EXERCISE 3: Creating and Approving Draw Downs
HOPWA Competitive IDIS Training
July 2012

Purpose: To practice creating and approving draw downs in the User Acceptance Testing (UAT) server

Scenario: The Main Street Housing Corporation (MSHC) has been awarded a three-year competitive grant from the HOPWA program in the amount of $700,000.   The grant has been awarded to cover the following services:

Grantee: MSHC will operate a permanent Facility Based Housing Subsidy Assistance program for a total cost of $471,000. The budget will be broken down as follows:
- $450,000 for operating costs (3 years @ $150,000 per year)
- $21,000 for administration (3% of the overall grant award or $7,000 per year)

Project Sponsor: MSHC has contracted out with one project sponsor Case Management Associates (CMA) to provide supportive services to residents at a total cost of $229,000. The budget for CMA will be broken down as follows:
- $212,970 for Case Management Services (3 years @ 70,990 per year)
- $16,030 for administration costs (7% of the project sponsor award or $5,543 per year)

Exercise:

Part One: Encumbering Funds

1. Go to http://www.hud.gov/offices/cpd/systems/idis/idis.cfm
2. Scroll to the bottom of the page until you see **Training on the UAT Test Server**
3. Click on **External Users (Grantees)**
4. Log into the UAT Test Server using your IDIS account number and password
5. Navigate to the **Edit Activity Funding** screen by one of the following methods:
    a. Click on the **Funding/Drawdown** tab at the top of the screen.
    b. On the left side of the screen under **Activity Funding**, click **Search** and complete the steps to search for the activity for which funding will be added.

    OR

    c. From the Activity Common Screen for the activity to be funded, click **Activity Funding**.
6. The system will display the **Edit Activity Funding** screen for the selected Activity. The Fund Type for all activities should be EN. Click **Add-Edit** to fund the activity.
7. Complete the **Add-Edit Funding Line Item** by entering the **Grant Year** from which the activity will be funded and the **Funded Amount** to be encumbered to the activity.
8. Click **Save**. If successful, an "Activity funded successfully" message will appear near the top of the screen. The Grantee may now draw HOPWA funds for activity services rendered.

9. Repeat steps 5 – 7 for all direct services activities except for the administration activity. Do not encumber funds for the reporting activities.

Part Two: Encumbering Funds for Administration Activities

1. Set up the AD Subfund.
   a. Log into IDIS.
   b. Click on the **Grant** tab at the top of your screen.
   c. On the left side of the screen click **Add Subfund**.
   d. In the **Add Subfunds** screen, locate the grant to be subfunded by entering **HOPWA-C** under **Program**, **AD** under **Fund Type** and either the **Grant #** or the **Grant Year** (in this case 2012) of the grant for which you want to set up the AD Subfund.
   e. Once your grant appears, confirm that the **Program** says **HOPWA-C**, **Grant Year** says **2012**, the **Grant #** is correct and that the **Fund Type** listed is **AD**, then click **Add Fund Type** in the column labeled **Action**.
   f. In the Row entitled **Authorized Amount for this Subfund**, enter the amount of HOPWA funds to be moved from the total grant award (EN fund type) to the AD Subfund for administration activities. This should include all the funds allocated for grantee administration as well as all project sponsor administration activities. Remember that HOPWA regulations limit grantee administration costs to 3% of the total grant costs and project sponsor administration costs to 7% of the total grant costs. Click **Save**.
2. Now that the AD Subfund is set up you can encumber funds to **Administration** activities. To encumber funds from the AD Subfund to **Administration** activities complete the following steps:
   a. Navigate to the **Edit Activity Funding** screen by one of the following methods:
      i. Click on the **Funding/Drawdown tab** at the top of the screen. On the left side of the screen under **Activity Funding**, click **Search** and complete the steps to search for the activity for which funding will be added.

      OR
      ii. From the **Activity Common Screen** for the activity to be funded, click **Activity Funding**
   b. The system will display the **Edit Activity Funding** screen for the selected Activity. Two Fund Types should appear: the bulk of the grant will appear under the fund type EN (entitlement) and the Subfund set up in Step 1 will appear as fund type AD. Next to the Row for the **AD Subfund**, click **Add-Edit**.
   c. Complete the **Add-Edit Funding Line Item** screen by entering the **Grant Year** (2012) from which the activity will be funded and the **Funded Amount** to be encumbered to the activity. The system will not allow the user to encumber more funds than is available in the AD Subfund.
   d. Click **Save**. If successful, an "Activity funded successfully" message will appear near the top of the screen. The Grantee may now draw HOPWA funds for activity services rendered.

Part Three: Creating a Drawdown Voucher

Note*: In IDIS the same person will not be able to create and approve the voucher. This is called Separation of Duties.*

1. Go to http://www.hud.gov/offices/cpd/systems/idis/idis.cfm
2. Scroll to the bottom of the page until you see **Training on the UAT Test Server**
3. Click on **External Users (Grantees)**
4. Log into the UAT Test Server using your IDIS account number and password
5. Click on the **Funding/Drawdown** tab at the top of the screen.
6. On the left side of the screen under **Drawdown** click **Create Voucher**. The **Create Voucher-Page 1 of 4 (Select Activities) Screen** will appear.
7. Complete the **Create Voucher-Page 1 of 4 (Select Activities) Screen** by entering the **IDIS Activity ID** number of each HOPWA activities created during Activity 2. Alternatively, users can click **Search Activities** and use the search engine to find and choose activities for which to create vouchers.
8. Once the **IDIS Activity ID** number(s) have been entered click **Continue**
9. Confirm in the **Create Voucher-Page 2 of 4 (Drawdown Amounts) Screen** that the correct activities have been selected by checking the **IDIS Activity ID** and **Activity Name** fields. Also, confirm that the activity was funded with the correct grant by looking at the **Program** column within the table labeled **Available Drawdown Amounts for this Activity**. The program column should say **HOPWA** or **HOPWA-C**. If the incorrect program is listed, click on **Cancel Voucher** and start again.
10. Enter the amount to draw against the **HOPWA-C** activity in the **Drawdown Amounts** column.
11. Click **Confirm Voucher**
12. On the **Create Voucher – Page 3 of 4 (Confirmation) Screen** confirm that the correct draw amount is entered then click **Generate Voucher**. If the amount is incorrect, click **Cancel Voucher**.
13. Write down the voucher numbers (See Appendix C in the Using IDIS for the HOPWA Program Manual for a sample tracking tool). These numbers will be necessary to approve the vouchers for funding.

Part Four: Approving a Drawdown Voucher

Note*: In IDIS the same person will not be able to create and approve the voucher. This is called Separation of Duties.*

1. On the left of the screen under **Drawdown** click on **Approve Voucher.** The system will take you to the **Search for Vouchers for Approval Screen**.

Please Note: As a temporary work around use the **Maintain Voucher** button to approve vouchers (See Handout 3)

2. Use the fields provided to search for the voucher to be approved and click **Search**. If the user does not have either the **IDIS Voucher #** or the **IDIS Activity ID**, click **Search Voucher** on the left of the screen under **Drawdown** to reference these numbers.

3. Once the voucher has been located, click **Maintain-Approve** in the **Action** column in the **Results** table. The system will take the user to the **Maintain-Approve Voucher Screen**
4. In the **Maintain and Approve Voucher** Screen. Click on **Approve** in the **Action** column (or the **Approve All Line Items** if desired for multiple line vouchers). Once the voucher is approved, IDIS will forward the draw request to LOCCS at the end of the day. The funds are typically wire transferred within two or three days of the drawdown approval.