



HOME FACTS - Vol. 10 No. 2, August, 2021

Topic:

This HOME *FACTS* explains the Written Agreement Execution Date field in the Integrated Disbursement and Information System (IDIS). The Written Agreement Execution Date field was added to HOME Activity Setup screens in IDIS on July 26, 2021.

Background:

The HOME regulation at [24 CFR 92.205\(e\)\(2\)](#) requires that if a participating jurisdiction (PJ) does not complete a project within 4 years of the date of commitment of funds, the project is considered to be terminated and the PJ must repay all funds invested in the project to its HOME Investment Trust Fund. IDIS requires the user to certify that the PJ has a fully executed a written agreement that meets the requirements of the HOME regulations applicable to the IDIS activity for which the funds are to be used before committing funds to an activity. However, until now, IDIS did not capture the date of commitment in IDIS. As part of IDIS release 11.24 (July 26, 2021), HUD added the "Written Agreement Execution Date" to the HOME Activity Setup screens in IDIS, which is the date HOME funds meet the definition of commitment at [24 CFR 92.2](#). Before this release the Initial Funding Date, which is a system-generated date, was used as a proxy for the date of commitment for a HOME activity in IDIS. However, when determining compliance with HOME project specific deadlines, such as the 4-year project completion deadline, the date of HOME commitment is the date the written agreement was executed not the Initial Funding Date in IDIS. Consequently, when a PJ did not meet the 4-year project completion requirement, HUD requested the written agreement from the PJ to determine the actual date of commitment. Now that IDIS includes the Written Agreement Execution Date, this field will be used instead of the Initial Funding Date to identify the commitment date for all *Open* HOME activities.

For New HOME Activities:

When setting up new HOME activities in IDIS, the PJ will be required to enter a Written Agreement Execution Date on the HOME specific activity setup screen (see screenshot below). In addition to certifying to the fact that it has executed a written agreement for the project, the PJ must enter a valid date in the Written Agreement Execution Date field before the activity can be funded. The Written Agreement Execution Date must reflect the actual date the written agreement was signed by all parties. The PJ **may not** use an "estimated date" for the Written Agreement Execution Date. NOTE: Once the activity has

been funded in IDIS, the Written Agreement Execution Date cannot be modified. This data field does not apply to administrative, CHDO operating, and CHDO capacity building only activities (AD/CO/CC only activities) in IDIS and the PJ will not be asked to enter a Written Agreement Execution Date for these activities.

Activity

[View HOME Setup Detail \(Page 2\)](#)

Rental

[Update/Review CHDO Info](#) | [Continue](#) | [Return to Activity](#)

* Indicates Required Field

Grantee/PJ Activity ID: N/A	Activity Name: Luminaria Senior Community Development	Program Year/Project ID: 2020/14
IDIS Activity ID: 1549	Activity Owner: ALBUQUERQUE	Project Title: Affordable Housing Development
Activity Address: 320 Gold Ave SW Ste 918 Albuquerque, NM 87102-3266		

Written Agreement Execution Date:

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 written agreement. It cannot be modified once this activity has been funded.

Will this activity be carried out by a faith-based organization?

Yes No

*Setup Activity Type:

New Construction Only

Multi-Address:

Yes No

Loan Guarantee:

Yes No

For Existing HOME Activities:

For existing HOME activities in *Open* status in IDIS, activities that are missing a Written Agreement Execution Date will appear in IDIS as "Not Ready to Fund" even if the activity was previously funded (see screenshot below). The PJ must enter a Written Agreement Execution Date on the HOME activity setup screen before making any changes to the activity's funding. The PJ will not be able to "Add-Edit" the funding for an open HOME activity in IDIS until a valid date has been entered in the Written Agreement Execution Date field on the activity's setup screen.

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Activity Name	Program Year/ IDIS Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Activity Status	Activity Owner	Action
Luminaria Senior Community Development	2020/14	1549		Open	ALBUQUERQUE, NM	Not Ready to Fund
PY20 Program Administration - HOME	2020/1	1541		Open	ALBUQUERQUE, NM	Add-Edit
Greater Albuquerque Housing Partnership CHDO Operating	2020/5	1533		Open	ALBUQUERQUE, NM	Add-Edit
Enlace Comunitario HOME TBRA	2020/8	1529		Open	ALBUQUERQUE, NM	Not Ready to Fund
Enlace Comunitario HOME TBRA	2019/4	1526		Open	ALBUQUERQUE, NM	Not Ready to Fund
Program Administration - HOME	2019/12	1520		Open	ALBUQUERQUE, NM	Add-Edit
AHA TBRA 2018	2018/5	1498		Open	ALBUQUERQUE, NM	Not Ready to Fund
St. Martins TBRA 2018	2018/5	1497		Open	ALBUQUERQUE, NM	Not Ready to Fund
2017 HOME Program Administration	2017/1	1465	3162560	Open	ALBUQUERQUE, NM	Add-Edit
2016 HOME Program Administration	2016/10	1464	3162560	Open	ALBUQUERQUE, NM	Add-Edit

For All HOME Activities:

For all HOME activities, IDIS will not allow the Written Agreement Execution Date to occur after the Initial Funding Date, which would violate the HOME regulation at [24 CFR 92.502\(b\)](#). In addition, the PJ will not be able to change to “Completed” the activity status of any HOME activity without a Written Agreement Execution Date. While this system requirement does not apply to Completed HOME IDIS activities, it does apply to completed HOME activities that are re-opened in IDIS.

Do You Have Questions:

Questions about written agreements and determining the execution date should be directed to your local HUD Field Office. Questions about how to enter the Written Agreement Execution Date in IDIS may be directed to the “[Ask A Question](#)” portal on HUD Exchange.