# *IDIS LIVE*

*¼for the Integrated Disbursement and Information System*

# MORE THAN 70% OF GRANTEES NOW "LIVE"!

IDIS is closing in on 100%! Seventy percent of grantees are now "Live" in IDIS, and more and more grantees go "Live" every week.■

## NEW NEWSLETTER FORMAT

In order to better serve you, the grantee community, we have reformatted *IDIS Live.* Let us know what you think.

In this issue you will find handy articles on advanced Activity Funding and producing year-end reports as well as some of the familiar features: Q&A and Upcoming User Group meetings. You'll also find a new feature, the *IDIS Live* Guest Column. Our first Guest Columnist is **Larry Friedman** with the City of Ann Arbor, Michigan.

In order to consolidate the amount of documentation that you receive from us here on the IDIS team, we will no longer publish a standalone *Technical Bulletin. Technical Bulletin*–type information will henceforth appear as a feature in this newsletter.■

## IDIS "SYSTEM FIXES"

Releases 3.1.1, 3.1.2, and 3.1.3 recently went into effect in IDIS production. The releases were all "system fixes," which means that there were no changes to IDIS system functionality, nor were there any updates to the *IDIS User Manual.*

These latest releases went into production on August 12, 18, and 29, respectively. If you would like further details, you will find the release notes at http://www.hud.gov/cpd/idis/idissoft.html.

Thanks again for **your** input in alerting us to problems. Your prompt feedback allows us to better serve you and the IDIS community.

Release 3.2 is coming on September 15. It will comprise several new features, including the ability to **view** previous project amendments in the Plan/Project subsystem and the ability to add new **plan** entries via the Plan/Project

subsystem. ■

# IMPORTANT INFORMATION FOR IDIS LOCAL ADMINISTRATORS

Right now, IDIS Local Administrators are able to specify the **program areas** (CDBG, ESG, HOME, and HOPWA) with which their people can work. In the near future, IDIS Local Administrators will also be able to specify which **functions** their people can access (the ability to approve drawdowns, for instance).

## MANAGING FUNCTIONS IN THE FUTURE

A major change will soon be made to IDIS: The IDIS Local Administrator (each grantee should have at least one) will soon be able to assign IDIS work functions to each user in his or her system. The IDIS Local Administrator will be able to carry out the decisions of the IDIS authorizing official as to who can set up activities, request drawdowns, and approve drawdowns. This change will make IDIS more responsive to your needs by giving you more control.

Some functions will remain with HUD Headquarters:

- designating new Local Administrators;
- creating IDIS IDs; and
- changing the names of users (for marriage/divorce, etc.).

Send an IDIS Access Request Form to HUD Headquarters (via your field office) to complete the functions described above.

**Please inform your authorizing official of this upcoming change.** Authorizing officials should designate no more than two IDIS Local Administrators. What one Local Administrator does, another Local Administrator can undo. For instance, one Local Administrator may change the profile of a person to keep them from approving drawdowns, and another Local Administrator might reverse that change.

5. Verify that the person has the appropriate functions "flagged." As the IDIS Local Administrator, you can delete any functions (use the space bar, not the "Delete" key), but you cannot restore them, so be

If a user's access to IDIS becomes blocked, notify your local CPD Representative.

We will soon send a letter to each IDIS Local Administrator explaining the details. We expect this change to occur within a month.

## MANAGING ACTIVITY FUNDING NOW

There are four program areas that fund activities: CDBG, ESG, HOME, and HOPWA. IDIS allows users to specify the program(s) from which activities are to be funded. As an IDIS Local Administrator, you now have the power—and the responsibility—to modify the profiles of the people with whom you work to assure that they have access to the program funds with which they work...and to no others.

As an IDIS Local Administrator, you must know the IDIS IDs of all the users within your system, and you must know the program areas in which they work. Once you have this information, go into Production IDIS, and follow the steps below:

1. From the IDIS Main Menu, choose option **F 03** (Utilities Menu, User Information/Profile).

2. Enter the IDIS ID for the person whose profile you want to change.

3. Verify that the right person's name appears on the first screen (C04MU01). If it does not, notify your local CPD Representative.

4. Press "Enter" to go to the user profile screen (C04MU02).

careful! In the next version of IDIS, you will be able to both remove and restore functions, but you cannot do that now. Move the cursor to the program areas, and remove the "x" from before each program area in

which this person **does not** work. (Leave the "x" in place before each program area in which this person does work.) Once you have all the functions and the program areas as you want them, press "Enter." Remember...once you press "Enter," you will not be able to restore functions or program areas.

6. Go on to the next person, and repeat steps 2 through 5.

7. When you have finished, press F4 to return to the Main Menu.

# RESETTING IDIS PASSWORDS

On July 1, 1997, HUD centralized the resetting of IDIS passwords and the lifting of suspensions.

To reset an IDIS password or unsuspend an IDIS ID, call 202-708-3300, HUD's User Assistance Branch. As soon as the recorded message starts, press "3" to go to the Help Desk, where you will find the people who reset passwords and lift suspensions for all HUD applications.

