

Chapter 1

AN OVERVIEW OF IDIS

The Integrated Disbursement and Information System (IDIS) is the online system for CPD's HOME, CDBG, ESG, and HOPWA formula grant programs and for the HOPWA Competitive Program. Grantees also use IDIS for three Recovery Act programs: TCAP (Tax Credit Assistance Program), CDBG-R (CDBG Recovery Act Funds), and HPRP (Homelessness Prevention and Rapid Re-Housing Program).

As its name suggests, IDIS serves two major purposes. Grantees use the system to track and draw down CPD funds and program income (the disbursement side of IDIS) and to record the results of CPD-funded activities (the information side).

HUD uses the data grantees provide in IDIS to report on the performance of the CPD programs to Congress and other program stakeholders.

COMPONENTS

The basic components of IDIS are:

- Grants, Subfunds, and Subgrants
- Consolidated Plan/Annual Action Plan
- Projects
- Activity Setup
- Activity Funding
- Drawdowns
- Activity Completion
- Reports
- Security and Data Access

Each is described below.

Grants, Subfunds, and Subgrants

A participating jurisdiction (PJ) receives a formula grant from the HOME Program on an annual basis. Information about each HOME grant is sent to IDIS from LOCCS, including a grant number, an obligation date, and an amount. The grant number identifies the entitled PJ. The obligation date is used to calculate the 24-month commitment requirement and the five-year expenditure requirement. The amount is the current amount of the grant and is affected by formula allocation, reallocations, reductions, deobligations, and ADDI funds.

When a HOME grant is received in IDIS, it is stored as an entitlement (EN) fund type. Two subfunds are then created, one for administrative expenses and one for the CHDO Reserve set-aside. IDIS suballocates 10% of the EN fund type (usually 10% of the formula allocation) to the admin subfund, and assigns it a fund type of AD. It suballocates 15% of EN (usually 15% of the formula allocation) to the CHDO subfund, and assigns it a fund type of CR. For Insular Areas, 15% of EN is suballocated to the AD subfund and the CHDO Reserve subfund is not created.

In addition to the system-generated EN, AD, and CR fund types, a PJ can create other subfunds to earmark HOME grant funds for specific uses. The additional fund types are CHDO Operating Expenses (CO), CHDO Capacity Building (CC), CHDO Loan (CL), general subgrants (SU), and Program Income for Administration (PA).

Consolidated Plan/Annual Action Plan

Each year, a CPD formula grantee creates either a Consolidated Plan or an Action Plan (the section of the Consolidated Plan that is updated and submitted to HUD annually). In the Plan, the grantee identifies community needs, resources, and priorities, and describes the projects to be undertaken with CDBG, HOME, ESG, and/or HOPWA funds in the upcoming year.

Projects

Each year, a CPD formula grantee creates either a Consolidated Plan or an Action Plan (the section of the Consolidated Plan that is updated and submitted to HUD annually). As part of the Plan, the grantee describes the projects to be undertaken with HOME, CDBG, ESG, and/or HOPWA funds in the upcoming year. These projects are high-level descriptions of what the grantee intends to accomplish over the next year. Information about each project, such as name, description, and estimated budget, is either uploaded into IDIS or input directly into the system by grantees. Projects also serve as the chief mechanism for organizing and tracking related activities in IDIS.

Activity Setup

Each activity in IDIS is set up under one of the projects in an Action Plan. It is at the activity level that grantees supply HUD with details about the work they will carry out to meet project goals. Information entered at setup includes the activity name, location, proposed accomplishments, and program-specific data.

Activity Funding

An activity must be funded before draws can be made for the activity. HOME funds can be committed to an activity only if all required HOME setup information has been entered.

A single activity may be funded by multiple CPD programs, provided the setup data required by each of the funding programs has been entered.

Drawdowns

Drawdowns may be made for an activity after it has been funded. The total amount drawn down cannot exceed the funded amount.

Activity Completion

Once the final draw for an activity has been made, the activity can be completed. For HOME-funded activities, this process includes inputting all required HOME completion data and updating the status of the activity to "completed." IDIS permits the update only after performing several edits to ensure that all required data has been entered and that it is correct and consistent. Before marking the activity as complete, IDIS releases all undrawn funds that were committed to the activity, and sets the funded amount equal to the amount disbursed.

Reports

IDIS offers numerous reports to grantees, including program year, activity, and financial reports. Some of the reports, such as the Status of HOME Grants (PR27), the Status of HOME Activities (PR22), the Status of CHDO Funds by Fiscal Year (PR25), the HOME Vacant Units Report (PR47), the HOME Open Activities Report (PR48), and the HOME Deadline Compliance Report (PR49) are specific to the HOME Program.

