

HUD's

HOMELESS ASSISTANCE PROGRAMS



Using IDIS Online for the Emergency Solutions Grants Program

Office of Community Planning and Development
Office of Special Needs Assistance Programs



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USING *IDIS ONLINE* FOR THE EMERGENCY SOLUTIONS GRANTS PROGRAM

INTRODUCTION

The HEARTH Act established the Emergency Solutions Grants (ESG) program, which provides funds to eligible States, territories, cities, and counties for street outreach and emergency shelter to persons experiencing homelessness and homelessness prevention services.

Grantees can use ESG funds to provide persons experiencing homelessness with basic shelter and essential services. They can also use ESG funds to construct or renovate facilities for the homeless, to help with the operational costs of those facilities, or use ESG funds for short-term homelessness prevention assistance to people at imminent risk of losing their housing due to eviction or utility shutoff.

ESG grantees use the *Integrated Disbursement and Information System Online* (IDIS) to draw program funds. These instructions explain how to set up the ESG project and activities correctly in IDIS. It assumes that readers have basic knowledge of how to navigate the system.

These instructions contain the following eight sections and three appendices:

1. Using IDIS for ESG
 2. Setting up ESG Projects
 3. Setting Up ESG Activities
 4. Setting up an Administration Subfund
 5. Funding ESG Activities
 6. Drawing ESG Funds
 7. Completing ESG Activities
 8. Using ESG Reports
- Appendix A: Summary of IDIS Setup Process
Appendix B: IDIS Resources
Appendix C: Frequently Asked Questions (FAQ's)

Quick Facts

1. The Emergency Solutions Grants program has a path in IDIS titled "HESG" (HEARTH-ESG) that requires fewer entries than for the Emergency Shelter Grants Program.
2. The new program uses IDIS to set up activities, commit funds, and draw funds. Grantees will not use IDIS to report accomplishments.
3. The Project in IDIS for ESG is the Grant Year and Grantee. For example: "ESG11 Los Angeles." IDIS only allows one project per program year.
4. The set up information required for activities is minimal and designed not to replicate what is required by a grantee's Homeless Management Information System (HMIS).
5. Grantees use one of the following four activity types that represent local strategies to prevent or end homelessness:
 - Street Outreach
 - Shelter
 - Homelessness Prevention
 - Administration
6. IDIS allows grantees to set up only one Activity in each category per program year.
7. Grantees must set up an administration subfund for each year's administration activity.
8. IDIS will not allow other subfunds or subgrants. ESG will no longer be using the sub-granting capabilities within IDIS, nor allow sub-recipient organizations to access IDIS directly to set up activities or request draws.
9. Draw funds at least once every quarter.

HUD will update this guidance with the publication of the ESG regulation when additional IDIS functionality will be added. Grantees should sign up for the ESG Listserv for updates (see the Appendix B: IDIS Resources for information on ESG Listserv).

This guidance uses the acronym “ESG” to refer to the Emergency Solutions Grants program. Reference to the Emergency Shelter Grants program will be spelled out.

This guidance uses the acronym “HESG” (for HEARTH-ESG) to refer to the path in IDIS not the ESG program.

1. USING IDIS FOR ESG

The primary purpose of IDIS for ESG is set up activities, commit funds to activities, draw funds, and track funding. ESG beneficiaries are captured in a grantee’s local Homeless Management Information System (HMIS). Duplicative data entry between the two systems is minimal.

Getting Access to IDIS

Each IDIS user must have rights to access ESG activity setup screens. HUD provided current grantee staff members with access to the Emergency Shelter Grants Program with access to the HESG program path for the July 28, 2011 release. Staff members that do not have IDIS access must first apply for an IDIS ID and then gain access from their “Grantee Local IDIS Administrator.” To apply for an IDIS ID, contact the IDIS Technical Assistance Unit (TAU) at the number provided in Appendix B. To identify your Grantee Local IDIS Administrator, call the TAU or generate the *PR30- Security Administrator User Profile List* Report in IDIS.

Both the Grantee Local IDIS Administrator and your local HUD Field Office IDIS Administrator can provide users with additional privileges, such as the ability to create or approve draws. Once a staff member has an IDIS ID, the Grantee Local IDIS Administrator clicks on the **Admin** Tab in IDIS (seen only by the Grantee Local IDIS Administrator) at the top of the screen. The Administrator then searches via the user’s IDIS ID to add or remove ESG functionality.

Banking

IDIS tracks funds at the activity level, while the Line Of Credit Control System (LOCCS) is responsible for managing funds at the grant level. Therefore, to communicate with LOCCS, IDIS aggregates individual activity level draws for each grant when interfacing with IDIS. LOCCS receives grant award data from the HUD Program Accounting System (PAS) and grant award data is passed on to IDIS as the funding limit for each grant.

Grantees set up bank accounts in LOCCS for the ESG Program. The bank account Tax-payer Identification Number (TIN) must be the same as the TIN used for the Emergency Shelter Grants Program. IDIS approves grantee drawdown requests (vouchers to request payment against a

grantee's line of credit for services performed in support of one or more activities) on a preliminary basis generating a voucher number. The drawdown is classified by:

- Amount;
- Program (e.g., ESG); and
- Funding source(s) (e.g., Entitlement) for each activity.

Drawdowns approved by IDIS are batched and transferred to LOCCS each night. LOCCS approves or rejects all line items sent in one batch. Approved line items are sent from LOCCS to the U.S. Treasury, which wire transfers funds to the grantee's bank. LOCCS sends a status report that indicates whether draws were completed or rejected back to IDIS.

