

## IDIS Instructions for the Homeless Prevention and Rapid Re-housing (HPRP) program

INTRODUCTION: The purpose of this guide is to assist Pennsylvania State Recipients set-up, fund and drawdown their HPRP grant dollars. HPRP recipients are also required to report beneficiary information in a Homeless Management Information System (HMIS). For assistance with Pennsylvania's HMIS, contact Karen Smith at [karensmith@state.pa.us](mailto:karensmith@state.pa.us).

After the executed contract is received at the Department of Community and Economic Development (DCED) Pennsylvania sets up a project in IDIS and establishes a subgrant equal to the amount of the approved HPRP contract. The project number, project name, contract number, contract award, and IDIS fund type(s) will be identified in your IDIS set-up letter from DCED.

After receiving the IDIS set-up letter, **grantees are required to set-up** IDIS activities **within 30 days** from the date of the letter.

### **Grantees are required to use the specific naming structure defined by HUD and DCED**

(see table 1)

Example budget for "Enrico Borough" awarded \$150,000

Financial Assistance:	50,000
Housing Relocation & Stabilization Services:	75,000
Data Collection:	5,000
Administration:	20,000
TOTAL:	\$ 150,000

### SETTING UP ACTIVITIES IN IDIS (Activity/Add Activity screen):

Select the Projects/Activities Tab

Select Add Activity from the menu on the left which is the Activity/Add Activity page.

The Activity Owner is Pennsylvania

Program Year: Refer to IDIS set-up letter

IDIS Project ID/Project title: Refer to IDIS set-up letter

Answer Yes to "Indicate if activity will be funded with Recovery Grant Funds"

Activity Name: Refer to Table 1 below\*

Program: ESG Activity Category: Refer to definitions and chart below\*

Environmental Assessment: Grantees must complete an environmental review before drawing down funds

Activity Description: Be brief

Press the SAVE button to get an IDIS activity number.

For Homeless Assistance and Homeless Prevention Activities, select Add ESG set-up detail button located next to the ESG Program Activity Category. Administration activities should be ready to fund.

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DEFINITIONS:

Homeless Prevention: Persons at risk at being homeless – still residing in a permanent unit of housing

Homeless Assistance: Persons that are homeless

**TABLE 1**

Activity	IDIS Activity Category	Activity Name
Homeless Prevention – Financial Assistance	Homeless Prevention	HPRP-HP-FA- (Organization Name)
Homeless Prevention – Housing Relocation & Stabilization Services	Homeless Prevention	HPRP-HP-HR- (Organization Name)
Rapid Re-Housing – Financial Assistance	Homeless Assistance	HPRP-HA-FA- (Organization Name)
Rapid Re-Housing – Housing Relocation & Stabilization Services	Homeless Assistance	HPRP-HA-HR- (Organization Name)
Administration	Administration	HPRP-AD- (Organization Name)
Data Collection & Evaluation	Homeless Prevention	HPRP-DC- (Organization Name)

Using the example budget for “Enrico Borough” the possible activities would be as follows:

HPRP-HP-FA Smith CAP	10,000
HPRP-HP-HR Smith CAP	25,000
HPRP-HA-FA Smith CAP	40,000
HPRP-HA-HR Smith CAP	50,000
HPRP-DC Smith CAP	5,000
HPRP-AD-Enrico Borough	20,000
<b>TOTAL</b>	<b>\$ 150,000</b>

If you have multiple organizations receiving HPRP funds from your municipality, you need to set-up additional activities following the same naming structure specific for that organization.

**SETTING UP ACTIVITIES IN IDIS (Activity/Add ESG Set-up Detail screen):**

Organization Carrying out Activity: Enter the organization that is receiving the money from the municipality.

Performance Objective & Performance Outcome: See chart below

IDIS Activity Type	Objective	Outcome
Homeless Assistance (Rapid Re-housing)	Create a Suitable living Environment	Availability Accessibility
Homeless Prevention (includes data collection)	Provide Decent Housing	Affordability
Administration	None	None

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Special Characteristics: (check all that apply)

Address: Not a required field

Housing and Services: Although HUD does not require this information for HPRP, the system requires at least one selection. Therefore, for Homeless Prevention activities, select "Homeless prevention."

For Homeless Assistance activities, select "Emergency Shelter Facilities," even if another type of assistance is being provided.

Press the SAVE button to return to the Activity/Edit Activity screen

Ready to fund next to the ESG activity type should be equal to Yes.

### FUNDING HPRP ACTIVITIES: (Activity Funding/Search for Activities to Fund)

Select the Funding/Drawdown Tab

Type the HUD activity number you want to fund and select the Search button.

Select Action Add/Edit next to the activity you want to fund which will direct you to the (Activity Funding/Edit Activity Funding Screen)

The grantee's HPRP funds are under program ESG and have a source type of DY.

- HPRP Grant Number **S-09-DY**-420001
- ESG Grant Number **S-09-DC**-420001
- Check and double check to make sure you are funding your HPRP activities from the correct grant
- Should you select the wrong grant, we will have to get IDIS programmers involved which could take months to correct

After identifying your HPRP funds, select Add/Edit next to the correct grant which will direct you to the (Activity Funding/Add Edit Funding Line item screen.)

Under current funding this source, type the year identified in your IDIS set-up letter and the dollar amount you want to commit to this activity. Press SAVE to fund the activity and the message Activity funded successfully will appear at the top of the page.

### CREATING VOUCHERS FOR HPRP ACTIVITIES: (Activity Funding/Search for Activities to Fund)

Select the Funding/Drawdown Tab

Select Create Voucher from the menu on the left

Type the HUD activity number you want to create a voucher for; chose a requested LOCCS submission date and press Continue.

Create Voucher Page 2 of 4: Verify that you are drawing against your HPRP funds by looking for Grant program ESG and Source Type DY.

Type the amount of funds you are requesting and press the Confirm Voucher button.

Create Voucher Page 3 of 4 (Confirmation):

Press the Confirm Voucher button to get a voucher number and send the request to our comptrollers office for approval.

Create Voucher Page 4 of 4 (View)

Take note of the voucher number. If you want to print this screen, select the print page link under the utilities menu on the left. If you do not receive your funds within 3 days of creating the voucher, contact the IDIS Coordinator, Kristina Powell at [krpowell@state.pa.us](mailto:krpowell@state.pa.us) or call (717) 720-7349.