

# USING *IDIS OnLine* FOR THE EMERGENCY SHELTER GRANTS PROGRAM

## PART I: SETTING UP PROJECTS AND ACTIVITIES, FUNDING ACTIVITIES

The Emergency Shelter Grants (ESG) program provides funds to eligible States, territories, cities, and counties. Grantees can use ESG funds to provide homeless people with basic shelter and essential services. They can also use ESG funds to construct or renovate facilities for the homeless, or to help with the operational costs of those facilities. Grantees can also use ESG funds for short-term homelessness prevention assistance to people at imminent risk of losing their housing due to eviction, foreclosure, or utility shutoffs.

The Integrated Disbursement and Information System (*IDIS OnLine*) is a web-based application that ESG program grantees use to draw funds and report financial data and accomplishments. When HUD moved from the mainframe-based legacy system to *IDIS OnLine* in 2009, it changed the way the system tracks ESG activities. See “What’s New” on the right for a summary of the changes.

Part One of these instructions contains the following sections and two appendices:

1. Summary of Major Changes
2. Setting up ESG Projects
3. Setting up ESG Activities
4. Funding Activities

Appendix A: *IDIS OnLine* Resources

Appendix B: Data Migration from Legacy IDIS

### What’s New in *IDIS OnLine*

1. Grantees use three Activity Categories to set up ESG activities:
  - Homeless Assistance
  - Homeless Prevention
  - Administration
2. These categories replace the five eligible matrix codes in the legacy system (administration, renovation/rehabilitation, operations, essential services, and homeless prevention).
3. Grantees report accomplishments for every Homeless Prevention and Homeless Assistance activity (instead of aggregating data in a “lead” activity” under project).
4. HUD now requires grantees to report accomplishment data for each year the activity is open. A full set of accomplishment screens can now be added for additional years under the same multi-year activity.
5. Data entry screens for setup and reporting accomplishments is separated
6. When setting up an activity, users see two separate “Activity” screens: setup details and reporting accomplishments.
  - Users no longer need to move through all the setup screens to reach the accomplishments screens.
7. Identify the organization carrying out an activity via a drop-down menu.

HUD will provide additional guidance in the coming weeks on drawing funds, reporting accomplishments, and using ESG reports. Check the HUD Homelessness Resource Exchange at [www.hudhre.info](http://www.hudhre.info) and the IDIS News (in the system) for updates. Refer to Appendix A for other *IDIS OnLine* resources that may provide updates, explain basic navigation, detail procedures for downloading reports, and using the data download feature.

*IDIS OnLine* can only produce accurate data if ESG grantees follow the consistent data entry practices described in these instructions. *IDIS OnLine* plays an important role in HUD's capacity to provide accurate program performance reports to Congress, the Administration, and other stakeholders. HUD also uses IDIS to monitor grantee performance.

## **1. SUMMARY OF MAJOR CHANGES**

The project in *IDIS OnLine* remains “the shelter or other organization carrying out eligible ESG activities.” The primary changes for the ESG program in the new system involve setting up activities and reporting accomplishments.

### **Setting up Activities**

The five eligible uses of ESG have not changed; only the way grantees set up activities in the *IDIS OnLine* has changed. The new system contains three new ESG activity types: Homeless Assistance, Homeless Prevention, and Administration. The five ESG activity types used in the legacy IDIS (via matrix codes) no longer exist in the new system: Administration, Renovation/Rehabilitation, Operations, Essential Services, and Homeless Prevention).

During migration to *IDIS OnLine*, the matrix code for every ESG activity converted to one of these three activity categories. Appendix B shows how ESG activities migrated to the new system.

*IDIS OnLine* also changes activity setup in two other ways. When setting up an activity, grantees must identify the organization carrying out the activity in the appropriate field via a drop-down menu. Finally, *IDIS OnLine* no longer includes fields for information not used by HUD for the ESG program, such as matrix codes.

### **Reporting Accomplishments**

In the coming weeks, HUD will add a section to this document that provides additional guidance on reporting ESG accomplishments and using ESG reports. For now, please note the following changes to the system:

- HUD now requires that grantees add more than one program year of accomplishment data for each activity, when applicable, since many ESG activities do not begin and end in the same program year.

- *IDIS OnLine* has three screens that require accomplishment data:
  - The first two screens request data for Homeless Prevention and Homeless Assistance activities but in general do not indicate which fields apply to which activity type.
  - The fields on the third screen request data appropriate to the activity type.
- *IDIS OnLine* denotes mandatory fields with an asterisk (\*) inconsistently. All fields in the three accomplishment screens are mandatory, even though not all have an asterisk beside them.
- Grantees now report accomplishments for each Homeless Prevention and Homeless Assistance activity instead of a single lead activity for each project.

