

Chapter 11

MULTI-ADDRESS HOMEOWNER REHAB ACTIVITIES

In this chapter, you will learn how to set up, fund, draw funds for, and complete a HOME homeowner rehabilitation activity that is carried out at two or more sites. Setting up a multi-address activity differs only slightly from single-address activity setup, and the funding and drawdown processes are identical. Completion requires the entry of separate cost and beneficiary data for each address in the activity.

You should set up an activity as a multi-address activity only if the different sites and buildings are under common ownership, management, and financing, and are to be assisted with HOME funds as a single undertaking (see the HOME definition of “project” at 24 CFR 92.2). If the sites do not share ownership, management, and financing, each property constitutes a separate HOME project and must be set up as a separate activity in IDIS.

ACTIVITY SETUP

To add a new activity, complete the Add Activity screen (see page 3-2), setting the ACTIVITY CATEGORY to **Homeowner Rehab**. To update or view an existing activity, follow the instructions on page 3-65 for retrieving and displaying activities on the Edit Activity screen.

Click the [Add HOME] or [Edit HOME] Setup Detail button to display the first of two setup screens.

ADD/EDIT HOME SETUP DETAIL (PAGE 1)

This screen is identical to the Page 1 setup screen for a single-address rehab activity (see page 10-2). When filling it in for a multi-address activity:

- Change the MULTI-ADDRESS field to **Yes**.
- Leave the HOMEOWNER’S NAME fields blank. For multi-address activities, homeowner names are entered for each address at completion.
- Enter a general description of the activity location in the ACTIVITY ADDRESS fields rather than the address of one of the properties. You will enter a specific address for each assisted property at completion.
- The number of ESTIMATED HOME UNITS must be at least two. Include the units at all activity locations in your count.
- In ESTIMATED HOME COST, include the HOME funds needed for all the properties.

When you are finished, click the [Save and Continue] button.

ADD/EDIT HOME SETUP DETAIL (PAGE 2)

The second multi-address rehab setup screen asks for information about the contractor:

<p>Organization: KANSAS CITY</p> <p>- Logout</p> <p>Activity - Add - Search</p> <p>Project - Add - Search - Copy</p> <p>Utilities - Home - Data Downloads - Print Page - Help (Add) - Help (Edit)</p> <p>Links - Rules of Behavior - RAMPs - Support - CPD Home - HUD Home</p>	<p>Activity</p> <p>Add HOME Setup Detail (Page 2)</p> <hr/> <p>Homeowner Rehab</p> <p>Save and Previous Page Save Cancel</p> <hr/> <p>* Indicates Required Field</p> <table border="1"> <tr> <td>Grantee/PJ Activity ID: N/A</td> <td>Activity Name: Moreton Condominiums</td> <td>Program Year/Project ID: 2011/21</td> </tr> <tr> <td>IDIS Activity ID: 3769</td> <td>Activity Owner: KANSAS CITY</td> <td>Project Title: Housing Programs</td> </tr> </table> <p>Activity Address: 2095 Porter Kansas City, MO 66143</p> <hr/> <p>*Contractor Type: Select Option ▾</p> <p>Contractor Name</p> <p>First Name: <input type="text"/> Middle Initial: <input type="text"/> Last Name: <input type="text"/></p> <hr/> <p>Contractor Address</p> <p>*Address Line 1: <input type="text"/> *City: <input type="text"/></p> <p>Address Line 2: <input type="text"/> *State: Missouri ▾ *Zip Code: <input type="text"/> + <input type="text"/></p> <p>Address Line 3: <input type="text"/></p> <hr/> <p>Save and Previous Page Save Cancel</p>	Grantee/PJ Activity ID: N/A	Activity Name: Moreton Condominiums	Program Year/Project ID: 2011/21	IDIS Activity ID: 3769	Activity Owner: KANSAS CITY	Project Title: Housing Programs
Grantee/PJ Activity ID: N/A	Activity Name: Moreton Condominiums	Program Year/Project ID: 2011/21					
IDIS Activity ID: 3769	Activity Owner: KANSAS CITY	Project Title: Housing Programs					

Field	Description
Fields in gray box	These read-only fields identify the activity that is being processed.
Contractor Type	Select one of the types listed on the dropdown to identify the type of contractor carrying out the work.
Contractor Name	Optional. If the contractor is an individual, enter his/her full name. Otherwise, enter the legal name of the organization in the FIRST NAME field.
Contractor Address	Enter the contractor's address.

