

Chapter 16

SUBFUNDS

HOME grants are tracked in IDIS by fund type (Administration, CHDO Reserve, Subgrant, etc.). There are rules regarding how HOME funds may be spent, such as the program regulation limiting administrative costs to 10 percent of the formula grant. IDIS enforces these limits through the use of subfunds.

A subfund is a portion of the PJ's grant that has been earmarked for a specific purpose, and is identified by a fund type. The fund types for HOME subfunds are:

Subfund	Regulatory Limits
EN - Entitlement	N/A – EN is the portion of the grant that is not otherwise subfunded.
AD - Administration	A maximum of 10 percent of the formula grant amount (adjusted for ADDI). For grant years 2011 and earlier, the AD subfund can be increased by 10 percent of receipted HOME program income.
CC - CHDO Capacity Building	A maximum of 20 percent of the CR subfund during the first two years of participation in the HOME Program, with an aggregate limit of \$150,000.
CL - CHDO Loan	<p>Starting with FY 2015 grants, a maximum of 10 percent of CR that has been committed to CHDO activities in that year.</p> <p>For FY 2014 grants and earlier, a maximum of 10 percent of CR that has been subgranted to CHDOs in that year.</p> <p>CR money must be subgranted to CHDOs before a CL subgrant can be created. CL money must be subgranted to CHDOs before it can be committed to activities or drawn down.</p>
CO - CHDO Operating Expenses	A maximum of 5 percent of the formula grant amount.
CR - CHDO Reserve	<p>A minimum of 15 percent of the formula grant amount. Money in the CR subfund must be subgranted to CHDOs before it can be committed to activities or drawn down.</p> <p>Effective October 22, 2013, CR funds must be committed to specific projects within 24 months of the PJ receiving its HOME allocation.</p>
PA - Program Income (PI) for Administration	A maximum of 10 percent of receipted HOME program income. PA subfunds can be created for grant years 2012 and later.
SU – General Subgrant	No regulatory minimum or maximum.

SYSTEM-GENERATED SUBFUNDS

When IDIS receives information about a new HOME grant from LOCCS, the following subfunds are created automatically:

- **AD and CR.** For states and entitlements, IDIS suballocates 10 percent of the grant to the AD subfund and 15 percent to the CR subfund. For Insular Areas, IDIS suballocates 15 percent of the grant to the AD subfund; the CR subfund is not created.
- **Previous Year's PJ-Created Subfunds.** As of May 2012, IDIS replicates all other subfunds with an Authorized Amount greater than \$0 that the PJ created for the previous year. Each replicated subfund is created with an authorized amount of \$0.

PJs can update the amount of a system-generated subfund on the Edit Subfund screen (see page 16-9 and 16-24).

ACCESSING THE SUBFUND FUNCTIONS

Click the Grant tab at the top of any page to display the Search Grants screen. Links to the subfund functions you are authorized to access are listed on the left:

The screenshot displays the IDIS Search Grants interface. At the top, there are navigation tabs: Plans/Projects/Activities, Funding/Drawdown, Grant (selected), Grantee/PJ, Admin, and Reports. On the left side, a sidebar menu lists several options: User (Role: Grantee, Organization:), Grant (- Search), Subfund (- Add, - Search), Subgrant (- Add, - Search), Subfund Program Income (- Add, - Search), and Subgrant Program Income (- Add, - Search). The main content area is titled 'Grant' and 'Search Grants'. It features a 'Search Criteria' section with the following fields: Program: (dropdown menu set to 'All'), State/Territory: (dropdown menu set to 'TX'), Grant Year: (tip) (dropdown menu set to 'Select'), and Grant #: (tip) (text input field). Below the search criteria are 'Search' and 'Reset' buttons. The sidebar menu items are highlighted with blue brackets, indicating the focus of the document.

The Subfund option is used to add, edit, and view all subfunds except Program Income for Administration (PA), which is explained on the following page.

The Subfund Program Income option is only for the PA subfund. Starting with program/grant year 2012, PI for administration is handled in IDIS with PA subfunds. For 2011 and earlier grants, PJs will continue to identify PI for admin by increasing the authorized amount of the AD subfund. Please refer to page 16-20 for details about the Subfund Program Income option.

ADD SUBFUNDS (EXCEPT PA)

The process of adding a subfund consists of two screens. On the first Add Subfunds screen, specify the grant year and fund type of the subfund to be created. On the second Add Subfund screen, provide the authorized amount for the subfund.

ADD SUBFUNDS SCREEN

Click the Subfund Add link on any Grant tab screen to display the Add Subfunds screen:

You must either select a PROGRAM and GRANT YEAR or enter a GRANT #.

