IDIS LIVE

…for the Integrated Disbursement and Information System

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

THREE IDIS RELEASES ASSURE MORE RELIABLE, MORE SECURE DATA

RELEASE 6.5 ON NOV. 16 PROVIDES RANGE OF ENHANCEMENTS, FIXES

This release prevents a grantee from reassigning a draw to an activity with a matrix code of 22 (unprogrammed funds). Electronic data interchange (EDI) users will no longer have to manually select a program on the MA08 screen if valid data is submitted via EDI. CDBG grantees can now create an AD or SU subfund for up to 100% of the amount available in the parent grant. Field Office system administrators can now change the program year start and end dates for any grantee within their jurisdiction without the need for a separate grantee profile. The release includes a number of other fixes. See page 3 for Release Notes.

INTERIM RELEASE 6.5.1 ON DEC. 14 WILL STOP A USER FROM CREATING AND APPROVING THE SAME VOUCHER

The Office of the Inspector General requires that IDIS be modified so that no single IDIS user has the authority to approve a drawdown voucher that he or she created. A single user may still have the authority to create and approve drawdown vouchers. Additionally, the Voucher Approval screen (MD13) will no longer allow entry of a voucher submission date earlier than today.

IDIS AND THE TAU WILL BE UNAVAILABLE ON THE FOLLOWING FEDERAL HOLIDAYS:
December 25   Christmas Day
January 1   New Year's Day
HAPPY HOLIDAYS TO ALL!

INTERIM RELEASE 6.5.2 ON JAN. 4 WILL IMPROVE SUBGRANT/SUBFUND PROCESSING

The Subfund Query screen (CO4MG08) now displays a suballocated amount of $0 even if funds have been suballocated. This differs from the Grants Summary Listing screen (CO4MD51) that displays the suballocated amount of subgrants and subfunds that were created. With this release, both screens will be redesigned and contain more useful information.

The Subgrant Query screen (CO4MG03) now displays a suballocated amount of $0 even if funds have been suballocated. This differs from the Grants Summary Listing screen (CO4MD51) that displays the suballocated amount of subgrants and subfunds that were created. With this release, both screens will be redesigned and contain more useful information.
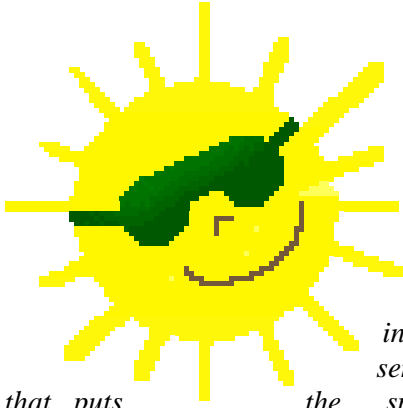
Under certain circumstances, IDIS allows subfunds/subgrants to be revised to values that exceed available funds. This release will prevent this.

Under certain circumstances, IDIS allows subfunds/subgrants to be created when there are insufficient funds available to do so. This release will prevent this.

IN THE SPOTLIGHT…
FOLKS WHO MAKE A DIFFERENCE

With this issue, we inaugurate a new semi-regular column that puts the spotlight on the hardworking "behind-the-scenes" grantee, state, and HUD staff who quietly work wonders to make IDIS hum. If you'd like to nominate yourself or a friend for a future article, e-mail idis_help@hud.gov.

HOME Data Clean-Up Team member Brian Weaver presents himself as a man with a mission. His charge? "To emphasize the importance, the urgency that each HOME PJ complete their IDIS data review and clean-up." "Sadly," says Brian, "a lot of people have fallen behind." They tell me that they have other things to do. I have to call them back repeatedly to check on their progress." But Brian perseveres.

As one of three members of the HOME Data Clean-Up Team, he is assigned to assist PJs from Idaho westward to the Pacific Ocean. Keeping to his mission, Brian goes one on one with up to 15 PJs a day. But before he picks up the phone, Brian does his prep work.

