

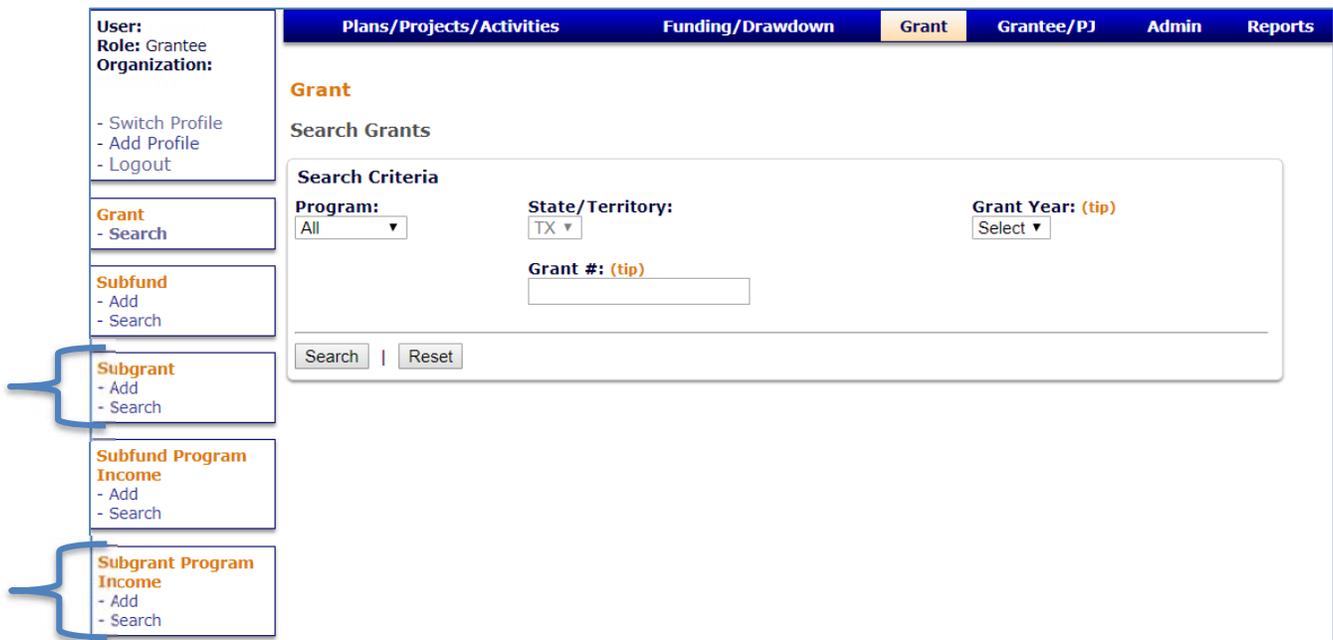
Chapter 17

SUBGRANTS

While subfunds are used in IDIS to track a HOME grant by fund type, subgrants are used to track funds by the organizations receiving them.

ACCESSING THE SUBGRANT FUNCTIONS

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



The Subgrant option is used to add, edit, and view subgrants of all fund types except local account fund types. Use the Subgrant option for CHDO Reserve (CR), CHDO Loan (CL), CHDO Operating Expenses (CO), CHDO Capacity Building (CC), Administration (AD), and General Subgrant (SU) funds. The Subgrant option is explained on the following pages.

The Subgrant Program Income option is used only for local account fund types, including Program Income (PI), Program Income for Administration (PA), Recaptured Homebuyer (HP), and Repayment to Local Account (IU). Turn to page 17-11 for details on the Subgrant Program Income option.

SYSTEM-GENERATED SUBGRANTS

As of May 2012, IDIS replicates all HOME subgrants from the previous year that had an AUTHORIZED AMOUNT greater than \$0. Each replicated subgrant is created with an authorized amount of \$0. That amount can be updated by the PJ on the Edit Subgrant screen (see pages 17-6 and 17-14).

