

# Chapter 4

## THE HOME ACTIVITY REVIEW SCREEN

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The HOME Activity Review screen identifies:

- Open rental, homebuyer, and homeowner rehab activities that have been flagged in IDIS for one of the following reasons:
  1. **Infrequent Draws** - HOME funds have been disbursed for the activity but no draws have been made in the previous 12 months.
  2. **Final Draw Status** - The activity has been in final draw status for 120 days or more.
  3. **Involuntarily Terminated** - The activity is still in **Open** status four years after the Initial Funding Date in IDIS.

Activities that have been flagged for reason (1) or (2) must be addressed before you can set up new HOME activities or commit HOME funds to non-flagged activities in IDIS. PJs will not be allowed to make any changes to an activity that is flagged for reason (3); this includes editing setup and accomplishment data, changing the activity status, increasing funding, or disbursing funds. These restrictions will only affect the Involuntarily Terminated activity.

- Activities that have been automatically cancelled by IDIS in the last 12 months because HOME funds were committed to the activity for more than one year but no draws were made. The auto-cancellation feature was removed from IDIS on April 27, 2017. However, activities that were automatically cancelled prior to that date (and within the last 12 months) will appear on this screen.
- Activities that are within 30 days or 90 days of being flagged.

If any activities have been flagged, or will be flagged within 30 days or 90 days, an orange banner is displayed at the top of every screen:

The screenshot shows the top navigation bar with three tabs: "Plans/Projects/Activities" (highlighted in yellow), "Funding/Drawdown", and "Grant". Below the navigation bar is an orange banner with the text: "You have 17 CDBG and 4 HOME activities that have been flagged. Click on the number to go to the review page." A blue arrow points to the "4 HOME" text in the banner. Below the banner is a section titled "Activity" with a "Search Activities" heading. Underneath is a "Search Criteria" section with four input fields: "Program:" with a dropdown menu showing "All", "IDIS Project ID:" with a text input field, "Activity Name:" with a text input field, and "IDIS Activity ID:" with a text input field. There is also a "Status:" dropdown menu showing "All".

Click the HOME link in the banner (or the Activity [Review](#) link on the navigation bar) to display the HOME Activity Review screen:

Plans/Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin
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**Review Activities**

CDBG **HOME**

There are 49 open activities to be reviewed.

- **Infrequent Draws for 12 months or more: 4**
  - Infrequent Draw status coming within 30 days: [1](#)
  - Infrequent Draw status coming within 90 days: [1](#)
- **Final Draw for 120 days or more: [10](#)**
  - Final Draw for 30 days or more: [16](#)
  - Final Draw for 90 days or more: [7](#)
- **Involuntarily Terminated - Activity not completed within 4 years of Initial Funding Date: [9](#)**
  - Involuntary Termination status coming within 90 days: [1](#)

There are 14 activities in i) Infrequent Draw status for 12 months or more, and ii) Final Draw status for 120 days or more.

The ability to setup or commit funds to additional HOME activities is conditionally suspended until the participating jurisdiction completes or increases funding , or provides reason and comment for each activity.

**Infrequent Draws for 12 months or more: 4**

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Reason
1	UVSO SCATTERED SITE MULI-FAM. NEW PROJ-Maybaum Ave	2002/23	2337	051.G02.D12G.7209	<a href="#">Explain</a>
2	EPISCOPAL COMMUNITY DEVELOPMENT-2003	2003/23	2499	NW051.G98.D18W0-1	<a href="#">Explain</a>
3	CRESTPOINTE HOMES	2005/22	2940	051-G01-D11G0	<a href="#">Explain</a>
4	Clinton Hill revitalization- ECD	2007/21	3610		<a href="#">Explain</a>

**Infrequent Draw status coming within 30 days: 1**

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID
1	St.Claire's Resource Center on Roseville Project	2009/90	3636	nw051-G07-D17M0

**Infrequent Draw status coming within 90 days: 1**

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID
1	RIDEWOOD AVE APTS- PROJ LIVE	2007/22	3138	NW051-G07-D17M0

**Final Draw for 120 days or more: 10**

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID
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The summary at the top of the screen shows the number of activities with flags (in orange text) and with 30-day and 90-day warnings (in blue text) for each of the three flag types. Displayed next (but not shown on the screen print above) are the number of activities automatically cancelled by HUD in the past year. You can click on the number at the end of a line to go to the part of the screen where those activities are listed.

