

IDIS LIVE

...for the Integrated Disbursement and Information System

U.S. Department of Housing and Urban Development

Office of Community Planning and Development

DOWNLOADING REPORTS WITH WEB390 SOFTWARE

Users who access IDIS via the web, can now run and download reports using Web390 software just like you could with SprintLink. To be able to download reports using Web390, you must have the program RPTDOWN.BAT installed on your hard drive in the directory C:\IDISDOWN. Follow these directions to download and install the RPTDOWN.BAT software and download reports.

Downloading and Installing RPTDOWN.BAT Software

1. Go to the IDIS Internet Logon screen: <http://www.hud.gov/cpd/idis/idis.html>. Click on the "Installation Module for IDIS Reports on the Internet" link. You will see a dialog box prompting for a location to save the installer file (FTPZIP.EXE) on your hard drive. Note this location.
2. Using My Computer or Explorer, go to the folder where you downloaded and saved the FTPZIP.EXE file. Double click on the file name. When the dialog box appears, make sure that the "Extract To" box says c:\, not a sub-directory. Click on the Extract button.

The installer will create the directory \IDISDOWN which contains files used by the download process; and the directory \IDISDATA, which is used to store downloaded data extract files. (If the \IDISDATA directory already exists, its contents will not be erased.)

Downloading Reports

1. At the IDIS Report Status screen, type D next to first report with a Ready status that you want to download and press <Enter>. After the status changes from Wait to Ready, wait roughly 10 minutes before proceeding to the next step.
2. Press <Alt-Tab> to toggle to the Windows desktop. From the Start Menu, select Run, then type the following command in ALL CAPS:
C:\IDISDOWN\RPTDOWN P USERID

(USERID is your IDIS user ID and P represents Production. (To download reports from Preproduction, substitute an R.)

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Formatting Reports

The RPTDOWN process downloads report files to the root of your hard drive, c:\. To put your reports in standard format, follow these steps:

1. Use My Computer or Explorer to locate the *.rpt file on your hard drive. It will be in the root directory, c:\
2. Open WordPerfect or Microsoft Word and open the report as a file.
3. Select the whole report by pressing <Ctrl/A>.
4. Change the font style to Courier New and the font size to 8.
5. Select landscape orientation from your page setup screen.■

NEW REPORT FEATURES TO SELECT OUTPUT

In response to many requests from grantees and field offices, CPD significantly enhanced the IDIS reporting module to let users choose the year to run selected reports; and to determine the selection criteria that will be used to process selected reports.

Effective with the 4.8 Release of IDIS, you can now request the following reports for a specific program year. You enter the year directly on the Report Select Screen:

- Summary of Activities, Grantee Performance Report, C04PR03
- Summary of Plan Projects for Plan Year, C04PR06
- Rehabilitation Activities Report, C04PR10
- CDBG New Housing Construction for FY 19XX, C04PR11
- Summary of Accomplishments, C04PR23
- ESG Grantee Statistics Report, C04PR19
- ESG Grantee Activity Summary Report, C04PR20

The following reports use an additional parameter screen to let you select which records are included in the report. In most cases, if you leave the parameter screen blank, the report will use all applicable records in the IDIS database.

For those reports with a parameter screen, enter criteria to limit the report output (or run a default report), press <F9> to save the settings, then press <F7> to submit the report and return to the Report Selection screen. (If you don't press <F9> to save the

settings, the system will display the message, "Report Not Submitted!")

List of Activities, C04PR02

You may limit your output to one program by entering the program code (B, CDBG; H, HOPWA; M, HOME; S, ESG); or leave blank to see information for all programs.

You may limit your output to one program year by entering a year greater than 1991; or leave blank to see information for all program years.

Grant Drawdowns, C04PR05

You may limit your output to all activities under one project by entering a 4-digit Project ID; or leave blank to see information for all projects. (If you enter a Project ID, leave the Activity ID field blank.)

