

# ***IDIS LIVE***

...for the *Integrated Disbursement and Information System*

U.S. Department of Housing and Urban Development

Office of Community Planning and Development

## **DGMS CONTRACT SIGNED; RELEASE EXPECTED IN '01**

### ***TRW TO DEVELOP DGMS OVER NEXT TWO YEARS***

On January 10, 2001, HUD signed fixed price, performance based contract with TRW to develop the Departmental Grants Management System (DGMS). Because of the massive number of systems that will be included in DGMS, the system will be developed and released in modules. This year's release expects to encompass 18 grant programs, including the several current programs using IDIS. All functionality and all grant programs will be phased in over the next several years.

DGMS will capture the common grants management processes for HUD's 80+ grant programs into one web-based system. For the last two years, program office representatives and grantee representatives have been working with the Development Team to define the requirements for this system.

Subject Matter Experts are now meeting with the development team to verify and validate the requirements with TRW. These "Joint Application Design" sessions are extremely important to the success of the system and will provide the baseline for the contractors to develop the system specifications.

Watch for more details in future issues of IDIS Live and on the DGMS Web Site, <http://www.hud.gov/adm/dgms/index.html>.

You may also want to view the new Grant Program Inventory link on the <http://www.hud.gov/grants/index.cfm> page. ■

### **THREE MORE "ON-THE-ROAD" TRAINING WORKSHOPS PLANNED FOR FY '01**

CPD plans to offer three additional national IDIS workshops through August. The dates and locations will be announced soon.

At these workshops, we plan to offer five types of IDIS sessions:

- Entitlement grantees - CDBG only
- Entitlement grantees - Multi-funded
- State grantees – CDBG
- State grantees – HOME
- State grantees - ESG and HOPWA

These workshops are designed to help new or less experienced users build the basic skills necessary to successfully navigate the IDIS system so that they can draw down funds and report to HUD on their accomplishments. Watch for full details in the next issue of IDIS Live and on the IDIS web page. ■

CPD is also planning separate sessions for the very popular *IDIS Plus* workshop and the new *IDIS Reports* workshop. These will be at different times and locations from the national workshops and will be announced at a later date.

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# OIG AUDIT QUESTIONS WHY: STATES ARE RECEIPTING & DISBURSING TOO LITTLE PROGRAM INCOME

HUD's Office of Community Planning and Development and HUD's Office of Inspector General have both undertaken reviews of Fiscal Year 2000 data in IDIS. We are concerned by the relatively low level of program income which States have entered into IDIS as received and disbursed. During Federal Fiscal Year 2000, \$11,789,794 of non-entitlement, non-revolving loan fund program income was entered into IDIS as received, and \$8,991,169 was entered as disbursed. While the level of program income reporting by States notably increased by the end of FY 2000, these dollar figures are still significantly less than the historical levels of program income reported by States in their annual Performance and Evaluation Reports.

All States have now been live on the IDIS system for at least six months. The program income components of the IDIS system are fully operational. Information on all program income which is returned to a State is to be entered into IDIS upon receipt or disbursement of the program income by the State. Information on

program income which is retained by State grant recipients is to be entered into IDIS when the State grant recipient notifies the State of the receipt or disbursement of program income. States should have procedures in place for State grant recipients to regularly notify States of the receipt and disbursement of both revolving loan fund and "regular" program income. Given the requirements of the IDIS system, such reporting must, at the least, occur as State grant recipients submit requests for funds from their State. **(The initial IDIS program income "work-around," in which program income was entered into IDIS only when a State was ready to simultaneously disburse it, is no longer a valid operating procedure.)**

If the staff for a State needs additional guidance on recording the receipt and disbursement of program income, they should contact the IDIS Technical Assistance Unit at 1-800 273-2573; use the online resources at the IDIS website; or contact their HUD field office. ■

# IDIS RELEASE NOTES FOR VERSION 6.1

The following IDIS items are expected to be released to production as IDIS Version 6.1 on Thursday, February 8 and expected to be available for use on Friday morning, February 9, 2001.

## 1. Receipt Module

**Problem:** Under Phase 2 program income processing changes, if an activity is funded from a single program, grantees no longer needed to manually fund an activity with PI funds after creating a receipt and before requesting a drawdown. IDIS automatically corrects/adjusts/creates the “funding” record for an activity based on the PI-funded draw.

