

# ***IDIS LIVE***

*...for the Integrated Disbursement and Information System*

*U.S. Department of Housing and Urban Development*

*Office of Community Planning and Development*

*CDBG Entitlement Communities Division Answers Cleanup Questions*

## **PRESUMED BENEFIT AND ADA-RELATED PUBLIC IMPROVEMENT ACTIVITIES**

Below are answers to some new Frequently Asked Questions (FAQs) about the CDBG data cleanup initiative in IDIS. As Step 3 of the data cleanup initiative is about to begin, the Office of Block Grant Assistance would like to thank all our grantees for the time and effort devoted to this most important project. For more cleanup FAQs, visit the [CDBG Cleanup web page](#).

**Q.** Do we need to report beneficiary data for presumed benefit activities?

**A.** Yes. "Presumed benefit" means that at least 51 percent of the beneficiaries are presumed to be low- or moderate-income; it does not mean that a count of persons served and their race/ethnicity are not required. Grantees and other organizations carrying out presumed benefit activities must maintain records on the total number of beneficiaries assisted and their race/ethnicity and must report that information in IDIS. This information may be obtained from each person assisted as services are rendered or by observer identification. However, because the beneficiaries are from one or more of the groups presumed to be low/mod, grantees may use the Total Beneficiaries number as reported on the MA05 screen for reporting the number of Total Low/Mod Beneficiaries on the MC02 screen. No further breakdown by low/extremely low beneficiaries is required.

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### **EMERGENCY RELEASE, FIX TO VER. 6.8 NOW IN PRODUCTION**

As we go to press, HUD has announced two additional software releases.

On Wednesday morning, July 3, IDIS issued an emergency release that removed the Version 6.8 changes that allowed an invoice approver to approve all line items on an invoice as a group. The 6.8 release introduced a new problem that prevented an invoice approver from seeing any SU and CR invoices on the Drawdown Approval screen. It will take approximately a week for HUD to fix this problem and fully test and release it to IDIS. In the meantime, HUD will revert IDIS back to the process of approving draw line items individually that existed prior to Friday, 6/28/2002, the date of the Version 6.8 release.

Version 6.8.1, also released on July 3, corrected these minor problems:

- Processing of the Maintain Activity Funding MO05 screen will now be consistent with other IDIS screens. The F9 key will save changes, not take the user to a Go To menu.

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# IDIS RELEASE NOTES FOR VERSION 6.8

The following IDIS items were released to production as IDIS Version 6.8 on Friday morning, June 28, 2002.

## 1. Drawdowns:

**Problem:** Drawdown vouchers that remain in open or approved status 90 days after their creation date need to be canceled so that their funds can be freed up for use by other activities. The IDIS database currently contains a large number of both open (unapproved) vouchers and approved vouchers that have not been sent to LOCCS because their submit date is well into the future (most probably because the creator entered a typo in the date when creating the voucher).

**Solution:** A one-time batch program will cancel all open vouchers that are 90 days or older from their creation date and not yet sent to LOCCS. For Approved vouchers, a one-time batch program will revoke the approval on all Approved vouchers that are 90 days or older from their creation date, then will cancel them. Thereafter, a scheduled program that runs each Friday evening will cancel all Open or Approved vouchers not yet sent to LOCCS that exist on the 91<sup>st</sup> day beyond their creation date. For diagnostic purposes, IDIS will maintain an audit log of all vouchers it revokes and cancels.

## 2. Subfunds & Subgrants:

**Problem** When a user creates a new subgrant or subfund, IDIS sometimes allows the amount of the subfund or subgrant to exceed allowable caps or minimums or the amount available.

**Solution:** Effective with Version 6.8, the Subgrant Allocation screen (MG01) and Subfund Allocation screen (MG06) have been renamed to Create Subgrant and Create Subfund respectively. Unlike before, after all other required information is entered, IDIS will automatically create a new subgrant or subfund for \$0. The user will be advised through a message to use the Maintain Subgrant (MG03) or Maintain Subfund (MG08) screen to modify the dollar amount.

06/28/02 09:17		CREATE SUB-GRANT(S)						C04MG01
UOG	UOG	PGM	FSCL	SCE	FUND	SUBALLOC	AVAILABLE	
CDE	NBR	CDE	YEAR	TYPE	TYPE	AMOUNT	GRANT BALANCE	
420001	00002	M	00	SG	AD	\$0.00	\$1,112.00	
RECIPI NM: STATE OTHER ENTITY TEST						GRANT NUMBER: H00SC420100	RECIPIENT HAS BANKING? (Y/N) _	
_____						\$0.00	_____	
RECIPI NM: _____						GRANT NUMBER: _____	RECIPIENT HAS BANKING? (Y/N) _	
_____						\$0.00	_____	
RECIPI NM: _____						GRANT NUMBER: _____	RECIPIENT HAS BANKING? (Y/N) _	
_____						\$0.00	_____	
RECIPI NM: _____						GRANT NUMBER: _____	RECIPIENT HAS BANKING? (Y/N) _	
\$0 SUB-GRANT CREATED. USE MAINTAIN SUB-GRANT TO REVISE AMOUNT F1 = HELP F3 = VALDT F4 = MAIN MENU F6 = CLEAR SCREEN F7 = PREU F9 = SAVE								

**Problem:** IDIS should allow a State to subgrant AD funds to a State Other Entity. It currently does not.

**Solution:** Effective with Version 6.8, IDIS logic has been modified to allow a State to subgrant AD funds to a State Other Entity.

