

IDIS LIVE

...for the Integrated Disbursement and Information System

U.S. Department of Housing and Urban Development

Office of Community Planning and Development

NEW IDIS RELEASES PLANNED FOR DEC., FEB., APR.

WAITING FOR THE “HOURLASS” TO DISAPPEAR WHEN USING WEB390

Q. Recently, I've been experiencing lock-ups in IDIS. I hit Enter, and then the hourglass shows up, but the bar at the bottom says 'Document: Done.' No amount of waiting works and I have to disconnect and wait for my Userid to clear again. This has only started happening to me recently. Is anyone else experiencing this problem?

A. Answer provided by Wendy Cairns, the Commonwealth of PA's coordinator for IDIS:

“When this happens to me, I can sometimes restore the IDIS functions by clicking on the Resynchronize button. If that doesn't work, I use the Netscape menu "GO" and select the WEB390 Server. Then I click on RESHOW C04P. If these don't work, I disconnect and take a break.” ■

CDBG TIMELINESS REPORT CURRENTLY UNAVAILABLE

Recent modifications in IDIS to multi-level sub-granting have wreaked havoc on all versions of the CDBG Entitlement Community Timeliness Report (C04PR56). HUD HQ is working on the problem and expects the report to be running again by the end of November. In the meantime, HUD staff should rely upon the timely expenditure reports disseminated monthly by Carole Hirschmann of the Entitlement Communities Division. ■

CPD and IT Evaluate Over 200 User Requests for Fixes and Enhancements

A team from Community Planning and Development and Information Technology recently completed an evaluation of the fix and enhancement requests made by IDIS users. Each request was ranked according to the benefit its implementation would provide.

View the complete list at:

<http://www.hud.gov/cpd/idis/toolbox/idisrequests.pdf>

To address the volume of requests in an orderly manner, CPD and IT have developed a tentative schedule that calls for a new IDIS software release every other month. The set of changes for each release will be announced in advance on the IDIS Web Page and to the listserv. Watch for more details as they become available. ■

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HOW TO HANDLE INCORRECTLY DRAWN PROGRAM FUNDS

Program funds for CDBG, HOME, ESG, or HOPWA activities

- Drawn down in error,
- Drawn on an ineligible activity,
- Not used within 15 days after a draw; or
- Drawn on a project canceled prior to completion

must be:

- Transferred to an eligible activity in IDIS; or
- Deposited in the Grantee's/Participating Jurisdiction's Treasury account

For CDBG, a September 29, 1998 memorandum to CPD Division Directors provided guidance on the wire transferring of funds to LOCCS and the Treasury. Grantees may want to refer to that memorandum for additional information. To obtain a copy of this memorandum, call the CDBG Entitlement Division at 202-708-1557.

Transferring Funds To An Eligible Activity

Grantees/PJs can transfer funds disbursed on an ineligible activity, incorrect activity, etc. (as described above) if the activities involved all are established under the *same* Fund Type.

For example, if a grantee/PJ disbursed \$1,000 on an ineligible CHDO activity, the PJ can transfer those disbursed funds only to other CHDO activities for the same CHDO; if the funds were drawn from entitlement funds, the funds can be transferred *only* to entitlement activities.

Instructions for transferring disbursed funds from one activity to another activity:

1. Select Drawdown from the IDIS Main Menu.
2. Select 01 (Authorization) to authorize yourself to process the transaction. Place an X next to your participant name and press Enter. Press Enter again to confirm.
3. Select 05 (Maintain Drawdown) and press Enter.
4. Enter the activity number the drawdown was originally made for and press Enter. You will see a list of all vouchers for the activity.
5. Place an R next to the draw line item you want to revise and press Enter.
6. Enter the HUD activity number you want to transfer the funds to and the amount to be transferred (the HUD activity name is optional). Press Enter.
7. Press Enter again to confirm. The disbursed funds are immediately transferred to the activity specified in Step 6.

