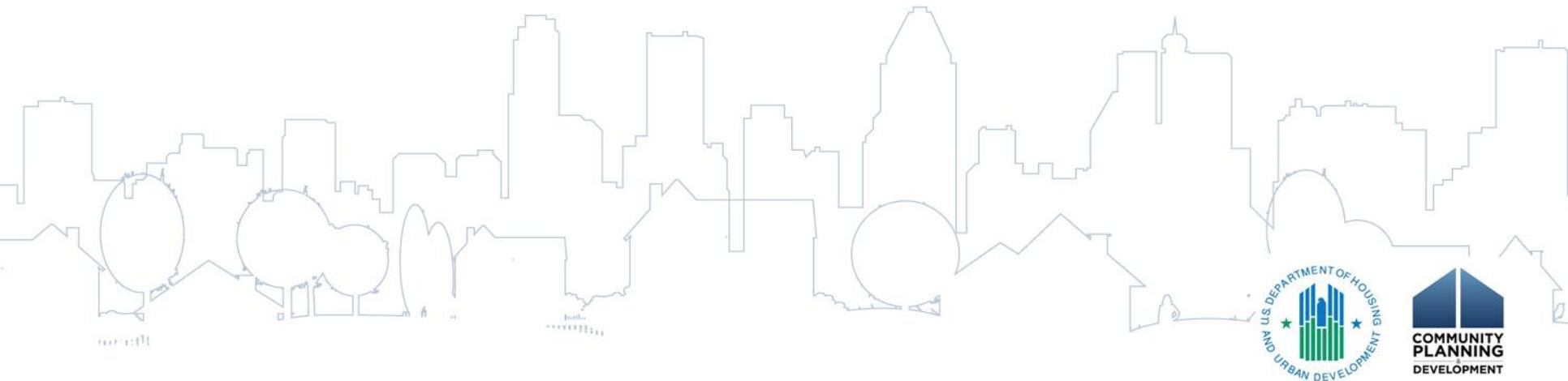


# HOME IDIS Webinar: Grant Based Accounting Changes for FY 2015 and Onward August 12, 2015



# Presenters

- Vashawn Banks, Senior Affordable Housing Specialist, CPD, Office of Affordable Housing Programs (OAHP)
- Bill Kubal, Usona Development, subcontractor to ICF International



# Q and A

- Questions – supported by Chantel Key, ICF International
  - Written Questions Box:
    - You may enter your question into the question box at any time during the presentation
    - Questions should be relevant to this presentation, given the length of this webinar
    - The questions that were not handled in the presentation will be covered at the end



# Agenda

- Transition from FIFO to Grant Based Accounting
- Funding with HOME
- Drawing HOME Funds
- Committing HOME Funds
- Reminders and Next Steps
- Resources



# Poll Question #1

- Which answer best describes your role in the HOME Program?
  - a. Staff member of a State or local participating jurisdiction (PJ)
  - b. State recipient or subrecipient of HOME funds
  - c. Community Housing Development Organization (CHDO) employee
  - d. HUD Employee
  - e. A concerned citizen who enjoys listening to IDIS calls on a random weekday



