

Expected operation order for IDIS compliance

- 1) Section 108 office adds the loan as a source of funding (handled with notification to borrower)
- 2) Borrower sets up a project to track all loan activity
- 3) Borrower sets up an activity in IDIS to reflect the purpose approved with loan (what the loan is being used to do). Repeat the process if multiple activities are being carried out
- 4) Borrower sets up accomplishments and national objective for the activity
- 5) Borrower funds the activity using SL fund type. Loans may be funded with -OLD, non -OLD, or a combination of both depending on associated cost of activity.
- 6) Borrower creates a drawdown voucher for the funded activity. Once created, the voucher needs to be approved at the borrower level. Successful creation and approval of the voucher will end with status showing as “Pending HQ Approval”. This applies only to non -OLD loans. OLD loans will have system generated draw vouchers when activities are funded.
- 7) Once approved at Borrower, notification needs to be sent via email to Section 108 office to notify that approval is needed on the drawdown voucher. Notification should include drawdown voucher # and a screenshot of the voucher showing approval status.
- 8) For all loan activities that will generate income, please use the following steps
 - a. Receipt program income when it is received
 - i. For income being receipted in arrears, aggregation by prior federal fiscal year is acceptable
 - ii. Once income is receipted, the income must be used to pay for Section 108 debt service payment until debt is satisfied
 - b. Create repayment activity in IDIS to use the receipted income
 - i. Borrower creates repayment activity using activity code 19f (principal) or 24a (interest)
 - ii. Borrower funds the activity using SI fund type
 - iii. Borrower creates a drawdown voucher for the funded activity. Successful creation will end with status showing as “Pending HQ Approval”
 - iv. Once approved at Borrower, notification needs to be sent to Section 108 office to notify that approval is needed on the drawdown voucher.
 - c. Once all debt service has been repaid, any remaining program income is receipted as PI. Remaining SI can be reclassified as PI and used for general CDBG eligible activity.
- 9) Borrower has spent all committed funds, met a national objective, and enters all actual accomplishments in IDIS to complete the activity.