



## IDIS OnLine for CDBG State Grantees



U.S. Department of Housing and Urban Development



# PREFACE

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## Purpose

This manual explains the major IDIS OnLine functions for CDBG state grantees.

## Contents

Chapter 1 is a brief overview of major IDIS OnLine functions.

Chapter 2 shows how to add and maintain projects.

Chapter 3 explains how to set up a CDBG activity.

Chapter 4, 5, and 6 cover the Funding/Drawdown functions of funding activities, processing drawdowns, and receipting Program Income (PI) and Revolving Loan (RL) funds.

Chapter 7 describes the process of accessing CDBG activities for update, and Chapter 8 outlines the processes of CDBG accomplishment reporting and activity completion.

Chapters 9 through 13 give detailed instructions on reporting accomplishments for CDBG area benefit (LMA), limited clientele benefit (LMC), low/mod housing benefit (LMH), low/mod job creation and retention (LMJ), slum/blight (SBA, SBS), and urgent need (URG) activities.

Chapters 14 and 15 cover the grant and grantee functions.

Supporting material is provided in the appendices.

## What is Not Covered

Three major functions—Admin, Reporting, and Data Downloads—are not covered here. Admin was omitted because few users will have access to that function. Reporting is covered in “How to Run Reports in IDIS OnLine,” available at:

[www.hud.gov/offices/cpd/systems/idis/idis.cfm](http://www.hud.gov/offices/cpd/systems/idis/idis.cfm)

Also posted at that address is “IDIS OnLine Data Download Documentation.”

## Intended Audience

This manual is intended for people who are already familiar with CDBG 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 OnLine Resources

- Technical Assistance Unit (TAU) at 877-483-8282
- The IDIS News section of the IDIS OnLine welcome page
- IDIS OnLine Web site at [www.hud.gov/offices/cpd/systems/idis/index.cfm](http://www.hud.gov/offices/cpd/systems/idis/index.cfm)
- IDIS logon instructions at [www.hud.gov/offices/cpd/systems/idis/idis.cfm](http://www.hud.gov/offices/cpd/systems/idis/idis.cfm)
- CPD Web site at [www.hud.gov/offices/cpd/communitydevelopment/programs/](http://www.hud.gov/offices/cpd/communitydevelopment/programs/)



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# Chapter 1

## AN OVERVIEW OF IDIS ONLINE

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The Integrated Disbursement and Information System (IDIS) OnLine is the management information system used by four CPD formula programs: CDBG, ESG, HOME, and HOPWA.

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

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

### IDIS ONLINE COMPONENTS

The basic components of IDIS OnLine 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

Grantees receive a formula grant on an annual basis from the CDBG program. Information about each CDBG grant is sent to IDIS OnLine 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 OnLine features not widely used by CDBG grantees. Subfunding allows 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 state funds to carry out an activity.

#### Consolidated Plan and Action Plan

Each CPD formula grantee submits a Consolidated Plan which covers a period of 3 to 5 years, and an Action Plan which is updated 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 OnLine or input directly into the system by grantees. Projects also serve as the chief mechanism for organizing and tracking related activities in IDIS OnLine.

## **Activity Setup**

Each activity in IDIS OnLine 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, 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 OnLine permits the update only after ensuring that all required data has been entered. Before marking the activity as complete, IDIS OnLine releases all undrawn funds that were committed to the activity and sets the funded amount equal to the amount disbursed.

## **Reports**

IDIS OnLine 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.

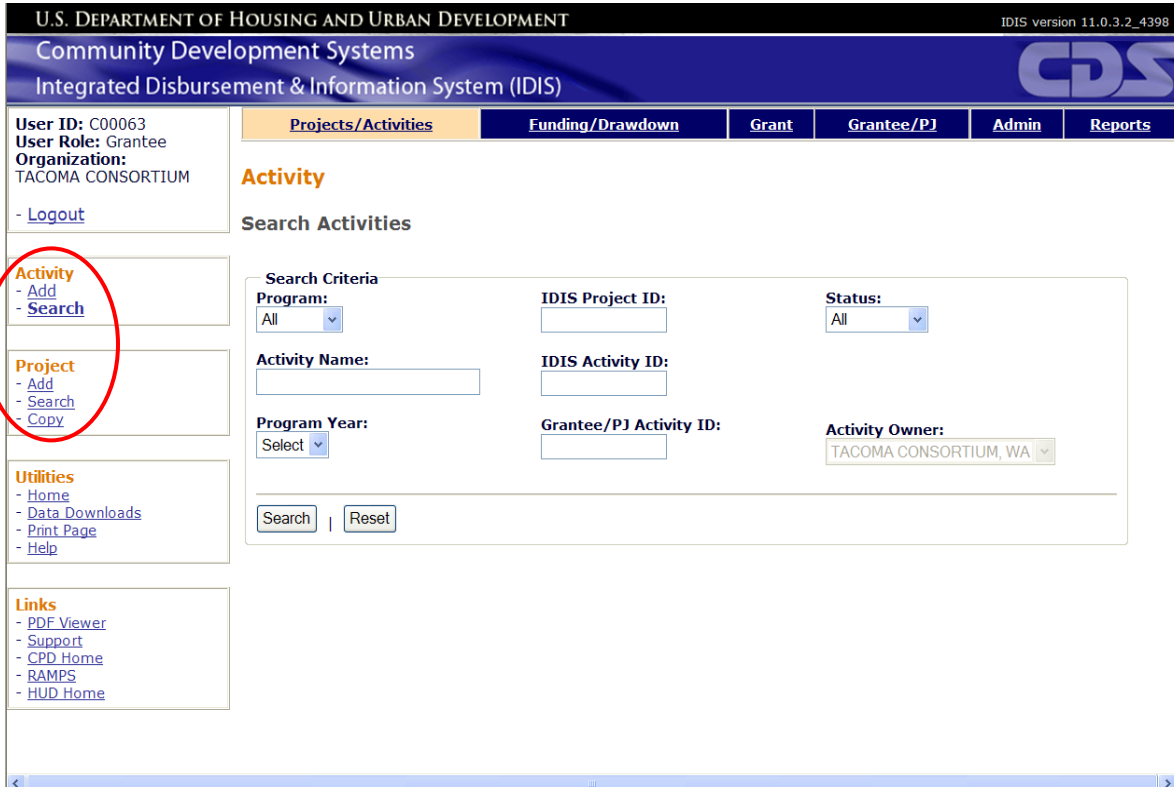
## **Security**

IDIS OnLine enforces two types of security. The first type controls the functions that a user may perform. Some of the 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 OnLine 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 OnLine 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.

## IDIS ONLINE FUNCTIONS

In the old IDIS, functions were accessed from the Main Menu and submenus. In IDIS OnLine, they are accessed by clicking tabs on the menu bar running across the top of the screen and then clicking links listed on the left side of the page.

For example, clicking the Projects/Activities tab at the top of the Welcome page displays the screen below:



Links to add and search (edit/view) activities and to add, search, and copy projects are listed on the left (and circled on the screen print above). To create a new activity, then, you would click on the Activity Add link.

The table below shows the functions that each tab provides access to:

Click this tab	To access these functions
Projects/Activities	Projects Activities
Funding/Drawdown	Activity Funding Drawdowns Receipts
Grant	Grant Subfund Subgrant
Grantee/PJ	Grantee/PJ

Click this tab	To access these functions
	Subordinate
Admin	Maintain User Profiles Table Maintenance
Reports	View Reports Report Parameters

The tabs and the links available for each function depend on your security profile. If, for example, you are not authorized to perform any Admin functions, the Admin tab is not displayed. If you are not authorized to add activities, then only the Search link is displayed for the Activity function.

# Chapter 2 PROJECTS

As in the old IDIS, every IDIS OnLine activity must be set up under a project and every project must be set up under a specific year. This chapter explains how to add, edit, and copy projects.

## ACCESSING THE PROJECT FUNCTIONS

Click the Projects/Activities tab at the top of the screen you are on to display the Search Activities screen. On it and all other Projects/Activities screens, links to the project functions you are authorized to access are listed on the left (and circled on the screen print):

The screenshot displays the IDIS OnLine interface. At the top, there is a navigation bar with tabs: **Projects/Activities** (highlighted in orange), **Funding/Drawdown**, **Grant**, **Grantee/PJ**, **Admin**, and **Reports**. On the left side, there is a sidebar menu with the following sections:

- User ID:** C00063  
**User Role:** Grantee  
**Organization:** LOUISIANA  
[- Logout](#)
- Activity**
  - [- Add](#)
  - [- Search](#)
- Project** (circled in red)
  - [- Add](#)
  - [- Search](#)
  - [- Copy](#)
- Utilities**
  - [- Home](#)
  - [- Data Downloads](#)
  - [- Print Page](#)
  - [- Help](#)
- Links**
  - [- PDF Viewer](#)
  - [- Support](#)
  - [- CPD Home](#)
  - [- RAMPS](#)
  - [- HUD Home](#)

The main content area is titled **Activity** and **Search Activities**. It contains a search form with the following fields:

- Search Criteria**
- Program:** All (dropdown)
- IDIS Project ID:** [Text Input]
- Status:** All (dropdown)
- Activity Name:** [Text Input]
- IDIS Activity ID:** [Text Input]
- Program Year:** Select (dropdown)
- Grantee/PJ Activity ID:** [Text Input]
- Activity Owner:** LOUISIANA (dropdown)

At the bottom of the search form, there are **Search** and **Reset** buttons.

Each function is explained below.

## ADD PROJECTS

Click the Project Add link on any Projects/Activities screen to display the Add Project screen:

The required fields on this screen are PROGRAM YEAR, PROJECT TITLE, and ESTIMATED AMOUNT.

Field	Description
Grantee/PJ Name	This read-only field shows the name of the grantee who owns the Consolidated Plan/Action Plan under which this project is being set up.
Program Year	Select the program year under which the project is to be set up. If the year you want is not listed, leave this field blank and tab to ADD NEW PROGRAM YEAR.

Field	Description
Add New Program Year	To add a year that is not listed on the PROGRAM YEAR dropdown, click this box and then type in the new year.
IDIS Project ID	Initially this field is blank. The system assigns an ID the first time the project is saved.
Project Title	Enter a name for the project, following the naming standards your organization has established.
Grantee/PJ Project ID	If you want to assign your own code, number, or other identifier to this project, enter it here.
Description	A description of the project is optional.
Allow Another Organization to Set Up Activities under this Project	<p>If you do not create subgrants, ignore this field. Otherwise, if you want IDIS users at an organization for which you have created a subgrant to be able to set up activities under this project:</p> <ul style="list-style-type: none"> <li>• Click the &lt;Select Organization&gt; button.</li> <li>• On the Select Organization page, enter search criteria if you wish or leave the search fields blank to display a list of all your subgrantees.</li> <li>• Click the &lt;Search&gt; button.</li> <li>• Select an organization by clicking first on the radio button next to its name and then on the &lt;Select&gt; button.</li> </ul> <p>To return to the Add Activity page without selecting an organization, click the &lt;Cancel&gt; button.</p>
Estimated Amount (Including Program Income)	<p>Enter the amount of grant funds and program income that has been budgeted for this project from each CPD program. You must enter an amount for one program; you may enter amounts for more than one.</p> <p>Input the amount as dollars and cents. If you omit the cents, the system will append '.00'.</p>

Click the <Save> button to add the project or the <Reset> button to clear the screen.

When a project is saved, the screen is returned in edit mode. The Edit Project screen is explained in detail on the next page. For now, note that you can add another project by clicking the <Return to Projects> button at the top/bottom of the edit screen.

## EDIT/VIEW PROJECTS

To edit or view a project, you must first conduct a search to retrieve it. Click the [Project Search](#) link on any Projects/Activities screen to access the Search Projects screen.

### SEARCH PROJECTS SCREEN

Specify as many or few search criteria as you wish to retrieve the project(s) you want to update/view:

Field	Description
Program Year	To limit the results to a particular year, select it from the dropdown.
IDIS Project ID	To limit the results to a particular project, enter the project's system-assigned ID.  If you specify both PROGRAM YEAR and IDIS PROJECT ID, which together uniquely identify a project, there is no point in filling in any of the other search fields.
Program	Specify a program to narrow the results to projects where the ESTIMATED AMOUNT for the selected program is greater than zero.
Grantee/PJ Project ID	Limit the results to projects with a GRANTEE/PROJECT ID that contains the text string you enter here.
Project Title	Limit the results to projects with a PROJECT TITLE that contains the text string you enter here.
Status	Search for projects with a particular status by selecting <b>Open</b> or <b>Canceled</b> .



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

The screenshot displays a web application interface for project management. At the top, there are navigation tabs: **Projects/Activities** (selected), **Funding/Drawdown**, **Grant**, **Grantee/PJ**, **Admin**, and **Reports**. On the left side, there is a user information panel with the following details: **User ID:** C00063, **User Role:** Grantee, **Organization:** LOUISIANA, and a **- Logout** link. Below this are sections for **Activity** (with **- Add** and **- Search** links), **Project** (with **- Add**, **- Search**, and **- Copy** links), **Utilities** (with **- Home**, **- Data Downloads**, **- Print Page**, and **- Help** links), and **Links** (with **- PDF Viewer**, **- Support**, **- CPD Home**, **- RAMPS**, and **- HUD Home** links).

The main content area is titled **Project** and contains a **Search Projects** section. The search criteria are as follows:

- Program Year:** 2009 (dropdown menu)
- Program:** CDBG (dropdown menu)
- Project Title:** (text input field)
- IDIS Project ID:** (text input field)
- Grantee/PJ Project ID:** (text input field)
- Status:** Select (dropdown menu)

At the bottom of the search section are **Search** and **Reset** buttons.

Below the search section, it indicates **Results Page 1 of 5**. The results are displayed in a table with the following columns: **Program Year**, **IDIS Project ID**, **Grantee/PJ Project ID**, **Project Title**, **Project Owner**, **Status**, and **Action**. The table contains 11 rows of data, all with a status of 'Open'.

<u>Program Year</u>	<u>IDIS Project ID</u>	<u>Grantee/PJ Project ID</u>	<u>Project Title</u>	<u>Project Owner</u>	<u>Status</u>	<u>Action</u>
2009	2		Iberia Parish	LOUISIANA, LA	Open	<a href="#">Edit</a>   <a href="#">View</a>
2009	3		Grand Coteau	LOUISIANA, LA	Open	<a href="#">Edit</a>   <a href="#">View</a>
2009	4		New Iberia	LOUISIANA, LA	Open	<a href="#">Edit</a>   <a href="#">View</a>
2009	5		Morgan City	LOUISIANA, LA	Open	<a href="#">Edit</a>   <a href="#">View</a>
2009	6		Patterson	LOUISIANA, LA	Open	<a href="#">Edit</a>   <a href="#">View</a>
2009	7		Webster Parish	LOUISIANA, LA	Open	<a href="#">Edit</a>   <a href="#">View</a>
2009	8		Kaplan	LOUISIANA, LA	Open	<a href="#">Edit</a>   <a href="#">View</a>
2009	9		Caldwell Parish	LOUISIANA, LA	Open	<a href="#">Edit</a>   <a href="#">View</a>
2009	10		Iowa	LOUISIANA, LA	Open	<a href="#">Edit</a>   <a href="#">View</a>
2009	11		Talkish	LOUISIANA, LA	Open	<a href="#">Edit</a>   <a href="#">View</a>

On initial display, the results are sorted by PROGRAM YEAR (descending) and IDIS PROJECT ID (ascending). You can change both the sort field and the sort order by clicking on any column header that is in blue and underlined.

Select the project you want to process by clicking its [Edit](#) or [View](#) link in the last column (only the view link will be available for canceled projects and for users not authorized to edit projects).

Depending on the link selected, the Edit Project or View Project screen will be displayed. The two screens are very similar except, of course, that data on the view screen cannot be changed. Only the Edit Project screen is shown here.

## EDIT PROJECT SCREEN

The Edit Project screen is quite similar to the Add Project screen:

The screenshot shows the 'Edit Project' screen with the following elements:

- User Information:** User ID: C00063, User Role: Grantee, Organization: LOUISIANA, Logout button.
- Navigation Tabs:** Projects/Activities (selected), Funding/Drawdown, Grant, Grantee/PJ, Admin, Reports.
- Project Details:**
  - Grantee/PJ Name:** LOUISIANA (protected)
  - Program Year:** 2009 (protected)
  - IDIS Project ID:** 9 (protected)
  - Status:** Open (protected)
  - Project Title:** Caldwell Parish
  - Grantee/PJ Project ID:** (empty)
  - Description:** Rehabilitate sewer treatment facility and two lift stations.
  - Allow Another Organization to Set up Activities under this Project:** LOUISIANA (with Change Organization and Remove Organization buttons)
  - Estimated Amount (Including Program Income):**

CDBG	\$	651633.00
HOME	\$	0.00
ESG	\$	0.00
HOPWA	\$	0.00
<b>Total</b>		<b>\$651,633.00</b>
- Buttons:** Save, Return To Projects, View History, View Activities, Cancel Project.

The first four fields—GRANTEE/PJ NAME, PROGRAM YEAR, IDIS PROJECT ID, and STATUS—are protected from update. Note that the STATUS of every project displayed on the edit screen is **Open**, meaning that activities may be set up under it.

All of the other fields (described on pages 2-2 and 2-3) may be changed.

Click the <Save> button to save your changes or the <Return to Projects> button to exit without saving. Both buttons redisplay the Search Projects screen.

Additional buttons on this screen are:

- <View History>, enabled only if any ESTIMATED AMOUNT has ever been changed. Clicking it displays the Project History screen, which shows what the amount(s) were changed from.

- <View Activities>, which displays a list of the activities set up under a project. There is a link for returning to the Edit Project screen next to the Reset button on the activity list page.
- <Cancel Project>, enabled only if there are no activities or only canceled activities set up under the project. Click it to change the project status to **Canceled**, meaning that activities cannot be set up under it. You will be asked to confirm the cancellation on another screen. Once a project is canceled, it cannot be reopened.

# COPY PROJECTS

Click the Project Copy link on any Projects/Activities screen to display the Copy Project screen:

User ID: C00063  
User Role: Grantee  
Organization: LOUISIANA  
[- Logout](#)
Projects/Activities
Funding/Drawdown
Grant
Grantee/PJ
Admin
Reports

## Project

### Copy Project

**Activity**

- [- Add](#)
- [- Search](#)

**Project**

- [- Add](#)
- [- Search](#)
- [- Copy](#)

**Utilities**

- [- Home](#)
- [- Data Downloads](#)
- [- Print Page](#)
- [- Help](#)

**Links**

- [- PDF Viewer](#)
- [- Support](#)
- [- CPD Home](#)
- [- RAMPS](#)
- [- HUD Home](#)

[Copy Projects](#)

**\*Indicates Required Field**

**Search Criteria**

<b>Program Year:</b> <input type="text"/>	<b>Program:</b> <input type="text"/>	<b>Project Title:</b> <input type="text"/>
<b>IDIS Project ID:</b> <input type="text"/> <small>(ex: nnnn)</small>	<b>Grantee/PJ Project ID:</b> <input type="text"/> <small>(ex: x-nnnn-xxxx)</small>	

|

**Program Year**

**\*Copy Project to Program Year:**  **Copy Project to New Program Year:**

(ex: yyyy)

**Results Page 1 of 252**

Program Year	IDIS Project ID	Grantee/PJ Project ID	Project Title	*Copy
2009	1		<a href="#">WEST END DISTRICT OWNER OCCUPIED REHAB</a>	<input type="checkbox"/>
2009	2		<a href="#">Iberia Parish</a>	<input type="checkbox"/>
2009	3		<a href="#">Grand Coteau</a>	<input type="checkbox"/>
2009	4		<a href="#">New Iberia</a>	<input type="checkbox"/>
2009	5		<a href="#">Morgan City</a>	<input type="checkbox"/>
2009	6		<a href="#">Patterson</a>	<input type="checkbox"/>
2009	7		<a href="#">Webster Parish</a>	<input type="checkbox"/>
2009	8		<a href="#">Kaplan</a>	<input type="checkbox"/>
2009	9		<a href="#">Caldwell Parish</a>	<input type="checkbox"/>
2009	10		<a href="#">Iowa</a>	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next 10 Results](#)

[Copy Projects](#)

The screen is divided into three sections: Search Criteria, Program Year, and Results.

## Search Criteria

On initial display, all of your projects are listed. You can limit the results displayed (and so reduce the amount of paging you may need to do) by running a search (see page 2-4 for details).

### **Program Year**

Select the program year the project is to be copied to from the COPY PROJECT TO PROGRAM YEAR dropdown. If the year you want is not listed, leave this field blank and tab to COPY PROJECT TO NEW PROGRAM YEAR. Click the box, then type in the new year.

### **Results**

Click the box in the Copy column of each project to be copied, then click the <Copy Projects> button at the top/bottom of the page. The Copy Projects page is redisplayed with the copied projects included in the results.



# Chapter 3

## CDBG ACTIVITY SETUP

The screens for setting up a CDBG activity are covered in this chapter. They are:

Page	Screen	Displayed for
3-2	Add Activity	All activities.
3-5	Add CDBG Setup Detail (Page 1)	All but admin/planning activities.
3-11	Add CDBG Setup Detail (Page 2)	All but admin/planning activities. Screen content varies with national objective of activity.
3-17	Add CDBG Setup Detail (Page 3)	LMA* activities only.
3-19	Edit Activity	All activities.

Required setup information must be provided on these screens before an activity can be funded with CDBG.

### ACCESSING THE ADD ACTIVITY FUNCTION

Click the Projects/Activities tab at the top of the page you are on to display the Search Activities screen. On it and all other Projects/Activities screens, links to the activity functions you are authorized to access are listed on the left (and circled on the screen print below):

The screenshot shows a web application interface with a top navigation bar containing tabs: **Projects/Activities**, **Funding/Drawdown**, **Grant**, **Grantee/PJ**, **Admin**, and **Reports**. On the left sidebar, there are three menu sections: **User ID: C00063** (with links for Logout), **Activity** (with links for Add and Search, where 'Add' is circled in red), and **Project** (with links for Add, Search, and Copy). Below these are **Utilities** (with links for Home, Data Downloads, Print Page, and Help). The main content area is titled **Activity** and **Search Activities**. It contains a search criteria form with the following fields: **Program:** (dropdown menu set to 'All'), **IDIS Project ID:** (text input), **Status:** (dropdown menu set to 'All'), **Activity Name:** (text input), **IDIS Activity ID:** (text input), **Program Year:** (dropdown menu set to 'Select'), **Grantee/PJ Activity ID:** (text input), and **Activity Owner:** (dropdown menu set to 'DELAWARE'). At the bottom of the search criteria are **Search** and **Reset** buttons.

Click the Add link to access the Add Activity screen.

## ADD ACTIVITY SCREEN

This screen is completed for every activity in IDIS OnLine. The instructions below are for CDBG-funded activities.

Field	Description
Activity Owner	<p>If the name of the state grantee who owns the Action Plan project that the activity will be set up under is not shown in this field, select the correct grantee from the dropdown.</p> <p>If you change the ACTIVITY OWNER, you must also click the &lt;Refresh Project List&gt; button so that the projects of the newly selected ACTIVITY OWNER are displayed.</p>
Program Year	Select the program year under which the activity is to be set up.



Field	Description
IDIS Project ID/Project Title	Select the project under which the activity is to be set up.
Activity Name	<p>Enter a name for the activity, following the naming conventions your organization has established.</p> <p>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.</p>
Grantee/PJ Activity ID	This field is optional. If you wish to assign your own identifier to an activity, enter it here.
Indicate if activity will be funded with Recovery Grant Funds	Answer <b>Yes</b> if CDBG-R funds will be used for the activity.
Activity	
Program	Use the first row for CDBG-funded activities.
Activity Category	<p>For CDBG, the activity categories are the matrix codes.</p> <p>The activity category/matrix code 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, identifies the purpose and eligibility of the assistance being provided. Together, they determine the type of accomplishments you will report.</p> <p>For the accomplishment data you report in IDIS OnLine to be accurate and useful, it is <u>very important</u> 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:</p> <ul style="list-style-type: none"> <li>• Appendix A – definitions of CDBG matrix codes</li> <li>• Appendix B – definitions of CDBG national objectives</li> <li>• Appendix C – valid matrix code/national objective/accomplishment type combinations</li> </ul> <p>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.</p>
Ready to Fund	This read-only field is always “No” on the Add Activity screen.
Setup Detail <Add CDBG> button	Once all required data fields have been input, clicking this button displays the first CDBG setup screen. Note that one required field, ENVIRONMENTAL ASSESSMENT, comes <i>after</i> the <Add CDBG> button.
Environmental Assessment	Select <b>Completed</b> , <b>Exempt</b> , or <b>Underway</b> , as appropriate.

Field	Description
Allow Another Organization to Access this Activity	<p>If you do not create subgrants, ignore this field. Otherwise, if you want IDIS users at an organization for which you have created a subgrant to be able to access this activity:</p> <ol style="list-style-type: none"> <li>1. Click the &lt;Select Organization&gt; button.</li> <li>2. On the Select Organization page, enter search criteria if you wish or leave the search fields blank to display a list of all the organizations for which you have created subgrants.</li> <li>3. Click the &lt;Search&gt; button.</li> <li>4. To select an organization, click first on the radio button next to its name and then on the &lt;Select&gt; button.</li> </ol> <p>To return to the Add Activity page without selecting an organization, click the &lt;Cancel&gt; button.</p>
Activity Description	A description of the activity is optional.

If you are setting up:

- An administrative/planning activity with a matrix code of 19F, 19G, 19H, 20, 21\*, or 22, click the <Save> button. There are no additional setup screens to be completed, and the activity is ready to be funded (see Chapter 4).
- Any other type of activity, click the <Add CDBG> button to display the first CDBG setup screen.

# ADD CDBG SETUP DETAIL (PAGE 1)

The first activity setup screen is the same for all CDBG activities:

<p><b>User ID:</b> C00063  <b>User Role:</b> Grantee  <b>Organization:</b> DELAWARE</p> <p><a href="#">- Logout</a></p> <hr/> <p><b>Activity</b>  <a href="#">- Add</a>  <a href="#">- Search</a></p> <hr/> <p><b>Project</b>  <a href="#">- Add</a>  <a href="#">- Search</a>  <a href="#">- Copy</a></p> <hr/> <p><b>Utilities</b>  <a href="#">- Home</a>  <a href="#">- Data Downloads</a>  <a href="#">- Print Page</a>  <a href="#">- Help</a></p> <hr/> <p><b>Links</b>  <a href="#">- PDF Viewer</a>  <a href="#">- Support</a>  <a href="#">- CPD Home</a>  <a href="#">- RAMPS</a>  <a href="#">- HUD Home</a></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #f4a460;">Projects/Activities</th> <th style="background-color: #000080; color: white;">Funding/Drawdown</th> <th style="background-color: #000080; color: white;">Grant</th> <th style="background-color: #000080; color: white;">Grantee/PJ</th> <th style="background-color: #000080; color: white;">Admin</th> <th style="background-color: #000080; color: white;">Reports</th> </tr> </table> <p><b>Activity</b></p> <p><b>Add CDBG Setup Detail (Page 1)</b></p> <p><b>14B - Rehab; Multi-Unit Residential</b></p> <p style="text-align: center;"> <input type="button" value="Save"/>            <input type="button" value="Save and Continue"/>            <input type="button" value="Cancel"/> </p> <hr/> <p><b>* Indicates Required Field</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Grantee/PJ Activity ID:</b></td> <td style="width: 33%;"><b>Activity Name:</b> Seaford Rental Rehab</td> <td style="width: 33%;"><b>Program Year/Project ID:</b> 2009/4</td> </tr> <tr> <td><b>IDIS Activity ID:</b> 1071</td> <td><b>Activity Owner:</b> DELAWARE</td> <td><b>Project Title:</b> SUSSEX COUNTY FY2009 CDBG PROGRAM</td> </tr> </table> <p><b>*National Objective:</b>          Select Option <span style="float: right;">Lookup Table</span></p> <p><b>Proposed Accomplishments</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">*Accomplishment Type</th> <th style="width: 30%;">*Proposed Count</th> </tr> </thead> <tbody> <tr> <td>Select Option <span style="float: right;">Lookup Table</span></td> <td style="text-align: center;"><input type="text"/></td> </tr> </tbody> </table> <p><b>*Performance Objective: (tip)</b>          Select Option <span style="float: right;">▼</span></p> <p><b>*Performance Outcome: (tip)</b>          Select Option <span style="float: right;">▼</span></p> <p><b>Address</b></p> <p><input type="checkbox"/> <b>Confidential</b> (Suppress on Reports)</p> <p><b>*Address Line 1:</b> <input type="text"/>  <small>(ex: 1313 Sherman Street)</small></p> <p><b>*City:</b> <input type="text"/></p> <p><b>Address Line 2:</b> <input type="text"/></p> <p><b>*State:</b> <span style="float: right;">Select Option ▼</span></p> <p><b>Address Line 3:</b> <input type="text"/></p> <p><b>*Zip Code:</b> <input type="text"/> + <input type="text"/></p> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Activity Purpose:</b> (Indicate all that apply)</p> <p><b>*Help Prevent Homelessness?</b>  <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>*Help the Homeless?</b>  <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>*Help Those with HIV/AIDS?</b>  <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>*Help Persons with Disabilities?</b>  <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div> <div style="width: 45%;"> <p><b>Associate to Another Activity</b>  <b>Will accomplishments be reported at another activity? (tip)</b>  <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>IDIS Activity ID:</b>  <input type="text"/></p> </div> </div>	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports	<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Seaford Rental Rehab	<b>Program Year/Project ID:</b> 2009/4	<b>IDIS Activity ID:</b> 1071	<b>Activity Owner:</b> DELAWARE	<b>Project Title:</b> SUSSEX COUNTY FY2009 CDBG PROGRAM	*Accomplishment Type	*Proposed Count	Select Option <span style="float: right;">Lookup Table</span>	<input type="text"/>
Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports												
<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Seaford Rental Rehab	<b>Program Year/Project ID:</b> 2009/4															
<b>IDIS Activity ID:</b> 1071	<b>Activity Owner:</b> DELAWARE	<b>Project Title:</b> SUSSEX COUNTY FY2009 CDBG PROGRAM															
*Accomplishment Type	*Proposed Count																
Select Option <span style="float: right;">Lookup Table</span>	<input type="text"/>																

**\*UGLG funded by the State (tip)**

Select UGLG

**Date Funds Obligated and Announced:**

Select Date  
(ex: mm/dd/yyyy)

**Organization carrying out activity**

**\*Is this activity being carried out by a state grant recipient?**  
(Either directly and/or through contractors)

Yes  No

**Activity is Being Carried Out by the Grantee Through: (tip)**

Grantee Employees

---

**Name of Organization carrying out activity: (tip)**

Select Organization

**Organization is Categorized as: (tip)**

Select Option

**Target Area**

**Area Type: (tip)**

Select Option

**Area Name: (tip)**

Select Option

Add New Area

**Special Characteristics**  
(Check all that apply to the location of this activity)

Presidentially Declared Major Disaster Area

Historic Preservation Area

Brownfield Redevelopment Area

Conversion from Non-Residential to Residential Use

**For Brownfield Activities, Indicate the Number of Acres Remediated: (tip)**

**Activity Information**  
(Check all that apply)

One-for-One Replacement

Displacement

Favored Activity

Special Assessment

Revolving Fund

Float Funded

**Float Funds**  
(Only Enter if Float Funded is Checked)

**Float Principal Balance: (tip)**

\$

**Date Float Funds to be Received:**

[Select Date](#)  
(ex: mm/dd/yyyy)

Save | Save and Continue | Cancel

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with information from the Add Activity screen.
National Objective	Select the national objective this activity will meet. The dropdown shows only those objectives that are valid with the matrix code you selected on the previous screen. Definitions of the objectives are available on the help screen or in Appendix B.

Field	Description
	The <u>Lookup Table</u> link at the end of the National Objective field displays a table of the valid matrix code/national objective/accomplishment type combinations (the same table is provided in Appendix C).
Proposed Accomplishments	
Accomplishment Type	Select the type of accomplishment the activity will achieve.
Proposed Count	Enter the number of {ACCOMPLISHMENT TYPE} expected to benefit from this activity.
Performance Objective	Select the objective that best reflects your intent in setting up this activity. Brief descriptions of the objectives are provided on the help screen.
Performance Outcome	Select the outcome that best reflects the results you hope to achieve with this activity. Brief descriptions of the outcomes are provided on the help screen.
Address	
Confidential (Suppress on Reports)	Check this box if you do not want the activity address to print on IDIS OnLine reports.
Address Lines 1, 2, 3 City State, Zip	Optional except for activities with a matrix code of 14B. Provide the activity's physical location in these fields. Do not use P.O. boxes and do not enter the address of the organization administering the activity.
Activity Purpose	
Help Prevent Homelessness? Help the Homeless? Help Those with HIV/AIDS? Help Persons with Disabilities?	Select <b>Yes</b> or <b>No</b> for each field, as appropriate.  <i>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.</i>
Associate to Another Activity	
Will accomplishments be reported at another activity?	Change this field to <b>Yes</b> if accomplishments for the activity (usually a service delivery costs activity) are reported under another activity.  If you change the field to <b>Yes</b> , do not input proposed or actual accomplishment data on this or any other CDBG screen for the activity.
IDIS Activity ID	If you answered <b>Yes</b> above, enter the ID of the activity under which the accomplishments will be reported.
UGLG funded by the State	Follow these steps:  1. Click the <Select Organization> button.  2. On the Select Organization page, enter search criteria if you wish or leave the search fields blank to display a

Field	Description
	<p>list of all the UGLGs (units of general local government) in your state.</p> <ol style="list-style-type: none"> <li>3. Click the &lt;Search&gt; button.</li> <li>4. To select an UGLG, click first on the radio button next to its name and then on the &lt;Select&gt; button.</li> </ol> <p>If the UGLG funded by the state is not listed on the select screen, refer to Appendix D.</p>
Date Funds Obligated and Announced	Select (or input) the date that the funds for this UGLG/activity were obligated and announced.
Organization carrying out activity	
Is this activity being carried out by a state grant recipient? (Either directly and/or through contractors)	This field is defaulted to <b>Yes</b> . If the activity will not be carried out by a state grant recipient, change it to <b>No</b> .
If Yes	
Activity is Being Carried Out by the Grantee Through	Indicate if the activity is being carried out by Grantee Employees (the default), Contractors, or Grantee Employees and Contractors.
If No	
Name of Organization Carrying out Activity	<p>Follow these steps:</p> <ol style="list-style-type: none"> <li>1. Click the &lt;Select Organization&gt; button.</li> <li>2. On the Select Organization page, enter search criteria if you wish or leave the search fields blank to display a list of all organizations in your state.</li> <li>3. Click the &lt;Search&gt; button.</li> <li>4. To select an organization, click first on the radio button next to its name and then on the &lt;Select&gt; button.</li> </ol> <p>If the organization carrying out the activity is not listed on the select screen, refer to Appendix D.</p>
Organization is Categorized as	<ul style="list-style-type: none"> <li>• <b>Another Unit of Local Government:</b> Self-explanatory.</li> <li>• <b>Another Public Agency:</b> Examples include a public housing authority or redevelopment authority.</li> <li>• <b>A 105(a)15 Entity:</b> See that section of the HCDA for details.</li> </ul>
Target Area	
Area Type	<p>Indicate if the activity is located in one of these special areas:</p> <ul style="list-style-type: none"> <li>• <b>Strategy Area:</b> A Community Revitalization Strategy Area (CRSA).</li> <li>• <b>CDFI:</b> Community Development Financial Institution area.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• <b>Local Target Area:</b> A locally defined and designated target area.</li> </ul> <p>For activities with a national objective code of:</p> <ul style="list-style-type: none"> <li>• LMAFI, you must specify CDFI.</li> <li>• LMASA, you must specify Strategy Area.</li> <li>• LMHSP, you must specify CDFI or Strategy Area.</li> </ul> <p><i>It is very important that you identify these areas in IDIS OnLine so HUD can demonstrate that CDBG funds are being targeted to neighborhoods in need. See Appendix E for definitions of the three types of special areas.</i></p>
Area Name	When you select an AREA TYPE, you must specify the name of the area in this field. If it is not listed on the dropdown, or if you need to update information about one of the areas that is listed, click the <Add New Area> button. For instructions on completing the add/update area screens, see Appendix F.
Special Characteristics	
Presidentially Declared Major Disaster Area	Check this box if the activity is located in an area declared a disaster under Subchapter IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
Historic Preservation Area	Check this box if the activity is located in an area designated for historic preservation by local, state, or Federal officials.
Brownfield Redevelopment Area	<p>Check this box if the 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.</p> <p>When this box is checked, an entry is required in the FOR BROWNFIELD ACTIVITIES... field below.</p>
Conversion from Non-Residential to Residential Use	Applicable only to housing rehabilitation activities. An example is converting an old warehouse into condominiums.
Colonia	<p>This field is only displayed for grantees in Arizona, California, New Mexico, and Texas.</p> <p>Check this box if the activity assists a rural community or neighborhood that is within 150 miles of the U.S.-Mexican border and that lacks adequate infrastructure and decent, safe, sanitary housing.</p>
For Brownfield Activities Indicate the Number of Acres Remediated	If you checked BROWNFIELD REDEVELOPMENT AREA above, enter the number of acres remediated.
Activity Information	
One-for-One Replacement	Check this box if the activity will result in the conversion or demolition of housing units that must (under the Uniform Relocation Act) be replaced.

Field	Description
	When this field is checked, the One-for-One Replacement screen is displayed as part of the CDBG completion path.
Displacement	Applicable only to acquisition, demolition, and rehabilitation activities. Check this box if any household, business, nonprofit organization, or farm will be permanently displaced from real property as a direct result of this activity.  When this field is checked, the Displacement screen is displayed as part of the CDBG completion path.
Favored Activity	Applicable only if the activity matrix code is 18A or 18B. Check this box if this economic development activity is of national importance and therefore may be excluded from the aggregate public benefit calculation. Refer to 24 CFR 570.482(f)(3).
Special Assessment	Applicable only to public improvement activities. Check this box 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 570.482(b).
Revolving Fund	Check this box if the activity is funded from a revolving loan account.
Float Funded	Check this box if this type of financing is used.  If this box is checked, entries are required in the FLOAT PRINCIPAL BALANCE and DATE FLOAT FUNDS TO BE RECEIVED fields at the bottom of the screen.
Float Funds	
Float Principal Balance	If you checked FLOAT FUNDED above, enter the balance of the principal.
Date Float Funds to be Received	If you checked FLOAT FUNDED above, enter the date you expect repayment to be made.

When you are finished, click the <Save and Continue> button to display the next screen.



## ADD CDBG SETUP DETAIL (PAGE 2)

On this screen, data about funding sources and forms of assistance is collected for all activities. Additional data items are displayed based on the activity's national objective.

The top part of the screen is the same for all activities:

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with information from the Add Activity screen.
National Objective	The national objective you selected on the previous screen is displayed in this read-only field.

