



## Drawdown Module

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## 5. Drawdown Module

The purpose of this section is to provide a general overview of the Drawdown Module, including guidance related to obligating funds, maintaining vouchers, managing program income, and other related functions such as blocking drawdowns and returning funds to LOCCS. This section includes tasks performed by grantees (including TA Providers) as well as tasks performed by HUD users. In this section, references to “activities” also include “TA work plans,” which are submitted by TA Providers in DRGR.

### 5.1 Overview of Drawdown Module

A **Drawdown** (also called a **Voucher**) is a request for payment made by the grantee against the grantee’s line of credit for services performed in support of one or more activities. All vouchers must be created at the activity level. Before a grantee can drawdown funds from a grant:

- The activity must have enough funds budgeted from a CPD funding source (CDBG-DR, NSP, RIF, TA, or PFS) and/or Receipt Funds (Program Income); and
- The grantee must have two DRGR Users with “Drawdown Roles”: one to create the voucher, and another to approve the voucher.

#### 5.1.1 Overview of the Voucher Process

In general, to drawdown funds, the following process must be followed:

1. Obligate funds to an activity (any user with a Drawdown role). For TA Providers only, this action is not required; funds are automatically obligated, after TA work plans are approved by HUD.
2. A grantee user with the “Drawdown Requester” role creates a voucher to drawdown funds for one or more activities.
3. When the drawdown request is generated, DRGR will perform a preliminary validation to ensure that enough funds are available. If yes, DRGR will generate a Voucher Number. The voucher is not sent to the Line of Credit Control System (LOCCS) until it is approved (next step).
4. A grantee user with the “Drawdown Approver” role then reviews and approves each voucher line item (or the entire voucher). If the voucher has multiple line items, the Drawdown Approver can approve some line items and reject the others or leave the rest for a later date.
5. DRGR sends the approved line items to LOCCS each night (or on a future date that the Drawdown Approver specified). However, if a voucher exceeds a drawdown threshold, it is forwarded to HUD for approval before submitted to LOCCS. At that time, the grantee must also send its CPD Representative supporting documentation to substantiate the over-threshold draw.
6. LOCCS processes the vouchers overnight from a daily batch file submitted by DRGR. LOCCS approves or rejects all line items that were sent on one batch (this may not be all line items if the approver did not approve all line items on the voucher the same day). If approved by LOCCS, LOCCS sends the line items to the U.S. Treasury for payment. LOCCS also sends the status of the request back to DRGR. The drawdown results are reflected in DRGR the next day.
7. Once received by Treasury, if Treasury accepts, electronic payment is made to the grantee. Otherwise, payments rejected by Treasury are noted in DRGR and the grantee must create a new voucher for the rejected line items.
8. If necessary, grantees can “revoke” or “cancel” and HUD can “revoke” a voucher (or line item(s)), before the voucher is sent to LOCCS (see Sections 5.2.3.4 and 5.2.3.7). Once a voucher has been paid by Treasury, the grantee must revise the voucher line item(s) to another activity, or return funds to LOCCS (see Sections 5.2.3.5 and 5.2.4.2).



## 5.1.2 Glossary of Drawdown Module Terms

The following terms are commonly used in reference to the Drawdown Module:

- **Drawdown:** A means by which a grantee requests funds from their Line of Credit. Also referred to as a “Voucher.”
- **Drawdown Roles:** To carryout drawdown functions, a DRGR User must have one of the following roles, which will dictate which permissions they have:
  - **Drawdown Requester:** This DRGR User can create or “request” a voucher.
  - **Drawdown Approver:** This DRGR User can approve Voucher Line Items created by the Drawdown Requester.
- **Drawdown Blocks:** HUD can block DRGR users from drawing down funds from activities. When an activity is blocked, all drawdown activity is prohibited until the block is lifted.
- **Drawdown Threshold:** HUD places a limit on the maximum amount of each voucher (i.e. \$5 Million). If a voucher exceeds the limit, the voucher requires HUD approval before the voucher is processed by LOCCS. Grantees must attach supporting documentation to the voucher for HUD review and approval. Thresholds vary by appropriation. Consult with your CPD Representative for further information.
- **Fund Type:** Refers to Program Funds or Program Income.
- **LOCCS:** The Line of Credit Control System (LOCCS) is HUD’s system for processing Program Fund disbursements. DRGR interfaces with LOCCS and wire transfers approved vouchers to the grantee’s locally designated account.
- **Maintain:** A function in DRGR which allows DRGR Users to act on a Voucher Line Item. For example, if a Drawdown Approver wishes to approve a Voucher Line Item, the user will need to click “Maintain” on that Voucher Line Item in order to approve the Voucher Line Item. The Maintain function also allows users to revise, reject, revoke, and cancel Voucher Line Items.
- **Obligate:** A means by which funds are committed to an activity. Funds must first be obligated to an activity before funds can be drawn from the activity. The definition of obligation varies by appropriation. Consult with your CPD Representative for further information.
- **Program Funds:** Grant Funds authorized by HUD via the appropriation and subsequent grant agreement(s).
- **Program Income:** Generally speaking, Program Income is revenue directly generated by activities carried out with grant funds. Consult with your CPD Representative for further information.
- **Program Income Account:** An optional mechanism in DRGR by which a grantee can “wall off” certain program income receipts from being drawn against other activities. Program Income Accounts should only be used in certain circumstances, such as when a grantee has a written agreement allowing a subrecipient to retain their program income for other eligible uses. Consult with your CPD Representative for further information.
- **Program Income Receipt:** The process of reporting program income in DRGR. Grantees are required to report all program income in DRGR. A “Receipt” records that program income has been received, and a “Drawdown” (of PI funds) reports the program income has been expended.
- **Return Funds:** A process by which a grantee has returned funds already drawn in DRGR to LOCCS. Funds are returned, for example, when your CPD Representative requests the funds be returned after discovering the funds were drawn for an illegible use.



- **Voucher:** A means by which a grantee request funds from their Line of Credit. Also referred to as a “Drawdown.”
- **Voucher Actions:** The following actions can be carried out by a DRGR User with one of the Drawdown Roles with respect to vouchers:
  - **Approve:** A Drawdown Approver can approve one or more Voucher Line Items created by the Drawdown Requester. Approving a Voucher Line Item will send the voucher to LOCCS for processing.
  - **Create:** A Drawdown Requester can create vouchers, the first step in the creation of a new voucher.
  - **Cancel:** A Drawdown Requester can cancel a Voucher Line Item already created, but not yet approved by the Drawdown Approver. Cancelling a Voucher Line Item prevents the Drawdown Approver from approving the Voucher Line Item.
  - **Reject:** A Drawdown Approver can reject one or more Voucher Line Items created by the Drawdown Requester. Rejecting a Voucher Line Item will prevent the Voucher Line Item from being sent to LOCCS for processing.
  - **Revise:** A Drawdown Requester can revise an existing Voucher Line Item that has already been approved and processed by LOCCS. Voucher revisions are typically used to correct prior mistakes (i.e. due to billing or user error) or, for example, when a cost must be re-categorized by National Objective, or when a payment must be re-associated from one activity to another. Consult with your CPD Representative to help decide whether funds already drawn should be returned to LOCCS, or if a voucher revision is allowable.
  - **Revoke:** A Drawdown Approver can revoke a Voucher Line Item they have approved, only if the Voucher Line Item has not yet been processed by LOCCS. Revoking an approval essentially rescinds the approval, thereby preventing LOCCS from processing the Voucher Line Item.
- **Voucher Line Item:** A voucher can contain one or more Voucher Line Items. DRGR will automatically create a separate Voucher Line Item for every activity and fund type added to a voucher by the Drawdown Requester.
- **Voucher Line Item Status:** A Voucher Line Item can have one of the following statuses:
  - **Approved:** The Voucher Line Item has been approved, but not yet processed by LOCCS. For Program Income Line Items, the final status is “Approved” since program income is not processed by LOCCS.
  - **Completed:** The Voucher Line Item has been processed by LOCCS.
  - **Open:** The Voucher Line Item has been created and is awaiting further action.
  - **Rejected:** The Voucher Line Item has been rejected by the Drawdown Approver and no further action can be taken.
  - **Revised Pending Approval:** A Voucher Line Item has been revised by the Drawdown Requester and awaits action by the Drawdown Approver.
  - **Revised:** A Voucher Line Item revision initiated by the Drawdown Requester has been approved by the Drawdown Approver, and is therefore successfully revised from one activity to another (or revised to multiple other activities).



## 5.2 Grantee User Tasks

The following describes the procedures for grantees’ use of the Drawdown Module.

### 5.2.1 Grantee Roles

As stated above, a grantee must have at least two users in order to draw funds from LOCCS (Drawdown Requester and Drawdown Approver). Figure 5-1 shows the capabilities of each Drawdown User Role:

Figure 5-1: Drawdown Role Capabilities

	Draw Requester	Draw Approver	Notes
Obligate Funds	X	X	Enough funds must be obligated in order to create a voucher. Both Drawdown roles can obligate funds to activities <i>Note: this action is not applicable to TA Providers.</i>
Search/View Vouchers and Obligations	X	X	Both Drawdown roles can search and view existing obligations and vouchers
Create of Voucher	X		The Drawdown Requester initiates the creation of a voucher and selects the activities, amounts, and source of funds (program funds or program income) to draw
Approve/Reject a Voucher Line Item		X	The Drawdown Approver can approve or reject any voucher line item generated by the Drawdown Requester
Revise a Voucher Line Item	X		The Drawdown Requester can revise open and approve voucher line items
Approve/Reject a Voucher Revision		X	Voucher revisions must be approved by the Drawdown Approver just like regular vouchers
Cancel Voucher Line Item	X		The Drawdown Requester can cancel a voucher line item only if the voucher line item has not yet been approved
Revoke Approval of a Voucher Line Item		X	The Drawdown Approver can revoke an approval only if the voucher line item has not yet been processed by LOCCS

### 5.2.2 Maintaining Obligations

#### 5.2.2.1 Procedure: Obligating Funds to an Activity (Not Applicable for TA Providers)

This procedure describes how to locate an activity and obligate funds to the activity. Obligating funds to an activity generally means to commit funds to that activity and make funds available for drawdown. The definition of “obligation” varies by appropriation. Grantees are encouraged to consult with their CPD Representative to understand what does or does not constitute an obligation.

For some appropriations, entering into a written agreement would warrant an obligation in DRGR. Once the written agreement is in place, the grantee can obligate the entire amount of the written agreement for that DRGR activity. The grantee can then create vouchers as invoices from the vendor are paid.



**Note:** Grantees are not required to obligate funds every time a voucher is ready to be created. Grantees can obligate funds to an activity far in advance of voucher creation if the grantee has met the definition of an obligation. Again, grantees are encouraged to consult with their CPD Representative.

Funds available for drawdown cannot exceed the obligation amount, even if the budgeted amount for an activity exceeds the obligated amount. For example, if an activity budget is \$500,000, and the obligation amount is \$100,000, then a grantee can only draw up to \$100,000 for that activity until the obligation is increased (not to exceed the budgeted amount).

**Note:** Grantees must obligate Program Funds and Program Income (as applicable).

The Drawdown Requester and Drawdown Approver can obligate funds. To obligate funds to an activity:

1. After logging in and accepting the ‘Disclaimer,’ click the <Drawdown> tab in the navigation bar.
  - This action opens the “Search for Activities to Obligate” screen (Figure 5-2). This screen allows you to locate the activity for which you want to obligate funds.

Figure 5-2: Search for Activities to Obligate screen

2. Enter one or more search criteria:
  - **Grant Number** – Select a grant number from the drop-down list. Grants available in the drop-down list will be limited to grants the user is assigned.
  - **Grantee Activity Number** – Enter a grantee activity number. Users can enter a full or partial number and use the percent sign (%) as a wildcard search character. Search criteria are not case sensitive.
  - **Responsible Organization** – Enter the name of the organization to whom the grant was awarded. Users can enter a full or partial name and use the percent sign (%) as a wildcard search character. Search criteria are not case sensitive.
3. Click <Search>.
  - This action refreshes the “Search for Activities to Obligate” screen (Figure 5-3) with the search results listed. If the activity for which you are searching is not displayed in the first page of the results, do one of the following:
    - a. To enter different search criteria, click the <Reset> button, and then enter new criteria.
    - b. To view additional search results, click one of the page links below the results table.
    - c. To re-sort the search results, click a column header.



Figure 5-3: Search for Activities to Obligate screen with search results

Activity Obligation

Search for Activities to Obligate

[Help?](#)

Search Criteria

Grant Number: B-08-DI-17-0001

Grantee Activity Number:

Responsible Organization:

Results Page 4 of 33 (321 activities found)

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Action
<a href="#">B-08-DI-17-0001</a>	1800700021 08-357015 1000	City of Grafton	Administration e.g., general m	Grafton Dredging Admin	<a href="#">Maintain</a>
<a href="#">B-08-DI-17-0001</a>	1800800601 08-358005 0100	City of Grafton	Acquisition of residential rea	Grafton Buyout Res Acquisition LMI	<a href="#">Maintain</a>
<a href="#">B-08-DI-17-0001</a>	1800800602 08-358005 0102	City of Grafton	Acquisition of residential rea	Grafton Buyout Res Acquisition URG	<a href="#">Maintain</a>
<a href="#">B-08-DI-17-0001</a>	1800800603 08-358005 0200	City of Grafton	Clearance and demolition	Grafton Buyout Demo-Clearance LMI	<a href="#">Maintain</a>
<a href="#">B-08-DI-17-0001</a>	1800800604 08-358005 0202	City of Grafton	Clearance and demolition	Grafton Buyout Demo-Clearance URG	<a href="#">Maintain</a>
<a href="#">B-08-DI-17-0001</a>	1800800605 08-358005 0302	City of Grafton	Acquisition of non-residential	Grafton Buyout Non-Res Acquisition URG	<a href="#">Maintain</a>
<a href="#">B-08-DI-17-0001</a>	1800800606 08-358005 0800	City of Grafton	Relocation payments and assist	Grafton Buyout Relocation LMI	<a href="#">Maintain</a>
<a href="#">B-08-DI-17-0001</a>	1800800607 08-358005 0802	City of Grafton	Relocation payments and assist	Grafton Buyout Relocation URG	<a href="#">Maintain</a>
<a href="#">B-08-DI-17-0001</a>	1800800608 08-358005 1000	City of Grafton	Administration e.g., general m	Grafton Buyout Admin	<a href="#">Maintain</a>
<a href="#">B-08-DI-17-0001</a>	1800300009 08-353005 0600	City of Harvey	Construction/reconstruction of	167th Street Improvements	<a href="#">Maintain</a>

[\[Previous 10 Results\]](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [\[Next 10 Results\]](#)

- Once the user locates the activity for which the obligation must be updated, click the <Maintain> link in the 'Action' column to the right of the activity. The selected activity appears on the "Add-Edit Obligation Line Item" screen (Figure 5-4).

Figure 5-4: Add-Edit Obligation Line Item screen

Activity Obligation

Add-Edit Obligation Line Item [Help?](#)

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title
<a href="#">B-09-LN-C</a>			Rehabilitation or reconstructi	Purchase with Rehab Rental 1-4 units 25% set-aside

**Total Budget:** \$8,945,000.00      **Total Drawn Amount:** \$768,158.98

**Total Obligated Amount:** \$768,158.98      **Total Program Funds Drawn:** \$768,158.98

**Available for Obligation:** \$8,176,841.02      **Total Program Income Drawn:** \$0.00

Obligation Amount: \$ 768,158.98

New Obligation Screen Displays Program Funds and Program Income Drawn Amounts

Information about the selected activity appears at the top of the page. Grant budget information appears below the activity information:

- **Total Budget** – This field displays the total amount of program funds and program income budgeted to this activity. Users cannot obligate an amount greater than the amount that appears in this field.
- **Total Obligated Amount** – This field displays the amount already obligated to this activity.
- **Available for Obligation** – This field displays the amount available for obligation to this activity, which is equal to the **Total Budget** amount minus the **Total Obligated Amount**.
- **Total Drawn Amount** – This field displays the amount that has already been drawn down for this activity (program funds and program income), including any pending drawdowns.

- Enter the amount to be obligated in the "Obligation Amount" field.



**Note:** If an amount has already been obligated, that amount appears in the field. To update an obligation amount, users simply replace the existing obligation amount with the new obligation amount. The **Obligation Amount** must meet the following criteria:

- It must be less than or equal to the **Total Budget** amount (users cannot increase the obligated amount to more than the amount budgeted to the activity); and
- It must be greater than or equal to the **Total Drawn Amount** (users cannot decrease the obligated amount to less than the amount that has already been drawn down).

