

# Instructions for Returning Federal Emergency Management Agency Funds to a HOME Participating Jurisdiction's Line of Credit and Updating IDIS to Reflect Changes in Draws

## 1. Returning Funds to a HOME Participating Jurisdiction's Line of Credit

### a. Returning Funds Via Check

A remittance to the line of credit of less than \$2,000 may be made by sending a check for the amount to HUD'S Miscellaneous Lockbox at the following address:

Bank of America  
Attn: HUD CPD/HOME/IDIS  
PO Box 277303  
Atlanta, GA 30384-7303

Be sure to identify the Grant Number and Account Number (as described below) in the memo field on the check. Normal time span for processing: 4 – 6 weeks before showing as a negative draw in IDIS. **Note: No checks should be sent directly to HUD Headquarters.**

### b. Returning Funds Via Wire Transfer

Any remittance to the line of credit of \$2,000 or more must be sent via wire transfer, as described below.

Wire transfer payments must be sent using the Department of Treasury's Financial Communications System (TFCS). For funds and deposit messages to be routed correctly and efficiently, all wire transfer messages should conform to the applicable structured format described in the table below.

All wire transfers must be returned through the participating jurisdiction's local financial institution. If the local financial institution is not a member of the TFCS, it must have a correspondent bank relationship with a member bank that will actually transfer the funds by wire to the Treasury. Normal time span for processing funds returned to the line of credit: 10 – 15 days before showing as a negative draw in IDIS.

**The following information is needed to complete a wire transfer to HUD.**

Bank	U.S. Treasury FRB New York
Bank Address	New York, NY
ABA Routing Number (Treasury Department Code)	021030004
Account Number (Agency Location Code)	ALC-86011101

Account Holder	U.S. Department of HUD (Ft. Worth, TX)
Memorandum/Third Party Information	PJ Name Grant Number Attn: HUD CPD/HOME/IDIS Memo: \$\$\$ (enter dollar amount being wired) and state: Drawn on eligible TBRA activity repaid with FEMA funds as applicable credit

## 2. Updating IDIS to Reflect Changes in Draws

### Crediting Funds Returned to the Line of Credit in IDIS

When funds returned to the line of credit are processed back into IDIS, IDIS does not automatically change the amount disbursed for the activity for which the funds were drawn. Rather, the amount returned shows as a negative draw for the year to which the funds were returned under the activity number for the CPD program from which the funds were drawn. For HOME the activity is activity number 1.

Use the following steps to revise the negative draw voucher(s) for the program from which the funds were originally drawn so that the returned funds may then be used for other eligible activities:

1. Select Drawdown from the IDIS Main Menu.
2. On the MD01, DRAWDOWN MENU screen, select 01, DRAWDOWN AUTHORIZATION, to authorize yourself to process the transaction.
3. On the MD05, DRAWDOWN AUTHORIZATION screen, place an "X" next to your participant name and press <Enter> twice.
4. On the MD01, DRAWDOWN MENU screen, select 05, MAINTAIN DRAWDOWN / VOUCHER, and press <Enter>.
5. On the MD53, MAINTAIN DRAWDOWN screen, in the HUD ACTIVITY NUM field, enter activity number 1 for HOME and press <Enter>.
6. Place an "R" next to the voucher line item that reflects the returned funds (which will show as a negative amount) to be revised and press <Enter>.
7. At the MD52 screen, REVISE DRAWDOWN, enter the IDIS activity number for which the funds were originally drawn and the new dollar amount to be associated with the activity, preceded by a negative sign (need not be the entire returned amount). For example, if \$10,000 was drawn and then returned because the activity was ineligible, enter -10,000.
8. Repeat steps 5 - 8, revising the draws associated with the returned funds, as needed or to \$0.
9. Once the voucher(s) has been revised, it is necessary to de-fund the activity from which the funds were returned.
10. If there is more than one return of funds, repeat these steps for each to ensure the returned funds are available to be used for other eligible activities.

11. Once the activity has no draws associated with it, the activity can be cancelled in IDIS and the repaid funds can be used to fund another eligible HOME activity.

### **3. Questions**

Please contact Peter Huber at 202-708-2684 ([Peter\\_H.\\_Huber@hud.gov](mailto:Peter_H._Huber@hud.gov)) with questions related to returning FEMA funds for eligible HOME TBRA activities. Also, contact the TAU at 1-877-483-8282 if returned funds are not reflected in IDIS as a negative draw(s) within the normal processing times indicated above or if you require further assistance correcting the negative figures in IDIS.