

HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM

IDIS 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. See the “Quick Facts” box on the right for a brief summary about using IDIS for HPRP.

These instructions explain how to set up HPRP projects and activities correctly in IDIS. It assumes that readers have a basic understanding of how to navigate the system. See Appendix A for other IDIS resources that explain basic navigation.

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. Completing HPRP Activities

Appendix A: *IDIS OnLine* Resources

Appendix B: Migration from Legacy IDIS

Quick Facts: HPRP and IDIS

1. Use *IDIS OnLine* to draw HPRP funds, not to report beneficiary information or accomplishments.
2. Use the same activity setup screens for HPRP as Emergency Shelter Grants (ESG) program.
3. The funding source code is therefore the only way to distinguish between an HPRP activity and an ESG activity in IDIS.
4. Although each grantee submitted a Substantial Amendment to its 2008 Annual Action Plan to receive HPRP funding, HPRP is a 2009 allocation.
5. Following the correct project and activity set-up instructions (and using the correct naming conventions) will help avoid co-mingling of funds and help HUD track funds properly. For example:
 - An IDIS project represents the organization directly carrying out the HPRP activity and/or the subgrantee.
 - Activity types are limited to three categories, but grantees may use naming conventions to better align activities with their own tracking systems.
6. When setting up an activity:
 - Identify the organization carrying out the activity in the appropriate field.
 - Click “yes” to “Indicate if activity will be funded with Recovery Grant Funds.”
7. Do not draw more than 5% of the HPRP grant for administration.
8. Draw HPRP funds at least quarterly beginning October 1, 2009. Because ARRA funds are intended to be used quickly, HUD strongly recommends that grantees draw HPRP funds more frequently.

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 IDIS resources.

1. ROLE OF IDIS

HPRP grantees 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.

Table 1: Electronic Systems for HPRP Grantees

System	Purpose
<i>IDIS OnLine</i>	<ul style="list-style-type: none">• Disburses funds to HPRP grantee• Allows HUD to track HPRP expenditures by activity type for each organization carrying out HPRP activities.
Homeless Management Information System (HMIS)	<ul style="list-style-type: none">• Collects unduplicated client-level data for HPRP-funded projects.• Provides information for the QPR and APR.• Provides information for HUD's Annual Homeless Assessment Report to Congress (and other studies).
<i>e-snaps</i>	<ul style="list-style-type: none">• Tracks progress and accomplishments of HPRP-funded programs via the QPR and APR.
FederalReporting.gov	<ul style="list-style-type: none">• Collects basic performance information (not client-level data) for all Recovery Act programs, including HPRP.

ESG grantees must still use IDIS to report accomplishments (not *e-snaps* or FederalReporting.com). HPRP grantees do not use RAMPS, a HUD-wide system that ARRA grantees use to report information about environmental reviews, since HPRP is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321).

Access to IDIS for HPRP

Each IDIS user must have rights to access ESG activity setup and completion screens. Staff members who currently 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.

Important! Do Not Co-mingle Funds

HUD was not able to modify IDIS to accommodate HPRP, so grantees use the same activity setup screens for HPRP as ESG. Grantees must therefore use care to avoid co-mingling funds in IDIS. Grantees must not:

- Commit ESG funds to an HPRP activity.
- Commit HPRP funds to an ESG activity.
- Fund an HPRP activity from both HPRP and ESG grants.
- Fund an ESG activity from both HPRP and ESG grants.

2. HPRP PROJECTS

In IDIS, projects organize and link activities to a grantee's Annual Action Plan for a specific program year. For HPRP, the IDIS Project must represent either the subgrantee or the organization directly carrying out HPRP-funded activities. In some instances, these organizations are the same. In other instances, these organizations are different. Regardless of how grantees define projects, grantees must set up activities at the level at which organizations carry them out. Section 3 ("HPRP Activities") explains activity set-up in more detail. At the project level, grantees simply choose whether to group the activities by the subgrantee, or by the organization carrying out the activity. Once a grantee makes a choice, it should be consistent in IDIS.

