

Instructions for the IDIS CDBG-CV Cash on Hand Quarterly Report

The CARES Act requires that a CDBG grantee submit the Federal Financial Report (FFR)/Standard Form 425 (SF-425) quarterly for its Community Development Block Grant CARES Act (CDBG-CV) funds. With Integrated Disbursement and Information System (IDIS) Release 11.24, a new screen has been developed to require CDBG-CV Program grantees to enter required cash on hand information for the SF-425. Entitlement Communities, Insular Areas, and non-Entitlement Counties in Hawaii under the CDBG-CV Program are required to submit an IDIS CDBG-CV Cash on Hand report to HUD each quarter.

This document provides guidance to CDBG-CV grantees on reporting requirements for the CDBG-CV Cash on Hand Quarterly Report.

Starting in federal fiscal year 2021 (FY 2021), Entitlement Communities, Insular Areas, and non-Entitlement Counties in Hawaii are required to complete the Cash on Hand Quarterly Report and submit it to the grantee's HUD local field office through IDIS. Field offices will review the report for completeness and accuracy. The reporting frequency is the same as required of the SF-425, quarterly. The Quarterly Cash on Hand report must be submitted to the respective field office within 30 days after the end of the reporting period. The following federal fiscal year quarter reporting periods will be used for all quarterly reports.

Reporting Period	Due Date of Report
Quarter 1: 10/1 – 12/31	1/30
Quarter 2: 1/1 – 3/31	4/30
Quarter 3: 4/1 – 6/30	7/30
Quarter 4: 7/1 – 9/30	10/30

Accessing the Cash on Hand View/Edit Screen

CDBG grantee users who have rights to request or approve drawdowns may access the “view/submit Cash on Hand” screen by clicking on “Grant” > “Cash on Hand,” as shown in the screenshot below. A user may click View/Submit link under the “CDBG Cash on Hand” in the left menu. A red badge on the Grant tab also shows a number for the number of CDBG Cash on

Hand reports that are due but have not yet been submitted.

Grant

View/Submit Quarterly CDBG Cash on Hand

▼ 01/01/2021 to 03/31/2021 ✘ Not submitted

	CDBG	CDBG-CV
Federal Cash (Grant Funds)		
	▽ ADD	
1 Cash on hand at the beginning of the reporting period	\$ 0.00	\$ 0.00
2 Cash (grant funds) received through IDIS drawdowns from the beginning through the end date of the reporting period	\$ 0.00	\$ 0.00
* Amount of disbursements calculated by IDIS from the beginning through the end date of the reporting period	\$ 1,087,157.77	\$ 41.07
3 Cash (LA funds) returned to the local program account during the reporting period	\$ 0.00	\$ 0.00
4 Cash (grant funds) disbursed during the reporting period	\$ 0.00	\$ 0.00
5 Cash (LA funds) disbursed during the reporting period	\$ 0.00	\$ 0.00
6 Cash on Hand (sum of lines 1, 2, and 3 minus lines 4 & 5) at the end of the reporting period	\$ 0.00	\$ 0.00
Program Income		
7 Program income (PI funds) on hand at the beginning of the reporting period	\$ 0.00	
8 Program income (PI funds) received during the reporting period	\$ 0.00	
9 Program income (PI funds) returned for ineligible costs etc. during the reporting period	\$ 0.00	
10 Program income (PI funds) disbursed during the reporting period	\$ 0.00	
11 Program income Cash on Hand (sum of lines 7, 8, and 9 minus line 10) at the end of the reporting period	\$ 0.00	
Revolving Funds		
12 Revolving funds (RL funds) cash on hand at the beginning of the reporting period	\$ 0.00	
13 Revolving funds (RL funds) received during the reporting period	\$ 0.00	
14 Revolving funds returned for ineligible costs etc. during the reporting period	\$ 0.00	
15 Revolving funds (RL funds) disbursed during the reporting period	\$ 0.00	
16 Revolving funds Cash on Hand (sum of lines 12, 13, and 14 minus line 15) at the end of the reporting period	\$ 0.00	
Total Cash on Hand (line 6 + line 11 + line 16)	\$ 0.00	
<i>Remarks:</i>		

The View/Submit Quarterly Cash on Hand screen (above) shows reporting fields for both CDBG and CDBG-CV funds. For CDBG-CV, grantees only need to report grant funds. For CDBG, grantees will also need to report program income and revolving funds.

Note: The screen only has one submit button and, once users click the submit button, both CDBG and CDBG-CV reports will be submitted. If the report for only one set of funds is complete, users can save the data temporarily and submit the data after completing the report for both sets of funds.

