



IDIS

KeyStroke Saver

for

CDBG-only Grantees

A 'Quick Study Tool' for Use With HUD's
Integrated Disbursement and Information System
(IDIS)

Developed for:

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

KeyStroke Saver is designed as a quick "How To" guide to help you perform the most common tasks in IDIS. The Reference Manual is available from the HUD IDIS web page http://www.hud.gov/offices/cpd/systems/idis/resources/reference_manual.cfm, which provides greater details on particular IDIS fields, screens, and utilities. This version of **KeyStroke Saver** corresponds to IDIS release 6.2. As IDIS is updated, look for future editions of **KeyStroke Saver** at the HUD IDIS web page.

Table of Contents

Section 1: Logging on to I D I S	1
Section 2: Navigating in I D I S	2
Section 3: Colors Have Meaning.....	2
Section 4: Are You Stuck?	3
Section 5: Speeding Up I D I S.....	3
Section 6: Setting Up an Activity in I D I S.....	4
Section 7: Activity Funding.....	5
Section 8: Revising or Viewing an Activity	5
Section 9: Copy and Move Activities	6
Section 10: Drawing Down Funds	7
Section 11: Canceling and Revising Drawdowns.....	8
Section 12: Viewing Grant Details & Activity Funding Details.....	9
Section 13: Receipts Processing	10
Section 14: I D I S Reports.....	11
Section 15: Setting Up and Revising Projects and Adding Plan Years	13
Section 16: Go To Menu	15
HUD Matrix Codes	16
I D I S Codes.....	17

1. Logging on to IDIS

Using the Web

Accessing the 3270 Plug-in

- Before you can actually begin working in IDIS on the web, grantees should first download and install the 3270 plug-in available at the IDIS Web site. The 3270 plug-in enables your web browser to view IDIS screens on the web. You can use either Internet Explorer 5.5 or Netscape 4.05 - 4.77 to access IDIS on the web.
1. After logging onto the Internet, **point** your browser to HUD's IDIS Internet Logon page at the following address:
http://www.hud.gov/offices/cpd/systems/idis/start/accessing_idis.cfm.
 2. At this page, **Scroll** down to step 2.
 3. **Click** the link for the web390 plug-in.
 4. At next screen, **select desktop** to save the plug-in.
 5. Click OK to save.
 6. After the download is completed, **close** your browser.
 7. Locate on the desktop the plug-in executable file (np3270.exe) and double click on it. Note, this will decompress the plug-in so that you can login successfully into IDIS.
 8. Follow the instructions
 9. After successfully decompressing the plug-in, re-open your browser and return to HUD's IDIS Logon website.
<http://www.hud.gov/offices/cpd/systems/idis/idis.cfm>
 10. Increase your viewing area by hiding your toolbars in Netscape or your status bar, standard buttons, address bar, links toolbar, and radial bar in Internet Explorer. These tools can be adjusted under your View option on the main menu.

Logging in to IDIS

1. **Click** on the map region appropriate for your community.
2. **Type** in your Web 390 ID and Password.
3. If you get a message about Security, **deselect** the request to "Show This Alert Next Time" by clicking the check box removing the check otherwise, **click** Continue.
4. At next screen, **click** the Logon button to access the production region.
5. **Type** in your IDIS ID and Password (*This is the traditional IDIS logon screen!*)
6. **Type** in the IDIS USER ID. Note that the character following the "C" is a zero, not the letter "O". <Tab> down to Password field.
7. **Type** in your IDIS password. You do not enter information in the fields labeled "GROU PID" and "LANGUAGE".
8. Press <Enter> to complete the IDIS login process.

Other Logging On Hints:

- There are two ways to lose your IDIS ID:
 1. If you don't log on at least once every 45 days, it will be suspended.
 2. Typing in your IDIS password incorrectly three times in a row.
- IDIS passwords: expire after 21 days; you need at least four in rotation (IDIS remembers your last 3); alphanumeric; and must be at least six characters in length.

2. Navigating in IDIS

Navigation Keys

- <Tab> Moves the cursor down the screen
- <Shift> + <Tab> Moves the cursor up the screen
- <Enter> Saves what you typed; moves you to next screen.
- <End> Deletes all information within a field at and to the right of the cursor.
- <SpaceBar> Delete characters within a field.
- <Home> Return to initial cursor location on a screen.

Other Navigation Hints

1. Place pointer arrow on black part of screen when working in IDIS. Your arrow will turn to an hourglass figure when processing information in IDIS (after hitting <Enter>, etc.) and will return back to an arrow when processing is finished.
2. Completely fill a field, cursor jumps to next data entry spot. Partially fill a field, you must help cursor along with <Tab> key.
3. While in IDIS, press <Alt> + <Tab> simultaneously to switch to a Windows Application. Press <Alt> + <Tab> to return to IDIS.

IDIS Required Fields

1. Fields that must be filled out before moving to next screen. Use <F3> to determine which fields.
2. Fields which IDIS may not require an entry, but may still require an entry to satisfy program reporting requirements.

Navigating in IDIS Continued:

Function Keys

Available **Function** keys are displayed at bottom of each screen. On a few screens, the purpose of a **Function** key changes. When using IDIS via the Internet the Function Keys can also be accessed by right clicking your mouse and selecting them from a pop-up menu. For users who prefer to use their mouse this enables you to continue doing so.

- <F1> Help in the field where the cursor is (sometimes not available). Also used as "Owner Help" to select owner of project if user is not entitlement grantee
- <F2> Help for project list when you have selected REVISE ACTIVITY, VIEW ACTIVITY or ACTIVITY FUNDING.
- <F3> Validates field information. If necessary, moves cursor to field where data entry is required
- <F4> Main Menu
- <F5> *Project Info* identifying estimated amounts by formula grants for specified project
- <F6> Clears data from screen
- <F7> Moves you to a previous screen (not necessarily the screen you were just on)
- <F8> Moves you forward without saving
- <F9> Saves your work, keeps cursor on current page. If necessary, moves cursor to field where data entry is required - Also used under CREATE DRAWDOWNS as

