

IDIS LIVE

...for the Integrated Disbursement and Information System

U.S. Department of Housing and Urban Development

Office of Community Planning and Development

TWO NEW SOFTWARE RELEASES!!

With the 4.7 Release on September 17, 1999 and the 4.8 Release on October 4, 1999, IDIS has now rectified all the major concerns of the General Accounting Office (GAO).

After reviewing a memo from the Office of Community Planning and Development (CPD) documenting their final closure actions on all recommendations in the Government Accounting Office's (GAO) audit of controls, the GAO announced that based on the documentation provided, it was evident that CPD has done much to correct noted weaknesses.

With one exception, the GAO has closed all recommendations in its audit. The GAO had previously expressed concerns over on-site monitoring, the GMP process, and a variety of security issues.

The lone exception involves a GAO recommendation that CPD conduct a cost-benefit analysis of IDIS. However, since CPD will migrate IDIS to the new Departmental Grants Management System (DGMS), CPD felt a cost-benefit analysis was unnecessary at this juncture.

Release 4.7 contains the new activity copy/move feature. Users can now copy all activity setup data except the "Money" screen or move all activity setup data, including the activity number, to a different project or a different year.

Release 4.8 contains major changes to the way IDIS processes receipts for program income, recaptured funds, revolving loan funds, State revolving funds, and receivables. Grantees can now create *local account funds* to track income generated from program income

(PI), revolving loans (RL), recaptured funds (RE), or CDBG State Revolving Funds (SF). Once created, these funds can be used to fund activities and can be specified when drawing down funds. Additionally, these funds can be subgranted to another organization (assuming that other fund types such as EN, AD, or CR can be subgranted).

See the articles later in this issue that describe each software release in detail. ■

IN THIS ISSUE OF IDIS LIVE...

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORTING FOR ENTITLEMENT GRANTEES FOR PROGRAM YEAR 1999.....	2
1999 HOME REPORTING REQUIREMENTS	3
1999 ESG REPORTING REQUIREMENTS	3
1999 HOPWA REPORTING REQUIREMENTS.....	4
NEW SEPARATION OF DUTIES FOR DRAWS/DRAW APPROVALS.....	6
HOME DATA CLEAN UP: "THANK YOU".....	6
ALERT: CANCELLATION OF OLD DRAWS.....	7
NEW HOME ACTIVITY COMPLETION REQUIREMENTS.....	7
NEW IDIS OPTION FOR FOUR RECEIPT TYPE FUNDS.....	8
WEB 390: UPDATE.....	10
THE HOPWA PAGE.....	12
IDIS TRAINING - BIG HIT FOR HOPWA GRANTEES!	12
"EXPLORING IDIS FOR HOPWA GRANTEES".....	12
SUMMARY: RELEASE NOTES VERSION 4.7.....	13
SUMMARY: RELEASE NOTES VERSION 4.8.....	15
IDIS HOME PAGE ADDRESSES.....	18
TRAINING AND TECHNICAL ASSISTANCE	19
ENTITLEMENT TRAINING.....	19
EXTENDED HOURS FOR IDIS END OCTOBER 9.....	19
TAU TOTALS FOR AUGUST	19

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORTING FOR ENTITLEMENT GRANTEES FOR PROGRAM YEAR 1999

The following information is summarized from the February 18, 1998 memo from Saul N. Ramirez, Jr., then Assistant Secretary, Community Planning and Development to CPD Field Office Directors and All Consolidated Plan Entitlement Grantees. Changes since the 1998 memo are indicated within bracketed [...] text.

All Entitlement grantees should be using the [IDIS] system to track disbursements and report performance for the program year. Grantees are now beginning a period when they must report on [1999] program year accomplishments and performance, and Field Office staff subsequently must review that performance. This round of reporting will provide an important opportunity for both CPD grantees and HUD staff to use IDIS to meet reporting and evaluation requirements. The attached instructions should facilitate Field Office oversight of this task.

This memorandum and the attached instructions provide guidance on how to comply with all current HUD regulatory and statutory requirements for reporting program performance and accomplishments. This memorandum supersedes prior guidance on this subject contained in the December 5, 1996 memorandum on "Interim Performance Reporting for 1996 Consolidated Plan Program Year."

The substance of the guidance is divided into three components:

1. The first part, here stated, instructs grantees to use IDIS to comply with current reporting requirements. To initiate annual reporting, all grantees should update all current activities in

IDIS to include all required financial and performance information. (It is current Departmental policy that grantees should update IDIS information quarterly). Grantees can review the adequacy of this information using relevant reporting capabilities within IDIS [including the new CDBG Financial Summary, C04PR26].

2. The second part is a program-by-program identification of all necessary narrative requirements that grantees must provide. [Refer to url www.hud.gov/cpd/annrepo2.html#attach for a list of requirements.]
3. A third component, entitled IDIS Reports, provides separate instructions on the IDIS reports necessary to generate summary accomplishments and performance information. Both provide information that grantees will need to share with citizens and HUD Field Office staff will need to assess grantee performance. [Refer to the url www.hud.gov/cpd/idisrepo.html for a list of reports.]

IDIS contains ample reporting features to allow grantees to comply with accounting and audit requirements and required review of performance information by citizens. [There are currently 30 pre-programmed reports and 14 pre-programmed download extracts available in IDIS.] Grantees should use these reporting features only to report to their citizens. Field Offices should not require grantees to provide paper copies of IDIS-generated reports.

HUD Field Office staff should access grantee information independently and produce whatever

reports are necessary for their review as needed upon notification from grantees that their performance reports are complete.

Grantees must provide an annual picture of their program performance within 90 days of the end of their program year. Field Offices should ensure that grantees and Field Office staff are adequately briefed on the IDIS system to prepare performance reports and conduct these reviews.

As a final note, the importance of timely and accurate performance reports cannot be overstated. Grantees should strive to ensure that all applicable deadlines are met. Performance reporting meets three basic purposes:

- It provides HUD with necessary information for the Department to meet its statutory requirement to assess each grantee's ability to carry out relevant CPD programs in compliance with all applicable rules and regulations;
- It provides information necessary for HUD's Annual Report to Congress, also statutorily mandated;
- It provides grantees an opportunity to describe to citizens their successes in revitalizing deteriorated neighborhoods and meeting objectives stipulated in their Consolidated Plan.

