

HUD's

HOMELESS ASSISTANCE PROGRAMS



Using IDIS Online for the Emergency Solutions Grants Program

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Office of Community Planning and Development
Office of Special Needs Assistance Programs



Using IDIS for the Emergency Solutions Grants Program

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1. INTRODUCTION

Emergency Solutions Grants (ESG) program¹ recipients use the Integrated Disbursement and Information System (IDIS) to manage program funds. These instructions explain how to use IDIS for ESG and assume that readers have basic knowledge of how to navigate IDIS.

The ESG Interim Rule² establishes five components through which eligible persons can be served with eligible activities. Each program component plays a role in helping communities meet the purpose of the ESG program. The program components are: (1) Street Outreach; (2) Emergency Shelter; (3) Rapid Re-Housing; (4) Homelessness Prevention; and (5) Homeless Management Information System (HMIS). ESG User Guides provide information about each component, as well as about the regulatory provisions and requirements that govern the use of ESG funds.

Section 2 describes the steps needed to get access to IDIS and to get IDIS linked to the appropriate bank account. Sections 3 through 5 describe the process of setting up the project, activities, and subfunds. Sections 6 and 7 explain how to fund activities and draw those funds. Sections 8 and 9 describe how to complete activities in IDIS, and how to report on those activities. Finally, Section 10 provides specific instructions pertaining to the 2011 second allocation.

Three appendixes provide tools for using IDIS for ESG. Appendix A provides a summary list of the key steps involved in using IDIS for ESG. Appendix B provides a list of resources to provide additional guidance on using IDIS for ESG.

These instructions replace the previous version titled Using IDIS Online for the Emergency Solutions Grants Program (July 2011). This revised version contains more detailed guidance regarding eligible activities and other requirements established by the ESG Regulations (*24 CFR Parts 91 and 576*). Recipients should sign up for the ESG Listserv to ensure that they are made aware of any updates to the IDIS requirements. See Appendix B for information on signing up for the ESG Listserv.

¹ The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act. Among other changes, the HEARTH Act revised the Emergency Shelter Grants program and renamed the program the Emergency Solutions Grants program. **In this User Guide series, the acronym “ESG” stands for the new Emergency Solutions Grants program. Any reference to the Emergency Shelter Grants program will be spelled out.**

² The ESG regulation, Homeless Emergency Assistance and Rapid Transition to Housing: Emergency Solutions Grants Program and Consolidated Plan Conforming Amendments, has been issued as an “*interim rule*.” It has the weight of law, and constitutes the regulatory framework for the ESG program until such time as it is replaced by a “final rule.” The Homeless Emergency Assistance and Rapid Transition to Housing: Defining “Homeless” regulation has been issued as a “*final rule*.” Note that the terms “rule” and “regulation” are used interchangeably, both in the law and in these instructions.

2. USING IDIS FOR ESG

ESG recipients use IDIS to set up the program and activities, commit funds to activities, draw funds, and generate financial management reports. Project-level beneficiary information is captured via a local Homeless Management Information Systems (HMIS). Accomplishments are reported via the Consolidated Annual Performance and Evaluation Report (CAPER).

Grantees of FY2010 (and prior) Emergency Shelter Grants program funds use the “ESG” program path in IDIS. Recipients of FY2011 (and beyond) ESG funds use the “HESG” (HEARTH-ESG) program path in IDIS.³ HUD created the new “HESG” program path to best align the ESG program with the strategies used to prevent and end homelessness. These strategies are reflected in the latest Consolidated Plan requirements in the ESG Interim Rule. These changes also ensure that ESG best aligns with Continuum of Care strategies and more effectively aligns with HUD’s strategic plan and with Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (2010).

NEW PATH NAME: HESG

This document uses the acronym “ESG” to refer to the Emergency Solutions Grants program. References to the Emergency Shelter Grants program will be spelled out.

This document uses the acronym “HESG” to refer to the program path in IDIS, not the ESG program name.

The Emergency Shelter Grants Program used the path name “ESG” in IDIS. In order to keep records of the programs separate, the path in IDIS for the Emergency Solutions Grants Program is “**HESG**” (for HEARTH-ESG.) Because the Emergency Solutions Grants Program is known by the acronym ESG, it is easy to inadvertently select the wrong path in IDIS. Use extreme care when selecting your path!

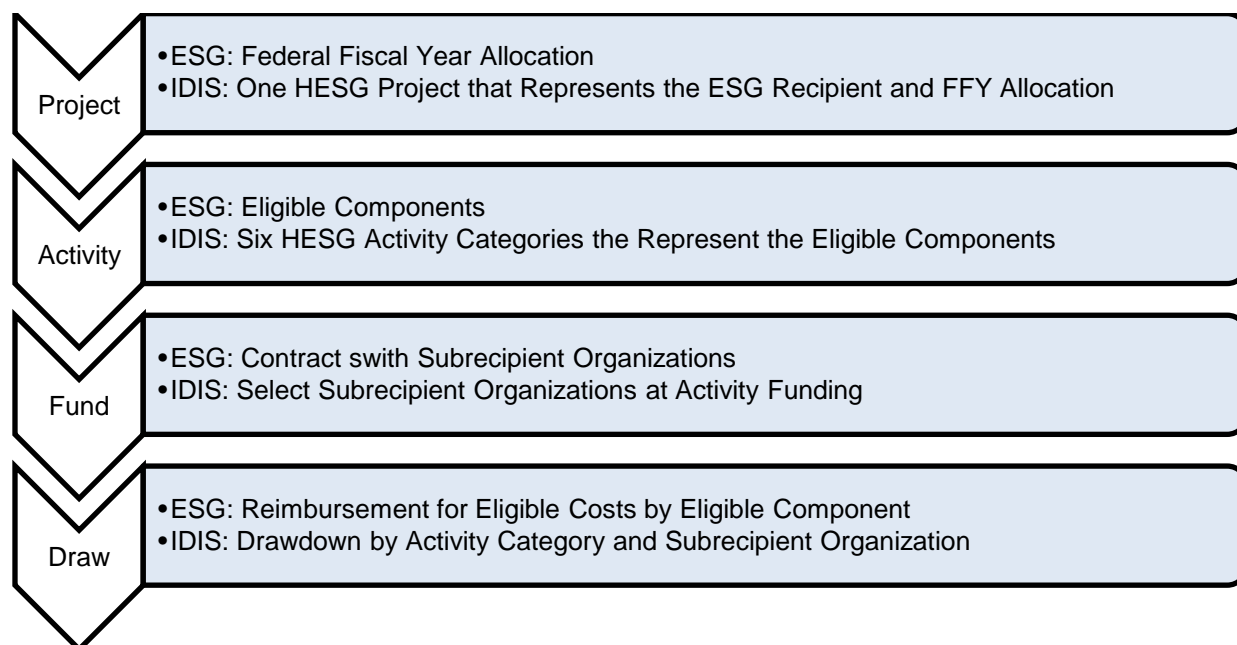
Recipients should not have any projects or activities for FY2011 set up under the ESG path. All ESG projects and activities for FY2011 must be set up under the HESG path. Recipients that inadvertently use the wrong path and cannot correct the issue on their own should contact the IDIS Technical Assistance Unit (TAU) as described in Appendix C.

The Federal Fiscal Year “2011” is the first year of the Emergency Solutions Grants program. If the Recipients “Program Year” is different from the Federal Fiscal Year there are special procedures for Project and Activity Naming Conventions described in Sections 3 and 4.

The interim ESG rule does not correspond exactly to the HESG program path data entry workflow of IDIS. To better understand how IDIS compares to the ESG Interim rule please review Exhibit 1.

³ Instructions on how to use IDIS for the Emergency Shelter Grants program (FY10 and prior funding years) are posted on the HRE.