- a *Go To* key to ACTIVITY FUNDING and, under ACTIVITY FUNDING (last screen) as a *Go To* key to SUBGRANT, "Money", DRAWDOWN AUTHORIZATION, and "Activity Funding List" screens
- <F10> Moves you to the first REVISE ACTIVITY screen (screen C04MA09)
- <F11> Inserts a fresh screen to record new accomplishments for an activity
- <F12> Provides a direct exit from IDIS from the MAINTAIN and APPROVE Drawdown screens
- <F13> Deletes accomplishment information for an activity by program year
- <F14> Provides additional space for accomplishment narrative
- <F17> Used to scroll up, <Shift>+<F5> on most keyboards - Also use to move to previous year accomplishments for an activity
- <F18> Used to scroll down a list (e.g., drawdowns, projects), <Shift>+<F6> on most keyboards - Also use to move to future year accomplishments for an activity
- <F20> Creates a drawdown voucher after pressing <Enter> and also confirms drawdown vouchers, <Shift>+<F8>
- Go To** Option K from Main Menu. Provides shortcut to program specific screens and the Accomplishment screen to make changes to information.
- <Enter> Performs three functions, validates (<F3>), saves (<F9>), moves to next screen (<F8>)

3. Colors Have Meaning

Blue you cannot change data
Green you can type in data

White message from IDIS
Yellow message from IDIS

Red 1. fill in space before proceeding, or
 2. Data entry is bad

4. Are You Stuck?

Using IDIS via the Web

Problem

1. Invalid User ID or password message
2. After you resize your toolbars you lose the IDIS screen that you were viewing
3. Your screen does not change after sending a request to the Mainframe and message says "document done"
4. "Waiting for reply" message on too long

Solution

1. At new screen, retype ID or password
2. Reopen the toolbar containing the back button and click it until you see the "Production" logon field, then click "Reshow C04P"
3. Click the resynchronize button on the right side of your screen and then resubmit the request
4. Same as solution in step 3 (You will have to logon again if you get disconnected)

Other Helpful Hints

<p><F1> Help key available on select fields on most screens.</p> <p><F2> Project list available on first screen in setup, revise, and view activities, and activity funding.</p> <p>KeyStroke Saver for basic procedures and codes (this is it! - updates available via IDIS Web Site).</p> <p>Reference Manual detailed reference resource available on IDIS Web Site.</p> <p>IDIS TAU 1-800-273-2573 (Please note each screen has its own number in the upper right-hand corner, e.g., "C04MA04." You will be asked for this # when calling the TAU).</p> <p>IDIS Web Site for IDIS updates, software, manuals, <u>IDIS Live</u> newsletter and more (address: http://www.hud.gov/offices/cpd/systems/idis/index.cfm).</p> <p>ID/Password Reset 202-708-3300, option #3</p>	
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5. Speeding Up IDIS

In General.....

There are some advantages to moving slowly in IDIS, especially while learning.

- Avoid mistakes by utilizing help keys (F1, F2).
- View the saved version of data before moving on.

But Why Wait? When you ask mainframe to do something (e.g., <F8> move to the next screen) it immediately puts your request at end of a queue behind requests made by other mainframe users. If you press <Enter> when setting up an activity, you typically wait in three lines (**F3, F9, F8**) — if you press <F8> you only wait in one line. Remember: using <F8> does not save data.

Speed Steps

For the experienced user, there are ways to *speed up IDIS*. Ask the mainframe to do as little as possible.

Speed #1 When Setting Up Activity:

- Stay away from "F" keys, especially avoid scrolling down long lists, e.g. matrix codes.
- Fill out screen and press <Enter> to move on.

Speed #2 When Revising Activity:

- Use <F8> key to move from screen to screen.
- Use <Enter> key only on screens where a change is made (to save and move on).
- To save last change, use <F9> and <F4> keys (vs. <Enter>).

Speed #3 When Creating Drawdowns:

- From Main Menu, don't select "D;" select "D 01" to go directly to "Authorization" step.

6. Setting Up An Activity in IDIS (Select A from Main Menu)

☛ The first 3 screens viewed when setting up an activity in IDIS are called the Common Path. After the Common Path, grantees will move to the "Money" screen. At the "Money" screen, you will budget money for an activity and proceed down the CDBG path of screens to provide specific CDBG reporting information such as Nat. Obj., beneficiaries, etc.

At 1st "Setup Activity" screen

1. Select Project (<F2>) under which activity will be set up.
2. Type in an activity name.
3. **Type** in other information, as appropriate, then press <Enter> to continue.

Hints:

Grantee Activity Number:

- This is the grantee's number and is intended to help relate IDIS activities to your local financial and reporting systems.
- Contains 18 characters, alphanumeric. It could be used for multiple purposes (e.g., the first 2 spaces could be used to identify entities involved in the activity; the last 10 for a local financial number). When HUD first loaded a grantee's GPR into IDIS, the number in the left-hand column of the activity summary was shown here. You may change this number at any time if you choose to. This field may be especially useful for grantees that download data extracts into local systems.
- **HUD Activity Number:**
This is a sequential number automatically entered by IDIS. Each new activity is one number higher than the previous one. All drawdowns are made against this number.

At 2nd "Setup Activity" screen (called Process Activity)

1. HUD Matrix Code: check it — change it if appropriate.
2. Check the next four questions to see if anything needs to be changed.
3. Program Income — Y or N.
4. Initial Funding Date: automatically done by IDIS when you fund activity in "Activity Funding" Module.
5. Environmental Assessment Code: A - D.
6. Another Entity/CHDO —Y or N. Note that this field is designed to work with subgranting in IDIS which is used almost exclusively for HOME PJ grantees. Press <Enter> to continue.

At 3rd "Setup Activity" screen

1. Activity Status Code: it defaults to "4 — funds budgeted." IDIS will not let you drawdown any funds for an activity that is completed or canceled (choices "2" & "1", respectively). IDIS will automatically change this code to "underway" after the initial draw for an activity.

2. Completion Date

- On the day that you change the activity status to complete this field is automatically updated by IDIS with the same date.

3. Accomplishment Data:

- Press <F1> at the Proposed field, and select one of the 16 choices. At the Units type in the number of persons, youth, households, etc. that you expect to serve with this activity.
 - The Actual fields should be filled in after persons have been served / units have been completed.
4. Fill out Accomplishment Narrative as you obtain results.
 - Press <F11> to insert accomplishment information for the activity in a new year.
 - Press <F12> to add more accomplishment narrative within a program year
 - Press shift <F5> or <F6> to view accomplishment information for different years.

At 4th "Setup Activity " screen — The "Money" screen.

1. Total Estimated Amount: Type in the estimated amount of funds for this activity.
2. Select a program by placing an "X" next to it and press <Enter>.
3. Remember, you must commit the funds in Activity Funding before you can draw down any funds.

➤ After completing the "Money" screen you will proceed through a series of CDBG specific screens.

