

IDIS LIVE

...for the Integrated Disbursement and Information System

U.S. Department of Housing and Urban Development

Office of Community Planning and Development

VERSION 6.3.1 PROVIDES USER-REQUESTED FIXES

CPD plans to release IDIS Version 6.3.1 to production on Friday, July 13. Originally scheduled as an interim release, to implement a new and more accurate version of the CDBG Timeliness Report (CO4PR56), Version 6.3.1 grew to include fixes of many problems that IDIS users reported to the TAU. Among the major changes:

- If the grantee selects ESG or HOPWA as the funding source of the activity on the “Money” screen (CO4MA08) and **presses F9 to save the choice**, the grantee can go directly to the Activity Funding screen without filling in any program-specific information.
- Grantees that previously drew down funds on a Matrix Code 22 activity will see the amount of funding on the Activity Funding screen (CO4MO04).
- If a user funded an activity prior to Version 6.3, the funding source(s) will display on the View Activity Funding screen (CO4MO04) even if no program was selected and saved on the “Money” screen.
- The CDBG Timeliness Report (CO4PR56), Drawdown Report by Voucher Number (CO4PR07), Status of HOME Grants Report (CO4PR27), and Grant, Subfund, and Subgrant Report (CO4PR35) have been modified.

For a complete description of Version 6.3.1, see the Release Notes on page 10 of this issue. ■

HAVE YOU BOOKMARKED THE NEW IDIS WEB SITE ADDRESS?

Like most IDIS users, we’re sure you’ve seen the redesigned IDIS web site. Many of you bookmarked the new site so you could access it with a single click from your browser. Others discovered that if you typed in the url for the old site or clicked an old bookmark, you were redirected to the new site. So why did so many folks get the message, “Page Not Found” on June 15? The answer: after 30 days the HUD system no longer automatically redirects old sites to new ones.

For those who haven’t set a bookmark, here are two of the most popular pages:

IDIS Web Site:

<http://www.hud.gov/offices/cpd/systems/idis/>

IDIS Login Screen:

<http://www.hud.gov/offices/cpd/systems/idis/idis.cfm>

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THE HOPWA PAGE

The HOPWA Page spotlights issues pertinent to the HOPWA program. Rusty Bennett, CPD Specialist for the Office of HIV/AIDS Housing, is available to answer your questions at (202) 708-1934 Ext. 4619 or by e-mail: [Russell L. Bennett@hud.gov](mailto:Russell.L.Bennett@hud.gov).



HOPWA and HUD a Hit at the National HIV/AIDS Housing Conference

The Fourth National HIV/AIDS Housing Conference was held in Denver, Colorado from June 14th through June 17th. The weather started out cold and rainy but that did not deter the almost 700 grantees, HUD staff, HIV/AIDS housing providers and other officials from attending. The more than one hundred workshop sessions provided a wealth of information on topics ranging from designing AIDS housing programs, to understanding the fair housing laws, to reviewing performance reporting for formula grantees and project sponsors.

David Vos, Director of the Office of HIV/AIDS Housing, was a keynote speaker and brought a message to the attendees from Secretary Martinez who thanked them for their dedication in helping people who face pressing housing needs. David, along with other members of the staff, participated in the conference and facilitated several sessions related to the HOPWA program.

Attendees also reaped the benefit of having Guadalupe Herrera, CPD Director of the Denver Field Office, in attendance at the conference. She and members of her staff were on-hand to answer program questions and to talk to grantees about IDIS as it relates to HOPWA. Jade Santoro, a CPD Representative from Denver, attended the one-day HOPWA IDIS training held at the Denver Field Office. The training was facilitated by Pam Buchenauer of TONYA, Inc. Jade's insight on topics related to HOPWA projects and activities entered in IDIS was quite beneficial to others at the training. Senior CPD Specialist, Allen Fredrick of the Denver office, co-presented at a session on the HOPWA program that reviewed application guidelines, implementation, monitoring and reporting. He was

joined by Harry Garte, Program Officer from the Florida State Office, Paula Smith, Program Officer, and Priscilla Poindexter, CPD Specialist, of the program office.

Many HOPWA formula grantees attended the session on HUD performance reporting that focused on matrix codes, proposed/actual units of housing, and the HOPWA activity screens in IDIS. Rusty Bennett, CPD Specialist, along with Vera Pérez, TA Task Lead from Computer Sciences Corporation, led the session and introduced guidance that the program office is working on to instruct grantees on entering projects and activities in IDIS. (*Note: Once the guidance is finalized, it will be made available to all grantees.*)

A first at the conference was the National Meeting of HOPWA Competitive Grantees. This was the first national meeting directed specifically toward HOPWA competitive grantees. The meeting's theme was "Achieving Success for Clients" and it focused on the competitive process for first time and renewal applicants, the management of grants, and the performance review process. It also provided an open question and answer session with HUD staff and other competitive grantees on a myriad of topics related to implementing and successfully carrying out a HOPWA-funded project.

