

HOME-ARP Program Fact Sheet: IDIS for Non-Congregate Shelter (NCS) Activities

Overview

This HOME-ARP Fact Sheet provides guidance on how participating jurisdictions (PJs) should set up, fund, complete, and report on HOME-ARP Non-Congregate Shelter (NCS) activities in HUD’s Integrated Disbursement and Information System (IDIS).

Step 1: Setting up the NCS Activity

A HOME-ARP NCS activity may only be set up in IDIS after the requirements established in [CPD Notice 21-10 \(HOME-ARP Implementing Notice\)](#) for commitment to a HOME-ARP NCS project are met through the execution of a legally binding written agreement in accordance with Section VI.E of the [HOME-ARP Implementing Notice](#).

When setting up a HOME-ARP NCS 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 “Non-Congregate Shelter (NCS)” option is selected under the “Activity Category” dropdown menu.

The screenshot shows the 'Add/Edit Activity' screen in IDIS. At the top, there are fields for '*Activity Owner:' (HILLSBOROUGH COUNTY, FL), '*IDIS Project ID/Project Title (Program Year):' (6/HOME Administration 2021 (2021)), and '*Activity Name:' (NCS Activity 1). Below these is a table with columns: Program, *Activity Category, Ready to Fund, and Setup Detail.

Program	*Activity Category	Ready to Fund	Setup Detail
CDBG	+ Is this activity to prevent, prepare for, and respond to coronavirus?* <input type="radio"/> No <input type="radio"/> Yes + Will this activity use Section 108 loan? No Change answer None	No	Add CDBG
ESG	None	No	Add ESG
HOME	<input checked="" type="checkbox"/> HOME-ARP Non-Congregate Shelter	No	Add HOME

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

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

Add HOME-ARP Setup Detail (Page 1)

Non-Congregate Shelter

Save | Save and Continue | Cancel

* Indicates Required Field

Grantee/PJ Activity ID: N/A	Activity Name: NCS Activity 1	Program Year/Project ID: 2021/6
IDIS Activity ID: 3960	Activity Owner: HILLSBOROUGH COUNTY	Project Title: HOME Administration 2021

Written Agreement Execution Date: 04/25/2022 (mm/dd/yyyy)
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.

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

*Setup Activity Type:
Select Option

Multi-Address: Yes No Loan Guarantee: Yes No

The PJ must select 1 of the 5 eligible HOME-ARP NCS setup activity types: Rehabilitation, New Construction, Acquisition Only, Acquisition and Rehabilitation, or Acquisition and New Construction. In addition, the PJ must enter all remaining required information about the activity in IDIS: the address of the activity, the estimated number of HOME-ARP NCS units, the estimated HOME-ARP cost, and information about the property owner.

Step 2: Funding the NCS Activity

Once the NCS activity is set up, the PJ may fund the activity. When entering the "Funded Amount," the PJ should enter the total amount of HOME-ARP funds committed to the project in the executed written agreement. When funding the HOME-ARP activity, the PJ must select a funding source that has a blue HOME-ARP flag indicator. If there are no funding sources with a blue indicator flag in the "Available Funds" box at the bottom of the screen, the PJ should return to the "Edit Activity" screen to confirm the NCS activity was set up as a HOME-ARP activity.

Activity Funding

Edit Activity Funding

[Return to Activity Edit](#)

***Indicates Required Field**

Activity Owner: HILLSBOROUGH COUNTY, FL	Program Year/Project: 2021/6 HOME Administration 2021
IDIS Activity ID: 3960	Total Funded: \$0.00
Activity Name: NCS Activity 1	Total Drawn: \$0.00

Funding Sources

Recipient Name: <input type="text" value="All Recipients"/>	Program: <input type="text" value="All Programs"/>	Fund Type: <input type="text" value="All Fund Types"/>
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[Filter](#) | [Reset Filter](#)

Available Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
HILLSBOROUGH COUNTY, FL	HOME	AD	HUD	UP	\$1,556,179.65	\$0.00	\$0.00	Add-Edit View
HILLSBOROUGH COUNTY, FL	HOME	EN	HUD	UP	\$8,818,351.35	\$0.00	\$0.00	Add-Edit View

[Return to Activity Edit](#)

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

Step 3: Drawing Down Funds for the NCS Activity

The PJ may draw down funds for a HOME-ARP NCS 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.

