PREFACE

Purpose

This manual explains how to set up, fund, draw funds, and report accomplishments and performance measures for CDBG activities in IDIS. Topics related to these CDBG-specific processes are also covered.

Intended Audience

This manual is intended for people who are already familiar with State CDBG rules and regulations. It is not a regulatory or policy training guide, and assumes that users have acquired that knowledge from other training and/or experience.

Contents

Chapter 1 provides a brief overview of the major components of IDIS.

Chapter 2 shows how to add and maintain projects.

Chapter 3 covers the activity screens that are common to all CPD programs.

Chapter 4 explains the CDBG-specific activity setup screens.

Chapters 5 and 6 cover activity funding and drawdowns. Chapter 7 shows how to receipt program income and repayments of grant funds to the local account.

Chapter 8 explains how to process activities funded with Section 108 Loan Guarantee funds and loan program income.

Chapter 9 outlines the process of CDBG accomplishment reporting.

Chapters 10 through 14 give detailed instructions on reporting accomplishments and performance measures for CDBG area benefit (LMA), limited clientele benefit (LMC), low/mod housing benefit (LMH), low/mod job creation and retention (LMJ), slum/blight (SBA and SBS), and urgent need (URG) activities.

Chapter 15 discusses CDBG activities that have been flagged as at-risk.

Chapter 16 provides guidance on cancelling activities with CDBG draws.

Chapter 17 covers the grant function.

Chapter 18 explains the process of returning grant funds to the letter of credit or local account.

Chapter 19 covers the grantee function.

Supporting material is provided in the appendices.

What is Not Covered

Five IDIS functions—Consolidated Plan/Action Plan, Reports, Admin, Data Downloads, and EDI—are not covered here.

For the Con Plan/Action Plan, visit the eCon Planning Suite site. For the other functions, go to the main IDIS webpage and under "Featured Topics" see:

- How to Run Reports in IDIS OnLine

- Grantee Local Administrator Guide

- IDIS OnLine Data Download Documentation

- IDIS OnLine EDI Documentation

Additional Resources

- The main IDIS page

- The IDIS News section of the IDIS Welcome page

- The IDIS Resources for the CDBG Program page

- The HUD Exchange Ask A Question page