

Chapter 4

THE CDBG ACTIVITY SETUP SCREENS

This chapter covers the five CDBG-specific activity setup screens. The first two screens are filled in for all CDBG activities. The third, fourth, and fifth screens are for defining the service area of an LMA activity.

To access the setup screens, click the [CDBG] Setup Detail button on the Add/Edit Activity screen (see Chapter 3). The CDBG Setup Detail (Page 1) screen will be displayed.

CDBG SETUP DETAIL (PAGE 1)

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

Activity

Add CDBG Setup Detail (Page 1)

14A - Rehab; Single-Unit Residential

| |

*** Indicates Required Field**

Grantee/PJ Activity ID:	Activity Name: 1810 N. 8th St.	Program Year/Project ID: 2012/1
IDIS Activity ID: 306	Activity Owner: ROSEVILLE, MI	Project Title: Residential Rehabilitation Program

***National Objective:**
Select Option

Proposed Accomplishments

***Accomplishment Type**
Select Option

*Program Year	*Proposed Count
<input type="text"/>	<input type="text"/>

Performance Goal

***Performance Objective: (tip)**
Select Option

***Performance Outcome: (tip)**
Select Option

Address ?

Confidential (Suppress on Reports)

*Address Line 1: <input type="text"/> <small>(ex: 1313 Sherman Street)</small>	*City: <input type="text"/>
Address Line 2: <input type="text"/>	*State: Select Option <input type="button" value="Lookup Table"/>
Address Line 3: <input type="text"/>	*Zip Code: <input type="text"/> + <input type="text"/>

Activity Purpose: (Indicate all that apply)

***Help Prevent Homelessness?**
 Yes No

***Help the Homeless?**
 Yes No

***Help Those with HIV/AIDS?**
 Yes No

***Help Persons with Disabilities?**
 Yes No

Associate to Another Activity Will accomplishments be reported at another activity? (tip)
 Yes No

IDIS Activity ID:

Organization carrying out activity

***Is this activity being carried out by the grantee?**
 (Either directly and/or through contractors)
 Yes No

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

Name of Organization carrying out activity: (tip)

Organization is Categorized as: (tip)

Target Area

Area Type: (tip)

Area Name: (tip)

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

Presidentially Declared Major Disaster Area
 Historic Preservation Area
 Brownfield Redevelopment Area
 Conversion from Non-Residential to Residential Use

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

Activity Information (Check all that apply)

<input type="checkbox"/> One-for-One Replacement <input type="checkbox"/> Displacement <input checked="" type="checkbox"/> Favored Activity	<input checked="" type="checkbox"/> Special Assessment <input type="checkbox"/> Revolving Fund <input type="checkbox"/> Float Funded
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Float Funds (Only Enter if Float Funded is Checked)

Float Principal Balance: (tip)
 \$

Date Float Funds to be Received:

 (mm/dd/yyyy)

| |

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with information from the Add Activity screen.
National Objective	<p>Select the national objective this activity will meet. The dropdown shows only those objectives that are valid with the matrix code you selected on the previous screen. Definitions of the objectives are available on the help screen or in Appendix B.</p> <p>The Lookup Table link at the end of the National Objective field displays a table of the valid matrix code/national objective/accomplishment type combinations (the same table is provided in Appendix C).</p>
Proposed Accomplishments	
Accomplishment Type	Select the type of accomplishment the activity will achieve. The dropdown lists only those types that are valid with the matrix code and national objective you have assigned.
Program Year Proposed Count [Add Another Year]	<p>Enter the number of ACCOMPLISHMENT TYPE expected to benefit from this activity for each year for which accomplishments are anticipated. While your estimate should be as accurate as possible, HUD does not look for discrepancies between proposed and actual accomplishments.</p> <p>Note: If accomplishments are to be reported at another activity, leave these two fields blank (they are deleted if the WILL ACCOMPLISHMENTS BE REPORTED AT ANOTHER ACTIVITY field below is changed to "Yes").</p>
Performance Objective	Select the objective that best reflects your intent in setting up this activity. Brief descriptions of the objectives are provided on the help screen.
Performance Outcome	Select the outcome that best reflects the results you hope to achieve with this activity. Brief descriptions of the outcomes are provided on the help screen.
Address	
Confidential (Suppress on Reports)	<p>Check this box if you do not want the activity address to print on IDIS reports.</p> <p>Always suppress addresses for domestic violence shelters. You may also want to suppress addresses of individual or household beneficiaries.</p>
Address Lines 1-3, City, State, Zip Code	Provide the activity's physical location in these fields. Do not use P.O. boxes and do not enter the address of the organization administering the activity.
[Validate This Address]	<p>Required. After filling in ADDRESS LINE 1, CITY, and STATE, click this button to verify the input. If the address is:</p> <ul style="list-style-type: none"> Valid, the ZIP CODE will be populated automatically with the correct data.