Users who submitted partial data or need to make changes to the report can click the link for the report and edit it, as shown in the screenshot below.

View/Submit Quarterly CDBG Cash on Hand

> 04/01/2021 to 06/30/2021 Not submitted
 > 01/01/2021 to 03/31/2021 ✓ Certified Report submitted on 04/27/2021 12:42 by B64303

v 01/01/2021 to 03/31/2021 ✓ Certified Report submitted on 04/27/2021 12:42 by B64303

Federal Cash (Grant Funds)		EDIT	
		CDBG	CDBG-CV
1	Cash on hand at the beginning of the reporting period	\$ 0.00	\$ 0.00
2	Cash (grant funds) received through IDIS drawdowns from the beginning through the end date of the reporting period	\$ 1,199,738.67	\$ 0.00
*	Amount of disbursements calculated by IDIS from the beginning through the end date of the reporting period	\$ 861,617.81	\$ 2,516,892.34
3	Cash (LA funds) returned to the local program account during the reporting period	\$ 636,877.41	\$ 0.00
4	Cash (grant funds) disbursed during the reporting period	\$ 1,199,738.67	\$ 0.00
5	Cash (LA funds) disbursed during the reporting period	\$ 89,669.56	\$ 0.00
6	Cash on Hand (sum of lines 1, 2, and 3 minus lines 4 & 5) at the end of the reporting period	\$ 547,207.85	\$ 0.00
Program Income			
7	Program Income (PI funds) on hand at the beginning of the reporting period	\$ 0.00	
8	Program Income (PI funds) received during the reporting period	\$ 0.00	
9	Program Income (PI funds) returned for ineligible costs etc. during the reporting period	\$ 1,793.57	
10	Program Income (PI funds) disbursed during the reporting period	\$ 1,793.57	
11	Program Income Cash on Hand (sum of lines 7, 8, and 9 minus line 10) at the end of the reporting period	\$ 0.00	

The following table provides line-by-line instructions for each component of the CDBG-CV Cash on Hand Quarterly Report.

Line Number	Reporting Item	Instructions
Federal Cash (Grant Funds)		
1	Cash on hand at the beginning of the reporting period	Enter cash (EN+LA) funds of CDBG-CV funds on hand at the beginning of the reporting period.
2	Cash (grant funds) received through IDIS drawdowns from the beginning through the end date of the reporting period	Enter total amount of CDBG-CV grant funds received through IDIS drawdowns from the beginning date of the reporting period through the end date of the reporting period.
*	Amount of disbursements calculated by IDIS from the beginning through the end date of the reporting period	System populated amount of disbursements (CDBG-CV funds) calculated by IDIS from the beginning through the end date of the reporting period.
3	Cash (LA funds) returned to the local program account during the reporting period	Enter total amount of CDBG-CV grant funds returned to the local program account (LA funds) from the beginning date of the reporting period through the end date of the reporting period.

4	Cash (grant funds) disbursed during the reporting period	Enter the cumulative amount of CDBG-CV grant funds disbursed (such as cash or checks) from the beginning date of the reporting period through the end date of the reporting period.
5	Cash (LA funds) disbursed during the reporting period	Enter the cumulative amount of LA funds disbursed (such as cash or checks) from the beginning date of the reporting period through the end date of the reporting period.
6	Cash on Hand (sum of lines 1, 2 and 3 minus lines 4 & 5) at the end of the reporting period	IDIS auto calculated field.

All the values entered by users are captured on the Cash on Hand Quarterly Report. Grantee users are responsible for confirming that the data is correct and complete.

To see instructions for the CDBG Cash on Hand Quarterly Report, use the following link: <https://www.hudexchange.info/resource/5947/instructions-for-idis-cash-on-hand-quarterly-report/>

Three PR29 Reports

Effective July 2021, IDIS offers three PR29 reports: PR29 – CDBG Cash on Hand Quarterly Report, PR29 – CDBG-CV Cash on Hand Quarterly, and PR29 – Summary of Submission of Cash on Hand Report.



PR29 – CDBG Cash on Hand Quarterly Report. It documents information relevant to the cash-on-hand, program income, and revolving funds submitted by a grantee. The user has an option to run this report for a single quarter or multiple quarters.

PR29 – CDBG-CV Cash on Hand Quarterly Report. It documents information relevant to the cash-on-hand submitted by a grantee for the CDBG-CV grant funds. The user has an option to run this report for a single quarter or multiple quarters.

PR29 – Summary of Submission of Cash on Hand Report. It documents the submission status of the Cash on Hand Quarterly Report for every quarter.

Grantee users may export and download these reports for their records.