Michelle: Ladies and gentlemen, welcome and thank you for joining today's IDIS For Home-ARP Rental and Rental Operating Activities webinar. Before we begin, please ensure that you have opened the WebEx participant and chat panels by using the associated icons located at the bottom of your screen. Please note all audio connections are currently muted and this conference is being recorded. To ask a question via WebEx audio, please click the raise hand icon on your WebEx screen. It's located above the chat panel on the right. This will place you in the question queue.

If you are connected to today's meeting via phone audio, please dial pound 2 on your telephone keypad to enter the question queue. If you require technical assistance, please send a chat to the event producer. With that, I will turn the webinar over to Danielle Frazier, Director, Financial and Information Services. Danielle, please go ahead.

Danielle Frazier: Thank you and good afternoon everyone. Welcome to another webinar in this series about using HUD's Integrated Disbursement in Information Systems, known as IDIS for the Home American Rescue Plan Program, or also known as HOME-ARP. My name is Danielle Frazier, and I'm the Director of the Financial and Information Services Division within the Office of Affordable Housing Programs. Our office administers the HOME program, the Housing Trust Fund, and the HOME-ARP program.

Today's webinar will be about using IDIS for HOME-ARP rental and rental operating activities. I'm joined by a few of my staff today as well, Jessica Suimanjaya, Teresa Palacio, and Courtney Christenson. During today's webinar we will be showing you how to use IDIS for the HOME-ARP Rental and Rental operating activities. During this presentation, if you have any questions, please feel free to enter them in the chat.

Please note though, however, we will not be answering questions directly in the chat. We will be monitoring the chat throughout the webinar, and if there is time at the end of the presentation to answer some of these questions, we will. We'll do our best to get to as many of these questions as we can. Because this webinar covers the IDIS functionality for HOME-ARP rental and rental operating activities, if you have specific policy questions related to your rental and/or rental operating activities, please contact us via email at homearp@hud.gov. Once again, that's homearp@hud.gov. Thanks again everyone for attending, and now I'll turn things over to Jessica to get this started. Thank you.

Jessica Suimanjaya: Okay. Thanks, Danielle. So hopefully everyone can hear me. We'll start things off today by going over our plan for today's webinar. Excuse us for just one second, we're going to re-share our slides. I think that did it. Courtney, are you able to move to the next slide? Okay, this goes with Danielle's section of the presentation where she introduced us and then if we could move on to the next slide please. And this is our plan for today's webinar.

So we're going to start things off with a brief introduction to the HOME-ARP rental and rental operating activity types. Now these two activity types are very closely linked in IDIS, which is why we chose to do a single webinar for both activity types instead of doing separate webinars. So we're going to spend a couple of minutes at the beginning here going over the relationship between these two activity types and what HUD's expectations are for how they should be recorded in the system, in IDIS.

Next, we're going to go over some key points for how to set up, fund, draw funds for, and complete a HOME-ARP rental activity, followed by a detailed IDIS demonstration of these steps. Courtney, could we go back to the agenda slide real quick? Sorry. And then we'll go over the key points for how to set up, fund, draw funds for, and complete a HOME-ARP rental operating activity, followed by another detailed IDIS demonstration for rental operating. And then we're going to wrap everything up with a brief Q&A session to close out the webinar.

So that's the plan for today and since we've got quite a bit to cover, we're going to go ahead and get started with our first topic, which is the introduction to HOME-ARP rental and rental operating. Now the first thing we want to make clear here is that it's perfectly okay to have a HOME-ARP rental activity that does not, and will not, receive any rental operating funds. You do not have to give every ARP rental project rental operating. However, if you plan to use HOME-ARP rental operating, you must have a corresponding ARP rental project. In other words, you can have a standalone ARP rental activity but you cannot have a standalone ARP rental operating activity. So that's key point number one.

Now we're going to move on to the next important point which is that when we're talking about IDIS for HOME and HOME-ARP, we have a general rule about activity set up which is typically that one written agreement corresponds to one IDIS activity. But when you have an ARP rental project that will be receiving rental operating funds, you can forget that rule because it doesn't apply here. For a HOME-ARP rental project that will be receiving rental operating, you're going to have a single written agreement that covers both the development or rehabilitation of the rental housing and any rental operating funds that the project needs. So one written agreement, but in IDIS, you will set up the rental project and the rental operating funds as two separate activities.