6. Click <**Save Amount**> button.

- This action refreshes the “Add-Edit Obligation Line Item” screen (Figure 5-5) displaying the updated **Total Obligated Amount** and the message “Obligation Amount successfully saved”. The **Available for Obligation** field is also updated.

Figure 5-5: Add-Edit Obligation Line Item screen with updates

### Activity Obligation

#### Add-Edit Obligation Line Item

Return to Search Obligation

• Obligation Amount successfully saved

**Note:** in addition to the procedure described above, grantees can also upload activity obligations. For more information see *Section 9 – Data Uploads*.

## 5.2.3 Maintaining Vouchers

### 5.2.3.1 Procedure: Creating a Voucher

A **voucher** is an electronic payment request that is sent from DRGR to LOCCS. Each **line item** on the voucher is a payment request for work performed, goods purchased, or some other expenditure for a specific activity. A voucher can contain requests for activities from different grants; however, the grants must all have the same grantee. For TA Providers, a voucher must contain the activities from the same grant; activities from different grants is not permitted.

Each voucher line item identifies not only the grant, grantee, activity, and funding source, but also the specific amount requested (drawdown amount), submission date, and a line item status. The line item status is updated by DRGR as the voucher moves through the drawdown process.

After a voucher is created and approved in DRGR, it is submitted to LOCCS for processing. Once LOCCS processes a voucher, it authorizes disbursement of the funds for approved line items.

Creating a voucher is a four-step process:

1. Select the activities to include in the voucher and the fund type (program funds and/or program income);
2. Enter the drawdown amounts for each activity and fund type;
3. Confirm the drawdown amounts; and
4. View/download PDF the finalized voucher.



DRGR guides the user through this process by presenting pages that correspond to these steps. The steps for creating a voucher are described below:

1. After logging in and accepting the ‘Disclaimer,’ click the <Drawdown> tab in the navigation bar.
  - This action opens the “Search for Activities to Obligate” screen (Figure 5-3).
2. Click the <Create Voucher> link located in the left column ‘Drawdown’ navigation box.
  - This action opens the “Create Voucher – Page 1 of 4 (Select Activities)” screen (Figure 5-6).

Figure 5-6: Create Voucher – Page 1 of 4 (Select Activities)

**Drawdown**

Create Voucher - Page 1 of 4 (Select Activities)

Voucher Created For: rogco

Requested Submission Date:

Select Date (ex: mm/dd/yyyy)

Enter 'Requested Submission Date':

This is the requested date by which you would like the voucher to be submitted to LOCCS.

The date cannot be more than 90 days forward from the current date.

The default value is the current date.

Grant#	Responsible Organization	Activity Type	Project #	Grantee Activity #	Title	Fund Type	Program Income Account
No Activities Selected							

|

3. Enter a requested submission date in the ‘Requested Submission Date’ field. The date must be entered in “mm/dd/yyyy” format.
4. Click the <Add More Activities> button.
  - This action opens the “Search for Activities to Create Voucher” screen (Figure 5-7 and Figure 5-8). This screen allows users to locate and add activities to the voucher.
  - Users can enter one or more search criteria, or leave all search fields blank.

**Note:** search criteria should include the grant number if the user has access to more than one grant.

Figure 5-7: Search for Activities to Create Voucher screen

**Drawdown**

Search for Activities to Create Voucher [Help?](#)

Search Criteria

<b>Grant #:</b> <input type="text" value="Select"/>	<b>Project #:</b> <input type="text"/>	<b>Receipt Fund Type:</b> <input type="text" value="Select"/>	<b>Program Income Account Number:</b> <input type="text"/>
<b>Grantee Activity Number:</b> <input type="text"/>	<b>Activity Title:</b> <input type="text"/>	<b>Activity Type:</b> <input type="text"/>	<b>Responsible Organization:</b> <input type="text"/>

|

5. Click the <Search> button.
  - This action refreshes the “Search for Activities to Create Voucher” screen with search results listed.



6. In the two right columns (Figure 5-8), click a check box to select the fund type for each activity you want to add to the voucher:
  - **Program Fund** – Select this checkbox if the funds for the drawdown should come from HUD grant funds.
  - **Receipt Fund** – Select this checkbox if the funds for the drawdown should come from program income received/on-hand.
7. Click the <Add Selected Activities to Voucher> button.
  - The “Create Voucher – Page 1 of 4 (Select Activities)” screen is redisplayed (Figure 5-9). Each selected activity becomes a line item in the Voucher Items table.

Figure 5-8: Search for Activities to Create Voucher screen with search results

**Drawdown**

**Search for Activities to Create Voucher** [Help?](#)

Search Criteria

**Grant #:** B-08-MN-99-0103 **Project #:**  **Receipt Fund Type:** Select **Program Income Account Number:**

**Grantee Activity Number:**  **Activity Title:**  **Activity Type:**  **Responsible Organization:**

Results Page 1 of 1 (7 activities found)

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Program Income Account #	Select Program Funds	Select Receipt Funds
B-08-MN-99-0103	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	City of Denver - PI Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B-08-MN-99-0103	City and County of Denver-BHS	Construction of new housing	NSP1-E-Red't	NSP1-E-Redev't MF City LMMI	Redevelopment MultiFamily LMMI	City of Denver - PI Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B-08-MN-99-0103	City and County of Denver-BHS	Land Banking - Acquisition (NSP Only)	NSP1-C-LB	NSP1-C LB SF City	Land Banking Single-Family LMMI	City of Denver - PI Account	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	DAH - PI Account	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	GDHH - PI Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LMMI	Acq/Rehab Multifamily LMMI	GDHH - PI Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B-08-MN-99-0103	Housing for the People	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF HP LH25	Acq/Rehab Single-Family LH25	GENERAL ACCOUNT	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Figure 5-9: Create Voucher – Page 1 of 4 (Select Activities) screen with Activities and Fund Types selected

Drawdown

Create Voucher - Page 1 of 4 (Select Activities)

[Help?](#)

Continue

Voucher Created For:

Denver01, CO

Requested Submission

Date:

01/10/2012

[Select Date](#) (ex: mm/dd/yyyy)

Voucher Items

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Title	Fund Type	Program Income Account	Select to Remove
B-08-MN-99-0103	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	PROGRAM FUND	City of Denver - PI Account	<input type="checkbox"/>
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM FUND	DAH - PI Account	<input type="checkbox"/>
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM FUND	GDHH - PI Account	<input type="checkbox"/>
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM INCOME	DAH - PI Account	<input type="checkbox"/>
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM INCOME	GDHH - PI Account	<input type="checkbox"/>

Add More Activities | Remove Voucher Line Item

Continue

- 8. To add more activities to the voucher, click the <Add More Activities> button, and then repeat Steps 4 through 7.

**Note:** To remove an activity from the table, check the box in the ‘Select to Remove’ column next to the activity to be removed, and then click the <Remove Voucher Item> button.

- 9. Now that your selection of activities and fund types is complete, click the <Continue> button.

- This action opens the “Create Voucher – Page 2 of 4 (Submit)” screen (Figure 5-10).

**Note:** Two new fields now appear in the top portion of the page:

- **Voucher #** – DRGR has assigned a voucher number.
- **Created By** – Your DRGR user name appears here.
- The ‘Available Amount’ column contains the amount available for drawdowns. You can click the amounts (dollar values) to view how the system calculated the available amount for drawdown.



The formulas used to calculate **Available Amount** are:

<b>For Program Funds</b>	= Obligated Amount – Activity Total Drawn Amt. (PI+PF) + Activity Draw Pending (PI+PF) – Balance of Program Income (in associated General/RLF/PI Account) + Pending PI Draws (in associated General/RLF/PI Account)
<b>For Program Income</b>	= The lesser of the Obligation Amount and the Sum of all PI Received in the associated General/RLF/PI Account – Drawn PI (in associated General/RLF/PI Acct) + Pending PI Draws (in associated General/RLF/PI Acct)

Figure 5-10: Create Voucher – Page 2 of 4 (Submit) screen

**Drawdown**

**Create Voucher - Page 2 of 4 (Submit)** [Help?](#)

| 
  | 
  |

**Voucher #:** 269258      **Requested Submission Date:** 06/05/2014

**Voucher Created For:** rogco      **Created by:** Jaysen Alexander

Voucher Items

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount	Status
111	City of Green Acres1	Acquisition - general	2- Rehab	buyout1	buyout1 title	PROGRAM FUND	GENERAL ACCOUNT	\$0.00	\$	
111	Rogco	Administration	1- Admin	1.1.1	Grant Admin	PROGRAM FUND	GENERAL ACCOUNT	\$0.00	\$	
111	Rogco	Rehabilitation/reconstruction of residential structures	2- Rehab	Rehab1	Rehab1	PROGRAM FUND	GENERAL ACCOUNT	\$0.00	\$	
111	Rogco	Clearance and Demolition	2- Rehab	test		PROGRAM FUND	GENERAL ACCOUNT	\$0.00	\$	
111	responsible organization	Clearance and Demolition	2- Rehab	activity #1	activity #1	PROGRAM FUND	Test PI Account	\$0.00	\$	
111	responsible organization	Clearance and Demolition	2- Rehab	activity #1	activity #1	PROGRAM INCOME	Test PI Account	\$2.00	\$	

| 
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10. Enter the drawdown amounts in the **Drawdown Amount** column.
  - **Drawdown Amount** cannot exceed **Available Amount**.
11. If **Available Amount** is zero, the user must first obligate more funds to the activity (See Section 5.2.2), increase the activity budget (see *Section 4 – Action Plan*), or both.
12. Users can enter the drawdown amounts per activity and fund type, then click **<Update Available Amount>** to view the new available balances considering the amounts entered to draw.
  - This action will refresh the “Create Voucher – Page 2 of 4” screen and the Available Amount calculations will be reduced by the amounts entered.
  - Review each of the activities and the drawdown amounts:
    - If an amount is incorrect, enter the correct amount.



- If the user wants to change the activities included in the voucher, click **<Cancel Voucher>**. A blank “Create Voucher – Page 1 of 4 (Select Activities)” screen is displayed and you can select new activities for the voucher.

13. Once the user is satisfied with the entries and selections, click **<Submit Voucher>**.

- DRGR validates the Drawdown amounts, and opens the “Create Voucher – Page 3 of 4 (Confirm)” screen (Figure 5-11). The page allows the user to confirm the drawdown amounts.

Figure 5-11: Create Voucher – Page 3 of 4 (Confirm) screen

**Create Voucher - Page 3 of 4 (Confirm)** [Help?](#)

| 
  | 
  |

**Voucher #:** 169650      **Voucher Total:** \$30,000.00      **Requested Submission Date:** 08/23/2011  
**Voucher Created For:** Denver1, CO      **Created by:** T001GR T001GR      **Creation Date:** 08/23/2011

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount
1	B-08-DN-99-0013	NSP1-01 LB	City and County of Denver-BHS	Land Banking - Acquisition (NSP Only)	Land Banking	PROGRAM FUND	\$16,000.00	\$10,000.00
2	B-08-DN-99-0013	NSP1-03 Redevelopment	City and County of Denver-BHS	Construction of new housing	Redevelopment 525 California	PROGRAM INCOME	\$25,000.00	\$5,000.00
3	B-08-DN-99-0013	NSP1-02 AR SF DAH	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	Acq/Rehab Single Fam Denver Affordable Housing	PROGRAM FUND	\$82,000.00	\$15,000.00
							Grant Subtotal:	\$30,000.00
							<b>Voucher Total:</b>	<b>\$30,000.00</b>

**Supporting Documents** \* Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf  
 None  
[Add Additional Documents](#) | [Remove Selected Document](#)

| 
  | 
  |

**Note:** After the voucher is submitted, the Voucher Items table is no longer editable. In addition, each selected activity has been assigned a voucher line item number and the drawdown subtotal for each grant appears below the table. The total for the entire voucher appears at the bottom of the table, below the grant subtotals.

14. Review each of the drawdown amounts to verify that the proper amount for the correct fund type has been entered:

- If the user needs to change an amount, click the **<Edit Voucher>** button and the second page of the “Create Voucher” screens is redisplayed. The user can revise the amounts and then continue.
- If the user decides to not complete the drawdown, click the **<Cancel>** button.
- If the user wishes start at the beginning of the create voucher process without saving the current entries, click **<Return to Create Voucher (Page 1)>**.

15. Attach Supporting Documents associated with the voucher (only required for over threshold vouchers requiring HUD approval). The voucher threshold is included on the Grant screen in DRGR.

16. Optional but recommended: Add comments in the ‘Voucher Comments’ narrative field for tracking purposes/grantee records.



**Over-threshold Vouchers**

**Note:** Grantees must attach supporting documentation to over-threshold vouchers that require HUD approval. Supporting documentation can only be attached on the ‘Create Voucher – Page 3 of 4 (Confirm)’ screen (see Figure 5-11).

17. Once the user is satisfied with the amounts and comments (if entered), click the <**Confirm Voucher**> button. This completes the voucher creation process.
  - DRGR sends an email to all grantee users that have Approve Drawdown privileges to notify them that a voucher has been created. DRGR then displays the “Create Voucher – Page 4 of 4 (View)” screen (Figure 5-12). This is a read-only confirmation screen. Any line item that had a \$0 dollar value in the Drawdown Amount field on Page 3 does not appear on this page.

**Figure 5-12: Create Voucher – Page 4 of 4 (View) screen**

**Drawdown**

Create Voucher - Page 4 of 4 (View)

[Help?](#)

• **Voucher Created Successfully**

[Return to Create Voucher](#)

[Download PDF](#)

<b>Voucher #:</b> 169890	<b>Voucher Total:</b> \$170,000.00	<b>Requested Submission Date:</b> 01/11/2012
<b>Voucher Created For:</b> Denver01, CO	<b>Created by:</b> T001GR T001GR	<b>Creation Date:</b> 01/11/2012

Line Item #	Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount
1	B-08-MN-99-0103	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	PROGRAM FUND	City of Denver - PI Account	\$990,000.00	\$10,000.00
2	B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM FUND	DAH - PI Account	\$375,000.00	\$25,000.00
3	B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM INCOME	DAH - PI Account	\$0.00	\$100,000.00
4	B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM FUND	GDHH - PI Account	\$2,965,000.00	\$10,000.00
5	B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM INCOME	GDHH - PI Account	\$0.00	\$25,000.00
									Grant Subtotal:	\$170,000.00
									<b>Voucher Total:</b>	<b>\$170,000.00</b>

**Voucher Comments:**

18. If the user entered an amount that exceeds the available amount, the system will display an error message, requiring a correction (reduction of drawdown amount, increase to obligation, increase to activity budget) before the voucher will be successfully created.
19. If Program Income must be drawn before a voucher line item for Program Funds may be completed, the System will also display an error message (Figure 5-13).



- In the example in Figure 5-13 the user will need to draw Program Income before Program Funds. Notwithstanding activities associated with Program Income Accounts (see Section 5.2.5.4), Program Income must be drawn before Program Funds. DRGR will show a message in the status column (to show the message hover the cursor over the “warning” icon) in addition to the error message.

Figure 5-13: Example Drawdown Error Message

**Drawdown**

Create Voucher - Page 2 of 4 (Submit)

• Drawdown Errors: Please see the status on Voucher Items to view the errors

Submit Voucher | Return To Create Voucher (Page 1) | Cancel Voucher

Voucher #: 169888  
 Requested Submission Date: 01/10/2012

Voucher Created For: Denver01, CO  
 Created by: T001GR T001GR

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Avail. Amou.	Drawn Amount	Status
B-08-MN-99-0103	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	PROGRAM FUND	City of Denver - PI Account	\$1,000,000.00	\$ 10000	
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM FUND	DAH - PI Account	\$400,000.00	\$ 10000	⚠
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM INCOME	DAH - PI Account	\$100,000.00	\$ 50000	⚠
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM FUND	GDHH - PI Account	\$2,975,000.00	\$ 200000	⚠
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM INCOME	GDHH - PI Account	\$25,000.00	\$ 5000	⚠

Submit Voucher | Return To Create Voucher (Page 1) | Cancel Voucher

20. Users can download a printable PDF of successfully created vouchers for their records by clicking the <Download PDF> button shown in (Figure 5-12).

- Figure 5-14 shows an example of a downloaded voucher PDF. If the user has also added comments to the voucher (see Figure 5-12), these will also be shown in the PDF.