When you are finished, click the [Save] button to save your data and display the Edit Activity screen.

ACTIVITY FUNDING AND DRAWDOWNS

Multi-address rehab activities can be funded with the same HOME fund types used for single-address rehab activities (see page 10-4). Rehab activities may be funded with EN (Entitlement), SU (General Subgrant), AD (Administration), PI (Program Income), PA (Program Income for Administration), HP (Recaptured Homebuyer), and IU (Repayment to Local Account) HOME funds. CHDO fund types (CR, CO, CL, or CC) may not be used. For more information on activity funding and drawdowns, see Chapters 18 and 19.

ACTIVITY COMPLETION

Completing a multi-address activity differs from single-address completion in that you will enter separate cost and beneficiary data for each address in the activity.

To access the completion screens, follow the instructions on page 3-65 for retrieving the activity and displaying it on the Edit Activity page. On that page, click the [Add HOME Accomp.] or [Edit HOME Accomp.] button to display the first HOME completion screen.

ADD/EDIT COMPLETION DETAIL (PAGE 1)

This screen is exactly the same as the Page 1 completion screen for single-address homeowner rehab activities (see page 10-65 for details). When completing the UNITS fields for a multi-address activity, include the units at all addresses.

Click the [Save and Continue] button. If you have already entered cost and beneficiary data for at least one address, the Search HOME Property Addresses screen is displayed (turn to page 11-10). Otherwise, the Page 2 Completion Detail screen (shown on the next page) is displayed.

ADD/EDIT COMPLETION DETAIL (PAGE 2)

The location, cost, and beneficiary data required for a multi-address activity is the same as the data required for a single-address activity. However, a separate set of Page 2 screens must be completed for each of the addresses in a multi-address activity.

Because data is entered for each address, there are some differences between the Page 2 multi-address screens and the single-address screens shown on pages 10-8 through 10-15. Those differences are explained below.

Location Tab

The homeowner's name and the address of one of the assisted properties are entered here. All of the data you enter on the location, cost, and beneficiary screens will be for this address only.

The screenshot shows a web-based form with the following sections:

- Homeowner's Name:** Fields for First Name, Middle Initial, and Last Name.
- Address of Property #1:**
 - *Address Line 1: 2095 Porter
 - Address Line 2: (empty)
 - Address Line 3: (empty)
 - *City: Kansas City
 - *State: MO
 - *Zip Code: 66143
 - *County: CASS (037)
 - Buttons: Refresh County Code, Validate This Address
- Lead Paint:**
 - *Applicable Lead Paint Requirement:
 - Housing constructed before 1978
 - Exempt: housing constructed 1978 or later
 - Otherwise exempt
 - *Lead Hazard Remediation Actions:
 - Lead Safe Work Practices (24 CFR 35.930(b))
 - Interim Controls or Standard Practices (24 CFR 35.930(c))
 - Abatement (24 CFR 35.930(d))
- Property:**
 - FHA Insured: (tip)
 - Yes
 - No

Navigation buttons at the bottom: Save and Previous Page | Save | Save and Add New Address | Save and Copy Address | View Totals | Cancel

Field	Description
Homeowner's Name	Optional. Enter the name of the homeowner at the property address you will enter below.

Field	Description
Address of Property # <i>n</i>	<p>Enter and validate the address of one of the assisted properties. The data you enter here and on the Costs and Beneficiaries tabs will be for this address only, not the entire activity.</p> <p>Each address you add increases the #<i>n</i> in the label by one.</p> <p>Note: For Property #1, these fields default to the activity address entered at setup. If necessary, change it to a specific property address.</p>
Lead Paint <i>through</i> FHA Insured	These fields are identical to the single-address homeowner rehab screen (see page 10-9), but apply only to the property at the address you entered above.

