IDIS LIVE

We delayed it until May 7 to get it right…

VERSION 6.7 BIGGEST RELEASE IN TWO YEARS

Last month's IDIS Live presented an overview of the user-visible changes in IDIS Version 6.7. Originally scheduled for release on April 19, CPD postponed the release so we could thoroughly test the inter-relationships among the various HUD modules.

The biggest change for users is that they will no longer be able to fund a CDBG or HOPWA activity until proposed accomplishments (type and units) have been entered on the common path Setup Activity screen (CO4MA04).

In addition, most non-admin CDBG activities will require additional setup data about the proposed beneficiaries before the activity can be funded.

If an activity is already funded and the required information is missing, the user may not be able to pass through a CDBG screen until the information is entered.

HOME PJs will find new screen names on most HOME-path screens. In addition, the multi-unit completion path has been renamed "multi-address" to better reflect its purpose.

Corresponding changes have been made to EDI program logic so that EDI users will be subject to the same requirements as non-EDI users.

Watch the IDIS web page for detailed Release Notes prior to the release.

A number of chapters of the IDIS Reference Manual have been updated for this release. The Contents page identifies each chapter.

OOPS! STATUS OF HOME GRANTS REPORT (PR27) IS NOT PROPERLY CALCULATING TOTAL COMMITMENTS AND CHDO RESERVATIONS

On Feb. 15, when the Status of HOME Grants Report was revamped for Ver. 6.6, CPD accidentally changed some major calculations on the report. As a result, a PJ may have a commitment shortfall and not be able to tell just by looking at the PR27 in its current form. The calculation errors will be corrected in Version 6.8, scheduled to be released by this June.

In the "Status of CHDO Funds" section, the amounts in the column "CHDO Funds Committed" should actually be in the column "Amount Reserved to CHDOs." (The current report isn't displaying the amount of CHDO funds committed to activities. Use the PR25 report to obtain the amount of CHDO funds committed to activities.)

The "Amount Authorized" in the "Administrative Funds," "CHDO Operating Funds," and "CHDO Capacity" may be incorrect if HUD decreased the PJ's HOME award. To learn the correct values, view the IDIS Grant Summary Listing (CO4MD51) screen.

The "Status of Commitments from Authorized Use of Funds" section of the report currently doesn't include CHDO Capacity funds.

See the story on page 2 for directions on how to determine the actual commitments and reservations.

USING THE VER 6.6 PR27 REPORT TO DETERMINE COMMITMENT AND CHDO RESERVATION TOTALS

The Commitment and CHDO Reservation Status Reports produced monthly by the Office of Affordable Housing Programs (OAHP) are accurate. The reports are posted to the web page: http://www.hud.gov/offices/cpd/affordablehousing/reports/index.cfm.

The reports are updated monthly using data downloaded from IDIS after close of business on the last day of each month. They report commitment and CHDO reservation requirements, commitments and CHDO reservations entered in IDIS up to the deadline date, and any shortfall (the difference between requirement and commitments or CHDO reservations entered in IDIS by the deadline date).

The following methodology will help you to use the Version 6.6 PR27 to determine commitments and reservations entered in IDIS *in between* the monthly downloads. Note: The PR27 can only be used to determine compliance with HOME deadline requirements if it is dated on or before the compliance deadline date.