Rejected items result in a status report from the U.S. Treasury to LOCCS to IDIS, and a new voucher must be created by the grantee. Grantees may return funds from a draw issued incorrectly, and may move a voucher line item from one activity to another within the same program and fund type. Contact the TAU for assistance (see Appendix B).

2. SETTING UP THE ESG PROJECT

In IDIS, the ESG project represents the annual ESG funding allocation and the grantee directly receiving ESG funds from HUD. Grantees should only set up one ESG Project per year. IDIS will restrict a user from setting up more than one ESG funded project per year. IDIS projects link ESG activities to a grantee's Annual Action Plan for a specific program year. Grantees must also set up activities that detail the specific eligible ESG activities that are being funded within the entitlement. The section "Setting Up ESG Activities" explains activity setup in detail.

Figure 1 shows the "Add Project" screen, which is the single screen that must be completed to set-up the ESG project in IDIS. Navigation and entry instructions follow the screen shot.

Figure 1: Add Project Screen
Project

Add Project

|

*Indicates Required Field

Grantee/PJ Name:

Program Year

*Program Year: Add New Program Year: (ex: yyyy)

IDIS Project ID:

*Project Title:

Grantee/PJ Project ID:

Description:

Allow Another Organization to Set up Activities under this Project: (tip)

Estimated Amount (Including Program Income)

CDBG	\$ <input type="text" value="0.00"/>
HOME	\$ <input type="text" value="0.00"/>
ESG	\$ <input type="text" value="0.00"/>
HOPWA	\$ <input type="text" value="0.00"/>
CDBG-R	\$ <input type="text" value="0.00"/>
HPRP	\$ <input type="text" value="0.00"/>
TCAP	\$ <input type="text" value="0.00"/>
HESG	\$ <input type="text" value="0.00"/>
Total	\$ <input type="text" value="0.00"/>

|

To set up an ESG project in IDIS, follow these steps:

1. Select the **Projects/Activities** tab at the top of the screen and click the **Add** link on left side under **Project**.
2. Select “2011” from the **Program Year** drop-down menu. If 2011 is not yet available on drop down menu, click on **Add a New Plan Year** on right of screen, and then enter year.
3. Enter a **Project Title** (see the ESG Project Naming Convention text box below).
4. Assign a **Grantee/PJ Project ID** (optional); this ID is only for the grantee’s use.
5. Enter a brief project **Description** in the narrative field, such as: “The Fiscal Year 2011 ESG First Allocation funds for the City of Columbus have been allocated to provide outreach to persons living on the streets, funds to operate an emergency shelter for the homeless, utility assistance and emergency rental assistance to prevent homelessness, and program administration.”
6. Enter the **Estimated Amount** of ESG funds for the program year under the appropriate HESG row. Because only a single ESG project is to be set up for each program year, this should equal the total grant amount (the HUD authorized amount). Remember that grantees commit ESG funds to activities, not the project.
7. Do not click on **Allow Another Organization to Set up Activities under this Project** since no other organizations should set up activities or draw ESG funds directly in IDIS. In the Fall 2011 IDIS release this option will be removed or disabled.
8. Click the **Save** button. The project is now saved in IDIS.

“Program Year” and Allocation Year

The “Program Year” in IDIS corresponds to the one-year Annual Action Plan within the Consolidated Plan. The “Program Year” links all projects and their associated activities to the initial funding year. Accurately linking projects and activities to the correct “Program Year” is vital to tracking a grantee’s compliance with commitments and expenditure requirements.

For most grantees, the “Program Year” in IDIS corresponds to Federal Fiscal Year (Allocation Year) of the ESG allocation to the Grantee. However, if the “Program Year” does not correspond with Allocation Year, the Grantee must use the Allocation Year for the name of the project.

ESG Project Naming Convention

The required naming convention for all ESG Projects is to use the program “ESG” followed by the two-digit allocation year and the grantee’s name. For example:
“ESG11 Columbus”

Note that the naming convention includes a space between “ESG11” and the “Grantee Name.”

3. SETTING UP ESG ACTIVITIES

Using the proper conventions to set up ESG activities is critical for HUD to track ESG funds consistently across the nation. Using them may also help grantees avoid future data cleanup. Each ESG Activity Type represents a local strategy funded in part by ESG that a grantee is using to prevent or end homelessness. The HESG Path in IDIS requires that grantees set up only one Activity (strategy) per eligible ESG Activity Category per Program Year.

Grantees do not need to set up an activity for Activity Categories that they do not fund with ESG. For example, if the grantee does not fund Street Outreach then the grantee does not need to set-up a Street Outreach activity. A grantee must set up ESG activities separately for each Plan Year. In other words, an ESG Activity cannot be continued from one Plan Year to another.

The critical element in defining ESG activities is that HUD must be able to distinguish whether the activity is for Street Outreach, Emergency Shelter, Homelessness Prevention, or Administration, based on the Activity Category selected in the **Add Activity** Screen. IDIS will not allow users to set up more than one activity for an ESG Activity Category per year.

Set up an IDIS activity for each of the following eligible ESG Activity Categories (if funded):

- Street Outreach;
- Shelter;
- Homelessness Prevention; and
- Administration.

To add a new activity in IDIS, ESG grantees will begin with the **Add Activity** screen, which is the first of two screens that must be entered to set up an ESG activity. *Figure 2* depicts the **Add Activity** screen, Data entry instructions follow the screen shot.

