

IDIS Online Refresher/Update

“Keeping Up with IDIS ”



SPONSORED BY:
**FLORIDA COMMUNITY DEVELOPMENT
ASSOCIATION**
TAMPA 2018 CONFERENCE

Presented by: Pam Buchenauer Consulting

IDIS ONLINE





TODAY'S TOPICS

- IDIS Online Highlights - Good to Know
 - Some overall FYI
 - Specifics for Program Areas
 - Community Development Block Grant (CDBG)
 - HOME Investment Partnerships (HOME)
 - Emergency Solutions Grants (HESG)
 - Housing Opportunities for Persons with AIDS (HOPWA)
- FIFO to Grant-Based Accounting- put in place
- eConsolidated Plan to CAPER- Heads Up

IDIS ONLINE



IDIS ONLINE- THE BASICS

Stands for:

**Integrated Disbursement
and
Information System**

IDIS ONLINE



Who should be familiar with IDIS Online? Why?

Who?

- Directors
- Program Managers/Specialists
- Financial Managers/Specialists
- Program Monitors
- Data Manager/Specialists
- Administrators

Why?

Answer:
Familiarity offers an opportunity to understand the input & reporting needs process, challenges. It's a management tool showing project and activity progress of program specific IDIS entered data that is also required by HUD for their Congressional Reporting.

IDIS ONLINE



IDIS ONLINE

- IDIS Online is a web application providing
 - financial disbursement
 - tracking and reporting on the CPD formula grant programs, Section 108 Loan Guarantee and Housing Trust Fund plus Competitive Grants, Consolidated Plan
 - as well as ARRA:CDBG-R, HPRP and TCAP
- Purpose: enable HUD grantees to drawdown program funds held by the US Treasury and report on the activities and accomplishments as outlined in the Consolidated Plan

IDIS ONLINE



ORGANIZING FOR IDIS ONLINE

IDIS Online Procedures Manual and avoid...



IDIS ONLINE





IDIS ONLINE & TRAINING

Training Resources

Training Options

UAT

IDIS ONLINE



TRAINING RESOURCES

- IDIS for CDBG Entitlement & State Manuals most recent 1/2016
- Updated IDIS for HOME Manual- 1/2018
- Updated IDIS for Emergency Solutions Grants Manual 2/2018 (with list of what's changed: 6.1 GBA, 8.2 Revising Vouchers, new MicroStrategy Reports)
- IDIS for HOPWA Manual most recent 1/2016

IDIS ONLINE



RESOURCES

WEBINAR RESOURCES

- IDIS for CDBG Entitlement and State Grantees Training coming soon-released in modules
- Ongoing webinars
 - IDIS for HOME- various
 - IDIS for ESG- Using IDIS for ESG Financial Management, Revising ESG Vouchers

• CDBG Program Guidance

- Methods for returning different types of funds March 22, 2017
- PR26 CDBG Financial Summary Trouble Shooting Guide March 2017
 - Special notice RE: new origin year expenditure test eff 2015
 - AD cap at 20% a two part test
 - Use PR26 Activity Summary by Select Grant

IDIS ONLINE



USING IDIS ONLINE for TRAINING

- User Acceptance Training Area (UAT)
 - How: Need an IDIS ID- apply to HUD HQ
 - Google: HUD IDIS UAT for IDIS Online Account form
 - IDIS password for UAT
 - Call HUD National Help Desk 1-888-297-8689 (Option 3)
 - UAT Password request-may take 24 hours for ticket processing
 - Where:
 - Google- HUD IDIS and select HUD Exchange result
 - Select “Training and Testing on UAT Test Servers”
 - Next screen select “UAT Training Login”

IDIS ONLINE



UPDATED IDIS ONLINE RESOURCES

- IDIS OnLine Quick Tips User Guide
- IDIS OnLine Reports User Guide
- IDIS OnLine Data Download Documentation-revised
- Program Guidance- discussed earlier

IDIS ONLINE



IDIS ONLINE: THE LAYOUT

The Layout & What's Changed?

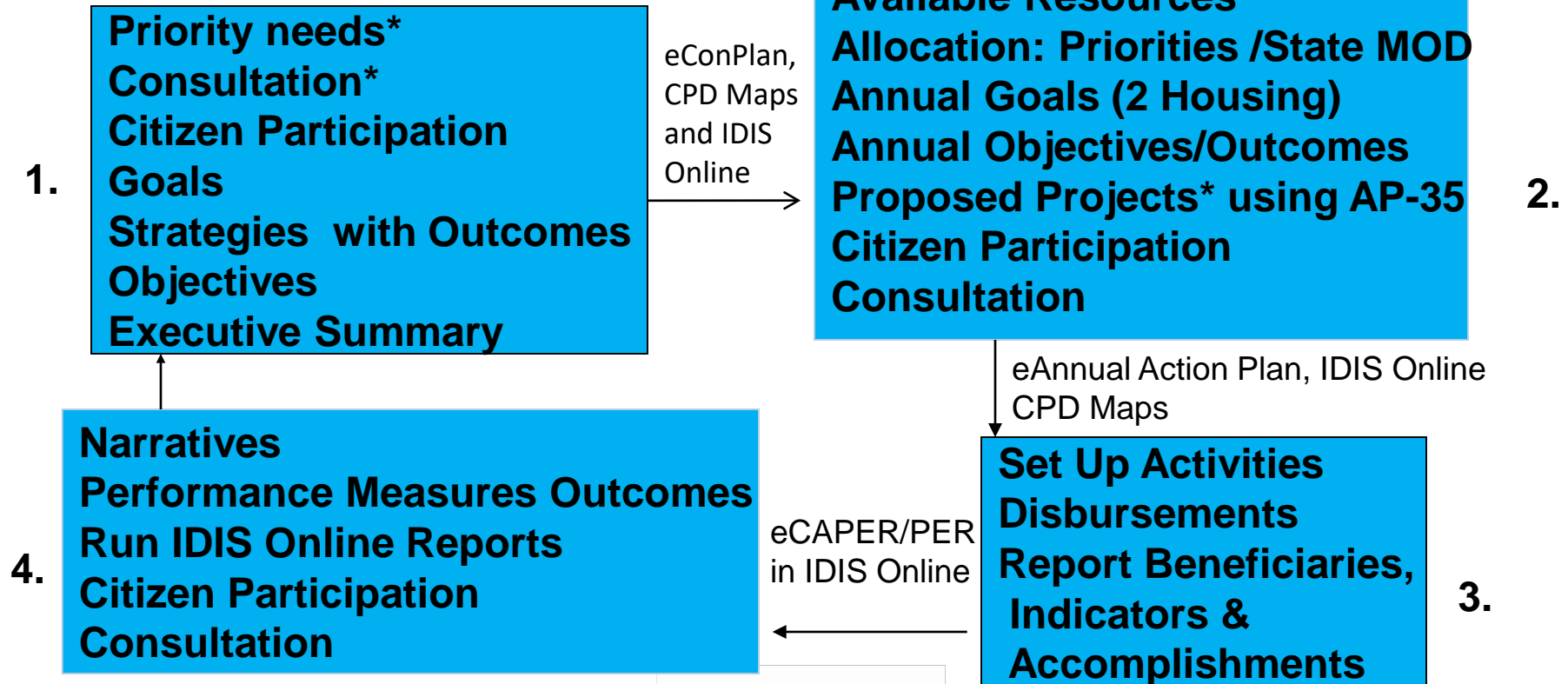
IDIS ONLINE



Consolidated Plan Process & IDIS Online

Consolidated Plan

Annual Action Plan



CAPER/PER
IDIS ONLINE



Program Year

IDIS ONLINE

Question: What's Changed?

Answer: A Few Things !!!

Transition from FIFO and Grant based Accounting

Managing Transition from FIFO to Grant Based Accounting

Program Income- Varies between CDBG & HOME and fund years

PA subfund for HOME

Housing Trust Fund added

Section 108 Loan Guarantee-as of 2013

Local Accounts-as of 2015

New or modified IDIS Reports-ongoing

Consolidated Plans, Annual Action Plan and CAPER-all in IDIS now

IDIS ONLINE





Projects

Need to Know



Projects are...

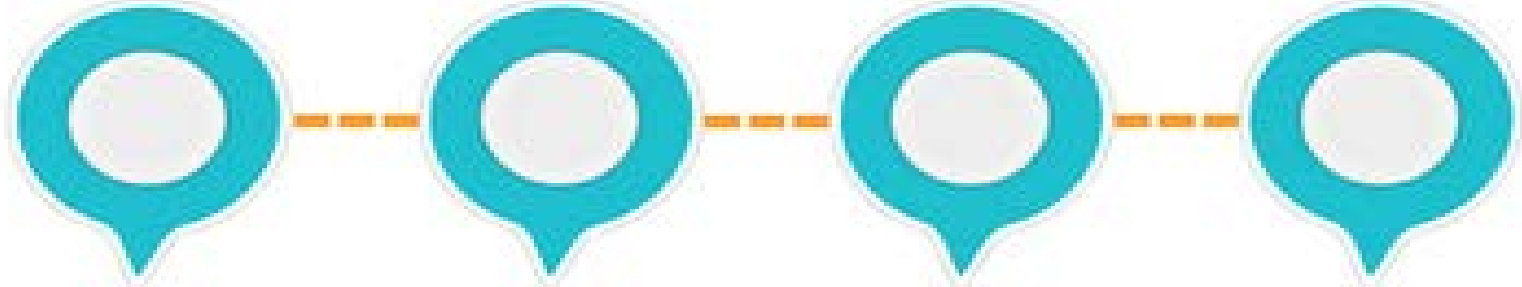
- ✓ Projects are high-level descriptions of what the grantee/PJ proposes to accomplish with CPD funds over the next year.
- ✓ Entered into eAnnual Action Plan on **AP35- Projects*** screen.
- ✓ Chief mechanism for organizing and tracking related activities from Annual Action Plan to the CAPER/PER and then connecting back to the Con Plan.
- ✓ There are some **program** specific required naming conventions and benefits to also using local naming conventions.

IDIS ONLINE



IDIS Procedures Manual

Organize Project & Activity Set Up by:



Programs

Naming

Activity

Specific

Conventions

Category

Activity

Matrix Codes

Details

Tenure Types

IDIS ONLINE



PROJECTS- NO

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Community Development Systems
Integrated Disbursement & Information System (IDIS) IDIS version 11.0.3_4160

User ID: C15273
User Role: Grantee
Organization: SAN FRANCISCO
[Logout](#)

Activity
[Add](#)
[Search](#)

Project
[Add](#)
[Search](#)
[Copy](#)

Utilities
[Home](#)
[Data Downloads](#)
[Print Page](#)
[Help](#)

Links
[PDF Viewer](#)
[Support](#)
[CPD Home](#)
[HUD Home](#)

Projects/Activities | **Funding/Drawdown** | **Grant** | **Grantee/PJ** | **Admin** | **Reports**

Project

Add Project

|

***Indicates Required Field**
Grantee/PJ Name: SAN FRANCISCO

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"/>
Total		\$ 0.00

|

Project Process:
The PY
Project Title
Gr/PJ Project ID-optional
Description
Funding



PROJECTS-YES

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

TRAINING

IDIS 11.15.0_TRA

Community Development Systems

Integrated Disbursement & Information System (IDIS)

User: C15273
Role: Grantee
Organization:

- Switch Profile
- Add Profile
- Logout

- Activity**
- Add
 - Search
 - Search HOME/HTF
 - Review
 - CDBG Cancellation

- Project**
- Add
 - Search
 - Copy

- Consolidated Plans**
- Add
 - Copy
 - Search

- Annual Action Plans**
- Add
 - Copy

Plans/Projects/Activities

Funding/Drawdown

Grant

You have 1 CDBG activities that have been flagged. Click on the number to go to the review page.

Annual Action Plan (2016-1)

AP-35 Projects - 91.220(d)

Close

* Indicates Required Field

*Introduction:

Based on lower funding levels and increasing needs, the activities described herein will be funded at lower levels, or in some cases fewer activities based on t
Except for the HOPWA EMSA, City of Tampa allocates investments geographically within its jurisdictional boundaries based on priority needs criteria outlined
allocations are within west central Florida EMSA based on HIV/AIDs populations. The priorities in the allocation of the resources the City expects to receive ar
census tracts qualify as meeting the low-moderate income criteria as provided in 24 CFR 570.208 (a), (1), (ii). Projects that must meet area low-moderate inc
tracts. The primary distribution of the population benefiting from the federally funded programs will be City-wide, and in most cases, extremely low, low, and
handicapped or homeless persons will be served. The City's housing programs are located on scattered sites throughout the City. The priority community dev
be throughout the City. All programs are listed below.

Projects

Sort*	Project Title	Action
1	Alpha House Public Service	View

PROJECTS

- DO NOT use from Plans/Projects/Activities Tab at 'Project' in IDIS
- DO use 'Action Plan' AP-35 Projects screen from eConPlanning Suite or 'Consolidated Plan' if 1st Year of CP. These projects will automatically populate in IDIS projects*. States have different timing due to MOD.

Projects vs. Activity

File cabinet = Plan Year
Project = File Drawer
Activity = File Folder

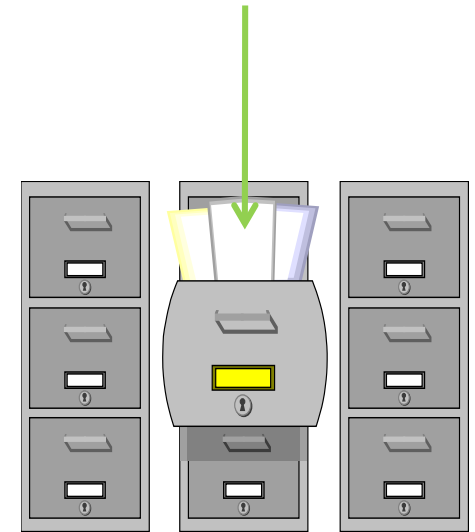


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IDIS OnLine

Activity Setup



ACTIVITIES

- Each activity is set up under one of the projects in an Annual Action Plan.
- At the activity level grantees supply HUD with details about the work they will carry out to meet project goals.
- Understanding the scope of the activity is crucial.
- Activity information includes activity name, location, estimated cost, proposed accomplishments, and program-specific data.

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IDIS ACTIVITY SETUP

IDIS OnLine Activity set up is like packing for vacation. If you do not know what you'll be doing on vacation may not pack the right things.



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CDBG

Activity Setup

IDIS ONLINE



CDBG –ADD ACTIVITY

Scope of the Activity-A good rule of thumb is to ask the question, “How many activities are necessary to document compliance with the selected national objective?”



CDBG ACTIVITY SET UP

- ACTIVITY SCENARIO—SINGLE FAMILY REHAB PROGRAM
 - 10 Rehabs
 - INCOME -LOW & EXTREMELY LOW
 - 2 YEARS TO DO THESE REHABS (2017 & 2018)
 - ACTIVITY NOT COMPLETED UNTIL 2019
- ACTIVITY SCENARIO—MULTI-UNIT REHAB PROGRAM
 - 10 Rehabs
 - INCOME -LOW & EXTREMELY LOW
 - 2 YEARS TO DO THESE REHABS (2017 & 2018)
 - ACTIVITY NOT COMPLETED UNTIL 2019
- It's all about the correct Matrix Code and National Objective!