Field	Description
	<ul style="list-style-type: none"> Invalid, an error message is displayed. You may either correct and revalidate the address, or check the SKIP VALIDATION FOR NOW box under the ADDRESS LINE 3 field and validate it later. If you check the SKIP VALIDATION box, you have to fill in the ZIP CODE before the screen can be saved.
<p>[Add/Edit Additional Locations]</p>	<p>This button is displayed for activities with a matrix code of 12, 14A-14D, 14F-14J, and 16A and an accomplishment type of housing units. It is used to enter multiple addresses for an activity that will be carried out at more than one location—e.g., a citywide rehab activity.</p> <p>The number of addresses entered here must equal the number of beneficiaries reported on the Page 1 Accomplishment Detail screen before the activity can be completed.</p> <p>Note: If the WILL ACCOMPLISHMENTS BE REPORTED AT ANOTHER ACTIVITY field (see below) is changed to Yes, all addresses that are input here will be deleted.</p>
<p>Activity Purpose</p> <p>Help Prevent Homelessness?</p> <p>Help the Homeless?</p> <p>Help Those with HIV/AIDS?</p> <p>Help Persons with Disabilities?</p>	<p>Select Yes or No for each field, as appropriate.</p>
<p>Associate to Another Activity</p>	
<p>Will accomplishments be reported at another activity?</p>	<p>Change this field to Yes if accomplishments for the activity (usually a service delivery costs activity or an acquisition activity) are reported under another CDBG-funded activity.</p> <p>For a full explanation of when (and when not) to report accomplishments at another activity, see page 13 of Guidance for Reporting CDBG Accomplishments and Performance Measures in IDIS.</p> <p>Note: If this field is set to Yes for an LMA* activity, Census or survey data must still be input on Activity Setup pages 2 through 5.</p>
<p>IDIS Activity ID</p>	<p>If you answered Yes above, enter the ID of the activity under which the accomplishments will be reported.</p> <p>If there is more than one activity under which accomplishments are reported, enter one of the IDIS Activity IDs in this field and enter the remaining Activity IDs in the accomplishment narrative. The national objective for all of these activities must be the same.</p>

Field	Description
Organization carrying out activity	
Is this activity being carried out by the grantee?	If the activity will be carried out by the grantee with its own staff or through contractors, leave this field set to Yes (the default). If it will be carried out by a subrecipient or other entity, change the answer to No .
If Yes	
Activity is Being Carried Out by the Grantee Through	Indicate if the activity is being carried out by Grantee Employees, Contractors, or Grantee Employees and Contractors.
If No	
Name of Organization Carrying out Activity	<p>Follow these steps:</p> <ol style="list-style-type: none"> 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 organizations in your state. 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. To return to the add activity screen without selecting an organization, click the [Cancel] button. <p>If the organization carrying out the activity is not listed on the select screen, refer to Appendix D.</p>
Organization is Categorized as	<ul style="list-style-type: none"> • Another Unit of Local Government: Self-explanatory. • Another Public Agency: Examples include a public housing authority or redevelopment authority. • CBDO Only: Community-based development organizations (CBDOs) may receive CDBG funds to carry out neighborhood revitalization, community economic development, or energy conservation activities. See the regulations at 570.204 for details about the criteria an organization must meet to qualify as a CBDO and the types of activities CBDOs may and may not carry out. • Subrecipient Only: A subrecipient is a public or private non-profit agency or organization receiving CDBG funds from a grantee or another CDBG subrecipient to carry out eligible activities. Contractors are not considered to be subrecipients. • CBDO designated as a subrecipient: A CBDO that the grantee has elected to designate as a subrecipient. All of the rules regarding subrecipients apply to that CBDO.

