

2021

Using Integrated Disbursement and Information System for the Emergency Solutions Grants Program



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1. OVERVIEW

Emergency Solutions Grants Program (ESG)¹ recipients use the *Integrated Disbursement and Information System* (IDIS) to perform financial transactions and submit ESG reports to the U.S. Department of Housing and Urban Development (HUD). This guide explains how to use IDIS for the ESG Program and is intended for users already familiar with the ESG regulations and with basic knowledge of how to navigate IDIS. However, this guide does not provide ESG regulatory or policy guidance. IDIS guides, tools, and other training materials are available on the [HUD Exchange](#).

The sections of this guide correspond to the chronological ESG grants management lifecycle. Section 2 describes the steps to obtain access to IDIS and to link IDIS to the appropriate bank accounts. Sections 3 through 5 describe the process for setting up the project, activities, and administration subfund. Sections 6 and 7 describe how to fund activities and draw those funds. Section 8 describes how to complete activities in IDIS. Section 9 reviews the HEARTH-ESG (HESG) Expenditure Deadline Flag process. Section 10 explains how to use the MicroStrategy reports developed for ESG. Section 11 provides an overview of the interplay between the eCon Planning Suite and IDIS project and activity set up processes. Section 12 explains Section 3 reporting for Shelter activities. Section 13 describes specific updates for the ESG Coronavirus Aid, Relief, and Economic Security (CARES) Act (ESG-CV) grant funds.

This document includes two appendices.

Appendix A provides a summary list of the key steps involved in using IDIS for ESG.

Appendix B provides a list of resources that contain additional guidance on using IDIS for ESG.

This guidance replaces all previous versions, the most recent of which is titled *Using IDIS Online for the Emergency Solutions Grants Program* (last updated August 2020). This revised version:

1. Created Section 12 to incorporate Section 3 reporting for Shelter activities and Section 13 to identify specific IDIS updates for ESG-CV grants.
2. Incorporates 11.21 through 11.23 system release updates for IDIS.

HUD strongly recommends that recipients subscribe to the HUD Exchange and HUD.gov mailing lists to stay informed of updates to ESG and IDIS requirements. See [Appendix B](#) for information about how to subscribe.

¹ The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 amended the McKinney-Vento Homeless Assistance Act. Among other changes, the HEARTH Act revised the Emergency **Shelter** Grants program and renamed it the Emergency **Solutions** Grants program.

2. USING IDIS FOR ESG

ESG recipients use IDIS to set up their program’s activities, commit funds to activities, draw funds, and generate financial management reports. Since ESG recipients collect client-level beneficiary information from local Homeless Management Information Systems (HMIS), recipients do not report accomplishments in IDIS for ESG like other HUD Community Planning and Development (CPD) programs. Instead, ESG recipients report on clients served and activities assisted with ESG funds via the Sage HMIS Reporting Repository (Sage) and the ESG-specific Consolidated Annual Performance and Evaluation Report (CAPER) template screens in the eCon Planning Suite in IDIS (see [Section 10](#)).

Program Path Name: HESG

IDIS uses the acronym “HESG” (HEARTH-ESG) when referring to the Emergency **Solutions** Grants program path in IDIS. However, the legal acronym for the Emergency **Solutions** Grants program is “ESG.” To distinguish it from the Emergency **Shelter** Grants program path, which uses the program path named “ESG” in IDIS.

To avoid confusion, this guide uses “ESG” when referring to the Emergency **Solutions** Grants Program (HESG program path) and the full program name when referring to the Emergency **Shelter** Grants Program (ESG program path).

Recipients **must** set up all projects or activities starting with Federal Fiscal Year (FFY) 2011 and future years’ allocations for the Emergency **Solutions** Grants program under the **HESG** path. Recipients that inadvertently used the wrong path and cannot correct the error should contact HUD via the HUD Exchange Ask A Question (AAQ) portal as described in [Appendix B](#).

IDIS links a single ESG project and its associated activities to the recipient’s Annual Action Plan for a specific program year. After the project is created, the recipient then creates an activity for each of the eligible ESG Activity Categories to be funded under the project, as described in [Section 4: Setting Up ESG Activities](#).

2.1 Accessing IDIS

To apply for an IDIS ID, complete the [IDIS Online Access Request Form](#). Follow the instructions provided on the form to expedite processing. Select the appropriate IDIS functions and ensure that the **HESG** program path is selected. Both the grantee local IDIS administrator and your local HUD field office IDIS administrator can update user privileges in IDIS if necessary.

2.2 Accessing the HESG Program Path

Recipients use the **HESG** program path in IDIS for FFY 2011 and beyond for Emergency **Solutions** Grants funds and use the **ESG** program path for FFY 2010 and prior Emergency **Shelter** Grants program funds.

HUD created the new **HESG** program path to account for the programmatic elements of the Emergency **Solutions** Grants Program that differ from the Emergency **Shelter** Grants program. The change in the program’s name reflects the change in its strategic approach to preventing and

ending homelessness. The revisions to the ESG regulations and corresponding amendments to the Consolidated Plan ensure that ESG better aligns with Continuum of Care (CoC) strategies, HUD's strategic plan, and [*Opening Doors: Federal Strategic Plan to Prevent and End Homelessness \(Amended 2015\)*](#).

2.3 Banking

IDIS tracks funds at the activity level, while the Line of Credit Control System (LOCCS) tracks funds at the grant level. Therefore, IDIS aggregates individual activity level draws to the grant level and communicates with LOCCS. New ESG recipients must set up bank accounts in LOCCS for the ESG Program.

IDIS approves recipient drawdown requests (vouchers to request payment against a recipient's line of credit for services performed in support of one or more activities) on a preliminary basis by generating a voucher number. The drawdown is categorized by:

- Amount
- Program (ESG)
- Funding source(s) for each activity

IDIS batches and transfers all approved drawdowns to LOCCS each night. LOCCS approves or rejects all budget line items sent in one batch. LOCCS sends a status report back to IDIS that indicates whether draws were completed or rejected.

Approved budget line items are sent from LOCCS to the U.S. Treasury, which wire transfers funds to the recipient's bank. Rejected items result in a status report from the U.S. Treasury to LOCCS, and then to IDIS. To receive funds, the recipient must create a new voucher to correct the problem that caused LOCCS to reject the original voucher.

Exhibit 3 illustrates the project and activity structure for **HESG** in IDIS and includes the proper project and activity naming conventions. You must follow this structure when setting up **HESG** funds in IDIS because it is a significant change from the activity structure used for the Emergency **Shelter** Grants program in IDIS.

3. SETTING UP THE ESG PROJECT

Each ESG project in IDIS is associated with a specific annual ESG funding allocation and ESG recipient. IDIS only allows recipients to set up one ESG project per FFY. FFY 2011 was the first year of the Emergency Solutions Grants Program.

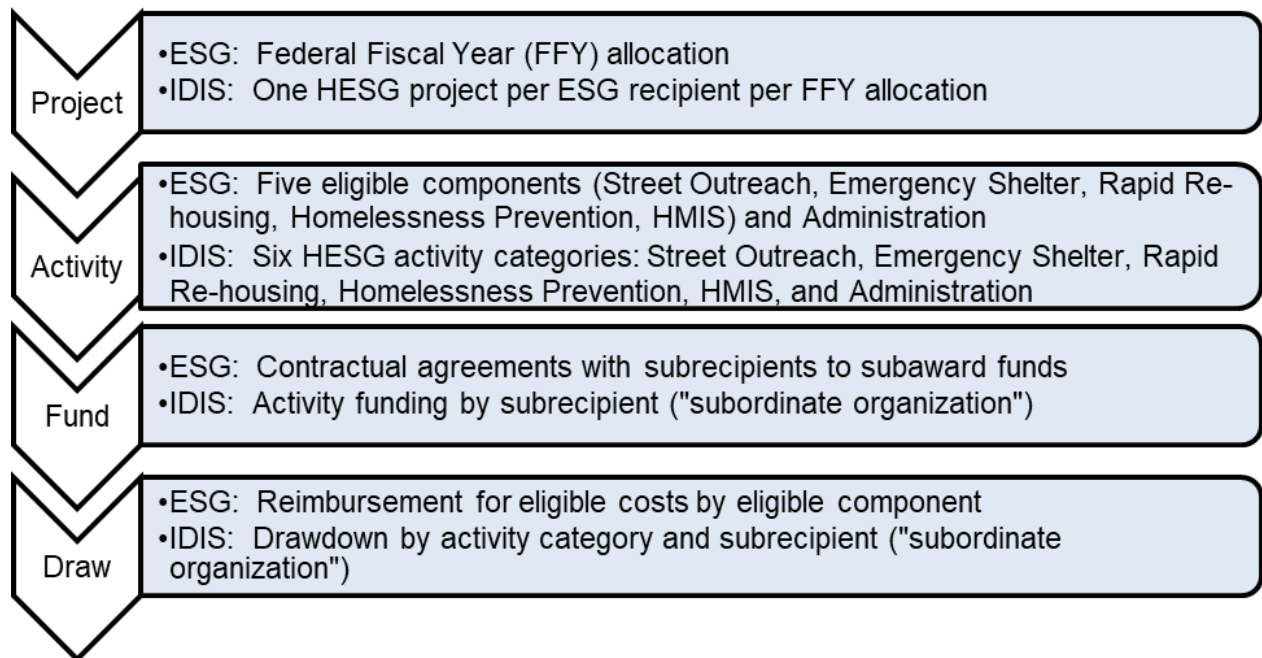
IDIS projects correspond to your Consolidated Plan/Annual Action Plan projects, which describe the work you will be carrying out in the coming program year with the CPD grant funds you are awarded. Each IDIS project is set up under a specific plan year.

For recipients who use IDIS to submit their Consolidated Plan or Annual Action Plan, the Plan projects are added as IDIS projects immediately upon being added in the AP-35 screen of the Action Plan. For more information on completing the Consolidated Plan and Annual Action Plan in IDIS, see [Consolidated Plan Guides and Tools](#).

3.1 Project-Activity Workflow

HUD designed the HESG data entry workflow in IDIS to parallel the ESG regulations as illustrated in Exhibit 1 below.

Exhibit 1: Workflow Comparison of IDIS and the ESG Regulations



3.2 Creating the Annual ESG Project

This section explains how to add a project manually in the IDIS Projects section when the project was not already added through the Action Plan. Note that if you submit your Consolidated Plan or Annual Action Plan via IDIS, any projects that you create manually will not automatically be added to the Action Plan. You will need to add the project to the AP-35 Projects table by selecting the "Add a Project" link. In addition, recipients may only set up one ESG project per program year.

To set up an ESG project in IDIS, users must complete a single project using the **Add Project** screen (Exhibit 2).

Exhibit 2: Add Project Screen

Project
Add Project

|

***Indicates Required Field**

Grantee/PJ Name:

(Minimum 10 characters)

***Program Year:**

☐ **Add New Program Year:**

(ex: yyyy)

Program Year

IDIS Project ID:

***Project Title:**

Grantee/PJ Project ID:

Description:

Allow Another Organization to Set up Activities under this Project: (tip)

Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs): (tip)

Estimated Amount (Including Program Income)

CDBG	\$	<input type="text" value="0.00"/>
HOME	\$	<input type="text" value="0.00"/>
ESG	\$	<input type="text" value="0.00"/>
HOPWA	\$	<input type="text" value="0.00"/>
CDBG-R	\$	<input type="text" value="0.00"/>
HPRP	\$	<input type="text" value="0.00"/>
TCAP	\$	<input type="text" value="0.00"/>
HESG	\$	<input type="text" value="0.00"/>
HOPWA-C	\$	<input type="text" value="0.00"/>
Total	\$	<input type="text" value="0.00"/>

|

To set up an ESG project in IDIS:

1. Select the **Plans/Projects/Activities** tab at the top of the screen and click **Add** on the left side under **Project**.
2. On the **Project** screen, select the appropriate year from the **Program Year** dropdown menu. If the program year for the project is not yet available on the dropdown menu, click **Add a New Program Year** on the right side of the screen, and then create the new program year.

Program Year Versus Federal Fiscal Year

The **program year** in IDIS corresponds to the one-year Annual Action Plan and links a project and its associated activities to the funding year of the ESG grant. Accurately linking the project and activities to the correct program year is vital to tracking a recipient's compliance with obligation and expenditure requirements.

For the ESG Program, the program year in IDIS must correspond to the **Federal Fiscal Year** of the ESG allocation. For example, Federal Fiscal Year 2019 funds must only be associated with the project and activities of 2019; however, for a few recipients, the program year does not correspond with the Federal Fiscal Year. In that case, the recipient must be sure to use the **Federal Fiscal Year*** to name the project in Step 3, as described below.

3. Enter a **Project Title**. Follow the required naming convention described below when entering the project title. When ESG project and activity naming conventions are combined in a report, citizens and organizations can easily determine what component a recipient is funding with ESG.

Required *Project* Naming Convention

Recipients must use the following naming convention for all ESG Projects: Use the acronym "ESG" followed by the two-digit FFY (usually the program year) and then the recipient's name. The naming convention includes a space between "ESG19" and the recipient name. For program years beyond 2019, substitute the appropriate two-digit year for "19." For example:

ESG19 Somewhereville

If the recipient's program year is different from HUD's FFY, you must place the program year in parentheses () after the recipient's name. The local recipient uses this information. For example:

ESG19 Somewhereville (2020)

4. Assign a **Grantee/PJ Project ID** (optional); this ID is only for the recipient's use.

5. Enter a brief project **Description** in the narrative field, such as:

"The City of Somewhereville plans to use the 2019 Federal Fiscal Year allocation of ESG funds to provide outreach to persons living on the streets, operate a shelter for the homeless, provide utility assistance and emergency rental assistance to prevent homelessness, implement rapid re-housing strategies, and for program administration and data collection through HMIS."

6. **Do not** click **Allow Another Organization to Set up Activities under this Project** because no other organization should set up activities or draw ESG funds directly in IDIS. Though this option can be clicked, it is disabled for ESG and will produce an error message when you click **Save**.
7. **Do not** click **Select Sponsor Organization** under the **Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs)** because this feature is not used for the ESG Program.
8. Enter the **Estimated Amount** of ESG funds for the FFY in the appropriate **HESG** row. Because only a single ESG project is to be set up for each program year, the Estimated Amount should equal the total grant amount (the HUD-authorized amount). Remember that funds are committed to activities, not to a project in IDIS.
9. Click **Save** to save the project.

4. SETTING UP ESG ACTIVITIES

Setting up an activity in IDIS is a prerequisite to committing and drawing down funds and reporting on the progress of program initiatives throughout the year. Activities provide a way to report on the work underway for a project and are the level at which funds are committed and drawn. Setting up an activity is a two-part process. The first part involves entering data on the **Add Activity Screen** and the second involves entering data on the **Add/Edit Activity Screen**.

4.1 Activity Naming Conventions

It is critical to use the HUD-established activity naming convention. Using proper naming conventions to set up ESG activities is required because it enables HUD to track ESG funds consistently across the nation and it helps recipients avoid the need for future data clean-up.

Required *Activity* Naming Convention

There are six allowable ESG Activity Categories:

1. Street Outreach
2. Shelter
3. Homeless Prevention
4. Rapid Re-Housing
5. Data Collection (HMIS)
6. Administration

The recipient must use “ESG” followed by the two-digit FFY and one of the six allowable Activity Categories. The naming convention includes a space between “ESG19” and the Activity Category. For example

ESG19 Street Outreach

If the recipient’s program year is different from HUD’s FFY, recipients can place that year in parentheses after the Activity Category, for their local use. For example.

ESG19 Street Outreach (2020)

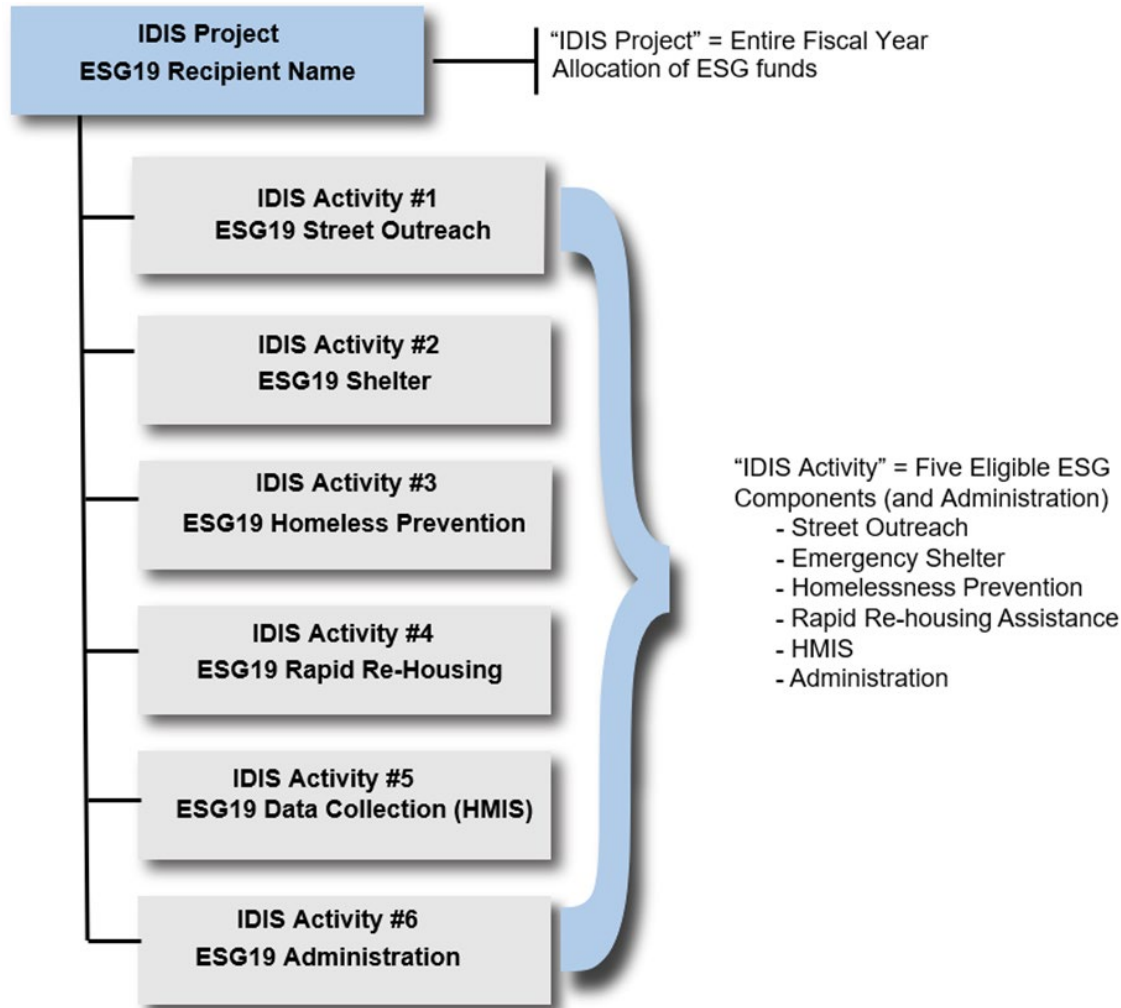
4.2 Creating an ESG Activity

HUD, ESG recipients, and community stakeholders must be able to distinguish whether the activity is for Street Outreach, Shelter, Homeless Prevention, Rapid Re-Housing, Data Collection (HMIS), or Administration, based on the Activity Category selected in the **Add Activity** screen. Users cannot set up more than one of each ESG Activity Category per FFY in IDIS.

ESG recipients must set up Activity Categories for activities they carry out using ESG Program funds. For example, if the recipient does not fund Street Outreach, no Street Outreach activity is required. However, recipients must set up ESG activities separately for each program year. ESG recipients are prohibited from moving program funds from one FFY to another; an ESG activity cannot be continued from one program year to another.

Exhibit 3 below illustrates the project and activity structure for ESG in IDIS and the HUD-prescribed project and activity naming conventions. The recipient must match “Activity Name” with the “Activity Category” during activity setup; for example, “ESG15 Shelter” correlates to “Shelter.” HUD could require future data clean-up if recipients fail to follow the HUD-prescribed naming conventions.

Exhibit 3: ESG Project and Activity Structure



Set up an IDIS activity for each of the following eligible ESG Activity Categories for which the project will expend funds:

- Street Outreach
- Shelter
- Homeless Prevention
- Rapid Re-Housing
- Data Collection (HMIS)
- Administration

To add a new activity in IDIS, begin with the **Add Activity** screen (see Exhibit 4 below). The **Add Activity** screen is the first of two screens that users must complete to set up an ESG activity. The only exceptions to the two-screen setup process to add a new activity in IDIS are Data Collection (HMIS) and Administration, which only require one screen. Data entry instructions for the **Add Activity** screen follow Exhibit 4. The **Add Activity** screen may appear differently depending on each user's privileges in IDIS.

Exhibit 4: Add Activity Screen

Activity
Add Activity

|

***Indicates Required Field**

***Activity Owner:**

Grantee/PJ Activity ID:

***IDIS Project ID/Project Title (Program Year):**

***Activity Name:**

Program	*Activity Category	Ready to Fund	Setup Detail
ESG	<input type="text" value="None"/>	No	<input type="button" value="Add ESG"/>
HESG	<input type="text" value="None"/>	No	<input type="button" value="Add HESG"/>

***Is this activity subject to Section 3?** ⓘ ☐ Yes ☐ No

***Environmental Review:**

Allow Another Organization to Access this Activity:
 ⓘ

HEROS Environmental Review ID:

Comments ⓘ

Activity Description:

|

To set up an ESG activity in IDIS:

1. Select **Plans/Projects/Activities** at the top of the screen. Click **Add** on the left side under **Activity**.
2. Select the recipient in the **Activity Owner** dropdown—this is preselected for most recipients. If the name of the grantee under whose Action Plan project the activity is to be set up is not shown in this field, select the correct grantee from the dropdown.
3. To select the **IDIS Project ID/Project Title (Program Year)**, click **Select Project**. The **Search Projects** screen will display.
4. On the **Search Projects** screen, enter search criteria to find the program year and ESG project. The program year **must** correspond to the FFY of the ESG allocation. Click **Search** to display the results.
5. Under the **Action** column (the last column) of the results table, click **Select** to identify the appropriate program year and project ID associated with the activity. The **Add Activity** screen will display.
6. Enter an **Activity Name**. Follow the HUD-prescribed naming convention when entering the Activity Name.
7. Assign a **Grantee/PJ Activity ID**—this ID is optional and for the recipient's use.
8. On the **HESG Program** line, select the eligible **Activity Category**, which should correspond with the Activity Name entered in Step 6. Recipients cannot create more than one ESG activity for the same **Activity Category** per FFY in IDIS.
9. Select the appropriate status in the **Environmental Review** field.² The choices are **Completed**, **Exempt**, or **Underway**. Update the status to **Completed** for activities where the initial selection was **Underway**.
10. If an environmental review was completed for this activity in the HUD Environmental Review Online System (HEROS), use the **HEROS Environmental Review ID** section to provide a cross-reference to the environmental review.³ Click **Search for Review ID**, which directs to a separate screen. Search for the review by keyword, state, program, year, and level of review. After entering search criteria, click **Search** to display environmental reviews matching the selected search terms completed by your organization. Find the desired environmental review record and click **Select**. The ID number of the selected environmental review will now be displayed on the Activity Page. If desired, provide any additional notes on the environmental review in the Comments section.
11. **Do not click Allow Another Organization to Access this Activity**. If users do click this feature, IDIS will display an error message when users click **Save** for the screen.

² The Environmental Review field will be obsolete once the HUD Environmental Review Online System (HEROS) becomes mandatory.

³ HUD released HEROS in the spring of 2014. Use of HEROS is initially optional. Until HUD makes use of HEROS mandatory, ESG recipients should only use the HEROS part of this IDIS guidance when an environmental review was completed in HEROS.

12. Enter a brief **Activity Description** and click **Save**. If all required fields were populated, the screen will reload with the message “**The new activity has been saved**” at the top of the page. If a required field contains no entry, a prompt will remind you to complete all required fields.

Activity

Edit Activity

- **The new activity has been saved.**

Developing Good Activity Descriptions

A good Activity Description provides citizens and other interested parties with the information needed to understand the recipient’s purpose in funding the activity, the names of organizations funded, and the eligible activities.

Example of a Street Outreach activity for which a recipient is only funding one organization:

“Somewhereville is providing funding for B Street Team for its Outreach Case Management Program. This program builds relationships between street outreach workers and persons experiencing homelessness who are living on the street. The goal is that persons accept placement in appropriate settings where they can stabilize their lives.”

Example of a Shelter Activity for which a recipient is funding two organizations:

“Somewhereville is providing ESG funds to the Downtown Emergency Shelter to operate its facility and provide addiction recovery services for persons experiencing homelessness. Somewhereville is also providing ESG funds to the Uptown Domestic Violence Shelter to provide shelter and counseling services for families.”

13. To continue to the second page of activity setup, click **Edit HESG** located in the **Setup Detail** column. The second page is not available for **Administration** and **Data Collection (HMIS)**.

Exhibit 5 illustrates the **Edit HESG Setup Detail** screen and is followed by data entry instructions.

Exhibit 5: Add/Edit Activity

Activity
Edit HESG Setup Detail
Street Outreach

|

* Indicates Required Field

Grantee/PJ Activity ID:	Activity Name: ESG15 Street Outreach	Program Year/IDIS Project ID: 2015/1
IDIS Activity ID: 3791	Activity Owner: [Redacted]	Project Title: ESG15 [Redacted]

***Performance Objective:**
Create suitable living environments ▼

***Performance Outcome:**
Availability/accessibility ▼

***Secondary Activity Categories** (Check All that Apply)

☒ Essential Services

Address ?

☐ **Confidential** (Suppress on Reports)

Address Line 1: <input type="text"/> (ex: 1313 Sherman Street)	City: <input type="text"/>
Address Line 2: <input type="text"/> (ex: Suite 518)	State: Select Option ▼
Address Line 3: <input type="text"/> (ex: Division of Housing)	Zip: <input type="text"/> + <input type="text"/>

|

1. Select the **Performance Objective** and **Performance Outcome** categories applicable to the ESG activity, as required by the [March 7, 2006, Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs \(71 FR 11470\)](#). Exhibit 6 below lists the recommended selections that will pre-populate for each Activity Category. Neither the **Data Collection (HMIS)** nor **Administration** categories have a Performance Objective or Performance Outcome.

Exhibit 6: Performance Objective and Performance Outcome by Activity Category

ESG Activity Category in IDIS	Performance Objective		Performance Outcome	
	Create Suitable Living Environments	Provide Decent Affordable Housing	Availability/ Accessibility	Affordability
Shelter	✓		✓	
Street Outreach	✓		✓	
Homeless Prevention		✓		✓
Rapid Re-housing		✓		✓

2. Select the **Secondary Activity Categories** that apply to the ESG Activity. The **Data Collection (HMIS)** and **Administration** Activity Categories do not have a secondary Activity Category. The Street Outreach activity is preselected as Essential Services. Exhibit 7 below lists the secondary activities for each ESG Activity in IDIS.

Exhibit 7: ESG Components and Activities

ESG Activity Category in IDIS	IDIS Secondary Activity Category (ESG eligible activities)					
	Renovation/ Rehab	Essential Services	Operations	Housing Relocation & Stabilization- Financial Assistance	Housing Relocation & Stabilization- Financial Services	Rental Assistance
Street Outreach		✓				
Shelter	✓	✓	✓			
Homeless Prevention				✓	✓	✓
Rapid Re-housing				✓	✓	✓

3. In the next section, providing the **Address** of the activity is optional. If included, enter the **recipient's**—not the subrecipient's—address. The recipient is given the option of suppressing the address information on reports. After entering the address, click **Validate this Address**.
4. Click **Save**.
5. The screen will return to the **Edit Activity** screen, which is similar to the initial **Add Activity** screen; however, it is different in a few ways (see Exhibit 9 for an illustration.) The **Edit Activity** screen contains:
- Additional fields, including **Activity Status**, **Completion Date**, and **Initial Funding Date**. Users are **not required** to insert dates during the activity setup process.
 - Ready to Fund** column within the Activity table. If the HESG row is prepopulated with **Yes** under the Ready to Fund column, the activity set up is complete, and the user can now fund the activity. If the HESG row is prepopulated with **No** under the

Ready to Fund column, click **Edit HESG** under the **Setup Detail** column in the Activity table to edit the HESG setup details and add any missing information.

