



IDIS for CDBG Entitlement Communities



U.S. Department of Housing and Urban Development

PREFACE

Purpose

This manual explains how to set up, fund, draw funds, and report accomplishments and performance measures for CDBG activities in IDIS. Topics related to these CDBG-specific processes are also covered.

Intended Audience

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

Contents

Chapter 1 provides a brief overview of the major components of IDIS.

Chapter 2 shows how to add and maintain projects.

Chapter 3 covers the activity screens that are common to all CPD programs.

Chapter 4 explains the CDBG-specific activity setup screens.

Chapters 5 and 6 cover activity funding and drawdowns. Chapter 7 shows how to receipt program income and repayments of grant funds to the local account.

Chapter 8 explains how to process activities funded with Section 108 Loan Guarantee funds and loan program income.

Chapter 9 outlines the process of CDBG accomplishment reporting.

Chapters 10 through 14 give detailed instructions on reporting accomplishments and performance measures for CDBG area benefit (LMA), limited clientele benefit (LMC), low/mod housing benefit (LMH), low/mod job creation and retention (LMJ), slum/blight (SBA, SBR, SBS), and urgent need (URG) activities.

Chapter 15 discusses CDBG activities that have been flagged as at risk.

Chapter 16 provides guidance on cancelling activities with CDBG draws.

Chapter 17 covers the grant function.

Chapter 18 explains the process of returning grant funds to the letter of credit or local account.

Chapter 19 covers the grantee function.

Supporting material is provided in the appendices.

What is Not Covered

Five IDIS functions—Consolidated Plan/Action Plan, Reports, Admin, Data Downloads, and EDI—are not covered here.

For the Con Plan/Action Plan, visit the [eCon Planning Suite](#) site. For the other functions, go to the [main IDIS](#) webpage and under “Featured Topics” see:

- How to Run Reports in IDIS OnLine
- Grantee Local Administrator Guide
- IDIS OnLine Data Download Documentation
- IDIS OnLine EDI Documentation

Additional Resources

- The [main IDIS](#) page
- The IDIS News section of the IDIS Welcome page
- The [IDIS Resources for the CDBG Program](#) page
- The HUD Exchange [Ask A Question](#) page

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Chapter 1

AN OVERVIEW OF IDIS

The Integrated Disbursement and Information System (IDIS) is the online system for CPD's CDBG, ESG, HOME, and HOPWA formula grant programs and for the HOPWA Competitive Program. Grantees also use IDIS for three Recovery Act programs: CDBG-R (CDBG Recovery Act Funds), TCAP (Tax Credit Assistance Program), and HPRP (Homelessness Prevention and Rapid Re-Housing Program).

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

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

COMPONENTS

The basic components of IDIS are:

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

Each is described below.

Grants, Subfunds, and Subgrants

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

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

Consolidated Plan and Action Plan

Each year, a CPD formula grantee creates either a Consolidated Plan or an Action Plan (the section of the Consolidated Plan that is updated and submitted to HUD annually). In the Plan, the grantee identifies community needs, resources, and priorities, and describes the

projects to be undertaken with CDBG, HOME, ESG, and/or HOPWA funds in the upcoming year.

Projects

IDIS projects generally correspond to the grantee's Consolidated Plan/Annual Action Plan projects. These projects are high-level descriptions of what the grantee intends to accomplish over the next year. Information about each project, such as name, description, estimated budget, and expected accomplishments, is either uploaded into IDIS or input directly into the system by grantees. Each IDIS project is set up under a specific Plan year. Projects also serve as the chief mechanism for organizing and tracking related activities in IDIS.

Activity Setup

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

Activity Funding

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

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

Receipts

Grantees create receipts in IDIS to record CDBG funds deposited in their local CDBG accounts, including program income and repayments. These funds are to be used to pay CDBG program expenses before funds are drawn from the line of credit.

Drawdowns

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

Accomplishment Reporting and Activity Completion

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

Reports

IDIS offers numerous reports to grantees, including program year, activity, and financial reports. Several of them, such as the Grantee Performance Report (PR03), Summary of Accomplishments (PR23), and CDBG Financial Summary Report (PR26), are specific to CDBG.

Security

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

FUNCTIONS

IDIS functions are accessed by clicking tabs on the menu bar running across the top of the screen and then clicking links listed on the left side of the page. For example, clicking the Plans/Projects/Activities tab at the top of the Welcome page displays the screen below:

Links to Activity, Project, Consolidated Plan, Annual Action Plan, and CAPER functions are listed on the navigation bar at the left. To create a new project, you would click the Project Add link; to update an existing project, you would click the Project Search link. The functions that each tab on the menu bar accesses are:

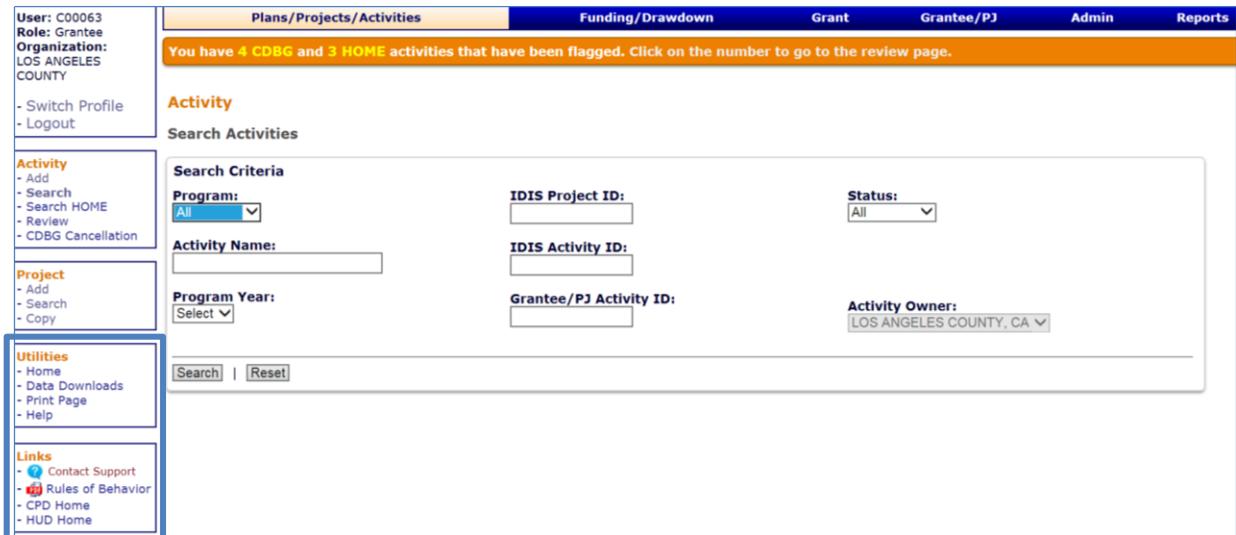
Tab	Functions
Plans/Projects/Activities	Activity Project Consolidated Plan Annual Action Plan CAPER
Funding/Drawdown	Activity Funding Drawdown Receipt Section 108 Loan

Tab	Functions
Grant	Grant Subfund Subgrant Subfund Program Income Subgrant Program Income
Grantee/PJ	Grantee/PJ Subordinate Carrying Out Organization
Admin	Not covered in this manual
Reports	View Reports Report Parameters

The tabs, functions, and links available to you depend on your security profile. For example, if you're not authorized to perform any Administrative functions, the Admin tab will not be displayed. If you are not authorized to access the Consolidated Plan, Annual Action Plan, and CAPER functions (which are not covered in this manual), they will not be listed after the Project links. If you're not authorized to create new activities, the Add link will not be displayed for the Activity function.

UTILITIES AND LINKS

Also listed on the navigation bar of every page are Utilities and Links:



The utilities are:

Home – Displays the IDIS Welcome page.

Data Downloads – Displays the Run Data Extract page. For instructions on running data downloads, go to the [main IDIS](#) page and click on the [IDIS OnLine Data Download Documentation](#) link under the "Featured Topics" heading.

Print Page – Prints the current page.

Help – Displays a help screen (if available) for the IDIS page you are on.

The available links are:

Contact Support – Provides access to HUD Exchange [Ask A Question](#), the help desk for IDIS.

Rules of Behavior – Displays a document outlining the specific responsibilities and expected behavior of IDIS users.

CPD Home – Displays the Community Planning and Development home page.

HUD Home – Displays the hud.gov page.

Clicking a utility or link does not log you out of IDIS.

FLAGGED CDBG ACTIVITIES

Notice the orange banner on the screen print below. It is displayed at the top of every IDIS screen if you have CDBG and/or HOME activities that have been flagged as being at risk:



Clicking the CDBG link in the banner displays the CDBG Review Activities screen, which is covered in Chapter 15. If no activities have been flagged, neither the banner nor the Activity [Review](#) link on the navigation bar is shown.

Chapter 2

PROJECTS

IDIS projects correspond to your Consolidated Plan/Action Plan projects, which describe the work you will be carrying out in the coming program year with the CPD grant funds you are awarded. Each IDIS project is set up under a specific plan year.

For grantees who use IDIS to submit their Consolidated Plan or Annual Action Plan, the Plan projects are added as IDIS projects when the Plan is approved. For more information on completing the Consolidated Plan and Annual Action Plan in IDIS, see [Consolidated Plan Guides and Tools](#).

ACCESSING THE PROJECT FUNCTIONS

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

The screenshot displays the IDIS web application interface. On the left is a sidebar with navigation menus: **User:** C00063, Role: Grantee, Organization: FLORENCE, with links for Switch Profile and Logout; **Activity:** Add, Search, Search HOME, Review, CDBG Cancellation; **Project:** Add, Search, Copy; **Utilities:** Home, Data Downloads, Print Page, Help; and **Links:** Contact Support, Rules of Behavior, CPD Home, HUD Home. The main content area has a top navigation bar with tabs: Plans/Projects/Activities (selected), Funding/Drawdown, Grant, Grantee/PJ, and Admin. Below the navigation bar is an orange notification banner: "You have 1 CDBG activities that have been flagged. Click on the number to go to the review page." The main section is titled "Activity" and "Search Activities". It contains a "Search Criteria" form with the following fields: Program (dropdown menu with "All" selected), Activity Name (text input), Program Year (dropdown menu with "Select" selected), IDIS Project ID (text input), IDIS Activity ID (text input), Grantee/PJ Activity ID (text input), Status (dropdown menu with "All" selected), and Activity Owner (dropdown menu with "FLORENCE, SC" selected). At the bottom of the search form are "Search" and "Reset" buttons.

The Add, Search, and Copy functions are explained below.

ADD PROJECTS

This section explains how to add a project manually in IDIS. Note that if you submit your Consolidated Plan or Annual Action Plan via IDIS, any projects that you add manually will not be properly tied to the Action Plan.

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

Project

Add Project

|

*Indicates Required Field

Grantee/PJ Name:
FLORENCE

Program Year

*Program Year: Add New Program Year:
(ex: yyyy)

IDIS Project ID:

*Project Title:

Grantee/PJ Project ID:

Description:

Allow Another Organization to Set up Activities under this Project: i

Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs): i

Grant # (only for HOPWA-C program): ▾

Estimated Amount (Including Program Income)

Section 108 Loan amount	\$	<input type="text" value="0.00"/>
CDBG	\$	<input type="text" value="0.00"/>
HOME	\$	<input type="text" value="0.00"/>
ESG	\$	<input type="text" value="0.00"/>
HOPWA	\$	<input type="text" value="0.00"/>
CDBG-R	\$	<input type="text" value="0.00"/>
HPRP	\$	<input type="text" value="0.00"/>
TCAP	\$	<input type="text" value="0.00"/>
HESG	\$	<input type="text" value="0.00"/>
HOPWA-C	\$	<input type="text" value="0.00"/>
Total		<input type="text" value="0.00"/>

|

The required fields on the Add Project screen are PROGRAM YEAR, PROJECT TITLE, and ESTIMATED AMOUNT.

Field	Description
Grantee/PJ Name	This read-only field shows the name of the grantee whose Consolidated Plan/Action Plan this project is being set up under.
Program Year	Select the program year under which the project is to be set up. If the year you want is not listed, leave this field blank and tab to the next field, ADD NEW PROGRAM YEAR.
Add New Program Year	To add a year that is not listed on the PROGRAM YEAR dropdown, click this box and type in the new year.
IDIS Project ID	Initially this field is blank. The system assigns an ID the first time the project is saved.
Project Title	Enter a name for the project, following the naming standards your organization has established.
Grantee/PJ Project ID	To assign your own identifier to this project, enter it here.
Description	A description of the project is optional.
Allow Another Organization to Set Up Activities under this Project	<p>To allow users at another organization to set up activities under this project:</p> <ul style="list-style-type: none"> • Click the [Select Organization] button. • On the Select Organization page, enter search criteria if you wish or leave the search fields blank. • Click the [Search] button. • Select an organization by clicking first on the radio button next to its name and then on the [Select] button. <p>To return to the Add Project page without selecting an organization, click the [Cancel] button.</p>
Assign Sponsor for this Project (only for HOPWA or HOPWA-C Programs)	Not applicable to CDBG projects.
Grant # (only for HOPWA-C program)	Not applicable to CDBG projects.
Estimated Amount (Including Program Income)	<p>Enter the amount(s) of Section 108 loan funds and/or grant funds and program income budgeted for this project. You must enter one amount; you may enter more than one.</p> <p>Input amounts as dollars and cents. If you omit the cents, the system will append '.00'.</p>

Click the [Save] button to add the project or the [Reset] button to exit without saving. When a project is saved, the screen is returned in edit mode (see page 2-6). Clicking [Reset] displays the Search Projects screen, explained on the next page.

EDIT/VIEW PROJECTS

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

SEARCH PROJECTS SCREEN

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

Field	Description
Program Year	To limit the results to a particular year, select it from the dropdown.
IDIS Project ID	To limit the results to a particular project, enter the project's system-assigned ID. Specifying a PROGRAM YEAR and an IDIS PROJECT ID will uniquely identify a project.
Program	Specify a program to narrow the results to projects where the ESTIMATED AMOUNT for the selected program is greater than zero.
Grantee/PJ Project ID	Limit the results to projects with a GRANTEE/PROJECT ID that contains the text string you enter here.
Project Title	Limit the results to projects with a PROJECT TITLE that contains the text string you enter here.
Status	Search for projects with a particular status by selecting Open or Canceled .

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

Project

Search Projects

Search Criteria

Program Year: **Program:** **Project Title:**

IDIS Project ID: **Grantee/PJ Project ID:** **Status:**

|

Results Page 1 of 1

Program Year	IDIS Project ID	Grantee/PJ Project ID	Project Title	Project Owner	Status	Action
2015	1		Emergency Rehabilitation	FLORENCE, SC	Open	Edit View
2015	2		Downpayment Assistance	FLORENCE, SC	Open	Edit View
2015	3		Pee Dee Community Action Agency Transitional Shelter	FLORENCE, SC	Open	Edit View
2015	4		Manna House	FLORENCE, SC	Open	Edit View
2015	5		The Salvation Army	FLORENCE, SC	Open	Edit View
2015	6		Who So Ever	FLORENCE, SC	Open	Edit View
2015	7		Lighthouse Ministries	FLORENCE, SC	Open	Edit View

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

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

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

EDIT PROJECT SCREEN

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

Project

Edit Project

|
 |
 |
 |

***Indicates Required Field**

Grantee/PJ Name:
FLORENCE

Program Year:
2015

IDIS Project ID:
1

Status:
Open

***Project Title:**

Grantee/PJ Project ID:

Description:

Allow Another Organization to Set up Activities under this Project: ⓘ

Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs): ⓘ

Grant # (only for HOPWA-C program): ▾

Estimated Amount (Including Program Income)

Section 108 Loan amount	\$	<input type="text" value="0.00"/>
CDBG	\$	<input type="text" value="41710.00"/>
HOME	\$	<input type="text" value="0.00"/>
ESG	\$	<input type="text" value="0.00"/>
HOPWA	\$	<input type="text" value="0.00"/>
CDBG-R	\$	<input type="text" value="0.00"/>
HPRP	\$	<input type="text" value="0.00"/>
TCAP	\$	<input type="text" value="0.00"/>
HESG	\$	<input type="text" value="0.00"/>
HOPWA-C	\$	<input type="text" value="0.00"/>
Total		<input type="text" value="41710.00"/>

|
 |
 |
 |

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

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

Click the [Save] button to save your changes or the [Return to Projects] button to exit without saving.

Additional buttons on this screen are:

- [View History], enabled only if any ESTIMATED AMOUNT has ever been changed. Clicking it displays the Project History screen, which shows what the amount(s) were changed from.
- [View Activities], which displays a list of the activities set up under a project. There is a link for returning to the Edit Project screen next to the [Reset] button on the activity list page.
- [Cancel Project], enabled only if there are no activities or only canceled activities set up under the project. Click it to change the project status to Canceled, meaning that activities cannot be set up under it. You will be asked to confirm the cancellation on another screen. A project that has been canceled may be reopened (see page 2-9).

COPY PROJECTS

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

Project

Copy Project

*Indicates Required Field

Search Criteria

Program Year: **Program:** **Project Title:**

IDIS Project ID: **Grantee/PJ Project ID:**

(ex: nnnn) (ex: x-nnnn-xxxx)

|

Program Year

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

(ex: yyyy)

Results Page 1 of 20

Program Year	IDIS Project ID	Grantee/PJ Project ID	Project Title	*Copy
2015	1		Emergency Rehabilitation	<input type="checkbox"/>
2015	2		Downpayment Assistance	<input type="checkbox"/>
2015	3		Pee Dee Community Action Agency Transitional Shelter	<input type="checkbox"/>
2015	4		Manna House	<input type="checkbox"/>
2015	5		The Salvation Army	<input type="checkbox"/>
2015	6		Who So Ever	<input type="checkbox"/>
2015	7		Lighthouse Ministries	<input type="checkbox"/>
2014	1	510-810010-F0156	Planning and Administration 2014	<input type="checkbox"/>
2014	2	510-810010-F0157	Recreation Improvements Section 108 Loan Repayment 2015	<input type="checkbox"/>
2014	3	510-810010-F0158	Emergency Rehabilitation 2014	<input type="checkbox"/>

1 2 3 4 5 6 7 8 9 10 Next 10 Results

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

Search Criteria

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

Program Year

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

Results

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

REOPEN A CANCELED PROJECT

To change the status of a project from Canceled back to Open, choose the [View](#) link for the canceled project on the Search Projects screen (see pages 2-4 and 2-5). The View Project screen is displayed:

Project

View Project

[Return To Projects](#) | [Reopen Project](#)

Grantee/PJ Name:
FLORENCE

Program Year:
2013

IDIS Project ID:
5

Status:
Canceled

Project Title:
Abandoned House/Vacant Lot Clearance

Grantee/PJ Project ID:
510-810010-F0152

Description:
Demolition of Selected Abandoned Houses and Clearance of Selected Vacant Lots within the CDBG Target Area

Allow Another Organization to Set up Activities under this Project: [\(tip\)](#)

Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs): [\(tip\)](#)

Grant # (only for HOPWA-C program):

Estimated Amount (Including Program Income)

Section 108 Loan amount	\$0.00
CDBG	\$66,626.00
HOME	\$0.00
ESG	\$0.00
HOPWA	\$0.00
CDBG-R	\$0.00
HPRP	\$0.00
TCAP	\$0.00
HESG	\$0.00
HOPWA-C	\$0.00
Total	\$66,626.00

[Return To Projects](#) | [Reopen Project](#)

Click the [Reopen Project] button at the top/bottom of the screen. The Search Projects screen is redisplayed showing the project with a STATUS of Open.

To exit without reopening the canceled project, click the [Return to Projects] button.

Chapter 3

THE COMMON ACTIVITY SCREENS

CDBG, HOME, ESG, HOPWA, and the Recovery Act programs all use the same screens to add a new activity, access an existing activity for update, copy an activity, and reopen a completed or canceled activity. These common screens are explained in this chapter.

ACCESSING THE COMMON ACTIVITY FUNCTIONS

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

User: C00063
Role: Grantee
Organization: CHESTER COUNTY
- Switch Profile
- Logout

Activity
- Add
- Search
- Search HOME
- Review
- CDBG Cancellation

Project
- Add
- Search
- Copy

Consolidated Plans
- Add
- Copy
- Search

Annual Action Plans
- Add
- Copy
- Search

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

You have 2 CDBG activities that have been flagged. Click on the number to go to the review page.

Activity
Search Activities

Search Criteria

Program: All | IDIS Project ID: | Status: All

Activity Name: | IDIS Activity ID: |

Program Year: Select | Grantee/PJ Activity ID: | Activity Owner: CHESTER COUNTY, PA

Search | Reset

The Add link accesses the initial activity setup screen that must be filled in for every activity entered in IDIS. It is described starting on the next page.

The Search link displays the screen shown above, which is the starting point for processing existing activities. Turn to page 3-5 for details.

The Search HOME link is specific to the HOME Program and is not covered in this manual.

The Review link is listed only if the orange banner with a message alerting you that CDBG and/or HOME activities have been flagged is displayed at the top of the screen. It is explained in Chapter 15.

The CDBG Cancellation link lets you track your requests for Field Office approval to cancel CDBG activities with draws. See Chapter 16 for details.

ADD ACTIVITIES

Click the Activity [Add](#) link on any Plans/Projects/Activities tab screen to display the Add Activity screen:

Activity
Add Activity

Save | Cancel

*Indicates Required Field

***Activity Owner:** CHESTER COUNTY, PA

***IDIS Project ID/Project Title (Program Year):**

***Activity Name:**

Program	*Activity Category	Ready to Fund	Setup Detail
CDBG	Will this activity use Section 108 loan?* No <input type="button" value="Change answer"/> None <input type="text"/>	No	<input type="button" value="Add CDBG"/>
ESG	None <input type="text"/>	No	<input type="button" value="Add ESG"/>
HOME	None <input type="text"/>	No	<input type="button" value="Add HOME"/>
HOPWA	None <input type="text"/>	No	<input type="button" value="Add HOPWA"/>

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

HEROS Environmental Review ID **Comments (tip)**

Activity Description:

The following instructions are for CDBG-funded activities.

Field	Description
Activity Owner	If the name of the grantee whose Action Plan project the activity is to be set up under is not shown in this field, select the correct grantee from the dropdown.
IDIS Project ID/Project Title (Program Year)	To select the program year and project for the activity: <ol style="list-style-type: none"> 1. Click the [Select Project] button. The Search Projects screen is displayed. 2. On the Search Projects screen, enter search criteria to find the program year and project you want to assign to the activity. Click [Search] to display the results.

Field	Description
	<p>3. In the last column of the results table, click "Select" for the Program Year and Project to be assigned.</p> <p>Your selection is displayed in the IDIS Project ID/Project Title (Program Year) field. To change the program year and project, click the [Change Project] button.</p>
Activity Name	<p>Enter a name for the activity.</p> <p>Because this field appears on numerous IDIS reports, do not include any personal information (such as beneficiary name) as part of the ACTIVITY NAME. This error is especially common in the names of housing rehab activities.</p>
Grantee/PJ Activity ID	<p>This field is optional. If you wish to assign your own identifier to an activity, enter it here.</p>
Program	<p>All of the programs for which you have activity setup authority are listed. Only the CDBG entitlements program is covered in this manual.</p>
Activity Category	<p>If the activity you are setting up will be funded with a Section 108 loan, click the [Change Answer] button to set the WILL THIS ACTIVITY USE SECTION 108 LOAN FIELD? to Yes.</p> <p>For CDBG, the activity categories are the matrix codes. The activity category/matrix code is one of the most critical data items you will enter when setting up a CDBG activity. The matrix code, along with the national objective you will specify for the activity, identifies the purpose and eligibility of the assistance being provided. Together, they determine the type of accomplishments you will report.</p> <p>For the accomplishment data you report in IDIS to be accurate and useful, it is <u>very important</u> that you assign the most appropriate and most specific matrix code to each activity. Information to assist you in making the correct selection is provided in:</p> <ul style="list-style-type: none"> • Appendix A – definitions of CDBG matrix codes • Appendix B – definitions of CDBG national objectives • Appendix C – valid matrix code/national objective/ accomplishment type combinations <p>If you are still unsure about which matrix code to assign to an activity after reviewing this material, your CPD Field Office representative can help you.</p>
Ready to Fund	<p>This read-only field is always No on the Add Activity screen.</p>
Setup Detail [Add CDBG]	<p>Once all required data fields have been input, clicking this button displays the first CDBG setup screen. Note that one required field, ENVIRONMENTAL REVIEW, comes <i>after</i> the [Add CDBG] button.</p>
Environmental Review	<p>Select Completed, Exempt, or Underway, as appropriate.</p>

Field	Description
Allow Another Organization to Access this Activity	<p>If you want IDIS users at another organization to be able to access this activity:</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. 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. <p>To return to the Add Activity page without selecting an organization, click the [Cancel] button.</p>
HEROS Environmental Review ID	<p>Optional. To add the HEROS (HUD Environmental Review Online System) environmental review ID number associated with the activity, click the [Search for Review ID] button to display the Search Environmental Review IDs screen. Run a search to find the appropriate ID, then click its <u>Select</u> link in the last column of the results table. The Add Activity screen is redisplayed with the Review ID you just selected.</p>
Comments	<p>An optional field for your remarks about the environmental review.</p>
Activity Description	<p>A description of the activity is optional but strongly recommended.</p>

If you are setting up an administrative/planning activity with a matrix code of 19F, 19G, 20, 21*, 22, or 24A-24C, there are no additional screens to fill in, so just click the [Save] button. The screen is redisplayed in edit mode, and the activity is ready to be funded (see Chapter 5).

Otherwise, click the [Add CDBG] button to display the first CDBG setup screen. The CDBG setup screens are described in Chapter 4.

EDIT/VIEW ACTIVITIES

To view or update an existing activity (e.g., modify previously entered setup information, add/update CDBG accomplishment data, or change the activity’s status), you must first conduct a search to retrieve it.

SEARCH ACTIVITIES SCREEN

Click the Activity [Search](#) link on any Plans/Projects/Activities tab screen to access the Search Activities screen:

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

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

Search Field	Description
Program	To limit the results to a particular program, select it from the dropdown.
Activity Name	Limit the results to activities with a name containing the text string you input here.
Program Year	To limit the results to activities set up under the projects of a particular PROGRAM YEAR, select it from the dropdown.
IDIS Project ID	Limit the results to activities set up under the project ID you enter here.
IDIS Activity ID	The quickest way to retrieve a particular activity is to enter its IDIS ACTIVITY ID. Since this is the unique identifier for an activity, there is no need to input any other search criteria.

Search Field	Description
Grantee/PJ Activity ID	Limit the results to activities with a grantee/PJ activity ID containing the text string you input here.
Status	To limit the results to activities with a particular status, select Open , Completed , or Canceled .
Activity Owner	Most users will not be able to change this field. Those who can should select the grantee who owns the project that the activity is set up under.

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

Activity

Search Activities

Search Criteria

Program: CDBG ▼	IDIS Project ID: <input type="text"/>	Status: All ▼
Activity Name: <input type="text"/>	IDIS Activity ID: <input type="text"/>	
Program Year: 2015 ▼	Grantee/PJ Activity ID: <input type="text"/>	Activity Owner: CHESTER COUNTY, PA ▼

[Search](#) | [Reset](#)

Results Page 1 of 1

Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Status	Activity Owner	Action
Guzman Rehab	2015/3	2470	2470	Open	CHESTER COUNTY, PA	Edit View
Rehab - Wray	2015/3	2469	2469	Open	CHESTER COUNTY, PA	Edit View
Young Rehab	2015/3	2465	2465	Open	CHESTER COUNTY, PA	Edit View
Rehab - Sides	2015/3	2464	2464	Open	CHESTER COUNTY, PA	Edit View

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

Select the activity you want to process by clicking its [Edit](#) or [View](#) link in the last column. Only the [View](#) link will be available for completed and canceled activities and for users not authorized to update activities.

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

EDIT ACTIVITY SCREEN

This screen is very similar to the Add Activity screen:

Activity

Edit Activity

|

***Indicates Required Field**

Activity Owner:
CHESTER COUNTY, PA

IDIS Activity ID:
2464

IDIS Project ID/Project Title (Program Year):
3/Home Construction and Community Revitalization (2015)

***Activity Name:**

Activity Status:

Completion 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?* <input type="text" value="No"/> <input type="button" value="Change answer"/> <input type="text" value="14A - Rehab; Single-Unit Residential"/>	Yes	No	<input type="button" value="Edit CDBG"/>	<input type="button" value="Add CDBG Accomp."/>	<input type="button" value="Check CDBG"/>
ESG	<input type="text" value="None"/>	No	No	<input type="button" value="Add ESG"/>	<input type="button" value="Add ESG Accomp."/>	
HOME	<input type="text" value="None"/>	No	No	<input type="button" value="Add HOME"/>	<input type="button" value="Add HOME Accomp."/>	
HOPWA	<input type="text" value="None"/>	No	No	<input type="button" value="Add HOPWA"/>	<input type="button" value="Add HOPWA Accomp."/>	
CDBG-R	None	No	No			
HPRP	None	No	No			
TCAP	None	No	No			
HESG	None	No	No		Grantees will enter Accomp data into e-SNAPS	
HOPWA-C	None	No	No			

***Environmental Review:**

Allow Another Organization to Access this Activity (tip)

HEROS Environmental Review ID **Comments (tip)**

Activity Description:

This activity will provide funds for a home rehab in North Coventry Township, PA

|

Field	Description
Activity Owner	Same as the Add Activity screen.
IDIS Activity ID	The system-generated identifier for the activity.
IDIS Project ID/Project Title (Program Year)	To select a different program year and/or project, click the [Change Project] button.
Activity Name	Same as the Add Activity screen.
Activity Status	<p>An activity's status may be Open, Canceled, or Completed.</p> <p>A status of Open is automatically assigned to a new activity.</p> <p>An activity for which no draws have been made may be canceled at any time by selecting that status from the dropdown. For instructions on cancelling an activity with draws, see Chapter 16.</p> <p>Guidance on updating the status to Completed is provided on page 3-10.</p>
Completion Date	If you change the status of the activity to Completed or Canceled, enter the completion/cancellation date in this field or leave it blank to default to today's date.
Grantee/PJ Activity ID	Same as the Add Activity screen.
Initial Funding Date	The date this activity was initially funded via the Activity Funding option. It is system-assigned and cannot be changed.
Program	Only the CDBG entitlement program is covered in this manual.
Activity Category	Change the matrix code of the activity if appropriate. When you do, the message "Changing the activity category may result in loss of data. Do you wish to continue?" is displayed. Click [OK] or [Cancel], as appropriate.
Ready to Fund	<p>If this read-only field is No, then required setup data are missing. It must be provided before the activity can be funded.</p> <p>If it is Yes, then all required setup data have been input and the activity can be funded. You can access the funding screens by clicking the [Activity Funding] button at the lower left of the Activity box.</p>
Funded	This read-only field is No if the activity has not been funded and Yes if it has.
Setup Detail [Add/Edit CDBG]	<p>Click this button to save any changes you have made on this screen and access the CDBG setup screens for the activity.</p> <p>If the button label is [Add CDBG Detail], then no setup data have been entered. If it is [Edit CDBG Detail], then some or all setup data have been input and can be updated.</p> <p>The button is inactive for admin/planning activities (matrix codes 19F, 19G, 20, 21*, 22, and 24A-24C), since there are no additional setup screens.</p>

Field	Description
Accomplishment [Add/Edit CDBG]	<p>Click this button to save your updates and access the CDBG completion screens for the activity.</p> <p>If the button label is [Add CDBG Accomp.] then no accomplishment data have been input. If it is [Edit CDBG Detail], then some or all accomplishment data have been input and can be updated. The button is inactive if required setup data are missing. That data must be input before the completion screens can be accessed.</p> <p>The button is also inactive for admin/planning activities, for which there are no completion screens.</p>
Completion Check [Check CDBG]	<p>Before the status of a CDBG-funded activity can be changed to Completed, you must click the [Check CDBG] button to run a completion check. See page 3-10 for details.</p>
Environmental Review	<p>Same as the Add Activity screen.</p>
Allow Another Organization to Access this Activity	<p>Same as the Add Activity screen.</p>
HEROS Environmental Review ID	<p>Same as the Add Activity screen.</p>
Comments	<p>Same as the Add Activity screen.</p>
Activity Description	<p>Same as the Add Activity screen.</p>

When you have finished updating the data on this screen, click:

- The [Add CDBG] or [Edit CDBG] button to access the CDBG setup screens, which are explained in detail in Chapter 4.
- The [Add CDBG Accomp.] or [Edit CDBG Accomp.] button to access the CDBG accomplishment screens. Turn to Chapter 9 for information about them.
- The [Save] button to save or the [Cancel] button to cancel any changes you made on this screen and redisplay the Search Activities screen.

