



IDIS Online Training for CDBG Grantees

CPD, Office of Block Grant
Assistance

IDIS Online for CDBG Entitlement Communities

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Introductions

- Name
- Organization
- Experience
 - CDBG
 - IDIS
- Areas of CDBG program responsibilities
- IDIS responsibilities

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Session Objectives



- What's New in IDIS Online
- Use IDIS Online to "Tell the Story"
 - Accomplishments and accountability
- Learn how to:
 - *Correctly* set up IDIS Online Activities
 - Provide accurate and timely beneficiary and performance data (especially multiyear activities)
 - New reports functionality

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Course Structure



- Agenda
- IDIS Online practice – hands on!
 - Low Mod Housing (LMH)
 - Limited Clientele (LMC)
 - Low Mod Area (LMA)
 - Low Mod Jobs (LMJ)
- Financial functions
- Reports
- Training manual
- Overheads

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Rules!!!



- Ask questions
 - Caveat: Training is focused on IDIS implementation – see the trainers and staff after class for CDBG policy or project questions
- Let us know if you get stuck
- Keep side conversations to minimum
- Parking lot
- No cell phones that ring, please

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IDIS OVERVIEW

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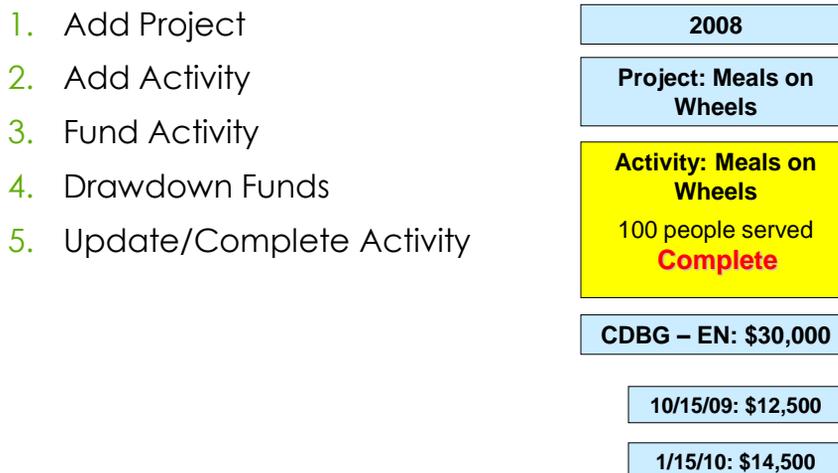
What is IDIS Online?



- Real-time online database
- Supports CDBG, CDBG-R, HOME, ESG, and HOPWA
- Key purposes of IDIS:
 1. Disburse funds
 2. **Collect data**
 - **Accomplishments and performance**
 - **Program compliance**

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IDIS Online Process



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Activity Setup Focus



- Defining Scope of the Activity
- Matrix Codes
 - Describes Eligibility of Activity
 - Use Most Specific
- National Objectives
 - Must document N.O. compliance for all non-admin/planning activities
- CDBG-R vs. CDBG

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Activity Update Focus



- When to Report
 - Quarterly recommended
 - Annual required
- What to Report
 - Benefits realized during **PROGRAM YEAR**
 - Report on every screen (completeness)
 - National Objective compliance
 - Accomplishment data
 - Performance measurements

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IDIS Online Data Collection



- Understand data needs upfront
- Grantees are required to input data in IDIS Online at least annually, but more often is advisable and preferable
- Report on every screen (completeness)
- Report for each Program Year
 - For multiyear activities, report (at least) at end of each program year.



MODULE 1: LOGGING IN & NAVIGATION

Logging In to IDIS Online



- Same website
- Today we will use the UAT region
- Today's ID and Password
 - ID = Your normal C number
 - Password = ?????
- Let's get online!

Navigation Tips



- **Do NOT use browser navigation bar!!!!**
- Only use links and buttons within the IDIS Online page.
- Be patient if system is slow.
- Raise your hand if you get stuck.



