

Sharon: Welcome, and thank you for joining today's conference, IDIS for HOME-ARP Non-Congregate Shelter Activities. Before we begin, please ensure you have opened the chat panel by using the associated icon located at the bottom of your screen. If you require technical assistance, please send a chat to the event producer. You can submit questions throughout the presentation to everyone from the dropdown menu in the chat panel. Enter your question in the message box provided, and send. With that, I'll turn the call over to Danielle Frazier. Please go ahead.

Danielle Frazier: Thank you and good afternoon everyone. Welcome to another webinar in the series that we are doing in the Office of Affordable Housing Programs for using HUDs Integrated Disbursement and Information Systems known as IDIS for the Home American Rescue Plan Program or also known as HOME-ARP. My name is Danielle Frazier, and I am the director of the Financial and Information Services Division within the Office of Affordable Housing Programs. Our office administers the HOME program, the Housing Trust Fund, and the HOME-ARP program. Thank you for joining us today for this webinar about using IDIS for HOME-ARP Non-Congregate Shelter or also known as NCS activities.

I'm joined today by a few of my staff, Jessica Suimanjaya, Teresa Palacio, and Courtney Christenson. During today's webinar, we will be showing you how to use IDIS for the HOME-ARP NCS activity type. During this presentation, if you have any questions, please feel free to enter them into the chat. Please note we will not be taking any questions orally nor answering questions directly in the chat. However, we will be monitoring the chat throughout this webinar, and if there is time at the end of this presentation, we will go ahead and answer some of those questions.

We'll do our best to get to as many of the questions as we can, but because this webinar covers the IDIS functionality for HOME-ARP NCS activities, and not the policy side, if you have specific policy questions related to your NCS activities, or if you have IDIS questions about topics other than NCS activities, please contact our team via email at homearp@hud.gov. Again, that's homearp@hud.gov, or you could also submit a question through the IDIS ask a question portal on the HUD Exchange. Thanks again for attending today's webinar, and now, I'll turn things over to Jessica to get this started.

Jessica Suimanjaya: Thanks, Danielle. Hello, everyone. Thank you again to everyone for attending our webinar today. We appreciate your interest in Non-Congregate Shelters and IDIS. We thank you in advance for your attention. We're going to start things off today with the plan for this afternoon's webinar. First, we'll do a quick introduction to Non-Congregate shelters or NCS. Then we'll go over when and how NCS activities should be set up and funded. We'll also cover drawing funds and activity completion, and then we'll spend some time talking about what happens in IDIS and what you as PJs will be responsible for after you've completed your NCS activities in the system.

For those of you who are already familiar with using IDIS for HOME, this new functionality is really what sets NCS apart from the other activity types in IDIS, these post-completion activity requirements. Because of that, we wanted to make sure we took the time to review those for you during today's session. Then as with the other webinars in our HOME-ARP webinar series, we'll go into a detailed IDIS demonstration of the NCS screens, and then we'll wrap things up with some Q&A. Now, let's get started. Next slide, please. Thank you, Teresa. This slide provides a basic definition of NCS. That's in orange.

We won't be going into any details on what an NCS project is, or isn't, this afternoon, because today's webinar is, again, a systems webinar. For policy or programmatic information on NCS projects, you should refer to the section of the HOME-ARP notice that covers NCS in detail, and that's linked on this slide as well as the HOME-ARP 101 NCS basics webinar from October 26th, which is also linked on this slide. Both of these resources are highly recommended for anyone even thinking about undertaking a HOME-ARP NCS activity. We also recommend that you review our newest fact sheet called IDIS for Non-Congregate Shelter Activities, which we published just this week on the hud.gov website. That's also linked on this slide.

Can we go to the next slide? Thank you. Now, we've introduced the topic of NCS. Let's get into some of the IDIS specifics for NCS activities. First, when should you set up and fund your NCS activity in IDIS? The answer is you should set up and fund the activity once you have a valid commitment. For NCS, you have a valid commitment once you've executed a written agreement for the NCS project that meets all the requirements in the HOME-ARP notice. So, you don't set up and fund an activity when you first get the idea to do an NCS project or even once your ARP allocation plan is accepted by HUD.

