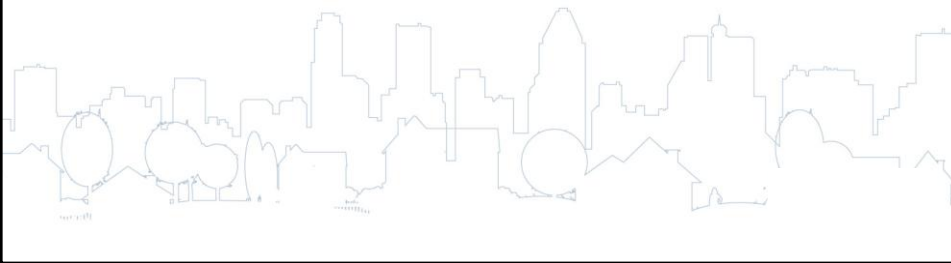




IDIS in 90 Minutes: Generating CDBG Reports in IDIS



Participating in the Webinar

- Call will last approximately 90 minutes.
- All callers are muted due to the high number of participants.
- Webinar will be recorded for future use and made available for viewing/downloading.



Participating in the Webinar

- If you are having audio difficulties, try using your telephone for audio instead of your computer speakers.
- If you have questions, you are welcome to submit them throughout the presentation using the “Questions” function on the GoToWebinar toolbar. Submit your questions by keying them in the text box under the Questions pane on the toolbar.
- Presenter will answer some questions during the webinar; others will be answered in a new FAQ document posted to website: <http://www.comcon.org/programs/idis.html>.

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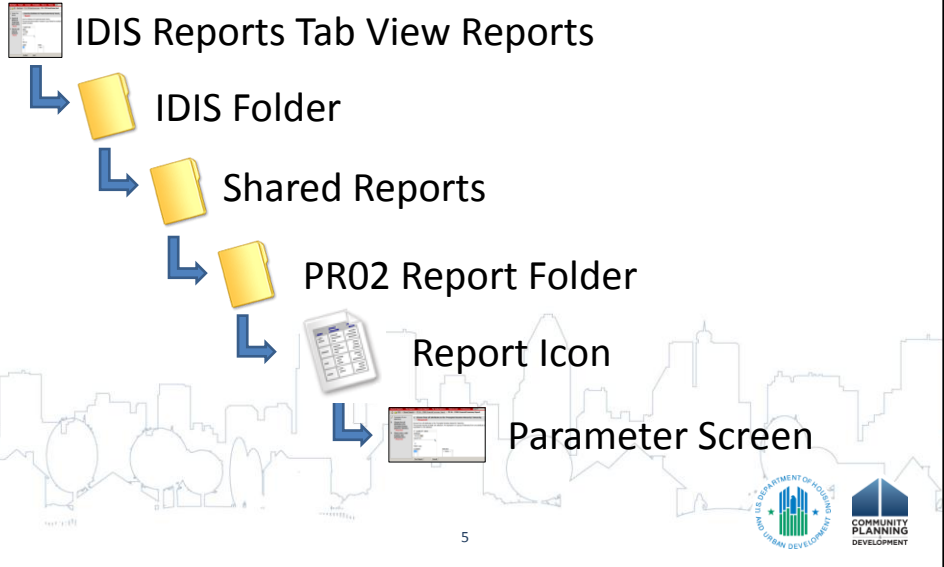
Agenda

- Generating Reports
- Microstrategy Functionality
- CDBG Financial Summary Report (PR26)
- CDBG Activity Summary Report (PR03)
- Questions and Answers

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Generating Reports




Shared Reports Folder

Shared Reports My Reports Create Report My Subscriptions History List Preferences Search

IDIS > Shared Reports

- 
Ad-hoc Report Module
 Owner: Eric Cantuti
 Modified: 11/24/10 12:15:44 PM
- 
PR 02 - List of Activities by Program Year and Project
 Owner: Administrator
 Modified: 11/24/10 12:17:03 PM
- 
PR 05 - Drawdown Report by Project and Activity
 Owner: Administrator
 Modified: 11/24/10 12:16:23 PM
- 
PR 07 - Drawdown Report by Voucher Number
 Owner: Administrator
 Modified: 11/24/10 12:17:02 PM
- 
PR 09 - Program Income Detail Report by Fiscal Year and Program
 Owner: Eric Cantuti
 Modified: 4/15/11 12:46:11 AM


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Report Folder


Shared Reports My Reports Create Report My Subscriptions History List Preferences Search

