IDIS

KeyStroke Saver

for

States

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/index.cfm, which provides greater details on particular IDIS fields, screens, and utilities. This version of KeyStroke Saver corresponds to IDIS release 6.3. As IDIS is updated, look for future editions of *KeyStroke Saver* at the HUD IDIS web site.

V6.3

IDIS KeyStroke Saver

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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 "GROUPID" 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. In IDIS, you can't type ahead. When "Working" message is displayed in lower right portion of screen, do not type in any information. Wait until "Proceed" message is displayed to continue data entry.
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**\> t 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 continuing 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 the Money screen, 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	**White** message from IDIS	**Red** 1. fill in space before proceeding, or
Green you can type in data	**Yellow** message from IDIS	2. Data entry is bad

4. Are You Stuck?

Using IDIS via the Web

Problem	*Solution*
1. Invalid User ID or password message	1. At new screen, retype ID or password
2. After you resize your browser toolbars you lose the IDIS screen that you were viewing	2. Reopen the toolbar that contains the Back button, click the Back button until you see the "Production" logon field, then click "Reshow C04P"
3. Your screen does not change after sending a request to the Mainframe and message says "document done"	3. Click the resynchronize button on the right side of your screen and then resubmit the request
4. "Waiting for reply" message on too long	4. Same as solution in step 3 (You will have to logon again if you get disconnected)

Other Helpful Hints

<F1> Help key	available on select fields on most screens.	
<F2> Project list	available on first screen in setup, revise, and view activities, and activity funding.	
KeyStroke Saver	for basic procedures and codes (this is it! - updates available via IDIS Web Site).	
Reference Manual	**newest detailed** reference also available on IDIS Web Site.	
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 TAU).	
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**).	
ID/Password Reset	202-708-3300**, option #3**	

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. <u>Remember</u>: 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 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.*
- *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.*

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:	**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.

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**>.

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.

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 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 .

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.

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

✎ *The first 3 screens viewed when setting up an activity 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 the 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 state'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).

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 the 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 Field: blank or A - D.
6. Another Entity/CHDO —Y or N. (this selection is used to link a subrecipient (CHDO, State Recipient, Other Entity) to a specific activity and to be able fund activities to that subrecipient's subgrant. **See Section 17** – Creating subgrants in IDIS for further subgranting instructions.

At the 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 automatically updates this field to "underway" after the first 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 the 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 program specific screens.*

Setting Up An Activity Continued:

Setting Up CDBG Activities

1. The first CDBG-specific screen is "CDBG ACTIVITY."
   - 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.

Setting Up HOME Activities

Setup Screens
The first HOME screen offers two choices for **Setups**:

1. Homeownership / Rental Assistance
   - used for setting up all types of rental housing and ownership housing activities.

2. Tenant-Based Rental Assistance
   - used for setting up persons to receive HOME rental assistance paid either to them or to the landlord.

✎ *After you select one of these options, the screens that follow request the same information previously reported on the HOME CMIS set-up forms. Most of this information is required before you will be able to fund your activity.*

Completion Screens
The first HOME screen offers three choices for **Completions.**

1. Rental Housing
   - all rental housing

2. Homeownership Assistance
   - report assistance to homeowners and/or homebuyers

3. Multi-unit Homeownership Assistance
   - report completion of multi-unit homeowner activities such as condominiums, development of a subdivision or a mobile home park.

✎ *There is no completion report for tenant-based rental assistance. These completion screens request the same information previously reported on the HOME CMIS completion forms.*

✎ *These five HOME options produce five different paths with their own sets of follow-on screens appropriate to the activity and purpose.*

More on setting up activities follows this page!

Set Up An Activity Continued:

Setting Up ESG Activities (Minimizing reporting burden)
1. Each ESG shelter is to be set up as a Project in IDIS.

2. ESG activities for that shelter may be set up as separate activities under that project.

3. If several activities are set up under a single project, HUD wants information to be reported just once per project (shelter). The detailed ESG follow-on screens should be filled out completely and comprehensively (aggregating the results from all activities) for the first activity established under a project (shelter). For subsequent activities under that same project, the ESG follow-on screens should be left blank.

