

# THE HFA INSTITUTE 2024

## IDIS Basics Part 1

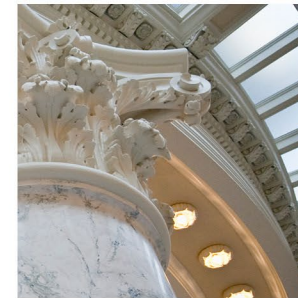
### Common Mistakes



National Council of  
State Housing Agencies



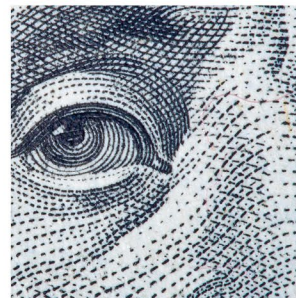
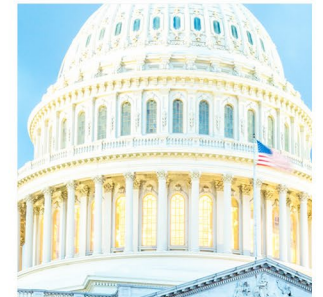
**MRBs and  
Other Federal  
Homeownership  
Programs**  
JANUARY 10 – 12



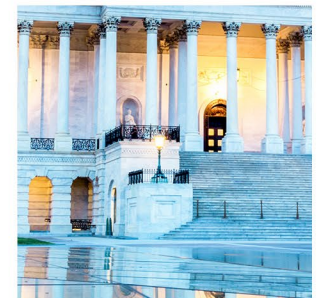
**Housing Credit**  
JANUARY 9 – 11



**Section 8 and  
Other Federal  
Multifamily  
Programs**  
JANUARY 10 – 12



**HOME and  
Housing Trust  
Fund**  
JANUARY 7 – 9



## SPEAKERS

### **Danielle Frazier**

Director | Financial and Information Services Division | Office of Affordable Housing Programs  
U.S. Department of Housing and Urban Development

### **Courtney Christenson**

Affordable Housing Specialist | Office of Affordable Housing Programs  
U.S. Department of Housing and Urban Development

### **Teresa Palacio**

Affordable Housing Specialist | Office of Affordable Housing Programs  
U.S. Department of Housing and Urban Development



# IDIS Basics: Common Mistakes

January 8, 2024

# Today's Presenters

- **Danielle Frazier**, Director, Financial and Information Services Division (FISD), OAHP
- **Courtney Christenson**, Affordable Housing Specialist, FISD, OAHP
- **Teresa Palacio**, Affordable Housing Specialist, FISD, OAHP



# Agenda

- IDIS Overview
- Creating a Voucher
- Submitting Repayments
- Reporting Errors
- Setting up HOME vs. HOME-ARP Activities
- WAEDs and Involuntary Terminations
- Adjusting Subfunds and Subgrants
- Fund Type Changes
- Q & A





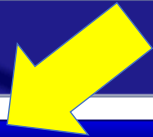
# IDIS Overview

# IDIS Overview

- IDIS is the system used by PJs to report the intended and actual use of HUD funds
- PJ must enter all information related to each activity with as much detail as possible in IDIS
- HUD uses this data to communicate to Congress, White House and stakeholders
- Mistakes happen







User: H50422  
Role: Grantee  
Organization:  
BOISE

- Switch Profile
- Add Profile
- Logout

**Utilities**

- Home
- Data Downloads
- Print Page
- Help

**Links**

- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities

Funding/Drawdown

Grant <sup>1</sup>

Grantee/PJ

You have 2 CDBG activities that have been flagged. Click on the number to go to the review page.

### Welcome to the Integrated Disbursement and Information System

#### IDIS News

**08/12/2019**

[IDIS 11.18 Release Notes part 1 of 3](#)

**08/12/2019**

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**08/12/2019**

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**04/09/2019**

[IDIS 11.17 Release Notes part 1 of 2](#)

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#### WARNING

By using this U.S. Government information system you understand and consent to the following:

- The information system Rules of Behavior (RoB) provides the rules that govern the appropriate use of the system and other federally funded users. The RoB is intended to enhance and further define the specific rules each user must follow and enforcing user understanding of:
  1. HUD's policy requiring a separation of duties between the requestor and approver for financial transactions;
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  3. The existence of and penalty for violating 18 USC 1030:
    - a. The elements of 18 USC 1030(a)4, "Accessing to Defraud and Obtain Value" are:
      - i. Knowingly accessing a protected computer without or in excess of authorization;
      - ii. With intent to defraud;
      - iii. Access furthered the intended fraud; and
      - iv. Obtain anything of value
    - b. The penalty for violating this statute includes a fine and imprisonment of not more than ten years, or both.
- All new users of the information system must read the RoB and sign the accompanying acknowledgement form. The acknowledgement must be completed annually thereafter. By signing the form users reaffirm their knowledge of the RoB. The acknowledgement form will be presented to the user in hardcopy or electronically. The user's acknowledgement may be obtained by user signature.
- Users have no reasonable expectation of privacy regarding any communications or data transiting or stored on the system. The system may for any lawful government purpose monitor, record, intercept, audit, and search and seize any communications.

**Warning!** Your IDIS working session will time out after 20 minutes if there is no interaction with the application server. The system will provide a warning and prompt you if you need more time 3 minutes prior to time out.

To work with IDIS MicroStrategy Reports, you must first close any remaining MicroStrategy windows from prior sessions, and open a **new** window using the link on the IDIS Reports page.

User: H55001  
Role: Grantee  
Organization:  
ADAMS COUNTY

- Switch Profile
- Add My Access
- Logout

**Activity**

- Add
- Search
- Search HOME/HTF
- Review
- CDBG Cancellation

**Project**

- Add
- Search
- Copy

**Consolidated Plans**

- Add
- Copy
- Search

**Annual Action Plans**

- Add
- Copy
- Search

**Consolidated Annual Performance Evaluation Report**

- Add
- Search

**Utilities**

- Home
- Data Downloads
- Print Page
- Help

Plans/Projects/Activities

Funding/Drawdown

Grant

Grantee

You have 8 CDBG and 1 HOME activities that have been flagged. Click on the number to go to the review page.

**Activity**

**Search Activities**

**Search Criteria**

**Program:**

All ▾

**IDIS Project ID:**

**Status:**

All ▾

**Activity Name:**

**IDIS Activity ID:**

**Program Year:**

Select ▾

**Grantee/PJ Activity ID:**

**Activity Owner:**

ADAMS COUNTY, CO ▾

|

User: H55001  
Role: Grantee  
Organization:  
ADAMS COUNTY

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Plans/Projects/Activities

Funding/Drawdown

Grant

Grante

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**Search Activities**

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**Program:**

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**Program Year:**

**Grantee/PJ Activity ID:**

**Activity Owner:**

Search

|

Reset

User: H55001  
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Organization:  
ADAMS COUNTY

- Switch Profile
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Search

Reset

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**IDIS Project ID:**

**Status:**

All ▾

**Activity Name:**

**IDIS Activity ID:**

**Program Year:**

Select ▾

**Grantee/PJ Activity ID:**

**Activity Owner:**

ADAMS COUNTY, CO ▾

|



User: H50422  
Role: Grantee  
Organization:  
BOISE

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User: H55001  
Role: Grantee  
Organization:  
ADAMS COUNTY

- Switch Profile
- Add My Access
- Logout

**Activity Funding**  
- Search

- Drawdown**
- Create Voucher
  - Search Voucher
  - Search Collections
  - Approve Voucher

- Receipt**
- Add
  - Search
  - Search Accounts

- Section 108 Loan**  
- Search

- Utilities**
- Home
  - Data Downloads
  - Print Page
  - Help

Plans/Projects/Activities

Funding/Drawdown

Grant Grantee/PJ

You have 8 CDBG and 1 HOME activities that have been flagged. Click on the number to go to the review page.

**Activity Funding**

Search for Activities to Fund

**Search Criteria**

<b>Program:</b> <input type="text" value="All"/>	<b>IDIS Project ID:</b> <input type="text"/>	<b>Activity Status:</b> <input type="text" value="Select"/>
<b>Activity Name:</b> <input type="text"/>	<b>IDIS Activity ID:</b> <input type="text"/>	<b>*Activity Owner:</b> <input type="text" value="ADAMS COUNTY, CO"/>
<b>Program Year:</b> <input type="text" value="All"/>	<b>Grantee/PJ Activity ID:</b> <input type="text"/>	

|

User: H55001  
Role: Grantee  
Organization:  
ADAMS COUNTY

- Switch Profile
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- Search

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Funding/Drawdown

Grant

Grantee/PJ

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#### Search Criteria

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All ▾

IDIS Project ID:

Activity Status:

Select ▾

Activity Name:

IDIS Activity ID:

\*Activity Owner:

ADAMS COUNTY, CO ▾

Program Year:

All ▾

Grantee/PJ Activity ID:

|

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Plans/Projects/Activities      Funding/Drawdown      Grant      Grantee/PJ

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IDIS Activity ID:

\*Activity Owner:

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|



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BOISE

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- Add Profile
- Logout

Utilities

- Home
- Data Downloads
- Print Page
- Help

Links

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- Rules of Behavior
- CPD Home
- HUD Home

Plans/Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ
---------------------------	------------------	-------	------------

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Organization:  
ADAMS COUNTY

- Switch Profile
- Add My Access
- Logout

**Grant**  
- Search  
- HESG Review

**Subfund**  
- Add  
- Search

**Subgrant**  
- Add  
- Search

**Subfund Program  
Income**  
- Add  
- Search

**Subgrant Program  
Income**  
- Add  
- Search

**CDBG Cash on Hand**  
- View/Submit

**Utilities**  
- Home  
- Data Downloads  
- Print Page  
- Help

Plans/Projects/Activities

Funding/Drawdown

Grant

Grantee/P

You have 8 CDBG and 1 HOME activities that have been flagged. Click on the number to go to the review page.

## Grant

### Search Grants

#### Search Criteria

Program:

All

State/Territory:

CO

Grant Year: (tip)

Select

Grant #: (tip)

Search

Reset

User: H55001  
Role: Grantee  
Organization:  
ADAMS COUNTY

- Switch Profile
- Add My Access
- Logout

**Grant**

- Search
- HESG Review

**Subfund**

- Add
- Search

**Subgrant**

- Add
- Search

**Subfund Program Income**

- Add
- Search

**Subgrant Program Income**

- Add
- Search

**CDBG Cash on Hand**

- View/Submit

**Utilities**

- Home
- Data Downloads
- Print Page
- Help

You have 8 CDBG and 1 HOME activities that have been flagged. Click on the number to go to the review page.

**Grant**

Search Grants

Search Criteria

Program:

State/Territory:

Grant Year: (tip)

Grant #: (tip)

|

User: H55001  
Role: Grantee  
Organization:  
ADAMS COUNTY

- Switch Profile  
- Add My Access  
- Logout

**Grant**  
- Search  
- HESG Review

**Subfund**  
- Add  
- Search

**Subgrant**  
- Add  
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Plans/Projects/Activities

Funding/Drawdown

Grant

Grantee/P...

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#### Search Grants

##### Search Criteria

Program:

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State/Territory:

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Grant Year: (tip)

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- Data Downloads  
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**Links**  
- Contact Support  
- Rules of Behavior  
- CPD Home  
- HUD Home

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### Grant

#### Search Grants

**Search Criteria**

**Program:**  

**State/Territory:**

**Grant #:**  (tip)

**Grant Year:**  (tip)

|

User: H55001  
Role: Grantee  
Organization:  
ADAMS COUNTY

- Switch Profile
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**Grant**

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You have 8 CDBG and 1 HOME activities that have been flagged. Click on the number to go to the review page.

### Grant

#### Search Grants

**Search Criteria**

**Program:** HOME ▾      **State/Territory:** CO ▾      **Grant Year:** (tip) 2021 ▾

**Grant #:** (tip)

|

User: H55001  
Role: Grantee  
Organization:  
ADAMS COUNTY

- Switch Profile
- Add My Access
- Logout

**Grant**

- Search
- HESG Review

**Subfund**

- Add
- Search

**Subgrant**

- Add
- Search

**Subfund Program Income**

- Add
- Search

**Subgrant Program Income**

- Add
- Search

**CDBG Cash on Hand**

- View/Submit

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**Grant**

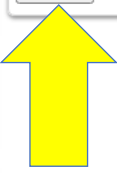
Search Grants

**Search Criteria**

**Program:** HOME ▾      **State/Territory:** CO ▾      **Grant Year:** (tip) 2021 ▾

**Grant #:** (tip)

|



User: H55001  
Role: Grantee  
Organization: ADAMS COUNTY  
  
- Switch Profile  
- Add My Access  
- Logout

**Grant**  
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- HESG Review

**Subfund**  
- Add  
- Search

**Subgrant**  
- Add  
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Plans/Projects/Activities

Funding/Drawdown

**Grant**

Grantee/PJ

Admin

Reports

You have 8 CDBG and 1 HOME activities that have been flagged. Click on the number to go to the review page.