Returning Program Funds To HUD Via Check

Send checks in amounts of \$2,000 or less to the Miscellaneous Lockbox at the following address:

Bank of America
Attn: HUD CPD/[Program Name]
(Fill in CDBG, HOME, ESG, or HOPWA, as appropriate)
PO Box 277303
Atlanta, GA 30384-7303

Be sure to identify the Grant Number in the remittance field on the check.

Normal time span for processing: 4-6 weeks before showing as a credit in IDIS.

Note: No Checks Should Be Sent Directly To HUD Headquarters

Returning Funds to HUD Via Wire Transfer

Funds in excess of \$2,000 must be returned using the Department of Treasury's Financial Communications System (TFCS). For funds and deposit messages to be routed efficiently, all wire transfer messages should conform to the structured format described below. All wire transfers must be returned through the participant's local financial institution.

If the local financial institution is not a member of the TFCS, it must have a correspondent bank relationship with a member bank which will actually transfer the wire to the Treasury.

Bank	U.S. Treasury Federal Reserve New York
Bank Address	New York, NY
ABA Number	021030004
Receiver Information	AC-86011101
Third Party Information	Include the following information in this free-form text field: Your Grantee/PJ Name Your Grant Number Attn: HUD CPD/[<i>Program Name</i>] (Fill in CDBG, HOME, ESG, or HOPWA, as appropriate)

Normal time span for processing: 10-15 days before showing as credit in IDIS.

Corrections in IDIS

When returned funds are processed in IDIS, the commitment amount and balance disbursed for the activity are not automatically reduced by the amount of the repayment. The actual amount returned will show as a negative figure under Activity Number 0001 through the Maintain Drawdown Menu in IDIS. To change the activity(ies) of the negative amount's figures:

1. Select option D-01 (Drawdown Authorization) from the IDIS Main Menu and correctly authorize yourself
2. Select option 05 (Maintain Drawdown) from the Drawdown Menu.
3. At the C04MD53 screen, enter HUD Activity Number, 0001. Select the draw line item to be revised by placing an R before it. Remember, returned funds will have a negative voucher amount.
4. At the C04MD08 screen (Revise Drawdown), enter the HUD activity number for which the funds were originally drawn and the new dollar amount, preceded by a negative sign.
5. Repeat steps 3 and 4, revising the returned funds as needed.

Questions/Problems?

Contact the Technical Assistance Unit at 1-800-273-2573 if you require further assistance correcting the negative figures in IDIS. ■

TAU Totals for September

A total of 1,350 calls were received by the TAU during the month of September 2000. Less than three percent of the calls (31) concerned the HOME C/MI System, the HOPE 3 program, or other non-IDIS calls, while over 97 percent of the calls (1,319) 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. ■

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

November 10	Veterans Day
November 23	Thanksgiving
December 25	Christmas Day

NEW IDIS PLUS TRAINING FOR ADVANCED USERS

“Taking IDIS One Step Forward”

To provide grantees the opportunity to gain additional expertise in using IDIS, a new one-day workshop -- IDIS Plus – Taking IDIS One Step Forward -- has been developed. It provides enhanced training for the experienced IDIS user. The workshop provides group and hands-on personalized training.

IDIS Plus is designed for entitlement users who are experienced in using IDIS but who wish to expand upon the basic knowledge and use all features of IDIS to assist in managing both the program and information. The workshop will focus on problem solving techniques. Recent enhancements to IDIS will be included and considerable attention is given to accessing and utilizing reports to troubleshoot and manage their CPD programs. Scenarios will be done as a group, in teams, and individually to ensure that all trainees benefit from the training. This workshop offers grantees the opportunity to expand their knowledge of IDIS and to gain experience and confidence in using IDIS as a management tool.

To ensure that all participants benefit, we intend to balance the groups so that persons with certain areas of responsibility are matched with persons with other areas of responsibility. In this way, participants will gain knowledge and expertise in all parts of IDIS and, therefore, will have a more thorough understanding of

the entire IDIS process. When registering, each person attending will prepare a survey and submit it to TONYA, Inc. (For more information and a copy of the survey, please contact Valerie Feemster of TONYA, Inc. at (202) 289-8100.)