IDIS ONLINE



New
May
2018

New CDBG Housing Matrix Codes

- 13A -Housing Counseling, under 24 CFR 5.100, for Homeownership Assistance (13B)
- 13B-Homeownership Assistance-excluding Housing Counseling under 24 CFR 5.100
- 14K-Housing Counseling, under 24 CFR 5.100, Supporting HOME Program Assistance Housing Activities
- 14L-Housing Counseling, under 24 CFR 5.100, in Conjunction with CDBG Assisted Housing Rehab

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CDBG ACTIVITY SET UP 101

- Public Facilities and Improvements
 - Use most specific matrix code-see Appendix A
 - 03 to be eliminated and 03Z added
 - Streets matrix code description 03K changed
 - Report accomplishments when benefit realized
- LMA and Using Census Data
 - To enter census tract(s) must 'save page' first to get the radio button and be sure to click 'Calculate % LMI'
- LMJ- remember report jobs only first time, in year hired, track part timers in hours vs. FTE, but count performance measures by jobs/person



LMA CENSUS DATA SET UP DETAIL P.3

National Objective:
LMA

Service Area is City or County-wide

*Area Benefit Data

County Code	Add/Edit Census Tracts	Delete
011	<input type="radio"/>	<input type="checkbox"/>

Total Number Low/Mod: (tip)
1110

% Low/Mod:
56.92

Total Low/Mod Universe Population: (tip)
1950

*LMISD Date: (tip)
08/04/2017



Data Used for Calculations: (tip)
Capped

Ready to Fund:
Yes

| | |

1. Select County Code-Save Page
2. CT & BG-make selection(s) & return
3. Calculate % Low/Mod
4. If all else needed is entered it's ready to fund

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MORE ACTIVITY DETAILS

- Public Service Activities- often LMC
 - Matrix code 05 eliminated in May and new are 05Y Homeownership Assistance supports HB DPA 05R,05X Housing Information & Referral and 05Z- other Public Services
 - Strive to report unduplicated persons served and not units of service
 - There are presumed benefit categories-use referenced income level not Moderate as default

Abused children	Extremely low income
Battered spouses	Low income
Severely disabled adults	Low income
Homeless persons	Extremely low income
Illiterate adults	Low income
Persons with AIDS	Low income
Migrant farm workers	Low income
Elderly	Senior center – Mod income Not center based – Low income

MORE CDBG ACTIVITY SET UP

Code Enforcement-

- ✓ Note matrix code 15 definition

Performance Measurement Fields:

- Housing Units receiving violations
- Housing Units where code violations have been corrected using CDBG funds
- Housing Units where code violations have been corrected by the owner
- Housing Units where code violations have been corrected using other funds
- DESCRIBE specific public and private improvements or services provided in the code enforcement area

- ✓ Add Activity IDs code corrections tracked

IDIS ONLINE



General Admin vs. Program Delivery Costs

- Understand the difference between general administrative costs(21A)and
- program delivery costs(14H for CDBG/other or 14J for HOME)

Housing Admin & Services

- Housing Rehabilitation Administration 14H
- Housing Services 14J

Activity	Project Costs paid with...	Report Accomplishments in IDIS?
Housing Rehab Admin (14H)	CDBG	Reported Under Other Activities
Housing Rehab Admin (14H)	Non-CDBG	YES
Housing Services (14J)	HOME	YES



CDBG

Activity Funding Drawdown

IDIS ONLINE



CDBG ACTIVITY FUNDING

Activity Owner:
FORT LAUDERDALE, FL

Program Year/Project:
2017/16

IDIS Activity ID:
2407

Total Funded:
\$0.00

Activity Name:
TEST 17C Brightwood Streets- PF & I

Total Drawn:
\$0.00

Funding Source Pre-2015

Program	Grant Year (tip)	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
CDBG	Pre-2015	EN	HUD	MC	FORT LAUDERDALE, FL	\$280,766.03	\$0.00	\$0.00

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount
<input type="text"/>	\$ <input type="text"/>	\$0.00
<input type="button" value="Add Grant Year"/>		

All available pre-2015 funds=FIFO

Funding Source

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
CDBG	2015	EN	HUD	MC	FORT LAUDERDALE, FL	\$353,572.50	\$0.00	\$0.00
CDBG	2016	EN	HUD	MC	FORT LAUDERDALE, FL	\$67,922.75	\$0.00	\$0.00
CDBG	2017	EN	HUD	MC	FORT LAUDERDALE, FL	\$542,876.00	\$0.00	\$0.00

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2015	\$ <input type="text"/>	\$0.00
2016	\$ <input type="text"/>	\$0.00
2017	\$ <input type="text"/>	\$0.00

2015 and after: only funds for each year available=
Grant Based Accounting

NOTE: Follows what is in AAP. Funding can be from both pre-2015 and 2015 and later grant funds. Grantees now need to manage committing and drawing 2015 and later grant funds.

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CDBG FIFO vs. GBA

- Pre-2015 Funds: Any funds from 2014 and prior years when selected at activity funding will fund with oldest year funds first = First in First Out(FIFO).
- 2015 and later Funds Grant Based Accounting(GBA): You will select which year funds will be used for this activity per AAP. This is grant based accounting. If not committed and drawn will not be expended.
- Note: can fund with both pre-2015 and 2015 & later funds.

CDBG ACTIVITY FUNDING

Return to Add-Edit Funding | Save | Cancel

Activity Owner:
FORT LAUDERDALE, FL

IDIS Activity ID:
2407

Activity Name:
TEST 17C Brightwood Streets- PF & I

Program Year/Project:
2017/16

Total Funded:
\$530,766.03

Total Drawn:
\$0.00

Shows Total Funding FIFO and GBA

Funding Source Pre-2015

Program	Grant Year (tip)	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
CDBG	Pre-2015	EN	HUD	MC	FORT LAUDERDALE, FL	\$0.00	\$280,766.03	\$0.00

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount
2014	\$ 280,766.03	\$0.00

Add Grant Year

FIFO

Funding Source

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
CDBG	2015	EN	HUD	MC	FORT LAUDERDALE, FL	\$103,572.50	\$250,000.00	\$0.00
CDBG	2016	EN	HUD	MC	FORT LAUDERDALE, FL	\$67,922.75	\$0.00	\$0.00
CDBG	2017	EN	HUD	MC	FORT LAUDERDALE, FL	\$542,876.00	\$0.00	\$0.00

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2015	\$ 250,000.00	\$0.00
2016	\$	\$0.00
2017	\$	\$0.00

Grant Based Accounting

Return to Add-Edit Funding | Save | Cancel

IDIS ONLINE



CDBG ACTIVITY DRAWDOWN

Voucher shows:

- line item by grant year of draw (pre-2015 funds actual grant Year: 2014 and the draw on 2015 grant funds:2015)
- all on one voucher.

Be certain financial staff handling draws understands the change in drawdowns with FIFO and GBA. Especially if handle CDBG & HOME.

Drawdown

Create Voucher - Page 4 of 4 (View)

• Voucher created successfully

[Return to Create Voucher](#)

Voucher Created For:
FORT LAUDERDALE, FL

IDIS Voucher #:
6138961

Activity Owner:
FORT LAUDERDALE, FL

Created By:
C15273

Requested LOCCS Submission Date:

Creation Date:
04/13/2018

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	2407	TEST 17C Brightwood Streets- PF & I	CDBG	2014	B14MC120005	EN	HUD	MC	FORT LAUDERDALE, FL	N	\$280,766.00
2	2407	TEST 17C Brightwood Streets- PF & I	CDBG	2015	B15MC120005	EN	HUD	MC	FORT LAUDERDALE, FL	N	\$20,000.00
Total											\$300,766.00

[Return to Create Voucher](#)

IDIS ONLINE



CDBG REVISION* OF DRAWDOWN VOUCHER

- Pre-2015 remains the same: able to revise draws with explanation between other Pre-2015 activities having the same funding source(EN) and sufficient funds.
- 2015 and later: can **only** revise a voucher to another activity in that same grant year and funding source with sufficient funds.

Note: CDBG grant funds from Treasury must be expended within 8 years (Nat'l Defense Authorization Act of 1991) or be recaptured by end of Federal Fiscal year.

* All revisions must have justification

IDIS ONLINE



CDBG RECEIPTS AND USE OF RECEIPTED FUNDS PROGRAM INCOME LOCAL ACCOUNT

IDIS ONLINE



RECEIPT of LOCAL ACCOUNT FUNDS

Receipt

View Receipt

* GRANT SPECIFIC REPAYMENT TO LOCAL ACCOUNT Receipt posted. Note Receipt # 5251135 and grant # B-15-MC-12-0005.

Return to Add Receipt Menu | View Activities

Receipt Created For:
FORT LAUDERDALE

Receipt Status:
Original

Receipt Number:
5251135

Associated Grant #:
B-15-MC-12-0005

Receipt

Program:
CDBG

Receipt Type:

Program Year of Receipt:
2017

Description:

Source Type:
MC

Total Amount:
\$100,000.00
Matrix Code:
17C

Fund Type:
LA

IDIS Activity ID:
2361

Recipient	Source Name	Source Type	Grant Year	Fund Type	Drawn Amount	Previous Local Account Repayments	Remaining Balance	Local Account Repayment	Receipt Amount	Grantee Receipt #
FORT LAUDERDALE	HUD	MC	2015	LA	\$100,000.00	\$100,000.00	\$0.00		\$100,000.00	2018#1 2015
									Total: \$100,000.00	

Comments:

Per FO: ineligible activity use LA receipt

\$100,000 LA Funds receipted due to ineligible costs found in monitoring.



CDBG and LA RECEIPT

Local Accounts(LA) = repayment receipt fund (LA fund) type added into IDIS. Repayment for ineligible use of (only EN) funds local account to be used by other eligible CDBG activities. Used especially for the grant funds that cannot be returned to the line of credit because the origin year is past the statutory 8 years time limit for use.

-Associated with a specific year

-NOT for: PI, RL or State RF

- When: Sept 2014, added to track the repayment and the reuse of the repayments by grant year. Previously, these funds were not systematically tracked in IDIS.

I-DIS reports such as PR01, PR09, and PR26 have been updated to include LA funds.

IDIS ONLINE



RECEIPT OF LOCAL ACCOUNT(LA) & PROGRAM INCOME(PI)

LA Receipted: as necessary per CDBG guidance/FO

Receipted PI: as received and at least every 30 days,

Plans/Projects/Activities | Funding/Drawdown | Grant

You have 12 CDBG activities that have been flagged. Click on the number to go to the review page.

Receipt

Edit Receipt

Save | Return to Search Receipts | View Activities

*Indicates Required Field

Receipt Created For: FORT LAUDERDALE | Receipt Status: Modified

Receipt Number: 5251135 | Associated Grant #: B-15-MC-12-0005

Receipt

Program: CDBG | Receipt Type:

Program Year of Receipt: 2017 | Description:

Source Type: MC | **IDIS Activity ID: 2361**

Fund Type: LA | Matrix Code: 17C - CI Building Acquisition, Construction, Rehabilitation

*Amount: \$100000.00

Comments: Per FO: ineligible

Amount & ineligible costs Activity that caused the LA

Receipt

View Receipt

PROGRAM INCOME Receipt posted. Note Receipt # 5251133 and Grant # B-17-MC-12-0005.

Return to Add Receipt Menu | View Activities

Receipt Created For: FORT LAUDERDALE | Receipt Status: Original

Receipt Number: 5251133 | Associated Grant #: B-17-MC-12-0005

Receipt

Program: CDBG | Receipt Type:

Program Year of Receipt: 2017 | Description:

Source Type: MC | **IDIS Activity ID: 2407**

Fund Type: PI | Matrix Code: 03K

Amount: \$1,000.00

Grantee Receipt #:

Comments: PI from

Indicate activity that generated the PI and note in comments if more than one

CREATING A VOUCHER

NOTE: PI is available in CDBG draw process and will automatically substitute PI for EN previously funded activity funds. NO LA shows! Must manually fund.

Drawdown

Create Voucher - Page 2 of 4 (Drawdown Amounts)

Return to Select Activities | Confirm Voucher | Cancel Voucher

Activity 1 of 1

IDIS Activity ID: 2407

Activity Name: TEST 17C Brightwood Streets- PF & I

Voucher Created For: FORT LAUDERDALE, FL

Grantee/PJ Activity ID: 17C PFI 78666

Activity Owner: FORT LAUDERDALE, FL

Available Drawdown Amounts for This Activity

Recipient Name	Program	Grant Year/ Program Year of Receipt	Fund Type	Source Name	Source Type	Prior Program Year	Funded Amount	Available to Draw	Drawdown Amount
FORT LAUDERDALE, FL	CDBG	2015	EN	HUD	MC	N	\$250,000.00	\$230,000.00	\$ <input type="text" value="0"/>
FORT LAUDERDALE, FL	CDBG	All	PI	HUD	MC	N	\$1,000.00 Automatically increased to match ALL EN funded amount. Draws in excess of the current/actual PI funding will AUTOMATICALLY increase the PI funding level and decrease the EN funding. The grantee must disburse its PI in accordance with the regulatory guidance for each respective program. Draws against this amount will reduce funding of the most recent grant funding first.	\$1,000.00 The combined EN + PI drawdown amount must not exceed the original total available-to-draw amount of \$230,000.00	\$ <input type="text" value="0"/>

Confirm Voucher | Previous Activity | Next Activity

Progress by Activity ID

Entered: Not Entered: 2407 (#1)
Invalid:

Return to Select Activities | Confirm Voucher | Cancel Voucher



CHECK:ACTIVITY FUNDING SHOWS LA FUNDS

NOTE:Must proactively fund the activity with the LA (for that years funds). Reduce EN funds by amount of LA funds to be used.

Activity Funding

Edit Activity Funding

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

*Indicates Required Field

Activity Owner:
FORT LAUDERDALE, FL

IDIS Activity ID:
2407

Activity Name:
TEST 17C Brightwood Streets- PF & I

Program Year/Project:
2017/16

Total Funded:
\$530,766.03

Total Drawn:
\$300,766.03

Funding Sources

Recipient Name:

All Recipients

Program:

All Programs

Fund Type:

All Fund Types

[Filter](#) | [Reset Filter](#)

Available Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
FORT LAUDERDALE, FL	CDBG	EN	HUD	MC	\$714,371.25	\$530,766.03	\$300,766.03	Add-Edit View
FORT LAUDERDALE, FL	CDBG	LA	HUD	MC	\$100,000.00	\$0.00	\$0.00	Add-Edit View
FORT LAUDERDALE, FL	CDBG	PI	HUD	MC	\$1,000.00	\$0.00	\$0.00	Add-Edit View

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

IDIS ONLINE



STEP 1. EN FUNDS ADJUSTED

Activity Owner:
FORT LAUDERDALE, FL

IDIS Activity ID:
2407

Activity Name:
TEST 17C Brightwood Streets- PF & I

Program Year/Project:
2017/16

Total Funded:
\$530,766.03

Total Drawn:
\$300,766.03

Funding Source Pre-2015

Program	Grant Year (tip)	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
CDBG	Pre-2015	EN	HUD	MC	FORT LAUDERDALE, FL	\$0.00	\$280,766.03	\$280,766.03

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount
2014	\$ 280,766.03	\$280,766.03

Add Grant Year

1. Changed EN 2015 funds from \$250,000 to \$150,000 to allow use of \$100,000. LA Funds. While keeping the total amount of funding for the activity the same \$530,766.03.

Funding Source

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
CDBG	2015	EN	HUD	MC	FORT LAUDERDALE, FL	\$103,572.50	\$250,000.00	\$20,000.00
CDBG	2016	EN	HUD	MC	FORT LAUDERDALE, FL	\$67,922.75	\$0.00	\$0.00
CDBG	2017	EN	HUD	MC	FORT LAUDERDALE, FL	\$542,876.00	\$0.00	\$0.00

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2015	\$ 150,000.00	\$20,000.00
2016		\$0.00
2017		\$0.00

Return to Add-Edit Funding | Save | Cancel

IDIS ONLINE



STEP 2. LA FUNDS MANUAL FUNDING

Plans/Projects/Activities Funding/Drawdown Grant Grantee/PJ Report

You have 8 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity Funding

Add-Edit Funding Line Item

• Activity funded successfully.

