

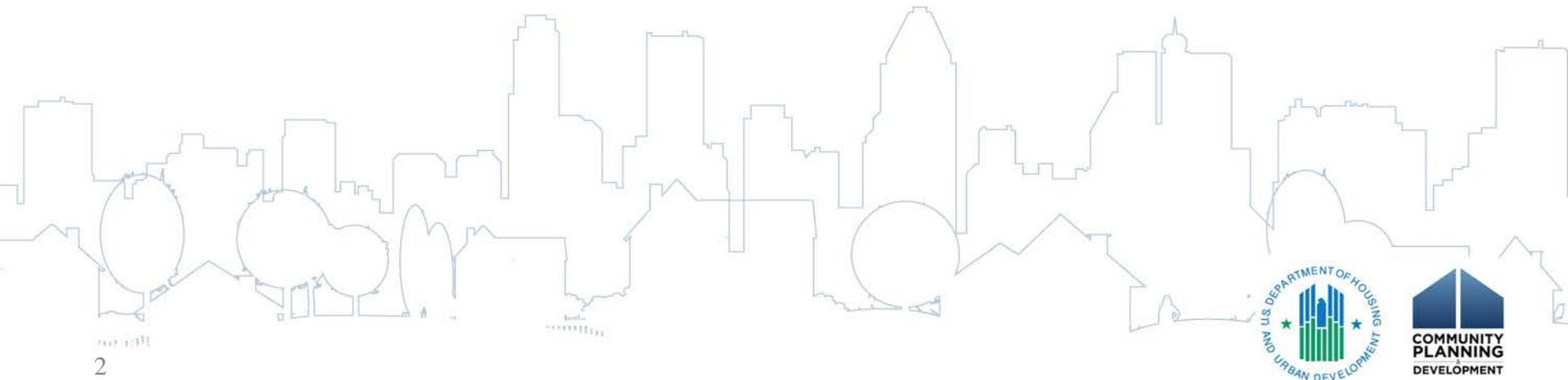
HOME IDIS Webinar

Receipt Fund Types in the HOME Investment Trust Fund Local Account: Program Income, Repayments, and Recaptured Funds

March 9, 2016

Presenters

- Vashawn Banks, Acting Director, CPD, Office of Affordable Housing Programs (OAHP), Financial and Information Services Division
- Bill Kubal, Usona Development, subcontractor to ICF International



Q and A

- Questions – supported by Chantel Key, ICF International
 - Written Questions Box:
 - You may enter your question into the question box at any time during the presentation
 - Questions should be relevant to this presentation, given the length of this webinar
 - The questions that were not handled in the presentation will be covered at the end

Agenda

- Provide a Brief Recap of HOME Grant Based Accounting (GBA) webinar
- Overview of HOME Receipt Fund Types
- Describe the Process for Reporting and Disbursing funds in PJs' local HOME accounts
- Explain Useful Reports
- Offer Reminders and Next Steps
- Provide Resources

Poll Question #1

- Did you attend or listen to the first HOME GBA Webinar in this series held on August 12, 2015
 - a. Yes of course!
 - b. No
 - c. Unsure – my mind is still digging out from Snowzilla 2016

Poll Question #2

- How would you describe your level of experience with using IDIS for the HOME Program?
 - a. Beginner with less than one year of experience
 - b. Intermediate user with 1-3 years of experience
 - c. Proficient user with more than 3 years of experience
 - d. Expert user who should be facilitating this webinar

Recap on GBA Webinar

- Transition from FIFO to Grant Based Accounting
 - Under FIFO, funds were committed and disbursed against the oldest grants with funds available
 - Under GBA, funding/commitments and disbursements are made against specific grant years
- GBA applies to the FY 2015 grants and all future allocations
 - PJs will now fund and draw local account funds from specific program years
- GBA Information on the HUD Exchange
 - <https://www.hudexchange.info/manage-a-program/grant-based-accounting/>

HOME Fund Types by Location



Treasury Line of Credit

AD/EN/CR/CO/CC/CL



PJ Local Account

PI/PA/IU/HP



Subrecipient

PI



CHDO

CHDO Proceeds

Local Fund Types

- Program Income (PI)
 - Funds received by the PJ from the use of HOME or HOME match
- Program Income for Administration (PA)
 - 10% of PI set aside for admin costs
- Repayments to local account (IU)
 - Ineligible project-related disbursements
 - Create receipt only if directed by HUD Field Office
- Recaptured Funds (HP)
 - Funds received by the PJ as a part of a homebuyer recapture provision

Quiz #1

- Which of the following are considered “IU” funds?
 - a. Repayments of principal and interest from a homeowner rehabilitation loan
 - b. Repayment of HOME funds rental housing project foreclosed upon by a third party lender in year 5 of a 10-year affordability period
 - c. Repayment of HOME funds on a homebuyer loan under a recapture provision in year 5 of a 10-year affordability period

Quiz #1 Answer

- Correct Answer: “b”
- If directed to repay by a HUD Field Office, a rental housing project that does not complete its affordability period should be receipted as IU.
- Answer “a” is an example of program income (PI) and “c” is an example of recaptured funds (HP)

Process for Reporting the Use of Local Account Funds

1. Create receipts received by the PJ or its subrecipients that have not yet been reported in IDIS
2. OPTIONAL: Edit the authorized amount of PI for administration (PA) subfund for the current program year in order to use up to 10% of program income for administrative costs
3. IF APPLICABLE: Edit the PI/PA subgrant for each subrecipient holding local account funds if any PI, HP, or IU funds are retained by subrecipients

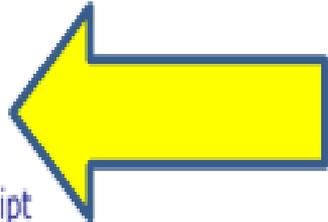
Process for Reporting the Use of Local Account Funds (cont.)

