Chapter 1
AN OVERVIEW OF IDIS

The Integrated Disbursement and Information System (IDIS) is the online system for CPD's CDBG, ESG, HOME, and HOPWA formula grant programs and for the HOPWA Competitive Program. Grantees also use IDIS for three Recovery Act programs: CDBG-R (CDBG Recovery Act Funds), TCAP (Tax Credit Assistance Program), 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
> Accomplishment Reporting
> Reports
> Security and Data Access

Each is described below.

Grants, Subfunds, and Subgrants

State grantees receive a formula grant on an annual basis from the CDBG program. Information about each CDBG grant is sent to IDIS from LOCCS (Line of Credit Control System), including a grant number, an amount, and an obligation date. The grant number identifies the grantee. The amount is the current amount of the grant and is affected by formula allocation, reallocations, and deobligations. The obligation date is used to track the timeliness of grant expenditures.

Subfunding allows grantees to earmark and track grant funds by *specific use*—e.g., administration and subgrants. Subgranting allows grantees to earmark and track grant funds by *specific organization*—e.g., subgrants of program income funds can help States track individual program income balances retained by various local governments.

Consolidated Plan and 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, and/or HOPWA funds in the upcoming year.

Projects

IDIS projects generally correspond to the grantee's Consolidated Plan/Annual Action Plan projects. These projects are high-level descriptions of what the grantee intends to accomplish over the next year. Information about each project, such as name, description, estimated budget, and expected accomplishments, is either uploaded into IDIS 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.

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. CDBG funds can be committed to an activity only if all required CDBG setup information has been entered.

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

Receipts

Grantees create receipts in IDIS to record CDBG funds deposited in their local CDBG accounts, including program income and repayments. These funds are to be used to pay CDBG program expenses before funds are drawn from the line of credit.

Drawdowns

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

Accomplishment Reporting and Activity Completion

Proposed accomplishments for a CDBG activity are reported at activity setup. Actual accomplishments are provided for each program year the activity is underway. Upon completion of an activity, its status is updated to "completed." IDIS permits the update only after ensuring that all required information has been entered. Before marking the activity as completed, 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. Several of them, such as the Grantee Performance Report (PR03), Summary of Accomplishments (PR23), and the CDBG State PER (PR28), are specific to CDBG.

Security

IDIS enforces two types of security. The first type controls the functions that a user may perform. Some of the functions controlled by user ID are set up activity, revise activity, create drawdown, approve drawdown, and run reports. 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 CPD programs in IDIS, or be limited to accessing CDBG 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 on the left side of the page. For example, clicking the Plans/Projects/Activities tab at the top of the Welcome page displays the screen below:

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

Tab	Functions
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're 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 Project links. If you're not authorized to create new activities, the Add link will not be displayed for the Activity function.

UTILITIES AND LINKS

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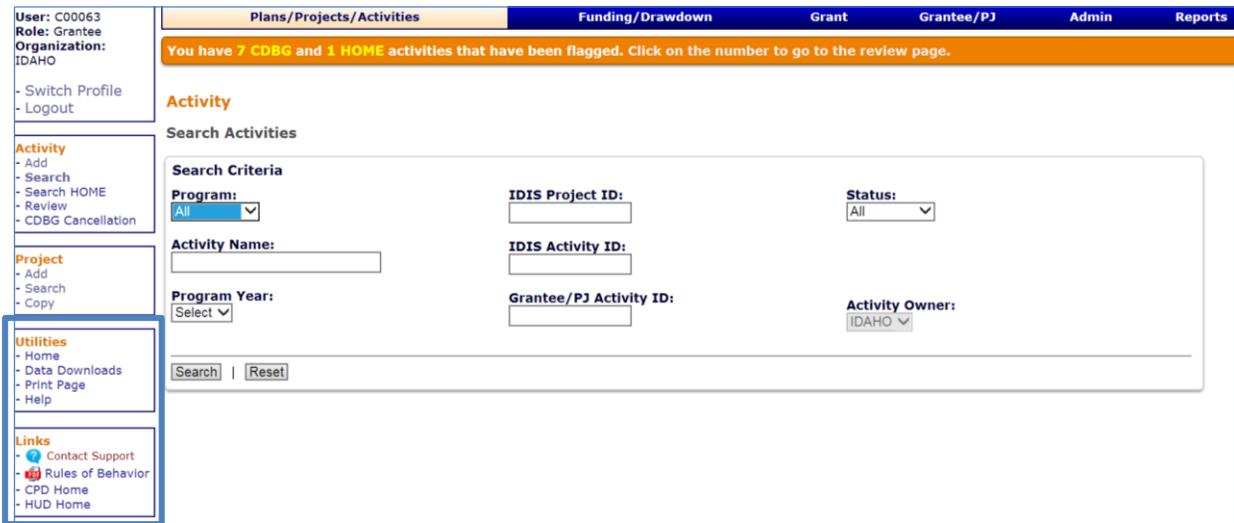
The utilities are:

Home – Displays the IDIS Welcome page.

Data Downloads – Displays the Run Data Extract page. For instructions on running data downloads, go to the main IDIS page and click on the IDIS OnLine Data Download Documentation link under the Featured Topics heading.

Print Page – Prints the current page.

Help – Displays a help screen (if available) for the IDIS page you are on.

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 CDBG ACTIVITIES

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

Clicking the CDBG link in the banner displays the CDBG Review Activities screen, which is covered in Chapter 15. If no activities have been flagged, neither the banner nor the Activity Review link on the navigation bar is shown.

Chapter 2
PROJECTS

IDIS projects correspond to your Consolidated Plan/Action Plan projects, which describe the work you will be carrying out in the coming program year with the CPD grant funds you are awarded. Each IDIS project is set up under a specific plan year.

For grantees who use IDIS to submit their Consolidated Plan or Annual Action Plan, the Plan projects are added as IDIS projects when the Plan is approved. For more information on completing the Consolidated Plan and Annual Action Plan in IDIS, see Consolidated Plan Guides and Tools.

ACCESSING THE PROJECT FUNCTIONS

Click the Plans/Projects/Activities tab at the top of any screen to display the Search Activities screen. On it and all other Plans/Projects/Activities screens, links to the project functions you are authorized to access are listed on the left:

The Add, Search, and Copy functions are explained below.