

Chapter

6

Chapter 6: Subfunding and Subgranting

The pdf version of this document was produced using Adobe 4.0 software. To open and print it properly, you must have the Adobe 4.0 Reader installed on your computer. This is a free download. To obtain it, go to:

<http://www.hud.gov/assist/acrobat.cfm>

Chapter last updated: June 28, 2002
Content revised for IDIS Version 6.8 (June 28, 2002)

6.1 What's in This Chapter

6.1 What's in This Chapter	2
6.1.1 Overview.....	3
6.1.2 What Are Minimum and Maximum Caps?.....	5
6.2 Which Menu Option Should You Choose?	6
6.2.1 Choosing an Option on the Subgrant and Subfund Menu (C04MG00).....	8
6.3 Creating a Subfund (C04MG06).....	9
6.4 Choosing a Subfund to View, Cancel, or Revise (C04MG07)	12
6.4.1 Viewing Subfund Details (C04MG08)	16
6.4.2 Canceling a Subfund (C04MG08)	19
6.4.3 Revising the Amount of a Subfund (C04MG08).....	21
6.5 Creating a Subgrant (C04MG01).....	23
6.6 Choosing a Subgrant to View, Cancel, or Revise (C04MG02)	27
6.6.1 Viewing Subgrant Details (C04MG03)	31
6.6.2 Canceling a Subgrant (C04MG03)	35
6.6.3 Revising the Dollar Amount of a Subgrant (C04MG03).....	37

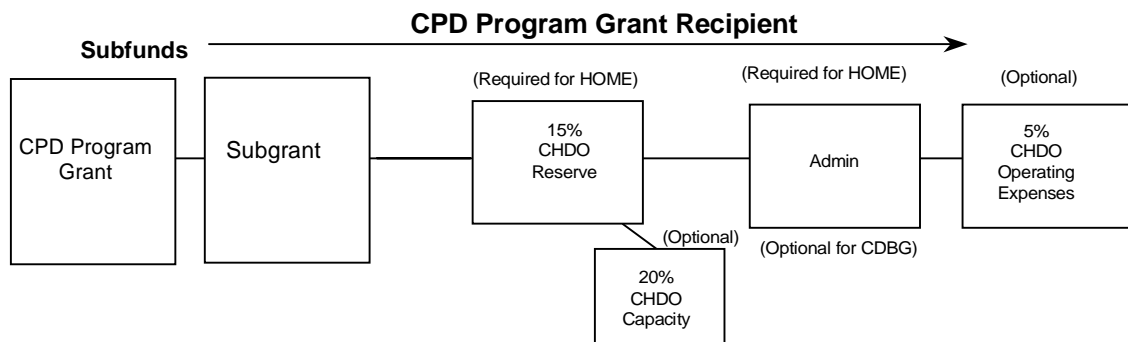
6.1.1 Overview

This chapter describes how to create and maintain subfunds and subgrants in IDIS.

A *subfund* is a portion of a CPD formula grant that is set aside for a special purpose, for example:

- To create one or more subgrants to jurisdictions who will carry our activities on behalf of the grantee (optional for all programs)
- To set aside 15% of a HOME grant for Community Housing Development Organizations (CHDOs) (required for HOME, not available for other programs)
- To set aside Administration funds (required for HOME, optional for other programs)
- To set aside CHDO Capacity Building funds during the first two years of a grantee's existence (optional for HOME, not available for other programs)
- To set aside CHDO Operating expenses (optional for HOME, not available for other programs)
- To set aside funds for State Technical Assistance (optional for State CDBG grantees, not available for other programs)

Subfunds are created and maintained at the parent grantee level.



Effective with IDIS Version 6.2, IDIS requires that all SU subgrants be created and funded from an SU subfund (not the Entitlement grant.) IDIS will automatically create an SU subfund for each grant year that already has existing subgrants. For future grant years – or if the grantee does not already have an SU subfund – the grantee must create and fund an SU subfund from their Entitlement grant *before* they can create an SU subgrant.

IDIS automatically creates a subfund for 15% HOME CHDO Reserve and 10% HOME Administrative Costs for each new HOME grant. A grantee can increase the funding for CHDO Reserve, but never decrease the funding lower than the 15% reserve. The 10% set aside for HOME Administration can be decreased (or the fund canceled) but never increased above the 10% ceiling. Grantees in the HOME program may optionally create a subfund for CHDO Operating Expenses or CHDO Capacity Building.

Grantees in the other CPD programs optionally may create administrative subfunds to make record keeping easier. (IDIS monitors the funding cap placed on administrative expenses by the CPD programs and warns the grantee if they try to draw down funds that will exceed the cap.)

No matter what its purpose, grantees **must** have created and allocated funds to a subfund *before* they set up the activity that will be funded from the subfund.

A *subgrant* is a portion of a CPD program grant that is given to other organizations such as CHDOs (for HOME), State Recipients, Project Sponsors (for HOPWA), or Subrecipients (for HOME and CDBG).

HUD and the grant owner determine whether the recipient organization will be duly authorized to have a bank account set up in LOCCS and directly receive drawdowns into this account and/or whether the recipient organization will use IDIS to update activities they carry out. (Contact your Field Office if you need Direct Deposit forms.)

Some CDBG program grantees, for example, States, use the subgranting feature of IDIS to manage awards to their CDBG subrecipients, but CDBG *does not require* the use of the subgranting feature in IDIS while the HOME program does.

Similarly, the HOPWA program advises (but does not require) that HOPWA grant recipients subgrant funds to the Project Sponsors who will be carrying out HOPWA activities.

Effective with IDIS Version 6.8, creating a subfund or subgrant is a two-step process:

- **Create the subfund or subgrant. (IDIS automatically allocates \$0 to it.)**
- **Use Maintain Subfund or Maintain Subgrant to allocate funds.**

6.1.2 What Are Minimum and Maximum Caps?

Some CPD programs set a minimum and/or maximum cap on the percent of a grant that can be subgranted or subfunded:

HOME Sets Cap on CHDO Reserve Minimum

CHDO Reserve (CR)	<p>HOME program regulations require that a minimum of 15% of the grant be set aside or (subfunded) for CHDOs. HOME grantees receiving entitlement funds do not need to use IDIS to create their CHDO set aside. When grant money is entered into IDIS, 15% of it is automatically assigned to a CHDO subfund called "CR," or CHDO Reserve. (You can always use IDIS to increase this percentage; but you can never decrease it below the 15%.)</p> <p>From the CR subfund, you then create one or more subgrants to the individual CHDO(s) who will actually be carrying out the activities. When funding the activity, you would use the subgrant as the funding source.</p>
--------------------------	--

HOME and CDBG Set Maximum Caps on Admin

HOME Admin Expenses (AD)	<p>HUD HQ automatically creates a 10% HOME Admin subfund for new grants. If the grantee wishes to use HOME funds for administrative costs, they must create and fund activities from this subfund. The grantee may subfund a maximum of 10% of the sum of the grant plus the greater of estimated or actual program income. IDIS will not let the grantee draw down more than this amount.</p>
HOME CHDO Operating Expenses (CO)	<p>If the grantee wishes to use HOME funds for CHDO administrative costs, they must create a CO subfund, then fund activities from it. IDIS will not let the grantee subfund more than the 5% allocation.</p>
HOME CHDO Capacity Building Funds (CC)	<p>During the first two years of a new HOME grantee's participation in the HOME program, if the grantee wishes to use HOME funds for CHDO capacity building costs, they must create a CC subfund from the CR subfund, then create a subgrant from the CC subfund to the CHDO who will be carrying out the CHDO Capacity Building activity. The grantee may subfund a maximum of 20% of the 15% CHDO Reserve subgrant (for a net of 3%). IDIS will not let the grantee subfund more than the 3% allocation. The absolute maximum for a CC subfund is \$150,000.</p>

CDBG Admin Expenses (AD)	The grantee may subfund a maximum of 20% of the sum of the grant plus the greater of estimated or actual program income. IDIS issues a warning if the grantee tries to draw down more than the 20% allocation but does not enforce the cap.
---------------------------------	--

6.2 Which Menu Option Should You Choose?

The Subgrant and Subfund Menu contains options for creating and maintaining subgrants and creating and maintaining subfunds. Remember that you create a subgrant from an *existing* subfund. Effective with IDIS Version 6.2, you *cannot* create subgrants from the EN grant; you must first create an SU subfund, and then create one or more subgrants from the SU subfund.

