

## Chapter 2: IDIS Structure and Functions

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## 2.1 What's in This Chapter?

2.1 What's in This Chapter? .....	2
2.1.1 Overview.....	3
2.2 Creating IDIS Project and Activity Structure .....	4
2.2.1 Importance of Project and Activity Structure .....	4
2.2.2 Role of IDIS Projects and Activities.....	6
2.2.3 Defining the IDIS Project and Activity Structure .....	6
2.2.4 Planning the IDIS Project and Activity Structure .....	7
2.2.5 Loading of Projects and Activities into IDIS .....	7
2.3 Overview of IDIS Processing.....	8
2.3.1 Plan/Project Processing.....	8
2.3.2 The Common Paths.....	8
2.3.3 How Four Processing Steps Guide IDIS .....	8
2.3 Summary of Additional IDIS Functions .....	11
2.3.1 Subfunding and Subgranting.....	11
2.3.2 Receipt Income .....	12
2.3.3 Reports .....	13
2.3.4 Utilities Features Available to Grantees .....	14
2.3.5 Preparation for Implementation of IDIS .....	14

## 2.1.1 Overview

In Chapter 2 you will learn more about the project and activity framework that IDIS uses for CPD formula grants management. This includes a description of the significance and role of projects and activities and alternative ways you can define their structure.

This chapter describes the concept of the *common path* that underlies the design of the system, particularly for setting up activities.

This chapter contains a brief summary of each of the major functions of IDIS. This provides a general overview of all IDIS capabilities; each function is then described in greater detail in later chapters of the *Manual*.

## 2.2 Creating IDIS Project and Activity Structure

### 2.2.1 Importance of Project and Activity Structure

Projects and activities are the cornerstones of CPD formula grants management and IDIS.

#### Comparison of Projects vs. Activities in IDIS

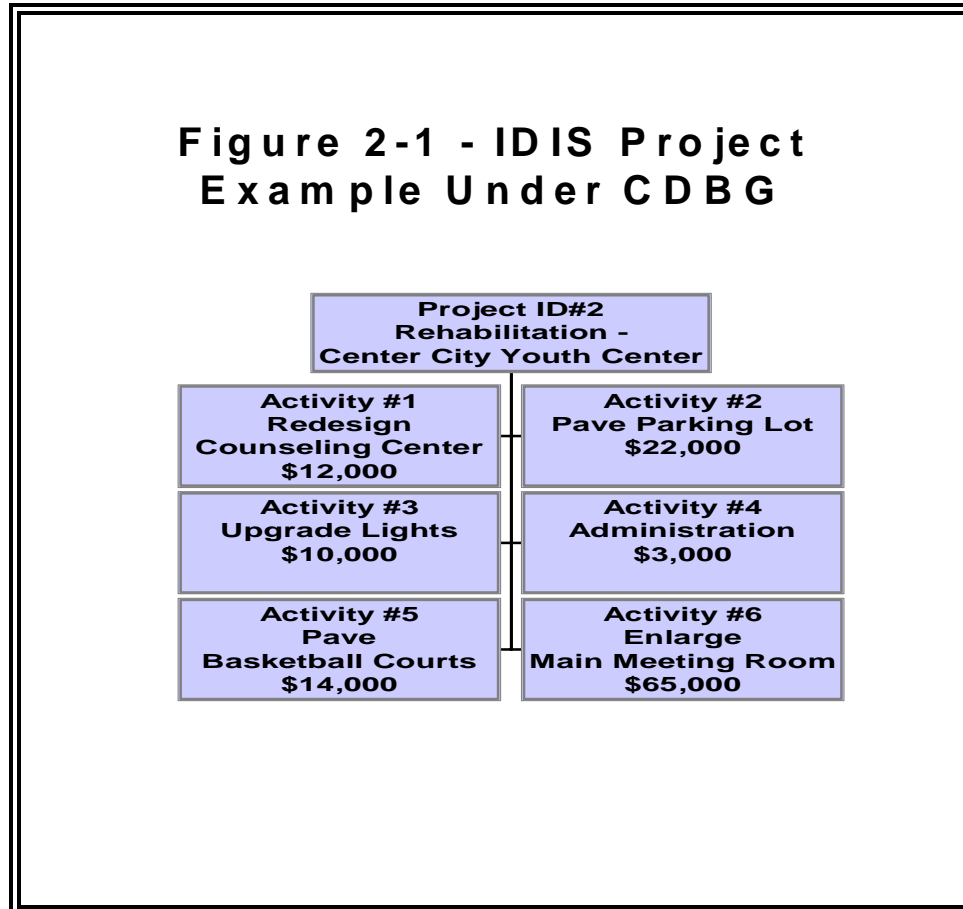
<p><b>Projects...</b></p>	<p>are an integral part of a community's program management strategy as they are the planned undertakings that address identified community needs.</p> <p>They are part of the grantee's strategic Consolidated Plan and flow into its annual Action Plan, which is approved by HUD. Therefore, projects link a grantee's 3-to-5 year Consolidated Plan with the work being carried out under their Action Plan for a given plan year.</p> <p>Throughout IDIS, projects are the overarching entity that tie together multiple activities. A project must have at least one companion activity before funds can be drawn for this project. Projects are always one level above activities in the IDIS structure.</p>
<p><b>Activities...</b></p>	<p>assume the key functional role. The activities are the actual tasks that are performed by the program participants and implement what was planned in the projects.</p> <p>Whereas projects are broadly defined and require minimal information in IDIS, activities are stated more specifically and require a much greater level of detail on the system.</p> <p>Activities are the primary processing and reporting mechanisms of the system.</p>



