

IDIS LIVE

...for the Integrated Disbursement and Information System

U.S. Department of Housing and Urban Development

Office of Community Planning and Development

IDIS ROCKS AS DGMS ROLLS OUT

IDIS Enters Y2K Without A Glitch!

HUD CPD thanks all the grantees and Field Office staff around the country who assisted in the Day One testing of IDIS and the Voice Response System. Many of you volunteered your time on New Year's Day to process a transaction to verify the system functionality. IDIS and VRS worked without a glitch! Your participation in this cooperative effort is greatly appreciated. ■

CPD Plan Calls for States To Go Live in IDIS by May, 2000

The HUD Departmental Grants Management System (DGMS) begins acceptance testing in January with two states and two entitlements participating. Rumors to the contrary, states must be live in IDIS before they can convert to DGMS. Field Offices will be asking states currently not live in the production region of IDIS to choose a date between January 1 and May 15, 2000, for their training and data conversion. The sooner that a state requests a date, the more likely it is to be accommodated. Any questions regarding hardware or software needs should be directed to the state's field office or to the IDIS Technical Assistance Unit (TAU) at 1-800-273-3573.

DGMS testers include the State of Texas, along with the State of Maryland, the City of Jacksonville, Florida, and the City of Seattle, Washington. In order that the scope of the test includes all types of grants,

other entities within these jurisdictions will also be asked to participate.

DGMS, when fully implemented, will provide grants processing functions for 104 HUD grant programs in one consolidated system. It will contain grant information in support of all discretionary, formula, and other grant programs at HUD. The implementation of DGMS addresses HUD's mission to *Restore the Public Trust*. By developing an integrated systems environment, HUD will be able to provide more efficient service to its clients. Grantees, HUD, and the public will have access to up-to-date information about competitive and entitlement grants. The integrated systems environment also allows HUD to eliminate unnecessary or duplicative paperwork burdens on system users.

As DGMS acceptance testing continues, IDIS Live will keep you informed on issues that affect CPD grantees. Watch for monthly updates starting in February, 2000. ■

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COSCD A ACKNOWLEDGES THAT CPD HAS MADE IDIS “READY” FOR STATES

The following memo was sent to all state CDBG and HOME Program Managers from Carol Assmann, Program Associate, the Council of State Community Development Agencies (COSCDA). We reprint the memo in its entirety.

COSCDA Memo

To: CDBG & HOME Program Managers; IDIS Contact

From: Carol Hynes Assmann, AICP

Subject: IDIS Update

Date: December 2, 1999

Many have hoped this day would never come. However, it has arrived. In August of 1998, COSCDA provided HUD with a very specific list of items that were wrong with the IDIS system and needed to be fixed. On the top of that list was the need for access via the internet (rather than through a slow modem connection) and an electronic data interchange to ease (or hopefully eliminate) the amount of duplicate data entry. In October of 1998, we received the backing of Congress by their insertion of language in the FY99 appropriations bill saying that states did not have to go into IDIS until the internet and EDI were available.

To the best of my knowledge, HUD has addressed all of the requested changes/adjustments. Since October 1, 1999, both EDI phases 1 & 2 and internet capabilities have been available for grantee use. A detailed listing of all of the enhancements HUD has made to IDIS is available on COSCDA's homepage and is also attached to this memo. *[direct your web browser to: <http://www.hud.gov/cpd/idis/idis99.pdf>]*

Is IDIS perfect? NO. It is still a COBOL program running on a mainframe at HUD.

Is IDIS as good as it is going to get? YES. No further new enhancements will be added. HUD will do its best to keep the system stable until DGMS, which all

involved agree will be a monumentally better system, is available.

Despite the rapid progress being made in the development of DGMS and a proposed DGMS activation date of July 1, 2000, the new system is still under development and delays can and may occur. Even if DGMS does become available on July 1, as with IDIS, it is projected to take 12 to 18 months to convert the users of all 104 HUD-administered grant programs in all 50 states. Hence, HUD needs the remaining grantees (about 30 states) to convert to IDIS.

