

## Chapter 16

### SUBFUNDS

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One way a PJ's HOME grants are tracked in IDIS is by type of funds (Administration, CHDO Reserve, Subgrant, etc.). There are rules regarding how HOME funds may be spent, such as the program regulation limiting administrative costs to 10% of the formula grant. IDIS performs this tracking and enforces these limits through the use of subfunds.

A subfund is a portion of the PJ's grant that has been earmarked for a specific purpose, and is identified by a fund type. The fund types for HOME subfunds are:

Subfund	Regulatory Limits
EN - Entitlement	N/A – EN is the portion of the grant that is not otherwise subfunded.
AD - Administration	A maximum of 10% of the grant (adjusted for ADDI). For grant years 2011 and earlier, the AD subfund can be increased by 10% of receipted HOME program income.
CC - CHDO Capacity Building	A maximum of 20% of the CR subfund during the first two years of participation in the HOME Program, and with an aggregate limit of \$150,000.
CL - CHDO Loan	A maximum of 10% of the CR subfund. CL money must be subgranted to CHDOs before it can be committed to activities or drawn down.
CO - CHDO Operating Expenses	A maximum of 5% of the formula grant amount.
CR - CHDO Reserve	A minimum of 15% of the formula grant amount. Money in the CR subfund must be subgranted to CHDOs before it can be committed to activities or drawn down.
PA - Program Income (PI) for Administration	A maximum of 10% of receipted HOME program income. PA subfunds can be created for grant years 2012 and later.
SU - Subgrant	No regulatory minimum or maximum.

### SYSTEM-GENERATED SUBFUNDS

When IDIS receives information about a new HOME grant from LOCCS, the following subfunds are created automatically:

- **AD and CR.** For states and entitlements, IDIS suballocates 10% of the grant to the AD subfund and 15% to the CR subfund. For Insular Areas, IDIS suballocates 15% of the grant to the AD subfund; the CR subfund is not created.
- **Previous Year's PJ-Created Subfunds.** As of May 2012, IDIS replicates all other subfunds with an Authorized Amount greater than \$0 that the PJ created for the previous year. Each replicated subfund is created with an authorized amount of \$0.

PJs can update the amount of a system-generated subfund on the Edit Subfund screen (see page 16-9 and 16-25).

## ACCESSING THE SUBFUND FUNCTIONS

Click the Grant tab at the top of any page to display the Search Grants screen. Links to the subfund functions you are authorized to access are listed on the left:

The screenshot displays the 'Grant' search interface. At the top, there are navigation tabs: 'Plans/Projects/Activities', 'Funding/Drawdown', 'Grant' (which is highlighted), and 'Grantee/PJ'. On the left side, there is a sidebar menu with the following items: 'Grant - Search', 'Subfund - Add' and 'Subfund - Search', 'Subgrant - Add' and 'Subgrant - Search', 'Subfund Program Income - Add' and 'Subfund Program Income - Search', and 'Subgrant Program Income - Add' and 'Subgrant Program Income - Search'. The main content area is titled 'Grant Search Grants' and contains search criteria: 'Grant Year: (tip)' with a 'Select' dropdown, 'State/Territory:' with a dropdown showing 'SC', 'Program:' with a dropdown showing 'All', and 'Grant #: (tip)' with an input field. 'Search' and 'Reset' buttons are at the bottom.

The Subfund option is used to add, edit, and view all subfunds except Program Income for Administration (PA) and is explained starting on the next page.

The Subfund Program Income option is only for the PA subfund. Starting with program/grant year 2012, PI for administration is handled in IDIS with PA subfunds. For 2011 and earlier, PJs will continue to identify PI for admin by increasing the authorized amount of the AD subfund. Turn to page 16-20 for details about the Subfund Program Income option.

## ADD SUBFUNDS (EXCEPT PA)

The process of adding a subfund consists of two screens. On the first screen, titled Add Subfunds, you specify the grant year and fund type of the subfund to be created. On the second screen, titled Add Subfund, you provide the authorized amount for the subfund.

### ADD SUBFUNDS SCREEN

Click the Subfund Add link on any Grant tab screen to display the Add Subfunds screen:

You must either select a PROGRAM and GRANT YEAR or enter a GRANT #.

Field	Description
Program	Select <b>HOME</b> .
Grant Year	Select the year the subfund is to be created for from the dropdown.
Fund Type	Select the type of subfund you want to add from the dropdown, or leave the field set to <b>Select</b> to display a list of all the subfunds that can be added.  The HOME subfund types that PJs may create on this screen are CC, CL, CO, and SU.  To create a PA subfund, use the Subfund Program Income option (see page 16-20).
Grant #	Limit the results to grant numbers starting with the text string you enter.