Costs Tab

Complete the Costs screen the way you would complete the Costs screen for a single-address homeowner rehab activity, *but include in each field only the funds expended at the address specified on the Location tab.*

- RAMPS
- Support
- CPD Home
- HUD Home

Location

Costs

Beneficiaries

?

***Value after Rehabilitation: (tip)**

\$

HOME FUND (including PI)

Form of Assistance

Amortized Loan	\$ <input type="text"/>
Grant	\$ <input type="text"/>
Deferred Payment Loan	\$ <input type="text"/>
Other	\$ <input type="text"/>
Total	\$ <input type="text" value="0.00"/>

Public Funds

Form of Assistance

Other Federal Funds	\$ <input type="text"/>
State/Local Funds	\$ <input type="text"/>
Tax-Exempt Bond Proceeds	\$ <input type="text"/>
Total	\$ <input type="text" value="0.00"/>

Private Funds

Form of Assistance

Private Loans	\$ <input type="text"/>
Owner Cash Contributions	\$ <input type="text"/>
Private Grants	\$ <input type="text"/>
Total	\$ <input type="text" value="0.00"/>

Activity Totals

HOME Funds, This Address	\$	<input type="text" value="0.00"/>
All Funds, This Address	\$	<input type="text" value="0.00"/>
Total HOME Funds Disbursed, All Addresses	\$	<input type="text" value="0.00"/>

|
 |
 |
 |
 |

Field	Description
Value After Rehabilitation through Private Funds	These fields are identical to the single-address homeowner rehab screen (see page 10-10), but apply only to units at the Location tab address.
HOME Funds, This Address	This read-only field equals the HOME Fund (Including PI) TOTAL field for this address.
All Funds, This Address	This read-only field shows the sum of all HOME, public, and private funding amounts for this address.

Field	Description
Total HOME Funds Disbursed, All Addresses	This read-only field displays the amount of HOME funds drawn down for the activity (all addresses) to date.

The sum of the costs that have been entered for all addresses can be found on the Multi-Address Activity Summary screen (turn to page 11-11).

Beneficiaries Tab

Complete the Beneficiaries screen the way you would complete the Beneficiaries screen for a single-address homeowner rehab activity, *but only for households at the address specified on the Location tab.*

Location		Costs		Beneficiaries i			
Line i	*Unit No.	*Number of Bedrooms	*Occupant	Household			
				*% Median Income	*Hispanic /Latino	*Race	*Size i
1	<input type="checkbox"/>	<input type="text"/>	Select	Select	Select	Select	Select
2	<input type="checkbox"/>	<input type="text"/>	Select	Select	Select	Select	Select

*Type	*Assistance Type	*Total Monthly Rent
Select	Select	\$ <input type="text"/>
Select	Select	\$ <input type="text"/>

Field	Description
Line	<p>The number of lines shown depends on the number of HOME-ASSISTED UNITS specified on the Page 1 completion screen. When that number is:</p> <ul style="list-style-type: none"> • 2, 3, or 4, then the number of input lines will be the same as the number of HOME-ASSISTED UNITS. • 5 or more, then 4 lines are shown (the maximum number of HOME-assisted units at one address is four). <p>Complete only as many lines as there are HOME-assisted households at the Location tab address.</p> <p>You can find the total number of beneficiary lines that have been entered for all addresses on the Multi-Address Activity Summary screen (see page 11-11).</p>
i	<p>To delete a line of data, check the box in this column.</p> <p>Empty lines cannot (and need not) be deleted.</p>
Unit No. <i>through</i> Total Monthly Rent	<p>These fields are identical to the single-address homeowner rehab screen (see page 10-13), but apply only to units at the Location tab address.</p>

When you are finished, either select another tab or click:

- [Save and Previous Page] to save your input and go back a screen. If you are in add mode, the Page 1 Completion Detail screen (see page 11-3) is displayed. If you are in edit mode, the Search Property Addresses screen is shown (turn to page 11-10).
- [Save] to save your input and return to the common Edit Activity screen.

