



Section 108 Loan Guarantee Reporting in IDIS

Economic Development Focus



Housekeeping

Logistics:

- 60-minute webinar
- All lines are muted
- Submit technical issues to “Host” through WebEx Chat

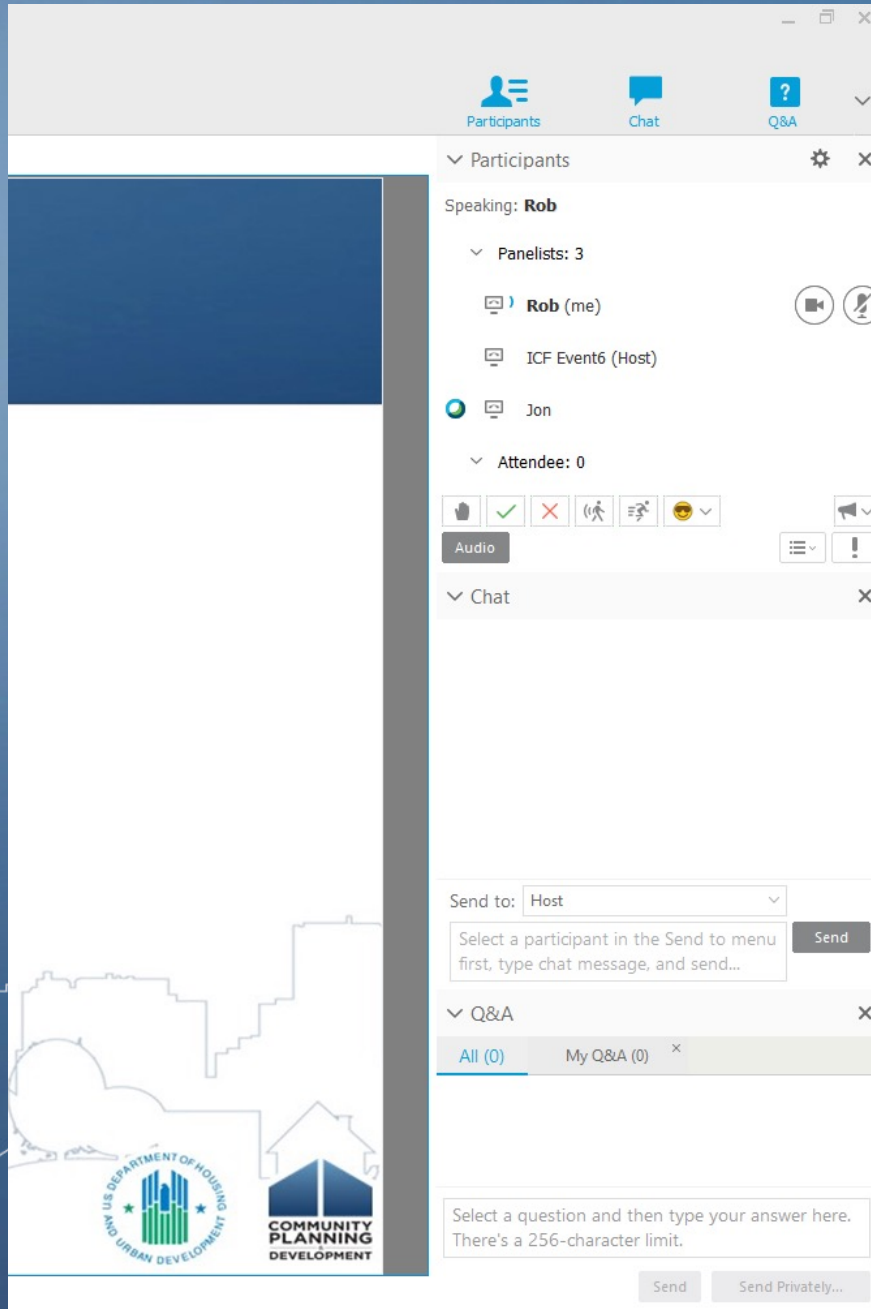
Asking questions:

- Submit content questions to “All Panelists” through WebEx Q&A
- Will be answered after the webinar in a Q&A document

Materials:

- To be posted on the HUD Exchange
- Slides, transcript, recording





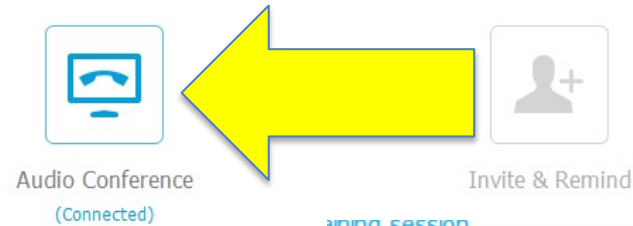
Click the Q&A icon here to reveal the Q&A pod.

