

Appendix A

CDBG MATRIX CODES

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 24 CFR 570.201 – 570.207 for Entitlements, 570.703 – 570.705 for the Section 108 loan guarantee program, and with Section 105(a) of the HCDA [42 USC 5305] and 24 CFR 570.482 for States. Grantees need to refer to the regulations to determine an activity’s eligibility; the codes defined below are used in IDIS On-Line chiefly to categorize activities for reporting purposes.

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Code	Definition with Entitlement, State, or Section 108 loan Guarantee citations
Acquisition and Disposition	
01	<p>Acquisition of Real Property 24 CFR 570.201(e) or 42 USC 5305(a)(1) Acquisition of real property that will be developed for a public purpose. Use code 01 if CDBG funds will be used ONLY for the acquisition of property. This code is frequently used for the acquisition of property on which a public facility, public improvement or housing will be constructed using other funds.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> • <i>When a grantee acquires and constructs or rehabilitates a public facility with CDBG funds, assign the appropriate 03* matrix code, instead of 01.</i> • <i>When a grantee combines acquisition with relocation or disposition in a single activity, that activity can be coded as Acquisition 01.</i> • <i>When a grantee acquires and rehabilitates housing with CDBG funds for residential purposes, use code 14G.</i> • <i>When a grantee or subrecipient acquires land, clears structures, or packages land for the purpose of creating an industrial park or encouraging commercial/industrial redevelopment, use matrix code 17A.</i>
02	<p>Disposition of Real Property 24 CFR 570.201(b) or 42 USC 5305(a)(7) Costs related to the sale, lease, or donation of real property acquired with CDBG funds or under urban renewal. Eligible costs would include the costs incidental to disposing of the property, such as preparation of legal documents, fees paid for surveys, transfer taxes, and other costs involved in the transfer of ownership of the CDBG-assisted property. The costs can also include the costs of temporarily maintaining property pending disposition, for example, boarding property up, mowing grass, security. However, the temporary maintenance costs are eligible only for properties initially acquired with CDBG funds.</p>
04	<p>Clearance and Demolition 24 CFR 570.201(d) or 42 USC 5305(a)(4) Clearance or demolition of buildings/improvements, or the movement of buildings to other sites.</p>
04A	<p>Cleanup of Contaminated Sites 24 CFR 570.201(d) or 24 CFR 570.482(c)(3) [Public Law 105-276] Activities undertaken primarily to clean toxic/environmental waste or contamination from a site.</p>
08	<p>Relocation 24 CFR 570.201(i) or 42 USC 5305(a)(11) Relocation payments and other assistance for permanently or temporarily displaced individuals, families, businesses, non-profit organizations, and farms.</p>

Public Facilities and Improvements

Use matrix codes in this section when the CDBG funds are used by the grantee or other public or private non-profit entities for public facilities and improvements.

Note:

- Grantees may only have one public facility in an activity. Grantees must set up a separate activity for each public facility. When two or more related activities are funded with CDBG, the grantee needs to set up a separate activity for each facility or improvement.
- When a facility is used only by a specific client group, the activity should be assigned the matrix code specific to that group, not the type of facility. For instance, assign 03Q to a health facility for abused and neglected children, not 03P.
- If CDBG funds are only used to acquire property for a public facility, use matrix code 01. If the grantee uses CDBG funds to pay for the acquisition and construction, or rehabilitation of a public facility or improvement, use the appropriate 03* matrix code.
- For commercial and industrial improvements undertaken by a grantee or a subrecipient for economic development purposes, use matrix code 17A, 17B, 17C, or 17D.

03A	Senior Centers 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors. 03A may be used for a facility serving both the elderly and persons with disabilities, provided it is not intended primarily to serve persons with disabilities. If it is, use 03B instead. <i>Note: For the construction of permanent housing for the elderly, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i>
03B	Facilities for Persons with Disabilities 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for persons with disabilities. 03B may be used for a facility serving both persons with disabilities and the elderly, provided it is not intended primarily to serve the elderly. If it is, use 03A instead. <i>Note: For the construction of permanent housing for the persons with disabilities, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i>
03C	Homeless Facilities (not operating costs) 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, conversion of buildings, or rehabilitation of temporary shelters and transitional housing for the homeless, including victims of domestic violence, dating violence, sexual assault or stalking, disaster victims, runaway children, drug offenders, and parolees. <i>Note: For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code; for facilities for abused and neglected children, use 03Q.</i>

03D	<p>Youth Centers 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center. For the acquisition, construction or rehabilitation of facilities intended primarily for children age 12 and under, use 03M; for facilities for abused and neglected children, use 03Q.</p>
03E	<p>Neighborhood Facilities 24 CFR 570.201(c) or 42 USC 5305(a)(2) 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>Parks, Recreational Facilities 24 CFR 570.201(c) or 42 USC 5305(a)(2) Development of open space areas or facilities intended primarily for recreational use.</p>
03G	<p>Parking Facilities 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, or rehabilitation of parking lots and parking garages. Use 03G if rehabilitation of a public facility or street improvement is a small part of an activity to improve a parking facility. However, if parking improvements are only a small part of a larger street improvement activity, use 03K.</p>
03H	<p>Solid Waste Disposal Improvements 24 CFR 570.201(c) or 42 USC 5205(a)(2) Acquisition, construction or rehabilitation of solid waste disposal facilities. The eligible costs can also include equipment, such as bulldozers, used exclusively at the facility.</p>
03I	<p>Flood Drainage Improvements 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds, catch basins, streambank erosion controls, channelization of streambeds, or dams. 03I can also be used for "Green Infrastructure" improvements to manage stormwater. However, if stormwater management improvements are integral to some other activity like a park or a street project, it should be included in that matrix code (03F for parks, 03K for streets) rather than 03I.</p> <p><i>Note: Do not use 03I for construction/rehabilitation of storm sewers, street drains, or storm drains. Use 03J for storm sewers and 03K for street and storm drains.</i></p>
03J	<p>Water/Sewer Improvements 24 CFR 570.201(c) or 42 USC 5305(a)(2) 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>For water/sewer improvements that are part of:</p> <ul style="list-style-type: none"> • More extensive street improvements, use 03K. For example, an activity that involves paving six blocks of Main Street and installing 100 feet of new water lines in one of those blocks. • A housing rehabilitation activity such as water/sewer hookups (lines from a house to the street), use the appropriate 14* housing rehabilitation matrix code.

03K	<p>Street Improvements <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> 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"> • For improvements that include landscaping, street lighting, and/or street signs (commonly referred to as "streetscaping"). • If sidewalk improvements (see code 03L) are part of more extensive street improvements.
03L	<p>Sidewalks <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees.</p>
03M	<p>Child Care Centers <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers. For the construction or rehabilitation of facilities for abused and neglected children, use 03Q; for the construction or rehabilitation of facilities for teenagers, use 03D</p>
03N	<p>Tree Planting <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Activities limited to tree planting (sometimes referred to as "beautification"). For streetscape activities that include tree planting, use 03K; for sidewalk improvement activities that include tree planting, use 03L.</p>
03O	<p>Fire Stations/Equipment <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of fire stations and/or the purchase of fire trucks and emergency rescue equipment.</p>
03P	<p>Health Facilities <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes. Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.</p>
03Q	<p>Facilities for Abused and Neglected Children <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of daycare centers, treatment facilities, or temporary housing for abused and neglected children.</p>
03R	<p>Asbestos Removal <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Rehabilitation of any public facility undertaken primarily to remove asbestos.</p>
03S	<p>Facilities for AIDS Patients (not operating costs) <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of facilities for the treatment or temporary housing of people who are HIV positive or who have AIDS. For the construction or rehabilitation of facilities for AIDS education and prevention, use 03P.</p>

03Z	<p>Other Public Improvements Not Listed in 03A-03T <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i></p> <p>This matrix code replaces matrix code 03. Only use this code when an activity does not fall under a more specific 03A – 03S matrix code. Check the following before using this matrix code:</p> <ul style="list-style-type: none"> • Grantees may only have one public facility in an activity. Grantees must set up a separate activity for each public facility. When two or more related facilities are funded by CDBG, the grantee needs to set up a separate activity for each facility or improvement. • 03Z can be used for seawalls, bus shelters, retaining walls, and wind turbines. • 03Z can be used 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).
06	<p>Interim Assistance <i>24 CFR 570.201(f) or 42 USC 5305(a)(4)</i></p> <p>Only for activities undertaken either to:</p> <ul style="list-style-type: none"> • Make limited improvements (e.g., repair of streets, sidewalks, or public buildings) intended solely to arrest further deterioration of physically deteriorated areas prior to making permanent improvements. • Alleviate emergency conditions threatening public health and safety, such as removal of tree limbs or other debris after a major storm.
11	<p>Privately Owned Utilities <i>24 CFR 570.201(l) or 42 USC 5305(a)(14)</i></p> <p>Acquisition, reconstruction, rehabilitation, or installation of distribution lines and facilities of regulated, privately owned utilities. This includes placing new or existing distribution lines/facilities underground.</p>
16B	<p>Non-Residential Historic Preservation <i>24 CFR 570.202(d)</i></p> <p>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.</p>
23	<p>Tornado Shelters Serving Private Mobile Home Parks <i>42 USC 5305(a)(25)</i></p> <p>Construction or improvement of tornado-safe shelters for residents of manufactured housing parks and the provision of assistance (including loans and grants) to nonprofit and for-profit entities to do so, in accordance with Section 42 USC 5305(a)(24).</p>

Public Services

Use matrix codes in this section for CDBG assisted public services activities.

- It is important to distinguish a service from construction or rehabilitation of a facility where a service is being provided. For example, the construction or rehabilitation of a senior center is coded as 03A, but the funding of services provided at a facility for senior citizens is coded as 05A.
- Rental of a facility for a service is considered a part of delivery of service and should be treated as a public service.
- Operation and maintenance may be paid with CDBG funds only for the portion of the building where a public service is being carried out.
- If the activity is restricted to one client group, use the matrix code for that group. For example, use 05A for senior services.

03T	Homeless/AIDS Patients Programs <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance. Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.
05A	Senior Services <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services for the elderly. 05A may be used for an activity that serves both the elderly and persons with disabilities provided it is intended primarily to serve elderly. If the activity is intended primarily to serve persons with disabilities, use 05B instead.
05B	Services for Persons with Disabilities <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services for the persons with disabilities, regardless of age. If the activity is intended primarily for elderly persons, use 05A instead.
05C	Legal Services <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services providing legal aid to low- and moderate-income (LMI) persons. If the legal service is only provided for the settlement of tenant/landlord disputes, use 05K.
05D	Youth Services <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services for young people age 13 to 19. For example, recreational services limited to teenagers and teen counseling programs. 05D can also be used for counseling programs that target teens but include counseling for the family as well. For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.
05E	Transportation Services <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> General transportation services. Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.

05F	Substance Abuse Services <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.
05G	Services for victims of domestic violence, dating violence, sexual assault or stalking <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services for victims of domestic violence, dating violence, sexual assault or stalking. For services limited to abused and neglected children, use 05N.
05H	Employment Training <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Assistance to increase self-sufficiency, including literacy, independent living skills, resume writing, job coaching, "how to get and keep a job" training, or training students in a particular field on skill when there is no tie to a specific position or business. For activities providing training for specific permanent jobs with specific businesses, use 18A.
05I	Crime Awareness/Prevention <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Promotion of crime awareness and prevention, including crime prevention education programs, community-oriented policing programs above and beyond normal staffing levels, installation of security cameras, and paying for security guards.
05J	Fair Housing Activities (subject to Public Services cap) <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Fair housing services (e.g. counseling on housing discrimination) as public services. The activity needs to meet a national objective. For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D.
05K	Tenant/Landlord Counseling <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Counseling to help prevent or settle disputes between tenants and landlords.
05L	Child Care Services <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services that will benefit children (generally under age 13), including parenting skills classes. For services exclusively for abused and neglected children, use 05N.
05M	Health Services <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services addressing the physical health needs of residents of the community. For mental health services, use 05O.
05N	Services for Abused and Neglected Children <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Daycare and other services exclusively for abused and neglected children.