Many HOPWA formula and competitive grantees expressed how important it was to have HUD representatives from both Headquarters and the Field Offices present and participating in the conference. The conference provided the perfect forum for this and having HUD staff available for grantee questions was a conference highlight. It also provided for the introduction of a new addition to the Office of HIV/AIDS Housing. Travis Emery, HOPWA Specialist stationed in the Los Angeles Office, co-presented a session on accessing resources to fund the full continuum of AIDS housing and services.

Grantees stated that the HUD presence reinforced HUD's commitment to HIV/AIDS housing issues. They would like more conferences that combine representatives from various programs. For example, there are HOPWA projects and activities that are also funded with HOME and/or CDBG dollars. There are also projects that combine the services of homeless

Continuum of Care and Section 811 with HOPWA funding. These conferences co-sponsored by multiple programs would help to give grantees and providers a truer picture of the resources available for responding to the housing issue.

This year's national conference was a success. It helped reinforce the bridge between policy makers and those working in the area of HIV/AIDS housing throughout the country. We look forward to the next one in 2003. ■



Help Available for HOPWA IDIS Users!

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

FOR HOME PROJECTS, ONE ADDRESS = ONE ACTIVITY

During the recent HOME data analysis, a number of grantees questioned why they couldn't have two or more HOME activities with the same address.

The Office of Affordable Housing Programs' (OAHP) official position is that for HOME-assisted units there should be only one activity in IDIS for each unique address. This means that if you were to do acquisition and rehab for a development, then provide downpayment assistance for individual units, all of these would be entered under one multi-unit activity in IDIS. (The Multi-Unit Costs Data screen, CO4MH16, lets you specify the funding sources, including downpayment assistance, for each unit.)

Chapter 9 of the IDIS Reference Manual, http://www.hud.gov/offices/cpd/systems/idis/pdf/ref_man_9.pdf, provides a complete description of the setup and completion activity types and the various screens you must complete for HOME activities.

Most PJs already structure their activities this way and it has not been a problem for them. The only catch is that you must leave the activity open until *everything* is completed; and you may need to add funds, if necessary, along the way. As long as you don't exceed the subsidy limit, you can add funds to an activity as often as you want. (Once the activity is marked as completed in IDIS, you can add funds for up to one year following the completion date.)

Using one address per activity makes reporting easier by keeping draws, accomplishments, and beneficiary data aggregated within the framework of a single IDIS activity. It also avoids double counting of beneficiary data and prevents grantees from inadvertently assisting a development activity one year and then six or seven years later providing a rehab loan for the same property. ■

WE'RE LOOKING FOR PJs MISSING IN ACTION AS HOME CLEAN-UP WINDS DOWN

The June 15th deadline for the HOME data cleanup has come and gone. Congratulations to the many Participating Jurisdictions that responded! To date, 340 PJs notified HUD that they had completed the review of their HOME IDIS data. Kudos to these PJs for their resourcefulness, steadfastness, and promptness in completing their data cleanup.

171 PJs have not completed a review of their data. Of these, only a few requested and were granted extensions. Others made inquiries and gave updates. The remaining others never contacted the Office of

Affordable Housing, HUD's Technical Assistance Unit, or the [IDIS Data Cleanup@hud.gov](mailto:IDIS_Data_Cleanup@hud.gov) email address to provide an update on their status.

The reasons for not completing the task are varied, but that does not diminish the responsibility for HUD and PJs to work together to ensure the integrity and reliability of all IDIS data. More information about the HOME data cleanup can be found at: http://www.hud.gov/cpd/home/datacleanup/data_anal.html.

