

HOME-ARP Program Fact Sheet:

IDIS for Rental Activities

Overview

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

Step 1: Setting up the Rental Activity

When setting up a HOME-ARP Rental 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 “Rental” option is selected under the “Activity Category” dropdown menu.

*Activity Owner: HAWAII ▾	Grantee/PJ Activity ID: <input type="text"/>
*IDIS Project ID/Project Title (Program Year): 13/HOME-ARP (2021) <input type="button" value="Change Project"/>	
*Activity Name: Rental Activity 1	

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 <input type="button" value="Change answer"/> None ▾	No	<input type="button" value="Add CDBG"/>
ESG	None ▾	No	<input type="button" value="Add ESG"/>
HOME	<input checked="" type="checkbox"/> HOME-ARP Rental ▾	No	<input type="button" value="Add HOME"/>

The PJ must complete the rest of the required information on the screen and can then save the activity by clicking on the “Save” button at the bottom of the screen.

To complete activity set up, the PJ must navigate to the "HOME-ARP Setup Detail (Page 1)" screen by selecting the “Add HOME” button. On the activity Setup Detail screen, the PJ must enter a Written Agreement Execution Date (WAED). The PJ must enter the WAED accurately because it will not be able to edit the WAED once the activity has been funded.

Activity

Add HOME-ARP Setup Detail (Page 1)

Rental

Save | Save and Continue | Cancel

* Indicates Required Field

Grantee/PJ Activity ID:

N/A

Activity Name:

Rental Activity 1

Program Year/Project ID:

2021/13

IDIS Activity ID:

703

Activity Owner:

HAWAII

Project Title:

HOME-ARP

Written Agreement Execution Date: (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:**

Acquisition and Rehabilitation

Multi-Address:

Yes No

Loan Guarantee:

Yes No

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

Step 2: Funding the Rental Activity

Once set up of the Rental activity is complete, 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 Rental activity was set up as a HOME-ARP activity.

Activity Funding

Edit Activity Funding

[Return to Activity Edit](#)

*Indicates Required Field

Activity Owner:
HAWAII

Program Year/Project:
2021/13 HOME-ARP

IDIS Activity ID:
703

Total Funded:
\$0.00

Activity Name:
Rental Activity 1

Total Drawn:
\$0.00

Funding Sources

Recipient Name:

Program:

Fund Type:

Available Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
HAWAII	HOME	AD	HUD	SP	\$831,715.00	\$0.00	\$0.00	Add-Edit View
HAWAII	HOME	EN	HUD	SP	\$5,582,018.00	\$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 Rental Activity

The PJ may draw down funds for a HOME-ARP Rental 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 Rental Activity

The PJ should change the activity status of a HOME-ARP Rental activity to “Completed” once the project has met the definition of project completion for a HOME-ARP Rental project found in the [HOME-ARP Implementing Notice VI.B.21](#). All HOME-ARP rental activities must be marked as “Completed” within four years of the activity’s Written Agreement Execution Date (WAED). For more information, see [HUD Notice CPD-20-01](#) on “Four-Year Completion Requirement for HOME-Assisted Projects.”

To complete the Rental activity, IDIS requires the PJ to enter accomplishment data by selecting the “Add HOME Accomp.” button on the “Edit Activity” screen and entering the Property Type, total number of HOME-ARP QP Units, whether operating costs will be needed, and whether the property will be mixed use or mixed income. It is important to answer the operating costs question carefully and accurately, as any future rental operating activity cannot be set up in IDIS unless it is linked to a completed IDIS rental activity that has answered “Yes” to the rental operating question. For additional information about

Rental Operating activities, please refer to “IDIS for Rental Operating Activities” on the [HOME-ARP Fact Sheets page](#). The PJ may complete the remaining questions on the screen and then select “Save and Continue.”

*Completion Activity Type: *Property Type:

Will operating costs be needed for this activity?
 Yes No

Mixed Use:
 Yes No

Mixed Income:
 Yes No

Units

*Total Completed Units: *Total HOME-ARP-Assisted Units:

Total HOME-ARP QP Units:

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"/>
Units Designated for Persons with HIV/AIDS	<input type="text"/>	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number of Units for the Chronically Homeless	<input type="text"/>	<input type="text"/>
Units Designated for Homeless Persons and Families	<input type="text"/>	<input type="text"/>
Of Units Designated for Homeless Persons and Families, Number of Units for the Chronically Homeless	<input type="text"/>	<input type="text"/>

Period of Affordability

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

Total Years of Affordability:

The PJ must then complete the required questions on the “Location,” “Costs,” and “Beneficiaries” tabs. On the “Beneficiaries” tab, the following household information is required for each HOME-ARP-assisted unit: Unit Number, Number of Bedrooms, Occupant (Type), Total Monthly Rent, Qualifying Population (Category), % Median Income (only required for Low Income Households), Hispanic/Latino, Race, (Household) Size, (Household) Type, Veteran (Status), and (Rental) Assistance Type. If any unit(s) are vacant at the time of activity completion, the PJ must select “Vacant” under the “Occupant” column and will not be required to complete the remaining beneficiary questions for those unit(s). However, the PJ must re-open the activity and complete the required beneficiary information once the unit(s) are occupied.

Line	Location				Household							
	*Unit No.	*Number of Bedrooms	*Occupant	*Total Monthly Rent	Qualifying Population	*% Median Income	*Hispanic/Latino	*Race	*Size	*Type	Veteran	*Assistance Type
1	1	1 bedroom	Tenant	1500	Other QP	Select	No	White	2 persons	Elderly	Yes	Other Federal, State, or Local Assistance
2	2	1 bedroom	Tenant	1250	Homeless	Select	Yes	Black/African American	1 person	Single, Non-Elderly	No	HOME-ARP TBRA
3	3	1 bedroom	Tenant	1500	At Risk of Homelessness	Select	No	Other multi-racial	2 persons	Single Parent	No	Section 8
4	4	SRO/Efficiency	Tenant	900	Other QP	Select	No	Asian & White	1 person	Single, Non-Elderly	No	No Assistance
5	5	2 bedrooms	Tenant	1750	Low Income Household	0 to 30%	Yes	Other multi-racial	4 persons	Two Parents	No	Section 8

The [HOME-ARP Implementing Notice VI.B.21](#) specifies that a PJ must lease all HOME-ARP rental units to eligible qualifying population households or low-income households within twelve months of project completion. To enter beneficiary information for a unit that was occupied after the activity was previously completed in IDIS, the PJ must re-open the activity by selecting the “Reopen Activity” button on the “View Activity” screen.

Activity

View Activity

Return to Previous Page	Reopen Activity	Copy this Activity
Activity Owner: NEW YORK	Activity Status: Completed	
IDIS Activity ID: 37578	Completion Date: 01/12/2023	

The PJ must then select the “Edit HOME Accompl.” button to proceed to the “Edit HOME-ARP Completion Detail (Page 1)” page and select “Save and Continue.” On the following screen the PJ must navigate to the “Beneficiaries” tab and complete the required information for any previously vacant unit(s). Selecting “Save” will return the PJ to the “Edit Activity” screen where the PJ must enter the activity completion date and mark the “Activity Status” as “Completed.” When reopening a previously completed rental activity to enter beneficiary data, HUD recommends that the PJ re-complete the activity in IDIS within the same business day the activity was re-opened to avoid unnecessarily triggering any system flags. HUD also recommends that the PJ enter the original activity completion date when re-completing the rental activity.

Questions:

If you have questions about HOME-ARP Rental 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.