

Section/ Screen Number/ Function	Table Name	Issue	Interim Solution
<b>General Issues</b>			
<b>IDIS Log-in</b>	<b>Access to System for new and existing users</b>	<p>Cannot log into IDIS OR</p> <p>After logging into IDIS, no box is displayed on the "Plans/Projects/Activities" screen for "Consolidated Plan," "Annual Action Plan," or Consolidated Annual Performance Evaluation Report on the left side of the screen.</p>	<p>New users that do not yet have access to IDIS must request access by filling out the IDIS Online Access Request form and submitting it to their CPD Representative. The form is available at: <a href="https://www.hudexchange.info/resources/documents/IDIS-Online-Access-Request-HUD-Form-27055.pdf">https://www.hudexchange.info/resources/documents/IDIS-Online-Access-Request-HUD-Form-27055.pdf</a>.</p> <p>Existing users who have not accessed their IDIS accounts for a long period of time may find that they are unable to log into IDIS. IDIS passwords expire every 90 days, so users are encouraged to access IDIS at least once a month to ensure that their password remains active. Users who do not use IDIS within a 90 day period will find their accounts are de-activated. Grantee users who wish to renew a lapsed ID must re-submit the IDIS Access Request Form to their CPD Representative.</p> <p>Once the user is able to log into IDIS, the IDIS administrator will need to modify the user's profile to allow them access to both the Consolidated Plan and/or CAPER in IDIS. Each has its own separate access level. The user should contact the local IDIS administrator to get the appropriate privileges. Instructions for adding Consolidated Plan and CAPER privileges to an IDIS profile can be found at: <a href="https://www.hudexchange.info/consolidated-plan/econ-planning-suite-overview-webinars/">https://www.hudexchange.info/consolidated-plan/econ-planning-suite-overview-webinars/</a></p> <p>Local administrators can use these steps to edit a user's profile to provide access to the Consolidated Plan, Action Plan, and CAPER templates:</p> <ol style="list-style-type: none"> <li>1. Click on Admin in the Main Menu bar (only local administrators will see this option).</li> <li>2. By default, the system will display the Search User Profiles screen. Use the fields provided, such as User ID or First Name and Last Name to search for the user profile that needs to be revised, then click Search.</li> <li>3. In the listed results, click on the Edit link for the user profile that needs to be revised.</li> <li>4. The system will display the screen entitled "Edit User Profile". Click on the link labeled Grantee listed under Existing User Roles (see screenshot below).</li> <li>5. The system will display the screen entitled "Edit Grantee/PJ User Profile". This page displays all of the grantees associated with the selected user profile. Click on the link for the applicable grantee.</li> <li>6. The system will display the screen entitled "Edit Grantee/PJ User Profile". This page displays all of the permissions for the selected user profile. Check the appropriate boxes in the Plan Privileges, CAPER Privileges and Activity Privileges sections and click "Save."</li> </ol> <p>The next time the user logs in, they will see the Consolidated Plan/Annual Action Plan and/or CAPER modules along the left side of the screen under the Plans/Projects/Activities tab.</p>

<b>Error Msg When Adding a Map</b>	<b>Throughout</b>	An error message sometimes appears when attempting to add/print a map from CPD Maps in the Consolidated Plan, Annual Action Plan or CAPER Template.	There are some known issues with the Reports and Print Widgets within the CPD Maps system that HUD is working to fix. Please view the announcement at the following link, sent to the HUD Exchange Mailing List, which also includes instruction for downloading a pdf of CPD Maps: <a href="http://us5.campaign-archive1.com/?u=87d7c8afc03ba69ee70d865b9&amp;id=42ec6695d3&amp;e=ff9b502004">http://us5.campaign-archive1.com/?u=87d7c8afc03ba69ee70d865b9&amp;id=42ec6695d3&amp;e=ff9b502004</a>
<b>Importing Maps with Similar Names</b>	<b>Throughout</b>	When two maps with the same name are added at the same insertion point, the first map is lost.	Use different names when adding multiple maps at the same insertion point.
<b>Tables not Pre-populated OR pre-populated data is incorrect</b>	<b>Throughout</b>	When downloading Con Plan data from IDIS, some fields that looked as if they should have been populated were left blank.	<p>While many of the data tables within the template are populated with default data, there are some instances in which the grantee will need to add data or augment the default data with additional data from local or alternate sources.</p> <p>To see which tables are auto-populated in the template, review the eCon Planning Suite Desk Guide that identifies each table and indicates whether or not it has default data (and the source of the data) or if the grantee needs to complete the table.</p> <p>Grantees are not required to use default data that is prepopulated in the template, and may add an alternate data source. In order to edit the default data, the grantee must first create a citation for the local/alternate data. Grantees must use AD-35 Grantee Survey Data Documentation to create a citation for surveys that will serve as an alternate data source for the plan.</p> <p>Currently, grantees are unable to delete alternate data sources from IDIS. You can opt not to include them in your Consolidated Plan (and the associated appendix), by checking the "Do Not Include in Plan" radio box on the AD-25 screen. This will remove that specific data source from the Appendix.</p>
<b>Correcting Data Issues</b>	<b>Alternate Data</b>	How to Add Alternate Data	After clicking on "Alternate Data", in screen AD-30, choose "Add Survey Data Source", name the source to match the source in the table where data is being corrected and enter the words data correction from (source name)" in the response text box for the first question. Click "Save and Return" to return to the AD-30 screen. Check the box in the "Select" column next to the source that was just added, and click the "Select" button to return to the template. The data fields will now be modifiable. This correction source can be used again when corrections are made in other tables from the same data source.
<b>Inserted Tables in IDIS</b>	<b>Throughout</b>	Data can only be entered one cell at a time in inserted tables	Enter data one cell at a time in inserted tables. Tables can also be saved as .jpg documents and uploaded to the plan that way.
<b>Formatted Text in Inserted Tables</b>	<b>Throughout</b>	The system produces an error message when the user enters formatted text in an inserted table	If the table the user wishes to insert into the Con Plan has formatting, it should be saved as a JPEG and inserted as an image rather than inserting a table.