**NOTE:**

Within IDIS, the grantee is the owner of the project and is responsible for its associated activities, even if a subgrantee actually performs the activity work.

Figure 2-1 demonstrates the project-to-activity relationship as it shows a single, hypothetical CDBG project, the Rehabilitation of the Center City Youth Center, with six underlying activities.



Another way to look at projects is to view them as the “filing cabinets” of IDIS because they provide a way to organize information. The activities may be seen as the “files” as the activity is the vehicle for performing the most vital functions of IDIS, e.g., funds are drawn and accomplishments reported by specific activity.

## 2.2.2 Role of IDIS Projects and Activities

**IDIS projects and activities possess the following attributes:**

<b>Projects</b>	<ul style="list-style-type: none"> <li>• Serve as organizational structure under which activities are set-up</li> <li>• Connect an activity to a specific program year</li> <li>• Associate activities with a specific sponsor, recipient, or function (examples: public improvements, economic development loans and public service)</li> </ul>
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Represent level where funds are committed and drawn.</li> <li>• Allow for tracking of expenditures</li> <li>• Provide means to report on work being done under a project (examples: building rehab/improvements, localities, properties, services, etc.)</li> </ul>



### **PROJECTS VERSUS ACTIVITIES:**

- A project is something that you proposed to do from your Consolidated Plan
- An activity is all or part of the actual work performed under the project

## 2.2.3 Defining the IDIS Project and Activity Structure

Defining the IDIS project and activity structure is one of the most important actions initiated by grantees for these three reasons:

- Plays a major part in program management as it relates the strategies and objectives in your Consolidated Plan to the actual performance recorded in IDIS
- Provides a framework within which to organize your data in IDIS and therefore impacts all parts of the system and the capabilities provided to users
- Allows jurisdictions to tailor the system to their business needs.

Once you have decided on the best project and activity structure for your jurisdiction, it is essential that you are consistent and adhere to this structure whenever adding or modifying projects and activities.

## 2.2.4 Planning the IDIS Project and Activity Structure

When planning how to structure projects and activities you should consider these factors:

- Program rules
- CPD Field Office guidance
- Drawdown and reporting workload
- Internal and external needs for management information

The project-to-activity relationship can be structured by a grantee in a number of ways. You should decide which structure will best fit the way your jurisdiction does business. For example, it may be important to examine whether the IDIS structure needs to be compatible with other systems that may be used by your organization. Additionally, the IDIS structure should lead to informed program management decision-making.

If the IDIS structure is well planned and documented it will promote:

- Consistency across the organization
- Smooth transitions when new staff members work with the system
- Rapid learning of the system
- Flexibility for growth
- Improvement in operating processes.

## 2.2.5 Loading of Projects and Activities into IDIS

Some of your projects and activities appearing in IDIS may have been transferred into the system through automated data transfers performed by HUD HQ. These data transfers move information from multiple sources into IDIS and are conducted for two reasons:

- When a participant first starts using IDIS, to bring historical data into IDIS
- For grantees who have an approved Action Plan in the C2020 System, to load the projects into IDIS each year.

