

IDIS "LIVE"

**News You Can Use . . .
for the
Integrated Disbursement and Information System**

Over 50% of Grantees now "LIVE"!

IDIS has now topped the 50% plateau and continues to roll on! Grantees continue to go live at an accelerated pace. Approximately 30 additional communities go live each week. That's an astonishing 120 a month! CPD anticipates all remaining grantees to be "LIVE" in IDIS production by the end of September!

IDIS continues to be enhanced and

updated due to your input! Release 3.0, which went into effect June 30th in IDIS, is the most significant upgrade since the system began. See article below and pages 6 through 8 of this newsletter for the latest details.

Long term plans for IDIS include consolidating even more program areas of CPD.

Release 3.0 Includes Major Areas of Enhancement

IDIS release 3.0 (which included the enhancement of Activity Funding - see pages 6 through 8 of this newsletter) encompasses some additional, rather significant areas of enhancement. Below, Access to program specific areas (HOME, HOPWA, ESG and CDBG) of IDIS may now be restricted. These

please find a brief synopsis of some of the additional changes you may notice due to the release of IDIS version 3.0 into production ("live") as of June 30th.

1. **Security Enhancements**
access restrictions apply to all areas of IDIS as well (drawdowns, subgranting, program Income, etc.).

For instance, if a user or group of users only need access to HOME specific program areas and data, they may be limited by only having access to HOME data and HOME specific screens (HOME setup and completion path for instance). All users currently will retain access to the "common path" if they have access to "setup" regardless of program type. Likewise, anyone may access "View Activity" as there are The Plan Project subsystem was enhanced to allow for amendments to be made to approved projects. Screen C04MK05 can also be used to change a Project Title and project Description as well as assigning which grantee may setup activities under this project. Also, help screen C04ML03 "SubRecipient List" can be used in conjunction with screen C04MK05.

3. Drawdown Enhancements!

The drawdown subsystem was enhanced to allow the same voucher number to be used when submitting approved line items from the same voucher on two or more separate daily batches.

For instance, in the past, line items that were on a single voucher, but approved (and submitted to LOCCS) on separate days were rejected. LOCCS read the drawdown request as a resubmission of the same voucher number, not as different, individual line items within the same voucher. Now, line items on the same voucher may be approved on different days and accepted by LOCCS!

Additionally, users now have the option of approving the whole voucher at once, instead of line item by line item. To do this,

no program controls needed to "view" data. In order to restrict specific users by program area, your local administrator need only access the User Information screen (C04MU02) in utilities and indicate which areas are to be denied or allowed. See "IDIS Q & A" on page 3 of this newsletter for specific instructions.

2. Project Amendment Capability simply indicates so on the C04MD13 "Confirm Voucher Approval" screen when you select your first line item to be approved!

4. New Reports

With IDIS release 3.0 came five new reports:

- o C04PR19 - ESG Grantee Status Report
- o C04PR20 - ESG Grantee Activity Summary Report
- o C04PR22 - Status of HOME Activities Report
- o C04PR23 - Program Year Summary of Accomplishments Report
- o C04PR25 - Status of CHDO Funds Report

Don't worry. IDIS is still being enhanced! Your input and suggestions just keep making IDIS better and better. The next release, IDIS version 3.1, is due out next month. As always, more detailed information about the newest IDIS features will be available in the next edition of IDISLive!

I D I S

Q & A

Below are frequently asked questions that pertain to IDIS. Please write us with your questions! We're happy to answer them!

Q. How do I change a Fund Type if I accidentally created a subgrant with the wrong Fund Type label?

A. Easy! First, go in to Maintain Subgrant (option 02 off the Subgrant submenu) and zero out the amount allocated to the subgrant. Then, cancel that subgrant (created with the wrong fund type). You are then ready to create a new subgrant from scratch using the proper subgrant Fund Type. If you have drawdown funds for activities related to that subgrant, however, you can only reduce the subgrant amount to equal the disbursed amount.

Q. What are the codes for the new Recipient Type field on the Create Voucher (C04MD10) screen in Drawdowns?

A. The valid codes for the new Recipient Type field on the C04MD10 screen are:

- CO CHDO Operating/Reserve**
- LC Local CHDO**
- LG Local Gov't (Entitlement)**
- LO Local Other Entity**
- OC Local Other Entity CHDO**
- OE Other Entity**
- RC State Other Entity CHDO**
- SC State CHDO**

SE State (Entitlement)
S0 State Other Entity
SR State Recipient.