Figure 5-14: Example Printable PDF

Voucher Number: 269259  
 Voucher Created For: rocco  
 Print Date: 06/05/2014

Created by: Jaysen Alexander  
 Creation Date: 06/05/2014

Line Item #	Grant #	Grantee Activity #	Activity Type	Responsible Organization	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Payment Code	Paid Date
1	111	activity #1	Clearance and Demolition	responsible organization	activity #1	PROGRAM INCOME	\$ 2.00	Open		06/05/2014		
Voucher Open Total:											\$ 2.00	
Voucher Total:											\$ 2.00	

**Note:** in addition to the procedure described above, grantees can use DRGR upload functionality to create a voucher. For more information see Section 9 – Data Uploads.

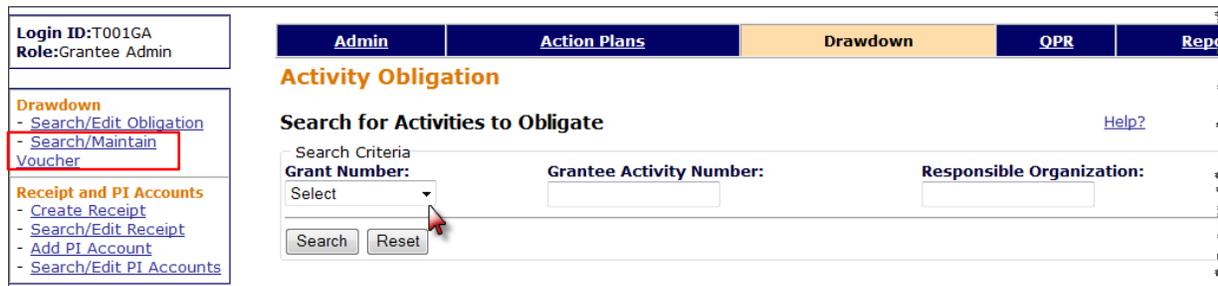


### 5.2.3.2 Procedure: Searching for a Voucher

To search for a voucher, follow the steps below:

1. After logging in and accepting the ‘Disclaimer,’ click the <Drawdown> tab in the navigation bar.
  - This action opens the “Search for Activities to Obligate” screen (Figure 5-15).

Figure 5-15: Search for Activities to Obligate screen



2. Click the <Search/Maintain Voucher> link located in the left column Drawdown navigation box.
  - This action opens the “Search for Vouchers” screen (Figure 5-16).

Figure 5-16: Search for Vouchers screen

#### Drawdown

#### Search for Vouchers

[Help?](#)



3. Enter full or partial search criteria, or leave all search fields blank.
  - Users may search for vouchers based on status, using the ‘Line Item Status’ dropdown menu, or search by fund type (Program Funds or Program Income) by using the ‘Fund Type’ dropdown menu.
4. Click the <Search> button.
  - This action refreshes the “Search for Vouchers” screen with the search results appearing in a table below the search criteria (Figure 5-17). If more than ten results match the search criteria, the first ten results are listed and additional results can be viewed by clicking the results screen number link below the table.

**Note:** Each table row is a Voucher Line Item. The voucher number for the associated voucher appears in the first column. If a voucher has more than one line item, each line item appears as a separate row in the table.



Figure 5-17: Search for Vouchers screen with search results

Drawdown

Search for Vouchers

[Help?](#)

Search Criteria

**Voucher #:**

**Grant #:** B-08-MN-99-0103

**Line Item Status:** Select

**Earliest Creation Date:**  [Select Date](#)

**Grantee Activity #:**

**Fund Type:** Select

**Transaction Type:** Select

|

Results Page 1 of 1 (5 voucher line items found)

Voucher #	Line Item #	Creation Date	Grant #	Grantee Activity #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Action
169890	1	01/11/2012	B-08-MN-99-0103	NSP1-Admin	City and County of Denver-BHS	PROGRAM FUND	Payment	\$10,000.00	Open	<a href="#">Maintain</a>
169890	2	01/11/2012	B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Denver Affordable Housing	PROGRAM FUND	Payment	\$25,000.00	Open	<a href="#">Maintain</a>
169890	3	01/11/2012	B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Denver Affordable Housing	PROGRAM INCOME	Payment	\$100,000.00	Open	<a href="#">Maintain</a>
169890	4	01/11/2012	B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Greater Denver Housing Help	PROGRAM FUND	Payment	\$10,000.00	Open	<a href="#">Maintain</a>
169890	5	01/11/2012	B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Greater Denver Housing Help	PROGRAM INCOME	Payment	\$25,000.00	Open	<a href="#">Maintain</a>

**Note:** Voucher Line Items are grouped according to their status and are listed in the following hierarchy:

- a. Approved voucher line items
  - b. Cancelled voucher line items
  - c. Completed voucher line items
  - d. Open voucher line items
  - e. Rejected voucher line items
  - f. Revised voucher line items
  - g. Approved revised voucher line items
5. If the voucher is not displayed in the first page of results, do one of the following:
    - To enter different search criteria, click the **<Reset>** button, and then enter new search criteria;
    - To view additional search results, click one of the page links below the results table; or
    - To sort the search results, click a column header in the results table.
  6. Click the **<Maintain>** link in the 'Action' column to the right of the voucher line item.
    - The entire voucher is displayed in the **"Maintain Voucher"** screen (Figure 5-18).



Figure 5-18: Maintain Voucher screen

Admin	Action Plans	Drawdown	QPR	Reports	Grants						
Drawdown											
Maintain Voucher <span style="float: right;"><a href="#">Help?</a></span>											
<a href="#">Return to Search Voucher</a>		<a href="#">Download PDF</a>									
Voucher #: 272833			Created By: T007GR - Rosalind Stevens								
Voucher Created for: Chicago, IL			Creation Date: 03/07/2015								
Line Item #	Grant#	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Action
1	B-13-MS-17-0001	Test2.1	City of Chicago	Affordable Rental Housing	Test2.1	PROGRAM FUND	\$100,000.00	Approved		03/10/2015	<a href="#">Cancel</a>   <a href="#">View</a>
2	B-13-MS-17-0001	Test2.1	City of Chicago	Affordable Rental Housing	Test2.1	PROGRAM INCOME	\$50,000.00	Approved		03/10/2015	<a href="#">Revise</a>   <a href="#">Cancel</a>   <a href="#">View</a>
Voucher Approved Total: \$150,000.00											

7. From this screen the user can select a number of actions, designated by active links in the ‘Action’ column. These links are dependent upon the status of the Voucher Line Item, the user’s drawdown rights, and whether those rights are Draw Requestor or Approver (see below).

- View a voucher or voucher line item (All Users; see Section 5.2.3.3)
- Cancel a voucher line item (Drawdown Requesters only; see Section 5.2.3.4)
- Revise a voucher line item (Drawdown Requesters only; see Section 5.2.3.5)
- Approve or reject a voucher line item (Drawdown Approvers only; see Section 5.2.3.6)
- Revoke approval of a voucher line item (Drawdown Approvers only; see Section 5.2.3.7)
- Download a PDF of the voucher using the <Download PDF> button (All Users; see Section 5.2.3.1)

### 5.2.3.3 Procedure: Viewing a Voucher or Voucher Line Item (All Users)

To view a voucher or voucher line item:

1. Follow Steps 1-6 in the procedure: ‘Searching for a Voucher’, Section 5.2.3.2. At the completion of Step 6, the selected voucher is displayed on the “Maintain Voucher” screen (Figure 5-19).

Figure 5-19: Maintain Voucher screen

Admin	Action Plans	Drawdown	QPR	Reports	Grants						
Drawdown											
Maintain Voucher <span style="float: right;"><a href="#">Help?</a></span>											
<a href="#">Return to Search Voucher</a>		<a href="#">Download PDF</a>									
Voucher #: 272833			Created By: T007GR - Rosalind Stevens								
Voucher Created for: Chicago, IL			Creation Date: 03/07/2015								
Line Item #	Grant#	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Action
1	B-13-MS-17-0001	Test2.1	City of Chicago	Affordable Rental Housing	Test2.1	PROGRAM FUND	\$100,000.00	Approved		03/10/2015	<a href="#">Cancel</a>   <a href="#">View</a>
2	B-13-MS-17-0001	Test2.1	City of Chicago	Affordable Rental Housing	Test2.1	PROGRAM INCOME	\$50,000.00	Approved		03/10/2015	<a href="#">Revise</a>   <a href="#">Cancel</a>   <a href="#">View</a>
Voucher Approved Total: \$150,000.00											

2. To view the details of a line item, click the <View> link in the ‘Action’ column for that line item.

- This action opens the “View Voucher Line Item” screen (Figure 5-20). This screen displays detailed information about the selected voucher line item, including the status of the batch in which the line item was packaged and sent to LOCCS. Other sections of this screen include:
  - Who created the voucher and the date of creation
  - DRGR Information area – including the LOCCS Pay Code Description, which will display a rejection code if a voucher is rejected by LOCCS to help grantee users identify corrective actions needed



- LOCCS Update area
- LOCCS Confirmation Information area, including when payment was made
- Line Item table, with specific information on the voucher line item
- Revision history (if the voucher has been revised)
- Approver comments from the Grantee and HQ Approver (if applicable)

Figure 5-20: View Voucher Line Item screen

**Drawdown**

**View Voucher Line Item** [Help?](#)

---

Return to Search Voucher      Return to Maintain Voucher

---

**Voucher Created For:** Denver01, CO      **Voucher # / Line Item #:** 169890/2      **Grant #:** B-08-MN-99-0103      **Transaction Type:** Payment

**Created By:** T001GR

**Creation Date:** 01/11/2012

**DRGR Information**

**DRGR Status:** Rejected

**Batch #:**

**Batch Date:**

**LOCCS Control #:**

**LOCCS Status:** Blank

**LOCCS Pay Code Description:**

**LOCCS Update**

**Batch Updated By:** T001GA

**Date Updated:** 2012-01-11 11:58:40.0

**Special Remarks:**

**LOCCS Confirmation Information**

**Confirm Batch #:**

**Confirm Batch Date:**

**Confirmation Code:**

**Pay Method:**

**Payment Date:**

**Schedule #:**

**Reschedule:**

**Effective Date:**

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date
B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	Acq/Rehab Single- Family LH25	PROGRAM FUND	\$25,000.00	Rejected	2012-01-11

**Revision Reason History:**

**Revision Comment History:**

**Grantee Approver (T001GA - T001GA T001GA) Comments:**  
(None)

**HQ Approver Comments:**  
(None)

---

Return to Search Voucher      Return to Maintain Voucher

- Additional information describing the content on the “View Voucher Line Item” screen is provided in Appendix 1.

### 5.2.3.4 Procedure: Cancelling a Voucher Line Item

If a voucher line item was created in error, and has a status of **Open**, **Approved**, **Approved Pending HQ** or **Approved by HQ**, the Drawdown Requester can cancel the voucher. The user cancelling the voucher line item does not have to be the same user as the one who created it, but must have Drawdown Requester user rights. After a voucher line item has been cancelled, it still appears on the voucher; however, its status is **Cancelled** and no further actions can be performed on the line item.

To cancel a voucher line item:

1. Follow Steps 1-6 in the procedure: ‘Searching for a Voucher’, Section 5.2.3.2. At the completion of Step 6, the selected voucher is displayed on the “Maintain Voucher” screen (Figure 5-21).



Figure 5-21: Maintain Voucher screen

**Drawdown**

**Maintain Voucher** [Help?](#)

[Return to Search Voucher](#)

Voucher #: 169651      Created By: T001GR  
 Voucher Created for: Denver1, CO      Creation Date: 08/23/2011

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
1	B-08-DN-99-0013	NSP1-01 LB	City and County of Denver-BHS	Land Banking - Acquisition (NSP Only)	Land Banking	PROGRAM FUND	\$6,000.00	\$10,000.00	Approved	08/23/2011	<a href="#">Cancel</a>   <a href="#">View</a>
2	B-08-DN-99-0013	NSP1-03 Redevelopment	City and County of Denver-BHS	Construction of new housing	Redevelopment 525 California	PROGRAM INCOME	\$20,000.00	\$5,000.00	Approved	08/23/2011	<a href="#">Revise</a>   <a href="#">Cancel</a>   <a href="#">View</a>
3	B-08-DN-99-0013	NSP1-02 AR SF DAH	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	Acq/Rehab Single Fam Denver Affordable Housing	PROGRAM FUND	\$67,000.00	\$15,000.00	Approved	08/23/2011	<a href="#">Cancel</a>   <a href="#">View</a>
<b>Voucher Approved Total:</b>								<b>\$30,000.00</b>			

[Return to Search Voucher](#)

Only line items with a status of **Open**, **Approved**, **Approved Pending HQ**, or **Approved by HQ** can be cancelled.

2. To cancel this line item, click the <Cancel> link in the right 'Action' column.

- This action refreshes the "Maintain Voucher" screen displaying the message "Voucher line item cancelled successfully" (Figure 5-22).

Figure 5-22: Maintain Voucher screen with cancelled line item notice

**Drawdown**

**Maintain Voucher** [Help?](#)

• **Voucher line item cancelled successfully**

[Return to Search Voucher](#)

### 5.2.3.5 Procedure: Revising a Voucher Line Item

Revising a voucher line item is necessary when a disbursement needs to be moved from one activity to another (or to multiple activities). For example, a revision may be needed if funds were drawn in error for an activity. Grantees should consult with their HUD CPD Representative to determine whether or not a voucher should be revised, or if the situation warrants the need to return funds to the U.S. Treasury (i.e. an ineligible use of funds or drawing funds in advance of need).

Only a grantee with Drawdown Requester privileges can revise a voucher line item. The user can revise all or a portion of the original drawdown amount to a different activity or activities. In both situations, the following conditions also apply:

- Both activities must be part of the same grant;
- The new activity(ies) must have enough funds obligated to allow the drawdown associated with the voucher revision;
- The activity(ies) to which the drawdown is being transferred must have a status of "underway" (not cancelled, planned, or completed); and
- The giving and receiving activities cannot be blocked See Sections 5.2.4.1 and 5.3.2.4 for more information about blocking drawdowns.



**Note:** You can revise the activity or dollar amount for a voucher line item that has a status of **Open** (not yet approved by grantee approver) or that has a status of **Completed** (paid by Treasury), but does not have a Transaction Type of **Collection**.

There are several reasons why you may need to revise a voucher, including:

- The activity ID originally selected when the voucher was created is incorrect.
- The original voucher drew too much funding for one or more activities.
- The grantee may have restructured the projects and activities in the Action Plan, necessitating the need to revise vouchers to the new activity(ies).
- The grantee may have drawn funds against the wrong national objective (i.e. urgent need vs. low/mod or LMMI vs. LH25).
- The grantee returned the funds to the U.S. Treasury. See Section 5.2.5.2 for more information about Returned Funds.

Revising a voucher line item causes new line items to be created for that voucher:

- If all funds on a line item are moved to a different activity, DRGR creates one new voucher line item. This new line item is for the activity to which the funds are being transferred. The status of the new line item sets to **Open**.
- If only a portion of the funds are moved to a different activity, DRGR creates two new voucher line items. One of the new line items is for the activity receiving the transferred funds. The second line item created is a new version of the original voucher line item less the transferred funds. The status of both new line items set to **Open**.
- In addition, if a user revises a portion or all funds on a line item to more than one activity, DRGR creates one additional voucher line item in addition to the line items described above for every additional activity that is selected.

The original line item remains on the voucher but its status is changed to **Revised**. This revised voucher line item can no longer be edited unless the new voucher line items are not approved.

To revise a voucher line item:

1. Follow Steps 1-6 in the procedure: ‘Searching for a Voucher’, Section 5.2.3.2. At the completion of Step 6, the selected voucher is displayed on the “Maintain Voucher” screen (Figure 5-23).

**Figure 5-23: Maintain Voucher screen**

The screenshot shows the 'Maintain Voucher' screen with the following details:

- Navigation:** Admin, Action Plans, Drawdown (selected), QPR, Reports, Grants.
- Buttons:** Return to Search Voucher, Download PDF.
- Voucher #:** 272833
- Created By:** T007GR - Rosalind Stevens
- Voucher Created for:** Chicago, IL
- Creation Date:** 03/07/2015
- Table:**

Line Item #	Grant#	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Action
1	B-13-MS-17-0001	Test2.1	City of Chicago	Affordable Rental Housing	Test2.1	PROGRAM FUND	\$100,000.00	Approved		03/10/2015	Cancel   View
2	B-13-MS-17-0001	Test2.1	City of Chicago	Affordable Rental Housing	Test2.1	PROGRAM INCOME	\$50,000.00	Approved		03/10/2015	Revise   Cancel   View
							<b>Voucher Approved Total: \$150,000.00</b>				

2. Click the **<Revise>** link in the “Action’ column for the line item desired (e.g. line item #2).

- This action opens the “Revise Voucher Line Item” screen (Figure 5-24).



