



**COMMUNITY
PLANNING
&
DEVELOPMENT**

IDIS Online Training for CDBG State Grantees

Office of Block Grant Assistance



Introductions

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

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

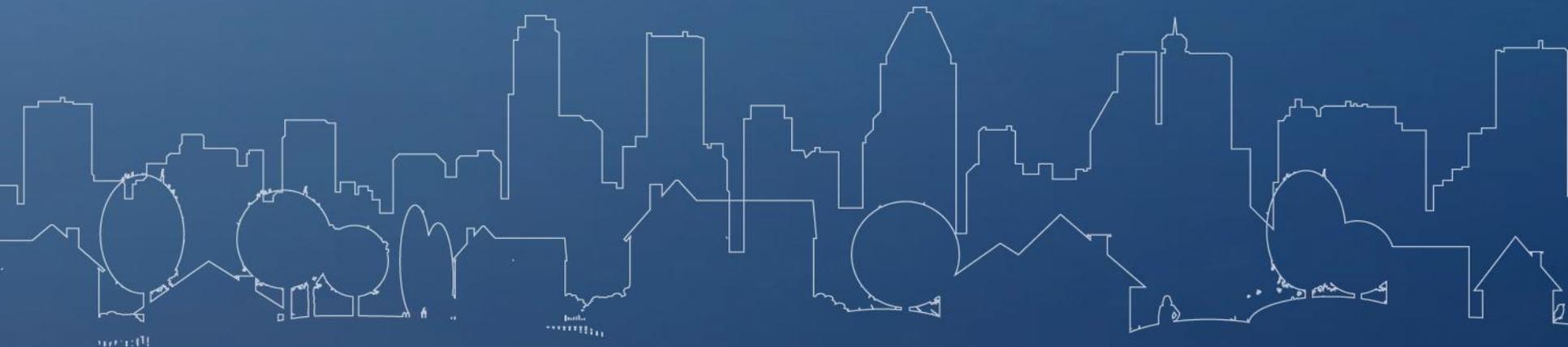
Course Structure

- 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

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
- No cell phones that ring, please

IDIS OVERVIEW



The State CDBG Program

- State CDBG is annual formula block grant
- Unlike entitlements, States undertake CDBG activities via Units of General Local Government (UGLG)
 - Other than administrative, planning 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 data collection tool for CDBG programs

What is IDIS Online?

- Real-time online database
- Supports CDBG, HOME, ESG, HOPWA, and Section 108
- Key purposes of IDIS:
 1. Disburse funds
 2. Collect data
 - Accomplishments and performance
 - Program compliance



IDIS Data Collection

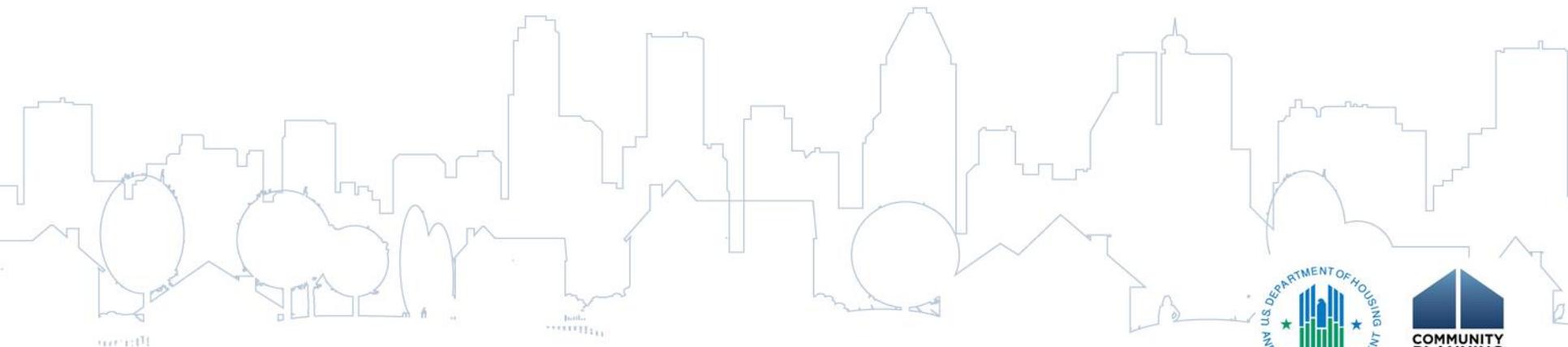
- Understand data needs upfront, including performance measurement indicators
- In order to “feed” IDIS, States must collect data from UGLG
- Data often collected from UGLG:
 - Application
 - Drawdown requests
 - Interim reporting and
 - Close-out report

IDIS Data Collection

- States are required to input data in IDIS at least annually, but recommend quarterly input
 - Cannot 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

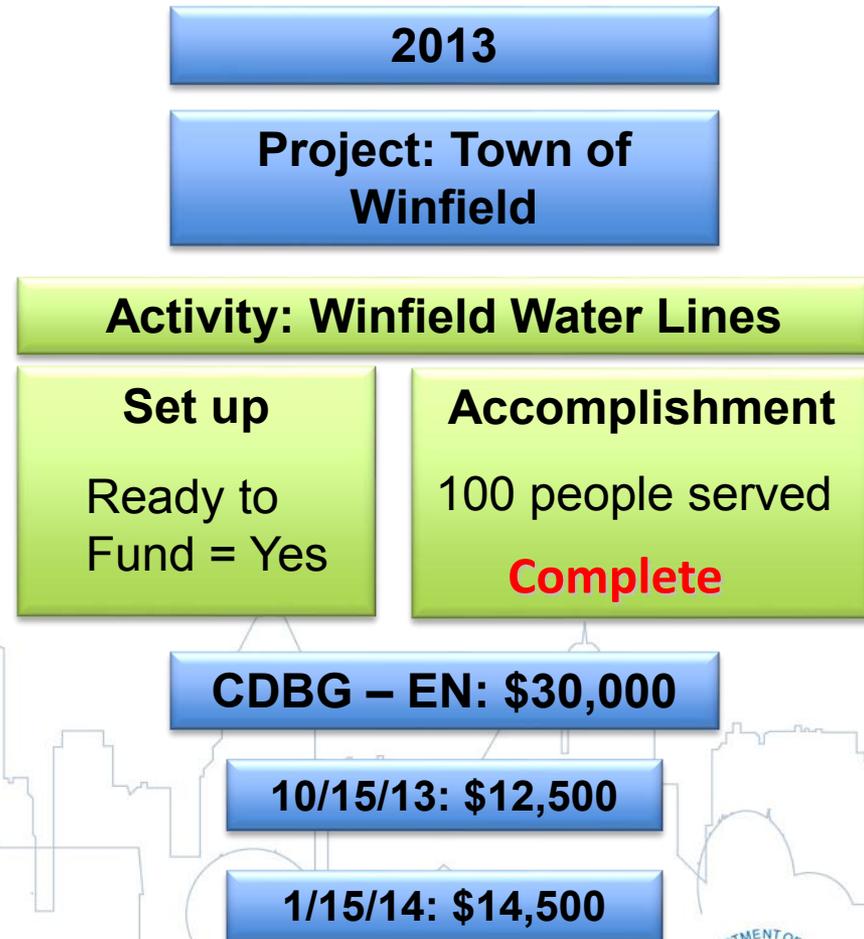
IDIS Online Data Collection

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



IDIS Online Process

1. Add Project
2. Add Activity
3. Fund Activity
4. Drawdown Funds
5. Update/Complete Activity



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*
- Activity Funding
 - Choose correct grant year(s)

* Planning only grants must meet N.O.