Q. I understand that my field office rep can no longer reset my IDIS password. Who do I need to call to have this done?

A. IDIS passwords are being reset by HUD headquarters security at 202-708-3300. Press prompt #3.

Q. I have IDIS Local Administrator rights in IDIS and understand that I may now restrict user profiles under my control to insure that the people I work with have access to only the program areas and funds that they need access to. What do I need to do?

A. First, learn the IDIS ID of all the people you are the Local Administrator for and learn what program areas they deal with. Then, go into IDIS and follow the steps below:

- 1. From the IDIS main menu choose option "F 03", Utilities User Information/Profile.**
- 2. Enter the IDIS ID for the person you want to change and press ENTER.**
- 3. Verify that the right**

person's name appears on the first screen (C04MU01). If it doesn't, notify your local CPD rep.

4. Press ENTER to go to the profile screen (C04MU02).

5. Verify that the person has the appropriate functions checked off. As an IDIS Local Administrator, you can only remove rights, but can not add them back - so be careful! TAB down and remove the "X's" from

the program areas this person **does not** work with. Leave the "X's" in place for the program areas this person does work with. Once you have all the functions and program areas the way you want them, press ENTER.

Remember, once you press ENTER you will not be able to put back functions or program areas.

6. Go on to the next person's ID and repeat steps 2 through 5.

Specific Requests

C D B G
Q & A

Q. *The consolidated plan reporting regulations state that grantees have to report direct beneficiaries if they are moderate-income, low income and extremely low income (<30% median income). IDIS does not have a field or category for "extremely low" income. How should I report this?*

A. IDIS is being enhanced to include this category of income, and should be collected for CDBG-assisted housing activities. In the meantime, please make a note of this category under your notations in the "accomplishments narrative" on the C04MA04 screen relative to the total number of beneficiaries identified on the C04MC02

Direct Benefit screen for housing activities.

Q. *Housing services were recently re-authorized as a separate CDBG category. IDIS does not have a matrix code option specifically for "CDBG housing services". How should I categorize this?*

A. There is currently no matrix code to capture Housing Services activities authorized under 570.201(k). IDIS is being enhanced, however, to include this classification. In the meantime, CDBG-assisted activities should use matrix code 12 for Construction of Housing or 14h for Rehabilitation Administration. Also note the interim use of

this code on the Description
field of the C04MA01 Setup

Activity screen.

More HOME Q & A

We've Got Answers...

We know you've got questions about IDIS . . . and, the Users Group is here to answer them This "Q & A" column is a regular feature of the IDIS "LIVE" newsletter. Your technical questions, such as "How do I . . . ?" are answered here by CPD technical staff.

If we haven't addressed your question yet, write to us via regular mail, cc:Mail, or on the Internet. See the NewsFlash column for contact information. Or, better yet...come to the next scheduled IDIS Users Group meeting and have your question answered first-hand!

Q. Please explain the 15% cap that is set in IDIS for the reservation of CHDO funds, and how do we raise this cap?

A. IDIS does not set a cap on CHDO funds. It earmarks the 15% that must be utilized by CHDOs, but it does not limit you to this amount. Generally, a cap is thought of as a ceiling on the amount of funds that may be spent. A ceiling amount may not be exceeded. In this case, the CHDO set-aside is a floor, which is a minimum amount of funds that is required to be spent. A grantee may elect to spend more than the 15% set-aside for CHDO activities in one of two ways. In order for additional funds to count as "CHDO funds," you must subfund those additional funds to the CHDO "pot." Do this by going to going to the Admin. Allocation Screen (C04MG04). The amount to be entered in this case is the total set-aside amount (the original amount plus the amount that is to be added). The funds may then be spent exactly in the same way as the original 15% set-aside (i.e., by subgranting them to individual CHDOs using the CR fund type on

the Subgrant Allocation Screen, C04MG01 and then setting up the activity) and you will be credited with having spent 15+% of your funds for CHDOs.

CHDO activities may also be funded from the remaining 85% of your funds in the same was as you would fund any "non-CHDO" activity. In these cases, however, you would not receive credit for funding "CHDO" activities; only for having funded affordable housing activities.