4. Review available local account balances in IDIS when preparing for a drawdown. Use *View Receipt Accounts* screen, the *Activity Funding* screen, or various Microstrategy reports
5. Identify which activities will be included in the next HOME drawdown
6. Replace Treasury funds with all funds in the HOME local account
7. Create and approve the drawdown

Step 1: Create Receipts

1. From Funding/Drawdown tab, click the “Add” link in the Receipts submenu
2. On the *Add Receipt* screen, click the “Formula Grant Receipt” link from Select Receipt Type

Create Receipt (cont.)

<p>User: H44872 Role: Grantee Organization: HAMMOND</p> <ul style="list-style-type: none">- Switch Profile- Logout	Plans/Projects/Activities	Funding/Drawdown	Grant
You have 2 CDBG and 1 HOME activities that have been flagged. Click on the number to go to the review page.			
Activity Funding <ul style="list-style-type: none">- Search	Receipt		
Drawdown <ul style="list-style-type: none">- Create Voucher- Search Voucher- Approve Voucher	Add Receipt		
Receipt <ul style="list-style-type: none">- Add- Search- Search Accounts	Select Receipt Type		
<ul style="list-style-type: none">Formula Grant ReceiptCompetitive Grant ReceiptReceipt from Subgrant (Retained Income)Receipt from Section 108 Loan 			

Step 1: Create Receipts (cont.)

1. **Program dropdown (A):** HOME
2. **Program Year of Receipt (B):** current program year (read only)
3. **Source Type(C) :** type of PJ: Urban County (UC), Consortium (DC), Metro City (MC), Insular Area (ST), and State (SG)
4. **Fund Type (D):** as appropriate (PI, IU or HP)
5. **IDIS Activity ID (E):** IDIS# that generated the receipt; required for IU
6. **Grantee Receipt (F):** optional; helpful for reconciliation
7. **Total Amount(G) :** Amount to receipt
8. **Comment (H):** required for IU; helpful for reconciliation
9. Click **Save** at bottom of screen. Good practice: print screen, staple to supporting documentation and file.

Step 1: Create Receipts (cont.)

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

Add Receipt

Save | Reset | Return to Add Receipt Menu

***Indicates Required Field**

Receipt Created For: HAMMOND Receipt Status: Original

Formula Receipt

A *Program: HOME

B *Program Year of Receipt: 2015

C *Source Type: MC METRO CITY

D *Fund Type: PI PROGRAM INCOME

E IDIS Activity ID: Show Activity Funds
Add Activity

F Grantee Receipt #:

G Total Amount: \$ 999

H Comments: Homeowner Rehab Loan payments received in the month of June 2015

Save | Reset

Additional Steps for IU Fund Type

1. Click **Show Activity Funds button (A)** to refresh screen and display original expenditure information
2. Review expenditure information **(B): Drawn Amount, Previous Local Account Repayments, and Remaining Balance**
3. **Local Account Repayment - Receipt Amount (C)**: Enter local repayment amount
4. **Grantee Receipt # (D)** : OPTIONAL: input tracking number in for each line item.
5. **Total Amount (E)**: read-only based on user input in “Local Account Repayment - Receipt Amount” fields (C)
6. **Add Activity button (F)** : If the IU receipt will include more than one activity
7. **Comments (G)**: reason for the repayment, the amount required to be repaid (full or partial), and if additional repayments are necessary

Step 1: Create Receipt – IU (cont.)

***Fund Type:**
 IU REPAYMENT TO LOCAL ACCOUNT

E **Total Amount:**
 \$1,000.91

A **IDIS Activity ID:**
 1444

Recipient	Source Name	Source Type	Grant Year	Fund Type	Drawn Amount	Previous Local Account Repayments	Remaining Balance	Local Account Repayment - Receipt Amount	Grantee Receipt #
HAMMOND	HUD	MC	2013	PI	\$825.00	\$0.00	\$825.00	\$ 825	<input type="text"/>
HAMMOND	HUD	MC	2009	EN	\$175.91	\$0.00	\$175.91	\$ 175.91	<input type="text"/>
Total:								\$1,000.91	

F

G ***Comments:**

Steps 2 and 3: Assigning Program Income to Administration and Subrecipients

- A **subfund** is a portion of Treasury and local funds derived and designated for a HOME-eligible purpose
 - PA subfund should be used if PJ or subrecipient will use a portion of PI for administration
- A **subgrant** indicates the name of the organization that receives a portion of a subfund, the amount, and source of the funds
 - Create PI, IU, HP, and/or PA subgrants when subrecipients receive or retain local funds
- These adjustments are best done immediately after the receipt creation.
- Detailed step by step guidance provided:

– [HOME FACTS Vol. 4, No. 2: How to Create a PA Subfund and Subgrant PI in IDIS:](https://www.hudexchange.info/resource/2974/home-facts-vol4-no2-how-to-create-a-pa-subfund-and-subgrant-pi-in-idis/)
<https://www.hudexchange.info/resource/2974/home-facts-vol4-no2-how-to-create-a-pa-subfund-and-subgrant-pi-in-idis/>

