

Chapter 19

DRAWDOWNS

Drawdowns may be made for an activity after it has been funded. The total amount drawn down cannot exceed the funded amount.

When drawing down funds, keep in mind that if both local account funds (which includes program income (PI), recaptured homebuyer (HP), repayments to the local account for ineligible costs (IU), and program income for administration (PA)) and Treasury funds are committed to an activity, all committed local account funds must be fully disbursed before any of the committed Treasury funds can be drawn down. Please see Chapter 20 for instructions on receipting local funds in IDIS.

ACCESSING THE DRAWDOWN FUNCTIONS

Click the Funding/Drawdown tab at the top of the page you are on to display the Search for Activities to Fund screen. On it, and all other Funding/Drawdown screens, links to the draw functions you are authorized to access are listed on the left:

The screenshot displays the IDIS web application interface. At the top, there is a navigation bar with tabs: "Plans/Projects/Activities", "Funding/Drawdown" (which is highlighted), "Grant", "Grantee/PJ", "Admin", and "Reports". Below the navigation bar, a notification banner states: "You have 1 CDBG and 10 HOME activities that have been flagged. Click on the number to go to the review page." The main content area is titled "Activity Funding" and "Search for Activities to Fund". It contains a search criteria form with the following fields: "Program:" (dropdown menu set to "All"), "Activity Name:" (text input), "Program Year:" (dropdown menu set to "All"), "IDIS Project ID:" (text input), "IDIS Activity ID:" (text input), and "Grantee/PJ Activity ID:" (text input). There are also dropdown menus for "Activity Status:" (set to "Select") and "*Activity Owner:" (set to "HAMMOND, IN"). At the bottom of the search criteria section are "Search" and "Reset" buttons. On the left side, there is a sidebar menu with the following sections: "User: C16964, Role: Grantee, Organization: HAMMOND" with links for "Switch Profile" and "Logout"; "Activity Funding" with a "Search" link; "Drawdown" (highlighted with a blue bracket) with links for "Create Voucher", "Search Voucher", and "Approve Voucher"; "Receipt" with links for "Add", "Search", and "Search Accounts"; "Section 108 Loan" with a "Search" link; "Utilities" with links for "Home", "Data Downloads", "Print Page", and "Help"; and "Links".

The three draw functions—Create Voucher, Search Voucher, and Approve Voucher—are discussed below.

CREATE DRAWDOWN VOUCHERS

To create a draw for one or more activities, click the Drawdown [Create Voucher](#) link to display the first of five screens.

CREATE VOUCHER - PAGE 1 OF 4 (SELECT ACTIVITIES)

On this screen you will specify the activities you are drawing funds for and, optionally, the date you want the voucher to be submitted to LOCCS:

Drawdown

Create Voucher - Page 1 of 4 (Select Activities)

* Indicates Required Field

***Voucher Created For:** (tip) PUEBLO, CO

Requested LOCCS Submission Date: (tip)

(mm/dd/yyyy)

Activity Owner: (tip)
PUEBLO, CO

***IDIS Activity ID**

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Field	Description
Voucher Created For	If drawing funds from a subgrant, such as CHDO Reserve (CR) or Subgrant (SU), select the organization that received the subgrant.
Activity Owner	If the name showing in this field is not the grantee who owns the activity that funds are being drawn for, select the correct organization from the dropdown.
Requested LOCCS Submission Date	<p>If you want this voucher to be submitted to LOCCS at a future date, enter that date here.</p> <p>If you leave the field blank, the request will be submitted to LOCCS the same day it is approved (unless the approver changes the submission date for one or more line items).</p>
IDIS Activity ID	<p>To identify the activities for which funds are to be drawn, you may either:</p> <ul style="list-style-type: none"> Input the IDIS ACTIVITY ID(s) manually. Click the [Search for Activities] button, run a search, and select the activity or activities from the search results. To select an activity, click its Select box in the last column of the results table. When you have selected all the activities you want, click the [Add Selected Activities] button. <p>Up to 60 activities may be input/selected.</p>

Once you have specified all the activity IDs, click the [CONTINUE] button at the top/bottom of the screen. If at least one valid activity ID has been entered, the second create voucher screen is displayed.

CREATE VOUCHER - PAGE 2 OF 4 (DRAWDOWN AMOUNTS)

Page 2 is displayed for each valid activity entered on the previous screen. On this page, enter the amount to be drawn down for an activity from each available funding source.

Drawdown

Create Voucher - Page 2 of 4 (Drawdown Amounts)

Return to Select Activities | Confirm Voucher | Cancel Voucher

Activity 1 of 2

IDIS Activity ID: 5452 **Activity Name:** Admin

Voucher Created For: RHODE ISLAND **Grantee/PJ Activity ID:**

Activity Owner: RHODE ISLAND

Available Drawdown Amounts for This Activity

Recipient Name	Program	Grant Year	Fund Type	Source Name	Source Type	Prior Program Year	Funded Amount	Available to Draw	Drawdown Amount
RHODE ISLAND	HOME	2015	AD	HUD	SG	N/A	\$5,000.00	\$5,000.00	\$ <input type="text" value="0"/>

Previous Activity | Next Activity

Progress by Activity ID

Entered:
Not Entered: 5452 (#1), 5492 (#2)
Invalid:

Return to Select Activities | Confirm Voucher | Cancel Voucher

DRAWDOWN AMOUNT is the only input field on this screen. Enter amounts as dollars and cents, with or without commas. If you input a whole dollar amount, IDIS will append '.00'.

