

HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM

IDIS REQUIREMENTS AND INSTRUCTIONS

INTRODUCTION

The American Recovery and Reinvestment Act of 2009 established the Homelessness Prevention Fund, now called the Homelessness Prevention and Rapid Re-housing Program (HPRP). The program provides financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized.

HPRP grantees use the Integrated Disbursement and Information System (*IDIS OnLine*) to draw program funds and track expenditures by activity. See the “Quick Facts” box on the right for a brief summary of basic information about using IDIS for HPRP.

This document provides instructions for correctly setting up HPRP projects and activities in IDIS. It assumes that readers have a basic understanding of how to navigate the system.

Do Not Co-mingle funds

HPRP grantees must use IDIS carefully to prevent co-mingling of HPRP and ESG funds. HPRP grantees must not:

- Commit ESG funds to an HPRP activity.
- Commit HPRP funds to an ESG activity.
- Fund any HPRP (or ESG) activity from both HPRP and ESG grants.

Quick Facts: HPRP and IDIS

1. HPRP grantees use *IDIS OnLine* to draw down funds, not to report accomplishments or beneficiary information.
2. HUD was not able to modify IDIS to accommodate HPRP, so HPRP grantees use the same activity setup screens for HPRP as Emergency Shelter Grants (ESG) program.
3. When funding an HPRP activity and drawing funds, grantees can only distinguish whether an activity is an HPRP or ESG activity by an activity’s funding source code.
4. Enter “2009” as the required date of Program Year. Although each HPRP grantee submitted a substantial amendment to its 2008 Annual Action Plan to receive funding, HPRP is a 2009 allocation.
5. Following the correct project and activity set-up instructions in this document (and using the correct naming conventions) will help HUD and grantees track funds properly and avoid co-mingling of funds.

Grantees should periodically check both the HUD Homelessness Resource Exchange at www.hudhre.info and the IDIS news (in the system) for IDIS updates as additional information and releases become available. Appendix A lists additional resources.

These instructions contain the following six sections and two appendices:

1. Role of IDIS
2. HPRP Projects
3. HPRP Activities
4. Activity Funding
5. Drawing Down HPRP Funds
6. Performance Reporting Not Required in IDIS

Appendix A: *IDIS OnLine* Resources

Appendix B: Migration from Legacy IDIS

1. ROLE OF IDIS

HPRP grantees only use IDIS to draw program funds. Grantees will report on program beneficiaries and performance via FederalReporting.gov and the HPRP Quarterly Performance Report (QPR)/Annual Performance Report (APR) in *e-snaps*. Duplicative data entry between the two systems is minimal. Table 1 provides an overview of the four electronic systems used by HPRP. Note: ESG grantees must still use IDIS to report accomplishments--not *e-snaps* or FederalReporting.com.

HPRP/ESG Screen Access

To use IDIS, HPRP users must have rights to access ESG activity setup and completion screens. Staff members that already have access to ESG will have access to HPRP. Staff members that do not have access must first apply for an IDIS ID and then gain access from their Grantee Local Administrator. To apply for an IDIS ID, contact the IDIS Technical Assistance Unit at the number provided in Appendix A.

Once a staff member has an IDIS ID, the local administrator clicks on the **Admin** Tab in IDIS (seen only by the local administrator) at the top of the screen. The administrator then searches via the user's IDIS ID ("C" number) to add or remove functionality.

Table 1: Electronic Systems used by HPRP

System	Purpose
<i>IDIS OnLine</i>	Disburses funds to HPRP grantees and tracks expenditures by activity.
Homeless Management Information System (HMIS)	Collects unduplicated client-level data for HPRP-funded projects. Provides information for the QPR, APR. Also provides information for HUD's Annual Homeless Assessment Report to Congress (and other publications/studies).
<i>e-snaps</i>	Tracks progress and accomplishments of HPRP-funded programs via the QPR and APR.
FederalReporting.gov	Collects basic performance information for all Recovery Act programs, including HPRP.