Step 4: View Local Funds

- Determine availability of local funds before creating a drawdown voucher
 - Edit *Activity Funding* screen (covered in Step 5)
 - *View Receipt Accounts* screen
 - More detailed including subfunds, subgrants and commitments
 - *Microstrategy Reports*
 - Note: Reflects data as of the end of the prior day
 - Examples covered at the end of the presentation

Step 4: View Receipt Accounts

1. From Funding/Drawdown tab, click **Search Accounts** from **Receipts** submenu.
2. Use **Search Criteria (A)** to limit results and click the **Search** button
3. Results display at bottom. Accounts are summarized by **“Grant Year / Program Year of Receipt” (B)**, **“Fund Type” (C)**, and **“Amount” (D)**
4. Review **“Suballocated” (E)** to see if receipts were allocated to a subfund or a subgrant
5. Review **“Committed to Activities,” “Drawdown Amount,”** and **“Pending Amount” (F)** to determine availability of funds

Step 4: View Local Funds (cont.)

Receipt

View Receipt Accounts

Search Criteria

Program: HOME **Grant Year / Program Year of Receipt: (tip)** 2015 **Fund Type:** All

Receipt Created For ⁱ: **State/Territory:** IN **Associated Grant #:**

|

Results Page 1 of 1

Program	Source Type	Grant Year / Program Year of Receipt (tip)	Fund Type	Amount	Sub Allocated	Committed to Activities	Drawdown Amount	Pending Amount
HOME	MC	2015	PI	\$34,548.71	\$3,000.00	\$0.00	\$0.00	\$0.00
HOME	MC	2015	HP	\$1,999.00	\$0.00	\$1,000.00	\$0.00	\$510.00
HOME	MC	2015	IU	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00

Step 5: Adjusting Activity Funding Before Creating the Drawdown

- Program year 2015 and onward receipt funds must be manually committed to activities before creating the drawdown
 1. Increase commitment of local funds to activities that will be included in next draw
 2. Decrease an equal amount of other funds to maintain Total Committed Amount
 3. Reprogram newly available Treasury funds to activities that receive budget increase in accordance with ConPlan/AAP

Step 5: Adjusting Activity Funding Before Creating the Drawdown (cont.)

1. Select the **Funding/Drawdown** tab
 - IDIS defaults to “Activity Funding” screens
2. Use the “Search Criteria” to locate an activity that will be included on the next HOME drawdown voucher
3. From the list of results, click on the “Add-Edit” link

Search for Activities to Fund

Activity Funding

Search for Activities to Fund

Search Criteria
Program: **IDIS Project ID:**
Activity Name: **IDIS Activity ID:** **Activity Status:**
Program Year: **Grantee/PJ Activity ID:** ***Activity Owner:**
 |

Results Page 1 of 5

Activity Name	Program Year/ IDIS Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Activity Status	Activity Owner	Action
SFR – 333 3rd Street	2015/1	1530		Open	HAMMOND, IN	Add-Edit
SFR – 123 Main Street	2015/1	1529		Open	HAMMOND, IN	Add-Edit

Step 5: Adjusting Activity Funding Before Creating the Drawdown (cont.)

- Identify available local account funds appropriate for the selected activity
 - **Recipient Name (A)** column includes subgranted funds
 - **Fund Type (B)**
 - **Available for Funding (C)**

Step 5: Adjusting Activity Funding Before Creating a Drawdown (cont.)

Activity Funding

Edit Activity Funding

[Return to Search for Activities to Fund](#)

*Indicates Required Field

Activity Owner:
HAMMOND, IN

Program Year/Project:
2014/2

IDIS Activity ID:
1491

Total Funded:
\$117,220.74

Activity Name:
UNI: 123 Main Street

Total Drawn:
\$11,900.00

A

B

C

Available Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
HAMMOND, IN	HOME	HP	HUD	MC	\$30,998.00	\$0.00	\$0.00	Add-Edit View
HAMMOND, IN	HOME	IU	HUD	MC	\$1,000.91	\$0.00	\$0.00	Add-Edit View
HAMMOND, IN	HOME	PA	HUD	MC	\$700.00	\$0.00	\$0.00	Add-Edit View
HAMMOND ENTERPRISE DEVELOPMENT CORP, IN	HOME	PA	HAMMOND, IN	MC	\$300.00	\$0.00	\$0.00	Add-Edit View
HAMMOND, IN	HOME	PI	HUD	MC	\$31,756.55	\$0.00	\$0.00	Add-Edit View
HAMMOND ENTERPRISE DEVELOPMENT CORP, IN	HOME	PI	HAMMOND, IN	MC	\$2,000.00	\$0.00	\$0.00	Add-Edit View

Step 5: Adjusting Activity Funding Before Creating a Drawdown (cont.)