Important:

Starting with FY 2015 HOME grants, IDIS no longer provides the option of replacing EN with PI when creating vouchers. Therefore, PJs must explicitly fund HOME activities with program year 2015 and future years' PI when creating vouchers to cover project related costs; the same is true for 2015 and future years' IU and HP funds in PJs' HOME local accounts. The HOME Program Commitment Requirement Interim Final Rule, effective January 3, 2017, requires all prior year local account funds to be committed to activities before the current year's Treasury funds may be committed to activities, beginning with FY 2016 HOME grants and PY 2015 local account funds. In other words, the system will not allow the user to commit FY 2016 Treasury funds until PY 2015 local account funds (which includes PI, HP, and IU) have been fully committed to activities, as described at §92.503(d). This provision includes an exception for CR funds, which may be committed to activities prior to local account funds.

Field	Description
IDIS Activity ID	<p>The IDIS Activity ID of the activity for which the draw is being made.</p> <p>For multi-activity draws, invalid IDs are tracked in the "Progress by Activity ID" box at the bottom of the screen.</p>
Voucher Created For	The organization for which the draw is being made.
Activity Owner	The PJ.
Activity Name	The name of the activity for which the draw is being made.
Grantee/PJ Activity ID	The PJ's identifier for this activity.
Available Drawdown Amounts for This Activity	
Recipient Name	The recipient of this funding source.
Program	The CPD program that provided this funding source.
Grant Year/Program Year of Receipt	The grant year or the program year of receipt of the funding source. For 1992-2014 grants, "Pre-2015" is displayed to indicate FIFO, meaning the funds will be drawn from the oldest grant with an available balance.
Fund Type	<p>The type of this funding source. For HOME, this includes:</p> <ul style="list-style-type: none"> AD Administration CC CHDO Capacity Building CL CHDO Loan CO CHDO Operating Expenses CR CHDO Reserve EN Entitlement HP Recapture Homebuyer IU Repayment to Local Account PA Program Income for Administration PI Program Income SU General Subgrant
Source Name	For entitlement grantees, HUD ; for subgrantees, the organization that provided the subgrant.
Source Type	For HOME, the fourth and fifth characters of the HOME grant number: DC (Consortium), MC (Metropolitan City), SG (State), ST (Insular Area), or UC (Urban County).
Prior Year	Currently not applicable to HOME draws.
Funded Amount	The amount committed to this activity from this funding source.
Available to Draw	The amount still available to draw from this funding source, equal to FUNDED AMOUNT minus the amount already drawn.
Drawdown Amount	<p>Enter the amount to be drawn from this funding source for this activity.</p> <p>Enter amounts as dollars and cents, with or without commas. If you input a whole dollar amount, IDIS will append the '.00'.</p>

Field	Description
Progress by Activity ID	
Entered	Activities for which a draw amount has already been entered.
Not Entered	Activities for which a draw amount has not yet been entered.
Invalid	Activities for which you will not be allowed to enter a draw amount. For a multi-activity draw, this is the only message notifying you that for some reason a draw request cannot be made for an activity.

For multi-activity draws, use the [Next Activity] and [Previous Activity] buttons to page through the different activities.

Once you have entered and verified all draw amounts, click the [Confirm Voucher] button.

CREATE VOUCHER - PAGE 3 OF 5 (HOME/TCAP CERTIFICATION)

This screen is displayed only if the draw includes line items for HOME EN funds. It lists three statements that the PJ must certify as being true before confirming the voucher:

Drawdown

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

HOME Drawdown Certification

By requesting the disbursement of Federal funds, the representative of the HOME Participating Jurisdiction (PJ) using this system certifies that he/she is authorized to execute the certifications set forth herein, and, on behalf of the PJ, further certifies that, in accordance with HUD's regulations at 24 CFR Part 92:

(i) the PJ has complied with and will comply with all of the financial reporting responsibilities required by HUD's regulations and the applicable uniform administrative requirements at 2 CFR Part 200;

(ii) the funds that the PJ has drawn and will draw shall be used pursuant to the PJ's approved housing strategy and shall be used in compliance with all requirements of the HOME Investment Partnerships Act, 42 U.S.C. 12701, et seq., and HUD's regulations; and

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

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

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
2	5451	60 King 9%	HOME	2012	EN	HUD	SG	RHODE ISLAND	N/A	\$1,000.00
Total										\$1,000.00

If you agree with the statements, click the [I agree] button to execute the certification and continue with voucher processing.

