

# Using *IDIS* for the Homelessness Prevention and Rapid Re-housing Program

## INTRODUCTION

The American Recovery and Reinvestment Act of 2009 (ARRA) established the Homelessness Prevention Fund, now called the Homelessness Prevention and Rapid Re-housing Program (HPRP). The program provides financial assistance and services to either prevent individuals and families from becoming homeless or to help those who are experiencing homelessness to be quickly re-housed and stabilized.

HPRP grantees use the *Integrated Disbursement and Information System Online* (IDIS) to draw program funds. These instructions explain how to set up HPRP projects and activities correctly in IDIS. It assumes that readers have basic knowledge of how to navigate the system. See Appendix A for other IDIS resources that explain basic navigation.

These instructions contain the following six sections and three appendices:

1. Role of IDIS For HPRP
2. HPRP Projects
3. HPRP Activities
4. Activity Funding
5. Drawing Down HPRP Funds
6. Completing HPRP Activities

Appendix A: IDIS Resources

Appendix B: Migration from Legacy IDIS

Appendix C: Changing a Homeless Prevention Activity to a Data Collection and Evaluation Activity

Part Two of these instructions, to be released later, will describe how to use IDIS reports and data for program management.

### Quick Facts: HPRP and IDIS

\*\*\*new with March 31, 2010 release

1. Use IDIS to draw HPRP funds, not to report beneficiaries or accomplishments.
2. \*\*\*HPRP now has its own Activity Setup "path," requiring fewer entries than in the previous version. Users no longer use the program path for the Emergency Shelter Grant (ESG) program.
3. Although each grantee submitted a Substantial Amendment to its 2008 Annual Action Plan to receive HPRP funding, HPRP is a 2009 allocation.
4. An IDIS project represents the organization directly carrying out the HPRP activity and/or the subgrantee.
5. \*\*\*HPRP has four eligible IDIS activity types, including a newly created "Data Collection and Evaluation".
6. Follow the correct HPRP project and activity naming conventions in IDIS.
7. Identify the organization carrying out the activity in the appropriate field.
8. Draw HPRP funds at least quarterly beginning October 1, 2009. Because ARRA funds are intended to be used quickly, HUD strongly recommends that grantees draw HPRP funds more frequently.
9. \*\*\*Grantees now complete IDIS activities without entering accomplishment data since IDIS no longer contains "accomplishment screens" for HPRP.

Grantees should periodically check both the HUD Homelessness Resource Exchange at [www.hudhre.info](http://www.hudhre.info) and the IDIS news (in the system) for IDIS updates as additional information and releases become available. Appendix A lists additional IDIS resources.

## 1. ROLE OF IDIS FOR HPRP

HPRP grantees only use IDIS to draw program funds. Grantees report program beneficiaries and performance via [www.FederalReporting.gov](http://www.FederalReporting.gov) and *e-snaps*. Duplicative data entry between the latter two systems is minimal. Organizations that directly carry out activities funded by HPRP use a Homeless Management and Information System (HMIS) to report information for each person served by HPRP. Table 1 summarizes the four electronic systems used by HPRP.

**Table 1: Electronic Systems for HPRP Grantees**

System	Purpose
Integrated Disbursement and Information System (IDIS)	<ul style="list-style-type: none"><li>• Disburses funds to HPRP grantee.</li><li>• Allows HUD to track HPRP expenditures by activity type for each organization carrying out HPRP activities.</li></ul>
Homeless Management Information System (HMIS)	<ul style="list-style-type: none"><li>• Collects unduplicated client-level data for HPRP-funded projects.</li><li>• Provides information that grantees use for the QPR and APR.</li><li>• Provides information for HUD's Annual Homeless Assessment Report (AHAR) to Congress (and other studies).</li></ul>
<i>e-snaps</i>	<ul style="list-style-type: none"><li>• Tracks progress and accomplishments of HPRP-funded programs via the HPRP Quarterly Performance Report (QPR) and Annual Performance Report (APR)</li></ul>
FederalReporting.gov	<ul style="list-style-type: none"><li>• Collects basic performance information (not client-level data) for all ARRA programs, including HPRP.</li></ul>

Grantees must still use IDIS to report ESG accomplishments for their ESG-funded projects (not *e-snaps* or FederalReporting.com). HPRP grantees do not use RAMPS, a HUD-wide system that ARRA grantees use to report information about environmental reviews, since HPRP is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321).

### Access to IDIS for HPRP

Each IDIS user must have rights to access HPRP activity setup screens. Staff members who currently have access to ESG were automatically given HPRP privileges when IDIS Version 11.1.0 was released on March 31, 2010. Staff members that do not have 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 provided in Appendix A. To identify your Grantee Local IDIS Administrator, call the TAU or generate the PR30 report in IDIS: the *Security Administrator User Profile List*.

Both the Grantee Local IDIS Administrator and your HUD Field Office’s IDIS Administrator can provide users with additional privileges, such as 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 HPRP functionality.

### **Important! Do Not Co-mingle Funds**

Grantees must use care to avoid co-mingling funds in IDIS. Grantees must not:

- Commit ESG funds to an HPRP activity.
- Commit HPRP funds to an ESG activity.
- Fund an HPRP activity from both HPRP and ESG grants.
- Fund an ESG activity from both HPRP and ESG grants.

## **2. HPRP PROJECTS**

This section describes how to set up HPRP projects in IDIS. It then provides the specific steps illustrated by IDIS screen shots. IDIS projects link HPRP activities to a grantee’s Annual Action Plan for a specific program year. For HPRP, the IDIS Project must represent either the subgrantee or the organization directly carrying out HPRP-funded activities. Sometimes these organizations are the same and sometimes these organizations are different. Regardless of how grantees define projects, grantees must set up **activities** at the level at which organizations carry them out. Section 3 (“HPRP Activities”) explains activity set-up in more detail.

