SNAPS-Shots

Bite-Size Information on the Emergency Solutions Grants and Continuum of Care Programs

December 03, 2018

ESG Activity Closeout Checklist

The Office of Special Needs Assistance Programs (SNAPS) requires Emergency Solutions Grants (ESG) Program recipients to complete activities in the Integrated Disbursement and Information System (IDIS) within 90 days of the recipient's program year end date. Before completing an activity in IDIS, recipients must ensure that the activity or administrative subfund has a $0.00 balance—either by fully drawing down or returning remaining funds to HUD.

> **To Complete an ESG activity in IDIS:**
>
> Recipients must **first** meet all criteria described below and **then** change the Activity Status to "Completed."

Recipients may complete activities in IDIS prior to year-end CAPER reporting in the Sage HMIS Reporting Repository (Sage) and the eCon Planning Suite in IDIS. This is because, unlike other HUD Community Planning and Development (CPD) programs such as CDBG and HOME, IDIS activity screens for ESG do not capture accomplishment data. Instead, ESG recipients and subrecipients collect client-level information in the local Homeless Management Information System (HMIS) and report accomplishments via Sage and the ESG-specific CAPER screens in the eCon Planning Suite.

For additional information on reporting requirements for ESG, refer to the [ESG CAPER Submission Guidance](#) on the HUD Exchange.

Before completing an activity in IDIS, ask the following questions:

Does the activity have a $0.00 balance?

Before completing an activity in IDIS, ensure that the activity has a $0.00 balance by either fully drawing down or returning funds to HUD.

Has the Admin Activity (AD Subfund) been fully drawn to a $0.00 balance?

If the current Admin Activity funded amount is more than the final drawn amount, reduce the amount of the AD Subfund in IDIS to release those funds to the EN fund type. If this step is not taken, funds will be "stuck" in the AD Subfund and cannot be reallocated to other activities.

Does the activity category correctly reflect the eligible component?

If the activity category is incorrect, edit the activity setup in IDIS to accurately reflect how ESG funds were programmed. For clarification on the eligible activities for each ESG component, see the "[ESG Program Components Quick Reference Guide](#)."

Does the activity name in IDIS follow the required naming convention for ESG activities?

Edit the activity name if it does not follow the required naming convention, which is the acronym "ESG" followed by the two-digit Federal Fiscal Year (FFY) and the component type. For example, a recipient that conducted Street Outreach with FFY 2016 funds enters an activity name of: **ESG16 Street Outreach**

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Are the remaining IDIS activity details accurate?

- Is the Environmental Review status accurate?

- The activity description should describe the actual work done, including the eligible activities carried out under each component (e.g., shelter operations and renovation under the Emergency Shelter component).

- For Shelter, Street Outreach, Homeless Prevention, and Rapid Re-housing activities: are the Performance Objective and Performance Outcome selections on the Activity Setup Detail screens accurate? (HMIS and Administration activities do not include Performance Objective and Performance Outcome selections.)

Does the activity funded and drawn amount match the recipient's internal financial records?

If the IDIS activity funded amount does not match the recipient's internal financial records, determine if the activity was funded in IDIS with the incorrect amount or if funds were reprogrammed to another activity.

Have all funds for the activity been drawn correctly in IDIS?

- If the drawn amount does not match the recipient's internal financial records, determine if there are remaining expenditures that have not yet been drawn in IDIS.

- Use the PR07, PR05, and PR91 Subrecipient Voucher Report to verify that all funds were drawn. Confirm that funds were drawn for the correct **component** and **subrecipient**. If not, revise vouchers as necessary prior to completing the activity. View the "[Emergency Solutions Grants Program: Revising IDIS Vouchers for the ESG Program Webinar](#)" for additional guidance.

Have all subrecipients been correctly identified on the funding/draw screens for the activity?

Use the PR91 report, specifically the "ESG Subrecipient Commitments and Draws by Activity Category" and "ESG Subrecipients by Activity Category" sections, to confirm the committed and funded amounts for each subrecipient are accurate for all activities. For step-by-step instructions on how to add or edit subrecipients on the IDIS activity funding screens, refer to Chapter 6 of "[Using IDIS Online for the Emergency Solutions Grants (ESG) Program](#)." If subrecipients are not identified at the activity funding level and all program year funds have been drawn, include the funded and drawn amounts for each subrecipient in the activity description.

To complete an ESG activity in IDIS:

STEP 1	Click **Plans/Projects/Activities** at the top of the screen, then click **Search** under **Activity** on the left side of the screen. The **Search Activity** screen displays.
STEP 2	Search for the activity you intend to complete. After the search results display, find the applicable activity, click **Edit** under the Action column, and the **Edit Activity** screen displays.
STEP 3	Towards the top of the **Edit Activity** screen, select **Completed** under the Activity Status dropdown box. If the user does not enter a Completion Date, IDIS will automatically enter the date the user changed the activity status to Completed—IDIS will not allow users to enter a future or past Completion Date.
STEP 4	Click **Save**.

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Related Resources

For more information on this issue, see the ESG Program Interim Rule and Chapter 8 in the manual, "Using IDIS Online for the Emergency Solutions Grants (ESG) Program.

Ask A Question

If you have questions related to this SNAPS-Shot, or suggestions for additional SNAPS-Shots topics, please submit them to HUD via the HUD Exchange Ask A Question (AAQ) help desk.

Please note: This SNAPS-Shot is provided as a resource to help recipients and subrecipients understand the ESG Program Interim Rule. Always refer to the program regulations to ensure compliance with program requirements.