2. HPRP PROJECTS

In IDIS, projects organize and link activities to a grantee's Annual Action Plan for a specific program year. The HPRP Project in IDIS represents the organization directly carrying out HPRP-funded activities. A narrative providing guidance on key fields and project naming conventions follows the Project screen (Figure 1 below).

Figure 1: “Add Project” Screen

The screenshot shows the 'Add Project' screen in IDIS. The sidebar on the left contains navigation links for Organization (MILWAUKEE, Logout), Activity (Add, Search), Project (Add, Search, Copy), Utilities (Home, Data Downloads, Print Page, Help), and Links (PDF Viewer, Support, CPD Home, HUD Home). The main content area is titled 'Project' and 'Add Project'. It includes a 'Save' and 'Reset' button, a note that an asterisk indicates a required field, and several input fields: 'Grantee/PJ Name' (MILWAUKEE), 'Program Year' (dropdown menu), 'Add New Program Year' (checkbox), 'IDIS Project ID', '*Project Title', 'Grantee/PJ Project ID', and 'Description' (text area). At the bottom, there is a checkbox for 'Allow Another Organization to Set up Activities under this Project' and a 'Select Organization' button.

Setting up an HPRP Project: Using the “Project” Screen

To set up an HPRP project in IDIS, follow these steps:

1. Select the **Projects/Activities** tab at the top of the screen and click the **Add** link on left side under **Project**.
2. Enter “2009” as the required date of Program Year. Although each HPRP grantee submitted a substantial amendment to its 2008 Annual Action Plan to receive funding, HPRP is a 2009 allocation.
3. Do not click on **Add New Program Year**. Assigning an HPRP project a funding year other than 2009 will prevent HPRP funds from being committed to the activities under the project.
4. Enter a **Project Title** according to the project naming conventions described below.

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5. Assign a **Grantee/PJ Project ID** (optional); this ID is only for the grantee's use.
 6. Enter a brief project **Description** in the narrative field, such as: "Good Hope Housing will provide: 1) financial assistance including short-term rental assistance and utility payments, and 2) housing stabilization services including case management, and legal services. These services will help prevent households from becoming homeless and provide rapid re-housing for households that have become homeless."
 7. Enter the **Estimated Amount** of HPRP funds that are budgeted for all activities conducted by the organization associated with this project. This amount acts as a budget placeholder at the project level and does not commit funds. Grantees commit HPRP funds to activities, not projects.
 8. Do not click on **Allow Another organization to Set up Activities under this Project** since other organizations should not be drawing HPRP funds and or entering accomplishment information in IDIS (not required).
 9. Click the **Save** button. IDIS has now saved the project.

Project Naming Convention

To name HPRP projects, begin with "HPRP," followed by the name of the organization directly carrying out the activity:

HPRP-[Organization Name]

For example, a project administered by Good Hope Housing would be named "HPRP-Good Hope Housing." The grantee would set up the project under the 2009 program year, from which HPRP activities were funded. Use abbreviations consistently across projects.

3. HPRP ACTIVITIES

Using proper conventions to set up HPRP is critical and may avoid future data cleanup by grantees. HUD will review activities to ensure that grantees are expending funds expeditiously.

Defining HPRP Activities

The critical element in defining HPRP activities is that HUD must be able to distinguish whether the activity is for Homelessness Prevention, Homeless Assistance (Rapid Re-housing), or Administration, based on the Activity Category selected in the **Add Activity** Screen.