Down the CDBG Path

1. The first CDBG-specific screen is "CDBG ACTI VI TY."
 - On this screen, select a national objective (e.g., LMA, LMC, LMH, LMJ, etc.) appropriate to an activity and answer any other applicable questions on this screen.
2. The remaining screens vary depending on the national objective selected. For instance:
 - For LMA, the next screen requests income data (census or survey) for persons in the service area;
 - For LMH, the follow-on screens ask for information on direct benefit and housing;
 - For LMJ, direct benefit and jobs information is requested.
3. For CDBG activities that do not fall under a specific national objective (e.g., general program administration, planning) no data entry is necessary on the CDBG-specific screens.

7. Activity Funding

After an activity is set up, you will need to commit the funds from the appropriate grant. You will designate the program type and the amount of funds by program year. Funds can only be drawn down after they are committed.

Committing Funds

- From the Main Menu, select Activity Funding.
- Select "02" — Maintain Activity Funding.

At "Activity Funding List" screen

- Type the activity number in the appropriate field and press enter.
- Or, if the activity number is not known, select F2 to first choose the project under which the activity was set up. After bringing the project information to the "Activity Funding List" screen, press <Enter> to see a list of activities for the project. Choose the appropriate activity and press <Enter>.
- Before you hit <Enter> to select an activity using either of the previous two steps, you can also limit the grants/subgrants/subfunds to the specific one needed for funding by entering the program code, recipient UOG code and number, a fund type, or any combination.

At 2nd "Maintain Activity Funding" screen

- Type a program year, if desired, and funding amount not to exceed the total estimated budgeted amount and press <Enter>.

At 1st "Maintain Activity Funding" screen

The upper portion of the screen displays information about the activity. The lower portion lists all possible grants that you could use to fund this activity.

- Select the program (B, M, S, or H) and fund type that you want to fund this activity with.

Viewing Activity Funding

- From the Main Menu, select Activity Funding
- Select "01" — View Activity Funding
- Select an activity and view the funding information

Most Common Activity Funding Codes

Program (PGM) Code	SRCE (Source) Type	Fund Type (FT)	Recipient Type (RT)
B CDBG	MC Metro. City	EN Entitlement	LG Local Gov.
	UC Urban County		

8. Revising or Viewing an Activity

Revising activities are particularly important because grantees can use this function in IDIS to make general revisions to activity information on any IDIS setup screens as well as provide updated accomplishment and beneficiary information for all activities. Grantees can also use the K - Go To shortcut option from the Main Menu (See Section 16) to make updates for activity accomplishments and beneficiaries directly and bypass other IDIS setup screens.

1. At the MAIN MENU, select option 'B' or 'C' to begin revising or viewing an activity.
2. A - If activity number is known, tab to the HUD Activity Number field and type in the HUD Activity number and press <Enter> or B - Press <F2>, select the appropriate project with an "X" and press <Enter>. Press <Enter> again and then select the appropriate activity and press <Enter> to return to the first revise screen.
 - If you have only one activity setup under a project you will need to hit <Enter> just once after bringing a project number and year forward from the <F2> help list.
3. Proceed through the screens using <F8> to either Revise (option 'B') or View (option 'C') information as necessary. Save any changes as necessary when revising activities using <F9> or <Enter>.

9. Copy and Move Activities

Copy and Move Activities

IDIS gives you the ability to copy or move the information from the first three screens of an activity to either the same project ID and program year or to a different project ID and program year. This may be useful for a couple different purposes.

- *If you have the same type of activity but each year it is set up under a new project, you can copy the information into a different project ID and program year, thus, saving data entry.*
- *If you erroneously set up an activity under the wrong project ID and program year, you can move the activity to the correct project ID and program year.*

Navigation Note: Use <F8> to move quickly through screens that require no change, use <F9> to save and view saved changes, and use <Enter> to save and move quickly through screens.

Copy an Activity

1. At the MAIN MENU, select the appropriate menu option for revising activities.
2. In order to use the Copy/Move feature, you must select the project and program year using the <F2> key. Then press <Enter> to see the list of activities that have been set up under that project. Select an activity and place a "C" on the green line next to the activity and press <Enter>.
3. You are now on the "Copy/Move Activity" screen. Enter a Project number in the NEW CPS PROJECT NUMBER field. Enter the Project year in the NEW PROJECT YEAR field. Press <Enter>.
 - *A message appears at the bottom of the screen: "Activity (original HUD activity number) copied to: Activity (new HUD activity number)".*
4. Press <F7> to return to the "Revise Activity" screen.
5. Enter the new HUD Activity Number in the HUD ACTIVITY NBR field and press <Enter>.
6. <Tab> to ACTIVITY NAME and enter a new activity name for this new activity.
7. Save the information and proceed to the "Money" screen.
8. Enter the budgeted amount in the TOTAL ESTIMATED AMOUNT field. Save the information and Return to the Main Menu.

Move an Activity

1. At the MAIN MENU, select the appropriate menu option for revising activities.
2. In order to use the Copy/Move feature, you must select the project and program year using the <F2> key. Then press <Enter> to see the list of activities that have been set up under that project. Select an activity and place a "M" on the green line next to the activity and press <Enter>.
3. You are now on the "Copy/Move Activity" screen. Enter a Project number in the NEW CPS PROJECT NUMBER field. Enter the Project year in the NEW PROJECT YEAR field. Press <Enter>.
 - *A message appears at the bottom of the screen: "Activity (original HUD activity number) moved."*
4. Press <F7> to return to the "Revise Activity" screen.
5. Press <F2> to select the new CPS Project Number. Then press <Enter> to see the list of activities that have been set up under that project. Note: if your activity is the only activity currently set up under the project you will see the first setup screen for the activity that was moved, otherwise select the activity that was moved by placing an "X" on the green line next to the activity and press <Enter>. Return to the Main Menu after confirming that the activity was moved.

10. Drawing Down Funds

- Three primary steps:
1. Authorization
 2. Creating drawdowns
 3. Approving drawdowns

CDBG users can request a draw from a prior plan year. If it is within 90 days of the end of the CDBG plan year, a PLAN YEAR FLAG field appears on the screen when a draw is being created. You can enter a "Y" to draw from the previous CDBG Plan Year or leave the field blank to fund from the current CDBG Plan Year.