<p><b>Exceeding 4000 Character Limit Msg</b></p>	<p><b>Throughout</b></p>	<p>The system produces an error message indicating that the response in the narrative box can be no more than 4000 characters, but the user does not think that more than 4000 characters have been entered.</p>	<p>The error message usually occurs when grantees enter text into the narrative that exceeds the character limit. Please note that the limit on the number of characters per narrative box is 4,000 which includes white spaces, formatting marks such as new paragraphs, and other hidden characters. If you believe you have entered less than 4,000 characters, please remember that formatting (e.g. bold, italics, bullet points) adds extra characters that are not visible. Thus, make sure to remove any formatting from your text.</p> <p>If you were copying text from an external MS Word document into the on-screen text box, please be sure to use the "Paste-from-Word" control button above the on-screen text box. This button removes any extraneous non-display characters that may cause you to exceed the character limit. This process is discussed in the eCon Planning Suite Desk Guide, beginning on page 18. The most recent version of the Desk Guide is available online at:  <a href="https://www.hudexchange.info/resource/2641/econ-planning-suite-desk-guide-idis-conplan-action-plan-caper-per/">https://www.hudexchange.info/resource/2641/econ-planning-suite-desk-guide-idis-conplan-action-plan-caper-per/</a></p> <p>If you determine that the narrative required for a particular response exceeds 4,000 characters, you may add additional content to support the baseline information, such as text boxes and tables (see Desk Guide, p. 15).</p> <p>Also, please make sure that your Internet options are set to delete "temporary files" and "cookies" because sometimes this can generate an error message. If an error message is received when trying to 'Save' a screen, confirm that 'Internet Options' are configured to delete 'Temporary Files' and 'Cookies' from your web browser's cache. Internet Options can be accessed from the browser 'Tools' menu. To do this, follow the steps below:</p> <ol style="list-style-type: none"> <li>1. Logout of IDIS.</li> <li>2. Open the "Internet Options" menu:</li> <li>3. In Internet Explorer, click "Tools"</li> <li>4. In the Browsing History section of the General tab click "Delete..."</li> <li>5. Verify that browser is set to delete Temporary Files and Cookies whenever the browser is closed by ensuring the following are checked:             <ol style="list-style-type: none"> <li>1. "Temporary Internet and website files" and</li> <li>2. "Cookies and website data"</li> </ol> </li> <li>6. Click "Delete" at the bottom of the "Delete Browsing History" window.</li> <li>7. Close all browser windows</li> <li>8. Open a new browser window and login to IDIS</li> </ol>
<p><b>Deleting a Plan</b></p>	<p><b>N/A</b></p>	<p>The system does not allow users to delete a draft plan that will not be completed and submitted to HUD.</p>	<p>If a plan is no longer to be submitted to HUD, we recommend the grantee change the plan's status on AD-25/26 Administration screen to "Open - In Progress" and change the title of the plan to "Obsolete" or "DO NOT USE." This functionality is planned for a future IDIS release. Users should note that HUD cannot review any plans unless the status has been changed to "Submitted for Review" or "Open In Progress/FO Review".</p>

<p><b>Problems when using multiple IDIS sessions</b></p>	<p><b>N/A</b></p>	<p>Error message appears: "User cannot initiate multiple IDIS sessions" and user cannot log back into IDIS.</p>	<p>This problem may be experienced under the following circumstances:</p> <ol style="list-style-type: none"> <li>1. If the user logs in and then opens a second browser window.</li> <li>2. If the user closes the browser, but hasn't logged out.</li> <li>3. A dropped network connection at either end.</li> </ol> <p>Users are advised to do the following:</p> <ol style="list-style-type: none"> <li>1. Ensure that Internet Explorer is being used.</li> <li>2. Completely close the browser and clear the cache.</li> <li>3. Open a new IE window and attempt to log in again.</li> </ol>
<p><b>Problems saving plans when multiple users are logged in</b></p>	<p><b>N/A</b></p>	<p>When more than one person is logged into the same screen in the same plan, the system produces an error message when one user tries to save their work.</p>	<p>Users are able to save their work in the same plan as long as they work in different screens and are sure to wait several minutes between saving the plan. Users should also avoid working in screens that share data, such as the Priority Needs, Geographic Priorities, Expected Resources, and Goals screens in the Strategic Plan or Annual Action Plan.</p> <p>To avoid this overlap, it is suggested that users print out a blank template as a Word document in order to work on the plan before entering data and narratives into the system. Users may find it helpful to coordinate access through use of a shared schedule.</p> <p>Grantees may also open multiple versions of the plan to work on a draft plan, but the information in two different versions cannot be automatically combined in the system. Staff would need to enter information from both versions into one of the draft plans to complete the plan. Only one plan version should be submitted in the system.</p>