Exhibit 1: Workflow Comparison of IDIS and the ESG Interim Rule



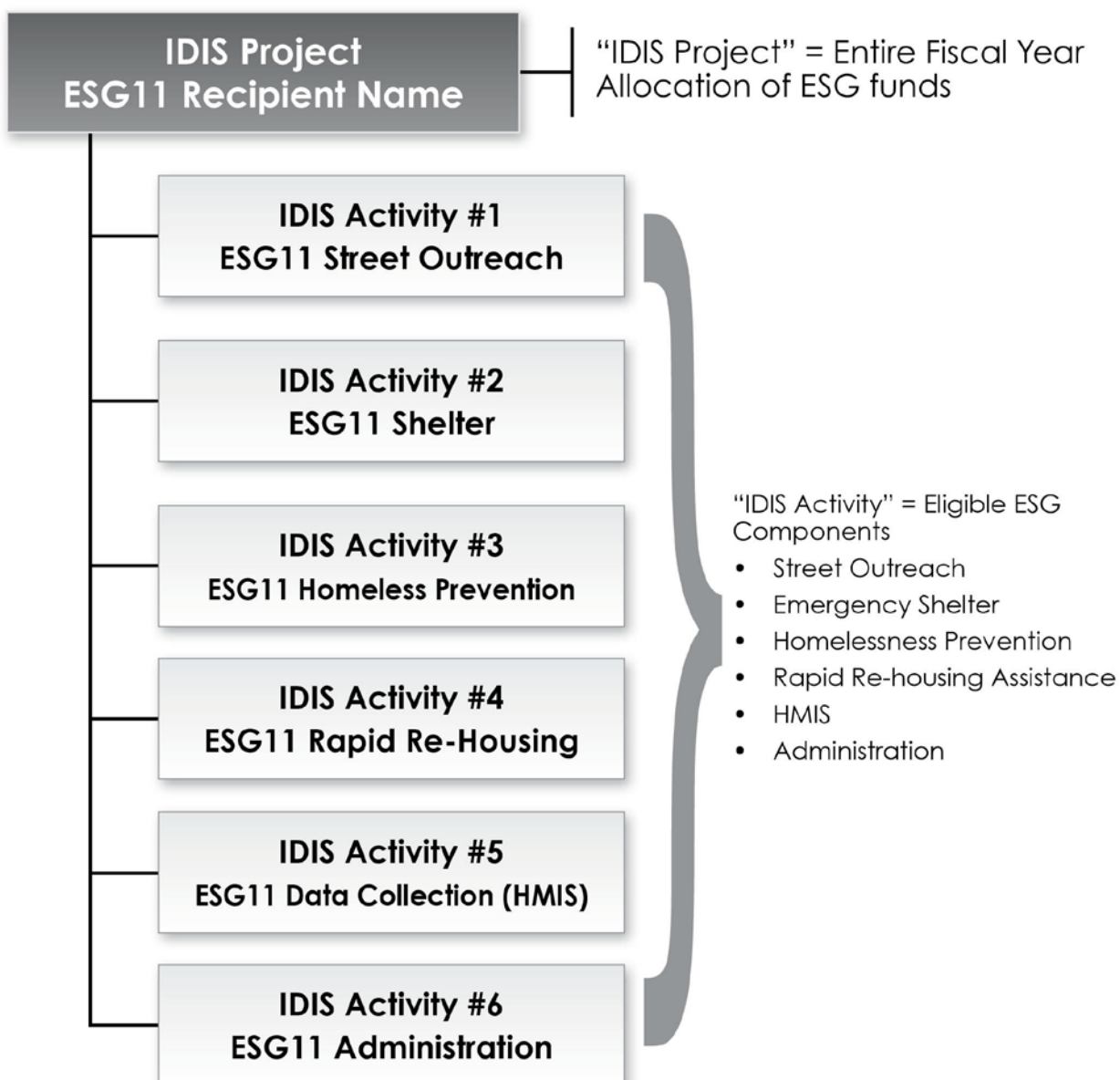
The language in the ESG interim rule does not correspond exactly with language used within IDIS. Activity categories in IDIS most closely align with the ESG components; Secondary Activity Categories in IDIS most closely align with ESG Eligible Activities. The following table demonstrates the slightly different language used in IDIS and the ESG interim rule.

Exhibit 2: IDIS Activity Category and ESG Interim Rule Component

IDIS Activity Category	ESG Component
Street Outreach	Street Outreach
Shelter	Emergency Shelter
Homeless Prevention	Homelessness Prevention
Rapid Re-Housing	Rapid Re-housing Assistance
Data Collection (HMIS)	HMIS
Administration	Administration

Exhibit 3 illustrates the project and activity structure for ESG in IDIS, as well as the proper project and activity naming conventions. Be sure to follow the above structure when setting up ESG funds in IDIS since it is a significant change from the use of IDIS for the Emergency Shelter Grants program.

Exhibit 3: ESG Project and Activity Structure



2.1 Accessing the HESG Program Path

Recipient staff members who had access to the Emergency Shelter Grants program were provided with access to the HESG program path in the July 28, 2011 IDIS release. Staff members who do not have IDIS access must first apply for an IDIS ID and then gain access from their Grantee Local IDIS Administrator. To apply for an IDIS ID, contact the IDIS Technical Assistance Unit (TAU) at the number or e-mail address provided in Appendix B. To identify your Grantee Local IDIS Administrator, generate the *PR30- Security Administrator User Profile List* report in IDIS or contact the TAU.

Both the Grantee Local IDIS Administrator and your local HUD Field Office IDIS Administrator can provide users with additional privileges, such as the ability to create or approve draws. Once a staff member has an IDIS ID, the Grantee Local IDIS Administrator clicks on the **Admin** Tab in IDIS (seen only by the Grantee Local IDIS Administrator) at the top of the screen. The Administrator then searches via the user's IDIS ID to add or remove ESG functionality.

2.2 Banking

IDIS tracks funds at the activity level, while the Line Of Credit Control System (LOCCS) tracks funds at the grant level. Therefore, IDIS aggregates individual activity level draws to the grant to communicate with LOCCS. New ESG recipients must set up bank accounts in LOCCS for the ESG program. The bank account Taxpayer Identification Number (TIN) must be the same as the TIN used for the Emergency Shelter Grants program. IDIS approves recipient drawdown requests (vouchers to request payment against a recipient's line of credit for services performed in support of one or more activities) on a preliminary basis by generating a voucher number. The drawdown is classified by:

- Amount
- Program (ESG)
- Funding source(s) (Entitlement or Administration) for each activity

Approved drawdowns that are not rejected by IDIS are batched and transferred to LOCCS each night. LOCCS approves or rejects all line items sent in one batch. LOCCS sends a status report back to IDIS that indicates whether draws were completed or rejected.

Approved line items are sent from LOCCS to the U.S. Treasury, which wire transfers funds to the recipient's bank. Rejected items result in a status report from the U.S. Treasury to LOCCS, to IDIS. To receive funds, the recipient must create a new voucher that corrects the problem that caused LOCCS to reject the original voucher.

Recipients may return funds from a draw issued incorrectly and may move a voucher line item from one activity to another within the same program and fund type. Contact the IDIS Technical Assistance Unit for assistance with these issues (see Appendix B).

3. SETTING UP THE ESG PROJECT

Each ESG project in IDIS is associated with a specific annual ESG funding allocation and a specific recipient directly receiving ESG funds from HUD. IDIS only allows recipients to set up one ESG project per federal fiscal year. IDIS links the ESG project and its associated activities to the recipient's Annual Action Plan for a specific program year. Once the project is created, the recipient sets up an activity for each of the eligible ESG activity categories to be funded under the project, as described in *Section 4: Setting Up ESG Activities*.

