

Chapter 7

MULTI-ADDRESS RENTAL ACTIVITIES

In this chapter, you will learn how to set up, fund, draw funds for, and complete a HOME rental 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 of the activity 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 scattered site rental units 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 multi-address rental activity, complete the Add Activity screen (see page 3-2), and set the ACTIVITY CATEGORY to **Rental**. To update or view an existing multi-address rental activity, follow the instructions on page 3-6 for retrieving and displaying it on the Edit Activity screen.

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

ADD/EDIT HOME SETUP DETAIL (PAGE 1)

This screen is identical to the Page 1 setup screen for a single-address rental activity (see page 6-1). When you have finished entering the setup information, click the [Save and Continue] button.

ADD/EDIT HOME SETUP DETAIL (PAGE 2)

The second multi-address setup screen is also identical to its single-address counterpart (see page 6-3). When completing this screen for a multi-address activity:

- Note that the same SETUP ACTIVITY TYPE must apply to the HOME-assisted units at all activity locations. If, for example, you plan to do rehab only at one site and acquisition and rehab at another, then you should set up two separate activities.
- Change the MULTI-ADDRESS field to **Yes**.
- Enter a general description of the activity location in the ACTIVITY ADDRESS fields rather than the address of one of the properties. You will input a specific address for each assisted property on the activity completion screens.
- The number of ESTIMATED HOME UNITS must be at least two. Include the units at all activity locations in this number.
- In ESTIMATED HOME COST, include the HOME funds needed for all activity locations.

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

ADD/EDIT HOME SETUP DETAIL (PAGE 3)

The last multi-address setup screen asks for information about the developer of the rental properties:

Field	Description
Fields in gray box	These read-only fields identify the activity that is being processed.
Developer Type	Select one of the types listed on the dropdown to indicate who is developing the rental properties that are to be assisted with HOME funds.
Developer Name	Optional. If the developer is an individual, enter his/her full name. Otherwise, enter the legal name of the organization in the FIRST NAME field.
Developer Address	Enter the developer'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 rental activities can be funded with the same HOME fund types used for single-address rental activities (see page 6-7). For more information on activity funding and drawdowns, see Chapters 18 and 19.

ACTIVITY COMPLETION

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

To access the completion screens, follow the instructions on page 3-6 for retrieving the activity and displaying it on the Edit Activity page. On the Edit Activity 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 rental activities (see page 6-8 for details). When completing the UNITS fields for a multi-address activity, include units at all addresses.

Click the [Save and Continue] button. Once you have entered cost and beneficiary data for at least one address, the Search HOME Property Addresses screen is displayed (turn to page 7-9). 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, you must complete a separate Page 2 for each of the addresses in a multi-address activity.

Because data is input for each address, there are some differences between the Page 2 multi-address screens and the single-address screens shown on pages 6-12 through 6-21. Those differences are explained below.

Location Tab

The address of one of the assisted properties is entered here. All of the data entered on the location, cost, and beneficiary screens will be for this property only.

The screenshot shows a web form with a left-hand navigation menu containing 'Support', 'CPD Home', and 'HUD Home'. The main content area has three tabs: 'Location' (selected), 'Costs', and 'Beneficiaries'. The 'Location' tab contains the following sections:

- Address of Property #1**: A question mark icon next to the label.
 - *Address Line 1: 3506, 3508, and 3510 Naylor Ave.
 - Address Line 2: (empty)
 - Address Line 3: (empty)
 - *City: Pittsburgh
 - *State: PA
 - *Zip Code: 15206
 - *County: ALLEGHENY (003)
 - Buttons: 'Validate This Address' and 'Refresh County Code'
- 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

At the bottom of the form, there is a row of buttons: 'Save and Previous Page', 'Save', 'Save and Add New Address', 'Save and Copy Address', 'View Totals', and 'Cancel'.