ESG Activity Naming Convention

Like ESG Project Naming Convention, each activity name should begin with the term “ESG” followed by the 2-digit program year then the Activity Category. For example: “ESG11 Shelter.”

Note that the naming convention includes a space between “ESG11” and the Activity Category.

When ESG Project and Activity Naming Conventions are combined in a report, citizens and organizations can easily determine strategies that a grantee is funding with ESG, for example:

- Project: ESG11 Columbus
- Activity: ESG 11 Street Outreach
- Activity: ESG11 Shelter
- Activity: ESG11 Homelessness Prevention
- Activity: ESG11 Administration

Figure 2: Add Activity Screen

Activity

Add Activity

Save | Cancel

***Indicates Required Field**

***Activity Owner:** **Grantee/PJ Activity ID:**

***Program Year:** 2011

***IDIS Project ID/Project Title:** 30/ESG11 City of Good Will (2011)

***Activity Name:** ESG11 Street Outreach

Activity

Program	*Activity Category	Ready to Fund	Setup Detail
CDBG	None	No	Add CDBG
ESG	None	No	Add ESG
HPRP	None	No	Add HPRP
HESG	Street Outreach	No	Add HESG

***Environmental Assessment:** **Allow Another Organization to Access this Activity:**

Select Select Organization

Activity Description:

To set up an ESG activity in IDIS, follow these steps:

1. Select **Projects/Activities** tab at top of screen. Click the **Add** link on left side under **Activity**.
2. Select the grantee in the **Activity Owner** dropdown.
3. Select the desired year from the **Program Year** drop-down menu. A Program Year will only appear in this drop-down menu if the ESG Project has been created for that year.
4. Select the **IDIS Project ID/Project Title** from the drop-down menu. The options listed in this drop-down menu will be limited by the Program Year selected in the field above.
5. Enter an **Activity Name**. See the Activity Naming Convention on the page 8.
6. If desired, assign a **Grantee/PJ Activity ID**; this ID is only for the grantee's use.

7. On the HESG Program line, select the eligible **Activity Category** that corresponds with the Activity Name from above (the four eligible activity categories for ESG are also listed on page 8). IDIS will not allow the grantee to create more than one activity per activity category per year.

8. Select the appropriate response in the **Environmental Assessment** field. ESG activities are usually exempt or categorically excluded from environmental assessments; choose “Exempt” for those activities. If a project requires an environmental assessment, select “underway” or “complete.” Be sure to update the status to “complete” for activities where the initially selection was “underway.”

9. Do not click on **Allow Another Organization to Access this Activity**, since other organizations should not be drawing ESG funds or entering information in IDIS. For the Fall 2011 release of IDIS, HUD anticipates that this option will be removed or disabled.

10. Enter a brief **Activity Description**, as described in “What is a Good Activity Description” above and click **Save**. If all required fields were populated, the screen will reload with the message “The new activity has been saved” at the top of the page. If a required field was not answered, the system will prompt you to complete all required fields.

11. To continue to the second page of activity setup, click on the “Add HESG” button located in the Setup Detail column. The next section of the document “**Add/Edit Activity**” **Screen** provides instruction on completing the second activity set up page. For Administration activities, the second page is not required.

What is a Good Activity Description?

A good activity description provides citizens and other interested parties with the information needed to understand the grantee’s purpose in funding the activity, as well as the name organizations funded, and the eligible activities (essential services, rehabilitation/renovation/ new construction, shelter operations, etc.).

Here’s an example for a Street Outreach Activity where a grantee is only funding one organization:

- “Funds will be provided to the Good Samaritan organization for its Outreach Case Management Program. This program builds relationships between street outreach workers and persons experiencing homelessness who are living on the street. The goal is for the persons to accept placement in appropriate settings where they may stabilize their lives.”

Here’s another example for a Shelter Activity where a grantee is funding two organizations

- “The City is providing ESG funds to the Downtown Shelter to help operate its facility and provide addiction recovery services for persons experiencing homelessness. The City is also providing ESG funds to Uptown Domestic Violence Shelter. The organization will use ESG funds to provide shelter for families and counseling services to its residents.”

Figure 3: Add/Edit Activity Activity

Edit HESG Setup Detail

Street Outreach

Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID: IDIS Activity ID: 1161	Activity Name: ESG11 Street Outreach Activity Owner:	Program Year/IDIS Project ID: 2011/30 Project Title: ESG11 City of Good Will
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*Performance Objective:
Create suitable living environments

*Performance Outcome:
Availability/accessibility

Secondary Activity Categories
(Check All that Apply)

Essential Services

Address ?

Confidential (Suppress on Reports)

Address Line 1:
(ex: 1313 Sherman Street)

Address Line 2:
(ex: Suite 518)

Address Line 3:

City:

State:
Select Option

Zip:

Access the **HESG Setup Details** screen from the **Add/Edit Activity Screen** in IDIS. After selecting the Activity Category from the HESG row of the Activity Table, click on “Add HESG” under the Activity Detail column.

1. The Performance Objective is predetermined based on the Activity Type and cannot be edited. In this case “Create Suitable Living Environments” has populated the **Performance Objective** field.
2. The Performance Outcomes is predetermined based on Activity Type and cannot be edited. In this case “Availability/Accessibility” has populated the **Performance Outcome** field.

Figures 3a- 3c demonstrate the appropriate, pre-selected Performance Objective and Outcome for each Activity Category (please note that Administration does not have a Performance Objective or Outcome as Administration does not allow for additional set-

up details).