The fields that are displayed next depend on the activity's national objective:

Objective	Fields Displayed
LMA*	<p>Area Benefit Data</p> <p>Determined By: <i>(tip)</i></p> <p><input checked="" type="radio"/> Census <input type="radio"/> Survey</p> <hr/> <p>Determined By: Indicate whether CENSUS data or a HUD-approved SURVEY was used to determine the eligibility of the activity.</p>

Objective	Fields Displayed
LMC*	<p> <b>Presumed Benefit: (tip)</b> <input type="radio"/> Yes <input checked="" type="radio"/> No           <span style="margin-left: 150px;"><b>Nature/Location: (tip)</b> <input type="radio"/> Yes <input checked="" type="radio"/> No</span> </p> <p> <b>Nature/Location Narrative (required if Nature/Location is Yes): (tip)</b>   <input style="width: 100%; height: 40px;" type="text"/> </p> <p> <b>Presumed Benefit:</b>            Click <b>Yes</b> 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.         </p> <p> <b>Nature/Location:</b>            Click <b>Yes</b> 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.         </p> <p> <b>Nature/Location Narrative:</b>            If the previous field is <b>Yes</b>, describe how the nature/location of the activity benefits a limited clientele, of whom at least 51% are LMI.         </p>
LMH* and some SBA/SBS/URG	<p> <b>Multi-Unit Housing:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No           <span style="margin-left: 150px;"><b>Includes Rental Housing:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No</span> </p> <p> <b>Multi-Unit Housing:</b>            Click <b>Yes</b> if the activity involves housing with two or more units per structure.         </p> <p> <b>Includes Rental Housing:</b>            Change to <b>Yes</b> if appropriate.         </p>

The following data fields are displayed for all activities:

HUD Funds	
Source of Funds	Amount
CDBG	\$ <input type="text" value="0.00"/>
Section 108 Loan Guarantee	\$ <input type="text"/>
ESG	\$ <input type="text"/>
HOME	\$ <input type="text"/>
HOPWA	\$ <input type="text"/>

Other Funds	
Source of Funds	Amount
Appalachian Regional Commission	\$ <input type="text"/>
Other Federal Funds	\$ <input type="text"/>
State/Local Funds	\$ <input type="text"/>
Private Funds	\$ <input type="text"/>
Other: <input type="text"/>	\$ <input type="text"/>

Activity Costs (HUD + Other Funds)	
	Amount
Total	\$ <input type="text" value="0.00"/>

Leveraging Ratio  
(CDBG + 108 : All Other Funds)

CDBG + 108	All Other Funds
<input type="text" value="0"/>	<input type="text" value="0"/>

Grant/Loan Assistance  
Enter the number of grants or loans provided to beneficiaries of this activity (tip)

Grants	<input type="text"/> (tip)
Loans	<input type="text"/> (tip)

Loan(s) provided

	Average Interest Rate (tip) (ex: 99.99%)	Average Amortization Period (in Months) (tip)	Total Amount
Amortized Loan	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Deferred Payment Loan	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

Field	Description
HUD Funds	
CDBG	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 is set to Completed, the field shows the total amount of CDBG funds disbursed.

Field	Description
Section 108 Loan Guarantee	Enter the amount of Section 108 loan funds spent on this activity.  Do <u>not</u> input the amount of CDBG funds (which the system will display in the previous field once the activity is funded) in this field.
ESG	Enter the amount of any ESG funds spent on this activity.
HOME	Enter the amount of any HOME funds spent on this activity.
HOPWA	Enter the amount of any HOPWA funds spent on this activity.
Other Funds	
Appalachian Regional Commission	Enter the amount of any Appalachian Regional Commission funds leveraged for this activity.
Other Federal Funds	Enter the amount of any non-CPD Federal funds leveraged for this activity.
State/Local Funds	Enter the amount of any state/local funds leveraged for this activity.
Private Funds	Enter the amount of any private funds leveraged for this activity.
Other	Enter the name(s) and the amount of funds leveraged from other sources for this activity.
Activity Costs (HUD + Other Funds) Total	This read-only field displays the total amount of all funds entered.
Leveraging Ratio (CDBG + 108 : All Other Funds)	
CDBG + 108	This field is always <b>1</b> .
All Other Funds	This is equal to the sum of the CDBG and Section 108 amounts divided into all other amounts
Enter the number of grants or loans provided to beneficiaries of this activity	
Grants	Enter the number of grants provided to beneficiaries of this activity.
Loans	Enter the number of loans provided to beneficiaries of this activity.
Loans Provided	
Amortized Loan Deferred Payment Loan	Enter the AVERAGE INTEREST RATE, the AVERAGE AMORTIZATION PERIOD (in months), and the TOTAL AMOUNT (whole dollars) of the amortized and/or deferred payment loan(s). If the term of the loan is unknown (e.g., the loan is due upon sale or transfer of the property), enter <b>99</b> 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.

From this point to the bottom of the screen, only fields specific to a national objective are displayed, including:

Objective	Fields Displayed															
LMH* and some SBA/SBS/URG	<p><b>*Multi-Unit Housing</b></p> <table border="1" data-bbox="456 365 1247 514"> <thead> <tr> <th></th> <th>Total</th> <th>Occupied (tip)</th> <th>Occupied Low/Mod (tip)</th> <th>Percent Low/Mod</th> </tr> </thead> <tbody> <tr> <td>Units at Start</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/>%</td> </tr> <tr> <td>Units Expected at Completion</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/>%</td> </tr> </tbody> </table> <p>Fill in these fields only if you answered <b>Yes</b> to the MULTI-UNIT HOUSING question above.</p> <p><b>Units at Start</b> Enter the <b>Total</b> number of units, the number that were <b>Occupied</b>, and the number that were <b>Occupied by Low/Mod</b> households at the start of the activity. <b>Percent Low/Mod</b> is a protected field showing the percentage of units occupied by low/mod households.</p> <p><b>Units Expected at Completion</b> Enter the number of <b>Total</b>, <b>Occupied</b>, and <b>Occupied Low/Mod</b> units you project will be available upon completion of the activity.</p>		Total	Occupied (tip)	Occupied Low/Mod (tip)	Percent Low/Mod	Units at Start	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %	Units Expected at Completion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %
	Total	Occupied (tip)	Occupied Low/Mod (tip)	Percent Low/Mod												
Units at Start	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %												
Units Expected at Completion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %												
LMH* and SBA/SBS/URG, matrix code of 14A-D, 14F-G, or 16A	<p><b>Housing Rehabilitation</b> (Indicate if this activity is limited to one or more of the following)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Install Security Devices</li> <li><input type="checkbox"/> Install Smoke Detectors</li> <li><input type="checkbox"/> Operate a Tool Lending Library</li> <li><input type="checkbox"/> Perform Emergency Housing Repairs</li> <li><input type="checkbox"/> Provide Supplies and Equipment for Painting Houses</li> </ul> <p>Fill in these fields <i>only</i> if the rehabilitation of all the housing units reported in the activity is limited to one or more of the items listed. Otherwise, skip over them. Example: If the rehab is limited to installing smoke detectors in an apartment building, check <b>Install Smoke Detectors</b>. If smoke detectors are installed <i>and</i> the building's roof is replaced, leave it blank.</p>															
SBA	<p><b>*Slum/Blight Area</b></p> <p><b>% Deteriorated Buildings/Qualified Properties:</b> (tip) <input type="text"/>% (ex: 99.99)</p> <p><b>*Slum/Blight Designation Year:</b> (tip) <input type="text"/> (ex: yyyy)</p> <p><b>Public Improvement Type/Condition:</b> (tip) <input type="text"/></p> <p><b>Boundaries:</b> (tip) <input type="text"/></p> <p><b>% Deteriorated Buildings/Qualified Properties</b> Enter the percentage of deteriorated buildings/properties in the area at the time it was designated a slum/blight area. You must provide input in either this field or the next one.</p>															

Objective	Fields Displayed																								
	<p><b>Public Improvement Type/Condition</b> 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.</p> <p><b>Boundaries</b> 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.</p> <p><b>Slum/Blight Designation Year</b> Enter the year the area was designated a slum/blight area.</p>																								
<p>LMJ* LMAFI, LMASA, LMCMC</p>	<p><b>*Job Creation/Retention</b></p> <table border="1" data-bbox="456 762 1295 982"> <thead> <tr> <th data-bbox="456 762 743 810"></th> <th colspan="2" data-bbox="743 762 862 810">Total Job Count</th> <th colspan="2" data-bbox="862 762 1187 810">Total Weekly Hours</th> <th data-bbox="1187 762 1295 810">Percent</th> </tr> <tr> <th data-bbox="456 810 743 898"></th> <th data-bbox="743 810 862 898">Full Time <small>(tip)</small></th> <th data-bbox="862 810 980 898">Full Time Low/Mod <small>(tip)</small></th> <th data-bbox="980 810 1099 898">Part Time <small>(tip)</small></th> <th data-bbox="1099 810 1187 898">Part Time Low/Mod <small>(tip)</small></th> <th data-bbox="1187 810 1295 898">Low/Mod Jobs</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 898 743 940"><b>Expect to Create</b></td> <td data-bbox="743 898 862 940"><input type="text"/></td> <td data-bbox="862 898 980 940"><input type="text"/></td> <td data-bbox="980 898 1099 940"><input type="text"/></td> <td data-bbox="1099 898 1187 940"><input type="text"/></td> <td data-bbox="1187 898 1295 940"><input type="text"/>%</td> </tr> <tr> <td data-bbox="456 940 743 982"><b>Expect to Retain</b></td> <td data-bbox="743 940 862 982"><input type="text"/></td> <td data-bbox="862 940 980 982"><input type="text"/></td> <td data-bbox="980 940 1099 982"><input type="text"/></td> <td data-bbox="1099 940 1187 982"><input type="text"/></td> <td data-bbox="1187 940 1295 982"><input type="text"/>%</td> </tr> </tbody> </table> <p><b>Expect to Create</b> Enter the <b>Full-Time</b> jobs, <b>Full-Time Low/Mod</b> jobs, weekly <b>Part-Time</b> job <i>hours</i> (not jobs), and <b>Part-Time Low/Mod</b> job <i>hours</i> that are expected to be created.</p> <p><b>Expect to Retain</b> Enter the <b>Full-Time</b> jobs, <b>Full-Time Low/Mod</b> jobs, weekly <b>Part-Time</b> job <i>hours</i> (not jobs), and <b>Part-Time Low/Mod</b> job <i>hours</i> that are expected to be retained.</p>		Total Job Count		Total Weekly Hours		Percent		Full Time <small>(tip)</small>	Full Time Low/Mod <small>(tip)</small>	Part Time <small>(tip)</small>	Part Time Low/Mod <small>(tip)</small>	Low/Mod Jobs	<b>Expect to Create</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %	<b>Expect to Retain</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %
	Total Job Count		Total Weekly Hours		Percent																				
	Full Time <small>(tip)</small>	Full Time Low/Mod <small>(tip)</small>	Part Time <small>(tip)</small>	Part Time Low/Mod <small>(tip)</small>	Low/Mod Jobs																				
<b>Expect to Create</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %																				
<b>Expect to Retain</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %																				

For all but LMA\* activities, this is the last setup screen. Clicking the <Save> button displays the Edit Activity screen, which is described on page 3-19.

For LMA\* activities, click the <Save and Continue> button to display the next setup screen.

## ADD CDBG SETUP DETAIL (PAGE 3)

A third setup screen is displayed for LMA activities only. Data regarding the low/mod income population in the service area is input on it.

User ID: C00063  
User Role: Grantee  
Organization: PENNSYLVANIA  
[- Logout](#)
Projects/Activities
Funding/Drawdown
Grant
Grantee/PJ
Admin
Reports

### Activity

**Add CDBG Setup Detail (Page 3)**

**03K - Street Improvements**

- Success: CDBG Detail Saved

Save
Save and Previous Page
Cancel

**\* Indicates Required Field**

Grantee/PJ Activity ID:	Activity Name: LED Pedestrian Traffic Lights	Program Year/Project ID: 2008/151
IDIS Activity ID: 36322	Activity Owner: PENNSYLVANIA	Project Title: CITY OF OIL CITY 2008 ENTITLEMENT

National Objective:  
LMA

**\*Area Benefit Data**

County Code	Census Tract	Block Groups										Delete
		01	02	03	04	05	06	07	08	09	10	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="display: flex; justify-content: space-between;"> <span>Add Another</span> <span>Delete</span> </div>												

\*Total # Low/Mod: (tip)       % Low/Mod:

\*Total Low/Mod Universe Population: (tip)

Save
Save and Previous Page
Cancel

At least once COUNTY CODE and CENSUS TRACT must be input before this screen can be saved, even if survey data was used instead of Census data.

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with information from the Add Activity screen.
National Objective	A read-only field showing the objective input for the activity on the first CDBG setup screen.
County Code	Enter the FIPS county code for the area being assisted.
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").

Field	Description
Block Groups	If the service area includes the entire Census tract, leave these fields blank. Otherwise, check each block group covered by the service area.
<Add Another> button	Click to add another COUNTY CODE/CENSUS TRACT.
<Delete> button	Check the box in the Delete column of the row(s) you want to delete, then click the <Delete> button.
Total # Low/Mod	<ul style="list-style-type: none"> <li>• If Census data was used, enter the count of LMI persons in the service area.</li> <li>• If survey data was used, enter the number of respondents who are LMI.</li> </ul>
Total Low/Mod Universe Population	<ul style="list-style-type: none"> <li>• If Census data was used, enter the total number of persons in the service area with the potential for being deemed low/mod.</li> <li>• If survey data was used, enter the total number of respondents.</li> </ul>
% Low/Mod	<p>This read-only field shows the percentage of low/mod persons in the service area. It is equal to (TOTAL # LOW/MOD divided by TOTAL LOW/MOD UNIVERSE POPULATION) times 100.</p> <p>This percentage must be at least 51% before the activity can be funded.</p>

This is the last setup screen for LMA activities. Clicking the <Save> button displays the Edit Activity screen, which is described on the next page.



## EDIT ACTIVITY SCREEN

When you click the <Save> button on any add activity setup screen, the Edit Activity screen is displayed:

User ID: C00063  
User Role:  
Grantee  
Organization:  
DELAWARE  
[- Logout](#)
Projects/Activities
Funding/Drawdown
Grant
Grantee/PJ
Admin

**Activity**  
[- Add](#)  
[- Search](#)

**Project**  
[- Add](#)  
[- Search](#)  
[- Copy](#)

**Utilities**  
[- Home](#)  
[- Data Downloads](#)  
[- Print Page](#)  
[- Help](#)

**Links**  
[- PDF Viewer](#)  
[- Support](#)  
[- CPD Home](#)  
[- RAMPS](#)  
[- HUD Home](#)

### Activity

#### Edit Activity

• Success: CDBG Detail Saved

Save
Cancel

**\*Indicates Required Field**

**Activity Owner:**  
DELAWARE

**IDIS Activity ID:**  
1071

**\*Program Year:**  
2009

**\*IDIS Project ID/Project Title:**  
4/SUSSEX COUNTY FY2009 CDBG PROGRAM (2009)

**\*Activity Name:**  
Seaford Rental Rehab

**Activity Status:**  
Open

**Completion Date:**  
 [Select Date](#)  
(ex: mm/dd/yyyy)

**Grantee/PJ Activity ID:**

**Initial Funding Date:**

**\*Indicate if activity will be funded with Recovery Grant F**  
 Yes  No

**Activity**

Program	*Activity Category (tip)	Ready to Fund	Funded	Setup Detail	Accomplishment
CDBG	14B - Rehab, Multi-Unit Residential	Yes	No	<a href="#">Edit CDBG</a>	<a href="#">Add CDBG Accomp.</a>
ESG	None	No	No	<a href="#">Add ESG</a>	<a href="#">Add ESG Accomp.</a>
HOME	None	No	No	<a href="#">Add HOME</a>	<a href="#">Add HOME Accomp.</a>
HOPWA	None	No	No	<a href="#">Add HOPWA</a>	<a href="#">Add HOPWA Accomp.</a>

[Activity Funding](#)

**\*Environmental Assessment:**  
COMPLETED

**Allow Another Organization to Access this Activity (tip)**  
[Select Organization](#)

**Activity Description:**

Save
Cancel

This screen is discussed in detail on page 7-4. For now, look at the READY TO FUND field in the Activity box. If it is **No**, then required setup data is missing. It must be input before the activity can be funded. If it is **Yes**, then all required setup data has been input and you can proceed to the funding step. Clicking the <Activity Funding> button at the lower left of the Activity box accesses the funding option, the subject of the next chapter.



# Chapter 4

## ACTIVITY FUNDING

Once you complete the setup screens for an activity, it is ready to be funded. The purpose of funding is to specify the amounts and the types of funds (entitlement, program income, technical assistance, etc.) to be used for the activity. The money must be committed to an activity before it can be drawn down.

### ACCESSING THE ACTIVITY FUNDING FUNCTIONS

To access the funding screens, you can click the Funding/Drawdown tab at the top of any page, click the Activity Funding [Search](#) link at the left on any Funding/Drawdown page, or click the <Activity Funding> button on the Edit Activity page. Coming from the Edit Activity page displays the Edit Activity Funding screen shown on page 4-4. Otherwise, the Search for Activities to Fund screen is displayed first.

### SEARCH FOR ACTIVITIES TO FUND SCREEN

To fund an activity, you must first conduct a search to retrieve it on this screen:

To conduct a search, you can:

- Retrieve a specific activity by entering its IDIS ACTIVITY ID and clicking the <Search> button.
- Click the <Search> button to retrieve all of your activities.
- Specify criteria to limit the number of activities that will be displayed, as follows:

Search Field	Description
Program	To limit the results to a particular program, select it from the dropdown.
Activity Name	Limit the results to activities with a name containing the text string you input here.

Search Field	Description
Program Year	Limit the results to activities set up under the projects of a particular PROGRAM YEAR.
IDIS Project ID	Limit the results to activities set up under a particular project.
IDIS Activity ID	The quickest way to retrieve a particular activity is to enter its IDIS ACTIVITY ID. Since this is the unique identifier for an activity, there is no point in inputting any other search criteria.
Grantee/PJ Activity ID	Limit the results to activities with a grantee/PJ activity ID containing the text string you input here.
Status	To limit the results to activities with a particular status, select <b>Open, Completed, or Cancelled</b> .
Activity Owner	Most users will not be able to change this field. Those who can modify this field should select the grantee who owns the project under which the activity to be funded is set up.

Click the <Search> button to run the search and redisplay the screen with the search results.

The screenshot shows a web application interface for 'Activity Funding'. At the top, there are navigation tabs: 'Projects/Activities', 'Funding/Drawdown' (selected), 'Grant', 'Grantee/PJ', 'Admin', and 'Reports'. On the left, a sidebar contains user information (User ID: C00063, User Role: Grantee, Organization: WASHINGTON) and a menu with categories like 'Activity Funding', 'Drawdown', 'Receipt', 'Utilities', and 'Links'. The main content area is titled 'Activity Funding' and 'Search for Activities to Fund'. It features a search criteria form with fields for Program (CDBG), Activity Name, Program Year (2008), IDIS Project ID, IDIS Activity ID, Grantee/PJ Activity ID, Activity Status (Open), and Activity Owner (WASHINGTON). Below the form is a 'Search' button and a 'Reset' button. The results section shows 'Results Page 1 of 6' and a table with columns: Activity Name, Program Year/IDIS Project ID, IDIS Activity ID, Grantee/PJ Activity ID, Activity Status, Activity Owner, and Action. The table contains three rows of data.

Activity Name	Program Year/ IDIS Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Activity Status	Activity Owner	Action
2008 CDBG TA ADMIN	2008/117	5909		Open	WASHINGTON	<a href="#">Add-Edit</a>
2008 CDBG PROGRAM ADMIN	2008/117	5908		Open	WASHINGTON	<a href="#">Add-Edit</a>
IERR-MARKET STREET STATION	2008/116	5903		Open	WASHINGTON	Not Ready to Fund

On initial display, the results are sorted by IDIS ACTIVITY ID in descending order. You can change both the sort field and the sort order by clicking on any column header that is in blue and underlined.

To select an activity for further processing, click the [Add-Edit](#) or [View](#) link in the last column. If you select:

- **Add-Edit**, the Edit Activity Funding screen will be displayed.
- **View**, the View Activity Funding screen will be displayed. This will always be the ACTION for activities with a status of cancelled or completed and for users who are not authorized to fund activities.

If the last column shows **Not Ready to Fund**, then required setup data is missing. It must be provided before the funding screens can be accessed.

The edit and view activity funding screens are very similar except, of course, that data on the view screens cannot be changed. Only the edit screens are shown in this chapter.

## EDIT ACTIVITY FUNDING SCREEN

On this screen, you will select the type(s) of funds to be used for the activity:

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

**User ID:** C00063  
**User Role:** Grantee  
**Organization:** TENNESSEE

[- Logout](#)

### Activity Funding

#### Edit Activity Funding

[Return to Search for Activities to Fund](#)

**\*Indicates Required Field**

<b>Activity Owner:</b> TENNESSEE	<b>Program Year/Project:</b> 2008/105
<b>IDIS Activity ID:</b> 10493	<b>Total Funded:</b> \$0.00
<b>Activity Name:</b> TIPTON COUNTY 03J WATER	<b>Total Drawn:</b> \$0.00

**Funding Sources**

<b>Recipient Name:</b> All Recipients <input type="button" value="v"/>	<b>Program:</b> All Programs <input type="button" value="v"/>	<b>Fund Type:</b> All Fund Types <input type="button" value="v"/>
---	--	--

|

Available Funds								
Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
TENNESSEE	CDBG	EN	HUD	DC	\$65,306,308.11	\$0.00	\$0.00	<a href="#">Add-Edit</a>   <a href="#">View</a>
TENNESSEE	CDBG	PI	HUD	DC	\$2,536,182.81	\$0.00	\$0.00	<a href="#">Add-Edit</a>   <a href="#">View</a>
TFNFFSFF	CDBG	SF	HUD	DC	\$18,895,993.00	\$0.00	\$0.00	<a href="#">Add-Edit</a>   <a href="#">View</a>

[Return to Search for Activities to Fund](#)

**A note about PI:** In the old IDIS, PI did not have to be funded before it could be drawn. When a draw was made for an activity, the system automatically presented the option of drawing available PI in place of EN. This feature is not yet available in IDIS OnLine. Until it is added, you will need to explicitly fund an activity with PI in order to be able to draw it.

Remember that CDBG regulations require you to spend available program income before drawing down EN.

Field	Description
Activity Owner IDIS Activity ID Activity Name Program Year/Project	These read-only fields identify the activity you are processing.
Total Funded	The total amount of funds from all sources committed to this activity to date.
Total Drawn	The total amount of funds from all sources drawn for this activity to date, plus pending draws.

Field	Description
Funding Sources Recipient Name Program Fund Type	On initial display of this screen, all available funding sources are listed. Use these fields to narrow the list of Available Funds by recipient name, program, and/or fund type (see below for field definitions).
<Filter> button	Click to filter the list of Available Funds by the criteria you have selected.
<Reset> button	Click to reset the filter fields to their defaults.
Available Funds	
Recipient Name	The name of the grantee or subgrantee.
Program	CDBG, ESG, HOME, or HOPWA.
Fund Type	For CDBG states, the fund types are:  <b>EN</b> Entitlement <b>AD</b> Administration Subfund <b>PI</b> Program Income <b>RL</b> Revolving Loan Fund <b>SF</b> State Revolving Fund <b>SU</b> Subgrant Subfund <b>TA</b> Technical Assistance Subfund  The AD, SU, and TA fund types are available only if you have used the Subfund function to create Administration, Subgrant, and Technical Assistance subfunds from your CDBG grant. PI, RL, and SF are available only if you have received those types of funds using the Receipts function.
Source Name	For state grantees, <b>HUD</b> ; for subgrantees, the organization that provided the subgrant.
Source Type	For state CDBG, the fourth and fifth characters of the CDBG grant number— <b>DC</b> (CDBG State), <b>DH</b> (Hawaiian counties), or <b>DY</b> (CDBG Recovery).
Available for Funding	The amount of this fund type that is available to commit to activities.
Funded Amount	The amount of this fund type that has already been committed to this activity.
Drawn Amount	The amount of this fund type that has already been drawn down for this activity.

To select a funding source, click its ACTION in the last column. If the ACTION is:

- **Add-Edit**, the Add-Edit Activity Line Item screen is displayed.
- **View**, the View Activity Line Item screen is displayed. View will be the only available ACTION for cancelled and completed activities and for users who are not authorized to fund activities.

The edit and view screens are very similar except, of course, that data cannot be changed on the view screen. Instructions for the Add-Edit Line Item screen follow.

## ADD-EDIT FUNDING LINE ITEM SCREEN

The amount of money to be committed to the activity from the selected funding source is input on this screen:

**User ID:** C00063  
**User Role:** Grantee  
**Organization:** TENNESSEE  
[Logout](#)

**Activity Funding**  
[Search](#)

**Drawdown**  
[Create Voucher](#)  
[Search Voucher](#)  
[Approve Voucher](#)

**Receipt**  
[Add](#)  
[Search](#)  
[Search Accounts](#)

**Utilities**  
[Home](#)  
[Data Downloads](#)  
[Print Page](#)  
[Help](#)

**Links**  
[PDF Viewer](#)  
[Support](#)  
[CPD Home](#)  
[RAMPS](#)  
[HUD Home](#)

**Activity Owner:** TENNESSEE  
**Program Year/Project:** 2008/105  
**IDIS Activity ID:** 10493  
**Total Funded:** \$0.00  
**Activity Name:** TIPTON COUNTY 03J WATER  
**Total Drawn:** \$0.00

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Drawn Amount	Funded Amount
CDBG	EN	HUD	DC	TENNESSEE	\$65,306,308.11	\$0.00	\$0.00

**Current Funding for This Source**

Grant Year (tip)	Funded Amount	Drawn Amount
<input type="text"/>	\$ <input type="text"/>	\$0.00

[Add Grant Year](#) | [Save](#) | [Cancel](#)

[Return to Add-Edit Funding](#)

The input fields on this screen are GRANT YEAR and FUNDED AMOUNT. All of the other fields show information from the previous screen in a slightly different format and order.

Field	Description
Activity Owner through Total Drawn	Same as previous screen.
Funding Source fields	Same as the Available Funds fields on the previous screen but in a slightly different order.
Current Funding for This Source	
Grant Year	Required for CDBG states and used to generate the online PER. Enter the year of the grant that this funding should be attributed to in the PER.  Note that the GRANT YEAR you input here will be used for reporting purposes only; funding and draws still occur FIFO in OnLine IDIS.
Funded Amount	Enter or update the funding amount in dollars and cents, with or without commas. If you omit the cents, the system will append ".00".



Field	Description
Drawn Amount	The amount of this fund type that has been drawn to date for this activity is shown (again) in this read-only field.

Click the Save button to save your input or the Cancel button to reset the GRANT YEAR and/or FUNDED AMOUNT fields to their previous values.

Adding or updating the funding for an activity affects the amounts in three related fields. In the example below, activity 10493 has been funded with \$468,500 of EN. Notice that TOTAL FUNDED and FUNDED AMOUNT have increased by \$468,500 and AVAILABLE FOR FUNDING has been reduced by \$468,500.

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

**Activity Funding**  
- [Search](#)

**Drawdown**  
- [Create Voucher](#)  
- [Search Voucher](#)  
- [Approve Voucher](#)

**Receipt**  
- [Add](#)  
- [Search](#)  
- [Search Accounts](#)

**Utilities**  
- [Home](#)  
- [Data Downloads](#)  
- [Print Page](#)  
- [Help](#)

**Links**  
- [PDF Viewer](#)  
- [Support](#)  
- [CPD Home](#)  
- [RAMPS](#)  
- [HUD Home](#)

**Activity Funding**

**Add-Edit Funding Line Item**

• Activity funded successfully.

[Return to Add-Edit Funding](#)

---

**Activity Owner:** TENNESSEE      **Program Year/Project:** 2008/105

**IDIS Activity ID:** 10493      **Total Funded:** \$468,500.00

**Activity Name:** TIPTON COUNTY 03J WATER      **Total Drawn:** \$0.00

---

**Funding Source**

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Drawn Amount	Funded Amount
CDBG	EN	HUD	DC	TENNESSEE	\$64,837,808.11	\$0.00	\$468,500.00

---

**Current Funding for This Source**

Grant Year (tip)	Funded Amount	Drawn Amount
2008	\$ 468,500.00	\$0.00

| 
  |

When you are finished, click the <Return to Add-Edit Activity Funding> button. From there, you can select another funding source for the current activity or click the <Return to Search for Activities to Fund> button to choose a different activity to fund.

Funds that have been committed to an activity are ready to be drawn down. That process is explained in the next chapter.



# Chapter 5

## DRAWDOWNS

Drawdowns may be made for an activity after it has been funded. When working with drawdowns, please keep in mind that program income (PI) deposited in your local account is to be spent before additional CDBG grant funds are drawn down from the Treasury. See Chapter 6 for instructions on recording the receipt of PI in IDIS OnLine.

Remember, too, that IDIS OnLine does not automatically offer the option of drawing available PI in place of EN. To draw PI for an activity in IDIS OnLine, the activity must be explicitly funded with PI.

### ACCESSING THE DRAWDOWN FUNCTIONS

Click the Funding/Drawdown tab at the top of the page you are on to display the Search for Activities to Fund screen. On it and all other Funding/Drawdown screens, links to the draw functions you are authorized to access are listed on the left (and circled on the screen print):

The screenshot shows the IDIS OnLine interface. At the top, there are navigation tabs: Projects/Activities, Funding/Drawdown (highlighted), Grant, Grantee/PJ, Admin, and Reports. On the left, a sidebar contains user information (User ID: C00063, User Role: Grantee, Organization: TENNESSEE) and a menu with items: Activity Funding (Search), Drawdown (Create Voucher, Search Voucher, Approve Voucher), and Receipt (Add, Search, Search Accounts). The 'Drawdown' menu is circled in red. The main content area is titled 'Activity Funding' and 'Search for Activities to Fund'. It contains search criteria fields: Program (All), IDIS Project ID, Activity Status (All), Activity Name, IDIS Activity ID, \*Activity Owner (TENNESSEE), Program Year (All), and Grantee/PJ Activity ID. Search and Reset buttons are at the bottom.

The three draw functions—Create Voucher, Search Voucher, and Approve Voucher—are discussed below.

## CREATE VOUCHERS

To create a draw for one or more activities, click the Drawdown [Create Voucher](#) link to display the first of four screens.

### CREATE VOUCHER - PAGE 1 OF 4 (SELECT ACTIVITIES)

On this screen you will specify the activities for which you are drawing funds and, optionally, the date you want the voucher to be submitted to LOCCS.

Field	Description
Voucher Created For	Ignore this field unless the draw is to be made from a subgrant. When that is the case, select the organization that received the subgrant from which the draw is to be made.
Activity Owner	If the name showing in this field is not the grantee who owns the activities that funds are being drawn for, select the correct organization from the dropdown.
Requested LOCCS Submission Date	If you want this voucher to be submitted to LOCCS at a future date, enter that date here.  If you leave the field blank, 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).

Field	Description
IDIS Activity ID	<p>To identify the activities for which funds are to be drawn, you may either:</p> <ul style="list-style-type: none"><li>• Input the IDIS ACTIVITY ID(s) manually.</li><li>• Click the &lt;Search for Activities&gt; button, run a search, and select the activity or activities from the search results. To select an activity, click its Select box in the last column. When you have selected all the activities you want, click the &lt;Add Selected Activities&gt; button.</li></ul> <p>Up to 60 activities may be input/selected.</p>

Once you have specified all the activity IDs for which funds are to be drawn, click the <CONTINUE> button at the top/bottom of the screen. If at least one valid activity ID has been entered, the second create voucher screen is displayed.

**CREATE VOUCHER - PAGE 2 OF 4 (DRAWDOWN AMOUNTS)**

Page 2 is displayed for each valid activity input on the previous screen. It is here that you will enter the amount to be drawn down for an activity from each available funding source.

<p>User ID: C00063                  User Role: Grantee                  Organization: TENNESSEE  <a href="#">- Logout</a></p>	<p><b>Projects/Activities</b>   <b>Funding/Drawdown</b>   Grant   Grantee/PJ   Admin   Reports</p>																		
<p><b>Drawdown</b></p> <p>Create Voucher - Page 2 of 4 (Drawdown Amounts)</p>																			
<p><b>Activity Funding</b>  <a href="#">- Search</a></p> <p><b>Drawdown</b>  <a href="#">- Create Voucher</a>  <a href="#">- Search Voucher</a>  <a href="#">- Approve Voucher</a></p> <p><b>Receipt</b>  <a href="#">- Add</a>  <a href="#">- Search</a>  <a href="#">- Search Accounts</a></p> <p><b>Utilities</b>  <a href="#">- Home</a>  <a href="#">- Data Downloads</a>  <a href="#">- Print Page</a>  <a href="#">- Help</a></p> <p><b>Links</b>  <a href="#">- PDF Viewer</a>  <a href="#">- Support</a>  <a href="#">- CPD Home</a>  <a href="#">- RAMPS</a>  <a href="#">- HUD Home</a></p>	<p style="text-align: center;"> <a href="#">Return to Select Activities</a>   <a href="#">Confirm Voucher</a>   <a href="#">Cancel Voucher</a> </p> <hr/> <p><b>Activity 1 of 3</b>  <b>IDIS Activity ID:</b> 10493  <b>Activity Name:</b> TIPTON COUNTY 03J WATER</p> <p><b>Voucher Created For:</b> TENNESSEE  <b>Grantee/PJ Activity ID:</b> GG-09-27682-00</p> <p><b>Activity Owner:</b> TENNESSEE</p> <p><b>Available Drawdown Amounts for This Activity</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Recipient Name</th> <th>Program</th> <th>Fund Type</th> <th>Source Name</th> <th>Source Type</th> <th>Prior Year</th> <th>Funded Amount</th> <th>Available to Draw</th> <th>Drawdown Amount</th> </tr> </thead> <tbody> <tr> <td>TENNESSEE</td> <td>CDBG</td> <td>EN</td> <td>HUD</td> <td>DC</td> <td>N</td> <td>\$468,500.00</td> <td>\$468,500.00</td> <td>\$ <input type="text" value="0"/></td> </tr> </tbody> </table> <p style="text-align: center;"> <a href="#">Previous Activity</a>   <a href="#">Next Activity</a> </p> <p><b>Progress by Activity ID</b>                  Entered:                  Not Entered: 10493 (#1), 10338 (#2), 10476 (#3)                  Invalid:</p> <p style="text-align: center;"> <a href="#">Return to Select Activities</a>   <a href="#">Confirm Voucher</a>   <a href="#">Cancel Voucher</a> </p>	Recipient Name	Program	Fund Type	Source Name	Source Type	Prior Year	Funded Amount	Available to Draw	Drawdown Amount	TENNESSEE	CDBG	EN	HUD	DC	N	\$468,500.00	\$468,500.00	\$ <input type="text" value="0"/>
Recipient Name	Program	Fund Type	Source Name	Source Type	Prior Year	Funded Amount	Available to Draw	Drawdown Amount											
TENNESSEE	CDBG	EN	HUD	DC	N	\$468,500.00	\$468,500.00	\$ <input type="text" value="0"/>											

DRAWDOWN AMOUNT is the only input field on this screen. Enter amounts as dollars and cents, with or without commas. If you input a whole dollar amount, IDIS will append '.00'.

Field	Description
IDIS Activity ID	On initial display, the first valid activity ID that was input on the previous screen.  For multi-activity draws, invalid IDs are tracked in the "Progress by Activity ID" box at the bottom of the screen.
Voucher Created For	The organization for which the draw is being made.
Activity Owner	The state grantee.
Activity Name	The name of the activity for which the draw is being made.
Grantee/PJ Activity ID	The grantee's identifier for this activity.
Available Drawdown Amounts for This Activity	
Recipient Name	The recipient of this funding source.
Program	The CPD program providing this funding.

Field	Description
Fund Type	The type of this funding source. For CDBG states: <b>EN</b> Entitlement <b>AD</b> Administration Subfund <b>PI</b> Program Income <b>RL</b> Revolving Loan Fund <b>SF</b> State Revolving Fund <b>SU</b> Subgrant Subfund <b>TA</b> Technical Assistance
Source Name	For state grantees, <b>HUD</b> ; for subgrantees, the organization that provided the subgrant.
Source Type	For state CDBG, the fourth and fifth characters of the CDBG grant number— <b>DC</b> (CDBG State), <b>DH</b> (Hawaiian counties), or <b>DY</b> (CDBG Recovery).
Prior Year	This field can be changed only if the REQUESTED LOCCS SUBMISSION DATE of the voucher is within the first 90 days of your program year. If you want the draw to be attributed to the previous program year, select <b>Yes</b> .
Funded Amount	The amount committed to this activity from this funding source.
Available to Draw	The amount still available to draw from this funding source, equal to FUNDED AMOUNT minus the amount already drawn.
Drawdown Amount	Enter the amount to be drawn from this funding source for this activity.
Progress by Activity ID	
Entered	Activities for which a draw amount has already been input.
Not Entered	Activities for which a draw amount has not yet been input.
Invalid	Activities for which you will not be allowed to input a draw amount.  For a multi-activity draw, this is the only “message” notifying you that for some reason a draw request cannot be made for an activity.

For multi-address draws, use the <Next Activity> and <Previous Activity> buttons to page among the activities.

Once you have input and verified all draw amounts, click the <Confirm Voucher> button.

**Caution!** Once you click the <Confirm Voucher> button, the only options are to generate the voucher or cancel it entirely.

**CREATE VOUCHER - PAGE 3 OF 4 (CONFIRMATION)**

This screen displays the draw amounts by funding source for each activity. You can choose either to generate or cancel the voucher:

<p><b>User ID:</b> C00063  <b>User Role:</b> Grantee  <b>Organization:</b> TENNESSEE  <a href="#">- Logout</a></p> <p><b>Activity Funding</b>  <a href="#">- Search</a></p> <p><b>Drawdown</b>  <a href="#">- Create Voucher</a>  <a href="#">- Search Voucher</a>  <a href="#">- Approve Voucher</a></p> <p><b>Receipt</b>  <a href="#">- Add</a>  <a href="#">- Search</a>  <a href="#">- Search Accounts</a></p> <p><b>Utilities</b>  <a href="#">- Home</a>  <a href="#">- Data Downloads</a>  <a href="#">- Print Page</a>  <a href="#">- Help</a></p> <p><b>Links</b>  <a href="#">- PDF Viewer</a>  <a href="#">- Support</a>  <a href="#">- CPD Home</a>  <a href="#">- RAMPS</a>  <a href="#">- HUD Home</a></p>	<p><b>Projects/Activities</b>   <b>Funding/Drawdown</b>   <b>Grant</b>   <b>Grantee/PJ</b>   <b>Admin</b>   <b>Reports</b></p> <p><b>Drawdown</b></p> <p><b>Create Voucher - Page 3 of 4 (Confirmation)</b></p> <p>• Click "Generate Voucher" to complete voucher creation</p> <p><input type="button" value="Generate Voucher"/>   <input type="button" value="Cancel Voucher"/></p> <p><b>Voucher Created For:</b> TENNESSEE</p> <p><b>Requested LOCCS Submission Date:</b>  <input type="text"/> <small>Select Date (mm/dd/yyyy)</small></p> <p><b>Activity Owner:</b> TENNESSEE</p> <p><b>Voucher Details</b></p> <table border="1"> <thead> <tr> <th>Line Item #</th> <th>IDIS Actv ID</th> <th>Activity Name</th> <th>Program</th> <th>Grant Year</th> <th>Fund Type</th> <th>Source Name</th> <th>Source Type</th> <th>Recipient Name</th> <th>Prior Year</th> <th>Drawdown Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10493</td> <td>TIPTON COUNTY 03J WATER</td> <td>CDBG</td> <td>2006</td> <td>EN</td> <td>HUD</td> <td>DC</td> <td>TENNESSEE</td> <td>N</td> <td>\$40,724.00</td> </tr> <tr> <td>2</td> <td>10476</td> <td>HOUSTON COUNTY 21A ADMIN</td> <td>CDBG</td> <td>2006</td> <td>EN</td> <td>HUD</td> <td>DC</td> <td>TENNESSEE</td> <td>N</td> <td>\$1,500.00</td> </tr> <tr> <td colspan="10" style="text-align: right;"><b>Total</b></td> <td>\$42,224.00</td> </tr> </tbody> </table> <p><input type="button" value="Generate Voucher"/>   <input type="button" value="Cancel Voucher"/></p>	Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	1	10493	TIPTON COUNTY 03J WATER	CDBG	2006	EN	HUD	DC	TENNESSEE	N	\$40,724.00	2	10476	HOUSTON COUNTY 21A ADMIN	CDBG	2006	EN	HUD	DC	TENNESSEE	N	\$1,500.00	<b>Total</b>										\$42,224.00
Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount																																			
1	10493	TIPTON COUNTY 03J WATER	CDBG	2006	EN	HUD	DC	TENNESSEE	N	\$40,724.00																																			
2	10476	HOUSTON COUNTY 21A ADMIN	CDBG	2006	EN	HUD	DC	TENNESSEE	N	\$1,500.00																																			
<b>Total</b>										\$42,224.00																																			

Field	Description
Voucher Created For	The organization for which the draw is being made.
Activity Owner	The state grantee.
Requested LOCCS Submission Date	If a submission date was entered on Page 1, it is displayed here and may be changed. If the field is left blank, the voucher will be submitted to LOCCS the same day it is approved (unless the approver changes the submission date for one or more line items).
Voucher Details	
Line Item #	A 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 for which draws have been requested, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
IDIS Actv ID	The ID of the activity for which the draw is being made.
Activity Name	The name of the activity for which the draw is being made.
Program	The CPD program whose funds are being drawn.
Grant Year	The year of the grant (the second and third characters of a CDBG grant number) or receipt account from which the DRAWDOWN AMOUNT will be taken.