**Problem:** IDIS is not properly calculating HOME caps/minimums for the AD, CO, CR, and CC fund types when the original grant amount decreases.

**Solution:** Effective with Version 6.8, if the grant amount increases, the HOME caps/minimums for the AD, CO, CR, and CC fund types will also increase. If the grant amount decreases, the HOME caps/minimums will no longer decrease. The current caps and minimums that may have been calculated incorrectly have been corrected.

**Problem:** Currently, the Query Subgrant screen (MG03) displays an incorrect amount in the "New Auth Amount Minimum Allowed" and "New Auth Amount Maximum Allowed" fields.

**Solution:** Effective with Version 6.8, the Query Subgrant screen will calculate and display the correct amounts in these fields.

### 3. Reports:

**Problem:** Grantees and HUD staff have reported a number of problems with the Status of HOME Grants (PR27) report:

- Amount Authorized for Administrative Funds should be based on the original award from HUD or any increased amount if it is increased. If the grant amount is reduced, the amount authorized for Administrative funds, CHDO Operating funds, and Capacity Building should be reduced.
- The “Status of Commitments from Authorized Use of Funds” section of the report currently does not include CHDO Capacity funds.

- A number of section headings and column labels do not accurately describe the contents of the data being reported.

**Solution:** Effective with Version 6.8, the Status of HOME Grants report has been modified to fix the above errors. In addition, a number of section titles and labels have been modified to better describe their contents. The IDIS [Report Catalog](#) contains an updated example of the revised report and a description of each field.

The chart below provides an overview of which section headings and column labels have been updated:

Old Section Name/Column Name	New Section Name/Column Name
Status Of Commitments From Authorized Funds Admin/OP Reservation CHDO Reservation Other Reservations Other Commitments	Commitments From Authorized Funds AD/CO Funds Admin/OP Reservation CR/CC Funds Amount Reserved To CHDOs + CC SU Funds Reservations To Other Entities EN Funds PJ Commitments To Activities
Program Income	Program Income (PI)
N/A Total Authorized Commitments Net PI Disbursed	Commitment Summary (New Section) Total Commitments From Authorized Funds Net Program Income Disbursed
Status Of Disbursements	Disbursements
Home Activities Commitments/Disbursements N/A	(same) % Net Disb (New Column)
Administrative Funds	Administrative Funds (AD)
CHDO Operating Funds	CHDO Operating Funds (CO)
Status Of CHDO Funds CHDO Funds Committed	CHDO Funds (CR) Funds Committed For Activities
CHDO Loans	(Drop All Columns To Right Of “Amount Authorized”)
CHDO Capacity	CHDO Capacity (CC)
Other Reservations	Reservations To State Recipients And Sub-Recipients (Su)

Total Program	Total Program Funds
By Percent	Total Program Percent

**Problem:** Line six of the CDBG Financial Summary (PR26) currently shows funds returned to HUD for the CDBG program for the FY and the revisions to these returned funds.

**Solution:** Effective with Version 6.8, line six now no longer includes the revisions to returned funds.

**Problem:** The Report Status screen (C04MU16) currently has a Destination field, which when used in conjunction with the P (Print) option, used to allow HUD HQ and Field Offices to print to remote host printers.

**Solution:** Effective with Version 6.8, the Destination field and the P option have been removed from the screen.

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06/19/02 THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM C04MU16
          REPORTS STATUS
          USER-ID ( C12470 )

ACTIVITY REPORT NAME DATE TIME STATUS
- BENEFICIARY 06-17-2002 11.20.25 READY
- ESG Grte Stats -PR19 06-14-2002 10.40.55 READY
- ESG Grte Stats -PR19 06-14-2002 09.51.40 READY
- ESG Grte Stats -PR19 06-14-2002 09.47.17 READY
- ESG Grte Stats -PR19 06-14-2002 09.19.15 READY
- ESG Grte Stats -PR19 06-14-2002 09.05.19 READY

ACTIVITY ( D = DOWNLOAD )

F4 = MAIN MENU F6 = CLEAR F7 = PREV
F8 = NEXT F17 = UP F18 = DOWN

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**Problem:** The ESG Statistics for Projects (PR19) report will not run for any grantee who has activity IDs greater than 9,999. This problem was accidentally introduced with Version 6.7.

**Solution:** Effective with Version 6.8, the report now runs properly for all grantees.

## 4. Plan Year/Projects

**Problem:** The Amendment to the Plan Project screen (CO4MK05) will not let a user amend an Estimated Amount down to \$0.

