

COLLABORATIVE  
SOLUTIONS

# HOPWA – IDIS Training

For the City of St. Louis

Department of Health

June 7, 2021

Presented by Kate Briddell & Emily Fischbein

# Agenda

- IDIS Requirements
- Project and Activity Set-up
  - Structure
  - Naming Conventions
- Funding and Drawdown
  - Funding Activities
  - Creating and Approving Vouchers
  - Revising Vouchers
- Completing Activities
- Microstrategy Reports
- Questions

# IDIS Requirements

# IDIS Requirements

- Quarterly draws from IDIS are a requirement of the grant agreement
- Separation of duties between creating vouchers and approving vouchers

IDIS Access Form:

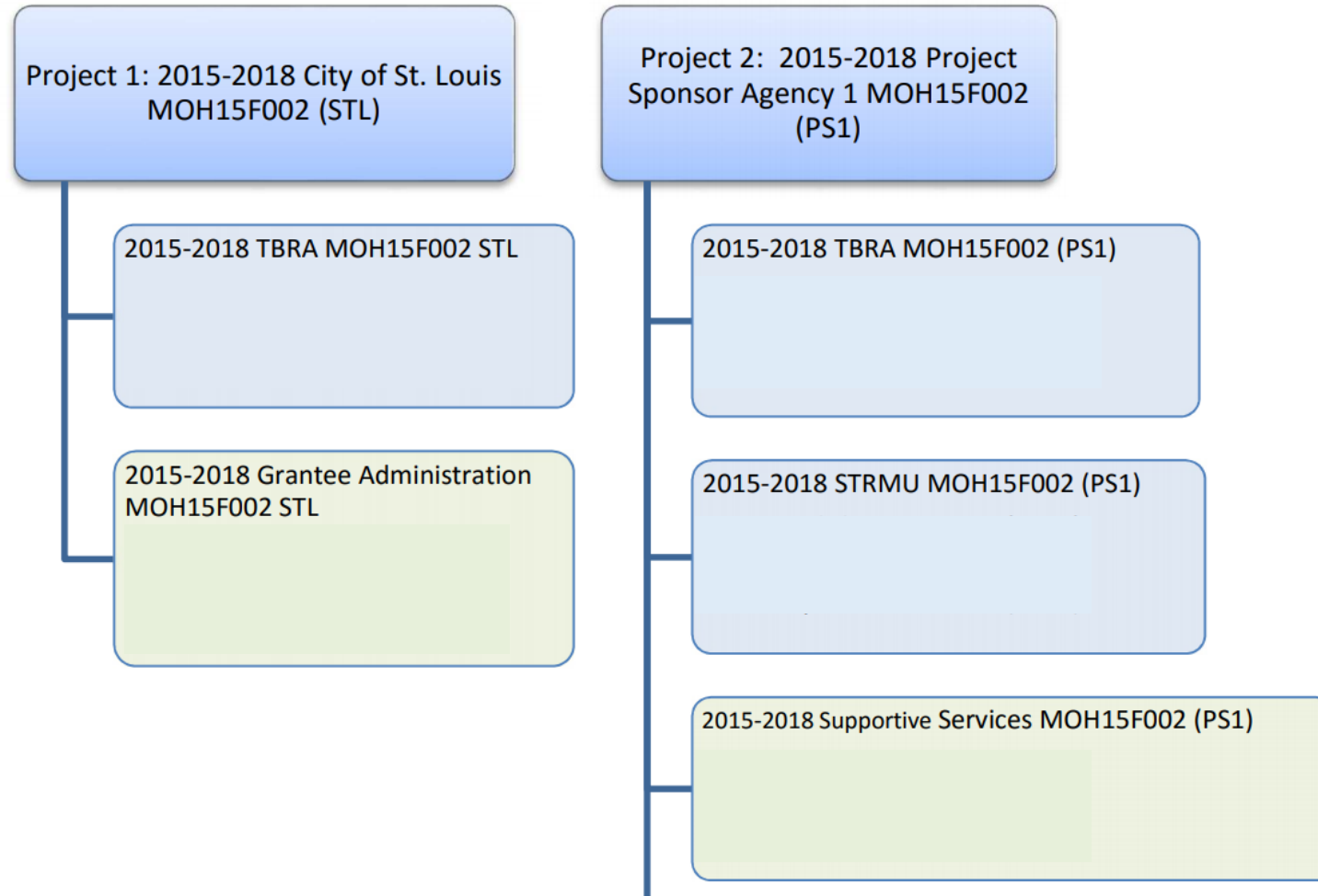
<https://www.hudexchange.info/resource/3327/idis-online-access-request-form/>

# Project and Activity Set-up

# Project and Activity Structure

- Projects are set up for the grantee /project sponsor – one project for each
- St. Louis will have three projects
  - City of St. Louis
  - Doorways
  - Peter and Paul
- Activities performed by each organization will be set up under each organization's project

# Project and Activity Structure (Sample)



# Project Naming Conventions

Project Titles follow this pattern:

Grant period (3 years) /Org. name/Grant #/(Abbreviated Org. name)

- 2020-2023 City of St. Louis MOH20FH002 (STL)
- 2020-2023 Doorways MOH20FH002 (DW)
- 2020-2023 Peter and Paul MOH20FH002 (PP)



# Activity Naming Conventions

Activity Titles follow this pattern:

Grant period (3 years) /Activity/Grant #/(Abbreviated Org. name)

