IDIS for CDBG Entitlements:
Activity Processing

U.S. Department of Housing and Urban Development

PREFACE

Purpose

This manual explains how to set up, fund, draw funds, and report accomplishments for CDBG activities in IDIS.

Contents

Chapter 1 is a brief overview of major IDIS functions. It provides a context for the setup and completion of CDBG-funded activities.

The next two chapters explain how to set up a CDBG activity. Chapter 2 covers the first four setup screens for all IDIS activities (the "Common Path") and Chapter 3 addresses the CDBG-specific setup screens.

Chapter 4 describes the activity funding process.

Chapter 5 explains how to draw down funds.

Chapter 6 shows how to access an activity for update.

Chapter 7 describes the processes of CDBG accomplishment reporting and activity completion.

Chapters 8 through 12 give detailed instructions on reporting accomplishments and performance measurement indicators for CDBG area benefit (LMA), limited clientele benefit (LMC), low/mod housing benefit (LMH), low/mod job creation and retention (LMJ), slum/blight (SBA, SBR, SBS), and urgent need (URG) activities.

Chapter 13 explains how to generate and download IDIS reports.

Supporting material is provided in the appendices.

Intended Audience

This manual is intended for people who are already familiar with CDBG entitlement rules and regulations. It is not a regulatory or policy training guide, and assumes that users have acquired that knowledge from other training and/or experience.

Additional IDIS Resources

- IDIS website at www. hud.gov/offices/cpd/systems/idis/index.cfm
- CPD website at www.hud.gov/offices/cpd/communitydevelopment/programs/
- IDIS Reference Manual (click the Library link on the IDIS website)
- IDIS Technical Assistance Unit (TAU) at 877-483-8282

Table of Contents

Table of Contents

Table of Contents

Table of Contents

Chapter 1
AN OVERVIEW OF IDIS

The Integrated Disbursement and Information System (IDIS) is the management information system used by the four CPD formula programs: CDBG, ESG (Emergency Shelter Grants), HOME, and HOPWA (Housing for Persons with AIDS).

As its name suggests, IDIS serves two major purposes. Grantees use the system to track and draw down CPD funds and program income (the disbursement side of IDIS) and to record the results of CPD-funded activities (the information side).

HUD uses the data grantees provide in IDIS to report on the performance of the CPD formula programs to Congress and other program stakeholders.

IDIS COMPONENTS

The basic components of IDIS are:

> Grants, Subfunds, and Subgrants
> Consolidated Plan/Annual Action Plan
> Projects
> Activity Setup
> Activity Funding
> Drawdowns
> Accomplishment Reporting
> Reports
> Security and Data Access

Each is described below.

Grants, Subfunds, and Subgrants

Entitlement grantees receive a formula grant on an annual basis from the CDBG program. Information about each CDBG grant is sent to IDIS from LOCCS (Line of Credit Control System), including a grant number, an amount, and an obligation date. The grant number identifies the grantee. The amount is the current amount of the grant and is affected by formula allocation, reallocations, and deobligations. The obligation date is used to track the timeliness of grant expenditures.

Subfunds and subgrants are IDIS features not widely used by CDBG grantees. Subfunding allow grantees to earmark and track grant funds by *specific use*—e.g., administration and subgrants. Subgranting allows grantees to earmark and track grant funds by *specific organization*—e.g., any organization receiving CDBG entitlement funds to carry out an activity.

Consolidated Plan and Action Plan

Each year, a CPD formula grantee creates either a Consolidated Plan or an Action Plan (the section of the Consolidated Plan that is updated and submitted to HUD annually). In the Plan, the grantee identifies community needs, resources, and priorities, and describes the projects to be undertaken with CDBG, HOME, ESG, and/or HOPWA funds in the upcoming year.

Projects

As stated above, the Action Plan includes a list of projects that the grantee proposes to carry out with CPD funds. These projects are high-level descriptions of what the grantee intends to accomplish over the next year. Information about each project, such as name, description, estimated budget, and expected accomplishments, is either uploaded into IDIS or input directly into the system by the grantee. Projects also serve as the chief mechanism for organizing and tracking related activities in IDIS.

Activity Setup

Each activity in IDIS is set up under one of the projects in an Action Plan. It is at the activity level that grantees supply HUD with details about the work they will carry out to meet project goals. Information entered at setup includes the activity name, location, estimated cost, proposed accomplishments, and program-specific data.

Activity Funding

An activity must be funded before draws can be made for the activity. CDBG funds can be committed to an activity only if all required CDBG setup information has been entered.

A single activity may be funded by multiple CPD programs, provided the setup data required by each of the funding programs has been entered.

Drawdowns

Drawdowns may be made for an activity after it has been funded. The total amount drawn down cannot exceed the funded amount.

Accomplishment Reporting and Activity Completion

Proposed accomplishments for a CDBG activity are reported at activity setup. Actual accomplishments are provided for each program year the activity is underway. Upon completion of an activity, its status is updated to "complete." IDIS permits the update only after performing several edits to ensure that all required data has been entered. Before marking the activity as complete, IDIS releases all undrawn funds that were committed to the activity, and sets both the activity estimated amount and the funded amount equal to the amount disbursed.

Reports

IDIS offers numerous reports to grantees, including program year, activity, and financial reports. Some of them, such as the Grantee Performance Report (PR03), Summary of Accomplishments (PR23), and Performance Measures Report (PR83), are specific to CDBG.

Security

IDIS enforces two types of security. The first type controls the IDIS functions that a user may perform. Some of the IDIS functions controlled by user ID are set up activity, revise activity, create drawdown, approve drawdown, and run reports. The second type of security controls a user's access to IDIS data by grantee and by CPD program. A user might, for example, have access to his/her organization's data for all CPD programs in IDIS (currently CDBG, ESG, HOME, and HOPWA), or be limited to accessing CDBG data only. Additionally, a user may be given access to the data for more than one grantee. That user's security profile can be different for each grantee.

THE IDIS MAIN MENU

All IDIS functions are accessed from the Main Menu:

```
11/05/07      THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM   C04MM01
10:16:31


                           MAIN MENU

                     A   SET UP ACTIVITY
                     B   REVISE ACTIVITY
                     C   VIEW ACTIVITY
                     D   DRAWDOWN MENU
                     E   REPORTS MENU
                     F   UTILITIES MENU
                     G   SUBGRANT & SUBFUND MENU
                     H   RECEIPTS MENU
                     I   ACTIVITY FUNDING MENU
                     J   PLAN/PROJECT MENU
                     K   GO TO MENU
                     L   IDIS NEWS MENU
                     X   EXIT IDIS



    TYPE SELECTION AND PRESS ENTER   _ 00
```

Select Option...	To...
A SET UP ACTIVITY	Create a new activity.
B REVISE ACTIVITY	• Complete the setup of an activity. • Update or correct previously entered information. • Enter accomplishment data for an activity. • Change the status of an activity to "complete" or "cancelled."
C VIEW ACTIVITY	View an activity when you do not wish (or are not authorized) to edit the data.
D DRAWDOWN MENU	• Create and maintain drawdown vouchers. • View activity funding details. • View grant information.
E REPORTS MENU	Generate and download IDIS reports and data extracts.
F UTILITIES MENU	Perform system administration functions, such as updating a user's security profile or adding a new organization to IDIS. Access to these functions is restricted to the IDIS system administrator, designated Field Office personnel, and local IDIS administrators.
G SUBGRANT AND SUBFUND MENU	Create and maintain IDIS subfunds (e.g., Administration, Technical Assistance, and Subgrant) and subgrants of funds to other organizations.
H RECEIPTS MENU	Receipt and track program income (PI) and revolving loan (RL) funds in IDIS. Once receipted, PI and RL can be used for activity funding and drawdowns.

Select Option...	To...
I ACTIVITY FUNDING MENU	Commit funds to activities. Funds are committed by fund type, which for CDBG entitlements can include: AD - Administration EN - Entitlement PI - Program Income RL - Revolving Loan Fund SU - Subgrant
J PLAN/PROJECT MENU	• Verify information uploaded from your organization's Consolidated Plan/Action Plan. • Add or update plan year information. • Add and revise projects.
K GO TO MENU	Skip some of the Common Path screens when updating an activity.
L IDIS NEWS MENU	Review archived news messages. New messages are automatically displayed when you log on to IDIS.
X EXIT IDIS	Exit the system. Always use this option to end your session. Otherwise, you may still be logged on to IDIS when you disconnect from the Internet.

SCREEN NAVIGATION

The keyboard commands used to navigate a mainframe system like IDIS are very different from those used for PC and Internet applications. Navigation keys used on the IDIS screens are reviewed below.

Moving the Cursor

The input fields on IDIS screens are displayed in green. Fields colored blue—and all other areas of the screen—are protected from input. To move the cursor from one input field to another and automatically skip over the protected areas, use the following keys:

Key	Function
<Tab>	Moves the cursor forward to the next input field. If the data you enter completely fills a field, the cursor automatically moves to the next input field.
<Shift + Tab>	Moves the cursor back to the previous input field.
<Space bar>	Deletes input data one character at a time.
<End>	Within a field, deletes input from where the cursor is positioned to the end of the field.
<Home>	Moves the cursor to the first input field on the screen.

Do not use the <Enter> key to move from field to field; IDIS interprets <Enter> as a request to communicate information to the mainframe.

The <Enter> Key

Pressing <Enter> first validates your input. If no errors are found, it then saves the data and displays the next screen. Otherwise, the current screen is redisplayed with the first field in error highlighted in red. All errors must be corrected before you can proceed to the next screen.

Function Keys

At the bottom of each screen is a row showing the function keys in effect on that screen. The most frequently used function keys are described below; others are discussed in the context of the screens where they are used.

Key	Function
F1 = HELP	Displays a help screen (if one is available) for the field in which the cursor is positioned.
F3 = VALDT	Validates your input and redisplays the current screen. Fields containing errors and required fields that have been left blank are highlighted in red, and must be corrected before you can proceed to the next screen.
F4 = MAIN MENU	Displays the IDIS Main Menu without saving data input on the current screen. *Caution!* If you press <F4> without pressing <F9>, any data you have entered on the current screen will be lost.
F5 = PROJ INFO	Displays the Project Information screen for the current project.
F7 = PREV	Displays the previous screen without saving data input on the current screen. *Caution!* If you press <F7> without pressing <F9>, any data you have entered on the current screen will be lost.
F8 = NEXT	Displays the next screen without saving data input on the current screen. *Caution!* If you press <F8> without pressing <F9>, any data you have entered on the current screen will be lost.
F9 = SAVE	Validates your input, saves the data, and redisplays the current screen.
F17 = UP	Scrolls up (back) through data that cannot all be displayed on one screen. On most keyboards, <Shift + F5> is equivalent to <F17>.
F18 = DOWN	Scrolls down (forward) through data that cannot all be displayed on one screen. On most keyboards, <Shift + F6> is equivalent to <F18>.

Chapter 2
THE COMMON PATH FOR CDBG ACTIVITIES

The Common Path consists of four screens that must be completed for every IDIS activity. They are the first screens displayed when you set up a new activity or update an existing one. Each of the four CPD programs has its own requirements for these screens. This chapter provides guidance on how to complete them for CDBG-funded activities.

SETUP ACTIVITY (C04MA01)

When you choose Main Menu option **A**, Set Up Activity, and press <Enter>, the first of four Common Path screens is displayed:

```
11/05/07  10:17              SETUP  ACTIVITY                     C04MA01
CURRENT OWNER:   BURLINGTON
CPS PROJECT NUMBER:   _____        PROGRAM YEAR:  _____

PROJECT TITLE:   _____

GRANTEE ACTIVITY NBR:  _____     HUD ACTIVITY NBR:  _____


ACTIVITY NAME:   _____

ADDRESS/LOCATION:  _____
                   _____
                   _____
        LOCALITY:  _____    STATE:  __   ZIP:  _____ - ____

DESCRIPTION:   _____
               _____
               _____



 F1 = OWNER HELP  F2 = PROJ HELP  F3 = VALDT    F4 = MAIN MENU
 F5 = PROJ INFO   F8 = NEXT       F9 = SAVE
```

Note the CPS PROJECT NUMBER and PROGRAM YEAR fields at the top of the screen. Every activity in IDIS must be set up under a project that has either been uploaded or manually input into IDIS. For instructions on entering and updating projects, see Appendix K.

Field	Description
CURRENT OWNER	If the name of the entitlement grantee who "owns" the Action Plan project that the activity will be set up under is not shown in this field, press <F1> to display the Activity Owner List screen. Select the correct grantee and press <Enter> to return to the MA01 screen.
CPS PROJECT NUMBER and PROGRAM YEAR	Enter the project number and program year if you know them. Otherwise, with the cursor in the CPS PROJECT NUMBER field, press <F2> to display and select from a list of your projects by program year.
PROJECT TITLE	This is a protected field. The name of the project you have selected is not displayed until you validate or save your data.

Field	Description
GRANTEE ACTIVITY NBR	This field is optional. If you wish to assign your own identifier to an activity, enter it here.
HUD ACTIVITY NBR	This is a protected field. After you save your input, IDIS generates a number that uniquely identifies the activity and displays it in this field. Because knowing the HUD ACTIVITY NUMBER is the easiest way to navigate IDIS, many grantees keep a log of IDIS activity IDs. The PR02 and PR08 reports are also helpful in identifying activity IDs.
ACTIVITY NAME	This is a required field. Enter a name for the activity, following the naming conventions your organization has established. For the sake of privacy, do not use the names of assisted persons or households as the ACTIVITY NAME.
ADDRESS/LOCATION, LOCALITY, STATE, ZIP	For all but administrative activities, specify the activity's physical location in the Address/Location field. Do not use P.O. boxes. For administrative activities, enter the address of the organization administering the activity. A full address is required before CDBG funds can be committed to the activity.
DESCRIPTION	Enter a brief description of the activity that includes how the CDBG funds will be used and who will benefit. This field is required before the activity can be funded.

When you are finished, press <Enter> to save your data and display the next screen.

Common Mistakes

ACTIVITY NAME

Because this field appears on numerous IDIS reports, do not include any personal information (such as beneficiary name) as part of the ACTIVITY NAME. This error is especially common in the names of housing rehab activities.

ADDRESS/LOCATION, LOCALITY, STATE, ZIP

Except for administrative activities, do not enter the address of the organization administering the activity. Provide the address of where the activity is being carried out (no P.O. boxes).

Additional Function Keys

These additional function keys are available on the MA01 screen:

Key	Function
F1 = OWNER HELP	Used only by subgrantees, Field Office representatives, and Headquarters staff to display the Activity Owner selection screen.
F2 = PROJ HELP	Lists the projects belonging to the grantee displayed in the CURRENT OWNER field.

PROCESS ACTIVITY (C04MA03)

On this screen, you will enter information about the purpose of the activity:

```
11/05/07  10:18              PROCESS ACTIVITY                    C04MA03

PROJECT TITLE:   RENTAL REHABILITATION

GRANTEE ACTIVITY NBR: CDBG07-163           HUD ACTIVITY NBR:  000000005452

ACTIVITY NAME:  CARLISLE APARTMENTS REHAB

HUD MATRIX CODE: ___


IS THE PURPOSE OF THIS ACTIVITY TO:
  HELP PREVENT HOMELESSNESS? (Y/N):  N
          HELP THE HOMELESS? (Y/N):  N
   HELP THOSE WITH HIV/AIDS? (Y/N):  N
    PRIMARILY HELP PERSONS WITH DISABILITIES? (Y/N):   _
GENERATE PROGRAM INCOME? (Y/N): _    INITIAL FUNDING DATE: __ / __ / ____


ENVIRONMENTAL ASSESSMENT CODE:  _
WILL ANOTHER ENTITY OR CHDO HAVE ACCESS TO THE ACTIVITY? (Y/N):        N
THIS ACTIVITY IS SET UP FOR:

F1 = HELP   F3 = VALDT   F4 = MAIN MENU   F5 = PROJ INFO
F7 = PREV   F8 = NEXT    F9 = SAVE
```

Field	Description
PROJECT TITLE GRANTEE ACTIVITY NBR HUD ACTIVITY NBR ACTIVITY NAME	These read-only fields identify the activity you are processing. They are populated with information from the previous screen.
HUD MATRIX CODE	This required field is one of the most critical data items you will enter when setting up a CDBG activity.

The matrix code, along with the national objective you will specify for the activity, identify the purpose and eligibility of the assistance being provided. Together, they determine the type of accomplishments that you will report.

For the accomplishment data you report in IDIS to be accurate and useful, it is very important that you assign the most appropriate and most specific matrix code to each activity. Information to assist you in making the correct selection is provided in:

• Appendix A – definitions of CDBG matrix codes

• Appendix B – definitions of CDBG national objectives

• Appendix C – valid matrix code/national objective/accomplishment type combinations

• the "Common Mistakes" section at the end of this table

If you are still unsure about which matrix code to assign to an activity after reviewing this material, your CPD Field Office representative can help you. |

Field	Description
	The HUD MATRIX CODE is initially populated with the code that was assigned to the project you chose on the previous screen. If it is not the most appropriate code for the activity, change it here.
	Example: Suppose you are setting up an activity that will provide legal aid to LMI persons. The matrix code of the project the activity is being set up under is 05, the code for general public services, and is displayed in the HUD MATRIX CODE field. You should change the code from 05 to 05C, Legal Services.
	To display a list of matrix codes and names, position the cursor in this field and press <F1>. Page forward through the screens with <F18> (Shift + F6); page back with <F17> (Shift + F5). Tab to the code you want to select and type **X**. Press <Enter> to redisplay the MA03 screen.

IS THE PURPOSE OF THIS ACTIVITY TO:
 	
  HELP PREVENT HOMELESSNESS?
 	
  HELP THE HOMELESS?
 	
  HELP THOSE WITH HIV/AIDS?
 	
  PRIMARILY HELP PERSONS WITH DISABILITIES?
	As with the HUD MATRIX CODE, these fields may already be populated with project-level data. Change any of the answers that are not correct for this activity.
	
	Enter **Y** or **N** in each field, as appropriate.
	
	Note: Some grantees answer no to these questions when the answer ought to be yes, just to avoid having to input performance measurement information. Please do not do this: it affects reports on CDBG program performance.

GENERATE PROGRAM INCOME?	This field is required before the activity can be funded. Enter **Y** if the activity will generate program income or **N** if it will not.
INITIAL FUNDING DATE	This protected field shows the date that funds were first committed to the activity through Main Menu option I, Activity Funding. Until the activity has been funded, the INITIAL FUNDING DATE is blank.

ENVIRONMENTAL ASSESSMENT CODE	This field is required before the activity can be funded. Valid codes are:
	
	  A Exempt
	  C Complete
	  D Underway
	
	An F1 help screen is available for this field.

WILL ANOTHER ENTITY OR CHDO HAVE ACCESS TO THE ACTIVITY? (Y/N) THIS ACTIVITY IS SET UP FOR	To give another organization online access to the activity, type **Y** and press <Enter> to display the Sub Recipient List screen. <Tab> to the name of the organization you want to select, type **X**, and press <Enter>. The MA03 screen is redisplayed showing the name you selected in THIS ACTIVITY IS SET UP FOR. Staff at that organization who have an IDIS logon ID will now be able to revise, fund, cancel, or complete the activity. Otherwise, leave the WILL ANOTHER ENTITY… field at its default value of **N**.

When you are finished, press <Enter> to save your data and display the next screen.

Common Mistakes

HUD MATRIX CODE

Follow these guidelines to avoid the most common mistakes made in assigning matrix codes:

- 03 - Public Facilities and Improvements (Other)
  05 - Public Services (Other)

  Do <u>not</u> use these codes unless an activity does not fall under a more specific 03* or 05* code. Misuse of these two codes is so widespread, and its effects on reports to Congress and other program stakeholders so detrimental, that HUD Headquarters may contact you about activities that have been assigned a matrix code of 03 or 05.

- 05R - Homeownership Assistance (not direct)
  13 - Homeownership Assistance (direct)

  Do <u>not</u> use either of these codes for activities that provide housing counseling only. Use code 05U, Housing Counseling, instead.

  Housing counseling that is provided as part of a 05R or 13 activity is an allowable expense for that activity. For a 05R activity, you will report the number of households that received downpayment assistance and, of those, the number that received housing counseling. For a 13 activity, you will report the number of households receiving direct financial assistance and, of those, the number receiving housing counseling.

- 14H - Rehab Administration

  Do <u>not</u> use this code for costs that are unrelated to running a rehab program, such as tenant/landlord counseling, planning and development of a research study on foreclosure, etc. Assign 14H only for delivery costs associated with actual rehabilitation activities.

- 18A - Economic Development: Direct Financial Assistance to For-Profits
  18C - Economic Development: Micro-Enterprise Assistance

  Set up a separate activity for each business receiving direct economic development assistance under 18A or 18C. If more than one business is reported in a single activity, HUD cannot determine if each business has met a national objective.

  See 570.208(a)(4)(vi) for the rare exceptions to this rule.

SETUP ACTIVITY (C04MA04)

This screen serves two purposes. The top third displays the current status of an activity and is where you update the status to Complete or Cancelled. The rest of the screen is for input of annual accomplishment data.

```
11/05/07   10:19                SETUP  ACTIVITY                     C04MA04

GRANTEE ACTIVITY NBR: CDBG07-163          HUD ACTIVITY NBR:  000000005452

ACTIVITY NAME:  CARLISLE APARTMENTS REHAB
ACTIVITY STATUS CODE: 4 FUNDS BUDGETED    COMPLETION DATE: __ / __ / ____

ACCOMPLISHMENTS FOR THIS ACTIVITY REPORTED AT ANOTHER ACTIVITY (Y/N): N
ACCOMPLISHMENT DATA:                       REPORT YEAR: 2007
        TYPE                                     UNITS
PROPOSED  __                                   _____
ACTUAL    __                                   _____

ACCOMPLISHMENTS NARRATIVE:
      _____
      _____
      _____
      _____
      _____
      _____
      _____


F1 = HELP  F3 = VALD  F4 = MAIN  F5 = PROJ INFO  F7 = PRV  F8 = NXT F9 = SAVE
F10 = MA09  F11 = INSRT  F13 = DELET  F14 = UPD LG NARR  F17 = BACK F18 = FWD
```

Activity Status Data

Field	Description
GRANTEE ACTIVITY NBR HUD ACTIVITY NBR ACTIVITY NAME	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen.
ACTIVITY STATUS CODE	This field is required. The valid status codes are: **1** Cancelled **2** Complete **3** Underway **4** Funds Budgeted IDIS automatically assigns a status of 4-Funds Budgeted to a new activity, and changes it to 3-Underway after the first draw is made. An activity may be cancelled at any time. To do so, type **1** and press <F9>. Guidance on when to update the status code to 2-Complete is provided on page 7-5.
COMPLETION DATE	IDIS automatically assigns the current date to this field when you change the ACTIVITY STATUS CODE to 1-Cancelled or 2-Complete. The completion date of a cancelled activity cannot be changed. Instructions for changing the system-assigned date for a completed activity are provided on page 7-5.

Accomplishments Data

This portion of the MA04 screen is completed for all CDBG activities except those which do not have accomplishments to report (e.g., planning and administrative activities, repayment of Section 108 loans). Accomplishments are entered by program year, called REPORT YEAR on this screen.

Both proposed and actual accomplishments are reported on this screen. At activity setup, input proposed accomplishments only.

Field	Description
ACCOMPLISHMENTS FOR THIS ACTIVITY REPORTED AT ANOTHER ACTIVITY (Y/N)	Change this field to **Y** if proposed accomplishments for the activity (usually a service delivery costs activity) are reported under another activity. If you change the field to **Y,** do not input proposed or actual accomplishment data on this or any other CDBG screen for the activity.
REPORT YEAR	REPORT YEAR (usually called "program year" or "plan year") is the year that you are reporting accomplishments for. The first time MA04 is displayed for an activity, REPORT YEAR is set to the program year of the project under which the activity was set up. This may or may not be correct. To change it, type over the year that is displayed.
PROPOSED ACCOMPLISHMENTS: TYPE	Assign the proposed ACCOMPLISHMENT TYPE code based on the matrix code and national objective of the activity (see Appendix C). This field must be filled in before you will be allowed to fund the activity. The valid type codes are: 01 People 10 Housing Units 04 Households 11 Public Facilities 08 Businesses 13 Jobs 09 Organizations An <F1> help screen is available for this field.
PROPOSED ACCOMPLISHMENTS: UNITS	Enter the number of {TYPE} expected to benefit from the activity. *For multi-year activities:* In the year the activity is set up, report the <u>total</u> number expected to benefit. If that number increases in subsequent years, use <F11> to report the number of additional proposed units—and only the additional units—in the year the increase was identified.
ACTUAL ACCOMPLISHMENTS	Actual accomplishments are not input at activity setup. Instructions for entering the actual TYPE, UNITS, and ACCOMPLISHMENTS NARRATIVE fields are provided in Chapter 7.

When you are finished, press <Enter> to save your data and display the next screen.

Common Mistakes

ACCOMPLISHMENTS FOR THIS ACTIVITY REPORTED AT ANOTHER ACTIVITY (Y/N)

• When you set up multiple activities for a single undertaking, report the accomplishments under only one activity.

   Example 1: Say that for the acquisition and rehabilitation of the Marbury Apartments at 1014 Graham Place, you set up an acquisition activity and a rehabilitation activity. You should enter **Y**

in ACCOMPLISHMENTS FOR THIS ACTIVITY REPORTED AT ANOTHER ACTIVITY for the acquisition activity, and input all accomplishments under the rehab activity.

Example 2: In instances where you set up a separate activity to track the delivery costs for another activity, set ACCOMPLISHMENTS FOR THIS ACTIVITY REPORTED AT ANOTHER ACTIVITY to **Y** for the delivery costs activity and report all accomplishments under the other activity.

- Enter proposed accomplishments for a rehabilitation administration (14H) activity if CDBG funds are used to run a rehab program but not to perform the actual rehab. If CDBG money is also used to perform the rehab (which should be set up as a separate activity), then be sure to enter **Y** in ACCOMPLISHMENTS FOR THIS ACTIVITY REPORTED AT ANOTHER ACTIVITY for the delivery costs activity.

- Report proposed accomplishments for an economic development (18*) activity if CDBG funds are used to run a loan/grant program but not to make the loan/grant. If CDBG money is also used to provide the loan or grant (which should be set up as a separate activity), then be sure to enter **Y** in ACCOMPLISHMENTS FOR THIS ACTIVITY REPORTED AT ANOTHER ACTIVITY for the delivery costs activity.

- If you answer **Y** here, then do not input proposed or actual accomplishments on this or any other CDBG screen for the activity.

PROPOSED UNITS

- Some grantees mistakenly report only low/mod accomplishments on the MA04 screen. All proposed accomplishments should be reported here; you will identify the number of low/mod accomplishments on CDBG-specific screens.

- When the proposed ACCOMPLISHMENT TYPE is 01-People, HUD prefers that you report unduplicated counts of persons expected to be served. For an activity where that is not realistic, report the units of service provided.

- When the proposed ACCOMPLISHMENT TYPE is 04-Households, report the number of households you expect to assist, not the number of individuals. Count each household as <u>one</u>, regardless of the number of persons in the household.

- When the proposed ACCOMPLISHMENT TYPE is 13-Jobs:
  - ✓ report the number of jobs expected to be created/retained, not the LMI population or total population of a jurisdiction
  - ✓ include all jobs, not just LMI jobs
  - ✓ count the number of jobs as full-time equivalents (FTEs)
  - ✓ report each job one time: do not report the same job under more than one activity and in one activity do not report the same job in multiple program years

Additional Function Keys

These additional function keys are available on the MA04 screen:

Key	Function
F10 = MA09	Go to Revise Activity screen MA09 (see page 6-1) to select a different activity for update.
F11 = INSRT	Insert accomplishment data for a new REPORT YEAR.
F13 = DELET	Delete accomplishment data for a REPORT YEAR. On most keyboards, <Shift + F1> is equivalent to <F13>.
F14 = UPD LG NARR	Access the screen for adding or updating additional ACCOMPLISHMENT NARRATIVE for the program year displayed in the REPORT YEAR field. On most keyboards, <Shift + F2> is equivalent to <F14>.

Key	Function
	Caution! If you press <F14> without pressing <F9>, any narrative you have entered on the MA04 screen will be lost.
F17 = BACK	For multi-year activities only: Show the MA04 screen for an earlier REPORT YEAR. On most keyboards, <Shift + F5> is equivalent to <F17>.
F18 = FWD	For multi-year activities only: Show the MA04 screen for later REPORT YEAR. On most keyboards, <Shift + F6> is equivalent to <F18>.

SETUP ACTIVITY (C04MA08)

On the last Common Path screen, you will input the estimated cost of the activity and specify which program's setup and completion screens you wish to access. The screens for more than one program may be accessed for an activity funded by multiple programs, but must be accessed one at a time.

```
11/05/07   10:21                  SETUP  ACTIVITY                         C04MA08

GRANTEE ACTIVITY NBR: CDBG07-163           HUD ACTIVITY NBR:  000000005452

ACTIVITY NAME:  CARLISLE APARTMENTS REHAB
TOTAL ESTIMATED AMOUNT: _____

INDICATE PROGRAM(S) TO BE ADDRESSED

ENTER (X) TO SELECT PROGRAM, (D) TO DELETE EXISTING PROGRAM PATH

                  _    CDBG

                  _    ESG

                  _    HOME

                  _    HOPWA




 F3 = VALDT   F4 = MAIN MENU   F5  = PROJ INFO   F7 = PREV   F8 = NEXT
 F9 = SAVE    F10 = MA09       F13 = DELETE
```

Field	Description
GRANTEE ACTIVITY NBR HUD ACTIVITY NBR ACTIVITY NAME	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen.
TOTAL ESTIMATED AMOUNT	Enter the estimated amount, in dollars and cents, of total CDBG, ESG, HOME, and HOPWA funds (including program income) budgeted for this activity. Do not include funds that are not tracked in IDIS. Entering a TOTAL ESTIMATED AMOUNT does not commit funds to the activity. When you do commit funds through the Activity Funding option, you will not be allowed to fund the activity for more than the amount you input here.
INDICATE PROGRAM(S) TO BE ADDRESSED	Type **X** in the field next to CDBG and press <Enter> to display the first screen in the CDBG path. Until you do this, CDBG funds cannot be committed to the activity. **Note:** Your selection of CDBG will not be saved (this is so users can access all the necessary screens when an activity is funded by more than one program). You will need to select CDBG each time to display the CDBG screens.

Chapter 3
COMMON CDBG-SPECIFIC SCREENS

Once you have filled in the Common Path and selected CDBG on C04MA08, a series of CDBG-specific screens—referred to as the CDBG path—will be displayed. The first screen in the CDBG path is the same for all activities, and the next six are the same for all but administrative activities. The common CDBG-specific screens are:

As with the Common Path, you must provide required setup information on these screens before an activity can be funded with CDBG.

CDBG NATIONAL OBJECTIVE (CDBG01)

The activity's national objective is specified on this screen.

```
11/05/07  10:22             CDBG NATIONAL OBJECTIVE                    CDBG01

Grantee Activity ID CDBG07-163                      IDIS Activity ID 5452
Activity Name        CARLISLE APARTMENTS REHAB

Matrix Code:         14B   Rehab; Multi-Unit Residential
CDBG Regulation Citation: 570.202

National Objective Code:
  Enter the National Objective Code that applies: _____
  National Objective Citation: _____

(Admin/Planning matrix codes do not require a National Objective Code)


Unliquidated Obligations:      _____




                                        Change to Activity ID _____

F1=HELP    F3=VALDT   F4=MAIN MENU   F5=PROJ INFO
F7=PREV    F8=NEXT    F9=SAVE        F10=REVISE ACTIVITY
```

For administrative/planning activities: Activities with a matrix code of 19F, 19G, 20, 21*, or 22 do not meet a national objective, but you must access this screen before the activity can be funded with CDBG. When setting up an admin/planning activity, just press <Enter> to return to the last Common Path screen. There are no additional CDBG-specific screens to be completed, and the activity is ready to be funded.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen.
Matrix Code	The matrix code from Common Path screen C04MA03 is displayed.
CDBG Regulation Citation	This required field defaults to the regulation citation for the matrix code. The default may be changed.
Enter the National Objective code that applies	Enter the code for the national objective this activity will meet, or press <F1> to display a list of the objectives that are valid for the matrix code you have selected (see Appendix B for definitions of the objectives). The national objective must be specified before you will be allowed to fund the activity.

If you input a national objective that cannot be used with the matrix code assigned to the activity, an error message is displayed. Change either the matrix code or the national objective, as appropriate, to correct the error. (If you change the matrix code here, the system updates it on MA03 as well.) See Appendix C for valid matrix code/national objective combinations.

If the accomplishment type that you specified on C04MA03 is not valid with the matrix code/national objective, an error resolution screen is displayed. |

Field	Description
	Press <F1> to display the accomplishment types that are valid for the matrix code/national objective combination you have specified.
National Objective Citation	This protected field shows the citation for the national objective you selected.
Unliquidated Obligations	This field is used only for public service and admin activities, and only at the end of the program year. Enter the amount (in dollars and cents) of orders placed, contracts and grants awarded, goods and services received, and similar transactions for which an expenditure has not been reported as of the end of the program year. Because drawdowns made within 90 days after the end of a program year can be attributed to that program year, you should rarely have to input data in this field.
Change to Activity ID	Use this field if you want to change from one CDBG activity to another without having to go through the Common Path screens. For example, say you have just updated the accomplishment data for IDIS activity 123 and need to do the same for activity 456. Type '456' in this field and press <Enter>. The CDBG01 screen is redisplayed with the message "Activity changed from 123" and ready for you to process activity 456.

When you are finished, press <Enter> to save your data and display the next screen.

OBJECTIVE AND OUTCOME (CDBG)

On this performance measurement screen, you will identify the objective (purpose) and outcome (result) the activity is intended to achieve. For more information about performance measurement, go to http://www.hud.gov/offices/cpd/about/performance/training/index.cfm.

```
 11/05/07  10:22               OBJECTIVE AND OUTCOME                      CDBG

 Grantee Activity ID CDBG07-163                    IDIS Activity ID 5452
 Activity Name       CARLISLE APARTMENTS REHAB              Natl/Obj LMH



 Objective            _
                      1  Create suitable living environments
                      2  Provide decent affordable housing
                      3  Create economic opportunities

 Outcome              _
                      1  Availability/accessibility
                      2  Affordability
                      3  Sustainability







 F1=HELP    F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
```

The objective and outcome you choose cannot be "wrong," though they most likely will coincide with those specified in your Consolidated Plan/Annual Action Plan.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Objective	Enter the code for the one objective that best reflects your intent in setting up this activity. Brief descriptions of the objectives are provided on the <F1> help screen for this field.
Outcome	Enter the code for the one outcome that best reflects the results you hope to achieve with this activity. Brief descriptions of the outcomes are provided on the <F1> help screen for this field.

When you are finished, press <Enter> to save your data and display the next screen.

FUNDING SOURCES (CDBG02)

You will provide information about leveraged funds on this screen. Enter amounts in dollars and cents. If a field is not applicable, leave it blank.

Notice that the information on this screen is not reported by program year. Make sure the amounts are up-to-date before you complete the activity.

```
11/05/07  10:23                  FUNDING SOURCES                        CDBG02

Grantee Activity ID CDBG07-163                      IDIS Activity ID 5452
Activity Name       CARLISLE APARTMENTS REHAB                Natl/Obj LMH


 1. CDBG Funds                                               _____
 2. Section 108 Loan Guarantee                               _____
 3. Other Consolidated        HOME  _____
    Plan Funds                 ESG  _____
                              HOPWA  _____          _____
 4. Appalachian Regional Commission                          _____
 5. Other Federal Funds                                      _____
 6. State/Local Funds                                        _____
 7. Private Funds                                            _____
 8. Other              _____         _____

                                                Total  _____


Leveraging Ratio (CDBG+108 : all other funds): 0 : 0.0




 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
1. CDBG Funds	This read-only field is blank on initial setup. It will be populated by the system once CDBG funds are committed to the activity through the Activity Funding option. When the ACTIVITY STATUS CODE is set to 2-Complete, the field displays the total amount of CDBG funds disbursed.
2. Section 108 Loan Guarantees	Enter the amount of Section 108 loan funds spent on this activity. Do not input the amount of CDBG funds (which the system will display in the previous field once the activity is funded) in this field.
3. Other Consolidated Plan Funds:	
HOME	Enter the amount of any HOME funds spent on this activity.
ESG	Enter the amount of any ESG funds spent on this activity.
HOPWA	Enter the amount of any HOPWA funds spent on this activity.
(unlabeled)	The read-only line to the right of the HOPWA input field displays the total HOME, ESG, and HOPWA amount when the data is validated or saved.

Field	Description
4. Appalachian Regional Commission	Enter the amount of any Appalachian Regional Commission funds leveraged for this activity.
5. Other Federal Funds	Enter the amount of any non-CPD federal funds leveraged for this activity.
6. State/Local Funds	Enter the amount of any state/local funds leveraged for this activity.
7. Private Funds	Enter the amount of any private funds leveraged for this activity.
8. Other	Enter the name(s) and the amount of funds leveraged from other sources for this activity.
Total	This read-only field displays the total amount of all funds entered when the data is validated or saved.
Leveraging Ratio	The leveraging ratio is equal to the CDBG Funds amount plus the Section 108 amount divided into all other amounts.

When you are finished, press <Enter> to save your data and display the next screen.

Common Mistakes

SECTION 108 LOAN GUARANTEES

Several grantees, unable to input an amount in the protected CDBG FUNDS field, have entered their CDBG funding amount in the SECTION 108 LOAN GUARANTEES field. This has resulted in inaccurate leveraging data for the CDBG program. Any CDBG amounts that have been entered in the Section 108 field need to be deleted.

ORGANIZATION CARRYING OUT ACTIVITY (CDBG03)

On this screen, you will identify the type of organization carrying out the activity.

```
11/05/07  10:25        ORGANIZATION CARRYING OUT ACTIVITY              CDBG03

Grantee Activity ID CDBG07-163                    IDIS Activity ID 5452
Activity Name       CARLISLE APARTMENTS REHAB             Natl/Obj LMH

Is this activity being carried out by the grantee           (Y/N)? Y
(Either directly and/or through contractors)

If Yes, Enter "X" by the appropriate category.
    Activity is being carried out by the grantee through:
      X Grantee employees
      _ Contractors
      _ Grantee employees and contractors

 If No, Enter organization name and place an "X" by the appropriate category
    Organization Name:
    _____
    Activity is being carried out by:
      _ A subrecipient only              _ A CBDO only
      _ Another unit of local government _ A CBDO designated as a subrecipient
      _ Another public agency



F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

No data entry is required for activities carried out by grantee employees.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Is this activity being carried out by the grantee?	This field initially defaults to **Y**. If the activity will not be carried out by the grantee, change it to **N**.
If Yes	
Activity is being carried out by the grantee through:	If the answer to the previous question was No, skip this field. Otherwise, indicate with an **X** if the activity is being carried out by grantee employees (the default), contractors, or grantee employees and contractors.
If No	
Organization Name	Enter the name of the organization that is carrying out the activity.
Activity is being carried out by:	Type an **X** next to the appropriate category. • Subrecipient only: A subrecipient is a public or private non-profit agency or organization receiving CDBG funds from a grantee or another CDBG subrecipient to carry out eligible activities. Contractors are not considered to be subrecipients. • CBDO only: Community-based development organizations (CBDOs) may receive CDBG funds to carry out neighborhood revitalization, community economic development, or energy conservation activities. See the

Field	Description
	regulations at 570.204 for details about the criteria an organization must meet to qualify as a CBDO and the types of activities CBDOs may and may not carry out. • Another Unit of Local Government: Self-explanatory. • A CBDO designated as a subrecipient: A CBDO that the grantee has elected to designate as a subrecipient. All of the rules regarding subrecipients apply to that CBDO. • Another public agency: Examples include a public housing authority or redevelopment authority.

When you have finished, press <Enter> to display the next screen.

SUBRECIPIENT QUESTIONS (CDBG04)

CDBG04 is displayed only if you have indicated on the previous screen that the activity is being carried out by a subrecipient, a CBDO, or a CBDO designated as a subrecipient.