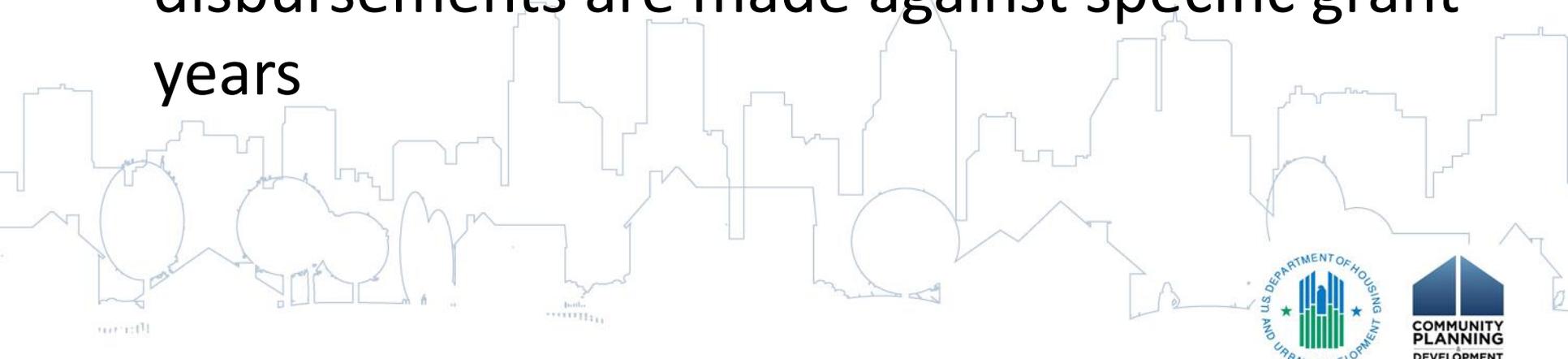
# Poll Question #2

- How would you describe your level of experience with using IDIS for the HOME Program?
  - a. Beginner with less than one of experience
  - b. Intermediate user with 1-3 years of experience
  - c. Proficient user with more than 3 years of experience
  - d. Expert user who should be facilitating this webinar



# FIFO vs. Grant Based Accounting (GBA)

- IDIS has historically operated on a first-in-first-out (FIFO) basis
  - Under FIFO, funds were committed and disbursed against the oldest grants with funds available
- Under GBA, funding/commitments and disbursements are made against specific grant years



# FIFO to Grant Based Accounting

- Beginning with FY 2015 formula allocations, grantees will choose specific grant or grants funds when committing and drawing funds
- 2014 and prior years continue on FIFO until funds exhausted
- Additional GBA general resources:
  - <https://www.hudexchange.info/manage-a-program/grant-based-accounting/>
  - Fact sheets, matrix, etc.



# Effects of Transition

- In IDIS
  - Funding commitments and disbursements are made from specific grant years selected by PJs
  - Funds drawn for an activity are the same funds that are 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
  - 2014 Commitment will continue to be cumulative
  - Additional guidance forthcoming for 2015



# Quiz #1

- Starting in FY 2015, HUD will allow PJs to fund HOME activities in which of the following ways?
  - a. Commit only FIFO funds (FY 1992-2014) to activities setup under program years prior to 2015
  - b. Commit both FIFO and grant specific funds (FY 2015 and onward) to the same HOME activity regardless of the program year
  - c. 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



# Quiz #1 Answer

- Answer: B
- As long as an activity is included in the PJ's Consolidated Plan and Action Plan for the appropriate program year, both FIFO and grant specific funds can be committed to the same HOME activity



# Process to Fund HOME Activity

1. Select the HOME Activity
2. Select the Funding Source
3. Complete the HOME Activity Funding Certification
4. **Select a Grant Allocation and Enter an Amount**

Step 4 is where you will see the change from FIFO to grant based accounting



# Step 1: Select a HOME Activity

1. Login to IDIS and click on the Funding/Drawdown tab (A) located at the top of the IDIS screen
2. Enter the IDIS Activity ID (B) assigned to the activity being funded and click on the Search (C) button
3. Find the activity from the list in the Results section and click on the Add-Edit link located under the Action column (D)



# 1: Select a HOME Activity

Plans/Projects/Activities



Funding/Drawdown

Grant

Grantee/PJ

Admin

Repo

## Activity Funding

Search for Activities to Fund

### Search Criteria

Program:

All

IDIS Project ID:

Activity Status:

Select

Activity Name:



IDIS Activity ID:

13029

\*Activity Owner:

ILLINOIS

Program Year:

All

Grantee/PJ Activity ID:

Search



set

Results Page 1 of 1



Activity Name	Program Year/ IDIS Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Activity Status	Activity Owner	Action
Homeowner Rehab: 305 N Main Street	2014/13	13029		Open	ILLINOIS	Add-Edit

## 2: Select a Funding Source

1. Identify the correct Fund Type (A) and Recipient (B) from the list shown Available Funds section at the bottom of the page
  - Users may find it helpful to use the Filters (C) located in the Funding Sources section to limit the results by Recipient, Fund Type, or both
2. Click the Add-Edit link (D) for the funding row selected



