

Chapter 18

ACTIVITY FUNDING

Before money can be drawn down for an activity, the activity must be funded. The purpose of funding is to specify the amounts and the types of funds to be used for the activity. Starting with FY 2015 funds, PJs must specify the year of the HOME grant from which funds are to be committed.

HOME fund types include:

- AD** Administration
- CC** CHDO Capacity Building
- CL** CHDO Loan
- CO** CHDO Operating Expenses
- CR** CHDO Reserve
- EN** Entitlement
- HP** Recaptured Homebuyer
- IU** Repayment to Local Account
- PA** Program Income for Administration
- PI** Program Income
- SU** General Subgrant

The types of funds available to commit to an activity depend on the HOME activity category, as follows:

Activity Category	Funding Options
Rental Homebuyer	All fund types. CR, CL, and CC may be used only if the activity has been identified at setup as a CHDO activity.
Homeowner Rehab TBRA	All fund types except CR, CO, CL, and CC.
AD/CO/CC Only	AD, CO, CC, and PA only.

ACCESSING THE ACTIVITY FUNDING FUNCTION

To access the activity funding screens, click the Funding/Drawdown tab at the top of any page and click the Activity Funding [Search](#) link along the left side of any Funding/Drawdown page, or click the [Activity Funding] button on the Edit Activity page. Coming from the Edit Activity page displays the Edit Activity Funding screen shown on page 18-4. Otherwise, the Search for Activities to Fund screen is displayed first.

SEARCH FOR ACTIVITIES TO FUND SCREEN

To fund an activity, you must first conduct a search to retrieve the activity:

Activity Funding

Search for Activities to Fund

Search Criteria

Program: All ▾	IDIS Project ID: <input type="text"/>	Activity Status: Select ▾
Activity Name: <input type="text"/>	IDIS Activity ID: <input type="text"/>	*Activity Owner: PUEBLO, CO ▾
Program Year: All ▾	Grantee/PJ Activity ID: <input type="text"/>	

Search | Reset

To conduct a search, you can:

- Retrieve a specific activity by entering its IDIS ACTIVITY ID and clicking the [Search] button.
- Click the [Search] button to retrieve all activities.
- Specify criteria to limit the number of activities that will be displayed, as follows:

Field	Description
Program	To limit the search to a particular program, select it from the dropdown.
Activity Name	Limits the search to activities with a name that contains the text string entered here.
Program Year	To limit the search to activities set up under the projects of a particular PROGRAM YEAR, select it from the dropdown.
IDIS Project ID	To limit the search to activities set up under a particular project, enter the project ID.
IDIS Activity ID	The quickest way to retrieve a particular activity is to enter its IDIS ACTIVITY ID. Since this uniquely identifies an activity, there is no need to enter any other search criteria.
Grantee/PJ Activity ID	Limits the search to activities with a grantee/PJ activity ID that contains the text string you enter.
Activity Status	To limit the search to activities with a particular status, select Open , Completed , or Canceled from the dropdown.
Activity Owner	Most users will not be able to change this field. Those who can change it should select the grantee who owns the project under which the activity is set up.

Click the [Search] button to run the search and redisplay the screen with the search results:

Activity

Search Activities

Search Criteria

Program: HOME ▾	IDIS Project ID: <input type="text"/>	Status: All ▾
Activity Name: <input type="text"/>	IDIS Activity ID: <input type="text"/>	
Program Year: Select ▾	Grantee/PJ Activity ID: <input type="text"/>	Activity Owner: RICHMOND, VA ▾

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Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Status	Activity Owner	Action
DPA-2613 Q St	2015/30	4722	HOME, Inc.	Canceled	RICHMOND, VA	View
DPA-1517 Lynhaven Ave	2015/30	4721	HOME, Inc.	Canceled	RICHMOND, VA	View
Homebuyer-1630 Rose Avenue	2014/48	4709	PH	Open	RICHMOND, VA	Edit View
Homebuyer-20 Fells Street	2014/48	4708	PH	Open	RICHMOND, VA	Edit View
Homebuyer-16 Fells St	2014/48	4707	PH	Open	RICHMOND, VA	Edit View
Homebuyer-2613 Q Street	2015/30	4706	HOME, Inc.	Completed	RICHMOND, VA	View
New Construction - 2026 W Moore st	2015/28	4705	PH / RRHA	Completed	RICHMOND, VA	View
New Construction - 2508-10 R Street	2014/36	4704		Open	RICHMOND, VA	Edit View
Homebuyer-2609 Q Street	2015/30	4703	HOME, Inc.	Completed	RICHMOND, VA	View
New Construction - 1315 N 26th Street	2015/32	4702	PH	Completed	RICHMOND, VA	View