You need to wait until you've also met this definition of commitment for NCS, so once you have the executed written agreement. This is not a new IDIS concept, so hopefully that was clear to everyone. Next slide. Next, let's go over when you should be drawing funds for your NCS activity. You only draw funds when you have the need to pay an eligible cost, because once the funds are drawn from IDIS, they must be expended on an eligible HOME-ARP cost within 15 days. That means the funds actually leave your account, and go to pay an eligible cost within 15 days. So, you don't execute a written agreement, and then fund your NCS activity, and then immediately draw down all the funds right away.

Then you just sit on this pile of cash for months or years until you actually need it. You only draw the amount that you need from IDIS, and only when you need it. Next slide, please. Thank you. Now, what about when you should complete your NCS activity in IDIS? Well, you should only complete your NCS activity once it has met the definition of NCS project completion in the HOME-ARP notice. Now, this definition of NCS project completion is shown on the slide, but if for whatever reason you're not sure your project meets this definition, then you should discuss with your CPD rep at the field office before completing the activity in the system.

Only complete the NCS activity in IDIS once you're sure the project completion definition has been met. This is important because one of the things we're going to talk about today is how to provide annual status updates on your completed NCS activities. Now, when you will be asked to provide these annual status updates is going to be based on the date you complete your NCS activity in IDIS. So, you're going to want to make sure that your NCS project is really done before you mark the activity as completed in the system. Otherwise, you may be asked to provide an update on an NCS activity that isn't really finished yet.

Next slide, please. We just talked about when to complete your NCS activity. Now, let's take a few minutes to talk about what the completion requirements are for NCS activities in IDIS. When you go to complete your NCS activity in the system, I think the first thing you'll notice is that we ask for a lot less information than you're probably used to. The NCS activity completion screens will ask you for the total number of completed NCS units and for the total cost information for the activity, but you will not be asked to input any demographic information about any beneficiaries.

The only exception to this is if you convert the NCS project to permanent affordable housing later on, then and only then, will you be asked to input any data about the activity's beneficiaries. Next slide. Now that we've brought up the topic of conversion, let's talk for a little bit about how we expect you to report on the conversion status of your NCS activities in IDIS. The HOME-ARP notice requires PJs to report on whether any of its NCS activities are converted to another eligible use. IDIS is going to enforce this by asking you to enter into the system the status of every completed NCS activity each year until the end of the activity's minimum restricted use period.

Once you've completed an NCS activity, on the one-year anniversary of the activity's completion date, you're going to get a prompt in IDIS that asks you for the current status of your completed NCS activity. Once you enter the status, the prompt will go away, but then a year later, the prompt will appear again, and you'll be asked to provide an updated status for the activity. This will continue to happen every year until the minimum restricted use period for the NCS activity is up. You're going to have to report the status separately for each completed NCS activity, so each completed NCS activity will have its own annual status update screen.

Teresa will go into the specifics of what these screens look like in IDIS during the demo portion of this webinar. But in the meantime, can we go to the next slide, Teresa? We put together a little cheat sheet here that we hope will help you when you go to provide the annual status updates for your completed NCS activities. Now, this graphic shows you the different status options you have to choose from for your completed activities, your completed NCS activities. You'll recognize the four different statuses from the HOME-ARP notice and the HOME-ARP NCS Basics webinar.

There are four possible status options for a completed NCS activity: remain as NCS, used as NCS under ESG, conversion to permanent affordable housing, and conversion to CoC permanent housing. These four options are what is listed on the top row of this graphic in the dark blue boxes. These are straight from the NCS basics webinar. The second row of this graphic, sorry, so the gray boxes with the dark blue border, shows you what these status options are called in IDIS. This is what the four status options are labeled in IDIS. So, you're going to want to make sure you select the correct one when providing the status of your completed NCS activity.

Lastly, the gray squares underneath that with no border, so the third and fourth rows, list any additional information you'll need to provide when you select that status option in IDIS. So for example, if your NCS activity has converted to CoC permanent housing. That's the example on the far right of this graphic. In IDIS, you will select the option: converted to permanent housing under McKinney-Vento. Once you've selected this option, IDIS will ask you to enter the execution date of the written agreement that converted the NCS units to CoC, so hopefully you were able to follow along with that.

Now, as I mentioned earlier, Teresa will be demonstrating how to complete the NCS annual status update screens in the second half of today's webinar. She'll be using this chart as she goes over those screens, so there will be more opportunities for you to practice using, and reading this chart later on. Next slide. And with that, I'm going to turn things over to Teresa to begin the demonstration portion of today's webinar.

