

IDIS LIVE

...for the Integrated Disbursement and Information System

U.S. Department of Housing and Urban Development

Office of Community Planning and Development

NO MORE QUARTERLY FINANCIAL STATUS REPORTS

For the Period Ending March 31, 2001, IDIS data will be accepted by HUD in lieu of SF269 and 269A for all grantees who have a full fiscal year of data in IDIS

In a memo dated March 13, 2001 to HUD CPD Field Directors, William H. Eargle, Jr., CPD Controller, eliminated the requirement contained in 24 CFR Part 85.41(b) that requires state* and local units of government to submit a quarterly Financial Status Report to HUD.

To quote from the memo:

“We gladly note that the information provided by grantees on the above form, and more, for their formula grant programs (CDBG, HOME, HOPWA, and ESG) can now be obtained through the reporting capabilities of the Integrated Disbursement and Information System (IDIS).”

“This is particularly true of the local units of governments, or entitlement communities who have been fully converted to IDIS since the second quarter of Fiscal Year (FY) 99. States that were not fully converted to IDIS until the middle of FY 2000.”

Effective with the reporting period ending March 31, 2001, HUD no longer requires the quarterly submission of SF269 or SF269A by local units of

government. *State grantees must continue to submit quarterly “Financial Status Reports” until they have a full fiscal year of data available in IDIS. (Probably at the end of FY 2001.)

CPD field office staff will review the following three IDIS reports in lieu of the Financial Status Report:

- HUD Grants and Program Income (C04PR01)
- Drawdown Report by Voucher Number (C04PR07)
- Receipt Audit Trail (C04PR36)

We at CPD are happy to see the requirement for quarterly reporting eliminated and want to thank our grantees for entering data of sufficiently high quality that the CPD Controller no longer requires manually prepared reports. ■

C2020 MORPHS INTO TWO NEW WEB-BASED	
UTILITIES	2
HUD IT REPORTS TESTS TO ALLOW ACCESS TO IDIS USING INTERNET EXPLORER MOSTLY POSITIVE.....	2
REGISTER NOW FOR TRAINING. SESSIONS FILLING FAST.....	3
HOME ANALYSIS WORKSHEETS TO BE POSTED TO THE WEB SHORTLY	4
IDIS RELEASE NOTES FOR VERSION 6.2.....	4
IDIS AVAILABLE ON SATURDAYS	7

C2020 MORPHS INTO TWO NEW WEB-BASED UTILITIES

HUD's popular Community 2020 Version 2, a CD-based software, will be replaced starting in FY 2001 by two different web-based products:

- The mapping portion of C2020 will become a component of HUD's Enterprise Geographic Information System (EGIS)
- The consolidated planning portion -- the grantee version of C2020 -- will become part of the Departmental Grants Management System (DGMS)

The mapping portion of C2020 is being developed for HUD by Environmental Systems Research Institute in Redlands, CA. The EGIS will be based on the new ARC-IMS platform.

While the current version of C2020 was distributed at no charge to grantees but cost the public \$250 for one region, the new EGIS mapping product will be available to both grantees and the public at no charge.

While C2020 has led a good life, its inability to work with newer operating systems, for example Windows 2000, has led to its demise. Plus, its

dependence on CD-based media has been eclipsed by web-based data available in real-time.

Many IDIS entitlement grantees use C2020 data to prepare their Consolidated Plan and have HUD import their C2020 project data directly into IDIS. Ultimately, the consolidated planning portion of C2020 will be migrated to the new DGMS system.

In the interim, ESRI is developing a web-based application that duplicates the data entry screens, with the look and feel currently available in C2020, Version 2. It will include some new screens and tables not in the current release of C2020. This product will remain available to entitlement grantees until all grantees have been migrated successfully to DGMS.

Until this application becomes available later this fiscal year, grantees should continue to use Version 2 of C2020 or manually enter their projects directly into IDIS. Grantees who plan to migrate to the Windows 2000 operating system within the next few months, should set aside a PC with their older operating system to use for C2020. ■

HUD IT REPORTS TESTS TO ALLOW ACCESS TO IDIS USING INTERNET EXPLORER MOSTLY POSITIVE

The HUD Office of the Chief Information Officer (OCIO) and the HUD Test Center report that preliminary testing that will provide IE-based web access to IDIS is well underway, with the results mostly positive. During this testing, a number of problems were identified which are now being resolved in tandem by Information Builders, Inc.,

the vendor of Web390 and Microsoft Corp., the developer of Internet Explorer. Once these issues are resolved, Web390 will be retested completely using both Internet Explorer and Netscape browsers. Watch the IDIS web page and IDIS News for the official announcement as to when IE access will be available. ■

REGISTER NOW FOR TRAINING. SESSIONS FILLING FAST

Still a Few Seats for “BASIC TRAINING” IN St. Louis and WASH., DC

- June 12-15 St. Louis, Missouri
- August 14-17 Washington, DC

The CDBG and Multi-funded sessions in St. Louis are both filled. Seats are still available for all sessions in Washington, DC. Now is the time to register!