Click the [Search] button to run the search and display the results:

**Subfund**

**Add Subfunds**

**Search Criteria**

**Program:** HOME ▾

**Fund Type: (tip)** Select ▾

**Grant #: (tip)**

**Grant Year: (tip)** 2011 ▾

**Results Page 1 of 1**

Program	Grant Year	Grant #	Fund Type	Action
HOME	2011	<a href="#">M-11-DC-45-0216</a>	CL	<a href="#">Add Fund Type</a>
HOME	2011	<a href="#">M-11-DC-45-0216</a>	CC	<a href="#">Add Fund Type</a>
HOME	2011	<a href="#">M-11-DC-45-0216</a>	SU	<a href="#">Add Fund Type</a>
HOME	2011	<a href="#">M-11-DC-45-0216</a>	CO	<a href="#">Add Fund Type</a>

If the subfund of the FUND TYPE you specified already exists or cannot be added (e.g., most PJs cannot create a CC subfund), the message "There are no results to display" is returned.

Click the [Add Fund Type](#) link of the subfund to be created. The Add Subfund screen is displayed.

## ADD SUBFUND SCREEN

A dollar amount for the subfund is specified in the last field on this screen:

**Subfund**

**Add Subfund**

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Save | Return to Search Subfunds

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**\*Indicates Required Field**

<b>Grantee/PJ Name:</b> ORANGEBURG COUNTY, SC	<b>Grant #:</b> (tip) M-11-DC-45-0216
<b>Program:</b> (tip) HOME	<b>Grant Status:</b> (tip) Active
<b>Grant Year:</b> (tip) 2011	<b>Grant Blocked:</b> (tip) No
<b>Administering Organization:</b> (tip) ORANGEBURG COUNTY, SC	
<b>Payee EIN/TIN#:</b> (tip) 57-6000775	

**Source Fund: EN**

<b>Available to Subfund</b>	\$797,976.75
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**Add Subfund: SU**

<b>Range for Authorized Amount</b>	
<b>Minimum</b>	\$0.00
<b>Maximum</b>	\$797,976.75
<b>*Authorized Amount for this Subfund</b> (tip)	\$ <input style="width: 100px;" type="text"/>

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Save | Return to Search Subfunds

Field	Description
Grantee/PJ Name	The recipient of the grant the subfund is being created from.
Program	The CPD program providing the grant being subfunded.
Grant Year	The year of the grant the subfund is being created from.
Administering Organization	The name of the organization administering the grant.
Payee EIN/TIN#	The EIN/TIN# of the organization that receives the wire transfers of funds drawn down from the grant.
Grant #	The number assigned to the grant by LOCCS.
Grant Status	<b>Active</b> or <b>Inactive</b> . A grant is inactive if IDIS has not received all required grant information.
Grant Blocked	If GRANT BLOCKED is <b>Yes</b> , FUND TYPE EN cannot be drawn from this grant (you can still create a subfund from it, though).

Field	Description
Source Fund	This will be <b>EN</b> for the CO and SU subfunds and <b>CR</b> for the CC and CL subfunds.
Available to Subfund	The amount in the SOURCE FUND available for the subfund being added.
Add Subfund	The type of subfund being added.
Range for Authorized Amount	
Minimum	The minimum amount that may be entered in AUTHORIZED AMOUNT FOR THIS SUBFUND. Since all of the HOME subfunds that PJs can create are optional, it is always \$0.00 on the Add screen.
Maximum	The maximum amount that may be entered in AUTHORIZED AMOUNT FOR THIS SUBFUND. The calculation is based on HOME regulatory caps and the amount AVAILABLE TO SUBFUND.
Authorized Amount for this Subfund	Specify the amount (cents allowed) of the new subfund. It cannot be less than the MINIMUM or more than the MAXIMUM.

Click the [Save] button to create the subfund or the [Return to Search Subfunds] button to exit without saving. Clicking either button redisplay the Add Subfunds search screen.

## EDIT SUBFUNDS (EXCEPT PA)

To edit a subfund, you must first conduct a search to retrieve it. Click the Subfund [Search](#) link on any Grant tab screen to access the Search Subfunds screen.

### SEARCH SUBFUNDS SCREEN

Enter as many or few search criteria as you wish to retrieve the subfund(s) you want to edit:

**Subfund**

**Search Subfunds**

**Search Criteria**

**Program:**  **Fund Type: (tip)**  **Grant #: (tip)**

**Grant Year: (tip)**

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Field	Description
Program	To limit the search results to a particular program, select it from the dropdown.
Grant Year	To limit the search results to a particular grant year, choose it from the dropdown.
Fund Type	<p>For HOME, the subfund types are:</p> <p><b>EN</b> Entitlement  <b>AD</b> Administration  <b>CC</b> CHDO Capacity Building  <b>CO</b> CHDO Operating Expenses  <b>SU</b> Subgrant  <b>CR</b> CHDO Reserve  <b>CL</b> CHDO Loan  <b>PA</b> Program Income for Administration</p> <p><u>PI for Administration:</u> For grant years 2011 and earlier, increase the amount of PI available for administration by updating the AD subfund. For grant years 2012 and later, increase it by updating the PA subfund.</p>
Grant #	Limits the results to grant numbers starting with the text string you enter here.