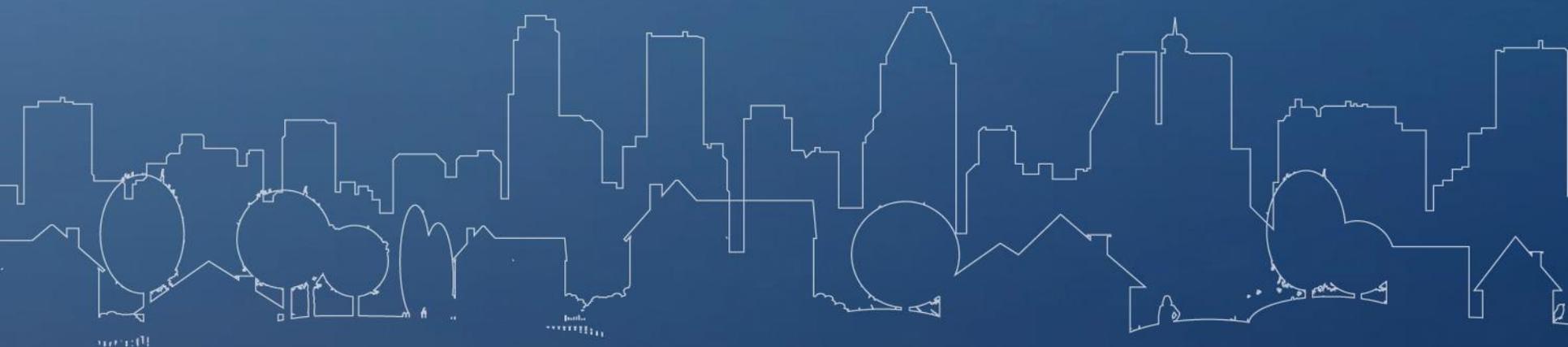
Activity Update Focus

- **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

What's New in IDIS

- CDBG Review Screen
- Cancelling with Draws
- Justification for Revising Vouchers
- Con Plan/Action Plan Template
- Changes to Program Income
- Specific Addresses for housing rehabs
- Code Enforcement performance measures
- Section 108

MODULE 1: LOGGING IN & NAVIGATION

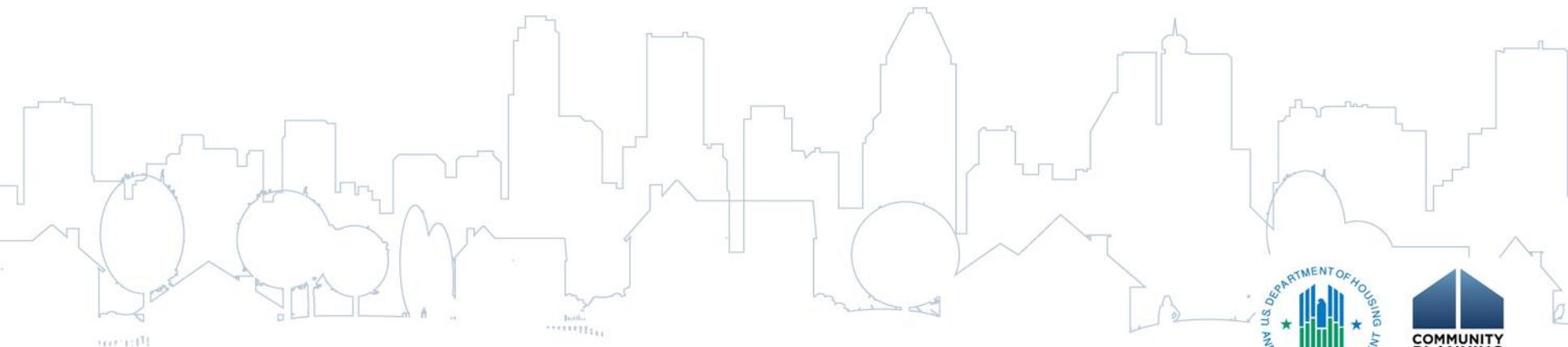


Logging In to IDIS Online

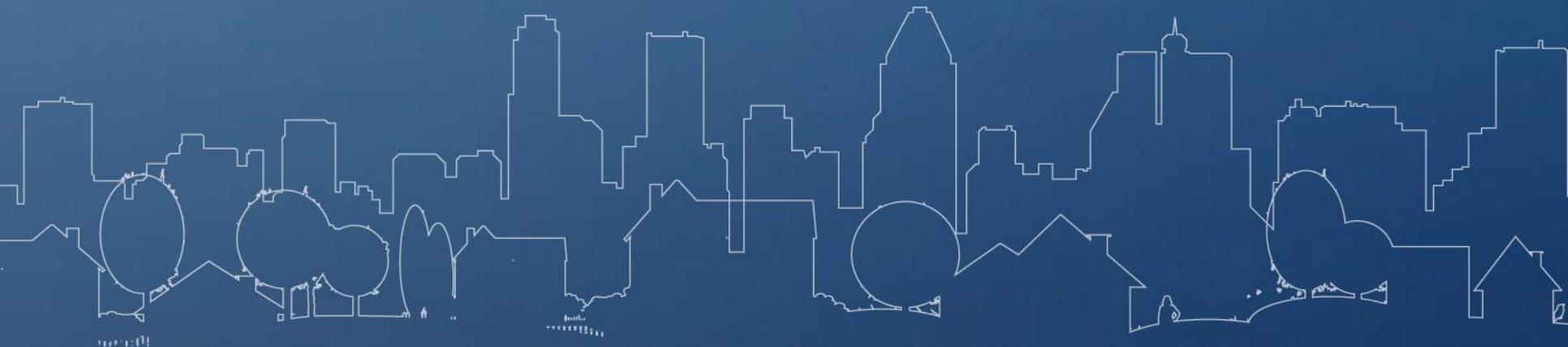
- Same website
- Today we will use the UAT region
- Today's ID and Password
 - ID = Your normal C number
 - Password = ????
- Let's get online!

Navigation Tips

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



MODULE 2: IDIS ONLINE PROJECTS



IDIS Online Projects

- Typically mirror Annual Action Plan or Method of Distribution allocation
- 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 Projects

- Must have project before activity
- Projects can be used to group activities
 - Project = Kearny - Housing Rehabilitation
 - Activity #1 = 100 Main Street
 - Activity #2 = 123 Elm Street
- Updates
 - Projects can be added with Action Plan Template
 - If template not used, use Add Project

MODULE 3: PUBLIC FACILITIES & IMPROVEMENTS



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

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

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
- 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

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
- Do not duplicate persons served for reporting
- When reporting persons for LMA, use Total Population (L/M “Universe”)

Common Mistakes For Public Facilities

- Reporting beneficiary data before benefit is realized
- Reporting units of service instead of number of unduplicated persons served
- “Dumping” into other matrix code—need to find and use specific matrix code

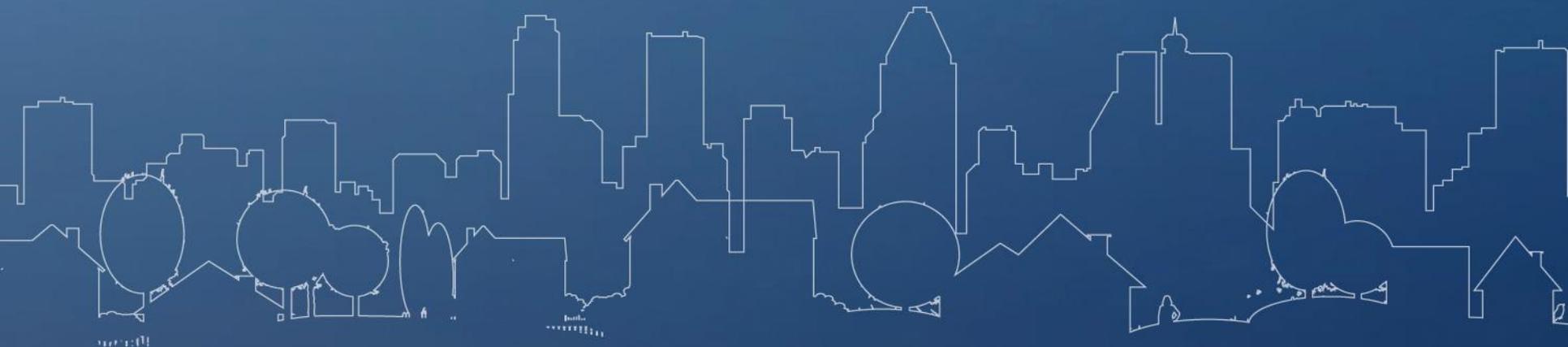
LMA Screens

- 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



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

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

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 not the number receiving housing counseling except under the Performance Measurement screen where is specifically asks for this number.