The screen print below shows the screen that is displayed for a subrecipient. The version shown for a CBDO is very similar and asks for the identical input.

```
 11/05/07  10:25     CDBG ACTIVITY: SUBRECIPIENT QUESTIONS              CDBG04

 Grantee Activity ID CDBG07-163                    IDIS Activity ID 5452
 Activity Name       CARLISLE APARTMENTS REHAB              Natl/Obj LMH

 Enter "X" by the appropriate designation:
    Subrecipient is:
       _ Non-profit organization
         OR
       _ For-profit authorized under 570.201(o)



 Enter "X" by all that apply:
    Subrecipient is:
       _ A faith-based organization
       _ An institution of higher education




 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Enter "X" by the appropriate designation	Enter **X** to indicate whether the subrecipient/CBDO is a non-profit or a for-profit.
Enter "X" by all that apply	Enter **X** in either, both, or neither of these fields, as appropriate. See CPD Notice 04-10 for additional guidance regarding faith-based organizations.

When you are finished, press <Enter> to save your data and display the next screen.

FORM OF ASSISTANCE (CDBG05)

This screen captures information about the number of CDBG grants and loans provided to the activity's beneficiaries (for example, individual homeowners or businesses). Do <u>not</u> include grants/loans made to the organization that is carrying out the activity in your counts. If a field (or the entire screen) is not applicable, leave it blank.

```
11/05/07  10:25                  FORM OF ASSISTANCE                        CDBG05

Grantee Activity ID CDBG07-163                      IDIS Activity ID 5452
Activity Name       CARLISLE APARTMENTS REHAB               Natl/Obj LMH

The organization carrying out this activity is providing the assistance in the
form of (Enter the number of grants, loans, or other forms of assistance
provided under this activity)


            Grant(s):  0
             Loan(s):  0



If the assistance is a loan(s), enter the appropriate information below.

                                     Interest      Amortization
                                       Rate      Period (in Months)      Amount
                     Amortized Loan: _____ %          ___          _____
  Deferred Payment/Forgivable Loan: _____ %          ___          _____




    F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Grant(s)	Enter the number of CDBG grants provided to the beneficiaries of this activity.
Loan(s)	Enter the number of CDBG loans provided to the beneficiaries of this activity.
Amortized Loan Deferred Payment/ Forgivable Loan	Enter the INTEREST RATE (format is "nn.nn"), AMORTIZATION PERIOD (in months), and AMOUNT (whole dollars) of the loan. If the term of the loan is unknown (e.g., the loan is due upon sale or transfer of the property), enter **99** in AMORTIZATION PERIOD. If more than one loan was provided, enter the average interest rate, the average amortization period, and the total amount of the loans.

When you are finished, press <Enter> to save your data and display the next screen.

CDBG ACTIVITY INFORMATION (CDBG06)

Information about the characteristics of an activity is provided on this screen. The responses you provide on CDBG06 drive many of the other CDBG screens, so it is important that you complete it accurately.

```
11/05/07  10:26            CDBG ACTIVITY INFORMATION                 CDBG06
Grantee Activity ID CDBG07-163                     IDIS Activity ID 5452
Activity Name      CARLISLE APARTMENTS REHAB              Natl/Obj LMH
Enter "X" by all that apply:
   One-for-One Replacement:  _               Special Assessment:  _
             Displacement:  _                   Revolving Fund:  _
             Float Funded:  _                   Favored Activity:  _
                  Colonia:  _               Brownfield Activity:  _
Historic preservation area:  _  Presidentially Declared Disaster Area:  _

For Float Funded activities, indicate the following:
Funds to be Received: __ / __ / ____    Float Principal Balance: _____

For Brownfield activities, indicate the # of acres remediated: _____

Activity includes Multi-Unit Housing (2+ units/structure) (Y/N): N
Activity involves Rental Housing (Y/N): N

Indicate if activity is located in a Strategy, CDFI, or
Local Target Area (S/C/L): _             Specify Area Identifier: __

Presumed Benefit? (Y/N):   N             Nature/Location? (Y/N):  N

F1=HELP   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV  F8=NEXT   F9=SAVE
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
One-for-One Replacement	Enter **X** if the activity will result in the conversion or demolition of housing units that must (under the Uniform Relocation Act) be replaced. When this field is **X**, the One-for-One Replacement screen (CDBG16) is displayed as part of the CDBG completion path.
Special Assessment	Currently SPECIAL ASSESSMENT can be checked only if the activity matrix code is 03. (This is a system error that HUD will correct: you should be able to fill in the field for any public improvement activity.) Enter **X** if a fee or charge will be levied to recapture part or all of the capital costs of a public improvement activity. For additional information, see 570.200(c).
Displacement	Applicable only to acquisition, demolition, and rehabilitation activities. Enter **X** if any household, business, non-profit organization, or farm will be permanently displaced from real property as a direct result of this activity. When this field is **X**, the Displacement screen (CDBG15) is displayed as part of the CDBG completion path.
Revolving Fund	Enter **X** if the activity is funded from a revolving loan account.

Field	Description
Float Funded	Enter **X** if this type of financing is used.
	When **X** is entered here, entries are required in FUNDS TO BE RECEIVED and FLOAT PRINCIPAL BALANCE.
Favored Activity	Applicable only if the activity matrix code is 18A or 18B. Enter **X** if this economic development activity is of national importance and therefore may be excluded from the aggregate public benefit calculation. Refer to 24 CFR 570.209(b)(2).
Colonia	This field only applies to activities carried out in Arizona, California, New Mexico, or Texas within 150 miles of the U.S.-Mexican border. Enter **X** if the activity assists a rural community or neighborhood that lacks adequate infrastructure and decent, safe, sanitary housing.
Brownfield Activity	Enter **X** if this activity is located in a brownfield redevelopment area. A brownfield is an abandoned, idled, or underused property where expansion or redevelopment is complicated by real or potential environmental contamination.
	When **X** is entered here, an entry is required in ...# OF ACRES REMEDIATED.
Historic Preservation Area	Enter **X** if this activity is located in an area designated for historic preservation by local, state, or federal officials.
Presidentially Declared Disaster Area	Enter **X** if this activity is located in an area declared a disaster under Subchapter IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
Funds to be Received	If FLOAT FUNDED is **X**, enter the date you expect repayment to be made.
Float Principal Balance	If FLOAT FUNDED is **X**, enter the balance of the principal.
...# of acres remediated	If BROWNFIELD ACTIVITY is **X**, enter the number of acres remediated.
Activity includes Multi-Unit Housing (2+ Units/Structure) (Y/N)	This field is displayed only for LMH* activities and for SB* or URG housing activities with a matrix code of 05R, 12, 14*, or 16A.
	Enter **Y** if the activity involves two or more units per structure; otherwise, enter **N**.
	If you answer this **Y** for an LMH* activity, you must complete the Multi-Unit Housing Activity setup screen (CDBG14) before the activity can be funded.
Activity involves Rental Housing (Y/N)	This field is displayed only if the MULTI-UNIT HOUSING field is displayed. Enter **Y** or **N**, as appropriate.
Indicate if activity is located in a Strategy, CDFI, or Local Target Area (S/C/L)	If the activity is located in a:
	• Neighborhood Revitalization Strategy Area (NRSA), enter **S**. • Community Development Financial Institution (CDFI) area, enter **C**. • Local target area, enter **L**.
	For activities with a national objective code of:
	• LMAFI, you must enter **C**. • LMASA, you must enter **S**. • LMHSP, you must enter **C** or **S**.
	Note: It is very important that you identify these areas in IDIS so HUD can demonstrate that CDBG funds are being targeted to neighborhoods in need. See Appendix D for definitions of the three types of special areas.

Field	Description
Specify Area Identifier	If the previous field is **S** or **C**, you must enter the ID of the area in which the activity is located; if it is **L**, entry of the area identifier is optional (it will be required in the re-engineered IDIS). If you do not know the ID, press <F1> to show a list of areas and their IDs. You may also add a new area on the screen that is displayed. For more detailed instructions, see Appendix E.
Presumed Benefit?	This field is displayed only for LMC* activities. Enter **Y** if the activity exclusively benefits clientele presumed by HUD to be at least 51% LMI. Presumed benefit clientele groups are limited to abused children, battered spouses, elderly persons, adults meeting the Census definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.
Nature/Location?	This field is displayed only for LMC* activities. Enter **Y** if it may be concluded from the nature and location of the activity that the clientele will primarily be LMI. An example of such an activity is a child care center serving a public housing complex. When this field is **Y**, you will be required to enter a narrative describing how the nature/location of the activity benefits a limited clientele, of whom at least 51% are LMI.

ADDITIONAL SETUP SCREENS

CDBG06 is the last common CDBG screen. If you have provided all the required information on the Common Path screens and the six CDBG-specific screens, you have finished the setup process (except for certain types of activities) and can now fund the activity with CDBG.

The exceptions are:

- LMA activities. You must complete the CDBG07 screen (see page 8-2) before the activity can be funded.

- LMH* activities where ACTIVITY INCLUDES MULTI-UNIT HOUSING (2+ UNITS/STRUCTURE) is **Y**. You must complete the CDBG14 screen (see page 10-3) before the activity can be funded.

- SBA activities. You must complete the CDBG12 screen (see page 12-3) before the activity can be funded.

- LMJ* activities. You should complete the "estimates" part of screen CDBG11 (see page 11-6) before funding the activity.

Instructions for funding an activity and drawing down those funds are provided in Chapters 4 and 5.

Chapter 4
ACTIVITY FUNDING

Before money can be drawn down for an activity, the activity must be funded. The purpose of funding is to specify the amounts and the types of funds (entitlement, program income, revolving loan, etc.) to be used for the activity.

FUNDING ACTIVITIES WITH CDBG

Once you have completed the required setup screens for an activity, it is ready to be funded. Funds are committed to activities by IDIS fund type, which for CDBG entitlement grantees may include:

EN Entitlement
AD Administration
PI Program Income
RL Revolving Loan Fund
SU Subgrant

The AD and SU fund types are available only if you have created Administration and Subgrant subfunds from your CDBG grant via Main Menu option G. PI and RL are available only if you have receipted those types of funds using Main Menu option H, Receipts.

A note about PI: Unlike all other fund types, PI does not have to be funded before it can be drawn. When you request a draw for an activity, you will have the option of drawing available PI in place of EN. Remember that CDBG regulations require you to draw available PI and RL before drawing down EN.

Instructions for funding activities with CDBG follow.

ACTIVITY FUNDING SCREENS

Select Main Menu option **I** and press <Enter> to display the first of four activity funding screens.

Activity Funding Menu

The Activity Funding Menu offers the choice of viewing the current funding for an activity or maintaining (adding or updating) funding data.

```
01/13/08       THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM    C04MM01
08:52:19


                          ACTIVITY FUNDING MENU

                          01   VIEW ACTIVITY FUNDING
                          02   MAINTAIN ACTIVITY FUNDING














TYPE SELECTION AND PRESS ENTER    I 00

F4 = MAIN MENU    F7 = PREV
```

The two options are very similar except, of course, that data cannot be changed when option 01 is selected (note that you must select option 01 for a completed activity). This chapter covers Option 2.

Select option **02** and press <Enter> to display the next screen.

Activity Funding List Screen

The purpose of this screen is to identify the activity to be funded and, optionally, to limit the funding sources that are displayed by program and fund type. On initial display, no activities are listed.

```
 01/13/08   08:52                ACTIVITY FUNDING LIST                    C04MO03

PROJECT OWNER GRANTEE NAME: CHICAGO
CPS PROJECT: _____   PGM YEAR: _____    HUD ACTIVITY NBR: _____
SHOW GRANTS WHERE: RECIP UOG CD/NUM: _____ _____  PROGRAM CODE: _ FUND TYPE: __
SEL   PROJECT   PGM YEAR    IDIS ACTIVITY  ACTIVITY NAME















 F1 = OWNER HELP  F2 = PROJ HELP  F4 = MAIN MENU
 F17 = UP         F18 = DOWN
```

To identify the activity you want to fund, you can:

- Enter the activity's HUD ACTIVITY NBR and press <Enter> to go directly to the Maintain Activity Funding screen.

- Press <Enter> to display all your activities in HUD ACTIVITY NBR order (from highest to lowest).

- Specify criteria to limit the number of activities that will be displayed, as explained in the table below.

Field	Description
PROJECT OWNER GRANTEE NAME	If you are not logged on to IDIS as the entitlement grantee who owns the activity to be funded, press <F1> to display the Activity Owner List screen. Select the owner of the activity and press <Enter> to return to the funding screen.
CPS PROJECT and PGM YEAR	To display all the activities set up under a particular project, input the project ID and program year (both fields must be input) and press <Enter>. Choose the activity to be funded from the list that is displayed.
HUD ACTIVITY NBR	Enter the HUD ACTIVITY NBR (also called IDIS ACTIVITY ID) of the activity to be funded.
SHOW GRANTS WHERE: RECIP UOG CD/NUM PROGRAM CODE FUND TYPE	Input values in these fields to limit the funding sources that will be displayed by recipient, program, and/or fund type. There are no help screens for the fields. The program codes are: **B** CDBG **H** HOPWA **M** HOME **S** ESG

Field	Description
	The entitlement CDBG fund types are:
	EN Entitlement **AD** Administration **PI** Program Income **RL** Revolving Loan **SU** Subgrant
	Specifying a recipient UOG code and number will not limit the funding sources displayed unless you subgrant.

When you are finished, press <Enter> to display all the activities that meet the criteria you have specified.

```
01/13/08   11:03              ACTIVITY FUNDING LIST              C04MO03


PROJECT OWNER GRANTEE NAME: CHICAGO
CPS PROJECT: 0010  PGM YEAR: 2007   HUD ACTIVITY NBR: _____
SHOW GRANTS WHERE: RECIP UOG CD/NUM: _____ _____ PROGRAM CODE: _ FUND TYPE: __
SEL    PROJECT   PGM YEAR    IDIS ACTIVITY   ACTIVITY NAME
 _      0010      2007           7990    CHRISTIAN FELLOWSHIP FLOCK
 _      0010      2007           7972    DELEGATE AGENCY
 _      0010      2007           7971    GREATER CHICAGO FOOD DEPOSITORY
 _      0010      2007           7970    DELEGATE AGENCY
 _      0010      2007           7969    NORTH LAWNDALE SM. GRANT 12692-1
 _      0010      2007           7968    PHOEBE'S PLACE INC.
 _      0010      2007           7967    INDO AMERICAN CENTER
 _      0010      2007           7966    HULL HOUSE ASSOC
 _      0010      2007           7965    ADAS. MCKINLEY COMMUNITY SERV.
 _      0010      2007           7964    HEARTLAND'S HEALTH OUTREACH 15010-1
 _      0010      2007           7963    SAINT AILBE COMM. DEV. CORP.
 _      0010      2007           7955    YMCA-PILSEN 12743-7
 _      0010      2007           7954    YMCA-NORTH LAWNDALE 12743-6
 _      0010      2007           7953    YMCA-HIGH RIDGE 12743-5
 _      0010      2007           7952    YMCA-SOUTHSIDE 12743-4

F1 = OWNER HELP  F2 = PROJ HELP  F4 = MAIN MENU
F17 = UP          F18 = DOWN
```

Type **X** in the SEL(ECT) field of the activity to be funded and press <Enter>. The Maintain Activity Funding screen is displayed.

Maintain Activity Funding Screen MO04

This screen displays all the available sources of funding for the activity (unless you restricted the list by entering a recipient, program, or fund type code on the previous screen).

```
01/13/08  11:05           MAINTAIN ACTIVITY FUNDING              C04MO04


GRANTEE NAME: CHICAGO
CPS PROJECT: 0010  PGM YEAR: 2007   HUD ACTIVITY ID: 000000007968
ACTIVITY NAME: PHOEBE'S PLACE INC.
GRANTEE ACTIVITY NBR: K3347252513515233A ACT TOT FUNDED:           $0.00
EST. MAX. FUNDING:         $20,763.00    ACT TOT DRAWN:            $0.00


            < SOURCE > < RECEIP >
SEL PGM FND      U O G      U O G         AMOUNT AVL.   FUNDED THIS GRANT
    CD  TYP TYP CD/NUM TYP CD/NUM          FOR FUNDING        DRAWN THIS GRANT
  _  B  EN  MC  000001 LG  171296    $13,307,742.66             $0.00
                00001      00001                                $0.00
  _  B  PI  MC  000001 LG  171296       $729,739.01             $0.00
                00001      00001                                $0.00












  F4 = MAIN MENU   F7 = PREV    F17 = UP    F18 = DOWN
```

The only input field is SEL, where you type **X** to select a funding source. You can select only one source at a time.

Field	Description
GRANTEE NAME CPS PROJECT PGM YEAR HUD ACTIVITY ID ACTIVITY NAME GRANTEE ACTIVITY NBR	These fields identify the activity you are funding.
ACT TOT FUNDED	The total amount of funds committed to the activity to date.
EST. MAX. FUNDING	This is the TOTAL ESTIMATED AMOUNT from Common Path screen MA08, and the maximum amount you can commit to the activity from all sources. If you need to fund an activity for more than the maximum shown here, you must increase the TOTAL ESTIMATED AMOUNT on the MA08 screen.
ACT TOT DRAWN	The total amount of funds disbursed for the activity to date, plus pending draws.
SEL(ect)	Enter **X** in the selection field of the funding source you want to use to fund this activity. You can select only one source at a time.
PGM CD	The code for the CPD program that provided the funds—**B** (CDBG), **M** (HOME), **H** (HOPWA), or **S** (ESG).

FND TYP	For entitlement CDBG:
	
	    EN Entitlement
	    AD Administration subfund

Field	Description
	PI Program Income **RL** Revolving Loan **SU** Subgrant subfund Remember that you do not have to fill in the funding screens to be able to draw PI in place of EN.
SOURCE TYP	For entitlement CDBG, the fourth and fifth characters of the CDBG grant number: **MC** Metropolitan City **UC** Urban County
SOURCE UOG CD/NUM	The UOG code and number of the source for the funds. A UOG code/number of 000001/0001 means that the funding came directly from HUD.
RECEIP (sic) TYP	The recipient organization type. For entitlement CDBG, the types are: **LG** Local Government **B2** Subgrantee/Subrecipient **E2** Subgrantee/Subrecipient
RECEIP UOG CD/NUM	The UOG code and number of the recipient of the funds.
AMOUNT AVL. FOR FUNDING	The amount of this funding source available for commitment to activities.
FUNDED THIS GRANT	The amount committed to the activity from this funding source.
DRAWN THIS GRANT	The amount disbursed for the activity plus pending draws from this funding source.

Type X in the Sᴇʟ field of the funding source you want to use and press <Enter> to display the next screen.

Maintain Activity Funding Screen MO05

This screen shows the details of the funding source selected, and is where you specify the amount to be committed to the activity from this source.

```
02/11/08                    MAINTAIN ACTIVITY FUNDING                C04MO05
                                                                      11:05
GRANTEE  NAME  : CHICAGO
ACTIVITY NAME  : PHOEBE'S PLACE INC.
CPS PROJECT #  : 0010              HUD ACTIVITY ID      : 000000007968
PROGRAM YEAR   : 2007              GRANTEE ACTIVITY #   : K3347252513515233A

EST MAX FND AMT:        $20,763.00 <====== CURRENT FUNDING THIS SOURCE =====>
ACT TOT FUNDED :            $0.00  YEAR       FUNDED AMOUNT        DRAWN AMOUNT
ACT TOT DRAWN  :            $0.00  <--> <----------------> <---------------->
                                   2007              $0.00               $0.00
<---------- THIS SOURCE ---------->  ____ _____ _____
PROGRAM CODE   : B                   ____ _____ _____
SRCE  UOG CD/NM: 000001/00001        ____ _____ _____
SOURCE TYPE    : MC                  ____ _____ _____
RECIP UOG CD/NM: 171296/00001        ____ _____ _____
RECIP TYPE     : LG                  ____ _____ _____
FUND TYPE      : EN                  ____ _____ _____
                                     ____ _____ _____
AMT AVAILABLE  :    $13,307,742.66   ____ _____ _____
FUNDED THIS SRC:            $0.00    ____ _____ _____
DRAWN THIS SRCE:            $0.00    ____ _____ _____

F4 = MAIN MENU      F7 = PREV     F9 = SAVE      F17 = UP      F18 = DOWN
```

The input fields are YEAR and FUNDED AMOUNT. Entering a YEAR here does not mean that funds will be committed from your grant for that year [funds are committed on a first-in first-out (FIFO) basis in IDIS]. Most of the read-only fields show information from the previous screen in a different format and order.

Field	Description
GRANTEE NAME ACTIVITY NAME CPS PROJECT # HUD ACTIVITY ID PROGRAM YEAR GRANTEE ACTIVITY #	These fields, repeated from the previous screen, identify the activity you are funding.
EST MAX FND AMT	Same as EST. MAX. FUNDING on the previous screen.
ACT TOT FUNDED	This field is initially populated with ACT TOT FUNDED from the previous screen. When you press <Enter> or <F9> to save your input, the system recalculates the total amount of funds committed to the activity based on the FUNDED AMOUNT you input/update. The recalculated amount is shown when the screen is redisplayed.
ACT TOT DRAWN	Repeated from the previous screen.
YEAR	This field has no correlation with program year or grant year. It is there to allow you to associate a year of your choosing with this funding. Any year later than 1959 can be entered. If YEAR is left blank, it is set to '0000' by the system.
FUNDED AMOUNT	Enter the amount, in dollars and cents, of the funds to be committed from this source.
DRAWN AMOUNT	Same as DRAWN THIS GRANT on this previous screen.

Field	Description
PROGRAM CODE	Same as PGM CD on the previous screen.
SRCE UOG CD/NM	Same as SOURCE UOG CD/NUM on the previous screen.
SOURCE TYPE	Same as TYP on the previous screen.
RECIP UOG CD/NM	Same as RECEIP UOG CD/NUM on the previous screen.
RECIP TYPE	Same as RECEIP TYP on the previous screen.
FUND TYPE	Same as FND TYP on the previous screen.
AMT AVAILABLE	This field is initially populated with AMOUNT AVL FOR FUNDING from the previous screen. Like the ACT TOT FUNDED field, it is recalculated when you press <Enter> or <F9> to save your data.
FUNDED THIS SRC	This field is initially populated with FUNDED THIS GRANT on the previous screen. Like the ACT TOT FUNDED and AMT AVAILABLE fields, it is recalculated when you press <Enter> or <F9> to save your data.
DRAWN THIS SRCE	Same as DRAWN THIS GRANT on this previous screen.

Press <Enter> or <F9> to save your data.

To fund the same activity with money from another source, press <F7>; to fund a different activity, press <F7> twice. To return to the Main Menu, press <F4>.

Chapter 5
DRAWDOWNS

To access the IDIS drawdown functions, select Main Menu option **D** and press <Enter>. The Drawdown Menu is displayed:

```
01/13/08     THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM     C04MD01

                          DRAWDOWN MENU

                   01     DRAWDOWN AUTHORIZATION

                   02     VIEW GRANT SUMMARY OR DETAILS

                   03     VIEW ACTIVITY FUNDING DETAILS

                   04     CREATE DRAWDOWNS / VOUCHER

                   05     MAINTAIN DRAWDOWNS / VOUCHERS

                   06     APPROVE DRAWDOWNS / VOUCHERS




 TYPE SELECTION AND PRESS ENTER   01

 F4 = MAIN MENU
```

Options 01, 04, and 06 are used to create a draw and submit it for payment.

Option 05 is used to maintain (view, cancel, or revise) draws.

Options 02 and 03 are not used directly in the drawdown process, and are not covered here. For information about them, refer to Chapter 7 of the *IDIS Reference Manual*.

DRAWDOWN AUTHORIZATION

The first step in the drawdown process is always drawdown authorization. That is why the selection field is pre-filled with **01** when the Drawdown Menu is initially displayed. Press <Enter> to display the authorization screen:

```
   01/13/08  11:19        DRAWDOWN AUTHORIZATION                       C04MD05


LOGIN GRANTEE NAME: CHICAGO
ENTER GRANTEE NAME TO SEARCH:  _____
SEL  <-------------   GRANTEE NAMES    --------------->      CITY
 _     AIDS CARE, INC                                     CHICAGO
 _     BETHEL NEW LIFE                                    CHICAGO
 _     BICKERDIKE REDEV. CORP                             CHICAGO
 _     BRAND NEW BEGINNINGS                               CHICAGO
 _     CENTRAL CITY HOUSING VENTURES                      CHICAGO
 _     CENTURY PLACE DEVELOPMENT CORP                     CHICAGO
 _     CHICAGO                                            CHICAGO
 _     CHICAGO BETTER HOUSING ASSOC.                      CHICAGO
 _     CLARETIANS ASSOCIATES                              CHICAGO
 _     COVENANT DEVELOPMENT CORP                          CHICAGO
 _     GENESIS HOUSING DEVELOPMENT CORPORATION            CHICAGO
 _     GSW RESIDENTIAL CORPORATION                        CHICAGO
 _     HEARTLAND HOUSING, INC.                            CHICAGO
 _     HISPANIC HOUSING DEV CORP.                         CHICAGO
 _     INTERFAITH HOUSING DEVELOPMENT OF CHICAGO          CHICAGO
 _     INTERFAITH ORG PROJECT OF GREATER CHICAGO          CHICAGO


ENTER NAME TO SEARCH OR ENTER "X" UNDER SEL COLUMN TO SELECT GRANTEE FROM LIST
F4 = MAIN MENU   F7 = PREV   F8 = NEXT          F17 = UP   F18 = DOWN
```

The screen lists the organization that you can conduct drawdown processing for. In addition to the organization you are logged in as (shown in the LOGIN GRANTEE NAME field), the list also includes:

- All organizations that have received a subgrant from the organization you are logged in as.

- All organizations that have been granted permission to carry out activities by the organization you are logged in as. This is the permission granted on Common Path screen MA03, in the WILL ANOTHER ENTITY OR CHDO HAVE ACCESS TO THE ACTIVITY field.

Select the organization for which the drawdown is being made. Enter **X** in its SEL(ECT) field and press <Enter>. You are required to confirm your selection by pressing <Enter> a second time. After you do, the Drawdown Menu is redisplayed.

Once the authorization step is completed, you can access any of the other Drawdown Menu options.

CREATE DRAWDOWNS

To create a drawdown request for one or more activities, select Drawdown Menu option **04** and press <Enter>. The first of three create drawdown screens is displayed.

Create Drawdown Screen MD10

On this screen, you will identify the activities you are drawing funds for.

```
  02/11/08  10:21                 CREATE DRAWDOWN                     C04MD10

 DRAWDOWN FOR : CHICAGO                       ACT OWNER : CHICAGO
 REQUESTED SUBMISSION DATE: MM / DD / CCYY    <-- TO LOCCS (MM/DD/CCYY FORMAT)


 HUD ACTIVITY
 _____        _____        _____        _____
 _____        _____        _____        _____
 _____        _____        _____        _____
 _____        _____        _____        _____
 _____        _____        _____        _____
 _____        _____        _____        _____
 _____        _____        _____        _____
 _____        _____        _____        _____
 _____        _____        _____        _____
 _____        _____        _____        _____
 _____        _____        _____        _____
 _____        _____        _____        _____
 _____        _____        _____        _____
 _____        _____        _____        _____
 _____        _____        _____        _____


 F1 = OWNER HELP  F4 = MAIN MENU  F6 = CLEAR  F7= PREV  F9 = GO TO
```

Field	Description
DRAWDOWN FOR	The organization you authorized on the Drawdown Authorization screen.
ACT OWNER	If the name showing in this field is not the grantee who owns the activities that funds are being drawn for, press <F1> and select the owner grantee.
REQUESTED SUBMISSION DATE	If you want this drawdown request to be submitted to LOCCS at a future date, enter that date here. Keep in mind that IDIS automatically cancels a draw request if it is not submitted within 90 days of its creation. If you leave the field blank, the system sets it to today's date. The request will be submitted to LOCCS the same day it is approved (unless the approver changes the submission date for one or more line items).
HUD ACTIVITY	Enter the HUD ACTIVITY NBR of each activity that funds are to be drawn for. You may input up to 60 activity IDs.

When you are finished, press <Enter> to continue

Create Drawdown Screen MD11

This screen lists all of the funding sources for each activity input on the previous screen. It is here that you will enter the amount to be drawn from each funding source.

```
02/11/08  10:22 CREATE DRAWDOWN ACT OWNER : CHICAGO                   C04MD11
                                                             PAGE: 01 OF 01
ACT    DRAW AMOUNT      PGM FT ST RT        FUNDED          DRAWN      AVAILABLE
---    --------------   --- -- -- -- -------------- -------------- --------------
07968  _____   B  EN MC LG      20763.00            .00      20763.00
PRIOR-YR-FLAG _         ACT:PHOEBE'S PLACE INC.     PROJECT:0010 YEAR:2007
SOURCE:US DEPARTMENT OF HOUSI RECIPIENT:CHICAGO
-------------------------------------------------------------------------------
07968  _____   B  PI MC LG                                   20763.00
PRIOR-YR-FLAG _         ACT:PHOEBE'S PLACE INC.     PROJECT:0010 YEAR:2007
SOURCE:US DEPARTMENT OF HOUSI RECIPIENT:CHICAGO
<><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><
07957  _____   B  EN MC LG      30756.00        5931.00      24825.00
PRIOR-YR-FLAG _         ACT:THE ENTERPRISING KITCHEN  PROJECT:0007 YEAR:2007
SOURCE:US DEPARTMENT OF HOUSI RECIPIENT:CHICAGO
-------------------------------------------------------------------------------
07957  _____   B  PI MC LG                                   24825.00
PRIOR-YR-FLAG _         ACT:THE ENTERPRISING KITCHEN  PROJECT:0007 YEAR:2007
SOURCE:US DEPARTMENT OF HOUSI RECIPIENT:CHICAGO
===============================================================================



 F6=CLEAR  F7=PREV  F17=UP  F18=DOWN  F20=CREATE VOUCHER
```

Currently in IDIS, program income (PI) can be drawn in place of entitlement (EN) funds for an activity. If both EN and PI are available to draw for an activity, both are listed. If the amount in the FUNDED field for PI is blank, then the DRAW AMOUNT for EN plus the DRAW AMOUNT for PI cannot exceed the AVAILABLE amount for EN.

As with activity funding, amounts are drawn FIFO from the funding source.

Field	Description
ACT	The activity ID you entered on the previous screen.
DRAW AMOUNT	Enter the amount to be drawn from this funding source for this activity. The amount cannot exceed the amount shown in AVAILABLE for this source. Enter amounts as dollars and cents, without commas. If you input a whole dollar amount, IDIS will append the '.00'.
PGM	The code for the CPD program that provided the funds—**B** (CDBG), **M** (HOME), **H** (HOPWA), or **S** (ESG).

FT	The fund type. For entitlement CDBG:
	
	    EN Entitlement
	    AD Administration
	    PI Program Income
	    RL Revolving Loan Fund
	    SU Subgrant

Field	Description
ST	The source type. For entitlement CDBG, the fourth and fifth characters of the CDBG grant number: **MC** Metropolitan City **UC** Urban County
RT	The recipient type. For entitlement CDBG: **LG** Local Government **B2** Subgrantee/Subrecipient **E2** Subgrantee/Subrecipient
FUNDED	The amount committed to this activity from this funding source.
DRAWN	The amount drawn to date for this activity from this funding source.
AVAILABLE	The amount still available to draw for this activity from this funding source, equal to FUNDED minus DRAWN.
PRIOR-YR-FLAG	This field is displayed only if the REQUESTED SUBMISSION DATE of the voucher (see page 5-3) is within the first 90 days of your program year. If you want the draw to be attributed to the previous program year, type **Y**. Otherwise, leave the field blank.
SOURCE	The name of the source of this funding.
RECIPIENT	The name of the recipient of this funding.

When you are done inputting draw amounts on the screen, press <Enter> to save your data. If funding sources are displayed on more than one screen, press **<F18>** to display the next screen and <F17> to display the previous one. *Caution*: If you don't press <Enter> before paging forward or back, data you entered on the current screen will not be saved.

When you have finished entering all draws for all activities, press <F20> (Shift + F8) to create the voucher and display the next screen.

Create Drawdown Screen MD14

This screen displays the draw amounts by funding source for each activity.

```
  02/11/08  10:35     CREATE DRAWDOWN                                C04MD14

DRAWDOWN FOR : CHICAGO                        ACT OWNER : CHICAGO
REQUESTED SUBMISSION DATE: MM / DD / CCYY    <-- TO LOCCS (MM/DD/CCYY FORMAT)


HUD ACTIVITY
000000007968   CDBG    EN    MC    LG        15000.00    PHOEBE'S PLACE INC.
000000007968   CDBG    PI    MC    LG         5763.00    PHOEBE'S PLACE INC.
000000007957   CDBG    PI    MC    LG        15000.00    THE ENTERPRISING KITC










  PRESS F20 AGAIN TO CONFIRM DRAWDOWN REQUEST
  F4 = MAIN MENU  F6 = CLEAR  F7 = PREV  F9 = GO TO  F17 = UP  F18 = DOWN
```

If an activity number, funding source, or draw amount is not as you want it, press <F7> to redisplay the MD11 screen and correct your input.

Otherwise, press <F20> to confirm the draw request. A confirmation message displays the voucher number and the total voucher amount.

APPROVE DRAWDOWNS

Two security rules are applied the approval of all drawdown requests in IDIS:

1. Only grantee users can approve draws.
2. The user who creates a draw cannot also approve it.

To access the approval function, select Drawdown Menu option **06** and press <Enter>.

Approve Drawdowns Screen MD12

This screen is used to review, approve, and revoke approval of drawdowns. On initial display, no vouchers are listed.

```
02/11/08  11:44              APPROVE DRAWDOWNS                      C04MD12
                             -------------------
DATE: __ / __ / ____     VOUCHER NUM: _____     HUD ACTIVITY NUM: _____

SELECTION: X - INQUIRE, A - APPROVE, K - REVOKE                    PAGE: 001

   VOUCHER LINE    VOUCHER HUD ACT  VOUCHER      PGM PR SRCE FUND      DRAWDOWN
 S NUMBER  ITEM       DATE  NUMBER  STATUS       CD  YR TYPE TYPE        AMOUNT
 - ------- ----  ---------- ------- ----------   --- -- ---- ----  ---------------
 _ _____ __    _____ _____ _____  _  _  ___  ___   _____
 _ _____ __    _____ _____ _____  _  _  ___  ___   _____
 _ _____ __    _____ _____ _____  _  _  ___  ___   _____
 _ _____ __    _____ _____ _____  _  _  ___  ___   _____
 _ _____ __    _____ _____ _____  _  _  ___  ___   _____
 _ _____ __    _____ _____ _____  _  _  ___  ___   _____
 _ _____ __    _____ _____ _____  _  _  ___  ___   _____
 _ _____ __    _____ _____ _____  _  _  ___  ___   _____
 _ _____ __    _____ _____ _____  _  _  ___  ___   _____
 _ _____ __    _____ _____ _____  _  _  ___  ___   _____



 PRESS ENTER TO CONTINUE; DATE, VOUCHER AND ACTIVITY ARE OPTIONAL (NUMERICS)
   F4 = MAIN MENU    F7 = PREV    F12 = EXIT IDIS   F17 = UP  F18 = DOWN
```

If you press <Enter> all vouchers are listed, from oldest to newest, including completed and cancelled ones. Instead, use the three fields at the top of the screen to limit the display. Enter a:

- **DATE** to limit the display to vouchers created on or after that date.

- **VOUCHER NUM** to limit the display to that voucher (fuzzy searches are not allowed).

- **HUD ACTIVITY NUM** to limit the display to vouchers with draws for that activity.

Press <Enter> to display all the vouchers that meet the criteria you have specified:

```
02/11/08  11:45                APPROVE DRAWDOWNS                       C04MD12
                              -------------------
DATE: __ / __ / ____     VOUCHER NUM: 1501776   HUD ACTIVITY NUM: _____

SELECTION: X - INQUIRE, A - APPROVE, K - REVOKE                       PAGE: 001

  VOUCHER LINE   VOUCHER HUD ACT  VOUCHER     PGM PR SRCE FUND     DRAWDOWN
S  NUMBER ITEM      DATE  NUMBER  STATUS      CD  YR TYPE TYPE       AMOUNT
- ------- ---- ---------- ------- ---------- --- -- ---- ---- ---------------
_ 1501776  01 02/11/2008    7968  OPEN         B     MC   EN      $15000.00
_ 1501776  02 02/11/2008    7968  OPEN         B     MC   PI       $5763.00
_ 1501776  03 02/11/2008    7957  OPEN         B     MC   PI      $15000.00

_ _____  __ _____ _____ _____   _  _  __   __  _____
_ _____  __ _____ _____ _____   _  _  __   __  _____
_ _____  __ _____ _____ _____   _  _  __   __  _____
_ _____  __ _____ _____ _____   _  _  __   __  _____
_ _____  __ _____ _____ _____   _  _  __   __  _____
_ _____  __ _____ _____ _____   _  _  __   __  _____
_ _____  __ _____ _____ _____   _  _  __   __  _____
_ _____  __ _____ _____ _____   _  _  __   __  _____



SELECT A DRAWDOWN TRANSACTION TO WORK WITH,  PRESS ENTER
  F4 = MAIN MENU    F7 = PREV    F12 = EXIT IDIS   F17 = UP  F18 = DOWN
```

Notice that a single voucher is made up of one or more line items. The number of line items in a voucher is determined by IDIS, and depends on the number of activities draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amount.

Draws with a VOUCHER STATUS of OPEN need to be approved before they will be sent to LOCCS for payment.

The only input field on this screen is S(election).

Field	Description
S(election)	The selection codes are listed at the top of the screen: **X** – Inquire (this is explained on page 5-12) **A** – Approve **K** – Revoke approval
VOUCHER NUMBER	The voucher number generated when the drawdown request was created.
LINE ITEM	The line item number, assigned by IDIS.
VOUCHER DATE	The date the voucher was created.
HUD ACT NUMBER	The IDIS activity for which funds are being drawn.
VOUCHER STATUS	One of the following: **OPEN** – Initial status of a voucher, assigned when it is created **APPROVED** – Approved for submission to LOCCS **PENDING** – Approved but not yet submitted to LOCCS **CANCELLED** – An OPEN voucher/line item that was cancelled by the grantee **COMPLETED** – Paid through LOCCS **REVISED** – All or a portion of the drawn amount has been allotted to another activity

Field	Description
PGM CD	The code for the CPD program that provided the funds—for CDBG, it is **B**.
PR YR (Prior Year)	A **Y** in this field means that the draw for this line item is to be attributed to the prior program year (for details, see the description of the PRIOR-YR-FLAG field on page 5-5). If PR YR is blank, the draw will be attributed to the current program year.
SRCE TYPE	The source type. For entitlement CDBG, the fourth and fifth characters of the CDBG grant number: **MC** Metropolitan City **UC** Urban County
FUND TYPE	The fund type. For entitlement CDBG: **EN** Entitlement **AD** Administration **PI** Program Income **RL** Revolving Loan Fund **SU** Subgrant
DRAWDOWN AMOUNT	The amount of funds requested for this line item.

Enter **A** next to each voucher line item with a status of OPEN that you want to approve. If you want to approve all the line items on a particular voucher, you only have to type an **A** next to one of its line items. When you have made your selections, press <Enter> to continue.

Confirm Voucher Approval Screen MD13

On this screen, you can change the date the voucher/line item will be submitted to LOCCS for payment or choose to approve all the line items of a particular voucher:

```
02/11/08  11:48              CONFIRM VOUCHER APPROVAL                C04MD13
                            --------------------------

VOUCHER   NUMBER: 1501776/0001         BATCH:  0000000  BATCH DATE: 01-01-0001
LOCCS GRANT  NUM: B07MC170006          LOCCS CNTL  NUM: 000000000
TRANSACTION TYPE: PAYMENT              CREATION    DATE: 02-11-2008
IDIS      STATUS: OPEN                 LOCCS     STATUS: NO STATUS SET
PROGRAM AREA: CDBG   FISCAL YEAR: 2007 SOURCE      TYPE: MC  RECIPIENT TYPE: LG
PRIOR    YEAR: _        FUND TYPE: EN   DRAWDOWN AMOUNT:         $15,000.00
HUD ACT NUM:  000000007968  NAME: PHOEBE'S PLACE INC.


PAY TO: 171296 / 00001    GRANTEE NAME: CHICAGO

                          APPROVAL OPTIONS
                          ------------------

VOUCHER SUBMISSION DATE: 02 / 12 / 2008     ALL LINE ITEMS ? : N




       F4 = MAIN MENU     F7 = PREV    F12 = EXIT IDIS
```

The VOUCHER SUBMISSION DATE shown will be today's date, unless the person who created the draw input a different REQUESTED SUBMISSION DATE (see page 5-3). If you change the date to some time in the future, keep in mind that vouchers not submitted within 90 days of their creation are automatically cancelled by IDIS.

If you want to approve all the line items on a voucher, change ALL LINE ITEMS to **Y**.

To approve the voucher/line item, press <Enter> twice. If you don't want to approve it, press <F7> instead.

Once approved, the VOUCHER STATUS on the MD13 screen is changed from OPEN to APPROVED. The voucher/line items will be sent to LOCCS on the VOUCHER SUBMISSION DATE.

Revoking Approval of a Drawdown

To revoke approval of a draw, follow the instructions on page 5-7 to display the pertinent voucher/line items. Type **K** in the selection field of each APPROVED line item you want to revoke approval of, and press <Enter>. The VOUCHER STATUS is changed from APPROVED to OPEN.

MAINTAIN DRAWDOWNS

To view, cancel, or revise drawdowns, select Drawdown Menu option 05 and press <Enter> to display the first Maintain Drawdowns screen.