In cases where a city provides funds directly to organizations carrying out activities, the city (grantee) would set up a project for each of these organizations. In other cases, the grantee has choices. An example of this latter case would be a County that provides HPRP funds to a City as a subgrantee to administer its HPRP program. The City, in turn, provides HPRP funds to nonprofit organizations. The County (as grantee) could either set up:

- 1) One project to represent the subgrantee organization, or
- 2) A project for each nonprofit organization directly carrying out HPRP activities.

In both cases, each activity undertaken by an individual organization is set up individually.

Figure 1 illustrates the first option. This option helps the grantee to classify activities by the organization actually carrying out the activity. It does not readily identify the subgrantee through which the funds flow to the nonprofit. A grantee may use naming conventions to identify the subgrantee if desired.

Figure 1: Example IDIS Projects using the Organization Directly Carrying out the Activity

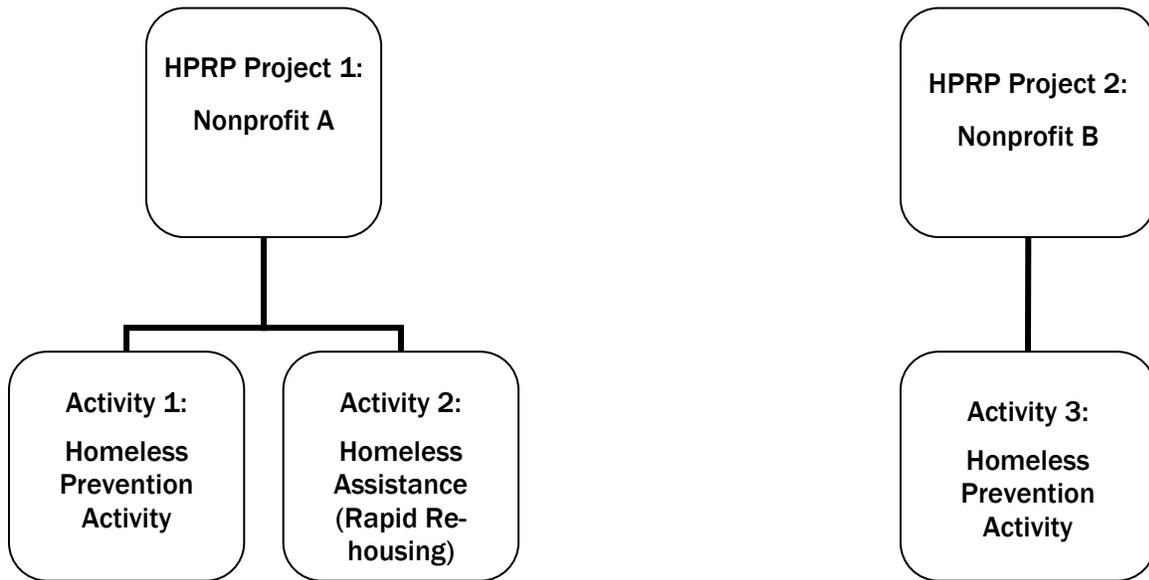


Figure 2 illustrates the second option. The project identifies the subgrantee clearly, but groups activities by the different organizations carrying out the activity.