For budgetary reasons, HUD needs to discontinue the HOME C/MIS system. There is a static cost to operate the C/MIS platform regardless of whether it is serving 1000 HOME grantees or merely 30, as it now is. This is an expense HUD can no longer justify supporting.

As IDIS becomes more established with more grantees, contractors to conduct training are becoming more and more scarce as they move onto new, growing projects. HUD plans on providing "just-in-time" training for all the remaining states going into IDIS. You will not be asked to travel to remote sites; trainers will come to your state capital, train your staff, give you a few weeks to practice and clean up your data, then you will go live.

At this point, states not yet on IDIS should choose a date between January 1 and April 30, 2000 to go live. Notify your field office of your decision. Field offices may suggest dates when you may consider going live; if this date is not convenient, the earlier you request a change, the more likely it is to be accommodated. Any questions regarding hardware or software needs should be directed to your field office or to the IDIS group at HUD headquarters.

After advocating to HUD, Congress, GAO, and anyone else that would listen for, at least the past 24 months, HUD has neutralized our arguments by addressing the issues posed by states. Congressional

staff is aware of the revisions and improvements made by HUD in response to the concerns expressed by states, GAO and entitlements; those on the Hill are not inclined to support any further delays, even with the advent of DGMS. While COSCDA will continue to advocate for taking states directly into DGMS, this has been met with consistent opposition at HUD, both in

CPD and the executive offices. We will continue to propose this as an alternative.

For more information, please contact: Carol Hynes Assmann, AICP, COSCDA, 444 N. Capitol St., #224, Washington DC 20001. 202-624-3634, fax: 202-624-3639. E-mail: cassmann@sso.org

FROM DELAWARE TO MONTANA, 17 STATES LIVE IN IDIS

Did you know that Delaware, the first state to sign the Declaration of Independence, was also the first state to go “live” in IDIS on December 12, 1997? They were followed by the State of Maryland on March 31, 1998 and the District of Columbia on April 15, 1998. Here’s how the 17 states now live in IDIS line up for bragging rights.

Delaware	12/22/97
Maryland	3/31/98
District of Columbia	4/15/98
Maine	4/29/98
Mississippi	6/4/98
Louisiana	6/16/98

Alaska	6/17/98
Minnesota	6/17/98
West Virginia	7/7/98
Idaho	8/5/98
Colorado	12/4/98
Nevada	8/4/99
Indiana	10/28/99
California	11/10/99
Wyoming	11/16/99
Kentucky	11/25/99
Montana	12/16/99

LIVE UPDATE

We are happy to announce the addition of the

State of Montana

to the list of state grantees that have gone “live” in IDIS.

Welcome! We look forward to working with you.

IDIS RELEASE NOTES FOR VERSION 4.10

The following corrections were made to the production environment in IDIS Release version 4.10. This emergency release was available for use on Tuesday, December 14, 1999.

- The Block/Unblock Grantee screen, C04MJ03, now displays data correctly.
- The IDIS Data Download function was corrected to include negative signs for dollar amounts that are negative. In the past any negative amounts

were reported as positive. For example, a negative 1 was listed as “+1” which resulted in incorrect calculations and erroneous totals. The data download files now correctly calculate the negative download amounts. This change affects almost all download records.

- The Program Contacts screen, C04MU08, now processes dates correctly. ■

ENTITLEMENT GRANTEE TRAINING CONTINUES, DON'T MISS OUT!

CPD is again offering IDIS training to entitlement grantees during the months of February, April, and June, 2000. These workshops are designed to help users build on the IDIS skills they already possess. They include hands-on exercises in setting up and revising activities, reporting accomplishments, creating and maintaining drawdowns, creating and using subgrants, and generating and formatting reports.

Those grantees receiving HOME funds (in addition to other program funds) should register for the multi-

funded, two-day session - Workshop 'B', while grantees receiving only CDBG or HOPWA program funds should register for the one-day session - Workshop 'A'.

