IDIS *"LIVE"*

News You Can Use . . .
for the
Integrated Disbursement and Information System

Lansing Meeting Draws a Crowd!

Central Michigan and Southern Virginia took center stage hosting the eighth and ninth IDIS Users Group meetings! On Friday, June 6th, grantees from Michigan gathered in Lansing for the ninth IDIS Users Group meeting. Thanks go to **Jeanette Harris** and **Ray Perry** of the CPD office in Detroit for organizing this outstanding meeting!

The Lansing meeting, which hosted 109 grantees (another recording breaking crowd!) was actually run in large part by the grantees themselves! **Larry Friedman**, from Ann Arbor and **Michelle DaRos** of Dearborn gave live demonstrations to other grantees on how to setup and revise activities and drawdown funds in IDIS! A great example of grantee communities helping each other succeed!

Grantees in Lansing were given welcome packets from the Detroit field office which included a helpful web page brochure, IDIS code sheet and IDIS access request forms along with other valuable information.

IDIS users from both meetings commented on the benefits of attending the Users Group meetings and learning from others who have been on the system for a year or longer. The demonstration in Lansing by Larry Friedman introduced to those grantees new to IDIS how they can set-up an activity and revise it. Remember that activities can be set-up, revised, and drawndown against all in the same day! The demonstration by Michelle DaRos of Dearborn showed grantees how they can receipt program income in IDIS, then create a voucher in drawdowns with multiple line items. Michelle's demonstration was excellent in illustrating how program income is picked up and used first by the system, and how users will see this when they go in to approve their drawdown.

As always, the users group meeting was a chance for grantees to share suggestions and tips with each

other. In Lansing, users showed each other how they can run an IDIS report and download it to a diskette.

Danville Hosts Virginia Grantees!

On Thursday, May 29th, grantees from Virginia gathered in Danville to discuss a wide range of important issues about IDIS. Many thanks to the Richmond Field Office who sponsored the Danville meeting.

Bob Jennings, CPD in Richmond, was instrumental in making grantees from Virginia feel welcome.

The Danville gathering allowed for plenty of close interaction for the 34 grantees attending to personally get their questions answered and share IDIS concerns and successes with each other!

IDIS users in Danville got to see a live demonstration of a drawdown in IDIS done by **Cynthia Thomasson** of Danville. Both meetings got to see a grantee demonstrate doing a live drawdown! A great example of IDIS users helping train and teach each other!

Danville users were given a preview of "Activity Funding" by **Mohni Anand**. This important new feature in IDIS generated questions and answers. The Activity Funding feature of IDIS, which will be in the IDIS production region soon was added due to *your* input - the user - and came out of input at gatherings just like the Users Group meetings. More on this exciting new feature can be found on page 9 of this newsletter.

The Danville participants were also treated to presentations by **Anita Obarakpor** on the process of viewing converted data in IDIS, upcoming changes on handling amended disks and common problems associated with getting data uploaded into IDIS. Additionally, an internet demonstration was given showing how grantees can find information on upcoming meetings, other IDIS resources and the IDIS chat room.

In Danville, **Lincoln Burruss** pointed out that with drawdowns in IDIS gives you the ability to *plan* - vouchers can be created ahead of time and held for approval at a later date. You're in charge!

Will you be part of the next IDIS User's Group meeting? See page 20 for information on the latest sites for meetings near you!

We Heard You!
Here Are Changes You Wanted to See Made in IDIS
. . .

While you talked, CPD was listening -- and taking notes! Here is a list of your concerns raised at the most recent IDIS Users Group Meeting. Many of these concerns are addressed later in this issue of **IDIS "LIVE"**. *Others are currently being worked on as enhancements to the system. CPD's on-going goal is to resolve at least 50 percent of the enhancements or problems identified at each Users Group Meeting no later than the date of the next month's meetings. In this way, improvements are always underway. So far, we are on track.*

Priority IDIS Improvements Needed Per Participants at Most Recent IDIS Users Group Meeting	Under Consideration	Already Solved or Currently Being Solved	Solution Provided in This Newsletter
Page up and Page down keys instead of F17 and F18 keys for scrolling.		x	
Can Escape key be activated	x		
One to one replacement screen has limited lines, can we have more?	x		
Can vouchers be shown in the order of most recent first, instead of oldest first. This would save time when scrolling.	x		
Can I use the Grantee Activity Number to view drawdowns?			x

IDIS Q & A

Q. *Can I use the "Grantee Activity Number" to view how much I've drawn down for a particular activity?*

A. Yes! Use the "03" option from the Drawdown sub-menu to select "View Activity Funding Details." The C04MD02 screen (Activity Listing) allows you to use the **Grantee** Activity Number as a discriminating factor in pulling up an activity (or activities) to view historical draws.

