IDIS Set-Up and Draw Instructions for ESG CARES Act Grants

October 27, 2020

Housekeeping

- A recording of today's session, along with the slide deck and a copy of the Chat and Q&A content will be posted to the HUD Exchange within 2-3 business days

- Event information for upcoming Office Hours, along with copies of all materials can be found here:

https://www.hudexchange.info/homelessness-assistance/diseases/#covid-19-webinars-and-office-hours

- To join the webinar via the phone, please call in using:

    1-415-655-0002   Access code: 171 278 8084
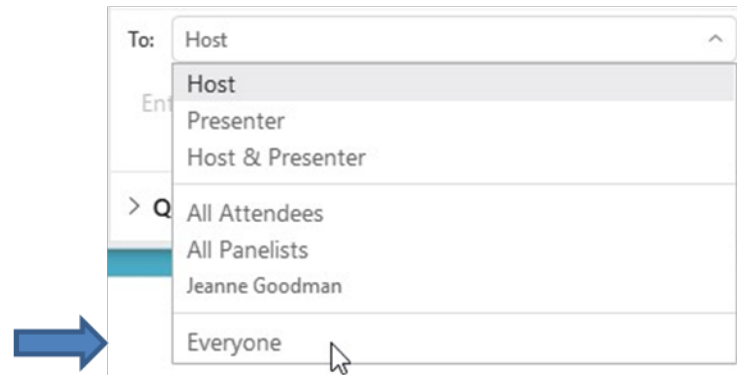
    (If you need to call toll-free: 1-855-797-9485)

Chat Feature

Select the Chat icon to make a comment or ask a question.

Be certain the To field is set to **Everyone**

Speakers & Resource Advisors

- Marlisa Grogan, SNAPS
- Nora Lally, HUD TA Provider, Homebase
- Chris Pitcher, HUD TA Provider, ICF
- Heidi Schilpp, HUD TA Provider, Cloudburst
- Ben Sturm, HUD TA Provider, Cloudburst
- Mandy Wampler, Senior CPD Representative, Philadelphia Field Office

Webinar Objectives

- Review IDIS setup for project and activities

- Review new activity setup requirements

- Review activity funding and subrecipient setup
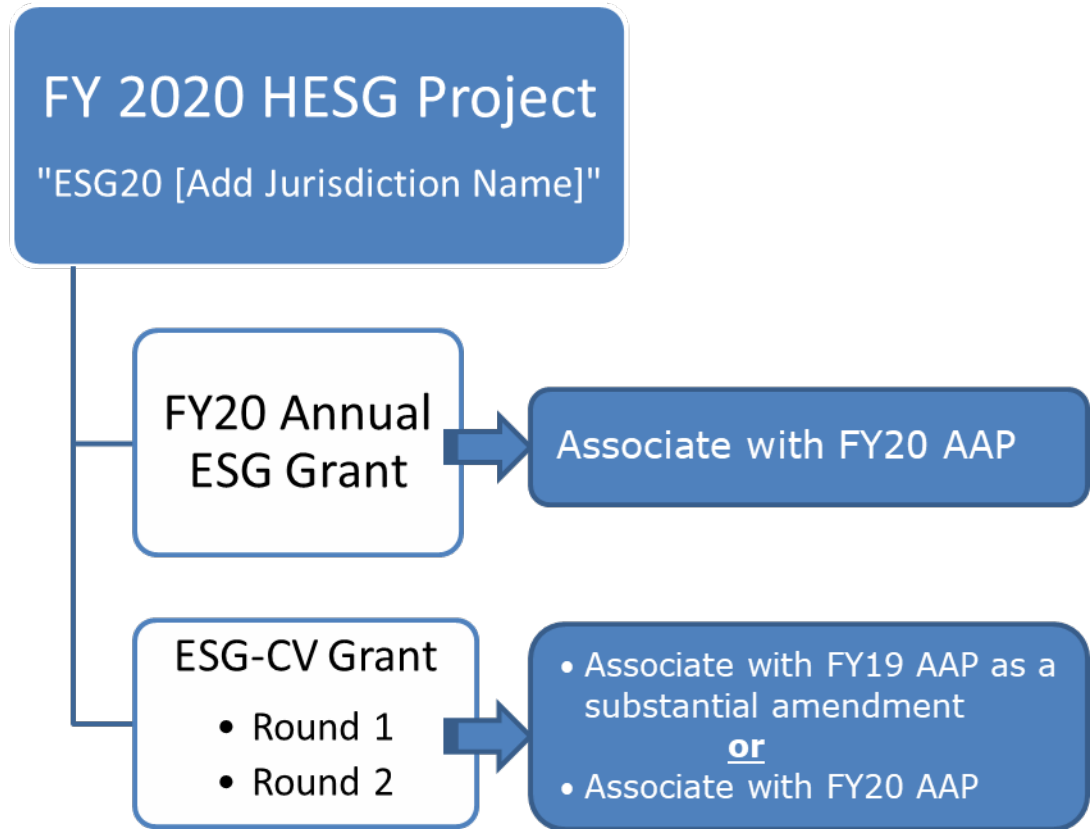
- Identify additional resources