Using the graphic as a guide, follow the directions on the next page to determine whether you have a shortfall in your Total Authorized Commitments or your CHDO Reservations. The graphic is taken from pages 2, 6, and 7 of the Version 6.6 Status of HOME Grants (PR27) report.

```
                                                                                    PAGE:          2

   TOTAL AUTHORIZED COMMITMENTS                  40,906,254.75
   NET PI DISBURSED                                 261,822.98
                                               ------------------
   TOTAL AUTH. COMMITMENTS + NET PI DISBURSED     41,168,077.73
                                                      #1
                                                                                    PAGE:          6
   --------        STATUS OF CHDO FUNDS         --------

                           AMOUNT      %                      %      BALANCE                            AVAILABLE
   FISCAL       CHDO      RESERVED    REQ    CHDO FUNDS      RSVD         TO          TOTAL      %             TO
   YEAR      REQUIREMENT  TO CHDOS    RSVD    COMMITTED      CMTD      COMMIT      DISBURSED    DISB      DISBURSE

   1992       762,600.00  3,028,046.00 397.0  3,028,046.00 100.0         0.00   3,006,046.25  99.2      21,999.75
   1993       504,000.00    504,000.00 100.0    504,000.00 100.0         0.00     504,000.00 100.0           0.00
   1994       673,500.00    673,500.00 100.0    673,500.00 100.0         0.00     673,499.65  99.9           0.35
   1995       722,100.00    722,100.00 100.0    722,100.00 100.0         0.00     722,100.00 100.0           0.00
   1996       734,400.00    734,400.00 100.0     10,000.00   1.3    724,400.00       4,694.33   0.6     729,705.67
   1997       719,550.00    719,550.00 100.0          0.00   0.0    719,550.00           0.00   0.0     719,550.00
   1998       776,250.00    626,250.00  80.6          0.00   0.0    626,250.00           0.00   0.0     626,250.00
   1999       837,000.00    837,000.00 100.0          0.00   0.0    837,000.00           0.00   0.0     837,000.00
   2000       837,300.00    837,300.00 100.0          0.00   0.0    837,300.00           0.00   0.0     837,300.00
   2001       931,950.00    931,950.00 100.0          0.00   0.0    931,950.00           0.00   0.0     931,950.00

   TOTAL    7,498,650.00  9,614,096.00 128.2  4,937,646.00  51.3  4,676,450.00   4,910,340.23  51.0   4,703,755.77
                              #2                   #3
                                                                                    PAGE:          7
   --------        CHDO CAPACITY              --------

                                              %      BALANCE                            BALANCE
   FISCAL     AMOUNT        AMOUNT      AMOUNT   AUTH       TO          TOTAL      %             TO
   YEAR     AUTHORIZED     RESERVED    COMMITTED  CMTD      COMMIT      DISBURSED   DISB      DISBURSE

   1992     150,000.00          0.00       0.00   0.0         0.00           0.00   0.0           0.00
   1993     100,800.00          0.00       0.00   0.0         0.00           0.00   0.0           0.00
   1994     134,700.00          0.00       0.00   0.0         0.00           0.00   0.0           0.00
   1995     144,420.00          0.00       0.00   0.0         0.00           0.00   0.0           0.00
   1996     146,880.00          0.00       0.00   0.0         0.00           0.00   0.0           0.00
   1997     143,910.00          0.00       0.00   0.0         0.00           0.00   0.0           0.00
   1998     150,000.00    150,000.00  149,700.00  99.8      300.00     148,240.00  98.8       1,760.00
   1999     150,000.00          0.00       0.00   0.0         0.00           0.00   0.0           0.00
   2000     150,000.00          0.00       0.00   0.0         0.00           0.00   0.0           0.00
   2001     150,000.00          0.00       0.00   0.0         0.00           0.00   0.0           0.00

   TOTAL   1,420,710.00  #4  150,000.00  149,700.00  99.8      300.00     148,240.00  98.8       1,760.00
```

To Determine Commitment Totals:

Use the PR27 Total Authorized Commitments

+ Net PI Disbursed (#1))	$41,168,077.73
Subtract the PR27 CHDO Reservation (#2)	<u>-9,614,096.00</u>
	$31,553,981.73
Add the PR27 CHDO Funds Committed (#3)	<u>+4,937,646.00</u>
	$36,491,627.73
Add CHDO Capacity Amount Reserved (#4)	<u>+150,000.00</u>
Total Commitments Entered in IDIS	$ 36,641,627.73

To determine shortfall, if any, subtract this amount from the Commitment requirement in the Commitment Status Report on the web.

To Determine CHDO Reservation Totals:

Use CHDO Funds Committed (#3)	$4.937,646.00

To determine shortfall, if any, subtract this amount from the CHDO requirement in the CHDO Reservation Status Report on the web.

HOW HUD CALCULATES A PJ'S HOME REQUESTED AMOUNT AND NON-HOME FUND AMOUNT ON THE CLEANUP WORKSHEETS

Hearing concerns from a few Participating Jurisdictions about the HOME Requested Amount and Non-HOME Fund Amount, we decided to publish information on these categories again. Since we began the HOME IDIS data cleanup, there have been two separate names used for these two categories.

Originally, the Questionable HOME Requested Amount flagged any activity using HOME funds that was over $1 million without taking into account the number of units. Changes were made in the worksheets to take into account the number of units. Therefore, on future worksheets, the category became Requested Amount > $300,000. Taking into account the number of units, when a unit costs more than $300,000 our antennae go up and the activity is flagged. It may be okay, but we want you to take a look.

Similarly, the Questionable Non-HOME Funds Amount category was used for the original baseline spreadsheets first published in the spring of 2001. An activity with non-HOME funds exceeding $1 million was the trigger for our questionable non-HOME fund criteria. In the summer of 2001, the threshold was changed to more than $300,000 and took into account the number of units involved.

To provide PJs continued guidance, here is updated information from *How to Review IDIS HOME Data*.

Questionable HOME Requested Amount. Activities are listed in the category when the Total Estimated Cost entered on the CO4MH02 screen is greater than *$300,000* per Estimated Unit at Completion. The Total Estimated Cost includes HOME funds, public and private funds, program income, and tax syndication proceeds for rental properties.

The Office of Affordable Housing Programs (OAHP) research has shown that sometimes when PJs are "in a hurry" to draw funds, PJs may enter bogus information on this screen—for example entering just "one" unit to meet HOME requirements. (A Total Estimated Cost of *$300,000* for only one unit may seem extremely high for an affordable housing activity. However, in some cases, it may be justified.)

Questionable Non-HOME Fund Amount. This category is similar to "Questionable HOME funds" and is subject to the same types of anomalies described in the previous category. However, in this category, OAHP compared the "Estimated Units at Completion" with the Public Funds and Private funds entered on the HOME completion screens CO4MH09, COMH11, or CO4MH18.