- 2020-2023 Admin MOH20FH002 (STL)
- 2020-2023 STRMU MOH20FH002 (DW)
- 2020-2023 Facility Based Housing MOH20FH002 (PP)

# CARES Act Project Naming Conventions

Project Titles follow this pattern:

CV-COVID-19 Grant period (3 years) /Org. name/CARES Act Grant #/(Abbreviated Org. name)

- CV-COVID-19 2020-2023 City of St. Louis MOH20FH**W**002 (STL)
- CV-COVID-19 2020-2023 Doorways MOH20FH**W**002 (DW)
- CV-COVID-19 2020-2023 Peter and Paul MOH20FH**W**002 (PP)

# Activity Naming Conventions

CARES Act Activity Titles follow this pattern:

Grant period (3 years) /Activity/Grant #/(Abbreviated Org. name)

- CV-COVID-19 2020-2023 Admin MOH20FH**W**002 (STL)
- CV-COVID-19 2020-2023 STRMU MOH20FH**W**002 (DW)
- CV-COVID-19 2020-2023 Facility Based Housing MOH20FH**W**002 (PP)

# CARES Act Project Naming Conventions

hud.gov/idis/projectSearch.do

HUD Field Office:

ST LOUIS

Project Owner ⓘ:

St. Louis

Search

Reset

Results Page 1 of 2

| Program Year | IDIS Project ID | Grantee/PJ Project ID | Project Title   | Project Owner | Status   | Action               |
|--------------|-----------------|-----------------------|---|---------------|----------|----------------------|
| 2020         | 75              |                       | Supportive Services for People with HIV/AIDS                            | ST. LOUIS, MO | Open     | <a href="#">View</a> |
| 2020         | 76              |                       | Tenant-Based Rental Assistance for People with HIV/AIDS                 | ST. LOUIS, MO | Open     | <a href="#">View</a> |
| 2020         | 77              |                       | Short-term Rental, Mortgage & Utility Payments for People with HIV/AIDS | ST. LOUIS, MO | Open     | <a href="#">View</a> |
| 2020         | 78              |                       | Housing Information Services for People with HIV/AIDS                   | ST. LOUIS, MO | Open     | <a href="#">View</a> |
| 2020         | 79              |                       | Facility-Based Housing for People with HIV/AIDS                         | ST. LOUIS, MO | Open     | <a href="#">View</a> |
| 2020         | 80              |                       | HOPWA Grantee Administration  | ST. LOUIS, MO | Open     | <a href="#">View</a> |
| 2020         | 81              |                       | Permanent Housing Placement for People with HIV/AIDS                    | ST. LOUIS, MO | Open     | <a href="#">View</a> |
| 2020         | 82              |                       | CV - COVID 19 - St. Louis City - MOH20FHW002 - HOPWA - Doorways         | ST. LOUIS, MO | Canceled | <a href="#">View</a> |
| 2020         | 83              |                       | CV - COVID 19 - St. Louis City - MOH20FHW002 - HOPWA - Peter and Paul   | ST. LOUIS, MO | Canceled | <a href="#">View</a> |
| 2020         | 118             |                       | CV-COVID 19 2020-2023 City of St. Louis MOH20-FHW002                    | ST. LOUIS, MO | Open     | <a href="#">View</a> |

1

2

Next 10 Results

# Naming Convention Tool

AutoSave ☐ Off HOPWA-IDIS-Naming-Convention-Tool - Protected View Emily Fischbein

File Home Insert Draw Page Layout Formulas Data Review View Help Share Comments

**PROTECTED VIEW** Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. [Enable Editing](#)

A3 Program Year/Start Date (YYYY)

