

IDIS LIVE

...for the Integrated Disbursement and Information System

U.S. Department of Housing and Urban Development

Office of Community Planning and Development

DGMS ROLLOUT DELAYED

On April 28, HUD's Office of Grants Management and Program Compliance (GMPC) postponed the start of conversion from IDIS to DGMS until after September, 2000. In a May 9 conference call to Field Office staff, Terry Nicolosi, GMPC Director, emphatically stated that HUD will not deploy a system that does not meet the needs of HUD staff and grantees. CPD supports this decision. With implementation of DGMS delayed, CPD plans further enhancements to IDIS to ensure that it optimally supports our users. While we can't migrate IDIS from the mainframe platform, we can work to improve reports, implement functionality changes, etc. Now is the time to submit your *wish list* of IDIS enhancements you'd like to see implemented. Over its three-year life, over 250 enhancements have been added to IDIS, many at the request of states and grantees. Please send your ideas to Robyne_D._Doten@hud.gov ■

WELCOME NEW STATES

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 or is expected to convert. **Welcome! We look forward to working with you.**

Hawaii	May 1
Massachusetts	May 3
Iowa	May 8
Georgia	May 10
Washington	May 12
Oregon	May 15
Ohio	May 18
Tennessee	May 22
Illinois	May 25
South Carolina	May 31

CPD WELCOMES NEW SDED DIRECTOR, ROBYNE DOTEN

On May 11, Robyne Doten was appointed as the new Director of the Systems Development and Evaluation Division. Ms. Doten succeeds Bob Meehan who has moved to another position in CPD.

Ms. Doten brings over eight years of IT-related HUD experience to CPD. She started her HUD career in the old Information Processing Systems (IPS) group, then moved to Public and Indian Housing in 1993. Ms. Doten's responsibilities at HUD have ranged from managing formula-driven programs to overseeing a variety of IT-related projects. This experience will be most beneficial as she leads CPD's transition from IDIS to DGMS. Please join us in welcoming Ms. Doten to CPD. ■

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WHY WEB390 USERS MAY HAVE SEEN SOMEONE ELSE'S DATA

In the past, when users received "Input/Output" error messages or had slow performance, the Internet Services Group (ISG) took the Proxy Server down for maintenance. HUD uses a special server, called a Proxy Server, to properly authenticate each user before sending the transaction to the Web390 Server. CPD recently learned that if the Proxy Server is taken down, then brought back up, in a few rare cases, a grantee may have viewed a display screen from another grantee's session. We have not been able to duplicate this situation. However, we can assure all concerned that when this situation occurred, the grantee was not able to change the other grantee's data or in any way intercept the other grantee's session.

In all cases reported to the TAU, when the grantee logged out of IDIS and Web390 then logged back in, the grantee saw his or her correct data.

The Proxy Server and Web390 Server are maintained by two different HUD organizations at two different sites. We have changed internal procedures so that the system administrators responsible for the two systems now communicate more effectively.

To ensure that this situation will not recur, CPD has asked the ISG to avoid stopping and restarting the Proxy Server during production hours. When shutting down the Proxy Server is absolutely necessary, ISG will coordinate with the Web390 Departmental Platform Processing Division (DPPD) to also shut down the Web390 Server. Once the maintenance is completed, both servers will be brought back up.

We apologize to all users who may have experienced this problem. While we do not expect it to recur, please report any sightings of data that you do not feel is yours to the TAU at 1-800-273-2573. ■

WEB390 REQUIREMENTS

HUD is phasing out SprintLink dial-up access to its systems as it converts to internet only access for the DGMS project. The TAU is receiving many calls about the requirements for using Web390 internet access.

To use Web390, you must have the following system configuration. (LAN users may need to work with their network administrators to ensure that their workstation conforms to these requirements.)

Hardware

486 or greater PC with LAN or modem connection (via an Internet Service Provider) to the web.

Operating System

Windows 95, 98 or NT. (Web390 has not been tested with Win2000.)

Software

Netscape Navigator browser, v.4.05 or higher. In order to access IDIS via the web, you must use Netscape Navigator, no exceptions. This is a free download.

Web390 Netscape plug-in (np3270.exe), a free download.

Report batch file (idisdnld.bat), a free download. If you want to download reports, your computer must be able to access a DOS prompt. (Some network administrators disable this function.)

CPD has prepared a Web390 Quick Reference that provides answers to frequently asked questions and lists the web sites where free software can be downloaded.