Field	Description
Target Area	
Area Type	<p>Indicate if the activity is located in one of these special areas:</p> <ul style="list-style-type: none"> • Strategy Area: A Neighborhood Revitalization Strategy Area (NRSA). • CDFI: Community Development Financial Institution area. • Local Target Area: A locally defined and designated target area. <p>For activities with a national objective code of:</p> <ul style="list-style-type: none"> • LMAFI, you must specify CDFI. • LMASA, you must specify Strategy Area. • LMHSP, you must specify CDFI or Strategy Area. <p><i>It is very important that you identify these areas in IDIS so HUD can demonstrate that CDBG funds are being targeted to neighborhoods in need. See Appendix E for definitions of the three types of special areas.</i></p>
Area Name	<p>When you select an AREA TYPE, you must specify the name of the area in this field. If it is not listed on the dropdown, or if you need to update information about one of the areas that is listed, click the [Add New Area] button. For instructions on completing the add/update area screens, see Appendix F.</p>
Special Characteristics	
Presidentially Declared Major Disaster Area	<p>Check this box if the activity is located in an area declared a disaster under Subchapter IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.</p>
Historic Preservation Area	<p>Check this box if the activity is located in an area designated for historic preservation by local, state, or federal officials.</p>
Brownfield Redevelopment Area	<p>Check this box if the activity is located in a brownfield redevelopment area. A brownfield is an abandoned, idled, or underused property where expansion or redevelopment is complicated by real or potential environmental contamination.</p> <p>When this box is checked an entry is required in the FOR BROWNFIELD ACTIVITIES... field below.</p>
Conversion from Non-Residential to Residential Use	<p>Applicable only to housing rehabilitation activities. An example is converting an old warehouse into condominiums.</p>
Colonia	<p>This field is only displayed for grantees in Arizona, California, New Mexico, and Texas.</p> <p>Check this box if the activity assists a rural community or neighborhood that is within 150 miles of the U.S.-Mexican border and that lacks adequate infrastructure and decent, safe, sanitary housing.</p>

Field	Description
For Brownfield Activities Indicate the Number of Acres Remediated	If you checked BROWNFIELD REDEVELOPMENT AREA above, enter the number of acres remediated.
Activity Information	
One for One Replacement	<p>Check this box if the activity will result in the conversion or demolition of housing units that must (under the Uniform Relocation Act) be replaced.</p> <p>When this field is checked, the One-for-One Replacement screen is displayed as part of the CDBG completion path.</p>
Displacement	<p>Applicable only to acquisition, demolition, and rehabilitation activities. Check this box if any household, business, non-profit organization, or farm will be permanently displaced from real property as a direct result of this activity.</p> <p>When this field is checked, the Displacement screen is displayed as part of the CDBG completion path.</p>
Favored Activity	Applicable only if the activity matrix code is 18A or 18B. Check this box if this economic development activity is of national importance and therefore may be excluded from the aggregate public benefit calculation. Refer to 24 CFR 570.209(b)(2).
Special Assessment	Applicable only to public improvement activities. Check this box if a fee or charge will be levied to recapture part or all of the capital costs of a public improvement activity. For additional information, see 570.200(c).
Revolving Fund	Check this box if the activity is funded from a revolving loan account.
Float Funded	<p>Check this box if this type of financing is used.</p> <p>If this box is checked, entries are required in the FLOAT PRINCIPAL BALANCE and DATE FLOAT FUNDS TO BE RECEIVED fields at the bottom of the screen.</p>
Float Funds	
Float Principal Balance	If you checked FLOAT FUNDED above, enter the balance of the principal.
Date Float Funds to be Received	If you checked FLOAT FUNDED above, enter the date you expect repayment to be made.

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

CDBG SETUP DETAIL (PAGE 2)

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

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

Activity

Add CDBG Setup Detail (Page 2)

14A - Rehab; Single-Unit Residential

- Success: CDBG Detail Saved

Save | Save and Previous Page | Cancel

* Indicates Required Field

Grantee/PJ Activity ID:	Activity Name: 1810 N. 8th St.	Program Year/Project ID: 2012/1
IDIS Activity ID: 306	Activity Owner: ROSEVILLE, MI	Project Title: Residential Rehabilitation Program

National Objective:
LMH

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

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

Objective	Fields Displayed
LMA*	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Area Benefit Data</p> <p>Determined By: <small>(tip)</small></p> <p><input checked="" type="radio"/> Census <input type="radio"/> Survey</p> </div> <p>Area Benefit Data: Indicate whether CENSUS data or a HUD-approved SURVEY was used to determine the eligibility of the activity.</p>
LMC*	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Presumed Benefit: <small>(tip)</small> Nature/Location: <small>(tip)</small></p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Nature/Location Narrative (required if Nature/Location is Yes): <small>(tip)</small></p> <div style="border: 1px solid gray; height: 40px; margin-top: 5px;"></div> </div> <p>Presumed Benefit: Click Yes if the activity exclusively benefits clientele presumed by HUD to be at least 51% LMI. Presumed benefit clientele groups are limited to abused children, battered spouses, elderly persons, adults meeting</p>

