

IDIS LIVE

...for the Integrated Disbursement and Information System

U.S. Department of Housing and Urban Development

Office of Community Planning and Development

OVER 60,000 FIELDS ON IDIS COMMON PATH AND CDBG PATH BLANK...

ANALYSIS FINDS CDBG ACTIVITIES MISSING KEY DATA

GRANTEES FAILING TO FILL IN KEY BENEFICIARY AND FINANCIAL DATA

The article to the right stresses why HUD requires accurate and timely information on grantee performance so that Congress and other stakeholders know that CDBG funds are benefiting the intended recipients.

In a recent sample analysis of CDBG data in IDIS, over 60,000 key data elements were missing from Funds Budgeted, Underway, and Completed CDBG activities. (Were this a full audit, the amount of missing data might be many times greater.)

For single-year activities, proposed accomplishments should be reported on the MA04 screen when the activity is set up in IDIS. For multi-year activities, accomplishments proposed for the program year should be reported on the MA04 screen at the beginning of each program year.

Actual accomplishments should be reported on the MA04 screen and on *all appropriate CDBG path screens* as they occur or, at a minimum, quarterly and at the completion of the activity.

Currently, IDIS does not check to see that this information has been entered before a grantee can expend funds or complete an activity. (Watch for an enhancement in a future release!) ■

HOUSE APPROPRIATIONS COMMITTEE CALLS FOR REPORT OF CDBG DATA BY FEB. 1, 2002

“The Housing and Community Development Act of 1974, as amended (Public Law 93 383), requires the targeting of CDBG funds to assist low and moderate income people. The Committee directs that HUD provide a detailed description, analysis, and evaluation of HUD’s administrative oversight of this requirement, and to report back its findings to the committee by February 1, 2002.”

Report from the Committee on Appropriations to accompany H.R. 2620, July 25, 2001

| | |
|--|---|
| MEMO TO HOME PJs: IF YOU HAVEN’T CALLED US, WE’LL BE CALLING YOU!..... | 2 |
| PJs THAT HAVE NOT CONTACTED THE DATA CLEAN-UP TEAM..... | 3 |
| PJs NOT COMPLETE WHO HAVE CONTACTED HUD.. | 4 |
| PJs THAT REPORTED THEIR REVIEW COMPLETE..... | 5 |
| REVISED CDBG TIMELINESS REPORT (PR56) TO BE RELEASED MID-AUGUST | 8 |
| OUR APOLOGIES TO THESE COMPLETED PJs | 8 |

Use the Ref Manual To Help Complete CDBG Data. For details on Common Path and CDBG screens, refer to these chapters in the IDIS reference manual: http://www.hud.gov/offices/cpd/systems/idis/pdf/ref_man_4.pdf and http://www.hud.gov/offices/cpd/systems/idis/pdf/ref_man_8.pdf

MEMO TO HOME PJs: IF YOU HAVEN'T CALLED US, WE'LL BE CALLING YOU!

411 PJs have finished their clean-up and notified HUD. 80 PJs have notified HUD they are in process. 101 PJs remain in limbo

As of July 25, 2001, 69.4% of all PJs reported to HUD that they had reviewed their IDIS HOME data and made any necessary changes. Unfortunately, of the 181 PJs remaining, over half have not contacted HUD about their data clean-up status.

While we are pleased with the progress PJs have made to date, we need to hear from everyone – no exceptions. If you are one of the 101 PJs listed on page 3 who have not contacted the Data Clean-Up Team to ask for an extension, we want to do everything we can to make your clean-up painless.

Our Technical Assistance Unit (1-800-273-2573) is standing by weekdays from 8 a.m. to 5:30 p.m. to answer any questions you have with your worksheets. (While we cannot do the clean-up for you, we will help you to determine whether questionable data needs to be changed.)

Meanwhile, members of the Data Clean-Up Team will be contacting each of the 101 “lost” PJs to better understand why HUD has never been contacted. (For example, the individual responsible for analyzing the data wasn't aware of the Clean-Up!)

If you haven't already bookmarked the address, to see your clean-up spreadsheet, go to http://www.hud.gov/cpd/home/dataclean-up/data_anal.html

What happens after the PJ notifies HUD the review is complete

After a PJ notifies the Data Clean-up Team that it has completed its review, the Data Clean-up Team reviews the PJs explanations for questionable data and either agrees with the PJ and changes the PJ's status to “Headquarters Review Complete;” or, the Data Clean-up Team contacts the PJ in an effort to resolve any data issues.