Figure 3a: Street Outreach Performance Objective and Outcome

***Performance Objective:**

***Performance Outcome:**

Figure 3b: Shelter Performance Objective and Outcome

***Performance Objective:**

***Performance Outcome:**

Figure 3c: Homelessness Prevention Performance Objective and Outcome

***Performance Objective:**

***Performance Outcome:**

3. Select the **Secondary Activity Categories** that apply to the ESG Activity. Please note that the Administration activity does not have a secondary activity category, the Street Outreach activity is preselected as Essential Services, and Homelessness Prevention does not currently have a secondary activity (though secondary activities will be present in the Fall 2011 IDIS release). **Figure 4** lists the secondary activities for each ESG Activity in IDIS.

Figure 4: ESG Activity and Secondary Activity Categories

ESG Activity	Street Outreach	Shelter	Homelessness Prevention*	Administration*
Renovation/Rehab		✓		
Services				
Essential Services	✓	✓		
Operations		✓		

*Please note that this release of IDIS does not have and secondary activities for Homelessness Prevention or Administration and a pre-selected category for Street Outreach (Figure 4a).

Figures 4a and 4b demonstrate the Secondary Activity Categories for Street Outreach and Shelter.

Figure 4a: Secondary Activity Categories for the Street Outreach Activity (pre-selected)

Secondary Activity Categories
(Check All that Apply)

Essential Services

Figure 4b: Secondary Activity Categories for the Shelter Activity (selectable)

Secondary Activity Categories
(Check All that Apply)

Essential Services
 Operations
 Renovation/Rehab

4. In the next section, provide the Address of the activity. The grantee is given the option of suppressing the address information on reports. When finished entering the address, click the Validate this Address button.
5. Click **Save**.
6. The screen will return to the **Edit Activity Screen**, which is similar to the initial **Add Activity Screen**, however it contains some additional fields including Activity Status, Activity Completion Date, and Initial Funding Date. These fields do not need to be edited for activity setup.
7. IDIS also inserts a “Ready to Fund” column within the Activity Table. If the HESG row indicates “Yes”, activity set-up is complete and the grantee can now fund the activity. The “Activity Funding” button at the bottom of the table will take the grantee directly to the Activity Funding screen for the activity. If the HESG row indicates “No”, edit the HESG setup details and add any missing information.

Figure 5 represents the project and activity structure for ESG in IDIS. Remember that each project has associated activities (strategies) undertaken for each year’s grant. **Figure 5** below illustrates the ESG project/activity structure and naming conventions within IDIS.

Figure 5: ESG Project and Activity Structure



4. SETTING UP AN ADMINISTRATION SUBFUND

The ESG program currently caps expenditures on program administration activities at 5% of the total ESG grant. To help grantees stay within the administration cap, HUD is requiring ESG grantees to set up an Administration Subfund in IDIS to fund and draw against administration activities. In the Fall 2011 IDIS release, HUD anticipates that IDIS will require an Administration Subfund to be set-up to fund and draw for the ESG administration activity.

What is an ESG Administration Subfund?

A "Subfund" in IDIS is a portion of a grant that is earmarked for a specific use. It is identified by a "fund type." IDIS only allows ESG grantees to set up a subfund with a fund type of AD (for program administration).

An Administration subfund is required for a grantee to commit administration funds for the administration activity. Grantees must set up a new Administration Subfund each year to fund and draw for each year's new administration activity. For the Emergency Shelter Grants program, grantees could set up another subfund type, but ESG only allows grantees to create an ESG program Administration Subfund.

To set up an Administration Subfund:

1. Click the **Grant** tab at the top of the page to display the Search Grants screen.
2. Click the **Subfund -- Add** link on the left to display the **Add Subfunds Screen** (*Figure 6*).

The Add screen starts with a search criteria box (as does the “Search Subfund” screen). The search is actually for identifying the source of funding for the subfund you want to add. For ESG, the funding source must be “EN” (Entitlement).

Figure 6: Add Subfunds Screen
Subfund

Add Subfunds

The screenshot shows a search criteria form with the following fields:
- **Program:** HESG (dropdown menu)
- **Fund Type:** (tip) Select (dropdown menu)
- **Grant #:** (tip) (text input field)
- **Grant Year:** (tip) 2011 (dropdown menu)
- **Buttons:** Search | Reset

Results Page 1 of 1

Program	Grant Year	Grant #	Fund Type	Action
HESG	2011		AD	Add Fund Type

3. In the Search Criteria box, select HESG under the **Program** drop down menu (Do not enter data in the Fund Type or Grant # fields).
4. Click the **Search** button. When the results are displayed, find the year for which you want to add the subfund and click the **Add Fund Type** link in the last column to display the **Add Subfund Screen**.
5. On the next **Add Subfund Screen**, select AD (administration) under the **Fund Type** dropdown menu.
6. In the **Authorized Amount for this Subfund** field, enter the amount budgeted for administration for the program year (maximum of 5% of the total ESG Grant). See the Maximum row under the Range of Authorized Amount Header. The maximum amount will also prevent funding more than the total uncommitted funds for HESG (amount available for subfunding).