[Return to Add-Edit Funding](#) | [Save](#) | [Cancel](#)

Activity Owner:
FORT LAUDERDALE, FL

Program Year/Project:
2017/16

IDIS Activity ID:
2407

Total Funded:
\$530,766.03

Activity Name:
TEST 17C Brightwood Streets- PF & I

Total Drawn:
\$0.00

Funding Source									
Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount	
CDBG	2015	LA	HUD	MC	FORT LAUDERDALE, FL	\$0.00	\$100,000.00	\$0.00	

Current Funding for xFIFO

Grant Year (tp)	Funded Amount	Drawn Amount
2015	\$ 100,000.00	\$0.00

[Return to Add-Edit Funding](#) | [Save](#) | [Cancel](#)

LA Funds replaced the \$100,000 EN funds reduced first.

IDIS ONLINE



STEP 3: THE DRAWDOWN

Plans/Projects/Activities

Funding/Drawdown

\$104,000 draw voucher created.

- \$ 3,000 EN,
- \$100,000 LA
- \$ 1,000 PI

You have 8 CDBG activities that have been flagged. Click on the number to go to the review page.

Drawdown

Create Voucher - Page 3 of 4 (Confirmation)

• Click "Generate Voucher" to complete voucher creation

Generate Voucher | Cancel Voucher

Voucher Created For:
FORT LAUDERDALE, FL

Requested LOCCS Submission Date:

(mm/dd/yyyy)

Activity Owner:
FORT LAUDERDALE, FL

Voucher Line Items

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year/ Program Year of Receipt	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	2407	TEST 17C Brightwood Streets- PF & I	CDBG	2015	EN	HUD	MC	FORT LAUDERDALE, FL	N	\$3,000.00
2	2407	TEST 17C Brightwood Streets- PF & I	CDBG	2015	LA	HUD	MC	FORT LAUDERDALE, FL	N	\$100,000.00
3	2407	TEST 17C Brightwood Streets- PF & I	CDBG	2017	PI	HUD	MC	FORT LAUDERDALE, FL	N	\$1,000.00
Total										\$104,000.00

Generate Voucher | Cancel Voucher

Note: With LA the funding of the original ineligible activity or cost is not changed.

IDIS ONLINE



THE RE-USE OF LA FUNDS FOR CDBG

- Fund and draw LA funds for new or existing activities
- The LA funds were originally associated with a specific grant year. The re-use of those funds will be associated with that same grant year.
- Grantee must disburse LA funds prior to drawing additional CDBG grant funds





HOME

IDIS ONLINE





HOME TENURE TYPE

Rental

HOME BUYER

HOME OWNER

TENANT-BASED RENTAL ASSISTANCE

-CHDO Activity

-Multi-Address

Administration Activity



ACTIVITY SETUP KEY POINTS

- Setup and completion forms (not required, but helpful)
- Definition of HOME Project per regulations
- Is it multi-address?
- Is it a Community Housing Development Organization(CHDO) activity?
- Activity Type
 - Homeowner Rehab Chapters 10 & 11
 - Homebuyer- Chapters 8 & 9
 - Rental- Chapters 6 & 7
 - Tenant Based Rental Activity- Chapter 12
 - AD/CC/CO Only- Chapter 13
- Funding Certification



IDIS Online Process

Project Phase	IDIS Task	Note
Action Plan/Budgeting	Add Project (eAAP)	Now part of Action Plan template on AP-35
Commitment: Written Agreement Financing Secured Underwriting Complete	Add Activity	May need to adjust subfunds /subgrants
	Fund Activity	
As Pay requests come in	Drawdown Funds	Use Program Income first and Local Account Funds
Meets definition of Project Completion	Complete Activity	Complete in IDIS within 120 days of Final Draw
Affordability monitoring	- None -	Provide tenant data for vacant units, if applicable

IMPORTANT HOME CONCEPTS

- Definition of a HOME Project (= Activity in IDIS)
 - Common ownership, management, financing
 - Assisted as a single undertaking
- Definition of a Commitment- changed in Final Rule
 - √ Legally binding, written agreement
 - √ All necessary financing has been secured
 - √ Budget and schedule has been established
 - √ Underwriting and subsidy layering completed
- Definition of Project Completion
 - Refer to HOME Final Rule

2012 & 2013

APPROPRIATION-SPECIFIC

- Involuntarily Terminated: Must be completed within four years of the date the written agreement is executed.
- Before entering into a legally binding written agreement
 - underwrite the project or evaluate the underwriting of another funder
 - assess the development capacity and fiscal soundness of the developer
 - examine neighborhood market conditions to document adequate need
- Convert homebuyer units to a HOME-assisted rental unit, or repay the HOME investment, if not sold within 6 months of construction completion
- For CHDOS- own deadline
 - CHDO has paid staff with demonstrated development experience and staff has experience developing projects of a similar size, scope and level of complexity

MORE HOME PROJECT(IDIS Activity)- SPECIFIC TIMEFRAMES

- First disbursement within 1 year of commitment
- Completion within 4 years of commitment
- Update activities to Complete status within 120 days of Final Draw
- Occupancy:
 - Homebuyer: sell within 6/9 months of construction completion (or converts to rental)
 - Rental: rent within 18 months of project completion (or repay funds)



HOME IDIS POINTERS

IDIS ONLINE



HOME RENTAL & CHDO ACTIVITY

SETUP DETAIL P.1 of 3

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

IDIS version 11.0.3_4160

Community Development Systems
Integrated Disbursement & Information System (IDIS)



User ID: C15273
User Role: Grantee
Organization:
SAN FRANCISCO
[Logout](#)

Projects/Activities | **Funding/Drawdown** | **Grant** | **Grantee/PJ** | **Admin** | **Reports**

Activity

Add HOME Setup Detail (Page 1)

Rental

| |

Activity
[Add](#)
[Search](#)

Project
[Add](#)
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[HUD Home](#)

* Indicates Required Field

Grantee/PJ Activity ID: N/A	Activity Name: Edward Romero Apts bld1 & 2	Program Year/Project ID: 2007/240
IDIS Activity ID: 6114	Activity Owner: SAN FRANCISCO	Project Title: 07-m-Edward Romero Apts- Acq+ NC ABQ

CHDO Questions

Will the activity be funded with CHDO Reserve (CR)?
 Yes No

CHDO Acting As:

Will initial funding be a CHDO site control and/or seed money loan?
 Yes No

CHDO Questions???

| |



HOME RENTAL & MULTI-ADDRESS

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Community Development Systems
Integrated Disbursement & Information System (IDIS) IDIS version 11.0.3_4160

User ID: C15273
User Role: Grantee
Organization: SAN FRANCISCO
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Projects/Activities | **Funding/Drawdown** | **Grant** | **Grantee/PJ** | **Admin** | **Reports**

Activity
Add HOME Setup Detail (Page 2)

Rental

- HOME setup has been saved

[Update/Review CHDO Info](#) | [Save](#) | [Save and Continue](#) | [Cancel](#)

* Indicates Required Field

Grantee/PJ Activity ID: N/A	Activity Name: Edward Romero Apts bld1 & 2	Program Year/Project ID: 2007/240
IDIS Activity ID: 6114	Activity Owner: SAN FRANCISCO	Project Title: 07-m-Edward Romero Apts- Acq+ NC ABQ

Performance Objective:
Provide decent affordable housing

Performance Outcome:
Affordability

Will this activity be carried out by a faith-based organization?

Special Characteristics
(Check any that apply to the location of this activity)

- CDBG Strategy Area
- Local Target Area
- Presidentially Declared Major Disaster Area
- Historic Preservation Area
- Brownfield Redevelopment Area
- Conversion from Non-Residential to Residential Use
- Colonia

*Setup Activity Type:
Acquisition and New Construction

Multi-Address:
 Yes No

Loan Guarantee:
 Yes No

Activity Address

*Address Line 1:
236 Silver St

Address Line 2:
238 Silver St

Address Line 3:

*City:
Albuquerque

*State:
California

*Zip Code:
12456

*County:
ALAMEDA (001)

[Refresh County Code](#)

Activity Estimates

*Estimated HOME Unit:
10

*Estimated HOME Cost:
\$ 400000

[Update/Review CHDO Info](#) | [Save](#) | [Save and Continue](#) | [Cancel](#)

Special Characteristics

Performance Measures

Activity Type Acq & NC

Multi-Address

Addresses

HOME RENTAL & CHDO

ADD COMPLETION DETAIL /P.3

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Community Development Systems
Integrated Disbursement & Information System (IDIS)

Activity
Add Completion Detail (Page 2)
Rental

* HOME Completion has been saved

Save and Previous Page | Save | Save and Add New Address | Save and Copy Address | View Totals | Cancel

* Indicates Required Field

Grantee/PJ Activity ID: N/A Activity Name: Edward Romero Apts bld 1 & 2
IDIS Activity ID: 614 Activity Owner: SAN FRANCISCO
Activity Address: 235 Silver St, Albuquerque, CA 12456

Program Year/Project ID: 2007/240
Project Title: 07-m-Edward Romero Apts-Acq+ NC ABQ

Quick Links
* Entering data for: All
- Go to Costs
- Go to Beneficiaries

Address of Property #2 ← ADDRESS # 2
Address Line 1:
Address Line 2:
Address Line 3:

* City:
* State: CA * Zip Code:
* County: Select Option Refresh County Code

Costs	
HOME Funds (Including PI)	
Form of Assistance	
Amortized Loan	\$
Grant	\$
Deferred Payment Loan	\$
Other	\$
Total	\$ 0.00
Public Funds	
Form of Assistance	
Other Federal Funds	\$
State/Local Funds	\$
Tax-Exempt Bond Proceeds	\$
Total	\$ 0.00
Private Funds	
Form of Assistance	
Private Loans	\$
Owner Cash Contributions	\$
Private Grants	\$
Total	\$ 0.00
Other	
Form of Assistance	
Low Income Housing Tax Credit Proceeds	\$
Total	\$ 0.00
ACTIVITY Totals	
HOME Funds, This Address	\$ 0.00
All Funds, This Address	\$ 0.00
Total HOME Funds Disbursed, All Addresses	\$ 0.00

Top of Page

Beneficiaries										
Delete	* Unit # (tip)	* # of Bedrooms (tip)	* Occupant	* Total Monthly Rent	* % Median Income	* Hispanic/Latino	* Race	* Size (tip)	* Type	* A
<input type="checkbox"/>		Select	Select	\$	Select	Select	Select	Select	Select	Select

Top of Page

Property
FHA Insured (tip)
 Yes No

Save and Previous Page | Save | Save and Add New Address | Save and Copy Address | View Totals | Cancel

Cost details
Buildings 1 & 2 total
HOME Funds must = what is
Drawn to the penny

RENTAL/CHDO/MULTI-ADDRESS INFO

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 Community Development Systems
 Integrated Disbursement & Information System (IDIS)

User ID: C15273
 User Role: CRIM
 Organization: SAN FRANCISCO
 Logout

Activity
 Add Completion Detail (Page 2)
 Rental

- Address Line 1 is required.
- City is required.
- County is required.
- Zip Code is required.

Save and Previous Page | Save | Save and Add New Address | Save and Copy Address | View Totals | Cancel

Indicates Required Field

Grantee/PJ Activity ID: N/A
 IDIS Activity ID: 5114
 Activity Address: 236 Silver St, Albuquerque, CA 12456

Activity Name: Edward Romero Apts bid 1 & 2
 Activity Owner: SAN FRANCISCO

Program Year/Project ID: 2007/243
 Project Title: 07-m-Edward Romero Apts-Acq- NC ABQ

Quick Links
 Entering data for: All
 Go to Costs | Go to Beneficiaries

Address of Property #2
 Address Line 1:
 Address Line 2:
 Address Line 3:

City:
 State: CA
 Zip Code:
 County: Select Option | Refresh County Code

Costs

HOME Funds (Including PI)

Form of Assistance	
Amortized Loan	\$
Grant	\$
Deferred Payment Loan	\$
Other	\$
Total	\$ 0.00

Public Funds

Form of Assistance	
Other Federal Funds	\$
State/Local Funds	\$
Tax-Exempt Bond Proceeds	\$
Total	\$ 0.00

Private Funds

Form of Assistance	
Private Loans	\$
Owner Cash Contributions	\$
Private Grants	\$
Total	\$ 0.00

Other

Form of Assistance	
Low Income Housing Tax Credit Proceeds	\$
Total	\$ 0.00

ACTIVITY Totals

HOME Funds, This Address	\$	0.00
All Funds, This Address	\$	0.00
Total HOME Funds Disbursed, All Addresses	\$	0.00

Beneficiaries

Delete	* Unit # (tip)	* # of Bedrooms	* Occupant	* Total Monthly Rent	* % Median Income	* Hispanic/Latino	* Race	* Other multi-	* Amer. Indian/Alaskan Native & Black/African Amer.	* White	* Other multiracial	* Black/African American	* Elderly	* Single Parent
<input type="checkbox"/>	1	3 bedrooms	Tenant	\$ 475	0 to 30%	Select	Other multi-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	3 bedrooms	Tenant	\$ 475	0 to 30%	Select	Amer. Indian/Alaskan Native & Black/African Amer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3	3 bedrooms	Tenant	\$ 425	0 to 30%	Select	White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4	3 bedrooms	Tenant	\$ 425	0 to 30%	Select	Other multiracial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5	2 bedrooms	Tenant	\$ 350	0 to 30%	Select	Black/African American	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6	2 bedrooms	Tenant	\$ 325	0 to 30%	Select	White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

By unit- Beneficiary racial & income data

Property
 FHA Insured: (tip)
 Yes No

Save and Previous Page | Save | Save and Add New Address | Save and Copy Address | View Totals | Cancel



HOME

SUBFUND & SUBGRANTS

IDIS ONLINE



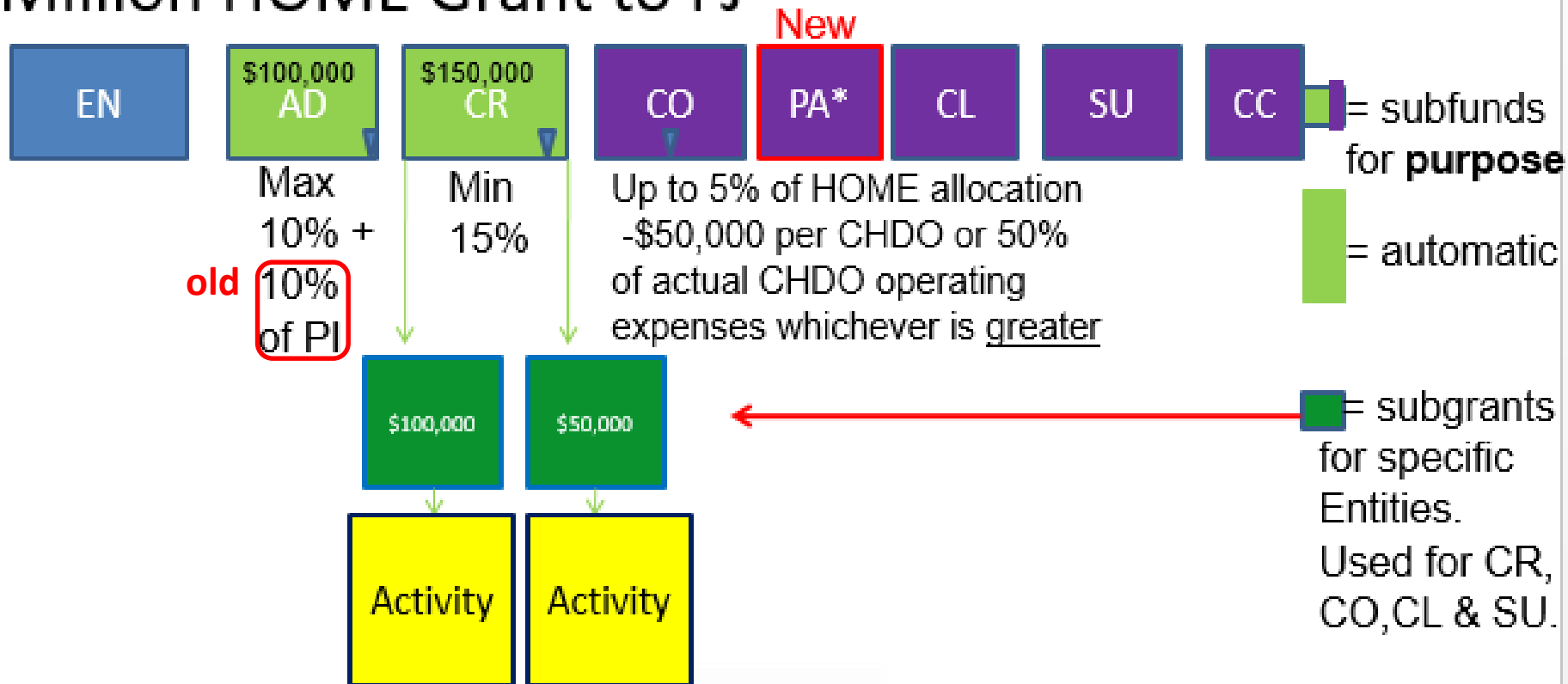
SUBFUNDS vs. SUBGRANTS 101

- Subfunds divide EN into different accounts/pots of funds—set aside for a specific purpose
 - AD and CR
 - Automatically created in IDIS
 - May need to maintain (revise up or downward-may be limits)
 - Others(CO, CC, CL, SU, and PA
 - Created by the individual PJ
 - Local Accounts-PI,HP,IU
- Subgrants commit funds to a specific organization
 - Equates to written agreement
 - Counts toward commitment requirement