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

**Subfund**

**Search Subfunds**

**Search Criteria**

**Program:** HOME **Fund Type:** (tip) Select  **Grant #:** (tip)

**Grant Year:** (tip) 2011

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**Results Page 1 of 1**

Grantee/PJ Name	Program	Grant Year	Grant #	Fund Type	Authorized Amount	Action
ORANGEBURG COUNTY	HOME	2011	<a href="#">M-11-DC-45-0216</a>	AD	\$106,396.90	<a href="#">Edit</a>   <a href="#">View</a>
ORANGEBURG COUNTY	HOME	2011	<a href="#">M-11-DC-45-0216</a>	CO	\$28,485.85	<a href="#">Edit</a>   <a href="#">View</a>
ORANGEBURG COUNTY	HOME	2011	<a href="#">M-11-DC-45-0216</a>	CR	\$159,595.35	<a href="#">Edit</a>   <a href="#">View</a>
ORANGEBURG COUNTY	HOME	2011	<a href="#">M-11-DC-45-0216</a>	EN	\$1,063,969.00	<a href="#">View</a>
ORANGEBURG COUNTY	HOME	2011	<a href="#">M-11-DC-45-0216</a>	SU	\$85,000.00	<a href="#">Edit</a>   <a href="#">View</a>

To update a subfund, click the [Edit](#) link in the ACTION column. (The EN subfund cannot be changed, and will have only a [View](#) link.)

A [Delete](#) link will also be available for subfunds with an AUTHORIZED AMOUNT of \$0.00. When you click it, you are asked to confirm the deletion. Choose [OK] to delete the subfund. Otherwise click [Cancel].

The Edit Subfund screen is shown on the next page.

## EDIT SUBFUND SCREEN

The amount that has been authorized for a subfund can be changed in the last field on this screen:

**Subfund**

**Edit Subfund**

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**\*Indicates Required Field**

<p><b>Grantee/PJ Name:</b> ORANGEBURG COUNTY, SC</p> <p><b>Program:</b> (tip) HOME</p> <p><b>Grant Year:</b> (tip) 2011</p> <p><b>Grant #:</b> (tip) M-11-DC-45-0216</p> <p><b>Fund Type:</b> (tip) CR</p>	<p><b>Grant Status:</b> (tip) Active</p> <p><b>Grant Blocked:</b> (tip) No</p> <p><b>Administering Organization:</b> (tip) ORANGEBURG COUNTY, SC</p> <p><b>Payee EIN/TIN#:</b> (tip) 57-6000775</p>
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<b>Current Authorized Amount for this Subfund</b>	\$159,595.35
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<b>Range for New Authorized Amount</b>	
<b>Minimum</b>	\$159,595.35
<b>Maximum</b>	\$844,086.25

<b>*New Authorized Amount for this Subfund</b>	\$ <input style="width: 100px;" type="text"/>
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Field	Description
Grantee/PJ Name <i>through</i> Payee EIN/TIN#	For definitions of these fields, see page 16-5.
Fund Type	The subfund being updated. For HOME: <ul style="list-style-type: none"> <li><b>AD</b> Administration</li> <li><b>CC</b> CHDO Capacity Building</li> <li><b>CL</b> CHDO Loan</li> <li><b>CO</b> CHDO Operating Expenses</li> <li><b>CR</b> CHDO Reserve</li> <li><b>SU</b> Subgrant</li> </ul>
Current Authorized Amount for this Subfund	The amount that is to be revised.
Range for Authorized Amount	
Minimum	The minimum amount that may be entered in NEW AUTHORIZED AMOUNT FOR THIS SUBFUND. It is based on regulatory minimums and the amount of the subfund already used.

Field	Description
Maximum	<p>The maximum amount that may be entered in NEW AUTHORIZED AMOUNT FOR THIS SUBFUND. It is based on regulatory caps and the amount available to subfund from the EN or CR source fund.</p> <p>Note: For HOME grant years 2011 and earlier, the AD subfund can be increased above the 10% cap by an amount equal to 10% of the program income receipted for the grant/program year (see Chapter 20). That amount is included in the calculation of the AD MAXIMUM.</p> <p>For grant years 2012 and later, PI for administration is specified and tracked using the PA subfund (see page 16-20), so the AD MAXIMUM does not include PI.</p>
New Authorized Amount for this Subfund	<p>Enter the revised amount (not the amount of the increase or decrease). It cannot be less than the MINIMUM or more than the MAXIMUM.</p> <p>If the authorized amount is changed to \$0.00, the subfund can be deleted when you return to the Search Subfunds screen.</p>

Click the [Review Subfund History] button at the top/bottom of the page for a record of the changes made to the subfund amount.

Click [Save] to apply the change in the authorized amount or [Return to Search Subfunds] to exit without saving the change. The Search Subfunds screen will be displayed.