```
02/15/08  08:29              MAINTAIN DRAWDOWNS                     C04MD53
                             --------------------
DATE: __ / __ / ____      VOUCHER NBR: _____     HUD ACTIVITY NUM: _____

SELECTION: X - INQUIRE, C - CANCEL, R - REVISE                    PAGE:

   VOUCHER LINE    VOUCHER HUD ACT  VOUCHER     PGM PR SRCE FUND       DRAWDOWN
S  NUMBER ITEM      DATE   NUMBER   STATUS       CD YR TYPE TYPE         AMOUNT
- ------- ---- ---------- ------- ----------    --- -- ---- ----







PRESS ENTER TO CONTINUE; DATE, VOUCHER AND ACTIVITY ARE OPTIONAL
F4 = MAIN MENU   F7 = PREV   F12 = EXIT IDIS   F17 = UP   F18 = DOWN
```

This screen shows the same information and works very much like Approve Drawdowns screen MD12 (see page 5-7). Instead of approving vouchers, though, it is used to view, cancel, or revise them.

As on the approve screen, input a DATE, VOUCHER NUMBER, or HUD ACTIVITY NBR to limit the number of line items displayed. If no criteria are entered, <u>all</u> vouchers are listed, from oldest to newest, including completed and cancelled ones.

Press <Enter> to display all the vouchers that meet the criteria you have specified.

Viewing Drawdowns

Enter **X** next to each voucher line item that you want to view and press <Enter>. The Inquire Drawdown screen is displayed for each item you selected:

```
02/15/08  08:30                  INQUIRE DRAWDOWN                       C04MD08
                                 ------------------
VOUCHER   NUMBER: 1501776/0001        BATCH:  0002514  BATCH DATE: 02/11/2008
LOCCS GRANT  NUM: B07MC170006         LOCCS CNTL  NUM: 000000000
TRANSACTION TYPE: PAYMENT             CREATION    DATE: 02/11/2008
IDIS      STATUS: APPROVED            LOCCS     STATUS: APPROVED
PROGRAM AREA: CDBG   FISCAL YEAR: 2007 SOURCE     TYPE: MC  RECIPIENT TYPE: LG
PRIOR   YEAR:           FUND TYPE: EN   DRAWDOWN AMOUNT:        $15,000.00
HUD ACT NUM : 000000007968  NAME: PHOEBE'S PLACE INC.

VOUCHER APPROVAL DATE: 02/11/2008     VOUCHER SUBMISSION DATE: 02/11/2008
PAY TO: 171296 / 00001    GRANTEE NAME: CHICAGO


=============================================================================
                LINE OF CREDIT CONTROL SYSTEM CONFIRMATION
                ---------------------------------------------
CONFIRM BATCH: _____  DATE: _____  UPDATE BATCH: _____  DATE: _____

CONFIRMATION CODE: P00  PROCESSED

PAY METHOD: A  SCHEDULE NUMBER: LH2772 RESCHEDULE: ___  EFFECT DATE: _____
SPECIAL REMARK: _____

F4 = MAIN MENU   F7 = PREV   F8 = NEXT   F12 = EXIT IDIS
```

All fields are read-only.

Field	Description
VOUCHER NUMBER	The voucher number and line item.
BATCH and BATCH DATE	The number of the file containing the line item and the date it was received by LOCCS. If the BATCH DATE field is blank, the line item has not been received by LOCCS yet.
LOCCS GRANT NUM	The specific grant from which the funds for this line item were drawn.
CREATION DATE	The date the voucher was added on the Create Drawdown screen.
IDIS STATUS	One of the following: **OPEN** – Initial status of a voucher, assigned when it is created **APPROVED** – Approved for submission to LOCCS **PENDING** – Approved but not yet submitted to LOCCS **CANCELLED** – An OPEN voucher/line item that was cancelled by the PJ **COMPLETED** – Paid through LOCCS **REVISED** – All or a portion of the drawn amount has been allotted to another activity
LOCCS STATUS	One of the following: **NO STATUS SET** – The voucher has not yet been sent to LOCCS. **PENDING** – Sent to LOCCS and awaiting response

Field	Description
	APPROVED – Sent to LOCCS, approved by LOCCS, and sent on to Treasury.
	REJECTED – Rejected by LOCCS.
	TREASURY REJECTED – Approved by LOCCS but rejected by Treasury.
	RESCHEDULED – Sent to LOCCS, will be either approved or rejected at a later date.
	ON HOLD – Sent to LOCCS and being held in LOCCS for resubmission to Treasury.
	OPEN – In transition, being sent either from IDIS to LOCCS or from LOCCS to IDIS.
PROGRAM AREA	The code for the CPD program that provided the funds—for CDBG it is **B**.
FISCAL YEAR	The year of the grant from which funds were drawn. For CDBG, it is the second and third character of the LOCCS GRANT NUM expressed as a four-digit year.
SOURCE TYPE	The source type of the grant from which funds were drawn. For CDBG entitlements, the fourth and fifth characters of the LOCCS GRANT NUM: **MC** Metropolitan City **UC** Urban County
RECIPIENT TYPE	The type of the organization for whom the funds were drawn. For entitlement CDBG: **LG** Local Government **B2** Subgrantee/Subrecipient **E2** Subgrantee/Subrecipient
PRIOR YEAR	A **Y** in this field means that the creator of the draw indicated that it is to be attributed to the prior program year. If the field is blank, the draw will be attributed to the current program year.
FUND TYPE	The fund type. For entitlement CDBG: **EN** Entitlement **AD** Administration **PI** Program Income **RL** Revolving Loan Fund **SU** Subgrant
DRAWDOWN AMOUNT	The amount requested for this line item.
HUD ACT NUM	The IDIS activity for which funds were requested.
NAME	The name of the IDIS activity.
VOUCHER APPROVAL DATE	The date this line item was approved on the Approve Drawdowns screen.
VOUCHER SUBMISSION DATE	The date this line item was submitted to LOCCS for payment.
PAY TO	The UOG code/number and name of the organization receiving the wire-transfer of funds.
LINE OF CREDIT CONTROL SYSTEM CONFIRMATION	For information on these fields, refer to Chapter 7 of the *IDIS Reference Manual*.

Canceling Drawdowns

Drawdowns with a status of OPEN may be cancelled.

Start on the Maintain Drawdowns screen (MD53) and follow the procedure outlined on page 5-11 to limit the number of items displayed. Enter **C** in the selection field of each OPEN item you want to cancel and press <Enter>. The Cancel Drawdown screen is displayed for each item you selected.

```
02/19/08  17:30                 CANCEL DRAWDOWN                        C04MD08
                               ------------------
VOUCHER   NUMBER: 1247446/0001        BATCH:  0000000  BATCH DATE: _____
LOCCS GRANT  NUM: B04MC170201          LOCCS CNTL   NUM: 000000000
TRANSACTION TYPE: PAYMENT              CREATION   DATE: 02/19/2008
IDIS     STATUS: OPEN                  LOCCS     STATUS: NO STATUS SET
PROGRAM AREA: CDBG   FISCAL YEAR: 2004  SOURCE     TYPE: MC  RECIPIENT TYPE: LG
PRIOR   YEAR:           FUND TYPE: EN   DRAWDOWN AMOUNT:         $10,000.00
HUD ACT NUM : 000000006367  NAME: HOME PURCHASE ASSISTANCE

VOUCHER APPROVAL DATE:               VOUCHER SUBMISSION DATE:
PAY TO: 171296 / 00001   GRANTEE NAME: CHICAGO
================================================================================
                LINE OF CREDIT CONTROL SYSTEM CONFIRMATION
                -------------------------------------------
CONFIRM BATCH: _____ DATE: _____ UPDATE BATCH: _____ DATE: _____

CONFIRMATION CODE:      _____

PAY METHOD:    SCHEDULE NUMBER: _____ RESCHEDULE: ___ EFFECT DATE: _____
SPECIAL REMARK: _____
DD016I PRESS ENTER AGAIN TO CONFIRM CANCELLATION OF SELECTED ROWS
F4 = MAIN MENU   F7 = PREV   F8 = NEXT   F12 = EXIT IDIS
```

The fields on this screen are identical to those on the Inquire Drawdown screen (see page 5-12).

Press <Enter> twice to cancel the draw. If you don't want to cancel it, press <F7> instead.

Revising Drawdowns

Drawdowns with a status of OPEN or COMPLETE may be revised. Revision of a draw lets you assign all or part of a draw to another activity. The activity that the draw is being revised to must have sufficient funding from the same source (same source organization, recipient organization, and fund type) as the drawdown. If the funding source is not the same, you cannot revise the draw on-line. Please contact the TAU for assistance when this type of revision is necessary.

Start on the Maintain Drawdowns screen (MD53) and follow the procedure outlined on page 5-11 to limit the number of items displayed. Enter **R** in the selection field of the OPEN or COMPLETE item you want to revise and press <Enter>. The Revise Drawdown screen is displayed.

```
02/14/08  17:20                  REVISE DRAWDOWN                      C04MD52
                               -----------------
VOUCHER   NUMBER: 1236612/0001           BATCH:  0002498  BATCH DATE: 02/01/2008
LOCCS GRANT  NUM: B05MC170201            LOCCS CNTL   NUM: 000000000
TRANSACTION TYPE: PAYMENT                CREATION    DATE: 02/01/2008
IDIS      STATUS: APPROVED               LOCCS    STATUS : APPROVED
PROGRAM AREA: CDBG     FISCAL YR: 2005   SOURCE     TYPE: MC  RECIPIENT TYPE: LG
PRIOR    YEAR:           FUND TYPE: EN   DRAWDOWN AMOUNT:        $22,000.00
HUD ACT  NUM: 000000028544  NAME: TBRA

VOUCHER APPROVAL DATE: 02/01/2008     VOUCHER SUBMISSION DATE: 02/01/2008
PAY TO: 171296 / 00001    GRANTEE NAME: CHICAGO


            ENTER REVISED ACTIVITY AND AMOUNT DETAILS
            ---------------------------------------------
        HUD ACTIVITY   NAME:
REVISED HUD ACTIVITY NUMBER: _____
REVISED   DRAWDOWN   AMOUNT: _____

           SPECIAL REMARK: PROCESSED



F4 = MAIN MENU   F7 = PREV   F8 = NEXT   F12 = EXIT IDIS
```

The upper section of the screen displays the same information shown on the Inquire Drawdown screen (see page 5-12).

In REVISED ACTIVITY NUMBER, enter the ID of the activity you want to apply the draw to. In REVISED DRAWDOWN AMOUNT, enter the amount of the draw to be applied. The amount cannot exceed the amount of the original draw (shown in the DRAWDOWN AMOUNT field) and the activity being revised to must have sufficient funding from the same funding source to cover the revised amount.

Once you have entered a valid activity ID and amount, press <Enter>. The screen is redisplayed with the revision data filled in. Press <Enter> again to execute the revision and return to the MAINTAIN DRAWDOWNS screen. It shows the drawdown with a status of REVISED and one or two new line items for the new drawdown. Once the revision has been completed, the original drawdown is no longer valid.

Chapter 6
UPDATING ACTIVITIES

This chapter covers the two ways you can access an activity to finish setting it up, modify previously entered setup or accomplishment data, or change its status code.

THE REVISE ACTIVITY OPTION

Choose Main Menu option **B**, Revise Activity, and press <Enter> to display Revise Activity screen C04MA09.

```
 11/10/07   15:42               REVISE ACTIVITY                    C04MA09

 CURRENT OWNER:   BURLINGTON
 CPS PROJECT NUMBER:   ____        PROGRAM YEAR:  ____

 PROJECT TITLE:   _____

 GRANTEE ACTIVITY NBR: _____   HUD ACTIVITY NBR: _____

 SELECTION:   X - REVISE ACTIVITY    C - COPY ACTIVITY    M - MOVE ACTIVITY

 SEL   HUD ACTIVITY      GRANTEE ACT          ACTIVITY NAME          ACTIVITY
 ONE     NUMBER            NUMBER                                     STATUS
  _    _____   _____   _____  _____
  _    _____   _____   _____  _____
  _    _____   _____   _____  _____
  _    _____   _____   _____  _____
  _    _____   _____   _____  _____
  _    _____   _____   _____  _____
  _    _____   _____   _____  _____
  _    _____   _____   _____  _____

 F1 = OWNER HELP   F2 = PROJ HELP   F4 = MAIN MENU   F5 = PROJ INFO
 F7 = PREV   F8 = NEXT   F17 = UP    F18 = DOWN
```

The only purpose of the screen is for you to identify the activity you want to update. To do so, you can:

- Enter the activity's HUD ACTIVITY NBR (you don't have to type in the leading zeros).

- Input the activity's CPS PROJECT NUMBER and PROGRAM YEAR (and optionally GRANTEE ACTIVITY NBR), and press <Enter>. The MA09 screen is redisplayed showing all of the activities that have been set up under that project (and with that grantee activity number, if one has been entered). <Tab> to the one to be updated and input an **X*** in the SEL(ECT) ONE field next to it.

- Press <F2> to display a list of your projects by program year. <Tab> to the project you want to select, enter **X**, and press <Enter>. The MA09 screen is redisplayed showing all of the activities that have been set up under the selected project. <Tab> to the one to be updated and input an **X** in its SEL(ECT) ONE field.

Once you have identified the activity to be updated, press <Enter> to display screen MA10, Revise Activity. It is similar to the first Common Path screen shown when you add a new activity (see page 2-1),

_____

*For information about the other two selection codes (**C** to copy an activity, **M** to move it to another program year and/or project) that can be entered in the SEL ONE field, refer to Chapter 4 of the *IDIS Reference Manual*.

except that the CPS PROJECT NUMBER and PROGRAM YEAR fields are protected. As you work through the activity update process, the second, third, and fourth Common Path screens are displayed in update mode.

THE GO TO OPTION

Another way to access an activity for update is to choose Main Menu option **K** and press <Enter> to display the Go To Menu.

```
11/10/07        THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM    C04MM01
15:43:20


                              GO TO MENU

                   01   ACCOMPLISHMENTS SCREEN
                   02   MONEY SCREEN
                   03   CDBG SCREEN
                   04   HOME SCREEN
                   05   ESG SCREEN
                   06   HOPWA SCREEN













TYPE SELECTION AND PRESS ENTER   K 00

F4 = MAIN MENU    F7 = PREV
```

In the SELECTION field, type:

   01 to go to Common Path screen C04MA04 (shown on page 2-6)

   02 to go to Common Path screen C04MA08 (see page 2-10)

   03 to go to CDBG01, the first common CDBG-specific screen (page 3-2)

When you press <Enter>, the Revise Activity screen is displayed. Follow the instructions on the previous page to identify the activity you want to update, and then press <Enter>. The screen you selected on the Go To Menu is displayed.

Chapter 7
ACCOMPLISHMENT REPORTING AND ACTIVITY COMPLETION

Accomplishments must be reported for all CDBG activities except those that do not meet a national objective (activities with a matrix code of 19F, 19G, 20, 21*, or 22).

HUD <u>urges</u> you to report activity accomplishments as they are achieved, but at least quarterly. You are <u>required</u> to report accomplishments for each program year the activity is open and at activity completion. The only exception to quarterly/annual reporting is public facilities, which should not be reported until the facility is complete.

The reporting and activity completion process consists of four steps:

1. Filling in the actual accomplishments portion of Common Path screen C04MA04.

2. Updating the common CDBG-specific screens as needed.

3. Completing a series of CDBG accomplishments/performance measurement screens based on the activity's national objective and matrix code.

4. Updating the activity status code to 2-Complete.

The first three steps are repeated for each year an activity is open. The last step is performed only when the activity is complete. Each of the four steps is explained below.

STEP 1: FILLING IN COMMON PATH SCREEN C04MA04

Follow the instructions on page 6-1 to access the activity for which accomplishments are to be reported. Go to C04MA04, the third Common Path screen.

```
 12/10/07  16:19              SETUP  ACTIVITY                      C04MA04

 GRANTEE ACTIVITY NBR: CDBG07-163          HUD ACTIVITY NBR:  000000005452

 ACTIVITY NAME:  CARLISLE APARTMENTS REHAB
 ACTIVITY STATUS CODE: 3 UNDERWAY          COMPLETION DATE: __ / __ / ____

 ACCOMPLISHMENTS FOR THIS ACTIVITY REPORTED AT ANOTHER ACTIVITY (Y/N): N
 ACCOMPLISHMENT DATA:                         REPORT YEAR: 2007
         TYPE                                 UNITS
 PROPOSED  10   HOUSING UNITS                             8
 ACTUAL     __                                _____

 ACCOMPLISHMENTS NARRATIVE:

     _____
     _____
     _____
     _____
     _____
     _____
     _____


 F1 = HELP  F3 = VALD  F4 = MAIN  F5 = PROJ INFO  F7 = PRV  F8 = NXT F9 = SAVE
 F10 = MA09  F11 = INSRT  F13 = DELET  F14 = UPD LG NARR  F17 = BACK F18 = FWD
```

Input actual accomplishments by program year (called REPORT YEAR on this screen) for each year the activity is open and at completion.

Note that you must complete an MA04 screen for each program year an activity is open, *whether or not there are accomplishments to report*. Until you do, you will not be able to change the ACTIVITY STATUS CODE to 2-Complete.

Field	Description
ACCOMPLISHMENTS FOR THIS ACTIVITY REPORTED AT ANOTHER ACTIVITY (Y/N)	Change this field to **Y** if accomplishments for the activity are being reported under another CDBG activity. If you change the field to **Y**: • In the ACCOMPLISHMENT NARRATIVE field, be sure to identify the HUD ACTIVITY NUMBER where the accomplishments are reported. • Do not input accomplishment data on this or any other CDBG screen for the activity.
REPORT YEAR	REPORT YEAR (usually called "program year" or "plan year") is the year that you are reporting accomplishments for. For multi-year activities: • To add accomplishment data for a new year, press <F11>, type in the new REPORT YEAR, and enter the new accomplishments. Do not include accomplishments that have been reported in a previous year. • Once accomplishments have been entered for more than one year on MA04, use <F17> (Shift + F5) to view accomplishments for an earlier year; for later years, press <F18> (Shift +F6).
PROPOSED ACCOMPLISHMENTS	The proposed ACCOMPLISHMENT TYPE and UNITS fields were input at activity setup (see page 2-7).
ACTUAL ACCOMPLISHMENTS: TYPE	The proposed and actual ACCOMPLISHMENT TYPE codes must be the same (and for multi-year activities, must be the same across all years).
ACTUAL ACCOMPLISHMENTS: UNITS	Report actual UNITS for each program year an activity is open and at the completion of an activity. The only exception is public facilities, which should not be reported until the facility is complete.
ACCOMPLISHMENTS NARRATIVE	Describe the progress made toward achieving accomplishments in this REPORT YEAR. You may want to cite the percentage of the activity that has been completed, explain undue delays, provide a timeframe for completing the activity and meeting a national objective, and/or explain why accomplishments have not yet been reported. If the ACCOMPLISHMENTS FOR THIS ACTIVITY ARE REPORTED UNDER ANOTHER ACTIVITY field is **Y**, specify that HUD ACTIVITY NUMBER here and explain the relationship between the activities. If you need more than six lines for the narrative, press <F9> to save your data, then press <F14> (Shift + F2). Enter additional narrative on the screen that is displayed. When you are finished, press <F9> to save your input, then press <F7> to return to the MA03 screen.

Additional Function Keys

These additional function keys are available on the MA04 screen:

Key	Function
F10 = MA09	Go to Revise Activity screen MA09 (see page 6-1), to select a different activity for update.
F11 = INSRT	Insert accomplishment data for a new REPORT YEAR.
F13 = DELET	Delete accomplishment data for a REPORT YEAR. On most keyboards, <Shift + F1> is equivalent to <F13>.
F14 = UPD LG NARR	Access the screen for adding or updating additional ACCOMPLISHMENT NARRATIVE for the program year displayed in the REPORT YEAR field. On most keyboards, <Shift + F2> is equivalent to <F14>. *Caution!* If you press <F14> without pressing <F9>, any narrative you have entered on the MA04 screen will be lost.
F17 = BACK	For multi-year activities only: Show the MA04 screen for an earlier REPORT YEAR. On most keyboards, <Shift + F5> is equivalent to <F17>.
F18 = FWD	For multi-year activities only: Show the MA04 screen for later REPORT YEAR. On most keyboards, <Shift + F6> is equivalent to <F18>.

Common Mistakes

REPORT YEAR

Report actual accomplishments for each program year an activity is open. Do not input cumulative accomplishments.

ACCOMPLISHMENTS FOR THIS ACTIVITY REPORTED AT ANOTHER ACTIVITY (Y/N)

- When you set up multiple activities for a single undertaking, report the accomplishments under only one activity.

   Example 1: Say that for the acquisition and rehabilitation of the Marbury Apartments at 1014 Graham Place, you set up an acquisition activity and a rehabilitation activity. You should enter **Y** in ACCOMPLISHMENTS FOR THIS ACTIVITY REPORTED AT ANOTHER ACTIVITY for the acquisition activity, and input all accomplishments under the rehab activity.

   Example 2: In instances where you set up a separate activity to track the delivery costs for another activity, set ACCOMPLISHMENTS FOR THIS ACTIVITY REPORTED AT ANOTHER ACTIVITY to **Y** for the delivery costs activity and report all accomplishments under the other activity.

- Enter actual accomplishments for a rehabilitation administration (14H) activity if CDBG funds are used to run a rehab program but not to perform the actual rehab. If CDBG money is also used to perform the rehab (which should be set up as a separate activity), then be sure to enter **Y** in ACCOMPLISHMENTS FOR THIS ACTIVITY REPORTED AT ANOTHER ACTIVITY for the delivery costs activity.

- Report actual accomplishments for an economic development (18*) activity if CDBG funds are used to run a loan/grant program but not to make the loan/grant. If CDBG money is also used to provide the loan or grant (which should be set up as a separate activity), then be sure to enter **Y** in ACCOMPLISHMENTS FOR THIS ACTIVITY REPORTED AT ANOTHER ACTIVITY for the delivery costs activity.

- If you answer **Y** here, then do not input proposed or actual accomplishments on this or any other CDBG screen for the activity.

ACTUAL UNITS

- Some grantees mistakenly report only low/mod accomplishments on the MA04 screen. All actual accomplishments should be reported here; you will identify the number of low/mod accomplishments on CDBG-specific screens.

- When the ACCOMPLISHMENT TYPE is 01-People, HUD prefers that you report unduplicated counts of persons served. For an activity where that is not realistic, report the units of service provided.

- When the ACCOMPLISHMENT TYPE is 04-Households, report the number of households assisted, not the number of individuals. Count each household as <u>one</u>, regardless of the number of persons in the household.

- When the ACCOMPLISHMENT TYPE is 13-Jobs:
  - ✓ report the number of jobs expected to be created/retained, not the LMI population or total population of a jurisdiction
  - ✓ include all jobs, not just LMI jobs
  - ✓ count the number of jobs as full-time equivalents (FTEs)
  - ✓ report each job one time: do not report the same job under more than one activity and in one activity do not report the same job in multiple program years

STEP 2: UPDATING THE COMMON CDBG-SPECIFIC SCREENS

When you have finished inputting actual accomplishments on the MA04 screen, press <Enter> to display C04MA08 (see page 2-10). Type **X** next to CDBG and press <Enter> to display the CDBG National Objective screen, the first of the common CDBG-specific screens.

Update the data on screens CDBG01 through CDBG06 as needed, following the instructions provided in Chapter 3.

STEP 3: COMPLETING THE CDBG ACCOMPLISHMENT SCREENS

Annual accomplishments for a CDBG activity are reported on the screens that follow CDBG06 (see page 3-11).

The importance of providing HUD with accurate accomplishment data on a timely basis cannot be overemphasized. Failing to do so results in the underreporting of CDBG accomplishments to Congress, the Office of Management and Budget, and other Federal oversight agencies, and may put future funding of the program at risk.

The accomplishment screens that you will be required to complete depend on the national objective you have assigned to the activity:

If the national objective is…	Turn to…
LMA	Chapter 8
LMC	Chapter 9
LMH	Chapter 10
LMJ	Chapter 11
SBA, SBR, SBS, URG	Chapter 12

STEP 4: UPDATING THE ACTIVITY STATUS CODE

The final step in the processing of a CDBG activity is to update the ACTIVITY STATUS CODE on the C04MA04 screen (see page 7-1).

Change the status to 2-Complete once all the funds have been spent, the national objective has been met, and all accomplishments have been reported. The status can be changed to 2 only if its current status is 3 (indicating that funds have been drawn) and all required CDBG information has been entered. If any required data fields are missing, the system displays an error message.

Type **2** in the ACTIVITY STATUS CODE field and press <F9> to save your data. When you do, the system automatically sets the COMPLETION DATE field to today's date. To modify the system-assigned COMPLETION DATE, first change the ACTIVITY STATUS CODE from **2** to **3** and save the change. Then set the ACTIVITY STATUS CODE back to **2** and press <Enter>. The COMPLETION DATE field becomes unprotected. Update the field, and press <F9> to save.

When the status is successfully updated to "Complete," no further updates are permitted. Any undrawn funds that have been committed to the activity through the Activity Funding option will be released, and both the estimated and funded amounts will be adjusted to equal the drawn amount.

Chapter 8
LMA ACTIVITIES

This chapter covers the screens that are completed for activities with a national objective of:

LMA Low/mod area benefit
LMAFI Low/mod area benefit, community development financial institution (CDFI)
LMASA Low/mod area benefit, neighborhood revitalization strategy area (NRSA)

The LMA screens are displayed after you have filled in the Common Path (Chapter 2) and the common CDBG screens (Chapter 3) for an activity. They are:

Page	Screen	Displayed for
8-2	CDBG07: CDBG Area Benefit Data	All LMA*
8-4	CDBG17: Public Services/Public Facilities and Improvements	Matrix codes 03* and 05*
8-6	CDBG31: Homeless Prevention	LMA/05C and HELP PREVENT HOMELESSNESS field on MA03 is Y
8-8	CDBG11: CDBG Job Creation/Retention	LMAFI/LMASA
8-11	CDBG26: Job Creation	LMAFI/LMASA
8-13	CDBG27: Job Retention	LMAFI/LMASA
8-15	CDBG28: Assistance to Businesses	14E, 17*, and 18*
8-17	CDBG29: Assistance to Businesses – Part 2	14E, 17*, and 18*

When you have completed the last screen in the LMA path, the CDBG01 screen (see page 3-2) is displayed.

CDBG AREA BENEFIT DATA (CDBG07)

CDBG07 is displayed for all LMA* activities. Data regarding the low/mod income population in the service area is input on this screen.

```
 12/17/07  14:23              CDBG AREA BENEFIT DATA                     CDBG07

 Grantee Activity ID                                    IDIS Activity ID 1081
 Activity Name        LINCOLN PARK IMPROVEMENTS                   Natl/Obj LMA

   Census or Survey* Data Used (C/S):  _
     *If survey used, enter # Low/Mod and Total Population
   Total # of Low/Mod in Service Area:       0
   Total Low/Mod Universe Population in Service Area:       0
   % of Low/Mod in Service Area:         0.0 %
   LMISD Date: 2007-07-01  Capped data was used for the calculation.

    County  Census                                           Page: 01 of 01
    Code    Tract   <. . . . . . . . Block Groups . . . . . . . . . . . >
    ___    _____    __  __  __  __  __  __  __  __  __  __  __
    ___    _____    __  __  __  __  __  __  __  __  __  __  __
    ___    _____    __  __  __  __  __  __  __  __  __  __  __
    ___    _____    __  __  __  __  __  __  __  __  __  __  __
    ___    _____    __  __  __  __  __  __  __  __  __  __  __
 Use Capped or Uncapped data (C/U)? _
 Additional Entries (Y/N)? _

 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Census or Survey* Data Used (C/S)	If the eligibility of the activity was determined by using Census data, enter **C**. If a survey was used, enter **S**. **If Census data was used:** After inputting **C**, <Tab> to County Code. The fields you skip will be populated by the system after you enter and save Census tract/block group data.
Total # of Low/Mod in Service Area	For activities using survey data, enter the number of respondents who are LMI.
Total Low/Mod Universe Population in Service Area	For activities using survey data, enter the total number of respondents.
% of Low/Mod in Service Area	This read-only field shows the percentage of low/mod persons in the service area. It is equal to (Total # of Low/Mod in Service Area divided by Total Low/Mod Universe Population in Service Area) times 100. This percentage must be at least 51% (the minimum acceptable % for an "exception" grantee activity will be different) before the activity can be funded.
LMISD Date	This field is displayed for activities using Census data, but not until Census tract/block group data is entered and saved. It shows the effective date of

Field	Description
	the low/mod income summary data (LMISD) used to populate the TOTAL # OF LOW/MOD and TOTAL LOW/MOD UNIVERSE POPULATION fields. For all but a few grantees, the date is followed by a message indicating that capped LMISD data was used (see Note 1 below).
County Code	Enter the FIPS county code for the area being assisted. At least one COUNTY CODE and CENSUS TRACT must be entered (even for activities using survey data) before you can save this screen.
Census Tract	Identify the Census tract contained in the service area. The required format for Census tracts is "nnnn.nn" (e.g., input Census tract 7 as "0007.00").
Block Groups	If the service area includes the entire Census tract, leave these fields blank. Otherwise, specify each block group (not individual blocks) covered by the service area.
Use Capped or Uncapped Data (C/U)?	This field is only displayed for entitlement "exception" grantee activities using Census data. See Note 1 below for more information.
Recalculate Percentage (Y/N)?	When this field is displayed, enter **Y** if you want the system to recalculate the low/mod percentage without your changing any of the Census tract data (modifying or adding to existing Census tract data automatically triggers a recalculation). See Note 2 below for more information on when you should have the system recalculate the percentage.
Additional Entries (Y/N)?	If you need additional lines to enter more Census tract data, type **Y** and press <Enter>.

When you are finished, press <Enter> to save your data and display the next screen.

Note 1: Use Capped or Uncapped Data (C/U)?

The LMISD is prepared using Section 8 income limits, which are calculated using fair market rent area definitions. The income limits are based on HUD estimates of median family income, with adjustments for areas that have unusually high or low income-to-housing cost ratios. Based on this, the Section 8 income limits are considered "capped." A 1998 legislative change allowed HUD to grant an exception from the cap on low/mod income levels to 10 jurisdictions (metropolitan areas). Entitlement grantees in these 10 jurisdictions may elect to use either the capped or "uncapped" LMISD to calculate the percentage of low/mod persons in the service area.

Note 2: A grantee's LMISD will change when there are changes in the configuration of its geography or changes to income data. Changes to a grantee's geography may increase or decrease the number of Census tracts and/or block groups within its boundaries, but the values associated with the data will change only when there are changes to income data.

PUBLIC SERVICES/PUBLIC FACILITIES AND IMPROVEMENTS (CDBG17)

CDBG17 is displayed for LMA activities with a matrix code of 03* and 05*. It captures data on how persons benefited from a public service or public facilities activity. The version of the screen that is displayed depends on the activity's matrix code.

Public facilities and improvements activities (03*)

```
12/17/07  14:25   Public Services/Public Facilities and Improvements    CDBG17
Grantee Activity ID                             IDIS Activity ID 1081
Activity Name        LINCOLN PARK IMPROVEMENTS             Natl/Obj LMA


Total benefiting for program year 2007 : 254
 Of the persons assisted, enter the number that:




  Now have new access to this type of public facility or
  infrastructure improvement:                                     _____
  Now have improved access to this type of public facility or
  infrastructure improvement:                                     _____
  That are served by public facility or infrastructure that is no
  longer substandard:                                             _____
                                                    Total:            0
  Homeless persons given overnight shelter:                       _____
# of beds created in overnight shelter or other emergency housing:   _____

Insert/Delete program year(I/D)? _
Total of 3 highlighted fields must = total benefiting.
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR    F18=NEXT YEAR
```

Public services activities (05*)

```
11/15/07  09:39   Public Services/Public Facilities and Improvements    CDBG17
Grantee Activity ID                             IDIS Activity ID 2244
Activity Name        EMPLOYMENT TRAINING                   Natl/Obj LMA

Total benefiting for program year 2007: 28
 Of the persons assisted, enter the number that:
  Now have new access to this service or benefit:                 _____
  Now have improved access to this service or benefit:            _____
  Now receive a service or benefit that is no longer substandard:   _____
                                                    Total:            0






  Homeless persons given overnight shelter:                       _____
# of beds created in overnight shelter or other emergency housing:   _____

Insert/Delete program year(I/D)? _
Total of 3 highlighted fields must = total benefiting.
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR    F18=NEXT YEAR
```

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL BENEFITING FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total benefiting for program year YYYY	This read-only line shows the program year for which data is being reported and the beneficiary count from TOTAL LOW/MOD UNIVERSE POPULATION IN SERVICE AREA field on the CDBG07 screen.
Now have new access...	When the activity provides a new service or facility, enter the number of persons with access to the service/facility. If the activity is funded in subsequent years, persons benefiting in the subsequent years continue to be reported as having new access. Example: In 2006, Elwood City constructs the first senior center in the area, providing access to a new facility. If the grantee continues to fund the senior center in 2007, the persons receiving the benefit in 2007 are reported as having new access.
Now have improved access...	When the activity provides improved access to a service or facility, enter the number of persons who have improved access. Example: Groveton funds a job training activity. Previously, residents of Groveton had to drive several miles to the nearest job training center. The residents of Groveton now have improved access to job training.
...that is no longer substandard	When the activity provides a service or facility that is no longer substandard, enter the number of persons no longer subject to substandard services/ facilities. Example: Williamstown reconstructs a road to make it safer for its residents.
Total	This read-only field is populated when you press <F3> or <F9> to update the screen. It must equal the number in TOTAL BENEFITING FOR PROGRAM YEAR.
Homeless persons given overnight shelter	This field is displayed only if the activity matrix code is 03C or the HELP THE HOMELESS field on MA03 is **Y**. Enter the number of persons sheltered overnight. This cannot exceed the total number of persons benefiting.
# of beds created in overnight shelter or other emergency housing	This field is supposed to be displayed only if the activity matrix code is 03C or the HELP THE HOMELESS field on MA03 is **Y**. For those activities, enter the number of beds; for all other activities, leave the field blank.
Insert/Delete Program Year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG17 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

HOMELESS PREVENTION (CDBG31)

CDBG31 is displayed for an LMA activity only if the matrix code is 05C, the HELP PREVENT HOMELESSNESS field on screen C04MA03 is **Y**, and actual ACCOMPLISHMENT UNITS have been reported on C04MA04.

Performance measurement information on the number of persons provided with emergency legal assistance to prevent homelessness is entered on this screen. Input *annual* counts for the *correct* program year.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL BENEFITING FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/06/07  13:46              HOMELESS PREVENTION                    CDBG31

Grantee Activity ID                             IDIS Activity ID 1583
Activity Name      LEGAL SERVICES TO PREVENT HOMELESSNESS    Natl/Obj LMA

Total benefiting for program year 2007 : 22

Of the persons assisted, enter the number that:

Received emergency financial assistance to prevent homelessness:   _____

    Received emergency legal assistance to prevent homelessness:   _____




Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total benefiting for program year YYYY	This read-only line shows the program year for which data is being reported and the beneficiary count from the actual ACCOMPLISHMENT UNITS field on the MA04 screen.
Received emergency financial assistance to prevent homelessness	Leave this field blank: it is not applicable when the matrix code is 05C – Legal Assistance.

Field	Description
Received emergency legal assistance to prevent homelessness	Of the total persons assisted, enter the number that received emergency legal assistance to prevent homelessness.
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG31 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

CDBG JOB CREATION/RETENTION (CDBG11)

CDBG11 is displayed for an LMA* activity only if the national objective is LMAFI or LMASA.

The message shown at the bottom of this screen, "Entry of job data is optional for this national objective," is underlined incorrect. Entry of *low/mod* job data (the F/T-LM and P/T-LM fields) is optional for LMAFI and LMASA activities, but you should fill in the total full-time and part-time jobs fields.

```
 12/18/07  16:50          CDBG JOB CREATION/RETENTION                   CDBG11

 Grantee Activity ID                                    IDIS Activity ID 1847
 Activity Name        COMMUNITY FIRST                            Natl/Obj LMA

 Estimates                 TOTAL JOB COUNT    TOTAL WEEKLY HRS    PERCENT
                           F/T     F/T-LM      P/T      P/T-LM   LOW/MOD JOBS
    Expect to Create:       6        6        _____    _____      100.00%
    Expect to Retain:       4        1        _____    _____       25.00%


 Actual Totals for program year: 2007
                           TOTAL JOB COUNT    TOTAL WEEKLY HRS    PERCENT
                           F/T     F/T-LM      P/T      P/T-LM   LOW/MOD JOBS
    Actually Created:     _____    _____      _____    _____        0.00%
    Actually Retained:    _____    _____      _____    _____        0.00%


                                                   Actual       0 FTE Jobs

 Insert/Delete program year(I/D)? _          Display cumulative totals(Y/N)? _

 Entry of job data is optional for this national objective
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
 F17=PREV YEAR    F18=NEXT YEAR
```

Please note that prior to December 2005, proposed and actual job counts were reported cumulatively. Proposed job counts are still entered cumulatively, but actual job numbers are now input by program year. When cumulative actual job counts exist for an activity, a different version of the CDBG11 screen may be displayed. See Appendix I for more information.

Estimates

At activity setup, report the total number of full-time jobs and part-time job hours you expect the activity to create and/or retain.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Expect to Create: Total Job Count F/T	Enter the total number of full-time jobs expected to be created.
Expect to Create: Total Job Count F/T-LM	Of the total number of full-time jobs expected to be created, enter the number expected to be created for LMI persons. You must input a value here (0 is acceptable) if the previous field is greater than zero.

Field	Description
Expect to Create: Total Weekly Hrs P/T	Enter the total number of weekly part-time job *hours* (<u>not</u> the number of part-time jobs) expected to be created.
Expect to Create: Total Weekly Hrs P/T-LM	Of the total part-time job hours expected to be created, enter the number expected to be created for LMI persons. You must input a value here (0 is acceptable) if the previous field is greater than zero.
Expect to Create: Percent Low/Mod Jobs	This read-only field is populated when you press <F3> or <F9> to update the screen.
Expect to Retain: Total Job Count F/T	Enter the total number of full-time jobs expected to be retained.
Expect to Retain: Total Job Count F/T-LM	Of the total number of full-time jobs expected to be retained, enter the number expected to be retained for LMI persons. You must input a value here (0 is acceptable) if the previous field is greater than zero.
Expect to Retain: Total Weekly Hrs P/T	Enter the total number of weekly part-time job *hours* (<u>not</u> the number of part-time jobs) expected to be retained.
Expect to Retain: Total Weekly Hrs P/T-LM	Of the total part-time job hours expected to be retained, enter the number expected to be retained for LMI persons. You must input a value here (0 is acceptable) if the previous field is greater than zero.
Expect to Retain: Percent Low/Mod Jobs	This read-only field is populated when you press <F3> or <F9> to update the screen.

Actuals

Report the number of jobs created and/or retained. Input *annual* counts for the *correct* program year.

For multi-year activities: Before adding or updating information, make sure that the year displayed in ACTUAL TOTALS FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

Field	Description
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Actual Totals for program year YYYY	This read-only field shows the PROGRAM YEAR and beneficiary count from the CDBG08 screen.
Actually Created: Total Job Count F/T	Enter the total number of full-time jobs created.
Actually Created: Total Job Count F/T-LM	Of the total full-time jobs created, enter the number created for LMI persons.
Actually Created: Total Weekly Hrs P/T	Enter the total number of weekly part-time job *hours* (<u>not</u> the number of part-time jobs) created.