Figure 7: Enter Subgrant Amount in Add Subfund Screen

Subfund

Add Subfund

Save | Return to Search Subfunds

***Indicates Required Field**

Grantee/PJ Name: **Grant #: (tip)**

Program: (tip) HESG **Grant Status: (tip)** Active

Grant Year: (tip) 2011 **Grant Blocked: (tip)** No

Administering Organization: (tip)

Payee EIN/TIN#: (tip)

Source Fund: EN

Available to Subfund	\$4,496.85
----------------------	------------

Add Subfund: AD

Range for Authorized Amount (including program income)	
Minimum	\$0.00
Maximum	\$4,496.85
*Authorized Amount for this Subfund (tip)	\$ <input type="text"/>

Save | Return to Search Subfunds

- Click on **Save** to return to the Add Subfunds search screen. The HESG Administration subfund has now been created, and can be used to fund the administration activity.

Figure 8. Subfund Added Screen

Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Re
---------------------	------------------	-------	------------	-------	----

- Subfund added
- No Fund Types to create. All allowed Fund Types are already created.

Subfund

Add Subfunds

Search Criteria

Program: HESG **Fund Type: (tip)** Select **Grant #: (tip)**

Grant Year: (tip) 2011

Search | Reset

If a grantee does not fully expend Administration funds for a program year, they will need to un-commit the remaining balance of the subfund. Otherwise, these funds will be “trapped” in the subfund and can’t be used for other ESG activities. To de-commit funds from the Administration subfund, first complete the administration activity or reduce the funds committed under the Activity Funding screen. Next, edit the subfund amount through the Search Subfund screen, and reduce the amount to what was actually expended.

5. FUNDING ESG ACTIVITIES

Once an activity is properly set up in IDIS, a grantee can commit ESG funds through the Activity Funding screen. To fund an activity, carry out the steps under the **Activity Funding** screen shot in *Figure 9*.

Figure 9: Activity Funding Screen
Activity Funding

Search for Activities to Fund

Search Criteria		
Program: HESG ▼	IDIS Project ID: <input type="text"/>	Activity Status: Select ▼
Activity Name: <input type="text"/>	IDIS Activity ID: <input type="text"/>	*Activity Owner: <input type="text"/>
Program Year: 2011 ▼	Grantee/PJ Activity ID: <input type="text"/>	
<input type="button" value="Search"/> <input type="button" value="Reset"/>		

Results Page 1 of 1

Activity Name	Program Year/ IDIS Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Activity Status	Activity Owner	Action
ESG11 Shelter	2011/30	1169		Open		Add-Edit

To select the activity for funding, follow these steps:

1. Select the **Funding/Drawdown** tab (on top of screen).
2. The **Activity Funding** screen will appear (*Figure 9*).
3. Under “Search Criteria,” enter the IDIS Activity ID for fastest results. If unsure of the activity number, select “HESG” for the **Program, and/or** other search criteria as desired.
4. Click the **Search** button.
5. The “Search Results” will appear on the screen with the activities that meet the search criteria. Click the **Add-Edit** link under the “Action” column for the activity that you want to fund.

- The system will display the **Edit Activity Funding** screen for the selected activity (*Figure 10*). A table listing the “Available Funds” for the selected activity will appear near the bottom of the screen. The table should only list one row of funding (HESG). Check the amount available for funding.

The Fund Type for non-administration activities should be EN and the Fund Type for Administration activities should be AD. If the grantee has not yet created the Administration subfund, the following message will appear: “There are no funding sources available for this activity at this time” (see the *Setting Up An Administration Subfund* section above).

Figure 10: Activity Funding Screen Showing Example Search Results

Activity Funding

Search for Activities to Fund

Search Criteria

Program: HESG ▼	IDIS Project ID: <input type="text"/>	Activity Status: Select ▼
Activity Name: <input type="text"/>	IDIS Activity ID: <input type="text"/>	*Activity Owner: <input type="text"/>
Program Year: 2011 ▼	Grantee/PJ Activity ID: <input type="text"/>	

|

Results Page 1 of 1

Activity Name	Program Year/ IDIS Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Activity Status	Activity Owner	Action
ESG11 Shelter	2011/30	1169		Open		Add-Edit

- Click the **Add-Edit** link under the “Action” column for the HESG funding source you want to use to fund the activity (*Figure 11*).

Figure 11: Activity Funding Screen

Activity Funding

Edit Activity Funding

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

***Indicates Required Field**

Activity Owner:	Program Year/Project:
	2011/30
IDIS Activity ID:	Total Funded:
1161	\$10,000.00
Activity Name:	Total Drawn:
ESG11 Street Outreach	\$100.00

Funding Sources

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

|

Available Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
	HESG	EN	HUD	MC	\$33,867.00	\$10,000.00	\$100.00	Add-Edit View

8. The “Current Funding for This Source” section will appear on the screen, as shown in *Figure 12* below.

Figure 12: Activity Funding Screen Showing Current funding for This Source
Activity Funding

Add-Edit Funding Line Item

Return to Add-Edit Funding

Activity Owner:
Program Year/Project: 2011/30
IDIS Activity ID: 1161
Total Funded: \$10,000.00
Activity Name: ESG11 Street Outreach
Total Drawn: \$100.00

Funding Source

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Drawn Amount	Funded Amount
HESG	EN	HUD	MC		\$33,867.00	\$100.00	\$10,000.00

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount
2011	\$ 10,000.00	\$100.00
212	\$ 13867.00	\$0.00

Add Grant Year | Save | Cancel

Return to Add-Edit Funding

9. Enter dollar amount in **Funded Amount** field. If you want to change the amount, delete the current amount and type in the new, correct amount.
10. Enter “2011” in the **Grant Year** field.
11. Click the **Save** button.
12. An “Activity funded successfully” message will appear near the top of the screen (*Figure 13*).