When applicable, the number of activities with Infrequent Draws and Final Draw flags is also displayed, along with a notice that the PJ's ability to set up and fund HOME activities has been suspended.

The activities are listed next, in the same order as the summary section. The actions required to resolve each type of flag are explained below.

## INFREQUENT DRAWS FOR 12 MONTHS OR MORE

These are activities for which funds have been disbursed but that have had no draws in the past 12 months. Warnings are also posted for activities that will be flagged for Infrequent Draws within 30 days and within 90 days.

Infrequent Draws for 12 months or more: 4				
Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Reason
1 UVSO SCATTERED SITE MULTI-FAM. NEW PROJ-Maybaum Ave	2002/23	2337	051.G02.D12G.7209	<a href="#">Explain</a>
2 EPISCOPAL COMMUNITY DEVELOPMENT-2003	2003/23	2499	NW051.G98.D18W0-1	<a href="#">Explain</a>
3 CRESTPOINTE HOMES	2005/22	2940	051-G01-D11G0	<a href="#">Explain</a>
4 Clinton Hill revitalization- ECD	2007/21	3610		<a href="#">Explain</a>

  

Infrequent Draw status coming within 30 days: 1				
Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Reason
1 St.Claire's Resource Center on Roseville Project	2009/90	3636	nw051-G07-D17M0	

  

Infrequent Draw status coming within 90 days: 1				
Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Reason
1 RIDEWOOD AVE APTS- PROJ LIVE	2007/22	3138	NW051-G07-D17M0	

For each flagged activity (the first four activities in the screen print above), you must enter a reason and a narrative explanation for the Infrequent Draws in order to clear the flag. All flags must be cleared before you will be able to set up new HOME activities or commit funds to non-flagged activities. To provide a reason and narrative explanation, click the [Explain](#) link in the last column to display the following pop-up screen:

The pop-up screen displays the following information:

- Title: [2337] UVSO SCATTERED SITE MULTI-FAM. NEW PROJ-Maybaum Ave
- Subtitle: Infrequent Draws for 12 months or more
- Reason: Select (dropdown menu)
- Explanation: (text input area)
- Buttons: Cancel, Save

The background window shows a summary of the activity's status, including a table with columns for Program Year/Project ID, Activity ID, and Reason.

Select the REASON for the lack of timely disbursements, enter a narrative EXPLANATION of the status of the activity, and click the [Save] button. Note that you will be required to update the REASON and EXPLANATION every 180 days until the activity is either cancelled or completed.

## FINAL DRAW FOR 120 DAYS OR MORE

These are activities in violation of the HOME rule at 24 CFR 92.502 (d)(1), which states that:

Complete project completion information must be entered into the disbursement and information system, or otherwise provided, within 120 days of the final project drawdown. If satisfactory project completion information is not provided, HUD may suspend further project set-ups or take other corrective actions.

A HOME activity is in "final draw" when all the HOME funds committed to the activity in IDIS have been drawn down in IDIS.

Final Draw for 120 days or more: 10				
	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID
1	UVSO SCATTERED SITE MULTI-FAM. NEW PROJ-Maybaum Ave	2002/23	2337	051.G02.D12G.7209
2	CRESTPOINTE HOMES	2005/22	2940	051-G01-D11G0
3	Clinton Hill revitalization- ECD	2007/21	3610	
4	85-87 Girard Place	2010/19	3947	051-g06-d16a0
5	224-226 7th st	2010/19	3954	051-g06-d16a0
6	33-35 Unity Ave	2010/19	3960	nw051-g06-d16A0
7	874 S.13th St	2010/19	3962	nw051-g06-d16a0
8	9 versey st	2010/19	3964	nw051-g06-d16a
9	99 Cedar St	2010/20	3966	nw051-g06-d16a
10	239 Lincoln Ave	2010/19	3969	nw051-g10-1d030

  

Final Draw for 90 days or more: 7				
	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID

For the actions you should take to resolve this type of flag, please see [HOME FACTS Vol. 5, No. 1.](#)

The system will prevent you from setting up new HOME activities and funding non-flagged activities until all flags are cleared.