**Grant**

Search Grants

Search Criteria

Program:  
HOME ▾

State/Territory:  
CO ▾

Grant Year: (tip)  
2021 ▾

Grant #: (tip)

|

Results Page 1 of 1

Program	Grant Year	Grant #	Current Authorized Amount	Grant Status	Net Drawn Amount	IDIS Grant Balance	Action
HOME	2021	M-21-DP-08-0200	\$3,848,071.00	Active	\$0.00	\$3,848,071.00	<a href="#">View</a>
HOME	2021	M-21-DC-08-0200	\$1,061,747.00	Active	\$0.00	\$1,061,747.00	<a href="#">View</a>

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Grantee/PJ

Admin

Reports

You have 8 CDBG and 1 HOME activities that have been flagged. Click on the number to go to the review page.

**Grant**

Search Grants

Search Criteria

Program:

HOME

State/Territory:

CO

Grant Year: (tip)

2021

Grant #: (tip)

Search | Reset



Results Page 1 of 1

Program	Grant Year	Grant #	Current Authorized Amount	Grant Status	Net Drawn Amount	IDIS Grant Balance	Action
HOME	2021	M-21-DP-08-0200	\$3,848,071.00	Active	\$0.00	\$3,848,071.00	<a href="#">View</a>
HOME	2021	M-21-DC-08-0200	\$1,061,747.00	Active	\$0.00	\$1,061,747.00	<a href="#">View</a>

User: H55001  
Role: Grantee  
Organization:  
ADAMS COUNTY

- Switch Profile  
- Add My Access  
- Logout

**Grant**  
- Search  
- HESG Review

**Subfund**  
- Add  
- Search

**Subgrant**  
- Add  
- Search

**Subfund Program Income**  
- Add  
- Search

**Subgrant Program Income**  
- Add  
- Search

**CDBG Cash on Hand**  
- View/Submit

**Utilities**  
- Home  
- Data Downloads  
- Print Page  
- Help

**Links**  
- Contact Support  
- Rules of Behavior  
- CPD Home  
- HUD Home

Plans/Projects/Activities

Funding/Drawdown

**Grant**

Grantee/PJ

Admin

Reports

You have 8 CDBG and 1 HOME activities that have been flagged. Click on the number to go to the review page.

**Grant**

Search Grants

Search Criteria

Program:

HOME

State/Territory:

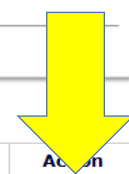
CO

Grant Year: (tip)

2021

Grant #: (tip)

Search | Reset



Results Page 1 of 1

Program	Grant Year	Grant #	Current Authorized Amount	Grant Status	Net Drawn Amount	IDIS Grant Balance	Action
HOME	2021	M-21-DP-08-0200	\$3,848,071.00	Active	\$0.00	\$3,848,071.00	<a href="#">View</a>
HOME	2021	M-21-DC-08-0200	\$1,061,747.00	Active	\$0.00	\$1,061,747.00	<a href="#">View</a>

- Search
- HESG Review

Return to Search Grants | View Grant History | Grant Closeout

### Subfund

- Add
- Search

### Subgrant

- Add
- Search

### Subfund Program Income

- Add
- Search

### Subgrant Program Income

- Add
- Search

### CDBG Cash on Hand

- View/Submit

### Utilities

- Home
- Data Downloads
- Print Page
- Help

### Links

-  Contact Support
-  Rules of Behavior
- CPD Home
- HUD Home

**Grantee/PJ Name:** [\(tip\)](#)  
ADAMS COUNTY, CO

**Program:** [\(tip\)](#)  
HOME

**Grant Year:** [\(tip\)](#)  
2021

**Grant #:** [\(tip\)](#)  
M-21-DP-08-0200 

**Administering Organization:** [\(tip\)](#)  
ADAMS COUNTY

**Payee EIN/TIN#:** [\(tip\)](#)  
84-6000732

**Grant Status:** [\(tip\)](#)  
Active

**Grant Blocked:** [\(tip\)](#)  
No

**Obligation Date:** [\(tip\)](#)  
09/20/2021

**Period of Performance End Date:**  
09/30/2030

**Commitment Deadline:** [\(tip\)](#)  
N/A

**SU Commitment Deadline:** [\(tip\)](#)  
N/A

**Expenditure Deadline:** [\(tip\)](#)  
09/30/2030

**Grantee Organizational DUNS #:** [\(tip\)](#)  
07-647-6373

[View Subfunds](#)

Grant Amounts	
<b>Original Allocation Amount</b>	\$3,848,071.00
<b>Grant Agreement Obligated Amount</b>	\$3,848,071.00
<b>Current Authorized Amount</b>	\$3,848,071.00
<b>LOCCS Authorized Amount</b> <a href="#">(tip)</a>	\$3,848,071.00
<b>Grant Components Total Amount</b> <i>(calculated)</i>	\$3,848,071.00
Formula Grant Amount	\$3,848,071.00
ADDI Amount (+)	\$0.00
(Grant) Reduction Amount (-)	\$0.00
De-obligated Amount (-)	\$0.00
CHDO Reallocation Amount (+)	\$0.00
CHDO De-obligated Amount (-)	\$0.00

- Search
- HESG Review

Return to Search Grants | View Grant History | Grant Closeout

**Subfund**

- Add
- Search

**Subgrant**

- Add
- Search

**Subfund Program Income**

- Add
- Search

**Subgrant Program Income**

- Add
- Search

**CDBG Cash on Hand**

- View/Submit

**Utilities**

- Home
- Data Downloads
- Print Page
- Help

**Links**

- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

**Grantee/PJ Name:** (tip)  
ADAMS COUNTY, CO

**Program:** (tip)  
HOME

**Grant Year:** (tip)  
2021

**Grant #:** (tip)  
M-21-DP-08-0200

**Administering Organization:** (tip)  
ADAMS COUNTY

**Payee EIN/TIN#:** (tip)  
84-6000732

**Grant Status:** (tip)  
Active

**Grant Blocked:** (tip)  
No

**Obligation Date:** (tip)  
09/20/2021

**Period of Performance End Date:**  
09/30/2030

**Commitment Deadline:** (tip)  
N/A

**SU Commitment Deadline:** (tip)  
N/A

**Expenditure Deadline:** (tip)  
09/30/2030

**Grantee Organizational DUNS #:** (tip)  
07-647-6373

[View Subfunds](#)

Grant Amounts	
<b>Original Allocation Amount</b>	\$3,848,071.00
<b>Grant Agreement Obligated Amount</b>	\$3,848,071.00
<b>Current Authorized Amount</b>	\$3,848,071.00
<b>LOCCS Authorized Amount</b> (tip)	\$3,848,071.00
<b>Grant Components Total Amount</b> (calculated)	\$3,848,071.00
Formula Grant Amount	\$3,848,071.00
ADDI Amount (+)	\$0.00
(Grant) Reduction Amount (-)	\$0.00
De-obligated Amount (-)	\$0.00
CHDO Reallocation Amount (+)	\$0.00
CHDO De-obligated Amount (-)	\$0.00

- Search
- HESG Review

[Return to Search Grants](#) |

[View Grant History](#) |

[Grant Closeout](#)

**Subfund**

- Add
- Search

**Subgrant**

- Add
- Search

**Subfund Program Income**

- Add
- Search

**Subgrant Program Income**

- Add
- Search

**CDBG Cash on Hand**

- View/Submit

**Utilities**

- Home
- Data Downloads
- Print Page
- Help

**Links**

- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

**Grantee/PJ Name:** [\(tip\)](#)  
ADAMS COUNTY, CO

**Program:** [\(tip\)](#)  
HOME

**Grant Year:** [\(tip\)](#)  
2021

**Grant #:** [\(tip\)](#)  
M-21-DP-08-0200

**Administering Organization:** [\(tip\)](#)  
ADAMS COUNTY

**Payee EIN/TIN#:** [\(tip\)](#)  
84-6000732

**Grant Status:** [\(tip\)](#)  
Active

**Grant Blocked:** [\(tip\)](#)  
No

**Obligation Date:** [\(tip\)](#)  
09/20/2021

**Period of Performance End Date:**  
09/30/2030

**Commitment Deadline:** [\(tip\)](#)  
N/A

**SU Commitment Deadline:** [\(tip\)](#)  
N/A

**Expenditure Deadline:** [\(tip\)](#)  
09/30/2030

**Grantee Organizational DUNS #:** [\(tip\)](#)  
07-647-6373

[View Subfunds](#)

Grant Amounts	
<b>Original Allocation Amount</b>	\$3,848,071.00
<b>Grant Agreement Obligated Amount</b>	\$3,848,071.00
<b>Current Authorized Amount</b>	\$3,848,071.00
<b>LOCCS Authorized Amount</b> <a href="#">(tip)</a>	\$3,848,071.00
<b>Grant Components Total Amount</b> <i>(calculated)</i>	\$3,848,071.00
Formula Grant Amount	\$3,848,071.00
ADDI Amount (+)	\$0.00
(Grant) Reduction Amount (-)	\$0.00
De-obligated Amount (-)	\$0.00
CHDO Reallocation Amount (+)	\$0.00
CHDO De-obligated Amount (-)	\$0.00



# Creating a Voucher

# Common Mistake: Selecting the Wrong Recipient

- Make sure the correct organization is selected in the “Voucher Created For” field
- Selecting the wrong organization will result in an error message, preventing the user from creating a voucher for that activity





You have **473 CDBG** and **27 HOME** activities that have been flagged. Click on the number to go to the review page.

## Drawdown

### Create Voucher - Page 1 of 4 (Select Activities)

- The specified **IDIS Activity IDs** are either: **1) non-existent, 2) completed, canceled or blocked, 3) not yet funded or draw, or 4) not accessible by your organization or the 'Voucher Created For' organization.**

**It is also possible that you do not have access to the program area, or your organization's Banking status is not**

Continue

\* Indicates Required Field

\***Voucher Created For:** (tip)

**Requested LOCCS Submission Date:** (tip)

OHIO

(mm/dd/yyyy)

**Activity Owner:** (tip)

OHIO

\***IDIS Activity ID**

32338



# Submitting Repayments

# Common Repayment Mistakes

1. Repaying Funds to the wrong account
  - Never repay funds without explicit instructions from your CPD Rep
  - Payments made to the wrong account cannot be undone
2. Not recording the IDIS Activity ID associated with the repayment
  - Without the IDIS Activity ID the PJ cannot complete the repayment process in IDIS
3. Forgetting to apply the Collection Voucher for Treasury Repayments
  - Repayment to a PJ's Treasury account is not complete until the collection voucher has been applied in IDIS



# Local Account vs. Treasury Account

All PJs and grantees have accounts that “hold” the PJ’s program funds:

1. **Treasury Account** is the Federal U.S. Treasury account for each PJ or grantee
2. **Local Account** includes repayments of funds, matching contributions and payment of interest or other returns on investment

HOME-ARP repayments must **ALWAYS** be made to the Federal U.S. Treasury account, there is not a HOME-ARP Local Account



# Local Account vs. Treasury Account

Repayment Fund Type	HOME	HOME-ARP	HTF
AD/CO/CC	Treasury Account	Treasury Account	Treasury Account
EN	Local Account	Treasury Account	Local Account
SU	Local Account	Treasury Account	Local Account
PI/HP/IU	Local Account	N/A	Local Account



# Local HOME Account Repayment Process

- **Step One:** Contact your CPD Rep
- **Step Two:** Deposit funds into local HOME account
- **Step Three:** Create IU receipt in IDIS
- **Step Four Option 1:** Commit and draw IU funds for HOME project related costs
- **Step Four Option 2:** Provide your CPD Rep with evidence of repayment using non-federal funds
  - This step is required if the PJ needs further assistance cleaning up the activity in IDIS. For example, if the activity is in involuntarily terminated status
- [HOME Facts Volume 7, No. 1](#) for additional guidance



# Step One: Contact your CPD Rep

- Contact your CPD Rep and provide them with appropriate background information:
  - Reason for repayment
  - Amount of repayment
  - Next steps



# Step Two: Deposit Funds in Local Account

- PJ must submit the repayment by depositing the non-Federal funds into its local account.
  - This step is done outside of IDIS



# Step Three: Create IU Receipt in IDIS

User: H55001  
Role: Grantee  
Organization: TEXAS

- Switch Profile
- Add My Access
- Logout

**Activity Funding**  
- Search

**Drawdown**  
- Create Voucher  
- Search Voucher  
- Search Collections  
- Approve Voucher

**Receipt**  
- Add  
- Search  
- Search Accounts

**Section 108 Loan**  
- Search

**Utilities**  
- Home  
- Data Downloads  
- Print Page  
- Help

**Links**  
- Contact Support  
- Rules of Behavior  
- CPD Home  
- HUD Home

Plans/Projects/Activities | **Funding/Drawdown** | Grant 4 | Grantee/PJ

You have **224 CDBG** and **3 HOME** activities that have been flagged. Click on the number to go to the review page.

