

American Recovery and Reinvestment Act Homelessness Prevention and Rapid Re-housing Program



IDIS Online: A Tool For HPRP Financial Management



Sponsored by:
Office of Special Needs Assistance Programs (SNAPS)
U.S. Department of Housing & Urban Development

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Webinar Information

Purpose

- Provide overview of the role of IDIS within HPRP
- Learn how to use IDIS reports to monitor program performance and timeliness deadlines
- Show grantees how to use the reports to monitor progress towards 60% and 100% expenditure requirements

Format

- Webinar will last approximately 90 minutes
- Participants are “muted” due to the high number of participants
- This session is recorded for future use and available for viewing and download
- If you experience computer audio difficulties, please use the telephone call-in option

Submitting Questions During the Webinar

- Audience members who need clarification on a slide can do so via the “questions” function in the “Go To Webinar” toolbar
- If questions can be answered readily a Resource Advisor will respond during the webinar
- If questions require a more involved answer they will be referred to HUD’s Virtual Help Desk at <http://hudhre.info/helpdesk>

Materials and Evaluation

- Materials referenced during this webinar can be found on HUD's Homelessness Resource Exchange at <http://hudhre.info/HPRP/>
- To measure the effectiveness of this webinar all participants will receive an email requesting a brief evaluation. Please take the time to complete this to help us measure the benefit of this webinar.

Overview of Today's Webinar

- Role of IDIS in HPRP
- Factors that Influence Report Accuracy
- Analysis of HPRP Reports in IDIS
 - HPRP Reports
 - General Reports
- Available Resources

HPRP Reporting Systems

- IDIS
 - Financial information (tracking expenditures)
 - No Beneficiary Data (differs from CDBG, HOME)
- HMIS
 - Collects unduplicated HPRP client-level data
 - Generates HPRP QPR and APR
- *e-snaps*
 - Collects HMIS-generated HPRP QPR and APR
- Federalreporting.gov
 - Collects basic performance information for ARRA programs (including HPRP)

IDIS: Role for HPRP

- Disburse Funds
- Collect Expenditure Data
 - activity type
 - organization
- Monitor Grant
- Generate financial reports
 - grant and program level
 - organization and activity level
 - financial transaction level

IDIS: Factors That Influence Report Accuracy

- Grantee Policies and Procedures, IDIS Data Entry and Accurate Financial Information
- Project and Activity Structure
- Naming Convention
- One-Day Report Lag
- If you are not meeting these standards, it is not too late to start.

IDIS: Important Considerations For Policies and Procedures

- Establish Procedures
 - Setting up programs and activities
 - Funding programs and activities
 - Monitoring IDIS for quality data
- Timely data entry and invoice processing are critical.

IDIS: Important Considerations For Policies and Procedures

- Project Disbursements
 - Grantees must draw funds at least quarterly in IDIS
 - HUD recommends drawing funds more frequently
- Reimbursement vs. Cash Advances
 - Grantee choice and responsibility to understand regulations and track

IDIS: Project and Activity Structure

- Proper IDIS data entry is outlined in www.hudhre.info document "Using IDIS for HPRP Financial Management"
- Projects MUST only be set up under the 2009 program year
- Project must represent HPRP Sub-grantee or Organization

IDIS: Project and Activity Structure

- Each Project must be associated with at least one activity in IDIS:
 - Homeless Prevention
 - Homeless Assistance (Rapid Re-Housing)
 - Data Collection and Evaluation
 - Administration
- Each activity must be set up separately
- Proper set up leads to more useful and meaningful reports

IDIS: Project Naming Convention

- HPRP Projects follow this standard:
 - First: "HPRP"
 - Second: Organization name

Example: "HPRP-Helping Hands"

- Following the suggested naming convention allows for more useful and meaningful reports

IDIS: Activity Naming Convention

- HPRP Activities follow this standard:

- First: "HPRP"
- Second: Activity Abbreviation
 - HP-Homeless Prevention
 - HA-Homeless Assistance
 - AD-Administration
 - DC-Data Collection and Evaluation

Example: "HPRP-HA"

- Inconsistency can lead to mixed-up data and the risk of incorrect conclusions

IDIS: Activity Naming Convention

- Special case for “Data Collection and Evaluation” (DC)
- Initially DC was not available in IDIS and communities could set up DC activity under HA
- Grantees should correct this immediately by setting up a separate activity named: HPRP-DC

IDIS: Reporting & One-Day Lag

- MicroStrategy Report Module
 - Make sure browser settings allow pop-ups
 - Return to IDIS while working in MicroStrategy or you will time out after 20 minutes
- One-day report lag
 - MicroStrategy contains data from the previous day
 - MicroStrategy is refreshed nightly

