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News you can use…

IDIS LIVE

…for the Integrated Disbursement and Information System

U.S. Department of Housing and Urban Development   *Office of Community Planning and Development*

INTERNET ONLY ACCESS BEGINS OCT. 2

Quick Response Team Available for Web390 Support from October 2-13

From October 2 to October 13, CPD will expand the hours of the Technical Assistance Unit (TAU) from 8 a.m. to 8 p.m. EDT weekdays. For those two weeks, additional representatives who have been specially trained in setting up Internet access to IDIS will be available to answer any questions you may have. (On October 16 TAU hours will return to 8 a.m. to 5:30 p.m. EDT weekdays.)

Every User With an IDIS ID Has a Web 390 ID

Every user with an IDIS ID has already been assigned a Web390 ID. If you don't know your ID, contact your HUD field office.

Internet Access Is Secure and Reliable

IDIS Internet access assures that the sender (you) and the receiver (HUD) are who they say they are. All requests for a connection must originate from you. For standard firewall configurations, the doors to your firewall and the HUD firewall stay locked until you open them.

- ✓ In June 2000, we added new hardware which dramatically increased the capacity and speed of Internet access to IDIS. More than 80% of respondents in an informal survey said access was fast.

- ✓ On any given day there are over 2600 users logged in to IDIS via the Internet.

- ✓ Over 70,000 transactions are being processed daily via the Internet.

New IDIS Web Page Easier To Navigate

The newly remodeled IDIS Web page www.hud.gov/cpd/idis/idisweb.html contains all the "old" information you depend on plus new, up-to-date information on setting up Internet access to IDIS and transitioning from SprintLink to the Internet.

Each IDIS web page offers fast navigation to one of seven topics:

- ✓ Logon to IDIS
- ✓ EDI
- ✓ Technical Info
- ✓ Toolbox
- ✓ Calendar
- ✓ Useful Links
- ✓ Help

We welcome your comments and suggestions. Send them to cpd_webmaster@hud.gov. ■

WHAT YOU NEED FOR INTERNET ACCESS

HARDWARE

✓ 486 or greater PC with LAN or modem connection (via an Internet Service Provider) to the Internet

OPERATING SYSTEM

✓ Windows 95 or higher

SOFTWARE

✓ **Netscape Navigator browser**, v.4.05 or higher. This is a free download. Due to security issues, we cannot presently offer Internet access using Internet Explorer. Watch for this availability soon; we'll post an update on the IDIS web page.

✓ **Web390 Netscape plug-in** (np3270.exe), a free download.

✓ **Report batch file (idisdnld.bat)**, a free download. If you want to download reports, your computer must be able to access a DOS prompt. (Some network administrators disable this function.)

You can find links to these free downloads on the IDIS web page. ∎

HOME DATA CLEAN-UP ENDS, ANALYSIS TO FOLLOW

All 542 HOME Participating Jurisdictions (PJ) have now completed their HOME IDIS data cleanup. Launched in June 1999, this extensive data review and cleanup effort succeeded as a result of the hard work and dedication of hundreds of PJ and HUD employees nationwide. Without this assistance, OAHP couldn't have ensured timely and accurate IDIS HOME data when reporting to Congress, monitoring financial information, tracking program performance, and identifying grantee and program needs. The Office of Affordable Housing Programs thanks everyone for their efforts.

With the conclusion of the comprehensive IDIS data cleanup, we're eager to present a complete and accurate portrait of the HOME program, including the number of units completed and the demographic profile of persons served, as well as the cost effectiveness of the program.

In an effort to ensure the validity of the HOME data, we have begun an extensive analysis of IDIS data. We have developed a set of complex queries to identify possible data errors, including duplicate projects, incomplete beneficiary information, invalid data values, and ineligible HOME activities.

OAHP will review the data for all 542 HOME PJs and compile all questionable data in an error report. The individual error reports will then be forwarded to the PJ for correction.