[1](#) [2](#) [3](#) [4](#) [5](#) [Next 10 Results](#)

On initial display, the results are sorted by IDIS ACTIVITY ID in descending order. You can change the sort field and the sort order (ascending or descending) by clicking on any column header that is in blue.

To select an activity for further processing, click the [Add-Edit](#) or [View](#) link in the ACTION column. If you select:

- **Add-Edit**, the Edit Activity Funding screen will be displayed.
- **View**, the View Activity Funding screen will be displayed. This will always be the ACTION for activities with a status of **Completed** or **Canceled** and for users who are not authorized to fund activities.

For activities with a status of Open, the ACTION column will show **Not Ready to Fund** if required setup data is missing. The missing data must be provided before the funding screens can be accessed.

The Edit and View screens are very similar except, of course, that data on the View screens cannot be changed. Only the Edit screens are shown in this chapter.

EDIT ACTIVITY FUNDING SCREEN

On this screen, you will select the type(s) of funds to commit to the activity.

Activity Funding

Edit Activity Funding

[Return to Search for Activities to Fund](#)

***Indicates Required Field**

Activity Owner: PUEBLO, CO	Program Year/Project: 2017/19
IDIS Activity ID: 3147	Total Funded: \$100,000.00
Activity Name: Uplands Townhomes	Total Drawn: \$0.00

Funding Sources

Recipient Name: All Recipients ▼	Program: All Programs ▼	Fund Type: All Fund Types ▼
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[Filter](#) | [Reset Filter](#)

Available Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
PUEBLO, CO	HOME	EN	HUD	DC	\$747,516.52	\$100,000.00	\$0.00	Add-Edit View
PUEBLO, CO	HOME	AD	HUD	DC	\$163,084.82	\$0.00	\$0.00	Add-Edit View
POSADA, INC, CO	HOME	CO	PUEBLO, CO	DC	\$0.00	\$0.00	\$0.00	View
PUEBLO, CO	HOME	CO	HUD	DC	\$43,704.00	\$0.00	\$0.00	Add-Edit View
PUEBLO, CO	HOME	HP	HUD	DC	\$50,537.30	\$0.00	\$0.00	Add-Edit View
PUEBLO, CO	HOME	PA	HUD	DC	\$520.29	\$0.00	\$0.00	Add-Edit View
PUEBLO, CO	HOME	PI	HUD	DC	\$105,735.03	\$0.00	\$0.00	Add-Edit View
NEIGHBORHOOD HOUSING SERVICES, CO	HOME	SU	PUEBLO, CO	DC	\$0.00	\$0.00	\$0.00	View
PUEBLO COUNTY, CO	HOME	SU	PUEBLO, CO	DC	\$0.00	\$0.00	\$0.00	View

[Return to Search for Activities to Fund](#)

Important: The HOME Program Commitment Requirement Interim Final Rule, effective on January 3, 2017, changes the requirement for committing and drawing HOME local account funds (PI, HP and IU). Beginning with FY 2016 HOME grants and PY 2015 local account funds, all prior year local account funds must be committed to activities before the current year's Treasury funds may be committed to activities. In other words, the system will not allow the user to commit FY 2016 Treasury funds until PY 2015 local account funds (which includes PI, HP, and IU) have been fully committed to activities. There is an exception for CR funds, which may be committed to activities prior to local account funds. In addition, local account funds that have been subgranted to other organizations do not need to be fully committed to activities prior to committing Treasury funds. Note that if drawing local account funds, the PJ must first fund the activity with the local funds before creating the Voucher for drawdown.

