

Chapter 1

AN OVERVIEW OF IDIS

The Integrated Disbursement and Information System (IDIS) is the online system for CPD's HOME, CDBG, ESG, HTF, and HOPWA formula grant programs and for the HOPWA Competitive Program. Grantees also use IDIS for three Recovery Act programs: TCAP (Tax Credit Assistance Program), CDBG-R (CDBG Recovery Act Funds), and HPRP (Homelessness Prevention and Rapid Re-Housing Program).

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

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

COMPONENTS

The basic components of IDIS are:

- Grants, Subfunds, and Subgrants
- Consolidated Plan/Annual Action Plan
- Projects
- Activity Setup
- Activity Funding
- Receipts
- Drawdowns
- Activity Completion
- Reports
- Security and Data Access

Each is described below.

Grants, Subfunds, and Subgrants

A participating jurisdiction (PJ) receives a formula grant from the HOME Program on an annual basis. Information about each HOME grant is sent to IDIS from LOCCS, including a grant number, an obligation date, and an amount. The grant number identifies the entitled PJ. The obligation date is used to calculate the 24-month commitment requirement for all grants, the 36-month SU commitment requirement, the local account commitment requirement, the five-year expenditure requirement for pre-2015 grants, and the eight or nine-year expenditure requirement for 2015 and later grants. The amount is the current amount of the grant and is affected by formula allocation, reallocations, reductions, deobligations, and ADDI funds.

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

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

Consolidated Plan/Annual Action Plan

Each year, a CPD formula grantee creates either a Consolidated Plan or an Action Plan (the section of the Consolidated Plan that is updated and submitted to HUD annually). In the Plan, the grantee identifies community needs, resources, and priorities, and describes the projects to be undertaken with CDBG, HOME, ESG, HTF and/or HOPWA funds in the upcoming year. These projects are high-level descriptions of what the grantee intends to accomplish over the next year.

Projects

IDIS projects generally correspond to the grantee's Consolidated Plan/Annual Action Plan projects. Information about each project, such as name, description, and estimated budget, is either entered into the system through the Action Plan or input directly into the system by grantees. Each IDIS project is set up under a specific plan year. Projects also serve as the chief mechanism for organizing and tracking related activities in IDIS, and correlate those activities with the Goals and Outcome Indicators that the Grantee entered in the specific year's Action Plan.

Activity Setup

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

Activity Funding

An activity must be funded before draws can be made for the activity. HOME funds can be committed to an activity only if all required HOME setup information has been entered. The system will prevent PJs from setting up new HOME activities and funding non-flagged activities until all flags are cleared.

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

Receipts

PJs must create receipts in IDIS to reflect HOME funds deposited in their HOME Investment Trust Fund Local accounts, which include program income (PI), recaptured homebuyer funds (HP), and repayments to the local account (IU). If an activity is funded with both HOME Investment Trust Fund Local account funds and HOME Treasury account funds, local account funds must be fully disbursed for HOME-eligible project expenses before any HOME Treasury account funds can be drawn.

Drawdowns

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

Activity Completion

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

Reports

IDIS offers numerous reports to grantees, including program year, activity, and financial reports. Some of the reports, such as the HOME Production Report (PR20), HOME Auto Cancel Report (PR21), Status of HOME Grants (PR27), the Status of HOME Activities (PR22), the Status of CHDO Funds by Fiscal Year (PR25), HOME funds Uncommitted After Deadline (PR40), Additional Commitments After Deadline (PR41), HOME Cancelled with Draws Report (PR43), HOME Expiring Funds (PR44), HOME Grants Not Meeting the 24 Month Commitment Deadline (PR45), HOME Flagged Activities Report (PR46), the HOME Vacant Units Report (PR47), the HOME Open Activities Report (PR48), and the HOME Deadline Compliance Report (PR49) are specific to the HOME Program.

Security

IDIS enforces two types of security. The first type controls the functions a user may perform. Some of the functions controlled by user ID are set up activity, edit activity, create drawdown, and approve drawdown. The second type of security controls a user’s access to IDIS data by grantee and by CPD program. A user might, for example, have access to his/her organization’s data for all the programs in IDIS, or be limited to accessing HOME data only. Additionally, a user may be given access to the data for more than one grantee. That user’s security profile can be different for each grantee.