- c. **Activity Funding** at the bottom of the Activity table, which will take the user directly to the **Activity Funding** screen for the activity (see Section 6 for more information about how to fund activities).

4.3 Searching for an Activity

An ESG recipient might need to search for an activity for many reasons, including editing setup information, creating drawdown vouchers, and monitoring expenditure rates. This section focuses on searching for and editing an activity. Exhibit 8 shows the **Search Activities** screen followed by data entry instructions.

Exhibit 8: Search Activities Screen

Activity
Search Activities

Search Criteria

Program: All ▾

IDIS Project ID:

Status: All ▾

Activity Name:

IDIS Activity ID:

Program Year: Select ▾

Grantee/PJ Activity ID:

Activity Owner:

Search | Reset

To search for an activity:

1. Click **Plans/Projects/Activities** at the top of the screen.
2. Click **Search** under **Activity** on the left side of the screen, which will display the **Search Activities Screen** (see Exhibit 8: Search Activities Screen).
3. Users can narrow search results by entering additional search criteria. If the **IDIS Project ID** or the **IDIS Activity ID** is unknown, select **HESG** from the **Program** dropdown menu and the applicable **Program Year**.
4. Click Search.
5. A list of activities that meet the user's search criteria will display. Click **Edit** or **View** in the **Action** column for any **Open** activities. If the status of an activity is **Completed** or **Canceled**, the user can only **View** that activity.

4.4 Editing an Activity

An ESG recipient might need to edit an activity for many reasons, such as editing setup information or revising vouchers. Exhibit 9 below illustrates the **Edit Activity** screen followed by data entry instructions.

Exhibit 9: Edit Activity Screen

Activity
Edit Activity

|

***Indicates Required Field**

Activity Owner:

Activity Status:

Open ▾

IDIS Activity ID:
11475

Completion Date:

(mm/dd/yyyy)

IDIS Project ID/Project Title (Program Year):
2/ESG15

Grantee/PJ Activity ID:

***Activity Name:**

Initial Funding Date:

Program	*Activity Category ⓘ	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	None	No	No			
ESG	None ▾	No	No	<input type="button" value="Add ESG"/>	<input type="button" value="Add ESG Accompl."/>	
HOME	None	No	No			
HOPWA	None	No	No			
HESG	Street Outreach ▾	Yes	No	<input type="button" value="Edit HESG"/>		
HOPWA-C	None	No	No			
HTF	None	No	No			

***Is this activity subject to Section 3? ⓘ** ☐ Yes ☒ No

***Environmental Review:**

COMPLETED ▾

Allow Another Organization to Access this Activity:

HEROS Environmental Review ID:

Comments: ⓘ

Activity Description:

|

To edit an activity:

1. Click **Plans/Projects/Activities** at the top of the screen.
2. Click **Search** under **Activity** on the left side of the screen. IDIS will display the **Search Activities** screen (see Exhibit 8: Search Activities Screen).
3. Click **Edit** in the column labeled **Action**.
4. IDIS will display the **Edit Activity** screen (see Exhibit 9: Edit Activity Screen). Before making any changes, be sure that the correct activity was selected by confirming that the information in the **Edit Activity** screen is accurate. If you select an incorrect activity, click **Cancel** at the bottom of the screen to return to the search results.
5. After confirming that you selected the correct activity, make any necessary edits and click **Save**. Click **Edit HESG** under the **Setup Detail** column in the Activity table to make any changes to the **Edit HESG Setup Detail** screen and click **Save**.

5. SETTING UP AN ADMINISTRATION SUBFUND

Users must create an administration subfund to commit administrative funds. Users can only commit funds to each program year's ESG administration activity from that program year's administration subfund. The ESG Program expenditure limit for administration costs is 7.5 percent of the total FFY ESG grant allocation. IDIS functionality previously prevented users from funding the administration subfund in excess of the 7.5 percent cap. **However, due to the alternative requirements provided by the CARES Act, which increased the administration expenditure limit for ESG-CV grants to 10 percent, this cap functionality has been adjusted to limit users to funding the administration subfund in an amount not to exceed 10 percent of the FFY grant.**

A “subfund” in IDIS is a portion of a grant that is earmarked for a specific use. It is identified by a “fund type.” IDIS only allows ESG recipients to set up a subfund with a fund type of AD for program administration.

5.1 Creating an Administration Subfund

Users must set up a new administration subfund for each program year to fund and draw against that program year's new administration activity. Exhibit 10 illustrates the **Add Subfunds** screen with the HESG program and AD selected in the search dropdown menus.

Notwithstanding current IDIS functionality, the administration expenditure cap of 7.5 percent **still applies** to annual ESG grant funds not used for COVID-19 response.

As a result, recipients should be cautious when setting up the AD subfund for the FFY 2020 and future annual grants. Users are cautioned not to rely on IDIS functionality for establishing the cap on administration costs for annual ESG grant funds that are not used for COVID-19 response.

Calculate the total AD subfund amount manually as follows:

1. 7.5% of the annual ESG grant amount used for non-COVID-19 response
- +
2. 10% of the annual ESG grant amount used for C”

Exhibit 10: Add Subfunds Screen

Subfund

Add Subfunds

Search Criteria

Program:

HESG

Fund Type: (tip)

AD

Grant #: (tip)

Grant Year: (tip)

Select

Search

Reset

To set up an administration subfund:

1. Click **Grant** at the top of the page to display the **Search Grants** screen.
2. Click **Add** under **Subfund** on the menu column to the left of the screen to display the **Add Subfunds** screen (see Exhibit 10: Add Subfunds Screen). The Add Subfunds screen starts with a search criteria box (as does the **Search Subfund** screen). Users first search for the ESG grant that will correspond to the subfund.
3. In the **Search Criteria** box, select **HESG** under the **Program** dropdown menu and the appropriate year under **Grant Year**. Alternatively, enter the **Grant #**. Users must include the combination of **Program/Grant Year** or the specific **Grant #** to generate a result. Select the Fund Type **AD** from the dropdown menu. Click **Search** (see Exhibit 11: Add Subfunds Screen with Search Results).

Exhibit 11: Add Subfunds Screen with Search Results

Subfund

Add Subfunds

Search Criteria

Program:
HESG ▼

Grant Year: (tip)
2015 ▼

Fund Type: (tip)
AD ▼

Grant #: (tip)

Search | Reset

Results Page 1 of 1

Program	Grant Year	Grant #	Fund Type	Action
HESG	2015		AD	Add Fund Type

4. When the results are displayed, click **Add Fund Type** in the **Action** column (see Exhibit 11: Add Subfunds Screen with Search Results) to display the next **Add Subfund** screen.

Exhibit 12: Enter Subfund Amount in Add Subfund Screen

Subfund	
Add Subfund	
<input type="button" value="Save"/> <input type="button" value="Return to Search Subfunds"/>	
*Indicates Required Field	
Grantee/PJ Name:	Grant #: (tip)
Program: (tip) HESG	Grant Status: (tip) Active
Grant Year: (tip) 2011	Grant Blocked: (tip) No
Administering Organization: (tip)	
Payee EIN/TIN#: (tip)	
Source Fund: EN	
Available to Subfund	\$4,496.85
Add Subfund: AD	
Range for Authorized Amount (including program income)	
Minimum	\$0.00
Maximum	\$4,496.85
*Authorized Amount for this Subfund (tip)	\$ <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Return to Search Subfunds"/>	

5. In the **Authorized Amount for this Subfund** field (see Exhibit 12 above), enter the amount budgeted for administration for the program year, which must not exceed the maximum of 7.5 percent of the total ESG grant. See the Maximum row under the **Range for Authorized Amount** header. The maximum amount will also limit the authorized subfund amount to the total uncommitted funds for HESG (amount available to commit to subfunds) for that program year. Together, these limitations will ensure that the recipient does not exceed the 7.5 percent administration cap of the total grant amount for the program year. (See note on page 21 for additional information about how to calculate the admin cap when an annual grant is being used for both non-COVID-19 and COVID-19 response.)
6. Click **Save** to return to the **Add Subfunds** search screen (see **Exhibit 13: Subfund Added Screen**). The HESG Administration Subfund has now been created and can be used to fund the administration activity.

Exhibit 13: Subfund Added Screen

- Subfund added

Subfund

Add Subfunds

Search Criteria

Program:
HESG

Fund Type: (tip)
AD

Grant #: (tip)

Grant Year: (tip)
2015

Search | Reset

Exhibit 14 below illustrates **Subfund Added Screen** displaying the error message users will encounter when they attempt to set up an administration subfund when one already exists. IDIS prohibits users from creating more than one administration subfund for a particular program year. If the user attempts to create a second administration subfund, the second bullet shown in Exhibit 14 below will display: **No Fund Types to create. All allowed Fund Types are already created.**

Exhibit 14: Subfund Added Screen with Error Message

Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin
<ul style="list-style-type: none"> Subfund added No Fund Types to create. All allowed Fund Types are already created. <h3>Subfund</h3> <h4>Add Subfunds</h4> <div> <div> Search Criteria </div> <div> <div> Program: HESG </div> <div> Fund Type: (tip) Select </div> <div> Grant #: (tip) </div> </div> <div> Grant Year: (tip) 2011 </div> <div> Search Reset </div> </div>				

5.2 Revising an Administration Subfund

If Administration funds for a grant year will not be fully expended, the recipient must revise and de-commit the remaining balance of the subfund. Otherwise, these funds will be held in the subfund and cannot be used for other ESG activities. These held funds might result in timeliness compliance issues, as ESG recipients have a 24-month expenditure requirement. ESG recipients could be subject to increased monitoring, monitoring findings, or the recapture of ESG funds by HUD. To revise and de-commit funds from the Administration Subfund, users can complete the administration activity (see Section 8 for instructions on completing activities) or reduce the funds committed by following the instructions below:

1. Click **Funding/Drawdown** at the top of the screen and use **Search Criteria** to locate the appropriate Activity Funding. Click **Add-Edit** in the column labeled **Action** to proceed to the **Edit Activity Funding** screen. From the **Edit Activity Funding** screen, click **Add-Edit** to proceed to the **Add-Edit Funding Line Item** screen (see Exhibit 15 below).

Exhibit 15: Add-Edit Funding Line Item Screen

Activity Funding

Add-Edit Funding Line Item

Return to Add-Edit Funding | Save | Cancel

Activity Owner:

Program Year/Project:
2016/1

IDIS Activity ID:
3787

Total Funded:
\$20,415.60

Activity Name:
ESG16 Administration

Total Drawn:
\$4,491.69

Funding Source

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HESG	AD	HUD	UC		\$0.00	\$20,415.60	\$4,491.69

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount	Subrecipient
2016	\$ 4,491.69	\$4,491.69	Subordinate:

Add Subrecipient

Return to Add-Edit Funding | Save | Cancel

2. On the **Add-Edit Funding Line Item** screen, reduce the Funded Amount in the box titled **Current Funding for This Source** to the total amount to be used for administration. Using Exhibit 15 above as an example, the user would reduce the funded amount from \$20,415.60 to \$4,491.69 if the recipient does not intend to spend any additional administration funds.

3. Edit the subfund amount through the **Search Subfund** screen located in the **Grant** tab at the top of the screen and reduce the authorized subfund amount to match actual expenditures (see Exhibit 16 below).

Exhibit 16: Edit Subfund Screen

Subfund

Edit Subfund

|
 |

***Indicates Required Field**

Grantee/PJ Name:

Grant Status: (tip)
Active

Program: (tip)
HESG

Grant Blocked: (tip)
No

Grant Year: (tip)
2016

Administering Organization: (tip)

Grant #: (tip)

Payee EIN/TIN#: (tip)

Fund Type: (tip)
AD

Current Authorized Amount for this Subfund	\$20,415.60
---	-------------

Range for New Authorized Amount (including program income)	
Minimum	\$4,491.69
Maximum	\$20,415.60
*New Authorized Amount for this Subfund	\$ <input type="text" value="4,491.69"/>

|
 |

4. After you click **Save**, the **Subfund Updated** message displays on the screen (see Exhibit 17), and the amount de-committed returns to the EN (entitlement) grant, which must then be committed to another activity in the same FFY. For example, if users reallocate FFY2019 funds from a subfund, the reallocated amount must be used in another FFY2019 ESG Activity. It cannot be reprogrammed to an FFY2018 or FFY2020 activity.

Exhibit 17: Subfund Updated Screen

- Subfund updated

Subfund

Search Subfunds

Search Criteria

Program:

HESG ▾

Fund Type: (tip)

AD ▾

Grant #: (tip)

Grant Year: (tip)

Select Year ▾

Search

| Reset

Results Page 1 of 1

Grantee/PJ Name	Program	Grant Year	Grant #	Fund Type	Authorized Amount	Action
	HESG	2016		AD	\$4,491.69	Edit View
	HESG	2015		AD	\$20,460.08	Edit View
	HESG	2014		AD	\$18,734.85	Edit View
	HESG	2013		AD	\$14,895.00	Edit View
	HESG	2012		AD	\$19,280.93	Edit View
	HESG	2011		AD	\$16,771.50	Edit View

6. ESG ACTIVITY FUNDING

After an activity is fully set up in IDIS, a recipient can commit ESG funds through the **Activity Funding** screen. The total funds committed to all activities for a program year should equal the FFY's grant amount HUD awarded.

Committing funds to an ESG activity in IDIS is not the same as obligating funds through an agreement with subrecipients. However, activities funded in IDIS can help HUD gauge compliance with ESG program requirements (recipients and subrecipients should also review the obligation and expenditure requirements for ESG). In addition, while expenditures of funds, as documented by recipients, do not usually occur on the same day ESG funds are drawn, draw data provides a general indication of timeliness.

Exhibit 18 below illustrates ESG obligation and expenditure requirements for Metropolitan City, Urban County, and Territory recipients, while Exhibit 19 below illustrates ESG obligation and expenditure requirements for State recipients.

Exhibit 18: ESG Timeliness Requirements for Metropolitan City, Urban County, and Territory Recipients

ESG Timeliness Requirement	Timeframe
Obligate funds, except administrative costs (from the date HUD signs the grant agreement)	180 Days
Reimburse subrecipient organizations	30 Days
Expend all ESG funds (from the date HUD signs the grant agreement)	2 Years

Exhibit 19: ESG Timeliness Requirements for State Recipients

ESG Timeliness Requirement	Timeframe
States obligate funds, except administrative costs (from the date HUD signs the grant agreement)	60 Days
State subrecipients obligate funds (from the date State obligates funds to its subrecipients)	120 Days
Reimburse subrecipient organizations	30 Days
Expend all ESG funds (from the date HUD signs the grant agreement)	2 Years

6.1 Grant Based Accounting

IDIS had historically operated on a first-in-first-out (FIFO) basis for 2014 and earlier funds under other grant programs in IDIS. Under FIFO, funds automatically disbursed from the oldest grant with available funds. The Office of Inspector General (OIG) determined that the FIFO accounting methodology does not comply with federal fiscal standards. The ESG Program has operated on a grant-specific basis for activity setup, funding, and drawdown since HUD implemented the HESG program path in IDIS in FFY2011. The HESG program path requires recipients to set up a single project for each year's grant, under which all activities must be funded with that specific grant year allocation. More information on [grant based accounting](#) is available on the HUD Exchange.

A fundamental grant based accounting principle is that the total sum of a recipient's activity funding amounts cannot be greater than the recipient's grant amount for that specific FFY. If unable to expend funds as originally planned, the recipient must reprogram or reallocate funds to another activity or subrecipient within the same FFY. Funds cannot be reprogrammed or reallocated to a different FFY project; recipients are prohibited from moving unexpended funds for an activity to an activity associated with a different FFY project. When reprogramming funds, ESG recipients must adhere to the amendment and substantial amendment requirements at 24 CFR 91.505 and the criteria for substantial amendments established in their citizen participation plan.

Funding Activities from the Correct FFY

Funding an activity from the correct FFY's grant is critical for compliance with grant based accounting principles. For example, if an activity is set up under FFY2019, then the recipient must only fund that activity from its FFY2019 grant allocation. If that activity's funds are not fully expended during the program year, recipients should keep them in the original activity or, if necessary, reprogram or reallocate those FFY2019 funds to other FFY2019 activities or subrecipients within the 24-month expenditure deadline. Recipients **are prohibited from** reprogramming one FFY's funds to an activity set up under a different FFY (e.g., FFY2019 funds must not be reprogrammed to activities set up under FFY2018 or FFY2020 projects). See page 6 of this guide for more details.

6.2 Funding ESG Activities/Adding Subrecipients

The steps to fund an activity (other than Administration, for which the funding process is described in Section 5), are listed below. If the ESG recipient shares administration funds with its subrecipients, users should follow the instructions for designating those funds to the appropriate subrecipient (see steps 8 through 11 below).

To fund an activity, follow these steps:

1. Select the **Funding/Drawdown** tab (on the top of the screen). The **Activity Funding** screen will display (Exhibit 20: Activity Funding Screen).

Exhibit 20: Activity Funding Screen

Activity Funding

Search for Activities to Fund

Search Criteria

Program:
All ▾

Activity Name:

Program Year:
All ▾

IDIS Project ID:

IDIS Activity ID:

Grantee/PJ Activity ID:

Activity Status:
Select ▾

***Activity Owner:**

|

2. Under **Search Criteria**, enter the **IDIS Activity ID** to obtain the fastest results. If unsure of the activity number, select **HESG** for the program and apply other search criteria as available. Click **Search**.
3. The **Search Results** will display the activities that meet the search criteria. Click **Add-Edit** under the **Action** column for the activity that you intend to fund. IDIS will display the **Edit Activity Funding** screen (see Exhibit 21: Edit Activity Funding Screen) for the selected activity.

Exhibit 21: Edit Activity Funding Screen

Activity Funding

Edit Activity Funding

[Return to Search for Activities to Fund](#)

***Indicates Required Field**

Activity Owner:

Program Year/Project:
2019/18

IDIS Activity ID:
847

Total Funded:
\$0.00

Activity Name:
ESG19 Rapid Re-Housing

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 2019	EN	HUD	UC	\$224,896.00	\$0.00	\$0.00	Add-Edit View

[Return to Search for Activities to Fund](#)

4. A table listing the **Available Funds** for the selected activity will display near the bottom of the **Edit Activity Funding** screen (Exhibit 21 above). Check the information in the table to verify that:
 - a. The table lists only one row of funding for HESG.
 - b. There are sufficient funds available for funding the intended activity (see **Available for Funding** amount).

- c. If it is a non-administration activity, the **Fund Type** is “EN.”
5. If it is an administration activity, the **Fund Type** is “AD.” If the recipient has not yet created the Administration subfund, the following message will display: **There are no funding sources available for this activity at this time** (see Section 5: Setting Up an Administration Subfund). Click on the **Add-Edit** link under the **Action** column for the HESG funding source you intend to use to fund the activity.
6. The **Current Funding for This Source** section will display on the screen (see Exhibit 22 and Exhibit 23, as applicable), showing all subrecipients currently added for the particular activity.
- a. If subrecipients **have not** yet been added to the activity, **Select Organization** will display under the **Subrecipient** column (see Exhibit 22). Click **Select Organization** under the **Subrecipient** column; or

Itemize Funding by Activity and Subrecipient Organization

For ESG, recipients must identify the funding amount allocated to each subrecipient organization for each activity. Itemizing funding by subrecipient organization allows IDIS to track commitments and draws down to the subrecipient level.

Exhibit 22: Activity Funding Screen Showing Current Funding for This Source

Activity Funding
Add-Edit Funding Line Item

Return to Add-Edit Funding | Save | Cancel

Activity Owner:

Program Year/Project:
2015/28

IDIS Activity ID:
3055

Total Funded:
\$0.00

Activity Name:
ESG15 Rapid Re-Housing

Total Drawn:
\$0.00

Funding Source

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HESG	EN	HUD	DC		\$1,999,444.85	\$0.00	\$0.00

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount	Subrecipient
2015	\$	\$0.00	Select Organization

Add Subrecipient

Return to Add-Edit Funding | Save | Cancel

- b. If subrecipients **were already** added to the activity, those entities will be listed in the table (see Exhibit 23). **Change Organization** will display under the name of those subrecipients that have not yet drawn funds for the activity. Find the applicable subrecipient in the list of organizations already added to the activity. If

the correct subrecipient is not listed, either click **Change Organization** to replace one subrecipient with another or click **Add Subrecipient** to add a new organization to the list. When a new organization is added to the list, the **recipient** name might automatically prepopulate in the **Subrecipient** column. Users must click on the **Select Organization** or **Change Organization** button to select the correct subrecipient name as described in the next step.

Exhibit 23: Activity Funding Screen Showing Current Funding for This Source

Activity Funding
Add-Edit Funding Line Item

Return to Add-Edit Funding | Save | Cancel

Activity Owner:

Program Year/Project:
2019/9

IDIS Activity ID:
11699

Total Funded:
\$80,000.00

Activity Name:
ESG19 Rapid Re-Housing

Total Drawn:
\$0.00

Funding Source

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HESG	EN	HUD	MC		\$3,531,900.00	\$80,000.00	\$0.00

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount	Subrecipient
2019	\$ 20,000.00	\$0.00	Subordinate: VILLAGE OF ARTS AND HUMANITIES, INC. Change Organization
2019	\$ 20,000.00	\$0.00	Carrying-out Organization: COMMUNITY LEGAL SERVICES Change Organization
2019	\$ 40,000.00	\$0.00	Carrying-out Organization: Homeless Advocacy Project Change Organization

Add Subrecipient

Return to Add-Edit Funding | Save | Cancel

- Enter in the search criteria and select **Subordinate, not CarryOut Org**, on the **Funding Subrecipient** screen (see Exhibit 24). Use broad search fields, such as **City**, rather than searching by **Organization Name** or **DUNS #** to avoid filtering out the intended subrecipient. Click **Search** and a list of all subrecipients entered into IDIS by the recipient will display.

CarryOut Org versus Subordinate

For ESG purposes, recipients should select Subordinate. However, there are existing organizations that have been set up in IDIS that are categorized as CarryOut Org. ESG recipients cannot change this categorization, and should use the CarryOut Org if this is how the organization is listed in IDIS. When searching for an organization, more than one search might be required: first as a Subordinate and then as a CarryOut Org (see Exhibit 24).

Exhibit 24: Funding Subrecipient Screen

8. Select the applicable subrecipient under the **Organization Name** column, click **Select**, and continue to step 9. If the correct subrecipient does **not** display in the list, click **Add Organization** to enter a new subrecipient into IDIS. The **Add Organization** screen (see Exhibit 25) will display where the subrecipient information must be entered before clicking **Save**. Users must have the appropriate privilege in IDIS to add a new organization in IDIS. If you do not have this privilege, please work with your local grantee administrator.

Avoid Duplicate Organization Names

When adding a new organization in IDIS, pay particular attention to the Organization Name you enter to avoid duplicate entries. Very slight differences in formatting will show up in the system as distinct organizations when searching for subrecipients. This can also lead to other data quality issues if the same subrecipient is mistakenly funded multiple times under multiple names.

HUD strongly encourages recipients to clean up their subrecipient list by deleting duplicate organization entries on the activity funding screens to ensure that each subrecipient has been added only once.

Exhibit 25: Add Organization Screen

Organization	
Add Organization	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
*Indicates Required Field	
Profile *Organization Name: (tip) <input type="text"/> Address Line 1: ? <input type="text"/> (ex: 1313 Sherman Street) Address Line 2: <input type="text"/> (ex: Suite 518) Address Line 3: <input type="text"/> (ex: Division of Housing) *City: <input type="text"/> *State/Territory: <input type="text" value="Select State"/>	CHDO Eligible: (tip) <input type="radio"/> Yes <input checked="" type="radio"/> No Non Governmental Information Faith Based: (tip) <input type="radio"/> Yes <input checked="" type="radio"/> No Institution of Higher Education: (tip) <input type="radio"/> Yes <input checked="" type="radio"/> No Non Profit: <input type="radio"/> Yes <input checked="" type="radio"/> No
Zip Code: <input type="text"/> - <input type="text"/> <input type="button" value="Validate This Address"/>	Contact Information First Name: <input type="text"/> Middle Initial: <input type="text"/> Last Name: <input type="text"/> Title: <input type="text"/> Email: <input type="text"/> Address: <input type="text"/> City: <input type="text"/> State: <input type="text" value="Select state"/> Zip Code: <input type="text"/> - <input type="text"/> Telephone: <input type="text"/> Ext. <input type="text"/>
*Organization Type: (tip) <input type="text" value="Other"/>	
*Organizational DUNS #: (tip) <input type="text"/> (ex: nn-nnn-nnnn)	Ext: <input type="text"/> (ex: nnnn)
EIN/TIN #: (tip) <input type="text"/> (ex: nn-nnnnnnn)	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

9. After returning to the **Activity Funding Screen**, enter the dollar amount in the **Funded Amount** field and click **Save**. An “Activity funded successfully” message will display near the top of the screen (see Exhibit 26).
10. Repeat steps 6 through 9 listed above to add additional subrecipients and their corresponding funded amounts.

Exhibit 26: Activity Funding Screen Showing Activity Funded Successfully

Activity Funding

Add-Edit Funding Line Item

- Activity funded successfully.

| |

Activity Owner:

Program Year/Project:
2019/9

IDIS Activity ID:
11699

Total Funded:
\$20,000.00

Activity Name:
ESG19 Rapid Re-Housing

Total Drawn:
\$0.00

Funding Source

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HESG	EN	HUD	MC		\$3,591,900.00	\$20,000.00	\$0.00

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount	Subrecipient
2019	\$ 20,000.00	\$0.00	Subordinate: VILLAGE OF ARTS AND HUMANITIES, INC. <input type="button" value="Change Organization"/>

6.3 Funding ESG Shelter and Street Outreach Activities

IDIS Release 11.18 implemented system functionality that prevented users from funding the combined total of each grant's Emergency Shelter and Street Outreach 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 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 Emergency Shelter/Street Outreach (ES/SO) expenditure cap for ESG-CV grants and annual ESG funds used for COVID-19 response, this cap functionality has been suspended in IDIS.**

Notwithstanding current IDIS functionality, the ES/SO expenditure cap **still applies** to annual ESG grant funds **not** used for COVID-19 response. Determine the ES/SO expenditure cap manually by comparing the following:

1. Calculate 60 percent of the total annual grant funds not used for COVID response.
2. FY2010 grant funds committed for homeless assistance activities (see PR91 report).

The greater of the two amounts above is the ES/SO cap for a particular annual ESG grant.

When funding Shelter and Street Outreach activities in IDIS, recipients will see the following fields on the funding screens. Users are cautioned not to use this information as a guide for complying with the ES/SO cap for annual ESG funds not used for COVID-19 response. The pre-populated amounts do not accurately reflect ES/SO expenditure limits as explained below:

Exhibit 27: HESG Maximum Funding Amount for Street Outreach and Shelter Activities

Current Funding for This Source

HESG Maximum Funding Amount for Street Outreach and Shelter Activities = \$112,989.60
 60% of 2019 grant = \$112,989.60
 2010 Homeless Activity commitment = \$0.00

2019 Commitment Amount
 Street Outreach activity = \$0.00
 Based on cap and availability, MAXIMUM allowed for Shelter activity = **\$112,989.60**

TOTAL FUNDED AMOUNT FOR ALL RECIPIENTS BELOW = **\$0.00**

Grant Year (tip)	Funded Amount	Drawn Amount	Subrecipient
2019	\$ <input type="text"/>	\$0.00	Subordinate: <input type="text"/> <input type="button" value="Change Organization"/>

| |

The funding screens for Street Outreach and Shelter activities currently reflect the following fields:

- HESG Maximum Funding Amount for Street Outreach and Shelter Activities. This amount is **not** the maximum funding for Street Outreach and Emergency Shelter activities for ESG annual grants. Instead, this amount is the total grant amount and does not accurately identify the expenditure cap for annual grants. Do not use this amount as a limit for ES/SO expenditures for annual grant funds not used for COVID-19 response.

- 60 percent of the fiscal year grant. The amount populated in this field is **not** 60 percent of the fiscal year grant. It is the total grant amount (i.e., 100 percent of the fiscal year grant).
- 2010 Homeless Activity Commitment. This amount is the aggregate amount of ESG funds committed to 2010 Emergency Shelter Grants Program homeless assistance activities that were previously reported to HUD. If a recipient did not receive ESG funds in FFY2010 or did not commit funds to homeless assistance activities in FFY2010, then this specific dollar amount will show as \$0.00 (as shown in Exhibit 27 above).
- Current Year Commitment Amount
 - The funding screen will show the specific dollar amount funded to Street Outreach and Shelter activities for that specific FFY.
 - The maximum allowed for Street Outreach/Emergency Shelter activity will show as 100 percent of the fiscal year grant amount and, therefore, does not accurately reflect the expenditure limit for Emergency Shelter/Street Outreach activities.