ADD SUBGRANTS (EXCEPT LOCAL FUNDS)

Click the Subgrant [Add](#) link on any Grant tab screen to display the Add Subgrant screen:

Subgrant

Add Subgrant

|
 |

***Indicates Required Field**

***Subgrant Recipient Name (tip)**

***Program: (tip)**
 Select ▾

***Grant Year: (tip)**
 Select ▾

***Grant #: (tip)**
 Select ▾

***Fund Type: (tip)**
 Select ▾

Range for Authorized Amount

Minimum	\$0.00
Maximum	
* Authorized Amount for this Subgrant	\$ <input style="width: 50px;" type="text"/>

***Banking**

Yes
 No

|
 |

Show Availability

Program: (tip) Select ▾	Grant Year: (tip) Select ▾	Grant #: (tip) Select ▾	Fund Type: (tip) Select ▾	<input type="button" value="Show"/>
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Field	Description
Subgrant Recipient Name	<ol style="list-style-type: none"> 1. Click the [Select Organization] button. 2. On the Select Organization page, enter search criteria if you wish or leave the search fields blank to display a list of all the organizations to which you can subgrant. 3. Click the [Search] button. 4. To select an organization, click first on the radio button next to its name and then on the [Select] button. The Add Subgrant screen is redisplayed with the selected organization's name populated in this field.
Program	Select HOME .
Grant Year	Select the year of the grant from which the subgrant will be created.

Field	Description
Grant #	Select the correct grant number (for most grantees, only one is listed if you have selected the PROGRAM and GRANT YEAR).
Fund Type	<p>The choices for HOME on this screen are:</p> <ul style="list-style-type: none"> AD Administration CC CHDO Capacity Building CO CHDO Operating Expenses SU General Subgrant CR CHDO Reserve CL CHDO Loan <p>Not all dropdown choices will be valid for all users—e.g., only States can subgrant AD.</p> <p>To subgrant PI or PA, use the Subgrant Program Income option (see page 17-11).</p>
Range for Authorized Amount	
Minimum	This read-only field is always \$0.00 when a subgrant is being added.
Maximum	<p>This read-only field shows the maximum amount that may be authorized to this new subgrant. It is based on the amount available in the source subfund (EN for AD, CO, and SU; CR for CC and CL).</p> <p>Note: If you have entered information in all previous fields and the MAXIMUM field is blank, click the [Check Balance] button.</p>
Authorized Amount for this Subgrant	Enter the amount of the subgrant. It cannot exceed the MAXIMUM.
Banking	<p>Change this field to Yes if the organization receiving the subgrant is authorized to receive drawdown payments directly from LOCCS.</p> <p>If you are able to change this to Yes (which is not allowed for all organizations) but there is no banking data in LOCCS for the subgrantee, a warning message is displayed and the status of the subgrant is set to Waiting for Banking Info. Until the banking data is received and the subgrant status changes to Active, the subgrant will not be available to commit to activities via the Activity Funding function.</p>
Show Availability	<p>Use this search feature if you need to identify a funding source for the subgrant being added.</p> <p>Input any search criteria you like and click the [Show] button to run the search. The AMOUNT AVAILABLE TO SUBGRANT will be shown for each subfund in the search results table.</p>

Click the [Save] button to add the subgrant or the [Reset] button to refresh and redisplay the Add Subgrant screen. When you save the subgrant, the View Subgrant screen (see page 17-8) is displayed with the message “Subgrant added”.

EDIT SUBGRANTS (EXCEPT LOCAL FUNDS)

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

SEARCH SUBGRANTS SCREEN

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

Subgrant

Search Subgrants

Search Criteria

Subgrant to Organization Name <small>(i)</small> : <input style="width: 90%;" type="text"/>	Fund Type: <small>(tip)</small> Select ▾	Subgrants Given: <small>(tip)</small> All ▾
Program: All ▾	Grant #: <small>(tip)</small> <input style="width: 90%;" type="text"/>	Subgrant Status: <small>(tip)</small> All ▾
Grant Year: <small>(tip)</small> Select ▾		

|

Field	Description
Subgrant to Organization Name	Limits the search to subgrant recipient names that contain the text string entered in this field.
Program	To limit the search to a particular program, select it from the dropdown.
Grant Year	To limit the search to a particular grant year, select it from the dropdown.
Fund Type	The choices on this screen for HOME are: AD Administration CC CHDO Capacity Building CO CHDO Operating Expenses SU General Subgrant CR CHDO Reserve CL CHDO Loan To edit a PI or PA subgrant, use the Subgrant Program Income option (see page 17-14).
Grant #	Limits the search to source grants starting with the text string entered in this field.
Subgrants Given	All – the subgrants that the organization you are logged on as has given to and received from other organizations. No – the subgrants that the organization you are logged on as has received from other organizations. Yes – the subgrants that the organization you are logged on as has given to other organizations.

Field	Description
Subgrant Status	To limit the search to a particular status, select it from the dropdown. (For information about the Waiting for Banking Info status, see the entry for the Banking field on page 17-3).

