**Topic**

This issue of HOME FACTS explains how to create HOME vouchers for Community Housing Development Organizations (CHDOs), subrecipients, and state recipients, in the Integrated Disbursement and Information System (IDIS).

**Steps for creating HOME vouchers for CHDOs, subrecipients, and State recipients in IDIS**

**NOTE:** Prior to performing the steps shown below to create a voucher and drawdown funds, the Participating Jurisdiction (PJ) must create a subgrant for the organization that will be receiving the funds from one of the following subfunds:

- CHDO Reservation (CR)
- Subrecipient (SU)
- CHDO Operating (CO)
- CHDO Loan (CL)
- Administration (AD) (this option is available for state PJs only)
- Program Income (PI)
- Program Income for Administration (PA)

Then, the PJ must commit the subgranted funds to one or more eligible HOME activities in IDIS through the Activity Funding function in IDIS.
1. Log into IDIS and click the **Funding/Drawdown** link located along the top ribbon.
2. Click the *Create Voucher* link located under the *Drawdown* section on the left side of the screen.
3. Under the **Voucher Created For** field, use the dropdown arrow button to select the organization that will receive the subgranted HOME funds. The PJ’s name (e.g., Toledo in this example) is the default entry in this field and it **MUST** be changed to the organization that is receiving the subgranted funds.
4. Enter the activity number(s) of the subgranted funds in the **IDIS Activity ID** fields. Click the **Continue** button.

**NOTE:** Although this section allows PJs to create up to 60 vouchers at the same time, please be advised that all of the activities entered must have HOME funds subgranted to the same organization **AND** have a balance of HOME funds available to draw. IDIS will not process vouchers for activities that do not meet the above criteria.
5. Enter the amount to be drawn in the **Drawdown Amount** field. The amount entered cannot exceed the amount displayed in the **Available to Draw** field that is shown on the same row. IDIS will only display the HOME funds subgranted to organization selected. Additionally, those subgranted funds must also be committed to the activity entered. In the example shown below, the PJ subgranted both CR and PI funds to a CHDO named Friendship New Vision Inc., OH and committed those funds to IDIS Activity ID 3665. Notice that the PJ is also drawing all available PI prior to disbursing funds in its HOME Treasury account, as required by the HOME regulation at 24 CFR § 92.502(c)(3).
6. Click the **Next Activity** button and enter the amounts to be drawn in the **Drawdown Amount** field for each respective activity.

**IMPORTANT NOTE:** PJ should skip **Step 6** and proceed to **Step 7** if creating vouchers for only one activity. The **Next Activity** button is enabled only for PJs that are creating vouchers for 2 or more activities for the same organization.
7. Once all vouchers have been entered, click the **Confirm Voucher** button.
8. Verify that the **Drawdown Amount** fields are accurate for each activity and click the **Generate Voucher** button.
9. IDIS will display a read-only message that states - “Voucher created successfully.”

Do you have questions?

Questions regarding creating HOME vouchers for CHDOs, subrecipients, and state recipients in IDIS OnLine should be directed to the “Ask A Question” section of the OneCPD Resource Exchange website at: https://www.onecpd.info/ask-a-question/.