Field	Description
Program	Select HOME .
Grant Year	Select the year the subfund is to be created for from the dropdown.
Fund Type	Select the type of subfund you want to add from the dropdown, or leave the field set to Select to display a list of all the subfunds that can be added. The HOME subfund types that may be created on this screen are CC, CL, CO, and SU. To create a PA subfund, use the Subfund Program Income option (see page 16-20).
Grant #	Limit the results to grant numbers starting with the text string entered in this field.

Click the [Search] button to run the search and display the results:

Subfund

Add Subfunds

Search Criteria

Program: HOME ▾ Fund Type: (tip) Select ▾ Grant #: (tip)

Grant Year: (tip) 2011 ▾

|

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Program	Grant Year	Grant #	Fund Type	Action
HOME	2011	M-11-DC-45-0216	CL	Add Fund Type
HOME	2011	M-11-DC-45-0216	CC	Add Fund Type
HOME	2011	M-11-DC-45-0216	SU	Add Fund Type
HOME	2011	M-11-DC-45-0216	CO	Add Fund Type

If the subfund of the FUND TYPE you specified already exists or cannot be added (e.g., most PJs cannot create a CC subfund), the message "There are no results to display" is returned.

Click the [Add Fund Type](#) link next to the subfund type to be created. The Add Subfund screen is displayed.

ADD SUBFUND SCREEN

To authorize an amount for a subfund, a dollar amount can be entered in the last field on this screen:

Subfund

Add Subfund

|

***Indicates Required Field**

<p>Grantee/PJ Name: ORANGEBURG COUNTY, SC</p> <p>Program: (tip) HOME</p> <p>Grant Year: (tip) 2011</p> <p>Administering Organization: (tip) ORANGEBURG COUNTY, SC</p> <p>Payee EIN/TIN#: (tip) 57-6000775</p>	<p>Grant #: (tip) M-11-DC-45-0216</p> <p>Grant Status: (tip) Active</p> <p>Grant Blocked: (tip) No</p>
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Source Fund: EN

Available to Subfund	\$797,976.75
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Add Subfund: SU

Range for Authorized Amount	
Minimum	\$0.00
Maximum	\$797,976.75
*Authorized Amount for this Subfund (tip)	\$ <input style="width: 100px;" type="text"/>

|

Field	Description
Grantee/PJ Name	The recipient of the grant for which the subfund is being created.
Program	The CPD program providing the grant being subfunded.
Grant Year	The year of the grant for which the subfund is being created.
Administering Organization	The name of the organization administering the grant.
Payee EIN/TIN#	The EIN/TIN# of the organization that receives the wire transfers of funds drawn down from the grant.
Grant #	The number assigned to the grant by LOCCS.
Grant Status	Active or Inactive . A grant is inactive if IDIS has not received all required grant information, or if there is a discrepancy between the LOCCS balance and the Authorized Amount for the grant.

Field	Description
Grant Blocked	If GRANT BLOCKED is Yes , funds cannot be drawn from this grant (however, subfunds can still be created from the grant).
Source Fund	This will be EN for the CO and SU subfunds and CR for the CC and CL subfunds.
Available to Subfund	The amount in the SOURCE FUND that is available to add to the subfund.
Add Subfund	The type of subfund being added.
Range for Authorized Amount	
Minimum	The minimum amount that may be entered in AUTHORIZED AMOUNT FOR THIS SUBFUND. Since all of the HOME subfunds that PJs can create are optional, it is always \$0.00 on the Add screen.
Maximum	The maximum amount that may be entered in AUTHORIZED AMOUNT FOR THIS SUBFUND. The calculation is based on HOME regulatory caps and the amount AVAILABLE TO SUBFUND.
Authorized Amount for this Subfund	Specify the amount (cents allowed) of the new subfund. It cannot be less than the MINIMUM or more than the MAXIMUM.

Click the [Save] button to create the subfund or the [Return to Search Subfunds] button to exit without saving. Clicking either button redisplay the Add Subfunds search screen.

EDIT SUBFUNDS (EXCEPT PA)

To edit a subfund, you must first conduct a search to retrieve the subfund. Click the Subfund [Search](#) link on any Grant tab screen to access the Search Subfunds screen.

SEARCH SUBFUNDS SCREEN

Enter as many or as few search criteria as you wish to retrieve the subfund(s) you want to edit:

Subfund

Search Subfunds

Search Criteria

Program: **Fund Type: (tip)** **Grant #: (tip)**

Grant Year: (tip)

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Field	Description
Program	To limit the search results to a particular program, select the program from the dropdown.
Grant Year	To limit the search results to a particular grant year, choose the grant year from the dropdown.
Fund Type	<p>For HOME, the subfund types are:</p> <ul style="list-style-type: none"> EN Entitlement AD Administration CC CHDO Capacity Building CO CHDO Operating Expenses SU General Subgrant CR CHDO Reserve CL CHDO Loan PA Program Income for Administration <p><u>PI for Administration:</u> For grant years 2011 and earlier, increase the amount of PI available for administration by updating the AD subfund. For grant years 2012 and later, increase this amount by updating the PA subfund.</p>
Grant #	Limits the search results to grant numbers starting with the text string entered in this field.