### Activity Funding

Search for Activities to Fund

**Search Criteria**

<b>Program:</b> All	<b>IDIS Project ID:</b> <input type="text"/>	<b>Activity Status:</b> Select
<b>Activity Name:</b> <input type="text"/>	<b>IDIS Activity ID:</b> <input type="text"/>	<b>*Activity Owner:</b> TEXAS
<b>Program Year:</b> All	<b>Grantee/PJ Activity ID:</b> <input type="text"/>	

|

# Step Three: Create IU Receipt in IDIS

**User:** H55001  
**Role:** Grantee  
**Organization:** TEXAS

- Switch Profile
- Add My Access
- Logout

**Activity Funding**

- Search

**Drawdown**

- Create Voucher
- Search Voucher
- Search Collections
- Approve Voucher

**Receipt**

- **Add**
- Search
- Search Accounts

**Section 108 Loan**

- Search

**Utilities**

- Home
- Data Downloads
- Print Page
- Help

You have **224 CDBG** and **3 HOME** activities that have been flagged. Click on the number to go to the review page.

## Receipt

### Add Receipt

#### Select Receipt Type

Formula Grant Receipt

Competitive Grant Receipt

Receipt from Subgrant (Retained Income)

Receipt from Section 108 Loan

# Step Three: Create IU Receipt in IDIS

- Switch Profile
- Add My Access
- Logout

## Receipt

### Add Receipt

- Activity Funding**
- Search

|  |

- Drawdown**
- Create Voucher
- Search Voucher
- Search Collections
- Approve Voucher

**\*Indicates Required Field**

**Receipt Created For:**  
TEXAS

**Receipt Status:**  
Original

- Receipt**
- Add
- Search
- Search Accounts

### Formula Receipt

**\*Program:**

HOME

**Receipt Type:**

Select Type

- Section 108 Loan**
- Search

**\*Program Year of Receipt:**

2023

**Description:**

- Utilities**
- Home
- Data Downloads
- Print Page
- Help

**\* Source Type:**

SG STATE

**Grantee Receipt #:**

- Links**
-  Contact Support
-  Rules of Behavior
- CPD Home
- HUD Home

**\*Fund Type:**

IU REPAYMENT TO LOCAL ACCOUNT

**Total Amount:**

\$0.00

**IDIS Activity ID:**

50932



**\*Comments:**

|

# Step Three: Create IU Receipt in IDIS

- Drawdown**
- Create Voucher
  - Search Voucher
  - Search Collections
  - Approve Voucher

- Receipt**
- Add
  - Search
  - Search Accounts

- Section 108 Loan**
- Search

- Utilities**
- Home
  - Data Downloads
  - Print Page
  - Help

- Links**
- [Contact Support](#)
  - [Rules of Behavior](#)
  - [CPD Home](#)
  - [HUD Home](#)

**\*Indicates Required Field**

**Receipt Created For:**  
TEXAS

**Receipt Status:**  
Original

## Formula Receipt

**\*Program:**

HOME

**Receipt Type:**

Select Type

**\*Program Year of Receipt:**

2023

**Description:**

**\* Source Type:** ⓘ

SG STATE

**Grantee Receipt #:**

**\*Fund Type:**

IU REPAYMENT TO LOCAL ACCOUNT

**Total Amount:**

\$0.00

**IDIS Activity ID:**

50932

Show Activity Funds

Recipient	Source Name	Source Type	Grant Year	Fund Type	Drawn Amount	Previous Local Account Repayments	Remaining Balance	Local Account Repayment - Receipt Amount	Grantee Receipt #
TEXAS	HUD	SG	2019	EN	\$8,026.00	\$710.00	\$7,316.00	\$	
								<b>Total:\$</b>	

Add Activity

**\*Comments:**

Save | Reset

# Step Three: Create IU Receipt in IDIS

\*Indicates Required Field

Receipt Created For:  
TEXAS

Receipt Status:  
Original

## Formula Receipt

\*Program:

HOME

\*Program Year of Receipt:

2023

\* Source Type: *i*

SG STATE

\*Fund Type:

IU REPAYMENT TO LOCAL ACCOUNT

Receipt Type:

Select Type

Description:

Grantee Receipt #:

Total Amount:

\$550.00

IDIS Activity ID:

50932

Show Activity Funds

Recipient	Source Name	Source Type	Grant Year	Fund Type	Drawn Amount	Previous Local Account Repayments	Remaining Balance	Local Account Repayment - Receipt Amount	Grantee Receipt #
TEXAS	HUD	SG	2019	EN	\$8,026.00	\$710.00	\$7,316.00	\$ 550	
								<b>Total:</b> \$550.00	

Add Activity

\*Comments:

HOME repayment for ineligible activity #50932

# Step Three: Create IU Receipt in IDIS

## View Receipt

- REPAYMENT TO LOCAL ACCOUNT Receipt posted. Note Receipt # 5415250 and Grant # M-23-SG-48-0100.

[Return to Add Receipt Menu](#) |

[View Activities](#)

**Receipt Created For:**  
TEXAS

**Receipt Status:**  
Original

**Receipt Number:**  
5415250

**Associated Grant #:**  
M-23-SG-48-0100

### Receipt

**Program:**  
HOME

**Receipt Type:**

**Program Year of Receipt:**  
2023

**Description:**

**Source Type:**  
SG

**Total Amount:**  
\$550.00

**Fund Type:**  
IU

**IDIS Activity ID:**  
50932

Recipient	Source Name	Source Type	Grant Year	Fund Type	Drawn Amount	Previous Local Account Repayments	Remaining Balance	Local Account Repayment - Receipt Amount	Grantee Receipt #
TEXAS	HUD	SG	2019	EN	\$8,026.00	\$1,260.00	\$6,766.00	\$550.00	
								<b>Total:</b> \$550.00	

# Step Four: Provide evidence of repayment

- Provide evidence of repayment to your CPD Rep
  - Must show funds repaid were non-Federal funds
  - Examples of evidence of repayment include (not limited to)
    - Ledger
    - Cancelled Check



# Treasury Repayment Process

- **Step One:** Contact your CPD Representative
- **Step Two:** Wire funds back to HUD
  - *Be sure to include grant number on wire transfer!*
- **Step Three:** Wait for credit (collection voucher) to appear in IDIS
  - *Credit will appear in IDIS under Activity 1*
- **Step Four:** Apply the credit (collection voucher) to the IDIS activity with ineligible costs
- **Step Five:** Cancel the IDIS activity with ineligible costs
- [HOME Facts Volume 1, No. 1](#) for additional guidance



# Step One: Contact your CPD Rep

- Contact your CPD Rep and provide them with appropriate background information:
  - Reason for repayment
  - Amount of repayment
  - Next steps



# Step Two: Wire Funds Back to HUD

## WIRE TRANSFER INSTRUCTIONS

<b>Organization Name:</b>	U.S. Department of Housing and Urban Development
<b>Request Amount:</b>	\$17,164.99
<b>GBMF Request Number:</b>	
Please provide banking information as requested below:	
<b>Bank Name:</b>	U.S. Treasury FRB New York
<b>Address of Bank:</b>	New York, NY
<b>International Routing or Swift Code:</b>	021030004
<b>IBAN:</b> <i>(if not applicable, enter 'n/a')</i>	
<b>Name on Bank Account:</b>	U.S. Department of HUD (Ft. Worth, TX)
<b>Bank Account Number:</b>	86011101
<b>Special Instructions:</b> <i>(optional)</i>	Nebraska (M21SP310100) Attn: HUD CPD/HOME/IDIS; Memo: Dollar amount and reason for wire transfer.

- This step is done outside of IDIS



# Step Three: Wait for Collection Voucher to appear in IDIS

Plans/Projects/Activities

Funding/Drawdown

Grant

Grantee/PJ

Admin

Reports

You have **104 CDBG** and **2 HOME** activities that have been flagged. Click on the number to go to the review page.

## Drawdown

### Search Vouchers

#### Search Criteria

\*Indicates Required Field

IDIS Voucher #:

IDIS Activity ID:

Line Item Status:

Grant #:

Earliest Creation Date:

(mm/dd/yyyy)

\*Activity Owner:

Search | Reset

Results Page 1 of 1 (1 voucher line items found)

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Grant Number	Activity Name	Line Item Status	Drawdown Amount	Action
6687646	1	08/16/2023	1	M21SP310100	HOME COMMITTED FUNDS ADJUSTMENT	Completed CO	-\$17,164.99	Maintain-Approve   View



# Step Four: Apply Collection Voucher to Ineligible Activity

Plans/Projects/Activities

Funding/Drawdown

Grant

Grantee/PJ

Admin

Reports

You have **104 CDBG** and **2 HOME** activities that have been flagged. Click on the number to go to the review page.

## Drawdown

### Maintain and Approve Voucher

[Return to Search Vouchers](#)

#### Voucher Created For:

NEBRASKA

#### Activity Owner:

NEBRASKA

#### IDIS Voucher #:

6687646




#### Created By:

LOCCS

#### Creation Date:

08/16/2023

### Voucher Details


Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	1	HOME COMMITTED FUNDS ADJUSTMENT	HOME	2021	M21SP310100	EN	HUD	SP 	NEBRASKA	N/A	-\$17,164.99	Completed	08/16/2023 	 <a href="#">Revise</a>   <a href="#">View</a>

# Step Four: Apply Collection Voucher to Ineligible Activity

<b>Voucher Created For:</b> NEBRASKA	<b>IDIS Voucher # / Line Item #:</b> 6687646/1	<b>Grant #:</b> M-21-SP-31-0100 	<b>Transaction Type:</b> Collection
<b>Activity Owner:</b> NEBRASKA	<b>Created By:</b> LOCCS	<b>Approved By:</b>	<b>Pay To:</b> NEBRASKA
	<b>Creation Date:</b> 08/16/2023	<b>Approval Date:</b>	

<b>IDIS Information</b>	
<b>IDIS Status:</b>	Approved
<b>Batch #:</b>	
<b>Batch Date:</b>	08/16/2023
<b>LOCCS Control #:</b>	900000000080670
<b>LOCCS Status:</b>	Completed
<b>Voucher Update</b>	
<b>Voucher Updated By:</b>	LOCCS
<b>Date Updated:</b>	08/16/2023

<b>LOCCS Confirmation Information</b>	
<b>Confirm Batch #:</b>	3377
<b>Confirm Batch Date:</b>	12/31/9999
<b>Confirmation Code:</b>	
<b>Pay Method:</b>	
<b>Payment Date:</b>	08/16/2023
<b>Schedule #:</b>	
<b>Reschedule:</b>	N
<b>Effective Date:</b>	

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date
1	HOME COMMITTED FUNDS ADJUSTMENT	HOME	2021	EN	HUD	SP 	NEBRASKA	N/A	-\$17,164.99	Completed	08/16/2023

**Revise Funds to Another Activity**

IDIS Actv ID	Action
<input type="text"/>	<input type="button" value="Show Drawdown"/>

**Required Justification\*:**

# Step Four: Apply Collection Voucher to Ineligible Activity

<b>Voucher Created For:</b> NEBRASKA	<b>IDIS Voucher # / Line Item #:</b> 6687646/1	<b>Grant #:</b> M-21-SP-31-0100	<b>Transaction Type:</b> Collection
<b>Activity Owner:</b> NEBRASKA	<b>Created By:</b> LOCCS	<b>Approved By:</b>	<b>Pay To:</b> NEBRASKA
	<b>Creation Date:</b> 08/16/2023	<b>Approval Date:</b>	

**IDIS Information**

**IDIS Status:** Approved  
**Batch #:**  
**Batch Date:** 08/16/2023  
**LOCCS Control #:** 900000000080670  
**LOCCS Status:** Completed

---

**Voucher Update**

**Voucher Updated By:** LOCCS  
**Date Updated:** 08/16/2023

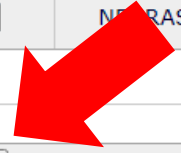
**LOCCS Confirmation Information**

**Confirm Batch #:** 3377  
**Confirm Batch Date:** 12/31/9999  
**Confirmation Code:**  
**Pay Method:**  
**Payment Date:** 08/16/2023  
**Schedule #:**  
**Reschedule:** N  
**Effective Date:**

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date
1	HOME COMMITTED FUNDS ADJUSTMENT	HOME	2021	EN	HUD	SP	NEBRASKA	N/A	-\$17,164.99	Completed	08/16/2023


