IDIS for HOME-ARP Tenant-Based Rental Assistance (TBRA) Activities

September 15, 2022

Today's Presenters

- **Danielle Frazier,** Director, Financial and Information Services Division (FISD), OAHP
- **Jessica Suimanjaya**, Senior Affordable Housing Specialist, FISD, OAHP
- **Teresa Palacio**, Affordable Housing Specialist, FISD, OAHP
- **Courtney Christenson**, Affordable Housing Specialist, FISD, OAHP

Agenda

- Introduction to Tenant-Based Rental Assistance (TBRA)
- Activity Set-Up and Funding
- Activity Completion
- Demo
- Q&A

TBRA Overview

- What is TBRA?
  - The PJ may assist a **qualifying household** with payments to cover the entire or insufficient amounts that the qualifying household cannot pay for housing and housing-related costs
  - Outlined in HOME-ARP Notice Section VI.C

- HOME-ARP Program Fact Sheet: IDIS for HOME-ARP TBRA Activities

What is a Qualifying Household?

- Only individuals and families in the qualifying populations are eligible to receive HOME-ARP TBRA assistance
- Qualifying Populations are outlined in HOME-ARP Notice Section IV.A as:
    - Homeless
    - At Risk of Homelessness
    - Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking
    - Other Qualifying Populations

Activity Setup: When do you set up an activity?

- Once a rental assistance contract has been executed for a qualifying household

- Definition of commitment to a specific local project for TBRA:

Occurs when the PJ or subrecipient has entered into a rental assistance contract with the owner, the tenant, or the sponsor of the qualifying household in accordance with the provisions of the HOME-ARP Notice.

Activity Setup: How do you set up an activity?

Single HH Setup

Each qualifying household gets its own IDIS activity

Batch Setup

Multiple qualifying households are grouped into a single IDIS activity

Activity Setup: What is the commitment date?

Single HH Setup

Written Agreement Execution Date (WAED) is the date the rental assistance contract is executed for this specific qualifying household

Batch Setup

Written Agreement Execution Date (WAED) is the date of the **earliest** executed rental assistance contract for a qualifying household included in this activity.

Activity Funding: How do you fund an activity?

PJ Administered

Use EN fund type

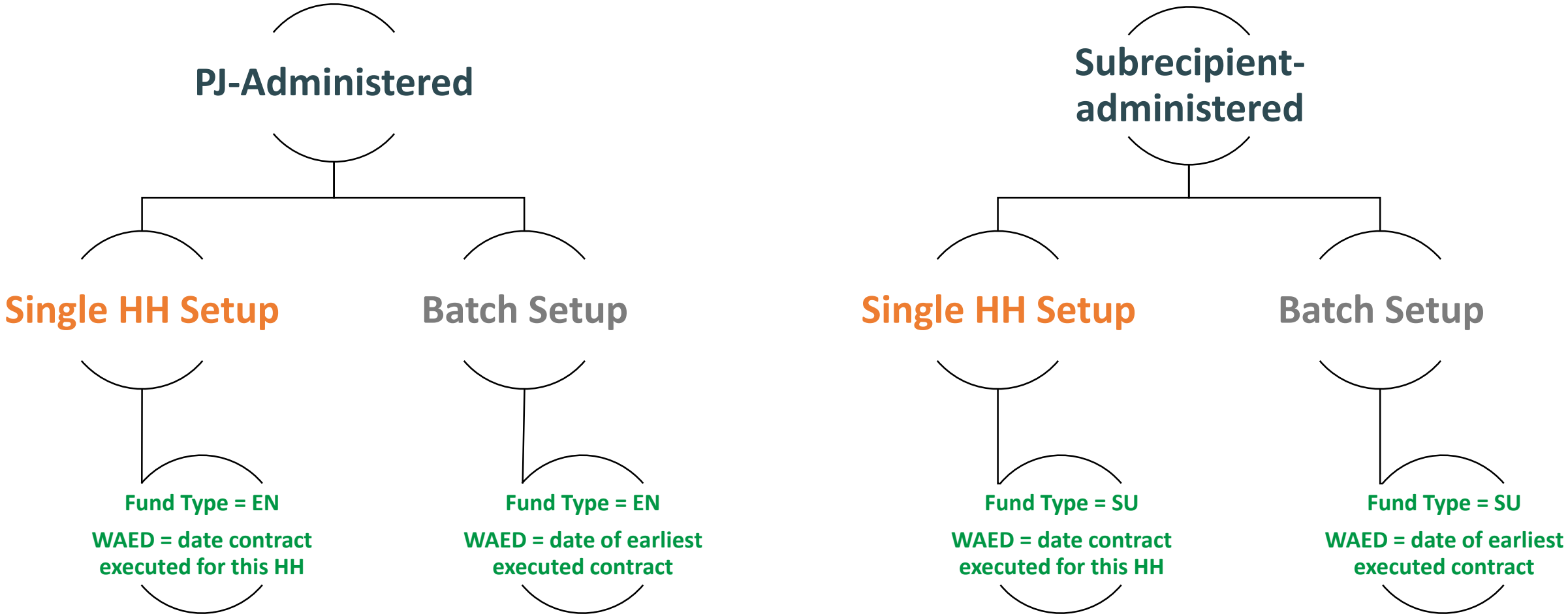
PJ **may not** subgrant funds

Subrecipient Administered

Use SU fund type

PJ **must** subgrant funds

Summary


PJ-Administered
Single HH Setup
Batch Setup
Fund Type = EN
WAED = date contract executed for this HH
Fund Type = EN
WAED = date of earliest executed contract
Subrecipient-administered
Single HH Setup
Batch Setup
Fund Type = SU
WAED = date contract executed for this HH
Fund Type = SU
WAED = date of earliest executed contract

Activity Funding: How much do you fund an activity for?

- Fund activity for total amount of rental assistance contract(s) **executed** for qualifying household(s) in that TBRA activity

- IDIS updated in November 2021 to cap Funded Amount for TBRA activity to subsidy information entered into system

Activity Funding: What about project delivery?

- IDIS updated in November 2021 to add a specific field for Project Delivery Costs for TBRA

- PJs must enter any project delivery costs in this field

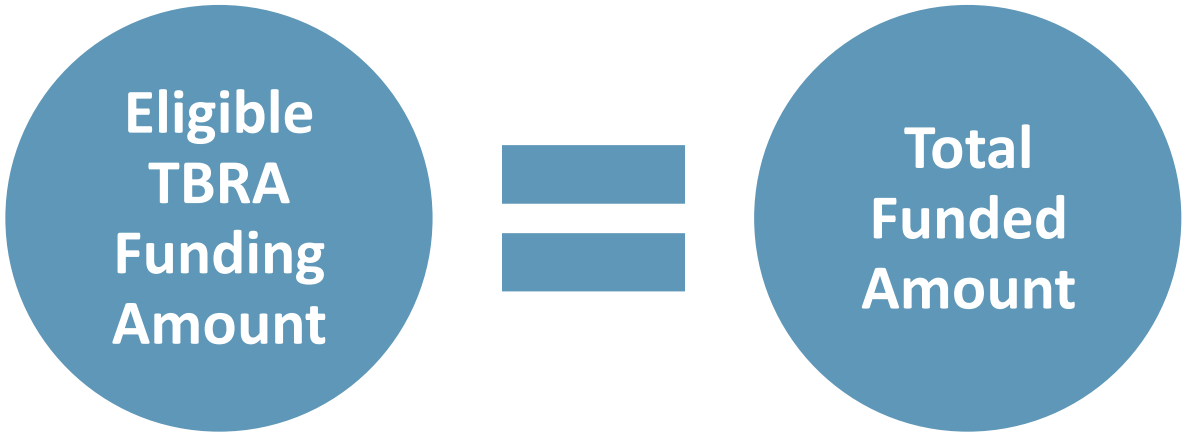
Activity Setup and Funding: What if subsidy amounts change?

- If subsidy for an existing TBRA household changes for any reason (e.g., increase/decrease in subsidy amount, change in length of tenant contract, etc.):
  - PJ must edit subsidy amount for that beneficiary on the Edit HOME-ARP TBRA Beneficiary screen
  - PJ must also adjust the funded amount for the TBRA activity

Activity Completion: When to complete an activity?

- When there are no more eligible costs to pay for qualifying households in that TBRA activity

- IDIS will not allow activity to be completed until:



Scenario 1

The City of Anytown has decided to use some of its HOME-ARP funds to start a TBRA program for its residents. The City has allocated $250,000 of its HOME-ARP Allocation Plan for the operation of this TBRA program and anticipates assisting 100 qualifying households.

Knowledge Check

Knowledge Check #1

Can the PJ setup its HOME-ARP TBRA activity in IDIS?

A. Yes, because the PJ has allocated HOME-ARP funds for the operation of the TBRA program
B. Yes, because the PJ has an estimated number of households it will assist
C. No, because the PJ needs an EXACT number of households it will assist
D. No, because the PJ does not have an executed lease agreement

Scenario 1

The City of Anytown has decided to use some of its HOME-ARP funds to start a TBRA program for its residents. The City has allocated $250,000 of its HOME-ARP Allocation Plan for the operation of this TBRA program and anticipates assisting 100 qualifying households.

Knowledge Check #1

Can the PJ setup its HOME-ARP TBRA activity in IDIS?

A. Yes, because the PJ has allocated HOME-ARP funds for the operation of the TBRA program
B. Yes, because the PJ has an estimated number of households it will assist
C. No, because the PJ needs an EXACT number of households it will assist
D. No, because the PJ does not have an executed lease agreement

Scenario 2

After a few months, Anytown has identified and executed a lease agreement with one qualifying household:

Name	Security Deposit	Monthly Rent Subsidy	Date of Signed Lease Agreement	Lease Term
Haverford	$1,000	$950	4/25/2022	12

Activity Setup

Single HH Setup

Each qualifying household gets its own IDIS activity

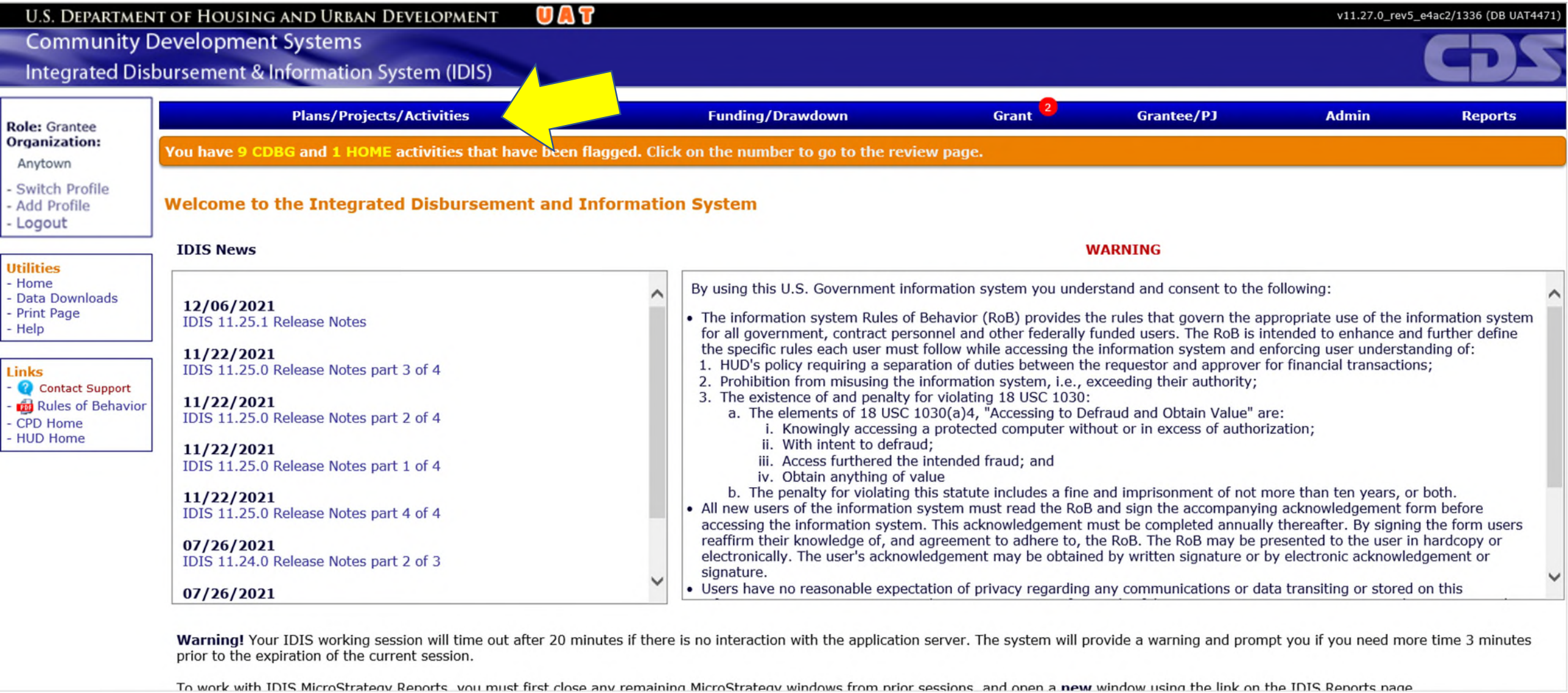
Batch Setup

Multiple qualifying households are grouped into a single IDIS activity

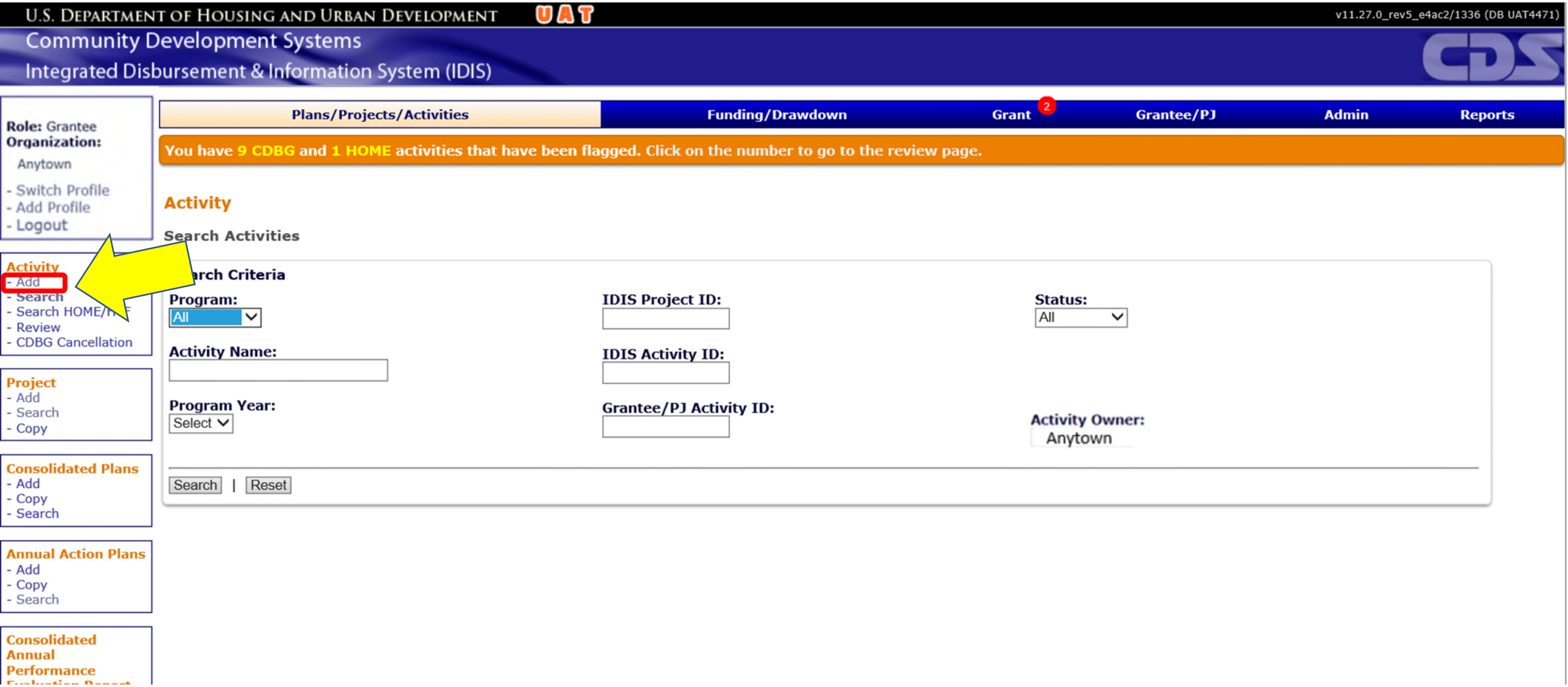
Demonstration

Setting Up a Single HH HOME-ARP TBRA Activity

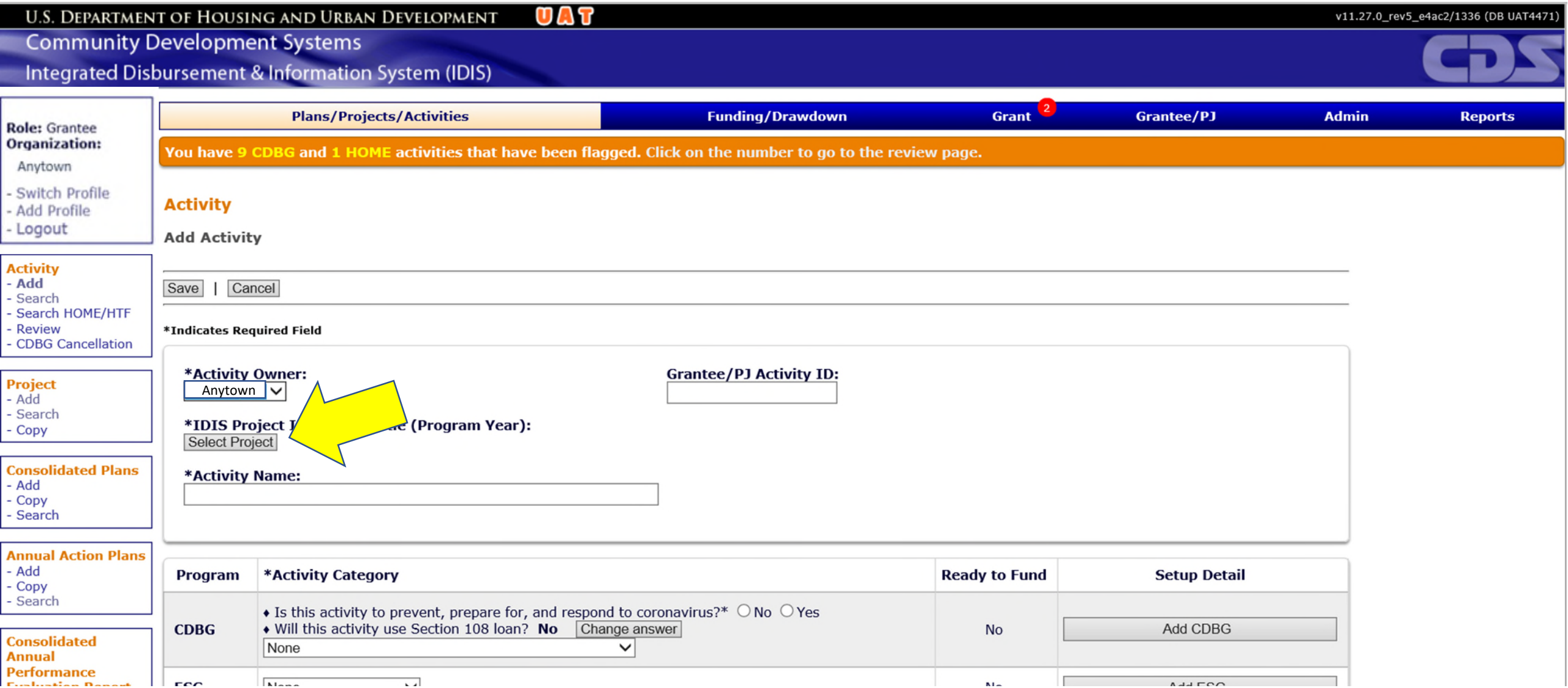
Setting Up a Single HH HOME-ARP TBRA Activity



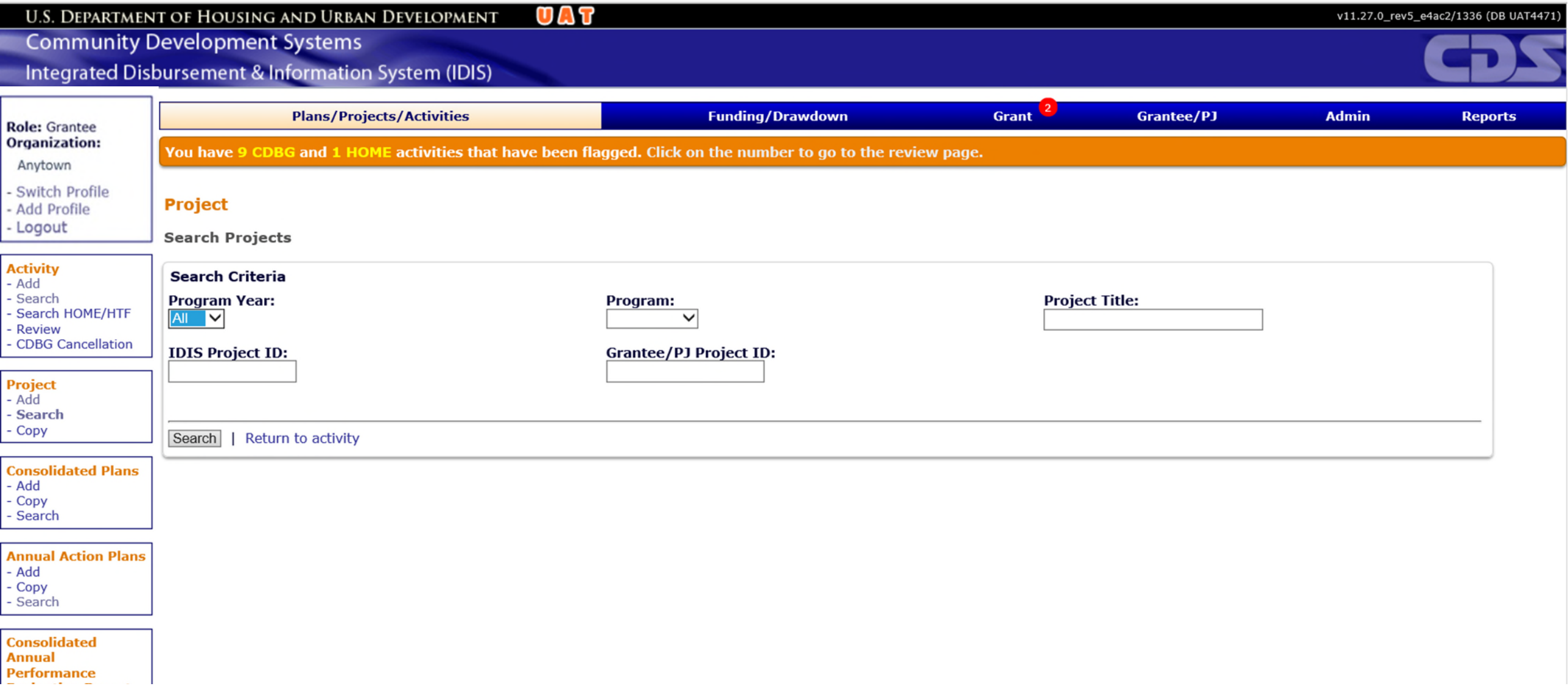
Setting Up a Single HH HOME-ARP TBRA Activity



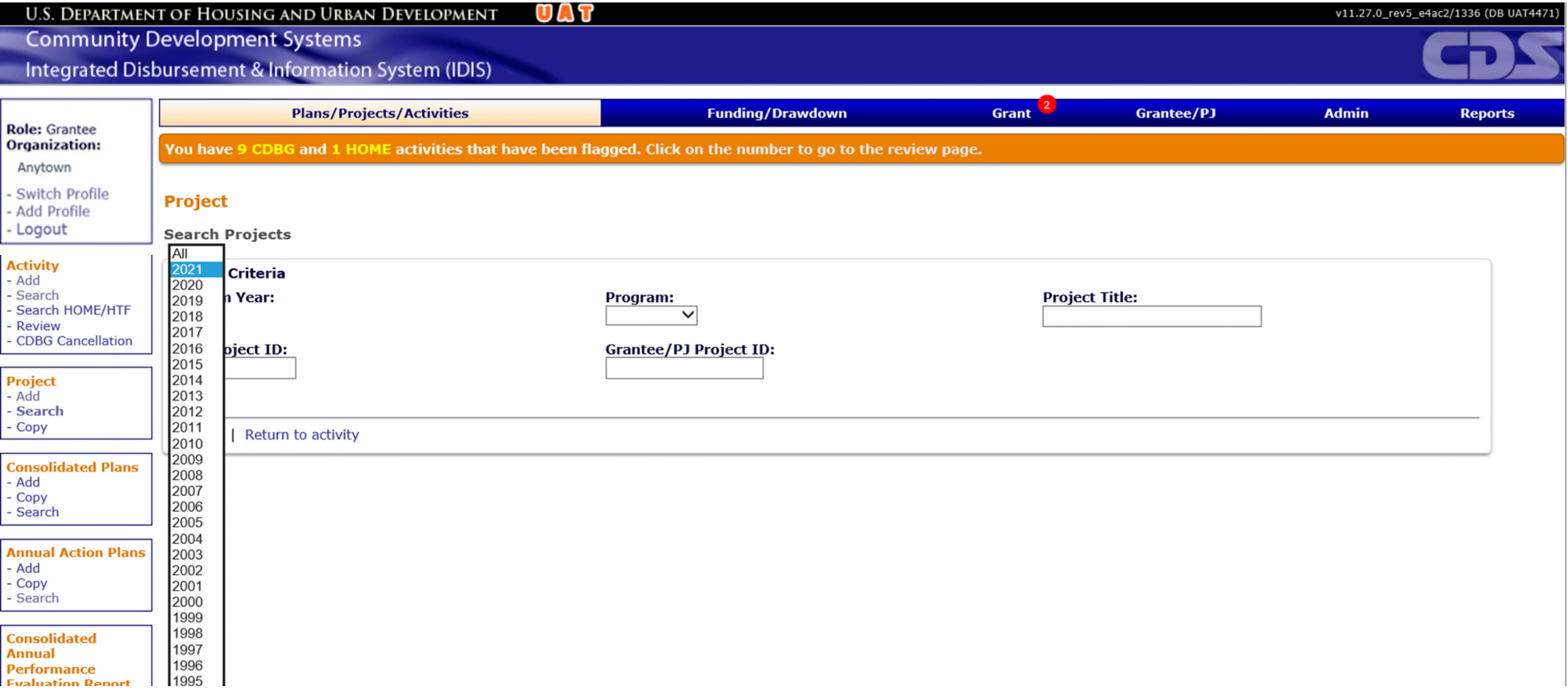
Setting Up a Single HH HOME-ARP TBRA Activity



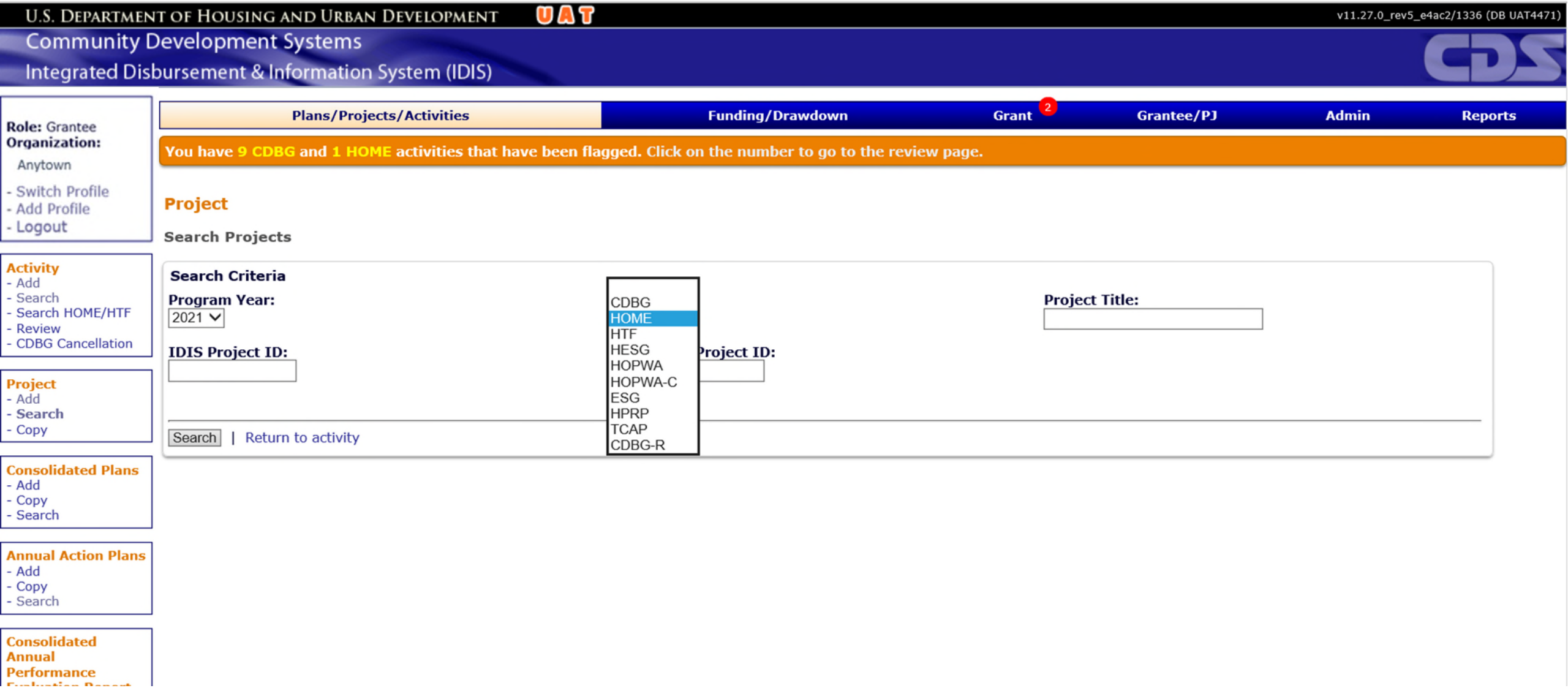
Setting Up a Single HH HOME-ARP TBRA Activity



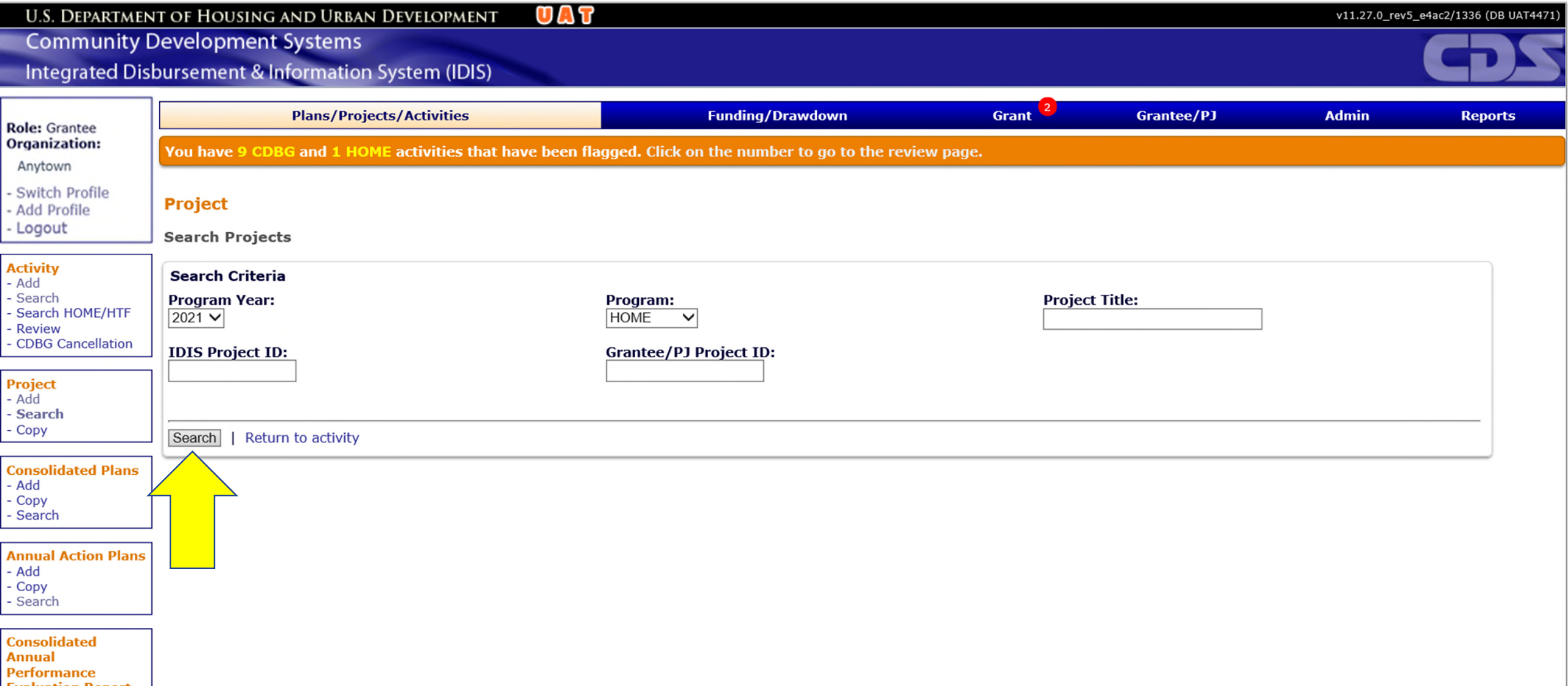
Setting Up a Single HH HOME-ARP TBRA Activity



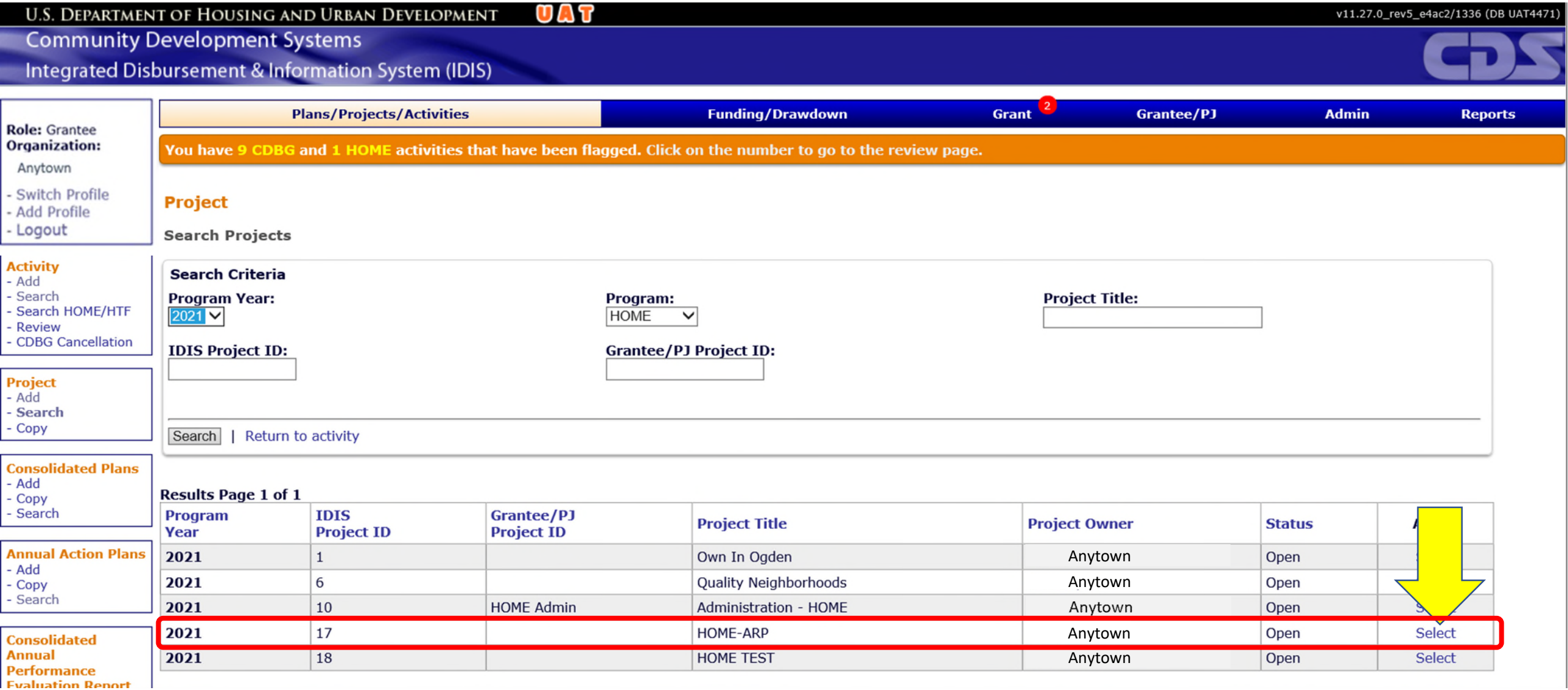
Setting Up a Single HH HOME-ARP TBRA Activity



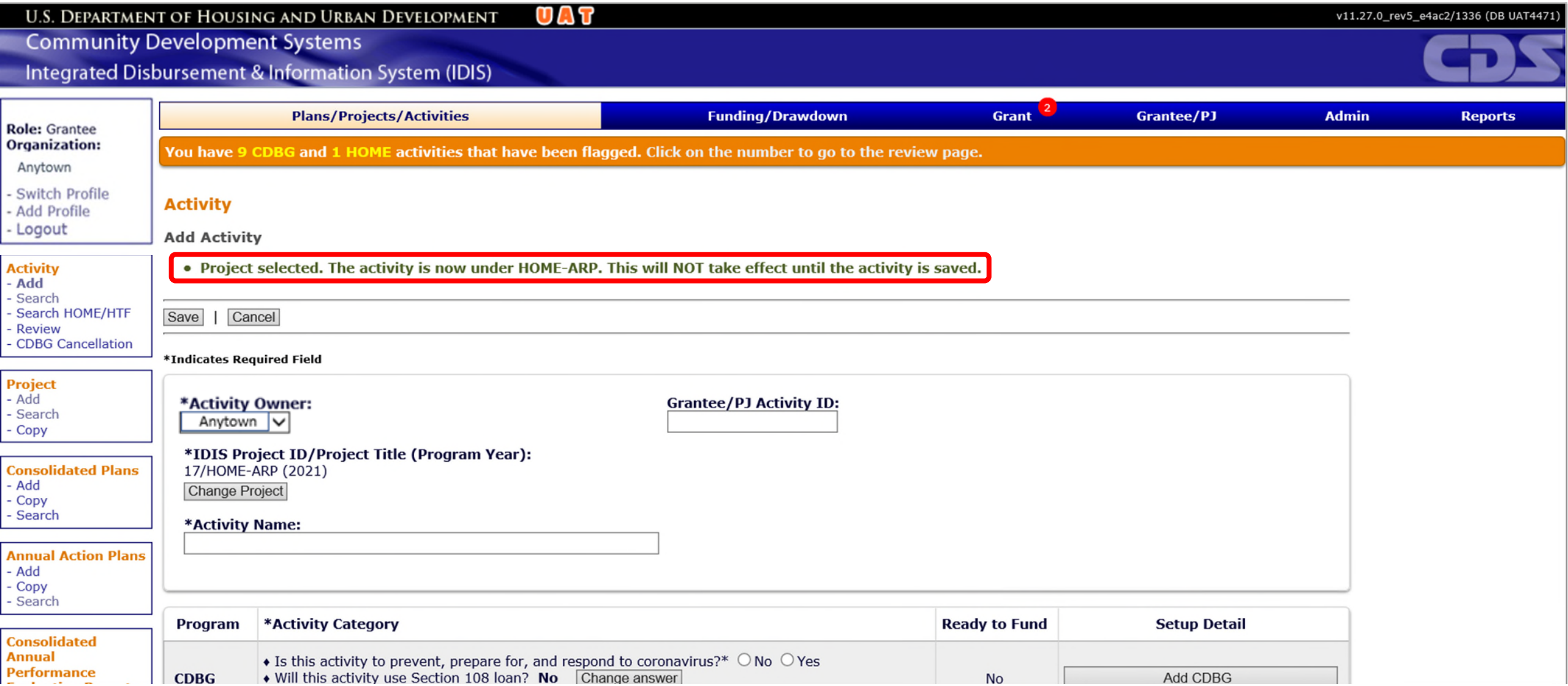
Setting Up a Single HH HOME-ARP TBRA Activity