Field	Description
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken. For CDBG states:  <b>EN</b> Entitlement <b>AD</b> Administration Subfund <b>PI</b> Program Income <b>RL</b> Revolving Loan Fund <b>SF</b> State Revolving Fund <b>SU</b> Subgrant Subfund <b>TA</b> Technical Assistance
Source Name	For state grantees, <b>HUD</b> ; for subgrantees, the organization that provided the subgrant.
Source Type	For state CDBG, the fourth and fifth characters of the CDBG grant number— <b>DC</b> (CDBG State), <b>DH</b> (Hawaiian counties), or <b>DY</b> (CDBG Recovery).
Recipient Name	The recipient of this funding source.
Prior Year	<b>Yes</b> or <b>No</b> , depending on the answer you input on Page 2.
Drawdown Amount	The amount that will be drawn down from this funding source.

If an activity number, funding source, or draw amount is not as you want it, press the <Cancel Voucher > button. The Page 1 create voucher screen is displayed.

Otherwise, click the <Generate Voucher> button to display the final screen.

**CREATE VOUCHER - PAGE 4 OF 4 (VIEW)**

The last create voucher screen is read-only:

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

**User ID:** C00063  
**User Role:** Grantee  
**Organization:** TENNESSEE  
[- Logout](#)

**Activity Funding**  
[- Search](#)

**Drawdown**  
[- Create Voucher](#)  
[- Search Voucher](#)  
[- Approve Voucher](#)

**Receipt**  
[- Add](#)  
[- Search](#)  
[- Search Accounts](#)

**Utilities**  
[- Home](#)  
[- Data Downloads](#)  
[- Print Page](#)  
[- Help](#)

**Links**  
[- PDF Viewer](#)  
[- Support](#)  
[- CPD Home](#)  
[- RAMPS](#)  
[- HUD Home](#)

**Drawdown**  
**Create Voucher - Page 4 of 4 (View)**

- Voucher created successfully

[Return to Create Voucher](#)

**Voucher Created For:** TENNESSEE      **IDIS Voucher #:** 5014070

**Activity Owner:** TENNESSEE      **Created By:** C00063

**Requested LOCCS Submission Date:**      **Creation Date:** 12/09/2009

**Voucher Details**

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	10493	TIPTON COUNTY 03J WATER	CDBG	2006	EN	HUD	DC	TENNESSEE	N	\$40,724.00
2	10476	HOUSTON COUNTY 21A ADMIN	CDBG	2006	EN	HUD	DC	TENNESSEE	N	\$1,500.00
<b>Total</b>										<b>\$42,224.00</b>

[Return to Create Voucher](#)

Field	Description
Voucher Created for, Activity Owner, Requested LOCCS Submission Date	Same as previous screen.
IDIS Voucher #	The voucher number is system-generated.
Created By	The IDIS user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated.
Voucher Details fields	Same as previous screen.
Total	The total amount of the voucher.

## APPROVE VOUCHERS

Two security rules are applied to the approval of all vouchers in IDIS OnLine:

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

To access the approval function, click the Drawdown [Approve Vouchers](#) link on any Funding/Drawdown screen to display the Search Vouchers for Approval screen.

### SEARCH VOUCHERS FOR APPROVAL SCREEN

Specify as many or as few search criteria as you wish to retrieve the vouchers to be approved:

User ID: C09474 User Role: Grantee Organization: TENNESSEE	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports												
- <a href="#">Logout</a>	<b>Drawdown</b>																	
<b>Activity Funding</b> - <a href="#">Search</a>	<b>Search Vouchers For Approval</b>																	
<b>Drawdown</b> - <a href="#">Create Voucher</a> - <a href="#">Search Voucher</a> - <a href="#">Approve Voucher</a>	<table border="1"> <thead> <tr> <th colspan="3">Search Criteria</th> </tr> </thead> <tbody> <tr> <td>IDIS Voucher #: <input type="text"/></td> <td>IDIS Activity ID: <input type="text"/></td> <td>Activity Owner: TENNESSEE</td> </tr> <tr> <td>Earliest Creation Date: <input type="text"/> <small>Select Date (mm/dd/yyyy)</small></td> <td>Line Item Status: Open</td> <td></td> </tr> <tr> <td colspan="3"> <input type="button" value="Search"/>   <input type="button" value="Reset"/> </td> </tr> </tbody> </table>						Search Criteria			IDIS Voucher #: <input type="text"/>	IDIS Activity ID: <input type="text"/>	Activity Owner: TENNESSEE	Earliest Creation Date: <input type="text"/> <small>Select Date (mm/dd/yyyy)</small>	Line Item Status: Open		<input type="button" value="Search"/>   <input type="button" value="Reset"/>		
Search Criteria																		
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Earliest Creation Date: <input type="text"/> <small>Select Date (mm/dd/yyyy)</small>	Line Item Status: Open																	
<input type="button" value="Search"/>   <input type="button" value="Reset"/>																		
<b>Receipt</b> - <a href="#">Add</a> - <a href="#">Search</a> - <a href="#">Search Accounts</a>																		

Field	Description
IDIS Voucher #	Enter a voucher number to limit the results to one voucher (fuzzy searches are not allowed).
Earliest Creation Date	Enter a date to limit the results to vouchers created on or after that date.
IDIS Activity ID	Enter an IDIS Activity ID to limit the results to vouchers with draws for that activity.
Line Item Status	The only vouchers that can be approved are ones with a status of <b>Open</b> .
Activity Owner	The state grantee.

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

<b>User ID:</b> C09474 <b>User Role:</b> Grantee <b>Organization:</b> TENNESSEE <a href="#">- Logout</a>	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports																								
	<b>Drawdown</b>																													
	<b>Search Vouchers For Approval</b>																													
	<b>Search Criteria</b> <b>IDIS Voucher #:</b> <input type="text" value="5014070"/> <b>IDIS Activity ID:</b> <input type="text"/> <b>Activity Owner:</b> TENNESSEE																													
	<b>Earliest Creation Date:</b> <input type="text"/> <small>Select Date (mm/dd/yyyy)</small> <b>Line Item Status:</b> Open																													
	<input type="button" value="Search"/>   <input type="button" value="Reset"/>																													
<b>Activity Funding</b> <a href="#">- Search</a>	<b>Results Page 1 of 1 (2 voucher line items found)</b>																													
<b>Drawdown</b> <a href="#">- Create Voucher</a> <a href="#">- Search Voucher</a> <a href="#">- Approve Voucher</a>	<table border="1"> <thead> <tr> <th style="color: blue; text-decoration: underline;">IDIS Voucher #</th> <th style="color: blue; text-decoration: underline;">Line Item #</th> <th style="color: blue; text-decoration: underline;">Creation Date</th> <th style="color: blue; text-decoration: underline;">IDIS Actv ID</th> <th style="color: blue; text-decoration: underline;">Activity Name</th> <th style="color: blue; text-decoration: underline;">Line Item Status</th> <th style="color: blue; text-decoration: underline;">Drawdown Amount</th> <th style="color: blue; text-decoration: underline;">Action</th> </tr> </thead> <tbody> <tr> <td>5014070</td> <td>1</td> <td>12/09/2009</td> <td>10493</td> <td>TIPTON COUNTY 03J WATER</td> <td>Open</td> <td>\$40,724.00</td> <td><a href="#">Maintain-Approve</a>   <a href="#">View</a></td> </tr> <tr> <td>5014070</td> <td>2</td> <td>12/09/2009</td> <td>10476</td> <td>HOUSTON COUNTY 21A ADMIN</td> <td>Open</td> <td>\$1,500.00</td> <td><a href="#">Maintain-Approve</a>   <a href="#">View</a></td> </tr> </tbody> </table>						IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Activity Name	Line Item Status	Drawdown Amount	Action	5014070	1	12/09/2009	10493	TIPTON COUNTY 03J WATER	Open	\$40,724.00	<a href="#">Maintain-Approve</a>   <a href="#">View</a>	5014070	2	12/09/2009	10476	HOUSTON COUNTY 21A ADMIN	Open	\$1,500.00	<a href="#">Maintain-Approve</a>   <a href="#">View</a>
IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Activity Name	Line Item Status	Drawdown Amount	Action																							
5014070	1	12/09/2009	10493	TIPTON COUNTY 03J WATER	Open	\$40,724.00	<a href="#">Maintain-Approve</a>   <a href="#">View</a>																							
5014070	2	12/09/2009	10476	HOUSTON COUNTY 21A ADMIN	Open	\$1,500.00	<a href="#">Maintain-Approve</a>   <a href="#">View</a>																							
<b>Receipt</b> <a href="#">- Add</a> <a href="#">- Search</a> <a href="#">- Search Accounts</a>																														
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<b>Links</b> <a href="#">- PDF Viewer</a> <a href="#">- Support</a>																														

On initial display, the results are sorted by IDIS VOUCHER # and LINE ITEM #. You can change both the sort field and the sort order by clicking on any column header that is in blue and underlined.

Field	Description
IDIS Voucher #	The system-assigned voucher number.
Line Item #	The system-assigned line item number. The number of line items in a voucher is determined by IDIS and depends on the number of activities for which draws have been requested, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
Creation Date	The date the voucher was generated in IDIS OnLine.
IDIS Actv ID	The ID of the activity for which a draw has been requested.
Activity Name	The name of that activity.
Line Item Status	The only vouchers that can be approved are ones with a status of <b>Open</b> .
Drawdown Amount	The amount of the draw request for this line item.

Click the [Maintain-Approve](#) link for the first line item to display the Maintain and Approve Voucher screen.

### MAINTAIN AND APPROVE VOUCHER SCREEN

This screen provides access to the approve, revise, cancel, and view functions for draws. Because the subject of this section is approving draws, only it is explained below. The others are covered starting on page 5-17.

ID: C09474		Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports						
<b>Role:</b> ee <b>Organization:</b> ESSEE <a href="#">out</a>		<b>Drawdown</b> Maintain and Approve Voucher											
<b>Activity Funding</b> <a href="#">rch</a>		<input type="button" value="Return to Search Vouchers"/>											
<b>Drawdown</b> <a href="#">ate Voucher</a> <a href="#">rch Voucher</a> <a href="#">rove Voucher</a>		<b>Voucher Created For:</b> TENNESSEE			<b>IDIS Voucher #:</b> 5014070								
<b>Activity Owner:</b> TENNESSEE		<b>Created By:</b> C00063			<b>Creation Date:</b> 12/09/2009								
<b>ipt</b> <a href="#">rch</a> <a href="#">rch Accounts</a>		<b>Voucher Details</b>											
Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	10493	TIPTON COUNTY 03J WATER	CDBG	2006	EN	HUD	DC	TENNESSEE	N	\$40,724.00	Open	12/09/2009	<a href="#">Approve</a>   <a href="#">Revise</a> <a href="#">Cancel</a>   <a href="#">View</a>
2	10476	HOUSTON COUNTY 21A ADMIN	CDBG	2006	EN	HUD	DC	TENNESSEE	N	\$1,500.00	Open	12/09/2009	<a href="#">Approve</a>   <a href="#">Revise</a> <a href="#">Cancel</a>   <a href="#">View</a>
Set all submission dates to: (mm/dd/yyyy) <input type="text"/> <input type="button" value="Approve All Line Items"/>													

Field	Description
Voucher Created for Activity Owner IDIS Voucher # Created By Creation Date	See page 5-8 for a description of these fields.
Voucher Details	
Line Item # through Drawdown Amount	See pages 5-6 and 5-7 for definitions of these fields.
Line Item Status	The only vouchers that can be approved are ones with a status of <b>Open</b> .
Submission Date	This will be today's date, unless the person who created the draw input a different one.
Action	The Approve link is displayed provided (1) you are authorized to approve vouchers and (2) you did not create the voucher. You can click an <u>Approve</u> link here to approve line items one at a time (see next page for more details).
Set all submission dates to:	To change the SUBMISSION DATE for all line items in a voucher, enter that date here.
<Approve All Line Items> button	To approve all line items at once, click this button. See next page for additional information.

## Approving All Line Items at Once

To approve all the line items at once:

- If you like, specify a submission date in the input field at the bottom of the screen. If you leave it blank, it will be set to today's date for all line items.
- Click the <Approve All Line Items> button next to it.
- A message asking "Are you sure you want to approve all line items?" is displayed. Click <OK> or <Cancel>, as appropriate.

When you click <OK>, the Maintain and Approve Voucher screen is redisplayed.

The screenshot shows the 'Maintain and Approve Voucher' screen. At the top, there are navigation tabs: Projects/Activities, Funding/Drawdown (selected), Grant, Grantee/PJ, Admin, and Reports. Below the tabs, the title 'Drawdown' is displayed. The main heading is 'Maintain and Approve Voucher'. A message indicates 'Voucher items approved successfully'. A 'Return to Search Vouchers' button is present. Below this, voucher details are shown: 'Voucher Created For: TENNESSEE', 'IDIS Voucher #: 5014070', 'Activity Owner: TENNESSEE', 'Created By: C00063', and 'Creation Date: 12/09/2009'. A 'Voucher Details' table follows, with columns for Line Item #, IDIS Actv ID, Activity Name, Program, Grant Year, Fund Type, Source Name, Source Type, Recipient Name, Prior Year, Drawdown Amount, Line Item Status, Submission Date, and Action. Two rows are visible, both with 'Approved' status. The 'Line Item Status' and 'Action' columns for both rows are circled in red. The 'Action' column contains links for 'Revoke | Cancel | View'. A second 'Return to Search Vouchers' button is at the bottom.

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	10493	TIPTON COUNTY 03J WATER	CDBG	2006	EN	HUD	DC	TENNESSEE	N	\$40,724.00	Approved	12/09/2009	Revoke   Cancel   View
2	10476	HOUSTON COUNTY 21A ADMIN	CDBG	2006	EN	HUD	DC	TENNESSEE	N	\$1,500.00	Approved	12/09/2009	Revoke   Cancel   View

Notice that the Line Item Status column has been updated to "Approved" and the links in the Action column have changed to Revoke, Cancel, and View. "Revoke" here means to revoke approval and set the status of the line item back to "Open."

## Approving Line Items One at a Time

Click the Approve link in the Action column of the line item you want to approve (see screen print on previous page). The Confirm Voucher Line Item screen is displayed.

## CONFIRM VOUCHER LINE ITEM SCREEN

To approve a line item, change the SUBMISSION DATE if you like, and then click the <Approve This Line Item> button (circled on the screen print below):

Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports																								
<b>User ID:</b> C00063 <b>User Role:</b> Grantee <b>Organization:</b> TENNESSEE <a href="#">- Logout</a>																													
<b>Drawdown</b>																													
<b>Confirm Voucher Line Item Approval</b>																													
<a href="#">Approve This Line Item</a>   <a href="#">Return to Maintain and Approve Voucher</a>																													
<b>Activity Funding</b> <a href="#">- Search</a>		<b>Voucher Created For:</b> TENNESSEE		<b>IDIS Voucher # / Line Item Grant #:</b> #: 5014072/1      B06DC470001																									
<b>Drawdown</b> <a href="#">- Create Voucher</a> <a href="#">- Search Voucher</a> <a href="#">- Approve Voucher</a>		<b>Activity Owner:</b> TENNESSEE		<b>Transaction Type:</b> Payment																									
<b>Receipt</b> <a href="#">- Add</a> <a href="#">- Search</a> <a href="#">- Search Accounts</a>		<b>Created By:</b> C09474		<b>Approved By:</b> TENNESSEE																									
<b>Utilities</b> <a href="#">- Home</a> <a href="#">- Data Downloads</a> <a href="#">- Print Page</a> <a href="#">- Help</a>		<b>Creation Date:</b> 12/09/2009		<b>Approval Date:</b>																									
<b>Links</b> <a href="#">- PDF Viewer</a> <a href="#">- Support</a> <a href="#">- CPD Home</a> <a href="#">- RAMPS</a> <a href="#">- HUD Home</a>		<b>IDIS Information</b> <b>IDIS Status:</b> Voucher created but not yet approved in IDIS <b>Batch #:</b> <b>Batch Date:</b> <b>LOCCS Control #:</b> <b>LOCCS Status:</b> Blank		<b>LOCCS Confirmation Information</b> <b>Confirm Batch #:</b> <b>Confirm Batch Date:</b> <b>Confirmation Code:</b> <b>Pay Method:</b> <b>Payment Date:</b> <b>Schedule #:</b> <b>Reschedule:</b> <b>Effective Date:</b>																									
<b>Voucher Update</b> <b>Voucher Updated By:</b> C09474 <b>Date Updated:</b> 12/09/2009 <b>Special Remarks:</b>																													
<b>Line Item</b> <table border="1"> <thead> <tr> <th>IDIS Actv ID</th> <th>Activity Name</th> <th>Program</th> <th>Grant Year</th> <th>Fund Type</th> <th>Source Name</th> <th>Source Type</th> <th>Recipient Name</th> <th>Prior Year</th> <th>Drawdown Amount</th> <th>Line Item Status</th> <th>Submission Date</th> </tr> </thead> <tbody> <tr> <td>10493</td> <td>TIPTON COUNTY 03J WATER</td> <td>CDBG</td> <td>2006</td> <td>EN</td> <td>HUD</td> <td>DC</td> <td>TENNESSEE</td> <td>N</td> <td>\$40,724.00</td> <td>Open</td> <td> <input type="text" value="12/09/2009"/>  <small>(mm/dd/yyyy)</small>  <a href="#">Select Date</a> </td> </tr> </tbody> </table>						IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date	10493	TIPTON COUNTY 03J WATER	CDBG	2006	EN	HUD	DC	TENNESSEE	N	\$40,724.00	Open	<input type="text" value="12/09/2009"/> <small>(mm/dd/yyyy)</small> <a href="#">Select Date</a>
IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date																		
10493	TIPTON COUNTY 03J WATER	CDBG	2006	EN	HUD	DC	TENNESSEE	N	\$40,724.00	Open	<input type="text" value="12/09/2009"/> <small>(mm/dd/yyyy)</small> <a href="#">Select Date</a>																		
<a href="#">Approve This Line Item</a>   <a href="#">Return to Maintain and Approve Voucher</a>																													

Field	Description
Voucher Created for	The organization for which the draw is being made.
Activity Owner	The state grantee.
IDIS Voucher #/Line Item #	The voucher number and line item number.
Created By	The ID of the user who created this voucher or "Unknown."
Creation Date	The date the voucher was generated in IDIS OnLine.
Grant #	The specific grant from which the funds for this line item were drawn.
Approved By	The ID of the user who approved this line item.
Approval Date	The date the line item was approved in IDIS OnLine.
Transaction Type	Adjustment, Collection, Manual Payment, Payment, or Receivable.

Field	Description
Pay To	The organization that receives the wire transfers of funds drawn down from the grant.
IDIS Information	
IDIS Status	Self-explanatory.
LOCCS Status	Self-explanatory.
Voucher Update	
Voucher Updated By	The IDIS user ID of the person who last updated this voucher.
Date Updated	The date the last update was made.
Special Remarks	How and where the "special remarks" are input have not yet been identified.
LOCCS Information	All blank because the just-approved voucher has not yet been sent to LOCCS.
Line Item fields	See pages 5-6 and 5-7 for definitions of these fields.



## EDIT/VIEW VOUCHERS

To edit or view a voucher, you must first conduct a search to retrieve it. Click the [Drawdown Search Voucher](#) link on any Funding/Drawdown screen to display the Search Vouchers screen.

### SEARCH VOUCHERS SCREEN

Specify as many or as few search criteria as you wish to retrieve the voucher(s) to be updated or viewed:

This search screen and the Search Vouchers for Approvals screen shown on page 5-10 are identical except that you can search by LINE ITEM STATUS here. The statuses are:

Status	Definition
Open	The initial status of a voucher, assigned when it is created.
Approved	Approved for submission to LOCCS.
Completed	Paid through LOCCS.
Revised	All or a portion of the drawn amount has been allotted to another activity.
Rejected	Rejected by LOCCS.
Pending	Awaiting a response from LOCCS.
Cancelled	An Open voucher/line item cancelled by the grantee.
Converted	An Approved voucher created by the IDIS conversion process.
L-Cancelled	Approved in IDIS and later cancelled by LOCCS.
On Hold	Sent to LOCCS and being held in LOCCS for resubmission to Treasury.
Rescheduled	Sent to LOCCS, will be either approved or rejected at a later date.

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

<p><b>User ID:</b> C00063  <b>User Role:</b> Grantee  <b>Organization:</b>          TENNESSEE</p> <p>- <a href="#">Logout</a></p> <hr/> <p><b>Activity Funding</b>          - <a href="#">Search</a></p> <hr/> <p><b>Drawdown</b>          - <a href="#">Create Voucher</a>          - <a href="#">Search Voucher</a>          - <a href="#">Approve Voucher</a></p> <hr/> <p><b>Receipt</b>          - <a href="#">Add</a>          - <a href="#">Search</a>          - <a href="#">Search Accounts</a></p> <hr/> <p><b>Utilities</b>          - <a href="#">Home</a>          - <a href="#">Data Downloads</a>          - <a href="#">Print Page</a>          - <a href="#">Help</a></p> <hr/> <p><b>Links</b>          - <a href="#">PDF Viewer</a>          - <a href="#">Support</a>          - <a href="#">CPD Home</a>          - <a href="#">RAMPS</a>          - <a href="#">HUD Home</a></p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="background-color: #003366; color: white;">Projects/Activities</th> <th style="background-color: #FFD700;">Funding/Drawdown</th> <th style="background-color: #003366; color: white;">Grant</th> <th style="background-color: #003366; color: white;">Grantee/PJ</th> <th style="background-color: #003366; color: white;">Admin</th> <th style="background-color: #003366; color: white;">Reports</th> </tr> </table> <p style="text-align: left; margin-top: 10px;"><b>Drawdown</b></p> <p><b>Search Vouchers</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>Search Criteria</b>  <small>*Indicates Required Field</small></p> <table style="width:100%; border: none;"> <tr> <td style="width:33%;"><b>IDIS Voucher #:</b> <input style="width:90%;" type="text"/></td> <td style="width:33%;"><b>IDIS Activity ID:</b> <input style="width:90%;" type="text"/></td> <td style="width:33%;"><b>Activity Owner:</b> TENNESSEE</td> </tr> <tr> <td><b>Earliest Creation Date:</b> 01/01/2009 <small>Select Date (mm/dd/yyyy)</small></td> <td><b>Line Item Status:</b> Select <input type="button" value="v"/></td> <td></td> </tr> </table> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="Search"/>   <input type="button" value="Reset"/> </p> </div> <p style="margin-top: 10px;"><b>Results Page 1 of 164 (1,638 voucher line items found)</b></p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="color: blue; text-decoration: underline;">IDIS Voucher #</th> <th style="color: blue; text-decoration: underline;">Line Item #</th> <th style="color: blue; text-decoration: underline;">Creation Date</th> <th style="color: blue; text-decoration: underline;">IDIS Actv ID</th> <th style="color: blue; text-decoration: underline;">Activity Name</th> <th style="color: blue; text-decoration: underline;">Line Item Status</th> <th style="color: blue; text-decoration: underline;">Drawdown Amount</th> <th style="color: blue; text-decoration: underline;">Action</th> </tr> </thead> <tbody> <tr><td>1624010</td><td>1</td><td>01/05/2009</td><td>10079</td><td>FOOTHILLS CDC / SARA SPRADLIN</td><td>Completed</td><td>\$30,016.45</td><td><a href="#">Maintain-Approve</a>   <a href="#">View</a></td></tr> <tr><td>1624010</td><td>2</td><td>01/05/2009</td><td>10080</td><td>FOOTHILLS CDC / BONNIE SULLIVAN</td><td>Completed</td><td>\$22,675.52</td><td><a href="#">Maintain-Approve</a>   <a href="#">View</a></td></tr> <tr><td>1624010</td><td>3</td><td>01/05/2009</td><td>10077</td><td>FOOTHILLS CDC / SHAWNA DILBECK</td><td>Completed</td><td>\$29,259.36</td><td><a href="#">Maintain-Approve</a>   <a href="#">View</a></td></tr> <tr><td>1624011</td><td>1</td><td>01/05/2009</td><td>1356</td><td>ADMIN/BLAINE</td><td>Completed</td><td>\$2,302.59</td><td><a href="#">Maintain-Approve</a>   <a href="#">View</a></td></tr> <tr><td>1624011</td><td>2</td><td>01/05/2009</td><td>9834</td><td>BLAINE / MACK &amp; 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text-align: center;"> <a href="#">1</a> <a href="#">2</a> <a href="#">3</a> <a href="#">4</a> <a href="#">5</a> <a href="#">[Next 10 Results]</a> </p>	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports	<b>IDIS Voucher #:</b> <input style="width:90%;" type="text"/>	<b>IDIS Activity ID:</b> <input style="width:90%;" type="text"/>	<b>Activity Owner:</b> TENNESSEE	<b>Earliest Creation Date:</b> 01/01/2009 <small>Select Date (mm/dd/yyyy)</small>	<b>Line Item Status:</b> Select <input type="button" value="v"/>		IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Activity Name	Line Item Status	Drawdown Amount	Action	1624010	1	01/05/2009	10079	FOOTHILLS CDC / SARA SPRADLIN	Completed	\$30,016.45	<a href="#">Maintain-Approve</a>   <a href="#">View</a>	1624010	2	01/05/2009	10080	FOOTHILLS CDC / BONNIE SULLIVAN	Completed	\$22,675.52	<a href="#">Maintain-Approve</a>   <a href="#">View</a>	1624010	3	01/05/2009	10077	FOOTHILLS CDC / SHAWNA DILBECK	Completed	\$29,259.36	<a href="#">Maintain-Approve</a>   <a href="#">View</a>	1624011	1	01/05/2009	1356	ADMIN/BLAINE	Completed	\$2,302.59	<a href="#">Maintain-Approve</a>   <a href="#">View</a>	1624011	2	01/05/2009	9834	BLAINE / MACK & BRENDA DYER	Completed	\$41,637.00	<a href="#">Maintain-Approve</a>   <a href="#">View</a>	1624012	1	01/05/2009	2329	ADMIN/CELINA	Completed	\$12,193.30	<a href="#">Maintain-Approve</a>   <a href="#">View</a>	1624012	2	01/05/2009	10125	CELINA/ALICE RICH	Completed	\$46,867.00	<a href="#">Maintain-Approve</a>   <a href="#">View</a>	1624012	3	01/05/2009	10124	CELINA/ANNA LONG	Completed	\$86,207.00	<a href="#">Maintain-Approve</a>   <a href="#">View</a>	1624013	1	01/05/2009	10066	FAYETTEVILLE / BETTINA GRAY	Completed	\$35,550.00	<a href="#">Maintain-Approve</a>   <a href="#">View</a>	1624013	2	01/05/2009	1717	ADMIN/FAYETTEVILLE	Completed	\$2,675.81	<a href="#">Maintain-Approve</a>   <a href="#">View</a>
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On initial display, the results are sorted by IDIS VOUCHER # and LINE ITEM #. You can change both the sort field and the sort order by clicking on any column header that is in blue and underlined.

Select any line item from the voucher you want to process by clicking its [Maintain-Approve](#) or [View](#) link in the last column.

## MAINTAIN AND APPROVE VOUCHER SCREEN

This screen provides access to the approve, revoke approval, revise, cancel, and view functions for drawdowns:

Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports								
<b>Drawdown</b> <b>Maintain and Approve Voucher</b>													
<a href="#">Return to Search Vouchers</a>													
<b>Voucher Created For:</b> TENNESSEE			<b>IDIS Voucher #:</b> 5014072										
<b>Activity Owner:</b> TENNESSEE			<b>Created By:</b> C09474										
			<b>Creation Date:</b> 12/09/2009										
<b>Voucher Details</b>													
Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	10493	TIPTON COUNTY 03J WATER	CDBG	2006	EN	HUD	DC	TENNESSEE	N	\$40,724.00	Open	12/09/2009	<a href="#">Approve</a>   <a href="#">Revise</a> <a href="#">Cancel</a>   <a href="#">View</a>
2	10476	HOUSTON COUNTY 21A ADMIN	CDBG	2006	EN	HUD	DC	TENNESSEE	N	\$1,500.00	Approved	12/09/2009	<a href="#">Revoke</a>   <a href="#">Cancel</a> <a href="#">View</a>
<a href="#">Return to Search Vouchers</a>													

The functions listed in the Action column for a line item depend on:

1. The drawdown privileges (request, approve, and/or view) assigned to your user ID. If, for example, you are only authorized to view draws, then the only option displayed will be View.
2. The LINE ITEM STATUS displayed in the third-to-last column. Examples: the Approve function won't be displayed if the line item has already been approved; neither the Approve or Cancel function will be displayed for a completed line item.
3. Whether you created the voucher. Because the user who creates a voucher cannot also approve it, the Approve option is not be displayed for the vouchers you create.
4. If you clicked the View link on the previous screen, only the View function is listed.

The Approve function has already been explained (see page 5-9). Details about the Revoke Approve, Cancel, Revise, and View functions follow.

## REVOKE APPROVAL SCREEN

Click the Revoke link for a line item to display this screen:

<b>User ID:</b> C00063 <b>User Role:</b> Grantee <b>Organization:</b> TENNESSEE <a href="#">- Logout</a>	<b>Projects/Activities</b>	<b>Funding/Drawdown</b>	<b>Grant</b>	<b>Grantee/PJ</b>	<b>Admin</b>	<b>Reports</b>
<b>Activity Funding</b> <a href="#">- Search</a>	<b>Drawdown</b>					
<b>Drawdown</b> <a href="#">- Create Voucher</a> <a href="#">- Search Voucher</a> <a href="#">- Approve Voucher</a>	<b>Confirm Voucher Line Item Revocation</b>					
<b>Receipt</b> <a href="#">- Add</a> <a href="#">- Search</a> <a href="#">- Search Accounts</a>	Are you sure you want to revoke the selected voucher line item?					
	<input type="button" value="Revoke This Line Item"/>   <input type="button" value="Return to Maintain and Approve Voucher"/>					

Click the <Revoke This Line Item> button to revoke approval.

Currently, approval must be revoked line item by line item.

**CANCEL LINE ITEM SCREEN**

Click the [Cancel](#) link for a line item to display this screen:

<b>User ID:</b> C00063 <b>User Role:</b> Grantee <b>Organization:</b> TENNESSEE  - <a href="#">Logout</a>	<b>Projects/Activities</b>   <b>Funding/Drawdown</b>   <b>Grant</b>   <b>Grantee/PJ</b>   <b>Admin</b>   <b>Reports</b>
<b>Activity Funding</b> - <a href="#">Search</a>	<b>Drawdown</b> <b>Confirm Voucher Line Item Cancellation</b> Are you sure you want to cancel the selected voucher line item?  <input type="button" value="Cancel This Line Item"/>   <input type="button" value="Return to Maintain and Approve Voucher"/>
<b>Drawdown</b> - <a href="#">Create Voucher</a> - <a href="#">Search Voucher</a> - <a href="#">Approve Voucher</a>	
<b>Receipt</b> - <a href="#">Add</a> - <a href="#">Search</a> - <a href="#">Search Accounts</a>	

Click the <Cancel This Line Item> button to perform the cancellation.

Currently, the line items in a voucher have to be cancelled one at a time.

## REVISE VOUCHER LINE ITEM SCREEN

Drawdowns with a status of **Open** or **Completed** may be revised. Revision of a draw lets you assign all or part of a draw to another activity. The activity to which the draw is being revised 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 online. Please contact the TAU for assistance when this type of revision is necessary.

On the Maintain and Approve Voucher screen, click the line item's Revise link to display this screen:

**User ID:** C00063  
**User Role:** Grantee  
**Organization:** TENNESSEE  
[- Logout](#)

**Activity Funding**  
[- Search](#)

**Drawdown**  
[- Create Voucher](#)  
[- Search Voucher](#)  
[- Approve Voucher](#)

**Receipt**  
[- Add](#)  
[- Search](#)  
[- Search Accounts](#)

**Utilities**  
[- Home](#)  
[- Data Downloads](#)  
[- Print Page](#)  
[- Help](#)

**Links**  
[- PDF Viewer](#)  
[- Support](#)  
[- CPD Home](#)  
[- RAMPS](#)  
[- HUD Home](#)

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

**Drawdown**  
**Revise Voucher Line Item**

[Save](#) | [Return to Maintain and Approve Voucher](#)

**Voucher Created For:** TENNESSEE  
**IDIS Voucher # / Line Item Grant #:** 5014072/1 B06DC470001  
**Transaction Type:** Payment  
**Activity Owner:** TENNESSEE  
**Created By:** C09474  
**Approved By:** C00063  
**Pay To:** TENNESSEE  
**Creation Date:** 12/09/2009  
**Approval Date:** 12/09/2009

**IDIS Information**  
**IDIS Status:** Voucher created but not yet approved in IDIS  
**Batch #:**  
**Batch Date:**  
**LOCCS Control #:**  
**LOCCS Status:** Blank

**LOCCS Confirmation Information**  
**Confirm Batch #:**  
**Confirm Batch Date:**  
**Confirmation Code:**  
**Pay Method:**  
**Payment Date:**  
**Schedule #:**  
**Reschedule:**  
**Effective Date:**

**Voucher Update**  
**Voucher Updated By:** C00063  
**Date Updated:** 12/09/2009  
**Special Remarks:**

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date
10493	TIPTON COUNTY 03J WATER	CDBG	2006	EN	HUD	DC	TENNESSEE	N	\$40,724.00	Open	12/09/2009 (mm/dd/yyyy) <a href="#">Select Date</a>

**Revise Funds to Another Activity**

IDIS Actv ID	Amount
<input type="text"/>	\$ <input type="text"/>

[Save](#) | [Return to Maintain and Approve Voucher](#)

The upper section of the screen displays the same information shown on the View Drawdown screen (see page 5-22).

In the IDIS ACTV ID field, enter the ID of the activity to which you want to apply the draw. In AMOUNT, input the amount of the draw to be applied (no commas). It cannot exceed the amount of the original draw shown in DRAWDOWN AMOUNT, and the activity to which it is being revised must have sufficient funding from the same funding source to cover the revised amount.

Click the <Save> button to make the revision and return to the Maintain and Approve Voucher screen. It shows a new line item for the draw that was revised and one or two new line items for the activity the draw was revised to.

Once the revision is completed, the status of the original draw is changed to **Revised**, and it is no longer valid. The Revised status will be shown the next time you display the voucher on the Search Vouchers screen.

## VIEW VOUCHER LINE ITEM SCREEN

Clicking the [View](#) link for a line item on the Maintain and Approve Voucher screen displays this screen:

Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports						
<b>User ID:</b> C00063 <b>User Role:</b> Grantee <b>Organization:</b> TENNESSEE <a href="#">- Logout</a>											
<b>Drawdown</b>											
<b>View Voucher Line Item</b>											
<a href="#">Return to Search Vouchers</a>   <a href="#">Return to View Voucher</a>											
<b>Voucher Created For:</b> TENNESSEE		<b>IDIS Voucher # / Line Item Grant #:</b> #: 5007840/1		<b>Transaction Type:</b> Payment							
<b>Activity Owner:</b> TENNESSEE		<b>Created By:</b> C05996		<b>Approved By:</b> C05591							
		<b>Creation Date:</b> 09/17/2009		<b>Approval Date:</b> 09/18/2009							
<b>LOCCS Control #:</b> 900000000000969		<b>LOCCS Status:</b> Voucher approved by LOCCS									
<b>IDIS Information</b> <b>IDIS Status:</b> Approved in IDIS <b>Batch #:</b> 63 <b>Batch Date:</b> 09/18/2009		<b>LOCCS Confirmation Information</b> <b>Confirm Batch #:</b> 63 <b>Confirm Batch Date:</b> 09/18/2009 <b>Confirmation Code:</b> Ok <b>Pay Method:</b> A <b>Payment Date:</b> 09/19/2009									
<b>Voucher Update</b> <b>Voucher Updated By:</b> LOCCS <b>Date Updated:</b> 09/19/2009 <b>Special Remarks:</b>		<b>Schedule #:</b> LH7278 <b>Reschedule:</b> N <b>Effective Date:</b>									
<b>Line Item</b>											
IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date
10329	COOPERHILL 03J SEWER	CDBG	2006	EN	HUD	DC	TENNESSEE	N	\$17,080.00	Completed	09/17/2009
<a href="#">Return to Search Vouchers</a>   <a href="#">Return to View Voucher</a>											

All of the fields are read-only.

Field	Description
Voucher Created for	The organization for which the draw is being made.
Activity Owner	The state grantee.
IDIS Voucher #/Line Item #	The system-generated voucher number and line item number.
Created By	The ID of the user who created this voucher or "Unknown."
Creation Date	The date the voucher was generated in IDIS OnLine.
Grant #	The specific grant from which the funds for this line item were drawn.
Approved By	The ID of the user who approved this line item.
Approval Date	The date the line item was approved in IDIS OnLine.
Transaction Type	Adjustment, Collection, Manual Payment, Payment, or Receivable.



Field	Description
Pay To	The organization that receives the wire transfers of funds drawn down from the grant.
IDIS Information	
IDIS Status	The current status of this line item in IDIS.
Batch Number	The number of the batch file containing the line item. If this field is all zeros, the drawdown request has not yet been sent to LOCCS.
Batch Date	The date the file was received by LOCCS. If this field is blank, the line item has not been received by LOCCS yet.
LOCCS Control #	
LOCCS Status	The current status of this line item in LOCCS.
Voucher Update	
Voucher Updated by	The process that last updated this line item. (C04PB02 is the program that handles voucher processing on the IDIS side.)
Date Updated	The date the voucher was last updated.
Special Remarks	How and where the "special remarks" are input have not yet been identified.
LOCCS Confirmation Information	Definitions are not yet available.
Line Item	
IDIS Actv ID	The ID of the activity for which the draw is being made.
Activity Name	The name of the activity for which the draw is being made.
Program	The CPD program whose funds are being drawn.
Grant Year	The year of the grant (the second and third characters of a CDBG grant number) or receipt account from which the DRAWDOWN AMOUNT will be taken.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken. For CDBG states: <b>EN</b> Entitlement <b>AD</b> Administration Subfund <b>PI</b> Program Income <b>RL</b> Revolving Loan Fund <b>SF</b> State Revolving Fund <b>SU</b> Subgrant Subfund <b>TA</b> Technical Assistance
Source Name	For state grantees, <b>HUD</b> ; for subgrantees, the organization that provided the subgrant.
Source Type	For state CDBG, the fourth and fifth characters of the CDBG grant number— <b>DC</b> (CDBG State), <b>DH</b> (Hawaiian counties), or <b>DY</b> (CDBG Recovery).
Recipient Name	The recipient of this funding source.

<b>Field</b>	<b>Description</b>
Prior Year	<b>Yes</b> or <b>No</b> , depending on the answer provided when the voucher was created.
Drawdown Amount	The amount that will be drawn down from this funding source.
Submission Date	The date the line item was submitted to LOCCS.

# Chapter 6

## RECEIPTING PI, RL, AND SF

This chapter explains how to record the receipt of Program Income (PI), Revolving Loan funds (RL), and State Revolving Funds (SF) in IDIS OnLine. The PI, RL, and SF you receipt here can be committed to activities and drawn down in IDIS OnLine.

