funded:** (TBRA.eligible.funding.amount..up.to: \$25,000.00)  
\$25,000.00

**Total Drawn:**  
\$300.00

##### Funding Source

| Program | Grant Year | Fund Type | Source Name | Source Type | Recipient Name   | Available for Funding | Funded Amount | Drawn Amount |
|---------|------------|-----------|-------------|-------------|------------------|-----------------------|---------------|--------------|
| HOME    | 2021       | EN        | HUD         | MP          | GRAND RAPIDS, MI | \$3,411,068.65        | \$25,000.00   | \$300.00     |

##### Current Funding for xFIFO

| Grant Year <small>(tip)</small> | Funded Amount | Drawn Amount |
|---------------------------------|---------------|--------------|
| 2021                            | \$ 50000.00   | \$300.00     |

[Return to Add-Edit Funding](#) | [Save](#) | [Undo](#)

#### Activity Funding

##### Add-Edit Funding Line Item

\* Activity funded successfully.

[Return to Add-Edit Funding](#) | [Save](#) | [Undo](#)

**Activity Owner:**  
GRAND RAPIDS, MI

**IDIS Activity ID:**  
3221

**Activity Name:**  
Test TBRA Activity

**Program Year/Project:**  
2021/31 Tenant Based Rental Assistance - Community Rebuilders

**Total Funded:** (TBRA.eligible.funding.amount..up.to: \$25,000.00)  
\$25,000.00

**Total Drawn:**  
\$300.00

##### Funding Source

| Program | Grant Year | Fund Type | Source Name | Source Type | Recipient Name   | Available for Funding | Funded Amount | Drawn Amount |
|---------|------------|-----------|-------------|-------------|------------------|-----------------------|---------------|--------------|
| HOME    | 2021       | EN        | HUD         | MP          | GRAND RAPIDS, MI | \$3,411,068.65        | \$25,000.00   | \$300.00     |

##### Current Funding for xFIFO

| Grant Year <small>(tip)</small> | Funded Amount | Drawn Amount |
|---------------------------------|---------------|--------------|
| 2021                            | \$ 25,000.00  | \$300.00     |

For general information about funding activities, please refer to [Chapter 18 of the HOME IDIS Training Manual for PJs](#).

## 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).

Edit HOME-ARP Setup Detail

Tenant-Based Rental Assistance (TBRA)

Save | Cancel

\* Indicates Required Field

|                                |                                      |   |
|--------------------------------|--------------------------------------|---|
| Grantee/PJ Activity ID:<br>N/A | Activity Name:<br>Test TBRA Activity | Program Year/Project ID:<br>2021/31                                     |
| IDIS Activity ID:<br>3221      | Activity Owner:<br>GRAND RAPIDS      | Project Title:<br>Tenant Based Rental Assistance - Community Rebuilders |

Written Agreement Execution Date: 07/12/2021

Note: this is optional during setup, but must be provided before the activity can be funded.  
WARNING: This must be the actual execution date of the HOME-ARP written agreement. It cannot be modified once this activity has been funded.  
The Written Agreement Execution Date must be on or before the Initial Funding Date of 07/29/2022.

Will this activity be carried out by a faith-based organization?  
☐ Yes ☒ No

Unit Total / Number of Beneficiaries: 1 (Total HOME-ARP Units: 1)  
Eligible TBRA funding amount based on the beneficiary data entered: \$35,000.00

Page 1 of 1

| Last Name | Bedrooms  | Security Deposit | Monthly Rent |              |            | Household             |         |             |                                |           | Tenant Contract |         |                | Action |               |
|-----------|-----------|------------------|--------------|--------------|------------|-----------------------|---------|-------------|--------------------------------|-----------|-----------------|---------|----------------|--------|---------------|
|           |           |                  | Tenant Rent  | TBRA Subsidy | Total Rent | Qualifying Population | Veteran | Hisp/Latino | Race                           | Size      | Type            | Paid To | Newly Assisted |        | Mo.           |
| Miller    | 1 bedroom | \$1,000          | \$3,000      | \$2000       | \$5000     | Homeless              | N       | No          | American Indian/Alaskan Native | 2 persons | Elderly         | Owner   | No             | 12     | Edit   Delete |

Add TBRA Beneficiary

Project Delivery Cost: \$ 10,000.00

## 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).

## Activity Funding

### Add-Edit Funding Line Item

- Activity funded successfully.