An IDIS activity must be set up for each of the following eligible HPRP activity categories under each subgrantee or IDIS project:

- Homelessness Prevention
- Homeless Assistance (Rapid Re-housing)
- Administration

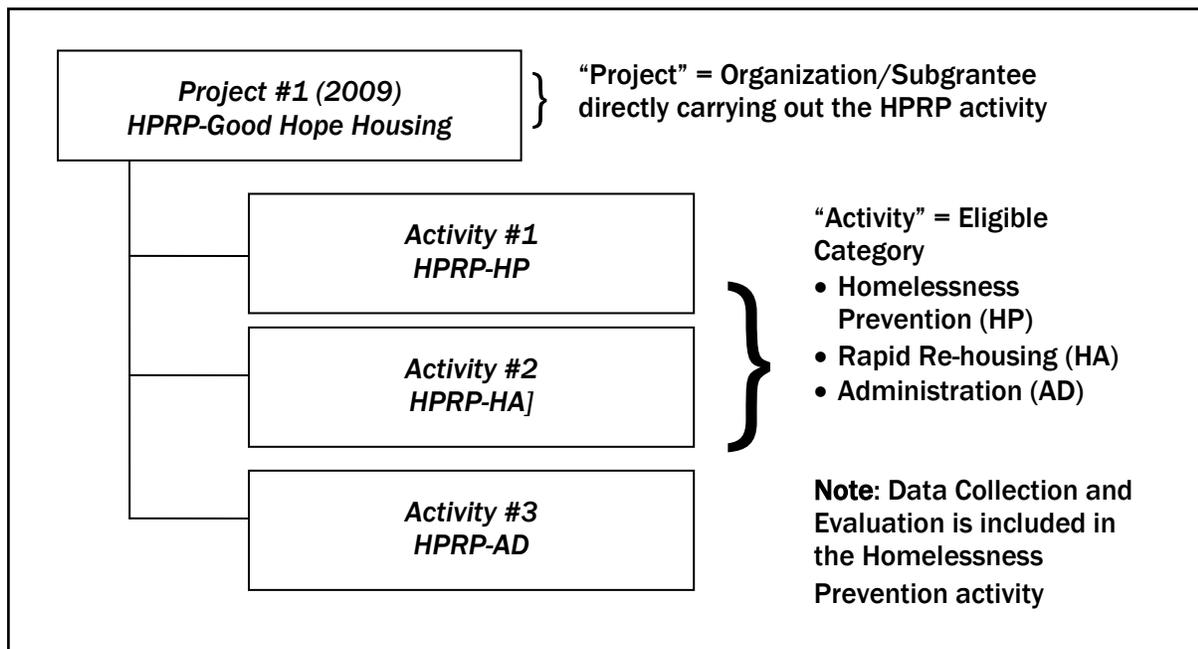
Grantees must include Data Collection/Evaluation as part of existing Homeless Prevention activities or set up Data Collection/Evaluation as a separate Homeless Prevention activity to ensure consistency among all grantees. See Table 2 below for guidance on how to set up and name activities when setting up Data Collection/Evaluation as a separate activity.

If a grantee includes Data Collection and Evaluation as part of an “Administration” activity, such expenditures will count toward the grantee’s five percent cap on administrative activities. HUD will monitor commitments and draws for administration activities for each grantee to ensure that administration funds do not exceed five percent of the total grant amount, as required by the Recovery Act. If a grantee is not sure if an activity qualifies as Data Collection/Evaluation or Administration, consult the HPRP Notice.

Project/Activity Structure

Each HPRP project in IDIS has associated activities undertaken by that organization. Figure 2 below illustrates the HPRP project/activity structure and naming conventions within IDIS.

Figure 2: HPRP Project and Activity Structure for the Three IDIS Activity Categories



Grantees only need to complete two screens in IDIS before funding and drawing down against an activity. *IDIS OnLine* has a single screen common to all programs (called **Add/Edit Activity**) and a single ESG setup screen (**Add/Edit ESG Details**).

Setting Up HPRP Activities: “Add/Edit Activity” Screen

Figure 3 shows the **Add/Edit Activity** screen. A narrative providing guidance on key fields and naming conventions follows the screen shot.

