TAU TOP 10 FOR 1998

In 1998, the Technical Assistance Unit (TAU) handled over 9,700 calls, a slight decrease from the 10,000 fielded in 1997. Sixty-four percent of the calls were requests for assistance on IDIS, while 36% of callers needed technical assistance on the HOME C/MI System. IDIS calls are divided into several categories to analyze the technical assistance needs of our users and identify potential problem areas. Over the next several issues, *IDISLive* will feature articles on the categories that most frequently raise questions for our grantees. The top ten categories of IDIS calls are listed below:

Category	Calls Received
Drawdowns	1379
Passwords	644
SprintLink	605
Reports	597
Activity Funding	596
Activity Set-up	360
Subgranting	335
Program Income	319
Plan/Project	219
Internet	75

Not surprisingly, IDIS drawdowns topped the list of questions. It is the most critical function of IDIS and enables the smooth operation of thousands of activities that help to improve the lives of millions of low and moderate income persons across the country. To date, nearly 6 billion dollars have been drawn down in IDIS to support these activities. Callers mainly want instruction on how to create drawdowns and information on how to track funds that their banks have not yet received.

The Password and SprintLink categories combined accounted for almost 1,250 calls. Users are reminded to contact the User Assistance Branch (UAB) at 202/708-3300 and select prompt 3 for IDIS ID and password resets and to contact their Field Office for a new SprintLink ID and password.

The Reports and Activity Funding categories were neck and neck with just under 600 inquiries each. Many users called about the end of year reports and the new reports module. The majority of the questions on Activity Funding focused on selecting the correct funding source and increasing or decreasing funding for activities.

Over one thousand calls were recorded in the categories of Activity Set-up, Subgranting and Program Income. Callers wanted guidance on setting up their activities correctly, on correctly allocating funds for subgrants, and on using Program Income.

1999 is starting out to be another busy year. The TAU is ready and waiting to serve you. The TAU wants to thank you up front for taking the time to respond to courtesy calls. Twenty percent of all incoming calls are followed-up with a call to measure customer....................

TAU TOP 10 *(continued)*

satisfaction. Randomly selected customers are asked about the customer service they received. Did they receive prompt, courteous and satisfactory assistance? Any comments and suggestions offered by customers are also shared with the customer service representatives and reviewed by management.

Your responses indicate that the TAU scores above the industry standard of 90% in the customer satisfaction rating. The TAU's overall rating of 94% reflects their continuing effort to provide premium service. Your confidence in their ability and support of their work is truly appreciated.■

DECIPHERING THE STATUS OF HOME ACTIVITIES REPORT (CO4PR22)

Would you like to know where the information on the Status of HOME Activities Report comes from? Here is a brief explanation of each column on the report and where IDIS finds the information that is displayed:

Activity ID - Comes from the "HUD Activity Number" assigned by IDIS when an activity is set up on the C04MA01 screen (Setup Activity).

Note: The PR22 does not currently list any HOME tenant-based rental assistance activities (TBRA), however, the Office of Affordable Housing Programs (OAHP) has requested that the report be modified to include these activities.

Street Address - Comes from information entered into the "Property Address" field on the C04MH03 screen (Homeownership/Rental Assistance Setup).

City - Comes from information entered into the "Property Address" field on the C04MH03 screen (Homeownership/Rental Assistance Setup).

No. of Units - Total - Comes from information entered into the "Estimated Units at Completion" field on the C04MH02 screen (Homeownership/Rental Assistance Setup).

No. of Units - HOME - Comes from information entered into the "Estimated HOME Assisted Units"

field on the C04MH02 screen (Homeownership/Rental Assistance Setup).

Committed - Date - Comes from the initial funding date entered in the common path on the C04MA03 screen.

Committed - Dollars - Comes from the sum of all HOME Activity Funding actions entered for the activity and includes any commitments brought over from CMIS at conversion.

Disbursed - Dollars - Comes from the sum of all HOME completed drawdowns disbursed against the activity, including any draws processed through LOCCS prior to conversion to IDIS.

Disbursed - PCT (Percent) - Is calculated by IDIS by dividing the sum of Disbursed Dollars by the sum of all Committed Dollars.