You may limit your output to *one activity* by entering an up-to 12-digit activity ID; or leave blank to see all activities. (If you enter an Activity ID, leave the Project ID field blank.)

You may limit your output to one program by entering the program code (B, CDBG; H, HOPWA; M, HOME; S, ESG); or leave blank to see information for all programs.

You may limit your output to one plan year by entering a year greater than 1991; or leave blank to see information for all plan years.

Program Income, C04PR09

You may limit your output to one program by entering the program code (B, CDBG; H, HOPWA; M, HOME; S, ESG); or leave blank to see information for all programs.

You may limit the starting receipt date by entering a date greater than 1991 in the format yyyy mm dd; or leave blank to see information from the first receipt in the database.

You may limit the ending receipt date by entering a date greater than 1991 in the format yyyy mm dd; or leave blank to see up to the latest receipt in the database.

Drawdown Voucher Summary, C04PR07

You may limit your output to one activity by entering the up to 12-digit activity number.

You may limit your output to one program by entering the program code (B, CDBG; H, HOPWA; M, HOME; S, ESG); or leave blank to see information for all programs.

You may limit your output to one fund type by entering the two-letter code; or leave blank to see information for all fund types.

AD	Administrative Subfund
CC	CHDO Capacity Building Subfund
CO	CHDO Operating Expenses Subfund
CR	CHDO Reserved Subfund
EN	Entitlement Grant
SU	Subgrant
PI	Program Income Funds
RL	Revolving Loan Funds
RE	Recaptured Funds
SF	CDBG State Revolving Funds

You may limit your output to one source type by entering 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.

You may limit your output to one recipient type by entering the two-letter code; or leave blank to see information for all recipient types. Refer to Appendix B of the IDIS Reference Manual for a list of recipient types. (Note: the screen has a typo; it should say "Recipient Type" and not "Receipt Type.")

CO	CHDO Reserve
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LG	Local Government
OE	Other Entity
SE	State Entitlement

You may limit your output to a starting and/or ending date range by entering dates greater than 1991 in the format mm dd yyyy; or leave one or both fields blank to see all vouchers in the database.

Grantee Summary Activity, C04PR08

You may limit your output to one activity status: 1, Canceled, 2; Completed, 3; Underway; 4, Funds Budgeted; or leave blank to see all activities.

You may limit your output to one matrix code; or leave blank to see all matrix codes. Refer to Appendix B of the IDIS Reference Manual for a list of matrix codes.

CDBG Financial Summary, C04PR26

The default report, without any adjustments, displays financial data as it is stored in the IDIS database. For information on how and when to make adjustments for end-of-year reporting, refer to the web document, <http://www.hud.gov/cpd/idis/explnfinsum.pdf>

Home Match, C04PR33

You must enter a fiscal year greater than 1992 to run this report. Remember, also, that this report will not run properly unless the match percentage is established on the Match Liability Rates Screen (C04MU20) at 25%, 12.5%, or 0% based upon the grantee's HUD-assigned percentage.

Subgrant Report, C04PR35

You may limit your output to one program by entering the program code (B, CDBG; H, HOPWA; M, HOME; S, ESG); or leave blank to see information for all programs.

You may limit your output to one program year by entering a year greater than 1991; or leave blank to see information for all program years.

CDBG Timeliness Report, C04PR56

There are two very different versions of this report: one for individual grantees; the other for HUD field office and HQ personnel.

For either version, you must enter a Plan Year greater than 1991 to run this report.

For Grantees, you must enter an N, U, or A in the Sort Sequence field. This entry has no meaning; you will get the same report output no matter which option you enter.

For HQ and field offices, from the Report Selection screen, press <F1> to select a Region, Field Office, and Grantee. Do this even if you want to run the report at the Region level. (You can change this input in the next step.) Scroll to the last Report Selection screen and select the CDBG Timeliness report with an X and an I for Priority. After you press F9, the system displays a parameter screen.