PJs That Have Completed a Review of their Data

Alabama	Santa Clara, CA	San Diego Co Const., CA	Lakeland, FL
Alabama, AL	Santa Cruz, CA	Santa Ana, CA	Orlando, FL
Mobile, AL	Santa Rosa, CA	Santa Barbara, CA	Pasco Co., FL
Tuscaloosa, AL	Sonoma Co., CA	Santa Monica, CA	Pinellas Co Const., FL
Alaska	Bakersfield, CA	Ventura Co Const, CA	Polk Co., FL
Alaska	Bell Flower, CA	Whittier, CA	Sarasota Const., FL
Anchorage	Downey, CA	Stockton, CA	St. Petersburg, FL
Arizona	El Cajon, CA	Sunnyvale, CA	Tallahassee, FL
Arizona, AZ	Escondido, CA	Colorado	Dade Co, FL
Maricopa Co Const, AZ	Fontana, CA	Adams Co., CO	Fort Lauderdale, FL
Phoenix, AZ	Fullerton, CA	Arapahoe Co., CO	Hialeah, FL
Tucson Const. AZ	Garden Grove, CA	Fort Collins, CO	Miami, FL
Arkansas	Hawthorne, CA	Pueblo Const., CO	Miami Beach, FL
Little Rock, AR	Inglewood, CA	Connecticut	West Palm Beach, FL
North Little Rock, AR	Kern Co., CA	Bridgeport, CT	Georgia
California	Long Beach, CA	Hartford, CT	Cobb County Const, GA
Alameda Co Const, CA	Los Angeles Co., CA	New Britain, CT	De Kalb County, GA
California, CA	Montebello, CA	Waterbury, CT	Macon, GA
Chico, CA	Moreno Valley, CA	Delaware	Savannah, GA
Contra Costa County	National City, CA	Delaware, DE	Idaho
Consortium, CA	Ontario, CA	New Castle Co, DE	Boise, ID
Davis, CA	Pasadena, CA	Florida	Illinois
Fresno, CA	Pomona, CA	Clearwater, FL	Cook Co. Const., IL
Richmond, CA	Riverside Co., CA	Escambia Co Const., FL	Decatur, IL
Sacramento, CA	San Bernardino Co	Hillsborough Co, FL	East St. Louis, IL
Salinas, CA	Const, CA	Jacksonville, FL	Evanston, IL
San Joaquin Co., CA	San Diego, CA		Illinois, IL

Joliet, IL
Madison Co., IL
McHenry Co., IL
Rockford, IL
Springfield, IL
St. Clair Co. Const., IL
Will Co., IL
Indiana
Bloomington
Elkhart Co Const, IN
Ft. Wayne, IN
Indiana, IN
Lake Co., IN
Lafayette Const., IN
Muncie, IN
South Bend Const., IN
Terre Haute, IN
Iowa
Cedar Rapids, IA
Davenport, IA
Des Moines, IA
Iowa, IA
Iowa City, IA
Sioux City Const., IA
Waterloo, IA
Kansas
Johnson Co. Const., KS
Kansas, KS
Lawrence, KS
Topeka, KS
Wichita, KS
Kentucky
Covington, KY
Jefferson Co., KY
Kentucky, KY
Owensboro, KY
Louisiana
Baton Rouge, LA
Jefferson Parish Const.,
LA
Lafayette, LA
Lake Charles, LA
Louisiana, LA
Shreveport, LA
Maine
Portland, ME
Maryland
Anne Arundel Co
Baltimore Co., MD
Maryland, MD
Massachusetts
Barnstable Co. Const.,
MA
Boston, MA
Brockton, MA
Cambridge, MA
Fitchburg Const., MA

Holyoke Const., MA
Massachusetts, MA
New Bedford, MA
Newton Const., MA
Quincy, MA
Springfield, MA
Michigan
Ann Arbor, MI
Battle Creek, MI
Bay City, MI
Detroit, MI
Genesee Co., MI
Grand Rapids, MI
Jackson, MI
Lansing, MI
Macomb County, MI
Pontiac, MI
Port Huron, MI
Saginaw, MI
Warren, MI
Wayne County, MI
Westland, MI
Minnesota
Dakota Co Const., MN
Duluth, MN
Hennepin Co Const.,
MN
Minneapolis
Mississippi
Hattiesburg, MS
Jackson, MS
Mississippi, MS
Missouri
Kansas City, MO
Missouri, MO
Springfield, MO
St. Joseph, MO
Columbia, MO
St. Louis Co., MO
Montana
Great Falls, MT
Montana, MT
Nebraska
Lincoln
Nebraska
Omaha
New Hampshire
New Hampshire, NH
New Jersey
Atlantic City, NJ
Atlantic Co Const, NJ
Burlington Co., NJ
Camden Co. Const., NJ
Essex Co., NJ
Gloucester Co, NJ
Irvington Twp, NJ
Jersey City, NJ

