

Chapter 14

SUBFUNDS

One way a PJ's HOME grants are tracked in IDIS OnLine is by type of funds (Admin, 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 OnLine 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:

- AD** Administration
- CC** CHDO Capacity Building
- CL** CHDO Loan
- CO** CHDO Operating Expenses
- CR** CHDO Reserve
- SU** Subgrant

The AD and CR subfunds are created automatically when IDIS receives information about a new HOME grant from LOCCS. For states and entitlements, IDIS suballocates 10% of the grant to the AD subfund and 15% of the grant to the CR subfund. For Insular Areas, IDIS suballocates 15% of the grant to the AD subfund; the CR subfund is not created because Insular Areas do not have a CHDO requirement.

The programmatic limits for subfunds are:

- AD** A maximum of 10% of the grant (adjusted for ADDI*). It can be increased by 10% of receipted HOME program income.
- CC** 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** A maximum of 10% of the CR subfund. Money in the CL subfund must be subgranted to CHDOs before it can be committed to activities or drawn down.
- CO** A maximum of 5% of the formula grant amount.
- CR** 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.
- SU** No regulatory minimum or maximum.

ACCESSING THE SUBFUND FUNCTIONS

Click the Grant tab at the top of the page you are on to display the Search Grants screen. Links to the subfund functions you are authorized to access are listed on the left (and circled on the screen print below):

*For all but FY 2003, the ADDI allocation is subtracted from the grant amount before the 10% is calculated. For FY 2003, the ADDI allocation is included in the calculation.

User ID: C00063 User Role: Grantee Organization: PHOENIX - Logout	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports
	Grant					
	Search Grants					
	Search Criteria Grant Year: (tip) <input type="text" value="Select"/> State/Territory: <input type="text" value="AZ"/> Program: <input type="text" value="All"/> Grant #: (tip) <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>					
Grant - Search						
Subfund - Add - Search						
Subgrant - Add - Search						
Utilities - Home - Data Downloads - Print Page - Help						

ADD SUBFUNDS

The process of adding a subfund consists, confusingly enough, of a search screen and an add screen. The title of the search screen is Add Subfunds and the title of the add screen is Add Subfund.

ADD SUBFUNDS SCREEN

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

User ID: C00063 User Role: Grantee Organization: PHOENIX - Logout	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports
	Subfund					
	Add Subfunds					
	Search Criteria Program: <input type="text" value="All"/> Fund Type: (tip) <input type="text" value="Select"/> Grant #: (tip) <input type="text"/> Grant Year: (tip) <input type="text" value="Select"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>					
Grant - Search						
Subfund - Add - Search						
Subgrant - Add - Search						
Utilities - Home - Data Downloads - Print Page - Help						
Links - PDF Viewer - Support - CPD Home - RAMPS - HUD Home						

There are no results to display.

What you “search” for here is the *source* of funding for the subfund you want to add. For HOME, the funding source is either EN (for the CO and SU subfunds) or CR (for the CC and CL subfunds).

Search Field	Description
Program	Select HOME .
Grant Year	To limit the results to a particular grant year, select it from the dropdown.
Fund Type	EN is the source for the SU (Subgrant) and CO (CHDO Operating Expenses) subfunds. CR is the source for the CL (CHDO Loan) and CC (CHDO Capacity Building) subfunds.
Grant #	Limits the results to grant numbers starting with the text string you enter. Example: Entering m0 retrieves your HOME grants from 2000 through 2009 (provided no contradictory search criteria are input).

Click the <Search> button to run the search and display the results:

User ID: C00063
User Role: Grantee
Organization: PHOENIX
[- Logout](#)

Subfund
Add Subfunds

Grant
[- Search](#)

Subfund
[- Add](#)
[- Search](#)

Subgrant
[- Add](#)
[- Search](#)

Utilities
[- Home](#)
[- Data Downloads](#)
[- Print Page](#)
[- Help](#)

Links
[- PDF Viewer](#)

Search Criteria

Program: HOME

Fund Type: (tip) Select

Grant #: (tip)

Grant Year: (tip) 2009

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Results Page 1 of 1

<u>Grantee/PJ Name</u>	<u>Program</u>	<u>Grant Year</u>	<u>Grant #</u>	<u>Fund Type</u>	<u>Authorized Amount</u>	<u>Action</u>
PHOENIX	HOME	2009	M-09-MC-04-0228	CR	\$1,058,723.85	Add
PHOENIX	HOME	2009	M-09-MC-04-0228	EN	\$7,058,159.00	Add

The results are initially sorted by program, grant year, and fund type. You can change both the sort field and the sort order by clicking on any column header that is in blue and underlined.