Figure 5-24: Revise Voucher Line Items screen

**Revise Voucher Line Item** [Help?](#)

Updated: 2011-01-11 12:22:59.0      Effective Date:

Special Remarks:

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date
B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	Acq/Rehab Multifamily LH25	PROGRAM INCOME	\$25,000.00	Approved	2012-01-11

Move Funds to Activities

Delete	Activity # / Activity Title / Available Amount	Amount
<input type="checkbox"/>	NSP1-B A/R MF DHH LMMI / Acq/Rehab Multifamily LMMI / \$500,000.00	\$ 5000
<input type="checkbox"/>	<--Select-->	\$ 0

Total Funds moved to other activities: \$ 5000.00  
 Balance Remaining on Activity # NSP1-B A/R MF DHH LH25: \$ 20000.00

\*Revision Reason:  
 <--Select-->

Enter Reviser Comment:

**Revision Reason History:**

3. Select the activity for which funds are to be moved to from the 'Activity # / Activity Title / Available Amount' drop-down list.
 

**Note:** Only activities that are part of the same grant and with a status of 'underway' are listed.
4. Enter the amount of funds to be moved in the Amount field.
 

**Note:** The revision amount cannot exceed the Available Amount shown for the selected activity.
5. Optional:
  - Click the <Add Activity> button if the user wishes to move funds to multiple activities. Repeat Steps 3 and 4 above.
  - Click the <Delete Activity> button if the user wishes to delete an activity from the voucher revision.
  - Click the <Recalculate Balance> button to view the total funds proposed to be moved and balance remaining when factoring the proposed amount(s).
6. Select a 'Revision Reason' from the dropdown menu.
7. Optional but Recommended: enter a narrative in the 'Enter Reviser Comment' field to explain the revision for an audit trail and recordkeeping purposes.
8. Click the <Save> button.
  - This action refreshes the "Maintain Voucher" screen with new line items added (Figure 5-25).

Figure 5-25: Maintain Voucher screen after revising line item value



Drawdown

Maintain Voucher

[Help?](#)

• Voucher line item revised successfully

[Return to Search Voucher](#) | [Download PDF](#)

Voucher #: 218543 Created By:  
 Voucher Created for: CLOUDBURST CONSULTING GROUP Creation Date: 02/25/2013  
 --FROM INVOICE--

Line Item #	Award#	Grantee Work Plan #	Responsible Organization	Work Plan Type	Work Plan Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Invoice	Invoice Status	Action
1	C-10-TA-MD-0003	1082-100	Cloudburst Consulting Group, Inc.	Administration	Administration	PROGRAM FUND		Revised		02/28/2013	C-10-TA-MD-0003 - 1082-100 - 2013 - 1	Submitted	<a href="#">View</a>
Voucher Revised Total:													
2	C-10-TA-MD-0003	1082-100	Cloudburst Consulting Group, Inc.	Administration	Administration	PROGRAM FUND		Revised Pending Approval	1	02/28/2013			<a href="#">View</a>
3	C-10-TA-MD-0003	1082.601	Cloudburst Consulting Group, Inc.	TA -Direct TA (practitioner support)	OneCPD ER ? Scenario-Based Learning	PROGRAM FUND		Revised Pending Approval	1	02/28/2013			<a href="#">View</a>
Voucher Revised Pending Approval Total:													

➤ The original line item (1) has a status of 'Revised.' Two new line items (2 and 3) have been added to the voucher. In addition, DRGR displays the line item number from where the revision(s) originated. This is also shown in the View and PDF of the revised voucher (Figure 5-26).

Figure 5-26: Revised Voucher - PDF version

Voucher Number: 218543 Voucher Created For: CLOUDBURST CONSULTING Print Date: 01/16/2014  
 Created by: Creation Date: 02/25/2013

Line Item #	Award #	Grantee WorkPlan #	WorkPlan Type	Responsible Organization	WorkPlan Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Payment Code	Paid Date
1	C-10-TA-MD-0003	1082-100	Administration	Cloudburst Consulting Group, Inc.	Administration	PROGRAM FUND		Revised		02/28/2013	P00	03/01/2013
Voucher Revised Total												
2	C-10-TA-MD-0003	1082-100	Administration	Cloudburst Consulting Group, Inc.	Administration	PROGRAM FUND		Revised Pending Approval	1	02/28/2013	P00	03/01/2013
3	C-10-TA-MD-0003	1082.601	TA -Direct TA (practitioner support)	Cloudburst Consulting Group, Inc.	OneCPD ER ? Scenario-Based Learning	PROGRAM FUND		Revised Pending Approval	1	02/28/2013	P00	03/01/2013
Voucher Revised Pending Approval Total												

5.2.3.6 Procedure: Approving or Rejecting a Voucher Line Item

After a voucher is created and submitted by a grantee Drawdown Requester, the voucher line items must be reviewed and approved by a grantee with **Drawdown Approver** privileges. Drawdown Approvers have the option of approving/rejecting all line items in the voucher or approving/rejecting on a line item basis.

If a line item is approved, it is either sent to LOCCS for processing in a batch file on the specified submission date, or, if the grant drawdown threshold has been reached, it is sent to HUD headquarters for approval before it can be submitted to LOCCS. The status of the line item becomes **Approved**, **Pending** (when sent to LOCCS), or **Approved Pending HQ** (if sent to HUD).

If a line item is rejected by the Drawdown Approver, the line item remains on the voucher. However, the status is set to **'Rejected'** and no further actions can be performed on the line item.



Any voucher line item still waiting for approval ninety days after the creation date is cancelled automatically by DRGR. If the voucher exceeded the voucher approval threshold, HUD HQ needs to reject the voucher.

To approve or reject a voucher line item:

1. Follow Steps 1-6 in the procedure: ‘Searching for a Voucher’, Section 5.2.3.2. At the completion of Step 6, the selected voucher is displayed on the “Maintain Voucher” screen (Figure 5-27).

**Note:** one easy way to find vouchers ready for approval is to search vouchers with an ‘Open’ status.

Figure 5-27: Maintain Voucher screen for Drawdown Approvers

**Drawdown**

**Maintain Voucher** [Help?](#)

|

**Voucher #:** 169890 **Created By:** T001GR  
**Voucher Created for:** Denver01, CO **Creation Date:** 01/11/2012

Approve all line items at once

Approve, Reject, or View per line item

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date	Action
<input checked="" type="checkbox"/>	1	B-08-MN-99-0103	NSP1-Admin	City and County of Denver-BHS	Administration	Admin	PROGRAM FUND	\$10,000.00	Open	01/11/2012 <small>(mm/dd/yyyy)</small>	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input checked="" type="checkbox"/>	2	B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	Acq/Rehab Single-Family LH25	PROGRAM FUND	\$25,000.00	Open	01/11/2012 <small>(mm/dd/yyyy)</small>	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input checked="" type="checkbox"/>	3	B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	Acq/Rehab Single-Family LH25	PROGRAM INCOME	\$100,000.00	Open	01/11/2012 <small>(mm/dd/yyyy)</small>	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input checked="" type="checkbox"/>	4	B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	Acq/Rehab Multifamily LH25	PROGRAM FUND	\$10,000.00	Open	01/11/2012 <small>(mm/dd/yyyy)</small>	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input checked="" type="checkbox"/>	5	B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	Acq/Rehab Multifamily LH25	PROGRAM INCOME	\$25,000.00	Open	01/11/2012 <small>(mm/dd/yyyy)</small>	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<b>Voucher Open Total:</b>								<b>\$170,000.00</b>			

**Grantee Approver Comments:**

|  |

**Voucher Comments:**

1. Optional: To view the details of a line item before approving or rejecting it, click the <View> link in the ‘Action’ column next to the line item; after viewing it, click the <Return to Maintain Voucher> button.
2. Change the submission date for the voucher line item if necessary:
  - The submission date specifies when the voucher will be submitted to LOCCS.
  - The date can be entered manually, or selected using the pop-up calendar.
  - The date must be greater than or equal to today’s date.
  - The date cannot be more than 90 days after the voucher creation date.



- The date cannot be after the activity block drawdown date, if applicable (see Section 5.3.2.4 for more information on blocked projects and activities).
- 3. Optional but Recommended: Enter a comment in the ‘Grantee Approver Comments’ field.
- 4. Click <Approve> or <Reject> link in the ‘Action’ column next to a line item to approve line items individually; or
- 5. Select all (or multiple) line items using the checkboxes next to the line items and clicking the <Approve Selected> or the <Reject Selected> button.
  - This action refreshes the “Maintain Voucher” page (Figure 5-28), with a message confirming the approval or rejection appears at the top of the page. The status of the line item(s) is/are updated and the line item(s) appear(s) in the group of line items with the same status. The submission date and any comments are now read-only (not shown).
  - Only approved voucher line items will be sent to LOCCS and result in funds being remitted to the grantee.

Figure 5-28: Maintain Voucher screen after approval of line items

Maintain Voucher

• Voucher line item(s) approved successfully. Voucher approved total: \$150,000.00.

Return to Search Voucher | Download PDF

Voucher #: 272833

Created By: T007GR - Rosalind Stevens

Voucher Created for: Chicago, IL

Creation Date: 03/07/2015

Select (All)	Line Item #	Grant#	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status
<input type="checkbox"/>	1	B-13-MS-17-0001	Test2.1	Mercy Portfolio Services	Affordable Rental Housing	Test2.1	PROGRAM FUND	\$100,000.00	Approved
<input type="checkbox"/>	2	B-13-MS-17-0001	Test2.1	Mercy Portfolio Services	Affordable Rental Housing	Test2.1	PROGRAM INCOME	\$50,000.00	Approved
<b>Voucher Approved Total: \$150,000.00</b>									

### 5.2.3.7 Procedure: Revoking Approval of a Voucher Line Item

If a voucher line item was approved in error, the Drawdown Approver can revoke the approval if the line item has not yet been submitted to LOCCS and has a status of **Approved**. After approval is revoked, the line item returns to the previous status of **Open**.

Only the Drawdown Approver can revoke approval of a voucher line item. In addition, the user revoking the approval must be the same user that approved it.

To revoke approval of a voucher line item:

1. Follow Steps 1-6 in the procedure: ‘Searching for a Voucher’, Section 5.2.3.2. At the completion of Step 6, the selected voucher is displayed on the “Maintain Voucher” screen (Figure 5-29).

**Note:** the links shown in the ‘Action’ column will only display <Revoke> if the user has Drawdown Approver rights and approved the line item.



Figure 5-29: Maintain Voucher screen for revoking approval

**Drawdown**

**Maintain Voucher** [Help?](#)

[Return to Search Voucher](#)

**Voucher #:** 144531 **Created By:** MITGR  
**Voucher Created for:** State of Virginia **Creation Date:** 09/09/2010

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input type="checkbox"/>	1	B-08-DN-51-0001	08-NSP-02 - Caroline/Spotsylvania - Acquisition	CVHC	Acquisition - general	Acquisition	PROGRAM FUND	\$157,799.00	\$1.00	Approved	09/10/2010	<a href="#">Revoke</a> <a href="#">View</a>
<b>Voucher Approved Total:</b>									<b>\$1.00</b>			
<input type="checkbox"/>	2	B-08-DN-51-0001	08-NSP-03 - Fredericksburg/Stafford - Acquisition	CVHC	Acquisition - general	Acquisition	PROGRAM FUND	\$212,299.00	\$1.00	Open	09/09/2010 <small>(mm/dd/yyyy)</small>	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input type="checkbox"/>	3	B-08-DN-51-0001	08-NSP-16 - Catholics for Housing - Acquisition	Catholics for Housing	Acquisition - general	Acquisition	PROGRAM FUND	\$151,126.00	\$1.00	Open	09/09/2010 <small>(mm/dd/yyyy)</small>	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input type="checkbox"/>	4	B-08-DN-51-0001	08-NSP-17 - Chesapeake - Acquisition	Chesapeake RHA	Acquisition - general	Acquisition	PROGRAM FUND	\$251,128.39	\$1.00	Open	09/09/2010 <small>(mm/dd/yyyy)</small>	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<b>Voucher Open Total:</b>									<b>\$3.00</b>			

**Grantee Approver Comments:**

- Optional: To view a line item before revoking it, click the **<View>** link in the 'Action' column; after viewing it, click the **<Return to Maintain Voucher>** button.
- Click the **<Revoke>** link in the 'Action' column next to the line item for which you want to revoke approval.
  - This action refreshes the **"Maintain Voucher"** screen (Figure 5-30), with a message confirming the revocation at the top of the page. The status of the line item has been updated to **Open** and the line item appears in the group of line items with the **Open** status. The submission date and comments are now editable.



Figure 5-30: Maintain Voucher screen with revoked approval and related changes

**Drawdown**

Maintain Voucher [Help?](#)

- Voucher line item revoked successfully

[Return to Search Voucher](#)

Voucher #: 144531      Created By: MITCGR  
 Voucher Created for: State of Virginia      Creation Date: 09/09/2010

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input type="checkbox"/>	1	B-08-DN-51-0001	08-NSP-02 - Caroline/Spotsylvania - Acquisition	CVHC	Acquisition - general	Acquisition	PROGRAM FUND	\$157,799.00	\$1.00	Open	09/10/2010 <small>(mm/dd/yyyy)</small>	Approve   Reject View
<input type="checkbox"/>	2	B-08-DN-51-0001	08-NSP-03 - Fredericksburg/Stafford - Acquisition	CVHC	Acquisition - general	Acquisition	PROGRAM FUND	\$212,299.00	\$1.00	Open	09/09/2010 <small>(mm/dd/yyyy)</small>	Approve   Reject View
<input type="checkbox"/>	3	B-08-DN-51-0001	08-NSP-16 - Catholics for Housing - Acquisition	Catholics for Housing	Acquisition - general	Acquisition	PROGRAM FUND	\$151,126.00	\$1.00	Open	09/09/2010 <small>(mm/dd/yyyy)</small>	Approve   Reject View
<input type="checkbox"/>	4	B-08-DN-51-0001	08-NSP-17 - Chesapeake - Acquisition	Chesapeake RHA	Acquisition - general	Acquisition	PROGRAM FUND	\$251,128.39	\$1.00	Open	09/09/2010 <small>(mm/dd/yyyy)</small>	Approve   Reject View
									<b>Group sub-Totals are updated.</b>	<b>Voucher Open Total: \$4.00</b>		

Grantee Approver Comments:

### 5.2.4 Other Drawdown Related Functions

There are two other functions that affect activities performed in the Drawdown module. The first function is 'Blocking' an activity from drawdowns. This function is performed in the Action Plan module by the Grantee Administrator only, but affects other grantee users from performing draws in the Drawdown module.

The second function enables grantees to classify funds returned in error to the U.S. Treasury.

Both functions are described below.

#### 5.2.4.1 Procedure: Blocking an Activity from Drawdowns

Occasionally, it can be necessary to prevent users from creating drawdowns for a specific activity. This may be necessary in situations where the Grantee Administrator is aware of certain compliance issues that may not be known to all staff. Only Grantee Administrator users can set a block on the activity, which will remain in effect until it is unblocked by the Grantee Administrator. The block is performed in the Action Plan module.

To perform an activity drawdown block, the action plan containing the activity must have the status of **Original – In Progress** and the grant must have an **Active** status. If the activity is blocked, when a grantee is creating a voucher, the blocked activity does not appear in search results for creating a voucher.

To block or unblock drawdowns for an activity:

1. Following login and acceptance of the "Disclaimer," click **<Action Plans>** link in the menu bar.



- The “View All Action Plans” screen is displayed.
- 2. Click link in the ‘Action Plan Status’ column for the action plan containing the activity you want to block.
  - The “Edit Action Plan” screen is displayed (Figure 5-31).

Figure 5-31: Edit Action Plan screen

Action Plans

Edit Action Plan

[Help?](#)

Grant Number: 111 - [Funding Sources](#)  
 - [Disaster Damage](#)  
 - [Recovery Needs](#)

LOCCS Authorized Amount: \$11,111,111.00

---

|  |  |

---

LOCCS Authorized Amount:	\$11,111,111.00
Grant Award Amount:	\$11,111,111.00
Estimated PI/RL Funds:	<input type="text" value="\$4,000,000.00"/>
Total Budget:	\$15,111,111.00

Note: Click [▶](#) to drill down activities.