For general information about drawing down funds in IDIS, please refer to [Chapter 19 of the HOME IDIS Training Manual for PJs](#).

Step 4: Completing the NCS Activity

The PJ should change the activity status of a HOME-ARP NCS activity to “Completed” once the project has met the definition of project completion for a HOME-ARP NCS project found in the [HOME-ARP Implementing Notice](#).

To complete the NCS activity, IDIS requires the PJ to enter the total number of completed NCS units, the total number of HOME-ARP assisted NCS units, and all costs associated with the NCS activity. IDIS does not require the PJ to enter demographic data on beneficiaries for NCS activities, unless the activity is converted to permanent affordable housing. If an NCS activity is converted to permanent affordable housing, IDIS will require the PJ to enter beneficiary data when the PJ reports on the conversion status of the completed activity in the system.

Units

*Total Completed Units: ⓘ
5

*Total HOME-ARP-Assisted Units: ⓘ
5

Of the Total Completed Units, the Number of

	Total	HOME-ARP-Assisted
Energy Star Certified Units	<input type="text"/>	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>	<input type="text"/>

Restricted Use Period

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

Total Restricted Use Period: ⓘ

Save | Save and Continue | Cancel

Costs ⓘ

HOME-ARP Funds

Form of Assistance	
Amortized Loan	\$ <input type="text"/>
Grant	\$ <input type="text"/>
Deferred Payment Loan	\$ <input type="text"/>
Other	\$ <input type="text"/>
Total	\$ <input type="text" value="0.00"/>

Public Funds

Form of Assistance	
Other Federal Funds	\$ <input type="text"/>
State/Local Funds	\$ <input type="text"/>
Tax-Exempt Bond Proceeds	\$ <input type="text"/>
Total	\$ <input type="text" value="0.00"/>

Private Funds

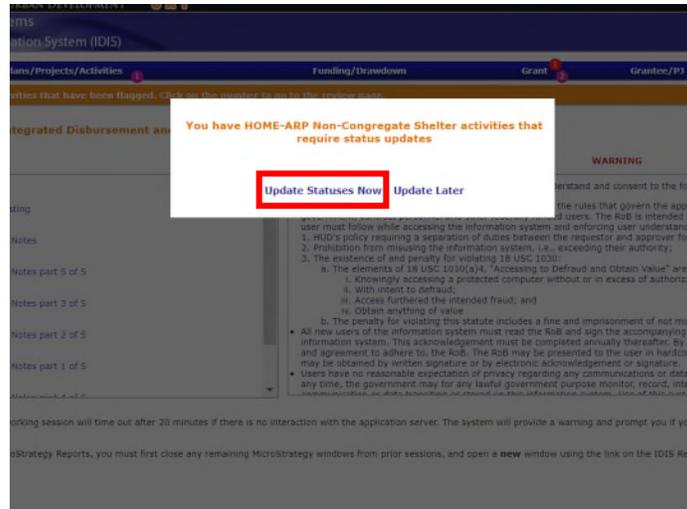
Form of Assistance	
Private Loans	\$ <input type="text"/>
Owner Cash Contributions	\$ <input type="text"/>
Private Grants	\$ <input type="text"/>
Total	\$ <input type="text" value="0.00"/>

Activity Totals

HOME-ARP Funds	\$ <input type="text" value="0.00"/>
All Funds	\$ <input type="text" value="0.00"/>
Total HOME-ARP Funds Disbursed	\$ <input type="text" value="0.00"/>

Step 5: Reporting on the Conversion Status of a Completed NCS Activity

Section VI.E.11 of the [HOME-ARP Implementing Notice](#) requires the PJ to report the disposition of any HOME-ARP-assisted NCS activities that are converted to another eligible use at the time of conversion. IDIS will prompt the PJ to report on the status of all completed NCS activities annually, until the end of the restricted use period. One year after the completion of the NCS activity, based on the activity's completion date, the PJ will be alerted with a pop-up message at IDIS login.



If the PJ selects the “Update Statuses Now” link, the PJ will be directed to the “Review Activities” screen to view details of its completed NCS activities. Selecting the “Update Later” link will remove the pop-up message until the next time the PJ logs into IDIS.