As part of the automatic process, IDIS was supposed to de-fund the non-program income funding source, for example the EN grant, by the amount of the PI draw. This was not occurring. As a result, the “Amount Available for Funding” on the Maintain Activity Funding screen (C04MO04) for the non-program income funding source was incorrect.

**Solution:** Under Version 6.1, you will see PI that is available to be spent from a grant program on the Create Drawdown screen for those activities funded from only one other source of funds from that grant program, even if PI has not already been funded to the activity. The amount of PI displayed will be the lesser of either the amount of PI available; or the amount of the other funds available to be spent. In no event, will the amount of PI drawn exceed the amount of funds available to be drawn for the activity.

If an activity is funded with both CDBG EN and HOME EN and CDBG PI has been receipted, CDBG PI will display on the Create Drawdown screen as one of the three sources of funds that can be selected for the activity even though the activity has not previously been funded with CDBG PI funds.

Following this example, if you draw CDBG PI, IDIS creates a CDBG PI funding record for the activity and reduces the amount of CDBG EN funded to the activity by the amount of the CDBG PI draw. The

money reduced from CDBG EN becomes available to fund other activities.

For an activity funded from two or more sources of funds from the same grant program, you will not see PI listed on the Create Drawdown screen unless you have previously funded the activity with PI. For example, if you receipted CDBG PI and the activity is already funded with both CDBG EN and CDBG AD, and neither is fully drawn, you will not see the CDBG PI listed on the Create Drawdown screen unless you use the Activity Funding option to first fund the activity with CDBG PI. The reason IDIS does not display the PI in the later case is that IDIS would be unable to determine which non-PI funding source to reduce if PI were to be selected for the draw.

## 2. Report Module

**Problem:** Version 5.7 of IDIS enhanced and renamed a number of IDIS reports. The corresponding Report Parameter screens were not updated so users saw the old report name rather than the new report name.

**Solution:** Under Version 6.1, the names on the Report Parameter screens match the names on the Report Selection screen.

**Problem:** When HUD HQ and Field Office personnel use the IDIS Report function to request a report or data download, they need to press the F1 key from the Report Selection Screen to indicate the grantee. The F keys at the bottom of the Grantee List for Office screen (C04MF08) were not scrolling to their proper positions in the grantee list.

**Solution:** Under Version 6.1, the F keys at the bottom of the Grantee List for Office screen (C04MF08) now scroll properly. ■

## Q&A. IS A CHDO SET ASIDE THE SAME THING AS A SUBFUND?

Under HOME Program rules, 15% of an entitlement grant must be set aside for activities that will be performed by community housing development organizations, more commonly referred to by their acronym, CHDO.

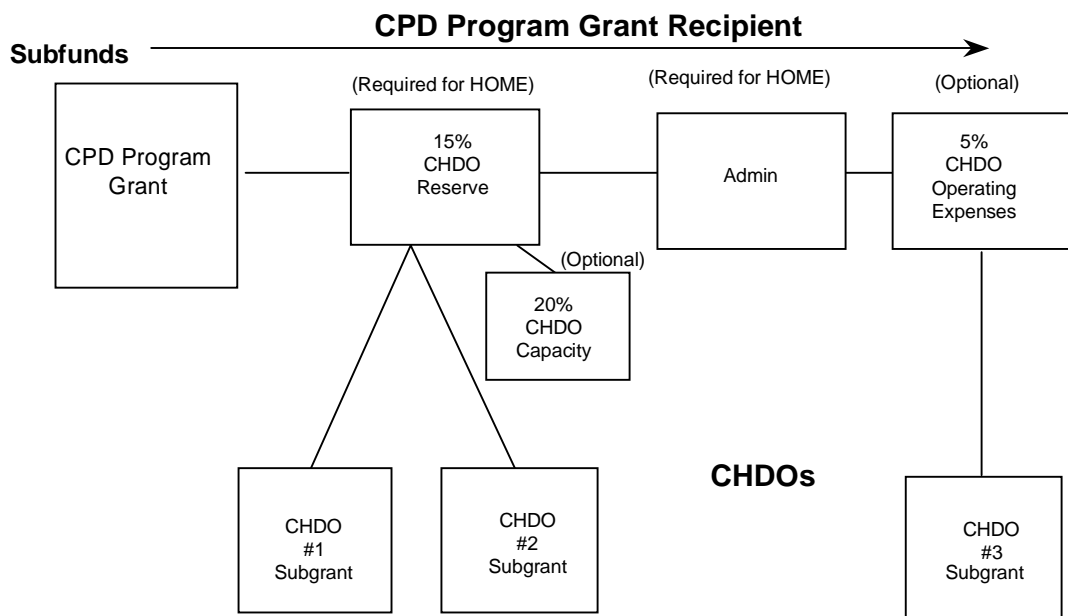
In IDIS, a CHDO set aside is implemented as a subfund; this is not the same thing as a subgrant.