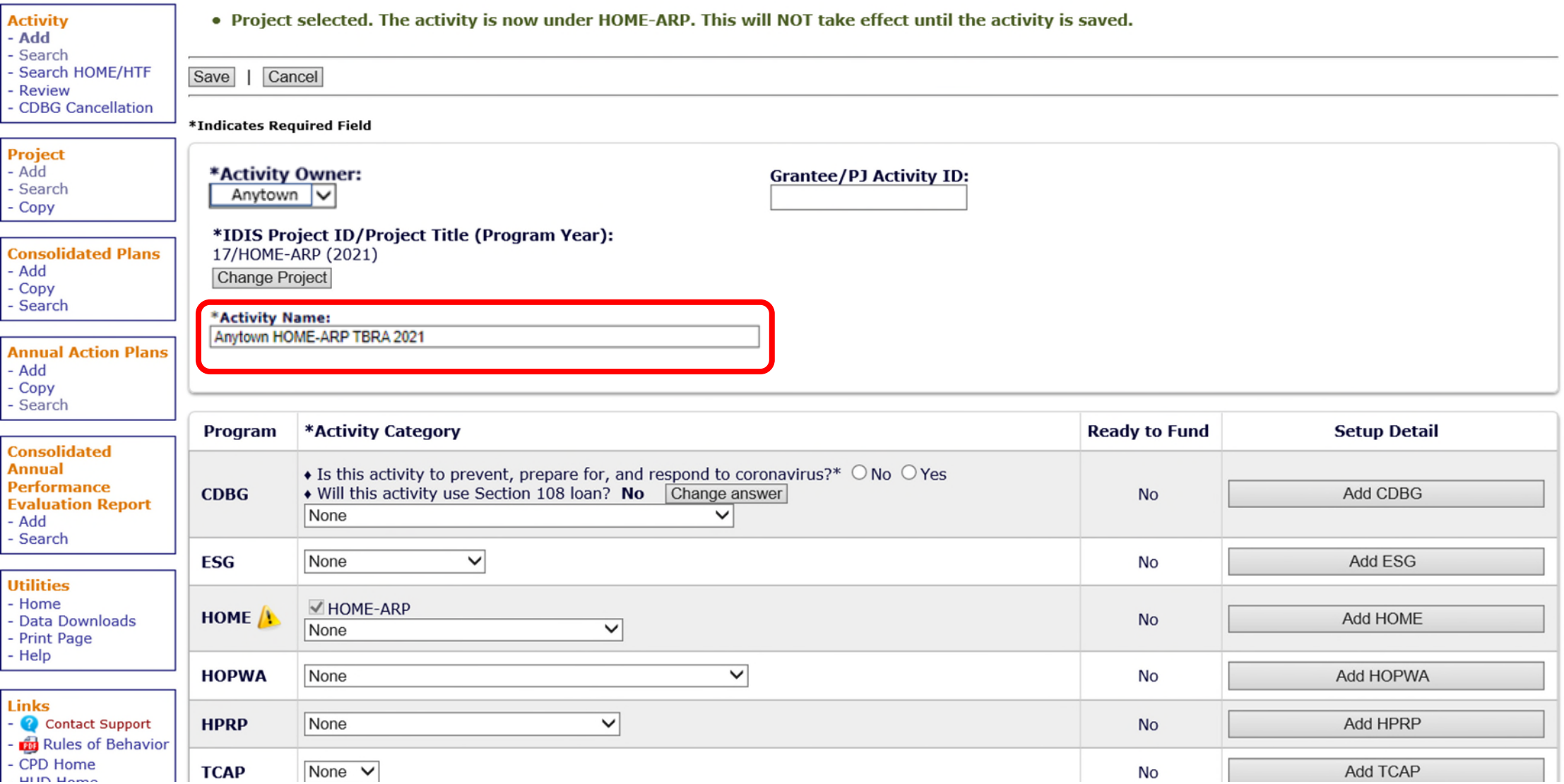
Setting Up a Single HH HOME-ARP TBRA Activity



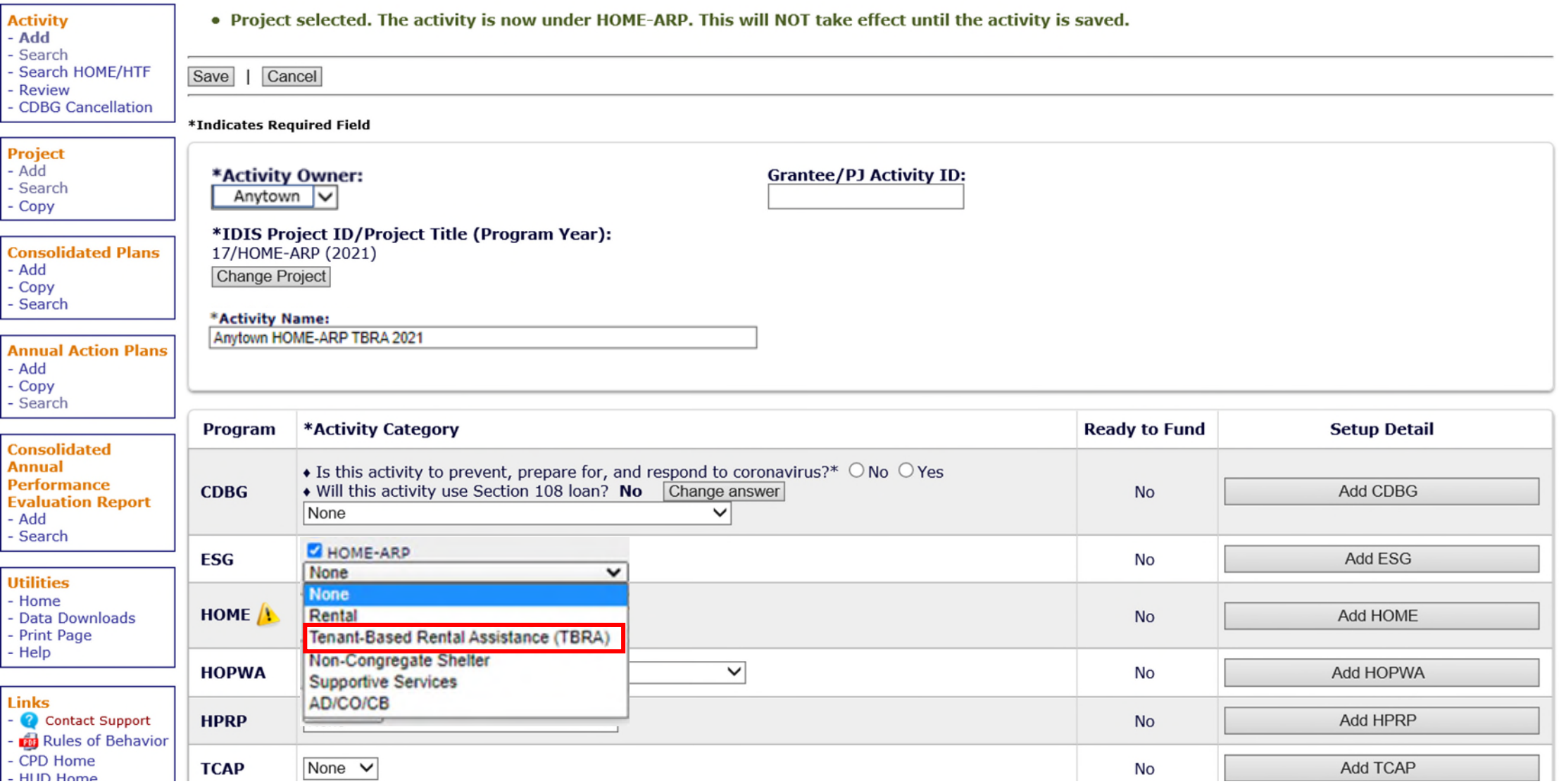
Setting Up a Single HH HOME-ARP TBRA Activity



Setting Up a Single HH HOME-ARP TBRA Activity



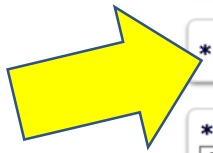
Setting Up a Single HH HOME-ARP TBRA Activity



Setting Up a Single HH HOME-ARP TBRA Activity

- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

HPRP	None	No	Add HPRP
TCAP	None	No	Add TCAP
HESG	None	No	Add HESG
HOPWA-C	None	No	Add HOPWA-C
HTF	None	No	Add HTF



***Is this activity subject to Section 3 at 24 CFR Part 75?** ℹ ○ Yes ◉ No

***Environmental Review:**
Select

Allow Another Organization to Access this Activity:
ℹ Select Organization

HEROS Environmental Review ID: Search For Review ID

Comments ℹ

Activity Description:

Save | Cancel

Setting Up a Single HH HOME-ARP TBRA Activity

- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

HPRP	None	No	Add HPRP
TCAP	None	No	Add TCAP
HESG	None	No	Add HESG
HOPWA-C	None	No	Add HOPWA-C
HTF	None	No	Add HTF

***Is this activity subject to Section 3 at 24 CFR Part 75?** ℹ ○ Yes ◉ No

Select
COMPLETED
EXEMPT
UNDERWAY

l Review:

Allow Another Organization to Access this Activity:

ℹ Select Organization

HEROS Environmental Review ID: Search For Review ID

Comments ℹ

Activity Description:

Save | Cancel

Setting Up a Single HH HOME-ARP TBRA Activity

- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

HPRP	None	No	Add HPRP
TCAP	None	No	Add TCAP
HESG	None	No	Add HESG
HOPWA-C	None	No	Add HOPWA-C
HTF	None	No	Add HTF

***Is this activity subject to Section 3 at 24 CFR Part 75?** ⓘ ○ Yes ◉ No

***Environmental Review:**
EXEMPT

Allow Another Organization to Access this Activity:
ⓘ Select Organization

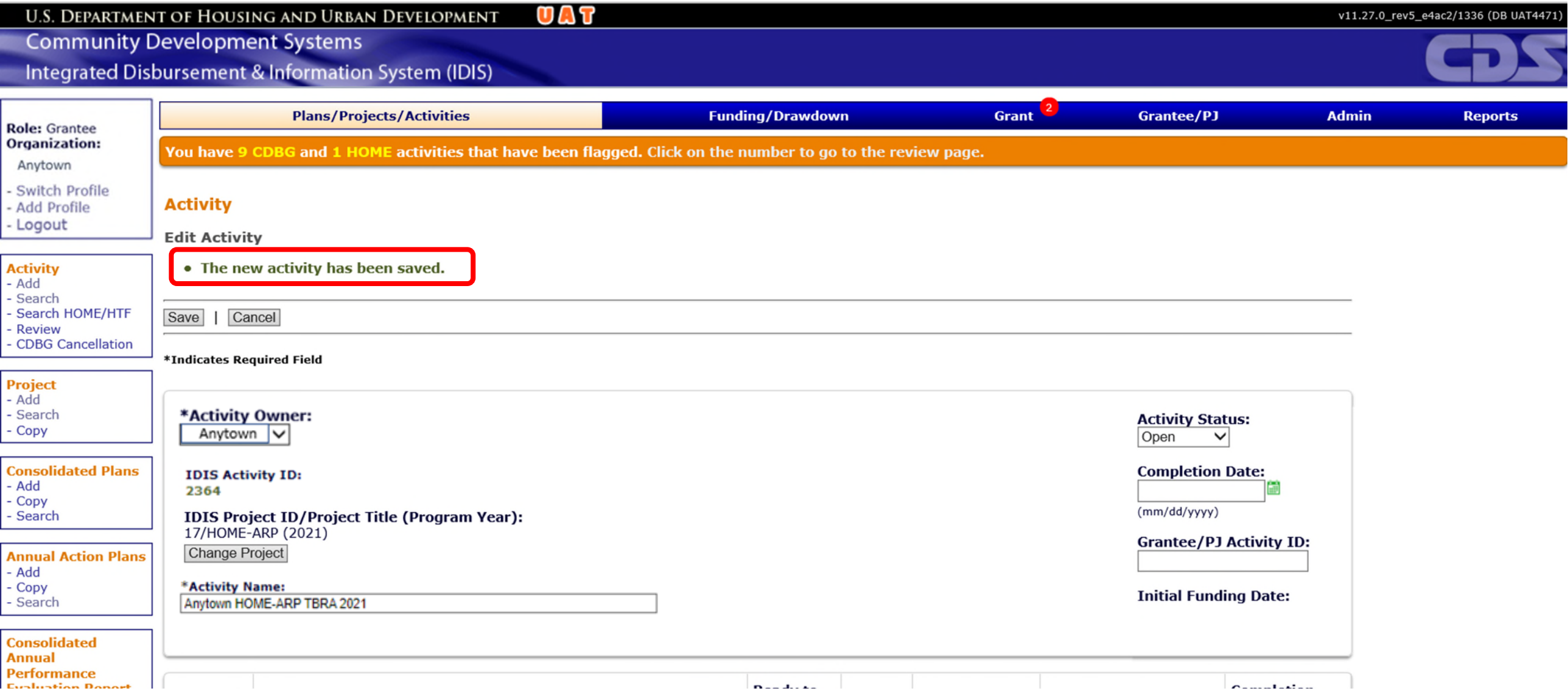
HEROS Environmental Review ID: Search For Review ID

Comments ⓘ

ity Description:

Save | Cancel

Setting Up a Single HH HOME-ARP TBRA Activity



Setting Up a Single HH HOME-ARP TBRA Activity

IDIS Project ID/Project Title (Program Year):
17/HOME-ARP (2021)
Change Project

***Activity Name:**
Anytown HOME-ARP TBRA 2021

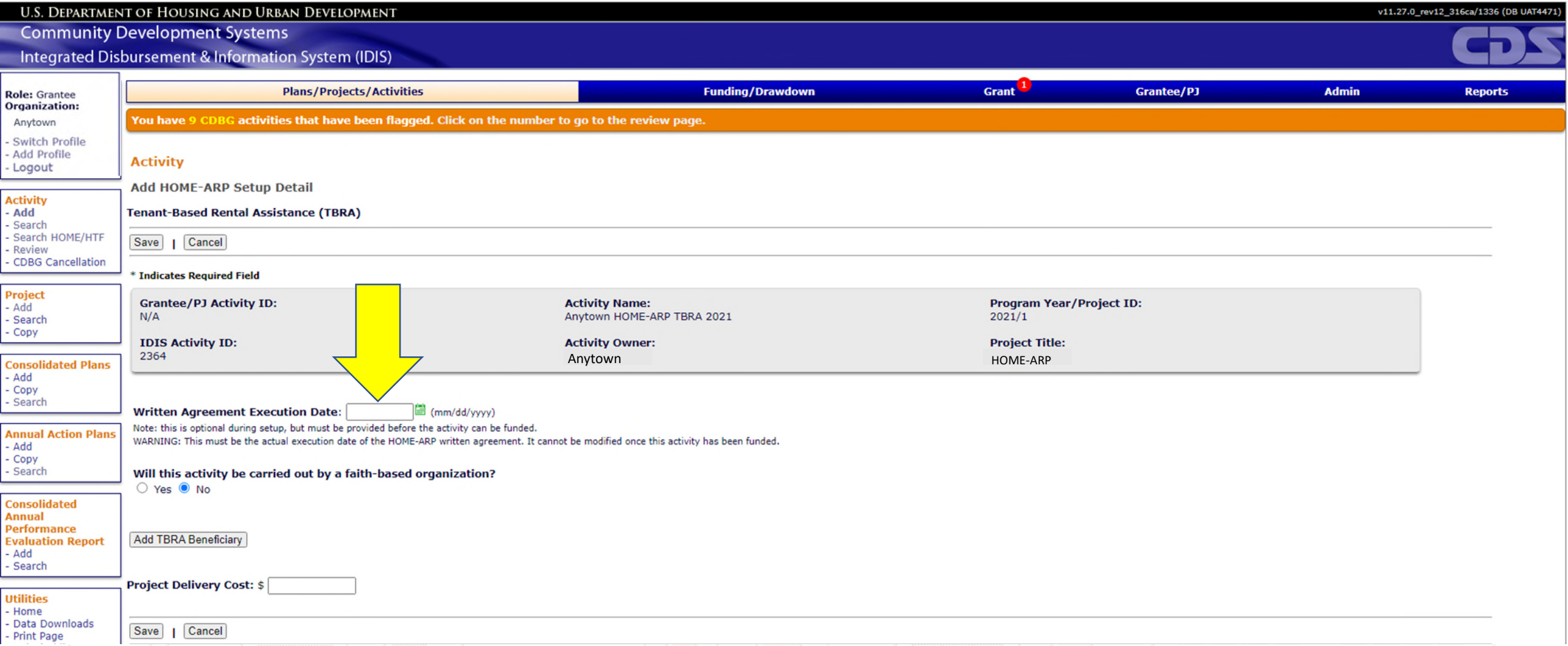
(mm/dd/yyyy)

Grantee/PJ Activity ID:

Initial Funding Date:

Program	*Activity Category	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	♦ Is this activity to prevent, prepare for, and respond to coronavirus?* ○ No ○ Yes ♦ Does this activity use Section 108 loan? **No** Change answer None	No	No	A BG	Add CDBG Accomp.	
ESG	None	No	No		Add ESG Accomp.	
HOME	☑ HOME-ARP Tenant-Based Rental Assistance (TBRA)	No	No	Add HOME		
HOPWA	None	No	No	Add HOPWA	Add HOPWA Accomp.	
CDBG-R	None	No	No	Add CDBG-R	Add CDBG-R Accomp.	
HPRP	None	No	No	Add HPRP		
TCAP	None	No	No	Add TCAP	Add TCAP Accomp.	
HESG	None	No	No	Add HESG		
HOPWA-C	None	No	No	Add HOPWA-C	Add HOPWA-C Accomp.	
HTF	None	No	No	Add HTF	Add HTF Accomp.	

Setting Up a Single HH HOME-ARP TBRA Activity



Activity Setup: What is the commitment date?

Single HH Setup

Written Agreement Execution Date (WAED) is the date the rental assistance contract is executed for this specific qualifying household

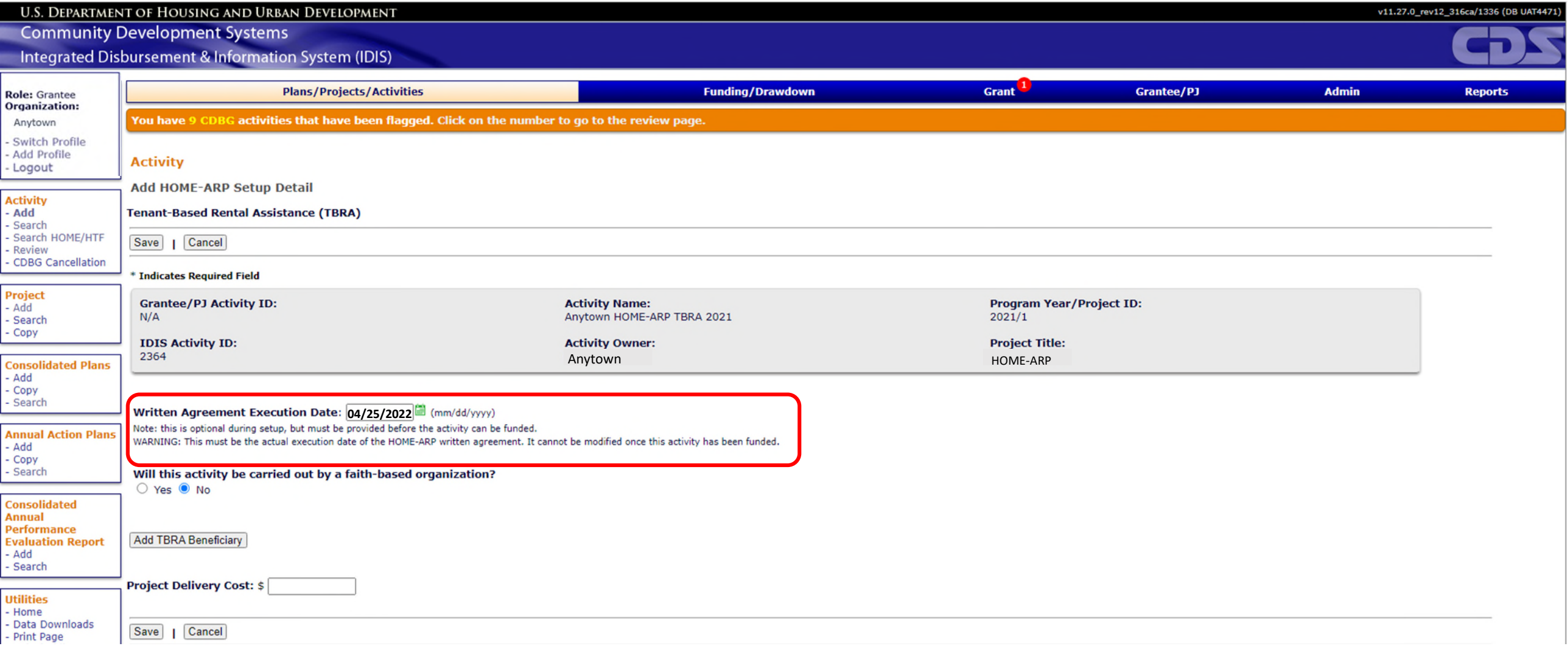
Batch Setup

Written Agreement Execution Date (WAED) is the date of the **earliest** executed rental assistance contract for a qualifying household included in this activity

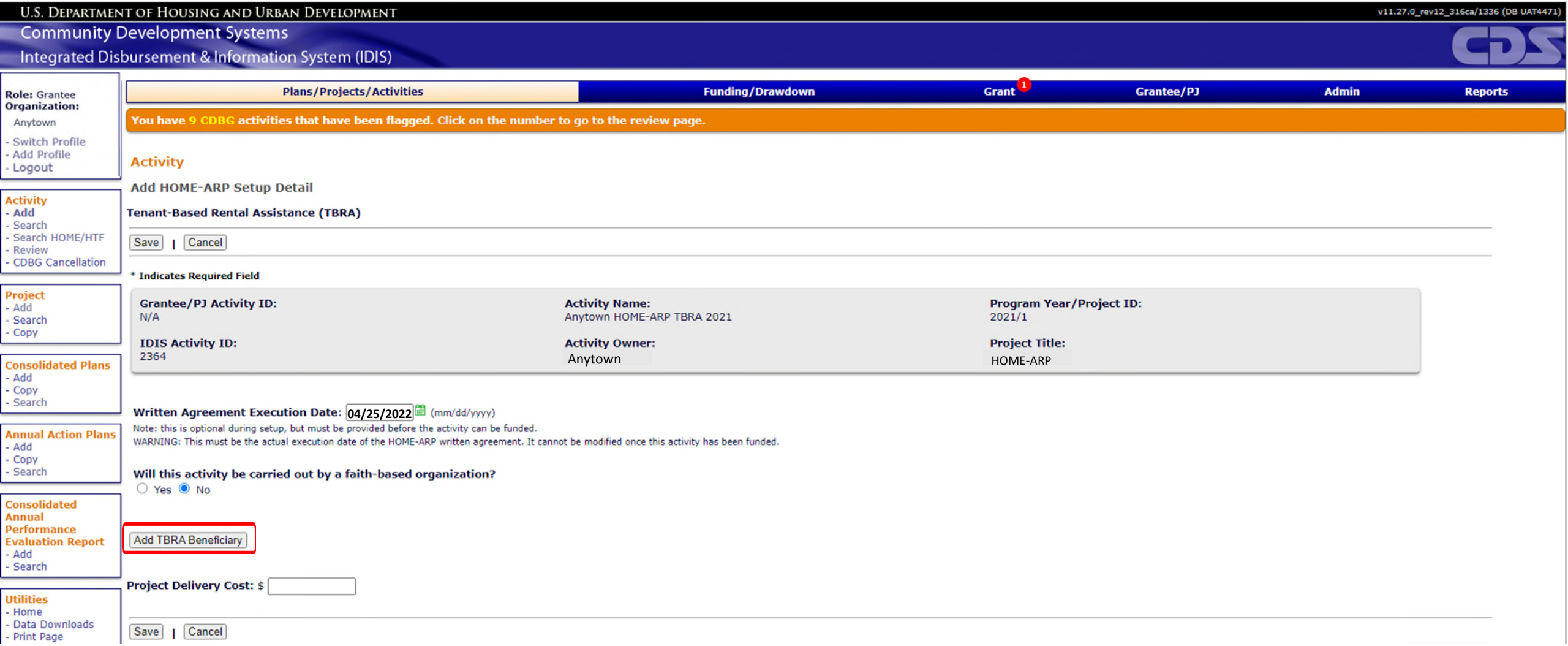
Activity Setup: What is the commitment date?

Name	Security Deposit	Monthly Rent Subsidy	Date of Signed Lease Agreement	Lease Term
Haverford	$1,000	$950	4/25/2022	12

Setting Up a Single HH HOME-ARP TBRA Activity



Setting Up a Single HH HOME-ARP TBRA Activity



Setting Up a Single HH HOME-ARP TBRA Activity

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT v11.27.0_rev12_316ca/1336 (DB UAT4471)
Community Development Systems
Integrated Disbursement & Information System (IDIS)

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity
- Add
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity

Add HOME-ARP TBRA Beneficiary

Tenant-Based Rental Assistance (TBRA)

Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID:	Activity Name:	Program Year/Project ID:
N/A	Anytown HOME-ARP TBRA 2021	2021/1
IDIS Activity ID:	**Activity Owner:**	**Project Title:**
2364	Anytown	HOME-ARP

*Last Name	
*Number of Bedrooms	Select
Security Deposit	$
Monthly Rent	
Tenant Rent	$
TBRA Subsidy	$
Total Rent	$ 0.00
Household	
*Qualifying Population	Select ☐ Veteran
*Hispanic/Latino	Select
*Race	Select
*Size	Select
*Type	Select
Tenant Contract	
*Paid To	Select
*Newly Assisted	Select
*Months	

Setting Up a Single HH HOME-ARP TBRA Activity

U.S. Department of Housing and Urban Development — v11.27.0_rev12_316ca/1336 (DB UAT4471)
Community Development Systems
Integrated Disbursement & Information System (IDIS)

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity
- Add
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity

Add HOME-ARP TBRA Beneficiary

Tenant-Based Rental Assistance (TBRA)

Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID:	Activity Name:	Program Year/Project ID:
N/A	Anytown HOME-ARP TBRA 2021	2021/1
IDIS Activity ID:	**Activity Owner:**	**Project Title:**
2364	Anytown	HOME-ARP

*Last Name	Haverford
*Number of Bedrooms	1 bedroom
Security Deposit	$ 1000
Monthly Rent	
Tenant Rent	$ 100
TBRA Subsidy	$ 950
Total Rent	$ 1,050.00
Household	
*Qualifying Population	At Risk of Homelessness ☐ Veteran
*Hispanic/Latino	No
*Race	White
*Size	1 person
*Type	Single, Non-Elderly
Tenant Contract	
*Paid To	Tenant
*Newly Assisted	No
*Months	12

Setting Up a Single HH HOME-ARP TBRA Activity

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT v11.27.0_rev12_316ca/1336 (DB UAT4471)

Community Development Systems

Integrated Disbursement & Information System (IDIS)

CDS

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity
- **Add**
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

ity

OME-ARP TBRA Beneficiary

t-Based Rental Assistance (TBRA)

Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID:	Activity Name:	Program Year/Project ID:
N/A	Anytown HOME-ARP TBRA 2021	2021/1
IDIS Activity ID:	**Activity Owner:**	**Project Title:**
2364	Anytown	HOME-ARP

***Last Name**	Haverford
***Number of Bedrooms**	1 bedroom
Security Deposit	$ 1000
Monthly Rent	
Tenant Rent	$ 100
TBRA Subsidy	$ 950
Total Rent	$ 1,050.00
Household	
*Qualifying Population	At Risk of Homelessness ☐ Veteran
*Hispanic/Latino	No
*Race	White
*Size	1 person
*Type	Single, Non-Elderly
Tenant Contract	
*Paid To	Tenant
*Newly Assisted	No
*Months	12

Setting Up a Single HH HOME-ARP TBRA Activity

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT v11.27.0_rev12_316ca/1336 (DB UAT4471)

Community Development Systems

Integrated Disbursement & Information System (IDIS)

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity
- Add
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity

Edit HOME-ARP Setup Detail

Tenant-Based Rental Assistance (TBRA)

- **Warning: Activity funding of $0.00 is not equal to the amount eligible for TBRA funding ($12,400.00) based on the beneficiary data entered. The activity cannot be marked as completed.**
- **TBRA Beneficiary has been added**

Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID: N/A	**Activity Name:** Anytown HOME-ARP TBRA 2021	**Program Year/Project ID:** 2021/1
IDIS Activity ID: 2364	**Activity Owner:** Anytown	**Project Title:** HOME-ARP

Written Agreement Execution Date: 04/25/2022 (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

Unit Total / Number of Beneficiaries: 1 (Total HOME-ARP Units: 1)
Eligible TBRA funding amount based on the beneficiary data entered: $12,400.00

Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

Project Delivery Cost: $

Setting Up a Single HH HOME-ARP TBRA Activity

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT v11.27.0_rev12_316ca/1336 (DB UAT4471)

Community Development Systems

Integrated Disbursement & Information System (IDIS)

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity
- Add
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity

Edit HOME-ARP Setup Detail

Tenant-Based Rental Assistance (TBRA)

- Warning: Activity funding of $0.00 is not equal to the amount eligible for TBRA funding ($12,400.00) based on the beneficiary data entered. The activity cannot be marked as completed.
- TBRA Beneficiary has been added

Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID: N/A	**Activity Name:** Anytown HOME-ARP TBRA 2021	**Program Year/Project ID:** 2021/1
IDIS Activity ID: 2364	**Activity Owner:** Anytown	**Project Title:** HOME-ARP

Written Agreement Execution Date: 04/25/2022 (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

Unit Total / Number of Beneficiaries: 1 (Total HOME-ARP Units: 1)
Eligible TBRA funding amount based on the beneficiary data entered: $12,400.00

Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

Project Delivery Cost: $

Setting Up a Single HH HOME-ARP TBRA Activity

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT v11.27.0_rev12_316ca/1336 (DB UAT4471)

Community Development Systems

Integrated Disbursement & Information System (IDIS)

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity
- Add
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity

Edit HOME-ARP Setup Detail

Tenant-Based Rental Assistance (TBRA)

- **Warning: Activity funding of $0.00 is not equal to the amount eligible for TBRA funding ($12,400.00) based on the beneficiary data entered. The activity cannot be marked as completed.**
- **TBRA Beneficiary has been added**

Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID: N/A	**Activity Name:** Anytown HOME-ARP TBRA 2021	**Program Year/Project ID:** 2021/1
IDIS Activity ID: 2364	**Activity Owner:** Anytown	**Project Title:** HOME-ARP

Written Agreement Execution Date: 04/25/2022 (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

Unit Total / Number of Beneficiaries: 1 (Total HOME-ARP Units: 1)
Eligible TBRA funding amount based on the beneficiary data entered: $12,400.00

Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

Project Delivery Cost: $

Setting Up a Single HH HOME-ARP TBRA Activity

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT v11.27.0_rev12_316ca/1336 (DB UAT4471)

Community Development Systems

Integrated Disbursement & Information System (IDIS)

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity
- Add
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity

Edit HOME-ARP Setup Detail

Tenant-Based Rental Assistance (TBRA)

- Warning: Activity funding of $0.00 is not equal to the amount eligible for TBRA funding ($12,400.00) based on the beneficiary data entered. The activity cannot be marked as completed.
- TBRA Beneficiary has been added

Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID: N/A	**Activity Name:** Anytown HOME-ARP TBRA 2021	**Program Year/Project ID:** 2021/1
IDIS Activity ID: 2364	**Activity Owner:** Anytown	**Project Title:** HOME-ARP

Written Agreement Execution Date: 04/25/2022 (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

Unit Total / Number of Beneficiaries: 1 (Total HOME-ARP Units: 1)
Eligible TBRA funding amount based on the beneficiary data entered: $12,400.00

Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

Project Delivery Cost: $

Setting Up a Single HH HOME-ARP TBRA Activity

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT v11.27.0_rev12_316ca/1336 (DB UAT4471)

Community Development Systems

Integrated Disbursement & Information System (IDIS)

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity
- Add
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity

Edit HOME-ARP Setup Detail

Tenant-Based Rental Assistance (TBRA)

- **Warning: Activity funding of $0.00 is not equal to the amount eligible for TBRA funding ($12,400.00) based on the beneficiary data entered. The activity cannot be marked as completed.**
- **TBRA Beneficiary has been added**

Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID: N/A
Activity Name: Anytown HOME-ARP TBRA 2021
Program Year/Project ID: 2021/1
IDIS Activity ID: 2364
Activity Owner: Anytown
Project Title: HOME-ARP

Written Agreement Execution Date: 04/25/2022 (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

Unit Total / Number of Beneficiaries: 1 (Total HOME-ARP Units: 1)
Eligible TBRA funding amount based on the beneficiary data entered: $12,400.00

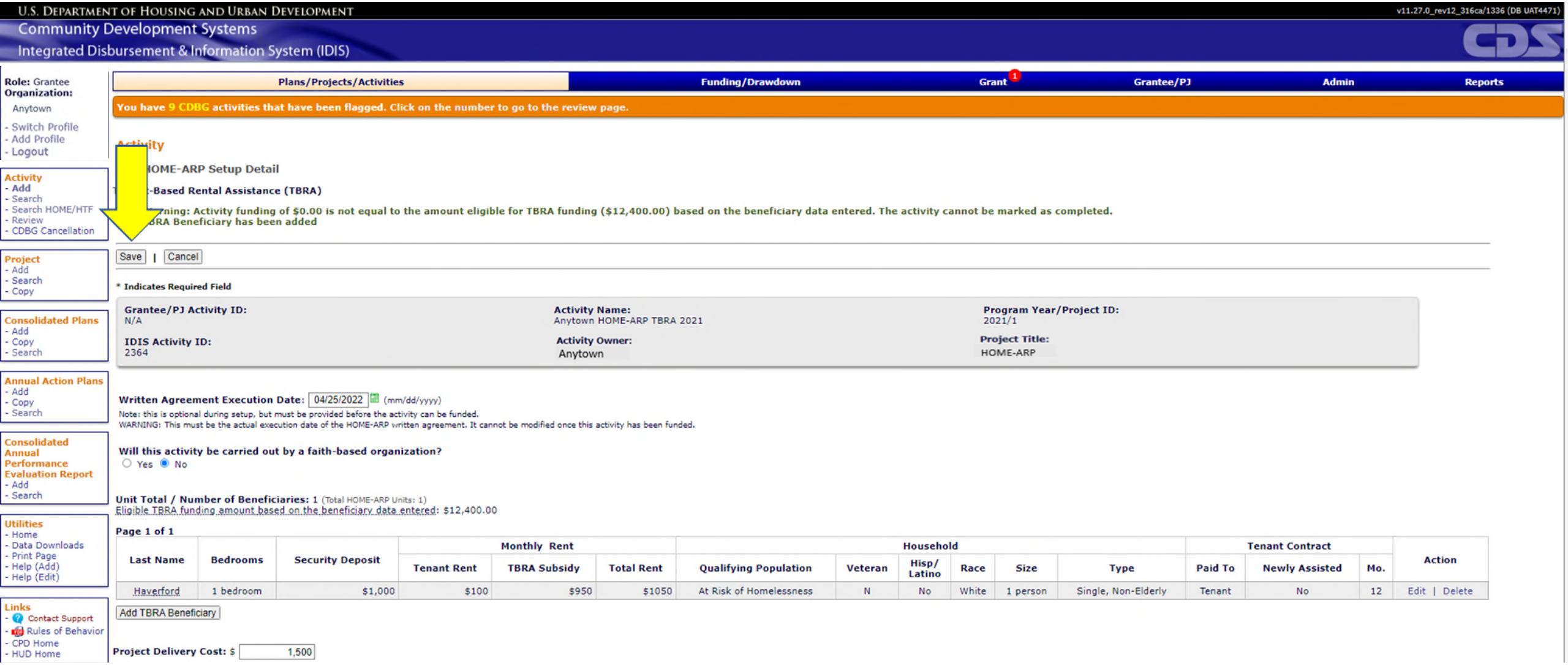
Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

Project Delivery Cost: $ 1,500

Setting Up a Single HH HOME-ARP TBRA Activity



Setting Up a Single HH HOME-ARP TBRA Activity

- Switch Profile
- Logout

Activity
- Add
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Activity

Edit Activity

- **Warning: Activity funding of $0.00 is not equal to the amount eligible for TBRA funding ($13,900.00) based on the beneficiary data entered. The activity cannot be marked as completed.**
- **HOME-ARP setup has been saved**

Save | Cancel

***Indicates Required Field**

***Activity Owner:** Anytown

IDIS Activity ID: 2364

IDIS Project ID/Project Title (Program Year): 17/HOME-ARP (2021)

Change Project

***Activity Name:** Anytown HOME-ARP TBRA 2021

Activity Status: Open

Completion Date: (mm/dd/yyyy)

Grantee/PJ Activity ID:

Initial Funding Date:

Program	*Activity Category	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	♦ Is this activity to prevent, prepare for, and respond to coronavirus?* ○ No ○ Yes ♦ Does this activity use Section 108 loan? **No** Change answer None	No	No	Add CDBG	Add CDBG Accomp.	
ESG	None	No	No	Add ESG	Add ESG Accomp.	
HOME	☑ HOME-ARP Tenant-Based Rental Assistance (TBRA)	Yes	No	Edit HOME	Add HOME Accomp.	Check HOME
HOPWA	None	No	No	Add HOPWA	Add HOPWA Accomp.	
CDBG-R	None	No	No	Add CDBG-R	Add CDBG-R Accomp.	
HPRP	None	No	No	Add HPRP		
TCAP	None	No	No	Add TCAP	Add TCAP Accomp.	
HESG	None	No	No	Add HESG		
HOPWA-C	None	No	No	Add HOPWA-C	Add HOPWA-C Accomp.	
HTF	None	No	No	Add HTF	Add HTF Accomp.	

Activity Funding

Setting Up a Single HH HOME-ARP TBRA Activity

- Switch Profile
- Logout

Activity
- Add
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Activity

Edit Activity

- **Warning: Activity funding of $0.00 is not equal to the amount eligible for TBRA funding ($13,900.00) based on the beneficiary data entered. The activity cannot be marked as completed.**
- **HOME-ARP setup has been saved**

Save | Cancel

*Indicates Required Field

***Activity Owner:** Anytown

IDIS Activity ID: 2364

IDIS Project ID/Project Title (Program Year): 17/HOME-ARP (2021)

Change Project

***Activity Name:** Anytown HOME-ARP TBRA 2021

Activity Status: Open

Completion Date: (mm/dd/yyyy)

Grantee/PJ Activity ID:

Initial Funding Date:

Program	*Activity Category	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	♦ Is this activity to prevent, prepare for, and respond to coronavirus?* ○ No ○ Yes ♦ Does this activity use Section 108 loan? **No** Change answer None	No	No	Add CDBG	Add CDBG Accomp.	
ESG	None	No	No	Add ESG	Add ESG Accomp.	
HOME	☑ HOME-ARP Tenant-Based Rental Assistance (TBRA)	Yes	No	Edit HOME	Add HOME Accomp.	Check HOME
HOPWA	None	No	No	Add HOPWA	Add HOPWA Accomp.	
CDBG-R	None	No	No	Add CDBG-R	Add CDBG-R Accomp.	
HPRP	None	No	No	Add HPRP		
TCAP	None	No	No	Add TCAP	Add TCAP Accomp.	
HESG	None	No	No	Add HESG		
HOPWA-C	None	No	No	Add HOPWA-C	Add HOPWA-C Accomp.	
HTF	None	No	No	Add HTF	Add HTF Accomp.	

Activity Funding

Scenario 3

A few months have passed and Anytown has identified two additional qualifying households and have executed lease agreements with the following information:

Name	Security Deposit	Monthly Rent Subsidy	Date of Signed Lease Agreement	Lease Term	IDIS Activity ID
Dwyer	$1,000	$950	4/25/2022	12	
Jamm	$1,000	$800	2/14/2022	12	
Haverford	$550	$1,050	12/15/2022	12	2364

Setting Up a Single HH HOME-ARP TBRA Activity

To set up a Single HH HOME-ARP TBRA activities for these two additional qualifying households, repeat all steps from **Scenario 2.**

Name	Security Deposit	Monthly Rent Subsidy	Date of Signed Lease Agreement	Lease Term	IDIS Activity ID
Dwyer	$1,000	$950	4/25/2022	12	2367
Jamm	$1,000	$800	2/14/2022	12	2348
Haverford	$550	$1,050	12/15/2022	12	2364

Setting Up a Single HH HOME-ARP TBRA Activity

To set up a Single HH HOME-ARP TBRA activities for these two additional qualifying households, repeat all steps from **Scenario 2.**

Name	Security Deposit	Monthly Rent Subsidy	Date of Signed Lease Agreement	Lease Term	IDIS Activity ID
Dwyer	$1,000	$950	4/25/2022	12	2367
Jamm	$1,000	$800	2/14/2022	12	2348
Haverford	$550	$1,050	12/15/2022	12	2364

Scenario 4

Anytown wants to setup one activity with all three beneficiaries instead of one activity for each beneficiary.

Name	Security Deposit	Monthly Rent Subsidy	Date of Signed Lease Agreement	Lease Term
Haverford	$1,000	$950	4/25/2022	12
Dwyer	$1,000	$800	2/14/2022	12
Jamm	$550	$1,050	12/15/2022	12

HOME-ARP TBRA Activity Batch Setup

Single HH Setup

Each qualifying household gets its own IDIS activity

Batch Setup

Multiple qualifying households are grouped into a single IDIS activity

Demonstration

HOME-ARP TBRA Activity Batch Setup

HOME-ARP TBRA Activity Batch Setup

To set up one HOME-ARP TBRA activity for multiple qualifying households, follow steps from **Scenario 1, until reaching the Add HOME-ARP Setup Detail screen in IDIS.**

HOME-ARP TBRA Activity Batch Setup

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity
- **Add**
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity

Add HOME-ARP Setup Detail

Tenant-Based Rental Assistance (TBRA)

Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID:	Activity Name:	Program Year/Project ID:
N/A	HOME-ARP TBRA Batch Setup	2021/1
IDIS Activity ID:	**Activity Owner:**	**Project Title:**
2364	Anytown	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?