### ACCESSING THE RECEIPT FUNCTIONS

Click the Funding/Drawdown tab at the top of the page you are on to display the Search for Activities to Fund screen. On it and all other Funding/Drawdown screens, links to the receipt functions you are authorized to access are listed on the left (and circled on the screen print):

The screenshot shows the IDIS OnLine interface. At the top, there are navigation tabs: Projects/Activities, Funding/Drawdown (highlighted), Grant, Grantee/PJ, Admin, and Reports. On the left sidebar, there are several menu items: User ID: C00063, User Role: Grantee, Organization: ARIZONA, - Logout; Activity Funding - Search; Drawdown - Search Voucher; Receipt (circled in red) with sub-items - Add, - Search, and - Search Accounts; Utilities with sub-items - Home, - Data Downloads, - Print Page, and - Help; and Links with sub-items - PDF Viewer, - Support, - CPD Home, - RAMPS, and - HUD Home. The main content area is titled 'Activity Funding' and 'Search for Activities to Fund'. It contains a search criteria form with the following fields: Program (dropdown menu set to 'All'), IDIS Project ID (text input), Activity Status (dropdown menu set to 'All'), Activity Name (text input), IDIS Activity ID (text input), \*Activity Owner (dropdown menu set to 'ARIZONA'), Program Year (dropdown menu set to 'All'), and Grantee/PJ Activity ID (text input). At the bottom of the form are 'Search' and 'Reset' buttons.

Each receipt function—Add, Search, and Search Accounts—is discussed below.

## ADD RECEIPTS

Click the Receipt Add link on any Funding/Drawdown screen to display the Add Receipt screen:

Field	Description
Receipt Created For	For now, this is a read-only field and will always be the state grantee.
Receipt Status	This read-only field is always <b>Original</b> on the add screen.
Program	Select <b>CDBG</b> .
Program Year	This field is mislabeled. Enter the <i>grant</i> year for this PI or RL account.
Source Type	Select the source type (the fourth and fifth characters) of your CDBG grant for the Program Year you input above. For CDBG states, it will be <b>DC</b> or <b>DH</b> .
Fund Type	Select <b>PI</b> , <b>RL</b> , or <b>SF</b> , as appropriate.
Amount	Enter the amount, in dollars and cents, to be receipted. If you enter a whole-dollar amount, IDIS appends the '0.00'.

Field	Description
Receipt Type	This field is optional. None of the receipt types apply to PI, RL, or SF.
IDIS Activity ID	Optional. Input the ID of the activity that generated the funds.
Matrix Code	Required only if an IDIS ACTIVITY ID is entered. Select the matrix code of the IDIS ACTIVITY ID input above.
Estimated Amount	Required for PI and SF: If this is the first CDBG PI or SF receipt created for the PROGRAM YEAR you input, enter an estimate of the amount of CDBG-generated PI/SF you expect to receipt in that year.
Grantee Receipt #	If you want to assign your own identifier to the receipt, enter it in this optional field.
Comments	An optional field for your comments/notes.

Click the <Save> button to create the receipt or the <Reset> button to refresh the screen. Whichever is clicked, a refreshed Add Receipt screen is displayed.

If the receipt is successfully saved, a receipt number and associated grant number are displayed in a message. You may want to note the system-generated receipt number since it can be used on the Search Receipts screen. The grant number is the same as your CDBG grant for the PROGRAM YEAR you entered above.

## EDIT/VIEW RECEIPTS

To edit or view a receipt, you must first conduct a search to retrieve it. Click the Receipt [Search](#) link on any Funding/Drawdown screen to access the Search Receipts screen.

### SEARCH RECEIPTS SCREEN

Specify as many or few search criteria as you wish to retrieve the receipt(s) you want to update/view:

Field	Description
Program	Select <b>CDBG</b> .
Receipt Number	Enter a receipt number to limit the search results to one receipt. Partial searches on receipt number are not allowed.
Receipt Status	Choose one to limit the search results by status:  <b>Original</b> – receipts that have never been updated. <b>Modified</b> – receipts that have been updated. <b>Cancelled</b> – receipts that have been cancelled.
Program Year	This field is mislabeled. Enter a four-digit <i>grant</i> year.
Amount	To get any results returned, an exact amount must be input (you can, however, omit the <code>\.00</code> for a whole-dollar amount).
Receipt Created For	N/A for now—leave blank.
Fund Type	Choose an item from the dropdown to limit the results to one fund type.
Date Created	Only receipts created on or after the date input here will be retrieved.
Grantee Receipt #	Limit the results to activities with a grantee/PJ activity ID containing the text string you input here.

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

**User ID:** C00063  
**User Role:** Grantee  
**Organization:** ARIZONA  
[Logout](#)

Projects/Activities

Funding/Drawdown

Grant

Grantee/PJ

Admin

Reports

### Receipt

#### Search Receipts

**Search Criteria**  
**Program:** CDBG

**Program Year:**

**Fund Type:** All

**Receipt Number:**

**Amount:**

**Date Created:**  [Select Date](#)  
(ex: mm/dd/yyyy)

**Receipt Status:** All

**Receipt Created For:**

**Results Page 1 of 3**

Program	Program Year	Fund Type	Receipt Number	Receipt Created For	Amount	Date Created	Receipt Status	Action
CDBG	2009	SF	5002257	ARIZONA	\$5,600.00	12/11/2009	Modified	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	2009	RL	5002256	ARIZONA	\$2,000.00	12/11/2009	Original	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	2007	PI	231019	ARIZONA	\$11,871.00	01/15/2008	Original	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	2006	PI	218778	ARIZONA	\$13,530.68	07/09/2007	Original	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	2003	PI	142312	ARIZONA	\$949.84	07/14/2004	Original	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	2003	PI	139552	ARIZONA	\$1,899.68	06/15/2004	Original	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	2001	PI	137848	ARIZONA	\$13,019.00	05/20/2004	Original	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	2003	PI	137599	ARIZONA	\$949.84	05/17/2004	Original	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	2003	PI	136548	ARIZONA	\$949.84	04/30/2004	Original	<a href="#">Edit</a>   <a href="#">View</a>

On initial display, the results are sorted by PROGRAM YEAR (descending). You can change both the sort field and the sort order by clicking on any column header that is in blue and underlined.

Select the receipt you want to process by clicking its [Edit](#) or [View](#) link in the last column (only the view link will be available for cancelled receipts and for users who are not authorized to edit receipts).

Depending on which link you click, the Edit Receipt or View Receipt screen will be displayed. The two screens are very similar except, of course, that data on the view screen cannot be changed. Only the Edit Receipt screen is shown here.

## EDIT RECEIPT SCREEN

The Edit Receipt screen is quite similar to the Add Receipt screen:

		Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports								
<b>User ID:</b> C00063 <b>User Role:</b> Grantee <b>Organization:</b> ARIZONA <a href="#">- Logout</a>		<h3>Receipt</h3> <h4>Edit Receipt</h4>													
<b>Activity Funding</b> <a href="#">- Search</a>		<input type="button" value="Save"/>   <input type="button" value="Return to Search Receipts"/>   <input type="button" value="View Receipt History"/>													
<b>Drawdown</b> <a href="#">- Search Voucher</a>		<p><b>*Indicates Required Field</b></p>													
<b>Receipt</b> <a href="#">- Add</a> <a href="#">- Search</a> <a href="#">- Search Accounts</a>		<b>Receipt Created For:</b> ARIZONA		<b>Receipt Status:</b> Modified <input type="button" value="v"/>											
		<b>Receipt Number:</b> 5002257		<b>Associated Grant #:</b> B-09-DC-04-0001											
<b>Utilities</b> <a href="#">- Home</a> <a href="#">- Data Downloads</a> <a href="#">- Print Page</a> <a href="#">- Help</a>		<table border="1"> <tr> <td> <b>Receipt Program:</b>                              CDBG                         </td> <td> <b>Receipt Type:</b> </td> </tr> <tr> <td> <b>Program Year:</b>                              2009                         </td> <td> <b>IDIS Activity ID:</b>  <input type="text"/> </td> </tr> <tr> <td> <b>Source Type:</b>                              DC                         </td> <td> <b>Matrix Code:</b>                              Select Code <input type="button" value="v"/> </td> </tr> <tr> <td> <b>Fund Type:</b>                              SF                         </td> <td> <b>Grantee Receipt Number:</b>  <input type="text"/> </td> </tr> </table>						<b>Receipt Program:</b> CDBG	<b>Receipt Type:</b>	<b>Program Year:</b> 2009	<b>IDIS Activity ID:</b> <input type="text"/>	<b>Source Type:</b> DC	<b>Matrix Code:</b> Select Code <input type="button" value="v"/>	<b>Fund Type:</b> SF	<b>Grantee Receipt Number:</b> <input type="text"/>
<b>Receipt Program:</b> CDBG	<b>Receipt Type:</b>														
<b>Program Year:</b> 2009	<b>IDIS Activity ID:</b> <input type="text"/>														
<b>Source Type:</b> DC	<b>Matrix Code:</b> Select Code <input type="button" value="v"/>														
<b>Fund Type:</b> SF	<b>Grantee Receipt Number:</b> <input type="text"/>														
<b>Links</b> <a href="#">- PDF Viewer</a> <a href="#">- Support</a> <a href="#">- CPD Home</a> <a href="#">- RAMPS</a> <a href="#">- HUD Home</a>		<b>*Amount:</b> <input type="text" value="\$ 5600.00"/>													
		<b>Comments:</b> <input type="text"/>													
		<input type="button" value="Save"/>   <input type="button" value="Return to Search Receipts"/>   <input type="button" value="View Receipt History"/>													

Refer to pages 6-2 and 6-3 for definitions of the fields on this screen.

To cancel a receipt, change the RECEIPT STATUS from **Modified** to **Cancelled**, and click the <Save> button. The receipt can be cancelled only if there are sufficient funds in the PI/RL account to cover current funding and draws.

Editable fields are AMOUNT, IDIS ACTIVITY ID, MATRIX CODE, and GRANTEE RECEIPT NUMBER. The AMOUNT can be decreased only if there will still be sufficient funds in the PI/RL account to cover current funding and draws. Click the <Save> button to save your changes and return to the Search Receipts screen. If no updates are made, you must click the <Return to Search Receipts> button.



## VIEW ACCOUNTS

To view summary information about receipt accounts, click the Receipt [Search Accounts](#) link on any Funding/Drawdown screen to display the View Receipt Accounts screen:

Enter as many or few of the following search criteria as you wish to retrieve the accounts to be viewed.

Field	Description
Program	To limit the results to a particular program, select CDBG, ESG, HOME, or HOPWA.
Receipt Created For	For now, leave blank.
Program Year	To limit the results to the accounts for a particular year, enter it here.
Fund Type	Select an item from the dropdown to limit the results to a particular fund type.

Click the <Search> button to display the results:

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

**Receipt**

**View Receipt Accounts**

Search Criteria  
 Program:  Program Year:  Fund Type:

Receipt Created For:

|

Results Page 1 of 1

<u>Program</u>	<u>Source Type</u>	<u>Program Year</u>	<u>Fund Type</u>	<u>Estimated Amount</u>	<u>Receipt Created For</u>	<u>Amount</u>	<u>Drawdown Amount</u>	<u>Pending Amount</u>
CDBG	DC	2009	RL	\$0.00	ARIZONA	\$2,000.00	\$0.00	\$0.00
CDBG	DC	2009	SF	\$280,000.00	ARIZONA	\$5,600.00	\$0.00	\$0.00
CDBG	DC	2007	PI	\$11,871.00	ARIZONA	\$11,871.00	\$11,871.00	\$0.00
CDBG	DC	2006	PI	\$13,530.68	ARIZONA	\$13,530.68	\$13,530.68	\$0.00
CDBG	DC	2003	PI	\$13,000.00	ARIZONA	\$7,598.72	\$7,598.72	\$0.00
CDBG	DC	2001	PI	\$20,896.48	ARIZONA	\$44,705.63	\$44,705.63	\$0.00

The results are initially sorted by Program, Source Type, and Program Year (descending). You can change both the sort field and the sort order by clicking on any column header that is in blue and underlined.

Field	Description
Program	CDBG, ESG, HOME, or HOPWA.
Source Type	For CDBG accounts, the fourth and fifth characters of your CDBG grant for the year shown in PROGRAM YEAR.
Program Year	The program year you assigned when the first receipt was created for this PROGRAM, SOURCE TYPE, and PROGRAM YEAR.
Fund Type	For CDBG states:  <b>PI</b> Program Income <b>RC</b> Receivable <b>RE</b> Recaptured Funds <b>RL</b> Revolving Loan <b>SF</b> State Revolving Funds
Estimated Amount	The ESTIMATED AMOUNT entered when the first receipt was created for this PROGRAM, SOURCE TYPE, and PROGRAM YEAR.
Receipt Created For	For now, always the state grantee.
Amount	The sum of all amounts received for this account.
Drawdown Amount	The sum of all amounts drawn down in IDIS from this account.
Pending Amount	The sum of all pending draws against this account.

There are no additional receipt account screens.

# Chapter 7

## UPDATING ACTIVITIES

This chapter explains how to access an activity so that you can finish setting it up, modify previously entered setup or accomplishment data, cancel it, or change the status code to complete. It also explains where to find the copy activity and reopen activity features.

### ACCESSING THE UPDATE ACTIVITY FUNCTION

Click the Projects/Activities tab at the top of the page you are on to display the Search Activities screen:

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

- Retrieve a specific activity by entering its IDIS Activity ID and clicking the <Search> button.
- Click the <Search> button to retrieve all of your activities.
- Specify criteria to limit the number of activities that will be displayed, as follows:

Search Field	Description
Program	To limit the results to a particular program, select it from the dropdown.
Activity Name	Limit the results to activities with a name containing the text string you input here.

Search Field	Description
Program Year	Limit the results to activities set up under the projects of a particular PROGRAM YEAR.
IDIS Project ID	Limit the results to activities set up under a particular project.
IDIS Activity ID	The quickest way to retrieve a particular activity is to enter its IDIS ACTIVITY ID. Since this is the unique identifier for an activity, there is no point in inputting any other search criteria.
Grantee/PJ Activity ID	Limit the results to activities with a grantee/PJ activity ID containing the text string you input here.
Status	To limit the results to activities with a particular status, select <b>Open, Completed, or Cancelled</b> .
Activity Owner	Most users will not be able to change this field. Those who can should select the grantee who owns the project under which the activity to be funded is set up.

Click the <Search> button to run the search and redisplay the screen with the search results.

User ID: C00063  
User Role: Grantee  
Organization: COLORADO  
[- Logout](#)

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

### Activity

**Search Activities**

**Search Criteria**

Program: CDBG <input type="button" value="v"/>	IDIS Project ID: <input type="text"/>	Status: All <input type="button" value="v"/>
Activity Name: <input type="text"/>	IDIS Activity ID: <input type="text"/>	
Program Year: 2009 <input type="button" value="v"/>	Grantee/PJ Activity ID: <input type="text"/>	Activity Owner: COLORADO <input type="button" value="v"/>

|

**Results Page 1 of 2**

Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Status	Activity Owner	Action
Red Cliff Wastewater Treatment Plant	2009/87	4280		Open	COLORADO	<a href="#">Edit</a>   <a href="#">View</a>
Boone Wastewater System Improvements	2009/86	4240		Open	COLORADO	<a href="#">Edit</a>   <a href="#">View</a>
Bent County Medical Facility Expansion	2009/85	4227	85	Open	COLORADO	<a href="#">Edit</a>   <a href="#">View</a>
Red Cliff Wastewater Treatment Plant & Collection System	2009/83	4220		Open	COLORADO	<a href="#">Edit</a>   <a href="#">View</a>
H0CDB08078G/Boulder County	2009/6	4218	H0CDB08078G/BldrCty	Open	COLORADO	<a href="#">Edit</a>   <a href="#">View</a>

**Activity**  
[- Add](#)  
[- Search](#)

**Project**  
[- Add](#)  
[- Search](#)  
[- Copy](#)

**Utilities**  
[- Home](#)  
[- Data Downloads](#)  
[- Print Page](#)  
[- Help](#)

**Links**  
[- PDF Viewer](#)  
[- Support](#)  
[- CPD Home](#)  
[- RAMPS](#)  
[- HUD Home](#)

On initial display, the results are sorted by IDIS ACTIVITY ID in descending order. You can change both the sort field and the sort order by clicking on any column header that is in blue and underlined.

To select an activity for further processing, click the [Add-Edit](#) or [View](#) link in the last column. If you select:

- **Add-Edit**, the Edit Activity Funding screen will be displayed.
- **View**, the View Activity Funding screen will be displayed. This will always be the ACTION for activities with a status of cancelled or completed and for users who are not authorized to fund activities.

The Edit and View Activity Funding screens are very similar except, of course, that data on the view screens cannot be changed. Only the edit screens are shown in this chapter.

## EDIT ACTIVITY

This screen is the same for every activity in IDIS OnLine. The instructions below are for CDBG-funded activities.

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

### Activity

#### Edit Activity

|

**\*Indicates Required Field**

**Activity Owner:**  
COLORADO

**IDIS Activity ID:**  
4190

**\*Program Year:**  
2009

**\*IDIS Project ID/Project Title:**  
6/HOMEOWNER - SINGLE-FAMILY OWNER OCCUPIED REHAB (2009)

**\*Activity Name:**  
H9CDB08063G/Fremont County/SFOO Re

**Activity Status:**  
Open

**Completion Date:**  
 [Select Date](#)  
(ex: mm/dd/yyyy)

**Grantee/PJ Activity ID:**  
H9CDB08063G/Fremont

**Initial Funding Date:**  
08/31/2009

**\*Indicate if activity will be funded with Recovery Grant Funds:**  
 Yes  No

**Activity**

Program	*Activity Category (tip)	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	14A - Rehab, Single-Unit Residential	Yes	Yes	<input type="button" value="Edit CDBG"/>	<input type="button" value="Add CDBG Accomp."/>	<input type="button" value="Check CDBG"/>
ESG	None	No	No	<input type="button" value="Add ESG"/>	<input type="button" value="Add ESG Accomp."/>	
HOME	None	No	No	<input type="button" value="Add HOME"/>	<input type="button" value="Add HOME Accomp."/>	
HOPWA	None	No	No	<input type="button" value="Add HOPWA"/>	<input type="button" value="Add HOPWA Accomp."/>	

**\*Environmental Assessment:** **Allow Another Organization to Access this Activity (tip)**

COMPLETED

**Activity Description:**

Fremont County, on behalf of the Upper Arkansas Area Council of Governments (UAACOG) serving the non-entitlement counties of Fremont, Teller, Lake, Custer and Chaffee, has been awarded a \$171,350 grant to continue their owner-occupied rehabilitation program.

|

Field	Description
Activity Owner	The name of the state grantee who owns the Action Plan project under which the activity will be set up.
IDIS Activity ID	The system-generated identifier for the activity.

Field	Description
Program Year	The program year under which the activity was set up. To change the year, make a selection from the dropdown.
IDIS Project ID/Project Title	If you changed the PROGRAM YEAR, this field is set back to "Select." Choose the new project from the dropdown.
Activity Name	The name of the activity can be updated. Remember that this field appears on numerous IDIS reports, so do not include any personal information (such as beneficiary name) as part of the ACTIVITY NAME.
Activity Status	Valid activity statuses are:  Open Completed Cancelled  IDIS automatically assigns a status of Open to a new activity.  An activity may be cancelled at any time by selecting that status from the dropdown.  Guidance on when to update the status to Completed is provided on page 8-2
Completion Date	If you change the status of the activity to Cancelled or Completed, enter its cancellation/completion date in this field or leave it blank to default to today's date.
Grantee/PJ Activity ID	This field can be updated.
Initial Funding Date	The date this activity was initially funded via the Activity Funding option. It is system-assigned and cannot be changed.
Indicate if activity will be funded with Recovery Grant Funds	Change if necessary.
Activity	
Program	Use the first row for CDBG-funded activities.
Activity Category	Change the matrix code of the activity if appropriate. When you do, the message "Changing the activity category may result in loss of data. Do you wish to continue?" is displayed. Click <OK> or <Cancel>, as appropriate.
Ready to Fund	If this read-only field is <b>No</b> , then required setup data is missing. It must be provided before the activity can be funded. If it is <b>Yes</b> , then all required setup data has been input and the activity can be funded.
Funded	This read-only field is <b>No</b> if the activity has not been funded and <b>Yes</b> if it has.
Setup Detail	If the button label is <Add CDBG Detail>, then no setup data has been entered. If it is <Edit CDBG Detail>, then some or all setup data has been input and can be updated.

Field	Description
Accomplishment	If the button label is <Add CDBG Accomp.> then no accomplishment data has been input yet. If it is <Edit CDBG Detail>, then some or all accomplishment data has been input and can be updated.
Completion Check	See page 8-2 for details on when and how to run a completion check.
Environmental Assessment	Select <b>Completed</b> , <b>Exempt</b> , or <b>Underway</b> , as appropriate.
Allow Another Organization to Access this Activity	<p>If you do not create subgrants, ignore this field. Otherwise, if you want IDIS users at an organization that you have created a subgrant for to be able to access this activity:</p> <ol style="list-style-type: none"> <li>1. Click the &lt;Select Organization&gt; button.</li> <li>2. On the Select Organization page, enter search criteria if you wish or leave the search fields blank to display a list of all the organizations you have created subgrants for.</li> <li>3. Click the &lt;Search&gt; button.</li> <li>4. To select an organization, click first on the radio button next to its name and then on the &lt;Select&gt; button.</li> </ol> <p>To return to the Add Activity page without selecting an organization, click the &lt;Cancel&gt; button.</p> <p>If you want to change the organization that is already displayed, click the &lt;Change Organization&gt; button and follow the steps above.</p>
Activity Description	A description of the activity is optional.

When you have finished updating the data on this screen:

- Click the <Add CDBG> or <Edit CDBG> button to access the CDBG setup screens. See Chapter 3 for details about the add screens. The edit screens are very similar to the add screens, and so are not repeated here.
- Click the <Add CDBG Accomp.> or <Edit CDBG Accomp.> button to access the CDBG accomplishment screens. Turn the page for more information about them.



## COPY ACTIVITY AND REOPEN ACTIVITY

To access these functions, you must choose the View link for an activity on the Search Activities screen (see page 7-2). The <Reopen Activity> button is displayed for cancelled and completed activities. The <Copy this Activity> button is displayed for all activities.

The screenshot shows a web application interface with a top navigation bar containing 'Projects/Activities', 'Funding/Drawdown', 'Grant', 'Grantee/PJ', 'Admin', and 'Reports'. On the left, there is a sidebar with user information (User ID: C00063, User Role: Grantee, Organization: COLORADO) and various utility links. The main content area is titled 'Activity' and includes a 'View Activity' section. In this section, there are three buttons: 'Return to Previous Page', 'Reopen Activity', and 'Copy this Activity'. The 'Reopen Activity' and 'Copy this Activity' buttons are circled in red. Below the buttons, the activity details are displayed in two columns. The left column includes 'Activity Owner: COLORADO', 'IDIS Activity ID: 4211', 'Program Year/IDIS Project ID/Project Title: 2009/9/RENTAL ACQUISITION AND REHAB', and 'Activity Name: H0CDB08075G/MorganCo/S.A.R.A.'. The right column includes 'Activity Status: Cancelled', 'Completion Date: 12/10/2009', 'Grantee/PJ Activity ID: H0CDB08075G/MorganCo', and 'Initial Funding Date: 09/16/2009'. At the bottom, there is a table with the following data:

Program	Activity Category	Ready to Fund	Funded	Setup Detail	Accomplishment
CDBG	03C - Homeless Facilities (not operating costs)	No	Yes	<a href="#">View CDBG</a>	

Clicking the <Reopen Activity> button resets the ACTIVITY STATUS from Cancelled or Complete to Open, and sets the COMPLETION DATE back to blank and then displays the Edit Activity screen for the reopened activity with the message "Activity has been reopened successfully."

Clicking the <Copy Activity> button first displays a message asking "Are you sure you want to copy?" If you click <OK> to continue, the system displays the Edit Activity page for the copied activity with the message "Activity copied to new activity with IDIS activity ID nnnnn."



# Chapter 8

## 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, 19H, 20, 21\*, or 22).

HUD urges you to report activity accomplishments as they are achieved, but at least quarterly. You are required 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 CDBG accomplishment screens.
2. Updating the CDBG setup screens as needed.
3. Running a completion check.
4. Updating the activity status to “completed.”

The first step is repeated for each program year an activity is open. The second step should be performed periodically but certainly right before the activity is completed. The third step may be repeated as many times as needed, and the last is performed only once. Each of the four steps is explained below.

### STEP 1: FILLING IN THE ACCOMPLISHMENT SCREENS

Follow the instructions on page 7-1 to access the activity for which accomplishments are to be reported. On the Edit Activity screen (see page 7-4), click the <Add CDBG Accompl.> or <Edit CDBG Accompl.> button to access the accomplishment screens for the activity. Fill in these screens with annual accomplishments for every year the activity is open. Do not input cumulative accomplishments.

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 9
LMC	Chapter 10
LMH	Chapter 11
LMJ	Chapter 12
SBA, SBS, URG	Chapter 13

## STEP 2: UPDATING THE SETUP SCREENS

Before changing an activity's status to complete, you should quickly review the setup data to confirm that it is accurate and current. Make sure, for example, that all information about the funds leveraged for an activity is complete and up to date.

## STEP 3: RUNNING A COMPLETION CHECK

Before you will be able to change the status of an activity to Completed, you must run a "completion check." To do so, go to the Edit Activity screen and scroll it to the right. This brings into view the Completion Check column, circled on the screen print here:

The screenshot shows the 'Edit Activity' screen with the following fields and options:

- Activity Owner:** COLORADO
- IDIS Activity ID:** 4043
- \*Program Year:** 2008
- \*IDIS Project ID/Project Title:** 101/CLEARVIEW STORMWATER DRAINAGE IMP (2008)
- \*Activity Name:** CLEARVIEW STORMWATER DRAINAGE
- Activity Status:** Open
- Completion Date:** Select Date (ex: mm/dd/yyyy)
- Grantee/PJ Activity ID:** F09CDB08017 8D06
- Initial Funding Date:** 05/13/2009
- \*Indicate if activity will be funded with Recovery Grant Funds:** Yes (radio), No (radio)

At the bottom, there is a table with the following columns: Program, \*Activity Category (tip), Ready to Fund, Funded, Setup Detail, Accomplishment, and Completion Check. The 'Completion Check' column is circled in red, and the 'Check CDBG' button is highlighted.

Program	*Activity Category (tip)	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	03J - Water/Sewer Improvements	Yes	Yes	Edit CDBG	Edit CDBG Accomplishment	Check CDBG

Click the <Check CDBG> button to run the check. Respond to all messages about missing data or discrepancies that need to be corrected, rerunning the check as many times as needed to get the message "CDBG activity pathway is complete."

## STEP 4: UPDATING THE ACTIVITY STATUS

The final step in the processing of a CDBG activity is to update the status of the activity to Completed. The status should be changed once all the funds have been spent, the national objective has been met, and all accomplishments have been reported.

After the completion check has run successfully, the ACTIVITY STATUS and COMPLETION DATE fields, also on the Edit Activity screen, can be modified. Choose **Completed** from the

ACTIVITY STATUS dropdown. Either provide a date in the COMPLETION DATE field, or leave it blank to default it to today's date.

Click <Save> to save the updates and display the View Activity screen. Notice that a completed activity can be reopened on this screen.

When the status is successfully updated to "Completed," 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 9

## LMA ACTIVITIES

---

This chapter covers the accomplishment 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, community revitalization strategy area (CRSA)

To access the accomplishment screens for an activity, go to the Edit Activity screen and click the <Add CDBG Accomp.> or <Edit CDBG Accomp.> button (see page 7-4).

There are two LMA\* accomplishment screens. The data fields displayed on each screen depend on the activity's matrix code, as follows:

Screen	Page	Data	Displayed for
Page 1	9-2	Program Year/Accomplishment Narrative	All LMA*
	9-4	Job Creation/Retention	LMAFI/LMASA ACCOMP TYPE is Jobs
Page 2	9-6	Public Facilities & Infrastructure	LMA*, 03* except 03T
	9-7	Public Services	LMA*, 05* and 03T
	9-8	Help the Homeless	LMA*, 03* and 05* HELP HOMELESS is Yes
	9-9	Homeless Prevention	LMA, 05C
	9-10	Job Performance Measures	LMAFI/LMASA ACCOMP TYPE is Jobs
	9-12	Assistance to Businesses	LMA* 14E, 17*, 18*

When you have completed the last screen in the LMA\* path, the Edit Activity screen is redisplayed.

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

For most LMA\* activities, the only two input fields on the Page 1 accomplishment screen are PROGRAM YEAR and ACCOMPLISHMENT NARRATIVE:

**User ID:** C00063  
**User Role:** Grantee  
**Organization:** PENNSYLVANIA  
[- Logout](#)

**Activity**  
[- Add](#)  
[- Search](#)

**Project**  
[- Add](#)  
[- Search](#)  
[- Copy](#)

**Utilities**  
[- Home](#)  
[- Data Downloads](#)  
[- Print Page](#)  
[- Help](#)

**Links**  
[- PDF Viewer](#)  
[- Support](#)  
[- CPD Home](#)  
[- RAMPS](#)  
[- HUD Home](#)

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

**Activity**  
**Add CDBG Accomplishment Detail (Page 1)**

**03K - Street Improvements**

Save | Save and Continue | Cancel

Add New Accomplishment Year

**\* Indicates Required Field**

<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> LED Pedestrian Traffic Lights	<b>Program Year/IDIS Project ID:</b> 2008/151
<b>IDIS Activity ID:</b> 36322	<b>Activity Owner:</b> PENNSYLVANIA	<b>Project Title:</b> CITY OF OIL CITY 2008 ENTITLEMENT
<b>National Objective:</b> LMA		

**\*Accomplishments for Program Year:** (tip)

**Accomplishment Narrative:** (maximum 4000 characters)

**\*Accomplishments**

Accomplishment Type	Proposed Units
1 - People (General)	<input type="text" value="188"/>

Save | Save and Continue | Cancel

Add New Accomplishment Year

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the activity setup screens.
Accomplishments for Program Year	<p>On the add screen, this field is blank. Enter the program year for which you are reporting accomplishments.</p> <p>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:</p> <p><b>Accomplishments for Program Year:</b> 2008      <b>Select Another Year:</b> <input type="text" value="v"/> <input type="button" value="Edit Selected Year"/></p> <p>For multi-year activities, make sure you input annual counts for the correct program year:</p>



Field	Description						
	<ul style="list-style-type: none"> <li>To add accomplishments for the second and subsequent years of an activity, click the &lt;Add New Accomplishment Year&gt; button at the top/bottom of the screen, type in the new year, and enter the new accomplishments. Do not include accomplishments that have been reported in a previous year.</li> <li>Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year.</li> <li>Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year for which you are reporting data.</li> </ul>						
Accomplishment Narrative	<p>Describe the progress toward achieving accomplishments in the program year specified in the previous field.</p> <p>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.</p>						
Accomplishments							
Accomplishment Type	This read-only field shows the accomplishment type assigned at activity setup (see page 3-7).						
Proposed Units	This read-only field shows the proposed number of accomplishments entered at activity setup (see page 3-7).						
Actual Units	<p>This field is displayed (as shown below) only if the matrix code is 04 – Clearance and Demolition or 04A – Cleanup of Contaminated Sites. Enter the number of accomplishments achieved during the program year being reported.</p> <table border="1" data-bbox="670 1304 1362 1381"> <thead> <tr> <th data-bbox="670 1304 948 1339">Accomplishment Type</th> <th data-bbox="948 1304 1149 1339">Proposed Units</th> <th data-bbox="1149 1304 1362 1339">Actual Units (tip)</th> </tr> </thead> <tbody> <tr> <td data-bbox="670 1339 948 1381">10 - Housing Units</td> <td data-bbox="948 1339 1149 1381">3</td> <td data-bbox="1149 1339 1362 1381"></td> </tr> </tbody> </table>	Accomplishment Type	Proposed Units	Actual Units (tip)	10 - Housing Units	3	
Accomplishment Type	Proposed Units	Actual Units (tip)					
10 - Housing Units	3						

### JOB CREATION/RETENTION

For LMAFI/LMASA activities with an ACCOMPLISHMENT TYPE of Jobs, the first accomplishment screen also includes these fields:

**\*Jobs**

**Job Creation/Retention**

	Total Job Count		Total Weekly Hours		Percent
	Full Time	Full Time Low/Mod	Part Time (tip)	Part Time Low/Mod (tip)	Low/Mod Jobs
<b>Actually Created</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 %
<b>Actually Retained</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 %

**Actual FTE Jobs: (tip)**

| 
  |

Field	Description
Actually Created	
Total Job Count Full Time	Enter the total number of full-time jobs created.
Total Job Count Full Time Low/Mod	Of the total number of full-time jobs created, enter the number created for LMI persons.
Total Weekly Hours Part Time	Enter the total number of weekly part-time job <i>hours</i> ( <u>not</u> the number of part-time jobs) created.
Total Weekly Hours Part Time Low/Mod	Of the total number of weekly part-time job hours created, enter the number created for LMI persons.
Actually Retained	
Total Job Count Full Time	Enter the total number of full-time jobs retained.
Total Job Count Full Time Low/Mod	Of the total number of full-time jobs retained, enter the number retained for LMI persons.
Total Weekly Hours Part Time	Enter the total number of weekly part-time job <i>hours</i> ( <u>not</u> the number of part-time jobs) retained.
Total Weekly Hours Part Time Low/Mod	Of the total number of weekly part-time job hours retained, enter the number retained for LMI persons.
Actual FTE Jobs	This read-only field shows the number of full-time equivalent (FTE) jobs created and/or retained. Part-time hours are converted to FTEs on the basis of one FTE equaling 40 hours.

When you are finished, click the <Save and Continue> button.

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

The top part of the second accomplishment screen is the same for all activities:

<b>User ID:</b> C00063 <b>User Role:</b> Grantee <b>Organization:</b> PENNSYLVANIA <a href="#">- Logout</a>	<b>Projects/Activities</b>   <b>Funding/Drawdown</b>   <b>Grant</b>   <b>Grantee/PJ</b>   <b>Admin</b>   <b>Reports</b>												
<b>Activity</b> <a href="#">- Add</a> <a href="#">- Search</a>	<b>Activity</b> Edit CDBG Accomplishment Detail (Page 2)												
<b>Project</b> <a href="#">- Add</a> <a href="#">- Search</a> <a href="#">- Copy</a>	<b>03K - Street Improvements</b> <ul style="list-style-type: none"> <li>● CDBG Accomplishment has been saved successfully.</li> </ul>												
<b>Utilities</b> <a href="#">- Home</a> <a href="#">- Data Downloads</a> <a href="#">- Print Page</a> <a href="#">- Help</a>	<input type="button" value="Save"/>   <input type="button" value="Save and Previous Page"/>   <input type="button" value="Cancel"/>												
<b>Links</b> <a href="#">- PDF Viewer</a> <a href="#">- Support</a> <a href="#">- CPD Home</a> <a href="#">- RAMPS</a> <a href="#">- HUD Home</a>	<p><b>* Indicates Required Field</b></p> <table border="1" style="width: 100%; background-color: #f0f0f0;"> <tr> <td><b>Grantee/PJ Activity ID:</b></td> <td><b>Activity Name:</b> LED Pedestrian Traffic Lights</td> <td><b>Program Year/IDIS Project ID:</b> 2008/151</td> </tr> <tr> <td><b>IDIS Activity ID:</b> 36322</td> <td><b>Activity Owner:</b> PENNSYLVANIA</td> <td><b>Project Title:</b> CITY OF OIL CITY 2008 ENTITLEMENT</td> </tr> <tr> <td colspan="3"><b>National Objective:</b> LMA</td> </tr> <tr> <td colspan="3"><b>Accomplishments for Program Year:</b> 2008</td> </tr> </table>	<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> LED Pedestrian Traffic Lights	<b>Program Year/IDIS Project ID:</b> 2008/151	<b>IDIS Activity ID:</b> 36322	<b>Activity Owner:</b> PENNSYLVANIA	<b>Project Title:</b> CITY OF OIL CITY 2008 ENTITLEMENT	<b>National Objective:</b> LMA			<b>Accomplishments for Program Year:</b> 2008		
<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> LED Pedestrian Traffic Lights	<b>Program Year/IDIS Project ID:</b> 2008/151											
<b>IDIS Activity ID:</b> 36322	<b>Activity Owner:</b> PENNSYLVANIA	<b>Project Title:</b> CITY OF OIL CITY 2008 ENTITLEMENT											
<b>National Objective:</b> LMA													
<b>Accomplishments for Program Year:</b> 2008													

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the activity setup screens.  Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen.

## PUBLIC FACILITIES & INFRASTRUCTURE

These fields are displayed for LMA\* activities with any 03\* matrix code except 03T.

**Public Facilities & Infrastructure**

**Total Persons Assisted :**

**Of the Total Persons, Number of:**

	Number of Persons
With New Access to this type of Public Facility or Infrastructure Improvement	<input type="text"/>
With Improved Access to this Type of Public Facility or Infrastructure Improvement	<input type="text"/>
With access to Public Facility or Infrastructure that is No Longer Substandard	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>

| 
  |

Field	Description
Total Persons Assisted	This read-only field displays the TOTAL LOW/MOD UNIVERSE POPULATION from setup screen Page 3 (see page 3-17).
Of the Total Persons, Number:	
With New Access to this Type of Public Facility or Infrastructure Improvement	<p>When the activity provides a new facility/improvement, enter the number of persons with access to the facility. If the activity is funded in subsequent years, persons benefiting in the subsequent years continue to be reported as having new access.</p> <p>Example: In 2008, Batesville constructs the first senior center in the area, providing access to a new facility. If the grantee continues funding in 2009, persons receiving the benefit in 2009 are reported as having new access.</p>
With Improved Access to this Type of Public Facility or Infrastructure Improvement	<p>When the activity provides improved access to a facility/improvement, enter the number of persons who have improved access.</p> <p>Example: Groveton funds a youth center. Previously, residents of Groveton had to drive several miles to the nearest youth center. The residents of Groveton now have improved access to a youth center.</p>
With Access to Public Facility or Infrastructure that is No Longer Substandard	<p>When the activity provides a facility/improvement that is no longer substandard, enter the number of persons no longer subject to substandard facilities.</p> <p>Example: Williamstown reconstructs a road to make it safer for its residents.</p>
Total	This read-only field must equal the number in TOTAL PERSONS ASSISTED before the activity can be completed.

## PUBLIC SERVICES

These fields are displayed for LMA activities with a matrix code of 05\* or 03T.

**Public Services**

**Total Persons Assisted :**

**Of the Total Persons, Number of:**

	Number of Persons
With New or Continuing Access to a Service or Benefit	<input type="text"/>
With Improved Access to a Service or Benefit	<input type="text"/>
Receive a Service or Benefit that is No Longer Substandard	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>

| 
  |

Field	Description
Total Persons Assisted	This read-only field displays the TOTAL LOW/MOD UNIVERSE POPULATION from setup screen Page 3 (see page 3-17).
Of the Total Persons, Number:	
With New or Continuing Access to a Service or Benefit	<p>When the activity provides a new service or benefit, enter the number of persons with access to the service or benefit. If the activity is funded in subsequent years, persons benefiting in the subsequent years continue to be reported as having new access.</p> <p>Example: In 2008, Batesville funds Meals on Wheels for its seniors, providing access to a new service. If the grantee continues to fund the program in 2009, the persons receiving the service in 2009 are reported as having new access.</p>
With Improved Access to a Service or Benefit	<p>When the activity provides improved access to a service, enter the number of persons who have improved access.</p> <p>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.</p>
Receive a Service or Benefit that is No Longer Substandard	When the activity provides a service that is no longer substandard, enter the number of persons no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL PERSONS ASSISTED before the activity can be completed.

## HELP THE HOMELESS

These fields are displayed for LMA activities when the HELP THE HOMELESS field on the CDBG Page 1 setup screen (see page 3-5) is Yes.