To run the report for a grantee, enter a Plan Year greater than 1991 and an N, U, or A in the Sort Sequence field. (The N, U, or I have no meaning.)

To run the report for a Field Office, delete the UOG Code and UOG number.

To run the report for a Field Office, delete the Field Office, UOG Code, and UOG number.

For Field Office and Region reports, you must select the sort sequence:

- N Name - Grantees will be sorted by Name
- U Unadjusted - Grantees will be sorted in ascending order by their DD Ration unadjusted for PI
- A Adjusted - Grantees will be sorted in ascending order by their DD Ration adjusted for PI■

IDIS and the TAU Will Be Unavailable on the following Federal Holidays:

November 11	Veteran's Day
November 25	Thanksgiving Day
December 24	Christmas Day
December 31	New Year's Day

CDBG END-OF-YEAR REPORTING UPDATE

With the CDBG Financial Summary now available as an IDIS "canned report," CDBG entitlement community grantees no longer have to manually prepare form 4949.3 (GPR Financial Summary form). However, if a grantee is meeting the low/mod benefit certification over a two or three year period, the grantee will need to manually prepare and submit to HUD an attachment to the Financial Summary report that includes this information:

1. The program years for the multi-year certification
2. Total expenditures for all activities other than administration and planning over that period
3. Expenditures for all activities with a "low/mod" national objective over that period
4. The percent benefit to low/mods (#3 divided by #2)

Submission of this attachment is required because IDIS does not presently retain information to calculate the low/mod benefit for a multi-year low/mod benefit certification. This attachment is in addition to the attachment required by Appendix 3, Paragraph C (pg 3-9) of the GPR Handbook (6510.2 REV-2).■

DOES THE TAU KNOW IF YOUR HOME DATA CLEAN UP IS COMPLETED?

The HOME Program Office thanks all PJs who have completed their HOME data clean up. We urgently request the remaining PJs to continue with their efforts to ensure that cleanup is completed by November 30, 1999. If your clean up is completed and you have not reported this to the IDIS Technical Assistance Unit (TAU), or if you need help with your data, please call the TAU at 1-800-273-3573. The TAU will assist you with any problems you may have with your data.■

LIVE UPDATE

We are happy to announce the addition of the **State of Indiana** to the list of state grantees that have gone "live" in IDIS. **Welcome! We look forward to working with you.**

PROCESS TO CHANGE ACTIVITY STATUS UPDATED

Effective with the 4.8 Release of IDIS, when a grantee wants to change the activity status on the Setup Activity Screen, C04MA04, IDIS will allow only certain status change combinations:

If the current status is 1, Canceled, and you want to:

Revoke approval of the activity...	You can change the status to 3, Underway, or 4, Funds Budgeted, then revoke approval.
Complete the activity...	You cannot change the status to 2, Completed.

If the current status is 2, Completed, and you want to:

Change the status to Underway or Funds Budgeted...	You can change the status to 3, Underway, or 4, Funds Budgeted.
Cancel the activity...	You cannot change the status to 1, Canceled.

If the current status is 3, Underway, no funds have been drawn, and you want to:

Change the status to Canceled or Funds Budgeted...	You can change the status to 1, Canceled, or 4, Funds Budgeted.
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If the current status is 3, Underway, funds have been drawn, and you want to:

Complete the activity...	You can change the status to 2, Completed.
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If the current status is 4, Funds Budgeted, no funds have been drawn, and you want to:

Cancel the activity...	You can change the status to 1, Canceled.
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If the current status is 4, Funds Budgeted, funds have been drawn, and you want to:

Complete the activity or change it to underway...	You can change the status to 2, Completed, or 3, Underway. ■
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HURRAY FOR IDIS HOPWA TRAINING!