UPDATING THE ACTIVITY STATUS TO COMPLETED

As mentioned earlier, the valid values for ACTIVITY STATUS are Open, Completed, and Canceled. IDIS automatically assigns a status of Open to a new activity. It is your responsibility to indicate when an activity has been completed or canceled.

The status of a CDBG activity should be set to Completed once all the funds have been spent, the national objective has been met, and all accomplishments have been reported.

Before changing the status, you should quickly review the setup data for accuracy and currency. Make sure, for example, that all information about the funds leveraged for an activity is complete and up-to-date.

IDIS will not allow the activity status to be updated until you run a "completion check." To do so, go to the Edit Activity screen (see page 3-7). You may need to scroll to the right to bring the Completion Check column into view:

Activity
Edit Activity

Save | Cancel

***Indicates Required Field**

Activity Owner:
CHESTER COUNTY, PA

Activity Status:
Open

IDIS Activity ID:
2352

Completion Date:
(mm/dd/yyyy)

IDIS Project ID/Project Title (Program Year):
3/Home Construction and Community Revitalization (2012)
Change Project

Grantee/PJ Activity ID:

***Activity Name:**
Valley Township - Irish Lane Reconstruction

Initial Funding Date:
02/07/2013

Program	*Activity Category (tip)	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	Does this activity use Section 108 loan?* No Change answer 03K - Street Improvements	Yes	Yes	Edit CDBG	Edit CDBG Accomp.	Check CDBG

Click the [Check CDBG] button. Respond to any error messages, rerunning the check as many times as needed to get the message "CDBG activity pathway is complete."

Once the completion check has run successfully, the ACTIVITY STATUS and COMPLETION DATE fields, also on the Edit Activity screen, can be modified. Choose Completed from the ACTIVITY STATUS dropdown. Either provide a date in the COMPLETION DATE field, or leave it blank to default it to today's date. Click [Save] to save the updates and display the View Activity screen.

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

REOPEN ACTIVITY AND COPY ACTIVITY

To access these functions, choose the [View](#) link for an activity on the Search Activities screen (see pages 3-5 and 3-6).

The [Reopen Activity] button is displayed for completed and canceled activities. The [Copy this Activity] button is displayed for all activities.

Activity

View Activity

|

<p>Activity Owner: CHESTER COUNTY, PA</p> <p>IDIS Activity ID: 2439</p> <p>Program Year/IDIS Project ID/Project Title: 2014/3/Home Construction and Community Revitalization</p> <p>Activity Name: 2014 CDBG HPCC Housing Rehabilitation Program</p>	<p>Activity Status: Canceled</p> <p>Completion Date: 09/10/2014</p> <p>Grantee/PJ Activity ID: 2439</p> <p>Initial Funding Date:</p>
--	--

Activity

Program	Activity Category	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	Does this activity use Section 108 loan? - No 14A - Rehab; Single-Unit Residential	No	No	View CDBG		
ESG		No	No			
HOME		No	No			
HOPWA		No	No			

Environmental Review:
UNDERWAY

No other organization is allowed access to this activity

HEROS Environmental Review ID	Comments

Activity Description:

Clicking the [Reopen Activity] button displays the activity on the Edit Activity screen with the message "Activity has been reopened successfully." The ACTIVITY STATUS is reset from Completed or Canceled to Open and the COMPLETION DATE is reset to blank.

Clicking the [Copy Activity] button displays the message "Are you sure you want to copy?" Click [OK] to continue. The copied activity is displayed on the Edit Activity screen with the message "Activity copied to new activity with IDIS activity ID nnnnn." To move the copied activity to a different project, change its PROGRAM YEAR and/or IDIS PROJECT ID on the Edit Activity screen.

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

Save | Save and Continue | 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:**
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
---	--

Float Funds (Only Enter if Float Funded is Checked)

Float Principal Balance: (tip)
 \$

Date Float Funds to be Received:

 (mm/dd/yyyy)

| |

4-3

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; width: 100%;"></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	\$ 0.00
Section 108 Loan Guarantee	\$
ESG	\$
HOME	\$
HOPWA	\$

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

Activity Costs (HUD + Other Funds)	
	Amount
Total	\$ 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 485" 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 1205" 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="467 722 1414 932"> <thead> <tr> <th data-bbox="467 722 805 743">* Job Creation/Retention</th> <th colspan="2" data-bbox="805 743 1101 764">Total Job Count</th> <th colspan="2" data-bbox="1101 743 1252 764">Total Weekly Hours</th> <th data-bbox="1252 743 1414 764">Percent</th> </tr> <tr> <th data-bbox="467 764 805 848"></th> <th data-bbox="805 764 954 785">Full Time (tip)</th> <th data-bbox="954 764 1101 785">Full Time Low/Mod (tip)</th> <th data-bbox="1101 764 1252 785">Part Time (tip)</th> <th data-bbox="1252 764 1414 785">Part Time Low/Mod (tip)</th> <th data-bbox="1414 764 1477 785">Low/Mod Jobs</th> </tr> </thead> <tbody> <tr> <td data-bbox="467 848 805 890">Expect to Create</td> <td data-bbox="805 848 954 890"><input type="text"/></td> <td data-bbox="954 848 1101 890"><input type="text"/></td> <td data-bbox="1101 848 1252 890"><input type="text"/></td> <td data-bbox="1252 848 1414 890"><input type="text"/></td> <td data-bbox="1414 848 1477 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 1414 932"><input type="text"/></td> <td data-bbox="1414 890 1477 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):		Selected Census Tract(s):
<ul style="list-style-type: none"> 0701.00 0702.00 ^ 0703.00 0704.00 0705.00 0706.00 0709.00 0710.00 0711.00 v 0712.00 	<p>Select >></p> <p>Select All >></p> <p><< Remove</p> <p><< Remove All</p>	

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:

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"/> 03F - Parks, Recreational Facilities	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			

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.

Chapter 5

ACTIVITY FUNDING

Once you complete the setup screens for an activity, it is ready to be funded. The purpose of funding is to specify the amounts and the types of funds to be used for the activity. With the transition from first-in, first-out (FIFO) to grant-specific accounting in IDIS*, grantees must also specify the year of the CDBG grant from which funds are to be committed for grant years 2015 and later.

The entitlement CDBG fund types are:

Fund Type	Description
EN - Entitlement	Entitlement grant funds.
AD - Administration	Available if you have created an Administration subfund from EN funds (see Appendix K).
LA - Grant-Specific Repayment to Local Account	Available if you have receipted LA using the Receipts function (see Chapter 7).
PI - Program Income	Available if you have receipted PI using the Receipts function (see Chapter 7). Note: PI does not have to be funded before it can be drawn down in place of EN. For details, see page 5-4.
RL - Revolving Loan Funds	Available if you have receipted RL funds using the Receipts function (see Chapter 7).
SI - Section 108 Loan Income	Available if you have receipted Section 108 loan income using the Receipts function (see Chapter 7). SI may only be used to fund activities with matrix codes 19F, 19G, 24A, 24B, and 24C.
SL - Section 108 Loan	Available for activities where the WILL THIS ACTIVITY USE SECTION 108 LOAN field on the Add/Edit Activity screen is "Yes", provided information about the Section 108 loan(s) has been input by HUD HQ staff (see Chapter 8).
SU - Subgrant	Available if you have created a Subgrant subfund from EN funds (see Appendix K).

*For details, please see [Guidance for CDBG Grantees: Transition from First-In-First-Out to Grant-Specific Accounting in IDIS](#).

ACCESSING THE ACTIVITY FUNDING FUNCTIONS

To access the funding screens, you can click the Funding/Drawdown tab at the top of any page, click the Activity Funding [Search](#) link at the left on any Funding/Drawdown page, or click the [Activity Funding] button on the Edit Activity page. Coming from the Edit Activity page displays the Edit Activity Funding screen shown on page 5-4. Otherwise, the Search for Activities to Fund screen is displayed first.

SEARCH FOR ACTIVITIES TO FUND SCREEN

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

To conduct a search, you can:

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

Search Field	Description
Program	To limit the results to a particular program, select it from the dropdown.
Activity Name	Limit the results to activities with a name containing the text string you input here.
Program Year	To limit the results to activities set up under the projects of a particular PROGRAM YEAR, select that year from the dropdown.
IDIS Project ID	To limit the results to activities set up under a particular project, enter that project ID.
IDIS Activity ID	The quickest way to retrieve a particular activity is to enter its IDIS ACTIVITY ID. Since this uniquely identifies an activity, there is no need to input any other search criteria.
Grantee/PJ Activity ID	Limit the results to activities with a grantee/PJ activity ID containing the text string you input here.

Search Field	Description
Activity Status	To limit the results to activities with a particular status, select Open , Completed , or Canceled .
Activity Owner	Most users will not be able to change this field. Those who can should select the grantee who owns the project under which the activity to be funded has been set up.

Click the [Search] button to run the search and redisplay the screen with the search results.

Activity Funding

Search for Activities to Fund

Search Criteria

Program: **IDIS Project ID:** **Activity Status:**

Activity Name: **IDIS Activity ID:** ***Activity Owner:**

Program Year: **Grantee/PJ Activity ID:**

|

Results Page 1 of 3

Activity Name	Program Year / IDIS Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Activity Status	Activity Owner	Action
On-Site Parking Lot Improvements - Phase 1	2015/7	2164	Acct 43-01	Open	AURORA, IL	Not Ready to Fund
NRSA Commercial Facade Improvement Program	2015/12	2162	Acct 43-03	Open	AURORA, IL	Not Ready to Fund
Rebuilding Together Aurora- Safe at Home	2015/9	2160	Acct 43-20	Open	AURORA, IL	Add-Edit
PADS - Bathroom Rehabilitation	2015/7	2159	Acct 43-01	Open	AURORA, IL	Add-Edit
Kane County Lead-Based Paint Hazard Control Program	2015/9	2158	Acct 43-20	Open	AURORA, IL	Add-Edit
Joseph Corporation- Safety First Program Delivery	2015/9	2157	Acct 43-20	Open	AURORA, IL	Add-Edit
Fox Valley Habitat for Humanity- Working Families Rebuilding Neighborhoods	2015/9	2156	Acct 43-20	Open	AURORA, IL	Not Ready to Fund
City of Aurora Engineering Division- Residential Resurfacing Program	2015/5	2155	Acct 43-02	Open	AURORA, IL	Not Ready to Fund
City of Aurora NRD - Sm. Business Micro Lending Program	2015/12	2153	Acct 43-03	Open	AURORA, IL	Add-Edit
City of Aurora- CDBG Administration- 2015	2015/6	2151	Acct 43-89	Open	AURORA, IL	Add-Edit

1 2 3 Next 10 Results

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

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

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

For activities with a status of Open, the ACTION column will show **Not Ready to Fund** if required setup data are missing. The missing data must be provided before the funding screens can be accessed.

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

EDIT ACTIVITY FUNDING SCREEN

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

Activity Funding

Edit Activity Funding

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

***Indicates Required Field**

Activity Owner: AURORA, IL	Program Year/Project: 2015/8
IDIS Activity ID: 2140	Total Funded: \$0.00
Activity Name: Marie Wilkinson Child Development Center- Marie Wilkinson Daycare Service	Total Drawn: \$0.00

Funding Sources

Recipient Name: All Recipients ▼	Program: All Programs ▼	Fund Type: All Fund Types ▼
--	---	---

[Filter](#) | [Reset Filter](#)

Available Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
AURORA, IL	CDBG	EN	HUD	MC	\$4,887,641.57	\$0.00	\$0.00	Add-Edit View
AURORA, IL	CDBG	LA	HUD	MC	\$35,000.00	\$0.00	\$0.00	Add-Edit View
AURORA, IL	CDBG	PI	HUD	MC	\$3,800.00	\$0.00	\$0.00	Add-Edit View
AURORA, IL	CDBG	RL	HUD	MC	\$2,500.00	\$0.00	\$0.00	Add-Edit View

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

A note about PI: PI does not have to be explicitly funded before it can be drawn. When a draw is made for an activity, the system will automatically present the option of drawing available PI in place of EN. When unfunded PI is drawn in lieu of EN for an activity, EN funding is reduced and PI funding is increased by the amount of PI drawn.

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

Field	Description
Activity Owner <i>through</i> Program Year/Project	These read-only fields identify the activity you are processing.
Total Funded	The total amount of funds from all sources committed to this activity to date.
Total Drawn	The total amount of funds from all sources drawn for this activity to date, plus pending draws.
Funding Sources Recipient Name Program Fund Type	On initial display of this screen, all available funding sources are listed. Use these fields to filter the list of Available Funds by recipient name, program, and/or fund type (see below for field definitions).
[Filter]	Click this button to filter the list of Available Funds by the criteria you have selected.

Field	Description
[Reset]	Click this button to reset the filter fields to their defaults.
Available Funds	
Recipient Name	The name of the grantee or subgrantee.
Program	The CPD program that provided the grant.
Fund Type	<p>For CDBG entitlements, the fund types are:</p> <p>EN Entitlement AD Administration LA Grant-Specific Repayment to Local Account PI Program Income RL Revolving Loan Fund SI Section 108 Loan Income SL Section 108 Loan SU Subgrant</p> <p>For information about the availability of the fund types, please see page 5-1.</p>
Source Name	For entitlement grantees, HUD ; for subgrantees, the organization that provided the subgrant.
Source Type	For entitlement CDBG, MC or UC (the fourth and fifth characters of the CDBG grant number).
Available for Funding	The amount of this fund type that is available to commit to activities.
Funded Amount	The amount of this fund type that has already been committed to this activity.
Drawn Amount	The amount of this fund type that has already been drawn down for this activity.

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

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

Instructions for the Add-Edit Line Item screen follow.

ADD-EDIT FUNDING LINE ITEM SCREEN

The amount of money to be committed to the activity from the selected funding source is input on the Add-Edit Funding Line Item screen.

The version of the screen that is displayed depends on whether the funding source selected on the previous screen was a grant fund type (EN, AD, SU) a program-income fund type (PI or RL), or a repayment of grant funds to a local account (LA), as explained below.

Funding with EN, AD, and SU

When funding an activity with CDBG grants, the Add-Edit Funding Line Item screen looks like this:

Activity Funding
Add-Edit Funding Line Item

Return to Add-Edit Funding | Save | Cancel

Activity Owner: AURORA, IL **Program Year/Project:** 2015/8
IDIS Activity ID: 2140 **Total Funded:** \$0.00
Activity Name: Marie Wilkinson Child Development Center- Marie Wilkinson Daycare Service **Total Drawn:** \$0.00

Funding Source Pre-2015

Program	Grant Year (tip)	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
CDBG	Pre-2015	EN	HUD	MC	AURORA, IL	\$501,515.57	\$0.00	\$0.00

Current Funding for This Source

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

Add Grant Year

Funding Source

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
CDBG	2015	EN	HUD	MC	AURORA, IL	\$1,462,042.00	\$0.00	\$0.00
CDBG	2016	EN	HUD	MC	AURORA, IL	\$1,462,042.00	\$0.00	\$0.00
CDBG	2017	EN	HUD	MC	AURORA, IL	\$1,462,042.00	\$0.00	\$0.00

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2015	\$ <input type="text"/>	\$0.00
2016	\$ <input type="text"/>	\$0.00
2017	\$ <input type="text"/>	\$0.00

Return to Add-Edit Funding | Save | Cancel

During the transition from FIFO to grant-specific accounting in IDIS, the screen is divided into two sections:

- The first section, titled "Funding Source Pre-2015" (highlighted above in green) is used to fund activities with FY 2014 and earlier grants. You will fund activities from pre-2015 grants exactly as you have funded activities in the past, and IDIS will

continue to commit and disburse funds from the earliest pre-2015 grant with available funds (i.e., FIFO accounting).

- The second section, titled "Funding Source" (highlighted in blue) is used to commit funds from FY 2015 and subsequent grants. When funding activities from grant years 2015 and later, you will enter the amount to be committed by grant year and only the grant year(s) from which the activity is funded will be available for draws (i.e., grant-specific accounting).

Note that an activity may be funded with both the pre-2015 source and one or more grant-year specific sources.

For pre-2015 grants, the input fields are GRANT YEAR and FUNDED AMOUNT; for 2015 and later grants, the only input field is FUNDED AMOUNT.

Pre-2015 Grants	
Field	Description
Activity Owner <i>through</i> Total Drawn	Same as the Edit Activity Funding screen (see page 5-4 for field definitions).
Funding Source Pre-2015	
Program	CDBG.
Grant Year	Pre-2015.
Fund Type	The grant fund type selected on the previous screen— EN, AD, or SU.
Source Name <i>through</i> Recipient Name	Same as the AVAILABLE FUNDS fields on the Edit Activity Funding screen (see page 5-5 for field definitions).
Available for Funding	The amount of this fund type that is available to commit to activities from pre-2015 grants.
Funded Amount	The amount of this fund type that has already been committed to this activity from pre-2015 grants.
Drawn Amount	The amount of this fund type that has already been drawn down for this activity from pre-2015 grants.
Current Funding for This Source	
Grant Year	This field is optional and cannot be later than 2014. The user-entered GRANT YEAR has no effect on the FIFO processing of funding and draws. It is there solely to allow you to associate a year of your choosing with this funding.
Funded Amount	Enter or update the amount to be funded from pre-2015 grants in dollars and cents, with or without commas.
Drawn Amount	The amount of this fund type drawn to date for this activity and attributed by the user to this GRANT YEAR.

2015 and Later Grants	
Field	Description
Funding Source	
Program	Same as pre-2015 Funding Source field.
Grant Year	The fiscal year of the CDBG grant.
Fund Type	Same as pre-2015 Funding Source field.
Source Name <i>through</i> Recipient Name	Same as pre-2015 Funding Source field.
Available for Funding	The amount of this fund type that is available to commit to activities from this grant year.
Funded Amount	The amount of this fund type that has already been committed to this activity from this grant year.
Drawn Amount	The amount of this fund type that has already been drawn down for this activity from this grant year.
Current Funding for xFIFO	
Grant Year	Read-only.
Funded Amount	Enter or update the amount of this fund type to be committed from this GRANT YEAR.
Drawn Amount	The amount of this fund type that has been drawn to date from this GRANT YEAR.

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

When you click [Save], five fields in addition to the ones you input are updated. The TOTAL FUNDED and the FUNDED AMOUNT fields are increased and the AVAILABLE FOR FUNDING fields are reduced by the amount of the change in funding you just made:

Activity Funding

Add-Edit Funding Line Item

- Activity funded successfully.

Return to Add-Edit Funding | Save | Cancel

Activity Owner:
AURORA, IL

Program Year/Project:
2015/8

IDIS Activity ID:
2140

Total Funded:
\$76,000.00

Activity Name:
Marie Wilkinson Child Development Center- Marie Wilkinson Daycare Service

Total Drawn:
\$0.00

Funding Source Pre-2015

Program	Grant Year (tip)	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
CDBG	Pre-2015	EN	HUD	MC	AURORA, IL	\$426,515.57	\$75,000.00	\$0.00

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount
<input type="text"/>	\$ <input type="text" value="75,000.00"/>	<input type="text" value="\$0.00"/>

Add Grant Year

Funding Source

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
CDBG	2015	EN	HUD	MC	AURORA, IL	\$1,461,042.00	\$1,000.00	\$0.00
CDBG	2016	EN	HUD	MC	AURORA, IL	\$1,462,042.00	\$0.00	\$0.00
CDBG	2017	EN	HUD	MC	AURORA, IL	\$1,462,042.00	\$0.00	\$0.00

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2015	\$ <input type="text" value="1,000.00"/>	<input type="text" value="\$0.00"/>
2016	\$ <input type="text"/>	<input type="text" value="\$0.00"/>
2017	\$ <input type="text"/>	<input type="text" value="\$0.00"/>

Return to Add-Edit Funding | Save | Cancel

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

Funding with PI and RL

IDIS will continue to fund and draw program income (fund types PI and RL) from the earliest annual receipt account with available funds (i.e., FIFO). Consequently, each of these fund types is displayed on the Add-Edit Funding Line Item screen as a single funding source. (Note: The annual receipt accounts may be viewed using the Search Accounts function.)

Activity Funding

Add-Edit Funding Line Item

Return to Add-Edit Funding | Save | Cancel

Activity Owner: AURORA, IL	Program Year/Project: 2015/8
IDIS Activity ID: 2140	Total Funded: \$76,000.00
Activity Name: Marie Wilkinson Child Development Center- Marie Wilkinson Daycare Service	Total Drawn: \$0.00

Funding Source

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
CDBG	PI	HUD	MC	AURORA, IL	\$3,800.00	\$0.00	\$0.00

Current Funding for This Source

Program Year of Receipt	Funded Amount	Drawn Amount
2014	\$ 0.00	\$0.00

Add Program Year of Receipt

Return to Add-Edit Funding | Save | Cancel

The input fields are PROGRAM YEAR OF RECEIPT and FUNDED AMOUNT.

Field	Description
Activity Owner <i>through</i> Total Drawn	Same as the Edit Activity Funding screen (see page 5-4 for field definitions).
Funding Source	
Program	CDBG.
Fund Type	PI or RL.
Source Name <i>through</i> Drawn Amount	Same as the AVAILABLE FUNDS fields on the Edit Activity Funding screen (see page 5-5 for field definitions).
Current Funding for This Source	
Program Year of Receipt	This field is optional. The user-entered PROGRAM YEAR OF RECEIPT has no effect on the FIFO processing of funding and draws. It is there solely to allow you to associate a year of your choosing with this funding.
Funded Amount	Enter or update the amount to be funded in dollars and cents, with or without commas.
Drawn Amount	The amount of this fund type drawn to date for this activity and attributed by the user to this PROGRAM YEAR OF RECEIPT.

Click the [Save] button to save your input or the [Cancel] button to reset the PROGRAM YEAR OF RECEIPT and/or FUNDED AMOUNT fields to their previous values.

When you click [Save], three fields in addition to the ones you input are updated. The TOTAL FUNDED and the FUNDED AMOUNT fields are increased and the AVAILABLE FOR FUNDING field is reduced by the amount of the change in funding you just made:

Activity Funding

Add-Edit Funding Line Item

- Activity funded successfully.

Return to Add-Edit Funding | Save | Cancel

Activity Owner:
AURORA, IL

IDIS Activity ID:
2140

Activity Name:
Marie Wilkinson Child Development Center- Marie Wilkinson Daycare Service

Program Year/Project:
2015/8

Total Funded:
\$76,500.00

Total Drawn:
\$0.00

Funding Source

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
CDBG	PI	HUD	MC	AURORA, IL	\$3,300.00	\$500.00	\$0.00

Current Funding for This Source

Program Year of Receipt	Funded Amount	Drawn Amount
2014	\$ 500.00	\$0.00

Add Program Year of Receipt

Return to Add-Edit Funding | Save | Cancel

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

Funding with LA

LA funds are received by grant year and are, therefore, always committed to activities by grant year. In the example below, the only LA funds received are for FY 2009:

Activity Funding
Add-Edit Funding Line Item

Return to Add-Edit Funding | Save | Cancel

Activity Owner: AURORA, IL **Program Year/Project:** 2015/8
IDIS Activity ID: 2140 **Total Funded:** \$76,500.00
Activity Name: Marie Wilkinson Child Development Center- Marie Wilkinson Daycare Service **Total Drawn:** \$0.00

Funding Source

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
CDBG	2009	LA	HUD	MC	AURORA, IL	\$35,000.00	\$0.00	\$0.00

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2009	\$ <input type="text"/>	\$0.00

Return to Add-Edit Funding | Save | Cancel

The only input field is FUNDED AMOUNT.

Field	Description
Activity Owner <i>through</i> Total Drawn	Same as the Edit Activity Funding screen (see page 5-4 for field definitions).
Funding Source	
Program	CDBG.
Grant Year	The fiscal year of the grant to which funds were repaid to the local account.
Fund Type	LA.
Source Name <i>through</i> Drawn Amount	Same as the AVAILABLE FUNDS fields on the Edit Activity Funding screen (see page 5-5 for field definitions).
Current Funding for This Source	
Grant Year	Read-only. It shows the fiscal year of the grant to which funds were returned.
Funded Amount	Enter or update the amount to be funded in dollars and cents, with or without commas.
Drawn Amount	The amount of this fund type drawn to date from this GRANT YEAR for this activity.

Click the [Save] button to save your input or the [Cancel] button to reset the FUNDED AMOUNT fields to their previous values.

When you click [Save], three fields in addition to the ones you input are updated. The TOTAL FUNDED and the FUNDED AMOUNT fields are increased and the AVAILABLE FOR FUNDING field is reduced by the amount of the change in funding you just made:

Activity Funding

Add-Edit Funding Line Item

- Activity funded successfully.

Return to Add-Edit Funding | Save | Cancel

Activity Owner:
AURORA, IL

Program Year/Project:
2015/8

IDIS Activity ID:
2140

Total Funded:
\$81,500.00

Activity Name:
Marie Wilkinson Child Development Center- Marie Wilkinson Daycare Service

Total Drawn:
\$0.00

Funding Source

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
CDBG	2009	LA	HUD	MC	AURORA, IL	\$30,000.00	\$5,000.00	\$0.00

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2009	\$ 5,000.00	\$0.00

Return to Add-Edit Funding | Save | Cancel

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

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

Chapter 6

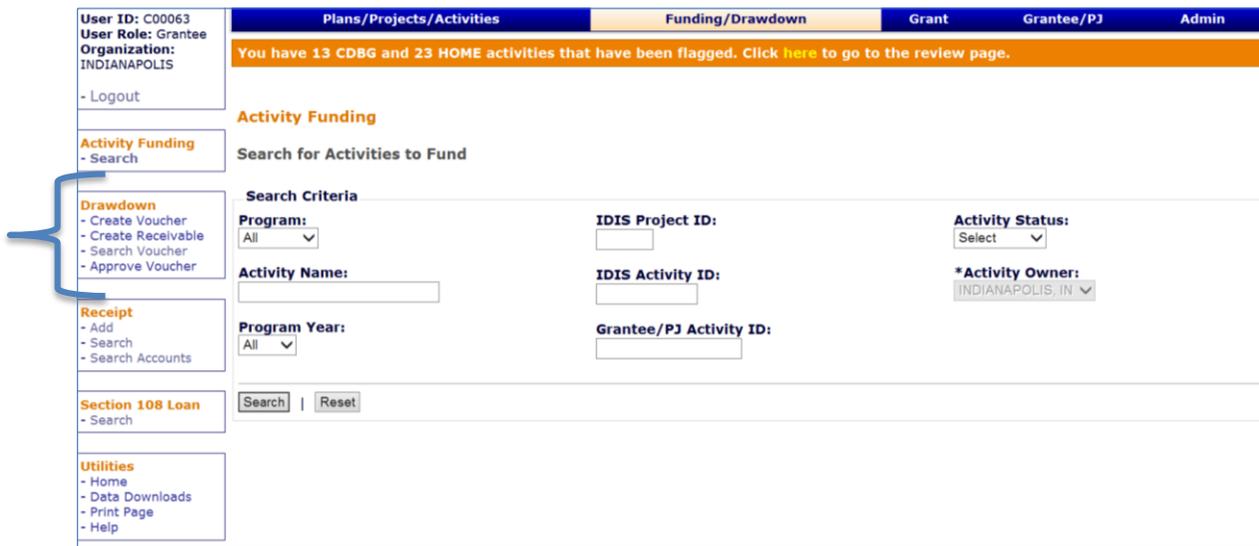
DRAWDOWNS

Drawdowns may be made for an activity after it has been funded and, except for PI, may only be made from the funding sources (or grant years) from which the activity was funded. The total amount drawn down cannot exceed the funded amount.

When working with drawdowns, keep in mind that program funds deposited in your local account (PI, RL, LA) are to be spent before CDBG grant funds are drawn down from the Treasury. See Chapter 7 for instructions on receipting local funds in IDIS.

ACCESSING THE DRAWDOWN FUNCTIONS

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



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

CREATE DRAWDOWN VOUCHERS

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

CREATE VOUCHER - PAGE 1 OF 4 (SELECT ACTIVITIES)

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

Drawdown

Create Voucher - Page 1 of 4 (Select Activities)

* Indicates Required Field

***Voucher Created For:** (tip) **Requested LOCCS Submission Date:** (tip) (mm/dd/yyyy)

Activity Owner: (tip)
AURORA, IL

***IDIS Activity ID**

|

Field	Description
Voucher Created For	If the draw is to be made from a subgrant, select the subgrant recipient. Otherwise, select the grantee.
Activity Owner	If the name showing in this field is not the grantee who owns the activities that funds are being drawn for, select the correct organization from the dropdown.
Requested LOCCS Submission Date	<p>If you want this voucher to be submitted to LOCCS at a future date, enter that date here.</p> <p>If you leave the field blank, the request will be submitted to LOCCS the same day it is approved (unless the approver changes the submission date for one or more line items). Vouchers against receipt funds such as PI, RL, and LA also have a LOCCS Submission Date, despite the fact that these vouchers are not submitted to LOCCS.</p>
IDIS Activity ID	<p>To identify the activities for which funds are to be drawn, you may either:</p> <ul style="list-style-type: none"> Input the IDIS ACTIVITY ID(s) manually. Click the [Search for Activities] button, run a search, and select the activity or activities from the search results. To select an activity, click its Select box in the last column of

Field	Description
	the results table. Up to 60 activities may be selected. When you have selected all the activities you want, click the [Add Selected Activities] button.

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

CREATE VOUCHER - PAGE 2 OF 4 (DRAWDOWN AMOUNTS)

Page 2 is displayed for each valid activity input on the previous screen. On this page, you will enter the amount to be drawn down for an activity from each available funding source.