Field	Description
Actually Created: Total Weekly Hrs P/T-LM	Of the total part-time job hours created, enter the number created for LMI persons.
Actually Created: Percent Low/Mod Jobs	This read-only field is populated when you press <F3> or <F9> to update the screen.
Actually Retained: Total Job Count F/T	Enter the total number of full-time jobs retained.
Actually Retained: Total Job Count F/T-LM	Of the total full-time jobs retained, enter the number retained for LMI persons.
Actually Retained: Total Weekly Hrs P/T	Enter the total number of part-time job *hours* (not the number of part-time jobs) retained.
Actually Retained: Total Weekly Hrs P/T-LM	Of the total part-time job hours retained, enter the number retained for LMI persons.
Actually Retained: Percent Low/Mod Jobs	This read-only field is populated when you press <F3> or <F9> to update the screen.
Actual FTE Jobs	This read-only field is populated when you press <F3> or <F9> to update the screen. To determine compliance with the national objective, part-time hours are converted to FTEs (full-time equivalents) on the basis of one FTE equaling 40 hours.
Display cumulative totals (Y/N)?	This field is displayed only if CDBG11 data has already been entered. Type **Y** to display the Job Creation/Retention Summary screen, which shows cumulative totals for all program years.
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG11 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

JOB CREATION (CDBG26)

CDBG26 is displayed only if jobs created have been reported on CDBG11. Performance measurement information about those jobs is input here.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL JOBS CREATED FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/18/07  16:53                  JOB CREATION                          CDBG26
Grantee Activity ID                                 IDIS Activity ID 1847
Activity Name       COMMUNITY FIRST                     Natl/Obj LMA


Total Jobs Created for program year 2007 :  8
Jobs Created:
 Number of jobs with employer sponsored health care benefits:      _____
 Number unemployed prior to taking jobs created under this activity:  _____

 Type of Jobs Created:                   # Jobs
          Officials and Managers      _____
          Professional                _____
          Technicians                 _____
          Sales                       _____
          Office and Clerical         _____
          Craft Workers (skilled)     _____
          Operatives(semi-skilled)    _____
          Laborers (unskilled)        _____
          Service Workers             _____

Insert/Delete program year(I/D)? _


F3=VALDT    F4=MAIN MENU   F5=PROJ INFO   F7=PREV    F8=NEXT    F9=SAVE
F17=PREV YEAR    F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total Jobs Created for program year YYYY	This protected field shows the number of jobs created from CDBG11.
Number of jobs with employer sponsored health care benefits	Of the jobs created, enter the number with employer sponsored health care benefits.
Number unemployed prior to taking jobs created under this activity	Enter the number of persons who were unemployed before taking a job created by this activity in this program year.
Type of Jobs Created	Enter the number of jobs created in each of the nine job types. The job types are based on Economic Development Administration (EDA) job classifications, and are defined in Appendix F.

Field	Description
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG26 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

JOB RETENTION (CDBG27)

CDBG26 is displayed only if jobs retained have been reported on CDBG11. Performance measurement information about those jobs is input here.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL JOBS RETAINED FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/18/07  16:54                 JOB RETENTION                          CDBG27
Grantee Activity ID                                 IDIS Activity ID 1847
Activity Name         COMMUNITY FIRST                       Natl/Obj LMA


Total Jobs Retained for program year 2007 :   4

Jobs Retained:
        Number of jobs with employer sponsored health care benefits:  _____

 Type of Jobs Retained:                    # Jobs
            Officials and Managers      _____
            Professional                _____
            Technicians                 _____
            Sales                       _____
            Office and Clerical         _____
            Craft Workers (skilled)     _____
            Operatives(semi-skilled)    _____
            Laborers (unskilled)        _____
            Service Workers             _____

Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total Jobs Retained for program year YYYY	This protected field shows the number of jobs retained from CDBG11.
Number of jobs with employer sponsored health care benefits	Of the jobs retained, enter the number with employer sponsored health care benefits.
Type of Jobs Retained	Enter the number of jobs retained in each of the nine job types. The job types are based on Economic Development Administration (EDA) job classifications, and are defined in Appendix F.

Field	Description
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG27 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

ASSISTANCE TO BUSINESSES (CDBG28)

CDBG28 is displayed for LMA activities only if the matrix code is 14E, 17*, or 18*. It is the first of two screens for input of performance measurement data about the business(es) assisted by an economic development activity. Input *annual* counts for the *correct* program year.

If the matrix code is 18A or 18C: The fact that CDBG28 allows you to report more than one business assisted does not mean that assistance to individual businesses under 18A or 18C may be aggregated in one activity. Unless the activity is one identified at 570.208(a)(4)(vi) for which job aggregation is allowed, each business assisted under 18A or 18C must be set up as a separate activity.

For multi-year activities: Before adding or updating information, make sure that the year displayed in FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/17/07  13:13            ASSISTANCE TO BUSINESSES                   CDBG28

Grantee Activity ID                               IDIS Activity ID 5473
Activity Name        THREE BROTHERS MOVING CO.            Natl/Obj LMA


For program year 2007
   Businesses assisted:
          New:                                  _____
          Existing:                             _____
          Total:                                        0

   Of the EXISTING Businesses assisted:
          Number expanding:                     _____
          Number relocating:                    _____

# of businesses assisted with commercial facade treatment/
                                    business building rehab: _____
# of businesses assisted that provide goods or services to meet the
            needs of a service area, neighborhood, or community: _____

Insert/Delete program year(I/D)? _


F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR    F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
For program year YYYY	This read-only field displays the program year for which data is being reported.
Businesses assisted:	
New	Enter the number of start-up businesses assisted in this program year.
Existing	Enter the number of existing businesses assisted in this program year.

Field	Description
Total	This read-only field is populated when you validate or save the data.
Of the EXISTING Businesses assisted:	
Number expanding	Of the existing businesses, enter the number that are expanding as a result of the assistance.
Number relocating	Of the existing businesses, enter the number that are relocating as a result of the assistance.
# of businesses assisted with commercial facade treatment/ business building rehab	Of the total businesses, enter the number receiving assistance for the rehabilitation of business facades/buildings. Do <u>not</u> input a number greater than the total number of businesses assisted, even though the system allows it (this error will be corrected in the future).
# of businesses assisted that provide goods or services to meet the needs of a service area, neighborhood, or community	Of the total businesses, enter the number that provide goods or services to meet the needs of a service area, neighborhood, or community. Do <u>not</u> input a number greater than the total number of businesses assisted, even though the system allows it (this error will be corrected in the future).
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG28 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

ASSISTANCE TO BUSINESSES – PART 2 (CDBG29)

This screen is a continuation of CDBG28. On it, you will enter the DUNS number of each business assisted by the activity. HUD uses the DUNS numbers to track the number of businesses that remain operational for three years after receiving assistance.

A DUNS number is required for a business that receives direct financial assistance. Otherwise, it is optional.

Obtaining a DUNS number is free. Additional information on obtaining a DUNS number can be found at http://www.whitehouse.gov/omb/grants/duns_num_guide.pdf.

```
11/17/07  13:14        ASSISTANCE TO BUSINESSES - PART 2                CDBG29

Grantee Activity ID                                 IDIS Activity ID 5473
Activity Name        THREE BROTHERS MOVING CO.               Natl/Obj LMA

Specify DUNS # for each business assisted:

           DUNS #
        _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____
Additional Entries (Y/N)? _

 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Note that the data on this screen is not reported by program year.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
DUNS #	Enter the DUNS number for each business assisted. It must be either 9 or 13 digits.
Additional Entries (Y/N)?	Enter **Y** in this field if you need to input more than 12 DUNS numbers.

This is the last screen in the LMA path. When you press <Enter> to save your data, the CDBG01 screen (see page 3-2) will be displayed.

Chapter 9
LMC ACTIVITIES

This chapter covers the screens that are completed for activities with a national objective of:

LMC Low/mod limited clientele benefit
LMCMC Low/mod limited clientele, micro-enterprises
LMCSV Low/mod limited clientele, job service benefit

The LMC* screens are displayed after you have filled in the Common Path (Chapter 2) and the common CDBG screens (Chapter 3) for an activity.

LMC and LMCSV Screens

The following screens are displayed for LMC and LMCSV activities:

Page	Screen	Displayed for
9-2	CDBG10: CDBG Nature/Location	Activities where NATURE/LOCATION field on CDBG06 is Y
9-3	CDBG08: Direct Benefit Data – by Persons	All but LMCSV/05R
9-5	CDBG08: Direct Benefit Data – by Households	LMCSV/05R
9-7	CDBG13: Beneficiary Income Levels – by Persons	All but LMCSV/05R
9-10	CDBG13: Beneficiary Income Levels – by Households	LMCSV/05R
9-12	CDBG17: Public Services/Public Facilities and Improvements	03* and 05*
9-14	CDBG25: Direct Financial Assistance to Homebuyers	LMCSV/05R
9-16	CDBG30: Tenant-Based Rental Assistance	LMCSV/05S
9-18	CDBG31: Homeless Prevention	05C/05Q/05T and HELP PREVENT HOMELESSNESS field on MA03 is Y
9-20	CDBG28: Assistance to Businesses	14E, 17*, 18*
9-22	CDBG29: Assistance to Businesses – Part 2	14E, 17*, 18*

When you have completed the last screen in the LMC path, the CDBG01 screen (see page 3-2) is displayed.

LMCMC Screens

The screens for an LMCMC activity are identical to the LMJ screens. Please turn to Chapter 11 for instructions.

CDBG NATURE/LOCATION (CDBG10)

This screen is displayed only if you entered **Y** in the NATURE/LOCATION field on the CDBG06 screen (see page 3-11):

```
11/21/07  11:09              CDBG NATURE/LOCATION                     CDBG10

Grantee Activity ID                                  IDIS Activity ID 6377
Activity Name       DENTAL PROGRAM, BROOKS PUBLIC HOUSING    Natl/Obj LMC


   Nature/Location Narrative:
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____



   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT  F9=SAVE
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Nature/Location Narrative	Explain how it may be concluded from the nature and location of the activity that it will benefit a limited clientele, at least 51% of whom are low/moderate income.

When you are finished, press <Enter> to save your data and display the next screen.

CDBG DIRECT BENEFIT DATA – BY PERSONS (CDBG08)

The CDBG08 "by persons" screen is displayed for all LMC* matrix codes except 05R.

On this screen, you will provide counts of the race and ethnicity of persons benefiting from an activity. Input *annual* counts for the *correct* program year.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTALS FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/22/07  16:13    CDBG DIRECT BENEFIT DATA - by Persons            CDBG08
Grantee Activity ID                                 IDIS Activity ID 4292
Activity Name        DENNISON PRE-SCHOOL PROGRAM              Natl/Obj LMC
Totals for program year: 2007
             ----T O T A L----      Totals (All Years)
Race  |   --All--   --Hisp-   |    --All--    --Hisp-
 ___  |  _____   _____    |       0          0
 ___  |  _____   _____    |       0          0
 ___  |  _____   _____    |       0          0
 ___  |  _____   _____    |       0          0
 ___  |  _____   _____    |       0          0
 ___  |  _____   _____    |       0          0
 ___  |  _____   _____    |       0          0
 ___  |  _____   _____    |       0          0
 ___  |  _____   _____    |       0          0
 ___  |  _____   _____    |       0          0
 ___  |  _____   _____    |       0          0
 ___  |  _____   _____    |       0          0
Totals:        0         0    |       0          0


Insert/Delete program year(I/D)? _
Type year to be inserted and press <ENTER> to confirm.
F1=HELP   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR        F18=NEXT YEAR
```

Please note the following:

- For matrix codes 04, 05S, 05T, or 08, you have the option of reporting the beneficiary data by households rather than by persons (don't opt for this unless the activity ACCOMPLISHMENT TYPE is 04-Households or 10-Housing Units). To do so, type in the program year, press <Enter>, and then press <F15> (Shift + F3). The CDBG08 "by households" screen (see page 9-5) is displayed.

- For instructions on reporting race and ethnicity data for activities that involve removing architectural barriers or providing ADA improvements to public buildings, see Appendix G.

- Prior to December 2005, race/ethnicity counts were reported cumulatively. When cumulative data exists for an activity, a different version of the CDBG08 screen may be displayed. See Appendix H for more information.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.

Field	Description
Program Year	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Totals for program year YYYY	This read-only field shows the program year for which data is being reported.
Race	Enter the race code of the counts to be entered on this line. The codes are listed on the <F1> help screen for this field. Their descriptions are: **11** White – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. **12** Black/African American – A person having origins in any of the black racial groups of Africa. **13** Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. **14** American Indian/Alaskan Native – A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment. **15** Native Hawaiian/Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. **16** American Indian/Alaskan Native & White – A person having these multiple racial origins as defined above. **17** Asian & White – A person having these multiple racial origins as defined above. **18** Black/African American & White – A person having these multiple racial origins as defined above. **19** American Indian/Alaskan Native & Black/African American – A person having these multiple racial origins as defined above. **20** Other Multi-Racial – Category used for reporting individual responses that are not included in any of the categories listed above.
TOTAL: All	Enter the total number of beneficiaries of this race.
TOTAL: Hisp	Of the total beneficiaries of this race, enter the number who are Hispanic.
Totals (All Years)	These read-only fields are populated when you press <F3> or <F9> to update the screen.
Insert/Delete Program Year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG08 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

CDBG DIRECT BENEFIT DATA – BY HOUSEHOLDS (CDBG08)

The CDBG08 "by households" screen is displayed for an LMC* activity if the matrix code is 05R or if you have chosen to report beneficiary data by households for matrix codes 04, 05S, 05T, or 08.

On this screen, you will provide counts of the race and ethnicity of owner and/or renter households benefiting from an activity. Count each household as <u>one</u>, regardless of the number of persons in the household. Input *annual* counts for the *correct* program year.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTALS FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/17/07  14:38   CDBG DIRECT BENEFIT DATA - by Households            CDBG08
Grantee Activity ID                             IDIS Activity ID 2032
Activity Name      DOWNPAYMENT ASSISTANCE - LMCSV          Natl/Obj LMCSV
Totals for program year: 2007
            ----O W N E R----      ---R E N T E R---      -Totals (All Years)-
Race  |   --All--   --Hisp-   |   --All--   --Hisp-   |   ---All---  --Hisp---
 __   |  _____   _____   |  _____   _____   |        0          0
 __   |  _____   _____   |  _____   _____   |        0          0
 __   |  _____   _____   |  _____   _____   |        0          0
 __   |  _____   _____   |  _____   _____   |        0          0
 __   |  _____   _____   |  _____   _____   |        0          0
 __   |  _____   _____   |  _____   _____   |        0          0
 __   |  _____   _____   |  _____   _____   |        0          0
 __   |  _____   _____   |  _____   _____   |        0          0
 __   |  _____   _____   |  _____   _____   |        0          0
 __   |  _____   _____   |  _____   _____   |        0          0
 __   |  _____   _____   |  _____   _____   |        0          0
 __   |  _____   _____   |  _____   _____   |        0          0
Totals:        0         0   |        0         0   |        0          0
Fem-HH: _____
Insert/Delete program year(I/D)? _        Display cumulative totals(Y/N)? _

F1=HELP   F3=VALDT    F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR         F18=NEXT YEAR
```

Note that prior to December 2005, race/ethnicity counts were reported cumulatively. When cumulative data exists for an activity, a different version of the CDBG08 screen may be displayed. See Appendix H for more information.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Program Year	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Totals for program year YYYY	This read-only field shows the program year for which data is being reported.
Race	Enter the race code of the counts to be entered on this line. Descriptions of the codes are provided on the previous page.
OWNER: All	Enter the number of homeowner households of this race.

Field	Description
OWNER: Hispanic	Of all homeowner households of this race, enter the number that are Hispanic.
RENTER: All	Enter the number of renter households of this race.
RENTER: Hispanic	Of all renter households of this race, enter the number that are Hispanic.
Totals (All Years)	These read-only fields are populated when you press <F3> or <F9> to update the screen.
Fem-HH	Of the total number of owner and renter households, enter the number that are female-headed.
Totals	These read-only fields are populated when you press <F3> or <F9> to update the screen.
Insert/Delete Program Year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG08 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.
Display cumulative totals (Y/N)?	This field is displayed only if CDBG08 data has already been entered for the activity. Type **Y** to display the Beneficiary Summary screen, which shows cumulative totals for all program years broken down by owner and renter.

When you are finished, press <Enter> to save your data and display the next screen.

CDBG BENEFICIARY INCOME LEVELS – BY PERSONS (CDBG13)

The CDBG13 "by persons" screen is displayed if the data on CDBG08 was entered by persons.

On this screen, you will report on the income levels of persons benefiting from an LMC* activity. Input *annual* counts for the *correct* program year.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTALS FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/22/07  16:16    CDBG BENEFICIARY INCOME LEVELS - by Persons        CDBG13

Grantee Activity ID                                  IDIS Activity ID 4292
Activity Name       DENNISON PRE-SCHOOL PROGRAM             Natl/Obj LMC

   Persons Benefiting: 22

Totals for program year: 2007
                                        Total
             Income Level    Total     All Yrs

           Extremely Low   _____        0
                    Low    _____        0
               Moderate    _____        0
        Non-Low Moderate   _____        0
                  Total         0          0

           Percent Low/Mod    0.00%      0.00%

Insert/Delete program year(I/D)? _

Total Income levels MUST equal Persons Benefiting (at top of screen).
F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
F17=PREV YEAR    F18=NEXT YEAR
```

Prior to December 2005, income level counts were reported cumulatively. When cumulative data exists for an activity, a different version of the CDBG13 screen may be displayed. See Appendix J for more information.

Reporting Income Levels

- **All Activities:** Some grantees, solely to minimize data entry, report all beneficiaries in the "moderate" income category. This practice conveys the impression in reports to Congress and other Federal oversight agencies that grantees are ignoring the program's legislative mandate to assist extremely low and low income persons and households. Therefore, it is important that you always report income levels in the appropriate categories.

- **Presumed Benefit Activities:** If an LMC* activity is limited to assisting one or more of the presumptive benefit groups, report the number of persons benefiting under the following income categories unless you have information to support reporting them under a different income category:

Abused children	Extremely low income
Battered spouses	Low income

Severely disabled adults	Low income
Homeless persons	Extremely low income
Illiterate adults	Low income
Persons with AIDS	Low income
Migrant farm workers	Low income
Elderly	If assistance is to acquire, construct, convert, and/or rehabilitate a senior center or to pay for providing center-based senior services, report the beneficiaries as moderate income. If assistance is for other services (not center-based), report the elderly beneficiaries as low income.

If an activity serves a combination of these groups, identify the number in each group and report those numbers under the appropriate income levels.

- **Nature/Location Activities:** Report all beneficiaries as <u>moderate income</u> unless you have information to support reporting them under another income category.

- **Activities Providing Access for Persons with Disabilities:** For LMC activities carried out under 570.208(a)(2)(ii), report all beneficiaries as <u>low income</u> unless you have information to support reporting them under another income category.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Persons Benefiting	This protected field shows the beneficiary count from the CDBG08 screen. The sum of the values entered in the next four fields must equal this number.
Totals for program year YYYY	This read-only field shows the PROGRAM YEAR from the CDBG08 screen.
Extremely Low	Enter the number of persons benefiting whose income is at or below 30% of the median family income for the area.
Low	Enter the number of persons benefiting whose income is above 30% and at or below 50% of the median family income for the area.
Moderate	Enter the number of persons benefiting whose income is above 50% and at or below 80% of the median family income for the area.
Non-Low Moderate	Enter the number of persons benefiting whose income is above 80% of the median family income for the area.
Total Total All Yrs	These read-only fields are populated when you press <F3> or <F9> to update the screen.
Percent Low/Mod	When you validate or save your data, these display-only fields show the percentage of beneficiaries who are low/mod.

Field	Description
Insert/Delete Program Year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG13 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

CDBG BENEFICIARY INCOME LEVELS – BY HOUSEHOLDS (CDBG13)

The CDBG13 "by households" screen is displayed if the data on CDBG08 was entered by households.

On this screen, you will report on the income levels of households benefiting from an LMC* activity. Count each household as <u>one</u>, regardless of the number of persons in the household. Input *annual* counts for the *correct* program year.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTALS FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/17/07  14:39    CDBG BENEFICIARY INCOME LEVELS - by Households        CDBG13

Grantee Activity ID                                      IDIS Activity ID 2032
Activity Name      DOWNPAYMENT ASSISTANCE - LMCSV             Natl/Obj LMCSV
                             Owner        Renter
Households Benefiting:        16            0

Totals for program year: 2007
                                                    Total
             Income Level    Owner        Renter    All Yrs

            Extremely Low   _____      _____        0
                     Low    _____      _____        0
                Moderate    _____      _____        0
         Non-Low Moderate   _____      _____        0
                   Total        0            0          0

           Percent Low/Mod     0.00%       0.00%      0.00%

Insert/Delete program year(I/D)? _          Display cumulative totals(Y/N)? _

Total Income levels Owner+Renter MUST=Households Benefiting (at top of screen).
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Please note the following:

• Some grantees, solely to minimize data entry, report all beneficiaries in the "moderate" income category. This practice conveys the impression in reports to Congress and other Federal oversight agencies that grantees are ignoring the program's legislative mandate to assist extremely low and low income persons and households. Therefore, it is important that you always report income levels in the appropriate categories.

• Prior to December 2005, income level counts were cumulative and not reported separately for owners and renters. When cumulative data exists for an activity, a different version of the CDBG13 screen may be displayed. See Appendix J for more information.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.

Field	Description
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Households Benefiting	This protected field shows the owner and renter counts from the CDBG08 screen.
Totals for program year YYYY	This read-only field shows the PROGRAM YEAR from the CDBG08 screen.
Owner	The sum of the values entered in the four owner income level fields must equal the number shown in the HOUSEHOLDS BENEFITING: OWNER field.
Extremely Low	Enter the number of owner households whose income is at or below 30% of the median family income for the area.
Low	Enter the number of owner households whose income is above 30% and at or below 50% of the median family income for the area.
Moderate	Enter the number of owner households whose income is above 50% and at or below 80% of the median family income for the area.
Non-Low Moderate	Enter the number of owner households whose income is above 80% of the median family income for the area.
Renter	The sum of the values entered in the four renter income level fields must equal the number shown in the HOUSEHOLDS BENEFITING: RENTER field.
Extremely Low	Enter the number of renter households whose income is at or below 30% of the median family income for the area.
Low	Enter the number of renter households whose income is above 30% and at or below 50% of the median family income for the area.
Moderate	Enter the number of renter households whose income is above 50% and at or below 80% of the median family income for the area.
Non-Low Moderate	Enter the number of renter households whose income is above 80% of the median family income for the area.
Total Total All Yrs	These read-only fields are populated when you press <F3> or <F9> to update the screen.
Percent Low/Mod	When you validate or save your data, these display-only fields show the percentage of beneficiaries who are low/mod.
Display cumulative totals (Y/N)?	This field is displayed only if CDBG13 data has already been entered for the activity. Type **Y** to display the Beneficiary Summary screen, which shows cumulative totals for all program years broken down by owner and renter.
Insert/Delete Program Year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG13 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

PUBLIC SERVICES/PUBLIC FACILITIES AND IMPROVEMENTS (CDBG17)

CDBG17 is displayed for LMC* activities with a matrix code of 03* or 05*. It captures data on how persons or households benefited from a public service or public facilities activity. The version of the screen that is displayed depends on the activity's matrix code.

Public facilities and improvements activities (03* except 03T)

```
12/02/07  09:55   Public Services/Public Facilities and Improvements   CDBG17
Grantee Activity ID                             IDIS Activity ID 1211
Activity Name       EAST END SIDEWALK IMPROVEMENTS          Natl/Obj LMC


Total benefiting for program year 2007 : 284
 Of the persons assisted, enter the number that:




  Now have new access to this type of public facility or
  infrastructure improvement:                                    _____
  Now have improved access to this type of public facility or
  infrastructure improvement:                                    _____
  That are served by public facility or infrastructure that is no
  longer substandard:                                            _____
                                                       Total:            0
  Homeless persons given overnight shelter:                      _____
# of beds created in overnight shelter or other emergency housing:  _____

Insert/Delete program year(I/D)? _
Total of 3 highlighted fields must = total benefiting.
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Public services activities (05* and 03T)

```
11/22/07  16:18   Public Services/Public Facilities and Improvements   CDBG17
Grantee Activity ID                             IDIS Activity ID 4292
Activity Name       DENNISON PRE-SCHOOL PROGRAM             Natl/Obj LMC


Total benefiting for program year 2007 : 22
 Of the persons assisted, enter the number that:
  Now have new access to this service or benefit:               _____
  Now have improved access to this service or benefit:          _____
  Now receive a service or benefit that is no longer substandard:  _____
                                                       Total:            0







  Homeless persons given overnight shelter:                      _____
# of beds created in overnight shelter or other emergency housing:  _____

Insert/Delete program year(I/D)? _
Total of 3 highlighted fields must = total benefiting.
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Report persons or households assisted, as indicated on the line below TOTAL BENEFITING FOR PROGRAM YEAR.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL BENEFITING FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total benefiting for program year YYYY	This read-only line shows the program year for which data is being reported and the beneficiary count for that year from the CDBG08 screen.
Now have new access…	When the activity provides a new service or facility, enter the number of persons/households with access to the service/facility. If the activity is funded in subsequent years, persons/households benefiting in the subsequent years continue to be reported as having new access. Example: In 2006, Elwood City constructs the first senior center in the area, providing access to a new facility. If the grantee continues to fund the senior center in 2007, the persons receiving the benefit in 2007 are reported as having new access.
Now have improved access…	When the activity provides improved access to a service or facility, enter the number of persons/households who have improved access. Example: Groveton funds a job training activity. Previously, residents of Groveton had to drive several miles to the nearest job training center. The residents of Groveton now have improved access to job training.
…that is no longer substandard	When the activity provides a service or facility that is no longer substandard, enter the number of persons/households no longer subject to substandard services/facilities. Example: Williamstown reconstructs a road to make it safer for its residents.
Total	This read-only field is populated when you press <F3> or <F9> to update the screen. It must equal the number in TOTAL BENEFITING FOR PROGRAM YEAR.
Homeless persons given overnight shelter	This field is displayed only if the activity matrix code is 03C or 03T or the HELP THE HOMELESS field on MA03 is **Y**. Enter the number of persons sheltered overnight. This cannot exceed the total number of persons benefiting.
# of beds created in overnight shelter or other emergency housing	This field is supposed to be displayed only if the activity matrix code is 03C or 03T or the HELP THE HOMELESS field on MA03 is **Y**. For those activities, enter the number of beds; for all other activities, leave the field blank.
Insert/Delete Program Year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG17 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS (CDBG25)

CDBG25 is displayed for an LMC* activity only if the national objective is LMCSV and the matrix code is 05R. It captures performance measurement data about homebuyer assistance activities.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL NUMBER…FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
 11/07/07  14:41    DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS           CDBG25

 Grantee Activity ID                                IDIS Activity ID 2032
 Activity Name       DOWNPAYMENT ASSISTANCE - LMCSV           Natl/Obj LMCSV

 Total number homebuyer households for program year 2007 : 16


 Of the total, specify the following:

    First-time homebuyer:                                   _____
      Of those, number receiving housing counseling:        _____

    Downpayment Assistance/Closing Costs:                   _____




 Insert/Delete program year(I/D)? _

 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
 F17=PREV YEAR   F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total number homebuyer households for program year YYYY	This protected field shows the number of households input on the CDBG08 screen for the program year.
First-time homebuyer	Of the total households assisted, enter the number that are first-time homebuyers. This cannot exceed TOTAL NUMBER HOMEBUYER HOUSEHOLDS.
Of those, number receiving housing counseling	Of the households that are first-time homebuyers, enter the number receiving housing counseling.
Downpayment Assistance/ Closing Costs	Of the total households assisted, enter the number receiving downpayment assistance and/or assistance with closing costs.

Field	Description
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG25 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

TENANT-BASED RENTAL ASSISTANCE (CDBG30)

CDBG30 is displayed for an LMC* activity only if the national objective is LMCSV and the matrix code is 05S.

Information about tenants who receive CDBG rental assistance is entered on this performance measurement screen.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL #…FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/01/07  12:38          Tenant-Based Rental Assistance              CDBG30

Grantee Activity ID                                 IDIS Activity ID 2616
Activity Name       TBRA                                  Natl/Obj LMCSV

Total # households assisted for program year 2007 : 12

Of the total Households assisted, the number:

    Short-term rental assistance (not more than 3 months):  _____

     # of households assisted previously homeless:          _____
       Of those, the # of chronically homeless households:  _____




Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Note: Grantees are not required to ask participants about their status in order to report on the indicators concerning access for the homeless and the chronically homeless. The special needs indicators refer to the units *designated* for occupancy by these groups, <u>not</u> to the households who occupy them.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total # of households assisted for program year YYYY	This read-only line shows the program year for which data is being reported and the number of households from the CDBG08 screen for that year.
Short-term rental assistance (not more than 3 months)	Of the total households assisted, enter the number that received rental assistance for three months or less. This number cannot exceed TOTAL # OF HOUSEHOLDS ASSISTED.

Field	Description
# of households assisted previously homeless	Of the total households assisted, enter the number that were previously homeless. This number cannot exceed TOTAL # OF HOUSEHOLDS ASSISTED.
	The HUD definition of "homeless" is an individual or family who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is either:
	• a supervised publicly or privately operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or
	• an institution that provides a temporary residence for individuals intended to be institutionalized; or
	• a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
Of those, the # of chronically homeless households.	Of the number of previously homeless households assisted, enter the number that were chronically homeless. This number cannot exceed the number input in previous field.
	The HUD definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either:
	• been continuously homeless for a year or more, or
	• had at least four episodes of homelessness in the past three years.
	A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability.
	"Homeless" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.
Insert/Delete Program Year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG30 screen is displayed for input of the new year's data.
	To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

HOMELESS PREVENTION (CDBG31)

CDBG31 is displayed for an LMC* activity only if the activity matrix code is 05C, 05Q, or 05T and the HELP PREVENT HOMELESSNESS field on screen C04MA03 is **Y**.

Performance measurement information on the number of persons provided with emergency financial and/or legal assistance to prevent homelessness is entered on this screen. Input *annual* counts for the *correct* program year.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL BENEFITING FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/01/07  11:28              HOMELESS PREVENTION                    CDBG31

Grantee Activity ID                              IDIS Activity ID 3178
Activity Name       SHORT-TERM RENTAL ASSISTANCE            Natl/Obj LMC

Total benefiting for program year 2007 : 18

Of the persons assisted, enter the number that:

Received emergency financial assistance to prevent homelessness:   _____

    Received emergency legal assistance to prevent homelessness:   _____




   Insert/Delete program year(I/D)? _

   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
   F17=PREV YEAR   F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total benefiting for program year YYYY	This read-only line shows the program year for which data is being reported and the beneficiary count from the CDBG08 screen for that year.
Received emergency financial assistance to prevent homelessness	Of the total persons assisted, enter the number that received emergency financial assistance to prevent homelessness.
Received emergency legal assistance to prevent homelessness	Of the total persons assisted, enter the number that received emergency legal assistance to prevent homelessness.

Field	Description
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG31 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

ASSISTANCE TO BUSINESSES (CDBG28)

CDBG28 is displayed for an LMC* activity only if the activity matrix code is 14E, 17*, or 18*. It is the first of two screens for input of performance measurement data about the business(es) assisted by an economic development activity. Input *annual* counts for the *correct* program year.

If the matrix code is 18A or 18C: The fact that CDBG28 allows you to report more than one business assisted does not mean that assistance to individual businesses under 18A or 18C may be aggregated in one activity. Unless the activity is one identified at 570.208(a)(4)(vi) for which job aggregation is allowed, each business assisted under 18A or 18C must be set up as a separate activity.

For multi-year activities: Before adding or updating information, make sure that the year displayed in FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/18/07  12:22            ASSISTANCE TO BUSINESSES                    CDBG28

Grantee Activity ID                                 IDIS Activity ID 3100
Activity Name        HENDERSON'S CLEANERS                    Natl/Obj LMC


For program year 2007
   Businesses assisted:
          New:                              _____
          Existing:                         _____
          Total:                                    0

   Of the EXISTING Businesses assisted:
          Number expanding:                 _____
          Number relocating:                _____

# of businesses assisted with commercial facade treatment/
                                   business building rehab: _____
# of businesses assisted that provide goods or services to meet the
           needs of a service area, neighborhood, or community: _____

Insert/Delete program year(I/D)? _


F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR    F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
For program year YYYY	This read-only field displays the program year for which data is being reported.
Businesses assisted:	
New	Enter the number of start-up businesses assisted in this program year.
Existing	Enter the number of existing businesses assisted in this program year.

Field	Description
Total	This read-only field is populated when you validate or save the data.
Of the EXISTING Businesses assisted:	
Number expanding	Of the existing businesses, enter the number that are expanding as a result of the assistance.
Number relocating	Of the existing businesses, enter the number that are relocating as a result of the assistance.
# of businesses assisted with commercial facade treatment/ business building rehab	Of the total businesses, enter the number receiving assistance for the rehabilitation of business facades/buildings. Do not input a number greater than the total number of businesses assisted, even though the system allows it (this error will be corrected in the future).
# of businesses assisted that provide goods or services to meet the needs of a service area, neighborhood, or community	Of the total businesses, enter the number that provide goods or services to meet the needs of a service area, neighborhood, or community. Do not input a number greater than the total number of businesses assisted, even though the system allows it (this error will be corrected in the future).
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG28 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

ASSISTANCE TO BUSINESSES – PART 2 (CDBG29)

This screen is a continuation of CDBG28. On it, you will enter the DUNS number of each business assisted by the activity. HUD uses the DUNS numbers to track the number of businesses that remain operational for three years after receiving assistance.

A DUNS number is required for a business that receives direct financial assistance. Otherwise, it is optional.

Obtaining a DUNS number is free. Additional information on obtaining a DUNS number can be found at http://www.whitehouse.gov/omb/grants/duns_num_guide.pdf.

```
12/18/07  12:22      ASSISTANCE TO BUSINESSES - PART 2           CDBG29

Grantee Activity ID                           IDIS Activity ID 3100
Activity Name       HENDERSON'S CLEANERS                 Natl/Obj LMC


Specify DUNS # for each business assisted:


         DUNS #
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
Additional Entries (Y/N)? _

 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Note that the data on this screen is not reported by program year.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
DUNS #	Enter the DUNS number for each business assisted. It must be either 9 or 13 digits.
Additional Entries (Y/N)?	Enter **Y** in this field if you need to input more than 12 DUNS numbers.

This is the last screen in the LMC path. When you press <Enter> to save your data, the CDBG01 screen (see page 3-2) will be displayed.

Chapter 10
LMH ACTIVITIES

This chapter covers the screens that are completed for activities with a national objective of:

LMH   Low/mod housing benefit
LMHSP   Low/mod housing benefit, CDFI or NRSA

The LMH screens are displayed after you have filled in the Common Path (Chapter 2) and the common CDBG screens (Chapter 3) for an activity.

Rehab Activities

For LMH* activities with a matrix code of 14A-14D, 14F-14I, or 16A, the following screens are displayed:

Page	Screen	Displayed for
10-3	CDBG14: CDBG Multi-Unit Housing Activity	Activities where MULTI-UNIT HOUSING field on CDBG06 is Y
10-5	CDBG09: CDBG Housing Rehabilitation	14A-14D, 14F, 14G, 16A
10-6	CDBG08: CDBG Direct Benefit Data – by Households	All LMH*
10-8	CDBG13: CDBG Beneficiary Income Levels – by Households	All LMH*
10-10	CDBG24: Homeowner Rehab Units	14A-14D, 14F-14I
10-12	CDBG20: Rehabilitation of Rental Units – Part 1	14A-14D, 14F-14I
10-14	CDBG21: Rehabilitation of Rental Units – Part 2	14A-14D, 14F-14I

Acquisition and New Construction Activities

For LMH* activities with a matrix code of 01 or 12, the following screens are displayed:

Page	Screen	Displayed for
10-3	CDBG14: CDBG Multi-Unit Housing Activity	Activities where MULTI-UNIT HOUSING field on CDBG06 is Y
10-6	CDBG08: CDBG Direct Benefit Data – by Households	All LMH*
10-8	CDBG13: CDBG Beneficiary Income Levels – by Households	All LMH*
10-16	CDBG22: Acquisition/Construction New Homeowner	01, 12
10-18	CDBG23: Acquisition/Construction New Homeowner – Part 2	01, 12
10-19	CDBG24: Homeowner Rehab Units	01
10-20	CDBG18: Construction of Rental Units – Part 1	01, 12
10-22	CDBG19: Construction of Rental Units – Part 2	01, 12

Other Housing Activities

For LMH* activities with a matrix code of 05R-05T, 13, or 03H-03L, the following screens are displayed:

Page	Screen	Displayed for
10-3	CDBG14: CDBG Multi-Unit Housing Activity	Activities where MULTI-UNIT HOUSING field on CDBG06 is Y
10-6	CDBG08: CDBG Direct Benefit Data – by Households	All LMH*
10-8	CDBG13: CDBG Beneficiary Income Levels – by Households	All LMH*
10-24	CDBG30: Tenant-Based Rental Assistance	05S
10-26	CDBG17: Public Services/Public Facilities and Improvements	05R-05T, 03H-03L
10-28	CDBG25: Direct Financial Assistance to Homebuyers	05R, 13
10-30	CDBG31: Homeless Prevention	05T

When you have completed the last screen in the LMH path, the CDBG01 screen (see page 3-2) is displayed.

CDBG MULTI-UNIT HOUSING ACTIVITY (CDBG14)

CDBG14 is displayed for an LMH* activity only if the ACTIVITY INCLUDES MULTI-UNIT HOUSING field on the CDBG06 screen (see page 3-11) is **Y**.

On this setup screen, you will provide information about the number of units at the start of a multi-unit housing activity and the number of units expected upon completion of the activity.

```
11/05/07  10:27         CDBG MULTI-UNIT HOUSING ACTIVITY              CDBG14

Grantee Activity ID CDBG07-163                      IDIS Activity ID 5452
Activity Name        CARLISLE APARTMENTS REHAB              Natl/Obj LMH




                                              Occupied      Percent
                               Total  Occupied  Low/Mod     Low/Mod
               Units at Start:  ____     ____     ____       _____ %
  Units Expected at Completion: ____     ____     ____       _____ %





   F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV   F8=NEXT   F9=SAVE
```

Notice that this information is entered only once, not for each program year the activity spans.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Units at Start:	
Total	Enter the total number of units at the start of the activity.
Occupied	Enter the number of units that were occupied at the start of the activity.
Occupied Low/Mod	Enter the number of units that were occupied by low/mod households at the start of the activity.
Percent Low/Mod	When you validate or save your data, this display-only field shows the percentage of units that are occupied by low/mod households.
Units Expected at Completion:	
Total	Enter the total number of units you project will be available upon completion of the activity.
Occupied	Enter the number of units you project will be occupied at activity completion.
Occupied Low/Mod	Enter the number of units you project will be occupied by low/mod households at activity completion.

Field	Description
Percent Low/Mod	When you validate or save your data, this display-only field shows the percentage of units that are expected to be occupied by low/mod households upon completion of the activity.

When you are finished, press <Enter> to save your data and display the next screen.

CDBG HOUSING REHABILITATION (CDBG09)

CDBG09 is displayed for an LMH* activity only if the matrix code is 14A-14D, 14F, 14G, or 16A.

Fill in this screen **only** if the rehabilitation of all the housing units reported in the activity is limited to one or more of the items listed. Otherwise, bypass the screen. Example: If the rehab is limited to installing smoke detectors in an apartment building, then complete this screen. If smoke detectors are installed <u>and</u> the building's roof is replaced, then skip this screen.

```
11/28/07  15:37           CDBG HOUSING REHABILITATION                CDBG09


Grantee Activity ID CDBG07-163                      IDIS Activity ID 5452
Activity Name       CARLISLE APARTMENTS REHAB              Natl/Obj LMH




Indicate if this activity is limited to one or more of the following:
(Enter "X" for all that apply)

          _ Installing security devices
          _ Installing smoke detectors
          _ Performing emergency housing repairs
          _ Providing supplies and equipment for painting houses
          _ Operating a Tool Lending Library

If none apply, press <Enter> to go to the next screen.




  F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT  F9=SAVE
```

Notice that this information is entered only once, not for each program year the activity spans.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Installing security devices	Enter **X** if the activity includes installing security devices.
Installing smoke detectors	Enter **X** if the activity includes installing smoke detectors.
Performing emergency housing repairs	Enter **X** if the activity includes performing emergency housing repairs.
Providing supplies and equipment for painting houses	Enter **X** if the activity provided supplies and equipment for painting houses.
Operating a Tool Lending Library	Enter **X** if the activity provided assistance for operating a tool lending library.

When you are finished, press <Enter> to save your data and display the next screen.

CDBG DIRECT BENEFIT DATA – BY HOUSEHOLDS (CDBG08)

The CDBG08 "by households" screen is displayed for all LMH* activities.