Q. *How will I submit my 1997 projects to HUD?*

A. Two ways! You can continue to use the Consolidated Planning Software (CPS) to do your 1997 plan, or use the new Plan Project feature of IDIS. Both ways will work. And in both cases you will still want to work very closely with your local HUD field rep. It is not yet currently possible to utilize the Plan Project feature in this way, but technical upgrades should make this a reality soon. Watch this newsletter and other HUD/IDIS correspondence for more updates!

Q. *How do I handle historical program income (PI) in IDIS?*

A. Carefully. Be sure that the activities you want to report the PI against exist in IDIS. Then, be sure no one in your organization is processing drawdowns. You will then want to load or receipt all your PI, using the program income module in IDIS. Once it is all receipted you will **immediately** want to draw it down (in drawdowns) against the activities the PI was spent on. You will then effectively have created a historical record of the PI being received and applied towards their respective activities. For HOME funded activities, PI is documented on the HOME completion report screens found in the HOME completion path in IDIS. Only open HOME activities should be reviewed for adjustment. A more detailed explanation of recording historical PI in IDIS in IDIS Technical Bulletin #2, which will soon be found on the HUD/CPD/Grantees website or through your HUD staff.

Q. *How are the computer-generated HUD Activity Numbers assigned? Are they assigned across the country? They don't seem to be consecutive.*

A. The HUD Activity Numbers are assigned sequentially by the system for each grantee. If a CDBG activity is set up first, it will be 01; then if a HOME activity is set up, it is 02; then another CDBG activity is set up, it would be 03, etc. Remember, the HUD Activity Number is critical for getting your drawdowns! There is a Grantee Activity Number for your use as well.

Q. *Explain the difference between Activity Status Code 03 "Underway" vs 04 "Funds Budgeted".*

Specific Requests

A. Funds Budgeted is the automatic default status for a new activities in IDIS. The system assumes you have funds available ("budgeted") when you come in to IDIS to document an activity. Once the activity is actually UNDERWAY and drawdowns have commenced, you should manually change the status code to "3" to accurately reflect the status of the activity. Both status codes 03 and 04 allow drawdowns to proceed. Likewise, grantees should manually close the activity once it is completed by changing the status code to 02, COMPLETED.

More on IDIS Reports

Additional IDIS Reports Are Under Construction!

IDIS can now produce 13 reports and eight downloads. To see the full list of reports and downloads, scroll through the screens that identify report selections with the F17 and F18 keys. More reports are under construction and should be released soon.

HOME REPORTS. Three HOME reports (equivalent to the CAA, CBA and CLA) are at the top of the priority list. The CAA report allows users to get financial summary information. The

CBA summarizes CHDO activities. The CLA report show the status of each activity which is currently underway or which was completed within the past year.

CDBG REPORTS. The report titled "Summary of Activities Having Direct Benefit" (C04PR03) has a format similar to the report with the same title in the Grantee Performance Report for CDBG. This IDIS report displays information for activities having direct benefits as well as

activities not having direct benefits.

The C04PR03 report will change soon to list only the activities from a program year and to draw annual accomplishment narrative and accomplishment data from the C04MA04 screen. Field offices recently received guidance on how to enter accomplishment data into the C04MA04 screen.

To support program year reporting, the IDIS system will be changed so that grantees can store, retain and modify a copy of the C04MA04 screen for any given program year. This will allow the C04PR04 Summary of Activities Report to be run at any time after the program year is completed based on the data stored in this screen.

One of the major report in the GPR is the Financial Summary report. This report provided key indicators for monitoring program performance. An automated version of this report is under development in IDIS.

CONSOLIDATED PLAN REPORTING. The December 5 memorandum from Joe Smith to Field Office Directors on "Interim Performance for 1996 Consolidated Plan Program Year" indicated IDIS will produce a summary of accomplishments report to support reporting of programmatic accomplishments. This report will be released soon in IDIS. It will provide a summary of the activities and expenditures for CDBG and HOME grantees for the priority of need categories.

DOWNLOADS TO MICROCOMPUTER DATABASES. Over the coming months IDIS will be modified to allow download of project, activity and new activity funding data. Work has also begun to develop a model microcomputer system that demonstrates how grantees can use the downloaded data to develop their own reports.

REPORT PROBLEMS/SUGGESTIONS. Some of the initial reports had problems which are being corrected by our information technology staff. If you have a problem with a report, call our hotline staff. They will alert our information technology for any previously unreported problem. If you have suggestions about reports or downloads, send an email to JOHN_A._NAGOSKI@HUD.GOV.

The F1 Column
Helpful Hints

HELP !...with CDBG Annual Accomplishments

Here are some Helpful Hints on Reporting CDBG Annual Accomplishments using IDIS:

The following guidance responds to questions raised by IDIS users regarding how IDIS can be used to report on annual accomplishments during the transition to IDIS.