Subgrant and Subfund Menu Options:

01 Create Subgrants (AD, CC, CO, CR, SU, TA)	<p>Create a new subgrant based on subgrantee and type of funds. Effective with Version 6.8, when you create a subgrant, IDIS automatically allocates \$0 to it. You must then use Maintain Subgrant to allocate funds to the subgrant.</p> <p>HOME grantees are required to create subgrants from the CHDO Reserve subfund to one or more CHDOs who will be carrying out activities. For other programs, creating subgrants is optional.</p>
02 Maintain Subgrants (AD, CC, CO, CR, SU, TA)	<p>Query Displays details of a specific subgrant.</p> <p>Cancel Subgrant Cancels a subgrant if no funds have been committed in Activity Funding or no drawdowns (actual or pending) have been applied against it.</p> <p>Revise Revise the amount of funds available to a subgrant. IDIS automatically calculates the lower and upper limits of the amount an authorization can be revised to based on the amount of funds already funded to activities, drawn and pending draws for activities, and subgranted/subfunded to other organizations.</p>
03 Create Subfunds (AD, CC, CO, CR, SU, TA)	<p>Create a new subfund based on type of funds. For example, create an SU subfund from which subgrants will be created or a subfund for 5% CHDO Operating Expenses. (HUD HQ automatically creates the 15% CHDO Reserve and 10% HOME Admin subfunds for new grants.)</p> <p>Effective with Version 6.8, when you create a subfund, IDIS automatically allocates \$0 to it. You must then use Maintain Subfund to allocate funds to the subfund.</p>

<p>04 Maintain Subfunds (AD, CC, CO, CR, SU, TA)</p>	<p>Query Displays details of a specific subfund.</p>
--	---

6.2.1 Choosing an Option on the Subgrant and Subfund Menu (C04MG00)

SCREEN: Subgrant and Subfund Menu (no number)

PURPOSE: On this screen, you select the subgrant or subfund option that you want to work with.

How To Complete This Screen:



When you have completed the field on this screen, press **<Enter>** to go to the next screen.

- Type the two-digit number of the subgrant option you want to use.

```
06/19/02      THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM      C04MM01
09:34:17
```

SUBGRANT & SUBFUND MENU

- ```
01 CREATE SUBGRANTS
02 MAINTAIN SUBGRANTS
03 CREATE SUBFUNDS (AD, CR, CO, CC, TA, SU)
04 MAINTAIN SUBFUNDS
```

TYPE SELECTION AND PRESS ENTER G 00

F4 = MAIN MENU F7 = PREV



## 6.3 Creating a Subfund (C04MG06)

### How To Get To This Screen:



1. From the IDIS Main Menu, select **Option G**, Subgrant and Subfund Menu.
2. From the Subgrant and Subfund Menu, select **03**, Create Subfunds.

IDIS displays the Create Subfund(s) screen (C04MG06).

**SCREEN:**                      **Create Subfund(s) screen**                                              **(C04MG06)**

**PURPOSE:** On this screen, you divide a CPD program grant into one or more subfunds. For new HOME grantees, IDIS automatically creates subfunds for 15% CHDO Reserve and 10% HOME Administration. Recipients of CPD program grants can create additional subfunds for other administrative purposes, for example CHDO Operations (CO) or CHDO Capacity Building Funds (CC). Remember that after creating a subfund, you must use the Maintain Subfunds option to allocate funds to the subfund.



#### **NOTE:**

Effective with Version 6.8, creating and funding a subfund is a two-step process:

- Use this screen to create the subfund
- Use Maintain Subfunds to allocate funds to the subfund.

### How To Complete This Screen:



#### **PGM CODE**

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and return to the Subgrant and Subfund Menu.

1. Type the code that identifies which CPD formula grant program is providing the funds:
  - B** CDBG
  - S** ESG
  - M** HOME
  - H** HOPWA

- FISCAL YEAR** 2. Type the last two digits of the fiscal year that the parent grant was funded. (The system automatically enters the first two digits.)
- SOURCE TYPE** 3. Type the source type of the funds. (Refer to Appendix B for a list of Source Types, [http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/syst\\_ems/idis/pdf/refmanual/ref\\_man\\_b.pdf](http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/syst_ems/idis/pdf/refmanual/ref_man_b.pdf).)
- FUND TYPE** 4. Enter the type of fund:  
**AD** Administration  
**CC** CHDO Capacity Building  
**CO** CHDO Operating Expenses  
**CR** CHDO Reserve  
**SU** Entitlement subfund  
**TA** State CDBG Technical Assistance
- [more than four subfunds?]** 5. On this screen, you can create up to four subfunds at a time. To process more than four subfunds, type information for the first four subfunds, then press **<F9>** to save the information entered on the screen. (The screen will refresh with the associated grant number for each subfund.  
 Then, press **<F6>** to clear the screen so you can create up to four more subfunds.

| 06/20/02 09:19                                                                                                                                                       |             | CREATE SUB-FUND(S) |           |                       | C04MG06                 |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------|-----------|-----------------------|-------------------------|--|
| PGM CODE                                                                                                                                                             | FISCAL YEAR | SOURCE TYPE        | FUND TYPE | SUB-ALLOCATION AMOUNT | AVAILABLE GRANT BALANCE |  |
| M                                                                                                                                                                    | 00          | SG                 | CC        | \$0.00                | \$0.00                  |  |
| GRANT NUMBER: M00SG420100                                                                                                                                            |             |                    |           |                       |                         |  |
| -                                                                                                                                                                    | -           | -                  | -         | \$0.00                | _____                   |  |
| GRANT NUMBER: _____                                                                                                                                                  |             |                    |           |                       |                         |  |
| -                                                                                                                                                                    | -           | -                  | -         | \$0.00                | _____                   |  |
| GRANT NUMBER: _____                                                                                                                                                  |             |                    |           |                       |                         |  |
| -                                                                                                                                                                    | -           | -                  | -         | \$0.00                | _____                   |  |
| GRANT NUMBER: _____                                                                                                                                                  |             |                    |           |                       |                         |  |
| <p>\$0 SUB-FUND CREATED. USE MAINTAIN SUB-FUND TO REVISE AMOUNT.</p> <p>F1 = HELP F3 = VALDT F4 = MAIN MENU F6 = CLEAR SCREEN<br/>           F7 = PREV F9 = SAVE</p> |             |                    |           |                       |                         |  |

| DATA FIELD                                                                         | REQ'D | DESCRIPTION                                                                                                                                                                                                                                                                                             | VALID ENTRIES             |
|------------------------------------------------------------------------------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Program Code                                                                       | ✓     | The code that identifies which CPD formula grant program is providing the funds:<br><br><b>B</b> CDBG<br><b>S</b> ESG<br><b>M</b> HOME<br><b>H</b> HOPWA                                                                                                                                                | B, S, M, or H             |
| Fiscal Year                                                                        | ✓     | Type the last two digits of the fiscal year that the parent grant was funded. (The system automatically enters the first two digits.)                                                                                                                                                                   | YY                        |
| Source Type                                                                        | ✓     | Type the source type of the funds. Refer to Appendix B for a list of Source Types,<br><a href="http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf">http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf</a> . | 2 alphanumeric characters |
| Fund Type                                                                          | ✓     | What is the fund type?<br><br><b>AD</b> Administration<br><b>CC</b> CHDO Capacity Building<br><b>CO</b> CHDO Operating Expenses<br><b>CR</b> CHDO Reserve<br><b>SU</b> Entitlement subfund<br><b>TA</b> State CDBG Technical Assistance                                                                 | 2 alphanumeric characters |
| Press <Enter> to save the information and return to the Subgrant and Subfund Menu. |       |                                                                                                                                                                                                                                                                                                         |                           |

## 6.4 Choosing a Subfund to View, Cancel, or Revise (C04MG07)

### How To Get To This Screen:



1. From the IDIS Main Menu, select **Option G**, Subgrant and Subfund Menu.
2. From the Subgrant and Subfund Menu, select **04**, Maintain Subfunds.