HOME GRANT FUNDS

Subfund/Subgrant Graphic

1 Million HOME Grant to PJ



SUBFUNDS & SUBGRANTS

- To increase the subgrant will have to know the limitations of the subfund
 - Amount of the subfund that is already subgranted (if there are subgrants)
 - Amount of the subfund already committed/drawn
- If the subfund can be increased and from what funds
 - Examples
 - to increase the CHDO Reserve (CR) there must be funds available in the EN fund type and may be no benefit to increasing now
 - Pre-2012 for Admin to increase the PJ would have to have additional PI receipted and then increase the AD subfund by 10% of that PI
 - As of 2012 PA subfund depends on the PI receipted for the specific PY

ACTIVITY FUNDING OVERVIEW

- Activity setup and ready for funding
- Activity Funding varies
 - AD and PA
 - Activities funded with EN
 - Activities funded with CR
 - Activities funded with SU,CO,CL

EXAMPLE: CHDO Activity

- 1. Set up CHDO activity**
- 2. Set up subgrant for CHDO**
- 3. Fund subgrant**
- 4. Fund activity from subgrant
=commitment**
- 5. Draw by subgrant(CHDO)**

Same basic steps for SU,CO & CL

HOME RENTAL & CHDO ACTIVITY (Subgrant)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Community Development Systems
Integrated Disbursement & Information System (IDIS)

IDIS version 11.0.3_4160

CDS

User ID: C15273
User Role: Grantee
Organization: SAN FRANCISCO
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Projects/Activities | **Funding/Drawdown** | **Grant** | **Grantee/PJ** | **Admin** | **Reports**

Subgrant
[Add Subgrant](#)

***Indicates Required Field**

*Program (tip) HOME	*Grant Year (tip) 2007	*Grant # (tip) M07MC060213	*Fund Type (tip) CR
-------------------------------	----------------------------------	--------------------------------------	-------------------------------

*Subgrant to Organization COMMUNITY HOUSING PARTNERSHIP 1010 MARKET STREET SAN FRANCISCO, CA Change Organization	Maximum Subgrant Amount \$0.00	*New Subgrant Amount \$ 400000.00	Banking <input type="radio"/> Yes <input checked="" type="radio"/> No
---	--	---	--

[Check Balance](#) | [Save](#) | [Reset](#)

Show Availability

Program: (tip) Select	Grant Year: (tip) Select	Grant #: (tip) Select	Fund Type: (tip) Select	Show
---------------------------------	------------------------------------	---------------------------------	-----------------------------------	----------------------



ACTIVITY FUNDING: EDIT



User ID: C15273
User Role: Grantee
Organization: SAN FRANCISCO

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Activity Funding
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[Create Voucher](#)
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[Projects/Activities](#) | **[Funding/Drawdown](#)** | [Grant](#) | [Grantee/PJ](#) | [Admin](#) | [Reports](#)

Activity Funding

Edit Activity Funding

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

***Indicates Required Field**

Activity Owner:
SAN FRANCISCO, CA

Program Year/Project:
2007/240

IDIS Activity ID:
6114

Total Funded:
\$0.00

Activity Name:
Edward Romero Apts bld1 & 2

Total Drawn:
\$0.00

Funding Sources

Recipient Name: **Program:** **Fund Type:**

|

Available Funds

<u>Recipient Name</u>	<u>Program</u>	<u>Fund Type</u>	<u>Source Name</u>	<u>Source Type</u>	<u>Available for Funding</u>	<u>Funded Amount</u>	<u>Drawn Amount</u>	<u>Action</u>
SAN FRANCISCO, CA	HOME	AD	HUD	MC	\$0.00	\$0.00	\$0.00	View
SAN FRANCISCO, CA	HOME	CO	HUD	MC	\$0.00	\$0.00	\$0.00	View
CHINATOWN COMMUNITY DEVELOPMENT CTR., CA	HOME	CR	SAN FRANCISCO, CA	MC	\$0.00	\$0.00	\$0.00	View
COMMUNITY HOUSING PARTNERSHIP, CA	HOME	CR	SAN FRANCISCO, CA	MC	\$400,000.00	\$0.00	\$0.00	Add-Edit View
GLIDE ECONOMIC DEVELOPMENT CORP., CA	HOME	CR	SAN FRANCISCO, CA	MC	\$5,645.07	\$0.00	\$0.00	Add-Edit View
HOUSING CONSERVATION & DEVELOPMENT CORPORATION, CA	HOME	CR	SAN FRANCISCO, CA	MC	\$0.00	\$0.00	\$0.00	View
HSG SERV. AFFILIATE OF BERNAL HEIGHTS NGHBOOD CTR, CA	HOME	CR	SAN FRANCISCO, CA	MC	\$0.00	\$0.00	\$0.00	View
MISSION HOUSING DEVELOPMENT CORPORATION, CA	HOME	CR	SAN FRANCISCO, CA	MC	\$0.00	\$0.00	\$0.00	View
TENDERLOIN NEIGHBORHOOD DEVELOPMENT CORP, CA	HOME	CR	SAN FRANCISCO, CA	MC	\$0.00	\$0.00	\$0.00	View

CHDO ACTIVITY FUNDING



User ID: C15273
User Role: Grantee
Organization:
SAN FRANCISCO
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Activity Funding
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[Projects/Activities](#) | **Funding/Drawdown** | [Grant](#) | [Grantee/PJ](#) | [Admin](#) | [Reports](#)

Activity Funding

Add-Edit Funding Line Item

- Activity funded successfully.

[Return to Add-Edit Funding](#)

Activity Owner:
SAN FRANCISCO, CA

Program Year/Project:
2007/240

IDIS Activity ID:
6114

Total Funded:
\$400,000.00

Activity Name:
Edward Romero Apts bld1 & 2

Total Drawn:
\$0.00

Funding Source

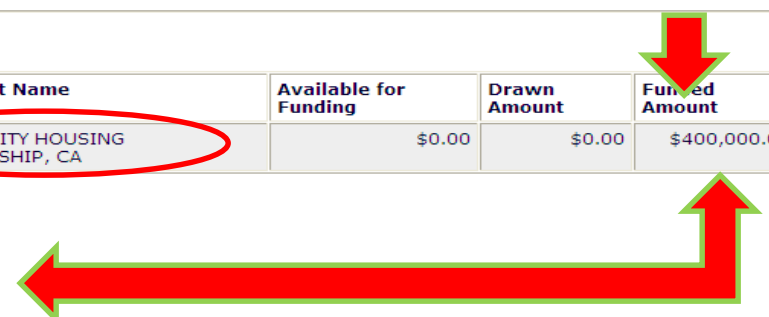
Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Drawn Amount	Funded Amount
HOME	CR	SAN FRANCISCO, CA	MC	COMMUNITY HOUSING PARTNERSHIP, CA	\$0.00	\$0.00	\$400,000.00

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount
2017	\$ 400,000.00	\$0.00

[Add Grant Year](#) | [Save](#) | [Cancel](#)

[Return to Add-Edit Funding](#)



DRAW FOR CHDO/P.1

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Community Development Systems
Integrated Disbursement & Information System (IDIS) IDIS version 11.0.3_4160

Projects/Activities **Funding/Drawdown** Grant Grantee/PJ Admin Reports

User ID: C15273
User Role: Grantee
Organization: SAN FRANCISCO
- Logout

Drawdown
Create Voucher - Page 1 of 4 (Select Activities)

Continue

* Indicates Required Field
*Voucher Created For: (tip)
SAN FRANCISCO, CA

Activity Owner: (tip)
SAN FRANCISCO, CA

*IDIS Activity ID

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search for Activities | Reset

Continue

Requested LOCCS Submission Date: (tip)
Select Date

FYI-Voucher defaults to PJ must select CHDO

Error Message would be displayed:
The specified IDIS Activity IDs are either

- 1) non-existent
- 2) not accessible by this organization
- 3) missing activity funding
- 4) do not have any funds available to draw.

Note: It is also possible that an incorrect 'Voucher Created For' organization was specified



DRAW FOR CHDO P.1

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Community Development Systems
Integrated Disbursement & Information System (IDIS)

UDIS version 11.0.3_4160

User ID: C15273
User Role: Grantee
Organization: SAN FRANCISCO
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Projects/Activities | **Funding/Drawdown** | **Grant** | **Grantee/PJ** | **Admin** | **Reports**

Drawdown

Create Voucher - Page 1 of 4 (Select Activities)

[Continue](#)

* Indicates Required Field
Voucher Created For: [\(tip\)](#)
COMMUNITY HOUSING PARTNERSHIP, CA

Activity Owner: [\(tip\)](#)
SAN FRANCISCO, CA

***IDIS Activity ID**

6114					

[Search for Activities](#) | [Reset](#)

[Continue](#)

Note the change here to the CHDO

- ### CHDO DRAW PROCESS
- Link activity to correct CHDO
 - Fund activity from correct setup subgrant
 - Select "create a voucher" from Pick List
 - Identify the "organization voucher created for"=CHDO
 - Enter activity number
 - Enter draw amount
 - Press "create voucher"
 - Press "generate voucher" & forward for Approval



HOME

ACTIVITY FUNDING

DRAWDOWN

IDIS ONLINE



SOME TIMING FOR HOME FUNDS

2015 and on

- 24 months commitment requirement
 - Watch later deobligations or completions with \$\$\$ left
- 24 month CHDO requirement commitment-to an activity, not at the subgrant
- 36 month SU funds: commitment to subgrant by 24 mos and the activity(s) by 36 months
- 9 year expenditure deadline- see monthly web HOME Deadline Compliance and PR49 in IDIS for cumulative vs grant based tracking

ACTIVITY FUNDING EFFECT of TRANSITION

IDIS with Grant Based Accounting= Grant Specific funding:

- Funding commitments and disbursements are made from specific grant years selected by PJs
- Funds drawn for an activity are the same funds that were committed to the activity
- Manually fund activities with program income for 2015 and later
- Reconciliation with local ledgers should be easier
- HOME Commitment, Expenditure Deadlines
 - Up to 2014 funds Commitment will continue to be cumulative
 - See guidance for 2015 and later years

MORE ACTIVITY FUNDING- Overview

Basic Funding SEE Chapter 18

- Choose Activity
- Select Fund Source- changed as of 2015
 - Pre-2015 (2014 and earlier funds)
 - Funding is FIFO by each fund type and oldest funds first (no HP or IU option)
 - 2015 and later-Grant Based Accounting
 - Funding is grant year specific and thus requires managing the use of each year's funds
 - Local Account Funds: Ineligible Use(IU) Recaptured(HP)] Program Income(PI) and PA are funded at draw time adjusting original EN funding and spent before drawing Treasury funds
- Enter Amount (Note: Can fund with both 2014 & before and 2015 & later)

Program Income-change as of 2015

- 2014 and earlier
 - Do not fund with PI; use PI before EN during drawdown
 - Auto Adjustments to funding made when creating draw (PI used automatically replaces EN)
- Beginning 2015 and later
 - Revise activity funding to use PI at time of draw(DO AS PART OF DRAW PROCESS) (no longer shows as draw PI fund option and does not automatically adjust funding: PI for EN)
- Receipt PI at least every 30 days

FUNDING FROM FIFO

Plans/Projects/Activities

Funding/Drawdown

Grant

Grantee/PJ

Admin

Report

Activity Funding

Add-Edit Funding Line Item

[Return to Add-Edit Funding](#)

[Save](#)

[Cancel](#)

Activity Owner:

ILLINOIS

Program Year/Project:

2014/13

IDIS Activity ID:

13029

Total Funded:

\$40,000.00

A

Activity
Information

Activity Name:

Homeowner Rehab: 305 N Main Street

Total Drawn:

\$0.00

Funding Source Pre-2015

Program	Grant Year <small>(tip)</small>	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOME	Pre-2015	EN	HUD	SG	ILLINOIS	\$15,896,735.54	\$0.00	\$0.00

Current Funding for This Source

Grant Year <small>(tip)</small>	Funded Amount	Drawn Amount
<input type="text"/>	<input type="text"/>	\$0.00

[Add Grant Year](#)

B

Pre-2015
Allocations (FIFO)

FUNDING FROM GBA ACCOUNTS

Program	(tip)	Type	Name	Type	Name	Funding	Amount	Amount
HOME	Pre-2015	EN	HUD	SG	ILLINOIS	\$15,896,735.54	\$0.00	\$0.00

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount
<input type="text"/>	<input type="text"/>	\$0.00
<input type="button" value="Add Grant Year"/>		

B Pre-2015 Allocations (FIFO)

In FIFO: Does the grant year specify the year of funds that will be funded and then drawn?

Funding Source						Available for Funding	Funded Amount	Drawn Amount
Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name			
HOME	2015	EN	HUD	SG	ILLINOIS	\$9,138,173.00	\$0.00	\$0.00
HOME	2016	EN	HUD	SG	ILLINOIS	\$9,153,173.00	\$0.00	\$0.00
HOME	2017	EN	HUD	SG	ILLINOIS	\$9,653,173.00	\$0.00	\$0.00

C 2015 and later allocations (grant specific)

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2015	<input type="text"/>	\$0.00
2016	\$ <input type="text"/>	\$0.00
2017	\$ <input type="text"/>	\$0.00

HOME FUNDING CHECK UP

In FY 2015, HUD allowed PJs to fund HOME activities in which of the following ways?

1. Commit only FIFO funds (FY 1992-2014) to activities setup under program years prior to 2015
2. Commit both FIFO and grant specific funds (FY 2015 and onward) to the same HOME activity regardless of the program year
3. Commit both FIFO and grant specific funds (FY 2015 and onward) to the same activity on a case-by-case basis and a waiver is required

ACTIVITY FUNDING- NOTES

Chapter 18-9

Pre-2015 Funds (1992-2014)	
Field	Description
Activity Owner <i>through</i> Total Drawn	Same as the Edit Activity Funding screen (see page 18-5 for field definitions).
Funding Source Pre-2015	Same as the Available Funds fields on the Edit Activity Funding screen (page 18-4) but in a slightly different order.
Current Funding for This Source	
Grant Year	Optional. This field has no correlation with grant year or program year. It is there solely to allow you to associate a year of your choosing with this funding.
Funded Amount	Enter or update the funding amount in dollars and cents, with or without commas. If you omit the cents, the system will append “.00”.
Drawn Amount	The amount of this fund type drawn to date from pre-2015 grants for this activity.