Setting Up HOPWA

1. Each HOPWA sponsor is to be set up as a Project in IDIS.
2. HOPWA activities for each sponsor should be set up as separate activities under the project.

✎ *For each activity set up in IDIS, states should report on the activity by selecting the appropriate category on the first HOPWA screen. The screens that follow will be determined by your selection. These screens should be filled when activities are completed or at year end whichever comes first.*

8. Activity Funding

✎ *After an activity is set up, you will need to commit the funds from each grant that is funding the activity. 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> see a list of activities for the project. Choose the appropriate activity 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, source type, and recipient type that you want to fund this activity with.
✎ *See the **Quick Reference Chart for Drawdowns, Activity Funding, and Subgranting list in the IDIS Codes section for most useful codes in Activity Funding.***

At 2nd "Maintain Activity Funding" screen
● Enter a program year, if desired, and funded amount not to exceed the total estimated budgeted amount and press <Enter>.

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

9. Viewing or Revising 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 18) to make updates for activity accomplishments and beneficiaries directly and bypass other IDIS screens.*
1. At the MAIN MENU, select option 'B' or 'C' to begin revising or viewing an activity.
2. 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>.

10.   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 several 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.

11. 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.........	Then........
you want to revoke an approved drawdown to open---------->	place a "K" next to the "APPROVED" drawdown and press <**Enter**>. Press <**Enter**> again to confirm.
you want to cancel an approved drawdown--------------------->	place a "C" next to the "APPROVED" drawdown and press <**Enter**>. Press <**Enter**> again to confirm.
you want to cancel an open drawdown-------------------------->	go to MAINTAIN DRAWDOWNS and **Type** a "C" next to the specific drawdown and press <**Enter**>. Press **<Enter>** again to confirm.

12. 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 1040 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 1040;
   • 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
	03/14/97	312	01	1040	Revised	B	DC	EN	SE	$ 10,000
	03/17/97	312	05	1001	Open	B	DC	EN	SE	$ 6,000
	03/17/97	312	06	1040	Open	B	DC	EN	SE	$ 4,000

The "Revised" status of the $10,000 draw for HUD ACTIVITY NUMBER 1040 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 1040 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
	03/14/97	312	01	1040	Revised	B	DC	EN	SE	$ 4,000
	03/17/97	312	05	1002	Open	B	DC	EN	SE	$ 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.

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13. 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.

Remember, the KeyStroke Saver is designed to quickly assist you with all of the functions in IDIS!

14. 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 <u>not</u> 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.**

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 = Recaptured 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.

15. 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/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/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 web browser (Netscape or Internet Explorer).
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 web 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 in CAPS 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.

16. SUBFUNDS

THE ADMIN SUBFUND
- Established in IDIS by HUD at 10% of HOME grant
- ·May be increased by grantee to include 10% of program income reported in IDIS
- ·May be reduced by grantee
- Fund Type = "AD"

THE CHDO RESERVE FUND
- ·15% of HOME grant is reserved for CHDOs by HUD in IDIS as a CHDO Reserve Fund
- ·Established when the grantee goes "live"
- ·May be increased by grantee
- ·Fund type = "CR"
- You cannot draw down directly from the CHDO Reserve Fund. You must first create a subgrant for each CHDO from the CHDO Reserve and draw down from that subgrant.

