IDIS RELEASE NOTES FOR VERSION 7.1

CPD plans to release the following IDIS items to production as IDIS Version 7.1 the evening of Thursday, February 27, 2003. They will be available for use on Friday morning, February 28, 2003.

1. DRAWDOWNS:

Problem: IDIS is allowing users to create draws for Program Income, State Revolving Funds, and Revolving Loan funds that cause the maximum amount funded to the activity to be exceeded. As an example, if $50 of PI has been receipted and $50 has been funded to the activity from EN, IDIS is allowing a draw for $50 from PI and $50 from EN for a total draw of $100 when, in fact, the draw should not exceed the amount committed from the EN source ($50). In addition, after the draw, the committed amount in the grant is changed but the "Activity Total Funded" on the Maintain Activity Funding screen (C04MO04) is not changed.

Solution: Effective with Version 7.1, IDIS will display an error message and not process the draw request if the draw amount requested from the funding source exceeds the "Available" amount to draw (the amount funded). In addition, the MO04 screen will now display the correct "Activity Total Funded" amount.

Problem: Currently the user who approves a CDBG voucher line item on the Confirm Voucher Approval (C04MD13) screen cannot indicate that the draw was to use Prior Year funds if the person who created the draw request failed to indicate this on the original voucher request. Neither can users revise already completed CDBG draws to reflect a prior year. In addition, when a voucher is revised, IDIS is not retaining the ID of the user updating the voucher and when a voucher is canceled, IDIS is not saving the current date and time of the cancel request.

Solution: Effective with Version 7.1, the following IDIS screens have been modified to allow the entry of a Prior Year flag for CDBG activities (this change does not affect any other program):

- MD13 Confirm Voucher Approval. If the date the user is approving a draw request for an activity is between 10 days before and the first 90 days after the start of the grantee's next program year, IDIS will display a "Y" in the Prior Year field *only* if the original requestor entered it. The approver can change a "Y" to spaces or spaces to "Y." For CDBG draws outside this 100-day window, the Prior Year field is protected.

```
02/12/03  13:25              CONFIRM VOUCHER APPROVAL               C04MD13
                             ------------------------

VOUCHER   NUMBER: 0807438/0001         BATCH:  0000000  BATCH DATE: 01-01-0001
LOCCS GRANT  NUM: B02DC420001          LOCCS CNTL  NUM: 000000000
TRANSACTION TYPE: PAYMENT              CREATION   DATE: 02-12-2003
IDIS      STATUS: OPEN                 LOCCS     STATUS: NO STATUS SET
PROGRAM AREA: CDBG   FISCAL YEAR: 2002 SOURCE     TYPE: DC  RECIPIENT TYPE: C2
PRIOR   YEAR: _         FUND TYPE: SU  DRAWDOWN AMOUNT:           $5.00
HUD ACT NUM:  000000021123  NAME: PUBLIC SERVICES


PAY TO: 423393 / 00002     GRANTEE NAME: PENNSYLVANIA

                           APPROVAL OPTIONS
                           ------------------

VOUCHER SUBMISSION DATE: 02 / 12 / 2003      ALL LINE ITEMS ? : N



          F4 = MAIN MENU     F7 = PREV     F12 = EXIT IDIS
```

Figure 1: Confirm Voucher Approval screen with Prior Year Prompt

- Revise Drawdown MD52: The Prior Year = Y flag on CDBG draws with a status of Open or Complete can be changed at any time to spaces. The Prior Year = spaces flag on draws with a status of Open can only be changed to "Y" if the Creation Date is between 10 days before and the first 90 days after the start of the grantee's next program year. The Prior Year = spaces flag on draws with a status of Complete, can only be changed to "Y" if the "LOCCS Send Date" was within the first 90 days of the grantee's program year. Note: when you revise the Prior Year Flag status in conjunction with revising the Activity Number and/or Drawdown Amount, IDIS will generate a new line item and mark the original line item as "Revised." If you revise only the Prior Year Flag status, IDIS *will not* generate a new line item.

```
02/12/03  13:33                   REVISE DRAWDOWN                      C04MD52
                                  -----------------
VOUCHER   NUMBER: 0807437/0001          BATCH:  0000000  BATCH DATE: _____
LOCCS GRANT  NUM: B02DC420001           LOCCS CNTL  NUM: 000000000
TRANSACTION TYPE: PAYMENT               CREATION   DATE: 02/11/2003
IDIS      STATUS: OPEN                  LOCCS    STATUS : NO STATUS SET
PROGRAM AREA: CDBG      FISCAL YR: 2002 SOURCE     TYPE: DC  RECIPIENT TYPE: C2
PRIOR    YEAR: _        FUND TYPE: SU   DRAWDOWN AMOUNT:          $500.00
HUD ACT  NUM: 000000021123  NAME: PUBLIC SERVICES

VOUCHER APPROVAL DATE:                  VOUCHER SUBMISSION DATE:
PAY TO: 423393 / 00002     GRANTEE NAME: PENNSYLVANIA

                ENTER REVISED ACTIVITY AND AMOUNT DETAILS
                ------------------------------------------
          HUD ACTIVITY   NAME:
REVISED HUD ACTIVITY NUMBER: _____
REVISED   DRAWDOWN   AMOUNT: _____

              SPECIAL REMARK:


F4 = MAIN MENU   F7 = PREV   F8 = NEXT   F12 = EXIT IDIS
```

