

Michelle: Ladies and gentlemen, welcome and thank you for joining today's IDIS for HOME-ARP Supportive Services. Before we begin, please ensure that you have opened the WebEx participant and chat panels by using the associated icons located at the bottom of your screen. Please note all audio connections are currently muted, and this conference is being recorded. You are welcome to submit written questions throughout the webinar, which will be addressed at the Q&A session of the webinar. To submit a written question, select all panelists from the dropdown menu in the chat panel, then enter your question in the message box provided and send. If you require technical assistance, please send a chat to the event producer. With that, I will turn the meeting over to Peter Huber. Peter, please go ahead.

Peter Huber: Thank you. Good afternoon, everyone. Welcome to the first webinar series of webinars about using HUD's Integrated Disbursement and Information System known as IDIS for the HOME American Rescue Plan program or HOME-ARP. My name is Peter Huber and I'm the Deputy Director of the Office of Affordable Housing Programs, the HUD office that administers the HOME program, the Housing Trust Fund and the HOME-ARP program. Thanks for joining us today for this webinar about using IDIS for HOME-ARP Supportive Services Activities. I'm joined today by a few of the wonderful staff of the office of Affordable Housing Programs, Daniel Frazier, Jessica Suimanjaya, Teresa Palacio, and Courtney Christenson. During today's webinar, we will be showing you how to use IDIS for the new HOME-ARP Supportive Services Activity type. During the presentation, if you have any questions, please feel free to enter them in the chat.

We will not be answering questions directly in the chat. However, we will be monitoring the chat throughout the webinar, and we'll leave time at the end of the presentation to answer questions related to HOME-ARP Supportive Services Activities in IDIS. We'll do our best to get to as many of those questions as we can. Because this webinar covers the IDIS functionality for HOME-ARP Supportive Services Activities, if you have specific policy questions related to your Supportive Services Activities, or if you have IDIS questions about topics other than Supportive Services Activities, please contact our team via email, the email address is homearp@hud.gov. That's homearp@hud.gov. Or you could also submit a question through the IDIS Ask a Question portal on HUD Exchange. Thanks again everyone for attending. And now I will turn things over to Jessica to get this started. Thank you.

Jessica Suimanjaya: Hi, everyone. Thanks, Peter. So, Courtney, could we move on to the next slide? So, as you've already heard, the topic of today's webinar is IDIS for HOME-ARP Supportive Services Activities. And we're going to start things off today with some quick background information on Supportive Services. So HOME-ARP funds may be used to provide a range of Supportive Services to qualifying individuals and families, but we're not going to be covering the specific eligible types of Supportive Services during this webinar. This is first and foremost, a systems webinar. So you can find the full list of eligible Supportive Services Activities in the HOME-ARP Notice. And the section of the notice that covers

these eligible Supportive Services is linked on this slide. And we encourage you to read through that when you have time.

The notice also specifically defines what is considered a commitment of HOME funds when it comes to Supportive Services. This definition is shown on the slide here in orange, and it's important to really understand this concept of commitment when it comes to IDIS because it impacts when you should be setting up your Supportive Services Activity in the system. And we'll be covering this in a little bit more detail in the next few slides, but this is a concept that you're going to want to make sure you have a really good grasp on because of its important IDIS implications.

The rest of today's webinar is going to cover the same topics and follow the same general flow as our very recently published HOME-ARP fact sheet called IDIS for Supportive Services Activities. The link for this fact sheet is also included on this slide. And we really encourage you to read through that fact sheet as well, because it has a ton of helpful information about the Supportive Services specific IDIS screens and systems requirements. This webinar is really just a supplement to that fact sheet. It's not a replacement for reading it. There's like a reason why they say that the book is better than the movie. So if you want the full IDIS for Supportive Services experience, you're really going to want to read that fact sheet. Courtney, can we go to the next slide? Thanks.

And now we'll get into the main portion of our webinar, but before we go into the specifics of when and how to set up and fund activities, I want to take a second to talk about a concept that's really going to impact how you do these two things in IDIS. And this concept involves how your Supportive Services program is going to be administered. So will you, as the PJ, be operating the Supportive Services program yourself or will you be having a subrecipient operate this program for you? Now, this isn't a new idea that's specific to HOME-ARP. This is something you're probably familiar with. If you've done a HOME-assisted program in the past, something like a TBRA program, or a first-time home buyer down payment assistance-type program.

In those instances you would've made the decision to either administer the program yourself, or find a subrecipient to do it for you. So you're in one camp, or you're in the other, there's no half-half here. If you're not sure which of these two groups you're in, you should contact your CPD rep at the field office and go over with them the specific details of your Supportive Services program. And then they'll be able to help you determine if your Supportive Services program is considered PJ-administered, or subrecipient-administered. Next slide, please.

And you will need to know this because as you'll see in the following slides, a lot of the decisions you'll need to make related to activity set up and funding in IDIS, hinges on whether your Supportive Services program is PJ-administered or subrecipient-administered. So let's start with the first question. When should you be setting up your activity in IDIS? Now, I mentioned earlier when you set up an activity in IDIS, when you set it up, is based on when you've met the

definition of commitment. For a subrecipient-administered Supportive Services program, you've met the definition of commitment once you've signed a written agreement with that subrecipient or contractor. So that's when you would go and set up your Supportive Services Activity in IDIS, once the written agreement has been executed. If you have a self-administered, a PJ-administered Supportive Services program, and you don't have a written agreement with the subrecipient, because you're running it yourself, you're running the program yourself, then you would set up your activity in IDIS prior to beginning service delivery. So before you start providing the actual Supportive Services.

Next slide. So now, how should you be setting up the Supportive Services Activity in IDIS? Well, in the case of a subrecipient-administered Supportive Services program, you should be setting up one IDIS activity for each written agreement you have with a subrecipient or contractor. So every agreement gets its own IDIS activity. If you have a PJ-administered Supportive Services program, and you don't really have a written agreement, then just set up one Supportive Services Activity in IDIS, you don't need to set up a different one for each service type or one for each year or anything like that, you can just set up the one activity. Next slide.