Middlesex Co, NJ
Morris Co Const, NJ
New Brunswick, NJ
Newark, NJ
Ocean Co Const., NJ
Paterson, NJ
Perth Amboy, NJ
Trenton, NJ
Vineland Const., NJ
Nevada
Nevada
New Mexico
Albuquerque, NM
Las Cruces, NM
New Mexico, NM
New York
Amherst Const., NY
Erie Co. Const., NY
Rochester, NY
Islip Twp., NY
Monroe Co. Const., NY
Mt Vernon, NY
Nassau Co., NY
New Rochelle, NY
Niagara Falls, NY
Rochester, NY
Suffolk Co., NY
Utica, NY
West Chester Co., NY
North Carolina
Asheville Const, NC
Concord, NC
Durham Const., NC
Fayetteville, NC
Gastonia Const., NC
Greensboro Const., NC
North Carolina, NC
Surry Co Const, NC
Wake Co., NC
Wilmington, NC
Winston-Salem Const.,
NC
North Dakota
North Dakota, ND
Ohio
Akron, OH
Butler Co., OH
Cincinnati, OH
Hamilton, OH
Cuyahoga Co. Const.,
OH
Hamilton Co., OH
Lake Co., OH
Lima, OH
Lorain, OH
Mansfield, OH

Montgomery County-
Kettering, OH
Ohio, OH
Springfield, OH
Stark Co. Const., OH
Summit Co. Const., OH
Oklahoma
Norman, OK
Oklahoma City, OK
Tulsa, OK
Oregon
Clackamas Co., OR
Eugene Const., OR
Portland Const., OR
Salem Const. OR
Pennsylvania
Berks County, PA
Bethlehem, PA
Chester, PA
Chester County, PA
Delaware County, PA
Lancaster County, PA
Luzerne Co Const, PA
Philadelphia, PA
Scranton, PA
State College, PA
Wilkes-Barre, PA
Williamsport, PA
York, PA
York Co Const, PA
Altoona, PA
Beaver County, PA
Erie, PA
Johnstown, PA
Pittsburgh, PA
Washington County, PA
Puerto Rico
Aguadilla, PR
Arecibo, PR
Bayamon, PR
Caguas, PR
Carolina, PR
Guaynabo, PR
Mayaguez, PR
Ponce, PR
Puerto Rico, PR
San Juan, PR
Toa Baja, PR
Rhode Island
Pawtucket, RI
Providence, RI
Rhode Island, RI
South Carolina
Greenville Co., SC
Santee-Lynches Home
Const., SC
South Dakota

South Dakota, SD	Grand Prairie, TX	Hampton, VA	Snohomish Co Const, WA
Tennessee	Longview, TX	Lynchburg, VA	Spokane, WA
Chattanooga, TN	Lubbock, TX	Newport News, VA	Spokane Co., WA
Clarksville, TN	Odessa, TX	Richmond, VA	Tacoma, WA
Knoxville, TN	Pasadena, TX	Roanoke, VA	Washington, WA
Nashville-Davidson, TN	Port Arthur, TX	Virginia, VA	West Virginia
Shelby Co., TN	San Angelo, TX	Virginia Beach, VA	Charleston, WV
Texas	Tarrant County, TX	Virgin Islands	Parkersburg, WV
Austin, TX	Waco, TX	Virgin Islands, VI	West Virginia, WV
Beaumont, TX	Wichita Falls, TX	VT (Vermont)	Wheeling, WV
Brownsville, TX	Utah	Vermont	Wisconsin
College Station, TX	Provo Const., UT	Washington	Eau Claire, WI
Corpus Christi, TX	Salt Lake City, UT	Bremerton, WA	Green Bay, WI
Dallas, TX	Salt Lake Co Const., UT	Kitsap Co., WA	Kenosha, WI
Dallas County, TX	Virginia	Longview Const., WA	Madison, WI
Denton, TX	Alexandria, VA	Pierce Co., WA	Waukesha Co., WI
Fort Worth, TX	Danville	Richland, WA	Wyoming
Harlingen, TX	Fairfax Co., VA	Seattle, WA	Wyoming
Houston, TX			

Our Records Show That We Haven't Heard from the Following PJs''

Are our records correct? Please call the TAU or send an e-mail to idis_data_cleanup@hud.gov to set the record straight