**Revise Funds to Another Activity**

IDIS Actv ID	Action
8508	Show Drawdown



**Required Justification\*:**  
Repayment

# Step Four: Apply Collection Voucher to Ineligible Activity

<b>Voucher Created For:</b> NEBRASKA	<b>IDIS Voucher # / Line Item #:</b> 6687646/1	<b>Grant #:</b> M-21-SP-31-0100 	<b>Transaction Type:</b> Collection
<b>Activity Owner:</b> NEBRASKA	<b>Created By:</b> LOCCS	<b>Approved By:</b>	<b>Pay To:</b> NEBRASKA
	<b>Creation Date:</b> 08/16/2023	<b>Approval Date:</b>	

<b>IDIS Information</b>	
<b>IDIS Status:</b>	Approved
<b>Batch #:</b>	
<b>Batch Date:</b>	08/16/2023
<b>LOCCS Control #:</b>	900000000080670
<b>LOCCS Status:</b>	Completed
<b>Voucher Update</b>	
<b>Voucher Updated By:</b>	LOCCS
<b>Date Updated:</b>	08/16/2023


<b>LOCCS Confirmation Information</b>	
<b>Confirm Batch #:</b>	3377
<b>Confirm Batch Date:</b>	12/31/9999
<b>Confirmation Code:</b>	
<b>Pay Method:</b>	
<b>Payment Date:</b>	08/16/2023
<b>Schedule #:</b>	
<b>Reschedule:</b>	N
<b>Effective Date:</b>	

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date
1	HOME COMMITTED FUNDS ADJUSTMENT	HOME	2021	EN	HUD	SP 	NEBRASKA	N/A	-\$17,164.99	Completed	08/16/2023

**Revise Funds to Another Activity**

<b>IDIS Actv ID</b>	<b>Action</b>
<input type="text" value="8508"/>	<input type="button" value="Show Drawdown"/>

Source	Recipient	Fund Type	Drawdown Amount	Enter Negative Amount
HUD	NEBRASKA	AD	\$53,071.80	<input type="text" value="-17164.99"/>
<b>Total</b>				



**Required Justification\*:**

Repayment

# Step Four: Apply Collection Voucher to Ineligible Activity

LOCCS Control #: 900000000080670  
LOCCS Status: Completed

Pay Method:  
Payment Date: 08/16/2023  
Schedule #:  
Reschedule: N  
Effective Date:

## Voucher Update

Voucher Updated By: LOCCS  
Date Updated: 08/16/2023

## Line Item

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown
1	HOME COMMITTED FUNDS ADJUSTMENT	HOME	2021	EN	HUD	SP	NEBRASKA	N/A	-

## Revise Funds to Another Activity

IDIS Actv ID	Action
<input type="text" value="8508"/>	<input type="button" value="Show Drawdown"/>

Source	Recipient	Fund Type	Drawdown Amount	Enter Negative Amount
HUD	NEBRASKA	AD	\$53,071.80	<input type="text" value="-17164.99"/>
			<b>Total</b>	

## Required Justification\*:

Repayment



|



# Reporting Errors

# Common Reporting Mistakes

1. Total Units vs. Program-Assisted Units
2. Entering Cost Data Incorrectly
3. Entering Accomplishment Data Incorrectly



# Total Units vs. Program-Assisted Units

## Total Units

When reporting Total Units on the Accomplishment screen in IDIS, the PJ/grantee should enter the **OVERALL** number of units completed in the activity

- This number will always be the total number of units in the activity, regardless of the program

## Program-Assisted Units

When reporting Program-Assisted Units on the Accomplishment screen in IDIS, the PJ/grantee should enter the total number of units in the activity that **have program specific restrictions**

- Always reference the program specific regulations and notices to make certain of any restrictions
- Examples: alternative rent requirements, LMI household restrictions, etc



# Entering Accomplishment Data Incorrectly

- To complete any activity in IDIS all accomplishment data must be entered correctly
- The data a PJ/grantee is required to report for activity accomplishments varies by program and activity type



# Entering Accomplishment Data Incorrectly

Activity Type	Program	Required Accomplishment Data
Rental	HOME, HOME-ARP, HTF	<ul style="list-style-type: none"><li>• Total &amp; Program Assisted Units</li><li>• Property Type</li><li>• Lead Paint Requirement (if applicable)</li><li>• Total Activity Costs (Program funds +Public funds +Private funds + Other funds)</li><li>• Beneficiaries (may report Vacant)</li><li>• Will activity need Operating Cost (HOME-ARP Only)</li></ul>
Tenant-Based Rental Assistance	HOME, HOME-ARP	<ul style="list-style-type: none"><li>• Total &amp; Program Assisted Units</li><li>• Project Delivery Costs (if applicable)</li><li>• Beneficiaries</li></ul>
Homebuyer	HOME, HTF	<ul style="list-style-type: none"><li>• Property Type</li><li>• Lead Paint Requirement (if applicable)</li><li>• Purchase Price</li><li>• Total Activity Costs (Program funds +Public funds +Private funds + Other funds)</li><li>• Beneficiaries</li></ul>

# Entering Accomplishment Data Incorrectly

Activity Type	Program	Required Accomplishment Data
Homeowner Rehab	HOME	<ul style="list-style-type: none"> <li>• Total &amp; Program Assisted Units</li> <li>• Property Type</li> <li>• Lead Paint Requirement (if applicable)</li> <li>• Value after Rehabilitation</li> <li>• Total Activity Costs (Program funds +Public funds +Private funds + Other funds)</li> <li>• Beneficiaries</li> </ul>
Non-Congregate Shelter	HOME-ARP	<ul style="list-style-type: none"> <li>• Total &amp; Program Assisted Units</li> <li>• Total Activity Costs (Program funds +Public funds +Private funds + Other funds)</li> </ul>
Supportive Services	HOME-ARP	<ul style="list-style-type: none"> <li>• Quarterly Report</li> </ul>
AD/CO/CC	HOME, HOME-ARP, HTF	N/A



# Entering Cost Data Incorrectly

- The data a PJ/grantee is required to report for activity accomplishments varies by program and activity type, but most activities require cost data be entered in IDIS before an activity can be completed
  - Exceptions: Admin, Supportive Services





# Setting up HOME vs. HOME-ARP Activities

# Common Mistake: Not Selecting HOME-ARP Checkbox for HOME-ARP Activities

- Add Activity screen now has a checkbox next to HOME
- Select the checkbox ONLY to setup a HOME-ARP activity
- When selected IDIS will display HOME-ARP specific activity categories



Role: Grantee  
Organization:  
MCDOWELL COUNTY  
  
Switch Profile  
Add My Access  
Logout

### Activity

#### Add Activity

Save | Cancel

\*Indicates Required Field

\*Activity Owner:

MCDOWELL COUNTY, NC ▼

Grantee/PJ Activity ID:

\*IDIS Project ID/Project Title (Program Year):

Select Project

\*Activity Name:

Activity  
Add  
Search  
Search HOME/HTF  
CDBG Cancellation

Project  
Add  
Search  
Copy

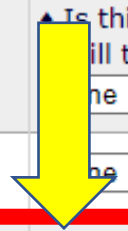
Consolidated Plans  
Add  
Copy  
Search

Annual Action Plans  
Add  
Copy  
Search

Consolidated Annual Performance Evaluation Report  
Add  
Search

Utilities  
Home  
Data Downloads  
Print Page  
Help

Program	*Activity Category	Ready to
CDBG	<p>▲ Is this activity to prevent, prepare for, and respond to coronavirus?* <input type="radio"/> No <input type="radio"/> Yes</p> <p>Will this activity use Section 108 loan? <b>No</b> <input type="button" value="Change answer"/></p> <p>None ▼</p>	No
ESG	<p>None ▼</p>	No
HOME	<p><input type="checkbox"/> HOME-ARP</p> <p>None ▼</p>	No
HOPWA	<p>None ▼</p>	No
HPRP	<p>None ▼</p>	No



**Activity**

**Project**

**Consolidated Plans**

**Annual Action Plans**

**Consolidated Annual Performance Evaluation Report**

**Utilities**

You have 9 CDBG activities that have been flagged. Click on the number to go to the review page.

**Activity**

**Add Activity**

- Project selected. The activity is now under HOME Administration 2021. This will NOT take effect until the activity is saved.

Save | Cancel

\*Indicates Required Field

\*Activity Owner:

HILLSBOROUGH COUNTY, FL

Grantee/PJ Activity ID:

\*IDIS Project ID/Project Title (Program Year):

6/HOME Administration 2021 (2021)

Change Project

\*Activity Name:

NCS Activity 1

Program	*Activity Category	Ready to Fund	Setup Detail
CDBG	Will this activity to prevent, prepare for, and respond to coronavirus?* <input type="radio"/> No <input type="radio"/> Yes Will this activity use Section 108 loan? <b>No</b> <input type="button" value="Change answer"/> None	No	<input type="button" value="Add CDBG"/>
ESG	None	No	<input type="button" value="Add ESG"/>
HOME	<input checked="" type="checkbox"/> HOME-ARP None	No	<input type="button" value="Add HOME"/>
HOPWA	Rental Tenant-Based Rental Assistance (TBRA) Non-Congregate Shelter Supportive Services	No	<input type="button" value="Add HOPWA"/>



# Written Agreement Execution Date (WAED) & Involuntary Terminations

# Common Mistake: Entering the Wrong Written Agreement Execution Date

- Once entered in IDIS the WAED cannot be changed after the activity is funded—review written agreement carefully
- WAED must be on or before the initial funding date
- PJs are required to complete most activities in IDIS within 4 years of the WAED
- If the WAED is entered into IDIS incorrectly, the activity could be Involuntarily Terminated
  - When an activity is involuntarily terminated IDIS will automatically block the activity, preventing the PJ from make any changes to the activity until it is unblocked by HQ



## Add HOME-ARP Setup Detail (Page 1)

### Rental

|  |

#### \* Indicates Required Field

**Grantee/PJ Activity ID:**

N/A

**Activity Name:**

NCSHA Activity 1

**Program Year/Project ID:**

2021/6

**IDIS Activity ID:**


2165

**Activity Owner:**

ADAMS COUNTY

**Project Title:**

HOME: Adams County

**Written Agreement Execution Date:**   (mm/dd/yyyy)

Note: this is optional during setup, but must be provided before the activity can be funded.

WARNING: This must be the actual execution date of the HOME-ARP written agreement. It cannot be modified once this activity has been funded.

**Will this activity be carried out by a faith-based organization?**

Yes  No

**\*Setup Activity Type:**

Select Option 

**Multi-Address:**

Yes  No

**Loan Guarantee:**

Yes  No

**Activity Address** 

**\*Address Line 1:**

**Address Line 2:**

**Address Line 3:**

**\*City:**


**\*State:**

Colorado 

**\*Zip Code:**

+

**\*County:**

Select Option 

You have 195 CDBG and 4 HOME activities that have been flagged. Click on the number to go to the review page.

Activity

Search Activities

**Search Criteria**

Program:  IDIS Project ID:  Status:

Activity Name:  IDIS Activity ID:

Program Year:  Grantee/PJ Activity ID:  Activity Owner:

|

Results Page 1 of 2

Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Status	Activity Owner	Action
TEST TERESA [Rental]	2020/2	6612		Open	NASSAU COUNTY, NY	Edit   View
NC Land Bank Harvard St. Development [Homebuyer]	2016/23	6554	HOME42-06	Open	NASSAU COUNTY, NY	Edit   View
NC Land Bank 40 Cruikshank Development [Homebuyer]	2019/14	6553	HOME45-05	Open	NASSAU COUNTY, NY	Edit   View
Garvies Point Affordable Housing Development [Rental]	2018/18	6468	HOME44-03	Open	NASSAU COUNTY, NY	Edit   View
NC OCD HOME Administration [Admin]	2020/15	6467	HOME46-01	Open	NASSAU COUNTY, NY	Edit   View
NC FT HB DPAP [Homebuyer]	2017/19	6278	HOME43-03A	Open	NASSAU COUNTY, NY	Edit   View
LIHP - Rebuild Long Island Phase 2 [Homebuyer]	2016/20	6203	HOME40-04B	Open	NASSAU COUNTY, NY	Edit   View
Laurel Homes II Redevelopment [Rental]	2017/18	6170	HOME43-04	Open	NASSAU COUNTY, NY	Edit   View
Bergen Place Senior Housing Development [Rental]	2018/17	6169	HOME44-04	Open	NASSAU COUNTY, NY	Edit   View
LIHP Rebuild Long Island - Nassau County [Homebuyer]	2016/20	5606	HOME42-04	Open	NASSAU COUNTY, NY	View   Blocked

You have **195 CDBG** and **4 HOME** activities that have been flagged. Click on the number to go to the review page.

Activity

View Activity

• This activity has been blocked by HUD due to it not meeting the four-year project completion deadline. Grantees cannot make any changes to this activity, which include editing the setup and accomplishment data, changing the activity status, increasing funding, or disbursing funds.

