Chapter 5
ACTIVITY FUNDING

Once you complete the setup screens for an activity, it is ready to be funded. The purpose of funding is to specify the amounts and the types of funds to be used for the activity. With the transition from first-in, first-out (FIFO) to grant-specific accounting in IDIS*, grantees must also specify the year of the CDBG grant from which funds are to be committed for grant years 2015 and later.

The State CDBG fund types are:

Fund Type	Description
EN - Entitlement	Entitlement grant funds.
AD - Administration	Available if you have created an Administration subfund from EN funds (see Appendix K).
LA – Grant-Specific Repayment to Local Account	Available if you have receipted LA using the Receipts function (see Chapter 7).
PI - Program Income	Available if you have receipted PI using the Receipts function (see Chapter 7). **Note**: PI does not have to be funded before it can be drawn down in place of EN. For details, see page 5-4.
RL - Revolving Loan Funds	Available if you have receipted RL funds using the Receipts function (see Chapter 7).
SF - State Revolving Fund	Available if you have receipted SF funds using the Receipts function (see Chapter 7).
SI - Section 108 Loan Income	Available if you have receipted Section 108 loan income using the Receipts function (see Chapter 7). SI may only be used to fund activities with matrix codes 19F, 19G, 24A, 24B, and 24C.
SL - Section 108 Loan	Available for activities where the WILL THIS ACTIVITY USE SECTION 108 LOAN field on the Add/Edit Activity screen is "Yes", provided information about the Section 108 loan(s) has been input by HUD HQ staff (see Chapter 8).
SU - Subgrant	Available if you have created a Subgrant subfund from EN funds (see Appendix K).
TA - Technical Assistance	Available if you have created a Technical Assistance subfund from EN funds (see Appendix K).

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*For details, please see Guidance for CDBG Grantees: Transition from First-In-First-Out to Grant-Specific Accounting in IDIS.

ACCESSING THE ACTIVITY FUNDING FUNCTIONS

To access the funding screens, you can click the Funding/Drawdown tab at the top of any page, click the Activity Funding <u>Search</u> link at the left on any Funding/Drawdown page, or click the [Activity Funding] button on the Edit Activity page. Coming from the Edit Activity page displays the Edit Activity Funding screen shown on page 5-4. Otherwise, the Search for Activities to Fund screen is displayed first.

SEARCH FOR ACTIVITIES TO FUND SCREEN

To fund an activity, you must first conduct a search to retrieve it:

To conduct a search, you can:

- Retrieve a specific activity by entering its IDIS ACTIVITY ID and clicking the [Search] button.

- Click the [Search] button to retrieve all of your activities.

- Specify criteria to limit the number of activities that will be displayed, as follows:

Search Field	Description
Program	To limit the results to a particular program, select it from the dropdown.
Activity Name	Limit the results to activities with a name containing the text string you input here.
Program Year	To limit the results to activities set up under the projects of a particular PROGRAM YEAR, select that year from the dropdown.
IDIS Project ID	To limit the results to activities set up under a particular project, enter that project ID.
IDIS Activity ID	The quickest way to retrieve a particular activity is to enter its IDIS ACTIVITY ID. Since this uniquely identifies an activity, there is no need to input any other search criteria.
Grantee/PJ Activity ID	Limit the results to activities with a grantee/PJ activity ID containing the text string you input here.

Search Field	Description
Activity Status	To limit the results to activities with a particular status, select **Open**, **Completed**, or **Canceled**.
Activity Owner	Most users will not be able to change this field. Those who can should select the grantee who owns the project under which the activity to be funded has been set up.

Click the [Search] button to run the search and redisplay the screen with the search results.

On initial display, the results are sorted by IDIS ACTIVITY ID in descending order. You can change the sort field and the sort order by clicking on any column header that is in blue.

To select an activity for further processing, click the Add-Edit or View link in the last column. If you select:

- **Add-Edit**, the Edit Activity Funding screen will be displayed.

- **View**, the View Activity Funding screen will be displayed. This will always be the ACTION for activities with a status of Completed or Canceled and for users who are not authorized to fund activities.