IDIS displays the Maintain Subfunds Screen (C04MG07).

**SCREEN:** **Maintain Subfunds screen** **(C04MG07)**

**PURPOSE:** On this screen, you select a subfund to view, cancel, or revise. If you enter a program code, fiscal year, or source type, or any combination of the three, you will see only matching subfunds. Otherwise you will see all subfunds for this grantee in fiscal year order.

### How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to go to the next screen.

#### PROGRAM CODE

1. If you only want to view subfunds for a specific CPD program, type the letter that corresponds to the program:

**B** CDBG

**S** ESG

**M** HOME

**H** HOPWA

#### FISCAL YEAR

2. If you only want to view subfunds for a specific fiscal year, type the fiscal year.

**SOURCE TYPE**

- If you only want to view subfunds for a specific source type, type the source type of the funds. Refer to Appendix B for a list of Source Types, [http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref\\_man\\_b.pdf](http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf).

Press **<Enter>**. The screen refreshes with the appropriate subfund data.

**SEL**

- Select the desired subfunds that you want to view, cancel, or revise. If you select more than one fund, IDIS will display them sequentially as you press **<Enter>**.

- X** To view details for a subfund.
- C** To cancel the subfund if no funds have been committed in Activity Funding or no drawdowns (actual or pending) have been applied against it.
- R** To revise the authorized amount of the subfund.

| 06/19/02 14:10                                 |      | MAINTAIN SUBFUNDS |                          |                |        | C04MG07           |                   |
|------------------------------------------------|------|-------------------|--------------------------|----------------|--------|-------------------|-------------------|
| -----                                          |      |                   |                          |                |        |                   |                   |
| PROGRAM CODE: _                                |      | FISCAL YEAR: 2001 |                          | SOURCE TYPE: _ |        |                   |                   |
| SELECTION: X - INQUIRE, C - CANCEL, R - REVISE |      |                   |                          |                |        |                   |                   |
| SEL                                            | PGM  | YEAR              | SRCE TYPE                | FUND TYPE      | STATUS | GRANT NUMBER      | AUTHORIZED AMOUNT |
| ---                                            | ---  | ---               | ---                      | ---            | ---    | ---               | ---               |
| _                                              | CDBG | 2001              | UC                       | AD             | ACTIVE | B01UC420003       | \$0.00            |
|                                                |      |                   | RECIP NAME: BERKS COUNTY |                |        |                   |                   |
| _                                              | HOME | 2001              | UC                       | AD             | ACTIVE | M01UC420206       | \$48,700.00       |
|                                                |      |                   | RECIP NAME: BERKS COUNTY |                |        |                   |                   |
| _                                              | HOME | 2001              | UC                       | CC             | ACTIVE | M01UC420206       | \$0.00            |
|                                                |      |                   | RECIP NAME: BERKS COUNTY |                |        |                   |                   |
| _                                              | HOME | 2001              | UC                       | CO             | ACTIVE | M01UC420206       | \$26,300.00       |
|                                                |      |                   | RECIP NAME: BERKS COUNTY |                |        |                   |                   |
| _                                              | HOME | 2001              | UC                       | CR             | ACTIVE | M01UC420206       | \$312,000.00      |
|                                                |      |                   | RECIP NAME: BERKS COUNTY |                |        |                   |                   |
| TYPE X, C OR R FOR SUBFUND(S) YOU WANT         |      |                   |                          |                |        |                   |                   |
| F1 = HELP                                      |      | F3 = VALDT        |                          | F4 = MAIN MENU |        | F6 = CLEAR SCREEN |                   |
| F7 = PREV                                      |      | F17 = UP          |                          | F18 = DOWN     |        |                   |                   |

| DATA FIELD                                                                          | REQ'D | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                   | VALID ENTRIES   |
|-------------------------------------------------------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Program Code                                                                        |       | If you only want to view subfunds for a specific CPD program, type the letter that corresponds to the program:<br><br><b>B</b> CDBG<br><b>S</b> ESG<br><b>M</b> HOME<br><b>H</b> HOPWA                                                                                                                                                                                                                                                        | B, S, M, or H   |
| Fiscal Year                                                                         |       | If you only want to view subfunds for a specific fiscal year, type the fiscal year that the grant was funded.                                                                                                                                                                                                                                                                                                                                 | YYYY            |
| Source Type                                                                         |       | If you only want to view subfunds for a specific source type, type the source type of the funds. Refer to Appendix B for a list of Source Types, <a href="http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf">http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf</a> .                                                                            |                 |
| Press <Enter> to display your subfunds based on the selection criteria you entered. |       |                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |
| Sel                                                                                 |       | Select the desired subfund(s) that you want to view, cancel, or revise. If you select more than one fund, IDIS will display them sequentially as you press <Enter>.<br><br><b>X</b> To view details of a subfund.<br><br><b>C</b> To cancel the subfund if no funds have been committed in Activity Funding or no drawdowns (actual or pending) have been applied against it.<br><br><b>R</b> To revise the authorized amount of the subfund. | X, C, or R      |
| Program                                                                             |       | The CPD program which funded this subfund: CDBG, HOME, ESG, or HOPWA.                                                                                                                                                                                                                                                                                                                                                                         | Protected field |
| Year                                                                                |       | The fiscal year associated with subfund.                                                                                                                                                                                                                                                                                                                                                                                                      | Protected field |
| Source Type                                                                         |       | The Source Type of the CPD program grant. Refer to Appendix B for a list of Source Types, <a href="http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf">http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf</a> .                                                                                                                                   | Protected field |

| DATA FIELD                                                         | REQ'D | DESCRIPTION                                                                                                                                                                                                                                                                                                                       | VALID ENTRIES   |
|--------------------------------------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Fund Type                                                          |       | The Fund Type:<br><b>AD</b> Admin<br><b>CC</b> CHDO Capacity Building Funds<br><b>CO</b> CHDO Operating Expenses<br><b>CR</b> CHDO Reserve<br><b>SU</b> Entitlement subfund<br><b>TA</b> Technical Assistance                                                                                                                     | Protected field |
| Status                                                             |       | The status of the subfund: active or inactive.                                                                                                                                                                                                                                                                                    | Protected field |
| Grant Number                                                       |       | The Grant Number of the CPD program grant that is the parent of this subfund.                                                                                                                                                                                                                                                     | Protected field |
| Authorized Amount                                                  |       | For existing subfunds, the dollar amount from this subfund that can be committed to activities and drawn. Effective with Version 6.8, new subfunds are always created with a \$0 Authorized Amount. You need to use the Revise option to allocate funds to the subfund. Then this screen will reflect the true Authorized Amount. | Protected field |
| Press <Enter> to save the information and move to the next screen. |       |                                                                                                                                                                                                                                                                                                                                   |                 |

## 6.4.1 Viewing Subfund Details (C04MG08)

### How To Get To This Screen:



1. From the IDIS Main Menu, select **Option G**, Subgrant and Subfund Menu.
2. From the Subgrant and Subfund Menu, select **04**, Maintain Subfunds.
3. On the Maintain Subfunds Screen (C04MG07), type **X** next to the subfund that you want to view.

IDIS displays the Inquire Subfund screen (C04MG08).