Figure 2: Example IDIS Project using the Subgrantee

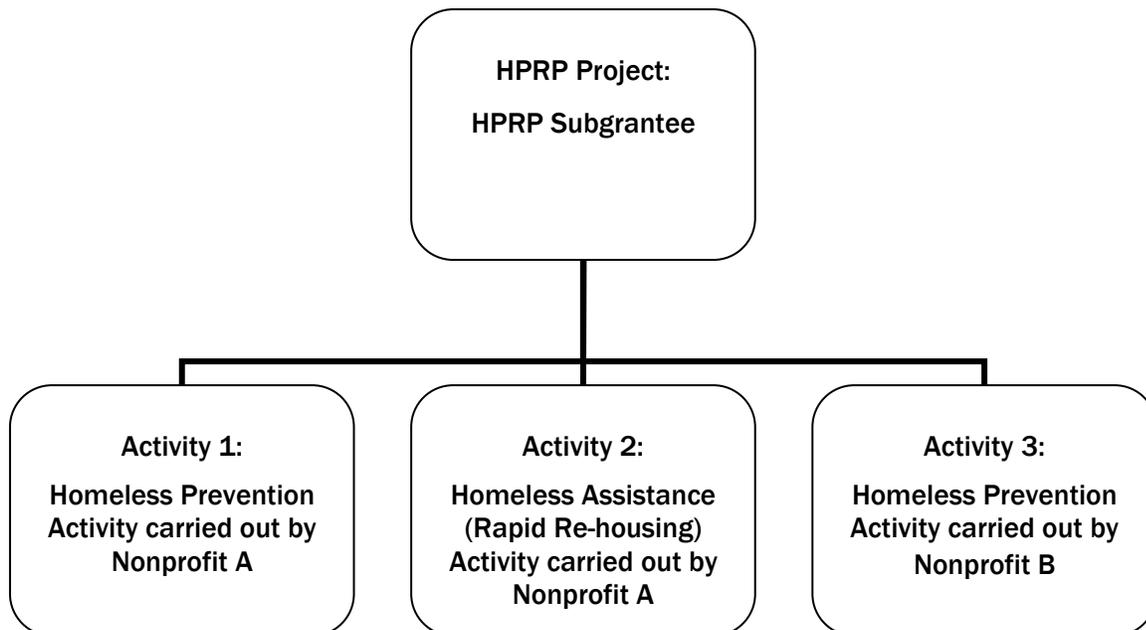


Figure 3 shows the “Add Project” screen. Instructions on completing it follow the screen shot.

Figure 3: “Add Project” Screen

Estimated Amount (Including Program Income)	
CDBG	\$ 0.00
HOME	\$ 0.00
ESG	\$ 200000
HOPWA	\$ 0.00
Total	\$ 0.00

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. Select “2009” from the **Program Year** drop-down menu. Although each HPRP grantee submitted a Substantial Amendment to its 2008 Annual Action Plan to receive funding, HPRP is a 2009 allocation.

3. Enter a **Project Title**.

- To name HPRP projects, begin with “HPRP,” followed by the name of the subgrantee or 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.

4. Assign a **Grantee/PJ Project ID** (optional); this ID is only for the grantee’s use.

5. 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.” Another example of a project description is “The Homeless Coalition is the HPRP subgrantee and will provide funds to Good Hope Housing to provide...”

6. 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.

7. 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).

8. Click the **Save** button. The project is now saved in IDIS.

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 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

Data Collection and Evaluation

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. Table 2 illustrates this latter option of how a grantee sets up Data Collection/Evaluation as a separate activity.

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]

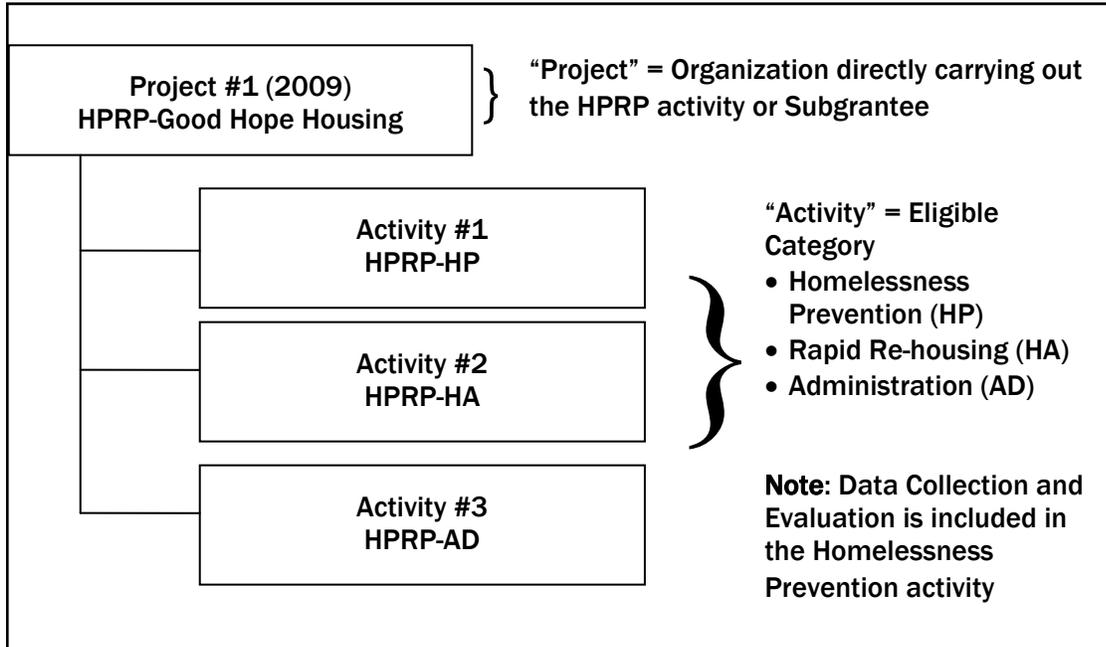
**All activity names must start with HPRP and the abbreviation for the Activity Category*

