

## Homeless System Response: IDIS Fact Sheet for ESG-CV Grant Reductions and Grant Reallocation of Funds

The purpose of this fact sheet is to guide Emergency Solutions Grants (ESG) program recipients through the necessary steps in the Integrated Disbursement and Information System (IDIS) to account for: 1) a grant reduction due to recapture; or 2) a grant increase when awarded reallocated funds.

### Grant Reductions



What does the Recipient need to do in IDIS?

**Step 1:** Review current FY20 activities set up in IDIS (remember that FY20 activities include both the ESG-CV and the FY20 grant activities because IDIS limits recipients to one ESG activity per eligible component per Program Year – see the [IDIS Fact Sheet for ESG and ESG-CV Funds Setup](#) for reference). Determine which activities’ funded amounts to reduce so that the total sum of ESG-CV activity funded amounts do not exceed the total ESG-CV grant amount after recapture.

**Step 2:** Reduce activity funded amounts in IDIS as needed. For all ESG activities, including ESG-CV, the subrecipient organization carrying out the work is identified and funded on the activity funding screens in IDIS. Therefore, you may need to reduce funded amounts for more than one subrecipient in a specific activity or for multiple activities. For step-by-step instructions on how to edit activity funding in IDIS, refer to Section 6.2 in the [Using IDIS Online for the ESG Program](#) manual.

**Step 3:** This step is only applicable for recipients decreasing their administration activity funding. Review the administration activity funded amount and accompanying AD subfund. Note that you, as the recipient, can edit the AD subfund, whereas the EN subfund shows only a “View” option. Only HUD Headquarters can edit the EN subfund in IDIS.

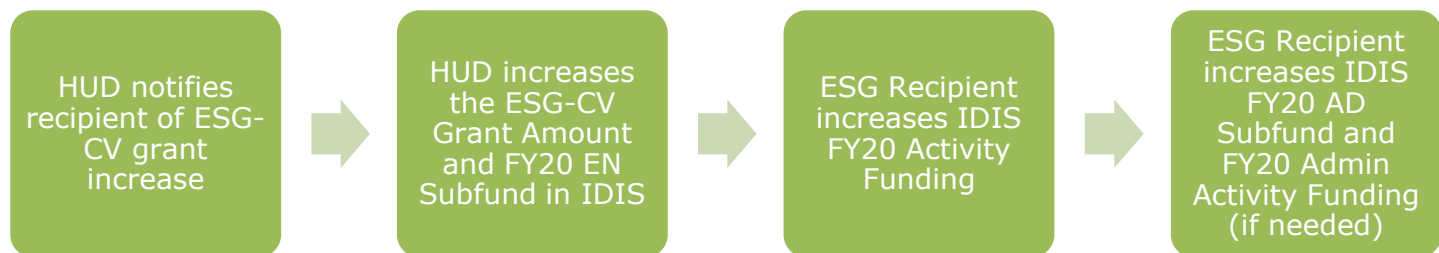
As permitted by the CARES Act, administration costs are capped at 10 percent of the total ESG-CV grant (before any reduction in grant funds due to recapture).

- a. Review and reduce the administration funded amount in IDIS on the activity funding screen.
- b. Edit and reduce the AD subfund for the ESG-CV grant on the Edit Subfund screen. **The activity funding amount must be reduced before you can reduce the AD subfund amount.** See Section 5.2 in the [Using IDIS Online for the ESG Program](#) manual.

**Step 4:** Review IDIS Activity descriptions and update narratives to include the reduced funded amounts. The ESG-CV Notice requires recipients to enter a narrative in the IDIS activity description field that identifies the ESG-CV funding amount for the activity and how the activity prevents, prepares for, and responds to coronavirus. Update the activity description to account for any changes in eligible activity categories being funded and how they are being used to prevent, prepare for, and respond to coronavirus. For more information, please review the [ESG-CV "Prevent, Prepare, and Respond" Tieback Flexibilities Quick Guide](#).

During the time when HUD reduces the recipient’s grant and EN subfund in IDIS, the grant status will temporarily change to Inactive, which will prevent the recipient from successfully drawing down funds from IDIS. Therefore, the recipient should avoid creating and approving any vouchers associated with the ESG-CV in IDIS when its ESG-CV grant status is Inactive. Go to the Search Grants screen in IDIS to confirm your grant status.

## Grant Increases



What does the Recipient need to do in IDIS?

**Step 1:** Review current FY20 activities set up in IDIS. Remember that recipients set up “combined” activities in PY20 for both ESG-CV and FY20 annual allocation funds because IDIS limits recipients to one ESG activity per eligible component per Program Year. All ESG-CV grant funds will stay in the 2020 Program Year in IDIS. If you are using new grant funds for an activity that was not originally set up in IDIS, then set up the new FY20 activity as needed. Review the [IDIS Fact Sheet for ESG and ESG-CV Funds Setup](#) for additional information.

**Step 2:** Review the IDIS activity funding amounts and assess which funded amounts need to be increased.

**Step 3:** Increase activity funded amounts as needed. For all ESG activities, including ESG-CV, the subrecipient organization carrying out the work is identified and funded on the activity funding screens in IDIS. Therefore, you may need to increase funded amounts for more than one subrecipient in a specific activity or for multiple activities. For step-by-step instructions on how to edit activity funding in IDIS, refer to Section 6.2 the [Using IDIS Online for the ESG Program](#) manual.

**Step 4:** This step is only applicable for recipients increasing their administration activity funding. Review the administration activity funded amount and accompanying AD subfund. As permitted by the CARES Act, administration costs are capped at 10 percent of the total ESG-CV grant, including any reallocated funds.

- a. Edit and increase the AD subfund for the ESG-CV grant on the Edit Subfund screen. **The AD subfund must be increased before the recipient can increase the administration activity funding.** See Section 5.2 in the [Using IDIS Online for the ESG Program](#) manual.
- b. Review and increase the administration funded amount in IDIS on the activity funding screen.

**Step 5:** Review IDIS Activity descriptions and update narratives to include the increased funded amounts. The ESG-CV Notice requires recipients to enter a narrative in the IDIS activity description field that identifies the ESG-CV funding amount for the activity and how the activity prevents, prepares for, and responds to coronavirus. Update the activity description to account for any changes in eligible activity categories being funded and how they are being used to prevent, prepare for, and respond to coronavirus. For more information, please review the [ESG-CV "Prevent, Prepare, and Respond" Tieback Flexibilities Quick Guide](#).

## Annual Action Plan Amendments

After completing the steps described above for either 1) a grant reduction due to recapture; or 2) a grant increase when awarded reallocated funds, the recipient must amend its consolidated plan (i.e., the same plan that was used for its initial ESG-CV allocation) to account for the decrease or increase in their total grant amount as well as any changes identified in 24 CFR 91.505(a).

As provided by the CARES Act and Notice CPD-21-08, recipients are not required to comply with any consultation or citizen participation requirements, provided that the recipient publish how it has used and will use its ESG-CV funds, at a minimum, on the Internet at the appropriate government website or through other electronic media.