You will need to provide the Help Desk with certain information; they will prompt you for that information. If you are practicing or viewing data before going "Live," you are in **"Pre-Production IDIS."** If you are already "Live," then you are in **"Production IDIS."**

# USING SPRINTLINK

There are several points to keep in mind when using SprintLink:

1. Neither the Hotline (1-800-273-2573) nor the new Help Desk (202-708-3300, HUD's User Assistance Branch) can reset Sprint passwords. If you need a fresh **SprintNet** ID or password, contact your local CPD Representative: They have spares. Share the SprintNet IDs and passwords freely, but **never change the SprintNet password**.

2. The version of Sprint that you should use is 2.0a. Download it from http://www.hud.gov/cpd/idis/ idissoft.html, or get it from your local CPD Representative. Install it on your PC. (For details, see "PowerTips" in *IDIS Live* 3 or the F1 column, "Helpful Hints," in *IDIS Live* 8).

3. The later versions of Sprint (2.0 and 2.0a) can point either to Pre-Production IDIS, where people view their data or practice IDIS using made-up data for Nashua, New Hampshire, or to Production IDIS. **When grantees go into Production, everyone in the grantee office should change Sprint so that it points to Production and not Pre-Production.**

4. To change Sprint from Pre-Production to Production

   a. Click on the Sprint icon;

   b. Click on "Setup" in the SprintNet Security window;

   c. Change "IDIS Region.." to Production;

   d. Save that change; and

   e. Close the SprintNet Security window.

   Now you can use Sprint to get into Production IDIS.

5. Share this information with all of the people who use IDIS. ∎

# IDIS AS AN INFORMATION MANAGEMENT TOOL

Reports that display accurate, specific grant information are critical if grantees and field staff are to manage funds effectively. The better the reports, the better the management. For this reason, HUD places a high priority on developing flexible, easy-to-use reports that provide you with timely management information.

Currently, the reporting and retrieval capability in IDIS provides you with access to all the data in the system. You may make retrievals through reports, data downloads, and online views. Don't forget…if you need help or instructions on how to run reports in IDIS, refer to the *IDIS User Manual* (pages 10-1 to 10-18) or *IDIS Live* or call your field office representative!

## REPORTS

Reports currently allow for the retrieval of information at the grant, activity, plan, drawdown, and program levels. The format for these reports can be found in the *IDIS User Manual*. The titles of the different reports, by program level, are provided below:

**Grant and Drawdown Reports**
- Federal Entitlement Grant Funding
- Grant Drawdown Report
- Drawdown Voucher Summary Report

**Activity Level Reports**
- List of Activities (by HUD activity ID)
- Grantee Summary Activity Report (by grantee ID)

**Plan Level Reports**
- Consolidated Plan Annual Performance and Evaluation Report
- Summary of Accomplishments

**CDBG Reports**
- Summary of Activities with Direct Benefits
- Program Income Details
- Rehabilitation Activities Report
- CDBG New Housing Construction Report
- Float Funded Activities Report
- Activities by CDFI Area
- List of Activities that Generate Program Income

**HOME Reports**
- Status of HOME Activities

**ESG Reports**
- ESG Financial Summary
- ESG Statistical Summary

## DATA DOWNLOADS

You can retrieve the program characteristics of each activity and the financial characteristics of each grant by downloading files. An IDIS "data download" is basically a "data dump." What does this mean? It means that the data is in no particular order (no headings, columns, etc.). It also means that you can manipulate the data as you choose. Descriptions of the data that are available in downloadable files are provided in the *IDIS User Manual*. The files are

- CDBG Financial Extraction
- CDBG Data Extraction
- HOME Financial Extraction
- HOME Data Extraction
- ESG Financial Extraction
- ESG Data Extraction
- HOPWA Financial Extraction
- HOPWA Data Extraction

## ONLINE VIEWS

You may also view your data through online system retrievals. Descriptions of the type of data that may be viewed in this manner are provided below:

**Activity Data View**
- View common data and program-specific data for each activity in each program
- Help screens identify project and plan years available to user

**Funding and Drawdown Views**
- View fund balance associated with each grant and each activity
- Help screens allow the retrieval of project and plan year information associated with each activity
- View program income and program income status
- View either grant summary or detail information

- View funding committed from each grant
- View disbursements and their status

**Project Data View**
- View characteristics of selected projects
- List projects and plan years that may be associated with an activity ∎

# NEW REPORTING CAPABILITIES IN THE WORKS

By October 1997, we plan to expand reporting and retrieval capabilities significantly to support two strategic objectives: management reporting and data manipulation. These two objectives will be met by a variety of system enhancements, additional retrieval capabilities, and reporting initiatives.

## MANAGEMENT REPORTS

A variety of management reports is under development.

**CDBG Financial Summary.** This summary will provide data comparable with the Financial Summary report as required under the GPR handbook. This summary will contain key program thresholds, such as the low- to moderate-income benefit, the public service cap, and the planning and administration cap. The format for this report will be comparable with what is contained in the GPR handbook.

**HOME Financial Summary.** This summary will contain key program thresholds that are needed to demonstrate overall commitments and CHDO reservations. This report will be similar to the "CAA" report under the HOME Cash & Management Information System (CMIS) in both format and content.

**CDBG Summary of Activities Report.** This report will be a modification of the report titled "Summary of Activities with Direct Benefit." It will provide information for CDBG activities comparable with what was required under the GPR for activities with direct benefit and for those without. The report format will be modified slightly so that it more closely resembles the report as required by the GPR.

**HOME Status of CHDO Activities.** This report will show the activities for each CHDO by fiscal year. The format and content of this report will be comparable with the "CBA" report under the HOME CMIS.

