

IDIS LIVE

...for the Integrated Disbursement and Information System

U.S. Department of Housing and Urban Development

Office of Community Planning and Development

CPD SF1 CENSUS DATA EXTRACT MAY HELP TO PREPARE CON PLAN

CPD recently posted FoxPro-formatted extracts for all states of the SF1-based census information that CDBG and HOME grantees may find useful in preparing their Consolidated Plans, Comprehensive Housing Affordability Strategies, and other plans. (<http://www.hud.gov/offices/cpd/systems/census/index.cfm>)

Topics included in the extracts are: composition of the population by race and ethnicity; types of households; and housing tenure. (Income, poverty, and low mod are not topics covered in SF1. These topics will be part of the Census Bureau's SF3 release next year.)

The complete package for a state consists of four compressed (zipped) dbf files.

- Geography definitions
- Housing characteristics
- Population characteristics A
- Population characteristics B

When uncompressed the tables are ready for use with FoxPro or they can be imported into Access, Excel, or other spreadsheet and data base software. The data are at the block group summary level.

A typical file name will be in the format:

Pabggeo.zip

The first two characters of the file name are the state abbreviation, for example, *Pa*.

The next two letters are *bg* for block group. Each record is labeled with the code and name of the city

and county in which it is located so that the data can be summarized to higher-level geography.

The last part of the file name describes the contents:

geo contains standard Census Bureau geographic identifiers for each block group, such as the metropolitan area code and congressional district code. The only data included in this table is total population and total housing units.

pop1/pop2 contains selected population variables

hu contains selected housing items

The information is at the block group level and each record is marked with the name of the city or township, and county in which it is located and the block group data can be summed to create totals for cities, townships, counties, etc. The tables and data items selected are those SF1 items used in the CDBG and HOME allocation formulas plus topics most pertinent to the Comprehensive Housing Affordability Strategy (CHAS), the Consolidated Plan, and similar overall economic and community development plans. ■

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IDIS WILL BE AVAILABLE ON MONDAY, OCTOBER 8 (COLUMBUS DAY) FROM 8 A.M. TO 8 P.M. ET

HOME DATA CLEAN UP TEAM SPEAKS WITH ALL 591 PJs

HQ Audit of Grantees Who Reported They Are Complete Underway

Thanks to countless articles in IDIS Live and on the IDIS web page and calls from the HOME Data Clean Up Team and Field Office CPD reps, HUD has been in contact with all 591 HOME PJs about their HOME data clean up. Most PJs have reviewed their data, made corrections, and reported that their phase of the clean up is complete. The remaining PJs are working arduously to finish reviewing and correcting their data. Many of these PJs have been given extensions to complete their reviews. (If you are still reviewing your data and have not been given an extension, e-mail the HOME Data Clean Up Team at idis_data_cleanup@hud.gov to request an extension.)

With the majority of PJs reporting complete, the IDIS Data Clean Up Team has begun reviewing changes PJs made to their IDIS data. Should the HOME Data Clean Up Team find questionable data, we will contact each affected PJ and assist them in making any still-needed changes. Of the PJs we have reviewed so far, we find that PJs missed making some changes due to misunderstanding how IDIS works and/or HOME program regulations.

As always, the Technical Assistance Unit stands ready to walk you through the step-by-step process of reviewing and changing your data. You may reach them at 1-800-273-2573.

Once the HOME Data Clean Up Team verifies that a PJ has no outstanding issues, the PJ is marked "HQ Review Completed" on the Clean Up Completion Status web page. To review the status of any PJ, go to:

<http://www.hud.gov/offices/cpd/affordablehousing/programs/home/datacleanup/fieldoffice.cfm>

Most Common Mistakes PJs Are Making

As it is reviewing IDIS data, the Data Clean Up Team is seeing the following types of mistakes:

- PJs think they can't correct activities with duplicate addresses because funds have already been disbursed.