As most HOME PJs recall, the original clean-up worksheets were posted to the HOME web page back in April. In what is now referred to as *Phase 1*, PJs were asked to review their data and make any requested changes by June 15. (About two-thirds of all PJs complied with this request.)

Brian and his team members initially contacted each PJ who did not tell HUD they had reviewed their HOME data.

In *Phase 2*, Brian and his team members review each PJ's spreadsheet "to see what data is now in IDIS and whether the problem was fixed." This involves a bit of detective work. "For example," says Brian, "with duplicate addresses I have to verify that the PJ canceled the duplicate activity and combined the funds."

"Another common oversight I look for," Brian adds, "is per unit costs less than $1,000 or more than $300,000. Sometimes this is as simple as fixing a decimal point." As Brian finds requested changes that were not made, he flags each in-doubt activity. (Sometimes the PJ has a valid reason for not making a change; the PJ just never told HUD.)

Next, Brian contacts the PJ. Frequently this involves a little phone tag till he locates the person at the PJ site responsible for HOME IDIS data. "Sometimes we get people who are brand new and have just inherited this task. They thought the other person had done the clean-up."

Using patience honed from many years as a customer service and taxpayer rep, Brian walks the PJ through each questionable activity. If the grantee can provide a plausible explanation for why a requested change wasn't made, for example a misplaced decimal point turned a $200,000 activity into a $2 million dollar activity, he marks the activity, "okay." In many cases, the PJ agrees with the change but just hasn't updated IDIS yet. In other cases, the PJ may need step-by-step directions on how to change IDIS data, for example, how to move funding and draws from multiple activities to one activity. When this happens, Brian refers the PJ to an IDIS Technical Assistance Unit (TAU) representative who will work with the PJ until the change is made.

When a PJ needs more time, Brian typically tries to get the PJ to commit to an approximate date the changes will be done. "It would help," says Brian, "if PJs told me what they are up against. I do get what sounds like a lot of excuses and I can't always pinpoint what the delay really is if people don't tell me."

Does Brian have any advice for PJs on how they can make the data clean-up easier? He thinks for a minute, grins, and then says, "Give it a much higher priority and do a little each day."

IDIS RELEASE NOTES FOR VERSION 6.5

The following IDIS items were released to production as IDIS Version 6.5 on Friday morning, November 16, 2001.

1. Activity Funding Module

Problem: Currently, when a user cancels an activity on the Setup Activity Screen (CO4MA04), IDIS deobligates any committed funds from the activity. These funds are supposed to be returned to the grant/subgrant/subfund so that the funds can be committed toward other activities. It appears that the grant is not always being updated properly.

Solution: Under Version 6.5, processing logic has been modified so that when an activity is cancelled, any deobligated funds are returned to the grant/subgrant/subfund.

2. Drawdown Module

Problem: Currently grantees are prevented from doing the following actions to CDBG activities with matrix code 22:

- funding them if not already funded;

- increasing the funding for them if already funded; and

- creating draw vouchers for those activities.

If a CDBG activity with matrix code 22 is *already* funded, IDIS allows the grantee to do the following actions for the activity:

- reduce the funding of the activity down to what has already been spent or $0, whichever is greater;

- revise draws for the activity to reassign them to a non-22 matrix code activity; or

- change the matrix code for the activity to something other than 22.

However, if a grantee revised one or more draws from a matrix code 22 activity to another activity but had not yet reduced the funding for the matrix code 22 activity to reflect only the amount drawn (or $0), IDIS allows grantees to revise a voucher from another activity and reassign it to the matrix code 22 activity. IDIS should prevent the revision of any draw voucher to a CDBG activity with matrix code 22.

Solution: Effective with Version 6.5, if a grantee tries to use the Revise Drawdown screen (C04MD52) to revise a draw to a CDBG activity with a matrix code of 22, IDIS will display the error message: "Drawdown Cannot Be Reassigned to a CDBG Activity With Matrix Code 22."