This information and more can be found on documenting annual accomplishments in IDIS in CPD's IDIS Technical Bulletin No. 1R, June 1997 "A Guide to Understanding Annual Accomplishments in IDIS". The information provided here does not attempt to provide all the information that grantees must address to satisfy annual performance reporting requirements. In addition to the information contained in the IDIS User Manual, grantees should be aware that the following guidance on performance reporting through IDIS has been provided to HUD's CPD Field Offices which may offer additional guidance on annual performance reporting:

o December 5, 1996 email to all CPD Field Office Directors on the subject of "Performance Reporting Qs & As".
o February 28, 1997 CPD Newsbrief under the section "Office of Executive Services, Performance Reporting".
o May 6, 1997 email to all CPD Field Office Directors on the subject of "Using IDIS to Report on Annual Accomplishments".

The Grantee Performance Report (GPR) Handbook (6510.2 REV-2) is still the basic reference document for CDBG reporting requirements, and grantees should refer to it for direction on the nature of the information needed for an acceptable performance report.

For each activity set up in IDIS, the grantee has already entered the activity's name, description, and location on the Setup Activity Screen - C04MA01. Grantees that are using IDIS to satisfy annual performance reporting requirements must provide information regarding the annual accomplishments and status of each activity assisted with CDBG funds during the program year. This can be accomplished by entering information regarding the accomplishments and status of each activity under the Accomplishments Data and Accomplishments Narrative headings of the Activity Setup Screen -- C04MA04.

o **Accomplishments Data:** The information that is provided under the Accomplishments Data

heading should indicate the actual accomplishments for the program year. This will permit identification of what the grantee actually accomplished during the program year.

o **Accomplishments Narrative:** The Accomplishments Narrative should include a brief and concise summary of the status of the activity at the end of the program year. This

o **Expenditures During Period:** For grantees that started using IDIS after their program year began, the Accomplishments Narrative should include the total dollar amount of expenditures for the activity during the reporting period. This would include the amount expended before using IDIS (i.e. from the program year start date to the date the grantee began using IDIS), and the amount expended while in IDIS. The total expenditure amount should be reported on an accrual basis and should reconcile to the grantee's local official accounting records for the program year reporting period.

NOTE: Earlier versions of the IDIS User Manual incorrectly stated the accomplishments narrative is an optional field. Grantees **must** complete this field for each CDBG assisted activity in order to ensure all required IDIS data is up-to-date as of the end of the program year. When this is done, grantees should notify their Field Office that the information required in IDIS and the C04MA04 screen is complete. This will be vital in order for HUD to complete

narrative should estimate the portion or percentage of the total activity realized during the period covered by the report.   CDBG Entitlement Grantees should use Handbook 6510.2 REV-2, CDBG: Entitlement Grantee Performance Report Instructions for examples regarding the information that should be reported.

its performance review without requesting additional information that should have been available in the system.

IDIS will be modified later this year to allow grantees to retain the program year information that they provide in the C04MA04 screen for the 1996 program year. Once the system is modified, grantees will be able to store, retrieve, and modify this information as they wish for each program year.

More HOME Q & A

We've Got Answers...

<u>We know you've got questions about IDIS .</u>

Q. *Some of the matrix codes for HOME reference caps that are not familiar, or there is more than one code for the same activity. What are the matrix codes that apply to HOME, and please explain any caps that apply.?*

A. *The following matrix codes apply to HOME:*

    12   Construction of Housing
    13   Direct   Homeownership
Assistance
    14A   Rehab: Single-Unit
Residential
    14B   Rehab: Multi-Unit
Residential
    14G   Acquisition   (WITHOUT
REHABILITATION)
    21F   HOME   Rental   Subsidy
Payments (NO   CAP)
    21G   HOME   Security   Deposits
(NO CAP)
    21H   HOME   Admin/Planning
Costs of PJ   (SUBJECT   TO 10%
CAP)
    21I   HOME   CHDO   Operating
Expenses   (SUBJECT   TO   5%
CAP)

Q. *What are the CHDO codes that may be used in IDIS and where are they used?*

A. There are three CHDO codes:
CR - the CHDO reserve (a minimum of 15% of the   grant)
CO - CHDO operating expenses (up to 5% of the   grant)
CC - capacity building (up to 20% of the 15% CHDO reserve, but not to exceed $150,000.) This is available only during the first 24 months you are a new PJ if needed to develop CHDOs. The CC is credited to your CHDO reserve requirement.

Q. *What other codes do we use in HOME besides those listed for CHDOs and ADMIN?*

A. Use SU to subgrant HOME entitlement funds for another entity administering part of your program (e.g., a nonprofit or a PHA).

