IDIS LIVE

Version 6.7 Coming April 19…

BETTER DATA IN MEANS BETTER DATA OUT

More Data Required before Activity Funding for CDBG and HOPWA

More Required CDBG Fields

HOME Path Screens Have New Names

IDIS Version 6.7, scheduled for release on April 19, contains major changes to the IDIS Common Path, CDBG path, and HOME path screens. Watch the IDIS web page for detailed Release Notes prior to the release.

Common Path:
Both CDBG and HOPWA will now require[+] Proposed Accomplishments (Type and Units) on the Setup Activity screen (CO4MA04) before the activity can be funded. CDBG will require a complete name, address, and activity description on the Setup Activity screen (CO4MA01) before the activity can be funded. Also, CDBG will require an environmental assessment code and whether the activity generates program income on the Process Activity (CO4MA03) screen (CO4MA01) before the activity can be funded.[+]

HOME Path:
Menus, screen names, and field names have been relabeled to reflect the types of HOME activities: Rental, Single-Address Homebuyer*Homeowner Rehab, and Multi-Address Homebuyer*Homeowner Rehab. Chapter 9 of the IDIS Reference Manual will be revised prior to the release.

[+] Except for certain admin and planning activities with a matrix code of 19A, 19B, 19F, 19G, 19H, 20, 21*, 22, 31B, or 31D

6.6.2A, B EMERGENCY RELEASES FIX EXCESS FUNDING AFTER AN ACTIVITY IS COMPLETED

Problem: When a user changed the status of an activity funded from multiple years or multiple fund types to Completed, IDIS was not properly reducing the excess funding. The funded amount was supposed to have been reduced to the drawn amount for each fund source/year for the activity, and the amount of the reduction from each source added back into Uncommitted Funds at the grant level. Instead, IDIS was reducing the funded amount for each source to the amount drawn of the first source it found for the activity, and applied the amount of that reduction to all sources to the Grant record.

Solution: IDIS Version 6.6.2a was released to production on Thursday morning, March 28th. While it fixed the problem above, it introduced a new problem and would not allow grantees to Complete an activity where the funded amount equaled the drawn amount. Version 6.6.2b, released to production on Friday morning, March 29, 2002, fixed this new problem.

CDBG Path:

The following fields are required for LMA* activities on the Area Benefit Data screen (CO4MX03) before IDIS will save the data on the screen: percentage of low/mod in service area, survey or census tract determination, and at least one census tract or block group within a census tract.

For LMJ* activities a non-zero value is required in at least one of the "dollar" fields on the Job Creation/Retention screen (CO4MA07) before IDIS will save the data on the screen: CDBG direct loan, CDBG deferred payment, CDBG grant, CDBG other. A non-zero value is required in at least one of the job fields: expect to create, expect to retain. For both of these fields: if total F/T contains an entry, total F/T LM is also required. If total hours P/T contains an entry, total hours P/T LM is required.

For SBA activities, the following fields are required on the CDBG Activity screen (CO4MX02) before the activity can be funded: boundaries, percentage deteriorated buildings, slum/blight designation year.

On the CDBG Activity screen (CO4MC01), if the NOC is LMHSP, grantees must enter either "C" or "S" for CDFI or NRSA, plus enter the area identifier.

If the NOC is LMAFI, grantees must enter "C" for CDFI, plus enter the area identifier. If the NOC is LMASA, grantees must enter "S" for NRSA, plus enter the area identifier.

For multi-unit housing activities (Matrix Code=14B), non-blank values are required for the following fields on CDBG Setup Multi-Unit screen (CO4MC04) prior to funding of the activity: total units at start, total units occupied at start, total units occupied by low/mod at start, total units expected at completion, total units expected to be occupied at completion, total units expected to be occupied by low/mod at completion, authorized costs other.

Chapter 8 of the IDIS Reference Manual will be revised prior to the release.