A subfund is a portion of a CPD grant that is set aside for a special purpose, for example CHDO Reserve, CHDO Administration, CHDO Operating Expenses, or CHDO Capacity Building.

(A subgrant, in contrast, is a portion of a CPD program grant or a subfund that is given to other organizations who are actually carrying out the activity, such as CHDOs, state recipients or subrecipients.)

HOME program regulations require that a minimum of 15% of the grant be set aside or **(subfunded)** for CHDOs. HOME grantees receiving entitlement funds do not need to use IDIS to create their CHDO set aside. When grant money is entered into IDIS, 15% of it is automatically assigned to a CHDO subfund called "CR," or CHDO Reserve. (You can always use IDIS to increase this percentage; but you can never decrease it below the 15%.)

From the CR subfund, you then create one or more subgrants to the individual CHDO(s) who will actually be carrying out the activities. When funding the activity, you would use the subgrant as the funding source. *(cont'd on next page)*



Remember that while HUD HQ creates the CHDO Reserve subfund for new grants, HUD HQ does not create the subgrant(s) to the individual CHDOs. The grantee does this using IDIS.

HOME grantees may create three other types of subfunds (but these are not required like the CR is):

**Administrative Subfund (AD).** HUD HQ automatically creates a 10% HOME Admin subfund for new grants. If the grantee wishes to use HOME funds for administrative costs, they must create and fund activities from this subfund. The grantee may **subfund** a maximum of 10% of the sum of the grant plus the greater of estimated or actual program income. IDIS will not let the grantee draw down more than this amount.

**CHDO Operating Expenses (CO).** If the grantee wishes to use HOME funds for CHDO administrative costs, they must create a CO subfund, then fund activities from it. IDIS will not let the grantee subfund more than the 5% allocation.

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## **IDIS AVAILABLE ON SATURDAYS AND FEDERAL HOLIDAYS**

IDIS is now available every Saturday from 8 a.m. until 8 p.m., eastern time. In addition, IDIS will be available on the Presidents Day, Monday, February 19 from 8 AM to 8 PM, EST.

Please note that vouchers created on Saturdays will not be sent to LOCCS until the following Monday evening. The exception is vouchers created on Saturday, February 17 which will not be sent to LOCCS until the following Tuesday evening, February 20. Please note that the IDIS Technical Assistance Unit will not be available to assist weekend or holiday users. ■

### **TAU TOTALS FOR DECEMBER**

A total of 1,096 calls were received by the TAU during the month of December 2000. Less than one percent of the calls (6) concerned the HOPE 3 program and other non-IDIS calls, while over 99 percent of the calls (1,090) 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. ■

**CHDO Capacity Building Funds (CC).** During the first two years of a new HOME grantee's participation in the HOME program, if the grantee wishes to use HOME funds for CHDO capacity building costs, they must create a CC subfund from the CR subfund, then create a subgrant from the CC subfund to the CHDO who will be carrying out the CHDO Capacity Building activity. The grantee may subfund a maximum of 20% of the 15% CHDO Reserve subgrant (for a net of 3%). IDIS will not let the grantee subfund more than the 3% allocation. The absolute maximum for a CC subfund is \$150,000.

From the subfund, you create one or more subgrants from the CHDO Reserve subfund to the CHDOs who will be carrying out the activities.

**The next edition of *IDIS Live* will be published on March 1, 2001.**

### **FOR YOUR INFORMATION:**

Your IDIS contacts are:

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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.

**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.

**For Web390 ID and password information,** contact your local HUD field office or the TAU at 1-800-273-2573.