Alabama	Oceanside	Broward Co.	Cedar Rapids
Birmingham	Orange	Daytona Beach	Kansas
Huntsville	Oxnard	Florida	Kansas City
Jefferson Co	Paramount City	Gainesville	Kentucky
Montgomery	Reno Const	Orange Co.	Lexington-Fayette
American Samoa	Rosemead	Pompano Beach	Louisville
American Samoa	Sacramento Co	Tampa	Louisiana
California	San Francisco	Volusia Co. Const.	Houma
Alhambra	San Luis Obispo Co.	Georgia	Monroe
Anaheim	San Mateo	Albany	New Orleans
Baldwin Park	San Mateo Co Const	Athens	Maine
Burbank	Santa Barbara Const.	Augusta	Maine
Berkeley	Santa Clara Co	Columbus	Maryland
Chula Vista	South Gate	Georgia	Montgomery Co
Compton	Vallejo	Savannah	Harford Co
Contra Costa Co Const	Visalia	Guam	Massachusetts
Costa Mesa	Westminster	Guam	Lawrence
Fresno Co	Colorado	Hawaii	Lowell
Fullerton	Aurora	Hawaii County	Lynn
Glendale	Colorado	Honolulu	Malden Const
Huntington Beach	Colorado Springs	Idaho	Peabody Const
Los Angeles	Jefferson Co	Idaho	Worcester
Lyon Co Const	Lakewood	Illinois	Michigan
Lynwood	Connecticut	Lake Co Const	Flint
Marin Co	New Haven	Peoria	Kalamazoo
Merced	District of Columbia	Urbana Const	Michigan
Modesto	DC	Waukegan	Minnesota
Monterey Park	Delaware	Indiana	St Paul
Mountain View	Delaware Co Const	East Chicago	St Louis Co Const
Norwalk	Florida	Evansville	Minnesota
Oakland	Brevard Co. Const.	Iowa	Missouri

Independence
Montana
 Billings
Nevada
 Las Vegas
New Jersey
 Bergen Co
 East Orange
 Elizabeth
 Hudson Co Const
 Monmouth Co
 New Jersey
 Passaic
 Union Co Const
New York
 Buffalo
 Dutchess Co
 Jamestown
 Jefferson Co Const
 Rockland Co
 Schenectady Const
 Yonkers
North Carolina
 Charlotte

High Point
 Orange Co
 Raleigh
Ohio
 Canton
 Dayton
 Franklin Co.
 Hamilton
 Warren Const
 Youngstown
Oklahoma
 Tulsa Co Const
Oregon
 Washington Co Const
Pennsylvania
 Allentown
 Berks Co Const
 Harrisburg
 Lancaster
 Montgomery Co Const
 Pittsburgh
 Reading
South Carolina
 Charleston

Charleston Co
 Greenville
 N. Charleston
Tennessee
 Chattanooga
 Knox Co.
 Nashville-Davidson
 Tennessee
Texas
 Abilene
 Amarillo
 Arlington
 Brazoria Co
 Bryan
 El Paso
 Fort Bend Co
 Galveston
 Irving
 Killeen
 Laredo
 McAllen
 San Antonio
 Tyler
Utah

Ogden
 Utah
Vermont
 Vermont
Virginia
 Arlington Co
 Charlottesville
 Chesapeake
 Chesterfield Co
 Henrico Co
 Suffolk
Washington
 Bellingham
West Virginia
 Huntington Const
Wisconsin
 Eau Claire
 La Crosse
 Milwaukee Co Const
 Racine
Wyoming
 Wyoming

TAU TOTALS FOR MAY

A total of 866 calls were received by the TAU during the month of May 2001. Less than one percent of the calls (8) concerned non-IDIS problems, while over 99 percent of the calls (858) 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 August 1, 2001.

For Your Information:

Your IDIS contact is:

Vivian Baldwin 202-708-0614, x4693
 e-mail: Vivian.C.Baldwin@hud.gov

Your Consolidated/C2020 Plans contact is:

Sheila Burr 202-708-0614, x4686
 e-mail: Sheila.H.Burr@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.

HOW TO HANDLE INCORRECTLY DRAWN PROGRAM FUNDS

The following article was originally published in the November 2000 issue of IDIS Live, #45. The revised text below contains important address changes; please replace all old printed copies.

Program funds for CDBG, HOME, ESG, or HOPWA activities...

- Drawn down in error,
- Drawn on an ineligible activity,
- Not used within 15 days after a draw; or
- Drawn on an activity canceled prior to completion...

must be:

- Transferred to an eligible activity in IDIS; or
- Deposited in the Grantee's/Participating Jurisdiction's Treasury account.

For CDBG, a September 29, 1998 memorandum to CPD Division Directors provided guidance on the wire transfer of funds to LOCCS and the Treasury. Grantees may want to refer to that memorandum for additional information. To obtain a copy of this memorandum, call the CDBG Entitlement Division at 202-708-1557.

Transferring Funds To An Eligible Activity

Grantees/PJs can transfer funds disbursed on an ineligible activity, incorrect activity, etc. (as described above) if the activities involved all are established under the *same* Fund Type.

For example, if a grantee/PJ disbursed \$1,000 on an ineligible CHDO activity, the PJ can transfer those disbursed funds only to other CHDO activities for the same CHDO. If the funds were drawn from entitlement funds, the funds can be transferred *only* to activities funded with entitlement dollars.