Basic Training workshops are designed to help 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.

Entitlement grantees receiving only CDBG program funds should register for the CDBG only session.

Entitlement grantees receiving HOME funds (in addition to other program funds) should register for the multi-funded session.

State grantees receiving CDBG or HOME funds should register for the two-day CDBG for States or HOME for States sessions.

State grantees receiving HOPWA or ESG program funds should register for the one-day HOPWA for States or ESG for States sessions

The sessions will be facilitated by the IDIS experts from TONYA, Inc. To register or for more information, go to:

<http://www.hud.gov/cpd/idis/calendar.html> ■

<u>Location</u>	<u>Deadlines</u>	<u>CDBG only</u>	<u>Multi-Funded</u>	<u>CDBG for States</u> or <u>HOME for States</u>	<u>HOPWA for States</u> or <u>ESG for States</u>
St. Louis, MO June 12-16, 2001 Riverfront Hotel St. Louis 200 S. 4 th Street St. Louis, MO 63102 (314) 241-9500	Sleeping room rate: \$119.00 per night + tax Please make reservations by May 18 th	Session Full	Session Full	June 14-15	June 14
Washington, DC August 14-17, 2001 Hotel Washington 515 15 th Street, NW Washington, DC 20004 (202) 638 - 5900	Sleeping room rate: \$119.00 per night + tax Please make reservations by July 13 th	Aug. 14-15	Aug. 14-15 or Aug. 16-17	Aug. 16-17	Aug. 16

HOME ANALYSIS WORKSHEETS TO BE POSTED TO THE WEB SHORTLY

The Office of Affordable Housing will be posting worksheets to their web page by April 6 for all Participating Jurisdictions who may have potential errors in their IDIS data.

OAHF reviewed the following six criteria to determine inclusion:

- Does more than one activity have the same address or a questionable address?
- Are there activities with HOME completion path data that haven't drawn funds?
- Do any completed activities have blank or "vacant" beneficiary information?

- For completed activities, is the amount of HOME funds requested at setup either under \$1,000 or over \$500,000?
- For completed activities, is the amount of non-HOME funds requested at setup either under \$1,000 or over \$500,000?
- Is the average cost per HOME unit for the activity under \$1,000?

To see if your PJ has IDIS data that needs to be reviewed, see the "What's New" item on the HOME web page:

<http://www.hud.gov/cpd/home/homeweb.html>

IDIS RELEASE NOTES FOR VERSION 6.2

The following IDIS items were released to production as IDIS Version 6.2 on Thursday, March 22 and available for use on Friday morning, March 23.

1. Subgrant Module

Problem: Currently, IDIS allows grantees to create one or more subgrants (type=SU) directly from their entitlement grant (type=EN). This method commingled subgrant money with entitlement money and made it difficult to account for subgranted funds.

Solution: Under Version 6.2, grantees will be able to account for all subgrants created within an SU subfund. Grantees will no longer be able to create subgrants directly from their entitlement grant. They will have to use the Create Subfund function to first create an "SU" subfund from the entitlement grant;

then create one or more subgrants from the SU subfund. Grantees will not need to do anything to update their current subgrants; a special one-time program will create an SU subfund for all existing SU subgrants. However, any new subgrants will have to indicate the SU subfund as the source; EN will no longer be a choice. And, when the grantee receives a new grant, the grantee will need to create an SU subfund before SU subgrants can be created.

When creating a subfund, valid fund types are now AD, CC, CO, CR, SU and TA.

When creating a subgrant, EN will no longer be available as a funding source. An SU subfund must exist for the grant before an SU Subgrant can be created. Valid fund types are AD, CC, CO, CR, SU, and TA.

2. Activity Funding & Drawdown Modules

Problem: Currently, the following screens do not properly display negative dollar amounts:

View Activity Funding C04MO04
View Activity Funding C04MO05
Grants Summary Listing C04MF51
Approve Drawdown C04MD12
Confirm Voucher Approval C04MD13
Revise Drawdown C04MD52
Maintain Drawdowns C04MD53
Inquire Drawdown C04MD08
Activity Listing C04MD02

Solution: Under Version 6.2, when a value is negative, a minus sign (-) will appear before the \$ sign.

Problem: Currently, activity funding records are not being properly updated when a collection or manual payment is processed through LOCCS.

Solution: Under Version 6.2, when a collection is processed by LOCCS, the Drawn Amount in the Activity Funding record for the following activities will be adjusted (usually negatively) by the collection amount. If no Activity Funding record exists for the activity, one will be created.

- HOME committed funds adjustment
- CDBG committed funds adjustment
- ESG committed funds adjustment
- HOPWA committed funds adjustment

Under Version 6.2, when a manual payment is processed by LOCCS, the Drawn Amount in the Activity Funding record for the following activities will be increased by the collection amount. If no Activity Funding record exists for the activity, one will be created.