Figure 3: “Add/Edit Activity” Screen

Save | Cancel

***Indicates Required Field**

***Activity Owner:** MILWAUKEE, WI

***Activity Name:** _____

***Program Year:** Select

Grantee/PJ Activity ID: _____

***IDIS Project ID/Project Title:** Select

Activity

Program	*Activity Category	Ready to Fund	Setup Detail
CDBG	None	No	Add CDBG
ESG	None	No	Add ESG
HOME	None	No	Add HOME
HOPWA	None	No	Add HOPWA

***Environmental Assessment:**

Underway

Exempt

Complete

Allow Another Organization to Access this Activity: (tip)

Select Organization

Activity Description: _____

To set up an HPRP activity in IDIS, follow these steps:

1. Select **Projects/Activities** tab at top of screen. Click the **Add** link on left side under **Activity**.
2. Select the correct grantee name under **Activity Owner**.
3. Enter an **Activity Name** according to the project naming conventions described below.
4. Select “2009” from the **Program Year** drop-down menu.

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5. Choose from the drop-down menu the appropriate project (in the **IDIS Project ID/Project Title**) previously established as the organization directly carrying out the HPRP activities.
 6. Assign a **Grantee/PJ Project ID** (optional); this ID is only for the grantee's use.
 7. On the ESG Program line, select an eligible **Activity Category** from the three available for ESG (and therefore HPRP): "Homeless Assistance," "Homeless Prevention," and "Administration." "Homeless Assistance" serves as a proxy for Rapid Re-housing.
 8. Select "Exempt" in the **Environmental Assessment** field. HPRP does not require environmental assessments.
 10. Do not click on **Allow Another Organization to Access this Activity** since other organizations should not be drawing HPRP funds or entering accomplishment information in IDIS (not required).
 11. Enter a brief **Activity Description**, such as "Good Hope Housing will provide short-term rental assistance, security deposits, and case management to quickly re-house homeless households."
 9. Click **Save**. "The new activity has been saved message" will appear.
 10. To continue setup of the activity, see the subsection later in this document titled **Setting Up HPRP Activities-ESG Setup Screen**.

Requirements for Activity Names

HUD's only requirement for HPRP labeling activities is to begin each activity name with "HPRP," followed immediately by the eligible activity category abbreviation. Note that HUD's naming conventions are more extensive for the ESG program. Abbreviate HPRP activities as follows:

- **HPRP-HP** for **H**omeless **P**revention (Homelessness Prevention activities)
- **HPRP-HA** for **H**omeless **A**ssistance (Rapid Re-Housing activities)
- **HPRP-AD** for **A**Dministration

To ensure consistency across the nation, grantees must include Data Collection/Evaluation as part of existing Homeless Prevention activities or set up Data Collection/Evaluation as a separate Homeless Prevention activity. Data Collection/Evaluation does not exist as a separate activity category in IDIS. See Table 2 below for guidance on how to set up and name activities when setting up Data Collection/Evaluation as a separate activity.

Grantees may complete the remainder of the name of the activity as desired. HUD recommends including the organization's name to help identify the activity in reports that do not include the project name (e.g. "HPRP-HP-Good Hope Housing).

Other Activity Naming Conventions (Not Required)

Some grantees may prefer to distinguish additional activities using activity names to better align with their own tracking systems. This section will identify two additional alternatives for defining activities and provide the appropriate activity categories and naming conventions.

Example: Add Data Collection and Evaluation Activity Category

Grantees may elect to add an additional activity for data collection and evaluation, provided they also select “Homeless Prevention” as the Activity Category. Table 2 provides how the grantee would set up and name activities.

Table 2: Example of Separate Data Collection/Evaluation Activity

Activity	IDIS Activity Category	Activity Name *
Homelessness Prevention	Homeless Prevention	HPRP-HP-[Organization Name]
Rapid Re-housing	Homeless Assistance	HPRP-HA-[Organization Name]
Administration	Administration	HPRP-AD-[Organization Name]
Data Collection and Evaluation	Homeless Prevention	HPRP-DC-[Organization Name]

**All activities must start with HPRP and the Activity Category abbreviation. The Organization Name is optional but recommended.*

Example: Categorizing Activities as Financial Assistance and Housing Relocation and Stabilization Services

Using naming conventions, a grantee may also choose to break out the Homelessness Prevention and Rapid Re-Housing activities into two other categories listed in the initial Substantial Amendment budget format and the Quarterly Performance Reports. Table 3 shows this option.