At the project level, grantees simply choose whether to group the activities by the subgrantee, or by the organization carrying out the activity. Once a grantee makes a choice, it should be consistent in IDIS. For example, if a grantee (city) provides funds directly to organizations carrying out activities, the city would set up a project for each of these organizations. Another example would be a County that provides HPRP funds to a City as a subgrantee to administer its HPRP program. The City, in turn, provides HPRP funds to nonprofit organizations. The County (as grantee) could either set up:

- 1) One project to represent the subgrantee organization, or
- 2) A project for each nonprofit organization directly carrying out HPRP activities.

In both cases, the grantee sets up each activity undertaken by a specific organization individually.

Figure 1 illustrates the first option. This option helps the grantee to classify activities by the organization actually carrying out the activity. It does not readily identify the subgrantee through which the funds flow to the nonprofit organization.

**Figure 1: Example IDIS Projects using the Organization Directly Carrying out the Activity**

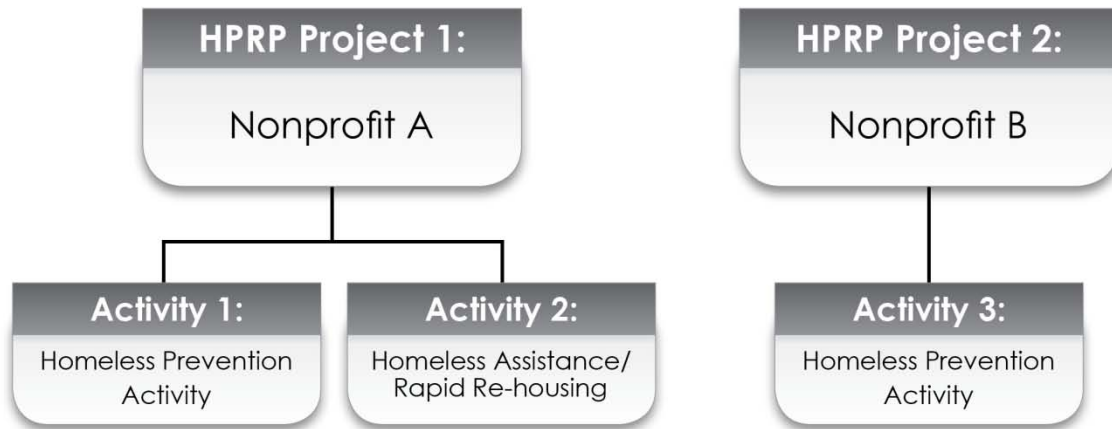


Figure 2 illustrates the second option. The project identifies the subgrantee clearly, but groups activities by the different organizations carrying out the activity.

**Figure 2: Example IDIS Project using the Subgrantee**

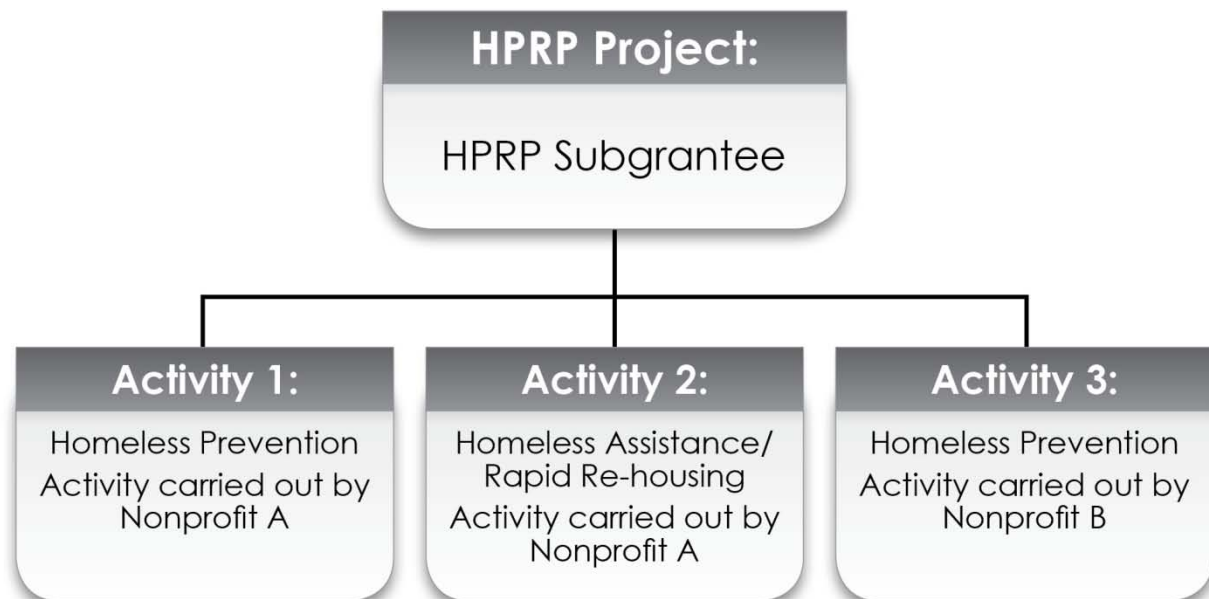


Figure 3 shows the “Add Project” screen. Instructions on completing it follow the screen shot.