Q. *I have already subgranted funds to CHDOs, but I used the SU code rather than the CR fund type. Do I need to change this?*

A. *Yes, because 15% of your grant can ONLY be accessed using the CR or CC fund types.*

Q. *How do I fix it?*

A. *Contact   the   IDIS   Technical Assistance   Unit   (800-273-2573)*

where they will refer it to the appropriate person to correct.

Q. *We have been converted from C/MIS to IDIS,* and there are incorrect amounts between LOCCS and IDIS; disbursed amounts are greater than set up amounts, etc.

A. These problems should now be corrected. Initially, when HOME projects were converted to IDIS the balance available did not reflect disbursements. In other words, neither the amount of funds that had already been drawn down nor the amount of pending draws were deducted from the set up amount. Therefore the balance reported was often the same as the set up amount. Headquarters went back to reflect disbursements prior to conversion for each HOME project (IDIS activity). The IDIS VIEW ACTIVITY FUNDING DETAILS screen (C04MD62) should now reflect the estimated amount, the cumulative drawn amount, the cumulative pending amount, and the balance (which is the Cum. Drawn Amount and the Cum. Pending Amount deducted from the Estimated Amount). If this problem has not been corrected, please notify the CPD Technical Assistance Unit (800-273-2573).

Q. *In the HOME C/MIS, 10% of each grant was automatically set aside for administrative costs. If we wanted to use less that 10%, we had to reduce that amount by calling the Voice Response System. How does this process work in IDIS?*

A. Administrative costs reserved from earlier years that were converted over from LOCCS were reserved in IDIS. You can see these reserved amounts in the Maintain Admin submenu. (Go to the Subgrant Menu and select 04,

"Maintain Admin Funds"). For new grants received after conversion to IDIS, the PJ must actually set up their Admin funds. In IDIS funds are not automatically reserved for administrative costs. If you wish to use funds for administrative costs, go into the Subgrant Menu, select 03 (Create Admin Funds) and set up a suballocation on the Admin Allocation Screen (C04MG04). The system will not permit more that 10% of each grant to be suballocated for Admin. Then, set up an activity for Admin. Finally, when doing the drawdown (C04MD10 screen) be sure to use the HUD Activity Number for the Admin activity and indicate the Fund Type of "AD" when creating the voucher.

You Asked For It!
Release 3.0
Helpful Hints & Short Cuts
To Keep You Moving Along in IDIS

IDIS release 3.0 which includes the significant enhancement of Activity Funding has been delayed for release into production (or IDIS "live" environment). Activity Funding is now scheduled for release to IDIS production and for use on Monday June 30, 1997.

This brief introduction to "Activity Funding" was provided in the the last *IDISLive* newsletter (No. 8) of June 1997 and is reprinted here. The impact of the Activity Funding enhancement is quite significant. We hope to again provide a bit more detail to the new functionality in IDIS of "Activity Funding."

1. Activity Funding Feature
The Activity Funding feature applies to all grant programs processed by IDIS (CDBG, ESG, HOME, HOPWA). Activity Funding allows IDIS users to track disbursements by activity and grant year, limit draws for an activity by grant, track commitment of funds, setup activities funded by more than one grant year, track grant funds by year, and reflect funding of activities funded from both state and entitlement grants.

2. Activity Funding - Conversion
Users already live in IDIS will have their Activity Funding data programmatically created for existing activities! Grantees converted to IDIS production (live) will have Activity Funding data created for them by the conversion process. Two sources will be used to create Activity Funding records for existing activities are: historical draws and existing activity estimates by program (C04MA08 screen). Since the Activity Funding data is dependent upon activity estimates by program, *it is critically important that your activity estimates by program be accurate*!

3. New Screens, New Process!
You may have noticed a new option on the IDIS main menu for Activity Funding - option "I." The impact of Activity Funding, however, starts in

the "common path" with the activity setup.

The last screen in the common path, sometimes referred to as the "money screen" or the "A08" screen has been modified. No longer will the Total Estimated (or "authorized") amount field be listed for each program type (HOME, CDBG, etc.). Rather, you will only have to list the total estimated amount of program funds for the whole activity on one line! You will use the new Activity Funding screens off the main menu to further identify program, type and year for the activity. The activity setup is now only concerned with a lump sum that is budgeted for the activity. The A08 screen will still be used as your router to the program completion areas within IDIS.

4. Activity Funding Step

Once you have setup your activity, there is now a new, important step Only after you have completed the Activity Funding for your activity, may you now drawdown. You will proceed with your drawdowns as you always have. Note a new field, however, on the "Create Voucher" screen (C04MD10) for Recipient Type which must filled in for each new line item you create. Drawdowns now cross-checks against your Activity

to be done before drawdowns can commence, and that's Activity Funding! From the IDIS main menu, option "I" takes you to the Activity Funding submenu. Here, you will proceed to the "Maintain Activity Funding" screen, option 02. The new Activity Funding screens (C04M004 and C04M005) work similar to subgranting or drawdown screens, in that you will flag the grant, program, and type that you want to fund the activity with, then specify the Funded Amount for that activity and from what Fund Year. Thus, you may reflect that an activity is being funded by several different source types and funding years. You are in charge! Remember, however, that you will not be able to reflect more funding for an activity than you indicated as "Estimated" for that activity in the activity setup (C04MA08 screen).

