



HOME FACTS - Vol. 5 No. 2, November, 2013

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.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Integrated Disbursement and Information System (IDIS) UAT

IDS version 11.5_UAT_20530 (219)

User ID: H44877
User Role: Grantee
Organization: TOLEDO
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You have 72 CDBG and 4 HOME activities that have been flagged. Click [here](#) to go to the review page.

Welcome to the
Integrated Disbursement and Information System

IDIS News

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[IDIS 11.4 Release Notes part 3 of 3](#)

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[IDIS 11.4 Release Notes part 2 of 3](#)

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[IDIS- SATURDAY AVAILABILITY](#)

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[IDIS Online Up for all Federal Holidays](#)

Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage, or destruction of information residing on Federal computers.


Warning! Your IDIS working session will time out after 20 minutes if there is no interaction with the application server. The system will provide a warning and prompt you if you need more time 3 minutes prior to the expiration of the current session.

To work with IDIS MicroStrategy Reports, you must first close any remaining MicroStrategy windows from prior sessions, and open a **new** window using the link on the IDIS Reports page.

In production, the System Admin needs to run:

```
1. On HWVAUAP221, date '+Last updated on %B %d, %Y at %R.'  
> /opt/sunone_apps81/nodeagents/hvvaup221/ins1/applications/j2ee-modules/idis/lastUpdated.txt  
2. Copy lastUpdated.txt from step 1 to  
HWVAUAP222 /opt/sunone_apps81/nodeagents/hvvaup222/ins2/applications/j2ee-modules/idis
```

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455



2. Click the *Create Voucher* link located under the *Drawdown* section on the left side of the screen.

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Community Development Systems
Integrated Disbursement & Information System (IDIS) UAT

IDIS version 11.5_UAT_20530 (4219)

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User Role: Grantee
Organization: TOLEDO
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You have 72 CDBG and 4 HOME activities that have been flagged. Click [here](#) to go to the review page.

Activity Funding

Search for Activities to Fund

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Search Criteria

Program: IDIS Project ID: Activity Status: Select ▼

Activity Name: IDIS Activity ID: *Activity Owner: TOLEDO, OH ▼

Program Year: All ▼ Grantee/PJ Activity ID:

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.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems

Integrated Disbursement & Information System (IDIS) UAT

UDS version 11.5_UAT_20530 (219)

CDIS

User ID: H44672
User Role: Grantee
Organization: TOLEDO
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Plans/Projects/Activities Funding/Drawdown Grant Grantee/PJ Admin Reports

You have 72 CDBG and 4 HOME activities that have been flagged. Click [here](#) to go to the review page.

Drawdown

Create Voucher - Page 1 of 4 (Select Activities)

Continue

* Indicates Required Field

*Voucher Created For: (tp)
Friendship New Vision, Inc., OH

Requested LOCCS Submission Date: (tp)
Select Date (mm/dd/yyyy)

BROWN DORR COLLINGWOOD DC, OH
ECONOMIC OPPORTUNITY ASSOCIATION, OH
EPILEPSY CENTER, OH
FRIENDSHIP NEW VISION, OH
Friendship New Vision, Inc., OH
HOUSING EAST REDEVELOPMENT, OH
LA GRANGE DEVELOPMENT CORP, OH
NEIGHBORHOOD HOUSING SERVICES (OF TOLEDO), OH
NEIGHBORHOODS IN PARTNERSHIP, OH
NORTH RIVER DEVELOPMENT CORP, OH
NORTH RIVER DEVELOPMENT CORPORATION (NRDC), OH
OTTAWA COMMUNITY DEVELOPMENT CORP., OH
PREFERRED PROPERTIES, OH
ROOSEVELT REVITALIZATION AND DEVELOPMENT CORP., OH
ST. PAULS SENIOR CITIZEN PROJECT, OH
TOLEDO, OH
TOLEDO CENTRAL CITY NEIGHBORHOODS, OH
TOLEDO OLDE TOWNE COMMUNITY, OH
Toledo Community Development Corporation, OH
Toledo Community Development Corporation, OH
United North, OH
VIVA SOUTH CINC, OH
WARREN SHERMAN AREA COUNCIL, OH

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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.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems

Integrated Disbursement & Information System (IDIS)

UAT

CDIS

User ID: H44877

User Role: Grantee

Organization: TOLEDO

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Drawdown

Create Voucher - Page 1 of 4 (Select Activities)

Continue

* Indicates Required Field

*Voucher Created For: [\(tip\)](#)

Friendship New Vision, Inc., OH

Requested LOCCS Submission Date: [\(tip\)](#)

Select Date (mm/dd/yyyy)

*Activity Owner: [\(tip\)](#)

TOLEDO, OH

*IDIS Activity ID

3670 3665

Search for Activities

Reset

Continue

- 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).

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Community Development Systems

Integrated Disbursement & Information System (IDIS) **UAT**

User ID: 1144072

User Role: Grantee

Organization: TOLEDO

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You have 72 CDBG and 4 HOME activities that have been flagged. Click [here](#) to go to the review page.