OTHER SUBFUNDS
- CHDO Operating & CHDO Capacity Building
  - States create at no more than 5% of entitlement grant
  - May be reduced by state
  - **Fund Type is "CO" for CHDO Operating & "CC" for CHDO Capacity Building**
- Subfund (*General*)
  - States create from the entitlement grant an amount needed to allocate funds as subgrants to all of its "Other Entities", i.e. subrecipients/subgrantees but not CHDOs.
  - Established so that individual subgrants can be created and used for tracking financial information related to subrecipients/subgrantees
  - **Fund Type = "SU"**
- You cannot draw down directly from the general Subfund. You must create a subgrant for each subrecipient/subgrantee

Increasing Subfunds in IDIS

1. Go to the SUBGRANT MENU.
2. Select the "MAINTAIN SUBFUNDS" 04 option.
3. **Type** in the appropriate Program Code and Fiscal Year and Press <**Enter**>.
4. To increase subfund amounts, type **"R"** next to the appropriate subfund.
5. **Type** in the new amount in the SUBALLOCATION field. Press <**Enter**>.
6. When you return to the ""MAINTAIN SUBFUNDS" screen, you will see the new subfund amount in white and a message at the bottom of the screen saying "Selection(s) Processed Successfully".
7. Return to the MAIN MENU.

17. Creating Subgrants in IDIS

✎ *Subgranting is the process of transferring funds to a state recipient (CHDO, Local Government or Other Entity) which may exercise some control over how those funds are spent. Drawdowns for activities carried out by a state recipient (CHDO, Local Government or Other Entity) can be made against a subgrant established for that particular state recipient.*

✎ *A subgrant is set up by transferring money from the State's Entitlement Grant or CHDO Reserve fund. To be able to transfer subfunds (e.g. CHDO Reserve, General Subfund), an activity which will be carried out by a state recipient will have to be set up in IDIS. In this case, you would type "Y" to answer the question "Will Another Entity or CHDO Have Access to the Activity?," and select the state recipient from a list that appears on the next screen.*

Subgrants in IDIS involve a series of steps: 1. Creating a **subgrant**. 2. Designate a state recipient. 3. Setting up an activity "accessed by another entity or CHDO".	4. Committing funds through ACTIVITY FUNDING. 5. Drawing down funds for that activity from the subgrant.

Creating Subgrants in IDIS Continued:

Creating a Subgrant for a State Recipient (CHDO, Local Government, and Other Entity)

- ✎ *Grantees must first setup a Subfund before setting up individual subgrants for Other Entities.*
- ✎ *A Subgrant cannot be created in IDIS until HUD has approved the CHDO designation form or other appropriate forms for Local Governments and Other Entities, and transferred this information into IDIS.*
- ✎ *Only HUD may establish a State Recipient in IDIS. A CHDO is established by HUD in IDIS when it receives the grantee's current CHDO Designation form, indicating whether the subgrantee is a CHDO or an "Other Entity."*
- ✎ *CHDO Reserve funds (at least 15% of each HOME grant) may be used only by creating subgrants.*
- ✎ *A separate subgrant must be established for each CHDO, Local Government or Other Entity.*
- ✎ *Subgrants of HOME funds may also be made to "Other Entities."*
- ✎ *When a state subgrants entitlement funds or CHDO funds to state recipients and CHDOs respectively, it has the option to provide recipients with direct on-line access to IDIS. The state also has the option to have the funds drawn down to the state recipients bank account – this is called Direct Banking. The state may not delegate Drawdown Approval authority to any state recipient.*

Steps:	3. Press **<F1>** to select a state recipient. Type in appropriate information for the following fields and press **<F9>** when finished. Return to Main Menu.
1. Go to the Subgrant menu.	
2. Select the "Create Subgrants" menu.	4. Set up an activity for a state recipient.

SUBGRANT FOR CHDOS						
UOG CODE	UOG NUMBER	PROGRAM CODE	FISCAL YEAR	SOURCE TYPE	FUND TYPE	SUBALLOCATION AMOUNT
XXXXXX	XXXXX	M	01	SG	CR	$XX,XXX

SUBGRANT FOR OTHER ENTITIES						
UOG CODE	UOG NUMBER	PROGRAM CODE	FISCAL YEAR	SOURCE TYPE	FUND TYPE	SUBALLOCATION AMOUNT
XXXXXX	XXXXX	B	01	DC	SU	$XXXXX

Drawing Down Funds from a Subgrant

There are five things to remember when drawing funds from a subgrant:

1. At the "D 01" option, authorize the correct state recipient, **NOT** the grantee itself.
2. Select the appropriate HUD Activity Number(s); ones set up for this specific state recipient you selected in step one.
3. When committing the funds, be sure to select the subgrant that has been created for that state recipient.
4. A subgrant cannot be canceled after funds have been drawn down from it.