**Figure 3: “Add Project” Screen**

Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports
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**Project**

**Add Project**

Save | Reset

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**\*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:**

Good Hope Housing will provide 1) financial assistance including short-term rental assistance and utility payments, housing stabilization services including

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

Select Organization

**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="200000"/>
TCAP		\$ <input type="text" value="0.00"/>
<b>Total</b>		<b>\$ 0.00</b>

Save | Reset

## Setting up an HPRP Project: Using the “Project” Screen

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

1. Select the **Projects/Activities** tab at the top of the screen and click the **Add** link on left side under **Project**.
2. Select “2009” from the **Program Year** drop-down menu. Although each HPRP grantee submitted a Substantial Amendment to its 2008 Annual Action Plan to receive funding, HPRP is a 2009 allocation.
3. Enter a **Project Title**.
  - To name HPRP projects, begin with “HPRP,” followed by the name of the subgrantee or organization directly carrying out the activity: HPRP-[Organization Name].
  - For example, a project administered by Good Hope Housing would be named “HPRP-Good Hope Housing.” The grantee would set up the project under the 2009 program year, from which HPRP activities were funded. Use abbreviations consistently across projects.
4. Assign a **Grantee/PJ Project ID** (optional); this ID is only for the grantee’s use.
5. Enter a brief project **Description** in the narrative field, such as: “Good Hope Housing will provide: 1) financial assistance including short-term rental assistance and utility payments, and 2) housing stabilization services including case management, and legal services. These services will help prevent households from becoming homeless and provide Rapid Re-housing for households that have become homeless.” Another example of a project description is “The Homeless Coalition is the HPRP subgrantee and will provide funds to Good Hope Housing to provide...”
6. Enter the **Estimated Amount** of HPRP funds that are budgeted for all activities conducted by the organization associated with this project. This amount acts as a budget placeholder at the project level and does not commit funds. Grantees commit HPRP funds to activities, not projects.
7. Do not click on **Allow Another Organization to Set up Activities under this Project** since other organizations should not be drawing HPRP funds.
8. Click the **Save** button. The project is now saved in IDIS.

### 3. HPRP ACTIVITIES

This section describes how to set up HPRP activities in IDIS. It then provides the specific steps illustrated by IDIS screen shots. Using proper conventions to set up HPRP is critical and may avoid future data cleanup by grantees. HUD reviews IDIS activities to ensure grantees are expending funds expeditiously and drawing funds at least quarterly.

#### **Defining HPRP Activities**

The critical element in defining HPRP activities is that HUD must be able to distinguish whether the activity is for Homelessness Prevention, Homeless Assistance/Rapid Re-housing, Data Collection and Evaluation, or Administration, based on the Activity Category selected in the **Add Activity** Screen.

An IDIS activity must be set up for each of the following eligible HPRP activity categories (if funded) under each subgrantee or IDIS Project:

- Homelessness Prevention
- Homeless Assistance (Rapid Re-housing)
- Administration
- Data Collection and Evaluation

#### **Data Collection and Evaluation**

Previously, grantees could choose to include Data Collection and Evaluation as part of existing Homeless Prevention activities; now, grantees should set up Data Collection and Evaluation as a separate activity to ensure consistency among all grantees. Prior to IDIS version 11.1.0, the Data Collection and Evaluation activity category did not exist. Grantees that chose to set it up as a separate activity used the Homeless Prevention category as a proxy. Grantees can now easily correct the Activity Category now that Data Collection and Evaluation is available.

Appendix C explains how to make this change.

Do not include Data Collection and Evaluation as part of an “Administration” activity, or such expenditures count toward the five percent cap on administrative activities. HUD monitors commitments and draws for administration activities to ensure that administration funds do not exceed five percent of the total grant amount, as required by the Recovery Act. Consult the HPRP Notice if you are unsure whether an activity qualifies as Data Collection and Evaluation or Administration.

#### **Naming Conventions**

Table 2 illustrates both the naming conventions for the four primary activity categories.

**Table 2: Naming Conventions**

Activity	IDIS Activity Category	Activity Name*
Homelessness Prevention	Homeless Prevention	HPRP-HP-[Organization Name]
Rapid Re-housing	Homeless Assistance	HPRP-HA-[Organization Name]
Administration	Administration	HPRP-AD-[Organization Name]
Data Collection and Evaluation	Data Collection and Evaluation	HPRP-DC-[Organization Name]

\*All activity names must start with HPRP and the abbreviation for the Activity Category

**Alternative Activity Definitions and Naming Conventions**

Some grantees may prefer to distinguish additional activities using activity names to better align with their own tracking systems. Additional naming conventions (not required) allow a grantee to break out the Homelessness Prevention and Rapid Re-housing activities into two other categories listed in the initial Substantial Amendment budget format and the Quarterly Performance Reports (QPR). Table 3 shows this option.

**Table 3: Separating Activities**

Activity	IDIS Activity Category	Activity Name*
Homelessness Prevention-Financial Assistance	Homeless Prevention	HPRP-HP-FA-[Organization Name]
Homelessness Prevention-Housing Relocation and Stabilization Services	Homeless Prevention	HPRP-HP-HR-[Organization Name]
Rapid Re-housing-Financial Assistance	Homeless Assistance	HPRP-HA-FA-[Organization Name]
Rapid Re-housing-Housing Relocation and Stabilization Services	Homeless Assistance	HPRP-HA-HR-[Organization Name]
Administration	Administration	HPRP-AD-[Organization Name]
Data Collection and Evaluation	Data Collection and Evaluation	HPRP-DC-[Organization Name]