HUD shares grantees' interest in assuring that citizens, community groups and other interested stakeholders in the community development process are accurately informed of the use of these Federal resources. We also acknowledge that traditional reports containing extensive statistical information are always informative. For that reason, we are attempting to provide grantees with the flexibility to format and arrange data in ways that will best communicate to local audiences. Maps often substitute effectively for written data and we encourage the use of this technology in developing this report. ■

1999 HOME REPORTING REQUIREMENTS

As part of its Consolidated Annual Performance and Evaluation Report (CAPER) submission, each HOME participating jurisdiction must submit the following information:

- An analysis of the extent to which HOME funds were distributed amongst the different categories of housing needs identified in its approved Consolidated Plan.
- A report on match contributions made using a separate HOME Match Report, HUD-40107-A for the period covered by the Consolidated Plan Program Year and comply with Consolidated Plan provisions to indicate resources from private and non-Federal resources. Although the requirement for matching contributions is based on the Federal Fiscal Year, the reporting is based on the PJ's program year and this report should be modified to indicate the PJ's program year. (24 CFR 91.220(b)(2), 91.320(b)(2), and 91.420(b)).
- HOME PJ's should submit Part III of HUD Form-40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).
- The results of on-site inspections of affordable rental housing assisted under HOME to determine compliance with housing codes and other applicable regulations, an assessment of the HOME jurisdiction's affirmative marketing actions and outreach to minority and women owned businesses, and data on the amount and use of program income for projects, including the number of projects and owner and tenant characteristics. (24 CFR 91.520(d)). ■

1999 ESG REPORTING REQUIREMENTS

The format for reporting annual progress for ESG depends on whether the grantee is drawing down funds and reporting project completion information in the Integrated Disbursement Information System (IDIS).

Local Government Grantees and Territories

All grantees draw down ESG funds through IDIS for at least part of their 1999 Consolidated Plan Program Year. Each grantee needs to provide its annual report in the IDIS system (project completion screens) and complete its *Consolidated Annual Performance and Evaluation Reporting (CAPER)*. For ESG, the

grantees' CAPER must include the following information:

Assessment of Five Year Goals and Objectives, including how ESG project activities helped address pertinent Strategic Plan objectives related to housing and homeless needs and areas of high priority identified in the Consolidated Plan.

Continuum of Care Narrative, including how the ESG projects are related to the implementation of the local Continuum of Care strategy for the homeless.

Leveraging Resources, including the specific sources and amounts of final ESG program match as required by 42 USC 11375(a)(1). Examples of acceptable identification of match are: 1998 Chicago CDBG -- \$50,000; Cash from Red Cross -- \$25,000.

Self-Evaluation focusing on the community's own assessment of its ability to meet the priority needs and specific objectives related to serving the homeless population.

State Governments

States in IDIS. States who started to draw down funds for 1999 through the IDIS system should follow the reporting requirements described above for Local Governments. This includes the need for a CAPER report, and a description of its Method of Distribution to recipients as part of its self-evaluation.

States Not in IDIS. For most State grantees, who are not participating in IDIS for 1999, a written annual or close out report is required no later than 90 days after completion of a grantee's consolidated program year for all years for which they expended ESG funds. In addition, states must also provide a CAPER report as described above. For States, the CAPER also needs to provide:

A Financial Status Sheet (SF-269 or similar document) showing the expenditure of ESG funds by program activity type (Rehabilitation, Essential Services, Operations, Homeless Prevention, Administration) by grant year.

Self-Evaluation - As part of their narrative, states must describe its Method of Distribution and how it rated and selected its local government and private nonprofit recipients.

States need to send copies of all State annual reports to headquarters, as well as, to their State Office. The headquarters copy should be sent to Larry Blume,

Office of Special Needs Assistance Programs, HUD-CPD Room 7258, 451 7th St., SW, Washington, DC 20410. If you have any questions, his telephone number is (202) 708-0614, ext. 4478. ■

1999 HOPWA REPORTING REQUIREMENTS

For FY1999 annual reporting, HOPWA formula entitlement grantees are instructed to follow the general reporting guidance as detailed in the Consolidated Annual Performance and Evaluation Reporting for Entitlement Grantees dated February 18, 1998 as issued by the Assistant Secretary. This guidance instructs grantees to report to HUD through a consolidated report or CAPER and details each of the four entitlement programs (CDBG, ESG, HOME, HOPWA). A copy of this guidance can be found at <http://www.hud.gov/cpd/conplan.html> (CPD Annual Reporting).

In addition to the general narrative, a HOPWA specific section should be included in the report.

Jurisdictions receiving HOPWA funds should submit 1) an accomplishment narrative, and; 2) accomplishment data information on program accomplishments by addressing the following:

Accomplishment Narrative

Provide a narrative executive summary (1-5 pages) outlining the following:

- **Grantee and Community Overview**
 - ⇒ Describe Grantee: Provide a brief description of your organization, and for it, the area of service (i.e.: the area outside of the metropolitan areas in the State that receive HOPWA Formula funds), the name of each project sponsor and a broad overview of the range/type of housing activities and related services. Discuss how grant management oversight of sponsor activities is conducted and how sponsors are selected. Include a description of the local jurisdiction, its need, and the estimated number of persons living with HIV and AIDS.
 - ⇒ Description of Community Planning: Provide a brief description of the planning and public consultations involved in the

use of HOPWA funds including reference to any appropriate planning document or advisory body. (i.e. AIDS Housing Plan) You may include information on what other resources are used in conjunction to HOPWA funds, including cash resources and in-kind contributions to meet the needs of the target population. Discuss collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drugs Assistance Programs, Continuum of Care Homeless Assistance Programs, or other efforts that assist persons living with HIV/AIDS and their families.