Please review the status of your PJ provided on the lists below

Notify the Data Clean-up Team if we have not reported your PJ status correctly. For additional information on the HOME data clean-up, visit http://www.hud.gov/cpd/home/dataclean-up/data_anal.html or email your questions to IDIS_data_clean-up@hud.gov.

Please note that some of the spreadsheets have been revised, updated, or replaced since the first posting and affect only those PJs that began their data clean-up after the June 15th due date. The new spreadsheets eliminated canceled activities.

PJS THAT HAVE NOT CONTACTED THE DATA CLEAN-UP TEAM

The HUD Data Clean-Up Team is contacting each of these 101 PJs to expedite their review of HOME IDIS data.

ALABAMA

Montgomery

AMERICAN SAMOA

American Samoa

CALIFORNIA

Alhambra

Anaheim

Baldwin Park

Burbank

Chula Vista

Compton

Huntington Park

Los Angeles

Lyon Co. Const.

Lynwood

Merced

Modesto

Mountain View

Norwalk

Oceanside

Orange

Oxnard

Paramount City

Rosemead

Sacramento Co.

San Francisco

San Luis Obispo Co.

San Mateo Co. Const.

Santa Clara Co.

Vallejo

Visalia

Westminster

COLORADO

Colorado State

CONNECTICUT

New Haven

DISTRICT OF COLUMBIA

District of Columbia

FLORIDA

Daytona Beach

Orange Co.

Pompano Beach

Tampa

GUAM

Guam Territory

HAWAII

Hawaii Co.

Honolulu

Maui Co.

IDAHO

Idaho State

ILLINOIS

Lake Co. Const.

Peoria

Urbana Const

Waukegan

INDIANA

East Chicago

Evansville

KENTUCKY

Lexington-Fayette

LOUISIANA

Houma

Monroe

New Orleans

MAINE

Maine State

MICHIGAN

Michigan State

MINNESOTA

Minnesota State

St Louis Co. Const.

NEVADA

Las Vegas

Reno Const.

NEW JERSEY

Bergen Co.

East Orange

Elizabeth

Hudson Co. Const.

Monmouth Co.

New Jersey State

Passaic

Union Co. Const.

NEW YORK

Dutchess Co.

Jamestown

Schenectady Const.

Yonkers

NORTH CAROLINA

Charlotte

High Point

OHIO

Canton

Dayton

Franklin Co.

Hamilton

OKLAHOMA

Tulsa Co Const

PENNSYLVANIA

Allentown

Lancaster

Reading

SOUTH CAROLINA

Charleston

Charleston Co.

Greenville

North Charleston

TENNESSEE

Chattanooga

Knox Co.

Tennessee State

TEXAS

Abilene

Brazoria Co.

Irving

Laredo

McAllen

Tyler

UTAH

Utah State

VERMONT

Vermont State

VIRGINIA

Arlington Co.

Charlottesville

Henrico Co

Suffolk

WISCONSIN

Milwaukee Co. Const.

Racine

Wisconsin State

PJS NOT COMPLETE WHO HAVE CONTACTED HUD

The following 80 PJs have contacted HUD that they are reviewing their data.

*Indicates PJ has an extension

++ Indicates that PJ has contacted the IDIS Data Clean-up Team

ARKANSAS

Arkansas State*
Fort Smith++
Pine Bluff++

CALIFORNIA

El Monte++
Fresno*
Huntington Beach++
Marin County*
Orange Co. ++
Redwood City++

COLORADO

Boulder++
Colorado Springs++
Denver++
Greeley++
Lakewood++

CONNECTICUT

Connecticut State++
Stanford++

FLORIDA

Broward Co.*
Hollywood++

GEORGIA

Athens++
Augusta*

ILLINOIS

Chicago++
DuPage Co. Const++

INDIANA

Anderson++
Hammond*
Indianapolis++

LOUISIANA

Alexandria++

MARYLAND

Baltimore++
Harford Co.*
Prince George Co.*

MASSACHUSETTS

Lawrence*
Lowell*
Worcester++

MICHIGAN

Muskegon++

MISSISSIPPI

Hattiesburg*

MISSOURI

Columbia*
Kansas City++
St. Louis*

MONTANA

Billings++

NEW HAMPSHIRE

Manchester++

NEW JERSEY

Camden++

Somerset Co. ++

NEW YORK

Albany*
New York State++
New York City*
Onondaga Co. Const.++
Orange Co. Const. ++
Rockland County*
Syracuse++