Click on the [Add](#) link of the grant/fund type to be subgranted from. Select:

- **EN** to add the SU (Subgrant) or CO (CHDO Operating Expenses) subfund.
- **CR** to add the CL (CHDO Loan) or CC (CHDO Capacity Building) subfund.

The Add Subfund screen is displayed.

ADD SUBFUND SCREEN

This screen is where you specify the type of subfund you want to create and a dollar amount for it:

There are two input fields: FUND TYPE and AUTHORIZED AMOUNT FOR THIS SUBFUND.

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 second and third characters of the GRANT # displayed as a four-digit year.
Grant #	Self-explanatory.
Grant Status	Always Active .
Grant Blocked	If GRANT BLOCKED is Yes , funds cannot be drawn from this grant (you can still create a subfund from it, though).
Fund Type	Select the subfund you want to create (subfunds that already exist are not listed), then click the <Check Balance> button.
Source Fund	Identifies the funding source—EN or CR.
Minimum Authorized Amount Required	The minimum amount that may be entered in AUTHORIZED AMOUNT FOR THIS SUBFUND. Since all of the HOME subfunds that grantee users can create are optional, it is always \$0.00 on the Add screen.

Field	Description
Maximum Authorized Amount Allowed	The maximum amount that may be entered in AUTHORIZED AMOUNT FOR THIS SUBFUND. The calculation is based on HOME regulations and the amount AVAILABLE TO SUBFUND (next field).
Available to Subfund	This is the amount in the source EN or CR subfund available for subfunding.
Authorized Amount for this Subfund	Specify the amount (cents allowed) of the new subfund. It must be within the range of the minimum required and the maximum allowed.

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/VIEW SUBFUNDS

To edit or view a subfund, you must first conduct a search to retrieve it. Click the Subfund [Search](#) link on any Grant 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/view:

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	For HOME, the choices are: EN Entitlement (i.e., non-subfunded grant funds) AD Administration CC CHDO Capacity Building CO CHDO Operating Expenses SU Subgrant CR CHDO Reserve CL CHDO Loan
Grant #	Limit 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:

Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports	
User ID: C00063 User Role: Grantee Organization: PHOENIX - Logout						
Subfund Search Subfunds						
Search Criteria Program: HOME <input type="text"/> Fund Type: (tip) Select <input type="text"/> Grant #: (tip) <input type="text"/> Grant Year: (tip) 2009 <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>						
Results Page 1 of 1						
Grantee/PJ Name	Program	Grant Year	Grant #	Fund Type	Authorized Amount	Action
PHOENIX	HOME	2009	M-09-MC-04-0228	AD	\$705,815.90	Edit View
PHOENIX	HOME	2009	M-09-MC-04-0228	CR	\$1,058,723.85	Add Edit View
PHOENIX	HOME	2009	M-09-MC-04-0228	EN	\$7,058,159.00	Add View
PHOENIX	HOME	2009	M-09-MC-04-0228	SU	\$0.00	Delete Edit View

Select the subfund you want to process by clicking one of the links in the Action column.

The [Add](#) link is available only for the EN and CR fund types. Instructions for adding a subfund start on page 14-2.

The [Delete](#) link is available only when the subfund's AUTHORIZED AMOUNT is \$0.00. When you click it, you are asked to confirm the deletion. Click <OK> to delete the subfund. Otherwise click <Cancel>.

The [Edit](#) and [View](#) screens are very similar except, of course, that none of the data can be changed on the View screen. Only the Edit Subfund screen is shown here.

EDIT SUBFUND SCREEN

The only field that can be updated on this screen is AUTHORIZED AMOUNT FOR THIS SUBFUND (circled on the screen print below):

User ID: C00063
User Role: Grantee
Organization:
PHOENIX
Projects/Activities
Funding/Drawdown
Grant
Grantee/PJ
Admin
Reports

Subfund

[- Logout](#)

Grant

[- Search](#)

Subfund

[- Add](#)
[- Search](#)

Subgrant

[- Add](#)
[- Search](#)

Utilities

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Links

[- PDF Viewer](#)
[- Support](#)
[- CPD Home](#)
[- RAMPS](#)
[- HUD Home](#)

Subfund

Edit Subfund

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***Indicates Required Field**

Grantee/PJ Name: PHOENIX , AZ	Grant #: (tip) M-09-MC-04-0228
Program: (tip) HOME	Grant Status: (tip) Active
Grant Year: (tip) 2009	Grant Blocked: (tip) Yes
Fund Type: (tip) CR	