**Crosscutting Report Capabilities.** Two new crosscutting capabilities are being researched: the ability to print reports based on parameters (such as program year) and the simplification of the current ability to print reports on local laser printers (i.e., without manipulation under word-processing programs to correct for page size and font).

## DATA MANAGEMENT

Expanded downloading capabilities will provide you with improved access to and flexibility in the use of IDIS data.

**Project, Activity, and Activity Funding Data Download.** Program and funding information for all programs can be downloaded but not the project, activity, or activity funding data. These additional data will eventually be available for download.

**Model Microcomputer System.** We expect to develop a trial version of a model system that uses downloaded data to generate customized reports. Rather than having each grantee and field office reinvent the wheel for using extracted data, a model microcomputer system will contain standard file descriptions and reports that use downloaded IDIS data.

# FURTHER IMPROVEMENTS TO REPORTING

What other near-term work will be done to lay the groundwork for improved reports after the end of September?

During the near term, plans for additional reports and retrieval capabilities will be developed. There are two strategic objectives behind this effort: (1) to identify reports that provide additional flexibility for users who wish to obtain data from the system and (2) to develop reports that check the quality of the data in the system. Upon completion of this work, IDIS users will be able to

- specify additional HOME reports and queries to replicate all relevant retrieval capabilities from the HOME CMIS and specify needed reports for other program areas;

- specify consistency and completeness reports that will ensure the quality of all the data in the system;

- specify additional sample reports to be developed from the model microcomputer database;

- develop documents that aid users in determining the availability of reports as well as the source of data in the reports; and

- work with field offices and grantees to respond to questions and identify future retrieval needs.∎

# HELPFUL HINTS ON "ADVANCED" IDIS ACTIVITY FUNDING

Ever since Activity Funding was introduced, most grantees have been proceeding with Activity Funding by setting up and funding their activities in IDIS. Now that Activity Funding has been around awhile, some more "advanced" issues have come up about which many people have asked questions. Hopefully, this bulletin will help provide answers to some of the more sophisticated scenarios that can arise with IDIS Activity Funding. (This article is reprinted from *IDIS Technical Bulletin* 5, "A Guide on Advanced IDIS Activity Funding.")

*****

**OK, I understand activity funding, but I'm a little confused about funding an activity that is carried out by a CHDO.** Yes, CHDOs are confusing. It is critically important when funding an activity that you fund it from the right funding "bucket."

**How do I know which buckets are which on the Activity Funding screen (C04MO04)?** Refer to the Pgm Code and Fund Type columns on the bottom half of the screen (see example on page 10). Your CHDO bucket will begin with a Pgm Code of "M" for "HOME" and Fund Type of "CR" for "CHDO Reserve."

**If I have more than one CHDO, how do I know which CHDO bucket is for which CHDO?** For each CHDO, you have a separate CR bucket or line item on the O04 screen. The only way to identify which CHDO is which is by referring to the UOG code and number. Typically, CHDOs will have a UOG number that is sequentially different from the parent grantee. For instance, if your community's UOG code is 554340 and its UOG number 00001, your first CHDO will be 554340 00002.

**How do I handle activity funding for an activity that has mixed funding, say, funding from several different sources?** Easy! But be careful. It's important to be sure that you are funding your activity out of the right bucket. And if your community gets more than one type of grant (CDBG and HOME, for instance), each activity may be funded in a different way.

The C04MO04 screen is the most important screen for figuring out your funding choices. The "O04" screen holds a wealth of information, including information that will help you to determine how your drawdown voucher will need to be coded.

Simply eyeball the Pgm Code and Fund Type columns to be sure that you are selecting the right bucket of money. When you flag the bucket you want with an "x," complete your funding on the O05 screen by specifying the year from which the funds came, if you so desire. Remember, you indicate the year from which the money is coming. We don't care which year you choose. LOCCS is going to pull FIFO anyway. The "Fund Year" on the "O05" screen is strictly for your record keeping, and, in fact, this field may be left blank if you don't want to indicate a year.

To fund the same activity from multiple buckets, simply return to the O04 screen for that activity and select the next bucket from which you wish to fund (see the example that begins on page 9).

**How do I handle activity funding for an activity that has program income involved with it?** This is important. You cannot reserve program income (PI) toward a particular activity.

You may have noticed that when you try to flag the PI bucket, you are taken to the O05 screen, but you may not do anything there. Why is this? Remember our HUD rules: You may not reserve PI for a particular activity. Rather, PI must be spent immediately on the very next activity or draw (except in special circumstances like revolving loans).

So, how do you handle PI with activity funding? When funding an activity that is going to be paid for in part or in whole with PI, flag the "EN" ("entitlement") bucket. You will reserve money from your general entitlement bucket. When PI comes in, you will receipt it into IDIS using the Program Income module of IDIS. Then you will proceed with your draw as always (your activity is already funded).

Now when you do your draw, you of course will pull PI, because PI must be used first when the system knows you have it. IDIS will do its calculation of how much PI you have and how much EN needs to be used. After your draw, go back into Activity Funding for that activity. You will notice that the activity will reflect the PI that was used under the "Funded from this Grant" column and that the same amount has been "defunded" or refunded back into your EN grant bucket, because you didn't need it. Thus, for this reason, if your community has a large amount of PI involved with funding activities, it may be beneficial not to fund the activity until you are ready to do the draw. Try it, and see what works best for your community.

