

## HOME-ARP Project Fact Sheet: Creating HOME-ARP Projects and Activities in IDIS

### Overview

In order to access HOME-ARP funds through IDIS, a participating jurisdiction (PJ) must first create and fund activities, including the “Administration and Planning” activity. All HOME-ARP activities must be associated with a 2021 “Annual Action Plan (AAP) Project.” Although the HOME-ARP Implementing Notice does not require a PJ to create new projects in IDIS, a PJ must have at least one 2021 project in order to set up HOME-ARP activities. HUD has provided three options a PJ may choose from for associating HOME-ARP activities with an Action Plan Project.

### Options

Option 1: Create one new HOME-ARP Project and associate all HOME-ARP activities under the single HOME-ARP Project. This option requires amending the 2021 AAP.

Option 2: Create multiple HOME-ARP Projects (according to whatever standard convention or system the PJ typically uses for creating Action Plan Projects) and associate specific activities with each HOME-ARP Project. This option also requires amending the 2021 AAP.

Option 3: Associate HOME-ARP activities with existing 2021 AAP HOME projects. This option does not require amending the 2021 AAP.

Detailed guidance for each of the options above are described below.

### Option 1: Create a new HOME-ARP Action Plan Project and associate all HOME-ARP activities with it.

A PJ may choose to create a single HOME-ARP project. Creating a new project will require the PJ to amend its 2021 Annual Action Plan.

1. Select the “Plans/Projects/Activities” tab on the blue ribbon at the top of the screen;
2. Under the “Annual Action Plan” box in the left-hand column, select “Search;”
3. Under the “Search Criteria,” choose year “2021” from the drop-down options. Click “Search;”
4. The PJ’s 2021 AAP should appear. Select the option to “Amend;”
5. A list of AAP components will appear. Scroll down and select “AP-35 Projects;”
6. Scroll down to the “Projects” section and select “Add a project” at the bottom of the chart;
7. On the next screen, select “Create a new project;”

**Project**

Search Projects

**Search Criteria**

<b>Program Year:</b> <input type="text" value="All"/>	<b>Program:</b> <input type="text"/>	<b>Project Title:</b> <input type="text"/>
<b>IDIS Project ID:</b> <input type="text"/>	<b>Grantee/PJ Project ID:</b> <input type="text"/>	

|  | [Return to AP-35 Projects](#) |

8. Enter a Project Title. The PJ may continue scrolling to the “Expected Resources” chart and enter the allocation amount in the “HOME” row. The PJ may also enter additional information about the project, then scroll to the bottom of the screen and select “Save.”

The PJ may then follow the instructions on the [Accessing HOME-ARP Administration and Planning Funds Fact Sheet](#) to set up Activities, including an Administrative Activity.

### Option 2: Create multiple HOME-ARP Projects and associate specific activities with each HOME-ARP project.

Depending on how a PJ typically chooses to set up Action Plan Projects, it may prefer to set up multiple HOME-ARP projects for each type of activity it will undertake, such as Administration and Planning, TBRA, and Non-Congregate Shelter. If a PJ chooses to set up multiple Action Plan Projects, the PJ will need to amend its FY2021 AAP and create HOME-ARP projects by following steps 1-8, as described above.

### Option 3: Associate HOME-ARP Activities with existing FY 2021 HOME projects.

If a PJ chooses not to create any new HOME-ARP projects, it may associate its HOME-ARP activities with one of its existing 2021 HOME projects. To do this, click on the “Select Project” button from the *Add Activity* screen.

**Activity**

**Add Activity**

Save | Cancel

\*Indicates Required Field

\*Activity Owner: BERGEN COUNTY, NJ ▾

Grantee/PJ Activity ID:

\*TDIS Project ID/Project Title (Program Year):

On the following screen, search for Program Year 2021 HOME projects. PJs may select one of the existing HOME projects with which to associate the new HOME-ARP activity. Return to the Add Activity screen to complete the activity set-up and fund the activity. For detailed instructions on how to set up an activity, please review the [Accessing HOME-ARP Administration and Planning Funds Fact Sheet](#).

### Questions:

If you have questions about setting up Action Plan Projects, 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).