Step 1: Authorization

- At Main Menu, **type** "D" and press **<Enter>** to get to the "DRAWDOWN MENU".
 - **Typing "D01" is the fastest way to get to the "Authorization" screen.**
- **Type** "X" on green line next to IDIS Entitlement Grantee and press **<Enter>**. Press **<Enter>** again to confirm selection.

Step 2 : Create Drawdowns

- In the Drawdown Menu, **type** "04" and press **<Enter>**.
 - ☞ *You will need to know the activity numbers ahead of time, as <F1> on this screen no longer provides a list of activities.*
- On the CREATE DRAWDOWNS screen:
 - **Type** in the activity numbers that you want to draw down funds for.
 - Press **<Enter>** to go to the next screen.
 - *The next screen is where you will select the grant that you want to draw down from.*
- On the SECOND CREATE DRAWDOWNS screen:
 - Use **<tab>** to move to the appropriate drawdown fields to enter dollar amounts. Note: you can have up to 60 draws per screen
 - **Type** in an amount to draw against each of the activities and press **<Enter>** and then press **<F20>**. After making sure that all the information is correct, press **<F20>** to confirm.
 - *To use <F20> in your office, press the <Shift> key and the <F8> key at the same time. After receiving a voucher number IDIS provides a total per voucher.*

Step 3: APPROVE DRAWDOWNS

- At the DRAWDOWN MENU, **type** "06" and press **<Enter>** to go to APPROVE DRAWDOWNS/VOUCHERS.
 - *To narrow the list of drawdowns by date or voucher number, provide the relevant information in the fields at the top of the screen and press <Enter>. Otherwise, continue.*
- Press **<Enter>**. Press **<shift> <F6>** to see if there are drawdowns on a following screen.
- Next to each OPEN drawdown you wish to approve, **type** "A" for approve. Review the information on the screen for accuracy and then press **<Enter>**. Press **<Enter>** again to confirm. Continue pressing **<Enter>** to review and confirm remaining drawdowns. Or, when the information for the first approved drawdown appears, you may indicate you want all line items approved at once without confirming each one.
 - *To submit a drawdown at a later date, change the current date listed in the center of the screen to a future date.*
- If you find a mistake or don't want to approve a drawdown press **<F7>**. Notice on the "APPROVE DRAWDOWN" screen that any drawdowns that were not confirmed in step 3 still have an "OPEN" status.

If.....

- you want to revoke an approved drawdown to open----->
- you want to cancel an approved drawdown----->
- you want to cancel an open drawdown----->

Then.....

- place a "K" next to the "APPROVED" drawdown and press **<Enter>**. Press **<Enter>** again to confirm.
- place a "C" next to the "APPROVED" drawdown and press **<Enter>**. Press **<Enter>** again to confirm.
- go to MAINTAIN DRAWDOWNS and **Type** a "C" next to the specific drawdown and press **<Enter>**. Press **<Enter>** again to confirm.

11. Canceling and Revising Drawdowns

Cancel a Drawdown Not Yet Approved

1. From the DRAWDOWN Menu, Press "05" to go to MAINTAIN DRAWDOWNS.
2. You may type in the appropriate date or a voucher number to help find the desired drawdown. Press <Enter>.
3. Press <Shift> <F6> to see if the list of drawdowns goes on to additional screens.

4. **Type** a "C" next to the drawdown you wish to cancel. Press <Enter>. **STOP**. Read through this next screen carefully. It contains a substantial amount of information about the drawdown we are canceling. You can change your mind at this time by pressing the <F7> key and the drawdown will not be canceled. Press <Enter> again (as prompted) to complete the cancellation of this drawdown.
5. Press <F7> to return to the DRAWDOWN MENU.

If Revising the Amount of a Drawdown, then:

6. Create a new Drawdown with the correct information (see above).

Revising A Drawdown (Moving funds between activities)

➤ *IDIS will let you "move" funds from one activity to another (or several others) even after a drawdown has been paid.*

1. Go to MAINTAIN DRAWDOWNS and bring up the drawdown that you wish to revise.
2. Place an "R" next to the drawdown.
3. On the next "REVISE DRAWDOWN" screen, type in:
 - the HUD ACTIVITY NUMBER of the activity to which you want to move funds;
 - the amount of funds you wish to move to that activity.

4. If you want to move the funds to more than one other activity, repeat steps 2 and 3. For example, suppose you drew down \$10,000 for HUD ACTIVITY NUMBER 1137 in error. You want to move \$6,000 to HUD ACTIVITY NUMBER 1001 and \$4,000 to HUD ACTIVITY NUMBER 1002. To do this you would follow steps 2 and 3.

- on the "MAINTAIN DRAWDOWN" screen, you would put an "R" next to HUD ACTIVITY NUMBER 1137;
- on the "REVISE DRAWDOWN" screen, you would type 1001, and \$6,000.
- on the "MAINTAIN DRAWDOWN" screen, you would now see three lines instead of just one. You would see below:

Sel	Voucher Date	Voucher Number	Line Item	HUD Act #	Voucher Status	Pgm Code	Source Type	Fund Type	Receipt Type	Draw-down Amount
	03/14/99	312	01	1137	Revised	B	MC	EN	LG	\$ 10,000
	03/17/99	312	05	1001	Open	B	MC	EN	LG	\$ 6,000
	03/17/99	312	06	1137	Open	B	MC	EN	LG	\$ 4,000

The "revised" status of the \$10,000 draw for HUD ACTIVITY NUMBER 1137 is similar to "canceled" status in that you can do nothing further with that draw. The "Open" status on the bottom line indicates that there is still an open draw for HUD ACTIVITY NUMBER 1137 but it is now shown at \$4,000. This draw can now be revised and moved to HUD ACTIVITY NUMBER 1002 following the same procedure.

Canceling and Revising Drawdowns Continued:

Sel	Voucher Date	Voucher Number	Line Item	HUD Act #	Voucher Status	Pgm Code	Source Type	Fund Type	Recip. Type	Draw-down Amount
	03/14/99	312	01	1137	Revised	B	MC	EN	LG	\$ 4,000
	03/17/99	312	05	1002	Open	B	MC	EN	LG	\$ 4,000

This same procedure can be used if the draw has the voucher status of "complete". In that case, you would be moving funds that you already have in your bank account from one activity to another.