Drawdown

Create Voucher - Page 2 of 4 (Drawdown Amounts)

|
 |

Activity 2 of 3

IDIS Activity ID:
2123

Activity Name:
VNA Healthcare- VNA Healthcare Wellness Center- Demo Kitchen and Multi-purpose classroom

Voucher Created For:
AURORA, IL

Grantee/PJ Activity ID:
Acct 43-01

Activity Owner:
AURORA, IL

Available Drawdown Amounts for This Activity

Recipient Name	Program	Grant Year/ Program Year of Receipt	Fund Type	Source Name	Source Type	Prior Program Year	Funded Amount	Available to Draw	Drawdown Amount
AURORA, IL	CDBG	Pre-2015	EN	HUD	MC	N	\$210,000.00	\$11,862.00	\$ 0
AURORA, IL	CDBG	2015	EN	HUD	MC	N	\$20,000.00	\$20,000.00	\$ 0
AURORA, IL	CDBG	All	PI	HUD	MC	N	\$3,300.00 Automatically increased to match ALL EN funded amount. Draws in excess of the current/actual PI funding will AUTOMATICALLY increase the PI funding level and decrease the EN funding. The grantee must disburse its PI in accordance with the regulatory guidance for each respective program. Draws against this amount will reduce funding of the most recent grant funding first.	\$3,300.00 The combined EN + PI drawdown amount must not exceed the original total available-to-draw amount of \$31,862.00	\$ 0

|

Progress by Activity ID

Entered:
Not Entered: 2123 (#2), 2140 (#3)
Invalid: 2100 (#1)

|
 |

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

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

Field	Description
Grant Year/Program Year of Receipt	<ul style="list-style-type: none"> • For FY 2015 and later grants, the year of the grant from which the activity was funded and from which funds will be drawn. • For FY 2014 and earlier grants, Pre-2015. These funds were committed and will be drawn FIFO. • For fund types PI, and RL, All. Funding and draws of program income are always performed FIFO. • For fund type LA, the year of the grant from which the returned funds were originally drawn.
Fund Type	<p>The type of this funding source. For CDBG entitlements:</p> <p>EN Entitlement AD Administration LA Grant-Specific Repayment to Local Account PI Program Income RL Revolving Loan Fund SI Section 108 Loan Income SL Section 108 Loan SU Subgrant</p> <p>For additional information about the availability of the fund types, see page 5-1.</p>
Source Name	For entitlement grantees, HUD ; for subgrantees, the organization that provided the subgrant.
Source Type	For entitlement CDBG, MC or UC (the fourth and fifth characters of the CDBG grant number).
Prior Program Year	<p>This field can be changed to Yes only if the REQUESTED LOCCS SUBMISSION DATE of the voucher is within the first 90 days of the new program year.</p> <p>To attribute the draw to the previous program year, select Yes.</p>
Funded Amount	<p>For all but PI, the amount committed to this activity from this funding source.</p> <p>For PI, the system automatically adjusts the FUNDED AMOUNT to the total amount of PI available to draw in place of EN, including PI that was explicitly committed to the activity.</p>
Available to Draw	<p>For all but PI, the amount still available to draw from this funding source, equal to FUNDED AMOUNT minus the amount already drawn.</p> <p>For PI, AVAILABLE TO DRAW always equals the FUNDED AMOUNT. As noted on the screen, the sum of the EN and PI DRAWDOWN AMOUNTS cannot exceed the total amount of EN and explicitly funded PI committed to the activity.</p>
Drawdown Amount	Enter the amount to be drawn from this funding source for this activity.

Field	Description
Progress by Activity ID	
Entered	Activities for which a draw amount has already been input.
Not Entered	Activities for which a draw amount has not yet been input.
Invalid	Activities for which you will not be allowed to input a draw amount. For a multi-activity draw, this is the only message notifying you that for some reason a draw request cannot be made for an activity.

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

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

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

CREATE VOUCHER - PAGE 3 OF 4 (CONFIRMATION)

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

Drawdown

Create Voucher - Page 3 of 4 (Confirmation)

- Click "Generate Voucher" to complete voucher creation

|

Voucher Created For: AURORA, IL
 Requested LOCCS Submission Date:

Activity Owner: AURORA, IL
 (mm/dd/yyyy)

Voucher Line Items

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year/Program Year of Receipt	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	2123	VNA Healthcare	CDBG	2014	EN	HUD	MC	AURORA, IL	N	\$11,862.00
2	2123	VNA Healthcare	CDBG	2015	PI	HUD	MC	AURORA, IL	N	\$1,000.00
3	2123	VNA Healthcare	CDBG	2015	EN	HUD	MC	AURORA, IL	N	\$3,300.00
4	2140	Marie Wilkinson Child Development Center	CDBG	2014	EN	HUD	MC	AURORA, IL	N	\$20,000.00
5	2140	Marie Wilkinson Child Development Center	CDBG	2015	PI	HUD	MC	AURORA, IL	N	\$500.00
Total										\$36,662.00

|

Field	Description
Voucher Created For	The organization for which the draw is being made.
Activity Owner	The entitlement grantee.
Requested LOCCS Submission Date	If a submission date was entered on Page 1, it is displayed here and may be changed. If the field is left blank, the voucher will be submitted to LOCCS the same day it is approved (unless the approver changes the date for one or more line items).
Voucher Details	
Line Item #	A voucher is made up of one or more line items. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
IDIS Actv ID	The ID of the activity for which the draw is being made.
Activity Name	The name of the activity for which the draw is being made.
Program	The CPD program whose funds are being drawn.
Grant Year/Program Year of Receipt	Depending on the FUND TYPE, the year of the grant or the program year of the receipt account from which the DRAWDOWN AMOUNT will be taken.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken (see page 6-5 for a list of CDBG fund types).
Source Name	For entitlement grantees, HUD ; for subgrantees, the organization that provided the subgrant.

Field	Description
Source Type	For entitlement CDBG, MC or UC (the fourth and fifth characters of the CDBG grant number).
Recipient Name	The recipient of this funding source.
Prior Program Year	Y or N , depending on the answer input on the Page 2 screen.
Drawdown Amount	The amount that will be drawn down from this funding source.

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

Otherwise, click the [Generate Voucher] button to display the final screen.

CREATE VOUCHER - PAGE 4 OF 4 (VIEW)

The last create voucher screen is read-only:

Drawdown

Create Voucher - Page 4 of 4 (View)

- Voucher created successfully

[Return to Create Voucher](#)

Voucher Created For: AURORA, IL	IDIS Voucher #: 5847309
Activity Owner: AURORA, IL	Created By: C00063
Requested LOCCS Submission Date:	Creation Date: 09/30/2015

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year/ Program Year of Receipt	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	2123	VNA Healthcare	CDBG	2014	B14MC170002	EN	HUD	MC	AURORA, IL	N	\$11,862.00
2	2123	VNA Healthcare	CDBG	2015	B15MC170002	PI	HUD	MC	AURORA, IL	N	\$1,000.00
3	2123	VNA Healthcare	CDBG	2015	B15MC170002	EN	HUD	MC	AURORA, IL	N	\$3,300.00
4	2140	Marie Wilkinson Child Development Center	CDBG	2014	B14MC170002	EN	HUD	MC	AURORA, IL	N	\$20,000.00
5	2140	Marie Wilkinson Child Development Center	CDBG	2015	B15MC170002	PI	HUD	MC	AURORA, IL	N	\$500.00
Total											\$36,662.00

Field	Description
Voucher Created for, Activity Owner, Requested LOCCS Submission Date	Same as the Page 3 screen.
IDIS Voucher #	The voucher number is system-generated.
Created By	The IDIS user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated. A voucher must be approved and submitted within 90 days of its CREATION DATE or it will be canceled automatically.
Voucher Details fields	Same as the Page 3 screen, except the table also includes (in column 6) the Grant # associated with each line item.
Total	The total amount of the voucher.

APPROVE VOUCHERS

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

1. Only grantee users can approve draws.
2. The user who creates a draw cannot also approve it.
3. All draws on State grants must be approved by a State user.

Note, too, that a drawdown must be approved within 90 days of its creation date or it will be canceled by the system.

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

SEARCH VOUCHERS FOR APPROVAL SCREEN

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

Field	Description
IDIS Voucher #	Enter a voucher number to limit the results to one voucher (searches on partial voucher numbers are not allowed).
Earliest Creation Date	Enter a date to limit the results to vouchers created on or after that date.
IDIS Activity ID	Enter an IDIS Activity ID to limit the results to vouchers with draws for that activity.
Line Item Status	Read-only. Since only line items with a status of Open can be approved, searches on this screen are limited to vouchers with open line items.
Activity Owner	Choose the entitlement grantee who owns the activities for which funds were drawn.

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

Drawdown

Search Vouchers For Approval

Search Criteria

IDIS Voucher #: **IDIS Activity ID:** **Activity Owner:** ▼

Earliest Creation Date:  **Line Item Status:**

(mm/dd/yyyy)

|

Results Page 1 of 1 (5 voucher line items found)

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Grant Number	Activity Name	Line Item Status	Drawdown Amount	Action
5847309	1	09/30/2015	2123	B14MC170002	VNA Healthcare	Open	\$11,862.00	Maintain-Approve View
5847309	2	09/30/2015	2123	B15MC170002	VNA Healthcare	Open	\$1,000.00	Maintain-Approve View
5847309	3	09/30/2015	2123	B15MC170002	VNA Healthcare	Open	\$3,300.00	Maintain-Approve View
5847309	4	09/30/2015	2140	B14MC170002	Marie Wilkinson Child Development Center	Open	\$20,000.00	Maintain-Approve View
5847309	5	09/30/2015	2140	B15MC170002	Marie Wilkinson Child Development Center	Open	\$500.00	Maintain-Approve View

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

Field	Description
IDIS Voucher #	The system-assigned voucher number.
Line Item #	The system-assigned line item number. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
Creation Date	The date the voucher was generated in IDIS.
IDIS Actv ID	The ID of the activity for which the draw is being made.
Grant Number	The grant (for PI and RL, the grant associated with the receipt account) from which the funds will be drawn.
Activity Name	The name of the activity.
Line Item Status	Open for line items that can be approved. See page 6-15 for other LINE ITEM STATUS values.
Drawdown Amount	The amount of the draw request for this line item.

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

MAINTAIN AND APPROVE VOUCHER SCREEN

This screen provides access to the Approve, Revoke, Revise, Cancel, and View functions for draws. The Approve Draw function is explained below. The other functions are covered starting on page 6-15.

Drawdown

Maintain and Approve Voucher

[Return to Search Vouchers](#)

Voucher Created For: AURORA, IL	IDIS Voucher #: 5847309
Activity Owner: AURORA, IL	Created By: C00063
Creation Date: 09/30/2015	

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year/ Program Year of Receipt	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	2123	VNA Healthcare	CDBG	2014	B14MC170002	EN	HUD	MC	AURORA, IL	N	\$11,862.00	Open	09/30/2015	Approve Cancel Revise View
2	2123	VNA Healthcare	CDBG	2015	B15MC170002	PI	HUD	MC	AURORA, IL	N	\$1,000.00	Open	09/30/2015	Approve Cancel Revise View
3	2123	VNA Healthcare	CDBG	2015	B15MC170002	EN	HUD	MC	AURORA, IL	N	\$3,300.00	Open	09/30/2015	Approve Cancel Revise View
4	2140	Marie Wilkinson Child Development Center	CDBG	2014	B14MC170002	EN	HUD	MC	AURORA, IL	N	\$20,000.00	Open	09/30/2015	Approve Cancel Revise View
5	2140	Marie Wilkinson Child Development Center	CDBG	2015	B15MC170002	PI	HUD	MC	AURORA, IL	N	\$500.00	Open	09/30/2015	Approve Cancel Revise View

Set all submission dates to: (mm/dd/yyyy)

[Return to Search Vouchers](#)

Field	Description
Voucher Created for	The organization for which the draw is being made.
Activity Owner	The entitlement grantee.
IDIS Voucher #	The system-generated voucher number.
Created By	The user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated.
Voucher Details	
Line Item #	The system-assigned line item number.
IDIS Actv ID	The ID of the activity for which the draw has been requested.
Activity Name	The name of that activity.
Program	The CPD program whose grant funds are being drawn.
Grant Year/Program Year of Receipt	Depending on the FUND TYPE, the year of the grant or the program year of the receipt account from which the DRAWDOWN AMOUNT will be taken.

Field	Description
Grant #	The grant (for PI and RL, the grant associated with the receipt account) from which the funds will be drawn.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken. For CDBG entitlements: EN Entitlement AD Administration LA Grant-Specific Repayment to Local Account PI Program Income RL Revolving Loan Fund SI Section 108 Loan Income SL Section 108 Loan SU Subgrant
Source Name	For entitlement grantees, HUD ; for subgrantees, the organization that provided the subgrant.
Source Type	For entitlement CDBG, MC or UC (the fourth and fifth characters of the CDBG grant number).
Recipient Name	The recipient of this funding source.
Prior Program Year	Y or N .
Drawdown Amount	The amount that will be drawn down from this funding source.
Line Item Status	Open for line items that can be approved. See page 6-15 for other LINE ITEM STATUS values.
Submission Date	This will be today's date, unless the person who created the draw input a different one.
Action	If you are authorized to approve draws, the Approve link is shown for vouchers you did not create. For the other ACTION links, see page 6-17.
Set all submission dates to <i>and</i> [Approve All Line Items]	Displayed only if you have draw approval authority and there are two or more line items with a status of Open .

Approving All Line Items at Once

To approve all the line items at once:

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

When you click [OK], the Maintain and Approve Voucher screen is redisplayed. Notice that the LINE ITEM STATUS has been updated to Approved and the available links in the ACTION column have changed. Clicking the [Revoke](#) link will revoke the approval and set the status of the line item back to Open.

Approving Line Items One at a Time

Click the Approve link in the Action column of the line item you want to approve. The Confirm Voucher Line Item screen is displayed.

CONFIRM VOUCHER LINE ITEM APPROVAL SCREEN

The Confirm Voucher Line Item Approval screen looks like this:

Drawdown

Confirm Voucher Line Item Approval

[Approve This Voucher Line Item](#) | [Return to Maintain and Approve Voucher](#)

Voucher Created For: AURORA, IL	IDIS Voucher # / Line Item #: 5847309/1	Grant #: B-14-MC-17-0002	Transaction Type: Payment
Activity Owner: AURORA, IL	Created By: C00063	Approved By:	Pay To: AURORA, IL
	Creation Date: 09/30/2015	Approval Date:	

IDIS Information

IDIS Status: Open

Batch #:

Batch Date:

LOCCS Control #:

LOCCS Status: Blank

Voucher Update

Voucher Updated By: C00063

Date Updated: 09/30/2015

LOCCS Confirmation Information

Confirm Batch #:

Confirm Batch Date:

Confirmation Code:

Pay Method:

Payment Date:

Schedule #:

Reschedule:

Effective Date:

Line Item											
IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date
2123	VNA Healthcare	CDBG	2014	EN	HUD	MC	AURORA, IL	N	\$11,862.00	Open	<div style="border: 1px solid gray; padding: 2px;"> <input type="text" value="09/30/2015"/> </div> <small>(mm/dd/yyyy)</small>

[Approve This Voucher Line Item](#) | [Return to Maintain and Approve Voucher](#)

To approve a line item, change the SUBMISSION DATE if you like, and then click the [Approve This Line Item] button. To exit without approving the item, click the [Return to Maintain and Approve Voucher] button. For descriptions of other fields on this screen, see page 6-23.

When you click the approve button, the Maintain and Approve Voucher screen is redisplayed. Notice that the LINE ITEM STATUS has been updated to Approved and the available links in the ACTION column have changed. Clicking the Revoke link will revoke the approval and set the status of the line item back to Open.

EDIT/VIEW VOUCHERS

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

SEARCH VOUCHERS SCREEN

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

This search screen and the Search Vouchers for Approvals screen shown on page 6-10 are identical except that you can search by Line Item Status here. The statuses are:

Status	Definition
Open	The initial status of a voucher, assigned when it is created.
Pending HQ Approval	For Section 108 loan repayment vouchers only, awaiting approval by HQ staff.
Approved	Approved for submission to LOCCS.
Completed	Processed to completion by LOCCS.
Revised	All or a portion of the drawn amount has been allotted to another activity.
Rejected	Rejected by LOCCS.
Pending	Awaiting a response from LOCCS.
Cancelled	An Open or Approved voucher/line item cancelled by the grantee before submission to LOCCS.
Converted	An Approved voucher created by the IDIS conversion process.
L-Cancelled	Approved in IDIS and later cancelled by LOCCS.
On Hold	Sent to LOCCS and being held in LOCCS for resubmission to Treasury.
Rescheduled	Sent to LOCCS; will be either approved or rejected at a later date.

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

Drawdown

Search Vouchers

Search Criteria

*Indicates Required Field

IDIS Voucher #: <input type="text" value="5847309"/>	IDIS Activity ID: <input type="text"/>	Line Item Status: <input type="text" value="Select"/>
Grant #: <input type="text"/>	Earliest Creation Date: <input type="text" value="09/30/2015"/> <small>(mm/dd/yyyy)</small>	*Activity Owner: <input type="text" value="AURORA, IL"/>

|

Results Page 1 of 1 (5 voucher line items found)

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Grant Number	Activity Name	Line Item Status	Drawdown Amount	Action
5847309	1	09/30/2015	2123	B14MC170002	VNA Healthcare	Approved	\$11,862.00	Maintain-Approve View
5847309	2	09/30/2015	2123	B15MC170002	VNA Healthcare	Approved	\$1,000.00	Maintain-Approve View
5847309	3	09/30/2015	2123	B15MC170002	VNA Healthcare	Approved	\$3,300.00	Maintain-Approve View
5847309	4	09/30/2015	2140	B14MC170002	Marie Wilkinson Child Development Center	Open	\$20,000.00	Maintain-Approve View
5847309	5	09/30/2015	2140	B15MC170002	Marie Wilkinson Child Development Center	Open	\$500.00	Maintain-Approve View

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

Field	Description
IDIS Voucher #	The system-assigned voucher number.
Line Item #	The system-assigned line item number. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
Creation Date	The date the voucher was generated in IDIS.
IDIS Actv ID	The ID of the activity for which a draw has been requested.
Grant Number	The grant/receipt account from which the funds will be drawn.
Activity Name	The name of the activity.
Line Item Status	See previous page.
Drawdown Amount	The amount of the draw request for this line item.

Select any line item from the voucher you want to process by clicking the [Maintain-Approve](#) link in the last column. The voucher maintenance screens are explained starting on the next page.

If you choose the [View](#) link, only two screens are shown (see next page and page 6-23).

MAINTAIN AND APPROVE VOUCHER SCREEN

This screen provides access to the Approve, Revoke, Revise, Cancel, and View functions:

Drawdown

Maintain and Approve Voucher

[Return to Search Vouchers](#)

Voucher Created For:
AURORA, IL

Activity Owner:
AURORA, IL

IDIS Voucher #:
5847309

Created By:
C00063

Creation Date:
09/30/2015

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year/ Program Year of Receipt	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	2123	VNA Healthcare	CDBG	2014	B14MC170002	EN	HUD	MC	AURORA, IL	N	\$11,862.00	Approved	09/30/2015	Revoke Cancel Revise View
2	2123	VNA Healthcare	CDBG	2015	B15MC170002	PI	HUD	MC	AURORA, IL	N	\$1,000.00	Approved	09/30/2015	Revoke Cancel Revise View
3	2123	VNA Healthcare	CDBG	2015	B15MC170002	EN	HUD	MC	AURORA, IL	N	\$3,300.00	Approved	09/30/2015	Revoke Cancel Revise View
4	2140	Marie Wilkinson Child Development Center	CDBG	2014	B14MC170002	EN	HUD	MC	AURORA, IL	N	\$20,000.00	Open	09/30/2015	Approve Cancel Revise View
5	2140	Marie Wilkinson Child Development Center	CDBG	2015	B15MC170002	PI	HUD	MC	AURORA, IL	N	\$500.00	Open	09/30/2015	Approve Cancel Revise View

Set all submission dates to:

(mm/dd/yyyy)

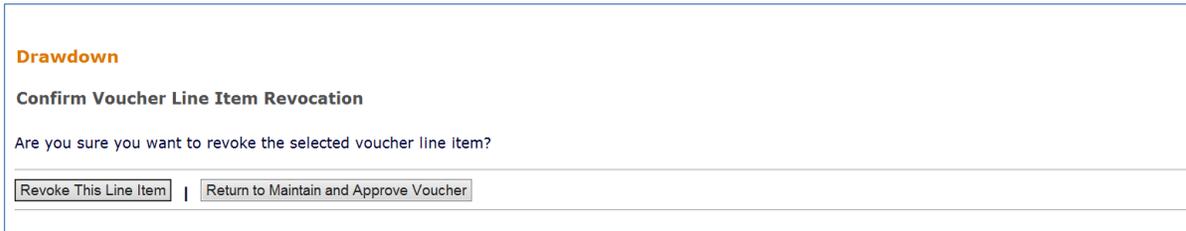
Field	Description
Voucher Created for <i>through</i> Drawdown Amount	See pages 6-12 and 6-13 for field definitions.
Line Item Status	See page 6-15.
Submission Date	The date the voucher was submitted to LOCCS. If the LINE ITEM STATUS is Open, this will be today's date unless the person who created the draw input a different one.
Action	<p>The links in the ACTION column for a line item depend on:</p> <ul style="list-style-type: none"> The drawdown privileges (request, approve, and/or view) assigned to your user ID. If, for example, you are only authorized to view draws, then the only Action displayed will be <u>View</u>. Whether you created the voucher. Because the user who creates a voucher cannot also approve it, the <u>Approve</u> and <u>Revoke</u> links will not be displayed for the vouchers you create. The Line Item Status displayed in the third-to-last column. Examples: the <u>Approve</u> link won't be

Field	Description
	<p>displayed if the line item has already been approved; for most completed line items, the only links shown will be <u>Revise</u> and <u>View</u> (the <u>Cancel</u> link is also available for PI only, provided the status of the activity the PI was drawn for is Open).</p> <ul style="list-style-type: none"> • The <u>Revise</u> link is not displayed for some line items that have been processed as a set. Examples include (1) a collection paired with a manual payment and (2) certain manually adjusted draws. These voucher items, referred to as "sticky" draws, must remain associated with the activities for which they were created. • If you clicked the <u>View</u> link on the previous screen, only the <u>View</u> link is listed.
Set all submission dates to <i>and</i> [Approve all Line Items]	Displayed only if you have draw approval authority and there are two or more line items with a status of Open.

The Approve function has already been explained (see page 6-10). Details about the Revoke, Cancel, Revise, and View functions follow.

REVOKE APPROVAL SCREEN

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



Drawdown

Confirm Voucher Line Item Revocation

Are you sure you want to revoke the selected voucher line item?

Revoke This Line Item | Return to Maintain and Approve Voucher

Click the [Revoke This Line Item] button to revoke approval or the [Return] button to exit without making the change.

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

CANCEL LINE ITEM SCREEN

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

Drawdown

Confirm Voucher Line Item Cancellation

Are you sure you want to cancel the selected voucher line item?

Also reduce the activity funding by **\$500.00** and return the fund to **Community Development Block Grant MC 2015 PI** Receipt Account

|

The checkbox option is displayed only for PI line items. Leave the box checked if you want the system to reduce the PI funded amount by the amount of the draw. Note that if PI drawn in place of EN was not explicitly committed, the activity's PI funding is increased when the voucher is created.

Click the [Cancel This Line Item] button to perform the cancellation or the [Return] button to exit without making the change.

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

REVISE VOUCHER LINE ITEM SCREEN

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

Drawdown

Revise Voucher Line Item

|

Voucher Created For: AURORA, IL	IDIS Voucher # / Line Item #: 5847309/3	Grant #: B-15-MC-17-0002	Transaction Type: Payment
Activity Owner: AURORA, IL	Created By: C00063	Approved By: C09474	Pay To: AURORA, IL
	Creation Date: 09/30/2015	Approval Date: 09/30/2015	

IDIS Information

IDIS Status: Approved

Batch #:

Batch Date:

LOCCS Control #:

LOCCS Status: Blank

Voucher Update

Voucher Updated By: C09474

Date Updated: 09/30/2015

LOCCS Confirmation Information

Confirm Batch #:

Confirm Batch Date:

Confirmation Code:

Pay Method:

Payment Date:

Schedule #:

Reschedule:

Effective Date:

Line Item											
IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date
2123	VNA Healthcare	CDBG	2015	EN	HUD	MC	AURORA, IL	N	\$3,300.00	Approved	09/30/2015 <small>(mm/dd/yyyy)</small>

Revise Funds to Another Activity

IDIS Actv ID	Amount
	\$ <input style="width: 80%;" type="text"/>

Required Justification*:

|

On this screen, you can:

- Change the PRIOR PROGRAM YEAR flag of an open, approved, or completed line item
- Modify the SUBMISSION DATE of an open or approved line item
- Revise all or part of an open, approved, or completed line item to a different activity

Note: Do NOT revise the vouchers for an activity for which an LA receipt has been created. Instead, leave vouchers for grant funds (EN, AD, and SU) untouched and cancel PI, RL, or LA vouchers. See page 18-2 for more details.

Field	Description
Prior Program Year	This field can be edited if the SUBMISSION DATE of the line item is within the first 90 days of the new program year.
Submission Date	This date may be changed if the LINE ITEM STATUS in the previous field is Open or Approved.

Field	Description
Revise Funds to Another Activity	<p>A draw can be revised to another activity provided both activities involved in the revision have an ACTIVITY STATUS of Open.</p> <p>The activity the draw is being revised to must have sufficient funding from the same source—same source organization, recipient organization, grant year (“Pre-2015” or specific year), and fund type—as the drawdown to cover the revised amount.</p> <p>If the funding source is not the same, you cannot revise the draw online. When this type of revision is necessary, please contact HUD Exchange “Ask A Question” for assistance.</p>
IDIS Actv ID	Enter the ID of the activity you want to transfer the draw to.
Amount	Input the amount of the DRAWDOWN AMOUNT to be applied to the IDIS ACTV ID.
Required Justification	Explain why you are transferring the funds.

Click the [Save] button to make the revision and return to the Maintain and Approve Voucher screen.

If a drawdown was transferred between activities, the Maintain and Approve Voucher screen now shows a new line item for the draw that was revised and one or two new line items for the activity the draw was revised to. Once the revision is completed, the status of the original draw is changed to Revised, and is no longer valid. The Revised status will be shown the next time you display the voucher.

VIEW VOUCHER LINE ITEM SCREEN

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

Drawdown

View Voucher Line Item

[Return to Search Vouchers](#) | [Return to View Voucher](#)

Voucher Created For: AURORA, IL	IDIS Voucher # / Line Item #: 5779802/1	Grant #: B-13-MC-17-0002	Transaction Type: Payment
Activity Owner: AURORA, IL	Created By: B56146	Approved By: C90150	Pay To: AURORA, IL
	Creation Date: 02/11/2015	Approval Date: 02/13/2015	

IDIS Information

IDIS Status: Approved
Batch #: 1468
Batch Date: 02/13/2015
LOCCS Control #: 900000000041083
LOCCS Status: Completed

Voucher Update

Voucher Updated By: LOCCS
Date Updated: 02/14/2015

LOCCS Confirmation Information

Confirm Batch #: 1463
Confirm Batch Date: 02/14/2015
Confirmation Code: Ok
Pay Method: A
Payment Date: 02/14/2015
Schedule #: LH3451
Reschedule: N
Effective Date:

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date
2101	Rebuilding Together Aurora- Insulation Program	CDBG	2013	EN	HUD	MC	AURORA, IL	Y	\$65,132.67	Completed	02/13/2015

[Return to Search Vouchers](#) | [Return to View Voucher](#)

Field	Description
Voucher Created for	The organization for which the draw is being made.
Activity Owner	The entitlement grantee.
IDIS Voucher #/Line Item #	The system-generated voucher number and line item number.
Created By	The user ID of the person who created this voucher.
Creation Date	The date the voucher was generated in IDIS.
Grant #	The grant (for PI and RL, the grant associated with the receipt account) from which the funds for this line item were drawn.
Approved By	The user ID of the person who approved this line item.
Approval Date	The date the line item was approved in IDIS.
Transaction Type	Adjustment, Collection, Manual Payment, Payment, or Receivable.
Pay To	The organization that receives the wire transfers of funds drawn down from the grant.
IDIS Information	
IDIS Status	The current status of this line item in IDIS. The statuses are: Open – The initial status of a voucher, assigned when it is created.

Field	Description
	<p>Pending HQ Approval - For Section 108 loan repayment vouchers only, awaiting approval by HQ staff.</p> <p>Approved – Approved for submission to LOCCS.</p> <p>Canceled – Canceled by grantee.</p> <p>Pending – Awaiting approval by LOCCS.</p> <p>Revised – All or a portion of the drawn amount has been allotted to another activity.</p> <p>Converted - An Approved voucher created by the IDIS conversion process.</p>
Batch Number	The number of the IDIS file containing the line item. If this field is blank, the drawdown request has not yet been sent to LOCCS.
Batch Date	The date the file was sent to LOCCS. If this field is blank, the line item has not yet been sent to LOCCS.
LOCCS Control #	A process control number assigned by IDIS.
LOCCS Status	<p>The current status of this line item in LOCCS:</p> <p>Completed – Paid through LOCCS.</p> <p>Rejected – Rejected by LOCCS.</p> <p>Rescheduled - Sent to LOCCS, will be either approved or rejected at a later date.</p> <p>On Hold - Sent to LOCCS and being held in LOCCS for resubmission to Treasury.</p> <p>L-Canceled - Approved in IDIS and later canceled by LOCCS.</p>
Voucher Update	
Voucher Updated by	The ID of the user or the process (e.g., LOCCS) that last updated this line item.
Date Updated	The date the voucher was last updated.
LOCCS Confirmation Information	Definitions are not yet available.
Confirm Batch # Confirm Batch Date Confirmation Code	Details about receipt of the IDIS drawdown file by LOCCS.
Pay Method	Definition not available.
Payment Date	The date the voucher was sent to the Treasury.
Schedule #	The number of the Treasury schedule on which the voucher appears, assigned by LOCCS.
Reschedule	This field is Y(es) if LOCCS resubmits a voucher to the Treasury.

Field	Description
Effective Date	Definition not available.
Line Item	
IDIS Actv ID	The ID of the activity for which the draw was made.
Activity Name	The name of the activity for which the draw was made.
Program	The CPD program whose funds were drawn.
Grant Year	The year of the grant or receipt account from which the DRAWDOWN AMOUNT will be taken.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken. For CDBG entitlements: EN Entitlement AD Administration LA Grant-Specific Repayment to Local Account PI Program Income RL Revolving Loan Fund SI Section 108 Loan Income SL Section 108 Loan SU Subgrant
Source Name	For entitlement grantees, HUD ; for subgrantees, the organization that provided the subgrant.
Source Type	For entitlement CDBG, MC or UC (the fourth and fifth characters of the CDBG grant number).
Recipient Name	The recipient of this funding source.
Prior Program Year	Y or N .
Drawdown Amount	The amount drawn down from this funding source.
Line Item Status	See page 6-15.
Submission Date	The date the line item was submitted to LOCCS.

Chapter 7

RECEIPTS

This chapter explains how to receipt CDBG program income (PI), income from revolving loan funds (RL), repayments of grant funds to local accounts (LA), and Section 108 loan income (SI). The PI, RL, LA, and SI you receipt here is committed to activities and drawn down (i.e., a voucher is created to record in IDIS the expenditure of funds from your local accounts).

Additionally, for FY 2014 and earlier grants, CDBG entitlement grantees can track program income that is used for administrative purposes: the AD subfund for an FY 2014 or earlier grant can be increased above the 20% regulatory maximum by an amount of up to 20% of the PI and RL receipted for a given year (see Appendix K-4).

ACCESSING THE RECEIPT FUNCTIONS

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

The screenshot shows the IDIS web application interface. At the top, there are navigation tabs: 'Plans/Projects/Activities', 'Funding/Drawdown' (highlighted), 'Grant', 'Grantee/PJ', and 'Admin'. Below the tabs, a notification bar states: 'You have 8 CDBG and 10 HOME activities that have been flagged. Click on the number to go to the review page.' The main content area is titled 'Activity Funding' and 'Search for Activities to Fund'. The search criteria section includes: 'Program:' (dropdown menu set to 'All'), 'Activity Name:' (text input field), 'Program Year:' (dropdown menu set to 'All'), 'IDIS Project ID:' (text input field), 'IDIS Activity ID:' (text input field), 'Grantee/PJ Activity ID:' (text input field), 'Activity Status:' (dropdown menu set to 'Select'), and '*Activity Owner:' (dropdown menu set to 'UTICA, NY'). At the bottom of the search criteria section are 'Search' and 'Reset' buttons. On the left sidebar, there are several menu items: 'User: C00063', 'Role: Grantee', 'Organization: UTICA', '- Switch Profile', '- Logout', 'Activity Funding - Search', 'Drawdown - Create Voucher', 'Drawdown - Search Voucher', 'Drawdown - Approve Voucher', 'Receipt - Add', 'Receipt - Search', 'Receipt - Search Accounts', and 'Section 108 Loan - Search'. A blue bracket highlights the 'Receipt' menu item.