5. Drawdown Change

Funding screens for the amount(s) that you have committed instead of the activity setup screens before creating a voucher for you.

Be on the lookout! More detailed information about this new and important feature of Activity Funding will be available in the next edition of IDISLive!

Program Year Accomplishments Data

Q. *How do I report actual accomplishments during the reporting period?*

A. For each CDBG funded activity, grantees should enter actual accomplishments for the reporting period on the Activity Setup Screen C04MA04 under the Accomplishments Data heading. This screen also includes a field which should be completed to provide information o the accomplishments the grantee expected to achieve during the program year. In the following example, the grantee expected to provide benefits to 15 people and actually served 20 people during the reporting period. [For HOME activities, accomplishments are recorded based on information provided in the HOME set-up and completion screens.]

Example

```
ACCOMPLISHMENTS DATA:
          TYPE UNITS
PROPOSED  _X_   People __15
ACTUAL    _X_   People __20
```

Expenditures During Period

Q. *How do I report the amount of funds expended for an activity during the reporting period, particularly if I started using IDIS after my program year began?*

A. Grantees should enter the total amount of funds expended during the reporting period on the Accomplishments Narrative Screen C04MA04. IDIS will only display the amount of funds drawn from the letter of credit while the grantee was in IDIS.

Example

```
ACCOMPLISHMENTS NARRATIVE:
Of the $600,000 budgeted for street
improvements on Van Gogh Lane, $500,000
was expended during the reporting
period:   $300,000   expended   before
switching to IDIS and $200,000 expended
(and drawndown from LOCCS) while in
IDIS.   A balance of $50,000 remains as
an unliquidated obligation with the
remaining $50,000 to be reprogrammed to
other activities.
```

Activities Not Yet Completed

Q. *How do I report on the status of an ongoing*

activity not yet completed as of the end of the reporting period?

A. Grantees should report on the status of such an activity using the appropriate activity status code and should enter a concise summary of the status of each activity assisted during the program year under the Accomplishments Narrative 75% of Construction of the 2000 sq. ft. Grogan Recreation Center completed this reporting period. Project on schedule and has an expected completion date of November 1997. (Also include narrative on expenditures during the reporting period as shown in Example 2, if applicable.)

Completed Activities

Q. *How do I report on the status of an activity that was completed during the reporting period?*

A. CDBG grantees should report on completed activities using the appropriate activity status code and should enter a concise summary of the activity accomplishments during the program year under the Accomplishments Narrative heading of Screen C04MA04.

Example

ACTIVITY STATUS: 2 Completed

ACCOMPLISHMENTS DATA:

	TYPE	UNITS
PROPOSED _X_	Public Facilities	1
ACTUAL _X_	Public Facilities	1

ACCOMPLISHMENTS NARRATIVE:
Rehabilitation of the Westside Senior Center completed April 1997: new roof put on; accessibility improvements made to restrooms; new heating and AC units put in. (Also include narrative on expenditures during the reporting period as shown in Example 2, if applicable.)

heading of Screen C04MA04.

Example

ACTIVITY STATUS: 3 Underway

ACCOMPLISHMENTS DATA:

	TYPE	UNITS
PROPOSED _X_	Public Facilities	__1
ACTUAL _X_	Public Facilities	__1

ACCOMPLISHMENTS NARRATIVE:

Job Creation/Retention

Q. *How do I report on the number of jobs that were created or retained during the program year, particularly in cases where the CDBG funds were expended during a prior year, and no funds were expended during the current reporting period but the activity is not yet complete?*

A. Grantees should report on the status of the activity not yet completed using the appropriate activity status code and should enter a concise summary of the status of the activity as of the end of the program year under the Accomplishments Narrative heading of Screen C04MA04.

Example

ACTIVITY STATUS: 3 Underway

ACCOMPLISHMENTS DATA:

	TYPE	UNITS
PROPOSED _X_	Jobs	20
ACTUAL _X_	Jobs	15

ACCOMPLISHMENTS NARRATIVE:
Economic Development (ED) Loan to XYZ Company for plant expansion made in prior Program Year (March 1995). See prior year GPR for expenditure information. XYZ Company created 15 jobs during this reporting period; 5 jobs additional expected to be created by December 1997; 10 full-time jobs

taken by low/mod persons thus far.
(NOTE: More specific job data is entered
on screen C04MC07. See also page 2-23 of
GPR Handbook.)