Figure 13: Activity Funding Screen Showing Activity funded successfully

Activity Funding

Add-Edit Funding Line Item

- Activity funded successfully.

*This message will appear at the top of the Activity Funding screen once an activity is successfully funded.

ESG Grant Code

The Emergency Solutions Grants (ESG) Program (“E”) will have a different program code than Emergency Shelter Grants (“S”). The source code appears in the grant number. The list below provides the source codes for each grant type.

- State E-11-DC-12-001
- Metropolitan City E-11-MC-12-002
- Urban County E-11-UC-12-003

6. DRAWING ESG FUNDS

This section describes how to draw ESG funds in IDIS by activity. Each ESG grantee must draw down funds at least quarterly in IDIS, as required by the ESG Notice. Using IDIS to draw funds is a two-step process:

1. Create the drawdown/voucher; and
2. Approve the drawdown/voucher.

A drawdown is a request for payment against a grantee’s line of credit for allowable costs (defined in OMB Circulars A-87 and A-122 (2 CFR parts 225 and 230)) for eligible ESG activities.

Consult the *IDIS Quick Tips User Guide* on the IDIS homepage for detailed instructions on how to draw funds correctly. Grantees draw ESG funds by activity, exactly as any other program in IDIS. ESG grantees must draw down funds at least quarterly in IDIS. Grantees should take special care to ensure their sub-recipients and funded organizations understand this requirement and submit invoices promptly. Conversely, grantees should take special care to promptly process invoices for payment and draw the funds in IDIS.

As IDIS is the primary means to track the use of ESG funds, grantees should use caution to ensure that they both properly code funds by the Activity Categories, and that they drawdown funds for the correct activity. Grantees should also ensure that they do not draw more than 5% of their total ESG grant for administration activities. HUD will monitor expenditure rates in IDIS for all ESG grantees to ensure that they are not in danger of exceeding these requirements.

In the Fall 2011 IDIS release grantees will be required to separate the drawdown into each sub-grantee’s specific amount. For example, the overall drawdown is for \$10,000.00, but that represents payments to 2 different sub-grantees: \$7,500.00 to the Good Will Outreach Program and \$2,500.00 to the Outreach Case Management Program. These amounts would be separately reported in the drawdown on the same IDIS voucher for payment.

Creating ESG Drawdowns

The steps needed to draw down ESG funds are the same as for any program:

1. Click on the **Funding/Drawdown** Tab (top of screen), and then click the **Create Voucher** on the right side of the screen. The **Create Voucher – Page 1 of 4 (Select Activities) Screen** will appear.

Figure 14: Create Voucher - Page 1 of 4 (Select Activities) Screen

Drawdown

Create Voucher - Page 1 of 4 (Select Activities)

*** Indicates Required Field**

***Voucher Created For:** (tip)

Requested LOCCS Submission Date: (tip) [Select Date](#)
(mm/dd/yyyy)

Activity Owner: (tip)
MONTGOMERY, AL

***IDIS Activity ID**

1161											

|

2. Enter the IDIS Activity Number of each activity against which to draw down funds in the entry boxes. Alternatively, users can use the **“Search for Activities”** to select activities.
3. Click on **Continue**. The **Create Voucher - Page 2 of 4 (Drawdown Amounts) Screen** appears.

Figure 15: Create Voucher – Page 2 of 4 (Drawdown Amounts) Screen
Drawdown

Create Voucher - Page 2 of 4 (Drawdown Amounts)

Return to Select Activities
Confirm Voucher
Cancel Voucher

Activity 1 of 1

IDIS Activity ID: 1161	Activity Name: ESG11 Street Outreach
Voucher Created For:	Grantee/PJ Activity ID:
Activity Owner:	

Available Drawdown Amounts for This Activity

Recipient Name	Program	Fund Type	Source Name	Source Type	Prior Year	Funded Amount	Available to Draw	Drawdown Amount
	HESG	EN	HUD	MC	N/A	\$23,867.00	\$23,767.00	\$ 0

Confirm that the correct activity has been selected by checking the **IDIS Activity ID** and **Activity Name** fields. Also, confirm that the activity was funded with the correct grant by looking at the **Program** column in the **Available Drawdown Amounts for this Activity** table. The program column should include “**HESG**” for all ESG activities. If another program is listed for an ESG activity, click on **Cancel Voucher** and proceed to the Activity Funding screen to correct.

4. Enter the amount to draw against the ESG activity in the **Drawdown Amount** column.
5. If more than one activity is included on the Voucher, click on the Next Activity button and repeat steps 4 and 5 until draw amounts have been entered for each activity.
6. Click on **Confirm Voucher**. The **Create Voucher - Page 3 of 4 (Confirmation) Screen** appears.

Figure 16: Create Voucher – Page 3 of 4 (Confirmation) Screen Drawdown

Create Voucher - Page 3 of 4 (Confirmation)

- Click "Generate Voucher" to complete voucher creation

Generate Voucher
Cancel Voucher

Voucher Created For: _____ Requested LOCCS Submission Date: [Select Date](#)
(mm/dd/yyyy)

Activity Owner: _____

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	1161	ESG11 Street Outreach	HESG	2011	EN	HUD	MC		N/A	\$13,000.00
Total										\$13,000.00

Generate Voucher
Cancel Voucher

7. After confirming that the correct draw amount is entered, click on **Generate Voucher**. The **Create Voucher - Page 4 of 4 (View)** screen appears that confirms the voucher was created successfully.