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

ADD RECEIPTS

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

Plans/Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin
You have 8 CDBG and 10 HOME activities that have been flagged. Click on the number to go to the review page.				
Receipt				
Add Receipt				
Select Receipt Type				
Formula Grant Receipt				
Competitive Grant Receipt				
Receipt from Subgrant (Retained Income)				
Receipt from Section 108 Loan				

User: C00063
Role: Grantee
Organization: UTICA

- Switch Profile
- Logout

Activity Funding
- Search

Drawdown
- Create Voucher
- Search Voucher
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Section 108 Loan
- Search

Choose:

- The first option, "Formula Grant Receipt," to receipt program income, income from revolving loans, and grant funds that have been returned to your local account.
- The fourth option, "Receipt from Section 108 Loan," to receipt Section 108 loan income (SI).

The "Competitive Grant Receipt" option is used only by the HOPWA program. The "Receipt from Subgrant (Retained Income)" is used only by recipients of HOME subgrants.

The add screen for a formula grant receipt is shown on the next page. The "Receipt from Section 108 Loan" screen is explained on page 7-7.

ADD FORMULA GRANT RECEIPT SCREEN

Selecting the Formula Grant Receipt option on the Add Receipt menu displays this screen for adding Program Income (PI), Revolving Loan (RL), and Grant-Specific Repayment to Local Account (LA) receipts:

Receipt

Add Receipt

| |

*Indicates Required Field

Receipt Created For: UTICA **Receipt Status:** Original

Formula Receipt

***Program:**

***Program Year of Receipt:**

***Source Type:**

***Fund Type:**

IDIS Activity ID:

Receipt Type:

Description:

Grantee Receipt #:

Total Amount: \$

Comments:

|

Receipting PI and RL

Field	Description
Receipt Created For	A read-only field, and always the entitlement grantee.
Receipt Status	This read-only field is always Original on the add screen.
Program	Select CDBG .
Program Year of Receipt	Defaults to your current program year. It may be changed to your prior program year provided the receipt is created within the first 90 days of the current program year. The PI/RL will be associated with the CDBG grant having the same GRANT YEAR as the PROGRAM YEAR OF RECEIPT input here.
Source Type	Select the source type of your CDBG grant for the PROGRAM YEAR OF RECEIPT you input above. For CDBG entitlements, it will be either MC or UC .
Fund Type	Select PI or RL , as appropriate.

Field	Description
Receipt Type	N/A to CDBG receipts.
Description	N/A to CDBG receipts.
Grantee Receipt #	Optional.
Total Amount	Enter the amount, in dollars and cents, to be receipted. If you enter a whole-dollar amount, IDIS appends the '.00'.
IDIS Activity ID	Input the ID of the activity that generated the funds.
[Show Activity] <i>and</i> [Add Activity]	These buttons are deactivated for PI and RL receipts.
Comments	An optional field for your comments/notes.

Click the [Save] button to create the receipt or the [Reset] button to refresh the screen.

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

Receipting LA

An LA receipt is to be created when grant funds (fund types EN, AD, and SU) disbursed for an ineligible activity are repaid to a local account. For an overview of all the steps involved in processing a local repayment in IDIS, please see page 18-2.

Important: Before creating an LA receipt for a HUD-directed reimbursement, you must obtain approval from your Field Office to make the repayment to your local account instead of returning the funds to your line of credit (see page 18-1).

LA receipts should also be used for grantee-directed reimbursements from subrecipients, for which HUD approval is not required.

To create an LA receipt, fill in the Add Receipt screen as shown below:

Receipt

Add Receipt

[Save](#) | [Reset](#) | [Return to Add Receipt Menu](#)

*Indicates Required Field

Receipt Created For:
UTICA

Receipt Status:
Original

Formula Receipt

***Program:**
CDBG

Receipt Type:
Select Type

***Program Year of Receipt:**
2015

Description:

***Source Type:**
MC METRO CITY

Grantee Receipt #:

***Fund Type:**
LA GRANT SPECIFIC REPAYMENT TO LOCAL ACCOUNT

Total Amount:
\$9,973.25

IDIS Activity ID:
1418 [Show Activity Funds](#)

Recipient	Source Name	Source Type	Grant Year	Fund Type	Drawn Amount	Previous Local Account Repayments	Remaining Balance	Local Account Repayment - Receipt Amount	Grantee Receipt #
UTICA	HUD	MC	2013	EN	\$8,129.00	\$0.00	\$8,129.00	\$ 4064.50	
UTICA	HUD	MC	2012	EN	\$11,817.50	\$0.00	\$11,817.50	\$ 5908.75	
								Total: \$9,973.25	

[Add Activity](#)

Comments:

Field	Description
Receipt Created For	A read-only field, and always the entitlement grantee.
Receipt Status	This read-only field is always Original on the add screen.
Program	Select CDBG .
Program Year of Receipt	Defaults to your current program year. It may be changed to your prior program year provided the receipt is created within the first 90 days of the current program year.
Source Type	Select the source type of your CDBG grant for the PROGRAM YEAR you input above. For CDBG entitlements, it will be MC or UC .
Fund Type	Select LA .
Receipt Type	N/A to CDBG receipts.
Description	N/A to CDBG receipts.
Grantee Receipt #	Deactivated when the LA FUND TYPE is selected.
Total Amount	A read-only field for FUND TYPE LA, and always \$0.00 on the Add Receipt screen.
IDIS Activity ID	Input the ID of the activity being repaid.
Show Activity Funds	Click the [Show Activity Funds] button to display a table with one row for each GRANT YEAR and FUND TYPE from which funds

Field	Description
	<p>were drawn for the activity. For each GRANT YEAR and FUND TYPE, the table shows the drawn amount, previous LA repayments, and the remaining balance.</p> <p>The input fields for each grant year/fund type are:</p> <ul style="list-style-type: none"> • LOCAL ACCOUNT REPAYMENT – RECEIPT AMOUNT: Enter the amount repaid to your local account. • GRANTEE RECEIPT #: Optional.
Comments	Optional.

Click the [Save] button. Individual receipts, with unique receipt numbers, are created for each GRANT YEAR/FUND TYPE that was drawn for the activity. The amount(s), receipt number(s), and associated grant number(s) are displayed in a message on the View Receipt screen. The grant number for each receipt is the grant from which the returned funds were drawn.

Important: The original vouchers for these repaid activities should not be modified.

Once an LA receipt has been created for an activity, you must submit a request to cancel the activity with draws (see Chapter 16).

ADD SECTION 108 LOAN RECEIPT SCREEN

The screen for adding a Section 108 loan receipt is very similar to the add PI/RL receipt screen. Once receipted, Section 108 program income (SI) can only be used to fund activities with the following matrix codes:

- 19F Planned Repayment of Section 108 Loan Principal
- 19G Unplanned Repayment of Section 108 Loan Principal
- 24A Payment of interest on Section 108 loans
- 24B Payment of costs of Section 108 financing
- 24C Debt service reserve

The loan receipt screen looks like this:

Receipt

Add Receipt

Save | Reset | Return to Add Receipt Menu

*Indicates Required Field

Receipt Created For: UTICA **Receipt Status:** Original

Section 108 Loan Receipt

***Section 108 Loan Guarantee:** ***IDIS Activity ID:**

***Program Year of Receipt:** **Grantee Receipt #:**

Fund Type: SI- SECTION 108 INCOME

***Amount:** \$

Comments:

Save | Reset

Field	Description
Receipt Created For	A read-only field, and always the entitlement grantee.
Receipt Status	This read-only field is always Original on the add screen.
Section 108 Loan Guarantee	Select the loan the funds are being receipted for from the dropdown.
Program Year of Receipt	The program year the income was received, defaulted to the current program year. The default may be changed to the prior program year provided today's date is within 90 days of the start of the current program year.
Fund Type	A read-only field. The FUND TYPE for Section 108 loan receipts is always SI.
Amount	Enter the amount, in dollars and cents, to be receipted.
IDIS Activity ID	Input the ID of the Section 108 activity that generated the program income.

Field	Description
Grantee Receipt #	Optional.
Comments	An optional field for your comments/notes.

When a receipt is successfully saved, a receipt number and associated grant number are displayed in a message on the View Receipt screen. You may want to note the system-generated receipt number since it can be used on the Search Receipts screen.

EDIT/VIEW RECEIPTS

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

SEARCH RECEIPTS SCREEN

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

Field	Description
Program	Select CDBG .
Receipt Number	Enter a receipt number to limit the search results to one receipt. Searches on partial receipt numbers are not allowed.
Receipt Status	Choose one if you want to limit the search results by status: Original – receipts that have never been updated. Modified – receipts that have been updated. Canceled – receipts that have been canceled.
Program Year of Receipt	To limit the results to a specific program year, enter it here.
Amount	To get any results returned, an exact amount must be input (you can, however, omit the '.00' for a whole-dollar amount).
Receipt Created For	N/A to CDBG—leave blank.
Fund Type	To limit the results to a particular fund type, choose it from the dropdown. The CDBG entitlement fund types are: LA Grant Specific Repayment to Local Account PI Program Income RL Revolving Loan SI Section 108 Loan Income
Date Created	Only receipts created on or after the date input here will be retrieved.
State/Territory	This field is grayed out for grantee users.

Field	Description
Associated Grant #	Limit the results to receipts with the grant that starts with the text string you input here.
IDIS Activity ID	Limit the results to one activity by entering its IDIS Activity ID.

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

Receipt

Search Receipts

Search Criteria

Program: CDBG | Program Year of Receipt: 2015 | Fund Type: All | Associated Grant #:

Receipt Number: | Amount: | Date Created: | IDIS Activity ID:

Receipt Status: All | Receipt Created For: | State/Territory: NY

Search | Reset

Results Page 1 of 1

Program	Program Year of Receipt	Fund Type	Receipt Number	Associated Grant #	IDIS Activity ID	From Organization	Receipt Created For	State	Amount	Date Created	Receipt Status	Action
CDBG	2015	LA	5168797	B-12-MC-36-0110	1418	HUD	UTICA	NY	\$5,908.75	08/15/2015	Original	Edit View
CDBG	2015	LA	5168796	B-13-MC-36-0110	1418	HUD	UTICA	NY	\$4,064.50	08/15/2015	Original	Edit View
CDBG	2015	LA	5168736	B-13-MC-36-0110	1415	HUD	UTICA	NY	\$4,000.00	08/08/2015	Modified	Edit View
CDBG	2015	PI	5166998	B-15-MC-36-0110	1445	HUD	UTICA	NY	\$2,271.41	06/16/2015	Original	Edit View
CDBG	2015	RL	5166994	B-15-MC-36-0110	1434	HUD	UTICA	NY	\$14,198.66	06/16/2015	Original	Edit View
CDBG	2015	PI	5164124	B-15-MC-36-0110	1434	HUD	UTICA	NY	\$19,966.62	05/08/2015	Original	Edit View
CDBG	2015	PI	5164123	B-15-MC-36-0110	1213	HUD	UTICA	NY	\$2,271.41	05/08/2015	Original	Edit View

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

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

Depending on which link you click, the Edit Receipt or View Receipt screen will be displayed. Only the Edit Receipt screen is shown here.

EDIT RECEIPT SCREEN

Five fields can be updated on this screen: RECEIPT STATUS, AMOUNT, IDIS ACTIVITY ID, GRANTEE RECEIPT NUMBER, and COMMENTS. A list of activities funded with CDBG PI/RL/SI can also be accessed.

Receipt

Edit Receipt

[Save](#) | [Return to Search Receipts](#) | [View Activities](#)

*Indicates Required Field

Receipt Created For: UTICA **Receipt Status:** Modified ▼

Receipt Number: 5166994 **Associated Grant #:** B-15-MC-36-0110

Receipt

Program: CDBG **Receipt Type:**

Program Year of Receipt: 2015 **Description:**

Source Type: MC **IDIS Activity ID:**

Fund Type: RL **Matrix Code:** 18A - ED Direct Financial Assistance to For-Profits

***Amount:** **Grantee Receipt Number:**

Comments:

To receipt program income earned for the economic reinvestment program during the month of May 2015.

[Save](#) | [Return to Search Receipts](#) | [View Activities](#)

Field	Description
Receipt Created For	For CDBG, always the entitlement grantee.
Receipt Status	To cancel a receipt, change the RECEIPT STATUS from Modified to Canceled and click the [Save] button. The receipt can be canceled only if there will still be sufficient funds to cover the amount of PI/RL/SI that has been committed to activities and used to increase the AD subfund.
Receipt Number	The system-generated receipt ID.
Associated Grant # (PI, RL, and LA)	For PI and RL, the CDBG grant with the same GRANT YEAR as the PROGRAM YEAR OF RECEIPT. For LA, the grant from which the repaid funds were drawn.
Associated 108 Loan # (SI)	For SI, the Section 108 loan number that was selected on the Add Receipt screen.
Program through Fund Type	Same as the Add Receipt screen (see page 7-3), but not editable.

Field	Description
Amount	Enter the new amount in dollars and cents. The AMOUNT can be reduced only if there will still be sufficient funds to cover PI/RL/LA/SI that has been (1) committed to activities and (2) used to increase the AD subfund.
Receipt Type <i>and</i> Description	N/A to CDBG receipts.
IDIS Activity ID	Same as the Add Receipt screen, and editable for all receipt types except LA.
Matrix Code	System-populated with the matrix code assigned to IDIS ACTIVITY ID.
Grantee Receipt #	Same as the Add Receipt screen, and editable.
Comments	Same as the Add Receipt screen, and editable.

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

Click the [Save] button to save your changes and return to the Search Receipts screen. If no updates are made, you must click the [Return to Search Receipts] button.

VIEW ACTIVITIES FUNDED FROM RECEIPT SCREEN

This screen is displayed when the [View Activities] button is clicked on the Edit Receipt or View Receipt screen. It shows information about all activities funded with PI/RL/SI (notice that the PROGRAM YEAR field is **All Years** and the ASSOCIATED GRANT # is **B-XX**).

Receipt

Activities Funded from Receipt

[Return to Edit Receipt](#) | [Return to Search Receipts](#)

Receipt Recipient:
UTICA, NY

Program:
CDBG

Program Year of Receipt:
All Years

Associated Grant #:
B-XX-MC-36-0110

Fund Type:
RL

IDIS Activity ID	Activity Name	Activity Status	Activity Owner	Source Name	Grant Year	Funded Amount	Drawn Amount	Balance to Draw
399	HUMAN ELECTRONICS, INC.	Completed	UTICA	MC	Pre-2015	\$23,909.50	\$23,909.50	\$0.00

Receipts

400	D.A.A.T.	Completed	UTICA	MC	Pre-2015	\$19,821.00	\$19,821.00	\$0.00
401	BEL PAESE, INC	Completed	UTICA	MC	Pre-2015	\$24,751.50	\$24,751.50	\$0.00
402	BROCK BUILDING, LLC	Completed	UTICA	MC	Pre-2015	\$39,269.00	\$39,269.00	\$0.00
403	ADIRONDACK COFFEE COMPANY, INC.	Open	UTICA	MC	Pre-2015	\$39,762.00	\$39,762.00	\$0.00
430	ZOGBY INTERNATIONAL, INC.	Completed	UTICA	MC	Pre-2015	\$90,000.00	\$90,000.00	\$0.00
431	CHANATRY'S MARKET	Completed	UTICA	MC	Pre-2015	\$150,000.00	\$150,000.00	\$0.00
432	CENTRAL ASSOCIATION FOR THE BLIND	Completed	UTICA	MC	Pre-2015	\$105,000.00	\$105,000.00	\$0.00
436	FIRST & MAIN LLC	Completed	UTICA	MC	Pre-2015	\$19,550.00	\$19,550.00	\$0.00
570	UTICA CONVERTERS, INC.	Completed	UTICA	MC	Pre-2015	\$151,348.40	\$151,348.40	\$0.00
571	ISAIAH J. HAMMONDS	Completed	UTICA	MC	Pre-2015	\$19,500.00	\$19,500.00	\$0.00
572	MATT BREWING CO., INC.	Completed	UTICA	MC	Pre-2015	\$182,383.19	\$182,383.19	\$0.00

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

Click one of the [Return to] buttons to redisplay the Edit/View Receipt screen or the Search Receipts screen.

VIEW RECEIPT ACCOUNTS

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

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

Field	Description
Program	To limit the results to a particular program, select it from the dropdown.
Receipt Created For	For CDBG, leave blank.
Grant Year/Program Year of Receipt	For PI, RL, and SI: To limit the results to accounts received in a particular program year, enter it here. For LA: To limit the results to accounts where returned funds were drawn from a particular grant year, enter that year here.
Fund Type	To limit the results to a particular fund type, select it from the dropdown.
Associated Grant #	Limit the results to accounts associated with the grant (for SI, the loan #) that starts with the text string you input here.

Click the [Search] button to display the results:

Receipt

View Receipt Accounts

Search Criteria

Program: All Grant Year / Program Year of Receipt: (tip) Fund Type: All

Receipt Created For 1: State/Territory: NY Associated Grant #:

Results Page 1 of 6

Program	Source Type	Grant Year / Program Year of Receipt (tip)	Fund Type	Associated Grant #	From Organization	Receipt Created For	State	Amount	Sub Allocated	Committed
CDBG	MC	2015	RL	B-15-MC-36-0110	HUD	UTICA	NY	\$14,198.66	\$0.00	
CDBG	MC	2015	PI	B-15-MC-36-0110	HUD	UTICA	NY	\$24,509.44	\$0.00	
CDBG	MC	2014	PI	B-14-MC-36-0110	HUD	UTICA	NY	\$174,873.66	\$0.00	
CDBG	MC	2014	RL	B-14-MC-36-0110	HUD	UTICA	NY	\$76,805.70	\$0.00	
CDBG/ 108 Loan /B-94-MC-36-0110	MC	2014	SI	B-94-MC-36-0110	HUD	UTICA	NY	\$6,814.23	\$0.00	
CDBG/ 108 Loan /B-94-MC-36-0110	MC	2013	SI	B-94-MC-36-0110	HUD	UTICA	NY	\$28,404.68	\$0.00	
CDBG	MC	2013	LA	B-13-MC-36-0110	HUD	UTICA	NY	\$8,064.50	\$0.00	
CDBG	MC	2012	RL	B-12-MC-36-0110	HUD	UTICA	NY	\$270,211.44	\$0.00	
CDBG	MC	2012	PI	B-12-MC-36-0110	HUD	UTICA	NY	\$26,170.23	\$0.00	
CDBG	MC	2012	LA	B-12-MC-36-0110	HUD	UTICA	NY	\$5,908.75	\$0.00	

1 2 3 4 5 6 Next 10 Results

Screen print is truncated

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

Field	Description
Program	The CPD program for which the PI/RL/SI was received.
Source Type	For CDBG accounts, the fourth and fifth characters of your CDBG grant for the year shown in PROGRAM YEAR— MC or UC .
Grant Year/Program Year of Receipt	For PI, RL, and SI: The program year for which the PI/RL/SI was received. For LA: The grant year from which the repaid funds were drawn.
Fund Type	For CDBG entitlements: LA Grant-Specific Repayment to Local Account PI Program Income RL Revolving Loan SI Section 108 Loan Income
Associated Grant #	For PI and RL: The CDBG grant with the same GRANT YEAR as the PROGRAM YEAR OF RECEIPT. For LA: The CDBG grant from which the repaid funds were drawn. For SI: The CDBG grant to which the loan guarantee is related.
From Organization	For CDBG, always HUD .
Receipt Created For	For CDBG, always the entitlement grantee.
State	The grantee's state.

Field	Description
Amount	The sum of all amounts received for this account. The AD subfund of an FY 2014 or earlier grant with the same grant year as the PROGRAM YEAR may be increased by 20% of this amount.
Sub Allocated	The amount of this account that has been subfunded or subgranted.
Committed to Activities	The sum of all funds committed to activities from this account.
Drawdown Amount	The sum of all funds drawn from this account that have been processed to completion.
Pending Amount	The sum of all pending draws against this account.

There are no additional receipt account screens.

Chapter 8

SECTION 108 LOANS

This chapter explains how to set up, fund, draw funds, and report accomplishments for Section 108 Loan Guarantee program activities. Because these functions are very nearly identical to CDBG activity processing, only the differences will be described here. For an overview of Section 108 loan processing in IDIS, please see the [Section 108 Loan Guarantee Quick Start Guide for IDIS Online](#).

Section 108 loan funds are available to commit and draw only if the loan has been loaded into IDIS. Use the View Loan function to confirm that a loan has been loaded.

VIEW LOANS

To view basic information about a loan, click the Funding/Drawdown tab at the top of any page and then click the Section 108 [Search](#) link. The Search Loans screen is displayed:

User: C00063
Role: Grantee
Organization: OGDEN
 - Switch Profile
 - Logout

Activity Funding
 - Search

Drawdown
 - Create Voucher
 - Search Voucher
 - Approve Voucher

Receipt
 - Add
 - Search
 - Search Accounts

Section 108 Loan
 - Search

Plans/Projects/Activities | **Funding/Drawdown** | **Grant** | **Grantee/PJ**

You have 7 CDBG and 2 HOME activities that have been flagged. Click on the number to go to the review page.

Section 108 Loan

Search Loans

Search Criteria

Loan#:

Amount:

Approval Date: (mm/dd/yyyy)

Status: All

Loan Recipient (i):

Cancellation Date: (mm/dd/yyyy)

Cohort (i): 2014

State/Territory: UT

|

Enter as many or few search criteria as you wish to retrieve the loan(s) to be viewed, and then click the [Search] button to display the results:

Receipt

View Receipt Accounts

Search Criteria

Program: All

Grant Year / Program Year of Receipt: (tip)

Fund Type: All

Receipt Created For (i):

State/Territory: NY

Associated Grant #:

|

Results Page 1 of 6

Program	Source Type	Grant Year / Program Year of Receipt (tip)	Fund Type	Associated Grant #	From Organization	Receipt Created For	State	Amount	Sub Allocated	Committed
CDBG	MC	2015	RL	B-15-MC-36-0110	HUD	UTICA	NY	\$14,198.66	\$0.00	
CDBG	MC	2015	PI	B-15-MC-36-0110	HUD	UTICA	NY	\$24,509.44	\$0.00	
CDBG	MC	2014	PI	B-14-MC-36-0110	HUD	UTICA	NY	\$174,873.66	\$0.00	
CDBG	MC	2014	RL	B-14-MC-36-0110	HUD	UTICA	NY	\$76,805.70	\$0.00	
CDBG/ 108 Loan /B-94-MC-36-0110	MC	2014	SI	B-94-MC-36-0110	HUD	UTICA	NY	\$6,814.23	\$0.00	
CDBG/ 108 Loan /B-94-MC-36-0110	MC	2013	SI	B-94-MC-36-0110	HUD	UTICA	NY	\$28,404.68	\$0.00	
CDBG	MC	2013	LA	B-13-MC-36-0110	HUD	UTICA	NY	\$8,064.50	\$0.00	
CDBG	MC	2012	RL	B-12-MC-36-0110	HUD	UTICA	NY	\$270,211.44	\$0.00	
CDBG	MC	2012	PI	B-12-MC-36-0110	HUD	UTICA	NY	\$26,170.23	\$0.00	
CDBG	MC	2012	LA	B-12-MC-36-0110	HUD	UTICA	NY	\$5,908.75	\$0.00	

1 2 3 4 5 6 Next 10 Results

Click the [View](#) link in the last column of the results table to display the View 108 Loan screen:

Section 108 Loan

View 108 loan

Save | Cancel | View Activities

***Indicates Required Field**

***Loan#:**
B-14-MC-49-0001

Status:
Active

***Recipient Organization**
OGDEN

Loan 108

***Amount:** \$3340000

***Approval Date:** 08/15/2014
(mm/dd/yyyy)

Cancellation Date: 09/30/2019
(mm/dd/yyyy)

Amount Committed to Activities:	\$0.00
Drawn Amount:	\$0.00

Save | Cancel | View Activities

Field	Description
Loan #	The CDBG grant to which the loan guarantee is related. In instances where more than one loan is backed by the same grant, a one-letter suffix is appended to the number of all but the first loan.
Recipient Organization	The entitlement grantee.
Status	Either Active or Cancelled .
Amount	The total amount of this loan.
Approval Date	The date this loan was approved.
Cancellation Date	The expiration date of this loan. Loan funds cannot be committed or drawn after this date.
Amount Committed to Activities	The amount of this loan that has been committed to activities to date.
Drawn Amount	The amount of this loan that has been drawn down to date.

To exit the View 108 Loan screen, click the [Cancel] button.

ADD PROJECT

To add the project under which you will set up your Section 108 Loan activities, follow the steps on pages 2-1 through 2-3. The project should be added to the PROGRAM YEAR in which the 108 loan approval was received. When filling in the Add Project screen, be sure to specify an estimated amount in the SECTION 108 LOAN AMOUNT field:

Project
Add Project

Save | Reset

*Indicates Required Field
Grantee/PJ Name:
OGDEN

Program Year
*Program Year: Add New Program Year:

(ex: yyyy)

IDIS Project ID:

*Project Title:

Grantee/PJ Project ID:

Description:

Allow Another Organization to Set up Activities under this Project: ⓘ

Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs): ⓘ

Grant # (only for HOPWA-C program):

Estimated Amount (Including Program Income)	
Section 108 Loan amount	\$ <input type="text" value="0.00"/>
CDBG	\$ <input type="text" value="0.00"/>
HOME	\$ <input type="text" value="0.00"/>
ESG	\$ <input type="text" value="0.00"/>
HOPWA	\$ <input type="text" value="0.00"/>
CDBG-R	\$ <input type="text" value="0.00"/>
HPRP	\$ <input type="text" value="0.00"/>
TCAP	\$ <input type="text" value="0.00"/>
HESG	\$ <input type="text" value="0.00"/>
HOPWA-C	\$ <input type="text" value="0.00"/>
Total	<input type="text" value="0.00"/>

Save | Reset

Once the project has been added, the Section 108 Loan activities can be set up.

ACTIVITY SETUP

To set up an activity that is to be funded with Section 108, change the WILL THIS ACTIVITY USE SECTION 108 LOAN? field on the Add Activity screen to “Yes” by clicking the [Change answer] button:

Activity
Add Activity

Save | Cancel

***Indicates Required Field**

***Activity Owner:** OGDEN, UT **Grantee/PJ Activity ID:**

***IDIS Project ID/Project Title (Program Year):**

***Activity Name:**

Program	*Activity Category	Ready to Fund	Setup Detail
CDBG	Will this activity use Section 108 loan?* No <input type="button" value="Change answer"/> None	No	<input type="button" value="Add CDBG"/>
HOME	None	No	<input type="button" value="Add HOME"/>

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

HEROS Environmental Review ID **Comments (tip)**

Activity Description:

Changing this field to “Yes” makes the Section 108 fund types available as a funding source for the activity, and also limits the choices on the ACTIVITY CATEGORY dropdown to Section 108-eligible matrix codes. Three of the codes are specific to Section 108 activities, while the other matrix codes can also be funded with EN or PI:

- 24A Payment of interest on Section 108 loans
- 24B Payment of costs of Section 108 financing
- 24C Debt service reserve

Except for these differences, the Add Activity screen is filled in the same as for other CDBG activities (see Chapter 3 for instructions).

For a 24A, 24B, or 24C activity, there are no additional screens to complete. Click the [Save] button. The screen is redisplayed in edit mode, and the activity is ready to be funded. For other matrix codes, fill in the CDBG setup detail screens exactly as you would for non-Section 108 activities (see Chapter 4 for detailed instructions).

RECEIPTING LOAN INCOME

Please see Chapter 7 for instructions on receipting Section 108 Loan program income.

REPORTING ACCOMPLISHMENTS

Accomplishments and performance measures for a Section 108 loan-funded activity are reported exactly as they are for a CDBG activity. For details, see Chapter 9 and, depending on the national objective assigned to the activity, Chapters 10-14. Like CDBG administrative activities, there are no accomplishment screens for activities with a matrix code of 19F, 19G, or 24A-24C.

The final step in the completion process of every Section 108 loan-funded activity is to update the activity status to Completed. Please turn to page 3-10 for instructions.

Chapter 9

ACCOMPLISHMENT REPORTING

Accomplishments must be reported for all CDBG activities except those that do not meet a national objective (activities with a matrix code of 19F, 19G, 20, 21*, 22, or 24A-24C).

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

Follow the instructions on page 3-5 to access the activity for which accomplishments are to be reported. On the Edit Activity screen (see page 3-7), click the [Add CDBG Accomp.] or [Edit CDBG Accomp.] button to access the accomplishment screens for the activity. Fill in these screens with annual accomplishments for every year the activity is open. Do not input cumulative accomplishments.

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

If the national objective is...	Turn to...
LMA*	Chapter 10
LMC*	Chapter 11
LMH*	Chapter 12
LMJ*	Chapter 13
SBA, SBR, SBS, URG	Chapter 14

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

Chapter 10

LMA ACCOMPLISHMENT SCREENS

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

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

To access the accomplishment screens for an activity, go to the Edit Activity screen and click the [Add CDBG Accomp.] or [Edit CDBG Accomp.] button (see page 3-7).

ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

The first section of the Page 1 accomplishment screen is the same for all activities:

Activity

Add CDBG Accomplishment Detail (Page 1)

03K - Street Improvements

Save | Save and Continue | Cancel

Add New Accomplishment Year

*** Indicates Required Field**

Grantee/PJ Activity ID:	Activity Name: Lambert Street Improvements	Program Year/IDIS Project ID: 2011/27
IDIS Activity ID: 12763	Activity Owner: BIRMINGHAM, AL	Project Title: Infrastructure
National Objective: LMA		

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

Accomplishment Narrative: (maximum 4000 characters)

***Accomplishments**

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

Save | Save and Continue | Cancel

Add New Accomplishment Year

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Accomplishments for Program Year	<p>On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.</p> <p>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Accomplishments for Program Year: 2012 Select Another Year:</p> <p style="text-align: right;"> <input type="text"/> <input type="button" value="Edit Selected Year"/> </p> </div> <p>For multi-year activities, make sure you input annual counts for the correct program year:</p> <ul style="list-style-type: none"> To add accomplishments for the second and subsequent years of an activity, click the [Add New Accomplishment Year] button at the top/bottom of the screen, type in the new year, and enter the new accomplishments. Do not

Field	Description									
	<p>include accomplishments that have been reported in a previous year.</p> <ul style="list-style-type: none"> Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year. Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for. 									
Accomplishment Narrative	<p>Describe the progress toward achieving accomplishments in the program year specified in the previous field.</p> <p>You may want to cite the percentage of the activity that has been completed, explain undue delays, provide a timeframe for completing the activity and meeting a national objective, and/or explain why accomplishments have not yet been reported.</p>									
Accomplishments										
Accomplishment Type	This read-only field shows the accomplishment type assigned at activity setup (see page 4-4).									
Proposed Units	This read-only field shows the proposed number of accomplishments entered at activity setup (see page 4-4).									
Actual Units	<p>This field is displayed (as shown below) only if the matrix code is 04–Clearance and Demolition or 04A–Cleanup of Contaminated Sites. Enter the number of accomplishments achieved during the program year being reported.</p> <div data-bbox="662 1171 1450 1255" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1"> <thead> <tr> <th colspan="3" style="text-align: left; padding-left: 5px;">*Accomplishments</th> </tr> <tr> <th style="text-align: left; padding: 2px;">Accomplishment Type</th> <th style="text-align: left; padding: 2px;">Proposed Units</th> <th style="text-align: left; padding: 2px;">Actual Units (tip)</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">10 - Housing Units</td> <td style="text-align: center; padding: 2px;"><input type="text" value="6"/></td> <td style="padding: 2px;"><input type="text"/></td> </tr> </tbody> </table> </div>	*Accomplishments			Accomplishment Type	Proposed Units	Actual Units (tip)	10 - Housing Units	<input type="text" value="6"/>	<input type="text"/>
*Accomplishments										
Accomplishment Type	Proposed Units	Actual Units (tip)								
10 - Housing Units	<input type="text" value="6"/>	<input type="text"/>								

For most LMA* activities, these are the only fields displayed on the Page 1 screen. Click the [Save and Continue] button to go to the second accomplishment screen (see page 10-6).