Drawdowns

IDIS will prevent users from entering a LOCCS submission date on the Create Drawdown screen (CO4MD10) or Confirm Voucher Approval (CO4MD13) screen that is greater than 89 days from the voucher creation date.

The Cancel Voucher option will no longer be available on the Approve Drawdown (C04MD12) screen. The Cancel option is still available on the Maintain Drawdowns (CO4MD53) screen.

IDIS RELEASE NOTES FOR VERSION 6.6.2

The following IDIS item was released to production as IDIS Version 6.6.2 on Friday morning, March 8, 2002.

Problem: IDIS Version 6.6 provided a number of enhancements and corrections to the Summary of Activities Report (PR03). However, version 6.6 introduced a new problem to the report: instead of limiting the report to activities that had a status change to Completed or Canceled within the requested program year, the report included all Completed and Canceled activities.

Solution: Effective with Version 6.6.2, only activities that meet the following criteria are included on the PR03 report:

- Activities with a status of Funds Budgeted or Underway

- Activities that had a draw in the requested program year

- Activities with a status of Completed or Canceled where the status change occurred within the requested program year or later.

OFFICE OF BLOCK GRANT ASSISTANCE CLARIFIES HOW TO REPORT ACCOMPLISHMENTS FOR PRESUMED BENEFIT ACTIVITIES

The Office of Block Grant Assistance (OBGA) at HUD headquarters issued the following clarification.

Misinformation/misunderstanding abounds on the reporting requirements for CDBG-assisted activities serving one of the presumptive benefit groups identified under the limited clientele national objective at 570.208(a)(2)(i)(A).

Grantees providing CDBG funds to assist an activity that is designed to exclusively serve persons in any one or a combination of the groups identified in this part of the regulations are not required to maintain information on family size/income if the records described at 570.506(b)(3)(i) are available, i.e., "documentation establishing that the facility or service is designed for the particular needs of or used exclusively by senior citizens, adults meeting the Bureau of the Census' [...] definition of 'severely disabled,' persons living with AIDS, battered spouses, abused children, the homeless, illiterate adults, or migrant farm workers, for which the regulations

provide a presumption concerning the extent to which low- and moderate-income persons benefit;[...]."

The guidance on reporting CDBG accomplishments in IDIS is consistent with this provision of the regulations. When reporting on presumed benefit activities, grantees are required to report the total number of persons benefiting from the activity on the Direct Benefit (MA05) screen in IDIS, as well as the breakdown of those served by race/ethnicity (which can be determined by self reporting, self identification, or observer identification). On the Direct Benefit Continued (MC02) screen, the number of Total Beneficiaries is carried forward from the MA05 screen, but grantees must enter this number in the field for "Total Low/Mod Beneficiaries" because this field is not automatically populated. However, the guidance then states, "No further breakdown by low/extremely low beneficiaries is required." Grantees only need to input the Total Low/Mod Beneficiaries to be the same as Total Beneficiaries for presumed benefit activities on the MC02 screen.

CHANGING THE ACTIVITY COMPLETION DATE ON THE SETUP ACTIVITY SCREEN (CO4MA04)

When you change an Activity's Status to Completed on the MA04 screen, IDIS automatically inserts today's date as the Completion Date unless you change it. You have the option of entering any completion date between the date the activity was funded and today's date.

To enter a different date, first change the activity status code to **2**, and then press **<F9>**. (Do **not** press <Enter> or you will save today's date.)

The Completion Date field turns from blue to green. Type in the corrected Completion Date and press **<F9>** again. IDIS saves the new date you entered.

To change the Completion Date on any activity that has already has a status of Complete, you will first need to change the Activity Status Code back to **3**, Underway, and then press **<F9>** to save the change. Then, change the status to 2, Completed, press <F9>, change the date, then press <F9> again.

Users with questions should contact the TAU at (800) 273-2573.