So you'll start first with the rental project itself. Next please, Courtney. You'll set that up as an ARP rental activity. You'll fund it, draw funds for it, and then once it's complete, you will complete the rental activity in IDIS. And only once that ARP rental activity is completed in IDIS will you go in and set up your ARP rental operating activity. Once the rental operating activity is set up, you can fund it, draw funds for it, and then complete that rental operating activity as its own separate activity in the system. And that's an overview of the relationship between HOME-ARP rental and rental operating. Now I'm going to turn things over to Courtney to go over HOME-ARP rental activities in IDIS.

Courtney Christenson: Thank you, Jessica. And hi everyone, this is Courtney. So first we're going to talk through a few key points for you to remember as you set up, fund, draw, and complete your HOME-ARP rental activities. We'll demo all of these points in a few minutes in the demonstration portion. So the first thing to remember for setting up your HOME-ARP rental activity is that any HOME-ARP activity, whether it is rental or otherwise, must be associated with a program year 2021 annual action plan project. This can be a HOME project or a new HOME-ARP project. And if you need additional information about how to do this, we actually have a fact sheet linked at the end of this presentation that goes into details on a PJ's options for associating HOME-ARP activities with 2021 annual action plan projects.

Second point to remember is that a PJ will not be able to finish setup of the rental activity until the written agreement has been executed and the PJ can enter the written agreement execution date on the setup detail screen. So the next step will be funding the HOME-ARP rental activity and the first point to remember is well pretty easy. The rental activity funding is quite similar to what you're probably used to doing for HOME rental activities. Like a home rental activity, a HOME-ARP rental selectivity can be funded once the activity is set up and the written agreement has been executed. It's also important to remember that even though there is usually one written agreement, as Jessica mentioned, that covers both the rental and rental operating, these are two separate activities in IDIS and thus must be funded separately. Do not include the rental operating costs when you are funding your rental activity.

Next is drawing funds for HOME-ARP rental activities. This is also quite similar to what you're probably already familiar with. The PJ may draw funds once it has an eligible expense to pay and the funds must then be expended within 15 days.

Next, for completing the HOME-ARP rental activity, the PJ will first need to enter several screens worth of accomplishment data. We're going to go into this in detail during the demonstration portion. I want to note that one of the data points the PJ will be asked to enter on these screens is whether or not the rental project will require rental operating assistance. This question is important because answering "yes" to the question is the only way to later link the rental activity with a rental operating activity.

Additionally, the PJ should remember to refer back to the HOME-ARP Implementation Notice's definition of project completion. The Notice requires PJs to mark the rental activity as complete in IDIS within four years of the written agreement execution date in order to avoid having an activity flagged and blocked. Additionally, the PJ must have all HOME-ARP rental units occupied within 12 months of project completion. Of course, not all units are going to be leased necessarily at the time of project completion. In these cases the activity can be completed with vacant units then reopened and re-completed when the units are leased.

In the demo I'll show you how to complete an activity that has vacant units and then reopen and re-complete the activity to comply with this deadline.

And then the last point that I want to make is it's important to remember this 12-month deadline because PJs will be required to repay funds for any HOME-ARP rental unit that is not successfully leased to a qualifying population or low income household within 12 months of project completion.

Okay, so now we are going to demo these steps and reiterate these key points that we discussed. To begin, you'll go to the Add activity screen like you usually do to set up any activity. Here, we need to select the annual action plan project with which to associate our activity. So you want to remember this must be a 2021 annual action plan project, so either an existing HOME project or a HOME-ARP project if your PJ chooses to use them. So, select project. Then on the search screen we will enter program year 2021 and HOME as our program and search. Then from the available options, I'm going to choose 123 Johnson Road for our example. That'll take us back to the activity setup screen, and we will name our activity.

Then this is really important, you want to make sure to check the HOME-ARP check box there under the activity category column. If you don't check that box, you will not have the correct activity types from the dropdown menu and your activity won't be set up properly. So check that box, make sure you're setting up a HOME-ARP activity, not a HOME activity, and then select rental. Scroll down and enter the additional required information and then select Add HOME to go to the setup detail screen.

This is where you'll be asked to enter the written agreement execution date. And I do want to emphasize this point, it's important to carefully enter this date, refer back to your hard copy of the written agreement, whether that's on paper or a digital copy and check when it was signed because once the activity has been funded, you will not be able to change this date. Then go ahead and fill out the rest of the information and select save and continue. On the next screen you'll enter property information and save.