Objective	Fields Displayed
	<p>the Census definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.</p> <p>Nature/Location: Click Yes if it may be concluded from the nature and location of the activity that the clientele will primarily be LMI. An example of such an activity is a child care center serving a public housing complex.</p> <p>Nature/Location Narrative: If the previous field is Yes, describe how the nature/location of the activity benefits a limited clientele, of whom at least 51% are LMI.</p>
<p>LMH* and some SB*/URG</p>	<div data-bbox="467 594 1281 678" style="border: 1px solid black; padding: 5px;"> <p>Multi-Unit Housing: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Includes Rental Housing: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div> <p>Multi-Unit Housing: Click Yes if the activity involves housing with two or more units per structure.</p> <p>Includes Rental Housing: Change to Yes if appropriate.</p>

The following data fields are displayed for all activities:

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

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

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

Leveraging Ratio (CDBG + 108 : All Other Funds)	
CDBG + 108	All Other Funds
<input type="text" value="0"/>	<input type="text" value="0"/>

Grant/Loan Assistance

Enter the number of grants or loans provided to beneficiaries of this activity (tip)

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

Loan(s) provided

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

Field	Description
HUD Funds	
CDBG	This read-only field is blank on initial setup. It will be populated by the system once CDBG funds are committed to the activity. When the ACTIVITY STATUS is set to Completed, the field shows the total amount of CDBG funds disbursed.
Section 108 Loan Guarantee	This read-only field is blank on initial setup. It will be populated by the system when Section 108 funds are committed to the activity. When the ACTIVITY STATUS is set to Completed, the field shows the total amount of Section 108 funds disbursed.
ESG	Enter the amount of any ESG funds spent on this activity.
HOME	Enter the amount of any HOME funds spent on this activity.

Field	Description
HOPWA	Enter the amount of any HOPWA funds spent on this activity.
Other Funds	
Appalachian Regional Commission	Enter the amount of any Appalachian Regional Commission (ARC) funds leveraged for this activity. Leveraging amounts should not be entered for the ARC unless they are located in the Appalachian region and the activity is jointly funded with ARC funding. The system will automatically enter the CDBG amounts for each activity.
Other Federal Funds	Enter the amount of any non-CPD federal funds leveraged for this activity.
State/Local Funds	Enter the amount of any state/local funds leveraged for this activity.
Private Funds	Enter the amount of any private funds leveraged for this activity.
Other	Enter the name(s) and the amount of funds leveraged from other sources for this activity.
Activity Costs (HUD + Other Funds) Total	This read-only field displays the total amount of all funds entered.
Leveraging Ratio (CDBG + 108 : All Other Funds)	
CDBG + 108	This field is always 1 .
All Other Funds	This system-calculated field is equal to the sum of the CDBG and Section 108 amounts divided into all other amounts.
Enter the number of grants or loans provided to beneficiaries of this activity	
Grants	Enter the number of grants provided to beneficiaries of this activity.
Loans	Enter the number of loans provided to beneficiaries of this activity.
Loans Provided	
Amortized Loan Deferred Payment Loan	Enter the AVERAGE INTEREST RATE, the AVERAGE AMORTIZATION PERIOD (in months), and the TOTAL AMOUNT (whole dollars) of the amortized and/or deferred payment loan(s). If the term of the loan is unknown (e.g., the loan is due upon sale or transfer of the property), enter 99 in AMORTIZATION PERIOD. If more than one loan was provided, enter the average interest rate, the average amortization period, and the total amount of the loans.