Plans/Projects/Activities ¹ Funding/Drawdown Grant ¹ ² Grantee/PJ Admin Reports

Review Activities

CDBG HOME **HOME-ARP Non-Congregate Shelter** HOME-ARP Supportive Services

There is 1 Non-Congregate Shelter activity to review.

	Activity Name	IDIS Activity ID	Program Year/Project ID	Activity Type	Dates	Action
1	NCS Activity 1	3960	2021/6	Acquisition and Rehabilitation Restricted Use Period: 10	Setup: 11/04/2022 WAED: 04/25/2022 Completed: 10/10/2021	Update Review

The PJ may also navigate to the “Review Activities” screen by selecting the “Review” link, under the “Activity” subheading on the left-hand side of the screen from the Plans/Projects/Activities tab, and then clicking on the “HOME-ARP Non-Congregate Shelter” tab.

User: H55001
 Role: Grantee
 Organization: HILLSBOROUGH COUNTY
 - Switch Profile
 - Add My Access
 - Logout

Plans/Projects/Activities ¹ Funding/Drawdown Grant ¹ ² Grantee/PJ Admin Reports

Review Activities
 CDBG HOME **HOME-ARP Non-Congregate Shelter** HOME-ARP Supportive Services

There is 1 Non-Congregate Shelter activity to review.

Activity Name	IDIS Activity ID	Program Year/Project ID	Activity Type	Dates	Action
1 NCS Activity 1	3960	2021/6	Acquisition and Rehabilitation Restricted Use Period: 10	Setup: 4/25/2020 WAED: 4/25/2020 Completed: 10/10/2021	Update Review

Activity
 - Add
 - Search /HTF
Review
 - CDBG Cancellation

Project
 - Add
 - Search
 - Copy

Consolidated Plans
 - Add

The “Review Activities” screen identifies all NCS activities that have been completed for at least one year. The PJ should select “Update” under the “Action” column to navigate to that NCS activity’s “Annual Status Update” screen where it can provide the current status of the NCS activity.

On the “Annual Status Update” screen, the PJ can select from five possible status options in the “Specify the Current Status” box at the bottom of the screen.

HOME-ARP Non-Congregate Shelter

Annual Status Update

Non-Congregate Shelter

Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID: N/A	Activity Name: NCS Activity 1	Program Year/Project ID: 2021/6
IDIS Activity ID: 3960	Activity Owner: HILLSBOROUGH COUNTY	Project Title: HOME Administration 2021
HOME-ARP Multiple-address: No	HOME-ARP Completion Activity Type: Acquisition and Rehabilitation	Number of HOME-ARP-Assisted Units: 5

Activity Address:
1720 E Hillsborough Ave
Tampa, FL 33610-8234

Specify the current status:

- Converted to Permanent Affordable Housing
- Converted to Permanent Housing Under McKinney-Vento
- Used as Non-Congregate Emergency Shelter under ESG Program
- Remain as HOME-ARP Non-Congregate Shelter
- Answer Later

Save | Cancel

Status Option 1: Converted to Permanent Affordable Housing

If the PJ selects “Converted to Permanent Affordable Housing,” it will be required to enter the “Date of Rental Written Agreement.” The PJ should enter the date the rental written agreement was executed, this date cannot be on or before the date of the original written agreement date of the completed NCS activity.

HILLSBOROUGH COUNTY
 - Switch Profile
 - Add My Access
 - Logout

HOME-ARP Non-Congregate Shelter

Annual Status Update
Non-Congregate Shelter

Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID: N/A	Activity Name: NCS Activity 1	Program Year/Project ID: 2021/6
IDIS Activity ID: 3960	Activity Owner: HILLSBOROUGH COUNTY	Project Title: HOME Administration 2021
HOME-ARP Multiple-address: No	HOME-ARP Completion Activity Type: Acquisition and Rehabilitation	Number of HOME-ARP-Assisted Units: 5

Activity Address:
1720 E Hillsborough Ave
Tampa, FL 33610-8234

Specify the current status:

Converted to Permanent Affordable Housing

Date of Rental Written Agreement: (mm/dd/yyyy)
 WARNING: This date cannot be on or before the initial HOME-ARP written agreement execution date of 04/25/2022.

