



COMMUNITY PLANNING DEVELOPMENT

IDIS Online Training for CDBG Grantees

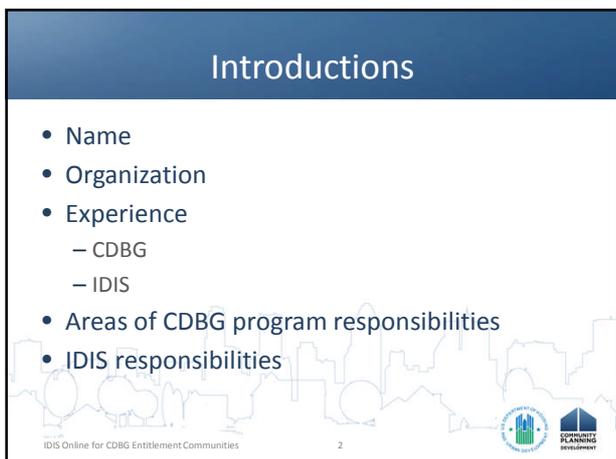
CPD, Office of Block Grant Assistance

This slide features a dark blue header with the Community Planning Development logo. Below the header, the title "IDIS Online Training for CDBG Grantees" is centered in a bold, dark blue font. Underneath the title, the text "CPD, Office of Block Grant Assistance" is displayed in a smaller, lighter blue font. The bottom portion of the slide is decorated with a stylized, light blue silhouette of a city skyline.

Introductions

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

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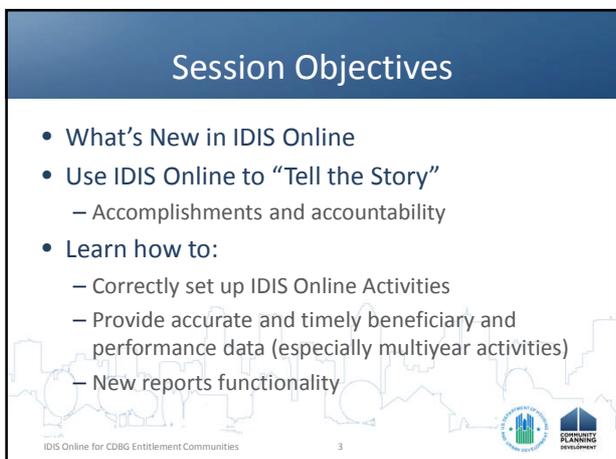


This slide has a dark blue header with the title "Introductions" in white. The main content area is white and contains a bulleted list of topics for introductions. At the bottom of the slide, there is a light blue graphic of a city skyline and two logos: the IDIS Online logo and the Community Planning Development logo. The footer text "IDIS Online for CDBG Entitlement Communities" and the number "2" are also present.

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

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This slide features a dark blue header with the title "Session Objectives" in white. The main content area is white and contains a bulleted list of session objectives. At the bottom, there is a light blue city skyline graphic and logos for IDIS Online and Community Planning Development. The footer text "IDIS Online for CDBG Entitlement Communities" and the number "3" are included.

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

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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

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IDIS OVERVIEW

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What is IDIS Online?

- Real-time online database
- Supports CDBG, CDBG-R, HOME, ESG, and HOPWA
- Key purposes of IDIS:
 - Disburse funds
 - Collect data
 - ★ Accomplishments and performance
 - Program compliance

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IDIS Online Process

- Add Project
- Add Activity
- Fund Activity
- Drawdown Funds
- Update/Complete Activity

2013

Project: Meals on Wheels

Activity: Meals on Wheels

100 people served

Complete

CDBG – EN: \$30,000

1/15/13: \$12,500

2/15/13: \$14,500

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Activity Setup Key Points

- 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

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IDIS Online Matrix Codes

- IDIS Online matrix codes are used to identify eligible use of funds
- Important to use correct, most specific matrix code
- See Appendix A for a list
- Examples:
 - Street Improvements (03K)
 - Youth Services (05D)
 - Direct Homeownership Assistance (13)
 - General Administration (21A)

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National Objectives

- Major determinant in type of data to collect
- See Appendix B for a list
- Examples:
 - Low Mod Housing (LMH)
 - Limited Clientele (LMC)
 - Low Mod Area (LMA)
 - Low Mod Jobs (LMJ)
 - Slum Blight Area (SBA)
 - Slum Blight Spot (SBS)
 - Urgent Need (URG)

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Activity Update Key Points

- When to Report
 - Quarterly recommended
 - Annual required
- What to Report
 - Understand data needs upfront
 - Benefits realized during PROGRAM YEAR
 - Report on every screen (completeness)
 - National Objective compliance
 - Performance measurements

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Accomplishment Data

- Separate set of accomplishment data for each Program Year activity is open
- Complete accomplishment data
 - Direct beneficiary data (if applicable)
 - Performance measurement data (if applicable)
 - For SB and URG: actual units
- Narrative per field office guidance

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What's New in IDIS

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

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MODULE 1: LOGGING IN & NAVIGATION

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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!



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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.



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MODULE 2: IDIS ONLINE PROJECTS



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IDIS Online Projects

- Typically mirror Annual Action Plan
- 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

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IDIS Online Projects

- Must have project before activity
- Projects can be used to group activities
 - Project = 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

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MODULE 3: HOUSING

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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

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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

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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.

