

# Appendix A

## CDBG MATRIX CODES

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### CDBG Matrix Codes by Category

Matrix codes are listed here by category so you can quickly review the available choices.

#### Acquisition, Disposition, Clearance, Relocation

01	Acquisition of Real Property	04A	Cleanup of Contaminated Sites
02	Disposition of Real Property	08	Relocation
04	Clearance and Demolition		

#### Administration and Planning

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

#### 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
09 Loss of Rental Income	22 Unprogrammed Funds
11 Privately Owned Utilities	23 Tornado Shelters Serving Private Mobile Home Parks
15 Code Enforcement	
16B Non-Residential Historic Preservation	

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

## MATRIX CODE DEFINITIONS

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

Code	Definition
<b>01</b>	<p><b>Acquisition of Real Property</b></p> <p>Acquisition of real property that will be developed for a public purpose. Use code 01 for the CDBG-funded purchase of real property on which, for example, a public facility or housing will be constructed.</p> <p><i>When CDBG funds are used to:</i></p> <ul style="list-style-type: none"> <li>• <i>acquire a public facility that will be rehabilitated with CDBG funds and continue to be used as a public facility, assign the appropriate 03* code.</i></li> <li>• <i>acquire housing that will be rehabilitated, use code 14G.</i></li> </ul>
<b>02</b>	<p><b>Disposition of Real Property</b></p> <p>Costs related to the sale, lease, or donation of real property acquired with CDBG funds or under urban renewal. These include the costs of temporarily maintaining property pending disposition and costs incidental to disposition of the property.</p>
<b>03A</b>	<p><b>Senior Centers</b></p> <p>Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors.</p> <p>03A may be used for a facility serving both the elderly and the handicapped, provided it is not intended primarily to serve persons with handicaps. If it is, use 03B instead.</p> <p><i>For the construction of permanent housing for the elderly, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>
<b>03B</b>	<p><b>Handicapped Centers</b></p> <p>Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for the handicapped.</p> <p>03B may be used for a facility serving both the handicapped and the elderly provided it is not intended primarily to serve the elderly. If it is, use 03A instead.</p> <p><i>For the construction of permanent housing for the handicapped, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>
<b>03C</b>	<p><b>Homeless Facilities (not operating costs)</b></p> <p>Acquisition, construction, or rehabilitation of temporary shelters and transitional housing for the homeless, including battered spouses, disaster victims, runaway children, drug offenders, and parolees.</p> <p><i>For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>

<b>Code</b>	<b>Definition</b>
<b>03D</b>	<p><b>Youth Centers</b></p> <p>Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center.</p> <p><i>For the acquisition, construction or rehabilitation of facilities intended primarily for children age 12 and under, use 03M; for facilities for abused and neglected children, use 03Q.</i></p>
<b>03E</b>	<p><b>Neighborhood Facilities</b></p> <p>Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.</p>
<b>03F</b>	<p><b>Parks, Recreational Facilities</b></p> <p>Development of open space areas or facilities intended primarily for recreational use.</p>
<b>03G</b>	<p><b>Parking Facilities</b></p> <p>Acquisition, construction, or rehabilitation of parking lots and parking garages. Also use 03G if the primary purpose of rehabilitating a public facility or carrying out a street improvement activity is to improve parking.</p> <p><i>If parking improvements are only part of a larger street improvement activity, use 03K.</i></p>
<b>03H</b>	<p><b>Solid Waste Disposal Improvements</b></p> <p>Acquisition, construction, or rehabilitation of solid waste disposal facilities.</p>
<b>03I</b>	<p><b>Flood Drainage Improvements</b></p> <p>Acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds or catch basins. Do not use 03I for construction/rehabilitation of storm sewers, street drains, or storm drains.</p> <p><i>Use 03J for storm sewers and 03K for street and storm drains.</i></p>
<b>03J</b>	<p><b>Water/Sewer Improvements</b></p> <p>Installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. Costs of street repairs (usually repaving) made necessary by water/sewer improvement activities are included under 03J.</p> <p><i>For water/sewer improvements that are part of:</i></p> <ul style="list-style-type: none"> <li>• <i>more extensive street improvements, use 03K (assign 03K, for example, to an activity that involves paving six blocks of Main Street and installing 100 feet of new water lines in one of those blocks).</i></li> <li>• <i>a housing rehabilitation activity, use the appropriate 14* matrix code.</i></li> </ul> <p><i>For construction or rehabilitation of flood drainage facilities, use 03I.</i></p>