|    | A   | B  | C  | D | E   | F   | G   |
|----|---|--|--|---|---|---|---|
| 1  | Is this a CARES Act Project/Activity?   |  |  |   |   |   |   |
| 2  | Grant Number (letters/numbers)  |  | The grant number is 9 characters (11 if CARES Act grant). See Page 2 of Instructions.  |   | CV-COVID-19   |   |   |
| 3  | Program Year/Start Date (YYYY)  |  | This should be a 4-digit year (Ex: 2016). See Page 2 of Instructions. All CARES Act grants should be 2020                          |   | 5% <CARES Act cap>  |   |   |
| 4  | Grant Term  |  |  |   | 10% <CARES Act cap>   |   |   |
| 5  |   |  |  |   |   |   |   |
| 6  | <b>Grantee Project / Activities</b>   |  |  |   | <b>PS 1 Project / Activities</b>  |   |   |
| 7  | Provide the Grantee Name  | Provide the Abbreviation for the Grantee Name  | <b>AUTO GENERATE:</b> IDIS Project Name (Copy and paste the naming convention below in IDIS when setting up the grantee's Project) |   | Provide the Project Sponsor Name  | Provide the Abbreviation for the PS Name  | <b>AUTO GENERATE:</b> IDIS Project Name (Copy and paste the naming convention below in IDIS when setting up the PS's Project) |
| 8  |   |  |  |   |   |   |   |
| 9  | Provide Grantee's Activities (use dropdown boxes below to select) Separate facilities should have separate activities in IDIS   | <b>AUTO GENERATE:</b> IDIS Activity Name(s) (Copy and paste the naming conventions below in IDIS when setting up the grantee's activities) |  |   | Provide PS's Activities (use dropdown boxes below to select) Separate facilities should have separate activities in IDIS  | <b>AUTO GENERATE:</b> IDIS Activity Name(s) (Copy and paste the naming conventions below in IDIS when setting up the PS's activities) |   |
| 10 |   |  |  |   |   |   |   |
| 11 |   |  |  |   |   |   |   |
| 12 |   |  |  |   |   |   |   |
| 13 |   |  |  |   |   |   |   |
| 14 |   |  |  |   |   |   |   |
| 15 |   |  |  |   |   |   |   |
| 16 |   |  |  |   |   |   |   |
| 17 |   |  |  |   |   |   |   |
| 18 |   |  |  |   |   |   |   |
| 19 |   |  |  |   |   |   |   |
| 20 |   |  |  |   |   |   |   |
| 21 |   |  |  |   |   |   |   |
| 22 |   |  |  |   |   |   |   |
| 23 |   |  |  |   |   |   |   |
| 24 |   |  |  |   |   |   |   |
| 25 |   |  |  |   |   |   |   |
| 26 |   |  |  |   |   |   |   |
| 27 |   |  |  |   |   |   |   |
| 28 |   |  |  |   |   |   |   |
| 29 |   |  |  |   |   |   |   |
| 30 | *Grantee should create one activity for each facility. You may add text in IDIS to differentiate between facilities while keeping the location confidential. Ex. "2017-2018 Facility-Based Site A GAH17F001 (AB)" |  |  |   | *Grantee should create one activity for each facility. You may add text in IDIS to differentiate between facilities while keeping the location confidential. Ex. "2017-2018 Facility-Based Site A GAH17F001 (AB)" |   |   |
| 31 | <b>PS 5 Project / Activities</b>  |  |  |   | <b>PS 6 Project / Activities</b>  |   |   |
| 32 | Provide the Project Sponsor Name  | Provide the Abbreviation for the PS Name   | <b>AUTO GENERATE:</b> IDIS Project Name (Copy and paste the naming convention below in IDIS when setting up the PS's Project)      |   | Provide the Project Sponsor Name  | Provide the Abbreviation for the PS Name  | <b>AUTO GENERATE:</b> IDIS Project Name (Copy and paste the naming convention below in IDIS when setting up the PS's Project) |
| 33 |   |  |  |   |   |   |   |
|    | Provide PS's Activities (use dropdown boxes below to select) Separate facilities should have separate activities in IDIS  | <b>AUTO GENERATE:</b> IDIS Activity Name(s) (Copy and paste the naming conventions below in IDIS when setting up the PS's activities)      |  |   | Provide PS's Activities (use dropdown boxes below to select) Separate facilities should have separate activities in IDIS  | <b>AUTO GENERATE:</b> IDIS Activity Name(s) (Copy and paste the naming conventions below in IDIS when setting up the PS's activities) |   |

Instructions [HOPWAIDISNamingConventionTool](#)

# Project Set-up Details

There are two options for creating/adding HOPWA Projects in IDIS:

- Option 1: Grantee creates projects first and then adds them (associates with) to the corresponding Annual Action Plan (Section AP-35)
- Option 2: Grantee creates Annual Action Plan first and follows the steps to Add a Project within the Action Plan (Section AP-35)

\* Remember – the Program Year you select should be the same as the Grant Year.

- Example: Program Year 2020 Projects are ONLY added to the FFY 2020 Annual Action Plan

# Option 1: Creating Projects in IDIS and adding them to the Annual Action Plan

Plans/Projects/Activities

Project

- Add
- Search
- Copy

Project

Add Project

Save | Reset

\*Indicates Required Field

Grantee/PJ Name:

Program Year

\*Program Year:


☐ Add New Program Year:

(ex: yyyy)

IDIS Project ID:

\*Project Title:

Grantee/PJ Project ID:

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# Completing Project Set-up

Description:

Allow Another Organization to Set up Activities under this Project: ⓘ

Select Organization

Is this a HOPWA or HOPWA-C project? ☒ No ☐ Yes

|   |    |                 |
|---|----|-----------------|
| Estimated Amount (Including Program Income) |    |                 |
| Section 108 Loan amount                     | \$ | <div>0.00</div> |
| CDBG  | \$ | <div>0.00</div> |
| HOME  | \$ | <div>0.00</div> |
| HTF   | \$ | <div>0.00</div> |
| HESG  | \$ | <div>0.00</div> |
| HOPWA                                       | \$ | <div>0.00</div> |
| HOPWA-C                                     | \$ | <div>0.00</div> |
| ESG   | \$ | <div>0.00</div> |
| HPRP  | \$ | <div>0.00</div> |
| TCAP  | \$ | <div>0.00</div> |
| CDBG-R                                      | \$ | <div>0.00</div> |
| Total                                       |    | <div>0.00</div> |

Save | Reset



## Adding your new projects to the Annual Action Plan

### Consolidated Plans

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

Or

### Annual Action Plans

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

Year:

All Years ▼

Status:

Select ▼

[Search](#)

### Action

[Edit](#) [View](#)

### Annual Action Plan

- AP-15 Expected Resources
- AP-20 Annual Goals and Objectives
- AP-35 Projects
- AP-50 Geographic Distribution

### AP-35 Projects

No Projects have been added to this Annual Action Plan.

