

Chapter 1

AN OVERVIEW OF IDIS ONLINE

The Integrated Disbursement and Information System (IDIS) is the information system used by four CPD formula programs: HOME, CDBG, ESG, and HOPWA.

As its name suggests, IDIS serves two major purposes. Grantees use the system to track and draw down CPD funds and program income (the disbursement side of IDIS OnLine) and to record the results of CPD-funded activities (the information side).

HUD uses the data grantees provide in IDIS to report on the performance of the CPD formula programs to Congress and other program stakeholders.

COMPONENTS

The basic components of IDIS OnLine are:

- Grants, Subfunds, and Subgrants
- Projects
- Activity Setup
- Activity Funding
- Drawdowns
- Activity Completion
- Reports
- Security and Data Access

Each is described below.

Grants, Subfunds, and Subgrants

A participating jurisdiction (PJ) receives a formula grant from the HOME Program on an annual basis. Information about each HOME grant is sent to IDIS OnLine from LOCCS, including a grant number, an obligation date, and an amount. The grant number identifies the entitled PJ. The obligation date is used to calculate the 24-month commitment requirement and the five-year expenditure requirement. The amount is the current amount of the grant and is affected by formula allocation, reallocations, deobligations, and ADDI funds.

When a HOME grant is received in IDIS OnLine, it is stored as an entitlement (EN) fund type. Two subfunds are then created, one for administrative expenses and one for the CHDO Reserve set-aside. IDIS OnLine suballocates 10% of the EN fund type (usually 10% of the formula allocation) to the admin subfund, and assigns it a fund type of AD. It suballocates 15% of EN (usually 15% of the formula allocation) to the CHDO subfund, and assigns it a fund type of CR. For Insular Areas, 15% of EN is suballocated to the AD subfund and the CHDO Reserve subfund is not created.

In addition to the system-generated EN, AD, and CR fund types, a PJ can create other subfunds to earmark HOME grant funds for specific uses. The additional fund types are CHDO Operating Expenses (CO), CHDO Capacity Building (CC), CHDO Loan (CL), and general subgrants (SU).

Projects

Each year, a CPD formula grantee creates either a Consolidated Plan or an Action Plan (the section of the Consolidated Plan that is updated and submitted to HUD annually). As part of the Plan, the grantee describes the projects to be undertaken with HOME, CDBG, ESG, and/or HOPWA funds in the upcoming year. These projects are high-level descriptions of what the grantee intends to accomplish over the next year. Information about each project, such as name, description, and estimated budget, is either uploaded into IDIS OnLine or input directly into the system by grantees. Projects also serve as the chief mechanism for organizing and tracking related activities in IDIS OnLine.

Activity Setup

Each activity in IDIS OnLine is set up under one of the projects in an Action Plan. It is at the activity level that grantees supply HUD with details about the work they will carry out to meet project goals. Information entered at setup includes the activity name, location, proposed accomplishments, and program-specific data.

Activity Funding

An activity must be funded before draws can be made for the activity. HOME funds can be committed to an activity only if all required HOME setup information has been entered.

A single activity may be funded by multiple CPD programs, provided the setup data required by each of the funding programs has been entered.

Drawdowns

Drawdowns may be made for an activity after it has been funded. The total amount drawn down cannot exceed the funded amount.

Activity Completion

Once the final draw for an activity has been made, the activity can be completed. For HOME-funded activities, this process includes inputting all required HOME completion data and updating the status of the activity to "completed." IDIS OnLine permits the update only after performing several edits to ensure that all required data has been entered and that it is correct and consistent. Before marking the activity as complete, IDIS OnLine releases all undrawn funds that were committed to the activity, and sets both the activity estimate and the funded amount equal to the amount disbursed.

Reports

IDIS OnLine offers numerous reports to grantees, including program year, activity, and financial reports. Some of the reports, such as the Status of HOME Grants (PR27), the Status of HOME Activities (PR22), and the Status of CHDO Funds (PR25), are specific to the HOME Program.

Security

IDIS OnLine enforces two types of security. The first type controls the functions a user may perform. Some of the functions controlled by user ID are set up activity, edit activity, create drawdown, and approve drawdown. The second type of security controls a user's access to IDIS OnLine data by grantee and by CPD program. A user might, for example, have access

to his/her organization’s data for all four CPD programs in IDIS OnLine, or be limited to accessing HOME data only. Additionally, a user may be given access to the data for more than one grantee. That user’s security profile can be different for each grantee.

FUNCTIONS

In the old IDIS, functions were accessed from the Main Menu and submenus. In IDIS OnLine, they are accessed by clicking tabs on the menu bar running across the top of the screen and then clicking links listed down the left side of the page.

For example, clicking the Projects/Activities tab at the top of the Welcome page displays the screen below:

Links to add and search activities and to add, search, and copy projects are listed on the left. To create a new activity, then, you would click on the Activity Add link; to work with an existing activity, you would click the Activity Search link.

The table below shows the functions that each tab provides access to:

Tab	Functions
Projects/Activities	Projects Activities
Funding/Drawdown	Activity Funding Drawdown Receipt
Grant	Grant Subfund Subgrant

Tab	Functions
Grantee/PJ	Grantee/PJ Subordinate
Admin	User Profiles Table Maintenance
Reports	View Reports Report Parameters

The tabs and the links available for each function depend on your security profile. If, for example, you are not authorized to add activities, then only the Search link is displayed for the Activity function. If you are not authorized to perform any Admin functions, the Admin tab is not displayed.

UTILITIES AND LINKS

Also listed on the left side of every page are Utilities and Links (displayed under the Project functions on the screen print above). The currently available utilities are:

Home – Displays the IDIS OnLine Welcome page.

Data Downloads – Displays the Run Data Extract page. For instructions on running data downloads, go to www.hud.gov/offices/cpd/systems/idis/idis.cfm and click on "IDIS OnLine Data Download Documentation."

Print Page – Self-explanatory.

Help – Displays a help screen for the IDIS OnLine page you are on. If no help is available for that page, a screen titled "IDIS – Integrated Disbursement & Information System" is shown instead.

The available links are:

PDF Viewer – Displays a page for downloading the latest version of Adobe Reader.

Support – Displays the Technical Assistance Unit home page.

CPD HOME – Displays the Community Planning and Development home page.

RAMPS – Displays the login page for the Recovery Act Management and Performance System.

HUD HOME – Displays the hud.gov page.

Clicking a utility or link does not log you out of IDIS OnLine.