Teresa Palacio: Thank you, Jessica. Hello, everyone. Can everyone hear me? Yes. I'm going to take your silence as a yes. Before we move into our demo on how to set up our NCS activity, we're going to start with knowledge check number one. We want to see what you remember from Jessica's overview that she just did. For this scenario, a PJ has submitted its Home-ARP allocation plan, in which it plans to use \$1 million for NCS projects. HUD has notified the PJ that its allocation plan is accepted. Based on this information, do you think that the PJ can set up this NCS activity in IDIS?

We're going to have a poll come up in just a moment. Do I just not see it? Is there a poll, everyone?

Jessica Suimanjaya: Sharon, sorry. Can you launch that first poll question? You know what, Teresa, I don't see it either. Maybe you can just go over the answer.

Teresa Palacio: The answer is... Excuse me. Just one moment. Oh, there it is. There's our poll. Good thing I didn't show you the answer. Based on this information here, do you think that the PJ can set up the NCS activity in IDIS? We'll probably give you about one minute. I'll stop you at one minute.

Can we see the answers? Wonderful. So, most people were correct. The answer is no. The PJ cannot set up its NCS activity yet, because it does not have a commitment. So, as Jessica mentioned, for NCS, that means the PJ has executed a legally binding written agreement. At this point in our scenario, the PJ has not done that.

So remember, there must be an executed written agreement before the PJ can set up its activity in IDIS. Great job, everyone. Thank you for participating. Now, we're going to go ahead and say that the PJ does have an executed written agreement, and we're going to set up the NCS activity. We've logged into IDIS, and this is the first screen that we see. To set up an activity, from here, we select plans, projects, and activities from the top blue ribbon, and then we select add under activity. That brings us to our add activity screen.

Our first step here is to select a project that we will use to set up our activity under. To do that, we'll need to search for a project. First, we need to select the program year. If you've attended a training with me before, you've probably heard me stop here at this point in our demonstration, because I really like to mention, I really like to emphasize the importance of the program year. So, all Home-ARP activities must be set up under program year 2021. That is specific only to Home-ARP.

If you set up a Home-ARP activity under any year other than 2021, there are a lot of different scenarios of what might happen in the system, what you might be required to do to fix it. To avoid any of that, please, please remember, all Home-ARP activities must be set up under program year 2021. The next thing we do is select the program we want to associate this activity with. For Home-ARP, that will always be the home program. So, we select home here, and then we select search. The search results will bring up all the 2021 home projects.

For our example, we're going to select this project here. After we select that project, we're taken back to the add activity screen. We know that it was successfully selected, because we can see that the project is listed here at the top of the screen. Next, we're going to name our activity. We've chosen NCS activity one as our activity name. We scroll down a little bit, and we make sure to select the Home-ARP checkbox. This is very important, because by selecting this box, you're telling IDIS that you want to see the Home-ARP specific activity categories appear.

So if you don't check this box, Home-ARP-specific activities like NCS or supportive services, for example, won't appear, and you'll probably be very confused and wondering why you can't set up your activity. Remember, when you're setting up a Home-ARP activity, always, always select this Home-ARP checkbox. We've selected the checkbox, and then we've selected NCS as our activity category. Then we scroll down. We complete the section three information. We complete the environmental review information, and then we select save.

When we select save, the page refreshes. Then the add home button appears here below the setup detail column, which we'll click to get to our next activity setup screen. That takes us to this add Home-ARP setup detail screen. This is where we're going to enter our written agreement execution date. So before we move on, we're going to start with knowledge check number two. So, the scenario we're looking at now says that our PJ has executed a written agreement with a developer, and the PJ is ready to set up the NCS activity in IDIS. Which of the following dates should be entered as the written agreement execution date in IDIS?

Again, just take a moment to respond to that poll. I will stop you around one minute, and then we'll go over the answer. Can we see the answers, our responses? For some reason... Oh, there we go. Great. Yes, most people are correct. The answer is D, so the written agreement execution date is always going to be the date that the written agreement was signed between the PJ and the party that's assisting the PJ in carrying out the activity. For this PJ, that other party is the developer. The other thing I want to mention here is that sometimes we get questions about which date on the written agreement should be used.