[Add an Existing Project](#)

Or

### Projects

| Sort*  | Project Title                              | Action   |
|--|--|--|
| 1  | AIDS INTERFAITH RESIDENTIAL SERVICES, INC. | <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Remove</a> |
| <a href="#">Add a Project</a>   <a href="#">View Summary</a> |  |  |

[Add an Existing Project](#)

[Add a Project](#)

# Adding your new projects to the Annual Action Plan

**Search Criteria:**

|                       |                 |
|-----------------------|-----------------|
| Program Year          | Program         |
| Project Title         | IDIS Project ID |
| Grantee/PJ Project ID |                 |

Action

Add

Project

Edit Project

Save

# Option 2: Creating a Project in the Annual Action Plan

- Screen AP-35 is where you will set up your projects

### Annual Action Plan

- AP-15 Expected Resources
- AP-20 Annual Goals and Objectives
- AP-35 Projects
- AP-50 Geographic Distribution
- AP-55 Affordable Housing
- AP-60 Public Housing
- AP-65 Homeless and Other Special Needs Activities
- AP-70 HOPWA goals
- AP-75 Barriers to affordable housing
- AP-85 Other Actions
- AP-90 Program Specific Requirements

## Option 2: Creating a Project in the Annual Action Plan

### Annual Action Plan

#### AP-35 Projects

|  |

\* Indicates Required Field

\*Introduction:

**B** *I* U | HTML

#### Projects

No Projects have been added to this Annual Action Plan.

[Add an Existing Project](#)

## Option 2: Creating a Project in the Annual Action Plan

### Project

#### Search Projects

##### Search Criteria

Program Year:

Program:

IDIS Project ID:

Grantee/PJ Project ID:

|  | [Return to AP-35 Projects](#) | [Create a New Project](#)

## Option 2: Creating a Project in the Annual Action Plan

### Project

Add Project

|

\*Indicates Required Field

Grantee/PJ Name:  
ALABAMA

Program Year:  
2015

IDIS Project ID:

\*Project Title:

Grantee/PJ Project ID:

Description:

Allow Another Organization to Set up Activities under this Project: ☐

☐

Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs): ☐

☐

Grant # (only for HOPWA-C program):

### Estimated Amount (Including Program Income)

|                         |    |                                   |
|-------------------------|----|-----------------------------------|
| Section 108 Loan amount | \$ | <input type="text" value="0.00"/> |
| CDBG                    | \$ | <input type="text" value="0.00"/> |
| HOME                    | \$ | <input type="text" value="0.00"/> |
| ESG                     | \$ | <input type="text" value="0.00"/> |
| HOPWA                   | \$ | <input type="text" value="0.00"/> |
| CDBG-R                  | \$ | <input type="text" value="0.00"/> |
| HPRP                    | \$ | <input type="text" value="0.00"/> |
| TCAP                    | \$ | <input type="text" value="0.00"/> |
| HESG                    | \$ | <input type="text" value="0.00"/> |
| HOPWA-C                 | \$ | <input type="text" value="0.00"/> |
| Total                   |    | <input type="text" value="0.00"/> |

### Expected Resources

No Expected Resources have been defined for the Annual Action Plan.

### Annual Goals Supported

No Goals have been defined for the Annual Action Plan.

### Priority Needs Addressed

No Priority Needs have been defined for the Annual Action Plan.

# Assigning a Project Sponsor to a Project

If you create your Projects in the Annual Action Plan, the Assign Project Sponsor button may be disabled. You'll need to go back into your newly created projects to assign the correct ones to your Project Sponsor.

| Plans/Projects/Activities                            | Search Criteria:                                       |                            | Action             |
|--|--|----------------------------|--------------------|
| <b>Project</b><br>- Add<br>- <b>Search</b><br>- Copy | Program Year<br>Project Title<br>Grantee/PJ Project ID | Program<br>IDIS Project ID | <b>Edit   View</b> |

# Assigning a Project Sponsor to a Project

Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs):

Select Sponsor Organization

Search Criteria:

|                   |           |
|-------------------|-----------|
| Organization Name | DUNS #    |
| City              | EIN/TIN # |
| State             |           |

*Note: IDIS Defaults to the State of the Grantee, but can be changed if the Grantee operates across state lines.*

Select Sponsor Organization

Cancel | Add Organization

☐ AIDS Services Coalition  
PO Box 169

Select

Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs):  
AIDS Services Coalition

Return To Projects



# Activity Set-up

Activity Set-up will take you through two screens

- After you complete the first screen, continue to the second page to add the proposed budget and # of households served
- When the activity is set-up correctly, the activity will show up as Ready to Fund in the table you see when you click on Edit or View Activity

\*Be sure to complete two screens; many grantees only complete one screen and find their activities are not Ready to Fund.

## Activity Set-up Details

## Activity

### Add Activity

Save

|

Cancel

**\*Indicates Required Field**

|  |  |
|--|--|
| <b>*Activity Owner:</b><br><input type="text" value="CHARLESTON, SC"/>                               | <b>Grantee/PJ Activity ID:</b><br><input type="text"/> |
| <b>*IDIS Project ID/Project Title (Program Year):</b><br><input type="text" value="Select Project"/> |  |
| <b>*Activity Name:</b><br><input type="text"/>   |  |

| Program | *Activity Category   | Ready to Fund | Setup Detail           |
|---------|--|---------------|------------------------|
| CDBG    | <div>♦ Is this activity to prevent, prepare for, and respond to coronavirus?* <input type="radio"/> No <input type="radio"/> Yes</div> <div>♦ Will this activity use Section 108 loan? <b>No</b> <div>Change answer</div></div> <div>None <div>▼</div></div> | No            | <div>Add CDBG</div>    |
| ESG     | <div>None <div>▼</div></div>   | No            | <div>Add ESG</div>     |
| HOME    | <div>None <div>▼</div></div>   | No            | <div>Add HOME</div>    |
| HOPWA   | <div>None <div>▼</div></div>   | No            | <div>Add HOPWA</div>   |
| HPRP    | <div>None <div>▼</div></div>   | No            | <div>Add HPRP</div>    |
| TCAP    | <div>None <div>▼</div></div>   | No            | <div>Add TCAP</div>    |
| HESG    | <div>None <div>▼</div></div>   | No            | <div>Add HESG</div>    |
| HOPWA-C | <div>None <div>▼</div></div>   | No            | <div>Add HOPWA-C</div> |