Drawdown

Create Voucher Page 2 of 4 (Drawdown Amounts)

Return to Select Activities

Confirm Voucher

Cancel Voucher

Activity 1 of 2

IDIS Activity ID: 3665

Activity Name: CH-19YR-02 (833 Burke Glen)

Voucher Created For: Friendship New Vision, Inc., OH

Grantee/PJ Activity ID:

Activity Owner: TOLEDO, OH

Available Drawdown Amounts for This Activity

Recipient Name	Program	Fund Type	Source Name	Source Type	Prior Year	Funded Amount	Available to Draw	Drawdown Amount
Friendship New Vision, Inc., OH	HOME	CR	TOLEDO, OH	MC	N/A	\$52,042.91	\$4,994.91	\$ 0
Friendship New Vision, Inc., OH	HOME	PI	TOLEDO, OH	MC	N/A	\$100,000.00	\$100,000.00	\$ 100000

Progress by Activity ID

Entered: Not Entered: 3665 (#1), 3670 (#2)

Invalid:

Return to Select Activities

Confirm Voucher

Cancel Voucher

- 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.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems

Integrated Disbursement & Information System (IDIS) **UAT**

IDIS version 11-5_UAT_20530 (219)

CDS

User ID: H44872

User Role: Grantee

Organization: TOLEDO

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Reports

You have 72 CDBG and 4 HOME activities that have been flagged. Click [here](#) to go to the review page.

Drawdown

Create Voucher - Page 2 of 4 (Drawdown Amounts)

Return to Select Activities

Confirm Voucher

Cancel Voucher

Activity 1 of 2

IDIS Activity ID: 3665

Activity Name: CH-19YR-02 (833 Burke Glen)

Voucher Created For: Friendship New Vision, Inc., OH

Grantee/PJ Activity ID:

Activity Owner: TOLEDO, OH

Available Drawdown Amounts for This Activity

Recipient Name	Program	Fund Type	Source Name	Source Type	Prior Year	Funded Amount	Available to Draw	Drawdown Amount
Friendship New Vision, Inc., OH	HOME	CR	TOLEDO, OH	MC	N/A	\$52,042.91	\$4,994.91	\$ 0
Friendship New Vision, Inc., OH	HOME	PJ	TOLEDO, OH	MC	N/A	\$100,000.00	\$100,000.00	\$ 100000

Progress by Activity ID

Entered: Not Entered: 3665 (#1), 3670 (#2)

Invalid:

Previous Activity

Next Activity

Return to Select Activities

Confirm Voucher

Cancel Voucher

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7. Once all vouchers have been entered, click the **Confirm Voucher** button.

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Integrated Disbursement & Information System (IDIS) **UAT**

IDIS version 11.5_UAT_20530 (t218)

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You have 72 CDBG and 4 HOME activities that have been flagged. Click [here](#) to go to the review page.

Drawdown

Create Voucher - Page 2 of 4 (Drawdown Amounts)

[Return to Select Activities](#) | [Confirm Voucher](#) | [Cancel Voucher](#)

Activity 2 of 2

IDIS Activity ID: 3670
Activity Name: CH19VR-01 (1024 Broer)

Voucher Created For: Friendship New Vision, Inc., OH
Grantee/PJ Activity ID:

Activity Owner: TOLEDO, OH

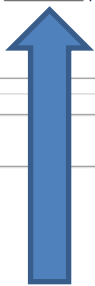
Available Drawdown Amounts for This Activity

Recipient Name	Program	Fund Type	Source Name	Source Type	Prior Year	Funded Amount	Available to Draw	Drawdown Amount
Friendship New Vision, Inc., OH	HOME	CR	TOLEDO, OH	MC	N/A	\$49,000.00	\$6,849.00	\$ 5000

[Confirm Voucher](#) | [Previous Activity](#) | [Next Activity](#)

Progress by Activity ID
Entered: 3665 (#1)
Not Entered: 3670 (#2)
Invalid:

[Return to Select Activities](#) | [Confirm Voucher](#) | [Cancel Voucher](#)



- Verify that the **Drawdown Amount** fields are accurate for each activity and click the **Generate Voucher** button.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Integrated Disbursement & Information System (IDIS) UAT

IOIS version 11.5_UAT_20530 (1219)

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You have 72 CDBG and 4 HOME activities that have been flagged. Click [here](#) to go to the review page.

Drawdown

Create Voucher - Page 3 of 4 (Confirmation)

Click "Generate Voucher" to complete voucher creation

[Generate Voucher](#) | [Cancel Voucher](#)

Voucher Created For:
Friendship New Vision, Inc., OH


Requested LOCCS Submission Date:
[Select Date](#)
(mm/dd/yyyy)

Activity Owner:
TOLEDO, OH

Voucher Line Items

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	3665	CH-19YR-02 (833 Burke Glen)	HOME	2012	PI	TOLEDO, OH	MC	Friendship New Vision, Inc., OH	N/A	\$100,000.00
2	3670	CH19YR-01 (1024 Broer)	HOME	2011	CR	TOLEDO, OH	MC	Friendship New Vision, Inc., OH	N/A	\$5,000.00
										Total
										\$105,000.00

[Generate Voucher](#) | [Cancel Voucher](#)



9. IDIS will display a read-only message that states - "Voucher created successfully."

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Community Development Systems
Integrated Disbursement & Information System (IDIS) UAT

UDIS version 11.0_UA1_00000 (1219)

User ID: H44872
User Role: Grantor
Organization: TOLEDO
Logout

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

You have 72 CDBG and 4 HOME activities that have been flagged. Click [here](#) to go to the review page.

Drawdown

Create Voucher - Page 5 of 5 (View)

- Voucher created successfully

Return to Create Voucher

Voucher Created For: Friendship New Vision, Inc., OH
Activity Owner: TOLEDO, OH
Requested OCCS Submission Date:

IDIS Voucher #: 5530905
Created By: H44872
Creation Date: 02/26/2013

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	3665 CH-19YR-02 (833 Burke Glen)		HOME	2012	PI	TOLEDO, OH	MC	Friendship New Vision, Inc., OH	N/A	\$100,000.00
2	3670 CH19YR-01 (1024 Broer)		HOME	2011	CR	TOLEDO, OH	MC	Friendship New Vision, Inc., OH	N/A	\$5,000.00
Total										\$105,000.00

Return to Create Voucher

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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/>.