

Chapter 19

DRAWDOWNS

Drawdowns may be made for an activity after it has been funded. The total amount drawn down cannot exceed the funded amount.

When working with drawdowns, keep in mind that program income (PI) deposited in your local account is to be spent before additional HOME grant funds are drawn down from the Treasury. See Chapter 20 for instructions on recording the receipt of PI in IDIS.

ACCESSING THE DRAWDOWN FUNCTIONS

Click the Funding/Drawdown tab at the top of the page you are on to display the Search for Activities to Fund screen. On it and all other Funding/Drawdown screens, links to the draw functions you are authorized to access are listed on the left:

The screenshot displays the IDIS web application interface. At the top, there is a navigation bar with tabs: Plans/Projects/Activities, Funding/Drawdown (selected), Grant, Grantee/PJ, Admin, and Reports. Below the navigation bar, a message states: "You have 28 CDBG and 4 HOME activities that have been flagged. Click [here](#) to go to the review page." The main content area is titled "Activity Funding" and "Search for Activities to Fund". It contains a "Search Criteria" section with the following fields: "Program:" (dropdown menu set to "All"), "IDIS Project ID:" (text input), "Activity Status:" (dropdown menu set to "Select"), "Activity Name:" (text input), "IDIS Activity ID:" (text input), "*Activity Owner:" (dropdown menu set to "OCEAN COUNTY, NJ"), "Program Year:" (dropdown menu set to "All"), and "Grantee/PJ Activity ID:" (text input). At the bottom of the search criteria section are "Search" and "Reset" buttons. On the left side, there is a sidebar menu with the following sections: "User ID: C00063", "User Role: Grantee", "Organization: OCEAN COUNTY", "- Logout", "Activity Funding - Search", "Drawdown" (highlighted with a blue bracket), "Receipt", "Section 108 Loan", and "Utilities". The "Drawdown" section includes: "- Create Voucher", "- Create Receivable", "- Search Voucher", and "- Approve Voucher".

The four draw functions—Create Voucher, Create Receivable, Search Voucher, and Approve Voucher—are discussed below.

Once you have specified all the activity IDs, click the [CONTINUE] button at the top/bottom of the screen. If at least one valid activity ID has been entered, the second create voucher screen is displayed.

CREATE VOUCHER - PAGE 2 OF 4 (DRAWDOWN AMOUNTS)

Page 2 is displayed for each valid activity input on the previous screen. On this page, you enter the amount to be drawn down for an activity from each available funding source.

Drawdown
Create Voucher - Page 2 of 4 (Drawdown Amounts)

Return to Select Activities | Confirm Voucher | Cancel Voucher

Activity 2 of 2
IDIS Activity ID: 2252 **Activity Name:** 9 Sandy Ln
Voucher Created For: OCEAN COUNTY, NJ **Grantee/PJ Activity ID:** TR01-02
Activity Owner: OCEAN COUNTY, NJ

Available Drawdown Amounts for This Activity

Recipient Name	Program	Fund Type	Source Name	Source Type	Prior Year	Funded Amount	Available to Draw	Drawdown Amount
OCEAN COUNTY, NJ	HOME	EN	HUD	DC	N/A	\$15,800.00	\$15,800.00	\$ 0
OCEAN COUNTY, NJ	HOME	PI	HUD	DC	N/A	\$11,625.00 <small>Automatically increased to match EN funded amount</small>	\$11,625.00 <small>The combined EN + PI drawdown amount must not exceed the original total available-to-draw amount of \$15,800.00</small>	\$ 0

Confirm Voucher | Previous Activity | Next Activity

Progress by Activity ID
Entered:
Not Entered: 2252 (#2)
Invalid: 2080 (#1)

DRAWDOWN AMOUNT is the only input field on this screen. Enter amounts as dollars and cents, with or without commas. If you input a whole dollar amount, IDIS will append '.00'.

Field	Description
IDIS Activity ID	On initial display, the first valid activity ID that was input on the previous screen. For multi-activity draws, invalid IDs are tracked in the "Progress by Activity ID" box at the bottom of the screen.
Voucher Created For	The organization for which the draw is being made.
Activity Owner	The PJ.
Activity Name	The name of the activity for which the draw is being made.
Grantee/PJ Activity ID	The PJ's identifier for this activity.
Available Drawdown Amounts for This Activity	
Recipient Name	The recipient of this funding source.
Program	The CPD program providing this funding.
Fund Type	The type of this funding source. For HOME: AD Administration CC CHDO Capacity Building CL CHDO Loan

Field	Description
	<p>CO CHDO Operating Expenses CR CHDO Reserve EN Entitlement PA Program Income for Administration PI Program Income SU Subgrant</p>
Source Name	For entitlement grantees, HUD ; for subgrantees, the organization that provided the subgrant.
Source Type	For HOME, the fourth and fifth characters of the HOME grant number: DC (Consortium), MC (Metropolitan City), SG (State), ST (Insular Area), or UC (Urban County).
Prior Year	Currently not applicable to HOME draws.
Funded Amount	<p>The amount committed to this activity from this funding source.</p> <p>For PI that the system makes available to draw in place of EN, this amount will always be equal to or less than the amount of EN AVAILABLE TO DRAW. The difference depends on the amount of EN funds remaining to be drawn for the activity and the amount of PI available to be drawn.</p>
Available to Draw	The amount still available to draw from this funding source, equal to FUNDED AMOUNT minus the amount already drawn.
Drawdown Amount	<p>Enter the amount to be drawn from this funding source for this activity.</p> <p>Enter amounts as dollars and cents, with or without commas. If you input a whole dollar amount, IDIS will append the '.00'.</p>
Progress by Activity ID	
Entered	Activities for which a draw amount has already been input.
Not Entered	Activities for which a draw amount has not yet been input.
Invalid	Activities for which you will not be allowed to input a draw amount. For a multi-activity draw, this is the only message notifying you that for some reason a draw request cannot be made for an activity.