1. Review and agree to the *HOME Activity Funding Certification*
2. The *Add-Edit Funding Line Item* screen displays the new GBA functionality
 - Top portion: **(B) Pre-2015 Receipts** (FIFO)
 - Bottom portion: **(C) 2015 and Later Receipts** (Program Year Specific)
3. Identify Available Funds **(D) and (H)**
4. Enter amount of local funds to commit **(G) or (I)**

HOME Activity Funding Certification

Activity Funding

HOME Activity Funding Certification

By requesting the disbursement of Federal funds, the representative of the Participating Jurisdiction (PJ) using this system certifies that he/she is authorized to execute the certifications set forth herein, and, on behalf of the PJ, further certifies that, in accordance with the requirements in 24 CFR Part 92 and, where applicable, Public Law 112-55 and Public Law 113-6:

(i) the PJ has fully executed a written agreement that meets the requirements of the regulations applicable to the IDIS activity for which the funds are to be used;

(ii) the IDIS activity for which the funds are to be used meets the definition of a commitment at 24 CFR 92.2 and all the requirements of the definition of a commitment pursuant to the regulations applicable to the IDIS activity;

(iii) the PJ has not drawn and will not draw funds for the IDIS activity unless it has fully executed a written agreement committing the funds;

(iv) if the activity involves acquisition, construction, or rehabilitation of rental or homebuyer projects, the PJ has conducted an underwriting review, assessed developer capacity and fiscal soundness, and examined neighborhood market conditions to ensure adequate need for the project for which these funds are to be used;

(v) for CHDO set-aside projects, the PJ certifies the organization meets the definition of "community housing development organization" at §92.2, which includes that the organization has demonstrated capacity to own, develop, or sponsor the housing to which funds are being committed, in accordance with §92.300; and

(vi) All of the statements and claims made herein are true and correct. Pursuant to 18 USC § 1001, 31 USC § 3729, et seq., and 24 CFR Part 28, false or fraudulent statements or claims are subject to up to 5 years imprisonment and civil penalties up to \$10,000 plus up to 3 times the amount of damages sustained by the Government for each fraudulent act committed.

Activity Funding

Add-Edit Funding Line Item

Activity Owner:
HAMMOND, IN

Program Year/Project:
2014/2

IDIS Activity ID:
1491

Total Funded:
\$117,220.74

A Activity Information

Activity Name:
UNI: 123 Main Street

Total Drawn:
\$0.00

Funding Source Pre-2015

Program	Program Year of Receipt	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOME	Pre-2015	PI	HUD	MC	HAMMOND, IN	\$0.00	\$0.00	\$0.00

D

Current Funding for This Source

Program Year of Receipt	Funded Amount	Drawn Amount
E <input type="text"/>	G <input type="text"/>	\$0.00

B Pre-2015 Receipts (FIFO)

F

Funding Source

Program	Program Year of Receipt	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOME	2015	PI	HUD	MC	HAMMOND, IN	\$30,034.97	\$0.00	\$0.00

H

Current Funding for xFIFO

Program Year of Receipt	Funded Amount	Drawn Amount
<input type="text" value="2015"/>	I <input type="text"/>	\$0.00

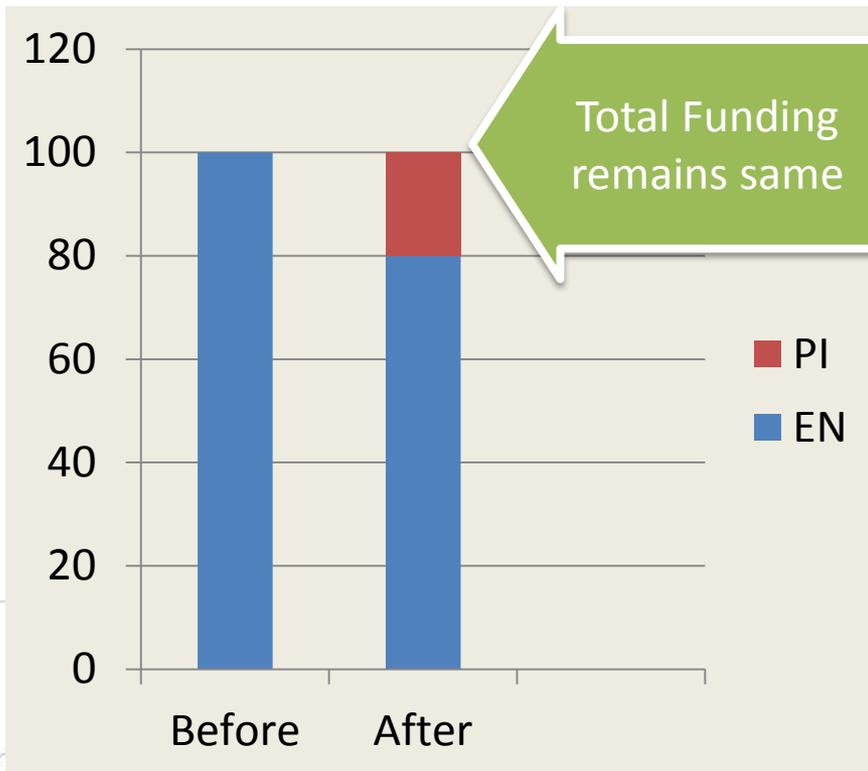
C 2015 and later receipts (grant specific)

Step 5: Adjusting Activity Funding Before Creating a Drawdown (cont.)