IDIS Reports

Q. *What reports are available for displaying
CDBG annual accomplishments information?*

A. Currently, there are two
reports available for reporting
annual accomplishments in IDIS
-- Summary of Activities Report
(C04PR03) and the Consolidated
Plan Annual Performance Report
(C04PR06). A third report, the
Summary of Accomplishments
Report (that contains the
summary of housing and
community development
accomplishments) that was
described in the December 5,
1996 memorandum on interim
performance reporting should be
available in July 1997. A CDBG
Financial Summary Report is not
expected to be available using
IDIS until later this year.
Therefore, CDBG grantees should
continue using the HUD 4949.3
form to provide financial
information needed to satisfy
statutory and regulatory
requirements.

ATTENDANCE
IDIS USERS GROUP MEETING
Danville, Virginia

Below are names of those who attended the IDIS Users Group Meeting on May 28th, in Danville.

We encourage you to contact each other to share insights and experiences.

NAME	AGENCY or FIELD OFFICE	USE of IDIS	TELEPHONE and E-MAIL ADDRESS
Angela Anderson	Richmond, VA	All	804-780-5787
Lori Baer	Norfolk, VA	CDBG/HOME	757-623-1111 x280
Frank Baratta	Roanoke, VA	CDBG/HOME	540-853-6003
Angela Boyle	Danville, VA	CDBG/HOME	804-799-5260
Kathryn Brooks	Norfolk, VA	CDBG/HOME/ESG	757-664-4226
Sheila Cuffee-Martin	Chesapeak, VA	CDBG/HOME	757-523-0401
Efren S. Echipare	Suffolk, VA	CDBG/HOME	757-934-3111 x545
Mike Etienne	Richmond, VA	All	804-733-2308
Ila Farris	Roanoke, VA	CDBG/HOME	540-853-2824
Demissew Gedamu	Norfolk, VA	CDBG/HOME/ESG	757-664-4065
Carolyn Gilley	Lynchburg, VA	CDBG/HOME	804-847-1307
Kerry Goode	Danville, VA	CDBG/HOME	804-799-5205
Charles A.	Roanoke, VA	CDBG/HOME	540-853-6003

NAME	AGENCY or FIELD OFFICE	USE of IDIS	TELEPHONE and E-MAIL ADDRESS
Harlow			
Careln Jarvis	Norfolk, VA	ESG	757-664-6108
Danny Johnson	Bristol, VA	CDBG	540-645-7358
Wendy Kimball	Fredericksbug, VA	CDBG	540-372-1179
Douglas W. Kincaid	Portsmouth, VA	CDBG	757-399-5261
Lars Laubinger	Danville, VA	CDBG/HOME	804-799-5260
Donna Malone	Bristol, VA	CDBG	540-645-7473
Deirdra L. McBride	Chesapeake, VA	CDBG/HOME	757-382-8345
Meg Munton	Roanoke, VA	CDBG/HOME	540-853-6003
Leonard Muse	Petersburg, VA	CDBG	804-733-2308
Mellin L. Parker	Danville, VA	CDBG/HOME	804-799-5260
Ed Peele	Norfolk, VA	CDBG/HOME	757-623-1111
Barbara Pruitt	Danville, VA	CDBG/HOME	804-799-5260
Ruby Snow	Norfolk, VA	HOME	757-623-1111 x270
Lori Spencer	Roanoke, VA	CDBG/HOME	540-553-6003
Cynthia Thomasson	Danville, VA	CDBG/HOME	804-799-5186
Vickie Tregubov	Roanoke, VA	CDBG/HOME	540-853-6003
Melva Walker	Lynchburg, VA	CDBG/HOME	804-847-1671
Betty White	Danville, VA	CDBG/HOME	804-797-8853
Mary O. Winall	Danville, VA	CDBG/HOME	804-799-5186

NAME	AGENCY or FIELD OFFICE	USE of IDIS	TELEPHONE and E-MAIL ADDRESS
Brenda G. Winnis	Chesapeake, VA	CDBG/HOME	757-523-0401
Mark H. Woodward	Chesapeake, VA	CDBG/HOME	804-847-1671

ATTENDANCE
IDIS USERS GROUP MEETING
Lansing, Michigan

Below are names of those who attended the IDIS Users Group Meeting on June 6th, in Lansing, Michigan.

We encourage you to contact each other to share insights and experiences.