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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

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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 qualify under Slum/Blight Area Basis or Spot Basis

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Key Points for Housing

- Housing Rehabs require specific addresses
 - 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 in Activity Name
- Report accomplishments each year

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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
 - For Rehab, add more addresses in Setup
 - Page 1: Narrative and Direct Benefit Data
 - Page 2: Varies based on type of activity
 - Rehab
 - Acquisition/New Construction
 - Other



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MODULE 4: PUBLIC FACILITIES & IMPROVEMENTS



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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



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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

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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
- Facilities for persons with special needs may qualify under Low/Mod Limited Clientele (LMC)
- Some improvements may fit SBA, LMJ national objectives

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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
- Strive to report unduplicated persons served
- When reporting persons for LMA, use Total Population (L/M “Universe”)

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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 County
 - Add CDBG Setup Detail Page 4: LMA Tract
 - Add CDBG Setup Detail Page 5: LMA Block Group
- Remember to click the “Calculate LM %” button on Page 3.

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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

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MODULE 5: PUBLIC SERVICES

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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

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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

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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

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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

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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

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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

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MODULE 6: ECONOMIC DEVELOPMENT



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Eligible Economic Development Activities

- 14E Rehab: Publicly or Privately Owned Commercial/Industrial (CI)
- 17ACI: Acquisition/Disposition
- 17BCI: Infrastructure Development
- 17CCI: Building Acquisition, Construction, Rehab
- 17DCI: Other Improvements
- 18AED: Direct Financial Assistance to For-Profits
- 18BED: Technical Assistance
- 18CED: Microenterprise Assistance

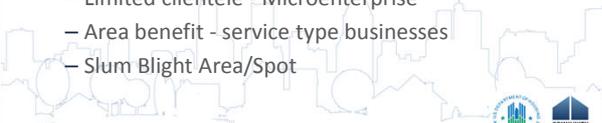


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Economic Development National Objectives

- **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



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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	Positions Created
Alice Anderson	1.0 Full-Time Manager
Bill Brown	0.5 Part-Time Clerk
Cindy Snow	0.5 Part-Time Sales
3 Persons Assisted	> 2.0 Full-Time Equivalents

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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

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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

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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



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MODULE 7: NEW CDBG OVERSIGHT FUNCTIONALITY



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More Oversight Needed

- HUD OIG cited need to use 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



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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 is not needed

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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

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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)

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At-Risk Review Process

- 90 days/2 weeks 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

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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

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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.

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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



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MODULE 8: REPORTS



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Key IDIS Reports

- General
 - PR01: HUD Grants and Program Income
 - PR02: List of Activities by Program Yr/Project
 - PR08: Grantee Summary Activity Report
- Oversight Reports
 - PR59: CDBG Activities At-Risk Dashboard
 - PR52: CDBG Exception Report



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Key IDIS Reports

- CAPER
 - PR03: Activity Summary Report
 - PR26: CDBG Financial Summary Report
- 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

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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

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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

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PR03: CDBG Activity Summary Report (GPR)

- 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



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PR26: CDBG Financial Summary Report

- Five Parts
 - 1. Summary of CDBG Resources
 - 2. Summary of CDBG Expenditures
 - 3. Low/Mod Benefit Test
 - 4. Public Service Cap Calculation
 - 5. Planning /Admin Cap Calculation
- Common Issues
 - Unexpended Funds at End of Previous Year
 - Prior Year Flag / Unliquidated Obligations



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PR83: CDBG Performance Measures Report

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



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PR84: CDBG Strategy Area, CDFI, and Local Target Area Report

- Indicators by area
 - New and Existing Businesses Assisted
 - Jobs Created or Retained
 - Amount of Funds Leveraged
 - LMI Persons Assisted
 - By direct benefit activities
 - By area benefit activities
 - Number of LMI Households Assisted
 - Acres of Brownfields Remediated
 - New Access to Public Facilities
 - Business Facades & Buildings Rehabilitated
 - Slum/Blight Demolition

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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

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PR54 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., NRSAs & CDFIs)

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MODULE 9: PROGRAM INCOME



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Module Overview

- **Creating Receipts**
 - Can batch payments into lump receipt
 - Create receipt when program income is received
- **Funding with Program Income**
 - PI now appears as available on drawdown
 - No longer need to manually fund PI
 - System will auto adjust funding based on draw
- **Drawing Program Income**
 - Same process as EN
 - No funds change hands

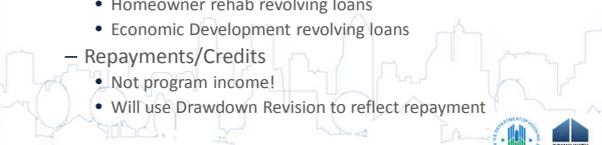


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Program Income Key Points

- **Different Types of Cash Receipts**
 - Program Income
 - Loan payments
 - Sale of property
 - Revolving Loan
 - Earmarked for specific type of activity
 - Homeowner rehab revolving loans
 - Economic Development revolving loans
 - Repayments/Credits
 - Not program income!
 - Will use Drawdown Revision to reflect repayment



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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 the subrecipient is allowed to keep PI per CDBG agreement:
 - Fund to specific activity
 - Enter receipt in IDIS on a regular basis

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MODULE 10: ADDITIONAL DRAWDOWN TOPICS

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Module Overview

- Drawdown Approval
- Drawdown Revisions
- Returning Funds to HUD

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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.

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Drawdown Revisions

- Now requires justification
- 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."

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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?

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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

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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

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WRAP-UP

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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.

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IDIS Resources

- IDIS Resources for CDBG
<http://www.hud.gov/offices/cpd/systems/idis/cdbg/>
- OneCPD Ask A Question
<https://www.onecpd.info/ask-a-question/my-question/>

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Training Conclusion

- Thanks for attending IDIS Online training & reviewing these materials
- 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

IDIS Online for CDBG Entitlement Communities

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