To view the Quick Reference, direct your browser to: www.hud.gov/cpd/idis/wquickref.pdf

If you need to justify spending money to pay for internet access, IDIS Security Administrator John Mayer offers a letter of justification on page 14. ■

REFERENCE MANUAL: A QUICK WAY TO LEARN IDIS

The IDIS Reference Manual was originally published by CPD in April, 1999 to provide grantees with a *friendly* step-by-step approach to learning IDIS, including setting up and funding activities and processing draw downs. CPD updates the Manual to reflect the latest IDIS release.

While addressing IDIS user training, the May, 2000 Audit Report from the Office of Inspector General stated:

“With these resources, [the Reference Manual plus the on-line system prompts and messages] we were able to learn the basic system data entries in four to six hours without any formal training.”

We think learning the basic functions of IDIS from using the Reference Manual and on-line displays is a testimony to the usefulness of the Manual. We hope you are taking advantage of this. If you keep a hard copy of the IDIS Reference Manual and haven't updated it recently, you may want to verify that you have the latest version by visiting the web address listed below.

In addition to the IDIS Reference Manual, CPD publishes many other documents designed to make working with IDIS easier:

IDIS Reference Manual
www.hud.gov/cpd/idis/ref_man.html

IDIS Quick Reference
www.hud.gov/cpd/idis/refcard.pdf

Web390 Quick Reference
www.hud.gov/cpd/idis/wquickref.pdf

Troubleshooting Guide for Web390
www.hud.gov/cpd/idis/web390_help.html

IDIS Live Online
www.hud.gov/cpd/idis/idislive.html

EDI for IDIS www.hud.gov/cpd/idis/edi_home.html

The IDIS HOME Page contains links to many related sites. You may access the IDIS HOME Page at:
www.hud.gov/cpd/idisweb.html ■

CDBG TIMELINESS REPORT MAY NEED MANUAL LINE OF CREDIT CALCULATION

Currently, the CDBG Timeliness Report (C04PR56) recognizes the subfund to Administration but doesn't recognize any draws from those subfunds. The PR56 report is currently calculating the Letter of Credit Balance to be:

EN funds available to draw
+
Funds suballocated to administration subfunds.

The report is not considering draws from administration subfunds when doing the calculation. As such, it calculates the Letter of Credit Balance to be higher than it should be.

Until the PR56 report is fixed, HUD staff will have to look at data on the Entitlement Grants and Program Income report (C04PR01) for CDBG

subfunds and adjust the PR56 report by subtracting Net Drawn Amount for subfunds from the PR56 Letter of Credit Balance to get the true Letter of Credit Balance. The 60 Day Ratio will also be incorrect for those grantees with draws from CDBG subfunds.

The IDIS programmers have been notified of this problem and are making corrections. ■

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.



New!! HOPWA Matrix Codes Added To IDIS

On June 1, 2000, HOPWA grantees will be able to utilize HOPWA-specific matrix codes for HOPWA projects and HOPWA activities. In the past, HOPWA grantees used matrix codes that may not have reflected HOPWA-funded activities. In June, five matrix codes will be added to IDIS, including:

- 31 HOPWA
- 31A HOPWA Grantee Activity
- 31B HOPWA Grantee Administration
- 31C HOPWA Project Sponsor Activity
- 31D HOPWA Project Sponsor Administration

To help in coding your projects and activities, the Office of HIV/AIDS Housing, CPD is providing the following guidance to all HOPWA formula grantees utilizing IDIS:

HOPWA PROJECTS:

There is one matrix code for HOPWA projects. All HOPWA projects should be coded with matrix code "31-HOPWA."



Help Available for HOPWA IDIS Users!

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

HOPWA ACTIVITIES:

There are four activity matrix codes which should be used for HOPWA activities operated by grantees and project sponsors.

Grantee Activities:

A HOPWA grantee is the State or EMSA which is receiving HOPWA formula funding. A grantee may contract with eligible project sponsors to conduct eligible HOPWA activities and/or may use HOPWA funds for grantee-operated HOPWA activities, as specified in 24 CFR 574.300. Grantee-operated activities should be coded with matrix code "31A-HOPWA Grantee Activity."

Grantee Administration:

Additionally, grantees are limited to 3 percent of awarded funds for administration costs. A grantee may create a separate activity within IDIS to track its own administration costs. These activities should be coded with matrix code, "31B-HOPWA Grantee Administration."

Project Sponsor Activity:

Grantees may contract with project sponsors to conduct one or many HOPWA eligible activities. Each activity would be coded with matrix code "31C-HOPWA Project Sponsor Activity." Project Sponsor activities are limited to the eligible activities found in 24 CFR 574.300.

