HOME-ARP Program Fact Sheet: IDIS for Supportive Services Activities

Overview

This HOME-ARP Fact Sheet provides guidance on how participating jurisdictions (PJs) should set up, fund, and complete HOME-ARP supportive services activities in HUD's Integrated Disbursement and Information System (IDIS). It also provides guidance on PJs' reporting requirements for HOME-ARP supportive services activities.

Step 1: Setting up the Supportive Services Activity

A HOME-ARP supportive services activity may only be set up in IDIS after the requirements established in CPD Notice 21-10 (HOME-ARP Notice) for commitment are met. For a PJ that is using a subrecipient or contractor to administer a supportive services activity on the PJ's behalf, a supportive services activity may be set up in IDIS upon the execution of a written agreement between the PJ and the subrecipient or contractor, in accordance with Section VI.D. of the HOME-ARP Notice. For a PJ that is administering the supportive services activity itself, a supportive services activity must be setup in IDIS prior to the beginning of service delivery.

A separate supportive services activity should be setup in IDIS for each written agreement that is executed with a subrecipient or contractor that is administering supportive services on behalf of the PJ. If a PJ is administering its own supportive services, it should setup one supportive services activity in IDIS.

When setting up a HOME-ARP supportive services activity on the "Add/Edit Activity" screen, the PJ must associate the activity with a program year (PY) 2021 HOME or HOME-ARP IDIS Project. The PJ must also ensure that the HOME-ARP checkbox is selected and that the "Supportive Services" 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 set up screens.

NOTE: On the activity set up screen, the PJ must enter a Written Agreement Execution Date (WAED). For a PJ that has entered into a written agreement with a subrecipient or contractor to provide supportive services on the PJ's behalf, the PJ should enter the date this written agreement was executed as the WAED. For a PJ that is not using a subrecipient or contractor, the date the activity is set up in IDIS should be entered as the WAED.

The PJ must also select the type(s) of services that will be delivered: supportive services and/or housing counseling. The PJ should ensure it enters the WAED and service type information accurately because the PJ cannot edit the WAED or unselect a service type once the activity has been funded. The WAED also determines when the quarterly reporting screens are generated for reporting supportive services accomplishments. Therefore, it is important that the WAED is correctly recorded in IDIS.

Step 2: Funding the Supportive Services Activity

Once the supportive services activity is set up, the PJ may fund the activity. Activity funding for HOME-ARP supportive services activities is dependent upon whether the supportive services will be administered by a subrecipient or contractor, or by the PJ itself.

For a supportive services activity that will be administered by a subrecipient or contractor, the PJ must fund the activity with an SU subgrant. To do this, the PJ must first create a SU subfund for its HOME-ARP grant and then create an SU subgrant for that organization.
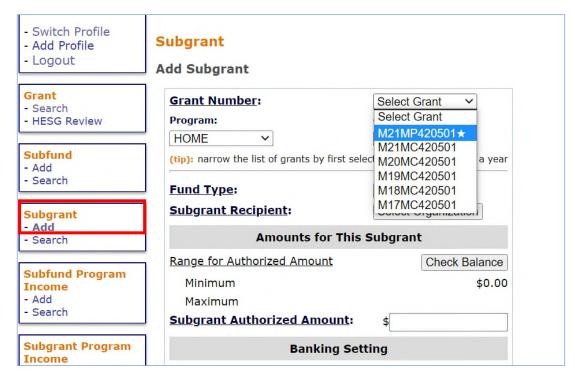
A. To add an SU subfund, the PJ should navigate to the "Grant" screen from the IDIS homepage and select "Add" under "Subfund" to the left of the Grant screen, search for the HOME Program, 2021 Grant Year, and SU Fund Type.

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.

C. Once the SU subfund has been created, the PJ must create a corresponding SU subgrant for the subrecipient or contractor that will be providing the supportive services. 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 Grant Number. The HOME-ARP grant is clearly identified in the dropdown menu with a star symbol.

The PJ should click the "Select Organization" button to search for the subrecipient (if it has previously been added to IDIS) or add the subrecipient to IDIS. The PJ should not add again any subrecipient that has already been added to IDIS. The PJ must also enter an Authorized Amount for this subgrant. This amount must match the amount specified in the executed written agreement with the subrecipient. For general information about adding and editing subgrants in IDIS, please refer to Chapter 17 of the HOME IDIS Training Manual for PJs.

D. Once the appropriate SU subfund and subgrant have been setup, the PJ can set up and fund the supportive services activity. When selecting a funding source to fund a HOME-ARP supportive services activity, the PJ should select the source where the subrecipient is clearly identified 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. Please Note: when entering the "Funded Amount" for a HOME-ARP supportive services activity, the amount of HOME-ARP funds entered must match the amount specified in the executed written agreement with the subrecipient or contractor. For general information about funding activities, please refer to Chapter 18 of the HOME IDIS Training Manual for PJs.