The process described above is for processing a voucher with a single line; the same procedures are used for processing vouchers with more than one line (for more than one activity).

Approving ESG Drawdowns

The voucher then must be approved by another user with the appropriate access privileges by following these steps:

1. Click on the **Funding/Drawdown** tab at the top of screen, and then click on **Approve Voucher** link on the **Drawdown** menu. The system will display the **Search Vouchers for Approval Screen (Figure 17)**

Figure 17: Search Vouchers for Approval Screen
Drawdown

Search Vouchers

Search Criteria
 *Indicates Required Field

IDIS Voucher #: IDIS Activity ID: *Activity Owner:

Earliest Creation Date: [Select Date](#)
(mm/dd/yyyy) Line Item Status:

|

Results Page 1 of 1 (1 voucher line items found)

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Activity Name	Line Item Status	Drawdown Amount	Action
5278364	1	07/25/2011	1161	ESG11 Street Outreach	Open	\$13,000.00	Maintain-Approve View

2. Use the fields in the Search Criteria to search for the voucher you wish to approve. The fastest way to search for vouchers is by IDIS Voucher Number.
3. Click the **Search** button.
4. Click on **Maintain-Approve** in the **Action** column on the **Results** table. The **Maintain and Approve Voucher** screen appears (*Figure 17*).

Figure 18: Maintain and Approve Voucher Screen
Drawdown

Maintain and Approve Voucher

Voucher Created For: **IDIS Voucher #:** 5278365

Activity Owner: **Created By:**

Creation Date: 07/26/2011

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	1161	ESG11 Street Outreach	HESG	2011	EN	HUD	MC	<input type="text"/>	N/A	\$500.00	Open	07/26/2011	Revise Cancel View

5. Click on **Approve** in the Action column (or the **Approve All Line Items** if desired for multiple line vouchers). Once the voucher is approved, IDIS will forward the draw request to

LOCCS at the end of the day. The funds are typically wire transferred within two or three days of the drawdown approval.

7. COMPLETEING ESG ACTIVITIES

At this time, ESG grantees will not report beneficiary data or accomplishments in IDIS. HUD collects ESG accomplishment and beneficiary information via HMIS and will be developing an ESG Annual Performance Report (APR).

Keep in mind that IDIS tracks the ESG two-year expenditure deadlines through an activity's association with a Project/Plan Year. If it appears that not all funds will be expended for an activity associated with a specific plan year before the two-year deadline, funds should be de-obligated and then re-allocated to another activity (see Activity Funding) *associated to the same Plan Year* that can be expended more efficiently.

To close out an activity, go to "Edit Activity." Complete any required fields, and change the Activity Status to Completed. After completing an activity in IDIS, any remaining funds not drawn will go back to the grant amount available to be committed. Grantees should be sure to recommit funds as soon as possible.

Grantees should close out ESG activities once all funds are drawn, or are re-allocated to another activity within the same Plan Year. Thus, grantees will need to wait until all subrecipients undertaking a particular activity (e.g. Homeless Prevention) have submitted all invoices prior to closing out an activity.

For any unexpended Administration funds, remember to first de-obligate funds from the administration subfund. See Section 4, ***Setting Up an Administration Subfund***. Once de-obligated from the subfund, they can be committed to another non-administration activity.

8. USING ESG REPORTS

In the July 28, 2011 IDIS release, the complete ESG reporting capabilities will not be present though a second release is scheduled for Spring 2012 and will have more ESG specific reporting capabilities. It should be noted that ESG reporting will be similar to HPRP reporting, in that no program beneficiary data will be entered into IDIS. Financial management reporting will be the primary IDIS reporting benefit for grantees.

The following five IDIS reports include ESG data:

- *PR01 – HUD Grants and Program Income*
- *PR02 – List of Activities by Program Year and Project*
- *PR05 – Drawdown Report by Project and Activity*
- *PR07 – Drawdown Report by Voucher Number*
- *PR08 – Grantee Summary Activity Report*

APPENDIX A: SUMMARY OF IDIS SETUP PROCESS

ESG Project

- ESG grantees set up **one** project per plan year in IDIS.
- The project represents the grantee and the allocation year.
- The naming convention for ESG Projects is **ESG**, followed by the 2-digit **Allocation Year** and the **Grantee Name** (i.e., “ESG11 Columbus”).

ESG Activities

- ESG grantees set up **one** activity per activity **category** per grant year in IDIS.
- The activity represents the category of ESG funds that correspond to the strategy used by the grantee to prevent or end homelessness.
- Activity categories are: Street Outreach, Shelter, Homelessness Prevention, and Administration.
- Naming convention for ESG Activities is **ESG**, followed by the 2-digit **Allocation Year** and the **Activity Category Name** (i.e., “ESG11 Shelter”).
- Select an option for the Environmental Assessment (“**Exempt**” for most ESG Activities).
- ESG Grantees should not **Allow Another Organization to Access this Activity** since other organizations should not be drawing ESG funds or entering information in IDIS.
- The Performance Objectives and Performance Outcomes are predetermined (and cannot be edited) for ESG activities based on activity category.
- Select a secondary activity category for Shelter Activities. The secondary activity category is preselected for Street Outreach Activities and the Administration and Homelessness Prevention activity categories do not have a secondary activity category.