- The HOME Set Up and Completion screens should not be completed for HOME Admin activities. (You do not need to complete any screen beyond the "Money" screen, CO4MA08). If data has inadvertently been entered on the Set Up and Completion screens, you must call the TAU to have it deleted.
- TBRA activities do not need addresses entered on the Setup Activity screen (CO4MA01). TBRA assistance is based on the person, not the property address.
- Admin activities do not need addresses entered on the Setup Activity screen (CO4MA01). A number of PJs have mistakenly entered their City Hall address for a number of Admin activities. This could cause IDIS to "think" that more than one activity was entered for the same address.

Fixing Duplicate Addresses

There are a number of reasons why more than one activity within the same project may have the same address. (The activity address can be found on screen CO4MA10.)

- A duplicate activity was created accidentally. Duplicate activities set up with no funding source should be canceled on the Setup Activity screen, CO4MA03. (Update the activity not deleted to reflect any Common Path or HOME data from the canceled activity.)

In the following cases, the PJ will need to update Common Path and HOME data, plus revise Activity Funding and any draws made on the duplicate activity. If necessary, Activities can be reopened to commit and disburse additional funds.

- The PJ may have set up one activity for Acquisition and another for Rehabilitation for the same property. The PJ should combine the two activities into one activity labeled as Rehab. (The Rehabilitation and New

Construction activity set up type allows for acquisition.)

- The PJ set up one activity for state funds and another for local funds. Or, the PJ set up one activity for HOME and another for CDBG, ESG, or HOPWA. PJs should combine duplicate activities set up for both state and local funds. PJs may fund an activity from one or more CPD grants.

The first step to getting rid of a duplicate activity is to “move” the funding from the duplicate activity(ies) to the activity being kept.

Using the IDIS Activity Funding option, de-fund each duplicate activity. Then, increase the funding for the activity being kept by the amount de-funded.

03/30/01 15:09		MAINTAIN ACTIVITY FUNDING		C04M004						
GRANTEE NAME: BERKS COUNTY										
CPS PROJECT: 0018 PGM YEAR: 1998 HUD ACTIVITY ID: 1505										
ACTIVITY NAME: DAVID G. THOMAS										
GRANTEE ACTIVITY NBR: H98-005, H00-005 ACT TOT FUNDED: \$18,916.00										
EST. MAX. FUNDING: \$18,916.00 ACT TOT DRAWN: \$16,855.00										
< SOURCE > < RECEIP >										
SEL	PGM	FND	U	O	G	U	O	G	AMOUNT AUL.	FUNDED THIS GRANT
CD	TYP	TYP	CD/NUM	TYP	CD/NUM	CD	TYP	TYP	FOR FUNDING	DRAWN THIS GRANT
-	M	AD	UC	000001	LG	429011			\$0.00	\$0.00
				00001		00001				\$0.00
-	M	CO	UC	000001	LG	429011			\$0.00	\$0.00
				00001		00001				\$0.00
-	M	EN	UC	000001	LG	429011			\$0.00	\$18,916.00
				00001		00001				\$16,855.00
-	M	PI	UC	000001	LG	429011			\$0.00	\$0.00
				00001		00001				\$0.00
-	M	CR	UC	429011	CO	429011			\$0.00	\$0.00
				00001		00002				\$0.00
F4 = MAIN MENU F7 = PREV F17 = UP F18 = DOWN										

Next, use the Revise Draw function to move any disbursements from the duplicate activity(ies) to the activity being kept. Finally, cancel each activity with \$0 disbursements.