For multi-activity draws, use the [Next Activity] and [Previous Activity] buttons to page among the activities.

Once you have input and verified all draw amounts, click the [Confirm Voucher] button.

CREATE VOUCHER - PAGE 3 OF 5 (HOME/TCAP CERTIFICATION)

This screen is displayed only if the draw includes line items for HOME EN funds. It lists six statements that the PJ must certify as being true before confirming the voucher:

Drawdown
Create Voucher - Page 3 of 5 (HOME/TCAP Certification)

HOME/TCAP Drawdown Certification

By requesting the disbursement of Federal funds, the representative of the HOME Participating Jurisdiction [or Tax Credit Assistance Program (TCAP) grantee, as applicable] using this system certifies that he/she is authorized to execute the certifications set forth herein, and, on behalf of the Participating Jurisdiction or TCAP grantee, further certifies that, in accordance with HUDs regulations at 24 CFR Part 92 [or Notice 09-03-Rev Implementation of the Tax Credit Assistance Program (TCAP), as applicable]:

(i) the Participating Jurisdiction or TCAP grantee has no funds in its HOME Investment Trust Fund local account or TCAP local account that constitute program income;

(ii) the Participating Jurisdiction or TCAP grantee has not drawn and will not draw HOME Investment Partnerships Program funds or TCAP funds until after all program income has been expended;

(iii) the Participating Jurisdiction or TCAP grantee has complied with and will comply with all of the financial reporting responsibilities required by HUDs regulations and the applicable uniform administrative requirements at 24 CFR Part 85;

(iv) the Participating Jurisdiction or TCAP grantee has not drawn and will not draw funds from its HOME Investment Trust Fund or TCAP Treasury Account that exceed its remaining line of credit;

(v) the funds that the Participating Jurisdiction has drawn and will draw shall be used pursuant to the Participating Jurisdictions approved housing strategy and shall be used in compliance with all requirements of the HOME Investment Partnerships Act, 42 U.S.C. 12701, et seq., and HUDs regulations; and

(vi) all of the statements and claims, financial and otherwise, made herein are true and correct. Pursuant to 18 USC § 1001, 31 USC § 3729, et seq., and 24 CFR Part 28, false or fraudulent statements and claims made pursuant to these certifications are subject to up to 5 years imprisonment and civil penalties up to \$10,000 plus up to 3 times the amount of damages sustained by the Government for each fraudulent act committed.

This certification applies to the following HOME/TCAP Drawdown Line Item:

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	2252	9 Sandy Ln	HOME	2011	EN	HUD	DC	OCEAN COUNTY, NJ	N/A	\$4,175.00
Total										\$4,175.00

If you agree with the statements, click the [I agree] button to execute the certification and continue with voucher processing.

If you do not agree and all the line items are HOME EN draws, click the [Cancel Voucher] button. If the voucher includes draws of other fund types, you can click the [I disagree...] button to continue processing all but the HOME EN line items or you can cancel the entire voucher.

CREATE VOUCHER - PAGE 4 OF 5 (CONFIRMATION)

This screen displays the draw amounts by funding source for each activity. You can choose either to generate or cancel the voucher:

Drawdown

Create Voucher - Page 4 of 5 (Confirmation)

- Click "Generate Voucher" to complete voucher creation

|

Voucher Created For:
 OCEAN COUNTY, NJ

Requested LOCCS Submission Date:
 
(mm/dd/yyyy)

Activity Owner:
 OCEAN COUNTY, NJ

Voucher Line Items

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	2252	9 Sandy Ln	HOME	2011	EN	HUD	DC	OCEAN COUNTY, NJ	N/A	\$4,175.00
2	2252	9 Sandy Ln	HOME	2012	PI	HUD	DC	OCEAN COUNTY, NJ	N/A	\$11,625.00
Total										\$15,800.00

|

Field	Description
Voucher Created For	The organization for which the draw is being made.
Activity Owner	The PJ.
Requested LOCCS Submission Date	If a submission date was entered on Page 1, it is displayed here and may be changed. If the field is left blank, the voucher will be submitted to LOCCS the same day it is approved (unless the approver changes the submission date for one or more line items).
Voucher Details	
Line Item #	A voucher is made up of one or more line items. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
IDIS Actv ID	The ID of the activity for which the draw is being made.
Activity Name	The name of the activity for which the draw is being made.
Program	The CPD program whose grant funds are being drawn.
Grant Year	The year of the grant (the second and third characters of a HOME grant number) or receipt account from which the DRAWDOWN AMOUNT will be taken.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken (see page 19-4 for a list of HOME fund types).
Source Name	For entitlement grantees, HUD ; for subgrantees, the organization that provided the subgrant.