# "ADVANCED" ACTIVITY FUNDING: AN EXAMPLE

**1.** After your activity is set up, proceed to Activity Funding from the IDIS Main Menu. Then, go to option 02 (Maintain Activity Funding).

```
08/15/97          THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM          11:38:12


                              ACTIVITY FUNDING MENU

                            01  VIEW ACTIVITY FUNDING
                              02   MAINTAIN ACTIVITY FUNDING








                        TYPE SELECTION AND PRESS ENTER   I 02
      F1 = HELP  F2 = FHELP  F4 = MAIN MENU
```

**2.** Now, type in the Activity Number of the activity that you wish to fund, and press "Enter." (If you don't know the Activity Number, you can use Project and Program Year, as always, to pull up a list of activities by project.)

```
08/15/97   11:38             ACTIVITY FUNDING LIST                      C04MO03

PROJECT OWNER GRANTEE NAME: METROPOLIS
 CPS PROJECT: _____   PGM YEAR: _____   HUD ACTIVITY NBR: _____205

   SEL   PROJECT   PGM YEAR    IDIS ACTIVITY  ACTIVITY NAME









                 F1 = OWNER HELP  F2 = PROJ HELP  F4 = MAIN MENU

    F7 = PREV        F17 = UP        F18 = DOWN
```

**3.** Notice that the O04 screen has provided a wealth of information for you to review before proceeding with funding. Notice the Est. Max. Funding Amt of 50000.00. This amount comes from the C04MA08 screen and is what you estimated as the budgeted amount for this activity. You may not fund more than that amount for this activity.

For activities funded from multiple sources (EN and CR, for example, or CDBG EN and HOME EN, or two different CHDOs…the combinations are practically endless) flag with an "x" the first source with which you wish to fund the activity, and press "Enter."

```
 08/15/97   11:39          MAINTAIN ACTIVITY FUNDING                     C04MO04

GRANTEE NAME: METROPOLIS
CPS PROJECT: 0015  PGM YEAR: 1996   HUD ACTIVITY ID:          205
ACTIVITY NAME: NEPTUNE AVENUE REHAB
GRANTEE ACTIVITY NBR:     L-5703        ACT. TOTAL FUNDED AMT:            0.00
EST. MAX. FUNDING AMT:    50000.00      ACT. TOTAL  DRAWN AMT:            0.00

                   < SOURCE > < RECEIP >
SEL PGM FND      U O G      U O G     AMOUNT AVL.    FUNDED FROM          DRAWN FROM
    CD  TYP TYP CD/NUM TYP CD/NUM   FOR FUNDING     THIS GRANT           THIS GRANT
 _   B  EN  UC  000001 LG  554340   1589371.50            0.00                 0.00
                00001      00001
 _   B  PI  UC  000001 LG  554340      8000.00            0.00                 0.00
                00001      00001
 _   M  EN  UC  000001 LG  554340    900000.00            0.00                 0.00
                00001      00001
 X   M  CR  UC  000001 CO  554340    210000.00            0.00                 0.00
                00001      00002
 _   M  PI  UC  000001 LG  554340         0.00            0.00                 0.00
                00001      00001
F4 = MAIN MENU   F7 = PREV    F17 = UP    F18 = DOWN
```

**4.** Now you are ready to indicate the Fund Year and Amount coming from the particular source that you flagged.

Remember, the Fund Year is really for your record keeping only. The system doesn't care what you put in Fund Year or even if you put anything at all there. LOCCS will pull FIFO regardless of the year you put in.

You must put in an Amount to commit funds for your activity. No drawdowns can proceed without this important step! Notice too that this screen reflects Total Drawn Amt as well. This screen also serves for committing your funds, so be careful! Fund your activity only with the money that you want to reserve for it.

```
 08/15/97   11:39            MAINTAIN ACTIVITY FUNDING                       C04MO05

GRANTEE NAME: METROPOLIS
CPS PROJECT: 0015  PGM YEAR: 1996   HUD ACTIVITY ID:          205
ACTIVITY NAME: NEPTUNE AVENUE REHAB
GRANTEE ACTIVITY NBR:         L-5703      ACT. TOTAL FUNDED AMT:       30000.00
 EST. MAX. FUNDING AMT:       50000.00    ACT. TOTAL   DRAWN AMT:          0.00


PGM CD : M  SOURCE TYPE: UC  SOURCE UOG CD/NUM: 000001/00001        AMT AVAILABLE:
FND TYP: CR RECIP  TYPE: CO  RECIP  UOG CD/NUM: 554340/00002           210000.00
FUNDED FROM THIS GRANT:       30000.00   DRAWN FROM THIS GRANT:             0.00

<  CURRENT FUNDING  >   <  CURRENT FUNDING  >   <  CURRENT FUNDING  >
FUND           FUNDED   FUND           FUNDED   FUND           FUNDED
YEAR           AMOUNT   YEAR           AMOUNT   YEAR           AMOUNT
1996            26000   1997            4000    ____  _____
____  _____  ____  _____  ____  _____
____  _____  ____  _____  ____  _____
____  _____  ____  _____  ____  _____


F4 = MAIN MENU   F7 = PREV    F17 = UP    F18 = DOWN
```

Notice that I have funded my activity (Activity Number 205) with $30,000 from my HOME CHDO subgrant (Pgm CD "M," Fund Type CR). I have indicated that $26,000 is coming from 1996 and $4,000 from 1997. I still have up to $20,000 more budgeted but uncommitted for this activity.