On this screen, you will provide counts of the race and ethnicity of owner and/or renter households benefiting from an activity. Count each household as <u>one</u>, regardless of the number of persons in the household. Input *annual* counts for the *correct* program year.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTALS FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/28/07  15:38   CDBG DIRECT BENEFIT DATA - by Households              CDBG08
Grantee Activity ID CDBG07-163                  IDIS Activity ID 5452
Activity Name       CARLISLE APARTMENTS REHAB             Natl/Obj LMH
Totals for program year: 2007
            ----O W N E R----       ---R E N T E R---      -Totals (All Years)-
Race |   --All--    --Hisp-    |  --All--    --Hisp-   |   ---All---  --Hisp---
 __  | _____  _____  | _____  _____  |         0          0
 __  | _____  _____  | _____  _____  |         0          0
 __  | _____  _____  | _____  _____  |         0          0
 __  | _____  _____  | _____  _____  |         0          0
 __  | _____  _____  | _____  _____  |         0          0
 __  | _____  _____  | _____  _____  |         0          0
 __  | _____  _____  | _____  _____  |         0          0
 __  | _____  _____  | _____  _____  |         0          0
 __  | _____  _____  | _____  _____  |         0          0
 __  | _____  _____  | _____  _____  |         0          0
 __  | _____  _____  | _____  _____  |         0          0
 __  | _____  _____  | _____  _____  |         0          0
Totals:        0         0 |        0         0 |         0          0
Fem-HH: _____
Insert/Delete program year(I/D)? _        Display cumulative totals(Y/N)? _

F1=HELP   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR        F18=NEXT YEAR
```

Note that prior to December 2005, race/ethnicity counts were reported cumulatively. When cumulative data exists for an activity, a different version of the CDBG08 screen may be displayed. See Appendix H for more information.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Program Year	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Totals for program year YYYY	This read-only field shows the program year for which data is being reported.
Race	Enter the race code of the counts to be entered on this line. The codes are listed on the <F1> help screen for this field. Their descriptions are:

11 White – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. |

Field	Description
	12 Black/African American – A person having origins in any of the black racial groups of Africa.
	13 Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
	14 American Indian/Alaskan Native – A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.
	15 Native Hawaiian/Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	16 American Indian/Alaskan Native & White – A person having these multiple racial origins as defined above.
	17 Asian & White – A person having these multiple racial origins as defined above.
	18 Black/African American & White – A person having these multiple racial origins as defined above.
	19 American Indian/Alaskan Native & Black/African American – A person having these multiple racial origins as defined above.
	20 Other Multi-Racial – Category used for reporting individual responses that are not included in any of the categories listed above.
OWNER: All	Enter the number of homeowner households of this race.
OWNER: Hispanic	Of all homeowner households of this race, enter the number that are Hispanic.
RENTER: All	Enter the number of renter households of this race.
RENTER: Hispanic	Of all renter households of this race, enter the number that are Hispanic.
Totals (All Years)	These read-only fields are populated when you press <F3> or <F9> to update the screen.
Fem-HH	Of the total number of owner and renter households, enter the number that are female-headed.
Totals	These read-only fields are populated when you press <F3> or <F9> to update the screen.
Insert/Delete Program Year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG08 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.
Display cumulative totals (Y/N)?	This field is displayed only if CDBG08 data has already been entered for the activity. Type **Y** to display the Beneficiary Summary screen, which shows cumulative totals for all program years broken down by owner and renter.

When you are finished, press <Enter> to save your data and display the next screen.

CDBG BENEFICIARY INCOME LEVELS – BY HOUSEHOLDS (CDBG13)

The CDBG13 "by households" screen is displayed for all LMH* activities.

On this screen, you will report on the income levels of households benefiting from an LMH* activity. Count each household as <u>one</u>, regardless of the number of persons in the household. Input *annual* counts for the *correct* program year.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTALS FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/28/07  15:40    CDBG BENEFICIARY INCOME LEVELS - by Households        CDBG13

Grantee Activity ID CDBG07-163                         IDIS Activity ID 5452
Activity Name      CARLISLE APARTMENTS REHAB                   Natl/Obj LMH
                         Owner        Renter
Households Benefiting:        0           7

Totals for program year: 2007
                                                        Total
             Income Level    Owner         Renter      All Yrs

            Extremely Low   _____      _____         0
                     Low    _____      _____         0
                Moderate    _____      _____         0
            Non-Low Moderate _____     _____         0
                   Total        0            0             0

            Percent Low/Mod    0.00%        0.00%        0.00%

Insert/Delete program year(I/D)? _         Display cumulative totals(Y/N)? _

Total Income levels Owner+Renter MUST=Households Benefiting (at top of screen).
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Please note the following:

- Some grantees, solely to minimize data entry, report all beneficiaries in the "moderate" income category. This practice conveys the impression in reports to Congress and other Federal oversight agencies that grantees are ignoring the program's legislative mandate to assist extremely low and low income persons and households. Therefore, it is important that you always report income levels in the appropriate categories.

- Prior to December 2005, income level counts were cumulative and not reported separately for owners and renters. When cumulative data exists for an activity, a different version of the CDBG13 screen may be displayed. See Appendix J for more information.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.

Field	Description
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Households Benefiting	This protected field shows the owner and renter counts from the CDBG08 screen.
Totals for program year YYYY	This read-only field shows the PROGRAM YEAR from the CDBG08 screen.
Owner	The sum of the values entered in the four owner income level fields must equal the number shown in the HOUSEHOLDS BENEFITING: OWNER field.
Extremely Low	Enter the number of owner households whose income is at or below 30% of the median family income for the area.
Low	Enter the number of owner households whose income is above 30% and at or below 50% of the median family income for the area.
Moderate	Enter the number of owner households whose income is above 50% and at or below 80% of the median family income for the area.
Non-Low Moderate	Enter the number of owner households whose income is above 80% of the median family income for the area.
Renter	The sum of the values entered in the four renter income level fields must equal the number shown in the HOUSEHOLDS BENEFITING: RENTER field.
Extremely Low	Enter the number of renter households whose income is at or below 30% of the median family income for the area.
Low	Enter the number of renter households whose income is above 30% and at or below 50% of the median family income for the area.
Moderate	Enter the number of renter households whose income is above 50% and at or below 80% of the median family income for the area.
Non-Low Moderate	Enter the number of renter households whose income is above 80% of the median family income for the area.
Total Total All Yrs	These read-only fields are populated when you press <F3> or <F9> to update the screen.
Percent Low/Mod	When you validate or save your data, these display-only fields show the percentage of beneficiaries who are low/mod.
Display cumulative totals (Y/N)?	This field is displayed only if CDBG13 data has already been entered for the activity. Type **Y** to display the Beneficiary Summary screen, which shows cumulative totals for all program years broken down by owner and renter.
Insert/Delete Program Year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG13 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

HOMEOWNER REHAB UNITS (CDBG24)

CDBG24 is displayed for an LMH* activity only if the matrix code is 01, 14A–14D, or 14F–14I, the ACCOMPLISHMENT TYPE is housing units, and the number of owners input on CDBG08 for the program year is greater than zero.

On this screen, you will enter performance measurement data for owner-occupied housing rehabilitated with CDBG funds.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL NUMBER OWNER UNITS FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/17/07  14:40              HOMEOWNER REHAB UNITS                    CDBG24


Grantee Activity ID                              IDIS Activity ID 3693
Activity Name        HOMEOWNER REHAB 1312 INNIS STREET       Natl/Obj LMH


Total number Owner Units for program year 2007: 1


Of the total owner-occupied units rehabilitated, the number:

  Occupied by elderly:                                            _____
  Units moved from substandard to standard (HQS or local code):   _____

  Units qualified as Energy Star:                                 _____
  Units made accessible:                                          _____

  Brought into compliance with lead safety rules (24 CFR Part 35): _____



Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total number Owner Units for program year YYYY	This protected field shows the owner count from CDBG08 for the program year. The value entered in each of the remaining fields cannot exceed this number.
Occupied by elderly	Of the total owner units, enter the number occupied by one or more persons age 62 or over.

Field	Description
Units moved from substandard to standard (HQS or local code)	Of the total owner units, enter the number that were substandard prior to rehabilitation that now meet Housing Quality Standards or local code, whichever is applicable. This is not a requirement under CDBG, but any units that have been brought from substandard to standard condition should be reported.
Units qualified as Energy Star	Of the total owner units, enter the number qualifying for Energy Star certification. Do <u>not</u> count a unit unless its energy efficiency has been verified either by (1) an independent third party such as a home energy rater, (2) following the Builder Option Packages, or (3) adhering to the quality control procedures for HUD-code manufactured homes. For more information, go to www.hud.gov/energy and click on the CDBG link under ENERGY STAR and HUD Programs.
Units made accessible	Of the total owner units, enter the number of units made accessible through the removal of architectural barriers.
Brought into compliance with lead safety rules (24 CFR Part 35)	Of the total owner units, enter the number made lead safe. The only units to be included in the count are pre-1978 units where the rehabilitation work exceeds the $5,000 threshold. Do not count units that are free of lead-based paint (e.g., built in 1978 or later, a lead-based paint inspection report shows no lead paint) or units where the rehabilitation does not address all surfaces that could pose a lead hazard (e.g., rehabilitation work less than $5,000 a unit).
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG24 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

REHABILITATION OF RENTAL UNITS – PART 1 (CDBG20)

CDBG20 is displayed for an LMH* activity when the matrix code is 14A–14D or 14F–14I, the ACTIVITY INVOLVES RENTAL HOUSING field on CDBG06 is **Y**, and the number of renters input on CDBG08 for the program year is greater than zero. This is the first of two screens for input of performance measurement data about rental units rehabilitated with CDBG assistance.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL...FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/28/07  15:42    REHABILITATION OF RENTAL UNITS PART - 1          CDBG20

Grantee Activity ID CDBG07-163                    IDIS Activity ID 5452
Activity Name       CARLISLE APARTMENTS REHAB            Natl/Obj LMH

              Total Rental Units for program year 2007 : 7

Of the total rental units rehabilitated, the number:

  Affordable units:                                            _____
  Section 504 accessible units:                                _____
  Brought from substandard to standard condition
   (HQS or local code):                                        _____
  Number qualified as Energy Star:                             _____
  Brought into compliance with lead safety rules (24 CFR Part 35):  _____

  Number of units created through conversion of non-residential
   to residential buildings:                                   _____


Insert/Delete program year(I/D)? _
Enter data for new year.
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total Rental Units for program year YYYY	This protected field shows the beneficiary count from the CDBG08 screen. The value entered in each of the remaining fields cannot exceed this number.
Affordable units	Of the total rental units, enter the number that are affordable.
Section 504 accessible units	Of the total rental units, enter the number that meet Uniform Federal Accessibility Standards (UFAS).
Brought from substandard to standard condition (HQS or local code)	Of the total rental units, enter the number that were substandard prior to rehabilitation that now meet Housing Quality Standards or local code, whichever is applicable. This is not a CDBG requirement, but any units brought from substandard to standard condition should be reported.

Field	Description
Number qualified as Energy Star	Of the total rental units, enter the number qualifying for Energy Star certification. Do <u>not</u> count a unit unless its energy efficiency has been verified either by (1) an independent third party such as a home energy rater, (2) following the Builder Option Packages, or (3) adhering to the quality control procedures for HUD-code manufactured homes. For more information, go to www.hud.gov/energy and click on the CDBG link under ENERGY STAR and HUD Programs.
Brought into compliance with lead safety rules (24 CFR Part 35)	Of the total rental units, enter the number made lead safe. The only units to be included in the count are pre-1978 units where the rehabilitation work exceeds the $5,000 threshold. Do not count units that are free of lead-based paint (e.g., built in 1978 or later, a lead-based paint inspection report shows no lead paint) or units where the rehabilitation does not address all surfaces that could pose a lead hazard (e.g., rehabilitation work less than $5,000 a unit).
Number of units created through conversion of non-residential to residential buildings	Of the total rental units, enter the number that were created by converting non-residential buildings to residential buildings.
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG20 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

REHABILITATION OF RENTAL UNITS – PART 2 (CDBG21)

This screen is a continuation of CDBG20. On it, you will enter additional information about the affordable rental units rehabilitated with CDBG assistance.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL AFFORDABLE UNITS FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/28/07  15:43    REHABILITATION OF RENTAL UNITS PART - 2          CDBG21
Grantee Activity ID CDBG07-163                  IDIS Activity ID 5452
Activity Name       CARLISLE APARTMENTS REHAB           Natl/Obj LMH

          Total Affordable Units for program year 2007 :   7

Of the affordable rental units rehabilitated, the number:
    Units occupied by elderly:                               _____
    Number of years of affordability:   __
    Units subsidized with project-based rental assistance
            by another Federal, state or local Program:      _____

    Units designated for persons with HIV/AIDS including
            units receiving assistance for operations:       _____
     Of those, the number for the chronically homeless:      _____

    Permanent housing units for homeless persons and families,
        including units receiving assistance for operations: _____
     Of those, the number for the chronically homeless:      _____

Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Note: Grantees are not required to ask participants about their status in order to report on the indicators concerning access for the homeless. The special needs indicators refer to the units *designated* for occupancy by these groups, not to the individuals who occupy them.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total Affordable Units for program year YYYY	This protected field is supposed to show the number of underline affordable units from the previous screen. It incorrectly shows the total number of units. Please limit the counts you input on this screen to affordable units.
Units occupied by elderly	Of the affordable units, enter the number occupied by one or more persons age 62 or over.

Field	Description
Number of years of affordability	Enter the average (not the total) number of years of grantee-imposed affordability for the units being reported. To calculate the average, divide total years of affordability by the number of units assisted. Note that CDBG regulations do not require an affordability period.
Units subsidized with project-based rental assistance by another federal, state, or local program	Of the affordable units, enter the number that are subsidized with project-based rental assistance. Note that this only applies to assistance that is project-based: if the assistance is portable (e.g., Section 8 vouchers), do not include the unit(s) in your count.
Units designated for persons with HIV/AIDS, including units receiving assistance for operations	Of the affordable units, enter the number designated for persons with HIV/AIDS.
Of those, the number for the chronically homeless	Enter the number of units designated for persons with HIV/AIDS who are also chronically homeless (see definition below).
Permanent housing units for homeless persons and families, including units receiving assistance for operations	Of the affordable units, enter the number designated for the homeless. The HUD definition of "homeless" is an individual or family who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is either: • a supervised publicly or privately operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or • an institution that provides a temporary residence for individuals intended to be institutionalized; or • a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
Of those, the number for the chronically homeless	Enter the number of units designated for the homeless who are chronically homeless. The HUD definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either: • been continuously homeless for a year or more, or • had at least four episodes of homelessness in the past three years. A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability. "Homeless" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG21 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

ACQUISITION/CONSTRUCTION NEW HOMEOWNER (CDBG22)

CDBG22 is displayed for an LMH* activity only if the matrix code is 01 or 12 and the number of owners input on CDBG08 for the program year is greater than zero.

This is the first of two screens for input of performance measurement data about the acquisition/new construction of homeowner units.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL OWNER UNITS FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/22/07  15:14     ACQUISITION/CONSTRUCTION NEW HOMEOWNER              CDBG22

Grantee Activity ID                                  IDIS Activity ID 6673
Activity Name        BELWOOD CONDOMINIUMS                    Natl/Obj LMH

              Total Owner Units for program year 2007 : 8


Of the total units, # of new homeowner units that are:

         Affordable units:                                 _____
         Years of affordability guaranteed:   __
         Units qualified as Energy Star:                   _____
         Section 504 accessible:                           _____
         Households previously living in subsidized housing:  _____




Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total Owner Units for program year YYYY	This protected field shows the owner count from CDBG08 for the program year.
Affordable units	Of the total owner units, enter the number that are affordable.
Years of affordability guaranteed	Enter the average (not the total) number of years of grantee-imposed affordability for the units being reported. To calculate the average, divide total years of affordability by the number of units assisted. Note that CDBG regulations do not require an affordability period.

Field	Description
Units qualified as Energy Star	Of the total owner units, enter the number qualifying for Energy Star certification. Do <u>not</u> count a unit unless its energy efficiency has been verified either by (1) an independent third party such as a home energy rater, (2) following the Builder Option Packages, or (3) adhering to the quality control procedures for HUD-code manufactured homes. For more information, go to www.hud.gov/energy and click on the CDBG link under ENERGY STAR and HUD Programs.
Section 504 accessible	Of the total owner units, enter the number that meet Uniform Federal Accessibility Standards (UFAS).
Households previously living in subsidized housing	Of the total owner units, enter the number of households that were living in public housing or receiving rental assistance from a federal, state, or local program immediately prior to CDBG assistance.
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG22 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

ACQUISITION/CONSTRUCTION NEW HOMEOWNER – PART 2 (CDBG23)

This screen is a continuation of CDBG22. On it, you will enter additional information about the affordable homeowner units acquired/constructed with CDBG assistance.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL OWNER UNITS FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/22/07  15:15 ACQUISITION/CONSTRUCTION NEW HOMEOWNER – PART 2        CDBG23


Grantee Activity ID                              IDIS Activity ID 6673
Activity Name       BELWOOD CONDOMINIUMS                  Natl/Obj LMH

                Total Owner Units for program year 2007: 8

Of the number of affordable new homeowner units, the number
      Occupied by elderly:                                   _____

      Units specifically designated for persons with HIV/AIDS:  _____
        Of those, the # specifically for chronically homeless:  _____

      Units specifically designated for homeless:            _____
        Of those, the # specifically for chronically homeless:  _____




Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Note: Grantees are not required to ask participants about their status in order to report on the indicators concerning access for persons with HIV/AIDS or the homeless. The special needs indicators refer to the units *designated* for occupancy by these groups, not to the individuals who occupy them.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total Owner Units for program year YYYY	This protected field shows the number of owner units from the previous screen.
Occupied by elderly	Of the number of affordable units you input on the previous screen, enter the number occupied by one or more persons age 62 or over.
Units specifically designated for persons with HIV/AIDS	Of the affordable units, enter the number designated for persons with HIV/AIDS.

Field	Description
Of those, the # specifically for chronically homeless	Enter the number of units designated for persons with HIV/AIDS who are also chronically homeless (see definition below).
Units specifically designated for homeless	Of the affordable units, enter the number designated for the homeless. The HUD definition of "homeless" is an individual or family who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is either: • a supervised publicly or privately operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or • an institution that provides a temporary residence for individuals intended to be institutionalized; or • a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
Of those, the # specifically designated for chronically homeless	Enter the number of units designated for the homeless who are chronically homeless. The HUD definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either: • been continuously homeless for a year or more, or • had at least four episodes of homelessness in the past three years. A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability. "Homeless" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG23 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

The CDBG24 screen will be displayed next if the matrix code of the activity is 01. On it, you will input data about owner-occupied units (if any) that were rehabbed. Please turn to page 10-10 for instructions on completing the CDBG24 before continuing to the next page.

CONSTRUCTION OF RENTAL UNITS – PART 1 (CDBG18)

CDBG18 is displayed for an LMH* activity only when the matrix code is 01 or 12, the ACTIVITY INVOLVES RENTAL HOUSING field on CDBG06 is **Y**, the ACCOMPLISHMENT TYPE is housing units, and the number of renters input on CDBG08 (for all years combined) is greater than zero.

This is the first of two screens for input of performance measurement data about rental units developed with CDBG assistance.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL RENTAL UNITS FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/11/07  11:30      CONSTRUCTION OF RENTAL UNITS - PART 1           CDBG18

Grantee Activity ID                                 IDIS Activity ID 1610
Activity Name        EDGECREST APARTMENTS              Natl/Obj LMH

              Total Rental Units for program year 2007 : 16

Of the total units, # of rental units constructed that are:

  Affordable units:                                         _____
  Section 504 accessible units:                             _____
  Units qualified as Energy Star Standards:                 _____

Of the total number of affordable units:

  Units occupied by elderly:                                _____
  Years of affordability:  __
  Units subsidized with project-based rental assistance
           by another Federal, state or local Program:  _____

Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total Rental Units for program year YYYY	This protected field shows the renter count from CDBG08 for the program year. The value entered in each of the next three fields cannot exceed this number.
Of the total Rental Units, the number:	
Affordable units	Of the total rental units, enter the number that are affordable.

Field	Description
Units qualified as Energy Star Standards	Of the total rental units, enter the number qualifying for Energy Star certification. Do <u>not</u> count a unit unless its energy efficiency has been verified either by (1) an independent third party such as a home energy rater, (2) following the Builder Option Packages, or (3) adhering to the quality control procedures for HUD-code manufactured homes. For more information, go to www.hud.gov/energy and click on the CDBG link under ENERGY STAR and HUD Programs.
Section 504 accessible units	Of the total rental units, enter the number that meet Uniform Federal Accessibility Standards (UFAS).
Of the total number of affordable units:	
Units occupied by elderly	Of the affordable units, enter the number occupied by one or more persons age 62 or over.
Years of affordability	Enter the average (not the total) number of years of grantee-imposed affordability for the units being reported. To calculate the average, divide total years of affordability by the number of units assisted. Note that CDBG regulations do not require an affordability period.
Units subsidized with project-based rental assistance by another federal, state, or local program	Enter the number of affordable units that are subsidized with project-based rental assistance. Note that this only applies to assistance that is project-based: if the assistance is portable (e.g., Section 8 vouchers), do not include the unit(s) in your count.
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG18 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

CONSTRUCTION OF RENTAL UNITS – PART 2 (CDBG19)

This screen is a continuation of CDBG18. On it, you will enter additional information about the rental units developed with CDBG assistance.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL RENTAL UNITS FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/11/07  11:31    CONSTRUCTION OF RENTAL UNITS - PART 2            CDBG19

Grantee Activity ID                              IDIS Activity ID 1610
Activity Name       EDGECREST APARTMENTS                  Natl/Obj LMH

                Total Rental Units for program year 2007 : 16

Of the total units, # of rental units constructed that are:

   Units designated for persons with HIV/AIDS including
           units receiving assistance for operations:  _____
     Of those, the number for the chronically homeless:  _____

   Permanent housing units designated for homeless persons and families,
    including units receiving assistance for operations:  _____
       Of those, the number for the chronically homeless:  _____




   Insert/Delete program year(I/D)? _

   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
   F17=PREV YEAR   F18=NEXT YEAR
```

Note: Grantees are not required to ask participants about their status in order to report on the indicators concerning access for persons with HIV/AIDS or the homeless. The special needs indicators refer to the units *designated* for occupancy by these groups, <u>not</u> to the individuals who occupy them.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total Rental Units for program year YYYY	This protected field shows the number of rental units from the previous screen.
Units designated for persons with HIV/AIDS, including units receiving assistance for operations.	Of the total number of rental units, enter the number designated for persons with HIV/AIDS.
Of those, the number for the chronically homeless	Enter the number of units designated for persons with HIV/AIDS who are also chronically homeless (see definition below).

Field	Description
Permanent housing units designated for homeless persons and families, including units receiving assistance for operations	Of the total number of rental units, enter the number designated for the homeless. The HUD definition of "homeless" is an individual or family who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is either: • a supervised publicly or privately operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or • an institution that provides a temporary residence for individuals intended to be institutionalized; or • a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
Of those, the number for the chronically homeless	Enter the number of units designated for the homeless who are chronically homeless. The HUD definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either: • been continuously homeless for a year or more, or • had at least four episodes of homelessness in the past three years. A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability. "Homeless" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG19 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

TENANT-BASED RENTAL ASSISTANCE (CDBG30)

CDBG30 is displayed for an LMH* activity only if the matrix code is 05S. Information about tenants who receive CDBG rental assistance is entered on this performance measurement screen.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL #...FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/17/07  09:19         Tenant-Based Rental Assistance              CDBG30

Grantee Activity ID                              IDIS Activity ID 3801
Activity Name      RENTAL ASSISTANCE                  Natl/Obj LMH

Total # households assisted for program year 2007 : 34

Of the total Households assisted, the number:

     Short-term rental assistance (not more than 3 months):  _____

      # of households assisted previously homeless:          _____
       Of those, the # of chronically homeless households:   _____




Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR    F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total # of households assisted for program year YYYY	This read-only line shows the program year for which data is being reported and the number of households from the CDBG08 screen for that year.
Short-term rental assistance (not more than 3 months)	Of the total households assisted, enter the number that received rental assistance for three months or less. This number cannot exceed TOTAL # OF HOUSEHOLDS ASSISTED.
# of households assisted previously homeless	Of the total households assisted, enter the number that were previously homeless. This number cannot exceed TOTAL # OF HOUSEHOLDS ASSISTED. The HUD definition of "homeless" is an individual or family who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is either:

Field	Description
	• a supervised publicly or privately operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or • an institution that provides a temporary residence for individuals intended to be institutionalized; or • a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
Of those, the # of chronically homeless households.	Of the number of previously homeless households assisted, enter the number that were chronically homeless. This number cannot exceed the number input in previous field. The HUD definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either: • been continuously homeless for a year or more, or • had at least four episodes of homelessness in the past three years. A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability. "Homeless" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.
Insert/Delete Program Year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG30 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

PUBLIC SERVICES/PUBLIC FACILITIES AND IMPROVEMENTS (CDBG17)

CDBG17 is displayed for an LMH* activity only if the matrix code is 03H-03L or 05R-05T. It captures data on how households benefited from the LMH* activity. The version of the CDBG17 screen that is displayed depends on the activity's matrix code:

Matrix Codes 03H – 03L

```
11/28/07  12:22   Public Services/Public Facilities and Improvements   CDBG17
Grantee Activity ID                              IDIS Activity ID 4535
Activity Name       SYCAMORE STREET SEWER IMPROVEMENTS        Natl/Obj LMH


Total benefiting for program year 2007 : 25
 Of the households assisted, enter the number that:




  Now have new access to this type of public facility or
  infrastructure improvement:                                   _____
  Now have improved access to this type of public facility or
  infrastructure improvement:                                   _____
  That are served by public facility or infrastructure that is no
  longer substandard:                                           _____
                                                    Total:            0
  Homeless persons given overnight shelter:                      _____
# of beds created in overnight shelter or other emergency housing:   _____

Insert/Delete program year(I/D)? _
Total of 3 highlighted fields must = total benefiting.
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR    F18=NEXT YEAR
```

Matrix Codes 05R, 05S, 05T

```
12/17/07  09:21   Public Services/Public Facilities and Improvements   CDBG17
Grantee Activity ID                              IDIS Activity ID 3801
Activity Name       RENTAL ASSISTANCE                         Natl/Obj LMH

Total benefiting for program year 2007 : 34
 Of the households assisted, enter the number that:
  Now have new access to this service or benefit:               _____
  Now have improved access to this service or benefit:          _____
  Now receive a service or benefit that is no longer substandard:   _____
                                                    Total:            0








  # of beds created in overnight shelter or other emergency housing:   _____

Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR    F18=NEXT YEAR
```

Count each household assisted as <u>one</u>, regardless of the number of persons in the household. Input *annual* counts for the *correct* program year.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL BENEFITING FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total benefiting for program year YYYY	This read-only line shows the program year for which data is being reported and the beneficiary count for that year from the CDBG08 screen.
Now have new access…	When the activity provides a new service or facility, enter the number of households with access to the service/facility. If the activity is funded in subsequent years, households benefiting in the subsequent years continue to be reported as having new access.
Now have improved access…	When the activity provides improved access to a service or facility, enter the number of persons/households who have improved access.
…that is no longer substandard	When the activity provides a service or facility that is no longer substandard, enter the number of persons/households that no longer receive substandard services or have substandard facilities.
Total	This read-only field is populated when you press <F3> or <F9> to update the screen. It must equal the number in TOTAL BENEFITING FOR PROGRAM YEAR YYYY.
Homeless persons given overnight shelter	This field is displayed only if the HELP THE HOMELESS field on the C04MA03 screen is **Y**. Enter the number of persons sheltered overnight. This cannot exceed the total number of persons benefiting.
# of beds created in overnight shelter or other emergency housing	This field is supposed to be displayed only if the HELP THE HOMELESS field on the C04MA03 screen is **Y**. For those activities, enter the number of beds, if applicable; for all other activities, leave the field blank.
Insert/Delete Program Year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG17 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS (CDBG25)

CDBG25 is displayed for an LMH* activity only if the matrix code is 05R or 13. It captures performance measurement data about homebuyer assistance activities.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL NUMBER...FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/02/07  08:48    DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS          CDBG25

Grantee Activity ID CDBG07-156                     IDIS Activity ID 1919
Activity Name        DOWNPAYMENT ASSISTANCE                Natl/Obj LMH

Total number homebuyer households for program year 2007 : 15


Of the total, specify the following:

   First-time homebuyer:                                  _____
     Of those, number receiving housing counseling:       _____

   Downpayment Assistance/Closing Costs:                  _____




Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR    F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total number homebuyer households for program year YYYY	This protected field shows the number of households input on the CDBG08 screen for the program year.
First-time homebuyer	Of the total households assisted, enter the number that are first-time homebuyers. This cannot exceed TOTAL NUMBER HOMEBUYER HOUSEHOLDS.
Of those, number receiving housing counseling	Of the households that are first-time homebuyers, enter the number receiving housing counseling. This cannot exceed the value input for FIRST-TIME HOMEBUYER.
Downpayment Assistance/ Closing Costs	Of the total households assisted, enter the number receiving downpayment assistance and/or assistance with closing costs.

Field	Description
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG25 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

HOMELESS PREVENTION (CDBG31)

CDBG31 is displayed for an LMH* activity only if the matrix code is 05T and the HELP PREVENT HOMELESSNESS field on screen C04MA03 is **Y.**

Performance measurement information on the number of persons provided with emergency financial assistance to prevent homelessness is entered on this screen. Input *annual* counts for the *correct* program year.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL BENEFITING FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/10/07  11:28               HOMELESS PREVENTION                    CDBG31

Grantee Activity ID                              IDIS Activity ID 1444
Activity Name        SECURITY DEPOSITS                   Natl/Obj LMH

Total benefiting for program year 2007: 22

Of the persons assisted, enter the number that:

Received emergency financial assistance to prevent homelessness:   _____

    Received emergency legal assistance to prevent homelessness:   _____




 

Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total benefiting for program year YYYY	This read-only line shows the program year for which data is being reported and the beneficiary count from the CDBG08 screen for that year.
Received emergency financial assistance to prevent homelessness	Of the total persons assisted, enter the number that received emergency financial assistance to prevent homelessness.
Received emergency legal assistance to prevent homelessness	Leave this field blank: it is not applicable when the matrix code is 05T – Security Deposits.

Field	Description
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG31 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

This is the last screen in the LMH path. When you press <Enter> to save your data, the CDBG01 screen (see page 3-2) will be displayed.

Chapter 11
LMJ ACTIVITIES

This chapter covers the screens that are completed for activities with a national objective of:

LMJ   Low/mod job creation and retention
LMJFI   Low/mod job creation and retention, public facility/improvement benefit
LMJP   Low/mod job creation and retention, location-based

The LMJ screens are displayed after you have filled in the Common Path (Chapter 2) and the common CDBG screens (Chapter 3) for an activity. They are:

Page	Screen	Displayed for
11-2	CDBG08: CDBG Direct Benefit Data – by Persons	All LMJ*
11-4	CDBG13: CDBG Beneficiary Income Levels – by Persons	All LMJ*
11-6	CDBG11: Job Creation/Retention	All LMJ*
11-9	CDBG26: Job Creation	Activities with created jobs reported on CDBG11
11-11	CDBG27: Job Retention	Activities with retained jobs reported on CDBG11
11-13	CDBG28: Assistance to Businesses	14E, 17*, 18*
11-15	CDBG29: Assistance to Businesses – Part 2	14E, 17*, 18*

When you have completed the last screen in the LMJ path, the CDBG01 screen (see page 3-2) is displayed.

CDBG DIRECT BENEFIT DATA – BY PERSONS (CDBG08)

The CDBG08 "by persons" screen is displayed for all LMJ* activities.

On this screen, you will provide counts of the race and ethnicity of the persons holding the jobs created/retained with CDBG assistance. Input *annual* counts for the *correct* program year.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTALS FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/05/07  16:13    CDBG DIRECT BENEFIT DATA - by Persons            CDBG08
Grantee Activity ID 2007-C-433                   IDIS Activity ID 3888
Activity Name      JEFFERSON MOTORS                      Natl/Obj LMJ
Totals for program year: 2007
          ----T O T A L----     Totals (All Years)
Race |   --All--   --Hisp-  |  --All--   --Hisp-
 ___ |   _____  _____   |     0        0
 ___ |   _____  _____   |     0        0
 ___ |   _____  _____   |     0        0
 ___ |   _____  _____   |     0        0
 ___ |   _____  _____   |     0        0
 ___ |   _____  _____   |     0        0
 ___ |   _____  _____   |     0        0
 ___ |   _____  _____   |     0        0
 ___ |   _____  _____   |     0        0
 ___ |   _____  _____   |     0        0
 ___ |   _____  _____   |     0        0
 ___ |   _____  _____   |     0        0
Totals:        0        0    |     0        0

Insert/Delete program year(I/D)? _
Type year to be inserted and press <ENTER> to confirm.
F1=HELP   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR        F18=NEXT YEAR
```

Please note that prior to December 2005, race/ethnicity counts were reported cumulatively. When cumulative data exists for an activity, a different version of the CDBG08 screen may be displayed. See Appendix H for more details.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Program Year	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Totals for program year YYYY	This read-only field shows the program year for which data is being reported.
Race	Enter the race code of the counts to be entered on this line. The codes are listed on the <F1> help screen for this field. Their descriptions are: **11** White – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Field	Description
	12 Black/African American – A person having origins in any of the black racial groups of Africa.
	13 Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
	14 American Indian/Alaskan Native – A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.
	15 Native Hawaiian/Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	16 American Indian/Alaskan Native & White – A person having these multiple racial origins as defined above.
	17 Asian & White – A person having these multiple racial origins as defined above.
	18 Black/African American & White – A person having these multiple racial origins as defined above.
	19 American Indian/Alaskan Native & Black/African American – A person having these multiple racial origins as defined above.
	20 Other Multi-Racial – Category used for reporting individual responses that are not included in any of the categories listed above.
TOTAL: All	Enter the total number of beneficiaries of this race.
TOTAL: Hisp	Of the total beneficiaries of this race, enter the number who are Hispanic.
Totals (All Years)	These read-only fields are populated when you press <F3> or <F9> to update the screen.
Totals	These read-only fields are populated when you press <F3> or <F9> to update the screen.
Insert/Delete Program Year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG08 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

CDBG BENEFICIARY INCOME LEVELS – BY PERSONS (CDBG13)

The CDBG13 "by persons" screen is displayed for all LMJ* activities.

On this screen, you will report on the income levels of persons the persons holding the jobs created/retained with CDBG assistance. Input *annual* counts for the *correct* program year.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTALS FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/05/07  16:13    CDBG BENEFICIARY INCOME LEVELS - by Persons        CDBG13

Grantee Activity ID 2007-C-433                     IDIS Activity ID 3888
Activity Name      JEFFERSON MOTORS                      Natl/Obj LMJ

   Persons Benefiting:  6

Totals for program year: 2007
                                        Total
             Income Level     Total    All Yrs

            Extremely Low   _____        0
                     Low    _____        0
                Moderate    _____        0
        Non-Low Moderate    _____        0
                   Total         0          0

            Percent Low/Mod     0.00%      0.00%


Insert/Delete program year(I/D)? _

Total Income levels MUST equal Persons Benefiting (at top of screen).
F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
F17=PREV YEAR    F18=NEXT YEAR
```

Please note the following:

- Some grantees, solely to minimize data entry, report all beneficiaries in the "moderate" income category. This practice conveys the impression in reports to Congress and other Federal oversight agencies that grantees are ignoring the program's legislative mandate to assist extremely low and low income persons and households. Therefore, it is important that you always report income levels in the appropriate categories.

- Prior to December 2005, income level counts were reported cumulatively. When cumulative data exists for an activity, a different version of the CDBG13 screen may be displayed. See Appendix J for more information.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.

Field	Description
Persons Benefiting	This protected field shows the beneficiary count from the CDBG08 screen. The sum of the values entered in the next four fields must equal this number.
Totals for program year YYYY	This read-only field shows the PROGRAM YEAR from the CDBG08 screen.
Extremely Low	Enter the number of persons benefiting whose income is at or below 30% of the median family income for the area.
Low	Enter the number of persons benefiting whose income is above 30% and at or below 50% of the median family income for the area.
Moderate	Enter the number of persons benefiting whose income is above 50% and at or below 80% of the median family income for the area.
Non-Low Moderate	Enter the number of persons benefiting whose income is above 80% of the median family income for the area.
Total Total All Yrs	These read-only fields are populated when you press <F3> or <F9> to update the screen.
Percent Low/Mod	When you validate or save your data, these display-only fields show the percentage of beneficiaries who are low/mod.
Insert/Delete Program Year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG13 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

CDBG JOB CREATION/RETENTION (CDBG11)

On this screen, you will provide information about the proposed and actual jobs created/retained by a CDBG-assisted activity. It is displayed for all LMJ* activities.

```
 12/05/07  16:14          CDBG JOB CREATION/RETENTION                 CDBG11

 Grantee Activity ID 2007-C-433                      IDIS Activity ID 3888
 Activity Name      JEFFERSON MOTORS                       Natl/Obj LMJ

 Estimates              TOTAL JOB COUNT    TOTAL WEEKLY HRS    PERCENT
                         F/T     F/T-LM      P/T     P/T-LM   LOW/MOD JOBS
    Expect to Create:   _____    _____      _____    _____       0.00%
    Expect to Retain:   _____    _____      _____    _____       0.00%


 Actual Totals for program year: 2007
                         TOTAL JOB COUNT    TOTAL WEEKLY HRS    PERCENT
                         F/T     F/T-LM      P/T     P/T-LM   LOW/MOD JOBS
    Actually Created:   _____    _____      _____    _____       0.00%
    Actually Retained:  _____    _____      _____    _____       0.00%

                                              Actual       0 FTE Jobs

 Insert/Delete program year(I/D)? _        Display cumulative totals(Y/N)? _

 At least one F/T OR P/T must be greater than zero.
 F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
 F17=PREV YEAR    F18=NEXT YEAR
```

Please note that prior to December 2005, proposed and actual job counts were reported cumulatively. Proposed job counts are still entered cumulatively, but actual job numbers are now input by program year. When cumulative actual job counts exist for an activity, a different version of the CDBG11 screen may be displayed. See Appendix I for more information.

Estimates

At activity setup, report the total number of full-time jobs and part-time job hours you expect the activity to create and/or retain.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Expect to Create	
Total Job Count F/T	Enter the total number of full-time jobs expected to be created.
Total Job Count F/T-LM	Of the total number of full-time jobs expected to be created, enter the number expected to be created for LMI persons. You must input a value here (0 is acceptable) if the previous field is greater than zero.
Total Weekly Hrs P/T	Enter the total number of weekly part-time job *hours* (not the number of part-time jobs) expected to be created.

Field	Description
Total Weekly Hrs P/T-LM	Of the total part-time job hours expected to be created, enter the number expected to be created for LMI persons. You must input a value here (0 is acceptable) if the previous field is greater than zero.
Percent Low/Mod Jobs	This read-only field is populated when you press <FF3> or <F9> to update the screen.
Expect to Retain	
Total Job Count F/T	Enter the total number of full-time jobs expected to be retained.
Total Job Count F/T-LM	Of the total number of full-time jobs expected to be retained, enter the number expected to be retained for LMI persons. You must input a value here (0 is acceptable) if the previous field is greater than zero.
Total Weekly Hrs P/T	Enter the total number of weekly part-time job *hours* (not the number of part-time jobs) expected to be retained.
Total Weekly Hrs P/T-LM	Of the total part-time job hours expected to be retained, enter the number expected to be retained for LMI persons. You must input a value here (0 is acceptable) if the previous field is greater than zero.
Percent Low/Mod Jobs	This read-only field is populated when you press <FF3> or <F9> to update the screen.

Actuals

Report the number of jobs created and/or retained. Input *annual* counts for the *correct* program year.

For multi-year activities: Before adding or updating information, make sure that the year displayed in ACTUAL TOTALS FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

Field	Description
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Actual Totals for program year YYYY	This read-only field shows the PROGRAM YEAR and beneficiary count from the CDBG08 screen.
Actually Created	
Total Job Count F/T	Enter the total number of full-time jobs created.
Total Job Count F/T-LM	Of the total full-time jobs created, enter the number created for LMI persons.
Total Weekly Hrs P/T	Enter the total number of weekly part-time job *hours* (not the number of part-time jobs) created.
Total Weekly Hrs P/T-LM	Of the total part-time job hours created, enter the number created for LMI persons.
Actually Retained	
Total Job Count F/T	Enter the total number of full-time jobs retained.