# 2: Select a Funding Source

Plans/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:**  
ILLINOIS

**Program Year/Project:**  
2013/11

**IDIS Activity ID:**  
13133

**Total Funded:**  
\$15,000.00

**Activity Name:**  
CFR: 123 Main Street

**Total Drawn:**  
\$0.00

### Funding Sources

**Recipient Name:**

All Recipients

**Program:**



All Programs

**Fund Type:**

SU



[Filter](#)

[Reset Filter](#)

### Available Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
B.C.M.W. COMMUNITY SERVICES, IL	HOME	SU	ILLINOIS	SG	\$321,877.08	\$15,000.00	\$0.00	Add-Edit   View
ADVOCATES FOR ACCESS, IL	HOME	SU	ILLINOIS	SG	\$0.00	\$0.00	\$0.00	View

# 4: Select a Grant Allocation and Enter an Amount - FIFO Layer

1. Verify there are sufficient funds available displayed in the Available for Funding column (D)
  - This is the sum of all available funds for this fund type and recipient in the FIFO layer
2. Enter a Grant Year (E) - **OPTIONAL**
  - To split funding across more than one grant year, click the Add Grant Year button (F) to add a new line item
3. Enter the amount of funds to commit to the activity in the Funded Amount field (G)
4. Click the Save button



# Funding from FIFO accounts

Plans/Projects/Activities

Funding/Drawdown

Grant

Grantee/PJ

Admin

Reports

## 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

#### Activity Name:

Homeowner Rehab: 305 N Main Street

#### Total Drawn:

\$0.00

A

Activity Information

### Funding Source Pre-2015

Program	Grant Year (tip)	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

D

### Current Funding for This Source

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

E

G

[Add Grant Year](#)

F

B

Pre-2015 Allocations (FIFO)

# 4: Select a Grant Allocation and Enter an Amount from GBA Layer

1. Verify the amounts Available for Funding (H) from each allocation
2. Enter the amount of funds to commit to the activity in the Funded Amount field (I) for the desired grant year
  - The system allows PJs to fund an activity from more than one allocation, if available
3. Click the Save button (J)



# 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)

**Funding Source**

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
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

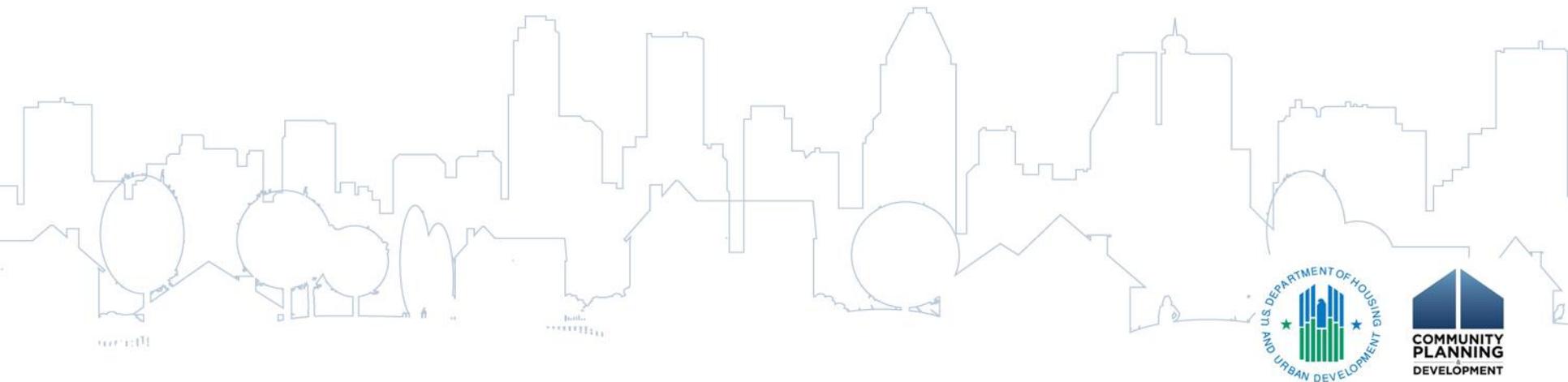
**C** 2015 and later allocations (grant specific)

**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

# Quiz #2

- *True or False*
  - Under the first-in, first out (FIFO) accounting method, PJs may enter the grant year on the *Activity Funding* screen and IDIS will disburse funds from the grant selected