12. Viewing Grant Details & Activity Funding Details

View Grant Details

1. From the MAIN MENU **type** "D 01" to move directly to the "DRAWDOWN AUTHORIZATION" screen.
2. **Type "X"** on the green line against the Entitlement grantee (or CHDO or Other Entity). Press <Enter> as appropriate.
3. From the DRAWDOWN MENU, **type** "02" for VIEW GRANT SUMMARY OR DETAILS. Press <Enter>.
4. **Type** in the appropriate code for the grant you wish to view in the GRANT PROGRAM field. Press <Enter>.
5. **Type** an "X" in the SEL column next to the appropriate fiscal year and Fund Type.
6. Press <Enter> as appropriate to view more details.
7. Press <Enter> to return to "GRANT SUMMARY LISTING" screen; press <F7> to return to the DRAWDOWN MENU.

View Activity Funding Details

1. From the DRAWDOWN MENU, **type** "03" for VIEW ACTIVITY FUNDING DETAILS. Press <Enter>.
2. Select the activities for which you would like to view. Press <Enter>
3. When done viewing the activities, press <F4> to return to the Main Menu.

13. Receipts Processing

*IDIS allows you to report the receipt of program income. Grantees can create local account funds to track income generated from program income (PI). In a future release in IDIS, grantees will be able to create local accounts for revolving loans (RL), recaptured funds (RE), or CDBG State Revolving Funds (SF). Until then, grantees can report and draw funds for program income only. **Note: IDIS does not automatically use program income that has been reported. You must select the program income fund when you are creating the draw.** Grantees can also use this option to create a receipt audit trail – a Receivable (RC) – for excess income being returned to the Treasury. **Note: this is not a local account fund and cannot be used to fund activities. After drawing funds for an activity using PI, the original entitlement funds that were committed to the activity are released back into the “Amount Available for Funding” for entitlement funds because PI was used instead.***

Part A: Create Program Income Receipt

1. At Main Menu, **type** “H” and press **<ENTER>** to get into the RECEIPT INCOME MENU
2. **Select** RECEIPT AUTHORIZATION. Whenever you enter the RECEIPT INCOME MENU, the first step is to authorize.
3. **Type** “X” on the green line next to the proper entity.
 - *Your own grantee name should appear here when you are “live.”*
4. Press **<Enter>** again.
5. **Select** CREATE RECEIPT.
6. At RECEIPT PROGRAM CODE **type** in the program code (M, B, S or H)
7. At the FISCAL YEAR and SOURCE TYPE fields type in the appropriate information.
8. At FUND TYPE, **type** “PI”.
 - *Four fund types can be reported:*
 - PI = Program Income Funds*
 - RL = Revolving Loan Funds (when using this type, you must enter a valid HUD activity number, a valid HUD matrix code for that activity, or both)*
 - RE = Recycled Funds (When using this type, you must enter a valid Receipt Type)*
 - SF = CDBG State Revolving Funds*
9. At AMOUNT, **type** in an appropriate figure.
10. At RECEIPT TYPE, you have three choices.
 - *This is a required field only if the Fund Type is “RE” so you may leave it blank. The 3 choices are:*
 - HP = Recaptured from the Homebuyer program*
 - IU = Repayment of local funds to ineligible use*
 - ED = Returned to grant funds due to excessive draw*

11. **Enter** either a HUD Activity Code in the HUD ACTIVITY CODE field or a HUD Matrix Code in the HUD MATRIX CODE field if the Fund Type is “RL”. Otherwise this field is optional.
12. **Enter** a HUD Matrix Code in the HUD MATRIX CODE field or a HUD Activity Code in the HUD ACTIVITY CODE field if the Fund Type is “RL”. Otherwise this field is optional.
13. GRANTEE RECEIPT NUMBER is optional.
14. At the REMARKS field, **type** in any information that would be helpful, such as more precise information on where the Program Income came from, if desired. For example, “Payment from deferred loan from sale of lot at 10 Downing Street”.
15. Press **<Enter>** twice.
 - *A new field, ESTIMATED AMOUNT will pop up if this is the first time you are reporting program income for this program, program year, source type and fund type. This is where you will enter the estimated amount of program income that you expect to receive from all activities during the program year.*
16. Record your receipt number for future use.

Part B: Tracking the Receipt of Program Income

- *IDIS allows you to keep track of the receipt of program income.*
1. From the RECEIPT INCOME MENU, select Receipt Audit Trail.
 2. In the RECEIPT AUDIT TRAIL, press **<Enter>** to see a list of program income reported. It will tell you the amount and date of each receipt, the fund type, and the receipt status.

Part C: Revising Program Income Receipt

- *IDIS allows you to change information related to program income reported in IDIS.*
1. From the RECEIPT INCOME MENU, select Update/Cancel Receipt.
 2. At the RECEIPT NUMBER field, **type** in the voucher number for the program income receipt that you want to revise and press **<Enter>**.
 3. At next screen, **type** a “U” or “C” to update or cancel. Make changes and press **<Enter>** twice to save any revisions or cancellations.

14. IDIS Reports

Before downloading reports in IDIS using the Web, grantees must first download The Reports Installer from the IDIS Web site: http://www.hud.gov/offices/cpd/systems/idis/start/accessing_idis.cfm

Part A: Download & Extract Reports Installer

1. Open your web browser to the following web page:
http://www.hud.gov/offices/cpd/systems/idis/start/accessing_idis.cfm
2. Find the link "ftpzip.exe" at step 3 on the current web page and click the link.
3. A **SAVE AS** dialog box will appear on your screen. In the **SAVE IN** drop down box, change the directory to **DESKTOP**. Leave the file name as it appears and click **SAVE**. The installation program **FTPZIP.EXE** will be saved to your **DESKTOP**.
4. Minimize or close your browser.
5. Locate the **FTPZIP.EXE** icon on your **DESKTOP** and double click on it.
6. At the next window, click **EXTRACT**. You will receive a message stating: "Extraction complete". Click **OK**.
 - You are now finished configuring your browser to download IDIS reports. The installer creates two folders, **IDISDATA** and **IDISDOWN**, so that reports can be downloaded to your local hard drive. **REMEMBER** that you only have to do this once.

Part B: Selecting & Submitting IDIS Reports

1. At MAIN MENU, type "**E**" to select the REPORTS MENU.
 - The quick way to proceed is, type "**E 01**" at the Main Menu, and press <Enter>.
2. To select reports, select the "01" choice and press <Enter>.
3. Use the <Tab> key to select the report(s) you wish to generate.
4. Enter **X**'s to select the report(s) then **I**'s for the report(s) you wish to generate immediately and **N**'s for those you wish to generate overnight. Type in a calendar year for the desired report, if field available. Press <Enter>.
5. Press <F9> to submit the reports to be compiled.
 - After submitting reports, some reports allow you to specify a particular set of parameter(s) such as date, program, fund, etc., to further customize information that will be printed out for a report. After specifying report parameters press <F9> to save the information and <F7> to either select parameters for a different report or to return to the report selection screen. After reports have been compiled and any parameters selected, press <F8> to go to the REPORTS STATUS screen.