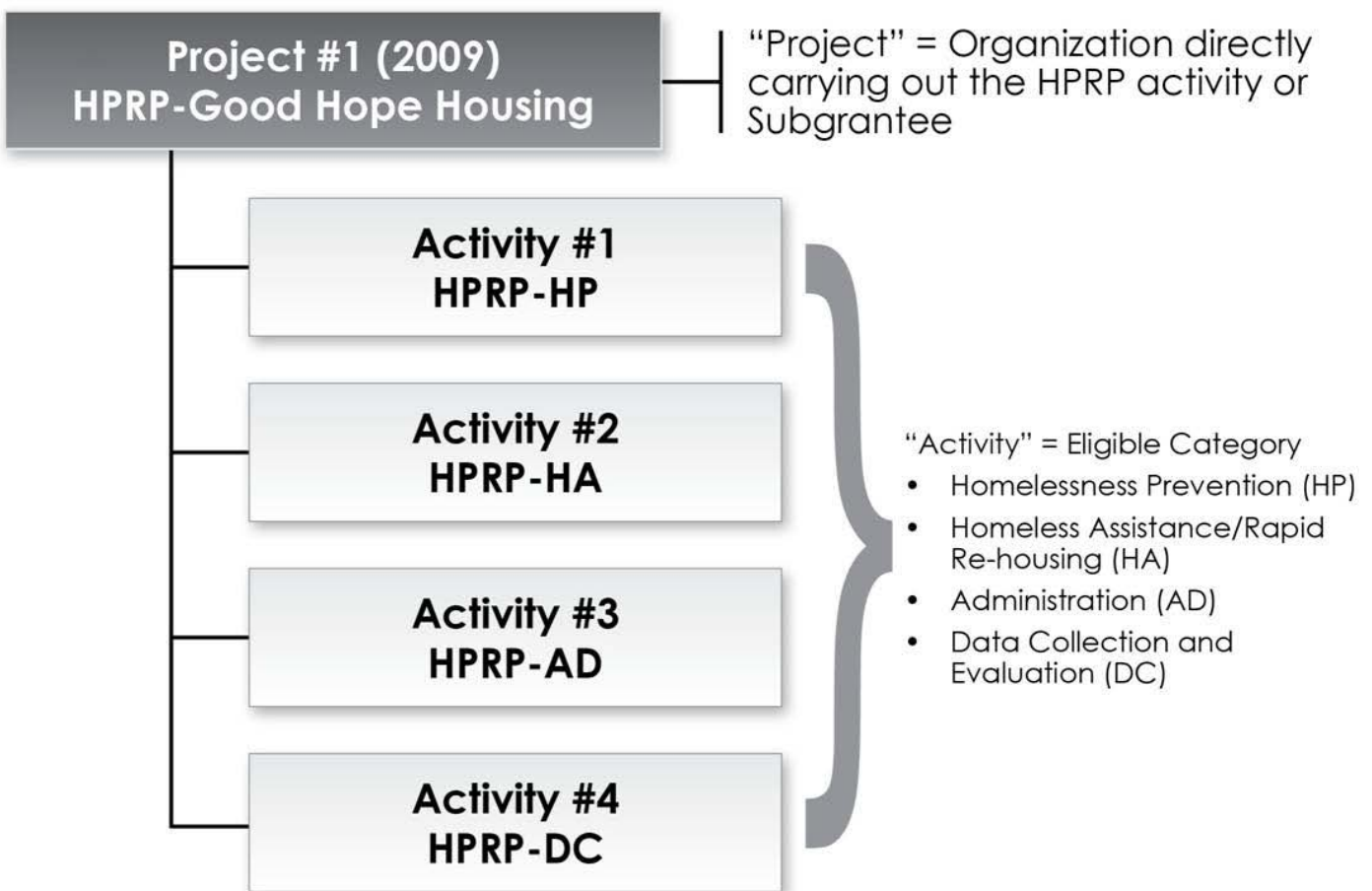


\*All activities must start with HPRP and the abbreviation for the Activity Category. The Organization Name is optional but recommended.

### Project/Activity Structure

Each HPRP project in IDIS has associated activities undertaken by that organization. Figure 4 below illustrates the HPRP project/activity structure and naming conventions within IDIS.

**Figure 4: HPRP Project and Activity Structure for the Four IDIS Activity Categories**



Grantees only need to complete two screens in IDIS before funding and drawing down against an activity. IDIS has a single screen common to all programs (called **Add/Edit Activity**) and a single HPRP setup screen (**Add/Edit HPRP Details**).

## Setting Up HPRP Activities: “Add/Edit Activity” Screen

Figure 5 shows the **Add/Edit Activity** screen. Instructions on completing it follow the screen shot.

**Figure 5: “Add/Edit Activity” Screen**

**Activity**

Edit Activity

Save | Cancel

**\*Indicates Required Field**

**Activity Owner:** [text field]

**IDIS Activity ID:** [text field]

**\*Program Year:** 2009

**\*IDIS Project ID/Project Title:** 269/HPRP-Good Hope Housing (2009)

**Activity Status:** Open

**Completion Date:** [text field] [Select Date](#)  
(ex: mm/dd/yyyy)

**Grantee/PJ Activity ID:** [text field]

**Initial Funding Date:** [text field]

**\*Activity Name:** HPRP-HP Good Hope Housing

**Activity**

Program	*Activity Category (tip)	Ready to Fund	Funded	Setup Detail	Accomplishment
CDBG	None	No	No	Add CDBG	Add CDBG Accomplishment
ESG	None	No	No	Add ESG	Add ESG Accomplishment
HOME	None	No	No	Add HOME	Add HOME Accomplishment
HOPWA	None	No	No	Add HOPWA	Add HOPWA Accomplishment
CDBG-R	None	No	No	Add CDBG-R	Add CDBG-R Accomplishment
HPRP	Homeless Prevention	Yes	No	Edit HPRP	
TCAP	None	No	No		

Activity Full Name: [text field]

**\*Environmental Assessment:** EXEMPT

**Allow Another Organization to Access this Activity (tip)** [text field]

**Activity Description:** [text area]

To set up an HPRP 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. Enter an **Activity Name** using HUD's required HPRP activity naming convention. Begin each activity name with "HPRP," followed immediately by the eligible activity category abbreviation. Abbreviate HPRP activities as follows:
  - **HPRP-HP** for **H**omeless **P**revention (Homelessness Prevention activities)
  - **HPRP-HA** for **H**omeless **A**ssistance (Rapid Re-housing activities)
  - **HPRP-AD** for **A**Dministration
  - **HPRP-DC** for **D**ata **C**ollection and **E**valuation

Grantees may complete the remainder of the name of the activity as desired. HUD recommends including the organization's name to help identify the activity in reports that do not include the project name (e.g. "HPRP-HP-Good Hope Housing). If desired, grantees may use both name of the subgrantee and organization carrying out the activity within the space allowance.