Figure 2: Revise Drawdown screen with Prior Year Prompt

Effective with Version 7.1, when a voucher is revised IDIS will retain the ID of the user updating the voucher and when a voucher is canceled, IDIS will save the current date and time of the cancel request.

2. ACTIVITY FUNDING:

Problem: When an activity funding source is over-committed, the Activity Funding (C04MO04) screen shows the amount available to fund as a negative amount, which is correct. The Activity Funding (C04MO05) screen also shows the amount of available funding as a negative amount. However, if the user attempts to change any of the funding amounts on screen C04MO05, two errors occur: First, the user is allowed to increase funding even though funds are not available. Second, the "Available to Fund" amount is updated as though it were a positive amount, and the new amount available to fund is displayed as a positive amount.

Solution: Effective with Version 7.1, if a user tries to fund an activity with a negative "Amount Available," IDIS will display an error message.

```
02/10/03                    MAINTAIN ACTIVITY FUNDING              C04M005
                                                                   09:57
GRANTEE  NAME  : ROCHESTER
ACTIVITY NAME  : HIGH FALLS ENTERTAINMENT DISTRICT
CPS PROJECT #  : 0013             HUD ACTIVITY ID     : 000000003900
PROGRAM YEAR   : 2001             GRANTEE ACTIVITY #  : 026051


EST MAX FND AMT:        $19,997.05  <====== CURRENT FUNDING THIS SOURCE =====>
ACT TOT FUNDED :        $19,997.05  YEAR      FUNDED AMOUNT       DRAWN AMOUNT
ACT TOT DRAWN  :        $19,997.05  <--> <----------------> <---------------->
                                    2001 _      $19,997.05         $19,997.05
<---------- THIS SOURCE ---------->  2002         $5,000.00              $0.00
PROGRAM CODE   : B                  ____ _____ _____
SRCE  UOG CD/NM: 000001/00001       ____ _____ _____
SOURCE TYPE    : MC                 ____ _____ _____
RECIP UOG CD/NM: 365544/00001       ____ _____ _____
RECIP TYPE     : LG                 ____ _____ _____
FUND TYPE      : EN                 ____ _____ _____
                                    ____ _____ _____
AMT AVAILABLE  :    -$3,711,644.10  ____ _____ _____
FUNDED THIS SRC:        $19,997.05  ____ _____ _____
DRAWN THIS SRCE:        $19,997.05  ____ _____ _____
 NOT ENOUGH FUNDS AVAILABLE FOR REQUESTED UPDATE(S)
F4 = MAIN MENU      F7 = PREV      F9 = SAVE      F17 = UP      F18 = DOWN
```

Figure 3: Maintain Activity Funding screen with Negative Amount Available to Fund

3. REPORTS:

Problem: The Summary of Accomplishments (PR23) Report is not including all matrix codes with disbursements in the program year requested, all accomplishment types for these activities, some of its calculations are incorrect, and the column labels for the report sections are not clear as to the data source.

Solution: Effective with Version 7.1, the following changes and additions have been made to this report:

- The name of the first report section has been changed from "CDBG Expenditures by Eligibility Category" to "Count of CDBG Activities with Disbursements by Activity Group and Matrix Code." Within this section, we added a "Planning/Administrative" category that includes matrix codes 19A, 19B, 20 and all 21 series.

- The name of the second report section has been changed from "CDBG Accomplishments by Eligibility Category" to "CDBG Sum of Actual Accomplishments from the C04MA04 Screen by Activity Group and Accomplishment Type.

- In the third report section, "CDBG Beneficiaries by Racial/Ethnic Category," we verified that the counts are correct.