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

Subgrant

Search Subgrants

Search Criteria

Subgrant to Organization Name (i): **Fund Type:** (tip) **Subgrants Given:**(tip)

Program: **Grant #:** (tip) **Subgrant Status:** (tip)

Grant Year: (tip)

|

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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-16-MC-51-0205	CR	RICHMOND	ELDERHOMES	\$0.00	\$0.00	\$164,468.70	Delete Edit View
HOME	M-16-MC-51-0205	CR	RICHMOND	RICHMOND BETTER HOUSING COALITION	\$0.00	\$0.00	\$164,468.70	Delete Edit View
HOME	M-16-MC-51-0205	CR	RICHMOND	SOUTHSIDE COMMUNITY DEVELOPMENT AND HOUSING CORPORATION	\$0.00	\$0.00	\$164,468.70	Delete Edit View
HOME	M-15-MC-51-0205	CR	RICHMOND	ELDERHOMES	\$101,000.00	\$87,500.00	\$101,000.00	Edit View
HOME	M-15-SG-51-0100	SU	VIRGINIA	RICHMOND	\$25,000.00	\$0.00	\$74,000.00	View
HOME	M-15-MC-51-0205	CR	RICHMOND	RICHMOND BETTER HOUSING COALITION	\$1,000.00	\$0.00	\$1,000.00	Edit View
HOME	M-15-MC-51-0205	CR	RICHMOND	SOUTHSIDE COMMUNITY DEVELOPMENT AND HOUSING CORPORATION	\$397,551.63	\$397,551.63	\$397,551.63	Edit View
HOME	M-14-MC-51-0205	CR	RICHMOND	ELDERHOMES	\$118,444.80	\$118,444.80	\$118,444.80	Edit View
HOME	M-14-MC-51-0205	CR	RICHMOND	RICHMOND BETTER HOUSING COALITION	\$285,375.00	\$277,000.00	\$285,375.00	Edit View
HOME	M-14-MC-51-0205	CR	RICHMOND	SOUTHSIDE COMMUNITY DEVELOPMENT AND HOUSING CORPORATION	\$406,103.00	\$405,103.00	\$406,103.00	Edit View

1 2 3 4 5 6 7 8 9 10 Next 10 Results

Select the subgrant you want to process by clicking the Edit link in the Action column of the search results table.

Note that for subgrants with an AUTHORIZED AMOUNT of \$0.00 there is also a Delete link. When you click this link, you are asked to confirm the deletion. Click [OK] to delete the subgrant.

EDIT SUBGRANT SCREEN

Two fields can be updated on this screen: the Authorized Amount for the subgrant and banking information. A list of the activities funded with the subgrant can also be accessed by clicking on the [View Activities] button.

Subgrant

Edit Subgrant

| |

***Indicates Required Field**

Subgrant Recipient Name
[WESTSIDE HOUSING ORGANIZATION](#)
919 W 24th St
Kansas City, MO

Program:(tip)
HOME

Grant Year:(tip)
2009

Grant #:(tip)
M-09-MC-29-0201

Subgrant Status:(tip)
Active

Date Created:
12/08/2009

Fund Type:(tip)
CR

Current Authorized Amount for this Subgrant	\$375,000.00
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Range for New Authorized Amount

Minimum	\$375,000.00
Maximum	\$387,465.00
* New Authorized Amount for this Subgrant	\$ <input type="text"/>

***Banking**

Administering Organization: (tip)
KANSAS CITY, MO

Payee EIN/TIN#: (tip)
44-6000201

Yes No

| |

Field	Description
New Authorized Amount for this Subgrant	To change the CURRENT AUTHORIZED AMOUNT FOR THIS SUBGRANT, enter the new authorized amount (not the amount of the increase or decrease) in this field. It cannot be less than the MINIMUM or more than the MAXIMUM. The calculation of those two values is based on the amount available from the source subfund and the amount of the subgrant that has already been committed to activities. If the NEW AUTHORIZED AMOUNT is changed to \$0.00, the subgrant can be deleted on the Search Subgrants results screen.
Banking: Yes/No	<p>Select Yes if the SUBGRANT RECIPIENT is to receive drawdown payments directly from LOCCS.</p> <p>If Yes is selected (which is not allowed for all organizations) but there is no banking data in LOCCS for the subgrantee, a warning message is displayed and the SUBGRANT STATUS field will be set to Waiting for Banking Info.</p> <p>The subgrant will not be available to commit to activities via the Activity Funding function until the banking data is received and the SUBGRANT STATUS becomes Active.</p>

The screen that is displayed when the [View Activities] button is clicked is described on page 17-10.