HUD plans to make this process more user friendly in a future release. Until this happens, follow the steps above to change the completion date.

```
03/13/02   15:26            SETUP  ACTIVITY                    C04MA04

GRANTEE ACTIVITY NBR: C00-034           HUD ACTIVITY NBR:  000000001568

ACTIVITY NAME:  SENIOR SERVICES - BCSCC

ACTIVITY STATUS CODE: 2 COMPLETED       COMPLETION DATE: 12 / 27 / 2001
```

COMBINING HOME ACTIVITIES WITH DUPLICATE ADDRESSES

The HOME Data Cleanup team has found that one of the key issues facing HOME PJs is what to do when they have more than one activity with the same address.

In some cases, it is as simple as changing one of the addresses, i.e., using two separate legal addresses; or deleting an address, i.e., when the city hall address was used for multiple administrative activities.

In other cases, you will have to take a different approach and combine the activities. Here are a few examples of why more than one activity may have been created with the same address.

- A duplicate activity (with a duplicate address) was created accidentally. If the activity was never funded, go to the Setup Activity screen (C04MA04) and cancel it. (If it was funded, read the steps later in this article.)

- The PJ may have set up an acquisition activity and a rehabilitation activity 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 using State funds and another using local funds, both at the same address. Or, the PJ set up one activity for HOME and another for CDBG, ESG, or HOPWA. PJs may fund an activity from more than one CPD grant and need to combine these activities.

- The PJ setup admin activities with the identical site/address data, for example, the city hall address. In these cases, the PJ should delete all address information on the Revise Activity (CO4MA10) screen; IDIS does not require it.

The following steps describe how to combine two or more activities with the same address into one activity.

1. First, determine which activity or activities you are going to cancel. You may want to print out the IDIS screens for the common path, HOME path, funding, and drawdowns for these activities.

2. Go to the Setup Activity (CO4MA08) "Money" screen for the activity you are keeping. Increase the Activity Estimate to cover the estimated amounts of each activity you will be canceling plus the activity you are keeping.

3. Go to the Maintain Activity Funding (CO4MO04) screen for each activity you will be canceling and decrease any available funding to $0.

4. Go to the Maintain Activity Funding (CO4MO04) screen for the activity you are keeping and increase the funding to an amount that equals or is greater than: a) the amount you deobligated from the activities you are canceling; and b) the amount already drawn on the activities you are canceling.

5. If funds have already been drawn for any of the activities you are canceling, go to the Maintain Drawdown screen (CO4MD53) and revise each draw to the activity you are keeping.

6. Review the data on the common path and home path setup and completion screens for the activity you are keeping. Make sure funding and beneficiary information reflects the combined totals of the activities you will be canceling plus the one you are keeping.

7. Go to the Setup Activity screen (C04MA04) and cancel the activity (or activities) that is not being kept. (Remember that IDIS will only let you cancel an activity that has $0 funding and $0 drawn.)

Note: If the activities you want to combine are fully drawn for the amount funded and you cannot create any additional funding, you cannot combine them since you would need to increase the funding of one to revise a draw to it. In this case, contact the TAU at 1-800-273-2573 so that we can combine the funding and draws for you. You will then be able to do the other informational combining.
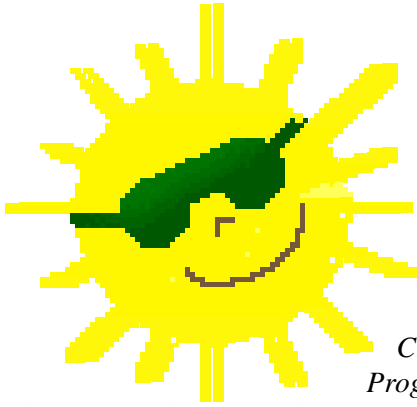
IN THE SPOTLIGHT…
THE HOME PROGRAM OFFICE DISCUSSES PROGRAM INCOME REQUIREMENTS

Currently IDIS allows Program Income (PI) to be receipted only at the PJ level, not at the State recipient or subrecipient level. The Office of Affordable Housing Programs (OAHP) a.k.a. the HOME program office, wants PJs to understand that they're still responsible for using IDIS to receipt and draw program income administered by their State recipients or subrecipients.