**SCREEN:** **Inquire Subfund screen** **(C04MG08)**

**PURPOSE:** On this screen, you review specific details about the subfund.

| 06/21/02                       |                | INQUIRE SUBFUND      |                                          | C04MG08 |
|--------------------------------|----------------|----------------------|------------------------------------------|---------|
|                                |                | -----                |                                          | 09:42   |
| GRANT NUM :                    | M00UC420206    | SOURCE TYPE :        | UC                                       |         |
| PGM CODE :                     | M (HOME)       | RECIP TYPE :         | LG                                       |         |
| FISCAL YR :                    | 2000           | FUND TYPE :          | CR                                       |         |
| SOURCE UOG:                    | 000001 / 00001 | SRCE NM:             | US DEPARTMENT OF HOUSING AND URBAN DEVEL |         |
| RECIP UOG:                     | 429011 / 00001 | RECP NM:             | BERKS COUNTY                             |         |
| AMT FIELDS                     | AMOUNT         | SUBFUND STATUS       | : A - ACTIVE                             |         |
| -----                          | -----          |                      |                                          |         |
| ORIG./CAP :                    | \$78,900.00    | GRANT INSERT DATE :  | 2000-04-13                               |         |
| AUTH :                         | \$110,000.00   | LAST MODIFIED DATE : | 2000-05-22                               |         |
| SUBALLOC :                     | \$110,000.00   | LAST MODIFIED TIME : | 12.02.32                                 |         |
| ACT CMTD :                     | \$0.00         | AUBL TO COMMIT :     | **** N/A ****                            |         |
| DD PENDING:                    | \$0.00         | AUBL TO DRAW :       | **** N/A ****                            |         |
| DRAWN :                        | \$0.00         | AUBL TO SUBGRANT :   | \$0.00                                   |         |
| RETURNED :                     | \$0.00         |                      |                                          |         |
| NEW AUTH AMT MINIMUM ALLOWED : |                | \$110,000.00         | (CR FUND - MIN 15% OF EN)                |         |
| NEW AUTH AMT MAXIMUM ALLOWED : |                | \$110,000.00         |                                          |         |
| DATA IS DISPLAY ONLY           |                |                      |                                          |         |
| F7 = PREV                      |                |                      |                                          |         |



| DATA FIELD              | REQ'D | DESCRIPTION                                                                                                                                                                                                                                                                                        | VALID ENTRIES   |
|-------------------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Grant Number            |       | The Grant Number of the CPD program grant that is the parent of this subfund.                                                                                                                                                                                                                      | Protected field |
| Source Type             |       | The source type of the grant. Refer to Appendix B for a list of Source Types,<br><a href="http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf">http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf</a> . | Protected field |
| Program Code            |       | The CPD formula grant program funding the grant:<br><b>B</b> CDBG<br><b>S</b> ESG<br><b>M</b> HOME<br><b>H</b> HOPWA                                                                                                                                                                               | Protected field |
| Recipient Type          |       | The grant recipient's organization type:<br><b>CO</b> CHDO<br><b>LG</b> Local government<br><b>OE</b> Other Entity<br><b>SE</b> State Entitlement<br><b>SR</b> State Recipient                                                                                                                     | Protected field |
| Fiscal Year             |       | The fiscal year the CPD program grant was funded.                                                                                                                                                                                                                                                  | Protected field |
| Fund Type               |       | The Fund Type:<br><b>AD</b> Administrative Subfund<br><b>CC</b> CHDO Capacity Building Fund<br><b>CO</b> CHDO Operating Expenses<br><b>CR</b> CHDO Reserved<br><b>EN</b> Entitlement<br><b>SU</b> Subgrant<br><b>TA</b> Technical Assistance                                                       | Protected field |
| Source UOG Code/Name    |       | The original source of the funds.                                                                                                                                                                                                                                                                  | Protected field |
| Recipient UOG Code/Name |       | The grantee receiving the subfunds.                                                                                                                                                                                                                                                                | Protected field |
| <b>Amount Fields</b>    |       |                                                                                                                                                                                                                                                                                                    |                 |
| Orig./Cap               |       | The amount assigned when this subfund was originally created; or, the cap IDIS automatically assigned to the subfund, if applicable.                                                                                                                                                               | Protected field |
| Authorized              |       | The dollar amount from this subfund that can be committed to activities and drawn.                                                                                                                                                                                                                 | Protected field |

| DATA FIELD              | REQ'D | DESCRIPTION                                                                                                                                                                                                                                                                                                                     | VALID ENTRIES   |
|-------------------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Suballocated            |       | The amount of this subfund that the grantee moved to any other subfund or subgranted to a different recipient.                                                                                                                                                                                                                  | Protected field |
| Activity Committed      |       | Total amount of this subfund that has been committed to activities through Activity Funding.                                                                                                                                                                                                                                    | Protected field |
| Drawdown Pending        |       | Total amount of drawdowns against this subfund that are pending but have not yet been paid by the HUD financial system (LOCCS).                                                                                                                                                                                                 | Protected field |
| Drawn                   |       | Total dollar amount of vouchers drawn down from this subfund.                                                                                                                                                                                                                                                                   | Protected field |
| Returned                |       | The amount of funds returned to the parent grantee's line of credit.                                                                                                                                                                                                                                                            | Protected field |
| <b>Status Fields</b>    |       |                                                                                                                                                                                                                                                                                                                                 |                 |
| Subfund Status          |       | The status of this subfund:<br><br>A Active<br>I Inactive                                                                                                                                                                                                                                                                       | Protected field |
| Grant Insert Date       |       | For CPD program grants, the date that HUD entered this grant into IDIS. For subgrants, receipt funds, or subfunds, this is the date the subgrant or subfund was created.                                                                                                                                                        | Protected field |
| Last Modified Date/Time |       | The time and date a grant was last updated. The following processes cause an update: <ul style="list-style-type: none"> <li>• Creating a subfund, receipt fund, or subgrant</li> <li>• Funding the grant, subgrant, receipt fund or subfund on the Activity Funding screens</li> <li>• Completing a drawdown request</li> </ul> | Protected field |
| Available to Commit     |       | Amount of the subfund available to commit toward activities or available to subfund or subgrant.                                                                                                                                                                                                                                | Protected field |
| Available to Draw       |       | Amount of the subfund available to drawdown. This is the amount of the grant minus the amount drawn.                                                                                                                                                                                                                            | Protected field |
| Available to Subgrant   |       | Amount of the subfund available to subgrant.                                                                                                                                                                                                                                                                                    | Protected field |

| DATA FIELD                                                         | REQ'D | DESCRIPTION                                                                                                                                                                                                                                                   | VALID ENTRIES   |
|--------------------------------------------------------------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| New Authorized Amount Minimum/Maximum Allowed                      |       | IDIS automatically calculates the lower and upper limits of the amount an authorization can be revised to based on the amount of funds already funded to activities, drawn and pending draws for activities, and subgranted/subfunded to other organizations. | Protected field |
| Press <Enter> to return to the Maintain Subfunds Screen (C04MG07). |       |                                                                                                                                                                                                                                                               |                 |

### 6.4.2 Canceling a Subfund (C04MG08)

**How To Get To This Screen:**



1. From the IDIS Main Menu, select **Option G**, Subgrant and Subfund Menu.
2. From the Subgrant and Subfund Menu, select **04**, Maintain Subfunds.
3. On the Maintain Subfunds Screen (C04MG07), type **C** next to the subfund that you want to cancel.

IDIS displays the Cancel Subfund screen (C04MG08).

**SCREEN:** **Cancel Subfund screen (C04MG08)**

**PURPOSE:** Use this screen to cancel a subfund allocation. IDIS will only allow you to cancel a subfund if no funds have been committed in activity funding and no drawdowns (actual or pending) have been performed.

This means that if any value greater than \$0 appears in the Authorized, DD Pending, or Drawn fields on this screen, you must first Revise any draws to different activities, then Revise the subfund to \$0. Then, you can use this function to cancel the subfund.



**NOTE:**

You can never cancel a CHDO Reserve subfund. You can only increase its funding above the 15% minimum or lower it back to 15% using the Revise function.