- In the fourth report section, "CDBG Beneficiaries by Income Category," we added percent ranges (i.e., Mod >50% and <=80%) to the labels in the section. We now include all accomplishment types reported by the grantee and include beneficiary information for all direct benefit activities. We changed the label on the "Low-Mod" column to "Total Low-Mod" and calculate the column "Mod" by subtracting "Extremely Low" and "Low" from "Total Low-Mod." We moved the column "Mod" to the immediate right of the column "Low," changed the label on the "High-Mod" column to "Non Low-Mod" and corrected its calculation, and corrected the calculation of the "Total" column.

Also effective with Version 7.1, the following reports have been standardized to report on the same data:

- CDBG Activity Summary Report, PR03
- Summary of Accomplishments, PR23
- CDBG Financial Summary, PR26

Appendix E of the IDIS Reference Manual has been updated to reflect these changes.

Problem: The CDBG Financial Summary (PR26) Report fails to include non-housing Low/Mod activities occurring in a NRSA or CDFI on Line 19, "Disbursed for Other Low/Mod Activities."

The report needs to generate a complete "Line 17 Detail" list of activities with a low/mod housing (LMH) national objective and identified as being located in a CDFI or NRSA.

The report should include negative draws on Line 6, Returns, only if recorded in the same year received.

The report should use the same population of activities for a grantee for the same program year as the CDBG Activity Summary (PR03) report.

Solution: Effective with Version 7.1, the report has been modified to reflect the above requests. Appendix E of the IDIS Reference Manual has been updated to reflect these changes.

Problem: The Drawdown Report by Project and Activity (PR05) and Drawdown Report by Voucher Number (PR07) do not indicate which CDBG voucher line items were attributed to a prior year.

Solution: Effective with Version 7.1, the above reports have a new "P/Y" column. If a "Y" appears in the column, the line item of the voucher was attributed to a prior year; if the column is blank, the voucher applied to the current year. Appendix E of the IDIS Reference Manual has been updated to reflect these changes.

Problem: The Report Status (C04MU16) screen serves two purposes: it lets users view the status of report(s) they have requested; and it lets users download a "Ready" report from the mainframe computer to a server where they can download it to their PC. There are problems with both aspects. Currently, when a user requests (runs) a report, IDIS will display a status of "Not Ready" while the report is processing and "Ready" when the report finishes processing (whether it ran successfully or not). There is currently no status for reports that fail to run successfully and need to be resubmitted.

In addition, when a user enters a "D" to download a report, the initial status of "Wait" changes to "Ready" when the user presses Enter, even though the report may not have been moved to the report server from the mainframe.

Solution: Effective with Version 7.1, if a submitted report does not complete properly and needs to be resubmitted, IDIS will display a status of "Rerun" on the MU16 screen. In addition, when a user enters a "D" to download a report, IDIS will display a status of "Downloading" while the report is being downloaded.

```
02/12/03      THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM     C04MU16
                              REPORTS STATUS

                          USER-ID ( C12470    )

ACTIVITY  REPORT NAME              DATE        TIME      STATUS
    _     DRAWDN VCHR NUM-PR07   04-01-2004   05.49.41   READY
    _     DRAWDN PROJ ACT-PR05   04-01-2004   05.49.16   READY
    _     DRAWDN VCHR NUM-PR07   04-01-2004   05.34.12   READY
    _     DRAWDN PROJ ACT-PR05   04-01-2004   05.33.49   READY
    _     ACT SUMM (GPR) -PR03   03-31-2004   04.47.17   READY
    _     DRAWDN VCHR NUM-PR07   02-12-2003   13.42.07   downloading
    _     SUMM PLAN PROJS-PR06   02-11-2003   11.57.05   READY
    _     ACT SUMM (GPR) -PR03   02-11-2003   11.57.04   READY
    _     DRAWDN PROJ ACT-PR05   02-11-2003   11.57.03   READY
    _     LIST OF ACTS   -PR02   02-11-2003   11.57.02   READY




ACTIVITY  ( D = DOWNLOAD )


            F4  = MAIN MENU  F6 = CLEAR  F7 = PREV
F8 = NEXT   F17 = UP         F18 = DOWN
```

Figure 4: Report Status Screen Showing Download in Progress

When the download from the mainframe is complete, IDIS will display one of two statuses:

