

Chapter 16

CANCELLING ACTIVITIES WITH DRAWS

Cancelling an activity with CDBG draws now requires the approval of your Field Office. This chapter explains how to request that approval in IDIS.

Start on the Edit Activity page for the activity you want to cancel (see page 3-5 for instructions on how to access it):

Activity

Edit Activity

Save | Cancel

***Indicates Required Field**

Activity Owner:
BOISE, ID

IDIS Activity ID:
1005

IDIS Project ID/Project Title (Program Year):
3/Boise City: Home Improvement Loan Program (2013)
[Change Project](#)

***Activity Name:**
CDBG Rehab MF#1

Activity Status:
Open

Completion Date:

(mm/dd/yyyy)

Grantee/PJ Activity ID:
4

Initial Funding Date:
09/05/2014

Activity

Program	*Activity Category (tip)	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	Does this activity use Section 108 loan?* No Change answer 14B - Rehab; Multi-Unit Residential	Yes	Yes	Edit CDBG	Edit CDBG Accomp.	Check CDBG
ESG	None	No	No			
HOME	<input type="text" value="None"/>	No	No	Add HOME	Add HOME Accomp.	
HOPWA	None	No	No			
HESG	None	No	No		Grantees will enter Accomp data into e-SNAPS	
HOPWA-C	None	No	No			

[Activity Funding](#) [Request Cancellation With Draws](#)

***Environmental Review:**

Allow Another Organization to Access this Activity (tip) [Select Organization](#)

HEROS Environmental Review ID

Comments (tip)

[Search For Review ID](#)

Activity Description:
Provide eligible repairs including roofs, furnaces, air conditioning, plumbing, electrical, windows, doors, insulation, additions (if family size warrants), add grab bars, ramps, code items, and other repairs to assist in safe, decent and sanitary living conditions. Disseminate information to each applicant, about the hazards of lead-based paint, the increase value of energy-efficiency measures, and educational hand-outs on affirmatively furthering fair housing.

Click the [Request Cancellation with Draws] button to display this screen:

Activity

Add CDBG Cancel With Draws Request

14B - Rehab; Multi-Unit Residential

Save | Cancel

* Indicates Required Field

Grantee/PJ Activity ID: 4	Activity Name: CDBG Rehab MF#1	Program Year/Project ID: 2013/3
IDIS Activity ID: 1005	Activity Owner: BOISE, ID	Project Title: Boise City: Home Improvement Loan Program

Current request status: Pending

Total originally drawn: \$ 31,010.00

Amount returned to Line of Credit: \$ 0.00

Current drawn total: \$ 31,010.00

Return amount:* - \$

Grantee's explanation:*

Save | Cancel

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Current request status	Always "Pending" on the Add Request screen.
Total originally drawn	The total amount originally drawn down for the activity.
Amount returned to Line of Credit	The amount drawn down for the activity that you have returned to your letter of credit. It is always zero on the Add Request screen.
Current drawn total	TOTAL ORIGINALLY DRAWN minus AMOUNT RETURNED TO LINE OF CREDIT.
Return amount	Enter 0 for approval to cancel the activity with no return of funds to your letter of credit. To request approval to cancel the activity contingent on returning all or a portion of the disbursed funds, enter the amount you intend to return. If you are submitting the request as part of LA receipt processing, enter the amount repaid to your local account.
Grantee's explanation	Enter a justification for your request.

Click the [Save] button to submit the request to your Field Office. The Edit Activity screen will be redisplayed with the following note in red:

Activity

Edit Activity

Save | Cancel

***Indicates Required Field**

Activity Owner:
BOISE, ID

IDIS Activity ID:
1005

IDIS Project ID/Project Title (Program Year):
3/Boise City: Home Improvement Loan Program (2013)
[Change Project](#)

***Activity Name:**

Activity Status:

Completion Date:

(mm/dd/yyyy)

Grantee/PJ Activity ID:

Initial Funding Date:
09/05/2014

Note: This activity is in pending cancellation state.

Activity

Program	*Activity Category (tip)	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	Does this activity use Section 108 loan?* <input type="text" value="No"/> Change answer <small>14B - Rehab; Multi-Unit Residential</small>	Yes	Yes	Edit CDBG	Edit CDBG Accomp.	Check CDBG
ESG	None	No	No			
HOME	<input type="text" value="None"/>	No	No	Add HOME	Add HOME Accomp.	
HOPWA	None	No	No			
HESG	None	No	No		Grantees will enter Accomp data into e-SNAPS	
HOPWA-C	None	No	No			

[Activity Funding](#) | [Request Cancellation With Draws](#)

***Environmental Review:**

Allow Another Organization to Access this Activity (tip)

HEROS Environmental Review ID

Comments (tip)

[Search For Review ID](#)

Activity Description:
Provide eligible repairs including roofs, furnaces, air conditioning, plumbing, electrical, windows, doors, insulation, additions (if family size warrants), add grab bars, ramps, code items, and other repairs to assist in safe, decent and sanitary living conditions. Disseminate information to each applicant, about the hazards of lead-based paint, the increase value of energy-efficiency measures, and educational hand-outs on affirmatively furthering fair housing.

A request can be updated until it is approved or disapproved by the Field Office. After that, no changes are allowed.

To edit a request or track its status, click either the [Request Cancellation with Draws] button on the Edit Activity screen or the Activity [CDBG Cancellation](#) link on the navigation bar of any Plans/Projects/Activities page.

Once a request is approved by your Field Office, the activity can be cancelled regardless of repayment status. If an LA receipt has been created for the cancelled activity, please see page 18-2 for the next steps in processing a repayment to the local account.

If the Field Office disapproves a request, IDIS will send an email asking that you either complete the activity or cancel it and reimburse all drawn funds.