HOME-ARP Program Fact Sheet:

IDIS for Rental Operating Activities

Overview

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

Step 1: Setting up the Rental Operating Activity

To setup a HOME-ARP Rental Operating activity, the PJ must first have a completed HOME-ARP Rental activity that requires rental operating costs. When the PJ is setting up its HOME-ARP Rental activity, it is important to answer the operating costs question, on the "Edit HOME-ARP Accomplishment (Page 1)" screen, carefully and accurately, as the HOME-ARP Rental Operating activity cannot be set up in IDIS unless it is linked to a completed HOME-ARP Rental activity that has answered "Yes" to the rental operating question. For additional information about setting up HOME-ARP Rental activities, please refer to "IDIS for Rental Activities" on the HOME-ARP Fact Sheets page.

When setting up a Rental Operating 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.

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

To complete the set up of the Rental Operating activity, the PJ must navigate to the "HOME-ARP Setup Detail (Page 1)" screen by selecting the "Add HOME" button. If the PJ has answered "Yes" to the rental

operating question on the "HOME-ARP Completion Detail (page 1)" screen for at least one Rental activity <u>and</u> that activity is in Completed status, IDIS will ask the PJ if the activity it is setting up is a Rental Operating activity. If the two conditions above are not met, this rental operating question will not appear. If the PJ selects "Yes" for the rental operating question, the screen will refresh and display a dropdown menu with a list of Rental activities that are eligible for association with the Rental Operating activity. The PJ should select the appropriate Rental activity from the dropdown menu and click "Save and Continue" to associate that Rental activity with the current Rental Operating activity and proceed to the next setup screen.

If the PJ selects "No" for the rental operating question, the PJ will not be able to setup a Rental Operating activity. In this case, the PJ will be prompted to continue setup for a new Rental activity.

Once the PJ associates the Rental Operating activity with a Rental activity, the PJ will be taken to the "Edit HOME-ARP Setup Detail (Page 2)" screen to continue setup of the Rental Operating activity. This screen will display IDIS activity IDs for both the Rental Operating activity and the associated Rental activity, as well as the date and time the two activities were associated in IDIS. After a Rental and Rental Operating activity are associated in IDIS, all setup and accomplishment information from the Rental activity will automatically populate into the Rental Operating activity. The PJ will not be able to edit most of the information on the Rental Operating setup and accomplishment screens. Next, the PJ will be asked to select the Operating Cost Assistance Type: "Capitalized Operating Assistance Reserve" or "Ongoing Operating Cost Assistance."

Edit HOME-ARP Setup Detail (Page 2)

Rental

- **HOME-ARP setup has been saved**

[Cancel]

* Indicates Required Field

Grantee/PJ Activity ID: N/A	**Activity Name:** Rental Op2	**Program Year/Project ID:** 2021/10
IDIS Activity ID: 3964	**Activity Owner:** HILLSBOROUGH COUNTY	**Project Title:** 123 Johnson Rd Rental
Activity Address: 2601 E Hillsborough Ave Tampa, FL 33610-4409		

HOME-ARP Rental Operating Activity

Associated Completed HOME-ARP Rental Activity ID: 3962

Operating Cost Assistance Type: Capitalized Operating Assistance Reserve

Setup Data Based on Completed HOME-ARP Rental Activity 3962
(copied on Dec 20, 2022 12:27)

Written Agreement Execution Date: [03/09/2022]
Will this activity be carried out by a faith-based organization?
○ Yes ● No

Multi-Address:
○ Yes ● No

Loan Guarantee:
○ Yes ● No

IMPORTANT NOTE: A Rental Operating activity must be associated with a completed Rental activity at all times. If the PJ reopens the associated Rental activity, it will not be able to make any edits to, fund, or draw funds for, the Rental Operating activity until the Rental activity is back in Completed status. If any information is updated on the setup or accomplishment screens for the reopened Rental activity, these updates will automatically transfer to the Rental Operating activity once the Rental activity is returned to Completed status.

Edit HOME-ARP Setup Detail (Page 1)

Rental
* Indicates Required Field

Grantee/PJ Activity ID: N/A	**Activity Name:** Rental Op2	**Program Year/Project ID:** 2021/10
IDIS Activity ID: 3964	**Activity Owner:** HILLSBOROUGH COUNTY	**Project Title:** 123 Johnson Rd Rental
Activity Address: 2601 E Hillsborough Ave Tampa, FL 33610-4409		

Is this a HOME-ARP Rental Operating activity? ○ No ● Yes

Select the associated completed rental activity: The previously associated activity 3962 is no longer in completed status, and there are no other completed rental activities.

Step 2: Funding the Rental Operating Activity

Once setup of the Rental Operating activity is complete, the PJ may fund the activity. Note that funding for the Rental Operating activity is separate from the Rental activity funding. When entering the "Funded Amount" for the Rental Operating activity, the PJ should enter the amount determined by the PJ to be necessary to provide operating cost assistance, as described in its executed written agreement. To fund 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 Operating 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:
[All Recipients ▾]

Program:
[All Programs ▾]

Fund Type:
[All Fund Types ▾]

[Filter] | [Reset Filter]

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]

IMPORTANT NOTE: If the associated Rental activity is in "Open" or "Canceled" status, the PJ cannot fund or edit the funding for its Rental Operating activity.

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 Operating Activity

The PJ may only draw down funds for the Rental Operating activity when it has the need to pay an eligible cost and, must do so for eligible operating costs as described in its executed written agreement.

IMPORTANT NOTE: If the associated Rental activity is in "Open" or "Canceled" status, the PJ cannot draw funds for the Rental Operating activity.

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 Operating Activity

The PJ should change the activity status of a HOME-ARP Rental Operating activity to "Completed" once all funds have been disbursed or there are no more eligible costs to pay. The PJ may only reopen the Rental Operating activity to adjust funding or draw down additional funds if those amounts are reflected in the PJ's executed written agreement.

IMPORTANT NOTE: If the associated Rental activity is in "Open" or "Canceled" status, the PJ cannot complete the Rental Operating activity. Unlike HOME-ARP Rental activities, Rental Operating activities are not subject to the four-year project completion requirement at 24 CFR 92.205(e)(2)..

Questions:

If you have questions about HOME-ARP Rental Operating 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.](mailto:HOMEARP@hud.gov)