

Acknowledgements

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Portions of this manual were adapted from the following HUD publications:

- *IDIS Online for CDBG Entitlement Communities Manual. Published March 2014*
- *HUD's Homeless Assistance Programs: Using IDIS Online for the Emergency Solutions Grant Program. Published July 2011.*
- *Integrated Disbursement and Information System (IDIS) OnLine Quick Tip User Guide. Published November 2009.*

Preface

This manual explains how to set up, fund/draw funds, and report accomplishments and performance measures for HOPWA and HOPWA-C activities in the Integrated Disbursement and Information System (IDIS). Topics related to these HOPWA-specific processes are also covered. Each process in the manual is described, and then each step is detailed in a chart. Some screen shots are listed within each chapter, but most are shown in Appendix E-H.

Intended Audience

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

What IS Covered

[Section 1](#) describes IDIS functions, including the key features of IDIS, changes to IDIS with the implementation of eCon Planning Suite and Grants Based Accounting, HOPWA-specific definitions and a basic overview of HOPWA/HOPWA-C Projects/Activities/Funding.

[Section 2](#) describes the structure and steps for setting up HOPWA/HOPWA-C Projects in IDIS.

[Section 3](#) describes the structure and steps for creating HOPWA/HOPWA-C Activities in IDIS and adding/deleting an accomplishment year to activities.

[Section 4](#) describes the process by which users fund activities and draw down funds from IDIS.

[Section 5](#) describes the way HOPWA/HOPWA-C accomplishments are reported in IDIS.

[Section 6](#) describes how/when HOPWA/HOPWA-C Activities are completed.

[Section 7](#) provides information about the Microstrategy reports most useful to HOPWA/HOPWA-C Grantees.

[Section 8](#) provides information on Technical Assistance Resources available to HOPWA/HOPWA-C Grantees.

[Appendix:](#) Screen shots, Grant Terms, Tracking Tool

What is NOT Covered

HOPWA Overview

Completing the Consolidated Plan/Annual Action Plan

Getting Started in IDIS (setting up users, establishing banking)

Instructions on completing the HOPWA CAPER/APR

Data Downloads