Field	Description
Source Type	For HOME, the fourth and fifth characters of the HOME grant number (see page 19-4 for a list).
Recipient Name	The recipient of this funding source.
Prior Year	Currently not applicable to HOME draws.
Drawdown Amount	The amount that will be drawn down from this funding source.

If an activity number, funding source, or draw amount is not as you want it, click the [Cancel Voucher] button. The Page 1 create voucher screen is displayed.

Otherwise, click the [Generate Voucher] button to display the final screen.

CREATE VOUCHER - PAGE 5 OF 5 (VIEW)

The last create voucher screen is read-only:

Drawdown

Create Voucher - Page 5 of 5 (View)

- Voucher created successfully

[Return to Create Voucher](#)

Voucher Created For: OCEAN COUNTY, NJ	IDIS Voucher #: 5581872
Activity Owner: OCEAN COUNTY, NJ	Created By: C00063
Requested LOCCS Submission Date:	Creation Date: 07/17/2013

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	2252	9 Sandy Ln	HOME	2011	EN	HUD	DC	OCEAN COUNTY, NJ	N/A	\$4,175.00
2	2252	9 Sandy Ln	HOME	2012	PI	HUD	DC	OCEAN COUNTY, NJ	N/A	\$11,625.00
Total										\$15,800.00

[Return to Create Voucher](#)

Field	Description
Voucher Created For <i>through</i> Requested LOCCS Submission Date	Same as Page 4 voucher screen.
IDIS Voucher #	The voucher number is system-generated.
Created By	The IDIS user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated. A voucher must be approved and submitted within 90 days of its CREATION DATE or it will be canceled automatically.
Voucher Details fields	Same as Page 4 voucher screen.
Total	The total amount of the voucher.

CREATE RECEIVABLE - PAGE 2 OF 4

Page 2 is displayed for each valid activity input on the previous screen. On this page, you enter the amount of each fund type to be returned for the activity:

Receivable Voucher

Create Voucher - Page 2 of 4

|
 |

Activity 2 of 3
IDIS Activity ID:
 896

Grantee/PJ Activity ID:
 8

Activity Name:
 HOME HB #32

Receivable Amounts for This Activity

Recipient Name	Program	Fund Type	Source Name	Source Type	Maximum Receivable Amount	Amount
BOISE, ID	HOME	EN	HUD	MC	(\$8,471.64)	(\$ 0)

|

Progress by Activity ID

Entered:

Not Entered: 896 (#2), 897 (#3)

Invalid: 999 (#1)

|
 |

The only input field, AMOUNT, is entered as dollars and cents without a minus sign. It cannot exceed the MAXIMUM RECEIVABLE AMOUNT.

Field	Description
IDIS Activity ID	On initial display, the first valid activity ID that was input on the previous screen. For multi-activity receivables, use the [Next Activity] and [Previous Activity] buttons below the AMOUNT field to page among the activities.
Receivable Amounts for This Activity	
Recipient Name <i>through</i> Source Type	The funding source from which the funds to be returned were drawn. See pages 19-3 and 19-4 for definitions.
Maximum Receivable Amount	The maximum amount of this FUND TYPE that can be returned for this activity.
Amount	The amount of this FUND TYPE to be returned for this activity.
Progress by Activity ID	See page 19-4 for a description.

Once you have input and verified all amounts, click the [Confirm Voucher] button.

CREATE RECEIVABLE - PAGE 3 OF 4

This screen shows the amount(s) to be returned for each activity by funding source and the grant year(s) to which you should return the funds. A separate voucher is generated for each grant year.

Receivable Voucher

Create Voucher - Page 3 of 4

- Click "Generate Voucher" to complete voucher creation

|

Voucher 1

Voucher Line Items

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Amount
1	896	HOME HB #32	HOME	2009	EN	HUD	MC	BOISE, ID	(\$560.38)
Total									(\$560.38)

Voucher 2

Voucher Line Items

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Amount
1	897	Mercy Housing Northwest-Idaho, Inc.	HOME	2010	CR	BOISE, ID	MC	Mercy Housing Northwest-Idaho, Inc., ID	(\$2,475.18)
Total									(\$2,475.18)

Note: If the amount and the year of the HOME grant on your check/wire transfer are not the same as the voucher TOTAL and GRANT YEAR, IDIS will not be able to match your receivable to the LOCCS collection voucher. Instead of being credited to the correct activity/activities and fund type(s), the returned funds will show as a negative draw of EN for Activity ID 1 (see Chapter 21).

Field	Description
Line Item #	System-generated.
IDIS Actv ID Activity Name	The ID and name of the activity to be credited.
Program	HOME.
Grant Year	The year of the grant to which the AMOUNT should be returned, determined using LIFO (last in, first out).
Fund Type	The type of funds to be credited (see page 19-4 for a list).
Source Name	If RECIPIENT NAME is the PJ, HUD ; otherwise, the organization that provided the subgrant.
Source Type	For HOME, the fourth and fifth characters of the HOME grant number (HOME source types are listed on page 19-4).
Recipient Name	The recipient of this funding source.
Amount	The amount to be returned from this source for this activity.
Total	The total amount to be returned to the Letter of Credit.