For activities with a status of Open, the ACTION column will show **Not Ready to Fund** if required setup data are missing. The missing data must be provided before the funding screens can be accessed.

The Edit and View screens are very similar except, of course, that data on the View screens cannot be changed. Only the Edit screens are shown in this chapter.

EDIT ACTIVITY FUNDING SCREEN

On this screen, you will select the type(s) of funds to be used for the activity:

A note about PI: PI does not have to be explicitly funded before it can be drawn. When a draw is made for an activity, the system will automatically present the option of drawing available PI in place of EN. When unfunded PI is drawn in lieu of EN for an activity, EN funding is reduced and PI funding is increased by the amount of PI drawn.

Remember that CDBG regulations require you to spend available PI before drawing down EN.

Field	Description
Activity Owner *through* Program Year/Project	These read-only fields identify the activity you are processing.
Total Funded	The total amount of funds from all sources committed to this activity to date.
Total Drawn	The total amount of funds from all sources drawn for this activity to date, plus pending draws.
Funding Sources Recipient Name Program Fund Type	On initial display of this screen, all available funding sources are listed. Use these fields to filter the list of Available Funds by recipient name, program, and/or fund type (see below for field definitions).
[Filter]	Click this button to filter the list of Available Funds by the criteria you have selected.
[Reset]	Click this button to reset the filter fields to their defaults.

Field	Description
Available Funds	
Recipient Name	The name of the grantee or subgrantee.
Program	The CPD program that provided the grant.
Fund Type	For CDBG States, the fund types are: **EN** Entitlement **AD** Administration **LA** Grant-Specific Repayment to Local Account **PI** Program Income **RL** Revolving Loan Fund **SF** State Revolving Fund **SI** Section 108 Loan Income **SL** Section 108 Loan **SU** Subgrant **TA** Technical Assistance For information about the availability of the fund types, please see page 5-1.
Source Name	For State grantees, **HUD**; for subgrantees, the organization that provided the subgrant.
Source Type	For CDBG States, **DC** or **DH** (the fourth and fifth characters of the CDBG grant number). For CDBG insular areas, **ST**. For CDBG-CV, **DW** or **EW** or **SW**. Note that grantees must answer YES to "Is this activity to prevent, prepare for, and respond to coronavirus? on the Add/Edit Activity Screen to fund with CDBG-CV grant.
Available for Funding	The amount of this fund type available to commit to activities.
Funded Amount	The amount of this fund type that has already been committed to this activity.
Drawn Amount	The amount of this fund type that has already been drawn down for this activity.

To select a funding source, click an ACTION in the last column. If the ACTION selected is:

- **Add-Edit**, the Add-Edit Activity Line Item screen is displayed.

- **View**, the View Activity Line Item screen is displayed. View will be the only available ACTION for canceled and completed activities and for users who are not authorized to fund activities.

Instructions for the Add-Edit Line Item screen follow.

ADD-EDIT FUNDING LINE ITEM SCREEN

The amount of money to be committed to the activity from the selected funding source is input on the Add-Edit Funding Line Item screen.

The version of the screen that is displayed depends on whether the funding source selected on the previous screen was a grant fund type (EN, AD, SU, TA), a program income fund type (PI, SF, RL), or a repayment of grant funds to a local account (LA), as explained below.

Funding with EN, AD, SU, and TA

When funding an activity with CDBG grants, the Add-Edit Funding Line Item screen looks like this:

During the transition from FIFO to grant-specific accounting in IDIS, the screen is divided into two sections:

- The first section, titled "Funding Source Pre-2015" (highlighted above in green) is used to fund activities with FY 2014 and earlier grants. You will fund activities from pre-2015 grants exactly as you have funded activities in the past, and IDIS will

continue to commit and disburse funds from the earliest pre-2015 grant with available funds (i.e., FIFO accounting).

- The second section, titled "Funding Source" (highlighted in blue) is used to commit funds from FY 2015 and subsequent grants. When funding activities from grant years 2015 and later, you will enter the amount to be committed by grant year and only the grant year(s) from which the activity is funded will be available for draws (i.e., grant-specific accounting).