If you do not agree and all the line items are HOME EN draws, click the [Cancel Voucher] button. If the voucher includes draws of other fund types, you can click the [I disagree...] button to continue processing all but the HOME EN line items, or you may cancel the entire voucher.

CREATE VOUCHER - PAGE 4 OF 5 (CONFIRMATION)

This screen displays the draw amounts by funding source for each activity. The grant year from which the funds will be drawn is also shown on the screen. If the information on the voucher is not correct you should cancel the voucher and create a new voucher. Select the button for the correct action, either to continue [Generate Voucher] or to cancel [Cancel Voucher]:

Drawdown

Create Voucher - Page 4 of 5 (Confirmation)

- Click "Generate Voucher" to complete voucher creation

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Voucher Created For: PUEBLO, CO
Requested LOCCS Submission Date:
(mm/dd/yyyy)

Activity Owner: PUEBLO, CO

Voucher Line Items

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	2963	Posada TBRA County-2013	HOME	2010	EN	HUD	DC	PUEBLO, CO	N/A	\$48,259.35
2	2963	Posada TBRA County-2013	HOME	2015	EN	HUD	DC	PUEBLO, CO	N/A	\$20,000.00
3	2963	Posada TBRA County-2013	HOME	2013	PI	HUD	DC	PUEBLO, CO	N/A	\$3,615.65
4	2977	1533 Cypress St.	HOME	2010	EN	HUD	DC	PUEBLO, CO	N/A	\$22,500.00
Total										\$94,375.00

|

Field	Description
Voucher Created For	The organization for which the draw is being made.
Activity Owner	The PJ.
Requested LOCCS Submission Date	If a submission date was entered on Page 1, it is displayed here and may be changed. If the field is left blank, the voucher will be submitted to LOCCS the same day it is approved (unless the approver changes the submission date for one or more line items).
Voucher Details	
Line Item #	A voucher is made up of one or more line items. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
IDIS Actv ID	The ID of the activity for which the draw is being made.
Activity Name	The name of the activity for which the draw is being made.
Program	The CPD program whose grant funds are being drawn.
Grant Year	The year of the grant (the second and third characters of a HOME grant number) or receipt account from which the DRAWDOWN AMOUNT will be taken.

Field	Description
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken (see page 19-4 for a list of HOME fund types).
Source Name	For entitlement grantees, HUD ; for subgrantees, the organization that provided the subgrant.
Source Type	For HOME, the fourth and fifth characters of the HOME grant number (see page 19-4 for a list).
Recipient Name	The recipient of this funding source.
Prior Program Year	Currently not applicable to HOME draws.
Drawdown Amount	The amount that will be drawn down from this funding source.

If an activity number, funding source, draw amount, or grant year is not as you want it, click the [Cancel Voucher] button. The Page 1 create voucher screen is displayed.

Otherwise, click the [Generate Voucher] button to display the final screen.

CREATE VOUCHER - PAGE 5 OF 5 (VIEW)

The last create voucher screen is read-only:

Drawdown

Create Voucher - Page 5 of 5 (View)

- Voucher created successfully

[Return to Create Voucher](#)

Voucher Created For: PUEBLO, CO	IDIS Voucher #: 5738051
Activity Owner: PUEBLO, CO	Created By: C00063
Requested LOCCS Submission Date:	Creation Date: 10/18/2014

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	2963	Posada TBRA County-2013	HOME	2010	M10DC080205	EN	HUD	DC	PUEBLO, CO	N/A	\$48,259.35
2	2963	Posada TBRA County-2013	HOME	2015	M15DC080205	EN	HUD	DC	PUEBLO, CO	N/A	\$20,000.00
3	2963	Posada TBRA County-2013	HOME	2013	M13DC080205	PI	HUD	DC	PUEBLO, CO	N/A	\$3,615.65
4	2977	1533 Cypress St.	HOME	2010	M10DC080205	EN	HUD	DC	PUEBLO, CO	N/A	\$22,500.00
Total											\$94,375.00

[Return to Create Voucher](#)

Field	Description
Voucher Created For <i>through</i> Requested LOCCS Submission Date	Same as Page 4 voucher screen.
IDIS Voucher #	The voucher number is system-generated.
Created By	The IDIS user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated. A voucher must be approved and submitted within 90 days of its CREATION DATE or it will be canceled automatically.
Voucher Details fields	Same as Page 4 voucher screen.
Total	The total amount of the voucher.

CREATE RECEIVABLE VOUCHERS

The Create Receivable Voucher feature was removed from IDIS in version 11.10, released on May 22, 2015.

APPROVE VOUCHERS

Three security rules are applied to the approval of all vouchers in IDIS:

1. Only grantee users with draw approval can approve draws.
2. The user who creates a draw cannot also approve it.
3. All draws on State grants must be approved by a State user.

Note, too, that a drawdown must be approved within 90 days of its creation date or it will be canceled by the system.

To access the approval function, click the Drawdown [Approve Vouchers](#) link on any Funding/Drawdown tab screen to display the Search Vouchers for Approval screen.