Exhibit 4 shows the **Add Project** screen, which is the single screen that must be completed to set up an ESG project in IDIS. Navigation and data entry instructions follow the screen shot.

Exhibit 4: Add Project Screen

Project

Add Project

|

***Indicates Required Field**

Grantee/PJ Name:

Program Year

***Program Year:**

▼

Add New Program Year:

(ex: yyyy)

IDIS Project ID:

***Project Title:**

Grantee/PJ Project ID:

Description:

Allow Another Organization to Set up Activities under this Project: (tip)

Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs): (tip)

Estimated Amount (Including Program Income)

CDBG	\$	<input type="text" value="0.00"/>
HOME	\$	<input type="text" value="0.00"/>
ESG	\$	<input type="text" value="0.00"/>
HOPWA	\$	<input type="text" value="0.00"/>
CDBG-R	\$	<input type="text" value="0.00"/>
HPRP	\$	<input type="text" value="0.00"/>
TCAP	\$	<input type="text" value="0.00"/>
HESG	\$	<input type="text" value="0.00"/>
HOPWA-C	\$	<input type="text" value="0.00"/>
Total	\$	<input type="text" value="0.00"/>

|

To set up an ESG project in IDIS, follow these steps:

1. Select the **Projects/Activities** tab at the top of the screen and click the **Add** link on the left side under **Project**.
2. Select the appropriate year from the **Program Year** drop-down menu. If the Program Year you are going to use is not yet available on the drop-down menu, click on **Add a New Program Year** on the right of screen, and then create the new program year.

Program Year Versus Federal Fiscal Year

The **Program Year** in IDIS corresponds to the one-year Annual Action Plan within the Consolidated Plan. The Program Year links all projects and their associated activities to the initial funding year of the ESG grant. Accurately linking projects and activities to the correct Program Year is vital to tracking a recipient's compliance with commitments and expenditure requirements.

For most recipients, the Program Year in IDIS corresponds to **Federal Fiscal Year** of the ESG allocation. However, because the Program Year does not always correspond with the Federal Fiscal Year, the recipient must be sure to use the Federal Fiscal Year to name the project in Step 3.

3. Enter a **Project Title**. Be sure to follow the required naming convention when entering the project title. When ESG Project and Activity Naming Conventions are combined in a report, citizens and organizations can easily determine what strategies a recipient is funding with ESG.

Required *Project* Naming Convention

The **required** naming convention for all ESG Projects is to use the program "ESG" followed by the two-digit Federal Fiscal Year (usually, but not always, the Program Year) and then the recipient's name. For example:

ESG11 HUDville

Note that the naming convention includes a space between "ESG11" and the Recipient Name. For program years beyond 2011, substitute the appropriate two-digit year for "11".

If the Recipient's Program Year is different from HUD's Federal Fiscal Year place that in () after the Recipient Name. This is for local recipient purposes only and will not be used by HUD, for example:

ESG11 HUDville (2012)

4. Assign a **Grantee/PJ Project ID** (optional); this ID is only for the recipient's use.

5. Enter a brief project **Description** in the narrative field, such as: “The Federal Fiscal Year 2011 ESG funds for the City of HUDville have been allocated to provide outreach to persons living on the streets, operate a shelter for the homeless, provide utility assistance and emergency rental assistance to prevent homelessness, implement rapid re-housing strategies and for program administration and data collection through HMIS.”
6. **Do not** click on **Allow Another Organization to Set up Activities under this Project** because no other organizations should set up activities or draw ESG funds directly in IDIS. This option was disabled in the December 2011 IDIS release. Even after this feature was disabled the option will still be present and will not produce an error message until the Save button is clicked.
7. **Do not** click on **Select Sponsor Organization** under the **Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs)** as this feature is not used for the ESG program. This option was disabled in the December 2011 IDIS release.
8. Enter the **Estimated Amount** of ESG funds for the Federal Fiscal Year in the appropriate HESG row. Because only a single ESG project is to be set up for each program year, this should equal the total grant amount (the HUD-authorized amount). Remember that recipients commit ESG funds to activities, not the project.

Note: For FY2011, revise this amount to indicate the combined total of the first and second allocations of ESG. Beyond 2011, enter the entire amount of the ESG funds received.
9. Click the **Save** button. The project is now saved in IDIS.

4. SETTING UP ESG ACTIVITIES

Using proper naming conventions to set up ESG activities is critical because it allows HUD to track ESG funds consistently across the nation. Using these naming conventions may also help recipients avoid the need for future data cleanup. Each ESG Activity Type represents a strategy funded at the local level in part by ESG that a recipient is using to prevent or end homelessness. The HESG Path in IDIS requires that recipients set up only one activity per eligible ESG Activity Category per Program Year.

Recipients do not need to set up an activity for Activity Categories that they do not fund with ESG. For example, if the recipient does not fund Street Outreach then the recipient does not need to set up a Street Outreach activity. However, a recipient must set up ESG activities separately for each Program Year. In other words, an ESG Activity cannot be continued from one Program Year to another.

The critical element in defining ESG activities is that HUD, the ESG recipient, and community stakeholders must be able to distinguish whether the activity is for Street Outreach, Shelter, Homeless Prevention, Rapid Re-Housing, Data Collection (HMIS) or Administration, based on

the Activity Category selected in the **Add Activity** screen. IDIS will not allow users to set up more than one of each ESG Activity Category per year.

Set up an IDIS activity for each of the following eligible ESG Activity Categories (if funded):

- Street Outreach
- Shelter
- Homeless Prevention
- Rapid Re-Housing
- Data Collection (HMIS)
- Administration

To add a new activity in IDIS, ESG recipients will begin with the **Add Activity** screen. This is the first of two screens that must be entered to completely set up an ESG activity (except for Data Collection (HMIS) and Administration, which only require one screen). Exhibit 5 on the next page depicts the **Add Activity** screen followed by data entry instructions.

Exhibit 5: Add Activity Screen

Activity

Add Activity

Save | Cancel

***Indicates Required Field**

***Activity Owner:**

Grantee Name ▼

Grantee/PJ Activity ID:

***Program Year:**

2011 ▼

***IDIS Project ID/Project Title:**

3/ESG11 Grantee Name ▼

***Activity Name:**

ESG11 Street Outreach

Activity

Program	*Activity Category	Ready to Fund	Setup Detail
CDBG	None ▼	No	Add CDBG
ESG	None ▼	No	Add ESG
HOME	None ▼	No	Add HOME
HOPWA	None ▼	No	Add HOPWA
CDBG-R	None ▼	No	Add CDBG-R
HPRP	None ▼	No	Add HPRP
HESG	None ▼	No	Add HESG

***Environmental Assessment:** (tip)

Select ▼

Allow Another Organization to Access this Activity: (tip)

Select Organization

Activity Description:

Save | Cancel

To set up an ESG activity in IDIS, follow these steps:

1. Select **Projects/Activities** tab at top of screen. Click the **Add** link on left side under **Activity**.
2. Select the recipient in the **Activity Owner** drop-down.
3. Select the desired year from the **Program Year** drop-down menu. A Program Year will only appear in this drop-down menu if the ESG Project has been created for that year.
4. Select the **IDIS Project ID/Project Title** from the drop-down menu. The options listed in this drop-down menu will be limited by the Program Year selected in the field above.
5. Enter an **Activity Name**. Be sure to follow the required naming convention when entering the Activity Name. When ESG Project and Activity Naming Conventions are combined in a report, citizens and organizations can easily determine what strategies a recipient is funding with ESG.

