

# Chapter 9

## MULTI-ADDRESS HOMEBUYER ACTIVITIES

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In this chapter, you will learn how to set up, fund, draw funds for, and complete a homebuyer activity that is carried out at two or more sites. Setting up a multi-address activity differs only slightly from single-address 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. PJs should not set up their entire homebuyer program as one multi-address activity.

### ACTIVITY SETUP

To add a new activity, complete the Add Activity screen (see page 3-2), setting the ACTIVITY CATEGORY to **Homebuyer**. To update or view an existing activity, follow the instructions on page 3-6 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 three homebuyer setup screens.

#### ADD/EDIT HOME SETUP DETAIL (PAGE 1)

This screen is identical to the Page 1 setup screen for a single-address homebuyer activity (see page 8-1). When you have finished entering setup information for the activity, 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 8-3). 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 acquisition 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**.
- Leave the HOMEBUYER'S NAME fields blank. For multi-address activities, homebuyer 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 this number.
- In ESTIMATED HOME COST, include the HOME funds needed for all properties.

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

### ADD/EDIT HOME SETUP DETAIL (PAGE 3)

The last multi-address homebuyer setup screen asks for information about the developer of the 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 in the dropdown menu to indicate who is developing the properties 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 homebuyer activities can be funded with the same HOME fund types used for single-address homebuyer activities. All homebuyer activities, except those initially funded with a CHDO loan, may be funded with EN (Entitlement), SU (General Subgrant), AD (Administration), CR (CHDO Reserve), CO (CHDO Operating), PA (Program Income for Administration), PI (Program Income), HP (Recaptured Homebuyer), and IU (Repayment to Local Account) funds (see page 8-6). 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 3-6 for retrieving the activity and displaying it on the Edit Activity screen. On that screen, 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 the same as the Page 1 completion screen for single-address homebuyer activities (see page 8-7 for details). When entering a number in 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 9-10). 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, you must complete a separate set of Page 2 screens 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 8-9 through 8-17. Those differences are explained below.

### Location Tab

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

<ul style="list-style-type: none"> <li>- RAMPs</li> <li>- Support</li> <li>- CPD Home</li> <li>- HUD Home</li> </ul>	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span style="background-color: #e6f2ff; padding: 2px 5px;">Location</span> <span style="padding: 2px 5px;">Costs</span> <span style="padding: 2px 5px;">Beneficiaries</span> <span style="float: right; font-size: 0.8em;">?</span> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Homebuyer's Name</b></p> <p> <input type="text"/> <b>First Name:</b> <input type="text"/> <b>Middle Initial:</b> <input type="text"/> <b>Last Name:</b> </p> <hr/> <p><b>Address of Property #1</b> <span style="font-size: 0.8em;">?</span></p> <p> <input type="text"/> <b>*Address Line 1:</b> <span style="float: right;"><input type="text"/> <b>*City:</b></span> </p> <p> <input type="text"/> <b>Address Line 2:</b> <span style="float: right;"><input type="text"/> <b>*State:</b> <input type="text"/> <b>*Zip Code:</b></span> </p> <p> <input type="text"/> <b>Address Line 3:</b> <span style="float: right;"><input type="text"/> <b>*County:</b></span> </p> <p> <span style="float: right;"> <input type="text"/> <b>FULTON (121)</b> <input type="button" value="Refresh County Code"/> </span> </p> <p style="text-align: right;"><input type="button" value="Validate This Address"/></p> <hr/> <p><b>Lead Paint</b></p> <p><b>*Applicable Lead Paint Requirement:</b></p> <p> <input type="radio"/> Housing constructed before 1978  <input type="radio"/> Exempt: housing constructed 1978 or later <span style="font-size: 0.8em;">?</span>  <input type="radio"/> Otherwise exempt <span style="font-size: 0.8em;">?</span> </p> <p><b>*Lead Hazard Remediation Actions:</b></p> <p> <input type="radio"/> Visual Assessment/Paint Stabilization (24 CFR 35.1015) <span style="font-size: 0.8em;">?</span>  <input type="radio"/> Other Actions required by Local/State Codes         </p> <hr/> <p><b>Property</b></p> <p> <b>FHA Insured: (tip)</b>  <input type="radio"/> Yes <input checked="" type="radio"/> No         </p> <p> <b>If Lease Purchase, Date of Agreement: (tip)</b>  <input type="text"/> <small>Select Date (mm/dd/yyyy)</small> </p> <hr/> <p><b>Homebuyer</b></p> <p> <b>First-Time Homebuyer:</b>  <input type="radio"/> Yes <input checked="" type="radio"/> No         </p> <p> <b>Homebuyer Counseling Provided: (tip)</b>  <input type="text"/> <small>No counseling</small> </p> <p> <b>Coming from Subsidized Housing:</b>  <input type="radio"/> Yes <input checked="" type="radio"/> No         </p> </div> <div style="border-top: 1px solid #ccc; padding-top: 5px; text-align: center;"> <input type="button" value="Save and Previous Page"/>                <input type="button" value="Save"/>                <input type="button" value="Save and Add New Address"/>                <input type="button" value="Save and Copy Address"/>                <input type="button" value="View Totals"/>                <input type="button" value="Cancel"/> </div>
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Field	Description
Homebuyer's Name	Optional. Enter the name of the homebuyer at the property address entered in the next field.
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, not the entire activity.</p> <p>Each address entered increases the #<i>n</i> in the label by one.</p> <p>Note: For Property #1, these fields default to the activity address entered on the setup screen. If necessary, update this entry to a specific property address.</p>
Lead Paint <i>through</i> Coming from Subsidized Housing	These fields are identical to the single-address homebuyer screen (see page 8-10), but apply only to the property address entered above.