Field	Description
Activity Owner <i>through</i> Program Year/Project	These read-only fields identify the activity that is being processed.
Total Funded	The total amount of funds from all sources committed to this activity to date.
Total Drawn	The total amount of funds from all sources drawn for this activity to date, including pending draws.
Funding Sources Recipient Name Program Fund Type	On initial display, all available funding sources are listed. If desired, use these fields to filter the list of Available Funds by recipient name, program, and/or fund type (see below for field definitions).
[Filter] button	Click to filter the list of Available Funds by the criteria selected.
[Reset] button	Click to reset the filter fields to their default selections.
Available Funds	
Recipient Name	The name of the grantee or subgrantee.
Program	The CPD program that provided the grant.
Fund Type	The fund types used by HOME are: AD Administration CC CHDO Capacity Building CL CHDO Loan CO CHDO Operating Expenses CR CHDO Reserve EN Entitlement HP Recaptured Homebuyer IU Repayment to Local Account PA PI for Administration PI Program Income SU General Subgrant
Source Name	For grantee recipients, HUD ; for subgrantees, the organization that provided the subgrant.
Source Type	For HOME, the fourth and fifth characters of the HOME grant number: DC (Consortium), MC (Metropolitan City), SG (State), ST (Insular Area), or UC (Urban County).
Available for Funding	The amount of this fund type available to commit to activities. This total does not include funds from blocked or Inactive grants.
Funded Amount	The amount of this fund type already committed to the activity.
Drawn Amount	The amount of this fund type that has already been drawn down for this activity.

To select a funding source, click its ACTION in the last column. If the ACTION is:

- **Add-Edit**, the Activity Funding Certification screen is displayed, followed by the Add-Edit Activity Line Item screen.

- **View**, the View Funding Line Item screen is displayed. View will be the only available ACTION for canceled and completed activities, for sources with no available funds, for users who are not authorized to fund activities, and if the PJ has flagged activities.

COMMITTING LOCAL ACCOUNT FUNDS PRIOR TO TREASURY FUNDS

Beginning with FY 2016 HOME grants and PY 2015 local account funds, all prior year local account funds must be committed to activities before the current year's Treasury funds may be committed to activities. In other words, the system will not allow the user to commit FY 2016 Treasury funds until PY 2015 local account funds (which includes PI, HP, and IU) have been fully committed to activities. There is an exception for CR funds, which may be committed to activities prior to local account funds. In addition, local account funds that have been subgranted to other organizations do not need to be fully committed to activities prior to committing Treasury funds.

Activity Funding

Add-Edit Funding Line Item

- All 2015 Program Year of Receipt PI funds must be committed before 2016 EN funds.

Return to Add-Edit Funding | Save | Cancel

Activity Owner:
PUEBLO, CO

Program Year/Project:
2017/19

IDIS Activity ID:
3147

Total Funded:
\$100,000.00

Activity Name:
Uplands Townhomes

Total Drawn:
\$0.00

Funding Source Pre-2015

Program	Grant Year (tip)	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOME	Pre-2015	EN	HUD	DC	PUEBLO, CO	\$77,329.91	\$100,000.00	\$0.00

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount
2014	\$ 100000.00	\$0.00

Add Grant Year

Funding Source

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOME	2015	EN	HUD	DC	PUEBLO, CO	\$285,306.31	\$0.00	\$0.00
HOME	2016	EN	HUD	DC	PUEBLO, CO	\$384,880.30	\$0.00	\$0.00

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2015	\$ 0.00	\$0.00
2016	\$ 100000	\$0.00

Return to Add-Edit Funding | Save | Cancel

The add-edit screens are explained below.

HOME ACTIVITY FUNDING CERTIFICATION SCREEN

This screen lists six statements that the PJ must certify as being true before committing HOME funds to an activity.