- Offset increase of local funds by decreasing commitment of Treasury funds and subgrants, when applicable
 1. **Return to Add-Edit Funding** button
 2. Identify the fund type to reduce and click **Add-Edit** link
 3. Review and agree to “HOME Activity Funding Certification”
 4. On the **Add-Edit Funding Details** page, reduce Treasury funding by amount equal of local funds drawn against for activity
 5. Click the **Save** button

Replacing Treasury Funds with Local Funds

ACTIVITY FUNDING



FUNDING AVAILABLE TO COMMIT

BEFORE

Fund Type	Available	Funded
EN	\$0	\$100
PI	\$20	\$0

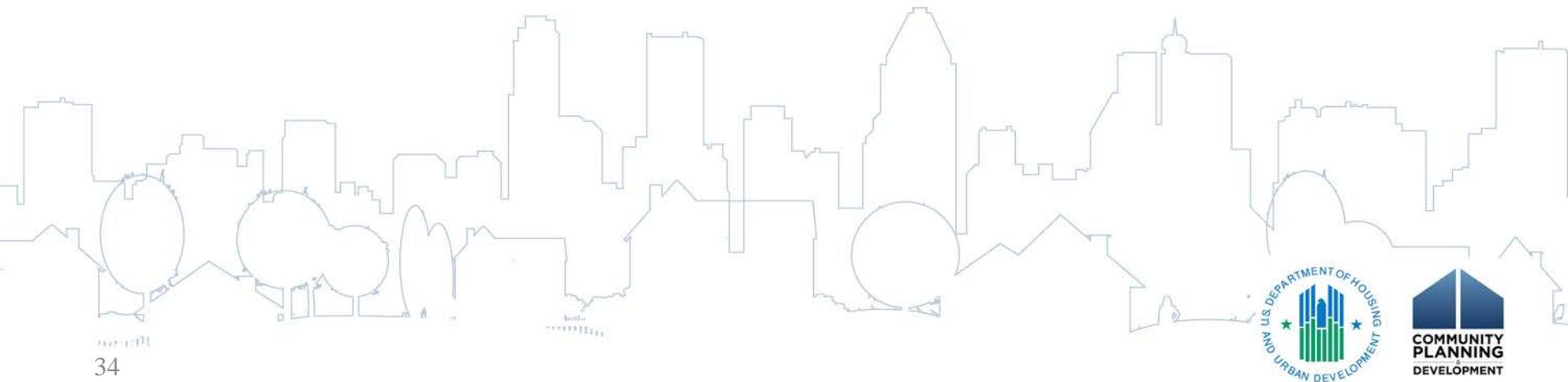
AFTER

Fund Type	Available	Funded
EN	\$20	\$80
PI	\$0	\$20

Orange arrows indicate the shift: one arrow points from the 'Available' column for EN (\$20) to the 'Funded' column for EN (\$80), and another arrow points from the 'Available' column for PI (\$0) to the 'Funded' column for PI (\$20).

Quiz #2

- True or False
 - IDIS system allows PJs to fund an activity from local account balances in more than one program year, if available



Quiz #2 Answer

- **Answer: True**
- PJs must disburse all local account balances in both the FIFO (pre-2015) and GBA (FY 2015 and onward) layers prior to drawing down funds in their HOME Treasury accounts to pay for eligible costs.

IMPORTANT NOTES: (1) local funds subgranted specific subrecipients or state recipients must be disbursed by that organization prior to drawing additional subgranted Treasury funds for the same organization

Step 6: Drawdown Creation: Select Activities

1. From the Funding/Drawdown tab **(A)**, click **Create Voucher** from the Drawdown sub-menu **(B)**
2. In the **Voucher Created For (C)** section, use the dropdown to select the correct organization
 - If subgranted, choose organization
3. Enter the activity number(s) in the **IDIS Activity ID (D)**
 - Alternatively, click the **Search for Activities** button to manually query and select activities
4. Press **Continue** button **(E)**

Step 6: Drawdown Creation: Voucher Creation

1. Review the activity information at the top of the screen **(A)**
2. Funding sources shown reflect Activity Funding screen, including **Grant Year/Program Year (B)**, **Fund Type (C)**, and **Available to Draw (D)**
 - Return to the Activity Funding screen to correct errors
 - Any pre-2015 PI that is available to commit will appear as available to draw even if the PJ did not fund the activity from pre-2015 PI
3. Enter draw amounts for each account in **Drawdown Amount (E)**
4. Use **Next Activity** button **(F)** to proceed to next activity, if necessary
5. Click the **Confirm Voucher** button **(G)** to save and continue

Step 6: Drawdown Creation (cont.)

Plans/Projects/Activities

Funding/Drawdown

Grant

Grantee/PJ

Admin

Drawdown

Create Voucher - Page 2 of 4 (Drawdown Amounts)

[Return to Select Activities](#) | [Confirm Voucher](#) | [Cancel Voucher](#)

Activity 1 of 1

IDIS Activity ID:
1491

Voucher Created For:
HAMMOND, IN

Activity Owner:
HAMMOND, IN

Activity Name:
UNI: 123 Main Street

Grantee/PJ Activity ID:

Available Drawdown Amounts for This Activity

Recipient Name	Program	Grant Year/ Program Year of Receipt	Fund Type	Source Name	Source Type	Prior Program Year	Funded Amount	Available to Draw	Drawdown Amount
HAMMOND, IN	HOME	Pre-2015	EN	HUD	MC	N/A	\$100,000.00	\$100,000.00	\$9,702.75
HAMMOND, IN	HOME	Pre-2015	PI	HUD	MC	N/A	\$21,296.34 <small>Automatically increased to match EN funded amount</small>	\$21,296.34 <small>The combined EN + PI drawdown amount must not exceed the original total available-to-draw amount of \$100,000.00</small>	\$21,296.34
HAMMOND, IN	HOME	2015	IU	HUD	MC	N/A	\$1,000.91	\$1,000.91	\$1,000.91
HAMMOND, IN	HOME	2015	PI	HUD	MC	N/A	\$10,000.00	\$10,000.00	\$10,000.00

Progress by Activity ID

Entered:
Not Entered: 1491 (#1)
Invalid:

[Confirm Voucher](#) | [Previous Activity](#) | [Next Activity](#)

Step 6: Drawdown Creation (cont.)