To save your changes, click the [Update Banking Only] button if BANKING YES/NO was the only field changed (to avoid getting an error message on the NEW AUTHORIZED AMOUNT field); otherwise, click the [Save] button. After clicking the [Save] button, the View Subgrant screen, shown on the next page, is displayed.

Click the [Return to Subgrants] button to exit without saving and redisplay the Search Subgrants screen.

VIEW SUBGRANTS (EXCEPT LOCAL FUNDS)

To view a subgrant, you must first conduct a search to retrieve the subgrant. Click the Subgrant [Search](#) link on any Grant tab screen to access the Search Subgrants screen. Run a search to retrieve the subgrant you want to view (see page 17-4 for detailed instructions), then click on its [View](#) link in the search results table. The View Subgrant screen is displayed.

VIEW SUBGRANT SCREEN

The sample below shows a CR subgrant. With one exception (CR subgrants from States to State Recipients), the same information is displayed for all fund types.

Subgrant

View Subgrant

|

Subgrant Recipient Name:
[WESTSIDE HOUSING ORGANIZATION](#)
 919 W 24th St
 Kansas City, MO

Program: (tip)
 HOME

Grant Year: (tip)
 2009

Grant #: (tip)
 M-09-MC-29-0201

Subgrant Status:
 Active

Date Created:
 12/08/2009

Fund Type: (tip)
 CR

Administering Organization: (tip)
 KANSAS CITY, MO

Payee EIN/TIN#: (tip)
 44-6000201

Authorized Amount <small>(tip)</small>	\$375,000.00
Subgranted Amount <small>(tip)</small>	\$0.00
Amount Available to Subgrant	\$0.00
Committed to Activities Amount <small>(tip)</small>	\$375,000.00
Net Drawn Amount	\$0.00
Drawn Amount (+) <small>(tip)</small>	\$0.00
Drawdown Pending Amount (+) <small>(tip)</small>	\$0.00
Returned Amount (+) <small>(tip)</small>	\$0.00
Amount Available to Draw	\$375,000.00
Amount Available to Increase Authorized Amount for this Subgrant	\$12,465.00

|

Field	Description
Subgrant Recipient Name	Clicking on this link will display information about the subgrantee.
Program	The CPD program providing the grant used for the subgrant.
Grant Year	The year of the grant from which the subgrant was created.
Grant #	The number of the source grant.
Subgrant Status	Either Active or Waiting for Banking Info (see entry for the BANKING: YES/No field on page 17-7).
Date Created	The date the subgrant was created in IDIS.
Fund Type	The subfund from which the subgrant was created.
Administering Organization	The name of the organization administering the subgrant.
Payee EIN/TIN#	The EIN/TIN# of the organization that receives the wire transfers of funds drawn down from the subgrant.
Authorized Amount	The amount the subgrantee is authorized to subgrant, commit, and draw from the subgrant. Initially, this amount is equal to the AUTHORIZED AMOUNT specified on the Add screen (see page 17-2).
Subgranted Amount	The total amount subgranted from this subgrant.
Amount Available to Subgrant	The amount of the subgrant that can be subgranted to other organizations. It is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus COMMITTED TO ACTIVITIES AMOUNT.
Committed to Activities Amount	The amount of this subgrant that has been committed to activities.
Net Drawn Amount	Net disbursements from this subgrant, equal to DRAWN AMOUNT plus DRAWDOWN PENDING AMOUNT plus RETURNED AMOUNT.
Drawn Amount	The total amount disbursed from this subgrant.
Drawdown Pending Amount	The sum of all draws from this subgrant that have been approved in IDIS and are awaiting a response from LOCCS.
Returned Amount	The total amount disbursed from the subgrant and later returned by the grantee to the Letter of Credit.
Amount Available to Draw	The amount of the subgrant available for drawdown is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.
Amount Available to Increase Authorized Amount for this Subgrant	The amount in the source fund available to increase the subgrant AUTHORIZED AMOUNT.

Click the [View Activities] button to display the Activities Funded from Subgrant screen (see next page) or the [Return] button to redisplay the Search Subgrants screen.