Additional data items are collected if the activity has a matrix code of 15 or an objective of LMAFI/LMASA.

CODE ENFORCEMENT

For code enforcement (matrix code 15) activities with an ACCOMPLISHMENT TYPE of Housing Units, the first accomplishment screen also includes these fields:

Code Enforcement

* Housing units receiving violations	<input type="text"/>
Housing units where code violations have been corrected using CDBG funds	<input type="text"/>
Housing units where code violations have been corrected by the owner	<input type="text"/>
Housing units where code violations have been corrected using other funds	<input type="text"/>

***Describe specific public and private improvements or services provided in the code enforcement area**

IDIS Activity IDs where code corrections are being tracked

Search Field	Description
Housing units receiving violations	Enter the total number of housing units receiving code violations.
Housing units where code violations have been corrected using CDBG funds	Enter the number of units where code violations have been corrected using CDBG funds.
Housing units where code violations have been corrected by the owner	Enter the number of units where code violations have been corrected by the owner.
Housing units where code violations have been corrected using other funds	Enter the number of units where code violations have been corrected using other funds.
Describe specific public and private improvements or services provided in the code enforcement area	Code enforcement must be conducted in deteriorated or deteriorating areas when such enforcement together with public or private improvements, rehabilitation, or services to be provided may be expected to arrest decline in an area.
IDIS Activity IDs where code corrections are being tracked	Enter IDIS Activity IDs when code violations are corrected using CDBG funds.

When you have finished, click the [Save and Continue] button to display the second accomplishment screen.

JOB CREATION/RETENTION

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

Jobs					
* Job Creation/Retention					
	Total Job Count		Total Weekly Hours		Percent
	Full Time	Full Time Low/Mod	Part Time (tip)	Part Time Low/Mod (tip)	Low/Mod Jobs
Actually Created	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/> %
Actually Retained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/> %
Actual FTE Jobs: (tip)					
<input type="text" value="0"/>					

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

When you have finished, click the [Save and Continue] button to display the second accomplishment screen.

ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

Performance measures are entered on the second accomplishment screen. The top part of the screen identifies the activity you are processing:

Activity

Edit CDBG Accomplishment Detail (Page 2)

03K - Street Improvements

- CDBG Accomplishment has been saved successfully.

Save | Save and Previous Page | Cancel

* Indicates Required Field

Grantee/PJ Activity ID:	Activity Name: Lambert Street Improvements	Program Year/IDIS Project ID: 2011/27
IDIS Activity ID: 12763	Activity Owner: BIRMINGHAM, AL	Project Title: Infrastructure
National Objective: LMA		
Accomplishments for Program Year: 2012		

Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen.

The performance measures data you are asked to provide depends chiefly on the activity's matrix code, as outlined below:

Matrix Code	Performance Measure	See Page
03*	Public Facilities & Infrastructure	10-7
05*	Public Services	10-8
14E, 17*, 18*	Assistance to Businesses	10-9
LMAFI/LMASA ACCOMP TYPE is Jobs	Job Performance Measures	10-10
03* and 05* HELP HOMELESS is Yes	Help the Homeless	10-11
05C, HELP PREVENT HOMELESSNESS is Yes	Homelessness Prevention	10-12

PUBLIC FACILITIES & INFRASTRUCTURE

These fields are displayed for LMA* activities with any 03* matrix code:

Public Facilities & Infrastructure	
Total Persons Assisted :	
<input type="text" value="5,983"/>	
Of the Total Persons, Number of:	
	Number of Persons
With New Access to this type of Public Facility or Infrastructure Improvement	<input type="text"/>
With Improved Access to this Type of Public Facility or Infrastructure Improvement	<input type="text"/>
With access to Public Facility or Infrastructure that is No Longer Substandard	<input type="text"/>
Total	<input type="text" value="0"/>

Field	Description
Total Persons Assisted	This read-only field displays the TOTAL LOW/MOD UNIVERSE POPULATION from setup screen Page 3 (see page 4-15).
Of the Total Persons, Number:	
With New Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides a new facility/improvement, enter the number of persons with access to the facility. If the activity is funded in subsequent years, persons benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides improved access to a facility/improvement, enter the number of persons who have improved access.
With Access to Public Facility or Infrastructure that is No Longer Substandard	When the activity provides a facility/improvement that is no longer substandard, enter the number of persons no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL PERSONS ASSISTED before the activity can be completed.

If the HELP THE HOMELESS field on the Page 1 activity setup screen is Yes, two additional performance measure fields are displayed. Turn to page 10-11 for details.

PUBLIC SERVICES

These fields are displayed for LMA activities with a matrix code of 05*:

Public Services	
Total Persons Assisted :	<input type="text" value="699"/>
Of the Total Persons, Number of:	
	Number of Persons
With New or Continuing Access to a Service or Benefit	<input type="text"/>
With Improved Access to a Service or Benefit	<input type="text"/>
Receive a Service or Benefit that is No Longer Substandard	<input type="text"/>
Total	<input type="text" value="0"/>

Field	Description
Total Persons Assisted	This read-only field displays the TOTAL LOW/MOD UNIVERSE POPULATION from setup screen Page 3 (see page 4-15).
Of the Total Persons, Number:	
With New or Continuing Access to a Service or Benefit	When the activity provides a new service or benefit, enter the number of persons with access to the service or benefit. If the activity is funded in subsequent years, persons benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to a Service or Benefit	When the activity provides improved access to a service, enter the number of persons who have improved access.
Receive a Service or Benefit that is No Longer Substandard	When the activity provides a service that is no longer substandard, enter the number of persons no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL PERSONS ASSISTED before the activity can be completed.

If the HELP THE HOMELESS field on the Page 1 activity setup screen is Yes, two additional fields are displayed. Turn to page 10-11 for details.

For 05C activities only: If the HELP PREVENT HOMELESSNESS field on the Page 1 setup screen (see page 4-5) is Yes, additional performance measures are displayed. For details, see page 10-12.

ASSISTANCE TO BUSINESSES

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

Assistance to Businesses			
	Total	Number Expanding	Number Relocating
New Businesses Assisted	<input type="text"/>		
Existing Businesses Assisted	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0 <input type="text"/>		
			Total
Number of Business Facades/Buildings Rehabilitated			<input type="text"/>
Number of Businesses Assisted that Provide Goods or Services to Meet the Needs of a Service Area			<input type="text"/>
Specify DUNS # for Each Business Assisted			
DUNS #:	<input type="text"/>	Ext:	<input type="text"/>
<input type="button" value="Add Another DUNS #"/>			

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

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

JOB PERFORMANCE MEASURES

This information is collected for LMAFI/LMASA activities with an ACCOMPLISHMENT TYPE of Jobs:

Job Performance Measures		
Actual FTE Jobs Created:	<input type="text" value="5"/>	Actual FTE Jobs Retained:
		<input type="text" value="7"/>
Created		
		Total
Of Jobs Created, Number of Jobs With Employer Sponsored Health Care Benefits	<input type="text"/>	<input type="text"/>
Of Jobs Created, Number of Persons Unemployed Prior to Taking Jobs Created Under this Activity	<input type="text"/>	<input type="text"/>
Retained		
		Total
Of Jobs Retained, Number of Jobs With Employer Sponsored Health Care Benefits	<input type="text"/>	<input type="text"/>
Types of Jobs Created/Retained		
Job Category	Jobs Created	Jobs Retained
Officials and Managers	<input type="text"/>	<input type="text"/>
Professional	<input type="text"/>	<input type="text"/>
Technicians	<input type="text"/>	<input type="text"/>
Sales	<input type="text"/>	<input type="text"/>
Office and Clerical	<input type="text"/>	<input type="text"/>
Craft Workers (Skilled)	<input type="text"/>	<input type="text"/>
Operatives (Semi-Skilled)	<input type="text"/>	<input type="text"/>
Laborers (Unskilled)	<input type="text"/>	<input type="text"/>
Service Workers	<input type="text"/>	<input type="text"/>

For definitions of these fields, see page 13-7.

HELP THE HOMELESS

These fields are displayed for LMA activities with a matrix code of 03* or 05* if the HELP THE HOMELESS field on the Page 1 activity setup screen (see page 4-5) is Yes:

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

Save | Save and Previous Page | Cancel

Field	Description
Of the Total Persons, Number of:	
Homeless Persons Given Overnight Shelter	If applicable to this activity, enter the number of homeless persons sheltered overnight.
Beds Created in Overnight Shelter or Other Emergency Housing	If applicable to this activity, enter the number of beds.
Total	This read-only field is the sum of the two previous fields.

HOMELESSNESS PREVENTION

These fields are displayed for an LMA activity with a matrix code of 5C if the HELP PREVENT HOMELESSNESS field on the CDBG Page 1 setup screen (see page 4-5) is Yes:

Homeless Prevention

Total Persons Assisted:

Of the Total Persons Assisted, Number of:

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

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

This is the last LMA* accomplishment screen. When you click [Save], the Edit Activity screen (see page 3-7) will be displayed.

Chapter 11

LMC ACCOMPLISHMENT SCREENS

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

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

To access the accomplishment screens for an activity, go to the Edit Activity screen and click the [Add CDBG Accomp.] or [Edit CDBG Accomp.] button (see page 3-7).

ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

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

Activity

Add CDBG Accomplishment Detail (Page 1)

05D - Youth Services

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*** Indicates Required Field**

Grantee/PJ Activity ID:	Activity Name: Recreation and Parks	Program Year/IDIS Project ID: 2012/128
IDIS Activity ID: 7349	Activity Owner: BALTIMORE, MD	Project Title: RECREATION AND PARKS
National Objective: LMC		

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

Accomplishment Narrative: (maximum 4000 characters)

***Accomplishments**

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

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Accomplishments for Program Year	<p>On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.</p> <p>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Accomplishments for Program Year: 2012 Select Another Year:</p> <p style="text-align: right;"> <input type="text"/> <input type="button" value="Edit Selected Year"/> </p> </div> <p>For multi-year activities, make sure you input annual counts for the correct program year:</p> <ul style="list-style-type: none"> To add accomplishments for the second and subsequent years of an activity, click the [Add New Accomplishment Year] button at the top/bottom of the screen, type in the new year, and enter the new accomplishments. Do not include accomplishments that have been reported in a previous year. Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year.

Field	Description
	<ul style="list-style-type: none"> Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for.
Accomplishment Narrative	<p>Describe the progress toward achieving accomplishments in the program year specified in the previous field.</p> <p>You may want to cite the percentage of the activity that has been completed, explain undue delays, provide a timeframe for completing the activity and meeting a national objective, and/or explain why accomplishments have not yet been reported.</p>
Accomplishments	
Accomplishment Type	This read-only field shows the accomplishment type assigned at activity setup (see page 4-4).
Proposed Units	This read-only field shows the proposed number of accomplishments entered at activity setup (see page 4-4).

DIRECT BENEFIT DATA BY PERSONS

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

***Direct Benefit Data by Persons**

Race/Ethnicity

Race	Total	Hispanic/Latino
Select Option	<input type="text"/>	<input type="text"/>
Totals	<input type="text" value="0"/>	<input type="text" value="0"/>

Income Levels

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

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

Race/Ethnicity

Field	Description
Race	<p>Select the race for which counts by persons are to be entered. The HUD definitions are:</p> <p>White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p>Black/African American: A person having origins in any of the black racial groups of Africa.</p> <p>Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p>American Indian/Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.</p>

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

Income Levels

It is important to always report income levels in the appropriate categories. Some grantees, solely to minimize data entry, report all beneficiaries in the Moderate income category. This practice conveys the impression in reports to Congress and other Federal oversight agencies that grantees are ignoring the program’s legislative mandate not to benefit moderate-income persons to the exclusion of low-income persons.

Field	Description
Extremely Low	Enter the number of persons benefiting whose income is at or below 30% of the median family income for the area.
Low	Enter the number of persons benefiting whose income is above 30% and at or below 50% of the median family income for the area.
Moderate	Enter the number of persons benefiting whose income is above 50% and at or below 80% of the median family income for the area.
Non-Low/Moderate	Enter the number of persons benefiting whose income is above 80% of the median family income for the area.

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

Follow these guidelines when reporting income levels for:

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

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

If an activity serves a combination of these groups, identify the number in each group and report those numbers under the appropriate income levels. Estimate race/ethnicity categories either by observation or by using numbers proportionate to the general population.

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

Unless you are entering data for an LMCMC activity, click the [Save and Continue] button to display the second accomplishment screen (turn to page 11-10).

DIRECT BENEFIT DATA BY HOUSEHOLDS

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

***Direct Benefit Data by Households**

Race/Ethnicity

Race	Owner		Renter		Total Households	
	Total	Hispanic/Latino	Total	Hispanic/Latino	Total	Hispanic/Latino
Select Option	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	<input type="text" value="0"/>					
Female-Headed Households <small>(tip)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>

Income Levels (tip)

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

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Currently, the system incorrectly displays the owner/renter categories for LMC activities. Until this is fixed, report data for LMC activities that require information by Household under the owner category.

Race/Ethnicity

Field	Description
Race	Select the race for which counts are to be entered. The HUD definitions are provided on page 11-4.
Owner: Total	Enter the number of households of this race.
Owner: Hispanic/Latino	Of the total households of this race, enter the number that are Hispanic/Latino.
Total Households: Total	This read-only field will be the same as OWNER: TOTAL.
Total Households: Hispanic/Latino	This read-only field will be the same as OWNER HISPANIC/LATINO.
Totals	These six read-only fields show the totals for all races.

Field	Description
Female-Headed Households: Owner	Of the total owner households of <u>all</u> races, enter the total number headed by females.
[Add Another Race by Households]	Click this button to add beneficiary counts for another race.

Income Levels

Always report income levels in the appropriate categories (see page 11-5).

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

Unless you are entering data for an LMCMC activity, click the [Save and Continue] button to display the second accomplishment screen (turn to page 11-10).

JOB CREATION/RETENTION

For an LMCMC activity, the first accomplishment screen also includes these fields:

Jobs

*** Job Creation/Retention**

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

Actual FTE Jobs: (tip)

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Please see page 13-6 for definitions of these fields.

ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

Performance measures are entered on the second accomplishment screen. The top part of the screen identifies the activity you are processing:

Activity

Edit CDBG Accomplishment Detail (Page 2)

05D - Youth Services

- CDBG Accomplishment has been saved successfully.

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*** Indicates Required Field**

Grantee/PJ Activity ID:	Activity Name: Recreation and Parks	Program Year/IDIS Project ID: 2012/128
IDIS Activity ID: 7349	Activity Owner: BALTIMORE, MD	Project Title: RECREATION AND PARKS
National Objective: LMC		
Accomplishments for Program Year: 2012		

Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen.

The performance measures data you are asked to provide depends chiefly on the activity's matrix code, as outlined below:

Matrix Code	Performance Measure	See Page
03* except 03T	Public Facilities & Infrastructure	11-11
05*	Public Services	11-13
05R, LMCSV	Direct Financial Assistance to Homebuyers	11-14
05S, LMCSV	Short-Term Rental Assistance	11-15
LMC/LMCSV 05C, 05Q, 05T HELP PREVENT HOMELESSNESS is Yes	Homelessness Prevention	11-16
14E, 17*, 18B, 18C	Assistance to Businesses	11-17
LMCMC, 18C	Job Performance Measures	11-18

PUBLIC FACILITIES & INFRASTRUCTURE

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

Public Facilities & Infrastructure	
Total Persons Assisted :	
<input type="text" value="112"/>	
Of the Total Persons, Number of:	
	Number of Persons
With New Access to this type of Public Facility or Infrastructure Improvement	<input type="text"/>
With Improved Access to this Type of Public Facility or Infrastructure Improvement	<input type="text"/>
With access to Public Facility or Infrastructure that is No Longer Substandard	<input type="text"/>
Total	<input type="text" value="0"/>

Field	Description
Total Persons Assisted	This read-only field shows the total number of persons reported on the Page 1 accomplishment screen.
Of the Total Persons, Number:	
With New Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides a new facility/improvement, enter the number of persons with access to the facility. If the activity is funded in subsequent years, persons benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides improved access to a facility/improvement, enter the number of persons who have improved access.
With Access to Public Facility or Infrastructure that is No Longer Substandard	When the activity provides a facility/improvement that is no longer substandard, enter the number of persons no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL PERSONS ASSISTED before the activity can be completed.

If the matrix code is 03C or the HELP THE HOMELESS field on the Page 1 activity setup screen (see page 4-5) is Yes, these performance measures for shelters are also displayed:

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

Save | Save and Previous Page | Cancel

Field	Description
Homeless Persons Given Overnight Shelter	If applicable, enter the number of persons sheltered overnight. This cannot exceed TOTAL PERSONS ASSISTED.
Beds Created in Overnight Shelter or Other Emergency Housing	If applicable, enter the number of beds made available in the shelter by the activity.

PUBLIC SERVICES

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

Public Services

Total Persons Assisted :

Of the Total Persons, Number of:

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

Note that if you have input direct beneficiary data by households on the Page 1 accomplishment screen, the three labels circled on the above screen print will be Total *Households* Assisted, Of the Total *Households*, and Number of *Households*. Count each household as one, regardless of the number of persons in the household.

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

If the matrix code is 03T or the HELP THE HOMELESS field on the Page 1 activity setup screen is Yes, the performance measures shown on page 11-11 are also displayed.

DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS

The block of fields below is displayed for LMCSV activities with a matrix code of 05R.

Note: For a 05R activity, this is the only place that you may report the number of first-time homebuyers receiving housing counseling. The number of households receiving housing counseling should not be reported in any other fields. Only for activities with a matrix code of 05U (Housing Counseling) may grantees report the number of households receiving housing counseling as the accomplishment.

Direct Financial Assistance to Homebuyers

Total Households Assisted: (tip)

16

Of the Total Households, Number of:

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

|
 |

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

SHORT-TERM RENTAL ASSISTANCE

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

Short-Term Rental Assistance

Total Households Assisted:

Of the Households Assisted, the Number:

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

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Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Households Assisted, the Number:	
Receiving short-term rental assistance (not more than three months)	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that received short-term rental assistance.
That were previously homeless	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that were previously homeless. See Appendix J for the HUD definition of "homeless."
Of those, the number that were chronically homeless	Of the households THAT WERE PREVIOUSLY HOMELESS, enter the number that were chronically homeless. See Appendix J for HUD's definition of "chronically homeless."

HOMELESSNESS PREVENTION

For LMC/LMCSV activities with a matrix code of 05C, 05Q, or 05T, these fields are displayed if you answered Yes to the HELP PREVENT HOMELESSNESS question on the first activity setup screen (see page 4-5):

Homeless Prevention

Total Persons Assisted:

Of the Total Persons Assisted, Number of:

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

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

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

ASSISTANCE TO BUSINESSES

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

Assistance to Businesses			
	Total	Number Expanding	Number Relocating
New Businesses Assisted	<input type="text"/>		
Existing Businesses Assisted	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0 <input type="text"/>		
			Total
Number of Business Facades/Buildings Rehabilitated			<input type="text"/>
Number of Businesses Assisted that Provide Goods or Services to Meet the Needs of a Service Area			<input type="text"/>
Specify DUNS # for Each Business Assisted			
DUNS #:	<input type="text"/>	Ext:	<input type="text"/>
<input type="button" value="Add Another DUNS #"/>			

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

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

JOB PERFORMANCE MEASURES

The following information is collected for LMCMC activities:

Job Performance Measures

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

Created

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

Retained

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

Types of Jobs Created/Retained

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

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For information on filling out these fields, see page 13-7.

This is the last LMC* accomplishment screen. When you click [Save], the Edit Activity screen (see page 3-7) will be displayed.

Chapter 12

LMH ACCOMPLISHMENT SCREENS

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

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

To access the accomplishment screens for an activity, go to the Edit Activity screen and click the [Add CDBG Accomp.] or [Edit CDBG Accomp.] button (see page 3-7).

ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

The top of the first LMH* accomplishment screen looks like this:

Activity

Add CDBG Accomplishment Detail (Page 1)

14A - Rehab; Single-Unit Residential

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*** Indicates Required Field**

Grantee/PJ Activity ID:	Activity Name: Major Home Repair	Program Year/IDIS Project ID: 2012/1
IDIS Activity ID: 1948	Activity Owner: TACOMA, WA	Project Title: TCRA Affordable Housing Fund
National Objective: LMH		

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

Accomplishment Narrative: (maximum 4000 characters)

***Accomplishments**

Accomplishment Type	Proposed Units
10 - Housing Units	<input type="text"/>

Field	Description
Accomplishments for Program Year	<p>On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.</p> <p>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Accomplishments for Program Year: 2012 Select Another Year:</p> <p style="text-align: right;"> <input type="text"/> <input type="button" value="Edit Selected Year"/> </p> </div> <p>For multi-year activities, make sure you input annual counts for the correct program year:</p> <ul style="list-style-type: none"> To add accomplishments for the second and subsequent years of an activity, click the [Add New Accomplishment Year] button at the top/bottom of the screen, type in the new year, and enter the new accomplishments. Do not include accomplishments that have been reported in a previous year. Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year.

Field	Description
	<ul style="list-style-type: none"> • Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for.
Accomplishment Narrative	<p>Describe the progress toward achieving accomplishments in the program year specified in the previous field.</p> <p>You may want to cite the percentage of the activity that has been completed, explain undue delays, provide a timeframe for completing the activity and meeting a national objective, and/or explain why accomplishments have not yet been reported.</p>
Accomplishments	
Accomplishment Type	This read-only field shows the accomplishment type assigned at activity setup (see page 4-4).
Proposed Units	This read-only field shows the proposed number of accomplishments entered at activity setup (see page 4-4).

DIRECT BENEFIT DATA BY HOUSEHOLDS

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

*Direct Benefit Data by Households						
Race/Ethnicity						
	Owner		Renter		Total Households	
Race	Total	Hispanic/Latino	Total	Hispanic/Latino	Total	Hispanic/Latino
Select Option	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Female-Headed Households <small>(tip)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
<input type="button" value="Add Another Race by Households"/>						
Income Levels <small>(tip)</small>						
	Owner		Renter		Total	
Extremely Low	<input type="text"/>		<input type="text"/>		<input type="text" value="0"/>	
Low	<input type="text"/>		<input type="text"/>		<input type="text" value="0"/>	
Moderate	<input type="text"/>		<input type="text"/>		<input type="text" value="0"/>	
Non-Low/Moderate	<input type="text"/>		<input type="text"/>		<input type="text" value="0"/>	
Totals	<input type="text" value="0"/>		<input type="text" value="0"/>		<input type="text" value="0"/>	
Percent Low/Mod	<input type="text" value="0"/> %		<input type="text" value="0"/> %		<input type="text" value="0"/> %	

The Renter fields are open for input only if the activity setup field INCLUDES RENTAL HOUSING is Yes (see page 4-10).

Race/Ethnicity

Field	Description
Race	<p>Select the race for which household counts are to be entered. The HUD definitions are:</p> <p>White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p>Black/African American: A person having origins in any of the black racial groups of Africa.</p> <p>Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p>American Indian/Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.</p> <p>Native Hawaiian/Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p>

Field	Description
	<p>American Indian/Alaskan Native & White: A person having these multiple racial origins as defined above.</p> <p>Asian & White: A person having these multiple racial origins as defined above.</p> <p>Black/African American & White: A person having these multiple racial origins as defined above.</p> <p>American Indian/Alaskan Native & Black/African American: A person having these multiple racial origins as defined above.</p> <p>Other Multi-Racial: Category used for reporting individual responses that are not included in any of the categories listed above.</p>
Owner: Total	Enter the number of owner households of this race.
Owner: Hispanic/Latino	Of the total owner households of this race, enter the number that are Hispanic/Latino.
Renter: Total	Enter the number of renter households of this race.
Renter: Hispanic/Latino	Of the total renter households of this race, enter the number that are Hispanic/Latino.
Total Households: Total	This read-only field shows the sum of OWNER TOTAL and RENTER TOTAL for this race.
Total Households: Hispanic/Latino	This read-only field shows the sum of OWNER HISPANIC/LATINO and RENTER HISPANIC/LATINO for this race.
Totals	These six read-only fields show the totals for all races.
Female-Headed Households: Owner	Of the total owner households of <u>all</u> races, enter the total number that are headed by females.
Female-Headed Households: Renter	Of the total renter households of <u>all</u> races, enter the total number that are headed by females.
[Add Another Race by Households]	Click this button to add beneficiary counts for another race.

Income Levels

It is important to always report income levels in the appropriate categories. Some grantees, solely to minimize data entry, report all beneficiaries in the Moderate income category. This practice conveys the impression in reports to Congress and other Federal oversight agencies that grantees are ignoring the program's legislative mandate not to benefit moderate-income persons to the exclusion of low-income persons.

Field	Description
Extremely Low: Owner and Renter	Enter the number of owner households and the number of renter households whose income is at or below 30% of the median family income for the area.
Extremely Low: Total	This read-only field shows the sum of the previous two fields.

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

Additional data fields are displayed for some housing rehab activities (see next page). Otherwise, click the [Save and Continue] button to go to the second accomplishment screen.

LEAD PAINT REQUIREMENTS

Information about compliance with lead paint requirements and lead hazard remediation is collected for all housing rehabilitation activities except those identified at activity setup (see page 4-13) as being limited to one or more of the following:

- Installing security devices or smoke detectors
- Operating a tool lending library
- Providing painting supplies/equipment
- Removing graffiti

For all other housing rehab activities (matrix codes 14A-14D, 14F-14J, and 16A), the following fields are displayed:

Lead Paint	
*Applicable Lead Paint Requirement:	
	# Units
Housing constructed before 1978	<input type="text"/>
Exempt: housing constructed 1978 or later i	<input type="text"/>
Exempt: Hard costs <= \$5,000	<input type="text"/>
Otherwise exempt i	<input type="text"/>
Total	<input type="text" value="0"/>

Field	Description
Housing Constructed Before 1978	Enter the number of housing units that were constructed before 1978.
Exempt: housing constructed 1978 or later	Enter the number of units for which construction was completed on or after January 1, 1978 or, in the case of jurisdictions which banned the sale or residential use of lead-containing paint prior to 1978, an earlier date as HUD may designate (see 24 CFR 35.160).
Exempt: Hard costs <= \$5,000	Displayed for all but matrix code 14A. Enter the number of units for which the per-unit hard costs of rehabilitation were \$5,000 or less.
Exempt: No paint disturbed	Displayed for matrix code 14A only. Enter the number of units where paint surfaces were not disturbed.
Otherwise exempt	Enter the number of units in this activity to which one or more of the following apply: <ul style="list-style-type: none"> • 0 bedrooms • Elderly/disabled person(s) with no children under the age of 6 • Lead-based paint free • Used no more than 100 days per year

These fields are displayed for all the housing rehab matrix codes except 14G:

***Lead Hazard Remediation Actions: (For rehabilitation only)**

	# Units
Lead Safe Work Practices (24 CFR 35.930(b)) (Hard costs <= \$5,000)	<input type="text"/>
Interim Controls or Standard Practices (24 CFR 35.930(c)) (Hard costs \$5,000 - \$25,000)	<input type="text"/>
Abatement (24 CFR 35.930(d)) (Hard costs > \$25,000)	<input type="text"/>
Total	<input type="text" value="0"/>

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Field	Description
Lead Safe Work Practices (24 CFR 35.930(b))	Where hard costs are less than \$5,000, enter the number of housing units for which lead safe work practices were conducted
Interim Controls or Standard Practices (24 CFR 35.930(c))	When hard costs are \$5,000 to \$25,000, enter the number of units for which interim controls or standard practices were conducted.
Abatement (24 CFR 35.930(d))	When hard costs are greater than \$25,000, enter the number of units for which abatement was conducted.

The fields below are displayed for activities with a matrix code of **14G**.

When the sole function of the activity is to acquire the property, fill in the first block of input fields (highlighted in blue). When the activity's functions include both acquisition and rehabilitation, fill in the set of input fields highlighted in green.

*Lead Hazard Remediation Actions: (For acquisition only)	
	# Units
Visual Assessment/Paint Stabilization (24 CFR 35.1015)	<input type="text"/>
Other Actions required by Local/State Codes	<input type="text"/>

*Lead Hazard Remediation Actions: (For acquisition and rehabilitation)	
	# Units
Lead Safe Work Practices (24 CFR 35.930(b)) (Hard costs <= \$5,000)	<input type="text"/>
Interim Controls or Standard Practices (24 CFR 35.930(c)) (Hard costs \$5,000 - \$25,000)	<input type="text"/>
Abatement (24 CFR 35.930(d)) (Hard costs > \$25,000)	<input type="text"/>

Total for Lead Hazard Remediation Actions	<input type="text" value="0"/>
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Field	Description
Lead Hazard Remediation Actions (For acquisition only)	
Visual Assessment/Paint Stabilization 24 CFR 35.1015	Enter the number of housing units in this activity for which a visual assessment or paint stabilization was conducted.
Other Actions Required by Local/State Codes	Enter the number of housing units in this activity for which other remediation actions were required by a State or local jurisdiction.
Lead Hazard Remediation Actions (For acquisition and rehabilitation)	See the previous page for definitions of these fields.

ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

Performance measures are entered on the second accomplishment screen. The top part of the screen identifies the activity you are processing:

Activity

Edit CDBG Accomplishment Detail (Page 2)

14A - Rehab; Single-Unit Residential

- CDBG Accomplishment has been saved successfully.

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*** Indicates Required Field**

Grantee/PJ Activity ID:	Activity Name: Major Home Repair	Program Year/IDIS Project ID: 2012/1
IDIS Activity ID: 1948	Activity Owner: TACOMA, WA	Project Title: TCRA Affordable Housing Fund
National Objective: LMH		
Accomplishments for Program Year: 2012		

Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen.

The performance measures data you are asked to provide depends chiefly on the activity's matrix code, as outlined below.

