

## Explanation of Categories

### HOME Participating Jurisdictions Vacant Units Reports

*Vacant HOME units reported in IDIS through the most recent month-end*

The purpose of the *HOME Participating Jurisdictions Vacant Units Reports* is to help HOME participating jurisdictions (PJs) identify units in HOME projects that have been marked “vacant” in the Integrated Disbursement and Information System (IDIS). If the vacant units are part of a completed HOME IDIS activity, occupancy and beneficiary data should be entered for these units. If occupancy and beneficiary data from the time of activity completion is no longer obtainable, data on the current occupant can be used in its place.

Since the HOME Program cannot count occupancy or beneficiary data that has not been entered into the system, it is important that all HOME PJs enter timely occupancy and beneficiary information for all completed HOME activities. Completion of occupancy and beneficiary data should improve a PJ’s “**Low-Income Benefit**” and “**Lease-Up**” factors on its *SNAPSHOT of HOME Program Performance* report, which in turn should improve the PJ’s “**Overall Ranking**” on the same report. According to the *SNAPSHOT of HOME Program Performance* dated March 31, 2007, state HOME PJs had a nationwide average rental lease-up rate of 95.72 percent while local PJs with rental activities had a rental lease-up rate of 91.22 percent. Unfortunately, that also means nearly five percent and nine percent respectively of all completed HOME units have been identified as vacant. We need your help in improving these percentages and this report is the tool to help you do so.

Column Heading	Explanation
FIELD OFFICE	To select a specific Field Office, click on the filter drop down arrow in the column heading cell and search the list for a specific Field Office. This limits the data shown to data relating only to the Field Office selected.
PARTICIPATING JURISDICTION	The local PJs report lists all local HOME PJs in the selected state. The state report lists only vacant units for state HOME activities. To select a specific PJ, click on the filter drop down arrow in the column heading cell and search the list for a specific PJ. This limits the data shown to data relating only to the PJ selected.
ST	State -- Identifies the state containing the respective PJ.
IDIS ACT	IDIS Activity ID -- PJ’s activity identifier from IDIS. This information is used to find activities in IDIS that are identified on the Vacant Units Report and are in need of occupancy and beneficiary data.
PGM YR	Program Year -- Consolidated Plan Program year identified for each activity in IDIS.
PROJ ID	Project ID -- Consolidated Plan Project ID from IDIS.
UNIT NUM	Unit Number – Unit Number entered into IDIS by PJ.

NUM BDR	Number of Bedrooms – Number of bedrooms in the unit as entered into IDIS by PJ.
OCC IND	Occupation Index – Occupancy code. Valid entries are “1” for tenant, “2” for owner, or “9” for vacant. Where possible, PJs should strive to eliminate the occupancy codes of 9 (vacant) by entering beneficiary data for those units currently identified as vacant.
MSG	Message – This field explains the current data in the “OCC IND” field. Responses may include: “* Unit OCC_IND = 9 Vacant*”, meaning the unit is identified as vacant; “* Warning Rental Unit OCC_IND = 2 Owner Occupied*”, meaning a rental unit is identified as being owner occupied; and “* Unit OCC_IND must be 1,2 or 9*”, meaning the code entered is not 1, 2, or 9 which are the only valid entries.
ACTIVITY STATUS	The activity’s current status in IDIS. Valid entries include: “Canceled”, “Complete”, or “Underway”.
TENURE TYPE	Identifies the tenure type of each HOME activity entered into IDIS. Valid entries include homebuyer, homeowner, or rental.
RECIPIENT UNDERTAKING ACTIVITY	Recipient undertaking the activity designated by the PJ. Includes CO (CHDO), LG (local government), OE (other entity) SE (state entitlement), or SR (state recipient) entries from IDIS.
RECIPIENT CITY	Recipient location city entered into IDIS by the PJ.
ST	Activity location state entered into IDIS by the PJ.
ZIP	Activity location zip code entered into IDIS by the PJ.
	This column contains a count of each PJ’s vacant units.
GRANTEE ID	Unique identifier for the HOME PJ used by IDIS.