## **2. SETTING UP ESG PROJECTS**

In *IDIS OnLine*, the ESG project is the shelter or other organization directly carrying out eligible ESG activities. Projects link ESG activities to a grantee's Annual Action Plan for a specific program year.

Unlike the Homelessness Prevention and Rapid Rehousing Program (HPRP), an IDIS "Project" cannot be a subgrantee unless that subgrantee is also directly carrying out the ESG activities. ESG grantees may use the subfund feature in IDIS online to track subgrants, but HUD does not require the use of this feature in IDIS. A grantee may also use naming conventions to identify the subgrantee by adding the name to the required project naming convention. Figure 1 describes the relationship of an ESG project to its activities within *IDIS OnLine*.

### **"Plan Year"**

In *IDIS OnLine*, the "Program Year" (referred to as "Plan Year" in the legacy system) 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. Accurately linking projects and activities to the correct "Program Year" is vital to tracking a grantee's compliance with commitments and expenditure requirements.

**Figure 1: Example IDIS OnLine Project and Activity Structure**



In cases where a grantee provides funds directly to organizations carrying out activities, the grantee would set up a project for each of these organizations. An example of an ESG project would be a shelter (e.g., Main Street Shelter) or other organization (e.g., Health Care for the Homeless) that directly carries out an ESG-funded activity.

### **Setting up an ESG Project: Using the “Project” Screen**

To set up an ESG project in *IDIS OnLine*:

1. Click the “Projects/Activities” tab at the top of the screen and then click the “Add” link on left side under “Project.” Figure 2 shows the “Add Project” screen and data entry instructions follow.
2. Select year from the “Program Year” field or click on the “Add New Program Year” box and enter the new program year from the drop-down menu. **Note:** In *IDIS OnLine*, the “Program Year,” often referred to as “Plan Year” in the legacy system, 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. Accurately linking projects and activities to the correct “Program Year” is vital to tracking a grantee’s compliance with commitments and expenditure requirements.

Figure 2: “Add Project” Screen

**User ID:**  
**User Role:** Grantee  
**Organization:** SAN FRANCISCO  
[- Logout](#)

**Activity**  
[- Add](#)  
[- Search](#)

**Project**  
[- Add](#)  
[- Search](#)  
[- Copy](#)

**Utilities**  
[- Home](#)  
[- Data Downloads](#)  
[- Print Page](#)  
[- Help](#)

**Links**  
[- PDF Viewer](#)  
[- Support](#)  
[- CPD Home](#)  
[- RAMPS](#)  
[- HUD Home](#)

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

**Project**  
 Add Project

|

**\*Indicates Required Field**  
**Grantee/PJ Name:** \_\_\_\_\_

**Program Year:** 2009  **Add New Program Year:** \_\_\_\_\_  
(ex: yyyy)

**IDIS Project ID:** \_\_\_\_\_

**\*Project Title:** ESG09-Good Hope Shelter

**Grantee/PJ Project ID:** \_\_\_\_\_

**Description:**  
 meals, and counseling to homeless men, shelter operating costs, and short-term rental vouchers for persons facing eviction within 7 days

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

Estimated Amount (Including Program Income)	
CDBG	\$ 0.00
HOME	\$ 0.00
ESG	\$ 150000
HOPWA	\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>

3. Enter a project name in the “Project Title” box (see Project Naming Convention text box below).
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. Since the project description appears on two project-level reports, grantees should enter a brief project description in the narrative, such as “Funding to Good Hope Shelter to provide overnight lodging, meals, and counseling to homeless men, shelter operating costs, and short-term rental vouchers for persons facing eviction within seven days.”
6. Enter the “Estimated Amount” of ESG 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 ESG funds to activities, not projects.

### Project Naming Convention

Since “the project is the shelter or other organization directly carrying out the activities,” the required naming convention for all ESG Projects is to use the term “ESG,” followed by the two-digit program year and the shelter name.

- An example is “ESG09-Good Hope Shelter.”

Grantees may wish to include a subgrantee name in the project.

- An example using this convention is “ESG09-GH Shelter-[Subgrantee Name]”.

Grantees should use abbreviations as consistently as possible across ESG projects. These naming conventions allow ESG projects to be immediately identifiable in many *IDIS OnLine* reports by citizens, other stakeholders, and HUD staff. It also provides readers with easier understanding of the specific shelter or other organization carrying out the ESG activities.

