

IDIS LIVE

...for the Integrated Disbursement and Information System

U.S. Department of Housing and Urban Development

Office of Community Planning and Development

Effective Dec. 14, 2001...

THE SAME PERSON CANNOT CREATE AND APPROVE A DRAW

INDIVIDUALS MAY STILL RETAIN CAPABILITY TO BOTH CREATE AND APPROVE DRAWS; NEW CHANGES WILL STOP AN INDIVIDUAL FROM APPROVING A DRAW HE/SHE CREATED

Currently, the IDIS Local Administrator determines which user within his or her jurisdiction has the authority to create draws and which user has the authority to approve draws. In most organizations, the person who creates draws is not the same person who approves draws. This follows standard accounting practices that require a *separation of duties*.

In some smaller organizations, one person may have the authority to both create and approve draws. Effective December 14, a user who has the authority to both create and approve draws **WILL NOT** be able to approve any draw that he or she created; another user in the organization will need to approve it. The user will still retain the ability to both create and approve draws; and the user will still be able to approve a draw created by another user in their organization.

The limited number of small jurisdictions who currently have one person both creating and approving all draws will need to assign draw create and/or approval authority to another person in the office. This may require obtaining an additional IDIS User ID.

Please feel free to [contact us](#) with any questions about this policy. ■

HOME & CDBG PROGRAM REMIND JURISDICTIONS TO RECEIPT PI IN IDIS; DRAW IT BEFORE GRANT FUNDS

HOME and CDBG program requirements require that program income must be receipted in IDIS when it is received locally, then drawn prior to drawing any available grant funds.

Changes to the IDIS Receipts module and the IDIS Drawdown module make receipting and drawing Program Income easier than in *the olden days*.

Once receipted, a grantee no longer needs to explicitly fund an activity with the PI. Instead, when drawing down funds for the activity, the PI will show as a funding source. ***If PI shows as a potential funding source for the activity, you must use the PI before any other grant funding source.***

Chapter 13 of the IDIS Reference Manual, http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_13.pdf contains complete instructions for receipting program income. ■

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IDIS WILL BE AVAILABLE ON MONDAY, NOVEMBER 12 (VETERAN'S DAY) FROM 8 A.M. TO 8 P.M. ET

IDIS RELEASES PLANNED FOR NOV., DEC., & JAN.

The next release of IDIS, Version 6.5, is projected to be released on November 16, 2001. Most items in this release correct problems users have identified with the way IDIS processes information entered on the online screens. This release includes an enhancement that will simplify the way an IDIS Field Office Administrator updates the program year start dates for grantees within their jurisdiction. The Administrator will no longer need an IDIS profile for each grantee; instead, the Administrator will be able to select the grantee from a list.

IDIS Version 6.5.1, an interim release, is projected to be released on December 14, 2001. The release will prevent the same user from both creating and approving the same drawn voucher (see story on page 1), plus fix a number of subgranting problems.

IDIS Version 6.6 is projected to be released January 18, 2002. In addition to fixing the way the IDIS screens process information, the release includes enhancements to the CDBG Activity Summary GPR Report (CO4PR03) and the Status of HOME Grants (CO4PR27) report.

The IDIS website contains the entire IDIS Calendar Year workplan:

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

Release Notes will be posted to the IDIS web site as soon as they are available:

http://www.hud.gov/offices/cpd/systems/idis/resources/release_notes.cfm

TAU TOTALS FOR SEPTEMBER

A total of 545 calls were received by the TAU during the month of September 2001. A little more than two percent of the calls (12) concerned non-IDIS problems, while 98.8 percent of the calls (533) 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. ■

REFERENCE MANUAL TOPICS NOW EASIER TO NAVIGATE

It's now easier to find the information you need when you use the IDIS Reference Manual on line. The Contents page, http://www.hud.gov/offices/cpd/systems/idis/resources/reference_manual.cfm now lets you either view a chapter's contents, then link to the chapter pdf; or, jump directly to a chapter pdf.