Project Sponsor Administration:

Project Sponsors are limited to 7 percent of awarded funds for administration costs. To track administration costs, a separate activity can be created and should be coded with matrix code "31D-HOPWA Project Sponsor Administration." ■

STATE RECIPIENTS MUST SELECT ACTIVITY OWNER

With all states except Texas now live in IDIS, the TAU is receiving a number of questions about activity setup, activity funding, and drawdowns from *decentralized* State Recipients.

Most states use IDIS in a *centralized* manner, i.e., the State sets up and maintains activities, creates subgrants for subrecipients and CHDOs, funds the activities, and draws down funds. Even if another entity or agency carries out the activity, the state -- or the state agency -- does all the data entry in IDIS.

Other states use IDIS in a *decentralized* manner, i.e., the state sets up projects (and possibly the activities under them) and creates subgrants from the state EN grant. Subgrantees, as *State Recipients*, are given permission to update activities, establish activity funding, and request draws.

A State Recipient may also directly receive entitlement funds which, in turn, they may subgrant to other entities. These funds are separate from the subgrants they receive from the state.

When using the IDIS Setup/Revise Activity, Activity Funding, and Drawdown functions, users need to remember who “owns” the project and the activities under it, as opposed to who is carrying them out, and then must select the proper *Project or Activity Owner*. This is as simple as pressing F1 to select the correct activity owner from the Activity Setup/Revise, Funding, or Draw screen. Full details are provided below.

Add Project (C04MK02)

On this screen, the Project Owner indicates whether another grantee can set up activities. If the owner answers “Y,” either the owner or the designated grantee will be allowed to set up activities under this project. For a recipient to be able to select an owner and view activities in IDIS, the owner must give them access on this screen.

Process Activity (C04MA03)

On this screen, the Activity Owner (or a Recipient who was given permission to set up activities on the Add Project screen) indicates whether another entity or CHDO will have access to this activity. Unless this flag is set to “Y,” the entity or CHDO cannot view or update the activity.

Revise Activity (C04MA09)

If a State Recipient wants to revise an activity “owned” by the State, the Recipient must press F1 on the screen to select the State as the activity owner, then proceed.

Activity Funding List (C04MO03)

If a State Recipient wants to maintain funding for an activity “owned” by the State, the recipient must press F1 on this screen to select the State as the activity owner, then proceed.

Drawdown Request (C04MD10)

If a State Recipient wants to request a draw for an activity “owned” by the State, the recipient must press F1 on this screen to select the State as the activity owner, then proceed. ■

LATEST REPORT CHANGES AVAILABLE FOR PSEUDO TESTING

The following changes were released to the Pseudo Production region on Monday, May 15.

CPD has modified 15 IDIS reports and created four new ones to provide grantees and HUD personnel with more accurate and more useful IDIS information. A number of reports have been renamed to better reflect their new contents and purpose. We corrected mistakes in other reports where data was missing or inaccurate. All reports listed had a cosmetic makeover so they are now easier to read and interpret.

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.

C04PR01 Entitlement Grants and Program Income

Formerly: Federal Entitlement Grant Funding. This report lists all CPD grants to entitlements and states, and the subfunds grantees have created from these grants. Only grants with an active status are included.

At the request of the HOME program office, the following fund types are not reported for HOME grants: administration (AD), capacity building funds (CC), CHDO operating expenses (CO), CHDO reserved (CR), and SU (subgrant).

What's Changed:

The Fiscal Year column has been dropped, since that information is supplied in Grant Number.

The reporting of available grant balances now includes committed amounts. On the old report, the Difference column showed the balance after subtracting Suballoc Amt and Net Drawn Amt from Auth Amt. The new report shows amounts for Committed to Activities, Available to Commit, and Available to Draw.

The report previously listed HOME CHDO capacity building (CC) funds. That error has been corrected.

C04PR02 List of Activities by Program Year and Project

Formerly: List of Activities. This report lists the funded and disbursed amounts for the grantee's activities. All activities are included except canceled activities that have not been funded and have no draws against them. Activities are sorted by Program Year, IDIS Project ID, and IDIS Activity ID.

What's Changed:

A column showing activity status has been added.

Program Year totals are now provided.

Canceled activities with zero funding and zero draws are no longer listed.

Previously, when a report for all four CPD programs was specified (i.e., the Program Code parameter was left blank), four lines—one for each program—were printed for each activity. Since the majority of activities are funded by one program, this meant that one line contained funding and draw information and the other three lines consisted of zeros. The "lines of zeros" are not printed on the new report.

Minor formatting changes have been made to improve the readability of the report.

C04PR05 Drawdown Report by Program Year and Project

Formerly: Grant Drawdown Report Sorted by Project and Activity. This report lists drawdowns by program year and project. Vouchers that have been canceled, revised, or rejected are not included. The report includes activity, project, and program year totals.