The sessions will be facilitated by the IDIS experts from TONYA, Inc. and will be held in the Washington, DC area. For more information or to register, please contact Carmen Barnes at 202-289-8100. ■

<u>Location</u>	<u>Deadlines</u>	<u>Workshop 'A' (esp. CDBG and HOPWA)</u>	<u>Workshop 'B' (esp. HOME)</u>
Washington, DC February 1 - 4, 2000 Hotel Washington 515 15th Street, NW Washington, DC 20004 202-638-5900 (800) 424-9540	Registration Deadline: January 18, 2000 Hotel Reservation Deadline: January 11, 2000 Sleeping room rate: \$115.00 per night + tax	February 1 or February 2	February 1-2 or February 3-4
Washington, DC April 18 - 21, 2000 Hotel Washington 515 15th Street, NW Washington, DC 20004 202-638-5900 (800) 424-9540	Registration Deadline: April 3, 2000 Hotel Reservation Deadline: March 27, 2000 Sleeping room rate: \$115.00 per night + tax	April 18 or April 19	April 18-19 or April 20-21
Washington, DC June 6 - 9, 2000 Hotel Washington 515 15th Street, NW Washington, DC 20004 202-638-5900 (800) 424-9540	Registration Deadline: May 22, 2000 Hotel Reservation Deadline: May 15, 2000 Sleeping room rate: \$115.00 per night + tax	June 6 or June 7	June 6-7 or June 8-9

NEW RECEIPTS PROCESSING OPTIONS

Tom Sullivan, the CPD system analyst who designed the new IDIS Receipts module, discusses why changes were needed to the old Program Income module. You'll also learn what is planned for future phases.

The first time you used the IDIS Main Menu option H, Receipts Menu, after October 3, 1999, you probably noticed some changes. Where you were used to seeing options for Program Income, you now saw options for Receipts. While the Menu options looked the same - create or modify - once you chose an option, you found an array of five fund types, some with specific rules on when they could be used.

These changes were the result of many suggestions from grantees, field offices, and HUD program staff. At best, PI was a catchall "fund type." It was used to record and draw any type of "income" received by a grantee other than a grant.

PI could only be used on activities funded by EN. If PI was available and EN funds were being drawn, PI was always drawn first. This created a problem for revolving loan income. You couldn't receipt revolving loan income until you were ready to draw it, since revolving loan funds had to be used on specific activities.

Changes effective with Release 4.8 divide the old PI fund type into three fund types. In addition, two fund types are now available for funds that are not program income related.

PI has been divided into RL for CDBG Revolving Loan, SF for State Revolving Funds, and PI for general (not RL or SF) program income.

The added fund types are RE for recycled funds and RC for receivables.

The PI fund type (also RL and SF) is no longer automatically drawn when funds are available, hence, the rule of using PI first is not automatically enforced by IDIS. The requirement still applies, but the IDIS system doesn't enforce it.

All of the fund types, except RC, create a "local fund" within IDIS. The rules and processing of each fund type vary. For example, RL, SF, and PI can be used to fund activities and draw down funds for activities, while RE and RC cannot. When receipting to the RL fund type, you must enter a valid Activity ID, for other fund types, the Activity ID is not required.