Click the [SEARCH] button to run the search and display the subfunds that meet the criteria specified:

Subfund

Search Subfunds

Search Criteria

Program: **Fund Type: (tip)** **Grant #: (tip)**

Grant Year: (tip)

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Grantee/PJ Name	Program	Grant Year	Grant #	Fund Type	Authorized Amount	Action	Commitment Deadline
RICHMOND	HOME	2016	M-16-MC-51-0205	AD	\$109,645.80	Edit View	08/31/2018
RICHMOND	HOME	2016	M-16-MC-51-0205	CO	\$0.00	Delete Edit View	08/31/2018
RICHMOND	HOME	2016	M-16-MC-51-0205	CR	\$164,468.70	Edit View	08/31/2018
RICHMOND	HOME	2016	M-16-MC-51-0205	EN	\$1,096,458.00	View	08/31/2018

To update a subfund, click the [Edit](#) link in the ACTION column. (The EN subfund cannot be changed, and will have only a [View](#) link).

A [Delete](#) link will also be available for subfunds with an AUTHORIZED AMOUNT of \$0.00. After clicking the [Delete](#) link, you will be asked to confirm the deletion. Choose [OK] to delete the subfund or click [Cancel] to keep the subfund.

The Edit Subfund screen is shown on the next page.

EDIT SUBFUND SCREEN

The amount that has been authorized for a subfund can be changed in the last field on this screen:

Subfund

Edit Subfund

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***Indicates Required Field**

<p>Grantee/PJ Name: ORANGEBURG COUNTY, SC</p> <p>Program: (tip) HOME</p> <p>Grant Year: (tip) 2011</p> <p>Grant #: (tip) M-11-DC-45-0216</p> <p>Fund Type: (tip) CR</p>	<p>Grant Status: (tip) Active</p> <p>Grant Blocked: (tip) No</p> <p>Administering Organization: (tip) ORANGEBURG COUNTY, SC</p> <p>Payee EIN/TIN#: (tip) 57-6000775</p>
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Current Authorized Amount for this Subfund	\$159,595.35
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Range for New Authorized Amount	
Minimum	\$159,595.35
Maximum	\$844,086.25

*New Authorized Amount for this Subfund	\$ <input style="width: 100px;" type="text"/>
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Field	Description
Grantee/PJ Name <i>through</i> Payee EIN/TIN#	For definitions of these fields, see page 16-5.
Fund Type	The subfund being updated. For HOME, this includes the following subfunds: AD Administration CC CHDO Capacity Building CL CHDO Loan CO CHDO Operating Expenses CR CHDO Reserve SU General Subgrant
Current Authorized Amount for this Subfund	The current amount that the PJ is authorized to subgrant, commit, and draw from this subfund.
Range for Authorized Amount	

Field	Description
Minimum	The minimum amount that may be entered in NEW AUTHORIZED AMOUNT FOR THIS SUBFUND. This amount is based on regulatory minimums and the amount of the subfund already committed to activities.
Maximum	<p>The maximum amount that may be entered in NEW AUTHORIZED AMOUNT FOR THIS SUBFUND. It is based on regulatory caps and the amount available to subfund from the EN or CR source fund.</p> <p>Note: For HOME grant years 2011 and earlier, the AD subfund can be increased above the 10 percent cap by an amount equal to 10 percent of the program income receipted for the grant/program year (see Chapter 20). That amount is included in the calculation of the AD MAXIMUM.</p> <p>For grant years 2012 and later, PI for administration is specified and tracked using the PA subfund (see page 16-20), and the AD MAXIMUM does not account for receipted PI.</p>
New Authorized Amount for this Subfund	<p>Enter the actual revised amount for the subfund (not the amount of the increase or decrease). This amount cannot be less than the MINIMUM or more than the MAXIMUM.</p> <p>If the authorized amount is changed to \$0.00, the subfund can be deleted upon returning to the Search Subfunds screen.</p>

Click the [Review Subfund History] button at the top/bottom of the page for a record of the changes made to the subfund authorized amount.

Click [Save] to apply the change in the authorized amount or [Return to Search Subfunds] to exit without saving the change. The Search Subfunds screen will be displayed.

VIEW SUBFUNDS (EXCEPT PA)

To view a subfund, you must first conduct a search to retrieve the subfund. Click the Subfund [Search](#) link on any Grant tab screen to access the Search Subfunds screen. Run a search to retrieve the subfund you want to view (see page 16-7 for instructions), then click on its [View](#) link in the ACTION column of the search results table.