Code Enforcement

- Key provision of reg: “...when such enforcement together with public or private improvements, rehabilitation, or services to be provided may be expected to arrest the decline of the area.”
- Updated Performance Measurement Fields:
 - Housing Units receiving violations
 - Housing Units where code violations have been corrected using CDBG funds
 - Housing Units where code violations have been corrected by the owner
 - Housing Units where code violations have been corrected using other funds
 - DESCRIBE specific public and private improvements or services provided in the code enforcement area

Housing National Objectives

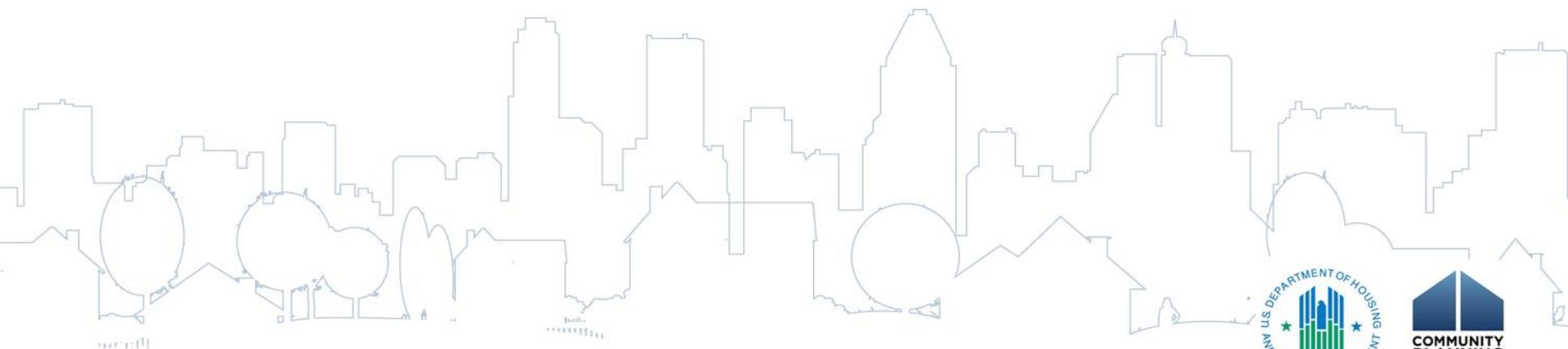
- **Low Mod Housing (LMH) – most common**
 - Count households, not residents or families. Households are all occupants of unit, related or unrelated
 - Single unit = must be occupied by LMI HH
 - Duplex: 1 of 2 units must be occupied by LMI HH
 - 3+ units: 51% must be occupied by LMI HH
- **Some housing activities may qualify under Slum/ Blight Area Basis or Spot Basis**

Key Points for Housing

- HUD encourages specific addresses for Rehabs
 - Use Add New Address on Set up
 - Exceptions
 - Security Devices / Smoke Detectors
 - Tool Lending Library
 - Supplies and Equipment for Painting Houses
 - Remove Graffiti
- For privacy, do not use individual family names or other personally identifiable information in IDIS
- Report accomplishments each year

Common Mistakes

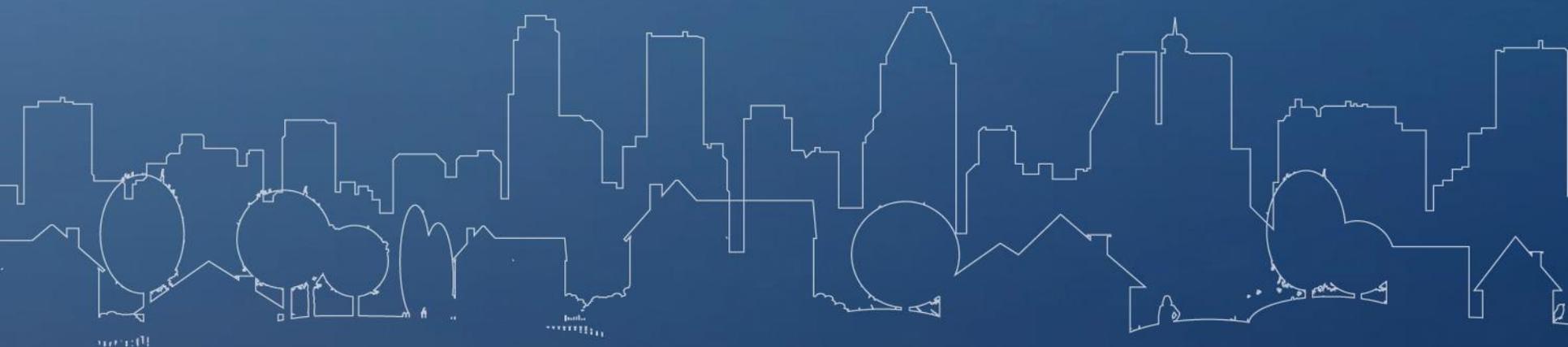
- Untimely updates
- Double-counting beneficiaries
- Reporting under one program year



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



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

Economic Development National Objectives

- **Low Mod Jobs (LMJ)** – most common
 - Create or retain jobs
 - At least 51 % of Full-Time Equivalents must be Low-Mod income
- **Others**
 - Limited clientele - Microenterprise
 - Area benefit - service type businesses
 - Slum Blight Area/Spot

Persons Assisted vs. Full-Time Equivalents (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

Alice Anderson

Bill Brown

Cindy Snow

3 Persons Assisted

Positions Created

1.0 Full-Time Manager

0.5 Part-Time Clerk

0.5 Part-Time Sales

2.0 Full-Time Equivalents

>

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
 - Show how “if not for CDBG, jobs would be lost”

Key Points for Economic Development

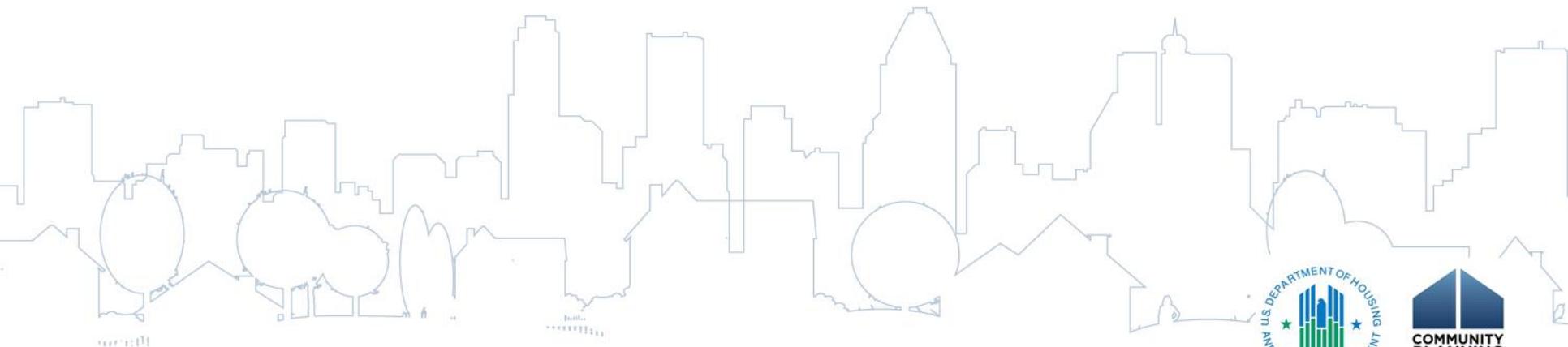
- Direct Financial Assistance to For-Profits
 - Separate activity for each business assisted
 - Do not aggregate
- Report jobs in correct program year
- Report jobs only once each program year (i.e., separate program delivery activity)
- Report only the number of jobs created/retained; do not report on LMI population or the total population of a jurisdiction
- CDBG-R jobs calculation is different

Key Points for LMJ

- 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
- Recommend entering jobs information into IDIS quarterly (at least annually)