Table 3: Example of Activities Separating Financial Assistance and Housing Relocation/Stabilization Services

Activity	IDIS Activity Category	Activity Name *
Homelessness Prevention-Financial Assistance	Homeless Prevention	HPRP-HP-FA-[Organization Name]
Homelessness Prevention-Housing Relocation and Stabilization Services	Homeless Prevention	HPRP-HP-HR-[Organization Name]
Rapid Re-housing-Financial Assistance	Homeless Assistance	HPRP-HA-FA-[Organization Name]
Rapid Re-housing-Housing Relocation and Stabilization Services	Homeless Assistance	HPRP-HA-HR-[Organization Name]
Administration	Administration	HPRP-AD-[Organization Name]
Data Collection and Evaluation	Homeless Prevention	HPRP-DC-[Organization Name]

**All activities must start with HPRP and the Activity Category abbreviation. The Organization Name is optional but recommended.*

Setting Up HPRP Activities: “Add/Edit ESG Details” Screen

The grantee should then enter additional activity information by selecting the **Setup Detail – Add ESG** button. Figure 3 shows the **Add/Edit Activity** screen.

Figure 3: “Add/Edit Activity” Screen

[Note: This screen shot is not yet available. HUD will update these instructions as soon as it is available.]

Access the **ESG Setup Details** screen from the **Add/Edit Activity screen** in *IDIS OnLine*. Once selecting the Activity Category from the ESG row of the Activity Table, click on “Add ESG” under the Activity Detail column. Key items to remember while completing the screen include:

- **Organization Carrying Out Activity** - Grantees must identify the organization carrying out the activity because it will allow grantees and HUD to identify all activities associated with a specific organization. The **Organization Carrying Out Activity** is a

new field. It enables grantees to identify a specific organization (if other than grantee) that is carrying out the activity.

- 1) Click on **Select Organization**.
 - 2) Search for an existing organization. If an organization is not already listed, grantees must select or add the specific organization.
 - 3) Enter the required information. A DUNS number is required when adding a new organization. All subgrantees must therefore have a DUNS number (or obtain a DUNS number at <http://fedgov.dnb.com/webform>). Grantees should be careful to ensure to enter only one variation of the grantee name and to use this name consistently.
- **Objective and Outcome Categories** - Grantees should select the appropriate performance objective and outcome according to the following guidance:
 - 1) For *Homeless Assistance* (Rapid Re-housing) activities, select “suitable living environment” as the objective and “availability/access to shelter” as the outcome. This combination of objective and outcome best captures HPRP rapid re-housing activities because such activities typically make housing and/or housing services available to the homeless.
 - 2) For *Homelessness Prevention* activities, select “decent, affordable housing” as the objective and “housing affordability” as the outcome. This combination of objective and outcome best captures HPRP homelessness prevention activities because such activities keep housing affordable by allowing program beneficiaries to stay in their homes.
 - 3) *Administration* activities do not require a performance objective and outcome.

Table 4: Recommended Performance Objectives and Outcomes

Activity Type	Objective	Outcome
Homeless Assistance (Rapid Re-housing)	(1) Create a Suitable Living Environment	(1) Availability/Accessibility
Homeless Prevention	(2) Provide Decent Housing	(2) Affordability
Administration	None	None

- **Housing and Services.** This information is not required.
- **Address.** This information is not required.

Next, take the following steps:

- 1) After entering all the information, select **Save** to record and store the information.
- 2) The screen will return to the **Edit Activity Screen**, which is similar to the initial **Add Activity Screen** except that it now contains some additional fields.
- 3) The system then inserts a “Ready to Fund” column within the Activity Table.
- 4) If the ESG row indicates “Yes,” the grantee can now fund the activity.
- 5) If the ESG row indicates “No,” edit the ESG setup details and complete any missing information.
- 6) Activity set-up is complete.

