



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410-7000

DEC 14 2001

OFFICE OF THE ASSISTANT SECRETARY
FOR COMMUNITY PLANNING AND DEVELOPMENT

As you know, the Community Development Block Grant (CDBG) Entitlement program allocates billions of dollars annually to metropolitan cities and urban counties. These funds are used to carry out thousands of activities in communities across the country as together we fulfill our mission to serve those in need. However, to date, just over 80 percent of completed CDBG activities reported in the Integrated Disbursement and Information System (IDIS) provide accomplishment information, and the information that has been reported is often incorrect. Therefore, the purpose of this letter is to enlist your cooperation in an important effort that will improve the quality of data in IDIS.

Information on the results and benefits of activities assisted with CDBG funds validate the success of your program and the CDBG program as a whole and is important to ensure the future funding of the program. It is, therefore, vital that accomplishments achieved with CDBG funds be thoroughly and accurately reported. Only then can HUD accurately measure the level of assistance provided to low- and moderate-income persons by the program, account for the use of CDBG funds, and provide our constituents with reliable data on overall CDBG program performance. Moreover, HUD is required by the Government Performance and Results Act of 1993, program legislation, and Office of Management and Budget directives to collect timely and accurate information to manage the program, evaluate performance, and provide program performance results to Congress.

The high percentage of CDBG activities with missing, incomplete, or inaccurate data means that when HUD reports to Congress and other stakeholders, the results of the CDBG program are significantly undercounted and do not accurately reflect the achievements of the program. Obviously, this is a situation that needs to be changed. Therefore, the Entitlement Communities Division and the Systems Development and Evaluation Division are undertaking a concerted initiative to improve the quality of CDBG data in IDIS. This will also result in more consistent reporting among grantees so that we are better able to measure the contributions of the CDBG program in meeting the housing and community development needs of low- and moderate-income persons throughout our nation.

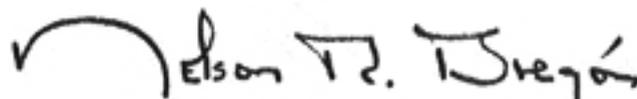
This initiative will consist of three steps in which you will be asked to: (1) enter missing accomplishment data, (2) assign correct matrix codes to activities, and (3) correct

accomplishment data previously entered in IDIS. Step I will begin immediately with the distribution of this letter and is to be completed by January 31, 2002. Step II will begin February 1, 2002, and be completed by March 31, 2002. The third and final step will start April 1 and be completed by June 30, 2002. Additional information on the schedule, as well as detailed information concerning the data improvement process will be available on the first web site identified below.

HUD staff are well aware of your heavy workloads and, in designing this initiative, have attempted to make this process as efficient as possible. Spreadsheets specifically identifying missing data that need to be completed in Step I will be available through the internet at <http://www.hud.gov/offices/cpd/communitydevelopment/cleanup/index.cfm>. In addition to being done in three steps, the Entitlement Communities Division has developed written guidance on reporting CDBG accomplishments in IDIS that is available on the CDBG home page at <http://www.hud.gov/offices/cpd/communitydevelopment/programs/cdbg.cfm>. This guidance should provide assistance not only for improving the quality of data currently in IDIS, but also for future reporting for the CDBG program.

Your cooperation in this most important effort is greatly appreciated. HUD field offices are aware of this CDBG data clean-up effort and are available to support you; however, if you or your staff have specific questions about this process, please contact the IDIS Technical Assistance Unit (TAU) at 800-273-2573.

Sincerely,

A handwritten signature in black ink that reads "Nelson R. Bregón". The signature is written in a cursive style with a large, sweeping initial "N".

Nelson R. Bregón
Deputy Assistant Secretary
for Grant Programs