# Quiz #2 Answer

- Answer: False
- PJs have the option of specifying a year when funding from FIFO layer, but the system will pull the oldest funds available, regardless of the year the PJ entered
- The system will use the year specified on the funding screen only with 2015 and later allocations



# Drawing HOME Funds

1. Select IDIS Activities to include on the drawdown voucher
2. **Select a grant allocation and enter amount for each IDIS activity**
3. Complete the HOME Certification
4. Generate the drawdown voucher
5. Search for and approve the voucher

Step 2 is where you will see the change from FIFO to grant based accounting



# 1: Select HOME Activities

1. Select Funding/Drawdown tab (A) from Main Menu
2. Select Create Voucher from Drawdown sub-menu (B)
3. In Voucher Created For (C), select organization, usually the PJ
  - For activities funded from CHDO Reserve (CR) and General Subgrants (SU), select the name of the organization that received the subgrant that funds the activity
4. Enter activity number(s) (D)
5. Press Continue (E)



# 1: Select HOME Activities

**User:** C16964  
**Role:** Grantee  
**Organization:** ILLINOIS

- Switch Profile
- Logout

**Activity Funding**  
- Search

**Drawdown**  
- Create Voucher  
- Search Voucher  
- Approve Voucher

**Receipt**  
- Add  
- Search  
- Search Accounts

**Section 108 Loan**  
- Search

**Utilities**  
- Home  
- Data Downloads  
- Print Page  
- Help

**Links**

**Plans/Projects/Activities** **A** **Funding/Drawdown** **Grant** **Grantee/PJ** **Admin** **Re**

**Drawdown**

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

**E**

**\* Indicates Required Field** **C**

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

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

**Activity Owner:** (tip)  
ILLINOIS

**\*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"/>									

|

## Step 2: Select Grant Allocation and Enter Amounts for each IDIS Activity

1. Verify the correct activity was selected (A)
2. Identify funding sources selected on Activity Funding screen:
  2. Grant Year/Program Year of Receipt (B),
  3. Fund Type (C), and
  4. Available to Draw (D)
3. Enter Drawdown Amount (E)
4. Use the Next Activity button to proceed (F) if more activities on voucher
5. Click the Confirm Voucher (G) to continue



# 2: Select a Grant Allocation and Enter an Amount for each IDIS Activity

Plans/Projects/Activities

Funding/Drawdown

Grant

Grantee/PJ

Admin

Reports

## Drawdown

### Create Voucher - Page 2 of 4 (Drawdown Amounts)

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

#### Activity 1 of 1

**IDIS Activity ID:**  
13029

**Activity Name:**  
Homeowner Rehab: 305 N Main Street

**Voucher Created For:**  
ILLINOIS

**Grantee/PJ Activity ID:**

**Activity Owner:**  
ILLINOIS

#### 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
ILLINOIS	HOME	Pre-2015	EN	HUD	SG	N/A	\$25,000.00	\$25,000.00	\$ 0
ILLINOIS	HOME	2015	EN	HUD	SG	N/A	\$10,000.00	\$10,000.00	\$ 0
ILLINOIS	HOME	2015	PI	HUD	SG	N/A	\$5,000.00	\$5,000.00	\$ 0

[Confirm Voucher](#)

[Previous Activity](#)

[Next Activity](#)

#### Progress by Activity ID

Entered:  
Not Entered: 13029 (#1)  
Invalid:

# Step 3: Complete the HOME Certification

- Read the Certification that states:
  - No funds in local account
  - Will not draw from EN until local funds are exhausted
  - Will comply with Uniform Administrative Requirements
  - Will not exceed line of credit
  - Will comply with HOME regs
  - All statements are true and correct
- Decision:
  - If you agree: Continue to Confirm Voucher
  - If you do not agree: Back to Create Voucher



# Step 3: Complete the HOME Certification

## HOME/TCAP Drawdown Certification

By requesting the disbursement of Federal funds, the representative of the HOME Participating Jurisdiction [or Tax Credit Assistance Program (TCAP) grantee, as applicable] using this system certifies that he/she is authorized to execute the certifications set forth herein, and, on behalf of the Participating Jurisdiction or TCAP grantee, further certifies that, in accordance with HUDs regulations at 24 CFR Part 92 [or Notice 09-03-Rev Implementation of the Tax Credit Assistance Program (TCAP), as applicable]:

- (i) the Participating Jurisdiction or TCAP grantee has no funds in its HOME Investment Trust Fund local account or TCAP local account that constitute program income;
- (ii) the Participating Jurisdiction or TCAP grantee has not drawn and will not draw HOME Investment Partnerships Program funds or TCAP funds until after all program income has been expended;
- (iii) the Participating Jurisdiction or TCAP grantee has complied with and will comply with all of the financial reporting responsibilities required by HUDs regulations and the applicable uniform administrative requirements at 24 CFR Part 85;
- (iv) the Participating Jurisdiction or TCAP grantee has not drawn and will not draw funds from its HOME Investment Trust Fund or TCAP Treasury Account that exceed its remaining line of credit;
- (v) the funds that the Participating Jurisdiction has drawn and will draw shall be used pursuant to the Participating Jurisdictions approved housing strategy and shall be used in compliance with all requirements of the HOME Investment Partnerships Act, 42 U.S.C. 12701, et seq., and HUDs regulations; and
- (vi) all of the statements and claims, financial and otherwise, made herein are true and correct. Pursuant to 18 USC § 1001, 31 USC § 3729, et seq., and 24 CFR Part 28, false or fraudulent statements and claims made pursuant to these certifications are subject to up to 5 years imprisonment and civil penalties up to \$10,000 plus up to 3 times the amount of damages sustained by the Government for each fraudulent act committed.

I agree. Continue to confirm this voucher

I disagree. Continue to confirm this voucher without HOME EN drawdowns

**This certification applies to the following HOME/TCAP Drawdown 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	13029	Homeowner Rehab: 305 N Main Street	HOME	2011	EN	HUD	SG	ILLINOIS	N/A	\$5,000.00
2	13029	Homeowner Rehab: 305 N Main Street	HOME	2015	EN	HUD	SG	ILLINOIS	N/A	\$2,500.00
Total										\$7,500.00

# 4: Generate the Drawdown Voucher

1. Verify the following for each line item:
  - Activity ID (A),
  - Grant Year/Program Year of Receipt (B),
  - Fund Type (C), and
  - Drawdown Amount (D)
2. Click Generate Voucher (E)
3. The system will provide a Voucher Number
  - Print a copy of the screen and provide the IDIS Voucher Number to the person tasked with approving the voucher



# 4: Generate the Drawdown Voucher

Plans/Projects/Activities

Funding/Drawdown

Grant

Grantee/PJ

Admin

Report

## Drawdown

### Create Voucher - Page 4 of 5 (Confirmation)

- Click "Generate Voucher" to complete voucher creation

E

Generate Voucher

Cancel Voucher

Voucher Created For:  
ILLINOIS

Requested LOCCS Submission Date:

(mm/dd/yyyy)