Activity Funding

HOME Activity Funding 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:

- (i) the PJ has fully executed a written agreement that meets the requirements of the regulations applicable to the IDIS activity for which the funds are to be used;
- (ii) the IDIS activity for which the funds are to be used meets the definition of a commitment at 24 CFR 92.2 and all the requirements of the definition of a commitment pursuant to the regulations applicable to the IDIS activity;
- (iii) the PJ has not drawn and will not draw funds for the IDIS activity unless it has fully executed a written agreement committing the funds;
- (iv) if the activity involves acquisition, construction, or rehabilitation of rental or homebuyer projects, the PJ has conducted an underwriting review, assessed developer capacity and fiscal soundness, and examined neighborhood market conditions to ensure adequate need for the project for which these funds are to be used;
- (v) for CHDO set-aside projects, the PJ certifies the organization meets the definition of "community housing development organization" at §92.2, which includes that the organization has demonstrated capacity to own, develop, or sponsor the housing to which funds are being committed, in accordance with §92.300; and
- (vi) All of the statements and claims made herein are true and correct. Pursuant 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.

To execute the certification, click the [I agree] button and continue with funding the activity. Otherwise, click the [I disagree] button.

ADD-EDIT FUNDING LINE ITEM SCREEN

The amount of money to be committed to the activity from the selected funding source is entered on this screen:

Activity Funding

Add-Edit Funding Line Item

Return to Add-Edit Funding | Save | Cancel

Activity Owner: PUEBLO, CO	Program Year/Project: 2013/16
IDIS Activity ID: 2963	Total Funded: \$0.00
Activity Name: Posada TBRA County-2013	Total Drawn: \$0.00

Funding Source Pre-2015

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOME	Pre-2015	EN	HUD	DC	PUEBLO, CO	\$685,370.08	\$0.00	\$0.00

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount
<input type="text"/>	\$ <input type="text"/>	\$0.00

Funding Source

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOME	2015	EN	HUD	DC	PUEBLO, CO	\$408,789.00	\$0.00	\$0.00
HOME	2016	EN	HUD	DC	PUEBLO, CO	\$408,789.00	\$0.00	\$0.00
HOME	2017	EN	HUD	DC	PUEBLO, CO	\$408,789.00	\$0.00	\$0.00

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2015	\$ <input type="text"/>	\$0.00
2016	\$ <input type="text"/>	\$0.00
2017	\$ <input type="text"/>	\$0.00

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The funding sources are listed in two sections—the first for grant years 2014 and earlier (highlighted above in blue – top rectangle) and the second for grant years 2015 and later (highlighted in green – bottom rectangle):

- Commitments from pre-2015 grants will continue to be made from the earliest grant with available funds based on recipient (PJ, CHDO, or subrecipient) and fund type (e.g., EN, CR, SU). This method of committing oldest available funds first is often referred to as FIFO (First In-First Out) accounting. Repayment to Local Account (IU) and Recapture from Homebuyer (HP) fund types will not have this pre-2015 section.
- Starting with 2015 grants, commitments will be grant-specific: in addition to recipient and fund type, PJs will also identify the year of the grant from which funds are to be committed.

Note that an activity may be funded with both the pre-2015 source and one or more grant-year specific sources.

For additional information on the change from FIFO to non-FIFO commitments, please see the HOME guidance on [Grant Based Accounting](#).

In general, the funding for each HOME allocation year should be consistent with the information presented in the PJ's Annual Action Plan. For example, if a PJ is funding a homebuyer activity from the 2015 allocation, this activity should be included in the PJ's 2015 Annual Action Plan or under a project that is included in the 2015 Annual Action Plan.

For pre-2015 funding sources, the input fields are GRANT YEAR and FUNDED AMOUNT; for 2015 and later grants, the only input field is FUNDED AMOUNT.

Pre-2015 Funds (1992-2014)	
Field	Description
Activity Owner <i>through</i> Total Drawn	Same as the Edit Activity Funding screen (see page 18-5 for field definitions).
Funding Source Pre-2015	Same as the Available Funds fields on the Edit Activity Funding screen (page 18-4) but in a slightly different order.
Current Funding for This Source	
Grant Year	Optional. Entering a grant year or program year in this field does not guarantee that specific year's funds will be committed to the activity. This field is there solely to allow you to associate a year of your choosing with this funding.
Funded Amount	Enter or update the funding amount in dollars and cents, with or without commas. If you omit the cents, the system will append ".00".
Drawn Amount	The amount of this fund type drawn to date from pre-2015 grants for this activity.