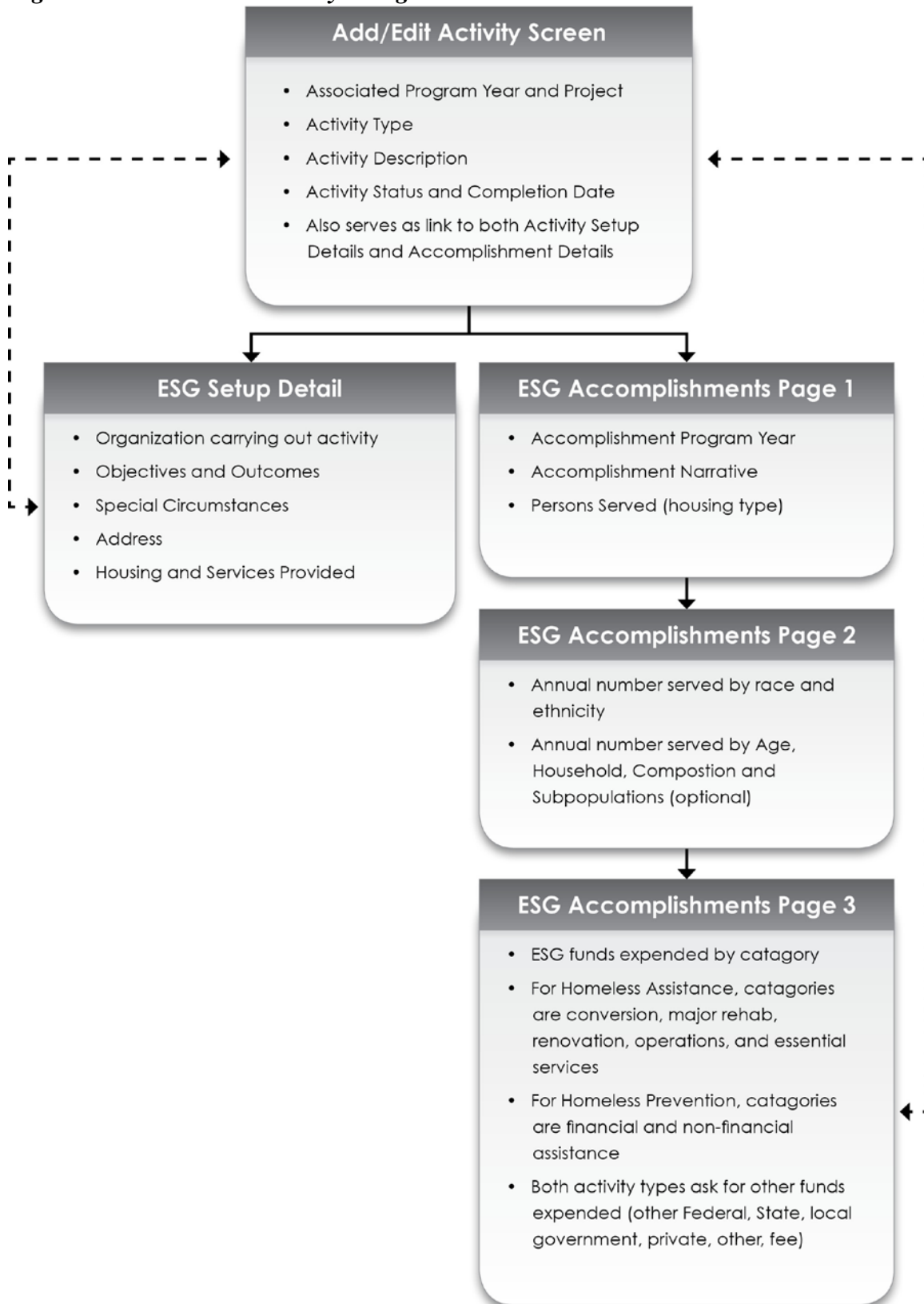
7. Do not click on “Allow Another Organization to Set up Activities” under this project since other organizations should not be drawing ESG funds and or entering accomplishment information in *IDIS OnLine*.
8. Click the “Save” button. IDIS has now saved the project and the user can now set up activities under the project.

### 3. SETTING UP ESG ACTIVITIES

Using proper conventions to set up ESG is critical and prevents future data cleanup by grantees. While *IDIS OnLine* follows many of the same general business rules and processes as the legacy system, the navigation within *IDIS OnLine* has some variations.

One important difference is that the system separates the “Activity” screens into two areas: setup details and reporting accomplishments. Grantees no longer need to move through all the setup screens to reach the accomplishments screens. In addition, *IDIS OnLine* reduces the overall number of screens. Figure 3 illustrates how *IDIS OnLine* structures the ESG activity setup and accomplishment reporting screens, along with a description of each step.

**Figure 3: IDIS OnLine Activity Navigation**



## **Defining ESG Activities**

To improve accomplishment reporting, HUD has reduced the activity categories for from five to three. Grantees no longer create activities for each eligible use of ESG funds per project. Instead, grantees must now choose from three activity categories:

- Homeless Assistance.
- Homeless Prevention.
- Administration.

For every Homeless Assistance and Homeless Prevention activity, grantees now report accomplishments. In Legacy IDIS, grantees reported all accomplishments for a project under a single lead activity for each project.