Project #	Project Title	Project Budget	
▶ 1-Admin	Administration	\$1,249,756.00	
<a href="#">Activity Number</a>	<a href="#">Activity Title</a>	<a href="#">Responsible Organization</a>	<a href="#">Activity Budget</a> <a href="#">Delete</a>
<a href="#">1.1.1</a>	Grant Admin	Rogco	\$1,000,010.00
▶ 2-Rehab	Housing Rehabilitation	\$1,113,800.00	
<a href="#">Activity Number</a>	<a href="#">Activity Title</a>	<a href="#">Responsible Organization</a>	<a href="#">Activity Budget</a> <a href="#">Delete</a>
<a href="#">activity #1</a>	activity #1	responsible organization	\$8.00
<a href="#">buyout1</a>	buyout1 title	City of Green Acres1	\$787,878.00
<a href="#">Rehab1</a>	Rehab1	Rogco	\$325,666.00
<a href="#">test</a>		Rogco	\$0.00 <a href="#">Delete</a>

- 3. Click the link in the ‘Activity Number’ column for the activity you want to block.
  - The “Edit Activity – Page 1” page is displayed (Figure 5-32).



Figure 5-32: Edit Activity – Page 1 screen

**Warning:** Editing an activity may affect any QPR's with a status of 'In Progress' or 'Rejected'.

\*Indicates Required Field

Continue to Next Screen | Save Activity | Cancel

Grant Number: 111

View Existing Activities: Select Option | View Activity Details

\*Activity Type: Administration

Block Drawdown: Blocked by: Block Drawdown Date: Blocked by:

Blocked by Grantee

Activity Draw Block by HUD

Project Draw Block by HUD

\*National Objective: N/A

\*Grantee Activity Number: 1.1.1

Activity Title: Grant Admin

\*Activity Status: Under Way

Environmental Assessment: COMPLETED

\*Total Budget: \$ 1,000,010.00 (ex: 999,999.99)

\*Projected Start Date: 10/01/2009

\*Projected End Date: 03/15/2013

\*Project # / Project Title: 1-Admin / Administration

Adjust Project Budget:  No  Yes

Funding Source Name	Funding Type	Matching Funds	Fund Amount
test1	City Funds	<input type="checkbox"/> Yes	\$ [ ]
test2	Other Private Funds	<input type="checkbox"/> Yes	\$ [ ]
Matching Funds Subtotal			\$ [0.00]
Other Funds Total			\$ [0.00]

Continue to Next Screen | Save Activity | Cancel

4. Check or uncheck the **<Blocked by Grantee>** checkbox under the 'Block Drawdown' heading.

- If checked, drawdowns are blocked.
- If unchecked, drawdowns are permitted.

**Note:** the other checkboxes 'Activity Draw Blocked by HUD' and 'Project Draw Blocked by HUD' will be checked if a HUD Super User has blocked the activity or project.

5. Click the **<Save Activity>** button to complete the Activity Block/Unblock.

### 5.2.4.2 Procedure: Classification of Returned Funds

In certain circumstances, grantees will need to wire funds back to the U.S. Treasury for ineligible activities, interest earned, or funds returned from beneficiaries. When funds are returned to the U.S. Treasury, DRGR does not process this return of funds against an activity. When funds are returned and credited to the grantee's account in LOCCS, the system creates a 'Collection Voucher' in DRGR showing the status: Completed (Needs Revision). The Collection Voucher must then be revised by the grantee to the activity associated with the return of funds in DRGR (Figure 5-33). This action is performed using the **<Revise>** voucher link in the "Maintain Voucher" screen (see Section 5.2.3.5 for more information about the revising voucher process).

If funds were incorrectly returned in error and processed as a Collection Voucher in DRGR, users can classify the erroneous Collection Voucher items using the steps below:

1. Complete steps 1-6 of the Search Voucher process detailed in Section 5.2.3.2
  - At the conclusion of these steps, the "Maintain Voucher" screen is shown for the selected Voucher.
2. Click the **<Classify Collection>** button on the Maintain Voucher page (Figure 5-33).



- This action opens the “Classify Collection” screen (Figure 5-34).

Figure 5-33: Revise Collection Voucher; Classify Collection Voucher Items

**Drawdown**

**Maintain Voucher** [Help?](#)

|  |

Please click Classify Collection button if you wish to classify whether the Collection was applied to Grant Line of Credit in error.

**Voucher #:** 104408 **Created By:** LOCCS - SYSTEM UPDATE  
**Voucher Created for:** Empire State Development Corporation (NYS) **Creation Date:** 02/10/2009

Line Item #	Grant#	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Action
5	B-01-DW-36-0001					PROGRAM FUND	\$0.00	Completed (Needs Revision)	3	02/10/2009	<a href="#">Revise</a>   <a href="#">View</a>
4	B-01-DW-36-0001	JCRP	Empire State Development Corporation	Econ. development or recovery activity that creates/retains jobs	JCRP	PROGRAM FUND	(\$13,596.35)	Completed	3	02/10/2009	<a href="#">Revise</a>   <a href="#">View</a>
2	B-01-DW-36-0001	SFARG	Empire State Development Corporation	Econ. development or recovery activity that creates/retains jobs	SFARG	PROGRAM FUND	(\$3,405.55)	Completed	1	02/10/2009	<a href="#">Revise</a>   <a href="#">View</a>
<b>Voucher Completed Total:</b>							<b>(\$17,001.90)</b>				
1	B-01-DW-36-0001					PROGRAM FUND	(\$17,001.90)	Revised		02/10/2009	<a href="#">View</a>
3	B-01-DW-36-0001					PROGRAM FUND	(\$13,596.35)	Revised	1	02/10/2009	<a href="#">View</a>
<b>Voucher Revised Total:</b>							<b>(\$30,598.25)</b>				

Figure 5-34: Classify Collection screen

**Drawdown**

**Classify Collection** [Help?](#)

\*Indicates Required Field

|

**Voucher #:** 104408 **Created By:** LOCCS - SYSTEM UPDATE  
**Voucher Created for:** Empire State Development Corporation (NYS) **Creation Date:** 02/10/2009

Please select checkbox if you wish to classify whether the Collection was applied to Grant Line of Credit in error.

**\*Comments:**

Test classification of collection

3. To categorize the Collection Voucher in error, select the checkbox highlighted in Figure 5-34.
4. Click the <Save> button.
  - Once this action is completed, the Collection Voucher will be highlighted to show it was applied to the grantee line of credit in error on and will be noted as such on the “View Voucher” and in the search results of the “Search for Vouchers” pages. See examples shown in Figure 5-35 and Figure 5-36.

**Note:** once a Collection Voucher is classified as an error, it cannot be revised.



Figure 5-35: View Voucher Line Item – Classified Collection Item

**Drawdown**

**View Voucher Line Item** [Help?](#)

Return to Search Voucher    Return to Maintain Voucher

Voucher Created For: Empire State Development Corporation (NYS)

**Voucher # / Line Item #:** 104408 / 4    **Grant #:** B-01-DW-36-0001    **Transaction Type:** Collection

**Created:** Collection has been applied to Grant Line of Credit in LOCCS error

**Creation Date:** 07/28/2009

**DRGR Information:**  
 DRGR Status: Completed  
 Batch #: 23  
 Batch Date: 02/10/2009  
 LOCCS Control #: 100049  
 LOCCS Status: Voucher approved by LOCCS  
 LOCCS Pay Code Description: N/A

**LOCCS Confirmation Information:**  
 Confirm Batch #: 23  
 Confirm Batch Date: 02/10/2009  
 Confirmation Code: E  
 Pay Method:  
 Payment Date: 2009-02-10  
 Schedule #: 2  
 Reschedule:  
 Effective Date:

**LOCCS Update:**  
 Batch Updated By: SYSADM  
 Date Updated: 2009-07-28 20:48:03.0  
 Special Remarks: P00 (PROCESSED)

Figure 5-36: Search for Vouchers – Classified Collection Item

**Drawdown**

**Search for Vouchers** [Help?](#)

Search Criteria

**Voucher #:**

**Grant #:**

**Line Item Status:**

**Earliest Creation Date:**

**Grantee Activity #:**

**Fund Type:**

**Transaction Type:**

Results Page 1 of 44 (437 voucher line items found)

Voucher #	Line Item #	Creation Date	Grant #	Grantee Activity #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status
104429	4	07/28/2009	B-01-DW-36-0001	BRG	Empire State Development Corporation	PROGRAM FUND	Collection		Completed
117884	3	02/26/2010	B-01-DW-36-0001	BRG	Empire State Development Corporation	PROGRAM FUND	Collection		Completed
104408	4	07/28/2009	B-01-DW-36-0001	JCRP	Empire State Development Corporation	PROGRAM FUND	Collection		Completed
10442				JCRP	Empire State Development Corporation	PROGRAM FUND	Collection		Completed
104452	2	07/28/2009	B-01-DW-36-0001	JCRP	Empire State Development Corporation	PROGRAM FUND	Collection		Completed
104671	2	07/28/2009	B-01-DW-36-0001	JCRP	Empire State Development Corporation	PROGRAM FUND	Collection		Completed
104949	4	07/28/2009	B-01-DW-36-0001	JCRP	Empire State Development Corporation	PROGRAM FUND	Collection		Completed



## 5.2.5 Managing Program Income

If a grantee generates Program Income (PI), they must track program income sources and uses in DRGR. Grantees should consult with their CPD Representative regarding what constitutes “Program Income” and if certain thresholds exist for reporting purposes (i.e. if cumulative annual receipts are less than \$25,000, the grantee may not be required to report Program Income).

Program Income is managed in DRGR by:

- DRGR users with Request Drawdown or Approve Drawdown roles.
- Budgeting Program Income at the Action Plan, Project, and Activity Level (See *Section 4: Action Plan* for more information);
- Creating Program Income Receipts (typically against the activity that generated the PI) – see Section 5.2.5.1 for more information);
- Drawing Program Income on Vouchers (against the activity that expended the PI) – see Section 5.2.3 for more information; and
- Optional: Creating Program Income Accounts and RLF Accounts see Section 5.2.5.4.

### 5.2.5.1 Procedure: Creating Receipts

In general, Program Income is usually receipted against the activity that generated it. All Program Income receipts must be entered into DRGR, including when:

- The grantee or any subgrantees or subrecipients generate program income; and
- Subrecipients or subgrantees can retain program income generated and offset future program funds reimbursement requests. For example, if a subrecipient generated \$10,000 of Program Income, and has eligible expenditures totaling \$50,000, the subrecipient would submit a reimbursement request for \$40,000 of Program Funds. In this scenario, the grantee must create a PI Receipt for \$10,000, and create a Voucher with two line items: one line item to draw \$10,000 in Program Income, and another line item to draw the \$40,000 in Program Funds.

To Create a PI Receipt:

1. Following login and acceptance of the “Disclaimer,” click the <Drawdown> link in the navigation bar.
2. Click the <Create Receipt> link in the left navigation column.
  - The “Create Receipt” screen is displayed (Figure 5-37).
3. Select the ‘Grant Number’. The screen will refresh and the Activity dropdown menu activates.
4. Select the ‘Activity Number’ that generated the program income.
5. Enter a ‘Receipt #’.
6. Enter the ‘Amount’ of the Program Income that was generated.
7. Enter the ‘Receipt Date’.

**Note:** the receipt date defaults to today’s date. Any date prior to today’s date will create an automatically-generated email to the grantee’s CPD Representative.

8. Optional but Recommended: Enter a comment (i.e. Sold 123 Main St. for \$100,000) for tracking and recordkeeping purposes.
9. The Receipt Status defaults to Open.
  - Grantees can change the status to ‘Cancelled’ after the receipt is created (see Section 5.2.5.2).



10. Click <Save Receipt>.

- This action saves the receipt and opens the “Search/Edit Receipt Page”.

Figure 5-37: Creating Receipt screen

**Note:** in addition to the procedure described above, grantees can use DRGR upload functionality to create a PI Receipt. For more information see *Section 9 – Data Uploads*.

### 5.2.5.2 Procedure: Search and Edit Receipts

To search for a receipt, follow the steps below:

1. Following login and acceptance of the “Disclaimer,” click <Drawdown> link in the navigation bar.
2. Click <Search/Edit Receipts> link in the left navigation.

- This action opens the “Search for Receipts” screen (Figure 5-38)

Figure 5-38: Search Receipts screen

3. Enter one or more search criteria (Grant #, Activity #, Program Income Account Name, Grantee Receipt #, Project #, Earliest Receipt Date and Receipt Status), or leave search fields blank.
4. Click <Search>.
  - This action causes the “Search for Receipts” screen to refresh with the search results appearing in a table below (Figure 5-39). If more than ten results match the search criteria, the first ten results are listed. Additional results can be viewed by clicking a page link below the table.
  - Each table row is a Program Income receipt. The grantee receipt number for the associated voucher appears in the first table column. The receipt’s program income account appears as a separate column in the table.



5. To edit a receipt, click the <Edit> link on the right of the screen next to the PI receipt.
  - This action opens the “Edit Receipt Screen”, which is similar in structure and content to the “Create Receipt” screen shown in Figure 5-37.
  - The grantee can edit every field on this screen. However, certain rules will prevent the user from saving the edits. For example, a grantee cannot reduce or cancel the receipt if some or all of the Program Income has been drawn on a voucher.
6. To save edits click the <Save Receipt> button. DRGR will return the user to the “Search/Edit Receipt Page”.

Figure 5-39: Search for Receipts Redisplayed with Edit receipt link

**Receipt**

Search for Receipts [Help?](#)

Search Criteria

<b>Grant Number:</b> <input type="text" value="Select"/>	<b>Program Income Account Name:</b> <input type="text"/>	<b>Project Number:</b> <input type="text"/>	<b>Receipt Status:</b> <input type="text" value="Select"/>
<b>Activity Number:</b> <input type="text"/>	<b>Grantee Receipt Number:</b> <input type="text"/>	<b>Earliest Receipt Date:</b> <input type="text" value="Select Date"/>	

|

Results Page 1 of 10 (91 receipts found)

Grantee Receipt #	Receipt Date	Receipt Status	Grant Number	Program Income Account Name	Project #	Grantee Activity Number	Date Created	Receipt Amount	Action
CC-ARResale-SNRHA-PROJ_122011	2011-12-02	Open	B-08-UN-32-0001	General Account	NSP - B (CC)	CC-ARResale-SNRHA	2011-12-27	\$64,772.47	<a href="#">View</a>   <a href="#">View Account</a>
CC-ARResale-CDPCN-PROJ_122011	2011-12-02	Open	B-08-UN-32-0001	General Account	NSP - B (CC)	CC-ARResale-CDPCN-PROJ	2011-12-27	\$139,609.37	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>

### 5.2.5.3 Procedure: Associating Receipts

Associating receipts is an optional DRGR function and is used for limited purposes.

Grantees can associate two or more PI receipts for tracking purposes. Associating receipts is typically performed when one PI receipt is split among two or more activities in separate Program Income Accounts (see Section 5.2.5.4 for more information about PI Accounts).

One situation that would lend itself to associating PI receipts is when a subrecipient is allowed to retain 90% of Program Income generated, with the remaining 10% being used for the Grantee’s Administrative purposes. In this example, a PI receipt for 90% of the funds would be created for the activity that generated Program Income and a receipt for 10% of the PI funds would be created for the Grantee administration activity. The two receipts would then be ‘associated’, using the process described below.

1. Follow steps 1-5 in Section 5.2.5.2 to search for a PI receipt to associate.
  - The conclusion of these steps will open the “Edit Receipt” page (Figure 5-40).



Figure 5-40: Edit Receipt screen - Associate New button

**Receipt**

**Edit Receipt** [Help?](#)

<b>Receipt Created For:</b> State of Illinois	<b>Receipt Created By:</b> Jaysen Alexander
<b>Grant Number:</b> B-08-DI-17-0001	<b>*Activity:</b> 1800300001 08-353001 0901
<b>*Grantee Receipt #:</b> Test Receipt	<b>*Receipt Date:</b> 12/02/2011 <a href="#">Select Date (ex: mm/dd/yyyy)</a>
<b>*Amount:</b> \$ 15,000 (ex: 999,999.99)	<b>Total Receipt Amount:</b> \$11,188.27

**Comment:**  
Intilization of receipts based on past QPR program funds received

**\*Receipt Status:**  
Open

**Associated Receipts**

Associate New

Save Receipt | Cancel

2. Click the <Associate New> button
  - This action opens the “Search/Associate Receipts” page.
3. Users search for Receipts using one or more search criteria, or by leaving the search fields blank.
  - This action will show search results on the “Associate Receipts” page where users can select one or more PI receipts to associate with the receipt being edited (Figure 5-41).