Use the chat to get help from the host. "Send to" should = Host

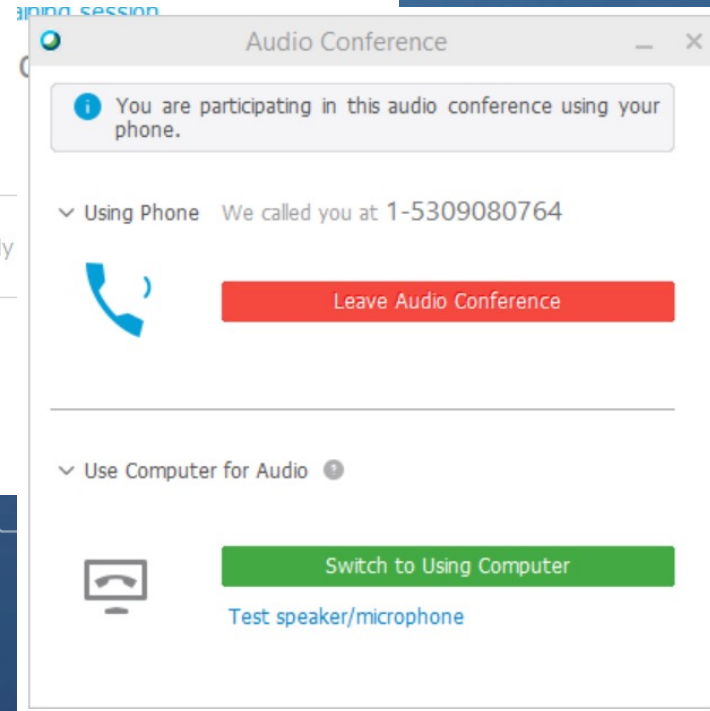
The Q&A pod should appear here. Enter questions here. Send to "All Panelists."



Click on the Quick Start tab



Click on Audio Conference



In the dialog that pops up, drop down "Use Computer for Audio," then click "Switch to Using Computer." Be sure your PC audio settings are set to the correct output.

Introductions

- Host, The Cloudburst Group
 - Rob Sronce
- Panelists, HUD's Office of Block Grant Assistance, Financial Management Division
 - Scott Laliberte'
 - Marty Dubroff



Agenda

Section 108 Loan Guarantee Program in the Integrated Disbursement and Information System (IDIS)

- 1) Introduction and overview
- 2) Activity setup and accomplishment reporting
 - Loan advances
 - Loan repayment
- 3) Financial tracking
- 4) Technical assistance resources
- 5) IDIS demonstration



Section 108 Introduction

Notice CPD-17-04: *Reporting Requirements for Section 108 Loan Guarantee Recipients*

Section 108 Loan reporting determined by:

- 1) Timing: Loan advancements before or after FY 2014*
- 2) Use of 108 loan program income (SI) to repay 108 loan

*Full or partial loan commitments advanced before September 30, 2013
marked as “-OLD” loan (grant) number