<p><b>Screen will not Save</b></p>	<p><b>Throughout</b></p>	<p>Screen will not Save: information has been entered into IDIS and the system is not allowing the user to save.</p>	<p>IDIS session may have timed out because connectivity to the IDIS Web server has been interrupted (e.g., Web server is not responding). IDIS will issue a Warning/Error message at the top of the screen that requires attention before the system can save the screen information.</p> <p>Users should be aware that their session will time-out if they have not completed a “transaction” that communicates with the IDIS Web server within the 10-15 minute timeframe. Such ‘transactions’ include:</p> <ul style="list-style-type: none"> <li>• Navigating to a new screen</li> <li>• Selecting ‘Save’ ‘Save and Return’ and ‘Cancel’ buttons</li> <li>• Selecting other screen buttons that cause the screen to refresh or open a different screen.</li> </ul> <p>As such, users are advised to occasionally use the ‘Save and Return’ button as an alternate means of verifying that their session remains active and the system has saved their data. If the user selects the ‘Save and Return’ button and the system does not take them back to the Con Plan/AAP menu, then their session may no longer be active or there may be a warning/error message that might have been overlooked.</p> <p>Each time users select the 'Save' button, they should verify that they see the confirmation message at the top of the screen indicating that the data was saved successfully. Unfortunately, if data has not been successfully saved and is lost, it cannot be recovered from the system.</p>
<p><b>Error Msg When Attaching Items</b></p>	<p><b>Throughout</b></p>	<p>The system produces an error message when the user tries to upload attachments (Jpegs) or the attachment link does not appear on the screen even if the grantee does not receive an error message</p>	<p>The error may result from several issues:</p> <ol style="list-style-type: none"> <li>1. As a best practice, avoid file names that are over 100 characters long and avoid special characters like / * &amp; % \$   &lt; &gt; @ etc. in file names. NEVER add a period into a file name other than the system added file type. For example, if the file is named "Exec.Summary.Table.jpg" try renaming the file to "Exec_Summary_Table.jpg."</li> <li>2. The issue may be related to temporary files and web pages that exist in the web browser's cache. The user should confirm that the browser settings are configured to delete temporary files and cookies each time the browser is closed. There is also an option to ensure that the browser checks for updates each time a web page is accessed; this option ensures that data that may have been previously saved is downloaded from the web server instead of displaying an outdated version of a page stored in your browser's cache.</li> <li>3. The user should save and exit the screen after uploading attachments, then re-enter the screen to view the list of attachments.</li> </ol>

<p><b>Amending already submitted plan</b></p>	<p><b>N/A</b></p>	<p>User needs to make edits/changes to a plan that has already been submitted and is under review by the field office or the review is completed and the plan is now read-only.</p>	<p>If the plan has already been submitted and is still under review by the Field Office, the user should contact the Field Office and request that the plan be sent back by having the status changed from "Submitted for Review" to "Reviewed and Awaiting Modifications". The user will be able to make the requested changes and then change the status back to "Submitted for Review" in order to re-submit the plan.</p> <p>If the plan has already been approved by the FO and the status is "Review Completed", an amendment would be needed in order to update the AP-35 Projects screen. To limit the number of plans created each year, it is recommended that the City wait until the end of the program year to create their amendment. For complete instructions use the Desk Guide at: <a href="https://www.hudexchange.info/resource/2641/econ-planning-suite-desk-guide-idis-conplan-action-plan-caper-per/">https://www.hudexchange.info/resource/2641/econ-planning-suite-desk-guide-idis-conplan-action-plan-caper-per/</a>. Note: If you are making an amendment to the strategic Plan (SP screens) in Years 2-5, you cannot simply copy your previous Action Plan but must either copy forward the Action Plan with dummy years for the in between period from the Strategic Plan start year or create a new Action Plan (not using the copy function). Complete instructions are available in the Desk Guide. After the necessary edits/changes have been made and the user wishes to resubmit the plan, return to the AD-25 Administration screen and update the status of the plan from "Open in Progress/FO Review" to "Submitted for Review." Once the plan has been submitted, the grantee will no longer be able to edit the information in the template.</p> <p>The HUD Field Office staff person designated as the HUD Field Office Acceptor will receive an e-mail that the jurisdiction has updated the plan's status. The Field Office Acceptor will review the submitted plan and approve or reject it. If rejected, the plan's status will update to "Reviewed and Awaiting Modifications." This will allow the jurisdiction to make necessary changes and revisions to the plan and to submit it again. If approved, the Field Office Acceptor updates to "Review Completed" and the information in the template will remain read-only.</p>
<p><b>Administration</b></p>			
<p><b>AD-25 or AD-26</b></p>	<p><b>Creating and submitting plans for Consortia members</b></p>	<p>How Consortia members create and submit Consolidated or Action Plans in the system.</p>	<p>Participating grantees of a HOME Consortium cannot create, copy, or submit their own plans or amendments. This must be done by the Lead Entity.</p> <p>To create an amendment, the Lead Entity must create a Copy of the AAP that needs to be updated. Instruction are provided in the Amending the Consolidated Plan or Annual Action Plan for Consortia Grantees Quick Guide, available at: <a href="https://www.hudexchange.info/resource/5040/consolidated-plan-quick-guides/">https://www.hudexchange.info/resource/5040/consolidated-plan-quick-guides/</a></p> <p>More information about Consortia is provided on page 29 in the Consolidated Plan in IDIS Desk Guide, available at: <a href="https://www.hudexchange.info/resource/2641/econ-planning-suite-desk-guide-idis-conplan-action-plan-caper-per/">https://www.hudexchange.info/resource/2641/econ-planning-suite-desk-guide-idis-conplan-action-plan-caper-per/</a>. When the lead entity creates its Consolidated or Action Plan, it will automatically create the template(s) for the participating grantees. Similarly, when the lead entity submits its plan, it will automatically submit the participating grantees' plans.</p>
<p><b>AD-26</b></p>	<p><b>Action Plan Administration Screen</b></p>	<p>Unable to associate existing Action Plan to a different Consolidated Plan</p>	<p>It is not possible to change which Consolidated Plan the Annual Action Plan is associated with after it has been created. If the AAP was associated with the wrong Consolidated Plan, the user must create a new plan. Annual Action Plans can be created either by adding a new AAP or copying a previous Action Plan that is associated with the correct Consolidated Plan.</p>