**How To Complete This Screen:**



- To cancel this subfund, press **<Enter>**. If no funds have been committed in Activity Funding and there are no actual or pending drawdowns against this subfund, the system processes your request; otherwise, you will see an error message. (To exit without canceling, press **<F7>**.)

|                                             |                |                                  |                                          |            |
|---------------------------------------------|----------------|----------------------------------|------------------------------------------|------------|
| 06/25/02                                    |                | CANCEL SUBFUND                   |                                          | C04MG08    |
|                                             |                | -----                            |                                          | 14:22      |
| GRANT NUM :                                 | M01UC420206    | SOURCE TYPE :                    | UC                                       |            |
| PGM CODE :                                  | M (HOME)       | RECIP TYPE :                     | LG                                       |            |
| FISCAL YR :                                 | 2001           | FUND TYPE :                      | CC                                       |            |
| SOURCE UOG :                                | 000001 / 00001 | SRCE NM:                         | US DEPARTMENT OF HOUSING AND URBAN DEVEL |            |
| RECIP UOG :                                 | 429011 / 00001 | RECP NM:                         | BERKS COUNTY                             |            |
| AMT FIELDS                                  | AMOUNT         | SUBFUND STATUS                   | :                                        | A - ACTIVE |
| -----                                       | -----          |                                  |                                          |            |
| ORIG./CAP :                                 | \$17,490.00    | GRANT INSERT DATE :              | 2002-06-19                               |            |
| AUTH :                                      | \$0.00         | LAST MODIFIED DATE :             | 2002-06-21                               |            |
| SUBALLOC :                                  | \$0.00         | LAST MODIFIED TIME :             | 09.44.43                                 |            |
| ACT CMTD :                                  | \$0.00         | AUBL TO COMMIT :                 | **** N/A ****                            |            |
| DD PENDING:                                 | \$0.00         | AUBL TO DRAW :                   | **** N/A ****                            |            |
| DRAWN :                                     | \$0.00         | AUBL TO SUBGRANT :               |                                          | \$0.00     |
| RETURNED :                                  | \$0.00         |                                  |                                          |            |
| NEW AUTH AMT MINIMUM ALLOWED :              |                | \$0.00                           |                                          |            |
| NEW AUTH AMT MAXIMUM ALLOWED :              |                | \$0.00 (CC FUND - MAX 20% OF CR) |                                          |            |
| PRESS ENTER TO CONFIRM CANCELLATION REQUEST |                |                                  |                                          |            |
| F7 = PREV                                   |                |                                  |                                          |            |

### 6.4.3 Revising the Amount of a Subfund (C04MG08)

#### How To Get To This Screen:



1. From the IDIS Main Menu, select **Option G**, Subgrant and Subfund Menu.
2. From the Subgrant and Subfund Menu, select **04**, Maintain Subfunds.
3. On the Maintain Subfunds Screen (C04MG07), type **R** next to the subfund that you want to revise.

IDIS displays the Revise Subfund screen (C04MG08).

**SCREEN:** **Revise Subfund screen** **(C04MG08)**

**PURPOSE:** On this screen, you can revise the authorized amount of the subfund. IDIS automatically calculates the lower and upper limits of the amount an authorization can be revised to based on the amount of funds already funded to activities, drawn and pending draws for activities, and subgranted/subfunded to other organizations.

#### How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to return to the Maintain Subfunds Screen (C04MG07).

#### SUBALLOC AMT

- In the **“New Auth”** field, type the revised amount of funds to allocate to this subfund. You cannot decrease the CHDO reserve fund amount below the 15% minimum cap; nor can you increase the HOME Administration fund above the 10% maximum cap or the CHDO Operating Expenses above the 5% maximum cap.

|                                 |                                                   |                                 |
|---------------------------------|---------------------------------------------------|---------------------------------|
| 06/21/02                        | REVISE SUBFUND                                    | C04MG08                         |
|                                 | -----                                             | 09:51                           |
| GRANT NUM : M01UC420206         | SOURCE TYPE : UC                                  |                                 |
| PGM CODE : M (HOME)             | RECIP TYPE : LG                                   |                                 |
| FISCAL YR : 2001                | FUND TYPE : CO                                    |                                 |
| SOURCE UOG: 000001 / 00001      | SRCE NM: US DEPARTMENT OF HOUSING AND URBAN DEVEL |                                 |
| RECIP UOG: 429011 / 00001       | RECP NM: BERKS COUNTY                             |                                 |
| AMT FIELDS                      | AMOUNT                                            | SUBFUND STATUS : A - ACTIVE     |
| -----                           | -----                                             |                                 |
| ORIG./CAP :                     | \$0.00                                            | GRANT INSERT DATE : 2001-04-17  |
| AUTH :                          | \$26,300.00                                       | LAST MODIFIED DATE : 2001-04-26 |
| SUBALLOC :                      | \$0.00                                            | LAST MODIFIED TIME : 05.30.17   |
| ACT CMTD :                      | \$26,300.00                                       |                                 |
| DD PENDING:                     | \$0.00                                            | AUBL TO COMMIT : **** N/A ****  |
| DRAWN :                         | \$26,300.00                                       | AUBL TO DRAW : **** N/A ****    |
| RETURNED :                      | \$0.00                                            | AUBL TO SUBGRANT : \$0.00       |
| NEW AUTH : _                    | \$26,300.00                                       |                                 |
| NEW AUTH AMT MINIMUM ALLOWED :  | \$26,300.00                                       |                                 |
| NEW AUTH AMT MAXIMUM ALLOWED :  | \$0.00                                            | (CO FUND - MAX 05% OF EN)       |
| PRESS ENTER TO CONFIRM REVISION |                                                   |                                 |
|                                 | F3 = VALIDATE                                     | F7 = PREU                       |

## 6.5 Creating a Subgrant (C04MG01)

### How To Get To This Screen:



1. From the IDIS Main Menu, select **Option G**, Subgrant and Subfund Menu.
  2. From the Subgrant and Subfund Menu, select **01**, Create Subgrants.
- IDIS displays the Create Subgrant(s) screen (C04MG01).

**SCREEN:**                      **Create Subgrant(s) screen**                                              **(C04MG01)**

**PURPOSE:** Use this screen to create a subgrant from an existing subfund. Remember that you cannot create a subgrant until a subfund of the same type already exists. Effective with Version 6.5.2, IDIS logic has been modified so that IDIS will automatically determine whether the recipient is a State Other Entity or a State Recipient. The Create Subgrant(s) screen will no longer prompt for this information.

Remember that after creating a subgrant, you must use the Maintain Subgrants option to allocate funds to the subgrant.



#### **NOTE:**

Effective with Version 6.8, creating and funding a subgrant is a two-step process:

- Use this screen to create the subgrant
- Use Maintain Subgrants to allocate funds to the subgrant.

### How To Complete This Screen:



**UOG CDE/UOG NBR**

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and return to the Subgrant and Subfund Menu.

1. Type the recipient's Unit of Government Code/Unit of Government Number. (The combination of UOG Code/UOG Number uniquely identifies the recipient.) Or, press **<F1>** to select the recipient from a list.

If the recipient is not listed or is new, your HUD field office must add the grantee to your Grantee Table.