Subfund Amount	
Minimum Authorized Amount Required	\$1,058,723.85
Maximum Authorized Amount Allowed	\$6,352,323.10
Amount Available to increase Authorized Amount for this Subfund	\$5,293,599.25
Authorized Amount for this Subfund (tip)	\$ <input style="border: 1px solid red; border-radius: 50%; width: 100px;" type="text" value="1058723.85"/>
Subgranted Amount (tip)(-)	\$15,000.00
Reserved Amount (tip)	\$5,000.00
Amount Available to Reserve	\$1,043,723.85
Amount Committed to Activities (tip)(-)	\$0.00
Amount Available to Commit to Activities	\$1,043,723.85
Drawn Amount	
Drawn Amount (tip)	\$0.00
Drawdown Pending Amount (tip)	\$0.00
Returned Amount (tip)(-)	\$0.00
Net Drawn Amount	\$0.00
Available to Draw	
Current Authorized Amount for this Subfund (tip)	\$1,058,723.85
Subgranted Amount (tip)(-)	\$15,000.00
Net Drawn Amount(-)	\$0.00
Amount Available to Draw	\$1,043,723.85

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Field	Description
Grantee/PJ Name	The recipient of the grant the subfund is created from.
Program	The CPD program providing the grant used for the subfund.
Grant Year	The year of the grant the subfund was created from.

Field	Description
Fund Type	The subfund type. For HOME: AD Administration CC CHDO Capacity Building CL CHDO Loan CO CHDO Operating Expenses CR CHDO Reserve SU Subgrant
Grant #	The number of the source grant.
Grant Status	Always Active .
Grant Blocked	If GRANT BLOCKED is Yes , funds cannot be drawn from this grant (you can still add/edit subfunds, though).
Subfund Amount	
Minimum Authorized Amount Required	The minimum amount that may be entered in AUTHORIZED AMOUNT FOR THIS SUBFUND. Its calculation is based on HOME regulations and the amount of the subfund already used.
Maximum Authorized Amount Allowed	The maximum amount that may be entered in AUTHORIZED AMOUNT FOR THIS SUBFUND. Its calculation is based on HOME regulations and the next field, AMOUNT AVAILABLE TO INCREASE AUTHORIZED AMOUNT FOR THIS SUBFUND.
Amount Available to Increase Authorized Amount for this Subfund	The maximum that the AUTHORIZED AMOUNT FOR THIS SUBFUND may be increased by. Its calculation is based on the amount available for subfunding from the source fund (EN or CR).
Authorized Amount for this Subfund	The only input field on the screen, this is the total amount available to subgrant, commit, and draw down from this subfund. Enter the revised amount (not the amount of the increase or decrease). It must be within the range shown for MINIMUM AUTHORIZED AMOUNT REQUIRED and the MAXIMUM AUTHORIZED AMOUNT ALLOWED. If the authorized amount is changed to \$0.00, the subfund can be deleted when you return to the Search Subfunds screen.
Subgranted Amount	For all but CR, the amount of this subfund that has been subgranted to other organizations. For CR, it is the amount of CR subgranted plus the amount of CR subfunded.
Reserved Amount	Shown only for CR, CL, and CC, it is the subgranted amount.
Amount Available to Reserve	Shown only for CR, CL, and CC, it is equal to AUTHORIZED AMOUNT FOR THIS SUBFUND minus SUBGRANTED AMOUNT.
Amount Committed to Activities	The amount of this subfund that has been committed to activities.

Field	Description
Amount Available to Commit to Activities	Equal to AUTHORIZED AMOUNT FOR THIS SUBFUND minus SUBGRANTED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Drawn Amount	
Drawn Amount	The total amount drawn down from this subfund and processed to completion.
Drawdown Pending Amount	The total amount of approved draws awaiting a response from LOCCS.
Returned Amount	The total amount of funds drawn down from this subfund and returned to the Letter of Credit.
Net Drawn Amount	Net Drawn is equal to DRAWN AMOUNT + DRAWDOWN PENDING AMOUNT minus RETURNED AMOUNT.
Available to Draw	
Current Authorized Amount for this Subfund	The amount displayed in AUTHORIZED AMOUNT FOR THIS SUBFUND before you update it. The amounts below reflect that unchanged amount.
Subgranted Amount	Same as previous SUBGRANTED AMOUNT field.
Net Drawn Amount	Same as previous NET DRAWN AMOUNT field.
Amount Available to Draw	Equal to CURRENT AUTHORIZED AMOUNT FOR THIS SUBFUND minus SUBGRANTED 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.

Click <Save> to apply the change in the authorized amount, or <Return to Search Subfunds> to exit without saving the change. The Search Subfund screen will be displayed.