Instructions for transferring disbursed funds from one activity to another activity:

1. Select Drawdown from the IDIS Main Menu.
2. Select 01 (Authorization) to authorize yourself to process the transaction. Place an X next to your participant name and press Enter. Press Enter again to confirm.
3. Select 05 (Maintain Drawdown) and press Enter.
4. Enter the activity number the drawdown was originally made for and press Enter. You will see a list of all vouchers for the activity.
5. Place an R next to the line item you want to revise and press Enter.
6. Enter the HUD activity number you want to transfer the funds to and the amount to be transferred (the HUD activity name is optional). Press Enter.
7. Press Enter again to confirm. The disbursed funds are immediately transferred to the activity specified in Step 6.

Returning Program Funds To HUD Via Check

Send checks in amounts of \$2,000 or less to the Miscellaneous Lockbox at the following address:

Bank of America
Attn: HUD CPD/[Program Name*] IDIS
(* Fill in CDBG, HOME, ESG, or HOPWA, as appropriate)
PO Box 277303
Atlanta, GA 30384-7303

Be sure to identify the Grant Number in the remittance field on the check.

Normal time span for processing: 4-6 weeks before showing as a credit in IDIS.

Note: no checks should be sent directly to HUD headquarters

Returning Funds to HUD Via Wire Transfer

Funds in excess of \$2,000 must be returned using the Department of Treasury's Financial Communications System (TFCS). For funds and deposit messages to be routed efficiently, all wire transfer messages should conform to the structured format described below. All wire transfers must be returned through the participant's local financial institution.

If the local financial institution is not a member of the TFCS, it must have a correspondent bank relationship with a member bank that will actually transfer the wire to the Treasury.

Bank	U.S. Treasury Federal Reserve New York
Bank Address	New York, NY
ABA Number	021030004
Receiver Information	AC-86011101
Third Party Information	Include the following information in this free-form text field: IDIS/[Program Name *] (*Fill in CDBG, HOME, ESG, or HOPWA, as appropriate) Your Grantee/PJ Name Your Grant Number Attn: [Program Name]-CPD

Normal time span for processing: 10-15 days before showing as credit in IDIS.

Crediting Returned Funds in IDIS

When returned funds are processed in IDIS, the commitment amount and balance disbursed for the

activity are not automatically reduced by the amount of the repayment. The actual amount returned will show as a negative figure under Activity Number 1-4 on the Maintain Drawdown screen (CO4MD53). To change the activity(ies) of the negative amount's figures:

1. Select option D-01 (Drawdown Authorization) from the IDIS Main Menu and correctly authorize yourself.
2. Select option 05 (Maintain Drawdown/Voucher) from the Drawdown Menu.
3. On the C04MD53 screen, enter the HUD Activity Number for the appropriate program:
 - 1 HOME
 - 2 CDBG
 - 3 ESG
 - 4 HOPWA
 Select the line item to be revised by placing an R to the left of the item. Remember, returned funds will have a negative voucher amount.
4. At the C04MD08 screen (Revise Drawdown), enter the HUD activity number for which the funds were originally drawn and the new dollar amount, preceded by a negative sign.
5. Repeat steps 3 and 4, revising the returned funds as needed.

Questions/Problems?

Contact the Technical Assistance Unit at 1-800-273-2573 if you require further assistance correcting the negative figures in IDIS.

For the HOME program, contact Sean M. Smith, at 1-202-708-2684 x4571 if the funds are not showing as a credit in IDIS within the normal processing times indicated above. ■

IDIS RELEASE NOTES FOR VERSION 6.3.1

The following IDIS items are expected to be released to production as IDIS Version 6.3.1 the evening of Thursday, July 12, 2001 and available for use on Friday morning, July 13, 2001.

1. Activity Funding Module

Problem: IDIS Version 6.3 prevents grantees from funding (and subsequently drawing funds from) an activity set up with Matrix Code 22 (Unprogrammed Funds). For grantees that had previously funded or drawn a Matrix Code 22 activity, a one-time program run concurrent with the 6.3 release reduced funding to the actual amount drawn. Grantees then needed to go into IDIS, revise the draw to the correct activity, and deobligate the amount funded to equal the amount drawn. Unfortunately, the Activity Funding screen no longer shows any funding sources for Matrix Code 22 activities.

Solution: Under Version 6.3.1, grantees that previously drew down funds on a Matrix Code 22 activity will see the amount of funding on the Activity Funding screen (CO4MO04). Assuming that the grantee has already revised the draw for the Matrix Code 22 activity, the grantee can reduce the amount funded to equal the amount drawn on the Maintain Activity Funding screen (CO4MO05).

(Grantees also have the option of revising the Matrix Code 22 activity to a different matrix code and assigning the activity a National Objective. Under this scenario, the grantee does not need to deobligate funds or revise the draw.)