Topics that will be covered during the IDIS Plus sessions in Dallas include:

- Goals of IDIS Plus – an introduction to the workshop
- Revising Projects and Activities – how to reflect changes in community priorities in IDIS projects and activities
- Reporting Receipt Income – when and how to use it
- Generating Reports – other methods of accessing reports through the internet
- Using reports – understanding what questions may be answered and where to find the answers to assist in program management
- Trouble shooting – using reports to reconcile with other records and to assist in problem solving
- CAPER – the reporting cycle, timeline for the preparation, using IDIS reports

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

New IDIS Reports Guide Now Available on the IDIS Web Page

A new Appendix E has been added to the IDIS Reference Manual. It contains samples of all IDIS reports. It also includes a detailed description of each report's output.

To view it, go to:

http://www.hud.gov/cpd/idis/refman/ref_man.html

IDIS TRAINING IN DALLAS, TX THIS DECEMBER

New IDIS Plus for Advanced Users; Training for States and Entitlement Continues

With the addition of the new IDIS Plus workshop (*see previous article*), CPD now offers six different workshops.

Workshops A through E 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 two-day session, Workshop 'A.' Note: in order to ensure that the needs of all participants are addressed, the CDBG session has been expanded to a second day beginning with our December workshop. By reorganizing the agenda into a 2-day program, we will give ample time to discuss reports and reporting using IDIS, as we currently do with the multi-funded sessions.

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 funds should register for the two-day Workshop 'D.'

State grantees receiving HOME funds should register for the two-day Workshop 'E.'

Experienced entitlement grantees should register for the one-day IDIS Plus Workshop 'F.'

The sessions will be facilitated by the IDIS experts from TONYA, Inc. For more information or to register, go to the IDIS web page www.hud.gov/cpd/idis/idisweb.html and click on the "Calendar" topic.

Or, contact Karen Harper at 202-289-8100. ■

<u>Location</u>	<u>Deadlines</u>	<u>Workshop 'A'</u> <u>(CDBG only)</u>	<u>Workshop 'B'</u> <u>(Multi-Funded)</u>	<u>Workshop 'C'</u> <u>(HOPWA/</u> <u>ESG for</u> <u>States)</u>	<u>Workshop 'D'</u> <u>(CDBG for</u> <u>States)</u> <u>Workshop 'E'</u> <u>(HOME for</u> <u>States)</u>	<u>Workshop</u> <u>'F'</u> <u>(IDIS Plus)</u>
<p>Dallas, TX December 5-8, 2000</p> <p>Le Meridien Hotel and Event Centre 650 North Pearl Street Dallas, TX 75201 214-979-9000</p>	<p><u>Registration</u> <u>Deadline:</u> <i>November 3, 2000</i></p> <p><u>Hotel</u> <u>Reservation</u> <u>Deadline:</u> <i>November 10,</i> <i>2000</i></p> <p><i>Sleeping room</i> <i>rate:</i> <i>\$89.00 per night</i> <i>+ tax</i></p>	Dec. 5-6	Dec. 5-6 or Dec. 7-8	Dec. 7	Dec. 7-8	Dec. 5 or Dec. 6

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORTING FOR ENTITLEMENT GRANTEES FOR PROGRAM YEAR 2000

The following information is summarized from the February 18, 1998 memo from Saul N. Ramirez, Jr., then Assistant Secretary, Community Planning and Development to CPD Field Office Directors and All Consolidated Plan Entitlement Grantees.

Changes since the 1998 memo are indicated within bracketed [...] text.

All Entitlement grantees should be using the [IDIS] system to track disbursements and report performance for the program year. Grantees are now beginning a period when they must report on [2000] program year accomplishments and performance, and Field Office staff subsequently must review that performance. The attached instructions should facilitate Field Office oversight of this task.

This memorandum and the attached instructions provide guidance on how to comply with all current HUD regulatory and statutory requirements for reporting program performance and accomplishments.

The substance of the guidance is divided into three components:

1. The first part, here stated, instructs grantees to use IDIS to comply with current reporting requirements. To initiate annual reporting, all grantees should update all current activities in IDIS to include all required financial and performance information. (It is current Departmental policy that grantees should update IDIS information quarterly). Grantees can review the adequacy of this information using relevant reporting capabilities within IDIS [including the new CDBG Financial Summary, C04PR26].