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

<b>Code</b>	<b>Definition</b>
<b>03T</b>	<p><b>Operating Costs of Homeless/AIDS Patients Programs</b></p> <p>Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance.</p> <p>Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.</p>
<b>03</b>	<p><b>Other Public Facilities and Improvements</b></p> <p>Do not use this code unless an activity does not fall under a more specific 03* code. Also, do not use one activity for multiple facilities and then assign it an 03 because the types of facilities are different.</p> <p>One legitimate use of 03 is for activities that assist persons with disabilities by removing architectural barriers from or providing ADA improvements to government buildings (activities that otherwise would not be eligible for CDBG funding).</p>
<b>04</b>	<p><b>Clearance and Demolition</b></p> <p>Clearance or demolition of buildings/improvements, or the movement of buildings to other sites.</p>
<b>04A</b>	<p><b>Cleanup of Contaminated Sites</b></p> <p>Activities undertaken primarily to clean toxic/environmental waste or contamination from a site.</p>
<b>05A</b>	<p><b>Senior Services</b></p> <p>Services for the elderly. 05A may be used for an activity that serves both the elderly and the handicapped provided it is not intended primarily to serve persons with handicaps. If it is, use 05B instead.</p>
<b>05B</b>	<p><b>Handicapped Services</b></p> <p>Services for the handicapped, regardless of age.</p>
<b>05C</b>	<p><b>Legal Services</b></p> <p>Services providing legal aid to low- and moderate-income (LMI) persons.</p> <p><i>If the only legal service provided is for the settlement of tenant/landlord disputes, use 05K.</i></p>
<b>05D</b>	<p><b>Youth Services</b></p> <p>Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use 05D for counseling programs that target teens but include counseling for the family as well.</p> <p><i>For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.</i></p>
<b>05E</b>	<p><b>Transportation Services</b></p> <p>General transportation services.</p> <p><i>Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.</i></p>

<b>Code</b>	<b>Definition</b>
<b>05F</b>	<b>Substance Abuse Services</b> 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.
<b>05G</b>	<b>Services for Battered and Abused Spouses</b> Services for battered and abused spouses and their families. <i>For services limited to abused and neglected children, use 05N.</i>
<b>05H</b>	<b>Employment Training</b> Assistance to increase self-sufficiency, including literacy, independent living skills, and job training. <i>For activities providing training for permanent jobs with specific businesses, use 18A.</i>
<b>05I</b>	<b>Crime Awareness/Prevention</b> Promotion of crime awareness and prevention, including crime prevention education programs and paying for security guards.
<b>05J</b>	<b>Fair Housing Activities (subject to Public Services cap)</b> Fair housing services (e.g. counseling on housing discrimination) that meet a national objective. <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>
<b>05K</b>	<b>Tenant/Landlord Counseling</b> Counseling to help prevent or settle disputes between tenants and landlords.
<b>05L</b>	<b>Child Care Services</b> Services that will benefit children (generally under age 13), including parenting skills classes. <i>For services exclusively for abused and neglected children, use 05N.</i>
<b>05M</b>	<b>Health Services</b> Services addressing the physical health needs of residents of the community. <i>For mental health services, use 05O.</i>
<b>05N</b>	<b>Services for Abused and Neglected Children</b> Daycare and other services exclusively for abused and neglected children.
<b>05O</b>	<b>Mental Health Services</b> Services addressing the mental health needs of residents of the community.
<b>05P</b>	<b>Screening for Lead Poisoning</b> Activities undertaken primarily to provide screening for lead poisoning. <i>For lead poisoning testing/abatement activities, use 14I.</i>