Q. I am running into difficulties in adding a new CHDO in IDIS. I had no problems in allocating new funds to a CHDO that already exists in the IDIS, but am having problems with a totally new one.

A. In order to allocate funds to a CHDO, or any other entity, that entity must first be identified in IDIS. CHDOs and other entities which were in the HOME C/MIS were carried over into IDIS. New CHDOs have to be identified in the system by your Field Office. Once it has completed the entry(ies), you may proceed to reserve funds to the CHDO. This is done through

Option 01 - Create Subgrant, in the Subgranting Module.

Keep in mind that the entity must first be identified by a UOG code and number by the Field Office before the step of subgranting funds may be undertaken. Therefore it is important to notify your Field Office as soon as you become aware of a new CHDO (or other entity) to which you wish to reserve funds.

Q. How do I use the Fund Type of CO, for CHDO operating expenses, when subgranting for HOME?

A. In order to access CHDO operating expenses, you first must set up a fund for them. Go to option 03 of the Subgrant submenu for "Create Admin Funds". Once on the C04MG04 screen, create your Fund Type of C0 and designate an amount allocated to it (up to 5% of each year's HOME allocation). If you want to actually subgrant some of these funds to a CHDO so that they are tracked to that particular CHDO rather than just to the total C0 fund, you may do a subgrant of all or a portion of those funds. Go into option 01 of the Subgrant submenu "Create Subgrants" and enter the information for the CHDO to whom you are awarding the CHDO Operating Funds. The Fund Type is C0. Please note that doing the subgrant does not mean that the CHDO can have direct access to the funds. It merely allows the funds to be tracked to a particular CHDO.

The F1 Column

Helpful Hints

HELP !...with Activity Funding

Here are some Helpful Hints on IDIS Activity Funding

What is Activity Funding?

Activity Funding allows you to identify the specific grant and amount of the funds that will be committed to an activity.

Why is it here?

Activity Funding was added based on the input and feedback from grantees who wanted the capability to associate with each activity the amount of funds coming from specific grants (i.e. state, local government, CHDO reserve, etc.), rather than just program area (i.e. CDBG, HOME, etc.).

Who has access to Activity Funding?

Whom ever has access to Setup Activity has access to Activity Funding.

[HOME grantees may provide access to other entities under the Activity setup screen (C04MA03 & C04ML01) provided that that entity also has ID's and setup rights assigned in IDIS. States and other programs may provide this access to others in the future.]

What do I need to do?

1. Do your Activity Setup (the "common path") just like you always

have done. You'll notice on the last screen of the common path - the C04MA08 screen - there is now only one field to put in the estimated or budgeted amount for the activity. That's because you will now use the Activity Funding screens to specify where, specifically, this money is coming from. [Don't forget to add other program specific setup information such as required for HOME (C04MH02 and C04MH03) if applicable.]

2. Go to Activity Funding from the IDIS main menu (option "I") and go to option 2, Maintain Activity Funding.

3. Type in your HUD Activity Number in the HUD Activity field at the top right of the screen and press ENTER. This will give you a list of all the possible "funding buckets" available to you to fund your activity. You are in charge!

Which pot of money will you use to fund your activity? Or, will you use a combination of buckets?

4. Flag one of the funding sources (or "buckets") with an "X" and press ENTER to go to the next

screen - the C04M005 screen. Now, simply indicate the Fund Year and Funded Amount. You can reflect the activity as being funded from multiple years with various amounts. You are in charge! Remember, however, that the Fund Year is really inconsequential, and need not be filled in at all. LOCCS will pull your money FIFO, regardless of what Fund Year you reflect here. Think of the Fund Year as a convenience for your reporting purposes. It need not even be used. You may leave Fund Year blank.

5. Press ENTER to commit the screen and you're done! There is not much to it!

6. Process your drawdowns as you always would do. You will note, however, a new field on the C04M10 screen for Recipient Type when your financial person creates vouchers. Refer to the last page of this bulletin for the important Recipient Type codes.

Here's an easy-to-follow example

1. After your activity is setup (including program specific setup information such as required for HOME), proceed to Activity Funding from the IDIS Main Menu. Then, go to option 02, Maintain Activity Funding.

2. Now, type in the Activity Number of the activity you wish to fund and press ENTER. [If you don't know the Activity Number, you can use Project and Program Year, as always, to pull up a list of activities by project.]