Field	Description
Total Job Count F/T-LM	Of the total full-time jobs retained, enter the number retained for LMI persons.
Total Weekly Hrs P/T	Enter the total number of part-time job *hours* (<u>not</u> the number of part-time jobs) retained.
Total Weekly Hrs P/T-LM	Of the total part-time job hours retained, enter the number retained for LMI persons.
Actual FTE Jobs	This read-only field is populated when you press <FF3> or <F9> to update the screen. To determine compliance with the national objective, part-time hours are converted to FTEs (full-time equivalents) on the basis of one FTE equaling 40 hours.
Display cumulative totals (Y/N)?	This field is displayed only if CDBG11 data has already been entered. Type **Y** to display the Job Creation/Retention Summary screen, which shows cumulative totals for all program years.
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG11 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

JOB CREATION (CDBG26)

CDBG26 is displayed for an LMJ* activity only if jobs created have been reported on screen CDBG11. Performance measurement information about those jobs is input here.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL JOBS CREATED FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/05/07  16:16                   JOB CREATION                        CDBG26
Grantee Activity ID 2007-C-433                   IDIS Activity ID 3888
Activity Name       JEFFERSON MOTORS                     Natl/Obj LMJ


Total Jobs Created for program year 2007 :  3
Jobs Created:
 Number of jobs with employer sponsored health care benefits:      _____
 Number unemployed prior to taking jobs created under this activity:  _____


 Type of Jobs Created:                   # Jobs
          Officials and Managers       _____
          Professional                 _____
          Technicians                  _____
          Sales                        _____
          Office and Clerical          _____
          Craft Workers (skilled)      _____
          Operatives(semi-skilled)     _____
          Laborers (unskilled)         _____
          Service Workers              _____


Insert/Delete program year(I/D)? _


F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total Jobs Created for program year YYYY	This protected field shows the number of jobs created from CDBG11.
Number of jobs with employer sponsored health care benefits	Of the jobs created, enter the number with employer sponsored health care benefits.
Number unemployed prior to taking jobs created under this activity	Enter the number of persons who were unemployed before taking a job created by this activity in this program year.
Type of Jobs Created	Enter the number of jobs created in each of the nine job types. The job types are based on Economic Development Administration (EDA) job classifications, and are defined in Appendix F.

Field	Description
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG26 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

JOB RETENTION (CDBG27)

CDBG27 is displayed for an LMJ* activity only if jobs retained have been reported on screen CDBG11. Performance measurement information about those jobs is input here.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL JOBS RETAINED FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/05/07  16:17                 JOB RETENTION                           CDBG27
Grantee Activity ID 2007-C-433                     IDIS Activity ID 3888
Activity Name       JEFFERSON MOTORS                         Natl/Obj LMJ


Total Jobs Retained for program year 2007 :  2


Jobs Retained:
        Number of jobs with employer sponsored health care benefits:  _____


 Type of Jobs Retained:                    # Jobs
            Officials and Managers      _____
            Professional                _____
            Technicians                 _____
            Sales                       _____
            Office and Clerical         _____
            Craft Workers (skilled)     _____
            Operatives(semi-skilled)    _____
            Laborers (unskilled)        _____
            Service Workers             _____


Insert/Delete program year(I/D)? _


F3=VALDT    F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total Jobs Retained for program year YYYY	This protected field shows the number of jobs retained from CDBG11.
Number of jobs with employer sponsored health care benefits	Of the jobs retained, enter the number with employer sponsored health care benefits.
Type of Jobs Retained	Enter the number of jobs retained in each of the nine job types. The job types are based on Economic Development Administration (EDA) job classifications, and are defined in Appendix F.

Field	Description
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG27 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

ASSISTANCE TO BUSINESSES (CDBG28)

CDBG28 is displayed for an LMJ* activity only if the activity matrix code is 14E, 17*, or 18*. It is the first of two screens for input of performance measurement data about the business(es) assisted by an economic development activity. Input *annual* counts for the *correct* program year.

If the matrix code is 18A or 18C: The fact that CDBG28 allows you to report more than one business assisted does not mean that assistance to individual businesses under 18A or 18C may be aggregated in one activity. Unless the activity is one identified at 570.208(a)(4)(vi) for which job aggregation is allowed, each business assisted under 18A or 18C must be set up as a separate activity.

For multi-year activities: Before adding or updating information, make sure that the year displayed in FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/05/07  16:19           ASSISTANCE TO BUSINESSES                 CDBG28


Grantee Activity ID 2007-C-433                   IDIS Activity ID 3288
Activity Name      JEFFERSON MOTORS                     Natl/Obj LMJ


For program year 2007
   Businesses assisted:
         New:                             _____
         Existing:                        _____
         Total:                                   0


   Of the EXISTING Businesses assisted:
         Number expanding:                _____
         Number relocating:               _____

# of businesses assisted with commercial facade treatment/
                                  business building rehab: _____
# of businesses assisted that provide goods or services to meet the
          needs of a service area, neighborhood, or community: _____

Insert/Delete program year(I/D)? _


F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR    F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
For program year YYYY	This read-only field displays the program year for which data is being reported.
Businesses assisted:	
New	Enter the number of start-up businesses assisted in this program year.
Existing	Enter the number of existing businesses assisted in this program year.

Field	Description
Total	This read-only field is populated when you validate or save the data.
Of the EXISTING Businesses assisted:	
Number expanding	Of the existing businesses, enter the number that are expanding as a result of the assistance.
Number relocating	Of the existing businesses, enter the number that are relocating as a result of the assistance.
# of businesses assisted with commercial facade treatment/ business building rehab	Of the total businesses, enter the number receiving assistance for the rehabilitation of business facades/buildings. Do <u>not</u> input a number greater than the total number of businesses assisted, even though the system allows it (this error will be corrected in the future).
# of businesses assisted that provide goods or services to meet the needs of a service area, neighborhood, or community	Of the total businesses, enter the number that provide goods or services to meet the needs of a service area, neighborhood, or community. Do <u>not</u> input a number greater than the total number of businesses assisted, even though the system allows it (this error will be corrected in the future).
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG28 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

ASSISTANCE TO BUSINESSES – PART 2 (CDBG29)

This screen is a continuation of CDBG28. On it, you will enter the DUNS number of each business assisted by the activity. HUD uses the DUNS numbers to track the number of businesses that remain operational for three years after receiving assistance.

A DUNS number is required for a business that receives direct financial assistance. Otherwise, it is optional.

Obtaining a DUNS number is free. Additional information on obtaining a DUNS number can be found at http://www.whitehouse.gov/omb/grants/duns_num_guide.pdf.

```
12/05/07  16:21        ASSISTANCE TO BUSINESSES - PART 2              CDBG29

Grantee Activity ID 2007-C-433                    IDIS Activity ID 3888
Activity Name       JEFFERSON MOTORS                      Natl/Obj LMJ

Specify DUNS # for each business assisted:

        DUNS #
     _____
     _____
     _____
     _____
     _____
     _____
     _____
     _____
     _____
     _____
     _____
     _____
Additional Entries (Y/N)? _

 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Note that the data on this screen is not reported by program year.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
DUNS #	Enter the DUNS number for each business assisted. It must be either 9 or 13 digits.
Additional Entries (Y/N)?	Enter **Y** in this field if you need to input more than 12 DUNS numbers.

This is the last screen in the LMJ path. When you press <Enter> to save your data, the CDBG01 screen (see page 3-2) will be displayed.

Chapter 12
SBA, SBR, SBS, AND URG ACTIVITIES

This chapter covers the screens that are completed for activities with a national objective of:

SBA Slum/blight area benefit
SBR Slum/blight, urban renewal areas
SBS Slum/blight, spot basis
URG Urgent need

The SB* and URG screens are displayed after you have filled in the Common Path (Chapter 2) and the common CDBG screens (Chapter 3) for an activity.

Rehab Activities

For SB* and URG activities with a matrix code of 14A-14D, 14F-14I, or 16A, the following screens are displayed:

Page	Screen	Displayed for
12-3	CDBG12: Slum/Blight Area	SBA
12-4	CDBG09: CDBG Housing Rehabilitation	14A-14D, 14F, 14G, 16A
12-5	CDBG24: Homeowner Rehab Units	14A-14D, 14F-14I
12-7	CDBG20: Rehabilitation of Rental Units – Part 1	14A-14D, 14F-14I
12-9	CDBG21: Rehabilitation of Rental Units – Part 2	14A-14D, 14F-14I

Acquisition and New Construction Activities

For SB* and URG activities with a matrix code of 01 or 12, the following screens are displayed:

Page	Screen	Displayed for
12-3	CDBG12: Slum/Blight Area	SBA
12-11	CDBG22: Acquisition/Construction New Homeowner	01 and 12, accomplishment type of 10-Housing Units
12-13	CDBG23: Acquisition/Construction New Homeowner – Part 2	01 and 12, accomplishment type of 10-Housing Units
12-14	CDBG24: Homeowner Rehab Units	01, accomplishment type of 10-Housing Units
12-15	CDBG18: Construction of Rental Units – Part 1	01 or 12, accomplishment type of 10-Housing Units
12-17	CDBG19: Construction of Rental Units – Part 2	01 and 12, accomplishment type of 10-Housing Units

Public Facilities Activities

For SB* and URG activities with a matrix code of 03* (except 03T), these screens are displayed:

Page	Screen	Displayed for
12-3	CDBG12: Slum/Blight Area	SBA
12-24	CDBG17: Public Services/Public Facilities and Improvements	03* (except 03T)

Public Service Activities

For SB* and URG activities with a matrix code of 05* or 03T, these screens are displayed:

Page	Screen	Displayed for
12-3	CDBG12: Slum/Blight Area	SBA
12-22	CDBG30: Tenant-Based Rental Assistance	05S
12-24	CDBG17: Public Services/Public Facilities and Improvements	05* and 03T
12-27	CDBG25: Direct Financial Assistance to Homebuyers	05R
12-29	CDBG31: Homeless Prevention	05C, 05Q, 05T and HELP PREVENT HOMELESSNESS field on MA03 is Y

Assistance to Businesses

For SB* and URG activities with a matrix code of 14E, 17*, or 18*, the following screens are displayed:

Page	Screen	Displayed for
12-3	CDBG12: Slum/Blight Area	SBA
12-19	CDBG28: Assistance to Businesses	14E, 17*, 18*
12-21	CDBG29: Assistance to Businesses – Part 2	14E, 17*, 18*

For SB* and URG activities with other matrix codes, the CDBG12 screen (page 12-3) is displayed if the national objective is SBA.

When you have completed the last screen in the SB*/URG path, the CDBG01 screen (see page 3-2) is displayed.

SLUM/BLIGHT AREA (CDBG12)

CDBG12 is displayed only if the national objective is SBA.

On this screen, you will input information about the area designated as a slum, blighted, deteriorated, or deteriorating area.

```
 11/30/07  11:04               SLUM/BLIGHT AREA                      CDBG12

 Grantee Activity ID                              IDIS Activity ID 2947
 Activity Name      WATERFRONT DEVELOPMENT - ACQUISITION      Natl/Obj SBA



  Boundaries:  _____
               _____
               _____


  Percentage Deteriorated Buildings/Qualified Properties:  _____ %

  Public Improvement/Type Condition:  _____

        Slum/Blight Designation Year: ____




 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

You must complete this screen before you will be allowed to fund an SBA activity.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Boundaries	Describe the boundaries of the slum/blight area. Do not use this field to document the Census tract/block group data required for an LMA activity. For an SBA activity, the boundaries of the area must be specified.
Percentage Deteriorated Buildings/Qualified Properties	Enter the percentage of deteriorated buildings/properties in the area at the time it was designated a slum/blight area.
Public Improvement/Type Condition	If the activity qualifies for CDBG assistance on the basis that public improvements throughout the area are in a general state of deterioration, enter a description of each type of improvement in the area and its condition at the time the area was designated as slum/blight. This field is optional.
Slum/Blight Designation Year	Enter the year the area was designated as a slum/blight area.

When you are finished, press <Enter> to save your data and display the next screen.

CDBG HOUSING REHABILITATION (CDBG09)

CDBG09 is displayed for an SB*/URG activity only if the matrix code is 14A-14D, 14F, 14G, or 16A.

Fill in this screen **only** if the rehabilitation of all the housing units reported in the activity is limited to one or more of the items listed. Otherwise, bypass the screen. Example: If the rehab is limited to installing smoke detectors in an apartment building, then complete this screen. If smoke detectors are installed <u>and</u> the building's roof is replaced, then skip this screen.

```
 11/09/07  12:25               CDBG HOUSING REHABILITATION                CDBG09


 Grantee Activity ID                                   IDIS Activity ID 1148
 Activity Name       DELGADO APARTMENTS REHAB                   Natl/Obj SBA




 Indicate if this activity is limited to one or more of the following:
 (Enter "X" for all that apply)

          _ Installing security devices
          _ Installing smoke detectors
          _ Performing emergency housing repairs
          _ Providing supplies and equipment for painting houses
          _ Operating a Tool Lending Library

 If none apply, press <Enter> to go to the next screen.





  F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT  F9=SAVE
```

Notice that this information is entered only once, not for each program year the activity spans.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Installing security devices	Enter **X** if the activity included installing security devices.
Installing smoke detectors	Enter **X** if the activity included installing smoke detectors.
Performing emergency housing repairs	Enter **X** if the activity included performing emergency housing repairs.
Providing supplies and equipment for painting houses	Enter **X** if the activity provided supplies and equipment for painting houses.
Operating a Tool Lending Library	Enter **X** if the activity provided assistance for operating a tool lending library.

When you are finished, press <Enter> to save your data and display the next screen.

HOMEOWNER REHAB UNITS (CDBG24)

CDBG24 is displayed for an SB*/URG activity only if the matrix code is 01, 14A–14D, or 14F–14I, the actual ACCOMPLISHMENT TYPE is housing units, and actual ACCOMPLISHMENT UNITS (for any year) have been reported on Common Path screen C04MA04.

On this screen, you will enter performance measurement data for owner-occupied housing rehabilitated with CDBG funds. If the activity did not involve the rehabilitation of owner-occupied units, then bypass this screen.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL UNITS FROM THE MA04 SCREEN is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/09/07  12:25              HOMEOWNER REHAB UNITS                    CDBG24

Grantee Activity ID                               IDIS Activity ID 1148
Activity Name      DELGADO APARTMENTS REHAB                Natl/Obj SBA

Total units from the MA04 screen for program year 2007 : 15


Of the total owner-occupied units rehabilitated, the number:

  Occupied by elderly:                                          _____
  Units moved from substandard to standard (HQS or local code):     _____

  Units qualified as Energy Star:                               _____
  Units made accessible:                                        _____

  Brought into compliance with lead safety rules (24 CFR Part 35):  _____



Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR    F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total units from the MA04 screen for program year YYYY	This read-only line shows the program year for which data is being reported and the actual ACCOMPLISHMENT UNITS from the MA04 screen.
Occupied by elderly	Of the total owner units, enter the number occupied by one or more persons age 62 or over.

Field	Description
Units moved from substandard to standard (HQS or local code)	Of the total owner units, enter the number that were substandard prior to rehabilitation that now meet Housing Quality Standards or local code, whichever is applicable. This is not a requirement under CDBG, but any units that have been brought from substandard to standard condition should be reported.
Units qualified as Energy Star	Of the total owner units, enter the number qualifying for Energy Star certification. Do <u>not</u> count a unit unless its energy efficiency has been verified either by (1) an independent third party such as a home energy rater, (2) following the Builder Option Packages, or (3) adhering to the quality control procedures for HUD-code manufactured homes. For more information, go to www.hud.gov/energy and click on the CDBG link under ENERGY STAR and HUD Programs.
Units made accessible	Of the total owner units, enter the number of units made accessible through the removal of architectural barriers.
Brought into compliance with lead safety rules (24 CFR Part 35)	Of the total owner units, enter the number made lead safe. The only units to be included in the count are pre-1978 units where the rehabilitation work exceeds the $5,000 threshold. Do not count units that are free of lead-based paint (e.g., built in 1978 or later, a lead-based paint inspection report shows no lead paint) or units where the rehabilitation does not address all surfaces that could pose a lead hazard (e.g., rehabilitation work less than $5,000 a unit).
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG24 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

REHABILITATION OF RENTAL UNITS – PART 1 (CDBG20)

CDBG20 is displayed for an SB*/URG activity when the matrix code is 14A–14D or 14F–14I, the ACTIVITY INVOLVES RENTAL HOUSING field on CDBG06 is **Y**, and actual ACCOMPLISHMENT UNITS (for any year) have been reported on Common Path screen C04MA04.

This is the first of two screens for input of performance measurement data about rental units rehabilitated with CDBG assistance. If the activity did not involve the rehabilitation of rental units, then bypass the screen.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL UNITS FROM THE MA04 SCREEN is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/09/07  12:26    REHABILITATION OF RENTAL UNITS PART - 1           CDBG20

Grantee Activity ID                              IDIS Activity ID 1148
Activity Name       DELGADO APARTMENTS REHAB                Natl/Obj SBA

Total units from the MA04 screen for program year 2007 : 20

Of the total rental units rehabilitated, the number:

  Affordable units:                                        _____
  Section 504 accessible units:                            _____
  Brought from substandard to standard condition
   (HQS or local code):                                    _____
  Number qualified as Energy Star:                         _____
  Brought into compliance with lead safety rules (24 CFR Part 35):  _____

  Number of units created through conversion of non-residential
   to residential buildings:                               _____


Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total units from the MA04 screen for program year YYYY	This read-only line shows the program year for which data is being reported and the actual ACCOMPLISHMENT UNITS from the MA04 screen.
Affordable units	Of the total rental units, enter the number that are affordable.
Section 504 accessible units	Of the total rental units, enter the number that meet Uniform Federal Accessibility Standards (UFAS).

Field	Description
Brought from substandard to standard condition (HQS or local code)	Of the total rental units, enter the number that were substandard prior to rehabilitation that now meet Housing Quality Standards or local code, whichever is applicable. This is not a requirement under CDBG, but any units that have been brought from substandard to standard condition should be reported.
Number qualified as Energy Star	Of the total rental units, enter the number qualifying for Energy Star certification. Do <u>not</u> count a unit unless its energy efficiency has been verified either by (1) an independent third party such as a home energy rater, (2) following the Builder Option Packages, or (3) adhering to the quality control procedures for HUD-code manufactured homes. For more information, go to www.hud.gov/energy and click on the CDBG link under ENERGY STAR and HUD Programs.
Brought into compliance with lead safety rules (24 CFR Part 35)	Of the total rental units, enter the number made lead safe. The only units to be included in the count are pre-1978 units where the rehabilitation work exceeds the $5,000 threshold. Do not count units that are free of lead-based paint (e.g., built in 1978 or later, a lead-based paint inspection report shows no lead paint) or units where the rehabilitation does not address all surfaces that could pose a lead hazard (e.g., rehabilitation work less than $5,000 a unit).
Number of units created through conversion of non-residential to residential buildings	Of the total rental units, enter the number that were created by converting non-residential buildings to residential buildings.
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG20 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

REHABILITATION OF RENTAL UNITS – PART 2 (CDBG21)

This screen is a continuation of CDBG20 (if you bypassed it, skip this one as well). On it, you will enter additional information about the affordable rental units rehabilitated with CDBG assistance.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL UNITS FROM THE MA04 SCREEN is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/09/07  12:27    REHABILITATION OF RENTAL UNITS PART - 2           CDBG21
Grantee Activity ID                             IDIS Activity ID 1148
Activity Name        DELGADO APARTMENTS REHAB               Natl/Obj SBA

Total units from the MA04 screen for program year 2007 : 20

Of the affordable rental units rehabilitated, the number:
    Units occupied by elderly:                              _____
    Number of years of affordability:   __
    Units subsidized with project-based rental assistance
            by another Federal, state or local Program:     _____

    Units designated for persons with HIV/AIDS including
            units receiving assistance for operations:      _____
     Of those, the number for the chronically homeless:     _____

    Permanent housing units for homeless persons and families,
        including units receiving assistance for operations: _____
     Of those, the number for the chronically homeless:     _____

Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR    F18=NEXT YEAR
```

Note: Grantees are not required to ask participants about their status in order to report on the indicators concerning access for the homeless. The special needs indicators refer to the units *designated* for occupancy by these groups, not to the individuals who occupy them.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total units from the MA04 screen for program year YYYY	This read-only line shows the program year for which data is being reported and the actual ACCOMPLISHMENT UNITS from the MA04 screen for that year.
Units occupied by elderly	Of the number of affordable units you input on the previous screen, enter the number occupied by one or more persons age 62 or over.

Field	Description
Number of years of affordability	Enter the average (not the total) number of years of grantee-imposed affordability for the units being reported. To calculate the average, divide total years of affordability by the number of units assisted. Note that CDBG regulations do not require an affordability period.
Units subsidized with project-based rental assistance by another federal, state, or local program	Of the affordable units, enter the number that are subsidized with project-based rental assistance. Note that this only applies to assistance that is project-based: if the assistance is portable (e.g., Section 8 vouchers), do not include the unit(s) in your count.
Units designated for persons with HIV/AIDS, including units receiving assistance for operations	Of the affordable units, enter the number designated for persons with HIV/AIDS.
Of those, the number for the chronically homeless	Enter the number of units designated for persons with HIV/AIDS who are also chronically homeless (see definition below).
Permanent housing units for homeless persons and families, including units receiving assistance for operations	Of the affordable units, enter the number designated for the homeless. The HUD definition of "homeless" is an individual or family who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is either: • a supervised publicly or privately operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or • an institution that provides a temporary residence for individuals intended to be institutionalized; or • a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
Of those, the number for the chronically homeless	Enter the number of units designated for the homeless who are chronically homeless. The HUD definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either: • been continuously homeless for a year or more, or • had at least four episodes of homelessness in the past three years. A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability. "Homeless" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG21 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

ACQUISITION/CONSTRUCTION NEW HOMEOWNER (CDBG22)

CDBG22 is displayed for an SB*/URG activity if the matrix code is 01 or 12, the actual ACCOMPLISHMENT TYPE is 10-Housing Units, and actual ACCOMPLISHMENT UNITS (for any year) have been reported on Common Path screen C04MA04.

This is the first of two screens for input of performance measurement data about homeowner units developed with CDBG assistance. If the activity did not involve the acquisition or construction of owner-occupied units, then bypass this screen.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL UNITS FROM THE MA04 SCREEN is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/30/07  11:05     ACQUISITION/CONSTRUCTION NEW HOMEOWNER              CDBG22


Grantee Activity ID                                  IDIS Activity ID 2947
Activity Name        WATERFRONT REDEVELOPMENT - ACQUISITION    Natl/Obj SBA


Total units from the MA04 screen for program year 2007 : 15


Of the total units, # of new homeowner units that are:


         Affordable units:                              _____
         Years of affordability guaranteed:  __
         Units qualified as Energy Star:                _____
         Section 504 accessible:                        _____
         Households previously living in subsidized housing:  _____




Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR    F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total units from the MA04 screen for program year YYYY	This read-only line shows the program year for which data is being reported and the actual ACCOMPLISHMENT UNITS from the MA04 screen for that year.
Affordable units	Of the total owner units, enter the number that are affordable.

Field	Description
Years of affordability guaranteed	Enter the average (not the total) number of years of grantee-imposed affordability for the units being reported. To calculate the average, divide total years of affordability by the number of units assisted. Note that CDBG regulations do not require an affordability period.
Units qualified as Energy Star	Of the total owner units, enter the number qualifying for Energy Star certification. Do <u>not</u> count a unit unless its energy efficiency has been verified either by (1) an independent third party such as a home energy rater, (2) following the Builder Option Packages, or (3) adhering to the quality control procedures for HUD-code manufactured homes. For more information, go to www.hud.gov/energy and click on the CDBG link under ENERGY STAR and HUD Programs.
Section 504 accessible	Of the total owner units, enter the number that meet Uniform Federal Accessibility Standards (UFAS).
Households previously living in subsidized housing	Of the total owner units, enter the number of households that were living in public housing or receiving rental assistance from a federal, state, or local program immediately prior to CDBG assistance.
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG22 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

ACQUISITION/CONSTRUCTION NEW HOMEOWNER – PART 2 (CDBG23)

This screen is a continuation of CDBG22 (if you bypassed it, skip this screen as well). On it, you will enter additional information about the affordable homeowner units developed with CDBG assistance.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL UNITS FROM THE MA04 SCREEN is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/30/07  11:07 ACQUISITION/CONSTRUCTION NEW HOMEOWNER - PART 2        CDBG23

Grantee Activity ID                               IDIS Activity ID 2947
Activity Name       WATERFRONT REDEVELOPMENT - ACQUISITION    Natl/Obj SBA

Total units from the MA04 screen for program year 2007 : 15

Of the number of affordable new homeowner units, the number:
     Occupied by elderly:                                    _____

     Units specifically designated for persons with HIV/AIDS:  _____
       Of those, the # specifically for chronically homeless:  _____

     Units specifically designated for homeless:             _____
       Of those, the # specifically for chronically homeless:  _____




Insert/Delete program year(I/D)? _

F3=VALDT    F4=MAIN MENU   F5=PROJ INFO   F7=PREV    F8=NEXT    F9=SAVE
F17=PREV YEAR    F18=NEXT YEAR
```

Note: Grantees are not required to ask participants about their status in order to report on the indicators concerning access for persons with HIV/AIDS or the homeless. The special needs indicators refer to the units *designated* for occupancy by these groups, <u>not</u> to the individuals who occupy them.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total units from the MA04 screen for program year YYYY	This read-only line shows the program year for which data is being reported and the actual ACCOMPLISHMENT UNITS from the MA04 screen for that year.
Occupied by elderly	Of the number of affordable units you input on the previous screen, enter the number occupied by one or more persons age 62 or over.
Units specifically designated for persons with HIV/AIDS	Of the affordable units, enter the number designated for persons with HIV/AIDS.

Field	Description
Of those, the # specifically for chronically homeless	Enter the number of units designated for persons with HIV/AIDS who are also chronically homeless (see definition below).
Units specifically designated for homeless	Of the affordable units, enter the number designated for the homeless. The HUD definition of "homeless" is an individual or family who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is either: • a supervised publicly or privately operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or • an institution that provides a temporary residence for individuals intended to be institutionalized; or • a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
Of those, the # specifically designated for chronically homeless	Enter the number of units designated for the homeless who are chronically homeless. The HUD definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either: • been continuously homeless for a year or more, or • had at least four episodes of homelessness in the past three years. A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability. "Homeless" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG23 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

The CDBG24 screen will be displayed next if the matrix code of the activity is 01. On it, you will input data about owner-occupied units (if any) that were rehabbed. Please turn to page 12-5 for instructions on completing the CDBG24 before continuing to the next page.

CONSTRUCTION OF RENTAL UNITS – PART 1 (CDBG18)

CDBG18 is displayed for an SB*/URG activity only when the matrix code is 01 or 12, the ACTIVITY INVOLVES RENTAL HOUSING field on CDBG06 is **Y**, the actual ACCOMPLISHMENT TYPE is housing units, and actual ACCOMPLISHMENT UNITS (for any year) have been reported on Common Path screen C04MA04.

This is the first of two screens for input of performance measurement data about rental units developed with CDBG assistance. If the activity did not involve the construction of rental units, then bypass this screen.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL UNITS FROM THE MA04 SCREEN is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/30/07  11:10      CONSTRUCTION OF RENTAL UNITS – PART 1            CDBG18

Grantee Activity ID                              IDIS Activity ID 2947
Activity Name      WATERFRONT REDEVELOPMENT - ACQUISITION   Natl/Obj SBA

Total units from the MA04 screen for program year 2007 : 15

Of the total units, # of rental units constructed that are:

  Affordable units:                                      _____
  Section 504 accessible units:                          _____
  Units qualified as Energy Star Standards:              _____

Of the total number of affordable units:

  Units occupied by elderly:                             _____
  Years of affordability:  __
  Units subsidized with project-based rental assistance
            by another Federal, state or local Program:  _____

Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total units from the MA04 screen for program year YYYY	This read-only line shows the program year for which data is being reported and the actual ACCOMPLISHMENT UNITS from the MA04 screen.
Of the total Rental Units, the number:	
Affordable units	Of the total rental units, enter the number that are affordable.

Field	Description
Units qualified as Energy Star Standards	Of the total rental units, enter the number qualifying for Energy Star certification. Do <u>not</u> count a unit unless its energy efficiency has been verified either by (1) an independent third party such as a home energy rater, (2) following the Builder Option Packages, or (3) adhering to the quality control procedures for HUD-code manufactured homes. For more information, go to www.hud.gov/energy and click on the CDBG link under ENERGY STAR and HUD Programs.
Section 504 accessible units	Of the total rental units, enter the number that meet Uniform Federal Accessibility Standards (UFAS).
Of the total number of affordable units:	
Units occupied by elderly	Of the affordable units, enter the number occupied by one or more persons age 62 or over.
Years of affordability	Enter the average (not the total) number of years of grantee-imposed affordability for the units being reported. To calculate the average, divide total years of affordability by the number of units assisted. Note that CDBG regulations do not require an affordability period.
Units subsidized with project-based rental assistance by another federal, state, or local program	Enter the number of affordable units that are subsidized with project-based rental assistance. Note that this only applies to assistance that is project-based: if the assistance is portable (e.g., Section 8 vouchers), do not include the unit(s) in your count.
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG18 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

CONSTRUCTION OF RENTAL UNITS – PART 2 (CDBG19)

This screen is a continuation of CDBG18 (if you bypassed it, skip this one as well). On it, you will enter additional information about the rental units developed with CDBG assistance.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL UNITS FROM THE MA04 SCREEN is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
11/30/07  11:11      CONSTRUCTION OF RENTAL UNITS - PART 2           CDBG19

Grantee Activity ID                              IDIS Activity ID 2947
Activity Name       WATERFRONT REDEVELOPMENT - ACQUISITION   Natl/Obj SBA

Total units from the MA04 screen for program year 2007 : 15

Of the total units, # of rental units constructed that are:

   Units designated for persons with HIV/AIDS including
           units receiving assistance for operations:  _____
     Of those, the number for the chronically homeless:  _____

   Permanent housing units designated for homeless persons and families,
    including units receiving assistance for operations:  _____
      Of those, the number for the chronically homeless:  _____




Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR    F18=NEXT YEAR
```

Note: Grantees are not required to ask participants about their status in order to report on the indicators concerning access for persons with HIV/AIDS or the homeless. The special needs indicators refer to the units *designated* for occupancy by these groups, not to the individuals who occupy them.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total units from the MA04 screen for program year YYYY	This read-only line shows the program year for which data is being reported and the actual ACCOMPLISHMENT UNITS from the MA04 screen.
Units designated for persons with HIV/AIDS, including units receiving assistance for operations.	Of the total number of rental units, enter the number designated for persons with HIV/AIDS.
Of those, the number for the chronically homeless	Enter the number of units designated for persons with HIV/AIDS who are also chronically homeless (see definition on next page).

Field	Description
Permanent housing units designated for homeless persons and families, including units receiving assistance for operations	Of the total number of rental units, enter the number designated for the homeless. The HUD definition of "homeless" is an individual or family who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is either: • a supervised publicly or privately operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or • an institution that provides a temporary residence for individuals intended to be institutionalized; or • a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
Of those, the number for the chronically homeless	Enter the number of units designated for the homeless who are chronically homeless. The HUD definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either: • been continuously homeless for a year or more, or • had at least four episodes of homelessness in the past three years. A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability. "Homeless" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG19 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

ASSISTANCE TO BUSINESSES (CDBG28)

CDBG28 is displayed for an SB*/URG activity only if the activity matrix code is 14E, 17*, or 18*. It is the first of two screens for input of performance measurement data about the business(es) assisted by an economic development activity.

If the matrix code is 18A or 18C: The fact that CDBG28 allows you to report more than one business assisted does not mean that assistance to individual businesses under 18A or 18C may be aggregated in one activity. Unless the activity is one identified at 570.208(a)(4)(vi) for which job aggregation is allowed, each business assisted under 18A or 18C must be set up as a separate activity.

For multi-year activities: Before adding or updating information, make sure that the year displayed in FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/12/07  12:03          ASSISTANCE TO BUSINESSES                   CDBG28

Grantee Activity ID                              IDIS Activity ID 3245
Activity Name       FAIRFIELD ED: TECHNICAL ASSISTANCE      Natl/Obj SBA


For program year 2007
   Businesses assisted:
          New:                                   _____
          Existing:                              _____
          Total:                                       0

   Of the EXISTING Businesses assisted:
          Number expanding:                      _____
          Number relocating:                     _____

# of businesses assisted with commercial facade treatment/
                                  business building rehab: _____
# of businesses assisted that provide goods or services to meet the
           needs of a service area, neighborhood, or community: _____


Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
For program year YYYY	This read-only field displays the program year for which data is being reported.
Businesses assisted:	
New	Enter the number of start-up businesses assisted in this program year.
Existing	Enter the number of existing businesses assisted in this program year.

Field	Description
Total	This read-only field is populated when you validate or save the data.
Of the EXISTING Businesses assisted:	
Number expanding	Of the existing businesses, enter the number that are expanding as a result of the assistance.
Number relocating	Of the existing businesses, enter the number that are relocating as a result of the assistance.
# of businesses assisted with commercial facade treatment/ business building rehab	Of the total businesses, enter the number receiving assistance for the rehabilitation of business facades/buildings. Do <u>not</u> input a number greater than the total number of businesses assisted, even though the system allows it (this error will be corrected in the future).
# of businesses assisted that provide goods or services to meet the needs of a service area, neighborhood, or community	Of the total businesses, enter the number that provide goods or services to meet the needs of a service area, neighborhood, or community. Do <u>not</u> input a number greater than the total number of businesses assisted, even though the system allows it (this error will be corrected in the future).
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG28 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

ASSISTANCE TO BUSINESSES – PART 2 (CDBG29)

This screen is a continuation of CDBG28. On it, you will enter the DUNS number of each business assisted by the activity. HUD uses the DUNS numbers to track the number of businesses that remain operational for three years after receiving assistance.

A DUNS number is required for a business that receives direct financial assistance. Otherwise, it is optional.

Obtaining a DUNS number is free. Additional information on obtaining a DUNS number can be found at http://www.whitehouse.gov/omb/grants/duns_num_guide.pdf.

```
12/12/07  12:05       ASSISTANCE TO BUSINESSES - PART 2             CDBG29

Grantee Activity ID                             IDIS Activity ID 3245
Activity Name        FAIRFIELD ED: TECHNICAL ASSISTANCE      Natl/Obj SBA

Specify DUNS # for each business assisted:

         DUNS #
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
Additional Entries (Y/N)? _

 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Note that the data on this screen is not reported by program year.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
DUNS #	Enter the DUNS number for each business assisted. It must be either 9 or 13 digits.
Additional Entries (Y/N)?	Enter **Y** in this field if you need to input more than 12 DUNS numbers.

TENANT-BASED RENTAL ASSISTANCE (CDBG30)

CDBG30 is displayed only if the national objective is SBA or URG and the matrix code is 05S. It is not displayed until actual ACCOMPLISHMENT UNITS have been reported on Common Path screen C04MA04.

Information about tenants who receive CDBG rental assistance is entered on this performance measurement screen.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL #…FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/04/07  13:48         Tenant-Based Rental Assistance                CDBG30

Grantee Activity ID                                 IDIS Activity ID 4853
Activity Name      RENTAL ASSISTANCE                          Natl/Obj URG

Total # households assisted for program year 2007 : 56

Of the total Households assisted, the number:

     Short-term rental assistance (not more than 3 months):   _____

      # of households assisted previously homeless:           _____
        Of those, the # of chronically homeless households:   _____




Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Note: Grantees are not required to ask participants about their status in order to report on the indicators concerning access for the homeless and the chronically homeless. The special needs indicators refer to the units *designated* for occupancy by these groups, not to the households who occupy them.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total # of households assisted for program year YYYY	This read-only line shows the program year for which data is being reported and the beneficiary count from the actual ACCOMPLISHMENT UNITS field on the MA04 screen for that year.
Short-term rental assistance (not more than 3 months)	Of the total households assisted, enter the number that received rental assistance for three months or less. This number cannot exceed TOTAL # OF HOUSEHOLDS ASSISTED.

Field	Description
# of households assisted previously homeless	Of the total households assisted, enter the number that were previously homeless. This number cannot exceed TOTAL # OF HOUSEHOLDS ASSISTED. The HUD definition of "homeless" is an individual or family who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is either: • a supervised publicly or privately operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or • an institution that provides a temporary residence for individuals intended to be institutionalized; or • a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
Of those, the # of chronically homeless households.	Of the number of previously homeless households assisted, enter the number that were chronically homeless. This number cannot exceed the number input in previous field. The HUD definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either: • been continuously homeless for a year or more, or • had at least four episodes of homelessness in the past three years. A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability. "Homeless" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.
Insert/Delete Program Year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG30 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

PUBLIC SERVICES/PUBLIC FACILITIES AND IMPROVEMENTS (CDBG17)

CDBG17 is displayed for SB*/URG activities with a matrix code of 03* and 05*. It captures data on how persons or households benefited from a public service or public facilities activity. The version of the CDBG17 screen that is displayed depends on the activity's matrix code.

Public facilities and improvements activities (03* except 03T)

```
12/08/07  08:37   Public Services/Public Facilities and Improvements    CDBG17
Grantee Activity ID                                    IDIS Activity ID 5198
Activity Name        WATER/SEWER LINE REPAIRS                  Natl/Obj SBA


Total benefiting for program year 2007 : 650
 Of the persons assisted, enter the number that:




  Now have new access to this type of public facility or
  infrastructure improvement:                                       _____
  Now have improved access to this type of public facility or
  infrastructure improvement:                                       _____
  That are served by public facility or infrastructure that is no
  longer substandard:                                               _____
                                                         Total:             0
  Homeless persons given overnight shelter:                         _____
# of beds created in overnight shelter or other emergency housing:  _____

Insert/Delete program year(I/D)? _
Total of 3 highlighted fields must = total benefiting.
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Public service activities (05* and 03T)

```
12/04/07  13:49   Public Services/Public Facilities and Improvements    CDBG17
Grantee Activity ID                                    IDIS Activity ID 4853
Activity Name        RENTAL ASSISTANCE                         Natl/Obj URG

Total benefiting for program year 2007 : 56
 Of the households assisted, enter the number that:
  Now have new access to this service or benefit:                   _____
  Now have improved access to this service or benefit:              _____
  Now receive a service or benefit that is no longer substandard:   _____
                                                         Total:             0








# of beds created in overnight shelter or other emergency housing:  _____

Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL BENEFITING FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total benefiting for program year YYYY	This line shows the program year for which data is being reported and the number of beneficiaries in that year. If the number of beneficiaries is blank, input the number of persons or households (as indicated on the next line) benefiting from the activity.
	When the MA04 ACCOMPLISHMENT TYPE is 01-People or 04-Households, the MA04 UNITS field will automatically be set to the number of beneficiaries you enter here. Note that if you later change the UNITS field, the TOTAL BENEFITING field on this screen will automatically be updated to that value.
Now have new access...	When the activity provides a new service or facility, enter the number of persons or households with access to the service/facility. If the activity is funded in subsequent years, persons/households benefiting in the subsequent years continue to be reported as having new access.
	Example: In 2006, Elwood City constructs the first senior center in the area, providing access to a new facility. If the grantee continues to fund the senior center in 2007, the persons receiving the benefit in 2007 are reported as having new access.
Now have improved access...	When the activity provides improved access to a service or facility, enter the number of persons/households who have improved access.
	Example: Groveton funds a job training activity. Previously, residents of Groveton had to drive several miles to the nearest job training center. The residents of Groveton now have improved access to job training.
...that is no longer substandard	When the activity provides a service or facility that is no longer substandard, enter the number of persons/households that no longer receive substandard services or have substandard facilities.
	Example: Williamstown reconstructs a road to make it safer for its residents.
Total	This read-only field is populated when you press <F3> or <F9> to update the screen. It must equal the number in TOTAL BENEFITING FOR PROGRAM YEAR YYYY.
Homeless persons given overnight shelter	This field is displayed only if the activity matrix code is 03C or 03T or the HELP THE HOMELESS field on MA03 is **Y**. Enter the number of persons sheltered overnight. This cannot exceed the total number of persons benefiting.
# of beds created in overnight shelter or other emergency housing	This field is supposed to be displayed only if the activity matrix code is 03C or 03T or the HELP THE HOMELESS field on MA03 is **Y**. For those activities, enter the number of beds; for all other activities, leave the field blank.