3. Select "2009" from the **Program Year** drop-down menu.
4. Choose from the drop-down menu the appropriate project (in the **IDIS Project ID/Project Title**) previously established as the organization directly carrying out the HPRP activities.
5. If desired, assign a **Grantee/PJ Project ID**; this ID is only for the grantee's use.
6. On the HPRP Program line, select an eligible **Activity Category** from the four available for HPRP: "Homeless Assistance/Rapid Re-Housing," "Homeless Prevention," "Administration" and "Data Collection and Evaluation."
7. Select "Exempt" in the **Environmental Assessment** field. HPRP does not require environmental assessments.
8. Do not click on **Allow Another Organization to Access this Activity** since other organizations should not be drawing HPRP funds or entering information in IDIS.
9. Enter a brief **Activity Description**, such as "Good Hope Housing will provide short-term rental assistance, security deposits, and case management to quickly re-house homeless households."
10. Click **Save**. "The new activity has been saved message" will appear.

11. To continue setup of the activity, see the subsection later in this document titled **Setting Up HPRP Activities-HPRP Setup Screen**.

### Setting Up HPRP Activities, continued: “Add/Edit HPRP Details” Screen

The grantee should then enter additional activity information by selecting the **Setup Detail – Add HPRP** button. This is not necessary for the Administration HPRP Activities. Figure 6 shows the **Add/Edit Activity** screen.

**Figure 6: “Add/Edit HPRP Activity Detail” Screen**

#### Activity

Edit HPRP Setup Detail

#### Homeless Prevention

|

\* Indicates Required Field

<b>Grantee/PJ Activity ID:</b> [REDACTED]	<b>Activity Name:</b> HPRP-HP Good Hope Housing	<b>Program Year/IDIS Project ID:</b> 2009/269
<b>IDIS Activity ID:</b> [REDACTED]	<b>Activity Owner:</b> [REDACTED]	<b>Project Title:</b> HPRP-Good Hope Housing

#### Organization Carrying Out Activity (If Other than Grantee)

\*Is this activity being carried out by the grantee? (tip)

Yes  No

Name of Organization Carrying Out Activity: (tip)

#### Secondary Activity Categories

(Check All that Apply)

Financial Assistance

Housing Relocation & Stabilization

#### Address

Confidential (Suppress on Reports)

Address Line 1:

(ex: 1313 Sherman Street)

Address Line 2:

(ex: Suite 518)

Address Line 3:

(ex: PO Box 12345)

City:

State:

Zip:

+

Access the **HPRP Setup Details** screen from the **Add/Edit Activity** screen in IDIS. Once selecting the Activity Category from the HPRP row of the Activity Table, click on “Add HPRP” under the Activity Detail column. Key items to remember while completing the screen include the “Organization Carrying Out Activity” and the “Secondary Activity Categories.”

**Organization Carrying Out Activity** - Grantees must identify the organization carrying out the activity because it allows grantees and HUD to identify all activities associated with a specific organization. The **Organization Carrying Out Activity** is a new field. It enables grantees to identify a specific organization (if other than grantee) carrying out the activity.

- 1) If the grantee is carrying out the activity, answer “Yes” to “Is this activity being carried out by the grantee?” and skip the remainder of this section.
- 2) If the activity will be carried out by an organization other than the grantee, answer “No” to “Is this activity being carried out by the grantee?” and click on the **Select Organization** button.
- 3) Search for an organization by using any combination of the Search fields, including Organization Name, City, DUNS# and Employer ID/Tax ID#. For the best results, use only a portion of the organization’s name. For example, use “Hope” instead of “Hope House of Anytown, Inc.” If an organization is already listed, click on the radio button next to the organization’s name and then click on **Select**.
- 4) If not listed, click on **Add Organization** and enter information in the required fields marked with an asterisk. A DUNS number is required when adding a new organization. To obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. Grantees should be careful to ensure to enter only one variation of the grantee name and to use this name consistently. Figure 7 shows the **Add Organization** screen.

**Figure 7: “Add Organization” Screen**

Add Organization

Save | Cancel

**\* Indicates Required Field**

**Profile**  
**\* Organization Name:** (tip)   
**Address Line 1:**   
(ex: 1313 Sherman Street)  
**Address Line 2:**   
(ex: Suite 518)  
**Address Line 3:**   
(ex: Division of Housing)  
**\* City:**   
**\* State/Territory:**  **Zip Code:**  -   
**\* Organization Type:** (tip)   
**\* Organizational DUNS #:** (tip)   
(ex: nn-ann-nnnn)  
**EIN/TIN #:** (tip)   
(ex: nn-0000000)

**CHDO Eligible:** (tip)  
 Yes  No

**Non Governmental Information**  
**Faith Based:** (tip)  
 Yes  No  
**Institution of Higher Education:** (tip)  
 Yes  No  
**Non Profit:**  
 Yes  No

**Contact Information**  
**First Name:**   
**Middle Initial:**   
**Last Name:**   
**Title:**   
**Email:**   
**Address:**   
**City:**   
**State:**   
**Zip Code:**  -   
**Telephone:**  Ext:

Save | Cancel

**Figure 8: Secondary Activity Categories Box**

**Secondary Activity Categories**  
(Check All that Apply)

Financial Assistance  
 Housing Relocation & Stabilization

**Secondary Activity Categories** – Check the category(s) that apply to the Organization: **Financial Assistance, and/or Housing Relocation & Stabilization.** The new release of IDIS (3/31/2010) did not pre-populate these screens so be sure to populate these answers for all new and old HPRP activities.

Next, take the following steps:

- 1) After entering all the information, select **Save** to record and store the information.
- 2) The screen will return to the **Edit Activity Screen**, which is similar to the initial **Add Activity Screen** except it now contains some additional fields.
- 3) The system then inserts a “Ready to Fund” column within the Activity Table.