Note: Single-address homebuyer activities with a valid date in the IF LEASE PURCHASE, DATE OF AGREEMENT field (see page 8-11) are exempt from this flag, as are multi-address homebuyer activities having at least one unit under a lease purchase agreement (see page 9-4). TBRA activities are also exempt from this flag.

**INVOLUNTARILY TERMINATED – ACTIVITY NOT COMPLETED WITHIN 4 YEARS OF INITIAL FUNDING DATE**

These are activities with an IDIS INITIAL FUNDING DATE (see page 3-9) of more than four years ago that are still in **Open** status. Activities approaching the four-year mark are also listed.

Involuntarily Terminated - Activity not completed within 4 years of Initial Funding Date: 9					
	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Blocked by HUD
1	ORR APARTMENTS	1995/3	1062	3D15H11.30.362.95	No
2	UMMAT DEVELOPERS, INC.	1998/3	1188	3D18W11.30.365.98	No
3	UVSO SCATTERED SITE MULTI-FAM. NEW PROJ-Maybaum Ave	2002/23	2337	051.G02.D12G.7209	No
4	EPISCOPAL COMMUNITY DEVELOPMENT-2003	2003/23	2499	NW051.G98.D18W0-1	No
5	DON PEDRO DEVELOPMENT CORPORATION	2003/22	2504	NW051.G04.D14M0	No
6	17TH STREET APARTMENTS	2003/22	2505	NW051.G04.D14M0	No
7	UNION CHAPEL ESTATES	2005/22	2928	NW051-G01-D11G0	No
8	CRESTPOINTE HOMES	2005/22	2940	051-G01-D11G0	No
9	LINCOLN PARK COAST CULTURAL DISTRICT,INC	2006/30	2948	NW051-G06-D16A0	No
Involuntary Termination status coming within 90 days: 1					
	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	
1	50-60 Columbia St	2007/22	3124	NW051-G07-D17T0	

**Activities with a Program Year of 2011 and Earlier**

While not subject to a four-year deadline, it is important that these activities setup under program year 2011 and prior years be completed in a timely manner. PJs should contact their CPD Representative in the local HUD Field Office to discuss options for resolution.

**Activities with a Program Year of 2012 and Later**

A provision in the FY 2012 HOME Appropriation Law and FY 2013 Continuing Resolution imposes a four-year completion deadline on HOME activities set up in IDIS under 2012 and 2013 Action Plan projects (i.e., activities with a PROGRAM YEAR of 2012 or 2013). In addition, the HOME final rule published on July 24, 2013 contains a new paragraph at 92.205(e)(2) requiring termination of activities not completed within four years of the initial funding date. This requirement applies to all activities that receive a commitment of HOME funds on or after August 23, 2013.

An activity with a PROGRAM YEAR of 2012 or 2013 or with an INITIAL FUNDING DATE on or after August 23, 2013 that is not completed within four years of the INITIAL FUNDING DATE will be flagged as Involuntarily Terminated. For the actions you should take to resolve this type of flag, please contact your HUD representative.

**AUTO-CANCELED WITHIN THE PAST YEAR**

This functionality was removed from IDIS on April 27, 2017. IDIS will still display any activities auto-cancelled in the last year, prior to this change.

Please note that PJs can reopen HOME activities that have been auto-cancelled. For details about when and under what conditions to reopen an activity, please see [HOME FACTS Vol. 3, No. 1 \(Revised Feb. 2014\)](#).