<b>Code</b>	<b>Definition</b>
<b>05Q</b>	<p><b>Subsistence Payments</b></p> <p>One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction.</p>
<b>05R</b>	<p><b>Homeownership Assistance (not direct)</b></p> <p>Homeowner downpayment assistance provided as a public service. If housing counseling is provided to those applying for downpayment assistance, the counseling is considered part of the 05R activity.</p> <p>Assistance provided under 05R must meet the low/mod housing national objective. Therefore, unless the assistance is provided by a 105(a)(15) entity in a CRSA, it is subject to the public service cap and only low/mod households may be assisted. If the assistance is provided by a 105(a)(15) entity in a CRSA, the housing units for which CDBG funds are obligated in a program year may be aggregated and treated as a single structure for purposes of meeting the housing national objective (that is, only 51% of the units must be occupied by LMI households).</p> <p><i>For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13.</i></p>
<b>05S</b>	<p><b>Rental Housing Subsidies</b></p> <p>Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by 105(a)(15) entities.</p>
<b>05T</b>	<p><b>Security Deposits</b></p> <p>Tenant subsidies exclusively for payment of security deposits.</p>
<b>05U</b>	<p><b>Housing Counseling</b></p> <p>Housing counseling for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).</p>
<b>05V</b>	<p><b>Neighborhood Cleanups</b></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>
<b>05W</b>	<p><b>Food Banks</b></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>
<b>05</b>	<p><b>Other Public Services</b></p> <p>Do not use this code for public services activities unless an activity does not fall under a more specific 05* code.</p> <p>Examples of legitimate uses of this code are referrals to social services, neighborhood cleanup, graffiti removal, and food distribution (community kitchen, food bank, and food pantry services).</p>

<b>Code</b>	<b>Definition</b>
<b>06</b>	<p><b>Interim Assistance</b></p> <p>Only for activities undertaken either to:</p> <ul style="list-style-type: none"> <li>• Make limited improvements (e.g., repair of streets, sidewalks, or public buildings) intended solely to arrest further deterioration of physically deteriorated areas prior to making permanent improvements.</li> <li>• Alleviate emergency conditions threatening public health and safety, such as removal of tree limbs or other debris after a major storm.</li> </ul>
<b>08</b>	<p><b>Relocation</b></p> <p>Relocation payments and other assistance for permanently or temporarily displaced individuals, families, businesses, non-profit organizations, and farms.</p>
<b>09</b>	<p><b>Loss of Rental Income</b></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>
<b>11</b>	<p><b>Privately Owned Utilities</b></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>
<b>12</b>	<p><b>Construction of Housing</b></p> <p>Construction of housing with CDBG State funds must be carried out by 105(a)(15) entities. See Section 105(a)(15) of the HCDA for details.</p>
<b>13</b>	<p><b>Direct Homeownership Assistance</b></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>
<b>14A</b>	<p><b>Rehab: Single-Unit Residential</b></p> <p>Rehabilitation of privately owned, single-unit homes.</p>
<b>14B</b>	<p><b>Rehab: Multi-Unit Residential</b></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>
<b>14C</b>	<p><b>Rehab: Public Housing Modernization</b></p> <p>Rehabilitation of housing units owned/operated by a public housing authority (PHA).</p>