Figure 5-41: Search/Select Receipt Page

**Receipt**

**Associate Receipts**

Receipt #: 18003001 08-353001\_122011

10 Record(s) Displaying 1 through 10

First Prev 1 Next Last

Select	Receipt#	Receipt Date	Status	Grant#	PIA Name	Project#	Activity#	Date Created	Amount	Action
<input checked="" type="checkbox"/>	08-353001 02032012	02/03/2012	Open	B-08-DI-17-0001	General Account	IKE Economic Development Program	1800300001 08-353001 0901	02/03/2012	11132.97	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
<input checked="" type="checkbox"/>	08-353001 06082012	06/08/2012	Open	B-08-DI-17-0001	General Account	IKE Economic Development Program	1800300001 08-353001 0901	06/08/2012	10918.21	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
<input checked="" type="checkbox"/>	08-353001 07172012	07/17/2012	Open	B-08-DI-17-0001	General Account	IKE Economic Development Program	1800300001 08-353001 0901	07/17/2012	140563.26	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
<input type="checkbox"/>	08353001 005	12/15/2011	Open	B-08-DI-17-0001	General Account	IKE Economic Development Program	1800300001 08-353001 0901	12/15/2011	11212.71	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
<input type="checkbox"/>	08353007 02182014	02/18/2014	Open	B-08-DI-17-0001	General Account	IKE Economic Development Program	1800300012 08-353007 0600	02/18/2014	1100	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
<input type="checkbox"/>	1800300001 08-353001 021512	02/15/2012	Open	B-08-DI-17-0001	General Account	IKE Economic Development Program	1800300001 08-353001 0901	02/15/2012	11111.11	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
<input type="checkbox"/>	1800300001 08-353001 04022012	04/02/2012	Open	B-08-DI-17-0001	General Account	IKE Economic Development Program	1800300001 08-353001 0901	04/02/2012	10937.5	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
<input type="checkbox"/>	18003001 08-353001_032011	03/31/2011	Open	B-08-DI-17-0001	General Account	IKE Economic Development Program	1800300001 08-353001 0901	12/02/2011	8333.33	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
<input type="checkbox"/>	18003001 08-353001_062011	06/30/2011	Open	B-08-DI-17-0001	General Account	IKE Economic Development Program	1800300001 08-353001 0901	12/02/2011	15648.15	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
<input type="checkbox"/>	18003001 08-353001_092011	09/30/2011	Open	B-08-DI-17-0001	General Account	IKE Economic Development Program	1800300001 08-353001 0901	12/02/2011	33928.76	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>

[Search Again](#)

- After selection of the receipts to associate using the checkboxes on the left side of the receipts, select the **<Save Association>** button.
  - This action opens the “Edit Receipt” page (Figure 5-42) with a message confirming the association and the associated receipts displayed.
  - The associated receipts will also be shown on the “View Receipt” page (Figure 5-43), which is accessed using steps 1-4 in Section 5.2.5.2 and selecting the **<View>** link.
- Associated receipts may be ‘deassociated’ by selecting the receipts using the checkboxes and clicking the **<Deassociate Selected>** button; additional receipts may be associated using the **<Associate New>** button.

Figure 5-42: Save Association

**Receipt**

**Edit Receipt** [Help?](#)

**Selected receipts have been associated successfully**

**Receipt Created For:** State of Illinois

**Grant Number:** B-08-DI-17-0001

**\*Grantee Receipt #:** 18003001 08-353001\_122011

**\*Amount:** \$ 11,188.27 (ex: 999,999.99)

**Comment:** Initialization of receipts based on past QPR program funds received

**\*Receipt Status:** Open

**Receipt Created By:** Jaysen Alexander

**\*Activity:** 1800300001 08-353001 0901

**\*Receipt Date:** 12/02/2011 [Select Date \(ex: mm/dd/yyyy\)](#)

**Total Receipt Amount:** \$33,239.45

**Associated Receipts**

Select	Receipt#	Receipt Date	Status	Grant#	PIA Name	Project#	Activity#	Date Created	Amount	Action
<input type="checkbox"/>	08-353001 02032012	02/03/2012	Open	B-08-DI-17-0001	General Account	IKE Economic Development Program	1800300001 08-353001 0901	02/03/2012	11132.97	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
<input type="checkbox"/>	08-353001 06082012	06/08/2012	Open	B-08-DI-17-0001	General Account	IKE Economic Development Program	1800300001 08-353001 0901	06/08/2012	10918.21	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
<input type="checkbox"/>	18003001 08-353001_122011	12/02/2011	Open	B-08-DI-17-0001	General Account	IKE Economic Development Program	1800300001 08-353001 0901	12/02/2011	11188.27	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>

|



Figure 5-43: View Receipts screen with Associated Receipts

**Receipt**

**View Receipt** [Help?](#)

<b>Receipt Created For:</b> State of Illinois	<b>Receipt Created By:</b> SYSTEM UPDATE
<b>Grant Number:</b> B-08-DI-17-0001	<b>Activity:</b> 1800300001 08-353001 0901
<b>Grantee Receipt #:</b> 18003001 08-353001_122011	<b>Receipt Date:</b> 12/02/2011
<b>Amount:</b> \$11,188.27	<b>Total Receipt Amount:</b> \$33,239.45

**Comment:**  
 Initialization of receipts based on past QPR program funds received

**Receipt Status:**  
Open

**Associated Receipts**

Receipt#	Receipt Date	Status	Grant#	PIA Name	Project#	Activity#	Date Created	Amount	Action
08-353001 02032012	02/03/2012	Open	B-08-DI-17-0001	General Account	IKE Economic Development Program	1800300001 08-353001 0901	02/03/2012	11132.97	<a href="#">View</a>   <a href="#">View Account</a>
08-353001 06082012	06/08/2012	Open	B-08-DI-17-0001	General Account	IKE Economic Development Program	1800300001 08-353001 0901	06/08/2012	10918.21	<a href="#">View</a>   <a href="#">View Account</a>
18003001 08-353001_122011	12/02/2011	Open	B-08-DI-17-0001	General Account	IKE Economic Development Program	1800300001 08-353001 0901	12/02/2011	11188.27	<a href="#">View</a>   <a href="#">View Account</a>

[Back to Search](#)

### 5.2.5.4 Program Income Accounts Overview

Program Income Accounts are used to “wall off” program income generated by Responsible Organizations. Program Income Accounts are created by grantees to identify activities under funding agreements with Responsible Organizations that allow these organizations to retain and use PI on their activities.

For example, if a state allows local governments to retain program income for use on their own activities, they would set up a PI Account for each of these local governments and assign activities accordingly. These local governments would need to disburse PI for these activities before requesting additional Program Funds from the state and notify the state of the transaction so it can be recorded in DRGR.

Program Income Accounts are established by Responsible Organization. Program Income Accounts typically include all the activities associated with the Responsible Organization, and may include different Activity Types.

**Note:** Program Income Accounts are optional in DRGR. For example, a state may require all PI to be returned from local governments back to the state. It is important to remember that PI accounts do not need to be set up if local governments or subrecipients are not allowed to retain their PI.

Program Income generated by an activity in a PI Account can only be used for itself or other activities in the same PI Account. Any activities that are not assigned to a PI Account will remain in a ‘General PI Account’. Regardless of whether an activity is assigned to a grantee-created PI Account or whether the activity is in the General PI Account (unassigned), DRGR requires all PI received in each PI Account/General Account to be used before Program Funds are used.

Figure 5-44 shows the “math rules” and an example of how DRGR calculates available Program Funds in consideration of Program Income available on the “Available Amount” screen (see Section 5.2.3.1 for information on accessing the “Available Amount” screen).



Figure 5-44: Available Amount screen – calculation including PI/PI Accounts

Total **Program Funds** Available Activity Amount =  
 Obligated Amount  
 – (Activity Total Drawn Amt. (PI+PF) + Activity Draw Pending (PI+PF)  
 – Balance PI Available of Program Income (General/RLF/PI Account) + Pending PI  
 Draws (General/RLF/PI Account).

### Drawdown

#### Create Voucher - Calculated Available Amounts

[Help?](#)

Go Back To Create Voucher (Page 2)

**Voucher #:** 169888  
**Requested Submission Date:** 01/10/2012

**Voucher Created For:** Denver01, CO  
**Created by:** T001GR T001GR

**Grant #:** B-08-MN-99-0103  
**Responsible Organization:** Greater Denver Housing Help  
**Project:** NSP1-B-Acq/Rehab

**Grantee Activity #:** NSP1-B A/R MF DHH LH25  
**Activity Title:** Acq/Rehab Multifamily LH25  
**Fund Type:** PROGRAM FUND

**Program Income Account:**  
 GDHH - PI Account

Program Income Account	Program Income - PI Account Level	Program Funds - Activity Level	Program Income - Activity Level	All Funds - Activity Level
A - Budgeted	- - -	- - -	- - -	\$3,500,000.00
B - Obligated	- - -	- - -	- - -	\$3,000,000.00
C - Receipts	\$25,000.00	- - -	\$25,000.00	- - -
D - Drawn	\$0.00	\$0.00	\$0.00	\$0.00
E - Available	\$25,000.00	\$2,975,000.00	\$25,000.00	\$3,000,000.00

In the example above, the activity shown is part of the “GDHH – PI Account”. Based on the “math rules” formula, although \$3,000,000 is obligated for the activity, only \$2,975,000 of Program Funds is available, as calculated below:

- Obligated Amount = \$3,000,000
- Minus Total Drawn Amount (PI + PF) = \$0
- Minus Balance of PI Available (PI Account) + Pending PI Draws = \$25,000
- Program Funds Available = \$2,975,000

**Note:** that all funds available (PI + PF) equal the \$3,000,000 obligated amount (since no draws have been made), but that PI available in the PI Account must be drawn before Program Funds.



### 5.2.5.5 Procedure: Adding Program Income Accounts

1. Following login and acceptance of the “Disclaimer,” click the <Drawdown> link in the navigation bar.
2. Click <Add PI Account> link (Figure 5-45) in the left navigation.
  - This action opens the “Add Program Income Account” screen (Figure 5-46).

Figure 5-45: Add Program Income Account link

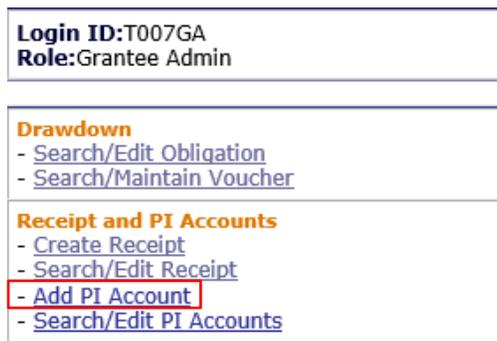
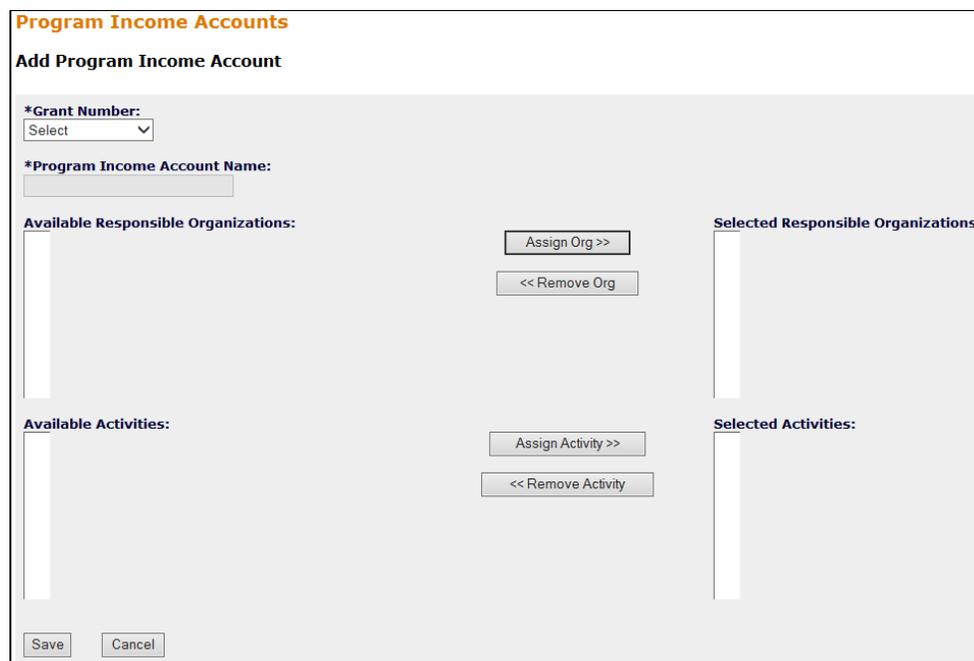


Figure 5-46: Add Program Income Account screen



3. Select a ‘Grant Number’ using the drop-down menu.
  - This action refreshes the “Add Program Income Account” page with ‘Available Responsible Organizations’ for the selected grant.
4. Enter a name for the Program Income Account
5. Assign Responsible Organization(s) listed in the ‘Available Responsible Organizations’ field using the <Assign Org> button.
  - Remove RO(s) from the ‘Selected Responsible Organizations’ field using the <Remove Org> button.
6. Activities for the selected RO(s) can now be assigned to the Program Income Account using the <Assign Activity> button (or removed once selected using the <Remove Activity> button).



7. Once all selections are made, click **<Save>** to save the Program Income Account.
8. Repeat steps 1-7 to add additional Program Income Accounts, as desired.

### 5.2.5.6 Procedure: Search/Edit Program Income Account

1. Following login and acceptance of the “Disclaimer,” click the **<Drawdown>** link in the navigation bar.
2. Click the **<Search/Edit PI Account>** link in the left navigation.
  - This action opens the “Search for Program Income Accounts” page (Figure 5-47).

Figure 5-47: Search/Edit Program Income Accounts

Program Income Accounts

Search for Program Income Accounts

Search Criteria

Grant Number:  Program Income Account:  Grantee Activity Number:

|

3. Enter one or more search criteria (Grant #, Program Income Account Name, Activity #), or leave all search fields blank.
4. Click **<Search>**.
  - This action refreshes the “Search for Program Income Accounts” screen, with the search results displayed. If more than ten results match the search criteria, the first ten results are listed. Additional results can be viewed by clicking a page link below the table.
  - By default, all receipts start in the General Account. When a user creates a Program Income Account and adds a receipt, it is added to the created Program Income Account.

## 5.3 HUD User Tasks

Depending on assigned privileges in DRGR, a HUD user can perform one or more of the following tasks with regards to drawdowns:

### Voucher Functions:

- View a voucher or voucher line item
- Approve or reject a voucher line item
- Revoke approval of a voucher line item

### Other Drawdown Related Functions

- Set a drawdown approval threshold – Define a threshold for drawdowns on a grant; once the threshold is exceeded, drawdowns require HUD approval.
- Block a grant drawdown – Block all drawdowns from being performed on a grant.
- Block a grantee drawdown – Block a grantee from performing drawdown actions on a grant.
- Block drawdowns at the Project and Activity levels.
- Troubleshooting.

In addition, HUD users can search and view Program Income Receipts and Program Income Accounts. These tasks are described in Sections 5.3.1, 5.3.2 and 5.3.3 below.



### 5.3.1 Voucher Functions

#### 5.3.1.1 Procedure: Searching for a Voucher

The HUD user search for vouchers function follows the same process as for grantee users. This process is shown in steps 1-6 in Section 5.2.3.2.

- At the completion of these steps the “Maintain Voucher” screen is shown for the selected voucher line item **Figure 5-48**.

Figure 5-48: Maintain Voucher screen

Admin	Action Plans	Drawdown	QPR	Reports	Grants						
Drawdown		Maintain Voucher <a href="#">Help?</a>									
Return to Search Voucher		Download PDF									
Voucher #: 272833		Created By: T007GR - Rosalind Stevens									
Voucher Created for: Chicago, IL		Creation Date: 03/07/2015									
Line Item #	Grant#	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Action
1	B-13-MS-17-0001	Test2.1	City of Chicago	Affordable Rental Housing	Test2.1	PROGRAM FUND	\$100,000.00	Approved		03/10/2015	<a href="#">Cancel</a>   <a href="#">View</a>
2	B-13-MS-17-0001	Test2.1	City of Chicago	Affordable Rental Housing	Test2.1	PROGRAM INCOME	\$50,000.00	Approved		03/10/2015	<a href="#">Revise</a>   <a href="#">Cancel</a>   <a href="#">View</a>
<b>Voucher Approved Total: \$150,000.00</b>											

- Users can click a link in the ‘Action’ column (or click the <Return to Search Voucher> button to perform another search). The options available in the ‘Action’ column depend on the status of the line item and the privileges assigned to your user role.

The possible actions for a HUD user are:

- View a voucher or voucher line item
- Approve or reject a voucher line item
- Revoke approval of a voucher line item

Follow instructions in Sections 5.3.1.2, 5.3.1.3 and 5.3.1.4 to perform these tasks (view, approve, revoke).