2. The second part is a program-by-program identification of all necessary narrative requirements that grantees must provide.

[See the web page:
www.hud.gov/cpd/annrepo2.html#attach
for a list of requirements.]

3. A third component, entitled IDIS Reports, provides separate instructions on the IDIS reports necessary to generate summary accomplishments and performance information. Both [options] provide information that grantees will need to share with citizens and HUD Field Office staff will need to assess grantee performance.

[See the web page:
www.hud.gov/cpd/idis/refman_ref_man_e.pdf
for a description of each IDIS report.]

IDIS contains ample reporting features to allow grantees to comply with accounting and audit requirements and required review of performance information by citizens. [There are currently 31 pre-programmed reports, 16 pre-programmed download extracts, and four financial extracts available in IDIS.]

Grantees must provide an annual picture of their program performance within 90 days of the end of their program year. Field Offices should ensure that grantees and Field Office staff are adequately briefed on the IDIS system to prepare performance reports and conduct these reviews.

As a final note, the importance of timely and accurate performance reports cannot be overstated. Grantees should strive to ensure that all applicable deadlines are

met. Performance reporting meets three basic purposes:

- It provides HUD with necessary information for the Department to meet its statutory requirement to assess each grantee's ability to carry out relevant CPD programs in compliance with all applicable rules and regulations;
- It provides information necessary for HUD's Annual Report to Congress, also statutorily mandated;
- It provides grantees an opportunity to describe to citizens their successes in revitalizing deteriorated neighborhoods and meeting objectives stipulated in their Consolidated Plan.

HUD shares grantees' interest in assuring that citizens, community groups and other interested stakeholders in the community development process are accurately informed of the use of these Federal resources. We also acknowledge that traditional reports containing extensive statistical information are [not] always informative. For that reason, we are attempting to provide grantees with the flexibility to format and arrange data in ways that will best communicate to local audiences. Maps often substitute effectively for written data and we encourage the use of this technology in developing this report. ■

REPORTING CDBG ANNUAL ACCOMPLISHMENTS

Here are some helpful hints on reporting annual accomplishments using IDIS, reprinted and revised from IDIS Technical Bulletin #1R, originally published in 1997.

Grantees should advise their Field Offices when they begin preparing their annual performance reports so Field Office staff can identify any additional information that grantees may need to provide.

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 acceptable performance reporting.

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

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.

To satisfy annual performance reporting requirements, Grantees 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.

Grantees are reminded that, in addition to entering Accomplishment Data on the Setup Activity Screen (C04MA04), they should complete CDBG-specific beneficiary data.

Enter basic CDBG data on the CDBG Activity Screen (C04MC01) to identify the type of CDBG activity (including whether or not the activity is being carried out by a CDFI or in a HUD-approved Neighborhood Revitalization Strategy Area).

Enter the appropriate National Objective Code.

Generally, the screens you process to complete a CDBG activity are determined by the National Objective code you entered:

LMA	Area Benefit Data Screen (C04MX03)
LMC	Direct Benefit Screen (C04MA05) Nature/Location Screen (C04MA06) (if Nature/Location = Y) CDBG Limited Clientele Screen (C04MC02)
LMJ	Direct Benefit Screen (C04MA05) CDBG Job Creation/Retention Screen (C04MC07) CDBG Limited Clientele Screen (C04MC02)
LMH	Direct Benefit Screen (C04MA05) CDBG Limited Clientele Screen (C04MC02) CDBG Setup Multi Unit Activity Screen (C04MC04) CDBG Completion Multi Unit Activity Screen (C04MC05)
SBA	CDBG Slum/Blight Screen (C04MX02)

For all National Objective Codes, if you X'd Displacement Activities on the Setup Activity Screen (C04MA08), enter the displacement data on the CDBG Displacement Screen (C04MC03).

For all National Objective Codes, if you X'd One To One Replacement on the Setup Activity Screen (C04MA08), enter the replacement data on the CDBG 1-1 Replacement Screen (C04MC06).

