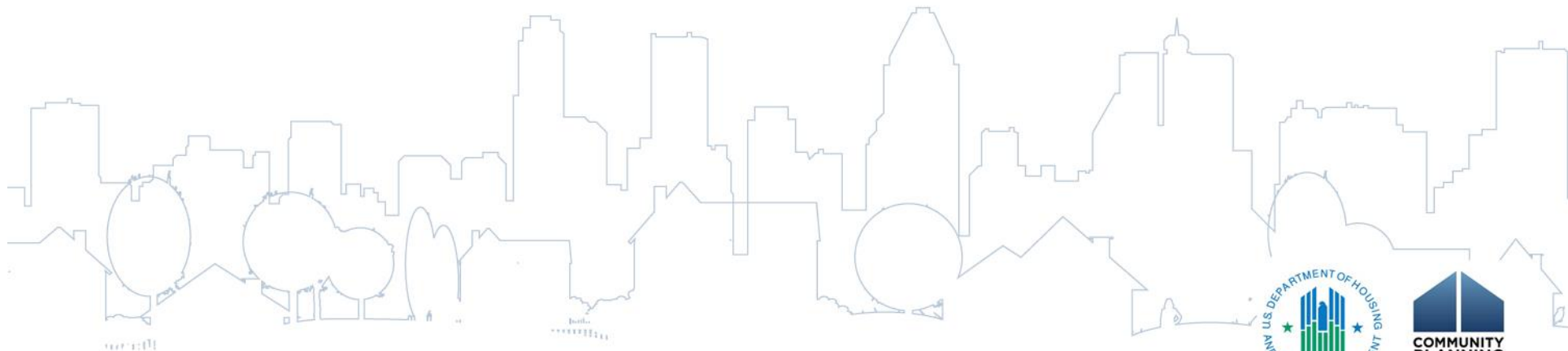# TIPS FOR REPORTING TIMELY AND ACCURATE CDBG DATA IN IDIS

HUD Requires CDBG Data that are

- Complete
- Accurate
- Timely

Why IDIS Data Are Important

- Demonstrate Compliance
- Provide Transparency and Accountability
- Incorporate in government-wide and department-wide reports. Respond to frequent requests from
    - the White House,
    - OMB,
    - Congress,
    - GAO,
    - OIG,
    - HUD Secretary
    - and other stakeholders
- Demonstrate the contributions each of our grantees are making toward meeting the needs of LMI citizens

Tip #1: Report as Frequently as Possible

- When to Report
  - As benefits are realized
  - Quarterly recommended
  - Annual reporting is required
- Understand Data Needs Upfront

Tip #2: What to Report

- All benefits realized during ***Program Year***
- Eligible Activity/National Objective compliance
- Accomplishment and beneficiary data
- Performance measurements
- Leveraging
- Report complete information for each activity

Tip #3: Enter the Place of Performance for the Activity Address

- Not the address of the administrative offices
- For infrastructure activities, use a street address range
- Housing activities with multiple sites
- No P.O. Boxes

Tip #4: Set up Housing Activity

- Include physical address
- Single unit structure: can be aggregated in one activity for a single program year
- HUD encourages separate IDIS Online activity for each address
- Multi-unit structure: one activity per structure
- For privacy, do not use individual family names in "Activity Name" field
- Report accomplishments each year

Tip #5: Set up Separate Activity for Housing Counseling Activity

- Activity meets 24 CFR 5.100 Housing Counseling definition
  - Need to report in a separate activity
  - Conjunction with homeownership and down payment assistance: 05Y supporting 05R, 13A supporting 13B
  - Conjunction with CDBG assisted housing rehabilitation: 14L
  - Conjunction with HOME assisted housing activities: 14K
  - Housing counseling only: 05U
- Housing information and referral services: 05X

Tip #6: Report Accomplishments for Some Housing Admin & Services Activities

- Housing Rehabilitation Administration 14H
- Housing Services 14J

Activity	Actual Rehab Costs Paid With…	Report Accomplishments in IDIS?
Housing Rehab Admin (14H)	CDBG	Generally Reported Under Other Activities
Housing Rehab Admin (14H)	Non-CDBG	Yes
Housing Services (14J)	HOME	Yes

Tip #7: Correctly Report Certified Energy Star Units

- High Priority Performance Goal

- Gut rehabilitation or new construction; not replacement windows, insulation, appliances

- Must be certified by an Energy Star inspector

- Energy Star performance standard for buildings at:

https://www.hudexchange.info/resources/documents/Energy-Star-Performance-Standards-for-Buildings.pdf

Tip #8: Report Accurate Data for Public Facilities & Improvements Activities

- Use most specific "03" matrix code to accurately describe use of funds

- One public facility in an activity

- Report performance measures when activity completed/benefit realized

- Report progress every year

Tip #9: Report Accurate Data for Public Services Activities

- Use most specific matrix code "05" to accurately describe use of funds

- Distinguish a service from construction or rehabilitation of a facility where service is being provided

- Insert a new program year for multiyear activities

- One public service in an activity

Tip #10: Report Accurate Income Level Data for Direct Benefit Activities

- CDBG Statute requires that moderate-income persons are not benefited to the exclusion of low-income persons
- Do not report all beneficiaries as moderate income

Tip #11: Report Beneficiary Data for Presumed Benefit Activities

Abused Children	Extremely Low Income
Battered Spouses	Low Income
Severely Disabled Adults	Low Income
Homeless Persons	Extremely Low Income
Illiterate Adults	Low Income
Persons with AIDS	Low Income
Migrant Farm Workers	Low Income
Elderly	Senior center – Mod Income Not Center based – Low Income

Tip #12: Correctly Report Data for Economic Development Activities

- Direct financial assistance to for-profits
  - Separate activity for each business assisted
  - Do not aggregate
- Report Jobs in correct program year
- Report jobs only once each program year

Tip #13: Enter Leveraging Data

- High degree of interest among stakeholders

- Demonstrates that CDBG funds generate additional investment in communities

- Accurate-Grantees in California, Michigan, and Montana do not receive ARC funds

Tip #14: Report Program Income

- Creating Receipts
  - Create a receipt when program income is received
  - Identify IDIS activity ID that *GENERATED* the program income
  - Do not associate CDBG receipts with Activity 2
  - NSP transfer program income associate with Activity 2

Tip #15: Report Revolving Funds

- ## Creating Receipts

– Create a receipt when revolving funds are received

– Identify IDIS activity ID that *GENERATED* the RLF

– Receipt unreceipted RLF balances in IDIS as soon as possible.

– Only be used for the same type of activities

– Cannot be used for general admin/planning costs

– Keep revolving funds moving

Tip #16: Track Admin/planning Expenditure for 2015 and Later Grants

- Grant based account implements two distinct compliance tests under §570.200(g) for planning & admin funds:

1. The existing program year obligation test (§570.200(g)(2))

2. An origin year expenditure test (§570.200(g)(1))

- The grantee must pass <u>both</u> tests to be in compliance.

Grantees Need to Monitor IDIS Data Quality

- Poor quality, incomplete data under-report or misrepresent program results

- Public, HUD, Congress can see program results via HUD web reports generated from data entered into IDIS

- Grantees can use IDIS data to assess their CDBG program performance

Helpful Tools

- IDIS resources for the CDBG program:
  https://www.hudexchange.info/programs/idis/guides/cdbg/

- Updated matrix code definition:
  https://www.hudexchange.info/resource/2545/matrix-code-definitions/https://www.hudexchange.info/resource/2545/matrix-code-definitions/

QUESTIONS?