

IDIS LIVE

...for the Integrated Disbursement and Information System

U.S. Department of Housing and Urban Development

Office of Community Planning and Development

LATEST REPORT CHANGES AVAILABLE FOR PSEUDO TESTING

CPD has modified 17 IDIS canned reports and created three new ones to provide grantees and HUD personnel with more accurate and more useful IDIS information. A number of reports have been renamed (see the chart on page 4) to better reflect their new contents and purpose. Others had mistakes corrected where data was missing or inaccurate. All reports listed had a cosmetic makeover so they are now easier to read and interpret.

You will be able to view and test these report changes in the Pseudo Production region of IDIS in early May. We will announce report availability on the IDIS News screen and to listserv subscribers. We urge you to log on to the IDIS Pseudo region and test the changes!

The IDIS Pseudo region was created to allow IDIS users to practice and test IDIS functions. All users with an IDIS Production User ID also have access to the Pseudo Production region of IDIS. However, if you have not logged into the IDIS Pseudo region in the last 45 days, you will need to contact the User Assistance Branch at 202-708-3300 Option 3, to have your ID reset to Active status. If you have not logged in to the Pseudo region in more than six months, you will need to submit a new Access Request Form through your Field Office. ■

10 STATES GO LIVE

We are happy to announce the addition of the following states to the list of grantees that have gone “live” in IDIS. The chart shows the date each state began conversion. **Welcome! We look forward to working with you.**

Michigan	April 3
North Dakota	April 5
Kansas	April 7
Vermont	April 10
Wisconsin	April 13
Florida	April 17
Pennsylvania	April 19
Virginia	April 21
North Carolina	April 25
Arizona	April 27

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CDBG TIMELINESS REPORT BUG

Thanks to Millie Dusha of the HUD San Francisco field office for detecting two anomalies with the new IDIS-generated CDBG Timeliness Report. The Line of Credit Balance calculation will not be correct if a grantee creates an ADMIN subfund or if a grantee receipted funds as RL (Revolving Loan Funds). IDIS bases the calculation only on the fund types of EN (Entitlement) and PI (Program Income). The report does not currently include draws from subgrants. Only 89 CDBG entitlement community grantees have established subgrants and are affected by this. Manual adjustments can be made to the IDIS timeliness calculation (without program income) by using the "DRAWN" information from the IDIS PR35, Subgrant Report. As for the RL funds, in the view of the CDBG Program Office, the most important timeliness test is the one that does not involve program income.

This report is currently being modified to cover these special cases. ■

STARTING JUNE, TAU HELP AVAILABLE 8 A.M. TO 5:30 P.M. EDT

We are reducing the TAU coverage hours due to the low volume of calls received after 5:30 p.m., amounting to one per day. As of June 1, the TAU hours will be 8 a.m. to 5:30 p.m., Monday through Friday. If you call after these hours and leave a voice message, your call will be returned as soon as possible during these business hours. To ensure availability for states converting to IDIS, we will continue to provide a "live" representative until 8 p.m. Monday to Thursday through the end of May. ■

WEB390 QUICK REFERENCE NOW AVAILABLE

HUD is phasing out SprintLink dial-up access to its systems as it converts to internet only access for the DGMS project. With the phase out of SprintLink dial-up access to IDIS in the offing, the TAU is receiving many calls about Web390 internet access.

CPD has prepared a Quick Reference which provides answers to the most frequently asked questions. To view the Quick Reference, direct your browser to: www.hud.gov/cpd/idis/wquickref.pdf ■

NEW MATRIX CODE 19H FOR STATE TECHNICAL ASSISTANCE TO CDBG GRANTEES

IDIS has been enhanced to include a new Matrix Code of 19H for State Technical Assistance to CDBG Grantees. The matrix code should be used only for states and only for CDBG.

CDBG State grantees should use the new matrix code for activities that fall under the 1% set aside for Technical Assistance in the CDBG program. ■

FIFO Q&A

Q. I received CDBG grants for 1997, 1998, and 1999. In Activity Funding, I funded specific activities with each year's funds. When I reviewed my draw history I noticed that a 1998 activity pulled funds from the 1997 grant. Why?

A. IDIS uses a FIFO (first in, first out) accounting method. Identifying a specific grant with a particular year on the Activity Funding screen is for your internal record keeping only. When you draw funds, IDIS will always look to the oldest available grant money first. This means that if you have a balance in your 1997 grant, IDIS will use those funds before it uses the 1998 funds, even if the activity is for the 1998 program year. If IDIS were an accrual accounting system - the type of system used by most local and state jurisdictions - each year's grant would remain segregated. ■

20 REPORTS TO TEST IN PSEUDO

CPD has modified 17 existing reports and added three new ones. We will announce when these reports will be available for testing in the Pseudo region of IDIS. Watch for the notice on the listserv and on the IDIS News Page.

