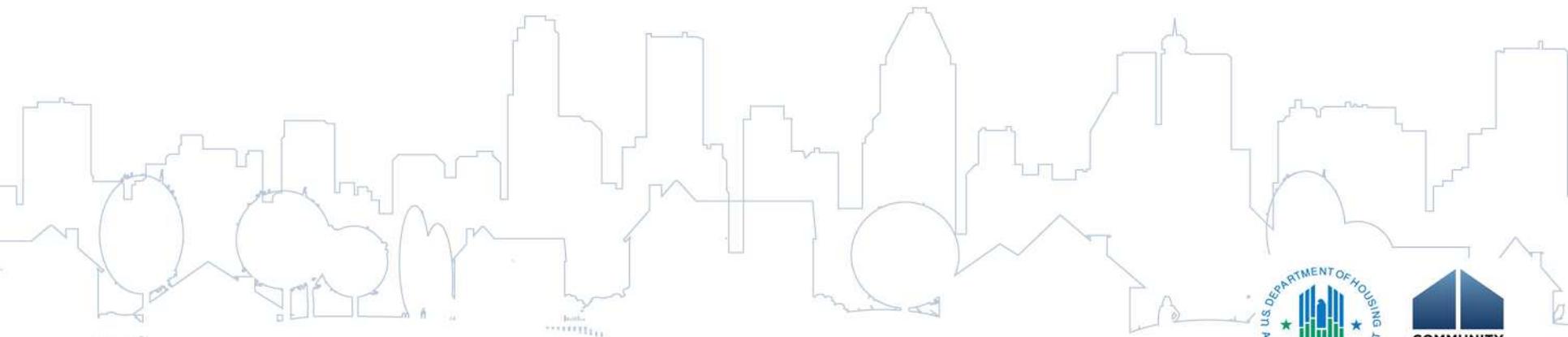


MODULE 10: ADDITIONAL DRAWDOWN TOPICS



Module Overview

- Drawdown Approval
- Drawdown Revisions
- Returning Funds to HUD



Drawdown Approval

- Process has not changed
 - Two people required for drawdown
 - One person creates drawdown
 - One person approves drawdown
- Finance person can have both create and approve privileges, but person cannot approve drawdown she created.

Drawdown Revisions

- Now requires justification
- Repayments include excessive draws, ineligible uses
- When amounts are small and can be used to satisfy immediate cash needs:
 - Net available cash out of next draw requests, just like program income
 - Use revise drawdown to move all or a portion of a drawdown to activity that will use the money.
 - “We didn’t really spend \$500 on Activity X. We actually spent \$400 on Activity X and this \$100 was used for Activity Y.”

Revision Example

- Onsite monitoring shows subrecipient received \$6,000 for ineligible use (IDIS Online #1001).
- Subrecipient remits payment to grantee.
- Grantee's next CDBG drawdown is for \$13,000 in administrative costs (IDIS #1002).
- How is this reflected in IDIS Online?

Revision Example

- Step 1: Select drawdown to revise
 - Drawdown for Ineligible Activity #1001
- Step 2: Enter amount to be revised
 - \$6,000
- Step 3: Select activity that will use cash in bank
 - Admin Activity #1002
- Step 4: Draw additional cash needed to meet obligations
 - Additional \$7,000 needed for Admin Activity #1002

Returning Funds to HUD

- Returned funds are credited as a negative draw against Activity #2: CDBG Committed Funds Adjustment
- Create Receivable Voucher
 - Identify the activities where funds should be returned to for credit
 - Use Edit Activity to cancel activity