4. ACTIVITY FUNDING

Once an activity is properly set up in IDIS, a grantee can commit HPRP funds. Under the Activity Funding screen, select the activity that requires funding. The HPRP grants will have the same program code as ESG (“S”) and can only be distinguished by their source code that ends with a “Y” (see Table 5). The source code appears in the grant number. Grantees that also receive ESG funds must be sure not to select ESG grant when committing funds to HPRP activities. Grantees should also ensure that they do not commit more than 5% of their total grant to administration activities. Table 5 shows the source codes for each grant type.

Table 5: Grant Source Codes

Grant Type	HPRP Grant Number	ESG Grant Number
State	S-09- <u>DY</u> -12-0001	S-09- <u>DC</u> -12-0001
Metropolitan City	S-09- <u>MY</u> -12-0002	S-09- <u>MC</u> -12-0002
Urban County	S-09- <u>UY</u> -12-0003	S-09- <u>UC</u> -12-0003

To fund an activity, carry out the steps outlined under the **Activity Funding** screen shot in Figure 4.

Figure 4: “Activity Funding” Screen

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Community Development Systems
Integrated Disbursement & Information System (IDIS)

User ID: C32177
User Role: Grantee
Organization: BOSTON
[- Logout](#)

Activity Funding
Search for Activities to Fund

Search Criteria

Program: All
Activity Name:
Program Year: All

IDIS Project ID:
IDIS Activity ID:
Grantee/PJ Activity ID:

Activity Status: All
*Activity Owner: BOSTON, MA

|

Drawdown
[- Create Voucher](#)
[- Search Voucher](#)
[- Approve Voucher](#)

Receipt
[- Add](#)
[- Search](#)
[- Search Accounts](#)

Utilities
[- Home](#)
[- Data Downloads](#)
[- Print Page](#)
[- Help](#)

To select the activity that requires funding, follow these steps:

- 1) Select the **Funding/Drawdown** tab.
- 2) The **Activity Funding** screen will appear.
- 3) Under “Search Criteria,” select “ESG” for the **Program** and “2009” as the **Program Year**. Enter other search criteria as desired.
- 4) Click the **Search** button.
- 5) The “Search Results” will appear on the screen with the activities listed that meet the search criteria. Figure 5 shows an example of how the screen will look.
- 6) **Add-Edit** under the “Action” column will also appear.

Please note that the remaining “Activity Funding” screenshots show a HOME Program activity. The screens for ESG/HPRP will look similar except the **Program** will read “ESG” and the **Fund Type** will be “HR,” “HA,” or “HP.” HUD will insert screen shots using an HPRP example as soon as they are available.

Figure 5: “Activity Funding” Screen Showing Example Search Results

The screenshot shows the 'Activity Funding' screen with the following details:

- User Information:** User ID: C32177, User Role: Grantee, Organization: BOSTON. Includes a [Logout](#) link.
- Navigation:** Tabs for Projects/Activities, Funding/Drawdown (selected), Grant, and Grantee/PJ. A sidebar contains links for Activity Funding (Search), Drawdown (Create Voucher, Search Voucher, Approve Voucher), Receipt (Add, Search, Search Accounts), Utilities (Home, Data Downloads, Print Page, Help), and Links (PDF Viewer, Support, CPD Home).
- Search Criteria:**
 - Program: All (dropdown)
 - IDIS Project ID: [Empty]
 - Activity Status: All (dropdown)
 - Activity Name: [Empty]
 - IDIS Activity ID: 14626
 - * Activity Owner: BOSTON, MA (dropdown)
 - Program Year: All (dropdown)
 - Grantee/PJ Activity ID: [Empty]
- Search Buttons:** Search and Reset.
- Results Page 1 of 1:**

Activity Name	Program Year/ IDIS Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Activity Status	Activity Owner	Action
BELLA LUNA RESTAURANT	2008/17	14626		Open	BOSTON, MA	Add-Edit

- 7) Select **Add-Edit** under the “Action” column shown above in Figure 5.
- 8) The “Available Funds” will appear near the bottom of the **Activity Funding** screen as show in Figure 6. Check the amount available for funding.