After pressing "Enter" to make sure that the funds get committed to the activity, I press F7 to return to the "O04" screen. I want to pick another bucket from which to fund the remaining $20,000.

**5.** Now I want to pick another bucket of money with which to fund the remainder of this activity.

Notice the line item for "M" (Fund Type "CR") and the column titled "Funded from this Grant." This column reads the amount that you just committed on the previous screen (O05). Also note that the column "Amount Avl for Funding" has been reduced by $30,000. This money has not been spent, but rather is no longer "available" to fund other activities. Many IDIS users make the mistake of trying to reconcile their grant balances in drawdowns with the column titled "Amount Avl for Funding." Your money has not been drawn, just reserved, and is not available for other activities. Your grant balance will actually be much larger, as you have not drawn down these funds.

Many grantees also make the mistake of thinking of the Amount Available as an account that should always have money in it. This is not the case. In fact, we want to see this column drop down to zero: We want you to spend your grant money!

Now you are ready to flag the next bucket of money with which you wish to fund the activity. In this case, I am going to fund the balance of the activity from my CDBG entitlement money—CDBG "EN."

```
 08/15/97   11:39           MAINTAIN ACTIVITY FUNDING                    C04MO04

GRANTEE NAME: METROPOLIS
CPS PROJECT: 0015  PGM YEAR: 1996   HUD ACTIVITY ID:          205
ACTIVITY NAME: NEPTUNE AVENUE REHAB
GRANTEE ACTIVITY NBR:      L-5703      ACT. TOTAL FUNDED AMT:          30000.00
EST. MAX. FUNDING AMT:    50000.00     ACT. TOTAL  DRAWN AMT:              0.00


                   < SOURCE > < RECEIP >
SEL PGM FND    U O G      U O G          AMOUNT AVL.      FUNDED FROM     DRAWN FROM
    CD  TYP TYP CD/NUM TYP CD/NUM        FOR FUNDING      THIS GRANT      THIS GRANT
 X   B  EN  UC 000001 LG 554340          1589371.50             0.00           0.00
               00001     00001
 _   B  PI  UC 000001 LG 554340             8000.00             0.00           0.00
               00001     00001
 _   M  EN  UC 000001 LG 554340           900000.00             0.00           0.00
               00001     00001
 _   M  CR  UC 000001 CO 554340           180000.00         30000.00           0.00
               00001     00002
 _   M  PI  UC 000001 LG 554340                0.00             0.00           0.00
               00001     00001
F4 = MAIN MENU   F7 = PREV    F17 = UP    F18 = DOWN
```

**6.** Now simply indicate the Fund Year(s) and Amounts from this bucket that you wish to use to fund the activity. In this case, I again split my balance between two different Fund Years. The choice is yours.

```
 08/15/97   11:39           MAINTAIN ACTIVITY FUNDING                        C04MO05

GRANTEE NAME: METROPOLIS
CPS PROJECT: 0015  PGM YEAR: 1996   HUD ACTIVITY ID:            205
ACTIVITY NAME: NEPTUNE AVENUE REHAB
GRANTEE ACTIVITY NBR:      L-5703      ACT. TOTAL FUNDED AMT:               50000.00
EST. MAX. FUNDING AMT:       50000.00   ACT. TOTAL   DRAWN AMT:                  0.00

 PGM CD : B  SOURCE TYPE: UC  SOURCE UOG CD/NUM: 000001/00001        AMT
AVAILABLE:
FND TYP: EN RECIP  TYPE: LG   RECIP  UOG CD/NUM: 554340/00001        1589371.50
FUNDED FROM THIS GRANT:      20000.00   DRAWN FROM THIS GRANT:             0.00

<  CURRENT FUNDING  >   <  CURRENT FUNDING  >   <  CURRENT FUNDING  >
FUND            FUNDED   FUND            FUNDED   FUND            FUNDED
YEAR            AMOUNT   YEAR            AMOUNT   YEAR            AMOUNT
1996 _____15000   1997 _____5000   ____ _____
____ _____   ____ _____   ____ _____
____ _____   ____ _____   ____ _____
____ _____   ____ _____   ____ _____

F4 = MAIN MENU   F7 = PREV    F17 = UP    F18 = DOWN
```

**7.** Once you have completed and saved the O05 screen by pressing "Enter," return to the O04 screen to check your work. Notice that my activity is fully funded ($50,000). Also note the changes in the column "Funded from this Grant" and "Amount Avl for Funding."

One last important note: It is critical that your drawdown or accounting/finance people have the proper codes to use when they create the voucher for this draw. The finance people must use the codes on this screen in order to get a successful draw. Ninety-nine percent of drawdown problems are not drawdown problems, per se; these "problems" arise due to a lack of information about which codes to use to point draws toward the right bucket. It is a good idea to have both your finance people and your activity administration people cross-trained in understanding activity funding. This way, the left hand knows what the right hand is doing, and vice versa.