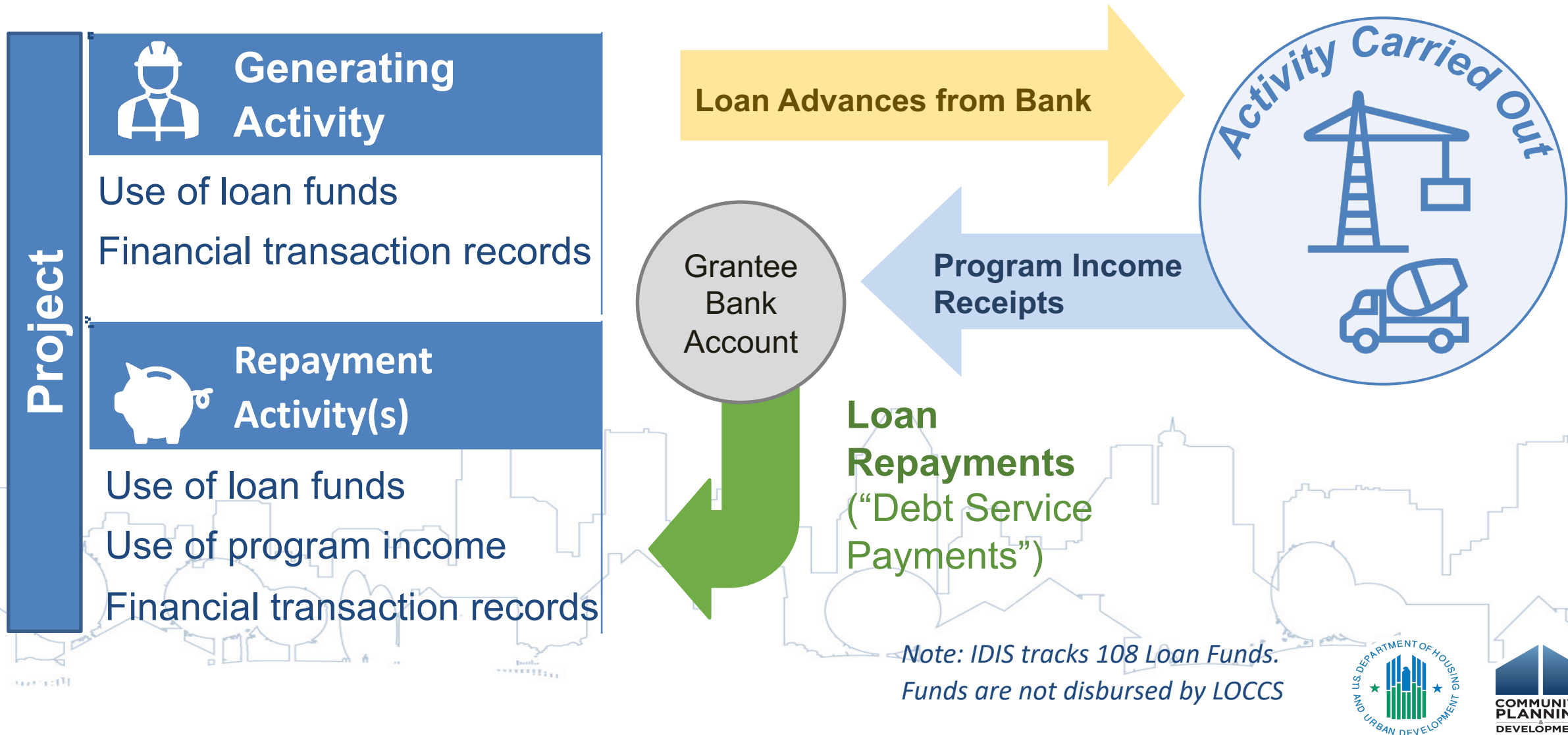
Section 108 Introduction

	New Loans	Old Loans	
		Section 108 program income (SI)	<u>NO</u> Section 108 program income (SI)
When Were Loan Advances (Funding from Bank)?	Commitment <u>Issued after</u> 09/30/2013 or <u>Not fully advanced</u> (funded by bank) by 09/30/2013	Commitment <u>Funds advanced</u> (funded by bank) prior to 09/30/2013	Commitment <u>Funds advanced</u> (funded by bank) prior to 09/30/2013
Activity Setup Expected in IDIS?	Yes		No

SECTION 108 OVERVIEW

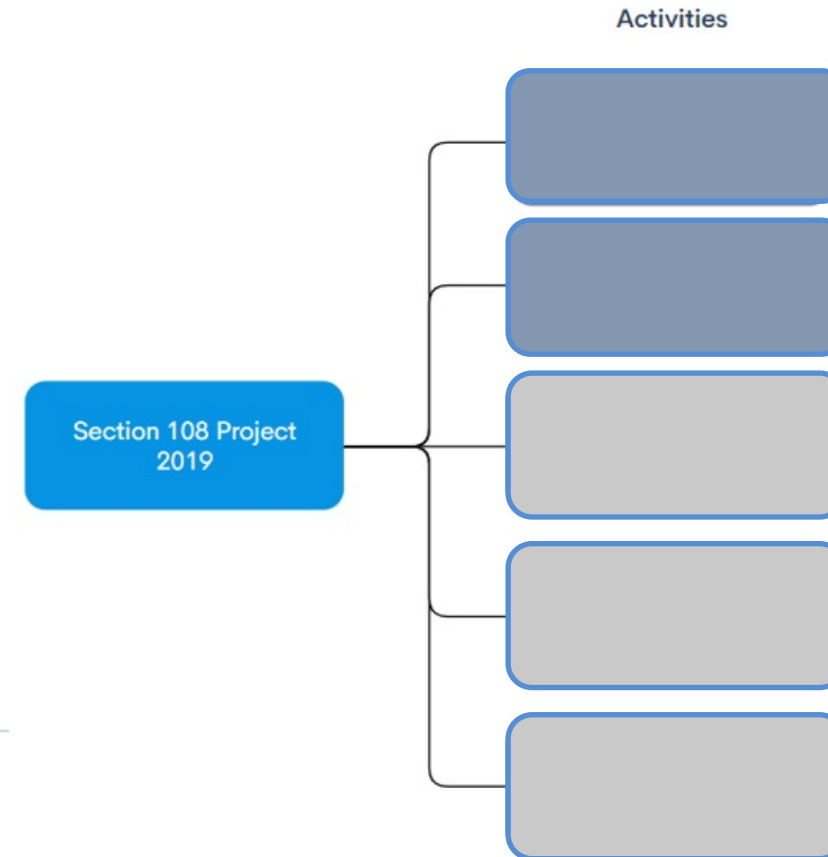


Overview: Section 108 Activity Functions in IDIS



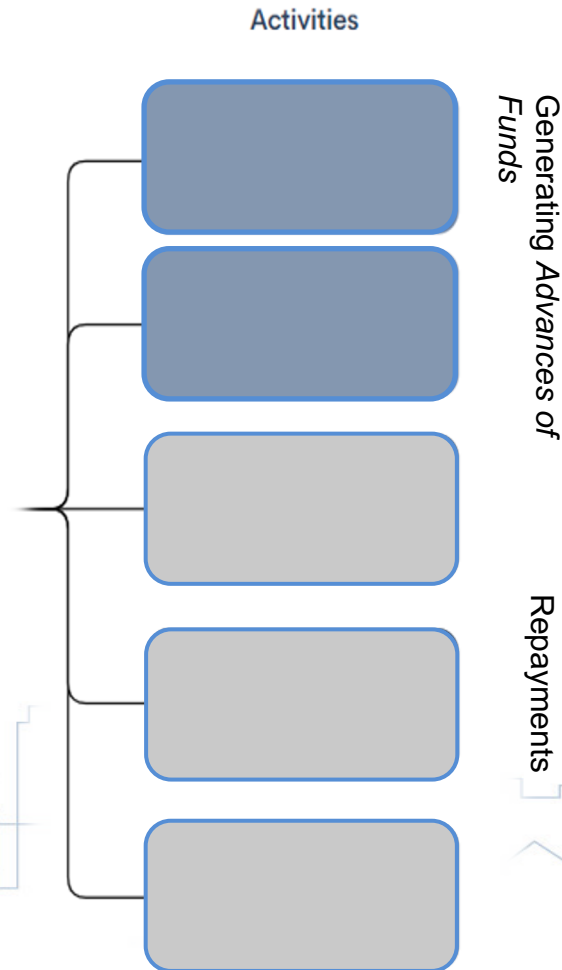
Overview: Projects

- Add **single project** for each Section 108 commitment *after* HUD adds 108 Loan (SL) in IDIS
- Project groups all related activities + their financial transactions
 - *Section 108 program income receipts (SI)*
 - *Draw vouchers*
 - *Repayments*