This brings us to the funding portion of the activity. So this is again very similar to what you may be familiar with. Back on that edit activity home screen, you will go to the activity funding button and then search for available funding sources. Now there are a couple key points on this screen I want to draw your attention to. First, you want to make sure that you are using HOME-ARP funding. So it's actually pretty easy to tell that your funding is HOME-ARP because there is the blue flag under the source type that indicates this is your HOME-ARP grant.

For this rental activity, we are going to be using the EN fund type, and then we'll select Add-Edit. I'm not going to go into further detail on funding and drawing since you're probably familiar with that and we'll talk about it a little bit more later on in the presentation.

So now to completing your HOME-ARP rental activity. And again, we can do this once we've met the definition of project completion in the Home-ARP notice.So we will start by going to the Edit Home Accomplishment button under the accomplishment column. We will fill out the completion narrative and the required information and I want to make sure to draw your attention to this question. This is key. Will operating costs be needed for this activity? I mentioned this at the beginning. If the rental project will also have rental operating costs, even though they'll be separate activities in IDIS, you must answer yes to this question. And again, that will all be indicated in the written agreement. But it's important to indicate this correctly, otherwise you will not be able to set up and link your rental operating activity later on down the line.

Further down on the screen, we'll enter mixed income, unit information and if you'll be extending the period of affordability beyond the required minimum and we will save and continue. The next screen has three tabs that we'll need to fill out: location, costs, and beneficiaries. So we'll start by filling out the lead information and property information, then going to the cost tab and entering all cost information. And finally the beneficiary tab.

This might look a little bit different than what you've seen in the past, so I want to make sure to draw your attention to the various required fields. Of course you'll need the unit number, number of bedrooms, occupant, total monthly rent, and then the qualifying population or if it's a low income household, then you will also be required to fill out the following column, the percent median income for that low income household.

Next we'll have ethnicity and race, then household size, type, veteran status, and assistance type, if any. I want to draw your attention here to filling out your completion data with vacant units. So as you can see on the screen, you may enter that the unit is currently vacant, in which case you wouldn't be able to fill out any of the additional household information. This is allowable and you may complete the activity as such. And if you need to do this, I will then demo how to reopen the activity later on. But for now we'll save and complete our activity.

Back on the main activity page. In the right-hand corner of the screen, we'll enter the completion date, which is usually today's date and then switch our activity status to completed. We can then go ahead and save. So if we need to go back within our 12 months to fill out the additional household information for a unit that was previously marked as vacant but is now occupied, we'll go back to our activity home screen. At the bottom you'll see there's now a button that says reopen activity. We'll then Edit HOME Accomplishment under the accomplishment column. We can skip through the first screen and just push save and continue and then go straight to the beneficiaries tab.

For those units previously marked vacant, we will switch the occupant type and we can then proceed to fill in the rest of the required household and unit information including qualifying population, et cetera. And then save. This'll take us back to the activity homepage where we will enter the completion date.

I'd recommend that you enter the original completion date you had before. This will ensure that your period of affordability is properly calculated. So I'm going to enter January 3rd, then I'm going to switch the activity status back to completed, and I can save.

I want to also make sure to mention HUD recommends that if you are going to reopen your activity that you fill out all the required information, make your edits, and re-complete the activity within the same business day. And this will make it easier for you on a couple of fronts. It'll ensure that there aren't any flags for an activity that may be open when you have passed your four-year completion deadline. And also if you need to make any edits or really do any work in your associated rental operating activity, you won't be able to do that if your rental activity is in open status. So make sure to make your changes and re-complete the activity within one business day. With that, I'd like to hand it over to Teresa to talk about rental operating activities.

Teresa Palacio: Thank you, Courtney. And hello everyone. My name is Teresa and I'm going to talk to you a little bit about HOME-ARP rental operating activities. So Courtney has just walked us through a very thorough review and demonstration of HOME-ARP rental activities in IDIS and now I'm going to talk to you about the new fields and requirements in IDIS that are specific to HOME-ARP rental operating and then we'll also talk about the link between the two activities which was mentioned earlier.

Before we get into the demo, I do want to talk to you about some key points to remember when it comes to rental operating activities. So what is rental operating? The HOME-ARP Notice allows PJs to provide operating cost assistance to cover any operating cost deficit for a HOME-ARP rental project. And those rental operating funds must be used only for HOME-ARP QP units. And what that means is that the operating funds must be used to cover deficits for HOME-ARP units that are only occupied by qualifying households. And the Notice goes into greater detail about who and what qualifies as a qualifying household for HOME-ARP. So please make sure to review that information.