Recipients will not be able to save any information on the Activity Funding screen in IDIS if the activity funding amount is greater than 100 percent of the current grant. The recipient will receive an error message as shown in Exhibit 28.

Exhibit 28: HESG Total Funding for This Activity Cannot Exceed the Available Capped Amount

Activity Funding

Add-Edit Funding Line Item

- HESG total funding for this activity cannot exceed the available capped amount.

Return to Add-Edit Funding | Save | Cancel

Activity Owner: [REDACTED] **Program Year/Project:** 2019/9

IDIS Activity ID: 11701 **Total Funded:** \$0.00

Activity Name: ESG19 Shelter **Total Drawn:** \$0.00

Funding Source

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HESG	EN	HUD	MC	[REDACTED]	\$2,806,900.00	\$0.00	\$0.00

Current Funding for This Source

HESG Maximum Funding Amount for Street Outreach and Shelter Activities = \$2,296,153.00
 60% of 2019 grant = \$2,167,140.00
 2010 Homeless Activity commitment = \$2,296,153.00

2019 Commitment Amount
 Street Outreach activity = \$25,000.00
 Based on cap and availability, MAXIMUM allowed for Shelter activity = **\$2,271,153.00**

TOTAL FUNDED AMOUNT FOR ALL RECIPIENTS BELOW = **\$2,271,200.00**

Grant Year (tip)	Funded Amount	Drawn Amount	Subrecipient
2019	\$ [2271200.00]	\$0.00	Subordinate: [REDACTED] Change Organization

Add Subrecipient

Return to Add-Edit Funding | Save | Cancel

The activity funded amount will not save until the recipient reduces the activity funding amount and IDIS shows that the activity has been funded successfully (as seen in Exhibit 29).

Exhibit 29: Activity Funded Successfully

Add-Edit Funding Line Item

- Activity funded successfully.

Return to Add-Edit Funding | Save | Cancel

Activity Owner:

Program Year/Project:
2019/9

IDIS Activity ID:
11701

Total Funded:
\$1,580,000.00

Activity Name:
ESG19 Shelter

Total Drawn:
\$0.00

Funding Source

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HESG	EN	HUD	MC		\$1,226,900.00	\$1,580,000.00	\$0.00

Current Funding for This Source

HESG Maximum Funding Amount for Street Outreach and Shelter Activities = \$2,296,153.00
60% of 2019 grant = \$2,167,140.00
2010 Homeless Activity commitment = \$2,296,153.00

2019 Commitment Amount
Street Outreach activity = \$25,000.00
Based on cap and availability, MAXIMUM allowed for Shelter activity = **\$2,271,153.00**

TOTAL FUNDED AMOUNT FOR ALL RECIPIENTS BELOW = **\$1,580,000.00**

Grant Year (tip)	Funded Amount	Drawn Amount	Subrecipient
2019	\$ 80,000.00	\$0.00	Subordinate: WOMEN'S OPPORTUNITY RESOURCE CENTER Change Organization
2019	\$ 1,500,000.00	\$0.00	Subordinate: PEOPLES EMERGENCY CENTER CDC Change Organization

Add Subrecipient

Return to Add-Edit Funding | Save | Cancel

7. DRAWING ESG FUNDS

This section provides a general description of how to draw ESG funds by activity. Users should consult the [IDIS Quick Tips User Guide](#) on the HUD Exchange for detailed instructions on how to draw funds correctly.

A drawdown is a request for payment against a recipient's line of credit for allowable costs, as defined in 2 CFR Part 200, for eligible ESG activities. Each ESG recipient must draw down and expend funds from each year's grant at least quarterly. Recipients must ensure that subrecipients meet this requirement and submit invoices timely. Recipients must pay subrecipients for allowable costs within 30 days after receiving the subrecipient's complete payment request, as required by the ESG regulations.

Drawing funds in IDIS is a two-step process:

1. Create the drawdown/voucher.
2. Approve the drawdown/voucher.

Because IDIS is the primary means to track the use of ESG funds, recipients must ensure that when creating a drawdown they draw down funds for the correct grant year, activity, and subrecipient. HUD monitors ESG draws in IDIS, which are general indications of compliance with the expenditure requirements.

Itemizing by Subrecipient Organization for ESG Drawdowns

An ESG drawdown request must specify the amount that is to be paid to each subrecipient.

For example, consider an overall drawdown request of \$10,000.00 that consists of payments to 2 different subrecipients. These amounts would be separately reported in the drawdown on the same IDIS voucher for payment. For example:

Downtown Family Shelter Program	\$ 7,500.00
Uptown Domestic Violence Shelter Program	\$ 2,500.00
Total for Activity	\$10,000.00

7.1 Creating ESG Drawdowns

The steps to drawing down ESG funds are listed below. The process described below is for processing a voucher with multiple budget line items. Each budget line item represents a draw for a separate activity number. The same procedures are used for processing vouchers with only one budget line item (i.e., for one activity).

1. Click **Funding/Drawdown** at the top of the screen, and then click **Create Voucher** under **Drawdown** on the left side of the screen. The **Create Voucher—Page 1 of 4 (Select Activities)** Screen will display (Exhibit 30 below).

Exhibit 30: Create Voucher—Page 1 of 4 (Select Activities) Screen

Drawdown

Create Voucher - Page 1 of 4 (Select Activities)

Continue

* Indicates Required Field

*Voucher Created For: (tip)

Requested LOCCS Submission Date: (tip)

(mm/dd/yyyy)

Activity Owner: (tip)

*IDIS Activity ID

Search for Activities

Reset

Continue

2. Enter the IDIS Activity Number of each activity against which funds need to be drawn in the entry boxes. Alternatively, users can use the **Search for Activities** to select activities.
3. Click **Continue**. The **Create Voucher—Page 2 of 4 (Drawdown Amounts) Screen** displays (see Exhibit 31).

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Exhibit 31: Create Voucher—Page 2 of 4 (Drawdown Amounts) Screen

Drawdown

Create Voucher - Page 2 of 4 (Drawdown Amounts)

Return to Select Activities | Confirm Voucher | Cancel Voucher

Activity 1 of 2

IDIS Activity ID:
3791

Activity Name:
ESG15 Street Outreach

Voucher Created For:
[Redacted]

Grantee/PJ Activity ID:
[Redacted]

Activity Owner:
[Redacted]

Available Drawdown Amounts for This Activity

Recipient Name	Program	Grant Year	Fund Type	Source Name	Source Type	Prior Program Year	Funded Amount	Available to Draw	Drawdown Amount
[Redacted]	HESG	2015	EN	HUD	UC	N/A	\$18,000.00	\$18,000.00	\$[Redacted] 0
→ Subrecipient:							\$18,000.00	\$18,000.00	\$[Redacted]

Previous Activity | Next Activity

Progress by Activity ID

Entered:
Not Entered: 3791 (#1), 3733 (#2)
Invalid:

Return to Select Activities | Confirm Voucher | Cancel Voucher

- Confirm that the correct activity has been selected by checking the **IDIS Activity ID** and **Activity Name** fields. Also, confirm that the activity was funded with the correct grant by looking at the **Program** and **Grant Year** columns in the **Available Drawdown Amounts for This Activity** table. The **Program** column should include **HESG** for all ESG activities, and the **Grant Year** should correspond to that of the activity. If another program is listed for an ESG activity or if the Grant Year does not match the year associated with the activity, click **Cancel Voucher** and proceed to the **Activity Funding** screen to make corrections.
- Enter the amount to draw against the ESG activity in the **Drawdown Amount** column for each subrecipient. IDIS automatically calculates in the top row the total drawdown amount for each activity based on the requested draw for each subrecipient.
- If more than one activity is included on the voucher, click **Next Activity** and repeat steps 4 and 5 until drawdown amounts have been entered for each activity and corresponding subrecipients.
- Click **Confirm Voucher**. The **Create Voucher—Page 3 of 4 (Confirmation) Screen** will display (Exhibit 32).


Exhibit 32: Create Voucher—Page 3 of 4 (Confirmation) Screen

Drawdown

Create Voucher - Page 3 of 4 (Confirmation)

- Click "Generate Voucher" to complete voucher creation

Generate Voucher | Cancel Voucher

Voucher Created For: [Redacted] Requested LOCCS Submission Date: [Redacted] 
(mm/dd/yyyy)

Activity Owner: [Redacted]

Voucher Line Items

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	3791	ESG15 Street Outreach	HESG	2015	EN	HUD	UC	[Redacted]	N/A	\$2,500.00
2	3733	ESG15 Data Collection (HMIS)	HESG	2015	EN	HUD	UC	[Redacted]	N/A	\$750.00
Total										\$3,250.00

HESG Subrecipients

Line Item #	IDIS Actv ID	Activity Name	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Drawdown Amount
1	3791	ESG15 Street Outreach	2015	EN	HUD	UC	[Redacted]	\$2,500.00
→ Subrecipient: [Redacted]								\$2,500.00
2	3733	ESG15 Data Collection (HMIS)	2015	EN	HUD	UC	[Redacted]	\$750.00
→ Subrecipient: [Redacted]								\$750.00

Generate Voucher | Cancel Voucher

8. After confirming that the correct draw amount is entered for the correct subrecipients, click **Generate Voucher**. The **Create Voucher—Page 4 of 4 (View) Screen** will display. This screen confirms that the voucher was created successfully (Exhibit 33). If you intend for this voucher to be submitted to LOCCS at a future date, enter the date in the **Requested LOCCS Submission Date** field. If left blank, IDIS will submit the request to LOCCS the same day it is approved, unless the approver changes the submission date for one or more budget line items.

Exhibit 33: Create Voucher—Page 4 of 4 (View) Screen

Drawdown

Create Voucher - Page 4 of 4 (View)

- Voucher created successfully

[Return to Create Voucher](#)

Voucher Created For: **IDIS Voucher #:**
5891620

Activity Owner: **Created By:**

Requested LOCCS Submission Date: **Creation Date:**
02/08/2016

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	3791	ESG15 Street Outreach	HESG	2015		EN	HUD	UC		N/A	\$2,500.00
2	3733	ESG15 Data Collection (HMIS)	HESG	2015		EN	HUD	UC		N/A	\$750.00
Total											\$3,250.00

HESG Subrecipients

Line Item #	IDIS Actv ID	Activity Name	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Drawdown Amount
1	3791	ESG15 Street Outreach	2015	EN	HUD	UC		\$2,500.00
→ Subrecipient:								\$2,500.00
2	3733	ESG15 Data Collection (HMIS)	2015	EN	HUD	UC		\$750.00
→ Subrecipient:								\$750.00

[Return to Create Voucher](#)

7.2 Approving ESG Drawdowns

A different user with the appropriate access privileges must approve the voucher by following these steps:

1. Click **Funding/Drawdown** at the top of the screen, then click **Approve Voucher** under **Drawdown** on the left side of the screen. IDIS will display the **Search Vouchers for Approval** screen (see Exhibit 34).


Exhibit 34: Search Vouchers for Approval Screen

Drawdown

Search Vouchers For Approval

Search Criteria

IDIS Voucher #: **IDIS Activity ID:** **Activity Owner:**

Earliest Creation Date:  **Line Item Status:**

(mm/dd/yyyy)

Results Page 1 of 1 (2 voucher line items found)

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Grant Number	Activity Name	Line Item Status	Drawdown Amount	Action
5891620	1	02/08/2016	3791		ESG15 Street Outreach	Open	\$2,500.00	Maintain-Approve View
5891620	2	02/08/2016	3733		ESG15 Data Collection (HMIS)	Open	\$750.00	Maintain-Approve View

2. Use the fields in the **Search Criteria** to search for the voucher you intend to approve. The fastest way to search for vouchers is by **IDIS Voucher #**.
3. Click **Search**.
4. Click **Maintain-Approve** in the **Action** column on the **Results** table. The **Maintain and Approve Voucher** screen displays (Exhibit 35).

Exhibit 35: Maintain and Approve Voucher Screen

Drawdown

Maintain and Approve Voucher

[Return to Search Vouchers](#)

Voucher Created For: **IDIS Voucher #:**
5891620

Activity Owner: **Created By:**

Creation Date:
02/08/2016

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	3791	ESG15 Street Outreach	HESG	2015		EN	HUD	UC		N/A	\$2,500.00	Open	02/08/2016	Approve Revise Cancel View
2	3733	ESG15 Data Collection (HMIS)	HESG	2015		EN	HUD	UC		N/A	\$750.00	Open	02/08/2016	Approve Revise Cancel View

HESG Subrecipients

Line Item #	IDIS Actv ID	Activity Name	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Drawdown Amount
1	3791	ESG15 Street Outreach	2015	EN	HUD	UC		\$2,500.00
→ Subrecipient:								\$2,500.00
2	3733	ESG15 Data Collection (HMIS)	2015	EN	HUD	UC		\$750.00
→ Subrecipient:								\$750.00

Set all submission dates to:
 (mm/dd/yyyy)

[Return to Search Vouchers](#)

- Click **Approve** in the **Action** column (or on **Approve All Line Items** for vouchers containing multiple budget line items). After the voucher is approved, IDIS will forward the draw request to LOCCS at the end of the day. Funds are usually transferred to the recipient's bank account within 3 days of the drawdown approval.

7.3 Revising ESG Drawdowns

HUD recognizes that users can make mistakes during the voucher creation and approval process. IDIS functionality allows users to revise approved vouchers to reallocate or reprogram funds to other subrecipients or activities set up under the same FFY project with the same fund type. The instructions below describe the steps to revise a voucher.

- Click **Funding/Drawdown** at the top of the screen, then click **Search Vouchers** under **Drawdown** on the left side of the screen. IDIS will display the **Search Vouchers** screen.
- Search for the voucher you intend to revise using the **IDIS Voucher #** or other methods (**IDIS Activity ID**, **Earliest Creation Date**, **Line Item Status**).
- After you find the voucher you intend to revise, click **Maintain-Approve**. The **Maintain and Approve Voucher** screen will display (see Exhibit 35 above).

4. Click **Revise** in the action column, and the **Revise Voucher Line Item** screen will display (see Exhibit 36).
5. Enter a description of the revision in the **Required Justification*** text box. The asterisk signifies this is a mandatory field.
6. In the **HESG Subrecipient with Drawn Amount** dropdown menu, select the subrecipient to which you intend to revise funds.
7. As illustrated in Exhibit 36 below, click “**Select Target**” for the HESG subrecipient to which you intend to reallocate the funds.

Exhibit 36: Revise Voucher Line Item Screen

Drawdown

Revise Voucher Line Item

Save | Return to Maintain and Approve Voucher

Voucher Created For: IDIS Voucher # / Line Item #: Grant #: Transaction Type:
6301526/1 Payment

Activity Owner: Created By: Approved By: Pay To:

Creation Date: 09/04/2019 Approval Date: 09/04/2019

IDIS Information

IDIS Status:
Batch #:
Batch Date:
LOCCS Control #:
LOCCS Status:

LOCCS Confirmation Information

Confirm Batch #:
Confirm Batch Date:
Confirmation Code:
Pay Method:
Payment Date:
Schedule #:
Reschedule:
Effective Date:

Voucher Update

Voucher Updated By: LOCCS
Date Updated: 09/05/2019

Line Item

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date
2643	ESG18 Shelter	HESG	2018	EN	HUD	MC		N/A	\$6,066.85	Completed	09/04/2019

HESG Subrecipients

Name	Amount
	\$5,644.39
	\$422.46

Required Justification*:

Include required justification narrative here. |

Revise Funds from IDIS Activity ID HESG Subrecipient with Drawn Amount

2643

To IDIS Activity ID	Activity Name	HESG Subrecipient	Available to Draw	Select Target	Amount
2643	ESG18 Shelter		\$1,184.50	<input type="radio"/>	\$
2644	ESG18 Prevention		\$1,000.00	<input type="radio"/>	\$
2644	ESG18 Prevention		\$4,737.51	<input checked="" type="radio"/>	\$ 2000.00
2645	ESG18 Rapid Re-Housing		\$1,000.00	<input type="radio"/>	\$

Save | Return to Maintain and Approve Voucher

8. Enter the appropriate amount in the corresponding **Amount** box for each subrecipient. IDIS will not allow the amount to exceed the **Drawdown Amount** of the voucher you are revising or the **Available to Draw** for each corresponding subrecipient.

9. Click **Save**, and **Voucher Revised Successfully** will display (see Exhibit 37). In the action column, select **Revise** and repeat steps 5 through 9 as necessary to complete the voucher revisions.

Exhibit 37: Voucher Revised Successfully

Drawdown

Maintain and Approve Voucher

- Voucher revised successfully.

Return to Search Vouchers

Voucher Created For:

IDIS Voucher #: 6301526

Activity Owner:

Created By: C90354
Creation Date: 09/04/2019

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date	Action
2	2644	ESG18 Prevention	HESG	2018		EN	HUD	MC		N/A	\$9,181.54	Completed	09/04/2019	Revise View
3	2643	ESG18 Shelter	HESG	2018		EN	HUD	MC		N/A	\$4,066.85	Completed	09/04/2019	Revise View
4	2644	ESG18 Prevention	HESG	2018		EN	HUD	MC		N/A	\$2,000.00	Completed	09/04/2019	Revise View

HESG Subrecipients

Line Item #	IDIS Actv ID	Activity Name	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Drawdown Amount
2	2644	ESG18 Prevention	2018	EN	HUD	MC		
→ Subrecipient:								\$9,181.54
3	2643	ESG18 Shelter	2018	EN	HUD	MC		
→ Subrecipient:								\$3,644.39
→ Subrecipient:								\$422.46
4	2644	ESG18 Prevention	2018	EN	HUD	MC		
→ Subrecipient:								\$2,000.00

Return to Search Vouchers

8. COMPLETING ESG ACTIVITIES

Recipients should complete an ESG activity only when all funds for that activity have been drawn. This means that recipients must wait until all subrecipients undertaking a particular activity (e.g., Homeless Prevention) have submitted all invoices prior to completing that activity. If a recipient expects that it will not expend all funds for an activity before the 2-year expenditure deadline, the recipient should de-commit and reprogram those funds to another activity set up under the same FFY project to expend them (see [Section 6](#)).

If a non-administration activity is completed while it still has a balance of committed funds, any remaining funds associated with that activity will automatically return to the total grant amount available to be committed. For any undrawn administration funds, reduce the authorized amount in the Administration subfund after completing the admin activity (see Section 5). After being reduced from the subfund, funds can be reprogrammed to another non-administrative activity set up under the same FFY project.

IDIS only contains beneficiary or accomplishment data screens contained in the CAPER submission template for ESG. Refer to [Section 12](#) for additional information on Section 3 reporting information that is required in IDIS for specific Shelter activities with an initial funding day of July 1, 2021 and later. Therefore, other accomplishment reporting is not required for ESG activities in IDIS. Rather, ESG recipients must collect client-level data in the local HMIS and report aggregate accomplishment and beneficiary information in the CAPER via Sage and the eCon Planning Suite in IDIS (see [Section 11](#)).

For additional information on when to complete an ESG activity, please review the [ESG Activity Closeout Checklist SNAPS-Shot](#).

To complete an activity:

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.
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.
3. Toward 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**.
4. Click **Save**.

8.1 Reconciling Unspent ESG Funds

In cases where ESG recipients are working with the local HUD field office to reconcile unspent funds after the expenditure deadline, the field office may determine, based on the recipients' particular circumstances, that recapture is not the appropriate corrective action. In such cases, field offices have two options for ensuring that recipients expend unspent funds for the same program year for which they were originally awarded and that this is captured correctly in IDIS. Both

options apply whether the unspent funds are in one activity or spread across multiple activities for a specific program year. The field office may choose to:

1. Encourage recipients to expend unspent funds on that original IDIS activity, if possible.
2. Encourage recipients to expend unspent funds on an existing or new activity associated with that program year. If funding a new Activity Category, the recipient can create one or more activities associated with the same program year grant that has unspent funds. Recipients are prohibited from creating a new activity using an Activity Category that already exists for that specific grant year. Rather, recipients must revise the current activity's funding.

8.2 Returning ESG Funds

ESG recipients should work with their local HUD field office to determine, based on the circumstances, when they are required to return ESG funds. The instructions below explain how to return funds via wire transfer and check.

Return of Funds via Wire Transfer Through Treasury Federal Reserve Bank (FRB)

Remit amounts in excess of \$2,000 via wire transfer. The bank transferring funds for the recipient will complete the outgoing banking information section of the Wire Transfer Form. The recipient must ensure that the form contains the complete Federal Bank Identification Number, the wire transfer Sender's Name, Address, Account Number, SSN/EIN, and any other required information.

The following information is required under **Beneficiary Information** or **Receiving Bank Information**:

1. Amount of Transfer: \$
2. Transfer to Bank: TREASURY FRB New York
3. Bank ABA Routing Number: 021030004
4. City and State: New York, NY
5. Credit Name of Beneficiary: U.S. Department of HUD
6. Address of Beneficiary: Fort Worth, TX
7. Account Number of Beneficiary: 86011101
8. Special Instructions: Return Funds Drawn from HUD Grant No. _____, TIN of Sender _____ (example 61-0000000), Budget Line Item, if appropriate.
9. Provide a written explanation for funds being returned and the budget line item detail and indicate that the funds should be restored to the grant, not returned to the U.S. Treasury.

Return of Funds via Check

If recipients cannot transfer funds through a banking institution, then recipients must return funds to HUD by check using the following guidelines:

1. Make the check payable to U.S. Department of Housing and Urban Development
2. Include the Grant Number on the check.

3. Provide a written explanation of why the funds are being returned—include the grant number and the budget line item detail and indicate that the funds should be restored to the grant, not returned to the U.S. Treasury.
4. Mail the check along with the written explanation to:

US Bank
 HUD-FAD Collections Ft. Worth
 Grant No. _____
 P.O. Box 6200-05
 Portland, OR 97228-6200

Using this manual process could result in a delay of up to 4 weeks for funds to be credited back into the recipient's account.

8.3 Repurposing Funds Remitted to HUD

When funds repaid to the HUD Treasury Account are credited in IDIS, the amount repaid displays as a negative draw for the year the funds were repaid under the activity number for the CPD program from which the funds were drawn. Recipients must revise the negative draw vouchers so that the funds they repaid can be used for other eligible ESG activities set up under the same FFY project:

1. Select **Funding/Drawdown** from the top of the screen.
2. Click **Search Voucher** under the **Drawdown** menu at the left of the screen.
3. In the **IDIS Activity ID** field, enter the activity number **3** and click **Search**.
4. Select from the voucher the budget line item that you intend to revise by clicking **Maintain-Approve** in the **Action** column (See Exhibit 38).

Exhibit 38: Search Returned Funds IDIS Activity 3

Drawdown

Search Vouchers

Search Criteria
 *Indicates Required Field

IDIS Voucher #:

IDIS Activity ID:

Line Item Status:

Grant #:

Earliest Creation Date:

(mm/dd/yyyy)

***Activity Owner:**

|

Results Page 1 of 1 (1 voucher line items found)

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Grant Number	Activity Name	Line Item Status	Drawdown Amount	Action
	1	09/24/2019	3		ESG COMMITTED FUNDS ADJUSTMENT	Completed CO	(\$376.37)	Maintain-Approve View

5. The **Maintain and Approve Voucher** screen provides access to the **Revise** and **View** functions (see Exhibit 32).
6. Select the **Revise** link to display the **Revise Voucher Line Item** screen (see Exhibit 33).
7. Enter a description of the revision in the **Required Justification*** text box (see Exhibit 33). This is a mandatory field.
8. In the **HESG Subrecipient with Drawn Amount**, the recipient name is prepopulated. HUD returns funds to recipients, to revise funds to the subrecipient who returned the funds, using the following steps.
9. As illustrated in Exhibit 39, click “Select Target” for the HESG subrecipient **who returned funds**.
10. Enter the appropriate amount in the corresponding **Enter Negative Amount** box for the subrecipient. In the **Enter Negative Amount** field, enter a negative sign and the amount (without commas or the dollar sign) of the draw to be applied.

Exhibit 39: Revise Negative Funds

Revise Funds from IDIS Activity ID		HESG Subrecipient with Drawn Amount				
3						

To IDIS Activity ID	Activity Name	HESG Subrecipient	Fund Type	Drawdown Amount	Select Target	Enter Negative Amount
43887	ESG18 Homeless Prevention		EN	\$41,530.00	<input type="radio"/>	\$ <input type="text"/>
43887	ESG18 Homeless Prevention		EN	\$172,719.00	<input checked="" type="radio"/>	\$ <input type="text" value="-376.37"/>
43888	ESG18 Data Collection (HMIS)		EN	\$33,153.00	<input type="radio"/>	\$ <input type="text"/>
43888	ESG18 Data Collection (HMIS)		EN	\$33,153.00	<input type="radio"/>	\$ <input type="text"/>

Save | Return to Maintain and Approve Voucher

11. Click **Save** to make the revision and return to the **Maintain and Approve Voucher** screen.
12. After you revise the voucher(s), de-fund the subrecipient in the activity from which the funds were repaid:
 - a. Use **Search** under the **Activity Funding** menu at the left of the screen to search for the activity from which the funds were repaid.
 - b. Follow the steps in Section 6 to reduce funding to the revised amount or to \$0 if all funds were repaid.

13. If the entire amount drawn for the ineligible activity is repaid and the activity funding is reduced to \$0.00, change the **Activity Status** to **Cancelled**. If this was only a partial repayment and there are still drawn funds associated with the activity, **do not** cancel the activity in IDIS.
14. If there is more than one repayment of funds, repeat steps 3 through 11 for each repayment to ensure the repaid funds are available to be used for other eligible ESG activities.

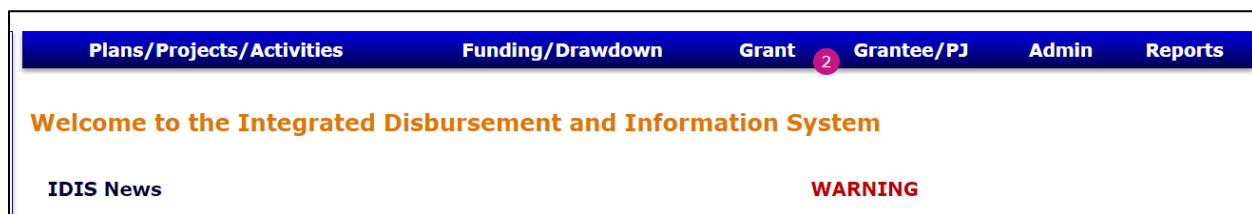
If the repayment of funds is not reflected in IDIS as a negative draw within the normal processing times indicated above, or if you require further assistance correcting the negative figures in IDIS, contact HUD through the IDIS question pool via the [HUD Exchange Ask A Question \(AAQ\)](#).

9. HESG EXPENDITURE DEADLINE FLAG

As part of the [11.20 IDIS Release](#), IDIS included new functionality on the Grant module of IDIS that is only accessible to those recipient users with access to the HESG grant path in IDIS. To confirm user privileges, please review the PR 30—Security Administrator User Profile List. HUD field office users can view, reject, and approve grantees’ remediation plans. HUD Headquarters users can view plans but cannot reject or approve plans.

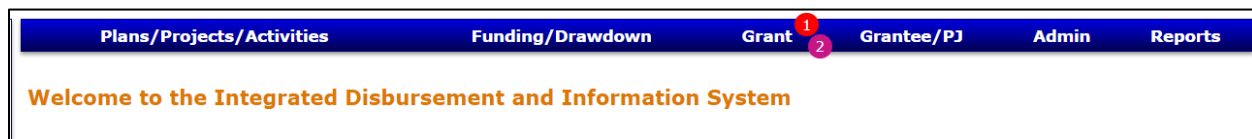
When a grant appears on this screen in IDIS, the recipient will still be able to create activities, edit activities, fund activities, and draw funds associated with the flagged grant.