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

Objective	Fields Displayed															
LMH* and some SB*/URG	<div data-bbox="467 342 1419 487" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th>*Multi-Unit Housing</th> <th>Total</th> <th>Occupied (tip)</th> <th>Occupied Low/Mod (tip)</th> <th>Percent Low/Mod</th> </tr> </thead> <tbody> <tr> <td>Units at Start</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/>%</td> </tr> <tr> <td>Units Expected at Completion</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/>%</td> </tr> </tbody> </table> </div> <p>Fill in these fields only if you answered Yes to the MULTI-UNIT HOUSING question above.</p> <p>Units at Start Enter the Total number of units, the number that were Occupied, and the number that were Occupied by Low/Mod households at the start of the activity (before CDBG funds were obligated to the activity). Percent Low/Mod is a protected field showing the percentage of units occupied by low/mod households.</p> <p>Units Expected at Completion Enter the number of Total, Occupied, and Occupied Low/Mod units you expect will be available upon completion of the activity.</p>	*Multi-Unit Housing	Total	Occupied (tip)	Occupied Low/Mod (tip)	Percent Low/Mod	Units at Start	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %	Units Expected at Completion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %
*Multi-Unit Housing	Total	Occupied (tip)	Occupied Low/Mod (tip)	Percent Low/Mod												
Units at Start	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %												
Units Expected at Completion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %												
LMH* and SB*/URG, matrix code of 14A-D, 14F-G, or 16A	<div data-bbox="467 978 1036 1207" style="border: 1px solid black; padding: 5px;"> <p>Housing Rehabilitation (Indicate if this activity is limited to one or more of the following)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Install Security Devices <input type="checkbox"/> Install Smoke Detectors <input type="checkbox"/> Operate a Tool Lending Library <input type="checkbox"/> Perform Emergency Housing Repairs <input type="checkbox"/> Provide Supplies and Equipment for Painting Houses <input type="checkbox"/> Remove Graffiti </div> <p>Fill in these fields <i>only</i> if the rehabilitation of all the housing units reported in the activity is limited to one or more of the items listed. Otherwise, skip over them. Example: If the rehab is limited to installing smoke detectors in an apartment building, check Install Smoke Detectors. If smoke detectors are installed <i>and</i> the building's roof is replaced, leave it blank.</p>															
SBA	<div data-bbox="467 1442 1230 1724" style="border: 1px solid black; padding: 5px;"> <p>*Slum/Blight Area</p> <p>% Deteriorated Buildings/Qualified Properties: (tip) <input type="text"/>% <small>(ex: 99.99)</small></p> <p>*Slum/Blight Designation Year: (tip) <input type="text"/> <small>(ex: yyyy)</small></p> <p>Public Improvement Type/Condition: (tip) <input type="text"/></p> <p>Boundaries: (tip) <input type="text"/></p> </div> <p>% Deteriorated Buildings/Qualified Properties Enter the percentage of deteriorated buildings/properties in the area at the time it was designated a slum/blight area. You must provide input in either this field or the next one.</p>															

Objective	Fields Displayed																								
	<p>Public Improvement Type/Condition If the activity qualifies for CDBG assistance on the basis that public improvements throughout the area are in a general state of deterioration, enter a description of each type of improvement in the area and its condition at the time the area was designated as slum/blight.</p> <p>Boundaries Describe the boundaries of the slum/blight area. Do not use this field to document the Census tract/block group data required for an LMA activity. For an SBA activity, the boundaries of the area must be specified.</p> <p>Slum/Blight Designation Year Enter the year the area was designated a slum/blight area.</p>																								
<p>LMJ* LMAFI, LMASA, LMCMC</p>	<table border="1" data-bbox="467 720 1414 932"> <thead> <tr> <th data-bbox="467 720 805 741">* Job Creation/Retention</th> <th colspan="2" data-bbox="805 741 1101 779">Total Job Count</th> <th colspan="2" data-bbox="1101 741 1252 779">Total Weekly Hours</th> <th data-bbox="1252 741 1414 779">Percent</th> </tr> <tr> <th data-bbox="467 779 805 852"></th> <th data-bbox="805 779 954 852">Full Time (tip)</th> <th data-bbox="954 779 1101 852">Full Time Low/Mod (tip)</th> <th data-bbox="1101 779 1252 852">Part Time (tip)</th> <th data-bbox="1252 779 1321 852">Part Time Low/Mod (tip)</th> <th data-bbox="1321 779 1414 852">Low/Mod Jobs</th> </tr> </thead> <tbody> <tr> <td data-bbox="467 852 805 890">Expect to Create</td> <td data-bbox="805 852 954 890"><input type="text"/></td> <td data-bbox="954 852 1101 890"><input type="text"/></td> <td data-bbox="1101 852 1252 890"><input type="text"/></td> <td data-bbox="1252 852 1321 890"><input type="text"/></td> <td data-bbox="1321 852 1414 890"><input type="text"/>%</td> </tr> <tr> <td data-bbox="467 890 805 932">Expect to Retain</td> <td data-bbox="805 890 954 932"><input type="text"/></td> <td data-bbox="954 890 1101 932"><input type="text"/></td> <td data-bbox="1101 890 1252 932"><input type="text"/></td> <td data-bbox="1252 890 1321 932"><input type="text"/></td> <td data-bbox="1321 890 1414 932"><input type="text"/>%</td> </tr> </tbody> </table> <p>Expect to Create Enter the Full-Time jobs, Full-Time Low/Mod jobs, weekly Part-Time job <i>hours</i> (not jobs), and Part-Time Low/Mod job <i>hours</i> that are expected to be created.</p> <p>Expect to Retain Enter the Full-Time jobs, Full-Time Low/Mod jobs, weekly Part-Time job <i>hours</i> (not jobs), and Part-Time Low/Mod job <i>hours</i> that are expected to be retained.</p>	* Job Creation/Retention	Total Job Count		Total Weekly Hours		Percent		Full Time (tip)	Full Time Low/Mod (tip)	Part Time (tip)	Part Time Low/Mod (tip)	Low/Mod Jobs	Expect to Create	<input type="text"/> %	Expect to Retain	<input type="text"/> %								
* Job Creation/Retention	Total Job Count		Total Weekly Hours		Percent																				
	Full Time (tip)	Full Time Low/Mod (tip)	Part Time (tip)	Part Time Low/Mod (tip)	Low/Mod Jobs																				
Expect to Create	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %																				
Expect to Retain	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %																				