Common Mistakes

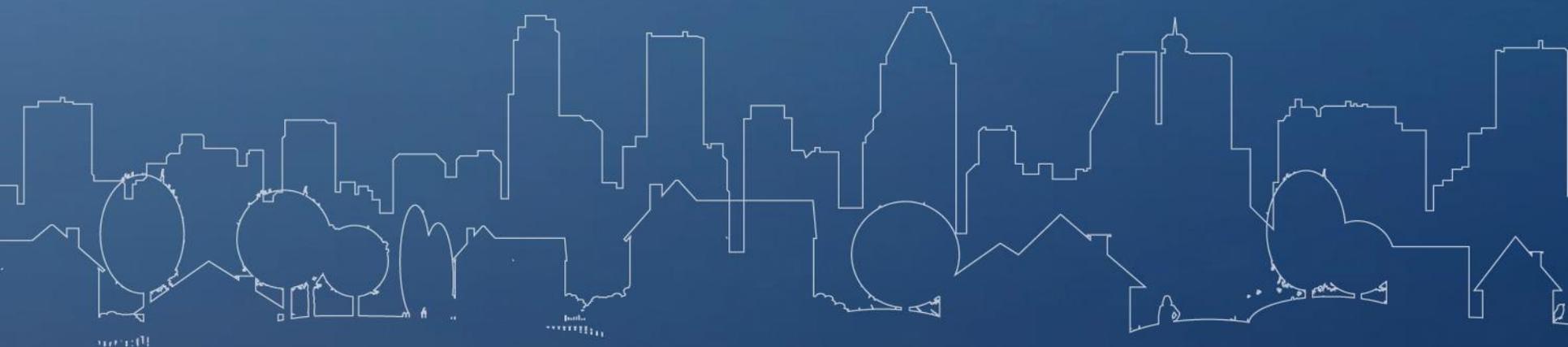
- Aggregating multiple loans under single IDIS activity
- Aggregation is allowed in certain circumstances
- Reporting job data twice



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
- 05L Child Care Services

Eligible Public Service Activities

- 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
- 05V Neighborhood Cleanups
- 05W Food Banks
- 05 Other Public Services

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

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

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

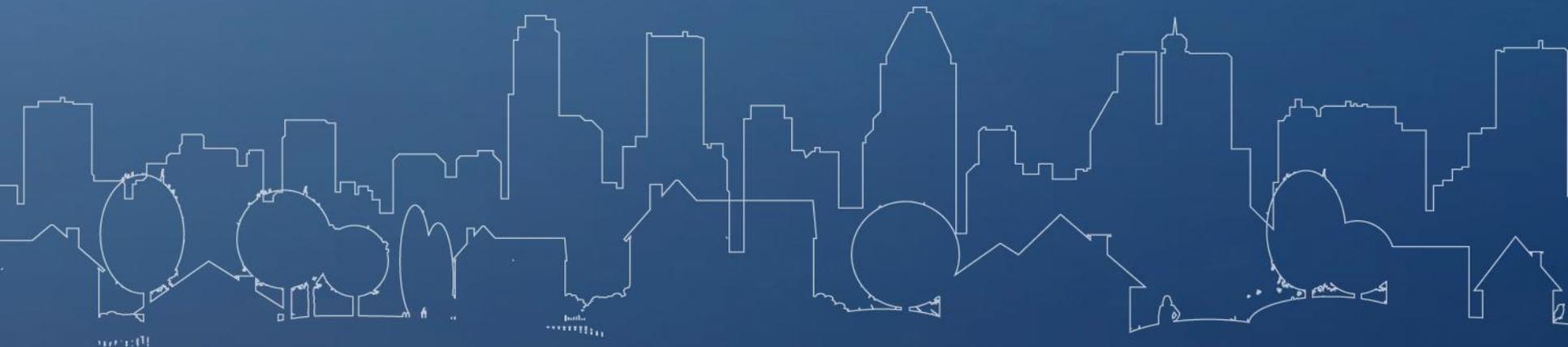
Common Mistakes

- Untimely updates
- Double-counting beneficiaries
- Reporting units of service instead of unduplicated persons served
- Reporting under one program year
- Use of “other” matrix code—need to use specific and correct code

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: NEW CDBG OVERSIGHT FUNCTIONALITY



More Oversight Needed

- HUD OIG cited need to use of IDIS to improve oversight of:
 - Long-standing, open activities (at-risk)
 - Cancelled activities with draws
 - Draws revised from one activity to another
- Changes in IDIS:
 - Flag at-risk activities
 - Require justifications (remediation plans)
 - Require field office review and approval
- **Meant to serve as management tools, not compliance tools**

At-Risk Activities

- At-Risk activities include:
 - No draws for a year
 - No accomplishments for three years
 - Activities that have 80 percent of their funding amount disbursed and no accomplishments reported
 - Each at-risk activity requires Remediation Plan*
 - Reasons for Delay
 - Action Plan for resolving the delay
 - Timeline for completing Action Plan (within six months)
- * If grantee can cancel/complete activity, remediation plan not needed

Remediation Plans

- Short term actions to move a stalled activity forward/resolve the delay
- At a minimum, provide a timeline for drawing additional funds or reporting accomplishments, and outline when the grantee expects to complete the activity.
- Does not have to be completed or cancelled within the six month timeframe

New IDIS Features

- Orange Banner at the Top of the IDIS
- Review Activities Screen
 - Awaiting Remediation
 - Awaiting Field Office Review
 - Not Accepted by Field Office
 - Remediated by Grantee
 - Pending at Risk
- CDBG Activities At Risk Report (PR59)

At-Risk Review Process

- 90 days to submit Remediation Plan
 - Plan can be edited until field office acts
 - Consult with its F.O. to ensure timeline and actions are reasonable
 - Failure to submit plan => complete activity or cancel the activity and return all drawn funds
- Field office approves or disapproves
 - Plan is read only
 - Approval => carry out Remediation Plan
 - Disapproval => complete or cancel activity
- Grantee confirms actions have been taken
 - Failure to confirm => complete activity or cancel the activity and return all drawn funds

May 2013 Changes

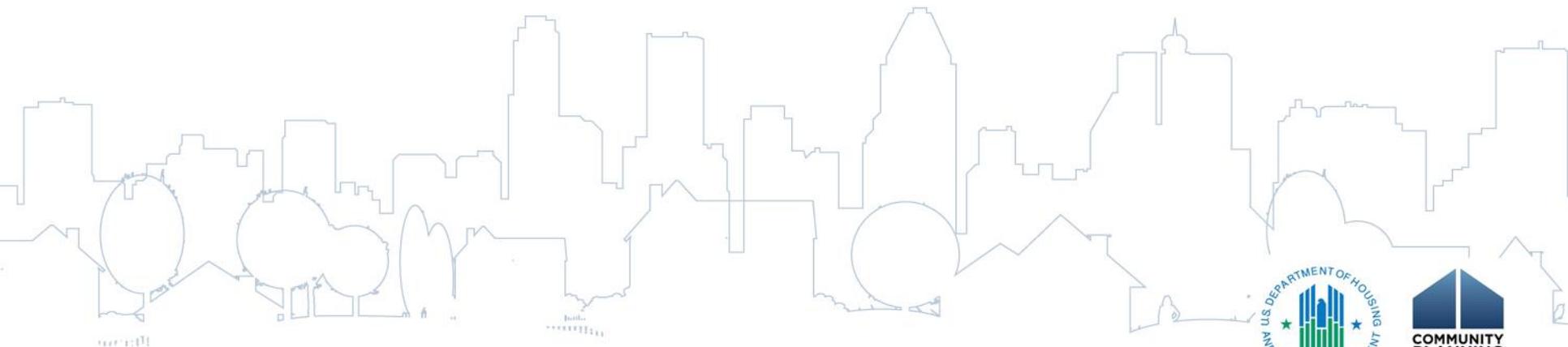
- Only one Remediation Plan will be required per At-Risk Activity
- Public facilities and economic development (except for 18B) exempt from the “80 percent disbursed” flag
- Due dates for Remediation Plans will appear on the Review Activities list