Thirteen entitlement grantees from around the country took advantage of the “Exploring IDIS” workshop tailored specifically for HOPWA. The session, one of two scheduled in October, took place on the 26th in Washington, DC and was facilitated by **Dionne Roberts** and **Louise Milder** of the TONYA, Inc. training staff. The workshop, a part of training for multi-funded grantees, resulted at the request of grantees around the country who asked that training specific to HOPWA be offered. Grantees like **Elaine Sodorff**, from the City of Wilmington, DE, gained more knowledge on setting up and revising projects and activities, committing and drawing down funds, and generating reports. The session also provided clarification of recent upgrades to the system made available with IDIS production Release Version 4.8.

A highlight for grantees at the workshop was the presence of **Rusty Bennett**, PMI/CPD Specialist, **David Harre**, Senior Program Office, and **Priscilla Poindexter**, CPD Specialist, of the Office of HIV/AIDS Housing at HUD. Their insight on policy issues and answers to program-related questions were of great benefit to the grantees. **Carolyn Bledsoe**, from the City of Richmond, VA, wished this session had been held even earlier. “It would have made preparing the annual report much easier.”

Kudos to the HOPWA team for their front line efforts!

RECEIPT PROCESSING

ENHANCED, MORE CHANGES

PENDING

The 4.8 Release of IDIS 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.

The old way of PI processing was too limited for many grantees. Receipts could be applied only to EN; the grantee had no other options. Because of this, revolving loan program income couldn't always be receipted when it was received. Instead, it had to be receipted immediately prior to the draw so that the correct activity would be credited.

With Release 4.8, once you create a receipt for Program Income (or any other Fund Type), you then fund an activity using the receipted moneys. (For fully-funded activities, you will need to reduce funding from the EN grant by the amount of the receipt, then fund the activity using the appropriate receipt fund. If you see the message, "Funds exceed the estimated amount" when trying to increase funding, you will know you forgot to decrease the funding from the EN grant.)

Draw processing has also been enhanced for the new receipt options. When you do a draw, IDIS no longer automatically uses any receipted program income before using the EN grant. Now, IDIS will prompt for which funding source to use.

The 4.8 Release of IDIS contains only the first of the four phases of receipt processing enhancements. Release 4.8 implements:

- New fund types for recaptured funds, revolving loan funds, and State revolving funds

- Ability to 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
- No automatic draw of PI fund type
- Selection of program income, recaptured funds, revolving loan funds, and State revolving funds in activity funding
- Selection of program income, recaptured funds, revolving loan funds, and State revolving funds in drawdown, if funded
- Report on accounts and receipt by program, year, fund type, and receipt type

The next three phases of receipt processing enhancements will be implemented after the Y2K enhancement moratorium ends on April 1, 2000. These enhancements include:

- Users will no longer have to commit receipted moneys to an activity after they create a receipt. When users create a draw and select PI, RL, RE, or SF as the funding source, IDIS will automatically draw from the receipt fund and deobligate the corresponding source grant. (This addresses grantee concerns that they now have to do additional work to fund an activity before doing a draw.)
- Letting the user receipt PI, RL, RE, SF, and RC at levels other than the entitlement or State
- Letting the user subgrant PI, RL, RE, and SF fund types to other levels■

THE HOPWA PAGE

The HOPWA Pages spotlight 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.



Stewardship Reporting

Starting in FY 1998, the Department began tracking the public investments made by the Federal Government. This tracking of investments has been titled “*stewardship reporting.*”

For HOPWA grantees, stewardship reporting is triggered when a property purchased or constructed through HOPWA funds is owned or retained by a public entity (state, city, or other local government agency). This includes assistance involving capital development, such as:

- New construction
- Acquisition
- Rehabilitation

Nonprofit organizations who own properties purchased or assisted through HOPWA funds **will not** be affected by stewardship reporting.

In addition, when grantees/project sponsors provide job training and other employment assistance as a supportive service, they should report the number of jobs resulting from such training.