SEARCH VOUCHERS FOR APPROVAL SCREEN

Specify as many or as few search criteria as you wish to retrieve the vouchers to be approved:

Field	Description
IDIS Voucher #	Enter a voucher number to limit the results to one voucher (searches on partial voucher numbers are not allowed).
Earliest Creation Date	Enter a date to limit the results to vouchers created on or after that date.
IDIS Activity ID	Enter an IDIS Activity ID to limit the results to vouchers with draws for that activity.
Line Item Status	Read-only. Since only line items with a status of Open can be approved, searches on this screen are limited to vouchers with open line items.

Field	Description
Activity Owner	Choose the State or entitlement grantee who owns the activities for which funds were drawn.

Click the [Search] button to run the search and display the vouchers that meet the criteria specified:

Drawdown

Search Vouchers For Approval

Search Criteria

IDIS Voucher #:

IDIS Activity ID:

Activity Owner:

Earliest Creation Date:

(mm/dd/yyyy)

Line Item Status:

|

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

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Activity Name	Line Item Status	Drawdown Amount	Action
5738051	1	10/18/2014	2963	Posada TBRA County-2013	Open	\$48,259.35	Maintain-Approve View
5738051	2	10/18/2014	2963	Posada TBRA County-2013	Open	\$20,000.00	Maintain-Approve View
5738051	3	10/18/2014	2963	Posada TBRA County-2013	Open	\$3,615.65	Maintain-Approve View
5738051	4	10/18/2014	2977	1533 Cypress St.	Open	\$22,500.00	Maintain-Approve View
5738052	1	10/18/2014	2768	Eastside Terraces-Baum Bldg	Open	(\$20,000.00)	Maintain-Approve View
5738053	1	10/18/2014	2768	Eastside Terraces-Baum Bldg	Open	(\$15,000.00)	Maintain-Approve View

Field	Description
IDIS Voucher #	The system-assigned voucher number.
Line Item #	The system-assigned line item number. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
Creation Date	The date the voucher was generated in IDIS.
IDIS Actv ID	The ID of the activity for which the draw is being made.
Activity Name	The name of the activity.
Line Item Status	Open for line items that can be approved. See page 19-18 for other LINE ITEM STATUS values.
Drawdown Amount	The amount of the draw request for this line item.

Click the Maintain-Approve link for a line item to display the Maintain and Approve Voucher screen.

MAINTAIN AND APPROVE VOUCHER SCREEN

This screen provides access to the Approve, Revoke, Revise, Cancel, and View functions for draws. The Approve Draw function is explained below. The other functions are covered starting on page 19-19.

Drawdown

Maintain and Approve Voucher

[Return to Search Vouchers](#)

Voucher Created For: PUEBLO, CO	IDIS Voucher #: 5738051
Activity Owner: PUEBLO, CO	Created By: C00063
	Creation Date: 10/18/2014

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	2963	Posada TBRA County-2013	HOME	2010	M10DC080205	EN	HUD	DC	PUEBLO, CO	N/A	\$48,259.35	Open	10/20/2014	Approve Cancel Revise View
2	2963	Posada TBRA County-2013	HOME	2015	M15DC080205	EN	HUD	DC	PUEBLO, CO	N/A	\$20,000.00	Open	10/20/2014	Approve Cancel Revise View
3	2963	Posada TBRA County-2013	HOME	2013	M13DC080205	PI	HUD	DC	PUEBLO, CO	N/A	\$3,615.65	Open	10/20/2014	Approve Cancel Revise View
4	2977	1533 Cypress St.	HOME	2010	M10DC080205	EN	HUD	DC	PUEBLO, CO	N/A	\$22,500.00	Open	10/20/2014	Approve Cancel Revise View

Set all submission dates to:

(mm/dd/yyyy)

Field	Description
Voucher Created for	The organization for which the draw is being made.
Activity Owner	The PJ.
IDIS Voucher #	The system-generated voucher number.
Created By	The IDIS user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated.
Voucher Details	
Line Item #	The system-assigned line item number.
IDIS Actv ID	The ID of the activity for which the draw has been requested.
Activity Name	The name of the activity.
Program	The CPD program whose grant funds are being drawn.
Grant Year	The year of the grant (the second and third characters of a HOME grant number) or receipt account from which the DRAWDOWN AMOUNT will be taken.

Field	Description
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken. For HOME: AD Administration CC CHDO Capacity Building CL CHDO Loan CO CHDO Operating Expenses CR CHDO Reserve EN Entitlement HP Recaptured Homebuyer IU Repayment to Local Account PA Program Income for Administration PI Program Income SU General Subgrant
Source Name	For entitlement grantees, HUD ; for subgrantees, the organization that provided the subgrant.
Source Type	For HOME, the fourth and fifth characters of the HOME grant number: DC (Consortium), MC (Metropolitan City), SG (State), ST (Insular Area), or UC (Urban County).
Recipient Name	The recipient of this funding source.
Prior Program Year	Currently not applicable to HOME draws.
Drawdown Amount	The amount that will be drawn down from this funding source.
Line Item Status	Open for line items that can be approved. See page 19-18 for other LINE ITEM STATUS values.
Submission Date	This will be today's date, unless the person who created the voucher entered a different date.
Action	If you are authorized to approve draws, the Approve link is shown for vouchers you did not create. For the other ACTION links, see page 19-18.
Set all submission dates to <i>and</i> [Approve all Line Items]	Displayed only if you have draw approval authority and there are two or more line items with a status of Open .