IDIS KeyStroke Saver

18. 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 the following screens for any activity without having to move past other setup screens in IDIS. The specific screens the grantees can quickly access are:

- 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>.

<u>Steps</u>
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

HUD CODE	HUD Code Title	Regulation Citation	HUD CODE	HUD Code Title	Regulation Citation
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/Indus.	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)
			17C	CI Building Acquisition, Con. Rehab.	570.203(a)
04	Clearance and Demolition	570.201(d)	17D	Other Commercial/Industrial Improvements	570.203(a)
04A	Clean-up of Contaminated Sites	570.201(d)	18A	ED Direct Financial Assistance to For-Profits	570.203(b)
05	Public Services (General)	570.201(e)	18B	ED Technical Assistance	570.203(b)
05A	Senior Services	570.201(e)	18C	Micro-Enterprise Assistance	
05B	Handicapped Services	570.201(e)	19A	HOME Admin/Planning Costs of PJ	
05C	Legal Services	570.201(e)	19B	HOME CHDO Operating Costs	
05D	Youth Services	570.201(e)	19C	CDBG Nonprofit Organization Capacity Building	
05E	Transportation Services	570.201(e)	19D	CDBG Assistance to Institutes of Higher Education	
05F	Substance Abuse Services	570.201(e)	19E	CDBG Operation and Repair of Foreclosed Property	
05G	Battered and Abused Spouses	570.201(e)	19F	Repayments of Section 108 Loan Principal	
05H	Employment Training	570.201(e)	20	Planning	570.205
05I	Crime Awareness	570.201(e)	21A	General Program Administration	570.206
05J	Fair Housing Activities (CDBG subject to 15% cap)	570.201(e)	21B	Indirect Costs	570.206
			21C	Public Information	570.206
05K	Tenant/Landlord Counseling	570.201(e)	21D	Fair Housing Activities (20% Admin cap)	570.206
05L	Child Care Services	570.201(e)	21E	Submissions or Applications for Federal Programs	570.206
05M	Health Services	570.201(e)	21F	HOME Rental Subsidy Payments	
05N	Abused and Neglected Children	570.201(e)	21G	HOME Security Deposits	
05O	Mental Health Services	570.201(e)	21H	HOME Admin/Planning Costs of PJ (subject to 10% cap)	
05P	Screening for Lead Based Paint/Lead Hazards Poison	570.201(e)	21I	HOME CHDO Operating Expenses (subject to 5% cap)	
05Q	Subsistence Payments	570.204	22	Unprogrammed Funds	
05R	Homeownership Assistance (not direct)	570.204	31	HOPWA	
05S	Rental Housing Subsidies	570.204	31A	HOPWA Grantee Activity	
05T	Security Deposits (if HOME, not part of 5% Admin cap)		31B	HOPWA Grantee Administration	
			31C	HOPWA Project Sponsor Activity	

IDIS KeyStroke Saver

IDIS CODES

SET UP ACTIVITY CODES
<COMMON PATH>

ENVIRONMENTAL ASSESSMENT CODE	ACTIVITY STATUS CODE
Screen C04MA03	*Screen C04MA04*
A Exempt	1 Canceled
B Categorically Excluded	2 Completed
C Completed	3 Underway
D Underway	4 Funds budgeted

PROPOSED/ACTUAL ACCOMPLISHMENT DATA
Screen C04MA04

01	People (General)	09	Organizations
02	Youth	10	Housing Units
03	Elderly	11	Public Facilities
04	Households (General)	12	Feet of Public Utilities
05	Large Households	13	Jobs
06	Small Households	14	Loans
07	Elderly Households	15	Low/Mod Persons
08	Businesses	16	Low/Mod Jobs

