

Chapter 21

CANCELLING ACTIVITIES WITH HOME DRAWS

As explained in Chapter 3, an activity is canceled in IDIS by changing the ACTIVITY STATUS on the common Edit Activity screen.

If there are no draws against an activity, you can just select **Canceled** from the ACTIVITY STATUS dropdown and click the [Save] button.

If funds have been drawn for the activity, you must first reduce the net amount of funds expended for the activity to zero before it can be canceled. To perform this step, one of the following actions must be taken:

- For ineligible activities, the HOME Final Rule at 24 CFR 92.503(b)(3) requires that PJs return the drawn amount to the account from which the funds were disbursed (i.e., the HOME Investment Trust Fund Treasury account or the HOME Treasury Trust Fund local account). Turn to Chapter 22 for instructions.
- The HOME Program permits PJs to revise draws to other HOME activities through the Maintain Voucher function (see page 18-24) only for the following reasons:
 - a) To apply repayments to ineligible activities
 - b) To reconcile expenditures after HOME funds are drawn for the wrong activities
 - c) To consolidate vouchers under a single activity when PJs mistakenly set up two or more activities for a single HOME project
 - d) To comply with the guidance in HOME *FACTS* Vol. 1, No. 4, which allows PJs to convert homebuyer activities to rental
 - e) When repaying funds to expired HOME grants. PJs must receive approval from HUD in order to repay expired Treasury funds to their local account rather than the HOME Treasury account.

PJs needing to revise HOME draws for reasons not shown above should contact "Ask A Question" through the OneCPD Resource Exchange website at:
<https://www.onecpd.info/ask-a-question/>.

Once the net drawn amount for the activity has been reduced to zero, the status can be changed to **Canceled**.

When an activity is canceled, any funds that have been committed to it through the Activity Funding option will be released automatically by IDIS. The HOME setup/completion data you have entered for the activity is not deleted, but neither is it included in reports. Nor are the HOME setup and completion edits applied to a canceled activity.