What's Changed:

The Transaction column has been replaced with two columns, Voucher Status and LOCCS Send Date.

The old report was sorted by Program Year, Project ID, Activity ID, and Voucher Number. The new one is sorted by Program Year, Project ID, Activity ID, Voucher Number, and line item.

Other changes to this report are cosmetic. Column headers are only printed at the top of each page rather than after each new project, the total line for an activity is not printed if there is only one draw against it.

C04PR06 Summary of Consolidated Plan Projects for Report Year XXXX

This report tracks progress in implementing projects identified in the Action Plan. Users specify a report year when submitting this report. Projects set up in the Consolidated Plan for that year and for all earlier years are included in the report. It is sorted by Plan Year in descending order and within Plan Year by project ID.

What's Changed:

The report now adds Prior Year draw amounts to the correct program year.

IDIS now allows for different start and end dates from program year to program year, and the report has been modified to accommodate this capability.

Other changes are cosmetic: Report Year has replaced Plan Year in the title of the report and is no longer printed under the page number. The Plan Year is printed with each Project ID and title. Report columns have been renamed to be consistent with other IDIS reports.

C04PR07 Drawdown Report by Voucher Number

Formerly: Drawdown Voucher Summary. This report lists details for all drawdown vouchers for a grantee in date order, sorted by voucher number and line item.

What's Changed:

Negative draw amounts are printed with minus signs.

Previously, some rejected vouchers were included on the report and some were not. Rejected vouchers that were printed showed a status code of "A" (approved). The report now shows all rejected vouchers with a status of "Rejected".

When specifying report parameters, it is no longer necessary to blank out the underscores of the parameter fields you want to leave blank.

The old report was sorted by program code, voucher number, and line item. The new one is sorted only by voucher number and line item.

The report columns have been changed as follows:

Cntl Number has been dropped because it has no meaning to end users (it is for internal processing purposes only).

Voucher Date has been renamed Voucher Created.

HUD Act Number has been renamed IDIS Act ID and now comes after the Line Item column.

Voucher Status values are different. The old report showed the status of a voucher in IDIS, but did not reflect any changes in status once the voucher had been sent to LOCCS (that's why vouchers approved in IDIS but rejected by LOCCS had a status of "A" on the old report).

Pgm Code and Srce Type have been dropped since that information is supplied in Grant Number.

Recip Type has been replaced with Recipient UOG.

Status Date, LOCCS Send Date, and Payee UOG have been added.

Other minor formatting changes have been made to improve the readability of the report.

C04PR08 Grantee Summary Activity Report

This report lists activities, their status, the committed and disbursed amounts, and the date of the last draw in order by grantee activity number—the number the grantee assigned to the activity, not the HUD Activity Number.

What's Changed:

The order of the columns has been changed. Since the report is sorted by Grantee Activity Number, that column—instead of Activity Name—now appears first. Also, minor formatting changes have been made to improve the readability of the report.

C04PR35 Grant, Subfund, and Subgrant Report

This report displays the authorized, suballocated, committed, and drawn amounts for the grantee's grants, subfunds, and subgrants.

What's Changed:

The report now functions properly.

C04PR38 Activity Estimates, Funding, and Draws

This new report provides information about activity estimates, funding (or commitments) and draws; the balance available to commit (estimated minus funded), and the balance available to draw (drawn minus funded). By reviewing the report, users can quickly identify those activities where estimates or funding need to be adjusted.

This report combines the activity funding information found on the List of Activities report (C04PR02), the activity estimate available on the Summary Activity Report (C04PR08), and the draw information from both PR02 and PR08 to provide a more complete picture of activity financing in a single report. Due to space limitations, the Activity Financing Summary does not include the Grantee Activity Number and Date of Last Draw columns from PR08. Nor does it break down commitments by CPD program as PR02 does.

C04PR10 CDBG Housing Activities

Formerly: Rehabilitation Activities. This report provides status, funding, and drawn amounts for housing activities undertaken with CDBG funds

where the activity has one of the following matrix codes:

- 12 Construction of Housing
- 14A Rehabilitation: Single-Unit Residential
- 14B Rehabilitation: Multi-Unit Residential
- 14C Public Housing Modernization
- 14D Rehabilitation: Other Publicly-Owned Residential Buildings
- 14F Energy Efficiency Improvements
- 14G Acquisition for Rehabilitation
- 14H Rehabilitation Administration
- 14I Lead-Based Paint/Lead Hazard Test/Abatement
- 16A Residential Historic Preservation

Canceled activities that are not funded and have no draws against them are not listed.