Required Activity Naming Convention

There are six allowable Activity Categories:

Street Outreach
Shelter
Homeless Prevention
Rapid Re-Housing
Data Collection (HMIS)
Administration

The required naming convention for all ESG Activities is to use the program “ESG” followed by the two-digit federal fiscal year and then one of the six allowable Activity Categories. For example:

ESG11 Street Outreach

Note that the naming convention includes a space between “ESG11” and the Activity Category. If the Recipient’s Program Year is different from HUD’s Federal Fiscal Year place that in () after the Recipient Name. This is for local recipient purposes only and will not be used by HUD, for example:

ESG11 Street Outreach (2012)

6. If desired, assign a **Grantee/PJ Activity ID** (this ID is only for the recipient’s use).
7. On the **HESG Program** line, select the eligible **Activity Category** that corresponds with the Activity Name you entered in Step 5. IDIS will not allow the recipient to create more than one activity per activity category per year.

8. Select the appropriate response in the **Environmental Assessment** field. ESG activities are usually exempt or categorically excluded from environmental assessments; choose “Exempt” for those activities. If a project requires an environmental assessment or an advertised categorical exclusion, select “underway” or “complete” (if the environmental review has been completed and any required release of funds has been obtained from HUD). Be sure to update the status to “complete” for activities where the initial selection was “underway.”
9. **Do not** click on **Allow Another Organization to Access this Activity**, because other organizations should not be drawing ESG funds or entering information in IDIS. This option was disabled in the December 2011 IDIS release.
10. Enter a brief **Activity Description**, and click **Save**. If all required fields were populated, the screen will reload with the message “The new activity has been saved” at the top of the page. If a required field was not answered, a prompt will remind you to complete all required fields.

Developing Good Activity Descriptions

A good **Activity Description** provides citizens and other interested parties with the information needed to understand the recipient’s purpose in funding the activity, as well as the name of organizations funded, and the eligible activities.

Here’s an example for a Street Outreach Activity where a recipient is only funding one organization:

“Funds will be provided to the HUD Street Team for its Outreach Case Management Program. This program builds relationships between street outreach workers and persons experiencing homelessness who are living on the street. The goal is for the persons to accept placement in appropriate settings where they may stabilize their lives.”

Here’s an example for a Shelter Activity where a recipient is funding two organizations:

“HUDville is providing ESG funds to the HUD Downtown Shelter to help operate its facility and provide addiction recovery services for persons experiencing homelessness. HUDville is also providing ESG funds to HUD Uptown Domestic Violence Shelter to provide shelter for families and counseling services to its residents.”

11. To continue to the second page of activity setup, click on the **Add HESG** button located in the **Setup Detail** column. The next section of the document detailing the **Add/Edit Activity** screen provides instruction on completing the second activity setup page. For Administration and Data Collection (HMIS) activities, the second page is not available.

Exhibit 6 depicts the **Edit HESG Setup Detail** screen followed by data entry instructions.

Exhibit 6: Add/Edit Activity

Activity

Edit HESG Setup Detail

Street Outreach

|

* Indicates Required Field

Grantee/PJ Activity ID:	Activity Name: ESG11 Street Outreach	Program Year/IDIS Project ID: 2011/3
IDIS Activity ID: 7067	Activity Owner: <small>XXXXXXXXXX - XXXXXXXX</small>	Project Title: <small>XXXXXXXXXX - XXXXXXXX</small>

*Performance Objective:

Create suitable living environments ▾

*Performance Outcome:

Availability/accessibility ▾

*Secondary Activity Categories

(Check All that Apply)

Essential Services

Address 

Confidential (Suppress on Reports)

Address Line 1:

(ex: 1313 Sherman Street)

Address Line 2:

City:

State:
 ▾

Access the **HESG Setup Details** screen from the **Add/Edit Activity** screen in IDIS. After selecting the Activity Category from the **HESG** row of the **Activity Table**, click on **Add HESG** under the **Activity Detail** column.

1. The **Performance Objective** is predetermined based on the Activity Type. In this case “Create suitable living environments” has populated the Performance Objective field.
2. The **Performance Outcome** is also predetermined based on Activity Type. In this case “Availability/accessibility” has populated the Performance Outcome field.

ESG Recipients should continue to use the existing outcome indicators in the Integrated Disbursement and Information System (IDIS). The outcome indicators are listed in the March 7, 2006, Federal Register “Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs” (71 FR 11470).

Exhibit 7 lists the pre-selected **Performance Objective** and **Outcome** information that will appear for each Activity Category. The Data Collection (HMIS) and Administration categories do not have a Performance Objective or Outcome.

Exhibit 7: Performance Objective and Outcome by Activity Category

ESG Activity Category in IDIS	Performance Objective		Performance Outcome	
	Create Suitable Living Environments	Provide Decent Affordable Housing	Availability/ Accessibility	Affordability
Shelter	✓		✓	
Street Outreach	✓		✓	
Homeless Prevention		✓		✓
Rapid Re-Housing		✓		✓

3. Select the **Secondary Activity Categories** that apply to the ESG Activity. The Data Collection (HMIS) and Administration activity categories do not have a secondary activity category. The Street Outreach activity is preselected as Essential Services. Exhibit 8 lists the secondary activities for each ESG Activity in IDIS.

Exhibit 8: ESG Components and Activities⁴

ESG Activity Category in IDIS	IDIS Secondary Activity Category (ESG eligible activities)						
	Renovation/ Rehab	Essential Services	Operations	Housing Relocation & Stabilization/ Financial Assistance	Housing Relocation & Stabilization/ Financial Services	Rental Assistance	
Street Outreach		✓					
Shelter	✓	✓	✓				
Homeless Prevention				✓	✓	✓	
Rapid Re-Housing				✓	✓	✓	

⁴ For questions about ESG components or eligible activities, consult the ESG User Guides posted on www.hudhre.info.

4. In the next section, provide the **Address** of the activity (this is optional). Note that if the Recipient provides an address, that the address should represent the Recipient and not the Subrecipient. The recipient is given the option of suppressing the address information on reports. When finished entering the address, click the **Validate this Address** button.
5. Click **Save**.
6. The screen will return to the **Edit Activity** screen, which is similar to the initial **Add Activity** screen; however, it contains additional fields including Activity Status, Activity Completion Date, and Initial Funding Date. These fields do not need to be completed for activity setup.
7. IDIS also inserts a “Ready to Fund” column within the **Activity Table**. If the HESG row indicates “Yes,” activity setup is complete and the recipient can now fund the activity. The **Activity Funding** button at the bottom of the table will take the recipient directly to the **Activity Funding** screen for the activity. If the HESG row indicates “No,” edit the HESG setup details and add any missing information.

5. SETTING UP AN ADMINISTRATION SUBFUND

The ESG program currently caps expenditures on program administrative activities at 7.5 percent of the total ESG grant per year. To help recipients stay within the Administrative Cap, IDIS requires that recipients create an Administration Subfund in IDIS. Recipients can only commit funds to each year’s ESG Administration activity from that year’s Administration Subfund.

A “subfund” in IDIS is a portion of a grant that is earmarked for a specific use. It is identified by a “fund type.” IDIS only allows ESG recipients to set up a subfund with a fund type of AD (for program administration).

An Administration Subfund is required for a recipient to commit administrative funds for the administration activity. Recipients must set up a new Administration Subfund each year to fund and draw that year’s new administration activity. For the Emergency Shelter Grants program, recipients could set up other subfund types, but ESG only allows recipients to create an Administration Subfund.

Recipients that did not create an Administration subfund for the first ESG allocation for FY2011 should set one up immediately. Recipients that did create an Administration subfund for the first ESG allocation for FY2011 can increase the subfund to 7.5 percent by following the detailed instructions in *Section 10.3, Administration Subfund*.