03/30/01 15:11		MAINTAIN DRAWDOWNS		C04MD53			
DATE: 01 / 01 / 2001 VOUCHER NBR: _____ HUD ACTIVITY NUMBER: _____							
SELECTION: X - INQUIRE, C - CANCEL, R - REVISE PAGE: 001							
VOUCHER S	LINE NUMBER	VOUCHER ITEM DATE	HUD ACT NUMBER	VOUCHER STATUS	PGM PR SRC FND CD YR TYP TYP	DRAWDOWN AMOUNT	
=	589159	01	01/04/2001	1327	COMPLETED	B UC PI	\$291.50
-	589159	02	01/04/2001	1476	COMPLETED	B UC PI	\$671.45
-	589159	03	01/04/2001	1481	COMPLETED	B UC EN	\$60,537.00
-	589159	04	01/04/2001	1477	COMPLETED	B UC EN	\$3,500.00
-	589159	05	01/04/2001	1368	COMPLETED	B UC EN	\$2,181.39
-	589159	06	01/04/2001	1290	COMPLETED	B UC EN	\$46.80
-	589164	01	01/04/2001	1455	COMPLETED	M UC EN	\$649.96
-	589164	02	01/04/2001	1468	COMPLETED	M UC EN	\$10,881.00
-	589164	03	01/04/2001	1409	COMPLETED	M UC AD	\$3,000.00
-	589166	01	01/04/2001	1455	COMPLETED	M UC CR	\$27,398.04
SELECT A DRAWDOWN TRANSACTION TO WORK WITH, PRESS ENTER							
F4 = MAIN MENU F7 = PREV F12 = EXIT IDIS F17 = UP F18 = DOWN							

Completed Activities with Missing Beneficiary Data

Activities are listed in this category because one or more units on the TBRA screen C04MA06 or the HOME completion screens C04MH13 or C04MH14 have a “9” (vacant unit) listed instead of actual demographics information.

Rehab activities should always have beneficiary information listed unless acquisition is involved. If acquisition activities do not have complete beneficiary information at the time of completion, it is the responsibility of the PJ to re-open the activity using the Revise Activity function and revise beneficiary information in a timely fashion once it is known.

When the Unit Occupancy is identified as vacant (9), all subsequent data fields should read as vacant. This includes Percent of Area Median, Household Size, Race Ethnicity, Head of Household, and Rental Assistance.

STREET ADDRESS: 333 BELLE ROAD										
CITY: DANVILLE STATE: PA ZIP: 19511 - 0000										
UNIT NUMBER	BDRM CODE	UNIT OCUP	TEN CONT	SUBS AMT	TOT RENT	% MED	RACE ETHN	SIZE HHL	HEAD HHL	RENT ASST
1	3	2	0000	0000	00000000	1	1	2	1	4
---	-	-	---	---	---	-	-	-	-	-
---	-	-	---	---	---	-	-	-	-	-
---	-	-	---	---	---	-	-	-	-	-

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THE HOPWA PAGE

The HOPWA Page spotlights issues pertinent to the HOPWA program. Rusty Bennett, CPD Specialist for the Office of HIV/AIDS Housing, is available to answer your questions at (202) 708-1934 Ext. 4619 or by e-mail: Russell.L.Bennett@hud.gov.



National HOPWA Formula Grantees Meeting Rescheduled for Spring 2002

As announced in last month's *IDIS Live*, the Office of HIV/AIDS Housing in collaboration with AIDS Housing of Washington (AHW) are sponsoring the 2001 National HOPWA Formula Grantees Meeting. It has been decided to postpone the meeting from its original date in October 2001 to a date in spring of 2002. The location will remain Washington, DC.

The meeting, which targets formula grantees and administrators of entitlement programs funded by the Housing Opportunities for Persons with AIDS (HOPWA) program, will focus on strengthening existing programs, implementing program outcome measurements, and strategizing new directions in HIV/AIDS housing and support service delivery. HOPWA IDIS training, presentations and roundtable discussions will also be included on the agenda. More information on the meeting will be forthcoming as plans for it are finalized. We look forward to seeing you here.