ST (Status) Codes -

> OP = Open Activity. An activity is marked as OP when the Activity Status Code on the C04MA08 (Set Up Activity) screen in the Common Path is entered as "3 = Underway or 4 = Funds Budgeted".

> FD = Final Draw. The activity status is changed to FD when the amount of Committed Dollars equals the amount of Disbursed Dollars in IDIS.

> CP = Complete. The activity status is changed to CP when the Activity Status Code on the C04MA04 (Set-up Activity) screen in the common path is changed to "2 - Complete".

> XX = Canceled Activity. The activity status is changed to XX when the Activity Status Code on the C04MA04 (Set-up Activity) screen in the common path is changed to "1 - Cancel".

Status Date - For each of the above mentioned status codes on the PR22, IDIS will display the following dates on the report:

> OP = If no draws have been made, the date column will be blank. If draws have been made, the date of the most recent disbursement will be displayed.

FD = The date of the final disbursement from IDIS

CP = The date the activity status was changed to Complete on the C04MA04 (Set-up Activity) screen in the common path.

XX = The date the activity status is changed to Canceled on the C04MA04 (Set-up Activity) screen in the common path.■

Submitted by Joan Morgan, Office of Affordable Housing Programs, HUD

IDIS RELEASE NOTES FOR VERSION 4.3

The following IDIS enhancements were released to the production system environment as IDIS release version 4.3. They were available for use on Wednesday morning, January 20, 1999.

1. Added IDIS News Function. This function allows HUD's Office of CPD to display brief items of interest to IDIS users. The information will include: date, time and the city where training classes will be held, HUD Website addresses, any problems noted with system modules, etc. (*Editor's note: more information on IDIS News can be found in the* Local Administrator Technical Bulletin *on page 4.)*

2. Corrected Program Logic For State Conversions. The program C04BO18 process is used only by the IDIS Conversion team and does not affect grantee processing.■

Express Yourself!

Let the IDIS community know how you work in IDIS. If you are an entitlement grantee or HUD Field Office staff - we'd like to hear from you! To submit an *IDISLive "Guest Column"* or a "*From The Field"* article, please contact Vera Pérez by phone at (202)708-0614 ext. 4786 or by email at Vera_A._Perez@hud.gov.

UTILIZING THE PSEUDO REGION

We have all heard the term "Pseudo region" of IDIS. But, do you really know what it is? Well, the Pseudo region is that area of IDIS where updates, enhancements, and fixes are tested. It is in the Pseudo region where users practice new functions before they are put into Production.

Within the next two weeks the Pseudo region will play an even bigger role in IDIS. Data from all the grantees will be copied and placed into Pseudo. Beginning in February and continuing every quarter thereafter (May, August and November), each grantee's data will be copied and refreshed in Pseudo. This will give grantees the opportunity to test and practice working with enhancements to the system using up-to-date projects and activities from their own grants.

Grantees will be informed of new releases into the Pseudo region through IDIS News. Upon entering IDIS, a message will be shown outlining the "fix" that has been made or the new enhancement that has been added.

To ensure that users have a full understanding of the system changes, the TAU will have access to grantee information in Pseudo and will work along with them to test the changes. This ability to update and test the new modifications will enable the TAU to better assist grantees while the grantees will have the opportunity to provide constructive input into the continuing development of IDIS.■

LIVE UPDATE
♦♦♦♦

Round Rock, TX and
Missouri City, TX
join the group of entitlement grantees that have gone "live" in IDIS.

Welcome Aboard!

LOCAL ADMINISTRATOR TECHNICAL BULLETIN

IDIS NEWS - A DIFFERENT LOOK

Have I logged in to the right system? This doesn't look like IDIS. Don't worry! There will be a different initial screen than people are accustomed to seeing when they log in to IDIS.

As mentioned on page 3 of this bulletin, IDIS NEWS was available in the Production region with system release version 4.3. It will be used to send short messages with guidance, information, etc. to IDIS users. When a person logs into IDIS and there are one or more messages he/she hasn't looked at, IDIS will take him/her directly to the first IDIS NEWS screen.

Since most users have never seen this screen before, they may think something is wrong with IDIS. Don't fret. Below are instructions for navigating through IDIS NEWS.