We interviewed Alice Gregal, Director, Financial and Information Services Division and Donna Anderson, Affordable Housing Specialist in OAHP for this article.

While it's true that IDIS currently has no way to receipt program income at the State recipient or subrecipient level – this in an enhancement still to come – HOME regulations require PJs to keep records regarding both HOME assisted projects *[IDIS activities]* that they administer as well as projects that are administered by their State recipients or subrecipients.

Though the process is somewhat cumbersome and involves good communication between the PJ and their State recipient or subrecipient, IDIS currently provides a way for PJs and their State recipients and subrecipients to coordinate the use of PI. *[See the companion article in this issue, "How State Recipients Coordinate Program Income with the State PJ."]*

There are three important requirements regarding program income, which are discussed in detail in the "Official" HOME Program Income Notice CPD 97-09.

First, Section E. of the *Notice* states that if PJs have any program income receipted in their local account, they have to use it before they draw down funds from their Federal account. This is in accordance with 24 CFR 92.502(c)(3).

Second, PJs should not draw HOME funds until they are ready to use them. Section C. of the *Notice* states that in accordance with 24 CFR 92.502(c)(2), HOME allocation funds drawn from the U.S. Treasury account must be expended for eligible costs within 15 days from the date the funds are drawn down. PJs shouldn't draw funds in anticipation of paying someone later; they should draw down funds when they actually need them.

Third, if PJs give their State recipients or subrecipients authorization to retain their own PI, the PJ is still required to monitor and keep records on how the PI is used for eligible affordable housing activities.

Section B of the Notice states that the participating jurisdiction is responsible for ensuring that the required program and financial records are maintained for both HOME assisted projects that it administers and projects that are administered by its State recipients or subrecipients. This is in accordance with 24 CFR 92.508.

HOW STATE RECIPIENTS COORDINATE PROGRAM INCOME WITH THE STATE PJ

This month's *In the Spotlight* article discusses how state and entitlement PJs are responsible for monitoring program income use by their State recipients and subrecipients. This companion article shows the step-by-step process that states and entitlements can use to assure that program income is properly entered and drawn in IDIS.

1. Adams County, PA is a state recipient of the State PJ, Pennsylvania.

Pennsylvania gives a $394,288.00 subgrant to Adams County from their HOME entitlement funds.

```
03/25/02                        QUERY  SUBGRANT                       C04MG03
                                -----------------                      15:58
GRANT NUM : M00SG420100                SOURCE TYPE : SG
PGM CODE  : M (HOME)                   RECIP TYPE : SR     STATUS: A - ACTIVE
FISCAL YR : 2000                       FUND   TYPE : SU
SOURCE UOG: 420001 / 00001     SRCE NM: PENNSYLVANIA
RECIP  UOG: 429001 / 00002     RECP NM: ADAMS COUNTY

AMT FIELDS                 AMOUNT     BANKING                      CURRENT NEW
----------                 ------     -------                      ------- ---
ORIG./CAP :          $394,288.00     RECIPIENT HAS BANKING? (Y/N):    Y
AUTH      :          $480,164.00
SUBALLOC  :                $0.00     GRANT INSERT  DATE : 2000-07-27
ACT CMTD  :          $209,132.50     LAST MODIFIED DATE : 2002-03-25
DD PENDING:                $0.00     LAST MODIFIED TIME : 15.46.38
DRAWN     :          $147,999.68
RETURNED  :                $0.00     AUBL TO COMMIT     :      $271,031.50
                                     AUBL TO DRAW       :      $332,164.32
                                     AUBL TO SUBGRANT   :      $271,031.50
NEW AUTH AMT MINIMUM ALLOWED :         $209,132.50
NEW AUTH AMT MAXIMUM ALLOWED :         $480,164.00

DATA IS DISPLAY ONLY
                                   F7 = PREV
```

2. Adams County creates an activity in IDIS (with Pennsylvania as Owner) to give $10,000 downpayment assistance to new homebuyer Jenny Wade.