Although the initial data analysis conducted by OAHP will be fairly time-consuming, we do not believe the PJ's responsibility in correcting any remaining errors will require a significant amount of time or resources. Only those PJs with questionable IDIS HOME data will receive error reports. We expect to send the error reports by the end of the calendar year. In the meantime, if you have any questions concerning the IDIS HOME data cleanup or the subsequent data analysis please feel free to call Martha Weist at 202-708-0614, ext. 4410.∎

RECEIPT INCOME NOW EASIER TO DRAW

Phase One of IDIS receipt income enhancements was introduced in September, 1999 as Release 4.8. At that time, IDIS was modified to allow income from revolving loans, CDBG state revolving funds, and returned funds - as well as program income - to be receipted. To accommodate these new fund types, grantees had to follow new procedures to fund and draw receipted income:

✓ Grantees had to fund program income, revolving loan funds, and CDBG state revolving funds in Activity Funding after the receipt was created and before they could draw down funds.

✓ Grantees had to select the income funding source from all the sources listed when drawing down funds. IDIS no longer applied the receipted income to the next entitlement draw. *Even though IDIS no longer forced the grantee to draw PI, RL, or SF funds before entitlement money, the CDBG and HOME program rules concerning income still applied*.

With the implementation of PI Phase 2 of IDIS receipt income enhancements in Release 5.8, grantees will no longer have to fund the activity with receipted income using Activity Funding prior to doing a draw. This only applies if the activity has one source of funding and has an available balance to draw. Grantees will now see the receipted funds as an additional funding source on the Draw screen. (See the example on the next page.)

As noted above, even though IDIS does not force the grantee to draw PI, RL, or SF funds before entitlement money, the CDBG and HOME program rules concerning income still apply.

Once PI, RL, or SF has been drawn for an activity this way, PI, RL, or SF will be listed as a funding source in all future draws since it now explicitly funds the activity.

Of course, grantees may choose to manually fund an activity using PI, RL, or SE, as they did in Phase 1.

Prior to Release 4.8	Release 4.8 (Sept '99)	Release 5.8 (August '00)
IDIS automatically applied receipted PI to the next EN draw. PI was the only receipt fund available.	Phase 1 of Receipt enhancements created four new fund types. Receipts for PI, RL, and SF needed to be funded in Activity Funding before doing a draw. When drawing funds, the funded PI, RL, or SF displayed as a fund type that could be drawn from (but IDIS did not automatically draw it, if available).	Grantees who receive entitlement funds from only ONE CPD program are not required to fund the receipted income in Activity Funding They will see the receipted funds as a funding source on the Draw screen provided: ✓ There are grant funds available to be drawn. ✓ They entered information into one or more program-specific screens beyond the Activity Common Path.
Even though IDIS no longer automatically draws PI, RL, or SF funds before EN funds when processing a draw, CDBG and HOME program rules still require grantees to draw these receipt funds before entitlement funds, if they are available.		

