

IDIS LIVE

...for the Integrated Disbursement and Information System

U.S. Department of Housing and Urban Development

Office of Community Planning and Development

“HOME”.. IS WHERE THE ACCURATE IDIS DATA IS!

Assistant Secretary Cardell Cooper and the Office of Affordable Housing Programs (OAHP) are extremely pleased to announce that 541 HOME Participating Jurisdictions (PJs) have either completed their IDIS data cleanup, or are working diligently to clean the data by the July 31, 2000 deadline. Consequently, we anticipate that all of the HOME PJs will complete the IDIS data cleanup by the **extended July 31 deadline**, effectively eliminating the need to suspend any PJs’ draw capability.

Such a noteworthy accomplishment is the result of many hours of hard work by both PJ and HUD field office staff. We would like to extend our sincere appreciation to all involved in this extremely important effort. It is truly an accomplishment for which everyone should be proud.

HUD requires reliable IDIS information for many purposes, including reporting to Congress, monitoring financial information, tracking program performance, and identifying grantee and program needs. Without complete and accurate HOME IDIS data from each PJ, we would be unable to determine if HOME funds actually assist beneficiaries. In essence, IDIS data drives and informs HUD’s decision making.

OAHP will begin reviewing the HOME data in early August to ensure that the IDIS HOME data

is complete and up-to-date. We will contact any PJs at that time if a data quality question should arise.

In the meantime, please notify HUD when your HOME data cleanup is complete by either calling the Technical Assistance Unit (1-800-273-2573), or sending an email to IDIS_Data_Cleanup@hud.gov.

With the continued assistance of HOME’s Participating Jurisdictions, we are confident of the integrity of the IDIS HOME data. Now, let the wonderful exchange of HOME success stories and experiences continue!■

NEW REPORTS AVAILABLE JULY 5	2
IDIS REF MANUAL TO BE UPDATED FOR NEW REPORTS	2
CPD RESPONDS TO YOUR ENHANCEMENT REQUESTS	3
WEB390 ACCESS IMPROVED WITH TRIPLE THE CAPACITY	3
THE HOPWA PAGE.....	4
ENTITLEMENT GRANTEE TRAINING CONTINUES, DON’T MISS OUT!	5
IDIS RELEASE NOTES FOR VERSION 5.7	6
PHASE 2 PI ENHANCEMENTS AVAILABLE IN PSEUDO EARLY JULY	8

NEW REPORTS AVAILABLE

JULY 5

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. Missing or inaccurate data previously found in some reports has been corrected. All 15 modified reports

listed had a cosmetic makeover so they are now easier to read and interpret.

These reports will be available in Production on July 5, 2000 as part of IDIS Release 5.7.

For descriptions of the changes, see IDIS Live #39, <http://www.hud.gov/cpd/idis/idis39.pdf> ■

Report #	Report Name
C04PR01	HUD Grants and Program Income Formerly: Federal Entitlement Grant Funding
C04PR02	List of Activities by Program Year and Project Formerly: List of Activities
C04PR05	Drawdown Report By Project And Activity Formerly: Grant Drawdown Report Sorted by Project and Activity
C04PR06	Summary of Consolidated Plan Projects for Report Year XXXX
C04PR07	Drawdown Report by Voucher Number Formerly: Drawdown Voucher Summary
C04PR08	Grantee Summary Activity
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
C04PR15 <i>New!</i>	Cost Per HOME-Assisted Unit/Family
C04PR16 <i>New!</i>	HOME Lower Income Benefit - All Fiscal Years
C04PR17 <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
C04PR26	CDBG Financial Summary
C04PR27	Status of HOME Grants
C04PR35	Grant, Subfund, and Subgrant Report
C04PR38 <i>New!</i>	Activity Estimates, Funding, and Draws

IDIS REF MANUAL TO BE UPDATED FOR NEW REPORTS

Chapter 12 of the IDIS Reference Manual will soon be updated to reflect the new and changed reports that are part of IDIS Release 5.7. The updated chapter will include directions for requesting and

downloading reports plus detailed examples of reports and field descriptions.

We expect to post the revised chapter to http://www.hud.gov/cpd/idis/ref_man.html in mid-July. Watch for the announcement on the IDIS News page and on the listserv. ■

CPD RESPONDS TO YOUR ENHANCEMENT REQUESTS

We want to thank the grantees and CPD personnel in the field and at HQ who took the time to submit roughly 200 recommendations for enhancements to IDIS. CPD divided the list into *fixes* - problems that need to be addressed immediately; and *enhancements* - those items that would make IDIS a better, more informative, and easier to use system.

As we review your recommendations, we are establishing priorities and formulating a new work plan based on user needs. Within budget constraints,

CPD will address as many issues as possible to ensure that IDIS evolves into an even more effective disbursement and information system.