VIEW ACTIVITIES FUNDED FROM SUBGRANT SCREEN

This screen is displayed when the [View Activities] button is clicked on the View Subgrant or Edit Subgrant screen. It shows information about the activities the SUBGRANT RECIPIENT has carried out with all subgrants (notice that the GRANT YEAR field below is **All Years** and the GRANT # is **M-XX**) of the FUND TYPE displayed on the View/Edit Subgrant screen. The Grant Year column indicates the specific year of funds used for the activity, where all pre-2015 funds are shown as "Pre-2015" and 2015 and later funds will have the specific year displayed:

Subgrant

Activities Funded from Subgrant

[Return to View Subgrant](#) | [Return to Subgrants](#)

Subgrant Recipient Name:
JONES COUNTY, GA

Program:
HOME

Grant Year:
All Years

Grant #:
M-XX-SG-13-0100

Fund Type:
SU

IDIS Activity ID	Activity Name	Activity Status	Activity Owner	Source Name	Grant Year	Funded Amount	Drawn Amount	Balance to Draw
16490	CH06Y2933 JONES CO-01	Completed	GEORGIA	SG	Pre-2015	\$34,131.00	\$34,131.00	\$0.00
17103	CH06Y2933 JONES CO-02	Completed	GEORGIA	SG	Pre-2015	\$36,388.00	\$36,388.00	\$0.00
18456	CH0614AJONE-03	Completed	GEORGIA	SG	Pre-2015	\$35,993.00	\$35,993.00	\$0.00
18540	CH06 13A JONE-04	Completed	GEORGIA	SG	Pre-2015	\$29,518.00	\$29,518.00	\$0.00
18615	CH06 14A JONE-05	Completed	GEORGIA	SG	Pre-2015	\$29,487.00	\$29,487.00	\$0.00
18616	CH06 14A JONE-06	Completed	GEORGIA	SG	Pre-2015	\$29,212.00	\$29,212.00	\$0.00
19051	CH06 14A JONE-07	Completed	GEORGIA	SG	Pre-2015	\$26,963.00	\$26,963.00	\$0.00
19069	CH06 14A JONE-08	Completed	GEORGIA	SG	Pre-2015	\$29,183.00	\$29,183.00	\$0.00
19296	CH06 14A JONE-09	Completed	GEORGIA	SG	Pre-2015	\$30,511.00	\$30,511.00	\$0.00
22554	CH16 14A JONE-02	Open	GEORGIA	SG	2015	\$41,390.00	\$36,285.00	\$5,105.00

[Return to View Subgrant](#) | [Return to Subgrants](#)

The list is ordered by IDIS Activity ID (ascending), and cannot be resorted.

Click the [Return to View/Edit Subgrant] button to display the previous page, or the [Return to Subgrants] button to display the Search Subgrants screen.

SUBGRANTING LOCAL FUNDS

The process for adding, editing, and viewing Program Income (PI), Program Income for Administration (PA), Recaptured Homebuyer (HP), and Repayment to Local Account (IU) subgrants is the same as for other subgrants, but are performed on a separate set of screens.

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

User: C00063
Role: Grantee
Organization: UNION COUNTY

- Switch Profile
- Logout

Grant
- Search

Subfund
- Add
- Search

Subgrant
- Add
- Search

Subfund Program Income
- Add
- Search

Subgrant Program Income
- Add
- Search

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

You have 1 CDBG and 17 HOME activities that have been flagged. Click on the number to go to the review page.

Grant

Search Grants

Search Criteria

Grant Year: (tip)

State/Territory:

Program:

Grant #: (tip)

Search | Reset

Each function is explained below.

ADD SUBGRANTS OF LOCAL FUNDS

To add a PI, PA, HP, or IU subgrant, click the Subgrant Program Income [Add](#) link on any Grant tab screen to display the Add Subgrant of Program Income screen:

Subgrant Program Income

Add Subgrant of Program Income

Save | Reset

***Indicates Required Field**

***Subgrant Recipient Name (tip)**

***Program:(tip)**

***Program Year of Receipt:(tip)**

***IDIS Fund Number:(tip)**

***Fund Type:(tip)**

Range for Authorized Amount

Minimum	
Maximum	
* Authorized Amount for this Subgrant	\$ <input style="width: 50px;" type="text"/>

Save | Reset

Show Availability

Program: (tip)
Program Year of Receipt: (tip)
IDIS Fund Number: (tip)
Fund Type: (tip)

The screen is very similar to the add screen for other subgrants (see page 17-2). However, note the following differences:

- Because PI/HP/IU receipts and PA subfunds are created by program year, you will select a PROGRAM YEAR OF RECEIPT and IDIS FUND NUMBER instead of a grant year and number.
- The only valid FUND TYPES are PI, HP, IU, and PA.
- There is no BANKING field, since it does not apply to funds held in the local account.