Navigating through IDIS NEWS:

From the main menu, people can do what they ordinarily do. If they want to get into IDIS NEWS, they should tap "L" from the main menu.

Tab to the blank at the far left of a line and enter a "V" to view a message, or a "P" to print it. Then tap Enter to view or print the message. I recommend people just view the messages at first, since they may not know where their messages print.

Or, press F4 to go to the main menu, and not look at the messages until later. The next time this person logs into IDIS, he/she will be brought back to this screen, since there are messages he/she hasn't looked at.

You can cut and paste, or copy and paste, from IDIS NEWS to MS Word, etc. Position the cursor at the upper left of the section to be copied, press the left mouse button and move the cursor to the lower right of the section to draw a box around it, then release the mouse button. Hold down the CTRL key, and tap "C" to cut/copy. Toggle to MS Word and paste the section in as if it were any other cut/paste operation.

I recommend people use that technique to print part or all of a message, using the same printer that their MS Word uses.

More guidance later, as we gain experience, and as people ask.∎

IDIS DATA REVIEW

The purpose of the IDIS Data Review is to populate and maintain the system with reliable performance data that satisfies Government Performance and Results Act of 1993 (GPRA) requirements and demonstrates the accomplishments of Consolidated Plan projects. By now all Field Offices have received Excel spreadsheets that present data downloaded from IDIS. So far, the Systems Development and Evaluation Division has sent out data for 1996-98 ESG, 1996-98 HOPWA, and 1996-98 job creation/retention data for the CDBG program. Next, we will focus on HOME program data and then more CDBG.

After the data are sent to the Field, questions arise and are answered in a flurry of email activity. We thought it would be helpful to share some common concerns.

- **How are data extracted and reported?**
  The download captures what's in the system at a given point in time. In order to display the data records in a "user-friendly" manner, we've developed queries (using Access) that link data elements and tables with field names and IDIS screens. Then we export the queries to Excel, format the spreadsheets with headers to match the screens, "slice and dice" these data by Field Office, and email the spreadsheets to CPD Directors and staff.

- **Now that I have this spreadsheet, what happens?**

On reviewing these reports, please encourage grantees to enter information where required and/or appropriate, according to applicable program guidance. Feel free to share the spreadsheet with the grantees, especially to point out missing accomplishment and beneficiary data (noted by "///" on the reports). If the grantee has entered all relevant fields, then you will have a current record of activity.

- **One of my grantees is missing!**

  If you have received a spreadsheet and do not find a data record for a particular grantee, chances are the grantee only completed the screens for activity setup and has not completed the path. Therefore, no data are recorded on program specific screens. Another explanation is that the grantee has not set up an activity in IDIS. Check to make sure the grantee has access to IDIS and is an active user.

- **Grantee X does not receive this grant.**

  If a grantee shows up in the report even though it does not receive a particular grant (for example, ESG or HOPWA), chances are the grantee made a mistake and selected this path at setup. The error will remain in the system until the activity is canceled and setup again.

- **Why do zeroes show up on the report but not on the screen?**

  If IDIS has a "0" default value for a particular data field, then "0" will be stored in the database. However, it will not show up on the IDIS screens.

- **Why does the spreadsheet display "///" in some data fields that don't relate to the grantee's activity and indicate this is a problem?**

  Since this is the first phase in cleaning up the data, we thought it would be helpful to let everyone see what's in the system. We didn't want to limit the range of data reported and displayed.

  The "///" marks indicate that data are missing from the fields. Where data are required, this is a problem (especially for completed activities). Clearly, not all data fields will be filled in, as the activities vary. Using the job

creation/retention screen (MA07) as an example, if the grantee expected to create 10 full-time jobs and actually created 12 full-time jobs, we would expect to find information in both these fields. Other fields, such as part-time hours, are not relevant and neither are the "///" marks in these fields.