ESG Reminders

- Sign up for the [ESG Listserv](#) for regular updates on available guidance and resources

- Visit the [ESG guidance](#) for COVID-19 on the HUD Exchange

Annual Action Plan & Substantial Amendments

- Follow instructions provided in, "[Setting up a Substantial Amendment for CARES Act Funding](#)"

- Create ONE project for ESG in Program Year 2020 (HESG grant path)

  - This ONE HESG Project can be associated with more than one Annual Action Plan in IDIS

  - For example: FY20 Project associated with FY19 AAP (via FY19 substantial amendment for ESG-CV) and FY20 AAP (including FY20 annual ESG grant)

HESG Project Setup - Overview

- **ONE** HESG Project for Program Year 2020
- Project will include:
  - FY20 annual ESG grant and
  - ESG-CV grant (Round 1 + 2)
- Naming Convention
  - ESG20 [Recipient Name]
  - *Example: ESG20 Cityville*

FY 2020 HESG Project
"ESG20 [Add Jurisdiction Name]"

FY20 Annual ESG Grant → Associate with FY20 AAP

ESG-CV Grant
- Round 1
- Round 2
→
- Associate with FY19 AAP as a substantial amendment
  or
- Associate with FY20 AAP

HESG Project Setup - Steps

- Project is added on AP-35 screen

- Estimated Amount =

  FY20 annual ESG grant

  +

  ESG-CV (Rounds 1 + 2)

HESG Activity Setup

- Add on the Plans/Projects/Activities screen

- Associate with project created on AP-35 screen

- Sum of each activity's funding will include both funding from the ESG-CV grant and the FY20 ESG annual grant:
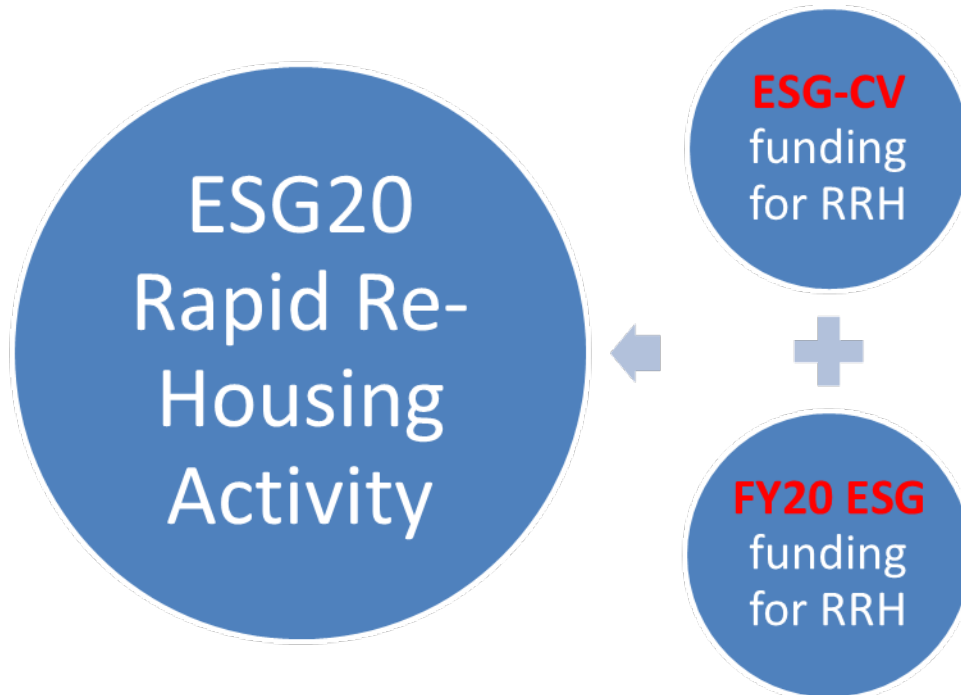
HESG Activity Reminders