- Project Accomplishments Overview
 - ⇒ Housing Assistance: Provide a brief summary of all housing activities broken down by the three types: Emergency or short-term rent, mortgage or utility payments to prevent homelessness, rental assistance, and facility based housing including development cost, operating cost, and service cost for those facilities and community residences. For example, if you provide short-term rental assistance and on-going rental assistance, describe both as separate housing activities. Include the number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds.
 - ⇒ Supportive Services: Provide a brief description of any unique service delivery models or efforts you are making in your community.
 - ⇒ Other: Briefly describe any other accomplishments you have recognized in your community due to the use of HOPWA funds. Include any projects in development stages and not operational.
- Barriers or Trends Within Your Community. Briefly describe the barriers that you see affecting your community and its efforts at serving people with HIV/AIDS, in providing housing, and related services. Along with this, also describe any trends that you expect

your community to face in meeting the needs of persons with HIV/AIDS. An example of this may be, due to the changes in who is being affected by HIV/AIDS different types of housing, services, programs, etc. may be needed. Other trends may include, unmet needs, waiting lists, and eligibility criteria. Add any other information that you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5 -10 years.

For the first time, HOPWA grantees submitted executive summaries to the Office of HIV/AIDS Housing, HUD for 1998. Currently, the executive summaries are posted on the HOPWA home page at www.hud.gov/cpd/hopwahom.html. Grantees are encouraged to make annual updates to these summaries and notify HUD of any changes.

- Accomplishment Data: Accomplishment data should be reported through the Department's Integrated Disbursement and Information System (IDIS). For grantees not utilizing IDIS, the HOPWA Annual Progress Report should be used for annual reporting.
 - ⇒ HOPWA APR: Provide accomplishment data on grantee and project sponsor activities by completing the HOPWA APR (form HUD-4011-C 11/97).
 - ⇒ IDIS: For grantees utilizing IDIS, accomplishment data can be reported to HUD through IDIS. Currently, HOPWA grantees cannot generate completed accomplishment data reports on their projects, but HUD can download accomplishment information on each grantee. Grantees submitting completed year-end accomplishment data through IDIS, will need to inform HUD on the project name, activity, activity number, and date of completion, to ensure a proper download of information from IDIS.
 - ⇒ Actual Units Produced: The Consolidated Plan annual submission whether utilizing the HOPWA APR or IDIS should include the number of units of housing that is expected to result from the planned housing activities. In this performance report, please compare that actual number to this planned number of units. *HOPWA Help: IDIS Accounting for Housing Units*

(<http://www.hud.gov/cpd/hopwahom.html>) provides guidance for accounting for proposed and actual units in IDIS. Grantees utilizing the APR and IDIS can also supply this information in their attached narrative.

Submission of Reports. Jurisdictions should submit the CAPER as provided in CAPER guidance (February 18, 1998) which should include the

HOPWA accomplishment narrative and accomplishment data. In addition, a copy of the HOPWA accomplishment narrative and accomplishment data should be submitted to the HOPWA Program, Office of HIV/AIDS Housing, HUD, 451 7th Street, SW, RM 7212, Washington DC 20410. For further information, call 202-708-1934. ■

NEW SEPARATION OF DUTIES FOR DRAWS/DRAW APPROVALS

As of October 4, 1999 it is now possible in IDIS to separate the functions of requesting drawdowns and approving them. Until this change went into effect, IDIS required a grantee user who wanted to approve drawdowns, to also have the authority to request drawdowns, whether he/she ever actually requested them or not. The logical "gate" that allowed people to do anything with funds was the power to request drawdowns.

IDIS Local Administrators at each grantee location now can define three different kinds of people who deal with funds in IDIS:

- A person who only requests drawdowns - just like before.
- **A person who only approves drawdowns - THIS IS NEW.**
- A person who both requests and approves drawdowns - just like before.

These functions can, of course be combined with the power to set up activities, get reports, and so forth.

This change does not have an immediate impact on the way grantees are doing business now; left as they are, the IDIS authorizations for users (profiles) will behave like this:

- People who could request drawdowns before can still do so;
- People who could approve drawdowns before can still do so;
- People who could both request and approve drawdowns, can still do both.

What is new is that if an authorizing official has decided that a particular person should only be approving drawdowns, that person is not required to also have the power to request drawdowns. **All IDIS Local Administrators should review the profiles for the people they work with and remove the power to "request drawdown" from the people who solely approve them, and have no need to request drawdowns.**

The IDIS Security Administrator will contact the IDIS points of contact in the CPD Field Offices to ask them to identify the people who should only be approving drawdowns, and he will remove the power to request drawdowns from those people. Local Administrators in each grantee office can do the same, and will continue to have the power to fine tune all the IDIS "profiles" - the access levels for all the people they work with. ■

HOME DATA CLEAN UP: "THANK YOU"

The deadline for IDIS HOME Data Clean-Up has passed. As of October 1, 1999, 179 HOME PJs had completed the clean-up of their data and are to be commended for their efforts. The HUD Office of Affordable Housing Programs acknowledges the time and effort involved by all PJs in this effort and wishes to thank each and every

person's individual contribution to ensure the delivery of reliable HOME data for the Fiscal Year 1999 reporting year. For the PJs that were not able to meet the deadline, HUD is asking that their data clean-up efforts be completed by November 1, 1999. Any PJ that did not receive an Excel spreadsheet containing its IDIS data should contact the IDIS Technical Assistance Unit (TAU) at 1-800-273-3573. The TAU will assist you with any problem you may have with your data. ■

ALERT: CANCELLATION OF OLD DRAWS

As you know, IDIS is scrutinized by headquarters and Field Office staff to ensure that it contains quality data. Projects like HOME Data Cleanup and others provide grantees with the opportunity to review their data to determine its accuracy. In those instances where information requires correction, grantees can go into the system and make the necessary modifications.

One such review by CPD has revealed 651 open and approved vouchers with funds yet to be drawn. The oldest open voucher was created on 3/17/1997 while one approved draw is scheduled for 7/22/9197! Many of these draws were created in error or are the result of over estimations of draw amounts. Unfortunately, the funds remain tied up in the grantees' line of credit and bog down the system. The funds associated with the draws represent grants serviced by forty field offices and total more than \$6.6 million. Grantees need to determine what further action is required on these draws: whether to cancel; or whether to revoke and revise them.

