



IDIS Online Training for CDBG Grantees

CPD, Office of Block Grant
Assistance

IDIS OnLine for CDBG State Grantees
1



Introductions

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

IDIS OnLine for CDBG State Grantees
2

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

IDIS OnLine for CDBG State Grantees
3

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

IDIS OnLine for CDBG State Grantees
4

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
- Please silence cell phones

IDIS OnLine for CDBG State Grantees
6

IDIS OVERVIEW



IDIS OnLine for CDBG State Grantees
7

The State CDBG Program



- State CDBG is an annual formula block grant
- Unlike entitlements, States undertake CDBG activities via Units of General Local Govt (UGLG)
 - Other than administrative and technical assistance costs, all state CDBG funds go to UGLG
 - This significantly affects how States collect and report dollars and outcomes
- IDIS is HUD's primary data collection tool for CDBG programs

IDIS OnLine for CDBG State Grantees
8

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**

IDIS OnLine for CDBG State Grantees
9

IDIS Data Collection



- Understand data needs upfront, including performance measurement indicators
- In order to “feed” IDIS, States must collect data from UGLG
- Data often collected from UGLG:
 - Application
 - Drawdown requests
 - Interim reporting, and
 - Close-out report

IDIS OnLine for CDBG State Grantees
10

IDIS Data Collection



- States are required to input data in IDIS at least annually, but more often is preferable
 - Cannot just wait until UGLG grant close-out
 - Obtain reports from UGLGs and review for accuracy
 - Encourage data entry mid-activity
 - Example: A homebuyer program where the UGLG will sell 20 homes over a 2-year period
 - Example: An economic development project where jobs will be created over a 3-year period

IDIS OnLine for CDBG State Grantees
11

IDIS Online Data Collection



- Report on every screen (completeness)
- Report for each program year
 - For multiyear activities, report (at least) at end of each program year

IDIS OnLine for CDBG State Grantees
12

IDIS Online Process



| | |
|-----------------------------|--|
| 1. Add Project | 2008 |
| 2. Add Activity | Project: Town of Winfield |
| 3. Fund Activity | Activity: Winfield Water Lines 100 people served Complete |
| 4. Drawdown Funds | CDBG – EN: \$30,000 |
| 5. Update/Complete Activity | 10/15/09: \$12,500 |
| | 1/15/10: \$14,500 |

IDIS OnLine for CDBG State Grantees
13

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

IDIS OnLine for CDBG State Grantees
14

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

IDIS OnLine for CDBG State Grantees
15



MODULE 1: LOGGING IN & NAVIGATION

IDIS OnLine for CDBG State Grantees
16



Logging In to IDIS Online

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

IDIS OnLine for CDBG State Grantees
17

Navigation Tips



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

IDIS OnLine for CDBG State Grantees
18

MODULE 2: IDIS Online PROJECTS



IDIS OnLine for CDBG State Grantees
19

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

IDIS OnLine for CDBG State Grantees
20

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

IDIS OnLine for CDBG State Grantees
21



MODULE 3: PUBLIC FACILITIES & IMPROVEMENTS

IDIS OnLine for CDBG State Grantees
22

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

IDIS OnLine for CDBG State Grantees
23

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

IDIS OnLine for CDBG State Grantees
24

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
 - At least 51% of the residents must be low- and moderate-income persons
- Low/Mod Housing national objective for purpose of providing water/sewer hookups for low/mod households
- Facilities for persons with special needs may qualify under Low/Mod Limited Clientele (LMC)
- Some improvements may fit SBA, LMJ national objectives

IDIS OnLine for CDBG State Grantees
25

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”)

IDIS OnLine for CDBG State Grantees
26

Common Mistakes For Public Facilities



- Reporting beneficiary data before benefit is realized
- Reporting units of service instead of number of unduplicated persons served

IDIS OnLine for CDBG State Grantees
27

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 Tract & Block Group

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 4: HOUSING

IDIS OnLine for CDBG State Grantees
30



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

IDIS OnLine for CDBG State Grantees
31

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 |

IDIS OnLine for CDBG State Grantees
32

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 the number receiving housing counseling except under the Performance Measurement screen where it specifically asks for this number