IDIS Reports Help Analyze:

- Grant Commitments, Drawdown Rates, & Drawdown Projections
 - PR61, PR60
- Financial Status at Sub-grantee and Activity Level
 - PR02
- Financial Transactions
 - PR05, PR07

Using IDIS Reports

- Review for Timely Expenditures
 - Monthly
 - Start at grant level and work down
 - Act on information
 - Monitor/assist slow spending sub-grantees
 - Re-allocate funds within grant
- Reconciliation
 - Recommended quarterly

IDIS Report Group I

HPRP-specific reports that help analyze grant commitments, drawdown rates, and drawdown projections

PR61: Expenditure Deadline Report

- HPRP Expenditure Deadline Report
- Progress to Date
 - State, grantee, HPRP grant amount
 - Draws to date
 - Grant Agreement Date
 - 2- and 3-year Requirement Date, days remaining, and dollars remaining

PR61: Expenditure Deadline Report

- Example of the PR61 Report



U.S. Department of Housing and Urban Development
 Office of Community Planning and Development
 Integrated Disbursement and Information System
 PR61 - HPRP Draw Report
 Grantee Name

DATE: 02-25-11
 TIME: 9:30
 PAGE: 1

State	Grantee Name	HPRP Grant Amount	Draws to Date	Grant Agreement Date	Requirement Date	Days Remaining to Meet Requirement date	Expenditures Required
	Grantee Name	7,489,476.00	3,195,127.66	07-21-2009			
		Two-year requirement:			07-21-2011	146	1,298,557.94
		Three-year requirement:			07-21-2012	512	4,294,348.34

Note: This report does not include vouchers not yet submitted to LOCCS. Draw amounts include returns.

PR61: Expenditure Deadline Report

Considerations:

- Look at days remaining for 60% and 100%
- Report establishes the Grant Agreement Date that sets the 60% and 100% deadlines
- Ensure that the "Draws to Date" match up with internal financial records
- "()" indicates your community has met the expenditure deadline

PR61: Expenditure Deadline Report

Analysis:

- Easy Calculation for Daily/Monthly Expenditure requirements

Days Remaining= 100

Expenditures Remaining to 60%= \$1,255,000

$\$1,255,000 / 100 = \$12,550$ per day

$\$12,550 \times 30 = \$376,500$ per month

PR60: HPRP Financial Summary (Page 1)

- HPRP Financial Summary Report
- Disbursements by HPRP Activity Type
 - Pie Chart
 - Activities (AD, DC, HA, HP)
 - Total/Percentage of grant committed to activity
 - Total/Percentage drawn

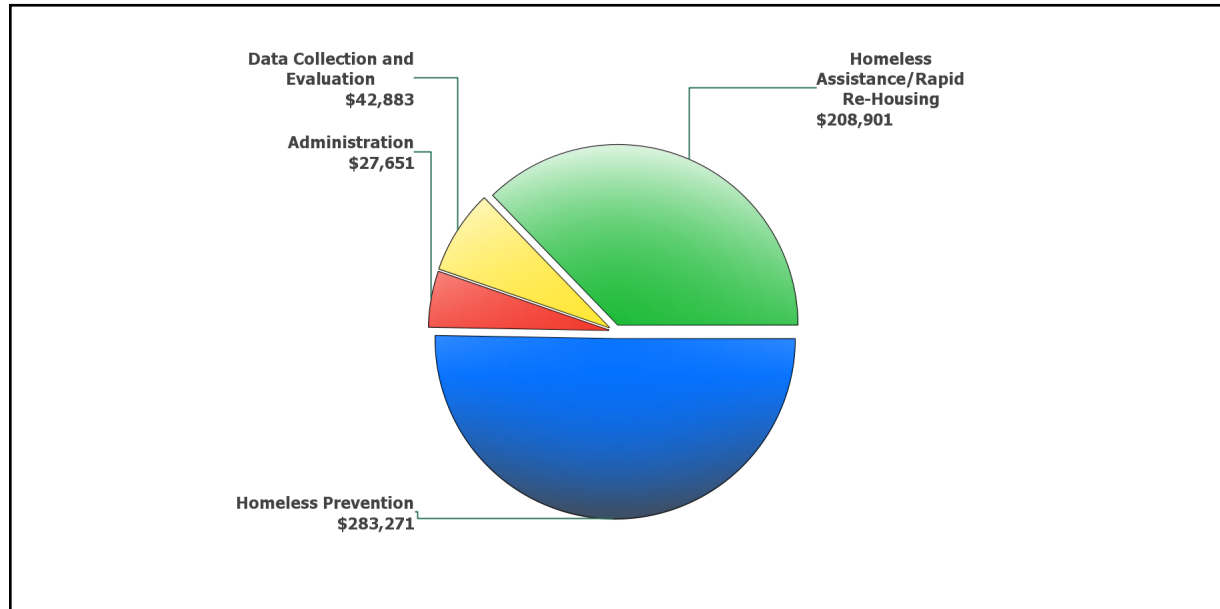
PR60: HPRP Financial Summary (Page 1)