[Return to Previous Page](#) | [Copy this Activity](#)

<b>Activity Owner:</b> NASSAU COUNTY, NY	<b>Activity Status:</b> Open
<b>IDIS Activity ID:</b> 5606	<b>Completion Date:</b>
<b>Program Year/IDIS Project ID/Project Title:</b> 2016/20/LIHP Rebuild Long Island - Nassau County 2017	<b>Grantee/PJ Activity ID:</b> HOME42-04
<b>Activity Name:</b> LIHP Rebuild Long Island - Nassau County	<b>Initial Funding Date:</b> 09/28/2017

Program	Activity Category	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG		No	No			
ESG		No	No			
HOME	Homebuyer	No	Yes	<a href="#">View HOME</a>		
HOPWA		No	No			
HESG		No	No			
HOPWA-C		No	No			
HTF		No	No			

**Is this activity subject to Section 3 at 24 CFR Part 75?** No

**User:** H55001  
**Role:** Grantee  
**Organization:**  
NASSAU COUNTY

- Switch Profile
- Add My Access
- Logout

Plans/Projects/Activities

Funding/Drawdown **Grant** <sup>16</sup> <sub>5</sub> **Grantee/PJ**

You have **195 CDBG** and **4 HOME** activities that have been flagged. Click on the number to go to the review page.

Activity

[New Activity](#)

**This activity has been blocked by HUD due to it not meeting the four-year project completion deadline. Grantees cannot make any changes to this activity, which include editing the setup and accomplishment funding, or disbursing funds.**

[Return to Previous Page](#) | [Copy this Activity](#)

**Project**

- Add
- Search
- Copy

**Consolidated Plans**

- Add
- Copy
- Search

**Annual Action Plans**

- Add
- Copy
- Search

**Consolidated Annual Performance Evaluation Report**

- Add
- Search

**Utilities**

- Home
- Data Downloads
- Print Page
- Help

**Links**

- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

<b>Activity Owner:</b> NASSAU COUNTY, NY	<b>Activity Status:</b> Open
<b>IDIS Activity ID:</b> 5606	<b>Completion Date:</b>
<b>Program Year/IDIS Project ID/Project Title:</b> 2016/20/LIHP Rebuild Long Island - Nassau County 2017	<b>Grantee/PJ Activity ID:</b> HOME42-04
<b>Activity Name:</b> LIHP Rebuild Long Island - Nassau County	<b>Initial Funding Date:</b> 09/28/2017

Program	Activity Category	Ready to Fund	Funded	Setup Deta
CDBG		No	No	
ESG		No	No	
HOME	Homebuyer	No	Yes	<a href="#">View HOME</a>
HOPWA		No	No	
HESG		No	No	
HOPWA-C		No	No	
HTF		No	No	

**Is this activity subject to Section 3 at 24 CFR Part 75?** No

User: H55001  
Role: Grantee  
Organization: NASSAU COUNTY  
- Switch Profile  
- Add My Access  
- Logout

Activity  
- Add  
- Search  
- Search HOME/HTF  
- Review  
- CDBG Cancellation

Project  
- Add  
- Search  
- Copy

Consolidated Plans  
- Add  
- Copy  
- Search

Annual Action Plans  
- Add  
- Copy  
- Search

Consolidated Annual Performance Evaluation Report  
- Add  
- Search

Utilities  
- Home  
- Data Downloads  
- Print Page  
- Help

Links  
- Contact Support  
- Rules of Behavior  
- CPD Home  
- HUD Home

Review Activity

CDBG HOME HOME-ARP Non-Congregate Shelter HOME-ARP Supportive Services

There are 10 flags to be reviewed.

- HOME Infrequent Draws for 12 months or more: 2
- Involuntarily Terminated - Activity not completed within 4 years of Written Agreement Execution Date (WAED) or Initial Funding Date: 8 (including historical flags)

There are 2 HOME activities in Infrequent Draw status for 12 months or more.

The ability to setup or commit funds to additional HOME activities is conditionally suspended until the participating jurisdiction provides reason and comment for each activity.

HOME Infrequent Draws for 12 months or more: 2

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Date of Last Draw	Reason
1	LIHP - Rebuild Long Island - Nassau County	2014/34	5408	HOME40-04	Dec 30, 2020	Explain
2	LIHP - Rebuild Long Island Phase 2	2016/20	6203	HOME40-04B	Mar 2, 2021	Explain

Involuntarily Terminated - Activity not completed within 4 years of Initial Funding Date/WAED: 8 (including historical flags marked with ⓘ)

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Initial Funding Date/WAED	Block Status	Date Action Taken	Action
1	LIHP - Rebuild Long Island - Nassau County	2014/34	5408	HOME40-04	Oct 25, 2016	Blocked-System	Oct 27, 2020 ⓘ	View
2	LIHP - Rebuild Long Island - Nassau County	2014/34	5408	HOME40-04	Oct 25, 2016	Unblocked-HQ	Nov 30, 2020 ⓘ	View
3	LIHP - Rebuild Long Island - Nassau County	2014/34	5408	HOME40-04	Oct 25, 2016	Unblocked-HQ	Nov 30, 2020	View
4	LIHP Rebuild Long Island - Nassau County	2016/20	5606	HOME42-04	Sep 28, 2017	Blocked-System	Sep 29, 2021 ⓘ	View
5	LIHP Rebuild Long Island - Nassau County	2016/20	5606	HOME42-04	Sep 28, 2017	Unblocked-HQ	Oct 4, 2021 ⓘ	View
6	LIHP Rebuild Long Island - Nassau County	2016/20	5606	HOME42-04	Sep 28, 2017	Blocked-HQ	Apr 1, 2022 ⓘ	View
7	LIHP Rebuild Long Island - Nassau County	2016/20	5606	HOME42-04	Sep 28, 2017	Unblocked-HQ	Apr 6, 2022 ⓘ	View
8	LIHP Rebuild Long Island - Nassau County	2016/20	5606	HOME42-04	Sep 28, 2017	Blocked-HQ	Aug 1, 2022	View

User: H55001  
Role: Grantee  
Organization: NASSAU COUNTY  
- Switch Profile  
- Add My Access  
- Logout

Activity  
- Add  
- Search  
- Search HOME/HTF  
- Review  
- CDBG Cancellation

Project  
- Add  
- Search  
- Copy

Consolidated Plans  
- Add  
- Copy  
- Search

Annual Action Plans  
- Add  
- Copy  
- Search

Consolidated Annual Performance Evaluation Report  
- Add  
- Search

Utilities  
- Home  
- Data Downloads  
- Print Page  
- Help

Links  
- Contact Support  
- Rules of Behavior  
- CPD Home  
- HUD Home

Review Activities

CDBG HOME HOME-ARP Non-Congregate Shelter HOME-ARP Supportive Services

There are 10 flags to be reviewed.

- HOME Infrequent Draws for 12 months or more: 2
- Involuntarily Terminated - Activity not completed within 4 years of Written Agreement Execution Date (WAED) or Initial Funding Date: 8 (including historical flags)

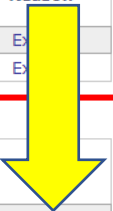
There are 2 HOME activities in Infrequent Draw status for 12 months or more.  
The ability to setup or commit funds to additional HOME activities is conditionally suspended until the participating jurisdiction provides reason and comment for each activity.

HOME Infrequent Draws for 12 months or more: 2

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Date of Last Draw	Reason
1	LIHP - Rebuild Long Island - Nassau County	2014/34	5408	HOME40-04	Dec 30, 2020	Ex
2	LIHP - Rebuild Long Island Phase 2	2016/20	6203	HOME40-04B	Mar 2, 2021	Ex

Involuntarily Terminated - Activity not completed within 4 years of Initial Funding Date/WAED: 8 (including historical flags marked with ⓘ)

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Initial Funding Date/WAED	Block Status	Date Action Taken	Reason
1	LIHP - Rebuild Long Island - Nassau County	2014/34	5408	HOME40-04	Oct 25, 2016	Blocked-System	Oct 27, 2020 ⓘ	View
2	LIHP - Rebuild Long Island - Nassau County	2014/34	5408	HOME40-04	Oct 25, 2016	Unblocked-HQ	Nov 30, 2020 ⓘ	View
3	LIHP - Rebuild Long Island - Nassau County	2014/34	5408	HOME40-04	Oct 25, 2016	Unblocked-HQ	Nov 30, 2020	View
4	LIHP Rebuild Long Island - Nassau County	2016/20	5606	HOME42-04	Sep 28, 2017	Blocked-System	Sep 29, 2021 ⓘ	View
5	LIHP Rebuild Long Island - Nassau County	2016/20	5606	HOME42-04	Sep 28, 2017	Unblocked-HQ	Oct 4, 2021 ⓘ	View
6	LIHP Rebuild Long Island - Nassau County	2016/20	5606	HOME42-04	Sep 28, 2017	Blocked-HQ	Apr 1, 2022 ⓘ	View
7	LIHP Rebuild Long Island - Nassau County	2016/20	5606	HOME42-04	Sep 28, 2017	Unblocked-HQ	Apr 6, 2022 ⓘ	View
8	LIHP Rebuild Long Island - Nassau County	2016/20	5606	HOME42-04	Sep 28, 2017	Blocked-HQ	Aug 1, 2022	View



# How to Prevent Involuntary Terminations

1. Always review the written agreement to confirm the correct execution date before entering the WAED in IDIS
2. Make sure you understand the definition of project completion
  - This varies depending on the program (HOME/HOME-ARP/HTF) and the activity tenure type
  - Definition of Project Completion can be found at [24 CFR 92.2](#)
3. Always complete activities in IDIS as soon as they meet the definition of project completion



# Exceptions

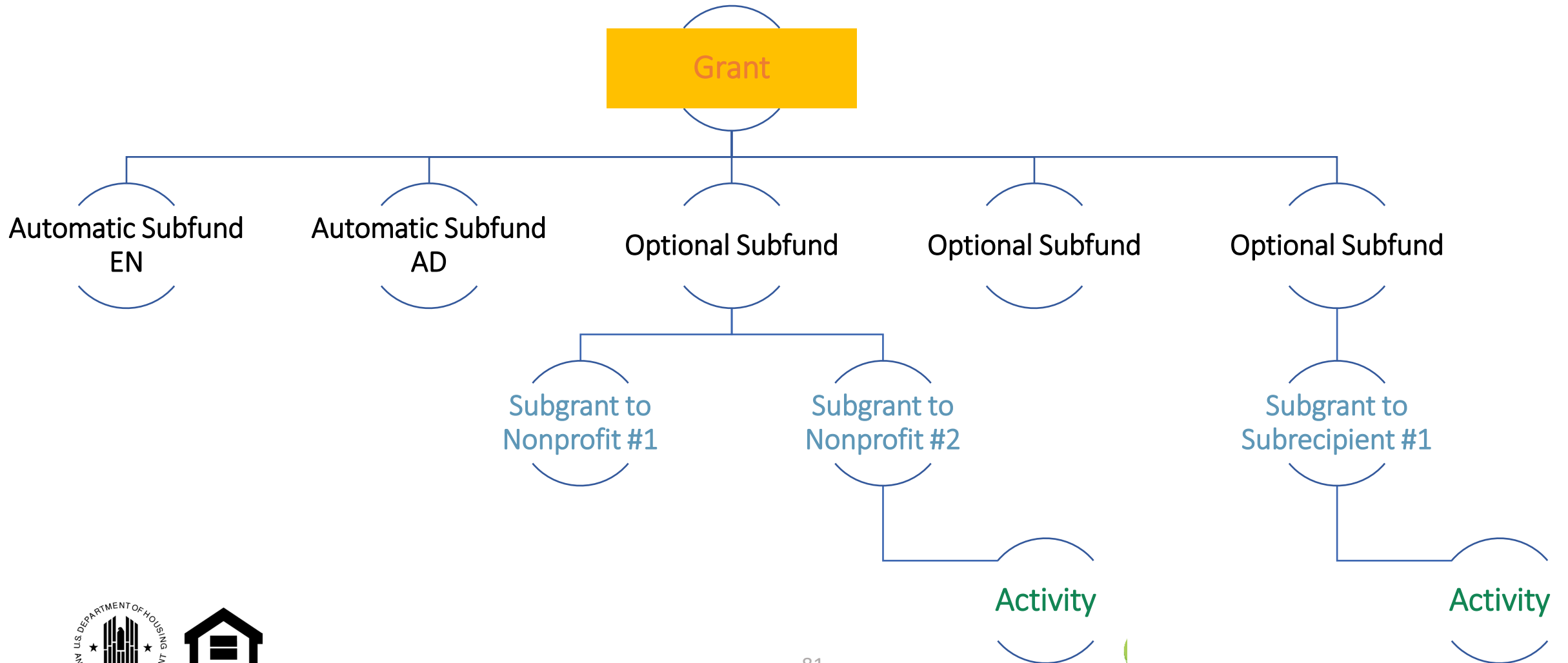
- Rental activities can be completed with vacant units and reopened to report beneficiary data
- If the activity is reopened after the 4-year completion deadline date to update beneficiary data, make sure to enter all information in IDIS the **SAME DAY**
- IDIS will block the activity if it is reopened and not recompleted the same day