Cancel An Activity with Draws

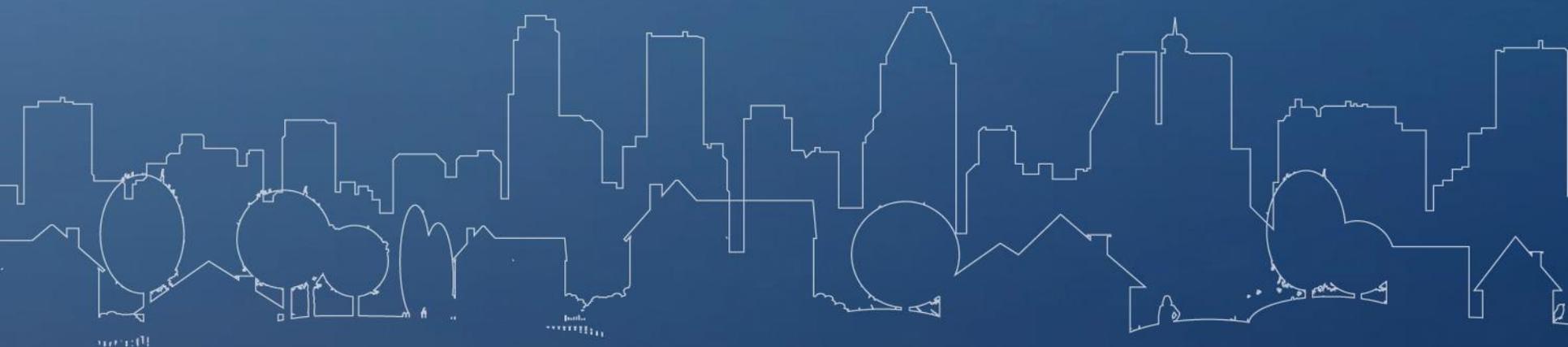
- Consult with F.O. before submitting a request to cancel an activity with draws
- Can no longer cancel an activity with draws without field office approval
 - Provide justification
 - Request is sent to the field office
- Field office will approve or disapprove the requests in IDIS
 - If disapproved, grantee must complete the activity or cancel the activity and reimburse all drawn funds

Revising a Voucher

- Justification required for each voucher revision from one activity to another
- HUD Field office staff can review grantees' justifications
- No field office approval is required



MODULE 8: 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

Key IDIS Reports

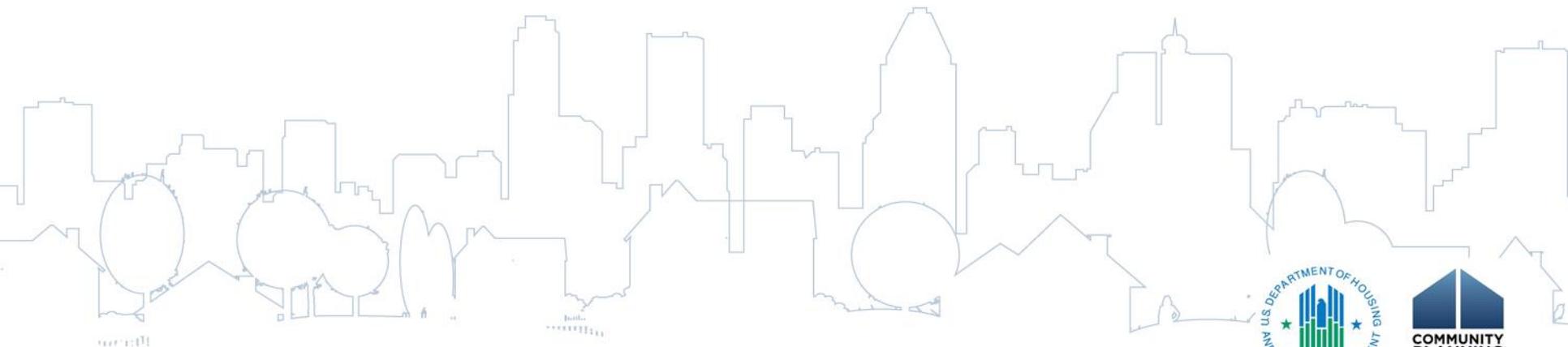
- **General**
 - PR01: HUD Grants and Program Income
 - PR02: List of Activities by Program Yr/Project
- **End of Year Performance Report**
 - PR28: PER Financial Summary
 - PR28: PER Activity Summary
- **Oversight**
 - PR59: CDBG Activities At-Risk Dashboard
 - PR52: CDBG Exception Report

Key IDIS Reports

- Performance Profiles
 - PR54: CDBG Performance Profile
 - PR51: Selected CDBG Accomplishment Report
 - PR50: Expenditure Report
- Performance Measures
 - PR83: CDBG Performance Measurement Report
 - PR84: CDBG Strategy, CDFI, Local Target Area Report
 - PR85: Housing Performance

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



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

PR28: PER Financial Summary

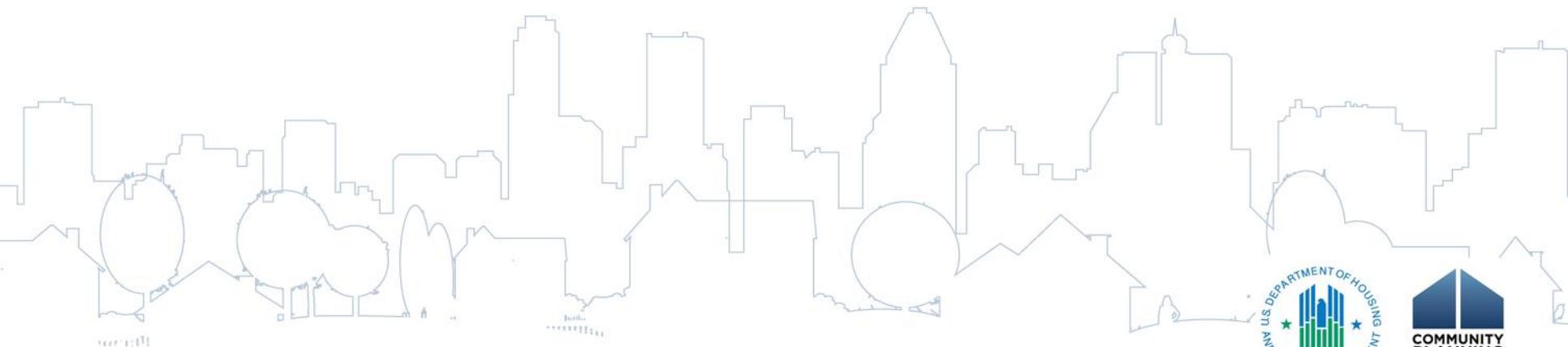
- Five Parts
 - A. Sources of State CDBG Funds
 - B. State CDBG Resources by Use
 - C. Expenditures of State CDBG Resources
 - D. Compliance with Public Service Cap
 - E. Compliance with Admin Cap
- Remember to make adjustments as necessary on the Parameter Screen!

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

PR59: CDBG Activities At-Risk Dashboard

- Provides same information as CDBG Review
- At Risk Activities
 - Pending Approval
 - Without Remediation Plan
- Pending Activities



PR52: CDBG Exception Report

- Similar to CDBG At-Risk Activities
- Activities with Expenditures but no accomplishments reported in specific program year
 - Low Mod Housing (LMH)
 - Low Mod Jobs (LMJ)

PR54: CDBG 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., CDFIs)

