Chapter 15
SUBGRANTS

While subfunds are used in IDIS to track a HOME grant by fund type, subgrants are used to track the funds by the organizations receiving them.

ACCESSING THE SUBGRANT FUNCTIONS

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

	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports

User ID: C00063
User Role: Grantee
Organization:
KANSAS CITY

- Logout

Grant

Grant
- Search

Search Grants

Subfund
- Add
- Search

┌─ **Search Criteria** ───
Grant Year: (tip)   **State/Territory:**   **Program:**
[Select ∨]   [MO ∨]   [All ∨]

                               Grant #: (tip)
                               [   ]

Subgrant
- Add
- Search

[Search] | [Reset]

Utilities
- Home
- Data Downloads
- Print Page
- Help

Each function is explained below.

ADD SUBGRANT

The process of creating a subgrant consists of an add screen and a view screen.

ADD SUBGRANT SCREEN

Click the Subgrant Add link on any Grant screen to display the Add Subgrant screen:

Field	Description
Program	Select **HOME**.
Grant Year	Select the year of the grant that the subgrant is being created from.
Grant #	Select the correct grant number (for most grantees, only one is listed if you have filled in the previous two fields).
Fund Type	The choices for HOME are: **AD** Administration **CC** CHDO Capacity Building **CO** CHDO Operating Expenses **SU** Subgrant **CL** CHDO Loan **CR** CHDO Reserve Not all dropdown choices will be valid for all users—e.g., only states and state recipients can subgrant AD. Also, all subfund types are listed whether or not they exist.

Field	Description
Subgrant to Organization	1. Click the <Select Organization> button. 2. On the Select Organization page, enter search criteria if you wish or leave the search fields blank to display a list of all the organizations you can subgrant to. 3. Click the <Search> button. 4. To select an organization, click first on the radio button next to its name and then on the <Select> button. The Add Subgrant screen is redisplayed.
Maximum Subgrant Amount	This read-only field shows the maximum amount that may be entered in the next field, NEW SUBGRANT AMOUNT. It is based on the amount available in the source subfund. Note: If you have input all previous fields and MAXIMUM SUBGRANT AMOUNT is blank, click the <Check Balance> button.
New Subgrant Amount	Enter the amount of the subgrant. It cannot exceed the MAXIMUM SUBGRANT AMOUNT.
Banking	Change this field to **Yes** if the organization receiving the subgrant is authorized to receive drawdown payments directly from LOCCS. If you are able to change this to Yes (it isn't allowed for all organizations) but there is no banking data in LOCCS for the subgrantee, a warning message is displayed and the status of the subgrant is set to **Waiting for Banking Info**. Until the banking data is received and the subgrant status is changed to **Active**, the subgrant will not be available for committing funds via the Activity Funding function.
Show Availability	Use this search feature if you need to identify a funding source for the subgrant you are adding. Input any search criteria you like and click the <Show> button to run the search. The AMOUNT AVAILABLE TO SUBGRANT will be shown for each subfund in the search results table.

Click the <Save> button to add the subgrant and display the next screen or the <Reset> button to refresh and redisplay the add screen.

VIEW SUBGRANT SCREEN

When you click <Save> on the Add screen, the View Subgrant screen is displayed with the message "Subgrant added".

User ID: C00063 User Role: Grantee Organization: KANSAS CITY - Logout	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports

Subgrant

View Subgrant

● **Subgrant added**

[Return]

Subgrant Recipient: DESALES COMMUNITY HOUSING CORP. 2759 RUSSELL BOULEVARD ST. LOUIS, MO	**Subgrant Status:** Active
Program: (tip) HOME	**Date Awarded:** 01/23/2010
Grant Year: (tip) 2007	
Grant #: (tip) M-07-MC-29-0201	

CR Fund Type

	Amount
Authorized Amount (tip)	$125,000.00
Subgranted Amount (tip)	$0.00
Reserved Amount (tip)	$0.00
Amount Committed to Activities (tip)	$0.00
Drawn Amount (tip)	$0.00
Drawdown Pending Amount (tip)	$0.00
Returned Amount (tip)	$0.00
Net Drawn Amount	$0.00
Amount Available to Commit to Activities	$125,000.00
Amount Available to Draw	$125,000.00

[Return]

Side menu:
Grant
- Search

Subfund
- Add
- Search

Subgrant
- Add
- Search

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- PDF Viewer
- Support
- CPD Home
- RAMPS
- HUD Home

All fields are read-only. Since the subgrant has just been added, most of them are zero.

Field	Description
Subgrant Recipient	Clicking on the link here displays information about the subgrantee.
Program	The CPD program providing the grant used for the subgrant.
Grant Year	The year of the grant the subgrant was created from.
Grant #	The number of the source grant.
Subgrant Status	Either **Active** or **Waiting for Banking Info** (see entry for the BANKING field on the previous page).
Date Awarded	The date the subgrant was created in IDIS OnLine.