Additionally, the specific costs that are eligible for operating cost assistance are outlined in the Notice. For sake of time we aren't going to go through all of those eligible costs, but please make sure that you review the Notice for that information as well.

There are two types of operating cost assistance that a PJ can provide and those are listed here: ongoing operating cost assistance and then there's capitalized operating cost assistance reserve. So that's a mouthful. But there are two types and even though there are two, you can only provide one of these assistance types, not both. Which operating cost assistance type you've chosen must also be established in your written agreement and we'll talk about that a little bit more and I will also show you where to enter that information in IDIS.

So rental operating activity setup in IDIS is the first place that you'll actually link the rental and rental operating activities in the system. And again, don't worry, I will demo this so you'll see exactly how to do that in just a few moments. But to set up a rental operating activity, the PJ must have a HOME-ARP rental activity that is both, one, marked as needing rental operating assistance and, two, in completed status. So remember, Courtney a few minutes ago, she just showed you the rental activity accomplishment screen and on that screen you have a question that you need to answer about whether or not the rental activity will need rental operating costs. So if you have answered yes to that question and your rental activity is in completed status, you'll then be able to set up your rental operating activity in IDIS.

When you're funding your rental operating activity, it's important to remember that while the rental and rental operating activities are linked, that does not apply to the funding. So remember, Courtney mentioned earlier a little bit in the beginning, these are two separate activities and that means that they need to be funded separately in IDIS.

How you fund the rental operating activity depends on which operating cost assistance type that you've decided to use to cover your operating costs. For ongoing operating cost assistance, the PJ will determine its actual deficits on a monthly or maybe quarterly basis, whatever frequency that you've decided. And that frequency must be established in your written agreement. So let's say I'm a PJ and my written agreement says I will determine the actual operating cost deficit for my rental activity, my rental project, monthly. This means that monthly I'm going to review my rental project and determine what my actual deficits are for that month and then I will fund my rental operating activity for that exact amount and I will repeat this every month.

If instead I've decided to capitalize an operating assistance reserve to cover my operating costs, my written agreement will identify the projected deficits and then I will hold those funds in a separate interest bearing account. And in that case, I will fund my rental operating activity in IDIS for the projected amount that is identified in my written agreement. And then I will also need to review this amount at least annually to confirm that it's appropriately sized. As you've very likely gathered by now, when you draw funds for your rental operating activity also depends on the operating cost assistance type that you're using to cover your operating costs for your rental project.

For ongoing operating cost assistance, you'll draw down the amount that you funded the activity for, which again is based on the frequency that's established in your written agreement. So if I'm a PJ and I've now funded my rental operating activity for the actual deficits for that month, then I will draw down that amount in IDIS each month. This is an important note, please remember I am just using monthly as an example. So you as a PJ will determine your frequency in your written agreement. It does not have to be monthly.

And instead if I've decided to capitalize an operating cost assistance reserve, I will draw down the total amount that I've funded the activity for, which again is based on the projected deficit established in my written agreement. And I will do that, I will draw these funds all at once and then I'm going to take those funds and put them in a separate interest-bearing account.

Sorry Courtney, I lied when I told you that about the slide, I apologize. So last thing we're going to go over really quickly before we get into the demonstration is activity completion. So you can complete your rental operating activity in IDIS once there are no more eligible costs to pay. It's important to remember that because the rental and rental operating activities are linked, you cannot complete a rental operating activity if the associated rental activity is not in completed status. And in just a moment you'll see how the linking of these two activities populates information into the rental operating screens from the rental activity in IDIS.

So let's see what all this looks like in IDIS. For the sake of time, we've completed the setup of this activity already. All of the steps that Courtney showed you just a few moments ago for setting up a rental activity, they apply here up until this point. So we've done that setup part and now we go ahead and select Add HOME.

This is the very first screen that you'll see which is different from the rental activity. So this question here, is this a HOME-ARP rental operating activity? That question will only display if there's a rental activity that has, one, been marked as needing operating costs and, two, is in completed status. So I keep repeating that and I'm going to because I really want you to remember those two things. This is very important criteria. If you select yes here, then any rental activity that meets that criteria is going to populate in this dropdown menu.

So in this example, this PJ only happens to have one rental activity that meets the eligible criteria, but there could be several. It's just our example only has one. So we're going to select this rental activity to associate our rental operating activity with. And when you're selecting the rental activity here, make sure you're very careful to select the correct rental activity that you need to associate the rental operating activity with because if you associate the wrong activities it can get really complicated to fix. And if that happens you're going to have to start the process to fix it in IDIS by reaching out to your CPD rep and it will get sorted out and it will be fine. But to avoid all of that from happening, just remember to be very careful here and intentional about the two activities that you need to be associated correctly. And then we will select save and continue after we've done that.