NORTH CAROLINA

Cumberland Co.*
Lenoir++
Orange Co.++
Rocky Mount*

OHIO

Cleveland*
Columbus++
East Cleveland++

OKLAHOMA

Lawton++

OREGON

Clark Co. Const. ++

PENNSYLVANIA

Allegheny Co. ++
Bucks Co. Const. ++
Lebanon++
Montgomery Co. Const++
Pennsylvania State++
West Moreland Co. Const.*

SOUTH CAROLINA

Columbia++
Spartanburg++
South Carolina State++

SOUTH DAKOTA

Sioux Falls++

TENNESSEE

Jackson*

TEXAS

Amarillo++
Arlington*
Bexar Co.*
Harris County*
Hidalgo*
Texas State++

UTAH

Ogden++

VIRGINIA

Norfolk++
Portsmouth++
Prince William Co.++

WASHINGTON

Bellingham++

WYOMING

Wyoming State++

PJS THAT REPORTED THEIR REVIEW COMPLETE

Our thanks to these Participating Jurisdictions for their timely review of HOME IDIS data.

ALABAMA

Alabama State
Birmingham
Huntsville
Jefferson County
Mobile
Tuscaloosa

ALASKA

Alaska State
Anchorage

ARIZONA

Arizona State
Clark Co. Const.
Maricopa Co Const
Phoenix
Tucson Const.

ARKANSAS

Little Rock
North Little Rock

CALIFORNIA

Alameda Co Const
Berkeley
Bakersfield
Bell Flower
California State
Chico
Contra Costa Co. Const.
Costa Mesa
Davis
Downey
El Cajon
Escondido
Fontana
Fresno Co.
Fullerton
Garden Grove
Glendale
Hawthorne
Inglewood
Kern Co.
Long Beach
Los Angeles Co.
Montebello
Monterey Park
Moreno Valley
National City
Oakland
Ontario
Pasadena

Pomona
Richmond
Riverside
Riverside Co.
Sacramento
Salinas
San Bernardino Co Const
San Diego
San Diego Co Const.
San Joaquin
San Jose
San Mateo
Santa Ana
Santa Barbara
Santa Barbara Co Const
Santa Clara
Santa Cruz
Santa Rosa
Santa Monica
Sonoma Co.
South Gate
Stockton
Sunnyvale
Ventura Co Const.
Whittier

COLORADO

Adams Co.
Arapahoe Co.
Aurora
Fort Collins
Jefferson Co.
Pueblo Const.

CONNECTICUT

Bridgeport
Hartford
New Britain
Waterbury

DELAWARE

Delaware State
New Castle
Wilmington

FLORIDA

Brevard County Const.
Clearwater
Dade Co.
Escambia Co Const.
Florida State
Fort Lauderdale
Gainesville

Hialeah
Hillsborough Co.
Jacksonville
Lakeland
Lee County
Miami
Miami Beach
Orlando
Palm Beach Co. Const.
Pasco Co.
Pinellas Co Const.
Polk Co.
Sarasota Const.
St. Petersburg
Tallahassee
Volusia Co. Const.
West Palm Beach

GEORGIA

Albany
Atlanta
Cobb Co. Const
Columbus
De Kalb County
Georgia State
Macon
Savannah

HAWAII

Hawaii State

IDAHO

Boise

ILLINOIS

Cook Co. Const.
Decatur
East St. Louis
Evanston
Illinois State
Joliet
Madison Co.
McHenry Co.
Rockford
Springfield
St. Clair Co. Const.
Will Co.

INDIANA

Bloomington
Elkhart Co Const
Fort Wayne
Gary
Indiana State

Lafayette Const.
Lake Co.
Muncie
South Bend Const.
Terre Haute

IOWA

Cedar Rapids
Davenport
Des Moines
Iowa State
Iowa City
Sioux City Const.
Waterloo

KANSAS

Johnson Co. Const.
Kansas State
Kansas City
Lawrence
Topeka
Wichita

KENTUCKY

Covington
Jefferson Co.
Kentucky State
Louisville
Owensboro

LOUISIANA

Baton Rouge
Jefferson Parish Const.
Lafayette
Lake Charles
Louisiana State
Shreveport

MAINE

Portland

MARYLAND

Anne Arundel Co
Baltimore Co.
Maryland State
Montgomery Co

MASSACHUSETTS

Barnstable Co. Const.
Boston
Brockton
Cambridge
Fall River
Fitchburg Const.
Holyoke Const.