For a supportive services activity that is administered by the PJ, the PJ may not set up an SU subfund or subgrant. The supportive services activity must be funded with the "EN" fund type (see example below). When entering the "Funded Amount" for a PJ administered supportive services activity, the PJ should enter the amount of HOME-ARP funds the PJ will expend for this supportive services activity.

Step 3: Drawing Down Funds for the Supportive Services Activity

The PJ may draw down funds for a HOME-ARP supportive services 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 supportive services activity that was funded with an SU subgrant, the PJ must select the name of the subrecipient or contractor from the "Voucher Created For" dropdown menu on the "Create Voucher" screen (see example below). Failure to select the correct subrecipient/contractor 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   ⌄]

Activity Owner: (tip)
GRAND RAPIDS, MI

Requested LOCCS Submission Date: (tip)

[   ] 📅
(mm/dd/yyyy)

*IDIS Activity ID

3217									

[Search for Activities] | [Reset]

[Continue]

When drawing down funds for a supportive services 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   ⌄]

Activity Owner: (tip)
GRAND RAPIDS, MI

Requested LOCCS Submission Date: (tip)

[   ] 📅
(mm/dd/yyyy)

*IDIS Activity ID

3217									

[Search for Activities] | [Reset]

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

Step 4: Submitting Quarterly Data for the Supportive Services Activity

The PJ is required to submit accomplishment data for its supportive services activity on a quarterly basis, beginning with the quarter in which the written agreement was executed if the PJ is using a subrecipient or contractor or the quarter in which the PJ set up the activity if it is administering the activity itself.

The first quarter the PJ is required to report in IDIS is determined by the quarter in which the written agreement was executed, based on the WAED entered on the activity setup screen. The quarters are standardized and align with the Federal fiscal year (i.e., October 1 – September 30). For example, if the activity has a WAED of February 15, 2022, the first quarter for which the PJ is required to enter data in IDIS is the second quarter of Federal fiscal year (FY) 2022 (i.e., 01/01/2022 to 03/31/2022 in IDIS). The PJ is required to submit data for all quarters that the activity is in "Open" status in IDIS.

Once a supportive services activity meets the following three conditions: 1) the activity is funded; 2) the activity has at least some funds drawn; and 3) the quarter in which the written agreement was executed in has passed based on the WAED entered on the activity setup screen, the PJ will be able to submit quarterly data by clicking on the "Submit/Review Quarterly Data" button (see example below). Until all three conditions outlined above are met, this button will not be enabled.
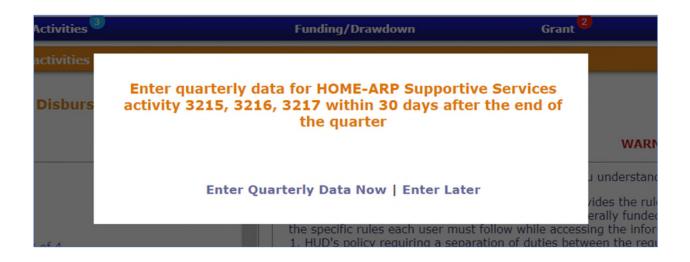
While the WAED determines the quarter for which the PJ must begin entering data in IDIS, until a drawdown is made for the supportive services activity, the quarterly reporting screens will not be accessible to the PJ. This does not relieve the PJ of the requirement to provide data for any quarters between the date that the written agreement was executed and the date the first drawdown was made. It is the PJ's responsibility to submit data for every quarter that appears on the "Supportive Services – Page 2: Submit/Review Quarterly Data" screen. If no beneficiaries were served during a particular quarter, the PJ should enter "0" for Total Households served that quarter.

The next screen will display all quarters that have passed since the activity's WAED and will show whether data has been submitted. The reporting tab for each quarter will be added to the activity only after the quarter ends. In our example activity (shown above and below), if today is July 13, 2022, the PJ will see two quarters for which it must enter data: 01/01/2022 to 03/31/2022 and 04/01/2022 to 06/30/2022, but it will not see the next quarter, 07/01/2022 to 09/30/2022 until October 1, 2022. The PJ must enter all data within 30 days of the end of a quarter, as specified in CPD Notice 21-10 Section XIII.G.4.

In the example above, the PJ is past due on submitting its quarterly data. A PJ with outstanding quarters of data that need to be submitted will be alerted with a pop-up message at login (see example below). This message will continue to appear at login until all required data is submitted.