The next screen will then show you the activity ID of the rental activity that we selected on that previous screen. And this is really nice because it allows you to see that linked information so you don't have to go back and forth in the screens in IDIS or if you're like me scribbling all sorts of numbers down on your

notes and flipping through pages. So this allows you to have that information handy right here.

The next thing we do on the screen is select the operating cost assistance type. And as we talked about just a few slides ago, there are only two operating cost assistance types. And so those are the two options you'll see here and they are ongoing operating cost assistance or capitalized operating assistance reserve.

For our example, we've selected capitalized reserve. And below that information you can see the setup data from our associated rental activity has copied over to our rental operating activity and we can also see the timestamp of when that data was copied over. So none of this information on the setup screen or on the accomplishment screen that has copied over from the rental activity to the rental operating activity can be edited. So if there's any reason that you may need to update the rental activity, for example to update beneficiary data as Courtney mentioned and demonstrated for you earlier, what you'd do is reopen that rental activity, edit that information, most importantly re-complete the activity and upon re-completion then that new information you entered on the rental activity screens will then refresh and copy over to the associated rental operating activity.

Okay, so that is our rental operating activity setup. So now let's look at funding. Funding your rental operating activity is fairly simple, it's not much different than what Courtney explained a little bit earlier. So we will return to our Edit Activity screen and once all this setup information has been completed, this Activity Funding button will appear right here. And then you'll follow the same steps that you've completed for the funding of your rental activity. You'll find the EN fund type that has the HOME-ARP blue flag indicator next to it. Remember that this flag is very important. You cannot fund HOME-ARP activities with HOME funds. So make sure you're looking for this flag.

As a reminder, the amount that you fund the rental operating activity for will depend on the operating cost assistance type that you've decided to use to cover operating cost deficits for your rental project. Sorry. Also, remember that the amount you fund the rental operating activity for must only include the actual or projected deficits in your written agreement. Do not include funding for the rental activity. Again, these are two separate activities and they must be funded separately.

Lastly, and this is important, that's why it's very big and very bolded, for funding the rental operating activity if the associated rental activity is no longer in completed status, IDIS will not allow you to fund or adjust funding for that linked rental operating activity. So if I am a PJ and I have linked or if I have associated two activities, one rental and one rental operating activity in IDIS and I need to reopen that rental activity to update some information if I forget or from for whatever reason I do not re-complete that rental activity, IDIS is going to block me from funding or adjusting funding for that rental operating activity.

Okay, that was funding. So next we're going to talk about drawing down funds for your HOME-ARP rental operating activity. For drawing down funds for your rental operating activity, we'll look back at this graphic here for just a moment it because it will remind us that when we draw funds also depends on the operating cost assistance type that we're using. So for ongoing operating cost assistance, you're going to draw the actual deficit amount and you'll repeat this process at the frequency established in your written agreement.

For a capitalized operating assistance reserve, you'll draw the funded amount all at once and then you'll hold those funds in a separate interest bearing account. There is nothing really special or different about the way that you fund rental operating activities. So you'll follow the same process that you would to fund most other HOME or HOME-ARP activities in IDIS. The biggest difference here is similar to the funding restrictions for HOME-ARP rental operating activities. And what I mean by that is that IDIS will not allow you to draw funds for a rental operating activity that is not in completed status.

So if we search for our rental operating activity here on this create voucher screen, by entering the activity number, so we're here 3969, we're attempting to enter our rental operating activity ID because we are trying to draw funds for that activity. When I do that, I'm going to receive this error message because IDIS is going to block me for drawing funds for this rental operating activity because the rental activity that it's associated with is no longer in completed status.

All right, so let's now talk about completing your HOME-ARP rental operating activity. For completion of the rental operating activity, the big thing here is that you cannot complete the rental operating activity if the rental activity is not in completed status. And if you try, this is the error message that IDIS will give you. So it's also nice because it tells you that... Sorry Courtney, could you go back one more? Thank you. It also tells you the rental activity ID that is associated with your rental operating. So if I don't remember my activity ID, I am trying to complete my rental operating activity and I've confused myself, I'm able to see right here in this error message that oh, I need to go back and re-complete my rental activity, ID 3968. Or if it's canceled then I will have to reach out to my CPD rep or submit an "Ask a Question" in IDIS to figure out what it is I need to do next to update my rental operating activity.