<b>AD-25 or AD-26</b>	<b>Quality Checks for SP-45, AP-15 and AP-20</b>	Warning that narrative is blank in SP-45, AP-15, and AP-20 when there is text saved on those screens.	In any case where the quality check does not seem accurate, no changes are required. Plans may be submitted in IDIS, even if the quality check warnings are not cleared. These warnings are intended to help grantees determine if their plan is complete. If a quality check warning is incorrectly stating that the plan is missing information, it can be ignored.
<b>AD-25 or AD-26</b>	<b>Attachments</b>	An error message appears when trying to upload attachments (Jpegs) or the attachment link does not appear on the screen even if the grantee does not receive an error message	<p>The error described may be resulting from several issues. First, check the size of the file that you are attempting to attach as the AD-26 screen takes information of up to 5 MB. In the Attachments section, please note that only one file may be uploaded for each of the links provided: The Unique Appendices can be a single .pdf file that bundles all additional appendices and supporting documentation that are not covered elsewhere in the plan.</p> <p>Second, as a best practice - remove any periods from the file name. For example, if the file is named "Exec.Summary.Table.jpg" try renaming the file to "Exec_Summary_Table.jpg".</p> <p>Finally, the issue may be related to temporary files and web pages that exist in your web browser's cache. Regardless of whether you are using Internet Explorer, Google Chrome or Firefox, you should confirm that your browser settings are configured to delete temporary files and cookies each time the browser is closed. There is also an option to ensure that the browser checks for updates each time a web page is accessed; this option ensures that data that may have been previously saved is downloaded from the web server instead of displaying an outdated version of a page stored in your browser's cache. Also, this may result from an internal firewall within your department.</p>
<b>AD-25 and AD-26 in the Word Report</b>	<b>Attachments</b>	Attachments can only be viewed in the system, they do not download with the Word Report of the plan.	Citizen Participation, Grantee Unique Appendices, and SF424/Certification attachments can be downloaded as appendices. Users may attach PDF, MS Word or TXT files.
<b>AD-25 and AD-26 in the Word Report</b>	<b>Alternative Data Sources</b>	The list of alternative data sources does not download with the Word Report of the plan.	The alternate data source information is automatically included as an appendix in the MS Word download. Specific entries that are checked will be excluded from the appendix
<b>AD screens</b>	<b>Color Attachments</b>	Attachments in the downloaded and posted plans show up in grayscale.	<p>The eCon suite automatically converts any pages over 80 from color to gray scale for performance reason. Meaning for a 300 page color attachment the system will embed pages 1 to 80 as color images and the remaining 220 as grayscale images.</p> <p>If a user needs the entire .pdf as color, they can open an AAQ and a time can be set up to run the entire .pdf as color.</p>
<b>AD-25 or AD-26</b>	<b>Alternate Data</b>	Removing alternate data information once it's been entered in the system	Users are unable to delete alternate data sources from IDIS. The user can opt not to include them in the Consolidated Plan (and the associated appendix), by checking the "Do Not Include in Plan" radio box on the AD-25 screen. This will remove that specific data source from the Appendix.
<b>AD-50 and AD-55</b>	<b>Warning Msg for Field Office Email</b>	A warning message appears when Field Office email address is not available in IDIS.	The grantee should email the Field Office Representative to notify them that changes have been made on AD-50 or AD-55, so that the FO Rep may "accept" the changes. In order for the Rep to view these changes, the plan must be in "Open in Progress - FO Review" or "Submitted for Review" status on AD-25 or AD-26.
<b>Process</b>			
<b>PR-10</b>	<b>Entering new organizations</b>	Error message appears when entering DUNS/EIN number: "DUNS number invalid."	Users should be able to enter new organizations and leave the DUNS/EIN number blank. It is possible the user may get a quality check warning, but this warning can be ignored.