Exhibit 40: HESG Expenditure Deadline Indicator



When users log into IDIS, a purple circle will appear near the grant module with a number in it. The number indicates the number of grants that appear on the Review HESG Expenditure Deadline screen. *Please note that, at times, a red circle indicator will appear with a number in it that designates that a CDBG Cash on Hand report is due in IDIS (see Exhibit 41).*

Exhibit 41: HESG Expenditure Deadline Indicator and CDBG Cash on Hand



The Review HESG Expenditure Deadline screen will organize grants with remaining balances to draw into four phases, based on the grant’s expenditure deadline and status of the remediation plan. Those four phases are:

1. Awaiting Grantee’s Required Explanation and Remediation Plan

Grants appear in this section of the Deadline screen when the specific grant has an IDIS grant balance to draw and has exceeded the expenditure deadline by 60 days. During this phase, the recipient must submit a remediation plan for the field office to review. The remediation plan is due to the field office within 14 days of the grant appearing during this phase. A grant that does not have a remediation plan submitted within 14 days will appear in this phase as **Overdue**. Once a remediation plan is submitted by the recipient, the grant will move to the next phase: **Awaiting Field Office Review**.

2. Awaiting Field Office Review

Grants appear in this phase after the recipient has submitted a remediation plan to the field office for review. The field office has 90 days to review the remediation plan. If 90 days has passed without field office review, then the due date will display **Overdue**. The field

office can approve or reject a remediation plan. If a remediation plan is rejected, then the grant appears back in the **Awaiting Grantee's Required Explanation and Remediation Plan** phase and the recipient must submit a new remediation plan. If a remediation plan is approved by the field office, then the grant moves to the next phase: **Awaiting Grantee's Completion of Remediation Actions**.

3. Awaiting Grantee's Completion of Remediation Actions

Grants move to this phase after the field office has approved the recipient's remediation plan. The grant will appear in this phase until the IDIS Grant Balance is \$0.00.

4. Pending at Risk

Grants appear in this phase when they are within 90 days of reaching the expenditure deadline and for 60 days after the expenditure deadline. HUD recognizes that many recipients conduct final IDIS drawdowns after the 24-month expenditure deadline for costs that were incurred prior to the expenditure deadline. Therefore, grants will not require a remediation plan in IDIS until 60 days after the expenditure deadline. The Action column provides a way for recipients to submit a remediation plan prior to it being required.

9.1 The Remediation Plan Process

To submit a remediation plan, the recipient user will need to navigate to the grant module and to the **Review HESG Expenditure Deadline** screen.

Exhibit 42: Review HESG Expenditure Deadline screen

Review HESG Expenditure Deadline

Awaiting Grantee's Required Explanation and Remediation Plan (Expenditure Deadline has passed by more than 60 days)

	Grant Number	Year	Expenditure Deadline	Due Date (14 days period)	LOCCS Balance	Drawn	Draw Pending	Returned	Action
1	2015-06-15/2017	2015	06/15/2017	04/09/2020	\$33,526.16	\$922,245.84	\$0.00	\$0.00	Explain
2	2017-10-19/2019	2017	10/19/2019	04/09/2020	\$24,243.84	\$898,413.16	\$0.00	\$0.00	Explain

Awaiting Field Office Review

-- NONE --

Remediation in Progress (grant will be unflagged when the LOCCS balance becomes \$0)

-- NONE --

Pending At Risk (Expenditure Deadline is within 90 days in the future or 60 days in the past)

	Grant Number	Year	Expenditure Deadline	LOCCS Balance	Drawn	Draw Pending	Returned	Action
1	2018-07-20/2020	2018	07/20/2020	\$383,833.18	\$538,279.82	\$0.00	\$0.00	Submit Optional Explanation

To submit a Remediation Plan for a) a grant that is **Awaiting Grantee's Required Explanation and Remediation Plan** for the first time, b) a grant for which a field office rejected a remediation plan, or c) a grant **Pending At Risk**, follow these steps:

1. Identify the specific grant and, in the **Action** column, select **Explain**.

- On the **Remediation Plan** screen, provide a narrative in both the **Reasons for Delay** and **Remediation Actions to be taken to resolve delay** textboxes. A narrative must be provided in both text boxes in order to select **Save**. Once the recipient enters these narratives, select **Save** to submit the remediation plan.

Exhibit 43: HESG Expenditure Deadline Review

HESG Expenditure Deadline Review

Remediation Plan

Grant Number	Year	Expenditure Deadline	LOCCS Balance	Drawn	Draw Pending	Returned
2015-2016-2017	2015	06/15/2017	\$33,526.16	\$922,245.84	\$0.00	\$0.00

Reasons for Delay:

Remediation Actions to be taken to resolve delay:

|

If the recipient user does not provide a narrative and selects **Save**, the following error message will appear:

Exhibit 44: HESG Expenditure Deadline Review error message

HESG Expenditure Deadline Review

Remediation Plan

- **Grantee's reasons and plan of actions must be specified.**

- After submitting the remediation plan, the recipient will receive a message that states, "Grantee's remediation plan has been recorded. The Field Office will review the plan." The grant will now appear under the phase: **Awaiting Field Office Review** (see Exhibit 45 below).

Exhibit 47: HESG Expenditure Deadline Review

Review HESG Expenditure Deadline

Awaiting Grantee's Required Explanation and Remediation Plan (Expenditure Deadline has passed by more than 60 days)

Grant Number	Year	Expenditure Deadline	Due Date (14 days period)	LOCCS Balance	Drawn	Draw Pending	Returned	Action
1	2017	10/19/2019	04/09/2020	\$24,243.84	\$898,413.16	\$0.00	\$0.00	Explain

Awaiting Field Office Review

-- NONE --

Remediation in Progress (grant will be unflagged when the LOCCS balance becomes \$0)

Grant Number	Year	Expenditure Deadline	LOCCS Balance	Drawn	Draw Pending	Returned	Action
1	2015	06/15/2017	\$33,526.16	\$922,245.84	\$0.00	\$0.00	View

Pending At Risk (Expenditure Deadline is within 90 days in the future or 60 days in the past)

Grant Number	Year	Expenditure Deadline	LOCCS Balance	Drawn	Draw Pending	Returned	Action
1	2018	07/20/2020	\$383,833.18	\$538,279.82	\$0.00	\$0.00	Submit Optional Explanation

- After a recipient user submits the remediation plan and the field office user approves the plan, the grant will remain in the **Remediation in Progress** phase until the grant balance is zero. At any point in time, if the recipient draws all the remaining funds for a grant, the grant will be removed from the **Review HESG Expenditure Deadline** screen. If a recipient returns funds to a grant for which the expenditure deadline has passed, then the grant will appear on the **Review HESG Expenditure Deadline** screen.

10. USING ESG REPORTS

ESG recipients can use IDIS reports to track compliance with ESG regulations and manage their ESG Program more effectively. Recipients can download, print, and convert reports into Microsoft Excel spreadsheet files. Instructions on generating reports are available in the [IDIS Online Reports User Guide](#).

IDIS includes the following reports to assist ESG recipients:

1. The **List of Activities by Program Year and Project—HESG and HESG-CV—Detailed Report** (PR02) contains information linking the project goals from a recipient's Annual Action Plan, the project description, activity description, Activity Category, setup details, grant number, and funded and drawn amounts for ESG and ESG-CV activities.
2. The **ESG Financial Summary Report** (PR91) contains six sections, each of which generates separate reports:
 - a. The **ESG Financial Summary** condenses ESG commitment, draw, and other program compliance information by FFY.
 - b. The **ESG-CV Financial Summary** condenses ESG-CV commitment, draw, and other program compliance information specifically for the ESG-CV grant allocation.
 - c. **ESG Subrecipients Vouchers** provide ESG draws by subrecipient and specific voucher.
 - d. **HESG Grant Expenditure Deadline Review Dashboard** provides a dynamic overview of the flagged status of each grant in IDIS, as well as a history of flag statuses.
 - e. **HESG Grant Expenditure Deadline Review Grid Report** provides the current flag category and grant flag status for each grant in IDIS.
 - f. **HESG/HESG-CV Subrecipient Commitments and Draws by Activity Category** condenses the subrecipient funded and draw information.
3. The **ESG Financial Summary Report Suite** (PR92) contains three sections that can be downloaded as separate reports. Each report aggregates ESG financial data at the HUD field office and national levels and allows a side-by-side comparison of commitments and draws by ESG component and by recipients within the same field office geography.
4. The **ESG Risk Status Report** (PR93) consists of a series of indicators that allow ESG recipients to analyze their performance and identify potential areas of concern regarding the management of their ESG Program.

Use PR91 instead of PR01 Report for ESG

Because the PR91 report now includes subrecipient data, **ESG recipients should not rely on other more generic IDIS reports to monitor financial compliance such as the PR01 and standard PR02.** The PR01 was updated in IDIS Release 11.8 to no longer include HESG information. [IDIS Release 11.23](#) included a more specific version of the PR02 for the HESG grant path.

Recipients will be able to utilize the PR91, PR92, and PR93 for either formula allocations or ESG-CV funds. When selecting each report, MicroStrategy will provide a prompt to select either the annual ESG grants (“Formula Grants only”) or the ESG-CV grant (“CARES Grants only”); these reports cannot be run for both grant allocations simultaneously. The default option will be for the annual ESG grants (“Formula Grants only”) (see Exhibit 48).

Exhibit 48: MicroStrategy Reports Selection

	<p>3. CARES Act (Required)</p> <p>Select if you want to see Formula Grants only or CARES Grants only</p> <p>This prompt allows only one selection.</p> <p><input checked="" type="radio"/> Formula Grants only</p> <p><input type="radio"/> CARES Grants only</p>
<p>Report Message Name: <input type="text" value="PR91 - ESG Financial Summary"/></p> <p><input type="button" value="Run Document"/> <input type="button" value="Cancel"/></p>	

10.1 List of Activities by Program Year and Project—HESG and HESG-CV Detailed Report (PR02)

The PR02 was updated in [IDIS Release 11.23](#) to include a specialized version of the report for the HESG grant path in IDIS. Unlike the suite of PR91, PR92, and PR93 reports, the PR02 report can be run simultaneously for the ESG and ESG-CV activities in IDIS. Recipients can select the HESG or HESG-CV activities in the report parameters, as well as the Plan Year.

Exhibit 49 below illustrates the PR02 export selections and a table that describes the columns for each section of the report.

Exhibit 49: MicroStrategy Reports Selection for PR02—List of Activities by Program Year and Project—HESG and HESG-CV Detailed Report

Related Reports

INDEX

Summary of your selections

1. Program (Required)

Choose a Program, HESG or HESG-CV or Both.
This prompt requires between 1 and 2 selections.

Search for:

Available:

Selected:

2. Choose from all attributes in the "Prompted Grantee Hierarchy" hierarchy. (Required)

Choose from all attributes in the "Prompted Grantee Hierarchy" hierarchy.

Search for:

Available:

Selected:

3. Plan Year (Required)

Select a Plan Year
This prompt requires at least one selection.

Search for:

Available:

Selected:

4. Enter Draw Start Date

Enter Draw Start Date value (Date).

5. Enter Draw End Date

Enter Draw End Date (Date).

Report Message Name: PR02 - List of Activities by Program Year and Project - HESG and HESG-CV Detailed Report

Run Report Cancel

List of Activities by Program Year and Project—HESG and HESG-CV—Detailed Report	
Column	Description
Grantee Name	Recipient's name in IDIS.
State Code	Two-letter acronym.
Grantee DUNS	Grantee's unique numeric identifier, Data Universal Numbering System (DUNS).
Grantee EIN/TIN	Recipient's unique Employer Identification Number (EIN) assigned by the IRS. Recipient's Taxpayer Identification Number (TIN) assigned by the IRS.
Plan Year	ESG grant FFY (2011, 2012, 2013, 2014, etc.). If HESG-CV is selected, the report will only show FY2020.
Grantee/PJ Project ID	Optional field created by the recipient at the IDIS project level.

List of Activities by Program Year and Project—HESG and HESG-CV—Detailed Report	
Column	Description
IDIS Project	Numerical value automatically generated by IDIS when the project is created.
Project Title	Recipient-entered title for the project. Recipients should adhere to the required naming convention.
Goals Supported	Will include the specific goals that are checked in the Annual Action Plan for the specific project.
Project Description	Narrative field entered by recipient during project creation.
Project Description Field 2—From AAP— “Estimate the number and type of families that will benefit from the proposed activities”	Narrative field from the Annual Action Plan in which the recipient included an estimate of the number and type of families (including income level) that would benefit from the proposed use of funds.
Project Description Field 3—From AAP— “Planned Activities”	Narrative field from the Annual Action Plan in which the recipient provided a summary of the eligible activities to be funded as part of the project.
IDIS Activity ID	IDIS activity ID for the particular activity.
Activity Name	Activity name created during activity set up that should follow required naming conventions (see page 8 of this manual).
Program	Will indicate either HESG or HESG-CV based on selection.
Activity Category	Lists each ESG activity category funded by the recipient. Options are Street Outreach, Shelter, Homeless Prevention, Rapid Re-housing, Data Collection (HMIS), and Administration.
Activity Status	Indicates the activity’s status in IDIS. Options will be Open, Completed, or Canceled.
Set Up Detail— Performance Objective	Indicates the Performance Objective selected on the Edit HESG Setup Detail page. Neither the Data Collection (HMIS) nor Administration categories have a Performance Objective or Performance Outcome.
Set Up Detail— Performance Outcome	Indicates the Performance Outcome selected on the Edit HESG Setup Detail page. Neither the Data Collection (HMIS) nor Administration categories have a Performance Objective or Performance Outcome.
Activity Description	Narrative field from IDIS activity setup. Recipients must identify how the ESG-CV funds will be utilized to prevent, prepare for, and respond to coronavirus.
Funding	ESG grant award number selected for activity funding.
Admin %	Only applicable for Administration activities. Percentage of the Administration activity funded amount for the specific grant of the total ESG grant (Admin funded amount/Total Grant Amount).
Funding Amount	Amount of ESG funds committed to the specific activity from the specific grant number.
Drawn Amount During the Time Frame	During the input parameters section, the report can be run to isolate draws done during a specific time period. This will indicate the draws done between the selected dates.

List of Activities by Program Year and Project—HESG and HESG-CV—Detailed Report	
Column	Description
Drawn Amount Outside the Time Frame	During the input parameters section, the report can be run to isolate draws done during a specific time period. This will indicate the draws done outside the selected dates.
Balance	Total of ESG grant funds that have not been drawn for the activity from the specific grant.

10.2 ESG Financial Summary Report (PR91)

The *ESG Financial Summary Report* (PR91) contains six separate reports: the ESG Financial Summary, the ESG-CV Financial Summary, the ESG Subrecipients Vouchers, the HESG Grant Expenditure Deadline Review Dashboard, the HESG Grant Expenditure Deadline Review Grid Report, and the HESG/HESG-CV Subrecipient Commitments and Draws by Activity Category. The four-part PR91 provides recipients with a powerful tool to monitor subrecipient progress and draws (which generally correspond to expenditures) and overall ESG award administration.

The ESG-CV Financial Summary report contains the same information as the PR91 ESG Financial Summary report. The ESG-CV expenditure information is currently incorrect in IDIS and will be updated in a future IDIS release. The expenditure deadline for all ESG-CV grants is September 30, 2022. When it is updated, the PR91 ESG-CV Financial Summary report will also be updated.

ESG Financial Summary

The ESG Financial Summary includes the following sections:

- ESG Program-Level Summary
- ESG Program Components
- 24-Month Grant Expenditure Deadline
- 60 Percent Cap on Emergency Shelter and Street Outreach⁴

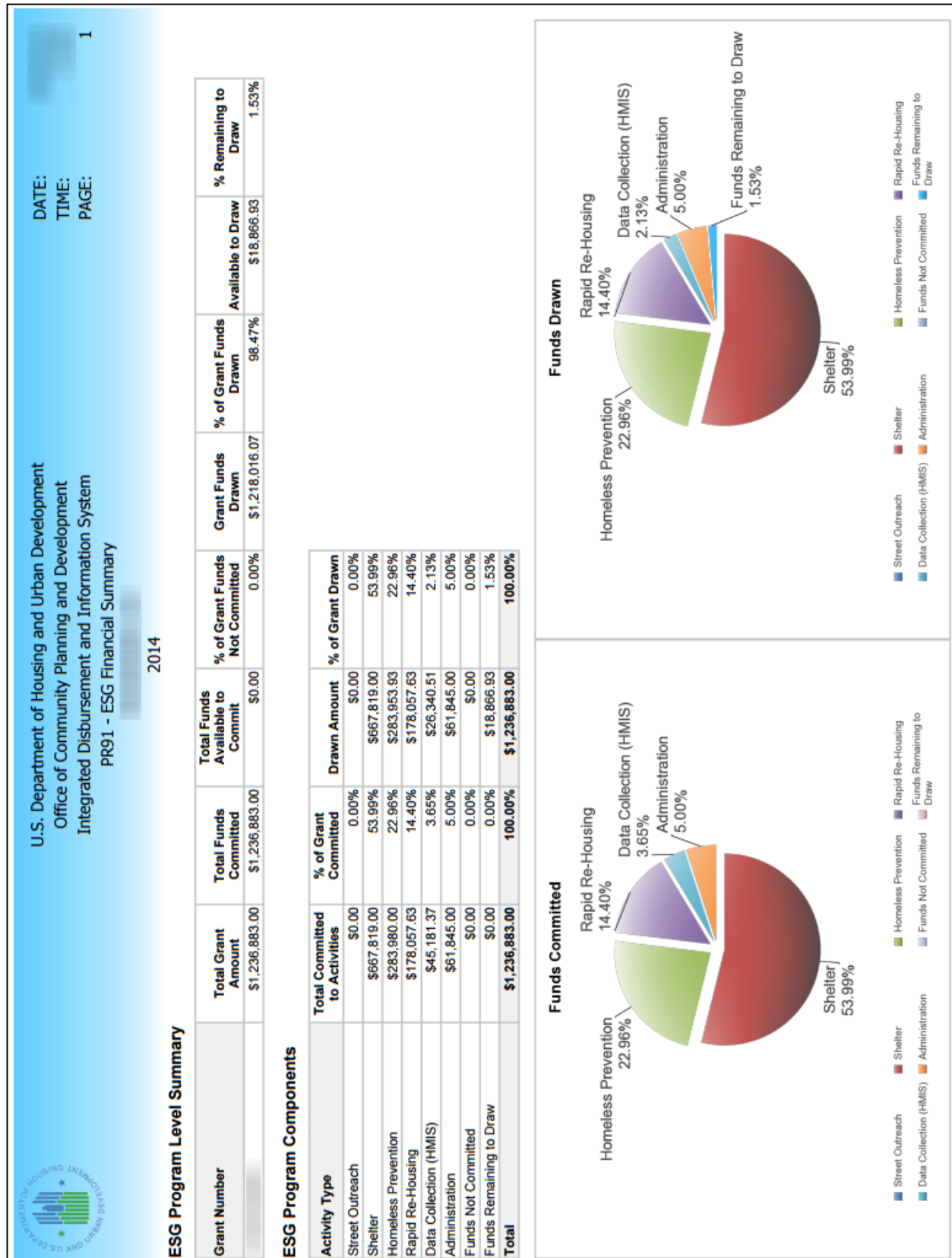
The PR91 report:


- Allows ESG recipients to analyze their ESG total grant, amount committed, and amount drawn.
- Provides a breakdown of the total grant into the ESG components by committed and drawn amounts, including a set of pie charts that illustrates the ESG components.
- Provides the expenditure cap on Street Outreach and Emergency Shelter activities.
- Captures data (e.g., drawdowns and commitments) from the previous day—the date the report is downloaded (see upper right corner of the report) **does not** include vouchers from the same day.

⁴ Notwithstanding the reference to “60 Percent Cap on Emergency Shelter and Street Outreach” in the ESG Financial Summary Report (PR91), the total amount of the recipient’s fiscal year grant that may be used for Street Outreach and Emergency Shelter activities is the greater of: (1) 60 percent of the recipient’s fiscal year grant; or (2) the amount of FFY2010 grant funds committed for homeless assistance activities.

- **Does not** include vouchers not yet submitted to LOCCS.
- Includes a two-year **Expenditure Deadline** from the date that HUD signed the recipient's grant agreement—if you identify an incorrect date, request a correction via the IDIS question pool on the [HUD Exchange Ask A Question \(AAQ\)](#).

Exhibit 50 below illustrates the PR91 report and a table that describes the columns for each section of the report. Calculations for specific fields are in parentheses.

Exhibit 50: Sections in the PR91 Report



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
PR91 - ESG Financial Summary

DATE: [REDACTED]
TIME: [REDACTED]
PAGE: 2

2014

24-Month Grant Expenditure Deadline

All of the recipient's grant must be expended for eligible activity costs within 24 months after the date HUD signs the grant agreement with the recipient. Expenditure means either an actual cash disbursement for a direct charge for a good or service or an indirect cost or the accrual of a direct charge for a good or service or an indirect cost. This report uses draws in IDIS to measure expenditures. HUD allocated Fiscal Year 2011 ESG funds in two allocations. For FY2011, this Obligation Date is the date of the first allocation. This report does not list the Obligation Date, does not calculate the Expenditure Deadline, and does not track the Days Remaining for the FY 2011 second allocation.

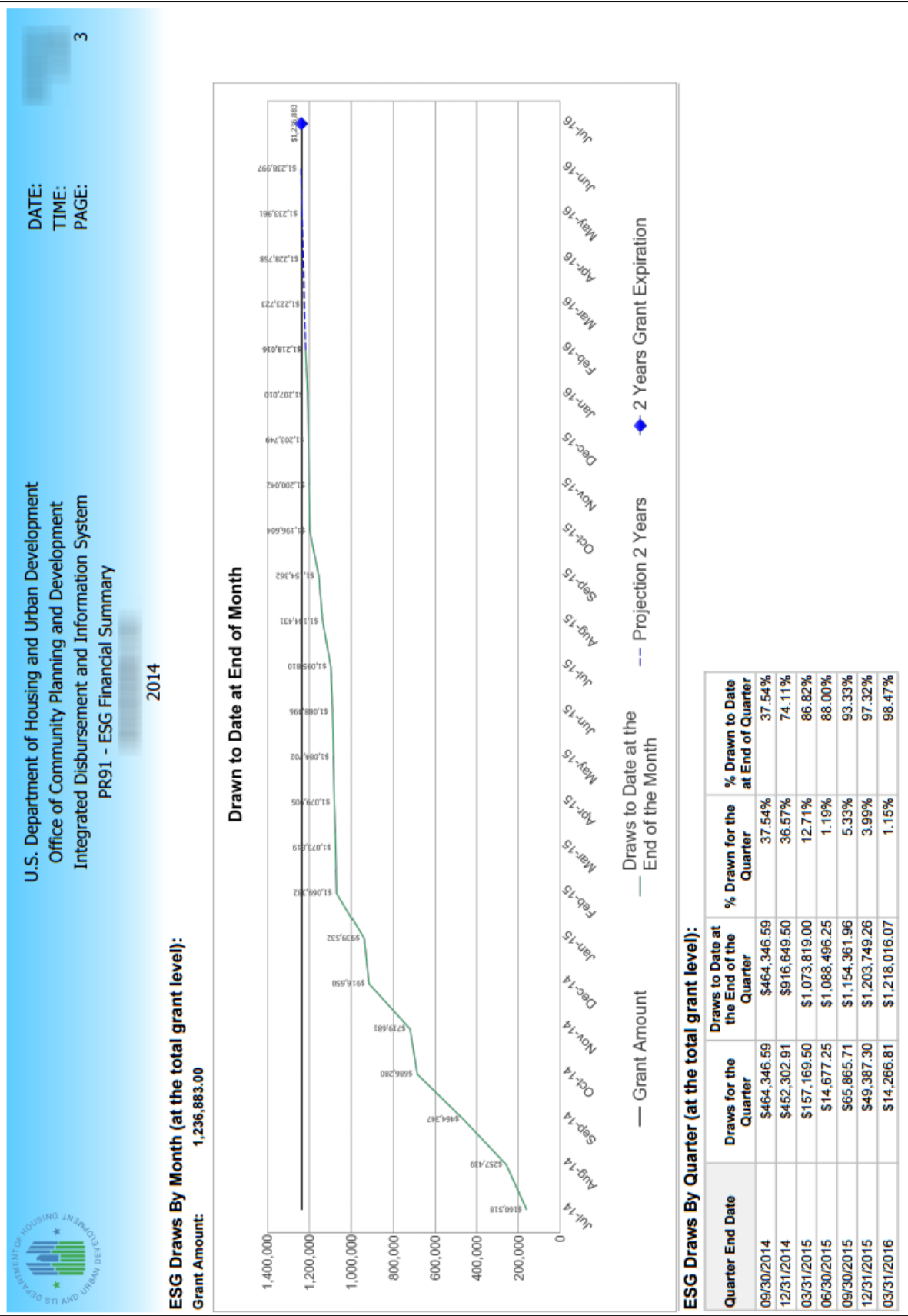
Grant Amount: \$1,236,883.00


Grant Number	Draws to Date	HUD Obligation Date	Expenditure Deadline	Days Remaining to Meet Requirement Date	Expenditures Required
	\$1,218,016.07	07/03/2014	07/03/2016	128	\$18,866.93

60% Cap on Emergency Shelter and Street Outreach

The cap refers to the total amount of the recipient's fiscal year grant, allowed for emergency shelter and street outreach activities, is capped at 60 percent. This amount cannot exceed the greater of: (1) 60% of the overall grant for the year; or, (2) the amount of Fiscal Year 2010 ESG funds committed for homeless assistance activities.

Amount Committed to Shelter	Amount Committed to Street Outreach	Total Amount Committed to Shelter and Street Outreach	% Committed to Shelter and Street Outreach	2010 Funds Committed to Homeless Assistance Activities	Total Drawn for Shelter and Street Outreach	% Drawn for Shelter and Street Outreach
\$667,819.00	\$0.00	\$667,819.00	53.99%	\$692,551.00	\$667,819.00	53.99%



		U.S. Department of Housing and Urban Development Office of Community Planning and Development Integrated Disbursement and Information System PR91 - ESG Financial Summary		DATE: TIME: PAGE: 8
ESG Subrecipients by Activity Category		2014		
Activity Type	Subrecipient			
Shelter				
Homeless Prevention				
Rapid Re-Housing				
Data Collection (HMIS)				
Administration				

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
PR91 - ESG Financial Summary

DATE:
TIME:
PAGE:

4

2014

ESG Subrecipient Commitments and Draws by Activity Category :

Subrecipient	Activity Type	Committed	Drawn
	Administration	\$61,845.00	\$61,845.00
	Total	\$61,845.00	\$61,845.00
	Total Remaining to be Drawn		\$0.00
	Percentage Remaining to be Drawn		0.00%
	Shelter	\$88,360.00	\$88,360.00
	Total	\$88,360.00	\$88,360.00
	Total Remaining to be Drawn		\$0.00
	Percentage Remaining to be Drawn		0.00%
	Shelter	\$47,096.00	\$47,096.00
	Total	\$47,096.00	\$47,096.00
	Total Remaining to be Drawn		\$0.00
	Percentage Remaining to be Drawn		0.00%
	Shelter	\$45,878.00	\$45,878.00
	Total	\$45,878.00	\$45,878.00
	Total Remaining to be Drawn		\$0.00
	Percentage Remaining to be Drawn		0.00%
	Shelter	\$17,087.00	\$17,087.00
	Total	\$17,087.00	\$17,087.00
	Total Remaining to be Drawn		\$0.00
	Percentage Remaining to be Drawn		0.00%
	Shelter	\$21,208.00	\$21,208.00
	Total	\$21,208.00	\$21,208.00
	Total Remaining to be Drawn		\$0.00
	Percentage Remaining to be Drawn		0.00%
	Shelter	\$15,803.00	\$15,803.00
	Total	\$15,803.00	\$15,803.00
	Total Remaining to be Drawn		\$0.00
	Percentage Remaining to be Drawn		0.00%
	Shelter	\$9,766.00	\$9,766.00
	Total	\$9,766.00	\$9,766.00
	Total Remaining to be Drawn		\$0.00
	Percentage Remaining to be Drawn		0.00%
	Shelter	\$4,659.00	\$4,659.00
	Total	\$4,659.00	\$4,659.00
	Total Remaining to be Drawn		\$0.00
	Percentage Remaining to be Drawn		0.00%
	Shelter	\$37,015.00	\$37,015.00
	Total	\$37,015.00	\$37,015.00
	Total Remaining to be Drawn		\$0.00
	Percentage Remaining to be Drawn		0.00%

Section 1: ESG Program-Level Summary	
Column	Description
Grant Number	ESG grant award number.
Total Grant Amount	ESG grant award amount (FFY project total).
Total Funds Committed	Aggregate amount of ESG funds committed to ESG activities (project total).
Total Funds Available to Commit	Aggregate amount of ESG grant not committed to ESG activities (Total Grant Amount – Total Funds Committed = Total Funds Available to Commit).
% of Grant Funds Not Committed	Percent of total ESG grant funds not committed to ESG activities (Total Funds Available to Commit / Total Grant Amount = % of Grant Funds Not Committed).
Grant Funds Drawn	Aggregate amount of ESG grant funds drawn against the total ESG grant.
% of Grant Funds Drawn	Percent of ESG grant funds drawn against the total ESG grant (Grant Funds Drawn / Total Grant Amount = % of Grant Funds Drawn).
Available to Draw	Total of ESG grant funds that have not been drawn (Total Grant Amount – Grant Funds Drawn = Available to Draw).
% Remaining to Draw	Percent of ESG grant funds that have not been drawn (Available to Draw / Total Grant Amount = % Remaining to Draw).