- Example of the PR60 (Page 1) Report



Grantee Name: Grantee Name
 Grant Number: S09MY060008
 Grant Amount: \$1,332,952.00

Disbursements by HPRP Activity Type



Activity Type	Total Committed to Activities	% of Grant Committed	Drawn Amount	% of Grant Drawn	Available to Commit
Homeless Prevention	323,274.00	24.25	283,271.22	21.25	
Administration	66,648.00	5.00	27,651.42	2.07	
Data Collection and Evaluation	106,637.00	8.00	42,882.96	3.22	
Homeless Assistance/Rapid Re-Housing	836,393.00	62.75	208,901.09	15.67	
Grant Totals:	1,332,952.00	100.00	562,706.69	42.22	0.00

* - Denotes more than 5% of grant has been committed to Admin activities.

** - Denotes more than 5% of grant has been drawn to Admin activities.

PR60: HPRP Financial Summary (Page 1)

Considerations:

- Funds Committed must equal 100%
- No more than 5% committed to Admin
- Data Collection and Evaluation tasks should not be included in Admin
- Compare actual committed amounts with contracts
- Compare actual drawn amounts with internal financial records

PR60: HPRP Financial Summary (Page 1)

Activity	Total Committed	% Committed	Total Drawn	% Drawn
AD	\$62,750	5%	\$37,650	3%
DC	\$87,850	7%	\$50,200	4%
HA	\$476,900	38%	\$125,500	10%
HP	\$627,500	50%	\$564,750	45%
Total:	\$1,255,000	100%	\$778,100	62%

PR60: HPRP Financial Summary (Page 1)

More Considerations:

- Substantial Amendment to the Consolidated Plan
 - Follow Citizen Participation Plan for HPRP fund reallocation process
- Look at funded amounts for HA and HP vs. Expended amounts for HA and HP
 - Are you expending one faster?
 - Will reallocating funds allow you to meet expenditure requirements?

PR60: HPRP Financial Summary (Page 2)

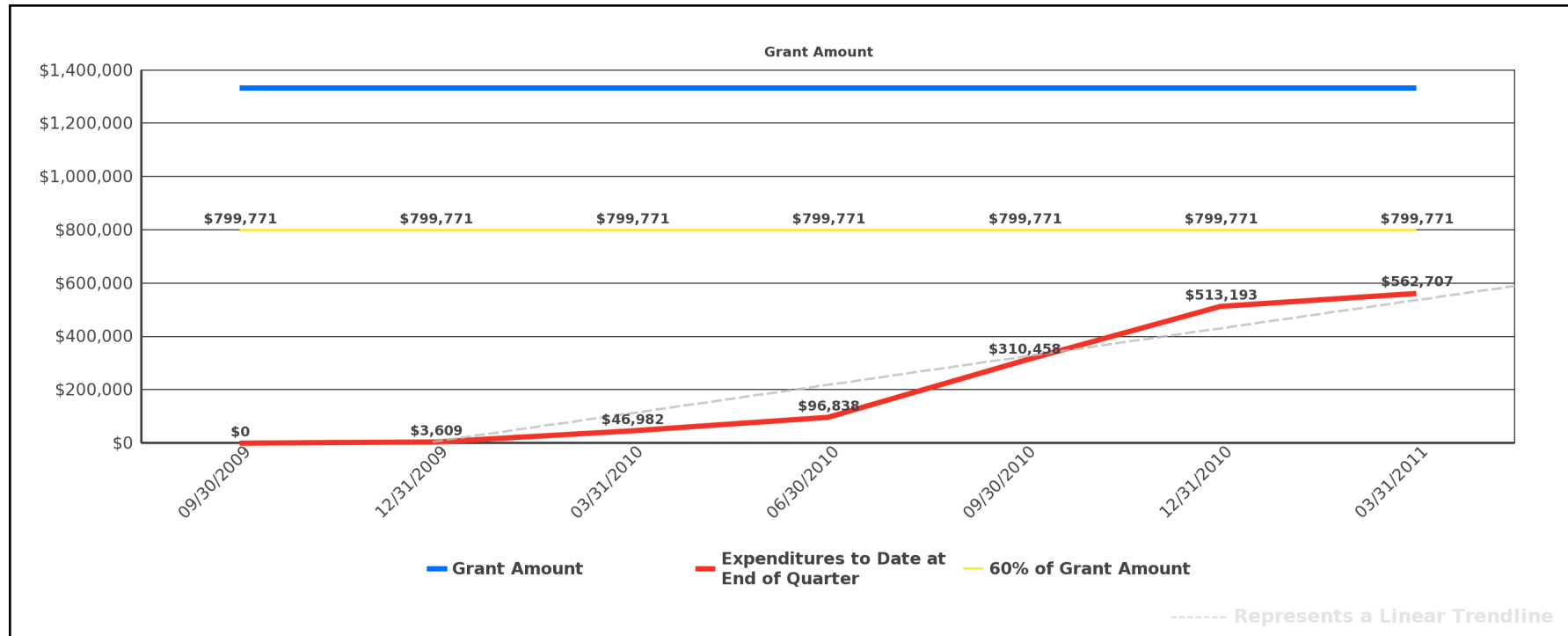
- HPRP Financial Summary Report
- Expenditures to Date by End of Quarter
 - Line Graph
 - Expenditures by Quarter
 - Percentage Drawn by Quarter