Part C: Download Reports from Report Status Screen

The report(s) that you most recently generated above should appear at the top of the reports list. Note that "READY" or "NOT READY" appears on the status, which indicates when the mainframe has completed compiling the report. If the word "ABORTED" appears in the status column you have to request the report again.

1. If "NOT READY" is displayed for any of your reports, press either <F3> or <Enter> until "READY" is displayed.
 - IDIS will not automatically refresh your "Report Status" screen. If it says "NOT READY" it will continue to say that even if the mainframe has completed compiling the report.
2. Under "ACTIVITY", place a "**D**" (for download) next to each report you wish to download displaying "status ready." Press <Enter> to begin downloading your reports.
3. The report status should change to "Wait". After status changes, wait approximately 20 seconds.
 - IDIS needs a little time before it can process the requested download.
4. Press <Enter> again. The status should change to "Ready".
 - You have successfully downloaded a report in IDIS! When you download a report using the internet from IDIS it must first go through HUD's web 390 server before actually downloading to your computer. Follow the steps in Part D or E to successfully retrieve your downloaded report(s) from HUD's server.

Part D: Retrieving Reports from HUD's Server using RUN Command

1. From your Start button, select RUN.
2. At the RUN Command dialogue box, type the following:
C:\IDISDOWN\RPTDOWN P XXXXXX (where X = User ID) and click OK.
 - *After typing in this command once, you should be able to run it successfully each time by simply selecting it from the drop down menu for the RUN Command.*

Part E: Retrieving Reports from HUD's server using Automatic Shortcut

- *This approach will create a desktop icon that you can simply double click to download reports from HUD's server after first selecting and submitting the reports in IDIS.*
1. Open the notepad program (It is usually found on the Start Menu under Programs/Accessories).
 2. Go to File-Open from the Main Menu. Change the directory to C:\idisdown. Change "Files of Type" to "All Files". Select Rptdown and click Open.
 3. Scroll down to approximately the 23rd line of code (line number may vary) and locate the following text:
"C04%1.%2.TAKEFILE".
 4. Change the %1 to the letter **P**.
 5. Change the %2 to your IDIS User ID. The text should now read something like: **C04P.C16964.TAKEFILE**.
 6. Go to File-Save from the Main Menu.
 7. Go to File-Open from the Main Menu. Select "Takepre" and click Open.
 8. Scroll down to the 3rd line of code and add your **IDIS User ID** directly after "IDISUSER" . the line of text should now read something like: **IDISUSERC16964**.
 9. Go to File-Save from the Main Menu.
 10. Go to File-Exit from the Main Menu to close the program.
 11. Double click the **My Computer** icon on your Windows Desktop.
 12. In the resulting window, double click the **C: drive** icon.
 13. In the resulting window, double click the **idisdown folder** icon.
 14. In the resulting window, **RIGHT** click the **Rptdown program** icon. Choose "Create Shortcut" from the drop down menu.
 - *This will create a new icon called **Shortcut to Rptdown***
 15. Click and drag the new icon to a blank area on your Windows Desktop.
 - *From now on, simply double click the **Shortcut to Rptdown** icon on your desktop when you want to download your IDIS reports to your computer's hard drive.*

Part F: Format a Report in Word for Windows

Grantees may use their word processing software to enhance the various reports generated in IDIS back at the office. Below are general guidelines to assist grantees in producing copies of reports generated in IDIS by using Word for Windows. General procedures would apply to other word processing software.

1. In Windows, open Microsoft Word.
2. Click on "File" from the Main Menu and select "Open".
3. In the "Look in:" field select the "C" drive.
4. In the "List Files of Type" window, make sure "All Files" (*.*) is selected or change to (*.rpt).
5. Select a downloaded IDIS report (files with .rpt extension) from the list of files by double clicking on the file.
6. To format and view reports in Word, change page size to **landscape** by clicking "File/Page Setup/Paper Size".
7. Click the Margins tab and change top, bottom, left and right margins to **0.5** by clicking "Layout" and selecting "Margins".
8. To make a universal change to the characteristics of your report font, choose Edit/Select all.
9. Set font to **Courier New** by clicking "Format/Font". Most other fonts will not align text properly.
10. Reduce the Font size — try 9 as a start. You may need to further adjust the font size to ensure all text fits properly on the page and columns and related information are aligned.
11. To make the report a little easier to read, you may use the <Enter> key to create space between headers and groups of information. In some reports, a small bullet is used to distinguish between different sets of information.

15. Setting Up and Revising Projects and Adding Plan Years

- You have the ability to add new plan years and new projects in IDIS.
- While you have the capacity to set up projects in IDIS, rules regarding adding and modifying projects have not changed. You may want to check with your field office to ensure you are complying with applicable rules should you need to add projects in IDIS.
- Some important things to know about setting up and revising projects are:
 - Grantee must first have a plan year in existence before creating new projects in IDIS for that year.
 - Projects that are setup in IDIS are initially given an "Open" status. You can revise any information in an open project.
 - A project must have an "Approved" status before setting up an activity under it.
 - To revise an approved project that has no activities set up under it, you must first revoke its status from "APPROVED". The status will be changed to "Revoked" and you can then revise some of the information including the dollar amounts. After revising the project, it must be "Approved" in order to be able to set up activities.
 - If you have set up an activity under a project in IDIS, the project can only be changed by using the "Amend" option. Once a project is amended, it does not need to be re-approved.

Set Up Project

1. From Main Menu, select PLAN PROJECT MENU.
2. **Type** "01" to select ADD PROJECT, and press <Enter>.
3. In PLAN YEAR field, **type** in appropriate plan year for new project.
 - Remember, you can only set up a project for a plan year that has already been established.