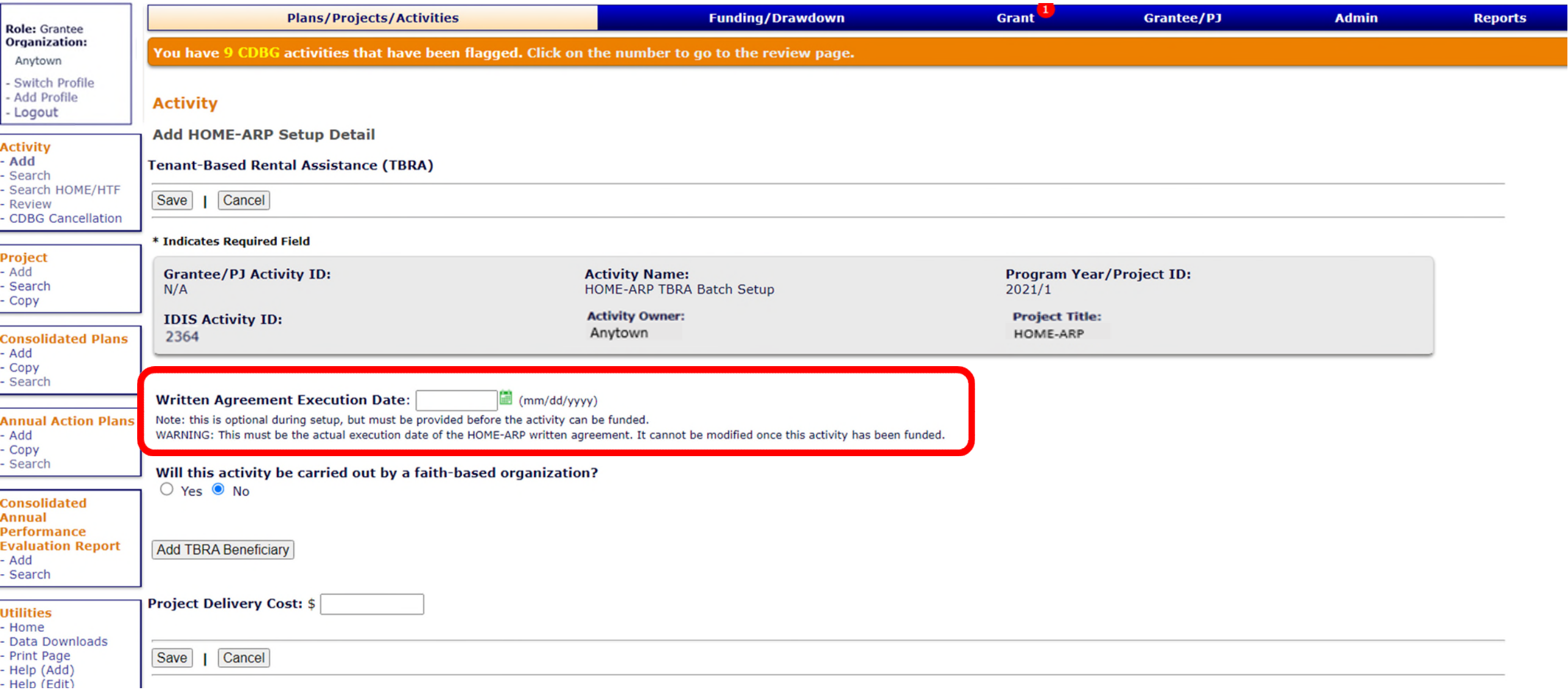
○ Yes ◉ No

Add TBRA Beneficiary

Project Delivery Cost: $

Save | Cancel

HOME-ARP TBRA Activity Batch Setup



Knowledge Check

Knowledge Check #2

For batch setup, what written agreement execution date should the PJ use for this TBRA activity?

Name	Security Deposit	Monthly Rent Subsidy	Date of Signed Lease Agreement	Lease Term
Haverford	$1,000	$950	4/25/2022	12
Dwyer	$1,000	$800	2/14/2022	12
Jamm	$550	$1,050	12/15/2022	12

A. 2/14/2022
B. 4/25/2022
C. 12/15/2022

Knowledge Check #2

For batch setup, what written agreement execution date should the PJ use for this TBRA activity?

Name	Security Deposit	Monthly Rent Subsidy	Date of Signed Lease Agreement	Lease Term
Haverford	$1,000	$950	4/25/2022	12
Dwyer	$1,000	$800	2/14/2022	12
Jamm	$550	$1,050	12/15/2022	12

A. 2/14/2022
B. 4/25/2022
C. 12/15/2022

Activity Setup: What is the commitment date?

Single HH Setup

Written Agreement Execution Date (WAED) is the date the rental assistance contract is executed for this specific qualifying household

Batch Setup

Written Agreement Execution Date (WAED) is the date of the **earliest** executed rental assistance contract for a qualifying household included in this activity

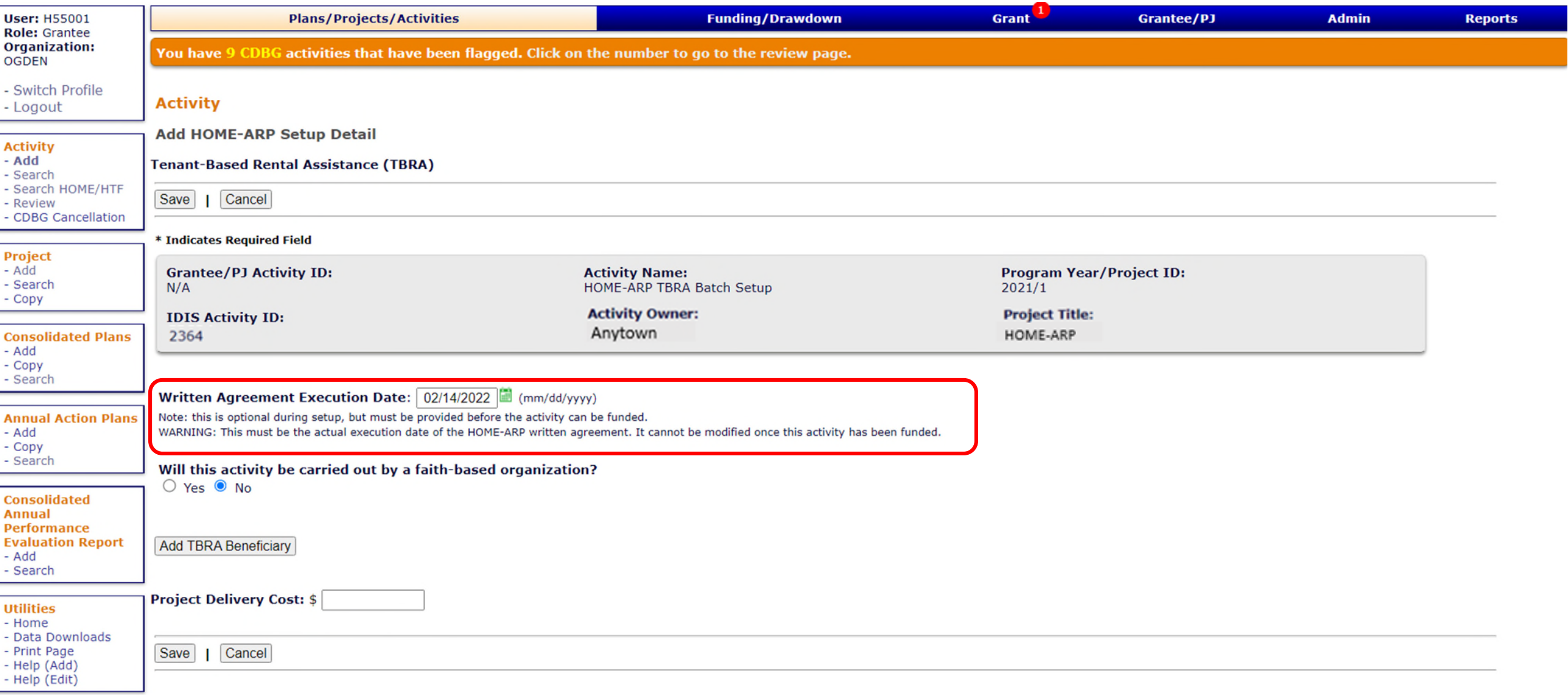
Knowledge Check #2

For batch setup, what written agreement execution date should the PJ use for this single TBRA activity?

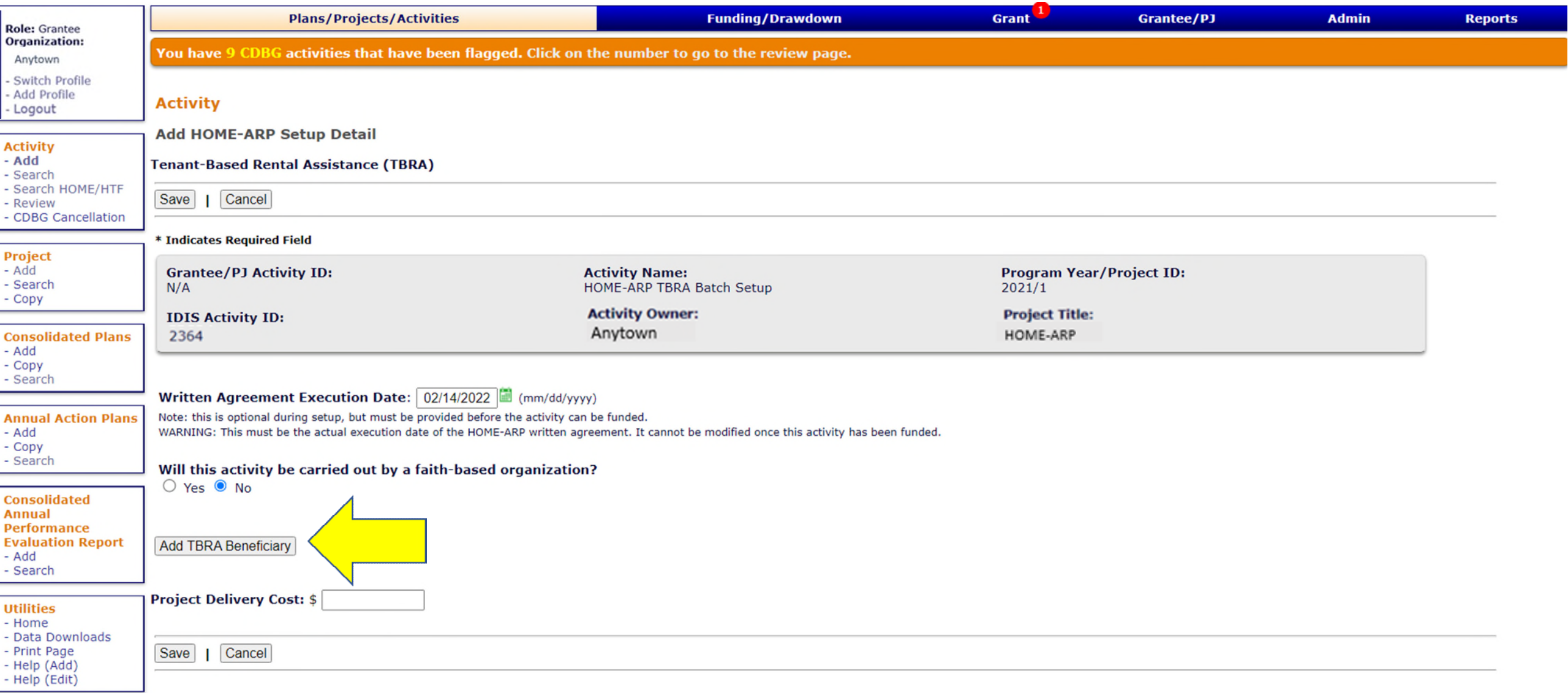
Name	Security Deposit	Monthly Rent Subsidy	Date of Signed Lease Agreement	Lease Term
Haverford	$1,000	$950	4/25/2022	12
Dwyer	$1,000	$800	2/14/2022	12
Jamm	$550	$1,050	12/15/2022	12

A) 2/14/2022
B) 4/25/2022
C) 12/15/2022

HOME-ARP TBRA Activity Batch Setup



HOME-ARP TBRA Activity Batch Setup



HOME-ARP TBRA Activity Batch Setup

U.S. Department of Housing and Urban Development — v11.27.0_rev12_316ca/1336 (DB UAT4471)

Community Development Systems

Integrated Disbursement & Information System (IDIS)

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity
- Add
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity

Add HOME-ARP TBRA Beneficiary

Tenant-Based Rental Assistance (TBRA)

Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID:	Activity Name:	Program Year/Project ID:
N/A	Anytown HOME-ARP TBRA 2021	2021/1
IDIS Activity ID:	**Activity Owner:**	**Project Title:**
2364	Anytown	HOME-ARP

*Last Name	
*Number of Bedrooms	Select
Security Deposit	$
Monthly Rent	
Tenant Rent	$
TBRA Subsidy	$
Total Rent	$ 0.00
Household	
*Qualifying Population	Select ☐ Veteran
*Hispanic/Latino	Select
*Race	Select
*Size	Select
*Type	Select
Tenant Contract	
*Paid To	Select
*Newly Assisted	Select
*Months	

HOME-ARP TBRA Activity Batch Setup

U.S. Department of Housing and Urban Development — v11.27.0_rev12_316ca/1336 (DB UAT4471)

Community Development Systems

Integrated Disbursement & Information System (IDIS)

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity
- Add
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity

Add HOME-ARP TBRA Beneficiary

Tenant-Based Rental Assistance (TBRA)

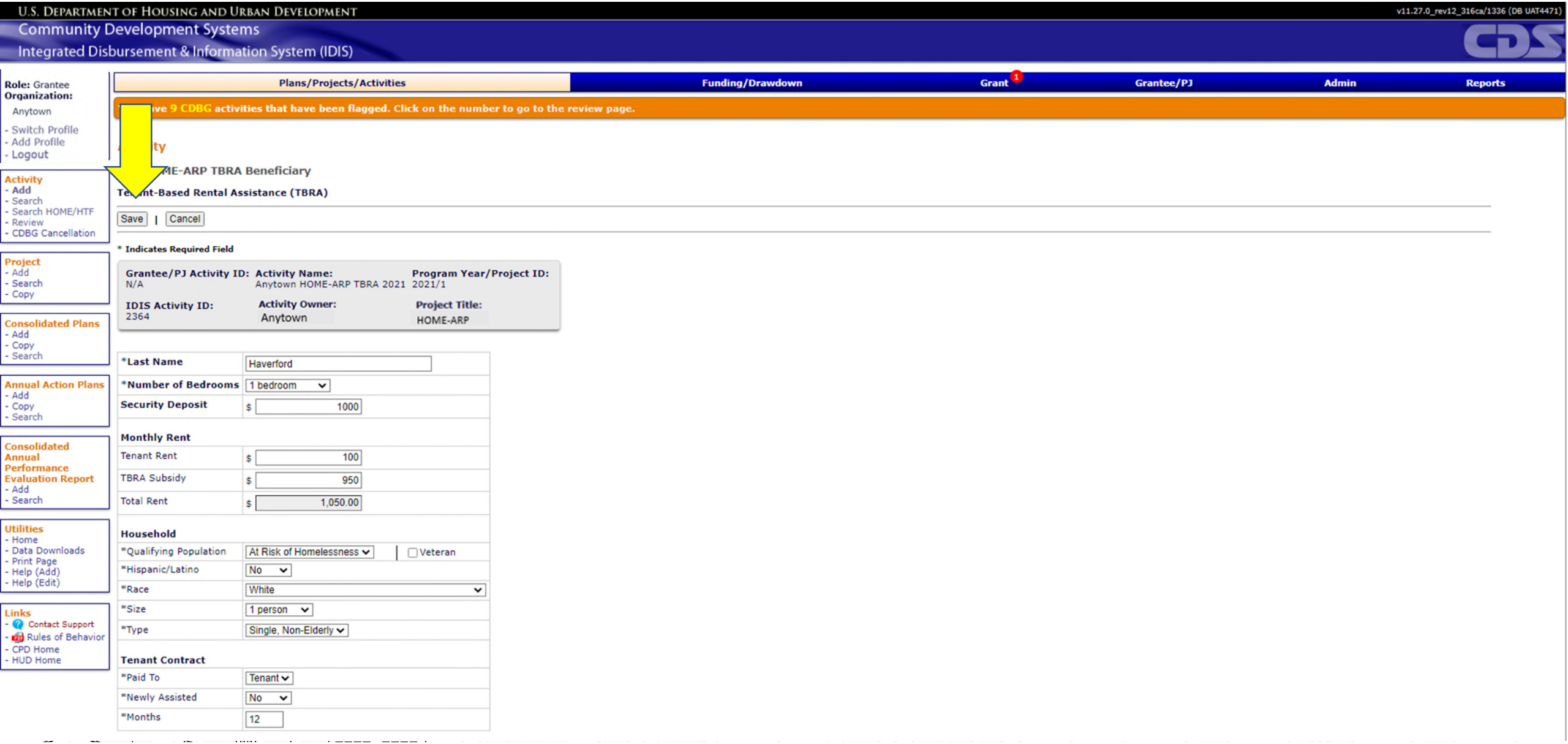
Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID:	Activity Name:	Program Year/Project ID:
N/A	Anytown HOME-ARP TBRA 2021	2021/1
IDIS Activity ID:	**Activity Owner:**	**Project Title:**
2364	Anytown	HOME-ARP

*Last Name	Haverford
*Number of Bedrooms	1 bedroom
Security Deposit	$ 1000
Monthly Rent	
Tenant Rent	$ 100
TBRA Subsidy	$ 950
Total Rent	$ 1,050.00
Household	
*Qualifying Population	At Risk of Homelessness ☐ Veteran
*Hispanic/Latino	No
*Race	White
*Size	1 person
*Type	Single, Non-Elderly
Tenant Contract	
*Paid To	Tenant
*Newly Assisted	No
*Months	12

HOME-ARP TBRA Activity Batch Setup



HOME-ARP TBRA Activity Batch Setup

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Repo

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity

Edit HOME-ARP Setup Detail

Tenant-Based Rental Assistance (TBRA)

- Warning: Activity funding of $0.00 is not equal to the amount eligible for TBRA funding ($12,400.00) based on the beneficiary data entered. The activity cannot be marked as completed.
- TBRA Beneficiary has been added

Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID: N/A

Activity Name: Anytown HOME-ARP TBRA 2021

Program Year/Project ID: 2021/1

IDIS Activity ID: 2364

Activity Owner: Anytown

Project Title: HOME-ARP

Written Agreement Execution Date: 02/14/2022 (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

Unit Total / Number of Beneficiaries: 1 (Total HOME-ARP Units: 1)
Eligible TBRA funding amount based on the beneficiary data entered: $12,400.00

Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

Project Delivery Cost: $

HOME-ARP TBRA Activity Batch Setup

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Repo

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity

Edit HOME-ARP Setup Detail

Tenant-Based Rental Assistance (TBRA)

- Warning: Activity funding of $0.00 is not equal to the amount eligible for TBRA funding ($12,400.00) based on the beneficiary data entered. The activity cannot be marked as completed.
- TBRA Beneficiary has been added

Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID: N/A

Activity Name: Anytown HOME-ARP TBRA 2021

Program Year/Project ID: 2021/1

IDIS Activity ID: 2364

Activity Owner: Anytown

Project Title: HOME-ARP

Written Agreement Execution Date: 02/14/2022 (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

Unit Total / Number of Beneficiaries: 1 (Total HOME-ARP Units: 1)
Eligible TBRA funding amount based on the beneficiary data entered: $12,400.00

Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

Project Delivery Cost: $

HOME-ARP TBRA Activity Batch Setup

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Grantee/PJ Activity ID: N/A

Activity Name: Anytown HOME-ARP TBRA 2021

Program Year/Project ID: 2021/1

IDIS Activity ID: 2364

Activity Owner: Anytown

Project Title: HOME-ARP

Written Agreement Execution Date: 02/14/2022 (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

Unit Total / Number of Beneficiaries: 1 (Total HOME-ARP Units: 1)

Eligible TBRA funding amount based on the beneficiary data entered: $13,900.00

Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

Project Delivery Cost: $ 1,500.00

Save | Cancel

HOME-ARP TBRA Activity Batch Setup

Grantee/PJ Activity ID: N/A

Activity Name: Anytown HOME-ARP TBRA 2021

Program Year/Project ID: 2021/1

IDIS Activity ID: 2364

Activity Owner: Anytown

Project Title: HOME-ARP

Written Agreement Execution Date: 02/14/2022 (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

Unit Total / Number of Beneficiaries: 1 (Total HOME-ARP Units: 1)

Eligible TBRA funding amount based on the beneficiary data entered: $13,900.00

Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

Project Delivery Cost: $ 1,500.00

Save | Cancel

HOME-ARP TBRA Activity Batch Setup

Edit HOME-ARP Setup Detail

Tenant-Based Rental Assistance (TBRA)

- **Warning: Activity funding of $0.00 is not equal to the amount eligible for TBRA funding ($25,100.00) based on the beneficiary data entered. The activity cannot be marked as completed.**
- **TBRA Beneficiary has been added**

Save | Cancel

*** Indicates Required Field**

Grantee/PJ Activity ID: N/A	**Activity Name:** Anytown HOME-ARP TBRA 2021	**Program Year/Project ID:** 2021/1
IDIS Activity ID: 2364	**Activity Owner:** Anytown	**Project Title:** HOME-ARP

Written Agreement Execution Date: 02/14/2022 (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

Unit Total / Number of Beneficiaries: 2 (Total HOME-ARP Units: 2)
Eligible TBRA funding amount based on the beneficiary data entered: $25,100.00

Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Dwyer	2 bedrooms	$1,000	$250	$850	$1100	Homeless	Y	No	Asian & White	2 persons	Elderly	Tenant	No	12	Edit | Delete
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

HOME-ARP TBRA Activity Batch Setup

Edit HOME-ARP Setup Detail

Tenant-Based Rental Assistance (TBRA)

- **Warning: Activity funding of $0.00 is not equal to the amount eligible for TBRA funding ($25,100.00) based on the beneficiary data entered. The activity cannot be marked as completed.**
- **TBRA Beneficiary has been added**

Save | Cancel

*** Indicates Required Field**

Grantee/PJ Activity ID: N/A	**Activity Name:** Anytown HOME-ARP TBRA 2021	**Program Year/Project ID:** 2021/1
IDIS Activity ID: 2364	**Activity Owner:** Anytown	**Project Title:** HOME-ARP

Written Agreement Execution Date: 02/14/2022 (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

Unit Total / Number of Beneficiaries: 2 (Total HOME-ARP Units: 2)
Eligible TBRA funding amount based on the beneficiary data entered: $25,100.00

Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Dwyer	2 bedrooms	$1,000	$250	$850	$1100	Homeless	Y	No	Asian & White	2 persons	Elderly	Tenant	No	12	Edit | Delete
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

HOME-ARP TBRA Activity Batch Setup

Edit HOME-ARP Setup Detail

Tenant-Based Rental Assistance (TBRA)

- **Warning: Activity funding of $0.00 is not equal to the amount eligible for TBRA funding ($25,100.00) based on the beneficiary data entered. The activity cannot be marked as completed.**
- **TBRA Beneficiary has been added**

Save | Cancel

*** Indicates Required Field**

Grantee/PJ Activity ID: N/A	**Activity Name:** Anytown HOME-ARP TBRA 2021	**Program Year/Project ID:** 2021/1
IDIS Activity ID: 2364	**Activity Owner:** Anytown	**Project Title:** HOME-ARP

Written Agreement Execution Date: 02/14/2022 (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

Unit Total / Number of Beneficiaries: 2 (Total HOME-ARP Units: 2)
Eligible TBRA funding amount based on the beneficiary data entered: $25,100.00

Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Dwyer	2 bedrooms	$1,000	$250	$850	$1100	Homeless	Y	No	Asian & White	2 persons	Elderly	Tenant	No	12	Edit | Delete
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

HOME-ARP TBRA Activity Batch Setup

Activity
- Add
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Tenant-Based Rental Assistance (TBRA)

- **Warning: Activity funding of $0.00 is not equal to the amount eligible for TBRA funding ($25,100.00) based on the beneficiary data entered. The activity cannot be marked as completed.**
- **TBRA Beneficiary has been added**

Save | Cancel

*** Indicates Required Field**

Grantee/PJ Activity ID: N/A	**Activity Name:** Anytown HOME-ARP TBRA 2021	**Program Year/Project ID:** 2021/1
IDIS Activity ID: 2364	**Activity Owner:** Anytown	**Project Title:** HOME-ARP

Written Agreement Execution Date: 02/14/2022 (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

Unit Total / Number of Beneficiaries: 2 (Total HOME-ARP Units: 2)
Eligible TBRA funding amount based on the beneficiary data entered: $25,100.00

Page 1 of 1

Last Name	drooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Dwyer	edrooms	$1,000	$250	$850	$1100	Homeless	Y	No	Asian & White	2 persons	Elderly	Tenant	No	12	Edit | Delete
Haverfor	bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

HOME-ARP TBRA Activity Batch Setup

- Add
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Tenant-Based Rental Assistance (TBRA)

- **Warning: Activity funding of $0.00 is not equal to the amount eligible for TBRA funding ($38,250.00) based on the beneficiary data entered. The activity cannot be marked as completed.**
- **TBRA Beneficiary has been added**

Save | Cancel

*** Indicates Required Field**

Grantee/PJ Activity ID: N/A

Activity Name: Anytown HOME-ARP TBRA 2021

Program Year/Project ID: 2021/1

IDIS Activity ID: 2364

Activity Owner: Anytown

Project Title: HOME-ARP

Written Agreement Execution Date: 02/14/2022 (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

Unit Total / Number of Beneficiaries: 3 (Total HOME-ARP Units: 3)
Eligible TBRA funding amount based on the beneficiary data entered: $38,250.00

Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Dwyer	2 bedrooms	$1,000	$250	$850	$1100	Homeless	Y	No	Asian & White	2 persons	Elderly	Tenant	No	12	Edit | Delete
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete
Jamm	3 bedrooms	$550	$300	$1050	$1350	Other QP	N	Yes	Black/African American & White	3 persons	Two Parents	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

HOME-ARP TBRA Activity Batch Setup

- Add
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Tenant-Based Rental Assistance (TBRA)

- **Warning: Activity funding of $0.00 is not equal to the amount eligible for TBRA funding ($38,250.00) based on the beneficiary data entered. The activity cannot be marked as completed.**
- **TBRA Beneficiary has been added**

Save | Cancel

*** Indicates Required Field**

Grantee/PJ Activity ID: N/A

Activity Name: Anytown HOME-ARP TBRA 2021

Program Year/Project ID: 2021/1

IDIS Activity ID: 2364

Activity Owner: Anytown

Project Title: HOME-ARP

Written Agreement Execution Date: 02/14/2022 (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

Unit Total / Number of Beneficiaries: 3 (Total HOME-ARP Units: 3)
Eligible TBRA funding amount based on the beneficiary data entered: $38,250.00

Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Dwyer	2 bedrooms	$1,000	$250	$850	$1100	Homeless	Y	No	Asian & White	2 persons	Elderly	Tenant	No	12	Edit | Delete
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete
Jamm	3 bedrooms	$550	$300	$1050	$1350	Other QP	N	Yes	Black/African American & White	3 persons	Two Parents	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

HOME-ARP TBRA Activity Batch Setup

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Grantee/PJ Activity ID: N/A

Activity Name: Anytown HOME-ARP TBRA 2021

Program Year/Project ID: 2021/1

IDIS Activity ID: 2364

Activity Owner: Anytown

Project Title: HOME-ARP

Written Agreement Execution Date: 02/14/2022 (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

Unit Total / Number of Beneficiaries: 3 (Total HOME-ARP Units: 3)
Eligible TBRA funding amount based on the beneficiary data entered: $38,250.00

Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Dwyer	2 bedrooms	$1,000	$250	$850	$1100	Homeless	Y	No	Asian & White	2 persons	Elderly	Tenant	No	12	Edit | Delete
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete
Jamm	3 bedrooms	$550	$300	$1050	$1350	Other QP	N	Yes	Black/African American & White	3 persons	Two Parents	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

Project Delivery Cost: $ 1,500.00

Save | Cancel

HOME-ARP TBRA Activity Batch Setup

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Grantee/PJ Activity ID: N/A

Activity Name: Anytown HOME-ARP TBRA 2021

Program Year/Project ID: 2021/1

IDIS Activity ID: 2364

Activity Owner: Anytown

Project Title: HOME-ARP

Written Agreement Execution Date: 02/14/2022 (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

Unit Total / Number of Beneficiaries: 3 (Total HOME-ARP Units: 3)

Eligible TBRA funding amount based on the beneficiary data entered: $38,250.00

Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Dwyer	2 bedrooms	$1,000	$250	$850	$1100	Homeless	Y	No	Asian & White	2 persons	Elderly	Tenant	No	12	Edit | Delete
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete
Jamm	3 bedrooms	$550	$300	$1050	$1350	Other_QP	N	Yes	Black/African American & White	3 persons	Two Parents	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

Project Delivery Cost: $ 4,500.00

Save | Cancel

HOME-ARP TBRA Activity Batch Setup

- Switch Profile
- Logout

Activity
- Add
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior

Activity

Edit Activity

- **Warning: Activity funding of $0.00 is not equal to the amount eligible for TBRA funding ($41,250.00) based on the beneficiary data entered. The activity cannot be marked as completed.**
- **HOME-ARP setup has been saved**

Save | Cancel

***Indicates Required Field**

Activity Owner:
Anytown

IDIS Activity ID:
2364

IDIS Project ID/Project Title (Program Year):
17/HOME-ARP (2021)
Change Project

***Activity Name:**
Anytown HOME-ARP TBRA 2021

Activity Status:
Open

Completion Date:
(mm/dd/yyyy)

Grantee/PJ Activity ID:

Initial Funding Date:
09/08/2022

Program	*Activity Category	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	♦ Is this activity to prevent, prepare for, and respond to coronavirus?* ○ No ○ Yes ♦ Does this activity use Section 108 loan? **No** Change answer None	No	No	Add CDBG	Add CDBG Accomp.	
ESG	None	No	No	Add ESG	Add ESG Accomp.	

Demonstration

Funding a HOME-ARP TBRA Activity

Activity Funding: How do you fund an activity?

PJ Administered

Use EN fund type

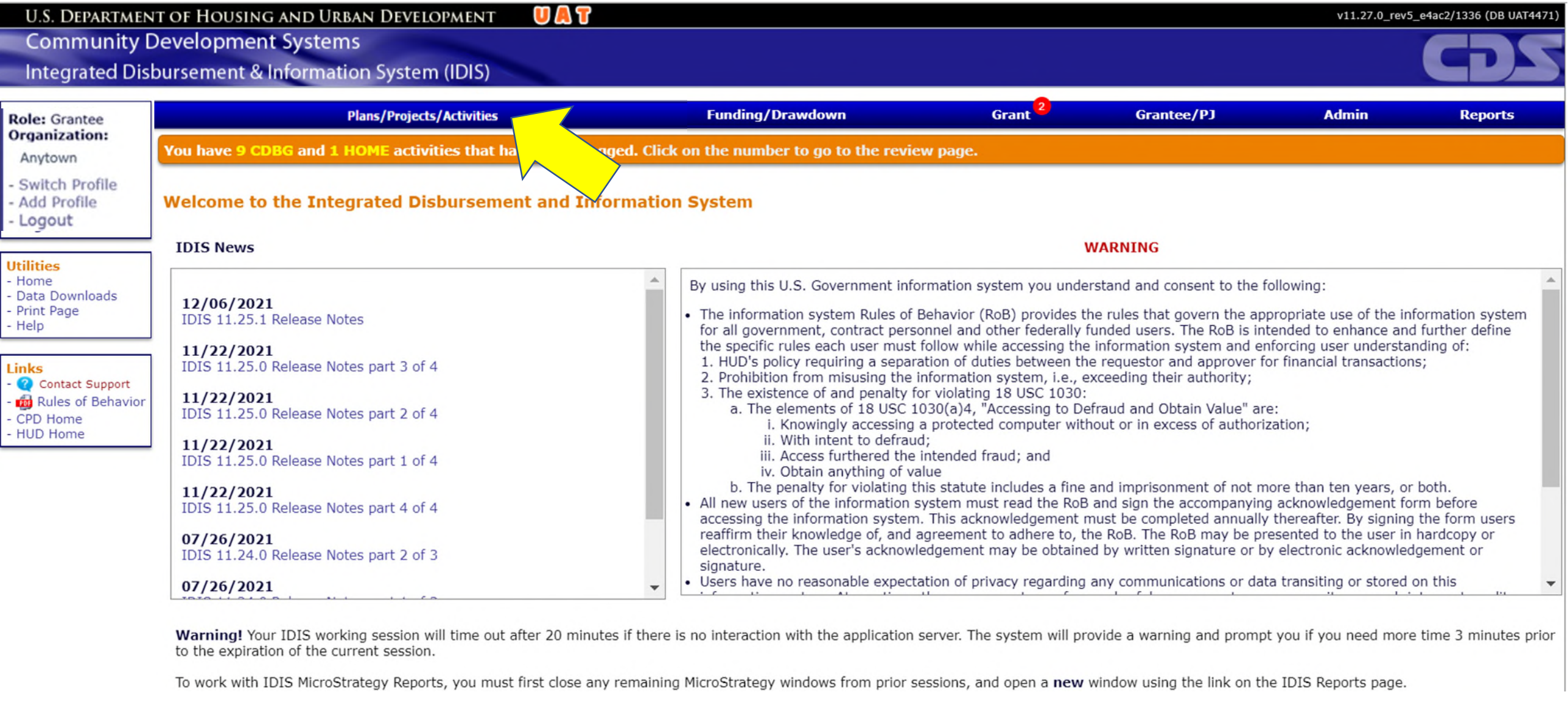
PJ **may not** subgrant funds

Subrecipient Administered

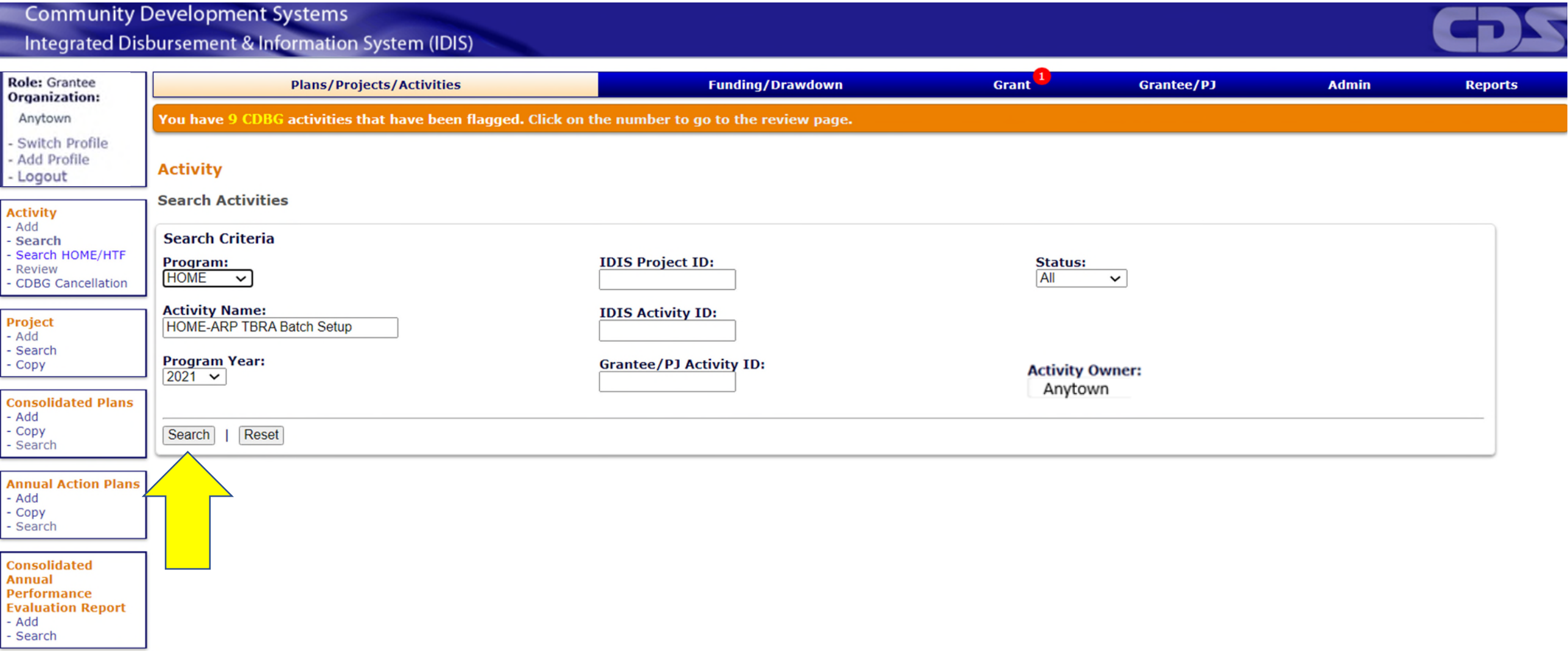
Use SU fund type

PJ **must** subgrant funds

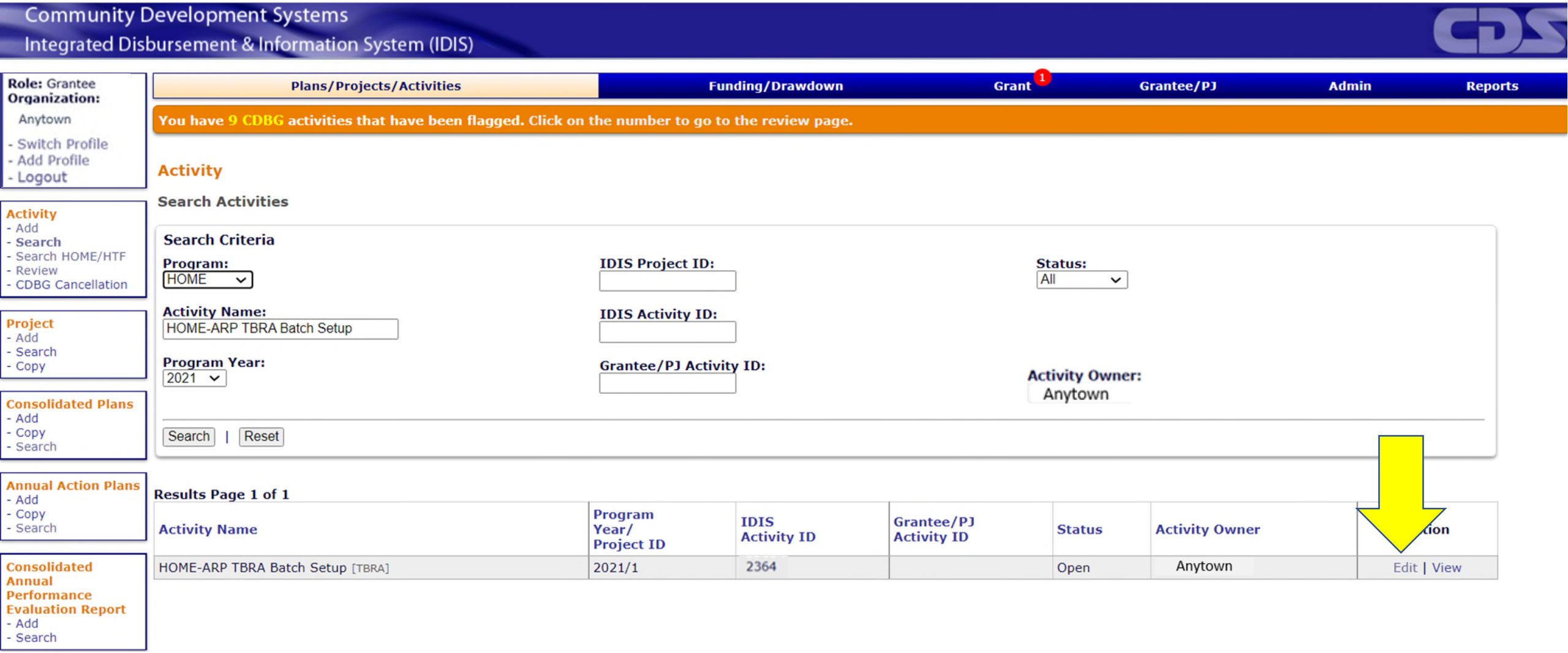
Funding a HOME-ARP TBRA Activity



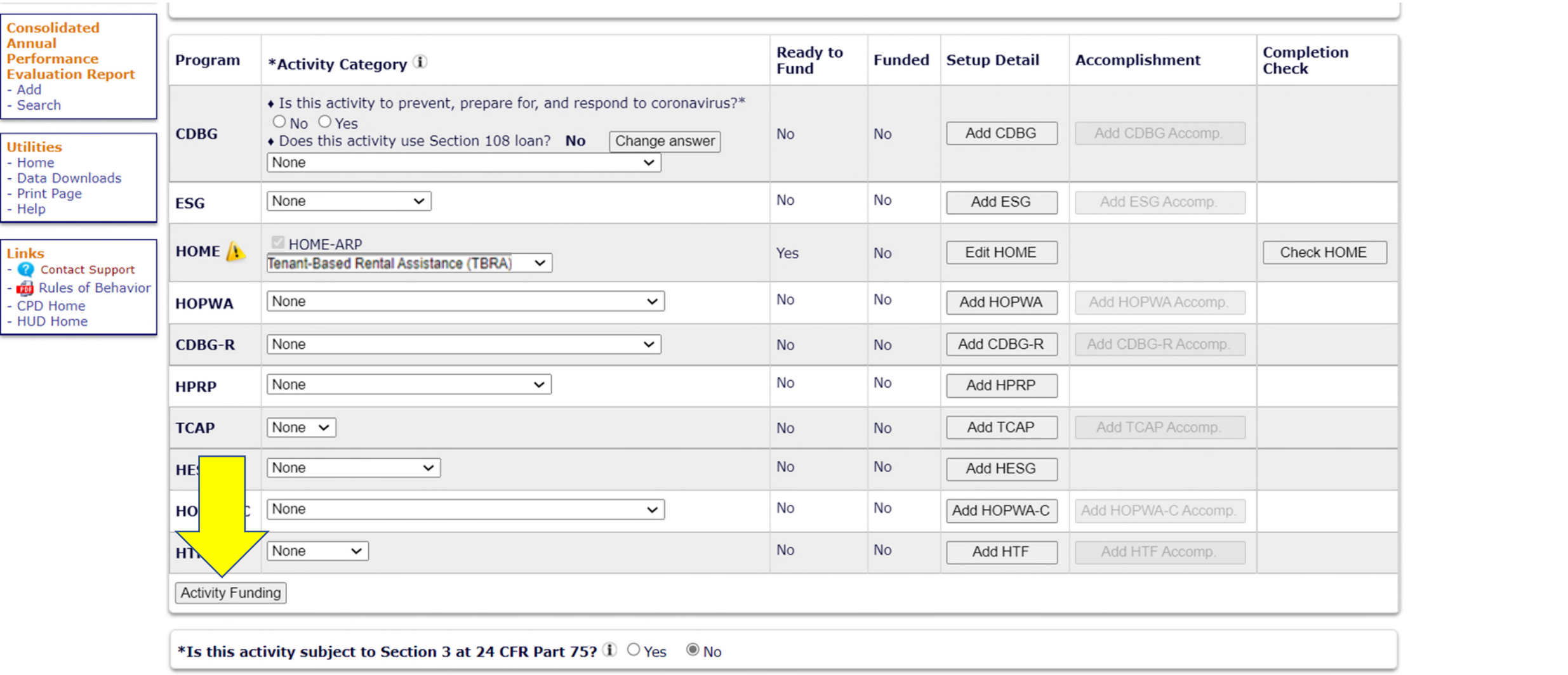
Funding a HOME-ARP TBRA Activity



Funding a HOME-ARP TBRA Activity



Funding a HOME-ARP TBRA Activity



Funding a HOME-ARP TBRA Activity

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity Funding
- Search

Drawdown
- Create Voucher
- Search Voucher
- Search Collections
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Section 108 Loan
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities | Funding/Drawdown | Grant | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity Funding