Adams County plans to fund the activity with $9000.00 from EN funds and $1000.00 from their local PI account.

```
03/25/02   15:38              REVISE ACTIVITY                   C04MA10

CPS PROJECT NUMBER:    201      PROGRAM YEAR:  2000

PROJECT TITLE:   ADAMS COUNTY 2000 HOME

GRANTEE ACTIVITY NBR: _____     HUD ACTIVITY NUMBER:      20276


ACTIVITY NAME:  JENNY WADE

    SITE ADDRESS/ 5678 OAK ST.
        LOCATION: _____
                  _____
        LOCALITY: GETTYSBURG           STATE:  PA   ZIP: 19321 -

DESCRIPTION:  DOWNPAYMENT ASSISTANCE TO NEW HOMEBUYER.
              _____
              _____



F1 = HELP   F3 = VALDT  F4 = MAIN MENU  F5 = PROJ INFO
F7 = PREV   F8 = NEXT   F9 = SAVE
```

3. Adams County funds the activity (selecting Pennsylvania as the Activity Owner on MO03).

Note in the example that Adams County funds the activity for $9,000, the amount to be funded from their entitlement subgrant. They *don't* include the PI amount in the funding.

(Pennsylvania will fund the $1,000 PI in a later step.)

```
03/25/02                    MAINTAIN ACTIVITY FUNDING              C04M005
                                                                     15:42
GRANTEE  NAME  : PENNSYLVANIA
ACTIVITY NAME  : JENNY WADE
CPS PROJECT #  : 0201                  HUD ACTIVITY ID      : 000000020276
PROGRAM YEAR   : 2000                  GRANTEE ACTIVITY #   :

EST MAX FND AMT:        $10,000.00  <====== CURRENT FUNDING THIS SOURCE =====>
ACT TOT FUNDED :        $10,000.00  YEAR      FUNDED AMOUNT      DRAWN AMOUNT
ACT TOT DRAWN  :             $0.00  <--> <---------------> <--------------->
                                    2000          $9,000.00              $0.00
<---------- THIS SOURCE ---------->  ___ _____ _____
PROGRAM CODE   : M                   ___ _____ _____
SRCE  UOG CD/NM: 420001/00001        ___ _____ _____
SOURCE TYPE    : SG                  ___ _____ _____
RECIP UOG CD/NM: 429001/00002        ___ _____ _____
RECIP TYPE     : SR                  ___ _____ _____
FUND TYPE      : SU                  ___ _____ _____
                                     ___ _____ _____
AMT AVAILABLE  :       $271,031.50   ___ _____ _____
FUNDED THIS SRC:         $9,000.00   ___ _____ _____
DRAWN THIS SRCE:            $0.00    ___ _____ _____

 F4 = MAIN MENU     F7 = PREV      F9 = GO TO     F17 = UP      F18 = DOWN
```

4. Adams County draws $9,000 from their EN subgrant in IDIS.

(They first authorize as themselves on MD05, then on the MD11 screen press F1 to select Pennsylvania as the activity owner.)

They also draw $1,000 from their local account and give Mrs. Wade a check for her $10,000.00 downpayment.

Adams County then sends an e-mail or fax to the State of Pennsylvania telling them that they just used $1,000.00 in PI for activity #20276.

No funds are actually transferred from the State Recipient's bank account to the State's account.

```
03/25/02   15:44 CREATE DRAWDOWN ACT OWNER : ADAMS COUNTY        C04MD11
                                                           PAGE: 01 OF 01
ACT   DRAW AMOUNT    PGM FT ST RT        FUNDED         DRAWN      AVAILABLE
---   --------------  --- -- -- -- -------------- -------------- --------------
0276       9000.00    M  SU SG SR       9000.00            .00        9000.00
                         ACT:JENNY WADE              PROJECT:0201 YEAR:2000
SOURCE:PENNSYLVANIA            RECIPIENT:ADAMS COUNTY
==============================================================================












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

5. The State of Pennsylvania receives the e-mail or fax. They use IDIS to create a PI receipt (authorizing as themselves).

Since a state will probably receipt funds on behalf of many subrecipients in the same year, it's a good idea to indicate in Remarks the name of the state subrecipient and the activity number that used PI funds.