FUNCTIONS

IDIS functions are accessed by clicking tabs on the menu bar running across the top of the screen and then clicking links listed down the left side of the page. For example, clicking the Plans/Projects/Activities tab displays the screen below:

Plans/Projects/Activities	Funding/Drawdown	Grant	Grantee
<p>User: Grantee Role: Grantee Organization: RICHMOND</p> <p>- Switch Profile - Logout</p> <p>Activity - Add - Search - Search HOME/HTF - Review - CDBG Cancellation</p> <p>Project - Add - Search - Copy</p> <p>Consolidated Plans - Add - Copy - Search</p> <p>Annual Action Plans - Add - Copy - Search</p> <p>Consolidated Annual Performance Evaluation Report - Add - Search</p>	<p style="text-align: center;">Activity</p> <p>Search Activities</p> <p>Search Criteria</p> <p>Program: <input type="text" value="All"/> IDIS Project ID: <input type="text"/></p> <p>Activity Name: <input type="text"/> IDIS Activity ID: <input type="text"/></p> <p>Program Year: <input type="text" value="Select"/> Grantee/PJ Activity ID: <input type="text"/></p> <p>Status: <input type="text" value="All"/></p> <p>Activity Owner: <input type="text" value="RICHMOND, VA"/></p> <p><input type="button" value="Search"/> <input type="button" value="Reset"/></p>		

Links to Activity, Project, Consolidated Plan, Annual Action Plan, and CAPER functions are listed on the navigation bar at the left. To create a new project, you would click the Project Add link; to update an existing project, you would click the Project Search link. The functions that each tab on the menu bar accesses are:

Tab	Functions
Plans/Projects/Activities	Activity Project Consolidated Plan Annual Action Plan CAPER
Funding/Drawdown	Activity Funding Drawdown Receipt Section 108 Loan
Grant	Grant Subfund Subgrant Subfund Program Income Subgrant Program Income
Grantee/PJ	Grantee/PJ Subordinate Carrying Out Organization
Admin	Not covered in this manual
Reports	View Reports Report Parameters

The tabs, functions, and links available to you depend on your security profile. For example, if you are not authorized to perform any Administrative functions, the Admin tab will not be displayed. If you are not authorized to access the Consolidated Plan, Annual Action Plan, and CAPER functions (which are not covered in this manual), they will not be listed after the Activity and Project links. If you are not authorized to create new activities, the Add link will not be displayed under the Activity function.

UTILITIES AND LINKS

Also listed on the navigation bar of every page are Utilities and Links:

The screenshot displays the IDIS search interface. On the left is a vertical navigation menu with the following sections:

- Activity**
 - Add
 - Search
 - Search HOME/HTF
 - Review
 - CDBG Cancellation
- Project**
 - Add
 - Search
 - Copy
- Consolidated Plans**
 - Add
 - Copy
 - Search
- Annual Action Plans**
 - Add
 - Copy
 - Search
- Consolidated Annual Performance Evaluation Report**
 - Add
 - Search
- Utilities**
 - Home
 - Data Downloads
 - Print Page
 - Help
- Links**
 - Contact Support
 - Rules of Behavior
 - CPD Home
 - HUD Home

The main content area is titled "Activity" and "Search Activities". It contains a "Search Criteria" section with the following fields:

- Program:** A dropdown menu currently set to "All".
- IDIS Project ID:** An empty text input field.
- Status:** A dropdown menu currently set to "All".
- Activity Name:** An empty text input field.
- IDIS Activity ID:** An empty text input field.
- Program Year:** A dropdown menu currently set to "Select".
- Grantee/PJ Activity ID:** An empty text input field.
- Activity Owner:** A dropdown menu currently set to "RICHMOND, VA".

At the bottom of the search criteria section are "Search" and "Reset" buttons.

The utilities are:

Home – Displays the IDIS Welcome page.

Data Downloads – Displays the Run Data Extract page. For instructions on running data downloads, click the “IDIS OnLine Data Download Documentation” link on the [Main IDIS](#) page.

Print Page – Prints the current page.

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

The available links are:

Contact Support – Provides access to HUD Exchange [Ask A Question](#), the help desk for IDIS.

Rules of Behavior – Displays a document outlining the specific responsibilities and expected behavior of IDIS users.

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

HUD Home – Displays the hud.gov page.

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

FLAGGED HOME ACTIVITIES

Notice the orange banner on the screen print below. It is displayed at the top of every IDIS screen if you have HOME and/or CDBG activities that have been flagged as being at risk:

Plans/Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ
You have 58 CDBG and 1 HOME activities that have been flagged. Click on the number to go to the review page.			
User: Role: Grantee Organization: RICHMOND - Switch Profile - Logout	Activity - Add - Search - Search HOME/HTF - Review - CDBG Cancellation		
Project - Add - Search - Conv			
Activity Search Activities			
Search Criteria			
Program: All	IDIS Project ID: <input type="text"/>	Status: All	
Activity Name: <input type="text"/>		IDIS Activity ID: <input type="text"/>	

Clicking the HOME link in the banner displays the HOME Review Activities screen, which is covered in detail in Chapter 4. If no activities have been flagged, neither the banner nor the Activity Review link on the navigation bar is shown.