For example, if the CDBG path of an activity has been filled in and a draw is made from this activity, CDBG PI (if available) will be listed as one of the funding sources even though the activity is not specifically funded with CDBG PI. In the entry of Example 1, notice that the PI fund type entry for CDBG activity #6982 shows $2000 available to draw – but does not show any amount funded or drawn. If the grantee chooses to draw from the CDBG PI, IDIS will automatically make the appropriate changes in activity funding to reflect both the funding and draw of the CDBG PI, and decrease the funding from the source explicitly funding the activity.

```
08/23/00   07:50 CREATE DRAWDOWN ACT OWNER : INDIANA              C04HD11
                                                          PAGE: 01 OF 01
ACT    DRAW AMOUNT      PGM FT ST RT        FUNDED         DRAWN     AVAILABLE
---   --------------   --- -- -- -- -------------- -------------- --------------
6982 _____       B  EN DC SE      20000.00       18000.00       2000.00
PRIOR-YR-FLAG _         ACT:ESSEX COUNTY TEEN EXCHANG PROJECT:0001 YEAR:2000
SOURCE:US DEPARTMENT OF HOUSI RECIPIENT:INDIANA
-------------------------------------------------------------------------
6982 _____       B  PI DC SE                                     2000.00
PRIOR-YR-FLAG _         ACT:ESSEX COUNTY TEEN EXCHANG PROJECT:0001 YEAR:2000
SOURCE:US DEPARTMENT OF HOUSI RECIPIENT:INDIANA
<><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><>
6933 _____       H  EN SG SE       2500.00            .00       2500.00
                        ACT:2505 STEVENS AVENUE      PROJECT:0001 YEAR:1998
SOURCE:US DEPARTMENT OF HOUSI RECIPIENT:INDIANA
-------------------------------------------------------------------------
6933 _____       H  PI SG SE                                     2500.00
                        ACT:2505 STEVENS AVENUE      PROJECT:0001 YEAR:1998
SOURCE:US DEPARTMENT OF HOUSI RECIPIENT:INDIANA
=========================================================================



F6=CLEAR  F7=PREV  F17=UP  F18=DOWN  F20=CREATE VOUCHER
```