Security

IDIS enforces two types of security. The first type controls the functions a user may perform. Some of the functions controlled by user ID are set up activity, edit activity, create drawdown, and approve drawdown. The second type of security controls a user's access to IDIS data by grantee and by CPD program. A user might, for example, have access to his/her organization's data for all the programs in IDIS, or be limited to accessing HOME data only. Additionally, a user may be given access to the data for more than one grantee. That user's security profile can be different for each grantee.

FUNCTIONS

IDIS functions are accessed by clicking tabs on the menu bar running across the top of the screen and then clicking links listed down the left side of the page. For example, clicking the Plans/Projects/Activities tab displays the screen below:

Links to Activity and Project functions are listed on the left. To create a new project, you would click the Project Add link; to update an existing project, you would click the Project Search link. The functions that each tab on the menu bar accesses are:

Tab	Functions
Plans/Projects/Activities	Activity Project Consolidated Plan Annual Action Plan CAPER
Funding/Drawdown	Activity Funding Drawdown Receipt Section 108 Loan
Grant	Grant Subfund Subgrant Subfund Program Income Subgrant Program Income

Tab	Functions
Grantee/PJ	Grantee/PJ Subordinate Carrying Out Organization
Admin	Admin
Reports	Report

The tabs, functions, and links available to you depend on your security profile. For example, if you're not authorized to perform any Administrative functions, the {Admin} tab will not be displayed. If you are authorized to access the Consolidated Plan, Annual Action Plan, and CAPER functions (which are not covered in this manual), they will be listed after the Project links. If you're not authorized to create new activities, the Add link will not be displayed for the Activity function.

UTILITIES AND LINKS

Also listed on the navigation bar of every page are Utilities and Links:

The screenshot displays the IDIS web application interface. At the top, there is a navigation bar with tabs: Plans/Projects/Activities (highlighted), Funding/Drawdown, Grant, Grantee/PJ, Admin, and Reports. Below the navigation bar, a message states: "You have 52 CDBG and 6 HOME activities that have been flagged. Click here to go to the review page." The main content area is titled "Activity" and contains a "Search Activities" section. The search criteria include: Program (All), IDIS Project ID, Status (All), Activity Name, IDIS Activity ID, Program Year (Select), Grantee/PJ Activity ID, and Activity Owner (ILLINOIS). There are Search and Reset buttons at the bottom of the search form. On the left side, there is a sidebar with a "Utilities" section containing links for Home, Data Downloads, Print Page, and Help. Below the Utilities section is a "Links" section with links for Contact Support, Rules of Behavior, CPD Home, and HUD Home.

The utilities are:

Home – Displays the IDIS Welcome page.

Data Downloads – Displays the Run Data Extract page. For instructions on running data downloads, go to www.hud.gov/offices/cpd/systems/idis/idis.cfm and click on "IDIS OnLine Data Download Documentation."

Print Page – Prints the current page.

Help – Displays a help screen for the IDIS page you are on. If no help is available for that page, a screen titled "IDIS – Integrated Disbursement & Information System" is shown instead.

The available links are:

Contact Support – Provides access to OneCPD “Ask A Question,” the help desk for IDIS.

Rules of Behavior – Displays a document outlining the specific responsibilities and expected behavior of IDIS users.

CPD Home – Displays the Community Planning and Development home page.

HUD Home – Displays the hud.gov page.

Clicking a utility or link does not log you out of IDIS.

FLAGGED HOME ACTIVITIES

Notice the orange banner on the screen print below. It is displayed at the top of every IDIS screen if you have HOME and/or CDBG activities that have been flagged as being at risk:

The screenshot shows the IDIS interface with a navigation bar at the top containing 'Plans/Projects/Activities', 'Funding/Drawdown', 'Grant', 'Grantee/PJ', 'Admin', and 'Reports'. On the left, a sidebar displays user information: 'User ID: C00063', 'User Role: Grantee', 'Organization: ILLINOIS', and a '- Logout' link. Below this are sections for 'Activity' (with links for Add, Search, Search HOME, Review, and CDBG Cancellation) and 'Project' (with links for Add and Search). The main content area features an orange banner stating: 'You have 52 CDBG and 6 HOME activities that have been flagged. Click [here](#) to go to the review page.' Below the banner is the 'Activity' section with a 'Search Activities' form. The search criteria include a 'Program' dropdown set to 'All', an 'IDIS Project ID' text input, a 'Status' dropdown set to 'All', an 'Activity Name' text input, and an 'IDIS Activity ID' text input.

Clicking the link in the banner displays the Review Activities screen, which is covered in detail in Chapter 4. If no activities have been flagged, neither the message nor the Activity Review link is shown.