What's Changed:

Previously, the application code that generated this report incorrectly equated the Program Year you were required to enter on the Parameter screen with the grant fiscal year. For example, if you requested a report for 1999, only those activities with draws made against your 1999 CDBG grant would be listed. Since draws in IDIS are always made FIFO (from the oldest grant first), the report usually consisted of the message, "no data available for this grantee." That coding error has been corrected and, at the CDBG Program Office's request, the Parameter screen for entering a year has been removed. Instead, the report includes all program years.

The report now includes: Activity Status, Matrix Code, National Objective Code, and % CDBG (the percentage of the total estimated cost of the activity that is CDBG money). The Completed Units columns have been dropped, and the column Amount Expended CDBG has been renamed CDBG Drawn Amount.

Additionally, minor formatting changes have been made to improve the readability of the report.

C04PR11 CDBG New Housing Construction (Matrix Code 12) Activities

Formerly: CDBG New Housing Construction Report For FY 19XX. This report provides status, funding, and draw amounts for housing construction activities funded by the CDBG program. Information is provided for all activities where Matrix Code 12 was entered on the Setup Activity screen (C04MA01).

What's Changed:

Previously, the application code that generated this report incorrectly equated the year you were required to enter on the parameter screen with grant fiscal year. For example, if you requested a report for 1999, only those activities with draws made against your 1999 CDBG grant would be listed. Since draws in IDIS are always made FIFO, the report usually consisted of the message "no data available for this grantee." That coding error has been corrected and, at the CDBG Program Office's request, the parameter screen for entering a year has been removed. Instead, the report includes all program years.

On the old report, Authorized Amount displayed the activity estimated amount, input on the C04MA08 "Money" screen. The name and content of this column have both changed: CDBG Funded Amount shows total CDBG dollars committed to the activity via the Activity Funding option. Another column—Amount Drawdown—is now labeled CDBG Drawn Amount. Its contents remain the same.

Also, the national objective code rather than national objective name is printed on the report, and the Grantee Activity Number column has been dropped.

Other minor formatting changes have been made to improve the readability of the report.

C04PR13 CDBG Float-Funded Activities Report

This report provides status, funding, and draw amounts for float-funded activities. It includes activities identified as being float-funded on the CDBG Activity screen (C04MC01). Canceled activities that are not funded and have no draws against them are not listed.

What's Changed:

On the old report, Authorized Amount displayed the activity estimated amount, input on the C04MA08 "Money" screen. The name and content of this column have both changed: CDBG Funded Amount shows total CDBG dollars committed to the activity via the Activity Funding option. Another column—Amount Drawdown—is now labeled CDBG Drawn Amount. Its contents remain the same.

Also, the national objective code rather than national objective name is printed on the report, and the Grantee Activity Number column has been dropped.

Matrix code, PI receipted amount, and funds due date have been added to the report. Other minor formatting changes have been made to improve the readability of the report.

C04PR14 CDBG CDFI and NRSA Activities

Formerly: Activities by Community Development Financial Institution (CDFI) Area. This report provides status, funding, and draw amounts for activities carried out by Community Development Financial Institutions (CDFI) and Neighborhood Revitalization Strategy Areas (NRSA) for the fiscal year. It reports on activities that the user identified as being either CDFI or NRSA activities on the CDBG Activity screen (C04MC01). Canceled activities that are not funded and have no draws against them are not listed.

What's Changed:

The report formerly listed only CDFI (Community Development Financial Institution) activities; now, NRSA (Neighborhood Revitalization Strategy Area) activities are also included.

On the old report, Authorized Amount displayed the activity estimated amount, input on the C04MA08 "Money" screen. The name and content of the column have both changed: CDBG Funded Amount shows total CDBG dollars committed to the activity via the Activity Funding option. Another column—Amount Drawdown—is now labeled CDBG Drawn Amount. Its contents remain the same.

The national objective code rather than national objective name is now printed on the report, and the Grantee Activity Number column has been dropped.

Program year, project ID, matrix code, area type (CDFI or NRSA), and area ID have been added.

Other minor formatting changes have been made to improve the readability of the report.

C04PR17 Activities Potentially Subject to Jobs/Services Public Benefit Calculation

This new CDBG "Public Benefits" report lists all activities with a national objective code of LMJFI (Low/Mod Public Facilities Improvements Benefit) or with a matrix code of:

- 14E Rehab - Publicly or Privately-Owned Commercial/Industrial
- 17A CI Land Acquisition/Disposition
- 17B CI Infrastructure Development
- 17C CI Building Acquisition, Construction, Rehabilitation
- 17D Other Commercial/Industrial Improvements
- 18A ED Direct Financial Assistance to For-Profits
- 18B ED Technical Assistance

C04PR15 Cost Per HOME-Assisted Unit/Family

This new report is based on C/MIS report C47CHA. It is divided into two sections, COMMITMENTS - ALL YEARS and COMPLETIONS - ALL YEARS. For all but TBRA, an activity is in the COMPLETIONS section only if its status is "Complete" (activity status code = 2); otherwise it is included in the COMMITMENTS section. A TBRA activity is included in COMPLETIONS if money has been disbursed; otherwise, it is included in COMMITMENTS.