In August of this year, the Office of HIV/AIDS Housing did a comprehensive search of all HOPWA APRs to determine the extent of investments that are covered by stewardship reporting. Out of numerous project sites listed in over 230 formula and 137 competitive APRs, only one property was determined to be owned by a local government. Almost all sites involve nonprofit organizations carrying out HOPWA assistance. In addition, only 0.5 percent of the total supportive services expenditures were used for education and employment assistance, but data on the number of jobs created was not collected.

As announced in the October, 1999 edition of *IDIS LIVE #32*, changes were made to the C04MP03

Facility-based Housing and C04MP09 Supportive Services screens of the HOPWA accomplishment screens to insert questions to assist grantees in stewardship reporting. The following provides guidance in completing these questions:

- **Facility-based Housing:**

On the C04MP03, Facility-based Housing screen, there are two questions:

Is the site owned by a public entity? (Y/N)

For facility-based housing owned by a unit of the state or local government, mark Y (yes). Mark N (no) for those facilities not owned by a public entity (i.e., owned by a nonprofit agency).

Is the activity “substantial” rehab? (Y/N)

Substantial rehabilitation means rehabilitation that involves costs that are more than 75 percent of the value of the building after rehabilitation. Mark Y if the building is substantial rehabilitation and N if it is non-substantial rehabilitation.

- **Supportive Services:**

On the C04MP09, Supportive Services screen, there is one question:

Number of jobs that resulted from Items 7 and 8?

For (job training) reported under the education category or employment assistance activities that result in job creation, enter the number of jobs created.

If you have further questions regarding these minimal changes needed to implement stewardship reporting, please contact the Office of HIV/AIDS Housing, HUD.



Help Available for HOPWA IDIS Users!

The IDIS Technical Assistance Unit is available weekdays 8:30 a.m.-8:00 p.m. eastern except Friday, when the TAU closes at 5 p.m. eastern. You may reach the IDIS TAU by telephone at 1-800-273-2573 or e-mail idis_help@hud.gov ■

NATIONAL OBJECTIVES MUST CORRESPOND TO MATRIX CODES

Effective with the 4.8 Release of IDIS, for CDBG activities, the National Objective Code that you enter on the CDBG Activity screen, C04MC01, will be matched to the Matrix Code that you entered on the Process Activity screen, C04MA03. Only certain combinations of NOC/Matrix Code will be permitted.

If you enter an NOC that doesn't apply to the Matrix Code, the system will display the message, "Enter right value of National-Obj corresponding to Matrix-Code."

As before, no CDBG completion path is required for administrative activities. If you accidentally enter an NOC for an administrative activity and get an error message, blank out the NOC field and press Enter. This will return you to the Setup Activity "Money" screen, C04MA08.

The following table provides valid matches for NOC and Matrix Code.

		National Objective Codes (N = Not Allowed)														
HUD Matrix Code	Activity	LMA	LMC	LMH	LMJ	SBA	SBS	SBR	URG	LMAFI	LMASA	LMCMC	LMCSV	LMHSP	LMJFI	LMJP
01	Acquisition of Real Property											N	N		N	
02	Disposition						N					N	N		N	
03	Public Facilities and Improvements (General)											N	N			
03A	Senior Centers	N		N								N	N	N		
03B	Handicapped Centers	N		N								N	N	N		
03C	Homeless Facilities (not operating costs)	N		N								N	N	N		
03D	Youth Centers	N		N								N	N	N		
03E	Neighborhood Facilities			N								N	N	N		
03F	Parks, Recreational Facilities			N	N					N	N	N	N	N		N
03G	Parking Facilities			N								N	N	N		
03H	Solid Waste Disposal Improvements											N	N			
03I	Flood Drainage Improvements											N	N			
03J	Water/Sewer Improvements											N	N			
03K	Street Improvements											N	N			
03L	Sidewalks											N	N			
03M	Child Care Centers	N		N								N	N	N		
03N	Tree Planting			N								N	N	N		
03O	Fire Station/Equipment		N	N	N					N	N	N	N	N		N

National Objective Codes

(N = Not Allowed)