06/20/01 14:09		MAINTAIN ACTIVITY FUNDING				CO4MO04	
GRANTEE NAME: CHESTER COUNTY							
CPS PROJECT: 0001 PGH YEAR: 1999 HUD ACTIVITY ID: 000000001679							
ACTIVITY NAME: IPR948 ACT SETUP #2							
GRANTEE ACTIVITY NBR:				ACT TOT FUNDED:		\$20,000.00	
EST. MAX. FUNDING: \$200,000.00				ACT TOT DRAWN:		\$200.00	
< SOURCE > < RECEIP >							
SEL	PGH	FND	U	O	G	U	O
CD	TYP	TYP	CD/NUM	TYP	CD/NUM	AMOUNT AUL.	FUNDED THIS GRANT
						FOR FUNDING	DRAWN THIS GRANT
-	B	EN	UC	000001	LG	429029	\$1,644,916.74
				00001	00001		\$200.00
-	M	AD	UC	000001	LG	429029	\$998.00
				00001	00001		\$0.00
-	M	CO	UC	000001	LG	429029	\$0.00
				00001	00001		\$0.00
-	M	AD	UC	429029	CO	429029	\$1.00
				00001	00003		\$0.00
F4 = MAIN MENU F7 = PREV F17 = UP F18 = DOWN							

Problem: If a grantee funded an activity prior to IDIS Version 6.3 and did not enter any program-specific information, the View Activity Funding screen displays an error message rather than the funding source. (Effective with Version 6.3, grantees must explicitly choose a CPD program on the "Money" screen CO4MA08 before they can fund the activity.)

Solution: Under Version 6.3.1, if a user funded an activity prior to Version 6.3, the funding source(s) will display on the View Activity Funding screen even if no program was selected and saved on the "Money" screen. To be able to Maintain Activity Funding, the grantee will need to Revise the activity on the "Money" screen and select the appropriate CPD program. (For CDBG and HOME, the grantee also will need to complete any required program-specific setup information.)

```

06/20/01 14:06 UIEH ACTIVITY FUNDING C04M004
GRANTEE NAME: CHESTER COUNTY
CPS PROJECT: 0001 PGM YEAR: 1999 HUD ACTIVITY ID: 000000001679
ACTIVITY NAME: IPR948 ACT SETUP #2
GRANTEE ACTIVITY NBR: ACT TOT FUNDED: $20,000.00
EST. MAX. FUNDING: $200,000.00 ACT TOT DRAWN: $200.00

< SOURCE > < RECEIP >
SEL PGM FND U O G U O G AMOUNT AVL. FUNDED THIS GRANT
CD TYP TYP CD/NUM TYP CD/NUM FOR FUNDING DRAWN THIS GRANT
= B EN UC 000001 LG 429029 $1,644,916.74 $20,000.00
00001 00001 $200.00

```

F4 = MAIN MENU F7 = PREV F17 = UP F18 = DOWN

```

06/19/01 08:52 SETUP ACTIVITY C04MA08
GRANTEE ACTIVITY NBR: HUD ACTIVITY NBR: 000000001482
ACTIVITY NAME: TEST FOR ESG SETUP ON MA08
TOTAL ESTIMATED AMOUNT: _ $25,000.00
INDICATE PROGRAM(S) TO BE ADDRESSED
ENTER (X) TO SELECT PROGRAM
- CDBG
X ESG
- HOME
- HOPWA
DATA SAVED. ESG SETUP PATH COMPLETE
F1 = HELP F3 = UALDT F4 = MAIN MENU F5 = PROJ INFO
F7 = PREV F8 = NEXT F9 = SAVE F10 = GO REVISE ACTIVITY

```

Notice that Maintain Activity Funding only shows HOME AD and CO if you did not select a funding Program on the "Money" screen, CO4MA08.

```

06/20/01 14:20 MAINTAIN ACTIVITY FUNDING C04M004
GRANTEE NAME: CHESTER COUNTY
CPS PROJECT: 0001 PGM YEAR: 1999 HUD ACTIVITY ID: 000000001679
ACTIVITY NAME: IPR948 ACT SETUP #2
GRANTEE ACTIVITY NBR: ACT TOT FUNDED: $20,000.00
EST. MAX. FUNDING: $200,000.00 ACT TOT DRAWN: $200.00

< SOURCE > < RECEIP >
SEL PGM FND U O G U O G AMOUNT AVL. FUNDED THIS GRANT
CD TYP TYP CD/NUM TYP CD/NUM FOR FUNDING DRAWN THIS GRANT
= M AD UC 000001 LG 429029 $998.00 $0.00
00001 00001 $0.00
- M CO UC 000001 LG 429029 $0.00 $0.00
00001 00001 $0.00
- M AD UC 429029 CO 429029 $1.00 $0.00
00001 00003 $0.00

```

F4 = MAIN MENU F7 = PREV F17 = UP F18 = DOWN

2. Activity Setup

Problem: IDIS Version 6.3 required users to select a CPD program (or programs) on the "Money" screen (CO4MA08) and complete any required program-specific information before they could fund the activity. The HOME and CDBG program offices require this information before allowing funding; the ESG and HOPWA programs do not.