PR60: HPRP Financial Summary (Page 2)

- Example of the PR60 (Page 2) Report



Expenditures to Date at End of Quarter



Quarter End Date	Expenditures for the Quarter	Expenditures to Date at End of Quarter	% Drawn for the Quarter	% Drawn to Date at End of Quarter
09/30/2009	0	0	0.00	0.00
12/31/2009	3,609	3,609	0.27	0.27
03/31/2010	43,373	46,982	3.25	3.52
06/30/2010	49,856	96,838	3.74	7.26
09/30/2010	213,620	310,458	16.03	23.29
12/31/2010	202,735	513,193	15.21	38.50
03/31/2011	49,514	562,707	3.71	42.22

Note: This report does not include vouchers not yet submitted to LOCCS.

IDIS Report: PR60 (Page 2)

Considerations:

- Assess quarterly acceleration/deceleration of draws
- 0 expenditures in Q1 or Q2 is common, other instances of 0 indicate issues
- This report only includes vouchers submitted to LOCCS

IDIS Report: PR60 (Page 2)

Considerations:

- Large increases or decreases in the expenditures for the quarter indicate inconsistent invoicing or IDIS data entry
- Current quarter amounts will continue to grow as IDIS is updated throughout the quarter

PR60: HPRP Financial Summary (Page 2)

Quarter	Expenditure for Quarter	Expenditure to date at quarter's end	% Drawn for Quarter	% Drawn to date at quarter's end
9/30/09	\$0	\$0	0%	0%
12/31/09	\$0	\$0	0%	0%
3/31/10	\$300,000	\$300,000	18%	18%
6/30/10	\$200,000	\$500,000	12%	30%
9/30/10	\$215,000	\$715,000	13%	43%
12/31/10	\$160,000	\$875,000	10%	53%
3/31/11	\$145,000	\$1,020,000	9%	62%

IDIS Report Group II

Analyzing financial status by sub-grantee
and specific activity

PR02: List of Activities by Program Year and Project

- Allows grantees to review sub-grantee expenditures by providing:
 - Activity Name (AD, DC, HA, HP + Organization Name)
 - Funded Amount
 - Drawn Amount
 - Balance

PR02: List of Activities by Program Year and Project

- Example of the PR02 Report

U.S. Department of Housing and Urban Development
 Office of Community Planning and Development
 Integrated Disbursement and Information System
 List of Activities By Program Year And Project
 Grantee Name