- 4) If the HPRP row indicates “Yes,” the grantee can now fund the activity.
- 5) If the HPRP row indicates “No,” edit the HPRP setup details and add any missing information.
- 6) Activity set-up is complete.

#### 4. ACTIVITY FUNDING

This section describes how to commit HPRP funds to activities in IDIS. It then provides the specific steps illustrated by IDIS screen shots. Once an activity is properly set up in IDIS, a grantee can commit HPRP funds. Under the Activity Funding screen, select the activity that requires funding. The HPRP grants will have the same program code as ESG (“S”) and can be distinguished by their source code that ends with a “Y” (see Table 5). The source code appears in the grant number. Grantees that also receive ESG funds must be sure not to select ESG grant when committing funds to HPRP activities. Grantees should also ensure that they do not commit more than 5% of their total grant to administration activities. Table 5 provides the source codes for each grant type.

**Table 4: Grant Source Codes**

Grant Type	HPRP Grant Number	ESG Grant Number
State	S-09- <u>DY</u> -12-0001	S-09- <u>DC</u> -12-0001
Metropolitan City	S-09- <u>MY</u> -12-0002	S-09- <u>MC</u> -12-0002
Urban County	S-09- <u>UY</u> -12-0003	S-09- <u>UC</u> -12-0003

To fund an activity, carry out the steps under the **Activity Funding** screen shot in Figure 9.

**Figure 9: “Activity Funding” Screen**

**Activity Funding**

**Search for Activities to Fund**

**Search Criteria**

<b>Program:</b> All ▾	<b>IDIS Project ID:</b> <input type="text"/>	<b>Activity Status:</b> All ▾
<b>Activity Name:</b> <input type="text"/>	<b>IDIS Activity ID:</b> <input type="text"/>	<b>*Activity Owner:</b> <input type="text"/>
<b>Program Year:</b> All ▾	<b>Grantee/PJ Activity ID:</b> <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
HPRP-HP Good Hope Housing	2009/269			Open		<a href="#">Add-Edit</a>

To select the activity that requires funding, follow these steps:

- 1) Select the **Funding/Drawdown** tab.
- 2) The **Activity Funding** screen will appear.
- 3) Under “Search Criteria,” enter the **IDIS Activity ID for fastest results. If unsure of the activity number**, select “HPRP” 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. Figure 10 shows an example of how the screen will look.
- 6) **Add-Edit** under the “Action” column will also appear.



**Figure 10: “Activity Funding” Screen Showing Example Search Results**

**Activity Funding**

Search for Activities to Fund

**Search Criteria**

**Program:** All  **IDIS Project ID:**  **Activity Status:** All

**Activity Name:**  **IDIS Activity ID:**  **\*Activity Owner:**

**Program Year:** All  **Grantee/PJ Activity ID:**

|

Results Page 1 of 1

<a href="#">Activity Name</a>	<a href="#">Program Year/ IDIS Project ID</a>	<a href="#">IDIS Activity ID</a>	<a href="#">Grantee/PJ Activity ID</a>	<a href="#">Activity Status</a>	<a href="#">Activity Owner</a>	<a href="#">Action</a>
HPRP-HA Good Hope Hsng	2009/3	*****		Open	*****	<a href="#">Add-Edit</a>

- 7) Click the **Add-Edit** link under the “Action” column for the activity that you want to fund (shown above in Figure 10).
- 8) The “Available Funds” will appear near the bottom of the **Activity Funding** screen as shown in Figure 11 below. Check the amount available for funding.

**Figure 11: “Activity Funding” Screen Showing “Available Funds”**

**Activity Funding**

Edit Activity Funding

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**\*Indicates Required Field**

**Activity Owner:** \*\*\*\*\* **Program Year/Project:** 2009/25

**IDIS Activity ID:** \*\*\*\*\* **Total Funded:** \$20,000.00

**Activity Name:** HPRP-HP Good Hope Housing **Total Drawn:** \$0.00

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**Funding Sources**

**Recipient Name:** All Recipients  **Program:** All Programs  **Fund Type:** All Fund Types

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**Available Funds**

<a href="#">Recipient Name</a>	<a href="#">Program</a>	<a href="#">Fund Type</a>	<a href="#">Source Name</a>	<a href="#">Source Type</a>	<a href="#">Available for Funding</a>	<a href="#">Funded Amount</a>	<a href="#">Drawn Amount</a>	<a href="#">Action</a>
*****	HPRP	EN	HUD	DY	\$18,423,744.00	\$20,000.00	\$0.00	<a href="#">Add-Edit</a>   <a href="#">View</a>

- 9) Select **Add-Edit** under the Action column shown in Figure 11 for the appropriate activity. Ensure that the grant selected has “HPRP” in the Program Column (and has a source code that ends in “Y”).

10) The “Current Funding for This Source” section will appear on the screen, as shown in Figure 12.

**Figure 12 “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: 2009/25  
 IDIS Activity ID: [redacted] Total Funded: \$20,000.00  
 Activity Name: HPRP-HP Good Hope Housing Total Drawn: \$0.00

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Drawn Amount	Funded Amount
HPRP	EN	HUD	DY	[redacted]	\$18,423,744.00	\$0.00	\$20,000.00

**Current Funding for This Source**

Grant Year (tip)	Funded Amount	Drawn Amount
2009	\$ 20,000.00	\$0.00

Add Grant Year | Save | Cancel

11) Enter dollar amount in **Funded Amount** field. If you want to change the amount, delete the current amount and type in the new amount.

12) Enter “2009” in the **Grant Year** field.

13) Click the **Save** button.

14) An “Activity funded successfully” message will appear near the top of the screen as show below in Figure 13.