<b>Code</b>	<b>Definition</b>
<b>14D</b>	<p><b>Rehab: Other Publicly Owned Residential Buildings</b></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>
<b>14E</b>	<p><b>Rehab: Publicly or Privately Owned Commercial/Industrial</b></p> <p>Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to:</p> <ul style="list-style-type: none"> <li>• Exterior improvements (generally referred to as “facade improvements”).</li> <li>• Correction of code violations</li> </ul> <p><i>For more extensive rehabilitation of privately owned commercial/industrial property, use 17C; for infrastructure developments and improvements at commercial/industrial sites, use 17B.</i></p>
<b>14F</b>	<p><b>Rehab: Energy Efficiency Improvements</b></p> <p>Housing rehabilitation with the sole purpose of improving energy efficiency (e.g., a weatherization program).</p> <p><i>For energy efficiency improvements to public housing units, use 14C; for other publicly owned residential buildings, use 14D.</i></p>
<b>14G</b>	<p><b>Rehab: Acquisition</b></p> <p>Acquisition of property to be rehabilitated for housing. 14G may be used whether CDBG funds will pay only for acquisition or for both acquisition and rehabilitation.</p>
<b>14H</b>	<p><b>Rehab: Administration</b></p> <p>All delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write-ups; loan processing; survey, site and utility plans; application processing; and other fees.</p> <p>Do not use 14H for the costs of actual rehabilitation and do not use it for costs unrelated to running a rehab program (e.g., tenant/landlord counseling).</p> <p><i>For housing rehabilitation administration activities carried out as part of general program administration (and thus not required to meet a national objective), use code 21.</i></p>
<b>14I</b>	<p><b>Lead-Based Paint/Lead Hazards Testing/Abatement</b></p> <p>Housing rehabilitation activities with the primary goal of evaluating and reducing lead-based paint/lead hazards.</p> <p><i>For lead-based paint/lead hazards screening, use 05P.</i></p>
<b>14J</b>	<p><b>Housing Services</b></p> <p>Housing services in support of the HOME Program, eligible under 105(a)(20).</p>

<b>Code</b>	<b>Definition</b>
<b>15</b>	<p><b>Code Enforcement</b></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>
<b>16A</b>	<p><b>Residential Historic Preservation</b></p> <p>Rehabilitation of historic buildings for residential use.</p>
<b>16B</b>	<p><b>Non-Residential Historic Preservation</b></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>
<b>17A</b>	<p><b>Commercial/Industrial: Acquisition/Disposition</b></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>
<b>17B</b>	<p><b>Commercial/Industrial: Infrastructure Development</b></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>
<b>17C</b>	<p><b>Commercial/Industrial: Building Acquisition, Construction, Rehabilitation</b></p> <p>Acquisition, construction, or rehabilitation of commercial/industrial buildings. 17C activities must be carried out by the grantee or by non-profits.</p>
<b>17D</b>	<p><b>Commercial/Industrial: Other Improvements</b></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>
<b>18A</b>	<p><b>Economic Development: Direct Financial Assistance to For-Profits</b></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 570.483(b)(4)(vi), for which job aggregation is allowed.</p>
<b>18B</b>	<p><b>Economic Development: Technical Assistance</b></p> <p>Technical assistance to for-profit businesses, in accordance with 105(a)(17)(F).</p>

<b>Code</b>	<b>Definition</b>
<b>18C</b>	<p><b>Economic Development: Micro-Enterprise Assistance</b></p> <p>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).</p> <p>With one exception, a separate activity must be set up for each micro-enterprise assisted. The exception is an activity carried out under 570.483(b)(4)(vi), for which job aggregation is allowed.</p>
<b>19A</b>	Obsolete – use code 21H.
<b>19B</b>	Obsolete – use code 21H.
<b>19C</b>	<p><b>CDBG Non-Profit Organization Capacity Building</b></p> <p>Activities specifically designed to increase the capacity of non-profit organizations to carry out eligible community revitalization or economic development activities. Such activities may include providing technical assistance and specialized training to staff.</p>
<b>19D</b>	<p><b>CDBG Assistance to Institutes of Higher Education</b></p> <p>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.</p>
<b>19E</b>	<p><b>CDBG Operation and Repair of Foreclosed Property</b></p> <p>Activities to prevent the abandonment and deterioration of housing acquired through tax foreclosure. These include making essential repairs to the housing and paying operating expenses to maintain its habitability.</p>
<b>19F</b>	<p><b>Planned Repayments of Section 108 Loans</b></p> <p>Repayments of principal for Section 108 loan guarantees.</p>
<b>19G</b>	<p><b>Unplanned Repayments of Section 108 Loans</b></p> <p>Unplanned repayments of principal for Section 108 loan guarantees.</p>
<b>20</b>	<p><b>Planning</b></p> <p>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.</p>
<b>20A</b>	<p><b>State Planning ONLY</b></p> <p>Planning activities that meet an LMI or SB* objective. Refer to 570.483(b)(5) and 570.483(c)(3).</p>