THE CPS PROJECT NUMBER will be generated automatically by IDIS.
4. At PROJECT TITLE field, **type** in an appropriate title.
5. At LOCAL CODE, use if desired, similar to "local id" in C2020.
6. At HUD MATRIX CODE, select an appropriate Matrix Code.
7. At ACCOMPLISHMENT TYPE, press <F1> and select the most appropriate choice.
8. At ACCOMPLISHMENT NUMBER, type in number of units (of accomplishment type selected above) you expect to achieve under this project.
9. Answer each of the "Y/N" questions with a "Y" or an "N" (Required).
10. At TYPE OF SUBRECIPIENT field, indicate whether a subrecipient is being used, and if so, what kind, with an "X".
11. At LOCATION TYPE, press <F1> to select an appropriate choice.
 - There are six choices:
 1. Address - if a street address is known
 2. Community-Wide - if the project will have a community-wide impact

3. CT&BG - if you can identify specific census tracts or block groups
 4. NA - Not applicable
 5. Suppressed - if privacy is an issue, such as a battered-spouse shelter
 6. Target Area
- If you select "Address" for Location Type, you are automatically placed in the ADDRESS field. **Type** an actual street address, and then complete the CITY and STATE fields.
 - If you select "CT&BG" fill out the appropriate CENSUS TRACT NUMBER, BLOCK GROUP NUMBER, and COUNTY FIPS CODE fields. Otherwise, proceed to the next step.
12. Press <Enter> to save and go to the next screen.
 13. Under ESTIMATED AMOUNT FOR, **type** in the estimated budget for each program that is funding the project. Remember, use only the current year budgets — don't include any prior year funds.
 14. Answer the WILL PRIOR YEAR MONEY BE SPENT ON THIS PROJECT with a "Y" or a "N".
 15. At WILL ANOTHER GRANTEE SET UP ACTIVITIES UNDER THIS PROJECT? - These grantees/subgrantees must be entered into IDIS by HUD at your request. If you are providing a grantee/subgrantee on-line access to IDIS type "Y", and press <Enter>. Select the appropriate entity from list with an "X" and press <Enter>. Otherwise, leave field blank (same as saying No) and press <Enter> to save and go to the next screen.
 16. **Type** in a project description.
 17. Press <Enter> to save your work. A new blank screen will pop up — ready for you to add another project if desired. Press <F7> to return to the PLAN PROJECT MENU.

Setting Up and Revising Projects and Adding Plan Years Continued:

Approve Project

- *After adding a new project, you must approve it before setting up any activities underneath it.*
- 1. From the PLAN PROJECT MENU, select MAINTAIN PROJECTS.
- 2. **Type** in PLAN YEAR and CPS PROJECT ID or press <Enter> to see a list of projects.
- *Notice that your new project has an "OPEN" status.*
- 3. **Type** an "A" next the new project to approve it and press <Enter>.

Revise Project

1. From the PLAN PROJECT MENU, select MAINTAIN PROJECTS,
2. If the Project has an "Approved" Status, **Type** "K" next to the project to revoke its status and press <Enter>. Notice that the status has now changed to "Revoked".
3. **Type** "R" next to the project to revise it and press <Enter>.
- *The screens that appear when you revise a project are the same ones that you see when you add a project.*
4. Press <Enter > to move through the screens and make revisions in the appropriate fields.
5. Press <F9> to save, and then <F7>. Remember, you must then Approve the Project (see above) in order to set up any activities.

Amend Project

- If you wish to change information on a project under which you have set up activities, you must "Amend" rather than "Revise" that project. Remember that program rules still apply.
1. From the PLAN PROJECT MENU, select MAINTAIN PROJECTS,
 2. Type "M" next to a project.
 3. Revise appropriate information.

ADD PLAN YEAR

1. From Main Menu, select PLAN PROJECT MENU.
2. **Type** "03" to select ADD PLANS , and press <Enter>.
3. In PLAN YEAR field, **type** in the new plan year.
4. In FIELD OFFICE CONTACT NAME field, **type** in the name of your HUD field office contact and then **type** in the phone number in the field below - TELEPHONE.
5. In GRANTEE CONTACT NAME field, **type** in the name of the Grantee contact and then **type** in the phone number in the field below - TELEPHONE.
6. Press <Enter> to save and then return to the MAIN MENU.

16. Go To Menu

The Go To Menu is designed to provide grantees quick access to specific IDIS setup screens so that grantees can revise information as necessary. This function is particularly useful when grantees are ready to provide annual reporting information and quarterly updates for activities. Using this function, grantees can get to following screens for any activity without having to move past other setup screens in IDIS:

- Accomplishments Screen
- Money Screen
- CDBG Screen (first screen down CDBG path)
- HOME Screen (first screen down HOME path)
- ESG Screen (first screen down ESG path)
- HOPWA Screen (first screen down HOPWA path)

After making one of the screen choices above, grantees can still move to any IDIS setup screen using the regular navigation keys, i.e. <F8>, <F7>, or <Enter>.

Steps

1. At the Main Menu, type K and press <Enter> to start the Go To process.
2. At the next screen, decide which screen you need to see, type the appropriate letter for your choice and press <Enter>.
 - You must first select the activity that you need to work with before you can move to a specific screen.
3. a - If activity number is known, tab to the HUD Activity Number field and type in the HUD Activity number or,
b - Press <F2>, select the appropriate project for that activity with an "X" and press <Enter>. Press <Enter> again and then select the appropriate activity with an "X".
 - If you have only one activity setup under a project you will need to hit <Enter> just once after bringing a project number and year forward from the <F2> help list.
4. Press <Enter> to go to the specific IDIS screen.
 - You must start from the Main Menu when using the Go To Menu for each activity that you need to update.