Rehab Activities

Matrix Code	Performance Measure	See Page
14A-14D, 14F-14I if owner data reported	Homeowner Rehab	12-12
14A-14D, 14F-14I if renter data reported	Rental Rehab	12-13

Acquisition and New Construction Activities

Matrix Code	Performance Measure	See Page
01, 12 if owner data reported	Acquisition/Construction New Homeowner Homeowner Rehab (matrix code 01 only)	12-15
01, 12 if renter data reported	Construction of Rental Units	12-17

Other Housing Activities

Matrix Code	Performance Measure	See Page
03H-03L	Public Facilities & Infrastructure	12-19
05R-05T	Public Services	12-20
05R, 13	Direct Financial Assistance to Homebuyers	12-21
05S	Short-Term Rental Assistance	12-22
05T, HELP PREVENT HOMELESSNESS is Yes	Homelessness Prevention	12-23

HOMEOWNER REHAB

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

Homeowner Rehab	
Total Owner Units: <small>(tip)</small>	<input type="text" value="25"/>
Of the Total Owner Units, Number of:	
	Number of Units
Units Occupied by Elderly	<input type="text"/>
Units Moved from Substandard to Standard (HQS or Local Code)	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	<input type="text"/>

Field	Description
Total Owner Units	This read-only field shows the total number of owner households reported on the previous screen.
Of the Total Owner Units, Number of:	
Units Occupied by Elderly	Of the TOTAL OWNER UNITS, enter the number occupied by one or more persons age 62 or over.
Units Moved from Substandard to Standard (HQS or Local Code)	Of the TOTAL OWNER UNITS, enter the number that were substandard prior to rehabilitation that now meet Housing Quality Standards or local code. This is not a requirement under CDBG, but any units that have been brought from substandard to standard condition should be reported.
Section 504 Accessible Units	Of the TOTAL OWNER UNITS, enter the number that meet Uniform Federal Accessibility Standards (UFAS). For more information, see http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas .
Units Qualified as Energy Star	Of the TOTAL OWNER UNITS, enter the number qualifying for Energy Star certification. See Appendix G for guidelines on correctly reporting Energy Star units.
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	Of the TOTAL OWNER UNITS, enter the number made lead-safe. The only units to be included in the count are pre-1978 units where the rehabilitation work exceeds the \$5,000 threshold. Do not count units that are free of lead-based paint (e.g., built in 1978 or later, a lead-based paint inspection report shows no lead paint) or units where the rehabilitation does not address all surfaces that could pose a lead hazard (e.g., rehabilitation work less than \$5,000 a unit).

RENTAL REHAB

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

Rental Rehab

Total Rental Units: (tip)

Of the Total Rental Units, Number of:

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

Of the Total Affordable Units, Number of:

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

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Field	Description
Total Rental Units	This read-only field shows the total number of renter households reported on the previous screen.
Of the Total Rental Units:	
Affordable Units	Of the TOTAL RENTAL UNITS, enter the number that are affordable according to definitions of affordability established by the grantee.
Section 504 Accessible Units	Of the TOTAL RENTAL UNITS, enter the number that meet Uniform Federal Accessibility Standards (UFAS). For more information, see www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas .
Brought from Substandard to	Of the TOTAL RENTAL UNITS, enter the number that were substandard prior to rehabilitation that now meet Housing Quality Standards or local code, whichever is applicable. This is

Field	Description
Standard Condition (HQS or Local Code)	not a CDBG requirement, but any units brought from substandard to standard condition should be reported.
Units Qualified as Energy Star	Of the TOTAL RENTAL UNITS, enter the number qualifying for Energy Star certification. See Appendix G for guidelines on correctly reporting Energy Star units.
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	<p>Of the TOTAL RENTAL UNITS, enter the number made lead-safe. The only units to be included in the count are pre-1978 units where the rehabilitation work exceeds the \$5,000 threshold.</p> <p>Do not count units that are free of lead-based paint (e.g., built in 1978 or later, a lead-based paint inspection report shows no lead paint) or units where the rehabilitation does not address all surfaces that could pose a lead hazard (e.g., rehabilitation work less than \$5,000 a unit).</p>
Units Created Through Conversion of Non-Residential to Residential Buildings	Of the TOTAL RENTAL UNITS, enter the number that were created by converting non-residential buildings to residential buildings.
Of the Total Affordable Units, Number of:	
Units Occupied by Elderly	Of the AFFORDABLE UNITS, enter the number occupied by one or more persons age 62 or over.
Years of Affordability Guaranteed	Enter the total number of years of affordability the grantee has imposed for the units being reported.
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	Of the AFFORDABLE UNITS, enter the number that are subsidized with project-based rental assistance. Note that this only applies to assistance that is project-based: if the assistance is portable (e.g., Section 8 vouchers), do not include the unit(s) in your count.
Units Designated for Persons with HIV/AIDS	Of the AFFORDABLE UNITS, enter the number designated for persons with HIV/AIDS, including units receiving assistance for operations.
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<p>Of the UNITS DESIGNATED FOR PERSONS WITH HIV/AIDS, enter the number designated for the chronically homeless, including units receiving assistance for operations.</p> <p>See Appendix J for HUD's definition of "chronically homeless."</p>
Permanent Housing Units Designated for Homeless Persons and Families	<p>Of the AFFORDABLE UNITS, enter the number of permanent housing units designated for the homeless.</p> <p>See Appendix J for the HUD definition of "homeless."</p>
Of Permanent Housing Units Designated for Homeless Persons and Families, Number for the Chronically Homeless	Of the PERMANENT HOUSING UNITS DESIGNATED FOR HOMELESS PERSONS AND FAMILIES, enter the number designated for the chronically homeless (see Appendix J for definition).

ACQUISITION/CONSTRUCTION NEW HOMEOWNER

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

Acquisition/Construction New Homeowner	
Total Owner Units: (tip)	
<input type="text" value="18"/>	
Of the Total Owner Units, Number of:	
	Number of Units
Affordable Units	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Households previously living in subsidized housing	<input type="text"/>
Of the Total Affordable Units, Number of:	
	Number of Units
Units Occupied by Elderly	<input type="text"/>
Units Specifically Designated for Persons with HIV/AIDS	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Units Specifically Designated for Homeless	<input type="text"/>
Of Units Designated for Homeless, Number Specifically for Chronically Homeless	<input type="text"/>

Field	Description
Total Owner Units	This read-only field shows the total number of owner households reported on the first accomplishment screen.
Of the Total Owner Units, Number of:	
Affordable Units	Of the TOTAL OWNER UNITS, enter the number that are affordable according to definitions of affordability established by the grantee.
Years of Affordability Guaranteed	Enter the total number of years of affordability the grantee has imposed for the units being reported.
Section 504 Accessible Units	Of the TOTAL OWNER UNITS, enter the number that meet Uniform Federal Accessibility Standards (UFAS). For more information, see www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas .
Units Qualified as Energy Star	Of the TOTAL OWNER UNITS, enter the number qualifying for Energy Star certification. See Appendix G for guidelines on correctly reporting Energy Star units.
Households previously living in subsidized housing	Of the TOTAL OWNER UNITS, enter the number of households that were living in public housing or receiving rental assistance from a federal, state, or local program immediately prior to CDBG assistance.

Field	Description
Of the Total Affordable Units, Number of:	
Units Occupied by Elderly	Of the AFFORDABLE UNITS, enter the number occupied by one or more persons age 62 or over.
Units Specifically Designated for Persons with HIV/AIDS	Of the AFFORDABLE UNITS, enter the number designated for persons with HIV/AIDS.
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	Of the UNITS SPECIFICALLY DESIGNATED FOR PERSONS WITH HIV/AIDS, enter the number designated for those who are chronically homeless. See Appendix J for HUD’s definition of “chronically homeless.”
Units Specifically Designated for Homeless	Of the AFFORDABLE UNITS, enter the number designated for the homeless. See Appendix J for the HUD definition of “homeless.”
Of Units Designated for Homeless, Number Specifically for Chronically Homeless	Of the UNITS SPECIFICALLY DESIGNATED FOR HOMELESS, enter the number designated for those who are chronically homeless (see Appendix J for definition).

For matrix code 01 only, the homeowner rehab data fields are also displayed:

Homeowner Rehab

Total Owner Units: (tip)

Of the Total Owner Units, Number of:

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

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They are defined on page 12-12.

CONSTRUCTION OF RENTAL UNITS

This block of data items is displayed for an LMH* activity only when the matrix code is 01 or 12 and renter data have been input on the first accomplishment screen:

Construction of Rental Units	
Total Rental Units: (tip)	
<input type="text" value="7"/>	
Of the Total Rental Units, Number of:	
	Number of Units
Affordable Units	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Of the Affordable Units, Number of:	
	Number of Units
Units Occupied by Elderly	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	<input type="text"/>
Units Designated for Persons with HIV/AIDS Including Units Receiving Assistance for Operations	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Permanent Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations	<input type="text"/>
Of Permanent Housing Units Designated for Homeless, Number for the Chronically Homeless	<input type="text"/>

Field	Description
Total Rental Units	This read-only field shows the total number of renter households reported on the previous screen.
Of the Total Rental Units, Number of:	
Affordable Units	Of the TOTAL RENTAL UNITS, enter the number that are affordable according to definitions of affordability established by the grantee.
Section 504 Accessible Units	Of the TOTAL RENTAL UNITS, enter the number that meet Uniform Federal Accessibility Standards (UFAS). For more information, see www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas .
Units Qualified as Energy Star	Of the TOTAL RENTAL UNITS, enter the number qualifying for Energy Star certification. See Appendix G for guidelines on correctly reporting Energy Star units.
Of the Affordable Units, Number of:	
Units Occupied by Elderly	Of the AFFORDABLE UNITS, enter the number occupied by one or more persons age 62 or over.
Years of Affordability Guaranteed	Enter the total number of years of affordability the grantee has imposed for the units being reported.

Field	Description
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	Of the AFFORDABLE UNITS, enter the number that are subsidized with project-based rental assistance. Note that this only applies to assistance that is project-based: if the assistance is portable (e.g., Section 8 vouchers), do not include the unit(s) in your count.
Units Designated for Persons with HIV/AIDS, Including Units Receiving Assistance for Operations	Of the AFFORDABLE UNITS, enter the number designated for persons with HIV/AIDS.
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	Of the UNITS DESIGNATED FOR PERSONS WITH HIV/AIDS, enter the number designated for the chronically homeless. See Appendix J for HUD’s definition of “chronically homeless.”
Permanent Housing Units Designated for Homeless Persons and Families	Of the AFFORDABLE UNITS, enter the number of permanent housing units designated for the homeless, including units receiving assistance for operations. See Appendix J for the HUD definition of “homeless.”
Of Permanent Housing Units Designated for Homeless Persons and Families, Number for the Chronically Homeless	Of the PERMANENT HOUSING UNITS DESIGNATED FOR HOMELESS PERSONS AND FAMILIES, enter the number designated for the chronically homeless (see Appendix J for definition).

PUBLIC FACILITIES & INFRASTRUCTURE

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

Public Facilities & Infrastructure	
Total Households Assisted :	
<input type="text" value="265"/>	
Of the Total Households, Number of:	
	Number of Households
With New Access to this type of Public Facility or Infrastructure Improvement	<input type="text"/>
With Improved Access to this Type of Public Facility or Infrastructure Improvement	<input type="text"/>
With access to Public Facility or Infrastructure that is No Longer Substandard	<input type="text"/>
Total	<input type="text" value="0"/>
<input type="button" value="Save"/> <input type="button" value="Save and Previous Page"/> <input type="button" value="Cancel"/>	

Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the Page 1 accomplishment screen.
Of the Total Households, Number:	
With New Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides a new facility/improvement, enter the number of households with access. If the activity is funded in subsequent years, households benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides improved access to a facility/improvement, enter the number of households who have improved access.
With Access to Public Facility or Infrastructure that is No Longer Substandard	When the activity provides access to a facility/improvement that is no longer substandard, enter the number of households no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL HOUSEHOLDS ASSISTED before the activity can be completed.

PUBLIC SERVICES

This information is collected for LMH* activities with a matrix code of 05R, 05S, or 05T:

Public Services	
Total Households Assisted :	
<input type="text" value="25"/>	
Of the Total Households, Number of:	
	Number of Households
With New or Continuing Access to a Service or Benefit	<input type="text"/>
With Improved Access to a Service or Benefit	<input type="text"/>
Receive a Service or Benefit that is No Longer Substandard	<input type="text"/>
Total	<input type="text" value="0"/>

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

DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS

The block of fields below is collected for LMH* activities with a matrix code of 05R or 13.

Note: For matrix code 05R and 13 activities, it is only here that you may report the number of first-time homebuyers receiving housing counseling. The number of households receiving housing counseling should not be reported in any other fields. Only for activities with a matrix code of 05U-Housing Counseling may grantees report the number of households receiving housing counseling as the accomplishment.

Direct Financial Assistance to Homebuyers

Total Households Assisted: (tip)

Of the Total Households, Number of:

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

|
 |

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

SHORT-TERM RENTAL ASSISTANCE

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

Short-Term Rental Assistance

Total Households Assisted:

Of the Households Assisted, the Number:

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

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Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Households Assisted, the Number:	
Receiving short-term rental assistance (not more than three months)	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that received short-term rental assistance.
That were previously homeless	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that were previously homeless. See Appendix J for the HUD definition of "homeless."
Of those, the number that were chronically homeless	Of the households THAT WERE PREVIOUSLY HOMELESS, enter the number that were chronically homeless. See Appendix J for HUD's definition of "chronically homeless."

HOMELESSNESS PREVENTION

These data fields are displayed for LMH* activities with a matrix code of 05T if the HELP PREVENT HOMELESSNESS field on the Page 1 activity setup screen (see page 4-5) is Yes:

Homeless Prevention

Total Households Assisted:

Of the Total Households Assisted, Number of:

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

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

This is the last LMH* accomplishment screen. When you click [Save], the Edit Activity screen (see page 3-7) will be displayed.

Chapter 13

LMJ ACCOMPLISHMENT SCREENS

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

- LMJ Low/mod job creation and retention
- LMJFI Low/mod job creation and retention, public facility/improvement benefit
- LMJP Low/mod job creation and retention, location-based

To access the accomplishment screens for an activity, go to the Edit Activity screen and click the [Add CDBG Accomp.] or [Edit CDBG Accomp.] button (see page 3-7).

ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

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

Activity

Add CDBG Accomplishment Detail (Page 1)

18B - ED Technical Assistance

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*** Indicates Required Field**

Grantee/PJ Activity ID: 38-ED3810 / C-120622	Activity Name: Valley Economic Development Corp	Program Year/IDIS Project ID: 2012/59
IDIS Activity ID: 13028	Activity Owner: LOS ANGELES, CA	Project Title: West Valley Business Assistance Program
National Objective: LMJ		

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

Accomplishment Narrative: (maximum 4000 characters)

***Accomplishments**

Accomplishment Type	Proposed Units
13 - Jobs	<input style="width: 50px;" type="text"/>

Field	Description							
Accomplishments for Program Year	<p>On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.</p> <p>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <table style="width: 100%;"> <tr> <td style="width: 60%;">Accomplishments for Program Year: 2012</td> <td style="width: 40%;"> <table style="width: 100%;"> <tr> <td style="width: 80%;"> <table style="width: 100%;"> <tr> <td style="width: 80%;">Select Another Year:</td> <td style="width: 20%; text-align: center;"> <input style="width: 30px;" type="text"/> </td> </tr> <tr> <td colspan="2" style="text-align: right;"> <input type="button" value="Edit Selected Year"/> </td> </tr> </table> </td> </tr> </table> </td> </tr> </table> </div> <p>For multi-year activities, make sure you input annual counts for the correct program year:</p> <ul style="list-style-type: none"> To add accomplishments for the second and subsequent years of an activity, click the [Add New Accomplishment Year] button at the top/bottom of the screen, type in the new year, and enter the new accomplishments. Do not include accomplishments that have been reported in a previous year. Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year. 	Accomplishments for Program Year: 2012	<table style="width: 100%;"> <tr> <td style="width: 80%;"> <table style="width: 100%;"> <tr> <td style="width: 80%;">Select Another Year:</td> <td style="width: 20%; text-align: center;"> <input style="width: 30px;" type="text"/> </td> </tr> <tr> <td colspan="2" style="text-align: right;"> <input type="button" value="Edit Selected Year"/> </td> </tr> </table> </td> </tr> </table>	<table style="width: 100%;"> <tr> <td style="width: 80%;">Select Another Year:</td> <td style="width: 20%; text-align: center;"> <input style="width: 30px;" type="text"/> </td> </tr> <tr> <td colspan="2" style="text-align: right;"> <input type="button" value="Edit Selected Year"/> </td> </tr> </table>	Select Another Year:	<input style="width: 30px;" type="text"/>	<input type="button" value="Edit Selected Year"/>	
Accomplishments for Program Year: 2012	<table style="width: 100%;"> <tr> <td style="width: 80%;"> <table style="width: 100%;"> <tr> <td style="width: 80%;">Select Another Year:</td> <td style="width: 20%; text-align: center;"> <input style="width: 30px;" type="text"/> </td> </tr> <tr> <td colspan="2" style="text-align: right;"> <input type="button" value="Edit Selected Year"/> </td> </tr> </table> </td> </tr> </table>	<table style="width: 100%;"> <tr> <td style="width: 80%;">Select Another Year:</td> <td style="width: 20%; text-align: center;"> <input style="width: 30px;" type="text"/> </td> </tr> <tr> <td colspan="2" style="text-align: right;"> <input type="button" value="Edit Selected Year"/> </td> </tr> </table>	Select Another Year:	<input style="width: 30px;" type="text"/>	<input type="button" value="Edit Selected Year"/>			
<table style="width: 100%;"> <tr> <td style="width: 80%;">Select Another Year:</td> <td style="width: 20%; text-align: center;"> <input style="width: 30px;" type="text"/> </td> </tr> <tr> <td colspan="2" style="text-align: right;"> <input type="button" value="Edit Selected Year"/> </td> </tr> </table>	Select Another Year:	<input style="width: 30px;" type="text"/>	<input type="button" value="Edit Selected Year"/>					
Select Another Year:	<input style="width: 30px;" type="text"/>							
<input type="button" value="Edit Selected Year"/>								

Field	Description
	<ul style="list-style-type: none"> • Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for.
Accomplishment Narrative	<p>Describe the progress toward achieving accomplishments in the program year specified in the previous field.</p> <p>You may want to cite the percentage of the activity that has been completed, explain undue delays, provide a timeframe for completing the activity and meeting a national objective, and/or explain why accomplishments have not yet been reported.</p>
Accomplishments	
Accomplishment Type	This read-only field shows the accomplishment type assigned at activity setup (see page 4-4).
Proposed Units	This read-only field shows the proposed number of accomplishments entered at activity setup (see page 4-4).

DIRECT BENEFIT DATA BY PERSONS

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

***Direct Benefit Data by Persons**

Race/Ethnicity

Race	Total	Hispanic/Latino
Select Option ▼	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
Totals	<input style="width: 80%; text-align: center; border: 1px solid gray;" type="text" value="0"/>	<input style="width: 80%; text-align: center; border: 1px solid gray;" type="text" value="0"/>

Income Levels

	Total
Extremely Low	<input style="width: 80%;" type="text"/>
Low	<input style="width: 80%;" type="text"/>
Moderate	<input style="width: 80%;" type="text"/>
Non-Low/Moderate	<input style="width: 80%;" type="text"/>
Totals	<input style="width: 80%; text-align: center; border: 1px solid gray;" type="text" value="0"/>
Percent Low/Mod	<input style="width: 80%; text-align: center; border: 1px solid gray;" type="text" value="0"/> %

Race/Ethnicity

Field	Description
Race	<p>Select the race for which counts by persons are to be entered. The HUD definitions are:</p> <p>White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p>Black/African American: A person having origins in any of the black racial groups of Africa.</p> <p>Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippines, Thailand, and Vietnam.</p> <p>American Indian/Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.</p> <p>Native Hawaiian/Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>American Indian/Alaskan Native & White: A person having these multiple racial origins as defined above.</p> <p>Asian & White: A person having these multiple racial origins as defined above.</p>

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

Income Levels

It is important to always report income levels in the appropriate categories. Some grantees, solely to minimize data entry, report all beneficiaries in the Moderate income category. This practice conveys the impression in reports to Congress and other Federal oversight agencies that grantees are ignoring the program’s legislative mandate not to benefit moderate-income persons to the exclusion of low-income persons.

Field	Description
Extremely Low	Enter the number of persons benefiting whose income is at or below 30% of the median family income for the area.
Low	Enter the number of persons benefiting whose income is above 30% and at or below 50% of the median family income for the area.
Moderate	Enter the number of persons benefiting whose income is above 50% and at or below 80% of the median family income for the area.
Non-Low/Moderate	Enter the number of persons benefiting whose income is above 80% of the median family income for the area.
Totals	<p>This read-only field shows the sum of the values input in the previous four fields.</p> <p>The Income Levels TOTALS field and the Race/Ethnicity TOTALS by race field must be equal.</p>
Percent Low/Mod	This read-only field shows the percentage of beneficiaries who are low/mod. It is equal to (EXTREMELY LOW + LOW + MODERATE) divided by TOTALS.

JOB CREATION/RETENTION

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

Jobs

*** Job Creation/Retention**

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

Actual FTE Jobs: (tip)

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|

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

ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

On the second accomplishment screen, job performance measures are reported for all LMJ* activities:

Activity

Edit CDBG Accomplishment Detail (Page 2)

18B - ED Technical Assistance

- CDBG Accomplishment has been saved successfully.

Save | Save and Previous Page | Cancel

*** Indicates Required Field**

Grantee/PJ Activity ID: 38-ED3810 / C-120622	Activity Name: Valley Economic Development Corp	Program Year/IDIS Project ID: 2012/59
IDIS Activity ID: 13028	Activity Owner: LOS ANGELES, CA	Project Title: West Valley Business Assistance Program
National Objective: LMJ		

Accomplishments for Program Year:
2012

Job Performance Measures

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

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

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

Types of Jobs Created/Retained

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

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

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

ASSISTANCE TO BUSINESSES

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

Assistance to Businesses			
	Total	Number Expanding	Number Relocating
New Businesses Assisted	<input type="text"/>		
Existing Businesses Assisted	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0 <input type="text"/>		
			Total
Number of Business Facades/Buildings Rehabilitated			<input type="text"/>
Number of Businesses Assisted that Provide Goods or Services to Meet the Needs of a Service Area			<input type="text"/>
Specify DUNS # for Each Business Assisted			
DUNS #:	<input type="text"/>	Ext:	<input type="text"/>
<input type="button" value="Add Another DUNS #"/>			

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

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

This is the last LMJ* accomplishment screen. When you click [Save], the Edit Activity screen (see page 3-7) will be displayed.

Chapter 14

SB*/URG ACCOMPLISHMENT SCREENS

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

- SBA Slum/blight area benefit
- SBR Slum/blight, urban renewal areas
- SBS Slum/blight, spot basis
- URG Urgent need

To access the accomplishment screens for an activity, go to the Edit Activity screen and click the [Add CDBG Accomp.] or [Edit CDBG Accomp.] button (see page 3-7).

ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

The first accomplishment screen shows these fields for all SB*/URG activities:

Activity

Add CDBG Accomplishment Detail (Page 1)

03A - Senior Centers

Save | Save and Continue | Cancel

Add New Accomplishment Year

*** Indicates Required Field**

Grantee/PJ Activity ID: 2210	Activity Name: Woodmont Senior Center	Program Year/IDIS Project ID: 2012/7
IDIS Activity ID: 2210	Activity Owner: SCRANTON, PA	Project Title: Public Facilities
National Objective: SBS		

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

Accomplishment Narrative: (maximum 4000 characters)

***Accomplishments**

Accomplishment Type	Proposed Units	Actual Units (tip)
11 - Public Facilities	<input type="text"/>	<input type="text"/>

Field	Description
Accomplishments for Program Year	<p>On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.</p> <p>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Accomplishments for Program Year: 2012 Select Another Year:</p> <p style="text-align: right;"> <input type="text"/> <input type="button" value="Edit Selected Year"/> </p> </div> <p>For multi-year activities, make sure you input annual counts for the correct program year:</p> <ul style="list-style-type: none"> To add accomplishments for the second and subsequent years of an activity, click the [Add New Accomplishment Year] button at the top/bottom of the screen, type in the new year, and enter the new accomplishments. Do not include accomplishments that have been reported in a previous year. Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year.

Field	Description
	<ul style="list-style-type: none"> Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for.
Accomplishment Narrative	<p>Describe the progress toward achieving accomplishments in the program year specified in the previous field.</p> <p>You may want to cite the percentage of the activity that has been completed, explain undue delays, provide a timeframe for completing the activity and meeting a national objective, and/or explain why accomplishments have not yet been reported.</p>
Accomplishments	
Accomplishment Type	This read-only field shows the accomplishment type assigned at activity setup (see page 4-4).
Proposed Units	This read-only field shows the proposed number of accomplishments entered at activity setup (see page 4-4).
Actual Units	Enter the number of accomplishments achieved during the program year being reported.

For most SB*/URG activities, these are the only fields displayed on the Page 1 screen. Click the [Save and Continue] button to go to the second accomplishment screen (see page 14-6).

For activities with a matrix code of 15 (code enforcement) and some housing rehab activities, the following additional data are collected.

CODE ENFORCEMENT

For code enforcement (matrix code 15) activities with an ACCOMPLISHMENT TYPE of Housing Units, the first accomplishment screen also includes these fields:

Code Enforcement				
* Housing units receiving violations	<input type="text"/>			
Housing units where code violations have been corrected using CDBG funds	<input type="text"/>			
Housing units where code violations have been corrected by the owner	<input type="text"/>			
Housing units where code violations have been corrected using other funds	<input type="text"/>			
*Describe specific public and private improvements or services provided in the code enforcement area				
<input type="text"/>				
IDIS Activity IDs where code corrections are being tracked				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please see page 10-4 for definitions of these fields.

LEAD PAINT REQUIREMENTS

Information about compliance with lead paint requirements and lead hazard remediation is collected for all SB*/URG housing rehabilitation activities except those identified at activity setup (see page 4-13) as being limited to one or more of the following:

- Installing security devices or smoke detectors
- Operating a tool lending library
- Providing painting supplies/equipment
- Removing graffiti

For all other housing rehab activities (matrix codes 14A-14D, 14F-14J, and 16A), see page 12-7 for definitions of the lead paint compliance data you are asked to input here.

ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

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

Activity

Edit CDBG Accomplishment Detail (Page 2)

03A - Senior Centers

- CDBG Accomplishment has been saved successfully.

|
 |

*** Indicates Required Field**

Grantee/PJ Activity ID:	Activity Name: Woodmont Senior Center	Program Year/IDIS Project ID: 2012/7
IDIS Activity ID: 2210	Activity Owner: SCRANTON, PA	Project Title: Public Facilities
National Objective: SBS		
Accomplishments for Program Year: 2012		

Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen.

The performance measures data you are asked to provide depends chiefly on the activity's matrix code, as outlined below.

Public Facilities & Infrastructure Activities

Matrix Code	Performance Measure	See Page
03* except 03T	Public Facilities & Infrastructure	14-8

Public Service Activities

Matrix Code	Performance Measure	See Page
05* and 03T	Public Services	14-10
05R, SBA and URG	Direct Financial Assistance to Homebuyers	14-11
05S, SBA and URG	Short-Term Rental Assistance	14-12
05C, 05Q, 05T HELP PREVENT HOMELESSNESS is Yes	Homelessness Prevention	14-13

Rehab Activities

Matrix Code	Performance Measure	See Page
14A-14D, 14F-14I	Homeowner Rehab	14-14
14A-14D, 14F-14I and INCLUDES RENTAL HOUSING is Yes	Rental Rehab	14-15

Acquisition and New Construction Activities

Matrix Code	Performance Measure	See Page
01, 12	Acquisition/Construction New Homeowner Homeowner Rehab (matrix code 01 only)	14-16
01, 12 INCLUDES RENTAL HOUSING is Yes	Construction of Rental Units	14-17

Other SB*/URG Activities

Matrix Code	Performance Measure	See Page
14E, 17*, 18*	Assistance to Businesses	14-18

PUBLIC FACILITIES & INFRASTRUCTURE

This block of data fields is displayed for SB*/URG activities with a matrix code of 03* (except 03T):

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

Field	Description
Total Persons Assisted	If the activity ACCOMPLISHMENT TYPE is: <ul style="list-style-type: none"> • People, this is a read-only field showing the ACTUAL UNITS reported on the Page 1 accomplishment screen. • Public Facilities, this is an input field. Enter the number of persons served by the facility.
Of the Total Persons, Number:	
With New Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides a new facility, enter the number of persons with access to the facility. If the activity is funded in subsequent years, persons benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides improved access to a facility, enter the number of households who have improved access.
With Access to Public Facility or Infrastructure that is No Longer Substandard	When the activity provides a service that is no longer substandard, enter the number of persons no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL PERSONS ASSISTED before the activity can be completed.

If the matrix code is 03C or the HELP THE HOMELESS field on the Page 1 activity setup screen (see page 4-5) is Yes, these performance measures for shelters are also displayed:

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

Save | Save and Previous Page | Cancel

Field	Description
Homeless Persons Given Overnight Shelter	If applicable, enter the number of persons sheltered overnight. This cannot exceed TOTAL PERSONS ASSISTED.
Beds Created in Overnight Shelter or Other Emergency Housing	If applicable, enter the number of beds made available in the shelter by the activity.

PUBLIC SERVICES

This block of data fields is displayed for SB*/URG activities with a matrix code of 05*:

Public Services	
Total Persons Assisted :	
<input type="text"/>	
Of the Total Persons , Number of:	
	Number of Persons
With New or Continuing Access to a Service or Benefit	<input type="text"/>
With Improved Access to a Service or Benefit	<input type="text"/>
Receive a Service or Benefit that is No Longer Substandard	<input type="text"/>
Total	0 <input type="text"/>

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

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

If the HELP THE HOMELESS field on the Page 1 activity setup screen is Yes, the two performance measure fields shown on the previous page are also displayed.

DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS

The block of fields below is collected for SBA and URG activities with a matrix code of 05R.

Note: For 05R activities, this is the only place you may report the number of first-time homebuyers receiving housing counseling. The number of households receiving housing counseling should not be reported in any other fields. Only for activities with a matrix code of 05U-Housing Counseling may grantees report the number of households receiving housing counseling as the accomplishment.

Direct Financial Assistance to Homebuyers

Total Households Assisted: (tip)

Of the Total Households, Number of:

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

|
 |

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

SHORT-TERM RENTAL ASSISTANCE

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

Short-Term Rental Assistance

Total Households Assisted:

Of the Households Assisted, the Number:

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

|
 |

Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Households Assisted, the Number:	
Receiving short-term rental assistance (not more than three months)	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that received short-term rental assistance.
That were previously homeless	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that were previously homeless. See Appendix J for the HUD definition of "homeless."
Of those, the number that were chronically homeless	Of the households THAT WERE PREVIOUSLY HOMELESS, enter the number that were chronically homeless. See Appendix J for HUD's definition of "chronically homeless."

HOMELESSNESS PREVENTION

These data fields are displayed for SBA and URG activities with a matrix code of 05C, 05Q, or 05T if the HELP PREVENT HOMELESSNESS field on the Page 1 activity setup screen (see page 4-5) is Yes:

Homeless Prevention

Total Persons Assisted:

Of the Total Persons Assisted, Number of:

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

|
 |

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

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

HOMEOWNER REHAB

This block of data items is displayed for SB*/URG activities with a matrix code of 14A-14D, or 14F-14I and an ACCOMPLISHMENT TYPE of Housing Units:

Homeowner Rehab

Total Units: (tip)

Of the Total Owner Units, Number of:

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

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

Field	Description
Total Units	This read-only field shows the ACTUAL UNITS reported on the first accomplishment screen. It should include <u>all</u> units, not just homeowner rehab units.
All other fields	Report only on the number of homeowner rehab units included in the count of TOTAL UNITS. For field definitions, see page 12-12.

RENTAL REHAB

This block of data items is displayed for SB* and URG activities with a matrix code of 14A-14D or 14F-14I provided the setup field INCLUDES RENTAL HOUSING is Yes (see page 4-10):

Rental Rehab	
Total Units: (tip)	
10	
Of the Total Rental Units, Number of:	
	Number of Units
Affordable Units	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Brought from Substandard to Standard Condition (HQS or Local Code)	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	<input type="text"/>
Units Created Through Conversion of Non-Residential to Residential Buildings	<input type="text"/>
Of the Total Affordable Units, Number of:	
	Number of Units
Units Occupied by Elderly	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	<input type="text"/>
Units Designated for Persons with HIV/AIDS Including Units Receiving Assistance for Operations	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Permanent Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations	<input type="text"/>
Of Permanent Housing Units Designated for Homeless, Number for the Chronically Homeless	<input type="text"/>

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

Field	Description
Total Units	This read-only field shows the ACTUAL UNITS reported on the first accomplishment screen. It should include <u>all</u> units, not just rental rehab units.
All other fields	Report only on the number of rental rehab units included in the count of TOTAL UNITS. For field definitions, see page 12-13.