If an activity number, funding source, or amount is not as you want it, click the [Cancel Voucher] button. The Page 1 create voucher screen is displayed. Otherwise, click the [Generate Voucher] button to display the final screen.

CREATE RECEIVABLE - PAGE 4 OF 4

The last screen is read-only:

Receivable Voucher

Create Voucher - Page 4 of 4

- Voucher created successfully

[Return to Create Voucher](#)

Voucher 1

IDIS Voucher #: 5448706 Created By: C00063 Creation Date: 08/06/2012

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	896	HOME HB #32	HOME	2009	EN	HUD	MC	BOISE, ID	N/A	(\$560.38)
Total										(\$560.38)

Voucher 2

IDIS Voucher #: 5448707 Created By: C00063 Creation Date: 08/06/2012

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	897	Mercy Housing Northwest-Idaho, Inc.	HOME	2010	CR	BOISE, ID	MC	Mercy Housing Northwest-Idaho, Inc., ID	N/A	(\$2,475.18)
Total										(\$2,475.18)

Field	Description
IDIS Voucher #	The voucher number is system-generated.
Created By	The IDIS user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated. A voucher must be approved and submitted within 90 days of its CREATION DATE or it will be canceled automatically.
Voucher Details fields	Same as previous screen, except for the addition of the PRIOR YEAR field.
Total	The total amount of the voucher.

Once created, receivable vouchers are approved and maintained exactly like drawdown vouchers. Voucher approval and maintenance processes are covered starting on the next page.

APPROVE VOUCHERS

Three security rules are applied to the approval of all vouchers in IDIS:

1. Only grantee users with draw approval can approve draws.
2. The user who creates a draw cannot also approve it.
3. All draws on State grants must be approved by a State user.

Note, too, that a drawdown must be approved within 90 days of its creation date or it will be canceled by the system.

To access the approval function, click the Drawdown [Approve Vouchers](#) link on any Funding/Drawdown tab screen to display the Search Vouchers for Approval screen.

SEARCH VOUCHERS FOR APPROVAL SCREEN

Specify as many or few search criteria as you wish to retrieve the vouchers to be approved:

User ID: C09474 User Role: Grantee Organization: OCEAN COUNTY	Plans/Projects/Activities	Funding/Drawdown	Grant
- Logout	You have 28 CDBG and 4 HOME activities that have been flagged. Click here to go to the review page.		
Activity Funding - Search	Drawdown		
Drawdown - Create Voucher - Create Receivable - Search Voucher - Approve Voucher	Search Vouchers For Approval		
Receipt - Add - Search - Search Accounts	Search Criteria IDIS Voucher #: <input type="text"/> IDIS Activity ID: <input type="text"/> Activity Owner: <input type="text" value="OCEAN COUNTY, NJ"/>		
Section 108 Loan - Search	Earliest Creation Date: <input type="text" value=""/> <small>(mm/dd/yyyy)</small>		
Utilities - Home - Data Downloads - Print Page - Help	Line Item Status: Open		
	<input type="button" value="Search"/> <input type="button" value="Reset"/>		

Field	Description
IDIS Voucher #	Enter a voucher number to limit the results to one voucher (searches on partial voucher numbers are not allowed).
Earliest Creation Date	Enter a date to limit the results to vouchers created on or after that date.
IDIS Activity ID	Enter an IDIS Activity ID to limit the results to vouchers with draws for that activity.
Line Item Status	Read-only. Since only line items with a status of Open can be approved, searches on this screen are limited to vouchers with open line items.
Activity Owner	Choose the State or entitlement grantee who owns the activities for which funds were drawn.

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

Drawdown

Search Vouchers For Approval

Search Criteria

IDIS Voucher #: **IDIS Activity ID:** **Activity Owner:**

Earliest Creation Date: **Line Item Status:**
(mm/dd/yyyy)

|

Results Page 1 of 1 (5 voucher line items found)

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Activity Name	Line Item Status	Drawdown Amount	Action
5581872	1	07/17/2013	2252	9 Sandy Ln	Open	\$4,175.00	Maintain-Approve View
5581872	2	07/17/2013	2252	9 Sandy Ln	Open	\$11,625.00	Maintain-Approve View
5581873	1	07/17/2013	2254	HOME Admin 2012	Open	\$1,550.00	Maintain-Approve View
5581873	2	07/17/2013	2254	HOME Admin 2012	Open	\$800.00	Maintain-Approve View
5581874	1	07/17/2013	2224	TBRA/OCBOSS #3737800182	Open	\$4,600.00	Maintain-Approve View

Field	Description
IDIS Voucher #	The system-assigned voucher number.
Line Item #	The system-assigned line item number. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
Creation Date	The date the voucher was generated in IDIS.
IDIS Actv ID	The ID of the activity for which the draw is being made.
Activity Name	The name of that activity.
Line Item Status	Open for line items that can be approved. See page 19-18 for other LINE ITEM STATUS values.
Drawdown Amount	The amount of the draw request for this line item.