The view subfund screens are presented below in the following order: EN, AD, CR, SU, and CO/CL/CC.

VIEW SUBFUND EN

Subfund

View Subfund

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<p>Grantee Recipient: ORANGEBURG COUNTY, SC</p> <p>Program: (tip) HOME</p> <p>Grant Year: (tip) 2011</p> <p>Grant #: (tip) M-11-DC-45-0216</p> <p>Fund Type: (tip) EN</p>	<p>Grant Status: (tip) Active</p> <p>Grant Blocked: (tip) No</p> <p>Administering Organization: (tip) ORANGEBURG COUNTY, SC</p> <p>Payee EIN/TIN#: (tip) 57-6000775</p>
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Authorized Amount (tip)	\$1,063,969.00
Subfunded Amount (-) (tip)	\$379,478.10
Amount Committed to Activities (-) (tip)	\$0.00
Amount Available to Subfund / Amount Available to Commit to Activities	\$684,490.90
Net Drawn Amount	\$0.00
Drawn Amount (+) (tip)	\$0.00
Drawdown Pending Amount (+) (tip)	\$0.00
Returned Amount (+) (tip)	\$0.00
Amount Available to Draw	\$684,490.90

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Field	Description
Grantee Recipient	The recipient of the grant from which the subfund was created.
Program	The CPD program providing the grant.
Grant Year	The year of the grant from which the subfund was created.
Grant #	The number assigned to the grant by LOCCS.
Fund Type	The subfund being viewed.

Field	Description
Grant Status	Active or Inactive . A grant is inactive if IDIS has not received all required grant information, or if there is a discrepancy between the LOCCS balance and the Authorized Amount for the grant.
Grant Blocked	If GRANT BLOCKED is Yes , funds cannot be drawn from this grant.
Administering Organization	The name of the organization administering this grant.
Payee EIN/TIN#	The EIN/TIN# of the organization that receives the wire transfers of funds drawn down from the grant.
Authorized Amount	The amount the PJ is authorized to subfund, commit, and draw from the EN subfund.
Subfunded Amount	The total amount of EN subfunded to AD, CR, CO, and SU.
Amount Committed to Activities	The amount of the EN subfund that has been committed to activities.
Amount Available to Subfund/Amount Available to Commit to Activities	The amount of the EN subfund that can be subfunded or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	Net disbursements from the EN subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT.
Drawn Amount	The total amount disbursed from the EN subfund.
Drawdown Pending Amount	The sum all EN subfund draws approved in IDIS and awaiting a response from LOCCS.
Returned Amount	The total amount of EN disbursed and later returned to the Letter of Credit as EN. This amount is either \$0.00 or a negative amount.
Amount Available to Draw	The amount of EN available for drawdown is equal to AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus NET DRAWN AMOUNT.

Click the [Review Subfund History] button at the top/bottom of the page for a record of the changes made to the subfund authorized amount, or click [Return to Search Subfunds] to redisplay the Search Subfunds screen.

VIEW SUBFUND AD

The top half of the View AD screen is identical to the View EN screen (see page 16-11), and is not repeated here.

There are two versions of the View Subfund AD screen. For grant years 2011 and earlier, program income available for administration is included in the AUTHORIZED AMOUNT and the AMOUNT AVAILABLE TO INCREASE AUTHORIZED AMOUNT; for grant years 2012 and later, it is not.

2012 and Later

Fund Type: (tip)	
AD	
	View Subgrants
Authorized Amount (tip)	\$1,000,000.00
Subgranted Amount (-)	\$0.00
Amount Committed to Activities (-)	\$0.00
Amount Available to Subgrant / Amount Available to Commit to Activities	\$1,000,000.00
Net Drawn Amount	\$0.00
Drawn Amount (+) (tip)	\$0.00
Drawdown Pending Amount (+) (tip)	\$0.00
Returned Amount (+) (tip)	\$0.00
Amount Available to Draw	\$1,000,000.00
Regulatory Maximum	\$1,000,000.00
Amount Available to increase Authorized Amount for this Subfund	\$0.00

2011 and Earlier

Fund Type: (tip)	
AD	
	View Subgrants
Authorized Amount (tip)	\$106,396.90
Subgranted Amount (-)	\$0.00
Amount Committed to Activities (-)	\$0.00
Amount Available to Subgrant / Amount Available to Commit to Activities	\$106,396.90
Net Drawn Amount	\$0.00
Drawn Amount (+) (tip)	\$0.00
Drawdown Pending Amount (+) (tip)	\$0.00
Returned Amount (+) (tip)	\$0.00
Amount Available to Draw	\$106,396.90
Maximum Allowed (excluding program income)	\$106,396.90
Amount Available to increase Authorized Amount for this Subfund (including program income)	\$360.00