NAME	AGENCY or FIELD OFFICE	USE of IDIS	TELEPHONE and E-MAIL ADDRESS
Julie Aaron	Muskegon, MI	HOME	616-724-6717
Diane Abraham	Muskegon, MI	CDBG	616-724-6969 Diane_Abraham@postman.org
Gail R. Aldridge	Flint, MI	CDBG/HOME/ESG	-7392
Jim Baumgartner	Macomb Co., MI	CDBG/HOME	810-469--5285
Sekar Bawa	Flint, MI	CDBG/HOME/ESG	810-766-7436
Diane Beckley	Battle Creek, MI	CDBG/HOME	616-966-3320
Dick Beltz	Royal Oak, MI	CDBG	248-544-6644
Bruce Bos	Holland, MI	CDBG	616-355-1368
Sue Brooks	MJC	CDBG/HOME	517-335-7008
Bob Brown	Saginaw, MI	All	517-759-1541
Marie Brudzinski	Oakland County, MI	CDBG	248-858-0196
Steve Brudzinski	Oakland County, MI	CDBG/HOME/ESG	248-858-5312

Bill Butz	CFH	CDBG	248-474-6115 x244
Bob Cebulak	HUD, Detroit	All	313-226-7775
Mary Cook	Michigan State Housing	All	517-335-7868
Al Cooper	Sterling Heights, MI	CDBG	810-977-6123 CooperA@LCM.Macomb.lib.mi.us
Michelle DaRos	Dearborn, MI	CDBG/ESG	313-943-2180 MMDaRos@Voyager.net
Shelley Dolley	Southfield, MI	CDBG	248-354-4968 Sdolley@Voyager.net
Kerry Dudley	Benton Harbor, MI	CDBG	925-6286
George J. Durak III	Flint, MI	CDBG/HOME/ESG	810-766-7436
Nancy Eddy	State of MI	CDBG	373-6202 Eddyn@state.mi.us
Elaine Emmert	Kalamazoo, MI	All	616-337-8226
John Falls	Saginaw, MI	CDBG	517-759-1536
Mary Lynn Fay	MJC	CDBG	517-335-5814
Larry Friedman	Ann Arbor, MI	CDBG/HOME	313-994-2912
Rose Furlong	Warren, MI	CDBG/HOME	810-574-4686
Patrick Gaffney	Wyoming, MI	CDBG	
Julie Gardner	Lansing, MI	CDBG/HOME	483-4056
James Gilbert	Westland, MI	CDBG/HOME	595-0288
Doug Gordon	Livonia, MI	CDBG	421-6450
David Gorgon	Taylor, MI	CDBG	313-374-1352
Lisa Green	MJC	CDBG	241-0060

Cindy Hammond	Battle Creek, MI	CDBG/HOME	616-966-3388
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Mark Haskins	Battle Creek, MI	CDBG/HOME	616-966-3335
Bill Hatley	Lincoln Park, MI	CDBG	313-386-1800
Barbara Hawke	Grand Rapids, MI	CDBG/HOME/ESG	616-966-3388
Gina Hensley	Warren, MI	CDBG/HOME	810-574-4686
Cheryl Hildreth	Wayne Co., MI	CDBG/HOME/ESG	313-224-5228 Clh313@aol.com
Julie Hinterman	GCMPC	CDBG/HOME/ESG	810-257-3010
Robin Hodge	Flint, MI	CDBG/HOME/ESG	810-766-7436
Malinda Jensen	Wayne Co., MI	HOME	313-224-5027
Frances Jewel	Kalamazoo, MI	CDBG/HOME	616-337-8226
Olga Johnson	Detroit, MI	CDBG/HOME/ESG	313-224-2566
Susan Johnson	Kalamazoo, MI	CDBG/HOME	616-337-8226
Rochelle Katz	Redford, MI	CDBG	937-2170
Brian Kelley	Portage, MI	CDBG	616-329-4462
Debbie Kiesel	Bay City, MI	CDBG/HOME	517-894-8158
Tom Korkoske	Lansing, MI	CDBG/HOME/ESG	517-483-4516
Penny Kovacevich	Midland, MI	CDBG	
Mary Kramer	MJC	CDBG	517-373-6206
Chris Krohn	PH, MI	CDBG/HOME	810-984-9736
Gordon	Oakland Co.,	CDBG/HOME/ESG	810-858-5303