- ONE FY20 activity per component, which will include funding from <u>both</u> the FY20 Annual ESG grant + ESG-CV grant

- The only ESG activities that may be set up under the FY20 ESG Project are:

Activity Name	Program Year/ Project ID
ESG20 Street Outreach	2020/1
ESG20 Shelter	2020/1
ESG20 Rapid Re-Housing	2020/1
ESG20 Homeless Prevention	2020/1
ESG20 Data Collection (HMIS)	2020/1
ESG20 Administration	2020/1

Grant Based Accounting for ESG

| 2019 Annual ESG Grant | 2020 Annual ESG Grant | 2020 ESG-CV Grant |

- Funds are set up and drawn in IDIS on a grant specific basis
- ESG recipients will continue to align projects and activities with the same grant year through the funding process
- ESG-CV grant is drawn separately from FY20 annual ESG grant

HESG Activity Reminders

- Recipients must enter a narrative in the IDIS Activity description that identifies the ESG-CV funding and how the activity prevents, prepares for, and responds to coronavirus.

- If using a prior year allocation, the activity description must be updated to include a narrative description in IDIS specific to the annual funding and how it is being used to prevent, prepare for, and respond to coronavirus.

Documenting "Prevent, Prepare, Respond"

- Document how funds are being used to prevent, prepare for, and respond to coronavirus in the activity description on the Activity Screen in IDIS:

Activity Description:

Annual ESG - non-COVID response:
$50,000 from the 2019 Emergency Shelter activity is budgeted for shelter operations

Annual ESG - COVID response:
$24,000 from the 2019 Emergency Shelter activity has been reprogrammed for coronavirus response. These funds will be used to prevent, prepare for, and respond to coronavirus by enhancing shelter sanitation per local public health infection control guidelines. Funds will also be used for personal protective equipment and hygiene supplies.

Save | Cancel

- Maintain adequate documentation in program/project files demonstrating when state or local government began preparing for coronavirus.

HESG Activities – Additional Eligible Activities

- New eligible activities will be "drawn" and grouped with the existing eligible activity components in IDIS

Activity	IDIS Activity Category
Temporary Emergency Shelter	Shelter
Training	Homeless Prevention, Rapid Re-Housing, Shelter, Street Outreach
Hazard Pay	Homeless Prevention, Rapid Re-Housing, Shelter, Street Outreach
Handwashing Stations and Portable Bathrooms	Street Outreach
Landlord Incentives	Homeless Prevention, Rapid Re-Housing
Volunteer Incentives	Homeless Prevention, Rapid Re-Housing, Shelter, Street Outreach

ESG Activity Funding/Draw Basics

Identifying subrecipient on funding screen

- Reimbursement of subrecipients must be reflected in IDIS

- Use "Subordinate Organization" designation

- *Refer to Section 6 of the* [ESG IDIS manual](#) *for step-by-step instructions*

- Subrecipient setup impacts CAPER reporting: subrecipient information on CR-60 screen is dependent on the subrecipients setup for activity funding

Identifying Grant Numbers

Be able to distinguish between the ESG-CV grant and the FY20 annual ESG grant when funding and drawing in IDIS