Lynn
Malden
Massachusetts State
New Bedford
Newton Const.
Peabody Const.
Quincy Const.
Somerville
Springfield

MICHIGAN

Ann Arbor
Battle Creek
Bay City
Detroit
Flint
Genesee Co.
Grand Rapids
Jackson
Kalamazoo
Lansing
Macomb Co.
Pontiac
Port Huron
Saginaw
Warren
Wayne Co.
Westland

MINNESOTA

Dakota Co. Const.
Duluth
Hennepin Co. Const.
Minneapolis
St Paul

MISSISSIPPI

Jackson
Mississippi State

MISSOURI

Independence
Missouri State
Springfield
St. Joseph
St. Louis Co.

MONTANA

Great Falls
Montana State

NEBRASKA

Lincoln
Nebraska State
Omaha

NEVADA

Nevada State

NEW HAMPSHIRE

New Hampshire State

NEW JERSEY

Atlantic City
Atlantic Co Const
Burlington Co.
Camden Co. Const.
Essex Co.
Gloucester Co.
Irvington Twp.
Jersey City
Mercer Co. Const.
Middlesex Co
Morris Co Const
New Brunswick
Newark
Ocean Co. Const.
Paterson
Perth Amboy
Trenton
Vineland Const.

NEW MEXICO

Albuquerque
Las Cruces
New Mexico State

NEW YORK

Amherst Const.
Binghamton
Babylon Township
Buffalo
Elmira
Erie Co. Const.
Islip Township
Jefferson Co. Const.
Mount Vernon
Monroe Co. Const.
Nassau Co.
New Rochelle
Niagara Falls
Rochester
Suffolk Co.
Utica
West Chester Co.

NORTH CAROLINA

Asheville Const.
Concord
Durham Const.
Fayetteville
Gastonia Const.
Goldsboro
Greensboro Const.
North Carolina State
Raleigh
Surry Co. Const.
Wake Co.
Wilmington
Winston-Salem Const.

NORTH DAKOTA

North Dakota State

OHIO

Akron
Butler Co.
Cincinnati
Cuyahoga Co. Const.
Hamilton Co.
Lake Co.
Lima
Lorain
Mansfield
Mont. Co.-Kettering
Ohio State
Springfield
Stark Co. Const.
Summit Co. Const.
Toledo
Warren Const.
Youngstown

OKLAHOMA

Norman
Oklahoma City
Oklahoma State
Tulsa

OREGON

Clackamas Co.
Eugene Const.
Oregon State
Portland Const.
Salem Const.
Wash. Co. Const.

PENNSYLVANIA

Altoona
Beaver Co.
Berks Co.
Bethlehem
Chester
Chester Co.
Delaware Co.
Erie
Johnstown
Harrisburg
Lancaster Co.
Luzerne Co Const
Pittsburgh
Philadelphia
Scranton
State College
Washington Co.
Wilkes-Barre
Williamsport
York
York Co. Const.

PUERTO RICO

Aguadilla
Arecibo
Bayamon
Caguas
Carolina
Guaynabo
Mayaguez
Ponce
Puerto Rico
San Juan
Toa Baja

RHODE ISLAND

Pawtucket
Providence
Rhode Island State
Woonsocket

SOUTH CAROLINA

Greenville Co.
Santee-Lynches Const.

SOUTH DAKOTA

South Dakota State

TENNESSEE

Clarksville
Knoxville
Memphis
Nashville-Davidson
Shelby Co.

TEXAS

Austin
Beaumont
Brownsville
Bryan
College Station
Corpus Christi
Dallas
Dallas County
Denton
El Paso
Fort Bend Co.
Fort Worth
Galveston
Grand Prairie
Harlingen
Houston
Killeen
Longview
Lubbock
Odessa
Pasadena
Port Arthur
San Angelo
San Antonio
Tarrant Co.

Waco
Wichita Falls

U.S. VIRGIN ISLANDS
Virgin Islands

UTAH
Provo Const.
Salt Lake City
Salt Lake Co Const.

VIRGINIA
Alexandria
Chesapeake
Chesterfield Co.
Danville

Fairfax Co.
Hampton
Lynchburg
Newport News
Richmond
Roanoke
Virginia State
Virginia Beach

WASHINGTON
Bremerton
Clark Co.
King Co. Const.
Kitsap Co.