For the Homeless Assistance activity under a project, a grantee must report the accomplishments for rehabilitation/renovation/conversion, shelter operations, and essential services that occurred as part of that project. In almost all cases, only one Homeless Assistance activity should exist per project.

For a Homeless Prevention activity under a project, a grantee must report the accomplishments for non-financial assistance and prevention financial assistance that occurred as part of that project. In almost all cases, only one Homeless Prevention activity should exist per project.

Financial assistance includes activities such as rental assistance, security deposits, utility deposits, and utility payments that keep recipients from becoming homeless. Non-financial assistance activities designed to prevent homelessness may include legal services and credit repair activities. Table 1 shows how the previous categories correspond with the new categories.

*Table 1: ESG Activity Categories*

<b>IDIS OnLine and Legacy IDIS Activity Categories</b>	
<b>IDIS OnLine Activity Category</b>	<b>Legacy IDIS ESG Matrix Code</b>
<b>Homeless Assistance</b>	Rehabilitation, Renovation, Conversion (03C)
	Essential Services (05)
	Operations, Maintenance (03T)
<b>Homeless Prevention</b>	Homeless Prevention (05Q)
<b>Administration</b>	Administration (21A)



## Project/Activity Structure

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

### Setting up ESG Activities: “Add/Edit Activity” Screen

Following are instructions for setting up ESG activities using the “Add/Edit Activity” screen (Figure 4).

**Figure 4: “Add/Edit Activity” Screen**

\*Activity Owner: [dropdown]

Grantee/PJ Activity ID: [text box]

\*Program Year: 2009 [dropdown]

\*Indicate if activity will be funded with Recovery Grant Funds: (tip)  
 Yes  No

\*IDIS Project ID/Project Title: 229/ESG09-Good Hope Shelter (2009) [dropdown]

\*Activity Name: ESG09-GFalls-HA [text box]

Activity			
Program	*Activity Category	Ready to Fund	Setup Detail
CDBG	None [dropdown]	No	Add CDBG
ESG	Homeless Assistance [dropdown]	No	Add ESG
HOME	None [dropdown]	No	Add HOME
HOPWA	None [dropdown]	No	Add HOPWA

\*Environmental Assessment: EXEMPT [dropdown]

Allow Another Organization to Access this Activity: (tip)  
[Select Organization]

Activity Description: Funding for the shelter to provide overnight lodging, evening meals, mental health treatment/substance abuse counseling to homeless men, and additional funding for the shelter's...

To set up an ESG activity in *IDIS OnLine*:

1. Click the “Projects/Activities” tab at top of screen and then click the “Add” link on left side under “Activity.” The single screen shown captures fundamental information about an activity regardless of funding source (Figure 4).
2. Enter an “Activity Name” using HUD’s required ESG activity naming convention (see Activity Naming Convention text box).

3. Enter an “Activity Description” in the text box that should include details of the activity being performed. For example, if the homeless assistance includes operations and essential services, provide a summary in the text box about all the subcategory activities carried out by the shelter or organization related to homeless assistance for the program year. Such a summary might read, “Funding for the shelter to provide overnight lodging, evening meals, mental health treatment/substance abuse counseling to homeless men, and additional funding for janitorial services.”
4. Click on the Program Year drop down box and select the appropriate program year. Note: In *IDIS OnLine*, the “Program Year,” often referred to as “Plan Year” in the legacy system, 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. Accurately linking projects and activities to the correct program year is vital to tracking a grantee’s compliance with commitments and expenditure requirements.
5. 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 ESG activities.
6. If desired, assign a “Grantee/PJ Activity ID.” This ID is only for the grantee’s use.

### Activity Naming Convention

Like project names, each activity name should begin with the term “ESG,” followed by the two-digit program year, the shelter/organization receiving ESG funds, and the eligible activity type. A grantee may abbreviate the activity type in the activity name using “AD” for Administration, “HA” for Homeless Assistance, and “HP” for Homeless Prevention. A grantee may also abbreviate the shelter name, as long as a reader can determine the organization to be assisted from the “Activity Title” and if the grantee is consistent from year to year.

For example, if the City of IDISville provides ESG funds to Great Falls Shelter for the 2009 program year to carry out homeless prevention, provide essential services, and fund shelter operations, the City would create two *IDIS* activities under the project “ESG09 GFalls Shelter:”

- “ESG09-GFalls-HA” (for the essential services and the operations funding).
- “ESG09-GFalls-HP” (for the emergency short-term rental assistance).

The City may also have one ESG administration activity for its program, in which case it would create one *IDIS OnLine* activity under a project “ESG09 Admin:”

- “ESG09-GFalls-AD” (for administration).