# Activity Set-up Details

\*Is this activity subject to Section 3? ⓘ ☐ Yes ☐ No

\*Environmental Review:

Select ▼

Allow Another Organization to Access this Activity:

ⓘ Select Organization

HEROS Environmental Review ID:

Search For Review ID

Comments ⓘ

Activity Description:

Save

|

Cancel

# Activity Set-up Details

## Activity

Add Activity

Save | Cancel

\*Indicates Required Field

\*Activity Owner:

CHARLESTON, SC

\*IDIS Project ID/Project Title (Program Year):

Select Project

\*Activity Name:

Grantee/PJ Activity ID:

| Program | *Activity Category  | Ready to Fund | Setup Detail           |
|---------|---|---------------|------------------------|
| CDBG    | <div>♦ Is this activity to prevent, prepare for, and respond to coronavirus?* <input type="radio"/> No <input type="radio"/> Yes</div> <div>♦ Will this activity use Section 108 loan? <b>No</b> <div>Change answer</div></div> <div>None</div> | No            | <div>Add CDBG</div>    |
| ESG     | <div>None</div>   | No            | <div>Add ESG</div>     |
| HOME    | <div>None</div>   | No            | <div>Add HOME</div>    |
| HOPWA   | <div>None</div>   | No            | <div>Add HOPWA</div>   |
| HPRP    | <div>None</div>   | No            | <div>Add HPRP</div>    |
| TCAP    | <div>None</div>   | No            | <div>Add TCAP</div>    |
| HESG    | <div>None</div>   | No            | <div>Add HESG</div>    |
| HOPWA-C | <div>None</div>   | No            | <div>Add HOPWA-C</div> |

# Activity Set-up Details

Project  
- Search

Consolidated Plans  
- Search

Annual Action Plans  
- Search

Consolidated Annual Performance Evaluation Report  
- Search

Utilities  
- Home  
- Data Downloads  
- Print Page  
- Help

Links  
- ? Contact Support  
- PDF Rules of Behavior  
- CPD Home  
- HUD Home

Activity Owner:  
ST. LOUIS, MO

IDIS Activity ID:  
8807

Program Year/IDIS Project ID/Project Title:  
2020/121/Doorways Supportive Services

Activity Name:  
Doorways Supportive Services

Activity Status:  
Open

Completion Date:

Grantee/PJ Activity ID:

Initial Funding Date:  
04/09/2021


| Program | Activity Category   | Ready to Fund                       | Funded | Setup Detail               | Accomplishment | Completion Check |
|---------|---------------------|-------------------------------------|--------|----------------------------|----------------|------------------|
| CDBG    |                     | No                                  | No     |                            |                |                  |
| ESG     |                     | No                                  | No     |                            |                |                  |
| HOME    |                     | No                                  | No     |                            |                |                  |
| HOPWA   | Supportive Services | <input checked="" type="checkbox"/> | Yes    | <a href="#">View HOPWA</a> |                |                  |
| HESG    |                     | No                                  | No     |                            |                |                  |
| HOPWA-C |                     | No                                  | No     |                            |                |                  |
| HTF     |                     | No                                  | No     |                            |                |                  |

Is this activity subject to Section 3?

No

Environmental Review: EXEMPT

No other organization is allowed access to this activity



# Funding Activities

# Funding Activities

Funding/Drawdown

Activity Funding  
- Search

# Funding Activities

## Activity Funding

Search for Activities to Fund

Search Criteria

Program:  
HOPWA

Activity Name:

Program Year:  
2014

IDIS Project ID:

IDIS Activity ID:

Grantee/PJ Activity ID:

Activity Status:  
Open

\*Activity Owner:  
ATLANTA, GA

Search

 | 

Reset

Results Page 1 of 4

| Activity Name             | Program Year/<br>IDIS Project ID | IDIS<br>Activity ID | Grantee/PJ<br>Activity ID | Activity Status | Activity Owner | Action   |
|---------------------------|----------------------------------|---------------------|---------------------------|-----------------|----------------|----------|
| 2014 AID ATLANTA FACILITY | 2014/80                          | 4683                |                           | Open            | ATLANTA, GA    | Add-Edit |



# Funding Activities

| Action   |
|----------|
| Add-Edit |

|                  |
|------------------|
| Activity Funding |
|------------------|

# Funding Activities

## Activity Funding

### Edit Activity Funding

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

\*Indicates Required Field

**Activity Owner:**

ATLANTA, GA

**Program Year/Project:**

2014/80

**IDIS Activity ID:**

4683

**Total Funded:**

**Activity Name:**

2014 AID ATLANTA FACILITY

**Total Drawn:**

\$0.00

#### 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                          |
|----------------|---------|-----------|-------------|-------------|-----------------------|---------------|--------------|---------------------------------|
| ATLANTA, GA    | HOPWA   | EN        | HUD         | HH          |                       |               | \$0.00       | <a href="#">Add-Edit   View</a> |