05O	<p>Mental Health Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services addressing the mental health needs of residents of the community.</p>
05P	<p>Screening for Lead Poisoning 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Activities undertaken primarily to provide screening for lead poisoning.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> • Use 05P to test people for possible lead poisoning. • Use 14I to test buildings/properties for presence of lead contamination.
05Q	<p>Subsistence Payments 24 CFR 570.207(b)(4) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) 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>Homebuyer Downpayment Assistance - Excluding Housing Counseling under 24 CFR 5.100 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Homebuyer downpayment assistance provided as a PUBLIC SERVICE. If housing counseling (under 24 CFR 5.100) is provided to in conjunction with downpayment assistance, report housing counseling separately under matrix code 05Y. If referral services, homeownership education programs, or general budget/financial counseling are provided to homebuyers in conjunction with downpayment assistance as part of a package, then the services are considered activity delivery costs as a part of an 05R activity.</p> <ul style="list-style-type: none"> • It is subject to the public service cap, unless the assistance is provided by a CBDO in an NRSA or by a 105(a)(15) entity. • Only report the number of households that received downpayment assistance as accomplishments for 05R. • For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13B.
05S	<p>Rental Housing Subsidies 24 CFR 570.204 or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOs or 105(a)(15) entities.</p>
05T	<p>Security Deposits 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Tenant subsidies exclusively for payment of security deposits.</p>

05U	<p>Housing Counseling only, under 24 CFR 5.100 <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Housing counseling, under 24 CFR 5.100, 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>
05V	<p>Neighborhood Cleanups <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.</p>
05W	<p>Food Banks <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.</p>
05X	<p>Housing Information and Referral Services <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> An activity that provides housing information, education, and referral services, or general budget/financial counseling that does not meet the 24 CFR 5.100 definition of Housing Counseling.</p>
05Y	<p>Housing Counseling under 24 CFR 5.100 Supporting Homebuyer Downpayment Assistance (05R) <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Housing Counseling, under 24 CFR 5.100, that is provided to in conjunction with homebuyer downpayment assistance (05R) as a public service.</p>
05Z	<p>Other Public Services Not Listed in 03T and 05A-05Y <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> This matrix code replaced matrix code 05. Only use this matrix code when an activity does not fall under a more specific 05A-05Y code. An example of a legitimate use of this code is when the CDBG funds are provided to a non-profit organization that provides multiple types of social services for operating costs. In another example, when a public service activity that does not have a more specific matrix code, provides services to multiple groups of clients such as seniors, persons with disabilities, and homeless persons. For instance, for a "meals on wheels" program for seniors and persons with disabilities, use 05Z. If this program had only been available to seniors, the correct matrix code would have been 05A.</p>

Housing

Housing includes new construction and rehabilitation.

- Reconstruction of housing is eligible as is rehabilitation. Replacement of stick-built residential structures with manufactured housing units, or vice versa, is eligible as reconstruction of housing.
- Manufactured housing may be rehabilitated if it is considered part of the community's permanent housing stock.
- Wiring multifamily properties for broadband internet service, as part of substantial rehabilitation as defined in 24 CFR 5.100, should be treated as a cost of the rehabilitation, not broken out separately.
- Conversion of non-residential structures to housing is eligible as rehabilitation (esp. significant for 14B, 14D, 14G).
- Rehabilitation of housing can include water/sewer hookups, running water/sewer lines from a house out to the street, installation/rehabilitation/replacement of wells, septic tanks, septic drainfields, etc.
- Historic preservation work that is done as part of other housing rehabilitation can be included in the relevant matrix code.
- Installation or replacement of landscaping materials, sidewalks, and driveways can be included when the costs are incidental to the rehabilitation of the property.

09	Loss of Rental Income <i>24 CFR 570.201(j) or 42 USC 5305(a)(6)</i> Payments to owners of housing for loss of rental income due to temporarily holding rental units for persons displaced by CDBG-assisted activities.
12	Construction of Housing <i>24 CFR 570.201(m), 570.204 or 42 USC 5305(a)(15)</i> Construction of housing with CDBG funds must either be: carried out by CBDOs, in accordance with the regulations at 24 CFR 570.204(a); in accordance with 42 USC 5305(a)(15); or last resort housing under the provisions of the Uniform Act, 42 USC Part 49.
13A	Housing Counseling, under 24 CFR 5.100, for Homeownership Assistance (13B) <i>24 CFR 570.201(n) or 42 USC 5305(a)(24)</i> Housing Counseling, under 24 CFR 5.100, when provided in conjunction with direct homeownership assistance 13B. Report housing counseling under matrix code 13A as a separate activity.

<p>13B</p>	<p>Homeownership Assistance - excluding Housing Counseling under 24 CFR 5.100 <i>24 CFR 570.201(n) or 42 USC 5305(a)(24)</i> CDBG funds may be used to provide direct homeownership assistance under 24 CFR 570.201(n) and Section 105(a)(24) of the HCDA under the low- and moderate-income housing national objective [24 CFR 570.208(a)(3) and 570.483(b)(3)]. Direct homeownership assistance may include:</p> <ul style="list-style-type: none"> • Subsidizing interest rates and mortgage principal amounts to make loan payments affordable. This may include making grants to reduce the effective interest rates charged on the loans. Low-or no-interest subordinate loans can also be used to reduce overall loan repayment amounts. • Financing the cost of acquiring property already occupied by renter households at terms needed to make the purchase affordable. • Paying all or a part of the premium on behalf of the homebuyer for mortgage insurance required upfront by a private mortgagee. • Paying any or all of the reasonable closing costs associated with the home purchase on behalf of the homebuyer. • Paying up to 50 percent of the down payment required by the mortgagee for the purchase on behalf of the homebuyer. (The 50 percent limitation on downpayment assistance is a statutory requirement. Grantee records must document what amount of downpayment is required by the mortgagee, and must clearly distinguish between the amount of CDBG funds being provided for downpayment assistance vs. the amount provided for subsidizing the mortgage principal, for closing costs, for mortgage insurance, etc.) <p><i>Note:</i></p> <ul style="list-style-type: none"> • <i>If Housing Counseling, under 24 CFR 5.100, is provided in conjunction with direct homeownership assistance, report housing counseling under matrix code 13A, as a separate activity.</i> • <i>If referral services, homeownership education programs, or general budget/financial counseling is provided to homebuyers in conjunction with homeownership assistance, the services are considered activity delivery costs as part of a 13B activity.</i> • <i>All recipients of assistance provided under matrix code 13B must be low/moderate income and the activity must meet the LMH national objective.</i> • <i>Only report the number of households that received homeownership assistance as accomplishments for 13B.</i>
<p>14A</p>	<p>Rehabilitation: Single-Unit Residential <i>24 CFR 570.202(a)(1) or 42 USC 5305(a)(4)</i> Rehabilitation of privately owned, single-unit homes. If Housing Counseling under 24 CFR 5.100 is provided in conjunction with rehabilitation, report Housing Counseling under matrix code 14L separately. If referral services, or general budget/financial counseling is provided to residents in conjunction with rehabilitation, the services are considered activity delivery costs as a part of a 14A activity.</p>

14B	<p>Rehabilitation: Multi-Unit Residential <i>24 CFR 570.202(a)(1) or 42 USC 5305(a)(4)</i> Rehabilitation of privately owned buildings with two or more permanent residential units. If Housing Counseling under 24 CFR 5.100 is provided in conjunction with rehabilitation, report Housing Counseling under matrix code 14L separately. If referral services or general budget/financial counseling is provided to residents in conjunction with rehabilitation, the services are considered activity delivery costs as a part of a 14B activity.</p> <p>For the rehabilitation of units that will provide temporary shelter or transitional housing for the homeless, use 03C.</p>
14C	<p>Rehabilitation: Public Housing Modernization <i>24 CFR 570.202(a)(2) or 42 USC 5305(a)(4)</i> Rehabilitation of housing units owned/operated by a public housing authority (PHA).</p>
14D	<p>Rehabilitation: Other Publicly Owned Residential Buildings <i>24 CFR 570.202(a)(2) or 42 USC 5305(a)(4)</i> Rehabilitation of permanent housing owned by a public entity other than a PHA.</p> <p>For the rehabilitation of other publicly owned buildings that will provide temporary shelter or transitional housing for the homeless, use 03C.</p>
14F	<p>Rehabilitation: Energy Efficiency Improvements <i>24 CFR 570.202(b)(4) or 42 USC 5305(a)(4)</i> Housing rehabilitation with the sole purpose of improving energy efficiency (e.g., a weatherization program).</p> <p>For energy efficiency improvements to public housing units, use 14C; for other publicly owned residential buildings, use 14D.</p>
14G	<p>Rehabilitation: Acquisition <i>24 CFR 570.202(b)(1) or 42 USC 5305(a)(1)</i> 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>Rehabilitation: Administration <i>24 CFR 570.202(b)(9) or 42 USC 5305(a)(4)</i> 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 and underwriting; survey, site and utility plans; application processing.</p> <p>14H should be used when the CDBG funds are used for activity delivery costs in implementing a program where the rehabilitation hard costs are paid with other funding sources.</p> <p>Do not use 14H for the costs of actual rehabilitation and do not use it for costs unrelated to running a rehabilitation program (e.g., tenant/landlord counseling).</p> <p>For administration activities carried out as part of general program administration (and thus not required to meet a national objective), use code 21A.</p>

14I	<p>Lead-Based Paint/Lead Hazards Testing/Abatement <i>24 CFR 570.202(f) or 42 USC 5305(a)(26)</i> Housing rehabilitation activities with the primary goal of evaluating housing units for lead-paint hazards and reducing lead-based paint/lead hazards in units. For lead-based paint/lead hazards screening of persons, use 05P.</p>
14J	<p>Housing Services - Excluding Housing Counseling, under 24 CFR 5.100 <i>24 CFR 570.201(k) or 42 USC 5305(a)(20)</i> Housing services, except Housing Counseling, under 24 CFR 5.100, in support of the HOME Program, eligible under 24 CFR 570.201(k).</p>
14K	<p>Housing Counseling, under 24 CFR 5.100, Supporting HOME Program Housing Activities <i>24 CFR 570.201(k) or 42 USC 5305(a)(20)</i> Housing Counseling, under 24 CFR 5.100, in support of a HOME- funded housing assistance program.</p>
14L	<p>Housing Counseling, under 24 CFR 5.100, in Conjunction with CDBG-assisted Housing Rehabilitation <i>24 CFR 570.202 or Section 42 USC 5305(a)(4)</i> Housing Counseling, under 24 CFR 5.100, in support of CDBG assisted housing rehabilitation activities, including 14A-14D, 14F-14I, and 16A.</p>
15	<p>Code Enforcement <i>24 CFR 570.202(c) or 42 USC 5305(a)(3)</i> Salaries and overhead costs associated with property inspections and follow-up actions (such as legal proceedings) directly related to the enforcement (not correction) of state and local codes.</p> <p>For the rehabilitation hard costs of correcting code violations, use the appropriate rehabilitation code under the 14* series.</p>
16A	<p>Residential Historic Preservation <i>24 CFR 570.202(d)</i> Rehabilitation of historic buildings for residential use. Use matrix code 16A when the preservation or restoration of historically significant features is the only work being done. If historic preservation work is done as part of other housing rehabilitation, then use the relevant 14* matrix code.</p>
19E	<p>CDBG Operation and Repair of Foreclosed Property (“In-Rem Housing”) <i>42 USC 5305(a)(23)</i> 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.</p>

Economic Development

- Matrix codes 17A – 17D should be used to identify special economic development activities carried out by the grantee or through a public or private non-profit subrecipient. Under these matrix codes, CDBG funds are not given to a specific for-profit business or businesses.
- Matrix codes 14E, 18A, 18B, 18C should be used when assistance is provided to a for-profit business for economic development projects.