## VIEW SUBFUNDS (EXCEPT PA)

To view a subfund, you must first conduct a search to retrieve it. Click the Subfund [Search](#) link on any Grant tab screen to access the Search Subfunds screen. Run a search to retrieve the subfund you want to view (see page 16-7 for instructions), then click on its [View](#) link in the ACTION column of the search results table.

The view screens are presented below in the order EN, AD, CR, SU, and CO/CL/CC.

### VIEW SUBFUND EN

**Subfund**

**View Subfund**

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Return to Search Subfunds
Review Subfund History

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<p><b>Grantee Recipient:</b> ORANGEBURG COUNTY, SC</p> <p><b>Program:</b> (tip) HOME</p> <p><b>Grant Year:</b> (tip) 2011</p> <p><b>Grant #:</b> (tip) M-11-DC-45-0216</p> <p><b>Fund Type:</b> (tip) EN</p>	<p><b>Grant Status:</b> (tip) Active</p> <p><b>Grant Blocked:</b> (tip) No</p> <p><b>Administering Organization:</b> (tip) ORANGEBURG COUNTY, SC</p> <p><b>Payee EIN/TIN#:</b> (tip) 57-6000775</p>
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<b>Authorized Amount</b> (tip)	\$1,063,969.00
<b>Subfunded Amount (-)</b> (tip)	\$379,478.10
<b>Amount Committed to Activities (-)</b> (tip)	\$0.00
<b>Amount Available to Subfund / Amount Available to Commit to Activities</b>	\$684,490.90
<b>Net Drawn Amount</b>	\$0.00
<b>Drawn Amount (+)</b> (tip)	\$0.00
<b>Drawdown Pending Amount (+)</b> (tip)	\$0.00
<b>Returned Amount (+)</b> (tip)	\$0.00
<b>Amount Available to Draw</b>	\$684,490.90

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Return to Search Subfunds
Review Subfund History

Field	Description
Grantee Recipient	The recipient of the grant the subfund was created from.
Program	The CPD program providing the grant.
Grant Year	The year of the grant the subfund was created from.
Grant #	The number assigned to the grant by LOCCS.
Fund Type	The subfund being viewed.
Grant Status	<b>Active</b> or <b>Inactive</b> . A grant is inactive if IDIS has not received all required grant information.

<b>Field</b>	<b>Description</b>
Grant Blocked	If GRANT BLOCKED is <b>Yes</b> , EN funds cannot be drawn from this grant.
Administering Organization	The name of the organization administering this grant.
Payee EIN/TIN#	The EIN/TIN# of the organization that receives the wire transfers of funds drawn down from the grant.
Authorized Amount	The amount the PJ is authorized to subfund, commit, and draw from the EN subfund.
Subfunded Amount	The total amount of EN subfunded to AD, CR, CO, and SU.
Amount Committed to Activities	The amount of the EN subfund that has been committed to activities.
Amount Available to Subfund/Amount Available to Commit to Activities	The amount of the EN subfund that can be subfunded or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	Net disbursements from the EN subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT.
Drawn Amount	The total amount disbursed from the EN subfund.
Drawdown Pending Amount	The sum all EN subfund draws approved in IDIS and awaiting a response from LOCCS.
Returned Amount	The total amount of EN disbursed and later returned to the Letter of Credit as EN. It is either \$0.00 or a negative amount.
Amount Available to Draw	The amount of EN available for drawdown is equal to AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus NET DRAWN AMOUNT.

Click the [Review Subfund History] button at the top/bottom of the page for a record of the changes made to the subfund amount, or click [Return to Search Subfunds] to redisplay the Search Subfunds screen.

## VIEW SUBFUND AD

The top half of the View AD screen is identical to the View EN screen (see page 16-11), and is not repeated here.

There are two versions of the View Subfund AD screen. For grant years 2011 and earlier, program income available for administration is included in the AUTHORIZED AMOUNT and the AMOUNT AVAILABLE TO INCREASE AUTHORIZED AMOUNT; for grant years 2012 and later, it is not.

### 2012 and Later

Fund Type: <a href="#">(tip)</a> AD	
	<a href="#">View Subgrants</a>
Authorized Amount <a href="#">(tip)</a>	\$1,000,000.00
Subgranted Amount (-)	\$0.00
Amount Committed to Activities (-)	\$0.00
Amount Available to Subgrant / Amount Available to Commit to Activities	\$1,000,000.00
Net Drawn Amount	\$0.00
Drawn Amount (+) <a href="#">(tip)</a>	\$0.00
Drawdown Pending Amount (+) <a href="#">(tip)</a>	\$0.00
Returned Amount (+) <a href="#">(tip)</a>	\$0.00
Amount Available to Draw	\$1,000,000.00
Regulatory Maximum	\$1,000,000.00
Amount Available to increase Authorized Amount for this Subfund	\$0.00