IDIS > Shared Reports > PR 26 - CDBG Financial Summary Report

 **LINE 17 DETAIL:
ACTIVITIES TO CONSIDER
IN DETERMINING THE
AMOUNT TO ENTER ON
LINE 17**
Owner: Eric Cantuti
Modified: 6/9/11 11:57:51 PM
[Subscriptions](#) [Export](#) [PDF](#)

 **LINE 18 DETAIL:
ACTIVITIES TO CONSIDER
IN DETERMINING THE
AMOUNT TO ENTER ON
LINE 18**
Owner: Eric Cantuti
Modified: 11/24/10 12:17:38 PM
[Subscriptions](#) [Export](#) [PDF](#)

 **LINE 19 DETAIL:
ACTIVITIES INCLUDED IN
THE COMPUTATION OF
LINE 19**
Owner: Eric Cantuti
Modified: 11/24/10 12:17:39 PM
[Subscriptions](#) [Export](#) [PDF](#)

 **PR 26 - CDBG Financial
Summary Report**
Owner: Administrator
Modified: 4/13/11 12:39:39 AM
[Subscriptions](#) [Export](#) [PDF](#)

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Parameters Screen

Shared Reports My Reports Create Report My Subscriptions History List Preferences Search

IDIS > Shared Reports > PR 26 - CDBG Financial Summary Report > PR 26 - CDBG Financial Summary Report

Summary of your selections

2. Choose from all attributes in the 'Prompted Grantee Hierarchy' hierarchy. * (Required)
3. Please enter a valid program_year (example:2007) * (Required)

2. Choose from all attributes in the 'Prompted Grantee Hierarchy' hierarchy. * (Required)

Choose from all attributes in the 'Prompted Grantee Hierarchy' hierarchy. This prompt requires at least one selection. An expression or a group of elements from one attribute is equivalent to one selection.

Qualify Select

Attribute: HQ

Search for:

Match case

Available: All

Selected: --- none ---

Processing Reports

Processing request.



Report name: PR01 - HUD Grants and Program Income

Current status: Running Report

Report description: This report displays all CPD grants to entitlements and states and the Subfunds and subgrants created from these grants.

Please wait or choose one of the following actions:

- [Check status again](#)
- [Add to my History List](#)
- [Show report details](#)
- [Cancel](#)

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Modifying Reports

- Move and Sort Columns
- Grouping Columns
- Adding Filters

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Saving Reports

- History List
 - Use only for the short term
- Saving to My Reports
 - Use to save selected parameters
 - Use to save modified format
- Exporting
 - Excel
 - Adobe PDF

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Key IDIS Reports

- PR01: HUD Grants and Program Income
- PR02: List of Activities by Program Year/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

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CDBG Activity Summary Report (PR03)

- 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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CDBG Activity Summary Report (PR03)

Good Practice

- Start push for missing data early in process
- Run BOSMAC version first to find what is missing OR print and mark up PDF version
- Run PDF version for final public copy

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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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PR26 Parameters Screen

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

Report

Edit Parameters

CDBG Financial Summary Report

Save | Return

Grantee Name: HAVERHILL, MA
 Report Parameters for program year: 2009
 Select another year: (tip)

Line Number/Parameter	Value (tip)
01. Unexpended CDBG funds at end of previous reporting period	1383993.39
03. Surplus Urban Renewal	0.00



PR26 Part 1: CDBG Resources

Part I: Summary of CDBG Resources

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	User
02 ENTITLEMENT GRANT	Sys
03 SURPLUS URBAN RENEWAL	User
04 SECTION 108 GUARANTEED LOAN FUNDS	User
05 CURRENT YEAR PROGRAM INCOME	Sys
06 RETURNS	Sys
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	User
08 TOTAL AVAILABLE (SUM, LINES 01-07)	Calc

17



PR26 Part 2: CDBG Expenditures

Part II: Summary of CDBG Expenditures

09 DISBURSEMENTS OTHER THAN 108 AND PLAN/ADMIN	Sys
10 ADJUSTMENT TO AMOUNT SUBJECT TO LOW/MOD BENEFIT	User
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT	Calc
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	Sys
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	Sys
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	User
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	Calc
16 UNEXPENDED BALANCE (LINE 08-LINE 15)	Calc

18



PR26 Part 3: Low/Mod Benefit Test

Part III: Low/Mod Benefit Test

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	User
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	User
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	Sys
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	User
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	Calc
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	Calc

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PR26 Part 3: Low/Mod Benefit

- Line 17: Expended for Low/Mod Housing in Special Areas
 - CDFI and NRSA activities: all units may be considered to be part of single structure 570.208 (d)(5)-(d)(6)
 - Separate calculation for each area
- Line 18: Expended for Low/Mod Housing
 - 570.200 (a)(3)(iv)
 - Separate calculation for each multi-unit structure