So, if there are multiple signatures, you should use the date of the most recent signature on the document. Great job, everyone. Now, we have gone back to our activity setup screen, and we've entered our written agreement execution date. Below that, we entered the setup activity type. This is where the PJ selects the eligible activity that it will carry out for the NCS project. For NCS, there are five eligible activity types, rehabilitation, new construction, acquisition, acquisition and rehabilitation, and acquisition and new construction. As a reminder, our PJ's written agreement is for the development of five NCS units, so we select new construction.

Next, we have the activity address. Before we enter that information in our demo, we are going to move on to knowledge check number three. Of these three options below, which do you think we should use to enter the activity address in IDIS? Just take a moment for that, and we'll stop you around one minute, and show the results.

We're going to go ahead and show the results now. Again, most people were correct. Thank you for participating. The correct answer is B, so the activity address will always be the address of the actual location of the NCS project. We go ahead, and we enter that information here. Lastly, on this screen, we enter the activity estimates. This is asking us how many Home-ARP units do we estimate will be completed in this activity, and then how much do we think that will cost? Our PJ's written agreement says that it's for the development of five NCS units, so we enter five here. We're estimating that the total cost of those five units will be \$500,000, so we enter that amount here.

Then we select save and continue. That will take us to the second activity setup screen. Here, we will add the property owner information. So, first, we select who the property is owned by, and then we'll enter the property owner's

address. For who owns the property, the PJ can select one of six different options, individual, partnership, corporation, not for profit, publicly-owned, or other. For our PJ, we're going to say that the property is owned by an individual. We've entered our property owner's address here.

Just a quick note, if you are at this point in the activity setup or even on the previous screen, and you're searching for the property owner's address or the activity address, and you're unsure, both of those addresses are almost always in the written agreement. So, always start with a review of your written agreement if you're not sure where to find the activity-specific information that you're required to enter into IDIS. Then we save. When we select save, the page refreshes, and it takes us back to the edit activity screen. We know that our activity has been successfully set up, because we receive this message at the top of the screen.

Another confirmation of successful activity setup is when this activity funding button at the bottom of the screen appears. This button will not appear unless all the required activity information has been entered. That also means that if you haven't entered enough information into IDIS to set up the activity, you cannot fund it. So, remember, if you don't see that activity funding button, you cannot fund it. But when it appears, that means you're headed in the right direction. All right, so now that our NCS activity has been set up, we can go ahead and fund it.

To fund the activity, we have to pull up our activity again. To do that, we'll go back to the plans, projects, and activities tab from this initial home screen. This time, instead of add, we'll select search under the activity box on the left-hand side of the screen. Then we will enter our activity ID, which we remember, because we just set it up, and we maybe made a note of it, and wrote it down, but it is 3960. We enter that here, and then we select search. Our activity then appears in our search results, so we go ahead and select edit on this part of the screen. That takes us back to the edit activity screen.

Here, we're going to scroll down and select that activity funding button that we just mentioned. That will take us to the edit activity funding screen here. What this screen does is it shows us all the funds that are available to fund this specific activity. We know that we can use these funds for a Home-ARP activity because of this little blue flag right here. This little blue flag will always be your indicator that these funds are for Home-ARP, not home or any other program. For an NCS activity, we're always going to need to use Home-ARP funds, and we will always use EN or entitlement funds.

To do that, we select add edit here. When we select that, we're taken to a screen where we're asked to read the Home-ARP activity funding certification. So, we read all of this. Make sure that we agree. We select I agree, and this is where we can enter the amount we'd like to fund the activity for. You can see that our PJ has over \$8 million that's available to fund this activity, and that the activity has not yet been funded. On our earlier slides, we entered \$500,000 as

our estimated cost, so we'll enter that number in the funded amount field here. Then we'll select save.

When we select save, the page refreshes. We know that we've successfully funded our activity, because we received this message at the top of the screen. We can also see here that IDIS is now showing us that our activity is funded for that \$500,000. Now, our activity has been funded. We can start thinking about drawing funds. We're going to test your memory, I apologize, with our fourth and final knowledge check. Let's see if you can remember what Jessica told us about when we can draw funds for our NCS activity. Construction of the NCS units has begun, and the developer tells our PJ it plans to submit the first invoice for \$10,000 in the next two months.

Based on that information, do you think that the PJ can draw funds now? We'll just take a moment to answer that question once the poll is up. Again, I'll give you about a minute to respond.