# Funding Activities

## Activity Funding

### Add-Edit Funding Line Item

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

**Activity Owner:**

ATLANTA, GA

**Program Year/Project:**

2014/80

**IDIS Activity ID:**

4683

**Total Funded:****Total Drawn:**

\$0.00

2014 AID ATLANTA FACILITY

### Funding Source Pre-2015

| Program | Grant Year<br>(tip) | Fund Type | Source Name | Source Type | Recipient Name | Available for Funding | Funded Amount | Drawn Amount |
|---------|---------------------|-----------|-------------|-------------|----------------|-----------------------|---------------|--------------|
| HOPWA   | Pre-2015            | EN        | HUD         | HH          | ATLANTA, GA    |                       |               | \$0.00       |

### Current Funding for This Source

| Grant Year (tip)               | Funded Amount | Drawn Amount |
|--------------------------------|---------------|--------------|
| 2014                           | \$            | \$0.00       |
| <a href="#">Add Grant Year</a> |               |              |

# Drawdown: Creating Vouchers

# Creating Vouchers

## Funding/Drawdown

### Drawdown

- Create Voucher
- Search Voucher
- Approve Voucher

# Creating Vouchers

Create Voucher - Page 1 of 4 (Select Activities)

Continue

\* Indicates Required Field

\*Voucher Created For: (tip)

ATLANTA, GA

Requested LOCCS Submission Date: (tip)

(mm/dd/yyyy)

Activity Owner: (tip)

ATLANTA, GA

\*IDIS Activity ID

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Search for Activities | Reset

# Creating Vouchers

## Drawdown

### Search for Activities

Add Selected Activities | Remove Selected Activities

#### Search Criteria

Program:

HOPWA ▼

IDIS Project ID:

Status:

Open

Activity Name:

IDIS Activity ID:

5483

Activity Owner:

ALABAMA

Program Year:

Select ▼

Grantee/PJ Activity ID:

Search | Reset | Return to Select Activities

#### Results Page 1 of 1 (1 activities found)

| Activity Name                       | Program Year/<br>IDIS Project ID | IDIS<br>Actv ID | Grantee/PJ<br>Activity ID | Status | Activity<br>Owner | Select                              |
|-------------------------------------|----------------------------------|-----------------|---------------------------|--------|-------------------|-------------------------------------|
| Sponsor Administration<br>2014-2016 | 2014/5                           | 5483            |                           | Open   |                   | <input checked="" type="checkbox"/> |

Add Selected Activities | Remove Selected Activities

# Creating Vouchers

## Approximate Cost Incurred Date

- As of December 2019, a new field called “**Approximate Cost Incurred Date**” has been added to the voucher screen for HOPWA and must be completed for each HOPWA voucher line item when drawing funds.
- This field will help in identifying the accomplishment year of the activities since each grant has a life cycle of three years.
- The selected date doesn't need to be the exact date the services were provided but should fall within the dates covered by the invoice being drawn against.

HOPWA IDIS Field "Approximate Cost Incurred Date" Functionality

<https://www.hudexchange.info/news/new-hopwa-idis-field-approximate-cost-incurred-date-functionality/>



# Creating Vouchers

## Drawdown

Create Voucher - Page 2 of 4 (Drawdown Amounts)

[Return to Select Activities](#) | [Confirm Voucher](#) | [Cancel Voucher](#)

### Activity 1 of 1

**IDIS Activity ID:**  
5483

**Activity Name:**  
Sponsor Administration 2014-2016

**Voucher Created For:**  
ALABAMA

**Grantee/PJ Activity ID:**

**Activity Owner:**  
ALABAMA

### Available Drawdown Amounts for This Activity

| Recipient Name | Program | Grant Year | Fund Type | Source Name | Source Type | Prior Program Year | Funded Amount | Available to Draw | Drawdown Amount                   |
|----------------|---------|------------|-----------|-------------|-------------|--------------------|---------------|-------------------|-----------------------------------|
| ALABAMA        | HOPWA   | Pre-2015   | EN        | HUD         | HS          | N/A                | \$102,648.00  | \$31,353.36       | \$ <input type="text" value="0"/> |

[Confirm Voucher](#) | [Previous Activity](#) | [Next Activity](#)

### Progress by Activity ID

Entered:  
Not Entered: 5483 (#1)  
Invalid:

# Creating Vouchers

## Drawdown

### Create Voucher - Page 3 of 4 (Confirmation)

- Click "Generate Voucher" to complete voucher creation

|

**Voucher Created For:**  
ALABAMA

**Requested LOCCS Submission Date:**  
  
(mm/dd/yyyy)

**Activity Owner:**  
ALABAMA

#### Voucher Line Items

| Line Item # | IDIS Actv ID | Activity Name                    | Program | Grant Year | Fund Type | Source Name | Source Type | Recipient Name | Prior Program Year | Drawdown Amount |
|-------------|--------------|----------------------------------|---------|------------|-----------|-------------|-------------|----------------|--------------------|-----------------|
| 1           | 5483         | Sponsor Administration 2014-2016 | HOPWA   | 2014       | EN        | HUD         | HS          | ALABAMA        | N/A                | \$500.00        |
| Total       |              |                                  |         |            |           |             |             |                |                    | \$500.00        |

|

# Creating Vouchers

## Drawdown

Create Voucher - Page 4 of 4 (View)

- Voucher created successfully

[Return to Create Voucher](#)

**Voucher Created For:**  
ALABAMA

**IDIS Voucher #:**  
5814497

**Activity Owner:**  
ALABAMA

**Created By:**  
C58118

**Requested LOCCS Submission Date:**

**Creation Date:**  
06/07/2015

### 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           | 5483         | Sponsor Administration 2014-2016 | HOPWA   | 2014       | ALH14F999 | EN        | HUD         | HS          | ALABAMA        | N/A                | \$500.00        |
| Total       |              |                                  |         |            |           |           |             |             |                |                    | \$500.00        |