- 
- |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PGM CDE</b>                     | <p>2. Type the code that identifies which CPD formula grant program is providing the funds:</p> <p><b>B</b> CDBG<br/> <b>S</b> ESG<br/> <b>M</b> HOME<br/> <b>H</b> HOPWA</p>                                                                                                                                                                                                                                                                                             |
| <b>FSCL YEAR</b>                   | <p>3. Type the last two digits of the fiscal year that the parent grant was funded. (The system automatically enters the first two digits.)</p>                                                                                                                                                                                                                                                                                                                           |
| <b>SCE TYPE</b>                    | <p>4. Type the source type of the funds. Refer to Appendix B for a list of Source Types, <a href="http://www.hud.gov/utilities/intercept.cfm?offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf">http://www.hud.gov/utilities/intercept.cfm?offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf</a>.</p>                                                                                                                                                               |
| <b>FUND TYPE</b>                   | <p>5. Enter the type of fund from which the subgrant will be created (the <i>from</i> source):</p> <p><b>AD</b> Administration<br/> <b>CC</b> CHDO Capacity Building<br/> <b>CO</b> CHDO Operating Expenses<br/> <b>CR</b> CHDO Reserve<br/> <b>SU</b> Entitlement Subfund<br/> <b>TA</b> State CDBG Technical Assistance</p>                                                                                                                                             |
| <b>RECIPIENT HAS BANKING?</b>      | <p>6. Type <b>Y</b> if the organization is duly authorized by HUD to receive <i>draws directly from LOCCS</i>; otherwise, type <b>N</b>.</p> <p><b>For the HOME program, only state recipients may be authorized by the grantee to have funds deposited directly from LOCCS.</b></p>                                                                                                                                                                                      |
| <b>[more than four subgrants?]</b> | <p>7. On this screen you can create up to four subgrants at a time. To process more than four subgrants, type information for the first four subgrants, then press <b>&lt;F9&gt;</b> to process the information entered on the screen. This saves the information and displays the recipient name, grant number, and available grant balance for each subgrant.</p> <p>Then, press <b>&lt;F6&gt;</b> to clear the screen so you can create up to four more subgrants.</p> |
-



```

06/20/02 09:17 CREATE SUB-GRANT(S) C04MG01

UOG UOG PGM FSCL SCE FUND SUBALLOC AVAILABLE
CDE NBR CDE YEAR TYPE TYPE AMOUNT GRANT BALANCE
420001 00002 M 00 SG AD $0.00 $1,112.00
RECIP NM: STATE OTHER ENTITY TEST GRANT NUMBER: M00SG420100
 RECIPIENT HAS BANKING? (Y/N) _

_____ _____ _____ _____ _____ _____
RECIP NM: _____ GRANT NUMBER: _____
 RECIPIENT HAS BANKING? (Y/N) _

_____ _____ _____ _____ _____ _____
RECIP NM: _____ GRANT NUMBER: _____
 RECIPIENT HAS BANKING? (Y/N) _

_____ _____ _____ _____ _____ _____
RECIP NM: _____ GRANT NUMBER: _____
 RECIPIENT HAS BANKING? (Y/N) _

$0 SUB-GRANT CREATED. USE MAINTAIN SUB-GRANT TO REVISE AMOUNT
F1 = HELP F3 = VALDT F4 = MAIN MENU F6 = CLEAR SCREEN
F7 = PREV F9 = SAVE

```

| DATA FIELD              | REQ'D | DESCRIPTION                                                                                                                                                                                                                                                                                                                   | VALID ENTRIES                                 |
|-------------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| UOG Code/<br>UOG Number | ✓     | Type the recipient's Unit of Government Code/Unit of Government Number. (The combination of UOG Code/UOG Number uniquely identifies the recipient.)<br>Or, press <F1> to select the recipient from a list.<br><br>If the recipient is not listed or is new, your HUD field office must add the grantee to your Grantee Table. | 6 numeric characters/<br>5 numeric characters |
| Program Code            | ✓     | The code that identifies which CPD formula grant program is providing the funds:<br><br>B CDBG<br>S ESG<br>M HOME<br>H HOPWA                                                                                                                                                                                                  | B, S, M, or H                                 |
| Fiscal Year             | ✓     | Type the last two digits of the fiscal year that the parent grant was funded. (The system automatically enters the first two digits.)                                                                                                                                                                                         | YY                                            |

| DATA FIELD                                                                         | REQ'D | DESCRIPTION                                                                                                                                                                                                                                                                                          | VALID ENTRIES             |
|------------------------------------------------------------------------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Source Type                                                                        | ✓     | Type the source type of the funds. Refer to Appendix B for a list of Source Types, <a href="http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf">http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf</a> . | 2 alphanumeric characters |
| Fund Type                                                                          | ✓     | Enter the type of subgrant:<br><b>AD</b> Administration<br><b>CC</b> CHDO Capacity Building<br><b>CO</b> CHDO Operating Expenses<br><b>CR</b> CHDO Reserve<br><b>SU</b> Entitlement Subfund<br><b>TA</b> State CDBG Technical Assistance                                                             | 2 alphanumeric characters |
| Available Grant Balance                                                            |       | Automatically calculated when you press <F3> or <F9> to update the screen.                                                                                                                                                                                                                           | Protected Field           |
| Recipient Name                                                                     |       | Displayed when you press <F3> or <F9> to update the screen.                                                                                                                                                                                                                                          | Protected Field           |
| Recipient Has Banking?                                                             | ✓     | Type <b>Y</b> if the organization is duly authorized by HUD to receive <i>draws directly from LOCCS</i> ; otherwise, type <b>N</b> .<br><br>For the HOME program, only state recipients may be authorized by the grantee to have funds deposited directly from LOCCS.                                | Y or N                    |
| Press <Enter> to save the information and return to the Subgrant and Subfund Menu. |       |                                                                                                                                                                                                                                                                                                      |                           |

## 6.6 Choosing a Subgrant to View, Cancel, or Revise (C04MG02)

---

### How To Get To This Screen:



1. From the IDIS Main Menu, select **Option G**, Subgrant and Subfund Menu.
2. From the Subgrant and Subfund Menu, select **02**, Maintain Subgrants.

IDIS displays the Maintain Subgrants screen (C04MG02).

---

**SCREEN:** **Maintain Subgrants screen** **(C04MG02)**

**PURPOSE:** On this screen, you select a subgrant to view, cancel, or revise. If you enter a program code, fiscal year, or source type, or any combination of the three, you will see only matching subgrants; otherwise you will see all subgrants for this grantee in fiscal year order.

---

### How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to go to the next screen.

#### PROGRAM CODE

1. If you only want to view subgrants for a specific CPD program, type the letter that corresponds to the program:

**B** CDBG

**S** ESG

**M** HOME

**H** HOPWA

#### FISCAL YEAR

2. If you only want to view subgrants for a specific fiscal year, type the fiscal year.

**SOURCE TYPE**

- If you only want to view subgrants for a specific source type, type the source type of the funds. Refer to Appendix B for a list of Source Types, [http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref\\_man\\_b.pdf](http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf).

Press **<Enter>**. The screen refreshes with the appropriate subgrant data.

**SEL**

- Select the desired subgrants that you want to view, cancel, or revise. If you select more than one subgrant; IDIS will display them sequentially as you press **<Enter>**.

- X** To view details of a subgrant.
- C** To cancel the subgrant if no funds have been committed in Activity Funding or no drawdowns (actual or pending) have been applied against it.
- R** To revise the authorized amount of the subgrant or revise the subgrantee's banking arrangements.

```

06/21/02 10:09 MAINTAIN SUBGRANTS C04MG02

PROGRAM CODE: _ FISCAL YEAR: ____ SOURCE TYPE: __
SELECTION: X - INQUIRE, C - CANCEL, R - REVISE

SEL PGM YEAR SRCE FUND STATUS GRANT NUMBER AUTHORIZED AMOUNT
--- --- --- --- --- --- --- ---
= HOME 2000 UC CR ACTIVE M00UC420206 $110,000.00
 RECIP NAME: BERKS COMMUNITY ACTION PROGRAM
- HOME 2001 UC CR ACTIVE M01UC420206 $312,000.00
 RECIP NAME: NEIGHBORHOOD HOUSING SERVICES OF READING, INC.
- HOME 1992 UC CR ACTIVE M92UC420206 $168,444.00
 RECIP NAME: BERKS COMMUNITY ACTION PROGRAM
- HOME 1993 UC CR ACTIVE M93UC420206 $75,000.00
 RECIP NAME: BERKS COMMUNITY ACTION PROGRAM
- HOME 1994 UC CR ACTIVE M94UC420206 $271,800.00
 RECIP NAME: BERKS COMMUNITY ACTION PROGRAM

TYPE X, C OR R FOR SUBGRANT(S) YOU WANT
F1 = HELP F3 = VALDT F4 = MAIN MENU F6 = CLEAR SCREEN
F7 = PREV F17 = UP F18 = DOWN