Edit Activity Funding

Return to Activity Edit

*Indicates Required Field

Activity Owner:
Anytown

IDIS Activity ID:
2364

Activity Name:
HOME-ARP TBRA Batch Setup

Program Year/Project:
2021/1

Total Funded: (TBRA eligible funding amount, up to: $41,250.00)
$0.00

Total Drawn:
$0.00

Funding Sources

Recipient Name: All Recipients
Program: All Programs
Fund Type: All Fund Types

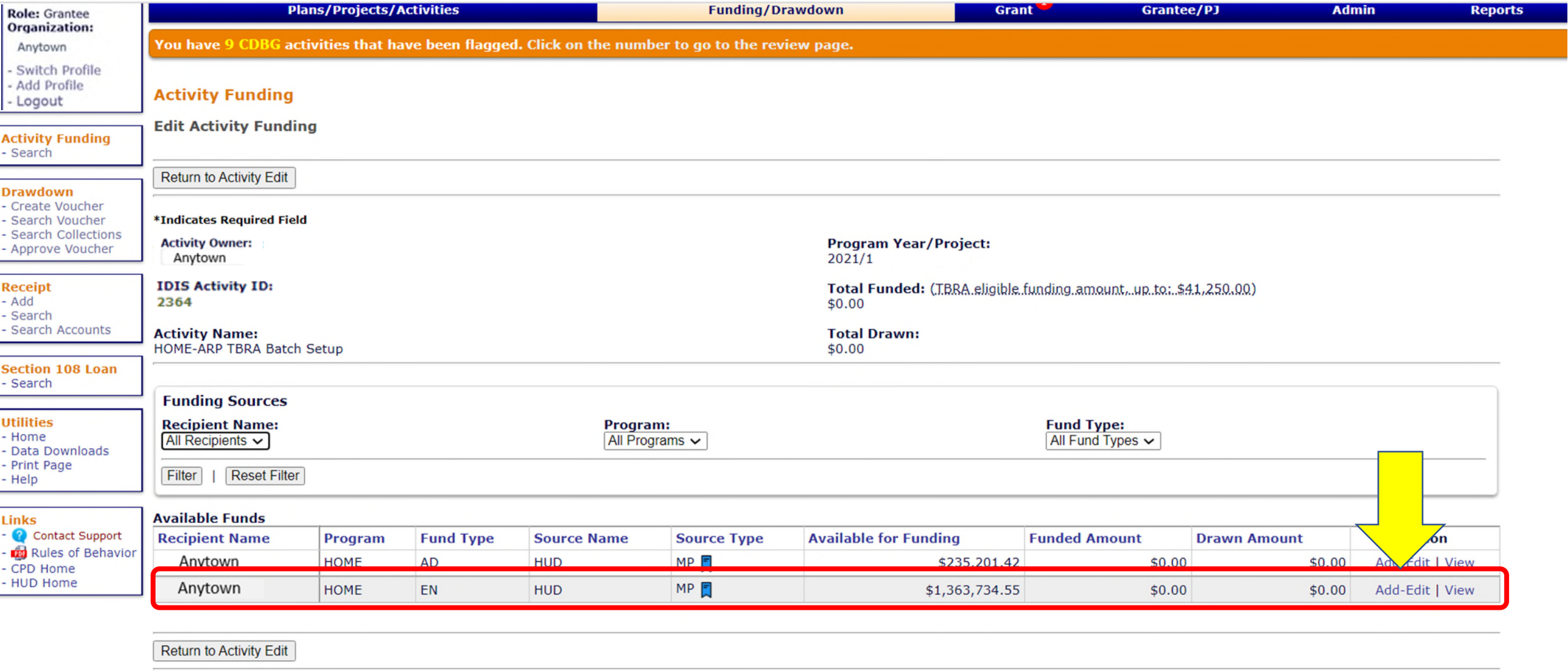
Filter | Reset Filter

Available Funds

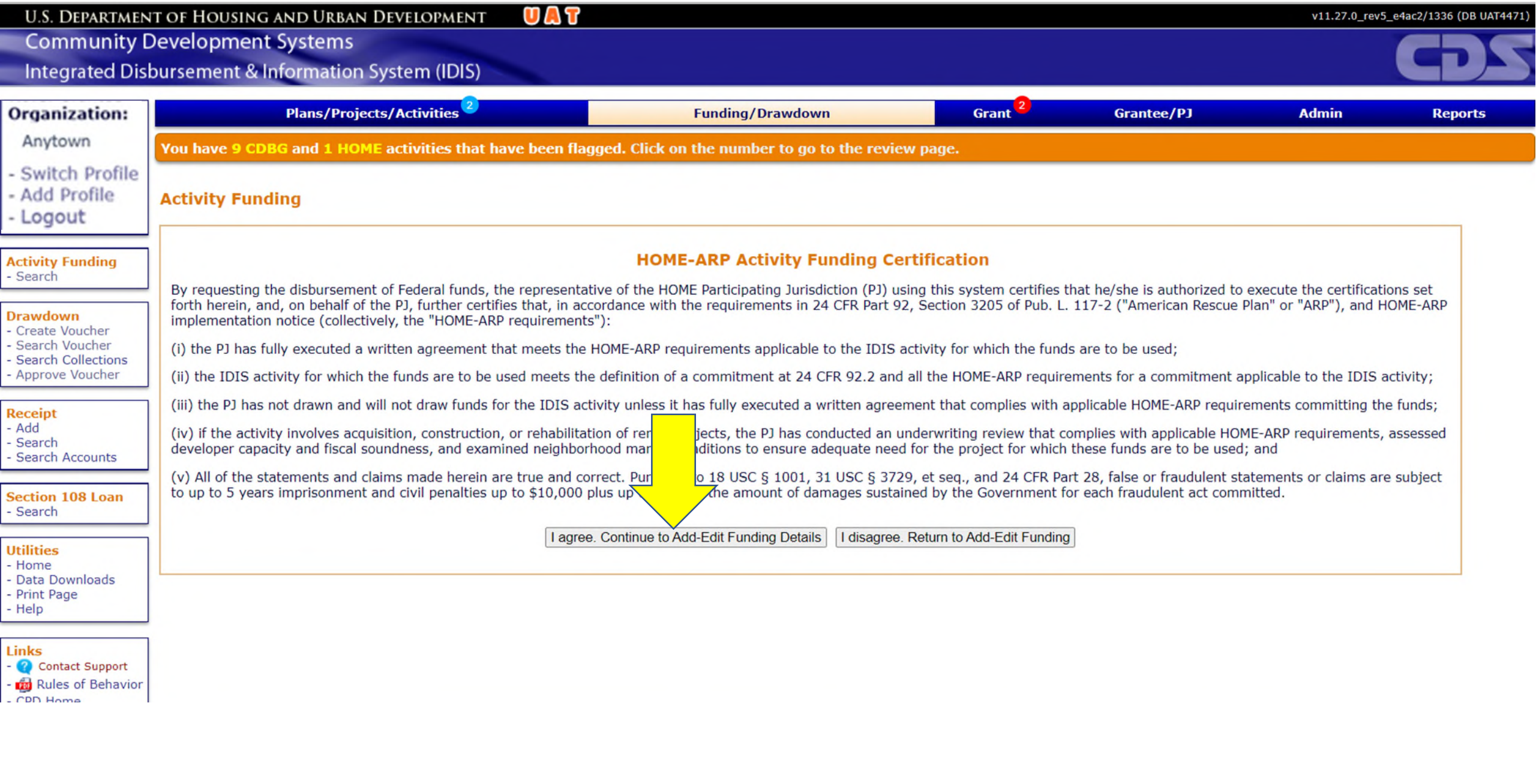
Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
Anytown	HOME	AD	HUD	MP	$235,201.42	$0.00	$0.00	Add-Edit | View
Anytown	HOME	EN	HUD	MP	$1,363,734.55	$0.00	$0.00	Add-Edit | View

Return to Activity Edit

Funding a HOME-ARP TBRA Activity



Funding a HOME-ARP TBRA Activity



Funding a HOME-ARP TBRA Activity

Integrated Disbursement & Information System (IDIS)

Role: Grantee
Organization:
Anytown

- Switch Profile
- Add Profile
- Logout

Activity Funding
- Search

Drawdown
- Create Voucher
- Search Voucher
- Search Collections
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Section 108 Loan
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity Funding

Add-Edit Funding Line Item

Return to Add-Edit Funding | Save | Undo

Activity Owner:
Anytown

IDIS Activity ID:
2364

Activity Name:
HOME-ARP TBRA Batch Setup

Program Year/Project:
2021/1

Total Funded: (TBRA eligible funding amount, up to: $41,250.00)
$0.00

Total Drawn:
$0.00

Funding Source

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOME	2021	EN	HUD	MP	Anytown	$1,363,734.55	$0.00	$0.00

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2021	$	$0.00

Return to Add-Edit Funding | Save | Undo

Funding a HOME-ARP TBRA Activity

Integrated Disbursement & Information System (IDIS)

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity Funding
- Search

Drawdown
- Create Voucher
- Search Voucher
- Search Collections
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Section 108 Loan
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity Funding

Add-Edit Funding Line Item

Return to Add-Edit Funding | Save | Undo

Activity Owner:
Anytown

Program Year/Project:
2021/1

IDIS Activity ID:
2364

Total Funded: (TBRA eligible funding amount, up to: $41,250.00)
$0.00

Activity Name:
HOME-ARP TBRA Batch Setup

Total Drawn:
$0.00

Funding Source

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOME	2021	EN	HUD	MP	Anytown	$1,363,734.55	$0.00	$0.00

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2021	$ 41,250	$0.00

Return to Add-Edit Funding | Save | Undo

Funding a HOME-ARP TBRA Activity

Integrated Disbursement & Information System (IDIS)

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity Funding
- Search

Drawdown
- Create Voucher
- Search Voucher
- Search Collections
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Section 108 Loan
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Activity Funding

Add-Edit Funding Line Item

Return to Add-Edit Funding | Save | Undo

Activity Owner: Anytown

Program Year/Project: 2021/1

IDIS Activity ID: 2364

Total Funded: (TBRA eligible funding amount, up to: $41,250.00) $0.00

Activity Name: HOME-ARP TBRA Batch Setup

Total Drawn: $0.00

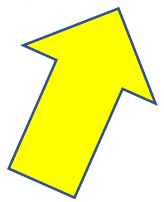
Funding Source

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOME	2021	EN	HUD	MP	Anytown	$1,363,734.55	$0.00	$0.00

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2021	$ 41,250	$0.00

Return to Add-Edit Funding | Save | Undo



Funding a HOME-ARP TBRA Activity

Integrated Disbursement & Information System (IDIS)

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity Funding
- Search

Drawdown
- Create Voucher
- Search Voucher
- Search Collections
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Section 108 Loan
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity Funding

Add-Edit Funding Line Item

- Activity funded successfully.

Return to Add-Edit Funding | Save | Undo

Activity Owner:
Anytown

IDIS Activity ID:
2364

Activity Name:
HOME-ARP TBRA Batch Setup

Program Year/Project:
2021/1

Total Funded: (TBRA eligible funding amount, up to: $41,250.00)
$41,250.00

Total Drawn:
$0.00

Funding Source

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOME	2021	EN	HUD	MP	Anytown	$1,363,734.55	$41,250.00	$0.00

Current Funding for xFIFO

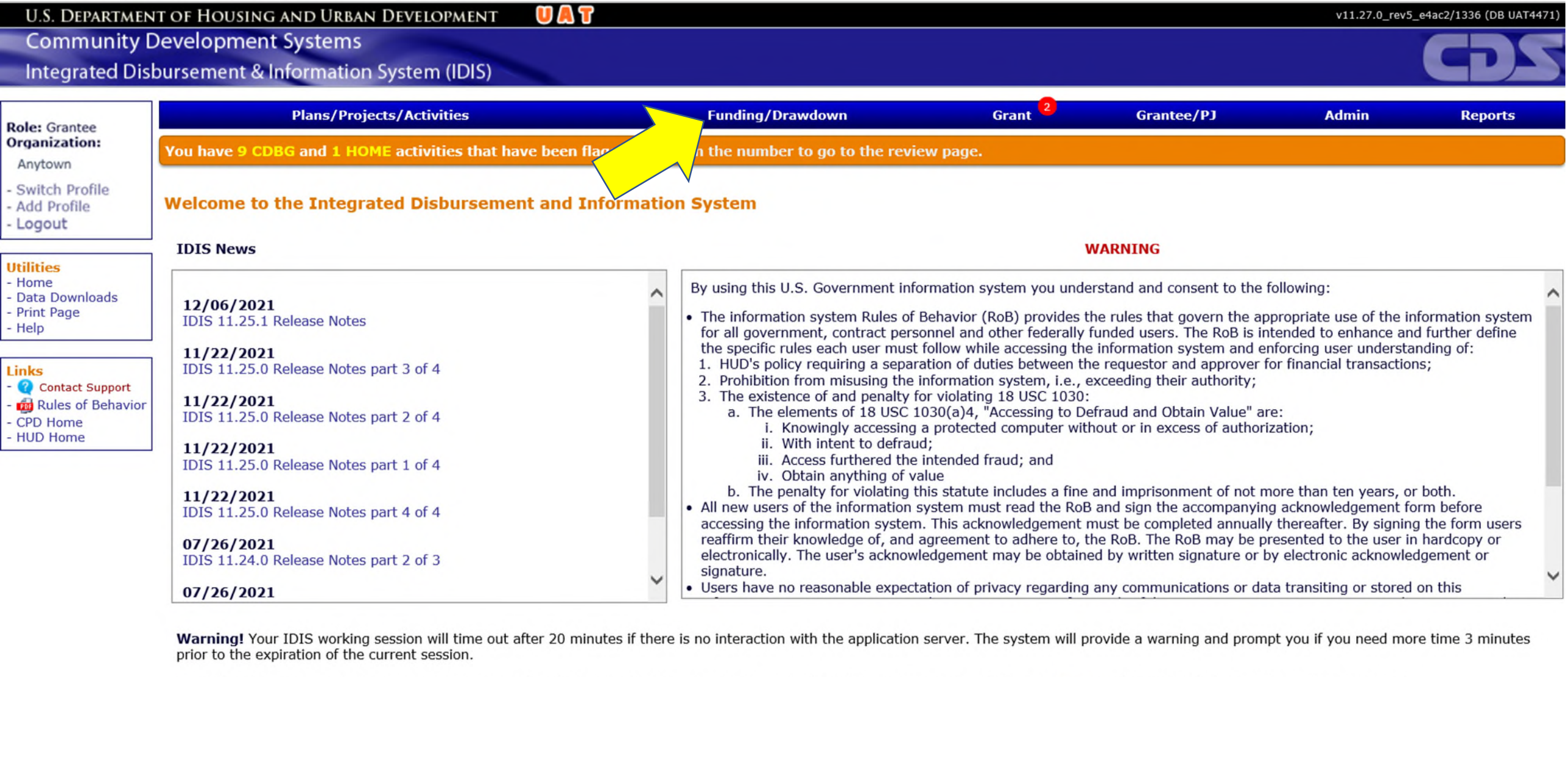
Grant Year (tip)	Funded Amount	Drawn Amount
2021	$ 41,250	$0.00

Return to Add-Edit Funding | Save | Undo

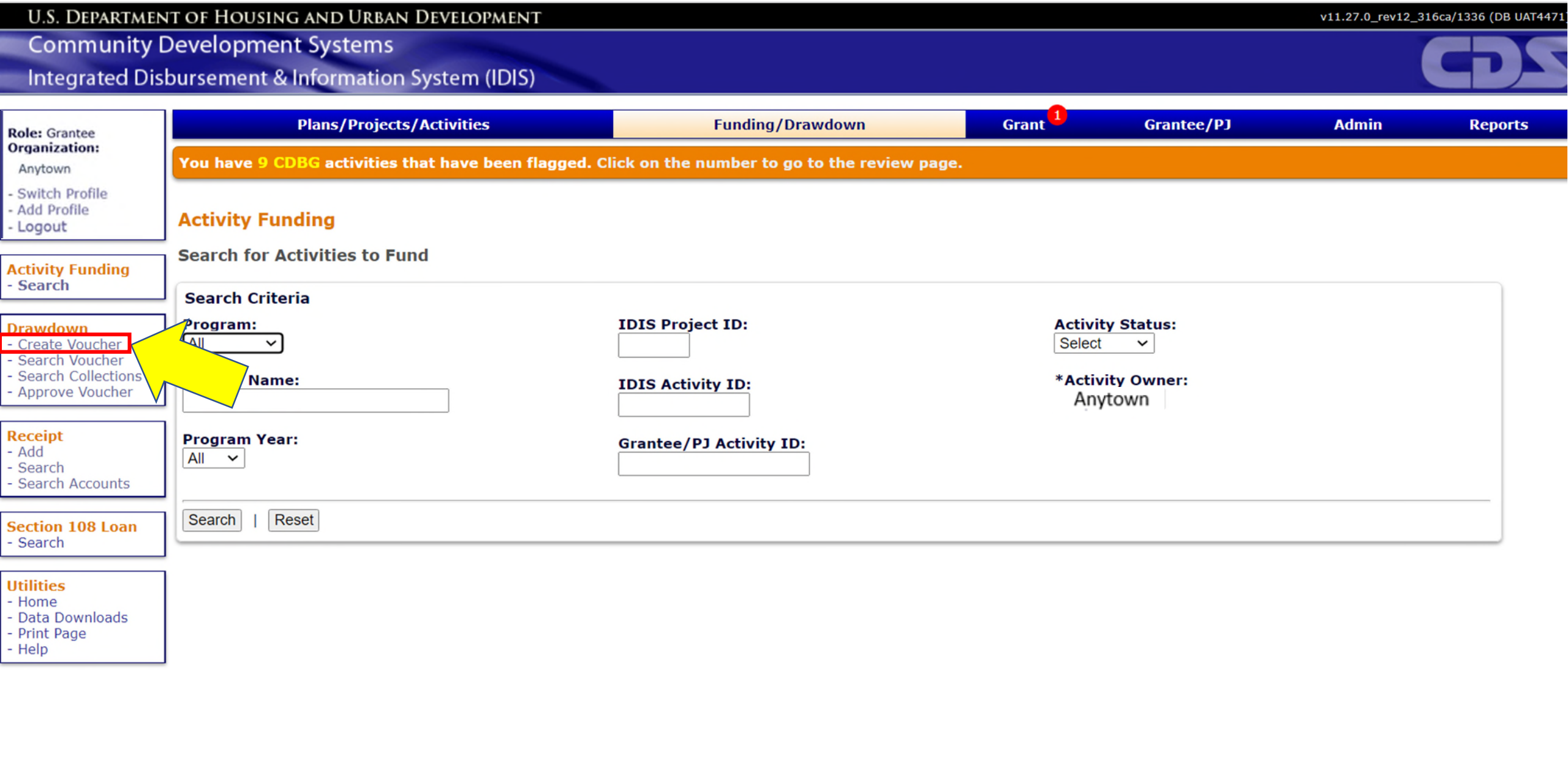
Demonstration

Drawing Funds for a HOME-ARP TBRA Activity

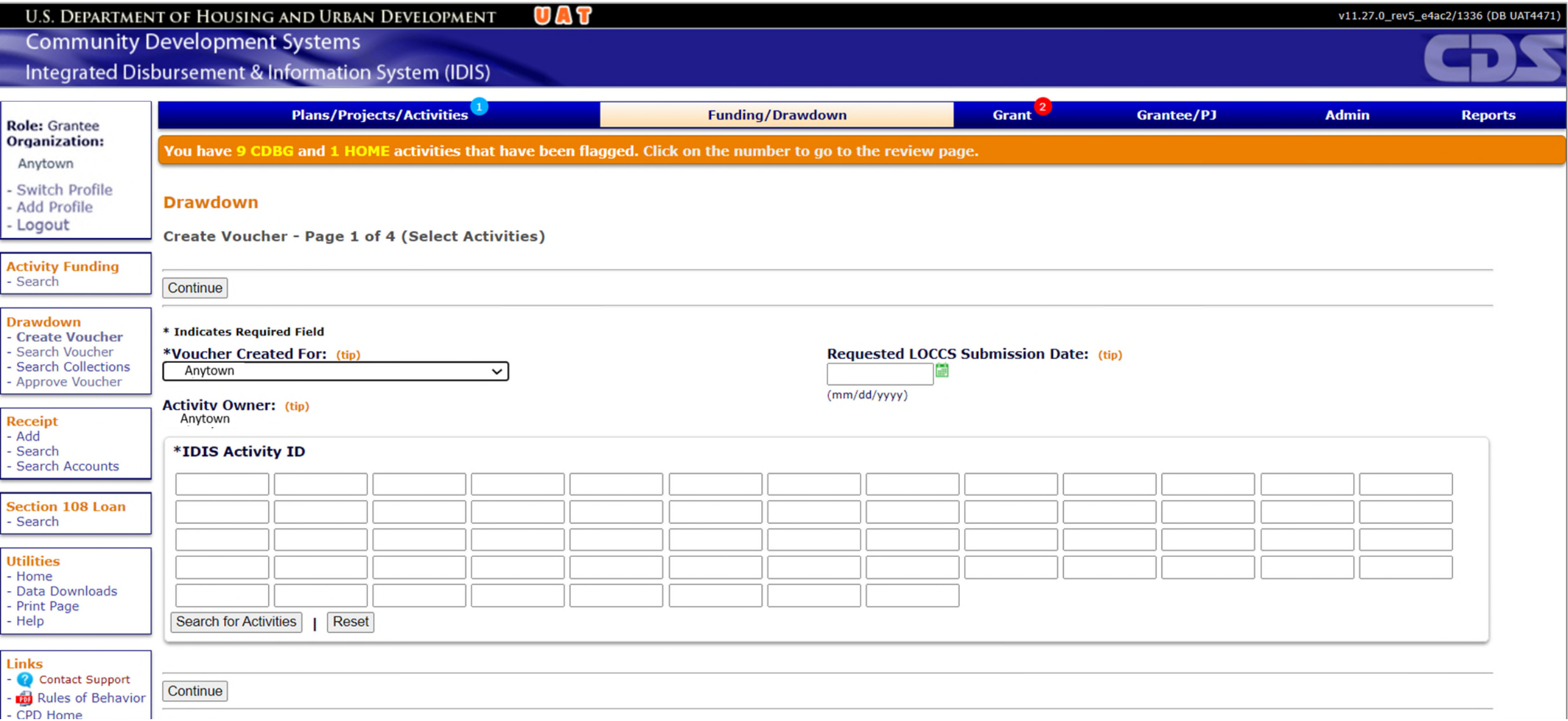
Drawing Funds for a HOME-ARP TBRA Activity



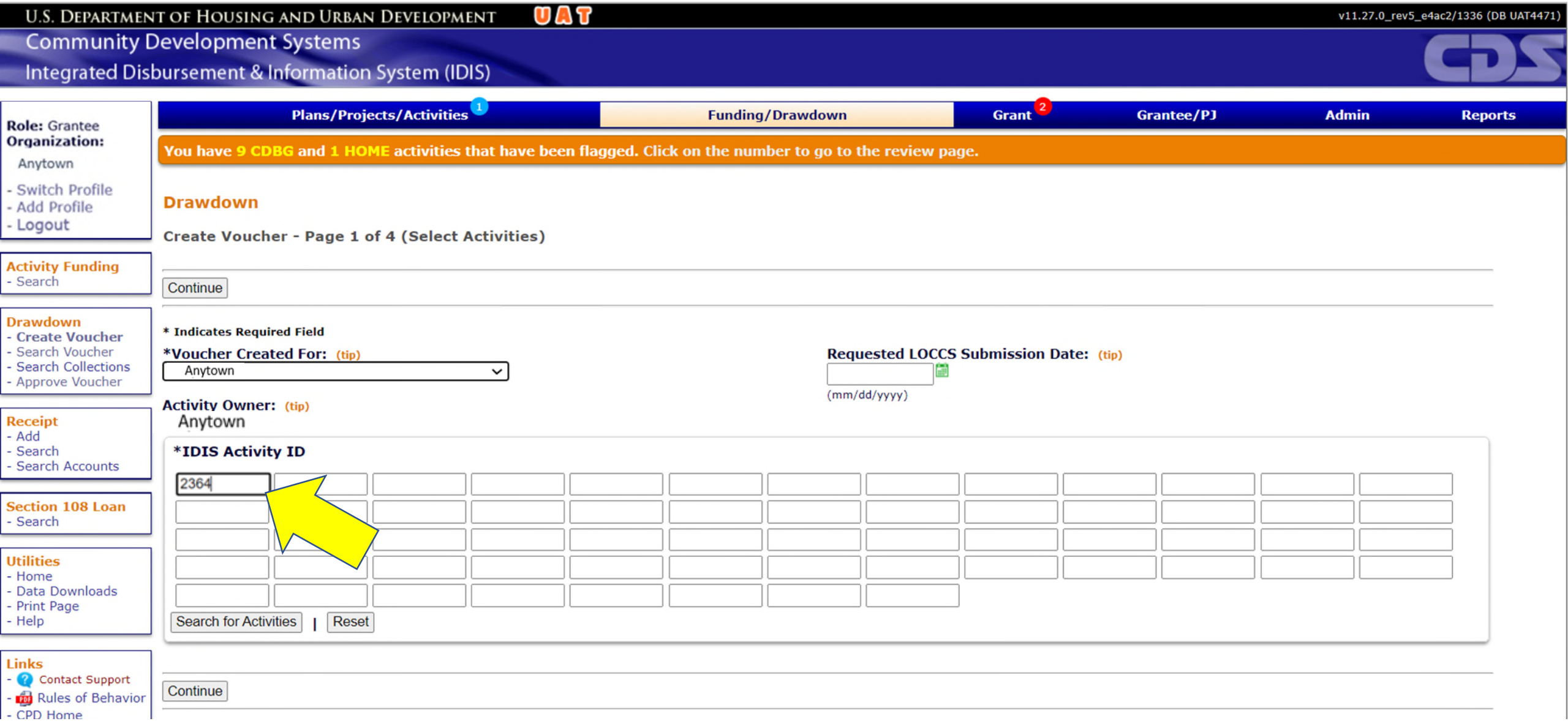
Drawing Funds for a HOME-ARP TBRA Activity



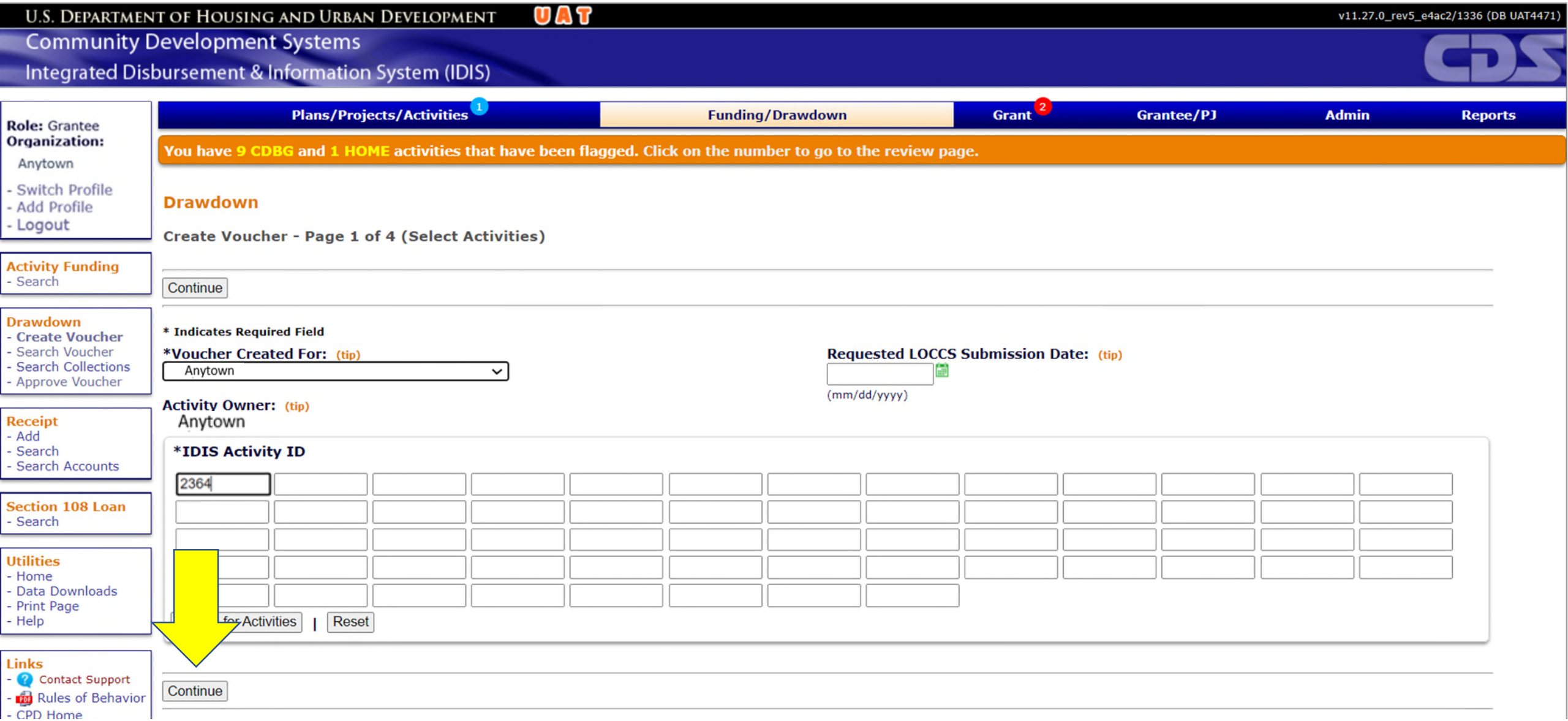
Drawing Funds for a HOME-ARP TBRA Activity



Drawing Funds for a HOME-ARP TBRA Activity



Drawing Funds for a HOME-ARP TBRA Activity



Drawing Funds for a HOME-ARP TBRA Activity

- Switch Profile
- Logout

Activity Funding
- Search

Drawdown
- **Create Voucher**
- Search Voucher
- Search Collections
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Section 108 Loan
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Drawdown

Create Voucher - Page 2 of 4 (Drawdown Amounts)

Return to Select Activities | Confirm Voucher | Cancel Voucher

Activity 1 of 1

IDIS Activity ID:
2364

Activity Name:
Anytown HOME-ARP TBRA 2021

Voucher Created For:
Anytown

Activity Owner:
Anytown

Available Drawdown Amounts for This Activity

Recipient Name	Program	Grant Year	Fund Type	Source Name	Source Type	Prior Program Year	Funded Amount	Available to Draw	Drawdown Amount
Anytown	HOME	2021	EN	HUD	MP	N/A	$41,250	$41,250	$ 0

Confirm Voucher | Previous Activity | Next Activity

Progress by Activity ID
Entered:
Not Entered: 2364 (#1)
Invalid:

Return to Select Activities | Confirm Voucher | Cancel Voucher

Drawing Funds for a HOME-ARP TBRA Activity

- Switch Profile
- Logout

Activity Funding
- Search

Drawdown
- **Create Voucher**
- Search Voucher
- Search Collections
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Section 108 Loan
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Drawdown

Create Voucher - Page 2 of 4 (Drawdown Amounts)

Return to Select Activities | Confirm Voucher | Cancel Voucher

Activity 1 of 1

IDIS Activity ID:
2364

Activity Name:
Anytown HOME-ARP TBRA 2021

Voucher Created For:
Anytown

Activity Owner:
Anytown

Available Drawdown Amounts for This Activity

Recipient Name	Program	Grant Year	Fund Type	Source Name	Source Type	Prior Program Year	Funded Amount	Available to Draw	Drawdown Amount
Anytown	HOME	2021	EN	HUD	MP	N/A	$41,250	$41,250	$ 0

Confirm Voucher | Previous Activity | Next

Progress by Activity ID
Entered:
Not Entered: 2364 (#1)
Invalid:

Return to Select Activities | Confirm Voucher | Cancel Voucher

Drawing Funds for a HOME-ARP TBRA Activity

- Switch Profile
- Logout

Activity Funding
- Search

Drawdown
- **Create Voucher**
- Search Voucher
- Search Collections
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Section 108 Loan
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Drawdown

Create Voucher - Page 2 of 4 (Drawdown Amounts)

Return to Select Activities | Confirm Voucher | Cancel Voucher

Activity 1 of 1

IDIS Activity ID:
2364

Activity Name:
Anytown HOME-ARP TBRA 2021

Voucher Created For:
Anytown

Activity Owner:
Anytown

Available Drawdown Amounts for This Activity

Recipient Name	Program	Grant Year	Fund Type	Source Name	Source Type	Prior Program Year	Funded Amount	Available to Draw	Drawdown Amount
Anytown	HOME	2021	EN	HUD	MP	N/A	$41,250	$41,250	$ 950

Confirm Voucher | Previous Activity | Next Activity

Progress by Activity ID
Entered:
Not Entered: 2364 (#1)
Invalid:

Return to Select Activities | Confirm Voucher | Cancel Voucher

Drawing Funds for a HOME-ARP TBRA Activity

Role: Grantee
Organization:
Anytown

- Switch Profile
- Add Profile
- Logout

Activity Funding
- Search

Drawdown
- **Create Voucher**
- Search Voucher
- Search Collections
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Section 108 Loan
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Drawdown

Create Voucher - Page 3 of 5 (HOME-ARP Certification)

HOME-ARP Drawdown Certification

By requesting the disbursement of Federal funds, the representative of the HOME Participating Jurisdiction (PJ) using this system certifies that he/she is authorized to execute the certifications set forth herein, and, on behalf of the PJ, further certifies that, in accordance with the requirements in 24 CFR Part 92, Section 3205 of Pub. L. 117-2 ("American Rescue Plan" or "ARP"), and HOME-ARP implementation notice (collectively, the "HOME-ARP requirements"):

(i) the PJ has complied with and will comply with all of the financial reporting responsibilities of the HOME-ARP requirements and the applicable uniform administrative requirements at 2 CFR Part 200, as amended;

(ii) the funds that the PJ has drawn and will draw shall be used pursuant to the PJ's approved housing strategy and shall be used in compliance with all HOME-ARP requirements; AND

(iii) All of the statements and claims made herein are true and correct and subject to 18 USC § 1001, 31 USC § 3729, et seq., and 24 CFR Part 28, false or fraudulent statements or claims are subject to up to 5 years imprisonment and civil penalties up to $10,000 plus up to 3 times the amount of damages sustained by the Government for each fraudulent act committed.

I agree. Continue to confirm this voucher | I disagree. Cancel this voucher

This certification applies to the following HOME-ARP Drawdown Line Item:

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	2364	HOME-ARP TBRA Batch Setup 2021	HOME	2021	EN	HUD	MP	Anytown	N/A	$950.00
									Total	$950.00

Drawing Funds for a HOME-ARP TBRA Activity

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT v11.27.0_rev12_316ca/1336 (DB UAT4471)

Community Development Systems

Integrated Disbursement & Information System (IDIS)

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity Funding
- Search

Drawdown
- Create Voucher
- Search Voucher
- Search Collections
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Section 108 Loan
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Drawdown

Create Voucher - Page 4 of 5 (Confirmation)

- Click "Generate Voucher" to complete voucher creation

Generate Voucher | Cancel Voucher

Voucher Created For:
Anytown

Activity Owner:
Anytown

Requested LOCCS Submission Date:
(mm/dd/yyyy)

Voucher Line Items

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	2364	HOME-ARP TBRA Batch Setup 2021	HOME	2021	EN	HUD	MP	Anytown	N/A	$950.00
									Total	$950.00

Generate Voucher | Cancel Voucher

Drawing Funds for a HOME-ARP TBRA Activity

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT v11.27.0_rev12_316ca/1336 (DB UAT4471)

Community Development Systems

Integrated Disbursement & Information System (IDIS)

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity Funding
- Search

Drawdown
- Create Voucher
- Search Voucher
- Search Collections
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Section 108 Loan
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Drawdown

Create Voucher - Page 4 of 5 (Confirmation)

- Click "Generate Voucher" to complete voucher creation

Generate Voucher | Cancel Voucher

Voucher Created For:
Anytown

Activity Owner:
Anytown

Requested LOCCS Submission Date:
(mm/dd/yyyy)

Voucher Line Items

Line Item	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	2364	HOME-ARP TBRA Batch Setup 2021	HOME	2021	EN	HUD	MP	Anytown	N/A	$950.00
									Total	$950.00

Generate Voucher | Cancel Voucher

Drawing Funds for a HOME-ARP TBRA Activity

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT v11.27.0_rev12_316ca/1336 (DB UAT4471)

Community Development Systems

Integrated Disbursement & Information System (IDIS)

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity Funding
- Search

Drawdown
- Create Voucher
- Search Voucher
- Search Collections
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Section 108 Loan
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Plans/Projects/Activities | Funding/Drawdown | Grant 1 | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Drawdown

Create Voucher - Page 5 of 5 (View)

- **Voucher created successfully**

Generate Voucher | Cancel Voucher

Voucher Created For:
Anytown

Activity Owner:
Anytown

Requested LOCCS Submission Date:
(mm/dd/yyyy)

Voucher Line Items

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	2364	HOME-ARP TBRA Batch Setup 2021	HOME	2021	EN	HUD	MP	Anytown	N/A	$950.00
									Total	$950.00

Generate Voucher | Cancel Voucher

Scenario 5

Anytown has amended its existing executed rental assistance contracts with two of the qualifying households.

Name	Security Deposit	Monthly Rent Subsidy	Date of Signed Lease Agreement	Lease Term
Dwyer	$1,000	$950	4/25/2022	~~12~~ 15
Jamm	$1,000	$800	2/14/2022	~~12~~ 10
Haverford	$550	$1,050	12/15/2022	12

Activity Setup and Funding: What if the subsidy amounts change?