Of the Total Persons, Number of:		Number of Persons
Homeless Persons Given Overnight Shelter		<input type="text"/>
Beds Created in Overnight Shelter or Other Emergency Housing		<input type="text"/>
<b>Total</b>		0 <input type="text"/>

| 
  |

Field	Description
Of the Total Persons, Number of:	
Homeless Persons Given Overnight Shelter	If applicable to this activity, enter the number of homeless persons sheltered overnight.
Beds Created in Overnight Shelter or Other Emergency Housing	If applicable to this activity, enter the number of beds.
Total	This read-only field is the sum of the two previous fields. It cannot exceed TOTAL PERSONS ASSISTED.

## HOMELESS PREVENTION

These fields are displayed for an LMA activity with a matrix code of 5C:

**Homeless Prevention**

**Total Persons Assisted:**

**Of the Total Persons Assisted, Number of:**

	Number of Persons
Receiving Emergency Financial Assistance to Prevent Homelessness	<input type="text"/>
Receiving Emergency Legal Assistance to Prevent Homelessness	<input type="text"/>

| 
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Field	Description
Of the Total Persons Assisted, Number:	
Receiving Emergency Financial Assistance to Prevent Homelessness	Leave this field blank: it is not applicable when the matrix code is 05C – Legal Assistance.
Receiving Emergency Legal Assistance to Prevent Homelessness	Of the TOTAL PERSONS ASSISTED, enter the number that received emergency financial assistance to prevent homelessness.

## JOB PERFORMANCE MEASURES

These fields are displayed for LMAFI/LMASA activities with a matrix code of 14E, 17\*, or 18\* and an ACCOMPLISHMENT TYPE of Jobs.

**Job Performance Measures**

**Actual FTE Jobs Created:**       **Actual FTE Jobs Retained:**

**Created**

	Total
Of Jobs Created, Number of Jobs With Employer Sponsored Health Care Benefits	<input type="text"/>
Of Jobs Created, Number of Persons Unemployed Prior to Taking Jobs Created Under this Activity	<input type="text"/>

**Retained**

	Total
Of Jobs Retained, Number of Jobs With Employer Sponsored Health Care Benefits	<input type="text"/>

**Types of Jobs Created/Retained**

Job Category	Jobs Created	Jobs Retained
Officials and Managers	<input type="text"/>	<input type="text"/>
Professional	<input type="text"/>	<input type="text"/>
Technicians	<input type="text"/>	<input type="text"/>
Sales	<input type="text"/>	<input type="text"/>
Office and Clerical	<input type="text"/>	<input type="text"/>
Craft Workers (Skilled)	<input type="text"/>	<input type="text"/>
Operatives (Semi-Skilled)	<input type="text"/>	<input type="text"/>
Laborers (Unskilled)	<input type="text"/>	<input type="text"/>
Service Workers	<input type="text"/>	<input type="text"/>

Field	Description
Actual FTE Jobs Created	This read-only field shows the number of FTE (full-time equivalent) jobs created from the previous screen.
Actual FTE Jobs Retained	This read-only field shows the number of FTE jobs retained from the previous screen.
<b>Created</b>	
Of Jobs Created, Number of Jobs with Employer Sponsored Health Care Benefits	Enter a value only if ACTUAL FTE JOBS CREATED is greater than zero.
Of Jobs Created, Number of Persons Unemployed Prior to Taking Jobs Created Under this Activity	Enter a value only if ACTUAL FTE JOBS CREATED is greater than zero.



Field	Description
Retained	
Of Jobs Retained, Number of Jobs with Employer Sponsored Health Care Benefits	Enter a value only if ACTUAL FTE JOBS RETAINED is greater than zero.
Types of Jobs Created/Retained	<p>For each of the nine job categories, enter the number of jobs created in this program year in the first column and the number of jobs retained in this program year in the second column.</p> <p>The job categories are based on Economic Development Administration (EDA) job classifications, and are defined in Appendix G.</p> <p>If ACTUAL FTE JOBS CREATED is greater than zero, the sum of the values entered in the Jobs Created column must be greater than zero before you will be allowed to complete the activity.</p> <p>If ACTUAL FTE JOBS RETAINED is greater than zero, the sum of the values entered in the Jobs Created column must be greater than zero before you will be allowed to complete the activity.</p>

## ASSISTANCE TO BUSINESSES

These fields are displayed for LMA\* activities with a matrix code of 14E, 17\*, or 18\*.

**Assistance to Businesses**

	Total	Number Expanding	Number Relocating
New Businesses Assisted	<input type="text"/>		
Existing Businesses Assisted	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>	0 <input type="text"/>		

	Total
Number of Business Facades/Buildings Rehabilitated	<input type="text"/>
Number of Businesses Assisted that Provide Goods or Services to Meet the Needs of a Service Area	<input type="text"/>

**Specify DUNS # for Each Business Assisted**

DUNS #:  Ext:

Field	Description
New Businesses Assisted	Enter the number of start-up businesses assisted.
Existing Businesses Assisted	Enter the number of existing businesses assisted.
Number Expanding	Of the EXISTING BUSINESSES ASSISTED, enter the number that are expanding as a result of the assistance.
Number Relocating	Of the EXISTING BUSINESSES ASSISTED, enter the number that are relocating as a result of the assistance.
Total	A read-only field showing the total number of new and existing businesses assisted.
Number of Business Facades/Buildings Rehabilitated	Of the TOTAL businesses, enter the number receiving assistance for the rehabilitation of business facades/buildings.
Number of Businesses that Provide Goods or Services to Meet the Needs...	Of the TOTAL businesses, enter the number that provides goods or services to meet the needs of a service area, neighborhood, or community.
Specify DUNS # for Each Business Assisted	A DUNS number is required for a business that receives direct financial assistance. Otherwise it is optional.
DUNS #	Enter the 9-digit DUNS number.
Ext.	Enter the 4-digit extension.
<Add Another DUNS # > button	Click this button to add a DUNS # for another business.

This is the last LMA\* accomplishment screen. When you click <Save>, the Edit Activity screen (see page 7-4) will be displayed.

# Chapter 10

## LMC ACTIVITIES

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This chapter covers the accomplishment 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

To access the accomplishment screens for an activity, go to the Edit Activity screen and click the <Add CDBG Accomp.> or <Edit CDBG Accomp.> button (see page 7-4).

### LMC and LMCSV Screens

There are two accomplishment screens for LMC and LMCSV activities. The data you are asked to provide depends on the activity's matrix code, as follows:

Screen	Page	Data	Displayed for
Page 1	10-2	Program Year/Accomplishment Narrative	All LMC*
	10-4	Direct Benefit Data by Persons	All LMC/LMCSV where ACCOMP TYPE is not Housing Units or Households
	10-7	Direct Benefit Data by Households	LMC*, 04, 05R, 05S, 05T, 05U, 08 where ACCOMP TYPE is Households or Housing Units
Page 2	10-10	Public Facilities and Infrastructure	LMC/LMCSV 03* except 03T
	10-11	Public Services	LMC/LMCSV, 05
	10-13	Direct Financial Assistance to Homebuyers	LMCSV, 05R
	10-14	Short-Term Rental Assistance	LMCSV, 05S
	10-16	Homeless Prevention	LMC/LMCSV 05C, 05Q, 05T
	10-17	Assistance to Businesses	LMC/LMCSV 14E, 17*, 18B, 18C

When you have completed the last screen in the LMC\* path, the Edit Activity screen is redisplayed.

### LMCMC Screens

The screens for an LMCMC activity are identical to the LMJ screens. Please turn to Chapter 12 for instructions.

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

The top part of this screen is the same for all LMC\* activities

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the activity setup screens.
Accomplishments for Program Year	<p>On the add screen, this field is blank. Enter the program year for which you are reporting accomplishments.</p> <p>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:</p> <div style="text-align: center;"> <p><b>Accomplishments for Program</b>      <b>Select Another Year:</b></p> <p>Year: 2008      <input type="text" value="2008"/>      <input type="button" value="Edit Selected Year"/></p> </div> <p>For multi-year activities, make sure you input annual counts for the correct program year:</p> <ul style="list-style-type: none"> <li>To add accomplishments for the second and subsequent years of an activity, click the &lt;Add New Accomplishment Year&gt; button at the top/bottom of the screen, type in the new year, and enter the new accomplishments. Do not</li> </ul>

Field	Description
	<p>include accomplishments that have been reported in a previous year.</p> <ul style="list-style-type: none"> <li>• Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year.</li> <li>• Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year for which you are reporting data.</li> </ul>
Accomplishment Narrative	<p>Describe the progress toward achieving accomplishments in the program year specified in the previous field.</p> <p>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.</p>
Accomplishments	
Accomplishment Type	This read-only field shows the accomplishment type assigned at activity setup (see page 3-7).
Proposed Units	This read-only field shows the proposed number of accomplishments entered at activity setup (see page 3-7).

## DIRECT BENEFIT DATA BY PERSONS

For most LMC\* activities, race/ethnicity and income levels data is reported by persons:

**\*Direct Benefit Data by Persons**

**Race/Ethnicity**

Race	Total	Hispanic/Latino
Select Option <span style="float: right;">▼</span>	<input type="text"/>	<input type="text"/>
<b>Totals</b>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Income Levels**

	Total
<b>Extremely Low</b>	<input type="text"/>
<b>Low</b>	<input type="text"/>
<b>Moderate</b>	<input type="text"/>
<b>Non-Low/Moderate</b>	<input type="text"/>
<b>Totals</b>	<input type="text" value="0"/>
<b>Percent Low/Mod</b>	<input type="text"/> %

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

### Race/Ethnicity

Field	Description
Race	<p>Select the race for which counts by persons are to be entered. The HUD definitions are:</p> <p><b>White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><b>Black/African American:</b> A person having origins in any of the black racial groups of Africa.</p> <p><b>Asian:</b> 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.</p> <p><b>American Indian/Alaskan Native:</b> 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.</p>

Field	Description
	<p><b>Native Hawaiian/Other Pacific Islander:</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><b>American Indian/Alaskan Native &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>Asian &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>Black/African American &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>American Indian/Alaskan Native &amp; Black/African American:</b> A person having these multiple racial origins as defined above.</p> <p><b>Other Multi-Racial:</b> Category used for reporting individual responses that are not included in any of the categories listed above.</p>
Total	Enter the total number of beneficiaries of this race.
Hispanic/Latino	Of the total beneficiaries of this race, enter the number that are Hispanic/Latino.
Totals: Total	This read-only field shows the total number of beneficiaries of all races.
Totals: Hispanic/Latino	This read-only field shows the total number of beneficiaries of all races who are Hispanic.
<Add Another Race by Persons> button	Click this button to add beneficiary counts for another race.

## Income Levels

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.

Field	Description
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.

Field	Description
Non-Low/Moderate	Enter the number of persons benefiting whose income is above 80% of the median family income for the area.
Totals	This read-only field shows the sum of the values input in the previous four fields.  The Income Levels TOTALS field and the Race/Ethnicity TOTALS by race field must be equal.
Percent Low/Mod	This read-only field shows the percentage of beneficiaries who are low/mod. It is equal to (EXTREMELY LOW + LOW + MODERATE) divided by TOTALS.

Follow these guidelines when reporting income levels for:

- **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 that supports reporting them under a different income category:

Group	Income Level
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 moderate income 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 570.483(b)(2)(iii), report all beneficiaries as low income unless you have information to support reporting them under another income category.



## DIRECT BENEFIT DATA BY HOUSEHOLDS

For LMC\* activities with an accomplishment type of 04-Households or 10-Housing Units, race/ethnicity and income levels data is reported by households. Count each household as one, regardless of the number of persons in the household.

**\*Direct Benefit Data by Households**

**Race/Ethnicity**

Race	Owner		Renter		Total Households	
	Total	Hispanic/Latino	Total	Hispanic/Latino	Total	Hispanic/Latino
Select Option <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
<b>Totals</b>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
<b>Female-Headed Households</b> (tip)	<input type="text"/>		<input type="text"/>		0 <input type="text"/>	
<input type="button" value="Add Another Race by Households"/>						

**Income Levels** (tip)

	Owner	Renter	Total
<b>Extremely Low</b>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>
<b>Low</b>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>
<b>Moderate</b>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>
<b>Non-Low/Moderate</b>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>
<b>Totals</b>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
<b>Percent Low/Mod</b>	0 <input type="text"/> %	0 <input type="text"/> %	0 <input type="text"/> %

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Currently, the Renter fields are not open for input. Until that is corrected, count all beneficiaries as owners.

## Race/Ethnicity

Field	Description
Race	Select the race for which counts are to be entered. The HUD definitions are provided on page 10-4.
Owner: Total	Enter the number of owner households of this race.
Owner: Hispanic/Latino	Of the total owner households of this race, enter the number that are Hispanic/Latino.
Renter: Total	Enter the number of renter households of this race.
Renter: Hispanic/Latino	Of the total renter households of this race, enter the number that are Hispanic/Latino.
Total Households: Total	This read-only field shows the sum of OWNER TOTAL and RENTER TOTAL for this race.

Field	Description
Total Households: Hispanic/Latino	This read-only field shows the sum of OWNER HISPANIC/LATINO and RENTER HISPANIC/LATINO for this race.
Totals	These six read-only fields show the totals for all races.
Female-Headed Households: Owner	Of the total owner households of <u>all</u> races, enter the total number that are headed by females.
Female-Headed Households: Renter	Of the total renter households of <u>all</u> races, enter the total number that are headed by females.
<Add Another Race by Households> button	Click this button to add beneficiary counts for another race.

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.

### Income Levels

Field	Description
Extremely Low: Owner and Renter	Enter the number of owner households and the number of renter households whose income is at or below 30% of the median family income for the area.
Extremely Low: Total	This read-only field shows the sum of the previous two fields.
Low: Owner and Renter	Enter the number of owner households and the number of renter households whose income is above 30% and at or below 50% of the median family income for the area.
Low: Total	This read-only field shows the sum of the previous two fields.
Moderate: Owner and Renter	Enter the number of owner households and the number of renter households whose income is above 50% and at or below 80% of the median family income for the area.
Moderate: Total	This read-only field shows the sum of the previous two fields.
Non-Low/Moderate: Owner and Renter	Enter the number of owner households and the number of renter households whose income is above 80% of the median family income for the area.
Totals	The Income Levels OWNER TOTAL must equal the Race/Ethnicity OWNER TOTAL and the Income Levels RENTER TOTAL must equal the Race/Ethnicity RENTAL TOTAL.
Percent Low/Mod	The calculation for each of these read-only fields showing the percentage of households that are low/mod is (EXTREMELY LOW + LOW + MODERATE) divided by TOTALS.

When you are finished, click the <Save and Continue> button.

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

The top of the second accomplishment screen is the same for all activities:

<b>User ID:</b> C00063 <b>User Role:</b> Grantee <b>Organization:</b> NEW MEXICO <a href="#">- Logout</a>	<table border="1"> <tr> <td style="background-color: #f4a460;">Projects/Activities</td> <td style="background-color: #000080; color: white;">Funding/Drawdown</td> <td style="background-color: #000080; color: white;">Grant</td> <td style="background-color: #000080; color: white;">Grantee/PJ</td> <td style="background-color: #000080; color: white;">Admin</td> <td style="background-color: #000080; color: white;">Reports</td> </tr> </table>	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports						
Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports								
<b>Activity</b> <a href="#">- Add</a> <a href="#">- Search</a>	<b>Activity</b> Edit CDBG Accomplishment Detail (Page 2) <b>05L - Child Care Services</b> <ul style="list-style-type: none"> <li>• CDBG Accomplishment has been saved successfully.</li> </ul>												
<b>Project</b> <a href="#">- Add</a> <a href="#">- Search</a> <a href="#">- Copy</a>	<input type="button" value="Save"/>   <input type="button" value="Save and Previous Page"/>   <input type="button" value="Cancel"/>												
<b>Utilities</b> <a href="#">- Home</a> <a href="#">- Data Downloads</a> <a href="#">- Print Page</a> <a href="#">- Help</a>	<p>* Indicates Required Field</p> <table border="1"> <tr> <td><b>Grantee/PJ Activity ID:</b></td> <td><b>Activity Name:</b> Pre-School Program</td> <td><b>Program Year/IDIS Project ID:</b> 2008/102</td> </tr> <tr> <td><b>IDIS Activity ID:</b> 7051</td> <td><b>Activity Owner:</b> NEW MEXICO</td> <td><b>Project Title:</b> SANDOVAL, COUNTY OF 08-C-5MR</td> </tr> <tr> <td colspan="3"><b>National Objective:</b> LMC</td> </tr> <tr> <td colspan="3"><b>Accomplishments for Program Year:</b> 2008</td> </tr> </table>	<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Pre-School Program	<b>Program Year/IDIS Project ID:</b> 2008/102	<b>IDIS Activity ID:</b> 7051	<b>Activity Owner:</b> NEW MEXICO	<b>Project Title:</b> SANDOVAL, COUNTY OF 08-C-5MR	<b>National Objective:</b> LMC			<b>Accomplishments for Program Year:</b> 2008		
<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Pre-School Program	<b>Program Year/IDIS Project ID:</b> 2008/102											
<b>IDIS Activity ID:</b> 7051	<b>Activity Owner:</b> NEW MEXICO	<b>Project Title:</b> SANDOVAL, COUNTY OF 08-C-5MR											
<b>National Objective:</b> LMC													
<b>Accomplishments for Program Year:</b> 2008													
<b>Links</b> <a href="#">- PDF Viewer</a> <a href="#">- Support</a> <a href="#">- CPD Home</a> <a href="#">- RAMPS</a> <a href="#">- HUD Home</a>													

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the activity setup screens.  Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen.

## PUBLIC FACILITIES & INFRASTRUCTURE

These fields are displayed for LMC\* activities with any 03\* matrix code except 03T.

**Public Facilities & Infrastructure**

**Total Persons Assisted :**

**Of the Total Persons, Number of:**

	Number of Persons
With New Access to this type of Public Facility or Infrastructure Improvement	<input type="text"/>
With Improved Access to this Type of Public Facility or Infrastructure Improvement	<input type="text"/>
With access to Public Facility or Infrastructure that is No Longer Substandard	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>

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Field	Description
Total Persons Assisted	This read-only field shows the total number of persons reported on the previous screen.
Of the Total Persons, Number:	
With New Access to this Type of Public Facility or Infrastructure Improvement	<p>When the activity provides a new facility, enter the number of persons with access to the facility. If the activity is funded in subsequent years, persons benefiting in the subsequent years continue to be reported as having new access.</p> <p>Example: In 2008, Batesville constructs the first senior center in the area, providing access to a new facility. If the grantee continues to fund the senior center in 2009, persons receiving the benefit in 2009 are reported as having new access.</p>
With Improved Access to this Type of Public Facility or Infrastructure Improvement	<p>When the activity provides improved access to a facility, enter the number of persons who have improved access.</p> <p>Example: Groveton funds a youth center. Previously, residents of Groveton had to drive several miles to the nearest youth center. The residents of Groveton now have improved access to a youth center.</p>
With Access to Public Facility or Infrastructure that is No Longer Substandard	<p>When the activity provides a service that is no longer substandard, enter the number of persons no longer subject to substandard facilities.</p> <p>Example: Williamstown reconstructs a road to make it safer for its residents.</p>
Total	This read-only field must equal the number in TOTAL PERSONS ASSISTED before the activity can be completed.

**PUBLIC SERVICES**

These fields are displayed for LMC\* activities with a matrix code of 05\* or 03T.

The screenshot shows a form titled "Public Services". At the top, there is a field labeled "Total Persons Assisted" with the value "35". Below this is a section labeled "Of the Total Persons, Number of:" which contains a table with four rows. The first three rows are for different types of access: "With New or Continuing Access to a Service or Benefit", "With Improved Access to a Service or Benefit", and "Receive a Service or Benefit that is No Longer Substandard". The fourth row is labeled "Total" and has the value "0". At the bottom of the form are three buttons: "Save", "Save and Previous Page", and "Cancel".

Note that if you have input direct beneficiary data by households on the previous screen, the three labels circled on the above screen print will be Total *Households* Assisted, Of the Total *Households*, and Number of *Households*. Count each household as one, regardless of the number of persons in the household.

Field	Description
Total Persons/Households Assisted	This read-only field shows the total number of persons or households reported on the previous screen.
Of the Total Persons, Number:	
With New or Continuing Access to a Service or Benefit	When the activity provides a new service, enter the number of persons/households with access to the service or benefit. 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 2008, Batesville funds Meals on Wheels for its seniors, providing access to a new service. If the grantee continues to fund the program in 2009, the persons/households receiving the service in 2009 are reported as having new access.
With Improved Access to a Service or Benefit	When the activity provides improved access to a service, 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.

<b>Field</b>	<b>Description</b>
Receive a Service or Benefit that is No Longer Substandard	When the activity provides a service that is no longer substandard, enter the number of persons/households no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL PERSONS ASSISTED or TOTAL HOUSEHOLDS ASSISTED before the activity can be completed.

**DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS**

These fields are displayed only for an LMCSV activity with a matrix code of 05R:

**Direct Financial Assistance to Homebuyers**

**Total Households Assisted:** (tip)

16

**Of the Total Households, Number of:**

	Number of Households
<b>First-Time Homebuyers</b>	<input type="text"/>
<b>Of the Number of First-Time Homebuyers, Number Receiving Housing Counseling</b>	<input type="text"/>
<b>Downpayment Assistance/Closing Costs</b>	<input type="text"/>

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Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Total Households, Number of:	
First-Time Homebuyers	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that are first-time homebuyers.
Of the Number of First-Time Homebuyers, Number Receiving Housing Counseling	Of the households that are first-time homebuyers, enter the number receiving housing counseling. This cannot exceed FIRST-TIME HOMEBUYERS.
Downpayment Assistance/Closing Costs	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number receiving downpayment assistance and/or assistance with closing costs.

## SHORT-TERM RENTAL ASSISTANCE

These fields are displayed only for an LCMCM activity with a matrix code of 05S.

**Short-Term Rental Assistance**

**Total Households Assisted:**

**Of the Households Assisted, the Number:**

	Number of Households
Receiving short-term rental assistance (not more than three months)	<input type="text"/>
That were previously homeless	<input type="text"/>
Of those, the number that were chronically homeless	<input type="text"/>

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Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Households Assisted, the Number:	
Receiving short-term rental assistance (not more than three months)	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that received short-term rental assistance.
That were previously homeless	<p>Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that were previously 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:</p> <ul style="list-style-type: none"> <li>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</li> <li>an institution that provides a temporary residence for individuals intended to be institutionalized; or</li> <li>a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</li> </ul>
Of those, the number that were chronically homeless	<p>Of the households THAT WERE PREVIOUSLY HOMELESS, enter the number that were chronically homeless. The HUD definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either:</p> <ul style="list-style-type: none"> <li>been continuously homeless for a year or more, or</li> <li>had at least four episodes of homelessness in the past three years.</li> </ul>



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<b>Field</b>	<b>Description</b>
	<p>A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability.</p> <p>"Homeless" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.</p>

## HOMELESS PREVENTION

These fields are displayed for LMC/LMCSV activities with a matrix code of 05C, 05Q, or 05T.

**Homeless Prevention**

**Total Persons Assisted:**

**Of the Total Persons Assisted, Number of:**

	Number of Persons
Receiving Emergency Financial Assistance to Prevent Homelessness	<input type="text"/>
Receiving Emergency Legal Assistance to Prevent Homelessness	<input type="text"/>

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If a person received both financial and legal assistance, include the person in the counts for both fields.

Field	Description
Total Persons Assisted	This read-only field shows the total number of persons reported on the previous screen.
Of the Total Persons Assisted, the Number:	
Receiving Emergency Financial Assistance...	Of the TOTAL PERSONS ASSISTED, enter the number that received short-term rental assistance.
Receiving Emergency Legal Assistance...	Of the TOTAL PERSONS ASSISTED, enter the number that received emergency legal assistance to prevent homelessness.

**ASSISTANCE TO BUSINESSES**

These fields are displayed for LMC\* activities with a matrix code of 14E, 17\*, 18B, or 18C:

**Assistance to Businesses**

	Total	Number Expanding	Number Relocating
New Businesses Assisted	<input type="text"/>		
Existing Businesses Assisted	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>	0 <input type="text"/>		

	Total
Number of Business Facades/Buildings Rehabilitated	<input type="text"/>
Number of Businesses Assisted that Provide Goods or Services to Meet the Needs of a Service Area	<input type="text"/>

**Specify DUNS # for Each Business Assisted**

DUNS #:  Ext:

Field	Description
New Businesses Assisted	Enter the number of start-up businesses assisted.
Existing Businesses Assisted	Enter the number of existing businesses assisted.
Number Expanding	Of the EXISTING BUSINESSES ASSISTED, enter the number that are expanding as a result of the assistance.
Number Relocating	Of the EXISTING BUSINESSES ASSISTED, enter the number that are relocating as a result of the assistance.
Total	A read-only field showing the total number of new and existing businesses assisted.
Number of Business Facades/Buildings Rehabilitated	Of the TOTAL businesses, enter the number receiving assistance for the rehabilitation of business facades/buildings.
Number of Businesses that Provide Goods or Services to Meet the Needs of a Service Area	Of the TOTAL businesses, enter the number that provide goods or services to meet the needs of a service area, neighborhood, or community.
Specify DUNS # for Each Business Assisted	A DUNS number is required for a business that receives direct financial assistance. Otherwise it is optional.
DUNS #	Enter the 9-digit DUNS number.
Ext.	Enter the 4-digit extension.
<Add Another DUNS # >	Click this button to add a DUNS # for another business.

This is the last LMC\* accomplishment screen. When you click <Save>, the Edit Activity screen (see page 7-4) will be displayed.



# Chapter 11

## LMH ACTIVITIES

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

- LMH Low/mod housing benefit
- LMHS Low/mod housing benefit, CDFI or CRSA

To access the accomplishment screens for an activity, go to the Edit Activity screen and click the <Add CDBG Accomp.> or <Edit CDBG Accomp.> button (see page 7-4).

There are two LMH\* accomplishment screens. The first screen is the same for all LMH\* activities. The data you are asked to provide on the second screen depends on the activity's matrix code, as explained below.

### All LMH\* Activities

Screen	Page	Data	Displayed for
Page 1	11-3	Program Year/Accomplishment Narrative	All LMH*
	11-5	Direct Benefit Data by Households	All LMH*

### Rehab Activities

For LMH\* activities with a matrix code of 14A-14D or 14F-14I, the following data is collected:

Screen	Page	Data	Displayed for
Page 2	11-9	Homeowner Rehab	14A-14D, 14F-14I if owner data reported.
	11-10	Rental Rehab	14A-14D, 14F-14I if renter data reported.

### Acquisition and New Construction Activities

For LMH\* activities with a matrix code of 01 or 12, you are asked to provide this data:

Screen	Page	Data	Displayed for
Page 2	11-13	Acquisition/Construction New Homeowner	01, 12 if owner data reported.
	11-15	Construction of Rental Units	01, 12 if renter data reported.
	11-17	Homeowner Rehab	01 if owner data reported.

## Other Housing Activities

For LMH\* activities with a matrix code of 05R-05T, 13, or 03H-03L, this data is collected:

Screen	Page	Data	Displayed for
Page 2	11-18	Public Services	05R-05T
	11-19	Direct Financial Assistance to Homebuyers	05R, 13
	11-20	Short-Term Rental Assistance	05S
	11-22	Homeless Prevention	05T
	11-23	Public Facilities & Infrastructure	03H-03L

When you have completed the last screen in the LMH\* path, the Edit Activity screen is redisplayed.

# ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

The first accomplishment screen is the same for all LMH\* activities:

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the activity setup screens.
Accomplishments for Program Year	<p>On the add screen, this field is blank. Enter the program year for which you are reporting accomplishments.</p> <p>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:</p> <div style="text-align: center;"> <p><b>Accomplishments for Program Year:</b> 2008      <b>Select Another Year:</b></p> <div style="display: flex; align-items: center; justify-content: center;"> <input type="text" value="2008"/> <span style="margin: 0 10px;">▼</span> <input type="button" value="Edit Selected Year"/> </div> </div> <p>For multi-year activities, make sure you input annual counts for the correct program year:</p> <ul style="list-style-type: none"> <li>To add accomplishments for the second and subsequent years of an activity, click the &lt;Add New Accomplishment Year&gt; button at the top/bottom of the screen, type in the new year, and enter the new accomplishments. Do not</li> </ul>

Field	Description
	<p>include accomplishments that have been reported in a previous year.</p> <ul style="list-style-type: none"> <li>• Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year.</li> <li>• Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year for which you are reporting data.</li> </ul>
Accomplishment Narrative	<p>Describe the progress toward achieving accomplishments in the program year specified in the previous field.</p> <p>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.</p>
Accomplishments	
Accomplishment Type	This read-only field shows the accomplishment type assigned at activity setup (see page 3-7).
Proposed Units	This read-only field shows the proposed number of accomplishments entered at activity setup (see page 3-7).



## DIRECT BENEFIT DATA BY HOUSEHOLDS

For all LMH\* activities, race/ethnicity and income levels data is reported by households. Count each household as one, regardless of the number of persons in the household.

**\*Direct Benefit Data by Households**

**Race/Ethnicity**

Race	Owner		Renter		Total Households	
	Total	Hispanic/Latino	Total	Hispanic/Latino	Total	Hispanic/Latino
Select Option	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Totals</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Female-Headed Households (tip)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Income Levels (tip)**

	Owner	Renter	Total
<b>Extremely Low</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Low</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Moderate</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Non-Low/Moderate</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Totals</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Percent Low/Mod</b>	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %

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The Renter fields are open for input only if the activity setup field INCLUDES RENTAL HOUSING is "Yes" (see page 3-12).

## Race/Ethnicity

Field	Description
Race	<p>Select the race for which household counts are to be entered. The HUD definitions are:</p> <p><b>White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><b>Black/African American:</b> A person having origins in any of the black racial groups of Africa.</p> <p><b>Asian:</b> 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.</p> <p><b>American Indian/Alaskan Native:</b> A person having origins in any of the original peoples of North and South America</p>

Field	Description
	<p>(including Central America) and who maintains a tribal affiliation or community attachment.</p> <p><b>Native Hawaiian/Other Pacific Islander:</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><b>American Indian/Alaskan Native &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>Asian &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>Black/African American &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>American Indian/Alaskan Native &amp; Black/African American:</b> A person having these multiple racial origins as defined above.</p> <p><b>Other Multi-Racial:</b> Category used for reporting individual responses that are not included in any of the categories listed above.</p>
Owner: Total	Enter the number of owner households of this race.
Owner: Hispanic/Latino	Of the total owner households of this race, enter the number that are Hispanic/Latino.
Renter: Total	Enter the number of renter households of this race.
Renter: Hispanic/Latino	Of the total renter households of this race, enter the number that are Hispanic/Latino.
Total Households: Total	This read-only field shows the sum of OWNER TOTAL and RENTER TOTAL for this race.
Total Households: Hispanic/Latino	This read-only field shows the sum of OWNER HISPANIC/LATINO and RENTER HISPANIC/LATINO for this race.
Totals	These six read-only fields show the totals for all races.
Female-Headed Households: Owner	Of the total owner households of <u>all</u> races, enter the total number that are headed by females.
Female-Headed Households: Renter	Of the total renter households of <u>all</u> races, enter the total number that are headed by females.
<Add Another Race by Households> button	Click this button to add beneficiary counts for another race.

## Income Levels

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.

<b>Field</b>	<b>Description</b>
Extremely Low: Owner and Renter	Enter the number of owner households and the number of renter households whose income is at or below 30% of the median family income for the area.
Extremely Low: Total	This read-only field shows the sum of the previous two fields.
Low: Owner and Renter	Enter the number of owner households and the number of renter households whose income is above 30% and at or below 50% of the median family income for the area.
Low: Total	This read-only field shows the sum of the previous two fields.
Moderate: Owner and Renter	Enter the number of owner households and the number of renter households whose income is above 50% and at or below 80% of the median family income for the area.
Moderate: Total	This read-only field shows the sum of the previous two fields.
Non-Low/Moderate: Owner and Renter	Enter the number of owner households and the number of renter households whose income is above 80% of the median family income for the area.
Totals	The Income Levels OWNER TOTAL must equal the Race/Ethnicity OWNER TOTAL and the Income Levels RENTER TOTAL must equal the Race/Ethnicity RENTAL TOTAL.
Percent Low/Mod	The calculation for each of these read-only fields showing the percentage of households that are low/mod is (EXTREMELY LOW + LOW + MODERATE) divided by TOTALS.

When you are finished, click <Save and Continue> to save your data and display the next screen.

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

The top part of the second accomplishment screen is the same for all activities:

Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports
<b>User ID:</b> C00063 <b>User Role:</b> Grantee <b>Organization:</b> MICHIGAN <a href="#">- Logout</a>					
<b>Activity</b>					
<b>Edit CDBG Accomplishment Detail (Page 2)</b>					
<b>14B - Rehab; Multi-Unit Residential</b> <ul style="list-style-type: none"> <li>● CDBG Accomplishment has been saved successfully.</li> </ul>					
<input type="button" value="Save"/>   <input type="button" value="Save and Previous Page"/>   <input type="button" value="Cancel"/>					
<b>* Indicates Required Field</b>					
<b>Grantee/PJ Activity ID:</b> IDIS Activity ID: 17927		<b>Activity Name:</b> Rental Rehab - Ludington 2008 <b>Activity Owner:</b> MICHIGAN		<b>Program Year/IDIS Project ID:</b> 2008/110 <b>Project Title:</b> MSC-2008-0551-HO CITY OF LUDINGTON	
<b>National Objective:</b> LMH					
<b>Accomplishments for Program Year:</b> 2008					
<b>Activity</b> <a href="#">- Add</a> <a href="#">- Search</a>					
<b>Project</b> <a href="#">- Add</a> <a href="#">- Search</a> <a href="#">- Copy</a>					
<b>Utilities</b> <a href="#">- Home</a> <a href="#">- Data Downloads</a> <a href="#">- Print Page</a> <a href="#">- Help</a>					
<b>Links</b> <a href="#">- PDF Viewer</a> <a href="#">- Support</a> <a href="#">- CPD Home</a> <a href="#">- RAMPS</a> <a href="#">- HUD Home</a>					

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the activity setup screens.  Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen.

## HOMEOWNER REHAB

This block of data items is displayed for LMH\* activities with a matrix code of 01, 14A-14D, or 14F-14I provided owner data was entered on the first accomplishment screen:

**Homeowner Rehab**

**Total Owner Units:** (tip)

**Of the Total Owner Units, Number of:**

	Number of Units
Units Occupied by Elderly	<input style="width: 50px;" type="text"/>
Units Moved from Substandard to Standard (HQS or Local Code)	<input style="width: 50px;" type="text"/>
Section 504 Accessible Units	<input style="width: 50px;" type="text"/>
Units Qualified as Energy Star	<input style="width: 50px;" type="text"/>
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	<input style="width: 50px;" type="text"/>

Field	Description
Total Owner Units	This read-only field shows the total number of owner households reported on the previous screen.
Of the Total Owner Units, Number of:	
Units Occupied by Elderly	Of the TOTAL OWNER UNITS, enter the number occupied by one or more persons age 62 or over.
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. This is not a requirement under CDBG, but any units that have been brought from substandard to standard condition should be reported.
Section 504 Accessible Units	Of the TOTAL OWNER UNITS, enter the number of units made accessible through the removal of architectural barriers.
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 <a href="http://www.hud.gov/energy">www.hud.gov/energy</a> 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 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).

## RENTAL REHAB

This block of data items is displayed for LMH\* activities with a matrix code of 14A-14D or 14F-14I provided renter data was entered on the first accomplishment screen:

**Rental Rehab**

**Total Rental Units:** (tip)

**Of the Total Rental Units, Number of:**

	Number of Units
Affordable Units	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Brought from Substandard to Standard Condition (HQS or Local Code)	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	<input type="text"/>
Units Created Through Conversion of Non-Residential to Residential Buildings	<input type="text"/>

**Of the Total Affordable Units, Number of:**

	Number of Units
Units Occupied by Elderly	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	<input type="text"/>
Units Designated for Persons with HIV/AIDS Including Units Receiving Assistance for Operations	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Permanent Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations	<input type="text"/>
Of Permanent Housing Units Designated for Homeless, Number for the Chronically Homeless	<input type="text"/>

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Field	Description
Total Rental Units	This read-only field shows the total number of renter households reported on the previous screen.
Of the Total Rental Units, Number of:	
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
Units 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 <a href="http://www.hud.gov/energy">www.hud.gov/energy</a> 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).
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.
Of the Total Affordable Units, Number of:	
Units Occupied by Elderly	Of the AFFORDABLE UNITS, enter the number occupied by one or more persons age 62 or over.
Years of Affordability Guaranteed	Enter the total number of years of affordability the grantee has imposed for the units being reported.
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 Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	Of the UNITS DESIGNATED FOR PERSONS WITH HIV/AIDS, enter the number who are also chronically homeless (see definition on next page).
Permanent Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations	Of the AFFORDABLE UNITS, enter the number of permanent housing units 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: <ul style="list-style-type: none"> <li>• a supervised publicly or privately operated shelter designed to provide temporary living accommodations</li> </ul>

Field	Description
	<p>including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or</p> <ul style="list-style-type: none"> <li>• an institution that provides a temporary residence for individuals intended to be institutionalized; or</li> <li>• a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</li> </ul>
<p>Of Permanent Housing Units Designated for Homeless Persons and Families, Number for the Chronically Homeless</p>	<p>Of the PERMANENT HOUSING UNITS DESIGNATED FOR HOMELESS PERSONS AND FAMILIES, enter the number that are chronically homeless.</p> <p>The HUD definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either:</p> <ul style="list-style-type: none"> <li>• been continuously homeless for a year or more, or</li> <li>• had at least four episodes of homelessness in the past three years.</li> </ul> <p>A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability.</p> <p>"Homeless" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.</p>



## ACQUISITION AND NEW CONSTRUCTION ACTIVITIES

This block of data items is displayed for an LMH\* activity only when the matrix code is 01 or 12 and owner data was input on the first accomplishment screen.

**Acquisition/Construction New Homeowner**

**Total Owner Units:** (tip)

**Of the Total Owner Units, Number of:**

	Number of Units
Affordable Units	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Households previously living in subsidized housing	<input type="text"/>

**Of the Total Affordable Units, Number of:**

	Number of Units
Units Occupied by Elderly	<input type="text"/>
Units Specifically Designated for Persons with HIV/AIDS	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Units Specifically Designated for Homeless	<input type="text"/>
Of Units Designated for Homeless, Number Specifically for Chronically Homeless	<input type="text"/>

Field	Description
Total Owner Units	This read-only field shows the total number of owner households reported on the previous screen.
Of the Total Owner Units, Number of:	
Affordable Units	Of the TOTAL OWNER UNITS, the number that are affordable.
Years of Affordability Guaranteed	Enter the total number of years of affordability the grantee has imposed for the units being reported.
Section 504 Accessible Units	Of the TOTAL OWNER UNITS, enter the number that meet Uniform Federal Accessibility Standards (UFAS).
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 <a href="http://www.hud.gov/energy">www.hud.gov/energy</a> and click on the CDBG link under ENERGY STAR and HUD Programs.

Field	Description
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.
Of the Total Affordable Units, Number of:	
Units Occupied by Elderly	Of the AFFORDABLE UNITS, 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.
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	Of the UNITS SPECIFICALLY DESIGNATED FOR PERSONS WITH HIV/AIDS, enter the number designated for those who are chronically homeless (see definition below).
Units Specifically Designated for Homeless	<p>Of the AFFORDABLE UNITS, enter the number designated for the homeless.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• an institution that provides a temporary residence for individuals intended to be institutionalized; or</li> <li>• a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</li> </ul>
Of Units Designated for Homeless, Number Specifically for Chronically Homeless	<p>Of the UNITS SPECIFICALLY DESIGNATED FOR HOMELESS, enter the number designated for those who are chronically homeless.</p> <p>The HUD definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either:</p> <ul style="list-style-type: none"> <li>• been continuously homeless for a year or more, or</li> <li>• had at least four episodes of homelessness in the past three years.</li> </ul> <p>A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability.</p> <p>"Homeless" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.</p>

## CONSTRUCTION OF RENTAL UNITS

This block of data items is displayed for an LMH\* activity only when the matrix code is 01 or 12 and renter data was input on the previous screen.