Field	Description
Authorized Amount	<p>The amount that the PJ is authorized to subgrant, commit and draw from the AD subfund.</p> <p>For HOME grant years 2011 and earlier, this can exceed the MAXIMUM ALLOWED (EXCLUDING PROGRAM INCOME) by an amount equal to 10 percent of the program income received for the GRANT YEAR.</p>
Subgranted Amount	The total amount subgranted from the AD subfund (only States can subgrant AD).
Amount Committed to Activities	The amount of the AD subfund that has been committed to activities. This amount does not include commitments from AD subgrants. To view that information, click the View Subgrants link located above the amounts column.
Amount Available to Subgrant/Amount Available to Commit to Activities	The amount of the AD subfund that can be subgranted or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	<p>Net disbursements from the AD subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT.</p> <p>These amounts do not include draws from AD subgrants. Click the View Subgrants link to access that information.</p>
Drawn Amount	The total amount disbursed from the AD subfund.
Drawdown Pending Amount	The sum of all AD subfund draws approved in IDIS and awaiting a response from LOCCS.
Returned Amount	The total amount of AD disbursed and later returned to the Letter of Credit as AD.
Amount Available to Draw	The amount of AD available for drawdown is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.
Maximum Allowed (excluding program income)/Regulatory Maximum	10 percent of the formula grant amount, the regulatory maximum.
Amount Available to increase Authorized Amount for this Subfund (including program income)	<p>The amount of EN available to increase the AD AUTHORIZED AMOUNT up to the REGULATORY MAXIMUM.</p> <p>For grant years 2011 and earlier, the calculation includes received PI.</p>

VIEW SUBFUND CR

The top half of the View CR screen is identical to the View EN screen (see page 16-11), and is not repeated here:

Fund Type: (tip) CR	
	View Subgrants
Authorized Amount (tip)	\$159,595.35
Subfunded Amount (-) (tip)	\$0.00
Amount Available to Subfund	\$159,595.35
Subgranted Amount (-)	\$0.00
Amount Available to Subgrant	\$159,595.35
Regulatory Minimum	\$159,595.35
Amount Available to increase Authorized Amount for this Subfund	\$684,490.90

Because CR commitments and disbursements are always from subgrants and never from the subfund, there are no committed/disbursed fields on this screen. To view CR commitments and disbursements, click the [View Subgrants](#) link above the amounts column.

Field	Description
Authorized Amount	The amount the PJ is authorized to subgrant, commit, and draw from the CR subfund.
Subfunded Amount	The amount of CR subfunded to CL and CC.
Amount Available to Subfund	The amount of CR that can be subfunded to CL and CC. It is equal to AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus SUBGRANTED AMOUNT.
Subgranted Amount	The amount of the CR subfund that has been subgranted to CHDOs or State Recipients.
Amount Available to Subgrant	The amount of the CR subfund that can be subgranted. It is equal to AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus SUBGRANTED AMOUNT.
Regulatory Minimum	15 percent of the formula grant amount.
Amount Available to increase Authorized Amount for this Subfund	The amount of EN available to increase the CR AUTHORIZED AMOUNT.

VIEW SUBFUND SU

Fund Type: (tip) SU	
	View Subgrants
Authorized Amount (tip)	\$85,000.00
Subgranted Amount (-)	\$0.00
Amount Committed to Activities (-)	\$0.00
Amount Available to Subgrant / Amount Available to Commit to Activities	\$85,000.00
Net Drawn Amount	\$0.00
Drawn Amount (+) (tip)	\$0.00
Drawdown Pending Amount (+) (tip)	\$0.00
Returned Amount (+) (tip)	\$0.00
Amount Available to Draw	\$85,000.00
Amount Available to increase Authorized Amount for this Subfund	\$684,490.90

Field	Description
Authorized Amount	The amount the PJ is authorized to subgrant, commit, and draw from the SU subfund.
Subgranted Amount	The amount of the SU subfund that has been subgranted.
Amount Committed to Activities	The amount of the SU subfund that has been committed to activities. It does not include commitments from SU subgrants. To view that information, click the View Subgrants link at the top of the amounts column.
Amount Available to Subgrant/Amount Available to Commit to Activities	The amount of the SU subfund that can be subgranted or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	Net disbursements from the SU subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT. These amounts do not include draws from SU subgrants. To view that information, click the View Subgrants link located above the amounts column.
Drawn Amount	The amount disbursed from the SU subfund.
Drawdown Pending Amount	The sum of SU subfund draws approved in IDIS and awaiting a response from LOCCS.
Returned Amount	The amount disbursed from the SU subfund and later returned to the Letter of Credit as SU.
Amount Available to Draw	The amount of the SU subfund available for drawdown is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.
Amount Available to increase Authorized Amount for this Subfund	The amount of EN available to increase the SU AUTHORIZED AMOUNT.

