

Project setup in the Integrated Disbursement and Information System (IDIS) for the Emergency Solutions Grants (ESG) Program is unique among other HUD formula programs in that only one project may be set up per federal fiscal year (FFY). Recipients can typically set up a project on the AP-35 Projects screen while completing their Annual Action Plan (AAP) submission. The process for setting up a FY 2020 ESG project, however, is slightly different in certain situations, such as when recipients are incorporating their ESG Coronavirus Aid, Relief, and Economic Security (CARES) Act (ESG-CV) funding into a 2019 AAP via substantial amendment. This technical assistance (TA) product describes how recipients can avoid common challenges during ESG project setup in IDIS.

## Setting Up and Adding a 2020 ESG Project to a FY 2019 Annual Action Plan (AAP) Substantial Amendment

A FY 2020 ESG project cannot be created through the AP-35 Projects screen while working in the FY 2019 AAP. This is because IDIS will automatically associate the new project with the program year of the plan the recipient is currently working in. For example, if a recipient uses the "create a new project" link while amending the 2019 AAP, the system will create a new project for FY 2019. Since only one project can be created per FFY for ESG, the recipient will receive an error message once the system attempts to create that second FY 2019 project for ESG.

Instead, recipients must create the FY 2020 ESG project in the **IDIS Project module** and then add it to the AP-35 Projects table as an existing project. To create the new 2020 ESG project in the IDIS Project module, follow these steps:

1. Under the *Plans/Projects/Activities* tab in IDIS, click on the "Add" link under the *Project* submenu.
2. In the Program Year dropdown menu, select "2020."
3. Enter the Project Title "ESG20 [Add Jurisdiction Name]."
4. Enter a project description providing a high-level summary of all eligible activities that will be funded in response to COVID-19.
5. Enter the total ESG-CV allocation in the HESG line for Estimated Amount (an amount needs to be entered in order to associate IDIS activities to the project name) and click "Save."

After creating the new project in IDIS, go back to the AAP substantial amendment and follow these steps:

1. Go to the AP-35 Projects screen.
2. Click the "Add a Project" link at the bottom of the projects table.
3. Search for the 2020 project you just created and click "Add" in the Action column.
4. The Estimated Amount will already be populated from what was previously entered during the initial IDIS Project setup. Update the Expected Resources by entering the allocated CARES Act funding in the "Other" line for ESG-CV.

**Reminder:** ESG project setup in IDIS is the same for all recipients, whether the recipient is a state or local government. Remember that the FY 2020 project will ultimately include both the FY 2020 annual ESG and the ESG-CV grant amounts.

Please review the [Setting Up a Substantial Amendment for CARES Act Funding guide](#) for more information.

## Attempting to Create a Second FY 2020 ESG Project Will Generate an Error Message

Many recipients may have already created a new FY 2020 project during the development of a new Consolidated Plan or FY 2020 AAP. Since IDIS only allows recipients to set up one ESG project per FFY, the system will generate an error message if the recipient is attempting to create a second FY 2020 ESG project where one already exists in IDIS.

If amending the FY 2019 AAP to add ESG-CV funding, recipients must add the existing FY 2020 ESG project to the AP-35 Projects table:

1. Go to the AP-35 Projects screen.
2. Click the "Add a Project" link at the bottom of the projects table.
3. Search for the applicable project and click "Add" in the Action column.
4. The Estimated Amount will already be populated from what was previously entered during the initial IDIS Project setup. Update the Expected Resources by entering the allocated CARES Act funding in the "Other" line for ESG-CV.

If amending an already-approved FY 2020 AAP or adding ESG-CV to a newly created 2020 AAP, the FY 2020 ESG project has likely already been added to the AP-35 Projects screen. If that is the case, simply update the existing FY 2020 ESG project to reflect ESG-CV by following step #4 listed above.

Please review the [Setting Up a Substantial Amendment for CARES Act Funding guide](#) for more information.

## **Remember to Update Other Relevant AAP Screens to Reflect Adjustments to Strategies and Investment Priorities for ESG-CV**

If substantially changing elements of an approved AAP, recipients must update applicable screens as part of their substantial amendment submission. For example, if adjusting their Method of Distribution (MOD) or allocation priorities for the ESG-CV grant, ESG state recipients must update the AP-30 and AP-25 screens, respectively.