Grantees must not include 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. Consult the HPRP Notice if unsure whether an activity qualifies as Data Collection/Evaluation or Administration.

Project/Activity Structure

Each HPRP project in IDIS has associated activities undertaken by that organization. Figure 4 below illustrates the HPRP project/activity structure and naming conventions within IDIS.

Figure 4: 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 5 shows the **Add/Edit Activity** screen. Instructions on completing it follow the screen shot.

Figure 5: “Add/Edit Activity” Screen

*Activity Owner: [Dropdown]

Grantee/PJ Activity ID: [Text Box]

*Program Year: 2009 [Dropdown]

*Indicate if activity will be funded with Recovery Grant Funds: (tip)
 Yes No

*IDIS Project ID/Project Title: 3/HPRP-Good Hope Housing (2009) [Dropdown]

*Activity Name: HPRP-HA Good Hope Hsng [Text Box]

Program	*Activity Category	Ready to Fund	Setup Detail
CDBG	None [Dropdown]	No	Add CDBG
ESG	Homeless Assistance [Dropdown]	No	Add ESG
HOME	None [Dropdown]	No	Add HOME

*Environmental Assessment: EXEMPT [Dropdown]

Allow Another Organization to Access this Activity: (tip)
 [Select Organization]

Activity Description: Good Hope Housing will provide short-term rental assistance, security deposits, and case management to quickly re-house homeless households. [Text Box]

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. Enter an **Activity Name** using HUD’s required HPRP activity naming convention. Begin each activity name with “HPRP,” followed immediately by the eligible activity category abbreviation. 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
3. Select “2009” from the **Program Year** drop-down menu.
4. 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.

5. If desired, assign a **Grantee/PJ Project ID**; this ID is only for the grantee's use.
6. **Important!** - Under "Indicate if activity will be funded with Recovery Grant Fund," click the "yes" radio button to indicate that HPRP is funding the activity.
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.
9. Do not click on **Allow Another Organization to Access this Activity** since other organizations should not be drawing HPRP funds or entering information in IDIS.
10. 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**.

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). If desired, grantees may use both name of the subgrantee and organization carrying out the activity within the space allowance.

Alternative Activity Definitions and Naming Conventions

Some grantees may prefer to distinguish additional activities using activity names to better align with their own tracking systems. Additional naming conventions (not required) allow a grantee 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 abbreviation for the Activity Category. The Organization Name is optional but recommended.*

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

The grantee should then enter additional activity information by selecting the **Setup Detail – Add ESG** button. Figure 6 shows the **Add/Edit Activity** screen.

Figure 6: “Add/Edit ESG Activity Detail” Screen

[- Logout](#)

Activity

[- Add](#)

[- Search](#)

Project

[- Add](#)

[- Search](#)

[- Copy](#)

Utilities

[- Home](#)

[- Data Downloads](#)

[- Print Page](#)

[- Help \(Add\)](#)

[- Help \(Edit\)](#)

Links

[- PDF Viewer](#)

[- Support](#)

[- CPD Home](#)

[- RAMPS](#)

[- HUD Home](#)

Add ESG Setup Detail

Homeless Assistance

|

*** Indicates Required Field**

Grantee/PJ Activity ID:	Activity Name: HPRP-HA Good Hope Hsng	Program Year/IDIS Project ID: 2009/3
IDIS Activity ID: 346	Activity Owner:	Project Title: HPRP-Good Hope Housing

Organization Carrying Out Activity
(If Other than Grantee)

Name of Organization Carrying Out Activity: (tip)