HOPWA Web Cast for New Employees – Rescheduled to October 2

Priscilla Poindexter, CPD Specialist and Paula Smith, HOPWA Program Officer, will present a two-hour broadcast for new employees (both grantee and HUD). The broadcast will contain a basic overview

of the goals and mission of the HOPWA program while highlighting how the program is administered at headquarters and in the field offices. It will also offer examples of formula and competitive activities, provide information on technical assistance providers, and outline housing data elements. The program will be broadcast from 2:00 – 4:00 pm ET. Contact Ms. Poindexter at (202) 708-1934, ext.4546, or Ms. Smith at (202) 708-1934, ext.7041 for more information.



HOPWA Performance Reporting for Formula and Competitive Grantees Web Cast – Viewable from Archives

Russell Bennett, CPD Specialist, presents a two-hour broadcast on the current annual reporting requirements for HOPWA formula and competitive grantees. This overview includes discussions on the HOPWA Annual Progress Report (APR), the Consolidated Annual Performance and Evaluation Report (CAPER), and the requirements for utilizing IDIS for year end reporting. Contact Mr. Bennett at (202) 708-1934, ext.4619 for more information. To view the archive broadcast, go to <http://www.hud.gov/webcasts/archives/index.cfm>.



Help Available for HOPWA IDIS Users!

The IDIS Technical Assistance Unit is available weekdays 8:30 a.m.-5:30 p.m. eastern time. You may reach the IDIS TAU by telephone at 1-800-273-2573 or e-mail idis_help@hud.gov

IDIS WILL BE AVAILABLE ON MONDAY, OCTOBER 8 (COLUMBUS DAY) FROM 8 A.M. TO 8 P.M. ET

IDIS RELEASE NOTES FOR VERSION 6.4.1

The following IDIS item was released to production as IDIS Version 6.4.1 on Friday morning, September 7, 2001.

1. Data Downloads

Problem: Currently, when a grantee with subrecipients (for example, a state) downloads grant and draw transaction records, the files do not include third-level subgrant data and may not include all

transactions either initiated by the grantee or under the control of the grantee.

Solution: Under Version 6.4.1, the grant and draw transaction download files now include appropriate third-level subgrant data and all appropriate transactions. ■

IDIS RELEASE NOTES FOR VERSION 6.4.2

The following IDIS items were released to production as IDIS Version 6.4.2 on Friday morning, September 14, 2001.

1. Reports Module

Problem: The CDBG Financial Summary report allows users to enter invalid adjustment amounts on line 10, Adjustment to Compute Total Amount Subject to Low/Mod Benefit, line 14, Adjustment to Compute Total Expenditures, and line 20, Adjustment to Compute Total Low/Mod Credit.

Solution: Under Version 6.4.2, the Report Parameter screen for the CDBG Financial Summary report contains the following edits. If the user enters a value not within these ranges, IDIS will display an error message:

Line 10, Adjustment to Compute Total Amount Subject to Low/Mod Benefit cannot be less than the negative value of line 9, the IDIS-derived amount for "Disbursements other than Section 108 Repayments and Planning/Administration."

Line 14, Adjustment to Compute Total Expenditures cannot be less than the negative value of the IDIS-derived amounts for lines 11 - 13. (11 = Amount

Subject to Low/Mod Benefit; 12 = Disbursed in IDIS for Planning/Administration; 13 = Disbursed in IDIS for Section 108 Repayments)

Line 20, Adjustment to Compute Total Low/Mod Credit cannot be greater than the amount for line 15 (Total Expenditures) minus the sum of lines 17 through 19 nor should it be less than the negative of the sum of lines 17 through 19. (17 = Expended for Low/Mod Housing in Special Areas; 18 = Expended for Low/Mod Multi-Unit Housing; 19 = Disbursed for Other Low/Mod Activities)

2. Receipts Module

Problem: Grantees, particularly in the HOME program, often recapture funds for reasons such as ineligible use. The grantee typically "reuses" these recaptured funds on an eligible activity by revising any draws from the ineligible activity to an eligible activity. IDIS Version 4.8 gave grantees an option to create an audit trail for recaptured funds through the use of an RE receipt. However, once grantees created the initial RE receipt, they had no way to complete the audit trail to show that they had actually used the recaptured funds on an eligible activity.