14E	Rehabilitation: Publicly or Privately Owned Commercial/Industrial <i>24 CFR 570.202(a)(3) or 42 USC 5305(a)(2)</i> Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to: <ul style="list-style-type: none">• Exterior improvements (generally referred to as “façade improvements”).• Correction of code violations. For more extensive rehabilitation of privately owned commercial/industrial property, use 17C; for infrastructure developments and improvements at commercial/industrial sites, use 17B.
17A	Commercial/Industrial: Acquisition/Disposition <i>24 CFR 570.203(a) or 42 USC 5305(a)(14)</i> Land acquisition, clearance of structures, or assembling land for the purpose of creating industrial parks or promoting commercial/industrial development. 17A activities must be carried out by the grantee or by public or private non-profits.
17B	Commercial/Industrial: Infrastructure Development <i>24 CFR 570.203(a) or 42 USC 5305(a)(14)</i> 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 public or private non-profits.
17C	Commercial/Industrial: Building Acquisition, Construction, Rehabilitation <i>24 CFR 570.203(a) or 42 USC 5305(a)(14)</i> Acquisition, construction, or rehabilitation of commercial/industrial buildings. 17C activities must be carried out by the grantee or by public or private non-profits.
17D	Commercial/Industrial: Other Improvements <i>24 CFR 570.203(a) or 42 USC 5305(a)(14)</i> Commercial/industrial improvements not covered by other 17* codes. 17D activities must be carried out by the grantee or by public or private non-profits.

18A	<p>Economic Development Direct Financial Assistance to For-Profit Business <i>24 CFR 570.203(b) or 42 USC 5305(a)(17)</i></p> <p>Financial assistance to private 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.</p> <p>With one exception, a separate 18A activity must be set up for each business assisted. If an activity is carried out under 24 CFR 570.208(a)(4)(vi) or 24 CFR 570.483(b)(4)(vi), job aggregation is allowed, and all businesses assisted during a program year may be combined in one activity.</p>
18B	<p>Economic Development: Technical Assistance <i>24 CFR 570.203(c) or 42 USC 5305(a)(17)</i></p> <p>Technical assistance to for-profit businesses, including workshops, assistance in developing business plans, marketing, and referrals to lenders or technical resources. Also use 18B for activity delivery costs eligible under 24 CFR 570.203(c).</p>
18C	<p>Economic Development: Microenterprise Assistance <i>24 CFR 570.201(o) or 42 USC 5305(a)(22) + 24 CFR 570.482(c)</i></p> <p>Financial assistance, technical assistance, or general support services to owners and developers of microenterprises. A microenterprise is a business with five or fewer employees, including the owner(s). The activity must be designed to exclusively serve microenterprises.</p> <p>With one exception, a separate activity must be set up for each microenterprise assisted. If an activity is carried out under 24 CFR 570.208(a)(4)(vi) or 24 CFR 570.483(b)(4)(vi), job aggregation is allowed, and all assisted businesses may be combined in one activity.</p>

General Administrative and Planning

20	<p>Planning <i>24 CFR 570.205 or 24 CFR 570.489(a)(3)</i> 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. These activities, along with administration activities, are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3). Under State CDBG, this matrix code would only be used for planning done in conjunction with another eligible activity.</p>
20A	<p>State Planning-Only Activities <i>24 CFR 570.483(b)(5) and (c)(3)</i> Program planning activities for when states award grants to units of general local government in which planning is the only activity, or in which planning activities are unrelated to any other activity funded as part of the grant. These are often referred to as "planning-only grants." These activities, along with administration activities, are subject to the 20 percent limitation under 24 CFR 570.489(a)(3).</p>
21A	<p>General Program Administration <i>24 CFR 570.206 or 24 CFR 570.489(a)(3)</i> 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. These activities, along with planning activities, are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).</p>
21B	<p>Indirect Costs <i>24 CFR 570.206(e)</i> Costs charged as general program administration under an indirect cost allocation plan. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).</p>
21C	<p>Public Information <i>24 CFR 570.206(b)</i> Providing information and other resources to residents and citizen organizations participating in the planning, implementation, or assessment of CDBG-assisted activities. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).</p>
21D	<p>Fair Housing Activities (subject to Admin cap) <i>24 CFR 570.206(c)</i> Fair housing activities carried out as part of general program administration rather than as a public service. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3). For fair housing activities carried out as a public service, use 05J.</p>
21E	<p>Submission of Applications for Federal Programs <i>24 CFR 570.206(f)</i> 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. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).</p>

21H	CDBG Funding of HOME Administrative Costs 24 CFR 570.206(i)(2) or 42 USC 5305(a)(13) CDBG funding of administrative costs for the HOME Program. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
21I	CDBG Funding of HOME CHDO Operating Expenses 24 CFR 570.206(i)(2) CDBG funding of CHDO operating expenses for HOME Program. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
21J	State Program Administration 24 CFR 570.489(a) State program administration, including (but not limited to) salaries, wages, and related costs required for overall program management, coordination, monitoring, reporting, and evaluation. These activities are subject to the \$100,000 plus 3% limitation.
Repayment of Section 108 Loans	
19F	Planned Repayments of Section 108 Loans 24 CFR 570.705(c) Planned payments of principal due on Section 108 loans (including prepayment or defeasance of Section 108 loans). If a grantee is planning to use CDBG funds to repay the Section 108 loans, then use matrix code 19F.
19G	Unplanned Repayments of Section 108 Loans 24 CFR 570.705(c) Unplanned payments of principal due on Section 108 loans (including prepayment or defeasance of Section 108 loans). Use matrix code 19G for the following two situations: <ul style="list-style-type: none"> • When the funds planned for Section 108 loan repayment are not available, the grantee needs to use CDBG funds to repay the Section 108 loans. • The grantee does not make a timely payment on its Section 108 Guaranteed loan, and the CDBG grant funds are deducted from grantee's line of credit to pay the Section 108 Guaranteed Loans
24A	Payment of Interest on Section 108 Loans 24 CFR 570.703(c), 570.705(c) Payment of interest on Section 108 loans.
24B	Payment of Costs of Section 108 Financing 24 CFR 570.703(g), 570.703(n), 570.705(c) Payment of issuance, underwriting, servicing, trust administration and other costs associated with private sector financing of Section 108 loans and payment of fees charged by HUD.
24C	Debt Service Reserve 24 CFR 570.703(k), 570.705(c) Establishment of debt service reserves as additional security for repayment of Section 108 loans.

Other	
07	<p>Urban Renewal Completion <i>24 CFR 570.201(h) or 42 USC 5305(a)(10)</i> Completion of Urban Renewal projects funded under Title I of the Housing Act of 1949.</p> <ul style="list-style-type: none"> • Do not use code 07 for a downtown renewal, downtown development, or locally-created Urban Renewal activity unless the activity will result in the closing out of a federally-approved urban renewal project. • Only use for activities necessary to complete an existing Urban Renewal Plan.
19C	<p>CDBG Non-Profit Organization Capacity Building <i>24 CFR 570.201(p) or 42 USC 5305(a)(19)</i> Activities specifically designed to increase the capacity of non-profit organizations to carry out specific CDBG eligible neighborhood revitalization or economic development activities. Such activities may include providing technical assistance and specialized training to staff. The specific eligible activity for which capacity is being developed must meet a national objective. Payment of general operational and administrative costs of a non-profit organization is not eligible under this category.</p>
19H	<p>State CDBG Technical Assistance to Grantees <i>24 CFR 570.489(a)</i> Use this code to indicate State CDBG technical assistance to grantees. This code should be used only for states. CDBG State grantees should use this matrix code for activities that fall under the set-aside for technical assistance in the CDBG program. These activities are subject to the \$100,000 plus 3% limitation.</p>

Appendix B

NATIONAL OBJECTIVE CODES

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>Low/mod area benefit</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>	570.208(a)(1)
LMAFI	<p>Low/mod area benefit, community development financial institution (CDFI)</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>	570.208(d)(6)(i)
LMASA	<p>Low/mod area benefit, neighborhood revitalization strategy area (NRSA)</p> <p>Job creation and retention activities that are carried out pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) and that the grantee elects to consider as meeting the low/mod area benefit criteria.</p>	570.208(d)(5)(i)
LMC	<p>Low/mod limited clientele benefit</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>	570.208(a)(2)
LMCMC	<p>Low/mod limited clientele, micro-enterprises</p> <p>Activities carried out under 24 CFR 570.201(o) that benefit micro-enterprise owners/developers who are low/mod income.</p>	570.208(a)(2)(iii)
LMCSV	<p>Low/mod limited clientele, job service benefit</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>	570.208(a)(2)(iv)
LMH	<p>Low/mod housing benefit</p> <p>Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.</p>	570.208(a)(3)

NOC	Description	24 CFR Citation
LMHSP	<p>Low/mod housing benefit, CDFI or NRSA</p> <p>Activities carried out by a CDFI or pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) to provide or improve permanent residential structures which the grantee elects to consider as a single structure for purposes of determining national objective compliance. For example, two single-unit homes rehabilitated in an NRS may be considered a single structure; at least one of the units must be occupied by a low/mod household. If ten single-unit homes were assisted, at least six (51%) must be occupied by low/mod households.</p>	570.208(d)(5)(ii) and (d)(6)(ii)
LMJ	<p>Low/mod job creation and retention</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>	570.208(a)(4)
LMJFI	<p>Low/mod job creation and retention, public facility/ improvement benefit</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>	570.208(a)(4)(vi) (F)
LMJP	<p>Low/mod job creation, location-based</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>	570.208(a)(4)(iv)
SBA	<p>Slum/blight area benefit</p> <p>Activities undertaken to prevent or eliminate slums or blight in a designated area.</p>	570.208(b)(1)
SBR	<p>Slum/blight, urban renewal areas</p> <p>Activities authorized under an Urban Renewal Loan and Grant Agreement that are undertaken to prevent or eliminate slums or blight in an urban renewal area and that are necessary to complete an Urban Renewal Plan.</p>	570.208(b)(3)
SBS	<p>Slum/blight, spot basis</p> <p>Activities undertaken on a spot basis to address conditions of blight or physical decay not located in designated slum/blight areas.</p>	570.208(b)(2)
URG	<p>Urgent need</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>	570.208(c)

APPENDIX C

MATRIX CODE/NATIONAL OBJECTIVE/ ACCOMPLISHMENT TYPE COMBINATIONS

The matrix code and national objective that are assigned to an activity determine which accomplishment type may be used.

Allowing only certain accomplishment types for each matrix code/national objective combination enables HUD to obtain more uniform data for reporting and for assessing program performance.