2015 and Later Funds

Field	Description
Funding Source	Same as Pre-2015 Funding Source fields.
Current Funding for xFIFO	
Grant Year	This field is read-only.
Funded Amount	Enter or update the funding amount next to the GRANT YEAR from which funds are to be committed.
Drawn Amount	The amount of this fund type drawn to date from this GRANT YEAR for this activity.

HOME DRAWDOWNS

Remember

- Can only draw from year funds committed and available
- If have LA funds must use-first-except with CR
- Draw Revisions-contact the FO first
- Be aware draw using different fund type
- (EN,AD,CR,CO,CL,SU, or LOCAL Fund Account Types: PI,PA, HP,IU)
 - Type of activity, requirements
 - Status of activity
 - Available funding
- Can only draw for 1 fund type per draw



HOME RECEIPTS

IDIS ONLINE



LOCAL ACCOUNT FUNDS-FYI

Effective January 3,2017

- Started with: 2016 HOME grant and 2015 LA funds
 - must have all LA funds from prior year (2015) committed and drawn before funding with HOME grant funds from US Treasury(2016). LA funds in AAP.
 - *Exception for CHDO funds and LA funds subgranted to other organizations

Local Fund Account Types per HOME = IU,HP, PI and PA

-IU and HP begins with 2015 fund years

-PA started 2012

RECEIPTING INCOME

- Program Income Receipt Fund Type(PI)
 - Program Income for Administration Receipt Fund Type(PA)
- Recaptured Homebuyer Receipt Fund Type(HP)
- Repayments to the Local Account Receipt Fund Type(IU-Ineligible Use)

NOTE:As of v.11.10 PJs can only create receipts for the current program year. PJs should reconcile local accounts on hand not yet in IDIS. Matching funds with correct program year. See **HOME Facts Vol 7-1 & Receipts Webinar**



PROGRAM INCOME FYI

- Use Program Income (PI) first
- Receipt all PI on hand before creating drawdown
 - Pre-2015
 - Activity is not funded with PI instead it's part of the draw process
 - PI automatically shows as an option in the draw choice
 - Net program income out of draw requests
 - 2015 and later years
 - Still part of the draw process, but PJ must revise funding just before draw process initiated
 - Fund activity specifically with PI(replace other funding)
 - Create draw
 - Newer Subfund for Program Income to be used for Admin(PA)
- If the subrecipient is allowed to keep PI per HOME agreement, can now use PI subgrant to track



RECEIPT: ADD PI DETAILS

Receipt

Add Receipt

Save | Reset | Return to Add Receipt Menu

*Indicates Required Field

Receipt Created For:
ROCKY MOUNT

Receipt Status:
Original

Formula Receipt

*Program:

HOME

*Program Year of Receipt:

2017

*Source Type:

Select Source

*Fund Type:

Select

IDIS Activity ID:

Show Activity Funds

Add Activity

Comments:

PI Receipt Enter: * Required

- Program*
- PY-now automatic *
- Source Type*
- Fund Type*(PI,IU,HP)
- IDIS Activity ID(CDBG and HOME for IU)
- Receipt Type –not used
- Description-not used
- Grantee Receipt #-helpful
- Amount

Comments- required for HOME IU and can be beneficial in reconciling

Receipt Type:

Select Type

Description:

Grantee Receipt #:

Total Amount:

\$ 0.00

Save | Reset

PROGRAM INCOME

- Include as part of drawdown process
- Steps-SEE RECEIPTS WEBINAR & HOME Facts-Vol 7 No.1
 - Create Program Income Receipt
 - If applicable, then create/edit PA subfund for PI to be used for Administration
 - Create drawdown
 - System will adjust funding automatically for pre-2015 EN activities when PI used
 - 2015 and later must manually adjust activity funding to use PI (be careful to decrease replaced funding first)



THE PROGRAM INCOME PROCESS

- Include as part of drawdown process-note variations
- Steps-2014 and earlier
 - Create Program Income Receipt as received
 - If applicable, create/edit PA subfund for PI (Chapter 16, p. 20-26) to be used for Admin and update PA funding after each PI receipt
 - Create drawdown and draw PI first
 - System will adjust funding automatically
- Steps-2015 and later
 - Create Program Income Receipt as received(receipt w/l 30 days)
 - If applicable, create/edit PA subfund for PI to be used for Admin and update PA funding after each PI receipt
 - Adjust funding to use the available PI as system no longer adjusts funding automatically
 - Create drawdown



RECEIPT DETAILS FOR PI & PA SUBFUND

- For HOME PI Receipts: no activity ID or matrix code is needed
- Pre-2015 grant draws automatically revises the funding if PI used as part of draw process
- 2015 and later grants **must** revise activity funding for activity with PI replacing EN funds just prior to creating the draw. **Do Not** fund activities with PI at setup only prior to the draw creation.
- As of HOME 2012 PY now able to set up PA subfund for 10% of PI for AD(per AAP) once PI is receipted. **Then must fund the Admin activity with PA funds and then draw those PA funds before drawing AD funds.**

IDIS ONLINE



PROGRAM INCOME for AD

- PA for AD as of PY 2012 and later:
 - Receipt 100% of PI received.
 - Create a Program Income for Administration (PA) subfund see Chapter 16, p. 20-26(* fund after @PI receipt)
 - Draw Program Income for Admin(PA) first before AD funds from US Treasury
- Old method (2011 and earlier):
 - Increase AD subfund based on PI receipted
- Can also create PA subgrants for subrecipients



Started 2012

ADDING PA SUBFUND

User: C15273
 Role: Grantee
 Organization:

- Switch Profile
- Add Profile
- Logout

You have 3 CDBG activities that have been flagged. Click on the number to go to the review page.

10% of PI can be receipted here by PJ as of 2012. Recommend after PI receipt is entered the funding for the PA subfund is then manually increased. Then when drawing AD funds the PA funds will be available to spend as part of the draw. Draw PA funds first.

Subfund Program Income
 Add Subfunds

Search Criteria

Program: HOME ▾ Fund Type: (tip) PA ▾ Associated Grant #:

Program Year of Receipt: 2017 ▾

|

Grant
 - Search

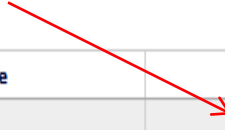
Subfund
 - Add
 - Search

Subgrant
 - Add
 - Search

Subfund Program Income
 Add
 - Search

Results Page 1 of 1

Program	Program Year of Receipt	Associated Grant #	Fund Type	Action
HOME	2017	M-17-DC-37-0210	PA	Add Fund Type



NOTE: PI 10% for use by AD for 2011 and prior years process remains the same as in the past.

Subgrant Program Income
 - Add
 - Search

Utilities
 - Home
 - Data Downloads
 - Print Page

USE OF PA PROCESS EXAMPLE

1. Receipt Program Income(PI)

Receipt

Search Receipts

Search Criteria

Program: HOME Program Year of Receipt: 2017 Fund Type: PI PROGRAM INCOME Associated Grant #:

Receipt Number: Amount: Date Created: IDIS Activity ID:

Receipt Status: All Receipt Created For: State/Territory: FL

|

Results Page 1 of 1

Program	Program Year of Receipt	Fund Type	Receipt Number	Associated Grant #	IDIS Activity ID	From Organization	Receipt Created For	State	Amount	Date Created	Receipt Status
HOME	2017	PI	5244521	M-17-MC-12-0205	2384	HUD	FORT LAUDERDALE	FL	\$1,235.10	01/17/2018	Original
HOME	2017	PI	5244388	M-17-MC-12-0205	2384	HUD	FORT LAUDERDALE	FL	\$172,295.03	01/17/2018	Modified
HOME	2017	PI	5239331	M-17-MC-12-0205	2313	HUD	FORT LAUDERDALE	FL	\$8,175.37	11/20/2017	Modified
HOME	2017	PI	5239466	M-17-MC-12-0205	2313	HUD	FORT LAUDERDALE	FL	\$817.54	11/20/2017	Canceled

PI RECEIPTED TOTAL \$181,705.50

2. ADD PA Subfund after first PI receipt for PY at GRANT Tab per AAP.

3. Recommend after each receipting of PI increase the authorized amount for PA.

Plans/Projects/Activities | Funding/Drawdown | **Grant**

You have 12 CDBG activities that have been flagged. Click on the number to go to the review page.

Subfund Program Income

Edit Subfund Program Income

| |

***Indicates Required Field**

Grantee/PJ Name: FORT LAUDERDALE, FL | Administering Organization: (tip) FORT LAUDERDALE, FL

Program: (tip) HOME | Payee EIN/TIN#: (tip) 59-6000319

Program Year of Receipt: 2017

Associated Grant #: M-17-MC-12-0205

Fund Type: (tip) PA

Current Authorized Amount for this Subfund	\$18,170.55
Range for New Authorized Amount	
Minimum	\$734.21
Maximum	\$18,170.55
*New Authorized Amount for this Subfund	

10% of receipted PI TOTAL \$18,170.55

USE of PA for AD DRAW

1. AD Draw: check activity funding for available PA funds, adjust activity funding using PA funds first

Activity Owner: FORT LAUDERDALE, FL	Program Year/Project: 2017/13
IDIS Activity ID: 2384	Total Funded: \$49,568.90
Activity Name: 2017-2018 HOME General Admin	Total Drawn: \$0.00

**EX: \$1,000 AD invoice
AD Activity funded \$49,568.90**

Program	Program Year of Receipt	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOME	Pre-2015	PA	HUD	MC	FORT LAUDERDALE, FL	\$0.00	\$0.00	\$0.00

Current Funding for This Source

Program Year of Receipt	Funded Amount	Drawn Amount
<input type="text"/>	\$ <input type="text"/>	\$0.00

Next: reduce AD funding by amount of Draw \$1,000 and fund with PA \$1,000.

Program	Program Year of Receipt	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOME	2015	PA	HUD	MC	FORT LAUDERDALE, FL	\$0.00	\$0.00	\$0.00
HOME	2017	PA	HUD	MC	FORT LAUDERDALE, FL	\$16,436.34	\$1,000.00	\$0.00

Current Funding for xFIFO

Program Year of Receipt	Funded Amount	Drawn Amount
2015	\$ <input type="text"/>	\$0.00
2017	\$ <input type="text" value="1,000.00"/>	\$0.00

2. PA Funds will then be available when creating the AD activity voucher.

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

You have 12 CDBG activities that have been flagged. Click on the number to go to the review page.

Drawdown

Create Voucher - Page 2 of 4 (Drawdown Amounts)

| |

Activity 1 of 1

IDIS Activity ID: 2384

Activity Name: 2017-2018 HOME General Admin

Voucher Created For: FORT LAUDERDALE, FL

Grantee/PJ Activity ID: HM18REV

Activity Owner: FORT LAUDERDALE, FL

Available Drawdown Amounts for This Activity

Recipient Name	Program	Grant Year/ Program Year of Receipt	Fund Type	Source Name	Source Type	Prior Program Year	Funded Amount	Available to Draw	Drawdown Amount
FORT LAUDERDALE, FL	HOME	2017	AD	HUD	MC	N/A	\$48,568.90	\$48,568.90	<input type="text" value="0"/>
FORT LAUDERDALE, FL	HOME	2017	PA	HUD	MC	N/A	\$1,000.00	\$1,000.00	<input type="text" value="93"/>

HOME ACTIVITY FUNDING FOR PI DRAW

Grantees must: fund 2015 & later activities from program income in order to create draw vouchers using PI.

•Important:

- ✓ only fund with PI when ready to draw
- ✓ PI is drawn first
- ✓ Different between pre-2015 activities and 2015 and later activities

*Indicates Required Field

Activity Owner:
BALTIMORE, MD

IDIS Activity ID:
8292

Activity Name:
North Avenue Gateway II

Funding Sources

Recipient Name:

All Recipients

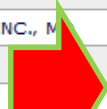
Program:

All Programs

Filter |

For Voucher to show funds

from EN & PI must manually revise funding



Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
BALTIMORE, MD	HOME	EN	HUD	MC	\$2,411,112.00	\$1,250,000.00	\$313,393.84	Add-Edit View
BALTIMORE, MD	HOME	AD	HUD	MC	\$321,482.20	\$0.00	\$0.00	Add-Edit View
BALTIMORE, MD	HOME	CO	HUD	MC	\$0.00	\$0.00	\$0.00	View
BROOKLYN AND CURTIS BAY COALITION, INC., MD	HOME	CO	BALTIMORE, MD	MC	\$0.00	\$0.00	\$0.00	View
CHESAPEAKE HABITAT FOR HUMANITY, MD	HOME	CO	BALTIMORE, MD	MC	\$0.00	\$0.00	\$0.00	View
COPPIN HEIGHTS COMMUNITY DEVELOPMENT CORPORATION, MD	HOME	CO	BALTIMORE, MD	MC	\$0.00	\$0.00	\$0.00	View
DRUID HEIGHTS COMMUNITY DEVELOPMENT CORPORATION, MD	HOME	CO	BALTIMORE, MD	MC	\$0.00	\$0.00	\$0.00	View
EMPIRE HOMES OF MARYLAND, INC., MD	HOME	CO	BALTIMORE, MD	MC	\$0.00	\$0.00	\$0.00	View
EPISCOPAL HOUSING COMMUNITY DEVELOPMENT, INC., MD	HOME	CO	BALTIMORE, MD	MC	\$0.00	\$0.00	\$0.00	View
PEOPLE'S HOMESTEADING GROUP, MD	HOME	CO	BALTIMORE, MD	MC	\$0.00	\$0.00	\$0.00	View
SANDTOWN HABITAT FOR HUMANITY, INC., MD	HOME	CO	BALTIMORE, MD	MC	\$0.00	\$0.00	\$0.00	View
TRF DEVELOPMENT PARTNERS-BALTIMORE, LLC, MD	HOME	CO	BALTIMORE, MD	MC	\$0.00	\$0.00	\$0.00	View
WOMEN'S HOUSING COALITION DEVELOPMENT, INC., MD	HOME	CO	BALTIMORE, MD	MC	\$0.00	\$0.00	\$0.00	View
BALTIMORE, MD	HOME	PA	HUD	MC	\$177,912.54	\$0.00	\$0.00	Add-Edit View
BALTIMORE, MD	HOME	PI	HUD	MC	\$2,008,660.20	\$0.00	\$0.00	Add-Edit View

RECAPTURED HOMEBUYER (HP) DRAW of EN & HP

Plans/Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Reports
---------------------------	------------------	-------	------------	---------

You have 12 CDBC activities that have been flagged. Click on the number to go to the review page.

Drawdown Step 1. Receipt Recaptured HOMEBUYER funds- no IDIS Activity # needed, but use
View Voucher Comments field to note info helpful in reconciliation.

Return to Search Vouchers Step 2. Ready to draw: revise funding for EN by amount to be used for HP and fund
 with HP.