Overview: Activities

- Follow conventions for CDBG activity setup, accomplishment reporting
- Organize Section 108 financial transactions
- Set up for both advancements (“generating”) and repayments



- Uses of 108 funds
- Accomplishments
- Generates 108 program income (SI)
- Draw vouchers

- Uses program income (SI)
- Uses Community Development Block Grant (CDBG) (EN or PI)
- Draw vouchers (all sources)



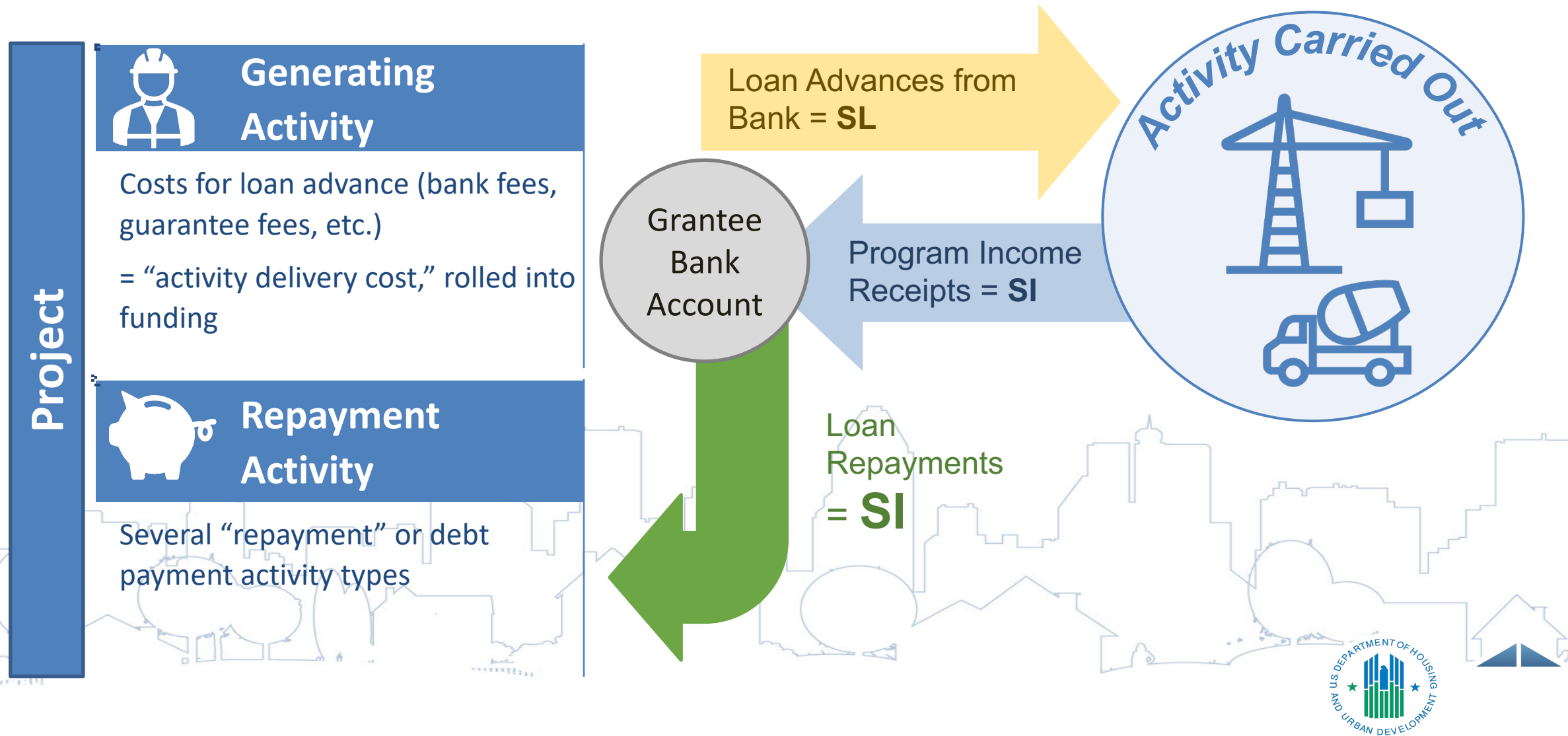
Overview: Primary Section 108 Fund Types

Fund Types	Description
SL <i>Section 108 Loan</i>	108 Loan funds/advances
SI <i>Section 108 Loan Income</i>	108 Loan-generated “program income” receipted by grantee in IDIS. Used to repay loan and financing
PI <i>Program Income</i>	PI from <u>non-108 Loan</u> CDBG Activities receipted by grantee in IDIS
EN <i>CDBG Entitlement</i>	Regular CDBG or Coronavirus Aid, Relief, and Economic Security (CARES) Act award