Information including the voucher numbers, grant numbers, activity numbers and amounts has been sent to each field office. Grantees should contact their field office representatives to find out if one or more of the grants in question are theirs.

CPD is giving grantees thirty days to correct the status of all draws created before August 1, 1999. If no action is taken to activate or cancel the draw by November 1, 1999, it will be canceled at headquarters. ■

NEW HOME ACTIVITY COMPLETION REQUIREMENTS

Effective October 4, 1999 with Release v.4.8, a grantee cannot update the status of a HOME activity to "complete" (on the Setup Activity Screen, C04MA04) until all required data have been entered into IDIS.

When a grantee attempts to change the status to "complete," IDIS will verify that the following data has been entered:

- The "Type of Rental Property" on MH07; or the "Type of Homeowner Property" on MH05, or the "Type of Homeowner Property" on MH15.
- The Completion "Activity Type" on MH07, MH05 or MH15.
- The "Total Estimated Costs" for the activity entered on the setup MH02 screen must match the "Total Activity Costs" on the HOME completion screen MH09, MH18 or MH11.
- The amount drawn down must match the "Total Home Funds" on MH08, MH19 or MH10.
- The "Estimated Units at Completion" entered on the setup MH02 screen must match the total of all units entered on the completion screen MH13 or MH14 by all the locations entered on MH12. ■

NEW IDIS OPTION FOR FOUR RECEIPT TYPE FUNDS

At the request of many grantees, the 4.8 Release contains major changes to the way IDIS processes receipts for program income, recaptured funds, revolving loan funds, State revolving funds, and receivables being returned to the Treasury.

Main Menu Option H is now labeled Receipt Menu. It lets you work with four “local account” fund types, not just program income.

Option 01, Receipt Authorization

The Receipt Menu contains a new Option 01, Receipt Authorization. Before using *any* option on the Receipt Menu, the logged-in user must authorize a grantee/subrecipient/subgrantee from the list displayed on this screen. This is the organization on whose behalf the logged in grantee is conducting receipt processing.

Option 02, Create Receipt

Grantees can now create *local account funds* to track income generated from program income (PI), revolving loans (RL), recaptured funds (RE), or CDBG State Revolving Funds (SF). Once created, these local accounts can be used to fund specific activities and chosen when drawing down funds. Additionally, these local accounts can be subgranted to another organization (assuming that other fund types such as EN, AD, or CR can be subgranted to that organization).

Grantees can also use this option to create a receipt audit trail - a Receivable (RC) - for excess income being returned to the Treasury. This is *not* a local account fund. An RC receipt cannot be used to fund activities, cannot be subgranted, and cannot be drawn against.

IDIS does not use Recaptured funds (RE) or Receivable receipts (RC) to calculate Admin caps.

Funds can be created and receipts maintained at any organization level.

The first time you attempt to use this option to create a receipt for a new fiscal year grant, IDIS prompts you to create a new receipt fund (for the specific fiscal year/program/fund type/source type) and estimate the amount of income that the fund will generate for the fiscal year. Once the fund is created, you use the Create Receipt option on an on-going basis to process receipts into the fund.

The Create Receipt screen (C04MI01) contains new fields to assist in receipt processing:

Logged on Grantee	The grantee logged into IDIS. Protected Field.
Receipt for Grantee	The grantee authorized for this receipt on Option 01.
Receipt Program Code	Type the letter of the CPD grant program associated with the receipt: M HOME B CDBG S ESG H HOPWA
Fiscal Year	Type the year in which the income is to be applied.

Source Type	Enter the two-letter source type of the grant, for example MC, UC, DC, or SG. Refer to Appendix B of the IDIS Reference Manual for a list of source types.
Fund Type	Enter the two-letter fund type associated with the receipt: PI Program Income Funds RL Revolving Loan Funds (When using this type, you must enter a valid activity, a valid matrix code of that activity, or both.) RE Recaptured Funds (When using this type, you must enter a valid Receipt Type.) SF CDBG State Revolving Funds RC Receivable
Amount	Type the dollar amount to receipt.
Receipt Type	For Recaptured Funds (RE), type the two-letter code for one of the following receipt types: HP Recaptured from the Homebuyer program IU Repayment of local funds to ineligible use ED Returned to grant funds due to excessive draw
HUD Activity ID	For Revolving Loan Fund receipts, you must enter a valid Activity ID in this field or enter a valid Matrix Code in the next field, or both. For other fund types, this field is optional.
Matrix Code	For Revolving Loan Fund receipts, you must enter a valid Matrix Code in this field or enter an Activity ID in the previous field, or both. For other fund types, this field is optional.
Grantee Receipt Number	You may assign a local receipt number for record keeping. This is optional.
Remarks	Type any remarks to associate with this receipt. This is optional.
Press <Enter> . If a grant exists for this fiscal year, CPD grant program, source type, and fund type <i>but</i> a fund does not exist, the system will display an additional prompt for Estimated Amount next to the Fiscal Year Prompt.	
Estimated Amount	Type an estimate of the dollar amount of income you expect this fund to generate for this fiscal year.
Press <Enter> . IDIS will refresh the screen with the Receipt Number, Receipt Status, and Associated Grant Number.	

Option 03, Update/Cancel Receipt

This option lets you cancel a previously generated receipt, or update the receipt. Fields that can now be updated include: Amount of receipt, HUD Activity ID, Matrix Code, and Grantee Receipt Number.

To use this option, you must know the receipt number generated from the Create Receipt Screen (C04MI01). If you do not know the receipt number, use Option **05** to view all receipts for this grantee.

Option 04, View Receipt Account

This option lets you view the estimated, receipted, and drawn amounts for all funds for this grantee. IDIS no longer assigns numbers to each fund. Instead, each fund is identified by the unique Program Code/Source Type/Fiscal Year/Fund Type.