<b>Code</b>	<b>Definition</b>
<b>21A</b>	<p><b>General Program Administration</b></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>
<b>21B</b>	<p><b>Indirect Costs</b></p> <p>Costs charged under an indirect cost allocation plan.</p>
<b>21C</b>	<p><b>Public Information</b></p> <p>Providing information and other resources to residents and citizen organizations participating in the planning, implementation, or assessment of CDBG-assisted activities.</p>
<b>21D</b>	<p><b>Fair Housing Activities (subject to Admin cap)</b></p> <p>Fair housing activities carried out as part of general program administration rather than as a public service. They are subject to the Admin cap, but do not have to meet a national objective.</p> <p><i>For fair housing activities carried out as a public service, use 05J.</i></p>
<b>21E</b>	<p><b>Submission of Applications for Federal Programs</b></p> <p>Preparation of (1) documents that must be submitted to HUD to receive CDBG funds or (2) applications to other federal programs for community development assistance.</p>
<b>21H</b>	<p><b>CDBG Funding of HOME Admin</b></p> <p>CDBG funding of administrative costs for HOME Program activities eligible under HCDA 105(a)(13)(A).</p>
<b>21I</b>	<p><b>CDBG Funding of HOME CHDO Operating Expenses</b></p> <p>CDBG funding of CHDO operating expenses for HOME Program activities eligible under HCDA 105(a)(13)(A).</p>
<b>21J</b>	<p><b>State Administration</b></p> <p>Costs incurred by the state to administer the CDBG Program.</p>
<b>23</b>	<p><b>Tornado Shelters Serving Private Mobile Home Parks</b></p> <p>Construction or improvement of tornado-safe shelters for residents of manufactured housing and the provision of assistance (including loans and grants) to nonprofit and for-profit entities, in accordance with Section 105(a)(24). {Note that two pars. 24 have been enacted.}</p>
<b>24A</b>	<p><b>Payment of Interest on Section 108 Loans</b></p> <p>Payment of interest on the guaranteed loan.</p>

<b>Code</b>	<b>Definition</b>
<b>24B</b>	<b>Payment of Costs of Section 108 Financing</b> Payment of issuance, underwriting, servicing, trust administration, and other costs associated with private sector financing of debt obligations.
<b>24C</b>	<b>Debt Service Reserve</b> 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

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The national objective codes (NOCs) are listed below with descriptions and applicable CFR citations. The NOCs that may be used with each matrix code are identified in Appendix C.

<b>NOC</b>	<b>Description</b>	<b>24 CFR Citation</b>
LMA	<b>Low/mod area benefit</b> Activities providing benefits that are available to all the residents of a particular area, at least 51% of whom are low/mod income. The service area of an LMA activity is identified by the grantee, and need not coincide with Census tracts or other officially recognized boundaries.	570.483(b)(1)
LMAFI	<b>Low/mod area benefit, community development financial institution (CDFI)</b> Job creation and retention activities that are carried out by a CDFI and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.483(e)(4)
LMASA	<b>Low/mod area benefit, community revitalization strategy area (CRSA)</b> Job creation and retention activities that are carried out pursuant to a HUD-approved Community Revitalization Strategy (CRS) and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.483(e)(5)
LMC	<b>Low/mod limited clientele benefit</b> Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.	570.483(e)(5)
LMCMC	<b>Low/mod limited clientele, micro-enterprises</b> Activities carried out under Section 105(a)(22) that benefit micro-enterprise owners/developers who are low/mod income.	570.483(b)(2)(iv)
LMCSV	<b>Low/mod limited clientele, job service benefit</b> Activities that provide job training, placement and/or employment support services in which the percentage of low/mod persons assisted is less than 51%, but the proportion of the total cost paid by CDBG does not exceed the proportion of the total number of persons assisted who are low/mod.	570.483(b)(2)(v)
LMH	<b>Low/mod housing benefit</b> Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.	570.483(b)(3)