## 2.3 Overview of IDIS Processing

### 2.3.1 Plan/Project Processing

The Plan/Project option on the Main Menu allows you to set up, approve and revise projects. These projects may have been transferred into IDIS from your Consolidated Plan/Action Plan.

Projects and project information should not be changed in IDIS without due consideration. Although IDIS allows you to change your plan, it does not supersede or replace the amendment process that you must follow with your local Field Office.

### 2.3.2 The Common Paths

The IDIS design is based upon common work flow paths. When you select one of the “common path” options from the system’s Main Menu it routes you through a series of related screens in a pre-determined path. These common paths branch off into separate sub-paths corresponding to each of the formula grant programs.

Therefore, the first four screens for setting up activities are the same for the four CPD formula grant programs. Subsequent program-specific screens will vary depending upon which funding characteristics are selected by the user.

### 2.3.3 How Four Processing Steps Guide IDIS

These four processing steps guide and organize much of your work in IDIS.

#### IDIS Four Major Processing Steps

<p><b>Step 1 Set Up Activity</b></p>	<p><b>Main Menu Option A</b></p>	<p>You establish the activity in the system by providing a minimum set of information about the activity and its relationship with a project, which include:</p> <ul style="list-style-type: none"> <li>•Give the activity a name</li> <li>•Link the activity to a project and plan year</li> <li>•Assign a budget for the activity</li> </ul> <p>For HOME grants, at the outset of the activity you must enter more than the minimal data requirements of the Setup Activity common path. You need to complete additional information in the HOME path screens in order to obtain your funds.</p>
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<p><b>Step 2 - Activity Funding or Committing Funds</b></p>	<p><b>Main Menu Option I</b></p>	<p>Once an activity is set up, you will commit the funds from each grant that is funding the activity using the Activity Funding option from the Main Menu. You will designate the program type and the amount of funds by program year.</p> <p>Committing funds obligates these funds to a specific activity. The committed funds are not interchangeable between various activities. Committed funds may come from single or multiple federal and/or local sources, such as the formula grant programs, the Community Housing Development Organization (CHDO) Reserve funds, Other Entities, program income, etc.</p> <p>Funds can only be drawn down after they are committed. There are two limits on the amount of funds committed to a given activity. Committed funds cannot exceed:</p> <ul style="list-style-type: none"> <li>•Amount estimated for the activity (its budget); or</li> <li>•Total amount available from the CPD formula grant.</li> </ul>
<p><b>Step 3 - Drawdowns</b></p>	<p><b>Main Menu Option D</b></p>	<p>Once funds have been committed through Activity Funding you are ready to make disbursements or draw down the committed funds.</p> <p>Drawing down funds is a three-step process that can be conducted by one person or split between several people:</p> <ul style="list-style-type: none"> <li>•Designate a grantee or subgrantee (“Authorize” in IDIS)</li> <li>•Create a drawdown</li> <li>•Approve a drawdown</li> </ul> <p>Only Approved Drawdowns are sent to the Treasury to be paid. Open <i>draws</i> stay on <i>hold</i> until approved or canceled.</p> <p>There are three limits on the amount of a drawdown. Drawdowns cannot exceed:</p> <ul style="list-style-type: none"> <li>•Total amount estimated for the activity (its budget);</li> <li>•Total amount funded from a grant for an activity; or</li> <li>•Balance of the grant (grant less all previous drawdowns).</li> </ul>

<b>Step 4: Completion Path</b>	<b>Main Menu Option B</b>	<p>This step involves entering into the system the completion information for the specific formula grant program(s) that are funding a given activity. It is performed under the Revise Activity option, which is used for a number of purposes including:</p> <ul style="list-style-type: none"><li>• Completing the set-up of an activity</li><li>• Correcting an error in an activity</li><li>• Changing the amount of funds budgeted for the activity</li><li>• Updating the status of the activity</li><li>• Reporting significant accomplishments</li><li>• Reporting completion of an activity</li></ul>
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## 2.3 Summary of Additional IDIS Functions

### 2.3.1 Subfunding and Subgranting

A grant consists of funds made available to a grantee through a grant agreement. HUD's four CPD formula grant programs issue grants to communities, states, and other organizations.

A *subfund* is a portion of a CPD formula grant that is set aside for a special purpose, for example CHDO Reserve, HOME Administration, or CHDO Operating Expenses. Subfunds are created and maintained at the grantee level.