Now, what about the commitment date? In IDIS this is referring specifically to the Written Agreement Execution Date field. What should you enter here? Well, for a subrecipient-administered program, enter the date your written agreement was executed. That's pretty straightforward. For a PJ-administered Supportive Services program, you should enter the date you set up the activity as the Written Agreement Execution Date. Next slide.

Now, let's move on to activity funding. How should you fund your Supportive Services Activity in IDIS? What fund type do you use? Well, in the case of a subrecipient-administered program, you would use the SU fund type. This is the same rule we have for HOME. If you're using a subrecipient, any activity that they carry out must be funded with the SU fund type in IDIS. In the case of a PJ-administered program, use the EN fund type, that's entitlement. Next slide, please.

And how much do you fund the activity for? Again, in the case of a subrecipient-administered program, go back to the written agreement you have and fund your activity in IDIS for the amount you have listed in your written agreement. Those things should match. For a PJ-administered program, go ahead and fund this activity for the total amount you plan to spend for your Supportive Services Activity. Next slide, please.

So now we've covered activity set up and funding, and we've reached the point where the guidance no longer depends on how your Supportive Services program is administered. For the next two slides, we're going to be talking about things that apply to all Supportive Services activities, regardless of how they are administered. First, we're going to talk about reporting. How are you supposed to report your Supportive Services accomplishments? Well, Courtney

will be going over the specific screens and the specific fields in much more detail during her demo, but basically, you're going to be reporting accomplishments for your Supportive Services Activities on a quarterly basis. And to do this, you would just go into your activity set up screen for that Supportive Services Activity in IDIS. And there's going to be a button there that you can click on to take you to the page where you enter your accomplishment data.

If any of you have CDBG IDIS experience, and you're familiar with the CDBG cash on hand screens, it basically looks like that. So every quarter, every new quarter, a new tab will appear at the top of the screen. You click on it. Enter all your data for that quarter. Click save. And that's it. And you're done. So you must report your data quarterly, and you will have 30 days after the quarter ends to enter the Supportive Services accomplishment data. You're going to be required to submit quarterly data for as long as your Supportive Services Activity is open. So keep this in mind, as we move on to the next slide.

Activity completion, you want to complete your Supportive Services Activity once all the funds have been drawn or there are no more eligible costs to pay. Once you're done providing services, complete your activity in IDIS. You don't want to just leave it open, because everyone knows how that goes. You forget about it. Six months goes by, maybe a whole year, and the whole time, IDIS is just going to keep generating quarterly tabs for you to submit data for, even though you're not providing services anymore. And it's just going to make closing out your Supportive Services Activity in IDIS a lot more of a hassle, if you don't complete your activity in a timely manner. Next slide, please.

So this wraps up the overview section of the webinar, and I know we covered a lot in a very short amount of time, and it was all very theoretical, for some of you, maybe it was entirely brand new, and it can be a lot to really grasp all of these IDIS concepts when we're talking about them in the abstract. So we thought the best way to reinforce the key points of what we just went over is to lay out a potential real world scenario, of a PJ, going through the process of carrying out a Supportive Services Activity. And we're going to show you the IDIS steps that this PJ would take as they start out their activity, as they're in the middle of it, while they're providing services, maybe drawing money. And then eventually, as they go to close out, complete their activity in IDIS. And we're hopeful that this will clarify what our IDIS expectations are for you, as you go on with carrying out your Supportive Services Activities. So at this point, I'm going to turn things over to Courtney. Wait, next slide.

Just kidding. Okay. It's still me. We're going to start with the first scenario, actually. I'll give you guys a second to read through this on your own. But basically, in this scenario, the City of Anytown has decided to use a portion of its HOME-ARP funds on Supportive Services. The city's allocation plan has been accepted. And in that plan, Anytown has budgeted \$350,000 for these Supportive Services. Some of you might actually be at this stage in real life. The rest of us are just going to pretend. But at this point, Michelle, could you launch the poll, the first poll that we have?

Michelle: Absolutely. One moment.

Jessica Suimanjaya: Thank you. And, Courtney. Yeah. Thank you. So, if we were Anytown staff, what would we do in this situation? What would we do in IDIS? Should we wait? So not do anything in IDIS just yet? Should we go in and set up a subfund and a subgrant in the system? Should we go in and set up an activity? Should we fund our activity? Should you go in and draw down funds? We're going to keep this poll open for another 30 seconds or so. It should be hopefully an easy question. Okay. And, Michelle, do we get the results on this screen or-

Michelle: Yup. That's 12 more seconds.

Jessica Suimanjaya: Oh, okay. Okay. So the answers are in. Most people did not answer, but the correct answer, Courtney, if you want to move on to the next slide. The correct answer is wait for now. I think that was probably maybe the least popular answer, except for maybe drawing funds. So a lot of people seem to think that this meant you could set up an activity in IDIS, but that's not the case, right? Because I did mention you don't set up an activity in IDIS until you have a commitment of funds, I said, it's important to understand when you have a commitment of funds, because that is the trigger for setting up the activity. When all you've done is get your ARP allocation plan accepted by HUD, that's not a commitment, that's maybe an idea for a commitment. The commitment occurs once you've executed an agreement with a subrecipient or a contractor.

So at this point, you haven't even decided specifically, I guess, if it's subrecipient-administered or PJ-administered. So you really wouldn't be setting up an activity. You can't draw funds and you can't fund the activity until it's set up. So definitely C, D and E are off the table. And really, if you think about it, so is B because you're not even sure at this point what the nonprofit is that you want to work with. Maybe you know that you might want to work with one, but you really can't create a subgrant in IDIS until you have picked your nonprofit organization. So B is really off the table, too. So again, the answer here is A, wait for now, figure out more about how you want to carry out your Supportive Services program. And if you really, really, really want to, you could set up a HOME-ARP project for Supportive Services in your 2021 action plan, but that's completely optional. It's not required for you to have home a HOME-ARP specific annual action plan projects. If you want to, that's basically the only thing you should be doing in IDIS right now, is our point. And if you do want to set up an ARP annual action plan project, thank you, Courtney, please refer to this helpful fact sheet that is linked on the slide. Okay.