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06/25/97  10:47          ACTIVITY FUNDING LIST          C04MO03

PROJECT OWNER GRANTEE NAME: METROPOLIS
CPS PROJECT: _____ PGM YEAR: _____ HUD ACTIVITY NBR: _____1964

      SEL   PROJECT   PGM YEAR   IDIS ACTIVITY   ACTIVITY NAME

                                                                 F1 = OWNER HELP  F2 = PROJ HELP  F4 = MAIN MENU
                                                                 F7 = PREV        F17 = UP        F18 = DOWN
    
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3. Notice that the 004 screen has provided a wealth of information for you to review before proceeding with funding. Notice the EST MAX FUNDING AMT of 25000.00. This amount comes over from the C04MA08 screen and is what you estimated as the budgeted amount for this activity. You may not fund more than that amount for this activity. Flag the source you wish to fund the activity with an "X" and press ENTER.

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06/25/97  10:47          MAINTAIN ACTIVITY FUNDING          C04MO04

GRANTEE NAME: METROPOLIS
CPS PROJECT: 0006 PGM YEAR: 1996 HUD ACTIVITY ID:          1964
ACTIVITY NAME: SPECIAL TEST FOR CDBG
GRANTEE ACTIVITY NBR:          ACT. TOTAL FUNDED AMT:          0.00
EST. MAX. FUNDING AMT:          25000.00 ACT. TOTAL DRAWN AMT:          0.00

      < SOURCE > < RECEIP >
SEL PGM  FND      U O G      U O G      AMOUNT AVL.      FUNDED FROM      DRAWN FROM
CD TYPE TYPE CD/NUM TYPE CD/NUM FOR FUNDING THIS GRANT THIS GRANT
_  B  EN  MC  000001 LG  554340  14869275.04      5000.00          0.00
      00001      00001
_  B  PI  MC  000001 LG  554340          5000.00          0.00          0.00
      00001      00001
_  M  AD  MC  000001 LG  554340          0.00          0.00          0.00
      00001      00001
X  M  EN  MC  000001 LG  554340      8284535.42          0.00          0.00
      00001      00001
_  M  PI  MC  000001 LG  554340          0.00          0.00          0.00
      00001      00001
F4 = MAIN MENU  F7 = PREV  F17 = UP  F18 = DOWN
    
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You Asked For It!

Specific Requests

More Help on Reporting CDBG Annual Accomplishments

An IDIS "Cheat Sheet" for CDBG Annual Accomplishments

Housing

For each housing activity, report the actual number of households assisted during the program year.

- o Select one of the four Activity Status Codes.
- o Place an "X" next to Actual.
- o Select 4 - Households under the Type heading.
- o Identify the number of households assisted during the reporting period under the Units heading.
- o Enter a concise summary of the status of the activity as of the end of the program year under the Accomplishments Narrative heading.

Public Facilities & Improvements

For each public facilities and improvement activity, report the actual number of public facilities/improvements assisted during the program year.

- o Select one of the four Activity Status Codes.
- o Place an "X" next to Actual.
- o Select 11 - Public

Facilities/Improvements under the Type heading.

- o Identify the number of public facilities/improvements assisted during the reporting period under the Units heading.
- o Enter a concise summary of the status of the activity as of the end of the program year under the Accomplishments Narrative heading.

Public Services

For each public service activity, report the actual number of persons/households assisted during the program year.

- o Select one of the four Activity Status Codes.
- o Place an "X" next to Actual.
- o Select either 1 - Persons or 4 - Households under the Type heading.
- o Identify the number of persons or households assisted during the reporting period under the Units heading.
- o Enter a concise summary of the status of the activity as of the end of the program year under the Accomplishments Narrative heading.

Narrative heading.

Job Creation/Retention

For job creation/retention activities, report the actual number of jobs created or retained during the program year.

- o Select one of the four Activity Status Codes.
- ~~o Place an "X" next to Actual.~~
- o Select 13 - Jobs under the Type heading.

- o Identify the actual number of full-time equivalent jobs created or retained during the reporting period under the Units heading.
- o Enter a concise summary of the status of the activity as of the end of the program year under the Accomplishments Narrative heading (i.e. the number of jobs created or retained, and the number of low/mod jobs created or retained during the reporting period. See also page 2-23 of the GPR Handbook.

