# 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):



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

**Activity**

**Add CDBG Cancel With Draws Request**

**01 - Acquisition of Real Property**

Save | Cancel

\* Indicates Required Field

| Grantee/PJ Activity ID: | Activity Name: | Program Year/Project ID: |
|---|---|---|
| 08/34/13 WARR | WARR LIBERTY STREET SCHOOL | 2008/3 |
| **IDIS Activity ID:** | **Activity Owner:** | **Project Title:** |
| 4025 | RHODE ISLAND | STATE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM |

| | |
|---|---|
| **Current request status:** | Pending |
| **Total originally drawn:** | $ 75,000.00 |
| **Amount returned to Line of Credit:** | $ 0.00 |
| **Current drawn total :** | $ 75,000.00 |
| **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:**
RHODE ISLAND

**IDIS Activity ID:**
4025

**IDIS Project ID/Project Title (Program Year):**
3/STATE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (2008)
Change Project

*Activity Name:
WARR LIBERTY STREET SCHOOL      ×

**Activity Status:**
Open

**Completion Date:**
(mm/dd/yyyy)

**Grantee/PJ Activity ID:**
08/34/13 WARR

**Initial Funding Date:**
12/02/2008

<div style="border:2px solid blue; padding:4px; color:red; font-weight:bold;">
Note: This activity is in pending cancellation state.
</div>

**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<br>01 - Acquisition of Real Property | Yes | Yes | Edit CDBG | Edit CDBG Accomp. | Check CDBG |
| ESG | None | No | No | Add ESG | Add ESG Accomp. | |
| HOME | None | No | No | Add HOME | Add HOME Accomp. | |
| HOPWA | None | No | No | Add HOPWA | Add HOPWA Accomp. | |
| 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:
COMPLETED

**Allow Another Organization to Access this Activity (tip)**
Select Organization

**HEROS Environmental Review ID**

**Comments**(tip)

Search For Review ID

**Activity Description:**
Acquisition of property for affordable housing development. -CBF

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.