Example 1

```
08/23/00   07:48      MAINTAIN ACTIVITY FUNDING            C04H004

GRANTEE NAME: INDIANA
CPS PROJECT: 0001  PGM YEAR: 2000  HUD ACTIVITY ID:        6982
ACTIVITY NAME: ESSEX COUNTY TEEN EXCHANGE
GRANTEE ACTIVITY NBR:               ACT TOT FUNDED:      $20,000.00
EST. MAX. FUNDING:       $20,000.00    ACT TOT DRAWN:    $18,000.00

             < SOURCE > < RECEIPT >
SEL PGM FND    U O G     U O G      AMOUNT AVL.   FUNDED THIS GRANT
    CD  TYP TYP CD/NUM TYP CD/NUM    FOR FUNDING   DRAWN THIS GRANT
 =  B   EN  DC 000001 SE 180001   $41,568,247.74      $20,000.00
                00001    00001                        $18,000.00
 _  B   PI  DC 000001 SE 180001       $35,000.00           $0.00
                00001    00001                             $0.00
 _  B   SU  DC 180001 B2 180001    $7,102,134.92           $0.00
                00001    00005                             $0.00
 _  H   EN  HS 000001 SE 180001    $1,392,286.00           $0.00
                00001    00001                             $0.00
 _  M   AD  SG 000001 SE 180001    $1,937,814.49           $0.00
                00001    00001                             $0.00



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

Example 2

You may wonder why only $2,000 can be drawn when $35,000 in PI was receipted and available for funding. By looking at the funding for this activity in the entry of Example 2, notice that the Estimated Max Funding is $20,000 and that $18,000 has already been drawn. This leaves a balance of $2,000 to draw for this activity!

An additional change in Release 5.8 checks for a valid activity number when receipting revolving loan (RL) funds. There are two additional receipt enhancement phases still to come. Phase 3 will allow receipt of additional fund types by other than entitlements and states, while Phase 4 will allow subgranting of these additional fund types among organizations.■

EDI LIVE UPDATE

After months of testing, it is our pleasure to announce that the following six states have gone live using the EDI Process. We would like to congratulate them on their hard work and success.

California	**May 4, 2000**
Louisiana	**March 1998**
Nebraska	**March 24, 2000**
Ohio	**June 28, 2000**
Washington	**July 11, 2000**
Arizona	**August 14, 2000**

The following Entitlement Communities are now testing with vendors Application Oriented Design (AOD) and Housing and Development Software (HDS):

AOD

Los Angeles County	June 2000
Nevada	March 1, 2000

HDS

Kentucky	April 27, 2000

Pinellas County, FL	June 14, 2000
Lancaster County, PA	June 7, 2000
Madison County, WI	August 18, 2000

The following states have signed Trading Partnership Agreements with AOD:

Maine

Georgia

South Carolina

South Dakota

Wyoming

Missouri

Michigan

Minnesota

The following entitlement communities have signed Trading Partnership Agreements with HDS:

Wilmington, DE

Largo, MD

Bergen, NJ

Westchester, NY

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

October 9	Columbus Day
November 10	Veterans Day
November 23	Thanksgiving
December 25	Christmas Day

IDIS RELEASE NOTES FOR VERSION 5.8

The following IDIS items were released to production as IDIS Version 5.8 on Friday, August 25, 2000.

ENHANCEMENTS

Released Phase 2 of Receipts enhancements.

Effective with this release, grantees who have an activity with only **one** source of funding -- and have an available balance to draw -- no longer have to fund the activity with receipted income using Activity Funding prior to doing a draw.

Three enhancements were made to the IDIS Subgranting module.

CDBG state grantees can now subgrant administrative funds to state recipients. Subgrants are now properly processed for grants with a DH (State Hurricane, HUD Administered Small City --CDBG) source type. IDIS will no longer allow a subgrant to be created if there are no remaining funds in the parent grant. This release also corrects a number of other subgrant errors.

CORRECTIONS

When IDIS reads an EDI file, blank values for Initial Funding Date are now properly processed.

When state recipients press F1 for Owner Help on the Activity Funding list screen (C04MO03), they now see only those activities to which the activity owner has given them access.

After adding accomplishments for a new report year on the Setup Activity screen (C04MA04) by pressing F11, the grantee can enter a long narrative for the year by pressing F14. (Previously IDIS only allowed one long narrative, regardless of the number of years of accomplishments that were entered.)

HUD HQ and field office personnel can now blank out the UOG Code field on the parameter screen for the List of Activities (PR02) report to run the report for a field office or region.

The Grantee data download now contains data for all grantees in the state, not just the requesting grantee.■

TAU TOTALS FOR JULY

A total of 1,229 calls were received by the TAU during the month of July 2000. Slightly less than eight percent of the calls (96) concerned the HOME C/MI System, the HOPE 3 program, or other non-IDIS calls, while 92 percent of the calls (1,133) were associated with IDIS. All calls received by the TAU were answered by CSC customer service representatives, resulting in no voice mail for the month. ■

The next edition of *IDIS Live* will be published on October 2, 2000.

NEW TRAINING SESSIONS ADDED FOR STATES, ENTITLEMENT TRAINING CONTINUES

CPD has added two new IDIS training sessions specifically for State grantees. One new session covers CDBG and HOME for States; the other session covers HOPWA and ESG for States.

CPD's workshops are primarily designed to help new users or less experienced users build the basic skills necessary to successfully navigate the IDIS system.

Entitlement grantees receiving only CDBG program funds should register for the one-day session, Workshop 'A.'

Entitlement grantees receiving HOME funds (in addition to other program funds) should register for Workshop 'B,' the multi-funded, two-day session.

State grantees receiving HOPWA or ESG program funds should register for the one-day session, Workshop 'C'.

State grantees receiving CDBG or HOME funds should register for the two-day Workshop 'D'.

The sessions will be facilitated by the IDIS experts from TONYA, Inc. and will be held in Washington, DC. For more information or to register, go to http://www.hud.gov/cpd/idis/idistran.html. Or you may contact Karen Harper at 202-289-8100. ■

REGISTER NOW FOR FALL TRAINING

Location	Deadlines	Workshop 'A' (CDBG only)	Workshop 'B' (Multi-Funded)	Workshop 'C' (HOPWA/ ESG for States)	Workshop 'D' (CDBG/ HOME for States)
Washington, DC **October 24 - 27, 2000** Four Points Sheraton Hotel 1201 K Street, NW Washington, DC 20005 202-289-7600	Registration Deadline: *October 6, 2000* Hotel Reservation Deadline: *October 6, 2000* *Sleeping room rate: $118.00 per night + tax*	Oct. 24 or Oct. 25	Oct. 24-25 or Oct. 26-27	Oct. 26	Oct. 26-27