IDIS Reports

With the 5.7 Release of IDIS in September, 2000, there are nine reports available for reporting annual accomplishments in IDIS:

- Activity Summary (GPR) (C04PR03)
- CDBG Housing Activities (C04PR10)
- CDBG New Housing Construction (Matrix Code 12) Activities (C04PR11)
- CDBG Float-Funded Activities(C04PR13)
- CDBG CDFI and NRSA Activities (C04PR14)
- CDBG Activities Subject to Jobs/Services Public Benefit Calculation (C04PR17)
- CDBG Financial Summary Report (C04PR26)
- CDBG Timeliness Report (C04PR56)

With the CDBG Financial Summary now available as an IDIS "canned report," CDBG entitlement community grantees no longer have to manually prepare form 4949.3 (GPR Financial Summary form). However, when running this report, the grantee is prompted to enter data "adjustments" for financial data stored outside of IDIS. Additionally, if a grantee is meeting the low/mod benefit certification over a two or three year period, the grantee will need to manually prepare and submit to HUD an attachment to the Financial Summary report that includes this information:

1. The program years for the multi-year certification
2. Total expenditures for all activities other than administration and planning over that period
3. Expenditures for all activities with a "low/mod" national objective over that period
4. The percent benefit to low/mods (#3 divided by #2)

Submission of this attachment is required because IDIS does not presently retain information to calculate the low/mod benefit for a multi-year low/mod benefit certification. This attachment is in addition to the

attachment required by Appendix 3, Paragraph C (p. 3-9) of the GPR Handbook (6510.2 REV-2).

Program Year Accomplishments

The information that is provided under the Accomplishments Data heading should indicate the actual annual accomplishments for the program year. This will generally permit a more accurate assessment of accomplishments made during the program year.

Grantees must complete the Accomplishments Narrative 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 the end of the year update is complete, grantees should notify their Field Office that the information required in IDIS and the C04MA04 screen has been provided. This notification is critical in order for HUD to complete its performance review while minimizing the need for HUD to request additional information that should be readily accessible in the system.

IDIS now allows grantees to retain the program year information they provide on the C04MA04 screen for more than one program year. Grantees can store, retrieve, and modify this information as they wish for each program year.

The Accomplishments Narrative should include a brief and concise summary of the status of the activity at the end of the program year. This narrative should estimate the portion or percentage of the total activity accomplished during the period covered by the report and should parallel the description provided on the Setup Activity Screen (C04MA01).

For grantees that started using IDIS after their reporting period 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 official accounting records for the program year reporting period.

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 on 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.

ACCOMPLISHMENT DATA:		REPORT YEAR: 2000
TYPE		UNITS
PROPOSED 01	PEOPLE (GENERAL)	00000015
ACTUAL 01	PEOPLE (GENERAL)	00000020
ACCOMPLISHMENTS NARRATIVE:		

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.

ACCOMPLISHMENTS NARRATIVE:	
Of the \$600,000 budgeted for street improvement on Van Gogh Lane, \$500,000 was expended during the reporting period; \$300,000 was expended before switching to IDIS and \$200,000 expended (and drawn from LOCCS) while in IDIS. A balance of \$100,000 remains.	

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.

ACTIVITY STATUS CODE: 2 COMPLETED		COMPLETION DATE: 09 / 30 / 2000
ACCOMPLISHMENT DATA:		REPORT YEAR: 2000
TYPE		UNITS
PROPOSED 11	PUBLIC FACILITIES	1
ACTUAL 11		1
ACCOMPLISHMENTS NARRATIVE:		
Rehabilitation of the Westside Senior Center completed Sept 2000. 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.)

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 heading of Screen C04MA04.

ACTIVITY STATUS CODE: 3 UNDERWAY		COMPLETION DATE: _ / _ / _
ACCOMPLISHMENT DATA:		REPORT YEAR: 2000
TYPE		UNITS
PROPOSED 11	PUBLIC FACILITIES	00000001
ACTUAL 11	PUBLIC FACILITIES	
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 2001. (Also include narrative on expenditures during the reporting period, if applicable.)		