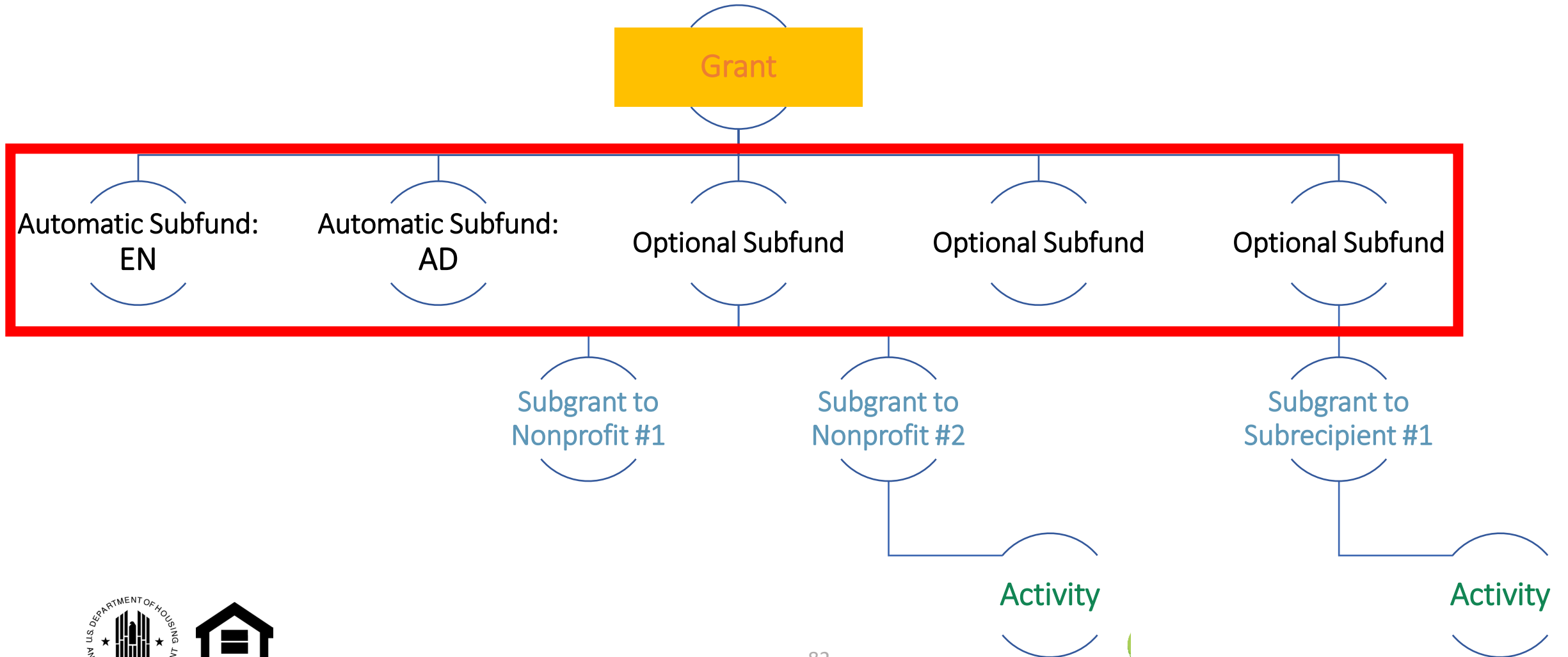


# Adjusting Subfunds and Subgrants

# Levels of Grants, Subfunds & Subgrants in IDIS



# Level of Subfunds in IDIS



# Common Subfund & Subgrant Mistakes

1. Trying to create a Subgrant without a Subfund
2. Reducing Subfunds and Subgrants
3. Reducing a Subfund to zero



# HOME Automatic Subfunds vs. Optional Subfunds

<b>Subfund Code</b>	<b>Purpose</b>	<b>How to Set Up</b>
EN	Entitlement	Automatic
AD	Administration	Automatic
CC	CHDO Capacity Building	Manual
CO	CHDO Operating	Manual
CR	CHDO Reserve	Automatic
CL	CHDO Loan	Manual
SU	General Subgrant	Manual
PA	Program Income for Administration	Manual

# HOME-ARP Automatic Subfunds vs. Optional Subfunds

<b>Subfund Code</b>	<b>Purpose</b>	<b>How to Set Up</b>
EN	Entitlement	Automatic
AD	Administration	Automatic
CO	Nonprofit Operating	Manual
CB	Nonprofit Capacity Building	Manual
SU	General Subgrant	Manual

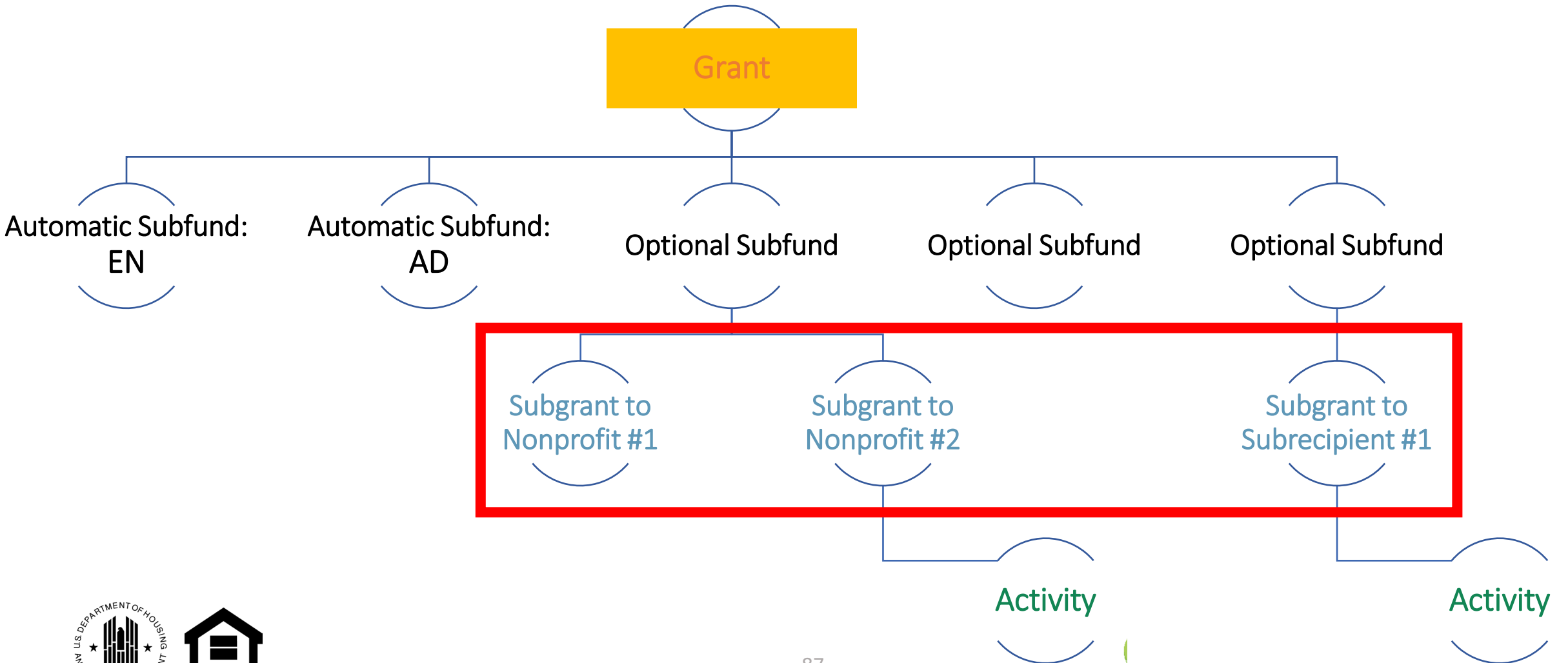


# HTF Automatic Subfunds vs. Optional Subfunds

<b>Subfund Code</b>	<b>Purpose</b>	<b>How to Set Up</b>
EN	Entitlement	Automatic
AD	Administration	Automatic
SU	General Subgrant	Manual
HB	Homebuyer	Manual
RO	Rental Operating Assistance and Reserves	Manual



# Level of Subgrants in IDIS



# Subgrant Cannot Exist Without a Subfund

You have 8 CDBG and 1 HOME activities that have been flagged. Click on the number to go to the review page.

User: H55001  
Role: Grantee  
Organization: ADAMS COUNTY

- Switch Profile
- Add My Access
- Logout

**Grant**

- Search
- HESG Review

**Subfund**

- Add
- Search

**Subgrant**

- Add
- Search

**Subfund Program Income**

- Add
- Search

**Subgrant Program Income**

- Add
- Search

**CDBG Cash on Hand**

- View/Submit

**Utilities**

- Home
- Data Downloads
- Print Page
- Help

## Subgrant

### Add Subgrant

**Grant Number:**

**Program:**  **Grant Year:**

(tip): narrow the list of grants by first selecting a program and/or a year

**Fund Type:**

**Subgrant Recipient:**

**Amounts for This Subgrant**

Range for Authorized Amount

Minimum \$0.00

Maximum

**Subgrant Authorized Amount:** \$

**Banking Setting**

**Banking:**  Yes  No

|

### Availability by Grant and Fund Type

**Grant Number:**  **Program:**  **Grant Year:**  **Fund Type:**

# Subgrant Cannot Exist Without a Subfund

You have 8 CDBG and 1 HOME activities that have been flagged. Click on the number to go to the review page.

**User:** H55001  
**Role:** Grantee  
**Organization:** ADAMS COUNTY

- Switch Profile
- Add My Access
- Logout

**Grant**

- Search
- HESG Review

**Subfund**

- Add
- Search

**Subgrant**

- Add
- Search

**Subfund Program Income**

- Add
- Search

**Subgrant Program Income**

- Add
- Search

**CDBG Cash on Hand**

- View/Submit

**Utilities**

- Home
- Data Downloads
- Print Page
- Help

## Subgrant

### Add Subgrant

**Grant Number:**

**Program:**     **Grant Year:**

(tip): narrow the list of grants by first selecting a program and/or a year

**Fund Type:**

**Subgrant Recipient:**

**Amounts for This Subgrant**

Range for Authorized Amount   

Minimum    \$0.00

Maximum

**Subgrant Authorized Amount:** \$

**Banking Setting**

**Banking:**     Yes     No

|

**Availability by Grant and Fund Type**

**Grant Number:**     **Program:**     **Grant Year:**     **Fund Type:**

# Subgrant Cannot Exist Without a Subfund

User: H55001  
Role: Grantee  
Organization: ADAMS COUNTY

- Switch Profile
- Add My Access
- Logout

**Grant**

- Search
- HESG Review

**Subfund**

- Add
- Search

**Subgrant**

- Add
- Search

**Subfund Program Income**

- Add
- Search

**Subgrant Program Income**

- Add
- Search

**CDBG Cash on Hand**

- View/Submit

**Utilities**

- Home
- Data Downloads
- Print Page
- Help

Plans/Projects/Activities      Funding/Drawdown      **Grant**      Grantee/PJ      Admin

You have 8 CDBG and 1 HOME activities that have been flagged. Click on the number to go to the review page.