Solution: Version 6.4 includes a new “Reuse RE Fund Type” option that allows grantees to finish the audit trail of how they used funds drawn for an ineligible activity on an eligible activity. This option should be used *in addition to* the Revise Draw option to show how ineligible funds were moved to an eligible activity. This option *will not* revise any funds already drawn. It is only an audit trail.

A new Reuse RE Fund Type option appears on the Receipts Menu.

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08/08/01 THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM C04MI00
          RECEIPTS MENU
          01 RECEIPT AUTHORIZATION
          02 CREATE RECEIPT
          03 REVISE OR CANCEL RECEIPT
          04 REUSE RE FUND TYPE
          05 VIEW RECEIPT ACCOUNT
          06 VIEW RECEIPT AUDIT TRAIL

TYPE SELECTION AND PRESS ENTER 01
PLEASE SELECT THE OPTION AND PRESS ENTER...
F4 = MAIN MENU

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08/08/01 08:22 REUSE RE FUNDS C04MI06
LOG ON GRANTEE: CHESTER COUNTY
RECEIPT FOR GRANTEE: CHESTER COUNTY

PROGRAM CODE: - (M, B, S, H)
FISCAL YEAR: -
SOURCE TYPE: - (MC, UC, DC, SG, HS, HH)

AMOUNT: _____

HUD ACTIVITY ID: _____

GRANTEE RECEIPT NUMBER: _____
REMARKS: _____

RECEIPT NUMBER:
RECEIPT STATUS:
ASSOCIATED GRANT NUMBER:

PLEASE ENTER DETAILS
F4 = MAIN MENU F7 = PREV F6 = CLEAR

```

To reuse RE Funds, the grantee must enter the Program, Fiscal Year and Source Type of the recaptured funds. The grantee must also know the HUD Activity ID for the reuse of funds. Enter the Amount of funds reused preceded by a minus (-) sign. ■

COMPLETE SF1 DATA ARE AVAILABLE ON THE CENSUS BUREAU'S WEB SITE

Complete 2000 SF1 Census data are available on the Census Bureau's web site:

<http://www.census.gov/Press-Release/www/2001/sumfile1.html>

and may be retrieved from American FactFinder as tables, lists, or maps. Users may also download a set of compressed ASCII files for each state via the Bureau's FTP server. There are over 8000 data items available for each geographic area.

To view the full listing of these data items, download the Tables.zip file to your hard drive: <http://www.hud.gov/offices/cpd/systems/census/Tables.zip>.

When extracted, the uncompressed file may be opened with any software that can read FoxPro data

base file (dbf) format. (This includes Access and Excel.)

The SF1 file includes the following population items: sex, age, race, Hispanic or Latino origin, household relationship, and household and family characteristics. Housing items include occupancy status and tenure (whether the unit is owner or renter occupied). SF1 does not include information on incomes, poverty status, overcrowded housing or age of housing. These topics will be covered in Summary File 3. Data are available for states, counties, county subdivisions, places, census tracts, block groups, and, where applicable, American Indian and Alaskan Native Areas and Hawaiian Home Lands. ■

TAU TOTALS FOR AUGUST

A total of 830 calls were received by the TAU during the month of August 2001. A little less than five percent of the calls (36) concerned non-IDIS problems, while 95.66 percent of the calls (794) 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 AVAILABLE ON MONDAY, OCT. 8 (COLUMBUS DAY) AND ALL SATURDAYS

In addition to Saturdays, IDIS will be available on Monday, October 8 from 8 a.m. until 8 p.m., Eastern Time.

Please note that vouchers created on Saturday, Oct. 6 or Monday, Oct. 8 will not be sent to LOCCS until the following Tuesday evening. Vouchers created on other 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. ■

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 or idis_help@hud.gov.

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