Approving All Line Items at Once

To approve all the line items at once:

- If you like, specify a submission date in the SET ALL SUBMISSION DATES TO field. If you leave it blank, it will be set to today's date for all line items.
- Click the [Approve All Line Items] button next to it.
- A message asking "Are you sure you want to approve all line items?" is displayed. Click [OK] or [Cancel], as appropriate.

When you click [OK], the Maintain and Approve Voucher screen is redisplayed. Notice that the LINE ITEM STATUS has been updated to **Approved** and the available links in the ACTION column have changed. Clicking the [Revoke](#) link will revoke the approval and set the status of the line item back to **Open**.

Approving a Single Line Item

Click the [Approve](#) link in the ACTION column of the line item you want to approve. The Confirm Voucher Line Item screen is displayed.

CONFIRM VOUCHER LINE ITEM APPROVAL SCREEN

The Confirm Voucher Line Item Approval screen looks like this:

Drawdown

Confirm Voucher Line Item Approval

[Approve This Voucher Line Item](#) | [Return to Maintain and Approve Voucher](#)

Voucher Created For: PUEBLO, CO	IDIS Voucher # / Line Item #: 5738051/1	Grant #: M-10-DC-08-0205	Transaction Type: Payment
Activity Owner: PUEBLO, CO	Created By: C00063	Approved By:	Pay To: PUEBLO, CO
	Creation Date: 10/18/2014	Approval Date:	

IDIS Information

IDIS Status: Open

Batch #:

Batch Date:

LOCCS Control #:

LOCCS Status: Blank

Voucher Update

Voucher Updated By: C00063

Date Updated: 10/18/2014

LOCCS Confirmation Information

Confirm Batch #:

Confirm Batch Date:

Confirmation Code:

Pay Method:

Payment Date:

Schedule #:

Reschedule:

Effective Date:

Line Item											
IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date
2963	Posada TBRA County-2013	HOME	2010	EN	HUD	DC	PUEBLO, CO	N/A	\$48,259.35	Open	<div style="border: 1px solid gray; padding: 2px; display: inline-block;">10/20/2014</div> (mm/dd/yyyy)

[Approve This Voucher Line Item](#) | [Return to Maintain and Approve Voucher](#)

To approve the line item, change the SUBMISSION DATE if you like, and then click the [Approve This Voucher Line Item] button. To exit without approving the item, click the [Return to maintain and Approve Voucher] button. For descriptions of other fields on this screen, see pages 19-23 through 19-25.

When you click the [Approve This Voucher Line Item] button, the Maintain and Approve Voucher screen is redisplayed. Notice that the LINE ITEM STATUS has been updated to **Approved** and the available links in the ACTION column have changed. Clicking the [Revoke](#) link will revoke the approval and set the status of the line item back to **Open**.

EDIT/VIEW VOUCHERS

To edit or view a voucher, you must first conduct a search to retrieve the voucher. Click the Drawdown [Search Voucher](#) link on any Funding/Drawdown tab screen to display the Search Vouchers screen.

SEARCH VOUCHERS SCREEN

Specify as many or as few search criteria as you wish to retrieve the voucher(s) to be updated or viewed:

User: C00063	Plans/Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin
Role: Grantee Organization: PUEBLO - Switch Profile - Logout	You have 7 CDBG activities that have been flagged. Click on the number to go to the review page.				
Activity Funding - Search	Drawdown Search Vouchers				
Drawdown - Create Voucher - Create Receivable - Search Voucher - Approve Voucher	Search Criteria *Indicates Required Field				
Receipt - Add - Search - Search Accounts	IDIS Voucher #: <input type="text"/>	IDIS Activity ID: <input type="text"/>	Line Item Status: <input type="text" value="Select"/>	*Activity Owner: <input type="text" value="PUEBLO, CO"/>	
Section 108 Loan - Search	Grant #: <input type="text"/>	Earliest Creation Date: <input type="text" value=""/> <small>(mm/dd/yyyy)</small>	<input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="Reset"/>					

This screen and the Search Vouchers for Approval screen shown on page 19-11 are identical, except that on this screen you can search by LINE ITEM STATUS:

Status	Definition
Open	The initial status of a voucher, which is assigned when the voucher is created.
Pending HQ Approval	Applies only to CDBG Section 108 loan repayment vouchers.
Approved	Approved for submission to LOCCS.
Completed	Processed to completion by LOCCS.
Revised	All or a portion of the drawn amount has been revised to another activity.
Rejected	Rejected by LOCCS.
Pending	Awaiting a response from LOCCS.
Canceled	An Open or Approved voucher/line item canceled by the PJ before submission to LOCCS.
Converted	An approved voucher created by the IDIS conversion process.
L-Canceled	Approved in IDIS and later canceled by LOCCS.
On Hold	Sent to LOCCS and being held in LOCCS for resubmission to Treasury.
Rescheduled	Sent to LOCCS, will be either approved or rejected at a later date.