- If subsidy for an existing TBRA household changes for any reason (e.g., increase/decrease in subsidy amount, change in length of tenant contract, etc.):
  - PJ must edit subsidy amount for that beneficiary on the Edit HOME-ARP TBRA Beneficiary screen
  - PJ must also adjust the funded amount for the TBRA activity

Demonstration

Updating Existing HOME-ARP TBRA Beneficiary Information

Updating Existing HOME-ARP TBRA Beneficiary Information

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

*** Indicates Required Field**

Grantee/PJ Activity ID: N/A

Activity Name: HOME-ARP TBRA Batch

Program Year/Project ID: 2021/1

IDIS Activity ID: 2364

Activity Owner: Anytown

Project Title: HOME-ARP

Written Agreement Execution Date: 02/14/2022 (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

Unit Total / Number of Beneficiaries: 3 (Total HOME-ARP Units: 3)

Eligible TBRA funding amount based on the beneficiary data entered: $41,250.00

Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Dwyer	2 bedrooms	$1,000	$250	$850	$1100	Homeless	Y	No	Asian & White	2 persons	Elderly	Tenant	No	12	Edit | Delete
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete
Jamm	3 bedrooms	$550	$300	$1050	$1350	Other QP	N	Yes	Black/African American & White	3 persons	Two Parents	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

Project Delivery Cost: $ 4,500.00

Save | Cancel

Updating Existing HOME-ARP TBRA Beneficiary Information

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

* Indicates Required Field

Grantee/PJ Activity ID: N/A

Activity Name: HOME-ARP TBRA Batch

Program Year/Project ID: 2021/1

IDIS Activity ID: 2364

Activity Owner: Anytown

Project Title: HOME-ARP

Written Agreement Execution Date: 02/14/2022 (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

Unit Total / Number of Beneficiaries: 3 (Total HOME-ARP Units: 3)
Eligible TBRA funding amount based on the beneficiary data entered: $41,250.00

Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Dwyer	2 bedrooms	$1,000	$250	$850	$1100	Homeless	Y	No	Asian & White	2 persons	Elderly	Tenant	No	12	Edit | Delete
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete
Jamm	3 bedrooms	$550	$300	$1050	$1350	Other QP	N	Yes	Black/African American & White	3 persons	Two Parents	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

Project Delivery Cost: $ 4,500.00

Save | Cancel

Updating Existing HOME-ARP TBRA Beneficiary Information

Grantee/PJ Activity ID: N/A

Activity Name: HOME-ARP TBRA Batch

Program Year/Project ID: 2021/1

IDIS Activity ID: 2364

Activity Owner: Anytown

Project Title: HOME-ARP

Written Agreement Execution Date: 02/14/2022 (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

Unit Total / Number of Beneficiaries: 3 (Total HOME-ARP Units: 3)
Eligible TBRA funding amount based on the beneficiary data entered: $41,700.00

Page 1 of 1

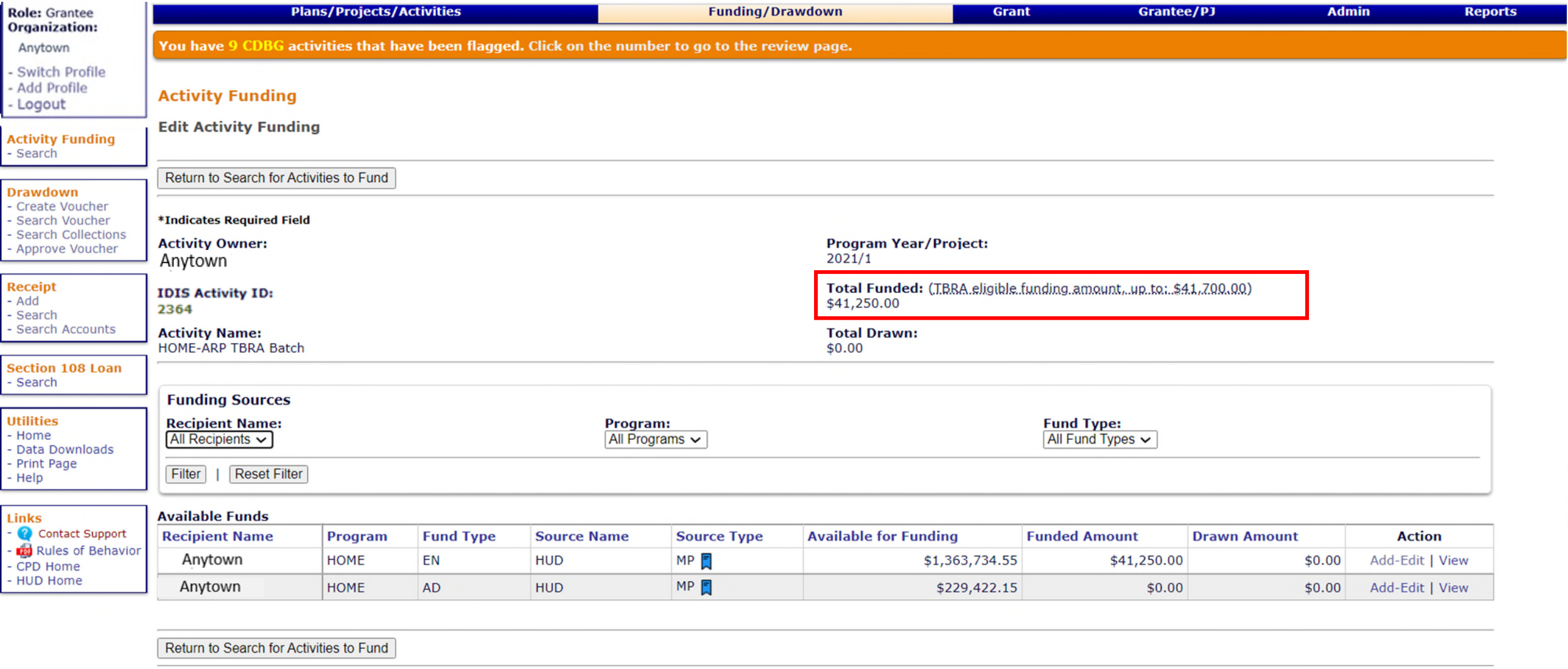
Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Dwyer	2 bedrooms	$1,000	$250	$850	$1100	Homeless	Y	No	Asian & White	2 persons	Elderly	Tenant	No	15	Edit | Delete
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete
Jamm	3 bedrooms	$550	$300	$1050	$1350	Other_QP	N	Yes	Black/African American & White	3 persons	Two Parents	Tenant	No	10	Edit | Delete

Add TBRA Beneficiary

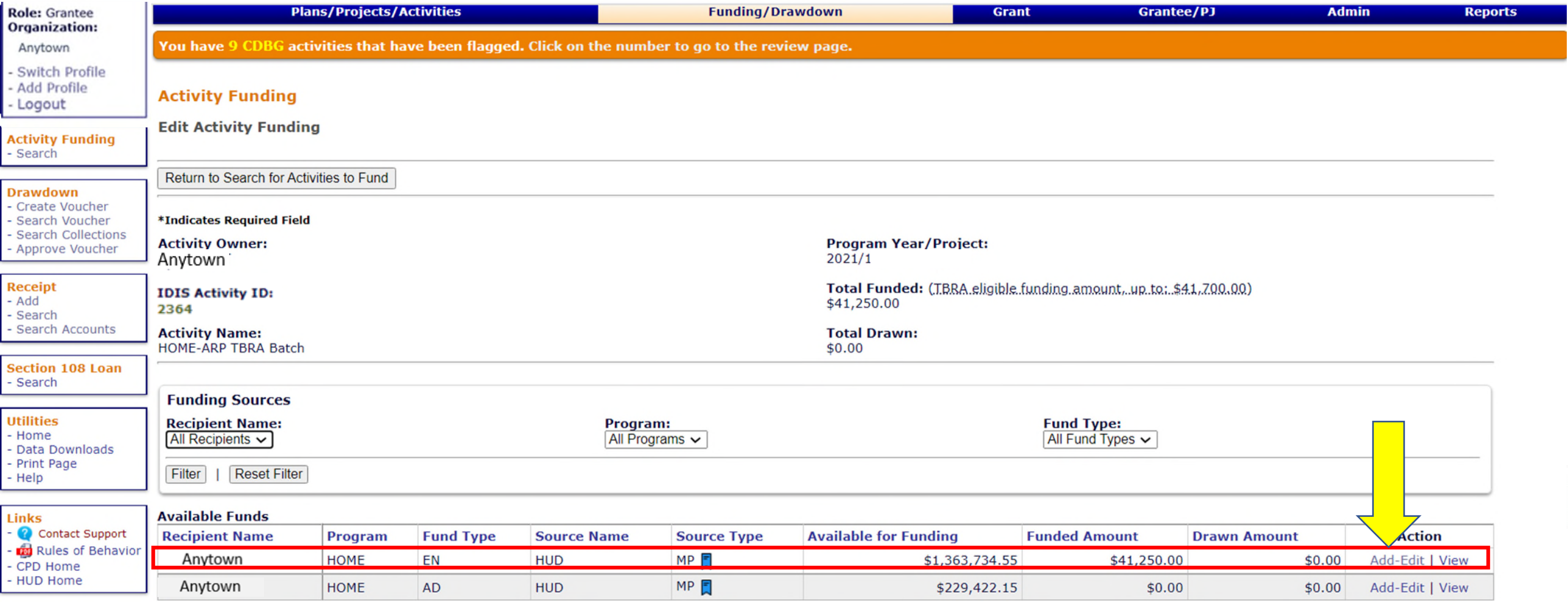
Project Delivery Cost: $ 4,500.00

Save | Cancel

Updating Existing HOME-ARP TBRA Beneficiary Information



Updating Existing HOME-ARP TBRA Beneficiary Information



Updating Existing HOME-ARP TBRA Beneficiary Information

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT v11.27.0_rev12_316ca/1337 (DB UAT4471)

Community Development Systems

Integrated Disbursement & Information System (IDIS)

Role: Grantee
Organization:
Anytown

- Switch Profile
- Add Profile
- Logout

Activity Funding
- Search

Drawdown
- Create Voucher
- Search Voucher
- Search Collections
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Section 108 Loan
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities | Funding/Drawdown | Grant | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity Funding

Add-Edit Funding Line Item

Return to Add-Edit Funding | Save | Undo

Activity Owner:
Anytown

IDIS Activity ID:
2364

Activity Name:
HOME-ARP TBRA Batch

Program Year/Project:
2021/1

Total Funded: (TBRA eligible funding amount, up to: $41,700.00)
$41,250.00

Total Drawn:
$0.00

Funding Source

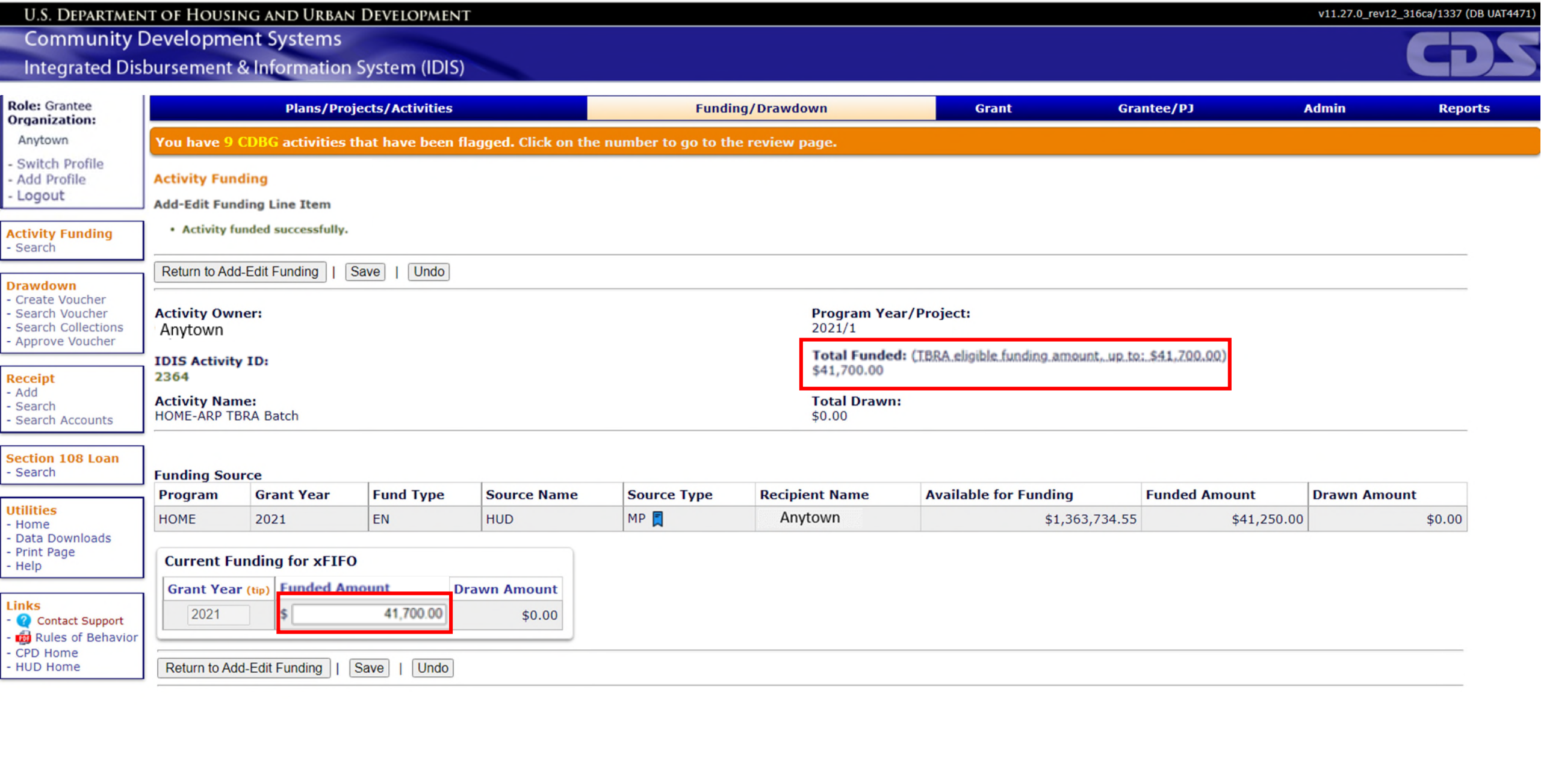
Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOME	2021	EN	HUD	MP	Anytown	$1,363,734.55	$41,250.00	$0.00

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2021	$ 41,250.00	$0.00

Return to Add-Edit Funding | Save | Undo

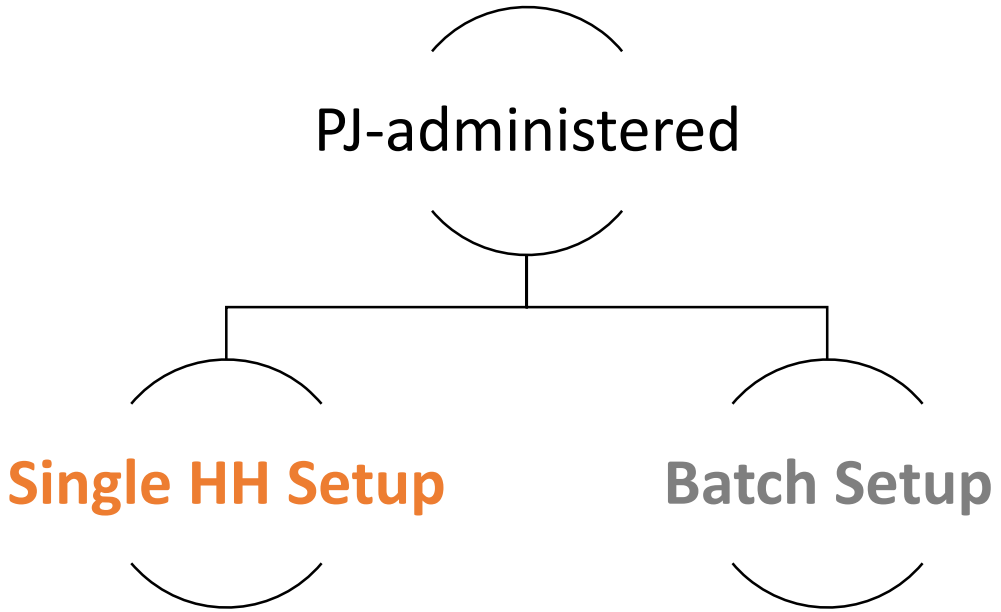
Updating Existing HOME-ARP TBRA Beneficiary Information

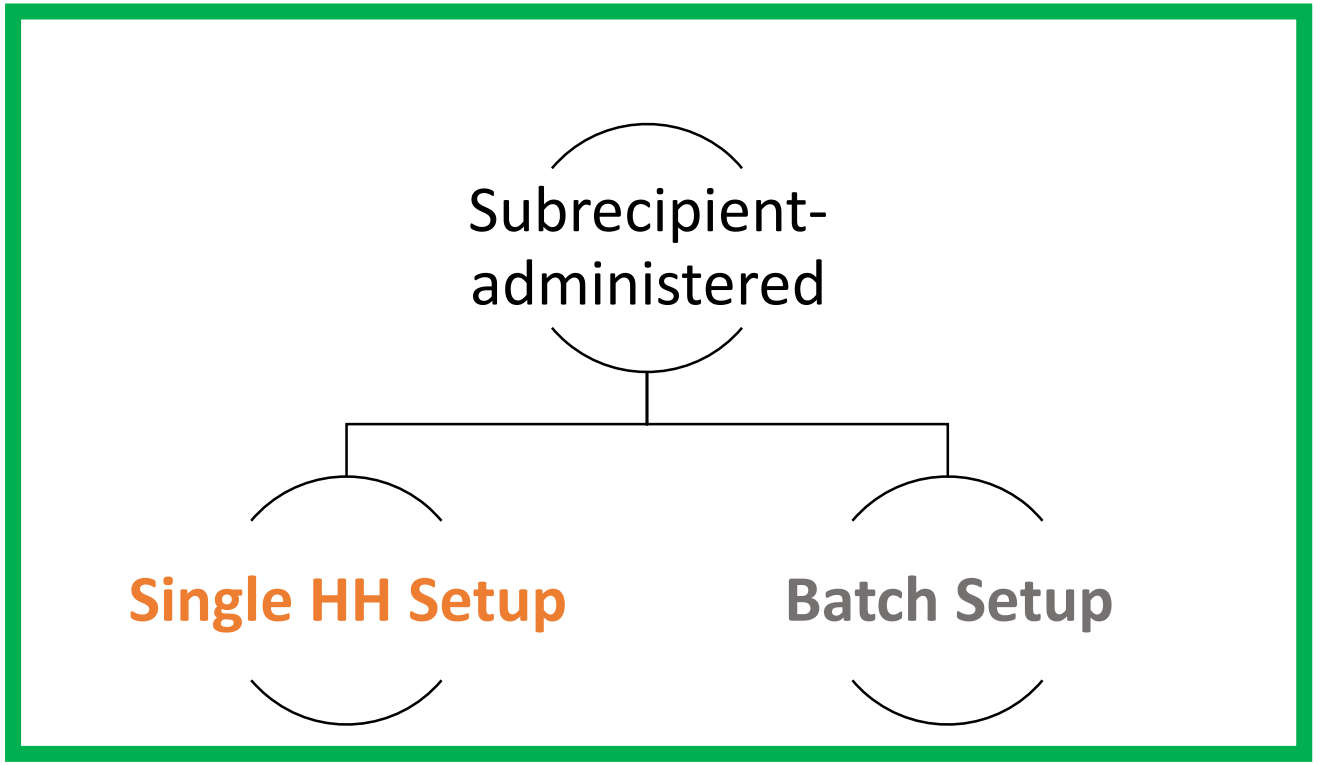


Scenario 6

Anytown's Community Development Director is approached by a local non-profit organization, Housing People Everywhere (HPE), about operating a TBRA program on Anytown's behalf. Anytown executes a written agreement with HPE for $150,000 for the operation of a TBRA program.

Setting up a Subrecipient-administered HOME-ARP TBRA Activity





Activity Funding: How do you fund an activity?

PJ Administered

Use EN fund type

PJ **may not** subgrant funds

Subrecipient Administered

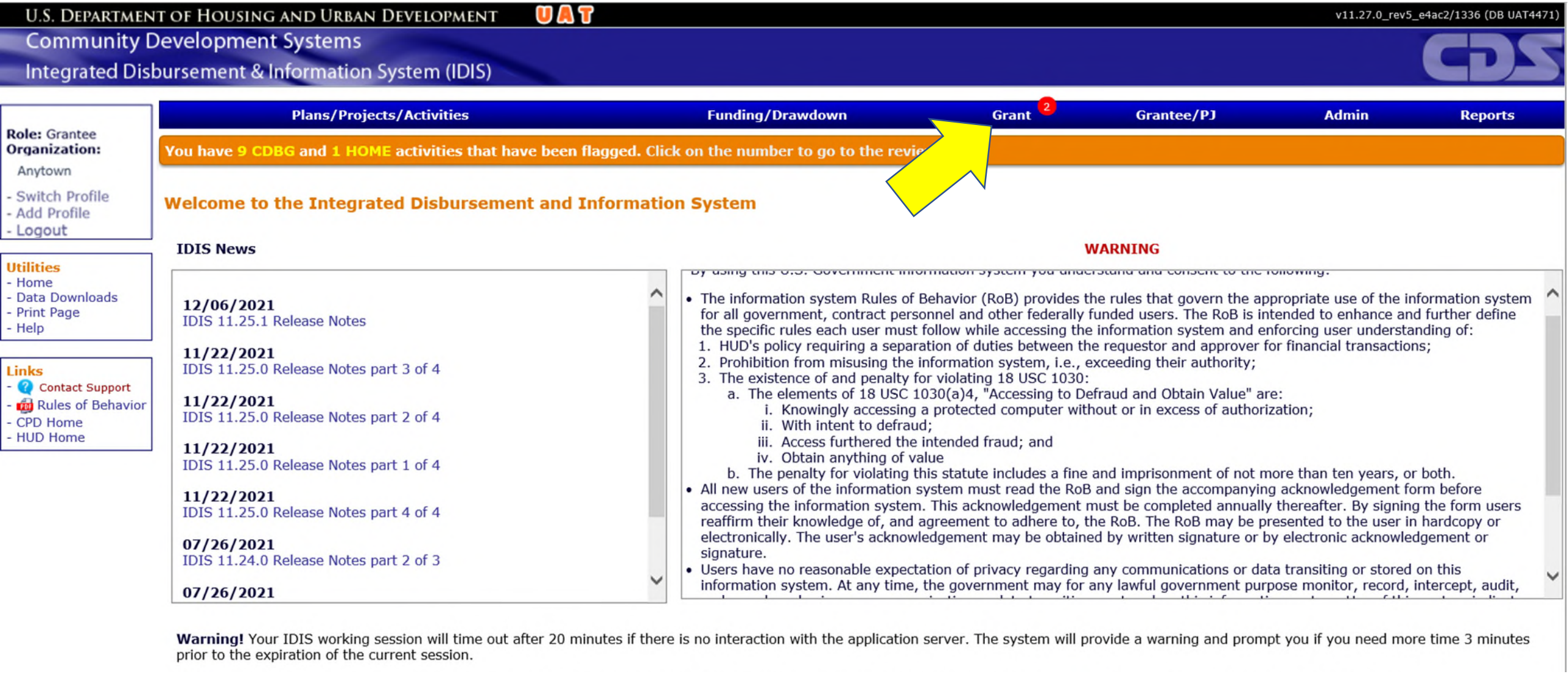
Use SU fund type

PJ **must** subgrant funds

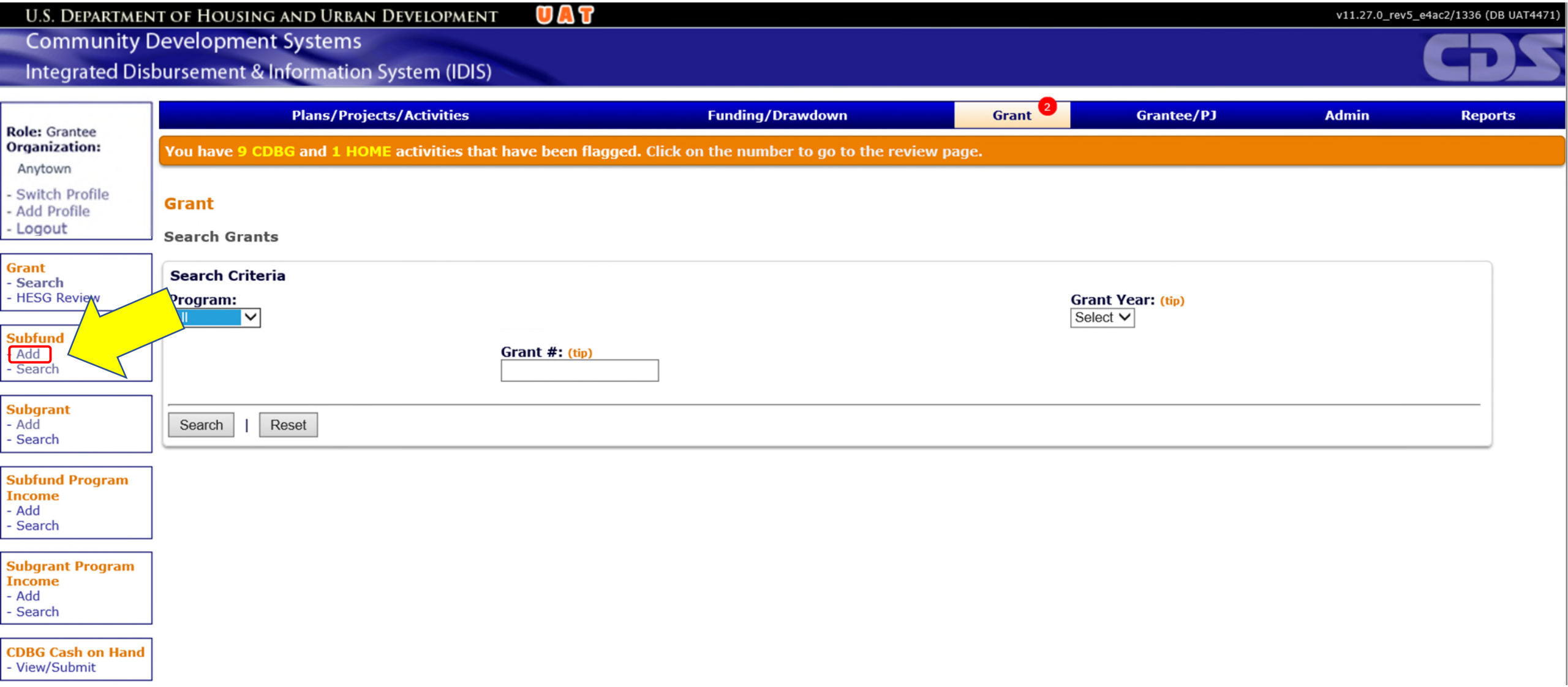
Demonstration

Setting Up a Subrecipient-Administered HOME-ARP TBRA Activity

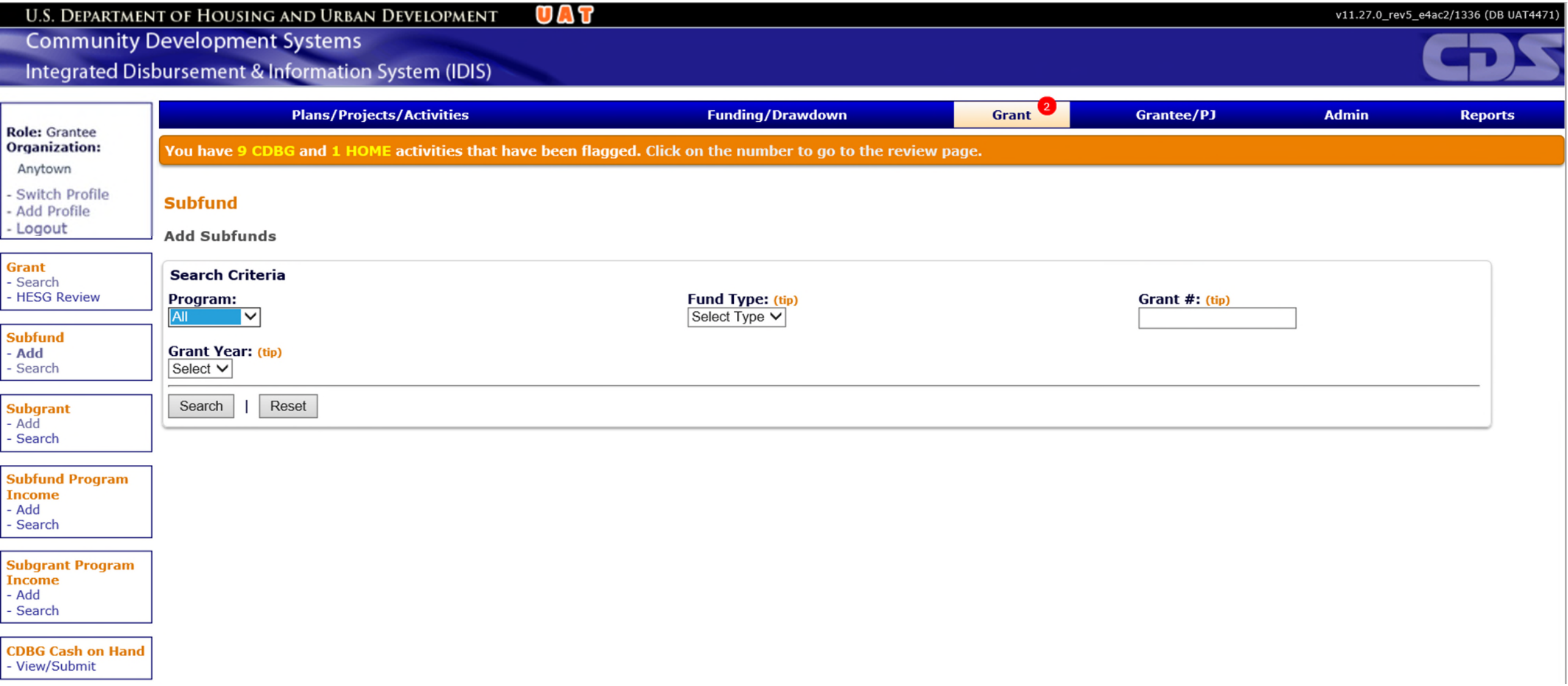
Setting Up a Subfund for a TBRA Activity (Subrecipient-Administered)



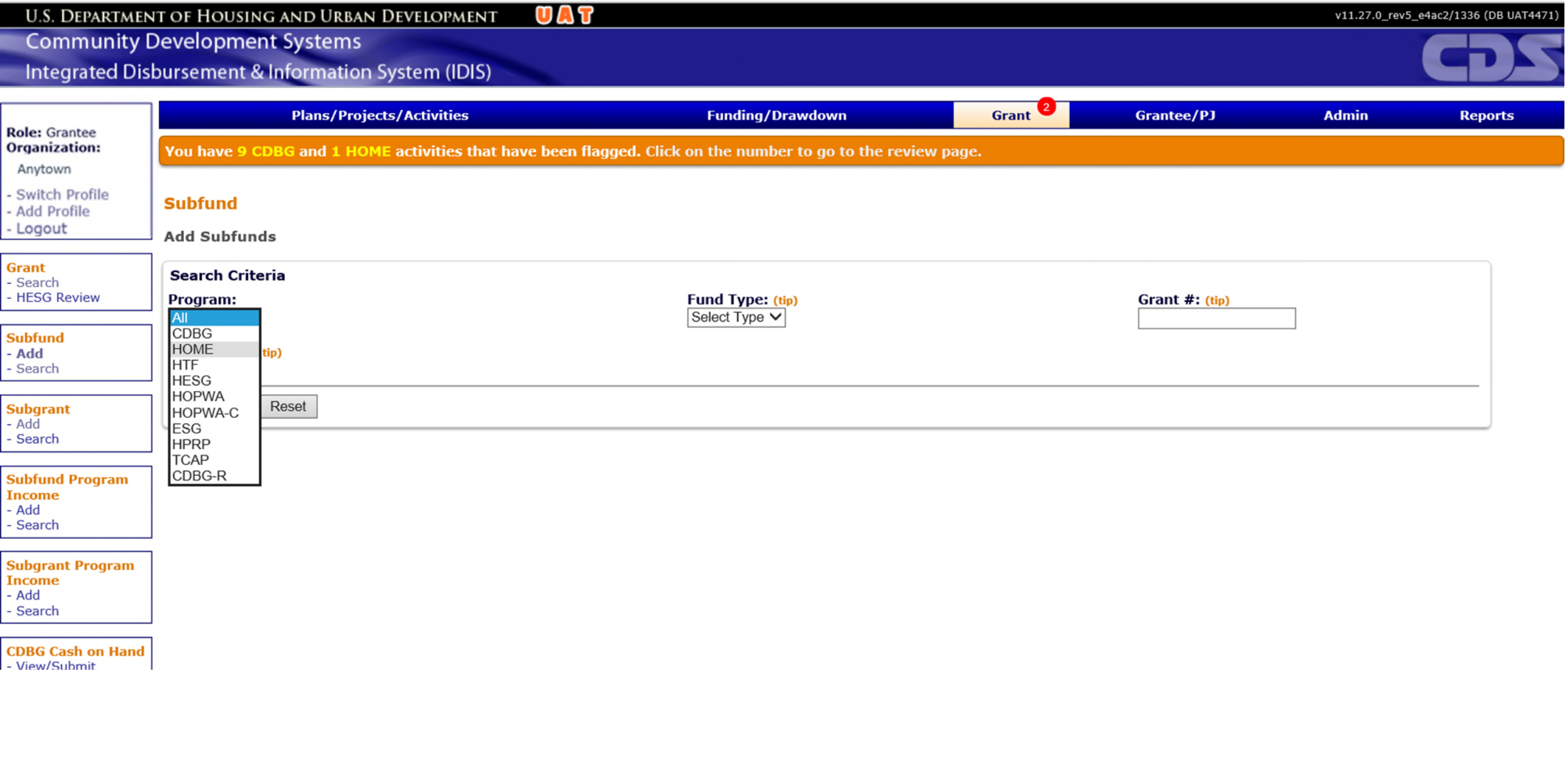
Setting Up a Subfund for a TBRA Activity (Subrecipient-Administered)



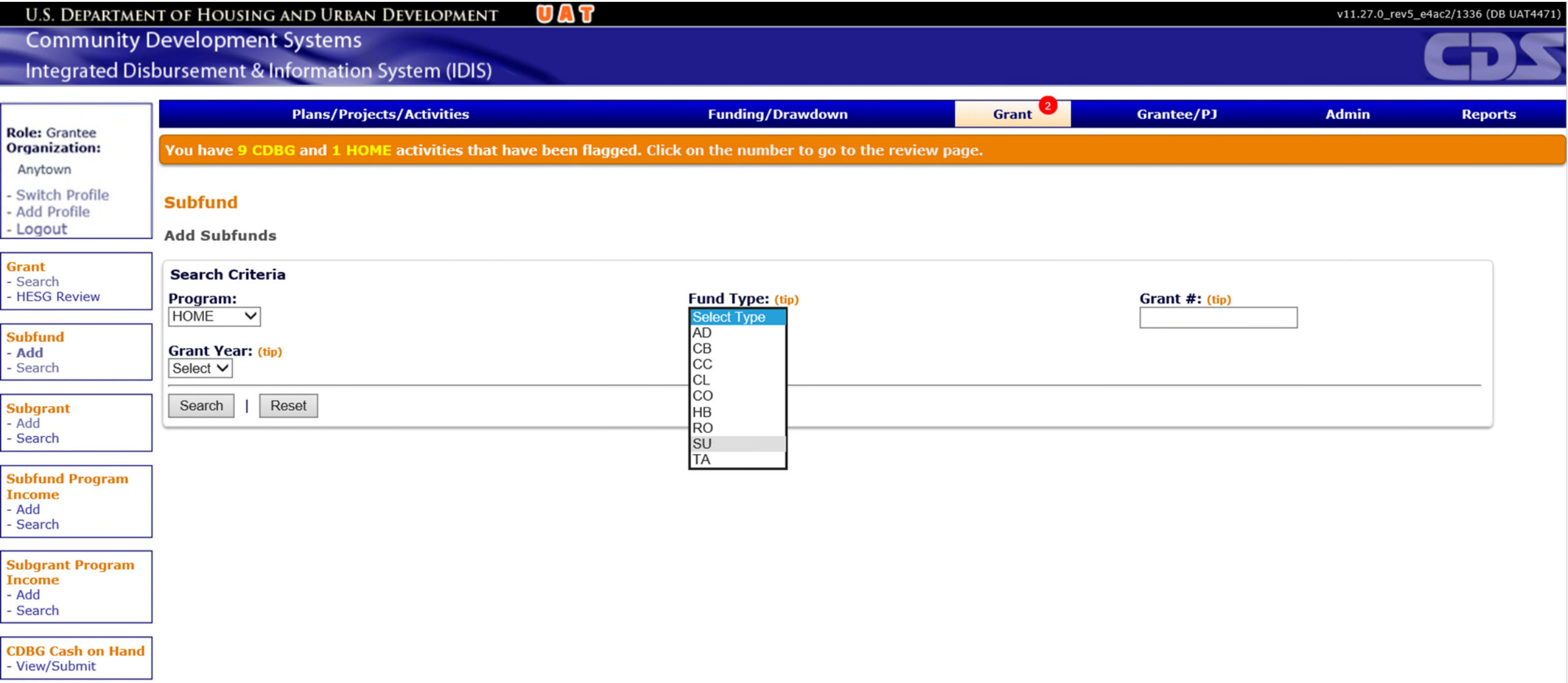
Setting Up a Subfund for a TBRA Activity (Subrecipient-Administered)



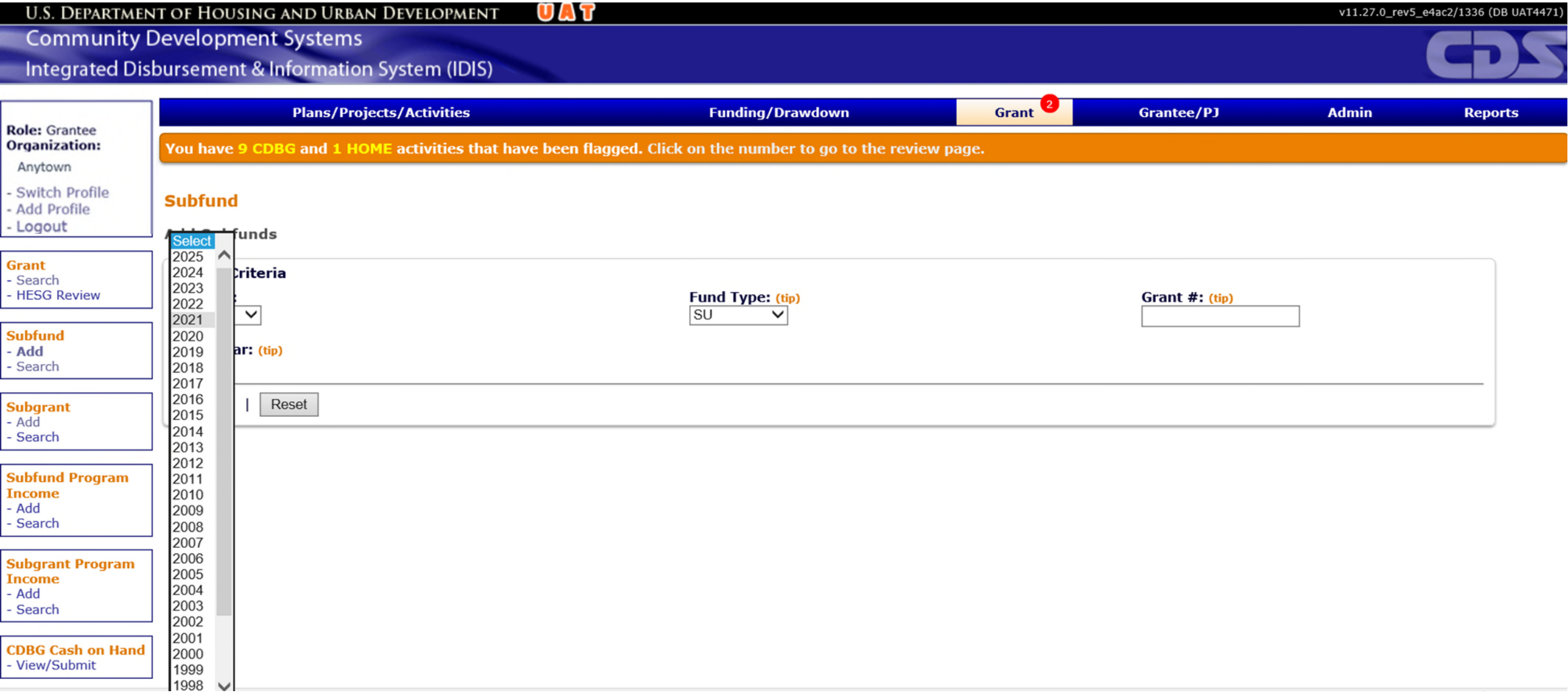
Setting Up a Subfund for a TBRA Activity (Subrecipient-Administered)