Here at headquarters, we are constantly refining our methods based on valuable suggestions received from Field staff. If you have any questions or would like to make a suggestion, please call Carol Hafford at 202/708-0614 x4579 or via Lotus Notes. Kudos to all the grantees who have reported their accomplishments!■

IDIS WORK IN PROGRESS

As you know, the Office of Community Planning and Development (CPD) and the Office of Information Technology (IT) have been working diligently on upgrading and enhancing IDIS. Meetings such as the IDIS Advisory Group meeting held at HUD headquarters in September of last year, reiterated many modifications that users want made to the system. Some of the items were already being worked on and others were good examples of areas requiring improvement and have become part of the IDIS Stabilization Plan.

The IDIS Stabilization Plan represents a major work in progress. It includes modifications to ensure reports contain reliable data, to provide better tracking of Program Income and Revolving Loan fund interest, and to modify the drawdown module; to name a few. The suggestions fall into four categories of review. These are: Analysis, Development, Quality Assurance, and Production. As of Tuesday, 1/26/99, work is underway or has been completed on 51 of the suggestions.

Your participation in this effort has been invaluable and we take your suggestions seriously. We will keep you updated periodically on the status of the "fixes" to the system via the IDIS News, *IDIS Live*, email, or other medium as necessary.■

THE *HOPWA* PAGES

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HOPWA Highlights

▼ **AIDS Housing Confidentiality: Keep Your Site Locations Safe**

Unfortunately, in many parts of the country the potential for violence, stigmatization, discrimination, and hate crimes against persons with HIV/AIDS is very real. In many jurisdictions in an effort to offer a level of security, grantees do not release the site addresses where clients and their families live or risk identifying clients as recipients of "AIDS" programs. With the integration of IDIS and HUD's mapping software, Community 2020, the Office of HIV/AIDS Housing is concerned with protecting the confidentiality of project sites serving persons with HIV/AIDS.

IDIS can be used to ensure that project site information that is intended to be confidential remains so and that site information that is public is available to help connect potential clients to that support. Data entered into IDIS and data reported on the HOPWA Annual Performance Report (APR) are downloaded and shared with Community 2020. Community 2020 then uses the data to update site locations throughout the nation to give a national database of all HUD projects. The software is available to grantees, community planners, government officials, and citizens interested in mapping and learning about their community's resources. If a site is confidential (i.e., **not** to be made public), grantees should retain that information in their confidential files (subject to HUD inspection, as may be needed) and **not** enter this information into IDIS or on the APR. The general service area of a confidential site can be made known, such as the city and state. If the site can be made public, the address

can be entered into C2020 and in IDIS to be released for public information.

Our office has already begun work to ensure that confidential project sites entered into IDIS and the HOPWA APR remain confidential. The office recommends the following precautions outlined in this edition's *HOPWA and IDIS: Q & A* section. For further information on this topic, please call Rusty Bennett at HUD's Office of HIV/AIDS Housing at (202) 708-1934.■

▼ **Updating HOPWA Performance Data**

HUD is requesting that each HOPWA formula recipient review their management control procedures to ensure that performance reports are accurate and filed in a timely manner, including the use of IDIS for reporting on clients and units of housing assisted. Grantees must also report on how the program and related AIDS planning activities are integrated and carried out in collaboration with other community efforts under the Consolidated Annual Performance and Evaluation Report (CAPER) needed to inform the public on program activities during the year. A number of the CAPER elements are specific to the HOPWA program and grantees are encouraged to use this report to provide the public with an executive summary of their overall program. The State formula grantees, which are not yet on IDIS, must file a HOPWA Annual Progress Report (APR), form HUD-40110-C, in lieu of using IDIS and follow financial procedures under LOCCS.

It is essential that HOPWA grantees use IDIS in order to periodically provide information on program activities and that any technical assistance needs are identified and quickly responded to by trained staff. The reports give HUD information on the use of funds by project sponsors, the number of units of housing assisted, and client characteristics used to document the benefits of this program. The periodic collection of information in IDIS must be made, at a minimum, within 90 days of the completion of an activity and within 90 days of the completion of the program year. (Please note that revised procedures drop a provision used in FY98

that required that beneficiary information be entered in IDIS within 90 days of any disbursement).