Activity Owner:  
ILLINOIS

A

B

C

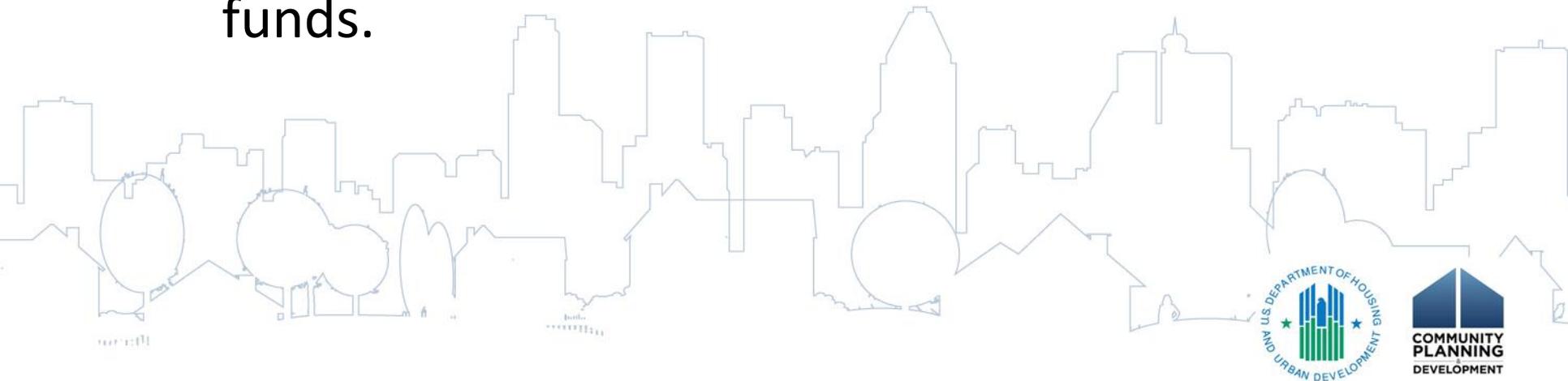
D

### 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	13029	Homeowner Rehab: 305 N Main Street	HOME	2011	EN	HUD	SG	ILLINOIS	N/A	\$5,000.00
2	13029	Homeowner Rehab: 305 N Main Street	HOME	2015	EN	HUD	SG	ILLINOIS	N/A	\$2,500.00
3	13029	Homeowner Rehab: 305 N Main Street	HOME	2015	PI	HUD	SG	ILLINOIS	N/A	\$5,000.00
Total										\$12,500.00

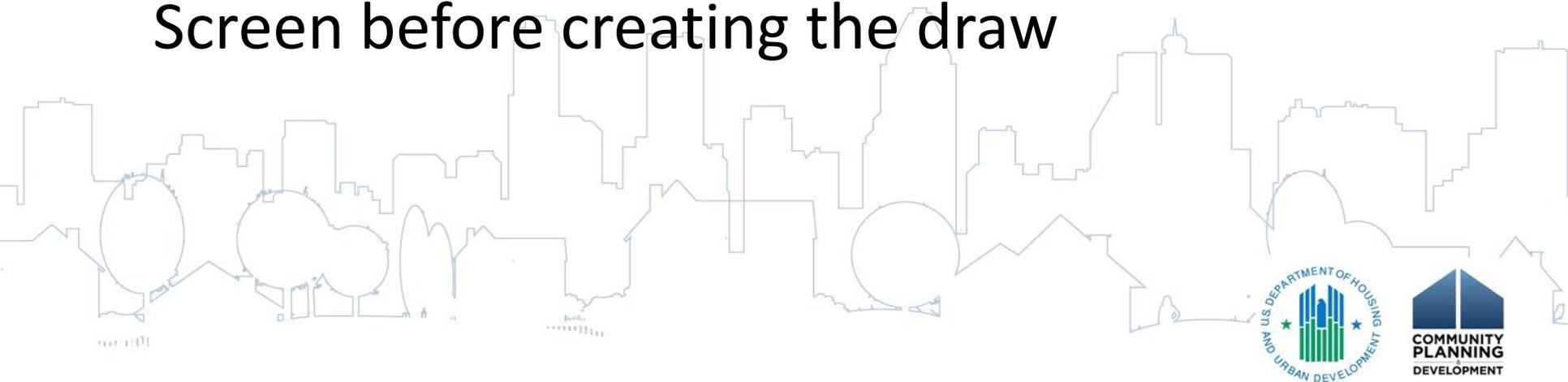
# Quiz #3

- *True or False*
  - PJs no longer have the option to disburse program income (PI) in place of 2015 Entitlement (EN) on the “Create Voucher” screen. This is because PJs no longer have to drawdown HOME funds in their local account prior to disbursing HOME Treasury funds.