MODULE 2: IDIS Online PROJECTS

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IDIS Online Projects

- Typically mirror Annual Action Plan
- Only entered at beginning of year and when plan is amended
- Minimum amount of information
 - Program Year
 - Project Title
 - Description
 - Estimated Amount
 - IDIS Online Access for Another Organization

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IDIS Online Projects



- Must have project before activity
- Projects can be used to group activities
 - Project = Housing Rehabilitation
 - Activity #1 = 100 Main Street
 - Activity #2 = 123 Elm Street
- Updates with the new system
 - No need to approve projects
 - Copy multiple projects at once

MODULE 3: HOUSING



Eligible Housing Activities



- 12 Construction of Housing
- 13 Direct Homeownership Assistance
- 14A Rehab: Single-Unit Residential
- 14B Rehab: Multi-Unit Residential
- 14C Rehab: Public Housing Modernization
- 14D Rehab: Other Publicly Owned Residential Buildings
- 14F Rehab: Energy Efficiency Improvements
- 14G Rehab: Acquisition
- 14H Rehab: Administration
- 14I Lead-Based Paint/Lead Hazards Testing/Abatement
- 14J Housing Services
- 16A Residential Historic Preservation
- 19E Operation/Repair of Foreclosed Property

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Housing Admin & Services



- Housing Rehabilitation Administration 14H
- Housing Services 14J

Activity	Project Costs paid with...	Report Accomplishments in IDIS?
Housing Rehab Admin (14H)	CDBG	Reported Under Other Activities
Housing Rehab Admin (14H)	Non-CDBG	YES
Housing Services (14J)	HOME	YES

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Homeownership Assistance vs. Housing Counseling



- Misuse of matrix codes 13 and 05R for activities that solely provide housing counseling is one of most common user errors in IDIS.
- For activities that **ONLY** provide counseling:
 - Use 05U
 - Report number of persons receiving counseling
- For activities that provide **financial** assistance:
 - Use 13 or 05R
 - Report the number of households receiving financial assistance
 - Do **NOT** report not the number receiving housing counseling except under the Performance Measurement screen where is specifically asks for this number.

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Housing National Objectives



- Low Mod Housing (LMH) – most common
 - Count households, not residents or families. Households are all occupants of unit, related or unrelated
 - Single unit = must be occupied by LMI HH
 - Duplex: 1 of 2 units must be occupied by LMI HH
 - 3+ units: 51% must be occupied by LMI HH
- Some housing activities qualify under Slum/ Blight Area Basis or Spot Basis

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Key Points for Housing



- HUD encourages separate IDIS Online activity for each address
- Include physical address for single address activities
- For privacy, do not use individual family names in Activity Name
- Report accomplishments each year

LMH Screens



- Adding a New Activity
 - Add Activity
 - Add CDBG Setup Detail Page 1
 - Add CDBG Setup Detail Page 2
- Updating/Completing an LMH Activity
 - Refer to Chapter 11 in Manual
 - Page 1: Narrative and Direct Benefit Data
 - Page 2: Varies based on type of activity
 - Rehab
 - Acquisition/New Construction
 - Other



MODULE 4: PUBLIC FACILITIES & IMPROVEMENTS

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Eligible Public Facilities & Improvement Activities



- 03A Senior Centers
- 03B Handicapped Centers
- 03C Homeless Facilities (not operating costs)
- 03D Youth Centers
- 03E Neighborhood Facilities
- 03F Parks, Recreational Facilities
- 03G Parking Facilities
- 03H Solid Waste Disposal Improvements
- 03I Flood Drainage Improvements
- 03J Water/Sewer Improvements

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Eligible Public Facilities & Improvement Activities



- 03K Street Improvements
- 03L Sidewalks
- 03M Child Care Centers
- 03N Tree Planting
- 03O Fire Stations/Equipment
- 03P Health Facilities
- 03Q Facilities for Abused and Neglected Children
- 03R Asbestos Removal
- 03S Facilities for AIDS Patients (not operating costs)
- 03 Other Public Facilities/Improvements