Click here to view overviews of all chapters with links to pdf

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Chapter 1: Grants Management and More	Updated for Internet Access
Chapter 2: IDIS Structure and Functions	Updated for Internet Access
Chapter 3: IDIS Set-up and Operation	Updated for Internet Access
Chapter 4: Setting up the Activity Common Path	Updated for Release 6.2
Chapter 5: Activity Funding	Updated for Release 6.2
Chapter 6: Subfunding and Subgranting	Updated for Release 6.2
Chapter 7: Creating and Approving Drawdowns	Updated for Release 6.4

Click here to view an overview of this chapters with link to pdf

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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.



Status Update: HOPWA Clean Up Targets Year 2000 Baseline Activities

Over the last few months, many HOPWA grantees have reviewed the spreadsheets of their HOPWA IDIS performance data, updated and corrected information in IDIS, and informed HUD that they completed their review.

Although we asked grantees to review and correct activities for which money was drawn during Federal fiscal years 1998 and forward, we decided to streamline the clean up and only focus on activities for the 2000 program year. We created a special web-based report, Summary of Year 2000 Baseline Activities by Grantee, that displays summary data for all activities that were either Underway or Completed during the grantee's 2000 program year. Information on these reports is current to 9/30/01. This report and five other helpful reports are available for Grantee review at

<http://www.hud.gov/offices/cpd/aidshousing/granteeguidance/formula/reports/index.cfm>

The activities on the report are potentially the same activities that the grantee would need to include in their year-end performance report to HUD within 90 days of the end of their program year. We use the term potentially because as we reviewed each grantee's list of 2000 activities, we identified many activities that may not, in fact, be year 2000 activities. Here are some of the anomalies we found:

- Activities with no Initial Funding Date (appears as 1111-11-11 on the report) but that list Committed and possibly Drawn funds. Are these really PY2000 activities?

- Activities that were Committed and fully Drawn in the prior year but that were not completed in IDIS as of 90 days after the end of the program year. Is this still an active activity in PY2000 or was this activity completed in a prior year?

What's Next for Grantees? The IDIS Data Cleanup Team has contacted each active HOPWA grantee to verify the accuracy of the year 2000 baseline activities. Once the baseline is determined, grantees will need to go into IDIS and enter any missing accomplishment and beneficiary data. (This information is entered on the IDIS Process Activity screen (CO4MA03), the Setup Activity screen (CO4MA04) and the HOPWA-path screens.)

CPD created a checklist to help grantees determine which accomplishment and beneficiary data may need to be updated,

<http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/aidshousing/granteeguidance/formula/checklist.pdf>



HOPWA Performance Reporting for Formula and Competitive Grantees Web Cast – Viewable from Archives

Russell Bennett, CPD Specialist, presents a two-hour broadcast on the current annual reporting requirements for HOPWA formula and competitive grantees. This overview includes discussions on the HOPWA Annual Progress Report (APR), the Consolidated Annual Performance and Evaluation Report (CAPER), and the requirements for utilizing IDIS for year end reporting.

To view the archive broadcast, go to <http://www.hud.gov/webcasts/archives/index.cfm>.



As Always, HOPWA Technical Assistance a Phone Call or E-Mail Away

We realize that the task of updating HOPWA accomplishment and beneficiary data in IDIS may seem daunting. The HOPWA website, <http://www.hud.gov/offices/cpd/aidshousing/program/s/formula/index.cfm>, contains a wealth of program guidance and IDIS-specific information. Additional program and policy information can also be obtained

by calling Russell “Rusty” Bennett at (202) 708-0614 ext 4619.

If you prefer e-mail, contact us at IDIS_Data_Cleanup@hud.gov. (Grantees should also use this email address to let the HOPWA Data Cleanup team know when they have completed reviewing and updating their IDIS data.)

The IDIS Technical Assistance Unit is available weekdays 8:30 a.m.-5:30 p.m. ET.

You may reach the IDIS TAU by telephone at 1-800-273-2573 or e-mail idis_help@hud.gov

IDIS AVAILABLE ON MONDAY, NOV. 12 (VETERAN’S DAY) AND ALL SATURDAYS

In addition to Saturdays, IDIS will be available on Monday, November 12 from 8 a.m. until 8 p.m., Eastern Time.

Please note that vouchers created on Saturday, Nov. 10 or Monday, Nov. 12 will not be sent to LOCCS until the following Tuesday evening. Vouchers created on other 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. ■

For Your Information:

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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 or idis_help@hud.gov.

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