Almost everyone answered correctly. Thank you again for participating. The answer is the PJ should wait to receive the invoice. Remember, the Home-ARP notice states that the PJ may only draw funds when it has a need to pay an eligible cost. Right now, the PJ has not received the invoice. It's only been told that it should expect an invoice in the next two months. One quick note here, just to emphasize what Jessica mentioned to us earlier, it's important to remember that the notice states once a PJ draws funds in IDIS, those funds must be expended for an eligible Home-ARP cost within 15 days.

So, if you draw funds, and they are not expended for an eligible Home-ARP cost within 15 days, you will be required to return the funds to HUD. For several reasons, you don't want to have to do that, so make sure that you don't draw funds down from IDIS before you're ready to pay an eligible cost. Now that we've talked about that, let's go ahead and walk through how to draw down funds in IDIS. This time, we select funding draw down from the top blue ribbon. We select create voucher under draw down on the left-hand side of the screen, and that will take us to the first create voucher screen.

Here, we will enter our activity ID number of the activity that we want to draw funds for. We've been working with activity number 3960, so we enter that here, and then we select continue. On the second create voucher screen, we can see our, excuse me, our activity funding information. This confirms the amount that we funded the activity for, the amount that is available to draw and how much we've drawn. So at this point, we haven't drawn any funds. It shows zero, so that's good. We enter the amount we wish to draw here. For our sake, we're just going to say we're drawing the entire amount, and then we select confirm voucher.

We're taken to this page where we read the drawdown certification, and then we select I agree. Now, this screen here can be a little bit confusing. Sometimes people get to this screen, and they think the voucher creation process is

complete, but it's not. So, at the top here, we have a message reminding us that we must select generate voucher down at the bottom of the screen to complete the request. We go ahead and do that. We scroll down. We select generate voucher, and now we see that the voucher was successfully created.

Now that we've set up our activity, we've funded it, and we've drawn down funds. The next thing we're going to do is walk through the completion of our NCS activity. So, to complete an NCS activity in IDIS, like Jessica mentioned to us earlier, the PJ must enter the number of Home-ARP-assisted NCS units, all section three information, and complete the Home-ARP costs tab. IDIS doesn't require PJs to enter any demographic information on beneficiaries for NCS activities unless the activity is converted. We will get into that in just a moment.

To enter this accomplishment information, we go back to the edit activity screen for our specific activity, and then we select edit home accomplishments. At the bottom of the screen, we go ahead, and we confirm the number of completed Home-ARP units and the number of Home-ARP assisted units. For our PJ in this scenario, that number for both of those fields is five. We select save and continue, and then we're taken to the second edit accomplishment screen where we enter the Home-ARP costs. This is where the PJ will enter all forms of assistance that were used to carry out the NCS project.

For our PJ here today, we used \$500,000 of our Home-ARP grant. We enter that information here, and then we select save. We're taken back to the edit activity screen. We know for certain that our information has been successfully entered, because we receive this message at the top of the screen. Then to finish the completion of this activity in IDIS, we scroll down and we select check home. By selecting check home, you're telling IDIS, "Please do a systems check to confirm that I did enter all of the required information in IDIS for this activity."

If that's true, then after you select check home, and IDIS does the system check, you'll receive this message at the top of the screen, and it will tell you that the home activity pathway is complete, which means you are ready to change the status of your activity to completed. To do that, we enter the activity completion date here, and then we change the activity status from open to completed, and then we select save. Then the page will refresh and show that the activity is now in completed status. So, remember, a few minutes ago, I mentioned something about reporting on converted NCS units.

The Home-ARP notice allows PJs to convert an NCS unit to another eligible use. The notice also requires PJs to report on the status of any completed NCS activity that is converted. So, to make sure that PJs are reporting this information, IDIS will prompt the PJ to update the current status of the NCS activity each year until the end of the restricted use period. So once the PJ completes its NCS activity in IDIS, exactly one year after completion, when the PJ logs into IDIS, the first thing the PJ will see is this popup, reminding the PJ that it's time to report on the status of the completed NCS activity.

Here, the PJ can either select update statuses now or update later. Our PJ is going to go ahead and select update statuses now. That will take us to the review activity screen, where the PJ can either update or review the activity details here. To report the current status of the completed activity, the PJ will select update. That will take us to the annual status update screen here, we're going to report the current status of the completed NCS activity. Here, there are five different options. There's converted to permanent affordable housing, converted to permanent housing under McKinney-Vento, used as non-congregate emergency shelter under ESG, remain as Home-ARP Non-Congregate Shelter, and answer later.