IDIS OnLine for CDBG State Grantees
33

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

IDIS OnLine for CDBG State Grantees
34

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

IDIS OnLine for CDBG State Grantees
35

Common Mistakes



- Untimely updates
- Double-counting beneficiaries
- Reporting under one program 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 5: ECONOMIC DEVELOPMENT

IDIS OnLine for CDBG State Grantees
37



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

IDIS OnLine for CDBG State Grantees
39

Economic Development National Objectives



- Low Mod Jobs (LMJ) – most common
 - Create or retain jobs
 - At least 51 % of the full-time equivalent jobs must be held by or made available to low-mod income persons
- Others
 - Limited clientele - microenterprise
 - Area benefit - service type businesses
 - Slum Blight Area/Spot

IDIS OnLine for CDBG State Grantees
40

Persons Assisted vs. Full-Time Equivalent (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 Equivalentents |

IDIS OnLine for CDBG State Grantees
41

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

IDIS OnLine for CDBG State Grantees
42

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

IDIS OnLine for CDBG State Grantees
43

HOT IDIS TIP



- Counting jobs can be one of the most complex areas of CDBG
- Rules of thumb:
 - Count only the first person to take new or retained job
 - Do not count turn-over in the same job
 - Count jobs based on Full Time Equivalents (FTEs)
 - Do not stop counting at an arbitrary point in time if hiring for new positions is still occurring
 - Ensure that 51% of all new or retained jobs are held by or available to LMI persons
- Enter all jobs information into IDIS periodically (at least annually)

IDIS OnLine for CDBG State Grantees
44

Common Mistakes



- Aggregating multiple loans under single IDIS activity
- Aggregation is allowed in certain circumstances
- Reporting job data twice

IDIS OnLine for CDBG State Grantees
45

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 6: 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

IDIS OnLine for CDBG State Grantees
48

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

IDIS OnLine for CDBG State Grantees
49

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

IDIS OnLine for CDBG State Grantees
50

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 |

IDIS OnLine for CDBG State Grantees
51

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

IDIS OnLine for CDBG State Grantees
52

Common Mistakes



- Untimely updates
- Double-counting beneficiaries
- Reporting units of service instead of unduplicated persons served
- Reporting under one program year

IDIS OnLine for CDBG State Grantees
53

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

MODULE 7: REPORTS



IDIS Data & Monitor Progress



- States can use IDIS as management tool for review of:
 - UGLG actual spending v. planned
 - UGLG data timeliness and completeness
 - UGLG outcomes
 - UGLG national objective compliance
 - State status in committing and expending CDBG funds
- States may wish to use existing IDIS reports or develop own

IDIS OnLine for CDBG State Grantees
56

Key IDIS Reports



- PR01: HUD Grants and Program Income
- PR02: List of Activities by Program Yr/Project
- PR28: PER Financial Summary
- PR28: PER Activity Summary
- PR83: CDBG Performance Measurement Report
- PR85: Housing Performance
- PR86: CDBG-R Report
- CDBG Performance Profiles

IDIS OnLine for CDBG State Grantees
57

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

IDIS OnLine for CDBG State Grantees
58

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

IDIS OnLine for CDBG State Grantees
59

PR28: PER Financial Summary



- Five Parts
 - A. Sources of State CDBG Funds
 - B. State CDBG Resources by Use
 - C. Expenditures of State CDBG Resources
 - D. Compliance with Public Service Cap
 - E. Compliance with Admin Cap
- Remember to fill out Parameter Screen!

IDIS OnLine for CDBG State Grantees
60

PR28: PER Activity Summary



- 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

IDIS OnLine for CDBG State Grantees
61

PR83: CDBG Performance Measures Report



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

IDIS OnLine for CDBG State Grantees
62

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

IDIS OnLine for CDBG State Grantees
63

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

IDIS OnLine for CDBG State Grantees
64

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

IDIS OnLine for CDBG State Grantees
65

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

IDIS OnLine for CDBG State Grantees
66

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

IDIS OnLine for CDBG State Grantees
67

Data Cleanup Worksheets



- Grantees are required to enter complete, timely, and accurate data
- Six worksheets assist grantees to identify and address issues:
 - Missing CDBG accomplishment data
 - Activities with invalid or omitted national objective code
 - Activities with invalid accomplishments
 - Activities missing organization name
 - Incomplete reporting of annual accomplishments for LMH and LMJ activities
 - LMH and LMJ activities with expenditure but no accomplishments reported during a specified program year
- Updated monthly
- Future updates anticipated to include common errors