1. Certification

- Review and agree to the HOME Drawdown Certification

2. Confirmation

- Review the information included in the draw, including the **IDIS Activity ID (A)**, **Program Year (B)**, **Fund Type (C)**, and **Amount (D)**
- Click **Generate Voucher** button

3. Inform Drawdown Approver of **Voucher # (E)**

Drawdown Certification

Plans/Projects/Activities

Funding/Drawdown

Grant

Grantee/PJ

Admin

Create Voucher - Page 3 of 5 (HOME/TCAP Certification)

HOME/TCAP Drawdown Certification

By requesting the disbursement of Federal funds, the representative of the HOME Participating Jurisdiction [or Tax Credit Assistance Program (TCAP) grantee, as applicable] using this system certifies that he/she is authorized to execute the certifications set forth herein, and, on behalf of the Participating Jurisdiction or TCAP grantee, further certifies that, in accordance with HUDs regulations at 24 CFR Part 92 [or Notice 09-03-Rev Implementation of the Tax Credit Assistance Program (TCAP), as applicable]:

(i) the Participating Jurisdiction or TCAP grantee has no funds in its HOME Investment Trust Fund local account or TCAP local account that constitute program income;

(ii) the Participating Jurisdiction or TCAP grantee has not drawn and will not draw HOME Investment Partnerships Program funds or TCAP funds until after all program income has been expended;

(iii) the Participating Jurisdiction or TCAP grantee has complied with and will comply with all of the financial reporting responsibilities required by HUDs regulations and the applicable uniform administrative requirements at 24 CFR Part 85;

(iv) the Participating Jurisdiction or TCAP grantee has not drawn and will not draw funds from its HOME Investment Trust Fund or TCAP Treasury Account that exceed its remaining line of credit;

(v) the funds that the Participating Jurisdiction has drawn and will draw shall be used pursuant to the Participating Jurisdictions approved housing strategy and shall be used in compliance with all requirements of the HOME Investment Partnerships Act, 42 U.S.C. 12701, et seq., and HUDs regulations; and

(vi) all of the statements and claims, financial and otherwise, made herein are true and correct. Pursuant to 18 USC § 1001, 31 USC § 3729, et seq., and 24 CFR Part 28, false or fraudulent statements and claims made pursuant to these certifications are subject to up to 5 years imprisonment and civil penalties up to \$10,000 plus up to 3 times the amount of damages sustained by the Government for each fraudulent act committed.

I agree. Continue to confirm this voucher

I disagree. Continue to confirm this voucher without HOME EN drawdowns

This certification applies to the following HOME/TCAP Drawdown Line Item:

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	1530	UNI: 123 Main Street	HOME	2011	EN	HUD	MC	HAMMOND, IN	N/A	\$9,702.75
Total										\$9,702.75



Create Voucher – Page 4 of 5 (Confirmation)

Plans/Projects/Activities

Funding/Drawdown

Grant

Grantee/PJ

Admin

Drawdown

Create Voucher - Page 4 of 5 (Confirmation)

- Click "Generate Voucher" to complete voucher creation

Generate Voucher

Cancel Voucher

Voucher Created For:

HAMMOND, IN

Requested LOCCS Submission Date:

(mm/dd/yyyy)

Activity Owner:

HAMMOND, IN

Voucher Line Items

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year/ Program Year of Receipt	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	1530	UNI: 123 Main Street	HOME	2011	EN	HUD	MC	HAMMOND, IN	N/A	\$9,702.75
2	1530	UNI: 123 Main Street	HOME	2015	IU	HUD	MC	HAMMOND, IN	N/A	\$1,000.91
3	1530	UNI: 123 Main Street	HOME	2015	PI	HUD	MC	HAMMOND, IN	N/A	\$10,000.00
4	1530	UNI: 123 Main Street	HOME	2014	PI	HUD	MC	HAMMOND, IN	N/A	\$21,296.34
									Total	\$50,000.00

Generate Voucher

Cancel Voucher

Step 6: Drawdown Creation (cont.)

Plans/Projects/Activities

Funding/Drawdown

Grant

Grantee/PJ

Admin

Drawdown

Create Voucher - Page 5 of 5 (View)

- Voucher created successfully

[Return to Create Voucher](#)

Voucher Created For:
HAMMOND, IN

IDIS Voucher #:
5891702

Activity Owner:
HAMMOND, IN

Created By:
C16964

Creation Date:
03/07/2016

Voucher Line Items

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year/ Program Year of Receipt	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	1530	UNI: 123 Main Street	HOME	2011	EN	HUD	MC	HAMMOND, IN	N/A	\$9,702.75
2	1530	UNI: 123 Main Street	HOME	2015	IU	HUD	MC	HAMMOND, IN	N/A	\$1,000.91
3	1530	UNI: 123 Main Street	HOME	2015	PI	HUD	MC	HAMMOND, IN	N/A	\$10,000.00
4	1530	UNI: 123 Main Street	HOME	2014	PI	HUD	MC	HAMMOND, IN	N/A	\$21,296.34
									Total	\$50,000.00

Step 6: Drawdown Approvals

- *Search Voucher* screen
 - allows PJs to search vouchers by a number of criteria
- *Maintain and Approve Voucher* screen
 - Approve vouchers
 - Revise vouchers
 - Cancel vouchers

Step 6: Drawdown Approvals (cont.)