Your drawdown people will need the codes M/CR/UC/CO and B/EN/UC/LG for their voucher creation. Do you see where they can find those codes and the proper amount for each one?

```
 08/15/97   11:39          MAINTAIN ACTIVITY FUNDING                  C04MO04

GRANTEE NAME: METROPOLIS
CPS PROJECT: 0015  PGM YEAR: 1996   HUD ACTIVITY ID:        205
ACTIVITY NAME: NEPTUNE AVENUE REHAB
GRANTEE ACTIVITY NBR:     L-5703       ACT. TOTAL FUNDED AMT:        50000.00
EST. MAX. FUNDING AMT:    50000.00     ACT. TOTAL  DRAWN AMT:            0.00

                   < SOURCE > < RECEIP >
SEL PGM FND     U O G      U O G       AMOUNT AVL.       FUNDED FROM      DRAWN FROM
    CD  TYP TYP CD/NUM TYP CD/NUM      FOR FUNDING       THIS GRANT       THIS GRANT
 _   B  EN  UC  000001 LG  554340      1569371.50          20000.00            0.00
                00001      00001
 _   B  PI  UC  000001 LG  554340         8000.00              0.00            0.00
                00001      00001
 _   M  EN  UC  000001 LG  554340       900000.00              0.00            0.00
                00001      00001
 _   M  CR  UC  000001 CO  554340       180000.00          30000.00            0.00
                00001      00002
 _   M  PI  UC  000001 LG  554340            0.00              0.00            0.00
                00001      00001

F4 = MAIN MENU   F7 = PREV    F17 = UP    F18 = DOWN
```

If you have problems with Activity Funding or Drawdowns in IDIS or would like further help, please do not hesitate to contact your field office or the CPD Technical Assistance Unit■

# YOU HAVE QUESTIONS? WE HAVE ANSWERS

## HOME Q&A

Thank you to **Lisa Clark,** of Eau Claire, Wisconsin, for pointing out the need for clarification regarding IDIS's 15 percent cap on the reservation of CHDO funds. Others may want to make a note of the following instructions.

***To Increase the Set-Aside . . .***
1. Go to "G" (Subgrant Main Menu)
2. Choose "4" (Maintain Admin. Funds, screen C04MG05)
3. Enter "M" (HOME) and the grant year that you wish to increase, and press "Enter"
4. Select the CR bucket that you wish to increase, and enter "R" (Revise)
5. Enter the amount that you want allocated to that year's CHDO reserve

***To Increase the Amount for a CHDO to which Funds are Already Reserved . . .***
1. Return to the Subgrant Main Menu
2. Choose "2" (Maintain Subgrants, screen C04MG02)
3. Enter "M" (HOME) and the grant year that you wish to increase, and press "Enter"
4. Select the CR bucket that you wish to increase, and enter "R" (Revise)
5. Enter the amount that you want allocated to that year's CHDO reserve

The Activity Funding "Maintain Activity Funding" menu will list each CR subgrant according to the UOG code and number from which it is funded.

## IDIS Q&A

*Q: How do I handle "match" funds in IDIS?*
**A:** IDIS does not yet accommodate the handling of matching funds (HOME).

*Q: Can you e-mail or fax grantees when a change is made to IDIS so we get the changes in a timely manner?*
**A:** We try to get news and information out to everyone as quickly as possible and in as many different ways as possible. Unfortunately, with over 1,000 grantees, it would not be practical to e-mail or fax everyone every time something changes. Monitor the IDIS Web site (http://www.hud.gov/cpd/idisweb.html) and this newsletter for timely updates.

*Q: How do I handle Admin. (Administrative) expenditures in IDIS? Do I need a specific activity for this? Do I need an admin. activity for each project? How do I calculate the caps?*
**A:** Ah, many questions you ask, and many answers you will get.

For HOME admin. expenditures, the caps are calculated for you. (If you need to create an admin. subfund, see the instructions in either the *IDIS User Guide* or the *IDIS Student Guide*.) To reflect the expenditure of HOME admin. money, you should have a separate activity just for admin. (for HOME grantees who just converted to IDIS, this is usually found under your 1994 converted HOME activities with a HUD Activity Number usually of 05). Then, use that activity number and fund the activity from the funding bucket labeled "AD" in Activity Funding. This "AD" funding bucket (for HOME admin. expenditures) already has the amount you are allotted in it for HOME admin. expenses. You may not exceed the cap.

For CDBG administrative expenditures, you must calculate the cap yourself. There is no admin. bucket set aside for you in activity funding. Some communities, however, have decided to use this feature for CDBG by creating an "AD" bucket of money themselves using the Create Admin. Funds option from the Subgranting submenu.

So with CDBG admin. expenditures you may set up a separate activity for admin. for each project if that is how you track it, or, if you're like many communities, you may set up your projects so that you have a project called "Admin." and only one activity underneath it. You may also create your own admin. bucket or any combination of the above. The choice is yours.■

# *IDIS LIVE* GUEST COLUMN

IDIS Live *helps you with the details, the fine points, and the technical challenges of using IDIS. That's not going to change. But we also want to use this forum to give you an opportunity to wax philosophical about the system¼to think big¼to step back, take a look at the whole thing, and offer your thoughts. And that's why we're introducing a new feature: the Guest Column.*

*Our first Guest Columnist is* **Larry Friedman,** *Housing Services Manager with the City of Ann Arbor, Michigan. Larry's e-mail address is 102722.163@compuserve.com.*

When I was asked if I wanted to write the first Guest Column for *IDIS Live*, I didn't know whether I should first check the WordPerfect thesaurus to see how many entries there were for the word IDIS; check with the Community Development Director to see if she wanted any more notoriety to come to our city; check with the listserv "groupies" to see if any of them wanted the so-called honor; or check with reality to see if there was anything worth saying that hadn't already been said about IDIS.