Note that an activity may be funded with both the pre-2015 source and one or more grant-year specific sources.

For pre-2015 grants, the input fields are GRANT YEAR and FUNDED AMOUNT; for 2015 and later grants, the only input field is FUNDED AMOUNT.

Pre-2015 Grants	
Field	**Description**
Activity Owner *through* Total Drawn	Same as the Edit Activity Funding screen (see page 5-4 for field definitions).
Funding Source Pre-2015	
Program	**CDBG**.
Grant Year	**Pre-2015**.
Fund Type	The grant fund type selected on the previous screen—**EN**, **AD**, **SU**, or **TA**.
Source Name *through* Recipient Name	Same as the AVAILABLE FUNDS fields on the Edit Activity Funding screen (see page 5-5 for field definitions).
Available for Funding	The amount of this fund type that is available to commit to activities from pre-2015 grants.
Funded Amount	The amount of this fund type that has already been committed to this activity from pre-2015 grants.
Drawn Amount	The amount of this fund type that has already been drawn down for this activity from pre-2015 grants.
Current Funding for This Source	
Grant Year	Required for CDBG States, and used to generate the online PER. Enter the year of the grant that this funding should be attributed to in the PER. Note that the GRANT YEAR you input here will be used for reporting purposes only; funding and draws still occur FIFO in IDIS.
Funded Amount	Enter or update the amount to be funded from pre-2015 grants in dollars and cents, with or without commas.
Drawn Amount	The amount of this fund type drawn to date for this activity and attributed by the user to this GRANT YEAR.

2015 and Later Grants	
Field	
Funding Source	
Program	Same as pre-2015 Funding Source field.
Grant Year	The fiscal year of the CDBG grant.
Fund Type	Same as pre-2015 Funding Source field.
Source Name *through* Recipient Name	Same as pre-2015 Funding Source field.
Available for Funding	The amount of this fund type that is available to commit to activities from this grant year.
Funded Amount	The amount of this fund type that has already been committed to this activity from this grant year.
Drawn Amount	The amount of this fund type that has already been drawn down for this activity from this grant year.
Current Funding for xFIFO	
Grant Year	Read-only.
Funded Amount	Enter or update the amount of this fund type to be committed from this GRANT YEAR.
Drawn Amount	The amount of this fund type that has been drawn to date from this GRANT YEAR.

Click the [Save] button to save your input or the [Cancel] button to reset the GRANT YEAR and/or FUNDED AMOUNT fields to their previous values.

When you click [Save], five fields in addition to the ones you input are updated. The TOTAL FUNDED and the FUNDED AMOUNT fields are increased and the AVAILABLE FOR FUNDING fields are reduced by the amount of the change in funding you just made:

Activity Funding

Add-Edit Funding Line Item

- **Activity funded successfully.**

| Return to Add-Edit Funding | | Save | | Cancel |

Activity Owner:
COLORADO

Program Year/Project:
2015/2

IDIS Activity ID:
5085

Total Funded:
$600,000.00

Activity Name:
Manzanola Water System Improvements

Total Drawn:
$0.00

Funding Source Pre-2015

Program	Grant Year (tip)	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
CDBG	Pre-2015	EN	HUD	DC	COLORADO	$2,162,374.31	$590,000.00	$0.00

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount
2012	$ 152,655.97	$0.00
2014	$ 437,344.03	$0.00

| Add Grant Year |

Funding Source

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
CDBG	2015	EN	HUD	DC	COLORADO	$8,104,075.00	$10,000.00	$0.00
CDBG	2016	EN	HUD	DC	COLORADO	$8,114,075.00	$0.00	$0.00
CDBG	2017	EN	HUD	DC	COLORADO	$8,114,075.00	$0.00	$0.00

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2015	$ 10,000.00	$0.00
2016	$	$0.00
2017	$	$0.00

| Return to Add-Edit Funding | | Save | | Cancel |

When you are finished, click the [Return to Add-Edit Funding] button. From there, you can select another funding source for the current activity or click the [Return to Search for Activities to Fund] button to choose a different activity to fund.