Community Based:
 Yes No

***Performance Objective:**

***Performance Outcome:**

Special Characteristics
(Check All that Apply)

CDBG Strategy Area
 Local Target Area
 Presidentially Declared Major Disaster Area
 Historic Preservation Area
 Brownfield Redevelopment Area
 Conversion from Non-Residential to Residential Use

Address

Confidential (Suppress on Reports)

Address Line 1:
(ex: 1313 Sherman Street)

Address Line 2:
(ex: Suite 518)

Address Line 3:
(ex: Division of Housing)

City:

State:

Zip: +

***Housing and Services**
(Check All that Apply)

<input type="checkbox"/> Child Care	<input type="checkbox"/> Alcohol/Drug Program
<input checked="" type="checkbox"/> Emergency Shelter Facilities	<input type="checkbox"/> Drop-in Center
<input type="checkbox"/> Food Pantry	<input type="checkbox"/> Employment
<input type="checkbox"/> Health Care	<input type="checkbox"/> HIV/AIDS Services
<input type="checkbox"/> Mental Health	<input type="checkbox"/> Homeless Prevention
<input type="checkbox"/> Outreach	<input type="checkbox"/> Soup Kitchen/Meal Distribution
<input type="checkbox"/> Transitional Shelter	<input type="checkbox"/> Vouchers for Shelters
<input type="checkbox"/> Other: <input type="text"/>	

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 allows 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) carrying out the activity.
 - 1) Click on **Select Organization**.
 - 2) Search for an existing organization. If an organization is already listed, click on the organization and then click on **Select**.
 - 3) If not listed, click on **Add Organization** and enter the required information. A DUNS number is required when adding a new organization. To obtain a DUNS number, go to <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. Figure 7 shows the **Add Organization** screen.

Figure 7: “Add Organization” Screen

Add Organization

Save | Cancel

*Indicates Required Field

<p>Profile</p> <p>*Organization Name: (tip)</p> <input type="text"/>	<p>CHDO Eligible: (tip)</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>Address Line 1:</p> <input type="text"/> <small>(ex: 1313 Sherman Street)</small>	<p>Non Governmental Information</p> <p>Faith Based: (tip)</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>Address Line 2:</p> <input type="text"/> <small>(ex: Suite 518)</small>	<p>Institution of Higher Education: (tip)</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>Address Line 3:</p> <input type="text"/> <small>(ex: Division of Housing)</small>	<p>Non Profit:</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>*City:</p> <input type="text"/>	<p>Contact Information</p> <p>First Name: <input type="text"/></p>
<p>*State/Territory:</p> <input type="text" value="IL"/>	Middle Initial: <input type="text"/>
<p>Zip Code: <input type="text"/> - <input type="text"/></p>	Last Name: <input type="text"/>
<p>*Organization Type: (tip)</p> <input type="text" value="Other"/>	Title: <input type="text"/>
<p>*Organizational DUNS #: (tip)</p> <input type="text"/> <small>(ex: nn-nnn-nnnn)</small>	Email: <input type="text"/>
<p>EIN/TIN #: (tip)</p> <input type="text"/> <small>(ex: nn-nnnnnn)</small>	Address: <input type="text"/>
	City: <input type="text"/>
	State: <input type="text" value="Select state"/>
	Zip Code: <input type="text"/> - <input type="text"/>
	Telephone: <input type="text"/> Ext: <input type="text"/>

Save | Cancel

- **Community Based** – Indicate if the organization is a community-based organization. Select “Yes” or “No.”
- **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 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 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

- **Special Characteristics.** This information is not required.
- **Address.** This information is not required.
- **Housing and Services.** Although HUD does not require this information for HPRP, the system requires at least one selection. Therefore, for Homeless Prevention activities, select “Homeless Prevention.” For Rapid Re-housing (Homeless Assistance) activities, select “Emergency Shelter Facilities,” even if another type of assistance is being provided.

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 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 add 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 provides 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 under the **Activity Funding** screen shot in Figure 8.