Next scenario. So this is a continuation of that original scenario. And I'll give you guys another moment to read through this. So we're assuming at this point some time has passed and Anytown has found a nonprofit to work with. It's called Feeding People Everywhere (FPE) and Anytown has decided to work with FPE to operate a Meal program for qualifying populations living in Anytown. So now the city goes in and executes a subrecipient agreement with FPE for

\$150,000 on May 16th, 2022. Michelle, could you launch the second poll, please?

Michelle: Absolutely. One moment.

Jessica Suimanjaya: Oh, wait. Actually, Michelle, I think this is the wrong question. I think it was this, it's the repeat of the question before.

Michelle: Oh, it is? Okay. My apologies. And you're saying this poll that's showing how often does the PJ need to, that's the incorrect one, you think?

Jessica Suimanjaya: Yeah. Remember, we're repeating the first question four times?

Michelle: Oh, the first question. Okay. My apologies.

Jessica Suimanjaya: Yes.

Michelle: All right. Just give it a second to go ahead and close.

Jessica Suimanjaya: Okay. So you guys get extra time to read through this scenario.

Michelle: All right. 15 more seconds and then I'll reopen it.

Jessica Suimanjaya: Okay. Thanks, Michelle. And then again, at this point, the City of Anytown has executed a written agreement with a nonprofit. So that's the point we're at right now in this hypothetical scenario. And then, Courtney, could you move to the next slide? Yes. So now, same question as before, what should you do now that you've signed this written agreement with a nonprofit Feeding People Everywhere. What do you do next in IDIS? Same options as before. Do you wait for now - don't do anything yet? Should you, B, set up a subfund and subgrant? Should you, C, set up an activity? Should you fund an activity? Or should you go in and draw money? This is a select all that apply situation. So pick as many of these things that you think you can do right now after signing that agreement. And I think the poll is wrapping up.

Michelle: Mm-hmm. 17 seconds. Left.

Jessica Suimanjaya: Perfect. Thanks, Michelle. I think now we're just going to wait for the results to come in.

Michelle: All right.

Jessica Suimanjaya: Courtney, if you want to just display the answer. So in this case, there are actually three correct answers here. You can, at this point, now that you've executed a written agreement, you can set up a subfund and a subgrant. You can set up an activity in IDIS and you can fund it. And it looks like those were the three most popular answers. So good job guys. Everyone knew the answer to

this one. So now, I'm going to turn things over to Courtney, and you can pretend that she is an Anytown staff member, and she is going to go in and show you how to do these three things in IDIS.

Courtney Christenson: Thanks, Jessica. Hi, everybody. So we are going to do a little demo here and actually walk through all of these steps for Anytown. So, as Jessica mentioned, the first thing we are going to do is set up a subfund. I do want to just make sure to emphasize here that you have to set up a subfund and a subgrant together. You can't go to the subgrant without doing the subfund first, these two always go hand in hand, and it's easy to forget that. So make sure that when you start the process, you ensure that if you are using a subrecipient, you do set up that subfund. So this is going to be an SU subfund, as we talked about earlier in the presentation. And we start by going to the grant tab, at the very top of our screen.

And then on the left-hand side, we select "Add" under the subfund section, and then we search for the subfund we want to set up. And again, we are going to set up an SU subfund. You only have to do this once for any given grant. So in our example, Anytown has not yet set up a SU subfund for the HOME-ARP grant. So we are going to enter our search criteria to find it and set it up. SU subfund, and of course, 2021, and we select "Search." So here, we want to make sure that we have the right grant. And this actually is a really helpful little icon that's added to ensure we know which grant is HOME-ARP, you see the blue flag there next to the grant number. And then we make sure that our fund type here is SU and we can go ahead and select the "Add Fund Type" button. So this takes us to the add subfund screen, where we can scroll down to the authorized amount for this subfund.

And the authorized amount for the subfund is the total amount of HOME-ARP funds to be subgranted through written agreements. So just as a little refresher, for those of you who maybe aren't as familiar with using subfunds and subgrants, the subfund comes first. And it's basically a way for the PJ to set aside some of its allocation to be used for a specific purpose. In the case of SU, that means we are setting aside a chunk of our money to be subgranted out to subrecipients. So that is the amount that we're going to enter here. So Anytown anticipates that they're only going to enter into one subgrant for a maximum of \$150,000, and that's with the nonprofit we are working on right now. So we are going to fund the subfund for \$150,000. We can then go ahead and save. And we get a nice little message alerting us that the subfund has successfully been set up.

So our next step is going to be setting up a subgrant. So we can actually do that here. That same screen, we are under the grant tab still, but now on the left-hand side of our screen, we are going to go to the subgrant section and select "Add." This brings us to the add subgrant screen, and we're going to start entering the grant information. So it is the HOME program. The year is 2021, and then under select grant, a little tip here is even if you don't, always remember the numbers and letters of the grant, HOME-ARP is indicated with

that little star next to the grant number. Next, we are going to select the subfund. Again, that's the pot of money, we set aside money in for this purpose. So that's why we're going to select SU. And next, we need to select the organization that will receive the subgrant.

So on this next screen, here, we have two options for how we select our subgrant recipient. Either you can search for a nonprofit that may already have been entered into IDIS, perhaps your PJ has worked with this nonprofit in the past on another year's HOME grant. In that case, you want to select "Search." You do not want to add the organization again, if they're already in here, but in our example, Feeding People Everywhere is an organization new to IDIS, so we are going to select the add organization button. First, we'll enter the organization's name, Feeding People Everywhere. Then we need to enter an address. And I'm going to enter the city, the state, and then validate.