Okay, so that is our overview and demonstration of HOME-ARP rental operating activities in IDIS. Quickly before we get into the resources that we have for you, I know that this has been a lot of information so if we've lost you and you're just now tuning back in, hopefully not, but just in case, I really want you to remember these key points for your rental operating activity.

So first, a rental operating activity cannot exist without a rental activity, period. To associate the rental operating activity with a rental activity, that rental activity must be marked as, one, needing rental operating assistance and must be in completed status. And the third and final key point I want you to take

away from this is that if the associated rental activity is in open or canceled status, you really can't do anything with your rental operating activity. You cannot edit, fund adjust funding, for draw funds for or complete the rental operating activity.

And this slide here demonstrates that key point. So if you go to the edit activity screen in IDIS for your rental operating activity and the associated rental activity no longer meets those requirements, the system isn't going to let you in to do anything to your rental operating activity. So it's pretty difficult to mess up a rental operating activity because everything is related to the rental activity. Now I say that and I'm sure there are ways that we could mess up all kinds of things but hopefully we've made it easier for you not to. Of course the most important thing that you don't want to mess up is associating the correct IDIS activity IDs from the rental and rental operating activities.

And with that we have some additional resources for you. So as always, we recommend reviewing the HOME-ARP notice. We also have some HOME-ARP program fact sheets that you can find on HUD gov. We have two that are related to rental activities and rental operating activities. And then there's also a creating HOME-ARP Projects and Activities in IDIS fact sheet and that's very helpful really for any HOME-ARP activity that you're trying to set up in the system. You can also go to the AAQ portal, which can be found on HUD exchange and we're always welcome to receiving any HOME-ARP related questions in our HOME-ARP mailbox, which is homearp@hud.gov. So I think now we have quite a bit of time, do we have any questions, Jessica, Danielle that we answer?

Jessica Suimanjaya: Yes. So while you and Courtney have been presenting, Danielle and I have been compiling all the questions that we've received in the chat. Before we start answering, we just want to reiterate the point that Danielle made earlier. This webinar covers the IDIS functionality for HOME-ARP rental and rental operating activities only. So we will only be answering questions for those two activity types and systems functionality. If you have specific policy questions, programmatic questions for rental or rental operating or IDIS questions about topics other than rental and rental operating, please email homearp@hud.gov which I believe Teresa had that email address on the slide prior to this.

And with that, we're going to go ahead and get started with the first of the questions. So the first question is for Danielle, and I think you answered this in the chat, but it might be helpful to answer verbally. Danielle, will the recording of this webinar be distributed to participants? Will it be available after this presentation? And what about the slides?

Danielle Frazier: Sure, yes. Just as a reminder to everybody, especially if you jumped onto the webinar a little bit late, all of the presentation webinar stuff that we are talking about today, the recording plus the PowerPoint slides plus the HOME-ARP fact sheets will all be posted on hud.gov as well as hudexchange.info. Please give us

	about a week or two at the latest just to get everything ready and get that posted back up on there. Thanks.
Jessica Suimanjaya:	Thank you, Danielle. The next question we have. Courtney, I believe this one is for you. In your section of the presentation you spoke about a 12-month requirement for occupancy. Does this 12-month requirement apply to the development of affordable rental housing only or does it include TBRA as well? Could you elaborate on that 12-month requirement please?
Courtney Christenson:	You'll definitely want to refer back to the Notice, but this is specific to rental housing, that there's a 12-month occupancy requirement for HOME-ARP units that are developed using HOME-ARP funds.
Jessica Suimanjaya:	And just as a clarification, and to repeat what Courtney said in her presentation, once the rental project is completed, you have 12 months from the project completion date to make sure all of the units are fully occupied. Danielle and Martha, did you want to take the second part of the question about how that applies to TBRA?
Danielle Frazier:	I apologize, you kind of cut out Jessica, what was the rest of the question?
Jessica Suimanjaya:	In the second part of the question, does the 12-month requirement apply to TBRA as well?
Danielle Frazier:	Well, there shouldn't be any vacant units for TBRA, so I'm not sure how the 12 months would apply to TBRA. Once you put them in, you should be entering your beneficiary information since you have that information, since you're providing the rental assistance for them. If you have any additional questions about that or TBRA definitely send us an email at homearp@hud.gov and we can further explain that to you or have our desk officers work with you on that.
Jessica Suimanjaya:	Okay, thank you. The next question is for Teresa. Teresa, will the program year for all ARP projects be 2021?
Teresa Palacio:	Yes, that is correct. And they cannot be any other year, so that's very important. I think Courtney mentioned that and it's also listed on our resources slide, Creating HOME-ARP Projects and Activities in IDIS. Oh, nice, I remembered the title correctly. That is a very helpful fact sheet that will walk you through how to do that in IDIS.
Jessica Suimanjaya:	Thank you, Teresa. And the next question is a two-part question as well. So the first part I believe is for Martha. Martha, can a single project be funded with home and HOME-ARP?
Martha:	So the answer is yes, you can invest both HOME and HOME-ARP funds in the same project, but you should designate separate HOME units and HOME-ARP units. So they should not be jointly funded units within that project. It's just too