Field	Description
Address of Property # <i>n</i>	<p>Enter and validate the address of one of the assisted properties. The data entered here and on the Costs and Beneficiaries tabs will be for this address only.</p> <p>Each address added 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 these fields to the correct property address.</p>
Lead Paint <i>through</i> FHA Insured	<p>These fields are identical to the single-address rental screen (see page 6-13), but apply only to the property at the address entered above.</p>

Costs Tab

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

- [- Support](#)
- [- CPD Home](#)
- [- HUD Home](#)

Location

Costs

Beneficiaries

i

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"/>

Other

Form of Assistance	
Low Income Housing Tax Credit Proceeds	\$ <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"/>

Save and Previous Page
|
Save
|
Save and Add New Address
|
Save and Copy Address
|
View Totals
|
Cancel

Field	Description
HOME Funds <i>through</i> Other Funds	These fields are identical to the single-address rental screen (see page 6-14), but apply only to units at the Location tab address.
HOME Funds, This Address	This read-only field always equals the HOME Funds (Including PI) TOTAL field above.

Field	Description
All Funds, This Address	This read-only field shows the sum of all HOME, public, private, and LIHTC funding amounts for this address.
Total HOME Funds Disbursed, All Addresses	This read-only field displays the amount of HOME funds drawn down for the activity (for 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 (see page 7-10).

Beneficiaries Tab

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

The screenshot shows the 'Beneficiaries' tab in a software application. At the top, there are tabs for 'Location', 'Costs', and 'Beneficiaries'. Below the tabs is a 'Show lines:' dropdown set to '1-15' and a 'Go' button. The main area contains a table with the following columns: 'Line', 'Unit No.', '*Number of Bedrooms', '*Occupant', '*Total Monthly Rent', '*% Median Income', '*Hispanic /Latino', and 'Household' (with a sub-column '*Race'). The first row of the table has the value '1' in the 'Line' column and 'Select' in the other columns. Below the table, there are three dropdown menus labeled '*Size', '*Type', and '*Assistance Type', each with 'Select' as the current value.

Field	Description
Show Lines	Same as the single-address rental screen (see page 6-17).
Line	The number of lines available for input is equal to the number of HOME-ASSISTED UNITS specified on the Page 1 completion screen. Fill in only as many lines as there are HOME-assisted households at the Location tab address. 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 7-10).
ⓘ	To delete a line of data, check the box in this column. Empty lines cannot (and need not) be deleted.
Unit No. <i>through</i> Assistance Type	These fields are identical to the single-address rental screen (see page 6-17), but apply only to units at the Location tab address.

When you are finished, either select a different 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 7-3) is displayed. If you are in edit mode, the Search Property Addresses screen is shown (see page 7-9).
- [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 7-10). 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:

Organization:
PITTSBURGH

[- Logout](#)

Activity

Search HOME Property Addresses (Edit)

Activity

[- Add](#)

[- Search](#)

Rental

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

Grantee/PJ Activity ID:
N/A

IDIS Activity ID:
6756

HOME Multiple-address:
Yes

Activity Address:
3506 Naylor Ave.
Pittsburgh, PA 15206

Activity Name:
3506, 3508, and 3510 Naylor Ave.

Activity Owner:
PITTSBURGH

HOME Completion Activity Type:
Rehabilitation Only

Program Year/Project ID:
2011/247

Project Title:
HOME Rental Housing Development and Improvement

Number of HOME-Assisted Units:
9

Search

Address Line 1:

Sequence Number:

From: To:

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

Seq #	Address Line 1	HOME Cost	Number of Beneficiaries	Delete
1	3506 Naylor Ave...	\$0.00	0	<input type="checkbox"/>
2	3508 Naylor Ave...	\$30,720.00	3	<input type="checkbox"/>
3	3510 Naylor Ave...	\$33,922.89	1	<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 ADDRESS LINE 1 or by SEQUENCE NUMBER.

Click on an [Address Line 1](#) link in the second column of the results table to display the Page 2 Location tab for that address (see page 7-4).