We'll get a nice little check mark here, showing us that the address has been validated in the system. And then we can enter any relevant, additional information. So in this example, I'm going to select that, "Yes, Feeding People Everywhere is a nonprofit organization." I'm going to scroll down and save. So this will take us back to the main add subgrant screen. And we can see that our organization was successfully added. Our next step is to add the authorized amount for this subgrant. So note that this is the amount that we put into our SU subfund. Since we are only going to have this one, subgrant, we're going to use that full amount. It's important here that this is based on what is written in your executed written agreement. This is how much you are subgranting to that organization.

We will scroll down and select save. Another popup message, letting us know that this was successfully created. And I'm going to just scroll down. And I want to point out that this view subgrant screen, which you can go to anytime by searching over here in the left-hand side of the screen, does have a lot of valuable information about your subgrant. So you can look at the amount that's been committed to activities, the amount that's been drawn, how much is left to draw, et cetera. So that's a resource for you in the future.

Okay. So we have now successfully set up our subfund and our subgrant. So we are ready to set up our activity. To set up our activity, we're going to go to the plans, projects, and activities tab at the top of the screen. And then under the activity section, we're going to select "Add." The first thing that we need to do when we're setting up a new activity is to associate our activity with an annual action plan project. As Jessica mentioned, the PJ has a few different options when it comes to how they can associate their HOME-ARP activities. But the key thing to remember is that all HOME-ARP activities have to be associated with a program year 2021 HOME or HOME-ARP annual allocation plan project. And if you need more details, do refer back to that fact sheet that Jessica mentioned a couple of slides ago. So in our example, our PJ has already decided that they are going to create one HOME-ARP annual action plan project, and that is already in the system. So I'm going to search for it. Select project. And then we'll fill out

the information here to search. The program year, of course, is always 2021 for HOME-ARP. The program is HOME and search.

So this brings up everything that matches that criteria, but we want to make sure we select the right program, the right project, excuse me. And I see there the second up from the bottom, my project title is HOME-ARP, and I select. So we know that our project has been selected, but that association isn't going to actually be saved until our activity is fully set up. I also just want to note that if for any reason you don't remember which project you associated your activity with, it is always on this activity screen right there, and you can change that as well.

Our next step is to name our activity. I'm going to name this activity, Feeding People Everywhere Food Program, and then we're going to continue filling out the information below. So it is important, really important actually, to ensure that the HOME-ARP checkbox is selected under the activity category here. So for those of you who are familiar with setting up activities under HOME, this is where you would select the activity type. And you're not going to get HOME-ARP activity types if you don't select that box. And your activity will not be set up correctly. So this is really crucial, check off that HOME-ARP box. And then you can go to the dropdown menu and select that this is a Supportive Services Activity.

So we'll scroll down, fill out the Section 3 information, the environmental review, and we can go ahead and save. We can now finish setting up the activity by scrolling back up and selecting the "Add HOME" button. This takes us to the screen where we'll be asked to enter our Written Agreement Execution Date, and the type of services we will be providing under this activity. I do want to draw your attention to this screen. This is very important. This information must be entered accurately, because it cannot be changed after the activity has been funded. Again, your Written Agreement Execution Date, double-check what's actually in the hard copy of the written agreement, when the last signature was, and what type of service you are going to be delivering. Is it Supportive Services or Housing Counseling? You cannot deselect one of those options after the activity has been funded, and you will be asked to report on the activity types you've selected later on.

So in our example, as we saw in our scenario write-up, the Written Agreement Execution Date is May 16th, 2022. And we will be delivering just Supportive Services, not Housing Counseling. So I'm going to select that and save. We have now successfully set up our activity.

All right. And the third part of this section is funding the activity. So, remember, we are going to fund this activity with the money that we just put into that subgrant, that we set up, that's the pot of money that will be used to fund. And that's why it's important to do that step first. So we are going to return to our home screen, and we're going to search for our activity. "Plans, Projects, and Activities" tab. Search for the HOME program. 2021 program year. And our

activity name and search. We'll want to confirm here that this is the right activity that we see. If you aren't sure, you can double check the activity ID from when you set it up.

But if it is our activity, then we'll select "Edit." All right. So we are on our activity screen and we're going to scroll down and you'll see that the activity funding button at the very bottom is enabled. If we select that button, we'll be taken to the edit activity funding screen, where we see listed all the funds that are available to use to fund this activity. But just because something is listed here, doesn't mean that it's what you should select. You want to be careful as you make this selection. Important to note that you take a look on the left-hand side at the recipient name. Ensure that it is the name of the subrecipient. Since this activity is administered by a subrecipient, not the name of our PJ. You also want to make sure that the fund type is correct. Remember, this is coming from SU, the funds we set aside in the SU subfund, and that there is the blue flag, which indicates this is HOME-ARP funding. If that all looks right, you can go ahead and select, "Add-Edit."

Next, we will carefully read the funding certification. And if you agree, select, "I Agree." And we will be taken to the next screen where we enter the funded amount. Again, double-check what's in your written agreement. And it should be the amount that you have specified there. So our written agreement is for \$150,000. And we can save. And our funding was successful. All right. So that was a long stretch of explaining these three big and important steps for a subrecipient-administered activity. So I want to make sure that the key points weren't lost. First, an SU subfund has to be set up before setting up the subgrant. Remember, the subfund is you setting aside the pot of money to be used for the subgrants. So that step comes first. Then the PJ needs to set up a separate subgrant with SU funds for each subrecipient.

And finally, we get to the activity stage, and a Supportive Services Activity that will be administered by a subrecipient needs to be funded with funds from an SU subgrant. Okay. Hopefully, that all made sense. I know there are a lot of steps and layers there, but it should all follow a logical order. So with that, I'm going to hand it back over to Jessica to talk about what's going to happen next with Anytown.