Click the [Search] button to run the search and display the vouchers that meet the criteria specified:

Drawdown

Search Vouchers

Search Criteria

*Indicates Required Field

IDIS Voucher #:
IDIS Activity ID:
Line Item Status:

Grant #:
Earliest Creation Date: (mm/dd/yyyy)
***Activity Owner:**

|

Results Page 1 of 8 (76 voucher line items found)

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Grant Number	Activity Name	Line Item Status	Drawdown Amount	Action
5630473	3	11/22/2013	4267	M13DC170213	Mount Prospect Horizon	Completed	\$178,652.79	View
5643118	2	01/03/2014	4271	M13DC170213	1010 Greenwood LLC	Completed	\$147,361.81	View
5652490	2	01/31/2014	4271	M13DC170213	1010 Greenwood LLC	Canceled	\$133,372.49	View
5653408	1	02/04/2014	4271	M13DC170213	1010 Greenwood LLC	Completed	\$145,826.95	View

On initial display, the results are sorted by IDIS VOUCHER # and LINE ITEM #. You can change the sort field and the sort order (ascending or descending) by clicking on any column header that is in blue.

Field	Description
IDIS Voucher #	The system-assigned voucher number.
Line Item #	The system-assigned line item number. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
Creation Date	The date the voucher was generated in IDIS.
IDIS Actv ID	The ID of the activity for which a draw has been requested.
Activity Name	The name of the activity.
Line Item Status	See the entry for LINE ITEM STATUS on the previous page.
Drawdown Amount	The amount of the draw request for this line item.

Select any line item from the voucher you want to process by clicking the [Maintain-Approve](#) link in the last column. The voucher maintenance screens are explained starting on the next page.

If you choose the [View](#) link, only two screens are shown (see next page and page 19-23).

MAINTAIN AND APPROVE VOUCHER SCREEN

This screen provides access to the Approve, Revoke, Revise, Cancel, and View functions for drawdowns:

Drawdown

Maintain and Approve Voucher

[Return to Search Vouchers](#)

Voucher Created For:
PUEBLO, CO

Activity Owner:
PUEBLO, CO

IDIS Voucher #:
5738051

Created By:
C00063

Creation Date:
10/18/2014

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	2963	Posada TBRA County-2013	HOME	2010	M10DC080205	EN	HUD	DC	PUEBLO, CO	N/A	\$48,259.35	Approved	10/20/2014	Revoke Revise Cancel View
2	2963	Posada TBRA County-2013	HOME	2015	M15DC080205	EN	HUD	DC	PUEBLO, CO	N/A	\$20,000.00	Open	10/20/2014	Approve Revise Cancel View
3	2963	Posada TBRA County-2013	HOME	2013	M13DC080205	PI	HUD	DC	PUEBLO, CO	N/A	\$3,615.65	Open	10/20/2014	Approve Revise Cancel View
4	2977	1533 Cypress St.	HOME	2010	M10DC080205	EN	HUD	DC	PUEBLO, CO	N/A	\$22,500.00	Open	10/20/2014	Approve Revise Cancel View

Set all submission dates to:

(mm/dd/yyyy)

Field	Description
Voucher Created for <i>through</i> Drawdown Amount	See page 19-16.
Line Item Status	See the entry for this field on this page and information on 19-15.
Submission Date	The date the voucher was submitted to LOCCS. If the LINE ITEM STATUS is Open, this will be today's date unless the person who created the voucher entered a different date.

Field	Description
Action	<p>The links in the ACTION column for a line item depend on:</p> <ul style="list-style-type: none"> • The drawdown privileges (request, approve, and/or view) assigned to your user ID. If, for example, you are only authorized to view draws, then the only Action displayed will be <u>View</u>. • Whether you created the voucher. Because the user who creates a voucher cannot also approve it, the <u>Approve</u> and <u>Revoke</u> links will not be displayed for the vouchers you create. • The Line Item Status displayed in the third-to-last column. Examples: the <u>Approve</u> link won't be displayed if the line item has already been approved. For most completed line items, the only links shown will be <u>Revise</u> and <u>View</u> (the <u>Cancel</u> link is also available for PI only, provided the status of the activity the PI was drawn for is Open). • The <u>Revise</u> link is not displayed for some line items that have been processed as a set. Examples include a collection paired with a manual payment and certain manually adjusted draws. These voucher items, referred to as "sticky" draws, must remain associated with the activities for which they were created. • If you clicked the <u>View</u> link on the previous screen, only the <u>View</u> link is listed.
Set all submission dates to <i>and</i> [Approve all Line Items]	Displayed only if you have draw approval authority and there are two or more line items with a status of Open .