Longview Const.
Pierce Co.
Richland
Seattle
Snohomish Co. Const.
Spokane
Spokane Co.
Tacoma
Washington State
Yakima
WEST VIRGINIA
Charleston
Huntington Const

Parkersburg
West Virginia State
Wheeling
WISCONSIN
Eau Claire
Green Bay
Kenosha
La Crosse
Madison
Milwaukee
Waukesha Co.

TAU TOTALS FOR JUNE

A total of 983 calls were received by the TAU during the month of June 2001. One percent of the calls (10) concerned non-IDIS problems, while 99 percent of the calls (973) 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 VERSION 6.4, COMING AUGUST 24, WILL LET GRANTEEES RE-USE RECAPTURED (RE) FUNDS

When IDIS Receipts processing was modified for Version 4.8 in October 1999, grantees were able to create an RE receipt for Recaptured funds. Unlike the other receipt fund types, however, once grantees receipted RE funds, they had no way to get the money out of IDIS. RE funds could neither be funded nor drawn down.

Version 6.4, due to release on August 24, includes a new "Use RE" screen that will allow grantees to *re-use* recaptured funds. Grantees will enter the amount to re-use on the new screen. Behind the scenes, IDIS will increase the drawn amount of the RE fund type by the amount entered on the new screen. Watch for more details in a future issue of *IDIS Live*. ■

REVISED CDBG TIMELINESS REPORT (PR56) TO BE RELEASED MID-AUGUST

Under the provisions of 24 CFR 570.902, a CDBG grantee will be considered to be *failing to carry out its CDBG activities in a timely manner* if, 60 days prior to the end of the current program year, the balance in its line of credit exceeds 1.5 times the annual entitlement grant.

The CDBG Timeliness Report helps grantees better manage their CDBG funds. It identifies the minimum dollar amount they must draw prior to the next time the timeliness test is conducted (60 days before the end of their program year).

Though originally scheduled for Version 6.3.1, the revised CDBG Timeliness Report was pulled from the release to allow for additional testing. Testing is now complete and the revised report is due to be released as IDIS Version 6.3.2 around the middle of August.

As before, there are two different versions of this report. Either grantees or HUD HQ/FO can request the single grantee report that displays current timeliness data for a single grantee. HUD field office and HQ personnel can request a report for multiple

grantees within a field office, region or the entire country. Effective with this release, the multi-grantee report can be requested for either current or historical timeliness data. The historical report will provide the unadjusted 60-day drawdown ratio for grantees for the most recent five-year period.

Both the single grantee and multiple grantee reports now include all levels of subgrants and all types of receipt funds. IDIS will properly calculate the current timeliness ratio with the following exception: if the grantee revised a voucher since the last timeliness test -- that was originally paid *before* the test -- the Timeliness Report treats the voucher as *paid* on the revised date, not the original date. In this situation the report will calculate a ratio that is slightly higher than the correct ratio.

To identify revised vouchers in this category, grantees can run a Drawdown Report by Voucher Number (PR07) and locate vouchers where the LOCCS Send Date is *before* the timeliness test and the Status Date is *after* the timeliness test. ■

OUR APOLOGIES TO THESE COMPLETED HOME PJS

In last month's *IDIS Live*, we omitted the following jurisdictions from the list of PJs who had completed their clean-ups on time. Belated thanks for a job well done.

| | | | |
|-------------------------|----------------|--------------------------|---------------------------|
| Alaska State | Fall River, MA | Kansas City, KS | St. Paul, MN |
| Arapahoe, CO | Florida State | Oakland, CA | Tallahassee, FL |
| Atlanta, GA | Fresno Co., CA | Rhode Island State | Volusia County, FL |
| Berks Co., PA | Galveston, TX | San Antonio, CA | Washington Co. Const., OR |
| Chesapeake, VA | Georgia State | San Mateo, CA | |
| Contra Costa Const., CA | Hawaii State | Santa Barbara Const., CA | |
| Escambia, FL | Huntsville, AL | Sioux City Const. | |

IDIS AVAILABLE ON SATURDAYS

IDIS is now available every Saturday from 8 a.m. until 8 p.m., Eastern Time.

Please note that vouchers created on Saturdays will not be sent to LOCCS until the following Monday evening. The IDIS Technical Assistance Unit will not be available to assist weekend or holiday users. ■

The next edition of *IDIS Live* will be published on September 4, 2001.

For Your Information:

Your IDIS contact is:

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

Your Consolidated/C2020 Plans contact is:

Sheila Burr 202-708-0614, x4686
e-mail: Sheila_H._Burr@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.