**Figure 13: “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.

**Remember grantees may not:**

- Commit ESG funds to an HPRP activity,
- Commit HPRP funds to an ESG activity, or
- Fund any HPRP (or ESG) activity from both HPRP and ESG grants since funds may not be co-mingled in the same activity.

## **5. DRAWING DOWN HPRP FUNDS**

This section describes how to draw HPRP activities in IDIS. Each HPRP grantee (or subgrantee if applicable), must draw down funds at least quarterly in IDIS, as required by the HPRP Notice. Using IDIS to draw funds is a two-step process:

- 1) Creating the drawdown/voucher.
- 2) Approving the drawdown/voucher.

A draw down is a request for payment against a grantee's line of credit for allowable costs (defined in OMB Circulars A-87 and A-122 (2 CFR parts 225 and 230)) for eligible HPRP activities. Unlike the ESG program, HPRP allows grantees and subgrantees to be paid in advance, pursuant to procedures outlined in 24 CFR 84.22 for nonprofit organizations and 24 CFR 85.21 for units of government.

Consult the *IDIS Quick Tips User Guide* on the IDIS homepage for detailed instructions on how to draw funds correctly. Grantees draw HPRP funds by activity, exactly as in any other program in IDIS. HPRP grantees must draw down funds at least quarterly in IDIS beginning with the first quarter of the 2010 Federal Fiscal Year (which began October 1, 2009). Because Recovery Act funds are intended to be used quickly, HUD strongly recommends that grantees draw HPRP funds from IDIS on a regular basis as expenses are incurred. Grantees should take special care to process invoices promptly.

As IDIS is the primary means to track the use of HPRP funds, grantees should use caution to ensure that they both properly code funds by the major Activity Categories, and that they draw down funds for the correct activity. Grantees should also ensure that they do not draw more than 5% of their total HPRP grant for administration activities. HUD will monitor expenditure rates in IDIS for all HPRP grantees to ensure that they are not in danger of exceeding the timeliness limits. The Recovery Act requires grantees to:

- Expend 60 percent of HPRP grant funds within two years of the date that HUD signs the grant agreement or September 30, 2010, whichever is sooner.
- 100 percent of funds within three years of this date.
- HUD monitors IDIS to help ensure that grantees are drawing funds at least quarterly.

The steps needed to draw down HPRP 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.

**Figure 14: 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)

Activity Owner: (tip)

\*IDIS Activity ID

6616											

Search for Activities | Reset

Continue

2. Enter the IDIS Activity Number of each activity against which to draw down funds in the entry boxes.
3. Click on **Continue**. The **Create Voucher - Page 2 of 4 (Drawdown Amounts)** screen appears.

**Figure 15: 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:** 6616  
**Activity Name:** HPRP-DC Good Hope Housing

**Voucher Created For:** [Redacted]  
**Grantee/PJ Activity ID:**

**Activity Owner:** [Redacted]

**Available Drawdown Amounts for This Activity**

Recipient Name	Program	Fund Type	Source Name	Source Type	Prior Year	Funded Amount	Available to Draw	Drawdown Amount
[Redacted]	HPRP	EN	HUD	MY	N/A	\$50,000.00	\$50,000.00	\$ <input type="text" value="0"/>

Confirm that the correct activity has been selected by checking the **IDIS Activity ID** and Activity Name Field. Also, confirm that the activity was funded with the correct grant by looking at the **Program** column under the **Available Drawdown Amounts for this Activity** table. The program column should include “**HPRP**” for all HPRP activities. If another program is listed for an HPRP activity, click on **Cancel Voucher** and proceed to the Activity Funding screen to correct.

Provided all is correct,

4. Enter the amount to draw against the HPRP activity in the **Drawdown Amount** column.
5. Click on **Confirm Voucher**. The **Create Voucher - Page 3 of 4 (Confirmation)** screen appears.

**Figure 16: Create Voucher - Page3 of 4 (Confirmation) Screen**

**Drawdown**

Create Voucher - Page 3 of 4 (Confirmation)

- Click "Generate Voucher" to complete voucher creation

---

Generate Voucher
Cancel Voucher

---

**Voucher Created For:**  
10/1/2009 10:00:00 AM

**Activity Owner:**  
10/1/2009 10:00:00 AM

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

---

**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	6616	HPRP-DC Good Hope Housing	HPRP	2009	EN	HUD	MY	<small>10/1/2009 10:00:00 AM</small>	N/A	\$10,000.00
Total										\$10,000.00

---

Generate Voucher
Cancel Voucher

---

6. After confirming that the correct draw amount is entered, click on **Generate Voucher**. The **Create Voucher - Page 4 of 4 (View)** screen appears that confirms the voucher was created successfully.

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

**Approving the Voucher**

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

1. Click on the **Funding/Project** tab at the top of screen, and then click on **Approve Voucher** on the right side of the **Funding/Drawdown** tab.

**Figure 17: Search Vouchers for Approval Screen**

**Drawdown**

Search Vouchers For Approval

<b>Search Criteria</b>		<b>IDIS Activity ID:</b>	<b>Activity Owner:</b>
<b>IDIS Voucher #:</b>	<input type="text"/>	<input type="text" value="6616"/>	SAN FRANCISCO, CA
<b>Earliest Creation Date:</b>	<input type="text"/> <a href="#">Select Date</a> (mm/dd/yyyy)	<b>Line Item Status:</b>	Open
<input type="button" value="Search"/>   <input type="button" value="Reset"/>			

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

<a href="#">IDIS Voucher #</a>	<a href="#">Line Item #</a>	<a href="#">Creation Date</a>	<a href="#">IDIS Actv ID</a>	<a href="#">Activity Name</a>	<a href="#">Line Item Status</a>	<a href="#">Drawdown Amount</a>	<a href="#">Action</a>
5061580	1	04/07/2010	6616	HPRP-DC Good Hope Housing	Open	\$10,000.00	<a href="#">Maintain-Approve</a>   <a href="#">View</a>

2. Click on **Maintain-Approve** in the **Action** column on the **Results** table. The **Maintain and Approve Voucher** screen appears.
3. Click on **Approve** in the Action column (or the **Approve All Line Items** if desired for multiple line vouchers).