The Approve function is explained starting on page 19-12. Details about the Revoke, Cancel, Revise, and View functions can be found on the following pages.

REVOKE APPROVAL SCREEN

Click the [Revoke](#) link for a line item to display this screen:

Drawdown

Confirm Voucher Line Item Revocation

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

|

Click the [Revoke This Voucher Line Item] button to revoke approval or the [Return] button to exit without making the change.

Currently, approval must be revoked line item by line item.

CANCEL LINE ITEM SCREEN

Click the [Cancel](#) link for a line item to display this screen:

Drawdown

Confirm Voucher Line Item Cancellation

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

Also reduce the activity funding by **\$3,615.65** and return the fund to **HOME DC 2013 PI** Receipt Account

|

The checkbox option is displayed only for PI line items. Leave the box checked if you want the system to reduce the PI funded amount by the amount of the draw, and return the funds to the PI available balance.

Click the [Cancel This Voucher Line Item] button to perform the cancellation or the [Return] button to exit without making the change.

Currently, the line items in a voucher must be canceled one at a time.

REVISE VOUCHER LINE ITEM SCREEN

On this screen, you can update the submission date of an open or approved line item or assign all or part of an open, approved, or completed draw to a different activity.

Important Note: PJs should contact their local HUD Field Office prior to revising vouchers. The procedure described below is not to be used to revise completed vouchers from ineligible activities to eligible activities. Instead, the HUD Field Office will most likely advise the PJ to repay the ineligible expenditures to their HOME local account and receipt the monies accordingly in IDIS. See Chapter 22 for information about making revisions in IDIS to reflect changes in draws when funds are repaid to PJs' HOME local accounts and LOCCS.

Also, be advised that the HUD permits PJs to revise HOME draws to other activities only for the following reasons:

1. Apply repayment "Collection" Vouchers in activity 1 to ineligible activities;
2. Reconcile expenditures after HOME funds are drawn for the wrong activities;
3. Consolidate vouchers under a single activity when PJs mistakenly setup 2 or more activities for a single HOME project;
4. Comply with the guidance in [HOME FACTs Vol. 4, No. 1](#), which allows PJs to convert homebuyer activities to rental; and
5. Apply funds drawn from the HOME Treasury account in excess of need to another activity within 15 days of the original drawdown.

On the Maintain and Approve Voucher screen, click the line item's Revise link to display the Revise Voucher Line Item screen:

Drawdown

Revise Voucher Line Item

|

Voucher Created For: PUEBLO, CO	IDIS Voucher # / Line Item #: 5738051/2	Grant #: M-15-DC-08-0205	Transaction Type: Payment
Activity Owner: PUEBLO, CO	Created By: C00063	Approved By:	Pay To: PUEBLO, CO
	Creation Date: 10/18/2014	Approval Date:	

IDIS Information

IDIS Status: Open

Batch #:

Batch Date:

LOCCS Control #:

LOCCS Status: Blank

Voucher Update

Voucher Updated By: C00063

Date Updated: 10/18/2014

LOCCS Confirmation Information

Confirm Batch #:

Confirm Batch Date:

Confirmation Code:

Pay Method:

Payment Date:

Schedule #:

Reschedule:

Effective Date:

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date
2963	Posada TBRA County-2013	HOME	2015	EN	HUD	DC	PUEBLO, CO	N/A	\$20,000.00	Open	10/20/2014 <small>(mm/dd/yyyy)</small>

Revise Funds to Another Activity

IDIS Actv ID	Amount
<input type="text"/>	\$ <input type="text"/>

Required Justification*:

|

The upper section of the screen displays the same information shown on the View Voucher Line Item screen (see page 19-23).

Field	Description
Submission Date	This date can be changed if the LINE ITEM STATUS is open or approved.
Revise Funds to Another Activity	<p>A draw can be revised provided both activities involved in the revision have an ACTIVITY STATUS of Open.</p> <p>The activity the draw is being revised to must be funded from the same source in an amount sufficient to cover the revised amount:</p> <ul style="list-style-type: none"> • For activities funded with 2015 and later grants, “same source” means having the same source organization, recipient organization, fund type, and grant year. • For grant years 2014 and earlier, the source organization, recipient organization, and fund type must be the same. <p>If the funding source is not the same, you will not be able to revise the draw. When this type of revision is necessary, please contact your HUD Representative at the local Field Office or HUD Exchange Ask A Question.</p>
IDIS Actv ID	Enter the ID of the activity to which the draw should be transferred.
Amount	Enter the amount of the draw to be revised (no commas). It cannot exceed the amount of the original draw shown in DRAWDOWN AMOUNT.
Required Justification	Explain why the draw is being revised.

Click the [Save] button to make the revision.

The Maintain and Approve Voucher screen now shows a new line item for the draw that was revised, and one or two new line items for the activity to which the draw was revised. The original line item is shown with a status **Revised** the next time the voucher is displayed.