Section 2: ESG Program Components	
Column	Description
Activity Type	Lists each ESG Activity Category funded by the recipient. Options are Street Outreach, Shelter, Homeless Prevention, Rapid Re-Housing, Data Collection (HMIS), and Administration. Also lists Funds Not Committed, Funds Remaining to Draw, and Total.
Total Committed to Activities	Aggregate amount of ESG funds committed to each ESG activity type.
% of Grant Committed	Percent of the ESG total grant amount committed to each ESG activity type (Total Committed to Activities / Total Grant Amount = % of Grant Committed).
Drawn Amount	Total amount of ESG funds drawn against each ESG activity type.
% of Grant Drawn	Percent of the ESG grant funds drawn against each ESG activity type (Drawn Amount / Total Grant Amount = % of Grant Drawn).
Funds Committed (Pie Chart)	Representation of the Percentage of Grant Committed by activity type calculation.
Funds Drawn (Pie Chart)	Representation of the Percentage of Grant Drawn by activity type calculation.

Section 3: 24-Month Grant Expenditure Deadline	
Column	Description
Grant Number	ESG grant award number.
Draws to Date	Total amount of ESG grant funds drawn against activities associated with the FFY project.
HUD Obligation Date	HUD Obligation Date for the ESG grant and the beginning of the 24-month expenditure requirement (date of HUD signature).
Expenditure Deadline	24-month expenditure requirement date (24 months from the HUD Obligation Date).
Days Remaining to Meet Requirement Date	Total amount of days remaining before the expenditure deadline. (Expenditure Deadline – Date the Report is Run = Days Remaining to Meet Requirement Date).
Expenditures Required	Aggregate total amount of ESG grant funds remaining to be drawn. (Total Grant Amount – Grant Funds Drawn = Expenditures Required).

Section 4: 60% Cap on Emergency Shelter and Street Outreach	
Column	Description
Amount Committed to Shelter	Aggregate amount of grant funds committed to the Shelter activity for the FFY project.
Amount Committed to Street Outreach	Aggregate amount of grant funds committed to the Street Outreach activity for the FFY project.
Total Amount Committed to Shelter and Street Outreach	Aggregate amount of funds committed to the Shelter and Street Outreach activities for the FFY project (Amount Committed to Shelter + Amount Committed to Street Outreach = Total Amount Committed to Shelter and Street Outreach).
% Committed to Shelter and Street Outreach	Percent of ESG grant funds committed to Shelter and Street Outreach activity types for the FFY project (Total Amount Committed to Shelter and Street Outreach / Total Grant Amount = % Committed to Shelter and Street Outreach).
2010 Funds Committed to Homeless Assistance Activities	Aggregate amount of ESG funds committed to 2010 Emergency Shelter Grants program Homeless Assistance activities as reported to HUD.
Total Drawn for Shelter and Street Outreach	Aggregate amount of funds drawn against the Shelter and Street Outreach activity types for the FFY project (Shelter Drawn Amount + Street Outreach Drawn Amount = Total Drawn for Shelter and Street Outreach).
% Drawn for Shelter and Street Outreach	Percent of total ESG grant funds drawn against the Shelter and Street Outreach activity types for the FFY project (Total Drawn for Shelter and Street Outreach / Total Grant Amount = % Drawn for Shelter and Street Outreach).

Section 5: ESG Draws By Month (at the total grant level)	
Column	Description
Grant Amount (Solid black line on line graph)	Representation of the ESG grant award amount for the FFY project.
Draws to Date at End of Month (Solid green line on line graph)	Representation of the amount of the overall ESG grant drawn per month for the entire 24-month expenditure period.
Projection 2 Years (Dashed blue line on line graph)	Representation of the projected amount of the overall ESG grant drawn per month for the remaining 24-month expenditure period.
2 Years Grant Expiration (Blue diamond on line graph)	Representation of the total ESG grant award amount for the FFY project at the expiration date.

Section 6: ESG Draws By Quarter (at the total grant level)	
Column	Description
Quarter End Date	The dates each quarter ends for the 24-month expenditure period.
Draws for the Quarter	The aggregate funds drawn during the applicable quarter.
Draws to Date at the End of the Quarter	The aggregate funds drawn as of a particular Quarter End Date.
% Drawn to Date at End of Quarter	Percentage of funds drawn as of a particular Quarter End Date (Draws to Date at the End of the Quarter / Total Grant Amount = % Drawn to Date at End of Quarter).

Section 7: ESG Subrecipient Commitments and Draws by Activity Category	
Column	Description
Subrecipient	The name of the subrecipient as selected during activity funding for one or more ESG activity types.
Activity Type	The activity type(s) for which the subrecipient was selected during activity funding. Options are Street Outreach, Shelter, Homeless Prevention, Rapid Re-Housing, Data Collection (HMIS), and Administration.
Total	Total grant funds committed to each subrecipient (under the Committed column) and the total grant funds drawn by each subrecipient (under the Drawn column).
Remaining to be Drawn	Total funds that the subrecipient has not yet drawn (Total Funds Committed to Subrecipient – Total Funds Drawn by Subrecipient = Total Remaining to be Drawn).
% Remaining to be Drawn	Percentage of total funds that the subrecipient has not yet drawn (Total Remaining to be Drawn / Total Funds Committed to Subrecipient).
Committed	Total funds committed to the subrecipient for each applicable activity type.
Drawn	Total funds drawn by the subrecipient against each applicable activity type.

Section 8: ESG Subrecipient By Activity Category	
Column	Description
Activity Type	Activity type(s) for which the subrecipient was selected during activity funding. Options are Street Outreach, Shelter, Homeless Prevention, Rapid Re-Housing, Data Collection (HMIS), and Administration.
Subrecipient	Name of the subrecipient as selected during activity funding for one or more ESG activity types.

ESG Subrecipients Vouchers

The *ESG Subrecipients Vouchers* (PR91) include a single section for recipients to analyze ESG draws by subrecipient and specific voucher. Use this report to reconcile IDIS to internal financial management systems with the following considerations:

- All IDIS reports capture data (e.g., drawdowns) from the previous day—the date you download the report (see upper right corner of the report) will not include vouchers from the same day.
- The PR91 **does not** include vouchers not yet submitted to LOCCS.
- When exporting this report as an Excel file, use the formatting option **Excel with plain text** for flexibility in formatting the report.

Exhibit 51 below illustrates the PR91 ESG Subrecipients Vouchers report and a table that describes the columns of this report.

Exhibit 51: Sections in the PR91 ESG Subrecipients Vouchers Report

U.S. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
PR91 - ESG Subrecipients Vouchers
PR91 - ESG Subrecipients Vouchers

Subrecipient	Activity Type	IDIS Activity ID	Activity Name	Voucher Number	Voucher Line Item	Paid Date	Drawn Amount
	Administration	3787	ESG16 Administration	5984810	20	11/19/2016	\$1,426.17
				5993090	9	12/17/2016	\$1,543.02
				6001077	11	1/14/2017	\$1,522.50
	Shelter	3783	ESG16 Shelter	5962019	13	9/10/2016	\$18,260.62
				5975660	15	10/22/2016	\$5,552.99
				5990715	14	12/10/2016	\$4,241.00
				6001077	12	1/14/2017	\$2,127.60
	Rapid Re-Housing	3784	ESG16 Rapid Re-Housing	5962019	14	9/10/2016	\$23,350.53
				5975660	16	10/22/2016	\$9,743.95
				5990715	15	12/10/2016	\$5,941.93
				6001077	13	1/14/2017	\$384.27
	Shelter	3783	ESG16 Shelter	5975660	15	10/22/2016	\$4,787.34
	Homeless Prevention	3785	ESG16 Homeless Prevention	5995627	10	12/24/2016	\$7,769.98
				5964463	12	9/17/2016	\$19,439.79
				5964463	11	9/17/2016	\$369.00
	Shelter	3783	ESG16 Shelter	5975660	15	10/22/2016	\$6,692.00
				6003288	9	1/21/2017	\$13,173.09
	Data Collection (HMIS)	3786	ESG16 Data Collection (HMIS)	6005846	4	1/28/2017	\$4,000.00
				5964463	13	9/17/2016	\$5,753.53
				6005846	5	1/28/2017	\$2,651.09
	Shelter	3783	ESG16 Shelter	5962019	13	9/10/2016	\$8,111.98
				5964463	11	9/17/2016	\$10,685.62
				5975660	15	10/22/2016	\$6,311.14
				6005846	4	1/28/2017	\$18,177.67
				5960341	1	9/3/2016	\$3,538.21
	Shelter	3783	ESG16 Shelter	5962019	13	9/10/2016	\$133.53
				5980616	7	11/5/2016	\$2,897.90
				6003288	9	1/21/2017	\$1,594.34
Total							\$190,180.79

Section 1: ESG Subrecipients Vouchers	
Column	Description
Subrecipient	Name of the subrecipient that is selected during activity funding.
Activity Type	Activity type(s) for which the subrecipient was selected during activity funding. Options are Street Outreach, Shelter, Homeless Prevention, Rapid Re-Housing, Data Collection (HMIS), and Administration.
IDIS Activity ID	IDIS activity ID for that particular activity.
Activity Name	Activity name created during activity setup that should follow required naming conventions (see page 8 of this manual).
Voucher Number	Voucher number for that particular subrecipient and activity.
Voucher Line Item	Budget line item for that particular subrecipient and activity. Each budget line item represents a draw for a separate activity.
Paid Date	Date that the voucher shows as “Completed” in IDIS.
Drawn Amount	Amount drawn on the voucher for that particular subrecipient and activity.

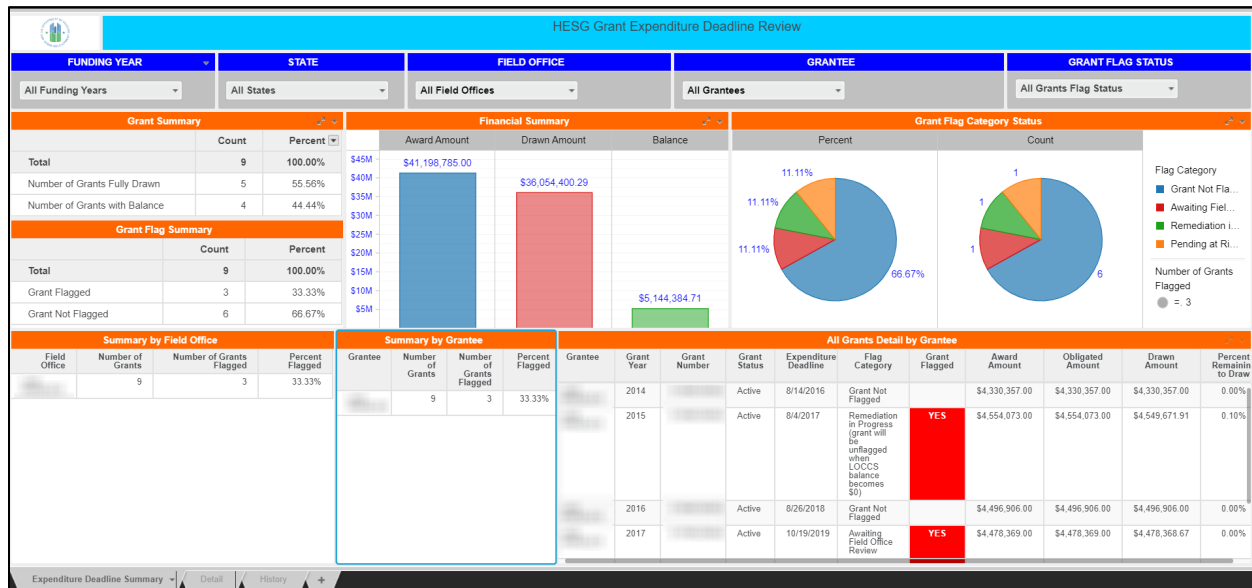
HESG Grant Expenditure Deadline Review

The *HESG Grant Expenditure Deadline Review* report (PR91) is a dynamic report that provides recipients with the ability to track grants flagged in IDIS for having funds remaining past the 24-month expenditure deadline. The three tabs included in this report are:

- The **Expenditure Deadline Summary** tab lists each of the recipient’s ESG grants and summarizes:
 - The overall financial status by grant.
 - The status of each grant (i.e., flagged versus not flagged).
 - The number of flagged grants among the total number of grants.
- The **Detail** tab provides recipients with a graphical view of flagged statuses in IDIS.
- The **History** tab provides recipients with a historical record that includes an indicator “Grant Previously Flagged.” As with all IDIS reports, the information on these reports represents data from the previous day in IDIS. However, the History tab will continue to identify a grant that was previously flagged, even if the grant has been fully drawn or remediated.

While this report functions best being run in MicroStrategy, when exporting this report as an Excel file, use the formatting option **Excel with plain text** for flexibility in formatting the report.

Exhibit 52 below illustrates the first tab of the PR91 HESG Grant Expenditure Deadline Review report.

Exhibit 52: Expenditure Deadline Summary Tab

Expenditure Deadline Summary	
Column	Description
Funding Year filter	ESG grant FFY (2011, 2012, 2013, 2014, etc.). If you selected CARES grants, the report will only show FY2020.
State filter	Two-letter acronym.
Field Office filter	Local HUD office as listed in IDIS.
Grantee filter	Recipient's name in IDIS
Grant Flag Status filter	Indicates a specific phase of the remediation process.
Grant Summary	
Total Count	Number of grants included with current filters selected. HUD HQ users can run this report for the entire country and HUD field office users can run this report for their respective field offices. Recipients will only be able to access their respective grants.
Total Percent	Percent of the ESG grants included with current filters selected, which will be 100 percent.
Number of Grants Fully Drawn	Number of grants that have a \$0.00 balance to draw.
Number of Grants with Balance	Number of grants that have any remaining balance to draw.
Grant Flag Summary	
Total Count	Number of grants included with current filters selected. HUD HQ users can run this report for the entire country and HUD field office users can run this report for their respective field offices. Recipients will only be able to access their respective grants.

Expenditure Deadline Summary	
Column	Description
Total Percent	Percent of the ESG grants included with current filters selected, which will be 100 percent.
Grant Flagged Count	Number of grants flagged for all statuses.
Grant Flagged Percent	Percent of the ESG grant flagged against the total number of grants (Number of ESG grants flagged / Total Number of Grants = % of Grants Flagged).
Financial Summary	
Award Amount	ESG grant award amount (FFY project total)
Drawn Amount	Aggregate amount of ESG grant funds drawn against the total ESG grant.
Balance	Total of ESG grant funds that have not been drawn (Total Grant Amount – Grant Funds Drawn = Available to Draw).
Grant Flag Category Status	
Percent	Percent of the ESG grant flagged against total number of grants (Number of ESG grants flagged / Total Number of Grants = % of Grants Flagged).
Count	Number of grants included with current filters selected. HUD HQ users can run this report for the entire country and HUD field office users can run this report for their respective field offices. Recipients will only be able to access their respective grants.
Summary by Field Office	
Field Office	Local HUD office as listed in IDIS.
Number of Grants	Total number of grants in specific Field Office geography.
Number of Grants Flagged	Number of grants flagged for all statuses in specific Field Office geography.
Percent Flagged	Percent of the ESG grant flagged against the total number of grants in specific Field Office (Number of ESG grants flagged / Total Number of Grants in Field Office = % of Grants Flagged).
Summary by Grantee	
Grantee	Recipient's name in IDIS
Number of Grants	Total number of grants for each recipient.
Number of Grants Flagged	Number of grants flagged for all statuses for each recipient.
Percent Flagged	Percent of the ESG grant flagged against the total number of grants for specific grantee (Number of ESG grants flagged / Total Number of Grants for each recipient = % of Grants Flagged).
All Grants Detail by Grantee	
Grantee	Recipient's name in IDIS
Grant Year	ESG grant FFY (2011, 2012, 2013, 2014, etc.). If selected CARES grants, the report will only show FY2020.
Grant Number	ESG grant award number.

Using IDIS for the Emergency Solutions Grants Program

Expenditure Deadline Summary	
Column	Description
Grant Status	Individual status of each grant in IDIS. Can be either Active or Inactive. A grant is inactive if IDIS has not received all required grant information, or if there is a mismatch between the LOCCS balance and the Authorized Amount for the grant.
Expenditure Deadline	24-month expenditure requirement date (24 months from the HUD Obligation Date).
Flag Category	Indicates the specific phase a grant is in the remediation process. For grants that are not in the remediation process the grant is listed as “Grant Not Flagged.”
Grant Flagged	Indicates whether a grant is currently flagged for any status (Grant Flagged) or if a grant is not flagged for any status (Grant Not Flagged)
Award Amount	ESG grant award amount (FFY project total)
Obligated Amount	Aggregate amount of ESG funds committed to ESG activities (project total).
Drawn Amount	Aggregate amount of ESG grant funds drawn against the total ESG grant.
Percent Remaining to Draw	Percent of ESG grant funds that have not been drawn (Available to Draw / Total Grant Amount = % Remaining to Draw).

Exhibit 53: Detail Tab

FUNDING YEAR		STATE		FIELD OFFICE		GRANTEE		GRANT FLAG STATUS		FLAG CATEGORY	
All Funding Years		All States		All Field Offices		All Grantees		All Grants Flag Status		All Flags Categories	
<div><div>Grantee</div><div><div>1</div><div>1</div><div>1</div><div>0</div><div>0</div><div>0</div></div></div> <div><div>Funding Year</div><div><div>2011</div><div>2012</div><div>2013</div><div>2014</div><div>2015</div><div>2016</div><div>2017</div><div>2018</div></div></div> <div><div>Flag Category</div><div><div>Grant Not Flagged</div><div>Awaiting Field Office Review</div><div>Remediation in Progress (grant will be unflagg...</div><div>Pending at Risk (Expenditure Deadline is withi...</div><div>Grant Not Available</div></div></div>											
Detail											
Field Office	Grantee	State	Funding Year	Grant Number	Grant Status	Flag Category	Grants Flag Status	Award Amount	Obligated Amount	Drawn Amount	Balance
LOS ANGELES		California	2011		Active	Grant Not Flagged		\$4,902,709.00	\$3,137,734.00	\$4,902,709.00	\$0.00
LOS ANGELES		California	2012		Active	Grant Not Flagged		\$5,592,274.00	\$5,592,274.00	\$5,592,274.00	\$0.00
LOS ANGELES		California	2013		Active	Grant Not Flagged		\$3,842,980.00	\$3,842,980.00	\$3,842,980.00	\$0.00
LOS ANGELES		California	2014		Active	Grant Not Flagged		\$4,330,357.00	\$4,330,357.00	\$4,330,357.00	\$0.00
LOS ANGELES		California	2015		Active	Remediation in Progress (grant will be unflagged when LOCCS balance becomes \$0)	YES	\$4,554,073.00	\$4,554,073.00	\$4,549,671.91	\$4,401.09
LOS ANGELES		California	2016		Active	Grant Not Flagged		\$4,496,906.00	\$4,496,906.00	\$4,496,906.00	\$0.00
LOS ANGELES		California	2017		Active	Awaiting Field Office Review	YES	\$4,478,369.00	\$4,478,369.00	\$4,478,368.67	\$0.33
LOS ANGELES		California	2018		Active	Pending at Risk (Expenditure Deadline is within 90 days in the future or 60 days in the past)	YES	\$4,448,633.00	\$4,448,633.00	\$3,160,323.77	\$1,288,309.23

Expenditure Deadline Summary

Detail

History

+

Detail	
Column	Description
Funding Year Filter	ESG grant FFY (2011, 2012, 2013, 2014, etc.). If selected CARES grants, the report will only show FY2020.
State Filter	Full name of state geography.
Field Office Filter	Local HUD office as listed in IDIS.
Grantee Filter	Recipient's name in IDIS. Recipients will only be able to access their Grantee Name in the filter. Field Offices will be able to select a singular grantee or multiple grantees in the filter.
Grant Flag Status Filter	Indicates if the grant is flagged, not flagged, or all grant flag statuses.
Flag Category Filter	Indicates the specific phase a grant is in the remediation process. For grants that are not in the remediation process the grant is listed as "Grant Not Flagged."
Grantee Summary Table	
Funding Year	ESG grant FFY (2011, 2012, 2013, 2014, etc.). If selected CARES grants, the report will only show FY2020. The table shows a blue box for each specific year where a grant is not flagged, a red box for each specific year where the grant is awaiting Field Office review, and a gray box to indicate a specific year where a recipient did not receive a grant allocation directly from HUD.
Detail	
Field Office	Local HUD office as listed in IDIS.
Grantee	Recipient's name in IDIS.
State	Full name of state geography.
Funding Year	ESG grant FFY (2011, 2012, 2013, 2014, etc.). If selected CARES grants, the report will only show FY2020.
Grant Number	ESG grant award number.
Grant Status	Individual status of each grant in IDIS. Can be either Active or Inactive. A grant is inactive if IDIS has not received all required grant information, or if there is a mismatch between the LOCCS balance and the Authorized Amount for the grant.
Flag Category	Indicates the specific phase a grant is in the remediation process. For grants that are not in the remediation process the grant is listed as "Grant Not Flagged."
Grant Flag Status	Indicates whether a grant is currently flagged for any status (Grant Flagged) or if a grant is not flagged for any status (Grant Not Flagged).
Award Amount	ESG grant award amount (FFY project total).
Obligated Amount	Aggregate amount of ESG funds committed to ESG activities (project total).
Drawn Amount	Aggregate amount of ESG grant funds drawn against the total ESG grant.
Balance	Total of ESG grant funds that have not been drawn (Total Grant Amount – Grant Funds Drawn = Available to Draw).

Exhibit 54: History Tab

History	
Column	Description
State Filter	Full name of state geography.
Field Office Filter	Local HUD office as listed in IDIS.
Grantee Filter	Recipient's name in IDIS.
Grantee Flag Status Filter	Indicates if the grant has never been flagged, currently flagged, or if a grantee did not receive a specific grant.
Current Grant Flag Category Filter	Indicates the specific phase a grant is in the remediation process. For grants that are not in the remediation process the grant is listed as "Grant Not Flagged."
Grantee Summary Table	
History Grants by Grantee	The table will show a blue box for each specific year where a grant is not flagged, a red box for each specific year where a grant is currently flagged, a green box for each specific year where a grant was previously flagged, and a gray box to indicate a specific year where a recipient did not receive a grant allocation directly from HUD.
Summary by Grantee	
Total	Indicates the total number of grantees selected with current filters.
Total Count	Number of grantees included with current filters selected. HUD HQ users can run this report for the entire country and HUD field office users can run this report for their respective field offices. Recipients will only be able to access their respective grants.
Total Percent	Percent of the ESG grantee's with flagged grants (<i>Number of ESG grants flagged / Total Number of Grants for each recipient = % of Grants Flagged</i>).
Summary by Grant	
Total	Indicates the total number of grantees selected with current filters.

Using IDIS for the Emergency Solutions Grants Program

History	
Column	Description
Grant Not Flagged	Provides the specific count and the percentage to the total number of grants for the sum of grants currently not flagged.
Awaiting Field Office Review	Provides the specific count and the percentage to the total number of grants for the sum of grants currently under review by the Field Office.
Details	
Field Office	Local HUD office as listed in IDIS.
Grantee	Recipient's name in IDIS.
Funding Year	ESG grant FFY (2011, 2012, 2013, 2014, etc.). If selected CARES grants, the report will only show FY2020.
Grant Number	ESG grant award number.
Grant Status	Individual status of each grant in IDIS. Can be either Active or Inactive. A grant is inactive if IDIS has not received all required grant information, or if there is a mismatch between the LOCCS balance and the Authorized Amount for the grant.
Grant Flag Status	Indicates whether a grant is currently flagged for any status (Grant Flagged) or if a grant is not flagged for any status (Grant Not Flagged)
Award Amount	ESG grant award amount (FFY project total).
Obligated Amount	Aggregate amount of ESG funds committed to ESG activities (<i>project total</i>).
Drawn Amount	Aggregate amount of ESG grant funds drawn against the total ESG grant.
Balance	Total of ESG grant funds that have not been drawn (<i>Total Grant Amount – Grant Funds Drawn = Available to Draw</i>).

HESG Grant Expenditure Deadline Review Grid Report

The *HESG Grant Expenditure Deadline Review Grid Report* (PR91) is a simplified version of the *HESG Grant Expenditure Deadline Review Report* to track flagged grants in IDIS. Recipients can use this report in MicroStrategy or export to Excel.

Exhibit 55: HESG Grant Expenditure Deadline Review Grid Report

Field Office	Grantee	State	Funding Year	Grant Number	Grant Status	Expenditure Deadline	Flag Category	Grant Flag Status	Obligated Amount	Award Amount	Drawn Amount	Balance
SAN FRANCISCO		California	2019		Active	10/23/2021	Grant Not Flagged		\$12,222,551.00	\$12,222,551.00	\$55,618.00	\$12,166,933.00
SAN FRANCISCO		California	2018		Active	2/13/2021	Grant Not Flagged		\$11,776,926.00	\$11,776,926.00	\$4,940,809.14	\$6,836,116.86
SAN FRANCISCO		California	2017		Active	10/19/2019	Awaiting Field Office Review	YES	\$12,006,375.00	\$12,006,375.00	\$9,845,305.00	\$2,161,070.00
SAN FRANCISCO		California	2016		Active	7/22/2018	Grant Not Flagged		\$11,827,536.00	\$11,827,536.00	\$11,827,536.00	\$0.00
SAN FRANCISCO		California	2015		Active	7/27/2017	Awaiting Field Office Review	YES	\$11,651,365.00	\$11,651,365.00	\$11,651,364.03	\$0.97
SAN FRANCISCO		California	2014		Active	8/5/2016	Grant Not Flagged		\$10,627,068.00	\$10,624,662.00	\$10,624,662.00	\$0.00
SAN FRANCISCO		California	2013		Active	9/19/2015	Awaiting Field Office Review	YES	\$8,956,662.00	\$8,956,662.00	\$8,951,378.00	\$5,284.00
SAN FRANCISCO		California	2012		Active	7/19/2014	Grant Not Flagged		\$12,315,080.00	\$12,315,080.00	\$12,315,080.00	\$0.00
SAN FRANCISCO		California	2011		Active	7/17/2014	Grant Not Flagged		\$6,990,617.00	\$10,415,156.00	\$10,415,156.00	\$0.00

HESG Grant Expenditure Deadline Review Grid Report	
Column	Description
Field Office	Local HUD office as listed in IDIS.
Grantee	Recipient's name in IDIS.
State	Full name of state geography.

HESG Grant Expenditure Deadline Review Grid Report	
Column	Description
Funding Year	ESG grant FFY (2011, 2012, 2013, 2014, etc.). If selected CARES grants, the report will only show FY2020.
Grant Number	ESG grant award number.
Grant Status	Individual status of each grant in IDIS. Can be either Active or Inactive. A grant is inactive if IDIS has not received all required grant information, or if there is a mismatch between the LOCCS balance and the Authorized Amount for the grant.
Expenditure Deadline	24-month expenditure requirement date (24 months from the HUD Obligation Date).
Flag Category	Indicates the specific phase a grant is in the remediation process. For grants that are not in the remediation process the grant is listed as “Grant Not Flagged.”
Grant Flag Status	Indicates whether a grant is currently flagged for any status (Grant Flagged) or if a grant is not flagged for any status (Grant Not Flagged).
Obligated Amount	Aggregate amount of ESG funds committed to ESG activities (project total).
Award Amount	ESG grant award amount (FFY project total).
Drawn Amount	Aggregate amount of ESG grant funds drawn against the total ESG grant.
Balance	Total of ESG grant funds that have not been drawn (Total Grant Amount – Grant Funds Drawn = Available to Draw).