ACQUISITION/CONSTRUCTION NEW HOMEOWNER

This block of data items is displayed for an SB* or URG activity when the matrix code is 01 or 12:

Acquisition/Construction New Homeowner	
Total Units: (tip)	
<input type="text" value="18"/>	
Of the Total Owner Units, Number of:	
	Number of Units
Affordable Units	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Households previously living in subsidized housing	<input type="text"/>
Of the Total Affordable Units, Number of:	
	Number of Units
Units Occupied by Elderly	<input type="text"/>
Units Specifically Designated for Persons with HIV/AIDS	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Units Specifically Designated for Homeless	<input type="text"/>
Of Units Designated for Homeless, Number Specifically for Chronically Homeless	<input type="text"/>

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

Field	Description
Total Units	This read-only field shows the number of ACTUAL UNITS you input on the first accomplishment screen. It should include <u>all</u> units, not just new homeowner units.
All other fields	Report only on the number of new homeowner units included in the count of TOTAL UNITS. For field definitions, see page 12-15.

For matrix code 01 only, the homeowner rehab data fields shown on page 12-12 are also displayed.

CONSTRUCTION OF RENTAL UNITS

This block of data items is displayed for an SB*/URG activity when the matrix code is 01 or 12 and the setup field INCLUDES RENTAL HOUSING is Yes (see page 4-10):

Construction of Rental Units

Total Units: (tip)

Of the Total Rental Units, Number of:

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

Of the Affordable Units, Number of:

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

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

Field	Description
Total Units	This read-only field shows the ACTUAL UNITS reported on the first accomplishment screen. It should include <u>all</u> units, not just new rental units.
All other fields	Report only on the number of new rental units included in the count of TOTAL UNITS. For field definitions, see page 12-17.

ASSISTANCE TO BUSINESSES

This section is displayed for an SB*/URG activity with a matrix code of 14E, 17*, or 18*:

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

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

Specify DUNS # for Each Business Assisted

DUNS #:	<input type="text"/>	Ext:	<input type="text"/>
<input type="button" value="Add Another DUNS #"/>			

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

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

This is the last SB*/URG accomplishment screen. When you click [Save], the Edit Activity screen (see page 3-7) will be displayed.

Chapter 15

AT RISK ACTIVITIES

An entitlement CDBG activity is flagged as at risk if it meets one or more of the following conditions:

1. The activity has had no draws for a year or more.
2. The activity has been open for three years and no accomplishments have been reported.
3. 80% of the funded amount for the activity has been drawn down, but no accomplishments have been reported.

Note: Public facilities and economic development activities (except 18B) are exempt from the 80% drawn flag. The exempt matrix codes are 03* except for 03T, 14E, 17*, 18A, and 18C.

If any CDBG activities have been flagged, an orange banner alerting you to the number of flagged activities is displayed at the top of every screen:

The screenshot shows a web application interface. At the top, there is a navigation bar with tabs: Plans/Projects/Activities, Funding/Drawdown, Grant, Grantee/PJ, Admin, and Reports. Below the navigation bar is an orange banner with the text: "You have 15 CDBG and 23 HOME activities that have been flagged. Click on the number to go to the review page." A blue arrow points to the "15 CDBG" part of the banner. Below the banner is a sidebar on the left with the following sections: User: C00063, Role: Grantee, Organization: ATLANTA, - Switch Profile, - Logout; Activity: - Add, - Search, - Search HOME, - Review, - CDBG Cancellation; Project: - Add, - Search, - Copy; Utilities: - Home, - Data Downloads, - Print Page, - Help. The main content area is titled "Activity" and "Search Activities". It contains a "Search Criteria" form with the following fields: Program: All (dropdown), IDIS Project ID: (text input), Status: All (dropdown), Activity Name: (text input), IDIS Activity ID: (text input), Program Year: Select (dropdown), Grantee/PJ Activity ID: (text input), and Activity Owner: ATLANTA, GA (dropdown). There are "Search" and "Reset" buttons at the bottom of the search form.

Click on the CDBG link in the banner (or on the Activity [Review](#) link on the navigation bar) to display the CDBG Review Activities screen.

CDBG REVIEW ACTIVITIES SCREEN

This screen lists all CDBG activities that have been flagged and those for which flags are pending:

Review Activities

[CDBG](#) [HOME](#)

Grantee's Remediation Plan was Rejected by the Field Office: **1**
 Awaiting Grantee's Required Explanation and Remediation Plan: **3**
 Awaiting Field Office Review: **1**
 Remediation Completed by Grantee but Plan is Still Awaiting Field Office Review: **1**
 Awaiting Grantee's Completion of Remediation Actions: **2**
 Pending at Risk: **7**

Click on the count above to jump directly to the corresponding section

✘ The activity is currently flagged as At-Risk for the condition specified on the column heading
○ No action required but this activity may soon be flagged as At-Risk for the condition specified on the column heading

Grantee's Remediation Plan was Rejected by the Field Office (1 Activity)

Activity Name	IDIS Activity ID	Project	1 Year No Draw	3 Year No Acc	80% Drawn No Acc	Review Date	Action
1 Housing Code Inspection	4119	2012/28	○	✘		6/20/15	View

Awaiting Grantee's Required Explanation and Remediation Plan (3 Activities)

Activity Name	IDIS Activity ID	Project	1 Year No Draw	3 Year No Acc	80% Drawn No Acc	Due Date	Action
1 Arthur Langford Recreation Center	3961	2011/122	✘			5/7/15	Explain
2 Housing Demolition/Reclamation	4312	2013/35	✘			6/2/15	Explain
3 Transitional Housing & Employment Readiness	4552	2014/57			✘	6/24/15	Explain

Awaiting Field Office Review (1 Activity)

Activity Name	IDIS Activity ID	Project	1 Year No Draw	3 Year No Acc	80% Drawn No Acc	Due Date	Action
1 Operation Peace Acquisition	4352	2013/71			✘	9/18/15	Edit Remediate

Remediation Completed by Grantee but Plan is Still Awaiting Field Office Review (1 Activity)

Activity Name	IDIS Activity ID	Project	1 Year No Draw	3 Year No Acc	80% Drawn No Acc	Due Date	Action
1 Night Hospitality at Clifton	4161	2012/38	✘			5/3/15	View

Awaiting Grantee's Completion of Remediation Actions (2 Activities)

Activity Name	IDIS Activity ID	Project	1 Year No Draw	3 Year No Acc	80% Drawn No Acc	Due Date	Action
1 Housing Rehabilitation Administration	4120	2012/30		✘	○	12/17/15	Remediate
2 Municipal Market Art	4193	2008/96	✘			12/17/15	Remediate

Pending at Risk (7 Activities)

Activity Name	IDIS Activity ID	Project	270 Days No Draw	2 yr 9 Mos No Acc	66% Drawn No Acc
1 Lead Based Paint Hazard Control (2010)	4047	2008/101	○		
2 Atlanta Home Owner Maintenance for Seniors	4139	2012/5	○		
3 Rev. James Orange Park in Oakland City	4182	2012/68	○		
4 Atlanta CLT Housing Development Support Services	4285	2013/4			○
5 Legal Services	4309	2013/32	○		
6 Housing Code Inspection	4311	2013/34			○
7 Zaban Couples Shelter	4351	2013/70	○		

The summary at the top of the page shows the number of at risk activities at each stage in the review and resolution process and the number of pending at risk activities. Clicking on an activity count will display the list of activities in that stage.

This chapter explains the actions you need to take for flagged activities at each stage of the review and resolution process. For additional information and guidance, see [FAQs CDBG IDIS 11.4 System Changes](#) and [CDBG Changes in IDIS Instructions for Grantees IDIS Release 11.4](#).

AWAITING GRANTEE’S REQUIRED EXPLANATION AND REMEDIATION PLAN

For each at risk activity listed under “Awaiting Grantee’s Required Explanation and Remediation Plan,” you must explain why the activity has been delayed and the actions you plan to take to resolve the delay*.

Awaiting Grantee’s Required Explanation and Remediation Plan (3 Activities)								
	Activity Name	IDIS Activity ID	Project	1 Year No Draw	3 Year No Acc	80% Drawn No Acc	Due Date	Action
1	Arthur Langford Recreation Center	3961	2011/122	X			5/7/15	Explain
2	Housing Demolition/Reclamation	4312	2013/35	X			6/2/15	Explain
3	Transitional Housing & Employment Readiness	4552	2014/57			X	6/24/15	Explain

The DUE DATE for submitting the remediation plan to your Field Office is shown in the next-to-last column. If a plan is not submitted by the DUE DATE, it is marked as “Overdue.”

Before inputting a plan into the system, you may want to consult with your Field Office about the actions you intend to take and the timeline for completing them. Also be aware that once approved or rejected by the Field Office, a plan cannot be changed.

*If you complete or cancel the activity by the DUE DATE, a remediation plan is not needed.

To enter a plan, click on the [Explain](#) link in the last column to display this screen:

Review Activities (1 of 3)

CDBG

Return to List | Next >>

Activity Name	IDIS Activity ID	Grantee Activity ID	Project	1 Year No Draw	3 Year No Acc	80% Drawn No Acc
Arthur Langford Recreation Center	3961	CD-11-648S1	2011/122	✘		

The grantee must provide Reasons for Delay and a Remediation Plan no later than May 7, 2015.

Enter Reasons for Delay and Planned Remediation Actions (a minimum of 25-characters text for each field).

Reasons for Delay:

Remediation Actions to be taken to resolve delay:

The Remediation Actions must be completed no later than December 17, 2015.

Target Completion Date of Remediation Actions: (mm/dd/yyyy)

Return to List | Next >>

Input Field	Description
Reasons for Delay	Enter the reasons for the delay of this activity—i.e., why no funds have been drawn and/or why no accomplishments have been reported.
Remediation Actions to be taken to resolve delay	Identify the short-term actions that will be taken to move the activity forward. At a minimum, provide a timeline for drawing funds and/or reporting accomplishments and the date you expect to complete the activity.
Target Completion Date of Remediation Actions	Enter the date by which you expect the remediation actions to have been completed.

When you are finished, clicking either the [Save and Next] or [Save and Return to List] button saves the plan and submits it to your Field Office for review. [Save and Next] displays a refreshed input screen for the next activity in the list; [Save and Return to List] takes you back to the list of activities.

If you haven't entered any data or do not want to save and submit your input, click the [Return to List](#) or [Next](#) link at the bottom lower right of the page.

AWAITING FIELD OFFICE REVIEW

After you submit a remediation plan for an at risk activity, it is listed under the "Awaiting Field Office Review" section on the Review Activities screen:

Awaiting Field Office Review (1 Activity)							
Activity Name	IDIS Activity ID	Project	1 Year No Draw	3 Year No Acc	80% Drawn No Acc	Due Date	Action
1 Operation Peace Acquisition	4352	2013/71			X	9/18/15	Edit Remediate

Between the time a plan is submitted and the time the Field Office approves or rejects it, you may update the plan or confirm that the remediation actions you specified in the plan have been completed.

Click the [Edit](#) link in the last column to update the plan's REASONS FOR DELAY, REMEDIATION ACTIONS, and/or TARGET COMPLETION DATE. Click one of the [Save] buttons to apply your updates or one of the links to exit without saving.

If the remediation actions you outlined in a plan are completed before the Field Office approves or rejects the plan, you can click the [Remediate](#) link, scroll to the bottom of the screen, and check the box labeled I CONFIRM THAT THE REMEDIATION ACTIONS DESCRIBED ON THIS PAGE HAVE BEEN COMPLETED. When this action is taken, the activity is reclassified on the Activity Review screen as "Remediation Completed by Grantee but Plan is Still Awaiting Field Office Review."

REMEDICATION COMPLETED BY GRANTEE BUT PLAN IS STILL AWAITING FIELD OFFICE REVIEW

Activities are listed in this section if the grantee confirms completion of the remediation actions before the Field Office acts on the plan.

Remediation Completed by Grantee but Plan is Still Awaiting Field Office Review (1 Activity)							
Activity Name	IDIS Activity ID	Project	1 Year No Draw	3 Year No Acc	80% Drawn No Acc	Due Date	Action
1 Night Hospitality at Clifton	4161	2012/38	X			5/3/15	View

GRANTEE’S REMEDIATION PLAN WAS REJECTED BY THE FIELD OFFICE

If the Field Office disapproves a remediation plan, the activity is listed on the review screen under the category “Grantee’s Remediation Plan was Rejected by the Field Office.”

Grantee's Remediation Plan was Rejected by the Field Office (1 Activity)							
Activity Name	IDIS Activity ID	Project	1 Year No Draw	3 Year No Acc	80% Drawn No Acc	Review Date	Action
1 Housing Code Inspection	4119	2012/28	○	✘		6/20/15	View

When a remediation plan is rejected, you must either complete the activity or cancel it and reimburse all drawn funds. You should consult with your Field Office to determine the exact action to be taken.

PENDING AT RISK ACTIVITIES

An activity is placed on the "Pending at Risk" list if there have been no draws for it in the past nine months, or if no accomplishments have been reported after two years and nine months, or if between 66% and 79% of the funded amount has been drawn and no accomplishments have been reported.

Pending at Risk (7 Activities)						
	Activity Name	IDIS Activity ID	Project	270 Days No Draw	2 yr 9 Mos No Acc	66% Drawn No Acc
1	Lead Based Paint Hazard Control (2010)	4047	2008/101	○		
2	Atlanta Home Owner Maintenance for Seniors	4139	2012/5	○		
3	Rev. James Orange Park in Oakland City	4182	2012/68	○		
4	Atlanta CLT Housing Development Support Services	4285	2013/4			○
5	Legal Services	4309	2013/32	○		
6	Housing Code Inspection	4311	2013/34			○
7	Zaban Couples Shelter	4351	2013/70	○		

Pending at Risk activities are identified so you can address them before they are flagged.

Chapter 16

CANCELLING ACTIVITIES WITH DRAWS

Cancelling an activity with CDBG draws now requires the approval of your Field Office. This chapter explains how to request that approval in IDIS.

Start on the Edit Activity page for the activity you want to cancel (see page 3-5 for instructions on how to access it):

Activity

Edit Activity

|

***Indicates Required Field**

Activity Owner:
BOISE, ID

IDIS Activity ID:
1005

IDIS Project ID/Project Title (Program Year):
3/Boise City: Home Improvement Loan Program (2013)

***Activity Name:**

Activity Status:

Completion Date:

(mm/dd/yyyy)

Grantee/PJ Activity ID:

Initial Funding Date:
09/05/2014

Activity

Program	*Activity Category (tip)	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	Does this activity use Section 108 loan?* <input type="text" value="No"/> <input type="button" value="Change answer"/> <input type="text" value="14B - Rehab; Multi-Unit Residential"/>	Yes	Yes	<input type="button" value="Edit CDBG"/>	<input type="button" value="Edit CDBG Accomp."/>	<input type="button" value="Check CDBG"/>
ESG	<input type="text" value="None"/>	No	No			
HOME	<input type="text" value="None"/>	No	No	<input type="button" value="Add HOME"/>	<input type="button" value="Add HOME Accomp."/>	
HOPWA	<input type="text" value="None"/>	No	No			
HESG	<input type="text" value="None"/>	No	No		Grantees will enter Accomp data into e-SNAPS	
HOPWA-C	<input type="text" value="None"/>	No	No			

***Environmental Review:**

Allow Another Organization to Access this Activity (tip)

HEROS Environmental Review ID

Comments (tip)

Activity Description:
Provide eligible repairs including roofs, furnaces, air conditioning, plumbing, electrical, windows, doors, insulation, additions (if family size warrants), add grab bars, ramps, code items, and other repairs to assist in safe, decent and sanitary living conditions. Disseminate information to each applicant, about the hazards of lead-based paint, the increase value of energy-efficiency measures, and educational hand-outs on affirmatively furthering fair housing.

Click the [Request Cancellation with Draws] button to display this screen:

Activity
Add CDBG Cancel With Draws Request
14B - Rehab; Multi-Unit Residential

|

* Indicates Required Field

Grantee/PJ Activity ID: 4	Activity Name: CDBG Rehab MF#1	Program Year/Project ID: 2013/3
IDIS Activity ID: 1005	Activity Owner: BOISE, ID	Project Title: Boise City: Home Improvement Loan Program

Current request status: Pending

Total originally drawn: \$ 31,010.00

Amount returned to Line of Credit: \$ 0.00

Current drawn total: \$ 31,010.00

Return amount:* - \$

Grantee's explanation:*

|

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Current request status	Always "Pending" on the Add Request screen.
Total originally drawn	The total amount originally drawn down for the activity.
Amount returned to Line of Credit	The amount drawn down for the activity that you have returned to your letter of credit. It is always zero on the Add Request screen.
Current drawn total	TOTAL ORIGINALLY DRAWN minus AMOUNT RETURNED TO LINE OF CREDIT.
Return amount	Enter 0 for approval to cancel the activity with no return of funds to your letter of credit. To request approval to cancel the activity contingent on returning all or a portion of the disbursed funds, enter the amount you intend to return. If you are submitting the request as part of LA receipt processing, enter the amount repaid to your local account.
Grantee's explanation	Enter a justification for your request.

Click the [Save] button to submit the request to your Field Office. The Edit Activity screen will be redisplayed with the following note in red:

Activity

Edit Activity

Save | Cancel

***Indicates Required Field**

Activity Owner:
BOISE, ID

IDIS Activity ID:
1005

IDIS Project ID/Project Title (Program Year):
3/Boise City: Home Improvement Loan Program (2013)
[Change Project](#)

***Activity Name:**
CDBG Rehab MF#1

Activity Status:
Open

Completion Date:

(mm/dd/yyyy)

Grantee/PJ Activity ID:
4

Initial Funding Date:
09/05/2014

Note: This activity is in pending cancellation state.

Activity

Program	*Activity Category (tip)	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	Does this activity use Section 108 loan?* No Change answer 14B - Rehab; Multi-Unit Residential	Yes	Yes	Edit CDBG	Edit CDBG Accomp.	Check CDBG
ESG	None	No	No			
HOME	None	No	No	Add HOME	Add HOME Accomp.	
HOPWA	None	No	No			
HESG	None	No	No		Grantees will enter Accomp data into e-SNAPS	
HOPWA-C	None	No	No			

[Activity Funding](#) | [Request Cancellation With Draws](#)

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

COMPLETED

HEROS Environmental Review ID **Comments (tip)**

[Search For Review ID](#)

Activity Description:
Provide eligible repairs including roofs, furnaces, air conditioning, plumbing, electrical, windows, doors, insulation, additions (if family size warrants), add grab bars, ramps, code items, and other repairs to assist in safe, decent and sanitary living conditions. Disseminate information to each applicant, about the hazards of lead-based paint, the increase value of energy-efficiency measures, and educational hand-outs on affirmatively furthering fair housing.

A request can be updated until it is approved or disapproved by the Field Office. After that, no changes are allowed.

To edit a request or track its status, click either the [Request Cancellation with Draws] button on the Edit Activity screen or the Activity [CDBG Cancellation](#) link on the navigation bar of any Plans/Projects/Activities page.

Once a request is approved by your Field Office, the activity can be cancelled regardless of repayment status. If an LA receipt has been created for the cancelled activity, please see page 18-2 for the next steps in processing a repayment to the local account.

If the Field Office disapproves a request, IDIS will send an email asking that you either complete the activity or cancel it and reimburse all drawn funds.

Chapter 17

GRANTS

Use this function to view details about your CPD grants.

ACCESSING THE GRANT FUNCTION

Click the Grant tab at the top of any screen or the Grant [Search](#) link on any Grant tab page to display the Search Grants screen.

SEARCH GRANTS SCREEN

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

Field	Description
Grant Year	To limit the search results to a particular grant year, select it from the dropdown.
Grant #	You can search for grants starting with the text string you enter here—e.g., type b to retrieve just CDBG grants, or b0 to retrieve your 2000 – 2009 CDBG grants (provided no contradictory search criteria are input).
Program	To limit the search results to grants from a particular program, select it from the dropdown.

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

Grant

Search Grants

Search Criteria

Grant Year: (tip) 2011

State/Territory: OH

Program: All

Grant #: (tip)

|

Results Page 1 of 1

Program	Grant Year	Grant #	Authorized Amount	Grant Status	Net Drawn Amount	IDIS Grant Balance	Action
CDBG	2011	B-11-MC-39-0004	\$21,654,582.00	Active	\$16,989,283.27	\$4,665,298.73	View
HOME	2011	M-11-MC-39-0207	\$5,943,064.00	Active	\$2,393,058.32	\$3,550,005.68	View
HOPWA	2011	OHH11F002	\$963,208.00	Active	\$653,363.23	\$309,844.77	View
HESG	2011	E-11-MC-39-0004	\$1,640,125.00	Active	\$1,241,967.82	\$398,157.18	View

The results are initially sorted by program (in the order CDBG, HOME, ESG, HOPWA) and grant year (descending). You can change the sort field and the sort order by clicking on any column header that is in blue. The results table fields are defined on the next page.

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

VIEW GRANT SCREEN

This screen provides details about a specific grant:

Grant

View Grant

[Return to Search Grants](#) | [View Grant History](#)

<p>Grantee/PJ Name: (tip) CLEVELAND, OH</p> <p>Program: (tip) CDBG</p> <p>Grant Year: (tip) 2011</p> <p>Grant #: (tip) B-11-MC-39-0004</p> <p>Administering Organization: (tip) CLEVELAND</p> <p>Payee EIN/TIN#: (tip) 34-6000646</p>	<p>Grant Status: (tip) Active</p> <p>Grant Blocked: (tip) No</p> <p>Obligation Date: (tip) 12/13/2011</p> <p>Grantee Organizational DUNS #: (tip) 07-350-6276</p>
---	---

Grant Amounts [View Subfunds](#)

	Amount
Original Amount	\$21,654,582.00
Authorized Amount	\$21,654,582.00
Formula Grant Amount	\$21,654,582.00
Reduction Amount (-)	\$0.00
De-obligated Amount (-)	\$0.00
Net Drawn Amount	\$17,744,624.00
Drawn Amount (+)	\$18,623,006.15
Drawdown Pending Amount (+)	\$0.00
Returned Amount (+)	(\$878,382.15)
IDIS Draw Balance	\$3,909,958.00
LOCCS Draw Balance	\$3,909,958.00
Subfunded Amount	\$0.00
EN Funds (Authorized Amt minus Subfunded Amt)	\$21,654,582.00
Amount Committed to Activities	\$21,654,582.00
Amount Available to Commit to Activities	\$0.00
Amount Available to Draw	\$3,909,958.00

[Return to Search Grants](#) | [View Grant History](#)

Field	Description
Grantee/PJ Name	The recipient of this grant.
Program	The CPD program providing this grant.
Grant Year	The second and third characters of the grant number displayed as a four-digit year.
Grant #	The number assigned to the grant by LOCCS.

Field	Description
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 Status	Active or Inactive . A grant is inactive if IDIS has not received all required grant information.
Grant Blocked	If this field is Yes , EN funds (see definition below) cannot be drawn from this grant.
Obligation Date	The date the HUD Field Office signed the grant agreement.
Grantee Organizational DUNS #	The grantee's DUNS number.
Original Amount	The grant amount initially obligated to the grantee.
Authorized Amount	The grant amount the grantee is authorized to subfund, subgrant, commit, and draw from this grant. The AUTHORIZED AMOUNT includes all reallocations and reductions.
Formula Grant Amount Reduction Amount De-obligated Amount	The sum of these amounts equals the AUTHORIZED AMOUNT.
Net Drawn Amount	Net disbursements from the grant, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT.
Drawn Amount	The total amount disbursed from this grant.
Drawdown Pending Amount	The sum of all draws approved in IDIS that are awaiting a response from LOCCS.
Returned Amount	The total amount disbursed from the grant and later returned by the grantee to the Letter of Credit. When not \$0.00, it is a negative number.
IDIS Draw Balance	The grant balance according to IDIS, equal to AUTHORIZED AMOUNT minus NET DRAWN AMOUNT. If IDIS DRAW BALANCE minus DRAWDOWN PENDING AMOUNT is not equal to LOCCS DRAW BALANCE, the data in IDIS need to be reconciled with LOCCS.
LOCCS Draw Balance	The grant balance in LOCCS.
Subfunded Amount	The amount of the grant a grantee earmarks for subfunds. For CDBG entitlements, the subfund types are AD (Administration) and SU (Subgrant).
EN Funds (Authorized Amt minus Subfunded Amt)	The amount of the grant that has not been subfunded. For most CDBG grantees, AUTHORIZED AMOUNT and EN FUNDS will be equal.
Amount Committed to Activities	The total amount of this grant committed to activities via the Activity Funding function.
Amount Available to Commit to Activities	AUTHORIZED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.

Field	Description
Amount Available to Draw	AUTHORIZED AMOUNT minus NET DRAWN AMOUNT. Note that the amounts available to commit and to draw are calculated independently of each other.

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

SEARCH SUBFUNDS SCREEN

Notice the [View Subfunds](#) link above the Amount column on the View Grant screen. Clicking it displays the Search Subfunds screen with the subfunds created from the grant you were viewing already displayed:

Subfund

Search Subfunds

Search Criteria

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

Grant Year: (tip)

| | [Return to B-11-MC-39-0004](#)

Results Page 1 of 1

Grantee/PJ Name	Program	Grant Year	Grant #	Fund Type	Authorized Amount	Action
CLEVELAND	CDBG	2011	B-11-MC-39-0004	EN	\$21,654,582.00	View

If you have not created any subfunds from the grant, the only subfund will be EN (as shown above). Its AUTHORIZED AMOUNT will be the same as the AUTHORIZED AMOUNT for the grant.

If you do create CDBG subfunds, please see Appendix K for details.

Chapter 18

GRANT REPAYMENTS

Repayments are CDBG funds that a grantee must repay when funds are disbursed for an ineligible activity. Prior to making a repayment, grantees must consult with their local HUD Field Office to determine the procedure to be followed. HUD will direct the grantee to repay the funds either to the letter of credit or to the local CDBG account.

REPAYING FUNDS TO THE LETTER OF CREDIT

Instructions for returning CDBG funds by check or wire transfer are posted at <https://www.hudexchange.info/resource/3089/instructions-for-returning-funds-to-the-line-of-credit-and-to-us-treasury/>.

When the check/wire transfer is received by HUD Fort Worth Accounting, a transaction is initiated that eventually becomes a collection voucher in IDIS. The voucher includes the grant number and shows the amount returned as a negative draw for IDIS Activity ID 2, the CDBG Funds Adjustment activity. All funds are returned to LOCCS as EN.

If the collection is to be applied to an activity as EN funds, the grantee can use the Maintain Voucher function in IDIS to revise the collection to the correct activity or activities. Follow these steps:

1. If necessary, revise the status of all activities involved in the revision to **Open**.
2. Click the Funding/Drawdown tab at the top of the screen.
3. Click the Drawdown [Search Voucher](#) link at the left to display the Search Vouchers screen.
4. In the IDIS ACTIVITY ID field, enter **2** and click the [Search] button to display the search results.
5. Locate the line item that reflects the repaid funds (it will be a negative amount) and click the [Maintain-Approve Voucher](#) link in the last column.
6. On the next screen, click the [Revise](#) link in the last column to display the Revise Voucher Line Item screen.
7. Scroll down to the Revise Funds to Another Activity box. In IDIS ACTV ID, enter the activity ID for which the funds were originally drawn. In the AMOUNT field, enter a minus sign followed by the amount to be "undrawn" (it need not be the entire returned amount). Example: If \$10,000 was drawn for activity 1234 and then repaid because the activity was ineligible, type **1234** in IDIS ACTV ID and **-10,000** in AMOUNT. Click the [Save] button.
8. Continue revising drawdowns associated with the returned funds as needed, or to \$0.
9. Once the voucher has been revised, defund the activity for which the funds were returned, and then change the activity status to **Canceled**.

If the collection is not to be applied as EN funds, the funds must be applied to activities manually. To have the manual change made, please contact HUD Exchange [Ask A Question](#). Be sure to provide the voucher number for the collection, the activities to which the

collection is to be applied, and the amount to be applied to each activity. If any of the activities has draws from multiple fund types or organizations (such as a CHDO), the amount that is to be applied to each fund type or organization must also be provided.

REPAYING FUNDS TO THE LOCAL ACCOUNT

In some cases, HUD allows grantees to make a repayment for an ineligible activity to a local account and use those funds for other eligible CDBG activities. Previously, these funds were not systematically tracked in IDIS. Grantees must now track repayments to local accounts through the Local Account Repayment receipt fund, or LA fund.

1. To report a repayment to the local account in IDIS, follow these steps:
2. Create an LA receipt. See pages 7-4 through 7-6 for instructions.
3. Submit a request to cancel the activity with draws, as explained in Chapter 16.
4. Once the request is approved, cancel the activity. Treat existing vouchers for the cancelled activity as follows:
 - Leave vouchers for grant funds (EN, AD, and SU) untouched. These vouchers cannot be cancelled and the grantee shall NOT revise them. They will remain in place as a record of the draws against the ineligible activity. LA receipts for the activity will be reported as offsets against the vouchers.
 - Cancel any vouchers for program income funds (PI and RL) or local account (LA) funds and reduce the activity funding to zero for those fund types. When the funding is set to zero for those fund types, IDIS will automatically increase the available-for-funding balance of the associated fund type. Because of that system action, the grantee should not re-receipt the program income or LA funds.

By funding and drawing LA funds for new or existing activities, grantees will record in IDIS how CDBG grant funds repaid to their local account were expended and the accomplishments that were achieved with them.

Chapter 19

GRANTEES

Grantee users can access this function to view the IDIS records for their organization, program year dates, and contact names and addresses.

ACCESSING THE GRANTEE FUNCTION

Click the Grantee tab at the top of any screen to display the View Grantee screen.

VIEW GRANTEE SCREEN

Grantee/PJ

View Grantee/PJ

Profile	
Grantee/PJ Name: (tip) BREVARD COUNTY, FL	LOCCS Banking Access: (tip) Yes
Organizational DUNS #: (tip) 10-652-0666	Ext: CDBG Banking Established in LOCCS: (tip) No
Organization Type: (tip) Local government	HOME Banking Established in LOCCS: (tip) No
EIN/TIN #: (tip) 59-6000523	ESG Banking Established in LOCCS: (tip) No
HUD Field Office: (tip) JACKSONVILLE	HOPWA Banking Established in LOCCS: (tip) No
Organization Web Site: (tip)	HOPWA-C Banking Established in LOCCS: (tip) No
	Status: Active

Address	
Address: (tip)  2725 Judge Fran Jamieson Way	State/Territory: FL
	Zip Code: 32940-6605
City: Viera	
View Contact Information	

FO users who can monitor programs:

HOPWA-Competitive:

FO Users Who can Approve Plan:

FO Users Who can Approve Caper:

Program Specific Information					
Program	Alternate Name	Payee Name	Payee DUNS	Payee TIN	Payee since
CDBG					
HOME	BREVARD COUNTY CONSORTIUM				
ESG					
HOPWA					
CDBG-R					
HPRP					
TCAP					
HESG					
HOPWA-C					

System Baseline Program Year			
Program Year: 1994	Program Year Start Date : (tip) 10/01/1994	Program Year End Date: (tip) 09/30/1995	View Program Years

The only fields that perhaps require a little explanation are:

- STATUS can be either Active or Inactive. "Inactive" means the grantee has been blocked from logging into IDIS.
- SYSTEM BASELINE PROGRAM YEAR shows the earliest program year assigned by IDIS, and so is of very little significance to end users.