IDIS OnLine for CDBG State Grantees
68



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

IDIS OnLine for CDBG State Grantees
69

State Reports on the HUD Website



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

IDIS OnLine for CDBG State Grantees
70

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., CRSAs & CDFIs)

IDIS OnLine for CDBG State Grantees
71

Electronic Data Interchange (EDI)



- Features
 - Paperless, computer-to-computer exchange of data
 - Transfers project and activity data
 - Does not transfer funding and drawdown data
- Benefits
 - Reduces the data entry burden
 - Eliminates data entry errors caused by duplicate keying
 - Facilitates the timely collection of data
- For more information
 - HUD Contact: Kenneth Nelson (202-402-4386)
 - States currently using EDI

IDIS OnLine for CDBG State Grantees
72

Module Summary



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

IDIS OnLine for CDBG State Grantees
73



MODULE 8: PROGRAM INCOME

IDIS OnLine for CDBG State Grantees
74



Module Overview

- Types of receipt income
- Receipt and drawdown process for
 - Program Income
- Receipt, fund, and drawdown process for
 - Revolving Loan Funds
 - State Funds
- Receipt screens

IDIS OnLine for CDBG State Grantees
75

Program Income (PI)



- Monies that come back to a State/UCLG, such as:
 - Proceeds from sale or lease of property purchased/improved with CDBG
 - Gross income from use/rental of real or personal property acquired, constructed, improved (less costs incidental to generation of income)
 - Payments of principal & interest on CDBG loans
- What is it not:
 - Income in a single year not exceeding \$25,000

IDIS OnLine for CDBG State Grantees
76

Revolving Funds (RL)



- Separate fund for a specific activity that generates payment to an account for that activity only
- May be established by UCLG using program income, if permitted by State
- Must be in an interest bearing account
 - Interest paid by borrowers is program income

IDIS OnLine for CDBG State Grantees
77

State Funds (SF)



- All funds must be reported and receipted
- Method of distribution determines its use

IDIS OnLine for CDBG State Grantees
78

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 UGLG is allowed to keep PI per CDBG agreement:**
 - Fund to specific activity
 - Enter receipt in IDIS on a regular basis

IDIS OnLine for CDBG State Grantees
79

HOT IDIS TIP



- One of the most common areas of IDIS confusion is when and how to receipt program income
 - Some States forget to receipt the income retained by UGLG and deduct it from the next draw request
 - Others forget to receipt the income received over time by a UGLG RLF
- If State allows UGLGs to make loans or sell properties (or other activities that generate PI), State needs to develop forms for periodic UGLG reports on:
 - Program income generation
 - Program income use
 - RLF account interest
- States & UGLG need to track program income in perpetuity

IDIS OnLine for CDBG State Grantees
80

Receipt Process



- Program Income (PI)
 - Create Receipt to show inflow of PI
 - Adjust Activity Funding, if applicable
 - Create Drawdown to show expense of PI
- UGLG Revolving Loan Fund (RL)
 - Create Receipt
 - Fund UGLG Revolving Loan Activity
 - Create Drawdown to show expense of RL
- State-level Fund (SF)
 - Create Receipt
 - Identify Activity to use SF funds
 - Create Drawdown to show expense of SF funds

IDIS OnLine for CDBG State Grantees
81



MODULE 9: ADDITIONAL DRAWDOWN TOPICS

IDIS OnLine for CDBG State Grantees
82



Module Overview

- Drawdown Approval
- Drawdown Revisions
- Returning Funds to HUD

IDIS OnLine for CDBG State Grantees
83

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

IDIS OnLine for CDBG State Grantees
84

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”

IDIS OnLine for CDBG State Grantees
85

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?

IDIS OnLine for CDBG State Grantees
86

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

IDIS OnLine for CDBG State Grantees
87

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

IDIS OnLine for CDBG State Grantees
88



WRAP-UP

IDIS OnLine for CDBG State Grantees
89

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.

IDIS OnLine for CDBG State Grantees
90

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: 888–297–8689
- Technical Assistance Unit: 877–483–8282

IDIS OnLine for CDBG State Grantees
91

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