For all but LMA* activities, this is the last setup screen. Clicking the [Save] button displays the Edit Activity screen, shown on page 4-23.

For LMA* activities, click the [Save and Continue] button to display the next setup screen.

CDBG SETUP DETAIL (PAGE 3)

The data you are asked to provide on this screen depends on how you answered the DETERMINED BY field on the previous screen:

Area Benefit Data

Determined By: (tip)

Census
 Survey

If your answer was **Census**, please turn to page 4-17. If it was **Survey**, this screen is shown:

Activity

Add CDBG Setup Detail (Page 3)

03F - Parks, Recreational Facilities

- Success: CDBG Detail Saved

|
 |

*** Indicates Required Field**

Grantee/PJ Activity ID:	Activity Name: Park Improvement Program	Program Year/Project ID: 2012/11
IDIS Activity ID: 2205	Activity Owner: BRIDGEPORT, CT	Project Title: Public Facilities

National Objective:
LMA

***Area Benefit Data**

County Code	Census Tract	Block Groups										Delete
		01	02	03	04	05	06	07	08	09	10	
		<input type="checkbox"/>										

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

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

|
 |

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
National Objective	A read-only field showing the objective input for the activity on the first CDBG setup screen.
County Code	Enter the FIPS county code for the area being assisted (see https://www.census.gov/geo/reference/codes/cou.html).
Census Tract	Identify the Census tract contained in the service area. The required format for Census tracts is "nnnn.nn" (e.g., input Census tract 7 as "0007.00").

Field	Description
Block Groups	If the service area includes the entire Census tract, leave these fields blank. Otherwise, check each block group covered by the service area.
[Add Another]	Click this button to add another COUNTY CODE/CENSUS TRACT.
[Delete]	Check the box in the Delete column of the row(s) you want to delete, then click the [Delete] button.
Total # Low/Mod	Enter the number LMI persons in the service area.
Total Low/Mod Universe Population	Enter the total number of persons in the service area. This must be greater than or equal to TOTAL # LOW/MOD.
% Low/Mod	<p>This read-only field shows the percentage of low/mod persons in the service area. It is equal to (TOTAL # LOW/MOD divided by TOTAL LOW/MOD UNIVERSE POPULATION) times 100.</p> <p>This percentage must be at least 51% (for all but exception grantees) before the activity can be funded.</p>

For LMA* activities using survey data to determine activity eligibility, this is the last setup screen. Clicking the [Save] button displays the Edit Activity screen, shown on page 4-23.

When Census data are used for an LMA* activity, the Page 3 setup screen looks like this:

Activity

Add CDBG Setup Detail (Page 3)

03F - Parks, Recreational Facilities

- Success: CDBG Detail Saved

Save | Save and Previous Page | Save Page | Cancel

* Indicates Required Field

Grantee/PJ Activity ID:	Activity Name: Park Improvements Program	Program Year/Project ID: 2014/13
IDIS Activity ID: 2384	Activity Owner: BRIDGEPORT, CT	Project Title: Public Facilities Projects

National Objective:
LMA

Service Area is City or County-wide

***Area Benefit Data**

County Code	Add/Edit Census Tracts	Delete
Select Option ▾		
Add Another		

Total Number Low/Mod: (tip)	% Low/Mod:
Total Low/Mod Universe Population: (tip)	*LMISD Date: (tip) 07/01/2014 ▾
Data Used for Calculations: (tip) Capped	Ready to Fund: No

Calculate % Low/Mod

Save | Save and Previous Page | Save Page | Cancel

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with information from the Add Activity screen.
National Objective	A read-only field showing the objective input for the activity on the first CDBG setup screen.
Service Area is City or County-Wide	Check if appropriate. A service area is citywide or countywide only if all city or county residents have access to or will be affected by improvements.
County Code	Select the FIPS code for the correct county from the dropdown (see https://www.census.gov/geo/reference/codes/cou.html).
Total Number Low/Mod and Total Low/Mod Universe Population	Calculated by the system once Census data have been entered and saved on the next two setup screens.
Data Used for Calculations	For most users, this will be Capped . The calculations are based on HUD's Low/Mod Income Summary Data (LMISD). It is prepared using Section 8 income limits, which are calculated