#### 5.3.1.2 Procedure: Viewing a Voucher or Voucher Line Item

The view a voucher or voucher line item process for HUD users follows the same steps as for grantee users. See Section 5.2.3.3 for detailed steps.

- At the conclusion of this process, the “View Voucher” screen is displayed (Figure 5-49).
- Additional information explaining the content of the “View Voucher” page is found in Appendix



Figure 5-49: View Voucher screen

**Drawdown**

**View Voucher Line Item** [Help?](#)

---

Return to Search Voucher    Return to Maintain Voucher

---

**Voucher Created For:** Denver01, CO    **Voucher # / Line Item #:** 169890/2    **Grant #:** B-08-MN-99-0103    **Transaction Type:** Payment

**Created By:** T001GR

**Creation Date:** 01/11/2012

**DRGR Information**

**DRGR Status:** Rejected

**Batch #:**

**Batch Date:**

**LOCCS Control #:**

**LOCCS Status:** Blank

**LOCCS Pay Code Description:**

**LOCCS Update**

**Batch Updated By:** T001GA

**Date Updated:** 2012-01-11 11:58:40.0

**Special Remarks:**

**LOCCS Confirmation Information**

**Confirm Batch #:**

**Confirm Batch Date:**

**Confirmation Code:**

**Pay Method:**

**Payment Date:**

**Schedule #:**

**Reschedule:**

**Effective Date:**

**Line Item**

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date
B-08-MN-99-0103	NSPI-B A/R SF DAH LH25	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	Acq/Rehab Single- Family LH25	PROGRAM FUND	\$25,000.00	Rejected	2012-01-11

**Revision Reason History:**

**Revision Comment History:**

**Grantee Approver (T001GA - T001GA T001GA) Comments:**  
(None)

**HQ Approver Comments:**  
(None)

---

Return to Search Voucher    Return to Maintain Voucher

### 5.3.1.3 Procedure: Approving or Rejecting a Voucher Line Item

HUD headquarters (HQ) approval of a voucher is required when the grant threshold for the associated grant has been reached, that is, if the total amount of the approved voucher exceeds a predefined threshold. Only vouchers funded by Program Funds would require approval by HUD HQ.

If a drawdown threshold is triggered on a voucher, all line items on that voucher that are approved by a grantee approver are flagged and sent to HUD for approval. The status of the line item(s) requiring HUD HQ approval is **Approved Pending HQ**. Only HUD users with a Drawdown Approver role may approve a voucher line item(s).

To approve a voucher line item:

1. Follow Steps 1-6 in the in Section 5.2.3.2 - Searching for a Voucher to locate the voucher line item to be approved or rejected.
  - At the completion of Step 6, the “Maintain Voucher” screen displays the selected voucher containing the voucher line item for approval or rejection. The options available in the ‘Action’ column depend on the status of the line item and the privileges assigned to your user role.
2. (Optional) To view the details of a line item before approving or rejecting it, click the <View> link in ‘Action’ column; after viewing it, click the <Return to Maintain Voucher> button.
3. Change the submission date for the voucher line item if necessary:



- The submission date specifies when the voucher information should be submitted to LOCCS.
  - You can manually enter a date, or select a date using the pop-up calendar.
  - The date must be greater than or equal to today’s date.
  - The date cannot be more than 90 days after the voucher creation date.
4. (Optional) Enter a comment in the ‘HUD Approver Comments’ field.
  5. Click the <Approve> or <Reject> link in the ‘Action’ column next to a line item.

The “Maintain Voucher” screen is redisplayed (Figure 5-50). A message confirming the approval or rejection appears at the top of the page. The status of the line item is updated to **Approved by HUD HQ** and the line item appears in the group of line items with the same status. The submission date and comments are now read-only.

Figure 5-50: Maintain Voucher screen

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

LoginID: Admin | Action Plans | **Drawdown** | QBR | Reports | Grantee | Grants  
Role: HQ User

**Drawdown**  
- Search Voucher

**Utilities**  
- Print Page  
- Profile  
- Help  
- Change Password  
- Logout

**Links**  
- PDF Viewer  
- Support  
- CBO Home  
- HUD Home

**Maintain Voucher**

• Voucher item approved successfully. Voucher approved total: \$100.00. Approver comment: ""

Return to Search Voucher

Voucher #: 100198 | Created By: DGRAHAM  
Voucher Created for: State of Virginia | Creation Date: 10/23/2008

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	
<input type="checkbox"/>	1	8-05-01-51-0001	JAMES CITY COUNTY 05-DRP-04: #14A	James City County.	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04: #14A	PROGRAM FUND	\$899.00	\$100.00	Approved by HQ	10/27/2008	Revoke   View
									<b>Voucher Approved by HQ Total:</b>	<b>\$100.00</b>		
	3	8-05-01-51-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PROGRAM FUND	\$704.50	\$200.00	Open	10/23/2008	View
	4	8-05-01-51-0001	YORK COUNTY 05-DRP-07: #14A	York County	Rehabilitation/reconstruction of residential structures	YORK COUNTY 05-DRP-07: #14A	PROGRAM FUND	\$3,070.00	\$50.00	Open	10/23/2008	View
									<b>Voucher Open Total:</b>	<b>\$250.00</b>		
	2	8-05-01-51-0001	JAMES CITY COUNTY 05-DRP-04: #14A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04: #14A	PROGRAM FUND	\$704.50	\$250.00	Revised	10/23/2008	View

### 5.3.1.4 Procedure: Revoking Approval of a Voucher Line Item

If a voucher line item was approved in error, HUD users can revoke the approval if the line item has not yet been submitted to LOCCS. Only items with a status of **Approved by HQ** can have their approval revoked. After approval is revoked, the line item returns to a status of **Approved Pending HQ**.



Only a HUD user with Drawdown Approver privileges can revoke approval of a voucher line item. In addition, the HUD user revoking the approval must be the same user that approved it.

To revoke approval of a voucher line item:

1. Follow Steps 1-6 in Section 5.2.3.2 - Searching for a Voucher to locate the voucher containing the voucher line item for which you want to revoke approval.
  - At the completion of Step 6, the “Maintain Voucher” screen displays the selected voucher containing the voucher line item for which you want to revoke approval (Figure 5-51). The options listed in the ‘Action’ column depend on the status of the line item and the privileges assigned to your user role.

Figure 5-51: Maintain Voucher screen

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

UHS

LoginID: HQ User  
Role: HQ User

Admin | Action Plans | **Drawdown** | QPR | Reports | Grantee | Grants

Drawdown  
- Search Voucher

Utilities  
- Print Page  
- Profile  
- Help  
- Change Password  
- Logout

Links  
- PDF Viewer  
- Support  
- CPD Home  
- HUD Home

Maintain Voucher

Return to Search Voucher

Voucher #: 100198  
Created By: DGRAHAM

Voucher Created for: State of Virginia  
Creation Date: 10/23/2008

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input type="checkbox"/>	1	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #14A	James City County.	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04: #14A	PROGRAM FUND	\$899.00	\$100.00	Approved by HQ	11/27/2008	<b>Revoke</b>   <a href="#">View</a>
<b>Voucher Approved by HQ Total:</b>									<b>\$100.00</b>			
	3	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PROGRAM FUND	\$704.50	\$200.00	Open	10/23/2008	<a href="#">View</a>
	4	B-05-DJ-51-0001	YORK 05-DRP-07: #14A	York County	Rehabilitation/reconstruction of residential structures	YORK 05-DRP-07: #14A	PROGRAM FUND	\$3,070.00	\$50.00	Open	10/23/2008	<a href="#">View</a>
<b>Voucher Open Total:</b>									<b>\$250.00</b>			
		B-05-	JAMES CITY			JAMES CITY						

2. (Optional) To view a line item before revoking it, click the <View> link in the ‘Action’ column; after viewing it, click the <Return to Maintain Voucher> button.
3. Click the <Revoke> link in the ‘Action’ column next to the voucher line item whose approval you want to revoke.



- The “Maintain Voucher” screen is redisplayed (Figure 5-52). A message confirming the revocation appears at the top of the page. The status of the line item has been updated to ‘Approved Pending HQ’ and the line item appears in the group of line items with the ‘Approved Pending HQ’ status. The submission date and comments are now editable.

Figure 5-52: Maintain Voucher screen with Status updated

The screenshot shows the 'Maintain Voucher' screen in the DRGR system. At the top, a message states 'Voucher item revoked successfully'. Below this, a table lists voucher line items. Two red callouts are present: one pointing to the 'Approved Pending HQ' status in the 'Line Item Status' column, and another pointing to the 'Voucher Approved Pending HQ Total: \$100.00' row in the table.

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input type="checkbox"/>	1	B-05-03-51-0001	JAMES CITY COUNTY 05-DRP-04: #14A	James City County	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04: #14A	PROGRAM FUND	\$899.00	\$100.00	Approved Pending HQ	10/23/2008	Approve   Expect View
									<b>Voucher Approved Pending HQ Total:</b>	<b>\$100.00</b>		
	3	B-05-03-51-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PROGRAM FUND	\$704.50	\$200.00	Open	10/23/2008	
	4	B-05-03-51-0001	YORK 05-DRP-07: #14A	York County	Rehabilitation/reconstruction of residential structures	YORK COUNTY 05-DRP-07: #14A	PROGRAM FUND	\$3,070.00	\$50.00	Open	10/23/2008	
									<b>Voucher Open Total:</b>	<b>\$250.00</b>		

### 5.3.2 Other Drawdown Related Functions

#### 5.3.2.1 Procedure: Setting a Drawdown Approval Threshold

HUD Super Users can set an approval threshold for drawdowns for a specific grant. Once this threshold has been reached, any subsequent voucher line items approved by a grantee user also require approval by a HUD Headquarters user.

To set a drawdown approval threshold follow the steps listed below:

1. After logging in and accepting the “Disclaimer,” click the <Grants> link in the navigation bar.
  - The “View All Grants” screen is displayed (Figure 5-53).

Figure 5-53: View All Grants screen



Login ID:HONGSU  
Role:Super User - HQ User

**Grants**  
- **Search**  
- Add  
- View All

**Change Role**  
- Grantee Simulator  
- Super User - HQ User

**Utilities**  
- Print Page  
- Profile  
- Subscriptions  
- Help  
- FAQ  
- Logout  
- Reports

**Links**  
- CPD Systems Login  
- PDF Viewer  
- Support  
- CPD Home  
- HUD Home

Admin	Action Plans	Drawdown	QPR
<b>Grants</b>			
View All Grants			
1 Page 2 >			
State	Grantee Name	Grant Number	
ND	North Dakota-DOC	B-97-DU-38-0001	
ND	Devils Lake/Ramsey County, ND	B-97-NU-38-0005	
ND	Fargo, ND	B-97-MU-38-0001	
ND	Cass County, ND	B-97-NU-38-0001	
ND	Grand Forks, ND	B-97-MU-38-0002	
SD	South Dakota	B-97-DU-46-0001	
IL	Illinois	B-97-DU-17-0001	

2. Click the <Search> link under Grants in the left column navigation box.
  - The “Search” screen is displayed (Figure 5-54).

Figure 5-54: Search (for Grants) screen

**Search**

Search for:  
 Grant  
 Grantee

HUD Office:

State/Territory:

Grantee Name:

Program Name:

Appropriation:

Grant Number:

Grant Status:

Obligation Date:  
From:   
[Select Date](#) (ex: mm/dd/yyyy)  
To:   
[Select Date](#) (ex: mm/dd/yyyy)

Disaster:

**Enter search criteria, and then click <Search>**

3. Enter search criteria, or leave all fields blank.
4. Click the <Search> button.
  - The “Search Grant Results” screen is displayed (Figure 5-55).

Figure 5-55: Search Grants Results screen



**Grants**

Search Grant Results [Help?](#)

- Search by [State/Territory VA]

State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
VA	<a href="#">State of Virginia</a>	<a href="#">B-96-DR-51-0001</a>	Close	<a href="#">Original - In Progress</a>	<a href="#">Review QPRs</a>
VA	<a href="#">Prince William County, VA</a>	<a href="#">B-08-UN-51-0002</a>	Active	<a href="#">Submitted - Await for Review</a>	<a href="#">Review QPRs</a>
VA	<a href="#">State of Virginia</a>	<a href="#">B-97-DU-51-0001</a>	Close	<a href="#">Reviewed and Approved</a>	<a href="#">Review QPRs</a>
VA	<a href="#">State of Virginia</a>	<a href="#">B-05-DJ-51-0001</a>	Close	<a href="#">Reviewed and Approved</a>	<a href="#">Review QPRs</a>

- Click a link in the 'Grant Number' column of the grant for which you want to set a threshold.
  - The "View Grant" screen is displayed (Figure 5-56).

Figure 5-56: View Grant screen

**Grants**

- Search
- Add
- Edit**
- View All

---

**Change Role**

- Grantee Simulator
- Super User - HQ User

---

**Utilities**

- Print Page
- Profile
- Subscriptions
- Help
- FAQ
- Logout
- Reports

---

**Links**

- CPD Systems Login
- PDF Viewer
- Support
- CPD Home
- HUD Home

**View Grant** [Help?](#)

Close | View Grant History | View Review Checklist | Review Checklist PDF | Grant Closeout Checklist | Delete

---

**Grant Number :**  
111

**Grant Name:**  
roger's grant

**Grant Award Amount:**  
\$11,111,111.00

**LOCCS Authorized Amount:**  
\$11,111,111.00

**Disaster:**  
FEMA-DR-1134-NC

**Award Date:**

**Block Grant Drawdown**  
 Blocked

**Block Grant Obligation**  
 Blocked

**Program Income Waiver Date:**

**HUD CPD Representative Contact:**

**Grantee Signature Date:**  
01/01/2005

**Current Grant Contract Effective Date :**  
10/01/1900

**Current Grant Contract End Date :**

**Statutory Date:**

**Contract Effective Date:**  
10/01/1900

**Appropriation:**  
NotKnown

**CFDA Number:**

**Grantee:**  
rogco

**HUD Voucher Approval Threshold:**

**TIN #**  
999999999

**Banking Set-Up in LOCCS**  
Y

**HUD Office:**

**Low / Mod:**

**Public Service Cap:**

**Admin Plan Cap:**

**State Admin Plan Cap:**

- Click the <Edit> link under Grants in the left menu.
  - The "Edit Grant" screen is displayed (Figure 5-57).



Figure 5-57: Edit Grant screen

**Grants**

**Edit Grant** [Help?](#)

\*Indicates Required Field

|  |  |  |

**\*Grant Number:** 111

**Grant Name:** roger's grant

**\*Report Cycle:** Annually Calendar

**\*Grant Award Amount:** (ex: 999,999.99) \$11111111.00

**LOCCS Authorized Amount:** (ex: 999,999.99) \$11111111.00

**CFDA Number:**

**HUD Voucher Approval Threshold:** (ex: 999,999.99) \$100,000

**Disaster:** FEMA-1048-OK - Explosion at Federal Courthouse in Oklahoma City  
FEMA-1737-DR-IA - Severe Winter Storm

**Remove Grant:**  
 Remove

**\*Appropriation:** NotKnown

**Banking Set-Up in LOCCS**  
Y

**\*Contract Effective Date:** 10/01/1900  
[Select Date](#) (ex: mm/dd/yyyy)

**Current Grant Contract Effective Date:** 10/01/1900

**Current Grant Contract End Date:**  
[Select Date](#) (ex: mm/dd/yyyy)

**TIN #** 999999999

**Block Grant Drawdown**  Blocked

**Block Grant Obligation**  Blocked

7. Enter a value in the 'HUD Drawdown Approval Threshold' field.
  - The amount entered should not exceed the grant award amount.
8. Click the <Save> button.
  - This action opens the "View Grant" screen with a confirmation "Success: Grant has been saved" message at the top of the page and the saved Approval Threshold value (Figure 5-58).



Figure 5-58: View All Grants screen with “Success: ...saved” message

**Grants**

**View Grant** [Help?](#)

- Success: Grant has been saved.

Close | View Grant History | View Review Checklist | Review Checklist PDF | Grant Closeout Checklist | Delete

---

**Grant Number :**  
111

**Grant Name:**  
roger's grant

**Grant Award Amount:**  
\$11,111,111.00

**LOCCS Authorized Amount:**  
\$11,111,111.00

**Disaster:**  
FEMA-DR-1134-NC

**Award Date:**

**Block Grant Drawdown**  
 Blocked

**Block Grant Obligation**  
 Blocked

**Program Income Waiver Date:**

**Contract Effective Date:**  
10/01/2000

**Appropriation:**  
NotKnown

**CFDA Number:**

**Grantee:**  
rogco

**HUD Voucher Approval Threshold:**  
\$100,000.00

**TIN #**  
999999999

**Banking Set-Up in LOCCS**  
Y

**HUD Office:**  
HUD Headquarters

9. You may now <Close> this screen, which returns you to the “View All Grants” screen.

### 5.3.2.2 Procedure: Blocking a Grant Drawdown

Occasionally, it may be necessary to prevent users from creating any drawdowns for a specific grant. When this is necessary, HUD Super Users can set a block on that grant, which remains in effect until the Super User unblocks it. A blocked grant does not appear in search results for creating a voucher. Only a HUD Super User can block a grant from drawdowns.

