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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Source Type Description by Recipient Type</th>
<th>Formula Grant (Source Type)</th>
<th>ESG-CV (Source Type)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESG</td>
<td>State</td>
<td>DC</td>
<td>DW</td>
</tr>
<tr>
<td></td>
<td>Metro City</td>
<td>MC</td>
<td>MW</td>
</tr>
<tr>
<td></td>
<td>Insular Area</td>
<td>ST</td>
<td>SW</td>
</tr>
<tr>
<td></td>
<td>Urban County</td>
<td>UC</td>
<td>UW</td>
</tr>
</tbody>
</table>

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 setup 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](image)

<table>
<thead>
<tr>
<th>Search Subfunds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program:</strong> HESG</td>
</tr>
<tr>
<td><strong>Grant Year:</strong> (tip)</td>
</tr>
<tr>
<td>Search</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Results Page 1 of 1</th>
<th>Program</th>
<th>Grant Year</th>
<th>Grant #</th>
<th>Fund Type</th>
<th>Authorized Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>HESG</td>
<td>2020</td>
<td>E-20-DC-06-0001</td>
<td>AD</td>
<td>$500,000.00</td>
<td>Edit</td>
<td>View</td>
</tr>
<tr>
<td>HESG</td>
<td>2020</td>
<td>E-20-DW-06-0001</td>
<td>AD</td>
<td>$800,000.00</td>
<td>Edit</td>
<td>View</td>
</tr>
</tbody>
</table>
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—one for each 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 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.

**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.