REPORT FOR ALL

PGM YR ALL

Funding Grantee Name

Plan Year	IDIS Project	Project	IDIS	Activity Name	Activity	Program	Funded Amount	Draw Amount	Balance
2009	1	HPRP-The Psychological Center	1976	HPRP-HA-TPC	Open	HPRP	\$140,000.00	\$98,852.37	\$41,147.63
			1977	HPRP-AD-TPC	Open	HPRP	\$3,500.00	\$2,243.00	\$1,257.00
		Project Total					\$143,500.00	\$101,095.37	\$42,404.63
	2	HPRP-Peabody Resident Services	1984	HPRP-HA-Peabody	Open	HPRP	\$74,978.00	\$0.00	\$74,978.00
		Project Total					\$74,978.00	\$0.00	\$74,978.00
	3	HPRP-GLCAC	1974	HPRP-HA-GLCAC	Open	HPRP	\$76,500.00	\$76,500.00	\$0.00
			1975	HPRP-AD-GLCAC	Open	HPRP	\$1,912.50	\$1,912.50	\$0.00
		Project Total					\$78,412.50	\$78,412.50	\$0.00
	4	HPRP-NLS	1970	HPRP-HP-NLS	Open	HPRP	\$100,000.00	\$71,624.67	\$28,375.33
			1971	HPRP-AD-NLS	Open	HPRP	\$2,500.00	\$2,500.00	\$0.00
		Project Total					\$102,500.00	\$74,124.67	\$28,375.33
	5	HPRP-Emmaus	1972	HPRP-HA-Emmaus	Open	HPRP	\$80,000.00	\$60,170.00	\$19,830.00
			1973	HPRP-AD-Emmaus	Open	HPRP	\$2,000.00	\$0.00	\$2,000.00
		Project Total					\$82,000.00	\$60,170.00	\$21,830.00
	6	HPRP-YMCA	1978	HPRP-HA-YMCA	Open	HPRP	\$15,000.00	\$4,221.00	\$10,779.00
			1979	HPRP-AD-YMCA	Open	HPRP	\$375.00	\$0.00	\$375.00
		Project Total					\$15,375.00	\$4,221.00	\$11,154.00
	7	HPRP-YWCA	1980	HPRP-HA-YWCA	Open	HPRP	\$128,000.00	\$68,503.67	\$59,496.33
			1981	HPRP-AD-YWCA	Open	HPRP	\$3,200.00	\$615.63	\$2,584.37
		Project Total					\$131,200.00	\$69,119.30	\$62,080.70
	8	HPRP-Mental Health Resources Plus dba Point After Club	1982	HPRP-AD-MHRP	Open	HPRP	\$1,100.00	\$616.75	\$483.25
			1983	HPRP-HA-MHRP	Open	HPRP	\$44,000.00	\$22,996.83	\$21,003.17
		Project Total					\$45,100.00	\$23,613.58	\$21,486.42
	9	HPRP-Administration	1969	HPRP-AD-City of Grantee Name	Open	HPRP	\$20,937.50	\$15,932.56	\$5,004.94
		Project Total					\$20,937.50	\$15,932.56	\$5,004.94
	10	HPRP-City of Grantee Name	1985	HPRP-DC-City of Grantee Name	Open	HPRP	\$16,500.00	\$8,200.00	\$8,300.00
		Project Total					\$16,500.00	\$8,200.00	\$8,300.00
		Program Tot				HPRP	\$710,503.00	\$434,888.98	\$275,614.02
		2009 Total					\$710,503.00	\$434,888.98	\$275,614.02
		Program Grand T				HPRP	\$710,503.00	\$434,888.98	\$275,614.02
		Grand Total					\$710,503.00	\$434,888.98	\$275,614.02

PR02: List of Activities by Program Year and Project

Considerations:

- Funded Amount for each Activity is accurate with contract amounts
- Drawn Amount should match actual expenditures of the Organization by Activity
- Balance matches internal financial records
- Filter for HPRP only

Report Group III

Analyzing transactional level details

PR05: Drawdown Report by Project and Activity

- Displays voucher line items by project and activity
- Use to analyze draws by activity number

PR05: Drawdown Report by Project and Activity

- Example of the PR05 Report

U.S. Department of Housing and Urban Development
 Office of Community Planning and Development
 Integrated Disbursement and Information System
 Drawdown Report by Project and Activity
 Grantee Name