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Public Facilities & Improvements National Objectives



- Infrastructure improvements will typically qualify under Low/Mod Area Benefit (LMA)
 - Area must be primarily residential
 - Activity must benefit **all** residents of the area
- Facilities for persons with special needs may qualify under Low/Mod Limited Clientele (LMC)
- Some improvements may fit SBA, LMJ national objectives

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Key Points for Public Facilities & Improvements



- Use most specific “03” matrix code to accurately describe use of funds
- Avoid combining different public facilities under one activity
- Report performance measures when activity completed/benefits realized
- Strive to report unduplicated persons served
- When reporting persons for LMA, use Total Population (L/M “Universe”)

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LMA Screens



- Adding a New Activity
 - Add Activity
 - Add CDBG Setup Detail Page 1
 - Add CDBG Setup Detail Page 2
 - Add CDBG Setup Detail Page 3: LMA County
 - Add CDBG Setup Detail Page 4: LMA Tract
 - Add CDBG Setup Detail Page 5: LMA Block Group
- Remember to click the “Calculate LM %” button on Page 3.

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LMA Screens



- Updating/Completing an LMA Activity
 - Refer to Chapter 9 in Manual
 - Page 1: Narrative
 - Page 2: Varies based on type of activity
 - New, Improved, No longer substandard
 - Homeless, homeless prevention
 - Job performance



MODULE 5: PUBLIC SERVICES

Eligible Public Service Activities



- 03T Operating Costs of Homeless/AIDS Patients Programs
- 05A Senior Services
- 05B Handicapped Services
- 05C Legal Services
- 05D Youth Services
- 05E Transportation Services
- 05F Substance Abuse Services
- 05G Services for Battered and Abused Spouses
- 05H Employment Training
- 05I Crime Awareness/Prevention
- 05J Fair Housing Activities (subject to Public Services cap)
- 05K Tenant/Landlord Counseling

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Eligible Public Service Activities



- 05L Child Care Services
- 05M Health Services
- 05N Services for Abused and Neglected Children
- 05O Mental Health Services
- 05P Screening for Lead Poisoning
- 05Q Subsistence Payments
- 05R Homeownership Assistance (not direct)
- 05S Rental Housing Subsidies
- 05T Security Deposits
- 05U Housing Counseling
- 05 Other Public Services

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Public Services National Objectives



- Limited Clientele (LMC)
 - Particular group of low/mod residents
 - Presumed benefit
 - Examples: youth services, homeless services
- Low Mod Area (LMA)
 - ALL residents in area must benefit
 - Examples: crime prevention, graffiti removal
- Others
 - Urgent Need
 - Slum/Blight Area

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Presumed Benefit Categories



Abused children	Extremely low income
Battered spouses	Low income
Severely disabled adults	Low income
Homeless persons	Extremely low income
Illiterate adults	Low income
Persons with AIDS	Low income
Migrant farm workers	Low income
Elderly	Senior center – Mod Income Not center based – Low income

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Key Points for Public Services



- Use most specific "05" matrix code to accurately describe use of funds
- Break out beneficiaries by income categories (not just moderate income!)
 - Misrepresents CDBG beneficiaries
 - Distorts summary report to HUD, Congress, etc.
- Insert a new program year for multiyear activities
- Strive to report unduplicated persons served

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LMC Screens



- Adding a New Activity
 - Add Activity
 - Add CDBG Setup Detail Page 1
 - Add CDBG Setup Detail Page 2
- Updating/Completing an LMC Activity
 - Refer to Chapter 10 in Manual
 - Page 1: Narrative and Direct Benefit Data
 - Page 2: Varies based on activity type
 - New, Improved, No longer substandard
 - Homeless prevention
 - Other

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MODULE 6: ECONOMIC DEVELOPMENT

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Eligible Economic Development Activities