**Construction of Rental Units**

**Total Rental Units:** (tip)

**Of the Total Rental Units, Number of:**

	Number of Units
Affordable Units	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>

**Of the Affordable Units, Number of:**

	Number of Units
Units Occupied by Elderly	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	<input type="text"/>
Units Designated for Persons with HIV/AIDS Including Units Receiving Assistance for Operations	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Permanent Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations	<input type="text"/>
Of Permanent Housing Units Designated for Homeless, Number for the Chronically Homeless	<input type="text"/>

Field	Description
Total Rental Units	This read-only field shows the total number of renter households reported on the previous screen.
Of the Total Rental Units, Number of:	
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).
Units 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 <a href="http://www.hud.gov/energy">www.hud.gov/energy</a> and click on the CDBG link under ENERGY STAR and HUD Programs.
Of the Affordable Units, Number of:	

Field	Description
Units Occupied by Elderly	Of the AFFORDABLE UNITS, enter the number occupied by one or more persons age 62 or over.
Years of Affordability Guaranteed	Enter the total number of years of affordability the grantee has imposed for the units being reported.
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 Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	Of the UNITS DESIGNATED FOR PERSONS WITH HIV/AIDS, enter the number who are also chronically homeless (see definition below).
Permanent Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations	<p>Of the AFFORDABLE UNITS, enter the number of permanent housing units designated for the homeless.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• an institution that provides a temporary residence for individuals intended to be institutionalized; or</li> <li>• a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</li> </ul>
Of Permanent Housing Units Designated for Homeless Persons and Families, Number for the Chronically Homeless	<p>Of the PERMANENT HOUSING UNITS DESIGNATED FOR HOMELESS PERSONS AND FAMILIES, enter the number who are chronically homeless.</p> <p>The HUD definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either:</p> <ul style="list-style-type: none"> <li>• been continuously homeless for a year or more, or</li> <li>• had at least four episodes of homelessness in the past three years.</li> </ul> <p>A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability.</p> <p>"Homeless" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.</p>

## HOMEOWNER REHAB

This block of data items is displayed for an LMH\* activity when the matrix code is 01 and owner data was input on the first accomplishment screen.

**Homeowner Rehab**

**Total Owner Units:** (tip)

**Of the Total Owner Units, Number of:**

	Number of Units
Units Occupied by Elderly	<input type="text"/>
Units Moved from Substandard to Standard (HQS or Local Code)	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	<input type="text"/>

| 
  |

See page 11-9 for descriptions of these fields.

**PUBLIC SERVICES**

This block of data fields is displayed for LMH\* activities with a matrix code of 05R, 05S, or 05T.

**Public Services**

**Total Households Assisted :**

**Of the Total Households, Number of:**

	Number of Households
With New or Continuing Access to a Service or Benefit	<input type="text"/>
With Improved Access to a Service or Benefit	<input type="text"/>
Receive a Service or Benefit that is No Longer Substandard	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>

Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Total Households, Number:	
With New or Continuing Access to a Service or Benefit	When the activity provides a new service, enter the number of households with access to the service or benefit. If the activity is funded in subsequent years, households benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to a Service or Benefit	When the activity provides improved access to a service, enter the number of persons/households who have improved access.
Receive a Service or Benefit that is No Longer Substandard	When the activity provides a service that is no longer substandard, enter the number of persons/households no longer subject to a substandard service.
Total	This read-only field must equal the number in TOTAL HOUSEHOLDS ASSISTED before the activity can be completed.

**DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS**

These data items are collected for LMH\* activities with a matrix code of 05R or 13.

**Direct Financial Assistance to Homebuyers**

**Total Households Assisted:** (tip)

32

**Of the Total Households, Number of:**

	Number of Households
First-Time Homebuyers	<input type="text"/>
Of the Number of First-Time Homebuyers, Number Receiving Housing Counseling	<input type="text"/>
Downpayment Assistance/Closing Costs	<input type="text"/>

| 
  |

Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Total Households, Number of:	
First-Time Homebuyers	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that are first-time homebuyers.
Of the Number of First-Time Homebuyers, Number Receiving Housing Counseling	Of the households that are first-time homebuyers, enter the number receiving housing counseling. This cannot exceed FIRST-TIME HOMEBUYERS.
Downpayment Assistance/Closing Costs	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number receiving downpayment assistance and/or assistance with closing costs.

## SHORT-TERM RENTAL ASSISTANCE

This block of data fields is displayed for LMH\* activities with a matrix code of 5S.

**Short-Term Rental Assistance**

**Total Households Assisted:**

**Of the Households Assisted, the Number:**

	Number of Households
Receiving short-term rental assistance (not more than three months)	<input type="text"/>
That were previously homeless	<input type="text"/>
Of those, the number that were chronically homeless	<input type="text"/>

| 
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Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Households Assisted, the Number:	
Receiving short-term rental assistance (not more than three months)	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that received short-term rental assistance.
That were previously homeless	<p>Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that were previously 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:</p> <ul style="list-style-type: none"> <li>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</li> <li>an institution that provides a temporary residence for individuals intended to be institutionalized; or</li> <li>a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</li> </ul>
Of those, the number that were chronically homeless	<p>Of the households THAT WERE PREVIOUSLY HOMELESS, enter the number that were chronically homeless. The HUD definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either:</p> <ul style="list-style-type: none"> <li>been continuously homeless for a year or more, or</li> <li>had at least four episodes of homelessness in the past three years.</li> </ul>



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Field	Description
	<p>A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability.</p> <p>"Homeless" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.</p>

## HOMELESS PREVENTION

These data fields are displayed for LMH\* activities with a matrix code of 05T.

**Homeless Prevention**

**Total Persons Assisted:**

**Of the Total Persons Assisted, Number of:**

	Number of Persons
Receiving Emergency Financial Assistance to Prevent Homelessness	<input type="text"/>
Receiving Emergency Legal Assistance to Prevent Homelessness	<input type="text"/>

| 
  |

Field	Description
Total Persons Assisted	This read-only field shows the total number of persons reported on the previous screen.
Of the Total Persons Assisted, the Number:	
Receiving Emergency Financial Assistance...	Of the TOTAL PERSONS ASSISTED, enter the number that received short-term rental assistance.
Receiving Emergency Legal Assistance...	Leave this field blank—it is not applicable when the matrix code is 05T – Security Deposits.

**PUBLIC FACILITIES & INFRASTRUCTURE**

This block of data fields is displayed for LMH\* activities with a matrix code of 03H – 03L.

**Public Facilities & Infrastructure**

**Total Households Assisted :**

**Of the Total Households, Number of:**

	Number of Households
With New Access to this type of Public Facility or Infrastructure Improvement	<input type="text"/>
With Improved Access to this Type of Public Facility or Infrastructure Improvement	<input type="text"/>
With access to Public Facility or Infrastructure that is No Longer Substandard	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>

| 
  |

Field	Description
Total Households Assisted	This read-only field shows the total number of persons reported on the previous screen.
Of the Total Households, Number:	
With New Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides a new facility, enter the number of persons with access to the facility. If the activity is funded in subsequent years, persons benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides improved access to a facility, enter the number of households who have improved access.
With Access to Public Facility or Infrastructure that is No Longer Substandard	When the activity provides access to a facility that is no longer substandard, enter the number of persons no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL HOUSEHOLDS ASSISTED before the activity can be completed.

This is the last LMH\* accomplishment screen. When you click <Save>, the Edit Activity screen (see page 7-4) will be displayed.



# Chapter 12

## LMJ ACTIVITIES

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This chapter covers the accomplishment 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

To access the accomplishment screens for an activity, go to the Edit Activity screen and click the <Add CDBG Accomp.> or <Edit CDBG Accomp.> button (see page 7-4).

There are two LMJ\* accomplishment screens:

Screen	Page	Data	Displayed for
Page 1	12-2	Program Year/Accomplishment Narrative	All LMJ*
	12-4	Direct Benefit Data by Persons	All LMJ*
	12-6	Job Creation/Retention	All LMJ*
Page 2	12-8	Job Performance Measures	All LMJ*
	12-10	Assistance to Businesses	LMJ* 14E, 17*, 18*

When you have completed the last screen in the LMJ\* path, the Edit Activity screen is redisplayed.

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

The first accomplishment screen is the same for all LMJ activities. The top of the screen looks like this:

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the activity setup screens.
Accomplishments for Program Year	<p>On the add screen, this field is blank. Enter the program year for which you are reporting accomplishments.</p> <p>On the edit screen, the program year is read-only. A new field, <b>SELECT ANOTHER YEAR</b>, is displayed for use with multi-year activities:</p> <p style="text-align: center;"> <b>Accomplishments for Program</b>      <b>Select Another Year:</b>                      Year: 2008      <input type="text" value="2008"/> <input type="button" value="Edit Selected Year"/> </p> <p>For multi-year activities, make sure you input annual counts for the correct program year:</p> <ul style="list-style-type: none"> <li>To add accomplishments for the second and subsequent years of an activity, click the &lt;Add New Accomplishment Year&gt; button at the top/bottom of the screen, type in the</li> </ul>

Field	Description
	<p>new year, and enter the new accomplishments. Do not include accomplishments that have been reported in a previous year.</p> <ul style="list-style-type: none"> <li>• Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year.</li> <li>• Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for.</li> </ul>
Accomplishment Narrative	<p>Describe the progress toward achieving accomplishments in the program year specified in the previous field.</p> <p>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.</p>
Accomplishments	
Accomplishment Type	This read-only field shows the accomplishment type assigned at activity setup (see page 3-7).
Proposed Units	This read-only field shows the proposed number of accomplishments entered at activity setup (see page 3-7).

## DIRECT BENEFIT DATA BY PERSONS

For all LMJ\* activities, race/ethnicity and income levels data is reported by persons:

**\*Direct Benefit Data by Persons**

**Race/Ethnicity**

Race	Total	Hispanic/Latino
Select Option <span style="float: right;">▼</span>	<input type="text"/>	<input type="text"/>
<b>Totals</b>	0 <input type="text"/>	0 <input type="text"/>

**Income Levels**

	Total
<b>Extremely Low</b>	<input type="text"/>
<b>Low</b>	<input type="text"/>
<b>Moderate</b>	<input type="text"/>
<b>Non-Low/Moderate</b>	<input type="text"/>
<b>Totals</b>	0 <input type="text"/>
<b>Percent Low/Mod</b>	<input type="text"/> %

## Race/Ethnicity

Field	Description
Race	<p>Select the race for which counts by persons are to be entered. The HUD definitions are:</p> <p><b>White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><b>Black/African American:</b> A person having origins in any of the black racial groups of Africa.</p> <p><b>Asian:</b> 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 Philippines, Thailand, and Vietnam.</p> <p><b>American Indian/Alaskan Native:</b> 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.</p> <p><b>Native Hawaiian/Other Pacific Islander:</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><b>American Indian/Alaskan Native &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>Asian &amp; White:</b> A person having these multiple racial origins as defined above.</p>



Field	Description
	<p><b>Black/African American &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>American Indian/Alaskan Native &amp; Black/African American:</b> A person having these multiple racial origins as defined above.</p> <p><b>Other Multi-Racial:</b> Category used for reporting individual responses that are not included in any of the categories listed above.</p>
Total	Enter the total number of beneficiaries of this race.
Hispanic/Latino	Of the total beneficiaries of this race, enter the number who are Hispanic/Latino.
Totals: Total	This read-only field shows the total number of beneficiaries of all races.
Totals: Hispanic/Latino	This read-only field shows the total number of beneficiaries of all races who are Hispanic.
<Add Another Race by Persons> button	Click this button to add beneficiary counts for another race.

## Income Levels

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.

Field	Description
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.
Totals	<p>This read-only field shows the sum of the values input in the previous four fields.</p> <p>The Income Levels TOTALS field and the Race/Ethnicity TOTALS by race field must be equal.</p>
Percent Low/Mod	This read-only field shows the percentage of beneficiaries who are low/mod. It is equal to (EXTREMELY LOW + LOW + MODERATE) divided by TOTALS.

## JOB CREATION/RETENTION

Job creation and retention data is reported for all LMJ\* activities:

**\*Jobs**

**Job Creation/Retention**

	Total Job Count		Total Weekly Hours		Percent
	Full Time	Full Time Low/Mod	Part Time (tip)	Part Time Low/Mod (tip)	Low/Mod Jobs
<b>Actually Created</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 %
<b>Actually Retained</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 %

**Actual FTE Jobs: (tip)**

| 
  |

Field	Description
Actually Created	
Total Job Count Full Time	Enter the total number of full-time jobs created.
Total Job Count Full Time Low/Mod	Of the total number of full-time jobs created, enter the number created for LMI persons.
Total Weekly Hours Part Time	Enter the total number of weekly part-time job <i>hours</i> ( <u>not</u> the number of part-time jobs) created.
Total Weekly Hours Part Time Low/Mod	Of the total number of weekly part-time job hours created, enter the number created for LMI persons.
Actually Retained	
Total Job Count Full Time	Enter the total number of full-time jobs retained.
Total Job Count Full Time Low/Mod	Of the total number of full-time jobs retained, enter the number retained for LMI persons.
Total Weekly Hours Part Time	Enter the total number of weekly part-time job <i>hours</i> ( <u>not</u> the number of part-time jobs) retained.
Total Weekly Hours Part Time Low/Mod	Of the total number of weekly part-time job hours retained, enter the number retained for LMI persons.
Actual FTE Jobs	This read-only field shows the number of full-time equivalent (FTE) jobs created and/or retained. To determine compliance with the national objective, part-time hours are converted to FTEs on the basis of one FTE equaling 40 hours.

When you are finished, click the <Save and Continue> button.

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

The top part of the second accomplishment screen is the same for all activities:

<b>User ID:</b> C00063 <b>User Role:</b> Grantee <b>Organization:</b> WISCONSIN <a href="#">- Logout</a>	<a href="#">Projects/Activities</a>	<a href="#">Funding/Drawdown</a>	<a href="#">Grant</a>	<a href="#">Grantee/PJ</a>	<a href="#">Admin</a>	<a href="#">Reports</a>												
<b>Activity</b> <a href="#">- Add</a> <a href="#">- Search</a>	<b>Activity</b> Edit CDBG Accomplishment Detail (Page 2)																	
<b>Project</b> <a href="#">- Add</a> <a href="#">- Search</a> <a href="#">- Copy</a>	<b>18A - ED Direct Financial Assistance to For-Profits</b> <ul style="list-style-type: none"> <li>● CDBG Accomplishment has been saved successfully.</li> </ul>																	
<b>Utilities</b> <a href="#">- Home</a> <a href="#">- Data Downloads</a> <a href="#">- Print Page</a> <a href="#">- Help</a>	<input type="button" value="Save"/>   <input type="button" value="Save and Previous Page"/>   <input type="button" value="Cancel"/>																	
<b>Links</b> <a href="#">- PDF Viewer</a> <a href="#">- Support</a> <a href="#">- CPD Home</a> <a href="#">- RAMPS</a> <a href="#">- HUD Home</a>	<p><b>* Indicates Required Field</b></p> <table border="1" style="width: 100%; background-color: #e0e0e0;"> <tr> <td><b>Grantee/PJ Activity ID:</b></td> <td><b>Activity Name:</b> Green Willows Dairy</td> <td><b>Program Year/IDIS Project ID:</b> 2009/91</td> </tr> <tr> <td><b>IDIS Activity ID:</b> 16784</td> <td><b>Activity Owner:</b> WISCONSIN</td> <td><b>Project Title:</b> C 09 19430 PF Kingston</td> </tr> <tr> <td colspan="3"><b>National Objective:</b> LMJ</td> </tr> <tr> <td colspan="3"><b>Accomplishments for Program Year:</b> 2009</td> </tr> </table>						<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Green Willows Dairy	<b>Program Year/IDIS Project ID:</b> 2009/91	<b>IDIS Activity ID:</b> 16784	<b>Activity Owner:</b> WISCONSIN	<b>Project Title:</b> C 09 19430 PF Kingston	<b>National Objective:</b> LMJ			<b>Accomplishments for Program Year:</b> 2009		
<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Green Willows Dairy	<b>Program Year/IDIS Project ID:</b> 2009/91																
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<b>National Objective:</b> LMJ																		
<b>Accomplishments for Program Year:</b> 2009																		

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the activity setup screens.  Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen.

## JOB PERFORMANCE MEASURES

This data is reported for all LMJ\* activities:

**Job Performance Measures**

Actual FTE Jobs Created:       Actual FTE Jobs Retained:

**Created**

	Total
Of Jobs Created, Number of Jobs With Employer Sponsored Health Care Benefits	<input type="text"/>
Of Jobs Created, Number of Persons Unemployed Prior to Taking Jobs Created Under this Activity	<input type="text"/>

**Retained**

	Total
Of Jobs Retained, Number of Jobs With Employer Sponsored Health Care Benefits	<input type="text"/>

**Types of Jobs Created/Retained**

Job Category	Jobs Created	Jobs Retained
Officials and Managers	<input type="text"/>	<input type="text"/>
Professional	<input type="text"/>	<input type="text"/>
Technicians	<input type="text"/>	<input type="text"/>
Sales	<input type="text"/>	<input type="text"/>
Office and Clerical	<input type="text"/>	<input type="text"/>
Craft Workers (Skilled)	<input type="text"/>	<input type="text"/>
Operatives (Semi-Skilled)	<input type="text"/>	<input type="text"/>
Laborers (Unskilled)	<input type="text"/>	<input type="text"/>
Service Workers	<input type="text"/>	<input type="text"/>

Field	Description
Actual FTE Jobs Created	This read-only field shows the number of FTE (full-time equivalent) jobs created from the previous screen.
Actual FTE Jobs Retained	This read-only field shows the number of FTE jobs retained from the previous screen.
Created	
Of Jobs Created, Number of Jobs with Employer-Sponsored Health Care Benefits	Enter a value only if ACTUAL FTE JOBS CREATED is greater than zero.
Of Jobs Created, Number of Persons Unemployed Prior to Taking Jobs Created Under this Activity	Enter a value only if ACTUAL FTE JOBS CREATED is greater than zero.

Field	Description
Retained	
Of Jobs Retained, Number of Jobs with Employer Sponsored Health Care Benefits	Enter a value only if ACTUAL FTE JOBS RETAINED is greater than zero.
Types of Jobs Created/Retained	<p>For each of the nine job categories, enter the number of jobs created in this program year in the first column and the number of jobs retained in this program year in the second column.</p> <p>The job categories are based on Economic Development Administration (EDA) job classifications, and are defined in Appendix G.</p> <p>If ACTUAL FTE JOBS CREATED is greater than zero, the sum of the values entered in the Jobs Created column must be greater than zero before you will be allowed to complete the activity.</p> <p>If ACTUAL FTE JOBS RETAINED is greater than zero, the sum of the values entered in the Jobs Created column must be greater than zero before you will be allowed to complete the activity.</p>

## ASSISTANCE TO BUSINESSES

These fields are displayed for LMJ\* activities only when the matrix code is 14E, 17\*, or 18\*:

**Assistance to Businesses**

	Total	Number Expanding	Number Relocating
New Businesses Assisted	<input type="text"/>		
Existing Businesses Assisted	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>	0 <input type="text"/>		

	Total
Number of Business Facades/Buildings Rehabilitated	<input type="text"/>
Number of Businesses Assisted that Provide Goods or Services to Meet the Needs of a Service Area	<input type="text"/>

**Specify DUNS # for Each Business Assisted**

DUNS #:  Ext:

Field	Description
New Businesses Assisted	Enter the number of start-up businesses assisted.
Existing Businesses Assisted	Enter the number of existing businesses assisted.
Number Expanding	Of the EXISTING BUSINESSES ASSISTED, enter the number that are expanding as a result of the assistance.
Number Relocating	Of the EXISTING BUSINESSES ASSISTED, enter the number that are relocating as a result of the assistance.
Total	A read-only field showing the total number of new and existing businesses assisted.
Number of Business Facades/Buildings Rehabilitated	Of the TOTAL businesses, enter the number receiving assistance for the rehabilitation of business facades/buildings.
Number of Businesses that Provide Goods or Services to Meet the Needs...	Of the TOTAL businesses, enter the number that provide goods or services to meet the needs of a service area, neighborhood, or community.
Specify DUNS # for Each Business Assisted...	A DUNS number is required for a business that receives direct financial assistance. Otherwise it is optional.
DUNS #	Enter the 9-digit DUNS number.
Ext.	Enter the 4-digit extension.
<Add Another DUNS # >	Click this button to add a DUNS # for another business.

This is the last LMJ\* accomplishment screen. When you click <Save>, the Edit Activity screen (see page 7-4) will be displayed.

# Chapter 13

## SBA, SBS, AND URG ACTIVITIES

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

- SBA Slum/blight, area benefit
- SBS Slum/blight, spot basis
- URG Urgent need

To access the accomplishment screens for an activity, go to the Edit Activity screen and click the <Add CDBG Accomp.> or <Edit CDBG Accomp.> button (see page 7-4).

There are two SBA/SBS/URG accomplishment screens. The data you are asked to provide depends on the activity's matrix code, as explained below.

### All SBA, SBS, and URG Activities

Screen	Page	Data	Displayed for
Page 1	13-3	Program Year, Accomplishment Narrative, and Actual Units	All SBA, SBS, and URG

### Rehab Activities

For SBA, SBS, and URG activities with a matrix code of 14A-14D or 14F-14I, the following data is collected:

Screen	Page	Data	Displayed for
Page 2	13-6	Homeowner Rehab	14A-14D, 14F-14I
	13-8	Rental Rehab	14A-14D, 14F-14I and INCLUDES RENTAL HOUSING is Yes

### Acquisition and New Construction Activities

For SBA, SBS, and URG activities with a matrix code of 01 or 12 and an ACCOMPLISHMENT TYPE of Housing Units, you are asked to provide this data:

Screen	Page	Data	Displayed for
Page 2	13-11	Acquisition/Construction New Homeowner	01, 12
	13-13	Construction of Rental Units	01, 12 INCLUDES RENTAL HOUSING is Yes
	13-15	Homeowner Rehab	01

### Public Facilities Activities

For SBA, SBS, and URG activities with a matrix code of 03\* (except 03T), this data is collected:

Screen	Page	Data	Displayed for
Page 2	13-16	Public Facilities & Infrastructure	03* except 03T

### Public Service Activities

For SBA, SBS, and URG activities with a matrix code of 05\* or 03T, these screens are displayed:

Screen	Page	Data	Displayed for
Page 2	13-17	Public Services	05* and 03T
	13-18	Direct Financial Assistance to Homebuyers	SBA and URG 05R
	13-19	Short-Term Rental Assistance	SBA and URG 05S
	13-21	Homeless Prevention	SBA and URG 05T

### Other SBA, SBS, and URG Activities

And finally, for SBA, SBS, and URG activities with a matrix code of 14E, 17\*, or 18\*, you are asked for information about the business(es) assisted:

Screen	Page	Data	Displayed for
Page 2	13-22	Assistance to Businesses	14E, 17*, 18*

When you have completed the last screen in the SBA, SBS, or URG path, the Edit Activity screen is redisplayed.



# ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

The first accomplishment screen is the same for all SBA, SBS, and URG activities:

**User ID:** C00063  
**User Role:** Grantee  
**Organization:** ILLINOIS  
[- Logout](#)

[Projects/Activities](#)

[Funding/Drawdown](#)

[Grant](#)

[Grantee/PJ](#)

[Admin](#)

[Reports](#)

**Activity**  
**Add CDBG Accomplishment Detail (Page 1)**

**14B - Rehab; Multi-Unit Residential**

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**\* Indicates Required Field**

<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Rental Rehab	<b>Program Year/IDIS Project ID:</b> 2009/9
<b>IDIS Activity ID:</b> 9904	<b>Activity Owner:</b> ILLINOIS	<b>Project Title:</b> 09-CDAP HOUSING-CITY OF HERRIN
<b>National Objective:</b> SBA		

**\*Accomplishments for Program**  
**Year:**

**Accomplishment Narrative:** (maximum 4000 characters)

**\*Accomplishments**

Accomplishment Type	Proposed Units	Actual Units (tip)
10 - Housing Units	<input type="text" value="26"/>	<input type="text"/>

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Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the activity setup screens.
Accomplishments for Program Year	<p>On the add screen, this field is blank. Enter the program year for which you are reporting accomplishments.</p> <p>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:</p> <div style="text-align: center; margin: 10px 0;"> <p><b>Accomplishments for Program</b>              Year: 2008</p> <div style="display: inline-block; margin-left: 100px;"> <p><b>Select Another Year:</b></p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 2px 5px; margin-right: 5px;">             ▼           </div> <input type="button" value="Edit Selected Year"/> </div> </div> </div> <p>For multi-year activities, make sure you input annual counts for the correct program year:</p>

Field	Description
	<ul style="list-style-type: none"> <li>• To add accomplishments for the second and subsequent years of an activity, click the &lt;Add New Accomplishment Year&gt; button at the top/bottom of the screen, type in the new year, and enter the new accomplishments. Do not include accomplishments that have been reported in a previous year.</li> <li>• Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year.</li> <li>• Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year for which you are reporting data.</li> </ul>
Accomplishment Narrative	<p>Describe the progress toward achieving accomplishments in the program year specified in the previous field.</p> <p>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.</p>
Accomplishments	
Accomplishment Type	This read-only field shows the accomplishment type assigned at activity setup (see page 3-7).
Proposed Units	This read-only field shows the proposed number of accomplishments entered at activity setup (see page 3-7).
Actual Units	Enter the number of accomplishments achieved during the program year being reported.

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

The top part of the second accomplishment screen is the same for all activities:

<b>User ID:</b> C00063 <b>User Role:</b> Grantee <b>Organization:</b> ILLINOIS <a href="#">- Logout</a>	<b>Projects/Activities</b>   <b>Funding/Drawdown</b>   <b>Grant</b>   <b>Grantee/PJ</b>   <b>Admin</b>   <b>Reports</b>												
<b>Activity</b> <a href="#">- Add</a> <a href="#">- Search</a>	<b>Activity</b> <b>Edit CDBG Accomplishment Detail (Page 2)</b> <b>14B - Rehab; Multi-Unit Residential</b> <ul style="list-style-type: none"> <li>• CDBG Accomplishment has been saved successfully.</li> </ul>												
<b>Project</b> <a href="#">- Add</a> <a href="#">- Search</a> <a href="#">- Copy</a>	<input type="button" value="Save"/>   <input type="button" value="Save and Previous Page"/>   <input type="button" value="Cancel"/>												
<b>Utilities</b> <a href="#">- Home</a> <a href="#">- Data Downloads</a> <a href="#">- Print Page</a> <a href="#">- Help</a>	<p><b>* Indicates Required Field</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f0f0f0;"><b>Grantee/PJ Activity ID:</b></td> <td style="background-color: #f0f0f0;"><b>Activity Name:</b> Rental Rehab</td> <td style="background-color: #f0f0f0;"><b>Program Year/IDIS Project ID:</b> 2009/9</td> </tr> <tr> <td style="background-color: #f0f0f0;"><b>IDIS Activity ID:</b> 9904</td> <td style="background-color: #f0f0f0;"><b>Activity Owner:</b> ILLINOIS</td> <td style="background-color: #f0f0f0;"><b>Project Title:</b> 09-CDAP HOUSING-CITY OF HERRIN</td> </tr> <tr> <td colspan="3" style="background-color: #f0f0f0;"><b>National Objective:</b> SBA</td> </tr> <tr> <td colspan="3" style="background-color: #f0f0f0;"><b>Accomplishments for Program Year:</b> 2009</td> </tr> </table>	<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Rental Rehab	<b>Program Year/IDIS Project ID:</b> 2009/9	<b>IDIS Activity ID:</b> 9904	<b>Activity Owner:</b> ILLINOIS	<b>Project Title:</b> 09-CDAP HOUSING-CITY OF HERRIN	<b>National Objective:</b> SBA			<b>Accomplishments for Program Year:</b> 2009		
<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Rental Rehab	<b>Program Year/IDIS Project ID:</b> 2009/9											
<b>IDIS Activity ID:</b> 9904	<b>Activity Owner:</b> ILLINOIS	<b>Project Title:</b> 09-CDAP HOUSING-CITY OF HERRIN											
<b>National Objective:</b> SBA													
<b>Accomplishments for Program Year:</b> 2009													
<b>Links</b> <a href="#">- PDF Viewer</a> <a href="#">- Support</a> <a href="#">- CPD Home</a> <a href="#">- RAMPS</a> <a href="#">- HUD Home</a>													

Field	Description
Fields in gray box	<p>These read-only fields identify the activity you are processing. They are populated with data from the activity setup screens.</p> <p>Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen.</p>

## HOMEOWNER REHAB

This block of data items is displayed for SBA, SBS, and URG activities with a matrix code of 01, 14A-14D, or 14F-14I and an ACCOMPLISHMENT TYPE of Housing Units.

**Homeowner Rehab**

**Total Units:** (tip)

**Of the Total Owner Units, Number of:**

	Number of Units
Units Occupied by Elderly	<input type="text"/>
Units Moved from Substandard to Standard (HQS or Local Code)	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	<input type="text"/>

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If the activity did not involve the rehabilitation of homeowner units, skip this section.

Field	Description
Total Units	This read-only field shows the ACTUAL UNITS reported on the first accomplishment screen. It should include <u>all</u> units, not just homeowner rehab units.
Of the Total Owner Units, Number of:	
Units Occupied by Elderly	Of the total owner units (this may or may not be the same as TOTAL UNITS), enter the number occupied by one or more persons age 62 or over.
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.
Section 504 Accessible Units	Of the total owner units, enter the number of units made accessible through the removal of architectural barriers.
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 <a href="http://www.hud.gov/energy">www.hud.gov/energy</a> and click on the CDBG link under ENERGY STAR and HUD Programs.

Field	Description
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	<p>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.</p> <p>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).</p>

## RENTAL REHAB

This block of data items is displayed for SBA, SBS, and URG activities with a matrix code of 14A-14D or 14F-14I provided the setup field INCLUDES RENTAL HOUSING is Yes (see page 3-12):

**Rental Rehab**

**Total Units:** (tip)

**Of the Total Rental Units, Number of:**

	Number of Units
Affordable Units	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Brought from Substandard to Standard Condition (HQS or Local Code)	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	<input type="text"/>
Units Created Through Conversion of Non-Residential to Residential Buildings	<input type="text"/>

**Of the Total Affordable Units, Number of:**

	Number of Units
Units Occupied by Elderly	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	<input type="text"/>
Units Designated for Persons with HIV/AIDS Including Units Receiving Assistance for Operations	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Permanent Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations	<input type="text"/>
Of Permanent Housing Units Designated for Homeless, Number for the Chronically Homeless	<input type="text"/>

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If the activity did not involve rental rehab, skip this section.

Field	Description
Total Units	This read-only field shows the ACTUAL UNITS reported on the first accomplishment screen. It should include <u>all</u> units, not just homeowner rehab units.
Of the Total Rental Units, Number of:	
Affordable Units	Of the total rental units (this may or may not be the same as TOTAL 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 CDBG requirement, but any units brought from substandard to standard condition should be reported.
Units 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 <a href="http://www.hud.gov/energy">www.hud.gov/energy</a> 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).
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.
Of the Total Affordable Units, Number of:	
Units Occupied by Elderly	Of the AFFORDABLE UNITS, enter the number occupied by one or more persons age 62 or over.
Years of Affordability Guaranteed	Enter the total number of years of affordability the grantee has imposed for the units being reported.
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 Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	Of the UNITS DESIGNATED FOR PERSONS WITH HIV/AIDS, enter the number who are also chronically homeless (see definition on next page).

Field	Description
<p>Permanent Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations</p>	<p>Of the AFFORDABLE UNITS, enter the number of permanent housing units designated for the homeless.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• an institution that provides a temporary residence for individuals intended to be institutionalized; or</li> <li>• a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</li> </ul>
<p>Of Permanent Housing Units Designated for Homeless Persons and Families, Number for the Chronically Homeless</p>	<p>Of the PERMANENT HOUSING UNITS DESIGNATED FOR HOMELESS PERSONS AND FAMILIES, enter the number who are chronically homeless.</p> <p>The HUD definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either:</p> <ul style="list-style-type: none"> <li>• been continuously homeless for a year or more, or</li> <li>• had at least four episodes of homelessness in the past three years.</li> </ul> <p>A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability.</p> <p>"Homeless" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.</p>



**ACQUISITION/CONSTRUCTION NEW HOMEOWNER**

This block of data items is displayed for an SBA, SBS, or URG activity when the matrix code is 01 or 12.

**Acquisition/Construction New Homeowner**

**Total Units:** (tip)

**Of the Total Owner Units, Number of:**

	Number of Units
Affordable Units	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Households previously living in subsidized housing	<input type="text"/>

**Of the Total Affordable Units, Number of:**

	Number of Units
Units Occupied by Elderly	<input type="text"/>
Units Specifically Designated for Persons with HIV/AIDS	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Units Specifically Designated for Homeless	<input type="text"/>
Of Units Designated for Homeless, Number Specifically for Chronically Homeless	<input type="text"/>

If the activity did not involve the acquisition/construction of new homeowner units, skip this section.

Field	Description
Total Units	This read-only field shows the ACTUAL UNITS reported on the first accomplishment screen. It should include <u>all</u> units, not just new homeowner units.
Of the Total Owner Units, Number of:	
Affordable Units	Of the total owner units (this may or may not be the same as TOTAL UNITS), enter the number that are affordable.
Years of Affordability Guaranteed	Enter the total number of years of affordability the grantee has imposed for the units being reported.
Section 504 Accessible Units	Of the total owner units, enter the number that meet Uniform Federal Accessibility Standards (UFAS).
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

Field	Description
	information, go to <a href="http://www.hud.gov/energy">www.hud.gov/energy</a> and click on the CDBG link under ENERGY STAR and HUD Programs.
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.
Of the Total Affordable Units, Number of:	
Units Occupied by Elderly	Of the AFFORDABLE UNITS, 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.
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	Of the UNITS SPECIFICALLY DESIGNATED FOR PERSONS WITH HIV/AIDS, enter the number designated for those who are chronically homeless (see definition below).
Units Specifically Designated for Homeless	<p>Of the AFFORDABLE UNITS, enter the number designated for the homeless.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• an institution that provides a temporary residence for individuals intended to be institutionalized; or</li> <li>• a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</li> </ul>
Of Units Designated for Homeless, Number Specifically for Chronically Homeless	<p>Of the Units Specifically Designated for Homeless, enter the number designated for those who are chronically homeless.</p> <p>The HUD definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either:</p> <ul style="list-style-type: none"> <li>• been continuously homeless for a year or more, or</li> <li>• had at least four episodes of homelessness in the past three years.</li> </ul> <p>A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability.</p> <p>"Homeless" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.</p>

## CONSTRUCTION OF RENTAL UNITS

This block of data items is displayed for an SBA, SBS, or URG activity when the matrix code is 01 or 12 and the setup field INCLUDES RENTAL HOUSING is Yes (see page 3-12):

**Construction of Rental Units**

**Total Units: (tip)**

**Of the Total Rental Units, Number of:**

	Number of Units
Affordable Units	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>

**Of the Affordable Units, Number of:**

	Number of Units
Units Occupied by Elderly	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	<input type="text"/>
Units Designated for Persons with HIV/AIDS Including Units Receiving Assistance for Operations	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Permanent Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations	<input type="text"/>
Of Permanent Housing Units Designated for Homeless, Number for the Chronically Homeless	<input type="text"/>

If the activity did not involve the acquisition/construction of new rental units, skip this section.

Field	Description
Total Units	This read-only field shows the ACTUAL UNITS reported on the first accomplishment screen. It should include <u>all</u> units, not just new rental units.
Of the Total Rental Units, Number of:	
Affordable Units	Of the total rental units (this may or may not be the same as TOTAL 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).
Units 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 <a href="http://www.hud.gov/energy">www.hud.gov/energy</a> and click on the CDBG link under ENERGY STAR and HUD Programs.

Field	Description
Of the Affordable Units, Number of:	
Units Occupied by Elderly	Of the AFFORDABLE UNITS, enter the number occupied by one or more persons age 62 or over.
Years of Affordability Guaranteed	Enter the total number of years of affordability the grantee has imposed for the units being reported.
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. 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...	Of the AFFORDABLE UNITS, enter the number designated for persons with HIV/AIDS.
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	Of the UNITS DESIGNATED FOR PERSONS WITH HIV/AIDS, enter the number who are also chronically homeless (see definition below).
Permanent Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations	<p>Of the AFFORDABLE UNITS, enter the number of permanent housing units designated for the homeless.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• an institution that provides a temporary residence for individuals intended to be institutionalized; or</li> <li>• a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for humans.</li> </ul>
Of Permanent Housing Units Designated for Homeless Persons and Families, Number for the Chronically Homeless	<p>Of the PERMANENT HOUSING UNITS DESIGNATED FOR HOMELESS PERSONS AND FAMILIES, enter the number who are chronically homeless.</p> <p>The HUD definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either:</p> <ul style="list-style-type: none"> <li>• been continuously homeless for a year or more, or</li> <li>• had at least four episodes of homelessness in the past three years.</li> </ul> <p>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.</p>

## HOMEOWNER REHAB

This block of data items is displayed for an SBA, SBS, or URG activity when the matrix code is 01 and the ACCOMPLISHMENT TYPE is Housing Units.

**Homeowner Rehab**

**Total Units:** (tip)

**Of the Total Owner Units, Number of:**

	Number of Units
Units Occupied by Elderly	<input type="text"/>
Units Moved from Substandard to Standard (HQS or Local Code)	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	<input type="text"/>

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If the activity did not involve the acquisition of homeowner rehab units, skip this section. Otherwise, please see page 13-6 for descriptions of these fields.

## PUBLIC FACILITIES & INFRASTRUCTURE

This block of data fields is displayed for SBA, SBS, and URG activities with a matrix code of 03\* (except 03T):

**Public Facilities & Infrastructure**

**Total Persons Assisted :**

**Of the Total Persons, Number of:**

	Number of Persons
With New Access to this type of Public Facility or Infrastructure Improvement	<input type="text"/>
With Improved Access to this Type of Public Facility or Infrastructure Improvement	<input type="text"/>
With access to Public Facility or Infrastructure that is No Longer Substandard	<input type="text"/>
<b>Total</b>	0 <input type="text"/>

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Field	Description
Total Persons Assisted	If the activity ACCOMPLISHMENT TYPE is: <ul style="list-style-type: none"> <li>People, this is a read-only field showing the ACTUAL UNITS reported on the previous screen.</li> <li>Public Facilities, this is an input field. Enter the number of persons served by the facility.</li> </ul>
Of the Total Persons, Number:	
With New Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides a new facility, enter the number of persons with access to the facility. If the activity is funded in subsequent years, persons benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides improved access to a facility, enter the number of households who have improved access.
With Access to Public Facility or Infrastructure that is No Longer Substandard	When the activity provides a service that is no longer substandard, enter the number of persons no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL PERSONS ASSISTED before the activity can be completed.

## PUBLIC SERVICES

This block of data fields is displayed for SBA, SBS, and URG activities with a matrix code of 05\*:

**Public Services**

Total Persons Assisted : 58

Of the Total Persons, Number of:

	Number of Persons
With New or Continuing Access to a Service or Benefit	<input type="text"/>
With Improved Access to a Service or Benefit	<input type="text"/>
Receive a Service or Benefit that is No Longer Substandard	<input type="text"/>
<b>Total</b>	0

Note that if the activity ACCOMPLISHMENT TYPE is Households or Housing Units, the three labels circled on the above screen print will be Total *Households* Assisted, Of the Total *Households*, and Number of *Households*. Count each household as one, regardless of the number of persons in the household.