Administration Subfund

- The first ESG allocation for FY2011 has a 5% cap for the administration.
- ESG grantees are required to set up an administration subfund for each year’s administration activity.
- HUD anticipates the next IDIS release will require an administrative subfund for FY2011 ESG funds, so grantees should set one up now.
- Unlike other Activity Categories, Administration is set up and funded through the Subfund process.
- Any unused Administration funds must be de-obligated before being used on another activity.

Fund ESG Activities

- ESG grantees set up funding for the ESG activities through the Funding/Drawdown tab.

Drawdown of ESG Funds

- ESG grantees create vouchers for ESG activities in IDIS.
- The first step is to create a voucher.
- The second step is to approve the voucher (which must be done by a separate IDIS user).

Complete ESG Activities

- HUD collects ESG accomplishment and beneficiary information via HMIS and will be developing an ESG Annual Performance Report (APR).
- Once all funds are expended for an Activity, change the Activity Status to “completed,” which will also release any unexpended funds.
- Commit any unused funds to another activity within the same Plan Year and draw before two year expenditure deadline.

ESG Reports

- To access these reports grantees will need to navigate through the **Reports** tab; and
- The following five IDIS reports include ESG data:
 - *PR01 – HUD Grants and Program Income*
 - *PR02 – List of Activities by Program Year and Project*
 - *PR05 – Drawdown Report by Project and Activity*
 - *PR07 – Drawdown Report by Voucher Number*
 - *PR08 – Grantee Summary Activity Report*

APPENDIX B: IDIS RESOURCES

HUD makes a variety of resources available for ESG and IDIS. The following table lists available resources, based on the type of information needed.

Table X: IDIS OnLine Resources for ESG grantees	
ESG and other HUD Homeless Program Guidance (including <i>IDIS Online</i>)	<ul style="list-style-type: none"> • HUD Homelessness Resource Exchange (HRE) at www.hudhre.info. • Homeless Assistance Program Listserv (sign up via a link on the HRE homepage)
IDIS guidance common to all programs (such as <i>IDIS Quick Tips</i> , generating reports and downloading data)	<ul style="list-style-type: none"> • <i>IDIS OnLine</i> homepage at www.hud.gov/offices/cpd/systems/idis/index.cfm
Gaining access to <i>IDIS Online</i> or answers to IDIS questions	<ul style="list-style-type: none"> • The IDIS Technical Assistance Unit (TAU) • Monday – Friday 8:15 a.m. - 7:00 p.m. (ET) Phone: 1-877-483-8282 Fax: 703-553-8444 E-mail: IDIS.help@hud.gov
IDIS Password Resets Note: HUD HQ staff and the TAU cannot reset passwords	<ul style="list-style-type: none"> • HUD National Help Desk Toll Free: 1-888-297-8689 option 3
HUS ESG Listserv	<ul style="list-style-type: none"> • You can sign up for the new ESG Listserv by following: http://portal.hud.gov/hudportal/HUD?src=/subscribe/signup&listname=ESG&list=ESG-L

APPENDIX C: FREQUENTLY ASKED QUESTIONS (FAQ'S)

Question: As an ESG grantee what do I use IDIS for?

Answer: As an ESG grantee, you will use IDIS to track ESG expenditures and request drawdowns. Expenditures will be tracked by Program Year and Activity Category. You will not use IDIS to track ESG beneficiary information. Beneficiary data will be reported in the local Homeless Management Information System (HMIS).

Question: What is HESG?

Answer: ESG has its own program and activity setup path titled “HESG” (for “HEARTH-ESG”) that requires fewer entries than for the Emergency Shelter Grants Program. The program is not called HESG, which only refers to the IDIS path.

Question: Can I setup more than one ESG project each year?

Answer: No, a single IDIS project represents the entire ESG grant that is received by the grantee. IDIS will not allow a grantee to setup more than one ESG project per Grant Year.

Question: Can I setup an activity for each sub-grantee I have funded?

Answer: No, ESG grantees will only set up one activity per activity category per grant year in IDIS. This applies to all activity categories (activity categories are: Street Outreach, Shelter, Homelessness Prevention, and Administration).

Question: What is the proper naming convention for the ESG Project?

Answer: The naming convention for the ESG Project is **ESG11**, the 2-digit **Allocation Year** followed by the **Grantee Name**. For example: “ESG11 Columbus”

Question: What is the proper naming convention for ESG Activities?

Answer: The naming convention for ESG Activities is **ESG11**, the 2-digit **Allocation Year** followed by the **Activity Category Name**. For example: “ESG11 Shelter”

Question: Can I allow another organization to access my ESG project or activity?

Answer: No, ESG Grantees should not “Allow Another Organization to Access this Activity” since other organizations should not be drawing ESG funds or entering information in IDIS.

Question: Can I change the pre-selected Performance Objective and Performance Outcome for an ESG Activity?

Answer: No, they are predetermined (and cannot be edited) for ESG activities based on activity category.

Question: Do the Administration and Homelessness Prevention activity categories have a secondary activity category?

Answer: The Administration Activity does not have a secondary activity category. The Homelessness Prevention Activity does not have any secondary activity categories in this IDIS release (they will be present in the Fall 2011 release).

Question: Can I allocate more than 5% of my ESG grant to Administration?

Answer: No, the currently grantees can only allocate 5% of their ESG grant to Administration. IDIS will not allow more than 5% to be allocated.

Question: Can I approve a voucher I just generated?

Answer: The IDIS user who generates the voucher and the IDIS user who approves the voucher cannot be the same person.