Converted to Permanent Housing Under McKinney-Vento
 Used as Non-Congregate Emergency Shelter under ESG Program
 Remain as HOME-ARP Non-Congregate Shelter
 Answer Later

Save | Cancel

Links
 - Home
 - Data Downloads
 - Print Page
 - Help

After the PJ enters and saves the date of the executed rental written agreement, the PJ will be taken to a separate screen to enter demographic data on the qualifying households occupying the permanent affordable housing. Once the PJ enters this beneficiary data, it will no longer be asked to provide annual status updates about this converted NCS activity in IDIS.

Grantee/PJ Activity ID: Acq and N Construct	Activity Name: NCS - 815 Grant Avenue	Program Year/Project ID: 2021/60
IDIS Activity ID: 29296	Activity Owner: CALIFORNIA	Project Title: State Operations
HOME-ARP Multiple-address: Yes	HOME-ARP Completion Activity Type: Acquisition and New Construction	Number of HOME-ARP-Assisted Units: 5

Activity Address:
815 S Grand Ave
Los Angeles, CA 90017-4609

Location **Beneficiaries**

Line #	*Unit No.	*Number of Bedrooms	*Occupant	Household										*Total Monthly Rent
				*Qualifying Population	*% Median Income	*Hispanic/Latino	*Race	*Size	*Type	Veteran	*Assistance Type			
1	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	\$
2	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	\$
3	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	\$
4	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	\$
5	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	\$

Note: This screen allows you to enter as many beneficiary lines as the number of total HOME-ARP-assisted units specified on page 1. However, because the current activity has been specified as a multi-address activity, the number of beneficiaries for this particular property may be less. In that case, you may leave some beneficiary lines empty.

Save | Cancel

Status Option 2: Converted to Permanent Housing Under McKinney-Vento

The [HOME-ARP Notice](#) authorizes PJs to convert HOME-ARP NCS units to permanent housing under McKinney-Vento, to house and serve homeless and chronically homeless individuals and families, as defined in [subtitle C of title IV of McKinney-Vento](#). If the PJ selects “Converted to Permanent Housing Under McKinney-Vento,” the PJ will be required to enter the “Date of Written Agreement.” The PJ should enter the date the written agreement to convert the NCS unit(s) to permanent housing under

McKinney-Vento was executed. This date cannot be on or before the date of the original written agreement date of the completed NCS activity. Once the PJ enters this date, it will no longer be asked to provide annual status updates about this converted NCS activity in IDIS.

HILLSBOROUGH COUNTY

- Switch Profile
- Add My Access
- Logout

Activity

- Add
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project

- Add
- Search
- Copy

Consolidated Plans

- Add
- Copy
- Search

Annual Action Plans

- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report

- Add
- Search

UTILITIES

- Home
- Data Downloads
- Print Page
- Help

Links

- Contact Support

HOME-ARP Non-Congregate Shelter

Annual Status Update

Non-Congregate Shelter

Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID: N/A	Activity Name: NCS Activity 1	Program Year/Project ID: 2021/6
IDIS Activity ID: 3960	Activity Owner: HILLSBOROUGH COUNTY	Project Title: HOME Administration 2021
HOME-ARP Multiple-address: No	HOME-ARP Completion Activity Type: Acquisition and Rehabilitation	Number of HOME-ARP-Assisted Units: 5

Activity Address:
1720 E Hillsborough Ave
Tampa, FL 33610-8234

Specify the current status:

Converted to Permanent Affordable Housing

Converted to Permanent Housing Under McKinney-Vento

Date of Written Agreement: (mm/dd/yyyy)

WARNING: This date cannot be on or before the initial HOME-ARP written agreement execution date of 04/25/2022.

Used as Non-Congregate Emergency Shelter under ESG Program

Remain as HOME-ARP Non-Congregate Shelter

Answer Later

Save | Cancel

Status Option 3: Used as Non-Congregate Emergency Shelter under ESG Program

If the PJ selects “Used as Non-Congregate Emergency Shelter under ESG Program,” the PJ must enter the HESG shelter IDIS activity ID that is associated with the completed NCS activity. The HESG shelter IDIS activity ID entered must be an existing HESG activity in “Open” status. When this option is selected, the PJ will be asked to provide a status update on this NCS activity the following year, and each year after, until the end of the restricted use period, as established in the [HOME-ARP Implementing Notice](#).