Jessica Suimanjaya: Okay. Thanks Courtney. So now, we're onto the second part of our scenario with Anytown or Ogden, Utah here in this case. So at this point, Feeding People Everywhere has now been providing services to Anytown QPs for two months. So two months at least have passed. And FPE submits an invoice to the city for \$75,000 for eligible costs. Great. Michelle, could you please launch the poll, please?

Michelle: Okay. One moment.

Jessica Suimanjaya: And, Courtney, let's stay on this scenario here while Michelle launches the poll so that everyone can still see the scenario text. And now the poll has been

launched. So if you guys want to go in and enter your answer, and it's the same question again. So what should you do now in this situation in IDIS? You just got an invoice for \$75,000. What do you do? Should you, A, wait, don't do anything yet? Should you, B, set up a subfund and a subgrant, should you set up an activity? Should you go in and fund the activity? Or is the answer, E should you draw funds in IDIS? Actually, Courtney, could you stay on the scenario slide? I think some of the comments in the chat were can you leave that up while we answer the question? Thank you. There's only one answer for this poll question. Okay. I think-

Michelle: Let me see.

Jessica Suimanjaya: Sorry. Sorry. More time.

Michelle: That's okay. This is an automatic buffer built-in, so you have a little bit more time.

Jessica Suimanjaya: Okay. Awesome.

Michelle: All right. Three seconds.

Jessica Suimanjaya: Yay. Okay. So it looks like the most popular answer here was E, which is, Courtney, if you want to move on to the answer slide. Is E, you should draw funds in IDIS. This is a very straightforward example. And this is really when, the only time, you should be drawing funds in IDIS. When you have incurred an eligible cost, I think there was a question in the chat about how once you've executed the written agreement. Is it possible, could you maybe draw down the money? That then the risk is on you, the PJ. If the nonprofit, for whatever reason, ends up not delivering any services, it's not just a risk for you as a PJ. You're actually breaking a pretty big rule. When you draw funds in IDIS you have to spend it on an eligible cost within 15 days.

So it's not just like, "Oh, maybe you might have to repay. Maybe it's just going to be a hassle for you." You're actually breaking a HOME rule there. So only draw the funds in IDIS when you have an eligible cost, anything you draw must be spent on an eligible cost in 15 days. And then, Courtney, next slide. Okay. Perfect. And now, I think I'm going to turn things back over Courtney, and she's going to demonstrate how to draw funds in IDIS.

Courtney Christenson: All right. Thanks. So we are now ready to actually respond to that invoice and draw the funds. So the first thing we are going to do is to go to the "Funding/Drawdown" tab at the top of our screen. And we are ready to create a voucher. So on the left-hand side of the screen there, you see "Create Voucher," which takes us to the first of a few pages here of information here we're going to fill out.

And as Jessica just said, and I want to reiterate, make sure that that cost has been incurred. In our example, receiving an invoice is just that. So on the create voucher screen, this is a place where folks get tripped up pretty frequently. This "Voucher Created For" box. Think of it as who are you trying to send the money to? It's going to default to the PJ here, usually. So in our case with a subrecipient who's going to be receiving the money, we want to make sure that we select them from the dropdown menu here, Feeding People Everywhere.

And then from there, we need to search for our activity. So I know that our activity name is unique. So I'm going to enter it here and just use that as my criteria to search. On the results page, we want to make sure that this is the correct activity. So if you have a number of activities that all have similar names, make sure you do verify the activity ID and ensure that it's the right one that you're drawing funds for. And then you can select. Then we're going to add selected activity. And we see that activity ID right here on the screen, so we can continue.

The next screen asks us to enter the draw down amount. So how much money do we actually want this voucher to be for? As we mentioned, the invoice was for \$75,000. So that is how much we will draw down. And we are going to confirm the voucher. Make sure to read the certification carefully and select I agree. On the following screen, you will be asked for the LOCCS submission date. And that's usually just today's date, but it is an optional field. And if you leave it blank, it will populate with the date you're generating the voucher in IDIS. But our example, we're currently on July 22nd. So that's the date we're going to enter.

We'll generate the voucher and then IDIS will let us know that we have created the voucher successfully. All right. So again, to hit on key points from this section of our scenario, you want to make sure that the costs have been incurred before you create a drawdown voucher. And then, again, when you get to that screen, you want to make sure to choose wisely from the "Create Voucher For" dropdown menu. A lot of times we get stuck right there and think, "Oh, the system won't let me set it up right." But you just have to actually select who do you want the money to go to. In a subrecipient-administered activity, it's going to be the subrecipient, and in a PJ-administered activity, it'll be the PJ. All right. So we are ready to move on to the next part of our scenario.

Jessica Suimanjaya: Thanks, Courtney. Okay. So at this point, Anytown has decided to provide short-term financial assistance for rent to HOME-ARP QPs. This financial assistance for rent program will be administered by city staff. The city plans to spend \$200,000 for this purpose. Michelle, could you go ahead and launch the next poll?

Courtney Christenson: All right. Doing poll one again?

Jessica Suimanjaya: Yes. And with multiple options, with people being able to select more than one option, please. And again, guys, it's the same question. What should you do in IDIS if this was you, if you were Anytown and you were in that situation? And,

again, just as a reminder, in this case, you've decided you're going to run this short-term financial assistance for rent program yourself, no nonprofit or contractor, subrecipient anything to be there to help you. You're doing it all on your own, so no agreement, but you do know that you're going to spend \$200,000 on this financial assistance for rent program. What should you do in IDIS? Should you wait for now, don't do anything? Should you, B, set up a set up a subfund and a subgrant? C, set up an activity. D, fund the activity? Or E, do you draw down funds in IDIS?

And this differs from the earlier scenario where you did have a subrecipient who was administering that Meal program for you on your behalf. In this case, you don't have anyone, just yourself. So how does that affect what you do in IDIS? And we might have a little bit more time. Oh, perfect. Okay. This might be a little bit off here, because it looks like everyone picked E, draw funds in IDIS. That is not correct. The correct answer is you may set up an activity and fund it in IDIS. You probably shouldn't be drawing the funds yet here, right? And Courtney's going to go over the steps on how to set up and fund the activity in a demo, or wait, sorry, Michelle.