<b>PR-10</b>	<b>Missing text box</b>	Narrative text box is missing, which should read "Describe any efforts to enhance coordination with private industry, businesses, developers, and social service agencies (91.215(l))."	In the discussion text box or an inserted text box, add a label that reads "Describe any efforts to enhance coordination with private industry, businesses, developers, and social service agencies (91.215(l))" and provide a response.
<b>Needs Assessment</b>			
<b>Missing NA Screens (Consortia Participant Plan Only)</b>	<b>All tables</b>	Limited NA screens in Con Plan template	Participating Consortia grantees are not required to complete all elements of the Consolidated Plan. The Lead Consortia member will have these screens as a part of their plan. Participating members will only need to complete the NA-05 & NA-50 (for CDBG grantees) as well as the NA-40 (for ESG grantees only). For additional information, consult the consortia section of the e-Con Plan Desk Guide.
<b>NA-10</b>	<b>Households with Children Present table</b>	Data is missing for this table	At this time, HUD does not have data for this table. If available, please use local or state data to complete this table. If unavailable, this table may be left blank.
<b>NA-10</b>	<b>Narrative Text Boxes</b>	Narrative text boxes are missing for two required elements of the needs assessment: 1) "Describe the number and type of single person households in need of housing assistance;" and, 2) "Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking."	Copy and paste these response prompts into the discussion box at the bottom of the screen and provide a response. It is important to note that there is a 4,000 character limit (this includes spaces) for narrative boxes.
<b>NA-10, SP-30</b>	<b>Insertions throughout</b>	Insertions (GIS data, GIS maps, text boxes, tables and JPEGs) entered on NA-10 are appearing on SP-30, and vice versa. When any of these insertions is modified or deleted on one screen, the insertion on the other screen is also affected.	Note in the labels of each insertion the screen with which they are associated. Since modifying or deleting an insertion on either screen will also modify or delete the insertion from the other screen, leave the full list of insertions on both screens. Use the notations in each label to identify which insertions should be deleted from the NA-10 or SP-30 section in the downloaded Word report.
<b>NA-35</b>	<b>All public housing data</b>	Data missing in random cells	Data in these cells are based on the data provided to HUD by individual PHAs. Missing data was not included in the PHA's original submission. Review the data with the local PHA and confirm the correct values. For state grantees, where it is not feasible to obtain this data, you may choose to enter "no data" in these blank cells.



<b>NA-35</b>	<b>Characteristics of Residents Table</b>	Numbers in table don't match what appears in the Word Document	Please manually update the numbers in the downloaded word document version for posting to the website or sharing with the public.
<b>NA-40 in Word Report</b>	<b>All tables</b>	Homeless Needs Assessment tables do not show up in the downloaded Word Report if data has not been entered in them on the screens. Nature and Extent of Homelessness table shows up in the downloaded Word Report if data has not been entered, but it is missing all of the rows for race and ethnicity types.	This issue only occurs if the grantee has not opened the NA-40 screen before downloading the Word Report. The user should open NA-40 and save the screen, even if there is not yet data to enter, before downloading the Word Report
<b>NA-45 in Word Report</b>	<b>All tables</b>	Tables do not show up in the downloaded Word Report if the grantee has not opened the screen in IDIS before downloading the Word Report.	This issue only occurs if the grantee has not opened the NA-45 screen before downloading the Word Report. The user should open NA-45 and save the screen, even if there is not yet data to enter, before downloading the Word Report
<b>Market Analysis</b>			
<b>Missing MA Screens (Consortia Participant Plan Only)</b>	<b>All tables</b>	Only the MA-05, MA-45, MA-50, and for ESG recipients, the MA30 screens are available.	Participating Consortia grantees are not required to complete all elements of the Consolidated Plan. The Lead Consortia member will have these screens as a part of their plan. Participating members will only need to complete the MA-05, MA-45, MA-50 (for CDBG grantees). ESG grantees will also need to complete the MA-30 screen. For additional information, consult the consortia section of the e-Con Plan Desk Guide.
<b>MA-10</b>	<b>Unit Size by Tenure Table</b>	Numbers in table don't match what appears in the Word Document	Please manually update the numbers in the downloaded word document version for posting to the website or sharing with the public.
<b>MA-10</b>	<b>Unit Size by Tenure Table</b>	Error message appears when a grantee attempts to save the screen after deleting default data and entering alternate data in the Unit Size by Tenure table.	If you want to change the default data in the Unit Size by Tenure table, create a table in Excel, save it as a JPEG and insert it in the template below the Unit Size by Tenure table. Then delete the default data table in the downloaded Word Report before posting for public participation.
<b>MA-15</b>	<b>Housing Affordability Table</b>	Data is missing in the Housing Affordability table for some grantees.	Download a CPD Maps report for your HOME grantee area and look at the Housing Supply tab in the Excel output (see page 19 of the CPD Maps desk guide for instructions at <a href="http://www.hud.gov/offices/cpd/about/conplan/pdf/cpdmaps_deskguide.pdf">http://www.hud.gov/offices/cpd/about/conplan/pdf/cpdmaps_deskguide.pdf</a> )  To fix this data in IDIS, click "Alternate Data" and enter the data from the "Housing Affordability" table in the "Housing Supply" tab of the excel output. (See box labeled AD-30 -Alternate Date for instructions)