We anticipate posting a draft of the new workplan to the web by the middle of July. After reviewing the list, if there's an enhancement that you'd like to see that isn't already listed, you will be able to send it to CPD for inclusion in the list. Watch for more details on IDIS News and the listserv. ■

WEB390 ACCESS IMPROVED WITH TRIPLE THE CAPACITY

IDIS users now connect to IDIS through 10 *regional* servers. This is a more than three-fold increase from the three servers that were used in the past. Many users have already noticed the improvement in response time. If you haven't tried Web390 service lately, try it again. It's not only faster, but it is more reliable, too.

This enhancement was implemented the week Web390 service was unavailable. CPD apologizes to those users who were inconvenienced.

To distribute incoming traffic among the new servers, some regions now connect through a different port. If you use an Internet Service Provider to connect to Web390, this change is transparent to you. However, if you connect through a LAN, your LAN administrator may need to open a different port.

We recommend that your LAN administrator open all ports available, 21450-21459 and the pseudo port 21559. If your administrator does not want to do this, there's an easy way to check which port is associated with your region. Move your mouse over your region and watch the status area at the bottom left of your screen. You should see a message similar to: <https://mf.hud.gov:2145n/>. The last digit will be a number from 0 to 9. The five digits after the colon ":" are the numbers that your LAN administrator may need.

Complete information on assigning ports is available at this Microsoft site:

<http://support.microsoft.com/support/kb/articles/q184/0/28.asp> ■

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

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

Sept. 4 Labor Day

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.



Q. On June 1, 2000, new HOPWA-specific Matrix Codes were introduced in IDIS. When should grantees begin using the new Matrix Codes? Should all current and completed HOPWA activities be converted to the new Matrix Codes?

A. Starting in the next few months, the HOPWA Program Office will begin conducting a data cleanup process in IDIS. During this cleanup effort, grantees will be asked to review all current and completed HOPWA activities and convert the Matrix Codes to reflect one of the five new HOPWA-specific codes. At the conclusion of the cleanup, all HOPWA activities in IDIS will contain one of the following new HOPWA Matrix Codes:

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

Grantees may replace their current Matrix Codes with one of the five HOPWA-specific codes without

affecting their ability to draw funds or report on the activity.



Q. When should grantees enter HOPWA data in IDIS? Is once annually sufficient?

A. HOPWA accomplishment data should be entered into IDIS at least annually. If an activity is completed before the program year has concluded, HOPWA accomplishment data must be entered and the activity marked complete.

In addition, the C04MA04 Setup Activity screen, which tracks proposed and actual accomplishments for each activity, must be completed for all activities. Grantees should enter the proposed units of housing during the activity set-up, and the actual units accomplished during the program year for annual accomplishment reporting.



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



ENTITLEMENT GRANTEE TRAINING CONTINUES, DON'T MISS OUT!

CPD is again offering IDIS training to entitlement grantees during the months of August, September, and October 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.

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

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>
<p>Washington, DC August 1 - 4, 2000</p> <p>Four Points Sheraton Hotel 1201 K Street, NW Washington, DC 20005 202-289-7600</p>	<p><u>Registration Deadline:</u> July 14, 2000</p> <p><u>Hotel Reservation Deadline:</u> July 14, 2000</p> <p><i>Sleeping room rate: \$118.00 per night + tax</i></p>	<p>August 1 or August 2</p>	<p>August 1-2 or August 3-4</p>
<p>Washington, DC September 12 - 15, 2000</p> <p>Four Points Sheraton Hotel 1201 K Street, NW Washington, DC 20005 202-289-7600</p>	<p><u>Registration Deadline:</u> August 25, 2000</p> <p><u>Hotel Reservation Deadline:</u> August 25, 2000</p> <p><i>Sleeping room rate: \$118.00 per night + tax</i></p>	<p>September 12 or September 13</p>	<p>September 12-13 or September 14-15</p>
<p>Washington, DC October 24 - 27, 2000</p> <p>Four Points Sheraton Hotel 1201 K Street, NW Washington, DC 20005 202-289-7600</p>	<p><u>Registration Deadline:</u> October 6, 2000</p> <p><u>Hotel Reservation Deadline:</u> October 6, 2000</p> <p><i>Sleeping room rate: \$118.00 per night + tax</i></p>	<p>October 24 or October 25</p>	<p>October 24-25 or October 26-27</p>

IDIS RELEASE NOTES FOR VERSION 5.7

The following IDIS items will be released to production as IDIS Version 5.7 on Monday, July 3, 2000 and will be available to users on Wednesday morning, July 5, 2000.

REPORT ENHANCEMENTS

- The following reports have been added to the IDIS system.