## 6. COMPLETING HPRP ACTIVITIES

HPRP grantees do not report beneficiary data or accomplishments in IDIS. HUD collects HPRP accomplishment and beneficiary information via HMIS and HPRP Quarterly Performance Reports (QPR) and Annual Performance Reports (APR).

To complete an activity, go to “Edit Activity.” Complete any required fields, and close out the activity. After completing an activity in IDIS, any remaining funds not drawn will go back to the grant amount available to be committed. Grantees should be sure to recommit funds as soon as possible.

## APPENDIX A: IDIS RESOURCES

HUD makes a variety of resources available for HPRP and IDIS. The following table lists available resources, based on the type of information needed.

<b>Table 5: IDIS Resources for HPRP Grantees</b>	
<b>Information Needed</b>	<b>Resources</b>
HPRP and other HUD Homeless Program Guidance (including IDIS)	<ul style="list-style-type: none"> <li>• HUD Homelessness Resource Exchange (HRE) at <a href="http://www.hudhre.info">www.hudhre.info</a>.</li> <li>• Homeless Assistance Program Listserv (sign up via a link on the HRE homepage).</li> </ul>
IDIS guidance common to all programs (such as <i>IDIS Quick Tips</i> , generating reports and downloading data)	<ul style="list-style-type: none"> <li>• IDIS homepage at <a href="http://www.hud.gov/offices/cpd/systems/idis/index.cfm">www.hud.gov/offices/cpd/systems/idis/index.cfm</a></li> </ul>
Gaining access to IDIS or answers to IDIS questions	<ul style="list-style-type: none"> <li>• The IDIS Technical Assistance Unit (TAU)</li> <li>• Monday – Friday 8:15 a.m. - 7:00 p.m. (ET) Phone: 1-877-483-8282 Fax: 703-553-8444 E-mail: <a href="mailto:IDIS.help@hud.gov">IDIS.help@hud.gov</a></li> </ul>
IDIS Password Resets Note: HUD HQ staff and the TAU cannot reset passwords.	<ul style="list-style-type: none"> <li>• HUD National Help Desk Toll Free: 1-888-297-8689 option 3</li> </ul>



## APPENDIX B: MIGRATION FROM LEGACY IDIS

A few HPRP grantees set up HPRP activities in Legacy IDIS, the system that preceded the current system. This Appendix shows how HPRP activities migrated from Legacy IDIS to IDIS Online.

Grantees assigned each HPRP activity a Matrix Code on the MA03 screen of Legacy IDIS. During migration to IDIS, the Matrix Code for every activity converted to an IDIS activity category.

<b>Table 6: Eligible HPRP Activities and Matrix Codes Conversion Chart*</b>		
<b>Activity Classification</b>	<b>Legacy IDIS Matrix Code</b>	<b>IDIS Online Activity Category</b>
Homelessness Prevention	05Q – Subsistence Payments	Homeless Prevention
Homeless Assistance (Rapid Re-housing)	08 – Relocation	Homeless Assistance
Administration	21A – General Program Administration	Administration

\*In Legacy IDIS and in IDIS Online prior to version 11.1.0, the Data Collection and Evaluation activity category did not exist. Grantees that chose to set it up as a separate activity used the Homeless Prevention category as a proxy. Grantees can now easily correct the Activity Category now that Data Collection and Evaluation is available. Appendix C explains how to make this change.

## APPENDIX C: CHANGING A HOMELESS PREVENTION ACTIVITY TO A DATA COLLECTION AND EVALUATION ACTIVITY

Prior to IDIS version 11.1.0, IDIS did not have an Activity Category option for Data Collection and Evaluation. Grantees were given the option to set up an activity for Data Collection and Evaluation, and to use the Homeless Prevention category as a proxy. Grantees that used this option should now change the Activity Category to Data Collection and Evaluation using the following steps:

1. Click on the **Project/Activity** Tab (top of screen), which will default to the **Search Activity** screen.

Figure 18: “Search Activity Screen

### Activity

#### Search Activities

Search Criteria

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

Search | Reset

2. Enter the activity number of the existing Data Collection and Evaluation activity (or use other search criteria to find the activity) in the **IDIS Activity ID** field.
3. Click on **Search**.
4. Click on **Edit** on right side of search result table; the **Edit Activity** screen will appear.
5. Under the new HPRP row in the Activity Table, change the category from Homeless Prevention to Data Collection and Evaluation using the drop down menu. A message will pop up that says “Changing the activity category may result in a loss of data. Do you wish to continue” Click on **OK**.

This step will delete any data previously entered in the Activity Detail screen. However, the new Setup Detail screen contains only a few fields that will need to be entered.

**Figure 19: “Edit Activity” Screen showing message that appears after changing the Activity Category**

\*Activity Name:

Activity

Program	*Activity Category (tip)	Detail	Accomplishment
CDBG	None	Add CDBG	Add CDBG Accomp.
ESG	None	Add ESG	Add ESG Accomp.
HOME	None	Add HOME	Add HOME Accomp.
HOPWA	None	Add HOPWA	Add HOPWA Accomp.
CDBG-R	None	Add CDBG-R	Add CDBG-R Accomp.
HPRP	Data Collection and Evaluation	Edit HPRP	
TCAP	None		

Activity Funding

Message from webpage

Changing the activity category may result in loss of data.  
Do you wish to continue?

OK Cancel

- Click on “**Edit HPRP**” in the Setup Detail column, and enter the appropriate data. Please reference the “**Setting Up HPRP Activities: “Add/Edit Activity” Screen**” section on page 11 of this document for instructions for completing this single screen.