7. Under “Indicate if activity will be funded with Recovery Grant Fund,” keep the default setting of “no” to indicate that that ESG will be funding the activity, not HPRP.
8. On the “ESG Program” line, select an eligible “Activity Category” from the three available for ESG: Homeless Assistance, Homeless Prevention, and Administration.
9. Select “Exempt” in the Environmental Assessment field unless the eligible activity meets the following criteria:
  - Renovation or major rehabilitation of a building as a shelter or conversion of a non-residential building to a shelter, AND
  - Costs are 75% or more of the replacement value of the building after rehabilitation; or
  - Unit density is changed by more than 20%; or
  - There is a change in land use (e.g., from non-residential to residential).

If these criteria apply, select either “underway” or “complete.”

10. Do not click on “Allow Another Organization to Access this Activity” since other organizations should not be drawing ESG funds or entering information in *IDIS OnLine*.
11. Click “Save.” The system will provide error messages (in red at top of screen) or the message, “The new activity has been saved.” If an error message is received, correct any errors and save.

Once a user saves an activity, *IDIS OnLine* will generate a unique “IDIS Activity ID,” which should be noted and used for expediting future tasks, such as funding, drawing down, and reporting accomplishments.

### **Setting up ESG Activities: “Add/Edit ESG Detail” Screen**

After setting up the activity, enter additional activity information by clicking on the “Setup Detail – Add ESG” button. The “Add ESG Setup Detail” screen auto-populates several fields including: Grantee/PJ Activity ID; Activity Name; Program Year/IDIS Project ID; IDIS Activity ID; Activity Owner; and Project Title (Figure 5). At the time of activity setup, complete the remaining fields on this screen to describe the activities to be undertaken.

Figure 5: “Add/Edit ESG Activity Detail” Screen

**Organization:**  
- Logout

**Activity**  
- Add  
- Search

**Project**  
- Add  
- Search  
- Copy

**Utilities**  
- Home  
- Data Downloads  
- Print Page  
- Help (Add)  
- Help (Edit)

**Links**  
- PDF Viewer  
- Support  
- CPD Home  
- RAMPS  
- HUD Home

**Activity**  
Add ESG Setup Detail

Save | Cancel

\* Indicates Required Field

<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> ESG09-GFalls-HA	<b>Program Year/IDIS Project ID:</b> 2009/229
<b>IDIS Activity ID:</b> 6551	<b>Activity Owner:</b>	<b>Project Title:</b> ESG09-Good Hope Shelter

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

**Name of Organization Carrying Out Activity:** (tip)

**Community Based:**  
 Yes  No

**\*Performance Objective:**  
Create suitable living environments

**\*Performance Outcome:**  
Availability/accessibility

**Special Characteristics**  
(Check All that Apply)

CDBG Strategy Area  
 Local Target Area  
 Presidentially Declared Major Disaster Area  
 Historic Preservation Area  
 Brownfield Redevelopment Area  
 Conversion from Non-Residential to Residential Use  
 Colonia

**Address**

Confidential (Suppress on Reports)

**Address Line 1:**  **City:**   
(ex: 1313 Sherman Street)

**Address Line 2:**  **State:**

(ex: Suite 518)

**Address Line 3:**  **Zip:**  +   
(ex: Division of Housing)

**\*Housing and Services**  
(Check All that Apply)

<input type="checkbox"/> Child Care	<input type="checkbox"/> Alcohol/Drug Program
<input type="checkbox"/> Emergency Shelter Facilities	<input type="checkbox"/> Drop-in Center
<input type="checkbox"/> Food Pantry	<input type="checkbox"/> Employment
<input type="checkbox"/> Health Care	<input type="checkbox"/> HIV/AIDS Services
<input type="checkbox"/> Mental Health	<input type="checkbox"/> Homeless Prevention
<input type="checkbox"/> Outreach	<input type="checkbox"/> Soup Kitchen/Meal Distribution
<input type="checkbox"/> Transitional Shelter	<input type="checkbox"/> Vouchers for Shelters
<input type="checkbox"/> Other: <input type="text"/>	

Access the “ESG Setup Detail” screen from the “Add/Edit Activity” screen in *IDIS OnLine*. After selecting the “Activity Category” from the ESG row of the “Activity Table,” click on “Add ESG” under the “Activity Detail” column. On the “Add/Edit ESG Activity Detail” screen:

1. Click on “Select Organization.” A new “Select Organization” screen appears. Grantees must identify the organization carrying out the activity because it allows grantees and HUD to identify all activities associated with a specific organization. Grantees should be careful to ensure to enter only one variation of the organization’s name and to use this

name consistently. Obtaining and using the correct DUNS number is critical. To obtain a DUNS number, subgrantees should go to <http://fedgov.dnb.com/webform>. Search for an existing organization. If an organization is already listed, click on the organization and then click on “Select.”