[Return to Create Voucher](#)

# Drawdown: Approving Vouchers

# Approving Vouchers

Funding/Drawdown

## Drawdown

- Create Voucher
- Search Voucher
- Approve Voucher

# Approving Vouchers


## Drawdown

Search Vouchers For Approval

**Search Criteria**

**IDIS Voucher #:**

**IDIS Activity ID:**

**Earliest Creation Date:**  
   
(mm/dd/yyyy)

**Line Item Status:**  
Open

Search

 | 

Reset

# Approving Vouchers

## Search Vouchers For Approval

Search Criteria

IDIS Voucher #:

IDIS Activity ID:

Activity Owner:

ALABAMA

Earliest Creation Date:

Line Item Status:

Open

(mm/dd/yyyy)

Search

Reset

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

| IDIS Voucher # | Line Item # | Creation Date | IDIS Actv ID | Grant Number | Activity Name                    | Line Item Status | Drawdown Amount | Action                  |
|----------------|-------------|---------------|--------------|--------------|----------------------------------|------------------|-----------------|-------------------------|
| 5814497        | 1           | 06/07/2015    | 5483         | ALH14F999    | Sponsor Administration 2014-2016 | Open             | \$500.00        | Maintain-Approve   View |

# Approving Vouchers

## Maintain and Approve Voucher

[Return to Search Vouchers](#)

**Voucher Created For:**  
ALABAMA

**IDIS Voucher #:**  
5814497

**Activity Owner:**  
ALABAMA

**Created By:**  
C58118

**Creation Date:**  
06/07/2015

### 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 | Line Item Status | Submission Date | Action  |
|-------------|--------------|----------------------------------|---------|------------|-----------|-----------|-------------|-------------|----------------|--------------------|-----------------|------------------|-----------------|---|
| 1           | 5483         | Sponsor Administration 2014-2016 | HOPWA   | 2014       | ALH14F999 | EN        | HUD         | HS          | ALABAMA        | N/A                | \$500.00        | Open             | 06/07/2015      | <a href="#">Approve</a>   <a href="#">Revise</a><br><a href="#">Cancel</a>   <a href="#">View</a> |



# Approving Vouchers

[Approve This Voucher Line Item](#) | [Return to Maintain and Approve Voucher](#)

**Voucher Created For:**  
TEXAS

**IDIS Voucher # / Line Item #:**  
5497883/1

**Grant #:**  
TXH11F999

**Transaction Type:**  
Receivable

**Activity Owner:**  
TEXAS

**Created By:**  
C12196

**Approved By:**

**Pay To:**  
TEXAS

**Creation Date:**  
11/15/2012

**Approval Date:**

## IDIS Information

**IDIS Status:** Open  
**Batch #:**  
**Batch Date:**  
**LOCCS Control #:**  
**LOCCS Status:** Blank

## Voucher Update

**Voucher Updated By:** C12196  
**Date Updated:** 11/15/2012

## LOCCS Confirmation Information

**Confirm Batch #:**  
**Confirm Batch Date:**  
**Confirmation Code:**  
**Pay Method:**  
**Payment Date:**  
**Schedule #:**  
**Reschedule:**  
**Effective Date:**

## Line Item

| IDIS Actv ID | Activity Name     | Program | Grant Year | Fund Type | Source Name | Source Type | Recipient Name | Prior Program Year | Drawdown Amount         | Line Item Status | Submission Date |
|--------------|-------------------|---------|------------|-----------|-------------|-------------|----------------|--------------------|-------------------------|------------------|-----------------|
| 34065        | Lubbock-PASO TBRA | HOPWA   | 2011       | EN        | HUD         | HS          | TEXAS          | N/A                | Receivable (\$1,009.45) | Open             |                 |

[Approve This Voucher Line Item](#) | [Return to Maintain and Approve Voucher](#)

# Drawdown: Revising Vouchers

# Revising Vouchers

Funding/Drawdown

## Drawdown

- Create Voucher
- Search Voucher
- Approve Voucher

# Revising Vouchers

## Drawdown

### Search Vouchers

#### Search Criteria

**\*Indicates Required Field**

IDIS Voucher #:

IDIS Activity ID:

Line Item Status:

 ▼

Grant #:

Earliest Creation Date:

(mm/dd/yyyy)



**\*Activity Owner:**

 ▼

|

# Revising Vouchers

## Search Vouchers

- The status of the line items may have changed. To view the latest status, click on "Search"

**Search Criteria**  
\*Indicates Required Field

IDIS Voucher #:

IDIS Activity ID:

Line Item Status:

Grant #:

Earliest Creation Date:  
  
(mm/dd/yyyy)

\*Activity Owner:

|

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

| IDIS Voucher # | Line Item # | Creation Date | IDIS Actv ID | Grant Number | Activity Name                    | Line Item Status | Drawdown Amount | Action                  |
|----------------|-------------|---------------|--------------|--------------|----------------------------------|------------------|-----------------|-------------------------|
| 5814497        | 1           | 06/07/2015    | 5483         | ALH14F999    | Sponsor Administration 2014-2016 | Open             | \$500.00        | Maintain-Approve   View |

# Revising Vouchers

## Maintain and Approve Voucher

[Return to Search Vouchers](#)