Figure 8: “Activity Funding” Screen

Activity Funding

Search for Activities to Fund

Search Criteria

Program: All ▾ IDIS Project ID: Activity Status: All ▾

Activity Name: IDIS Activity ID: 346 *Activity Owner:

Program Year: All ▾ Grantee/PJ Activity ID:

Search | 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
HPRP-HA Good Hope Hsng	2009/3	346		Open		Add-Edit

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,” enter the **IDIS Activity ID** for fastest results. **If unsure of the activity number**, select “ESG” for the **Program** and “2009” as the **Program Year**, or other search criteria as desired.
- 4) Click the **Search** button.
- 5) The “Search Results” will appear on the screen with the activities that meet the search criteria. Figure 9 shows an example of how the screen will look.
- 6) **Add-Edit** under the “Action” column will also appear.

Figure 9: “Activity Funding” Screen Showing Example Search Results

The screenshot shows a web application interface with a navigation bar at the top containing tabs: **Projects/Activities**, **Funding/Drawdown** (highlighted), **Grant**, **Grantee/PJ**, **Admin**, and **Repo**. Below the navigation bar is the **Activity Funding** section with the heading "Search for Activities to Fund".

The search criteria section includes the following fields:

- Program:** A dropdown menu set to "All".
- IDIS Project ID:** An empty text input field.
- Activity Status:** A dropdown menu set to "All".
- Activity Name:** An empty text input field.
- IDIS Activity ID:** A text input field containing "346".
- *Activity Owner:** A dropdown menu.
- Program Year:** A dropdown menu set to "All".
- Grantee/PJ Activity ID:** An empty text input field.

At the bottom of the search criteria are **Search** and **Reset** buttons.

Below the search criteria, it says "Results Page 1 of 1". A table displays the search results:

<u>Activity Name</u>	<u>Program Year/ IDIS Project ID</u>	<u>IDIS Activity ID</u>	<u>Grantee/PJ Activity ID</u>	<u>Activity Status</u>	<u>Activity Owner</u>	<u>Action</u>
HPRP-HA Good Hope Hsng	2009/3	346		Open		Add-Edit

- 7) Select **Add-Edit** under the “Action” column shown above in Figure 8.
- 8) The “Available Funds” will appear near the bottom of the **Activity Funding** screen as show in Figure 10 below. Check the amount available for funding.

Figure 10: “Activity Funding” Screen Showing “Available Funds”

Activity Funding

Edit Activity Funding

[Return to Search for Activities to Fund](#)

***Indicates Required Field**

Activity Owner: [Redacted]	Program Year/Project: 2009/3
IDIS Activity ID: 346	Total Funded: \$0.00
Activity Name: HPRP-HA Good Hope Hsng	Total Drawn: \$0.00

Funding Sources

Recipient Name: All Recipients	Program: All Programs	Fund Type: All Fund Types
--	---------------------------------	-------------------------------------

|

Available Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
[Redacted]	ESG	EN	HUD	MY	\$230,132.00	\$0.00	\$0.00	Add-Edit View

- 9) Select **Add-Edit** under the Action column shown in Figure 9 for the appropriate activity. HPRP Activities should have a source code that ends in “Y”.
- 10) The “Current Funding for This Source” section will appear on the screen, as shown in Figure 11.

Figure 11: “Activity Funding” Screen Showing “Current funding for This Source”

Activity Funding

Add-Edit Funding Line Item

- Activity funded successfully.

[Return to Add-Edit Funding](#)

Activity Owner:

Program Year/Project:
2009/3

IDIS Activity ID:
346

Total Funded:
\$70,000.00

Activity Name:
HPRP-HA Good Hope Hsng

Total Drawn:
\$0.00

Funding Source

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Drawn Amount	Funded Amount
ESG	EN	HUD	MY		\$160,132.00	\$0.00	\$70,000.00

