

## HOME-ARP Program Fact Sheet: Accessing Your HOME-ARP Administrative and Planning Funds

### Overview:

On September 20, 2021, HUD obligated the HOME-ARP grants for every participating jurisdiction (PJ). This enabled PJs to begin planning for their use of HOME-ARP funds and to access 5 percent of their HOME-ARP grant for eligible program administration and planning activities they incur for program planning and preparation of their HOME-ARP Allocation Plan.

### Next Steps:

- A HOME-ARP Grant Agreement signed by the local CPD Director was forwarded to each PJ for signature. The responsible PJ official must sign and date the grant agreement and other required forms (e.g., LOCCS forms) and return them to the HUD Field Office.
- Upon receiving the executed grant agreement, the HUD Field Office will send it to HUD's CFO Accounting Office for entry in HUD's financial system.
- When the HUD CFO enters the PJ's grant in the financial system, it will be available in IDIS.
- When a HOME-ARP grant is entered into IDIS, the PJ's access to the funds will be limited to 5 percent of the total grant amount for a portion of the administrative and planning set-aside. The remaining grant amount, including the remaining 10 percent administrative and planning set-aside funds, **will not** be available to commit or drawdown until HUD reviews and accepts the PJ's HOME-ARP Allocation Plan.
- A PJ may use the administrative and planning funds for eligible costs outlined in Section VI.A of the Notice by funding an AD/CO/CB activity in IDIS and drawing down the funds for eligible administrative and planning costs.

### Steps to Access Administrative and Planning Set-Aside Funds:

**Step 1**      **Create a 2021 HOME-ARP Administration and Planning Activity.** Select the Plans/Projects/Activities tab from the dark blue ribbon at the top of the screen. Click on the "Add" link under the Activity subheading on the left side of the screen.

**Step 2**      **Associate the Administration and Planning Activity with an Annual Plan Project.** PJs may, but are not required to, set up HOME-ARP action plan projects in the eCon Planning Suite by amending the FY 2021 annual action plan. If a PJ does not set up a HOME-ARP action plan project, the PJ may associate its HOME-ARP Administration and Planning activity with a FY 2021 HOME project. The FY 2021 annual action plan or plan amendment is not required to be in "Review Completed" status when the PJ creates a 2021 HOME-ARP Administration and Planning activity. Click on the "Select Project" button to associate the 2021

HOME-ARP Administration and Planning activity with an action plan project - either the newly created HOME-ARP action plan project or your regular FY 2021 HOME Administration and Planning project.

**Step 3 Name the Activity.** Enter the name of your activity in the “Activity Name” field.

**Step 4 Select an Activity Category.** Be sure the HOME-ARP checkbox is selected. Then expand the Activity Category drop down menu next to HOME and select “AD/CO/CB.” Save the activity.

**\*Activity Owner:** NEW YORK **Grantee/PJ Activity ID:**

**\*IDIS Project ID/Project Title (Program Year):**  
24/HOME Administration (2021)

**\*Activity Name:**

Program	*Activity Category	Ready to Fund	Setup Detail
CDBG	♦ Is this activity to prevent, prepare for, and respond to coronavirus?* <input type="radio"/> No <input type="radio"/> Yes ♦ Will this activity use Section 108 loan? <b>No</b> <input type="button" value="Change answer"/> <input type="text" value="None"/>	No	<input type="button" value="Add CDBG"/>
ESG	<input type="text" value="None"/>	No	<input type="button" value="Add ESG"/>
HOME	<input checked="" type="checkbox"/> HOME-ARP <input type="text" value="AD/CO/CB"/>	No	<input type="button" value="Add HOME"/>
HOPWA	<input type="text" value="None"/>	No	<input type="button" value="Add HOPWA"/>
HPRP	<input type="text" value="None"/>	No	<input type="button" value="Add HPRP"/>
HESG	<input type="text" value="None"/>	No	<input type="button" value="Add HESG"/>
HOPWA-C	<input type="text" value="None"/>	No	<input type="button" value="Add HOPWA-C"/> <input type="button" value="Add HOPWA-C Accomp."/>
HTF	<input type="text" value="None"/>	No	<input type="button" value="Add HTF"/> <input type="button" value="Add HTF Accomp."/>
<input type="button" value="Activity Funding"/>			

**Step 5 Fund the Activity.** Once the activity has successfully been saved, the screen will refresh, and an “Activity Funding” button will appear at the bottom of the Program table. Click on the “Activity Funding” button to get to the Edit Activity Funding screen.

Fund the activity with available HOME-ARP AD funds by clicking on the “Add-Edit” link. Save the activity funding changes that have been made. Once the HOME-ARP Administration and Planning activity has been funded, you may draw down the funds as normal.

## Activity Funding

### Edit Activity Funding

[Return to Activity Edit](#)

\*Indicates Required Field

**Activity Owner:**  
NEW YORK

**Program Year/Project:**  
2021/24 HOME Administration

**IDIS Activity ID:**  
36551

**Total Funded:**  
\$0.00

**Activity Name:**  
2021 HOME ARP Administration

**Total Drawn:**  
\$0.00

#### Funding Sources

**Recipient Name:**

All Recipients ▾

**Program:**

All Programs ▾

**Fund Type:**

All Fund Types ▾

[Filter](#)

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#### Available Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
NEW YORK	HOME	AD	HUD	SP 	\$4,661,491.65	\$0.00	\$0.00	<a href="#">Add-Edit</a> <a href="#">View</a>

## Questions:

If you have questions about accessing your HOME-ARP administrative and planning funds, you should direct them to your CPD Representative in your local HUD Field Office or send a message to [HOMEARP@hud.gov](mailto:HOMEARP@hud.gov).