Job Creation/Retention

For job creation/retention activities, report the actual number of jobs created or retained during the program year.

- Select one of the four Activity Status Codes.
- Place an "X" next to Actual.
- Select 13 - Jobs under the Type heading.

Identify the actual number of full-time equivalent jobs created or retained during the reporting period under the Units heading.

Enter a concise summary of the status of the activity as of the end of the program year under the Accomplishments Narrative heading (i.e. the number of jobs created or retained, and the number of low/mod jobs created or retained during the reporting period. See also page 2-23 of the GPR Handbook.

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.

ACTIVITY STATUS CODE: 3 UNDERWAY		COMPLETION DATE: _ / _ / _
ACCOMPLISHMENT DATA:		REPORT YEAR: 2000
TYPE		UNITS
PROPOSED 13	JOBS	00000020
ACTUAL 13	JOBS	00000015
ACCOMPLISHMENTS NARRATIVE:		
ECONOMIC DEVELOPMENT (ED) LOAN TO XYZ COMPANY FOR PLANT EXPANSION MADE IN PRIOR PROGRAM YEAR (MARCH 1999). SEE PRIOR YEAR GPR FOR EXPENDITURE INFORMATION. XYZ COMPANY CREATED 15 JOBS DURING THIS REPORTING PERIOD; 5 JOBS ADDITIONAL EXPECTED TO BE CREATED BY DEC. 2001; 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.)

Housing Accomplishments

For each housing activity, report the actual number of households assisted during the program year.

- Select one of the four Activity Status Codes.
- Place an "X" next to Actual.
- Select 4 - Households under the Type heading.
- Identify the number of households assisted during the reporting period under the Units heading.
- Enter a concise summary of the status of the activity as of the end of the program year under the Accomplishments Narrative heading.

Public Facilities & Improvements

For each public facilities and improvement activity, report the actual number of public facilities/improvements assisted during the program year.

- Select one of the four Activity Status Codes.
- Place an "X" next to Actual.
- Select 11 – Public Facilities/Improvements under the Type heading.
- Identify the number of public facilities/improvements assisted during the reporting period under the Units heading.
- Enter a concise summary of the status of the activity as of the end of the program year under the Accomplishments Narrative heading.

Public Services

For each public service activity, report the actual number of persons assisted during the program year.

- Select one of the four Activity Status Codes.
- Place an "X" next to Actual.
- Select 1 - Persons under the Type heading.

2000 HOME REPORTING REQUIREMENTS

As part of its Consolidated Annual Performance and Evaluation Report (CAPER) submission, each HOME participating jurisdiction must submit the following information:

- An analysis of the extent to which HOME funds were distributed among the different categories of housing needs identified in its approved Consolidated Plan.
- To comply with Consolidated Plan provisions to indicate resources from private and non-Federal resources, each HOME PJ must submit a report on match contributions made using the separate HOME Match Report, HUD-40107-A for the period covered by the Consolidated Plan Program Year. Although the requirement for matching contributions is based on the Federal Fiscal Year, the reporting is based on the PJ's program year and this report should be modified to indicate the PJ's program year. (24 CFR 91.220(b)(2),

91.320(b)(2), and 91.420(b)). *[The new IDIS Matching Liability report (C04PR33) should be used for guidance only; it reports by Federal Fiscal Year and not the grantee's Program Year.]*

- HOME PJ's should submit Part III of HUD Form-40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).
- The results of on-site inspections of affordable rental housing assisted under HOME to determine compliance with housing codes and other applicable regulations, an assessment of the HOME jurisdiction's affirmative marketing actions and outreach to minority and women owned businesses, and data on the amount and use of program income for projects, including the number of projects and owner and tenant characteristics. (24 CFR 91.520(d)).

2000 ESG REPORTING REQUIREMENTS

Local Government Grantees and Territories

All grantees have drawn down ESG funds through IDIS for at least part of their [2000] Consolidated Plan Program Year. Each grantee needs to provide its annual report in the IDIS system (project completion screens) and complete its *Consolidated Annual Performance and Evaluation Reporting (CAPER)*. For ESG, the grantee's CAPER must include the following information:

Assessment of Five Year Goals and Objectives, including how ESG activities helped address pertinent Strategic Plan objectives related to housing and homeless needs and areas of high priority identified in the Consolidated Plan.