To review grantee contact names and addresses, click the [View Contact Information] button. Grantee users with local administration authority can edit the contact information and will be required to confirm its accuracy every six months.

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

Appendix A

CDBG MATRIX CODES

CDBG Matrix Codes by Category

Matrix codes are listed here by category so you can quickly review the available choices.

Acquisition, Disposition, Clearance, Relocation

01	Acquisition of Real Property	04A	Cleanup of Contaminated Sites
02	Disposition of Real Property	08	Relocation
04	Clearance and Demolition		

Administration and Planning

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

Economic Development

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

Housing

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

Public Facilities and Infrastructure Improvements

03A	Senior Centers	03L	Sidewalks
03B	Handicapped Centers	03M	Child Care Centers
03C	Homeless Facilities (not operating costs)	03N	Tree Planting
03D	Youth Centers	03O	Fire Stations/Equipment
03E	Neighborhood Facilities	03P	Health Facilities
03F	Parks, Recreational Facilities	03Q	Facilities for Abused and Neglected Children
03G	Parking Facilities	03R	Asbestos Removal
03H	Solid Waste Disposal Improvements	03S	Facilities for AIDS Patients (not operating costs)
03I	Flood Drainage Improvements	03	Other Public Facilities/Improvements
03J	Water/Sewer Improvements		
03K	Street Improvements		

Public Services

05A Senior Services	05N Services for Abused and Neglected Children
05B Handicapped Services	05O Mental Health Services
05C Legal Services	05P Screening for Lead Poisoning
05D Youth Services	05Q Subsistence Payments
05E Transportation Services	05R Homeownership Assistance (not direct)
05F Substance Abuse Services	05S Rental Housing Subsidies
05G Services for Battered and Abused Spouses	05T Security Deposits
05H Employment Training	05U Housing Counseling
05I Crime Awareness/Prevention	05V Neighborhood Cleanups
05J Fair Housing Activities (subject to Public Services cap)	05W Food Banks
05K Tenant/Landlord Counseling	03T Operating Costs of Homeless/AIDS Patients Programs
05L Child Care Services	05 Other Public Services
05M Health Services	

Section 108 Loans

19F Planned Repayments of Section 108 Loans	24A Payment of Interest on Section 108 Loans
19G Unplanned Repayments of Section 108 Loans	24B Payment of Costs of Section 108 Financing
	24C Debt Service Reserve

Other

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

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

MATRIX CODE DEFINITIONS

Matrix codes are used to indicate—but do not establish—activity eligibility. An activity must be eligible in accordance with the regulations at 570.201–570.207. Grantees need to refer to the regulations to determine an activity’s eligibility; the codes defined below are used in IDIS chiefly to categorize activities for reporting purposes.

Code	Definition
01	<p>Acquisition of Real Property</p> <p>Acquisition of real property that will be developed for a public purpose. Use code 01 for the CDBG-funded purchase of real property on which, for example, a public facility or housing will be constructed.</p> <p><i>When CDBG funds are used to:</i></p> <ul style="list-style-type: none"> • <i>acquire a public facility that will be rehabilitated with CDBG funds and continue to be used as a public facility, assign the appropriate 03* code.</i> • <i>acquire housing that will be rehabilitated, use code 14G.</i>
02	<p>Disposition of Real Property</p> <p>Costs related to the sale, lease, or donation of real property acquired with CDBG funds or under urban renewal. These include the costs of temporarily maintaining property pending disposition and costs incidental to disposition of the property.</p>
03A	<p>Senior Centers</p> <p>Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors.</p> <p>03A may be used for a facility serving both the elderly and the handicapped provided it is not intended primarily to serve persons with handicaps. If it is, use 03B instead.</p> <p><i>For the construction of permanent housing for the elderly, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>
03B	<p>Handicapped Centers</p> <p>Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for the handicapped.</p> <p>03B may be used for a facility serving both the handicapped and the elderly provided it is not intended primarily to serve the elderly. If it is, use 03A instead.</p> <p><i>For the construction of permanent housing for the handicapped, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>
03C	<p>Homeless Facilities (not operating costs)</p> <p>Acquisition, construction, or rehabilitation of temporary shelters and transitional housing for the homeless, including battered spouses, disaster victims, runaway children, drug offenders, and parolees.</p> <p><i>For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>

Code	Definition
03D	<p>Youth Centers</p> <p>Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center.</p> <p><i>For the acquisition, construction or rehabilitation of facilities intended primarily for children age 12 and under, use 03M; for facilities for abused and neglected children, use 03Q.</i></p>
03E	<p>Neighborhood Facilities</p> <p>Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.</p>
03F	<p>Parks, Recreational Facilities</p> <p>Development of open space areas or facilities intended primarily for recreational use.</p>
03G	<p>Parking Facilities</p> <p>Acquisition, construction, or rehabilitation of parking lots and parking garages. Also use 03G if the primary purpose of rehabilitating a public facility or carrying out a street improvement activity is to improve parking.</p> <p><i>If parking improvements are only part of a larger street improvement activity, use 03K.</i></p>
03H	<p>Solid Waste Disposal Improvements</p> <p>Acquisition, construction, or rehabilitation of solid waste disposal facilities.</p>
03I	<p>Flood Drainage Improvements</p> <p>Acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds or catch basins. Do not use 03I for construction/rehabilitation of storm sewers, street drains, or storm drains.</p> <p><i>Use 03J for storm sewers and 03K for street and storm drains.</i></p>
03J	<p>Water/Sewer Improvements</p> <p>Installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. Costs of street repairs (usually repaving) made necessary by water/sewer improvement activities are included under 03J.</p> <p><i>For water/sewer improvements that are part of:</i></p> <ul style="list-style-type: none"> • <i>more extensive street improvements, use 03K (assign 03K, for example, to an activity that involves paving six blocks of Main Street and installing 100 feet of new water lines in one of those blocks).</i> • <i>a housing rehabilitation activity, use the appropriate 14* matrix code.</i> <p><i>For construction or rehabilitation of flood drainage facilities, use 03I.</i></p>

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

Code	Definition
03T	<p>Operating Costs of Homeless/AIDS Patients Programs</p> <p>Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance.</p> <p>Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.</p>
03	<p>Other Public Facilities and Improvements</p> <p>Do not use this code unless an activity does not fall under a more specific 03* code. Also, do not use one activity for multiple facilities and then assign it an 03 because the types of facilities are different.</p> <p>One legitimate use of 03 is for activities that assist persons with disabilities by removing architectural barriers from or providing ADA improvements to government buildings (activities that otherwise would not be eligible for CDBG funding).</p>
04	<p>Clearance and Demolition</p> <p>Clearance or demolition of buildings/improvements, or the movement of buildings to other sites.</p>
04A	<p>Cleanup of Contaminated Sites</p> <p>Activities undertaken primarily to clean toxic/environmental waste or contamination from a site.</p>
05A	<p>Senior Services</p> <p>Services for the elderly. 05A may be used for an activity that serves both the elderly and the handicapped provided it is not intended primarily to serve persons with handicaps. If it is, use 05B instead.</p>
05B	<p>Handicapped Services</p> <p>Services for the handicapped, regardless of age.</p>
05C	<p>Legal Services</p> <p>Services providing legal aid to low- and moderate-income (LMI) persons.</p> <p><i>If the only legal service provided is for the settlement of tenant/landlord disputes, use 05K.</i></p>
05D	<p>Youth Services</p> <p>Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use 05D for counseling programs that target teens but include counseling for the family as well.</p> <p><i>For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.</i></p>
05E	<p>Transportation Services</p> <p>General transportation services.</p> <p><i>Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.</i></p>

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

Code	Definition
05Q	<p>Subsistence Payments</p> <p>One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction.</p>
05R	<p>Homeownership Assistance (not direct)</p> <p>Homeowner downpayment assistance provided as a public service. If housing counseling is provided to those applying for downpayment assistance, the counseling is considered part of the 05R activity.</p> <p>Assistance provided under 05R must meet the low/mod housing national objective. Therefore, unless the assistance is provided by a CBDO in an NRSA, it is subject to the public service cap and only low/mod households may be assisted. If the assistance is provided by a CBDO in an NRSA, the housing units for which CDBG funds are obligated in a program year may be aggregated and treated as a single structure for purposes of meeting the housing national objective (that is, only 51% of the units must be occupied by LMI households).</p> <p><i>For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13.</i></p>
05S	<p>Rental Housing Subsidies</p> <p>Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOs.</p>
05T	<p>Security Deposits</p> <p>Tenant subsidies exclusively for payment of security deposits.</p>
05U	<p>Housing Counseling</p> <p>Housing counseling for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).</p>
05V	<p>Neighborhood Cleanups</p> <p>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</p> <p>Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.</p>
05	<p>Other Public Services</p> <p>Do not use this code for public services activities unless an activity does not fall under a more specific 05* code.</p> <p>Examples of legitimate uses of this code are referrals to social services, neighborhood cleanup, graffiti removal, and food distribution (community kitchen, food bank, and food pantry services).</p>

Code	Definition
06	<p>Interim Assistance</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.
07	<p>Urban Renewal Completion</p> <p>Completion of urban renewal projects funded under Title I of the Housing Act of 1949.</p> <p>Do not use code 07 for a downtown renewal, downtown development, or urban renewal activity unless the activity will result in the closing out of a federally-approved urban renewal project.</p>
08	<p>Relocation</p> <p>Relocation payments and other assistance for permanently or temporarily displaced individuals, families, businesses, non-profit organizations, and farms.</p>
09	<p>Loss of Rental Income</p> <p>Payments to owners of housing for loss of rental income due to temporarily holding rental units for persons displaced by CDBG-assisted activities.</p>
11	<p>Privately Owned Utilities</p> <p>Acquisition, reconstruction, rehabilitation, or installation of distribution lines and facilities of federally regulated, privately owned utilities. This includes placing new or existing distribution lines/facilities underground.</p>
12	<p>Construction of Housing</p> <p>Construction of housing with CDBG funds must be carried out by CBDOs, in accordance with the regulations at 570.204(a).</p>
13	<p>Direct Homeownership Assistance</p> <p>Homeownership assistance to LMI households as authorized under 105(a)(24).</p> <p>Forms of assistance include subsidizing interest rates and mortgage principal, paying up to 50% of downpayment costs, paying reasonable closing costs, acquiring guarantees for mortgage financing from private lenders, and financing the acquisition by LMI households of the housing they already occupy.</p> <p>If housing counseling is provided to households receiving direct homeownership assistance, the counseling is considered part of the code 13 activity.</p> <p>All recipients of assistance provided under matrix code 13 must be LMI.</p>
14A	<p>Rehab: Single-Unit Residential</p> <p>Rehabilitation of privately owned, single-unit homes.</p>

Code	Definition
14B	<p>Rehab: Multi-Unit Residential</p> <p>Rehabilitation of privately owned buildings with two or more permanent residential units.</p> <p><i>For the rehabilitation of units that will provide temporary shelter or transitional housing for the homeless, use 03C.</i></p>
14C	<p>Rehab: Public Housing Modernization</p> <p>Rehabilitation of housing units owned/operated by a public housing authority (PHA).</p>
14D	<p>Rehab: Other Publicly Owned Residential Buildings</p> <p>Rehabilitation of permanent housing owned by a public entity other than a PHA.</p> <p><i>For the rehabilitation of other publicly owned buildings that will provide temporary shelter or transitional housing for the homeless, use 03C.</i></p>
14E	<p>Rehab: Publicly or Privately Owned Commercial/Industrial</p> <p>Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to:</p> <ul style="list-style-type: none"> • Exterior improvements (generally referred to as “facade improvements”). • Correction of code violations <p><i>For more extensive rehabilitation of privately owned commercial/industrial property, use 17C; for infrastructure developments and improvements at commercial/industrial sites, use 17B.</i></p>
14F	<p>Rehab: Energy Efficiency Improvements</p> <p>Housing rehabilitation with the sole purpose of improving energy efficiency (e.g., a weatherization program).</p> <p><i>For energy efficiency improvements to public housing units, use 14C; for other publicly owned residential buildings, use 14D.</i></p>
14G	<p>Rehab: Acquisition</p> <p>Acquisition of property to be rehabilitated for housing. 14G may be used whether CDBG funds will pay only for acquisition or for both acquisition and rehabilitation.</p>
14H	<p>Rehab: Administration</p> <p>All delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write-ups; loan processing; survey, site and utility plans; application processing; and other fees.</p> <p>Do not use 14H for the costs of actual rehabilitation and do not use it for costs unrelated to running a rehab program (e.g., tenant/landlord counseling).</p> <p><i>For housing rehabilitation administration activities carried out as part of general program administration (and thus not required to meet a national objective), use code 21.</i></p>

Code	Definition
14I	<p>Lead-Based Paint/Lead Hazards Testing/Abatement</p> <p>Housing rehabilitation activities with the primary goal of evaluating and reducing lead-based paint/lead hazards.</p> <p><i>For lead-based paint/lead hazards screening, use 05P.</i></p>
14J	<p>Housing Services</p> <p>Housing services in support of the HOME Program, eligible under 570.201(k).</p>
15	<p>Code Enforcement</p> <p>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><i>For the correction of code violations, use the appropriate rehabilitation code.</i></p>
16A	<p>Residential Historic Preservation</p> <p>Rehabilitation of historic buildings for residential use.</p>
16B	<p>Non-Residential Historic Preservation</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>
17A	<p>Commercial/Industrial: Acquisition/Disposition</p> <p>Land acquisition, clearance of structures, or packaging of land for the purpose of creating industrial parks or promoting commercial/industrial development. 17A activities must be carried out by the grantee or by non-profits.</p>
17B	<p>Commercial/Industrial: Infrastructure Development</p> <p>Street, water, parking, rail transport, or other improvements to commercial/industrial sites. 17B also includes the installation of public improvements, such as the construction of streets to and through commercial/industrial areas. 17B activities must be carried out by the grantee or by non-profits.</p>
17C	<p>Commercial/Industrial: Building Acquisition, Construction, Rehabilitation</p> <p>Acquisition, construction, or rehabilitation of commercial/industrial buildings. 17C activities must be carried out by the grantee or by non-profits.</p>
17D	<p>Commercial/Industrial: Other Improvements</p> <p>Commercial/industrial improvements not covered by other 17* codes. 17D activities must be carried out by the grantee or by non-profits.</p>
18A	<p>Economic Development: Direct Financial Assistance to For-Profits</p> <p>Financial assistance to for-profit businesses to (for example) acquire property, clear structures, build, expand or rehabilitate a building, purchase equipment, or provide operating capital. Forms of assistance include loans, loan guarantees, and grants.</p> <p>With one exception, a separate 18A activity must be set up for each business assisted. The exception is an activity carried out under 570.208(a)(4)(vi), for which job aggregation is allowed.</p>

Code	Definition
18B	Economic Development: Technical Assistance Technical assistance to for-profit businesses, including workshops, marketing, and referrals. Also use 18B for activity delivery costs eligible under 570.203(c).
18C	Economic Development: Micro-Enterprise Assistance Financial assistance, technical assistance, or general support services to owners and developers of micro-enterprises. A micro-enterprise is a business with five or fewer employees, including the owner(s). With one exception, a separate activity must be set up for each micro-enterprise assisted. The exception is an activity carried out under 570.208(a)(4)(vi), for which job aggregation is allowed.
19A	Obsolete – use code 21H.
19B	Obsolete – use code 21H.
19C	CDBG Non-Profit Organization Capacity Building Activities specifically designed to increase the capacity of non-profit organizations to carry out eligible neighborhood revitalization or economic development activities. Such activities may include providing technical assistance and specialized training to staff.
19D	CDBG Assistance to Institutes of Higher Education Obsolete. Instead of using this matrix code, set the INSTITUTION OF HIGHER EDUCATION field to “yes” on the Add/Edit Subordinate Organization screen to indicate that the activity will be carried out by an institution of higher education. Then assign the appropriate matrix code based on the nature of the activity to be undertaken by the institution.
19E	CDBG Operation and Repair of Foreclosed Property Activities to prevent the abandonment and deterioration of housing acquired through tax foreclosure. These include making essential repairs to the housing and paying operating expenses to maintain its habitability.
19F	Planned Repayments of Section 108 Loans Repayments of principal for Section 108 loan guarantees.
19G	Unplanned Repayments of Section 108 Loans Unplanned repayments of principal for Section 108 loan guarantees.
20	Planning Program planning activities, including the development of comprehensive plans (e.g., a consolidated plan), community development plans, energy strategies, capacity building, environmental studies, area neighborhood plans, and functional plans.

Code	Definition
21A	<p>General Program Administration</p> <p>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.</p> <p>Also use 21A to report the use of CDBG funds to administer federally designated Empowerment Zones or Enterprise Communities.</p> <p><i>For CDBG funding of HOME admin costs, use 21H; for CDBG funding of HOME CHDO operating expenses, use 21I.</i></p>
21B	<p>Indirect Costs</p> <p>Costs charged under an indirect cost allocation plan.</p>
21C	<p>Public Information</p> <p>Providing information and other resources to residents and citizen organizations participating in the planning, implementation, or assessment of CDBG-assisted activities.</p>
21D	<p>Fair Housing Activities (subject to Admin cap)</p> <p>Fair housing activities carried out as part of general program administration rather than as a public service. They are subject to the Admin cap, but do not have to meet a national objective.</p> <p><i>For fair housing activities carried out as a public service, use 05J.</i></p>
21E	<p>Submission of Applications for Federal Programs</p> <p>Preparation of (1) documents that must be submitted to HUD to receive CDBG funds or (2) applications to other federal programs for community development assistance.</p>
21H	<p>CDBG Funding of HOME Admin</p> <p>CDBG funding of administrative costs for HOME Program activities eligible under 570.206(i)(2).</p>
21I	<p>CDBG Funding of HOME CHDO Operating Expenses</p> <p>CDBG funding of CHDO operating expenses for HOME Program activities eligible under 570.206(i)(2).</p>
22	<p>Unprogrammed Funds</p> <p>Identification of funds that are not yet programmed for use—e.g., reserve or contingency funds.</p>
23	<p>Tornado Shelters Serving Private Mobile Home Parks</p> <p>Construction or improvement of tornado-safe shelters for residents of manufactured housing and the provision of assistance (including loans and grants) to nonprofit and for-profit entities, in accordance with Section 105(a)(24). {Note that two pars. 24 have been enacted.}</p>
24A	<p>Payment of Interest on Section 108 Loans</p> <p>Payment of interest on the guaranteed loan.</p>

Code	Definition
24B	Payment of Costs of Section 108 Financing Payment of issuance, underwriting, servicing, trust administration, and other costs associated with private sector financing of debt obligations.
24C	Debt Service Reserve A debt service reserve to be used in accordance with requirements specified in the contract entered into pursuant to CFR 570.705(b)(1).

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

Matrix Code	National Objective	Accomplishment Type
01 Acquisition of Real Property	LMA, LMC	01 People 08 Businesses 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 type that was or should have been used for acquisition of the property. When it is disposed of for a use other than for which it was acquired, use the accomplishment type that corresponds to the new use.	LMA, LMC, SBA, SBR, URG	01 People 08 Businesses 11 Public Facilities
	LMH*	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
03 Other Public Facilities and Improvements	LMA, LMC, SB*, URG	01 People 11 Public Facilities
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03A Senior Centers	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03B Handicapped Centers	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03C Homeless Facilities (not operating costs)	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs

Matrix Code	National Objective	Accomplishment Type
03D Youth Centers	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03E Neighborhood Facilities	LMA, LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03F Parks, Recreational Facilities	LMA, LMC, SB*, URG	11 Public Facilities
	LMJFI	13 Jobs
03G Parking Facilities	LMA, LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03H Solid Waste Disposal Improvements	LMA, LMC, SB*, URG	11 Public Facilities
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03I Flood Drainage Improvements	LMA, LMC, SB*, URG	11 Public Facilities
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03J Water/Sewer Improvements	LMA, LMC, SB*, URG	01 People
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03K Street Improvements	LMA, LMC, SB*, URG	01 People
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03L Sidewalks When the sole purpose of an activity is to create curb cuts, use the Public Facilities accomplishment type and report the number of curb cuts. When curb cuts are carried out along with other improvements, report the number of People.	LMA, LMC, SB*, URG	01 People 11 Public Facilities
	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

Matrix Code	National Objective	Accomplishment Type
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 operating costs)	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03T Operating Costs of Homeless/AIDS Patients Programs	LMC, SBA, URG	01 People
04 Clearance and Demolition Use the accomplishment type 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 (not the number of businesses).	LMA, LMC, SB*, URG	08 Businesses 11 Public Facilities
	LMH*	10 Housing Units
05 Other Public Services	LMA, LMC, SBA, URG, LMCSV	01 People
05A Senior Services	LMC, SBA, URG, LMCSV	01 People
05B Handicapped Services	LMC, SBA, URG, LMCSV	01 People
05C Legal Services	LMA, LMC, SBA, URG, LMCSV	01 People
05D Youth Services	LMC, SBA, URG, LMCSV	01 People
05E Transportation Services	LMA, LMC, SBA, URG, LMCSV	01 People
05F Substance Abuse Services	LMA, LMC, SBA, URG, LMCSV	01 People
05G Services for Battered and Abused Spouses	LMC, SBA, URG, LMCSV	01 People
05H Employment Training	LMA, LMC, SBA, URG, LMCSV	01 People
05I Crime Awareness/Prevention	LMA, LMC, SBA, URG, LMCSV	01 People
05J Fair Housing Activities (subject to Public Services cap)	LMA, LMC, SBA, URG, LMCSV	01 People
05K Tenant/Landlord Counseling	LMC, SBA, URG, LMCSV	01 People
05L Child Care Services	LMC, SBA, URG, LMCSV	01 People

Matrix Code	National Objective	Accomplishment Type
05M Health Services	LMA, LMC, SBA, URG, LMCSV	01 People
05N Services for Abused and Neglected Children	LMC, SBA, URG, LMCSV	01 People
05O Mental Health Services	LMA, LMC, SBA, URG, LMCSV	01 People
05P Screening for Lead Poisoning	LMC, SBA, URG, LMCSV	01 People
05Q Subsistence Payments	LMC, SBA, URG, LMCSV	01 People
05R Homeownership Assistance (not direct)	LMH*, SBA, URG, LMCSV	04 Households
05S Rental Housing Subsidies	LMH*, SBA, URG, LMCSV	04 Households
05T Security Deposits	LMH*, SBA, URG, LMCSV	04 Households
05U Housing Counseling	LMC	04 Households
05V Neighborhood Cleanups	LMA, SBA, URG, LMCSV	01 People
05W Food Banks	LMA, LMC, SBA, URG, LMCSV	01 People
06 Interim Assistance	LMA, SBA, SBS, URG	01 People 08 Businesses 10 Housing Units 11 Public Facilities
07 Urban Renewal Completion	LMA, LMC	08 Businesses 11 Public Facilities
	LMH*	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
08 Relocation	LMA, LMC, SB*, URG	01 People 04 Households 08 Businesses 09 Organizations (non-profits)
	LMH*	04 Households
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
09 Loss of Rental Income Report the number of owners to whom payments are made.	LMA, LMC, LMH*, LMJ, SB*, URG, LMJP, LMAFI, LMASA	01 People
11 Privately Owned Utilities Report the number of private utilities assisted.	LMA, LMC, LMH*, LMJ, SB*, URG, LMJP, LMAFI, LMASA	08 Businesses

Matrix Code	National Objective	Accomplishment Type
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
13 Direct Homeownership Assistance	LMH*	04 Households
14A Rehab: Single-Unit Residential	LMH*, SB*, URG	10 Housing Units
14B Rehab: Multi-Unit Residential	LMH*, SB*, URG	10 Housing Units
14C Rehab: Public Housing Modernization	LMH*, SB*, URG	10 Housing Units
14D Rehab: Other Publicly Owned Residential Buildings	LMH*, SB*, URG	10 Housing Units
14E Rehab: Publicly or Privately Owned Commercial/Industrial	LMA, LMC, SB*, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
14F Rehab: Energy Efficiency Improvements	LMH*, SB*, URG	10 Housing Units
14G Rehab: Acquisition	LMH*, SB*, URG	08 Businesses 09 Organizations 10 Housing Units
14H Rehab: Administration Report accomplishments for a 14H activity if CDBG funds are used to run a rehab program but not to perform the actual rehab. If CDBG money is also used to perform the rehab (which should be set up as a separate activity), then be sure to enter Y in the Accomplishments Reported at Another Activity field on CDBG Setup Detail (Page 1) for the 14H activity.	LMA, LMC, LMJ, SB*, URG, LMJP, LMAFI, LMASA	08 Businesses 09 Organizations
	LMH*	10 Housing Units
14I Lead-Based Paint/Lead Hazards Testing/Abatement For proposed and actual units, report the number of housing units tested/abated. When applicable, use the Accomplishment Narrative to report the number of children screened.	LMH*, SB*, URG	10 Housing Units

Matrix Code	National Objective	Accomplishment Type
14J Housing Services	LMH*	10 Housing Units
15 Code Enforcement If the activity consists of inspecting privately owned vacant lots and/or tagging abandoned vehicles, report People. If it includes inspection of multiple types of property including housing units, report the number of Housing Units inspected in the units fields; report the number of People, Businesses, and/or Organizations, as appropriate, in the Accomplishment Narrative.	LMA, SBA, SBR, URG	01 People 08 Businesses 09 Organizations 10 Housing Units
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 should be set up as a separate activity), then be sure to set the Accomplishments Reported at Another Activity field to Yes on	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
CDBG Setup Detail (Page 1) for the 18* activity.		
18B Economic Development: Technical Assistance	LMA, SBA, SBR, URG, LMCSV	08 Businesses
Please see the note for 18A above. Report the number of businesses assisted. When applicable, report the number of people trained and/or support services provided in the Accomplishment Narrative.	LMJ, LMJP, LMAFI, LMASA	13 Jobs
18C Economic Development: Micro-Enterprise Assistance	LMA, LMC, SBA, SBR, URG, LMCMC	01 People 08 Businesses
Please see the note for 18A above. 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 Accomplishment Narrative.	LMJ, LMJP, LMAFI, LMASA	13 Jobs
19C CDBG Non-Profit Organization Capacity Building	All	09 Organizations
19D CDBG Assistance to Institutes of Higher Education	N/A – matrix code is obsolete	N/A – matrix code is obsolete
19E CDBG Operation and Repair of Foreclosed Property	LMA, LMH*	10 Housing Units
19F Planned Repayments of Section 108 Loans	None	None
19G Unplanned Repayments of Section 108 Loans	None	None
20 Planning	None	None
21A General Program Administration	None	None
21B Indirect Costs	None	None
21C Public Information	None	None
21D Fair Housing Activities (subject to Admin cap)	None	None

Matrix Code	National Objective	Accomplishment Type
21E Submission of Applications for Federal Programs	None	None
21H CDBG Funding of HOME Admin	None	None
21I CDBG Funding of HOME CHDO Operating Expenses	None	None
22 Unprogrammed Funds	None	None
23 Tornado Shelters Serving Private Mobile Home Parks	LMA	Housing Units
24A Payment of Interest on Section 108 Loans	None	None
24B Payment of Costs of Section 108 Financing	None	None
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 navigation menu with sections: Grantee/PJ, Subordinate, Carrying Out Organization, Utilities, and Links. The 'Carrying Out Organization' section is highlighted with a blue box. The main content area is titled 'Activity' and contains a 'Select Organization' section with 'Add Organization' and 'Cancel' buttons. Below this is a search criteria section with fields for Organization Name, City, DUNS #, and EIN/TIN #. At the bottom, there is a table titled 'Name of Organization Carrying Out Activity' with columns for Organization Name, City, State/Territory, DUNS #, and EIN/TIN #. The table lists 10 organizations, including 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:** Select State **Zip Code:** -

Validate This Address

***Organization Type:** (tip) Other

***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: Select 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 currently selected and highlighted in blue. To the right of this dropdown is an empty text input field labeled "Area Name: (tip)". Below the input field 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 a message "No areas were found." displayed below the header. At the bottom of the table area, 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 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

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

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) receipted 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

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

<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

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

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) receipted 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 received 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
<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 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 (i):

Fund Type: (tip)

Subgrants Given:(tip)

Program:

Grant #: (tip)

Subgrant Status: (tip)

Grant Year: (tip)

| | [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).

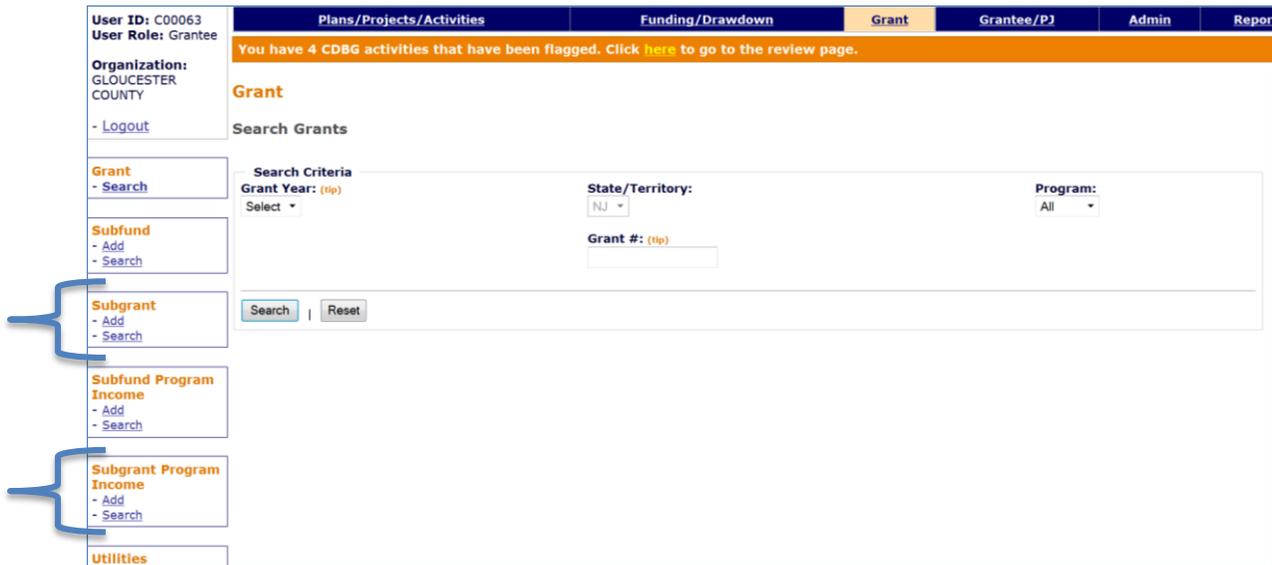
Appendix L

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 ⓘ:

Fund Type: (tip) SU

Subgrants Given:(tip) All

Program: CDBG

Grant #: (tip)

Subgrant Status: (tip) All

Grant Year: (tip) 2014

|

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
	warning message is displayed and the SUBGRANT STATUS field will be set to Waiting for Banking Info . 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 .

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 (tip)	\$118,269.00
Subgranted Amount (tip)	\$0.00
Amount Available to Subgrant	\$0.00
Committed to Activities Amount (tip)	\$118,269.00
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	\$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.
Amount Available to Increase Authorized Amount for this Subgrant	The amount of AD or SU available to increase the AUTHORIZED AMOUNT.

Click the [View Activities] button to display the Activities Funded from Subgrant screen (see next page) or the [Return] button to redisplay the Search Subgrants screen.

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.