- Screenshot #1

1. Funding/Drawdown tab. Select Approve Voucher from Drawdown sub-menu
2. Use “Search Criteria” to limit results
3. Identify a line item(s) for action and click the “Maintain-Approve”

- Screenshot #2

1. Use “Approve” link for specific line item(s)
2. Click “Approve All” button at the bottom

Drawdown – Search Vouchers

User: H44872
Role: Grantee
Organization:
 HAMMOND

- Switch Profile
 - Logout

Activity Funding
 - Search

Drawdown
 - Create Voucher
 - **Search Voucher**
 - 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** **Grantee/PJ** **Admin**

Drawdown

Search Vouchers For Approval

Search Criteria

IDIS Voucher #:

IDIS Activity ID:

Activity Owner:

HAMMOND

Earliest Creation Date:

10/01/2014

Line Item Status:

Open

(mm/dd/yyyy)

|

Results Page 1 of 1 (6 voucher line items found)

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Activity Name	Line Item Status	Drawdown Amount	Action
5738051	1	10/18/2014	2963	Posada TBRA County-2013	Open	\$48,259.85	Maintain-Approve View
5738051	2	10/18/2014	2963	Posada TBRA County-2013	Open	\$20,000.00	Maintain-Approve View
5738051	3	10/18/2014	2963	Posada TBRA County-2013	Open	\$3,615.65	Maintain-Approve View
5738051	4	10/18/2014	2977	1533 Cypress St.	Open	\$22,500.00	Maintain-Approve View
5738052	1	10/18/2014	2768	Eastside Terraces-Baum Bldg	Open	(\$20,000.00)	Maintain-Approve View
5738053	1	10/18/2014	2768	Eastside Terraces-Baum Bldg	Open	(\$15,000.00)	Maintain-Approve View



Maintain and Approve Voucher

Drawdown

Maintain and Approve Voucher

[Return to Search Vouchers](#)

Voucher Created For:
HAMMOND

IDIS Voucher #:
5738051

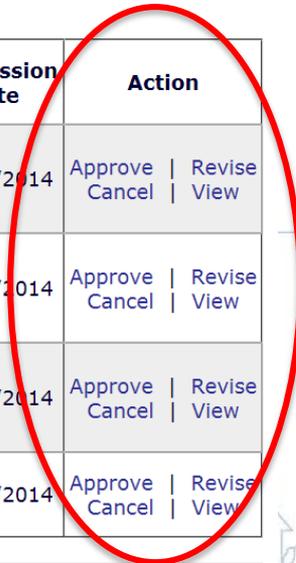
Activity Owner:
HAMMOND

Created By:
C00063

Creation Date:
10/18/2014

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	2963	Posada TBRA County-2013	HOME	2010	M10DC080205	EN	HUD	DC	HAMMOND IN	N/A	\$48,259.35	Open	10/20/2014	Approve Revise Cancel View
2	2963	Posada TBRA County-2013	HOME	2015	M15DC080205	EN	HUD	DC	HAMMOND IN	N/A	\$20,000.00	Open	10/20/2014	Approve Revise Cancel View
3	2963	Posada TBRA County-2013	HOME	2013	M13DC080205	PI	HUD	DC	HAMMOND IN	N/A	\$3,615.65	Open	10/20/2014	Approve Revise Cancel View
4	2977	1533 Cypress St.	HOME	2010	M10DC080205	EN	HUD	DC	HAMMOND IN	N/A	\$22,500.00	Open	10/20/2014	Approve Revise Cancel View



Set all submission dates to:

(mm/dd/yyyy)

[Approve All Voucher Line Items](#)

User: H44872
Role: Grantee
Organization: HAMMOND
- Switch Profile
- Logout

Activity Funding
- Search

Drawdown
- Create Voucher
- Search Voucher
- 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

Step 7: Drawdown Revisions

HUD allows PJs to process drawdown revisions under limited circumstances:

- To apply funds drawn in excess to another activity within 15 days of the original drawdown
- To reconcile expenditures if funds are drawn for the wrong activity
- To consolidate vouchers when a PJ mistakenly set up 2 or more activities for a single HOME project
- To comply with the guidance in HOME FACTS Vol. 1, No. 4, which allows PJs to convert homebuyer activities to rental

How to Cancel a PI Voucher

1. Select Funding/Drawdown tab. Select Search Voucher from Drawdown sub-menu.
2. Use fields in “Search Criteria” to limit results. Click the “Search” button.
3. In search results, identify a line item included on the voucher. Click the “Maintain-Approve”.
4. Use “Cancel” link for specific line item.
5. Check reduce activity funding option and click the “Cancel This Voucher Line Item”

Cancel PI Voucher line items

Plans/Projects/Activities

Funding/Drawdown

Grant

Grantee/PJ

Admin

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 2 (16 voucher line items found)

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Grant Number	Activity Name	Line Item Status	Drawdown Amount	Action
5176195	14	10/13/2010	1281	M07MC180204	SFR 123 Main Street	Completed	\$475.00	Maintain-Approve View
5182346	17	10/26/2010	1281	M07MC180204	SFR 123 Main Street	Completed	\$275.00	Maintain-Approve View
5215364	14	01/12/2011	1281	M07MC180204	SFR 123 Main Street	Completed	\$7,220.00	Maintain-Approve View

Drawdown - Confirm Voucher Line Item Cancellation for one of the PI

Plans/Projects/Activities

Funding/Drawdown

Grant

Grantee/PJ

Admin

Drawdown

Confirm Voucher Line Item Cancellation

Are you sure you want to cancel the selected voucher line item?