```
  03/13/02  14:29              CREATE RECEIPT                    C04MI01

 LOG ON GRANTEE:    PENNSYLVANIA
 RECEIPT FOR GRANTEE: PENNSYLVANIA

   RECEIPT PROGRAM CODE: M                   (M,B,S,H)
             FISCAL YEAR: 2000  ESTIMATED AMOUNT:    $100,000.00
             SOURCE TYPE: SG                  (MC,UC,DC,SG,HS,HH)
               FUND TYPE: PI                  (PI,RL,RE,SF,RC)
                  AMOUNT:       $1,000.00
             RECEIPT TYPE: __                 (HP,IU,ED)

           HUD ACTIVITY ID: _____
               MATRIX CODE: ___
 GRANTEE RECEIPT NUMBER: _____
 REMARKS: CREATE PI RECEIPT, THEN DRAW $1000 FOR ADAMS COUNTY ACTIVITY #20276_
        _____
 RECEIPT NUMBER: 0078749
 RECEIPT STATUS: A
 ASSOCIATED GRANT NUMBER: M00SG420100

 PROGRAM INCOME RECEIPT POSTED. PLEASE NOTE  GRANT AND VOUCHER NUMBER
 F4 = MAIN MENU   F7 = PREV   F6 = CLEAR
```

6. Next, Pennsylvania must use IDIS to fund the receipted PI. (This is not an automatic step as when a PJ receipts its own PI.)

The state receipts the PI logged in as themselves, not the subrecipient.

```
03/25/02                    MAINTAIN ACTIVITY FUNDING            C04M005
                                                                   15:48
GRANTEE  NAME  : PENNSYLVANIA
ACTIVITY NAME  : JENNY WADE
CPS PROJECT #  : 0201            HUD ACTIVITY ID     : 000000020276
PROGRAM YEAR   : 2000            GRANTEE ACTIVITY #  :

EST MAX FND AMT:        $10,000.00  <====== CURRENT FUNDING THIS SOURCE =====>
ACT TOT FUNDED :        $10,000.00  YEAR     FUNDED AMOUNT     DRAWN AMOUNT
ACT TOT DRAWN  :            $0.00   <--> <---------------> <--------------->
                                    2000          $1,000.00            $0.00
<---------- THIS SOURCE ---------->  ___ _____ _____
PROGRAM CODE   : M                   ___ _____ _____
SRCE  UOG CD/NM: 000001/00001        ___ _____ _____
SOURCE TYPE    : SG                  ___ _____ _____
RECIP UOG CD/NM: 420001/00001        ___ _____ _____
RECIP TYPE     : SE                  ___ _____ _____
FUND TYPE      : PI                  ___ _____ _____
                                     ___ _____ _____
AMT AVAILABLE  :            $0.00    ___ _____ _____
FUNDED THIS SRC:        $1,000.00    ___ _____ _____
DRAWN THIS SRCE:            $0.00    ___ _____ _____

 F4 = MAIN MENU      F7 = PREV     F9 = GO TO     F17 = UP     F18 = DOWN
```

7. Once the PI is funded, the state uses IDIS to create a draw request using the receipted PI as the funding source. (Draws against PI do not go to LOCCS for payment; they are used to create an internal IDIS audit trail.)

Authorizing as themselves, they create a draw for $1,000 for activity #20276. Another IDIS user in the State then approves the draw. The PI has now been correctly receipted and drawn.