Role: Grantee
Organization:
HILLSBOROUGH COUNTY

- Switch Profile
- Add My Access
- Logout

Activity

- Add
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project

- Add
- Search
- Copy

Consolidated Plans

- Add
- Copy
- Search

Annual Action Plans

- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report

- Add
- Search

UTILITIES

- Home
- Data Downloads
- Print Page
- Help

HOME-ARP Non-Congregate Shelter

Annual Status Update

Non-Congregate Shelter

Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID: N/A	Activity Name: NCS Activity 1	Program Year/Project ID: 2021/6
IDIS Activity ID: 3960	Activity Owner: HILLSBOROUGH COUNTY	Project Title: HOME Administration 2021
HOME-ARP Multiple-address: No	HOME-ARP Completion Activity Type: Acquisition and Rehabilitation	Number of HOME-ARP-Assisted Units: 5

Activity Address:
1720 E Hillsborough Ave
Tampa, FL 33610-8234

Specify the current status:

Converted to Permanent Affordable Housing

Converted to Permanent Housing Under McKinney-Vento

Used as Non-Congregate Emergency Shelter under ESG Program

Associated HESG Shelter IDIS Activity ID:

Remain as HOME-ARP Non-Congregate Shelter

Answer Later

Save | Cancel

Status Option 4: Remain as HOME-ARP Non-Congregate Shelter

If the PJ selects “Remain as HOME-ARP Non-Congregate Shelter,” no additional information is required. When this option is selected, the PJ will be asked to provide a status update on this NCS activity the following year, and each year after, until the end of the restricted use period, as established in the [HOME-ARP Implementing Notice](#).

The screenshot shows the IDIS system interface for updating the status of a HOME-ARP Non-Congregate Shelter. The interface is divided into a left sidebar with navigation menus and a main content area. The main content area is titled "HOME-ARP Non-Congregate Shelter" and includes an "Annual Status Update" section. Below this, there is a "Non-Congregate Shelter" section with a "Save" button and a "Cancel" button. The "Specify the current status:" section contains three radio button options: "Converted to Permanent Affordable Housing", "Converted to Permanent Housing Under McKinney-Vento", and "Remain as HOME-ARP Non-Congregate Shelter". The "Remain as HOME-ARP Non-Congregate Shelter" option is selected and highlighted with a red box. Below the status options, there is an "Answer Later" link. The left sidebar contains several menu items: "Users: H55001", "Role: Grantee", "Organization: HILLSBOROUGH COUNTY", "Activity", "Project", "Consolidated Plans", "Annual Action Plans", "Consolidated Annual Performance Evaluation Report", and "Utilities".

Plans/Projects/Activities		Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports
HOME-ARP Non-Congregate Shelter						
Annual Status Update						
Non-Congregate Shelter						
Save Cancel						
* Indicates Required Field						
Grantee/PJ Activity ID: N/A	Activity Name: NCS Activity 1	Program Year/Project ID: 2021/6				
IDIS Activity ID: 3960	Activity Owner: HILLSBOROUGH COUNTY	Project Title: HOME Administration 2021				
HOME-ARP Multiple-address: No	HOME-ARP Completion Activity Type: Acquisition and Rehabilitation	Number of HOME-ARP Assisted Units: 5				
Activity Address: 1720 E Hillsborough Ave Tampa, FL 33610-8234						
Specify the current status:						
<input type="radio"/> Converted to Permanent Affordable Housing						
<input type="radio"/> Converted to Permanent Housing Under McKinney-Vento						
<input checked="" type="radio"/> Remain as HOME-ARP Non-Congregate Shelter						
<input type="radio"/> Answer Later						
Save Cancel						

Status Option 5: Answer Later

If the PJ selects “Answer Later,” it will continue receiving a pop-up message at each IDIS login, prompting the PJ to provide an annual status update for the completed NCS activity. This pop-up message will continue to appear at login until the activity status is submitted, or until the end of the restricted use period for the NCS activity.

Questions:

If you have questions about HOME-ARP NCS 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.