Figure 6: “Activity Funding” Screen Showing “Available Funds”

The screenshot shows the 'Activity Funding' screen with the following details:

- User Information:** User ID: C32177, User Role: Grantee, Organization: BOSTON. Includes a [Logout](#) link.
- Navigation:** Tabs for Projects/Activities, Funding/Drawdown (selected), Grant, and Grantee/PJ. A sidebar contains links for Activity Funding (Search), Drawdown (Create Voucher, Search Voucher, Approve Voucher), Receipt (Add, Search, Search Accounts), Utilities (Home, Data Downloads, Print Page, Help), and Links (PDF Viewer, Support, CPD Home, HUD Home).
- Search:** A button labeled "Return to Search for Activities to Fund".
- *Indicates Required Field:**
 - Activity Owner: BOSTON, MA
 - Program Year/Project: 2008/3
 - IDIS Activity ID: 14624
 - Total Funded: \$105,500.00
 - Activity Name: 26 WOODDALE AVENUE
 - Total Drawn: \$0.00
- Funding Sources:**
 - Recipient Name: [Empty]
 - Program: All Programs (dropdown)
 - Fund Type: All Fund Types (dropdown)
- Search Buttons:** Filter and Reset.
- Available Funds:**

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
BOSTON, MA	HOME	AD	HUD	MC	\$634,803.05	\$100,000.00	\$0.00	Add-Edit View

- 9) Select **Add-Edit-View** under the Action column shown in Figure 6 for the appropriate activity.
- 10) The “Current Funding for This Source” section will appear on the screen, as shown in Figure 7.

Figure 7: “Activity Funding” Screen Showing “Current funding for This Source”

The screenshot displays the 'Activity Funding' interface. On the left, there are navigation menus for Organization (BOSTON), Activity Funding, Drawdown, Receipt, Utilities, and Links. The main content area is titled 'Activity Funding' and includes a 'Return to Add-Edit Funding' button. Below this, activity details are shown: Activity Owner (BOSTON, MA), Program Year/Project (2008/3), IDIS Activity ID (14624), Total Funded (\$105,500.00), Activity Name (26 WOODDALE AVENUE), and Total Drawn (\$0.00). A 'Funding Source' table is present, showing one entry for HOME AD HUD MC BOSTON, MA with Available for Funding of \$634,803.05, Drawn Amount of \$0.00, and Funded Amount of \$100,000.00. A 'Current Funding for This Source' form is open, showing a table with columns for Grant Year (up), Funded Amount, and Drawn Amount. The current entry is for 2007 with a Funded Amount of \$100,000.00 and Drawn Amount of \$0.00. Below the table are 'Add Grant Year', 'Save', and 'Cancel' buttons. Another 'Return to Add-Edit Funding' button is at the bottom.

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Drawn Amount	Funded Amount
HOME	AD	HUD	MC	BOSTON, MA	\$634,803.05	\$0.00	\$100,000.00

Grant Year (up)	Funded Amount	Drawn Amount
2007	\$ 100,000.00	\$0.00

- 11) Enter dollar amount in **Funded Amount** field. If you want to change the amount, delete the current amount and type in the new amount.
- 12) Be sure to enter “2009” in the **Grant Year** field.
- 13) Click the **Save** button.
- 14) An “Activity funded successfully” message will appear near the top of the screen.

Remember that grantees may not:

1. Commit ESG funds to an HPRP activity,
2. Commit HPRP funds to an ESG activity, or
3. Fund any HPRP (or ESG) activity from both HPRP and ESG grants since funds may not be co-mingled in the same activity.

5. DRAWING DOWN HPRP FUNDS

Each HPRP grantee (or subgrantee if applicable), must draw down funds at least quarterly in IDIS, as required by the HPRP Notice. Using IDIS to draw funds is a two-step process: (1) Creating the drawdown/voucher and (2) Approving the drawdown/voucher. Consult the *IDIS OnLine Quick Tips User Guide* on the IDIS Homepage for detailed instructions.