HESG / HESG-CV Subrecipient Commitments and Draws by Activity Category

The *HESG/HESG-CV Subrecipient Commitments and Draws by Activity Category* (PR91) isolates the ESG Subrecipient Commitments and Draws by Activity Category section of the PR91 Financial Summary report. Recipients can use this report in MicroStrategy or export to Excel. This report can be run as a combined report for multiple years, as well as for both ESG and ESG-CV grants.

Exhibit 56: HESG/ESG-CV Subrecipient Commitments and Draws by Activity Category Report

CARES Act	Grantee	State Code	Grant Year	Grant Number	Subrecipient	Activity Type	Committed	Drawn
CARES Act Grants only		NM	2020			Street Outreach	\$1,672,040.00	\$0.00
CARES Act Grants only		NM	2020			Shelter	\$4,802,196.00	\$0.00
CARES Act Grants only		NM	2020			Rapid Re-Housing	\$500,000.00	\$0.00
CARES Act Grants only		NM	2020			Data Collection (HMIS)	\$249,226.00	\$0.00
CARES Act Grants only		NM	2020			Administration	\$800,000.00	\$0.00
CARES Act Grants only		NM	2020			Total	\$8,023,462.00	\$0.00
CARES Act Grants only		NM	2020			Total Remaining to be Drawn		\$8,023,462.00
Formula and Competitive Grants only		NM	2019			Percentage Remaining to be Drawn		100.00%
Formula and Competitive Grants only		NM	2019			Administration	\$25,492.00	\$17,280.40
Formula and Competitive Grants only		NM	2019			Total	\$25,492.00	\$17,280.40
Formula and Competitive Grants only		NM	2019			Total Remaining to be Drawn		\$8,211.60
Formula and Competitive Grants only		NM	2019			Percentage Remaining to be Drawn		32.21%
Formula and Competitive Grants only		NM	2019			Data Collection (HMIS)	\$35,577.00	\$35,577.00
Formula and Competitive Grants only		NM	2019			Total	\$35,577.00	\$35,577.00
Formula and Competitive Grants only		NM	2019			Total Remaining to be Drawn		\$0.00
Formula and Competitive Grants only		NM	2019			Percentage Remaining to be Drawn		0.00%

HESG/HESG-CV Subrecipient Commitments and Draws by Activity Category	
Column	Description
CARES Act	Indicates if the specific line is for the annual ESG or ESG-CV (CARES Act grants only).
Grantee	Recipient's name in IDIS.
State Code	Two-letter acronym of the state name.
Grant Year	ESG grant FFY (2011, 2012, 2013, 2014, etc.). If ESG-CV is selected, the report will only show FY 2020.

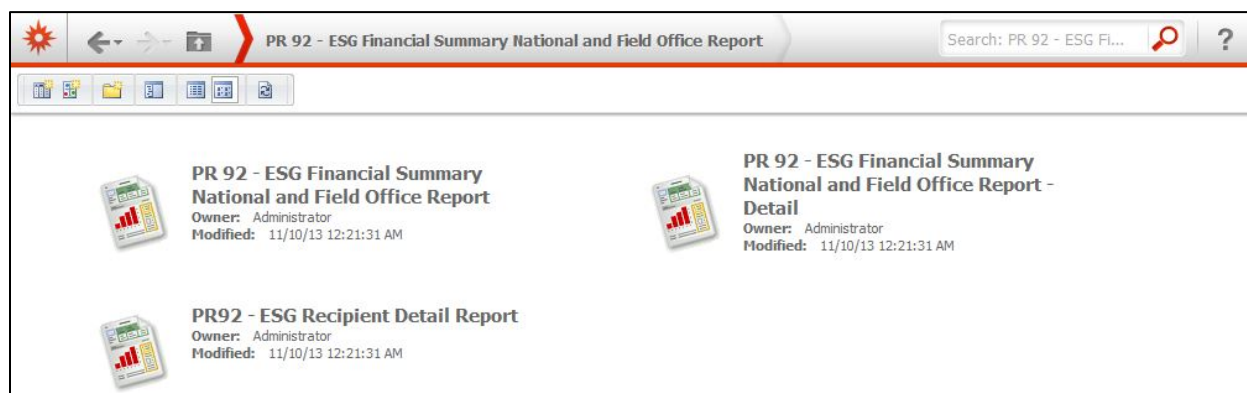
HESG/HESG-CV Subrecipient Commitments and Draws by Activity Category	
Column	Description
Grant Number	ESG grant award number.
Subrecipient	The name of the subrecipient as selected during activity funding for one or more ESG activity types.
Activity Type	The activity type(s) for which the subrecipient was selected during activity funding. Options are Street Outreach, Shelter, Homeless Prevention, Rapid Re-Housing, Data Collection (HMIS), and Administration.
Total	Total grant funds committed to each subrecipient (under the Committed column) and the total grant funds drawn by each subrecipient (under the Drawn column).
Total Remaining to be Drawn	Total funds that the subrecipient has not yet drawn (Total Funds Committed to Subrecipient – Total Funds Drawn by Subrecipient = Total Remaining to be Drawn).
Percentage Remaining to be Drawn	Percentage of total funds that the subrecipient has not yet drawn (Total Remaining to be Drawn / Total Funds Committed to Subrecipient).
Committed	Total funds committed to the subrecipient for each applicable activity type.
Drawn	Total funds drawn by the subrecipient against each applicable activity type.

10.3 ESG Financial Summary Report Suite (PR92)

The **ESG Financial Summary Report Suite (PR92)** consists of three reports that aggregate recipient-level information from the PR91 to national- and HUD field office-level data on ESG activity funding and draws. The three PR92 reports listed below have minor variances between them and are explained in the sections that follow.

- ESG Financial Summary National and Field Office Report
- ESG Financial Summary National and Field Office Report—Detail
- ESG Recipient Detail Report

Exhibit 57: PR92 Report Suite in MicroStrategy



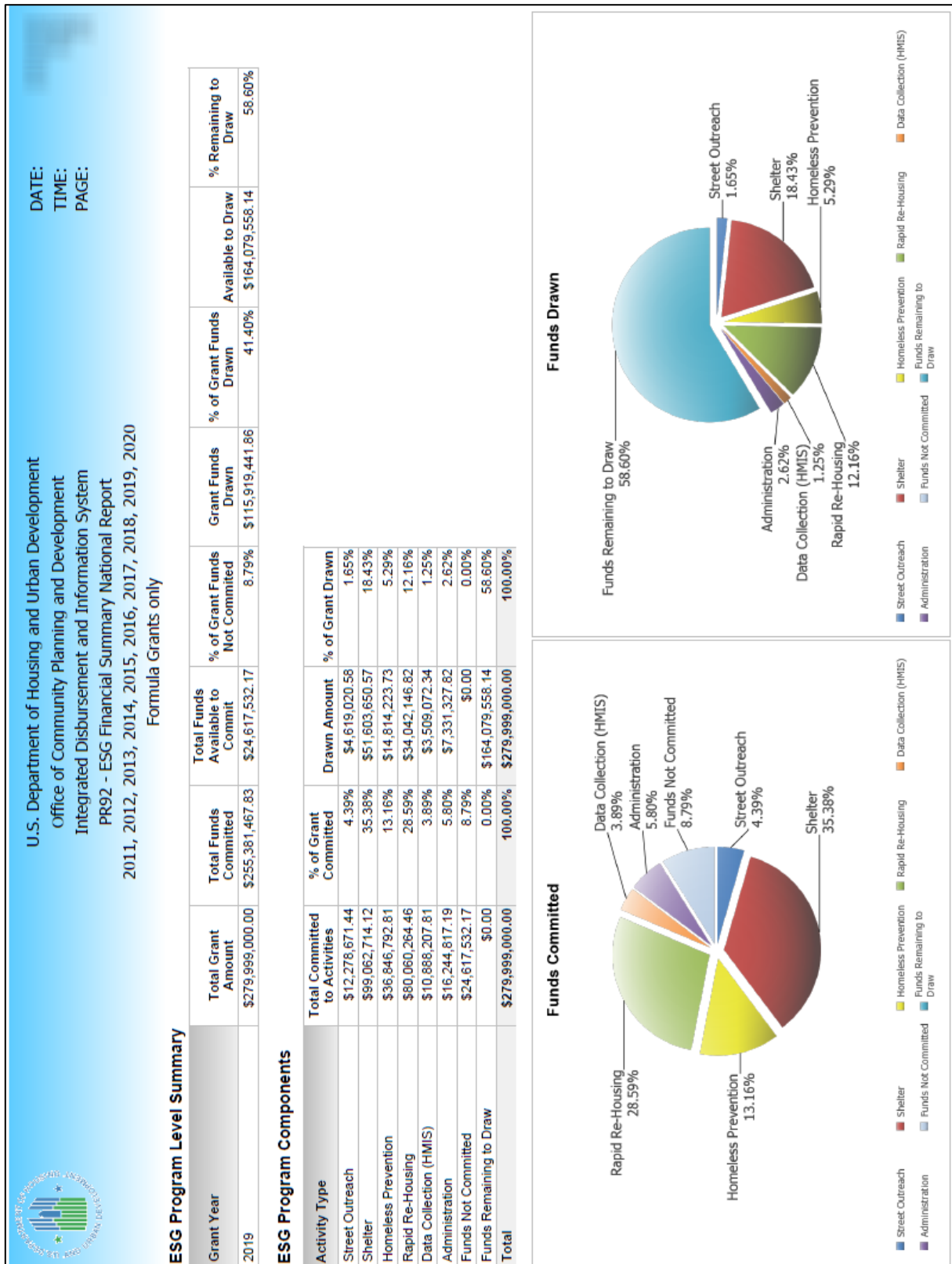
PR92- ESG Financial Summary National and Field Office Report

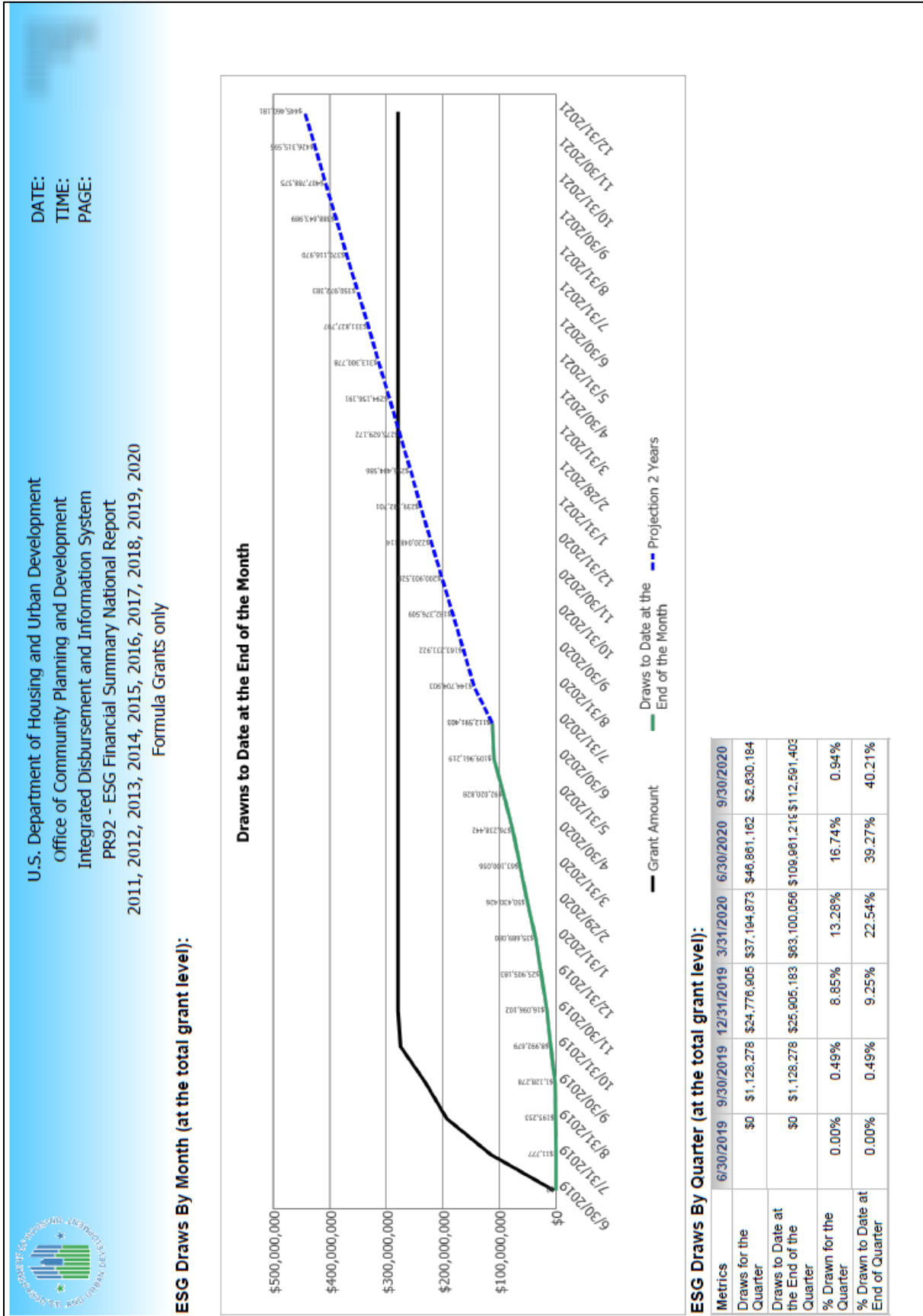
The *ESG Financial Summary National and Field Office Report* presents ESG financial data at either the national or HUD field office level. If filtered at the national level, the report aggregates the data from all recipients to show the total funds committed and drawn nationwide. For example, the report filtered by “Nation” can show the total amount of ESG funds unspent for a particular FFY or the total FFY funds all ESG recipients spent on a particular activity type, such as Rapid Re-Housing. If filtered at the HUD field office level, the report aggregates the data from all recipients falling under a particular field office’s geography to show the total funds committed and drawn by recipients in that geographic area. The report allows ESG recipients to analyze their ESG Program’s data compared to other recipients falling under their HUD local field office or all HUD ESG recipients nationwide.

The report includes the following sections:

- ESG Program-Level Summary
- ESG Program Components
- ESG Draws by Month (at the total grant level)
- ESG Draws by Quarter (at the total grant level)
- ESG Recipient and Subrecipient Aggregated Data
 - ESG State Recipients & Subrecipients
 - ESG Metropolitan Cities, Urban Counties and Territories Recipients & Subrecipients

Exhibit 58 illustrates the PR92 report and a table that describes the columns for each section of the report. The aggregate calculations for specific fields are in parentheses.

Exhibit 58: Sections in the PR92 Report





U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
PR92 - ESG Financial Summary National Report
2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020
Formula Grants only

DATE:
TIME:
PAGE:

ESG Recipient and Subrecipient Aggregated Data

ESG State Recipients & Subrecipients Recipients: 50 Subrecipients: 1,165

ESG Component	Total Committed	% Committed	Total Drawn	% Drawn
Street Outreach	\$4,822,384	3.56%	\$2,049,283.01	1.51%
Shelter	\$43,330,165	31.94%	\$24,076,423.71	17.75%
Homeless Prevention	\$16,924,766	12.48%	\$7,605,837.35	5.61%
Rapid Re-Housing	\$48,820,696	35.99%	\$21,438,554.04	15.80%
Data Collection (HMIS)	\$5,863,149	4.17%	\$2,281,133.23	1.88%
Administration	\$7,733,127	5.70%	\$3,730,047.83	2.75%
Amount Not Committed	\$8,355,545	6.16%		0.00%
Amount Not Drawn		0.00%	\$74,468,551.83	54.90%

ESG Metropolitan City, Urban County and Territory Recipients and Subrecipients

Recipients: 344 Subrecipients: 2,353

ESG Component	Total Committed	% Committed	Total Drawn	% Drawn
Street Outreach	\$7,456,288	5.50%	\$2,569,737.57	1.90%
Shelter	\$55,732,549	41.13%	\$27,527,226.86	20.32%
Homeless Prevention	\$19,922,027	14.70%	\$7,208,386.38	5.32%
Rapid Re-Housing	\$31,239,569	23.05%	\$12,603,592.78	9.30%
Data Collection (HMIS)	\$5,225,059	3.86%	\$1,227,939.11	0.91%
Administration	\$8,511,691	6.28%	\$3,601,279.99	2.66%
Amount Not Committed	\$7,413,947	5.47%		0.00%
Amount Not Drawn		0.00%	\$80,762,966.31	59.60%

Section 1: ESG Program-Level Summary	
Column	Description
Grant Year	ESG grant FFY (2011, 2012, 2013, 2014, etc.). Only grants with the same FFY are included in the same report.
Total Grant Amount	Aggregate of recipients' ESG grant award amounts at the national or HUD field office level.
Total Funds Committed	Aggregate amount of funds recipients committed to ESG activities at the national or HUD field office level.
Total Funds Available to Commit	Aggregate amount of funds not committed to ESG activities at the national or HUD field office level (Total Grant Amount – Total Funds Committed = Total Funds Available to Commit).
% of Grant Funds Not Committed	Percent of total funds not committed to ESG activities aggregated at the national or HUD field office level (Total Funds Available to Commit / Total Grant Amount = % of Grant Funds Not Committed).
Grant Funds Drawn	Aggregate amount of ESG funds drawn against the total of ESG grant amounts at the national or HUD field office level.
% of Grant Funds Drawn	Percent of ESG funds drawn against the total ESG grant amounts aggregated at the national or HUD field office level. (Grant Funds Drawn / Total Grant Amount = % of Grant Funds Drawn).
Available to Draw	Aggregate total of ESG grant funds available to draw at the national or HUD field office level (Total ESG Grant – Grant Funds Drawn = Available to Draw).
% Remaining to Draw	Percent of ESG grant funds available to draw aggregated at the national or HUD field office level. (Available to Draw / Total Grant Amount = Percentage Remaining to Draw).

Section 2: ESG Program Components	
Column	Description
Activity Type	Lists each ESG Activity Category funded: Street Outreach, Shelter, Homeless Prevention, Rapid Re-Housing, Data Collection (HMIS), and Administration.
Total Committed to Activities	Aggregate amount of ESG funds committed to each ESG component at the national or HUD field office level.
% of Grant Committed	Percent of the ESG total grant amounts committed to each ESG component aggregated at the national or HUD field office level (Total Committed to Activities / Total Grant Amount = % of Grant Committed).
Drawn Amount	Total amount of ESG funds drawn against each ESG component aggregated at the national or HUD field office level.
% of Grant Drawn	Percent of the ESG grant funds drawn against each ESG component aggregated at the national or HUD field office level (Drawn Amount / Total Grant Amount = % of Grant Drawn).

Section 2: ESG Program Components	
Column	Description
Funds Committed (Pie Chart)	Representation of the % of grant committed calculation aggregated at the national or HUD field office level.
Funds Drawn (Pie Chart)	Representation of the % of grant drawn calculation aggregated at the national or HUD field office level.

Section 3: ESG Draws By Month (at the total grant level)	
Column	Description
Grant Amount (Solid black line on line graph)	Representation of the ESG grant award amount aggregated at the national or HUD field office level.
Draws to Date at the End of the Month (Solid green line on line graph)	Representation of the amount of the overall ESG grant drawn per month for the entire 24-month expenditure period aggregated at the national or HUD field office level.
Projection 2 Years (Dashed blue line on line graph)	Representation of the projected amount of the overall ESG grant drawn per month for the remaining 24-month expenditure period aggregated at the national or HUD field office level.

Section 4: ESG Draws By Quarter (at the total grant level)	
Column	Description
Quarter End Date	Dates each quarter ends for the 24-month expenditure period.
Draws for the Quarter	Aggregate funds drawn during the particular quarter at the national or HUD field office level.
Draws to Date at the End of the Quarter	Aggregate funds drawn as of a particular quarter end date at the national or HUD field office level.
% Drawn for the Quarter	Percentage of funds drawn for the quarter aggregated at the national or HUD field office level. (Draws for the Quarter / Total Grant Amount = % Drawn for the Quarter)
% Drawn to Date at the End of the Quarter	Percentage of funds drawn as of a particular quarter end date aggregated at the national or HUD field office level. (Draws to Date at the End of the Quarter / Total Grant Amount = % Drawn to Date at the End of the Quarter)

Section 5: ESG Recipient and Subrecipient Aggregated Data	
ESG State Recipients and Subrecipients	
Column	Description
Number of Recipients & Subrecipients	Identifies the total number of state recipients and subrecipients for the particular FFY.
ESG Component	Lists each ESG component: Street Outreach, Shelter, Homeless Prevention, Rapid Re-Housing, Data Collection (HMIS), and Administration.
Amount Not Committed	Indicates the total funds not committed by State recipients and subrecipients at the national or HUD field office level.
Amount Not Drawn	Indicates the total funds not drawn by ESG State recipients and subrecipients at the national or HUD field office level.
Total Committed	Aggregate amount of ESG funds State recipients and subrecipients committed to each ESG component at the national or HUD field office level.
% Committed	Percent of the ESG total grant amount that State recipients and subrecipients committed to each ESG component aggregated at the national or HUD field office level. (Total Committed / Total Grant Amount = % Committed)
Total Drawn	Total amount of ESG funds drawn by State recipients and subrecipients for each ESG component aggregated at the national or HUD field office level.
% Drawn	Percent of the ESG grant funds drawn by State recipients and subrecipients for each ESG component aggregated at the national or HUD field office level. (Total Drawn / Total Grant Amount = % Drawn)
ESG Metropolitan City, Urban County, and Territory Recipients & Subrecipients	
Column	Description
Number of Recipients & Subrecipients	Identifies the total number of metropolitan cities, urban counties, and territory recipients and subrecipients for the particular FFY.
ESG Component	Lists each ESG component: Street Outreach, Shelter, Homeless Prevention, Rapid Re-Housing, Data Collection (HMIS), and Administration.
Amount Not Committed	Indicates the total funds not committed by metropolitan city, urban county, and territory recipients and subrecipients at the national or HUD field office level.
Amount Not Drawn	Indicates the total funds not drawn by metropolitan city, urban county, and territory recipients and subrecipients at the national or HUD field office level.
Total Committed	Aggregate amount of ESG funds that metropolitan city, urban county, and territory recipients and subrecipients committed to each ESG component at the national or HUD field office level.
% Committed	Percent of the ESG total grant amount that metropolitan city, urban county, and territory recipients and subrecipients committed to each ESG component aggregated at the national or HUD field office level. (Total Committed / Total Grant Amount = % of Grant Committed)
Total Drawn	Total amount of ESG funds drawn by metropolitan city, urban county, and territory recipients and subrecipients for each ESG component aggregated at the national or HUD field office level.
% Drawn	Percent of the ESG grant funds drawn by metropolitan city, urban county, and territory recipients and subrecipients for each ESG component aggregated at the national or HUD field office level. (Total Drawn / Total Grant Amount = % of Grant Drawn)

PR92- ESG Financial Summary National and Field Office Report—Detail

This component of the **ESG Financial Summary Report Suite** can be filtered by **National** or **Field Office** and by the FFY. When run at the field office level, the report is identical to the **PR92- ESG Financial Summary National and Field Office Report**. When filtered for national-level data, however, this detailed version of the report lists all HUD field office-level data separately within the same report. While data for only one HUD field office can be seen at a time, the **ESG Financial Summary National and Field Office Report—Detail** allows users to toggle between reports for different HUD field offices by clicking the list of field offices (see Exhibit 59 below).

The report includes the following sections:

- ESG Program-Level Summary
- ESG Program Components
- ESG Draws by Month (at the total grant level)
- ESG Draws by Quarter (at the total grant level)
- ESG Recipient and Subrecipient Aggregate Data
 - ESG State Recipients & Subrecipients
 - ESG Metropolitan City, Urban County, and Territory Recipients & Subrecipients

Exhibit 59: Sections in the PR92 Report

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
PR92 - ESG Financial Summary National Report - Detail

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TIME: _____
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2012

ESG Program Level Summary

Grant Year	Total Grant Amount	Total Funds Committed	Total Funds Available to Commit	% of Grant Funds Not Committed	Grant Funds Drawn	% of Grant Funds Drawn	Available to Draw	% Remaining to Draw
2012	\$13,552,661.00	\$13,460,423.77	\$92,137.23	0.68%	\$10,225,873.34	75.45%	\$3,326,687.66	24.55%

ESG Program Components

Activity Type	Total Committed to Activities	% of Grant Committed	Drawn Amount	% of Grant Drawn
Street Outreach	\$62,493.12	0.46%	\$49,604.06	0.37%
Shelter	\$7,165,090.66	52.87%	\$5,286,143.27	39.08%
Homeless Prevention	\$2,643,743.99	19.51%	\$2,136,390.88	15.76%
Rapid Re-Housing	\$2,305,016.16	17.01%	\$1,565,219.07	11.55%
Data Collection (HMIS)	\$282,556.80	2.08%	\$252,556.80	1.86%
Administration	\$1,003,022.84	7.40%	\$893,452.46	6.59%
Funds Not Committed	\$92,137.23	0.68%	\$0.00	0.00%
Funds Remaining to Draw	\$0.00	0.00%	\$3,326,687.66	24.55%
Total	\$13,554,061.00	12.50%	\$13,520,054.00	12.47%

Funds Committed

Funds Drawn

Bookmarks

- ALBUQUERQUE
- ANCHORAGE
- ATLANTA
- BALTIMORE
- BIRMINGHAM
- BOSTON
- BUFFALO
- CARIBBEAN
- CHICAGO**
- COLUMBIA
- COLUMBUS
- DENVER
- DETROIT
- FT WORTH
- GREENSBORO
- HARTFORD
- HONOLULU
- HOUSTON
- INDIANAPOLIS
- JACKSON
- JACKSONVILLE
- KANSAS CITY
- KNOXVILLE

Section 1: ESG Program-Level Summary	
Column	Description
Grant Year	ESG grant FFY (2011, 2012, 2013, 2014, 2015, etc.).
Total Grant Amount	ESG grant award amount aggregated at the national or HUD field office level.
Total Funds Committed	Aggregate amount of ESG funds committed to ESG activities aggregated at the national or HUD field office level.
Total Funds Available to Commit	Aggregate amount of ESG grant not committed to ESG activities at the national or HUD field office level (Total Grant Amount – Total Funds Committed = Total Funds Available to Commit).
Percentage of Grant Funds Not Committed	Percent of ESG total grant amount not committed to ESG activities aggregated at the national or HUD field office level (Total Funds Available to Commit / Total Grant Amount = Percentage of Grant Funds Not Committed).
Grant Funds Drawn	Aggregate amount of ESG funds drawn against the total ESG grant at the national or HUD field office level.
Percentage of Grant Funds Drawn	Percent of ESG grant funds drawn against the total ESG grant aggregated at the national or HUD field office level (Grant Funds Drawn / Total Grant Amount = Percentage of Grant Funds Drawn).
Available to Draw	Aggregate total of ESG grant funds available to draw at the national or HUD field office level (Total ESG Grant – Grant Funds Drawn = Available to Draw).
Percentage Remaining to Draw	Percent of ESG grant funds available to draw aggregated at the national or HUD field office level (Available to Draw / Total Grant Amount = Percentage Remaining to Draw).

Section 2: ESG Program Components	
Column	Description
Activity Type	Lists each ESG component funded: Street Outreach, Shelter, Homeless Prevention, Rapid Re-Housing, Data Collection (HMIS), and Administration.
Total Committed to Activities	Aggregate amount of ESG funds committed to each ESG component at the national or HUD field office level.
Percentage of Grant Committed	Percent of the ESG total grant amount committed to each ESG component aggregated at the national or HUD field office level (Total Committed to Activities / Total Grant Amount = Percentage of Grant Committed).
Drawn Amount	Total amount of ESG funds drawn against each ESG component aggregated at the national or HUD field office level.
Percentage of Grant Drawn	Percent of the ESG grant funds drawn against each ESG component aggregated at the national or HUD field office level (Drawn Amount / Total Grant Amount = Percentage of Grant Drawn).
Percentage of Grant Committed (Pie Chart)	Representation of the percentage of grant committed calculation aggregated at the national or HUD field office level.
Percentage of Grant Drawn (Pie Chart)	Representation of the percentage of grant drawn calculation aggregated at the national or HUD field office level.