Lambert	MI		
Marti Levy	Battle Creek, MI	CDBG/HOME	616-966-3320
Tom Lindsay	Kalamazoo, MI	CDBG/HOME/ESG	616-337-8225
Robert Livoldi	HUD Detroit	All	313-226-6884
John Lowe	Detroit, MI	All	313-224-4209 JohnCLowe@aol.com
Dennis Lysakewski	Lansing, MI	All	517-483-4051
Gert Marvin	Kalamazoo, MI	CDBG/HOME	616-337-8226
Joan Maxwell	Muskegon, MI	CDBG	616-724-6761
Tony McGhee	Kalamazoo, MI	CDBG/HOME/ESG	616-337-8225
Charlene McLemore	MJC	CDBG	517-373-6454
Debbie Miller	Portage, MI	CDBG	616-329-4480
Jackie Milliken	Redford, MI	CDBG	313-937-2171
Fleta A. Mitchell	Muskegon Heights, MI	CDBG	616-733-1355
Karen Morris	Flint, MI	CDBG/HOME/ESG	810-766-7436
Ken Murdoch	MJC	CDBG	517-373-6207
Flint Nesmith	Genesee Co., MI	CDBG	766-6549
Bill Osis	HUD Detroit	All	313-226-6782
Chavilagne Parker	Detroit, MI	CDBG/HOME	313-224-2854
Tim Parks	Battle Creek, MI	CDBG/HOME	616-966-3320
Ray Perry	HUD Detroit	All	313-226-4888
Jim Pigeon	Battle Creek, MI	CDBG/HOME	616-966-3388

John Pollick	Macomb Co., MI	CDBG/HOME	810-469-5285
Heather Pope	E. Lansing, MI	CDBG	517-337-1731 x228
Manual Rayz	Detroit, MI	CDBG/HOME	313-885-8136
Marie Rhoden	Bay City, MI	CDBG/HOME	517-894-8153
Linda Richelew	Southfield, MI	CDBG	248-354-4968
Karry Rieth	Oakland Co., MI	CDBG/HOME/ESG	248-858-5403
Barbara Rippee	Jackson, MI	CDBG/HOME	517-788-4057
Larry Roggenbuck	MJC	CDBG	517-335-7008
Janet Russell	HUD Detroit	All	313-226-4343
Phillip Schaafswa	Grand Rapids, MI	CDBG/HOME/ESG	616-456-3312
H. F. Sachwartzemberg	St. Clair Shores, MI	CDBG	810-294-6647
Shirley Scott	Detroit, MI	All	313-224-2378
Carol Sobosky	Clinton Twp., MI	CDBG	810-286-9325
Steve Spencer	HUD Detroit	All	313-226-7194
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Darleen Theodore	Taylor, MI	CDBG	374-1499
Val Thompson	Lansing, MI	CDBG/HOME/ESG	517-483-4519
Valencia Thompson	Muskegon Heights, MI	CDBG	616-733-1355
Thomas Tilma	Kent Co., MI	CDBG	336-4201
Ranna Trivedi	Detroit, MI	All	313-224-2852
Thomasina Tuckyz	Detroit, MI	All	313-224-2578
Bob Vallina	Waterford Twp., MI	CDBG	248-674-6241
Kim VanEvery	Jackson, MI	CDBG/HOME	517-788-4062
Jim VanRavensway	E. Lansing, MI	CDBG	517-337-1731
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Jim Wasmouth	HUD Detroit	All	313-224-2578
Suzanne Wilcox	Flint, MI	CDBG/HOME/ESG	810-766-7436
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Woelth			mi.us
MaryAnn Zelasko	Dearborn, MI	CDBG/ESG	313-943-2180
Gary Zink	E. Lansing, MI	CDBG	517-337-1731 x228

Upcoming News Items & Events

Note Additional Dates for New Users Group Meetings!

Mark Your Calendars!

The next IDIS Users Group Meeting is scheduled for Friday, **June 27, 1997** in Tampa, Florida, from 9:00 a.m. to 4:00 p.m.

The meeting will be held at:

Hillsborough County Center
26th Floor, Conference Room A
601 E. Kennedy Blvd.
Tampa, Florida   33602

If you plan to attend this meeting, please call Linda Dresdner, 904-232-1202 or Wayne Paulsen, 904-232-3588 with HUD Florida.   You may also register by calling Sharon Lee-Thomas, 202-708-0614, x2985, at HUD central.

Future IDIS Users Group Meetings:

Here are the dates and locations for future Users Group meetings. If you would like to attend, please call Sharon Lee-Thomas, 202-708-0614, x2985, to register.

June 20, 1997 - Mt. Vernon, NY
June 27, 1997 - Tampa, FL
July 9, 1997 - Rock Hill, SC
July 18, 1997 - Little Rock, AR
July 25, 1997 - Columbus, OH (*tentative date*)
August 1, 1997 - San Francisco, CA
August 15, 1997 - Milwaukee, WI
September 19, 1997 - Portland, OR
October 17, 1997 - Hartford, CT
November 21, 1997 - Lee County, FL

For More IDIS Information . . .

Your IDIS Users Group contact person is **Lincoln Burruss**, at CPD. You may contact him via the following:

Telephone:
Internet: lincoln_burruss@hud.gov
Mail: HUD/CPD,   Office   of
            Executive Services
            451 Seventh Street, SW, Rm 7226

Washington, D.C. 20410

* For technical information, contact the CPD Technical Assistance Unit: 1-800-273-2573.

* For ID and Password information, contact your local HUD Field Office.