To block or unblock drawdowns for a grant:

1. Follow steps 1-6 in Section 5.2.3.1.
  - At the conclusion of these steps, The “Edit Grant” screen is displayed (Figure 5-59).



Figure 5-59: Edit Grant screen

**Grants**

**Edit Grant** [Help?](#)

\*Indicates Required Field

Save | View Grant History | Add Sub Grant | Grant Closeout Checklist | Cancel

**\*Grant Number:** 111

**Grant Name:** roger's grant

**\*Report Cycle:** Annually Calendar

**\*Grant Award Amount:** (ex: 999,999.99) \$11111111.00

**LOCCS Authorized Amount:** (ex: 999,999.99) \$11111111.00

**CFDA Number:**

**HUD Voucher Approval Threshold:** (ex: 999,999.99) \$100000.00

**Disaster:** FEMA-1048-OK - Evacuation of Federal Courthouse in Oklahoma City

**Remove Grant:**  
 Remove

**\*Appropriation:** NotKnown

**Banking Set-Up in LOCCS**  
Y

**\*Contract Effective Date:** 10/01/2000  
[Select Date](#) (ex: mm/dd/yyyy)

**Current Grant Contract Effective Date:** 10/01/1900

**Current Grant Contract End Date:**  
  
[Select Date](#) (ex: mm/dd/yyyy)

**TIN #**  
999999999

**Block Grant Drawdown**  
 Blocked

**Block Grant Obligation**  
 Blocked

2. In the **Blocked** checkbox under the 'Block Grant Drawdown' heading, do one of the following:
  - Check the box to block the grant from drawdowns.
  - Uncheck the box to permit grant drawdowns.
3. Click the **<Save>** button.
  - This reopens the "View Grant" screen showing a "Success: Grant has been saved" message and the Blocked Grant Drawdown (Figure 5-60).



Figure 5-60: View Grant screen with “Success” message and Blocked Grant Drawdown

**Grants**

**View Grant** [Help?](#)

• **Success: Grant has been saved.**

|  |  |  |  |

**Grant Number :**  
111

**Grant Name:**  
roger's grant

**Grant Award Amount:**  
\$11,111,111.00

**LOCCS Authorized Amount:**  
\$11,111,111.00

**Disaster:**  
FEMA-DR-1134-NC

**Award Date:**

**Contract Effective Date:**  
10/01/2000

**Appropriation:**  
NotKnown

**CFDA Number:**

**Grantee:**  
rogco

**HUD Voucher Approval Threshold:**  
\$100,000.00

**TIN #**  
999999999

**Banking Set-Up in LOCCS**  
Y

**Block Grant Drawdown**  
 Blocked

**Block Grant Obligation**  
 Blocked

### 5.3.2.3 Procedure: Blocking a Grantee Drawdown

Occasionally, it may be necessary to prevent a specific grantee from creating drawdowns. When this is necessary, HUD Super Users can set a block on that grantee, which remains in effect until a Super User unblocks it. As long as the grantee is blocked, the grantee is not able to create any vouchers for any grants associated with the grantee. Only a HUD Super User can block a grantee from creating drawdowns.

To block or unblock drawdowns for a grantee:

1. After logging in and accepting the “Disclaimer,” click the <Grantee> link in the navigation bar.
  - The “View All Grantees” screen is displayed.
2. Click <Search> under Grantee in the left navigation menu box.
  - The “Search” screen is displayed.
3. Enter search criteria or leave all search fields blank.
4. Click <Search>.
  - The “Search Grantee Results” screen is displayed.
5. Click the link in the ‘Grantee Name’ column of the grant that you want to block.
  - The “View Grantee” screen is displayed.
6. Click <Edit> in the left menu.
  - The “Edit Grantee” screen is displayed (Figure 5-61).



Figure 5-61: Edit Grantee screen

**Grantee**

**Edit Grantee** [Help?](#)

\* Indicates Required Field

Save | Cancel

\*Grantee Name:  Status:  Remove Grantee:  Remove **Block Drawdown:**  Blocked

Email:  \*DRGR Grantee ID:

Address 1:  DUNS #:  TIN #:

System for Award Management:    Status:

Entity DUNS#:  CAGE Code:

Has Active Exclusion?  DoDAAC:

Expiration Date:  Delinquent Federal Debt?

7. In the **Blocked** checkbox under the ‘Block Drawdown’ heading, do one of the following:
  - Check the box to block the grantee from drawdowns.
  - Uncheck the box to permit grantee drawdowns.
8. Click the **<Save>** button.
  - The “View Grantee” screen is displayed.
9. Click the **<Close>** button.

### 5.3.2.4 Procedure: HUD Block Project and Activity Drawdowns

HUD Super Users may only want to block drawdowns at the Project or Activity level, as opposed to the Grant (Section 5.3.2.2) or Grantee (Section 5.3.2.3) level. This may be done to restrict certain Projects or Activities with known compliance issues, or may be done as part of managing expenditure deadlines for certain grant appropriations (e.g. P.L. 113-2 grants). As such, HUD Super Users may also set a ‘Block Drawdown Date’ after which draws will no longer be permitted.

To block a drawdown at the Project or Activity level, follow the steps below:

1. After logging in and accepting the “Disclaimer,” click the **<Admin>** link in the navigation bar.
  - The “Search for Projects/Activities” screen is displayed (Figure 5-62).

Figure 5-62: Search for Projects/Activities screen

**Block Projects/Activities**

**Search for Projects/Activities** [Help?](#)

Search Criteria

Grantee Name:  Grant #:  Responsible Organization:

Project #:  Grantee Activity #:  Block Status:

Search | Reset

2. Enter one or more search terms or leave the search fields blank and click the **<Search>** button.
  - The “Search for Projects/Activities” screen is refreshed with results listed below the search fields (Figure 5-63).



Figure 5-63: Search Results for Block Project/Activity

Results Page 1 of 6 (53 activities found)

Select (All)	Grantee Name	Grant #	Responsible Organization #	Project #	Project Block Status	Project Block Date	Grantee Activity #	HUD Activity Block Status	HUD Activity Block Date
<input type="checkbox"/>	New Hampshire	B-08-DN-33-0001	Berlin	B-CDFA-NSP	Not Blocked		B-Berlin-Rehab	Not Blocked	Mar-11-15
<input type="checkbox"/>	New Hampshire	B-08-DN-33-0001	Berlin	D-CDFA-NSP	Not Blocked		D-Berlin-Demo	Not Blocked	
<input type="checkbox"/>	New Hampshire	B-08-DN-33-0001	Berlin	E-CDFA-NSP	Not Blocked		E-Berlin-Rehab-Vacant	Not Blocked	
<input type="checkbox"/>	New Hampshire	B-08-DN-33-0001	Berlin	X-CDFA-NSP	Not Blocked		X-Admin-Berlin	Not Blocked	
<input type="checkbox"/>	New Hampshire	B-08-DN-33-0001	Berlin	Z-CDFA-Set-Aside	Not Blocked		B-Z-Berlin-Rehab	Not Blocked	
<input type="checkbox"/>	New Hampshire	B-08-DN-33-0001	City of Manchester	B-CDFA-NSP	Not Blocked		B-Manchester-Acquisition	Not Blocked	
<input type="checkbox"/>	New Hampshire	B-08-DN-33-0001	City of Manchester	B-CDFA-NSP	Not Blocked		B-Manchester-Rehab	Not Blocked	
<input type="checkbox"/>	New Hampshire	B-08-DN-33-0001	City of Manchester	D-CDFA-NSP	Not Blocked		D-Manchester-Demo	Not Blocked	
<input type="checkbox"/>	New Hampshire	B-08-DN-33-0001	City of Manchester	E-CDFA-NSP	Not Blocked		E-Manch-Acquis-Vacant	Not Blocked	
<input type="checkbox"/>	New Hampshire	B-08-DN-33-0001	City of Manchester	E-CDFA-NSP	Not Blocked		E-Manch-Rehab-Vacant	Not Blocked	

1 2 3 4 5 [Next 10 Results]

Block Activities | Unblock Activities

Select Block Drawdown Date: 03/11/2015 select Date (ex: mm/dd/yyyy)

Block Activity Drawdown Date | Unblock Activity Drawdown Date

- HUD Super Users may now locate the Activity or Activities you wish to Block (or Unblock, if it is already Blocked), and click a checkbox for the appropriate activity in the ‘Select (All)’ left column.
- Depending on your intent, click either the <Block Activities> button, where upon the Activities selected on the “Result Pages” are blocked, or <Unblock Activities> button, which results in the Activities selected being unblocked.
  - In either case, the system re-opens the “Search for Activities” screen showing the new ‘Block Status’ of the activities in the right column of the table. A message is also included on the screen stating that “Selected activities were successfully blocked (unblocked)”.
- Optional: To set a Block Drawdown Date, enter a date in the ‘Select Block Drawdown Date’ field.
- Depending on your intent, click either <Block Activity Drawdown Date>, whereupon the Activities selected are updated with a ‘Block Date’, or <Unblock Activity Drawdown Date> button, which results in the ‘Block Date’ for the Activities selected being removed.
  - In either case, the system re-opens the “Search for Projects/Activities” screen showing the new ‘HUD Activity Block Date’ of the activities in the right column of the table. A message is also included on the screen stating that “Selected activities drawdown date were successfully blocked (unblocked)”.

### 5.3.3 Program Income Functions

#### 5.3.3.1 Procedure: Search/View Receipt

HUD users can search and view receipts but are not able to edit PI receipts.

- After logging in and accepting the “Disclaimer,” click the <Drawdown> link in the menu bar.
  - The “Drawdown Search for Vouchers” screen is displayed.
- Click the <Search/View Receipts> link in the left navigation menu.
  - The “Search for Receipts” screen appears (Figure 5-64).



Figure 5-64: Search for Receipts screen

**Receipt**

Search for Receipts [Help?](#)

Search Criteria

Grant Number:

Program Income Account Name:

Project Number:

Receipt Status:

Activity Number:

Grantee Receipt Number:

Earliest Receipt Date:  [Select Date](#)

HUD Office:

State/Territory:

Grantee Name:

|

- Enter one or more search criteria (Grant #, Activity #, HUD Office, Program Income Account Name, Grantee Receipt #, State/Territory, Project #, Earliest Receipt Date, Grantee Name, Receipt Status), or leave all search fields blank.
- Click the <Search> button.
  - The “Search for Receipts” screen is redisplayed (Figure 5-65), with the search results. If more than ten results match the search criteria, the first ten results are listed. Additional results can be viewed by clicking a page link below the table.

Figure 5-65: Search for Receipts screen redisplayed with Results

**Receipt**

Search for Receipts [Help?](#)

Search Criteria

Grant Number:

Program Income Account Name:

Project Number:

Receipt Status:

Activity Number:

Grantee Receipt Number:

Earliest Receipt Date:  [Select Date](#)

HUD Office:

State/Territory:

Grantee Name:

|

Results Page 1 of 1,817 (18,168 receipts found)

Grantee Receipt #	Receipt Date	Receipt Status	Grant Number	Program Income Account Name	Project #	Grantee Activity Number	Date Created	Receipt Amount	Action
NSP08.02_042011.01	2011-04-01	Open	B-08-UN-08-0001	General Account	NSP2009.001	NSP08.02	2012-03-02	\$138,556.00	<a href="#">View</a>   <a href="#">View Account</a>
09NH11001-4	2012-04-01	Open	B-08-MN-13-0001	General Account	2008-NSP1-ARD	25210408.110.220131844 (RHB) LH25	2012-09-27	\$66.66	<a href="#">View</a>   <a href="#">View Account</a>

### 5.3.3.2 Procedure: Search/View Program Income Accounts

HUD users can search and view Program Income Accounts but are not able to edit PI Accounts.

- After logging in and accepting the “Disclaimer,” click the <Drawdown> link in the menu bar.
  - The “Drawdown Search for Vouchers” screen is displayed.
- Click the <Search/View PI Accounts> link in the left navigation menu.
  - The “Search for Program Income Accounts” screen appears (Figure 5-66).



Figure 5-66: Search for Program Income Accounts screen

**Program Income Accounts**

**Search for Program Income Accounts**

Search Criteria

Grant Number:

Program Income Account:

Grantee Activity Number:

HUD Office:

State/Territory:

Grantee Name:

|

3. Enter one or more search criteria (Grant #, HUD Office, Program Income Account, State/Territory, Grantee Activity #, Grantee Name), or leave all search fields blank.
4. Click the <Search> button.
  - The “Search for Program Income Account” screen is redisplayed (Figure 5-67), with the search results. If more than ten results match the search criteria, the first ten results are listed. Additional results can be viewed by clicking a page link below the table.

Figure 5-67: Search for Program Income Accounts screen redisplayed with Results

**Program Income Accounts**

**Search for Program Income Accounts** [Help](#)

Search Criteria

Grant Number:

Program Income Account:

Grantee Activity Number:

HUD Office:

State/Territory:

Grantee Name:

|

Results Page 1 of 360 [918 Program Income Accounts found (3,599 activities)]

HUD Office	State/Territory	Grantee Name	Grant Number	Program Income Account	Grantee Activity Number	Action
Birmingham Field Office	AL	Alabama	B-08-DN-01-0001	BESSEMER PROGRAM INCOME ACCOUNT	BESS-ADMIN-009	<a href="#">View</a>
Birmingham Field Office	AL	Alabama	B-08-DN-01-0001	BESSEMER PROGRAM INCOME ACCOUNT	BESS-2RHB25-009	<a href="#">View</a>



## Appendix 1 View Voucher Line Item – description of information

The table below provides additional information on the content included in the “View Voucher Line Item” screen referenced in Sections 5.2.3.3 and 5.3.1.2.

Area	Field	Description
DRGR Information	DRGR Status	The status of this voucher item:
		Open Initial status
		Approved Voucher approved
		Pending Voucher pending receipt by LOCCS
		Canceled The grantee canceled an Open voucher
		Completed Voucher paid through LOCCS
		Revoked Grantee revoked voucher approval
		Revised Grantee revised HUD Activity Number drawing the funds from this voucher
	Batch #	The LOCCS batch number in which this line item was processed. If this field displays all zeroes, the drawdown request has not yet been sent to LOCCS.
	Batch Date	The date that the batch was sent to LOCCS.
	LOCCS Control #	A LOCCS-assigned number used to identify the voucher line item after being processed by LOCCS.
	LOCCS Status	The status of this voucher in LOCCS: Voucher line item confirmation file currently processing (Open) Voucher line item pending confirmation by LOCCS Voucher line item approved by LOCCS Voucher line item rejected by LOCCS Voucher line item rejected by Treasury On hold Cancelled by LOCCS Voucher line item rescheduled by LOCCS
LOCCS Update	Batch Updated By	Identifies LOCCS as the batch processor.
	Date Updated	The date that the batch processing results were received from LOCCS.
	Special Remarks	LOCCS-generated comments about voucher line items that needed special processing.
LOCCS Confirmation Information	Confirm Batch #	The LOCCS batch number in which this voucher line item was processed after it was received from the DRGR batch.
	Confirm Batch Date	The LOCCS batch date in which this voucher line item was processed after it was received from the DRGR batch.



Area	Field	Description
	Confirmation Code	The LOCCS confirmation code for this batch: P00 Processed R01 Rejected, bad batch header R02 Rejected, batch count off R03 Rejected, batch total off R03 Rejected, RCD-BCH-NO does not equal batch R05 Rejected, out of sequence on RCD-NO R50 Rejected, invalid grantee/grant/program R51 Rejected, insufficient funds R52 Rejected, detail total does not equal voucher total R53 Rejected, out of sequence on voucher line number R54 Rejected, duplicate voucher number R55 Rejected, failed conversion edits R59 Rejected, other voucher lines failed edits R99 Rejected, missing required information H01 Held, missing payment information H02 Held, suspension H03 Held, funding problem
	Pay Method	Identifies method of payment (check or direct deposit).
	Payment Date	Date that the payment issued.
	Schedule #	Number used to identify payment.
	Reschedule	Identifies whether the payment was rescheduled.
	Effective Date	Identifies reschedule date.