2015 and Later Funds	
Field	Description
Funding Source	Same as Pre-2015 Funding Source fields.
Current Funding for xFIFO	
Grant Year	This field is read-only.
Funded Amount	Enter or update the funding amount next to the GRANT YEAR from which funds are to be committed.
Drawn Amount	The amount of this fund type drawn to date from this GRANT YEAR for this activity.

Note that funds from 2015 and later grants are only available to commit to activities until that grant year's commitment deadline date (unless waived). Once the 24 month commitment deadline has passed (or the 36 month commitment deadline has passed for

subgranted SU funds), these funds will no longer be available to commit to activities. The system will provide the following message if a user attempts to edit activity funding after the commitment deadline date: "The Commitment Deadline has passed. HUD approval is required for all activity funding increases after the commitment deadline date. Activity funding can be decreased, however, re-committing funds after the deadline also requires HUD approval." Due to the suspension of the commitment deadlines that occurred, or will occur, in 2016 through 2019, PJs will not encounter this issue until after 2019, except for CR funds that have passed the commitment deadline.

Click the [Save] button to save the information entered or the [Cancel] button to reset the GRANT YEAR and/or FUNDED AMOUNT fields to their previous values.

The Add-Edit Funding Line Item screen for the Repayment to Local Account (IU) and Recapture from Homebuyer (HP) fund types will not have the pre-2015 section.

Activity Funding
Add-Edit Funding Line Item

Return to Add-Edit Funding | Save | Cancel

Activity Owner: HAMMOND, IN	Program Year/Project: 2015/1
IDIS Activity ID: 1495	Total Funded: \$37,000.00
Activity Name: SFR: 123 Main Street	Total Drawn: \$0.00

Funding Source

Program	Program Year of Receipt	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOME	2015	IU	HUD	MC	HAMMOND, IN	\$10,000.00	\$0.00	\$0.00

Current Funding for xFIFO

Program Year of Receipt	Funded Amount	Drawn Amount
2015	\$ <input style="width: 80%;" type="text"/>	\$0.00

Return to Add-Edit Funding | Save | Cancel

Field	Description
Current Funding for xFIFO	
Program Year of Receipt	This field is read-only.
Funded Amount	Enter or update the funding amount next to the PROGRAM YEAR OF RECEIPT from which funds are to be committed.
Drawn Amount	The amount of this fund type drawn to date from this PROGRAM YEAR OF RECEIPT for this activity.

Clicking [Save] to save the newly updated fields will also update additional fields on the Add-Edit Funding Line Item screen: The TOTAL FUNDED and the FUNDED AMOUNT fields are

increased or decreased and the AVAILABLE FOR FUNDING fields are increased or decreased by the amount of the funding change previously entered:

Activity Funding

Add-Edit Funding Line Item

- Activity funded successfully.

Return to Add-Edit Funding | Save | Cancel

Activity Owner: PUEBLO, CO
Program Year/Project: 2013/16
IDIS Activity ID: 2963
Total Funded: \$200,000.00
Activity Name: Posada TBRA County-2013
Total Drawn: \$0.00

Funding Source Pre-2015

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOME	Pre-2015	EN	HUD	DC	PUEBLO, CO	\$585,370.08	\$100,000.00	\$0.00

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount
<input type="text"/>	\$ <input type="text" value="100,000.00"/>	\$0.00

Add Grant Year

Funding Source

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOME	2015	EN	HUD	DC	PUEBLO, CO	\$308,789.00	\$100,000.00	\$0.00
HOME	2016	EN	HUD	DC	PUEBLO, CO	\$408,789.00	\$0.00	\$0.00
HOME	2017	EN	HUD	DC	PUEBLO, CO	\$408,789.00	\$0.00	\$0.00

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2015	\$ <input type="text" value="100,000.00"/>	\$0.00
2016	\$ <input type="text"/>	\$0.00
2017	\$ <input type="text"/>	\$0.00

Return to Add-Edit Funding | Save | Cancel

When you are finished, click the [Return to Add-Edit Activity Funding] button. From there, you can select another funding source for the current activity or click the [Return to Search for Activities to Fund] button to choose a different activity to fund.

Funds that have been committed to an activity are ready to be drawn down. That process is explained in the next chapter.