Field	Description
	<p>using fair market rent area definitions. The income limits are based on HUD estimates of median family income, with adjustments for areas that have unusually high or low income-to-housing cost ratios. Based on this, the Section 8 income limits are considered "capped."</p> <p>A 1998 legislative change allowed HUD to grant an exception from the cap on low/mod income levels to 10 metropolitan areas. Entitlement grantees in these 10 jurisdictions may elect to use either the capped or "uncapped" LMISD to calculate the percentage of low/mod persons in the service area.</p>
% Low/Mod	Calculated by the system once Census data have been entered and saved on the next two setup screens.
LMISD Date	<p>The effective date of the Low/Mod Income Summary Data (LMISD) used to calculate the low/mod percentage of the service area.</p> <p>If a year other than the most current year is selected, a message asks you to "consult HUD guidance regarding which year's data may be used." That guidance can be found here.</p>
Ready to Fund	Calculated by the system once Census data have been entered and saved on the next two setup screens.

Click the [Save Page] button. You can now add or edit the Census tracts in the service area:

*Area Benefit Data		
County Code	Add/Edit Census Tracts	Delete
001	<input type="radio"/>	<input type="checkbox"/>
Select Option ▼		
Add Another	Add/Edit Census Tract	

Click the radio button and then click the [Add/Edit Census Tract] button below it to display the fourth setup page.

CDBG SETUP DETAIL (PAGE 4)

On this screen, you will identify the Census tracts contained in the service area.

Activity

Add CDBG Setup Detail (Page 4)

03F - Parks, Recreational Facilities

- Success: CDBG Detail Saved

Save and Return to Previous Page | Cancel

* Indicates Required Field

Grantee/PJ Activity ID:	Activity Name: Park Improvements Program	Program Year/Project ID: 2014/13
IDIS Activity ID: 2384	Activity Owner: BRIDGEPORT, CT	Project Title: Public Facilities Projects

National Objective:
LMA

County Code:
001

* Census Tract

Select All Census Tracts and Block Groups for this County

Available Census Tract(s):

- 0701.00
- 0702.00 ^
- 0703.00
- 0704.00
- 0705.00
- 0706.00
- 0709.00
- 0710.00
- 0711.00 v
- 0712.00

Select >>

Select All >>

<< Remove

<< Remove All

Selected Census Tract(s):

Select Block Groups

Save and Return to Previous Page | Cancel

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
National Objective	A read-only field showing the objective input for the activity on the first CDBG setup screen.
County Code	A read-only field showing the county selected on the previous screen.
Select All Census Tracts and Block Groups for this County	If the service area is county-wide, check this box and click the [Save and Return to Previous Page] button.
Available Census Tract(s)	<p>To identify a Census tract as being in the service area, first click on it and then on the [Select] button. It will be added to the Selected Census Tract(s) list. Select as many Census tracts as necessary.</p> <p>To select all of the Census tracts listed, click the [Select All] button.</p>

Field	Description
Selected Census Tract(s)	This dropdown lists the Census tracts you have selected. To remove a Census tract from the list, first click on it and then click the [Remove] button. To remove all of the selected Census tracts, click the [Remove All] button.

When you are finished, click the [Select Block Groups] button at the bottom of the Selected Census Tracts list to display the final setup screen.

CDBG SETUP DETAIL (PAGE 5)

On this screen, you will identify the block groups in each Census tract covered by the service area.

Activity

Add CDBG Setup Detail (Page 5)

03F - Parks, Recreational Facilities

- Success: CDBG Detail Saved

Save and Return to Previous Page | Cancel

* Indicates Required Field

Grantee/PJ Activity ID:	Activity Name: Park Improvements Program	Program Year/Project ID: 2014/13
IDIS Activity ID: 2384	Activity Owner: BRIDGEPORT, CT	Project Title: Public Facilities Projects

National Objective:
LMA

County Code:
001

***Block Groups**

Census Tract	Block Groups										
	All	01	02	03	04	05	06	07	08	09	10
0709.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>									
0710.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0712.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save and Return to Previous Page | Cancel

If an entire Census tract is included in the service area, check the **All** box in the first column. Otherwise, click each block group in the service area.

When you are finished, click the [Save and Return to Previous Page] button on this screen and again on the Page 4 screen to return to Page 3.

