

COVID-19

Homeless System Response: IDIS Fact Sheet for ESG and ESG-CV Funds Setup

This fact sheet is for Emergency Solutions Grants (ESG) Program recipients to set up both ESG and ESG Coronavirus Aid, Relief, and Economic Security (CARES) Act (ESG-CV) funds in the Integrated Disbursement and Information System (IDIS). For detailed, step-by-step instructions and screenshots on how to set up projects, activities, administration subfunds, funding, subrecipient setup, drawdowns, completing activities, and reports, please refer to the [Using IDIS Online for the Emergency Solutions Grants \(ESG\) Program](#) guidance. This reference document highlights specific information to assist recipients with setting up their annual fiscal year (FY) 2020 grant along with their ESG-CV grant.

Recipients should be familiar with the following instructions when setting up their ESG and ESG-CV activities and funds in IDIS.

Grant-Based Accounting

As recipients examine existing and new allocations of ESG and ESG-CV funds, it is imperative that funds stay within the original project. This means that if a recipient is reprogramming FY 18 funds to COVID-19-related expenses, those FY 18 funds must stay in the program year (PY) 2018 project and activities. Recipients can edit activity funding to decrease and increase activity and subrecipient funding for those activities. Additionally, for FY 2020 ESG and ESG-CV funds, those funds must stay in the same PY 2020 project and activities in IDIS. Even for ESG recipients that submitted Substantial Amendments to their FY 19 Annual Action Plan to incorporate ESG-CV plans, ESG-CV funds must be set up and maintained in a 2020 program year project and activities. For additional information on grant-based accounting, review the [Guidance for ESG Recipients: Grant-Based Accounting](#).

Selecting the Correct Grant in IDIS

After HUD loads ESG-CV grants into IDIS, recipients will be able to fund activities in IDIS with ESG-CV and draw down their ESG-CV funding. All recipients will have two grants under their PY 2020 project in IDIS: 1) their annual FY 2020 ESG grant; and 2) their ESG-CV grant. To assist recipients in selecting the correct grant number when funding and drawing activities, refer to the following chart.

Program	Source Type Description by Recipient Type	Formula Grant (Source Type)	ESG-CV (Source Type)
ESG	State	DC	DW
	Metro City	MC	MW
	Insular Area	ST	SW
	Urban County	UC	UW

For example, a state's FY 2020 grant number will be E-20-**DC**-00-0000 and its ESG-CV grant will be E-20-**DW**-00-0000.

Project Setup

Recipients must follow the instructions for setting up their FY 2020 project explained in the [Setting Up a Substantial Amendment for CARES Act Funding](#) guide. Remember, IDIS limits recipients to creating one project per program year. Therefore, [recipients will create one project that includes funding for both FY 2020 ESG funds and ESG-CV funds.](#)

Activity Setup

IDIS limits recipients to one ESG activity per eligible component per program year. The eligible activity categories as they should be set up in IDIS are:

- ESG20 Administration
- ESG20 Data Collection (HMIS)
- ESG20 Homeless Prevention
- ESG20 Shelter
- ESG20 Street Outreach
- ESG20 Rapid Re-Housing

Following the required naming convention as reflected above assists recipients and HUD in reviewing activity set up in IDIS and ensuring that funds are drawn for the correct activity category.

Administration Subfund

Prior to committing funds to an administration activity, the respective administration (AD) subfund must be created in the Grant module of IDIS. For ESG recipients there will be two separate grants in IDIS in the grant year 2020 project: the FY 2020 ESG grant and ESG-CV grant. If recipients are utilizing administration funds for each separate grant, then the recipient will need to create two AD subfunds in IDIS—one for each grant. Previously, IDIS capped the AD subfund amount at 7.5 percent of the total grant amount. However, IDIS now caps the AD subfund amount at 10 percent of the total grant amount to accommodate the alternative requirement for ESG-CV grants, which raised the expenditure limit for administrative costs from 7.5 to 10 percent for ESG-CV grants.

As a result, recipients should be cautious when setting up the AD subfund for the FY 2020 grant to ensure they do not exceed the 7.5 percent admin cap. Calculate 7.5 percent of the FY 2020 grant amount to set the AD subfund amount manually.

Subfund

Search Subfunds

Search Criteria

Program: HESG ▾ **Fund Type: (tip)** AD ▾ **Grant #: (tip)**

Grant Year: (tip) 2020 ▾

|

Results Page 1 of 1

Grantee/PJ Name	Program	Grant Year	Grant #	Fund Type	Authorized Amount	Action
[REDACTED]	HESG	2020	E-20-DC-06-0001	AD	\$500,000.00	Edit View
[REDACTED]	HESG	2020	E-20-DW-06-0001	AD	\$800,000.00	Edit View

Funding Activities/Drawing Funds

In order to keep track of funds as accurately as possible, ESG recipients must identify the subrecipients on the Activity Funding screen for each ESG activity. Unique for FY 2020 activities, ESG recipients will be able to fund an eligible activity with both FY 2020 ESG and ESG-CV funds.