Option 05, View Receipt Audit Trail

This screen displays an audit trail of receipts for this grantee. If a receipt has been modified or canceled, you will see it more than once on this screen, i.e., as an audit trail. The entry with the highest sequence number reflects the current status and amount of that receipt. Receipt statuses include: original (ORI), modified (MOD), or canceled (CAN).

Activity Funding Changes

Grantees may now fund an activity with PI, RL, RE, or SF funds.

Drawdown Changes

IDIS will no longer automatically use receipted PI funds (or any other fund type) for the next EN draw for the program. Instead, the grantee may select any fund type funded and listed for the activity. ■

WEB 390: UPDATE

Users can now use Web 390 software to access the Pre-Production region of IDIS.

Upon entering the website at <http://www.hud.gov/cpd/idis/idis.html>, you will notice a new link. It is located under the "IDIS Internet Troubleshooting Guide" link and is labeled "IDIS Internet Practice Access". Click on it. Then, enter your Web 390 ID and password. At the logon screen with the HUD Homes and Communities logo, an option box highlighting "C04R Pseudo-Production" is found. Click on the logon box and you will be taken to the logon screen for Pseudo-Production IDIS. Enter your valid Pre-Production IDIS ID and password to begin testing new IDIS features. ■

Frequently Asked Questions:

Q: Is there any way of saving the screen size change (640 X 480) so that you do not have to do it every time you use Web 390? *Steve Gartrell, Newton, MA*

A: There have been many users asking that same question. Effective 9/14/99, the default for the Web 390 screen size was changed to 640 X 480. *Tracey Peterson, HUD-TAU* ■

Q: Netscape Navigator is not installed on any PC for our city. It is not our standard and is not currently supported by our Information Systems Department.

Can we use Microsoft Internet Explorer instead of Netscape Navigator? *Judy Adler, City of Janesville, WI*

A: No, the Web 390 product will work with Version 2 of Internet Explorer which was released in 1996. However, Web 390 will not load in versions of Internet Explorer after Version 2 because the implementation of the Secure Socket Layer is not compatible with Web 390's emulation. So, a user with Internet Explorer Version 4 or Version 5 could load the login screen but not the emulation itself.

To access IDIS via internet, load Netscape Navigator v.4.05 or higher. It is a free download and can be found at <http://home.netscape.com/download>. ■

Q: Last week while using IDIS, I was able to print set up screens, revise screens, drawdown screens, etc. So far this week I have not been able to print anything at all. Please provide me with instructions to enable me to print the various screens in IDIS. Thanks. *Mary Willis, City of Huntington, WV*

A: Before printing a screen in IDIS using Web 390, press the Resynchronize key and, then, the Print icon on the tool bar. These two steps will enable you to print the screens you are viewing. *Pat Jackson, HUD-TAU* ■

Q: Can I make up my own password in Web 390 the way I do in IDIS?

A: No. The password you are given for the Web 390 ID is made up of the first letter of your first name, the first letter of your last name, and the last *four* digits of your social security number. It never expires and it does not have to be changed.

Conversely, the initial password for an IDIS ID is nearly always the last *six* digits of the person's social security number, it has to be changed the first time it is used, and it expires after 21 days and must be changed by the user. *John Mayer, HUD* ■

**The next edition of *IDIS Live* will be published on
November 1, 1999.**

THE HOPWA PAGE

The HOPWA Page spotlights issues pertinent to the HOPWA program. Rusty Bennett, PMI/CPD Specialist for the Office of HIV/AIDS Housing, is available at (202) 708-1934 ext. 4619 or at Russell_L._Bennett@hud.gov to answer your questions.

HOPWA Highlights



IDIS TRAINING - BIG HIT FOR HOPWA GRANTEES!

Over 70 jurisdictions were represented at the 1999 National Meeting of HOPWA Formula Grantees hosted in Baltimore, MD. A highlight of the three day meeting was hands-on IDIS training conducted by Dave Schultz of TONYA, Inc. New HOPWA grantees, new staff, and veteran HOPWA program administrators all took advantage of the training which offered one-hour sessions for beginning, intermediate, and advanced users.

The training was well received and offered grantees a chance to get answers to their programmatic and system-related questions. Todd Douglas, of the Administration for HIV & AIDS in Washington, DC, said, "HOPWA IDIS training was extremely helpful! We should make HOPWA-specific IDIS workshops a regular part of our annual training."

Over 37 grantees received hands-on IDIS training and, at the same time, more than 70 people were provided with a range of technical assistance help - from resetting a password, to providing information on States going "live" in IDIS, to answering inquiries about future IDIS workshops. The training not only provided assistance to grantees, but also served as a forum for the staff of the Office of HIV/AIDS Housing to hear of successes and struggles grantees face while collecting data from the network of nonprofit providers and reporting their activities in IDIS. The program office staff came away with

valuable input from grantees on future program guidance and ideas to make the system easier to use.

This national meeting also provided a time for grantees across the country to discuss issues such as, conducting community needs assessments, addressing consumer needs, developing an HIV/AIDS component of their Consolidated Plan, and reporting on program performance. Most importantly, the meeting allowed time for grantees to discuss issues and to gain insight from veteran colleagues in practical solutions to their common challenges.

Thank you to all who participated in this meeting. See you next year!! ■

"EXPLORING IDIS FOR HOPWA GRANTEES"

You wanted it, we got it!! IDIS Training for HOPWA formula grantees!!

TONYA, Inc., in cooperation with HUD's Office of HIV/AIDS Housing, invites all HOPWA formula grantees to "Exploring IDIS for HOPWA Grantees". These one-day sessions provide user-focused training designed both for data entry and management staff who have a basic understanding of personal computers. The sessions include comprehensive, personalized training on such topics as, *setting up and revising projects and activities, committing funds for activities, drawing down funds, generating reports, and discussing management issues pertaining to IDIS*. Staff from the Office of HIV/AIDS Housing, HUD will also be on-site to answer additional program-related questions.

