Homeless System Response: Completing FY20 Activities in IDIS for ESG & ESG-CV

One important step in closing out Emergency Solutions Grants under the CARES Act (ESG-CV) grants is the completion of ESG-CV-funded activities in the Integrated Disbursement and Information System (IDIS). This fact sheet reviews the criteria that must be met before completing activities in IDIS as well as the steps to complete those activities in the system.

Background

ESG recipients were required to set up both ESG FY 2020 and ESG Coronavirus Aid, Relief, and Economic Security (CARES) Act (ESG-CV) funds in the under the same FY20 project and activities in IDIS. While the funding and draws for each grant were tracked separately, activity setup needed to be "combined" since IDIS functionality limits ESG set-up to one project and one activity per component for each grant. See Troubleshooting HESG Project Setup in IDIS and the IDIS Fact Sheet for ESG and ESG-CV Funds Setup for a refresher on the FY20 project and activity setup.

Because FY20 activities include both FY20 ESG and ESG-CV funds, recipients must take the funding and draws of both grants into consideration when completing a FY20 activity. This fact sheet refers to ESG and ESG-CV as "ESG/ESG-CV" to convey how FY20 activities are "combined" in this way as well as the need for recipients to meet the necessary criteria for both grants before completing FY20 activities in IDIS.

ESG/ESG-CV Activity Completion Overview

Timing of Activity Completion

Closeout requirements at 2 CFR 200.344 require that recipients must liquidate all financial obligations incurred under the federal award no later than 120 calendar days after the end date of the period of performance. In general, the period of performance refers to the time interval when recipients may expend funds, which may include one or more funded portions, or budget periods. This Part 200 requirement applies to both ESG and ESG-CV grants.

The period of performance end date is likely different for recipients' FY20 ESG grant and their ESG-CV grant:

- For ESG-CV, the period of performance end date is:

    o December 31, 2023 for ESG-CV grants without reallocated funds

    o June 30, 2024 for ESG-CV grants that include reallocated funds

- For annual ESG, the period of performance end date is 24-months from the date of HUD's signature on the grant agreement (see Box 15 of the FY20 ESG Grant Agreement).

As seen in the table below, recipients must complete all draws for eligible ESG-CV expenditures within 120 days of their period of performance end date. Consistent with this timeline, recipients should complete activities in the IDIS within that 120-day window.

Expenditure and Draw Deadlines by Fund Type: ESG-CV

Fund Type	Expenditure Deadline	Draw Deadline
ESG-CV Rounds 1 & 2: All Project Costs	September 30, 2023	April 30, 2024
ESG-CV Rounds 1 & 2: HMIS and Admin	December 31, 2023	April 30, 2024
ESG-CV Reallocated Funds	June 30, 2024	October 31, 2024

Expenditure and Draw Deadlines by Fund Type: FY20 Annual ESG

Fund Type	Expenditure Deadline	Draw Deadline
All FY20 Annual ESG Funds	Date of HUD's signature on the FY20 ESG Grant Agreement	Period of performance end date (see Box 15 on FY20 ESG Grant Agreement) + 120 days

In most cases, the period of performance end date and draw deadline for recipients' FY20 ESG grant is prior to that of their ESG-CV grant. However, before completing a FY20 activity in IDIS, recipients must ensure that the activity or administrative subfund has a $0.00 balance for **both** FY20 annual ESG as well as ESG-CV – either by fully drawing down the funds or via HUD's recapture process (refer to the "ESG-CV Closeout Checklist" for instructions about how to notify HUD when you do not intend to fully spend your ESG-CV funds).

Recipients may complete ESG/ESG-CV activities in IDIS prior to submitting the year-end Consolidated Annual Performance Evaluation Report (CAPER) (for their FY20 ESG grant) or Quarterly Performance Report (QPR) (for their ESG-CV grant) in the Sage HMIS Reporting Repository (Sage). This is because, unlike other HUD Community Planning and Development (CPD) programs, IDIS activity screens for ESG/ESG-CV do not capture accomplishment data. Instead, recipients and subrecipients collect client-level data in the local Homeless Management Information System (HMIS) and report accomplishments via Sage.

For additional information reporting requirements for ESG and ESG-CV, refer to the ESG CAPER Submission Guidance on the HUD Exchange. For ESG-CV QPR close-out instructions for Sage, refer to the ESG-CV Close Out Process.

> ## To Complete an ESG/ESG-CV activity in IDIS:
>
> Recipients must **first** meet all criteria described below and **then** change the Activity Status to "Completed."

Before completing final drawdowns in IDIS for ESG/ESG-CV Activities:

Voucher Review

Recipients should conduct a financial review of vouchers in IDIS prior to completing the final vouchers. Please note, vouchers cannot be revised between ESG and ESG-CV grants. Additionally, vouchers cannot be revised between fund types, meaning that administration vouchers cannot be revised to any other eligible component and vice versa.