VIEW SUBFUND CO/CL/CC

The View screens for these three subfunds are identical.

Fund Type: (tip) CO	
	View Subgrants
Authorized Amount (tip)	\$28,485.85
Subgranted Amount (-)	\$0.00
Amount Committed to Activities (-)	\$0.00
Amount Available to Subgrant / Amount Available to Commit to Activities	\$28,485.85
Net Drawn Amount	\$0.00
Drawn Amount (+) (tip)	\$0.00
Drawdown Pending Amount (+) (tip)	\$0.00
Returned Amount (+) (tip)	\$0.00
Amount Available to Draw	\$28,485.85
Regulatory Maximum	\$53,198.45
Amount Available to increase Authorized Amount for this Subfund	\$24,712.60

Field	Description
Authorized Amount	The amount the PJ is authorized to subgrant, commit, and draw from the subfund. It cannot be more than the REGULATORY MAXIMUM.
Subgranted Amount	The amount of the subfund that has been subgranted.
Amount Committed to Activities	The amount of the subfund that has been committed to activities. This figure does not include commitments from subgrants. To view that information, click the View Subgrants link located above the amounts column.
Amount Available to Subgrant/Amount Available to Commit to Activities	The amount of the subfund that can be subgranted or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	Net disbursements from the subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT. These amounts do not include draws from subgrants. To view that information, click the View Subgrants link located above the amounts column.
Drawn Amount	The amount disbursed from the subfund.
Drawdown Pending Amount	The total amount of subfund draws approved in IDIS and awaiting a response from LOCCS.
Returned Amount	The amount disbursed from the subfund and later returned to the Letter of Credit as CO/CL/CC.
Amount Available to Draw	The amount of the subfund available for drawdown is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.

Subfunds

Field	Description
Regulatory Maximum	CO: 5 percent of the formula grant amount. CL: Starting with 2015 HOME grants, 10 percent of the amount of CR committed to activities. For 2014 grants and earlier, 10 percent of CR that has been subgranted to CHDOs. CC: 20 percent of the CR subfund during the first two years of participation in the HOME Program, and with an aggregate limit of \$150,000.
Amount Available to increase Authorized Amount for this Subfund	The amount of available EN (for CO) or CR (for CL and CC) to increase the AUTHORIZED AMOUNT up to the REGULATORY MAXIMUM.

THE VIEW SUBGRANTS LINK

Clicking the [View Subgrants](#) link on a View Subfund screen displays the Search Subgrants screen, prepopulated with the subgrants created from the subfund that was being viewed. The example shown here is for the SU fund type:

Subgrant

Search Subgrants

Search Criteria

Subgrant to Organization Name <small>(i)</small> : <input type="text"/>	Fund Type: <small>(tip)</small> SU <input type="text"/>	Subgrants Given: <small>(tip)</small> All <input type="text"/>
Program: HOME <input type="text"/>	Grant #: <small>(tip)</small> M10DC180212 <input type="text"/>	Subgrant Status: <small>(tip)</small> All <input type="text"/>
Grant Year: <small>(tip)</small> 2010 <input type="text"/>		

| | [Return to subfund M-10-DC-18-0212 SU](#)

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Program	Grant #	Fund Type	Subgrant from Organization Name	Subgrant to Organization Name	Authorized Amount	Minimum Amount	Maximum Amount	Action
HOME	M-10-DC-18-0212	SU	LAFAYETTE	AREA IV DEVELOPMENT, INC.	\$125,000.00	\$57,458.81	\$125,000.00	Edit View
HOME	M-10-DC-18-0212	SU	LAFAYETTE	LAFAYETTE HOUSING AUTHORITY	\$50,000.00	\$50,000.00	\$50,000.00	Edit View

For details about a subgrant, click the [Edit](#) or [View](#) link in the ACTION column (see Chapter 17 for more information).

PROGRAM INCOME FOR ADMINISTRATION (PA) SUBFUND

Starting with FY 2012 HOME grants, program income (PI) used by PJs for administrative expenses is recorded and tracked in IDIS by the PA subfund. For 2011 and earlier grant years, PJs will continue to identify PI for administration by increasing the authorized amount of the AD subfund. Up to 10 percent of the PI received for a given program year may be subfunded as PA.