Within each section, reporting is by these activity types:

<u>Type Name</u>	<u>Type Code</u>
New Construction	2
Rehabilitation	1
Acquisition Only	3
Acquisition & Rehabilitation	4
Acquisition & New Construction	5
TBRA	n/a

C04PR16 HOME Lower Income Benefit - All Fiscal Years

This new HOME report displays completed rental activities, homebuyer activities and TBRA families by percent of area median income.

C04PR22 Status of HOME Activities Report

This report lists HOME housing activities and tenant-based rental assistance activities with the following setup or completion codes:

- New Construction (setup or completion code = 2)
- Rehabilitation (setup or completion code = 1)
- Acquisition Only (setup or completion code = 3)
- Acquisition and Rehabilitation (setup or completion code = 4)
- Acquisition and New Construction (setup or completion code = 5)
- Tenant-Based Rental Assistance (if TBRA data entered)

The report can be requested two ways:

- As a report which includes an activity only if its IDIS status is Budgeted (status code 3) or Underway (code 4), or it was canceled (status code 1) or completed (code 2) **within a year of the report run date.**

Canceled and completed activities that are more than a year old are not reported. To request this version of the report, the user leaves the Year field blank on the Report Selection screen.
- As an "all years" report which includes an activity if its IDIS status is Budgeted (status code 3) or Underway (code 4) - like the above report - but which shows canceled and completed activities for **all years.** To request this version of the report, the user types '9999' in the Year field on the Report Selection screen.

What's Changed:

The report can now be requested to display canceled or completed activities for all years (see above).

The report now shows all the address information entered for the activity on the common path.

TBRA activities have been added to the report.

Committed Date previously showed the Initial Funding Date entered on the Process Activity screen (C04MA03). At the request of the HOME program office, it now shows the date funds were first committed to the activity using the IDIS Activity Funding option.

C04PR25 Status of CHDO Funds by Fiscal Year

This report displays status and financial information by fiscal year for CHDO funds including the amount and percent of committed and disbursed funds.

What's Changed:

A column has been added to show the type of fund—CHDO Reserved (CR), CHDO Operating Expenses (CO), or CHDO Capacity Building (CC)—being reported. Three other columns have been renamed to be consistent with other IDIS reports. Other minor formatting changes have been made to improve the readability of the report.

C04PR27 Status of HOME Grants

This report contains 11 sections which display the status of HOME requirements, commitments, and disbursements, as well as admin funds, CHDO reserve, CHDO operating, and CHDO capacity building organized by fiscal year. It also provides information on Other Entities and program income. For states, the report also contains sections for each State Recipient.

What's Changed:

Several cosmetic changes were made at the request of the HOME program office including revised column headings.

Several inaccurate calculations have been corrected. The report now clearly identifies where program income is included in the calculations.

The report now provides correct data for states. Commitments and disbursements made from State Recipient to CHDO subgrants are now included. State reports contain a report for each State Recipient.

C04PR33 HOME Match Liability

This report lists a grantee's HOME match liability for a given fiscal year based on total disbursements and those disbursements requiring matching funds. This report will not run properly unless the Field Office sets the match percentage using Option 10 on the IDIS Utilities Menu, Match Liability Rates Screen (C04MU20) at 25%, 12.5%, or 0% based upon the grantees HUD-assigned percentage.

What's Changed:

The report now functions properly.

C04PR34 Status of Other Entity Funds by Fiscal Year

This report displays status and financial information by fiscal year for Other Entity funds including the amount and percent of committed and disbursed funds.

What's Changed:

A column has been added to show the type of fund being reported. Three other columns have been renamed to be consistent with other IDIS reports. Other minor formatting changes have been made to improve the readability of the report. ■

COMMUNITY 2020 UPDATE

A new feature is now available in Community 2020 that will allow grantees to print all of their Specific Objectives using the Objective button/window on the Community 2020 Priority Needs Screen. The Objective Add-In Utility to Community 2020 Grantee Edition provides an easy way for Consolidated Plan Grantees to produce Tables 1C and 2C, pursuant to the Consolidated Plan guidelines.