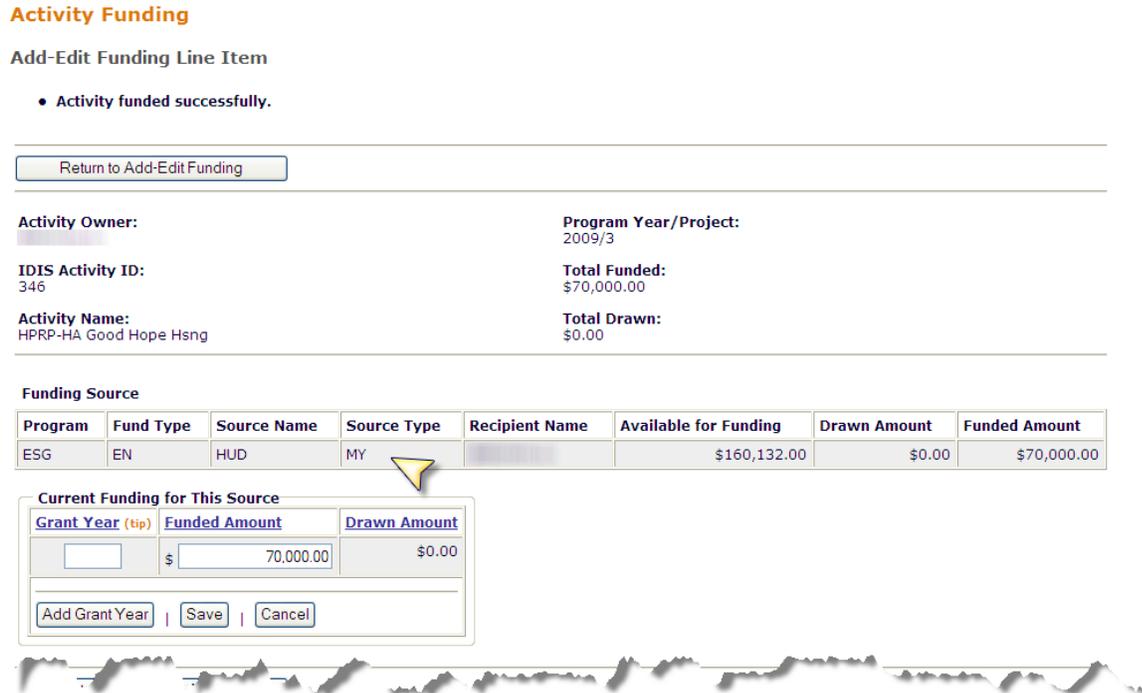
Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount
<input type="text"/>	\$ <input type="text" value="70,000.00"/>	<input type="text" value="\$0.00"/>

[Add Grant Year](#) | [Save](#) | [Cancel](#)

- 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) 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 as show below in Figure 12.

Figure 12: “Activity Funding” Screen Showing “Activity funded successfully”



Remember grantees may not:

- Commit ESG funds to an HPRP activity,
- Commit HPRP funds to an ESG activity, or
- 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.
- 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. HPRP grantees must draw down funds at least quarterly in IDIS beginning with the first quarter of the 2010 Federal Fiscal Year (which begins on October 1, 2009). Because Recovery Act funds are intended to be used quickly, HUD strongly recommends that grantees draw HPRP funds from IDIS on a timelier basis. Grantees should take special care to process invoices promptly.

A draw down is a request for payment against a grantee's line of credit for allowable costs (defined in OMB Circulars A-87 and A-122 (2 CFR parts 225 and 230)) for eligible HPRP activities. Unlike the ESG program, HPRP allows grantees and subgrantees to be paid in advance, pursuant to procedures outlined in 24 CFR 84.22 for nonprofit organizations and 24 CFR 85.21 for units of government.

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. HPRP grantees receiving ESG funds must be sure not to select an 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 two years of the date that HUD signs the grant agreement.
- 100 percent of funds within three years of this date.

HUD also plans to monitor IDIS to help ensure that grantees are drawing funds at least quarterly.

6. COMPLETING AN HPRP ACTIVITY IN IDIS

HPRP grantees are not required to report beneficiary data or accomplishments in IDIS. HUD collects HPRP accomplishment and beneficiary information via HMIS and HPRP Quarterly Performance Reports.

To complete an activity, go to "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: IDIS OnLine Resources for HPRP Grantees	
Information Needed	Resources
HPRP and other HUD Homeless Program Guidance (including <i>IDIS Online</i>)	<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).
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
Gaining access to <i>IDIS Online</i> or answers to IDIS 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: 1-877-483-8282 Fax: 703-553-8444 E-mail: IDIS.help@hud.gov
IDIS Password Resets Note: HUD HQ staff and the TAU cannot reset passwords.	<ul style="list-style-type: none"> • HUD National Help Desk Toll Free: 1-888-297-8689 option 3

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