- 14E Rehab: Publicly or Privately Owned Commercial/Industrial (CI)
- 17A CI: Acquisition/Disposition
- 17B CI: Infrastructure Development
- 17C CI: Building Acquisition, Construction, Rehab
- 17D CI: Other Improvements
- 18A ED: Direct Financial Assistance to For-Profits
- 18B ED: Technical Assistance
- 18C ED: Microenterprise Assistance

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Economic Development National Objectives



- Low Mod Jobs (LMJ) – most common
 - Create or retain jobs
 - At least 51 % of Full-Time Equivalents must be Low-Mod income
- Others
 - Limited clientele - Microenterprise
 - Area benefit - service type businesses
 - Slum Blight Area/Spot

Persons Assisted vs. Full-Time Equivalents (FTE)



- When part-time jobs involved, persons assisted will always be more than the FTE
- EXAMPLE:
 - Activity creates one full-time and two part-time jobs (20 hours/ week)
 - 3 persons assisted > 2 FTEs

Persons Assisted	Positions Created
Alice Anderson	1.0 Full-Time Manager
Bill Brown	0.5 Part-Time Clerk
Cindy Snow	0.5 Part-Time Sales
3 Persons Assisted	> 2.0 Full-Time Equivalents

Low-Mod Job National Objective



- Job Creation Documentation:
 - How jobs made available to or held by LMI
 - Only count first “hire” for each job
 - Track jobs as long as jobs are still being created/hiring for new positions is still occurring (not defined in regulations)
- Job Retention Documentation:
 - Document how jobs will be lost without CDBG

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Key Points for Economic Development



- Direct Financial Assistance to For-Profits
 - Separate activity for each business assisted
 - Do not aggregate
- Report jobs in correct program year
- Report jobs only once each program year (i.e., separate program delivery activity)
- Report only the number of jobs created/retained; do not report on LMI population or the total population of a jurisdiction
- CDBG-R jobs calculation is different

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LMJ Screens



- Adding a New Activity
 - Add Activity
 - Add CDBG Setup Detail Page 1
 - Add CDBG Setup Detail Page 2
- Updating/Completing an LMJ Activity
 - Refer to Chapter 12 in Manual
 - Page 1: Narrative, Direct Benefit, and Job Data
 - Page 2: Performance Measures
 - Job Categories
 - Type of Assistance to Businesses
 - DUNS Numbers



MODULE 7: REPORTS

Module Overview



- Report Selection
- Data Clean-Up
- Performance Profiles

Key IDIS Reports



- PR01: HUD Grants and Program Income
- PR02: List of Activities by Program Yr/Project
- PR03: Activity Summary Report
- PR26: CDBG Financial Summary Report
- PR83: CDBG Performance Measurement Report
- PR84: CDBG Strategy Area, CDFI, and Local Target Area Report
- PR85: Housing Performance
- PR86: CDBG-R Report
- CDBG Performance Profiles

PR01: HUD Grants and Program Income



- Grant-level detail
- First-In, First-Out (FIFO)
 - Will not balance to allocations
- If subfunds used, subfunded amounts not included in other columns

PR02: List of Activities by Program Year and Project



- CDBG activity-level detail
 - Project ID and name
 - HUD Activity ID and name
 - Activity status
 - Funded and drawn amounts
 - Balance
- With Excel, auto-filters helpful to limit information by program year

PR03: CDBG Activity Summary Report (GPR)



- CDBG Activity for Program Year
 - All open activities
 - Activities with draws in program year
 - Activities with Completion date in program year
- CDBG activity-level detail
 - Proposed and Actual
 - Beneficiaries
 - Race/Ethnicity
 - Income
 - Funding and Expenditures
 - Narrative

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PR26: CDBG Financial Summary Report



- Five Parts
 - 1. Summary of CDBG Resources
 - 2. Summary of CDBG Expenditures
 - 3. Low/Mod Benefit Test
 - 4. Public Service Cap Calculation
 - 5. Planning /Admin Cap Calculation
- Common Issues
 - Unexpended Funds at End of Previous Year
 - Prior Year Flag / Unliquidated Obligations