If the PJ has converted its NCS unit or units into permanent affordable housing, and it selects this option, the PJ's going to be required to enter the date of the rental written agreement. That date cannot be on or before the initial written agreement date that was entered on the setup detail screen. This can be a little confusing, so I'm going to try to really emphasize this. The rental written agreement is not the same as the original written agreement. This written agreement that you enter the date of on this screen would be the written agreement that established the conversion of this property to a new project.

For this activity, I'm just switching back here to remind you the date that we entered here was April 25th, 2022. So, this is the original add Home-ARP setup detail screen. That's the original date of our first written agreement. I apologize. The date that the PJ has to enter here cannot be on or before April 25th, 2022. You can see that date right down here. The screen I just showed you, that is where this is pulling that information from. So, after the PJ enters this new written agreement date in this field here, the PJ will be asked to enter beneficiary data for the converted NCS units.

This is the only time a PJ is required to enter any demographic information for beneficiaries for an NCS activity in IDIS. Another reminder here, if the completed activity has been converted to permanent affordable housing, the PJ will select that status option, enter the rental written agreement date that established the conversion, and then we'll be required to enter demographic data for each qualifying household. This is a very helpful cheat sheet that Jessica made for you guys, so please use this. Then also for this option, for converted to permanent affordable housing, once the PJ enters that rental written agreement date, and then enters the beneficiary data, IDIS won't prompt the PJ to provide an annual status update again.

For option one, you enter all of the information. You save and you won't get that popup again. That's status option one. The second option the PJ has is to select converted to permanent housing under McKinney-Vento, which would mean very generally that the PJ has converted the NCS unit or units to house and serve homeless and chronically homeless individuals and families. If the PJ selects this option, it will be required to enter the date of the executed written agreement that established the conversion to the new project.

This is very similar to option one. That date cannot be on or before the initial Home-ARP written agreement execution date, which we reminded you a few minutes ago for this activity was April 25th, 2022. So once the PJ enters that written agreement execution date, and saves the status, it won't be asked to provide any further annual status updates. Again, here's the little cheat sheet you can reference to remind you of what IDIS requires the PJ to enter when selecting this option. That's status option number two. The third option the PJ has is to select used as non-congregate emergency shelter under the ESG program.

What that very generally means is that the PJ is using the NCS unit or units as a facility to provide temporary shelter for homeless individuals or families. If the PJ has converted the NCS unit or units to emergency shelter, under ESG, it will be required to enter the associated HESG shelter IDIS activity ID. That's a mouthful. The HESG Shelter IDIS activity ID that the PJ enters must be an existing HESG activity, and it must be in open status. For this option, after the PJ has entered the associated HESG Shelter ID, it will continue to be prompted by IDIS to provide a status update with an updated HESG shelter ID annually until the end of the restricted use period.

If the PJ has not converted the NCS unit or units, the PJ will select remain as NCS here. So again, as Jessica told us, if the PJ selects this option, there is no additional information it will be asked to enter into IDIS. This option will also require the PJ to provide an update on the conversion status annually until the end of the restricted use period. I just said a lot of stuff, and I even confused myself, so I want to give a couple examples of this. Hopefully that helps with understanding. Let's say one year after the completion of an NCS activity, your PJ hasn't converted the NCS unit.

So, PJ will go in and would select remain as NCS. The next year, the PJ will receive the popup again. So one year after you get the popup, one year after completion date, and then once you provide your response, you will continue to get this popup annually on that same date going forward. If at year two, the PJ converted the NCS unit or units, the PJ would then select the appropriate conversion option. So, you don't have to convert your NCS project, but if you do at any point during the restricted use period, you will be able, and you will be asked to update that information by IDIS.

So, if your restricted use period, for example, is 10 years, and you don't convert that unit until year seven, then the first six years, you will select remain as NCS as your status update. It would be at year seven that you would then select the eligible conversion status. I know that can be a little bit tricky, but I hope that that was a little bit of an understandable explanation and example for you all. This is your cheat sheet for that. Then lastly, the PJ can select answer later. Selecting answer later will remove the annual status update screen temporarily. But at every login, the PJ will continue to receive this popup until it provides the current status of the completed NCS activity.