Field	Description
Total Persons Assisted	This read-only field shows the total number of persons/households reported on the previous screen.
Of the Total Persons, Number:	
With New or Continuing Access to a Service or Benefit	When the activity provides a new service, enter the number of persons/households with access to the service or benefit. If the activity is funded in subsequent years, households benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to a Service or Benefit	When the activity provides improved access to a service, enter the number of persons/households who have improved access.
Receive a Service or Benefit that is No Longer Substandard	When the activity provides a service that is no longer substandard, enter the number of persons/households no longer subject to a substandard service.
Total	This read-only field must equal the number in TOTAL PERSONS/HOUSEHOLDS ASSISTED before the activity can be completed.

## DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS

These data items are collected for SBA and URG activities with a matrix code of 05R:

**Direct Financial Assistance to Homebuyers**

**Total Households Assisted:** (tip)

32

**Of the Total Households, Number of:**

	Number of Households
First-Time Homebuyers	<input type="text"/>
Of the Number of First-Time Homebuyers, Number Receiving Housing Counseling	<input type="text"/>
Downpayment Assistance/Closing Costs	<input type="text"/>

| 
  |

Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Total Households, Number of:	
First-Time Homebuyers	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that are first-time homebuyers.
Of the Number of First-Time Homebuyers, Number Receiving Housing Counseling	Of the households that are first-time homebuyers, enter the number receiving housing counseling. This cannot exceed FIRST-TIME HOMEBUYERS.
Downpayment Assistance/Closing Costs	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number receiving downpayment assistance and/or assistance with closing costs.



**SHORT-TERM RENTAL ASSISTANCE**

This block of data fields is displayed for SBA and URG activities with a matrix code of 5S.

**Short-Term Rental Assistance**

**Total Households Assisted:**

**Of the Households Assisted, the Number:**

	Number of Households
Receiving short-term rental assistance (not more than three months)	<input type="text"/>
That were previously homeless	<input type="text"/>
Of those, the number that were chronically homeless	<input type="text"/>

| 
  |

Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Households Assisted, the Number:	
Receiving short-term rental assistance (not more than three months)	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that received short-term rental assistance.
That were previously homeless	<p>Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that were previously 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:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• an institution that provides a temporary residence for individuals intended to be institutionalized; or</li> <li>• a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</li> </ul>
Of those, the number that were chronically homeless	<p>Of the households THAT WERE PREVIOUSLY HOMELESS, enter the number that were chronically homeless. The HUD definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either:</p> <ul style="list-style-type: none"> <li>• been continuously homeless for a year or more, or</li> <li>• had at least four episodes of homelessness in the past three years.</li> </ul>

<b>Field</b>	<b>Description</b>
	<p>A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability.</p> <p>"Homeless" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.</p>

## HOMELESS PREVENTION

These data fields are displayed for SBA and URG activities with a matrix code of 05C, 05Q, or 05T.

**Homeless Prevention**

**Total Persons Assisted:**

**Of the Total Persons Assisted, Number of:**

	Number of Persons
Receiving Emergency Financial Assistance to Prevent Homelessness	<input type="text"/>
Receiving Emergency Legal Assistance to Prevent Homelessness	<input type="text"/>

| 
  |

If a person received both financial and legal assistance, include that person in the counts for both fields.

Field	Description
Total Persons Assisted	This read-only field shows the total number of persons reported on the previous screen.
Of the Total Persons Assisted, the Number:	
Receiving Emergency Financial Assistance...	Of the TOTAL PERSONS ASSISTED, enter the number that received short-term rental assistance.
Receiving Emergency Legal Assistance...	Of the TOTAL PERSONS ASSISTED, enter the number that received emergency financial assistance to prevent homelessness.

## ASSISTANCE TO BUSINESSES

This section is displayed for an SBA, SBS, or URG activity with a matrix code of 14E, 17\*, or 18\*.

**Assistance to Businesses**

	Total	Number Expanding	Number Relocating
New Businesses Assisted	<input type="text"/>		
Existing Businesses Assisted	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>	0 <input type="text"/>		

	Total
Number of Business Facades/Buildings Rehabilitated	<input type="text"/>
Number of Businesses Assisted that Provide Goods or Services to Meet the Needs of a Service Area	<input type="text"/>

**Specify DUNS # for Each Business Assisted**

DUNS #:  Ext:

|  |

**If the matrix code is 18A or 18C:** The fact that this screen lets you 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 570.483(b)(4)(vi) for which job aggregation is allowed, each business assisted under 18A or 18C must be set up as a separate activity.

Field	Description
New Businesses Assisted	Enter the number of start-up businesses assisted in this program year.
Existing Businesses Assisted	Enter the number of existing businesses assisted in this program year.
Number Expanding	Of the EXISTING BUSINESSES ASSISTED, enter the number that are expanding as a result of the assistance.
Number Relocating	Of the EXISTING BUSINESSES ASSISTED, enter the number that are relocating as a result of the assistance.
Total	A read-only field showing the total number of new and existing businesses assisted.
Number of Business Facades/Buildings Rehabilitated	Of the TOTAL businesses, enter the number receiving assistance for the rehabilitation of business facades/buildings.
Number of Businesses that Provide Goods or Services to Meet the Needs of a Service	Of the TOTAL businesses, enter the number that provide goods or services to meet the needs of a service area, neighborhood, or community.

Field	Description
Area	
Specify DUNS # for Each Business Assisted	A DUNS number is required for a business that receives direct financial assistance. Otherwise it is optional.
DUNS #	Enter the 9-digit DUNS number.
Ext.	Enter the 4-digit extension.
<Add Another DUNS # > button	Click this button to add a DUNS # for another business.

This is the last SBA/SBS/URG accomplishment screen. When you click <Save>, the Edit Activity screen (see page 7-4) will be displayed.



# Chapter 14

## GRANTS

Use this function to view details about your CDBG, ESG, HOME, and HOPWA grants.

### ACCESSING THE GRANT FUNCTION

Click the Grant tab at the top of the screen you are on to display the Search Grants screen.

### SEARCH GRANTS SCREEN

To view a grant, you must first conduct a search to retrieve it. Specify as many or as few of the search criteria as you wish to retrieve the grant(s) you want to view:

Field	Description
Grant Year	To limit the search results to a particular grant year, select it from the dropdown.
Grant #	Limit the results to grants starting with the text string you enter here—e.g., type <b>b</b> to retrieve just CDBG grants, or <b>b0</b> to retrieve your 2000 – 2009 CDBG grants.
Program	To limit the search results to grants from a particular program, select it from the dropdown.

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

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

**User ID:** C00063  
**User Role:** Grantee  
**Organization:** ARKANSAS  
[- Logout](#)

**Grant**  
[- Search](#)

**Subfund**  
[- Add](#)  
[- Search](#)

**Subgrant**  
[- Add](#)  
[- Search](#)

**Utilities**  
[- Home](#)  
[- Data Downloads](#)  
[- Print Page](#)  
[- Help](#)

**Links**  
[- PDF Viewer](#)  
[- Support](#)

**Grant**

**Search Grants**

**Search Criteria**

**Grant Year:** (tip) 2009

**State/Territory:** AR

**Program:** CDBG

**Grant #:** (tip)

|

**Results Page 1 of 1**

Program	Grant Year	Grant #	Authorized Amount	Grant Status	Net Drawn Amount	IDIS Grant Balance	Action
CDBG	2009	B-09-DC-05-0001	\$19,270,282.00	Active	\$0.00	\$19,270,282.00	<a href="#">View</a>
CDBG	2009	B-09-DY-05-0001	\$5,144,608.00	Active	\$0.00	\$5,144,608.00	<a href="#">View</a>

Click the [View](#) link in the last column of the grant you want to view.



## VIEW GRANT SCREEN

On this screen, you can monitor the committed, drawn, and available amounts of your grant.

User ID: C00063 User Role: Grantee Organization: ARKANSAS <a href="#">- Logout</a>	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports																						
<p><b>Grant</b></p> <p><b>View Grant</b></p>																												
<p><a href="#">Return to Search Grants</a>   <a href="#">View Grant History</a></p>																												
<p><b>Grant</b></p> <p><a href="#">- Search</a></p>	<p><b>Grantee/PJ Name:</b> (tip) ARKANSAS</p>		<p><b>Grant Status:</b> (tip) Active</p>																									
<p><b>Subfund</b></p> <p><a href="#">- Add</a> <a href="#">- Search</a></p>	<p><b>Program:</b> (tip) CDBG</p>		<p><b>Grant Blocked:</b> (tip) No</p>																									
<p><b>Subgrant</b></p> <p><a href="#">- Add</a> <a href="#">- Search</a></p>	<p><b>Grant Year:</b> (tip) 2009</p>		<p><b>Award Date:</b> (tip) 07/31/2009</p>																									
<p><b>Utilities</b></p> <p><a href="#">- Home</a> <a href="#">- Data Downloads</a> <a href="#">- Print Page</a> <a href="#">- Help</a></p>	<p><b>Grant #:</b> (tip) B-09-DC-05-0001</p>																											
<p><b>Links</b></p> <p><a href="#">- PDF Viewer</a> <a href="#">- Support</a> <a href="#">- CPD Home</a> <a href="#">- RAMPS</a> <a href="#">- HUD Home</a></p>	<p><b>Payable To:</b> (tip) ARKANSAS</p>																											
<p><b>Grant Amounts</b> <span style="float: right;"><a href="#">View Subfunds</a></span></p> <table border="1"> <thead> <tr> <th></th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td><b>Obligated Amount</b></td> <td style="text-align: right;">\$19,270,282.00</td> </tr> <tr> <td><b>Authorized Amount</b></td> <td style="text-align: right;">\$19,270,282.00</td> </tr> <tr> <td><b>Subfunded Amount</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>EN Funds (Authorized Amt minus Subfunded Amt)</b></td> <td style="text-align: right;">\$19,270,282.00</td> </tr> <tr> <td><b>Amount Committed to Activities</b></td> <td style="text-align: right;">\$11,137,074.16</td> </tr> <tr> <td><b>Net Drawn Amount</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Returned Amount</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Amount Available to Subfund</b></td> <td style="text-align: right;">\$8,133,207.84</td> </tr> <tr> <td><b>Amount Available to Commit to Activities</b></td> <td style="text-align: right;">\$8,133,207.84</td> </tr> <tr> <td><b>Amount Available to Draw</b></td> <td style="text-align: right;">\$19,270,282.00</td> </tr> </tbody> </table>								Amount	<b>Obligated Amount</b>	\$19,270,282.00	<b>Authorized Amount</b>	\$19,270,282.00	<b>Subfunded Amount</b>	\$0.00	<b>EN Funds (Authorized Amt minus Subfunded Amt)</b>	\$19,270,282.00	<b>Amount Committed to Activities</b>	\$11,137,074.16	<b>Net Drawn Amount</b>	\$0.00	<b>Returned Amount</b>	\$0.00	<b>Amount Available to Subfund</b>	\$8,133,207.84	<b>Amount Available to Commit to Activities</b>	\$8,133,207.84	<b>Amount Available to Draw</b>	\$19,270,282.00
	Amount																											
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<b>Amount Available to Commit to Activities</b>	\$8,133,207.84																											
<b>Amount Available to Draw</b>	\$19,270,282.00																											
<p><a href="#">Return to Search Grants</a>   <a href="#">View Grant History</a></p>																												

Field	Description
Grantee/PJ Name	The recipient of this grant.
Program	CDBG, ESG, HOME, or HOPWA.
Grant Year	The second and third characters of the grant number displayed as a four-digit year.
Grant #	Self-explanatory.
Payable To	The organization that receives the wire transfers of funds drawn down from the grant.
Grant Status	Always <b>Active</b> .
Grant Blocked	If GRANT BLOCKED is <b>Yes</b> , EN funds (see definition below) cannot be drawn from this grant.

Field	Description
Award Date	The date the funds were obligated, which for CDBG is the date the HUD Field Office signs the grant agreement.
Grant Amounts	
Obligated Amount	The grant amount initially obligated to the grantee.
Authorized Amount	The grant amount the grantee is authorized to subgrant, commit, and draw from this grant. The AUTHORIZED AMOUNT includes all reallocations and reductions.
Subfunded Amount	The amount of the grant a grantee earmarks for subfunds.
EN Funds (Authorized Amt minus Subfunded Amt)	The amount of the grant that has NOT been subfunded. For most CDBG grantees, AUTHORIZED AMOUNT and EN FUNDS will be equal.
Amount Committed to Activities	The total amount of grant funds committed to activities via the Activity Funding function.
Net Drawn Amount	The total of all draws plus the sum of all pending draws minus the RETURNED AMOUNT (see next entry).
Returned Amount	The total amount disbursed from the grant and later returned by the grantee to the Letter of Credit.
Amount Available to Subfund	AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus the larger of AMOUNT COMMITTED TO ACTIVITIES or NET DRAWN AMOUNT.
Amount Available to Commit to Activities	AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Amount Available to Draw	AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus NET DRAWN AMOUNT.

Notice the [View Subfunds](#) link above the Amount column. Unless you have created a subfund for this grant, the information displayed when you click the link will differ very little from the information displayed on this screen. If you do create CDBG subfunds, please see Appendix I for details.

Clicking on the <View Grant History> button at the top/bottom of the page displays a history of any changes made to the grant record.

# Chapter 15

## GRANTEES

Grantee users can access this function to view the IDIS record for their organization and their program year dates.

### ACCESSING THE GRANTEE FUNCTION

Click the Grantee tab at the top of the screen you are on to display the View Grantee screen.

### VIEW GRANTEE SCREEN

The screenshot displays the 'View Grantee/PJ' screen. At the top, there is a navigation bar with tabs: Projects/Activities, Funding/Drawdown, Grant, Grantee/PJ (selected), Admin, and Reports. On the left, a sidebar contains user information (User ID: C00063, User Role: Grantee, Organization: ARKANSAS) and a 'Logout' link. Below this are sections for 'Grantee/PJ' (with a 'View' link), 'Subordinate' (with 'Add' and 'Search' links), 'Utilities' (with 'Home', 'Data Downloads', 'Print Page', and 'Help' links), and 'Links' (with 'PDF Viewer', 'Support', 'CPD Home', 'RAMPS', and 'HUD Home' links).

The main content area is titled 'Grantee/PJ' and 'View Grantee/PJ'. It features a 'Profile' section with the following details:

- Grantee/PJ Name:** (tip) ARKANSAS
- Address:** (tip) DEPARTMENT OF HUMAN SERVICES, P.O. BOX 1437 SLOT 3200
- City:** LITTLE ROCK
- State/Territory:** AR
- Zip Code:** 72203-1437
- Organizational DUNS #:** (tip)
- Organization Type:** (tip) State
- EIN/TIN #:** (tip) 71-0390553
- HUD Field Office:** (tip) LITTLE ROCK
- Organization Web Site:** (tip)
- LOCCS Banking Access:**(tip) Yes
- CDBG Banking Established in LOCCS:**(tip) No
- HOME Banking Established in LOCCS:**(tip) No
- ESG Banking Established in LOCCS:**(tip) No
- HOPWA Banking Established in LOCCS:**(tip) No
- Status:** Active

At the bottom of the profile section is a 'View Contact Information' button. Below the profile is a 'System Baseline Program Year' section with the following data:

Program Year:	Program Year Start Date : (tip)	Program Year End Date: (tip)	View Program Years
1994	07/01/1994	06/30/1995	

The only fields that perhaps require a little explanation are:

- **Status** can be either "Active" or "Inactive." "Inactive" means the grantee has been blocked from logging into IDIS (in which case you could not be viewing this screen!).

- **System Baseline Program Year** fields show the earliest program year assigned to the grantee by the old IDIS system and so is of very little significance to end users.

To review grantee contact names and addresses, click the <View Contact Information> button.

Click the <View Program Years> button to access a list of your organization's program year start and end dates.

# Appendix A

## CDBG MATRIX CODES

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### CDBG Matrix Codes by Category

Matrix codes are listed here 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

19H	Technical Assistance to Grantees	21E	Submission of Applications for Federal Programs
20	Planning	21H	CDBG Funding of HOME Admin
20A	State Planning Only	21I	CDBG Funding of HOME CHDO Operating Expenses
21A	General Program Administration	21J	State Administration
21B	Indirect Costs	14H	Rehab: Administration
21C	Public Information		
21D	Fair Housing Activities (subject to Admin cap)		

#### Economic Development

14E	Rehab: Publicly or Privately Owned Commercial/Industrial (CI)	17D	CI: Other Improvements
17A	CI: Acquisition/Disposition	18A	ED: Direct Financial Assistance to For-Profits
17B	CI: Infrastructure Development	18B	ED: Technical Assistance
17C	CI: Building Acquisition, Construction, Rehabilitation	18C	ED: Micro-Enterprise Assistance

#### Housing

12	Construction of Housing	14G	Rehab: Acquisition
13	Direct Homeownership Assistance	14H	Rehab: Administration
14A	Rehab: Single-Unit Residential	14I	Lead-Based Paint/Lead Hazards Testing/Abatement
14B	Rehab: Multi-Unit Residential	14J	Housing Services
14C	Rehab: Public Housing Modernization	16A	Residential Historic Preservation
14D	Rehab: Other Publicly Owned Residential Buildings	19E	Operation/Repair of Foreclosed Property
14F	Rehab: Energy Efficiency Improvements		

#### 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	03	Other Public Facilities/Improvements
03J	Water/Sewer Improvements		
03K	Street Improvements		

**Public Services**

05A Senior Services	05M Health Services
05B Handicapped Services	05N Services for Abused and Neglected Children
05C Legal Services	05O Mental Health Services
05D Youth Services	05P Screening for Lead Poisoning
05E Transportation Services	05Q Subsistence Payments
05F Substance Abuse Services	05R Homeownership Assistance (not direct)
05G Services for Battered and Abused Spouses	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
05L Child Care Services	

**Repayment of Section 108 Loans**

19F Planned Repayments of Section 108 Loans	19G Unplanned Repayments of Section 108 Loans
---	---

**Other**

06 Interim Assistance	19C Non-Profit Organization Capacity Building
09 Loss of Rental Income	22 Unprogrammed Funds
11 Privately Owned Utilities	23 Tornado Shelters Serving Private Mobile Home Parks
15 Code Enforcement	
16B Non-Residential Historic Preservation	

Definitions of the matrix codes are provided in the table that follows.

## MATRIX CODE DEFINITIONS

Matrix codes are used to indicate—but do not establish—activity eligibility. An activity must be eligible in accordance with the regulations at 570.482. Grantees need to refer to the regulations to determine an activity’s eligibility; the codes defined below are used in IDIS OnLine chiefly to categorize activities for reporting purposes.

Code	Definition
<b>01</b>	<p><b>Acquisition of Real Property</b></p> <p>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.</p> <p><i>When CDBG funds are used to:</i></p> <ul style="list-style-type: none"> <li>• <i>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.</i></li> <li>• <i>acquire housing that will be rehabilitated, use code 14G.</i></li> </ul>
<b>02</b>	<p><b>Disposition of Real Property</b></p> <p>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.</p>
<b>03A</b>	<p><b>Senior Centers</b></p> <p>Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors.</p> <p>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.</p> <p><i>For the construction of permanent housing for the elderly, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>
<b>03B</b>	<p><b>Handicapped Centers</b></p> <p>Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for the handicapped.</p> <p>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.</p> <p><i>For the construction of permanent housing for the handicapped, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>
<b>03C</b>	<p><b>Homeless Facilities (not operating costs)</b></p> <p>Acquisition, construction, or rehabilitation of temporary shelters and transitional housing for the homeless, including battered spouses, disaster victims, runaway children, drug offenders, and parolees.</p> <p><i>For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>

Code	Definition
03D	<p><b>Youth Centers</b></p> <p>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.</p> <p><i>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.</i></p>
03E	<p><b>Neighborhood Facilities</b></p> <p>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.</p>
03F	<p><b>Parks, Recreational Facilities</b></p> <p>Development of open space areas or facilities intended primarily for recreational use.</p>
03G	<p><b>Parking Facilities</b></p> <p>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.</p> <p><i>If parking improvements are only part of a larger street improvement activity, use 03K.</i></p>
03H	<p><b>Solid Waste Disposal Improvements</b></p> <p>Acquisition, construction, or rehabilitation of solid waste disposal facilities.</p>
03I	<p><b>Flood Drainage Improvements</b></p> <p>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.</p> <p><i>Use 03J for storm sewers and 03K for street and storm drains.</i></p>
03J	<p><b>Water/Sewer Improvements</b></p> <p>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.</p> <p><i>For water/sewer improvements that are part of:</i></p> <ul style="list-style-type: none"> <li>• <i>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).</i></li> <li>• <i>a housing rehabilitation activity, use the appropriate 14* matrix code.</i></li> </ul> <p><i>For construction or rehabilitation of flood drainage facilities, use 03I.</i></p>



Code	Definition
03K	<p><b>Street Improvements</b></p> <p>Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. Also use 03K:</p> <ul style="list-style-type: none"> <li>• for improvements that include landscaping, street lighting, and/or street signs (commonly referred to as “streetscaping”).</li> <li>• if sidewalk improvements (see code 03L) are part of more extensive street improvements.</li> </ul>
03L	<p><b>Sidewalks</b></p> <p>Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees.</p>
03M	<p><b>Child Care Centers</b></p> <p>Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers.</p> <p><i>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.</i></p>
03N	<p><b>Tree Planting</b></p> <p>Activities limited to tree planting (sometimes referred to as “beautification”).</p> <p><i>For streetscape activities that include tree planting, use 03K; for sidewalk improvement activities that include tree planting, use 03L.</i></p>
03O	<p><b>Fire Stations/Equipment</b></p> <p>Acquisition, construction, or rehabilitation of fire stations and/or the purchase of fire trucks and emergency rescue equipment.</p>
03P	<p><b>Health Facilities</b></p> <p>Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes.</p> <p><i>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.</i></p>
03Q	<p><b>Facilities for Abused and Neglected Children</b></p> <p>Acquisition, construction, or rehabilitation of daycare centers, treatment facilities, or temporary housing for abused and neglected children.</p>
03R	<p><b>Asbestos Removal</b></p> <p>Rehabilitation of any public facility undertaken primarily to remove asbestos.</p>
03S	<p><b>Facilities for AIDS Patients (not operating costs)</b></p> <p>Acquisition, construction, or rehabilitation of facilities for the treatment or temporary housing of people who are HIV positive or who have AIDS.</p> <p><i>For the construction or rehabilitation of facilities for AIDS education and prevention, use 03P.</i></p>

Code	Definition
<b>03T</b>	<p><b>Operating Costs of Homeless/AIDS Patients Programs</b></p> <p>Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance.</p> <p>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.</p>
<b>03</b>	<p><b>Other Public Facilities and Improvements</b></p> <p>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.</p> <p>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).</p>
<b>04</b>	<p><b>Clearance and Demolition</b></p> <p>Clearance or demolition of buildings/improvements, or the movement of buildings to other sites.</p>
<b>04A</b>	<p><b>Cleanup of Contaminated Sites</b></p> <p>Activities undertaken primarily to clean toxic/environmental waste or contamination from a site.</p>
<b>05A</b>	<p><b>Senior Services</b></p> <p>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.</p>
<b>05B</b>	<p><b>Handicapped Services</b></p> <p>Services for the handicapped, regardless of age.</p>
<b>05C</b>	<p><b>Legal Services</b></p> <p>Services providing legal aid to low- and moderate-income (LMI) persons.</p> <p><i>If the only legal service provided is for the settlement of tenant/landlord disputes, use 05K.</i></p>
<b>05D</b>	<p><b>Youth Services</b></p> <p>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.</p> <p><i>For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.</i></p>
<b>05E</b>	<p><b>Transportation Services</b></p> <p>General transportation services.</p> <p><i>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.</i></p>

<b>Code</b>	<b>Definition</b>
<b>05F</b>	<p><b>Substance Abuse Services</b></p> <p>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.</p>
<b>05G</b>	<p><b>Services for Battered and Abused Spouses</b></p> <p>Services for battered and abused spouses and their families.</p> <p><i>For services limited to abused and neglected children, use 05N.</i></p>
<b>05H</b>	<p><b>Employment Training</b></p> <p>Assistance to increase self-sufficiency, including literacy, independent living skills, and job training.</p> <p><i>For activities providing training for permanent jobs with specific businesses, use 18A.</i></p>
<b>05I</b>	<p><b>Crime Awareness/Prevention</b></p> <p>Promotion of crime awareness and prevention, including crime prevention education programs and paying for security guards.</p>
<b>05J</b>	<p><b>Fair Housing Activities (subject to Public Services cap)</b></p> <p>Fair housing services (e.g., counseling on housing discrimination) that meet a national objective.</p> <p><i>For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D.</i></p>
<b>05K</b>	<p><b>Tenant/Landlord Counseling</b></p> <p>Counseling to help prevent or settle disputes between tenants and landlords.</p>
<b>05L</b>	<p><b>Child Care Services</b></p> <p>Services that will benefit children (generally under age 13), including parenting skills classes.</p> <p><i>For services exclusively for abused and neglected children, use 05N.</i></p>
<b>05M</b>	<p><b>Health Services</b></p> <p>Services addressing the physical health needs of residents of the community.</p> <p><i>For mental health services, use 05O.</i></p>
<b>05N</b>	<p><b>Services for Abused and Neglected Children</b></p> <p>Daycare and other services exclusively for abused and neglected children.</p>
<b>05O</b>	<p><b>Mental Health Services</b></p> <p>Services addressing the mental health needs of residents of the community.</p>
<b>05P</b>	<p><b>Screening for Lead Poisoning</b></p> <p>Activities undertaken primarily to provide screening for lead poisoning.</p> <p><i>For lead poisoning testing/abatement activities, use 14I.</i></p>

Code	Definition
05Q	<p><b>Subsistence Payments</b></p> <p>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.</p>
05R	<p><b>Homeownership Assistance (not direct)</b></p> <p>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.</p> <p>Assistance provided under 05R must meet the low/mod housing national objective. Therefore, unless the assistance is provided by an 105(a)(15) entity in a CRSA, it is subject to the public service cap and only low/mod households may be assisted. If the assistance is provided by a 105(a)(15) in a CRSA, 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).</p> <p><i>For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13.</i></p>
05S	<p><b>Rental Housing Subsidies</b></p> <p>Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by 105(a)(15) entities.</p>
05T	<p><b>Security Deposits</b></p> <p>Tenant subsidies exclusively for payment of security deposits.</p>
05U	<p><b>Housing Counseling</b></p> <p>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).</p>
05	<p><b>Other Public Services</b></p> <p>Do not use this code for public services activities unless an activity does not fall under a more specific 05* code.</p> <p>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).</p>
06	<p><b>Interim Assistance</b></p> <p>Only for activities undertaken either to:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Alleviate emergency conditions threatening public health and safety, such as removal of tree limbs or other debris after a major storm.</li> </ul>

<b>Code</b>	<b>Definition</b>
<b>08</b>	<b>Relocation</b> Relocation payments and other assistance for permanently or temporarily displaced individuals, families, businesses, non-profit organizations, and farms.
<b>09</b>	<b>Loss of Rental Income</b> Payments to owners of housing for loss of rental income due to temporarily holding rental units for persons displaced by CDBG-assisted activities.
<b>11</b>	<b>Privately Owned Utilities</b> 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.
<b>12</b>	<b>Construction of Housing</b> Construction of housing with CDBG state funds must be carried out by 105(a)(15) entities. See Section 105(a)(15) of the HCDA for details.
<b>13</b>	<b>Direct Homeownership Assistance</b> 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.  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.
<b>14A</b>	<b>Rehab: Single-Unit Residential</b> Rehabilitation of privately owned, single-unit homes.
<b>14B</b>	<b>Rehab: Multi-Unit Residential</b> Rehabilitation of privately owned buildings with two or more permanent residential units.  <i>For the rehabilitation of units that will provide temporary shelter or transitional housing for the homeless, use 03C.</i>
<b>14C</b>	<b>Rehab: Public Housing Modernization</b> Rehabilitation of housing units owned/operated by a public housing authority (PHA).
<b>14D</b>	<b>Rehab: Other Publicly Owned Residential Buildings</b> Rehabilitation of permanent housing owned by a public entity other than a PHA.  <i>For the rehabilitation of other publicly owned buildings that will provide temporary shelter or transitional housing for the homeless, use 03C.</i>

Code	Definition
14E	<p><b>Rehab: Publicly or Privately Owned Commercial/Industrial</b></p> <p>Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to:</p> <ul style="list-style-type: none"> <li>• Exterior improvements (generally referred to as "facade improvements")</li> <li>• Correction of code violations</li> </ul> <p><i>For more extensive rehabilitation of privately owned commercial/industrial property, use 17C; for infrastructure developments and improvements at commercial/industrial sites, use 17B.</i></p>
14F	<p><b>Rehab: Energy Efficiency Improvements</b></p> <p>Housing rehabilitation with the sole purpose of improving energy efficiency (e.g., a weatherization program).</p> <p><i>For energy efficiency improvements to public housing units, use 14C; for other publicly owned residential buildings, use 14D.</i></p>
14G	<p><b>Rehab: Acquisition</b></p> <p>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.</p>
14H	<p><b>Rehab: Administration</b></p> <p>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.</p> <p>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).</p> <p><i>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.</i></p>
14I	<p><b>Lead-Based Paint/Lead Hazards Testing/Abatement</b></p> <p>Housing rehabilitation activities with the primary goal of evaluating and reducing lead-based paint/lead hazards.</p> <p><i>For lead-based paint/lead hazards screening, use 05P.</i></p>
14J	<p><b>Housing Services</b></p> <p>Housing services in support of the HOME Program, eligible under 105(a)(20).</p>
15	<p><b>Code Enforcement</b></p> <p>Salaries and overhead costs associated with property inspections and followup actions (such as legal proceedings) directly related to the enforcement (not correction) of state and local codes.</p> <p><i>For the correction of code violations, use the appropriate rehabilitation code.</i></p>

<b>Code</b>	<b>Definition</b>
<b>16A</b>	<b>Residential Historic Preservation</b> Rehabilitation of historic buildings for residential use.
<b>16B</b>	<b>Non-Residential Historic Preservation</b> 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.
<b>17A</b>	<b>Commercial/Industrial: Acquisition/Disposition</b> 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.
<b>17B</b>	<b>Commercial/Industrial: Infrastructure Development</b> 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.
<b>17C</b>	<b>Commercial/Industrial: Building Acquisition, Construction, Rehabilitation</b> Acquisition, construction, or rehabilitation of commercial/industrial buildings. 17C activities must be carried out by the grantee or by non-profits.
<b>17D</b>	<b>Commercial/Industrial: Other Improvements</b> Commercial/industrial improvements not covered by other 17* codes. 17D activities must be carried out by the grantee or by non-profits.
<b>18A</b>	<b>Economic Development: Direct Financial Assistance to For-Profits</b> 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 570.483(b)(4)(vi), for which job aggregation is allowed.
<b>18B</b>	<b>Economic Development: Technical Assistance</b> Technical assistance to for-profit businesses, in accordance with 105(a)(17)(F).
<b>18C</b>	<b>Economic Development: Micro-Enterprise Assistance</b> 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 570.483(b)(4)(vi), for which job aggregation is allowed.
<b>19A</b>	Obsolete – use code 21H.
<b>19B</b>	Obsolete – use code 21H.

<b>Code</b>	<b>Definition</b>
<b>19C</b>	<b>CDBG Non-Profit Organization Capacity Building</b> Activities specifically designed to increase the capacity of non-profit organizations to carry out eligible community revitalization or economic development activities. Such activities may include providing technical assistance and specialized training to staff.
<b>19D</b>	<b>CDBG Assistance to Institutes of Higher Education</b> 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.
<b>19E</b>	<b>CDBG Operation and Repair of Foreclosed Property</b> 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.
<b>19F</b>	<b>Planned Repayments of Section 108 Loans</b> Repayments of principal for Section 108 loan guarantees.
<b>19G</b>	<b>Unplanned Repayments of Section 108 Loans</b> Unplanned repayments of principal for Section 108 loan guarantees.
<b>19H</b>	<b>State CDBG Technical Assistance to Grantees</b> Technical assistance to public or non-profit entities to increase their capacity to carry out eligible community revitalization or economic development activities. These activities are not subject to the 20% admin cap.  <i>Capacity building for public or private entities (including grantees) for other purposes may be eligible under 18B or 21A.</i>
<b>20</b>	<b>Planning</b> 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.
<b>20A</b>	<b>State Planning ONLY</b> Planning activities that meet an LMI or SB* objective. Refer to 570.483(b)(5) and 570.483(c)(3).
<b>21A</b>	<b>General Program Administration</b> 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.  <i>For CDBG funding of HOME admin costs, use 21H; for CDBG funding of HOME CHDO operating expenses, use 21I.</i>



Code	Definition
21B	<p><b>Indirect Costs</b></p> <p>Costs charged under an indirect cost allocation plan.</p>
21C	<p><b>Public Information</b></p> <p>Providing information and other resources to residents and citizen organizations participating in the planning, implementation, or assessment of CDBG-assisted activities.</p>
21D	<p><b>Fair Housing Activities (subject to Admin cap)</b></p> <p>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.</p> <p><i>For fair housing activities carried out as a public service, use 05J.</i></p>
21E	<p><b>Submission of Applications for Federal Programs</b></p> <p>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.</p>
21H	<p><b>CDBG Funding of HOME Admin</b></p> <p>CDBG funding of administrative costs for HOME Program activities eligible under HCDA 105(a)(13)(A).</p>
21I	<p><b>CDBG Funding of HOME CHDO Operating Expenses</b></p> <p>CDBG funding of CHDO operating expenses for HOME Program activities eligible under HCDA 105(a)(13)(A).</p>
21J	<p><b>State Administration</b></p> <p>Costs incurred by the state to administer the CDBG Program.</p>
23	<p><b>Tornado Shelters Serving Private Mobile Home Parks</b></p> <p>Construction or improvement of tornado-safe shelters for residents of manufactured housing and the provision of assistance (including loans and grants) to nonprofit and for-profit entities, in accordance with Section 105(a)(24). {Note that two pars. 24 have been enacted.}</p>



## Appendix B

### NATIONAL OBJECTIVE CODES

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The national objective codes (NOCs) are listed below 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	<p><b>Low/mod area benefit</b></p> <p>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.</p>	570.483(b)(1)
LMAFI	<p><b>Low/mod area benefit, community development financial institution (CDFI)</b></p> <p>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.</p>	570.483(e)(4)
LMASA	<p><b>Low/mod area benefit, community revitalization strategy area (CRSA)</b></p> <p>Job creation and retention activities that are carried out pursuant to a HUD-approved Community Revitalization Strategy (CRS) and that the grantee elects to consider as meeting the low/mod area benefit criteria.</p>	570.483(e)(5)
LMC	<p><b>Low/mod limited clientele benefit</b></p> <p>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.</p>	570.483(b)(2)
LMCMC	<p><b>Low/mod limited clientele, micro-enterprises</b></p> <p>Activities carried out under 24 CFR Section 105(a)(22) that benefit micro-enterprise owners/developers who are low/mod income.</p>	570.483(b)(2)(iv)
LMCSV	<p><b>Low/mod limited clientele, job service benefit</b></p> <p>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.</p>	570.483(b)(2)(v)
LMH	<p><b>Low/mod housing benefit</b></p> <p>Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.</p>	570.483(b)(3)

NOC	Description	24 CFR Citation
LMHSP	<p><b>Low/mod housing benefit, CDFI or CRSA</b></p> <p>Activities carried out by a CDFI or pursuant to a HUD-approved Community Revitalization Strategy (CRS) 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 a CRS 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.</p>	570.483(e)(4) and (e)(5)
LMJ	<p><b>Low/mod job creation and retention</b></p> <p>Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons.</p>	570.483(b)(4)
LMJFI	<p><b>Low/mod job creation and retention, public facility/improvement benefit</b></p> <p>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.</p>	570.483(b)(4)(vi) (F)
LMJP	<p><b>Low/mod job creation, location-based</b></p> <p>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.</p>	570.483(b)(4)(iv)
SBA	<p><b>Slum/blight area benefit</b></p> <p>Activities undertaken to prevent or eliminate slums or blight in a designated area.</p>	570.483(c)(1)
SBS	<p><b>Slum/blight, spot basis</b></p> <p>Activities undertaken on a spot basis to address conditions of blight or physical decay not located in designated slum/blight areas.</p>	570.483(c)(2)
URG	<p><b>Urgent need</b></p> <p>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.</p>	570.483(d)

## Appendix C

# MATRIX CODE/NATIONAL OBJECTIVE/ ACCOMPLISHMENT TYPE COMBINATIONS

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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 a matrix code and national objective combination enables HUD to obtain more uniform data for reporting and for assessing program performance.