Note: IDIS tracks 108 Loan funds. Funds are not disbursed by LOCCS



Overview: Section 108 Loan Fund Types in Activities



Overview: View Loans in IDIS

User:
Role: Headquarters
Organization:
HUD

- Switch Profile
- Logout

Activity Funding

- Search

Drawdown

- Search Voucher
- Search Collections

Receipt

- Search
- Search Accounts

Section 108 Loan

- Search

Plans/Projects/Activities	Funding/Drawdown	Grant
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Section 108 Loan

Search Loans

Search Criteria

Loan#:

Amount:

Approval Date:

(mm/dd/yyyy)

Status:
All

Loan Recipient

Cancellation Date:

(mm/dd/yyyy)

Cohort

State/Territory:
Select State

|

- **Cohort:** Fiscal Year the Section 108 Loan was approved
- **Cancellation Date:** Date after which loan funds cannot be committed or drawn



Overview: View Loans in IDIS (cont.)

Section 108 Loan

View 108 loan

| |

*Indicates Required Field

*Loan#:

B-10-MC-06-0523-D-OLD

Status:

Active 

*Recipient Organization


LOS ANGELES

Loan 108

*Amount:

\$ 4806000

*Approval Date:

03/30/2011 

(mm/dd/yyyy)

Cancellation Date:



(mm/dd/yyyy)

Amount Committed to Activities:

\$4,806,000.00

Drawn Amount:

\$4,806,000.00



GENERATING ACTIVITY SETUP



Generating Activity Setup

Set Up Generating Activity in IDIS When Either:

New

Loan Funded FY 2014 *or later**

Loan#	Cohort	Fund Type
B-15-UC-17-0005	2015	SL

Old

Loan Funded *prior to* FY 2014*

Loan#	Cohort	Fund Type
B-11-MC-51-0031-OLD	2011	SL

AND

Commitment generated
108 Program Income (SI)

*FY 2014 = October 1, 2013 start date



Generating Activity Setup: Project Setup

Project

- Add
- Search
- Copy

- Set up Project before 108 loan activities
- Add Project to *Program Year* in which 108 Loan approval received
- Specify estimated amount in *Section 108 Loan amount* field



Project

Add Project

*Indicates Required Field

Grantee/PJ Name:
OGDEN

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:

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"/>

Generating Activity Setup: Generating Activity

Must be an eligible Section 108/CDBG activity

Report

- Loan funding
- Advances of funds (through vouchers)
- Proposed accomplishments
- Actual outcomes (including meeting National Objective)

Economic Development
Loan 1

Economic Development
Loan 2

Generating Activities
Advances of Funds



Set Up Generating Activity

Activity

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

- Follow normal CDBG IDIS protocols for activity setup, performance reporting
- Answer yes to “Will this activity use Section 108 loan?”

Program	Activity Category
CDBG	<ul style="list-style-type: none">♦ Is this activity to prevent, prepare for, and respond to coronavirus? No♦ Does this activity use Section 108 loan? Yes 03F - Parks, Recreational Facilities



Set Up Generating Activity (cont.)

Reminders

- Section 108 loan designation limits available matrix codes
- Associate activity with Section 108 Project

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

Select Project

- Must answer question “Is this activity subject to Section 3?”
- Not required for older loans with no program income (SI)



Fund-Generating Activity

- Funding under *Funding/Drawdown* tab
- Fund with SL Fund Type

Action
Add-Edit

Funding Source

Program	Fund Type	Source Name	Source Type
CDBG /108 Loan/ B-17-MC-06-0003	SL	HUD	MC

Current Funding for This Source

Program Year of Receipt	Funded Amount	Drawn Amount
2017	\$ 16,490,000.00	\$10,038,000.00



Fund-Generating Activity (cont.)

New Loans

Set up + fund-generating activities (SL)

Loan#	Cohort	Fund Type
B-11-MC-51-0031-OLD	2011	SL
B-11-MC-51-0031	2011	SL

Old Loans

Set up + fund-generating activities with “-OLD”
Grant (SL)

Notify Section 108 Office when generating
activity is funded with “-OLD” loan in IDIS



REPAYMENT ACTIVITIES



Repayment Activities: Activity Setup

Activities track *repayment* of Section 108 debt service

Set up Loan Repayment Activity in IDIS when:

Project generated
Section 108 Program Income (SI)