Grantee Type	Formula Grant (Source Code)	ESG-CV Grant (Source Code)
States	DC	DW
Metro Cities	MC	MW
Territories	ST	SW
Urban Counties	UC	UW

Identifying Grant Numbers

- Distinguish between your FY20 annual ESG grant from your ESG-CV grant by examining the Source Type on the Edit Activity Funding Screen

Available Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
	HESG 2020	EN	HUD	MW	$480,888.00	$0.00	$0.00	Add-Edit | View
	HESG 2020	EN	HUD	MC	$180,973.00	$0.00	$0.00	Add-Edit | View

1st Row – "MW" indicates the ESG-CV grant for this metro city

2nd Row – "MC" indicates the FY20 annual ESG grant for this city

IDIS Live Demonstration

Drawing funds for each subrecipient

- Must draw for each subrecipient at activity level (i.e., RRH, HP, ES, SO, HMIS, Admin)
- Must know each subrecipient and activity associated with a draw when revising vouchers

IDIS Voucher Example

- The screenshot illustrates an IDIS voucher where a recipient drew admin funds for both the FY2020 and ESG-CV funds on the same voucher. **Note the different Source Type codes listed.**

Voucher Created For:

Activity Owner:

IDIS Voucher #:
6423440

Created By:

Creation Date:
10/19/2020

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	17661	ESG20 Admin	HESG	2020	E20DW410001	AD	HUD	DW		N/A	$54,260.92	Completed	10/19/2020	View
2	17661	ESG20 Admin	HESG	2020	E20DC410001	AD	HUD	DC		N/A	$7,758.52	Completed	10/19/2020	View

HESG Subrecipients

Line Item #	IDIS Actv ID	Activity Name	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Drawdown Amount
1	17661	ESG20 Admin	2020	AD	HUD	DW		
→ Subrecipient:								$54,260.92
2	17661	ESG20 Admin	2020	AD	HUD	DC		
→ Subrecipient:								$7,758.52

1st Row – "DW" indicates the ESG-CV grant for this state
2nd Row – "DC" indicates the FY20 annual ESG grant for this city

Revising Voucher Basic Tenets

- **Revisions cannot be made between different grants – including ESG-CV to FY2020 ESG**
- Activity status must be 'Open'
- Activity must have funds available to draw
- Both activities must have same fund type
- Subrecipient (or subrecipients) must have funds available to draw
- Vouchers must have a status of 'Completed'
- Vouchers must include 'Required Justification'

ESG Data Quality Reminders

- Activity Naming Convention is <u>KEY</u>
- Activities are to be funded with <u>ONE</u> grant source year of funding
  - Reprogrammed funds must stay within the same program year
- Funds can get "trapped" in the Admin Subfund. *Refer to section 5.2 of [ESG IDIS manual](#) for step-by-step instructions*
- Revise vouchers <u>BEFORE</u> completing final drawdowns. *Refer to [ESG Activity Closeout Checklist](#) for more details*

ESG Expenditure Caps

- **Administrative Cap:**

  - 10% of total fiscal year grant for ESG-CV funds and annual ESG used to prevent, prepare for, and respond to coronavirus
  - Recipients must ensure annual ESG funds not used for COVID response are limited to 7.5% cap – 7.5% cap has been removed from 2020 activities in IDIS

- **Street Outreach/Emergency Shelter Cap**:
  - 60% cap has been removed from Program Year 2020 activities in IDIS – recipients must ensure that annual ESG funds not used for COVID response are limited to 60% cap.
  - If utilizing Street Outreach and/or Emergency Shelter funds from prior year to prevent, prepare for, and respond to coronavirus – must update activity description

  Recipients must manually calculate the cap – IDIS will not limit Admin or Street Outreach/Emergency Shelter activities for you!

Find Assistance

- Request TA
  - https://www.hudexchange.info/technical-assistance/
- HUD Exchange Ask A Question
  - https://www.hudexchange.info/get-assistance/my-question/
- ESG FAQs
  - https://www.hudexchange.info/esg/faqs/

Find Assistance

- ESG Resources
  - https://www.hudexchange.info/esg

- IDIS Resources
  - https://www.hudexchange.info/idis

Questions?