Also reduce the activity funding by **\$20.22** and return the fund to **HOME MC 2007 PI** Receipt Account

Cancel This Voucher Line Item

Return to Maintain and Approve Voucher

Voucher cancelled successfully

Plans/Projects/Activities

Funding/Drawdown

Grant

Grantee/PJ

Admin

Drawdown

Maintain and Approve Voucher

- Voucher cancelled successfully

[Return to Search Vouchers](#)

Voucher Created For:
HAMMOND, IN

IDIS Voucher #:
1708962

Activity Owner:
HAMMOND, IN

Created By:
C27619

Creation Date:
08/28/2009

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Program Year of Receipt	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date	Action
34	1281	SFR 123 Main Street	HOME	2007	M07MC180204	PI	HUD	MC	HAMMOND, IN	N/A	\$20.22	Cancelled	08/28/2009	View

[Return to Search Vouchers](#)

Useful Reports for Tracking Local Funds

- IDIS Reports
 - PR05: Drawdown Report by Activity
 - PR07: Drawdown Report by Voucher Number
 - **PR09: Receipt Fund Type Detail Report*****
 - PR27: Status of HOME Grants Report
 - PR35: Grant, Subfund, and Subgrant Report

PR09 Receipt Fund Type Detail Report

Program Year	Program	Associated Grant Number	Fund Type	Estimated Income for Year	Transaction	Voucher #	Voucher Created	Voucher Type	IDIS Proj. ID	IDIS Actv. ID	Matrix Code	Received/Drawn Amount	
2015	HOME	M15MC180204	PI	6,838.48									
					RECEIPTS								
						5155861001	01-27-15					6,838.48	
						5157787001	02-24-15					8,163.09	
						5161586001	04-14-15					8,549.14	
			PI		DRAWS								
						5812680001	05-22-15	PY	2	1446		100.00	
						5812680002	05-22-15	PY	2	1456		200.00	
			PA		DRAWS								
						5812680008	05-22-15	PY	20	1510		659.41	
						5822352006	06-24-15	PY	20	1510		230.28	
												Receipts	73,791.25
												PI Draws	21,238.16
												PA Draws	889.69
												Balance	51,663.40
2015	HOME	M15MC180204										Total Local Account Receipts	73,791.25
												Total Local Account Draws	22,127.85
												Total Local Account Balance	51,663.40



Quiz #3

- Which report would be the best one to run to summarize grant year information by fund type?
 - a. PR09
 - b. PR27
 - c. PR35
 - d. PR05
 - e. B and C

Quiz #3 Answer

- Answer: “e”
- PJs can use the PR27 or PR35 to determine
 - Grant year information by each of the fund types: PI, IU and HP
 - The PR35 also provides information by subgrant which may be helpful if a PJ uses a lot of subgrants to subrecipients and state recipients
- **NOTE:** Remember that Microstrategy reports only reflects data entered as of the prior day

Reminders and Next Steps

- Use the correct fund type when reporting the use of local funds
- Report the receipt of local account funds in intervals not to exceed 30 days
- Update the amount of PI-related subfunds and subgrant immediately after the receipts are created
- For 2015 and later allocations, PJs must first commit local funds using the **Activity Funding** screens before drawing local funds
- Pre-2015 program income will continue to appear as available to before EN draws even if the PJ did not fund an activity from pre-2015 PI

Resources

- Field Office CPD Representative
- HOME *FACTS*: Receipt Fund Types in the HOME Investment Trust Fund Local Account: PI, IU, and HP
 - <https://www.hudexchange.info/resource/4906/home-facts-vol-7-no-1-receipt-fund-types-in-the-home-investment-trust-fund-local-account-program-income-repayments-and-recaptured-funds/>
- HOME *FACTS* Vol. 1, No. 1: Process for the Repayment of Funds Expended on Ineligible Costs or Activities to a HOME PJ's HOME Investment Trust Fund Treasury Account
 - <https://www.hudexchange.info/resources/documents/HOME-FACTS-Vol1-No1-Repayment-of-Funds-Expended-Ineligible-Costs-or-Activities.pdf>

Resources (cont.)

- CPD Notice 97-09: HOME Program Income, Recaptured Funds, Repayments and CHDO Proceeds
 - <https://www.hudexchange.info/resources/documents/Notice-CPD-97-09-HOME-Income-Recaptured-Funds-Repayments-Chdo-Proceeds.pdf>
- IDIS Ask a Question portal:
 - <https://www.hudexchange.info/get-assistance/my-question>
- HOME IDIS Training Manual for PJs:
<https://www.hudexchange.info/onecpd/assets/File/HOME-IDIS-Training-Manual-for-PJs.pdf>

Questions?