### 2011 and Earlier

Fund Type: <a href="#">(tip)</a> AD	
	<a href="#">View Subgrants</a>
Authorized Amount <a href="#">(tip)</a>	\$106,396.90
Subgranted Amount (-)	\$0.00
Amount Committed to Activities (-)	\$0.00
Amount Available to Subgrant / Amount Available to Commit to Activities	\$106,396.90
Net Drawn Amount	\$0.00
Drawn Amount (+) <a href="#">(tip)</a>	\$0.00
Drawdown Pending Amount (+) <a href="#">(tip)</a>	\$0.00
Returned Amount (+) <a href="#">(tip)</a>	\$0.00
Amount Available to Draw	\$106,396.90
Maximum Allowed (excluding program income)	\$106,396.90
Amount Available to increase Authorized Amount for this Subfund <a href="#">(including program income)</a>	\$360.00

Field	Description
Authorized Amount	The amount that can be committed, drawn, and subgranted from the AD subfund.  For HOME grant years 2011 and earlier, this can exceed the MAXIMUM ALLOWED (EXCLUDING PROGRAM INCOME) by an amount

Field	Description
	equal to 10% of the program income received for the GRANT YEAR.
Subgranted Amount	The amount subgranted from the AD subfund (only States can subgrant AD).
Amount Committed to Activities	The amount committed to activities from the AD subfund. It does not include commitments from AD subgrants. To view that information, click the <a href="#">View Subgrants</a> link located above the amounts column.
Amount Available to Subgrant/Amount Available to Commit to Activities	The amount of the AD subfund that can be subgranted or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	Net disbursements from the AD subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT.  These amounts do not include draws from AD subgrants. Click the <a href="#">View Subgrants</a> link to access that information.
Drawn Amount	The total amount disbursed from the AD subfund.
Drawdown Pending Amount	The sum of all AD subfund draws approved in IDIS and awaiting a response from LOCCS.
Returned Amount	The amount disbursed from the AD subfund and later returned to the Letter of Credit as AD.
Amount Available to Draw	AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.
Maximum Allowed (excluding program income)/Regulatory Maximum	10% of the formula grant amount, the regulatory maximum.
Amount Available to increase Authorized Amount for this Subfund (including program income)	The amount of EN available to increase the AD AUTHORIZED AMOUNT.  For grant years 2011 and earlier, the calculation includes received PI.

## VIEW SUBFUND CR

The top half of the View CR screen is identical to the View EN screen (see page 16-11), and is not repeated here:

<b>Fund Type:</b> (tip) CR	
	<a href="#">View Subgrants</a>
<b>Authorized Amount</b> (tip)	\$159,595.35
<b>Subfunded Amount (-)</b> (tip)	\$0.00
<b>Amount Available to Subfund</b>	\$159,595.35
<b>Subgranted Amount (-)</b>	\$0.00
<b>Amount Available to Subgrant</b>	\$159,595.35
<b>Regulatory Minimum</b>	\$159,595.35
<b>Amount Available to increase Authorized Amount for this Subfund</b>	\$684,490.90

Because CR commitments and disbursements are always from subgrants and never from the subfund, there are no committed/disbursed fields on this screen. To view CR commitments and disbursements, click the [View Subgrants](#) link above the amounts column.

Field	Description
Authorized Amount	The amount that can be subfunded and subgranted from the CR subfund.
Subfunded Amount	The amount of CR subfunded to CL and CC.
Amount Available to Subfund	The amount of CR that can be subfunded to CL and CC. It is equal to AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus SUBGRANTED AMOUNT.
Subgranted Amount	The amount of the CR subfund that has been subgranted to CHDOs or State Recipients.
Amount Available to Subgrant	The amount of the CR subfund that can be subgranted. It is equal to AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus SUBGRANTED AMOUNT.
Regulatory Minimum	15% of the formula grant amount.
Amount Available to increase Authorized Amount for this Subfund	The amount of EN available to increase the CR AUTHORIZED AMOUNT.

**VIEW SUBFUND SU**

<b>Fund Type:</b> (tip) SU	
	<a href="#">View Subgrants</a>
<b>Authorized Amount</b> (tip)	\$85,000.00
<b>Subgranted Amount</b> (-)	\$0.00
<b>Amount Committed to Activities</b> (-)	\$0.00
<b>Amount Available to Subgrant / Amount Available to Commit to Activities</b>	\$85,000.00
<b>Net Drawn Amount</b>	\$0.00
<b>Drawn Amount</b> (+) (tip)	\$0.00
<b>Drawdown Pending Amount</b> (+) (tip)	\$0.00
<b>Returned Amount</b> (+) (tip)	\$0.00
<b>Amount Available to Draw</b>	\$85,000.00
<b>Amount Available to increase Authorized Amount for this Subfund</b>	\$684,490.90

Field	Description
Authorized Amount	The amount that can be committed, drawn, and subgranted from the SU subfund.
Subgranted Amount	The amount of the SU subfund that has been subgranted.
Amount Committed to Activities	The amount committed to activities from the SU subfund. It does not include commitments from SU subgrants. To view that information, click the <a href="#">View Subgrants</a> link at the top of the amounts column.
Amount Available to Subgrant/Amount Available to Commit to Activities	The amount of the SU subfund that can be subgranted or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	Net disbursements from the SU subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT.  These figures do not include draws from SU subgrants. To view that information, click the <a href="#">View Subgrants</a> link.
Drawn Amount	The amount disbursed from the SU subfund.
Drawdown Pending Amount	The sum of SU subfund draws approved in IDIS and awaiting a response from LOCCS.
Returned Amount	The amount disbursed from the SU subfund and later returned to the Letter of Credit as SU.
Amount Available to Draw	The amount of the SU subfund available for drawdown, equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.
Amount Available to increase Authorized Amount for this Subfund	The amount of EN available to increase the SU AUTHORIZED AMOUNT.