By selecting "Enter Quarterly Data Now," the PJ will be directed to the "Review Activities" screen to view details on outstanding data (see example below).

The "Review Activities" screen above lists all activities and quarters that either have past due data (these are indicated in red with a clock icon) or that are available for data entry but have not yet passed the 30-day deadline (these are indicated in black). The number of supportive services activities that require data to be submitted is also indicated in a blue bubble icon on the "Plans/Projects/Activities" tab at the top of the screen (see example above).

The PJ may select "Edit" under the "Action" column to go to the "Edit Activity" screen of a particular supportive services activity. The PJ can then select "Edit HOME" and "Submit/Review Quarterly Data" to enter accomplishment data. To add data, the PJ can click on a specific quarter and the tab will expand to display the fields that need to be completed. Click on the "Add" or "Edit" link on the top right corner of the table to enable editing of the fields and proceed with entering quarterly data.

▽ ADD

> Supportive Services → Homeless Households

Total	New Household	Veteran	Hispanic	White	Black	Asian	Race American Indian/Alaskan Native	Native Hawaiian/Pacific Islander	Other/Multi-Racial

Household Size								Household Type				
1	2	3	4	5	6	7	8+	Single, non-elderly	Elderly	Single Parent	Two Parents	Other

> Supportive Services → Non-Homeless Households

Total	New Household	Veteran	Hispanic	White	Black	Asian	Race American Indian/Alaskan Native	Native Hawaiian/Pacific Islander	Other/Multi-Racial

Household Size								Household Type				
1	2	3	4	5	6	7	8+	Single, non-elderly	Elderly	Single Parent	Two Parents	Other

> Housing Counseling → Homeless Households

Total	New Household	Veteran	Hispanic	White	Black	Asian	Race American Indian/Alaskan Native	Native Hawaiian/Pacific Islander	Other/Multi-Racial

Household Size								Household Type				
1	2	3	4	5	6	7	8+	Single, non-elderly	Elderly	Single Parent	Two Parents	Other

> Housing Counseling → Non-Homeless Households

Total	New Household	Veteran	Hispanic	White	Black	Asian	Race American Indian/Alaskan Native	Native Hawaiian/Pacific Islander	Other/Multi-Racial

Household Size								Household Type				
1	2	3	4	5	6	7	8+	Single, non-elderly	Elderly	Single Parent	Two Parents	Other

The PJ is required to enter its reporting data by Service Type (i.e., Supportive Services and/or Housing Counseling). The PJ must collect data separately for each service type. If a single household receives both Supportive Services and Housing Counseling in a single quarter, the household should be counted in both sections of the report.

Within each Service Type, data is also broken out by housing status (i.e., Homeless Households and Non-Homeless Households). If, for example, a household was experiencing homelessness in one quarter but then became housed and continued receiving Supportive Services in the next quarter, the household should be counted under "Supportive Services→Homeless Households" in the first quarter and under "Supportive Services→Non-Homeless Households" in the next quarter.

The PJ is required to collect data on the following elements:

- **Total**: This is the total number of households served in this quarter.
- **New Households**: This is the number of households who were served in this quarter but who were not served in the previous quarter. For the first quarter in which the PJ is reporting, the number of "New Households" will be automatically populated to match the "Total." This is because all households are being served for the first time in the first quarter.
- **Veteran**: A household with any Veteran member.
- **Hispanic**: The number of Hispanic households served.
- **Race**: *(The sum of the sub-categories below must be equal to or less than the "Total")*
  - White
  - Black
  - Asian
  - American Indian/Alaskan Native
  - Native Hawaiian/Pacific Islander

- o   Other/Multi-Racial
- **Household Size**: *(The sum of the sub-categories below must be equal to or less than the "Total")*
    - o   1
    - o   2
    - o   3
    - o   4
    - o   5
    - o   6
    - o   7
    - o   8+
- **Household Type:** *(The sum of the sub-categories below must be equal to or less than the "Total")*
    - o   Single, non-elderly
    - o   Elderly
    - o   Single Parent
    - o   Two Parents
    - o   Other

Step 5: Completing the Supportive Services Activity

The PJ should change the status of a Supportive Services activity to "Completed" once all funds have been disbursed or there are no more eligible costs to pay, and all required quarterly data has been submitted. Significant delays in completing a Supportive Services activity will cause unnecessary quarterly data tables to populate. It is the PJ's responsibility to submit data for every quarter that appears on the "Supportive Services – Page 2: Submit/Review Quarterly Data" screen. If no beneficiaries were served for a particular quarter, the PJ should enter "0" for Total Households served that quarter.

Questions:

If you have questions about HOME-ARP supportive services 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.