Click the [Maintain-Approve](#) link for a line item to display the Maintain and Approve Voucher screen.

MAINTAIN AND APPROVE VOUCHER SCREEN

This screen provides access to the Approve, Revoke, Revise, Cancel, and View functions for draws. The Approve Draw function is explained below. The other functions are covered starting on page 19-18.

Drawdown

Maintain and Approve Voucher

[Return to Search Vouchers](#)

Voucher Created For:
OCEAN COUNTY, NJ

IDIS Voucher #:
5581872

Activity Owner:
OCEAN COUNTY, NJ

Created By:
C00063

Creation Date:
07/17/2013

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	2252	9 Sandy Ln	HOME	2011	EN	HUD	DC	OCEAN COUNTY, NJ	N/A	\$4,175.00	Open	07/17/2013	Approve Cancel View
2	2252	9 Sandy Ln	HOME	2012	PI	HUD	DC	OCEAN COUNTY, NJ	N/A	\$11,625.00	Open	07/17/2013	Approve Cancel View

Set all submission dates to:

(mm/dd/yyyy)

Field	Description
Voucher Created for	The organization for which the draw is being made.
Activity Owner	The PJ.
IDIS Voucher #	The system-generated voucher number.
Created By	The user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated.
Voucher Details	
Line Item #	The system-assigned line item number.
IDIS Actv ID	The ID of the activity for which the draw has been requested.
Activity Name	The name of that activity.
Program	The CPD program whose grant funds are being drawn.
Grant Year	The year of the grant (the second and third characters of a HOME grant number) or receipt account from which the DRAWDOWN AMOUNT will be taken.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken. For HOME: <ul style="list-style-type: none"> AD Administration CC CHDO Capacity Building CL CHDO Loan CO CHDO Operating Expenses CR CHDO Reserve

Field	Description
	EN Entitlement PA Program Income for Administration PI Program Income SU Subgrant
Source Name	For entitlement grantees, HUD ; for subgrantees, the organization that provided the subgrant.
Source Type	For HOME, the fourth and fifth characters of the HOME grant number: DC (Consortium), MC (Metropolitan City), SG (State), ST (Insular Area), or UC (Urban County).
Recipient Name	The recipient of this funding source.
Prior Year	Currently not applicable to HOME draws.
Drawdown Amount	The amount that will be drawn down from this funding source.
Line Item Status	Open for line items that can be approved. See page 19-18 for other LINE ITEM STATUS values.
Submission Date	This will be today's date, unless the person who created the draw input a different one.
Action	If you are authorized to approve draws, the Approve link is shown for vouchers you did not create. For the other ACTION links, see page 19-20.
Set all submission dates to <i>and</i> [Approve all Line Items]	Displayed only if you have draw approval authority and there are two or more line items with a status of Open .

Approving All Line Items at Once

To approve all the line items at once:

- If you like, specify a submission date in the SET ALL SUBMISSION DATES TO field. If you leave it blank, it will be set to today's date for all line items.
- Click the [Approve All Line Items] button next to it.
- A message asking "Are you sure you want to approve all line items?" is displayed. Click [OK] or [Cancel], as appropriate.

When you click [OK], the Maintain and Approve Voucher screen is redisplayed. Notice that the LINE ITEM STATUS has been updated to **Approved** and the available links in the ACTION column have changed. Clicking the [Revoke](#) link will revoke the approval and set the status of the line item back to **Open**.

Approving a Single Line Item

Click the [Approve](#) link in the ACTION column of the line item you want to approve. The Confirm Voucher Line Item screen is displayed.

CONFIRM VOUCHER LINE ITEM APPROVAL SCREEN

The Confirm Voucher Line Item Approval screen looks like this:

Drawdown

Confirm Voucher Line Item Approval

[Approve This Line Item](#) |
 [Return to Maintain and Approve Voucher](#)

Voucher Created For: OCEAN COUNTY, NJ	IDIS Voucher # / Line Item #: 5581872/1	Grant #: M-11-DC-34-0221	Transaction Type: Payment
Activity Owner: OCEAN COUNTY, NJ	Created By: C00063	Approved By:	Pay To: OCEAN COUNTY, NJ
	Creation Date: 07/17/2013	Approval Date:	

IDIS Information

IDIS Status: Open

Batch #:

Batch Date:

LOCCS Control #:

LOCCS Status: Blank

Voucher Update

Voucher Updated By: C00063

Date Updated: 07/17/2013

LOCCS Confirmation Information

Confirm Batch #:

Confirm Batch Date:

Confirmation Code:

Pay Method:

Payment Date:

Schedule #:

Reschedule:

Effective Date:

Line Item											
IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date
2252	9 Sandy Ln	HOME	2011	EN	HUD	DC	OCEAN COUNTY, NJ	N/A	\$4,175.00	Open	07/17/2013 (mm/dd/yyyy)

[Approve This Line Item](#) |
 [Return to Maintain and Approve Voucher](#)

To approve the line item, change the SUBMISSION DATE if you like and then click the [Approve This Line Item] button. To exit without approving the item, click the [Return to Maintain and Approve Voucher] button. For descriptions of other fields on this screen, see page 19-26.

