

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). The U.S. Department of Housing and Urban Development (HUD) published [Notice CPD-20-08 \(ESG-CV Notice\)](#) on September 1, 2020, which announced the requirements for the \$3.96 billion in funding for ESG-CV. The alternative requirements established in this Notice necessitated changes in IDIS functionality. HUD published an updated [Notice CPD-21-08](#) on July 19, 2021. For detailed, step-by-step instructions and screenshots on projects, activities, administration subfunds, funding, subrecipient setup, drawdowns, completing activities, and reports, please refer to the [Using IDIS Online for the ESG Program](#) guidance, which highlights specific information to assist recipients with setting up their annual fiscal year (FY) 2020 grant along with their ESG-CV grant. HUD also held a [webinar](#) that demonstrated how to set up activities and funding in IDIS.

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 in IDIS. This means that if a recipient is reprogramming FY18 funds to COVID-19-related expenses, those FY18 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. Additionally, for FY20 ESG and ESG-CV funds, those funds must stay in the same PY20 project and activities in IDIS. Even ESG recipients that submitted substantial amendments to their FY19 Annual Action Plan to incorporate ESG-CV funds must set up and maintain those funds in the PY20 project and activities. For additional information on grant-based accounting, review the [Guidance for ESG Recipients: Grant-Based Accounting](#). Refer to Section IV of Notice CPD-21-08 for the conditions that recipients must meet for the Notice flexibilities to be applicable to FY20 and prior FY ESG funds (“annual ESG funds”) used to prevent, prepare for, and respond to coronavirus.

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 PY20 project in IDIS: 1) their annual FY20 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 ¹ | DC | DW |
| | Metro City | MC | MW |
| | Insular Area | ST | SW |
| | Urban County | UC | UW |

For example, a state’s FY20 grant number will be E-20-**DC**-00-0000 and its ESG-CV grant will be E-20-**DW**-00-0000.

¹ Per section III.A of [CPD Notice 21-08](#), “State” also includes an instrumentality of the Commonwealth of Puerto Rico.

Project Setup

Recipients must follow the instructions for setting up their FY20 project, which is explained in the [Setting Up a Substantial Amendment for CARES Act Funding](#) guide. Remember, IDIS limits recipients to creating one project per Program Year (PY). Recipients must create one project that includes funding for both FY20 annual ESG funds and ESG-CV funds. See [Troubleshooting HESG Project Setup in IDIS](#) for more information on the FY20 project setup.

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 Rapid Re-Housing
- ESG20 Shelter
- ESG20 Street Outreach

Following the required naming convention as reflected above assists recipients and HUD in reviewing activity setup in IDIS and ensuring that funds are drawn for the correct activity category. Users cannot set up more than one of each ESG activity category per FY in IDIS. Recipients will set up “combined” activities in PY20 for both their ESG-CV and FY20 annual allocation. For example, if a recipient is utilizing both ESG FY20 funds and ESG-CV funds for Homelessness Prevention, the recipient will set up one Homelessness Prevention activity in IDIS in PY20.

As required by the ESG-CV Notice, recipients must 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. Recipients should include in the activity description any new 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](#).

The ESG-CV Notices identified additional eligible activities; however, the IDIS activity category components were not updated to include these new eligible activities. Refer to the following table on how to incorporate and allocate funds for these new activity categories.

| ESG Activity Category in IDIS | Homeless Prevention | Rapid Rehousing | Shelter | Street Outreach | HMIS |
|--|---------------------|-----------------|---------|-----------------|------|
| Temporary Emergency Shelter | | | X | | |
| Training | X | X | X | X | |
| Hazard Pay | X | X | X | X | |
| Handwashing Stations & Portable Bathrooms | | | | X | |
| Landlord Incentives | X | X | | | |
| Volunteer Incentives | X | X | | | |
| Cell Phones & Internet | | | | X | |
| Personal Protective Equipment for Program Participants | X | X | X | X | |
| Furniture and Household Furnishings | X | X | | | |
| Essential Services for Rapid Rehousing and Homeless Prevention | X | X | | | |
| Centralized or Coordinated Assessment | | | | X | |
| Renter’s Insurance | X | X | | | |
| Vaccine Incentives | X | X | X | X | |
| Laundry | | | | X | |
| Sponsor-based Rental Assistance | X | X | | | |
| HMIS Lead | | | | | X |
| Expanded HMIS Costs | | | | | X |

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 FY20 ESG grant and the ESG-CV grant. If recipients are utilizing administration funds for each separate grant, 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 FY20 grant to ensure they do not exceed the 7.5 percent admin cap. Calculate 7.5 percent of the FY20 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 |
|-----------------|---------|------------|-----------------|-----------|-------------------|---|
| | HESG | 2020 | E-20-DC-06-0001 | AD | \$500,000.00 | Edit View |
| | HESG | 2020 | E-20-DW-06-0001 | AD | \$800,000.00 | Edit View |

In the screenshot above, notice that both the FY20 annual ESG grant (E-20-DC-06-0001) and the ESG-CV grant (E-20-DW-06-0001) have separate AD subfunds created.

Funding Activities/Drawing Funds

To track funds as accurately as possible, ESG recipients must identify the subrecipients on the Activity Funding screen for each ESG activity. Unique for FY20 activities, ESG recipients can fund an eligible activity with both FY20 ESG and ESG-CV funds. 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 FY20 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 FY20 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 FY20 ESG versus ESG-CV grants, it is possible to select different subrecipients for each grant. Likewise, a recipient sub-awarding both FY20 ESG and ESG-CV funds to the same subrecipient will need to select that subrecipient twice—once for each 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](#)

When creating vouchers in IDIS, recipients must pay careful attention to the:

- **Specific IDIS activity**
- **Subrecipient name**
- **Source type of funding:**
 - **FY20 ESG: DC, UC, MC, or ST**
 - **ESG-CV: DW, UW, MW, or SW**

When creating draws for eligible expenses recipients must ensure they are drawing down funds for the correct grant (FY20 ESG versus ESG-CV). IDIS vouchers cannot be revised from the FY20 ESG grant to the ESG-CV grant or vice versa.

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.

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 FY grant or 2) the amount of FY2010 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 currently applies **only** to ESG-CV grants.

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 FY20 ESG grant.

As a result, recipients should be cautious when funding ES and SO activities for their FY20 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 FY20 grant. For a more detailed explanation, 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 type="text"/> | \$0.00 | Select Organization |

IDIS Reports

Many of the IDIS reports have been updated to include filters for ESG-CV grants. Recipients can utilize the PR02, PR05, PR07, PR91 Suite of Reports, PR92, and PR93 reports to review and track ESG-CV grants.

The PR02, PR05, and PR07 reports allow for recipients to run reports for Formula and CARES Act grants as well as run reports for **both** grants in a combined report. This differs from the PR91 Suite of Reports, PR92, and PR93 reports, which can only be run separately for Formula and CARES Act grants. For additional information on IDIS reports for ESG-CV grants, review the updated guidance in section 13.7 of [Using IDIS Online for the ESG Program](#).