- ▪ "On Server"   for Web390 users
- ▪ "On Mainframe"   for HUD HQ and field office personnel who directly access IDIS

```
02/11/03      THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM     C04MU16
                              REPORTS STATUS

                          USER-ID ( C12470    )

ACTIVITY  REPORT NAME              DATE        TIME      STATUS
    _     DrawDn Vchr Num-PR07   04-01-2004   05.49.41   READY
    _     Drawdn Proj Act-PR05   04-01-2004   05.49.16   READY
    _     DrawDn Vchr Num-PR07   04-01-2004   05.34.12   READY
    _     Drawdn Proj Act-PR05   04-01-2004   05.33.49   READY
    _     Act Summ (GPR) -PR03   03-31-2004   04.47.17   READY
    _     Status HOME Gnt-PR27   02-11-2003   11.35.23   NOT READY
    _     Summ Accomplish-PR23   02-07-2003   12.54.35   ON SERVER
    _     Act Summ (GPR) -PR03   02-07-2003   11.24.23   READY
    _     Summ Accomplish-PR23   02-07-2003   10.35.41   READY
    _     Act Summ (GPR) -PR03   02-07-2003   10.34.41   READY




ACTIVITY  ( D = DOWNLOAD )


            F4  = MAIN MENU  F6 = CLEAR  F7 = PREV
F8 = NEXT   F17 = UP         F18 = DOWN
```

Figure 5: Report Status Screen Showing Report Moved to Server

4. SUBFUNDS/SUBGRANTS:

Problem: The Max Cap for CHDO Subfunds may be incorrect. A one-time program fix in the Spring of 2002 failed to reset all existing CHDO Operating subfunds to a maximum cap of 5%.

Solution: Concurrent with Version 7.1 release, CPD will run a one-time program that will identify subfunds in violation and reset them to the 5% cap.

Problem: Grantees are unable to create a new AD or SU subgrant if the recipient is both a CHDO *and* Other Entity in IDIS. Version 6.5.2 removed the requirement to have a grantee answer whether a subgrant recipient was a CHDO or Other Entity on the Create Subgrant (C04MG01) screen and makes the determination based on the UOG code and fund type entered. The logic still doesn't work when the recipient receives both CHDO and Other Entity funds; grantees are unable to create new AD and SU subgrants for these recipients.

Solution: Effective with Version 7.1, IDIS now properly determines whether the entity is receiving the subgrant as a CHDO or Other Entity. Grantees can again create AD and SU subgrants.

5. UTILITIES/EDI:

Problem: On the Program Year Start and End Dates (MU57) screen, if a user presses <F9> after entering a year, the "Start Date" field becomes active. This field should be protected from change, the same as if the user pressed <Enter>.

Solution: Effective with Version 7.1, if a user presses <F9> after entering a year, IDIS display a message to "Press the Enter Key to Retrieve Date Information before Saving."

Problem: The Multi-Address Flag on EDI record type I-19 is passing the wrong value to IDIS for Multi-Address HOME activities. The correct values are "Y" for multi-address housing and "N" for a single address. Currently, the system is passing "M" for multi-address and "N" for single address.

Solution: Effective with Version 7.1, record type I-19 will save a "Y" for multi-address housing and "N" for a single address.

Problem: Effective with Version 7.0, IDIS displays a CDBG Displacement Balance Resolution (MC07) screen when counts on the CDBG Displacement (MC03) screens do not balance across all racial categories. The corresponding edits were not added to EDI record type I14 (CDBG Area Displacement) at that time.

Solution: Effective with Version 7.1, we have added four edits for record type I 14 data that were already built into the MC03/MC07 CDBG Displacement screens for on-line users this past December with releases 7.0 and 7.0.1. The new EDI edits are:

- The value of "Relocated To" for a race for a displacement record must never exceed the sum of "Displaced From" for the same race for all other displacement records of the activity. (Households are only displaced from tracts. You must have at least two displacement records for an activity for there to be any "Relocated To" since those who are displaced but don't go to another tract/city would be reported as "Remaining In" on the same record that they are reported as "Displaced From." So, if you have three displacement records for an activity, the value of "Relocated To" for one of the records for a race must never exceed the sum of "displaced from" for the other two displacement records for that race.)

  Likewise, the value of "Relocated to Hispanic" for a race for a displacement record must never exceed the sum of "Displaced From" for the same race for all other displacement records of the activity.

- The sum of "Remaining In" + "Relocated to" for a race for all displacement records of an activity must equal the sum of "Displaced From" for that same race across all of the activity's displacement records.

- The sum of "Remaining In Hispanic" + "Relocated to Hispanic" for a race for all displacement records of an activity must equal the sum of "Displaced From" for that same race across all of the activity's displacement records.

- For an activity, the sum of "Remaining In" across all race categories and all displacement records of the activity must not be greater than the sum of "Displaced From" across all race categories and all of the activity's displacement records. Likewise, for an activity the sum of "Remaining In Hispanic" across all

race categories and all displacement records of the activity must not be greater than the sum of "Displaced From" across all race categories and all of the activity's displacement records.

Record Type I 14 data that fail any of these edits will not be saved to the database nor will they update existing records already saved in IDIS.