Funding with PI, SF, and RL

IDIS will continue to fund and draw program income (fund types PI, SF, and RL) from the earliest annual receipt account with available funds (i.e., FIFO). Consequently, each of these fund types is displayed on the Add-Edit Funding Line Item screen as a single funding source. (Note: The annual receipt accounts may be viewed using the *Search Accounts* function.)

The input fields are PROGRAM YEAR OF RECEIPT and FUNDED AMOUNT.

Field	Description
Activity Owner *through* Total Drawn	Same as the Edit Activity Funding screen (see page 5-4 for field definitions).
Funding Source	
Program	**CDBG**.
Fund Type	**PI, SF** or **RL**.
Source Name *through* Drawn Amount	Same as the AVAILABLE FUNDS fields on the Edit Activity Funding screen (see page 5-5 for field definitions).
Current Funding for This Source	
Program Year of Receipt	This field is optional. The user-entered PROGRAM YEAR OF RECEIPT has no effect on the FIFO processing of funding and draws. It is there solely to allow you to associate a year of your choosing with this funding.
Funded Amount	Enter or update the amount to be funded in dollars and cents, with or without commas.
Drawn Amount	The amount of this fund type drawn to date for this activity and attributed by the user to this PROGRAM YEAR OF RECEIPT.

Click the [Save] button to save your input or the [Cancel] button to reset the PROGRAM YEAR OF RECEIPT and/or FUNDED AMOUNT fields to their previous values.

When you click [Save], three fields in addition to the ones you input are updated. The TOTAL FUNDED and the FUNDED AMOUNT fields are increased and the AVAILABLE FOR FUNDING field is reduced by the amount of the change in funding you just made:

Activity Funding

Add-Edit Funding Line Item

- **Activity funded successfully.**

Return to Add-Edit Funding | Save | Cancel

Activity Owner:
COLORADO

Program Year/Project:
2015/2

IDIS Activity ID:
5085

Total Funded:
$650,000.00

Activity Name:
Manzanola Water System Improvements

Total Drawn:
$0.00

Funding Source

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
CDBG	PI	HUD	DC	COLORADO	$527,346.44	$50,000.00	$0.00

Current Funding for This Source

Program Year of Receipt	Funded Amount	Drawn Amount
2014	$ 50,000.00	$0.00

Add Program Year of Receipt

Return to Add-Edit Funding | Save | Cancel

When you are finished, click the [Return to Add-Edit Funding] button. From there, you can select another funding source for the current activity or click the [Return to Search for Activities to Fund] button to choose a different activity to fund.

Funding with LA

LA funds are receipted by grant year and are, therefore, always committed to activities by grant year. In the example below, the only LA funds receipted are for FY 2011:

The only input field is FUNDED AMOUNT.

Field	Description
Activity Owner *through* Total Drawn	Same as the Edit Activity Funding screen (see page 5-4 for field definitions).
Funding Source	
Program	**CDBG**.
Grant Year	The fiscal year of the grant to which funds were repaid to the local account.
Fund Type	**LA**.
Source Name *through* Drawn Amount	Same as the AVAILABLE FUNDS fields on the Edit Activity Funding screen (see page 5-5 for field definitions).
Current Funding for This Source	
Grant Year	Read-only. It shows the fiscal year of the grant to which funds were returned.
Funded Amount	Enter or update the amount to be funded in dollars and cents, with or without commas.
Drawn Amount	The amount of this fund type drawn to date from this GRANT YEAR for this activity.

Click the [Save] button to save your input or the [Cancel] button to reset the FUNDED AMOUNT fields to their previous values.

When you click [Save], three fields in addition to the ones you input are updated. The TOTAL FUNDED and the FUNDED AMOUNT fields are increased and the AVAILABLE FOR FUNDING field is reduced by the amount of the change in funding you just made:

When you are finished, click the [Return to Add-Edit Funding] button. From there, you can select another funding source for the current activity or click the [Return to Search for Activities to Fund] button to choose a different activity to fund.

Funds that have been committed to an activity are ready to be drawn down. That process is explained in the next chapter.