To set up an Administration Subfund:

1. Click the **Grant** tab at the top of the page to display the Search Grants screen.

- Click the **Subfund -- Add** link on the left to display the **Add Subfunds** screen (Exhibit 7). The Add Subfunds screen starts with a search criteria box (as does the **Search Subfund** screen). The search is actually for identifying the source of funding for the subfund you want to add. For ESG, the funding source must be “AD” (Administration) or “EN” (Entitlement).

Exhibit 9: Add Subfunds Screen

Subfund

Add Subfunds

Search Criteria

Program: HESG **Fund Type: (tip)** Select **Grant #: (tip)**

Grant Year: (tip) 2011

|

Results Page 1 of 1

Program	Grant Year	Grant #	Fund Type	Action
HESG	2011		AD	Add Fund Type

- In the **Search Criteria** box, select HESG under the **Program** drop-down menu. Do not enter data in the Fund Type or Grant # fields.
- Click the **Search** button. When the results are displayed, find the year for which you want to add the subfund and click the **Add Fund Type** link in the **Action** column to display the **Add Subfund** screen.
- On the next **Add Subfund** screen, select “AD” (Administration) under the **Fund Type** drop-down menu.
- In the **Authorized Amount for this Subfund** field, enter the amount budgeted for administration for the program year (maximum of 7.5% of the total ESG Grant). See the Maximum row (in Exhibit 10) under the Range for Authorized Amount header. The maximum amount will also prevent funding more than the total uncommitted funds for HESG (amount available for subfunding).

Exhibit 10: Enter Subfund Amount in Add Subfund Screen

Subfund

Add Subfund

Save | Return to Search Subfunds

***Indicates Required Field**

Grantee/PJ Name: [Redacted]	Grant #: (tip) [Redacted]
Program: (tip) HESG	Grant Status: (tip) Active
Grant Year: (tip) 2011	Grant Blocked: (tip) No
Administering Organization: (tip) [Redacted]	
Payee EIN/TIN#: (tip) [Redacted]	

Source Fund: EN

Available to Subfund	\$4,496.85
----------------------	------------

Add Subfund: AD

Range for Authorized Amount (including program income)	
Minimum	\$0.00
Maximum	\$4,496.85
*Authorized Amount for this Subfund (tip)	\$ [Input Field]

Save | Return to Search Subfunds

7. Click on **Save** to return to the **Add Subfunds** search screen. The HESG Administration Subfund has now been created and can be used to fund the administration activity.

Exhibit 11 on the next page illustrates the message that appears when the Administration Subfund is created.

Exhibit 11: Subfund Added Screen

Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Re
---------------------	------------------	-------	------------	-------	----

- Subfund added
- No Fund Types to create. All allowed Fund Types are already created.

Subfund

Add Subfunds

Search Criteria

Program: HESG Fund Type: (tip) Select Grant #: (tip)

Grant Year: (tip) 2011

|

If a recipient does not fully expend Administration funds for a grant year, it must de-commit the remaining balance of the subfund. Otherwise, these funds will be “trapped” in the subfund and cannot be used for other ESG activities. To de-commit funds from the Administration subfund, first complete the administration activity or reduce the funds committed under the **Activity Funding** screen. Next, edit the subfund amount through the **Search Subfund** screen, and reduce the amount to what was actually expended. The amount that was de-committed must be committed to another activity.

6. FUNDING ESG ACTIVITIES

Once an activity is properly set up in IDIS, a recipient can commit ESG funds through the Activity Funding screen. The total funds committed to all activities for a program year should equal the federal fiscal year’s grant amount.

Recipients and subrecipients should also review the obligation and expenditure requirements for ESG Recipients. While committing funds to an ESG activity in IDIS is not the same as obligating funds via an agreement with subrecipients, it is one way HUD and other entities, such as the Continuum of Care, will be able to gauge compliance. In addition, while expenditures of funds, as documented by recipients, does not usually occur on the same day ESG funds are drawn, HUD and others can use it as a general indication of timeliness. HUD will be monitoring IDIS draws to be sure they occur within two years of the signature of the grant agreement.

This table reviews ESG obligation and expenditure requirements for Metropolitan Cities, Urban Counties, and Territories that are ESG recipients.

Exhibit 12: ESG Timeliness Requirements for Metropolitan City, Urban County and Territory Recipients

ESG Timeliness Requirement	Timeframe
Obligate funds (from the date HUD signs the contract)	180 Days
Reimburse subrecipient organizations	30 Days
Expend all ESG funds	2 Years

This table reviews ESG obligation and expenditure requirements for States that are ESG Recipients.

Exhibit 13: ESG Timeliness Requirements for State Recipients

ESG Timeliness Requirement	Timeframe
Obligate funds (from the date HUD signs the grant agreement)	60 Days
Select subrecipient organizations	120 Days
Reimburse subrecipient organizations	30 Days
Expend all ESG funds	2 Years

To fund an activity (other than Administration, for which the funding process is described in Section 5), carry out the steps under the Activity Funding screen shot in Exhibit 14.

Exhibit 14: Activity Funding Screen

Activity Funding

Search for Activities to Fund

Search Criteria

Program: HESG ▼	IDIS Project ID: <input type="text"/>	Activity Status: Select ▼
Activity Name: <input type="text"/>	IDIS Activity ID: <input type="text"/>	*Activity Owner: <input type="text"/>
Program Year: 2011 ▼	Grantee/PJ Activity ID: <input type="text"/>	

|

Results Page 1 of 1

Activity Name	Program Year/ IDIS Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Activity Status	Activity Owner	Action
ESG11 Shelter	2011/30	1169		Open		Add-Edit

To select the activity for funding, follow these steps:

1. Select the **Funding/Drawdown** tab (on top of screen).
2. The **Activity Funding** screen will appear (Exhibit 14).
3. Under **Search Criteria** enter the IDIS Activity ID for fastest results. If unsure of the activity number, select “HESG” for the program, and/or other search criteria as desired.
4. Click the **Search** button.
5. The **Search Results** will appear on the screen with the activities that meet the search criteria. Click the **Add-Edit** link under the **Action** column for the activity that you want to fund.
6. The system will display the **Edit Activity Funding** screen for the selected activity (Exhibit 15 on the next page). A table listing the **Available Funds** for the selected activity will appear near the bottom of the screen. The table should only list one row of funding (HESG). Check the amount available for funding.

The Fund Type for non-administration activities should be “EN” and the Fund Type for Administration activities should be “AD”. If the recipient has not yet created the Administration subfund, the following message will appear: “There are no funding sources available for this activity at this time” (see *Section 5: Setting Up An Administration Subfund*).

7. Click the **Add-Edit** link under the **Action** column for the HESG funding source you want to use to fund the activity (Exhibit 15 on the next page).

Exhibit 15: Activity Funding Screen

Activity Funding

Edit Activity Funding

[Return to Search for Activities to Fund](#)

*Indicates Required Field

Activity Owner:

Program Year/Project:

2011/30

IDIS Activity ID:

Total Funded:

1161

\$10,000.00

Activity Name:

Total Drawn:

ESG11 Street Outreach

\$100.00

Funding Sources

Recipient Name:

Program:

Fund Type:

All Recipients

All Programs

All Fund Types

[Filter](#)

[Reset](#)

Available Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
	HESG	EN	HUD	MC	\$33,867.00	\$10,000.00	\$100.00	Add-Edit View

8. The **Current Funding for This Source** section will appear on the screen, as shown in Exhibit 16 on the next page.

Exhibit 16: Activity Funding Screen Showing Current Funding for This Source

Activity Funding

Add-Edit Funding Line Item

[Return to Add-Edit Funding](#)

Activity Owner: [REDACTED]	Program Year/Project: 2011/3
IDIS Activity ID: 7067	Total Funded: \$106,688.00
Activity Name: ESG11 Street Outreach	Total Drawn: \$250.00

Funding Source

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Drawn Amount	Funded Amount
HESG	EN	HUD	UC	[REDACTED]	\$5,847.65	\$250.00	\$2,000.00

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount	Subrecipient
2011	\$ 2000.00	\$250.00	Subordinate: [REDACTED] Change Organization

[Add Subrecipient](#) | [Save](#) | [Cancel](#)

[Return to Add-Edit Funding](#)

- Enter dollar amount in **Funded Amount** field. If you want to change the amount, delete the current amount and type in the new correct amount. The dollar amount should match up to the funding to be provided to the subrecipient organization that you will select or add in step 10 and 11 (below).