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PR83: CDBG Performance Measures Report



- Sorted by Activity Type
 - Public Facilities
 - Public Services
 - Economic Development
 - Housing
 - Homeless

PR84: CDBG Strategy Area, CDFI, and Local Target Area Report



- Indicators by area
 - New and Existing Businesses Assisted
 - Jobs Created or Retained
 - Amount of Funds Leveraged
 - LMI Persons Assisted
 - By direct benefit activities
 - By area benefit activities
 - Number of LMI Households Assisted
 - Acres of Brownfields Remediated
 - New Access to Public Facilities
 - Business Facades & Buildings Rehabilitated
 - Slum/Blight Demolition

PR85: Housing Performance



- Run report by CPD Program (CDBG), tenure type, and date range
- Performance measurement data
 - Outcome and Objective
 - Units brought to standard
 - Units occupied by LMI Households

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PR86: CDBG-R ARRA Reporting Sheet



- Quarterly Activities/Project Description
- Project Status
- Amount of Award
- Total Invoiced/Expenditures
- Total Infrastructure Expenditures
- Number of FTE Jobs Created

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Data Integrity



- HUD uses data to report on CDBG program results— as a result, data must be timely
 - Report often, preferably quarterly
 - Do not skip screens
- Grantees are able to catch collection mistakes
- Avoid reporting bad data—it reflects poorly on CDBG
 - Example: job counts reflect “real” numbers, not population data
- Use correct number of activities
- Double-check matrix codes and national objectives

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Common IDIS Online Data Entry Errors



- Data is not reported in a timely fashion
- Inconsistency of data across CDBG activities
- Information is substantially incomplete
- Duplicative information
- Missing or inaccurate leveraged funds data
- Inaccurate beneficiary income data
- Missing income level data for presumed benefit activities

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Common IDIS Data Entry Errors (cont.)



- Inaccurate number of jobs created/retained
- Missing accomplishment data for activity delivery cost only activities, especially for housing services related to the HOME program
- Avoid privacy issues when reporting on households receiving housing assistance
- Reporting on more than one assisted business per economic development activity

Data Cleanup Worksheets



- Grantees are required to enter complete, timely, and accurate data
- Four worksheets assist grantees to identify and address issues:
 - Missing accomplishment data
 - Incorrect matrix code and national objective combinations
 - Inaccurate or inconsistent accomplishment data
 - Missing Organization Name
- Updated monthly
- Future updates anticipated to include common errors



HOT IDIS Online TIP

- Grantees need to track and monitor IDIS data quality and completeness
 - Poor quality data under-reports or misrepresents program results
 - Public, HUD, and Congress can see program results via HUD web reports
- Be pro-active about reviewing IDIS data for:
 - Completeness
 - Accuracy
- Suggest pulling Data Cleanup Sheets monthly or at least quarterly

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Grantee Reports on the HUD Website



- Available for each grantee by program year:
 - Performance Profiles
 - Expenditure Reports
 - Selected Accomplishments
- Grantees can use reports to assess CDBG program performance
- HUD reports IDIS Online data to entities that evaluate CDBG program: Congress, GAO, OMB, IG
- Data is aggregated to demonstrate progress toward HUD goals and strategies

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Performance Profile



- Available program funds, including program income
- Expenditures by major program categories
- Performance:
 - Timeliness ratio
 - Leveraging
 - Accomplishments achieved during the program year
 - Direct beneficiaries breakout by race/ethnicity group and income level Program targeting (e.g., NRSAs & CDFIs)

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Module Summary



- Run reports to:
 - Manage programs on daily basis
 - Ensure compliance with data collection
 - Maintain data integrity throughout IDIS Online
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MODULE 8: PROGRAM INCOME