Michelle: Yeah, that was my error. So this one is the correct one.

Jessica Suimanjaya: Oh, sorry. Good. I'm glad that most people actually picked the correct answer. So options C and D. If you were in that Anytown scenario, you would be setting up an activity and funding it in IDIS. So the reason B is not the actual option here is because in this case, this is a very clear cut case of a PJ-administered Supportive Services program. They don't have any nonprofit, they don't have any agreements with anyone to do anything. They're running it all in-house, basically. So a subfund and a subgrant here is not applicable. You only set up the SU subfund and create the SU subgrant if you're working with another entity, so a subrecipient or a contractor. If you're doing everything yourself, you would use EN, entitlement. There's no subgranting there. So hopefully, that clarifies things. And now, I think I will turn things back over to Courtney so she can demonstrate how to set up and fund an activity if you are doing PJ-administered Supportive Services.

Courtney Christenson: Thanks, Jessica. Okay. So this is going to be very similar to the process we just went through. But, again, the main difference that we want to emphasize here is that if you're a PJ running this activity on your own without any agreements, then you do not need that subfund, subgrant. And you can just use the EN entitlement funds that are already in the system. So we skip those two steps and we're going to go right to setting up the activity. So we're going to go to the "Plans, Projects, and Activities" tab. And then on the left-hand side, under the Activity section, add. We're going to associate the activity with the annual action plan project. Remember, that you have a few options. In our example, the PJ has decided on an already set up HOME-ARP annual action plan project, which we are going to search for, always program year 2021, HOME, search. It is titled HOME-ARP. And we select.

And then we get this nice reminder that our project has been selected and we can scroll down and continue setting up the activity. So we're going to name our activity, short-term financial assistance. And then, again, remember that HOME-ARP checkbox, which will get you the HOME-ARP activity types. So we are going to select Supportive Services. And then we can scroll down and fill out our Section 3, our environmental, and go ahead and save.

So we now have set up the first part of the activity and can add our activity detail, by scrolling back down and selecting the "Add HOME" button. This brings us back to the screen where we have the Written Agreement Execution Date, and the type of service. You do want to be careful here. Obviously, you're not going to be referring back to a written agreement, but you still can't change this after your activity has been funded. So you want to be careful in how you do this. So for a PJ activity, you want to just enter the date that you're setting the activity up, right? And this needs to be before service delivery actually begins. So you're ready to set up your activity, if you're going to start delivering services soon, but haven't done so yet. In our example, this takes place on May 16th, 2022. We'll then select the type of services we will be administering, and we're going to select just Supportive Services and go ahead and save.

And our activity has now been fully set up, so we can scroll back down and fund the activity. So you'll see that button is now enabled, which will bring us to the screens with the available funds. And as I said before, just because funding is listed here, doesn't mean it's what you should select. You want to be careful in how you make this decision. So the PJ is administering this Supportive Services Activity. That means no subgrant. And we can go ahead and use the entitlement funds. So our recipient name is the name of the PJ. The fund type is EN. We see that blue flag telling us that these are HOME-ARP funds, and we select "Edit." Read the funding certification and agree. Here we're asked how much we'd like to fund the activity for. So you'll remember from our scenario that we are planning on spending \$200,000 on this activity. So that's the amount we'll enter. And we will save.

So, obviously, fewer steps when you have a PJ-administered activity. But, again, a couple key points that I want to make sure really are taken away here. So PJ-administered activities fund with EN, entitlement funds. And under the Written Agreement Execution Date field, you can use the date that you are setting up the activity in IDIS, and that should be before you actually start delivering the services. All right. So on to our final section of the scenario. Jessica?

Jessica Suimanjaya:

Thanks, Courtney. Okay. So we're getting to the end of this. It is now August 17th, 2022. It is today. So several months have passed since you've started providing Supportive Services, and since FPE has started providing its Meal program services, and you have not yet reported your accomplishments for either of these programs in IDIS. So this is the scenario you're in. Michelle, could you launch the next poll question? Sorry about the mishap with the last one. I think you get the point anyways, and it was the same, it was the fourth time you saw that question. So I think you've probably got the hang of it, but this is a

brand new one. So please take the time to read through it and select what you think is the correct answer here. So, again, you've been providing services for a period of time. I think we're saying three months at this point, you have not yet reported any accomplishment data in IDIS, how often should you be reporting your accomplishment data into the system? Is it, A, as often as is specified in the written agreement? Is it, B, every 30 days?

Is there a fifth answer here? Or is it, D, annually? Okay. Everybody, why don't you assume every 30 days actually says quarterly. Sorry to those of you who have already selected an answer. Courtney, could you move on to the answer slide?

Courtney Christenson: Yes. So let's pretend the poll shows these options.

Jessica Suimanjaya: But B and C are actually combined. Okay. So, Courtney, let's show what the answer actually is. It is quarterly, or in the poll every 30 days. And we'll accept that one at this point, but it actually means every 30 days after the end of the quarter, but that's basically what we're getting at here. So it's not what you specified in the written agreement, unless what you specified in the written agreement is quarterly. It's not monthly, it's not, semi-annually, it's not annually. You're responsible for entering data at the end of every quarter. And I'm going to turn things over to Courtney now to demonstrate how you're going to submit this data quarterly in IDIS. Thank you.

Courtney Christenson: All right. So in our scenario, we've jumped forward a couple of months or weeks. I think last we checked in, it was July 22nd. So we are logging into IDIS for the first time. We just logged in. And we received this popup message. This message is alerting us that we have data that needs to be submitted. So these messages are going to start to show up for any Supportive Services activity that has been funded, drawn, and the first quarter for which you're responsible for data has passed, okay? So as Jessica mentioned at the beginning of this webinar, the first quarter for which a PJ is responsible for reporting is the quarter that your Written Agreement Execution Eate fell in.