<CDBG PATH>

CDBG NATIONAL OBJECTIVES
Screen C04MC01

LMA	Low/Mod Area	SBA	Slum/Blight Area
LMC	Low/Mod Limited Clientele	SBA	Slum/Blight Area
LMH	Low/Mod Housing	SBR	Slum/Blight Urban Renewal
LMJ	Low/Mod Jobs	SBS	Slum/Blight Spot
		URG	Urgent Need

AREA IDENTIFIER
Screen C04MC01
01   CDFI AREAS
02   STRATEGY AREAS

SET UP ACTIVITY CODES
<HOME PATH>

ACTIVITY TYPE TYPE (HOME Setup)
Screen C04MH02
1. Rehabilitation Only
2. New Construction
3. Acquisition Only
4. Acquisition and Rehabilitation
5. Acquisition and New Construction

CHDO CODE (HOME setup)
Screen C04MH02
1   Owned
2   Sponsored
3   Developed

TENURE TYPE (HOME Set Up)
Screen C04MH02
1   Rental
2   Homeownership First-time buyer
3   Homeownership Rehabilitation

CONTRACT TYPE CODE (HOME Setup)
Screen C04MH06
O   Owner
T   Tenant

TYPE OF OWNERSHIP CODE (HOME Set Up)
Screen C04MH02
1   Individual
2   Partnership
3   Corporation
4   Not-for-Profit
5   Publicly-Owned
9   Other

STATUS (HOME TBRA Setup)
Screen C04MH06
1   Tenant Receiving TBRA
2   Rental Assistance to this Tenant has ended

COMPLETION ACTIVITY CODES
<HOME PATH>

FUND TYPE (HOME Completion)
Screen C04MH16
1. Program funds for Activity
2. Program for down payment assistance
3. Program income
4. Other Federal
5. State or local appropriated
6. State or local tax exempt bond proceeds
7. Private loan funds
8. Owner contribution
9. Private grants

ACTIVITY TYPE CODE (HOME Completion)
Screen C04MH07, C04MH05
1. Rehabilitation Only
2. New Construction
3. Acquisition Only
4. Acquisition and Rehabilitation
5. Acquisition and New Construction

COMPLETION ACTIVITY CODES CONTINUED:	TYPE OF HOMEOWNER PROPERTY
ASSISTANCE METHOD	(HOME Multi-Unit Completion)
(HOME Completion)	*Screen C04MH15*
Screen C04MH16	1 Condominium
1 Direct loan	2 Cooperative
2 Grant	3 Single Room Occupancy
3 Deferred payment loan (DPL)	4 1-4 Single-Family
4 CHDO loan	
5 Other assistance	
UNIT OCCUPANCY	**TYPE OF HOMEOWNER PROPERTY**
(HOME Completion)	(HOME Completion)
Screens C04MH13;C04MH14	*Screen C04MH15, C04MH05*
1 Tenant	1 1-4 Single Family
2 Owner	2 Condominium
9 Vacant	3 Cooperative
	4 Manufactured Home

SETUP & COMPLETION ACTIVITY CODES
<HOME PATH>

HEAD OF HOUSEHOLD CODE	**HOUSEHOLD SIZE CODE**
(HOME Setup & Completion)	(HOME Setup & Completion)
Screens CO4MH06;C04MH13;C04MH14	*Screens C04MH06;C04MH13;C04MH14*
1 Single/Non Elderly	1 1 person
2 Elderly	2 2 persons
3 Related/Single Parent	3 3 persons
4 Related/Two Parents	4 4 persons
5 Other	5 5 persons
9 Vacant	6 6 persons
	7 7 persons
	8 8 plus persons
	9 9 Vacant
BEDROOM CODE (HOME Setup & Completion)	**PERCENT OF MEDIAN INCOME CODE**
Screens C04MH06;C04MH13;C0MH14	(HOME Setup & Completion)
0 Single Room Occupancy, efficiency	*Screens CO4MH06;C04MH13;C04MH14*
1 1 Bedroom	1 0 - 30%
2 2 Bedrooms	2 30 - 50%
3 3 Bedrooms	3 50 - 60%
4 4 Bedrooms	4 60 - 80%
5 5 + Bedrooms	

