Chapter 17
GRANTS

Use this function to view details about your CPD grants.

ACCESSING THE GRANT FUNCTION

Click the Grant tab at the top of any screen or the Grant Search link on any Grant tab page to display the Search Grants screen.

SEARCH GRANTS SCREEN

To view a grant, you must first conduct a search to retrieve it. Specify as many or few of the search criteria as you wish to retrieve the grant(s) you want to view:

Field	Description
Grant Year	To limit the search results to a particular grant year, select it from the dropdown.
Grant #	You can search for grants starting with the text string you enter here—e.g., type **b** to retrieve just CDBG grants, or **b0** to retrieve your 2000 – 2009 CDBG grants (provided no contradictory search criteria are input).
Program	To limit the search results to grants from a particular program, select it from the dropdown.

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

Grant

Search Grants

Search Criteria

Grant Year: (tip)
2012 ∨

State/Territory:
ID ∨

Program:
All ∨

Grant #: (tip)
[   ]

[Search] | [Reset]

Results Page 1 of 1

Program	Grant Year	Grant #	Authorized Amount	Grant Status	Net Drawn Amount	IDIS Grant Balance	Action
CDBG	2012	B-12-DC-16-0001	$7,388,470.00	Active	$0.00	$7,388,470.00	View
HOME	2012	M-12-SG-16-0100	$3,423,422.00	Active	$267,305.16	$3,156,116.84	View

The results are initially sorted by program (in the order CDBG, HOME, ESG, HOPWA) and grant year (descending). You can change the sort field and the sort order by clicking on any column header that is in blue. The results table fields are defined on the next page.

Click the <u>View</u> link in the last column of the grant you want to view.

VIEW GRANT SCREEN

This screen provides details about a specific grant:

Grant

View Grant

[Return to Search Grants] | [View Grant History]

Grantee/PJ Name: (tip)
IDAHO

Program: (tip)
CDBG

Grant Year: (tip)
2012

Grant #: (tip)
B-12-DC-16-0001

Administering Organization: (tip)
DEPARTMENT OF COMMERCE

Payee EIN/TIN#: (tip)
99-9999999

Grant Status: (tip)
Active

Grant Blocked: (tip)
No

Award Date: (tip)
04/26/2012

Grantee Organizational DUNS #: (tip)
82-520-1197

Grant Amounts   View Subfunds

	Amount
Original Amount	$7,388,470.00
Authorized Amount	$7,388,470.00
Formula Grant Amount	$7,388,470.00
Reduction Amount (-)	$0.00
De-obligated Amount (-)	$0.00
Net Drawn Amount	$0.00
Drawn Amount (+)	$0.00
Drawdown Pending Amount (+)	$0.00
Returned Amount (+)	$0.00
IDIS Draw Balance	$7,388,470.00
LOCCS Draw Balance	$7,388,470.00
Subfunded Amount	$0.00
EN Funds (Authorized Amt minus Subfunded Amt)	$7,388,470.00
Amount Committed to Activities	$7,388,470.00
Amount Available to Commit to Activities	$0.00
Amount Available to Draw	$7,388,470.00

[Return to Search Grants] | [View Grant History]

Field	Description
Grantee/PJ Name	The recipient of this grant.
Program	The CPD program providing this grant.
Grant Year	The second and third characters of the grant number displayed as a four-digit year.
Grant #	The number assigned to the grant by LOCCS.
Administering Organization	The name of the organization administering the grant.
Payee EIN/TIN#	The EIN/TIN# of the organization that receives the wire transfers of funds drawn down from the grant.

Field	Description
Grant Status	**Active** or **Inactive**. A grant is inactive if IDIS has not received all required grant information.
Grant Blocked	If this field is **Yes**, EN funds (see definition below) cannot be drawn from this grant.
Obligation Date	The date the HUD Field Office signed the grant agreement.
Grantee Organizational DUNS #	The grantee's DUNS number.
Original Amount	The grant amount initially obligated to the grantee.
Authorized Amount	The grant amount the grantee is authorized to subfund, subgrant, commit, and draw from this grant. The AUTHORIZED AMOUNT includes all reallocations and reductions.
Formula Grant Amount Reduction Amount De-obligated Amount	The sum of these amounts equals the AUTHORIZED AMOUNT.
Net Drawn Amount	Net disbursements from the grant, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT.
Drawn Amount	The total amount disbursed from this grant.
Drawdown Pending Amount	The sum of all draws approved in IDIS that are awaiting a response from LOCCS.
Returned Amount	The total amount disbursed from the grant and later returned by the grantee to the Letter of Credit. When not $0.00, it is a negative number.
IDIS Draw Balance	The grant balance according to IDIS, equal to AUTHORIZED AMOUNT minus NET DRAWN AMOUNT. If IDIS DRAW BALANCE minus DRAWDOWN PENDING AMOUNT is not equal to LOCCS DRAW BALANCE, the data in IDIS need to be reconciled with LOCCS.
LOCCS Draw Balance	The grant balance in LOCCS.
Subfunded Amount	The amount of the grant a grantee earmarks for subfunds. For CDBG States, the subfund types are AD (Administration), SU (Subgrant), and TA (Technical Assistance).
EN Funds (Authorized Amt minus Subfunded Amt)	The amount of the grant that has not been subfunded. For most CDBG grantees, AUTHORIZED AMOUNT and EN FUNDS will be equal.
Amount Committed to Activities	The total amount of this grant committed to activities via the Activity Funding function.
Amount Available to Commit to Activities	AUTHORIZED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Amount Available to Draw	AUTHORIZED AMOUNT minus NET DRAWN AMOUNT. Note that the amounts available to commit and to draw are calculated independently of each other.

Clicking on the [View Grant History] button at the top/bottom of the page displays a history of any changes made to the grant record.

SEARCH SUBFUNDS SCREEN

Notice the <u>View Subfunds</u> link above the Amount column on the View Grant screen. Clicking it displays the Search Subfunds screen with the subfunds created from the grant you were viewing already displayed:

Subfund

Search Subfunds

Search Criteria

Program:
All ▾

Fund Type: (tip)
Select ▾

Grant #: (tip)
B12DC160001

Grant Year: (tip)
Select ▾

Search | Reset | Return to B-12-DC-16-0001

Results Page 1 of 1

Grantee/PJ Name	Program	Grant Year	Grant #	Fund Type	Authorized Amount	Action
IDAHO	CDBG	2012	B-12-DC-16-0001	EN	$7,388,470.00	View

If you have not created any subfunds from the grant, the only subfund will be EN (as shown above). Its AUTHORIZED AMOUNT will be the same as the AUTHORIZED AMOUNT for the grant.

If you do create CDBG subfunds, please see Appendix K for details.