

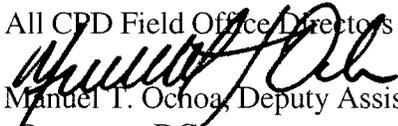


U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

OFFICE OF COMMUNITY PLANNING  
AND DEVELOPMENT

JAN 15 2009

MEMORANDUM FOR: All State CDBG Grantees  
All CPD Field Office Directors

FROM:   
Manuel T. Ochoa, Deputy Assistant Secretary for Grant  
Programs, DG

SUBJECT: Guidance for States in Providing Grantee Names by Activity for  
Generation of the PER from the Re-Engineered IDIS

One of HUD's goals in developing the re-engineered Integrated Disbursement and Information System (IDIS) has been to provide states the ability to generate the Performance and Evaluation Report (PER) from the system. An essential part of this capability is that the unit of general local government which receives a Community Development Block Grant (CDBG) program grant from the state must be identified for each activity. In order for the system to generate the PER for prior grant years, this data must be entered into IDIS. This memorandum provides an option for states to provide this data to HUD from their own systems for automated upload to IDIS.

The attached guidance provides some background concerning the need for this data along with a format and specifications for submitting it electronically to HUD. We emphasize that submission of this data is optional. Alternatively, states may choose to enter this prior year data manually if they wish to generate the PER from IDIS. Once the re-engineered system is released, HUD will announce the mandatory use of the system-generated PER for the current and future program years. For prior year grants, states will continue to have the option to submit PERs as they have done in previous years.

Data submissions will be uploaded to IDIS following a state's conversion to the re-engineered system. States and field offices will be notified at least 30 days prior to conversion and HUD will request submission of the data file at that time. Questions concerning this guidance may be referred to James McCann at 202-402-2180 or [james.p.mccann@hud.gov](mailto:james.p.mccann@hud.gov).

Attachment

## Guidance for States in Identifying Units of Local Government as Grantees in IDIS

### Background

In the memorandum for State CDBG Grantees dated August 20, 2008, HUD provided information in preparation for the release of the re-engineered Integrated Disbursement and Information System (IDIS). States were advised that HUD would seek assistance in populating data identifying the state's local government grantees for prior years. This guidance provides specific instructions for supplying this data.

The re-engineered IDIS will be designed to provide states with the ability to generate their Performance and Evaluation Report (PER) directly from the system for current and prior grant years. An essential part of this capability is that the unit of general local government which receives a CDBG grant from the state must be identified for each activity. The legacy IDIS does not include a dedicated data element which identifies these local government grantees. States may have identified the local government grantee in one of several fields (e.g. Activity Name, Activity Description, Address, etc.) but this has not been done consistently across all states, often varies within a state, and sometimes does not actually specify the local government's name at all. Likewise, a particular locality may have several variations of its name entered in IDIS (e.g. Springfield; City of Springfield; Springfield, City of) or be entered with typographical errors.

In the re-engineered IDIS, the name of the local government will be a required data element and the system-generated PER will be mandatory for grant years going forward. Those states which wish to use the re-engineered system to generate the PER for prior year grants will need to provide for each activity the name of the local government which has received the grant which funds that activity. HUD cannot reliably extract this information from existing IDIS data due to the reasons mentioned above. It is likely that states may have the required information already entered into state systems outside IDIS. HUD will be able to upload this information electronically from data supplied by the states.

For those states which wish to take advantage of the option to generate PERs for prior year grants from IDIS, HUD will undertake to eliminate the initial data entry requirement for states to enter the local government names. In order to provide this service, HUD is requesting states to provide a spreadsheet in Excel format which will include, at a minimum, the state abbreviation, the IDIS activity number, and the name of the unit of local government. HUD will use this file to upload the name of the local government into the corresponding field of the re-engineered system. The spreadsheet requested also includes some columns for optional additional data elements which, if available from the state's system, will assist in data verification and reduce the level of effort for data cleanup.

Excel Spreadsheet Requirements

The Excel spreadsheet format below specifies the data requested by HUD as follows:

- **State Code – (required)** this is the 2-letter abbreviation for the state (e.g. CO for Colorado) and will be identical for all activities reported by the state
- **Activity ID – (required)** this is the IDIS Activity Number unique to each activity within a state
- **Local Government Name – (required)** the name of the local government which received the grant from the state which funds this activity
- **Address – optional** data for verification of local government identity. This appears in 4 sub-fields: Address 1, City, State, Zip. States should provide this information if available in order to assist in resolving questions concerning the identity of the local government (e.g. which “Union Township” of several within the state?)
- **EIN/TIN – another optional** data element. This is the IRS-assigned Employer Identification Number for the local government undertaking the activity. It is NOT the number for a sub-grantee or non-profit carrying out the activity. States should provide this information if available for each activity. It will provide an additional source for verification of the local government entity.

Note that the only data element to be uploaded to IDIS from this submission is the Local Government Name. The State Code and Activity ID specify the activity to be updated and the optional Address and EIN/TIN are strictly for data verification if necessary.

|         | Required                               | Required                    | Required                        | optional      |               |                     |          | optional                                   |
|---------|--|-----------------------------|---------------------------------|---------------|---------------|---------------------|----------|--|
| Fields  | <b>State Code</b>                      | <b>IDIS Activity ID</b>     | <b>Local Government Name</b>    | Address (1)   | City          | State               | Zip      | <b>EIN/TIN</b>                             |
| Format  | 2 char state abbrev                    | Max 12 digits               | Max 100 chars                   | Max 100 chars | Max 100 chars | 2 char state abbrev | 5 digits | 9 digits                                   |
| Content | <b>default to state sending report</b> | <b>IDIS activity number</b> | <b>Name of UGLG rcvng grant</b> | address       |               |                     |          | EIN for local govt. rcvng grant from state |