<b>MA-20</b>	<b>Defining Standard &amp; Substandard Condition</b>	Grantees asked to define "substandard condition" and "substandard condition but suitable for rehab."	A typo exists in this question. The grantee should define "standard condition" and "substandard condition but suitable for rehab."
<b>MA-35 (State Plans only)</b>	<b>Duplicate Questions</b>	Question for entitlement/consortia appears and duplicates previous state question	Ignore the duplicate narrative question and text box. And delete it in the Word version of the plan used for public participation.
<b>MA-45 (State Plan only)</b>	<b>Median Earnings in the Last 12 Months table</b>	Data is missing the Median Earnings in the Last 12 Months by Educational Attainment table	Download a CPD Maps report for your State (do not use CDBG grantee area or medians will be N/A) and look at the excel file (see the CPD Maps desk guide for instructions at <a href="https://www.hudexchange.info/resources/documents/CPD-Maps-Desk-Guide.pdf">https://www.hudexchange.info/resources/documents/CPD-Maps-Desk-Guide.pdf</a> )  To correct this data in IDIS, click "Alternate Data" and enter the data from the "Educational Attainment" section in the "Economic Context" tab of the excel output. The source will be ACS 2005-2009. (See Note at the end of this document for instructions)
<b>Strategic Plan</b>			
<b>Missing MA Screens (Consortia Participant Plan Only)</b>	<b>All tables</b>	The SP-30, SP-50, SP-55 and SP-60 screens are missing	Participating Consortia grantees are not required to complete all elements of the Consolidated Plan. The Lead Consortia member will have these screens as a part of their plan. Participating members will not be required to complete these screens separately. For additional information, consult the consortia section of the e-Con Plan Desk Guide ( <a href="https://www.hudexchange.info/resources/documents/eCon-Planning-Suite-Desk-Guide-IDIS-Conplan-Action-Plan-Caper-Per.pdf">https://www.hudexchange.info/resources/documents/eCon-Planning-Suite-Desk-Guide-IDIS-Conplan-Action-Plan-Caper-Per.pdf</a> ).
<b>SP-10</b>	<b>Editing a Target Area</b>	When a target area (any type) is added or an existing target area is included on Geographic Priorities screen, system does not prompt the user to answer the required questions about the target area.	For each target area the user wishes to include in the plan, check the "include" box in the table. Users will need to click "Save" before being able to edit the target area. Then select "edit" and answer the questions on the next screen.
<b>SP-35</b>	<b>Uses of funds for ESG</b>	Uses of funds listed in the Anticipated Resources table is wrong for ESG	Edit the uses of funds for ESG in the downloaded Word Report of the plan to read:  a. Street Outreach b. Emergency Shelter c. HMIS d. Homelessness Prevention e. Rapid Re-Housing
<b>SP-40, PR-10</b>	<b>Entering new organizations</b>	Error message appears when entering DUNS/EIN number: "DUNS number invalid."	Users should be able to enter new organizations and leave the DUNS/EIN number blank. It is possible the user may get a quality check warning, but this warning can be ignored.

<b>Annual Action Plan</b>			
<b>Missing MA Screens (Consortia Participant Plan Only)</b>	<b>All tables</b>	The AP-55, AP-60, AP-65 and AP-70 screens are missing.	This issue affects Consortia grantees only. The Lead Consortia member will have these screens as a part of their plan. Participating members will not be required to complete these screens separately. For additional information, consult the consortia section of the e-Con Plan Desk Guide.
<b>AP-05, AP-10, AP-12</b>	<b>Consultation Process screens</b>	When creating a copy of the Action Plan from the Year 1 Action Plan embedded in the Consolidated Plan, these screens do not copy over.	The copy function does not currently include the consultation information in the following screens when copying the Year 1 Action Plan: AP-05, PR-05, AP-10 and AP-12. Grantees will need to manually enter the information into the copied AAP.
<b>AP-15 (Consortia Participant Plan only)</b>	<b>Uses of funds for ESG</b>	Uses of funds listed in the Expected Resources table is wrong for ESG	Edit the uses of funds for ESG in the downloaded Word Report of your plan to read:  a. Street Outreach b. Emergency Shelter c. HMIS d. Homelessness Prevention e. Rapid Re-Housing
<b>AP-20</b>	<b>Annual Goals and Objectives</b>	Annual Goals and Objectives not populating	In AP-20, grantees must add each goal into the Action Plan. When the user clicks "add goal" on the AP-20 screen, the system will go to screen AP-21, which will include a drop down "select" field that will include all the strategic plan goals from the 5-year plan.
<b>AP-20</b>	<b>Annual Goals and Objectives</b>	Unable to edit goal Start and End year	The goals on the AP-20 screen link directly to the Strategic Plan goals and provide a summary for the Action Plan of the overall goal (start year, end year, objective, outcome). Thus, these cannot be edited in the Action Plan. If you would like to edit them, you will need to create an amendment to the Consolidated Plan.
<b>AP-20 in a Standalone Annual Action Plan</b>	<b>Narrative Question</b>	That following question appears on the screen, but is not required in an Action Plan: "Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)."	Users should delete this question from the Word report. This question is a requirement of the Strategic Plan and appears on SP-45, it is not required for the Annual Action Plan.
<b>AP-25 (State only)</b>	<b>Funding Allocation Priorities</b>	Error upon attempting to save	Users should ensure that values across the rows total to 100%. If an error remains and will not allow changes to be saved, create an AAQ through HUD Exchange: <a href="https://www.hudexchange.info/program-support/my-question/">https://www.hudexchange.info/program-support/my-question/</a>