When you click the approve button, the Maintain and Approve Voucher screen is redisplayed. Notice that the LINE ITEM STATUS has been updated to **Approved** and the available links in the ACTION column have changed. Clicking the Revoke link will revoke the approval and set the status of the line item back to **Open**.

EDIT/VIEW VOUCHERS

To edit or view a voucher, you must first conduct a search to retrieve it. Click the Drawdown Search Voucher link on any Funding/Drawdown tab screen to display the Search Vouchers screen.

SEARCH VOUCHERS SCREEN

Specify as many or few search criteria as you wish to retrieve the voucher(s) to be updated or viewed:

This screen and the Search Vouchers for Approval screen shown on page 19-13 are identical except that here you can search by LINE ITEM STATUS:

Status	Definition
Open	The initial status of a voucher, assigned when it is created.
Pending HQ Approval	Applies only to CDBG Section 108 loan repayment vouchers.
Approved	Approved for submission to LOCCS.
Completed	Processed to completion by LOCCS.
Revised	All or a portion of the drawn amount has been allotted to another activity.
Rejected	Rejected by LOCCS.
Pending	Awaiting a response from LOCCS.
Canceled	An Open or Approved voucher/line item canceled by the PJ before submission to LOCCS.
Converted	An approved voucher created by the IDIS conversion process.
L-Canceled	Approved in IDIS and later canceled by LOCCS.
On Hold	Sent to LOCCS and being held in LOCCS for resubmission to Treasury.
Rescheduled	Sent to LOCCS, will be either approved or rejected at a later date.

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

Drawdown

Search Vouchers

Search Criteria

*Indicates Required Field

IDIS Voucher #: **IDIS Activity ID:** ***Activity Owner:**

Earliest Creation Date: **Line Item Status:**

(mm/dd/yyyy)

|

Results Page 1 of 1 (5 voucher line items found)

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Activity Name	Line Item Status	Drawdown Amount	Action
5581872	1	07/17/2013	2252	9 Sandy Ln	Approved	\$4,175.00	Maintain-Approve View
5581872	2	07/17/2013	2252	9 Sandy Ln	Approved	\$11,625.00	Maintain-Approve View
5581873	1	07/17/2013	2254	HOME Admin 2012	Approved	\$1,550.00	Maintain-Approve View
5581873	2	07/17/2013	2254	HOME Admin 2012	Approved	\$800.00	Maintain-Approve View
5581874	1	07/17/2013	2224	TBRA/OCBOSS #3737800182	Approved	\$4,600.00	Maintain-Approve View

On initial display, the results are sorted by IDIS VOUCHER # and LINE ITEM #. You can change the sort field and the sort order (ascending or descending) by clicking on any column header that is in blue and underlined.

Field	Description
IDIS Voucher #	The system-assigned voucher number.
Line Item #	The system-assigned line item number. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
Creation Date	The date the voucher was generated in IDIS.
IDIS Actv ID	The ID of the activity for which a draw has been requested.
Activity Name	The name of that activity.
Line Item Status	See the entry for LINE ITEM STATUS on the previous page.
Drawdown Amount	The amount of the draw request for this line item.

Select any line item from the voucher you want to process by clicking the [Maintain-Approve](#) link in the last column. The voucher maintenance screens are explained starting on the next page.

If you choose the [View](#) link, only two screens are shown (see next page and page 19-26).

MAINTAIN AND APPROVE VOUCHER SCREEN

This screen provides access to the Approve, Revoke, Revise, Cancel, and View functions for drawdowns:

Drawdown

Maintain and Approve Voucher

[Return to Search Vouchers](#)

Voucher Created For: OCEAN COUNTY, NJ	IDIS Voucher #: 5581872
Activity Owner: OCEAN COUNTY, NJ	Created By: C00063
Creation Date: 07/17/2013	

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	2252	9 Sandy Ln	HOME	2011	EN	HUD	DC	OCEAN COUNTY, NJ	N/A	\$4,175.00	Approved	07/17/2013	Revoke Revise Cancel View
2	2252	9 Sandy Ln	HOME	2012	PI	HUD	DC	OCEAN COUNTY, NJ	N/A	\$11,625.00	Approved	07/17/2013	Revoke Revise Cancel View

[Return to Search Vouchers](#)

Field	Description
Voucher Created for <i>through</i> Drawdown Amount	See pages 19-15 and 19-16.
Line Item Status	See the entry for this field on page 19-18.
Submission Date	The date the voucher was submitted to LOCCS. If the LINE ITEM STATUS is Open, this will be today's date unless the person who created the draw input a different one.
Action	<p>The links in the ACTION column for a line item depend on:</p> <ul style="list-style-type: none"> The drawdown privileges (request, approve, and/or view) assigned to your user ID. If, for example, you are only authorized to view draws, then the only Action displayed will be <u>View</u>. Whether you created the voucher. Because the user who creates a voucher cannot also approve it, the <u>Approve</u> and <u>Revoke</u> links will not be displayed for the vouchers you create. The Line Item Status displayed in the third-to-last column. Examples: the <u>Approve</u> link won't be displayed if the line item has already been approved. For most completed line items, the only links shown will be <u>Revise</u> and <u>View</u> (the <u>Cancel</u> link is also available for PI only, provided the status of the activity the PI was drawn for is Open). The <u>Revise</u> link is not displayed for some line items that have been processed as a set. Examples include a

Field	Description
	<p>collection paired with a manual payment and certain manually adjusted draws. These voucher items, referred to as "sticky" draws, must remain associated with the activities for which they were created.</p> <ul style="list-style-type: none">• If you clicked the <u>View</u> link on the previous screen, only the <u>View</u> link is listed.
Set all submission dates to <i>and</i> [Approve all Line Items]	Displayed only if you have draw approval authority and there are two or more line items with a status of Open .