Voucher Created For: FORT LAUDERDALE, FL **IDIS Voucher #:** 6098233 **For Voucher to show funds**
Activity Owner: FORT LAUDERDALE, FL **Created By:** B63570 **from EN & HP must manually revise**
Creation Date: 11/21/2017 **funding.**

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year/ Program Year of Receipt	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	2367	16-17 PA M-16-MC-12-0205 (2305 NW 25 Place)	HOME	2016	M16MC120205	EN	HUD	MC	FORT LAUDERDALE, FL	N/A	\$75,000.00	Completed	11/22/2017	View
2	2369	16/17 PA M-16-MC-12-0205 (2261 NE 67Ave #1829, 33308)	HOME	2015	M15MC120205	EN	HUD	MC	FORT LAUDERDALE, FL	N/A	\$1,706.43	Completed	11/22/2017	View
3	2369	16/17 PA M-16-MC-12-0205 (2261 NE 67Ave #1829, 33308)	HOME	2015	M15MC120205	HP	HUD	MC	FORT LAUDERDALE, FL	N/A	\$66,293.57	Completed	11/22/2017	View
4	2370	16-17 PA M-16-MC-12-0205 (1784 Lauderdale Manor Dr)	HOME	2015	M15MC120205	HP	HUD	MC	FORT LAUDERDALE, FL	N/A	\$34,255.26	Completed	11/22/2017	View
5	2370	16-17 PA M-16-MC-12-0205 (1784 Lauderdale Manor Dr)	HOME	2015	M15MC120205	PI	HUD	MC	FORT LAUDERDALE, FL	N/A	\$39,752.10	Completed	11/22/2017	View
6	2370	16-17 PA M-16-MC-12-0205 (1784 Lauderdale Manor Dr)	HOME	2016	M16MC120205	PI	HUD	MC	FORT LAUDERDALE, FL	N/A	\$992.64	Completed	11/22/2017	View

IDIS ONLINE



RECEIPT OF INELIGIBLE USE (IU) FUNDS

Refer to HUD FO before returning any HOME FUNDS

Receipt

Edit Receipt Group

Return to Search Receipts

*Indicates Required Field

Receipt Created For:
ARIZONA

Receipt Number:
5212926

Receipt

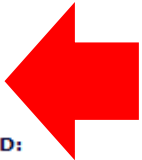
Program:
HOME

Program Year of Receipt:
2016

Source Type:
SG

Fund Type:
IU

IDIS Activity ID:
5789



Receipt Status:
Original

Associated Grant #:
M-16-SG-04-0100

Receipt Type:

Description:

Total Amount:
\$54,961.35

May be multiple grant years for the activity or may be multiple activities

When funds are re-used any receipt search will show activity(s) where funds were drawn.

Recipient	Source Name	Source Type	Grant Year	Fund Type	Drawn Amount	Previous Local Account Repayments	Remaining Balance	Local Account Repayment - Receipt Amount	Grantee Receipt #	Action
CHINO VALLEY, TOWN OF	ARIZONA	SG	2013	SU	\$54,961.35	\$54,961.35	\$0.00	\$54,961.35		View Edit
								Total:\$54,961.35		

*Comments:



EMERGENCY SOLUTIONS GRANT

IDIS ONLINE



IDIS ONLINE ESG(HESG)

- Follow 2018 IDIS for ESG Manual guidance
- 1 Project: ESGFFY and Recipient (PY if different)
- Activity names ESGFFY + allowable activity categories
 - Street Outreach
 - Emergency Shelter
 - Homeless Prevention
 - Rapid Re-housing Assistance
 - HMIS
 - Administration
- Administration setup with AD subfund- up to 7.5%
- Obligate funds 180 days MC,UC or 60 days State

CAPER CR60, CR70 & CR75 and use E-CART instead of CR65. Complete all activities except Admin.

IDIS ONLINE



HESG PROJECT and ACTIVITY REQUIRED NAMING CONVENTION

Activity Owner:
RICHMOND, VA

Activity Status:
Open

IDIS Activity ID:
4853

Program Year/IDIS Project ID/Project ID:
2017/53/ESG17 Richmond

Activity Name:
ESG17 Homeless Prevention

Project name= ESGFFY space RECIPIENT's Name and (PY if different from FFY)

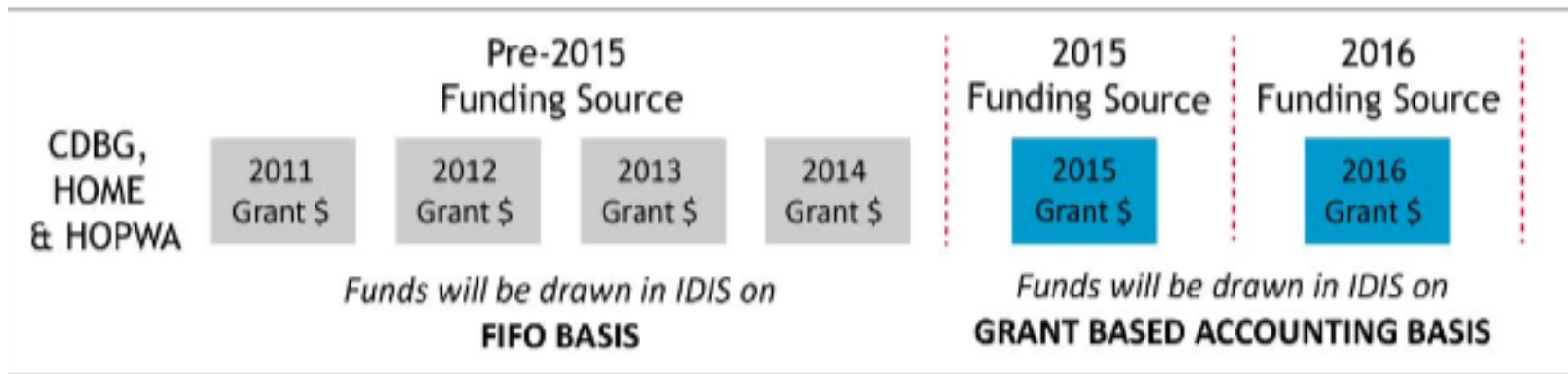
Activity name= ESGFFY + Activity Category

Activity	Program	Activity Category	Ready to Fund	Funded	Setup Detail
	CDBG		No	No	
	ESG				
	HOME				
	HOPWA				
	HESG	Homeless Prevention			
	HOPWA-C				
	HTF				

ESG Detail: Secondary Activity Categories for Shelter, Homeless Prevention and Rapid Re-housing (pre-selected for Street Outreach with Essential Services and none for Data Collection and AD) =Renovation/Rehab, Essential Services, Operations, Housing Relocation, Stabilization and Financial Assistance and Rental Assistance
-Use IDIS Reports PR91, PR92 and PR93 and Drawdown Reports PR05 and PR07

HESG- EARLY INTO GRANT BASED ACCOUNTING

Transition from FIFO to Grant Based Accounting



Funds are drawn in IDIS on a grant specific basis. ESG recipients will continue to align projects and activities with the same grant year through the activity funding process.

IDIS ONLINE



MUST use all funds within 2 years.



HOPWA

IDIS ONLINE



HOPWA & IDIS ONLINE

- IDIS for HOPWA Manual- March 2016
- HOPWA and HOPWA-C projects are separate
- Only HOPWA Projects entered at Annual Action Plan AP-35 by Allocation:
 - Use requested Project naming convention for
 - Project for Grantee
 - Projects for Sponsor Agency to be funded and select sponsor
 - Activities are set up under appropriate project by FFY and will fund by AAP Project year as of 2015 and later using grant based accounting and FIFO for 2014 and prior years
 - HOPWA Appendix D-Tracking Tool may be helpful
- Annual Reporting will be via the HOPWA CAPER

IDIS ONLINE



HOPWA ACTIVITY

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 Community Development Systems
 Integrated Disbursement & Information System (IDIS)

IDIS version 11.0.3_4160

User ID: C15273
User Role: Headquarters
Organization: Headquarters
[Logout](#)

Activity
[Search](#)

Project
[Search](#)

Utilities
[Home](#)
[Data Downloads](#)
[Print Page](#)
[Help](#)

Links
[PDF Viewer](#)
[Support](#)
[CPD Home](#)
[HUD Home](#)

Projects/Activities | **Funding/Drawdown** | **Grant** | **Grantee/PJ** | **Reports**

Activity
[View Activity](#)

[Return to Previous Page](#)

Activity Owner: DALLAS, TX
IDIS Activity ID: 9484
Program Year/IDIS Project ID/Project Title: 2007/123/HOPWA-CITY OF DALLAS
Activity Name: 07-08 CITY MLK STRMU SUPPORT

Activity

Program	Activity Category	Ready to Fund	Funded
CDBG		No	No
ESG		No	No
HOME		No	No
HOPWA	Supportive Services	Yes	Yes

Activity Owner: DALLAS, TX
Activity Open:
Activity Complete:
Grantee: HW07/H
Initial Funding: 01/08/20

Environmental Assessment: EXEMPT
Activity Description: PROVIDES HOUSING CASE MANAGEMENT AND RELATED SUPPORT FOR ELIGIBLE PERS

[View Activity Funding](#)
[Return to Previous Page](#)

Project= FFY of allocation + each Sponsor, Grantee
Activity= FFY+ Eligible Activity Category

Activity Description:
PROVIDES HOUSING CASE MANAGEMENT AND RELATED SUPPORT FOR ELIGIBLE PERSONS RECEIVING HOPWA STRMU

- Administration
- Facility-Based Housing Development
- Facility-Based Housing Subsidy Assistance
- Grantee reporting
- Housing Information Services
- Permanent Housing Placement
- Project Sponsor Reporting
- Resource Identification
- Short term Rent, Mortgage & Utility Payments
- Stewardship
- Supportive Services
- Tenant-Based Rental Assistance

- 2 Years to fund
- 5 Years to expend
- 3 year grant
- Complete activity by 3 years + 90 days

eConsolidated Planning

CON PLAN TO CAPER

IDIS ONLINE



CON PLAN PROCESS TIMING

TIMING MATTERS

- Have a PY calendar for the ConPlan(CP) to CAPER/PER cycle with checklists and share with all involved
- Con Plan amendments?
- Annual Action Plan(AAP) submission is when?
- Annual Action Plan(AAP) must be ‘Review Completed” or CAPER will not get correct data loaded
- Understand consortium lead role and role limits
- Projects-naming, setup and goal outcome indicator(GOI)

Before Creating CAPER/PER

- Use CP Goals & Accomplishment Report, PR03 BOSMAC Orig, PR22,PR23 to check activity data or lack of before creating CAPER Then use to confirm CAPER data when ‘created’
- Amendments-follow Citizen Participation Plan-allow for time needed

Con Plan News

Change for All and some ESG specific:

- ✓ New Consultation and Coordination requirements(PR-10)
- ✓ Needs Assessment (NA-10) re: formerly homeless and those receiving rapid rehousing
- ✓ Homeless Needs Assessment (NA-40) four subpopulations to be included
- ✓ Housing Market Analysis(MA-30)-data from outside IDIS auto-populated data (inventory of facilities & services)
- ✓ Strategic Plan:SP-40- Institutional Structure-broadened, SP-45 Aff Hsing why on planning choices, SP-60 Homelessness Strategy,
- ✓ AAP-A-65 describe action steps on reducing/ending homelessness

ConPlan for ESG News

The ESG CHANGES

- ✓ Written Standards, Assessment System described, Subrecipient Award process, Outreach Consultation w recipients and COCs: AP90 (for receiving ESG \$\$\$ using nine standards)
- ✓ Updated ESG Certification
- ✓ CAPER: number of homeless persons served in the Affordable Housing CR-20, CR-25

NOTE: Default data does not include HMIS Data, CPD Maps does have individual COC* Point In Time data

CAPER NOTE: ESG E-Cart use ESG CAPER CSV-Version 5 & upload (1 E-CART per recipient). Subrecipients extract CSV from HMIS check & send to recipient ECART (EXCEL) & added to CR-00 (1 of 5)

CON PLAN PROCESS-TO COPY or NOT

ANNUAL ACTION PLAN

- May copy when little has changed and just editing.
 - Check copied right (most recent version)AAP linked to right ConPlan
- If copy AAP 'Remove' the copied projects as they are for prior year AAP and will not flow to CAPER/PER. Then add new projects.
 - Check newly created projects & if linked to correct AAP

REMINDERS-

- Double check AD-26 carefully as cannot be changed
- Start Year=HUD Program Year & may not be jurisdiction's FY
- Align all GOI from SP to AAP Projects

CAPER REPORTS

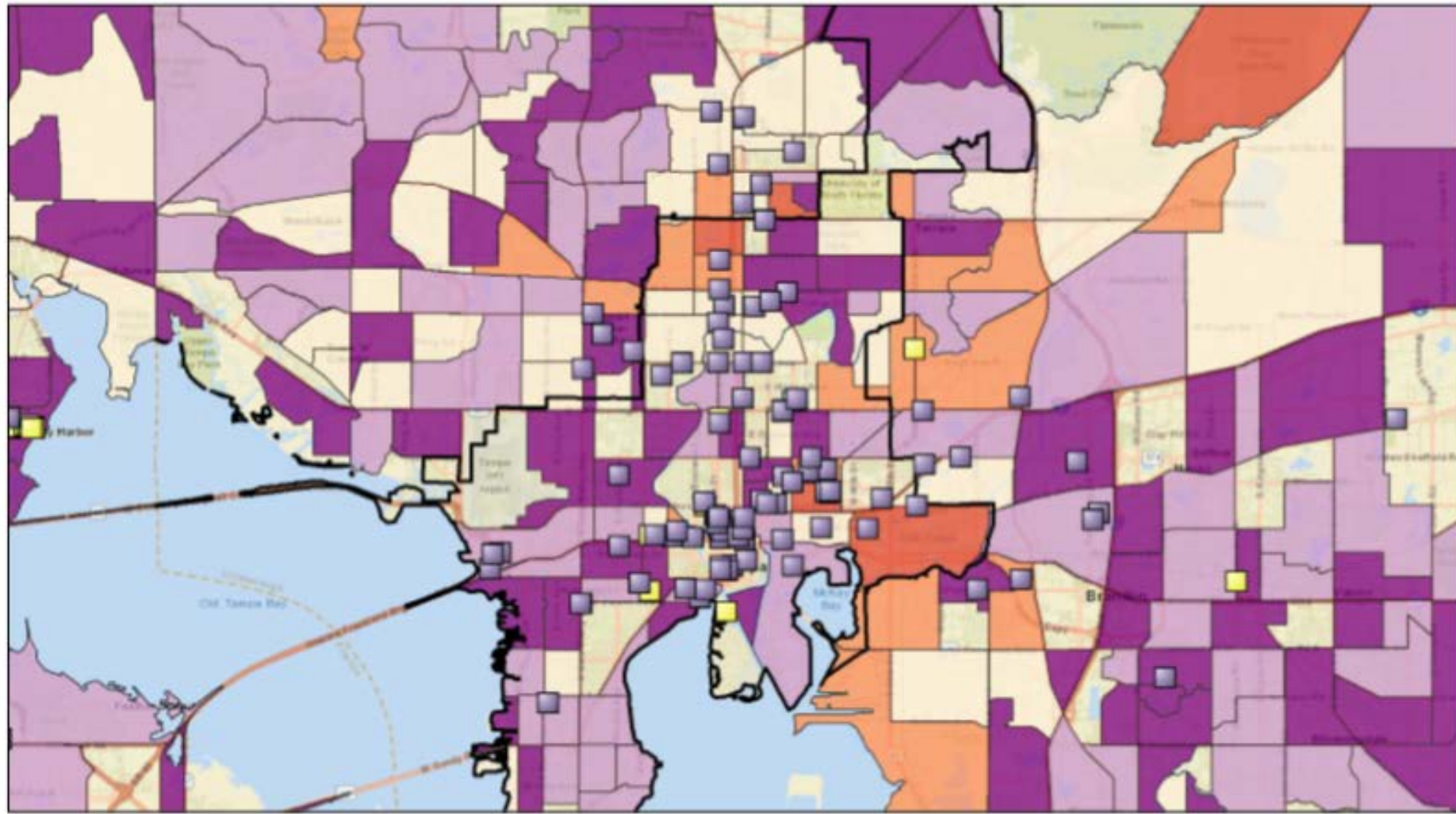
CAPER PREP

- CP Goals & Accomplishments- shows possible issues
- PR03-CDBG BOSMAC Original
 - Review activity set up accomplishments & status
 - Update activities
- PR23-Summary of Accomplishments
- PR22-Status of HOME Activities
 - Shows open/completed last 12 calendar months
 - HOME gets accomplishment credit for completed activities
- PR33- HOME MATCH LIABILITY
 - Based on FFY

CITIZEN and/or SUBMIT to HUD

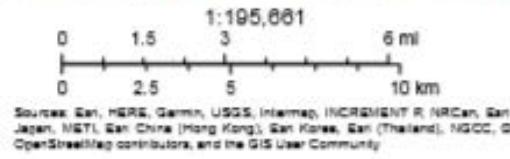
- PR03 CDBG Activity Summary Report-PDF
 - Good for Citizen sessions
- ✓ PR26 CDBG Financial Summary-submit
- ✓ PR28 CDBG State PER-submit
- PR91 ESG Financial Summary

CPD Maps - Consolidated Plan and Continuum of Care Planning Tool



April 24, 2018

- CDBG Activity (Public Services)
- CDBG Activity (Economic Development)
- Override 1



HOME PJ & WORKFORCE DEVELOPMENT & CDBG ED & CT % CHANGE

The screenshot shows a web-based mapping application interface. At the top left, there is a 'Map Layers' panel with a dropdown menu set to 'Workforce Development Opportunity'. Below it, a 'Reports - Set the Report Title and Subtitle' dialog box is open, containing the following text:

Title: CPD Maps
Subtitle: Consolidated Plan and Continuum of Care Planning Tool

Note: the report will be opened in new browser window, so please make sure you have your pop-up blocker turned off.