**Voucher Created For:**  
ALABAMA

**IDIS Voucher #:**  
5814497

**Activity Owner:**  
ALABAMA

**Created By:**  
C58118

**Creation Date:**  
06/07/2015

### 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 | Line Item Status | Submission Date | Action  |
|-------------|--------------|----------------------------------|---------|------------|-----------|-----------|-------------|-------------|----------------|--------------------|-----------------|------------------|-----------------|---|
| 1           | 5483         | Sponsor Administration 2014-2016 | HOPWA   | 2014       | ALH14F999 | EN        | HUD         | HS          | ALABAMA        | N/A                | \$500.00        | Open             | 06/07/2015      | <a href="#">Approve</a>   <a href="#">Revise</a><br><a href="#">Cancel</a>   <a href="#">View</a> |

# Revising Vouchers

## Drawdown

### Revise Voucher Line Item

[Save](#) | [Return to Maintain and Approve Voucher](#)



**Voucher Created For:**  
ALABAMA

**IDIS Voucher # / Line Item #:**  
5814497/1

**Grant #:**  
ALH14F999

**Transaction Type:**  
Payment

**Activity Owner:**  
ALABAMA

**Created By:**  
C58118

**Approved By:**

**Pay To:**  
ALABAMA

**Creation Date:**  
06/07/2015

**Approval Date:**

#### IDIS Information

**IDIS Status:** Open  
**Batch #:**  
**Batch Date:**  
**LOCCS Control #:**  
**LOCCS Status:** Blank

#### Voucher Update

**Voucher Updated By:** C58118  
**Date Updated:** 06/07/2015

#### LOCCS Confirmation Information

**Confirm Batch #:**  
**Confirm Batch Date:**  
**Confirmation Code:**  
**Pay Method:**  
**Payment Date:**  
**Schedule #:**  
**Reschedule:**  
**Effective Date:**

#### Line Item

| IDIS Actv ID | Activity Name                    | Program | Grant Year | Fund Type | Source Name | Source Type | Recipient Name | Prior Program Year | Drawdown Amount | Line Item Status | Submission Date            |
|--------------|----------------------------------|---------|------------|-----------|-------------|-------------|----------------|--------------------|-----------------|------------------|----------------------------|
| 5483         | Sponsor Administration 2014-2016 | HOPWA   | 2014       | EN        | HUD         | HS          | ALABAMA        | N/A                | \$500.00        | Open             | 06/07/2015<br>(mm/dd/yyyy) |

#### Revise Funds to Another Activity

| IDIS Actv ID         | Amount                  |
|----------------------|-------------------------|
| <input type="text"/> | \$ <input type="text"/> |

**Required Justification\*:**

# Revising Vouchers

Vouchers may only be revised from and to the same Program Year

- If you draw from the wrong Program Year, you will need to return the funds from the incorrect draw to LOCCS and re-draw the funds from the correct Program Year

For more information about returning funds, go to:

<https://www.hudexchange.info/resource/3089/instructions-for-returning-funds-to-the-line-of-credit-and-to-us-treasury/>



# Completing Activities

# Completing Activities

## Activity

View Activity

[Return to Previous Page](#) | [Copy this Activity](#)

**Activity Owner:**

**Activity Status:**  
Open

**IDIS Activity ID:**

**Completion Date:**

**Program Year/IDIS Project ID/Project Title:**

**Grantee/PJ Activity ID:**

**Activity Name:**

**Initial Funding Date:**

| Program | Activity Category                                      | Ready to Fund | Funded | Setup Detail               | Accomplishment                            | Completion Check            |
|---------|--|---------------|--------|----------------------------|---|-----------------------------|
| CDBG    |  | No            | No     |                            |   |                             |
| ESG     |  | No            | No     |                            |   |                             |
| HOME    |  | No            | No     |                            |   |                             |
| HOPWA   | Short Term Rent, Mortgage and Utility Payments (STRMU) | Yes           | Yes    | <a href="#">View HOPWA</a> | <a href="#">View HOPWA Accomplishment</a> | <a href="#">Check HOPWA</a> |
| HESG    |  | No            | No     |                            |   |                             |
| HOPWA-C |  | No            | No     |                            |   |                             |
| HTF     |  | No            | No     |                            |   |                             |

# Completing Activities

Activity

Edit Activity

Save | Cancel

\*Indicates Required Field

Activity Owner:

IDIS Activity ID:

IDIS Project ID/Project Title (Program Year):

Change Project

\*Activity Name:

Activity Status:

Open

Open

Completed

Canceled

Date:

Activity ID:

Initial Funding Date:

# Microstrategy Reports

# Microstrategy Reports

Useful reports include:

- PR-02: A report of Projects and Activities by year
- PR-05: A report of Drawdowns
- PR-30: Security Administrator User Profile report: to view IDIS user access within your organization

# Helpful Resources

- IDIS Access Form:

<https://www.hudexchange.info/resource/3327/idis-online-access-request-form/>

- Using IDIS Online for the HOPWA Program:

<https://www.hudexchange.info/resource/1018/using-idis-online-for-hopwa/>

- HOPWA IDIS Set-Up and Draw Instructions for CARES Act Grants:

<https://www.hudexchange.info/resource/6050/hopwa-idis-setup-and-draw-instructions-for-cares-act-grants/>

- Naming Convention Tool:

<https://www.hudexchange.info/resource/5233/hopwa-idis-naming-convention-tool/>

- HOPWA Ask-A-Question:

<http://www.hudexchange.info/program-support/>

# Questions?