I decided "checking" just wasn't the way to go with IDIS, but I volunteered to contribute anyhow. As a way of providing some background, we were certainly not the first city to go live in IDIS—or even the first to go live from Michigan. I tuned in regularly to the HUD BBS (remember the days of the bulletin board and all the complaining about IDIS?) and would regularly and easily download information. I did find, however, that all the time spent in Pre-Production was not especially meaningful, because who really cared about the "dummy" activities set up for Nashua, New Hampshire? (For those who skipped this exercise, it gave us a practice location and set of designated activities on which to practice.)

When we were finally converted from Pre-Production to Production (this was not quite as painful as the trip down the birth canal!), all of a sudden it was "Oh no! Now what do I do?" I started by setting up our activities and, of course, starting with our current-year projects. Then I realized that IDIS likes sequential numbering when it assigns activity numbers, so our 1996 activities are 1

So this is my IDIS dilemma: There is so much information

through 40, and our 1995 activities are 41 through 70. Let this be a lesson to you first-timers! Start at the beginning when setting up activities!

For this column, I really didn't want to write about technical stuff because that is what the Technical Assistance Unit at the 800 number provides. I didn't call them at first, because I thought I could figure out all the answers myself. Now I call them all the time to figure out the little tweaks of the system. I

> *Let this be a lesson to you first-timers! Start at the beginning when setting up activities!*

also didn't want to write about the City of Ann Arbor's experiences with IDIS, because we have had the same problems as everyone else, and there was nothing new to say. (How many of you started making draws on a 1996 activity only to find out that you still had some 1993 money left in the first-in-first-out kitty and it was taking it from there instead?) I didn't want to complain about the system, because I have generally found it to be pretty easy to use (we have only 105 projects over three years).

So what could I write about? Well...I like the *IDIS Live* newsletters as a way up keeping up with changes. Once you've downloaded three or four, you can generally figure out what the Internet is and how to get there, the formatting, the unzipping, and whatever else it takes not to go into a cold sweat when you hear that the next issue is available. (Now, it's as easy as going to my bookmark of the IDIS home page and downloading to the designated spot on my c:drive...all from my air-conditioned office.) I like the questions and answers (and general chatter) of the listserv group (thanks again to **David Robinson** for setting this up), but I haven't figured out a way to catalogue all the responses worth saving with the newsletters, the bulletins from HUD, and the *IDIS User Manual* to be able to figure out where to go to find something that's not intuitively obvious when I need to find it. (IDIS…intuitively obvious…should these be in the same sentence?)

floating around these days that it's hard to do what needs

to be done as efficiently and effectively as possible. The answer, of course, is to wait until next month's Guest Column to see who's been tapped to provide some bright ideas.

*You've got a point about all that information, Larry. We're on top of the situation. Keep your eyes on the IDIS home page for our soon-to-appear subject index. The index will help you to find that "information about subgrantee funding" from¼What issue was that anyhow? Once the subject index is available, you won't have to search through the growing number of* IDIS Live *issues to find what you need. Thanks, Larry!*

If IDIS has inspired you, too, contact Jennifer Stanley by phone (202-708-0614, ext. 4411) or cc:Mail (Jennifer_C._Stanley@hud.gov) to discuss your idea for an *IDIS Live* Guest Column. ■

## COME VISIT US IN WASHINGTON

If your vacation plans include a visit to Washington, D.C., this summer or fall, don't hesitate to stop by and meet the IDIS staff at HUD Headquarters. **Bernie Finn** of Bridgeport, Connecticut, did! Washington, D.C., is a tourist mecca in the spring and summer, and fall is just as nice. Bernie stopped by after visiting the Smithsonian's Air and Space museum, which is just down the block from HUD.

Bernie stopped in to say hello to **Carla Pacalo** of the CPD Technical Assistance Unit and **Phil Helbling**, an original IDIS trainer, and he got to meet the entire staff of the IDIS hotline. Bernie commented that the IDIS training days in Fairfax seemed "so long ago." By stopping by, Bernie also got the chance to get an update on the latest system revisions for Bridgeport (his '97 grant money had been loaded!) and was able to pick up the latest copies of *IDIS Live*. ■

of the statute. During this transition period toward full conversion into IDIS, grantees who began using IDIS during their program year should use the report capabilities available in IDIS to the extent possible. End-of-year report information that cannot be extracted from IDIS should be compiled in a separate report for submission to field offices for HUD review. Please refer to *IDIS Live* 9 for helpful hints on reporting annual accomplishments using IDIS.