**VIEW SUBFUND CO/CL/CC**

The View screens for these three subfunds are identical.

<b>Fund Type:</b> (tip) CO		<a href="#">View Subgrants</a>
<b>Authorized Amount</b> (tip)		\$28,485.85
<b>Subgranted Amount</b> (-)		\$0.00
<b>Amount Committed to Activities</b> (-)		\$0.00
<b>Amount Available to Subgrant / Amount Available to Commit to Activities</b>		\$28,485.85
<b>Net Drawn Amount</b>		\$0.00
<b>Drawn Amount</b> (+) (tip)		\$0.00
<b>Drawdown Pending Amount</b> (+) (tip)		\$0.00
<b>Returned Amount</b> (+) (tip)		\$0.00
<b>Amount Available to Draw</b>		\$28,485.85
<b>Regulatory Maximum</b>		\$53,198.45
<b>Amount Available to increase Authorized Amount for this Subfund</b>		\$24,712.60

<b>Field</b>	<b>Description</b>
Authorized Amount	The amount that can be committed, drawn, and subgranted from the subfund. It cannot be more than the REGULATORY MAXIMUM.
Subgranted Amount	The amount of the subfund that has been subgranted.
Amount Committed to Activities	The amount committed to activities from the subfund. This figure does not include commitments from subgrants. To view that information, click the <a href="#">View Subgrants</a> link located above the amounts column.
Amount Available to Subgrant/Amount Available to Commit to Activities	The amount of the subfund that can be subgranted or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	Net disbursements from the subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT. These figures do not include draws from subgrants. To view that information, click the <a href="#">View Subgrants</a> link.
Drawn Amount	The amount disbursed from the subfund.
Drawdown Pending Amount	The total amount of subfund draws approved in IDIS and awaiting a response from LOCCS.
Returned Amount	The amount disbursed from the subfund and later returned to the Letter of Credit as CO/CL/CC.
Amount Available to Draw	The amount of the subfund available for drawdown, equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.

Subfunds

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<b>Field</b>	<b>Description</b>
Regulatory Maximum	For CO, 5% of the formula grant amount. For CL, 10% of the CR subfund. For CC, 20% of the CR subfund during the first two years of participation in the HOME Program, and with an aggregate limit of \$150,000
Amount Available to increase Authorized Amount for this Subfund	The amount of available EN (for CO) or CR (for CL and CC) to increase the AUTHORIZED AMOUNT up to the REGULATORY MAXIMUM.

## THE VIEW SUBGRANTS LINK

Clicking the [View Subgrants](#) link on a View Subfund screen displays the Search Subgrants screen, prepopulated with the subgrants created from the subfund you were viewing. The example shown here is for the SU fund type:

**Subgrant**

**Search Subgrants**

**Search Criteria**

<b>Subgrant to Organization Name</b> <small>(i)</small> : <input type="text"/>	<b>Fund Type:</b> <small>(tip)</small> SU	<b>Subgrants Given:</b> <small>(tip)</small> All
<b>Program:</b> HOME	<b>Grant #:</b> <small>(tip)</small> M10DC180212	<b>Subgrant Status:</b> <small>(tip)</small> All
<b>Grant Year:</b> <small>(tip)</small> 2010		

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 [Return to subfund M-10-DC-18-0212 SU](#)

**Results Page 1 of 1**

Program	Grant #	Fund Type	Subgrant from Organization Name	Subgrant to Organization Name	Authorized Amount	Minimum Amount	Maximum Amount	Action
HOME	<a href="#">M-10-DC-18-0212</a>	SU	LAFAYETTE	AREA IV DEVELOPMENT, INC.	\$125,000.00	\$57,458.81	\$125,000.00	<a href="#">Edit</a>   <a href="#">View</a>
HOME	<a href="#">M-10-DC-18-0212</a>	SU	LAFAYETTE	LAFAYETTE HOUSING AUTHORITY	\$50,000.00	\$50,000.00	\$50,000.00	<a href="#">Edit</a>   <a href="#">View</a>

For details about a subgrant, click the [Edit](#) or [View](#) link in the ACTION column (see Chapter 17 for more information).