Problem: Currently, when a user presses the F4 key on Activity Listing screen (C04MD02), the Logon screen is displayed instead of the IDIS Main Menu.

Solution: Effective with Version 6.5, this problem has been fixed.

3. HOPWA Module

Problem: Currently, the HOPWA Facility-Based screen (CO4MP03) is not properly processing the prompts: "Is the site owned by a public entity?" and "Is this activity 'substantial' rehab?"

Solution: Under Version 6.5, if the grantee enters a dollar amount in any Site Expenditures field, the grantee must explicitly enter Y or N to both prompts at the bottom of the screen before being able to proceed to the next screen. Similarly, if the grantee enters Y or N to one or both prompts, the grantee must enter a dollar value into at least one Site Expenditure field. If all Site Expenditure fields are blank, the grantee may proceed to the next screen without answering the prompts.

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11/06/01  15:00          FACILITY-BASED              C04MP03

CPS PROJECT NUMBER :   58

PROJECT TITLE:   AIDS Services - Rainbow Home

SITE EXPENDITURES

                        ACQUISITION:    _____
            REHAB/CONVERSION/REPAIR:    _____
                              LEASE:    _____
                   NEW CONSTRUCTION:    _____
                    OPERATING COSTS:    _____
                 TECHNICAL ASSISTANCE: _____
                   RENTAL ASSISTANCE:  _____
                              OTHER:   _____   _____
                                       _____
                                             $0
     IS THE SITE OWNED BY A PUBLIC ENTITY? (Y/N):  _
     IS THIS ACTIVITY "SUBSTANTIAL" REHAB? (Y/N):  _

PLEASE ENTER DATA
F1 = HELP   F3 = VALDT  F4 = MAIN MENU  F5 = PROJ INFO
F7 = PREV   F8 = NEXT   F9 = SAVE
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4. Subgrant Module

Problem: Currently, CDBG grantees are unable to create a subfund for AD or SU that exceeds 20% of their CDBG grant.

Solution: Effective with Version 6.5, CDBG grantees can create an AD or SU subfund for up to 100% of the amount available in the parent grant. Note: State grantees creating a CDBG TA fund type are still subject to the 1% cap on technical assistance.

Problem: Currently, when a grantee changes the Suballocated Amount on the Maintain Subgrant screen (CO4MG03), the parent grant record is not always being properly updated to reflect the change.

Solution: Under Version 6.5 this problem has been fixed.

5. Utilities Module

Problem: Currently, Field Office system administrators can change the program year start and end dates for a grantee within their jurisdiction only if HUD HQ created an IDIS profile for the grantee.

Solution: Effective with Version 6.5, Field Office system administrators (not Field Office or HQ staff) can change the program year start and end dates for any grantee within their jurisdiction without the need for a separate grantee profile. To do this, the administrator presses F1 on the Program Year Start and End Dates screen (CO4MU57) and selects a grantee to change. Version 6.5 also lets Field Office

staff view the program year dates for any grantee within their jurisdiction; and lets HUD HQ staff view the program year start and end dates for any grantee. As before, grantees may use the CO4MU57 screen to view their individual program year start and end dates.

6. System Enhancements

Problem: After submitting National Objective codes in the I06 EDI data record, grantees creating a CDBG activity must still go to the CDBG Activity screen (CO4MC01) and resave the National Objective before they can fund CDBG activities.

Solution: Under Version 6.5, five new IDIS activity selections have been added to the I06 record for CDBG, HOME, HOME/TBRA, ESG and HOPWA. These activity selections mimic the four programs listed on the "Money" screen (CO4MA08); and for HOME TBRA, the HOME Menu (CO4MH01).