You probably don't want to have to see this popup every time you log into IDIS, so it's best to just go ahead and provide that update as soon as you can. Now, let's say that you select update later by accident, or you want to find the completed NCS activity to review the information, or report the status. You simply go to plans, projects, and activities at the top of this blue ribbon here. Then you select review under activity on the left side of the screen. Then you'll select the Home-ARP Non-Congregate shelter tab, where the PJ can then enter the status update, or review the completed activity.

Please remember that this is a systems webinar, so those brief explanations I gave you of the NCS conversion types are just that, they're very brief, and they're very general explanations. If you need more information, if you're seeking exact definitions, if you have questions regarding NCS conversions, excuse me, please go back and look at the notice. If you're looking for information that goes beyond the notice, it's always a really good idea to reach out to your CPD rep. We all want to make sure that you're receiving the most accurate information, and your CPD rep will be the expert for that.

That concludes our demonstration of using IDIS for Home-ARP NCS activities. For additional information about Home-ARP NCS activities, please see the Home-ARP notice. There is also a new IDIS for NCS activities fact sheet that is available on the hud.gov site. Our policy division also just hosted a Home-ARP 101 NCS basics webinar. Jessica mentioned this earlier, and that can be found on hud.gov as well as HUD Exchange. If you missed it, don't worry, you can watch it and review all of the webinar materials on those websites.

I would definitely recommend watching that webinar, especially after participating in this one, because when you put them together, it'll give you a really well-rounded understanding of NCS from both the IDIS and policy perspectives. Lastly, if you have any other IDIS or Home-ARP-related questions, you can visit Ask an IDIS question on the HUD Exchange, or you could always send us an email at homearp@hud.gov. Lastly, these slides will be made available on hud.gov and HUD Exchange, so you will have access to this full presentation. I believe we have a little bit of time for Q&A, so I will hand it back to Jessica, or off to Courtney to go ahead and start that.

Courtney Christenson: Thank you, Teresa. This is Courtney. Hello, everyone. I am going to read out the questions that we have received. If you have any other questions, please go ahead and enter them in the chat at this time. All right, so our first question is what if there's more than one project being supported? Can we add more than one address?

Teresa Palacio: I believe the answer is yes. There's a-

Jessica Suimanjaya: Courtney, can you hear me?

Teresa Palacio: Yes, we can hear you Jessica.

Jessica Suimanjaya: I think this is asking if it's an NCS project with one written agreement, but maybe multiple addresses, so like separate buildings. If that's the case, and I'm understanding your question correctly, then on the activity setup screen that Teresa went over, there is an option for you to select multi address. If you select that, then you can add the additional addresses on the accomplishment screens. Courtney, are there additional questions?

Courtney Christenson: We have one more question that is actually a little bit more in the policy direction than it is IDIS, but I'm going to read it out, and David Jones can provide an answer. Can we draw down HOME-ARP funds to fund an Escrow account for acquisition and or rehab, or do we need to wait until funds are actually paid out from Escrow?

David Jones: Yes, escrow can be set up for the acquisition of a property if the funds are disbursed at closing within 15 days of drawing the funds from IDIS. I don't know why an escrow account would be needed for rehab, so I think that I would say no to that unless you've got a specific situation that you want to reach out to your reps in the field office about, and run it up the flag pole once you're actually looking to do it. But, I can't really see why that would be needed for rehab, but it's certainly doable to make sure that you can meet closing dates for acquisition.

Courtney Christenson: Thank you, David. We have one more. Will we have to include expenditures on the WMBE report?

Teresa Palacio: Jessica?

Jessica Suimanjaya: This seems more like a policy question to me. The MBE-WBE report, is that part of the CAPER? David, do you know if these expenditures count towards that?

David Jones: I really don't. I'm assuming that it's federal funds, and that they are going to need to record that, but I don't think that that report is necessarily a part of the CAPER. I think it could be separate reporting requirement. I just don't have the background on that.

Jessica Suimanjaya: We'll have to look more into that, and then we'll provide an answer as a separate FAQ or a Q&A document after this webinar.

Courtney Christenson: Thank you. That is all the questions that we have received.

Teresa Palacio: Great. Well, thank you everyone for attending. I think that's all we have. Again, we'll go ahead and post all of these materials. You can expect them on hud.gov and HUD Exchange in the coming weeks. Thank you all so much.

Jessica Suimanjaya: Sharon, I don't know if you have a wrap-up too, or if we're concluded.

Sharon: That concludes our conference. You may now disconnect.