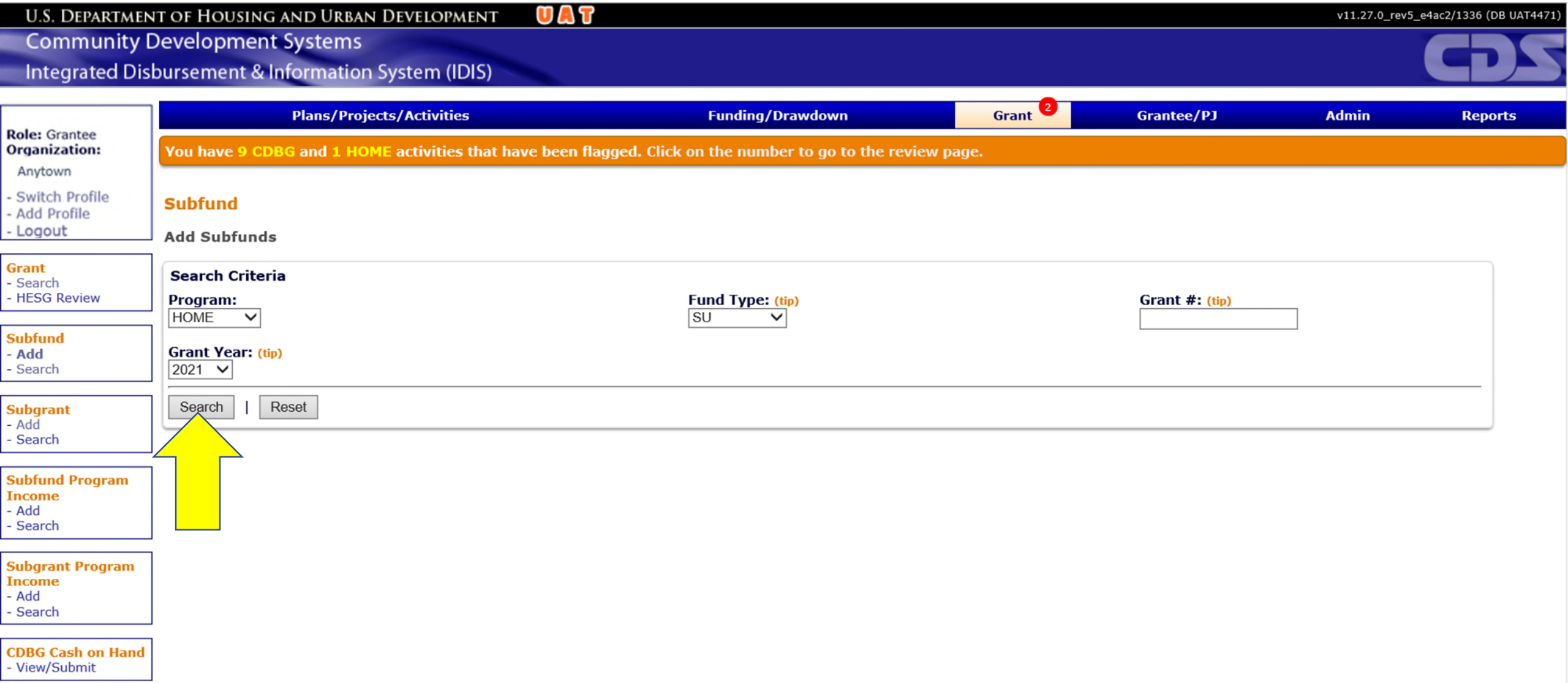
Setting Up a Subfund for a TBRA Activity (Subrecipient-Administered)



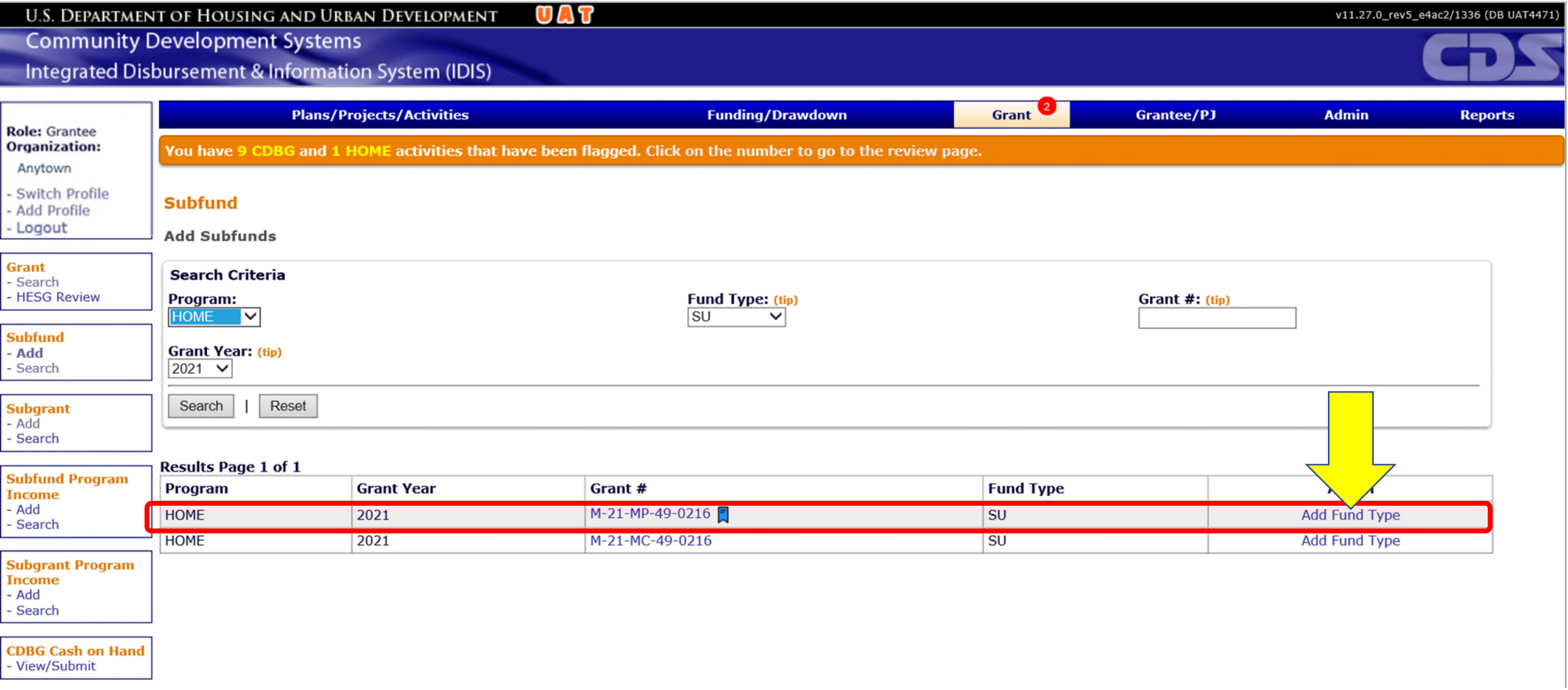
Setting Up a Subfund for a TBRA Activity (Subrecipient-Administered)



Setting Up a Subfund for a TBRA Activity (Subrecipient-Administered)



Setting Up a Subfund for a TBRA Activity (Subrecipient-Administered)



Setting Up a Subfund for a TBRA Activity (Subrecipient-Administered)

- Switch Profile
- Logout

Grant
- Search
- HESG Review

Subfund
- Add
- Search

Subgrant
- Add
- Search

Subfund Program Income
- Add
- Search

Subgrant Program Income
- Add
- Search

CDBG Cash on Hand
- View/Submit

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Subfund

Add Subfund

Save | Return to Search Subfunds

*Indicates Required Field

Grantee/PJ Name:
Anytown

Program: (tip)
HOME

Grant Year: (tip)
2021

Administering Organization: (tip)
Anytown

Payee EIN/TIN#: (tip)
23-6003049

Grant #: (tip)
M-21-UP-42-0206

Grant Status: (tip)
Active

Grant Blocked: (tip)
No

Source Fund: EN

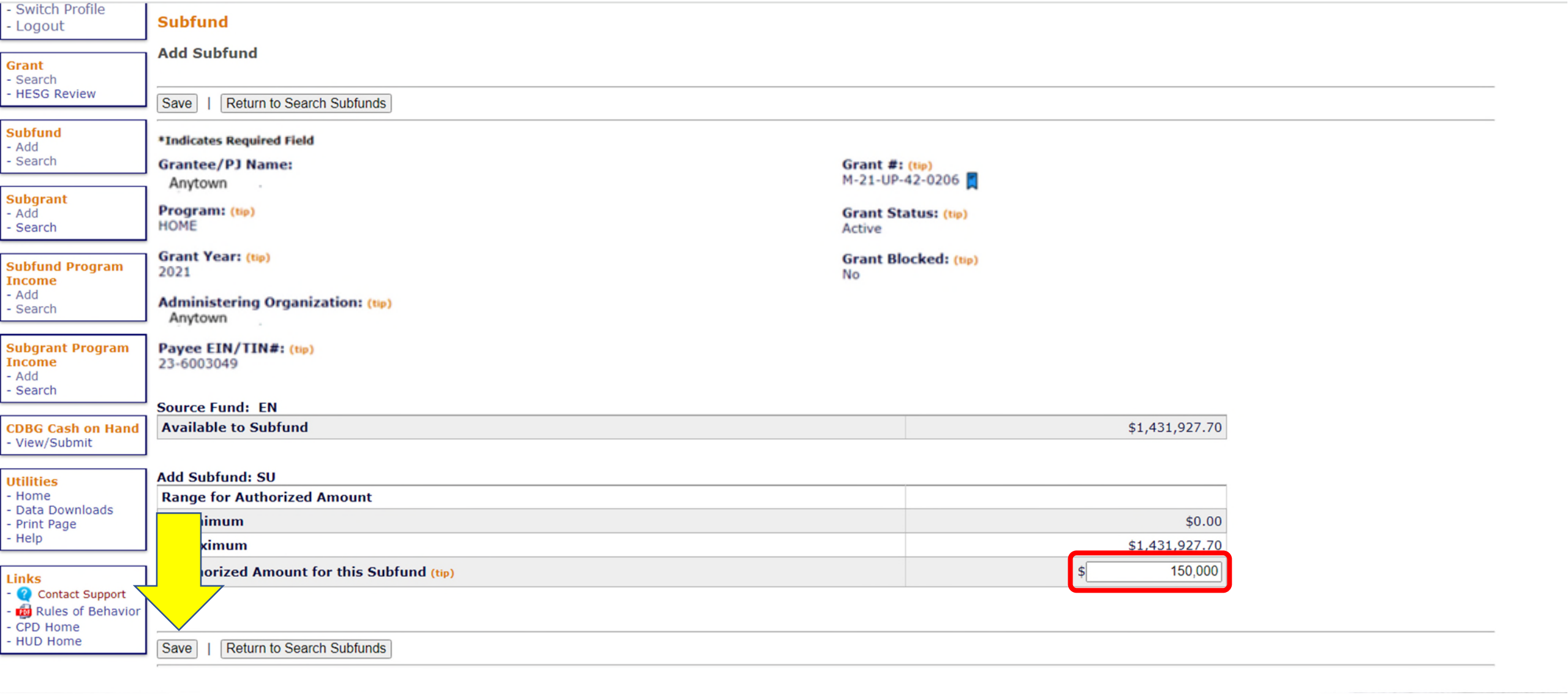
Available to Subfund	$1,431,927.70

Add Subfund: SU

Range for Authorized Amount	
Minimum	$0.00
Maximum	$1,431,927.70
***Authorized Amount for this Subfund** (tip)	$

Save | Return to Search Subfunds

Setting Up a Subfund for a TBRA Activity (Subrecipient-Administered)



Setting Up a Subfund for a TBRA Activity (Subrecipient-Administered)

- Switch Profile
- Logout

Grant
- Search
- HESG Review

Subfund
- Add
- Search

Subgrant
- Add
- Search

Subfund Program Income
- Add
- Search

Subgrant Program Income
- Add
- Search

CDBG Cash on Hand
- View/Submit

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Subfund

View Subfund

- **Subfund added**

Return to Search Subfunds | Review Subfund History

Grantee Recipient:
Anytown

Program: (tip)
HOME

Grant Year: (tip)
2021

Grant #: (tip)
M-21-UP-42-0206

Fund Type: (tip)
SU

Grant Status: (tip)
Active

Grant Blocked: (tip)
No

Administering Organization: (tip)
Anytown

Payee EIN/TIN#: (tip)
23-6003049

Subfund Status:
Active

View Subgrants

Authorized Amount (tip)	$150,000.00
Subgranted Amount (-)	$0.00
Amount Committed to Activities (-)	$0.00
Amount Available to Subgrant / Amount Available to Commit to Activities	$150,000.00
Net Drawn Amount	$0.00
Drawn Amount (+) (tip)	$0.00
Drawdown Pending Amount (+) (tip)	$0.00
Returned Amount (+) (tip)	$0.00
Amount Available to Draw	$150,000.00
Amount Available to increase Authorized Amount for this Subfund	$1,281,927.70

Setting Up a Subfund for a TBRA Activity (Subrecipient-Administered)

- Switch Profile
- Logout

Grant
- Search
- HESG Review

Subfund
- Add
- Search

Subgrant
- Add
- Search

Subfund Program Income
- Add
- Search

Subgrant Program Income
- Add
- Search

CDBG Cash on Hand
- View/Submit

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Subfund

View Subfund

- **Subfund added**

Return to Search Subfunds | Review Subfund History

e Recipient:
Anytown

Program: (tip)
HOME

Grant Year: (tip)
2021

Grant #: (tip)
M-21-UP-42-0206

Fund Type: (tip)
SU

Grant Status: (tip)
Active

Grant Blocked: (tip)
No

Administering Organization: (tip)
Anytown

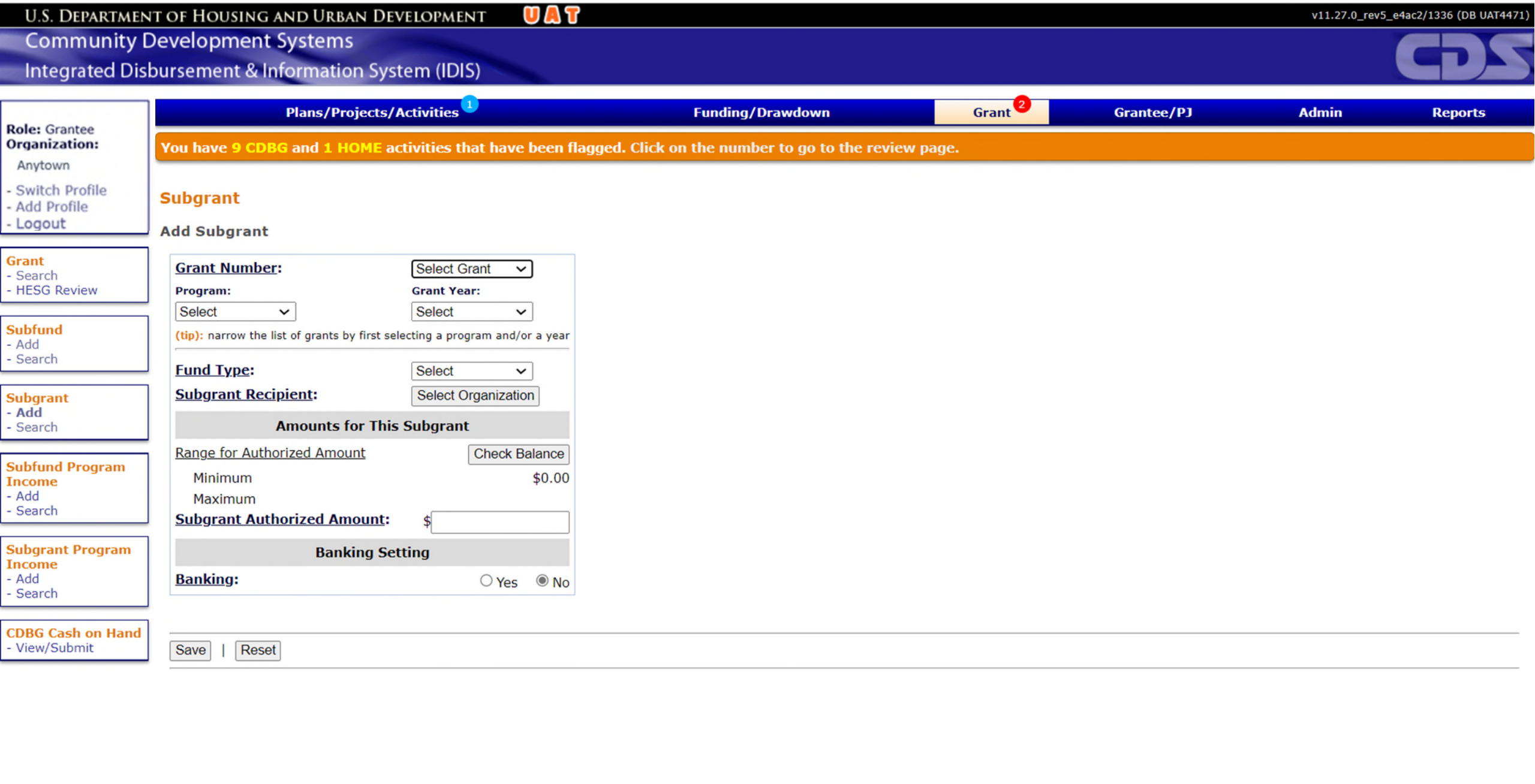
Payee EIN/TIN#: (tip)
23-6003049

Subfund Status:
Active

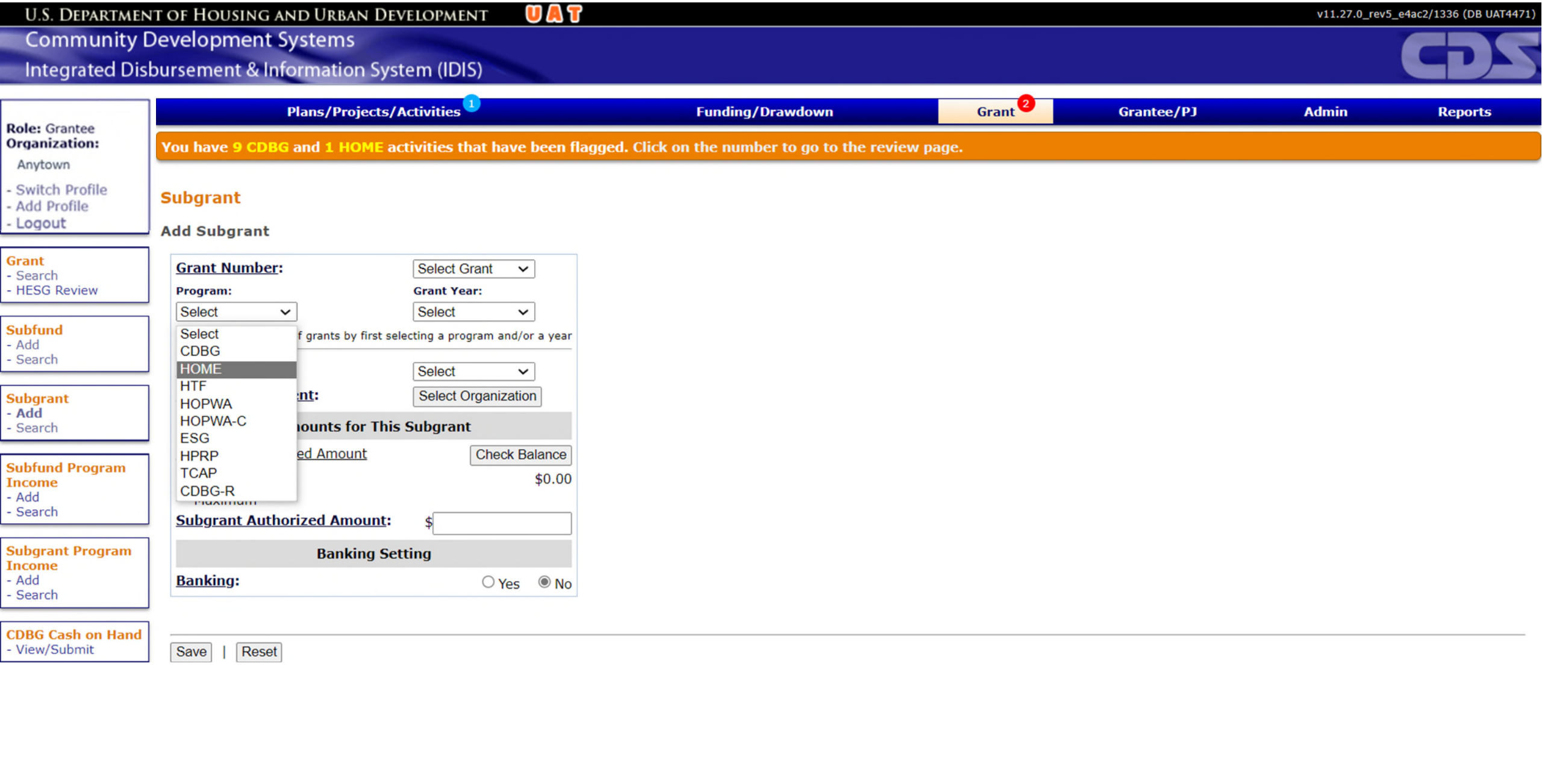
View Subgrants

Authorized Amount (tip)	$150,000.00
Subgranted Amount (-)	$0.00
Amount Committed to Activities (-)	$0.00
Amount Available to Subgrant / Amount Available to Commit to Activities	$150,000.00
Net Drawn Amount	$0.00
Drawn Amount (+) (tip)	$0.00
Drawdown Pending Amount (+) (tip)	$0.00
Returned Amount (+) (tip)	$0.00
Amount Available to Draw	$150,000.00
Amount Available to increase Authorized Amount for this Subfund	$1,281,927.70

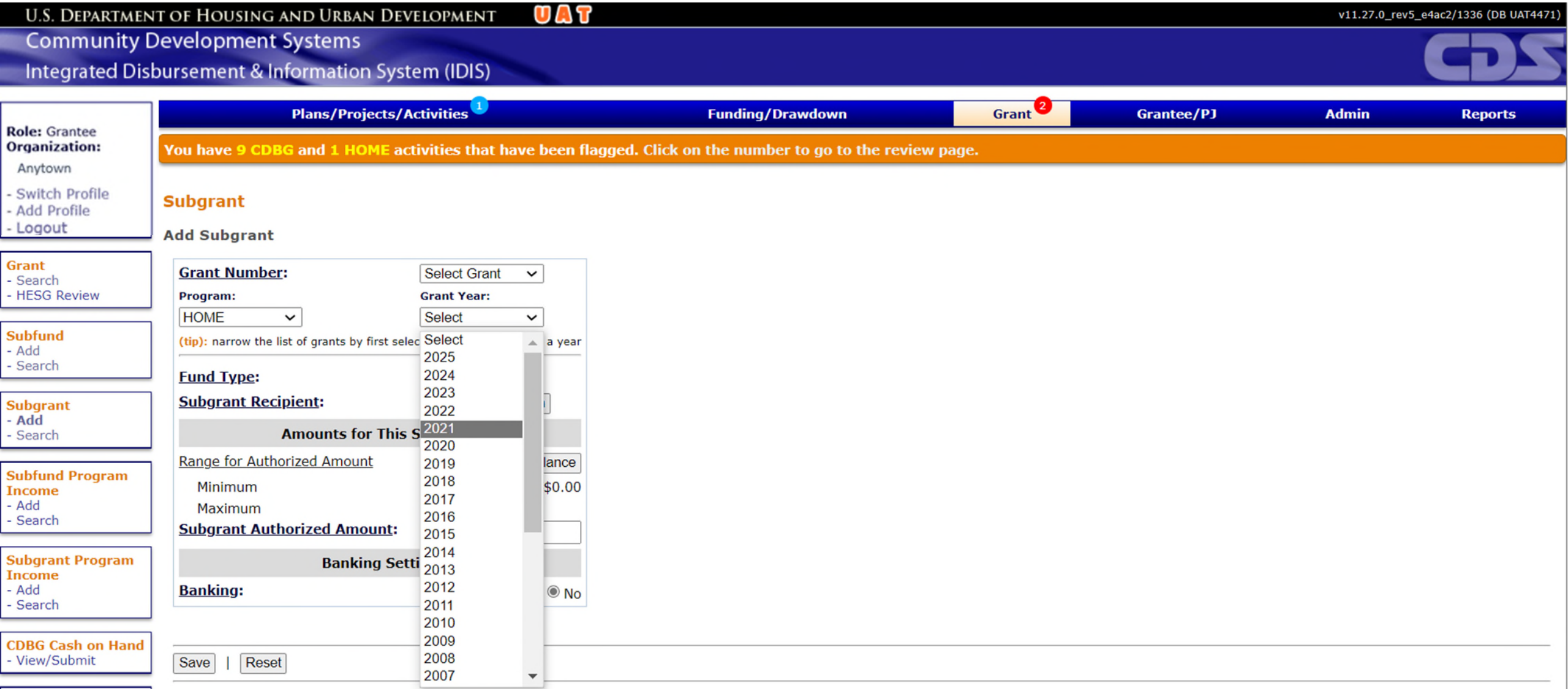
Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)



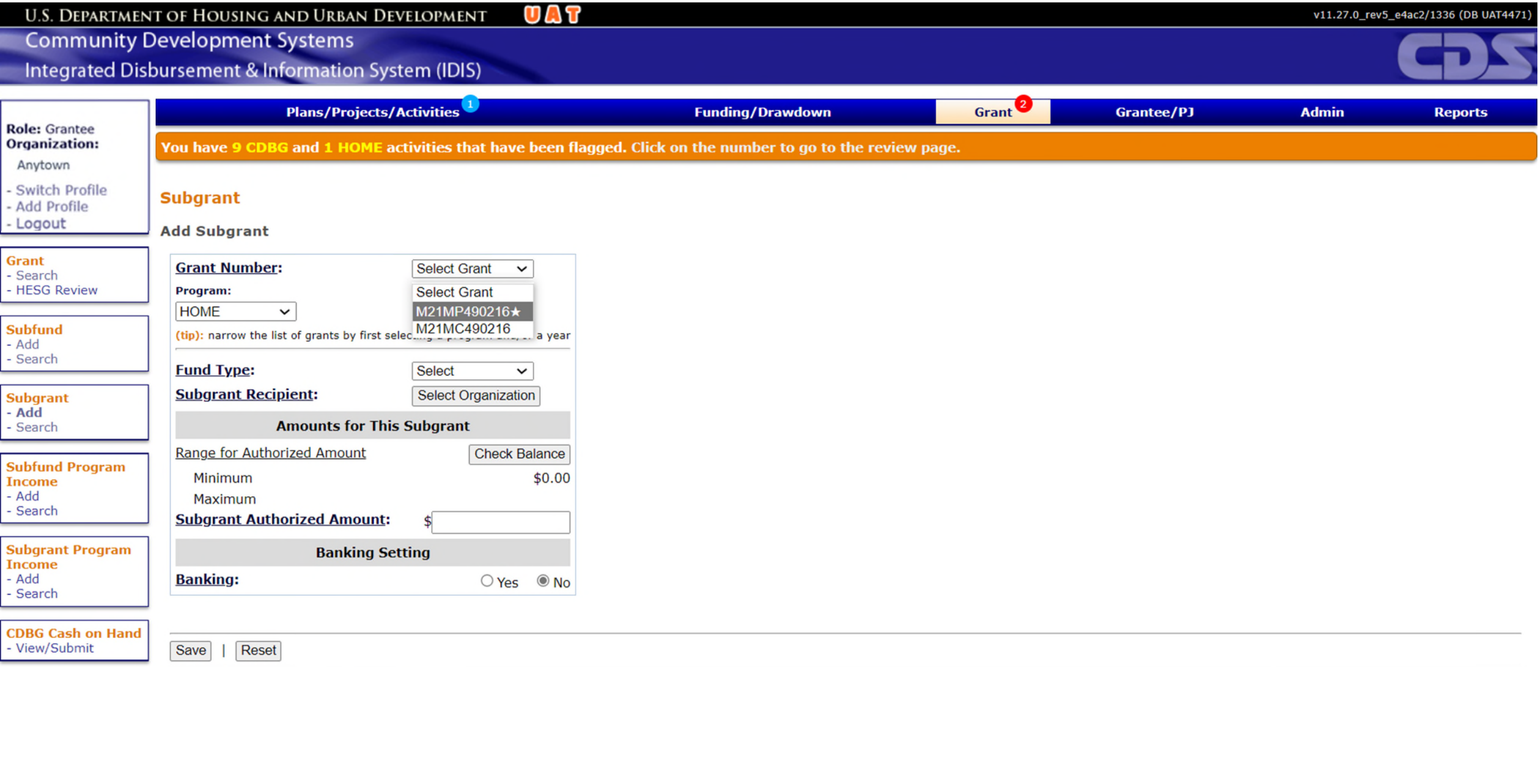
Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)



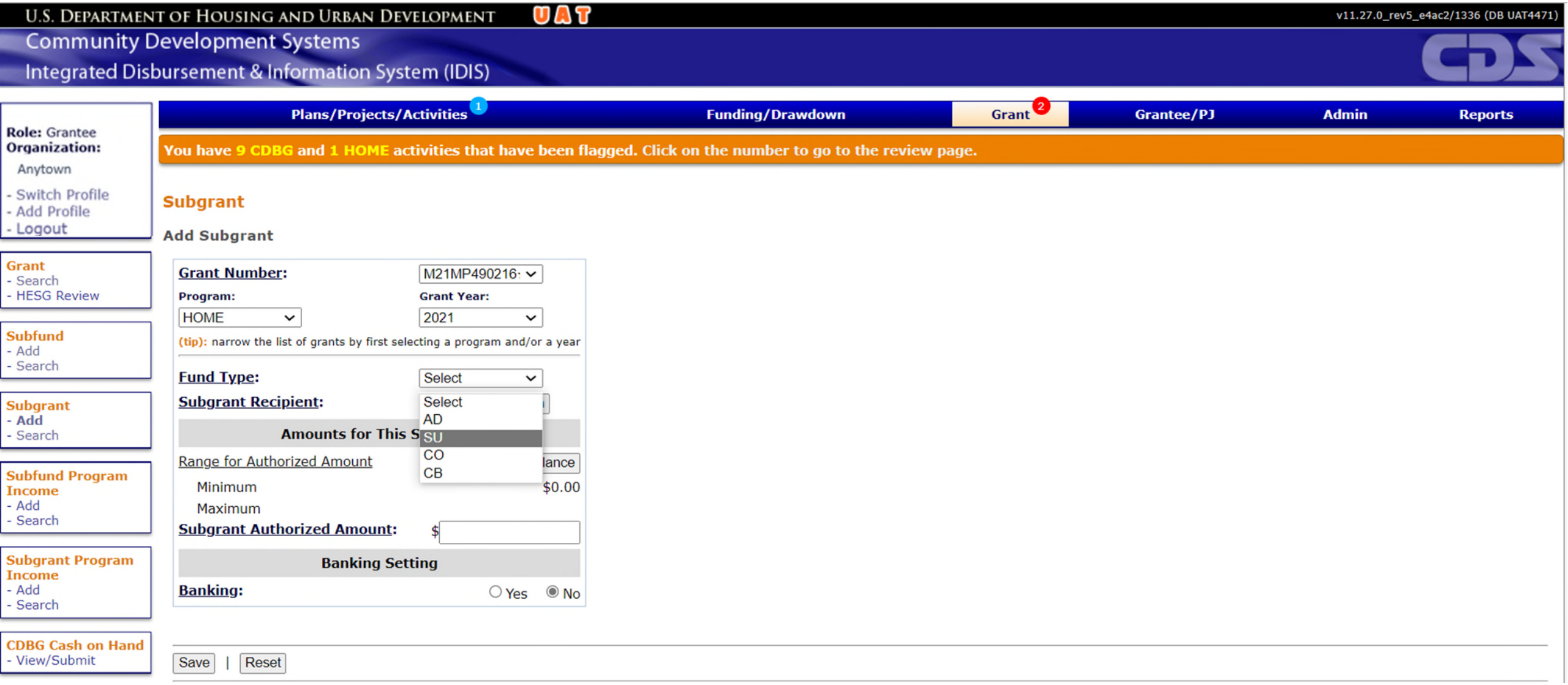
Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)



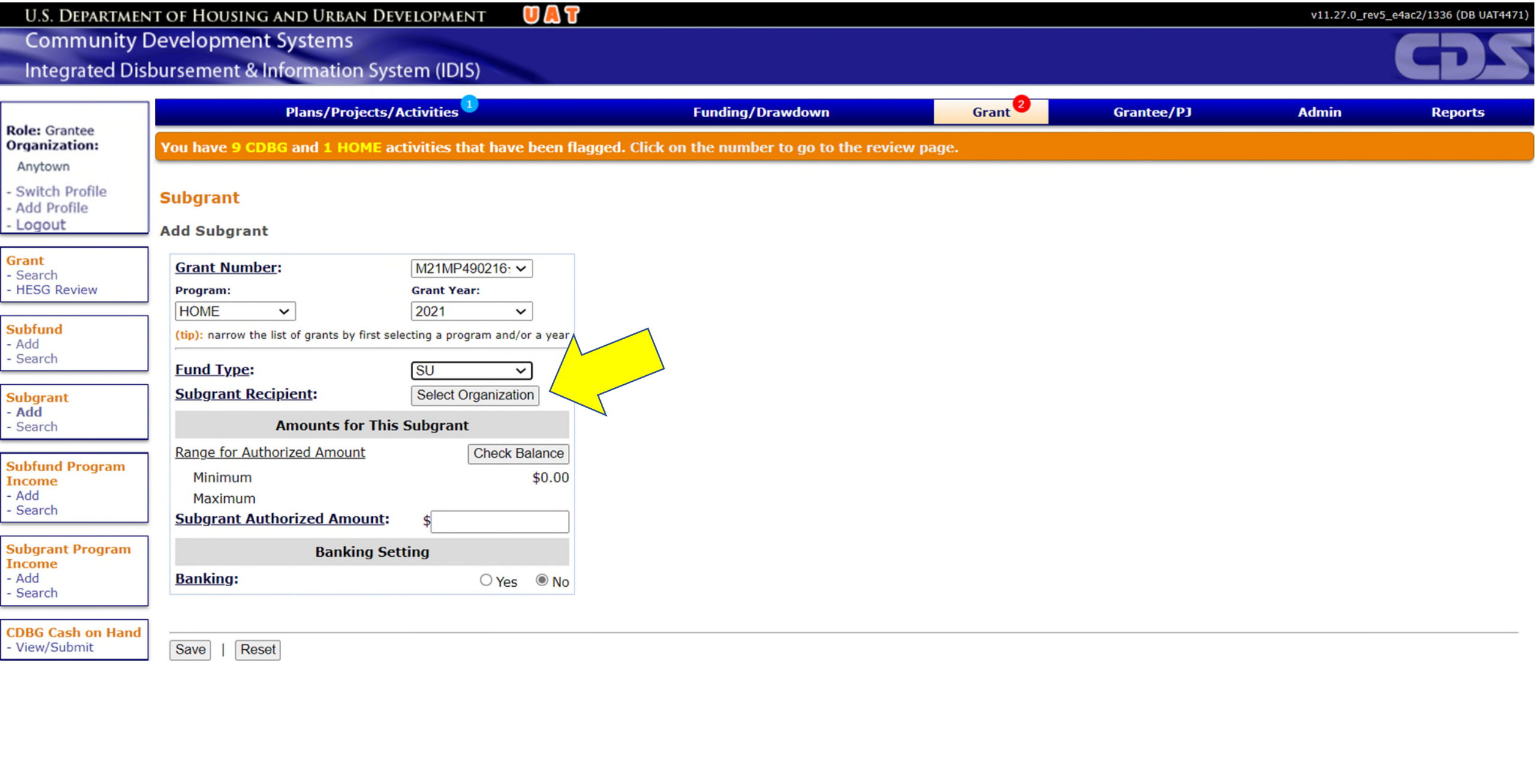
Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)



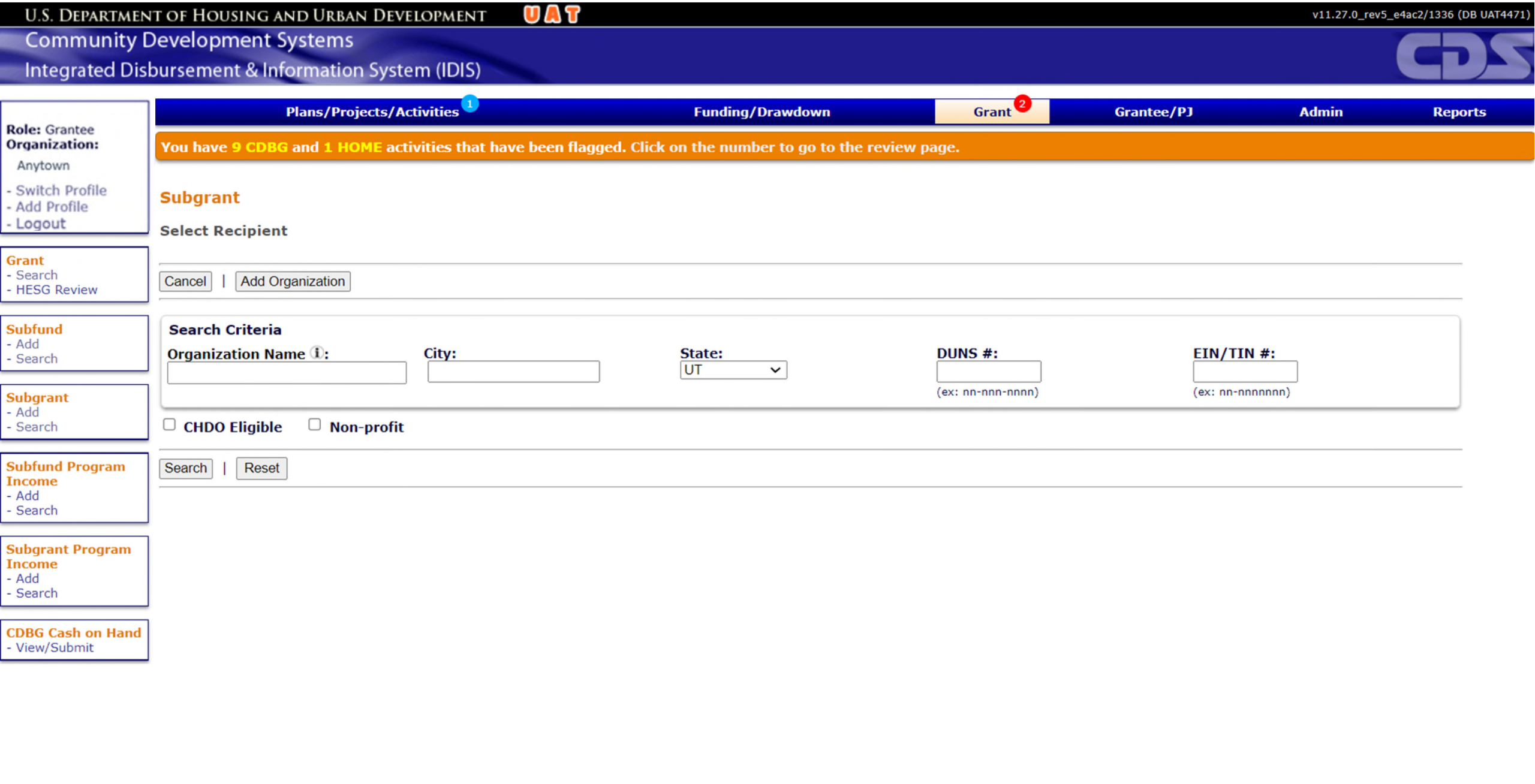
Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)