So we're going to go into more detail about this in a moment, but these are Federal quarters. They're not quarters based on when you decided to start providing services. So the important point here is that this message is going to continue popping up every time you log into IDIS, until you are current with all of your reporting requirements. So you actually have, well, two options, when you see this screen. You can either select "Enter Later," which will just bring you back to the home screen, or you can select "Enter Your Quarterly Data Now." I'm going to select enter quarterly data now for our example. Which will take us to this review activity screen. So you can see that we are on the HOME-ARP Supportive Services tab here. In future webinars, well, you can see a little bit more about other things that will be reported here, but under the review activities screen, we see all of the activities that have quarterly data that need to be reported.

So remember that the first quarter a PJ must report on is the quarter in which the written agreement was executed. So you might not actually have a complete quarter of data to report. In our example, both of our examples actually, the written agreement execution date is May 16th. And that falls right in the middle of a fiscal quarter, the April 1st to June 30th quarter. So we still have to submit data, but our numbers might be a little bit lower since we are only delivering services for half of that time. You are still responsible for it, though. The PJ must wait until the quarter ends and then has 30 days to enter that information. So on this screen, if the quarter is listed in red here with the clock icon next to it, that means the PJ has passed the 30 day window. And the data for this activity in this quarter is now overdue.

If there was a quarter listed in red, or I'm sorry, in black, that would mean the quarter has finished, and you are able to report the information, but the 30 day window has not yet passed. So I'm going to go ahead and click "Edit" for the Feeding People Everywhere food program activity, which will take us to the edit activity screen, which you should be familiar with. We were just here setting up our activities. So we scroll down a bit and we select "Edit HOME." You'll now see that the "Submit/Review Quarterly Data" button is enabled at the bottom of the screen. And just as a reminder, this button does remain disabled until the activity is set up, funded, and drawn.

All right. So on our next screen here, we see all the quarters that are available for data entry. So again, these are Federal quarters. So April 1st to June 30th, our written agreement execution date fell smack in the middle of that, May 16th. So this is what we need to report on. I also want to point out that it's August 17th, right? So we've been delivering services for all of July and half of August, but that is not listed here as an option. It will not popup as an available option until the quarter closes on September 30th. And we can enter that information on October 1st. So I'm going to select the quarter and it will bring up the data table. Don't forget to select the little "Add" button in the corner. I have forgotten that myself many a time and been frustrated that I couldn't enter my numbers. So you'll see the edit in progress little indicator there, and we can go ahead and start to fill out our information.

So there are a couple of key things that I want to note here, because this really is the data table that you, as the PJ, will be responsible for every quarter for every activity. So this is summary data for each quarter. And this type of summary reporting is unique to Supportive Services Activities. Whereas, some other activity types that you may be familiar with or may have worked with in the past, tend to report more on an individual unit level. So this is going to be a little bit different, total numbers for the quarter overall. The second thing I want to note is that within each service type, again, so that's Supportive Services or Housing Counseling, Housing Counseling would be listed immediately below Supportive Services if we were doing both in this activity. So you're going to be reporting on those both individually. And then within that, it's broken out by housing status. So homeless and non-homeless households are reported

separately. And we are going to define all of these a little bit further in a moment.

But I would definitely want to make sure that folks are paying attention to this screen because this is exactly what you will be asked to report every quarter. Okay. So we're going to start filling out our actual data for this quarter. The first field you'll be asked to report on is the Total Households served. So you have Total, and then you have New Households. A new household is any household that received services in this quarter. So again, April 1st to June 30th, but who did not receive services in the previous quarter, right? They are new to this activity. Now, since this is our first quarter that we are delivering services, these two numbers are going to auto populate to match because every household is new. They didn't receive services in the previous quarter because there was no previous quarter, but moving forward, these are going to be two separate numbers and you'll need to report on the overall number and how many are being served for the first time.

Next, we'll report on the number of Veteran households. And this needs to be, of course, less than or equal to the total number of households served. Next is Hispanic ethnicity data. And this number is reported independently of data on race. We'll then start entering race data. And I will just point out that for each one of these categories here, you see a little green icon that shows you how many total households you've reported on, and that number cannot exceed, of course, the total number of households who received services in this quarter. Next, we'll enter information on household size. And then finally on household type. Single, non-elderly, elderly, single parent, two parents or other. So that, again, was just for homeless households, we then separately report on Supportive Services non-homeless households, and we will do the exact same thing. And save.

So you will then be asked whether you are ready to submit this report. And we will confirm that yes we are. And we'll get a nice little message there, letting us know that the data was submitted today. And I do just want to note that you are able to go back and edit, if need be. So that is pretty much it for what you'll be required to do every quarter, within 30 days of the close of the quarter. So I want to go back to the home screen and show you just a couple more ways to navigate these features and how to access these screens. So let's say, I logged out and I'm starting a new session in IDIS. And I have this popup screen come back again, but you'll notice that this time we only have one activity listed here. That is because we are now current with our reporting for the Feeding People Everywhere activity. And so we are only behind on the rental assistance. So that's why it's listed here as the one activity that we are past due on.

So if you select enter later, let's say, "Oh, okay. I'm going to enter my quarterly data today, but I need to do something else really quickly first." You're just going to be taken back to the home screen, but you do have another reminder and another couple of ways to access those same screens that I just showed you. So you'll notice that there is a blue bubble at the top of the "Plans, Projects

and Activities” tab with the number one in it. And that's actually a little visual reminder that you have one activity you need to deal with. If you select that button or that little bubble icon, you're going to go back to that exact same screen we just saw. So that's another way to get here if you need to check on the status of your reporting. Alternatively, you could find this exact same screen if you just go to the “Plans, Projects and Activities” tab and click review on the left-hand side there.