Report Name/Number	Description
Cost Per HOME-Assisted Unit/Family – PR15	This report, based on C/MIS report C47CHA, displays costs and HOME subsidies per unit/family. It is divided into two sections: Commitments - All Years and Completions - All Years.
HOME Lower Income Benefit - All Fiscal Years – PR16	This report, based on C/MIS report C47CIA, displays the percent of area median income for completed Rental Activities (including TBRA), Homebuyer Activities, and Homeowner Activities.
CDBG Activities Potentially Subject to Jobs/Services Public Benefit Calculation – PR17	This report lists all activities with a national objective code of LMJFI (Low/Mod Public Facilities Improvements Benefit) or with a matrix code of: 17A, 17B, 17C, 17D, 18A, or 18B.
Activity Estimates, Funding, and Draws - PR38	The financial information provided on this report helps users quickly identify those activities where estimates or funding need to be adjusted.

- Added a YEAR parameter for the Status of HOME Activities Report (PR22). Users can now request a report for the current year only by leaving the YEAR field on the Report Selection (MU15) screen blank; or they can request a report for all years by entering “9999” in the YEAR field.
- Removed the YEAR parameter from the Report Selection screen for the CDBG Housing Activities (PR10) and CDBG New Housing Construction (Matrix Code 12) Activities (PR11) Reports. These reports now cover all program years.
- Changed the report titles on the Report Selection (MU15) screen to match the titles of the downloaded reports. The old and new screen report titles are listed below. In addition, reports with an asterisk in the third column have been modified substantially to improve their accuracy.

Old Screen Name	New Screen Name	
Federal Entitlement Grant Funding	HUD Grants and Program Income - PR01	*
List Of Activities	List of Activities by Pgm Yr and Project - PR02	*
Grant Drawdowns	Drawdown Report by Project and Activity - PR05	*
Summary Of Activities - Grantee Performance Report	Activity Summary (GPR) for Grantee - PR03	
Program Income Detail Report	Program Income Details by FY and Pgm - PR09	
Drawdown Voucher Summary Report	Drawdown Report by Voucher Number - PR07	*
Grantee Summary Activity Report	Grantee Summary Activity Report - PR08	*
Rehabilitation Activities Report	CDBG Housing Activities - PR10	*
CDBG New Housing Construction	CDBG New Housing Construction Activities - PR11	*
ESG Financial Summary	ESG Financial Summary for FY - PR12	
Float-Funded Activities Report	CDBG Float-Funded Activities - PR13	*
Activities By CDFI Area	CDBG CDFI and NRSA Activities - PR14	*
Security Report	Administration User Profile List - PR30	
Status Of Home Activities	Status of HOME Activities - PR22	*
Summary Of Accomplishments	Summary of Accomplishments - PR23	
ESG Program For Grantee Statistics	ESG Program Grantee Statistics for PY - PR19	
ESG Grantee Activity Summary Report	ESG Grantee Activity Summary - PR20	
Status Of CHDO Funds By Fiscal Year	Status of CHDO Funds by Fiscal Year - PR25	
Status Of HOME Grants	Status Of HOME Grants - PR27	*
CDBG Timeliness Report	CDBG Timeliness Report - PR56	
Home Match Liability Report	HOME Matching Liability Report - PR33	
Summary Of Plan Projects For Plan Year	Summary Of Con Plan Projects for Report Year - PR06	*
CDBG Financial Summary	CDBG Financial Summary - PR26	
Status Of OE Funds By FY	Status of OE Funds by Fiscal Year - PR34	
Subgrant Report	Grant, Subfund, and Subgrant Report - PR35	*
Grantee Reconciliation Report	Grantee Reconciliation Report - PR37	

Old Screen Name	New Screen Name	
Receipt Audit Trail Report	Receipt Audit Trail Report - PR36	

CORRECTIONS

- Optimized the CDBG Financial Summary (PR26) to process larger volumes of data.
- Fixed an error on the Add Project screen (PK02) that prevented users from adding new projects.
- Corrected the Copy Activity function (MA12) to set the “new” activity’s Initial Funding Date to spaces; previously, it was set to the Initial Funding Date of the activity being copied.
- Modified the Grantee Download process to include data for all organizations within the state of the grantee doing the download.
- Resolved an EDI error by reformatting the EDI Activity Description field.

TAU TOTALS FOR MAY

A total of 1,375 calls were received by the TAU during the month of May, 2000. Sixteen percent of the calls (221) concerned the HOME C/MI System, the HOPE 3 program, or other non-IDIS calls, while 84% of the calls (1154) 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. ■

PHASE 2 PI ENHANCEMENTS AVAILABLE IN PSEUDO EARLY JULY

Phase 2 Program Income enhancements, originally scheduled for release to Pseudo-Production on June 19, has been delayed until July 10, 2000.

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. I DIS will automatically handle the necessary updates to activity funding, as it used to do. ■

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.