Section 3: ESG Draws By Month (At the Total Grant Level)	
Column	Description
Grant Amount	ESG grant award amount aggregated at the national or HUD field office level.
Drawn to Date at the End of the Month (Line Graph)	Representation of the amount of the overall ESG grant drawn per month for the entire 24-month expenditure timeframe aggregated at the national or HUD field office level.

Section 4: ESG Draws By Quarter (At the Total Grant Level)	
Column	Description
Quarter End Date	Dates each quarter ends for the 24-month expenditure period.
Draws for the Quarter	Aggregate funds drawn for the current quarter at the national or HUD field office level.
Draws to Date at the End of the Quarter	Aggregate funds drawn from the beginning of the grant through the current quarter at the national or HUD field office level.
Percentage Drawn for the Quarter	Percentage of funds drawn for the quarter aggregated at the national or HUD field office level (Total Amount Drawn for the Current Quarter / Total Grant Amount = Percent Drawn for the Quarter).
Percentage Drawn to Date at the End of the Quarter	Percentage of funds drawn from the beginning of the grant through the current quarter aggregated at the national or HUD field office level (Total Amount Drawn Through the Current Quarter / Total Grant Amount = Percent Drawn to Date at the End of the Quarter).

Section 5: ESG Recipient and Subrecipient Aggregate Data	
ESG State Recipients & Subrecipients	
Column	Description
ESG Component	Lists each ESG component: Street Outreach, Shelter, Homeless Prevention, Rapid Re-Housing, Data Collection (HMIS), and Administration.
Total Committed	Aggregate amount of ESG funds committed to each ESG component at the national or HUD field office level for State Recipients and Subrecipients.
Percentage Committed	Percent of the ESG total grant amount committed to each ESG component aggregated at the national or HUD field office level for State Recipients and Subrecipients (Total Committed to Activities / Total Grant Amount = Percentage of Grant Committed).
Total Drawn	Total amount of ESG funds drawn against each ESG component aggregated at the national or HUD field office level for State Recipients and Subrecipients.
Percentage Drawn	Percent of the ESG grant funds drawn against each ESG component aggregated at the national or HUD field office level for State Recipients and Subrecipients (Drawn Amount / Total Grant Amount = Percentage of Grant Drawn).


ESG Metropolitan City, Urban County, and Territory Recipients & Subrecipients	
Column	Description
ESG Component	Lists each ESG Component: Street Outreach, Shelter, Homeless Prevention, Rapid Re-Housing, Data Collection (HMIS), and Administration.
Total Committed	Aggregate amount of ESG funds committed to each ESG component at the national or HUD field office level for Metropolitan, Urban, and Territory Recipients and Subrecipients.
Percentage Committed	Percent of the ESG total grant amount committed to each ESG component aggregated at the national or HUD field office level for Metropolitan, Urban, and Territory Recipients and Subrecipients. (Total Committed to Activities / Total Grant Amount = Percentage of Grant Committed)
Total Drawn	Total amount of ESG funds drawn against each ESG component aggregated at the national or HUD field office level for Metropolitan, Urban, and Territory Recipients and Subrecipients.
Percentage Drawn	Percent of the ESG grant funds drawn against each ESG component aggregated at the national or HUD field office level for Metropolitan, Urban, and Territory Recipients and Subrecipients (Drawn Amount / Total Grant Amount = Percentage of Grant Drawn).

PR92- ESG Recipient Detail Report

This component of the **ESG Financial Summary Report Suite** can be filtered by **National** or **Field Office** and by the **FFY**. The report organizes ESG recipient commitment and draw data alphabetically by HUD field office. This allows a side-by-side comparison of commitments and draws by ESG components and recipients within the same field office geography.

Exhibit 60 illustrates the **ESG Recipient Detail Report** and a table that describes the columns contained within the report. The aggregate calculations for specific fields are in parenthesis.

Exhibit 60: Sections in the PR92 Report

 <div> U.S. Department of Housing and Urban Development Office of Community Planning and Development Integrated Disbursement and Information System PR92 - ESG Recipient Detail National Report </div> <div> DATE: TIME: PAGE: </div>					
2012					
ESG Recipient	ESG Component	Total Committed	% Committed	Total Drawn	% Drawn
	Total Grant Amount:	\$1,821,348.00			
	Street Outreach	\$0.00	0.00%	\$0.00	0.00%
	Shelter	\$86,466.00	26.64%	\$64,732.47	19.86%
	Homeless Prevention	\$105,000.00	32.35%	\$98,369.16	30.31%
	Rapid Re-Housing	\$58,889.00	18.14%	\$51,538.32	15.88%
	Data Collection (HMIS)	\$0.00	0.00%	\$0.00	0.00%
	Administration	\$24,341.18	7.50%	\$807.82	0.25%
	Totals:	\$274,696.18	84.64%	\$215,447.77	66.38%
	Amount Not Committed	\$49,852.82	15.36%		
	Amount Not Drawn			\$109,101.23	33.62%
	Total Grant Amount:	\$324,549.00			
	Street Outreach	\$5,970.00	0.55%	\$1,717.00	0.16%
	Shelter	\$634,180.00	58.20%	\$495,624.30	45.48%
	Homeless Prevention	\$228,348.00	20.77%	\$148,570.75	13.63%
	Rapid Re-Housing	\$82,774.00	7.60%	\$21,721.82	1.99%
	Data Collection (HMIS)	\$65,666.00	6.03%	\$6,151.00	0.56%
	Administration	\$74,730.00	6.86%	\$1,583.00	0.15%
	Totals:	\$1,089,668.00	100.00%	\$675,367.87	61.98%
	Amount Not Committed	\$2.00	0.00%		
	Amount Not Drawn			\$414,302.13	38.02%
	Total Grant Amount:	\$1,089,670.00			
2012					
ESG Recipient	ESG Component	Total Committed	% Committed	Total Drawn	% Drawn
	Street Outreach	\$35,626.00	1.35%	\$22,612.15	0.86%
	Shelter	\$1,516,861.90	57.60%	\$1,253,162.58	47.59%
	Homeless Prevention	\$438,763.40	16.66%	\$147,029.14	5.58%
	Rapid Re-Housing	\$389,867.85	15.18%	\$215,703.46	8.19%
	Data Collection (HMIS)	\$44,861.05	1.70%	\$35,318.66	1.34%
	Administration	\$197,465.00	7.50%	\$179,204.94	6.81%
	Totals:	\$2,633,275.00	100.00%	\$1,853,030.93	70.37%
	Amount Not Committed	\$0.00	0.00%		
	Amount Not Drawn			\$780,244.07	29.63%
	Total Grant Amount:	\$2,633,275.00			
	Street Outreach	\$99,369.00	19.06%	\$99,364.31	19.08%
	Shelter	\$213,501.00	40.94%	\$213,501.00	40.94%
	Homeless Prevention	\$53,305.00	10.22%	\$53,305.00	10.22%
	Rapid Re-Housing	\$112,276.00	21.53%	\$31,845.07	6.11%
	Data Collection (HMIS)	\$3,900.00	0.75%	\$500.00	0.10%
	Administration	\$39,109.00	7.50%	\$38,108.00	7.50%
	Totals:	\$521,460.00	100.00%	\$437,624.38	83.92%
	Amount Not Committed	\$0.00	0.00%		

Section 1: ESG Program-Level Summary	
Column	Description
ESG Recipient	Lists the ESG recipient(s) organized alphabetically by HUD field office.
ESG Component	Lists each ESG component: Street Outreach, Shelter, Homeless Prevention, Rapid Re-Housing, Data Collection (HMIS), and Administration.
Amount Not Committed	Indicates the total funds not committed by each recipient.
Amount Not Drawn	Indicates the total funds not drawn by each recipient.
Total Grant Amount	Indicates each recipient's total grant amount for the FFY.
Total Committed	Aggregate amount of ESG funds committed by each recipient.
% Committed	Percent of ESG total grant amount committed by each recipient (Total Committed / Total Grant Amount = % Committed).
Total Drawn	Aggregate amount of ESG funds drawn by each recipient for the FFY grant.
% Drawn	Percent of ESG grant funds drawn against the total FFY grant amount (Total Drawn / Total Grant Amount = % Funds Drawn).

10.4 ESG Risk Status Report (PR93)

The **ESG Risk Status Report (PR93)** consists of a series of indicators that allow ESG recipients to analyze the progress of their performance and identify potential areas of concern regarding the management of their ESG Program.

The indicators listed below do not necessarily flag regulatory violations. Rather, they signal the potential for future noncompliance, giving recipients the ability to mitigate performance problems before they escalate to findings of noncompliance. HUD can use this report to identify areas that might warrant closer inspection during monitoring.

The report includes the following fields:

- State
- ESG Recipient
- Grant Number
- Indicators A–H*
- Grant Amount
- Total Committed
- % Committed
- Total Drawn
- % Drawn

*The indicators are defined below.

When using this report, consider the following:

- The ESG regulations require at least quarterly drawdowns.


- The obligation date in IDIS is the date HUD signs the executed Grant Agreement, which could vary from year to year.
- The ESG Rule requires that all funds be expended within 2 years or 24 months of the obligation date.

If you identify an incorrect date, request a correction via the IDIS question pool on the [HUD Exchange Ask A Question \(AAQ\)](#).

Exhibit 61: PR93 Performance Indicators

Indicators	
A	No draws in last 90 days (quarterly draws are a regulatory requirement).
B	More than 120 days between obligation date and activity set up and funding (180 days: statutory requirement for non-state recipients) ⁵ .
C	Less than 100% committed.
D	Less than 50% Drawn at 365 days from obligation date (1 year).
E	Less than 80% drawn at 548 days from obligation date (1½ years).
F	Less than 100% drawn at 730 days from obligation date (funds must be fully expended within 2 years or 24 months: regulatory requirement).
G	More than 730 days from obligation date and not all activities complete (2 years).
H	Administration “AD” subfund is not 100% drawn and has activity status of complete.

⁵ Notwithstanding the reference to “More than 120 days between obligation date and activity set up and funding (180 days: statutory requirement for non-state recipients)” in the **ESG Risk Status Report** (PR-93), there are no statutory requirements for obligation or activity setup for either states or non-state recipients.



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
PR93 - ESG Risk Status Field Office Report
2015

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Field Office: [REDACTED], 2015

State	ESG Recipient	Grant Number	Indicators								Grant Amount	Total Committed	% Committed	Total Drawn	% Drawn
			A	B	C	D	E	F	G	H					
[REDACTED]	[REDACTED]	[REDACTED]				X	X	X	X		\$4,215,254.00	\$4,215,254.00	100.00%	\$1,372,104.00	32.55%
[REDACTED]	[REDACTED]	[REDACTED]				X	X	X	X		\$136,706.00	\$136,706.00	100.00%	\$0.00	0.00%
[REDACTED]	[REDACTED]	[REDACTED]				X	X	X	X		\$188,457.00	\$183,457.00	97.35%	\$53,483.89	28.38%
[REDACTED]	[REDACTED]	[REDACTED]						X	X		\$272,801.00	\$272,801.00	100.00%	\$155,509.89	57.00%
[REDACTED]	[REDACTED]	[REDACTED]				X	X	X	X		\$611,614.00	\$573,681.00	93.80%	\$13,796.92	2.26%
[REDACTED]	[REDACTED]	[REDACTED]		X			X	X	X		\$412,285.00	\$412,285.00	100.00%	\$4,472.20	1.08%
[REDACTED]	[REDACTED]	[REDACTED]				X	X	X	X		\$149,475.00	\$0.00	0.00%	\$0.00	0.00%
[REDACTED]	[REDACTED]	[REDACTED]					X	X	X		\$454,466.00	\$454,466.00	100.00%	\$218,003.95	47.97%
[REDACTED]	[REDACTED]	[REDACTED]					X	X	X		\$151,819.00	\$151,819.00	100.00%	\$13,217.08	8.71%
[REDACTED]	[REDACTED]	[REDACTED]					X	X	X		\$185,265.00	\$185,265.00	100.00%	\$6,302.46	3.40%

Indicators:

A: No draws in last 90 days (quarterly draws are a regulatory requirement)

B: More than 120 days between obligation date and activity set up and funding (180 days: statutory requirement for non-state recipients)

C: Less than 100% committed

D: Less than 50% Drawn at 365 days from obligation date (1 year)

E: Less than 80% Drawn at 548 days from obligation date (1 1/2 years)

F: Less than 100% drawn at 730 days from obligation date (2 years or 24 months: regulatory requirement)

G: More than 730 days from obligation date and not all activities complete (2 years)

H: Administration "AD" subfund is not 100% drawn and has activity status of "complete"

11. INTEGRATION OF IDIS PROJECT AND ACTIVITY SETUP AND THE eCONPLANNING SUITE

HUD released the eCon Planning Suite in May 2012, which provides Consolidated Plan jurisdictions a collection of online tools in IDIS for electronic submission of Consolidated Plans, Annual Action Plans, and CAPERs. The integration of these key reporting elements in IDIS helps ensure cohesiveness between the goals described in the Consolidated Plan and Annual Action Plan and the outcomes reported in the CAPER. Section 11 of this guide highlights the eCon Planning Suite screens specific to ESG that interface with IDIS project and activity screens.

By providing detailed financial and beneficiary information, the CAPER explains how a jurisdiction is carrying out its housing and community development strategies, projects, and activities. Near the end of a program year, ESG recipients should retrieve HMIS and financial data to provide information for the ESG CAPER screens in IDIS.

Beginning in October 2017, ESG recipients must submit their accomplishment data into Sage. This means that recipients will no longer need to use ESG-CAPER Annual Reporting Tool (eCart). Instead, project reports (comma-separated value [CSV] downloads) generated by HMIS or comparable databases that were previously uploaded into eCart can be uploaded directly into Sage. The information in Sage replaces all data previously collected on screen CR-65.

ESG recipients should submit their ESG CAPER data as follows, whether submitting an FY2016 or future year CAPER:

- **CR-60:** Recipients complete in the eCon Planning Suite (no changes)
- **CR-65:** Recipients leave blank (now reporting this data in Sage)
- **CR-70:** Recipients complete in the eCon Planning Suite (no changes)
- **CR-75:** Recipients complete in the eCon Planning Suite (no changes)
- **CR-00:** Recipients upload the Sage report as an attachment (PDF).

11.1 ESG Project Setup Correlates with Screen AP-35

On screen AP-35, recipients must provide a concise summary of the eligible programs or activities that will take place during the program year to address the priority needs and specific objectives identified in the Strategic Plan. In the Annual Action Plan template, each eligible program/activity is called a project.

As explained in Section 3, recipients must set up one project, which is associated with a specific annual ESG funding allocation and a specific ESG recipient. IDIS only allows recipients to set up one ESG project per FFY. Therefore, jurisdictions that receive ESG should use one project to describe all ESG funding and activities for the FFY in their Annual Action Plan. IDIS will display an error if the jurisdiction adds a second project with ESG funding for the same FFY.

Screen AP-35 enables recipients to add an existing project already created in IDIS or to create a new project by first clicking **Add a Project** on screen AP-35, then following the same steps explained in Section 3 from the **Search Projects** screen. When creating a new project via screen

AP-35, or adding an existing project, additional fields will display related to Annual Action Plan requirements:

- Expected Resources
- Annual Goals Supported
- Priority Needs Addressed
- Target Date for Completion
- Estimate the number and type of families that will benefit from the proposed activities
- Location Description
- Target Areas Included
- Planned Activities
- Goal Outcome Indicators

Exhibit 62: Adding or Creating an ESG Project via Screen AP-35

Project

Search Projects

Search Criteria

Program Year:

All ▼

Program:

▼

Project Title:

IDIS Project ID:

Grantee/PJ Project ID:

Search

Reset

Return to AP-35 Projects

Create a New Project

11.2 Grantee/PJ Tab Correlates with Screens CR-60, AD-50, AD-55

On ESG CAPER screen CR-60 (under Grantee and ESG Contact Information), IDIS automatically populates the grantee and program contact information from the **Grantee/PJ** tab in IDIS. Consolidated Plan and Annual Action Plan Administration Screens AD-50 and AD-55 also correlate with the Grantee/PJ tab.

As of IDIS Release 11.11, recipient users with Administration privileges in IDIS can edit the Grantee Chief Elected Official and Grantee Program contacts information. Prior to this release, recipient users were required to submit changes to their local HUD field offices. Recipients should ensure that contact information for their ESG Program is up to date.

Exhibit 63: Grantee and ESG Contact Information on CAPER Screen CR-60

Consolidated Annual Performance Evaluation Report

CR-60 - ESG 91.520(g) - ESG Recipients only

ESG Supplement to the 2015 CAPER

Close

1. Grantee and ESG Contact Information Click on the Grantee/PJ tab on the top IDIS navigation to see the contact information.

Exhibit 64: AD-50 Verify Grantee/PJ Information in IDIS Screen

Grantee/PJ

AD-50 Verify Grantee/PJ Information in IDIS

Submit changes to HUD FO

Cancel

Grantee Information

Lead Agency:

Please review all information below and submit updates to the HUD FO Acceptor.

Year: 1

1994

Start Date:

01/01/1994

End Date:

12/31/1994

*Address: 1

*City:

*State/Territory:

*Zip Code:

Submit changes to HUD FO

Cancel

Exhibit 65: AD-55 Verify Grantee/PJ Program Contacts Screen

Grantee/PJ	
AD-55 Verify Grantee/PJ Program Contacts	
<div>Close</div>	
<div>Primary Contact</div> <div> <div>First Name:</div> <div>Middle Initial:</div> <div>Last Name:</div> <div>Title:</div> <div>Email:</div> <div>Address:</div> <div>City:</div> <div>State:</div> <div>Zip Code:</div> <div>Telephone:</div> </div> <div>Email Required</div> <div>Update New Change to Another</div>	
<div>ESG Contacts</div> <div> <div>First contact</div> <div>First Name:</div> <div>Middle Initial:</div> <div>Last Name:</div> <div>Title:</div> <div>Email:</div> <div>Address:</div> <div>City:</div> <div>State:</div> <div>Zip Code:</div> <div>Telephone:</div> </div> <div>New Select Existing</div> <div> <div>Second contact</div> <div>First Name:</div> <div>Middle Initial:</div> <div>Last Name:</div> <div>Title:</div> <div>Email:</div> <div>Address:</div> <div>City:</div> <div>State:</div> <div>Zip Code:</div> <div>Telephone:</div> </div> <div>New Select Existing</div>	

11.3 ESG Activity Setup Correlates with CAPER Screen CR-60

On ESG CAPER Screen CR-60, ESG recipients must identify and provide information for each of its subrecipients that were awarded funds during the reporting period. ESG recipients select their subrecipients from a list of organizations generated by IDIS. A subrecipient displays in the selection list if that entity exists on any funded ESG activity dating back to the 2011 program year—even if the entity is allocated \$0 on one or more activities. Only those subrecipients that were set up in the activity funding process (explained in Section 6) are available for selection on the recipient's CAPER screen CR-60 (Subrecipient Information table).

If any subrecipient is missing on the CR-60, the user did not include the entity on any of the recipient's funded ESG activities in IDIS. To correct this, follow these steps:

- If funds are still available in the activity**, go back to the IDIS funding screen to allocate funding for the ESG subrecipient. The CR-60 subrecipient selection screen will automatically update, and the user can select the subrecipient.
- If funds are not available**, go back to the IDIS funding screen to add the ESG subrecipient; however, in this case, allocate \$0 for the subrecipient.* This action will also cause the CR-60 subrecipient selection list to automatically update with the subrecipient entity.

*Only subrecipients that were subawarded funds during the reporting period should be selected on screen **CR-60**, so reprogram funds as necessary to fund the applicable subrecipient.

3. If the subrecipient entity is still not included in the CR-60 subrecipient selection list, submit a question to the AAQ on the HUD Exchange for assistance.

Exhibit 66: Selecting Subrecipients on Screen CR-60

Consolidated Annual Performance Evaluation Report	
CR-60 - ESG 91.520(g) - Available ESG Recipients	
<input type="button" value="Select"/> <input type="button" value="Return"/>	
Include on CAPER	Organizations
<input type="checkbox"/>	MILWAUKEE PROGRAM DIRECTOR C.D. GRANT ADMIN., MILWAUKEE, WI, 53202 DUNS: 006434211
<input checked="" type="checkbox"/>	COMMUNITY ADVOCATES, INC GR1523312201 728 N James Lovell St, Milwaukee, WI, 53233-2408 DUNS: 097340186
<input type="checkbox"/>	GUEST HOUSE OF MILWAUKEE GR1522312201 1216 N 13th St, Milwaukee, WI, 53205-2515 DUNS: 153440607

11.4 More Information on the eCon Planning Suite

For more information on the eCon Planning Suite, including how to use the Consolidated Plan, Annual Action Plan, and CAPER templates, go to the [Consolidated Plan homepage](#) on the HUD Exchange website. Access the [ESG CAPER Submission Guidance](#) webpage for guides, tools, and webinars about the ESG CAPER and the Sage HMIS Reporting Repository (Sage).

12. SECTION 3 REPORTING

IDIS Release 11.23 implemented system functionality that incorporated Section 3 reporting into IDIS for the ESG program. Section 3 requirements apply to activities that receive at least \$200,000 of HUD assistance for housing rehabilitation, housing construction, and other public construction. For ESG, Section 3 requirements are applicable to renovation activities funded under the emergency shelter component that receive more than \$200,000 of assistance. These activities are reflected in IDIS as any Shelter activity where the IDIS Secondary Activity Category of Renovation/Rehab has been selected and the activity is funded for more than \$200,000.00. **This functionality will begin with any Shelter activities that meet this requirement that have an initial funding date of July 1, 2021 or later.**

See sections 576.407(a) and 576.500(a) of the ESG regulations for Section 3 requirements applicable to the ESG Program.

The Section 3 updates to IDIS impact the IDIS Activity Setup Screen, which now includes the question, “Is this activity subject to Section 3?” with an option to answer “Yes” or “No.”

- Answer “Yes” when the Shelter activity includes over \$200,000 in ESG funding for a shelter renovation activity.
- Answer “No” for all other activities, including Shelter activities that exceed \$200,000 in total, but for which the renovation costs are less than \$200,000.

Exhibit 67: Add Activity Screen

Activity
Add Activity

Save | Cancel

*Indicates Required Field

*Activity Owner: Grantee/PJ Activity ID:

*IDIS Project ID/Project Title (Program Year):

*Activity Name:

Program	*Activity Category	Ready to Fund	Setup Detail
ESG	None	No	Add ESG
HESG	None	No	Add HESG

***Is this activity subject to Section 3?** i ☐ Yes ☐ No

*Environmental Review: Allow Another Organization to Access this Activity:
 i

HEROS Environmental Review ID: Search For Review ID

Comments i

Activity Description:

Save | Cancel

ESG recipients will be unable to select “Yes” to the “Is this activity subject to Section 3?” question for 1) non-Shelter activities, 2) Shelter activities that do not have renovation/rehab as a secondary Activity Category, or 3) activities funded prior to July 1, 2021.

Exhibit 68: Section 3 Does Not Apply Error Messages

Activity
Edit Activity

- Section 3 does not apply to HESG activities with initial funding date before 07/01/2021.

Activity**Edit Activity**

- The specified HESG activity category is not subject to Section 3.

For Shelter activities funded after July 1, 2021 where Section 3 reporting is applicable, ESG recipients will be able to select “Yes” on the activity setup screen displayed previously (Exhibit 67).

The Section 3 reporting is included on the HESG Activity Setup Detail pages. To ensure that activities are set up correctly to enable Section 3 reporting, verify the following fields on the second page of the activity setup by first clicking the **Edit HESG** button located in the **Setup Detail** Column:

Exhibit 69: Selecting “Yes” to the question, “Is this activity subject to Section 3?”

Program	*Activity Category ⓘ	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	None	No	No			
ESG	None ▼	No	No	Add ESG	Add ESG Accompl.	
HOME	None	No	No			
HOPWA	None	No	No			
HESG	Shelter ▼	Yes	Yes	Edit HESG		
HOPWA-C	None	No	No			
HTF	None	No	No			

Activity Funding

*Is this activity subject to Section 3? ⓘ ☒ Yes ☐ No

1. Ensure that Renovation/Rehab is checked under the Secondary Activity Categories options. For additional information on the Secondary Activity Categories please refer back to [Section 4.2 Creating an ESG Activity](#).
2. On the Edit HESG Setup Detail page, recipients will select the **Save and Continue** button located at the bottom of the screen as seen in Exhibit 70.

Exhibit 70: Edit HESG Setup Detail Screen

Activity
Edit HESG Setup Detail

Shelter
* Indicates Required Field

Grantee/PJ Activity ID:	Activity Name: ESG20 Shelter	Program Year/IDIS Project ID: 2020/15
IDIS Activity ID: 2482	Activity Owner:	Project Title: ESG20

***Performance Objective:**
Create suitable living environments ▼

***Performance Outcome:**
Availability/accessibility ▼

***Secondary Activity Categories** (Check All that Apply)

- ☒ Essential Services
- ☒ Operations
- ☒ Renovation/Rehab

Address ⓘ
☐ **Confidential** (Suppress on Reports)

Address Line 1:

(ex: 1313 Sherman Street)

Address Line 2:

(ex: Suite 518)

Address Line 3:

(ex: Division of Housing)

City:

State:
Select Option ▼

Zip:
 +

Validate This Address

Save | Save and Continue | Cancel

3. ESG recipients will need to enter a numerical value for each of the three entries: **Total Labor Hours**, **Section 3 Target Worker Hours**, and **Section 3 Worker Hours** as seen in Exhibit 71 below.

Exhibit 71: Edit HESG Setup Detail—Section 3 Screen

Activity

Edit HESG Setup Detail - Section 3

Shelter

* Indicates Required Field

Grantee/PJ Activity ID: N/A	Activity Name: ESG20 Shelter	Program Year/Project ID: 2020/15
IDIS Activity ID: 2482	Activity Owner: [REDACTED]	Project Title: [REDACTED]

***Section 3**

		Calculated Percentage	Safe Harbor Benchmark Met
Total Labor Hours	<input type="text"/>		
Section 3 Target Worker Hours	<input type="text"/>		
Section 3 Worker Hours	<input type="text"/>		

Save and Previous Page | Save | Cancel

4. If a numerical value is not included in all three entries, then the following error message will appear as seen in Exhibit 72.

Exhibit 72: Edit HESG Setup Detail—Section 3 Error Screen

Activity

Edit HESG Setup Detail - Section 3

Shelter

- Section 3 Target Worker Hours is invalid.
- Section 3 Worker Hours is invalid.

* Indicates Required Field

Grantee/PJ Activity ID: N/A	Activity Name: ESG20 Shelter	Program Year/Project ID: 2020/15
IDIS Activity ID: 2482	Activity Owner: [REDACTED]	Project Title: ESG20 [REDACTED]

***Section 3**

		Calculated Percentage	Safe Harbor Benchmark Met
Total Labor Hours	<input type="text" value="500"/>		
Section 3 Target Worker Hours	<input type="text"/>		
Section 3 Worker Hours	<input type="text"/>		

Save and Previous Page | Save | Cancel

5. If the Section 3 Worker Hours do not meet the Safe Harbor Benchmark, then the recipient will be required to include a response to the efforts that the agency undertook to meet the safe harbor benchmark. A response to this is required in order to select the **Save** button.

Exhibit 73: Nature of Agency Efforts Screen

***Section 3**

		Calculated Percentage	Safe Harbor Benchmark Met
Total Labor Hours	500		
Section 3 Target Worker Hours	100	20	Yes
Section 3 Worker Hours	75	15	No

Nature of Agency Efforts

This section is required if, based on the labor hours reporting above, the reporting agency did not meet the safe harbor benchmarks. Check all that apply. Maintain records available for HUD review to document any efforts checked.