To summarize, here is what we recommend you do:

- Verify the accuracy of information entered on the COMH02 screen.

- Check to make sure that misplaced decimal points have not resulted in numbers being 100 times what they should be. The HOME path screens will not accept decimal points. If a PJ attempted to enter $10,500.25 as a Total Estimated Cost, IDIS will report the figure as $1,050,025.

- Enter only whole dollars on the HOME setup and completion path screens.

Always feel free to take advantage of the services and knowledge of the IDIS Technical Assistance Unit, 1-800-273-2573. You may also e-mail the HOME Data Cleanup Team. Please include your PJ name and State and "HOME Data Cleanup" in the subject line.

STEP 3 CDBG EXCEL WORKSHEETS COMING SOON

As we go to press, CPD is preparing worksheets for the third (and last) step of the CDBG IDIS data cleanup. Watch the IDIS web page for an announcement when the worksheets will be available.

The primary objective of this last cleanup step is to ensure that data accomplishments reported on the IDIS "Common Path" and CDBG-path screens are consistent. Grantees will be asked to review seven individual worksheets. Using the Guidance for Reporting CDBG Accomplishments in IDIS, grantees will need to change inaccurate and inconsistent information and/or enter missing information.

HAVE YOU COMPLETED YOUR HOPWA DATA CLEANUP?

HOPWA data cleanup materials were sent to HOPWA grantees and their respective field offices in time to meet the April 30th due date. If for some reason you did not receive the individual grantee information, please notify the Data Cleanup team at IDIS_data_cleanup@hud.gov. (Include your grantee name, state, and "HOPWA Data Cleanup" in the subject line.) You may also use this e-mail address to make inquiries or state any concerns.

Our thanks to those grantees who met the due date for the cleanup and to those who are working hard to finish.

For those that were unable to finish their cleanup on time, please complete your HOPWA data cleanup activities as soon as possible. Here are some guidelines to make help the process go smoother:

Data Review

In reviewing your data reports:

- **Make sure that you review the data in *both* 2000 and 2001 baseline reports.**
  Remember, activities listed in the report are tied to your 2000 or 2001 performance year, as reported in your CAPER.

- Identify any activities that do not belong in the specific baseline report. Inform the data cleanup team (IDIS_Data_Cleanup@hud.gov) of those activities when you report the status of your cleanup. Provide information on what year they should be redirected.

- Review the project title and activity names of *all* activities in the baseline reports. The format is as follows: Year/Name of HOPWA activity. Update the information in IDIS.

- Be certain to look for two Excel spreadsheets with questionable data. At the bottom of the Excel spreadsheets are two tabs. One tab is for Report Year 2001 and the other for Report Year 2000. If the spreadsheet is blank, there are no questionable activities for you to review.

- Review the status code on the spreadsheet carefully. If an activity is designated "Underway" and you have actual

accomplishment data in the system, then that actual data will register as "Invalid" on the worksheets. An activity must be completed to have actual data. In this instance, you will need to update the status code as appropriate or remove the actual accomplishment data. Also if there is a zero in the accomplishment field, an "Invalid" will register. Let us know if any inconsistent situations occur and you cannot determine why there is an "Invalid".

- Change activities with a Funds Budgeted (FB) status code. By now, the funds should be Underway. You may want to consider renaming or recreating an activity

- Use only matrix codes 31A-D for activities. No other matrix codes should be used for HOPWA activities. Matrix code 31 is only used for projects.

- Make the necessary changes in IDIS. Changes made to the spreadsheet only will not be reflected in IDIS, therefore will not show up on our reports.

The HOPWA Path Screens

- List the activity numbers and the current and proposed screen name when you want to change the HOPWA path screen. Grantees cannot alter the screen names. The IDIS Technical Assistance Unit must make the change.

- Request the changes to the HOPWA path screen via email to the Data Cleanup team (IDIS_data_cleanup@hud.gov). We will forward that request to TAU.

- Make sure that you enter information for administrative costs.

Need Help?

Contact the IDIS Technical Assistance Unit, 1-800-273-2573, for specific questions and issues related to IDIS procedures.

For Your Information

Your IDIS contact is:

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

Your data cleanup contact is:

HOPWA/HOME
Kathryn Pearson-West
                    202-708-0614, x4375
e-mail: Kathryn_Pearson-West@hud.gov

CDBG
Sharon Pegues   202-708-0614, x4362
e-mail: Sharon_Pegues@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 MARCH

A total of 686 calls were received by the TAU during the month of March, 2002. 97.8 percent of the calls (671) concerned IDIS, while 2.2 percent of the calls (15) were associated with non-IDIS problems. 60 callers (8.7%) left voice messages which were returned during IDIS business hours.

FREE EXCEL VIEWER LETS YOU VIEW WORKSHEETS WITHOUT HAVING EXCEL INSTALLED

In preparation for Step 3 of the CDBG data cleanup, for those grantees who do not have Excel 97 or higher installed on their PCs, we recommend that you download the free Excel viewer from Microsoft.