HUD MATRIX CODES SET UP ACTIVITY CODES COMMON PATH SCREEN C04MA03

<u>HUD</u> <u>CODE</u>	<u>HUD Code Title</u>	<u>Regulation</u> <u>Citation</u>	<u>HUD</u> <u>CODE</u>	<u>HUD Code Title</u>	<u>Regulation</u> <u>Citation</u>
01	Acquisition of Real Property	570.201(a)	06	Interim Assistance	570.201(f)
02	Disposition	570.201(b)	07	Urban Renewal Completion	570.201(h)
03	Public Facilities & Improvements (Gen)	570.201(c)	08	Relocation	570.201(i)
03A	Senior Centers	570.201(c)	09	Loss of Rental Income	570.201(j)
03B	Handicapped Centers	570.201(c)	10	Removal of Architectural Barriers	570.201(k)
03C	Homeless Facilities	570.201(c)	11	Privately Owned Utilities	570.201(l)
03D	Youth Centers	570.201(c)	12	Construction of Housing	570.201(m)
03F	Parks, Recreational Facilities	570.201(c)	13	Direct Homeownership Assistance	570.201(n)
03G	Parking Facilities	570.201(c)	14A	Rehab; Single-Unit Residential	570.202
03H	Solid Waste Disposal Improvements	570.201(c)	14B	Rehab; Multi-Unit Residential	570.202
03I	Flood Drain Improvements	570.201(c)	14C	Public Housing Modernization	570.202
03J	Water/Sewer Improvements	570.201(c)	14D	Rehab; Other Publicly-Owned Res. Bldgs.	570.202
03K	Street Improvements	570.201(c)	14E	Rehab; Pub./Pri.-Owned Commercial/I ndus.	570.202
03L	Sidewalks	570.201(c)	14F	Energy Efficiency Improvements	570.202
03M	Child Care Centers	570.201(c)	14G	Acquisition Rehabilitation	570.202
03N	Tree Planting	570.201(c)	14H	Rehabilitation Administration	570.202
03O	Fire Station/Equipment	570.201(c)	14I	Lead-Based/Lead Hazard Test/Abate	570.202
03P	Health Facilities	570.201(c)	15	Code Enforcement	570.202(c)
03Q	Abused and Neglected Children Facilities	570.201(c)	16A	Residential Historic Preservation	570.202(d)
03R	Asbestos Removal	570.201(c)	16B	Non-Residential Historic Preservation	570.202(d)
03S	Facilities for AIDS Patients (not operating costs)	570.201(c)	17A	CI Land Acquisition/Disposition	570.203(a)
03T	Operating Costs of Homeless/AIDS patients prog.		17B	CI Infrastructure Development	570.203(a)
04	Clearance and Demolition	570.201(d)	17C	CI Building Acquisition, Con. Rehab.	570.203(a)
04A	Clean-up of Contaminated Sites	570.201(d)	17D	Other Commercial/Industrial Improvements	570.203(a)
05	Public Services (General)	570.201(e)	18A	ED Direct Financial Assistance to For-Profits	570.203(b)
05A	Senior Services	570.201(e)	18B	ED Technical Assistance	570.203(b)
05B	Handicapped Services	570.201(e)	18C	Micro-Enterprise Assistance	
05C	Legal Services	570.201(e)	19A	HOME Admin/Planning Costs of PJ	
05D	Youth Services	570.201(e)	19B	HOME CHDO Operating Costs	
05E	Transportation Services	570.201(e)	19C	CDBG Nonprofit Organization Capacity Building	
05F	Substance Abuse Services	570.201(e)	19D	CDBG Assistance to Institutes of Higher Education	
05G	Battered and Abused Spouses	570.201(e)	19E	CDBG Operation and Repair of Foreclosed Property	
05H	Employment Training	570.201(e)	19F	Repayments of Section 108 Loan Principal	
05I	Crime Awareness	570.201(e)	20	Planning	570.205
05J	Fair Housing Activities (CDBG subject to 15% cap)	570.201(e)	21A	General Program Administration	570.206
05K	Tenant/Landlord Counseling	570.201(e)	21B	Indirect Costs	570.206
05L	Child Care Services	570.201(e)	21C	Public Information	570.206
05M	Health Services	570.201(e)	21D	Fair Housing Activities (20% Admin cap)	570.206
05N	Abused and Neglected Children	570.201(e)	21E	Submissions or Applications for Federal Programs	570.206
05O	Mental Health Services	570.201(e)	21F	HOME Rental Subsidy Payments	
05P	Screening for Lead Based Paint/Lead Hazards Poison	570.201(e)	21G	HOME Security Deposits	
05Q	Subsistence Payments	570.204	21H	HOME Admin/Planning Costs of PJ (subject to 10% cap)	
05R	Homeownership Assistance (not direct)	570.204	21I	HOME CHDO Operating Expenses (subject to 5% cap)	
05S	Rental Housing Subsidies	570.204	22	Unprogrammed Funds	
05T	Security Deposits (if HOME, not part of 5% Admin cap)		31	HOPWA	
			31A	HOPWA Grantee Activity	
			31B	HOPWA Grantee Administration	
			31C	HOPWA Project Sponsor Activity	

IDIS CODES

SET UP ACTIVITY CODES

<COMMON PATH>

ENVIRONMENTAL ASSESSMENT CODE

Screen C04MA03

- A Exempt
- B Categorically Excluded
- C Completed
- D Underway

ACTIVITY STATUS CODE

Screen C04MA04

- 1 Canceled
- 2 Completed
- 3 Underway
- 4 Funds budgeted

PROPOSED/ACTUAL ACCOMPLISHMENT DATA

Screen C04MA04

- 01 People (General)
- 02 Youth
- 03 Elderly
- 04 Households (General)
- 05 Large Households
- 06 Small Households
- 07 Elderly Households
- 08 Businesses

- 09 Organizations
- 10 Housing Units
- 11 Public Facilities
- 12 Feet of Public Utilities
- 13 Jobs
- 14 Loans
- 15 Low/Mod Persons
- 16 Low/Mod Jobs

CDBG PATH

CDBG NATIONAL OBJECTIVES

Screen C04MC01

- LMA Low/Mod Area
- LMC Low/Mod Limited Clientele
- LMH Low/Mod Housing
- LMJ Low/Mod Jobs

- SBA Slum/Blight Area
- SBA Slum/Blight Area
- SBR Slum/Blight Urban Renewal
- SBS Slum/Blight Spot
- URG Urgent Need

AREA IDENTIFIER

Screen C04MC01

- 01 CDFI AREAS
- 02 STRATEGY AREAS

DRAWDOWN ACTIVITY CODES

PROGRAM TYPE

B CDBG

GRANT SOURCE TYPE

 DC Direct Formula Consortium
 MC Metropolitan City
 UC Urban County

GRANT FUND TYPE

 DC Direct Formula Consortium
 EN Entitlement

RECIPIENT TYPE

 LG Local Government
 OE Other Entity

RECEIPTS PROCESSING CODES

PROGRAM CODE

 B CDBG
 M HOME
 S ESG
 H HOPWA

SOURCE TYPE

 MC Metropolitan City
 UC Urban County
 DC Direct Formula Consortium (HOME) State Small City (CDBG)/State Direct Allocation (ESG)
 SG State (HOME)
 HS HOPWA State
 HH HOPWA Entitlement

FUND TYPE

 PI Program Income
 RL Revolving Loan Funds
 RE Recycled Funds
 SF State Revolving Funds
 RC Receivable

RECEIPT TYPE

 HP Recaptured from Homebuyer program
 IU Repayment of funds from ineligible use
 ED Returned to grant funds due to excessive draw