Clicking the [View Totals] button displays the Multi-Address Activity Summary screen, which is 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>Organization: PITTSBURGH</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>Rental</p> <p>Return to Property Search</p> <table border="1"> <tr> <td>Grantee/PJ Activity ID: N/A</td> <td>Activity Name: 3506, 3508, and 3510 Naylor Ave.</td> <td>Program Year/Project ID: 2011/247</td> </tr> <tr> <td>IDIS Activity ID: 6756</td> <td>Activity Owner: PITTSBURGH</td> <td>Project Title: HOME Rental Housing Development and Improve</td> </tr> <tr> <td>HOME Multiple-address: Yes</td> <td>HOME Completion Activity Type: Rehabilitation Only</td> <td>Number of HOME-Assisted Units: 9</td> </tr> </table> <p>Activity Address: 3506 Naylor Ave. Pittsburgh, PA 15206</p> <table border="1"> <thead> <tr> <th colspan="2">Activity Totals, All Addresses</th> </tr> <tr> <th>Form of Assistance</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Amortized Loan</td> <td>\$52,322.89</td> </tr> <tr> <td>Grant</td> <td>\$12,320.00</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>\$64,642.89</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Public Funds</th> </tr> <tr> <th>Form of Assistance</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Other Federal Funds</td> <td>\$0.00</td> </tr> <tr> <td>State/Local Funds</td> <td>\$27,000.42</td> </tr> <tr> <td>Tax-Exempt Bond Proceeds</td> <td>\$0.00</td> </tr> <tr> <td>Total</td> <td>\$27,000.42</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Private Funds</th> </tr> <tr> <th>Form of Assistance</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Private Loans</td> <td>\$0.00</td> </tr> <tr> <td>Owner Cash Contributions</td> <td>\$0.00</td> </tr> <tr> <td>Private Grants</td> <td>\$0.00</td> </tr> <tr> <td>Total</td> <td>\$0.00</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Other</th> </tr> <tr> <th>Form of Assistance</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Low Income Housing Tax Credit Proceeds</td> <td>\$26,477.94</td> </tr> <tr> <td>Total</td> <td>\$26,477.94</td> </tr> </tbody> </table> <p>Activity Total \$118,121.25</p> <p>Total HOME Funds Disbursed, All Addresses \$0.00</p> <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>3</td> <td>Entered</td> <td>4</td> </tr> <tr> <td>Total # of Addresses</td> <td>3</td> <td>Total # of Units</td> <td>9</td> </tr> </tbody> </table> <p>Return to Property Search</p>	Grantee/PJ Activity ID: N/A	Activity Name: 3506, 3508, and 3510 Naylor Ave.	Program Year/Project ID: 2011/247	IDIS Activity ID: 6756	Activity Owner: PITTSBURGH	Project Title: HOME Rental Housing Development and Improve	HOME Multiple-address: Yes	HOME Completion Activity Type: Rehabilitation Only	Number of HOME-Assisted Units: 9	Activity Totals, All Addresses		Form of Assistance	Amount	Amortized Loan	\$52,322.89	Grant	\$12,320.00	Deferred Payment Loan	\$0.00	Other	\$0.00	Total	\$64,642.89	Public Funds		Form of Assistance	Amount	Other Federal Funds	\$0.00	State/Local Funds	\$27,000.42	Tax-Exempt Bond Proceeds	\$0.00	Total	\$27,000.42	Private Funds		Form of Assistance	Amount	Private Loans	\$0.00	Owner Cash Contributions	\$0.00	Private Grants	\$0.00	Total	\$0.00	Other		Form of Assistance	Amount	Low Income Housing Tax Credit Proceeds	\$26,477.94	Total	\$26,477.94	Addresses		Units			Total		Total	Entered	3	Entered	4	Total # of Addresses	3	Total # of Units	9
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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)	Totals, by form of assistance, of the amounts entered in the HOME Funds (Including PI) fields for all addresses.
Public Funds	Totals, by form of assistance, of the amounts entered in the PUBLIC FUNDS fields for all addresses.
Private Funds	Totals, by form of assistance, of the amounts entered in the PRIVATE FUNDS fields for all addresses.
Other	The total of the amounts entered in LOW INCOME HOUSING TAX CREDIT PROCEEDS for all addresses.
Activity Total	The total of all HOME, public, private, and LIHTC funding amounts 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 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 screen.
Total # of Addresses	Always equal to the previous field.
Units	
Entered	The number of units for which beneficiary data has been entered. It 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) require PJs to enter all completion data and update the activity 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.