So there are a few ways that you can get here to check on the status of your reporting and to access the activities themselves to add your quarterly data. So I'm not going to show you how to enter the data again, because we just did that, but that's what you would need to do to get current with that second activity's reporting for the April 1st to June 30th quarter. So I know this is a lot of new information, so again, I want to emphasize a few key points here. First, a PJ needs to report on all the quarters since the Written Agreement Execution Date. I think Jessica made this point at the beginning. If you leave the activity open for a long time, you're going to have more quarters accumulating, but you are responsible to report for all of them.

A PJ may only submit data once the quarter ends. So, again, today is August 17th. And even though our two activities are still open, we're still delivering services, we can't report on this quarter until October 1st. Reports use summary data, right? So total numbers overall on household served, but those numbers are broken out completely separate between homeless and non-homeless households. A new household. That data point you're going to have to report on is any household served in this quarter, but who were not served in the previous quarter, right? So they're new to the activity. And finally, you want to complete that activity in IDIS once the service delivery is complete, all quarterly data is submitted, and all incurred costs have been drawn down from IDIS. And make sure to do that in a timely manner so you are not accumulating unnecessary quarters to report on.

All right. So, again, we've noted these two resources for you all earlier in the presentation, but make sure to refer back to the HOME-ARP Notice, it's section VI.D on Supportive Services. And definitely, definitely check out this new fact sheet that we just posted, and it is going to walk you through everything we talked through today, plus additional details, and should be a really helpful guide as you work on supportive services activities. So with that, I am going to open it up for questions.

Teresa Palacio:

So we have a few questions that we think we're going to be able to get to. And we'll go ahead and start with the first one. So I believe this is referencing the first scenario. The question is, in that last example, they could have also drawn funds once there was a sub agreement, correct? The EN or PJ can prefund or draw activities on behalf of a subrecipient, but it is at their own risk of repayment, if the subrecipient does not conduct the activities and spend the funds, is this correct?

Jessica Suimanjaya: I think we did answer this question earlier as well, when we said you should only draw funds, if you can spend the money on eligible costs within 15 days. So you can't actually draw all the funds once you've signed the subrecipient agreement. It's not just going to be a hassle for you, you're breaking a rule that says that you will spend that money within 15 days.

Teresa Palacio: Thank you, Jessica.

Jessica Suimanjaya: Mm-hmm.

Teresa Palacio: The next question is what happens if we fund every subrecipient with entitlement funding, as we have historically done? I don't know how I've missed the subrecipient subfund, but it seems like an extra step that we've never utilized before and has never been mentioned as a problem.

Jessica Suimanjaya: Thanks, Teresa. That is an extra step. It is not optional. If you use a subrecipient, you should use the SU fund type. If this is brand new information, you've never heard this before. You've never done it before. Okay. Fine. But from now on use the SU fund type. Hopefully, that clarifies things.

Teresa Palacio: The next question, if you have other activities that you are funding with subs, do you enter that total amount in total amount or is it only the Supportive Services Activity total that we enter?

Jessica Suimanjaya: I think the question is referring to the total amount of the subgrant. So if I'm understanding the question correctly, let's say you have nonprofit X and they're going to do Supportive Services for you, and maybe some other type of program like TBRA, if you are creating a subgrant for that same organization, you can create the subgrant for the amount of their TBRA and their Supportive Services agreement. If that makes sense. So if it's \$150,000 for Supportive Services and \$150,000 for TBRA, but same nonprofit, you can create the subgrant for 300.

Teresa Palacio: Great. Okay. And the next question is if you are an entitlement and a nonprofit is also receiving a county subgrant, can you use that selection from the dropdown or do you need to enter it again?

Jessica Suimanjaya: This one I'm a little bit lost on, I don't think I'm following.

Peter Huber: Jessica, this is Peter. I think I'm going to take a wild guess. And I think what the person is asking is if the organization is already set up in the system, but they're getting a subgrant maybe from another PJ, do they have to set up the organization again?

Jessica Suimanjaya: Oh.

Peter Huber: And I think the answer would be, no, we don't want subrecipients to be set up more than once in the system. So the subrecipient is already set up as a subrecipient in IDIS, we would not want the PJ to set it up again.

Teresa Palacio: Thank you, Peter. The next question is IDIS still asks for DUNS, do we still need to request DUNS and UEI?

Jessica Suimanjaya: I believe everyone is transitioning over to UEI and the IDIS fields accommodate UEI. So if you have it, you should probably just enter that. If you don't, and you only have DUNS, then enter the DUNS. I don't think you have to provide all of the UEI and the TIN and the DUNS altogether.

Teresa Palacio: Thanks, Jessica. I think we have time for a couple more. So I'm going to try to read one or two more pretty quickly. If you will have two or more subrecipients, can you set up one subfund and do all the subgrants to all the subrecipients from that single subfund? Or should you do a separate subfund for each subrecipient?

Jessica Suimanjaya: That's a good question. So IDIS will only allow you to create one subfund type per grant. You can't make multiple HOME-ARP SU subfunds. So you can just make the one, and then you can fit however many subgrants to however many subrecipients you'll be using for HOME-ARP.

Teresa Palacio: Okay. Okay.

Courtney Christenson: And I'll just add, a good way to think about it is your SU subfund. It's just a place where you set aside all the money that you're going to subgrant out.

Jessica Suimanjaya: Yeah, that's a good point. That's a good note, Courtney. Thank you.

Peter Huber: Great, Teresa. I wanted to just jump in here and say, we're out of time, it looks like. I want to mention that we did get quite a few questions in the chat. We will respond to these questions in writing and post them along with the slides for the webinar and the other webinar materials. So look for those shortly, posted to the HOME-ARP webpage. I think the link to that one page was posted in the chat as well.

All right. With that, I want to thank everybody for tuning in. I want to thank Courtney and Jessica for a good job. And thanks everyone.

Michelle: That concludes our conference. Thank you for using Event Services. You may now disconnect.