## Costs Tab

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

- [- Rules of Behavior](#)
- [- RAMPS](#)
- [- Support](#)
- [- CPD Home](#)
- [- HUD Home](#)

Location

Costs

Beneficiaries (i)

**\*Purchase Price: (tip)**

\$

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

\$

HOME Property Costs (including PI)	
Form of Assistance	
Amortized Loan	\$ <input style="width: 100px;" type="text"/>
Grant	\$ <input style="width: 100px;" type="text"/>
Deferred Payment Loan	\$ <input style="width: 100px;" type="text"/>
Other	\$ <input style="width: 100px;" type="text"/>
<b>Total</b>	\$ <input style="width: 100px; border: none;" type="text" value="0.00"/>

HOME Downpayment Assistance (including PI)	
Form of Assistance	
Amortized Loan	\$ <input style="width: 100px;" type="text"/>
Grant	\$ <input style="width: 100px;" type="text"/>
Deferred Payment Loan	\$ <input style="width: 100px;" type="text"/>
Other	\$ <input style="width: 100px;" type="text"/>
<b>Total</b>	\$ <input style="width: 100px; border: none;" type="text" value="0.00"/>

Public Funds	
Form of Assistance	
Other Federal Funds	\$ <input style="width: 100px;" type="text"/>
State/Local Funds	\$ <input style="width: 100px;" type="text"/>
Tax-Exempt Bond Proceeds	\$ <input style="width: 100px;" type="text"/>
<b>Total</b>	\$ <input style="width: 100px; border: none;" type="text" value="0.00"/>

Private Funds	
Form of Assistance	
Private Loans	\$ <input style="width: 100px;" type="text"/>
Owner Cash Contributions	\$ <input style="width: 100px;" type="text"/>
Private Grants	\$ <input style="width: 100px;" type="text"/>
<b>Total</b>	\$ <input style="width: 100px; border: none;" type="text" value="0.00"/>

**Activity Totals**

<b>HOME Funds, This Address</b>	\$ <input style="width: 100px;" type="text" value="0.00"/>
<b>All Funds, This Address</b>	\$ <input style="width: 100px;" type="text" value="0.00"/>
<b>Total HOME Funds Disbursed, All Addresses</b>	\$ <input style="width: 100px;" type="text" value="0.00"/>

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

9-6

Field	Description
Purchase Price <i>through</i> Private Funds	These fields are identical to the single-address homebuyer screen (see page 8-11), but apply only to units at the Location tab address.
HOME Funds, This Address	This read-only field equals the HOME Property Costs (including PI) TOTAL plus the HOME Downpayment Assistance (including PI) TOTAL for this address.
All Funds, This Address	This read-only field shows the sum of all HOME, public, and private funding amounts entered for this address.
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 (see page 9-11).

## Beneficiaries Tab

Complete the Beneficiaries screen the way you would complete the Beneficiaries screen for a single-address homebuyer 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
1	<input type="checkbox"/>		Select	Select	Select	Select	Select
2	<input type="checkbox"/>		Select	Select	Select	Select	Select

*Type	*Assistance Type	*Total Monthly Rent
Select	Select	\$
Select	Select	\$

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"> <li>2, 3, or 4, then the number of input lines will be the same as the number of HOME-ASSISTED UNITS.</li> <li>5 or more, then 4 lines are shown (the maximum number of HOME-assisted units at one address is four).</li> </ul> <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 9-11).</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. through Total Monthly Rent	<p>These fields are identical to the single-address homebuyer screen (see page 8-14), 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 to the previous screen. If you are in add mode, the Page 1 Completion Detail screen (see page 9-3) is displayed. If you are in edit mode, the Search Property Addresses screen is shown (see page 9-10).