For ESG and HOPWA, if the grantee submits valid "Common Path" data and the selection of the activity as either ESG or HOPWA via EDI, the grantee will be able to fund the activity from ESG and/or HOPWA without any additional data entry. For CDBG, HOME, or HOME/TBRA, in addition to submitting "Common Path" data and the selection of the activity as either CDBG, HOME, or HOME TBRA via EDI, the grantee must also include any required "Program Path" data. For example, for CDBG, the grantee must submit a valid National Objective Code/Matrix Code combination via EDI.

If no activity selection is submitted via EDI or, for CDBG, HOME, or HOME TBRA, program path data is missing or invalid, the grantee will not be able to fund the activity after submitting the EDI file. The grantee will first need to correct the missing or incorrect data using the IDIS online screens.

Problem: IDIS is not always properly updating State HOME grants when sent an update from LOCCS. This causes the grant to be out of balance with LOCCS.

Solution: Version 6.5 fixes this problem.

TAU Totals for October

A total of 855 calls were received by the TAU during the month of October 2001. A little more than 2% percent of the calls (22) concerned non-IDIS problems, while 97.4 percent of the calls (833) 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.

Census Bureau to Replace Long Form with Annual Sample

The Census Bureau plans to replace the decennial census long form with an annual survey that would be a statistical sampling designed to improve the frequency and accuracy of estimates and projections of population, housing, income and other social and economic characteristics.

Because of the potential impact to community planning, grantees and HUD staff should become familiar with the new statistical approach, called the American Communities Survey (ACS). Online information about the ACS may be found at http://www.census.gov/acs/www/index.html

To request a free copy of the CD-ROM version, call 888-456-7215 or send an e-mail request to ACS@census.gov.

IDIS Available on Monday, Jan. 21 and all Saturdays

In addition to Saturdays, IDIS will be available on Monday, January 21 (Martin Luther King's birthday) from 8 a.m. until 8 p.m., Eastern Time.

Please note that vouchers created on Saturday, Jan 19 or Monday, Jan 21 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.

New York State Wins Explorer Award for its Affordable Housing Directory

In case you have not already heard, The New York State Division of Housing and Community Renewal won an Explorer Award for its Affordable Housing Directory (http://www.dhcr.state.ny.us) that provides users with access to an updated, interactive, directory of low and moderate income housing throughout the state.

The Explorer Awards recognize innovative e-government programs that increase productivity; save public resources; and improve the quality, timeliness, and accuracy of citizen services.

THE HOPWA PAGE

▼ Year 2000 Baseline Data Shows Additional Corrections May Be Needed

As of November 25, 38 HOPWA grantees have contacted the IDIS Data Clean-Up Team to tell us they have identified their year 2000 IDIS baseline activities. Each day, we receive a few more confirmations. Have we heard from you yet?

We are in the process of reviewing each grantee's baseline activity data. Once we have sufficient data collected to be meaningful, we will post the results to the HOPWA web page. Watch "What's New" on the IDIS web page for details.

Thanks to all grantees for your hard work.

▼ IDIS Standard Reports for HOPWA

In an effort to assist grantee and Field Office staff review of the HOPWA information in IDIS, the Office of HIV/AIDS Housing has provided the following standard reports for HOPWA formula grantees. Until the creation of HOPWA-specific reports in IDIS is finalized, these six reports may be utilized. The information from the reports is taken from two areas in IDIS - the Common Path and the HOPWA Accomplishment Paths. (That is why it is imperative that grantees complete these IDIS screens so that the information truly reflects accomplishment data on HOPWA projects and activities.)

In developing this set of baseline reports, HUD made some assumptions and used certain criteria. It was assumed that the information represented the year-end HOPWA activities for the 2000 program year and should correspond to similar information contained in the CAPER. The criteria used for inclusion of activities in the reports were:

- Activities with the status code of **"underway"** because they were active within IDIS and, thus, active during the current program year.

- Activities with a status code of **"complete"** and a completion date within the 2000 program year or within 90 days after the end of the program year.