When Page 3 is displayed, perform the final setup step of determining the low/mod percentage of the service area. On the lower third of the screen, change the LMISD DATE to a different year if necessary (see next page for more information), then click the [Calculate % Low/Mod] button:

Total Number Low/Mod: (tip)	% Low/Mod:
Total Low/Mod Universe Population: (tip)	*LMISD Date: (tip) 07/01/2014 ▼
Data Used for Calculations: (tip) Capped	Ready to Fund: No

Calculate % Low/Mod

Save | Save and Previous Page | Save Page | Cancel

Using the Census tract and block group data you entered, the system now populates the remaining fields:

Total Number Low/Mod: (tip) 7565	% Low/Mod: 72.19
Total Low/Mod Universe Population: (tip) 10480	*LMISD Date: (tip) 07/01/2014 ▾
Data Used for Calculations: (tip) Capped	Ready to Fund: Yes
<input type="button" value="Calculate % Low/Mod"/>	
<input type="button" value="Save"/> <input type="button" value="Save and Previous Page"/> <input type="button" value="Save Page"/> <input type="button" value="Cancel"/>	

Field	Description
Total Number Low/Mod	The total number of LMI persons in the service area.
Total Low/Mod Universe Population	The total number of persons in the service area. This must be greater than or equal to the Total Number Low/Mod.
Data Used for Calculations	<p>For most users, this will be Capped.</p> <p>The calculations are based on HUD’s Low/Mod Income Summary Data (LMISD). It is prepared using Section 8 income limits, which are calculated using fair market rent area definitions. The income limits are based on HUD estimates of median family income, with adjustments for areas that have unusually high or low income-to-housing cost ratios. Based on this, the Section 8 income limits are considered “capped.”</p> <p>A 1998 legislative change allowed HUD to grant an exception from the cap on low/mod income levels to 10 jurisdictions (metropolitan areas). Entitlement grantees in these 10 jurisdictions may elect to use either the capped or “uncapped” LMISD to calculate the percentage of low/mod persons in the service area.</p>
% Low/Mod	The percentage of low/mod persons in the service area. It is equal to (TOTAL NUMBER LOW/MOD divided by TOTAL LOW/MOD UNIVERSE POPULATION) times 100.
LMISD Date	<p>The effective date of the low/mod income summary data (LMISD) used to populate the TOTAL NUMBER LOW/MOD and TOTAL LOW/MOD UNIVERSE POPULATION fields.</p> <p>If any year other than the most current year is selected, a popup message asks that you “consult HUD guidance regarding which year’s data may be used.” That guidance can be found here.</p>
Ready to Fund	<p>This field will be No until the % LOW/MOD field is a minimum of 51% (the minimum will be different for exception grantees).</p> <p>Once % LOW/MOD is greater than 51%, READY TO FUND is changed to Yes and the activity can be funded with CDBG money using the funding function.</p>

When you are finished, click the [Save] button to display the Edit Activity screen:

Activity

Edit Activity

• Success: CDBG Detail Saved

Save | Cancel

***Indicates Required Field**

Activity Owner:
BRIDGEPORT, CT

IDIS Activity ID:
2205

***Program Year:**
2012

***IDIS Project ID/Project Title:**
11/Public Facilities (2012)

***Activity Name:**
CoB Park Improvement Program

Activity Status:
Open

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

Grantee/PJ Activity ID:

Initial Funding Date:

Activity	Program	*Activity Category (tip)	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
	CDBG	Does this activity use Section 108 loan?* No <input type="button" value="Change answer"/>	Yes	No	<input type="button" value="Edit CDBG"/>	<input type="button" value="Edit CDBG Accomp."/>	<input type="button" value="Check CDBG"/>
	ESG	None	No	No			
	HOME	None	No	No	<input type="button" value="Add HOME"/>	<input type="button" value="Add HOME Accomp."/>	
	HOPWA	None	No	No			
	CDBG-R	None	No	No	<input type="button" value="Add CDBG-R"/>	<input type="button" value="Add CDBG-R Accomp."/>	
	HPRP	None	No	No			
	TCAP	None	No	No	<input type="button" value="Add TCAP"/>	<input type="button" value="Add TCAP Accomp."/>	
	HESG	None	No	No		Grantees will enter Accomp data into e-SNAPS	
	HOPWA-	None	No	No			
	<input type="button" value="Activity Funding"/>						

This screen is discussed in detail on page 3-7. For now, look at the READY TO FUND field in the Activity box. If it is **No**, then required setup information is missing. It must be input before the activity can be funded. If it is **Yes**, then all required setup information has been input and you can proceed to the funding step. Clicking the [Activity Funding] button at the lower left of the Activity box accesses the funding option, the subject of the next chapter.