To create, edit, or view PA subfunds, click the Grant tab at the top of any page to display the Search Grants screen. Links to the Subfund Program Income functions you are authorized to access are listed on the left:

The screenshot displays the IDIS interface for the 'Grant' tab. On the left, a sidebar contains several menu items: 'User: Role: Grantee Organization:' with sub-links for 'Switch Profile', 'Add Profile', and 'Logout'; 'Grant' with a 'Search' link; 'Subfund' with 'Add' and 'Search' links; 'Subgrant' with 'Add' and 'Search' links; 'Subfund Program Income' with 'Add' and 'Search' links (highlighted with a blue bracket); and 'Subgrant Program Income' with 'Add' and 'Search' links. The main content area has a top navigation bar with tabs for 'Plans/Projects/Activities', 'Funding/Drawdown', 'Grant' (selected), 'Grantee/PJ', 'Admin', and 'Reports'. Below the tabs, the page title is 'Grant' and the section is 'Search Grants'. The 'Search Criteria' section includes a 'Program:' dropdown menu set to 'All', a 'State/Territory:' dropdown menu set to 'TX', a 'Grant Year: (tip)' dropdown menu set to 'Select', and a 'Grant #: (tip)' text input field. At the bottom of the search criteria are 'Search' and 'Reset' buttons.

ADD PA SUBFUND

As with other HOME subfund types, the process of adding a PA subfund consists of two screens. The program year for the subfund is specified on the first screen and the authorized amount for the subfund is specified on the second screen.

Before funds can be authorized in the PA subfund, there must be program income receipted for the program year *and* it must be available to subfund. Program income that has been committed to activities cannot be subfunded as PA.

ADD PA SUBFUNDS SCREEN

Click the Subfund Program Income Add link on any Grant tab screen to display the Add Subfunds screen:

Subfund Program Income

Add Subfunds

Search Criteria

Program: **Fund Type: (tip)** **Associated Grant #:**

Program Year of Receipt:

|

To add a PA subfund, a PROGRAM and PROGRAM YEAR OF RECEIPT must be selected or an ASSOCIATED GRANT # must be entered.

Field	Description
Program	Select HOME .
Program Year of Receipt	Select the program year of the PI to be subfunded. The program year must be 2012 or later. The subfund will be "associated" with the HOME grant having the same GRANT YEAR as the year entered here.
Fund Type	The only choice is PA .
Associated Grant #	Limits the results to grant numbers starting with the text string entered.

Click the [Search] button to run the search and display the results:

Subfund Program Income

Add Subfunds

Search Criteria

Program: **Fund Type: (tip)** **Associated Grant #:**

Program Year of Receipt:

|

Results Page 1 of 1

Program	Program Year of Receipt	Associated Grant #	Fund Type	Action
HOME	2015	M-15-DC-34-0222	PA	Add Fund Type

If the PA subfund for the PROGRAM and PROGRAM YEAR OF RECEIPT specified already exists, the message "There are no results to display" is returned.

Click the [Add Fund Type](#) link of the subfund to be created. The Add Subfund screen is displayed.

ADD PA SUBFUND SCREEN

An authorized amount for the subfund is specified in the last field on this screen:

Subfund Program Income

Add Subfund

Save | Return to Search Subfunds

***Indicates Required Field**

Grantee/PJ Name:
UNION COUNTY, NJ

Associated Grant #:
M-15-DC-34-0222

Program: (tip)
HOME

Program Year of Receipt:
2015

Administering Organization: (tip)
UNION COUNTY, NJ

Payee EIN/TIN#: (tip)
22-6002481

Source Fund: PI

Available to Subfund	\$999.00
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Add Subfund: PA

Range for Authorized Amount	
Minimum	\$0.00
Maximum	\$999.00
*Authorized Amount for this Subfund (tip)	\$ <input style="width: 100px;" type="text"/>

Save | Return to Search Subfunds

The screen is very similar to the Add screen for other subfunds (see page 16-5). Note these differences:

Field	Description
Program Year of Receipt	The program year the PI to be subfunded was receipted.
Associated Grant #	The HOME grant with the same GRANT YEAR as PROGRAM YEAR OF RECEIPT.
Available to Subfund	10 percent of PI that the PJ has receipted with the same program year as the PA subfund. PI receipted by a PJ's subgrantees is not included in the calculation. Please note: only uncommitted PI will be available to authorize for the PA subfund.

Enter the AUTHORIZED AMOUNT FOR THIS SUBFUND (it must be between the MINIMUM and the MAXIMUM). Click [Save] to create the subfund or [Return to Search Subfunds] to exit without saving. Clicking either button redisplays the Add Subfunds search screen.

EDIT PA SUBFUND

To edit a PA subfund, click the Subfund Program Income [Search](#) link on any Grant tab screen to access the Search Subfunds screen.

