

Instructions for Crediting Homebuyer Activities to ADDI in IDIS

In order for completed activities to count towards a participating jurisdiction's ADDI funds, an IDIS HOME activity must have: (1) a tenure type of Homebuyer; (2) an activity type of acquisition, acquisition/rehabilitation, or acquisition/new construction; (3) downpayment assistance cost data; and (4) been designated as "First-Time Homebuyer". This is performed in IDIS as follows:

- HOME/ADDI funds provided to a household for **downpayment assistance only**.
 - 1) Screen HMOO – HOME Menu – Enter "B" Homebuyer
 - 2) Screen HB01- Set Up Homebuyer Activity – Enter activity type "3" Acquisition only
 - 3) Screen HB04 A – Complete Homebuyer Activity Costs – Enter HOME funds in Downpayment Assistance section
 - 4) Screen HB07 – Complete Homebuyer Activity: Beneficiaries – First-Time Homebuyer (Y/N) question must be answered "Y". **Note: The system defaults to "N" if the question is not answered.**
 - 5) Common Path Set Up Screen C04MA54 – Change status to "Complete"
- HOME/ADDI funds provided to a household for **downpayment assistance and rehabilitation**.
 - 1) Screen HM00 – HOME Menu – Enter "B" Homebuyer
 - 2) Screen HB01- Set Up Homebuyer Activity – Enter activity type "4" Acquisition Rehabilitation
 - 3) Screen HB04 A – Complete Homebuyer Activity Costs – Enter HOME funds in Downpayment Assistance and Property Costs sections. The Rehabilitation Property Costs will be counted towards the FY 2004 or subsequent year ADDI allocation. **Note: Up to 20% of the FY 2004 and subsequent year ADDI allocations can be used for rehabilitation costs associated with downpayment assistance. FY 2003 ADDI funds may not be used for rehabilitation costs.**
 - 4) Screen HB07 – Complete Homebuyer Activity: Beneficiaries – First-Time Homebuyer (Y/N) question must be answered "Y". **Note: The system defaults to "N" if the question is not answered.**
 - 5) Common Path Set Up Screen C04MA54 – Change status to "Complete"
- HOME/ADDI funds provided to a development for **new construction then downpayment assistance to individual homebuyers**.
 - 1) Screen HMOO – HOME Menu – Enter "B" Homebuyer
 - 2) Screen HB01- Set Up Homebuyer Activity – Enter activity type "2" New Construction or "5" Acquisition New Construction
 - 3) Screen ADRS – Enter each property address
 - 4) Screen HB04 – Complete Homebuyer Activity Costs – Enter HOME funds in Downpayment Assistance section for each property address. **Note: ADDI funds may not be used to pay any new construction costs.**
 - 5) Screen HB07 – Complete Homebuyer Activity: Beneficiaries – First-Time Homebuyer (Y/N) question must be answered "Y". **Note: The system defaults to "N" if the question is not answered.**
 - 6) Common Path Set Up Screen C04MA54 – Change status to "Complete"

If any of the above conditions are not met, the activity will not be credited as an ADDI activity in IDIS.