[Return to Add-Edit Funding](#) | [Save](#) | [Undo](#)

**Activity Owner:**  
GRAND RAPIDS, MI

**IDIS Activity ID:**  
3221

**Activity Name:**  
Test TBRA Activity

**Program Year/Project:**  
2021/31 Tenant Based Rental Assistance - Community Builders

**Total Funded:** (TBRA eligible.funding.amount..up.to: \$25,000.00)  
\$25,000.00

**Total Drawn:**  
\$300.00

### Funding Source

| Program | Grant Year | Fund Type | Source Name | Source Type | Recipient Name   | Available for Funding | Funded Amount | Drawn Amount |
|---------|------------|-----------|-------------|-------------|------------------|-----------------------|---------------|--------------|
| HOME    | 2021       | EN        | HUD         | MP          | GRAND RAPIDS, MI | \$3,411,068.65        | \$25,000.00   | \$300.00     |

### Current Funding for xFIFO

| Grant Year (tip) | Funded Amount | Drawn Amount |
|------------------|---------------|--------------|
| 2021             | \$ 25,000.00  | \$300.00     |

## 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.

## Drawdown

### Create Voucher - Page 1 of 4 (Select Activities)

[Continue](#)

\* Indicates Required Field

\*Voucher Created For: (tip)

Non-Profit Example, MI

Requested LOCCS Submission Date: (tip)

(mm/dd/yyyy)

Activity Owner: (tip)

GRAND RAPIDS, MI

### \*IDIS Activity ID

|      |  |  |  |  |  |  |  |  |  |
|------|--|--|--|--|--|--|--|--|--|
| 3217 |  |  |  |  |  |  |  |  |  |
|      |  |  |  |  |  |  |  |  |  |
|      |  |  |  |  |  |  |  |  |  |
|      |  |  |  |  |  |  |  |  |  |
|      |  |  |  |  |  |  |  |  |  |

[Search for Activities](#) | [Reset](#)

[Continue](#)

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).

## Drawdown

Create Voucher - Page 1 of 4 (Select Activities)

Continue

\* Indicates Required Field

\*Voucher Created For: (tip)

GRAND RAPIDS, MI

Requested LOCCS Submission Date: (tip)

(mm/dd/yyyy)

Activity Owner: (tip)

GRAND RAPIDS, MI

\*IDIS Activity ID

|      |  |  |  |  |  |  |  |  |  |  |
|------|--|--|--|--|--|--|--|--|--|--|
| 3217 |  |  |  |  |  |  |  |  |  |  |
|      |  |  |  |  |  |  |  |  |  |  |
|      |  |  |  |  |  |  |  |  |  |  |
|      |  |  |  |  |  |  |  |  |  |  |
|      |  |  |  |  |  |  |  |  |  |  |

Search for Activities | Reset

Continue

For general information about drawing down funds in IDIS, please refer to [Chapter 19 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:**  
GRAND RAPIDS, MI

**IDIS Activity ID:**  
3221

**Activity Name:**  
Test TBRA Activity

**Program Year/Project:**  
2021/31 Tenant Based Rental Assistance - Community Rebuilders

**Total Funded:** (TBRA eligible funding amount, up to: \$35,000.00)  
\$35,000.00

**Total Drawn:**  
\$35,000.00

### 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  |
|------------------|---------|-----------|------------------|-------------|-----------------------|---------------|--------------|---|
| GRAND RAPIDS, MI | HOME    | EN        | HUD              | MP          | \$3,401,068.65        | \$35,000.00   | \$35,000.00  | <a href="#">Add-Edit</a>   <a href="#">View</a> |
| GRAND RAPIDS, MI | HOME    | AD        | HUD              | MP          | \$694,600.35          | \$0.00        | \$0.00       | <a href="#">Add-Edit</a>   <a href="#">View</a> |
| ADRIAN CITY, MI  | HOME    | SU        | GRAND RAPIDS, MI | MP          | \$43,000.00           | \$0.00        | \$0.00       | <a href="#">Add-Edit</a>   <a href="#">View</a> |

## 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

**IDIS Activity ID:**  
3221

**IDIS Project ID/Project Title (Program Year):**  
31/Tenant Based Rental Assistance - Community Rebuilders (2021)

[Change Project](#)

**\*Activity Name:**  
Test TBRA Activity

**Activity Status:**  
Completed

**Completion Date:**  
(mm/dd/yyyy)

**Grantee/PJ Activity ID:**

**Initial Funding Date:**  
07/29/2022

| Program | *Activity Category  | Ready to Fund | Funded | Setup Detail              | Accomplishment                    | Completion Check           |
|---------|---|---------------|--------|---------------------------|-----------------------------------|----------------------------|
| CDBG    | <p>♦ Is this activity to prevent, prepare for, and respond to coronavirus?*</p> <p><input type="radio"/> No <input type="radio"/> Yes</p> <p>♦ Does this activity use Section 108 loan? <b>No</b> <a href="#">Change answer</a></p> <p>None</p> | No            | No     | <a href="#">Add CDBG</a>  | <a href="#">Add CDBG Accompl.</a> |                            |
| ESG     | None  | No            | No     | <a href="#">Add ESG</a>   | <a href="#">Add ESG Accompl.</a>  |                            |
| HOME    | <p><input checked="" type="checkbox"/> HOME-ARP</p> <p>Tenant-Based Rental Assistance (TBRA)</p>  | Yes           | Yes    | <a href="#">Edit HOME</a> | <a href="#">Add HOME Accompl.</a> | <a href="#">Check HOME</a> |



**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 [HOMEARP@hud.gov](mailto:HOMEARP@hud.gov).