> **To revise vouchers in IDIS there must be a grant balance remaining to draw.**

Does the activity funded amount match the recipient's internal financial records?

If the IDIS activity funded amount does not match the recipient's internal financial records, determine if the activity was funded in IDIS with the incorrect amount or if funds were reprogrammed to another activity.

Have all funds for the activity been drawn correctly in IDIS?

- If the drawn amount does not match the recipient's internal financial records, determine if there are remaining expenditures that have not yet been drawn in IDIS.

- Use the PR07, PR05, and PR91 Subrecipient Voucher Report to verify that all funds were drawn. Each of these reports can be run for ESG-CV funds. Confirm that the funds were drawn for the correct **component** and **subrecipient**. If not, revise vouchers as necessary prior to completing the activity. View the [Emergency Solutions Grants Program: Revising IDIS Vouchers for the ESG Program Webinar](#) for additional guidance.

Have all subrecipients been correctly identified on the funding/draw screens for the activity?

Use the PR91 ESG-CV report, specifically the "ESG Subrecipient Commitments and Draws by Activity Category" and "ESG subrecipients by Activity Category" sections, to confirm the committed and funded amounts for each subrecipient are accurate for all activities. For step-by-step instructions on how to add or edit subrecipients on the IDIS activity funding screens, refer to Chapter 6 of the [Using IDIS online for the Emergency Solutions Grants (ESG) Program](#) manual.

Before completing an activity in IDIS, ask the following questions:

Does the activity narrative accurately document how ESG-CV funds were used to prevent, prepare for, and respond to coronavirus?

Recipients must document at the ESG component level in the IDIS activity description narrative. For examples of IDIS activity descriptions, refer to the [ESG-CV "Prevent, Prepare, and Respond" Tieback Flexibilities Quick Guide](#).

Does the activity have a $0.00 balance for both ESG and ESG-CV?

Before completing an activity in IDIS, ensure that the activity has a $0.00 balance by either fully drawing down or returning funds to HUD. For the 2020 program year activities in IDIS, recipients may have funded and drawn activities with both ESG and ESG-CV funds. Therefore, the activity balance must be $0.00 for both grants in order to complete the activity.

Has the Administration Activity (AD Subfund) been fully drawn to a $0.00 balance?

Confirm that both the ESG and ESG-CV AD subfunds for the 2020 grant year match the admin activity's final drawn amount. If the admin activity's funded amount is more than the final drawn amount, reduce the amount of the funded amount of the activity and then reduce the corresponding AD subfund amount. If this step is not taken, funds will be "stuck" in the AD subfund and cannot be reallocated to other activities.

Does the activity category correctly reflect the eligible component?

If the activity category is incorrect, edit the activity setup in IDIS to accurately reflect how ESG and ESG-CV funds were programmed. For clarification on the eligible activities for each ESG component, refer to the ESG Program Component Quick Reference Guide. For examples of the eligible activities for ESG-CV, refer to the Summary of the ESG Program Waivers and Alternative Requirements.

Does the activity name in IDIS follow the required naming convention for ESG-CV activities?

Edit the activity name if it does not follow the required naming convention, which is the acronym "ESG" followed by the two-digit Federal Fiscal year (FFY) and the component type. For example, a recipient that conducted Street Outreach with FFY2020 or ESG-CV funds would enter the activity name of **ESG20 Street Outreach**.

Are the remaining IDIS activity details accurate?

- Is the Environmental Review status accurate?

- Does the activity description describe the actual work done, including the eligible activities carried out under each component (e.g., shelter operations and renovation under the Emergency Shelter component)?

- Are the Performance Objective and Performance Outcome selections on the Activity Setup Detail screens accurate for Shelter, Street Outreach, Homelessness Prevention, and Rapid Re-housing activities (HMIS and Administration activities do not include Performance Objective and Performance Outcome selections)?

To complete an ESG/ESG-CV Activity in IDIS:

STEP 1	Click **Plans/Projects/Activities** at the top of the screen, then click **Search** under **Activity** on the left side of the screen. The **Search Activity** screen displays.
STEP 2	Search for the activity you intend to complete. After the search results display, find the applicable activity, click **Edit** under the Action column, and the **Edit Activity** screen displays.
STEP 3	Towards the top of the **Edit Activity** screen, select **Completed** under the Activity Status dropdown box. If the user does not enter a Completion Date, IDIS will automatically enter the date the user changed the activity status to Completed—IDIS will not allow users to enter a future or past Completion Date. IDIS will now store multiple completion dates if an activity is reopened and then recompleted.
STEP 4	Click **Save**.