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
01 Acquisition of Real Property	LMA, LMC	01 People 08 Businesses 11 Public Facilities
	SB*, URG	01 People 08 Businesses 10 Housing Units 11 Public Facilities
	LMH*	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
02 Disposition of Real Property When the property is used for the purpose for which it was acquired, use the accomplishment code that was or should have been used for acquisition of the property. When the property is disposed of for a use other than for which it was acquired, use the accomplishment code that corresponds to the new use.	LMA, LMC, SBA, SBR, URG	01 People 08 Businesses 11 Public Facilities
	LMH*	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
03A Senior Center	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03B Facility for Persons with Disabilities	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03C Homeless Facilities (not operating costs)	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03D Youth Centers	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03E Neighborhood Facilities	LMA, LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE	
03F Parks, Recreational Facilities	LMA, LMC, SB*, URG	11	Public Facilities
	LMJFI	13	Jobs
03G Parking Facilities	LMA, LMC, SB*, URG	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03H Solid Waste Disposal Improvements	LMA, LMC, SB*, URG	11	Public Facilities
	LMH*	10	Housing Units
	LMJ*, LMAFI, LMASA	13	Jobs
03I Flood Drainage Improvements	LMA, LMC, SB*, URG	11	Public Facilities
	LMH*	10	Housing Units
	LMJ*, LMAFI, LMASA	13	Jobs
03J Water/Sewer Improvements	LMA, LMC, SB*, URG	01	People
	LMH*	10	Housing Units
	LMJ*, LMAFI, LMASA	13	Jobs
03K Street Improvements	LMA, LMC, SB*, URG	01	People
	LMH*	10	Housing Units
	LMJ*, LMAFI, LMASA	13	Jobs
03L Sidewalks	LMA, LMC, SB*, URG	01	People
		11	Public Facilities
		When the sole purpose of an activity is to create curb cuts, use the Public Facilities code and report the number of curb cuts.	
	When curb cuts are carried out along with other improvements, report the number of People.		
	LMH*	10	Housing Units
	LMJ*, LMAFI, LMASA	13	Jobs
03M Child Care Centers	LMC, SB*, URG	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03N Tree Planting	LMA, LMC, SB*, URG	11	Public Facilities
03O Fire Stations/Equipment	LMA, SB*, URG	11	Public Facilities
	LMJFI	13	Jobs
03P Health Facilities	LMA, LMC, SB*, URG	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03Q Facilities for Abused and Neglected Children	LMC, SB*, URG	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03R Asbestos Removal	LMA, LMC, SB*, URG	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03S Facilities for AIDS Patients (not	LMC, SB*, URG	11	Public Facilities

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE	
operating costs)			
	LMJ*, LMAFI, LMASA	13	Jobs
03T Homeless/AIDS Patients Programs	LMC, SBA, URG	01	People
03Z Other Public Facilities and Improvements Not listed in 03A-03S	LMA, LMC, SB*, URG	01	People
		11	Public Facilities
	LMH*	10	Housing Units
	LMJ*, LMAFI, LMASA	13	Jobs
04 Clearance and Demolition Use the code that most accurately describes what is being cleared or demolished	LMA, LMC, SB*, URG	08	Businesses
		10	Housing Units
		11	Public Facilities
	LMH*	10	Housing Units
	LMJ, LMJP, LMAFI, LMASA	13	Jobs
04A Cleanup of Contaminated Sites Report the number of sites cleaned based on the primary use of the site (i.e., not the number of businesses).	LMA, LMC, SB*, URG	08	Businesses
		11	Public Facilities
	LMH*	10	Housing Units
05A Senior Services	LMC, SBA, URG, LMCSV	01	People
05B Services for Persons with Disabilities	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 victims of domestic violence, dating violence, sexual assault or stalking	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 Homebuyer Downpayment Assistance – Excluding Housing Counseling, under 24 CFR 5.100	LMH*, SBA, URG	04	Households
05S Rental Housing Subsidies	LMH*, SBA, URG, LMCSV	04	Households
05T Security Deposits	LMH*, SBA, URG, LMCSV	04	Households
05U Housing Counseling Only, Under 24 CFR 5.100	LMH, LMHSP	04	Households
05V Neighborhood Cleanups	LMA, LMCSV, SBA	01	People
05W Food Banks	LMA, LMC, LMCSV, SBA, URG	01	People
05X Housing Information and referral services	LMC,	01	People
	LMH*	04	Households
05Y Housing Counseling under 24 CFR 5.100 Supporting Homebuyer Downpayment Assistance (05R)	LMH*, SBA, URG	04	Households
05Z Other Public Services Not Listed in 03T and 05A-05Y	LMA, LMC, SBA, URG, LMCSV	01	People
06 Interim Assistance	LMA, SBA, SBS, URG	01 08 10 11	People Businesses Housing Units Public Facilities
07 Urban Renewal Completion	LMA, LMC	08 11	Businesses Public Facilities
	LMH*	10	Housing Units
	LMJ, LMJP, LMAFI, LMASA	13	Jobs

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
08 Relocation	LMA, LMC, SB*, URG	01 People 04 Households 08 Businesses 09 Organizations (non-profits)
	LMH*	04 Households
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
09 Loss of Rental Income	LMA, LMC, LMH*, LMJ, SB*, URG, LMJP, LMAFI, LMASA	01 People Report the number of owners to whom payments are made.
11 Privately Owned Utilities	LMA, LMC, LMH*, LMJ, SB*, URG, LMJP, LMAFI, LMASA	08 Businesses Report the number of private utilities assisted.
12 Construction of Housing Construction of new housing with CDBG entitlement funds must be carried out by CBDOs, in accordance with the regulations at 570.204(a).	LMH*, SBA, SBR, URG	10 Housing Units
13A Housing Counseling, under 24 CFR 5.100, for Homeownership Assistance 13B	LMH*	04 Households
13B Homeownership Assistance - excluding Housing Counseling under 24 CFR 5.100	LMH*	04 Households
14A Rehabilitation: Single-Unit Residential	LMH*, SB*, URG	10 Housing Units
14B Rehabilitation: Multi-Unit Residential	LMH*, SB*, URG	10 Housing Units
14C Rehabilitation: Public Housing Modernization	LMH*, SB*, URG	10 Housing Units
14D Rehabilitation: Other Publicly Owned Residential Buildings	LMH*, SB*, URG	10 Housing Units
14E Rehabilitation: Publicly or Privately Owned Commercial/Industrial	LMA, LMC, SB*, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
14F Rehabilitation: Energy Efficiency Improvements	LMH*, SB*, URG	10 Housing Units
14G Acquisition for Rehabilitation	LMH*, SB*, URG	08 Businesses 09 Organizations

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE	
		10	Housing Units
<p>14H Rehabilitation Administration</p> <p>Report accomplishments for a 14H activity if CDBG funds are used to run a rehab program but not to perform the actual rehab.</p> <p>If CDBG funds 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 screen for the 14H activity.</p>	LMA, LMC, LMJ, SB*, URG, LMJP, LMAFI, LMASA	08 09	Businesses Organizations
	LMH*	10	Housing Units
14I Lead-Based Paint/Lead Hazards Testing/Abatement	LMH*, SB*, URG	10	<p>Housing Units</p> <p>In the proposed and actual units fields, report the number of housing units tested/abated.</p> <p>When applicable, report the number of children screened in the Accomplishments Narrative.</p>
14J Housing Services, excluding Housing Counseling, under 24 CFR 5.100	LMH*	10	Housing Units
14K Housing Counseling, under 24 CFR 5.100, Supporting HOME Assistance Housing Activities	LMH*	10	Housing Units
14L Housing Counseling, under 24 CFR 5.100, in Conjunction with CDBG Assisted Housing Rehabilitation	LMH*, SB*, URG	10	Housing Units

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
15 Code Enforcement	LMA, SBA, SBR, URG	01 People 08 Businesses 09 Organizations 10 Housing Units If the activity consists of inspecting privately owned vacant lots and/or tagging abandoned vehicles, report People. If it includes inspection of multiple types of property including housing units, report Housing Units inspected in the units fields; report the number of People, Businesses, and/or Organizations, as appropriate, in the Accomplishments Narrative.
16A Residential Historic Preservation	LMH*, SB*	10 Housing Units
16B Non-Residential Historic Preservation	LMA, LMC, LMJ, SB*, LMJP, LMAFI, LMASA	08 Businesses 09 Organizations
17A Commercial/Industrial: Acquisition/Disposition	LMA, LMC, SB*, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
17B Commercial/Industrial: Infrastructure Development	LMA, LMC, SBA, SBR, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
17C Commercial/Industrial: Building Acquisition, Construction, Rehabilitation	LMA, LMC, SB*, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
17D Commercial/Industrial: Other Improvements	LMA, LMC, SB*, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
18A Economic Development: Direct Financial Assistance to For-Profits Report accomplishments for an 18* activity if CDBG funds are used to run a loan/grant program but not to make the loans/grants. If CDBG money is also used to make the loans/grants (which	LMA	08 Businesses Report the number of businesses assisted, <u>not</u> the number of persons in the service area.
	SBA, SBR, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
<p>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 screen for the 18* activity.</p>		
<p>18B Economic Development: Technical Assistance Please see the note for 18A above.</p>	<p>LMA, SBA, SBR, URG, LMCSV</p>	<p>08 Businesses In the units field, report the number of businesses assisted. When applicable, report the number of people trained and/or support services provided in the Accomplishments Narrative.</p>
	<p>LMJ, LMJP, LMAFI, LMASA</p>	<p>13 Jobs</p>
<p>18C Economic Development: Micro-Enterprise Assistance Please see the note for 18A above.</p>	<p>LMA, LMC, SBA, SBR, URG, LMCMC</p>	<p>01 People 08 Businesses If the activity provides training to assist people in developing and operating a micro-enterprise, report People. If the activity assists a micro-enterprise (including assistance in creating a micro-enterprise), report Businesses. If the activity undertakes both of these functions, report only the number of Businesses assisted in the Units fields. Report the number of People trained in the Accomplishments Narrative.</p>
	<p>LMJ, LMJP, LMAFI, LMASA</p>	<p>13 Jobs</p>
<p>19C CDBG Non-Profit Organization Capacity Building</p>	<p>All</p>	<p>09 Organizations</p>
<p>19E CDBG Operation and Repair of Foreclosed Property</p>	<p>LMA, LMH*</p>	<p>10 Housing Units</p>
<p>19F Planned Repayments of Section 108 Loans</p>	<p>None</p>	<p>None</p>
<p>19G Unplanned Repayments of Section 108 Loans</p>	<p>None</p>	<p>None</p>
<p>20 Planning</p>	<p>None</p>	<p>None</p>
<p>21A General Program Administration</p>	<p>None</p>	<p>None</p>

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
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 Program Administration	None	None
23 Tornado Shelters Serving Private Mobile Home Parks	LMA	10 Housing Units
24A Payment of Interest on Section 108 Loans	None	None
24B Payment of Costs of Section 108 Financing	All	None When 24B is used, enter Y in the ACCOMPLISHMENTS REPORTED AT ANOTHER ACTIVITY field on CDBG Setup Detail Page 1 screen
24C Debt Service Reserve	None	None

Appendix D

ADDING ORGANIZATIONS

If an activity is not being carried out by grantee 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 4-6). In most instances, it will already be on the organization selection list:

The screenshot shows a web interface for adding organizations. On the left, there is a sidebar with navigation options: Logout, Grantee/PJ (View), Subordinate (Add, Search), Carrying Out Organization (Add, Search), Utilities (Home, Data Downloads, Print Page, Help), and Links (Rules of Behavior, RAMPS, Support, CPD Home, HUD Home). The main content area is titled 'Activity' and 'Select Organization'. It features a search criteria section with fields for Organization Name, City, DUNS #, and EIN/TIN #. Below this is a table of search results for organizations carrying out activities. The table has columns for Organization Name, City, State/Territory, DUNS #, and EIN/TIN #. The results list various organizations such as ABILIS (F/K/A ARC OF GREENWICH), ABILITY BEYOND DISABILITY, and ACTION FOR BRIDGEPORT COMMUNITY DEVELOPMENT.