Click the [Save] button to add a subgrant or the [Reset] button to refresh and redisplay the Add Subgrant of Program Income screen.

EDIT SUBGRANTS OF LOCAL FUNDS

To edit a PI, HP, IU, or PA subgrant, click the Subgrant Program Income [Search](#) link on any Grant tab screen to access the Search Subgrant Program Income screen.

SEARCH SUBGRANTS OF LOCAL FUNDS SCREEN

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

Subgrant Program Income

Search Subgrant Program Income

Search Criteria

Subgrant to Organization Name ⓘ:

Fund Type: (tip)

Subgrants Given:(tip)

Program:

IDIS Fund Number: (tip)

Subgrant Status: (tip)

Program Year of Receipt: (tip)

|

Results Page 1 of 1

Program	IDIS Fund Number	Fund Type	Subgrant from Organization Name	Subgrant to Organization Name	Authorized Amount	Minimum Amount	Maximum Amount	Action
HOME	M-15-DC-34-0222	PI	UNION COUNTY	BRAND NEW DAY	\$100.00	\$0.00	\$9,081.00	Edit View

To update a subgrant, click its [Edit](#) link in the Action column to display the Edit Subgrant of Program Income screen.

EDIT SUBGRANT OF LOCAL FUNDS SCREEN

The only field that can be updated on this screen is the authorized amount for the subgrant.

Subgrant Program Income

Edit Subgrant of Program Income

|
 |

***Indicates Required Field**

Subgrant Recipient Name
BRAND NEW DAY

Elizabeth, NJ

Program:(tip)
HOME

Program Year of Receipt:(tip)
2015

IDIS Fund Number:(tip)
M-15-DC-34-0222

Subgrant Status:(tip)
Active

Date Created:
08/24/2015

Fund Type:(tip)
PI

Current Authorized Amount for this Subgrant	\$100.00
--	----------

Range for New Authorized Amount

Minimum	\$0.00
Maximum	\$9,081.00
* New Authorized Amount for this Subgrant	\$ <input style="width: 100px;" type="text"/>

|
 |

This screen closely resembles the Edit screen for other subgrants (see page 17-6). For local fund types, the MINIMUM is equal to the amount of the subgrant that has already been committed to activities. The MAXIMUM is the amount available in the source fund.

The screen that is displayed when the [View Activities] button is clicked is described on page 17-10.

To save your changes, click the [Save] button. Clicking the [Save] button will display the View Subgrant screen, which is shown on the next page.

VIEW SUBGRANTS OF LOCAL FUNDS

To view a PI, HP, IU, or PA subgrant, click the Subgrant Program Income [Search](#) link on any Grant tab screen to access the Search Subgrant Program Income screen. Run a search to retrieve the subgrant you want to view (see page 17-13 for instructions), then click on its [View](#) link in the search results table. The View of Subgrant Program Income screen is displayed.

Subgrant Program Income

View of Subgrant Program Income

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

Subgrant Recipient Name:
 BRAND NEW DAY
 176 1st St
 Elizabeth, NJ

Program: (tip)
 HOME

Program Year of Receipt: (tip)
 2015

IDIS Fund Number: (tip)
 M-15-DC-34-0222

Subgrant Status:
 Active

Date Created:
 08/24/2015

Fund Type:
 PI

Administering Organization: (tip)
 UNION COUNTY, NJ

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

Authorized Amount (tip)	\$100.00
Subgranted Amount (-)	\$0.00
Amount Available to Subgrant	\$100.00
Amount Committed to Activities (-)	\$0.00
Net Drawn Amount	\$0.00
Drawn Amount (+) (tip)	\$0.00
Drawdown Pending Amount (+) (tip)	\$0.00
Amount Available to Draw	\$100.00
Amount Available to Increase Authorized Amount for this Subgrant	\$8,981.00

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

The screen is the same as the view screen for subgrants of non-local fund types (see page 17-8), except that a PROGRAM YEAR OF RECEIPT and IDIS FUND NUMBER are shown instead of a grant year and number; also, RETURNED AMOUNT is not displayed under NET DRAWN AMOUNT because it is not applicable to local funds. Clicking the [View Activities] button displays the screen described on page 17-10.