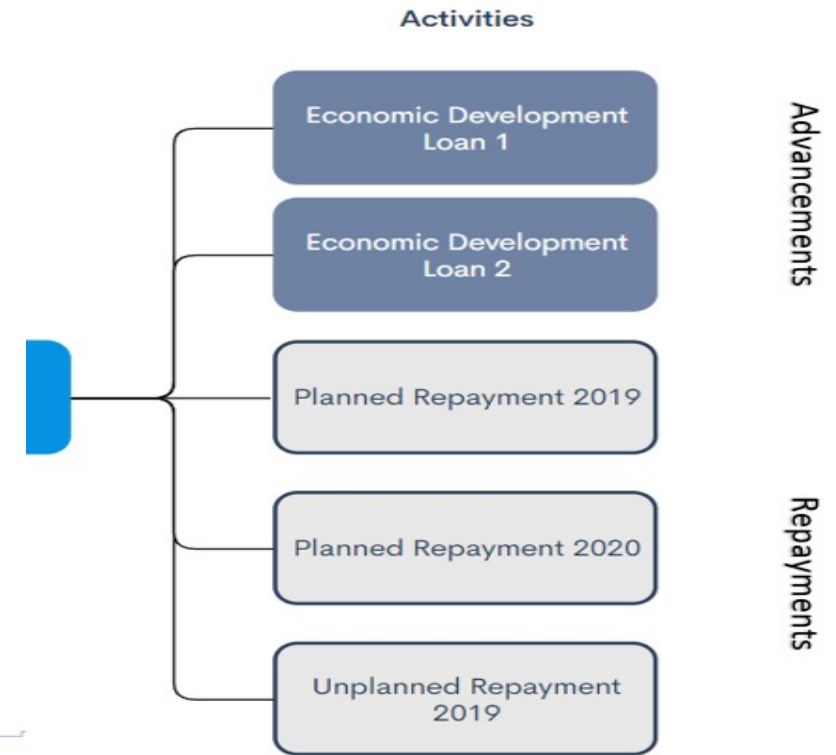
OR

Repayments made with any HUD funds
(old and new loans)



Activity Setup (cont.)

- New repayment activity set up every program year that loan has payment
- Enter loan/project information in Activity Description
- Associate with original Section 108 Project



Activity Setup (cont.)

- Determine correct matrix code based on
 - Repayment (Planned vs Unplanned)
 - Type of repayment (Interest vs Principal vs Fees)
- No national objective or accomplishments needed
- Usually funded by SI, but can be PI, EN, or SL fund types



Repayment Activities: Matrix Codes

Activity Setup

Section 108 Activity Matrix Codes

19F	Planned Repayments of Section 108 Loans
19G	Unplanned Repayments of Section 108 Loans <i>Prepayment, CDBG for payment, missed payment deductions</i>
24A	Payment of Interest on Section 108 Loans
24B	Payment of Costs of Section 108 Financing

<https://www.hudexchange.info/resource/2545/matrix-code-definitions>



Activity Setup (cont.)

- Associate with original, single Section 108 Project

➔ ***IDIS Project ID/Project Title (Program Year):**
Select Project

- Answer yes to “Will this activity use Section 108 loan?”
- Section 108 loan designation limits available matrix codes

Program	*Activity Category
CDBG	<p>♦ Is this activity to prevent, prepare for, and respond to coronavirus?* <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>♦ Will this activity use Section 108 loan? Yes Change answer</p> <p>19F - Planned Repayment of Section 108 Loan Principal ▼</p>

CREATING DRAWS & RECEIPTING PROGRAM INCOME



Draws & Program Income: Draws (Vouchers)

Draws from activities funded with **SL** (advances)* or Section 108 program income (**SI**) funds

- Grantees create vouchers in IDIS
- IDIS tracks 108 Loan Funds. Funds are not disbursed by LOCCS
- Require additional approval of draw vouchers by Section 108 program office
- Voucher status will indicate “Pending HQ Approval”

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	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	1866	Financing Costs	CDBG	2014	B14MC490001	SL	HUD	MC	OGDEN, UT	N	\$3,000.00	Pending HQ Approval	06/25/2015	Cancel View

**New Loans; not -OLD loan funds*

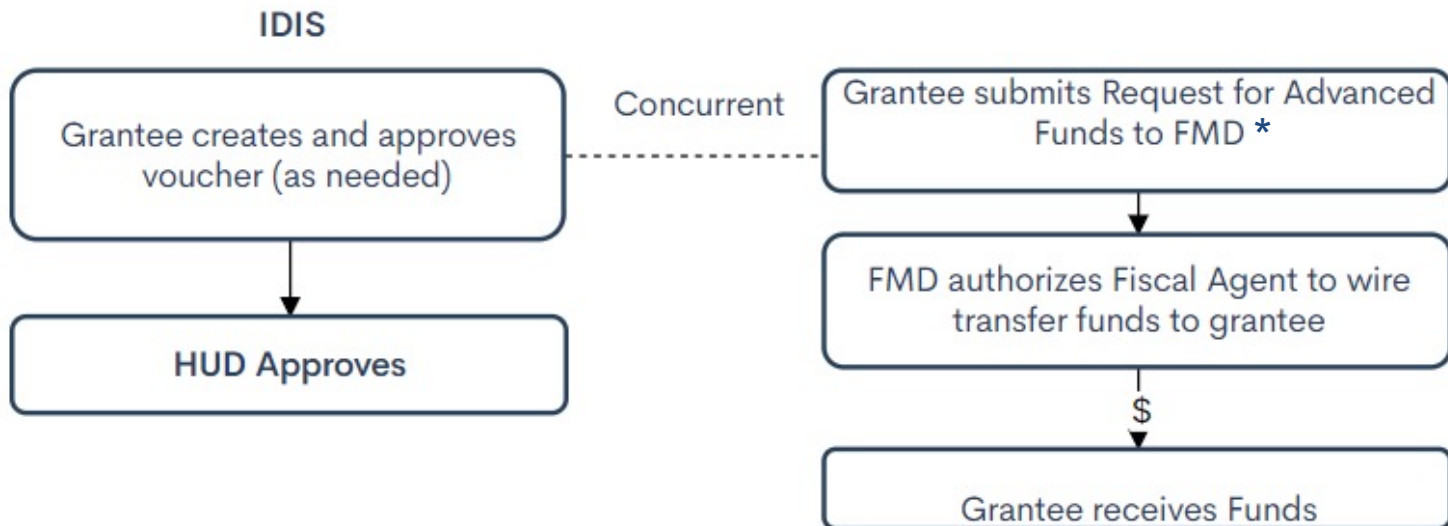


Draws & Program Income: Advances

For New Loans when funding:

- Advance from fiscal agent on Generating Activity funds (SL) requires concurrent actions by grantee

Loan Advances from Bank
= **SL**

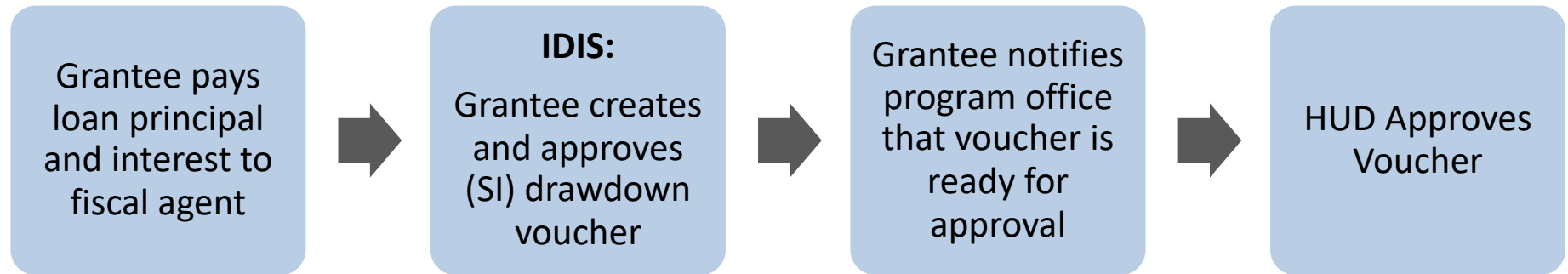


**Including screenshot of Pending HQ Approval voucher*

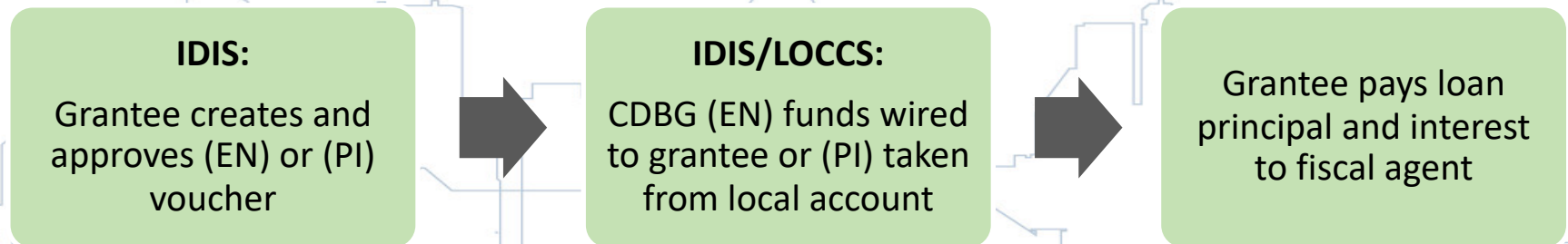


Draws & Program Income: Repayments

Repayment with SI



Repayment with EN or PI



Program Income

Receipts

- Record program income generated by Section 108 Loan Program
- Use Fund Type **SI**
- Identify specific Section 108 Activity that generated the SI
- SI may only fund activities with Section 108 repayment and finance matrix codes (19F, 19G, 24A, 24B, and 24C)



Program Income: Entering Receipts

Funding/Drawdown

Receipt

Add Receipt

Receipt

- Add
- Search
- Search Accounts

Select Receipt Type

- Formula Grant Receipt
- Competitive Grant Receipt
- Receipt from Subgrant (Retained Income)
- Receipt from Section 108 Loan



Program Income (cont.)

Fund Type SI

- Cannot be used for Generating Activities or other CDBG activities
- For repayment of debt service unless approved by program office
- Excess SI generated can be revised to PI (CDBG Program Income) if all Section 108 debt service satisfied before this occurs

Report any SI generated by Section 108 Loan, including excess needed for repayments



ACCOMPLISHMENTS



Accomplishments: Generating Activity

New Loans (FY 2014 or later)

- Report accomplishments annually (retroactively if needed)
- Same protocols as other CDBG activities

Old Loans (prior to FY 2014)

- Aggregate accomplishments into one program year
- Report in program year completed (or earliest program year available. Add comment identifying year of completion.)
- Provide narrative details for each program year as part of accomplishment reporting