In order to Add/Edit activity funding, the recipient will need to:

- 1) Navigate to the Edit Activity Funding screen in IDIS.
- 2) Examine the Source Type for each grant and identify their FY 2020 ESG grant by the DC, UC, MC, or ST source code (depending on recipient type) and their ESG-CV grant by the DW, UW, MW, or SW source code (depending on recipient type).
- 3) Select **Add-Edit** for either their FY 2020 ESG grant or the ESG-CV grant to select subrecipients and enter subrecipient funding amounts as is normally done in IDIS. Note that because this step is completed separately for FY 2020 ESG versus ESG-CV grants, it is possible to select different subrecipients for each grant. Likewise, a recipient sub-awarding both FY 2020 ESG and ESG-CV funds to the same subrecipient will need to select that subrecipient twice—once for each grant.

When creating vouchers in IDIS, recipients must pay careful attention to the specific IDIS Activity, Subrecipient, and Source Type of funding when creating draws for eligible expenses to ensure they are drawing down funds for the correct grant (FY 2020 ESG versus ESG-CV). IDIS vouchers cannot be revised from the FY 2020 ESG grant to the ESG-CV grant. Funds that are drawn under the incorrect grant should be revised to other eligible activities associated with the same grant. Otherwise, the funds must be returned to HUD and redrawn from the correct grant.

Activity Funding

Edit Activity Funding

[Return to Search for Activities to Fund](#)

***Indicates Required Field**

Activity Owner:	Program Year/Project: 2020/22
IDIS Activity ID: 27565	Total Funded: \$0.00
Activity Name: ESG20 Shelter	Total Drawn: \$0.00

Funding Sources

Recipient Name: All Recipients ▼	Program: All Programs ▼	Fund Type: All Fund Types ▼
--	-----------------------------------	---------------------------------------

[Filter](#) | [Reset Filter](#)

Available Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action	
	HESG 2020	EN	HUD	DC	FY2020 ESG	\$4,625,000.00	\$0.00	\$0.00	Add-Edit View
	HESG 2020	EN	HUD	DW	ESG-CV	\$7,400,000.00	\$0.00	\$0.00	Add-Edit View

[Return to Search for Activities to Fund](#)

Clarifying IDIS Functionality: Emergency Shelter and Street Outreach Expenditure Limit

IDIS Release 11.18 implemented system functionality that prevented users from funding the combined total of each grant’s Emergency Shelter (ES) and Street Outreach (SO) activities in excess of the expenditure cap, which is the greater of: 1) 60 percent of the recipient’s fiscal year grant; or 2) the amount of FY 2010 grant funds

committed for homeless assistance activities (this value is identified in the PR91 report). **However, due to the alternative requirements provided by the CARES Act, which eliminated the ES/SO expenditure cap for ESG-CV grants, this cap functionality has been suspended.**

Notwithstanding current IDIS functionality, the ES/SO expenditure cap **still applies** to annual ESG grants unless otherwise waived by HUD. The alternative requirement that eliminates the cap applies **only** to ESG-CV grants currently.

When funding ES and SO activities in IDIS, recipients are cautioned not to use this information as a guide for complying with the ES/SO cap for annual ESG funds. The pre-populated amounts shown in the screenshot below do not accurately reflect ES/SO expenditure limits for annual ESG grants, including the FY 2020 ESG grant.

As a result, recipients should be cautious when funding emergency shelter and street outreach activities for their FY 2020 grant to ensure they do not exceed the ES/SO admin cap. Calculate the ES/SO manually to determine the maximum combined amount of ES and SO activity funding for the FY 2020 grant. For a more detailed explanation, please see Section 6.3 of the IDIS Manual for ESG.

Current Funding for This Source

HESG Maximum Funding Amount for Street Outreach and Shelter Activities = \$8,000,000.00
 60% of 2020 grant = \$8,000,000.00
 2010 Homeless Activity commitment = \$6,361,346.00

2020 Commitment Amount
 Street Outreach activity = \$0.00
 Based on cap and availability, MAXIMUM allowed for Shelter activity = **\$4,625,000.00**

TOTAL FUNDED AMOUNT FOR ALL RECIPIENTS BELOW = **\$0.00**

Grant Year (tip)	Funded Amount	Drawn Amount	Subrecipient
2020	\$ <input style="width: 100px;" type="text"/>	\$0.00	<input type="button" value="Select Organization"/>

IDIS Reports

In the 11.20 IDIS Release, which went live June 12, 2020, the ESG Financial Summary Report (PR91), ESG Financial Summary Report Suite (PR92), and ESG Risk Status Report (PR93) was updated to be able to generate separate reports for FY 2020 ESG and ESG-CV grants. When running and/or exporting a report in IDIS, recipients will need to select either "Formula Grants only" (for an annual ESG grant) or "CARES Grants only" (for the ESG-CV grant) in MicroStrategy.

3. CARES Act (Required)

Select if you want to see Formula Grants only or CARES Grants only

This prompt allows only one selection.

Formula Grants only

CARES Grants only