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
01 Acquisition of Real Property	LMA, LMC	01 People 08 Businesses
	SBA, SBS, URG	01 People 08 Businesses 10 Housing Units
	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 code that corresponds to the new use.	LMA, LMC, SBA, URG	01 People 08 Businesses
	LMH*	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
03 Other Public Facilities and Improvements	LMA, LMC, SBA, SBS, URG	01 People
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03A Senior Centers	LMC, SBA, SBS, URG	01 People
	LMJ*, LMAFI, LMASA	13 Jobs
03B Handicapped Centers	LMC, SBA, SBS, URG	01 People
	LMJ*, LMAFI, LMASA	13 Jobs
03C Homeless Facilities (not operating costs)	LMC, SBA, SBS, URG	01 People
	LMJ*, LMAFI, LMASA	13 Jobs
03D Youth Centers	LMC, SBA, SBS, URG	01 People
	LMJ*, LMAFI, LMASA	13 Jobs

<b>MATRIX CODE</b>	<b>NATIONAL OBJECTIVE</b>	<b>ACCOMPLISHMENT TYPE</b>
03E Neighborhood Facilities	LMA, LMC, SBA, SBS, URG	01 People
	LMJ*, LMAFI, LMASA	13 Jobs
03F Parks, Recreational Facilities	LMA, LMC, SBA, SBS, URG	01 People
	LMJFI	13 Jobs
03G Parking Facilities	LMA, LMC, SBA, SBS, URG	01 People
	LMJ*, LMAFI, LMASA	13 Jobs
03H Solid Waste Disposal Improvements	LMA, LMC, SBA, SBS, URG	01 People
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03I Flood Drainage Improvements	LMA, LMC, SBA, SBS, URG	01 People
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03J Water/Sewer Improvements	LMA, LMC, SBA, SBS, URG	01 People
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03K Street Improvements	LMA, LMC, SBA, SBS, URG	01 People
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03L Sidewalks	LMA, LMC, SBA, SBS, URG	01 People
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03M Child Care Centers	LMC, SBA, SBS, URG	01 People
	LMJ*, LMAFI, LMASA	13 Jobs
03N Tree Planting	LMA, LMC, SBA, SBS, URG	01 People
03O Fire Stations/Equipment	LMA, SBA, SBS, URG	01 People
	LMJFI	13 Jobs
03P Health Facilities	LMA, LMC, SBA, SBS, URG	01 People
	LMJ*, LMAFI, LMASA	13 Jobs

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
03Q Facilities for Abused and Neglected Children	LMC, SBA, SBS, URG	01 People
	LMJ*, LMAFI, LMASA	13 Jobs
03R Asbestos Removal	LMA, LMC, SBA, SBS, URG	01 People
	LMJ*, LMAFI, LMASA	13 Jobs
03S Facilities for AIDS Patients (not operating costs)	LMC, SBA, SBS, URG	01 People
	LMC, SBA, SBS, URG	
	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, SBA, SBS, 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 (not the number of businesses).	LMA, LMC, SBA, SBS, 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

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
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
05S Rental Housing Subsidies	LMH*, SBA, URG, LMCSV	04 Households
05T Security Deposits	LMH*, SBA, URG, LMCSV	04 Households
05U Housing Counseling	LMC, LMH*	04 Households
06 Interim Assistance	LMA, SBA, SBS, URG	01 People 08 Businesses 10 Housing Units
08 Relocation	LMA, LMC, SBA, SBS, 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 Report the number of owners to whom payments are made.	LMA, LMC, LMH*, SBA, SBS, URG, LMJ, LMJP, LMAFI, LMASA	01 People
11 Privately Owned Utilities Report the number of private utilities assisted.	LMA, LMC, LMH*, SBA, SBS, URG, LMJ, LMJP, LMAFI, LMASA	08 Businesses
12 Construction of Housing Construction of new housing with CDBG state funds must be carried out by 105(a)(15) entities.	LMH*, SBA, URG	10 Housing Units
13 Direct Homeownership Assistance	LMH*	04 Households
14A Rehab: Single-Unit Residential	LMH*, SBA, SBS, URG	10 Housing Units
14B Rehab: Multi-Unit Residential	LMH*, SBA, SBS, URG	10 Housing Units



MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
14C Rehab: Public Housing Modernization	LMH*, SBA, SBS, URG	10 Housing Units
14D Rehab: Other Publicly Owned Residential Buildings	LMH*, SBA, SBS, URG	10 Housing Units
14E Rehab: Publicly or Privately Owned Commercial/Industrial	LMA, LMC, SBA, SBS, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
14F Rehab: Energy Efficiency Improvements	LMH*, SBA, SBS, URG	10 Housing Units
14G Rehab: Acquisition	LMH*, SBA, SBS, URG	08 Businesses 09 Organizations 10 Housing Units
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 CDBG Setup Detail (Page 1) for the 14H activity.	LMA, LMC, SBA, SBS, URG, LMJ, LMJP, LMAFI, LMASA	08 Businesses 09 Organizations
	LMH*	10 Housing Units
14I Lead-Based Paint/Lead Hazards Testing/Abatement  In proposed and actual units, report the number of housing units tested/ abated.  When applicable, report the number of children screened in the Accomplishments Narrative.	LMH*, SBA, SBS, URG	10 Housing Units
14J Housing Services	LMH*	10 Housing Units
15 Code Enforcement  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,	LMA, SBA, URG	01 People 08 Businesses 09 Organizations 10 Housing Units

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
and/or Organizations, as appropriate, in the Accomplishments Narrative.		
16A Residential Historic Preservation	LMH*, SBA, SBS	10 Housing Units
16B Non-Residential Historic Preservation	LMA, LMC, SBA, SBS, LMJ, LMJP, LMAFI, LMASA	08 Businesses 09 Organizations
17A Commercial/Industrial: Acquisition/Disposition	LMA, LMC, SBA, SBS, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
17B Commercial/Industrial: Infrastructure Development	LMA, LMC, SBA, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA, LMJFI	13 Jobs
17C Commercial/Industrial: Building Acquisition, Construction, Rehabilitation	LMA, LMC, SBA, SBS, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
17D Commercial/Industrial: Other Improvements	LMA, LMC, SBA, SBS, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA, LMJFI	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 set the Accomplishments Reported at Another Activity field to Yes on CDBG Setup Detail (Page 1) for the 18* activity.	LMA	08 Businesses Report the number of businesses assisted, <u>not</u> the number of persons in the service area.
	SBA, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
<p>18B Economic Development: Technical Assistance</p> <p>Please see the note for 18A above.</p>	LMA, SBA, URG, LMCSV	<p>08 Businesses</p> <p>Report the number of businesses assisted. When applicable, report the number of people trained and/or support services provided in the Accomplishment Narrative.</p>
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
<p>18C Economic Development: Micro-Enterprise Assistance</p> <p>Please see the note for 18A above.</p>	LMA, LMC, SBA, URG, LMCMC	<p>01 People</p> <p>08 Businesses</p> <p>If the activity provides training to assist people in developing and operating a micro-enterprise, report People.</p> <p>If the activity assists a micro-enterprise (including assistance in creating a micro-enterprise), report Businesses.</p> <p>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.</p>
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
19A CDBG Funding of HOME Administration	N/A – matrix code is obsolete	
19B CDBG Funding of HOME CHDO Operating Costs	N/A – matrix code is obsolete	
19C CDBG Non-Profit Organization Capacity Building	All	09 Organizations
19D CDBG Assistance to Institutes of Higher Education	N/A – matrix code is obsolete	

<b>MATRIX CODE</b>	<b>NATIONAL OBJECTIVE</b>	<b>ACCOMPLISHMENT TYPE</b>
19E CDBG Operation and Repair of Foreclosed Property	LMA, LMH*	10 Housing Units
19F Planned Repayments of Section 108 Loans	None	None
19G Unplanned Repayments of Section 108 Loans	None	None
19H State CDBG Technical Assistance to Grantees	None	None
20 Planning	None	None
20A State Planning Only	All but URG	Depends on objective.
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
21J State Administration	None	None
22 Unprogrammed Funds	None	None
23 Tornado Shelters Serving Private Mobile Home Parks	LMA	10 Housing Units

# Appendix D

## ADDING ORGANIZATIONS

If an activity is not being carried out by state recipient employees/contractors, then the name of the organization that is carrying it out must be provided on the first Add CDBG Setup Detail screen (see page 3-5). In most instances, it will already be on the organization selection list:

**User ID:** C00063  
**User Role:** Grantee  
**Organization:** DELAWARE  
[- Logout](#)

**Activity**  
[- Add](#)  
[- Search](#)

**Project**  
[- Add](#)  
[- Search](#)  
[- Copy](#)

**Utilities**  
[- Home](#)  
[- Data Downloads](#)  
[- Print Page](#)  
[- Help](#)

**Links**  
[- PDF Viewer](#)  
[- Support](#)  
[- CPD Home](#)  
[- RAMPS](#)  
[- HUD Home](#)

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

**Activity**

**Select Organization**

|  |

**Search Criteria**

**Organization Name:**  **City:**  **DUNS #:**  **EIN/TIN #:**   
(ex: nn-nnn-nnnn) (ex: nn-nnnnnn)

|

**Name of Organization Carrying Out Activity**

**Results Page 1 of 19**

Organization Name	City	DUNS #	EIN/TIN #
<input type="radio"/> 301 W. LOOCKERMAN STREET RENTAL REHABILITATION	DOVER		
<input type="radio"/> ADDITIONS COALITION	WILMINGTON		
<input type="radio"/> ARC OF DELAWARE	NEW CASTLE COUNTY		
<input type="radio"/> BETTER HOMES OF SEAFORD BETTER HOMES OF SEAFORD	SEAFORD		
<input type="radio"/> BOYS AND GIRLS CLUB OF CLAYMONT	NEW CASTLE COUNTY		
<input type="radio"/> BOYS AND GIRLS CLUB OF GREATER NEWARK	NEW CASTLE COUNTY		
<input type="radio"/> BOYS AND GIRLS CLUB, CLAYMONT	NEW CASTLE COUNTY		

If the organization is not listed, a user with the authority to add "subordinate" organizations can click the <Add Organization> button (circled on the screen print above) to display this screen:

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

**User ID:** C00063  
**User Role:** Grantee  
**Organization:** DELAWARE  
[- Logout](#)

**Grantee/PJ**  
[- View](#)

**Subordinate**  
[- Add](#)  
[- Search](#)

**Utilities**  
[- Home](#)  
[- Data Downloads](#)  
[- Print Page](#)  
[- Help](#)

**Links**  
[- PDF Viewer](#)  
[- Support](#)  
[- CPD Home](#)  
[- RAMPS](#)  
[- HUD Home](#)

### Organization

#### Add Organization

|

**\*Indicates Required Field**

**Profile**

**\*Organization Name: (tip)**

**Address Line 1:**  
  
(ex: 1313 Sherman Street)

**Address Line 2:**  
  
(ex: Suite 518)

**Address Line 3:**  
  
(ex: Division of Housing)

**\*City:**

**\*State/Territory:**    
**Zip Code:**  -

**\*Organization Type: (tip)**

**\*Organizational DUNS #: (tip) Ext:**  
   
(ex: nn-nnn-nnnn) (ex: nnnn)

**EIN/TIN #: (tip)**  
  
(ex: nn-nnnnnn)

**CHDO Eligible: (tip)**  
 Yes  No

**Non Governmental Information**

**Faith Based: (tip)**  
 Yes  No

**Institution of Higher Education: (tip)**  
 Yes  No

**Non Profit:**  
 Yes  No

**Contact Information**

**First Name:**

**Middle Initial:**

**Last Name:**

**Title:**

**Email:**

**Address:**

**City:**

**State:**

**Zip Code:**  -

**Telephone:**  Ext.

|

The only required fields are ORGANIZATION NAME, CITY, STATE (it defaults to the grantee's state), and ORGANIZATIONAL DUNS #.

The user should also make sure that each of the three "Non Governmental Information" fields at the top right contains the correct value, changing it to **Yes** when appropriate.

# **Appendix E**

## **STRATEGY, LOCAL TARGET, AND CDFI AREAS**

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### **Strategy Areas**

CDBG state grantees may establish Community Revitalization Strategy Areas (CRSAs). 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 CRSAs, 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-97-01
- 24 CFR 91.315(e)(2)
- 24 CFR 570.483(e)(5)
- 24 CFR 570.482(f)(3)(v)(L) and (M)

### **Local Target Areas**

In addition to CRSAs, 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 570.483(e)(4)].





# Appendix F

## SELECTING AND ADDING SPECIAL AREAS ON CDBG SETUP DETAIL (PAGE 1)

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When you select **Strategy Area**, **CDFI Area**, or **Local Target Area** from the AREA TYPE dropdown, you must specify the name of the area in the next field. If it is not listed on the AREA NAME dropdown, or if you need to update information about one of the areas that is listed, follow the instructions below.

### STRATEGY AREAS

Select **Strategy Area** from the AREA TYPE dropdown and tab to the AREA NAME field.

The screenshot shows a form titled "Target Area". It contains two dropdown menus. The first is labeled "Area Type: (tip)" and has "Strategy area" selected. The second is labeled "Area Name: (tip)" and is currently empty. Below the second dropdown is a button labeled "Add New Area".

Click the <Add New Area> button to display the View All Strategy Area (sic) screen. If your organization has never added any strategy areas, it will look like this:

The screenshot shows a web application interface. At the top, there are navigation tabs: "Projects/Activities", "Funding/Drawdown", "Grant", "Grantee/PJ", "Admin" (highlighted), and "Reports". On the left side, there is a sidebar with user information: "User ID: C00063", "User Role: Grantee", "Organization: DELAWARE", and a "Logout" link. Below this are sections for "Admin" (with links for "Search User Profiles" and "Table Maintenance"), "Utilities" (with links for "Home", "Data Downloads", "Print Page", and "Help"), and "Links" (with links for "PDF Viewer", "Support", "CPD Home", "RAMPS", and "HUD Home"). The main content area is titled "Admin" and "View All Strategy Area". It features a table with the following headers: "ID", "Name", "HUD Approval Date", "% of Low/Mod", "Type of Revitalization Effort", and "Action". Below the table, it says "No areas were found." and there are two buttons: "Add" and "Back to CDBG".

To add a new strategy area, click the <Add> button to access the Add Strategy Area screen:

Input the strategy area’s NAME and APPROVAL DATE (it cannot be more than a year after today’s date), then click the <Save> button. The view screen is redisplayed with the area you just added.

Field	Description
ID	The ID is for use with EDI (Electronic Data Interchange).
Name	The name of the strategy area.
HUD Approval Date	The date the state approved the strategy area.
% of Low/Mod	Always blank for strategy areas—applies only to CDFI areas.
Type of Revitalization Effort	Always blank for strategy areas which by definition are “comprehensive” revitalization efforts.

To update an area’s name or approval date, click its Edit link in the last column. To return to the CDBG setup page, click the <Back to CDBG> button.

## CDFI AREAS

The steps for adding or editing a CDFI area are the same as for strategy areas. The only difference is the data that you will be asked to input. Here is the Add CDFI Area screen:

Field	Description
Name	Input the name of the CDFI area.
Type of Revitalization Effort	Select the type of revitalization effort being undertaken.
If Other, Specify	Fill this in only if you selected <b>Other</b> in the previous field.
% of Low/Mod	Input the percentage of LMI persons in the CDFI area.

When you have finished, click the <Save> button to save your data and return to the view screen.

To update the data for a CDFI area, click its Edit link in the last column. To return to the CDBG setup page, click the <Back to CDBG> button.

## LOCAL TARGET AREAS

The steps for adding or editing a local target area are the same as for strategy areas. The only difference is the data that you will be asked to input. Here is the Add Local Target Area screen:

Field	Description
Name	Input the name of the local target area.
Type of Revitalization Effort	Select the type of revitalization effort being undertaken: Commercial, Comprehensive, Housing, or Other.
If Other, Specify	Fill this in only if you selected <b>Other</b> in the previous field.

When you have finished, click the <Save> button to save your data and return to the view screen.

To update the data for a local target area, click its Edit link in the last column. To return to the CDBG setup page, click the <Back to CDBG> button.

# Appendix G

## EDA JOB CATEGORY DEFINITIONS

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Definitions of the job types listed on the jobs accomplishment screen 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, although 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 flame cutters; electrical and electronic equipment assemblers; butchers and meat cutters; inspectors; testers and graders; hand packers 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 H**

# **REPORTING RACE/ETHNICITY DATA FOR ACTIVITIES PROVIDING ACCESS FOR PERSONS WITH DISABILITIES**

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If you are assisting an eligible activity under the LMC national objective at Section 105(a)(5) and cannot obtain information on the beneficiaries with disabilities, follow these guidelines for reporting race and ethnicity data on the LMA accomplishment screen.

HUD has a Web site 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/statemap.cfm>

On this Web site, 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 accomplishment 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 the accomplishment screen. Grantees may use their own judgment in determining how to break down ethnicity by race.





# Appendix I

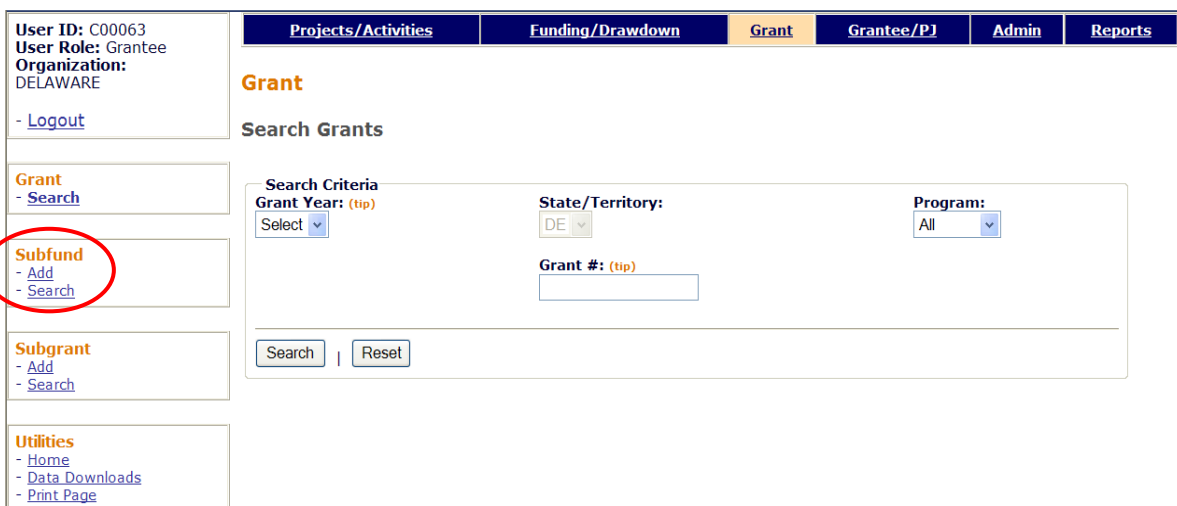
## SUBFUNDS

---

A subfund is a portion of a grant that has been earmarked for a specific use and is identified by a fund type. For CDBG state grantees, the fund types are AD (Administration), SU (Subgrant), and TA (Technical Assistance).

### ACCESSING THE SUBFUND FUNCTIONS

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



Instructions for adding and editing subfunds follow.

## ADD SUBFUNDS

The process of adding a subfund consists, confusingly enough, of a search screen and an add screen. The title of the search screen is Add Subfunds and the title of the add screen is Add Subfund.

### ADD SUBFUNDS SCREEN

Click the Subfund [Add](#) link on any Grant screen to display the Add Subfunds search screen. What you “search” for here is the *source* of funding for the subfund you want to add. For CDBG states, it is always EN.



Fill in the search criteria this way:

Field	Description
Program	Select <b>CDBG</b> .
Grant Year	To limit the results to a particular grant year, select it from the dropdown.
Fund Type	Ignore—see explanation above.
Grant #	Limits the results to grant numbers starting with the text string you enter.  Example: Providing no other search criteria are specified, entering <b>bo</b> retrieves all the CDBG grants you have received from 2000 – 2009.

Click the <Search> button. When the results are displayed, click the [Add](#) link in the last column of the grant to be subfunded. The Add Subfund screen is displayed.

## ADD SUBFUND SCREEN

On this screen, you will specify the type of subfund you want to create and a dollar amount for it.

Move the cursor to the FUND TYPE dropdown and choose the type of subfund you want to create: AD (administration), SU (subgrant), or TA (technical assistance). Next click the <Check Balance> button to populate the first three fields in the Source Fund box.

- MINIMUM AUTHORIZED AMOUNT REQUIRED is always \$0.00 on the add screen because there is no regulatory minimum for any of the subfund types.
- For SU, MAXIMUM AUTHORIZED AMOUNT ALLOWED will equal AVAILABLE TO SUBFUND. For AD and TA, it will be 3% of the authorized amount of the grant, provided that much is available to be subfunded. If not, it will equal AVAILABLE TO SUBFUND.
- AVAILABLE TO SUBFUND always equals MAXIMUM AUTHORIZED AMOUNT ALLOWED on this screen.

In AUTHORIZED AMOUNT FOR THIS SUBFUND, specify the amount of the new subfund. It must be within the range of the minimum and maximum allowed.

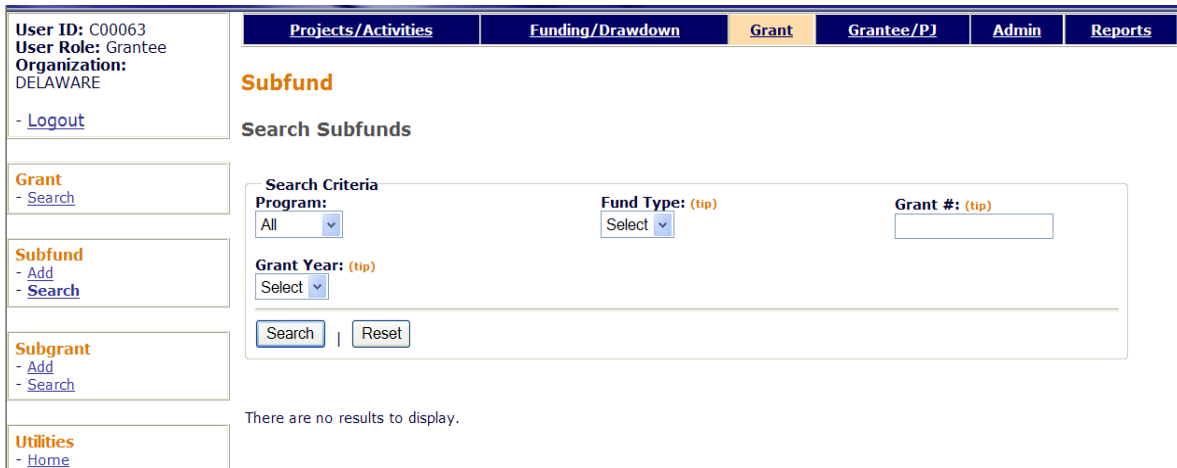
Click the <Save> button to create the subfund or the <Return to Search Subfunds> button to exit without saving. Clicking either button redisplay the Add Subfunds search screen.

## EDIT/VIEW SUBFUNDS

To edit or view a subfund, you must first conduct a search to retrieve it. Click the [Subfund Search](#) link on any Grant screen to access the Search Subfunds screen.

### SEARCH SUBFUNDS SCREEN

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



Field	Description
Program	To limit the search results to a particular program, select it from the dropdown.
Grant Year	To limit the search results to a particular grant year, choose it from the dropdown.
Fund Type	The valid choices for CDBG states are: <b>EN</b> Entitlement (authorized amount of grant minus amount already subfunded) <b>AD</b> Administration Subfund <b>SU</b> Subgrant Subfund <b>TA</b> Technical Assistance Subfund
Grant #	Limits the results to grant numbers starting with the text string you enter.

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

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

**User ID:** C00063  
**User Role:** Grantee  
**Organization:**  
 DELAWARE

[- Logout](#)

---

**Grant**  
[- Search](#)

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**Subfund**  
[- Add](#)  
[- Search](#)

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**Subgrant**  
[- Add](#)  
[- Search](#)

---

**Utilities**  
[- Home](#)  
[- Data Downloads](#)  
[- Print Page](#)  
[- Help](#)

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**Links**  
[- PDF Viewer](#)  
[- Support](#)  
[- CPD Home](#)

### Subfund

**Search Subfunds**

**Search Criteria**

**Program:** CDBG

**Fund Type: (tip)**

**Grant #: (tip)**

**Grant Year: (tip)** 2009

|

**Results Page 1 of 1**

Grantee/PJ Name	Program	Grant Year	Grant #	Fund Type	Authorized Amount	Action
DELAWARE	CDBG	2009	<a href="#">B-09-DC-10-0001</a>	AD	\$50,000.00	<a href="#">Edit</a>   <a href="#">View</a>
DELAWARE	CDBG	2009	<a href="#">B-09-DY-10-0001</a>	EN	\$537,718.00	<a href="#">Add</a>   <a href="#">View</a>
DELAWARE	CDBG	2009	<a href="#">B-09-DC-10-0001</a>	EN	\$2,028,182.00	<a href="#">Add</a>   <a href="#">View</a>

Select the subfund you want to process by clicking one of the links in the Action column. For EN, the links are Add and View. For AD, SU, and TA, they are Edit, View, and Delete.

See page I-2 for the EN Add Subfunds screen. The edit and view screens are explained starting on the next page.

The Delete link is available only when the subfund's AUTHORIZED AMOUNT is \$0.00. When you click the link, you are asked to confirm the deletion. Click <OK> to delete the subfund. Otherwise click <Cancel>.

### EDIT SUBFUND SCREEN

The only field that can be updated on this screen is AUTHORIZED AMOUNT FOR THIS SUBFUND (circled on the screen print below):

User ID: C00063	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports																																				
<b>User Role:</b> Grantee <b>Organization:</b> DELAWARE <a href="#">- Logout</a>	<b>Subfund</b>																																									
<b>Edit Subfund</b>																																										
<b>Grant</b> <a href="#">- Search</a>	<input type="button" value="Save"/>   <input type="button" value="Return to Search Subfunds"/>   <input type="button" value="Review Subfund History"/>																																									
<b>Subfund</b> <a href="#">- Add</a> <a href="#">- Search</a>	<b>*Indicates Required Field</b> <b>Grantee/PJ Name:</b> DELAWARE , DE <b>Grant #:</b> (tip) B-09-DC-10-0001 <b>Program:</b> (tip) CDBG <b>Grant Status:</b> (tip) Active <b>Grant Year:</b> (tip) 2009 <b>Grant Blocked:</b> (tip) No <b>Fund Type:</b> (tip) AD																																									
<b>Subgrant</b> <a href="#">- Add</a> <a href="#">- Search</a>																																										
<b>Utilities</b> <a href="#">- Home</a> <a href="#">- Data Downloads</a> <a href="#">- Print Page</a> <a href="#">- Help</a>																																										
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<input type="button" value="Save"/>   <input type="button" value="Return to Search Subfunds"/>   <input type="button" value="Review Subfund History"/>																																										

Enter the revised amount (not the amount of the increase or decrease) in the AUTHORIZED AMOUNT FOR THIS SUBFUND field. It must be within the range shown for MINIMUM AUTHORIZED AMOUNT REQUIRED and the MAXIMUM AUTHORIZED AMOUNT ALLOWED.

If the authorized amount is changed to \$0.00, the subfund can be deleted when you return to the Search Subfunds screen.

<b>Field</b>	<b>Description</b>
Grantee/PJ Name	Self-explanatory.
Program	The CPD program providing the grant used for the subfund.
Grant Year	The year of the grant from which the subfund was created.
Fund Type	For CDBG states:  <b>EN</b> Entitlement (authorized amount of grant minus subfunded) <b>AD</b> Administration Subfund <b>SU</b> Subgrant Subfund <b>TA</b> Technical Assistance
Grant #	The number of the source grant.
Grant Status	Always <b>Active</b> .
Grant Blocked	<b>Yes</b> or <b>No</b> . If the status is <b>Yes</b> , EN funds cannot be drawn down from the grant.
Subfund Amount	
Minimum Authorized Amount Required	The minimum amount that the AUTHORIZED AMOUNT FOR THIS SUBFUND may be changed to. Its calculation is based on the amount already used.
Maximum Authorized Amount Allowed	The maximum amount that the AUTHORIZED AMOUNT FOR THIS SUBFUND may be changed to. Its calculation is based on the amount available from the EN source, the amount of this subfund already used, and program regulations (i.e., the AD subfund cannot be more than 3% of the grant).
Amount Available to Increase Authorized Amount for this Subfund	The maximum by which the AUTHORIZED AMOUNT FOR THIS SUBFUND may be increased.
Authorized Amount for this Subfund	The only input field on the screen, this is the total amount available to subgrant, commit, and draw down from this subfund.
Subgranted Amount	The amount of this subfund that has been subgranted to other organizations.
Amount Committed to Activities	The amount of this subfund that has been committed to activities.
Amount Available to Commit to Activities	Equal to (AUTHORIZED AMOUNT FOR THIS SUBFUND) minus (SUBGRANTED AMOUNT) minus (AMOUNT COMMITTED TO ACTIVITIES).
Drawn Amount	
Drawn Amount	The total amount drawn down from this subfund and processed to completion.
Drawdown Pending Amount	The total amount of approved draws awaiting a response from LOCCS.

Field	Description
Returned Amount	The total amount of funds drawn down from this subfund and returned to the Letter of Credit.
Net Drawn Amount	Net Drawn is equal to (DRAWN AMOUNT) + (DRAWDOWN PENDING AMOUNT) minus (RETURNED AMOUNT).
Available to Draw	
Current Authorized Amount for this Subfund	The amount displayed in AUTHORIZED AMOUNT FOR THIS SUBFUND before you update it. Calculation of the amounts below reflect that unchanged amount.
Subgranted Amount	Same as previous SUBGRANTED AMOUNT field.
Net Drawn Amount	Same as previous NET DRAWN AMOUNT field.
Amount Available to Draw	Equal to (CURRENT AUTHORIZED AMOUNT FOR THIS SUBFUND) minus (SUBGRANTED AMOUNT) minus (NET DRAWN AMOUNT).

Click the <Review Subfund History> button at the top/bottom of the page for a record of the changes made to the subfund amount.

Click <Save> to apply the change in the authorized amount, or <Return to Search Subfunds> to exit without saving the change. The Search Subfund screen will be displayed.



## VIEW SUBFUND SCREEN

This screen is very similar to the Edit Subfund screen except, of course, that none of the data can be changed. Turn to page I-7 for definitions of the fields.

User ID: C00063 User Role: Grantee Organization: DELAWARE <a href="#">- Logout</a>		Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports										
<p><b>Subfund</b></p> <p><b>View Subfund</b></p>																	
<p><b>Grant</b> <a href="#">- Search</a></p>		<p><a href="#">Return to Search Subfunds</a>   <a href="#">Review Subfund History</a></p>															
<p><b>Subfund</b> <a href="#">- Add</a> <a href="#">- Search</a></p>		<p><b>Grantee Recipient:</b> DELAWARE , DE</p>		<p><b>Grant Status: (tip)</b> Active</p>													
<p><b>Subgrant</b> <a href="#">- Add</a> <a href="#">- Search</a></p>		<p><b>Program: (tip)</b> CDBG</p>		<p><b>Grant Blocked: (tip)</b> No</p>													
<p><b>Utilities</b> <a href="#">- Home</a> <a href="#">- Data Downloads</a> <a href="#">- Print Page</a> <a href="#">- Help</a></p>		<p><b>Grant Year: (tip)</b> 2009</p>		<p><b>Fund Status:</b> Active</p>													
<p><b>Links</b> <a href="#">- PDF Viewer</a> <a href="#">- Support</a> <a href="#">- CPD Home</a> <a href="#">- RAMPS</a> <a href="#">- HUD Home</a></p>		<p><b>Grant #: (tip)</b> B-09-DC-10-0001</p>		<p><b>Fund Type: (tip)</b> EN</p>													
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Amount Available to Draw	\$2,028,182.00																
		<p><a href="#">Return to Search Subfunds</a>   <a href="#">Review Subfund History</a></p>															



# Appendix J

## SUBGRANTS

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A subgrant is a portion of a grant that has been earmarked for use by a specific organization.

### ACCESSING THE SUBGRANT FUNCTIONS

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

The screenshot displays a web application interface for managing grants. At the top, a navigation bar contains several tabs: 'Projects/Activities', 'Funding/Drawdown', 'Grant' (which is highlighted in yellow), 'Grantee/PJ', 'Admin', and 'Reports'. On the left side, there is a vertical menu with several categories: 'User ID: C00063', 'User Role: Grantee', 'Organization: DELAWARE', and '- Logout'; 'Grant' with '- Search'; 'Subfund' with '- Add' and '- Search'; 'Subgrant' (this entire menu item is circled in red) with '- Add' and '- Search'; 'Utilities' with '- Home', '- Data Downloads', '- Print Page', and '- Help'; and 'Links' with '- PDF Viewer'. The main content area is titled 'Grant' and 'Search Grants'. It features a search criteria form with the following fields: 'Grant Year: (tip)' with a dropdown menu showing 'Select'; 'State/Territory:' with a dropdown menu showing 'DE'; 'Program:' with a dropdown menu showing 'All'; and 'Grant #: (tip)' with a text input field. Below the form are 'Search' and 'Reset' buttons.

Each function is explained below.

## ADD SUBGRANT

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

### ADD SUBGRANT SCREEN

Click the Subgrant [Add](#) link on any Grant screen to display the Add Subgrant screen:

Field	Description
Program	Select <b>CDBG</b> .
Grant Year	Select the year of the grant that the subgrant is being created from.
Grant #	Select the correct grant number (only one is listed if you filled in the previous two fields).
Fund Type	Select the subfund the subgrant is to be made from: AD (admin), SU (subgrant), or TA (technical assistance).
Subgrant to Organization	<ol style="list-style-type: none"> <li>1. Click the &lt;Select Organization&gt; button.</li> <li>2. On the Select Organization page, enter search criteria if you wish or leave the search fields blank to display a list of all the organizations to which you can subgrant.</li> <li>3. Click the &lt;Search&gt; button.</li> <li>4. To select an organization, click first on the radio button next to its name and then on the &lt;Select&gt; button. The Add Subgrant screen is redisplayed.</li> </ol>

Field	Description
Maximum Subgrant Amount	<p>This read-only field shows the maximum amount that may be entered in the next field, NEW SUBGRANT AMOUNT. It is based on the amount available in the source subfund.</p> <p>Note: If you have input all previous fields and MAXIMUM SUBGRANT AMOUNT is blank, click the &lt;Check Balance&gt; button.</p>
New Subgrant Amount	<p>Enter the amount of the subgrant. It cannot exceed the MAXIMUM SUBGRANT AMOUNT.</p>
Banking	<p>Change this field to <b>Yes</b> if the organization receiving the subgrant is authorized to receive drawdown payments directly from LOCCS.</p> <p>If you are able to change this to Yes (it isn't allowed for all organizations) but there is no banking data in LOCCS for the subgrantee, a warning message is displayed and the status of the subgrant is set to <b>Waiting for Banking Info</b>. Until the banking data is received and the subgrant status is changed to <b>Active</b>, the subgrant will not be available for committing funds via the Funding function.</p>
Show Availability	<p>Use this search feature only if you need to identify a funding source for the subgrant you are adding.</p> <p>Input any search criteria and click the &lt;Show&gt; button to run the search. The AMOUNT AVAILABLE TO SUBGRANT will be shown for each subfund in the search results table.</p>

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

## VIEW SUBGRANT SCREEN

Subgrant details are provided on this screen.

User ID: C00063 User Role: Grantee Organization: DELAWARE <a href="#">- Logout</a>	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports																
<b>Grant</b> - <a href="#">Search</a>	<h3>Subgrant</h3> <p><b>View Subgrant</b></p> <ul style="list-style-type: none"> <li>• Subgrant added</li> </ul>																					
<b>Subfund</b> - <a href="#">Add</a> - <a href="#">Search</a>	<input type="button" value="Return"/>																					
<b>Subgrant</b> - <a href="#">Add</a> - <a href="#">Search</a>	<p><b>Subgrant Recipient:</b> SELBYVILLE <i>no address found</i> SELBYVILLE, DE</p> <p><b>Subgrant Status:</b> Active</p> <p><b>Date Awarded:</b> 12/10/2009</p> <p><b>Program: (tip)</b> CDBG</p> <p><b>Grant Year: (tip)</b> 2009</p> <p><b>Grant #: (tip)</b> B-09-DC-10-0001</p>																					
<b>Utilities</b> - <a href="#">Home</a> - <a href="#">Data Downloads</a> - <a href="#">Print Page</a> - <a href="#">Help</a>	<p><b>AD Fund Type</b></p> <table border="1"> <thead> <tr> <th></th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><b>Authorized Amount (tip)</b></td> <td>\$1,500.00</td> </tr> <tr> <td><b>Suballocated Amount (tip)</b></td> <td>\$0.00</td> </tr> <tr> <td><b>Committed to Activities Amount (tip)</b></td> <td>\$0.00</td> </tr> <tr> <td><b>Net Drawn Amount</b></td> <td>\$0.00</td> </tr> <tr> <td><b>Amount Available to Subgrant</b></td> <td>\$1,500.00</td> </tr> <tr> <td><b>Amount Available to Commit</b></td> <td>\$1,500.00</td> </tr> <tr> <td><b>Amount Available to Drawdown</b></td> <td>\$1,500.00</td> </tr> </tbody> </table>							Amount	<b>Authorized Amount (tip)</b>	\$1,500.00	<b>Suballocated Amount (tip)</b>	\$0.00	<b>Committed to Activities Amount (tip)</b>	\$0.00	<b>Net Drawn Amount</b>	\$0.00	<b>Amount Available to Subgrant</b>	\$1,500.00	<b>Amount Available to Commit</b>	\$1,500.00	<b>Amount Available to Drawdown</b>	\$1,500.00
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All fields are read-only.

Field	Description
Subgrant Recipient	Clicking on the link here displays information about the subgrantee.
Program	The CPD program providing the grant used for the subgrant.
Grant Year	The year of the grant from which the subgrant was created.
Grant #	The number of the source grant.
Subgrant Status	Either <b>Active</b> or <b>Waiting for Banking Info</b> (see entry for the BANKING field on the previous page).
Date Awarded	The date the subgrant was created in IDIS OnLine.
XX Fund Type	
Authorized Amount	The total amount of this subgrant available to the subgrantee to subgrant, commit to activities, and draw. Initially it is equal to the last NEW SUBGRANT AMOUNT you specified on the Add or Edit Subgrant screen.

Field	Description
Suballocated Amount	The amount of this subgrant that has been subgranted or subfunded (IDIS OnLine does not yet allow for the creation of subfunds from subgrants).
Committed to Activities Amount	The amount of this subgrant that has been committed to activities.
Net Drawn Amount	The net amount of this subgrant that has been drawn down. Net Drawn is equal to the (total amount drawn) plus (sum of all pending draws) minus (total amount of funds drawn that have been returned to the Letter of Credit).
Amount Available to Subgrant	Equal to The amount of this subgrant that is available to subgrant to other organizations.
Amount Available to Commit	Equal to (AUTHORIZED AMOUNT) minus (SUBALLOCATED AMOUNT) minus (COMMITTED TO ACTIVITIES AMOUNT).
Amount Available to Drawdown	Equal to (AUTHORIZED AMOUNT) minus (SUBALLOCATED AMOUNT) minus (NET DRAWN AMOUNT).

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

## EDIT/VIEW SUBGRANTS

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

### SEARCH SUBGRANTS SCREEN

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

Field	Description
Organization Name	Limits the results to subgrant recipient names that contain the text string you enter.
Program	To limit the search to a particular program, select it from the dropdown.
Grant Year	To limit the search to a particular grant year, choose it from this dropdown.
Fund Type	To limit the search to subgrants from a particular subfund, select AD (admin), SU (subgrant), or TA (technical assistance) from the dropdown.
Grant #	Limits the search to source grants starting with the text string you enter.
Subgrants Given	<p>The choices are:</p> <p><b>All</b> – the subgrants that the organization you are logged on as has given to and received from other organizations.</p> <p><b>No</b> – the subgrants that the organization you are logged on as has received from other organizations.</p> <p><b>Yes</b> – the subgrants that the organization you are logged on as has given to other organizations.</p>



Field	Description
Subgrant Status	To limit the search to a particular status, select it from the dropdown. (For information about the Waiting for Banking Info status, see the entry for the Banking field on page J-3).

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

The screenshot shows a web application interface for searching subgrants. At the top, there are navigation tabs: Projects/Activities, Funding/Drawdown, Grant (selected), Grantee/PJ, Admin, and Reports. The main content area is titled 'Subgrant' and contains a 'Search Subgrants' section. On the left, there is a sidebar with user information (User ID: C00063, User Role: Grantee, Organization: DELAWARE) and various utility links like Home, Data Downloads, Print Page, Help, PDF Viewer, Support, CPD Home, RAMPS, and HUD Home. The search criteria section includes fields for Organization Name, Fund Type (set to AD), Subgrants Given (set to All), Program (set to All), Grant #, Grant Year (set to 2009), and Subgrant Status (set to Active). Below the search criteria is a 'Search' button and a 'Reset' button. The results section shows 'Results Page 1 of 1' and a table with the following data:

Program	Grant #	Fund Type	Subgrant from Organization Name	Subgrant to Organization	Authorized Amount	Available to Subgrant	Committed	Action
CDBG	<a href="#">B-09-DC-10-0001</a>	AD	DELAWARE	BLADES	\$1,800.00	\$1,800.00	\$0.00	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	<a href="#">B-09-DC-10-0001</a>	AD	DELAWARE	SELBYVILLE	\$0.00	\$0.00	\$0.00	<a href="#">Delete</a>   <a href="#">Edit</a>   <a href="#">View</a>

Select a subgrant for processing by clicking on its Edit, View, or Delete link in the last column.

Instructions for the edit screen follow on the next page.

The view screen, displayed as part of the Add Subgrant process, is shown on page J-4.

A Delete link is available only for subgrants with an AUTHORIZED AMOUNT of \$0.00. When you click it, you are asked to confirm the deletion. Click <OK> to delete the subgrant. Otherwise click <Cancel>.

## EDIT SUBGRANTS SCREEN

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

Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports
<b>User ID:</b> C00063 <b>User Role:</b> Grantee <b>Organization:</b> DELAWARE <a href="#">- Logout</a>					
<b>Subgrant</b> <b>Edit Subgrant</b>					
<b>Grant</b> <a href="#">- Search</a>					
<b>Subfund</b> <a href="#">- Add</a> <a href="#">- Search</a>					
<b>Subgrant</b> <a href="#">- Add</a> <a href="#">- Search</a>					
<b>Utilities</b> <a href="#">- Home</a> <a href="#">- Data Downloads</a> <a href="#">- Print Page</a> <a href="#">- Help</a>					
<b>*Indicates Required Field</b>					
<b>Program (tip)</b>	<b>Grant Year (tip)</b>	<b>Grant # (tip)</b>	<b>Fund Type (tip)</b>		
CDBG	2009	B-09-DC-10-0001	AD		
<b>Subgrant to Organization</b>	<b>Current Subgrant Amount</b>	<b>Minimum Subgrant Amount</b>	<b>Maximum Subgrant Amount</b>	<b>*New Subgrant Amount</b>	<b>*Banking</b>
<a href="#">BLADES</a> no address found BLADES, DE	\$1,800.00	\$0.00	\$50,000.00	\$ <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="button" value="Update Banking Only"/>
<input type="button" value="Save"/>   <input type="button" value="Return to Subgrants"/>					

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

If the NEW SUBGRANT AMOUNT is changed to \$0.00, the subgrant can be deleted when you return to the Search Subgrants screen.

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