

## Chapter 22

# REPAYING AND RETURNING FUNDS

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**Repayments** are HOME funds that a participating jurisdiction must repay because they were used for ineligible activities and/or costs.

PJs must consult with their local HUD Field Office to determine the proper repayment procedure, as discussed in 24 CFR 92.503(b) and in the [HOME FACTS Vol. 7 No. 1](#). HUD will instruct the PJ to either repay the funds to the HOME Investment Trust Fund Treasury account or to the local HOME account. In most cases, HUD will advise PJs to repay ineligible draws to their HOME local account and receipt the funds as IU in IDIS. The PJ would then need to commit and draw the IU funds for HOME project related costs, following the HOME rules for all local account funds (PI, HP, and IU), as explained in the [HOME Commitment Requirement Interim Final Rule](#).

In accordance with 24 CFR 92.502(c)(2), a PJ must return funds to its HOME Investment Trust Fund Treasury account when the funds are not expended within 15 days of being drawn. Any interest earned within the 15-day period may be retained by the PJ as HOME funds. Interest earned after 15 days belongs to the United States and must be remitted to the United States as provided in 2 CFR 200.305(b)(9), except interest amounts up to \$500 per year may be retained for administrative expenses.

## RETURNING FUNDS TO THE LETTER OF CREDIT

Instructions for returning funds by check or wire transfer are provided in [HOME FACTS Vol. 1, No. 1, April 2008 \(revised December 2014\)](#). PJs must consult with their local HUD Field Office before returning funds in this manner.

When the check/wire transfer is received by HUD Fort Worth Accounting, a transaction is initiated that eventually becomes a collection voucher in IDIS. The voucher includes the grant number and shows the amount returned as a negative draw for IDIS Activity ID 1, the HOME Funds Adjustment activity. All funds are returned to LOCCS as EN.

## MAKING REVISIONS IN IDIS

If the collection is to be applied to an activity and the year of the collection Voucher matches the year of the original drawdown, the PJ can use the Maintain Voucher function in IDIS to revise the collection to the correct activity or activities. Follow these steps:

1. If necessary, revise the status of all activities involved in the revision to **Open**.
2. Click the Funding/Drawdown tab at the top of the screen.
3. Click the Drawdown [Search Voucher](#) link at the left to display the Search Vouchers screen.
4. In the IDIS ACTIVITY ID field, enter **1** and click the [Search] button to display the search results.
5. Locate the line item that reflects the repaid funds (it will be a negative amount) and click the [Maintain-Approve Voucher](#) link in the last column.

- On the next screen, click the Revise link in the last column to display the Revise Voucher Line Item screen. See screenshot below:

**Drawdown**

Revise Voucher Line Item

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Save | Return to Maintain and Approve Voucher

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<b>Voucher Created For:</b> DISTRICT OF COLUMBIA	<b>IDIS Voucher # / Line Item #:</b> 5687187/1	<b>Grant #:</b> M-10-SG-11-0100	<b>Transaction Type:</b> Collection
<b>Activity Owner:</b> DISTRICT OF COLUMBIA	<b>Created By:</b> LOCCS	<b>Approved By:</b>	<b>Pay To:</b> DISTRICT OF COLUMBIA
	<b>Creation Date:</b> 05/09/2014	<b>Approval Date:</b>	

**IDIS Information**

**IDIS Status:** Approved  
**Batch #:** 1267  
**Batch Date:** 05/09/2014  
**LOCCS Control #:** 900000000037300  
**LOCCS Status:** Completed

**LOCCS Confirmation Information**

**Confirm Batch #:** 1277  
**Confirm Batch Date:** 05/09/2014  
**Confirmation Code:** P00  
**Pay Method:**  
**Payment Date:** 05/09/2014  
**Schedule #:**  
**Reschedule:** N  
**Effective Date:**

**Voucher Update**

**Voucher Updated By:** LOCCS  
**Date Updated:** 05/09/2014

**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
1	HOME COMMITTED FUNDS ADJUSTMENTS	HOME	2010	EN	HUD	SG	DISTRICT OF COLUMBIA	N/A	(\$39,183.28)	Completed	05/09/2014

**Revise Funds to Another Activity**

IDIS Actv ID	Action
<input style="width: 90%;" type="text"/>	Show Drawdown

**Required Justification\*:**

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Save | Return to Maintain and Approve Voucher

- Scroll down to the Revise Funds to Another Activity box. In IDIS ACTV ID, enter the activity ID for which the funds were originally drawn. Next click [Show Drawdown]. The draws made from this activity will then display in the system.
- In the AMOUNT field, enter a minus sign followed by the amount to be "undrawn" (it need not be the entire returned amount). Example: If \$10,000 was drawn for activity 1234 and then repaid because the activity was ineligible, type **1234** in IDIS ACTV ID and **-10,000** in AMOUNT. Enter the applicable narrative information in the 'Required Justification' field, and then Click the [Save] button.
- Continue revising drawdowns associated with the returned funds as needed, or to \$0.

10. Once the voucher has been revised, defund the activity for which the funds were returned, and then change the activity status to **Canceled**.

If the year of the collection Voucher does not match the year of the original draw(s), the collection voucher must be applied to the activity manually. To request the manual change, please contact your HUD representative at the local Field Office or submit a HUD Exchange [Ask A Question](#). Be sure to provide the voucher number for the collection, the activities to which the collection is to be applied, and the amount to be applied to each activity. If any of the activities has draws from multiple fund types or organizations (such as a CHDO), the amount that is to be applied to each fund type or organization must also be provided.