REPORT PROGRA : ALL
 PGM YR : ALL
 PROJECT : ALL
 ACTIVIT : ALL

Program Year/	IDIS Act ID	Activity Name	Prior Year	Voucher Number	Line Item	Voucher Status	LOCCS Send Date	Grant Number	Fund Type	Drawn Amount
2009 1	HPRP-The Psychological Center	1976 HPRP-HA-TPC								
				5067776	1	Completed	2/17/2010	S09MY250005	EN	\$6,749.33
				5092732	3	Completed	4/12/2010	S09MY250005	EN	\$16,770.83
				5098970	1	Completed	4/23/2010	S09MY250005	EN	\$5,976.89
				5099988	1	Completed	4/27/2010	S09MY250005	EN	\$9,311.40
				5132870	5	Completed	7/7/2010	S09MY250005	EN	\$21,111.82
				5154436	3	Completed	8/24/2010	S09MY250005	EN	\$10,299.94
				5161861	5	Completed	9/10/2010	S09MY250005	EN	\$7,141.35
				5171096	3	Completed	9/30/2010	S09MY250005	EN	\$8,849.26
				5191440	3	Completed	11/22/2010	S09MY250005	EN	\$5,528.40
				5207884	6	Completed	12/22/2010	S09MY250005	EN	\$2,005.56
				5215717	2	Completed	1/13/2011	S09MY250005	EN	\$2,161.55
				5052914	7	Completed	1/11/2010	S09MY250005	EN	\$2,946.04
								Activity Total		\$98,852.37
2009 1	HPRP-The Psychological Center	1977 HPRP-AD-TPC								
				5052914	8	Completed	1/11/2010	S09MY250005	EN	\$73.65
				5067776	2	Completed	2/17/2010	S09MY250005	EN	\$168.73
				5092732	4	Completed	4/12/2010	S09MY250005	EN	\$419.27
				5098970	2	Completed	4/23/2010	S09MY250005	EN	\$149.42
				5099988	2	Completed	4/27/2010	S09MY250005	EN	\$232.79
				5132870	6	Completed	7/7/2010	S09MY250005	EN	\$527.80
				5154436	4	Completed	8/24/2010	S09MY250005	EN	\$176.25
				5161861	6	Completed	9/10/2010	S09MY250005	EN	\$178.53
				5171096	4	Completed	9/30/2010	S09MY250005	EN	\$110.73
				5191440	4	Completed	11/22/2010	S09MY250005	EN	\$101.65
				5207884	7	Completed	12/22/2010	S09MY250005	EN	\$50.14
				5215717	3	Completed	1/13/2011	S09MY250005	EN	\$54.04
								Activity Total		\$2,243.00
								Project Total		101,095.37
2009 3	HPRP-GLCAC	1974 HPRP-HA-GLCAC								
				5052914	2	Completed	1/11/2010	S09MY250005	EN	\$1,782.91

PR05: Drawdown Report by Project and Activity

Considerations:

- Funded Amount for each Activity agrees with contract amount
- Drawn Amount should match actual expenditures of the Organization by Activity
- Balances match internal financial records
- Filter for HPRP only

PR07: Drawdown Report by Voucher Number

- Two versions: all vouchers or vouchers submitted to LOCCS
- Drawdown Report by Voucher Number
- Displays the details for all draw downs in date order
 - Voucher #, Status
 - Created, Status and LOCCS dates
 - Grant #, Recipient TIN
 - Amount of the Draw