**Solution:** Effective with Version 6.8, users can modify an Estimated Amount to \$0.

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06/07/02 13:48 AMENDMENT TO THE PLAN PROJECT C04MK05
PLAN YEAR: 2001 PLAN VERSION: 0001 CPS PROJECT ID: 0001
PROJECT TITLE: COMMUNITY AGENCY SERVICES
          ORIGINAL CURRENT AMENDED
          HUD MATRIX CODE: 05
ACCOMP. TYPE/NUMBER: 01 / 000005746 - / - / -
EST. AMOUNT FOR CDBG: $308,000
HOME:
ESG:
HOPWA:
TOTAL: $308,000
PUBLIC HOUSING AMT:
ASSISTED HOUSING AMT:
WILL ANOTHER GRANTEE SETUP ACTIVITIES UNDER THIS PROJECT? (Y): _
ACTIVITY SETUP ALLOWED FOR: CHESTER COUNTY
F1 = HELP F4 = MAIN MENU F6 = CLEAR F7 =PREV

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## 5. System and EDI

**Problem:** After a subgrantee user presses F1 (Owner Help) in Setup/Revise Activity or Activity Funding to become the identity of the parent grantee, IDIS is not properly returning control to the logged in subgrantee when the user returns to the IDIS Main Menu to select another function. This could let the user see data to which he or she has no authority.

**Solution:** Effective with Version 6.8, IDIS logic has been modified so that when a subgrantee exits Setup/Revise Activity or Activity Funding, the user reverts to the identity of the logged-in subgrantee.

**Problem:** If a user submits multiple IO3 (EDI Project) records, the dollar amounts in the first record are incorrectly applied to the succeeding record if the succeeding record has no values in the same fields.

**Solution:** Effective with Version 6.8, IDIS logic has been modified to properly process multiple IO3 records.

Version 6.8.1, continued from p. 1

- For subfunds reduced to \$0, the Maintain Subfunds (MG07) screen will now display \$0. Previously it did not.
- The error message when canceling a CC subfund on the Cancel Subfund (MG08) screen will now say, "Press Enter to confirm cancellation request."
- A one-time program will correct financial and other data that was inadvertently not modified when IDIS fixes were released to production. Grantees may now notice that some of their funds are over committed. If so, the grantee must fix the over commitment.

*CDBG FAQ, cont'd from p. 1*

Q. How do we report beneficiary data for activities that assist persons with disabilities by removing architectural barriers or providing ADA improvements to facilitate access to public facilities/infrastructure?

A. Many grantees have reported that data concerning the number of persons with disabilities are not available. In fact, these data are available down to the block group level on the Census Bureau's website; however, grantees would need to aggregate data from two or more tables to obtain the

information for each block group or other census geographic area. Therefore, at this time, to ease the reporting burden, we are asking grantees to report the number "1" for Total Beneficiaries on the MA05 screen for all activities that solely provide assistance for the removal of architectural barriers or for ADA improvements to public facilities. In order to navigate successfully through the Direct Benefit screens, grantees should also report the number "1" for any one of the racial/ethnicity categories on the MA05 screen and for the Total Low/Mod Beneficiaries on the MC02 screen. This will enable us to identify those activities and recognize that the beneficiary data for those activities are incomplete. The Entitlement Communities Division is currently working with the CPD's Systems and Evaluation Division to provide grantees with the information needed on persons with disabilities from the 2000 Census. We anticipate that those data will be available sometime prior to the end of the year, enabling grantees to report accurate beneficiary data without time-consuming research. At this time, grantees will be expected to use these data for reporting on all relevant activities with a Funds Budgeted or Underway status and for all new activities solely involving the removal of architectural barriers or ADA improvements for public facilities/infrastructure.

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## TAU TOTALS FOR MAY

A total of 818 calls were received by the TAU during the month of April 2002. 98.5 percent of the calls (806) concerned IDIS, while 1.5 percent of the calls (12) were associated with non-IDIS problems. 78 callers (9.5%) left voice messages, which were returned during IDIS business hours.

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## VER. 6.8 ENFORCES RULE THAT ONLY GOV'T ENTITY CAN SET UP AND MODIFY CDBG ACTIVITIES

IDIS Version 6.8 enforces a CDBG business rule that only a government entity, i.e., a State, City, County, or Local Government, can set up and modify CDBG activities. This rule does not apply to other CPD programs. Please contact the TAU if you incur problems setting up or modifying CDBG activities being carried out by government entities. We have identified several government agencies that were improperly coded in IDIS as Other Entities.

## For Your Information

### **Your IDIS contact is:**

Vivian Baldwin 202-708-0614, x4693  
e-mail: [Vivian\\_C.\\_Baldwin@hud.gov](mailto: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](mailto:Kathryn_Pearson-West@hud.gov)

CDBG  
Sharon Pegues 202-708-0614, x4362  
e-mail: [Sharon\\_Pegues@hud.gov](mailto:Sharon_Pegues@hud.gov)

### **Your Consolidated/C2020 Plan contact is:**

Sheila Burr 202-708-0614, x4686  
e-mail: [Sheila\\_H.\\_Burr@hud.gov](mailto:Sheila_H._Burr@hud.gov)

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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](mailto: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