Two one-day sessions will be offered October 26 and 27, 1999 at the Hilton Washington Embassy Row, in Washington, DC. Reservations are available on a first-come, first-served basis. For more information or to register, contact Carmen Barnes of TONYA, Inc. at 202-289-8100. ■

SUMMARY: RELEASE NOTES

VERSION 4.7

As reported in last month's issue of *IDIS Live*, many new features were placed into Pseudo Production. After a period of testing, they were released into the Production environment and were available for use on Friday morning, September 17, 1999.

NEW FEATURES

New activity copy/move feature. Using the Revise Activity option, users can now copy all activity setup data except the "Money" screen. To setup a "like" activity quickly, users can copy an activity to another activity under the same project and year; or to a different project and/or a different year. This feature also enables users to move all activity setup data, including the activity number, to a different project or a different year. Once copied or moved, users can revise the activity, as necessary.

Changes to the HOME Path.

The codes used for activity setup on the Homeowner/Rental Assistance Setup screen are now the same as those used on the completion screens.

The Appraised Value field on the HOME Multi-Unit Costs Data screen (C04MH16) has been replaced with two new fields. For completion Activity Codes 1 or 4, the user must complete the new After Rehab Value field. For completion Activity Codes 2, 3 or 5, the user must complete the new Initial Purchase Price field.

The Homeowner Downpayment Assistance screen (C04MH19) contains two new fields. For completion Activity Codes 1 or 4, the user must complete the new After Rehab Value field. For completion Activity Codes 2, 3 or 5, the user must complete the new Initial Purchase Price field.

Tenure Type 2 (Homeownership First-Time) and Tenure Type 3 (Homeownership Rehab) now apply to

both Homeownership Completion activities and Multi-Unit Completion activities.

The Multi-Unit Location/Address screen (C04MH13) now accepts more than four addresses.

GENERAL ENHANCEMENTS

Renamed "Year" field on Setup Activity view screen, C04MA54. The field on this screen has been renamed from "Program Year" to "Report Year."

Drawdown Request and Approval access. Due to the Inspector General's concern over "separation of duties," CPD has redefined which drawdown options a user can perform within the Drawdown function, depending upon the flag settings on the User Information screen, C04MU02.

- If there is an X in the Request Drawdown field of the User Information screen, the user can only use options 1-5 on the Drawdown menu (all options except Drawdown Approval).
- If there is an X in the Drawdown Approval field of the User Information screen, the user can only use options 1, 2, 3, and 6 on the Drawdown menu (all options except Create Drawdown and Maintain Drawdown).
- If there is an X in both the Request Drawdown field and the Drawdown Approval field of the User Information screen, the user can use all options on the Drawdown menu.

HOPWA Facility-Based screen, C04MP02, and HOPWA Scattered-Site screen, C04MP04 modified. Expanded Housing Units field to six digits.

CDBG 1-1 Replacement screen, C04MC06, modified. Address line can now be deleted.

REPORT ENHANCEMENTS

In response to requests from grantees and HUD Field Offices, CPD has enhanced the following reports:

Federal Entitlement Grant Funding report, PR01, modified.

- Numeric fields include commas for readability.
- New subtotal and total fields.
- New layout makes report easier to read.

List of Activities report, PR02, modified.

- Activity and project names are no longer truncated.
- Numeric fields include commas for readability.
- New subtotal and total fields.
- New layout makes report easier to read.

Grant Drawdown report, PR05, modified.

- Activity and project names are no longer truncated.
- Numeric fields include commas for readability.
- New subtotal and total fields.
- New layout makes report easier to read.

Summary of Consolidated Plan Projects, PR06, modified.

- New layout makes report easier to read.

Program Income Details report, PR09, modified.

- Numeric fields include commas for readability.
- New subtotal and total fields.
- New layout makes report easier to read.

Security report, PR30, modified.

- Numeric fields include commas for readability.

CDBG Summary of Activities report, PR03, modified.

- Numeric fields include commas for readability.
- New subtotal and total fields.
- New layout makes report easier to read.
- Dollar and cents properly displayed.
- Date displays correctly.

CDBG Rehabilitation Activities report, PR10, modified.

- The report can be printed for a report date in 1997.
- Activity and project names are no longer truncated.
- New subtotal and total fields.
- Numeric fields include commas for readability.
- New layout makes report easier to read.

CDBG New Housing Construction report, PR11, modified.

- Activity and project names are no longer truncated.
- Numeric fields include commas for readability.
- New layout makes report easier to read.

CDBG Float-Funded Activities report, PR13, modified.

- Activity and project names are no longer truncated.
- Numeric fields include commas for readability.
- New layout makes report easier to read.

CDBG Activities by CDFI Area report, PR14, modified.

- Activity and project names are no longer truncated.
- Numeric fields include commas for readability.
- New layout makes report easier to read.

CDBG Financial Summary report, PR26, modified.

- Numeric fields include commas for readability.
- New subtotal and total fields.
- New layout makes report easier to read.

Status of HOME Activities report, PR22, modified

- New layout makes report easier to read.
- New column reports status of activity.

HOME Status of CHDO Funds report, PR25, modified.

- Numeric fields include commas for readability.
- New layout makes report easier to read.

Status of HOME Grants report, PR27, modified.

- Numeric fields include commas for readability.
- New subtotal and total fields.

-
- New layout makes report easier to read.

ESG Grantee Activity Summary report, PR20, modified.

- Numeric fields include commas for readability.
- New subtotal and total fields.
- New layout makes report easier to read.
- Report now runs for other than current program year.
- Report based on run-time parameters.

Financial Summary for ESG Program report, PR26, modified.

- Numeric fields include commas for readability.
- New subtotal and total fields.
- New layout makes report easier to read.

CORRECTIONS

IDIS screen processing corrected. The system no longer locks up on the login screen when an invalid login ID is entered.

Activity Funding processing corrected. When a user presses F1 or F2, the system displays the correct owner name of the project.

Setup Activity screen, C04MA08, corrected. The cent value on the Money screen is retained when a user exits the screen.

Job Creation/Retention screen, C04MA07, corrected. The full-time equivalency is now calculated correctly.

CDBG Activity screen, C04MC01, corrected. The screen no longer displays an amount in the Unliquidated Amount field if it was not entered by the user.