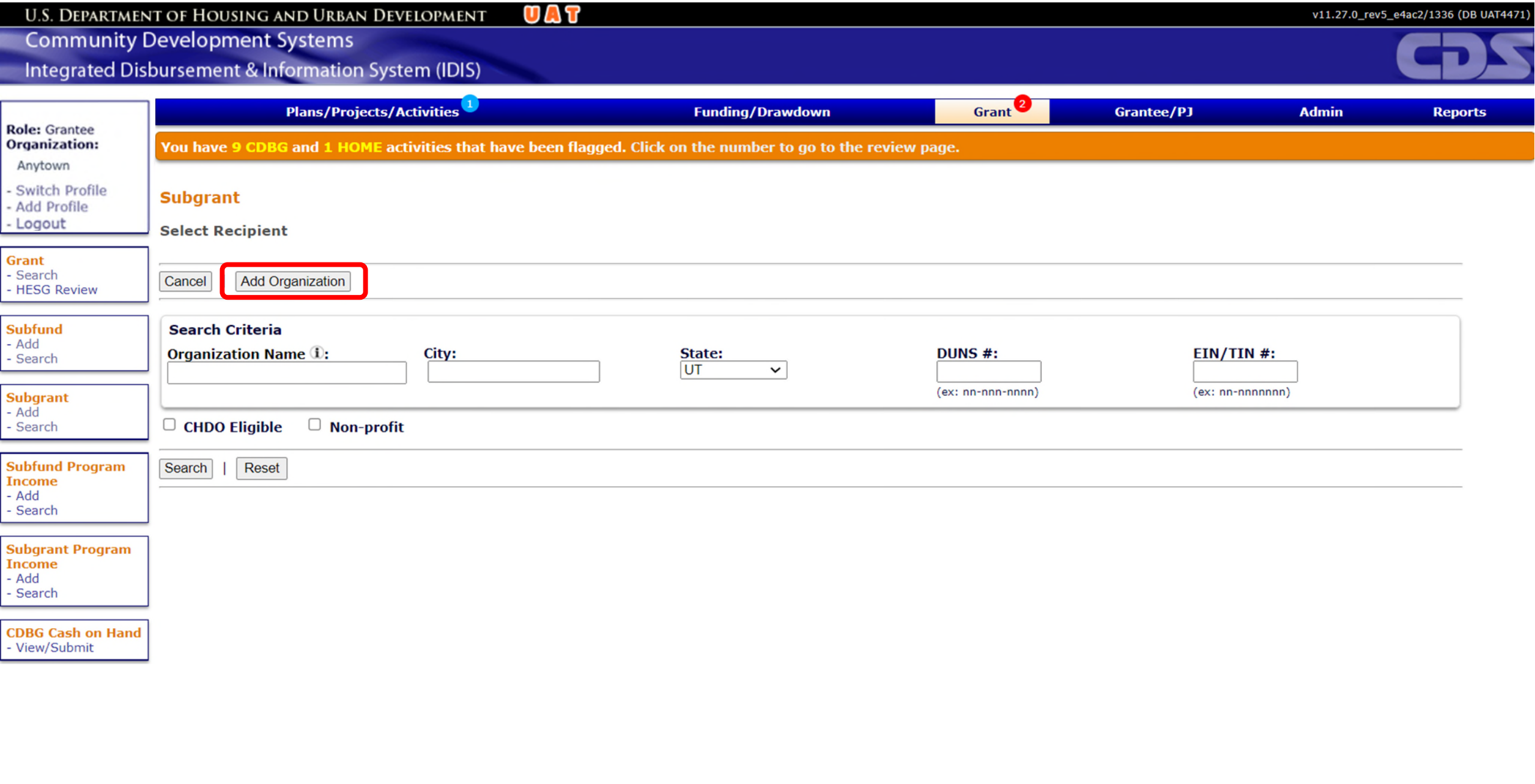
Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)



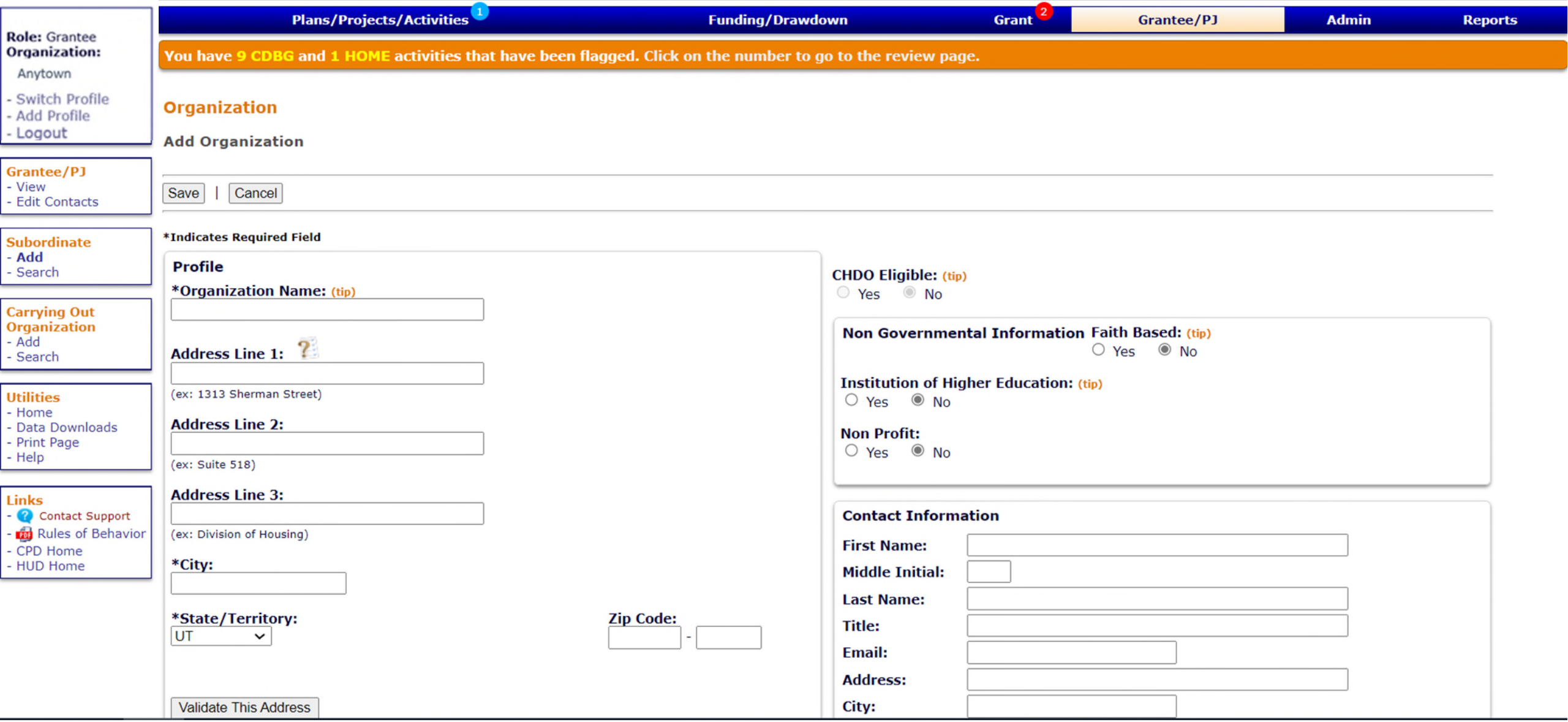
Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)



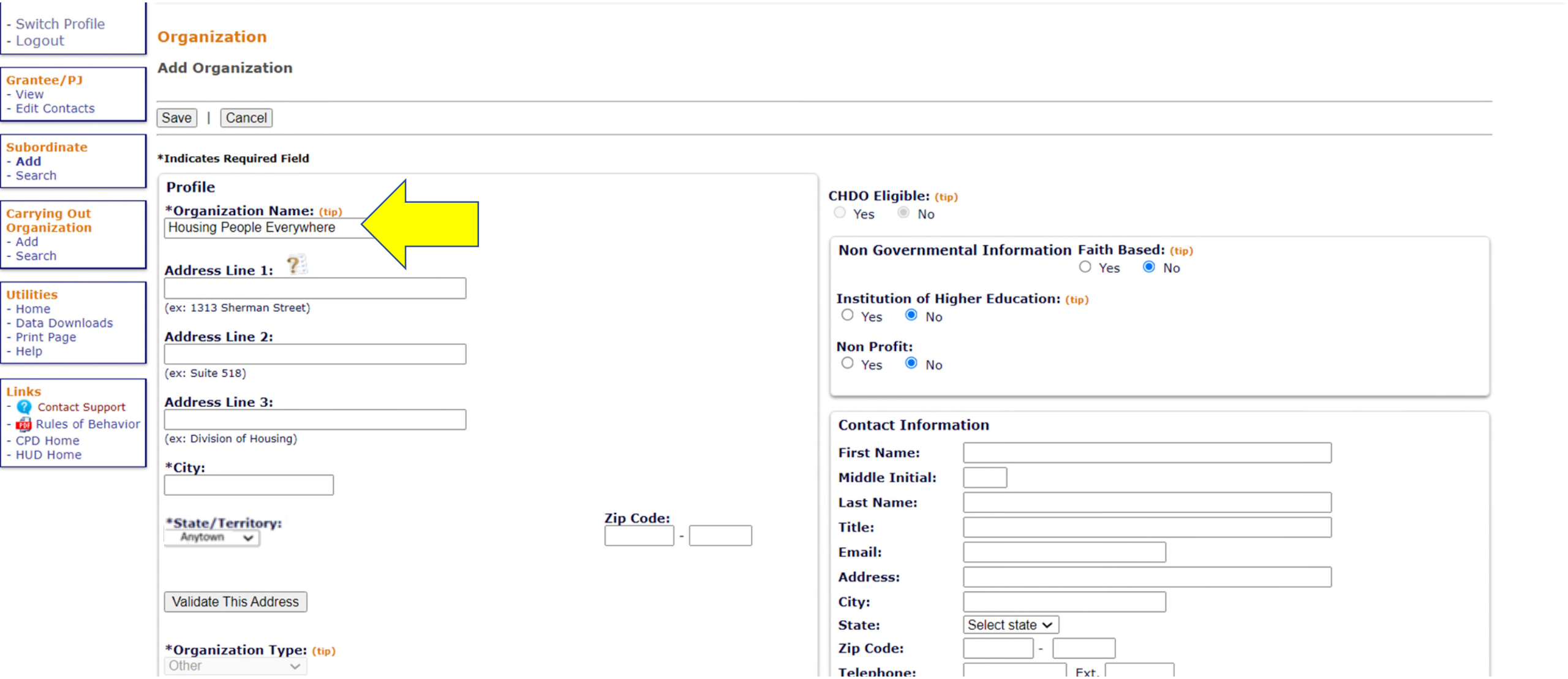
Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)



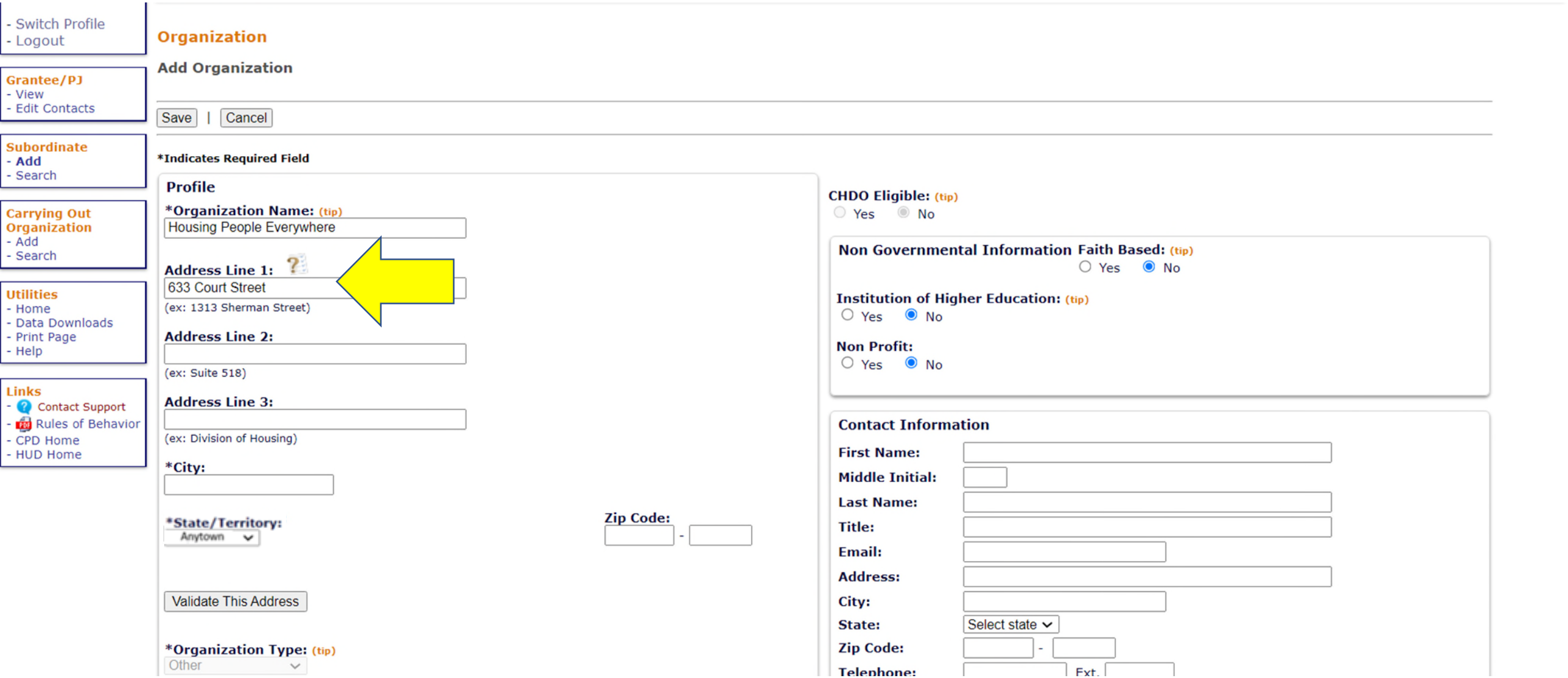
Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)



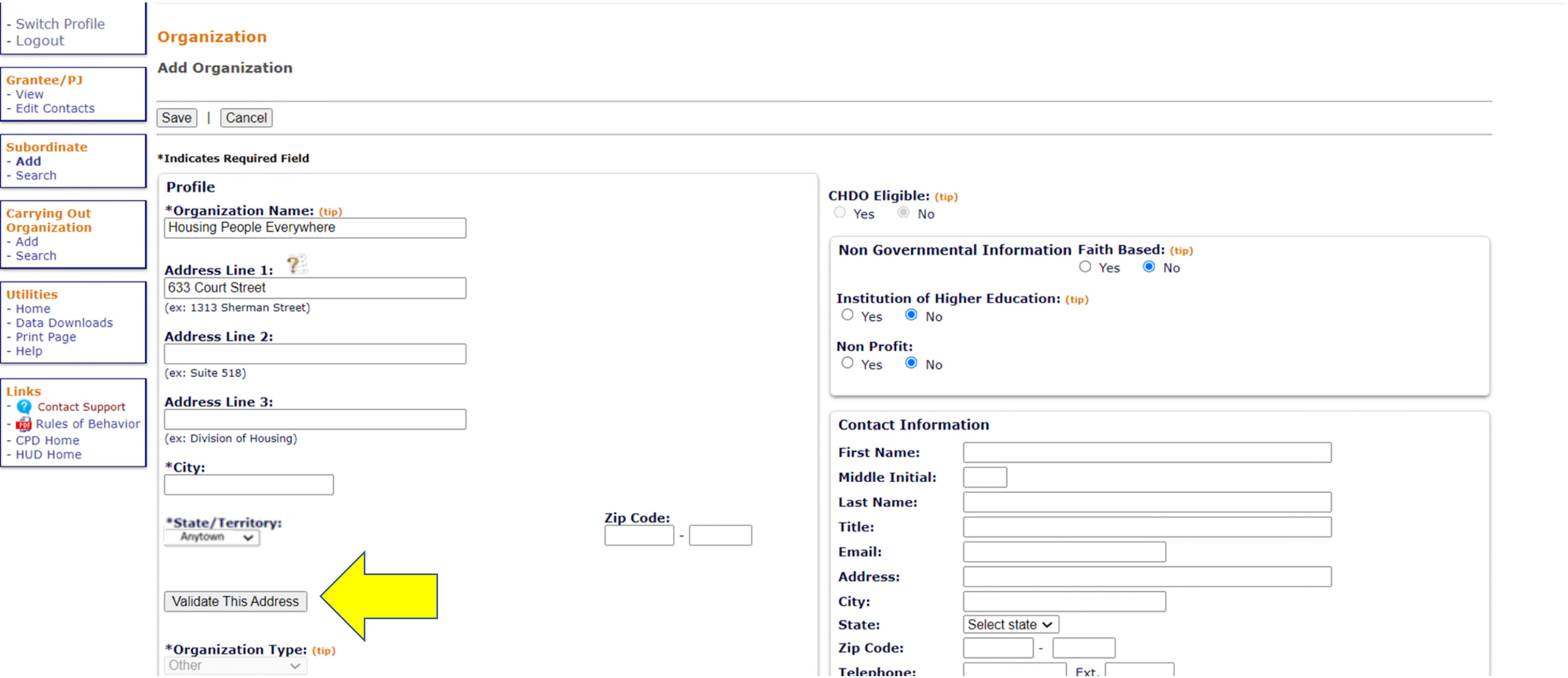
Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)



Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)



Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)



Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)

- Switch Profile
- Logout

Grantee/PJ
- View
- Edit Contacts

Subordinate
- **Add**
- Search

Carrying Out Organization
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Organization

Add Organization

Save | Cancel

***Indicates Required Field**

Profile

***Organization Name:** (tip)
Housing People Everywhere

Address Line 1:
633 Court St
(ex: 1313 Sherman Street)

Address Line 2:
(ex: Suite 518)

Address Line 3:
(ex: Division of Housing)

***City:**

***State/Territory:**
Anytown

Zip Code:
19601 - 4302

Validate This Address

***Organization Type:** (tip)
Other

CHDO Eligible: (tip)
Yes No

Non Governmental Information Faith Based: (tip)
Yes No

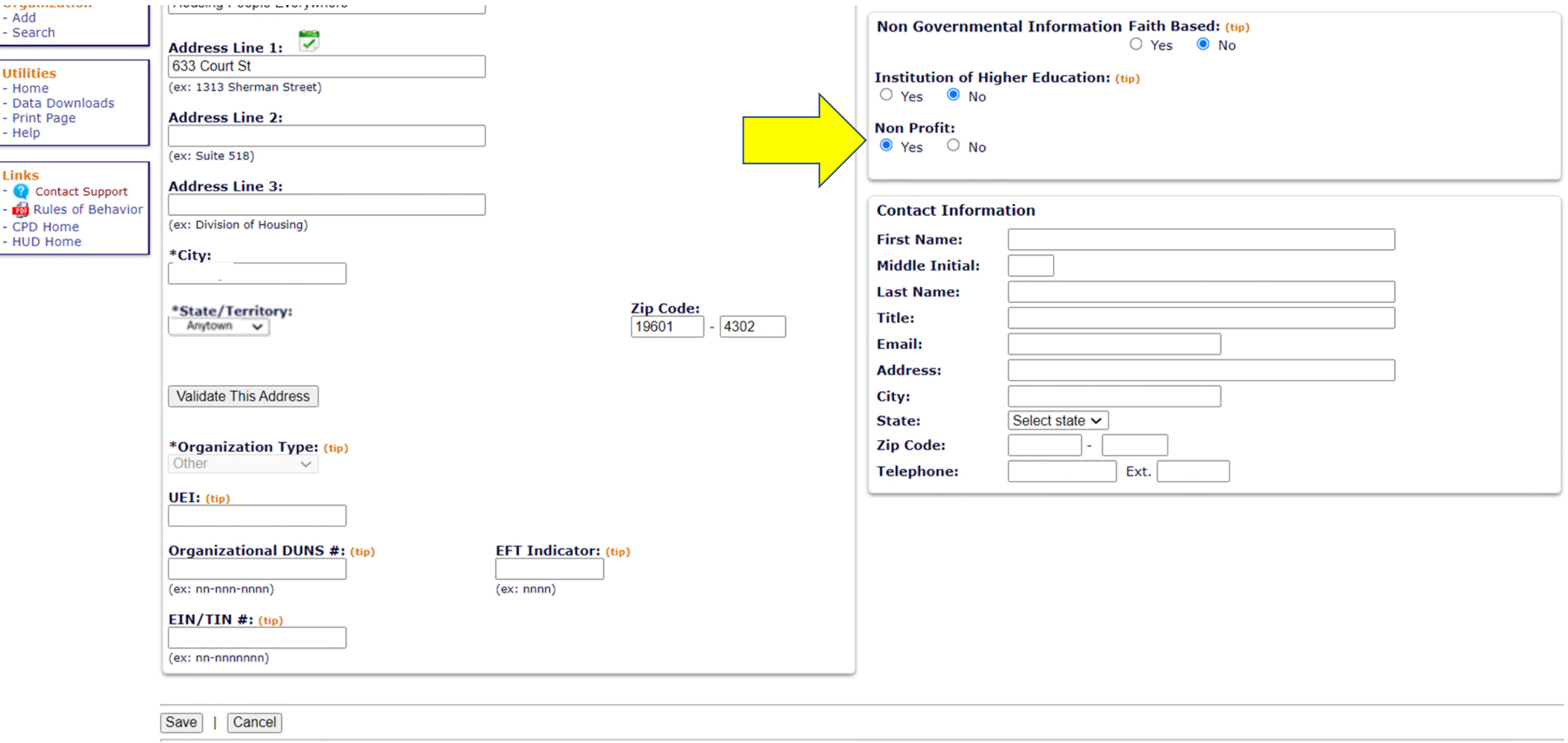
Institution of Higher Education: (tip)
Yes No

Non Profit:
Yes No

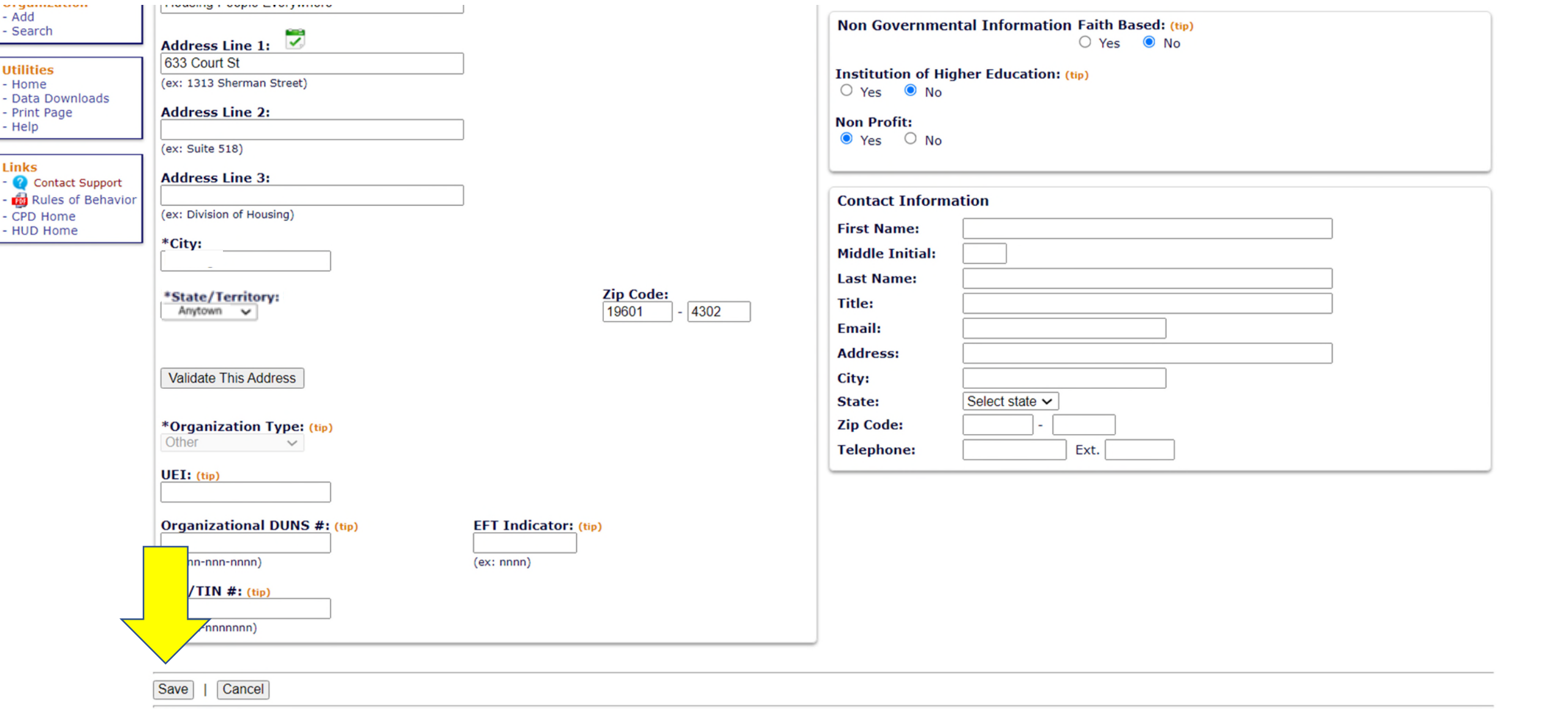
Contact Information

First Name:
Middle Initial:
Last Name:
Title:
Email:
Address:
City:
State: Select state
Zip Code: -
Telephone: Ext.

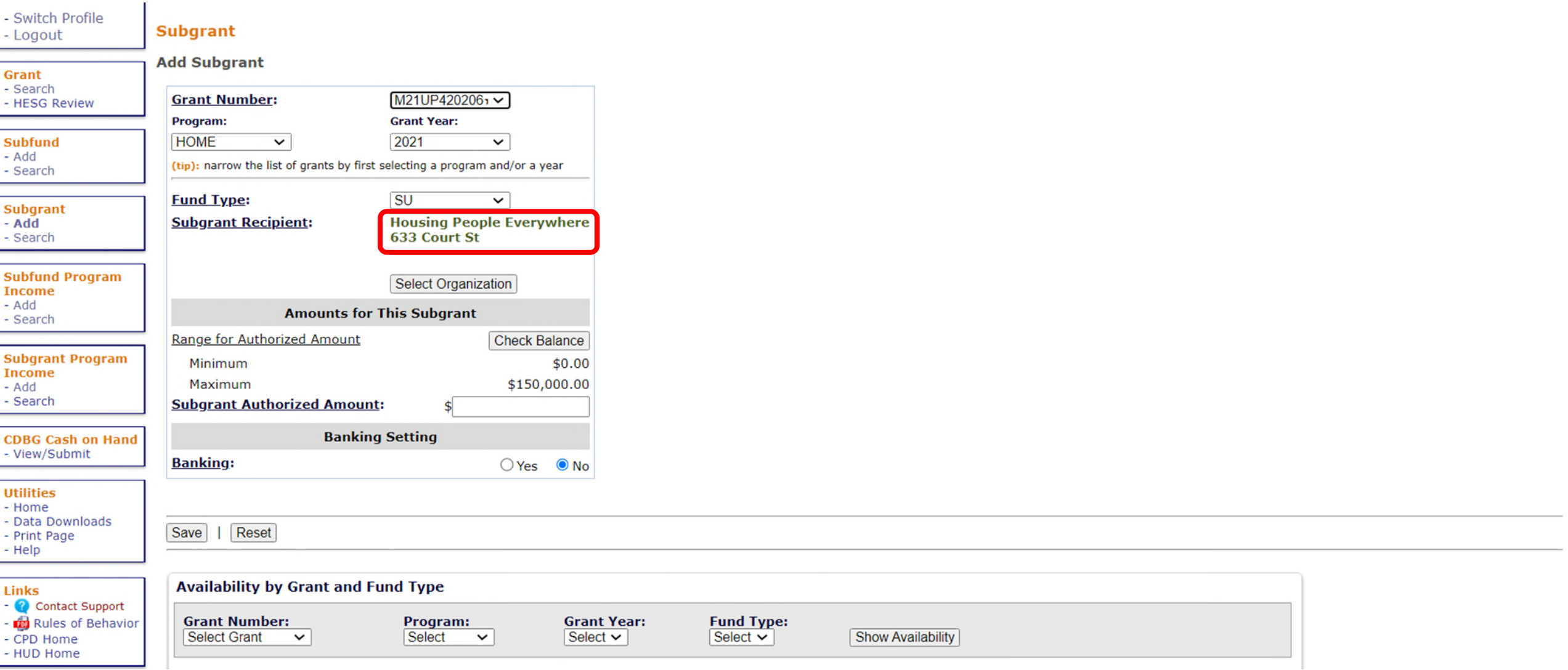
Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)



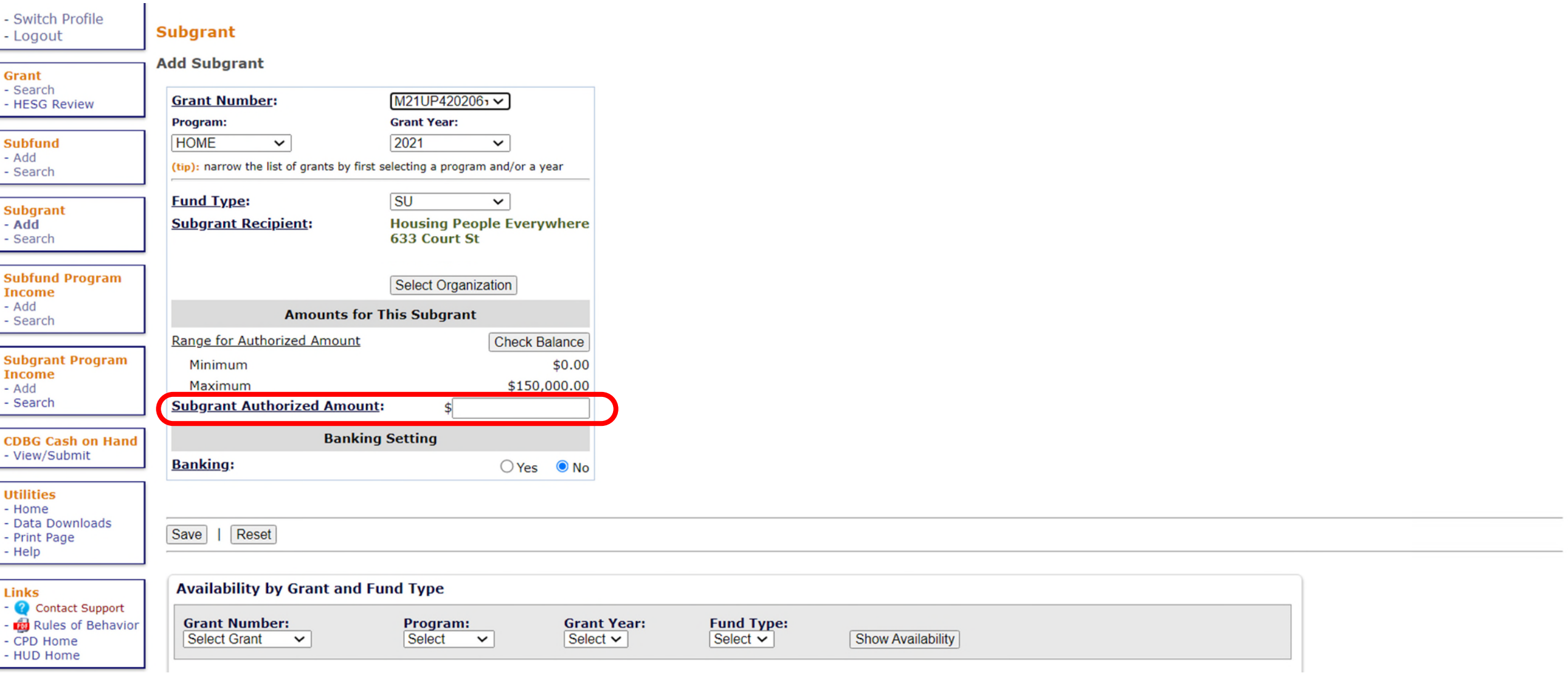
Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)



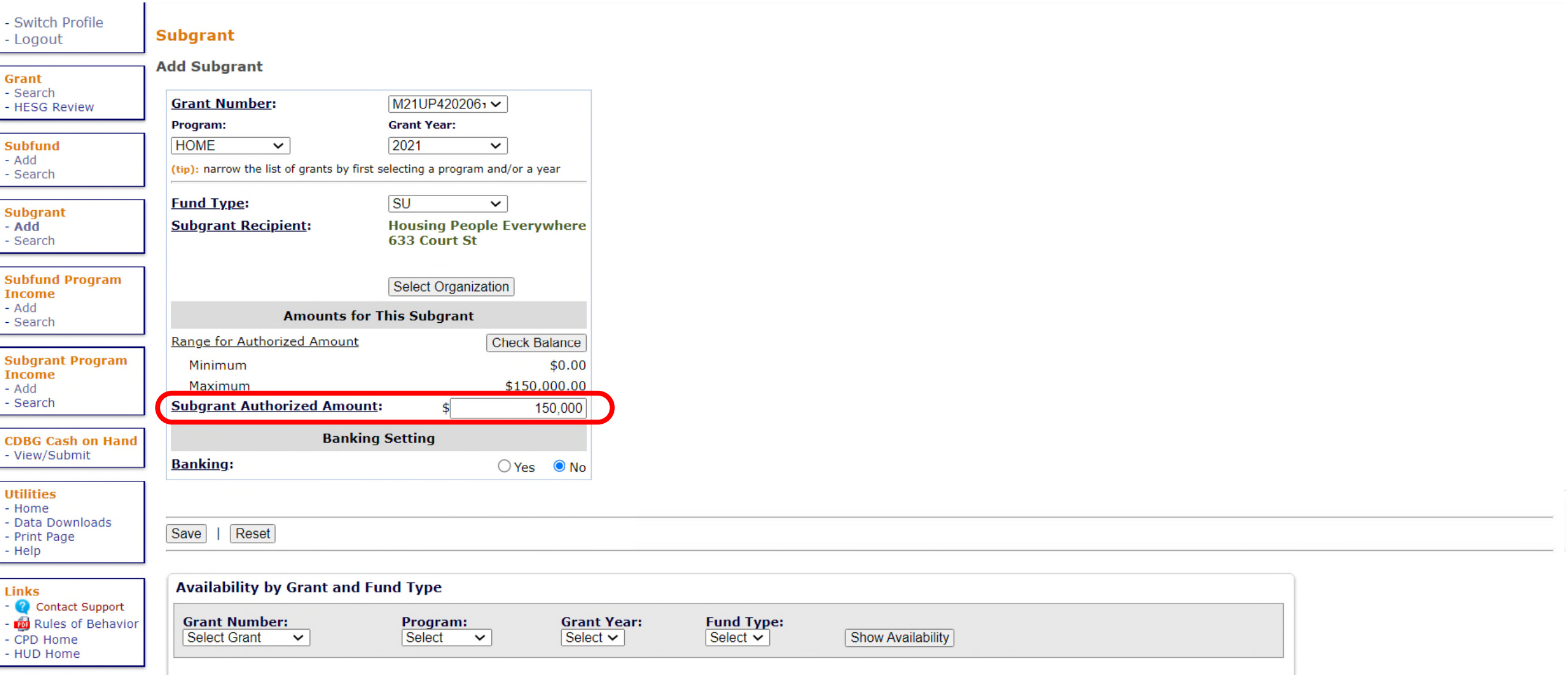
Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)



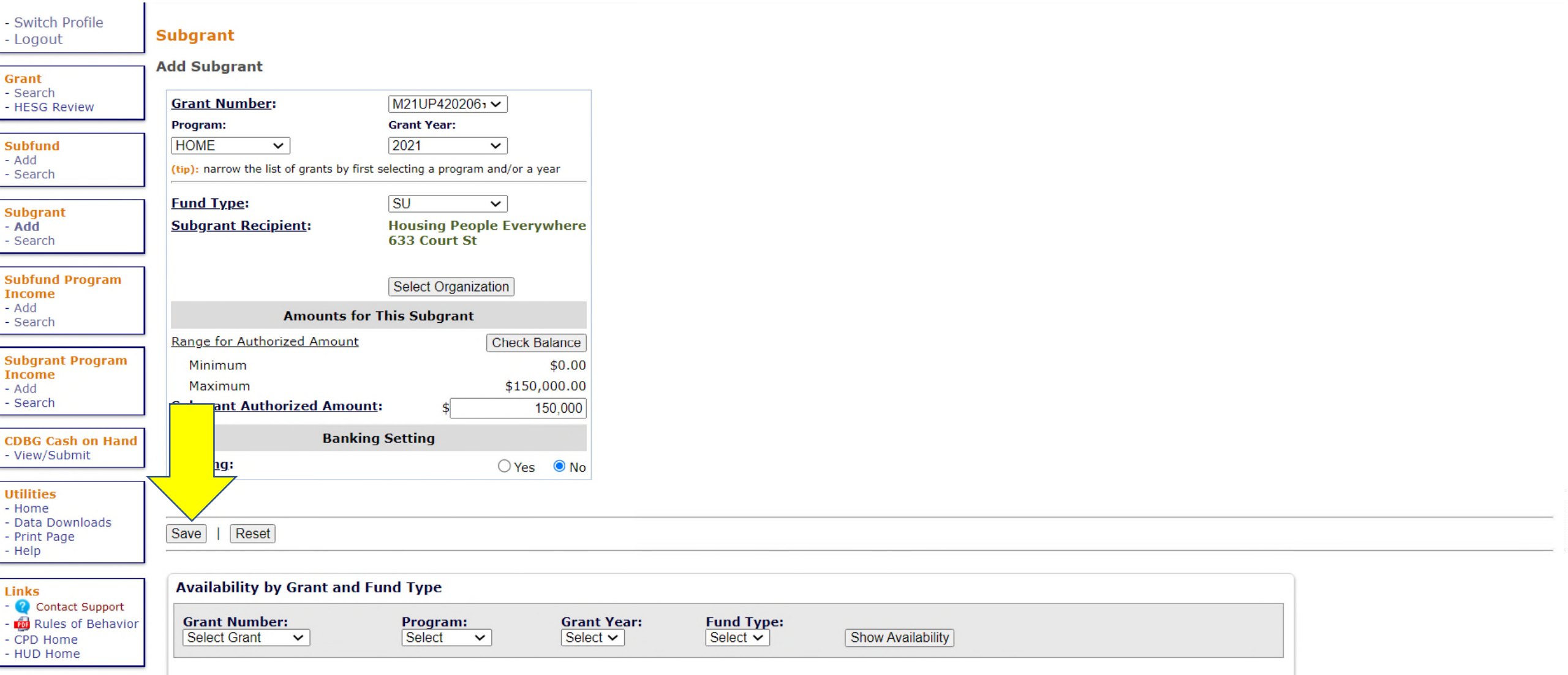
Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)



Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)



Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)



Setting Up a Subgrant for a TBRA Activity (Subrecipient-Administered)

- Switch Profile
- Logout

Grant
- Search
- HESG Review

Subfund
- Add
- Search

Subgrant
- Add
- Search

Subfund Program Income
- Add
- Search

Subgrant Program Income
- Add
- Search

CDBG Cash on Hand
- View/Submit

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Subgrant

View Subgrant

- **Subgrant added**

Return | View Activities

Subgrant status is **Active**
created on 09/08/2022

Subgrant Recipient: Housing People Everywhere
633 Court St

Grant Number: M-21-UP-42-0206
HOME 2021

Fund Type: SU

Administering Organization: Anytown
Payee EIN/TIN# 23-6003049

Amounts for This Subgrant

Subgrant Authorized Amount (tip)	$150,000.00
Subgranted Amount (tip)	$0.00
Amount Available to Subgrant	$150,000.00
Amount Committed to Activities (tip)	$0.00
Net Drawn Amount	$0.00
Drawn Amount (+) (tip)	$0.00
Drawdown Pending Amount (+) (tip)	$0.00
Returned Amount (+) (tip)	$0.00
Amount Available to Draw	$150,000.00
Amount Available to Add to This Subgrant	$0.00

Return | View Activities

Scenario 7

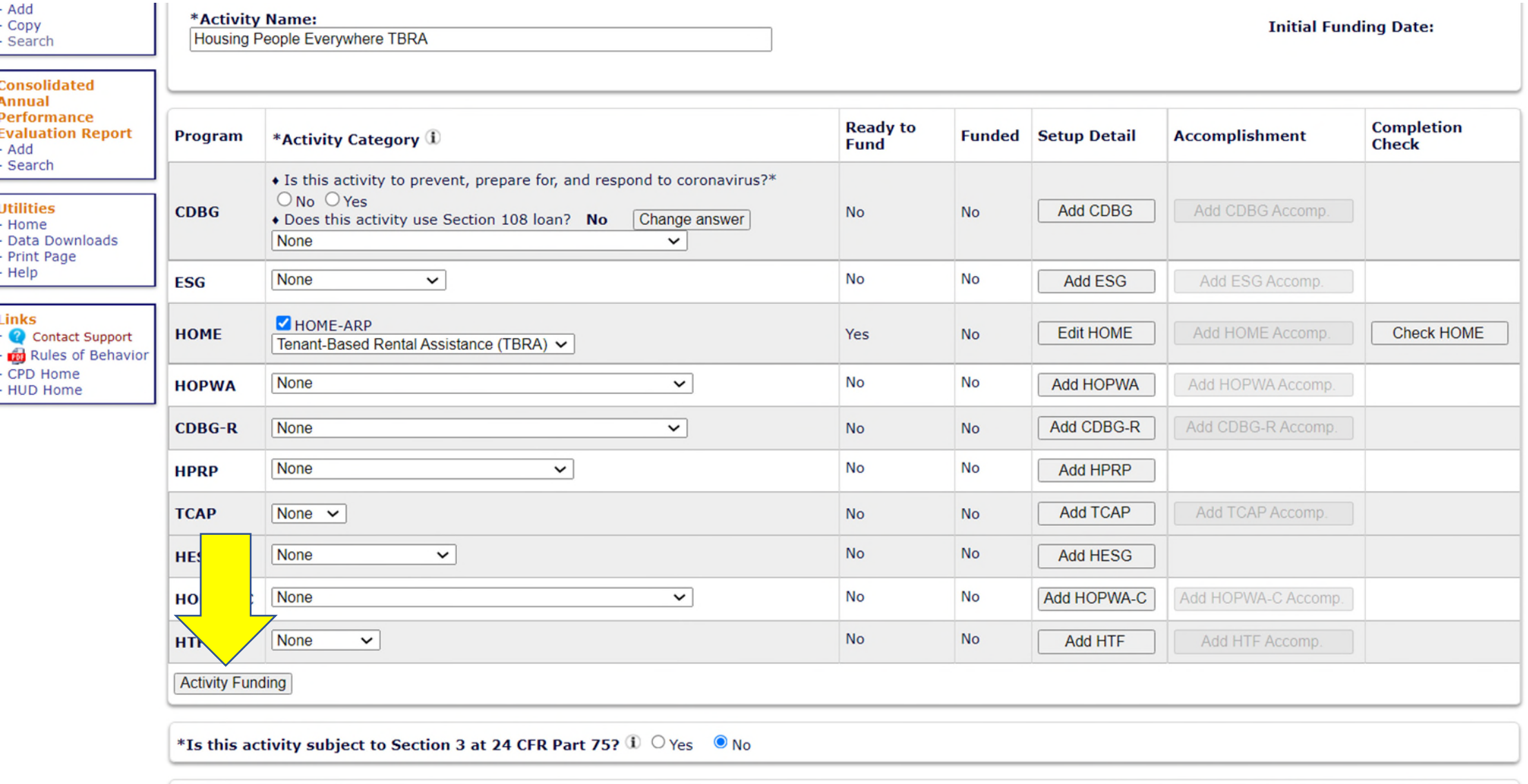
Housing People Everywhere (HPE) has begun administration of the HOME-ARP TBRA program on Anytown's behalf and has executed five rental assistance contracts with five qualifying households.