PR51: Selected CDBG Accomplishment Report

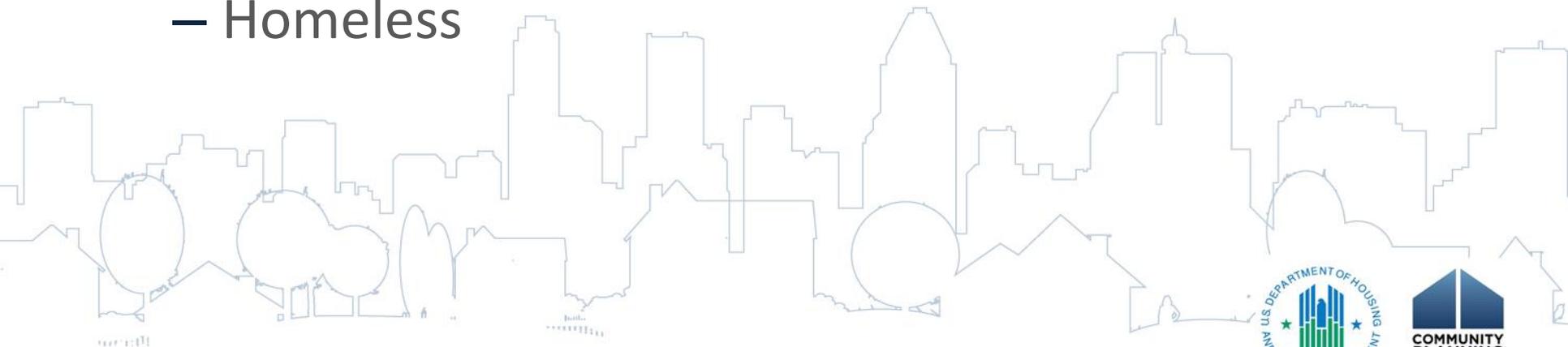
- Only works after program year is over
- Accomplishments sorted by
 - Eligible Activity Category
 - Housing
 - Economic Development
 - Public Improvements
 - Specific Matrix Code

PR50: Expenditure Report

- Only works after program year is over
- Expenditures sorted by
 - Eligible Activity Category
 - Housing
 - Economic Development
 - Public Improvements
 - Specific Matrix Code
- Displays Disbursements and Percent of Total

PR83: CDBG Performance Measures Report

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



PR84: Target Area Report

- Provides accomplishments by target area selected on Activity Setup
 - businesses assisted
 - business facades/buildings rehabilitated
 - jobs created/retained
 - Amount of funds leveraged
 - Number of LMI persons/households assisted
 - Number of acres of brownfields remediated
 - Persons with new access to public facilities
 - Slum/blight demolition
- **Optional Indicators (not tracked in IDIS)**

PR85: Housing Performance

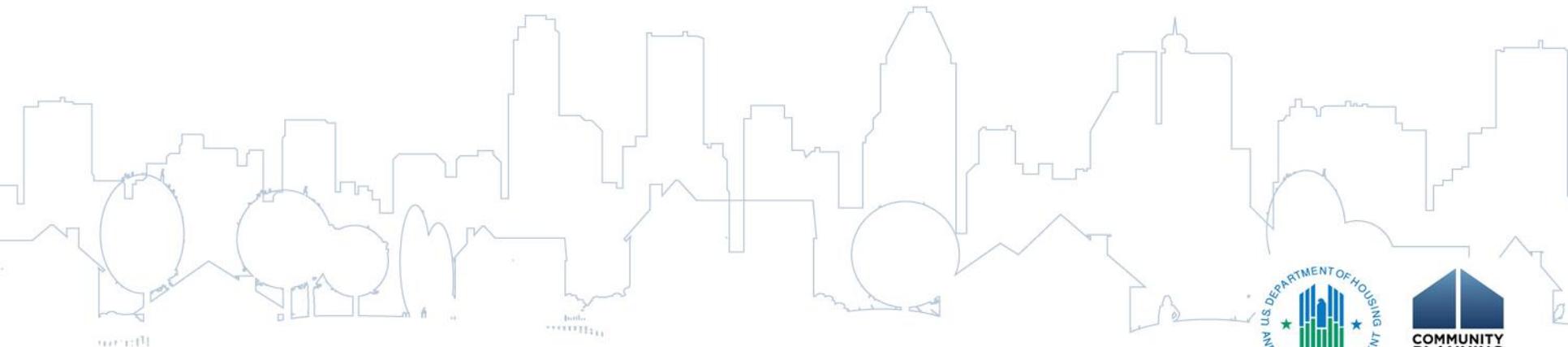
- Run report by CPD Program (CDBG), tenure type, and date range
- Performance measurement data
 - Outcome and Objective
 - Units brought to standard
 - Units occupied by LMI Households

Data Integrity

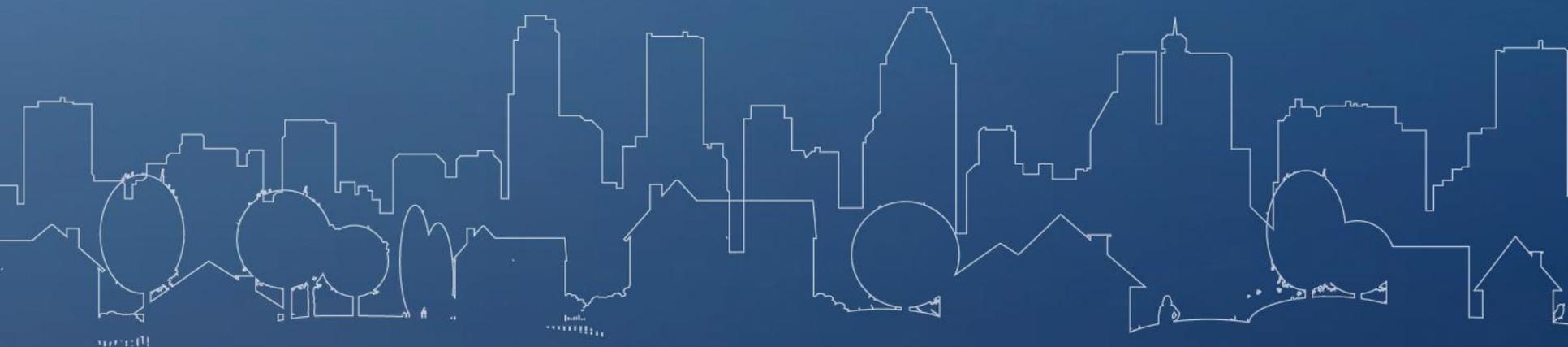
- HUD uses data to report on CDBG program results— as a result, data must be timely
 - Report often, preferably quarterly
 - Do not skip screens
- Grantees are able to catch collection mistakes
- Avoid reporting bad data—it reflects poorly on CDBG
 - Example: job counts reflect “real” numbers, not population data
- Use correct number of activities
- Double-check matrix codes and national objectives

Module Summary

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



MODULE 9: PROGRAM INCOME



Module Overview

- Types of receipt income
- Receipt and drawdown process for
 - Program Income
- Receipt, fund, and drawdown process for
 - Revolving Loan Funds
 - State Funds
- Income held by UGLGs
- Update: Grantees no longer need to manually fund PI before draw down

Program Income (PI)

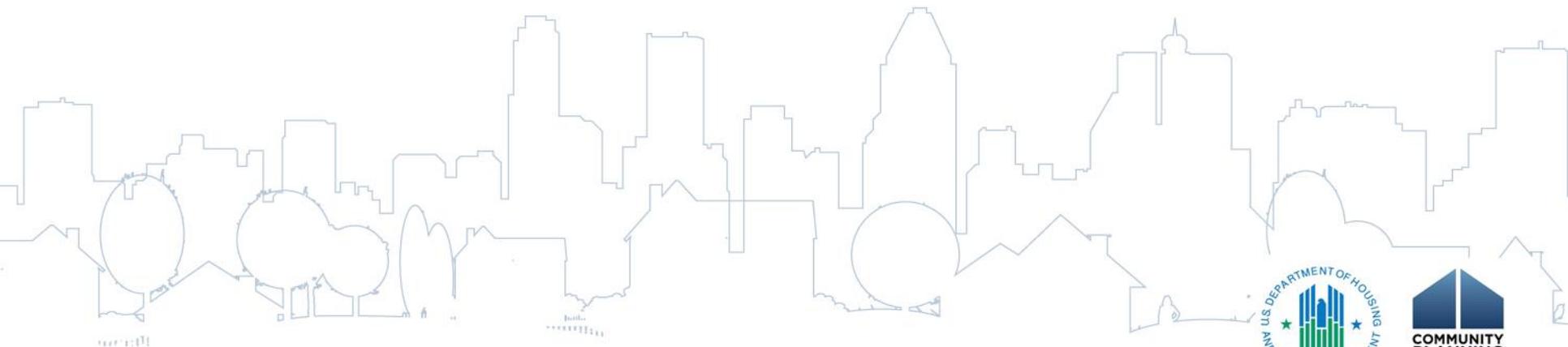
- Monies that come back to a State/UGLG, such as:
 - Proceeds from sale or lease of property purchased/improved with CDBG
 - Gross income from use/rental of real or personal property acquired, constructed, improved (less costs incidental to generation of income)
 - Payments of principal & interest on CDBG loans
- What isn't it?
 - Income in a single year not exceeding \$35,000

