HOME FACTS Vol. 8, No. 1: Processing HOME Multi-Address Activities in IDIS

Background

This issue of HOME *FACTS* explains when a HOME participating jurisdiction (PJ) should set up a project as a multi-address HOME activity in the Integrated Disbursement and Information System (IDIS). The multi-address activity functionality in IDIS provides an efficient and accurate method for a PJ to report information about multi-address HOME projects.

For purposes of IDIS, a HOME project is an activity (24 CFR 92.502(a). A HOME "project," defined at 24 CFR §92.2, means a site, or sites together with any building (including a manufactured housing unit) or buildings located on the site(s) that are under common ownership, management, and financing and are to be assisted with HOME funds as a single undertaking…." If the sites and buildings for HOME-assisted rental, homebuyer, or homeowner rehabilitation units do not share common ownership, management and financing, each property constitutes a separate project. If a participating jurisdiction, state recipient or subrecipient enter into a single written agreement to rehabilitate or construct multiple units on a site or sites, that project must be set up in IDIS as a multi-address activity in IDIS.

Examples of multi-address projects include:

- New construction of multiple single family homeownership units on single site that is being subdivided by a developer under a single HOME written agreement;
- Rehabilitation of scattered-site single family rental units by a developer under a single HOME written agreement.

Applicability

The multi-address activity functionality in IDIS may be used only when the PJ, subrecipient, or state recipient executes a written agreement with a developer to undertake a single project that consists of multiple addresses on a single site or multiple sites.

The multi-address activity functionality is not to be used to set up a HOME-funded program administered directly by a PJ, subrecipient, or state recipient. For example, if the PJ administers a downpayment assistance program or homeowner rehabilitation program, it must not set up a multi-address activity that encompasses assistance to multiple homebuyers or homeowners at different addresses because each homebuyer and each unit assisted is a separate project/activity. When a PJ directly administers such program, it must set up separate, single-address activities in IDIS for each unit or homeowner assisted.

Similarly, the PJ must not use the multi-address functionality in IDIS when it has executed a written agreement with a subrecipient or state recipient that will administer a downpayment assistance program or homeowner rehabilitation program on behalf of the PJ. In this case, the PJ must create an SU subgrant in IDIS for the specific amount of HOME funds committed in the written agreement between the

PJ and subrecipient or state recipient. As the subrecipient or state recipient enters into individual HOME written agreements with each homebuyer or homeowner assisted, those individual addresses would set up a separate activity in IDIS using the SU subgrant as its funding source.

IDIS Processing

The PJ must determine whether a project is required to be set up as a single-address or multi-address HOME activity in IDIS. A HOME activity must be entered in IDIS in a manner that is consistent with the HOME project reflected in the executed written agreement committing the funds.

Multi-address HOME projects can be entered in IDIS for rental, homebuyer, and homeowner rehab activities. To create a multi-address activity in IDIS, the user simply must change the default response to the "Multi-Address" field on the Add/Edit HOME Setup Detail screen from No to Yes. The PJ must enter all required beneficiary and cost information for each address before the system will permit it to change the Activity Status from "open" to "completed" for homebuyer and homeowner rehab activities. Similarly, IDIS requires the PJ to enter all cost information attributed to each address in a multi-address rental activity prior to completion. However, for a rental activity, the system will allow the PJ to change the Activity Status to "completed" after the PJ (1) enters beneficiary information for all occupied rental units and (2) marks any unoccupied rental units as "vacant" until lease-up has occurred.

IDIS allows the PJ to enter up to 998 addresses for each HOME-assisted project. While the system allows the PJ to enter this many addresses, the activity must meet the definition of a HOME project to be set up as a multi-address activity in IDIS. Further, projects must be completed within four years of commitment. Consequently, large scale undertakings that will take many years to complete should be broken into phases and set up as multiple projects. Based on historical data, the average HOME multi-address activity has 9 addresses. A PJ that has a multi-address HOME project that contains a significant number of addresses should discuss the project with its Field Office CPD Representative to make sure it is setting up the project correctly in IDIS.

The HOME IDIS Training Manual for PJs provides step-by-step instructions on how to set up and complete multi-address HOME activities in IDIS: https://www.hudexchange.info/resource/2465/home-idis-training-manual-for-pjs.

Questions or Assistance

For HOME PJs, questions regarding multi-address HOME projects and multi-address IDIS activities should be directed to your local HUD Field Office or submitted to the "Ask A Question" portal located on the HUD Exchange at: https://www.hudexchange.info/program-support/my-question/.