Name	Security Deposit	Monthly Rent Subsidy	Date of Signed Lease Agreement	Lease Term
Braddock	$975	$400	4/25/2022	12
Brooks	$1,000	$950	2/14/2022	12
Dwyer	$225	$450	12/15/2022	12
Jamm	$1,000	$100	2/16/2022	12
Miller	$550	$300	3/10/2022	12

Setting up a Subrecipient-Administered TBRA Activity

To setup one subrecipient-administered HOME-ARP TBRA activity with multiple qualifying households, follow all steps from **Scenario 4.**

Funding a TBRA Activity (Subrecipient-Administered)



Funding a TBRA Activity (Subrecipient-Administered)

- Switch Profile
- Logout

Activity Funding
- Search

Drawdown
- Create Voucher
- Search Voucher
- Search Collections
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Section 108 Loan
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Activity Funding

Edit Activity Funding

Return to Activity Edit

*Indicates Required Field

Activity Owner:
Anytown

IDIS Activity ID:
2293

Activity Name:
Housing People Everywhere TBRA

Program Year/Project:
2021/2 Housing

Total Funded: (TBRA eligible funding amount, up to: $67,150.00)
$0.00

Total Drawn:
$0.00

Funding Sources

Recipient Name: All Recipients

Program: All Programs

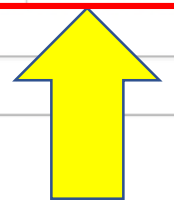
Fund Type: All Fund Types

Filter | Reset Filter

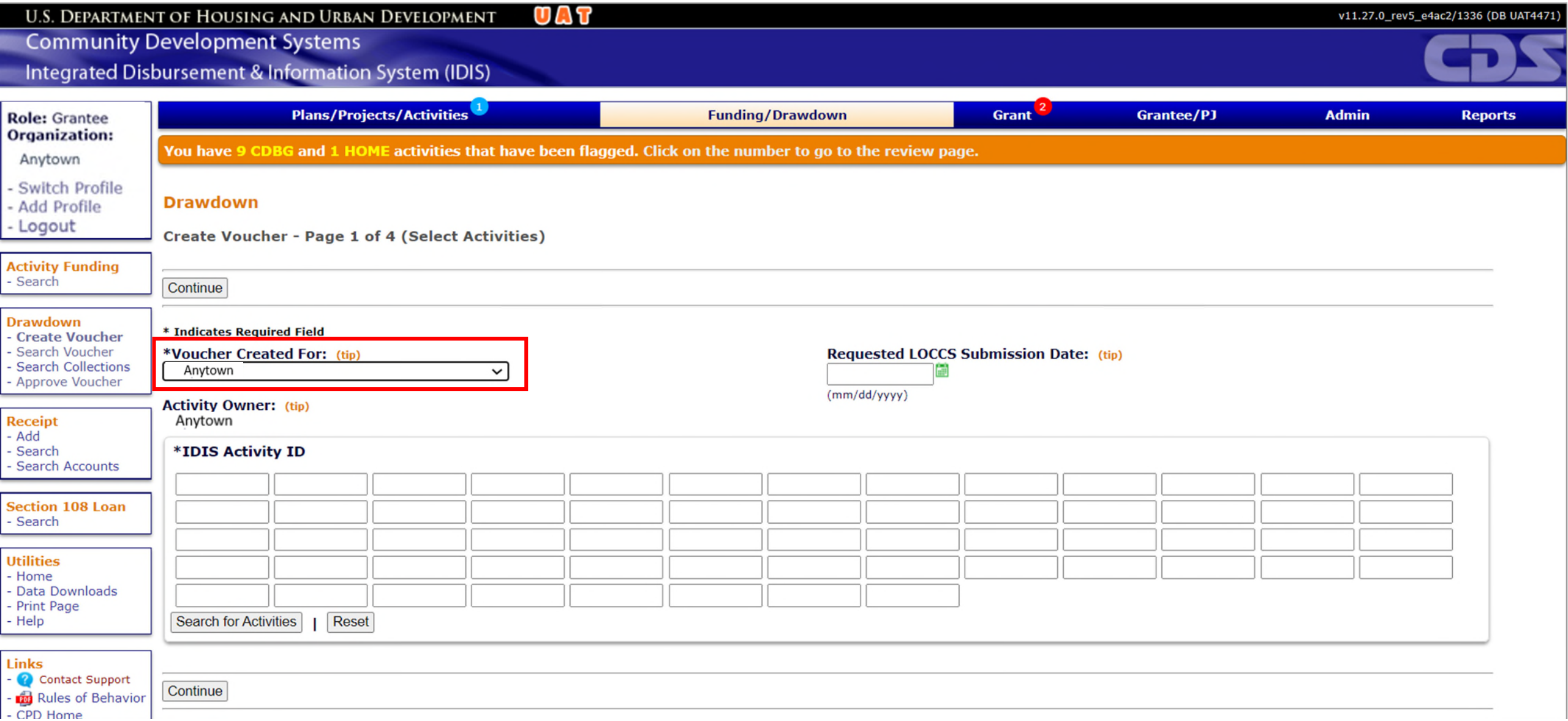
Available Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
Anytown	HOME	AD	HUD	UP	$68,072.30	$0.00	$0.00	Add-Edit | View
Anytown	HOME	EN	HUD	UP	$1,281,927.70	$0.00	$0.00	Add-Edit | View
Housing People Everywhere	HOME	SU	Anytown	UP	$150,000.00	$0.00	$0.00	Add-Edit | View

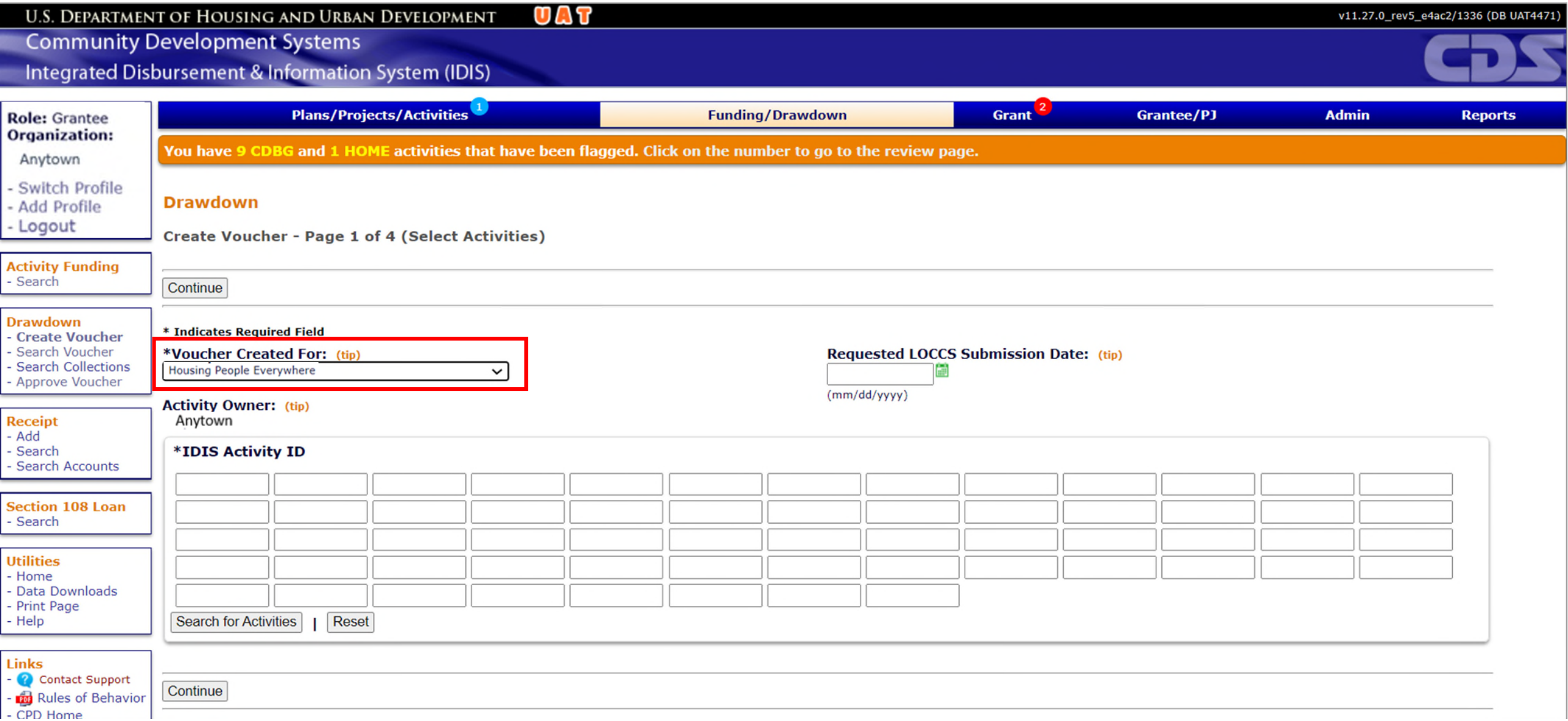
Return to Activity Edit



Drawing Funds for a TBRA Activity (Subrecipient-Administered)



Drawing Funds for a TBRA Activity (Subrecipient-Administered)



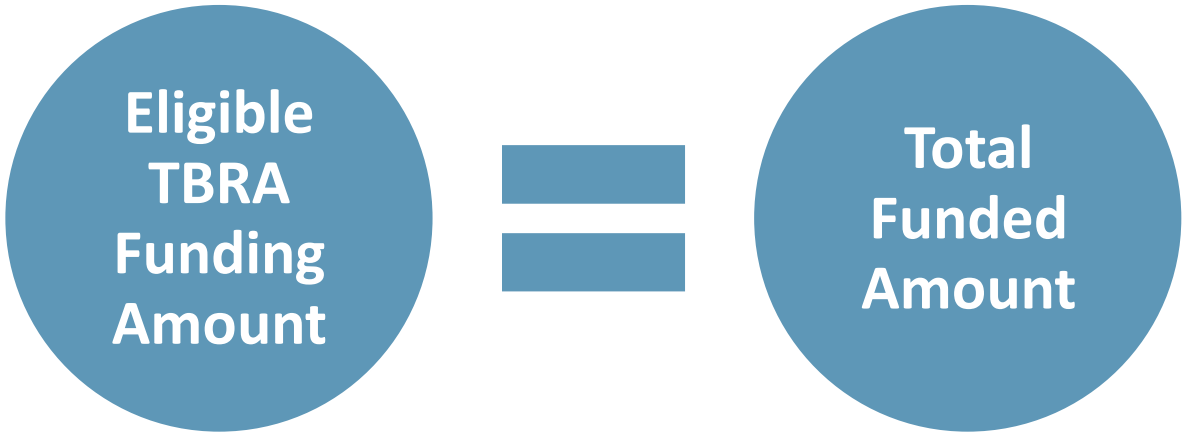
Demonstration

Completing a HOME-ARP TBRA Activity

Activity Completion: When to complete an activity?

- When there are no more eligible costs to pay for qualifying households in that TBRA activity

- IDIS will not allow activity to be completed until:



Completing a HOME-ARP TBRA Activity

- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Save | Cancel

*** Indicates Required Field**

Grantee/PJ Activity ID: N/A

Activity Name: Anytown HOME-ARP TBRA 2021

Program Year/Project ID: 2021/1

IDIS Activity ID: 2364

Activity Owner: Anytown

Project Title: HOME-ARP

Written Agreement Execution Date: 02/14/2022 (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

Unit Total / Number of Beneficiaries: 3 (Total HOME-ARP Units: 3)
Eligible TBRA funding amount based on the beneficiary data entered: $41,250.00

Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Dwyer	2 bedrooms	$1,000	$250	$850	$1100	Homeless	Y	No	Asian & White	2 persons	Elderly	Tenant	No	12	Edit | Delete
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete
Jamm	3 bedrooms	$550	$300	$1050	$1350	Other QP	N	Yes	Black/African American & White	3 persons	Two Parents	Tenant	No	12	Edit | Delete

Add TBRA Beneficiary

Project Delivery Cost: $ 4,500.00

Completing a HOME-ARP TBRA Activity

- Search HOME/HTF
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Save | Cancel

*** Indicates Required Field**

Grantee/PJ Activity ID: N/A

Activity Name: Anytown HOME-ARP TBRA 2021

Program Year/Project ID: 2021/1

IDIS Activity ID: 2364

Activity Owner: Anytown

Project Title: HOME-ARP

Written Agreement Execution Date: 02/14/2022 (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

Unit Total / Number of Beneficiaries: 3 (Total HOME-ARP Units: 3)
Eligible TBRA funding amount based on the beneficiary data entered: $44,250.00

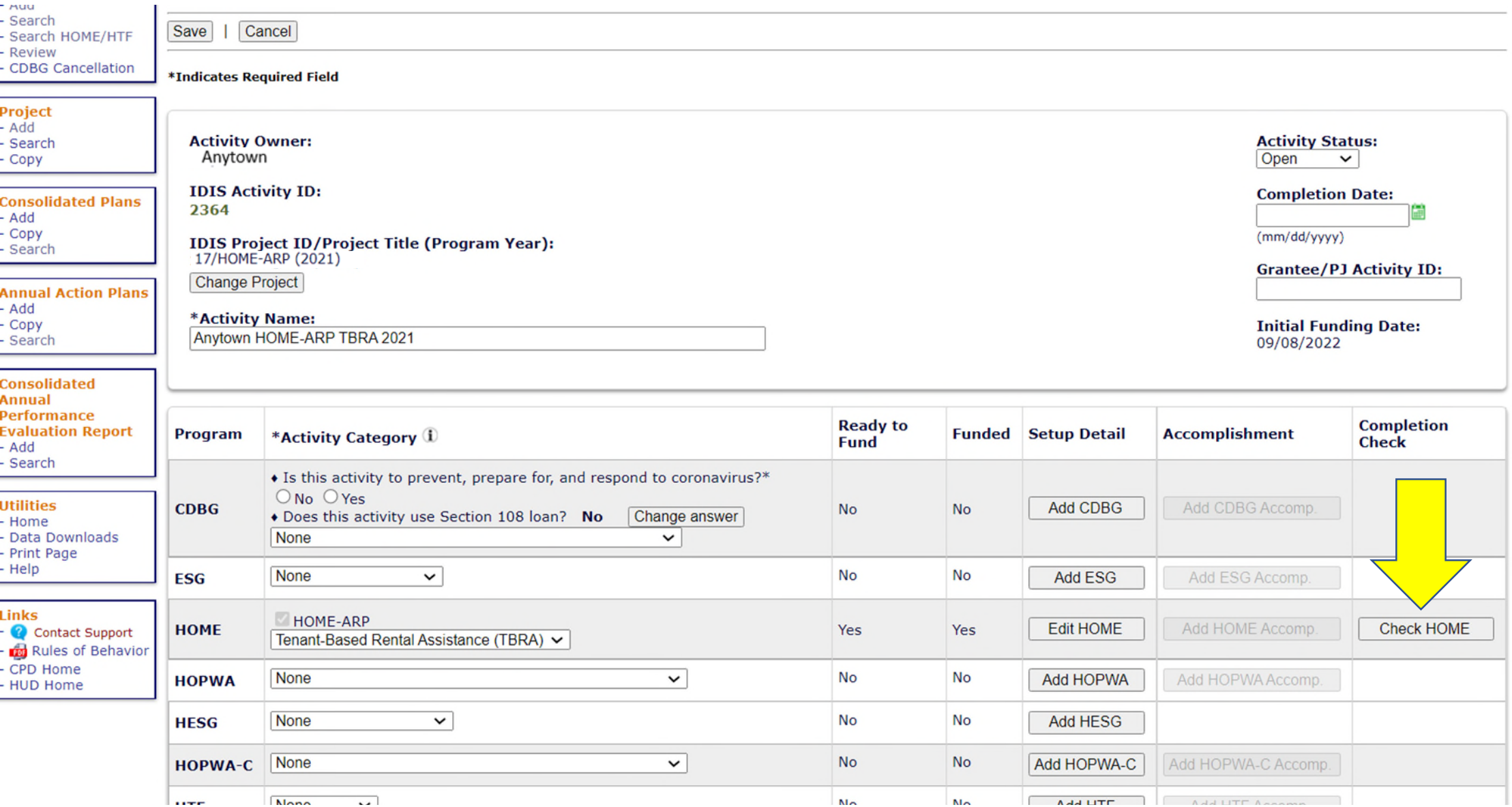
Page 1 of 1

Last Name	Bedrooms	Security Deposit	Monthly Rent			Household						Tenant Contract			Action
			Tenant Rent	TBRA Subsidy	Total Rent	Qualifying Population	Veteran	Hisp/ Latino	Race	Size	Type	Paid To	Newly Assisted	Mo.	
Dwyer	2 bedrooms	$1,000	$250	$850	$1100	Homeless	Y	No	Asian & White	2 persons	Elderly	Tenant	No	12	Edit | Delete
Haverford	1 bedroom	$1,000	$100	$950	$1050	At Risk of Homelessness	N	No	White	1 person	Single, Non-Elderly	Tenant	No	12	Edit | Delete
Jamm	3 bedrooms	$550	$300	$1050	$1350	Other QP	N	Yes	Black/African American & White	3 persons	Two Parents	Tenant	No	12	Edit | Delete

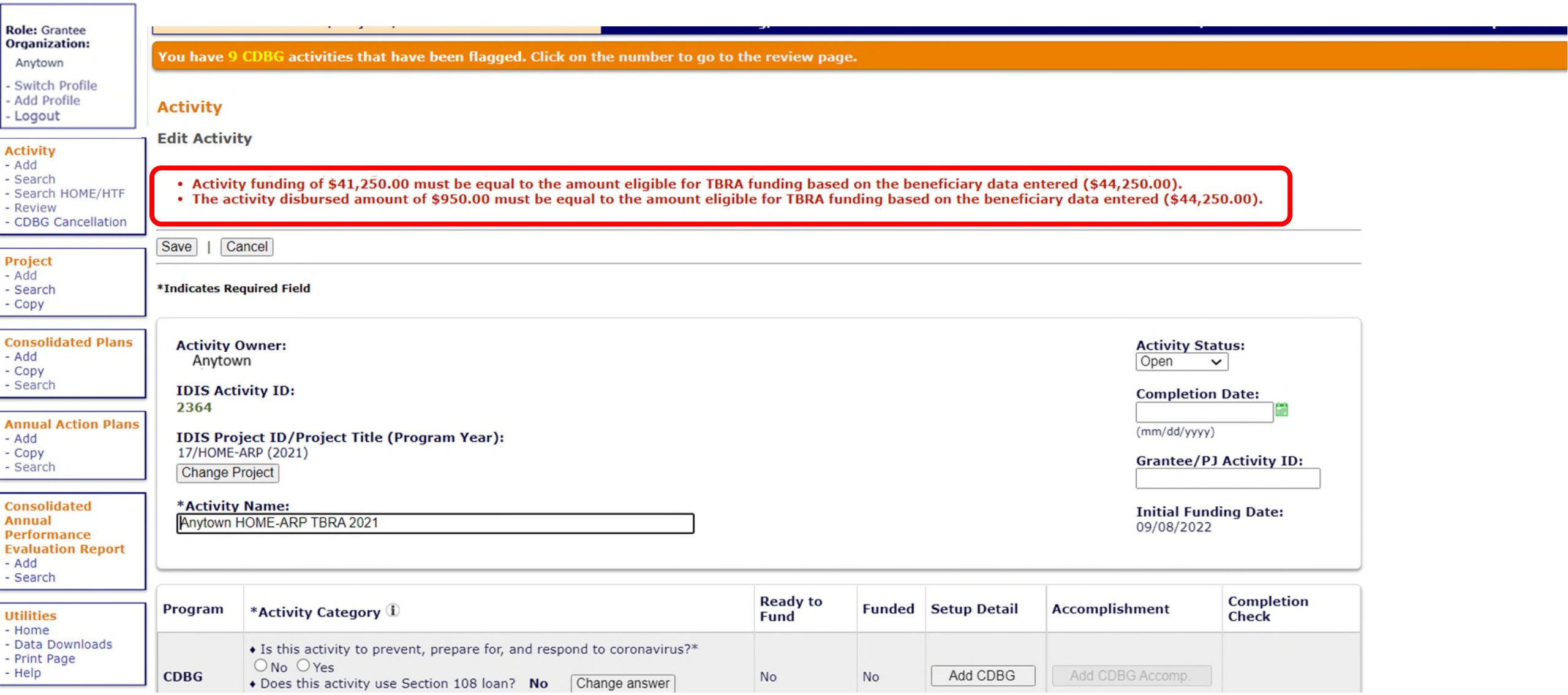
Add TBRA Beneficiary

Project Delivery Cost: $ 7,500.00

Completing a HOME-ARP TBRA Activity



Completing a HOME-ARP TBRA Activity



Completing a HOME-ARP TBRA Activity

Role: Grantee
Organization:
Anytown
- Switch Profile
- Add Profile
- Logout

Activity Funding
- Search

Drawdown
- Create Voucher
- Search Voucher
- Search Collections
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Section 108 Loan
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities | Funding/Drawdown | Grant | Grantee/PJ | Admin | Reports

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity Funding

Edit Activity Funding

Return to Search for Activities to Fund

*Indicates Required Field

Activity Owner:
Anytown

IDIS Activity ID:
2364

Activity Name:
Anytown HOME-ARP TBRA 2021

Program Year/Project:
2021/1

Total Funded: (TBRA eligible funding amount, up to: $44,250.00)
$44,250.00

Total Drawn:
$44,250.00

Funding Sources

Recipient Name: All Recipients
Program: All Programs
Fund Type: All Fund Types

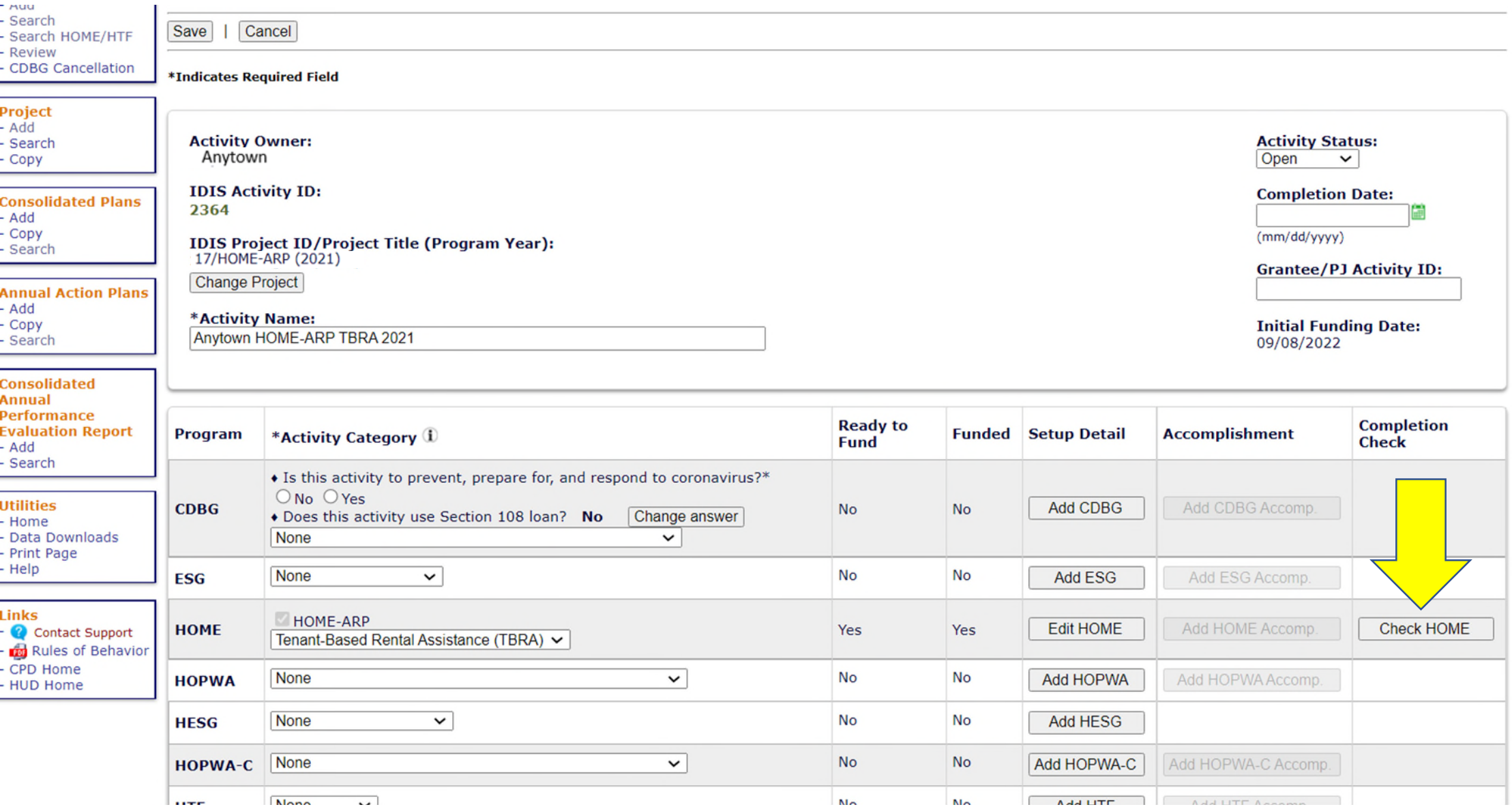
Filter | Reset Filter

Available Funds

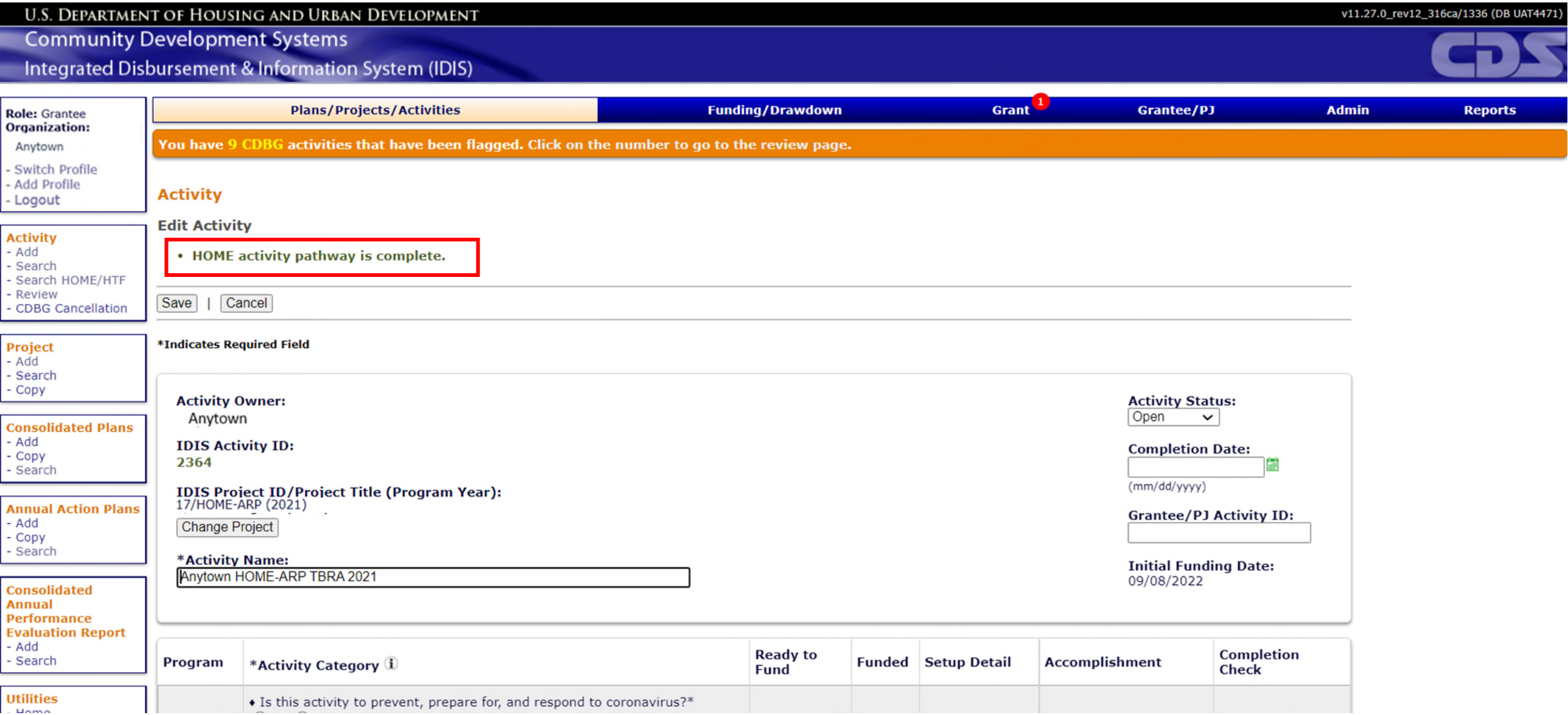
Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
Anytown	HOME	EN	HUD	MP	$1,319,484.55	$44,250.00	$44,250.00	Add-Edit | View
Anytown	HOME	AD	HUD	MP	$235,201.42	$0.00	$0.00	Add-Edit | View

Return to Search for Activities to Fund

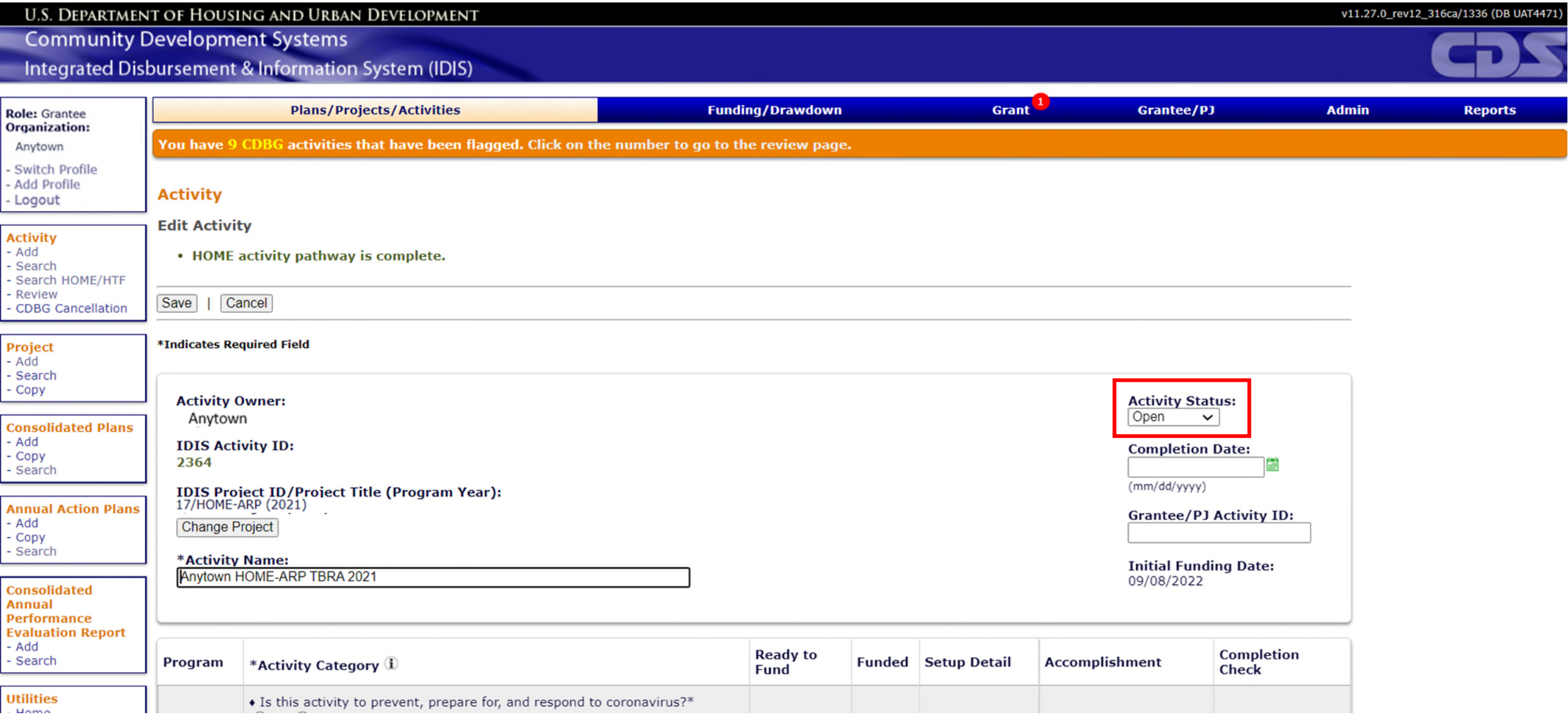
Completing a HOME-ARP TBRA Activity



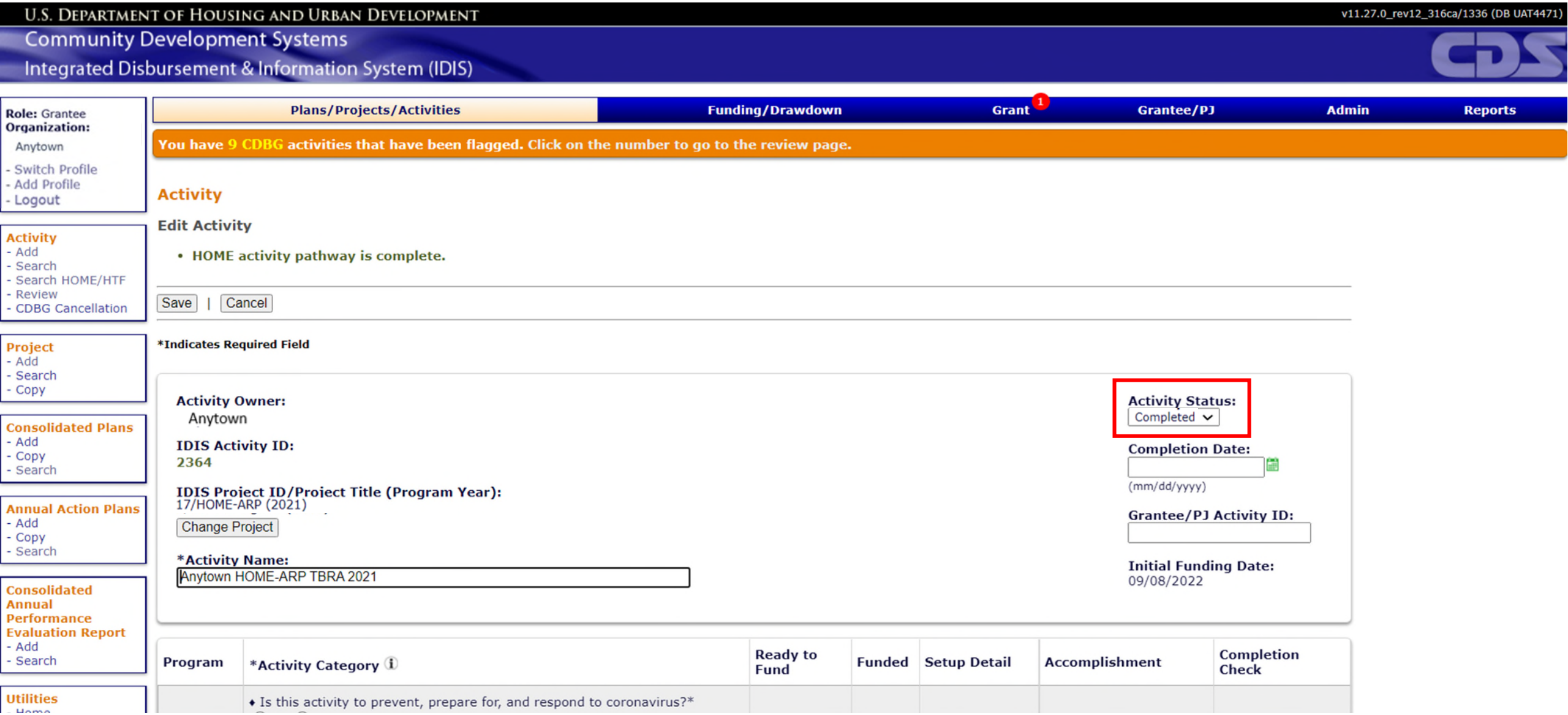
Completing a HOME-ARP TBRA Activity



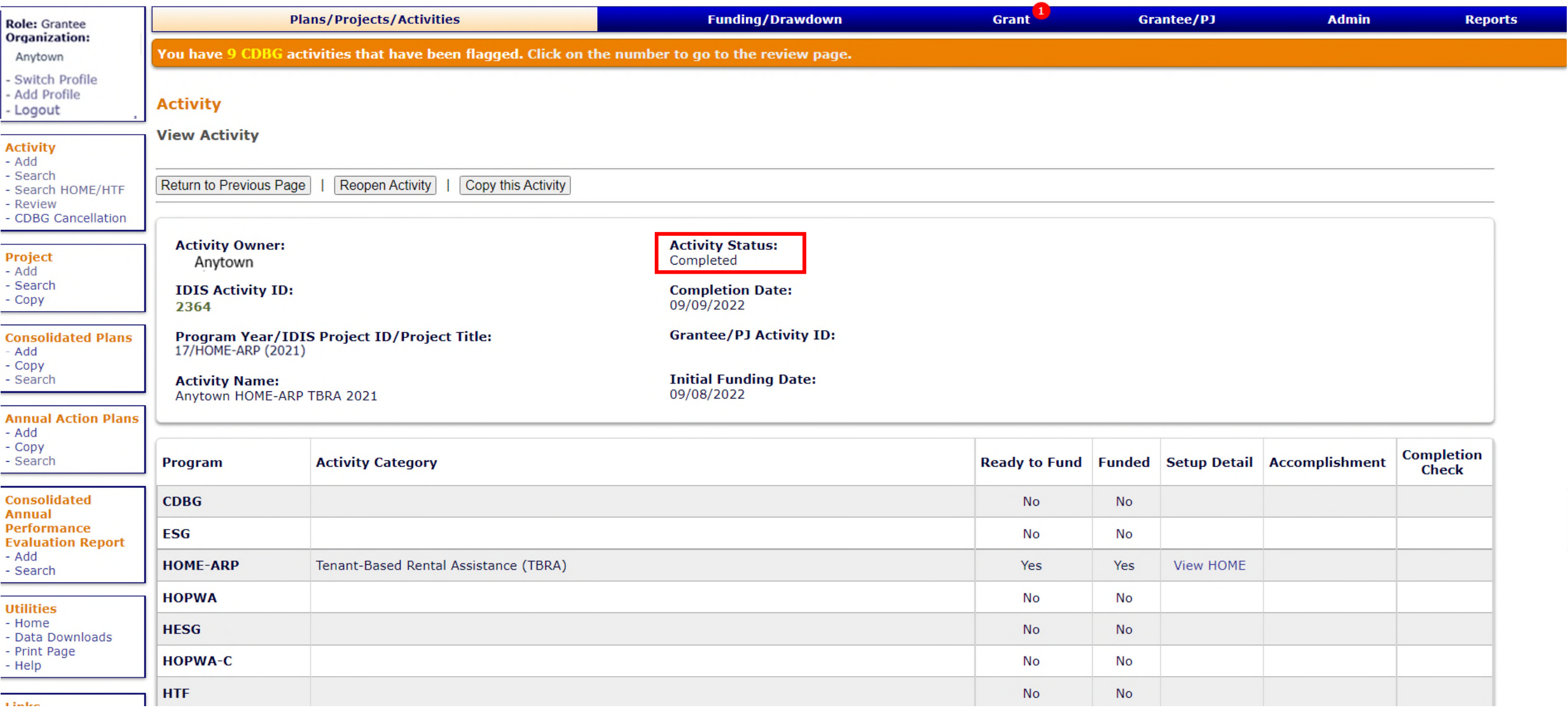
Completing a HOME-ARP TBRA Activity



Completing a HOME-ARP TBRA Activity



Completing a HOME-ARP TBRA Activity



Additional Resources

- HOME-ARP Notice Section VI.C
- HOME-ARP Program Fact Sheet: IDIS for TBRA Activities
- Ask an IDIS Question
- HOMEARP@hud.gov

Q&A