Additionally, the report will require Microsoft Excel Viewer if you don't have Microsoft Office installed. If needed, you can download the Microsoft Excel Viewer from: <http://www.microsoft.com/en-us/download/details.aspx?id=10>

Buttons for 'Help', 'Back', 'Next', and 'Finish' are visible at the bottom of the dialog.

On the right side, a 'Map Legend' panel shows three categories for 'CDBG Economic Development Activities': 6-10 (light purple), 10-17 (medium purple), and >17 (dark purple). Below the legend is a 'Census Tract Change 2000 to 2010' data table:

Census Tract Change 2000 to 2010	
Pct Point Change in Unemployment Rate:	20.47
Pct Point Change in Homeownership Rate:	0.59
Pct Point Change in Vacancy Rate:	2.26
Pct Point Change in Rental Vacancy Rate:	3.26
Pct Point Change in For Sale Vacancy Rate:	1.23

A 'Zoom to' link is located below the table. The background map shows a geographic area with various colored overlays and labels for locations like 'Lutz', 'Lake Park', 'Town 'n' Country', 'Egypt Lake', 'Airport', 'Brandon', 'Vaino', 'Riverview', and 'Bloomington'.

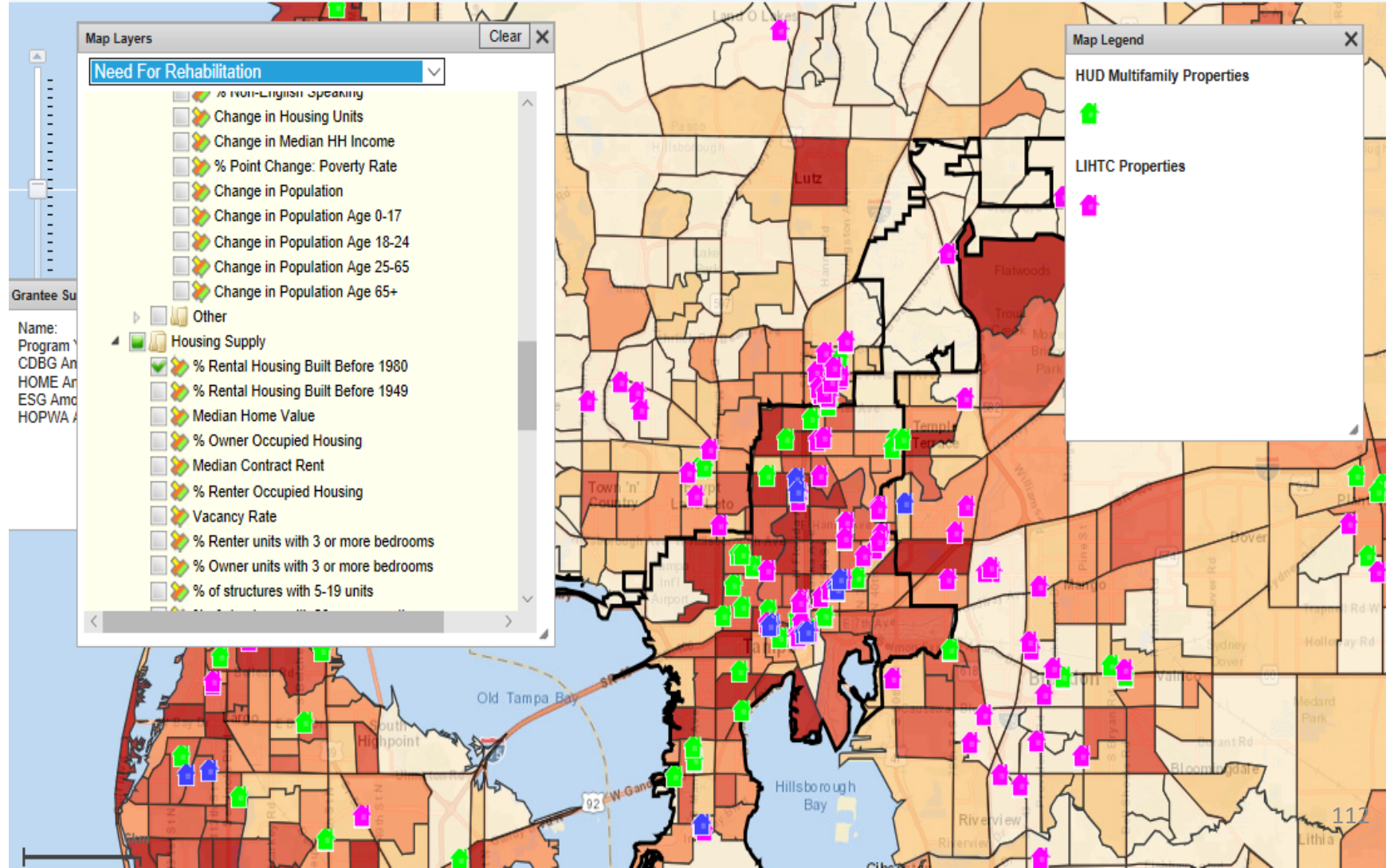
CPD MAPS helpful in citizen and elected official presentations of Grantee/PJ status and program impacts. Also, useful for Needs Assessment and Market Analysis. Note: Excel Viewer expired April 2018 and need alternate for Reports and Data tool Kit.

HOUSING REHAB NEED

SPD Maps

tampa fl

Layers Legend Print Reports Data Toolkit Map Query Grantee Summary Basemap More Info



CPD- MAP QUERY

1.

CPD Maps

Map Layers

Risk of Homelessness from Increased Rent

- % Point Change: Poverty Rate
- Change in Population
- Change in Population Age 0-17
- Change in Population Age 18-24
- Change in Population Age 25-65
- Change in Population Age 65+

Other

Housing Supply

- % Rental H
- % Rental H
- Median Hor
- % Owner O
- Median Cor
- % Renter O
- Vacancy Ra
- % Renter ur
- % Owner ur
- % of structu
- % of structu
- Change in H
- % Point Ch:

Map Query - Select Min/Max For Each Variable

Current grantee: TAMPA

Poverty Rate: 0 - 72.46

% of households with one or more people 60 years and over: 0 - 71.15

Result count: 142 out of 142

Grantee Summary

Name:

Program Year:

CDBG Amount: \$1,167,411

HOME Amount: \$247,019

ESG Amount: \$3,855,626

HOPWA Amount:

Export... Export Back Next Finish

2.

Map Query - Select Result to View Geometry

Tract	Poverty Rate	% of households with one or more people 60 years and over
1	000800	27.31
2	003500	37.22
3	011016	5.11
4	011706	16.59

Hide Search Criteria

Poverty Rate: lies between 0 and 72.46

% of households with one or more people 60 years and over: lies between 0 and 71.15

Result count: 142 out of 142

Export... Export Back Next Finish

\$1,167,411
\$247,019
\$3,855,626
Export...

CPD REPORT SAMPLE



CPD Maps

Consolidated Plan and Continuum of Care Planning Tool



Target Report Area Name:

Reference Report Area Name:

Housing Supply

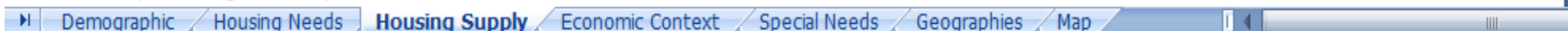
Summary Information for Characteristics of the Housing Stock

	Target	Reference
Total housing units:	5,881	94,131
Vacancy Rate:	N/A	N/A
Median value for owner-occupied units:	N/A	192,400
Median value for owner-occupied units with a mortgage:	N/A	204,800
Median value for owner-occupied units without a mortgage:	N/A	166,100
Median contract rent for renter-occupied units:	N/A	637
Median age of structure for renter-occupied units:	N/A	1,962
Median number of rooms for owner-occupied units:	N/A	7
Median number of rooms for renter-occupied units:	N/A	4

2005-09 ACS

Simple Tabulations of Housing Characteristics

Number and percentage of occupied



IDIS Reports In MicroStrategy

IDIS ONLINE



RUNNING REPORTS

- A daily refresh of data is done at night
- In Internet Explorer (**recommended**), reports open in a new browser window
- **Caution:** When working in Reports section, there is a 20-minute time out of IDIS Online
- Can subscribe to automatic delivery of reports
- Can generate the reports per user's modification(s)(MY Reports)

IDIS ONLINE



REPORT PARAMETERS(SELECTION)

1.

Plans/Projects/Activities Funding/Drawdown Grant Grantee/PJ Admin **Reports**

You have 3 CDBG and 7 HOME activities that have been flagged. Click on the number to go to the review page.

Report Selection ← Now shows as "Report Selection"

Select a link in the table below to add or edit parameters for that report. Select "View Reports" link on the left navigation to run reports.

Report Number	Report Name	
C04PR26	CDBG Financial Summary Report	Add-Edit
C04PR28	CDBG State PER Report	Add-Edit
C04PR84	CDBG Strategy Area, CDFI and Local Target Area Report	Add-Edit

2.

Plans/Projects/Activities Funding/Drawdown Grant Grantee/PJ Reports

You have 1 CDBG activities that have been flagged. Click on the number to go to the review page.

Report
Edit Parameters
CDBG Financial Summary Report

Save | Return

Grantee Name: TAMPA, FL Report Parameters for program year: 2015 Select another year: (FY) [v] [v]
Add Another Year Edit Selected Year

PR26-CDBG Financial Summary Report
PR28-STATE PER Report

Line Number/Parameter	Value (USD)
01. Unexpended CDBG funds at end of previous reporting period	2636999.82
02. Surplus Urban Renewal	0.00
07. Adjustment to compute total available	0.00
10. Adjustment to compute total amount subject to low/mod benefit	0.00
14. Adjustment to compute total expenditures	0.00
17. Expended for low/mod housing in special areas	0.00
18. Expended for low/mod multi-unit housing	0.00
20. Adjustment to compute total low/mod credit	0.00
23. Program years (PY) covered in certification	
24. Cumulative net exp subject to low/mod benefit	94.81
25. Cumulative expenditures benefiting low/mod persons	4292229.40
28. PS unliquidated obligations at end of current PY	0.00
29. PS unliquidated obligations at end of previous PY	0.00
30. Adjustment to compute total PS obligations	0.00
34. Adjustment to compute total subject to PS cap	0.00
36. PA unliquidated obligations at end of current PY	0.00
39. PA unliquidated obligations at end of previous PY	0.00
40. Adjustment to compute total planning/admin obligation	0.00
44. Adjustment to compute total subject to planning/admin cap	0.00

Fields not IDIS populated
Data to be populated manually

Options

- **Shared Reports** — Displays (90) predefined reports that can be accessed by any authorized user
- **My Reports** — User location(link) to store reports that can only be accessed by user
- **History List** — Reports stored in a cache (link) for easy access, but limited storage—Subscription reports downloaded here
- **Create Report** — Can create own report
- **Preferences** — Allows user to customize features of reporting application
- **Search** — Search for reports



PR02- DOWNLOADING REPORT

The screenshot shows the 'PR02 - List of Activities by Program Year and Project' configuration screen. The interface includes a navigation menu at the top, a sidebar with a 'Summary of your selections' section, and a main content area with four numbered steps. Step 1 involves selecting a grantee from a hierarchy. Step 2 involves moving the selected grantee to the 'Selected' list. Step 3 involves entering a plan year. Step 4 involves selecting a program from a list. Red callouts and arrows provide instructions for each step.

1. Choose from all attributes in the 'Prompted Grantee Hierarchy' hierarchy.* (Required)
Choose from all attributes in the 'Prompted Grantee Hierarchy' hierarchy. This prompt requires at least one selection. An expression or a group of elements from one attribute.

Search for: Match case

Available:

- HQ
- All
- Field Office
- ALBUQUERQUE
- Prompted Grantee
- 1275:ALBUQUERQUE

Selected:

- Prompted Grantee: 1275:ALBUQUERQUE

3. Please enter a valid plan year (example:2007)
Leave it blank for All years
No answer is required for this prompt.

4. Choose from all elements of 'Program'
Choose from all elements of 'Program'. No answer is required for this prompt.

Search for: Match case

Available:

- HOPWA

Selected:

- CDBG
- HOME
- ESG

Buttons: Run Report, Cancel

1. Start at HQ and click on the + sign on the left side of each selection. Continue until the desired grantee UOG code appears.

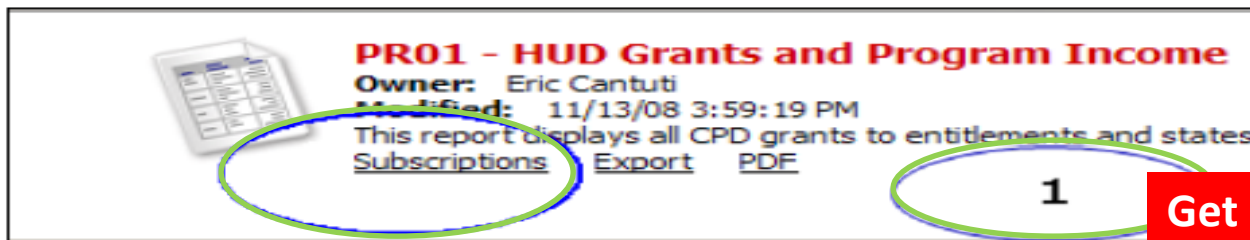
2. Highlight the grantee and click on right arrow between the boxes.