- HOME committed funds adjustment
- CDBG committed funds adjustment
- ESG committed funds adjustment
- HOPWA committed funds adjustment

Problem: Currently, if a user is viewing the complete list of activities on the Activity Funding List screen, CO4MO03 (no search parameters are entered on the initial screen), then decides to narrow the search but enters an invalid search item, the screen is not refreshing properly.

Solution: Under Version 6.2, if a user enters an invalid Recipient UOG Code or Number, Program, and/or Fund type, the detail lines will clear and an error message will be displayed.

Problem: Currently, if a grantee needs to reduce the funding of a HOME activity to \$0, for example when the activity is cancelled, IDIS will not allow the reduction if the HOME setup path contains no entries. (Normally, IDIS will not allow a HOME activity to be funded unless HOME setup data has been entered; in this case, IDIS should not be performing the check. AD and CO fund types are not subjected to these restrictions.)

Solution: Under Version 6.2, you can now reduce an **existing** activity's funding to \$0 for any fund year, whether HOME setup data has been entered or not. (You cannot, however, fund a HOME activity for the first time for any amount \$0 or greater, unless all required HOME setup data has been entered on the CO4MH02 screen.) Additionally, you can never reduce funding to less than the \$ amount already drawn, nor reduce funding to any amount greater than \$0 if HOME setup data has not been entered.

Problem: Currently, the fields CHDO Reserved and CHDO Committed Amount appear on the Grant Details screen (CO4MD56) but do not display current or useful data values.

Solution: Under Version 6.2, these fields have been removed from the Grant Details screen (CO4MD56).

3. HOME Module

Problem: Currently, when a grantee attempts to change a HOME activity's status to "Complete" on the Revise Activity screen, (CO4MA04), IDIS will not allow the status change unless the following conditions are met:

- The Total Estimated Cost entered on the HOME setup screen CO4MH02 has to equal

the Total Activity Cost entered on one of these HOME completion screens: Rental Housing Completion, MH09; Homeownership Assistance Completion, MH18; or Multi-Unit Homeownership Assistance Completion, MH11.

- The Estimated Units at Completion entered on the HOME setup screen CO4MH02 had to equal the Estimated Home-Assisted Units on MH02, which was preposterous.

Solution: Under Version 6.2, the above edits have been removed.

Problem: Currently, the Tenant Based Rental screen, CO4MH04, does not require that a County Code be entered for state activities even though HOME program rules require this.

Solution: Under Version 6.2, when a state grantee attempts to leave the County Code blank on the MH04 screen, IDIS will display the error message, "County Code Required for State Grantee."

4. Activity Setup Module

Problem: Currently, if a grantee needs to update the Total Estimated Cost on the Setup Activity screen CO4MA08 but does not want to proceed down a program completion path, IDIS forces the user to select a program before it will save the changes to the Total Estimated Cost.

Solution: Under Version 6.2, users can update the Total Estimated Cost on MA08 by pressing F9 without having to select a Program completion path.

5. Report Module

Problem: Currently, the HUD Grants and Program Income report (CO4PR01) incorrectly includes a detail line for RE (Returned) funds, a fund type not currently available in IDIS. Additionally, the report fails to provide totals for TA (Technical Assistance).

Solution: Under Version 6.2, RE detail lines have been removed from the report and totals have been added for TA.

Problem: Currently, the Grant, Subfund, and Subgrant report (CO4PR35) does not report third-level subgrant information, for example when a State subgrants to a local entity who then subgrants to the organization who will actually be carrying out the task.

Solution: Under Version 6.2, the report will display three levels of subgranting detail, where applicable.

Problem: Currently, the CDBG New Housing Construction (Matrix Code 12) Activities (CO4PR11) incorrectly includes activities with a Matrix Code of 12 that have no CDBG funding and no CDBG draws.

Solution: Under Version 6.2, Matrix Code 12 activities that have no CDBG funding and no CDBG draws will not be included in the report.

Problem: Currently, when a user runs the List of Activities by Program Year and Project report (CO4PR02) and no matching records are found, the report only display the report headers.

Solution: Under Version 6.2, the List of Activities by Program Year and Project report (CO4PR02) will display the message "No Data Found to Report for [grantee name]." ■

TAU TOTALS FOR FEBRUARY

A total of 824 calls were received by the TAU during the month of February, 2001. Less than one percent of the calls (5) concerned non-IDIS problems, while over 99 percent of the calls (800) 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 AVAILABLE ON SATURDAYS

IDIS is now available every Saturday from 8 a.m. until 8 p.m., eastern time.

Please note that vouchers created on Saturdays will not be sent to LOCCS until the following Monday evening. The IDIS Technical Assistance Unit will not be available to assist weekend or holiday users. ■

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

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.

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.