Organization Name	City, State/Territory	DUNS #	EIN/TIN #
ABILIS (F/K/A ARC OF GREENWICH)	GREENWICH, CT		
ABILITY BEYOND DISABILITY	DANBURY, CT		
ABILITY BEYOND DISABILITY, INC.	DANBURY, CT		
ABRI HOME FOR THE BRAVES	BRIDGEPORT, CT		
ACHIEVING THE DREAM	WEST HAVEN, CT		
ACHIEVING THE DREAM, INC.	WEST HAVEN, CT		
ACHIEVING THE DREAM, INC.	WEST HAVEN, CT		
ACORN COUNSELING INC.	BRIDGEPORT, CT		
ACTION FOR BRIDGEPORT COMMUNITY DEVELOPMENT	FAIRFIELD, CT		
ACTION FOR BRIDGEPORT COMMUNITY DEVELOPMENT	FAIRFIELD, CT		

If the organization is not listed, a user with the authority to add "carrying out" organizations can click the [Add Organization] button to display this screen:

Organization

Add Organization

Save | Cancel

***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.

Save | Cancel

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

Strategy Areas

CDBG entitlement grantees may establish Neighborhood Revitalization Strategy Areas (NRSAs). These are locally designated areas where geographically targeted revitalization efforts are carried out through multiple activities in a concentrated and coordinated manner.

To stimulate the development of NRSAs, HUD offers CDBG grantees incentives such as greater flexibility in program design and reduced recordkeeping requirements.

For more information, grantees should refer to:

- Notice CPD-96-01
- 24 CFR 91.215(g)
- 24 CFR 570.208(d)(5)(i) and (ii)
- 24 CFR 570.209(b)(2)(v)(L) and (M)
- 24 CFR 570.204(b)(2)(ii)

NRSAs require HUD approval.

Local Target Areas

While NRSAs are established through a formal process that requires approval by HUD, many other target areas are locally defined. These local designations may have a variety of names—revitalization areas, target neighborhoods, priority zones, and so on.

CDFI Areas

CDFIs (Community Development Financial Institutions) are specialized financial institutions that work in market niches not adequately served by traditional financial institutions. CDFIs include community development banks, credit unions, loan funds, venture capital funds, and micro-enterprise loan funds.

Grantees have some flexibility within the regulations when CDBG-assisted activities are carried out by a CDFI serving a primarily residential area that is at least 51% LMI [see 24 CFR 570.208 (d)(6)].

Appendix F

SELECTING AND ADDING SPECIAL AREAS ON CDBG SETUP DETAIL (PAGE 1)

When you select **Strategy Area**, **CDFI Area**, **Local Target Area**, or **Other 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.

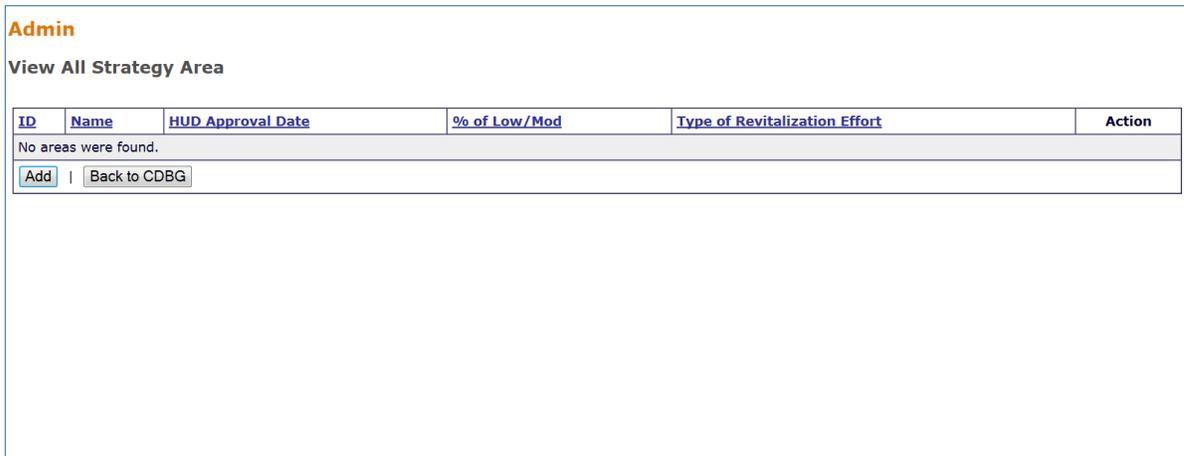
STRATEGY AREAS

Select **Strategy Area** from the AREA TYPE dropdown and tab to the AREA NAME field.



The screenshot shows a form titled "Target Area". On the left, there is a dropdown menu labeled "Area Type: (tip)" with a list of options: "CDFI area", "Select Option", "CDFI area", "Local Target area", "Other", and "Strategy area". The "Strategy area" option is highlighted in blue. To the right of this dropdown is an "Area Name: (tip)" dropdown menu which is currently empty. Below the "Area Name" 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 screen titled "Admin" with a sub-header "View All Strategy Area". Below the sub-header is a table with the following columns: "ID", "Name", "HUD Approval Date", "% of Low/Mod", "Type of Revitalization Effort", and "Action". The table is currently empty, with the text "No areas were found." displayed below the header. At the bottom of the table, there are two buttons: "Add" and "Back to CDBG".

Click the [Add] button to access the Add Strategy Area screen:

Admin

Add Strategy Area

|

***Indicates Required Field**

***Name:**

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

|

Input the strategy NAME and HUD 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.

• Success: Location saved

Admin

View All Strategy Area

ID	Name	HUD Approval Date	% of Low/Mod	Type of Revitalization Effort	Action
90000000013732	Camden Strategy Area 1	03/09/2008			Edit

|

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 HUD 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 HUD 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:

Admin

Add CDFI Area

Save | Cancel

***Indicates Required Field**

***Name:**

Type of Revitalization Effort:
 Select Option ▾

If Other, Specify:

***% of Low/Mod:**
 %
 (ex: 99.99)

Save | Cancel

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 Other in the previous field.
% of Low/Mod	Input the percentage of low- and moderate-income persons in the CDFI area.

When you have finished, click the [Save] button to save your data and return to the view screen.

• Success: Location saved

Admin

View All CDFI Area

ID	Name	HUD Approval Date	% of Low/Mod	Type of Revitalization Effort	Action
900000000013712	CDFI Area 1		54.6	Commercial	Edit

Add | Back to CDBG

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:

Admin

Add Local Target Area

Save | Cancel

***Indicates Required Field**

***Name:**

Type of Revitalization Effort:
 Select Option ▼

If Other, Specify:

Save | Cancel

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 Other in the previous field.

When you have finished, click the [Save] button to save your data and return to the view screen.

• Success: Location saved

Admin

View All Local Target Area

ID	Name	HUD Approval Date	% of Low/Mod	Type of Revitalization Effort	Action
900000000001283	Blades Target Area			Housing	Edit
900000000004449	Bridgeville Target Area			Housing	Edit
900000000004689	CAPITOL PARK TARGET AREA			Housing	Edit
900000000004690	CLAYTON TARGET AREA			Housing	Edit
900000000012252	Cool Spring Target Area			Housing	Edit
90000000000421	COUNTYWIDE			Housing	Edit

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

REPORTING ENERGY STAR-CERTIFIED UNITS

Grantees must enter Energy Star-related data correctly. Installing replacement windows, performing weatherization improvements, or installing Energy Star-certified appliances alone does not make a home Energy Star-certified. Energy Star is a **system** for achieving and verifying a certain level of performance with respect to energy efficiency. To earn the Energy Star certification for an entire home, the home must meet strict guidelines for energy efficiency set by the U. S. Environmental Protection Agency. Homes achieve this level of performance through a **combination** of energy-efficient improvements, including effective insulation systems, high-performance windows, tight construction and ducts, efficient heating and cooling equipment, and Energy Star-certified lighting and appliances. Energy Star certification for a home requires third-party verification by a certified Home Energy Rater (or the equivalent), who works closely with the builder throughout the construction process and inspect the housing unit to determine compliance with requirements.

At the time this guidance was released, Energy Star-certified housing units funded by CDBG will be either newly constructed single-family detached homes, newly constructed multifamily properties, or multifamily properties that undergo significant gut rehabilitation, defined as requiring a change of use, the reconstruction of a vacant structure, or cause for the building to be out of service for at least 30 consecutive days. Gut or substantial rehabilitation of single family housing units with CDBG funds may also earn the Energy Star label. CDBG grantees initiating new Energy Star gut rehabilitation projects must meet or exceed Energy Star standards for New Homes, until the release of specific guidelines for gut rehabilitation by EPA. Please visit www.energystar.gov to find a wealth of information about Energy Star housing.

Many CDBG grantees are incorrectly identifying housing units as Energy Star-certified in IDIS, resulting in inflated, inaccurate numbers in IDIS reports and intensive efforts to determine the correct number of CDBG units that actually attained Energy Star certification. The number of Energy Star-certified units produced by CDBG grantees is reported to the Secretary of HUD and to the Office of Management and Budget each quarter to assess CDBG's progress in meeting the Energy Star goal in HUD's Strategic Plan. CDBG must be able to obtain Energy Star data in IDIS that is reliable and that does not routinely require verification.

Grantees should carefully review the New Home and Multifamily High Rise Energy Star requirements on <http://www.energystar.gov> to prevent recurrence of reporting errors. It should also be reiterated that performing one or more of the following improvements alone does **not** earn the housing unit the Energy Star label:

- Installation of replacement windows
- Installation of Energy Star-rated appliances
- Installation of insulation
- Installation of water efficient toilets
- Weatherization projects

While these are commendable energy conservation measures that the CDBG program encourages, they do not earn a housing unit Energy Star certification by themselves. Therefore, they should not be reported as Energy Star-certified housing units in IDIS.

Appendix H

EDA JOB CATEGORY DEFINITIONS

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 though some manual work not directly involved with altering or transporting the products is included.

Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), 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, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, decorating occupations, 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, 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, knitting and weaving machine operators, welders and flamecutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

- **Laborers (unskilled)**

Workers in manual occupations which generally require no special training who 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, groundskeepers and gardeners, farmworkers, 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 I

REPORTING RACE/ETHNICITY DATA FOR ACTIVITIES PROVIDING ACCESS FOR PERSONS WITH DISABILITIES

If you are assisting an eligible activity under the LMC national objective at 570.208(a)(2)(ii) and cannot obtain information on the beneficiaries with disabilities, follow these guidelines for reporting race and ethnicity data on the LMC accomplishment screen.

HUD has a website with Census data on the number of persons with disabilities, by race and ethnicity, at the Census tract level. The web address is:

<https://www.hudexchange.info/manage-a-program/census/state-data/>

On this website, select a state. On the next page, scroll down to "Disability by Race & Ethnicity" and click on "Download Excel Spreadsheet."