- [Save and Add New Address] to save your input and redisplay a refreshed Page 2.
- [Save and Copy Address] to save your input and redisplay a refreshed Page 2 prepopulated with the previously entered address. This may save time if the only difference between addresses is the street number or name.
- [View Totals] to display the Multi-Address Activity Summary screen (see page 11-11). If the Page 2 data you have entered has not yet been saved, it will not be included in the summary screen totals.
- [Cancel] to exit without saving changes made on the current tab.

Search HOME Property Addresses Screen

This screen is used to access the location, cost, and beneficiary data already entered for a multi-address activity:

Grantee Organization:
KANSAS CITY

[- Logout](#)

Activity

[- Add](#)

[- Search](#)

Project

[- Add](#)

[- Search](#)

[- Copy](#)

Utilities

[- Home](#)

[- Data Downloads](#)

[- Print Page](#)

[- Help](#)

Links

[- Rules of Behavior](#)

[- RAMPS](#)

[- Support](#)

[- CPD Home](#)

[- HUD Home](#)

Activity

Search HOME Property Addresses (Edit)

Homeowner Rehab

[Previous Page](#) |
 [Add New Address](#) |
 [View Totals](#) |
 [Cancel](#)

Grantee/PJ Activity ID: N/A	Activity Name: Moreton Condominiums	Program Year/Project ID: 2011/21
IDIS Activity ID: 3769	Activity Owner: KANSAS CITY	Project Title: Housing Programs
HOME Multiple-address: Yes	HOME Completion Activity Type: Rehabilitation Only	Number of HOME-Assisted Units: 6

Activity Address:
2095 Porter, Unit 101
Kansas City, MO 66143

Search

Homeowner's Name:

Sequence Number: From: To:

Address Line 1:

[Search](#) | [Reset](#)

HOME-Assisted Properties					
Seq #	Homeowner's Name	Address Line 1	HOME Cost	Number of Beneficiaries	Delete
1		2095 Porter, Unit 101	\$11,350.00	1	<input type="checkbox"/>
2		2095 Porter, Unit 102	\$21,255.90	0	<input type="checkbox"/>
					Delete

[Previous Page](#) |
 [Add New Address](#) |
 [View Totals](#) |
 [Cancel](#)

On initial display, all of the addresses that have been entered are listed. To limit the results (and so reduce the amount of paging you may need to do), you can search the addresses by HOMEOWNER'S NAME, ADDRESS LINE 1, or SEQUENCE NUMBER.

Click on an Address Line 1 link in the third column of the results table to display the Page 2 Location tab for that address (see page 11-4).

Clicking the [View Totals] button displays the Multi-Address Activity Summary screen, shown on the next page.

MULTI-ADDRESS ACTIVITY SUMMARY SCREEN

This screen provides activity-level totals for the cost and beneficiary data you have entered separately for each address in a multi-address activity. To access this screen, click the [View Totals] button on the Search Home Property Addresses screen or the Page 2 Completion Detail screen.