Beginning in 1999, grantees must also use IDIS to give HUD an estimate of the number of units of housing that will be supported by the planned activity. This estimate must be registered at the setup of the activity and no later than at the time of the first disbursement for that activity under IDIS. Grantees must use the IDIS Setup Activity Screen C04MA04 to give the proposed type and number of units of housing which are planned to be undertaken during the twelve-month program year. Also, when the grantee reports on the completion of this activity and the completion of the program year, the accomplishments data on this activity must include the actual type and number of units of housing which were supported during that period. Screen C04MA04 is also used to give the actual number of housing units supported. Since most of the HOPWA activities are likely to be on-going, these provisions will help ensure that performance information is updated at least once per year.

Activity Setup Screen Guidance - Proposed Activities

The IDIS Setup Activity Screen C04MA04 should be used at or before the time of the first disbursement for an activity under IDIS. The setup of the activity must include the **proposed** type and number of units which are planned to be undertaken during the twelve-month program year. This includes **all** types of housing assistance provided under HOPWA (i.e., tenant-based rental assistance, facility-based housing such as units in a community residence, Single Room Occupancy (SRO) dwelling and other facilities, and the number of short-term rent, mortgage, and utility payments). If you maintain separate activities within IDIS for the various housing activities, only enter the number of housing units proposed under each specific activity. Do the same for each of the other activities so that when they are totaled they will match your community's total proposed units. Other HOPWA activities that do not directly involve housing assistance, for example, administrative costs, technical assistance/resource identification, information, and supportive services, are reported under other screens in IDIS.

Please do the following to enter the proposed housing type and units:

PROPOSED TYPE: (2 Digits) Enter the Proposed Accomplishment Type by pressing F1 for your list of options and, from the choices, enter an "X" by number 10 "Housing Units" and press <Enter>.

PROPOSED UNITS: (4 Digits) Enter the estimated number of units to be undertaken in the next 12 months or the months remaining in your program year. Include the total number to be provided in community residences, SRO dwellings, and other facilities, the number of tenant-based rental assistance units, and the number of short-term rent, mortgage, and utility payments. If these are being funded under the same activity, generally the number of units will equate to the number of households being assisted, except where transitional programs have a turnover process and units are used by new clients.

Example #1 For its Rental Assistance activity, the city grantee has funded ABC AIDS, Inc. to operate a metro-wide tenant-based rental assistance program. Under the activity setup they have proposed to operate 25 units of housing throughout their remaining program year. They would enter the following information:

	Type	Units
Proposed	"Housing Units"	25

Activity Setup Screen Guidance - Reporting Actual Benefits

At a minimum, the collection of IDIS data must be completed within 90 days of the completion of an activity (i.e., no additional HOPWA funds will be spent on this activity) and within 90 days of the completion of the program year. Grantees may also make active use of this tool and update information as it becomes available. When you are entering accomplishment data, you must also enter the actual units that were supported and made available to clients with HOPWA funds during that program year. Use the C04MA04 screen to include the actual number of units of housing assistance provided with HOPWA funding under this activity. This includes all facility-based units, tenant-based units, and short-

term rent, mortgage, and utility payments. Count one unit for each client household that receives voucher payments, regardless of the number of months of payments. The number of units entered for this activity should correspond to the information entered under the HOPWA accomplishment screens, but may differ based on your actual experience. For example, if some planned units remain to be completed with rehabilitation, construction, etc., please note this in the narrative section.

Please report on the actual units by:

ACTUAL TYPE: (2 Digits) Enter the Actual Accomplishment Type by pressing F1for your list of options and, from the choices, enter an "X" by number 10 "Housing Units" and press <Enter>.

ACTUAL UNITS: (4 Digits) Enter the number of units completed for the Actual Housing Units under this activity. Include the total number of units actually in use in the community residences, SRO dwellings, and other facilities, the number of tenant-based units, and the number of short-term rent, mortgage, and utility payments that were made or supported under this activity. If some of the planned units were not completed, nor made available to clients (i.e., due to continuing construction, rehabilitation or lease-up issues) enter the number actually provided and give a brief description in the Accomplishment Narrative section of the progress of the activity. The narrative can also give details about the success of this activity.