difficult if not impossible to maintain the unit mix and the compliance for both HOME and HOME-ARP requirements. So if you're going to invest both HOME and HOME-ARP funds in the same project, make sure you designate separate HOME from HOME-ARP units.

Jessica Suimanjaya: Thanks, Martha. And then this second part of this question is for Teresa. How do you set that up in IDIS?

Teresa Palacio: Sorry, go ahead, Jessica.

Jessica Suimanjaya: Would you set it up as two separate activities, one as a HOME activity and one as a HOME-ARP activity?

Teresa Palacio: Yes, that is correct. So remember I mentioned earlier that you cannot use HOME **and** HOME-ARP funds to fund a single activity in IDIS.

Jessica Suimanjaya: Perfect, thank you. The next question we have is for Courtney. Courtney, on your accomplishment screens when you were talking about rental completion, what does it mean when you're asking for the assistance type in the accomplishment column?

Courtney Christenson: Okay, so that would be if your operating costs are going to be supported by, for example, a voucher from the state or HOME TBRA or HOME-ARP TBRA to help support the rent, that would be the assistance type that you would enter there for that unit on the beneficiary screen.

Jessica Suimanjaya: Thank you. And then Courtney, another question for you. In your rental project example, you indicated that the project was not subject to Section 3. Is that generally correct? Does HOME-ARP rental, is it not subject to Section 3?

Courtney Christenson: I am not going to say that definitively. And I'm going to also bounce that question over to Danielle for a little more detail.

Jessica Suimanjaya: The definitive answer is yes, it does apply.

Courtney Christenson: Okay. Thank you.

Jessica Suimanjaya: I believe it was just for the ease of the demonstration that it was answered no, but please refer to section 7G of the HOME-ARP Notice where it describes the Section 3 requirements. The next question we have is for Teresa again. Why is the program year 2021 instead of program year 2022? I believe she's referring to your demonstration for the rental operating.

Teresa Palacio: So every HOME-ARP activity needs to be associated with a 2021 program year project, not 2022. Am I answering the question?

Jessica Suimanjaya:	Yeah, I think so. Even though perhaps it may be the PJ's 2022 program year, you're going to still want to set up all your HOME-ARP rental activities under program year 2021. I think that's what you're saying right, Teresa?
Teresa Palacio:	Yes. That's the clarification I should have used. Thank you, Jessica. Yes. It doesn't matter what year it is that you are setting up your activity in or what program year it is for you, you must set up all HOME-ARP activities under program year 2021. Thanks, Jessica.
Jessica Suimanjaya:	Thank you. And this is a question I believe for Teresa and Courtney. As a PJ, let's say I have a contract for the rehab of six rental units. Do I have to wait to enter all the rental units into IDIS until they are completed or can I enter them into IDIS as they are completed or before they are completed?
Teresa Palacio:	Courtney, do you want to jump on that one or I can take it, I don't mind.
Courtney Christenson:	Sure, yes, once your activity is set up and funded, you can begin entering accomplishment data. But you will need to enter the complete information aside from any vacant units in order to mark your activity as completed, if that makes sense. But you can go ahead and get started prior to when you're ready to actually mark it as completed.
Teresa Palacio:	And remember that you can always reopen that rental activity so that you can go in and update your beneficiary data and vacant units.
Jessica Suimanjaya:	Thanks guys. The next question is for Martha and Danielle. Martha, how does operating cost assistance work if all funds must be spent by 2030, but the minimum affordability period is 15 years?
Martha:	So what we recommend you do, because obviously by the time you have a HOME-ARP rental project completed, and you have a 15-year compliance period, that's going to take you to beyond the 2030 availability of funds. So if you want to fund an operating reserve, we recommend that you capitalize the reserve for the full 15-year period. But the capitalization of the reserve has to be based on underwriting of the project. So you're going to want to project what your operating deficits may be for the QP units in the project through the full 15-year period affordability or compliance period and capitalize your reserve based on that amount. So ongoing payments for operating costs. You won't be able to use those funds beyond 2030. So definitely if you want to fund for the full compliance period, think about capitalizing the full reserve.
Jessica Suimanjaya:	Thank you, Martha. We're getting towards the end here. Our next question is for Courtney and Teresa again. As a PJ, if we do not have a project in our 2021 action plan that we feel is appropriate for HOME-ARP, at what point do we need to create a project in IDIS in our 2021 plan?