<b>AP-30 and AP-48</b>	<b>Method of Distribution</b>	Colonias States are not able to enter separate information on AP-48 for the Colonias method of distribution. The data entered for MOD on AP-30 appears on AP-48.	Enter all Method of Distribution information on AP-30 and delete duplicate information in the downloaded Word Report before using for public review and comment.
<b>AP-35</b>	<b>HESG</b>	The system does not allow users to enter more than one project for HESG.	CPD does not allow more than one HESG project for each Program Year. If you have open projects overlapping years, enter all HESG funding in one project and then detail the planned spending in the "Planned Activities" narrative text box.
<b>AP-35</b>	<b>Multiple Projects in the System</b>	When the Projects are created in the Action Plan, duplicate projects are added to the Projects tab in IDIS.	When a project is created through the AP-35 Projects screen in the Action Plan, it is automatically added in the Projects tab of IDIS. If you have already created Projects in IDIS prior to creating the Action Plan you should search for and select the corresponding projects from the AP-35 screen rather than create new Projects. If you have not yet created Projects outside of the Action Plan, you should create new Projects for the Program Year.
<b>AP-35</b>	<b>Removing a Project</b>	The system shows an error message when the user attempts to remove a project from an Annual Action Plan. This error can be caused by two different conditions, either there is an apostrophe in the title of the project and/or the project is associated with a priority need in the Strategic Plan.	First, click the "Remove" link next to the desired project a second time. If the error message still occurs, check to see if there are any apostrophe's (') or special characters in the Projects title. Click the "Edit" link next to the desired project to remove the apostrophe from the title of the project. In addition, uncheck any associated priority needs. Click the "Save and Return" button and try removing the project again.
<b>AP-35</b>	<b>Goal Outcome Indicators</b>	The system will generate an error when changing numbers in the Goal Outcome Indicators table.	If creating an amendment for an Action Plan or Consolidated Plan that involves eliminating a Goal Outcome Indicator (GOI) completely, rather than deleting the cell and leaving it blank, users should place a zero (0) in the cell.
<b>AP-45 (State only)</b>	<b>Screen cannot be accessed/updated</b>	The system shows an error message when trying to access/update the AP-45 screen.	The reason for the issue is commonly caused by the radio button near the top of the screen being left unselected and attempting to save the screen. This issue will be addressed by IDIS programmers.
<b>AP-75 (Consortia Participant Plan only)</b>	<b>Barriers to Affordable Housing</b>	The AP-75 screen appears in IDIS, but not in the Word download.	The AP-75 screen appears in the IDIS Annual Action Plan templates for participating grantees, but due to a known error does not appear in the Word version. This screen is not required for participating grantees in a HOME Consortium. However, if a participating grantee does complete this screen, they will need to manually copy and paste it into the downloaded Word template.
<b>CAPER</b>			
<b>CAPER Set-up for Consortia</b>	<b>Setting up CAPERs for Consortia members</b>	How Consortia members set up CAPERs in the system.	All consortia grantees - lead and participating - are responsible for setting up and submitting their own CAPERs. CAPERs are not connected in the system and each member can generate their own CAPER separately.

<b>CR-05</b>	<b>Table 1 Accomplishments Program Year and Table 2 Accomplishments Strategic Plan</b>	Funding amounts are incorrect or blank	Users can ignore the Funding Source column in the CR-05 tables if they appear to be incorrect. Explain any discrepancies in the narrative field at the bottom of CR-05. When downloaded as a word document, users should manually update these columns with the correct amounts before making it available for public review and comment.
<b>CR-05, CR-10, CR-15</b>	<b>No tables are showing, no data</b>	When creating a CAPER the system give an error message or the tables in CR-05 are not shown at all	The system failed to generate a full CAPER template. Please submit an AAQ, using the following link: <a href="https://www.hudexchange.info/program-support/my-question/">https://www.hudexchange.info/program-support/my-question/</a>  Your issue will be forwarded on to the IDIS programmers to be addressed You will be notified once the issue is resolved and instructed to create a new CAPER.
<b>CR-25</b>	<b>First 2 textboxes</b>	Inserted objects (including text boxes, JPEGs, and tables) on this screen do not appear in MS Word download for the first two textboxes.	Please manually add the text in the MS Word download document before making it available for public comment. When the plan is submitted for review, the Field Office will be able to view the inserted objects when reviewing the screen.
<b>CR-30</b>	<b>First 2 textboxes</b>	Inserted objects (including text boxes, JPEGs, and tables) on this screen do not appear in MS Word download for the first two textboxes.	Please manually add the text in the MS Word download document before making it available for public comment. When the plan is submitted for review, the Field Office will be able to view the inserted objects when reviewing the screen.
<b>CR-35</b>	<b>First 6 textboxes</b>	Inserted objects (including text boxes, JPEGs, and tables) on this screen do not appear in MS Word download for the first six textboxes.	Please manually add the text in the MS Word download document before making it available for public comment. When the plan is submitted for review, the Field Office will be able to view the inserted objects when reviewing the screen.
<b>CR-40</b>	<b>First textbox</b>	Inserted objects (including text boxes, JPEGs, and tables) on this screen do not appear in MS Word download for the first textbox.	Please manually add the text in the MS Word download document before making it available for public comment. When the plan is submitted for review, the Field Office will be able to view the inserted objects when reviewing the screen.
<b>CR-50</b>	<b>Second and third textboxes</b>	Inserted objects (including text boxes, JPEGs, and tables) on this screen do not appear in MS Word download for the second and third textboxes.	Please manually add the text in the MS Word download document before making it available for public comment. When the plan is submitted for review, the Field Office will be able to view the inserted objects when reviewing the screen.