SEARCH PA SUBFUNDS SCREEN

Enter as many or as few search criteria as you wish to retrieve the PA subfund(s) you want to edit, then click the [SEARCH] button to display the results:

Subfund Program Income

Search Subfunds

Search Criteria

Program: **Fund Type: (tip)** **Associated Grant #:**

Program Year of Receipt:

|

Results Page 1 of 1

Grantee/PJ Name	Program	Program Year of Receipt	Associated Grant #	Fund Type	Authorized Amount	Action
UNION COUNTY	HOME	2015	M-15-DC-34-0222	PA	\$909.00	Edit View

To update a subfund, click its [Edit](#) link to display the Edit Subfund Program Income screen.

EDIT PA SUBFUND PROGRAM INCOME SCREEN

The amount that has been authorized for a PA subfund can be changed in the last field on this screen:

Subfund Program Income

Edit Subfund Program Income

Save | Return to Search Subfunds

***Indicates Required Field**

<p>Grantee/PJ Name: UNION COUNTY, NJ</p> <p>Program: (tip) HOME</p> <p>Program Year of Receipt: 2015</p> <p>Associated Grant #: M-15-DC-34-0222</p> <p>Fund Type: (tip) PA</p>	<p>Administering Organization: (tip) UNION COUNTY, NJ</p> <p>Payee EIN/TIN#: (tip) 22-6002481</p>
---	---

Current Authorized Amount for this Subfund	\$909.00
---	----------

Range for New Authorized Amount	
Minimum	\$0.00
Maximum	\$999.00
*New Authorized Amount for this Subfund	\$ <input style="width: 100px;" type="text"/>

Save | Return to Search Subfunds

The screen closely resembles the Edit screen for other subfunds (see page 16-9). For the PA subfund:

- the MINIMUM that may be entered in NEW AUTHORIZED AMOUNT FOR THIS SUBFUND is based on the amount of PA already committed to activities.
- the MAXIMUM is based on the regulatory cap of 10 percent of PI for admin and the amount available to subfund from the PI source fund.

Enter the new authorized amount (not the amount of the increase or decrease) in the last field. It cannot be less than the MINIMUM or more than the MAXIMUM.

Click [Save] to apply the change in the authorized amount or [Return to Search Subfunds] to exit without saving the change. The PA Search Subfunds screen will be displayed.

VIEW PA SUBFUND

To view a PA subfund, click the Subfund Program Income [Search](#) link on any Grant tab screen to access the PA Search Subfunds screen. Run a search to retrieve the subfund you want to view, then click on its [View](#) link in the ACTION column of the search results table to display the View Subfund Program Income screen. To view subgrants associated with the PA subfund, click the [View Subgrants](#) link above the amounts column.

Subfund Program Income	
View Subfund Program Income	
Return to Search Subfunds	
Grantee Recipient: UNION COUNTY, NJ	Administering Organization: (tip) UNION COUNTY, NJ
Program: (tip) HOME	Payee EIN/TIN#: (tip) 22-6002481
Program Year of Receipt: 2015	
Associated Grant #: M-15-DC-34-0222	
Fund Type: (tip) PA	View Subgrants
Authorized Amount (tip)	\$909.00
Subgranted Amount (-) (tip)	\$0.00
Amount Committed to Activities (-)	\$0.00
Amount Available to Subgrant / Amount Available to Commit to Activities	\$909.00
Net Drawn Amount	\$0.00
Drawn Amount (+) (tip)	\$0.00
Drawdown Pending Amount (+) (tip)	\$0.00
Amount Available to Draw	\$909.00
Regulatory Maximum	\$999.00
Amount Available to increase Authorized Amount for this Subfund	\$90.00
Return to Search Subfunds	

Field	Description
Authorized Amount	The amount the PJ is authorized to subgrant, commit, and draw from the PA subfund.
Subgranted Amount	The amount of the subfund that has been subgranted.
Amount Committed to Activities	The amount of the subfund that has been committed to activities. It does not include commitments from PA subgrants.
Amount Available to Subgrant / Amount Available to Commit to Activities	The amount of the PA subfund that can be subgranted or committed to activities. It is equal to AUTHORIZED AMOUNT minus the amount that has been subgranted minus AMOUNT COMMITTED TO ACTIVITIES.

Field	Description
Net Drawn Amount	Net disbursements from the PA subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount These amounts do not include draws from PA subgrants.
Drawn Amount	The total amount disbursed from the PA subfund.
Drawdown Pending Amount	The sum of all PA subfund draws approved in IDIS and awaiting a response from LOCCS.
Amount Available to Draw	The amount of PA available for drawdown is equal to AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus NET DRAWN AMOUNT.
Regulatory Maximum	This amount is equal to 10 percent of PI received for the program year.
Amount Available to Increase Authorized Amount for this Subfund	The amount of PI available to increase the PA AUTHORIZED AMOUNT.