Field	Description
XX Fund Type	The subfund the subgrant was created from. For HOME, it is either CR (CHDO Reserve) or SU (Subgrant). *Note: The fields that are displayed next depend on whether the source subfund is CR or SU.*
Authorized Amount	*Both CR and SU*: The total amount of this subgrant available to the subgrantee to subgrant, commit to activities, and draw. Initially it is equal to the NEW SUBGRANT AMOUNT you specified on the Add screen.
Subgranted Amount	*CR Only:* The amount of this subgrant that has been subgranted.
Reserved Amount	*CR Only*: According to the online Tip, this is the same as SUBGRANTED AMOUNT.
Suballocated Amount	*SU Only*: The amount of this subgrant that has been subgranted or subfunded (note that IDIS OnLine does not yet allow for the creation of subfunds from subgrants).
Amount Committed to Activities (CR) Committed to Activities Amount (SU)	*Both CR and SU*: The amount of this subgrant that has been committed to activities.
Drawn Amount	*CR Only*: The total amount drawn down from this subgrant and processed to completion.
Drawdown Pending Amount	*CR Only*: The sum of draws against this subgrant that have been approved but not yet completed.
Returned Amount	*CR Only*: The total amount disbursed from the subgrant and later returned by the grantee to the Letter of Credit.
Net Drawn Amount	*Both CR and SU*: The net amount of this subgrant that has been drawn down. Net Drawn is equal to DRAWN AMOUNT plus DRAWDOWN PENDING AMOUNT minus RETURNED AMOUNT.
Amount Available to Subgrant	*SU Only*: The amount of this subgrant that is available to subgrant to other organizations.
Amount Available to Commit to Activities	*CR Only*: Equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Amount Available to Commit	*SU Only*: Equal to AUTHORIZED AMOUNT minus SUBALLOCATED AMOUNT minus COMMITTED TO ACTIVITIES AMOUNT.
Amount Available to Draw	*CR Only*: Equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.
Amount Available to Drawdown	*SU Only*: Equal to AUTHORIZED AMOUNT minus SUBALLOCATED AMOUNT minus NET DRAWN AMOUNT.

Click the <Return> button to display the previous screen.

EDIT/VIEW SUBGRANTS

To edit or view a subgrant, you must first conduct a search to retrieve it. Click the Subgrant Search link on any Grant screen to access the Search Subgrants screen.

SEARCH SUBGRANTS SCREEN

Enter as many or few of the following search criteria as you wish to retrieve the subgrant(s) you want to edit/view:

User ID: C00063 User Role: Grantee Organization: KANSAS CITY - Logout	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports

Subgrant

Search Subgrants

Grant
- Search

Subfund
- **Add**
- Search

Subgrant
- Add
- **Search**

Utilities
- Home
- Data Downloads
- Print Page

Search Criteria

Organization Name: (tip) [   ]

Fund Type: (tip) [Select Type ▼]

Subgrants Given: (tip) [All ▼]

Program: [All ▼]

Grant #: (tip) [   ]

Subgrant Status: (tip) [Active ▼]

Grant Year: (tip) [Select Year ▼]

[Search] | [Reset]

There are no results to display.

Search Field	Description
Organization Name	Limits the search to subgrant recipient names that contain the text string you enter.
Program	To limit the search to a particular program, select it from the dropdown.
Grant Year	To limit the search to subgrants from a particular grant year, choose it from this dropdown.
Fund Type	
Grant #	Limits the search to source grants starting with the text string you enter.
Subgrants Given	The choices are: **All** – the subgrants that the organization you are logged on as has given to and received from other organizations. **No** – the subgrants that the organization you are logged on as has received from other organizations. **Yes** – the subgrants that the organization you are logged on as has given to other organizations.
Subgrant Status	To limit the search to a particular status, select it from the dropdown. (For information about the Waiting for Banking Info status, see the entry for the Banking field on page 15-3).

Click the <SEARCH> button to run the search and display the subgrants that meet the criteria you specified:

Select the subgrant you want to process by clicking its Edit or View link in the last column of the search results table. Instructions for the edit screen follow on the next page. The view screen, displayed as part of the Add Subgrant process, is shown on page 15-4.

Note that for subgrants with an AUTHORIZED AMOUNT of $0.00 there is also a Delete link. When you click it, you are asked to confirm the deletion. Click <OK> to delete the subgrant. Otherwise click <Cancel>.

EDIT SUBGRANT SCREEN

Two fields can be updated on this screen: the subgrant amount and the banking flag.

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

User ID: C00063
User Role: Grantee
Organization: KANSAS CITY
- Logout

Subgrant

Edit Subgrant

*Indicates Required Field

Grant
- Search

Subfund
- Add
- Search

Subgrant
- Add
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Utilities
- Home
- Data Downloads
- Print Page
- Help

Program (tip)	Grant Year (tip)	Grant # (tip)	Fund Type (tip)
HOME	2008	M-08-MC-29-0201	CR

Subgrant to Organization	Current Subgrant Amount	Minimum Subgrant Amount	Maximum Subgrant Amount	*New Subgrant Amount	*Banking
BLUE HILLS HOME CORPORATION 1020 EAST 63RD STREET KANSAS CITY, MO	$372,411.66	$222,808.18	$372,411.66	$ [_____]	○ Yes ⦿ No [Update Banking Only]

[Save] | [Return to Subgrants]

Field	Description
New Subgrant Amount	Enter the new amount (not the amount of the increase or decrease) for the subgrant. It must be within the range shown for MINIMUM SUBGRANT AMOUNT and MAXIMUM SUBGRANT AMOUNT. The calculation of those two values is based on the amount available from the source subfund and the amount of the subgrant that has already been used.

If the NEW SUBGRANT AMOUNT is changed to $0.00, the subgrant can be deleted when you return to the Search Subgrants screen. |
| Banking | Change this to **Yes** if the organization receiving the subgrant is authorized to receive drawdown payments directly from LOCCS.

If you are able to change this to Yes (it isn't allowed for all organizations) but there is no banking data in LOCCS for the subgrantee, a warning message is displayed and the status of the subgrant is set to **Waiting for Banking Info**. Until the banking data is received and the subgrant status is changed to **Active**, the subgrant will not be available for committing funds via the Activity Funding function. |

The <Save> button applies your updates and displays the View Subgrant screen (see page 15-4). Click the <Return to Subgrants> button to exit without saving your changes and redisplay the Search Subgrants screen.