## PROGRAM INCOME FOR ADMINISTRATION (PA) SUBFUND

Starting with FY 2012 HOME grants, program income (PI) used by PJs for administrative expenses is recorded and tracked in IDIS by the PA subfund. For 2011 and earlier grant years, PJs will continue to identify PI for administration by increasing the authorized amount of the AD subfund. Up to 10% of the PI received for a given program year may be subfunded as PA.

With the availability of the PA subfund, PJs should discontinue the practice of receipting only 90% of their PI.

To create, edit, or view PA subfunds, click the Grant tab at the top of any page to display the Search Grants screen. Links to the Subfund Program Income functions you are authorized to access are listed on the left:

The screenshot shows the IDIS interface for searching grants. The top navigation bar has four tabs: 'Plans/Projects/Activities', 'Funding/Drawdown', 'Grant' (which is selected and highlighted in yellow), and 'Grantee/PJ'. On the left side, there is a sidebar menu with several options: 'Grant - Search', 'Subfund - Add' and 'Search', 'Subgrant - Add' and 'Search', 'Subfund Program Income - Add' and 'Search', and 'Subgrant Program Income - Add' and 'Search'. A blue bracket is drawn around the 'Subfund Program Income' section. The main content area is titled 'Grant Search Grants' and contains search criteria: 'Grant Year: (tip) Select', 'State/Territory: SC', 'Program: All', and 'Grant #: (tip)'. There are 'Search' and 'Reset' buttons at the bottom of the search area.

## ADD PA SUBFUND

As with other HOME subfund types, the process of adding a PA subfund consists of two screens. You'll specify the program year for the subfund on the first screen and provide a dollar amount for it on the second.

Before the PA subfund can be added, there must be program income received for the program year *and* it must be available to subfund. Program income that has been committed to activities cannot be subfunded as PA.

## ADD PA SUBFUNDS SCREEN

Click the Subfund Program Income [Add](#) link on any Grant tab screen to display the Add Subfunds screen:

**Subfund Program Income**

Add Subfunds

Search Criteria

Program: All Fund Type: (tip) Select Type Associated Grant #:

Program Year: Select

Search | Reset

You must either select a PROGRAM and PROGRAM YEAR or enter an ASSOCIATED GRANT #.

Field	Description
Program	Select <b>HOME</b> .
Program Year	Select the program year of the PI to be subfunded. It must be 2012 or later.  The subfund will be "associated" with the HOME grant having the same GRANT YEAR as the year you enter here.
Fund Type	The only choice is <b>PA</b> .
Associated Grant #	Limits the results to grant numbers starting with the text string you enter.

Click the [Search] button to run the search and display the results:

**Subfund Program Income**

Add Subfunds

Search Criteria

Program: HOME Fund Type: (tip) PA Associated Grant #:

Program Year: 2012

Search | Reset

Results Page 1 of 1

Program	Program Year	Associated Grant #	Fund Type	Action
HOME	2012	M-12-DC-45-0216	PA	<a href="#">Add Fund Type</a>

If the PA subfund for the PROGRAM and PROGRAM YEAR you specified already exists, the message "There are no results to display" is returned.

Click the [Add Fund Type](#) link of the subfund to be created. The Add Subfund screen is displayed.

## ADD PA SUBFUND SCREEN

A dollar amount for the subfund is specified in the last field on this screen:

**Subfund Program Income**

**Add Subfund**

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**\*Indicates Required Field**

<b>Grantee/PJ Name:</b> ORANGEBURG COUNTY, SC	<b>Associated Grant #:</b> M-12-DC-45-0216
<b>Program: (tip)</b> HOME	
<b>Program Year:</b> 2012	
<b>Administering Organization: (tip)</b> ORANGEBURG COUNTY, SC	
<b>Payee EIN/TIN#: (tip)</b> 57-6000775	

**Source Fund: PI**

<b>Available to Subfund</b>	\$740.00
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**Add Subfund: PA**

<b>Range for Authorized Amount</b>	
<b>Minimum</b>	\$0.00
<b>Maximum</b>	\$740.00
<b>*Authorized Amount for this Subfund (tip)</b>	\$ <input style="width: 100px;" type="text"/>

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The screen is very similar to the Add screen for other subfunds (see page 16-5). Note these differences:

Field	Description
Program Year	The program year the PI to be subfunded was received for.
Associated Grant #	The HOME grant with the same GRANT YEAR as PROGRAM YEAR.
Available to Subfund	10% of available PI that the PJ has received with the same program year as the PA subfund. PI received by a PJ's subgrantees is not included in the calculation.

Enter the AUTHORIZED AMOUNT FOR THIS SUBFUND (it must be between the MINIMUM and the MAXIMUM). Click [Save] to create the subfund or [Return to Search Subfunds] to exit without saving. Clicking either button redisplay the Add Subfunds search screen.

## EDIT PA SUBFUND

To edit a PA subfund, click the Subfund Program Income [Search](#) link on any Grant tab screen to access the Search Subfunds screen.