The Approve function is explained starting on page 19-13. Details about the Revoke, Cancel, Revise, and View functions follow.

REVOKE APPROVAL SCREEN

Click the [Revoke](#) link for a line item to display this screen:

Drawdown

Confirm Voucher Line Item Revocation

Are you sure you want to revoke the selected voucher line item?

|

Click the [Revoke This Line Item] button to revoke approval or the [Return] button to exit without making the change.

Currently, approval must be revoked line item by line item.

CANCEL LINE ITEM SCREEN

Click the [Cancel](#) link for a line item to display this screen:

Drawdown

Confirm Voucher Line Item Cancellation

Are you sure you want to cancel the selected voucher line item?

Also reduce the activity funding by **\$11,625.00** and return the fund to **HOME DC 2012 PI** Receipt Account

[Cancel This Line Item](#) | [Return to Maintain and Approve Voucher](#)

The checkbox option is displayed only for PI line items. Check the box if you want the system to reduce the PI funded amount by the amount of the draw. Note that if PI drawn in place of EN was not explicitly committed, the activity's PI funding is increased when the voucher is created.

Click the [Cancel This Line Item] button to perform the cancellation or the [Return] button to exit without making the change.

Currently, the line items in a voucher have to be canceled one at a time.

REVISE VOUCHER LINE ITEM SCREEN

On this screen, you can update the submission date of an open or approved line item or assign all or part of an open, approved, or completed draw to a different activity.

Note: The procedure described below is not to be used to revise completed vouchers from ineligible activities to eligible activities. Funds expended on ineligible activities must instead be repaid to the Letter of Credit, as required at 92.503(b). See Chapter 22 for information about making revisions in IDIS to reflect changes in draws when funds are repaid to LOCCS.

On the Maintain and Approve Voucher screen, click the line item's Revise link to display the Revise Voucher Line Item screen:

Drawdown

Revise Voucher Line Item

|

Voucher Created For: OCEAN COUNTY, NJ
 IDIS Voucher # / Line Item #: 5434507/2
 Grant #: M-08-DC-34-0221
 Transaction Type: Payment

Activity Owner: OCEAN COUNTY, NJ
 Created By: C00960
 Approved By: C07523
 Pay To: OCEAN COUNTY, NJ

Creation Date: 06/05/2012
 Approval Date: 06/05/2012

IDIS Information

IDIS Status: Approved
Batch #: 795
Batch Date: 06/05/2012
LOCCS Control #: 900000000021359
LOCCS Status: Completed

LOCCS Confirmation Information

Confirm Batch #: 769
Confirm Batch Date: 06/06/2012
Confirmation Code: Ok
Pay Method: A
Payment Date: 06/06/2012
Schedule #: LH0559
Reschedule: N
Effective Date:

Voucher Update

Voucher Updated By: LOCCS
Date Updated: 06/06/2012
Special Remarks:

Line Item IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date
2141	OCEAN, INC. - FTHB ADMINISTRATION	HOME	2008	AD	HUD	DC	OCEAN COUNTY, NJ	N/A	\$12,000.00	Completed	06/05/2012

Revise Funds to Another Activity

IDIS Actv ID	Amount
<input type="text"/>	\$ <input type="text"/>

|

The upper section of the screen displays the same information shown on the View Voucher Line Item screen (see page 19-26).

If the LINE ITEM STATUS is open or approved, the SUBMISSION DATE may be changed.

A draw can be revised provided both activities involved in the revision have an ACTIVITY STATUS of **Open**. The activity the draw is being revised to must have sufficient funding from the same source (same source organization, recipient organization, and fund type) as the drawdown to cover the revised amount. If the funding source is not the same, you cannot revise the draw online. When this type of revision is necessary, please contact "Ask A Question" through the OneCPD Resource Exchange website at: <https://www.onecpd.info/ask-a-question/>.

In the IDIS ACTV ID field, enter the ID of the activity you want to apply the draw to. In AMOUNT, input the amount of the draw to be applied (no commas). It cannot exceed the amount of the original draw shown in DRAWDOWN AMOUNT. Click the [Save] button to make the revision.

The Maintain and Approve Voucher screen now shows a new line item for the draw that was revised and one or two new line items for the activity the draw was revised to. The original line item is shown with a status **Revised** the next time you display the voucher.