Field	Description
Insert/Delete Program Year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG17 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS (CDBG25)

CDBG25 is displayed for an SB*/URG activity only if the matrix code is 05R. It captures performance measurement data about homebuyer assistance activities.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL NUMBER...FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/09/07  15:19    DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS           CDBG25

Grantee Activity ID                                 IDIS Activity ID 1919
Activity Name       DOWNPAYMENT ASSISTANCE                  Natl/Obj SBA

Total number homebuyer households for program year 2007 : 15


Of the total, specify the following:

   First-time homebuyer:                                   _____
     Of those, number receiving housing counseling:        _____

   Downpayment Assistance/Closing Costs:                   _____




Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR    F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total number homebuyer households for program year YYYY	This protected field shows the number of households input on the CDBG17 screen for the program year. The values entered in FIRST-TIME HOMEBUYER and DOWNPAYMENT ASSISTANCE/ CLOSING COSTS cannot exceed this number.
First-time homebuyer	Of the total households assisted, enter the number that are first-time homebuyers.
Of those, number receiving housing counseling	Of the households that are first-time homebuyers, enter the number receiving housing counseling.

Field	Description
Downpayment Assistance/ Closing Costs	Of the total households assisted, enter the number receiving downpayment assistance and/or assistance with closing costs.
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A "clean" CDBG25 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

When you are finished, press <Enter> to save your data and display the next screen.

HOMELESS PREVENTION (CDBG31)

CDBG31 is displayed for an SB*/URG activity only if the matrix code is 05C, 05Q, or 05T and the HELP PREVENT HOMELESSNESS field on Common Path screen C04MA03 is **Y**.

Performance measurement information on the number of persons provided with emergency financial and/or legal assistance to prevent homelessness is entered on this screen. Input *annual* counts for the *correct* program year.

For multi-year activities: Before adding or updating information, make sure that the year displayed in TOTAL BENEFITING FOR PROGRAM YEAR is the year the data should be reported for. If it is not, use the INSERT/DELETE PROGRAM YEAR field at the bottom of the screen to add data for a new program year; use <F17> to display the data for an earlier year or <F18> to access the data for a later year.

```
12/17/07  15:42              HOMELESS PREVENTION                      CDBG31

Grantee Activity ID                              IDIS Activity ID 3011
Activity Name       SUBSISTENCE PAYMENTS                    Natl/Obj URG

Total benefiting for program year 2007 : 56

Of the persons assisted, enter the number that:

Received emergency financial assistance to prevent homelessness:   _____

    Received emergency legal assistance to prevent homelessness:   _____




Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F17=PREV YEAR   F18=NEXT YEAR
```

Field	Description
Grantee Activity ID IDIS Activity ID Activity Name Natl/Obj	These read-only fields identify the activity you are processing. They are populated with information from the first Common Path screen and the first common CDBG screen.
Year to Insert	When this field is displayed, type in the program year for which you are reporting data and press <Enter>.
Total benefiting for program year YYYY	This read-only line shows the program year for which data is being reported and the beneficiary count from the CDBG17 screen.
Received emergency financial assistance to prevent homelessness	Of the total persons assisted, enter the number that received emergency financial assistance to prevent homelessness.
Received emergency legal assistance to prevent homelessness	Of the total persons assisted, enter the number that received emergency legal assistance to prevent homelessness.

Field	Description
Insert/Delete program year (I/D)?	To input data for a new program year, type **I** and press <Enter> to display the PROGRAM YEAR field. Input the appropriate year and press <Enter> again. A clean CDBG31 screen is displayed for input of the new year's data. To delete all accomplishment data entered for a previous year, type **D** and press <Enter>. Then press <Enter> again to confirm the deletion.

This is the last screen in the SB*/URG path. When you press <Enter> to save your data, the CDBG01 screen (see page 3-2) will be displayed.

Chapter 13
GENERATING AND DOWNLOADING IDIS REPORTS

This chapter explains how to generate reports in IDIS, a process that consists of two steps: (1) selecting and submitting the reports you want, and (2) downloading them first to a HUD server and then to your PC. Information about BOSMAC—macros developed by the Boston Field Office to assist you in analyzing and formatting IDIS reports—is provided at the end of the chapter.

Detailed descriptions of the reports can be found in Appendix E of the *IDIS Reference Manual*.

To access the IDIS reporting function, select option **E**, Reports Menu, on the Main Menu and press <Enter> to display this screen:

```
 12/04/07        THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM    C04MM01
 07:34:44


                              REPORTS MENU

                    01   REPORT SELECTION
                    02   REPORT STATUS
                    03   DATA DOWNLOADS













 TYPE SELECTION AND PRESS ENTER    E 00

 F4 = MAIN MENU   F7 = PREV
```

Choose option:

01 – Report Selection to select the reports you want to run.

02 – Report Status to see if the reports you have selected are still processing or if they are ready to be downloaded.

03 – Data Downloads to download IDIS data as ASCII files. The data download function is not covered in this training; refer to Chapter 12 of the *IDIS Reference Manual* for information about this option.

SELECTING AND SUBMITTING REPORTS

Choose Reports Menu option **01**, Report Selection, and press <Enter> to access the list of the available reports. The list covers five screens (the first is shown below). To page forward, press <F18> (Shift + F6 on most keyboards). To display the previous screen, press <F17> (Shift + F5).

```
12/04/07   THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM   07:34   C04MU15
                          REPORT SELECTION

GRANTEE: BOSTON
SELECT                                                     PRIORITY   YEAR

  _       HUD Grants and Program Income              -PR01     _
  _       List of Activities by Pgm Yr and Project   -PR02     _
  _       Drawdown Report by Project and Activity     -PR05     _
  _       Activity Summary (GPR) for Grantee          -PR03     _        ____
  _       Summary Of Con Plan Projects for Report Year -PR06    _        ____
  _       Program Income Details by FY and Pgm        -PR09     _
  _       Drawdown Report by Voucher Number           -PR07     _
  _       Grantee Summary Activity Report             -PR08     _
  _       CDBG Housing Activities                     -PR10     _
  _       CDBG New Housing Construction Activities    -PR11     _


  SELECT   (PLACE AN X NEXT TO ENTRY(IES))
  PRIORITY (I = IMMEDIATE,  N = AT NIGHT)


  F1 =HELP  F3 =VALDT  F4 =MAIN MENU  F6 =CLR  F8 =NEXT
  F9 =SUBMIT REPORTS  F17 =UP  F18 =DOWN  ENTER =SELECT REPORTS
```

To select the reports you want to run:

1. Enter **X** in the report's SELECT field.

2. In the PRIORITY field, type **I** to run the report immediately or **N** to have it run overnight.

3. If there is an input line under the YEAR column, enter a specific program year for the report.

4. When you finish on a screen, press <Enter> to save your data. The report titles will be displayed in all capital letters.

5. To continue selecting reports, press <Shift + F6> to page forward a screen or <Shift +F5> to display the previous screen.

To submit the reports, press <F9>. For some reports, IDIS displays a screen where you will specify additional parameters. For details about the parameter screens, refer to Chapter 12 of the *IDIS Reference Manual*.

After you press <F9> (and, if necessary, fill in any parameter screens), IDIS displays the message "Reports submitted. Press <F6> to clear old selections before making any new additional selections."

DOWNLOADING AND RETRIEVING REPORTS

IDIS reports are downloaded from the Reports Status screen, shown below. You can access this screen two ways:

- Press <F8> on any of the report selection screens.

- Select option **O2** on the Reports Menu (see page 13-1; curiously, you cannot get back to the Reports Menu from the report selection screens).

```
03/06/08        THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM      C04MU16
                              REPORTS STATUS

                          USER-ID ( C00063   )

  ACTIVITY   REPORT NAME            DATE       TIME       STATUS
    _        CDBG CDFI NRSA -PR14  12-04-2007  12.09.13   NOT READY
    _        Act Summ (GPR) -PR03  12-04-2007  12.09.04   READY

























  ACTIVITY  ( D = DOWNLOAD )


            F4  = MAIN MENU  F6 = CLEAR  F7 = PREV
  F8 = NEXT    F17 = UP        F18 = DOWN
```

| Field	Description
ACTIVITY	Enter **D** next to the name of each report you want to download and then press <Enter>. Only reports with a STATUS of **READY** can be downloaded.
REPORT NAME DATE TIME	These read-only fields display the name, date, and time of each report you have submitted on the report selection screens.
STATUS	This read-only field contains one of the following values listed below. The system updates the STATUS fields each time you press <Enter>. • **NOT READY** – The report is still running and cannot be downloaded yet. Press <Enter> to monitor the status until it changes to **READY**. • **READY** – The report is ready for downloading. • **DOWNLOADING** – The report is being downloaded to the Web390 server. Press <Enter> to monitor the status until it changes to **ON SERVER**. • **ON SERVER** – The report has finished downloading to the Web390 server and is ready to be retrieved. • **RERUN** – The report failed and will need to be resubmitted.

To download reports to the Web390 server, type **D** next to each report with a **READY** status that you want to download and press <Enter>.

Caution! Each time you run a download, any of your reports that are already on the server will be erased.

When the status changes from **DOWNLOADING** to **ON SERVER** (remember to press <Enter> to update the status fields), proceed with the next step.

To retrieve your reports from the server, you must temporarily leave the IDIS environment (you do not need to disconnect or log off). Follow these steps:

1. On any IDIS screen, click on the <u>Home</u> icon on the right side of your screen. The IDIS logon screen is displayed. Click on GET REPORTS/DATA.
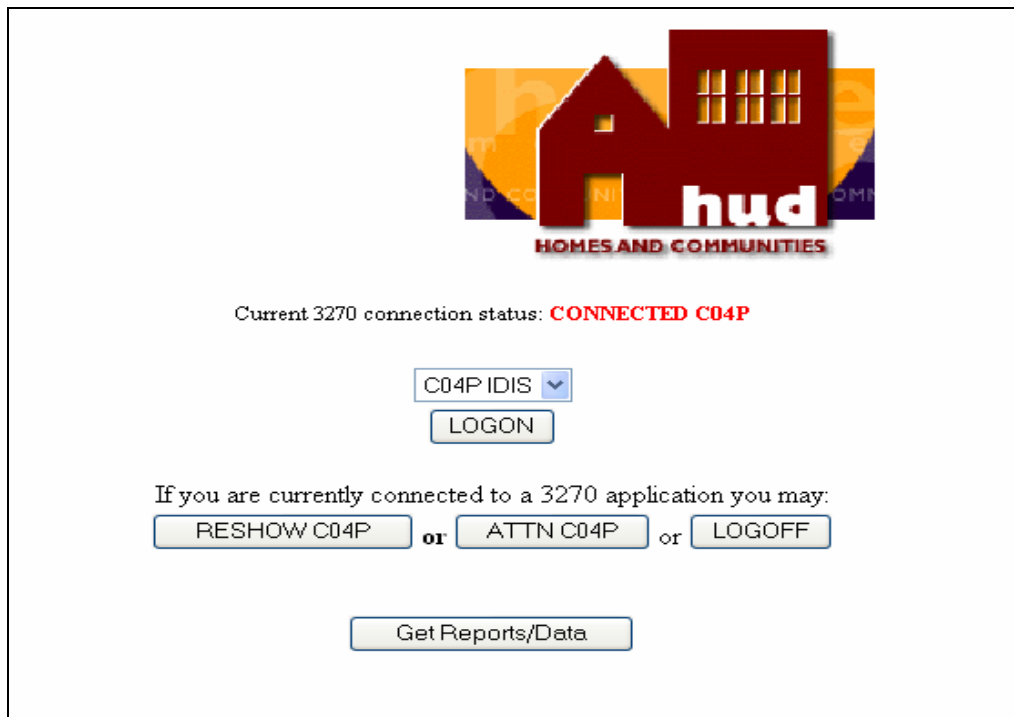
2. A screen showing all of the reports you have downloaded from the mainframe is displayed. To look at a report, click on <u>Preview the Report</u> in the last column. To download it to your PC, click first on the Download button in the first column, then click Download Report. Reports have to be downloaded one at a time.
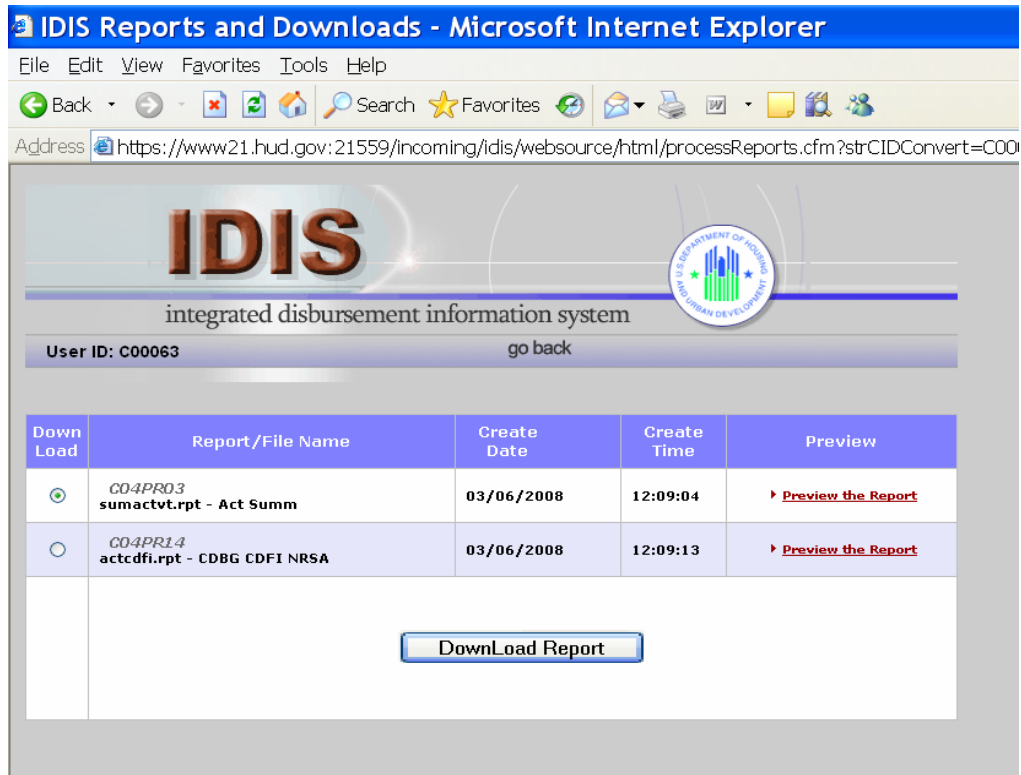
3. If you are downloading a report, a File Download dialogue box is displayed next. To preview the file before downloading it to your PC, click on Open. To save it to your PC, click Save.
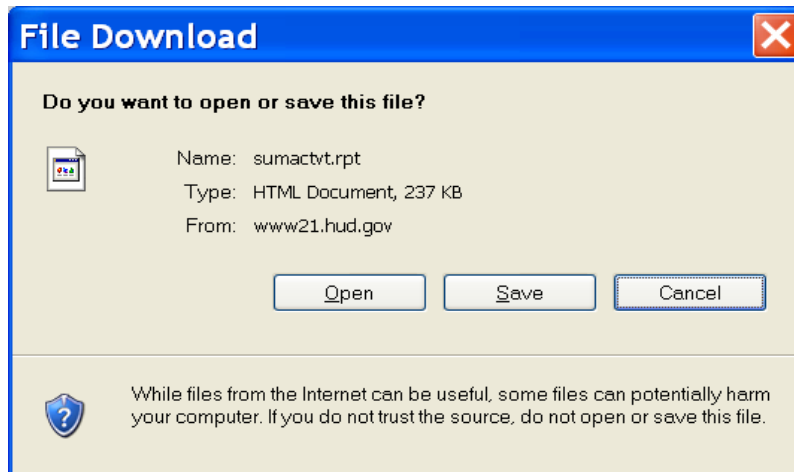
4. When you have finished, click on **go back** at the top center of your screen to redisplay the IDIS logon screen (see page 13-4). Click RESHOW to return to your IDIS session or LOGOFF to exit the system.

USING BOSMAC

BOSMAC is a set of Excel macros developed by HUD's Boston CPD Division. It converts eight of the IDIS reports into files that can be analyzed with Excel filters, pivot tables and other tools. The eight reports are:

PR01   HUD Grants and Program Income
PR02   List of Activities by Program Year and Project
PR03   CDBG Activity Summary Report (GPR)
PR06   Summary of Consolidated Plan Projects
PR07   Drawdown Report by Voucher Number
PR08   Grantee Summary Activity Report
PR14   CDBG CDFI and NRSA Activities
PR22   Status of HOME Activities

If you haven't already done so, you first need to download BOSMAC. Go to the IDIS homepage and click on the Reporting and Guidance link. Click on BOSMAC in the Reporting box at the upper right of the next page. On the BOSMAC page, first read "BOSMAC Updates for Version 07" under What's New. Go back to the BOSMAC page and click on BOSMAC07 Installation Kit in the Related Information box. You must save it to a folder named **BOSMAC** (case doesn't matter), which can be located anywhere on your computer.

Once BOSMAC is installed, follow these steps:

1. Download IDIS reports as usual, but save them to the directory **C:\IDISDATA\IDISDATA**. This is the only directory BOSMAC will search.

2. Configure Excel to accept macros:
    *   Open Excel
    *   Select the Tools Menu, then Macro
    *   Select Security, then Security Level
    *   Select Medium, then click OK

3. Go to My Computer and open the file BOSMACFILES\BOSMAC07. When the file opens in Excel, select Enable Macros on the Security Warning dialogue box.

4. When the BOSMAC Main Menu is displayed, click on CONVERT and then click each report you want to convert to Excel.

The reports are now ready for review and analysis in Excel.

Appendix A
CDBG MATRIX CODES

Matrix Codes by Activity Category

The CDBG matrix codes are listed below by category so you can quickly review the available choices.

Acquisition, Disposition, Clearance, Relocation

01 Acquisition of Real Property	04A Cleanup of Contaminated Sites
02 Disposition of Real Property	08 Relocation
04 Clearance and Demolition	

Administration and Planning

20 Planning	21E Submission of Applications for Federal Programs
21A General Program Administration	
21B Indirect Costs	21H CDBG Funding of HOME Admin
21C Public Information	21I CDBG Funding of HOME CHDO Operating Expenses
21D Fair Housing Activities (subject to Admin cap)	
	14H Rehab: Administration

Economic Development

14E Rehab: Publicly or Privately Owned Commercial/Industrial (CI)	17D CI: Other Improvements
	18A ED: Direct Financial Assistance to For-Profits
17A CI: Acquisition/Disposition	18B ED: Technical Assistance
17B CI: Infrastructure Development	18C ED: Micro-Enterprise Assistance
17C CI: Building Acquisition, Construction, Rehabilitation	

Housing

12 Construction of Housing	14F Rehab: Energy Efficiency Improvements
13 Direct Homeownership Assistance	14G Rehab: Acquisition
14A Rehab: Single-Unit Residential	14H Rehab: Administration
14B Rehab: Multi-Unit Residential	14I Lead-Based Paint/Lead Hazards Testing/ Abatement
14C Rehab: Public Housing Modernization	
14D Rehab: Other Publicly Owned Residential Buildings	16A Residential Historic Preservation
	19E Operation/Repair of Foreclosed Property

Public Facilities and Infrastructure Improvements

03A Senior Centers	03L Sidewalks
03B Handicapped Centers	03M Child Care Centers
03C Homeless Facilities (not operating costs)	03N Tree Planting
03D Youth Centers	03O Fire Stations/Equipment
03E Neighborhood Facilities	03P Health Facilities
03F Parks, Recreational Facilities	03Q Facilities for Abused and Neglected Children
03G Parking Facilities	03R Asbestos Removal
03H Solid Waste Disposal Improvements	03S Facilities for AIDS Patients (not operating costs)
03I Flood Drainage Improvements	
03J Water/Sewer Improvements	03 Other Public Facilities/Improvements
03K Street Improvements	

Public Services

05A	Senior Services	05L	Child Care Services
05B	Handicapped Services	05M	Health Services
05C	Legal Services	05N	Services for Abused and Neglected Children
05D	Youth Services	05O	Mental Health Services
05E	Transportation Services	05P	Screening for Lead Poisoning
05F	Substance Abuse Services	05Q	Subsistence Payments
05G	Services for Battered and Abused Spouses	05R	Homeownership Assistance (not direct)
		05S	Rental Housing Subsidies
05H	Employment Training	05T	Security Deposits
05I	Crime Awareness/Prevention	05U	Housing Counseling
05J	Fair Housing Activities (subject to Public Services cap)	03T	Operating Costs of Homeless/AIDS Patients Programs
05K	Tenant/Landlord Counseling	05	Other Public Services

Repayment of Section 108 Loans

19F	Planned Repayments of Section 108 Loans	19G	Unplanned Repayments of Section 108 Loans

Other

06	Interim Assistance	15	Code Enforcement
07	Urban Renewal Completion	16B	Non-Residential Historic Preservation
09	Loss of Rental Income	19C	Non-Profit Organization Capacity Building
11	Privately Owned Utilities	22	Unprogrammed Funds

Definitions of the matrix codes are provided in the table that follows.

Matrix Code Definitions

Assigning a matrix code indicates eligibility. An activity must be eligible in accordance with the regulations at 570.201–570.207. Grantees need to refer to the regulations to determine an activity's eligibility; the codes defined below are used in IDIS chiefly to categorize activities for reporting purposes.

Code	Definition
01	**Acquisition of Real Property** Acquisition of real property that will be developed for a public purpose. Use code 01 for the CDBG-funded purchase of real property on which, for example, a public facility or housing will be constructed. *When CDBG funds are used to:* • *acquire a public facility that will be rehabilitated with CDBG funds and continue to be used as a public facility, assign the appropriate 03* code.* • *acquire housing that will be rehabilitated, use code 14G.*
02	**Disposition of Real Property** Costs related to the sale, lease, or donation of real property acquired with CDBG funds or under urban renewal. These include the costs of temporarily maintaining property pending disposition and costs incidental to disposition of the property.
03A	**Senior Centers** Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors. 03A may be used for a facility serving both the elderly and the handicapped, provided it is not intended primarily to serve persons with handicaps. If it is, use 03B instead. *For the construction of permanent housing for the elderly, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.*
03B	**Handicapped Centers** Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for the handicapped. 03B may be used for a facility serving both the handicapped and the elderly, provided it is not intended primarily to serve the elderly. If it is, use 03A instead. *For the construction of permanent housing for the handicapped, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.*
03C	**Homeless Facilities (not operating costs)** Acquisition, construction, or rehabilitation of temporary shelters and transitional housing for the homeless, including battered spouses, disaster victims, runaway children, drug offenders, and parolees. *For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.*
03D	**Youth Centers** Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center. *For the acquisition, construction or rehabilitation of facilities intended primarily for children age 12 and under, use 03M; for facilities for abused and neglected children, use 03Q.*

Code	Definition
03E	**Neighborhood Facilities** Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.
03F	**Parks, Recreational Facilities** Development of open space areas or facilities intended primarily for recreational use.
03G	**Parking Facilities** Acquisition, construction, or rehabilitation of parking lots and parking garages. Also use 03G if the primary purpose of rehabilitating a public facility or carrying out a street improvement activity is to improve parking. *If parking improvements are only part of a larger street improvement activity, use 03K.*
03H	**Solid Waste Disposal Improvements** Acquisition, construction or rehabilitation of solid waste disposal facilities.
03I	**Flood Drainage Improvements** Acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds or catch basins. Do not use 03I for construction/rehabilitation of storm sewers, street drains, or storm drains. *Use 03J for storm sewers and 03K for street and storm drains.*
03J	**Water/Sewer Improvements** Installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. Costs of street repairs (usually repaving) made necessary by water/sewer improvement activities are included under 03J. *For water/sewer improvements that are part of:* • *more extensive street improvements, use 03K (assign 03K, for example, to an activity that involves paving six blocks of Main Street and installing 100 feet of new water lines in one of those blocks).* • *a housing rehabilitation activity, use the appropriate 14* matrix code.* *For construction or rehabilitation of flood drainage facilities, use 03I.*
03K	**Street Improvements** Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. Also use 03K: • for improvements that include landscaping, street lighting, and/or street signs (commonly referred to as "streetscaping"). • if sidewalk improvements (see code 03L) are part of more extensive street improvements.
03L	**Sidewalks** Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees.

Code	Definition
03M	**Child Care Centers** Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers. *For the construction or rehabilitation of facilities for abused and neglected children, use 03Q.* *For the construction or rehabilitation of facilities for teenagers, use 03D.*
03N	**Tree Planting** Activities limited to tree planting (sometimes referred to as "beautification"). *For streetscape activities that include tree planting, use 03K; for sidewalk improvement activities that include tree planting, use 03L.*
03O	**Fire Stations/Equipment** Acquisition, construction, or rehabilitation of fire stations and/or the purchase of fire trucks and emergency rescue equipment.
03P	**Health Facilities** Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes. *Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.*
03Q	**Facilities for Abused and Neglected Children** Acquisition, construction, or rehabilitation of daycare centers, treatment facilities, or temporary housing for abused and neglected children.
03R	**Asbestos Removal** Rehabilitation of any public facility undertaken primarily to remove asbestos.
03S	**Facilities for AIDS Patients (not operating costs)** Acquisition, construction, or rehabilitation of facilities for the treatment or temporary housing of people who are HIV positive or who have AIDS. *For the construction or rehabilitation of facilities for AIDS education and prevention, use 03P.*
03T	**Operating Costs of Homeless/AIDS Patients Programs** Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance. Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.
03	**Other Public Facilities and Improvements** Do not use this code unless an activity does not fall under a more specific 03* code. Also, do not use one activity for multiple facilities and then assign it an 03 because the types of facilities are different. One legitimate use of 03 is for activities that assist persons with disabilities by removing architectural barriers from or providing ADA improvements to government buildings (activities that otherwise would not be eligible for CDBG funding).

Code	Definition
04	**Clearance and Demolition** Clearance or demolition of buildings/improvements, or the movement of buildings to other sites.
04A	**Cleanup of Contaminated Sites** Activities undertaken primarily to clean toxic/environmental waste or contamination from a site.
05A	**Senior Services** Services for the elderly. 05A may be used for an activity that serves both the elderly and the handicapped, provided it is not intended primarily to serve persons with handicaps. If it is, use 05B instead.
05B	**Handicapped Services** Services for the handicapped, regardless of age.
05C	**Legal Services** Services providing legal aid to low- and moderate-income (LMI) persons. *If the only legal service provided is for the settlement of tenant/landlord disputes, use 05K.*
05D	**Youth Services** Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use 05D for counseling programs that target teens but include counseling for the family as well. *For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.*
05E	**Transportation Services** General transportation services. *Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.*
05F	**Substance Abuse Services** Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.
05G	**Services for Battered and Abused Spouses** Services for battered and abused spouses and their families. *For services limited to abused and neglected children, use 05N.*
05H	**Employment Training** Assistance to increase self-sufficiency, including literacy, independent living skills, and job training. *For activities providing training for permanent jobs with specific businesses, use 18A.*
05I	**Crime Awareness/Prevention** Promotion of crime awareness and prevention, including crime prevention education programs and paying for security guards.

Code	Definition
05J	**Fair Housing Activities (subject to Public Services cap)** Fair housing services (e.g. counseling on housing discrimination) that meet a national objective. *For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D.*
05K	**Tenant/Landlord Counseling** Counseling to help prevent or settle disputes between tenants and landlords.
05L	**Child Care Services** Services that will benefit children (generally under age 13), including parenting skills classes. *For services exclusively for abused and neglected children, use 05N.*
05M	**Health Services** Services addressing the physical health needs of residents of the community. *For mental health services, use 05O.*
05N	**Services for Abused and Neglected Children** Daycare and other services exclusively for abused and neglected children.
05O	**Mental Health Services** Services addressing the mental health needs of residents of the community.
05P	**Screening for Lead Poisoning** Activities undertaken primarily to provide screening for lead poisoning. *For lead poisoning testing/abatement activities, use 14I.*
05Q	**Subsistence Payments** One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction.
05R	**Homeownership Assistance (not direct)** Homeowner downpayment assistance provided as a public service. If housing counseling is provided to those applying for downpayment assistance, the counseling is considered part of the 05R activity. Assistance provided under 05R must meet the low/mod housing national objective. Therefore, unless the assistance is provided by a CBDO in an NRSA, it is subject to the public service cap and only low/mod households may be assisted. If the assistance is provided by a CBDO in an NRSA, the housing units for which CDBG funds are obligated in a program year may be aggregated and treated as a single structure for purposes of meeting the housing national objective (that is, only 51% of the units must be occupied by LMI households). *For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13.*
05S	**Rental Housing Subsidies** Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOs.

Code	Definition
05T	**Security Deposits** Tenant subsidies exclusively for payment of security deposits
05U	**Housing Counseling** Housing counseling for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).
05	**Other Public Services** Do not use this code for public services activities unless an activity does not fall under a more specific 05* code. Examples of legitimate uses of this code are referrals to social services, neighborhood cleanup, graffiti removal, and food distribution (community kitchen, food bank, and food pantry services).
06	**Interim Assistance** Only for activities undertaken either to: • Make limited improvements (e.g., repair of streets, sidewalks, or public buildings) intended solely to arrest further deterioration of physically deteriorated areas prior to making permanent improvements. • Alleviate emergency conditions threatening public health and safety, such as removal of tree limbs or other debris after a major storm.
07	**Urban Renewal Completion** Completion of urban renewal projects funded under Title I of the Housing Act of 1949. Do not use code 07 for a downtown renewal, downtown development, or urban renewal activity unless the activity will result in the closing out of a federally-approved urban renewal project.
08	**Relocation** Relocation payments and other assistance for permanently or temporarily displaced individuals, families, businesses, nonprofit organizations, and farms.
09	**Loss of Rental Income** Payments to owners of housing for loss of rental income due to temporarily holding rental units for persons displaced by CDBG-assisted activities.
11	**Privately Owned Utilities** Acquisition, reconstruction, rehabilitation, or installation of distribution lines and facilities of federally regulated, privately owned utilities. This includes placing new or existing distribution lines/facilities underground.
12	**Construction of Housing** Construction of housing with CDBG funds must be carried out by CBDOs, in accordance with the regulations at 570.204(a).
13	**Direct Homeownership Assistance** Homeownership assistance to LMI households as authorized under 105(a)(24). Forms of assistance include subsidizing interest rates and mortgage principal, paying up to 50% of downpayment costs, paying reasonable closing costs, acquiring guarantees for mortgage financing from private lenders, and financing the acquisition by LMI households of the housing they already occupy.

Code	Definition
	If housing counseling is provided to households receiving direct homeownership assistance, the counseling is considered part of the code 13 activity.
	All recipients of assistance provided under matrix code 13 must be LMI.
14A	**Rehab: Single-Unit Residential**
	Rehabilitation of privately owned, single-unit homes.
14B	**Rehab: Multi-Unit Residential**
	Rehabilitation of privately owned buildings with two or more permanent residential units.
	For the rehabilitation of units that will provide temporary shelter or transitional housing for the homeless, use 03C.
14C	**Rehab: Public Housing Modernization**
	Rehabilitation of housing units owned/operated by a public housing authority (PHA).
14D	**Rehab: Other Publicly Owned Residential Buildings**
	Rehabilitation of permanent housing owned by a public entity other than a PHA.
	For the rehabilitation of other publicly owned buildings that will provide temporary shelter or transitional housing for the homeless, use 03C.
14E	**Rehab: Publicly or Privately Owned Commercial/Industrial**
	Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to:
	• Exterior improvements (generally referred to as "facade improvements") • Correction of code violations
	For more extensive rehabilitation of privately owned commercial/industrial property, use 17C; for infrastructure developments and improvements at commercial/industrial sites, use 17B.
14F	**Rehab: Energy Efficiency Improvements**
	Housing rehabilitation with the sole purpose of improving energy efficiency (e.g., a weatherization program).
	For energy efficiency improvements to public housing units, use 14C; for other publicly owned residential buildings, use 14D.
14G	**Rehab: Acquisition**
	Acquisition of property to be rehabilitated for housing. 14G may be used whether CDBG funds will pay only for acquisition or for both acquisition and rehabilitation.
14H	**Rehab: Administration**
	All delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write-ups; loan processing; survey, site and utility plans; application processing; and other fees. Also use 14H for housing services related to the HOME Program, eligible under 570.201(k).
	Do not use 14H for the costs of actual rehabilitation and do not use it for costs unrelated to running a rehab program (e.g., tenant/landlord counseling).
	For housing rehabilitation administration activities carried out as part of general program administration (and thus not required to meet a national objective), use code 21.

Code	Definition
14I	**Lead-Based Paint/Lead Hazards Testing/Abatement** Housing rehabilitation activities with the primary goal of evaluating and reducing lead-based paint/lead hazards. *For lead-based paint/lead hazards screening, use 05P.*
15	**Code Enforcement** Salaries and overhead costs associated with property inspections and follow-up actions (such as legal proceedings) directly related to the enforcement (not correction) of state and local codes. *For the correction of code violations, use the appropriate rehabilitation code.*
16A	**Residential Historic Preservation** Rehabilitation of historic buildings for residential use.
16B	**Non-Residential Historic Preservation** Rehabilitation of historic buildings for non-residential use. Examples include the renovation of an historic building for use as a neighborhood facility, as a museum, or by an historic preservation society.
17A	**Commercial/Industrial: Acquisition/Disposition** Land acquisition, clearance of structures, or packaging of land for the purpose of creating industrial parks or promoting commercial/industrial development. 17A activities must be carried out by the grantee or by non-profits.
17B	**Commercial/Industrial: Infrastructure Development** Street, water, parking, rail transport, or other improvements to commercial/industrial sites. 17B also includes the installation of public improvements, such as the construction of streets to and through commercial/industrial areas. 17B activities must be carried out by the grantee or by non-profits.
17C	**Commercial/Industrial: Building Acquisition, Construction, Rehabilitation** Acquisition, construction, or rehabilitation of commercial/industrial buildings. 17C activities must be carried out by the grantee or by non-profits.
17D	**Commercial/Industrial: Other Improvements** Commercial/industrial improvements not covered by other 17* codes. 17D activities must be carried out by the grantee or by non-profits.
18A	**Economic Development: Direct Financial Assistance to For-Profits** Financial assistance to for-profit businesses to (for example) acquire property, clear structures, build, expand or rehabilitate a building, purchase equipment, or provide operating capital. Forms of assistance include loans, loan guarantees, and grants. With one exception, a separate 18A activity must be set up for each business assisted. The exception is an activity carried out under 570.208(a)(4)(vi), for which job aggregation is allowed.
18B	**Economic Development: Technical Assistance** Technical assistance to for-profit businesses, including workshops, marketing, and referrals. Also use 18B for activity delivery costs eligible under 570.203(c).

Code	Definition
18C	**Economic Development: Micro-Enterprise Assistance** Financial assistance, technical assistance, or general support services to owners and developers of micro-enterprises. A micro-enterprise is a business with five or fewer employees, including the owner(s). With one exception, a separate activity must be set up for each micro-enterprise assisted. The exception is an activity carried out under 570.208(a)(4)(vi), for which job aggregation is allowed.
19A	Obsolete – use code 21H.
19B	Obsolete – use code 21H.
19C	**CDBG Non-Profit Organization Capacity Building** Activities specifically designed to increase the capacity of non-profit organizations to carry out eligible neighborhood revitalization or economic development activities. Such activities may include providing technical assistance and specialized training to staff.
19D	**CDBG Assistance to Institutes of Higher Education** Obsolete. Instead of using this matrix code, fill in the INSTITUTION OF HIGHER EDUCATION field on the CDBG04 screen to indicate that the activity will be carried out by an institution of higher education. Then assign the appropriate matrix code based on the nature of the activity to be undertaken by the institution.
19E	**CDBG Operation and Repair of Foreclosed Property** Activities to prevent the abandonment and deterioration of housing acquired through tax foreclosure. These include making essential repairs to the housing and paying operating expenses to maintain its habitability.
19F	**Planned Repayments of Section 108 Loans** Repayments of principal for Section 108 loan guarantees.
19G	**Unplanned Repayments of Section 108 Loans** Unplanned repayments of principal for Section 108 loan guarantees.
20	**Planning** Program planning activities, including the development of comprehensive plans (e.g., a consolidated plan), community development plans, energy strategies, capacity building, environmental studies, area neighborhood plans, and functional plans.
21A	**General Program Administration** Overall program administration, including (but not limited to) salaries, wages, and related costs of grantee staff or others engaged in program management, monitoring, and evaluation. Also use 21A to report the use of CDBG funds to administer federally designated Empowerment Zones or Enterprise Communities. *For CDBG funding of HOME admin costs, use 21H; for CDBG funding of HOME CHDO operating expenses, use 21I.*
21B	**Indirect Costs** Costs charged under an indirect cost allocation plan.
21C	**Public Information** Providing information and other resources to residents and citizen organizations participating in the planning, implementation, or assessment of CDBG-assisted activities.

Code	Definition
21D	**Fair Housing Activities (subject to Admin cap)** Fair housing activities carried out as part of general program administration rather than as a public service. They are subject to the Admin cap, but do not have to meet a national objective. *For fair housing activities carried out as a public service, use 05J.*
21E	**Submission of Applications for Federal Programs** Preparation of (1) documents that must be submitted to HUD to receive CDBG funds or (2) applications to other federal programs for community development assistance.
21H	**CDBG Funding of HOME Admin** CDBG funding of administrative costs for HOME Program activities eligible under 570.206(i)(2).
21I	**CDBG Funding of HOME CHDO Operating Expenses** CDBG funding of CHDO operating expenses for HOME Program activities eligible under 570.206(i)(2).
22	**Unprogrammed Funds** Identification of funds that are not yet programmed for use—e.g., reserve or contingency funds.

Appendix B
NATIONAL OBJECTIVE CODES

The national objective codes (NOCs) are listed below, along with descriptions and applicable CFR citations. The NOCs that may be used with each matrix code are identified in Appendix C.

NOC	Description	24 CFR Citation
LMA	**Low/mod area benefit** Activities providing benefits that are available to all the residents of a particular area, at least 51% of whom are low/mod income. The service area of an LMA activity is identified by the grantee, and need not coincide with Census tracts or other officially recognized boundaries.	570.208(a)(1)
LMAFI	**Low/mod area benefit, community development financial institution (CDFI)** Job creation and retention activities that are carried out by a CDFI and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(6)(i)
LMASA	**Low/mod area benefit, neighborhood revitalization strategy area (NRSA)** Job creation and retention activities that are carried out pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(5)(i)
LMC	**Low/mod limited clientele benefit** Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.	570.208(a)(2)
LMCMC	**Low/mod limited clientele, micro-enterprises** Activities carried out under 24 CFR 570.201(o) that benefit micro-enterprise owners/developers who are low/mod income.	570.208(a)(2)(iii)
LMCSV	**Low/mod limited clientele, job service benefit** Activities that provide job training, placement and/or employment support services in which the percentage of low/mod persons assisted is less than 51%, but the proportion of the total cost paid by CDBG does not exceed the proportion of the total number of persons assisted who are low/mod.	570.208(a)(2)(iv)
LMH	**Low/mod housing benefit** Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.	570.208(a)(3)
LMHSP	**Low/mod housing benefit, CDFI or NRSA** Activities carried out by a CDFI or pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) to provide or improve permanent residential structures which the grantee elects to consider as a single structure for purposes of determining national objective compliance. For example, two single-unit homes rehabilitated in an NRS may be considered a single structure; at least one of the units must be occupied by a low/mod household. If ten single-unit homes were assisted, at least six (51%) must be occupied by low/mod households.	570.208(d)(5)(ii) and (d)(6)(ii)

NOC	Description	24 CFR Citation
LMJ	**Low/mod job creation and retention** Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons.	570.208(a)(4)
LMJFI	**Low/mod job creation and retention, public facility/ improvement benefit** Public facility/improvement activities that are undertaken principally for the benefit of one or more businesses and that result in the creation/retention of jobs.	570.208(a)(4)(vi)(F)
LMJP	**Low/mod job creation, location-based** Activities where a job is held by or made available to a low/mod person based on the location of the person's residence or the location of the assisted business.	570.208(a)(4)(iv)
SBA	**Slum/blight area benefit** Activities undertaken to prevent or eliminate slums or blight in a designated area.	570.208(b)(1)
SBR	**Slum/blight, urban renewal areas** Activities authorized under an Urban Renewal Loan and Grant Agreement that are undertaken to prevent or eliminate slums or blight in an urban renewal area and that are necessary to complete an Urban Renewal Plan.	570.208(b)(3)
SBS	**Slum/blight, spot basis** Activities undertaken on a spot basis to address conditions of blight or physical decay not located in designated slum/blight areas.	570.208(b)(2)
URG	**Urgent need** Activities that alleviate emergency conditions of recent origin which pose a serious and immediate threat to the health or welfare of the community; eligible only if the grantee cannot finance the activity on its own and no other sources of funding are available.	570.208(c)

Appendix C
MATRIX CODE/NATIONAL OBJECTIVE/ ACCOMPLISHMENT TYPE COMBINATIONS

The matrix code and national objective that are assigned to an activity determine which accomplishment type may be used.