<p>Grantee Organization: KANSAS CITY</p> <p>- Logout</p> <p>Activity - Add - Search</p> <p>Project - Add - Search - Copy</p> <p>Utilities - Home - Data Downloads - Print Page - Help</p> <p>Links - Rules of Behavior - RAMPS - Support - CPD Home - HUD Home</p>	<p>Activity</p> <p>HOME Multi-Address Activity Summary</p> <p>Homeowner Rehab</p> <p>Return to Property Search</p> <hr/> <p>Grantee/PJ Activity ID: N/A Activity Name: Moreton Condominiums Program Year/Project ID: 2011/21</p> <p>IDIS Activity ID: 3769 Activity Owner: KANSAS CITY Project Title: Housing Programs</p> <p>HOME Multiple-address: Yes HOME Completion Activity Type: Rehabilitation Only Number of HOME-Assisted Units: 6</p> <p>Activity Address: 2095 Porter, Unit 101 Kansas City, MO 66143</p> <hr/> <p>Activity Totals, All Addresses</p> <table border="1"> <thead> <tr> <th>Form of Assistance</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Amortized Loan</td> <td>\$32,605.90</td> </tr> <tr> <td>Grant</td> <td>\$0.00</td> </tr> <tr> <td>Deferred Payment Loan</td> <td>\$0.00</td> </tr> <tr> <td>Other</td> <td>\$0.00</td> </tr> <tr> <td>Total</td> <td>\$32,605.90</td> </tr> </tbody> </table> <p>Public Funds</p> <table border="1"> <thead> <tr> <th>Form of Assistance</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Other Federal Funds</td> <td>\$3,467.88</td> </tr> <tr> <td>State/Local Funds</td> <td>\$0.00</td> </tr> <tr> <td>Tax-Exempt Bond Proceeds</td> <td>\$0.00</td> </tr> <tr> <td>Total</td> <td>\$3,467.88</td> </tr> </tbody> </table> <p>Private Funds</p> <table border="1"> <thead> <tr> <th>Form of Assistance</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Private Loans</td> <td>\$32,560.44</td> </tr> <tr> <td>Owner Cash Contributions</td> <td>\$2,500.00</td> </tr> <tr> <td>Private Grants</td> <td>\$0.00</td> </tr> <tr> <td>Total</td> <td>\$35,060.44</td> </tr> </tbody> </table> <p>Activity Total \$71,134.22</p> <p>Total HOME Funds Disbursed, All Addresses \$0.00</p> <hr/> <table border="1"> <thead> <tr> <th colspan="2">Addresses</th> <th colspan="2">Units</th> </tr> <tr> <th></th> <th>Total</th> <th></th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Entered</td> <td>2</td> <td>Entered</td> <td>1</td> </tr> <tr> <td>Total # of Addresses</td> <td>2</td> <td>Total # of Units</td> <td>6</td> </tr> </tbody> </table> <p>Return to Property Search</p>	Form of Assistance	Amount	Amortized Loan	\$32,605.90	Grant	\$0.00	Deferred Payment Loan	\$0.00	Other	\$0.00	Total	\$32,605.90	Form of Assistance	Amount	Other Federal Funds	\$3,467.88	State/Local Funds	\$0.00	Tax-Exempt Bond Proceeds	\$0.00	Total	\$3,467.88	Form of Assistance	Amount	Private Loans	\$32,560.44	Owner Cash Contributions	\$2,500.00	Private Grants	\$0.00	Total	\$35,060.44	Addresses		Units			Total		Total	Entered	2	Entered	1	Total # of Addresses	2	Total # of Units	6
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The entire screen is read-only.

Field	Description
Fields in gray box	These fields identify the activity that is being processed.
HOME Funds (Including PI)	The sum, by form of assistance, of the amounts entered in the HOME FUNDS (INCLUDING PI) fields for all addresses.
Public Funds	The sum, by form of assistance, of the amounts entered in the PUBLIC FUNDS fields for all addresses.
Private Funds	The sum, by form of assistance, of the amounts entered in the PRIVATE FUNDS fields for all addresses.
Activity Total	The sum of all HOME, public, and private funding amounts entered for all addresses.
Total HOME Funds Disbursed, All Addresses	Total HOME funds drawn down for the activity to date. This field and the HOME Funds (Including PI) TOTAL FIELD above must be equal before the activity status can be changed to Completed .
Addresses	
Entered	The number of addresses that have been entered on the Page 2 Location tab.
Total # of Addresses	This field is always equal to the previous field.
Units	
Entered	The number of units for which beneficiary data has been entered. This field must equal the next field before the activity status can be changed to Completed .
Total # of Units	The number of HOME-ASSISTED UNITS from the Page 1 Completion Detail screen.

When you have finished, click the [Return to Property Search] or [Return to Accomplishment Page 2] button.

UPDATING THE ACTIVITY STATUS TO COMPLETED

The final step in completing any HOME activity is to change the ACTIVITY STATUS to **Completed** (see page 3-11).

Remember, the HOME final rule at 24 CFR 92.502(d)(1) requires PJs to enter all completion data and update the status to **Completed** within 120 days of the final draw for the activity. If the 120-day deadline is not met, IDIS flags the activity for non-compliance and suspends your ability to set up and fund HOME activities until the flag is cleared.