```
03/25/02   15:46 CREATE DRAWDOWN ACT OWNER : PENNSYLVANIA          C04MD11
                                                           PAGE: 01 OF 01
ACT   DRAW AMOUNT    PGM FT ST RT       FUNDED        DRAWN      AVAILABLE
---   -------------  --- -- -- --  --------------  -------------- --------------
0276 _     1000.00    M  PI SG SE      1000.00            .00       1000.00
                      ACT:JENNY WADE              PROJECT:0201 YEAR:2000
SOURCE:US DEPARTMENT OF HOUSI RECIPIENT:PENNSYLVANIA
==============================================================================

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

HAVEN'T HEARD FROM THE HOME DATA CLEANUP TEAM?

In the past few months, we've attempted to send e-mails to each PJ's HOME coordinator. We are finding that some of our contact names and e-mail addresses are inaccurate and need to be updated.

If you haven't heard from the HOME Data Cleanup Team about your cleanup status in the last few months, send an e-mail to idis_data_cleanup@hud.gov as soon as possible with the correct contact information.

(It's also possible that we e-mailed status information to someone else in your organization and the correct contact never received it.)

If you have more than one HOME coordinator in your organization and you'd like everyone contacted, let us know that information, too, and we'll keep all the key players updated.

Finally, should you get a notice that says you are certified complete on your cleanup and you feel you really have a few more activities to work on, tell us we are wrong. Again, thanks for helping to improve the quality of IDIS HOME data.

REMINDER: NATIONAL HOPWA FORMULA GRANTEES MEETING APRIL 24-26TH

The Office of HIV/AIDS Housing reminds you that the National HOPWA Formula Grantees Meeting is only a few weeks away. If you are a formula grantee and are interested in obtaining information on improving existing HOPWA programs and in implementing quality measures for program outcomes, you should attend the meeting. Experts in the industry will be available and will lead discussions on the new direction HIV/AIDS housing is taking and the support service delivery that will be required. In addition, headquarters and technical assistance staff will be available to answer questions on IDIS and HOPWA.

This year's meeting will be held at the Four Points Sheraton in Washington, DC from April 24-26th. For more information, please contact Rachel Moorhead of AIDS Housing of Washington at (206) 322-9444 x25.

ADVICE ON SEPARATION OF DUTIES AND COMPLETING DRAWS FROM THE IDIS SECURITY ADMINISTRATOR

John Mayer, IDIS Security Administer, clarifies the flexibility grantee administrators have in assigning IDIS functions to their users.

Since December 14, 2001, IDIS requires two people to be involved in all draw transactions. This answered the concerns of auditors requiring the Office of Community Planning and Development to enforce separation of duties, while giving you, the grantee, **complete freedom to assign IDIS functions** the ways that serve you best.

If you want to assign all the "activity functions" to one set of people and all the "financial functions" to another set of people, you can do that. If you want to assign all the CDBG functions to one set of people, all the HOME functions to another set of people, and all the ESG/HOPWA functions to a third set, you can do that.

If you want to assign ALL IDIS functions for ALL program areas to every person who uses IDIS, you can do that. We do, however, recommend you have no more than two local administrators. In fact, you don't need a local administrator at all; that is a convenience to you, not a requirement by HUD. Staff at HQ can act as the local administrator for any grantee, but it will likely take longer than if you do it yourself.

The only strict requirement for successfully drawing down funds is to make sure you have at least one person for each program area who can request draws, and one person for each program area who can approve them. Either or both of these people can have access to as many program areas as you need, and either or both of these people can be given access to any other IDIS function you decide to give them.

For Your Information

Your IDIS contact is:

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

Your Consolidated/C2020 Plan 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 Web390 ID and password information, contact your local HUD field office or the TAU at 1-800-273-2573

TAU TOTALS FOR FEBRUARY

A total of 533 calls were received by the TAU during the month of February, 2002. 98 percent of the calls (523) concerned IDIS, while two percent of the calls (10) were associated with non-IDIS problems. 83 callers (15.5%) left voice messages which were returned during IDIS business hours.