HUD Matrix Code	Activity	National Objective Codes														
		LMA	LMC	LMH	LMJ	SBA	SBS	SBR	URG	LMAFI	LMASA	LMCMC	LMCSV	LMHSP	LMJFI	LMJP
03P	Health Facilities			N								N	N	N		
03Q	Abused and Neglected Children Facilities	N		N								N	N	N		
03R	Asbestos Removal			N								N	N	N		
03S	Facilities for AIDS Patients (not operating costs)	N		N								N	N	N		
03T	Operating Costs of Homeless/AIDS Patients Programs	N		N	N		N	N		N	N	N	N	N	N	N
04	Clearance and Demolition											N	N		N	
04A	Cleanup of Contaminated Sights											N	N		N	
05	Public Services (General)			N	N		N	N		N	N	N		N	N	N
05A	Senior Services	N		N	N		N	N		N	N	N		N	N	N
05B	Handicapped Services	N		N	N		N	N		N	N	N		N	N	N
05C	Legal Services			N	N		N	N		N	N	N		N	N	N
05D	Youth Services	N		N	N		N	N		N	N	N		N	N	N
05E	Transportation Services			N	N		N	N		N	N	N		N	N	N
05F	Substance Abuse Services			N	N		N	N		N	N	N		N	N	N
05G	Battered and Abused Spouses	N		N	N		N	N		N	N	N		N	N	N
05H	Employment Training			N	N		N	N		N	N	N		N	N	N
05I	Crime Awareness			N	N		N	N		N	N	N		N	N	N
05J	Fair Housing Activities (Subject to Pub. Serv. Cap))			N	N		N	N		N	N	N		N	N	N
05K	Tenant/Landlord Counseling	N		N	N		N	N		N	N	N		N	N	N
05L	Child Care Services	N		N	N		N	N		N	N	N		N	N	N
05M	Health Services			N	N		N	N		N	N	N		N	N	N
05N	Abused and Neglected Children	N		N	N		N	N		N	N	N		N	N	N
05O	Mental Health Services	N		N	N		N	N		N	N	N		N	N	N
05P	Screening for Lead Based Paint/Lead Hazards			N	N		N	N		N	N	N		N	N	N
05Q	Subsistence Payments	N		N	N		N	N		N	N	N		N	N	N
05R	Homeownership Assistance (not direct)	N	N		N		N	N		N	N	N			N	N
05S	Rental Housing Subsidies	N	N		N		N	N		N	N	N			N	N
05T	Security Deposits	N	N		N		N	N		N	N	N			N	N
06	Interim Assistance		N	N	N		N	N		N	N	N	N	N	N	N
07	Urban Renewal Completion					N	N		N			N	N		N	

National Objective Codes

(N = Not Allowed)