Common Path Reports

The following reports summarize general information on the IDIS projects and associated activities including obligated and disbursed amounts, activity status, and proposed and actual accomplishments, as entered on the MA04 screen.

- ***Summary of Baseline Activities by Year and Grantee*** - the report provides a list of all activities in the identified baseline. Baseline activities have been separated by standard criteria, which includes activities active during an identified program year, review of status codes, and review of obligated and drawn amounts.

- ***Summary of HOPWA Activities Report by Year*** - the report provides an overview of the total number of activities by grantee for an identified Con Plan Year. For all HOPWA grantees, the report summarizes the number of activities by their status code, MA04 proposed and actual accomplishments, and by specific HOPWA path selected.

HOPWA Accomplishment Path Reports

The following reports summarize accomplishment data reported through the HOPWA accomplishment path screens in IDIS for all baseline activities identified as 2000 program year activities. The reports summarize accomplishments for the identified grantee.

- *Housing Assistance Report* - the report provides a summary of housing accomplishments entered into the HOPWA Path in IDIS for all activities identified in the baseline by program year. The report summarizes the number of housing units supported through facility-based housing assistance, tenant-based rental assistance, and short-term rent, mortgage, and utility payments.

- *Supportive Service Report* - the report provides a summary of supportive service accomplishments entered into the HOPWA Path in IDIS for all activities identified in the baseline by program year. The report summarizes the amount of funds expended by supportive services categories.

- *Program Expenditure Report* - the report provides a summary of the expenditures of a grantee as reported through the HOPWA accomplishment path. The report outlines spending by eligible HOPWA category.

- *Program Beneficiary Summary Report* - the report provides a summary of persons receiving housing and related supportive services through HOPWA funded activities. Data includes persons served, demographic information, and reasons for leaving the program.

All of the reports are found within the HOPWA website in the Formula Program section under Formula Reports at:

http://www.hud.gov/offices/cpd/aidshousing/granteeguidance/formula/reports/index.cfm
and may be viewed on a grantee by grantee basis. The information contained in the current reports is from data downloaded from IDIS on September 30, 2001. The program office will continue to perform quarterly downloads and update the grantee information in the reports based on what has been entered in IDIS. So, if a grantee has entered information since the September 30th download, of course, the information in the reports as compared to what is currently in IDIS will be different to reflect the entered information.

The next download is scheduled for January 2, 2002 and will contain information in the system through December 31, 2001.

As Always, HOPWA Technical Assistance a Phone Call or E-Mail Away

The HOPWA website:

http://www.hud.gov/offices/cpd/aidshousing/programs/formula/index.cfm

contains a wealth of program guidance and IDIS-specific information. Additional program and policy information can also be obtained by calling Russell "Rusty" Bennett at (202) 708-0614 ext 4619.

If you prefer e-mail, contact us at IDIS_Data_Cleanup@hud.gov. (Grantees should also use this email address to let the HOPWA Data Cleanup team know when they have completed reviewing and updating their IDIS data.)

The IDIS Technical Assistance Unit is available weekdays 8:30 a.m.-5:30 p.m. ET.

You may reach the IDIS TAU by telephone at 1-800-273-2573 or e-mail idis_help@hud.gov

Version 6.5.2, Cont'd from page 1

IDIS now allows subfunds/subgrants to be canceled even though funds have been committed and/or drawn. This release will prevent this.

IDIS isn't always identifying State Subrecipients in Pennsylvania with the correct RECIP-TYPE code. This prevents grantees from revising draws to other activities and thwarts proper functioning of FIFO. This release will fix this problem.

When a State recipient uses the CO4MG01 screen to create a Subgrant, IDIS should prompt whether the subgrant is being created for an Other Entity (OE) or a State CHDO (CH). In certain cases, IDIS is forcing entitlements to answer this prompt before they can create the subgrant. This release will fix this problem.

For Your Information:

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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