The result of running the add-in utility from Community 2020 Grantee Edition is the creation of a single text file containing Table 1C and Table 2C. Grantees may then open the file using word processing software, change the text style, and print it for inclusion in the Consolidated Plan. Instructions are located at the following web address: <http://www.tonyainc.com/2020/2020.html> ■

PROGRAM INCOME ENHANCEMENTS CONTINUE

As reported in previous issues of IDISLive, enhancements to the Program Income (PI) function of IDIS are being implemented in four phases. A short overview of each phase is provided below.

Phase 1: A Recap

Phase 1, released to production in October 1999, introduced three new PI-related fund types: RL (Revolving Loan Fund), SF (State Revolving Fund), and RE (Recaptured Funds). In addition, the automatic use of available PI funds was discontinued. Grantees had requested this change because (1) PI couldn't be used in place of any fund type except EN, and (2) revolving loan PI required a work-around to ensure it was applied to the correct activity.

Phase 2: Available in Pseudo June 19th

Phase 2 is scheduled for release to Pseudo-Production on June 19, 2000 and to Production on July 1st.

With Phase 2, grantees will be able to choose to apply PI to an activity without having to explicitly fund the activity with PI before doing a draw. IDIS will automatically handle the necessary updates to activity funding, as it used to do. A detailed description of this enhancement will appear in the July issue of IDISLive.

Phase 2 includes one other change. RL funds will have to be applied to an activity that has the same matrix code as the activity identified in the RL receipt. This means that the aggregate of RL draws against activities with a specific matrix code cannot exceed the aggregate amount of receipted RL funds specifying that matrix code.

Phases 3 and 4

There are two additional phases to the PI changes. Phase 3 will allow organizations other than entitlements and states to receipt PI, RL, SF, and RE fund types. Phase 4 will allow for subgranting of those fund types among organizations. p

IDIS RELEASE NOTES VERSIONS

5.0-5.4

RELEASE 5.0

The following IDIS items were released to production as IDIS Release version 5.0 and available for use on Monday, March 6, 2000.

REPORT ENHANCEMENTS

IDIS reports that prompt the user for run-time parameters now display the selected parameters in the report headings. These reports include List of Activities (C04PR02), Grant Drawdown (C04PR05), Drawdown Voucher Summary (C04PR07), Grantee Summary Activity (C04PR08), and Program Income Details (C04PR09).

CORRECTIONS

The Maintain Drawdown screen (C04MD53) now properly displays more than 99 pages of vouchers, if there are that many pages to display.

The Authorization screen (C04MD05), which is used jointly by the Drawdown and Receipts function, now displays the proper screen name and messages when used with the Receipts function.

The Initial Funding Date is now a display-only field on the Process Activity screen (C04MA03). The value displayed is based on the date that you initially fund the activity using the Activity Funding screens.

When you copy a canceled or completed activity using the Copy/Move Activity screen (C04MA12), the newly created activity will have an initial status of 4, Funds Budgeted, and the Initial Funding Date and Completion Date will be blank.

The Query Receipts Status screen (C04MI03) now displays the Amount fields properly.

The Query Receipts Audit Trail screen (C04MI04) now properly edits values you enter in the Program Code, Fiscal Year, Source Type, Fund Type, and Date fields.

The HOME Rental Housing Location/Address screen (C04MH12) and the HOME Multi-Unit Cost Data screen (C04MH16) now display the correct messages

when the F10, F13 , and F18 keys are pressed. You no longer see an error message when you select an address on the HOME Activity Location/Address view screen (C04MH62) and try to proceed to the HOME Characteristic Data screen (C04MH66).

The HOME Rental Housing Location/Address screen (C04MH12) now displays the correct error message if you inadvertently press the spacebar then press Enter (instead of selecting an address).

The HOME Characteristic Data screen (C04MH14) and the HOME Completion Downpayment Assistance screen (C04MH19) no longer display SQL error messages.

The HOPWA Funds screen (C04MP10) now displays all amounts correctly.

The first detail line on the Float-Funded Activities report (C04PR13) now properly displays the Activity Number and National Objective Code.

The Grantee Summary Activity report (C04PR08) now properly displays activities that were moved to a different project or a different year. The Grantee Summary Activity report (C04PR08) now properly displays the Grantee Activity Number.

If no data match the selection criteria, the ESG Grantee Statistics for Program Year report (C04PR19) now displays report headings and the message, "No data available."

Three new codes were added to the original 13 codes used for EDI batch processing: 14=Loans, 15=Low/Mod Persons, and 16=Low/Mod Jobs.

The Maintain Plan Project screen (C04MK04) in Pre-Production now displays all projects for the year when the user limits the display to one Plan Year.

PERFORMANCE ENHANCEMENTS

A one-time special program resolved some activity funding inconsistencies. Funding data is now more accurate.