3. NOTE the required fields in Red

4. Select Program(s)

SUBSCRIPTIONS

Step 1: Click Subscription

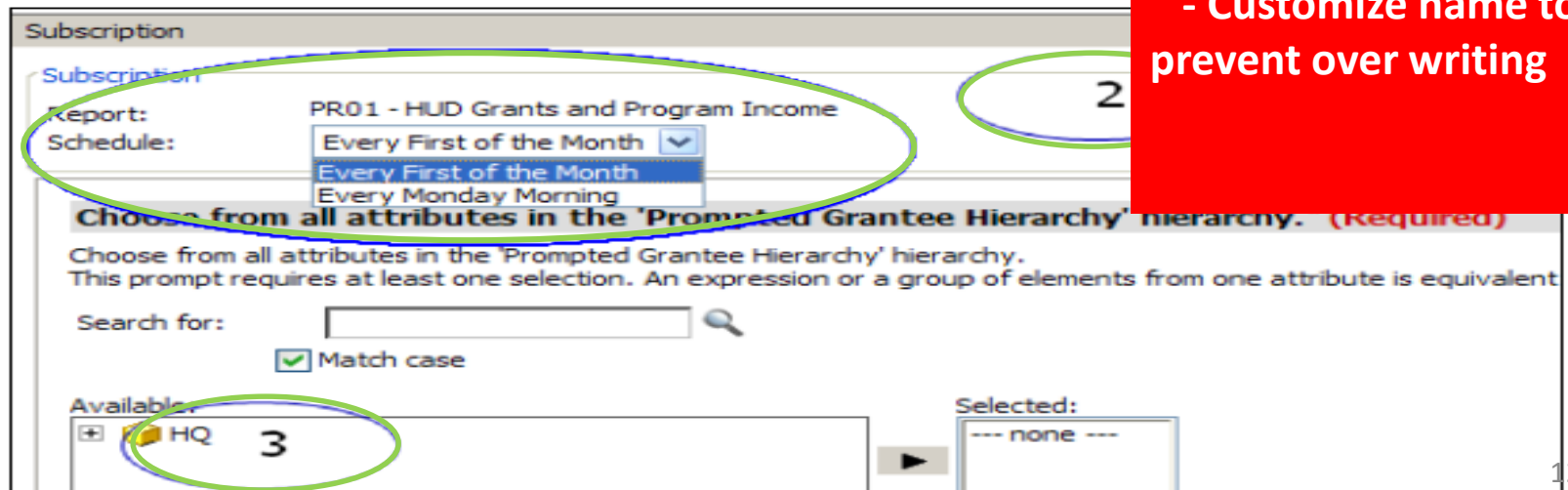


PR01 - HUD Grants and Program Income
Owner: Eric Cantuti
Modified: 11/13/08 3:59:19 PM
This report displays all CPD grants to entitlements and states
[Subscriptions](#) [Export](#) [PDF](#)

Annotations: A green circle highlights the report icon, and a blue circle highlights the 'Subscriptions' link. A green circle with the number '1' is positioned to the right of the report card.

Step 2: Choose schedule

Step 3: Select your run-criteria. Click Ok.



Subscription

Report: PR01 - HUD Grants and Program Income

Schedule: Every First of the Month

Choose from all attributes in the 'Prompted Grantee Hierarchy' hierarchy. (Required)

Choose from all attributes in the 'Prompted Grantee Hierarchy' hierarchy. This prompt requires at least one selection. An expression or a group of elements from one attribute is equivalent

Search for:

Match case

Available: HQ

Selected: --- none ---

Annotations: A green circle highlights the 'Report' and 'Schedule' fields. A blue circle highlights the 'Available' list containing 'HQ'. A green circle with the number '2' is positioned to the right of the dialog. A green circle with the number '3' is positioned to the right of the 'Available' list.

Get reports automatically at requested frequency

- Saved to History List
- Can be emailed
- Customize name to prevent over writing

PRO2 LIST OF ACTIVITIES REPORT

Plan Year	IDIS Proj#	Project	IDIS Activity ID	Activity Name						
1589	2	CIVIL/CRIMINAL NUISANCE ABATEMENT	1018	2928220-CIVIL/CRIMINAL NUISANCE ABATEMEN	Completed	CDBG	\$229,361.66	\$229,361.66	\$0.00	
1591	3	NEIGHBORHOOD	1017	2928230-NEIGHBORHOOD IMPROVEMENT/CPTE	Cancelled	CDBG	\$0.00	\$0.00	\$0.00	
1593	4	COA/HOUSING	1019	2928470-COA/HOUSING REHABILITATION	Open	CDBG	\$890,000.00	\$808,495.15	\$81,504.85	
1595	5	COA/HOUSING	1020	2928480-COA/HOUSING REHABILITATION	Cancelled	CDBG	\$0.00	\$0.00	\$0.00	
1597	6	UNITED SOUTH	1021	2928610-UNITED SOUTH BROADWAY	Completed	CDBG	\$199,999.02	\$199,999.02	\$0.00	
1599	7	GREATER ALBUQUERQUE HOUSING	1022	2928440-GREATER ALBUQUERQUE HOUSING PART	Completed	CDBG	\$200,000.00	\$200,000.00	\$0.00	
1601	8	SAWMILL COMMUNITY LAND	1023	2928450-SAWMILL COMMUNITY LAND TRUST	Open	CDBG	\$200,000.00	\$200,000.00	\$0.00	
1603	9	AMERICAN RED CROSS	1024	2928460-AMERICAN RED CROSS	Completed	CDBG	\$600,000.00	\$600,000.00	\$0.00	
1605	10	COA/SENIOR AFFAIRS/ HOME	1025	2928490-COA/SENIOR AFFAIRS/HOME RETROFIT	Completed	CDBG	\$146,282.83	\$146,282.83	\$0.00	
1607	11	LAW ACCESS LANDLORD/TENANT HOTLINE	1026	2928410-LAW ACCESS LANDLORD/TENANT HOTLI	Completed	CDBG	\$64,999.99	\$64,999.99	\$0.00	
1609	12	COA/HUMAN RIGHTS	1027	2928320-COA/HUMAN RIGHTS DIVISION	Completed	CDBG	\$65,000.00	\$65,000.00	\$0.00	
1611	14	AHCH/DENTAL SERVICES	1028	2928560-AHCH/DENTAL SERVICES	Completed	CDBG	\$62,000.00	\$62,000.00	\$0.00	
1613	15	AHCH/MOTEL VOUCHERS	1029	2928570-AHCH/MOTEL VOUCHERS	Completed	CDBG	\$18,800.00	\$18,800.00	\$0.00	
1615	16	BARRETT HOUSE/SHELTER	1030	2928640-BARRETT HOUSE/SHELTER PROGRAM	Completed	CDBG	\$12,000.00	\$12,000.00	\$0.00	
1617	17	COA/NEIGHBORHOOD	1031	2928530-COA/NEIGHBORHOOD CLEANUP	Completed	CDBG	\$6,375.00	\$6,375.00	\$0.00	
1619	18	COA/SENIOR AFFAIRS/NUTRITION	1032	2928860-COA/SENIOR AFFAIRS/NUTRITION SER	Completed	CDBG	\$111,155.22	\$111,155.22	\$0.00	
1621	19	COMMUNITY DENTAL	1033	2928670-COMMUNITY DENTAL SERVICES	Completed	CDBG	\$120,000.00	\$120,000.00	\$0.00	
1623	20	CUIDANDO LOS NIÑOS	1034	2928660-CUIDANDO LOS NIÑOS	Completed	CDBG	\$9,000.00	\$9,000.00	\$0.00	
1625	21	SOUTHWEST CREATIONS	1035	2928540-SOUTHWEST CREATIONS	Completed	CDBG	\$23,000.00	\$23,000.00	\$0.00	
1627	23	CDBG PROGRAM	1036	2928310-CDBG PROGRAM ADMINISTRATION	Open	CDBG	\$735,000.00	\$628,109.78	\$106,890.22	
1629	25	COA/HOUSING REHABILITATION	1037	3161080-COA REHABILITATION PROGRAM	Open	HOME	\$0.00	\$0.00	\$0.00	
1631	27	USBC/DOWN PAYMENT	1038	3161091-USBC/DOWN PAYMENT ASSISTANCE	Open	HOME	\$0.00	\$0.00	\$0.00	
1633	29	HOME PROGRAM	1039	3161130-HOME PROGRAM ADMINISTRATION	Open	HOME	\$231,405.00	\$224,411.46	\$6,993.54	
1635	30	BARRETT SHELTER	1041	3161141-BARRETT SHELTER OPERATION	Completed	ESG	\$20,000.00	\$20,000.00	\$0.00	
1637	31	ST. MARTIN'S DAY SHELTER	1042	3161142-ST. MARTIN'S DAY SHELTER OPERATI	Completed	ESG	\$148,160.00	\$148,160.00	\$0.00	
1639	33	ALBUQUERQUE RESCUE	1043	3161144-ALBUQUERQUE RESCUE MISSION	Completed	ESG	\$15,427.48	\$15,427.48	\$0.00	
1641	34	EMERGENCY SHELTER GRANT PROGRAM	1044	3161149-EMERGENCY SHELTER GRANT/ADMIN	Open	ESG	\$0.00	\$0.00	\$0.00	
1644	35	CUIDANDO LOS NIÑOS-	1045	29288210-CUIDANDO LOS NIÑOS-RENOVATION	Completed	CDBG	\$205,000.00	\$205,000.00	\$0.00	
1646	36	CUIDANDO LOS NIÑOS-RENOVATION/RELOCATION	1046	2928211-C.L.N.-RENOVATION/RELOCATION EXP	Completed	CDBG	\$75,232.56	\$75,232.56	\$0.00	
1648	37	THOMAS BELL COMMUNITY	1047	2928213-THOMAS BELL COMMUNITY CENTER	Open	CDBG	\$472,213.00	\$208,992.09	\$263,220.91	
1650	38	SAN PABLO VFW HALL PROPERTY	1048	2928212-SAN PABLO VFW HALL PROPERTY PURC	Completed	CDBG	\$148,829.66	\$148,829.66	\$0.00	
1652	39	SAWMILL CONSTRUCTION	1131	3161101-CHDO SAWMILL COMM. LAND TRUST	Cancelled	HOME	\$0.00	\$0.00	\$0.00	
1654	40	BROADWAY VISTAS	1135	3161092-BROADWAY VISTAS	Open	HOME	\$800,000.00	\$0.00	\$800,000.00	
1656	41	EDWARD ROMERO	1136	3161090-EDWARD ROMERO TERRACE/ACQ-CONST.	Open	HOME	\$800,000.00	\$0.00	\$800,000.00	
1783		PROGRA				CDBG	\$4,594,248.94	\$4,142,632.96	\$451,615.98	

Deleted header and extra rows
 Added Auto Filters, Froze Headers &
 Adjusted Column Width

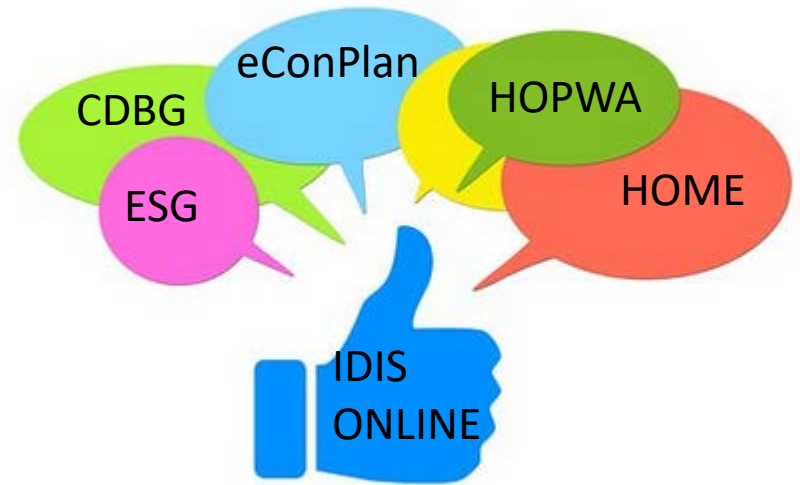
PRO3 BOSMAC ORIGINAL IN EXCEL

- Deleted header and extra rows
- Added Auto Filters
- Froze Headers
- Deleted wrap text
- Adjusted Column Width

USE for CAPER PREP



Year	PID	Project	DIS	Activity	Non Add	Description	Nat Obj	Pct	MTY	Status	Object	Output	Fund Dt	Funded	Draw Thru Am	Draw In Am	Balance	Accoun	Report	Actu
2015	0003	Housing	3121	Program De	305	Program	LMC	0	14H	O	1	2	12/11/2015	446,355.60	269,783.68	34,983.78	176,571.92	10	2016	0
2015	0003	Housing	3125	Community		Commun	0	0	21C	O	0	0	12/11/2015	50,000.00	39,535.13	33,683.32	10,464.87	0	0	0
2016	0001	Alpha Ho	3149	Alpha House	201	CDBG fu	LMC	0	03T	C	2	2	1/12/2017	47,294.00	47,294.00	0.00	0.00	01	2016	118
2016	0002	Catholic	3150	Catholic Cha	1004	CDBG fu	LMC	0	03T	C	2	2	1/12/2017	33,600.00	33,600.00	0.00	0.00	01	2016	57
2016	0003	CDC - Ca	3151	CDC of Tam	1907	CDBG fu	LMC	0	05H	C	1	1	1/12/2017	50,000.00	50,000.00	0.00	0.00	01	2016	118
2016	0004	Metropolit	3152	Healthy Livin	2301	CDBG fu	LMC	0	05M	O	1	1	1/12/2017	112,525.00	112,488.00	0.00	37.00	01	2016	170
2016	0005	Salvation	3153	The Salvatio	1603	CDBG FU	LMC	0	05H	C	1	1	1/12/2017	7,295.86	7,295.86	0.00	0.00	01	2016	65
2016	0006	St. Vincen	3154	SVDP	3010	CDBG FU	LMC	0	05Z	O	1	1	1/12/2017	30,000.00	29,485.00	4,485.00	515.00	01	2016	14
2016	0007	Solita's H	3147	Solita's Hou	3101	Housing	LMH	0	14J	C	2	2	1/12/2017	95,300.00	95,300.00	0.00	0.00	10	2016	3
2016	0008	Tampa C	3155	Tampa Cros	5109	CDBG FU	LMC	0	05H	X	1	1	1/12/2017	0.00	0.00	0.00	0.00	01	0	0
2016	0009	Housing	3146	Housing and	9215	Housing	LMH	0	14J	C	2	2	1/12/2017	60,000.00	60,000.00	0.00	0.00	10	2016	2
2016	0010	Center fo	3148	The Center f	5303	Housing	LMH	0	14J	C	2	2	1/12/2017	59,000.00	59,000.00	0.00	0.00	10	2016	3
2016	0011	Tampa Li	3156	Tampa Light	1106	CDBG FU	LMC	0	05B	C	1	1	1/12/2017	37,294.00	37,294.00	0.00	0.00	01	2016	29
2016	0013	Tampa Li	3177	Tampa Light	1106	CDBG fu	LMC	0	03G	C	1	1	5/30/2017	22,789.00	22,789.00	0.00	0.00	11	2016	104
2016	0015	Metropolit	3158	Metropolitan	2301	CDBG FU	LMC	0	03C	C	1	3	6/20/2017	32,727.00	32,727.00	0.00	0.00	11	2016	2288
2016	0016	The Sprin	3176	The Spring c	Addr	CDBG fu	LMC	0	03C	O	1	1	6/29/2017	100,000.00	30,754.41	0.00	69,245.59	11	0	0
2016	0018	MacDona	3157	MacDonald	5420	CDBG fu	LMC	0	03J	C	1	1	6/1/2017	26,500.00	26,500.00	0.00	0.00	01	2016	400
2016	0024	CDBG Ge	3143	CDBG Gene		Staff alloc	0	0	21A	O	0	0	1/27/2017	457,154.80	403,855.54	4,065.00	53,299.26	0	0	0
2016	0024	CDBG Ge	3144	CDBG Cost		Cost alloc	0	0	21B	C	0	0	1/27/2017	91,610.00	91,610.00	0.00	0.00	0	0	0
2016	0025	Section 1	3145	Section 108		Centro Y	0	0	19F	O	0	0	1/27/2017	421,395.00	421,395.00	0.00	0.00	0	0	0



IDIS REFRESHER WRAP-UP

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Thanks for your time and attention.