Solution: Under Version 6.3.1, if the grantee selects ESG or HOPWA on the "Money" screen (CO4MA08) and presses F9 to save the choice, the grantee can go directly to the Activity Funding screen without filling in any program-specific information. For HOME and CDBG, the grantee must select the program, press <Enter>, and then complete the required program information before the activity can be funded.

3. Reports Module

Problem: Currently, the CDBG Timeliness Report (CO4PR56) is not properly processing certain types of draws: those made immediately before the timeliness cutoff date, those pending but not approved, draws from subgrants, and draws from all fund types. Additionally, field offices find the sort choices for the multi-grantee version of the report confusing.

Solution: Under Version 6.3.1, both the single-grantee and multi-grantee reports have been reformatted to make them easier to read. The report now properly processes the above-mentioned draw types. The 60-Day Ratio column now displays the last official 60-day ratio test (which depends on the grantee's program year end date and the date the report is run). In addition, for the multi-grantee report, the sort choices on the Report Parameter screen are now by Grantee Name and 60-Day Ratio and a column has been added for Next 60 Day Test Date.

Problem: Currently, the Drawdown Report by Voucher Number (CO4PR07) report, when run by the activity owner, does not include third-level subgrant information. For example, when the State of Pennsylvania runs the report, it does not show voucher information for subgrants to third-level agencies.

Solution: Under Version 6.3.1, third-level subgrants will appear at the end of the report of the setup grantee under a new section labeled "Funding Agency." Draws by third level subrecipients will also appear in the first part of the report under the setup grantee's name.

Problem: Currently, the Status of HOME Grants Report (CO4PR27) is not displaying a minus sign (-) in front of negative values.

Solution: Under Version 6.3.1, the report properly displays negative amounts.

Problem: Currently, the Grant, Subfund, and Subgrant Report (CO4PR35) doesn't properly display the decimal value in all money fields.

Solution: Under Version 6.3.1, proper values, with cents, are displayed in all money fields.

4. Data Downloads

Problem: Currently, when the activity owner requests data downloads for grant and draw transactions, the files do not include third-level subgrant data.

Solution: Under Version 6.3.1, the grant and draw transaction download files now include appropriate third-level subgrant data.

5. EDI

Problem: Currently, the EDI edit routine is not properly processing certain HOPWA transactions.

Solution: Under Version 6.3.1, the edit routine verifies all input dates, updates the record with the proper values, and sends back an error message if the input record is in error. ■

SNAPS OFFICE CLARIFIES ESG PROJECT AND ACTIVITY STRUCTURE

Many ESG grantees have commented on the ESG guidance for coding of ESG projects/activities in IDIS Live #52.

There are two preeminent information needs for ESG:

- Consistent reporting of beneficiaries, and;
- Use of funds by activity category

Beneficiary Reporting: HUD and Congress need to know the characteristics of those assisted by ESG. Previous grantee reporting on ESG has been at different levels of aggregation, making it impossible to combine data across grantees and say something meaningful about the entire program. To get an accurate, consistent count of those assisted by ESG, HUD requires that ESG beneficiaries served by the project's activities be reported in the first activity. What should be a project for ESG was made clear in the IDIS Live issue #52.

Activity Categories: HUD and the Congress also need to know the amount of ESG funds used for the five statutory activity categories allowed for ESG:

- Rehabilitation
- Essential Services

- Operations
- Homeless Prevention
- Administration

There are statutory caps on some of these categories. HUD previously has been unable to monitor the caps from IDIS data. To have this information, given the current setup of IDIS, HUD requires that these categories be the only types of activities set up for a project.

Co-Funded Activities: With one exception, grantees should use the matrix codes mentioned in IDIS Live. For the 2% of ESG activities co-funded by CDBG, grantees **should not** use matrix code "05 (General Public Services)" for Essential Services. The CDBG program requires that grantees use the specific "05_" matrix code that describes each service activity (e.g. 05M Health Services). Grantees should nonetheless reserve "05Q" exclusively for ESG "Homeless Prevention" activities. Grantees can also have more than one "Essential Service" activity for a project. Essential Service activities not co-funded by CDBG should be coded using the matrix code 05 (General Public Services). Those with questions should contact the TAU at (800) 273-2573. ■