Revolving Funds (RL)

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

State Funds (SF)

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



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
 - Must receipt before next draw

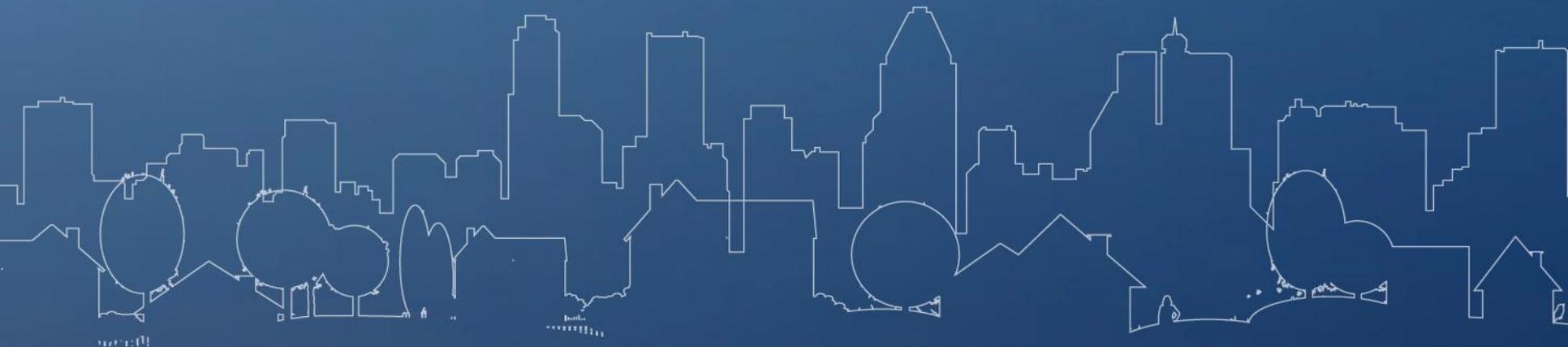
Program Income Key Points

- One of the most common areas of IDIS confusion is when and how to receipt program income kept at UGLG level
- 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 receipt, use of PI, and account interest
- States & UGLG need to track program income in perpetuity

Receipt Process

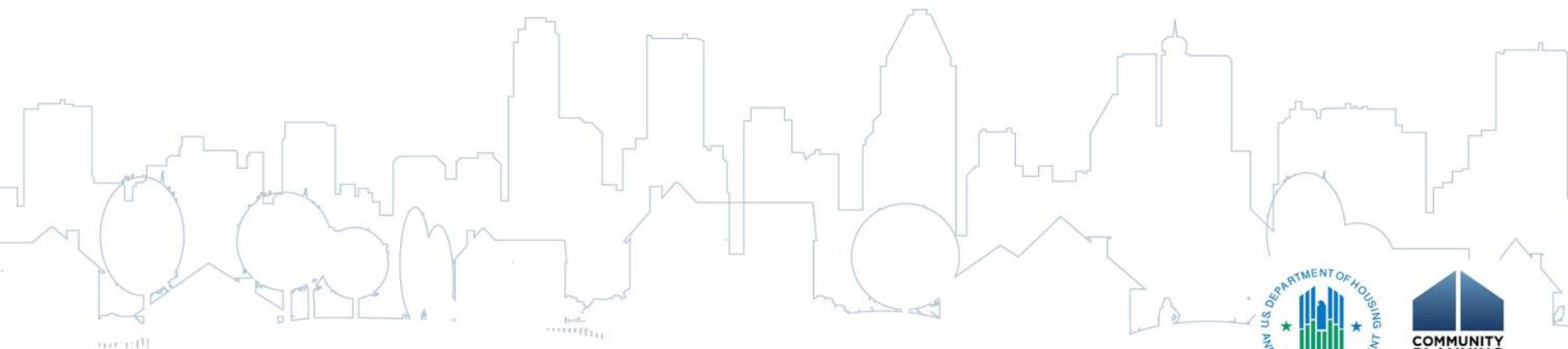
- **Program Income (PI)**
 - Create Receipt to show inflow of PI
 - Create Drawdown to show expense of PI
 - Adjust Activity Funding, if applicable
- **UGLG Revolving Loan Fund (RL)**
 - Create Receipt
 - Hold RL until enough funds from UGLG to fund next activity
 - Create Drawdown to show expense of RL
- **State-level Fund (SF)**
 - Create Receipt
 - Identify Activity to use SF funds
 - Create Drawdown to show expense of SF funds

MODULE 10: ADDITIONAL DRAWDOWN TOPICS



Module Overview

- Drawdown Approval
- Drawdown Revisions
 - UPDATE: Justification now required for each revision
- Returning Funds to HUD



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
- Ensure that adequate number of staff have access to IDIS

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.”

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?

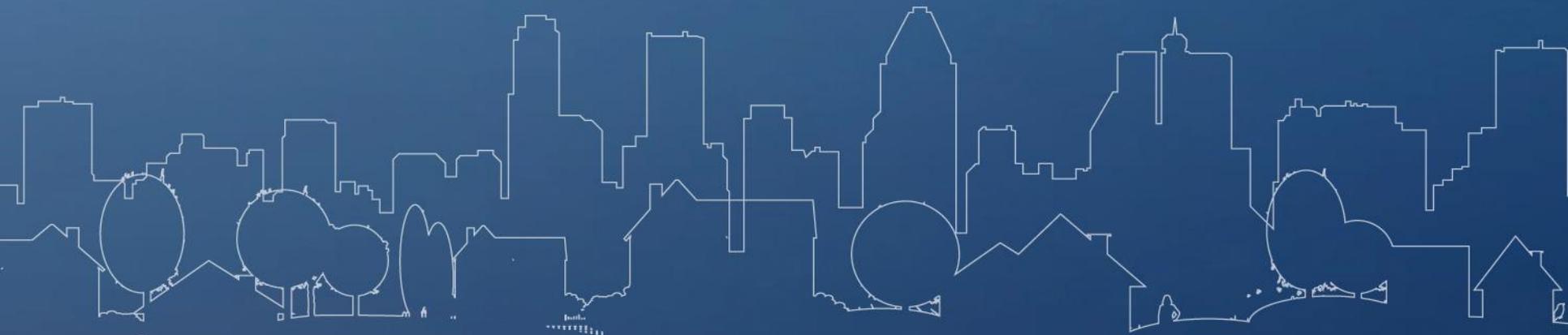
Revision Example

- 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

Returning Funds to HUD

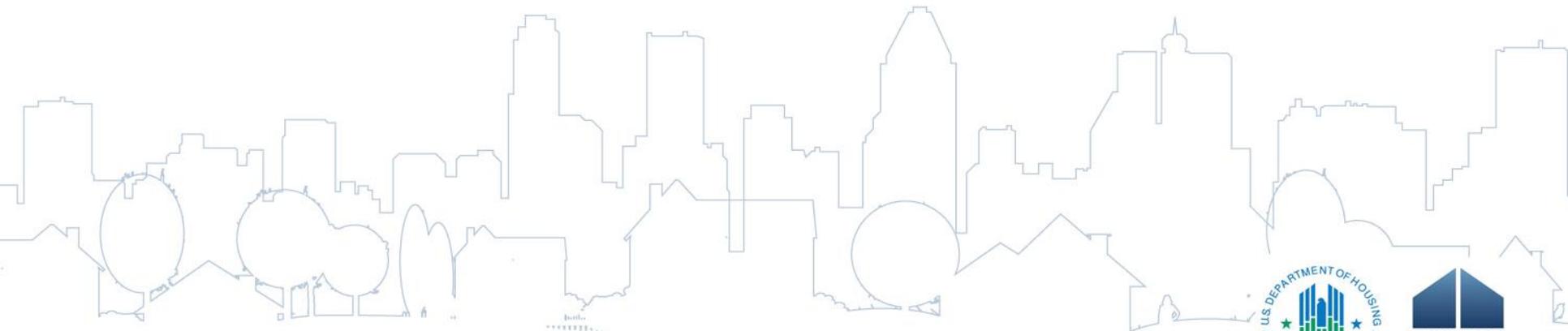
- Returned funds are credited as a negative draw against Activity #2: CDBG Committed Funds Adjustment
- Create Receivable Voucher
 - Identify the activities where funds should be returned to for credit
 - Use Edit Activity to cancel activity