VIEW VOUCHER LINE ITEM SCREEN

Clicking the [View](#) link for a line item on the Maintain and Approve Voucher screen displays this read-only screen:

Drawdown

View Voucher Line Item

[Return to Search Vouchers](#) | [Return to View Voucher](#)

Voucher Created For: PUEBLO, CO	IDIS Voucher # / Line Item #: 5703612/1	Grant #: M-07-DC-08-0205	Transaction Type: Payment
Activity Owner: PUEBLO, CO	Created By: C16442	Approved By: C04035	Pay To: PUEBLO, CO
	Creation Date: 06/26/2014	Approval Date: 06/28/2014	

IDIS Information

IDIS Status: Approved
Batch #: 1313
Batch Date: 06/30/2014
LOCCS Control #: 900000000037840
LOCCS Status: Completed

Voucher Update

Voucher Updated By: LOCCS
Date Updated: 07/01/2014

LOCCS Confirmation Information

Confirm Batch #: 1304
Confirm Batch Date: 07/01/2014
Confirmation Code: Ok
Pay Method: A
Payment Date: 07/01/2014
Schedule #: LH2817
Reschedule: N
Effective Date:

Line Item											
IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date
2905	Posada 2012 TBRA	HOME	2007	EN	HUD	DC	PUEBLO, CO	N/A	\$10,264.00	Completed	06/30/2014

Field	Description
Voucher Created for	The organization for which the draw was made.
Activity Owner	The PJ.
IDIS Voucher # / Line Item #	The system-generated voucher number and line item number.
Created By	The IDIS user ID of the person who created this voucher.
Creation Date	The date the voucher was generated.
Grant #	The grant from which the funds for this line item were drawn.
Approved By	The IDIS user ID of the person who approved this line item.
Approval Date	The date the line item was approved in IDIS.
Transaction Type	Adjustment, Collection, Manual Payment, Payment, or Receivable.
Pay To	The organization that receives the wire transfer of funds drawn down from this grant.
IDIS Information	

Field	Description
IDIS Status	<p>The current status of the line item in IDIS. The statuses are:</p> <p>Open – The initial status of a voucher, assigned when it is created.</p> <p>Pending HQ Approval – Applies only to CDBG Section 108 Loan repayment vouchers.</p> <p>Approved – Approved for submission to LOCCS.</p> <p>Canceled – Canceled by grantee.</p> <p>Pending – Awaiting approval by LOCCS.</p> <p>Revised – All or a portion of the drawn amount has been revised to another activity.</p> <p>Converted - An Approved voucher created by the IDIS conversion process.</p>
Batch Number	The number of the IDIS file containing the line item. If this field is blank, the drawdown request has not yet been sent to LOCCS.
Batch Date	The date the file was sent to LOCCS. If this field is blank, the line item has not yet been sent to LOCCS.
LOCCS Control #	A process control number assigned by IDIS.
LOCCS Status	<p>The current status of this line item in LOCCS:</p> <p>Completed – Paid through LOCCS.</p> <p>Rejected – Rejected by LOCCS.</p> <p>Rescheduled - Sent to LOCCS, will be either approved or rejected at a later date.</p> <p>On Hold - Sent to LOCCS and being held in LOCCS for resubmission to Treasury.</p> <p>L-Canceled - Approved in IDIS and later canceled by LOCCS.</p>
Voucher Update	
Voucher Updated by	The IDIS user ID of the person or the process (e.g., LOCCS) that last updated this line item.
Date Updated	The date the voucher was last updated.
Special Remarks	System-populated, and usually blank.
LOCCS Confirmation Information	
Confirm Batch # Confirm Batch Date Confirmation Code	Details about receipt of the IDIS drawdown file by LOCCS.
Pay Method	Definition not available.
Payment Date	The date the voucher was sent to the Treasury.

Field	Description
Schedule #	The number of the Treasury schedule on which the voucher appears, assigned by LOCCS.
Reschedule	This field is (Yes) if LOCCS resubmits a voucher to the Treasury.
Effective Date	Definition not available.
Line Item	
IDIS Actv ID	The ID of the activity for which the draw was made.
Activity Name	The name of the activity for which the draw was made.
Program	The CPD program whose grant funds were drawn.
Grant Year	The year of the grant or receipt account from which the DRAWDOWN AMOUNT was taken.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT was taken. For HOME: EN Entitlement AD Administration CR CHDO Reserve CO CHDO Operating Expenses CL CHDO Loan CC CHDO Capacity Building IU Repayment to Local Account HP Recaptured Homebuyer PA Program Income for Administration PI Program Income SU General Subgrant
Source Name	For entitlement grantees, HUD ; for subgrantees, the organization that provided the subgrant.
Source Type	For HOME, the fourth and fifth characters of the HOME grant number: DC (Consortium), MC (Metropolitan City), SG (State), ST (Insular Area), or UC (Urban County).
Recipient Name	The recipient of this funding source.
Prior Year	Currently not applicable to HOME draws.
Drawdown Amount	The amount drawn down from this funding source.
Line Item Status	The latest status of the line item. See the entries for IDIS STATUS and LOCCS STATUS on page 19-24.
Submission Date	The date the line item was submitted to LOCCS.

