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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Actual Rehab Costs Paid With...</th>
<th>Report Accomplishments in IDIS?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Rehab Admin (14H)</td>
<td>CDBG</td>
<td>Generally Reported Under Other Activities</td>
</tr>
<tr>
<td>Housing Rehab Admin (14H)</td>
<td>Non-CDBG</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing Services (14J)</td>
<td>HOME</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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:

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Income Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abused Children</td>
<td>Extremely Low Income</td>
</tr>
<tr>
<td>Battered Spouses</td>
<td>Low Income</td>
</tr>
<tr>
<td>Severely Disabled Adults</td>
<td>Low Income</td>
</tr>
<tr>
<td>Homeless Persons</td>
<td>Extremely Low Income</td>
</tr>
<tr>
<td>Illiterate Adults</td>
<td>Low Income</td>
</tr>
<tr>
<td>Persons with AIDS</td>
<td>Low Income</td>
</tr>
<tr>
<td>Migrant Farm Workers</td>
<td>Low Income</td>
</tr>
<tr>
<td>Elderly</td>
<td>Senior center – Mod Income</td>
</tr>
<tr>
<td></td>
<td>Not Center based – Low Income</td>
</tr>
</tbody>
</table>
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 \textit{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 both 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?