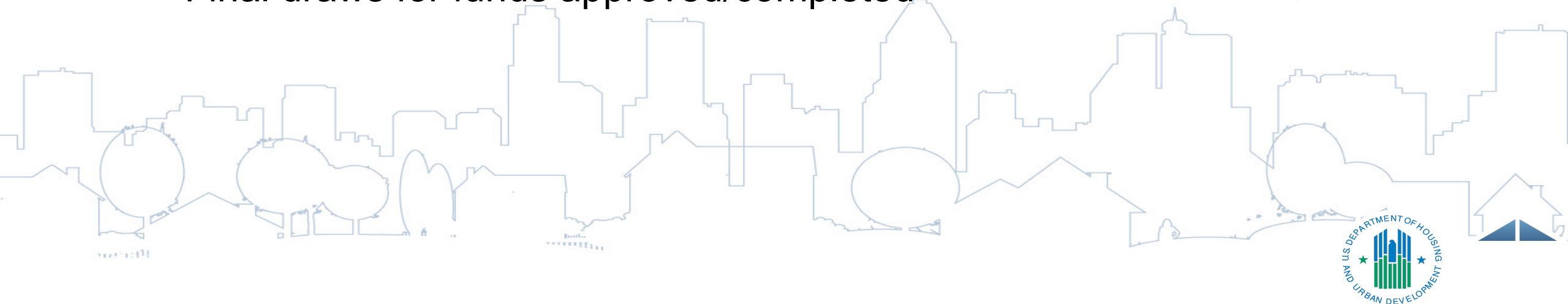


Accomplishments: Generating Activity (cont.)

Activity Completion

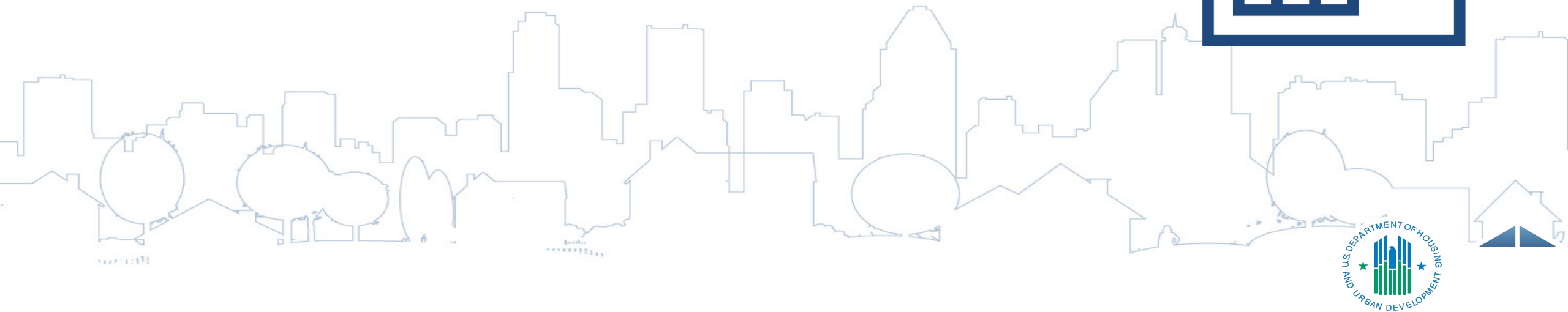
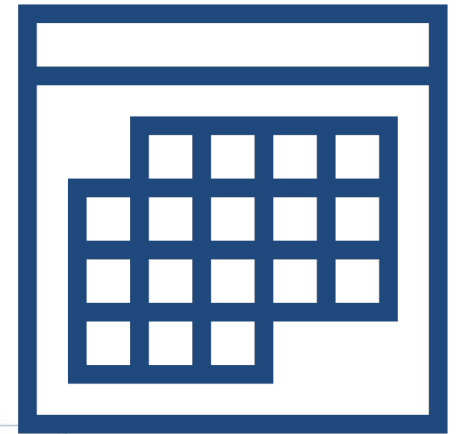
Change status to “completed” when

- Activity fully funded
- National Objective met
- Accomplishment reporting complete
- Final draws for funds approved/completed



Accomplishments: Repayment Activity

- No accomplishments needed
- Grantees should mark repayment activities as “Completed” after each program year



IDIS Reporting Requirements

	New Loans	Old Loans	
		Section 108 program income (SI)	<u>NO</u> Section 108 program income (SI)
Loan Advances (Funding from Bank)	Commitment issued after 09/30/2013 or not fully advanced (funded by bank) by 09/30/2013	Fully advanced prior to FY 2014 Funded using (“-OLD LOANS”)	Fully advanced prior to FY 2014. No action required
Track loan advances	Grantee creates vouchers	IDIS system creates vouchers for funded amount	
Program Income (SI) Tracking		Track SI	No SI tracking



IDIS Reporting Requirements (cont.)

	New Loans	Old Loans	
		Section 108 program income (SI)	<u>NO</u> Section 108 program income (SI)
Accomplishments	Report annually as realized Retroactively by year if needed	Report cumulative accomplishments in year completed (earliest available PY)	No reporting required
Generating Activity Set Up		Required	Not Required
Repayment Activity Set Up	Required if using SI, SL, or any HUD funds for repayments		



LIVE DEMONSTRATION



Resources

- [Section 108 Loan Guarantee Program](#) (HUD Exchange)
- [SECTION 108 LOAN GUARANTEE PROGRAM \(SECTION 108\)](#) (HUD.gov)
- [Notice CPD-17-04: Reporting Requirements in IDIS for Section 108 Loan Guarantee Recipients](#)
- Entitlement Communities: [IDIS for CDBG Entitlement Communities—Training Manual](#) (HUD Exchange) Chapter 8: Section 108 Loans
- States: [IDIS Online for State CDBG Grantees—Training Manual](#) (HUD Exchange) Chapter 8: Section 108 Loans



Section 108 Contacts

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General Questions

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