HUD Matrix Code	Activity	National Objective Codes														
		LMA	LMC	LMH	LMJ	SBA	SBS	SBR	URG	LMAFI	LMASA	LMCMC	LMCSV	LMHSP	LMJFI	LMJP
08	Relocation											N	N		N	
09	Loss of Rental Income											N	N		N	
10	Removal of Architectural Barriers	N			N			N		N	N	N	N		N	N
11	Privately Owned Utilities											N	N		N	
12	Construction of Housing	N	N		N			N		N	N	N	N		N	N
13	Direct Homeownership Assistance	N	N		N	N	N	N	N	N	N	N	N		N	N
14A	Rehab; Single Unit Residential	N	N		N					N	N	N	N		N	N
14B	Rehab; Multi-Unit Residential	N	N		N					N	N	N	N		N	N
14C	Public Housing Modernization	N	N		N					N	N	N	N		N	N
14D	Rehab; Other Publicly-Owned Residential Buildings	N	N		N					N	N	N	N		N	N
14E	Rehab; Publicly or Privately-Owned Commercial/Industrial			N								N	N	N	N	
14F	Energy Efficiency Improvements	N	N		N					N	N	N	N		N	N
14G	Acquisition for Rehabilitation	N	N		N					N	N	N	N		N	N
14H	Rehabilitation Administration											N	N		N	
14I	Lead Based Paint/Hazards Test/Abatement	N	N		N					N	N	N	N		N	N
15	Code Enforcement		N	N	N		N			N	N	N	N	N	N	N
16A	Residential Historic Preservation	N	N		N				N	N	N	N	N		N	N
16B	Non-Residential Historic Preservation			N					N			N	N	N	N	
17A	CI Land Acquisition/Disposition			N								N	N	N	N	
17B	CI Infrastructure Development			N			N					N	N	N		
17C	CI Building Acquisition, Construction, Rehabilitation			N								N	N	N	N	
17D	Other Commercial/Industrial Improvements			N								N	N	N	N	
18A	ED Direct Financial Assistance to For-Profits		N	N			N					N	N	N	N	
18B	ED Technical Assistance		N	N			N					N		N	N	
18C	Micro-Enterprise Assistance			N			N						N	N	N	
19A	CDBG Funding of HOME Admin.	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
19B	CDBG Funding of HOME CHDO Operating Costs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
19C	CDBG Non-profit Organization Capacity Building															
19D	CDBG Assistance to Institutes of Higher Education															
19E	CDBG Operation and Repair of Foreclosed Property		N		N	N	N	N	N	N	N	N	N		N	N

		National Objective Codes (N = Not Allowed)														
HUD Matrix Code	Activity	LMA	LMC	LMH	LMJ	SBA	SBS	SBR	URG	LMAFI	LMASA	LMCMC	LMCSV	LMHSP	LMJFI	LMJP
19F	Planned Repayments of Sec. 108 Loans	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
19G	Unplanned Repayments of Sec. 108 Loans	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
20	Planning (CDBG Entitlement Communities Grantees)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
20	Planning (State-Administered CDBG Grantees)															
21A	General Program Administration	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21B	Indirect Costs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21C	Public Information	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21D	Fair Housing Activities (subject to Admin. cap)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21E	Submissions or Applications for Federal Programs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21H	CDBG Funding of HOME Admin.	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21I	CDBG Funding of HOME CHDO Operating Costs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
22	Unprogrammed Funds	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

ARE YOU A MEMBER OF THE IDIS LISTSERV?

IDIS users maintain a list service, or *listserv*, which enables them to e-mail messages that are automatically distributed to all members of the list. Members can read, post, and respond to a message.

To Subscribe To the List

Send an e-mail message to LISTSERV@HOME.EASE.LSOFT.COM. In the body of the message, write SUBSCRIBE IDIS-USERS Pat Jones (substituting *your* first name and last name). Leave the subject line blank. You will receive a confirmation message once you have been added to the list of subscribers.

To Send a Message

Once you have subscribed to the mailing list, you can send a message to all other grantees on the list by sending e-mail to IDIS-USERS@HOME.EASE.LSOFT.COM. (You send mail to a single address and the listserv makes copies for all of the subscribers.)

To Unsubscribe

If you decide that you don't want to continue participating, send a message to LISTSERV@HOME.EASE.LSOFT.COM and type the command **SIGN-OFF** as the body of the message. Leave the subject line blank.

For more information about the listserv, see the url: <http://www.hud.gov/cpd/idis/faq/cosa02.html> ■

ENTITLEMENT TRAINING

CPD is offering IDIS training to entitlement grantees during the months of 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
CDBG	HOME/CDBG/ESG/ HOPWA
11/29 or 11/30	11/29-11/30 12/1-12/2

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!

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, DC 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.

TAU TOTALS FOR SEPTEMBER

A total of 1,042 calls were received by the TAU during the month of September. All but two of these calls were answered by the TAU customer service representatives on the initial call-in. A further review of the calls indicates that 29% of the calls concerned the HOME C/MI System and HOPE 3 program, while 71% of the calls were associated with IDIS. ■

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