Select the data you want by using the Place Name filter arrow in Column K. Once you have selected a place, use data from the following columns:

Column L:	Census tract
Column O:	Number of persons with disabilities in the Census tract
Columns P–U:	Number of persons with disabilities by race
Column V:	Number of persons with disabilities of Hispanic ethnicity

If more than one Census tract is served by the activity, total the columns for the appropriate Census tracts and use those totals to complete the 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 J

HUD DEFINITIONS OF HOMELESSNESS

Definition of “Homeless”

In December 2011, HUD published the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH): Defining “Homeless” Final Rule, which redefined “homeless” in four broad categories:

- Literally homeless
- Imminent risk of homelessness
- Homeless under other Federal statutes
- Fleeing/attempting to flee domestic violence

Refer to Federal Register / Vol. 76, No. 233 / Monday, December 5, 2011 - [Docket No. FR-5333-F-02] for more information on the Final Rule and the current definition of “homeless,” including the criteria which must be met for each category.

Definition of “Chronically Homeless”

The HUD definition of “chronically homeless” was revised by the December 2011 Homeless Emergency Assistance and Rapid Transition to Housing: Emergency Solutions Grants Program and Consolidated Plan Conforming Amendments Interim Rule. “Chronically homeless” is defined as:

1. An individual who is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and has been in this state continuously for at least one year or on at least four separate occasions in the last 3 years, where each homeless occasion was at least 15 days; and can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
2. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
3. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Appendix K

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 entitlements, the fund types are AD (Administration) and SU (Subgrant). Grant funds that are not subfunded as AD or SU have a fund type of EN (Entitlement).

ACCESSING THE SUBFUND FUNCTIONS

Click the Grant tab at the top of any page to display the Search Grants screen. Links to the subfund functions you are authorized to access are listed on the left:

The screenshot shows a web application interface. At the top, there are navigation tabs: "Plans/Projects/Activities", "Funding/Drawdown", "Grant" (which is highlighted), "Grantee/PJ", and "Admin". Below the tabs, a message bar states: "You have 10 CDBG and 1 HOME activities that have been flagged. Click on the number to go to the review page." The main content area is titled "Grant" and "Search Grants". It contains a "Search Criteria" section with the following fields: "Grant Year: (tip)" with a "Select" dropdown menu, "State/Territory:" with a "MN" dropdown menu, "Program:" with an "All" dropdown menu, and "Grant #: (tip)" with a text input field. At the bottom of the search criteria are "Search" and "Reset" buttons. On the left side, there is a sidebar menu with the following items: "Grant - Search", "Subfund - Add", "Subfund - Search", "Subgrant - Add", "Subgrant - Search", "Subfund Program Income - Add", "Subfund Program Income - Search", and "Subgrant Program Income - Add", "Subgrant Program Income - Search". Blue brackets on the left side of the sidebar menu group "Subfund - Add" and "Subfund - Search" together, and "Subfund Program Income - Add" and "Subfund Program Income - Search" together.

The Subfund option is used to add, edit, and view CDBG subfunds and is explained starting on the next page.

The Subfund Program Income option does not apply to the CDBG program.

ADD SUBFUNDS

The process of adding a subfund consists of two screens. On the first screen, titled Add Subfunds, you specify the grant and the fund type of the subfund to be created. On the second screen, titled Add Subfund, you provide the authorized amount for the subfund.

ADD SUBFUNDS SCREEN

Click the Subfund Add link on any Grant screen to display the Add Subfunds screen.

Subfund

Add Subfunds

Search Criteria

Program: All **Fund Type: (tip)** Select **Grant #: (tip)**

Grant Year: (tip) Select

|

Field	Description
Program	Select CDBG .
Grant Year	Select the year of the grant to be subfunded.
Fund Type	Select the type of subfund you want to add, or leave the field set to Select for a list of all the subfunds that can be added.
Grant #	If you don't select a PROGRAM and GRANT YEAR, you must limit the results to grants starting with the text string you enter here.

Click the [Search] button to run the search and display the results:

Subfund

Add Subfunds

Search Criteria

Program: CDBG **Fund Type: (tip)** Select **Grant #: (tip)**

Grant Year: (tip) 2015

|

Results Page 1 of 1

Program	Grant Year	Grant #	Fund Type	Action
CDBG	2015	B-15-MC-27-0002	AD	Add Fund Type
CDBG	2015	B-15-MC-27-0002	SU	Add Fund Type

If the subfund of the FUND TYPE you specified already exists, the message "There are no results to display" is returned.

Click the Add Fund Type link of the subfund to be created. The Add Subfund screen is displayed.

ADD SUBFUND SCREEN

A dollar amount for the subfund is specified in the last field on this screen. On the AD add page, please note the cautionary message at the top of the screen.

Subfund

Add Subfund

- CAUTION: Compliance with caps on administrative costs cannot be guaranteed by the AD subfund, especially if amounts from the AD subfund for a given year are obligated or expended in latter program years [see Entitlement regulations at 24 CFR 570.200(g) or State regulations at 24 CFR 570.489(a).]

Save | Return to Search Subfunds

*Indicates Required Field

Grantee/PJ Name: DULUTH, MN	Grant #: (tip) B-15-MC-27-0002
Program: (tip) CDBG	Grant Status: (tip) Active
Grant Year: (tip) 2015	Grant Blocked: (tip) No
Administering Organization: (tip) DULUTH, MN	
Payee EIN/TIN#: (tip) 41-6005105	

Source Fund: EN

Available to Subfund	\$442,042.00
-----------------------------	--------------

Add Subfund: AD

Range for Authorized Amount	
Minimum	\$0.00
Maximum	\$442,042.00
*Authorized Amount for this Subfund (tip)	\$ <input style="width: 100px;" type="text"/>

Save | Return to Search Subfunds

Field	Description
Grantee/PJ Name	The recipient of the grant the subfund is being created from.
Program	The CPD program providing the grant being subfunded.
Grant Year	The year of the grant the subfund is being created from.
Administering Organization	The name of the organization administering the grant.
Payee EIN/TIN#	The EIN/TIN# of the organization that receives the wire transfers of funds drawn down from the grant.
Grant #	The number assigned to the grant by LOCCS.
Grant Status	Active or Inactive . A grant is inactive if IDIS has not received all required grant information.
Grant Blocked	If GRANT BLOCKED is Yes , FUND TYPE EN cannot be drawn from this grant (you can still create a subfund from it, though).
Source Fund	Always EN for CDBG subfunds.
Available to Subfund	The amount in the SOURCE FUND that can be subfunded.
Add Subfund	The type of subfund being added—AD or SU.

Field	Description
Range for Authorized Amount (including program income)	
Minimum	<p>The minimum amount that may be entered in AUTHORIZED AMOUNT FOR THIS SUBFUND.</p> <p>Since the subfunds that grantees can create are optional, it is always \$0.00 on the Add screen.</p>
Maximum	<p>The maximum amount that may be entered in AUTHORIZED AMOUNT FOR THIS SUBFUND. The calculation is based on CDBG regulatory caps and the amount AVAILABLE TO SUBFUND.</p> <p>For AD, the maximum is capped at 20% of the grant's AUTHORIZED AMOUNT plus 20% of the program income (PI and RL) received with the same PROGRAM YEAR as the GRANT YEAR. The amount of available PI and RL is included in the AD MAXIMUM.</p> <p>Starting with FY 2015 grants, receipted program income will no longer be included in the calculation of the AD subfund MAXIMUM.</p> <p>For SU, there is no cap. The maximum will equal AVAILABLE TO SUBFUND.</p>
Authorized Amount for this Subfund	Specify the amount (cents allowed) of the new subfund. It cannot be less than the MINIMUM or more than the MAXIMUM.

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 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 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 entitlements are: EN Entitlement (authorized amount of grant minus amount already subfunded) AD Administration SU Subgrant
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:

Subfund

Search Subfunds

Search Criteria

Program: CDBG **Fund Type:** (tip) Select **Grant #:** (tip)

Grant Year: (tip) 2015

|

Results Page 1 of 1

Grantee/PJ Name	Program	Grant Year	Grant #	Fund Type	Authorized Amount	Action
DULUTH	CDBG	2015	B-15-MC-27-0002	AD	\$442,042.00	Edit View
DULUTH	CDBG	2015	B-15-MC-27-0002	EN	\$2,210,210.00	View
DULUTH	CDBG	2015	B-15-MC-27-0002	SU	\$200,000.00	Edit View

To update a subfund, click the [Edit](#) link in the ACTION column. (The EN subfund cannot be changed, and will have only a [View](#) link.)

A [Delete](#) link will be available for subfunds with an AUTHORIZED AMOUNT of \$0.00. When you click it, you are asked to confirm the deletion. Choose [OK] to delete the subfund. Otherwise click [Cancel].

The Edit Subfund screen is explained on the next page. The View Subfund screens are shown starting on page K-9.

EDIT SUBFUND SCREEN

The amount that has been authorized for a subfund can be changed in the last field on this screen:

Subfund

Edit Subfund

- CAUTION: Compliance with caps on administrative costs cannot be guaranteed by the AD subfund, especially if amounts from the AD subfund for a given year are obligated or expended in latter program years [see Entitlement regulations at 24 CFR 570.200(g) or State regulations at 24 CFR 570.489(a).]

[Save](#) | [Return to Search Subfunds](#) | [Review Subfund History](#)

***Indicates Required Field**

<p>Grantee/PJ Name: DULUTH, MN</p> <p>Program: (tip) CDBG</p> <p>Grant Year: (tip) 2015</p> <p>Grant #: (tip) B-15-MC-27-0002</p> <p>Fund Type: (tip) AD</p>	<p>Grant Status: (tip) Active</p> <p>Grant Blocked: (tip) No</p> <p>Administering Organization: (tip) DULUTH, MN</p> <p>Payee EIN/TIN#: (tip) 41-6005105</p>
---	--

Current Authorized Amount for this Subfund	\$442,042.00
---	--------------

Range for New Authorized Amount	
Minimum	\$10,600.00
Maximum	\$442,042.00
*New Authorized Amount for this Subfund	\$ <input style="width: 100px;" type="text"/>

[Save](#) | [Return to Search Subfunds](#) | [Review Subfund History](#)

Field	Description
Grantee/PJ Name <i>through</i> Payee EIN/TIN#	For definitions of these fields, see page K-3.
Fund Type	The subfund being updated. For CDBG entitlements, AD (Administration) or SU (Subgrant).
Current Authorized Amount for this Subfund	The amount that is to be revised.
Range for Authorized Amount	
Minimum	The minimum amount that may be entered in NEW AUTHORIZED AMOUNT FOR THIS SUBFUND. It is based on the amount of the subfund already used.
Maximum	The maximum amount that may be entered in NEW AUTHORIZED AMOUNT FOR THIS SUBFUND. It is based on the amount available to subfund and regulatory caps. See page K-4 for additional information on the caps.

Field	Description
New Authorized Amount for this Subfund	Enter the revised amount (not the amount of the increase or decrease). It cannot be less than the MINIMUM or more than the MAXIMUM. If the authorized amount is changed to \$0.00, the subfund can be deleted when you return to the Search Subfunds screen.

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 SUBFUNDS

To view a subfund, you must first conduct a search to retrieve it. Click the Subfund [Search](#) link on any Grant tab screen to access the Search Subfunds screen. Run a search to retrieve the subfund you want to view (see page K-5 for instructions), then click on its [View](#) link in the ACTION column of the search results table.

The view screens are presented below in the order EN, AD, and SU.