Itemize Funding by Activity and Subrecipient Organization

For ESG, recipients must identify the funding amount allocated to each subrecipient organization for each activity. Itemizing funding by subrecipient organization allows IDIS to track commitments and expenditures down to the subrecipient level. This is a significant change from the process used for the Emergency Shelter Grants program and should be carefully considered by the recipient.

- Click the **Change Organization** button to select an existing subrecipient that is receiving funding from the recipient for this activity. If you do not find the organization you are funding follow step 11.

- Click the **Add Subrecipient** button to select the organization that is receiving funding from the recipient for this activity. A new screen will appear (shown in Exhibit 17) that allows you to enter the organization name, city, DUNS number, EIN/TIN number and whether the organization is a CarryOut Org or a Subordinate. Note that for ESG purposes, recipients should only select Subordinate. Once this information is entered, click the save button and you will be returned to the **Activity Funding Screen**.

Exhibit 17: Funding Subrecipient Screen

Funding Subrecipient

Select Organization

Cancel | Add Organization

Search Criteria			
Organization Name ⓘ: <input type="text"/>	City: <input type="text"/>	DUNS #: <input type="text"/> <small>(ex: nn-nnn-nnnn)</small>	EIN/TIN #: <input type="text"/> <small>(ex: nn-nnnnnnn)</small>

Select Grantee or Activity Carryout Organization:

CarryOut Org Subordinate

Search | Reset

- Click the **Save** button once you have returned to the Activity Funding Screen (shown in Exhibit 17).
- An “Activity funded successfully” message will appear near the top of the screen (Exhibit 18).

Exhibit 18: Activity Funding Screen Showing Activity funded successfully*

Activity Funding

Add-Edit Funding Line Item

- Activity funded successfully.

*This message will appear at the top of the Activity Funding screen once an activity is successfully funded.

7. DRAWING ESG FUNDS

This section provides a general description of how to draw ESG funds by activity. Users should consult the IDIS Quick Tips User Guide on the IDIS homepage for detailed instructions on how to draw funds correctly.

A drawdown is a request for payment against a recipient’s line of credit for allowable costs (defined in OMB Circulars A-87 and A-122 [2 CFR parts 225 and 230]) for eligible ESG

activities. Each ESG recipient must draw down funds at least quarterly (every 3 months). Recipients must ensure that subrecipients understand this requirement and submit invoices promptly. Conversely, recipients should take special care to promptly process invoices for payment and draw the funds in IDIS (within 30 days as required by ESG Regulation).

Drawing funds in IDIS is a two-step process:

1. Create the drawdown/voucher
2. Approve the drawdown/voucher

Because IDIS is the primary means to track the use of ESG funds, recipients should ensure that when creating a drawdown voucher they properly code funds by the activity category, and that they draw down funds for the correct activity and subrecipient. HUD will monitor expenditure rates in IDIS for all ESG recipients.

Itemizing by Subrecipient Organization for ESG Drawdowns

Under the Emergency Shelter Grants Program, drawdowns had to list the amount requested for each activity. Under ESG, the drawdown request for each activity must specify the amount that is to be paid to each subrecipient.

For example, consider an overall drawdown of \$10,000.00 that consists of payments to 2 different subrecipients. These amounts would be separately reported in the drawdown on the same IDIS voucher for payment. For example:

HUD Downtown Shelter Program	\$ 7,500.00
HUD Uptown Domestic Violence Shelter Program	\$ 2,500.00
Total for Activity	\$10,000.00

7.1 Creating ESG Drawdowns

The steps needed to draw down ESG funds are the same as for any program:

1. Click on the **Funding/Drawdown** tab (top of screen), and then click the **Create Voucher** on the right side of the screen. The **Create Voucher – Page 1 of 4 (Select Activities) Screen** will appear (Exhibit 19 on the next page).

Exhibit 19: Create Voucher - Page 1 of 4 (Select Activities) Screen

Drawdown

Create Voucher - Page 1 of 4 (Select Activities)

*** Indicates Required Field**

***Voucher Created For:** (tip) **Requested LOCCS Submission Date:** (tip) [Select Date](#)
(mm/dd/yyyy)

Activity Owner: (tip)
MONTGOMERY, AL

***IDIS Activity ID**

1161										

2. Enter the IDIS Activity Number of each activity against which to draw down funds in the entry boxes. Alternatively, users can use the **Search for Activities** to select activities.
3. Click on **Continue**. The **Create Voucher - Page 2 of 4 (Drawdown Amounts) Screen** appears (Exhibit 20 on the next page).

Exhibit 20: Create Voucher – Page 2 of 4 (Drawdown Amounts) Screen

Drawdown

Create Voucher - Page 2 of 4 (Drawdown Amounts)

[Return to Select Activities](#)

[Confirm Voucher](#)

[Cancel Voucher](#)

Activity 1 of 1

IDIS Activity ID:
7067

Activity Name:
ESG11 Street Outreach

Voucher Created For:

Grantee/PJ Activity ID:

Activity Owner:

Available Drawdown Amounts for This Activity

Recipient Name	Program	Fund Type	Source Name	Source Type	Prior Year	Funded Amount	Available to Draw	Drawdown Amount
	HESG	EN	HUD	UC	N/A	\$2,000.00	\$1,750.00	\$ <input type="text" value="0"/>
→ Subrecipient:						\$2,000.00	\$1,750.00	\$ <input type="text"/>

[Previous Activity](#)

[Next Activity](#)

Progress by Activity ID

Entered:

Not Entered: 7067 (#1)

Invalid:

[Return to Select Activities](#)

[Confirm Voucher](#)

[Cancel Voucher](#)

- Confirm that the correct activity has been selected by checking the **IDIS Activity ID** and **Activity Name** fields. Also, confirm that the activity was funded with the correct grant by looking at the **Program** column in the **Available Drawdown Amounts for This Activity** table. The program column should include “HESG” for all ESG activities. If another program is listed for an ESG activity, click on **Cancel Voucher** and proceed to the **Activity Funding** screen to correct.
- Enter the amount to draw against the ESG activity in the **Drawdown Amount** column for each subrecipient (the example in Exhibit 20 only has one subrecipient for the activity category).
- If more than one activity is included on the voucher, click on the **Next Activity** button and repeat steps 5 and 6 until draw amounts have been entered for each activity and corresponding subrecipient(s).
- Click on **Confirm Voucher**. The **Create Voucher - Page 3 of 4 (Confirmation) Screen** appears (Exhibit 21).