CDBG screen processing corrected. Various CDBG screens now retain data correctly.

Grantee List for Office screen, C04FM08, corrected. The screen now scrolls forward and backward correctly.

PERFORMANCE ENHANCEMENTS

No activity setup for HOME converted activity. A grantee's 0001 activity, always a converted HOME activity, no longer requires any activity set up for funding and draws.

SQL error message no longer displays when funding for an activity is changed.

Programmers can now delete error files from the system program C04PB05. This enhancement is for "clean-up" purposes.

Profile security changes. New programs were created to standardize the establishment of security flags in the IDIS database.

User Information screen, C04MU02, internal processing improved. Standardized the flag values on the internal table (making them either Y or N). ■

SUMMARY: RELEASE NOTES

VERSION 4.8

The following IDIS items were released to the Production system environment as IDIS release version 4.8 on Monday, October 4, 1999. They were also placed in Pseudo for users to test their functionality without changing their data.

NEW FEATURES

IDIS Main Menu Option H Renamed from Program Income Menu to Receipt Menu; new functionality added. This release contains major changes to the way IDIS processes receipts for

program income, recaptured funds, revolving loan funds, State revolving funds, and receivables.

Main Menu Option H is now labeled Receipt Menu. Four options on the menu now let you work with four “local account” fund types, not just program income.

Grantees can now create *local account funds* to track income generated from program income (PI), revolving loans (RL), recaptured funds (RE), or CDBG State Revolving Funds (SF). Once created, these funds can be used to fund activities and can be specified when drawing down funds. Additionally, these funds can be subgranted to another organization (assuming that other fund types such as EN, AD, or CR can be subgranted).

(Refer to the article on page 8 of this issue for more details.)

GENERAL ENHANCEMENTS

Users Can Now Enter Up To 60 Activity IDs on the Create Drawdown Screen, C04MD10. Users are no longer limited to entering 15 Activity IDs; the screen now displays space for up to 60 Activity IDs.

CDBG Users Can Request a Draw from a Prior Plan Year on the Create Drawdown Screen, C04MD11. If it is within 90 days of the end of the CDBG Plan Year, a Plan Year Flag field appears on this screen. Users can enter Y to draw from the previous CDBG Plan Year or leave the field blank to fund from the current CDBG Plan Year.

The Approve Drawdown Screen, C04MD12, Now Indicates if the Draw is Being Requested after the Program Year Has Ended. If the user requested that a CDBG draw be funded from a prior CDBG Plan Year on the Create Drawdown Screen (C04MD11), a Y appears in this field.

When a Grantee Changes the Activity Status to Completed or Canceled on the Setup Activity Screen, C04MA04, IDIS Will Automatically Deobligate any Remaining Funds. IDIS deobligates any remaining funds for a completed/canceled activity, returning the funds to the grant. IDIS also automatically reduces the Estimated Amount on the Setup Activity Screen, C04MA08.

Grantees Can Now Enter a Completion Date on the Activity Setup screen, C04MA04, when they

Change the Activity Status to “Completed.” A new field on the Activity Setup screen, C04MA04 lets users enter a Completion Date. Users can only enter this date if the Activity Status is also changed to Completed.

The Status of a HOME Activity Cannot be Changed to Complete on the Activity Setup Screen (C04MA04) unless all required HOME data has been entered. IDIS will check the common path and HOME path for any missing/required data.

(Refer to the article on page 7 of this issue for more details.)

Activity Status Automatically Updated to Underway if Grantee Draws Funds. If a grantee draws funds for an activity with a status code of 4 (Funds Budgeted), the system will automatically update the status to 3 (Underway).

Users Can Now Cancel a Project on the Maintain Project Screen, C04MK02. Users no longer need to contact the TAU to cancel a project that has had no drawdowns against it.

Users Can Now Revoke Approval of a Project on the Maintain Project Screen, C04MK02. Users no longer need to contact the TAU to revoke approval of a project that has had no drawdowns against it.

The Add Project screen, C04PK01, contains a new Location Type option, “Target Area.” Users now have a sixth location type option, to indicate where the project will be performed.

The HOPWA Facility Based screen, C04MP03, contains new prompts: “Is the site owned by a public entity (Y/N)?” and “Is this activity substantial rehab (Y/N)?”

The HOPWA Supportive Services screen, C04MP09, contains a new line 14: “Number of jobs that resulted from items 7 and 8.”

For easier readability, commas have been added to IDIS screens that contain dollar fields.

All reports have received a cosmetic makeover for readability.

All reports are now easier to read and interpret with the addition of better-aligned headings, new subtotals, and commas in numeric fields.

Five New System Reports Have Been Added to the Report Selection Screens:

Other Entities Report, C04PR34, displays status and financial information by fiscal year for Other Entity funds including the amount and percent of committed and disbursed funds.

Subgrant Report, C04PR35, displays the hierarchy of grants, their subfunds, and subgrants sorted by program, fiscal year, and source type. Columns reported include authorized amount, suballocated amount, committed amount, and drawn amount.

Receipt Audit Trail Report, C04PR36, displays a list of receipts sorted by program, fiscal year, source type, and receipt type.

Grantee Reconciliation Report, C04PR37. A grantee version of the weekly grant reconciliation report used by HQ and Field Offices. Provides reconciliation of IDIS data, including:

- Sum of draw transactions (including pending draws) against drawn amount in activity funding.
- Sum of amounts in activity funding against sum of activity commitments in the grants.
- Calculated grant balance for draw against balance for draw reported by LOCCS.
- RI of projects to Consolidated Plans.
- RI of activities to projects.
- RI of activity parts to activities.
- RI of activity funding to activities.

CBDG Timeliness Report, C04PR56, is generated 60 days before the end-of-year. It provides the grantee with the amount of funds that must be spent in order to meet HUD's requirement of 1.5 allocated to spent ratio. The report is divided into two parts: the previous year's 60 Day Timeliness Ratio Data, and the current year's Timeliness Data. The previous year's timeliness data shows the year-ending allocated-to-spent ratio (over 1.5 is bad, under 1.5 is good). The current year's Timeliness Data shows the minimum amount the grantee must spend to meet the 1.5 Timeliness Ratio.