PR07: Drawdown Report by Voucher Number

- Example of the PR07 Report

PR07 - Drawdown Report by Voucher Number - All Vouchers

Voucher Number	Line Item	IDIS Act ID	Voucher Voucher Created	Status	Status Date	LOCCS Send Date	Grant Number	Fund Type	Recipient TIN	Payee TIN	Program	PY	Drawn Amount
5071745	1	1022	2/24/2010 12:19:16 pm	Completed	2/25/2010 3:05:12 am	2/24/2010 9:05:56 pm	S09MY320002	EN	886000201	886000201	HPRP		\$2,559.89
5071745	2	1021	2/24/2010 12:19:16 pm	Completed	2/25/2010 3:05:12 am	2/24/2010 9:05:56 pm	S09MY320002	EN	886000201	886000201	HPRP		\$35.00
5071745	3	1020	2/24/2010 12:19:16 pm	Revised	5/24/2010 11:17:54 am	2/24/2010 9:05:56 pm	S09MY320002	EN	886000201	886000201	HPRP		\$5,258.30
5071745	4	1020	5/24/2010 11:17:54 am	Completed	5/24/2010 11:17:54 am	2/24/2010 9:05:56 pm	S09MY320002	EN	886000201	886000201	HPRP		\$4,888.52
5071745	5	1081	5/24/2010 11:17:54 am	Completed	5/24/2010 11:17:54 am	2/24/2010 9:05:56 pm	S09MY320002	EN	886000201	886000201	HPRP		\$369.78
5083618	1	1021	3/23/2010 10:36:21 am	Completed	3/24/2010 3:04:32 am	3/23/2010 9:06:34 pm	S09MY320002	EN	886000201	886000201	HPRP		\$3,447.00
5083618	2	1020	3/23/2010 10:36:21 am	Revised	5/24/2010 11:18:32 am	3/23/2010 9:06:34 pm	S09MY320002	EN	886000201	886000201	HPRP		\$15,105.28
5083618	3	1022	3/23/2010 10:36:21 am	Completed	3/24/2010 3:04:32 am	3/23/2010 9:06:34 pm	S09MY320002	EN	886000201	886000201	HPRP		\$921.66
5083618	4	1020	5/24/2010 11:18:32 am	Revised	5/24/2010 11:24:47 am	3/23/2010 9:06:34 pm	S09MY320002	EN	886000201	886000201	HPRP		\$15,037.65
5083618	5	1081	5/24/2010 11:18:32 am	Completed	5/24/2010 11:18:32 am	3/23/2010 9:06:34 pm	S09MY320002	EN	886000201	886000201	HPRP		\$67.63
5083618	6	1020	5/24/2010 11:24:47 am	Completed	5/24/2010 11:24:47 am	3/23/2010 9:06:34 pm	S09MY320002	EN	886000201	886000201	HPRP		\$14,924.99
5083618	7	1081	5/24/2010 11:24:47 am	Completed	5/24/2010 11:24:47 am	3/23/2010 9:06:34 pm	S09MY320002	EN	886000201	886000201	HPRP		\$112.66
5087380	1	1023	3/30/2010 10:21:12 am	Completed	3/31/2010 3:48:38 pm	3/30/2010 9:05:53 pm	S09MY320002	EN	886000201	886000201	HPRP		\$28,392.12
5087380	2	1024	3/30/2010 10:21:12 am	Revised	3/30/2010 11:04:11 am	3/30/2010 10:21:12 am	S09MY320002	EN	886000201	886000201	HPRP		\$2,037.92
5087380	3	1023	3/30/2010 11:04:11 am	Completed	3/31/2010 3:48:38 pm	3/30/2010 9:05:53 pm	S09MY320002	EN	886000201	886000201	HPRP		\$2,037.92
5087404	1	1023	3/30/2010 10:35:32 am	Revised	5/19/2010 6:12:07 pm	3/30/2010 9:05:53 pm	S09MY320002	EN	886000201	886000201	HPRP		\$12,683.21
5087404	2	1024	3/30/2010 10:35:32 am	Revised	5/19/2010 6:12:24 pm	3/30/2010 9:05:53 pm	S09MY320002	EN	886000201	886000201	HPRP		\$1,100.71
5087404	3	1023	5/19/2010 6:12:07 pm	Completed	5/19/2010 6:12:07 pm	3/30/2010 9:05:53 pm	S09MY320002	EN	886000201	886000201	HPRP		\$12,154.21
5087404	4	1082	5/19/2010 6:12:07 pm	Completed	5/19/2010 6:12:07 pm	3/30/2010 9:05:53 pm	S09MY320002	EN	886000201	886000201	HPRP		\$529.00
5087404	5	1024	5/19/2010 6:12:24 pm	Completed	5/19/2010 6:12:24 pm	3/30/2010 9:05:53 pm	S09MY320002	EN	886000201	886000201	HPRP		\$1,077.71
5087404	6	1082	5/19/2010 6:12:24 pm	Completed	5/19/2010 6:12:24 pm	3/30/2010 9:05:53 pm	S09MY320002	EN	886000201	886000201	HPRP		\$23.00
5096639	1	1023	4/20/2010 11:53:16 am	Revised	5/19/2010 6:10:22 pm	4/20/2010 9:05:51 pm	S09MY320002	EN	886000201	886000201	HPRP		\$28,051.47
5096639	2	1024	4/20/2010 11:53:16 am	Revised	5/19/2010 6:10:55 pm	4/20/2010 9:05:51 pm	S09MY320002	EN	886000201	886000201	HPRP		\$1,972.44
5096639	3	1025	4/20/2010 11:53:16 am	Completed	4/21/2010 3:04:58 am	4/20/2010 9:05:51 pm	S09MY320002	EN	886000201	886000201	HPRP		\$43.36
5096639	4	1023	5/19/2010 6:10:22 pm	Completed	5/19/2010 6:10:22 pm	4/20/2010 9:05:51 pm	S09MY320002	EN	886000201	886000201	HPRP		\$27,510.97
5096639	5	1082	5/19/2010 6:10:22 pm	Completed	5/19/2010 6:10:22 pm	4/20/2010 9:05:51 pm	S09MY320002	EN	886000201	886000201	HPRP		\$540.50
5096639	6	1024	5/19/2010 6:10:55 pm	Completed	5/19/2010 6:10:55 pm	4/20/2010 9:05:51 pm	S09MY320002	EN	886000201	886000201	HPRP		\$1,903.44
5096639	7	1082	5/19/2010 6:10:55 pm	Completed	5/19/2010 6:10:55 pm	4/20/2010 9:05:51 pm	S09MY320002	EN	886000201	886000201	HPRP		\$69.00
5096788	1	1021	4/20/2010 2:20:23 pm	Completed	4/21/2010 3:04:58 am	4/20/2010 9:05:52 pm	S09MY320002	EN	886000201	886000201	HPRP		\$5,823.72
5096788	2	1020	4/20/2010 2:20:23 pm	Completed	4/21/2010 3:04:58 am	4/20/2010 9:05:52 pm	S09MY320002	EN	886000201	886000201	HPRP		\$9,176.96
5096788	3	1022	4/20/2010 2:20:23 pm	Completed	4/21/2010 3:04:58 am	4/20/2010 9:05:52 pm	S09MY320002	EN	886000201	886000201	HPRP		\$704.72
5112991	1	1082	5/24/2010 11:36:05 am	Cancelled	5/24/2010 12:14:31 pm	5/24/2010 11:36:05 am	S09MY320002	EN	886000201	886000201	HPRP		\$609.50
5112991	2	1023	5/24/2010 11:36:05 am	Cancelled	5/24/2010 12:14:38 pm	5/24/2010 11:36:05 am	S09MY320002	EN	886000201	886000201	HPRP		\$27,510.97
5112991	3	1024	5/24/2010 11:36:05 am	Cancelled	5/24/2010 12:14:44 pm	5/24/2010 11:36:05 am	S09MY320002	EN	886000201	886000201	HPRP		\$1,903.44
5112991	4	1025	5/24/2010 11:36:05 am	Cancelled	5/24/2010 12:14:49 pm	5/24/2010 11:36:05 am	S09MY320002	EN	886000201	886000201	HPRP		\$43.36
5113046	1	1082	5/24/2010 12:23:01 pm	Completed	5/25/2010 3:04:59 am	5/24/2010 9:05:59 pm	S09MY320002	EN	886000201	886000201	HPRP		\$621.00
5113046	2	1023	5/24/2010 12:23:01 pm	Completed	5/25/2010 3:04:59 am	5/24/2010 9:05:59 pm	S09MY320002	EN	886000201	886000201	HPRP		\$28,086.79
5113046	3	1024	5/24/2010 12:23:01 pm	Revised	9/30/2010 1:28:34 pm	5/24/2010 9:05:59 pm	S09MY320002	EN	886000201	886000201	HPRP		\$1,457.10
5113046	4	1024	9/30/2010 1:28:34 pm	Completed	9/30/2010 1:28:34 pm	5/24/2010 9:05:59 pm	S09MY320002	EN	886000201	886000201	HPRP		\$922.56
5113046	5	1023	9/30/2010 1:28:34 pm	Completed	9/30/2010 1:28:34 pm	5/24/2010 9:05:59 pm	S09MY320002	EN	886000201	886000201	HPRP		\$534.54
5128292	1	1021	6/25/2010 12:35:14 pm	Revised	10/4/2010 4:27:15 pm	6/25/2010 9:05:35 pm	S09MY320002	EN	886000201	886000201	HPRP		\$2,802.99
5128292	2	1020	6/25/2010 12:35:14 pm	Completed	6/26/2010 3:06:27 am	6/25/2010 9:05:35 pm	S09MY320002	EN	886000201	886000201	HPRP		\$20,384.19
5128292	3	1081	6/25/2010 12:35:14 pm	Completed	6/26/2010 3:06:27 am	6/25/2010 9:05:35 pm	S09MY320002	EN	886000201	886000201	HPRP		\$292.45