Exhibit 21: Create Voucher – Page 3 of 4 (Confirmation) Screen

Drawdown

Create Voucher - Page 3 of 4 (Confirmation)

- Click "Generate Voucher" to complete voucher creation

|

Voucher Created For: **Requested LOCCS Submission Date:**
XXXXXXXXXX-XXXXXX-XX

Activity Owner: [Select Date](#)
XXXXXXXXXX-XXXXXX-XX (mm/dd/yyyy)

Voucher Line Items

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	7067	ESG11 Street Outreach	HESG	2011	EN	HUD	UC	XXXXXXXXXX-XXXXXX-XX	N/A	\$200.00
Total										\$200.00

HESG Subrecipients

Line Item #	IDIS Actv ID	Activity Name	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Drawdown Amount
1	7067	ESG11 Street Outreach	2011	EN	HUD	UC	XXXXXXXXXX-XXXXXX-XX	\$200.00
→ Subrecipient:								\$200.00

|

- After confirming that the correct draw amount is entered for the correct subrecipient(s) click on **Generate Voucher**. The **Create Voucher - Page 4 of 4 (View)** screen appears that confirms the voucher was created successfully (Exhibit 22 on the next page).

Drawdown

Create Voucher - Page 4 of 4 (View)

- Voucher created successfully

[Return to Create Voucher](#)

Voucher Created For:

████████████████████

IDIS Voucher #:

5320808

Activity Owner:

████████████████████

Created By:

██████████

Requested LOCCS Submission Date:

Creation Date:

10/21/2011

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	7067	ESG11 Street Outreach	HESG	2011	EN	HUD	UC	████████████████████	N/A	\$200.00
Total										\$200.00

HESG Subrecipients

Line Item #	IDIS Actv ID	Activity Name	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Drawdown Amount	
1	7067	ESG11 Street Outreach	2011	EN	HUD	UC	████████████████████	\$200.00	
→ Subrecipient:								████████████████████	\$200.00

[Return to Create Voucher](#)

Note: the process described above is for processing a voucher with a single line. The same procedures are used for processing vouchers with more than one line (for more than one activity).

7.2 Approving ESG Drawdowns

The voucher then must be approved by another user with the appropriate access privileges by following these steps:

1. Click on the **Funding/Drawdown** tab at the top of screen, and then click on **Approve Voucher** link on the **Drawdown** menu. The system will display the **Search Vouchers for Approval Screen** (Exhibit 23 on the next page).

Exhibit 23: Search Vouchers for Approval Screen

Drawdown

Search Vouchers

Search Criteria

*Indicates Required Field

IDIS Voucher #:
IDIS Activity ID:
***Activity Owner:**

Earliest Creation Date: Select Date (mm/dd/yyyy)
Line Item Status:

|

Results Page 1 of 1 (1 voucher line items found)

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Activity Name	Line Item Status	Drawdown Amount	Action
5278364	1	07/25/2011	1161	ESG11 Street Outreach	Open	\$13,000.00	Maintain-Approve View

- Use the fields in the Search Criteria to search for the voucher you wish to approve. The fastest way to search for vouchers is by IDIS Voucher Number.
- Click the **Search** button.
- Click on **Maintain-Approve** in the **Action** column on the **Results** table. The **Maintain and Approve Voucher** screen appears (Exhibit 24).

Exhibit 24: Maintain and Approve Voucher Screen

Drawdown

Maintain and Approve Voucher

Voucher Created For:
IDIS Voucher #: 5278365

Activity Owner:
Created By:

Creation Date: 07/26/2011

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	1161	ESG11 Street Outreach	HESG	2011	EN	HUD	MC	<input type="text"/>	N/A	\$500.00	Open	07/26/2011	Revise Cancel View

5. Click on **Approve** in the **Action** column (or the **Approve All Line Items** if desired for multiple line vouchers). Once the voucher is approved, IDIS will forward the draw request to LOCCS at the end of the day. The funds are typically wire transferred within two or three days of the drawdown approval.

8. COMPLETING ESG ACTIVITIES

ESG recipients will not report beneficiary data or accomplishments in IDIS. HUD collects ESG accomplishment and beneficiary information via HMIS.

IDIS tracks the ESG two-year expenditure deadlines through an activity's association with a Program Year. If it appears that not all funds will be expended for an activity associated with a specific plan year before the two-year deadline, funds should be de-committed and then re-allocated to another activity associated to the same Program Year that can be expended more efficiently.

To close out an activity, go to **Edit Activity**. Complete any required fields, and change the Activity Status to "Completed". After completing an activity in IDIS, any remaining funds not drawn will go back to the grant amount available to be committed. Recipients should be sure to re-allocate funds as soon as possible.

Recipients should close out ESG activities once all funds are drawn, or are re-allocated to another activity within the same Program Year. Thus, recipients will need to wait until all subrecipients undertaking a particular activity (e.g., Homeless Prevention) have submitted all invoices prior to closing out that activity.

For any unexpended Administration funds, remember to first de-commit funds from the administration subfund (see *Section 4: Setting Up An Administration Subfund*). Once de-committed from the subfund, funds can be re-allocated to another non-administrative activity.

9. USING ESG REPORTS

The complete ESG reporting capabilities are not present in the current IDIS release, although another release (scheduled for April, 2012) will have more ESG-specific reporting capabilities. ESG reporting will be similar to HPRP reporting, in that no program beneficiary data will be entered into IDIS. Financial management will be the primary IDIS reporting benefit for recipients.

The following five IDIS reports include ESG data:

- *PR01 – HUD Grants and Program Income*
- *PR02 – List of Activities by Program Year and Project*
- *PR05 – Drawdown Report by Project and Activity*

- PR07 – Drawdown Report by Voucher Number
- PR08 – Grantee Summary Activity Report

10. SECOND ALLOCATION FY2011: SPECIFIC INSTRUCTIONS

HUD provided FY2011 ESG funds to recipients in two allocations. The FY2011 Second Allocation incorporates changes necessary for consistency with the Interim ESG Regulation. This section highlights a few special instructions required due to the two-part ESG allocation for FY2011.

10.1 Project Set Up

In the project set up process, recipients will need to go back to the field **Estimated Amount (Including Program Income)** and change the amount for the **HESG** row from the total for the First Allocation to the total sum of both the First and Second Allocations (Exhibit 25).

Exhibit 25: Estimated Amount (Including Program Income) HESG Row

HESG	\$ <input style="width: 50px;" type="text" value="0.00"/>
------	---

First Allocation + Second Allocation = HESG Total in “HESG” Row above

Recipients should also make sure that they do not select subrecipient organizations during the project set up process. Subrecipients should only be selected during the Activity Funding and Drawdown processes.

10.2 Activity Set Up

In the activity set up process recipients will need to create new activities for Rapid Re-Housing and Data Collection (HMIS) if these activities are funded with their second ESG allocation. These new activities can be set up following the instructions in Section 3: Setting Up ESG Activities.

Recipients should also make sure that they do not select subrecipient organizations during the activity set up process. Subrecipients should only be selected during the Activity Funding and Drawdown processes.

10.3 Administration Subfund

The ESG interim rule increases the expenditure limit for administrative activities from 5 percent to 7.5 percent. Because each recipient could only spend up to 5 percent of the first allocation on administrative costs, a recipient will be able to use more than 7.5 percent of its second allocation for administrative costs, so long as the total expenditures for administrative activities using both

the first and second allocations do not exceed 7.5 percent of the recipient's total FY2011 ESG grant.⁵

In the **Administration Subfund** section recipients may need to add additional funds to their Administration Subfund. Recipients should only augment their Administration Subfund if they plan to use those funds for Administrative activities. The Administration Subfund can be edited by following these steps:

1. Click the **Grant** tab at the top of the page to display the **Search Grants** screen.
2. In the **Search Criteria** box, select "HESG" under the **Program** drop-down menu (Do not enter data in the Fund Type or Grant number fields).
3. Click the **Search** button. When the results are displayed, find the "AD" subfund for 2011 and click the **Edit** link in the **Action** column to display the **Edit Subfund** screen.
4. Enter the new subfund amount (up to 7.5 percent) in the **New Authorized Amount for this Subfund** field In the **New Authorized Amount for this Subfund** field, enter the new amount budgeted for Administration for the program year (maximum of 7.5 percent of the total ESG Grant – both the first and second allocation for program year 2011).
5. Click on **Save** to return to the **Add Subfunds** search screen. The HESG Administration Subfund has now been edited.