VIEW VOUCHER LINE ITEM SCREEN

Clicking the [View](#) link for a line item on the Maintain and Approve Voucher screen displays this read-only screen:

Drawdown

View Voucher Line Item

[Return to Search Vouchers](#) | [Return to View Voucher](#)

Voucher Created For: OCEAN COUNTY, NJ	IDIS Voucher # / Line Item #: 5434507/1	Grant #: M-08-DC-34-0221	Transaction Type: Payment
Activity Owner: OCEAN COUNTY, NJ	Created By: C00960	Approved By: C07523	Pay To: OCEAN COUNTY, NJ
	Creation Date: 06/05/2012	Approval Date: 06/05/2012	

<p>IDIS Information</p> <p>IDIS Status: Approved Batch #: 795 Batch Date: 06/05/2012 LOCCS Control #: 900000000021359 LOCCS Status: Completed</p>	<p>LOCCS Confirmation Information</p> <p>Confirm Batch #: 769 Confirm Batch Date: 06/06/2012 Confirmation Code: OK Pay Method: A Payment Date: 06/06/2012 Schedule #: LH0559 Reschedule: N Effective Date:</p>
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<p>Voucher Update</p> <p>Voucher Updated By: LOCCS Date Updated: 06/06/2012 Special Remarks:</p>	
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Line Item											
IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date
2157	Program Admin - Legal	HOME	2008	AD	HUD	DC	OCEAN COUNTY, NJ	N/A	\$1,223.85	Completed	06/05/2012

[Return to Search Vouchers](#) | [Return to View Voucher](#)

Field	Description
Voucher Created for	The organization for which the draw was made.
Activity Owner	The PJ.
IDIS Voucher #/Line Item #	The system-generated voucher number and line item number.
Created By	The user ID of the person who created this voucher.
Creation Date	The date the voucher was generated in IDIS.
Grant #	The grant from which the funds for this line item were drawn.
Approved By	The user ID of the person who approved this line item.
Approval Date	The date the line item was approved in IDIS.
Transaction Type	Adjustment, Collection, Manual Payment, Payment, or Receivable.
Pay To	The organization that receives the wire transfers of funds drawn down from this grant.
IDIS Information	
IDIS Status	The current status of the line item in IDIS. The statuses are: Open – The initial status of a voucher, assigned when it is created.

Field	Description
	<p>Pending HQ Approval – Applies only to CDBG Section 108 Loan repayment vouchers.</p> <p>Approved – Approved for submission to LOCCS.</p> <p>Canceled – Canceled by grantee.</p> <p>Pending – Awaiting approval by LOCCS.</p> <p>Revised – All or a portion of the drawn amount has been allotted to another activity.</p> <p>Converted - An Approved voucher created by the IDIS conversion process.</p>
Batch Number	The number of the IDIS file containing the line item. If this field is blank, the drawdown request has not yet been sent to LOCCS.
Batch Date	The date the file was sent to LOCCS. If this field is blank, the line item has not yet been sent to LOCCS.
LOCCS Control #	A process control number assigned by IDIS.
LOCCS Status	<p>The current status of this line item in LOCCS:</p> <p>Completed – Paid through LOCCS.</p> <p>Rejected – Rejected by LOCCS.</p> <p>Rescheduled - Sent to LOCCS, will be either approved or rejected at a later date.</p> <p>On Hold - Sent to LOCCS and being held in LOCCS for resubmission to Treasury.</p> <p>L-Canceled - Approved in IDIS and later canceled by LOCCS.</p>
Voucher Update	
Voucher Updated by	The ID of the user or the process (e.g., LOCCS) that last updated this line item.
Date Updated	The date the voucher was last updated.
Special Remarks	System-populated, and usually blank.
LOCCS Confirmation Information	
Confirm Batch # Confirm Batch Date Confirmation Code	Details about receipt of the IDIS drawdown file by LOCCS.
Pay Method	Definition not available.
Payment Date	The date the voucher was sent to the Treasury.
Schedule #	The number of the Treasury schedule on which the voucher appears, assigned by LOCCS.

Field	Description
Reschedule	This field is Y(es) if LOCCS resubmits a voucher to the Treasury.
Effective Date	Definition not available.
Line Item	
IDIS Actv ID	The ID of the activity for which the draw was made.
Activity Name	The name of the activity for which the draw was made.
Program	The CPD program whose grant funds were drawn.
Grant Year	The year of the grant or receipt account from which the DRAWDOWN AMOUNT was taken.
Fund Type	<p>The type of funds from which the DRAWDOWN AMOUNT was taken. For HOME:</p> <ul style="list-style-type: none"> EN Entitlement AD Administration CR CHDO Reserve CO CHDO Operating Expenses CL CHDO Loan CC CHDO Capacity Building PA Program Income for Administration PI Program Income SU Subgrant
Source Name	For entitlement grantees, HUD ; for subgrantees, the organization that provided the subgrant.
Source Type	For HOME, the fourth and fifth characters of the HOME grant number: DC (Consortium), MC (Metropolitan City), SG (State), ST (Insular Area), or UC (Urban County).
Recipient Name	The recipient of this funding source.
Prior Year	Currently not applicable to HOME draws.
Drawdown Amount	The amount drawn down from this funding source.
Line Item Status	The latest status of the line item. See the entries for IDIS STATUS and LOCCS STATUS on pages 19-26 and 19-27.
Submission Date	The date the line item was submitted to LOCCS.