- ☐ Outreach efforts to generate job applicants who are Public Housing Targeted Workers
- ☐ Outreach efforts to generate job applicants who are Other Funding Targeted Workers.
- ☐ Direct, on-the job training (including apprenticeships).
- ☐ Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.
- ☐ Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).
- ☐ Outreach efforts to identify and secure bids from Section 3 business concerns.
- ☐ Technical assistance to help Section 3 business concerns understand and bid on contracts.
- ☐ Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.
- ☐ Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.
- ☐ Held one or more job fairs.
- ☐ Provided or connected residents with supportive services that can provide direct services or referrals.
- ☐ Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.
- ☐ Assisted residents with finding child care.
- ☐ Assisted residents to apply for/or attend community college or a four year educational institution.
- ☐ Assisted residents to apply for or attend vocational/technical training.
- ☐ Assisted residents to obtain financial literacy training and/or coaching.
- ☐ Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- ☐ Provided or connected residents with training on computer use or online technologies.
- ☐ Other. Specify:

Save and Previous Page | Save | Cancel

6. The Section 3 reporting must be entered into the system in order to complete the specific Shelter activity.

13. IDIS-SPECIFIC UPDATES FOR ESG-CV GRANTS

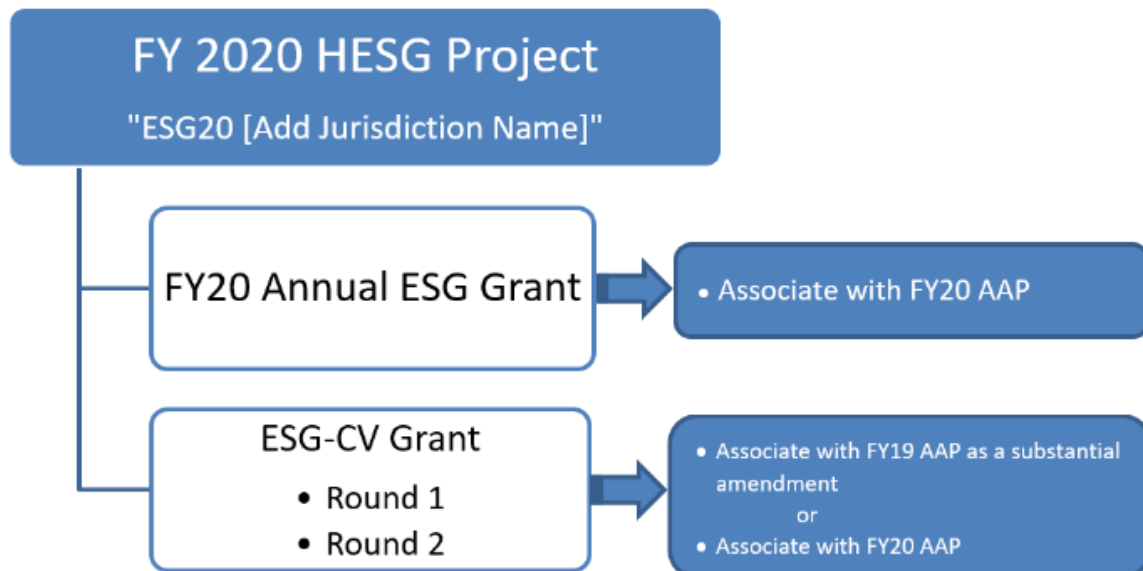
HUD published [Notice CPD-20-08 \(ESG-CV Notice\)](#) on September 1, 2020, which announced the requirements for the \$3.96 billion in funding for the ESG program under the CARES Act. The alternative requirements established in this Notice necessitated changes in IDIS functionality. This guidance explains those changes and links back to previous sections of this manual in cases where procedures have not changed.

To distinguish CARES Act funding from annual ESG grants, the ESG CARES Act grant will be referred to as “ESG-CV” throughout this manual. Please note, in IDIS these funds will appear in the HESG grant path in program year 2020.

13.1 ESG-CV Project Setup

IDIS allows recipients to set up only one ESG project per fiscal year. Due to this limitation, recipients must include both the FY 2020 annual ESG grant as well as the ESG-CV grant in a single FY2020 HESG project. ESG-CV funding was allocated in two separate tranches, both of which HUD awarded under the same grant number. To receive their awards, recipients have the choice of either: 1) including each ESG-CV allocation in their FY2020 Annual Action Plan being prepared for HUD review or 2) amending their most recently-approved annual action plan, which in most cases is the FY2019 Annual Action Plan. Therefore, the recipient’s FY2020 project must be associated either with the FY20 Annual Action Plan submission or the FY19 Annual Action Plan as a substantial amendment, respectively.

Exhibit 74: 2020 HESG Project Setup



For additional information about the consolidated plan submission, grant setup, and project setup instructions for the ESG-CV grant, please review these materials:

- [Setting Up a Substantial Amendment for CARES Act Funding](#): Instructions for incorporating CARES Act funds into a substantial amendment or new Consolidated Plan/Annual Action Plan.
- [IDIS Fact Sheet for ESG and ESG-CV Funds Setup](#): Information to assist recipients with setting up their annual FY2020 grant along with their ESG-CV grant.
- [Troubleshooting HESG Project Setup in IDIS](#): Describes how recipients can avoid common challenges during ESG project setup in IDIS.

13.2 ESG-CV Activity Setup

Refer to [Section 4, Setting Up ESG Activities](#) for step-by-step instructions on how to create new activities in IDIS. Users cannot set up more than one of each ESG Activity Category per FFY in IDIS. Therefore, recipients will be setting up “combined” activities in program year 2020 for both their ESG-CV and FY20 annual ESG grants. For example, if a recipient is utilizing both ESG FY20 funds and ESG-CV funds for Rapid Re-Housing, then the recipient will set up one Rapid Re-Housing activity in IDIS in program year 2020.

Exhibit 75: 2020 HESG Activity Setup



Set up only **ONE** FY20 activity per component, which will include funding from both the FY20 Annual ESG grant + ESG-CV grant. This is the exhaustive list of activities that can be setup under the FY 2020 project:

Activity Name	Program Year/ Project ID
ESG20 Street Outreach	2020/1
ESG20 Shelter	2020/1
ESG20 Rapid Re-Housing	2020/1
ESG20 Homeless Prevention	2020/1
ESG20 Data Collection (HMIS)	2020/1
ESG20 Administration	2020/1

Additional Eligible Activities

The IDIS Activity Category components have not been updated to include the new eligible activities outlined in the ESG-CV Notice. Therefore, refer to the following table on how to incorporate and allocate funds for the new Activity Categories.

Exhibit 76: Additional Eligible Activities

ESG Activity Category in IDIS	Homeless Prevention	Rapid Re-Housing	Shelter	Street Outreach
Temporary Emergency Shelter			✓	
Training*	✓	✓	✓	✓
Hazard Pay	✓	✓	✓	✓
Handwashing Stations & Portable Bathrooms				✓
Landlord Incentives	✓	✓		
Volunteer Incentives	✓	✓	✓	✓

*Budget training on infectious disease prevention and mitigation for homeless assistance providers who do not receive ESG-CV funding under the Street Outreach component.

Activity Description

Activities Funded with ESG-CV

As required by the ESG-CV Notice, recipients must enter a narrative in the IDIS Activity description 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.

Exhibit 77: Homeless Prevention Activity Description Example

***Activity Name:**
 ESG20 Homeless Prevention

Activity

Program	*Activity Category	Ready to Fund	Setup Detail
HESG	Homeless Prevention ▾	No	Add HESG

***Environmental Review:**
 EXEMPT ▾

Allow Another Organization to Access this Activity:
 ⓘ Select Organization

HEROS Environmental Review ID

Search For Review ID

Comments ⓘ

Activity Description:
 ESG-CV Covid Response (\$1,000,000.00). Providing rental assistance to individuals and/or families at risk of losing their housing to reduce their risk of COVID-19 infection. Rental assistance will include short-and medium-term rental assistance and rental arrears, as well as financial assistance and service costs. Will utilize landlord and volunteer incentives on an as-needed basis. Will utilize funds for training as needed.

Save | Cancel

Annual ESG Funds Used for COVID-19 Response

Before drawing down prior year funds for coronavirus response, recipients must update the applicable year's activity description in IDIS as required by the ESG-CV Notice. The updated activity description should include the amount designated for coronavirus response as well as how the activity will be used to prevent, prepare for, and respond to coronavirus. Identify any additional eligible activities that are being funded.

Exhibit 78: Prior Year COVID-19 Response Activity Description Example

Activity Description:
FY19 Shelter Funds for COVID response (\$400,000): These funds will be used to prevent, prepare for, and respond to coronavirus by enhancing shelter sanitation per local public health infection control guidelines. Additional shelter funds will be used to continue non-congregate shelter strategy to reduce the risk of COVID-19 infection. Funds will also be used to provide shelter residents with personal protective equipment and hygiene supplies.

Save | Cancel

13.3 ESG-CV Administration Subfund

The CARES Act provided that up to 10 percent of the total ESG-CV grant may be used for administrative costs specified in 24 CFR 576.108. Recipients will need to set up an HESG AD subfund for the ESG-CV grant in IDIS. Due to receiving two separate ESG-CV grant allocations, which are then combined in IDIS into one grant amount, recipients may need to edit the HESG AD subfund to increase the subfund amount once the second allocation is loaded into IDIS. Some recipients submitted an FY19 Substantial Amendment or FY20 Action Plan including both allocations at one time and executed grant agreements for both allocations simultaneously and therefore these recipients may not need to edit the ESG-CV AD subfund.

IDIS has been updated to allow for a set-aside of up to 10 percent for the HESG AD subfund. This update could not be implemented only for ESG-CV grants; therefore, the subfund cap for all annual grants is now 10 percent. Recipients may spend up to 10 percent of annual grant funds used for coronavirus response; **however, the amount of administration funds per annual grant that are not used for coronavirus response are still capped at 7.5 percent.** For this reason, recipients must manually calculate the administration cap for all annual ESG grants based on:

- 7.5 percent of the total funds not used for coronavirus response.
- 10 percent of the total funds used for coronavirus response.

Exhibit 79: Two AD Subfunds in Grant Year 2020

Subfund

Search Subfunds

Search Criteria

Program:
HESG

Fund Type: (tip)
AD

Grant #: (tip)

Grant Year: (tip)
2020

Search | Reset

Results Page 1 of 1

Grantee/PJ Name	Program	Grant Year	Grant #	Fund Type	Authorized Amount	Action
	HESG	2020	E-20-DW-	AD	\$1,999,014.35	Edit View
	HESG	2020	E-20-DC-	AD	\$129,824.23	Edit View

13.4 ESG-CV Activity Funding

Funding activities and identifying subrecipients on the Activity Funding screens will still follow the same steps as listed in [Section 6.2](#). It is imperative that recipients identify all subrecipients on the applicable IDIS Activity Funding screens for each activity. The default option on the activity funding screen is to list the recipient's Grantee name. Being that the ESG-CV Notice provides State ESG recipients with the flexibility to carry out 100 percent of ESG-CV activities directly, it is essential for recipients to accurately set up their subrecipients for HUD to get a clear picture of those recipients carrying out activities directly and those that are sub-awarding ESG-CV funds. IDIS is the system of record for this financial information and recipients must correctly identify all its subrecipients on the IDIS Activity Funding screens.

It is critical when funding activities that recipients select the correct grant funds. Refer to the following chart to assist in identifying the source type to differentiate between FY2020 and ESG-CV funds.

Exhibit 80: Source Code Table for ESG and ESG-CV Grants

Grantee Type	Formula Grant (Source Type)	ESG-CV (Source Type)	Sample Formula Grant Number	Sample ESG-CV Grant Number
State	DC	DW	E20DC020001	E20DW020001
Metro City	MC	MW	E20MC390001	E20MW390001
Insular Area/Territories	ST	SW	E20ST600001	E20SW600001
Urban County	UC	UW	E20UC420003	E20UW420003

When funding activities, ensure that the correct Source Type is selected. If a recipient is utilizing both FY2020 ESG and ESG-CV funds for a specific activity, then the recipient will fund the activity with both FY2020 ESG and ESG-CV funds.

Exhibit 81: Activity Funding Screen

Activity Funding
Edit Activity Funding

Return to Search for Activities to Fund

***Indicates Required Field**

Activity Owner:

Program Year/Project:
2020/3 ESG20 Grantee Name

IDIS Activity ID:
1957

Total Funded:
\$447,474.00

Activity Name:
ESG20 Rapid Re-Housing

Total Drawn:
\$157,971.75

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	\$3,735.79	\$71,071.00	\$0.00	Add-Edit View
	HESG 2020	EN	HUD	DW	\$1,374,898.00	\$376,403.00	\$157,971.75	Add-Edit View

Return to Search for Activities to Fund

13.5 ESG-CV Drawing Funds

For step-by-step instructions on creating and approving vouchers, please review [Section 7](#).

When creating a voucher for FY2020 ESG and ESG-CV funds, recipients must be careful when selecting the correct Activity, Subrecipient, and Source Type. In the screenshot below, the Subrecipient “Catholic Charities” is funded with both FY2020 (Source Type DC) and ESG-CV (Source Type DW).

Exhibit 82: Create Voucher—Page 2 of 4 (Drawdown Amounts) Screen

Drawdown

Create Voucher - Page 2 of 4 (Drawdown Amounts)

Return to Select Activities | Confirm Voucher | Cancel Voucher

Activity 1 of 2

IDIS Activity ID:
1957

Activity Name:
ESG20 Rapid Re-Housing

Voucher Created For:

Grantee/PJ Activity ID:

Activity Owner:

Available Drawdown Amounts for This Activity

Recipient Name	Program	Grant Year	Fund Type	Source Name	Source Type	Prior Program Year	Funded Amount	Available to Draw	Drawdown Amount
	HESG	2020	EN	HUD	DW	N/A	\$376,403.00	\$218,431.25	\$ 0
→ Subrecipient: Family Promise of							\$76,403.00	\$69,416.25	\$
→ Subrecipient: Catholic Charities,							\$300,000.00	\$149,015.00	\$
	HESG	2020	EN	HUD	DC	N/A	\$71,071.00	\$71,071.00	\$ 0
→ Subrecipient: Catholic Charities,							\$71,071.00	\$71,071.00	\$

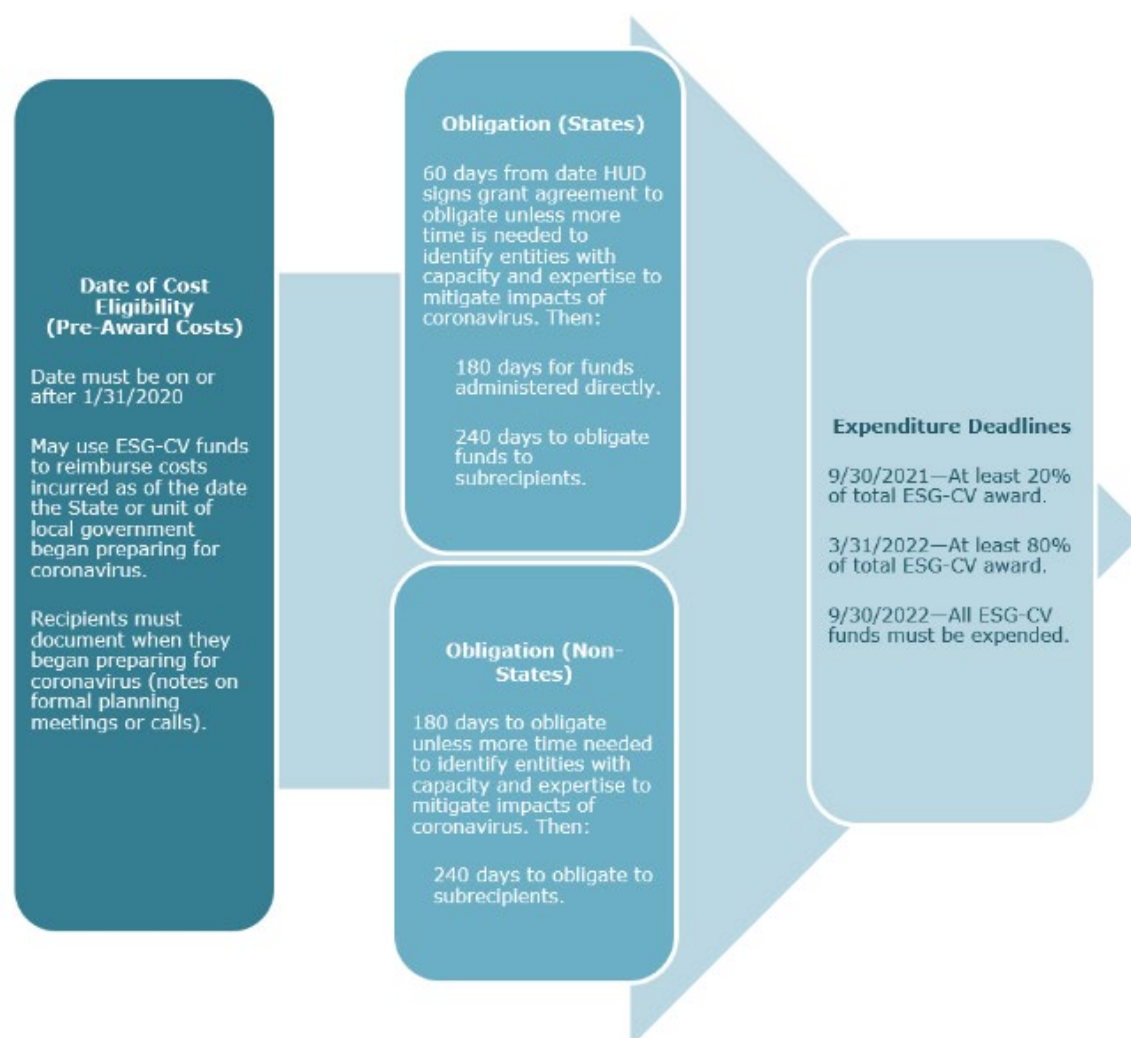
Previous Activity | Next Activity

IDIS vouchers cannot be revised from one grant to another. During the voucher creation and approval process, recipients must ensure that the voucher details are correct. Once completed, ESG-CV vouchers can only be revised to other eligible ESG-CV expenditures.

13.6 ESG-CV Obligation and Expenditure Deadlines

For additional information on obligating ESG funds, which is finalized in IDIS by committing or funding the activity, refer to [Section 6](#). Please note: committing funds to an ESG activity in IDIS is not the same as obligating funds through an agreement with subrecipients. The alternative requirements implemented the following obligation and expenditure deadlines for ESG-CV funds.

Exhibit 83: Important Timelines



HUD will review funding and draw data in IDIS to assess recipients' progress toward the obligation and expenditure deadlines. All ESG-CV funds must be expended on eligible costs by **September 30, 2022**. While expenditures of funds, as documented by recipients, do not usually occur on the same day ESG-CV funds are drawn, draw data provides a general indication of timeliness.

In addition, recipients must expend at least **20 percent** of their total award by **September 30, 2021** or HUD may recapture up to 20 percent of the recipient's grant amount. Recipients must expend at least **80 percent** of their total award by **March 31, 2022** or HUD may recapture up to 80 percent of the recipient's grant amount.

Recipients should monitor ESG-CV activity funded and drawn amounts in IDIS to ensure accuracy and adherence to the obligation and expenditure deadlines.

The ESG-CV expenditure deadlines listed in IDIS are incorrect and will be corrected in a future IDIS release.

13.7 ESG-CV 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 or CARES Act Grants as well as run reports for **both** grants in a combined report. This differs from the PR91, PR92, and PR93 reports, which can only be run separately for Formula and CARES grants.

Exhibit 84: MicroStrategy Reports Selection

The PR91 Suite of Reports now includes a separate version of the PR91 Report for the ESG-CV grants. Recipients will need to select the report PR91—ESG-CV Financial Summary to run the report for ESG-CV grants. For additional information regarding the PR91, refer to [Section 10.1](#).

Exhibit 85: PR91 Suite of Reports

 PR91 - ESG Financial Summary Owner: Administrator Modified: 9/11/20 11:25:47 PM	 PR91 - ESG Subrecipients Vouchers Owner: Administrator Modified: 7/9/20 7:22:25 PM
 PR91 - ESG-CV Financial Summary Owner: Administrator Modified: 9/11/20 11:23:03 PM Edit Subscriptions Export PDF	 PR91 - HESG Grant Expenditure Deadline Review Dashboard Owner: Administrator Modified: 7/17/20 10:22:22 PM
 PR91 - HESG Grant Expenditure Deadline Review Grid Report Owner: Administrator Modified: 7/14/20 10:06:00 PM	 PR91 - HESG / HESG-CV Subrecipient Commitments and Draws by Activity Category Owner: Administrator Modified: 4/2/21 10:41:43 PM

APPENDIX A: SUMMARY OF IDIS STEPS

ESG Project

- ESG recipients set up one FFY project in IDIS for each year's grant.
- The project level in IDIS identifies the recipient and the FFY.
- The naming convention for ESG projects is **ESG**, followed by the 2-digit **FFY** and the **recipient name** (e.g., "ESG19 Somewhereville"). If the recipient's program year is different from HUD's FFY, place the program year in parentheses () after the recipient name (e.g., "ESG19 Somewhereville (2020)"). This is for local recipient purposes as HUD will not use this information.

ESG Activities

- ESG recipients set up one activity in IDIS per Activity Category (Street Outreach, Shelter, Homeless Prevention, Rapid Re-Housing, Data Collection [HMIS], and Administration) per FFY project.
- The naming convention for ESG activities is **ESG**, followed by the 2-digit **FFY** and the **Activity Category name** (e.g., "ESG19 Shelter"). If the recipient's program year is different from HUD's FFY, place that in parentheses () after the recipient name (e.g., "ESG19 Shelter (2020)"). This is for local recipient purposes as HUD will not use this information.
- Select an option for the Environmental Review ("Exempt" for most, but not all, ESG activities).
- Select a secondary Activity Category for Shelter, Homeless Prevention, and Rapid Re-Housing activities. The secondary Activity Category is preselected for the Street Outreach activity. The Administration and Data Collection (HMIS) activity categories do not have a secondary Activity Category.

Administration Subfund

- ESG recipients can allocate up to 7.5 percent of the entire FFY allocation to Administrative activities. The ESG Program expenditure limit for administration costs is 7.5 percent of the total FFY ESG grant allocation. IDIS functionality previously prevented users from funding the administration subfund in excess of the 7.5 percent cap. **However, due to the alternative requirements provided by the CARES Act, which increased the administration expenditure limit for ESG-CV grants to 10 percent, this cap functionality has been adjusted to limit users to funding the administration subfund in an amount not to exceed 10 percent of the FFY grant.**
- Notwithstanding current IDIS functionality, the administration expenditure cap of 7.5 percent **still applies** to annual ESG grants not used for COVID-19 response, including the FY2020 grant, unless otherwise waived by HUD. The alternative requirement that

increases the cap to 10 percent applies **only** to ESG-CV grants and regular ESG funds used for COVID-19 response.

- As a result, recipients should be cautious when setting up the AD Subfund for the FY2020 grant. Users are cautioned not to rely on IDIS functionality for establishing the 7.5 percent limit on administration costs for annual ESG grants. Calculate 7.5 percent of the FY2020 grant amount to set the AD Subfund, or alternative calculation only if funds are used for COVID-19 response, as explained in more detail in Section 5.1.
- ESG recipients are required to set up an Administration subfund for each grant's Administrative activity.
- Unlike other activity categories, Administration is set up and funded through the Subfund process.
- Any unused Administration funds must be reduced from the AD subfund before being used on another activity.

Fund ESG Activities

- ESG recipients set up funding for the ESG activities through the **Funding/Drawdown** tab.
- Users must create or select subrecipient organizations in IDIS during the activity funding process. Only add a subrecipient once to each activity category for which it receives funding.

Drawdown of ESG Funds

- ESG recipients create vouchers for ESG activities in IDIS and select specific subrecipients to carry out the ESG activity.
 - The first step is to create a voucher.
 - The second step is to approve the voucher, which requires a separate IDIS user to perform this function.
- If the voucher was not created for the correct amount or correct subrecipient organization, use the revise voucher feature to make corrections.

Complete ESG Activities

- Recipients report ESG accomplishments via the CAPER; accomplishment screens no longer exist for ESG activities and are not required to complete an ESG activity.
- For specific Shelter Activities funded after July 1, 2021, refer to [Section 12](#) for Section 3 reporting information.
- After all funds are drawn for an activity, change the **Activity Status** to **Completed**. If all funds are **not drawn**, selecting **Completed** will automatically return funds to the total grant amount available to be committed.
- Commit any unused funds to another activity set up under the same FFY project and expend those funds before the 2-year expenditure deadline.

Review HESG Expenditure Deadline

- The **Review HESG Expenditure Deadline** screen in IDIS is a mechanism to assist recipients in establishing a plan to expend ESG funds in a timely manner.
- Recipients must submit a remediation plan for flagged grants in IDIS for field office review.

ESG Reports

- To access these reports recipients will need to navigate through the **Reports** tab:
 - PR02**—List of Activities by Program Year and Project—HESG and HESG-CV—Detailed Report
 - PR91**—ESG Financial Summary Report
 - PR91**—ESG-CV Financial Summary Report
 - PR91**—ESG Subrecipients Vouchers Report
 - PR91**—HESG Grant Expenditure Deadline Review Dashboard
 - PR91**—HESG Grant Expenditure Deadline Grid Report
 - PR91**—HESG/HESG-CV Subrecipient Commitments and Draws by Activity Category
 - PR92**—ESG Financial Summary Report Suite
 - PR93**—ESG Risk Status Report

APPENDIX B: IDIS RESOURCES

Resource	Link
ESG Homepage on the HUD Exchange	www.hudexchange.info/programs/esg/
IDIS Homepage on the HUD Exchange (Guidance common to all programs, such as IDIS Quick Tips, generating reports, and downloading data)	www.hudexchange.info/idis
Homelessness Assistance Programs: Disease Risks and Homelessness	https://www.hudexchange.info/homelessness-assistance/diseases/
Emergency Solutions Grants Program Regulations (24 CFR Part 576)	https://www.ecfr.gov/cgi-bin/text-idx?node=pt24.3.576&rgn=div5
Ask A Question	www.hudexchange.info/get-assistance/my-question
Grant Based Accounting Guidance for ESG	www.hudexchange.info/programs/grant-based-accounting/#esg
IDIS FAQs	https://www.hudexchange.info/idis/faqs/
ESG FAQs	www.hudexchange.info/esg/faqs
Emergency Solutions Grants Program: Using IDIS for Financial Management Webinar	www.hudexchange.info/training-events/courses/emergency-solutions-grants-program-using-idis-for-financial-management/
Emergency Solutions Grants Program: Revising IDIS Vouchers for the ESG Program Webinar	https://www.hudexchange.info/trainings/courses/idis-setup-and-draws-for-esg-cv-webinar/
Emergency Solutions Grants Program: ESG Program Grant Life Cycle in IDIS Webinar	www.hudexchange.info/trainings/courses/esg-program-grant-life-cycle-in-idis-webinar/
ESG Activity Closeout Checklist	https://www.hud.gov/sites/dfiles/CPD/documents/SNAPS-Shots-ESG-Activity-Close-Out-Checklist.pdf
SNAPS COVID-19 Webinars and Office Hours	https://www.hudexchange.info/trainings/snaps-covid-19-webinars/
IDIS Setup and Draws for ESG-CV Webinars	https://www.hudexchange.info/trainings/courses/idis-setup-and-draws-for-esg-cv-webinar/
IDIS Fact Sheet for ESG and ESG-CV Funds Setup	https://files.hudexchange.info/resources/documents/COVID-19-Homeless-System-Response-IDIS-Fact-Sheet-for-ESG-and-ESG-CV-Funds-Setup.pdf
Troubleshooting HESG Project Setup in IDIS	https://files.hudexchange.info/resources/documents/COVID-19-Grants-Management-Support-Troubleshooting-HESG-Project-Setup-in-IDIS.pdf
Sage HMIS Reporting Repository	https://www.hudexchange.info/programs/sage/
Sage ESG CAPER Guidebook for ESG-funded Programs	www.hudexchange.info/resource/5624/sage-esg-caper-guidebook-for-esgfunded-programs/

Resource	Link
Consolidated Plan Desk Guide (eCon Planning Suite guidance, including how to use the Consolidated Plan, Action Plan, and CAPER templates in IDIS)	www.hudexchange.info/resource/2641/econ-planning-suite-desk-guide-idis-conplan-action-plan-caper-per
HUD National Help Desk (Call for IDIS Password Resets. <i>Note:</i> HUD staff and the AAQ cannot reset passwords.)	Toll Free:1-888-297-8689, option 3
ESG and IDIS HUD Exchange Listserv Signup (Sign up for IDIS and ESG Program updates by selecting “Emergency Solutions Grants” and “IDIS”)	www.hudexchange.info/maillinglist
SNAPS HUD.gov Listserv (Sign up for information developed by HUD/SNAPS)	https://www.hud.gov/subscribe/signup?listname=SNAPS%20Program%20Information&list=SNAPS-PROGRAM-INFORMATION