To Keep You Moving Along in IDIS

User Group Meetings are a Hit in Mt. Vernon, Tampa, and Rock Hill!

Upstate New York, the "sun coast" of Florida and the Carolina's took center stage hosting the tenth, eleventh, and twelfth IDIS Users Group meetings! On Friday, June 20th, grantees gathered in Mt. Vernon, June 27th in Tampa, and July 9th in Rock Hill, South Carolina for IDIS Users Group meetings.

Thanks go to Dana Sanchez and Constance Post from the City of Mt. Vernon for hosting the Mt. Vernon meeting and Eileen Cummins Lott of

the CPD office in New York for organizing the Mt. Vernon meeting! Thanks for helping organize the Tampa meeting go to Linda Dresdner and Wayne Paulsen of the CPD office in Jacksonville.

Kudos to Kathy Cornett for hosting a most warm and productive Rock Hill, SC, gathering! Tom Ramsey, Kirk Van Laan and Jack Suber from the CPD offices in Columbia and Greensboro also helped with the organization and were instrumental

in making grantees from the Carolinas feel welcome.

Attendees to these meetings were given welcome packets which included the latest IDISLive newsletters, technical bulletins, and IDIS chat room ID's and passwords.

As always, the users group meetings were opportunities for grantees to share suggestions and tips with each other, and get their questions personally answered by CPD and IDIS experts from their field office and HUD headquarters.

All three meetings featured presentations on IDIS's new Activity Funding feature. Activity Funding generated questions from all the groups and discussions ensued. The Rock Hill group got to see a grantee (Kathy Cornett, Rock Hill) do a live setup of an activity, activity funding, and a drawdown!

The latest IDIS reports were discussed at the user groups as well as how to download your reports to a

diskette and manipulate your data before printing!

Of special interest to the user group participants were internet issues. Grantees were given a navigational demonstration of where to find HUD's webpage, and pages on IDIS user information and the IDIS chat room. While some grantees indicated they did not yet have access to the internet, most participants found it a valuable and easily accessible resource for obtaining and sharing information. Remember that the latest IDIS release notes, updates to the users guide, as well as this newsletter and software such as SprintLink are all available from the internet!

As always, good suggestions were made on ideas for making IDIS even better. Will you be part of the next IDIS User's Group meeting? See page 11 for information on the latest sites for meetings near you!

**Useful Information
For
Upcoming UG Meetings**

**Note Additional Dates and Changes for Upcoming
Users Group Meetings!**

Mark Your Calendars!

The next IDIS Users Group Meeting is scheduled for Friday, July 18, 1997 in Little Rock, Arkansas, from 9:00 a.m. to 4:00 p.m.

The meeting will be held at:

Department of Housing & Urban
Development
TCBY Tower, 9th Fl Training Room
425 W. Capitol Ave.
Little Rock, Arkansas

If you plan to attend this meeting, please call Charles Blevins with HUD Arkansas at 501-324-6375. You may also register by calling Sharon Lee-Thomas, 202-708-0614, x2985, at HUD central.

Future IDIS Users Group Meetings:

Here are the dates and locations for future Users Group meetings. If you would like to attend, please call Sharon Lee-Thomas, 202-708-0614, x2985, to register.

July 18, 1997 - Little Rock, AR
August 1, 1997 - San Francisco, CA

August 15, 1997 - Milwaukee, WI
September 12, Buffalo, NY -

New Date!

September 19, 1997 - Portland,

OR

October 17, 1997 - Hartford, CT
October 24, 1997 - Los Angeles,

CA

November 21, 1997 - Lee County,

FL

For More IDIS Information . . .

Your IDIS Users Group contacts are Lincoln Burruss and Phil Helbling at CPD. You may contact them via the following:

Telephone:

202-708-0614. x4410

(Phil)

Internet: Lincoln_Burruss@hud.gov

Philip_B._Helbling@hud.gov

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Mail: HUD/CPD, Office of
Executive Services

451 Seventh Street, SW,
Rm 7226
Washington, D. C. 20410

* For technical information,
contact the CPD Technical
Assistance Unit: 1-800-273-2573.

* For SprintLink ID and Password
information, contact your local
HUD Field Office. For IDIS
password reset, call HUD security
at 202-708-3300.