```

| DATA FIELD                                                                     | REQ'D | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | VALID ENTRIES   |
|--------------------------------------------------------------------------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Program Code                                                                   |       | If you only want to view subgrants for a specific CPD program, type the letter that corresponds to the program:<br><br><b>B</b> CDBG<br><b>S</b> ESG<br><b>M</b> HOME<br><b>H</b> HOPWA                                                                                                                                                                                                                                                                                               | B, S, M, or H   |
| Fiscal Year                                                                    |       | If you only want to view subgrants for a specific fiscal year, type the fiscal year that the grant was funded.                                                                                                                                                                                                                                                                                                                                                                        | YYYY            |
| Source Type                                                                    |       | If you only want to view subgrants for a specific source type, type the source type of the CPD program grant. Refer to Appendix B for a list of Source Types, <a href="http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf">http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf</a> .                                                                                                       |                 |
| Press <Enter> to display your subgrants based on the above selection criteria. |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |
| Sel                                                                            |       | Select the desired subgrants that you want to view, cancel, or revise. If you select more than one fund, IDIS will display them sequentially as you press <Enter>.<br><br><b>X</b> To view (query) a subgrant.<br><br><b>C</b> To cancel the subgrant if no funds have been committed in Activity Funding or no drawdowns (actual or pending) have been applied against it.<br><br><b>R</b> To revise the authorized amount of the subgrant or the subgrantee's banking arrangements. | X, C, or R      |
| Program                                                                        |       | The CPD program funding this grant: CDBG, HOME, ESG, or HOPWA.                                                                                                                                                                                                                                                                                                                                                                                                                        | Protected field |
| Year                                                                           |       | The fiscal year for this subgrant.                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Protected field |
| Source Type                                                                    |       | The Source Type of this activity. Refer to Appendix B for a list of Source Types, <a href="http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf">http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf</a> .                                                                                                                                                                                   | Protected field |

| DATA FIELD                                                         | REQ'D | DESCRIPTION                                                                                                                                                                                                                       | VALID ENTRIES   |
|--------------------------------------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Fund Type                                                          |       | The Fund Type:<br><b>AD</b> Administration<br><b>CC</b> CHDO Capacity Building Funds<br><b>CO</b> CHDO Operating Expenses<br><b>CR</b> CHDO Reserve<br><b>SU</b> Entitlement Subfund<br><b>TA</b> State CDBG Technical Assistance | Protected field |
| Status                                                             |       | The status of the subgrant: active or inactive (canceled).                                                                                                                                                                        | Protected field |
| Grant Number                                                       |       | The Grant Number of the CPD program grant that is the parent of this subgrant.                                                                                                                                                    | Protected field |
| Authorized Amount                                                  |       | The dollar amount from this subgrant that can be committed to activities and drawn.                                                                                                                                               | Protected field |
| Press <Enter> to save the information and move to the next screen. |       |                                                                                                                                                                                                                                   |                 |

## 6.6.1 Viewing Subgrant Details (C04MG03)

### How To Get To This Screen:



1. From the IDIS Main Menu, select **Option G**, Subgrant and Subfund Menu.
2. From the Subgrant and Subfund Menu, select **02**, Maintain Subgrants.
3. On the Maintain Subgrants Screen (C04MG02), type **X** next to the subgrant that you want to view.

IDIS displays the Query Subgrant screen (C04MG03).

**SCREEN:** Query Subgrant screen **(C04MG03)**

**PURPOSE:** On this screen, you view specific details about a subgrant.

|                                |                                         |                                  |
|--------------------------------|-----------------------------------------|----------------------------------|
| 06/21/02                       | QUERY SUBGRANT                          | C04MG03                          |
|                                | -----                                   | 10:11                            |
| GRANT NUM : M00UC420206        | SOURCE TYPE : UC                        |                                  |
| PGM CODE : M (HOME)            | RECIP TYPE : CO                         | STATUS: A - ACTIVE               |
| FISCAL YR : 2000               | FUND TYPE : CR                          |                                  |
| SOURCE UOG: 429011 / 00001     | SRCE NM: BERKS COUNTY                   |                                  |
| RECIP UOG: 429011 / 00002      | RECP NM: BERKS COMMUNITY ACTION PROGRAM |                                  |
| AMT FIELDS                     | AMOUNT                                  | BANKING                          |
| -----                          | -----                                   | -----                            |
| ORIG./CAP :                    | \$0.00                                  | RECIPIENT HAS BANKING? (Y/N): N  |
| AUTH :                         | \$110,000.00                            |                                  |
| SUBALLOC :                     | \$0.00                                  | GRANT INSERT DATE : 2000-05-22   |
| ACT CMTD :                     | \$110,000.00                            | LAST MODIFIED DATE : 2001-03-28  |
| DD PENDING:                    | \$0.00                                  | LAST MODIFIED TIME : 05.30.33    |
| DRAWN :                        | \$110,000.00                            |                                  |
| RETURNED :                     | \$0.00                                  | AUBL TO COMMIT : \$0.00          |
|                                |                                         | AUBL TO DRAW : \$0.00            |
|                                |                                         | AUBL TO SUBGRANT : **** N/A **** |
| NEW AUTH AMT MINIMUM ALLOWED : | \$110,000.00                            |                                  |
| NEW AUTH AMT MAXIMUM ALLOWED : | \$110,000.00                            |                                  |
| DATA IS DISPLAY ONLY           |                                         |                                  |
| F7 = PREV                      |                                         |                                  |

| DATA FIELD     | REQ'D | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | VALID ENTRIES   |
|----------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Grant Number   |       | The Grant Number of the CPD program grant that is the parent of this subgrant.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Protected field |
| Source Type    |       | The source type of the grant. Refer to Appendix B for a list of Source Types,<br><a href="http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf">http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Protected field |
| Program Code   |       | The CPD formula grant program funding the grant:<br><b>B</b> CDBG<br><b>S</b> ESG<br><b>M</b> HOME<br><b>H</b> HOPWA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Protected field |
| Recipient Type |       | The grant recipient's organization type:<br><b>CO</b> CHDO<br><b>LG</b> Local government<br><b>OE</b> Other Entity<br><b>SE</b> State Entitlement<br><b>SR</b> State Recipient<br><br><b>State Subgranting</b><br><b>A2</b> 2nd level of subgrant from State to small city<br><b>A3</b> 3rd level of subgrant from small city<br><b>B2</b> 2nd level of subgrant from State to State Agency<br><b>B3</b> 3rd level of subgrant from State Agency<br><b>C2</b> 2nd level of subgrant from State to Subrecipient other than small city or State Agency<br><b>C3</b> 3rd level of Subgrant from Subrecipient<br><br><b>Entitlement Subgranting</b><br><b>E2</b> 2nd level of subgrant to Subrecipient<br><b>E3</b> 3rd level of subgrant from subrecipient | Protected field |
| Status         |       | The status of this subgrant:<br><b>A</b> Active<br><b>I</b> Inactive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Protected field |
| Fiscal Year    |       | The fiscal year the CPD program grant was funded.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Protected field |



| <b>DATA FIELD</b>       | <b>REQ'D</b> | <b>DESCRIPTION</b>                                                                                                                                                                                                                           | <b>VALID ENTRIES</b> |
|-------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Fund Type               |              | The Fund Type:<br><b>AD</b> Administrative Subfund<br><b>CC</b> CHDO Capacity Building Fund<br><b>CO</b> CHDO Operating Expenses<br><b>CR</b> CHDO Reserved<br><b>EN</b> Entitlement<br><b>SU</b> Subgrant<br><b>TA</b> Technical Assistance | Protected field      |
| Source UOG Code/Name    |              | The original source of the funds.                                                                                                                                                                                                            | Protected field      |
| Recipient UOG Code/Name |              | The grantee receiving the subgrant.                                                                                                                                                                                                          | Protected field      |
| <b>Amount Fields</b>    |              |                                                                                                                                                                                                                                              |                      |
| Orig./Cap               |              | The amount assigned when this subgrant was originally created; or, the cap IDIS automatically assigned to the subgrant, if applicable.                                                                                                       | Protected field      |
| Authorized              |              | The dollar amount from this subgrant that can be committed to activities and drawn.                                                                                                                                                          | Protected field      |
| Suballocated            |              | The amount of this subgrant that the grantee moved to any other subfund or subgranted to a different recipient.                                                                                                                              | Protected field      |
| Activity Committed      |              | Total amount of this subgrant that has been committed to activities through Activity Funding.                                                                                                                                                | Protected field      |
| Drawdown Pending        |              | Total amount of drawdowns against this subgrant that are pending but have not yet been paid by the HUD financial system (LOCCS).                                                                                                             | Protected field      |
| Drawn                   |              | Total dollar amount of vouchers drawn down from this subgrant.                                                                                                                                                                               | Protected field      |
| Returned                |              | The amount of funds returned to the parent grantee's line of credit.                                                                                                                                                                         | Protected field      |