Recipients that did not set up an Administration Subfund with the first FY2011 ESG allocation should set one up now.

10.4 Activity Funding

The recipient must designate its second allocation of ESG funds to each activity as directed by the recipient's Substantial Amendment process for the FY2011 second ESG allocation. In most cases, ESG recipients will allocate these funds to Homeless Prevention, Rapid Re-Housing, Data Collection (HMIS), and Administration.

In addition, recipients must indicate each subrecipient for an activity during the activity funding process. This requirement also applies retroactively to the first allocation funds. Since this requirement is a new process, recipients should follow the instructions in Section 6: Funding ESG Activities should be carefully reviewed and followed.

⁵ For more details on how to calculate the maximum amount that recipients may use for administrative costs under the second allocation, see the January 7, 2012 Federal Register "Notice of the FY 2011 Substantial Amendment Process and Other Related Information for Recipients of Emergency Solutions Grants Program Funds" (76 FR 75954).

10.5 Drawdown

Recipients must now identify which subrecipients are receiving funds under each voucher created. This is a new process and the recipients should carefully follow the instructions provided in Section 7: Drawing ESG Funds.

Recipients will also need to revise any vouchers that they have completed that do not have subrecipient organizations. This process should only affect ESG funds drawn before the subrecipient organization requirement was implemented in the Activity Funding process.

For all draws that cannot be revised, ESG Recipients must submit a request to the TAU (see contact information in Appendix B). This request should detail the transfer of completed draws from a single Activity to one or more subrecipient organizations that comprise the overall draw. ESG Recipients will need to repeat this information for each draw and its' corresponding subrecipient organization's specific dollar amount. Before submitting this request, ESG Recipients must ensure that the "Funded Amount" for each subrecipient organization sums to the total drawn amount of the initial completed draw.

Revised Drawdown Example	
Original Drawdown:	
Shelter	<u>\$10,000.00</u>
Total for Activity:	\$10,000.00
Revised Drawdown:	
HUD Downtown Shelter Program	\$ 7,500.00
HUD Uptown Domestic Violence Shelter Program	<u>\$ 2,500.00</u>
Total for Activity	\$10,000.00

10.6 Troubleshooting: ESG Path and HESG Path

Recipients that are experiencing difficulty setting up the ESG Project or Activities may be encountering an issue that has been common in the FY2011 First and Second Allocation ESG data entry process. Recipients should carefully examine their 2011 HESG Project and Activities to make sure that neither the Project nor the Activity has been accidentally set up as an Emergency Shelter Grant Project or Activity under the ESG path. Recipients should not have any project and activity for FY2011 set up under the ESG path. **All ESG projects and activities for FY2011 must be set up under the HESG path.**

Recipients that cannot fix this issue on their own should contact the IDIS Technical Assistance Unit (TAU), Appendix B provides the TAU contact information.

APPENDIX A: SUMMARY OF IDIS STEPS

ESG Project

- ESG recipients set up one project per program year in IDIS.
- The project level in IDIS identifies the recipient and the federal fiscal year.
- The naming convention for ESG Projects is **ESG**, followed by the 2-digit **Federal Fiscal Year** and the **Recipient Name** (e.g., “ESG11 HUDville”). If the Recipient’s Program Year is different from HUD’s Federal Fiscal Year place that in () after the Recipient Name. This is for local recipient purposes only and will not be used by HUD (e.g., “ESG11 HUDville (2012)”).

ESG Activities

- ESG recipients set up one activity per activity category per program year in IDIS.
- The activity level in IDIS identifies the category of ESG funds that correspond to the ESG Components used by the recipient to prevent or end homelessness.
- Activity categories are: Street Outreach, Shelter, Homeless Prevention, Rapid Re-Housing, Data Collection (HMIS), and Administration.
- Naming convention for ESG Activities is **ESG**, followed by the 2-digit **Federal Fiscal Year** and the **Activity Category Name** (e.g., “ESG11 Shelter”). If the Recipient’s Program Year is different from HUD’s Federal Fiscal Year place that in () after the Recipient Name. This is for local recipient purposes only and will not be used by HUD (e.g., “ESG11 Shelter (2012)”).
- Select an option for the Environmental Assessment (“Exempt” for most ESG Activities).
- ESG Recipients should not select **Allow Another Organization to Access this Activity** since other organizations should not be drawing ESG funds or entering information in IDIS.
- Select a secondary activity category for Shelter, Homeless Prevention and Rapid Re-Housing Activities. The secondary activity category is preselected for the Street Outreach activity and the Administration and Data Collection (HMIS) activity categories do not have a secondary activity category.

Administration Subfund

- ESG recipients can allocate up to 7.5 percent of the entire federal fiscal year allocation to Administrative activities.
- ESG recipients are required to set up an Administration subfund for each year’s Administration activity.

- Unlike other activity categories, Administration is set up and funded through the Subfund process.
- Any unused Administration funds must be de-committed before being used on another activity.

Fund ESG Activities

- ESG recipients set up funding for the ESG activities through the **Funding/Drawdown** tab.
- Subrecipient organizations must be created or selected in IDIS during the Activity Funding process. A subrecipient should be added to each activity category for which they receive funding.

Drawdown of ESG Funds

- ESG recipients create vouchers for ESG activities in IDIS and select specific subrecipients that are undertaking the ESG Activity.
- The first step is to create a voucher.
- The second step is to approve the voucher (which must be done by a separate IDIS user).

Complete ESG Activities

- HUD collects ESG accomplishment and beneficiary information via HMIS.
- Once all funds are expended for an Activity, change the **Activity Status** to “completed,” if all funds are not expended selecting “completed” will also release any unexpended funds.
- Commit any unused funds to another activity within the same Program Year and draw before two-year expenditure deadline.

ESG Reports

- To access these reports recipients will need to navigate through the **Reports** tab.
- The following five IDIS reports include ESG data:
 - *PR01 – HUD Grants and Program Income*
 - *PR02 – List of Activities by Program Year and Project*
 - *PR05 – Drawdown Report by Project and Activity*
 - *PR07 – Drawdown Report by Voucher Number*
 - *PR08 – Grantee Summary Activity Report*

APPENDIX B: IDIS RESOURCES

Type of Information	Resources
ESG and other HUD Homeless Program Guidance (including <i>IDIS Online</i>)	<ul style="list-style-type: none"> • HUD Homelessness Resource Exchange (HRE) at www.hudhre.info. • Homeless Assistance Program Listserv (sign up via a link on the HRE homepage)
IDIS guidance common to all programs (such as <i>IDIS Quick Tips</i> , generating reports and downloading data)	<ul style="list-style-type: none"> • <i>IDIS Online</i> homepage at www.hud.gov/offices/cpd/systems/idis/index.cfm
Gaining access to <i>IDIS Online</i> or answers to IDIS questions	<ul style="list-style-type: none"> • The IDIS Technical Assistance Unit (TAU) Monday – Friday 8:15 a.m. - 7:00 p.m. (ET) Phone: 1-877-483-8282 Fax: 703-553-8444 E-mail: IDIS.help@hud.gov
IDIS Password Resets <i>Note: HUD HQ staff and the TAU cannot reset passwords</i>	<ul style="list-style-type: none"> • HUD National Help Desk Toll Free: 1-888-297-8689, option 3
HUD ESG Listserv	<ul style="list-style-type: none"> • Sign up for the ESG Listserv by following: http://portal.hud.gov/hudportal/HUD?src=/subscribe/signup&listname=ESG&list=ESG-L