- If not listed, click on “Add Organization” and enter the required information. A DUNS number is required when adding a new organization. Figure 6 shows the “Add Organization” screen.
  - Indicate whether the organization is a community-based organization by selecting “Yes” or “No.”
2. Select the appropriate performance “Objective and Outcome” categories. See ESG Performance Objectives and Outcomes text box and Table 2.

**Figure 6: Add Organization Screen**

Add Organization

Save | Cancel

**\*Indicates Required Field**

<p><b>Profile</b></p> <p><b>*Organization Name:</b> (tip)</p> <input type="text"/> <p><b>Address Line 1:</b></p> <input type="text"/> <small>(ex: 1313 Sherman Street)</small> <p><b>Address Line 2:</b></p> <input type="text"/> <small>(ex: Suite 318)</small> <p><b>Address Line 3:</b></p> <input type="text"/> <small>(ex: Division of Housing)</small> <p><b>*City:</b></p> <input type="text"/>	<p><b>CHDO Eligible:</b> (tip)</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>Non Governmental Information</b></p> <p><b>Faith Based:</b> (tip)</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>Institution of Higher Education:</b> (tip)</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>Non Profit:</b></p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p><b>*State/Territory:</b></p> <p>IL <input type="button" value="v"/></p>	<p><b>Contact Information</b></p> <p><b>First Name:</b> <input type="text"/></p> <p><b>Middle Initial:</b> <input type="text"/></p> <p><b>Last Name:</b> <input type="text"/></p> <p><b>Title:</b> <input type="text"/></p> <p><b>Email:</b> <input type="text"/></p> <p><b>Address:</b> <input type="text"/></p> <p><b>City:</b> <input type="text"/></p> <p><b>State:</b> <input type="button" value="Select state"/> <input type="button" value="v"/></p> <p><b>Zip Code:</b> <input type="text"/> - <input type="text"/></p> <p><b>Telephone:</b> <input type="text"/> Ext. <input type="text"/></p>

Save | Cancel

### ESG Performance Objectives and Outcomes

- For *Homeless Assistance* activities, select “suitable living environment” as the objective and “availability/access to shelter” as the outcome. This combination best captures ESG activities because such activities typically make shelter and/or services available to the homeless.
- For *Homeless Prevention* activities, select “decent, affordable housing” as the objective and “housing affordability” as the outcome. This combination best captures ESG homeless prevention activities because such activities keep housing affordable by allowing program beneficiaries to stay in their homes.
- *Administration* activities do not require a performance objective and outcome.

**Table 2: ESG Performance Objectives and Outcomes**

Activity Type	Objective	Outcome
Homeless Assistance	(1) Create a Suitable Living Environment	(1) Availability/Accessibility
Homeless Prevention	(2) Provide Decent Housing	(2) Affordability
Administration	None	None

3. “Special Characteristics,” click on any characteristics that apply.
4. Enter the “Address” of the shelter in which activities are taking place. Where appropriate (e.g., domestic violence shelter), click on the “Confidential” box to suppress the printing of the address on IDIS reports.
5. To demonstrate that grantees use other funding sources to leverage ESG funds, grantees should select all of the “Housing and Services” provided at the shelter or other organization directly carrying out the activities, regardless of funding source.
6. Once all information is entered, select “Save” to record and store the information. The screen will return to the “Edit Activity” screen, which is similar to the initial “Add Activity” screen except that it now contains some additional fields.

7. On the “Edit Activity” screen:

- The system inserts a “Ready to Fund” column within the “Activity Table.”
- If the ESG row indicates “Yes,” the grantee can now fund the activity.
- If the ESG row indicates “No,” return to the ESG setup details and add missing information or edit incorrect information. Activity setup is complete, and funds can now be committed.

#### 4. FUNDING ACTIVITIES

Once an activity is set up in *IDIS OnLine*, funds must be committed to the activity before being drawn down. To navigate from the “Edit Activity” screen, click on the “Activity Funding” button that appears at the bottom of the “Activity Table.” This shortcut allows the user to fund this activity directly without searching.

If not in the “Edit Activity” screen, click on the “Funding/Drawdown” option at the top of the screen. Use the search criteria options available on this screen to identify the activity to be funded, and then click on “Edit” at the right side of the screen.

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

HUD was not able to modify *IDIS OnLine* to accommodate HPRP, so grantees use the same activity setup screens for HPRP as ESG. Therefore, grantees must use care to avoid co-mingling funds in *IDIS OnLine*. 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.

Grantees must ensure that ESG activities are funded by the ESG grant, not by the HPRP grant. The two grants look similar, except that the ESG grant has a “Source Code” that ends in “C” and the HPRP grant has a “Source Code” ending in “Y.” To reduce the risk, note the instructions under the “Add/Edit Activity” screen to answer “No” to the question regarding whether the activity will be funded with Recovery Grant funds. Answering “No” will ensure that only the ESG grant appears on the “Activity Funding” screen. Conversely, answering “Yes” will cause the HPRP grant to appear. As a precaution, it is important to confirm that the “Source Code” is correct. Table 3 shows sample Source Codes.