The following reports have been enhanced to include logic for the new receipt processing.

- Grant Drawdown report, C04PR05

- Federal Entitlement Grant Funding report, C04PR01
- Program Income Detail report, C04PR09
- Status of HOME Grants report, C04PR27
- Float-Funded Activities report, C04PR13
- Activities by CDFI Area report, C04PR14

Users can now request the following reports for a specific program year

- Grant Drawdown report, C04PR05
- ESG Grantee Activity Summary report, C04PR20
- Rehabilitation Activities report
- New Housing Construction report, C04PR11
- ESG Program for Grantee Statistics report, C04PR19

CORRECTIONS

Users Can Enter, View, or Delete an Unlimited Number of Property Addresses on the HOME Rental Housing Location/Address Screen, C04MH12.

If a user needs to enter more than one address, pressing <F10> will display additional, blank lines. Users can use <F17> and <F18> to scroll up and down the list. Pressing <F13> will now allow a user to delete an address, providing that at least one address exists.

The Status of HOME Grants report, C04PR27 now displays correct totals.

The ESG Grantee Activity Summary report, C04PR20, now displays correct values in the Social Services and Rehabilitation rows.

The Setup Activity screen, C04MA04, no longer displays an error when a long narrative is entered.

The data download process for grantee data now correctly downloads three levels of grantees and subgrantees, if they exist.

Reports criteria modified so that canceled or completed activities no longer included.

These reports no longer include canceled or completed activities in their output: Summary of Activities report, C04PR03; Statue of HOME Activities report, C04PR22; Summary of IDIS Accomplishments report, C04PR23.

Modified LOCCS processing.

The correct error message is now displayed when the update of a LOCCS grant balance fails; changed the error message displayed when rejecting a non converted grantee; changed the processing of Hold and Cancel transactions in the LOCCS Interface process.

Web390 users now properly disconnected at Logoff.

IDIS users connecting via the internet, now properly disconnect from IDIS when they select Logoff.

The HOPWA Main Menu view screen, C04MP51, no longer freezes if the user fails to select a HOPWA completion path.

PERFORMANCE ENHANCEMENTS

Modified LOCCS feeder file program for a subgrant payee-recipient

Loaded initial dates into the database so that **PR03, Summary of Activities, Grantee Performance Report** more closely mirror a grantee's official accounting records.■

IDIS HOME PAGE ADDRESSES

More IDIS web pages have been created in the past year. Please be sure to note the addresses for access to the most up-to-date information on IDIS.

IDIS INTERNET LOGON (WEB 390)

<http://www.hud.gov/cpd/idis/idis.html>

IDIS TROUBLESHOOTING GUIDE FOR WEB 390

http://www.hud.gov/cpd/idis/web390_help.html

IDIS USERS GROUP

<http://www.hud.gov/cpd/idisweb.html>

IDIS REFERENCE

<http://www.hud.gov/cpd/idis/idismenu.html#ref>

SOFTWARE FILES (SELECTION)

<http://www.hud.gov/cpd/idis/idissoft.html>

SOFTWARE FILES

<http://www.hud.gov/cpd/idis/idissoft.html#soft>

IDIS REFERENCE MANUAL

http://www.hud.gov/cpd/idis/ref_man.html

USER MANUAL

<http://www.hud.gov/cpd/idis/manual.html>

RELEASE NOTES

<http://www.hud.gov/cpd/idis/release.html>

SPRINTLINK TECHNICAL BULLETIN

<http://www.hud.gov/cpd/idis/sprintch.html>

TRAINING AND TECHNICAL ASSISTANCE

ENTITLEMENT TRAINING

CPD is offering IDIS training to entitlement grantees during the months of October, November and December! These hands-on workshops are designed to help users build on the IDIS skills they already possess while answering any questions concerning activity set up and revision, accomplishment reporting, performing drawdowns, creating and using subgrants, and generating and formatting reports.

Those grantees receiving HOME funds (plus other funds) should register for the multi-funded, two-day session while grantees receiving only CDBG or HOPWA funds may register for any of the appropriate one-day sessions.

WORKSHOP DATES		
A	B	C
CDBG	HOME/CDBG/ ESG/HOPWA	HOPWA
11/29 or 11/30	10/26-10/27 10/28-10/29 11/29-11/30 12/1-12/2	10/26 or 10/27

The sessions will be facilitated by the IDIS experts from TONYA, Inc. and will be held in the Washington, DC area. For more information on the training dates, location and how to register, please contact Carmen Barnes at 202-289-8100. Don't miss out! ■

EXTENDED HOURS FOR IDIS END OCTOBER 9

Many grantees are in the midst of compiling data for production of their annual reports. To assist them in this effort, IDIS hours of operation have been extended. Beginning on September 18th, users are able to access the system from 8:00am until 8:00pm EST on Saturdays. But remember, this schedule will continue only through October 9, 1999. Although no TAU representatives will be on hand to assist with inquiries, they are available during the week from 8:00am to 8:00pm EST on Monday through Thursday and 8:00am to 5:30pm EST on Fridays. ■

TAU TOTALS FOR AUGUST

A total of 1,260 calls were received by the TAU during the month of August. All of the calls were answered by the TAU customer service representatives on the initial call-in. A further review of the calls indicates that 30% of the calls concerned the HOME C/MI System and HOPE 3 program, while 70% of the calls were associated with IDIS. ■

FOR YOUR INFORMATION

Your IDIS contacts are Tracey Peterson and Vivian Baldwin at CPD. You may contact them via the following:

Telephone: 202-708-0614, ext. 4859 (Tracey)
202-708-0614, ext. 4693 (Vivian)

Internet: Tracey_R_Peterson@hud.gov
Vivian_C_Baldwin@hud.gov

Mail: HUD/CPD
Systems Development and Evaluation Division
451 Seventh St., S.W., Room 7226
Washington, D.C. 20410

For technical information, contact your field office or the CPD Technical Assistance Unit at 1-800-273-2573. **For SprintLink ID and password information**, contact your local HUD field office. **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.