- [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 9-11). If the Page 2 data entered has not been saved yet, 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:**  
ATLANTA

[- 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 (Add)

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**Homebuyer**

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

<b>Grantee/PJ Activity ID:</b> N/A	<b>Activity Name:</b> Fairview Subdivision	<b>Program Year/Project ID:</b> 2011/6
<b>IDIS Activity ID:</b> 4094	<b>Activity Owner:</b> ATLANTA	<b>Project Title:</b> Atlanta Affordable Housing Opportunity Program
<b>HOME Multiple-address:</b> Yes	<b>HOME Completion Activity Type:</b> Acquisition Only	<b>Number of HOME-Assisted Units:</b> 2

**Activity Address:**  
1735 Kensington Blvd  
Atlanta, GA 31141

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**Search**

**Homebuyer's Name:**

**Sequence Number:** From:  To:

**Address Line 1:**

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

---

**HOME-Assisted Properties**

Seq #	Homebuyer's Name	Address Line 1	HOME Cost	Number of Beneficiaries	Delete
1		<a href="#">1735 Kensington Blvd</a>	\$0.00	1	<input type="checkbox"/>
2		<a href="#">1737 Kensington Blvd</a>	\$0.00	0	<input type="checkbox"/>

[Delete](#)

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

Upon initial display, all 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 HOMEBUYER'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 9-4).

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 that have been 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.

<b>Organization:</b> ATLANTA <a href="#">- Logout</a>	<b>Activity</b> HOME Multi-Address Activity Summary																
<b>Activity</b> <a href="#">- Add</a> <a href="#">- Search</a>	<b>Homebuyer</b> <a href="#">Return to Property Search</a>																
<b>Project</b> <a href="#">- Add</a> <a href="#">- Search</a> <a href="#">- Copy</a>	<b>Grantee/PJ Activity ID:</b> N/A <b>Activity Name:</b> Fairview Subdivision <b>Program Year/Project ID:</b> 2011/6																
<b>Utilities</b> <a href="#">- Home</a> <a href="#">- Data Downloads</a> <a href="#">- Print Page</a> <a href="#">- Help</a>	<b>IDIS Activity ID:</b> 4094 <b>Activity Owner:</b> ATLANTA <b>Project Title:</b> Atlanta Affordable Housing Opportunity Program <b>HOME Multiple-address:</b> Yes <b>HOME Completion Activity Type:</b> Acquisition Only <b>Number of HOME-Assisted Units:</b> 2																
<b>Links</b> <a href="#">- Rules of Behavior</a> <a href="#">- RAMPS</a> <a href="#">- Support</a> <a href="#">- CPD Home</a> <a href="#">- HUD Home</a>	<b>Activity Address:</b> 1735 Kensington Blvd Atlanta, GA 31141																
<b>Activity Totals, All Addresses</b>																	
<b>HOME Property Costs (including PI)</b>																	
<table border="1"> <thead> <tr> <th>Form of Assistance</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Amortized Loan</td> <td>\$66,709.32</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><b>Total</b></td> <td><b>\$66,709.32</b></td> </tr> </tbody> </table>		Form of Assistance	Amount	Amortized Loan	\$66,709.32	Grant	\$0.00	Deferred Payment Loan	\$0.00	Other	\$0.00	<b>Total</b>	<b>\$66,709.32</b>				
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Private Grants	\$0.00																
<b>Total</b>	<b>\$0.00</b>																
<b>Activity Total</b> <span style="float: right;"><b>\$259,651.03</b></span>																	
<b>Total HOME Funds Disbursed, All Addresses</b> <span style="float: right;"><b>\$0.00</b></span>																	
<table border="1" style="width: 100%;"> <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><b>Total # of Addresses</b></td> <td><b>2</b></td> <td><b>Total # of Units</b></td> <td><b>2</b></td> </tr> </tbody> </table>		Addresses		Units			Total		Total	Entered	2	Entered	1	<b>Total # of Addresses</b>	<b>2</b>	<b>Total # of Units</b>	<b>2</b>
Addresses		Units															
	Total		Total														
Entered	2	Entered	1														
<b>Total # of Addresses</b>	<b>2</b>	<b>Total # of Units</b>	<b>2</b>														
<a href="#">Return to Property Search</a>																	

The entire screen is read-only.

Field	Description
Fields in gray box	These fields identify the activity that is being processed.
HOME Property Costs (Including PI)	The sum, by form of assistance, of the amounts entered in the HOME PROPERTY COSTS (INCLUDING PI) fields for all addresses.
HOME Downpayment Assistance (Including PI)	The sum, by form of assistance, of the amounts entered in the HOME DOWNPAYMENT ASSISTANCE (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 for all addresses.
Total HOME Funds Disbursed, All Addresses	Total HOME funds drawn down for the activity to date. The sum of the HOME Property Costs (Including PI) TOTAL and HOME Downpayment Assistance (Including PI) TOTAL above must equal this field before the activity status can be changed to <b>Completed</b> .
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 <b>Completed</b> .
Total # of Units	The number of HOME-ASSISTED UNITS from the Page 1 Completion Detail screen.

When you have finished entering Cost data, 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 to fund HOME activities until the flag is cleared.