MODULE 11: SECTION 108 LOAN GUARANTEE REPORTING



Module Overview

- Activities Using Section 108 Loan Guarantee
- Repayment and Financing Activities
- Section 108 Receipts



Activities using 108 Guarantee funds

- Setup of activities using 108 Guarantee very similar to other CDBG activities
 - Will this activity use Section 108 loan?
 - If yes, only 108-eligible matrix codes listed
- Loan must be loaded to fund
- New Fund Type: Section 108 Loan (SL)
- Draw Vouchers approved by HUD

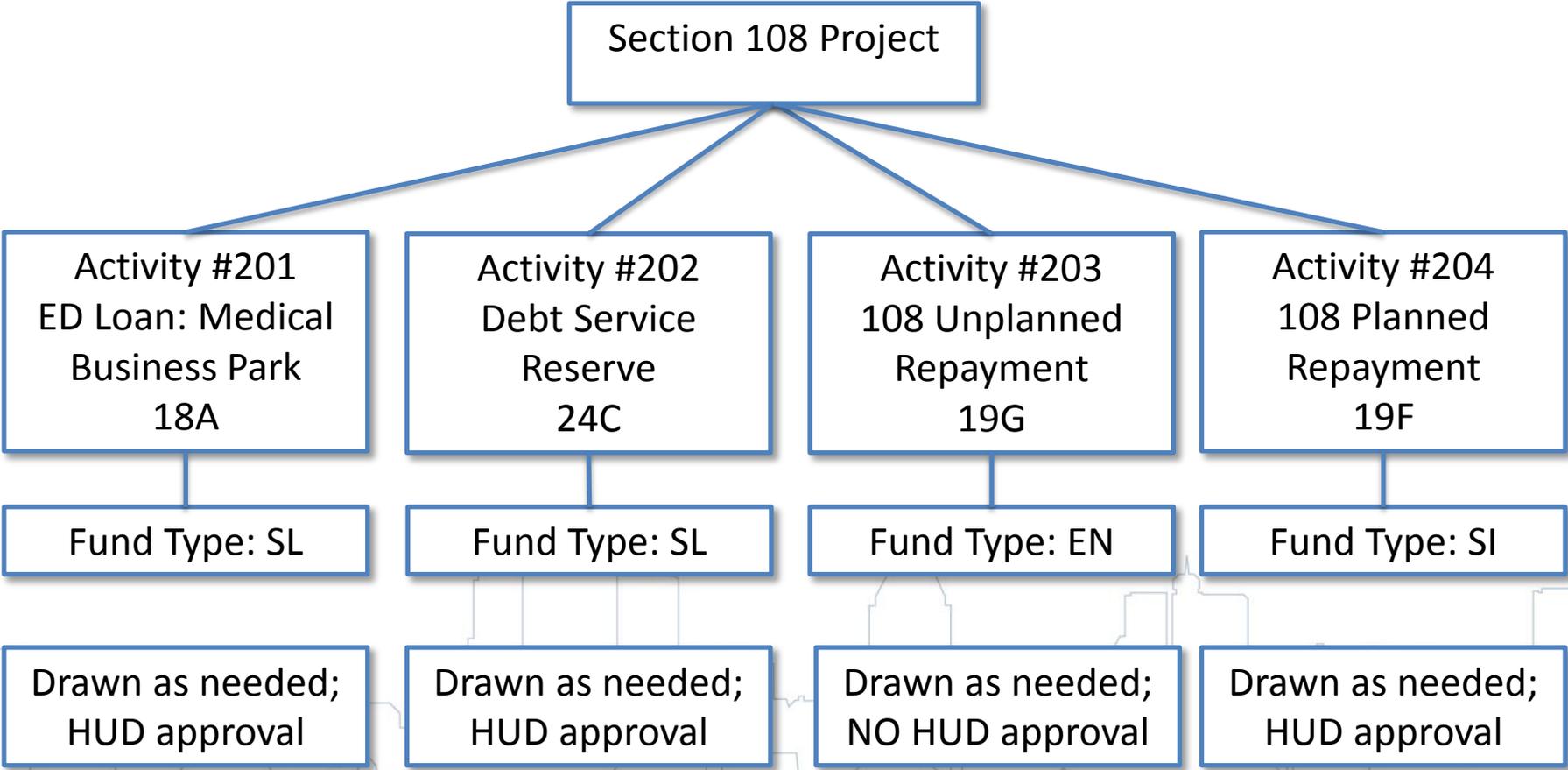
Repayment and 108 Guarantee Financing Activities

- Repayment Matrix Codes
 - 19F Planned Repayment of Principal
 - 19G Unplanned Repayment of Principal
 - 24A Payment of interest on Section 108 loans
 - 24B Payment of costs of Section 108 financing
 - 24C Debt service reserve
- No additional setup, completion data required
- New Fund Type: Section 108 Loan Income (SI)
- Draw Vouchers approved by HUD

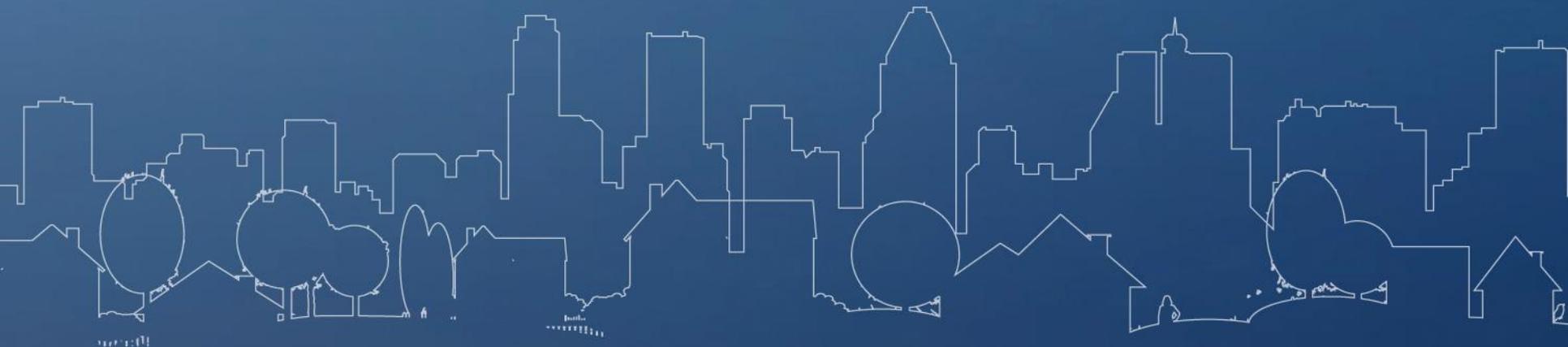
Section 108 Guarantee Receipts

- New Fund Type: Section 108 income (SI)
- SI funds can only be used for financing and repayment activities:
 - 19F Planned Repayment of Principal
 - 19G Unplanned Repayment of Principal
 - 24A Payment of interest on Section 108 loans
 - 24B Payment of costs of Section 108 financing
 - 24C Debt service reserve
- Receipt is tied to IDIS activity that generated the income.

Sample IDIS Structure of 108 Loan Guarantee info



WRAP-UP



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 Resources

- IDIS Resources for CDBG

<http://www.hud.gov/offices/cpd/systems/idis/cdbg/>

- OneCPD Resources

<http://www.onecpd.info>

- OneCPD Ask A Question

<https://www.onecpd.info/ask-a-question/my-question/>

Training Conclusion

- Thanks for attending
- 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