Continuum of Care Narrative, including how the ESG projects are related to the implementation of the local Continuum of Care strategy for the homeless.

Leveraging Resources, including the specific sources and amounts of final ESG program match as required by 42 USC 11375(a)(1). Examples of acceptable identification of match are: 1998 Chicago CDBG -- \$50,000; Cash from Red Cross -- \$25,000.

Self-Evaluation, focusing on the community's own assessment of its ability to meet the priority needs and

specific objectives related to serving the homeless population.

State Governments

States in IDIS. States who started to draw down funds for [2000] through the IDIS system should follow the reporting requirements described above for Local Governments. This includes the need for a CAPER report, and a description of its Method of Distribution to recipients as part of its self-evaluation.

A Financial Status Sheet (SF-269 or similar document) showing the expenditure of ESG funds by program activity type (Rehabilitation, Essential Services, Operations, Homeless Prevention, Administration) by grant year.

Self-Evaluation. As part of their narrative, states must describe their Method of Distribution and how it rated and selected its local government and private nonprofit recipients.

States need to send copies of all State annual reports to headquarters, as well as to their State Office. The headquarters copy should be sent to Larry Blume, Office of Special Needs Assistance Programs, HUD-CPD Room 7258, 451 7th St., SW, Washington, DC 20410. If you have any questions, his telephone number is (202) 708-0614, ext. 4478.

2000 HOPWA REPORTING REQUIREMENTS

For [FY2000] annual reporting, HOPWA formula entitlement grantees are instructed to follow the general reporting guidance as detailed in the Consolidated Annual Performance and Evaluation Reporting for Entitlement Grantees dated February 18, 1998 as issued by the Assistant Secretary. This guidance instructs grantees to report to HUD through a consolidated report or CAPER and details each of the four entitlement programs (CDBG, ESG, HOME, HOPWA). A copy of this guidance can be found on page 6 of this IDIS Live and online at: <http://www.hud.gov/cpd/conplan.html>

In addition to the general narrative, a HOPWA specific section should be included in the report.

Jurisdictions receiving HOPWA funds should submit:

- An accomplishment narrative; and
- Accomplishment data.

1. Accomplishment Narrative

Provide a narrative executive summary (1-5 pages) outlining the following:

- Grantee and Community Overview
 - ⇒ Describe Grantee: Provide a brief description of your organization, and for it, the area of service (i.e.: the area outside of the metropolitan areas in the State that receive HOPWA Formula funds), the name of each project sponsor and a broad overview of the range/type of housing activities and related services. Discuss how grant management oversight of sponsor activities is conducted and how sponsors are selected. Include a description of the local jurisdiction, its need, and the estimated number of persons living with HIV and AIDS.
 - ⇒ Description of Community Planning: Provide a brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body. (i.e. AIDS Housing Plan) You may include information on what other resources are used in conjunction to HOPWA funds, including cash resources

and in-kind contributions to meet the needs of the target population. Discuss collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drugs Assistance Programs, Continuum of Care Homeless Assistance Programs, or other efforts that assist persons living with HIV/AIDS and their families.

- Project Accomplishments Overview
 - ⇒ Housing Assistance: Provide a brief summary of all housing activities broken down by the three types: Emergency or short-term rent, mortgage or utility payments to prevent homelessness, rental assistance, and facility based housing including development cost, operating cost, and service cost for those facilities and community residences. For example, if you provide short-term rental assistance and on-going rental assistance, describe both as separate housing activities. Include the number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds.
 - ⇒ Supportive Services: Provide a brief description of any unique service delivery models or efforts you are making in your community.
 - ⇒ Other: Briefly describe any other accomplishments you have recognized in your community due to the use of HOPWA funds. Include any projects in development stages and not operational.
- Barriers or Trends Within Your Community. Briefly describe the barriers that you see affecting your community and its efforts at serving people with HIV/AIDS, in providing housing, and related services. Along with this, also describe any trends that you expect your community to face in meeting the needs of persons with HIV/AIDS. An example of this may be, due to the changes in who is being affected by HIV/AIDS different types

of housing, services, programs, etc. may be needed. Other trends may include, unmet needs, waiting lists, and eligibility criteria. Add any other information that you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5 -10 years.