Example #2 ABC AIDS, Inc. also operates a HOPWA funded SRO dwelling for persons who have been homeless. Following rehab of the units, the dwelling provided 3 of 5 planned units of assistance during the year and the two other units are continuing to be rehabilitated. For their program year, the following would be entered:

	TYPE	UNITS
Proposed:	"Housing Units"	5
Actual:	"Housing Units"	3

Accomplishment Narrative:
Substantial rehab of three units was completed and clients have been housed. Two other units remain in rehab and will be complete with new kitchenette, bathrooms, heating, and A/C by June, 1999. When complete, the 5 SRO units will provide independent living/housing for 5 single adults at one time and an estimated 15 clients over a 12 month period. Clients receive intensive case management and are being assisted in developing life plans, including identifying permanent housing options and job opportunities.

Activity Setup Screen Guidance - Using Narratives

HOPWA grantees should use the narrative section as a means of providing HUD an explanation of differences between planned and actual accomplishments, as well as other details on accomplishments made during the program year. Information can provide a status of uncompleted activities, and provide a general overview of the activity. It is not necessary to repeat data entered in other parts of IDIS (i.e., financial information or number of persons receiving supportive services). The narrative section is limited and **cannot** be over six lines, so information should be brief and concise.

Potential Use of the HOPWA APR

Although the HOPWA Annual Progress Report (APR), form HUD-40110-C, is not required for grantees that have converted to IDIS, the form may still be a useful document in helping the grantee and project sponsors organize the information to be entered into IDIS. The APR format and data elements match those used in IDIS. However, sponsors must not submit their reports directly to HUD as information must be consolidated with the grantee's report on their grant activities.

The APR sections provide for the number of clients, their demographic characteristics for persons who receive some form of housing assistance, the type of activities carried out and amounts expended by activity, the number and type of housing units provided, as well as information on the type of supportive services and amount spent by type of service (or estimated by type, as necessary). In addition, the APR allows grantees to provide an executive summary or profile of their accomplishments and to discuss any barriers or issues that may have occurred in administering this grant, as well as any solutions to resolve those issues.

This type of information is useful to HUD and should be presented in the HOPWA section or elements of the CAPER. The APR is required for formula grantees not yet on IDIS and for competitive grantees. It instructs grantees to submit one copy to the area CPD office and one copy to the Office of HIV/AIDS Housing in HUD headquarters.

Go to HUD's home page to access the APR (HUD-40110-C (11/97), the related application and explanation for its use. The HUD forms warehouse provides the forms in a portable document file (pdf) format at the following site: www.hud.gov/80/cpd/aprform.pdf.

Questions regarding performance reports for the HOPWA program should be directed to Harry A. Garte, Office of HIV/AIDS Housing on (305) 536-4431 Ext. 2260. He is serving as a liaison for Field Office staff and formula grantees.■

HOPWA and IDIS
Questions & Answers:

This month's Q&A will focus on the issue of maintaining the confidentiality of site locations when reporting through IDIS.

Q: How can I tell HUD that a project site location is confidential?

A: The office recommends the following when setting up project information in IDIS. During your activity setup on screen "C04MA01" of the common path:
1) Enter your Activity Name
2) In the site address field enter: "Confidential Site". Retain the address record in your confidential files.
3) Provide HUD a general location of the site by completing the city and state fields.■

Q: What do I need to know if the site location is not confidential?

A: If the site is **not** confidential, enter all the address information as normal. *Remember: This information will be made available to the public.* If the site is confidential, do **not** release it to HUD through IDIS or APR reports.■

Q: Can I delete address information if I have already setup an activity and entered the address?

A: Yes. Follow the activity revision process as outlined in the IDIS User Manual. Delete the information in the address fields. In the site address field enter, "Confidential Site". This will indicate to HUD that the project site is confidential. Leave the city and state fields completed to provide HUD with the general location of the site.■

Q: Is IDIS information entered into the Community 2020 mapping software?

A: Yes. Information on HUD programs, project site locations, and accomplishment data is periodically downloaded from IDIS and entered into Community 2020. This allows grantees and community planners to map their communities' assets and assists in planning future projects. The Community 2020 software is an integral part of a community's Consolidated Planning process and allows the community to see how program activities are being undertaken in their neighborhoods.■

Q: Can I ensure confidentiality of project locations in C2020?