Fund Types in Detail

RL, Revolving Loan Fund	<p>Tracks income received by a grantee from a revolving loan activity. Funds in this account must be funded and drawn for the same activity or the same matrix code.</p> <p>Although this fund type was requested by the CDBG Program Office, any grantee - state or entitlement - can use it for any program.</p> <p>The Create and Revise Receipt input screens will prompt for a valid IDIS Activity ID. In Phase 2, IDIS will automatically associate the activity's matrix code to the receipt. If the activity ID is revised at a later time, IDIS will automatically associate the new activity's matrix code with the fund.</p> <p>Phase 2 will also enforce the rule that RL funds must be used on the same activity or an activity with the same matrix code. This rule will be enforced during Activity Funding, when you attempt to draw funds, and when you attempt to revise an RL receipt or an RL draw.</p>
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SF, State Revolving Fund	<p>Tracks revolving fund income. This fund is separate from the Revolving Loan (RL) fund since it is not associated with a revolving loan.</p> <p>Although this fund type was requested by the CDBG State Program Office, any grantee - state or entitlement - can use it for any program.</p>
PI, Program Income	<p>Tracks any other income (excluding RL and SF) received by a grantee. You should only use this fund type to receipt funds that you have not previously drawn from your line of credit.</p>
RE, Recycled Funds	<p>Tracks re-use of funds by a grantee. These funds are not income you have received. Rather, they are funds you previously drew from your line of credit that are being held in a local account (instead of being returned to the Treasury).</p> <p>You must specify the reason for the RE receipt when creating or revising the receipt.</p> <ol style="list-style-type: none"> 1) Return of funds from first time Homebuyer Program (HP) 2) Return of funds for Ineligible Use (IU) 3) Return of funds for Excess Draw (ED)
RC, Receivable Funds	<p>Provides an optional audit trail in IDIS to inform HUD that funds have been returned to the Treasury. Unlike other fund types, IDIS does not create a local account for RC receipts.</p> <p>In the future, the RC audit trail may be used to allow a grantee to return funds for a specific activity, recipient (CHDO, etc.), and fund type.</p>

Using the RE Fund Type Now - And in Phase 2

The RE fund type differs from the other three fund types that are maintained in a local account (RL, SF, and PI). The RE fund type cannot be used to fund an activity and it cannot be used for drawdowns. Take note if you funded an activity with RE funds since October 3, 1999: IDIS did not enforce this rule when version 4.8 was released - it now does. CPD has identified grantees who inadvertently funded and drew from RE-funded activities. A special program was created to deobligate RE funds and revise any draws that used RE funds. Any RE funds that were receipted remain in the local account.

Currently, each RE receipt is added to the RE local account - thereby increasing the balance of the RE local account. Until Phase 2, there is no way in IDIS to get money out of this account!

A new menu function (anticipated name "Use RE Funds") is being developed. This function will let you remove funds from the RE local account - thereby decreasing the balance of the RE local account.

Consider the following example. A grantee draws \$1,000 for activity 101. The activity is canceled before the \$1,000 is spent. The grantee has two options: either return the \$1,000 to the Treasury or use it on another activity. Since the grantee needs \$600 for activity 102 in a few days, and will need \$700 in a week or two for activity 103, the grantee chooses to keep the \$1,000 in a local account. The following are the IDIS transactions that might occur after Phase 2 to accomplish this:

- 1) The \$1,000 is drawn for Activity 101.
- 2) Create an RE receipt for \$1,000 for Activity 101.
- 3) Revise the original draw, moving \$600 to activity 102.
- 4) Create a Use RE Funds receipt for \$600 for activity 102.
- 5) When needed, create a draw for \$300 for Activity 103.
- 6) Revise the remaining \$400 for the original \$1,000 voucher to activity 103.
- 7) Create a Use RE Funds Receipt for \$400 for Activity 103.

8) Cancel Activity 101. IDIS deobligates the \$1,000 and marks the activity as canceled. (Reminder: you cannot cancel Activity 101 until the activity shows \$0 drawn against it.)

The same results can be accomplished without using the RE local account. The purpose of the account is to track the location of the funds between the time they are drawn and the time they are actually used. In the above example, the RE local account had a balance of \$1,000, then \$400, and then \$0.

At any point in time, an IDIS report that included Activity 101 would show \$1,000 drawn (\$400 after Step 3 and before Step 5, \$0 after Step 6), but the RE local account would show the \$1,000 in the account. The audit trail of RE transactions shows that the \$1,000 originally drawn for activity 101 was used on activities 102 and 103.

4 PHASE RECEIPTS PROCESSING

Release 4.8 included only Phase 1 of a 4-phase enhancement of program income handling. Watch for Phases 2 through 4 to be released in the IDIS pseudo-production (C04R) region so that grantees can test-drive the new receipt processing functionality and become comfortable with it before “discovering” it in production.

The new Receipt processing is indeed a major change for grantees accessing IDIS. The benefits of the revised processing are that distinctions can be made among the different types of funds held in local

accounts. The implementation of the additional phases will be announced in IDIS Live, the IDIS News function, and in the Release Notes.