Allowing only certain accomplishment types for each matrix code/national objective combination enables HUD to obtain more uniform data for reporting and for assessing program performance. In some cases, it also provides HUD with data not available from other IDIS screens. Example: For a public facilities activity with a low/mod area (LMA) national objective, the number of persons served can be derived from information on the CDBG07 (Census Tract) screen, so on the MA04 screen only the number of public facilities should be reported. Thus, while not necessarily intuitive, using the specified accomplishment types provides HUD with additional data for responding to requests about CDBG performance.

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
01 Acquisition of Real Property	LMA, LMC	01 People 08 Businesses 11 Public Facilities
	SB*, URG	01 People 08 Businesses 10 Housing Units 11 Public Facilities
	LMH*	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
02 Disposition of Real Property When the property is used for the purpose for which it was acquired, use the accomplishment code that was or should have been used for acquisition of the property. When the property is disposed of for a use other than for which it was acquired, use the accomplishment code that corresponds to the new use.	LMA, LMC, SBA, SBR, URG	01 People 08 Businesses 11 Public Facilities
	LMH*	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
03 Other Public Facilities and Improvements	LMA, LMC, SB*, URG	01 People 11 Public Facilities
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03A Senior Centers	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03B Handicapped Centers	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03C Homeless Facilities (not operating costs)	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs

Matrix Code	National Objective	Accomplishment Type
03D Youth Centers	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03E Neighborhood Facilities	LMA, LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03F Parks, Recreational Facilities	LMA, LMC, SB*, URG	11 Public Facilities
	LMJFI	13 Jobs
03G Parking Facilities	LMA, LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03H Solid Waste Disposal Improvements	LMA, LMC, SB*, URG	11 Public Facilities
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03I Flood Drainage Improvements	LMA, LMC, SB*, URG	11 Public Facilities
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03J Water/Sewer Improvements	LMA, LMC, SB*, URG	01 People
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03K Street Improvements	LMA, LMC, SB*, URG	01 People
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03L Sidewalks	LMA, LMC, SB*, URG	01 People 11 Public Facilities When the sole purpose of an activity is to create curb cuts, use the Public Facilities code and report the number of curb cuts. When curb cuts are carried out along with other improvements, report the number of People.
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03M Child Care Centers	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03N Tree Planting	LMA, LMC, SB*, URG	11 Public Facilities
03O Fire Stations/Equipment	LMA, SB*, URG	11 Public Facilities
	LMJFI	13 Jobs
03P Health Facilities	LMA, LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03Q Facilities for Abused and Neglected Children	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03R Asbestos Removal	LMA, LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
03S Facilities for AIDS Patients (not operating costs)	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03T Operating Costs of Homeless/ AIDS Patients Programs	LMC, SBA, URG	01 People
04 Clearance and Demolition Use the code that most accurately describes what is being cleared or demolished	LMA, LMC, SB*, URG	08 Businesses 10 Housing Units 11 Public Facilities
	LMH*	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
04A Cleanup of Contaminated Sites Report the number of sites cleaned based on the primary use of the site (i.e., not the number of businesses).	LMA, LMC, SB*, URG	08 Businesses 11 Public Facilities
	LMH*	10 Housing Units
05 Other Public Services	LMA, LMC, SBA, URG, LMCSV	01 People
05A Senior Services	LMC, SBA, URG, LMCSV	01 People
05B Handicapped Services	LMC, SBA, URG, LMCSV	01 People
05C Legal Services	LMA, LMC, SBA, URG, LMCSV	01 People
05D Youth Services	LMC, SBA, URG, LMCSV	01 People
05E Transportation Services	LMA, LMC, SBA, URG, LMCSV	01 People
05F Substance Abuse Services	LMA, LMC, SBA, URG, LMCSV	01 People
05G Services for Battered and Abused Spouses	LMC, SBA, URG, LMCSV	01 People
05H Employment Training	LMA, LMC, SBA, URG, LMCSV	01 People
05I Crime Awareness/Prevention	LMA, LMC, SBA, URG, LMCSV	01 People
05J Fair Housing Activities (subject to Public Services cap)	LMA, LMC, SBA, URG, LMCSV	01 People
05K Tenant/Landlord Counseling	LMC, SBA, URG, LMCSV	01 People
05L Child Care Services	LMC, SBA, URG, LMCSV	01 People
05M Health Services	LMA, LMC, SBA, URG, LMCSV	01 People
05N Services for Abused and Neglected Children	LMC, SBA, URG, LMCSV	01 People
05O Mental Health Services	LMA, LMC, SBA, URG, LMCSV	01 People
05P Screening for Lead Poisoning	LMC, SBA, URG, LMCSV	01 People
05Q Subsistence Payments	LMC, SBA, URG, LMCSV	01 People
05R Homeownership Assistance (not direct)	LMH*, SBA, URG, LMCSV	04 Households

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
05S Rental Housing Subsidies	LMH*, SBA, URG, LMCSV	04 Households
05T Security Deposits	LMH*, SBA, URG, LMCSV	04 Households
05U Housing Counseling	LMC	04 Households
06 Interim Assistance	LMA, SBA, SBS, URG	01 People 08 Businesses 10 Housing Units 11 Public Facilities
07 Urban Renewal Completion	LMA, LMC	08 Businesses 11 Public Facilities
	LMH*	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
08 Relocation	LMA, LMC, SB*, URG	01 People 04 Households 08 Businesses 09 Organizations (non-profits)
	LMH*	04 Households
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
09 Loss of Rental Income	LMA, LMC, LMH*, LMJ, SB*, URG, LMJP, LMAFI, LMASA	01 People Report the number of owners to whom payments are made.
11 Privately Owned Utilities	LMA, LMC, LMH*, LMJ, SB*, URG, LMJP, LMAFI, LMASA	08 Businesses Report the number of private utilities assisted.
12 Construction of Housing Construction of new housing with CDBG entitlement funds must by carried out by CBDOs, in accordance with the regulations at 570.204(a).	LMH*, SBA, SBR, URG	10 Housing Units
13 Direct Homeownership Assistance	LMH*	04 Households
14A Rehab: Single-Unit Residential	LMH*, SB*, URG	10 Housing Units
14B Rehab: Multi-Unit Residential	LMH*, SB*, URG	10 Housing Units
14C Rehab: Public Housing Modernization	LMH*, SB*, URG	10 Housing Units
14D Rehab: Other Publicly Owned Residential Buildings	LMH*, SB*, URG	10 Housing Units
14E Rehab: Publicly or Privately Owned Commercial/Industrial	LMA, LMC, SB*, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
14F Rehab: Energy Efficiency Improvements	LMH*, SB*, URG	10 Housing Units
14G Rehab: Acquisition	LMH*, SB*, URG	08 Businesses 09 Organizations 10 Housing Units

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
14H Rehab: Administration Report accomplishments for a 14H activity if CDBG funds are used to run a rehab program but not to perform the actual rehab. If CDBG money is also used to perform the rehab (which should be set up as a separate activity), then be sure to enter **Y** in the ACCOMPLISHMENTS REPORTED AT ANOTHER ACTIVITY field on Common Path screen C04MA04 for the 14H activity.	LMA, LMC, LMJ, SB*, URG, LMJP, LMAFI, LMASA LMH*	08 Businesses 09 Organizations 10 Housing Units
14I Lead-Based Paint/Lead Hazards Testing/Abatement	LMH*, SB*, URG	10 Housing Units In the proposed and actual units fields, report the number of housing units tested/abated. When applicable, report the number of children screened in the Accomplishments Narrative.
15 Code Enforcement	LMA, SBA, SBR, URG	01 People 08 Businesses 09 Organizations 10 Housing Units If the activity consists of inspecting privately owned vacant lots and/or tagging abandoned vehicles, report People. If it includes inspection of multiple types of property including housing units, report Housing Units inspected in the units fields; report the number of People, Businesses, and/or Organizations, as appropriate, in the Accomplishments Narrative.
16A Residential Historic Preservation	LMH*, SB*	10 Housing Units
16B Non-Residential Historic Preservation	LMA, LMC, LMJ, SB*, LMJP, LMAFI, LMASA	08 Businesses 09 Organizations
17A Commercial/Industrial: Acquisition/Disposition	LMA, LMC, SB*, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
17B Commercial/Industrial: Infrastructure Development	LMA, LMC, SBA, SBR, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
17C Commercial/Industrial: Building Acquisition, Construction, Rehabilitation	LMA, LMC, SB*, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
17D Commercial/Industrial: Other Improvements	LMA, LMC, SB*, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
18A Economic Development: Direct Financial Assistance to For-Profits Report accomplishments for an 18* activity if CDBG funds are used to run a loan/grant program but not to make the loans/grants. If CDBG money is also used to make the loans/grants (which should be set up as a separate activity), then be sure to enter **Y** in the ACCOMPLISHMENTS REPORTED AT ANOTHER ACTIVITY field on Common Path screen C04MA04 for the 18* activity.	LMA	08 Businesses Report the number of businesses assisted, <u>not</u> the number of persons in the service area (that can be derived from CDBG07).
	SBA, SBR, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
18B Economic Development: Technical Assistance Please see the note for 18A above.	LMA, SBA, SBR, URG, LMCSV	08 Businesses In the units field, report the number of businesses assisted. When applicable, report the number of people trained and/or support services provided in the Accomplishments Narrative.
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
18C Economic Development: Micro-Enterprise Assistance Please see the note for 18A above.	LMA, LMC, SBA, SBR, URG, LMCMC	01 People 08 Businesses If the activity provides training to assist people in developing and operating a micro-enterprise, report People. If the activity assists a micro-enterprise (including assistance in creating a micro-enterprise), report Businesses. If the activity undertakes both of these functions, report only the number of Businesses assisted in the units fields. Report the number of People trained in the Accomplishments Narrative.
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
19C CDBG Non-Profit Organization Capacity Building	All	09 Organizations
19D CDBG Assistance to Institutes of Higher Education	N/A – matrix code is obsolete	N/A – matrix code is obsolete
19E CDBG Operation and Repair of Foreclosed Property	LMA, LMH*	10 Housing Units

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
19F Planned Repayments of Section 108 Loans	None	None
19G Unplanned Repayments of Section 108 Loans	None	None
20 Planning	None	None
21A General Program Administration	None	None
21B Indirect Costs	None	None
21C Public Information	None	None
21D Fair Housing Activities (subject to Admin cap)	None	None
21E Submission of Applications for Federal Programs	None	None
21H CDBG Funding of HOME Admin	None	None
21I CDBG Funding of HOME CHDO Operating Expenses	None	None
22 Unprogrammed Funds	None	None

Appendix D
STRATEGY, LOCAL TARGET, AND CDFI AREAS

Strategy Areas

CDBG grantees may establish Neighborhood Revitalization Strategy Areas (NRSAs). These are locally designated areas where geographically targeted revitalization efforts are carried out through multiple activities in a concentrated and coordinated manner.

To stimulate the development of NRSAs, HUD offers CDBG grantees incentives such as greater flexibility in program design and reduced recordkeeping requirements.

For more information, grantees should refer to:

Notice CPD-96-01
24 CFR 91.215(g)
24 CFR 570.208(d)(5)(i) and (ii)
24 CFR 570.209 (b)(2)(v)(L) and (M)
24 CFR 570.204(b)(2)(ii))

NRSAs require HUD approval.

Local Target Areas

While NRSAs are established through a formal process that requires approval by HUD, many other target areas are locally defined. These local designations may have a variety of names—revitalization areas, target neighborhoods, priority zones, and so on.

CDFI Areas

CDFIs (Community Development Financial Institutions) are specialized financial institutions that work in market niches not adequately served by traditional financial institutions. CDFIs include community development banks, credit unions, loan funds, venture capital funds, and micro-enterprise loan funds.

Grantees have some flexibility within the regulations when CDBG-assisted activities are carried out by a CDFI serving a primarily residential area that is at least 51% LMI [see 24 CFR 570.208 (d)(6)].

Appendix E
SELECTING AND ADDING SPECIAL AREAS ON CDBG06

When you enter a value in the INDICATE IF ACTIVITY IS LOCATED IN A STRATEGY, CDFI, OR LOCAL TARGET AREA field on CDBG06, you must input an ID in the SPECIFY AREA IDENTIFIER field. If you know the ID, you can just type it in; if you don't know the ID, want to update the information about an area, or add a new area, follow the instructions below.

Strategy, CDFI, and local target areas may also be added (but not selected for assignment to an activity) through Main Menu option F 04. See Chapter 8 of the IDIS *Reference Manual* for details.

STRATEGY AREAS

On the CDBG06 screen, enter **S** in the INDICATE IF ACTIVITY IS LOCATED… field. With the cursor positioned in the SPECIFY AREA IDENTIFIER field, press <F1>.

If your organization has already added strategy areas to the system, a screen listing those areas is displayed:

```
 11/07/07   12:18               STRATEGY SELECTION SCREEN            CDBG-H3




 SELECT      STRATEGY ID                    STRATEGY NAME
  ONE
   _             01             TOWER HILL
   _            ___             _____
   _            ___             _____
   _            ___             _____
   _            ___             _____
   _            ___             _____
   _            ___             _____
   _            ___             _____
   _            ___             _____
   _            ___             _____

   DO YOU WANT TO ADD A NEW STRATEGY RECORD? (Y/N)   N

 ENTER X TO MAKE YOUR SELECTION
 F3 = VALDT  F4 = MAIN MENU  F7 = PREV
```

If the strategy area that you want to select is:

- Listed, type **X** in its SELECT field and press <Enter>. The Strategy Areas screen (see next page) is displayed, where you may update information about the selected area. Press <Enter> again to return to the CDBG06 screen. Notice that the SPECIFY AREA IDENTIFIER field is now populated with the ID of the area you selected.

- Not listed, type **Y** in DO YOU WANT TO ADD A NEW TARGET AREA RECORD? and press <Enter> to display the screen for adding a strategy area. Follow the instructions immediately below for adding a new strategy area.

If your organization has never added an NRSA to the system, the screen for adding a strategy area is displayed when you press <F1> on CDBG06:

```
 11/07/07  12:18                   STRATEGY AREAS                  CDBG-H4




 STRATEGY NAME:   _____

 HUD APPROVAL DATE:   __ / __ / ____

 Place an "X" to indicate general type of revitalization effort:
           _    Comprehensive
           _    Commercial
           _    Housing
           _    Other      Specify: _____
                                    _____





 F3 = VALDT   F4 = MAIN MENU   F7 = PREV   F8 = NEXT   F9 = SAVE
```

Field	Description
STRATEGY NAME	Enter the name of the NRSA.
HUD APPROVAL DATE	Enter the date HUD approved the NRSA.
Place an "X" to indicate…	Because all strategy areas are by definition comprehensive, enter **X** next to COMPREHENSIVE. This screen will be changed to eliminate the revitalization effort types.

When you are finished, press <Enter> to save your data and return to the CDBG06 screen.

CDFI AREAS

Follow the same procedure to select or add a CDFI area as you do for strategy areas (except that you will enter **C** in the INDICATE IF ACTIVITY IS LOCATED… field on CDBG06). The screens for selecting and adding CDFI areas are shown below.

Select screen

```
11/07/07   10:11              REVISE CDFI                        CDBG-H1


   SELECT     CDFI ID              CDFI NAME
    ONE
     _          01         WEST END ENTERPRISE AREA
     _          __         _____
     _          __         _____
     _          __         _____
     _          __         _____
     _          __         _____
     _          __         _____
     _          __         _____
     _          __         _____
     _          __         _____


     DO YOU WANT TO ADD A NEW CDFI RECORD? (Y/N):  N

   ENTER X TO MAKE YOUR SELECTION
   F3 = VALDT  F4 = MAIN MENU  F7 = PREV
```

Add screen

```
11/07/07  10:12                    CDFI AREAS                     CDBG-H2




   CDFI NAME:  _____

   PERCENTAGE OF LOW/MOD IN CDFI AREA:  _____ %

   Place an "X" to indicate general type of revitalization effort:
              _   Comprehensive
              _   Commercial
              _   Housing
              _   Other     Specify: _____
                                     _____




   F3 = VALDT  F4 = MAIN MENU  F7 = PREV  F8 = NEXT  F9 = SAVE
```

Enter the name of the CDFI area and the percentage of LMI persons in the area, then indicate the type of revitalization being undertaken. When you are done, press <Enter> to save your data and return to the CDBG06 screen.

LOCAL TARGET AREAS

Follow the same procedure to select or add a local target area as you do for strategy areas (except that you will enter **S** in the INDICATE IF ACTIVITY IS LOCATED... field on CDBG06). The screens for selecting and adding local target areas are shown below.

Select screen

```
11/07/07  14:55              REVISE TARGET AREA                    CDBG-H11



 SELECT   TARGET AREA             TARGET AREA NAME
  ONE         ID
   _          01        PIMMIT PARK
   _          __        _____
   _          __        _____
   _          __        _____
   _          __        _____
   _          __        _____
   _          __        _____
   _          __        _____
   _          __        _____
   _          __        _____
   _          __        _____


   DO YOU WANT TO ADD A NEW TARGET AREA RECORD? (Y/N):  _

 Enter "X" to make your selection.
  F3=VALDT   F4=MAIN MENU   F7=PREV
```

Add screen

```
 11/07/07  14:55              LOCAL TARGET AREAS                   CDBG-H12




  Local Target Area Name:
  _____



  Place an "X" to indicate general type of revitalization effort:
             _    Comprehensive
             _    Commercial
             _    Housing
             _    Other     Specify: _____
                                     _____





   F3=VALDT   F4=MAIN MENU   F7=PREV  F8=NEXT  F9=SAVE
```

Enter the name of the local target area and indicate the type of revitalization being undertaken. When you are done, press <Enter> to save your data and return to the CDBG06 screen.

Appendix F
EDA JOB CATEGORY DEFINITIONS

Definitions of the job types listed on the CDBG26 and CDBG27 screens are provided below.

- **Officials and Managers**
  Administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operation.

  Includes: officials, executives, middle management, plant managers, department managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.

- **Professional**
  Occupations requiring either college graduation or experience of such kind and amount as to provide a background comparable to college education.

  Includes: accountants and auditors, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, surveyors, teachers, and kindred workers.

- **Technicians**
  Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training.

  Includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

- **Sales**
  Occupations engaging wholly or primarily in direct selling.

  Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks and cashier-checkers, and kindred workers.

- **Office and Clerical**
  All clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included.

  Includes bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

- **Craft Workers (skilled)**
  Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. These workers exercise considerable independent judgment and usually receive an extensive period of training.

  Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers,

stationary engineers, tailors, arts occupations, hand painters, coaters, decorative workers, and kindred workers.

- **Operatives (semi-skilled)**
  Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

  Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dressmakers and sewers (except factory), dryers, furnace workers, heaters (metal), laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, stationary firefighters, truck and tractor drivers, weavers (textile), welders and flamecutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

- **Laborers (unskilled)**
  Workers in manual occupations which generally require no special training to perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.

  Includes: garage laborers, car washers and greasers, gardeners (except farm) and grounds keepers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

- **Service Workers**
  Workers in both protective and non-protective service occupations.

  Includes: attendants (hospital and other institutions, professional and personal service, including nurses' aides and orderlies), barbers, charworkers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection workers, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, servers, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

Appendix G
REPORTING RACE/ETHNICITY DATA FOR ACTIVITIES PROVIDING ACCESS FOR PERSONS WITH DISABILITIES

If you are assisting an eligible activity under the LMC national objective at 570.208(a)(2)(ii) and cannot obtain information on the beneficiaries with disabilities, follow these guidelines for reporting race and ethnicity data on the CDBG08 screen.

HUD has a website with Census data on the number of persons with disabilities, by race and ethnicity, at the Census tract level. The web address is:

http://www.hud.gov/offices/cpd/systems/census/statempa.cfm

On this website, select a state. On the next page, scroll down to "Disability by Race & Ethnicity" and click on "Download Excel Spreadsheet."

Select the data you want by using the Place Name filter arrow in Column K. Once you have selected a place, use data from the following columns:

Column L:	Census tract
Column O:	Number of persons with disabilities in the Census tract
Columns P–U:	Number of persons with disabilities by race
Column V:	Number of persons with disabilities of Hispanic ethnicity

If more than one Census tract is served by the activity, total the columns for the appropriate Census tracts and use those totals to complete the CDBG08 screen.

Note that the data in Column V on persons of Hispanic ethnicity is not broken down by race, which is how the information must be reported on CDBG08. Grantees may use their own judgment in determining how to break down ethnicity by race.

Appendix H
THE CDBG08 SCREEN FOR OLDER ACTIVITIES

If cumulative race/ethnicity counts have been input for an activity before December 2005, the following version of the CDBG08 screen* is displayed:

```
11/18/07  09:40   CDBG DIRECT BENEFIT DATA - by Persons                CDBG08
Grantee Activity ID                              IDIS Activity ID 1456
Activity Name       BRENTWOOD LEGAL SERVICES                  Natl/Obj LMC
            Totals as of 2005 / 12 / 13
            ----T O T A L----      Totals (All Years)
Race  |   --All--    --Hisp-   |   --All--    --Hisp-
 11   |      38        18      |      38        18
 12   |      42         0      |      42         0
 __   | _____   _____      |       0         0
 __   | _____   _____      |       0         0
 __   | _____   _____      |       0         0
 __   | _____   _____      |       0         0
 __   | _____   _____      |       0         0
 __   | _____   _____      |       0         0
 __   | _____   _____      |       0         0
 __   | _____   _____      |       0         0
 __   | _____   _____      |       0         0
 __   | _____   _____      |       0         0
Totals:       80        18      |       0         0
                                       80        18

Insert/Delete program year(I/D)? _


F1=HELP    F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
```

Notice the TOTALS AS OF <YYYY / MM / DD> field, highlighted in bold on the screen print. This read-only field replaces the PROGRAM YEAR input field shown on the updated version of CDBG08.

HUD does not expect grantees to break down the cumulative totals by program year. If, however, you need to add new accomplishments to one of these older activities, add them by program year. To do so, enter **I** in the Insert/Delete program year field and press <Enter>. The new version of the CDBG08 screen is displayed for you to enter your updates.

----

*The CDBG08 "By Persons" screen is shown. Except for the screen title, the "By Households" screen is identical to it.

Appendix I
THE CDBG11 SCREEN FOR OLDER ACTIVITIES

If cumulative job creation/retention data has been input for an activity before December 2005, the following version of the CDBG11 screen is displayed:

```
11/18/07  10:04          CDBG JOB CREATION/RETENTION                    CDBG11

Grantee Activity ID                                 IDIS Activity ID 1567
Activity Name       DUVAL ECONOMIC DEVELOPMENT CORP          Natl/Obj LMJ

Estimates               TOTAL JOB COUNT    TOTAL WEEKLY HRS    PERCENT
                         F/T     F/T-LM    P/T      P/T-LM   LOW/MOD JOBS
   Expect to Create:      3        3      _____    _____      100.00%
   Expect to Retain:      4        1      _____    _____        0.00%


Actual Totals as of 2005 / 12 / 13
                        TOTAL JOB COUNT    TOTAL WEEKLY HRS    PERCENT
                         F/T     F/T-LM    P/T      P/T-LM   LOW/MOD JOBS
   Actually Created:      2        2      _____    _____      100.00%
   Actually Retained:     4        1      _____    _____       25.00%

                                                 Actual       6 FTE Jobs


Insert/Delete program year(I/D)? _        Display cumulative totals(Y/N)? _

At least one F/T OR P/T must be greater than zero.
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Notice the TOTALS AS OF <YYYY / MM / DD> field, highlighted in bold on the screen prints. This read-only field replaces the PROGRAM YEAR input field shown on the updated version of CDBG08.

HUD does not expect grantees to break down the cumulative totals by program year. If, however, you need to add new accomplishments to one of these older activities, add them by program year. To do so, enter I in the INSERT/DELETE PROGRAM YEAR field and press <Enter>. The new version of the CDBG11 screen is displayed for you to enter your updates.

Appendix J
THE CDBG13 SCREEN FOR OLDER ACTIVITIES

If cumulative income level information has been input for an activity before December 2005, the following version of the CDBG13 screen is displayed:

```
11/18/07  09:52    CDBG BENEFICIARY INCOME LEVELS - by Persons          CDBG13

Grantee Activity ID                                   IDIS Activity ID 2978
Activity Name        EL ARROYO APARTMENTS                      Natl/Obj LMH

    Persons Benefiting: 7

           Totals as of 2005 / 12 / 13

           Income Level      Total

           Extremely Low         3              2
                    Low          4              4
               Moderate    _____             0
       Non-Low Moderate    _____             0
                  Total         7               0

        Percent Low/Mod    100.00%        100.00%

Insert/Delete program year(I/D)? _


F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
```

Notice the TOTALS AS OF <YYYY / MM / DD> field, highlighted in bold on the screen prints. This read-only field replaces the PROGRAM YEAR input field shown on the updated version of CDBG08.

HUD does not expect grantees to break down the cumulative totals by program year. If, however, you need to add new accomplishments to one of these older activities, add them by program year. To do so, enter I in the INSERT/DELETE PROGRAM YEAR field and press <Enter>. The new version of the CDBG13 screen is displayed for you to enter your updates.

Appendix K
PROJECTS

IDIS projects correspond to your Consolidated Plan/Action Plan projects, which describe the work you will be carrying out in the coming program year with the CPD formula funds you are awarded. Each IDIS project is set up under a specific plan year.

Project data may either be entered on-line or submitted to HUD for upload to production IDIS. Any additions or changes to uploaded data must be done on-line.

To access the on-line plan/project functions, select Main Menu option **J** and press <Enter> to display the Plan/Project Menu:

```
 02/09/08       THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM   C04MM01
 12:24:24


                            PLAN/PROJECT MENU

                      01   ADD PROJECTS
                      02   MAINTAIN PROJECTS
                      03   ADD PLANS
                      04   MAINTAIN PLANS

















 TYPE SELECTION AND PRESS ENTER   J 00

 F4 = MAIN MENU   F7 = PREV
```

The menu options are explained below.

ADD/MAINTAIN PLANS

If your Action Plan project data has been uploaded into IDIS, you will not need to add a record for that plan year. Otherwise, perform the following steps:

1. First check to see if the record for the plan year has already been added. Choose option **04** and press <Enter> to display the Maintain Plan screen. Input the PLAN YEAR and press <Enter>. If data is displayed in the CONTACT fields, the record has already been added. If the message "Plan not updated as none exists!" is displayed instead, continue with step 2.

2. Press <F7> to return to the Plan/Project Menu. Select option **03** and press <Enter> to display the Add Plan screen:

```
 02/09/08   12:26                  ADD PLAN                          C04MK08

 GRANTEE:   BOSTON

 UOG CODE:  250282           UOG NUMBER:   00001

 REGIONAL OFFICE:  01         FIELD OFFICE:  01          STATE:  MA


           PLAN YEAR:  _____         PLAN VERSION:  1

           FIELD OFFICE CONTACT NAME:  _____
                         TELEPHONE:  ____   _____

           GRANTEE CONTACT NAME:  _____
                     TELEPHONE:  ____   _____




    F1 = HELP     F4 = MAIN MENU     F6 = CLEAR     F7 = PREV     F9 = SAVE
```

All of the input fields on this screen are required. When you have finished entering the new PLAN YEAR and the contact information, press <Enter> to save your data and display the Plan/Project Menu.

If you try to add a record for an existing plan year, the system makes you fill in the entire screen before informing you that the record cannot be added.

ADD PROJECTS

On the Plan/Project Menu, select option **01** and press <Enter> to display the first Add Project screen.

Add Project (C04MK01)

Notice that four of the fields on this screen—HUD MATRIX CODE, HELP PREVENT HOMELESSNESS, HELP THE HOMELESS, AND HELP THOSE WITH HIV/AIDS—are also fields on Common Path screen MA03. The values you enter here at the project level will be the default values for the same fields at the activity level.

```
02/09/08  12:30                  ADD PROJECT                        C04MK01

 PLAN YEAR:  ____       PLAN VERSION:  ____       CPS PROJECT ID:  ____

 PROJECT TITLE: _____
    LOCAL CODE: _____
 HUD MATRIX CODE  :  ___   _____
 CDBG REG. CITATION:  _____

 IS THE PURPOSE OF THIS PROJECT TO :
   HELP PREVENT HOMELESSNESS? (Y/N):  _
           HELP THE HOMELESS? (Y/N):  _
   HELP THOSE WITH HIV/AIDS? (Y/N):  _
             TYPE OF SUBRECIPIENT:  (PLACE AN "X" NEXT TO ONE ENTRY)
                  NO SUBRECIPIENT:  _
                  NON-SECTION 204:  _
                      SECTION 204:  _

 ACCOMPLISHMENT TYPE  :  __   _____
 ACCOMPLISHMENT NUMBER:  _____   LOCATION TYPE:  _  _____



  F1 = HELP   F4 = MAIN MENU   F7 = PREV   F9 = SAVE
```

Field	Description
PLAN YEAR	Enter the plan year the project is to be set up under.
PLAN VERSION	This protected field is populated by IDIS when you save your data. The IDIS-assigned value cannot be changed.
CPS PROJECT ID	The CPS (Consolidated Plan System) Project ID is assigned by IDIS to uniquely identify each project in a plan year. The ID is generated and displayed when you save your data. It cannot be changed.
PROJECT TITLE	Enter a name for the project, following the naming standards your organization has established.
LOCAL CODE	Optional. If you want to assign your own code, number, or other identifier to this project, enter it here.
HUD MATRIX CODE	Optional. You may type in a matrix code, press <F1> to select from a list of valid codes, or leave it blank.
CDBG REG. CITATION	If you input a matrix code, the system will populate this field with its associated CDBG citation number after you save your data. The system-generated value can be changed.

Field	Description
HELP PREVENT HOMELESSNESS? HELP THE HOMELESS? HELP THOSE WITH HIV/AIDS?	Optional. In each field, enter **Y**, **N**, or leave blank to have it automatically set to N.
TYPE OF SUBRECIPIENT	Optional. The answer you supply here will have no effect on the funding of activities that are set up under this project.
ACCOMPLISHMENT TYPE	Optional. Press <F1> to select from a list of valid accomplishment type codes.
ACCOMPLISHMENT NUMBER	Optional. Type the number of units (of the accomplishment type selected above) that you expect to achieve under this project.
LOCATION TYPE	Optional. Press <F1> to display a list of valid location type codes. They are: **1** Address – a specific street address **2** Community-Wide – for projects serving a broad area **3** CT & BG – Census Tract and Block Group **4** N/A – for projects (such as administration) where address is not applicable **5** Suppressed – if you do not wish to disclose the address **6** ST Target Area – designed specifically for use by State CDBG grantees

When you are finished, press <Enter> to save your data and continue.

Add/Revise Address Information

If you entered a LOCATION TYPE code of **1** (Address) or **3** (CT &BG) on the previous screen, the Add/Revise Address Information screen is displayed.

```
 02/09/08  12:31        ADD/REVISE ADDRESS INFORMATION          C04MK07

 PLAN YEAR:  2008     PLAN VERSION:  0001     CPS PROJECT ID:  0001

 PROJECT TITLE: HOMEOWNER REHABILITATION
    LOCAL CODE:                                             PAGE: 000

 ADDRESS: _____  CENSUS TRACT NUMBER: _____
    CITY: _____         BLOCK GROUP NUMBER : _
   STATE: __                                   COUNTY FIPS CODE    : _____

 ADDRESS: _____  CENSUS TRACT NUMBER: _____
    CITY: _____         BLOCK GROUP NUMBER : _
   STATE: __                                   COUNTY FIPS CODE    : _____

 ADDRESS: _____  CENSUS TRACT NUMBER: _____
    CITY: _____         BLOCK GROUP NUMBER : _
   STATE: __                                   COUNTY FIPS CODE    : _____

 ADDRESS: _____  CENSUS TRACT NUMBER: _____
    CITY: _____         BLOCK GROUP NUMBER : _
   STATE: __                                   COUNTY FIPS CODE    : _____

  F4 = MAIN MENU   F7 = PREV   F9 = SAVE   F17 = UP   F18 = DOWN
```

If the LOCATION TYPE on the previous screen is:

1 (address), at least one ADDRESS, CITY, and STATE must be filled in.

2 (CT &BG), at least one CENSUS TRACT NUMBER, BLOCK GROUP NUMBER, and/or COUNTY FIPS CODE must be entered (for details, refer to Chapter 14 of the *IDIS Reference Manual*).

When you are finished, press <Enter> to save your data and continue.

Add Project (C04MK02)

```
02/09/08   12:32                ADD PROJECT                        C04MK02

 PLAN YEAR:  2008      PLAN VERSION:  0001     CPS PROJECT ID:  0001

 PROJECT TITLE: HOMEOWNER REHABILITATION
    LOCAL CODE:

 ESTIMATED AMOUNT FOR:
                       NEW CDBG   :   _____
                       NEW HOME   :   _____
                       NEW ESG    :   _____
                       NEW HOPWA  :   _____
                       TOTAL NEW  :   _____

 FUND REQUEST FOR PUBLIC HOUSING ADMINISTRATION:   _____
             FUND REQUEST FOR ASSISTED HOUSING:   _____

 WILL PRIOR YEAR MONEY BE SPENT ON THIS PROJECT? (Y/N):  _

 WILL ANOTHER GRANTEE SETUP ACTIVITIES UNDER THIS PROJECT? (Y):  _




  F4 = MAIN MENU   F7 = PREV   F9 = SAVE
```

Field	Description

ESTIMATED AMOUNT FOR:
    NEW CDBG
    NEW HOME
    NEW ESG
    NEW HOPWA
	Enter the amount of new grant funds from each CPD program that has been budgeted for this project. You must enter an amount for one program; you may enter amounts for more than one.
	
	Input whole dollar amounts, with or without commas.

FUND REQUEST FOR PUBLIC HOUSING ADMINISTRATION	Optional. Enter the amount of funds for this project that you have requested from the Public Housing Administration.
FUND REQUEST FOR ASSISTED HOUSING	Optional. Enter the amount of funds for this project that you have requested from Assisted Housing.
WILL PRIOR YEAR MONEY BE SPENT ON THIS PROJECT?	Optional. Enter **Y**, **N**, or leave blank to have the field automatically set to N.
WILL ANOTHER GRANTEE SETUP ACTIVITIES UNDER THIS PROJECT? (Y)	Optional. If you want to allow IDIS users in another organization (e.g., a State Recipient) to set up activities under this project, input **Y** and press <Enter>. The Sub Recipient List screen is displayed. Make your selection and press <Enter>. When the Add Project screen is redisplayed, it shows the name of the organization you selected.

When you are finished, press <Enter> to save your data and continue to the next screen

Revise/Add/Cancel/Revoke Project Description

Entering a project description is optional.

```
  02/09/08   12:33    REVISE/ADD/CANCEL/REVOKE PROJECT DESCRIPTION    C04MK03
                                                              PAGE:  0001
 PLAN YEAR:  2008      PLAN VERSION:  0001      CPS PROJECT ID:  0001

 PROJECT TITLE: HOMEOWNER REHABILITATION
    LOCAL CODE:

 PROJECT DESCRIPTION:
        _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____


   F4 = MAIN MENU   F7 = PREV   F9 = SAVE   F17 = UP   F18 = DOWN
```

If you need more input lines, press <F18> (on most keyboards, <Shift + F3>) to display a continuation screen.

When you are finished, press <Enter> to save your data. After you do, the first Add Project screen is displayed, ready for you to set up another project. Pressing <F7> displays the Plan/Project Menu.

MAINTAIN PROJECTS

On the Plan/Project Menu, select option **O2** and press <Enter> to display the Maintain Plan Project screen:

```
02/09/08   08:45            MAINTAIN PLAN PROJECT                 C04MK04

PLAN YEAR:  ____       PROJECT ID:  ____                     PAGE   0001

SELECTION: A - APPROVE, K - REVOKE, M - AMEND, R - REVISE, C - CANCEL


      PLAN   CPS PROJ   PROJECT
SEL   YEAR      ID      STATUS     PROJECT TITLE
 _    1994     0001    APPROVED    CONVERTED HOME ACTIVITIES
 _    1994     0002    APPROVED    CONVERTED CDBG ACTIVITIES
 _    1994     0003    APPROVED    CONVERTED ESG ACTIVITIES
 _    1994     0004    APPROVED    CONVERTED HOPWA ACTIVITIES
 _    1994     0005    APPROVED    FIRST TIME HOMEBUYER PROGRAM
 _    1994     0006    APPROVED    WDC ACQUISITION AND REHAB
 _    1994     0007    APPROVED    SENIOR HOMEOWNER REHAB PROGRAM
 _    1994     0008    APPROVED    HOMEBUYER FINANCIAL ASSISTANCE
 _    1994     0009    APPROVED    TBRA
 _    1994     0010    APPROVED    LEAD PAINT ABATEMENT
 _    1994     0011    APPROVED    TENANT COUNSELING
 _    1995     0001    APPROVED    FIRST TIME HOMEBUYER PROGRAM


   PRESS ENTER TO CONTINUE; PLAN YEAR, PROJ ID IS OPTIONAL
F4 = MAIN MENU   F7 = PREV   F17 = UP   F18 = DOWN
```

All of your IDIS projects are listed by plan year and project ID, starting with the earliest. To limit the display of projects to a specific year and/or project, input a PLAN YEAR and/or PROJECT ID and press <Enter>.

Approving Projects

When a project is added on-line, IDIS assigns it an initial status of OPEN. You must change the status from OPEN to APPROVED before activities can be set up under the project.

To do so, enter **A** in the selection field next to each project you want to approve and press <Enter>. Its PROJECT STATUS is updated to APPROVED. You will now be able to set up activities under the project.

Updating Projects

All updates to projects are initiated on the Maintain Plan Project screen. The procedure for updating projects—and the data you are allowed to update—depends on (a) whether or not activities have been set up under the project and (b) its current status.

Revising Projects with No Activities

- Projects with a status of OPEN do not have activities set up under them. To update an OPEN project, enter **R** (for revise) in its selection field and press <Enter>. The same screens you used to add the project are displayed in revise mode. When you press <Enter> on the last revise screen, the Maintain Plan Project screen is displayed, showing a status of REVISED for the project.

- For APPROVED projects with no activities, perform the following steps:

    1. Enter **K** (for revoke) in the selection field and press <Enter>.

    2. The project description screen is displayed so you can update the description with an explanation of why approval is being revoked. Press <Enter> to redisplay the Maintain Plan Project screen. The status of the project is now REVOKED.

    3. Enter **R** (for revise) in the selection field and press <Enter>. As explained above, the add project screens are displayed in revise mode. Make any updates you like. When the Maintain Plan Project screen is redisplayed, notice that the project status has been changed to REVISED. The next time you access this screen, its status will be OPEN.

Amending Projects with Activities

To update an APPROVED project that has activities set up under it, enter **M** (for amend) in its selection field and press <Enter>. The Amendment to the Plan Project screen is displayed:

```
02/09/08   13:13          AMENDMENT TO THE PLAN PROJECT              C04MK05

PLAN YEAR:  2008     PLAN VERSION:  0001     CPS PROJECT ID:  0001

PROJECT TITLE: CITY HOUSING REHAB PROGRAM
                                             CURRENT
                            ORIGINAL        AMENDMENT              AMENDED
     HUD MATRIX CODE:          14A             ___                    ___
  ACCOMP. TYPE/NUMBER:  __ /  _____   __ /  _____   __ /  _____

EST. AMOUNT FOR CDBG:      $258,750      _____       _____
              HOME:             $0       _____       _____
               ESG:             $0       _____       _____
             HOPWA:             $0       _____       _____
             TOTAL:       $358,750       _____       _____

   PUBLIC HOUSING AMT:          $0
 ASSISTED HOUSING AMT:          $0

WILL ANOTHER GRANTEE SETUP ACTIVITIES UNDER THIS PROJECT? (Y):  _
ACTIVITY SETUP ALLOWED FOR:  BOSTON


 F1 = HELP   F4 = MAIN MENU   F6 = CLEAR   F7 =PREV
```

To update PROJECT TITLE or WILL ANOTHER GRANTEE SETUP ACTIVITIES..., type over the existing data. Enter your updates of matrix code, accomplishment type/number, and estimated program amounts in the AMENDED fields.

When you are finished, press <Enter> to display and update the project description. When you press <Enter> to continue, a project description continuation screen is displayed. Pressing <Enter> once more displays the Maintain Plan Project screen, which now shows a status of AMENDED for the project.

There is no mechanism for viewing the project data you cannot update.