# Quiz #3 Answer

- Answer: False
- Program income must be used prior to Entitlement draws from US Treasury
- PJs must now manually increase PI and decrease EN commitments on the Funding Screen before creating the draw



# 5: Search for and Approve Voucher

1. Select Funding/Drawdown (A) from Main Menu
2. Select Search Voucher from Drawdown sub-menu (B)
3. Use Search Criteria (C) fields to search for the voucher and click Search
4. In the Search Results, identify a line item included on the voucher and click the Maintain-Approve link to continue



# 5: Search for and Approve Voucher

**User:** B56636  
**Role:** Grantee  
**Organization:** ILLINOIS

- Switch Profile
- Logout

**Activity Funding**  
 - Search

**Drawdown**  
 - Create Voucher  
 - **Search Voucher**  
 - Approve Voucher

**Receipt**  
 - Add  
 - Search  
 - Search Accounts

**Section 108 Loan**  
 - Search

**Utilities**  
 - Home  
 - Data Downloads  
 - Print Page  
 - Help

**Links**  
 - Contact Support  
 - Rules of Behavior  
 - CPD Home  
 - HUD Home

**Drawdown**

**Search Vouchers**

**Search Criteria**

\*Indicates Required Field

**IDIS Voucher #:**  **IDIS Activity ID:**  **Line Item Status:**

**Grant #:**  **Earliest Creation Date:**  **\*Activity Owner:**

(mm/dd/yyyy)

|

**Results Page 1 of 1 (3 voucher line items found)**

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Grant Number	Activity Name	Line Item Status	Drawdown Amount	Action	
5767575	1	04/18/2015	13029	M11SG170100	Homeowner Rehab: 305 N Main Street	Open	\$5,000.00	Maintain-Approve	View
5767575	2	04/18/2015	13029	M15SG170100	Homeowner Rehab: 305 N Main Street	Open	\$2,500.00	Maintain-Approve	View
5767575	3	04/18/2015	13029	M15SG170100	Homeowner Rehab: 305 N Main Street	Open	\$5,000.00	Maintain-Approve	View

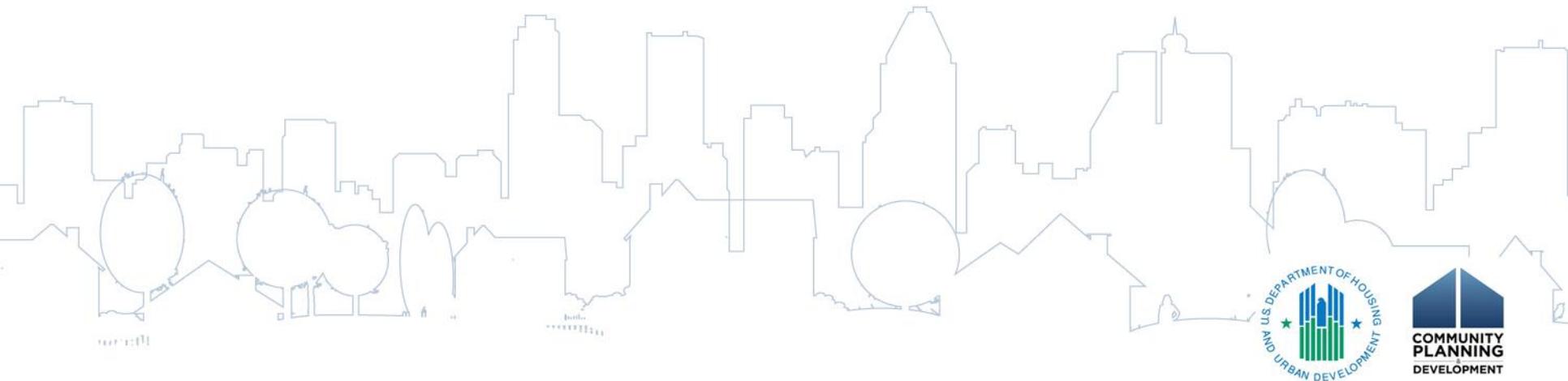
# HOME Commitment Test

- HOME funds must be committed within 24 months of signing the grant agreement with HUD
- Federal fiscal years (FFY) 1992-2014 – HUD will use the cumulative methodology to determine compliance
- FFY 2015 forward program years, HUD will change its method for determining the 24 month compliance deadline
  - More guidance is forthcoming



# Quiz #4

- *True or False*
  - All FY 1992-2014 HOME funds **MUST** be committed to activities by no later than PJs' commitment deadline dates in 2016



# Quiz #4 Answer

- Answer: True
- HUD will use the cumulative method to determine PJs' compliance with the 24-month commitment and 5-year disbursement requirement for all HOME grants through the Federal Fiscal Year 2014 grants
- The 2016 commitment deadline will be based on the amounts received by the PJ in FY 1992-2014
- The 2019 expenditure deadline will be based on the amounts received by the PJ in FY 1992-2014