<b>CR-60</b>	<b>ESG Recipient Information</b>	Unable to add a subrecipient to the subrecipient list.	<p>If the subrecipient list available through CR-60 does not include a particular subrecipient, it is because the entity was not included on any of the grantee's funded ESG activities in IDIS. However, grantees may go back to the IDIS funding screens to add an ESG subrecipient to an activity if that activity still has funds available. After the subrecipient has been added, it will automatically appear in the selection list generated on screen CR-60 and can be selected by the grantee completing the CAPER.</p> <p>The instructions for setting up subrecipients are located on p. 25 of the IDIS Guide for ESG and be accessed at: <a href="https://www.hudexchange.info/resources/documents/IDISGuidanceforESG.pdf">https://www.hudexchange.info/resources/documents/IDISGuidanceforESG.pdf</a>.</p> <p>If the user is unable to add an ESG subrecipient to an activity because the funds for that activity have been fully drawn, a textbox can be added to the administration screen CR-00 containing the subrecipient's information.</p>
<b>CR-75</b>	<b>11B ESG Expenditures for Rapid Re-housing table</b>	The label for subtotal on table 11B ESG Expenditures for Rapid Re-Housing is incorrect, it should be "Subtotal Rapid Re-Housing."	In the downloaded Word Report, change "Subtotal Homelessness Prevention" on table 11B Expenditures for Rapid Re-housing to "Subtotal Rapid Re-Housing."
<b>CR-75</b>	<b>Other Grant Expenditures</b>	Totals in tables 11e and 11g in the MS Word download currently exclude the 'Street outreach' values in table 11d from the total calculation	Please manually add the text in the MS Word document before making it available for public comment. When the plan is submitted for review, the Field Office will be able to view the screens where users have entered responses.
<b>CAPER Word Document</b>	N/A	The word document version combines the tables in CR-05 into a single table	When the CAPER is downloaded as a word document, Table 1 - Accomplishments in Program Year and Table 2 - Accomplishments in Strategic Plan to date, are combined into a single table. Any missing information or incorrect information can be edited manually in the word document. Users are also able to correct any formatting discrepancies in the downloaded word document.
<b>Word Report</b>			
<b>AD-25 and AD-26 in the Word Report</b>	<b>Attachments</b>	Attachments can only be viewed in the system, they do not download with the Word Report of the plan.	Citizen Participation, Grantee Unique Appendices, and SF424/Certification attachments can be downloaded as appendices. Users may attach PDF, MS Word or TXT files.
<b>AD-25 and AD-26 in the Word Report</b>	<b>Alternative Data Sources</b>	The list of alternative data sources does not download with the Word Report of the plan.	The alternate data source information is automatically included as an appendix in the MS Word download. Specific entries that are checked will be excluded from the appendix

<b>NA-40 in Word Report</b>	<b>All tables</b>	Homeless Needs Assessment tables do not show up in the downloaded Word Report if data has not been entered in them on the screens. Nature and Extent of Homelessness table shows up in the downloaded Word Report if data has not been entered, but it is missing all of the rows for race and ethnicity types.	This issue only occurs if the grantee has not opened the NA-40 screen before downloading the Word Report. The user should open NA-40 and save the screen, even if there is not yet data to enter, before downloading the Word Report
<b>NA-45 in Word Report</b>	<b>All tables</b>	Tables do not show up in the downloaded Word Report if the grantee has not opened the screen in IDIS before downloading the Word Report.	This issue only occurs if the grantee has not opened the NA-45 screen before downloading the Word Report. The user should open NA-45 and save the screen, even if there is not yet data to enter, before downloading the Word Report
<b>AP-20 in Word Report for a Standalone Annual Action Plan</b>	<b>Narrative Question</b>	When the Word report of the plan is downloaded, AP-20 includes the question: "Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)."	Delete this question from the Word report. This question is a requirement of the Strategic Plan and appears on SP-45, it is not required for the Annual Action Plan.
<b>AP-30 and AP-48</b>	<b>Method of Distribution</b>	Colonias States are not able to enter separate information on AP-48 for the Colonias method of distribution. The data entered for MOD on AP-30 appears on AP-48.	Enter all Method of Distribution information on AP-30 and delete duplicate information in the downloaded Word Report before using for public review and comment.
<b>Blank Cells</b>	<b>Data tables throughout</b>	Cells that are blank in the data tables in IDIS (because there is no data) have zeros in them in the printed Word Report	Replace zeros with "No Data" if the cells are blank in IDIS. They are blank in IDIS because data is not available, not because the value is zero.

<b>Formatting in Word Document</b>	<b>Text/formatting throughout</b>	Text and/or formatting is not appearing in the Word Report as it is in IDIS OR odd characters are appearing in the Word Report	<p>The user should manually add the text in the Word document before making it available for public review and comment. When the plan is submitted for review, the Field Office will be able to see the screens where responses have been entered. Thus, a workaround for this issue is not needed for submission.</p> <p>In some cases, the system enters a sequence of characters in place of the appropriate symbol or punctuation. For example, the system may enter a sequence of characters (ÃÂ¿Â¿) instead of an apostrophe ('). This is caused by using a font that IDIS does not recognize. Users can use a search and replace in Word to replace these characters.</p>
<b>CPD Maps</b>			
<b>Analytic Widget</b>	<b>N/A</b>	Widget is no longer on the tool bar	The Analytics Widget and the Housing Market Analysis layer were permanently removed from CPD Maps in an April 2018 update.
<b>Housing Market Analysis Layer</b>	<b>N/A</b>	Layer is no longer available	The Analytics Widget and the Housing Market Analysis layer were permanently removed from CPD Maps in an April 2018 update.
<b>Upload Widget</b>	<b>N/A</b>	Widget is no longer on the tool bar	The Upload Widget has been temporarily disabled. There is currently no expected date when the Widget will be made available again.