PR07: Drawdown Report by Voucher Number

Considerations:

- Reconcile individual payments between IDIS and internal financial records
- Verify that the correct payments were made to the correct activities/programs
- Review the various dates: voucher created date, voucher status date and LOCCS send date to make sure there are no critical time lapses
- If errors are found Grantees should Revise vouchers

Action Steps

- Update IDIS with financial information in a timely manner
- Run IDIS reports on a regular basis
- Use the IDIS data along with client data to make HPRP program decisions
 - Accelerate or Decelerate expenditures
 - Re-allocate funds between activities or sub-grantees

Resources

- HUD HRE: www.HUDHRE.info/hprp
- IDIS Online:
www.hud.gov/offices/cpd/systems/idis
- [Using IDIS for the Homelessness Prevention and Rapid Re-housing Program](#)
 - http://www.hudhre.info/documents/IDISReq_sforHPRPGrantees.pdf

Resources

- HPRP Financial Management: Strategies For Accelerating Expenditure Rates
 - http://www.hudhre.info/documents/HPRP_FinMgmt_AcceleratingExpenditureRates.pdf
- IDIS Online Reports: A Tool for HPRP Financial Management (to be published in April 2011)

Questions?

- Additional Questions should be submitted to HUD's Virtual Help Desk at <http://hudhre.info/helpdesk>