Data download files now include minus signs in front of negative numbers, where appropriate.

The EDI batch process now properly processes address details (record type 104).

The date edit for July has been modified to accept 31 days.

RELEASE 5.1

The following IDIS items were released to production as IDIS release version 5.1 and available for use on Monday, March 20, 2000.

PERFORMANCE ENHANCEMENTS

The length of the Narrative field on the Setup Activity screen, (C04MA04) has been increased.

CORRECTIONS

Paging forward or backward on the Block/Unblock Grantee screen (C04MJ04), now works correctly.

The Summary of Activities report, C04PR03, now includes all relevant activities.

HOPWA grant numbers were expanded from 9 to 11 digits to better accommodate converted data.

RELEASE 5.2

The following IDIS items were released to production as IDIS release version 5.2 and available for use on Friday, March 31, 2000.

CORRECTIONS

The Target Area field on the Add Project screen, C04MK01 is now processed correctly.

The Add Project Description screen, C04MK03 no longer displays a SQL error message.

The F1 accomplishment code lookup table on the Add Project screen, C04MK01 now matches the codes displayed on the entry screen.

The Query - Receipt Status screen, C04MI03, now displays the entire name selected from the Drawdown Authorization screen, MD05.

When a user presses F4 to get the Main Menu on the Receipt Authorization screen, C04MI05, the correct screen is now displayed.

Users no longer receive a SQL error message when attempting to enter a third address on the CDBG 1-1 Replacement screen, C04MC06.

Grantees should no longer see an error message on the Create Draw screen (C04MD11) when creating a draw from HOME CHDO Reserves.

The Tenure Type, Setup Type, and Loan Interest Rate for HOME activities now convert into IDIS properly.

The Type Code from the Drawdown Table now properly downloads to the data extract file.

RELEASE 5.3

The following IDIS items were released to production as IDIS Release version 5.3 and available for use on Thursday, April 20, 2000.

PERFORMANCE ENHANCEMENTS

Modified subgranting to enable CDBG subgrants for funds other than the TA fund type.

RELEASE 5.4

The following IDIS items were released to the production system environment as IDIS Release version 5.4 and available for use on Friday, April 28, 2000.

CORRECTIONS

The download files no longer contain minus signs in front of the Status Code and Type Code fields.

The drawdown batch process now ensures that the values in the drawdown header record and the associated drawdown detail records correspond. ■

GRANTEE JUSTIFICATION FOR INTERNET ACCESS

If you need to justify spending money to pay for internet access, IDIS Security Administrator John Mayer has provided the following letter of justification.

Dear IDIS Client:

You should prepare, as soon as possible, to use the Internet to access IDIS, the Integrated Disbursement and Information System, rather than the Sprintlink access some of you have been using. The preferred method of accessing IDIS is through the Internet. We expect Sprintlink to stop operating very soon.

Sprintlink is being phased out in order to open IDIS access to a wider audience. By using the Internet to access IDIS, we no longer limit the number of locations that are supported and the number of people

who can access the system concurrently. The Internet as a global resource provides the capability to access IDIS from any location that has access to a telephone line and an Internet Service Provider (ISP). The Internet also offers the opportunity to improve data transmission speed for people who have a high speed Internet connection.

Currently, the only Web browser that is effective in accessing IDIS is Netscape Navigator (any version greater than 4.05). We are testing Internet Explorer, and hope to allow people access to IDIS with it as well.

Sincerely,
John Mayer
IDIS Security Administrator

FOR YOUR INFORMATION

Your IDIS contacts are:

Vivian Baldwin 202-708-0614, x4693
e-mail: Vivian_C._Baldwin@hud.gov
Shanda Wyckoff 202-708-0614,x4567
e-mail: Shanda_Wyckoff@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.

Upcoming IDIS Training Four Points Sheraton Hotel Washington, DC

August 1 - 4
September 12 - 15
October 24 - 27

For more information please contact Tonya, Inc. At (202) 289-8100.

IDIS AND THE TAU WILL BE UNAVAILABLE ON THE FOLLOWING FEDERAL HOLIDAYS:

July 4 Independence Day
Sept. 4 Labor Day

**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., approximately one call per day. As of June 1, the TAU hours will be 8 a.m. to 5:30 p.m., EDT, 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. ■

TAU TOTALS FOR APRIL

A total of 1,156 calls were received by the TAU during the month of April, 2000. 19.7% of the calls (228) concerned the HOME C/MI System, the HOPE 3 program, or other non-IDIS calls, while 80.3% of the calls (928) 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. ■

**The next edition of *IDIS Live* will be published on
July 3, 2000.**