### Subgrant

#### Add Subgrant

**Grant Number:**

**Program:**       **Grant Year:**

(tip): narrow the list of grants by first selecting a program and/or a year

**Fund Type:**

**Subgrant Recipient:**

**Amounts for This Subgrant**

Range for Authorized Amount     

Minimum      \$0.00

Maximum

**Subgrant Authorized Amount:** \$

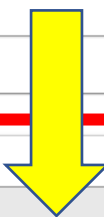
**Banking Setting**

**Banking:**       Yes       No

|

**Availability by Grant and Fund Type**

**Grant Number:**       **Program:**       **Grant Year:**       **Fund Type:**      



# Subgrant Cannot Exist Without a Subfund

[- Logout](#)

**Grant**  
[- Search](#)  
[- HESG Review](#)

**Subfund**  
[- Add](#)  
[- Search](#)

**Subgrant**  
[- Add](#)  
[- Search](#)

**Subfund Program Income**  
[- Add](#)  
[- Search](#)

**Subgrant Program Income**  
[- Add](#)  
[- Search](#)

**CDBG Cash on Hand**  
[- View/Submit](#)

**Utilities**  
[- Home](#)  
[- Data Downloads](#)  
[- Print Page](#)  
[- Help](#)

**Links**  
[- !\[\]\(bbbc5714bb40c2992f4def07a20af97a\_img.jpg\) Contact Support](#)  
[- !\[\]\(d61faf0004fd5d1c6d76638ee755f971\_img.jpg\) Rules of Behavior](#)  
[- CPD Home](#)  
[- HUD Home](#)

## Add Subgrant

**Grant Number:**

**Program:**  **Grant Year:**

(tip): narrow the list of grants by first selecting a program and/or a year

**Fund Type:**

**Subgrant Recipient:**

**Amounts for This Subgrant**

Range for Authorized Amount

Minimum \$0.00

Maximum

**Subgrant Authorized Amount:** \$

**Banking Setting**

**Banking:**  Yes  No

|

## Availability by Grant and Fund Type

Program	Grant Year	Grant Number	Fund Type	Available to Subgrant	Commitment Deadline
HOME	2022	M-22-DC-08-0200	EN	\$980,966.25	Deadline Waived
HOME	2022	M-22-DC-08-0200	AD	\$0.00	Deadline Waived
HOME	2022	M-22-DC-08-0200	CR	\$196,193.25	CHDO Deadline Waived

# Subgrant Cannot Exist Without a Subfund

- Logout
- Grant**
  - Search
  - HESG Review
- Subfund**
  - Add
  - Search
- Subgrant**
  - Add
  - Search
- Subfund Program Income**
  - Add
  - Search
- Subgrant Program Income**
  - Add
  - Search
- CDBG Cash on Hand**
  - View/Submit
- Utilities**
  - Home
  - Data Downloads
  - Print Page
  - Help
- Links**
  - Contact Support
  - Rules of Behavior
  - CPD Home
  - HUD Home

## Add Subgrant

**Grant Number:** M22DC080200

**Program:** HOME

**Grant Year:** 2022

(tip): narrow the list of grants by selecting a program and/or a year

**Fund Type:** SU

**Subgrant Recipient:** ACCESS HOUSING INC.  
6978 Colorado Blvd  
Commerce City, CO

Change Organization

**Amounts for This Subgrant**

Range for Authorized Amount **Check Balance**

Minimum \$0.00

Maximum

**Subgrant Authorized Amount:** \$

**Banking Setting**

**Banking:**  Yes  No

Save | Reset

## Availability by Grant and Fund Type

**Grant Number:** M22DC080200 **Program:** HOME **Grant Year:** 2022 **Fund Type:** Select **Show Availability**

Program	Grant Year	Grant Number	Fund Type	Available to Subgrant	Commitment Deadline
HOME	2022	M-22-DC-08-0200	EN	\$980,966.25	Deadline Waived
HOME	2022	M-22-DC-08-0200	AD	\$0.00	Deadline Waived
HOME	2022	M-22-DC-08-0200	CR	\$196,193.25	CHDO Deadline Waived

# Subgrant Cannot Exist Without a Subfund

- Switch Profile
- Add My Access
- Logout

## Grant

- Search
- HESG Review

## Subfund

- Add
- Search

## Subgrant

- Add
- Search

## Subfund Program Income

- Add
- Search

## Subgrant Program Income

- Add
- Search

## CDBG Cash on Hand

- View/Submit

## Utilities

- Home
- Data Downloads
- Print Page

## Subgrant

### Add Subgrant

- Source fund not found for given fund type.

<b>Grant Number:</b>	M22DC080200 ▾
<b>Program:</b>	HOME ▾
<b>Grant Year:</b>	2022 ▾
<b>(tip):</b> narrow the list of grants by first selecting a program and/or a year	
<b>Fund Type:</b>	SU ▾
<b>Subgrant Recipient:</b>	<b>ACCESS HOUSING INC.</b> 6978 Colorado Blvd Commerce City, CO
	<input type="button" value="Change Organization"/>
<b>Amounts for This Subgrant</b>	
<u>Range for Authorized Amount</u>	<input type="button" value="Check Balance"/>
Minimum	\$0.00
Maximum	\$0.00
<b>Subgrant Authorized Amount:</b>	\$ <input type="text"/>
<b>Banking Setting</b>	
<b>Banking:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No

|

# Common Subgrant Issues

- Subgranting funds
  - **MAY NOT** subgrant funds to yourself to set aside funds for a specific use
- SU funds/subgrants
  - If you enter into a subrecipient agreement, you must set up an SU subgrant and use SU funds



# How to Reduce Subfunds



Plans/Projects/Activities

Funding/Drawdown

Grant 4

Grantee/PJ

Admin

Reports

You have **224 CDBG** and **3 HOME** activities that have been flagged. Click on the number to go to the review page.

## Subfund

### Search Subfunds

#### Search Criteria

Program:

HOME

Fund Type: (tip)

Select

Grant #: (tip)

M19SG480100

Grant Year: (tip)

2019

Search

Reset

Return to M-19-SG-48-0100

### Results Page 1 of 1

Grantee/PJ Name	Program	Grant Year	Grant #	Fund Type	Authorized Amount	Commitment Deadline	Action
TEXAS	HOME	2019	M-19-SG-48-0100	AD	\$3,155,626.20	Deadline Waived	Edit   View
TEXAS	HOME	2019	M-19-SG-48-0100	CO	\$50,000.00	Deadline Waived	Edit   View
TEXAS	HOME	2019	M-19-SG-48-0100	CR	\$4,396,286.94	CHDO Deadline Waived	Edit   View
TEXAS	HOME	2019	M-19-SG-48-0100	EN	\$31,556,262.00	Deadline Waived	View
TEXAS	HOME	2019	M-19-SG-48-0100	SU	\$120,278.40	Deadline Waived	Edit   View

# How to Reduce Subfunds



You have **224 CDBG** and **3 HOME** activities that have been flagged. Click on the number to go to the review page.

## Subfund

### Search Subfunds

#### Search Criteria

Program:

HOME ▾

Fund Type: (tip)

Select ▾

Grant #: (tip)

M19SG480100

Grant Year: (tip)

2019 ▾

Search

Reset

Return to M-19-SG-48-0100

### Results Page 1 of 1

Grantee/PJ Name	Program	Grant Year	Grant #	Fund Type	Authorized Amount	Commitment Deadline	Action
TEXAS	HOME	2019	M-19-SG-48-0100	AD	\$3,155,626.20	Deadline Waived	Edit   View
TEXAS	HOME	2019	M-19-SG-48-0100	CO	\$50,000.00	Deadline Waived	Edit   View
TEXAS	HOME	2019	M-19-SG-48-0100	CR	\$4,396,286.94	CHDO Deadline Waived	Edit   View
TEXAS	HOME	2019	M-19-SG-48-0100	EN	\$31,556,262.00	Deadline Waived	View
TEXAS	HOME	2019	M-19-SG-48-0100	SU	\$120,278.40	Deadline Waived	Edit   View

# How to Reduce Subfunds

User: H55001  
Role: Grantee  
Organization:  
TEXAS

- Switch Profile  
- Add My Access  
- Logout

Grant  
- Search  
- HESG Review

Subfund  
- Add  
- Search

Subgrant  
- Add  
- Search

Subfund Program  
Income  
- Add  
- Search

Subgrant Program  
Income  
- Add  
- Search

Utilities  
- Home  
- Data Downloads  
- Print Page  
- Help

Links  
- Contact Support

Plans/Projects/Activities

Funding/Drawdown

Grant 4

Grantee/PJ

Admin

You have **224 CDBG** and **3 HOME** activities that have been flagged. Click on the number to go to the review page.

## Subfund

### Edit Subfund

|  |

\*Indicates Required Field

**Grantee/PJ Name:**  
TEXAS

**Program:** (tip)  
HOME

**Grant Year:** (tip)  
2019

**Grant #:** (tip)  
M-19-SG-48-0100

**Fund Type:** (tip)  
SU

**Grant Status:** (tip)  
Active

**Grant Blocked:** (tip)  
No

**Administering Organization:** (tip)  
TEXAS

**Payee EIN/TIN#:** (tip)  
74-2610542

<b>Current Authorized Amount for this Subfund</b>	\$120,278.40
---	--------------

#### Range for New Authorized Amount

<b>Minimum</b>	\$0.00
----------------	--------

<b>Maximum</b>	\$120,278.40
----------------	--------------

<b>*New Authorized Amount for this Subfund</b>	\$ <input type="text"/>
--	-------------------------

|  |

# How to Reduce Subfunds

User: H55001  
Role: Grantee  
Organization: TEXAS

- Switch Profile
- Add My Access
- Logout

Grant

- Search
- HESG Review

Subfund

- Add
- Search

Subgrant

- Add
- Search

Subfund Program Income

- Add
- Search

Subgrant Program Income

- Add
- Search

Utilities

- Home
- Data Downloads
- Print Page
- Help

Links

- Contact Support

Plans/Projects/Activities | Funding/Drawdown | **Grant** <sup>4</sup> | Grantee/PJ | Ad

You have 224 CDBG and 3 HOME activities that have been flagged. Click on the number to go to the review page.

## Subfund

### Edit Subfund

Save | Return to Search Subfunds | Review Subfund History

**\*Indicates Required Field**

<b>Grantee/PJ Name:</b> TEXAS	<b>Grant Status: (tip)</b> Active
<b>Program: (tip)</b> HOME	<b>Grant Blocked: (tip)</b> No
<b>Grant Year: (tip)</b> 2019	<b>Administering Organization: (tip)</b> TEXAS
<b>Grant #: (tip)</b> M-19-SG-48-0100	<b>Payee EIN/TIN#: (tip)</b> 74-2610542
<b>Fund Type: (tip)</b> SU	

<b>Current Authorized Amount for this Subfund</b>	\$120,278.40
<b>Minimum</b>	\$0.00
<b>Maximum</b>	\$120,278.40
<b>Authorized Amount for this Subfund</b>	\$ <input type="text" value="100,000.00"/>

Save | Return to Search Subfunds | Review Subfund History

**User:** H55001  
**Role:** Grantee  
**Organization:** TEXAS

- Switch Profile
- Add My Access
- Logout

**Grant**

- Search
- HESG Review

**Subfund**

- Add
- Search

**Subgrant**

- Add
- Search

**Subfund Program Income**

- Add
- Search

**Subgrant Program Income**

- Add
- Search

**Utilities**

- Home
- Data Downloads
- Print Page
- Help

**Links**

- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

You have **224 CDBG** and **3 HOME** activities that have been flagged. Click on the number to go to the review page.

**Subfund**

**View Subfund**

- **Subfund updated**

[Return to Search Subfunds](#) | [Review Subfund History](#)

**Grantee Recipient:**  
TEXAS

**Grant Status:** (tip)  
Active

**Program:** (tip)  
HOME

**Grant Blocked:** (tip)  
No

**Grant Year:** (tip)  
2019

**Administering Organization:** (tip)  
TEXAS

**Grant #:** (tip)  
M-19-SG-48-0100

**Payee EIN/TIN#:** (tip)  
74-2610542

**Fund Type:** (tip)  
SU

**Subfund Status:**  
Active

[View Subgrants](#)

<b>Authorized Amount</b> (tip)	\$100,000.00
<b>Subgranted Amount</b> (-)	\$0.00
<b>Amount Committed to Activities</b> (-)	\$0.00
<b>Amount Available to Subgrant / Amount Available to Commit to Activities</b>	\$100,000.00
<b>Net Drawn Amount</b>	\$0.00
<b>Drawn Amount</b> (+) (tip)	\$0.00
<b>Drawdown Pending Amount</b> (+) (tip)	\$0.00
<b>Returned Amount</b> (+) (tip)	\$0.00
<b>Amount Available to Draw</b>	\$100,000.00
<b>Amount Available to increase Authorized Amount for this Subfund</b>	\$20,278.40

# How to Reduce Subgrants

You have **224 CDBG** and **3 HOME** activities that have been flagged. Click on the number to go to the review page.

## Subgrant

### Search Subgrants

#### Search Criteria

Subgrant to Organization Name ⓘ:

Fund Type: (tip)

Subgrants Given:(tip)

Program:

Grant Number: (tip)

Subgrant Status: (tip)

Grant Year: (tip)

Search

Reset

User: H55001  
Role: Grantee  
Organization: TEXAS

- Switch Profile
- Add My Access
- Logout

**Grant**

- Search
- HESG Review

**Subfund**

- Add
- Search

**Subgrant**

- Add
- Search

**Subfund Program Income**

- Add
- Search

**Subgrant Program Income**

- Add
- Search

**Utilities**

- Home
- Data Downloads
- Print Page
- Help

# How to Reduce Subgrants

Plans/Projects/Activities

Funding/Drawdown

Grant 4

Grantee/PJ

Admin

Reports

You have **224 CDBG** and **3 HOME** activities that have been flagged. Click on the number to go to the review page.