A: Yes. Please refer to your C2020 users manual for specific instructions on how to suppress project locations. Version 2.0 users may refer to Chapter 3, page 63 of *Community 2020: HUD Community Planning Software Users Manual Grantee Version.*■

THE NEXT ISSUE OF IDISLIVE WILL BE PUBLISHED ON MARCH 1, 1999.

IDIS Q&A
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HANDLING RETURNED FUNDS

(IDISLive has addressed at different times the issue of handling returned funds as it relates to pre-IDIS funding and funding via IDIS. The TAU continues to receive a number of calls about this topic so we decided to run the Q&A on how to handle pre-IDIS and post-IDIS funds in one issue.)

Pre-IDIS Funds:

Q: One of our grantees received an audit finding that it spent $1 million in 1994 CDBG funds on "ineligible" activities. Because the activities in question are old (i.e., pre-IDIS), there are no drawdown vouchers that this grantee can revise to offset the ineligible amount.

A: All draws prior to conversion are summarized and captured in IDIS. When the funds are returned to the Treasury, the HUD Financial System (also known as LOCCS) will send a collection draw to IDIS. The amount of this draw will be negative.

Here is what your grantee can do to remedy the situation. The grantee can send the funds ($1 million) back to the Treasury being sure to identify them as returned funds for the 1994 CDBG grant. Once that step is completed, the 1994 CDBG grant will indicate that the $1 million has been returned. HUD Activity 2 (CDBG), grantee fund year 1994, will show a net drawn of $1 million less. The grantee should then de-obligate the funds. After de-obligating the funds, he/she will then be able to spend this amount on other (eligible) activities.

In the case of HOME funds, create a negative voucher for the activity from which the funds were drawn in Pre-IDIS. The activities can be found under the converted HOME 1994 projects (option C - View Activity from the Main Menu). Then, de-obligate the funds from the activity selected. This will make them available for use in another eligible activity.

IDIS Funds:

Q: How do I return funds to an activity once they are returned to HUD?

A: Funds are returned to HUD for many reasons. An activity may have fallen through and the funds need to be sent back because there will be no draws for a couple of weeks. (For the HOME Program, a grantee has 15 days to clear the funds out of their bank accounts.) There could be an over-pay for a closing, or funds were drawn that were not needed. These funds need to be returned.

Once the grantee returns the funds to HUD and requests they be placed back into the activity from which they were originally drawn, they will appear in activity #1 for HOME, #2 for CDBG, #3 for ESG, and #4 for HOPWA. They will show as negative amounts. These negative amounts will need to be moved and placed against the original activities. The following steps are used to accomplish this:

1. Go to Maintain Drawdowns
2. In the HUD Activity Number field, place:
   - #1 - for HOME funds returned
   - #2 - for CDBG funds returned
   - #3 - for ESG funds returned
   - #4 - for HOPWA funds returned
3. Select the voucher(s) to be revised by placing a "R" before it. (The voucher(s) will have negative Drawdown amounts.)

Continue the revision process on the Revise Drawdown screen. The only difference is that the amount is preceded by a negative sign.■

ADDING 1998 ACCOMPLISHMENTS

Q: We are ready to add the accomplishments information for 1998 into IDIS. What are the steps that we should follow? *San Bernardino, CA*

A: Adding the accomplishments information is actually a revision to the activity. So, select option B (Revise Activity) from the menu. On the Revise Activity Screen, C04MA10, enter the activity number and proceed to the Setup Activity Screen, C04MA04. Once there, press F11. Insert the current

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accomplishment year and updated data.■ *Vivian, HUD-TAU*

PRINTING AN IDIS REPORT

Q: I generated a report to download from IDIS. However, I was unable to print it. Please review the steps for printing out a report. *Portsmouth, VA*

A: Of course. Grantees should follow these steps to download and print reports:

- Select option E (Reports Menu) from the Main Menu. Press Enter.

- Type 01 at the prompt, and press Enter. This will take you to the Report Selection screen.

- Place an "x" next to the report that you wish to download and place an "i" under the Priority category to indicate that the report is to run immediately. Press Enter and look for the message "Reports Submitted" at the bottom of the page.

- Press F7 to exit the Report Selection screen.

- Type 02 at the Reports Menu, and press Enter.