Grantees draw HPRP funds by activity, exactly as in any other program in IDIS. Because Recovery Act funds are intended to be used quickly, grantees should take special care to process invoices promptly. The HPRP Notice requires, at minimum, that grantees draw funds quarterly in IDIS.

Grantees must draw HPRP funds for HPRP activities. Remember that HPRP grants can only be distinguished by their source code. Table 5 (earlier in this document) demonstrates how to find the source code for State, Metropolitan City, and Urban County grantees. Grantees that also receive ESG funds must be sure not to select ESG activity by mistake when drawing funds for an HPRP activity. Grantees should also ensure that they do not draw more than 5% of their total HPRP grant for administration activities.

HUD will monitor expenditure rates in IDIS for all HPRP grantees to ensure that they are not in danger of exceeding the timeliness limits. The Recovery Act requires grantees to:

- Expend 60 percent of HPRP grant funds within 2 years of the date that HUD signs the grant agreement.
- 100 percent of funds within 3 years of this date.

6. PERFORMANCE REPORTING NOT REQUIRED IN IDIS

HPRP grantees are not required to report beneficiary data in IDIS. This data will be collected via HMIS and reported to HUD via the HPRP Quarterly Performance Reports. When a grantee has completed an activity, go into “Edit Activity” complete any required fields, and close out the activity. After completing an activity in IDIS, any remaining funds not drawn will go back to the grant amount available to be committed. Grantees should be sure to recommit funds as soon as possible.

APPENDIX A: IDIS RESOURCES

HUD makes a variety of resources available for HPRP and IDIS. The following table lists available resources, based on the type of information needed.

Table 6: <i>IDIS OnLine</i> Resources for HPRP Grantees	
Information Needed	Resources
HPRP and other HUD Homeless Program Guidance	<ul style="list-style-type: none"> • HUD Homelessness Resource Exchange (HRE) at www.hudhre.info. • Homeless Assistance Program Listserv (sign up via a link on the HRE homepage).
<i>IDIS OnLine</i> guidance for HPRP Grantees	<ul style="list-style-type: none"> • HUD Homelessness Resource Exchange (HRE) at www.hudhre.info. Go to the left menu and select “HPRP” then “<i>IDIS OnLine</i>”
IDIS guidance common to all programs (such as <i>IDIS Quick Tips</i> , generating reports and downloading data)	<ul style="list-style-type: none"> • <i>IDIS OnLine</i> homepage at www.hud.gov/offices/cpd/systems/idis/index.cfm
IDIS Password Resets	<ul style="list-style-type: none"> • HUD National Help Desk Toll Free: 1-888-297-8689, Option 3
Specific answers to <i>IDIS OnLine</i> questions	<ul style="list-style-type: none"> • The IDIS Technical Assistance Unit (TAU) • Monday – Friday 8:15 a.m. - 7:00 p.m. (ET) Phone: 703-553-8444 Fax: 703-553-8444 E-mail: IDIS.help@hud.gov

APPENDIX B: MIGRATION FROM LEGACY IDIS

A few HPRP grantees set up HPRP activities in Legacy IDIS, the system that preceded *IDIS OnLine*. This Appendix shows how HPRP activities migrated from legacy IDIS to *IDIS OnLine*.

Grantees assigned each HPRP activity a Matrix Code on the MA03 screen of legacy IDIS. During migration to *IDIS OnLine*, the Matrix Code for every activity converted to an *IDIS OnLine* activity category.

Table 7: Eligible HPRP Activities and Matrix Codes Conversion Chart		
Activity Classification	Legacy IDIS Matrix Code	<i>IDIS OnLine</i> Activity Category
Homelessness Prevention	05Q – Subsistence Payments	Homeless Prevention
Homeless Assistance (Rapid Re-housing)	08 – Relocation	Homeless Assistance
Administration	21A – General Program Administration	Administration