| DATA FIELD                                                         | REQ'D | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                           | VALID ENTRIES   |
|--------------------------------------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Recipient Has Banking (Y/N)                                        |       | Indicates whether the recipient organization has a bank account for the direct deposit of funds from LOCCS <i>and that the parent grantee gives the recipient permission to directly receive drawdowns into this account.</i><br><br><b>For the HOME program, only state recipients may be authorized by the grantee to have funds deposited directly from LOCCS.</b> | Protected field |
| Grant Insert Date                                                  |       | For CPD program grants, the date that HUD entered this grant into IDIS. For subgrants, receipt funds, or subfunds, this is the date the subgrant or subfund was created.                                                                                                                                                                                              | Protected field |
| Last Modified Date/Time                                            |       | The time and date a grant was last updated. The following processes cause an update: <ul style="list-style-type: none"> <li>• Creating a subfund, receipt fund, or subgrant</li> <li>• Funding the grant, subgrant, receipt fund or subfund on the Activity Funding screens</li> <li>• Completing a drawdown request</li> </ul>                                       | Protected field |
| Available to Commit                                                |       | Amount of the subgrant available to commit toward activities or available to subfund or subgrant.                                                                                                                                                                                                                                                                     | Protected field |
| Available to Draw                                                  |       | Amount of the subgrant available to drawdown. This is the amount of the grant minus the amount drawn.                                                                                                                                                                                                                                                                 | Protected field |
| Available to Subgrant                                              |       | Amount of the subgrant available to subgrant to another entity.                                                                                                                                                                                                                                                                                                       | Protected field |
| New Authorized Amount Minimum/Maximum Allowed                      |       | IDIS automatically calculates the lower and upper limits of the amount an authorization can be revised to based on the amount of funds already funded to activities, drawn and pending draws for activities, and subgranted/subfunded to other organizations.                                                                                                         | Protected field |
| Press <Enter> to return to the Maintain Subgrant screen (C04MG02). |       |                                                                                                                                                                                                                                                                                                                                                                       |                 |



**How To Complete This Screen:**



- To cancel this subgrant, press **<Enter>**. If no funds have been committed in Activity Funding or there are no actual or pending drawdowns against this subgrant, the system processes your request; otherwise, you will see an error message. (To exit without canceling, press **<F7>**.)

|                                             |                |                               |                             |                    |       |
|---------------------------------------------|----------------|-------------------------------|-----------------------------|--------------------|-------|
| 06/21/02                                    |                | CANCEL SUBGRANT               |                             | C04MG03            |       |
|                                             |                | -----                         |                             | 10:17              |       |
| GRANT NUM :                                 | M95UC420208    | SOURCE TYPE :                 | UC                          |                    |       |
| PGM CODE :                                  | M (HOME)       | RECIP TYPE :                  | CO                          | STATUS: A - ACTIVE |       |
| FISCAL YR :                                 | 1995           | FUND TYPE :                   | CR                          |                    |       |
| SOURCE UOG :                                | 429029 / 00001 | SRCE NM:                      | CHESTER COUNTY              |                    |       |
| RECIP UOG :                                 | 429029 / 00004 | RECIP NM:                     | ALLIANCE FOR BETTER HOUSING |                    |       |
| AMT FIELDS                                  | AMOUNT         | BANKING                       |                             | CURRENT            | NEW   |
| -----                                       | -----          | -----                         |                             | -----              | ----- |
| ORIG./CAP :                                 | \$9,750.00     | RECIPIENT HAS BANKING? (Y/N): |                             | N                  |       |
| AUTH :                                      | \$0.00         | GRANT INSERT DATE :           | 1996-08-27                  |                    |       |
| SUBALLOC :                                  | \$0.00         | LAST MODIFIED DATE :          | 1996-10-16                  |                    |       |
| ACT CMTD :                                  | \$0.00         | LAST MODIFIED TIME :          | 11.31.35                    |                    |       |
| DD PENDING:                                 | \$0.00         | AUBL TO COMMIT :              |                             | \$0.00             |       |
| DRAWN :                                     | \$0.00         | AUBL TO DRAW :                |                             | \$0.00             |       |
| RETURNED :                                  | \$0.00         | AUBL TO SUBGRANT :            | **** N/A ****               |                    |       |
| NEW AUTH AMT MINIMUM ALLOWED :              |                |                               | \$0.00                      |                    |       |
| NEW AUTH AMT MAXIMUM ALLOWED :              |                |                               | \$0.00                      |                    |       |
| PRESS ENTER TO CONFIRM CANCELLATION REQUEST |                |                               |                             |                    |       |
| F7 = PREV                                   |                |                               |                             |                    |       |

### 6.6.3 Revising the Dollar Amount of a Subgrant (C04MG03)

#### How To Get To This Screen:



1. From the IDIS Main Menu, select **Option G**, Subgrant and Subfund Menu.
2. From the Subgrant and Subfund Menu, select **02**, Maintain Subgrants.
3. On the Maintain Subgrants Screen (C04MG02), type **R** next to the subgrant that you want to revise.

IDIS displays the Revise Subgrant screen (C04MG03).

**SCREEN:** **Revise Subgrant screen** **(C04MG03)**

**PURPOSE:** On this screen, you can revise the authorized amount of the subgrant or revise whether you want an entity authorized by HUD to directly receive draws from LOCCS. You may revise a subgrant amount as long as there are available funds remaining in the parent grant.

#### How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to return to the Maintain Subgrant Screen (C04MG02).

#### SUBALLOC AMT

1. Type the corrected amount of funds you wish to subgrant to this CHDO, Other Entity, Subrecipient, or other organization.

#### RECIPIENT HAS BANKING? (Y/N)

2. Type **Y** if the organization is duly authorized by HUD to receive *draws directly from LOCCS*; otherwise, type **N**.

**For the HOME program, only state recipients may be authorized by the grantee to have funds deposited directly from LOCCS. If you are revising a subgrant to a CHDO, this field will be protected.**

|                                 |                       |                                   |
|---------------------------------|-----------------------|-----------------------------------|
| 06/21/02                        | REVISE SUBGRANT       | C04MG03                           |
|                                 | -----                 | 10:16                             |
| GRANT NUM : B00DC420001         | SOURCE TYPE : DC      |                                   |
| PGM CODE : B (CDBG)             | RECIP TYPE : C2       | STATUS: A - ACTIVE                |
| FISCAL YR : 2000                | FUND TYPE : SU        |                                   |
| SOURCE UOG: 420001 / 00001      | SRCE NM: PENNSYLVANIA |                                   |
| RECIP UOG: 426288 / 00002       | RECP NM: SHENANDOAH   |                                   |
| <br>                            |                       |                                   |
| AMT FIELDS                      | AMOUNT                | BANKING                           |
| -----                           | -----                 | -----                             |
| ORIG./CAP :                     | \$0.00                | RECIPIENT HAS BANKING? (Y/N): Y - |
| AUTH :                          | \$144,669.00          |                                   |
| SUBALLOC :                      | \$0.00                | GRANT INSERT DATE : 2000-09-22    |
| ACT CMTD :                      | \$66,651.00           | LAST MODIFIED DATE : 2001-12-27   |
| DD PENDING:                     | \$0.00                | LAST MODIFIED TIME : 06.30.12     |
| DRAWN :                         | \$66,651.00           |                                   |
| RETURNED :                      | \$0.00                | AUBL TO COMMIT : \$78,018.00      |
|                                 |                       | AUBL TO DRAW : \$78,018.00        |
| NEW AUTH : _                    | \$144,669.00          | AUBL TO SUBGRANT : \$78,018.00    |
| NEW AUTH AMT MINIMUM ALLOWED :  | \$66,651.00           |                                   |
| NEW AUTH AMT MAXIMUM ALLOWED :  | \$144,669.00          |                                   |
| <br>                            |                       |                                   |
| PRESS ENTER TO CONFIRM REVISION |                       |                                   |
|                                 | F3 = UALIDATE         | F7 = PREU                         |