- Type D next to the reports that have a "Ready" Status, and press Enter. This will begin the download. You will notice that a box will appear in the center of your screen. The report will be downloaded automatically to your PC's c:\ drive.

- Once you have downloaded the report, you will get a message in white print at the bottom of your computer screen. The message will include the file name of the report that you selected. Make a note of this name. (The report's file name will end with the suffix ".rpt.") Each report will have a different name.

- Use your Alt/Tab keys to toggle back to your Program Manager (Windows). Go to your WordPerfect or Word application and open the report as a file. Select the whole report ("Select All"), and change the font style to "Courier" and the font size to "9". Finally, make sure that you

are printing in "landscape" orientation.■ *Pat, HUD-TAU*

IDIS PROFILE: DIONNE ROBERTS

Over the last 18 months, Dionne Roberts has trained grantees all over the country on IDIS. In both national training sessions and on-site technical assistance visits, Dionne has worked with grantees to help them gain an understanding of the system and to address their concerns.

With a background in homeless programs and housing, Dionne has particularly enjoyed the opportunity to work with Emergency Shelter Grants (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) recipients. Her knowledge of grant programs allows her to communicate effectively with grantees and to alleviate their concerns about how IDIS will affect the way they run their programs.

"The opportunity to work closely with grantees in training and on-site always makes it a learning experience for all of us," she says. "Working with grantees across the country has given me a chance to learn about innovative programs and initiatives going on." Even more importantly, this training nationwide has enabled Dionne to see how different localities handle similar issues.

As IDIS continues to advance, Dionne looks forward to continuing her work with grantees. "Knowing that you have been able to clarify an issue or help a community solve a problem motivates you to prepare for the next challenge," she says.■

IDIS and the TAU will be unavailable on the following Federal Holiday:

February 15   President's Day

Correction to *IDISLive* issue 23, page 5: IDIS will not be available on Monday, July 5 for Federal observance of the Independence Day Holiday.

TRAINING AND TECHNICAL ASSISTANCE

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WORKSHOP: "EXPLORING IDIS FOR ENTITLEMENTS"

Are you new to IDIS? Do you need more experience on the system? Come and join HUD's Office of Community Planning and Development in "exploring" IDIS. This popular, hands-on workshop series, "Exploring IDIS for Entitlements," has been scheduled for February 23-26, 1999 in Washington, DC and for March 17-18, 1999 in Atlanta, GA.

Especially valuable to new users or users with minimal IDIS experience, the workshop is designed to make participants confident in their ability to use IDIS to draw down funds and report accomplishments to HUD. All relevant functions of IDIS are covered, including setting up and revising activities, adding projects, drawing down funds, reporting program income, and downloading and formatting reports. For HOME program staff, using administration funds and subgranting are also covered.

Participants who work with IDIS on one or more of the **CDBG, ESG, and/or HOPWA** programs but **not** HOME funds may sign up for the one-day session. Participants who work with IDIS **directly on the HOME** program or participants who work with **the CDBG, ESG, and/or HOPWA programs in addition to the HOME** program may sign up for the two-day session.

WORKSHOP DATES		
	HOME/CDBG/ ESG/HOPWA	**CDBG/ESG/ HOPWA**
Washington, DC	2/23-2/24 or 2/25-2/26	2/23 or 2/24
Atlanta, GA	3/17-3/18	3/17 or 3/18

The workshops will be held at the following sites:

Washington, DC
Crowne Plaza Hotel - Washington
1001 14th Street, NW
Washington, DC 20005
202/682-0111

Atlanta, GA
Hyatt Regency Atlanta
265 Peachtree Street, NE
Atlanta, GA 30303
404/577-1234

To register for this interactive workshop, download the fax-back registration form from the IDIS website (**http://www.hud.gov/cpd/idisweb.html**). If you do not have access to the Internet, call (202) 289-8100 to request a registration form. Hotel accommodations for the Atlanta workshop have been arranged with the Atlanta Marriott Marquis, 265 Peachtree Center Avenue, Atlanta, GA 30303. The telephone number is 404/521-0000 and it is located across the street from the workshop site at the Hyatt Regency Atlanta.∎

FOR MORE INFORMATION
Your IDIS Users Group 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.