VIEW SUBFUND EN

Subfund

View Subfund

|

<p>Grantee Recipient: DULUTH, MN</p> <p>Program: (tip) CDBG</p> <p>Grant Year: (tip) 2015</p> <p>Grant #: (tip) B-15-MC-27-0002</p> <p>Fund Type: (tip) EN</p>	<p>Grant Status: (tip) Active</p> <p>Grant Blocked: (tip) No</p> <p>Administering Organization: (tip) DULUTH, MN</p> <p>Payee EIN/TIN#: (tip) 41-6005105</p>
---	--

Authorized Amount (tip)	\$2,210,210.00
Subfunded Amount (-) (tip)	\$642,042.00
Amount Committed to Activities (-) (tip)	\$1,081,842.00
Amount Available to Subfund / Amount Available to Commit to Activities	\$486,326.00
Net Drawn Amount	\$133,081.63
Drawn Amount (+) (tip)	\$133,081.63
Drawdown Pending Amount (+) (tip)	\$0.00
Returned Amount (+) (tip)	\$0.00
Amount Available to Draw	\$1,435,086.37

|

Field	Description
Grantee Recipient	The recipient of the grant the subfund was created from.
Program	The CPD program providing the grant.
Grant Year	The year of the grant the subfund was created from.
Grant #	The number assigned to the grant by LOCCS.
Fund Type	The subfund being viewed.
Grant Status	Active or Inactive . A grant is inactive if IDIS has not received all required grant information.
Grant Blocked	If GRANT BLOCKED is Yes , EN funds cannot be drawn from this grant.
Administering Organization	The name of the organization administering this grant.
Payee EIN/TIN#	The EIN/TIN# of the organization that receives the wire transfers of funds drawn down from the grant.

Field	Description
Authorized Amount	The amount the grantee is authorized to subfund, commit, and draw from the EN subfund.
Subfunded Amount	The total amount of EN subfunded to AD and SU.
Amount Committed to Activities	The amount of the EN subfund that has been committed to activities.
Amount Available to Subfund/Amount Available to Commit to Activities	The amount of the EN subfund that can be subfunded or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	Net disbursements from the EN subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT.
Drawn Amount	The total amount disbursed from the EN subfund.
Drawdown Pending Amount	The sum all EN subfund draws approved in IDIS and awaiting a response from LOCCS.
Returned Amount	The total amount of EN disbursed and later returned to the Letter of Credit as EN. It is either \$0.00 or a negative amount.
Amount Available to Draw	The amount of EN available for drawdown is equal to AUTHORIZED AMOUNT minus SUBFUNDED 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, or click [Return to Search Subfunds] to redisplay the Search Subfunds screen.

VIEW SUBFUND AD

The top half of the View AD screen is identical to the View EN screen (see page K-9), and is not repeated here.

Fund Type: (tip) AD	
	View Subgrants
Authorized Amount (tip)	\$442,042.00
Subgranted Amount (-)	\$0.00
Amount Committed to Activities (-)	\$10,600.00
Amount Available to Subgrant / Amount Available to Commit to Activities	\$431,442.00
Net Drawn Amount	\$0.00
Drawn Amount (+) (tip)	\$0.00
Drawdown Pending Amount (+) (tip)	\$0.00
Returned Amount (+) (tip)	\$0.00
Amount Available to Draw	\$442,042.00
Maximum Allowed (excluding program income)	\$442,042.00
Amount Available to increase Authorized Amount for this Subfund	\$0.00
<input type="button" value="Return to Search Subfunds"/> <input type="button" value="Review Subfund History"/>	

Field	Description
Authorized Amount	The amount that can be committed, drawn, and subgranted from the AD subfund. For FY 2014 and earlier CDBG grants, this can exceed the MAXIMUM ALLOWED (EXCLUDING PROGRAM INCOME) by an amount equal to 20% of the program income (PI and RL) received with the same program year of receipt as the GRANT YEAR.
Subgranted Amount	The amount subgranted from the AD subfund (only States can subgrant AD).
Amount Committed to Activities	The amount committed to activities from the AD subfund. It does not include commitments from AD subgrants. To view that information, click the View Subgrants link located above the amounts column.
Amount Available to Subgrant/Amount Available to Commit to Activities	The amount of the AD subfund that can be subgranted or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	Net disbursements from the AD subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT. These amounts do not include draws from AD subgrants. Click the View Subgrants link to access that information.
Drawn Amount	The total amount disbursed from the AD subfund.
Drawdown Pending Amount	The sum of all AD subfund draws approved in IDIS and awaiting a response from LOCCS.
Returned Amount	The amount disbursed from the AD subfund and later returned to the Letter of Credit as AD.

Field	Description
Amount Available to Draw	AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.
Maximum Allowed (excluding program income)	20% of the AUTHORIZED AMOUNT, the regulatory maximum.
Amount Available to increase Authorized Amount for this Subfund	<p>The amount of EN available to increase the AD AUTHORIZED AMOUNT.</p> <p>For FY 2014 and earlier grants, the calculation includes receipted program income (PI and RL).</p>

VIEW SUBFUND SU

The top half of the View SU screen is identical to the View EN screen (see page K-9), and is not repeated here.

Fund Type: (tip) SU	
	View Subgrants
Authorized Amount (tip)	\$200,000.00
Subgranted Amount (-)	\$75,000.00
Amount Committed to Activities (-)	\$0.00
Amount Available to Subgrant / Amount Available to Commit to Activities	\$125,000.00
Net Drawn Amount	\$0.00
Drawn Amount (+) (tip)	\$0.00
Drawdown Pending Amount (+) (tip)	\$0.00
Returned Amount (+) (tip)	\$0.00
Amount Available to Draw	\$125,000.00
Amount Available to increase Authorized Amount for this Subfund	\$486,326.00

Return to Search Subfunds | Review Subfund History

Field	Description
Authorized Amount	The amount that can be committed, drawn, and subgranted from the SU subfund.
Subgranted Amount	The amount of the SU subfund that has been subgranted.
Amount Committed to Activities	The amount committed to activities from the SU subfund. It does not include commitments from SU subgrants. To view that information, click the View Subgrants link at the top of the amounts column.
Amount Available to Subgrant/Amount Available to Commit to Activities	The amount of the SU subfund that can be subgranted or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	Net disbursements from the SU subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT. These figures do not include draws from SU subgrants. To view that information, click the View Subgrants link.
Drawn Amount	The amount disbursed from the SU subfund.
Drawdown Pending Amount	The sum of SU subfund draws approved in IDIS and awaiting a response from LOCCS.
Returned Amount	The amount disbursed from the SU subfund and later returned to the Letter of Credit as SU.
Amount Available to Draw	The amount of the SU subfund available for drawdown, equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.
Amount Available to increase Authorized Amount for this Subfund	The amount of EN available to increase the SU AUTHORIZED AMOUNT.

THE VIEW SUBGRANTS LINK

Clicking the [View Subgrants](#) link on a View Subfund screen displays the Search Subgrants screen, prepopulated with the subgrants created from the subfund you were viewing. The example shown here is for the SU fund type:

Subgrant

Search Subgrants

Search Criteria

Subgrant to Organization Name ⓘ:	Fund Type: (tip)	Subgrants Given: (tip)
<input type="text"/>	SU ▾	All ▾
Program:	Grant #: (tip)	Subgrant Status: (tip)
CDBG ▾	B15MC270002	All ▾
Grant Year: (tip)		
2015 ▾		

|
 |
 [Return to subfund B-15-MC-27-0002 SU](#)

Results Page 1 of 1

Program	Grant #	Fund Type	Subgrant from Organization Name	Subgrant to Organization Name	Authorized Amount	Minimum Amount	Maximum Amount	Action
CDBG	B-15-MC-27-0002	SU	DULUTH	LIFE HOUSE	\$35,000.00	\$0.00	\$160,000.00	Edit View
CDBG	B-15-MC-27-0002	SU	DULUTH	Center for Alcohol & Drug Treatment	\$40,000.00	\$0.00	\$165,000.00	Edit View

For details about a subgrant, click the [Edit](#) or [View](#) link in the ACTION column (see Appendix L for more information).

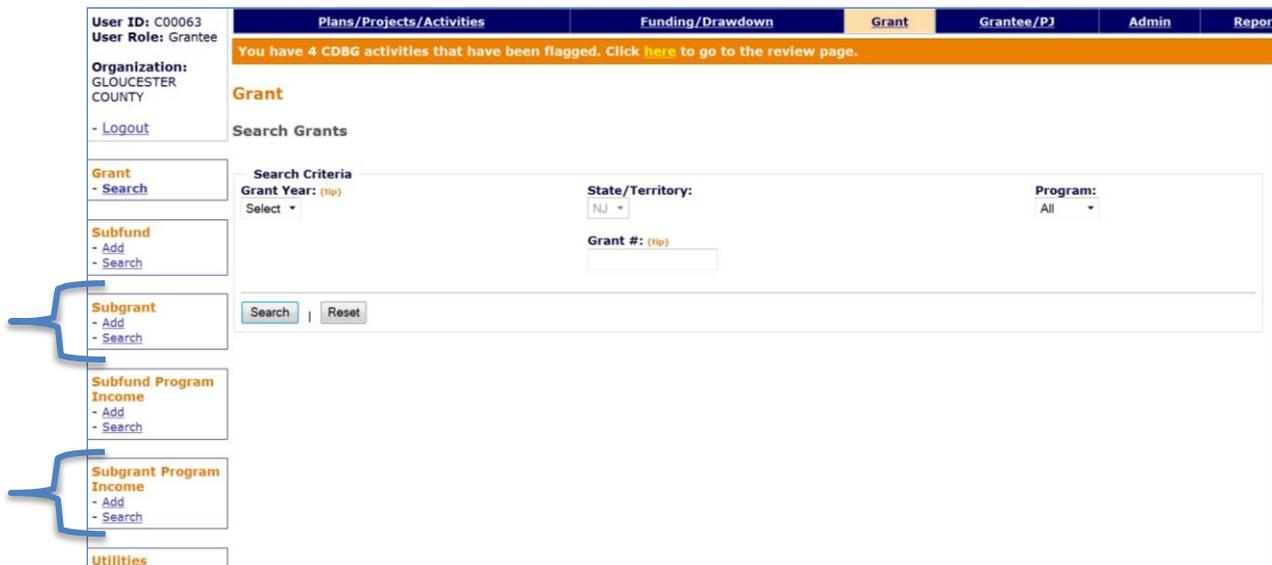
Appendix L

SUBGRANTS

While subfunds are used in IDIS to track grant funds by fund type, subgrants are used to track the funds by the organizations receiving them.

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 Subgrant option is used to add, edit, and view CDBG subgrants and is explained starting on the next page.

The Subgrant Program Income option is not available to CDBG entitlement grantees.

ADD SUBGRANTS

Click the Subgrant Add link on any Grant tab screen to display the Add Subgrant screen:

Subgrant

Add Subgrant

Save | Reset

***Indicates Required Field**

***Subgrant Recipient Name**(tip)

***Program**:(tip)

***Grant Year**:(tip)

***Grant #**:(tip)

***Fund Type**:(tip)

Range for Authorized Amount

Minimum	\$0.00
Maximum	
* Authorized Amount for this Subgrant	\$ <input style="width: 50px;" type="text"/>

***Banking**

Yes No

Save | Reset

Show Availability

Program: (tip)
 Grant Year: (tip)
 Grant #: (tip)
 Fund Type: (tip)

Field	Description
Subgrant Recipient Name	<ol style="list-style-type: none"> 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 list of all the organizations to which you can subgrant. 3. Click the [Search] button. 4. To select an organization, click first on the radio button next to its name and then on the [Select] button. The Add Subgrant screen is redisplayed.
Program	Select CDBG .
Grant Year	Select the year of the grant the subgrant is being created from.
Grant #	Select the correct grant number (for most grantees, only one is listed if you have filled in the PROGRAM and GRANT YEAR).