Performance report information helps the Department to meet its statutory requirement under Section 113(a) of the Housing and Community Development Act (HCD Act) of 1974, as amended, for reporting fiscal year funding and accomplishments data to Congress (which is satisfied for CPD programs through submission of the Annual Report to Congress). The information also serves as a basis for HUD's required annual determination (at 104(e) of the HCD Act) that each grantee is carrying out the CDBG program in compliance with applicable rules and requirements. ■

## CORRECTION

In *IDIS Live* 10 (July 1997), the answer to the question under the CDBG Q&A section regarding how to report on "extremely low" income persons should indicate that this data is to be collected for all CDBG-eligible activities and not just housing. As the preamble to the Consolidated Plan regulation stated when it was published on January 4, 1995, the reporting data required for "extremely low income" apply to any CDBG activity where income data is required for either eligibility or national objective purposes. (This requirement is included in 24 CFR 91.520(c) of the Consolidated Plan regulations.) Enhancements will be made in IDIS to accommodate the collection of this data. ■

## A SPECIAL NOTE FOR
## CDBG FOLKS

CDBG grantees are still required to report on program year accomplishments in accordance with Section 104(e)

# GRANTEES CONVERGE ON LITTLE ROCK, OAKLAND, MILWAUKEE

Arkansas, California, and Wisconsin hosted the most recent IDIS national Users Group meetings. On Friday, July 18, 28 grantees gathered in Little Rock for an intimate review of the latest IDIS changes and a discussion of suggested improvements. The Oakland, California, meeting on Friday, August 1, was attended by 58 grantees from all over the West. And on Friday, August 15, 50 grantees from the Midwest gathered in Milwaukee.

Thanks go to **Kent Bryant**, City of Little Rock, and **Charles Blevins**, CPD Representative, for organizing the Arkansas meeting, which, with 28 participants, provided lots of opportunity for discussion about grantee-specific problems. Kent Bryant offered a quick run-down of the Houston Best Practices Symposium for grantees who did not attend.

**Millie Dusha**, HUD, San Francisco, organized a fantastic meeting in Oakland! Grantees came from Arizona, California, Nevada, and Washington State. **Steve Sachs**, CPD Director in San Francisco, gave a warm welcome and a very upbeat start to an exciting and productive day. One of the benefits of the Oakland meeting was having **Roger Sanders**, from the City of San Francisco, in attendance. (San Francisco was one of the first of the large cities to go "Live" in IDIS last year.) Many thanks to **Rob Allen**, Pierce County, **Debbi Jones-Thomas**, Redwood City, and **Em Rojas**, Concord, all of whom helped **Phil Helbling**, from HUD Central, with live data-show demonstrations.

On August 15, grantees met in Milwaukee for the fifteenth IDIS Users Group meeting. **Marcia Bergeson**, CPD, Milwaukee, organized the meeting. The meeting's highlight was a presentation by **John Nagoski**, HUD Central, on how to prepare for year-end reporting using IDIS. Kudos to **Gloria Ng** and **Birdie Boyd**, with the City of Milwaukee, for helping **Lincoln Burruss** of HUD Central with live data-show demonstrations.

The next IDIS Users Group meetings are in Buffalo, New York, on September 12 and Portland, Oregon, on September 19. If you would like to attend or need further information about the Users Group, please call **Sharon Lee-Thomas** of HUD headquarters at 202-708-0614, ext. 2985. ∎

# FUTURE GROUP MEETINGS: SAVE THE DATES!

The next IDIS Users Group meeting is scheduled for Friday, **September 12, 1997,** in **Buffalo, New York**, from 9:00 AM to 4:00 PM. The meeting will be held at

Hyatt Regency, Downtown
Grand Ballroom B, Mezzanine level
Two Fountain Plaza
Buffalo, New York 14202

If you plan to attend this meeting, please call **Peggy Meinl**, HUD Buffalo, at 716-551-5755, ext. 5806. You may also register by calling **Sharon Lee-Thomas** at 202-708-0614, ext. 2985 (HUD Central).

**\*\*\*\*\***

For grantees on the West coast, **Portland, Oregon,** will host an IDIS Users Group meeting on Friday, **September 19, 1997**.

This meeting will be held at

Portland City Building, Auditorium
120 SW 5th Ave.
Portland, Oregon 97204

If you plan to attend the Portland meeting, please call **Joy Hirl**, HUD Portland, at 503-326-7016 or **Sharon Lee-Thomas**, HUD Central, at 202-708-0614, ext. 2985.

**\*\*\*\*\***

## FUTURE IDIS TRAINING

**September 22-25, 1997,** in Minneapolis, Minnesota
   (registration is closed)
**November 17-20, 1997,** in Seattle, Washington

For information about training offered by HUD, call

TONYA Inc. at 202-289-8100.

## FUTURE MEETING DATES

The dates and locations for several Users Group meetings have been set. If you would like to attend one of these meetings, register by calling **Sharon Lee-Thomas** at 202-708-0614, ext. 2985.

**October 15, 1997,** in Hartford, Connecticut
**November 21, 1997,** in Lee County, Florida
**February 1998** in Los Angeles, California

## FOR MORE IDIS INFORMATION

Your IDIS Users Group contacts are **Lincoln Burruss** and **Phil Helbling** at CPD. You may contact them via the following:

Telephone:      202-708-0790, ext. 4570 (Lincoln)
                202-708-0614, ext. 4410 (Phil)
Internet:       Lincoln_Burruss@hud.gov
                Philip_B._Helbling@hud.gov
Mail:           HUD/CPD
                Office of Executive Services
                451 Seventh Street, S.W.
                Room 7226
                Washington, D.C. 20410

**For technical information,** contact your field office or the CPD Technical Assistance Unit (at 1-800-273-2573).

**For SprintLink ID and password information**, contact your local HUD field office.

**For IDIS password reset,** call HUD Security at 202-708-3300. ∎