**Table 3: Grant Source Codes**

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

To fund an activity, carry out the steps under the “Activity Funding” screen (Figure 7).

**Figure 7: “Activity Funding” Screen**

The screenshot shows the 'Activity Funding' screen with the following search criteria:

- Search Criteria Program:** All (dropdown)
- Activity Name:** (text input)
- Program Year:** All (dropdown)
- IDIS Project ID:** (text input)
- IDIS Activity ID:** (text input, circled in red)
- Grantee/PJ Activity ID:** (text input)
- Activity Status:** All (dropdown)
- \*Activity Owner:** (dropdown)

Buttons for 'Search' and 'Reset' are located at the bottom left of the search area.

To select the activity that requires funding:

1. If not on the “Edit Activity” screen, click on the “Funding/Drawdown” option at the top of the screen.
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 “ESG” for the “Program” and the “Program Year,” 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 8 shows an example of how the screen will look.
6. “Add-Edit” under the “Action” column will also appear. Users may need to scroll to the right to see “Add-Edit” link.



Figure 8: “Activity Funding” Screen Showing Example Search Results

**Activity Funding**

Search for Activities to Fund

**Search Criteria**

Program:  IDIS Project ID:  Activity Status:

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

Program Year:  Grantee/PJ Activity ID:

|

Results Page 1 of 1

Activity Name	Program Year/ IDIS Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Activity Status	Activity Owner	Action
ESG09-GFalls-HA	2009/229	6551		Open		<a href="#">Add-Edit</a>

7. Select “Add-Edit” under the “Action” column.
8. The “Available Funds” will appear near the bottom of the “Activity Funding” screen as show in Figure 9. Check the amount available for funding.

Figure 9: “Activity Funding” Screen Showing “Available Funds”

\*Indicates Required Field

Activity Owner:  Program Year/Project: 2009/229

IDIS Activity ID: 6551 Total Funded: \$0.00

Activity Name: ESG09-GFalls-HA Total Drawn: \$0.00

**Funding Sources**

Recipient Name:  Program:  Fund Type:

|

**Available Funds**

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
	ESG	EN	HUD	MC	\$938,867.00	\$0.00	\$0.00	<a href="#">Add-Edit</a>   <a href="#">View</a>

9. Select “Add-Edit” under the action column for the appropriate activity. ESG activities should have a source code that ends in “C.” If the Source Code ends in “Y,” return to “Edit Activity” screen and click “No” at the field “Indicate if activity will be funded with Recovery Grant Funds.”
10. The “Current Funding for This Source” section will appear on the screen, as shown in Figure 10.

**Figure 10: “Activity Funding” Screen Showing “Current Funding for This Source”**

The screenshot shows the 'Activity Funding' screen with the following details:

- Activity Owner:** [Redacted]
- Program Year/Project:** 2009/229
- IDIS Activity ID:** 6551
- Total Funded:** \$0.00
- Activity Name:** ESG09-GFalls-HA
- Total Drawn:** \$0.00

**Funding Source Table:**

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Drawn Amount	Funded Amount
ESG	EN	HUD	MC	[Redacted]	\$938,867.00	\$0.00	\$0.00

**Current Funding for This Source:**

Grant Year (tip)	Funded Amount	Drawn Amount
[Input Field]	\$ [Input Field]	\$0.00

Buttons: Add Grant Year, Save, Cancel

A red circle highlights the 'Source Type' column in the 'Funding Source' table, and a yellow arrow points to the 'Funded Amount' input field in the 'Current Funding for This Source' section.

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. If desired, enter the initial funding year in the “Grant Year” field. This is an optional field but may be useful at a later date.
13. Click the “Save” button.
14. An “Activity funded successfully” message will appear near the top of the screen.