Report #	Name
C04PR06	Summary of Consolidated Plan Projects for Report Year XXXX
C04PR05	Drawdown Report By Program Year And Project Formerly: Grant Drawdown Report Sorted by Project and Activity
C04PR07	Drawdown Report by Voucher Number Formerly: Drawdown Voucher Summary
C04PR08	Grantee Summary Activity Report
C04PR01	Entitlement Grants and Program Income Formerly: Federal Entitlement Grant Funding
C04PR35	Grant, Subfund, and Subgrant Report
C04PR36	Receipt Audit Trail Report
C04PR02	List of Activities by Program Year and Project Formerly: List of Activities

<i>New!</i>	Activity Financing Summary
C04PR10	CDBG Housing Activities Formerly: Rehabilitation Activities
C04PR11	CDBG New Housing Construction (Matrix Code 12) Activities Formerly: CDBG New Housing Construction Report For FY 19XX
C04PR13	CDBG Float-Funded Activities Report
C04PR14	CDBG CDFI and NRSA Activities Formerly: Activities by Community Development Financial Institution (CDFI) Area
<i>New!</i>	CDBG Activities Potentially Subject to Jobs/Services Public Benefit Calculation
C04PR22	Status of HOME Activities
C04PR25	Status of CHDO Funds by Fiscal Year
C04PR27	Status of HOME Grants
C04PR33	HOME Match Liability
C04PR34	Status of Other Entity Funds by Fiscal Year
<i>New!</i>	HOME Lower Income Benefit - All Fiscal Years
<i>New!</i>	Cost Per HOME-Assisted Unit/Family

ENTITLEMENT GRANTEE TRAINING CONTINUES, DON'T MISS OUT!

CPD is again offering IDIS training to entitlement grantees during the month of June, 2000. These workshops are designed to help users build on the IDIS skills they already possess. They include hands-on exercises in setting up and revising activities, reporting accomplishments, creating and maintaining drawdowns, creating and using subgrants, and generating and formatting reports.

Those grantees receiving HOME funds (in addition to other program funds) should register for Workshop 'B,' the multi-funded, two-day session. Those grantees receiving only CDBG program funds should register for Workshop 'A,' the one-day session.

The sessions will be facilitated by the IDIS experts from TONYA, Inc. and will be held in the Washington, DC area. For more information or to register, please contact Carmen Barnes at 202-289-8100. ■

<u>Location</u>	<u>Deadlines</u>	<u>Workshop 'A' (CDBG only)</u>	<u>Workshop 'B' (Multi-Funded)</u>
Washington, DC June 6 - 9, 2000 Hotel Washington 515 15th Street, NW Washington, DC 20004 202-638-5900 (800) 424-9540	Registration Deadline: May 22, 2000 Hotel Reservation Deadline: May 15, 2000 Sleeping room rate: \$115.00 per night + tax	June 6 or June 7	June 6-7 or June 8-9

FOR YOUR INFORMATION

Your IDIS contact is Vivian Baldwin at CPD. You may contact her via the following:

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Internet: 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 Web390 and 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.

**The next edition of *IDIS Live* will be published on
June 1, 2000.**

TAU TOTALS FOR MARCH

A total of 1,375 calls were received by the TAU during the month of March, 2000. Twenty-two percent of the calls (305) concerned the HOME C/MI System, the HOPE 3 program, or other non-IDIS calls, while 78% of the calls (1070) were associated with IDIS. All calls received by the TAU were answered by CSC customer service representatives resulting in no voice mail for the month. ■

IDIS ACCESS AVAILABLE 8 A.M. TO 8 P.M. EDT

To allow for the increased workload of processing state conversions during IDIS “off-hours,” IDIS is not available in the morning until 8 a.m. EDT. For those few users on the East coast who are used to logging in at 7 a.m., we apologize for this change. Once all states are converted to IDIS, access will again be available starting at 7 a.m. ■

<p>IDIS AND THE TAU WILL BE UNAVAILABLE ON THE FOLLOWING FEDERAL HOLIDAYS:</p>

May 29	Memorial Day
July 4	Independence Day

LOGGING IN TO PRE- PRODUCTION (PSEUDO)

Go to the url www.hud.gov/cpd/idis/idis.html

Do not click on the US map!

Instead, click on **Click Here To Practice in Pre-Production** directly above the map. You will see a pop-up that prompts for your Web390 Username and Password. When the “HUD House” screen appears, click on the grey “Logon” button. The Pre-Production IDIS Logon Screen will appear. ■