HOPWA grantees submit executive summaries yearly to the Office of HIV/AIDS Housing, HUD. The executive summaries are posted on the HOPWA home page at: www.hud.gov/cpd/hopwahom.html.

Grantees are encouraged to make annual updates to these summaries and notify HUD of any changes.

Accomplishment Data

- Accomplishment data should be reported through IDIS. Currently, HOPWA grantees cannot generate completed accomplishment data reports on their projects, but HUD can download accomplishment information on each grantee. To ensure a proper download of information from IDIS, Grantees submitting completed year-end accomplishment data through IDIS, will need to inform HUD on the project name, activity, activity number, and date of completion.

- HOPWA APR: Provide accomplishment data on grantee and project sponsor activities by completing the HOPWA APR (form HUD-4011-C 11/97).
- Actual Units Produced: Whether utilizing the HOPWA APR or IDIS, the Consolidated Plan annual submission should include the number of units of housing that is expected to result from the planned housing activities. In this performance report, please compare that actual number to this planned number of units. HOPWA Help: IDIS Accounting for Housing Units <http://www.hud.gov/cpd/hopwahom.htm> provides guidance for accounting for proposed and actual units in IDIS. Grantees utilizing the APR and IDIS can also supply this information in their attached narrative.

Submission of Reports. Jurisdictions should submit the CAPER, which should include the HOPWA accomplishment narrative and accomplishment data, as provided in the CAPER guidance (February 18, 1998). In addition, a copy of the HOPWA accomplishment narrative and accomplishment data should be submitted to the HOPWA Program, Office of HIV/AIDS Housing, HUD, 451 7th Street, SW, RM 7212, Washington DC 20410. For further information, call 202-708-1934. ■

HOPWA DATA CLEAN-UP NOW IN PROGRESS

As HUD strives to meet the goal of providing safe, decent, and affordable housing to persons living with HIV/AIDS and their families, it is important that the Office of HIV/AIDS Housing have clear, accurate data that demonstrates the accomplishments of the Housing Opportunities for Persons With AIDS (HOPWA) program. In an effort to increase our ability to collect and report accurate data to both Congress and the public, the Office of HIV/AIDS Housing has launched an extensive IDIS data cleanup effort.

On October 11, 2000, comprehensive IDIS HOPWA Data Cleanup materials were sent, via email or disk, to more than 100 HOPWA formula grantees. The data cleanup package included an Excel 95 formatted spreadsheet with each grantee's IDIS HOPWA data, a detailed set of instructions for reviewing and correcting the HOPWA data in IDIS, and a list of

priority cleanup issues identified by the Office of HIV/AIDS Housing.

We have established a completion date of **December 20, 2000** for the HOPWA data review, and ask that all grantees notify HUD Headquarters when the cleanup is complete. An email account has been established for the sole purpose of receiving HOPWA data cleanup completion notices and may be reached by emailing IDIS_Data_Cleanup@hud.gov. Grantees without email access may notify HUD by calling the IDIS Technical Assistance Unit at 1 800-273-2573.

If you have not received your IDIS HOPWA data clean-up materials, or require additional information on the IDIS HOPWA data cleanup initiative, please call Martha Weist at 202 708-0614 ext. 4410. As always, the Technical Assistance Unit is available to assist you with any IDIS, HOPWA-specific questions.

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

FOR YOUR INFORMATION:

Your IDIS contacts are:

Vivian Baldwin 202-708-0614, x4693
e-mail: Vivian_C._Baldwin@hud.gov
Shanda Wyckoff 202-708-0614,x4567
e-mail: Shanda_Wyckoff@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.

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.

For Web390 ID and password information, contact your local HUD field office or the TAU at 1-800-273-2573. ■