RACE/ETHNICITY

(HOME Setup & Completion)

Screens CO4MH06;C04MH13;C04MH14

1   White, non-Hispanic
2   Black, non-Hispanic
3   Native American
4   Asian or Pacific Islander
5   Hispanic

SET UP ACTIVITY CODES
<HOPWA PATH>

FACILITY TYPE (HOPWA)

Screen C04MP02

1	Short Term Facility
2	Single Room Occupancy
3	Community Residence
4	Other Housing

DRAWDOWN ACTIVITY CODES

PROGRAM TYPE		GRANT SOURCE TYPE	
B	CDBG	DC	Direct Formula Consortium (HOME)/State Small City (CDBG)/State Direct Allocation (ESG)
M	HOME	HS	HOPWA (State)
S	ESG	HH	HOPWA (Entitlement)
H	HOPWA	MC	Metropolitan City
		UC	Urban County
		SG	State (HOME)

GRANT FUND TYPE		RECIPIENT TYPE	
AD	Administration	LG	Local Government
CO	CHDO Operating	CO	CHDO
CR	CHDO Reserve	OE	Other Entity
EN	Entitlement	SE	State Entitlement
SU	Subgrant	SR	State Recipient

RECEIPTS PROCESSING

PROGRAM CODE		SOURCE TYPE		FUND TYPE		RECEIPT TYPE	
B	CDBG	MC	Metropolitan City	PI	Program Income	HP	Recaptured from Homebuyer program
M	HOME	UC	Urban County	RL	Revolving Loan Funds	IU	Repayment of funds from ineligible use
S	ESG	DC	Direct Formula Consortium (HOME) State Small City (CDBG)/State Direct Allocation (ESG)	RE	Recaptured Funds		
H	HOPWA			SF	State Revolving Funds	ED	Returned to grant funds due to excessive draw
		SG	State (HOME)	RC	Receivable		
		HS	HOPWA State				
		HH	HOPWA Entitlement				

SUBFUND AND SUBGRANT CODES

PROGRAM TYPE		GRANT SOURCE TYPE		GRANT FUND TYPE	
B	CDBG	DC	Direct Formula Consortium (HOME) State Small City (CDBG) State Direct Allocation (ESG)	AD	Administration
H	HOPWA			CO	CHDO Operating
M	HOME			CR	CHDO Reserve
S	ESG	HH	HOPWA Entitlement	DC	Direct Formula Consortium
		HS	HOPWA State	EN	Entitlement
		SG	State (HOME)	SU	Subgrant
				TA	Technical Assistance

Quick Reference Chart for Drawdowns, Activity Funding, and Subgranting

Program	Entity	Grant	Source Type	Fund Type	Recipient Type
CDBG (B)	State Entitlement	Entitlement Grant	DC	EN	SE
	State Entitlement	Administration Subfund	DC	AD	SE
	State Entitlement	Tech. Assistance Subfund	DC	TA	SE
	Other Entity	Subgrant	DC	SU	OE
	Small City /State Agency	Subgrant	DC	SU	SR
HOME (M)	State Entitlement	Entitlement Grant	SG	EN	SE
	State Entitlement	Administration Subfund	SG	AD	SE
	CHDO	Subgrant	SG	SU	CO
	CHDO	CHDO Reserve	SG	CR	CO
	State Entitlement	CHDO Operating	SG	CO	SE
ESG (S)	State Entitlement	Entitlement Grant	DC	EN	SE
	State Entitlement	Administration Subfund	DC	AD	SE
HOPWA (H)	State Entitlement	Entitlement Grant	HS	EN	SE
	State Entitlement	Administration Subfund	HS	AD	SE