Field	Description
Fund Type	Select the type of subgrant you want to add: AD (Administration) or SU (Subgrant).
[Check Balance]	Click this button to display the maximum amount available to subgrant in the MAXIMUM field.
Range for Authorized Amount	
Minimum	This read-only field is always \$0.00 when a subgrant is being added.
Maximum	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.
Authorized Amount for this Subgrant	Enter the amount of the subgrant. It cannot exceed the MAXIMUM.
Banking	<p>Change this field to Yes 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 Waiting for Banking Info. Until the banking information is received and the subgrant status changes to Active, the subgrant will not be available for committing funds via the Activity Funding function.</p>
Show Availability	<p>Use this search feature if you need to identify a funding source for the subgrant you are adding.</p> <p>Input any search criteria you like and click the [Show] button to run the search. The AMOUNT AVAILABLE TO SUBGRANT will be shown for each subfund in the search results table.</p>

To add the subgrant, click the [Save] button. The View Subgrant screen (see page L-8) is displayed with the message "Subgrant added".

To exit without saving, click the [Reset] button to refresh and redisplay the Add screen.

EDIT SUBGRANTS

To edit a subgrant, you must first conduct a search to retrieve it. Click the Subgrant [Search](#) link on any Grant tab 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:

Field	Description
Subgrant to Organization Name	Limit the search 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	The choices for CDBG entitlements are AD (Administration) or SU (Subgrant).
Grant #	Limit the search to source grants starting with the text string you enter.
Subgrants Given	<p>All – the subgrants that the organization you are logged on as has given to and received from other organizations.</p> <p>No – the subgrants that the organization you are logged on as has received from other organizations.</p> <p>Yes – the subgrants that the organization you are logged on as has given to other organizations.</p>
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 L-3).

Click the [SEARCH] button to run the search and display the subgrants that meet the criteria you specified.

Subgrant

Search Subgrants

Search Criteria

Subgrant to Organization Name (i):

Fund Type: (tip)

Subgrants Given: (tip)

Program:

Grant #: (tip)

Subgrant Status: (tip)

Grant Year: (tip)

|

Results Page 1 of 1

Program	Grant #	Fund Type	Subgrant from Organization Name	Subgrant to Organization Name	Authorized Amount	Minimum Amount	Maximum Amount	Action
CDBG	B-14-UC-34-0109	SU	GLOUCESTER COUNTY	WASHINGTON TOWNSHIP	\$118,269.00	\$118,269.00	\$133,000.00	Edit View
CDBG	B-14-UC-34-0109	SU	GLOUCESTER COUNTY	BETHEL RIDGE CORP.	\$0.00	\$0.00	\$14,731.00	Delete Edit View
CDBG	B-14-UC-34-0109	SU	GLOUCESTER COUNTY	BOYS AND GIRLS CLUB	\$22,000.00	\$0.00	\$36,731.00	Edit View

Select the subgrant you want to process by clicking the [Edit](#) link in the last column of the search results table. Instructions for the Edit screen follow on the next page.

Note that for subgrants with an AUTHORIZED AMOUNT of \$0.00 there is also a [Delete](#) link. 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. A list of the activities funded with the subgrant can also be accessed.

Subgrant

Edit Subgrant

|
 |

***Indicates Required Field**

Subgrant Recipient Name
 WASHINGTON TOWNSHIP
no address found
 GLOUCESTER COUNTY, NJ

Program:(tip)
 CDBG

Grant Year:(tip)
 2014

Grant #:(tip)
 B-14-UC-34-0109

Subgrant Status:(tip)
 Active

Date Created:
 01/06/2015

Fund Type:(tip)
 SU

Current Authorized Amount for this Subgrant	\$118,269.00
--	--------------

Range for New Authorized Amount

Minimum	\$118,269.00
Maximum	\$133,000.00
* New Authorized Amount for this Subgrant	\$ <input style="width: 100px;" type="text"/>

***Banking**

Administering Organization: (tip)
 GLOUCESTER COUNTY, NJ

Payee EIN/TIN#: (tip)
 21-6000660

Yes No

|
 |

Field	Description
New Authorized Amount for this Subgrant	<p>To change the CURRENT AUTHORIZED AMOUNT FOR THIS SUBGRANT, enter the new amount (not the amount of the increase or decrease) in this field. It cannot be less than the MINIMUM or more than the MAXIMUM. 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.</p> <p>If the NEW AUTHORIZED AMOUNT is changed to \$0.00, the subgrant can be deleted on the Search Subgrants results screen.</p>
Banking: Yes/No	<p>Select Yes if the SUBGRANT RECIPIENT is to receive drawdown payments directly from LOCCS.</p> <p>If Yes is selected (it isn't allowed for all organizations) but there is no banking data in LOCCS for the subgrantee, a</p>

Field	Description
	<p>warning message is displayed and the SUBGRANT STATUS field will be set to Waiting for Banking Info.</p> <p>The subgrant will not be available for committing funds via the Activity Funding function until the banking information is received and the SUBGRANT STATUS becomes Active.</p>

The screen that is displayed when the [View Activities] button is clicked is described on page L-10.

To save your changes, click the [Update Banking Only] button if BANKING YES/NO was the only field changed (to avoid getting an error message on the NEW AUTHORIZED AMOUNT field); otherwise, click the [Save] button. When you do, the View Subgrant screen, shown on the next page, is displayed.

To exit without saving your changes, click the [Return to Subgrants] button.

VIEW SUBGRANTS

To view a subgrant, you must first conduct a search to retrieve it. Click the Subgrant [Search](#) link on any Grant tab screen to access the Search Subgrants screen. Run a search to retrieve the subgrant you want to view (see page L-4 for instructions), then click on its [View](#) link in the search results table. The View Subgrant screen is displayed.

VIEW SUBGRANT SCREEN

Subgrant details are provided on this screen.

Subgrant

View Subgrant

[Return](#) | [View Activities](#)

Subgrant Recipient Name:
 WASHINGTON TOWNSHIP
no address found
 GLOUCESTER COUNTY, NJ

Program: *(tip)*
 CDBG

Grant Year: *(tip)*
 2014

Grant #: *(tip)*
 B-14-UC-34-0109

Subgrant Status:
 Active

Date Created:
 01/06/2015

Fund Type:*(tip)*
 SU

Administering Organization: *(tip)*
 GLOUCESTER COUNTY, NJ

Payee EIN/TIN#: *(tip)*
 21-6000660

Authorized Amount <i>(tip)</i>	\$118,269.00
Subgranted Amount <i>(tip)</i>	\$0.00
Amount Available to Subgrant	\$0.00
Committed to Activities Amount <i>(tip)</i>	\$118,269.00
Net Drawn Amount	\$0.00
Drawn Amount (+) <i>(tip)</i>	\$0.00
Drawdown Pending Amount (+) <i>(tip)</i>	\$0.00
Returned Amount (+) <i>(tip)</i>	\$0.00
Amount Available to Draw	\$118,269.00
Amount Available to Increase Authorized Amount for this Subgrant	\$14,731.00

[Return](#) | [View Activities](#)

All fields are read-only.

Field	Description
Subgrant Recipient Name	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 Active or Waiting for Banking Info (see entry for the BANKING field on page L-6).
Date Created	The date the subgrant was created in IDIS.
Fund Type	The subfund from which the subgrant was created. For CDBG entitlements, this is AD (Administration) or SU (Subgrant).
Administering Organization	The name of the organization administering the subgrant.
Payee EIN/TIN#	The EIN/TIN# of the organization that receives the wire transfers of funds drawn down from the subgrant.
Authorized Amount	The total amount of this subgrant available to the subgrantee to subgrant, commit to activities, and draw. It is equal to the latest authorized amount you specified on the Add or Edit Subgrant screen.
Subgranted Amount	The amount of this subgrant that has been subgranted.
Amount Available to Subgrant	The amount of the subgrant that is available to subgrant to other organizations. It equals AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus COMMITTED TO ACTIVITIES AMOUNT.
Committed to Activities Amount	The amount of this subgrant that has been committed to activities.
Net Drawn Amount	Net disbursements from this subgrant, equal to DRAWN AMOUNT plus DRAWDOWN PENDING AMOUNT plus RETURNED AMOUNT.
Drawn Amount	Total disbursements from this subgrant.
Drawdown Pending Amount	The sum of draws from this subgrant that have been approved in IDIS and are awaiting a response from LOCCS.
Returned Amount	The total amount disbursed from the subgrant and later returned by the grantee to the Letter of Credit.
Amount Available to Draw	Equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.

VIEW ACTIVITIES FUNDED FROM SUBGRANT SCREEN

This screen is displayed when the [View Activities] button is clicked on the View Subgrant or Edit Subgrant screen. It shows information about the activities the SUBGRANT RECIPIENT has carried out with all subgrants (notice that the GRANT YEAR field below is **All Years** and the GRANT # is **B-XX**) of the FUND TYPE displayed on the View/Edit Subgrant screen:

Subgrant

Activities Funded from Subgrant

[Return to View Subgrant](#) | [Return to Subgrants](#)

Subgrant Recipient Name:
WASHINGTON TOWNSHIP, NJ

Program:
CDBG

Grant Year:
All Years

Grant #:
B-XX-UC-34-0109

Fund Type:
SU

IDIS Activity ID	Activity Name	Activity Status	Activity Owner	Source Name	Grant Year	Funded Amount	Drawn Amount	Balance to Draw
2243	WASHINGTON TWP/MUNICIPAL PROJECT # 14	Completed	GLOUCESTER COUNTY	UC	Pre-2015	\$154,170.22	\$154,170.22	\$0.00
2244	WASHINGTON TWP/STAFF COSTS	Completed	GLOUCESTER COUNTY	UC	Pre-2015	\$39,950.00	\$39,950.00	\$0.00
2370	WASHINGTON TWP/STAFF COSTS	Completed	GLOUCESTER COUNTY	UC	Pre-2015	\$33,152.00	\$33,152.00	\$0.00
2383	WASH TWP ENTITLEMENT MP#9	Completed	GLOUCESTER COUNTY	UC	Pre-2015	\$96,649.90	\$96,649.90	\$0.00
2480	WASHINGTON TWP ENTITLEMENT-RECONSTRUCTION OF HYANNIS	Completed	GLOUCESTER COUNTY	UC	Pre-2015	\$149,946.77	\$149,946.77	\$0.00
2572	WASHINGTON TWP GEN ADM	Open	GLOUCESTER COUNTY	UC	Pre-2015	\$31,064.00	\$31,064.00	\$0.00
2606	Washington Twp MP- Reconstruction of mayfair Avenue from Woodlawn Ave to Laurel Ave	Open	GLOUCESTER COUNTY	UC	Pre-2015	\$124,258.00	\$75,115.66	\$49,142.34
2657	MP Washington Twp - Kennedy Blvd	Open	GLOUCESTER COUNTY	UC	Pre-2015	\$118,269.00	\$0.00	\$118,269.00

[Return to View Subgrant](#) | [Return to Subgrants](#)

The list is ordered by IDIS Activity ID (ascending), and cannot be resorted.

Click the [Return to View/Edit Subgrant] button to display the previous page, or the [Return to Subgrants] button to display the Search Subgrants screen.