**USING *IDIS OnLine*  
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**APPENDIX A: *IDIS OnLine* RESOURCES**

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

<b><i>IDIS OnLine</i> Resources for ESG Grantees</b>	
<b>Information Needed</b>	<b>Resources</b>
ESG Program Guidance ... including <i>IDIS</i> Guidance for ESG grantees, the ESG Desk Guide other ESG, publications, and information on HUD's other programs that address homelessness.	<ul style="list-style-type: none"> <li>• HUD Homelessness Resource Exchange (HRE) at <a href="http://www.hudhre.info">www.hudhre.info</a> (enter "ESG" in the "Search" box at the upper right of the screen).</li> <li>• Homeless Assistance Program Listserv (sign up via the link below or on the HRE homepage).</li> </ul>
<i>IDIS OnLine</i> guidance common to all programs ... such as <i>IDIS OnLine Quick Tips</i> , generating reports, and downloading data	<ul style="list-style-type: none"> <li>• <i>IDIS OnLine</i> homepage <a href="http://www.hud.gov/offices/cpd/systems/idis/index.cfm">www.hud.gov/offices/cpd/systems/idis/index.cfm</a></li> </ul>
<i>IDIS OnLine</i> Password Resets	<ul style="list-style-type: none"> <li>• HUD National Help Desk Toll Free: 1-888-297-8689</li> </ul>
To gain access to <i>IDIS OnLine</i> or for answers to <i>IDIS OnLine</i> questions	<ul style="list-style-type: none"> <li>• The <i>IDIS OnLine</i> Technical Assistance Unit</li> <li>• Monday – Friday 8:15 a.m. - 7:00 p.m. (ET)               <ul style="list-style-type: none"> <li>• Phone: 877-483-8282</li> <li>• Fax: 703-553-8444</li> <li>• E-mail: <a href="mailto:idis.help@hud.gov">idis.help@hud.gov</a></li> </ul> </li> </ul>

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**APPENDIX B: CONVERSION RULES FOR ESG ACTIVITIES FOR MIGRATION FROM LEGACY IDIS TO *IDIS ONLINE***

Legacy IDIS used matrix codes to describe activity types. Since ESG activities in *IDIS OnLine* do not use activity types, HUD selected the activity type for which each matrix code would migrate. Even though the ESG program only had five approved matrix codes (on per eligible activity), many grantees used other, non-approved codes. HUD, therefore, assigned each matrix code to migrate to one of the three ESG activity types in *IDIS OnLine*: Homeless Prevention, Homeless Assistance, and Administration. By assigning an activity type for each unapproved matrix code, HUD was not approving of the use of the unauthorized matrix code nor the eligibility of the costs represented by the unauthorized matrix code.

The table below indicates how the activities in legacy IDIS converted into *IDIS OnLine*. It contains a list of all the matrix codes HUD saw used over the years by ESG grantees. Matrix codes not on the list converted as homeless assistance activities.

<b>Legacy Matrix Code</b>	<b>Matrix Code Description</b>	<b>IDIS On-Line ESG Activity Category</b>
<b>03C</b>	<b>Homeless Facilities (not operating costs)</b>	<b>Homeless Assistance</b>
<b>03T</b>	<b>Operating Costs of Homeless/AIDS Patients Programs</b>	<b>Homeless Assistance</b>
<b>05</b>	<b>Public Services (General)</b>	<b>Homeless Assistance</b>
<b>05Q</b>	<b>Subsistence Payment</b>	<b>Homeless Prevention</b>
<b>21A</b>	<b>General Program Administration</b>	<b>Administration</b>
01	Acquisition of Real Property	Homeless Assistance
02	Disposition	Homeless Assistance
03	Public Facilities and Improvement (General)	Homeless Assistance
03A	Senior Centers	Homeless Assistance
03D	Youth Centers	Homeless Assistance
03E	Neighborhood facilities	Homeless Assistance
03P	Health Facilities	Homeless Assistance
03Q	Abused and Neglected Children Facilities	Homeless Assistance
03S	Facilities for AIDS Patients (not operating costs)	Homeless Assistance
05A	Senior Services	Homeless Assistance

<b>Legacy Matrix Code</b>	<b>Matrix Code Description</b>	<b>IDIS On-Line ESG Activity Category</b>
05C	Legal Services	Homeless Assistance
05D	Youth Services	Homeless Assistance
05E	Transportation Services	Homeless Assistance
05F	Substance Abuse Services	Homeless Assistance
05G	Battered and Abused Spouses	Homeless Assistance
05H	Employment Training	Homeless Assistance
05K	Tenant/Landlord Counseling	Homeless Assistance
05J	Fair Housing Activities	Homeless Assistance
05L	Child Care Services	Homeless Assistance
05M	Health Services	Homeless Assistance
05N	Abused and Neglected Children	Homeless Assistance
05O	Mental Health Services	Homeless Assistance
05S	Rental Housing Subsidies (if HOME, not part of 5% Admin)	Homeless Prevention
05T	Security Deposits (if HOME, not part of 5%)	Homeless Prevention
06	Interim Assistance	Homeless Assistance
08	Relocation	Homeless Assistance
13	Direct Homeownership Assistance	Homeless Prevention
14A	Rehab; Single-Unit Residential	Homeless Assistance
14B	Rehab; Multi-Unit Residential	Homeless Assistance
14D	Rehab; Other Publicly-Owned Residential Buildings	Homeless Assistance
21B	Indirect Costs	Homeless Administration
22	Unprogrammed Funds	Administration
Any other matrix codes not listed		Homeless Assistance