Chapter 5
THE SEARCH HOME/HTF ACTIVITIES SCREEN

The Search HOME/HTF Activities screen allows you to search your HOME activities by all of the criteria on the Search Activities screen (see page 3-6) as well as by HOME category/tenure type, HOME activity type, fund type, setup date, initial funding date, completion date, and address. You can also search for activities automatically cancelled by HUD, multi-address activities, and activities with vacant units.

Click the Activity Search HOME/HTF link on any Plans/Projects/Activities page to display the HOME/HTF search screen:

Perhaps the only unfamiliar field name is SETUP DATE, which refers to the date the activity was created in IDIS, and is not displayed anywhere else in the system.

Enter as few or as many criteria as you wish, and then click the [Search] button to display the results:

Activity

Search HOME/HTF Activities

Search Criteria

Program:	IDIS Project ID:	Status:
HOME ▾		Open ▾ ☐ Canceled by HQ

Activity Name:	IDIS Activity ID:	

Program Year:	Grantee/PJ Activity ID:	Activity Owner:
All ▾		RICHMOND, VA ▾

HOME/HTF Category/Tenure Type:	HOME/HTF Activity Type:	Fund Type:
Select ▾	Select ▾	Select Fund ▾

Setup Date	Initial Funding Date	Completion Date
📅 To 📅	📅 To 📅	📅 To 📅
(mm/dd/yyyy)	(mm/dd/yyyy)	(mm/dd/yyyy)

Activity Address	City	☐ Multi-address

State	Zip	☐ Have vacant unit(s)
Select State ▾		

Search | Reset

To access an activity, click the <u>Edit</u> or <u>View</u> link in the last column of the search results table.

Results Page 1 of 4

Activity Name	Activity ID	Status	Activity Owner	Tenure Type	Activity Type	Dates	Action
Homebuyer-1630 Rose Avenue 1630 Rose Ave, Richmond, VA 23222	4709 Project: 48 PY: 2014 PJ ID: PH	Open	RICHMOND	Homebuyer Multi Address: N Vacant Unit: N	Acquisition and New Construction	Setup: 09/13/2016 Init Funding: 09/13/2016	Edit | View
Homebuyer-20 Fells Street 20 Fells St, Richmond, VA 23222	4708 Project: 48 PY: 2014 PJ ID: PH	Open	RICHMOND	Homebuyer Multi Address: N Vacant Unit: N	Acquisition Only	Setup: 09/13/2016 Init Funding: 09/13/2016	Edit | View
Homebuyer-16 Fells St 16 Fells St, Richmond, VA 23222	4707 Project: 48 PY: 2014 PJ ID: PH	Open	RICHMOND	Homebuyer Multi Address: N Vacant Unit: N	Acquisition Only	Setup: 09/13/2016 Init Funding: 09/13/2016	Edit | View
New Construction - 2508-10 R Street 2508 R St, Richmond, VA 23223	4704 Project: 36 PY: 2014 PJ ID:	Open	RICHMOND	Homebuyer Multi Address: N Vacant Unit: N	New Construction Only	Setup: 09/13/2016 Init Funding: 09/13/2016	Edit | View
New Construction - 2018 W Moore Street 2018 Moore St, Richmond, VA 23220	4699 Project: 28 PY: 2015 PJ ID: PH	Open	RICHMOND	Homebuyer Multi Address: N Vacant Unit: N	New Construction Only	Setup: 09/13/2016 Init Funding: 09/13/2016	Edit | View
Program Administration	4692 Project: 32 PY: 2014 PJ ID: DECD	Open	RICHMOND	AD/CO/CC Only		Setup: 06/03/2016 Init Funding: 06/03/2016	Edit | View

To access an activity, click the <u>Edit</u> or <u>View</u> link in the last column of the search results table.