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Module Overview

- Creating Receipts
 - Can batch payments into lump receipt
 - Must be done before draw
- Funding with Program Income
 - Change from old system: must manually fund activities with PI in order to draw down
- Drawing Program Income
 - Same process as EN
 - No funds change hands

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Program Income Key Points



- Different Types of Cash Receipts
 - Program Income
 - Loan payments
 - Sale of property
 - Revolving Loan
 - Earmarked for specific type of activity
 - Homeowner rehab revolving loans
 - Economic Development revolving loans
 - Repayments/Credits
 - Not program income!
 - Will use Drawdown Revision to reflect repayment

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Program Income Key Points



- Use Program Income First!
 - Receipt all income on hand before creating drawdown
 - Net program income out of draw requests to Treasury
- **If the subrecipient is allowed to keep PI per CDBG agreement:**
 - Fund to specific activity
 - Enter receipt in IDIS on a regular basis

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MODULE 9: ADDITIONAL DRAWDOWN TOPICS

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Module Overview

- Drawdown Approval
- Drawdown Revisions
- Returning Funds to HUD

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Drawdown Approval



- Process has not changed
 - Two people required for drawdown
 - One person creates drawdown
 - One person approves drawdown
- Finance person can have both create and approve privileges, but person cannot approve drawdown she created.

Drawdown Revisions



- Repayments include excessive draws, ineligible uses
- When amounts are small and can be used to satisfy immediate cash needs:
 - Net available cash out of next draw requests, just like program income
 - Use revise drawdown to move all or a portion of a drawdown to activity that will use the money.
 - “We didn’t really spend \$500 on Activity X. We actually spent \$400 on Activity X and this \$100 was used for Activity Y.”

Revision Example



- Onsite monitoring shows subrecipient received \$6,000 for ineligible use (IDIS Online #1001).
- Subrecipient remits payment to grantee.
- Grantee's next CDBG drawdown is for \$13,000 in administrative costs (IDIS #1002).
- How is this reflected in IDIS Online?

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Revision Example



- Step 1: Select drawdown to revise
 - Drawdown for Ineligible Activity #1001
- Step 2: Enter amount to be revised
 - \$6,000
- Step 3: Select activity that will use cash in bank
 - Admin Activity #1002
- Step 4: Draw additional cash needed to meet obligations
 - Additional \$7,000 needed for Admin Activity #1002

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Returning Funds to HUD



- Returned funds are credited as a negative draw against Activity #2: CDBG Committed Funds Adjustment
- Use Revise Drawdown
 - Move Negative Draw from #2 to ineligible activity
 - Use Edit Activity to cancel activity



WRAP-UP

Next Steps



- Use the lessons learned in this training and apply them to IDIS Online input process.
- Work toward the goal of improving the timeliness, completeness, and accuracy of the data.
- Stay tuned for upcoming changes.

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IDIS Resources



- IDIS Online Training Manual:
– www.hud.gov/offices/cpd/systems/idis/library/idis_online_entitlements.pdf
- IDIS Quick Tips User Guide
– www.hud.gov/offices/cpd/systems/idis/IDIS_Online_Quick_Tips_User_Guide_v3.pdf
- How to Run Reports in IDIS Online
– www.hud.gov/offices/cpd/systems/idis/reengineering/idis_reports_guide_1_4.pdf
- CDBG Performance Profiles
– www.hud.gov/offices/cpd/communitydevelopment/library/performanceprofiles/
- CDBG Data Cleanup Spreadsheets
– www.hud.gov/offices/cpd/communitydevelopment/cleanup/
- IDIS Password Reset: 1-888-297-8689
- Technical Assistance Unit: 877-483-8282

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Training Conclusion



- Thanks for attending IDIS Online training & reviewing these materials
- Use the skills you have learned to:
 - Select successful CDBG activities
 - Collect appropriate data on activity outcomes
 - Enter accurate, timely, and complete information into IDIS Online
 - Use IDIS Online as a tool to manage your programs
 - Report accomplishments to public, HUD, Congress