Phase 1	<ul style="list-style-type: none"> • Receipting different types of funds including PI, RL, SF, RE, and RC • Tracking additional type of funds in local accounts including PI, RL, SF, and RE • Choosing when and where to draw these funds
Phase 2	<ul style="list-style-type: none"> • Automatically updating activity funding for RL, SF, and PI draws when chosen by grantee • “Using” RE funds on an activity • Enforcing rules for RL fund use
Phase 3	<ul style="list-style-type: none"> • Retaining and using program income by “sub-grantees”
Phase 4	<ul style="list-style-type: none"> • Moving retained program income among grantees and sub-grantees

IDIS Q&A

Q. When I try to run the Drawdown Voucher Summary report, I get this message: “No Drawdown Voucher Summary for this grantee.” How can this be?

A. Due to a glitch in the system - which IT is in the process of fixing - this message is displayed if you leave all the fields blank on the C04MU59 Parameter screen. Until the problem is fixed, use this workaround: Tab to each field on the C04MU59 Parameter screen and delete the underscores, then continue processing the report as usual.

Q. I need to change the HUD matrix code for several activities in IDIS. When I attempt this on the C04MA03 screen for the second and subsequent activities, IDIS keeps displaying the matrix code for the first activity I changed.

A. Next time, after you update the first matrix code on the MA03 screen, instead of pressing F7 to go back to the Revise Activity screen and enter another Activity ID, press F4 to return to the Main Menu. Then, start the process over again by selection Option B, Revise Activity. ■

Denver FO Reaches Sky High to Assist States with Conversion

Kudos to the Denver Field Office for their hands-on effort at bringing the states in their region into IDIS. Colorado, Wyoming, and Montana are currently "live" in IDIS. North Dakota, South Dakota, and

Utah are scheduled to go live in the early part of 2000 - much before the April 30th deadline.

To those states not yet converted, remember that your field office and headquarters CPD staff are here to assist you in any way we can. Just ask! ■

ARE YOU A MEMBER OF THE IDIS LISTSERV?

IDIS users maintain a list service, or *listserv*, which enables them to e-mail messages that are automatically distributed to all members of the list. Members can read, post, and respond to a message.

To Subscribe

Send an e-mail message to LISTSERV@HOME.EASE.LSOFT.COM. In the body of the message, type SUBSCRIBE IDIS-USERS Pat Jones (substituting *your* first name and last name). Leave the subject line blank. You will receive a confirmation message once you have been added to the list of subscribers.

To Send a Message

Once you have subscribed to the mailing list, you can send a message to all other grantees on the list by sending e-mail to IDIS-USERS@HOME.EASE.LSOFT.COM. (You send mail to a single address and the listserv makes copies for all of the subscribers.)

To Unsubscribe

If you decide that you don't want to continue participating, send a message to LISTSERV@HOME.EASE.LSOFT.COM and type **SIGN-OFF** as the body of the message. Leave the subject line blank.

For more information about the listserv, see the url: <http://www.hud.gov/cpd/idis/faq/cosa02.html> ■

FOR YOUR INFORMATION

Your IDIS contacts are Tracey Peterson and Vivian Baldwin at CPD. You may contact them via the following:

Telephone: 202-708-0614, ext. 4859 (Tracey)
202-708-0614, ext. 4693 (Vivian)

Internet: Tracey_R_Peterson@hud.gov
Vivian_C_Baldwin@hud.gov

Mail: HUD/CPD
Systems Development and Evaluation Division
451 Seventh St., S.W., Room 7226
Washington, DC 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. **To have your IDIS ID and password reset**, call HUD Security at 202-708-3300. **For IDIS training**, contact TONYA, Inc. at 202-289-8100.

The next edition of *IDIS Live* will be published on
February 1, 2000.

IDIS AND THE TAU WILL BE UNAVAILABLE ON THE FOLLOWING FEDERAL HOLIDAYS:

January 17 Martin Luther King's Birthday
February 21 Presidents' Day