## Subgrant

### Search Subgrants

#### Search Criteria

Subgrant to Organization Name ⓘ:

Fund Type: (tip)

Subgrants Given:(tip)

Program:

Grant Number: (tip)

Subgrant Status: (tip)

Grant Year: (tip)

|  | [Return to subfund M-19-SG-48-0100 \[CR\]](#)

#### Results Page 1 of 1

Program	Grant Number	Fund Type	Subgrant from Organization Name	Subgrant to Organization Name	Authorized Amount	Minimum Amount	Maximum Amount	Action
HOME	M-19-SG-48-0100	CR	TEXAS	AYUDA	\$0.00	\$0.00	\$0.00	<a href="#">Delete</a>   <a href="#">Edit</a>   <a href="#">View</a>
HOME	M-19-SG-48-0100	CR	TEXAS	COMMUNITY DEVELOPMENT CORPORATION OF BROWNSVILLE	\$1,460,715.57	\$1,184,982.91	\$1,460,715.57	<a href="#">Edit</a>   <a href="#">View</a>
HOME	M-19-SG-48-0100	CR	TEXAS	Alliance of Border Collaboratives, Inc.	\$69,896.04	\$69,896.04	\$69,896.04	<a href="#">Edit</a>   <a href="#">View</a>
HOME	M-19-SG-48-0100	CR	TEXAS	DDC Merritt Heritage	\$193,000.00	\$193,000.00	\$193,000.00	<a href="#">Edit</a>   <a href="#">View</a>
HOME	M-19-SG-48-0100	CR	TEXAS	TG 306, Inc.	\$572,675.33	\$572,675.33	\$572,675.33	<a href="#">Edit</a>   <a href="#">View</a>
HOME	M-19-SG-48-0100	CR	TEXAS	Casitas Azucar, LP	\$1,600,000.00	\$1,600,000.00	\$1,600,000.00	<a href="#">Edit</a>   <a href="#">View</a>
HOME	M-19-SG-48-0100	CR	TEXAS	Casitas Lantana, LP	\$500,000.00	\$500,000.00	\$500,000.00	<a href="#">Edit</a>   <a href="#">View</a>

# How to Reduce Subgrants

Plans/Projects/Activities

Funding/Drawdown

Grant 4

Grantee/PJ

Admin

Reports

You have **224 CDBG** and **3 HOME** activities that have been flagged. Click on the number to go to the review page.

## Subgrant

### Search Subgrants

#### Search Criteria

Subgrant to Organization Name ⓘ:

Fund Type: (tip)

Subgrants Given:(tip)

Program:

Grant Number: (tip)

Subgrant Status: (tip)

Grant Year: (tip)

Search

Reset

Return to subfund M-19-SG-48-0100 [CR]

### Results Page 1 of 1

Program	Grant Number	Fund Type	Subgrant from Organization Name	Subgrant to Organization Name	Authorized Amount	Minimum Amount	Maximum Amount	Action
HOME	M-19-SG-48-0100	CR	TEXAS	AYUDA	\$0.00	\$0.00	\$0.00	Delete   Edit   View
HOME	M-19-SG-48-0100	CR	TEXAS	COMMUNITY DEVELOPMENT CORPORATION OF BROWNSVILLE	\$1,460,715.57	\$1,184,982.91	\$1,460,715.57	Edit   View
HOME	M-19-SG-48-0100	CR	TEXAS	Alliance of Border Collaboratives, Inc.	\$69,896.04	\$69,896.04	\$69,896.04	Edit   View
HOME	M-19-SG-48-0100	CR	TEXAS	DDC Merritt Heritage	\$193,000.00	\$193,000.00	\$193,000.00	Edit   View
HOME	M-19-SG-48-0100	CR	TEXAS	TG 306, Inc.	\$572,675.33	\$572,675.33	\$572,675.33	Edit   View
HOME	M-19-SG-48-0100	CR	TEXAS	Casitas Azucar, LP	\$1,600,000.00	\$1,600,000.00	\$1,600,000.00	Edit   View
HOME	M-19-SG-48-0100	CR	TEXAS	Casitas Lantana, LP	\$500,000.00	\$500,000.00	\$500,000.00	Edit   View

# How to Reduce Subgrants

User: H55001  
Role: Grantee  
Organization:  
TEXAS

- Switch Profile  
- Add My Access  
- Logout

**Grant**  
- Search  
- HESG Review

**Subfund**  
- Add  
- Search

**Subgrant**  
- Add  
- Search

**Subfund Program  
Income**  
- Add  
- Search

**Subgrant Program  
Income**  
- Add  
- Search

**Utilities**  
- Home  
- Data Downloads  
- Print Page  
- Help

**Links**

Plans/Projects/Activities

Funding/Drawdown

Grant 4

Grantee/PJ

Admin

You have 224 CDBG and 3 HOME activities that have been flagged. Click on the number to go to the review page.

## Subgrant

### Edit Subgrant

Subgrant status is Active  
created on 08/07/2020

**Grant Number:** M-19-SG-48-0100  
HOME 2019

**Fund Type:** CR

**Subgrant Recipient:** [COMMUNITY DEVELOPMENT CORPORATION OF BROWNSVILLE](#)  
901 E Levee St  
Brownsville, TX

**Administering Organization:** TEXAS  
Payee EIN/TIN# 74-2610542

### Amounts for This Subgrant

**Current Authorized Amount:** \$1,460,715.57

Range for New Authorized Amount

Minimum	\$1,184,982.91
Maximum	\$1,460,715.57

**New Subgrant Authorized Amount:** \$

### Banking Setting

**Banking:**  Yes  No

|  |

# How to Reduce Subgrants

**User:** H55001  
**Role:** Grantee  
**Organization:** TEXAS

- Switch Profile
- Add My Access
- Logout

**Grant**

- Search
- HESG Review

**Subfund**

- Add
- Search

**Subgrant**

- Add
- Search

**Subfund Program Income**

- Add
- Search

**Subgrant Program Income**

- Add
- Search

**Utilities**

- Home
- Data Downloads
- Print Page
- Help

**Links**

- [Contact Support](#)

You have **224 CDBG** and **3 HOME** activities that have been flagged. Click on the number to go to the review page.

## Subgrant

### Edit Subgrant

• The subgrant amount cannot be less than the amounts suballocated and/or committed to activities.

Subgrant status is **Active**  
created on 08/07/2020

**Grant Number:** M-19-SG-48-0100  
HOME 2019

**Fund Type:** CR

**Subgrant Recipient:** [COMMUNITY DEVELOPMENT CORPORATION OF BROWNSVILLE](#)  
901 E Levee St  
Brownsville, TX

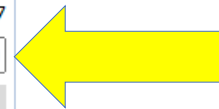
**Administering Organization:** TEXAS  
Payee EIN/TIN# 74-2610542

**Amounts for This Subgrant**

<b>Current Authorized Amount:</b>	\$1,460,715.57
<u>Range for New Authorized Amount</u>	
Minimum	\$1,184,982.91
Maximum	\$1,460,715.57
<b>New Subgrant Authorized Amount:</b>	\$ <input type="text" value="0.00"/>

**Banking Setting**

**Banking:**  Yes  No



# How to Reduce Subgrants

User: H55001  
Role: Grantee  
Organization:  
TEXAS

- Switch Profile  
- Add My Access  
- Logout

**Grant**  
- Search  
- HESG Review

**Subfund**  
- Add  
- Search

**Subgrant**  
- Add  
- Search

**Subfund Program  
Income**  
- Add  
- Search

**Subgrant Program  
Income**  
- Add  
- Search

**Utilities**  
- Home  
- Data Downloads  
- Print Page  
- Help

**Links**

Plans/Projects/Activities

Funding/Drawdown

Grant 4

Grantee/PJ

Admin

You have 224 CDBG and 3 HOME activities that have been flagged. Click on the number to go to the review page.

## Subgrant

### Edit Subgrant

Subgrant status is Active  
created on 08/07/2020

**Grant Number:** M-19-SG-48-0100  
HOME 2019

**Fund Type:** CR

**Subgrant Recipient:** [COMMUNITY DEVELOPMENT CORPORATION OF BROWNSVILLE](#)  
901 E Levee St  
Brownsville, TX

**Administering Organization:** TEXAS  
Payee EIN/TIN# 74-2610542

### Amounts for This Subgrant

**Current Authorized Amount:** \$1,460,715.57

Range for New Authorized Amount

Minimum	\$1,184,982.91
Maximum	\$1,460,715.57

**New Subgrant Authorized Amount:** \$

### Banking Setting

**Banking:**  Yes  No

|  |

# How to Reduce Subgrants

**User:** H55001  
**Role:** Grantee  
**Organization:** TEXAS

- Switch Profile
- Add My Access
- Logout

**Grant**

- Search
- HESG Review

**Subfund**

- Add
- Search

**Subgrant**

- Add
- Search

**Subfund Program Income**

- Add
- Search

**Subgrant Program Income**

- Add
- Search

**Utilities**

- Home
- Data Downloads
- Print Page
- Help

**Plans/Projects/Activities**      **Funding/Drawdown**      **Grant** <sup>4</sup>      **Grantee/PJ**      **Ad**

You have **224 CDBG** and **3 HOME** activities that have been flagged. Click on the number to go to the review page.

### Subgrant

[Edit Subgrant](#)

Subgrant status is **Active**  
created on 08/07/2020

**Grant Number:** M-19-SG-48-0100  
HOME 2019

**Fund Type:** CR

**Subgrant Recipient:** [COMMUNITY DEVELOPMENT CORPORATION OF BROWNSVILLE](#)  
901 E Levee St  
Brownsville, TX

**Administering Organization:** TEXAS  
Payee EIN/TIN# 74-2610542

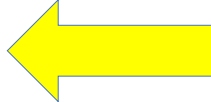
**Amounts for This Subgrant**

<b>Current Authorized Amount:</b>	\$1,460,715.57
<b>Range for New Authorized Amount</b>	
Minimum	\$1,184,982.91
Maximum	\$1,460,715.57
<b>New Subgrant Authorized Amount:</b>	\$ <input type="text" value="1,200,087"/>

**Banking Setting**

**Banking:**  Yes  No

|  |



# How to Reduce Subgrants

- Switch Profile
- Add My Access
- Logout

- Grant**
- Search
  - HESG Review

- Subfund**
- Add
  - Search

- Subgrant**
- Add
  - Search

- Subfund Program Income**
- Add
  - Search

- Subgrant Program Income**
- Add
  - Search

- Utilities**
- Home
  - Data Downloads
  - Print Page
  - Help

- Links**
-  Contact Support
  -  Rules of Behavior
  - CPD Home
  - HUD Home

## Subgrant

### View Subgrant

- Subgrant updated

[Return](#) | [View Activities](#)

Subgrant status is **Active**  
created on 08/07/2020

**Subgrant Recipient:** [COMMUNITY DEVELOPMENT CORPORATION OF BROWNSVILLE](#)  
901 E Levee St  
Brownsville, TX

**Grant Number:** M-19-SG-48-0100  
HOME 2019

**Fund Type:** CR

**Administering Organization:** TEXAS  
Payee EIN/TIN# 74-2610542

#### Amounts for This Subgrant

<b>Subgrant Authorized Amount</b> (tip)	\$1,200,087.00
<b>Subgranted Amount</b> (tip)	\$0.00
<b>Amount Available to Subgrant</b>	\$15,104.09
<b>Amount Committed to Activities</b> (tip)	\$1,184,982.91
<b>Net Drawn Amount</b>	\$557,452.35
<b>Drawn Amount (+)</b> (tip)	\$557,452.35
<b>Drawdown Pending Amount (+)</b> (tip)	\$0.00
<b>Returned Amount (+)</b> (tip)	\$0.00
<b>Amount Available to Draw</b>	\$642,634.65
<b>Amount Available to Add to This Subgrant</b>	\$260,628.57

# How to Reduce a Subfund to Zero

- Follow the same steps to reduce a subfund but enter zero as the New Authorized Amount
- If funds from the subfund have been subgranted, before the subfund can be reduced to zero first the subgrant must be reduced
  - If funds from the subgrant have been committed to activities or suballocated, the subgrant may only be reduced to the amount that has been committed and/or suballocated
- Exceptions: CR (exception not applicable to insular areas)
  - CR is an automatic subfund, to have this subfund reduced to zero or any amount less than the minimum required 15% the PJ must request assistance from its CPD Rep





# Fund Type Changes

# Common Mistake: Drawing Down Funds Under the Wrong Subfund Code

- If funds are drawn using the wrong Subfund Code a fund type change must be made in IDIS
- Scenario:
  - PJ erroneously set up a SU General Subfund for a CHDO developer and draws funds from the SU Subfund to pay the developer
  - PJ should have drawn CR funds to pay CHDO developer
    - Before a fund type change can be approved the written agreement must be reviewed to confirm the status of the developer



# How to Request A Fund Type Change

- **Step One:** Halt all funding and drawdown updates in IDIS for the activity
  - It is best to pause drawing additional funds from this activity until speaking to the PJ's CPD Rep
- **Step Two:** Contact your CPD Rep
  - Provide the CPD Rep with the IDIS Activity ID number(s), Voucher number(s) and reason(s) for fund type change request
- **Step Three:** Wait for confirmation from CPD Rep regarding next steps
  - It is recommended that the PJ not make any changes to the funding in the activity before confirmation of next steps from your CPD Rep





Q&A