IDIS automatically creates subfunds for 15% HOME CHDO Reserve and 10% HOME Administration for each new HOME grant. A grantee can increase the funding for CHDO Reserve, but never decrease the funding lower than the 15% reserve. The 10% set aside for HOME Administration can be decreased (or the fund canceled) but never increased above the 10% ceiling. Grantees in the HOME program may optionally create a subfund for CHDO Operating Expenses capped at 5%.

Grantees in the other CPD programs optionally may create administration subfunds to make record keeping easier. (IDIS monitors the funding cap placed on administrative expenses by the CPD programs and warns the grantee if they try to draw down funds that will exceed the cap.)

A *subgrant* is a portion of a CPD program grant that is given to other organizations such as CHDOs (for HOME), Other Entities (for HOME), Subrecipients (for CDBG), or any other organizations who do not receive CPD program grants directly from HUD.

Some CDBG program grantees use the subgranting feature of IDIS to manage awards to their CDBG subrecipients, but CDBG does not require the use of the subgranting feature in IDIS.



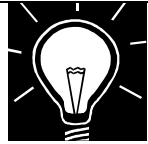
**SEE:**

Chapter 6, Subfunding and Subgranting.

## 2.3.2 Receipt Income

Effective with Release 4.8, grantees can create *local account funds* to track income generated from program income (PI), revolving loan income (RL), or CDBG State Revolving Fund income (SF). Once created, these local accounts are used to fund specific activities and can be chosen when drawing down funds for the activity.

**IDIS no longer automatically applies receipt income against the next EN draw for an activity. You must indicate you are drawing from a receipt fund when doing the drawdown. Per CDBG and HOME rules, you must draw receipt income, if available, before drawing any EN funds for the activity.**



**SEE:**

Chapter 7, Drawdowns

Chapter 13, Receipt Funds and Receipt Processing.

### 2.3.3 Reports

Reports are one of the most beneficial features of IDIS. The system's reporting capabilities reduce the preparation time for producing the year-end reports required for each program. IDIS consolidates and organizes the data that has been entered into the system in the manner required by each program. The IDIS reporting capability allows you to manage and monitor the various programs throughout the program year by tracking disbursements and reporting performance. The reports also allow you to report on program performance and accomplishments, comply with accounting and audit requirements and required review of performance information by citizens.

Chapter 12 explains in detail what reports are available and how to generate them. Some reports of particular interest include:

- Summary of Activities—GPR
- Status of HOME Grants
- List of Activities Report
- Entitlement Grant Funding Report
- Drawdown Voucher Report

All the information that you key in to IDIS can be printed on a report. As discussed in Chapter 1, IDIS operates in conjunction with several other HUD grant and administrative systems. Thus, information that appears on your reports reflects information captured by these other systems. As IDIS is a real-time system, your reports are current as of the time you run them.

**SEE:**

Chapter 12, Using the IDIS Reporting Capabilities  
Appendix E, IDIS Report Catalog

### 2.3.4 Utilities Features Available to Grantees

IDIS Utilities are primarily for HUD staff use. However, some important functions exist at the grantee level in the Utilities module.

#### IDIS Utilities Used by Grantees:

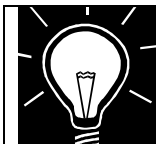
<b>System Access</b>	While the HUD User Assistance Branch centrally controls the access of IDIS users, a jurisdiction's local administrator can further restrict and refine the access of its staff members.
<b>CDFI Area and Strategy Area</b>	If you are one of the small number of communities that has a Community Development Financial Institution (CDFI) Area or a Neighborhood Revitalization Strategy Area, you may use the Table Maintenance utility. This part of IDIS allows you to add CDFI and Strategy Areas when documenting your CDBG accomplishments.  See Section 8.11.

### 2.3.5 Preparation for Implementation of IDIS

For first-time users of IDIS, taking the time to plan the implementation of the system is crucial to its success. Equally as important is devoting sufficient resources to this effort.

Some of the more important elements of the start-up include:

- Prepare task plan for the start-up
- Define and document project and activity structure
- Delineate staff roles and functions
- Assign a Local System Administrator
- If applicable, pre-load data from other systems
- Document IDIS access rights, etc.
- Communicate fully start-up initiatives to everyone impacted



**SEE:**

Appendix A, IDIS Implementation Planning Task List