# Useful Reports

- IDIS Reports
  - PR22 – Status of HOME/TCAP Activities
  - PR48 – HOME Open Activities
  - PR27 – Status of HOME Grants
  - PR35 - Grant, Subfund, and Subgrant
- HOME Reports
  - Deadline Compliance Status Report
  - Expiring Funds Report



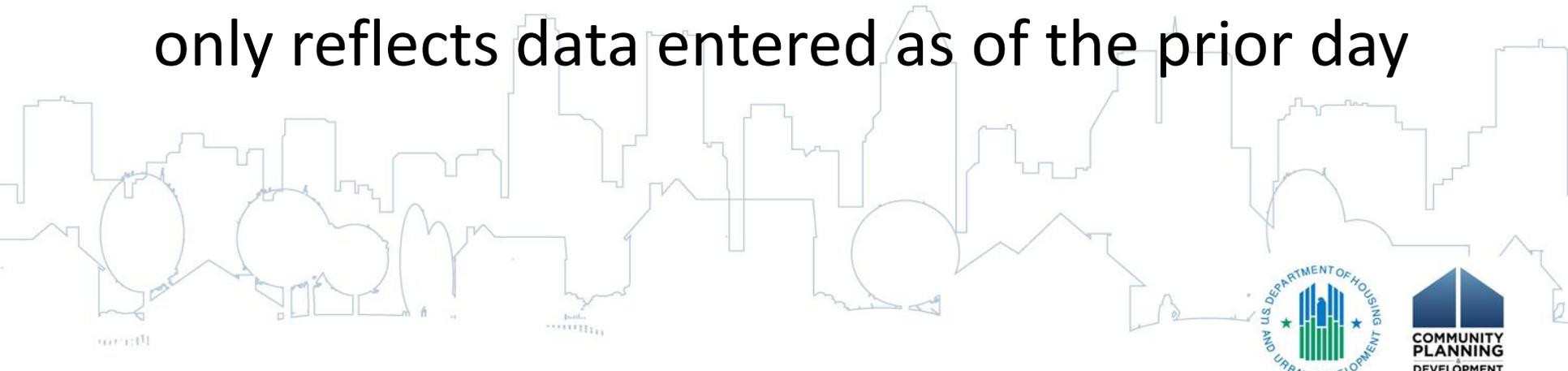
# Quiz #5

- What is the purpose of running reports such as the PR27 or PR35 prior to drawing down HOME funds?
  - a. To confirm the funds will be drawn from the correct grant year(s)
  - b. To ensure there are no uncommitted funds available to draw in earlier grant years
  - c. To verify that all HOME funds in the local account have been fully disbursed prior to drawing HOME Treasury funds
  - d. All of the above



# Quiz #5 Answer

- Answer: All of the above
- PJs can use the PR27 or PR35 to determine
  - Balances remaining in older allocations
  - Balances of local funds that should be used before Treasury draws
- NOTE: Remember that Microstrategy reports only reflects data entered as of the prior day



# Reminders and Next Steps

- GBA has significantly changed funding and drawdowns in IDIS
- Funding for each HOME grant year should generally be consistent with the information presented in the PJ's Annual Action Plan
- Verify the correct HOME grant year when committing funds or drawing funds for a HOME activity
- While funding errors can usually be easily corrected in IDIS, they can lead to errors on drawdowns



# Resources

- Field Office CPD Representative
- HOME FACTs: HOME IDIS Grant Based Accounting Changes
  - <https://www.hudexchange.info/resource/4510/home-facts-vol-6-no-2-home-idis-grant-based-accounting-changes/>
- IDIS AAQ
  - <https://www.hudexchange.info/get-assistance/my-question/>



# Resources (cont.)

- Upcoming
  - Updated HOME IDIS Manual
  - HOME Facts:
    - Using local funds deposited in the participating jurisdictions' (PJs') HOME Investment Trust Fund Local Account, including
      - Program Income (PI)
      - Repayments to the Local Account (IU), and
      - Recaptured Homebuyer Funds (HP)