Teresa Palacio:	So you can create a HOME 2021 project, a HOME-ARP 2021 project, or you can associate the HOME-ARP project with an existing HOME 2021. I'm sorry, yes. Did I answer that correctly? I feel like I'm being very confusing. I apologize.
Jessica Suimanjaya:	No, I know it's all variations of the same question.
Teresa Palacio:	For more detailed information, we do have a fact sheet on... I almost said IDIS... on hud.gov that does walk you through that. I'm not sure if it is the same fact sheet that we have listed. It's Creating Projects and HOME-ARP activities. It may be, but if it's not, it is on our fact sheet page on the Home-ARP fact sheet page on hud.gov.
Courtney Christenson:	And I'll just jump in and add that if you want to create one HOME-ARP project or multiple HOME-ARP projects, you can do that at any time in IDIS. There's not a specific time requirement just before you start setting up and want to get rolling with all of your HOME-ARP activities. And again, that fact sheet is really the best place to go to get the details on exactly how to do that.
Jessica Suimanjaya:	Right. And I think the point that Courtney and Teresa just made here is also, it really depends on how general or how vague your 2021 projects in your action plan are. If they're super specific and something like HOME-ARP supportive services could not possibly fit into it, then you may be at the point where you will need to amend your 2021 plan to add a HOME-ARP specific project.
Teresa Palacio:	Cool.
Jessica Suimanjaya:	The next question we have, I think Danielle and I may handle it, is what would operating costs associated with TBRA look like? Are these just admin costs? So it sounds like maybe there's a misunderstanding between ARP rental and HOME-ARP TBRA. These are two different activity types. The demonstration that Teresa did about rental operating is just for ARP rental projects, the development, the rehabilitation of the actual units. With ARP TBRA, we're mostly talking about providing rental assistance to households. Danielle, is that correct? So there really wouldn't be rental operating associated with TBRA. Martha, if you want to jump in on that as well.
Danielle Frazier:	Yeah, I can defer the rental operating to Martha as well. But from what you said, Jessica, that is correct.
Jessica Suimanjaya:	Yeah, that's correct. And I believe that's all of the questions that we have.
Danielle Frazier:	Jessica, I did get a message, someone was not able to type in a question maybe, they had their hand raised and normally we said we wouldn't do that, but if there was an issue with that person not being able to type it in, let us know. I know our event producer had mentioned this, but they may have taken their hand down.

Jessica Suimanjaya:	Oh, okay.
Danielle Frazier:	So let's wait and see. Actually, I'm not sure how to see if they raised their hand. Sorry.
Michelle:	Yeah, there are currently no raised hands in queue, but everyone you can press the raised hand icon, which is right above the chat box if you want to get in the question queue. Okay. I do not see any raised hands.
Danielle Frazier:	Okay, great.
Michelle:	Oh, one just popped up. I see one now. It's Alicia Vaughn. Are you ready to take the question, guys?
Danielle Frazier:	Yeah, we'll try to, and if we can't, we'll work with her outside of this webinar.
Michelle:	Okay. I'll go ahead and unmute her line. Oh, well she just put her hand down so maybe she found the answer to the question.
Danielle Frazier:	Oh, great. Okay, well if there are no more questions, we'll go ahead and wrap up this webinar. I want to thank everybody for joining us today. As I mentioned earlier, we will be posting all of this information on the hud.gov and the hudexchange.info page. If we were not able to get to your question, most likely what we'll do is put them into FAQ or we'll refer them to where to some of the sites that we already have. We have a lot of HOME-ARP Fact Sheets up on both of those websites and you should be able to hopefully find your answers there. And as always, you can email us at homearp@hud.gov. Thank you.
Michelle:	That concludes our conference. Thank you for using Event Services. You may now disconnect.