## SEARCH PA SUBFUNDS SCREEN

Enter as many or few search criteria as you wish to retrieve the PA subfund(s) you want to edit, then click the [SEARCH] button to display the results:

**Subfund Program Income**

**Search Subfunds**

**Search Criteria**

**Program:** HOME  **Fund Type:** (tip) Select Type  **Associated Grant #:**

**Program Year:** 2012

**Results Page 1 of 1**

Grantee/PJ Name	Program	Program Year	Associated Grant #	Fund Type	Authorized Amount	Action
ORANGEBURG COUNTY	HOME	2012	M-12-DC-45-0216	PA	\$740.00	<a href="#">Edit</a>   <a href="#">View</a>

To update a subfund, click its [Edit](#) link to display the Edit Subfund Program Income screen.

## EDIT PA SUBFUND PROGRAM INCOME SCREEN

The amount that has been authorized for a PA subfund can be changed in the last field on this screen:

**Subfund Program Income**

**Edit Subfund Program Income**

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**\*Indicates Required Field**

<p><b>Grantee/PJ Name:</b> ORANGEBURG COUNTY, SC</p> <p><b>Program:</b> (tip) HOME</p> <p><b>Program Year:</b> 2012</p> <p><b>Associated Grant #:</b> M-12-DC-45-0216</p> <p><b>Fund Type:</b> (tip) PA</p>	<p><b>Administering Organization:</b> (tip) ORANGEBURG COUNTY, SC</p> <p><b>Payee EIN/TIN#:</b> (tip) 57-6000775</p>
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<b>Current Authorized Amount for this Subfund</b>	\$740.00
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<b>Range for New Authorized Amount</b>	
<b>Minimum</b>	\$600.00
<b>Maximum</b>	\$740.00

<b>*New Authorized Amount for this Subfund</b>	\$ <input style="width: 80%;" type="text"/>
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The screen closely resembles the Edit screen for other subfunds (see page 16-9). For PA:

- the MINIMUM that may be entered in NEW AUTHORIZED AMOUNT FOR THIS SUBFUND is based on the amount of PA already used
- the MAXIMUM is based on the regulatory cap of 10% of PI for admin and the amount available to subfund from the PI source fund

Enter the revised amount (not the amount of the increase or decrease) in the last field. It cannot be less than the MINIMUM or more than the MAXIMUM.

Click [Save] to apply the change in the authorized amount or [Return to Search Subfunds] to exit without saving the change. The PA Search Subfunds screen will be displayed.

## VIEW PA SUBFUND

To view a PA subfund, click the Subfund Program Income [Search](#) link on any Grant tab screen to access the PA Search Subfunds screen. Run a search to retrieve the subfund you want to view, then click on its [View](#) link in the ACTION column of the search results table to display the View Subfund Program Income screen:

**Subfund Program Income**

**View Subfund Program Income**

[Return to Search Subfunds](#)

<p><b>Grantee Recipient:</b> ORANGEBURG COUNTY, SC</p> <p><b>Program:</b> (tip) HOME</p> <p><b>Program Year:</b> 2012</p> <p><b>Associated Grant #:</b> M-12-DC-45-0216</p> <p><b>Fund Type:</b> (tip) PA</p>	<p><b>Administering Organization:</b> (tip) ORANGEBURG COUNTY, SC</p> <p><b>Payee EIN/TIN#:</b> (tip) 57-6000775</p>
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<b>Authorized Amount</b> (tip)	\$740.00
<b>Amount Committed to Activities (-)</b>	\$600.00
<b>Amount Available to Commit to Activities</b>	\$140.00
<b>Net Drawn Amount</b>	\$0.00
<b>Drawn Amount (+)</b> (tip)	\$0.00
<b>Drawdown Pending Amount (+)</b> (tip)	\$0.00
<b>Amount Available to Draw</b>	\$740.00
<b>Regulatory Maximum</b>	\$740.00
<b>Amount Available to increase Authorized Amount for this Subfund</b>	\$0.00

[Return to Search Subfunds](#)

Field	Description
Authorized Amount	The amount that can be committed, drawn, and subgranted from the PA subfund.
Amount Committed to Activities	The amount committed to activities from the PA subfund. It does not include commitments from PA subgrants.
Amount Available to Commit to Activities	The amount of the PA subfund that can be subgranted or committed to activities. It is equal to AUTHORIZED AMOUNT minus the amount that has been subgranted minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	Net disbursements from the PA subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount  These amounts do not include draws from PA subgrants.
Drawn Amount	The total amount disbursed from the PA subfund.

Subfunds

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<b>Field</b>	<b>Description</b>
Drawdown Pending Amount	The sum all PA subfund draws approved in IDIS and awaiting a response from LOCCS.
Amount Available to Draw	The amount of PA available for drawdown is equal to AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus NET DRAWN AMOUNT.
Regulatory Maximum	10% of PI receipted for the program year.
Amount Available to Increase Authorized Amount for this Subfund	The amount of PI available to increase the PA AUTHORIZED AMOUNT.