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PR26 Part 3: Low/Mod Benefit

If CDBG/Total Cost > LM Units/Total Units

$$\text{credit} = \text{Total Cost} \times \% \text{LM Units}$$

If CDBG/Total Cost < LM Units/Total Units

$$\text{credit} = \text{Total CDBG Disbursed}$$

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PR26 Part 3: Low/Mod Benefit Test

Part III: Low/Mod Benefit Test Multi Year

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	User
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	User
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	User
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	Calc

22



Part 4: Public Service Calculation

$$\begin{array}{r}
 + \quad \text{Current Year Allocation x 15\%} \\
 + \quad \text{Prior Year Program Income x 15\%} \\
 \hline
 = \quad \text{TOTAL Available for Services} \\
 \\
 + \quad \text{Public Service Disbursements} \\
 + \quad \text{Current Year Unliquidated Obligations} \\
 - \quad \text{Prior Year Unliquidated Obligations} \\
 \hline
 = \quad \text{TOTAL Obligations Subject to Cap}
 \end{array}$$

23



PR26 Part 4: Public Service Cap

Part 4: Public Service Cap Calculation

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	Sys
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	User
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	User
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	User
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	Calc

24



PR26 Part 4: Public Service Cap

Part 4: Public Service Cap Calculation

32 ENTITLEMENT GRANT	Sys
33 PRIOR YEAR PROGRAM INCOME	Sys
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	User
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	Calc
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	Calc

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Prior Year Flag vs. Unliquidated Obligations

- Use one or the other, not both
- Prior Year Flag
 - For costs incurred in CAPER year, but not drawn in IDIS until following year
 - Available 90 days after close of program year
 - Credits draw to previous year calculation
- Unliquidated Obligations
 - For budgeted in CAPER year, not incurred until following year.

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Unliquidated Obligation Method

\$20,000 Cap

Only \$15,000 Spent in First Year

Grantee extends subrecipient contract

	2010	2011
Disbursed	\$15,000	\$20,000
		\$5,000
+ Current UO	\$5,000	\$0
- Previous UO	\$0	-\$5,000
Total	\$20,000	\$20,000

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Prior Year Flag Method

\$20,000 Cap

Only \$15,000 Spent in First Year

Grantee extends subrecipient contract

	2004	2005
Disbursed	\$15,000	\$20,000
	\$5,000	\$5,000
+ Current UO	\$0	\$0
- Previous UO	\$0	\$0
Total	\$20,000	\$20,000

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PR26 Part 5: Admin Cap Formulas

$$\begin{array}{r}
 + \text{ Current Year Allocation x 20\%} \\
 + \text{ Current Year Program Income x 20\%} \\
 \hline
 = \text{ TOTAL Available for Admin} \\
 \\
 + \text{ Admin Disbursements} \\
 + \text{ Current Year Unliquidated Obligations} \\
 - \text{ Prior Year Unliquidated Obligations} \\
 \hline
 = \text{ TOTAL Obligations Subject to Cap}
 \end{array}$$

29



PR26 Part 5: Admin Cap

Part 5: Planning/Admin Cap

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	Sys
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	User
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	User
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	User
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	Calc

30



PR26 Part 5: Admin Cap

Part 5: Planning/Admin Cap

42 ENTITLEMENT GRANT	Sys
43 CURRENT YEAR PROGRAM INCOME	Sys
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	User
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	Calc
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	Calc

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CDBG Financial Summary Report (PR26)

- Summary
 - Always report amount on Line 01
 - Use PR01 to reconcile to Line 16
 - Use the Detail Reports
 - Use BOSMAC PR03 to reconcile
 - You should be fine on caps if you **budget correctly**

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Summary

- Use IDIS reports to:
 - Manage programs on daily basis
 - Ensure compliance with data collection
 - Maintain data integrity
- Report generation gets easier with practice, repetition

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Question and Answer

- What questions do you have?
(Submit questions using the “Questions” function on the lower portion of your webinar control panel.)

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Additional Resources

- Web-based IDIS Instruction
 - Detailed video walkthroughs of all slide material and exercises
 - ComCon website:
<http://www.comcon.org/programs/idis.html>
- Three other webinars in the *IDIS in 90 Minutes* Series:
 - Housing
 - Public Facilities, Public Services, and Economic Development
 - Common Mistakes Grantees Make in Reporting CDBG Data

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Thank you

- An online evaluation will be sent automatically to all attendees in approximately 1 hour. Please take a few moments to complete the survey. HUD values your feedback.
- Thank you for attending today's webinar.

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