NOC	Description	24 CFR Citation
LMHSP	<p><b>Low/mod housing benefit, CDFI or CRSA</b></p> <p>Activities carried out by a CDFI or pursuant to a HUD-approved Community Revitalization Strategy (CRS) to provide or improve permanent residential structures which the grantee elects to consider as a single structure for purposes of determining national objective compliance. For example, two single-unit homes rehabilitated in a CRS may be considered a single structure; at least one of the units must be occupied by a low/mod household. If ten single-unit homes were assisted, at least six (51%) must be occupied by low/mod households.</p>	570.483(e)(4) and (e)(5)
LMJ	<p><b>Low/mod job creation and retention</b></p> <p>Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons.</p>	570.483(b)(4)
LMJFI	<p><b>Low/mod job creation and retention, public facility/improvement benefit</b></p> <p>Public facility/improvement activities that are undertaken principally for the benefit of one or more businesses and that result in the creation/retention of jobs.</p>	570.483(b)(4)(vi) (F)
LMJP	<p><b>Low/mod job creation, location-based</b></p> <p>Activities where a job is held by or made available to a low/mod person based on the location of the person's residence or the location of the assisted business.</p>	570.483(b)(4)(iv)
SBA	<p><b>Slum/blight area benefit</b></p> <p>Activities undertaken to prevent or eliminate slums or blight in a designated area.</p>	570.483(c)(1)
SBS	<p><b>Slum/blight, spot basis</b></p> <p>Activities undertaken on a spot basis to address conditions of blight or physical decay not located in designated slum/blight areas.</p>	570.483(c)(2)
URG	<p><b>Urgent need</b></p> <p>Activities that alleviate emergency conditions of recent origin which pose a serious and immediate threat to the health or welfare of the community; eligible only if the grantee cannot finance the activity on its own and no other sources of funding are available.</p>	570.483(d)

## Appendix C

# MATRIX CODE/NATIONAL OBJECTIVE/ ACCOMPLISHMENT TYPE COMBINATIONS

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

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

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

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

*Appendix C: Matrix Codes/National Objectives/Accomplishment Types*

<b>MATRIX CODE</b>	<b>NATIONAL OBJECTIVE</b>	<b>ACCOMPLISHMENT TYPE</b>
03Q Facilities for Abused and Neglected Children	LMC, SBA, SBS, URG	01 People
	LMJ*, LMAFI, LMASA	13 Jobs
03R Asbestos Removal	LMA, LMC, SBA, SBS, URG	01 People
	LMJ*, LMAFI, LMASA	13 Jobs
03S Facilities for AIDS Patients (not operating costs)	LMC, SBA, SBS, URG	01 People
	LMC, SBA, SBS, URG	
	LMJ*, LMAFI, LMASA	13 Jobs
03T Operating Costs of Homeless/ AIDS Patients Programs	LMC, SBA, URG	01 People
04 Clearance and Demolition Use the code that most accurately describes what is being cleared or demolished	LMA, LMC, SBA, SBS, URG	08 Businesses 10 Housing Units 11 Public Facilities
	LMH*	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
04A Cleanup of Contaminated Sites Report the number of sites cleaned based on the primary use of the site (not the number of businesses).	LMA, LMC, SBA, SBS, URG	08 Businesses 11 Public Facilities
	LMH*	10 Housing Units
05 Other Public Services	LMA, LMC, SBA, URG, LMCSV	01 People
05A Senior Services	LMC, SBA, URG, LMCSV	01 People
05B Handicapped Services	LMC, SBA, URG, LMCSV	01 People
05C Legal Services	LMA, LMC, SBA, URG, LMCSV	01 People
05D Youth Services	LMC, SBA, URG, LMCSV	01 People
05E Transportation Services	LMA, LMC, SBA, URG, LMCSV	01 People
05F Substance Abuse Services	LMA, LMC, SBA, URG, LMCSV	01 People
05G Services for Battered and Abused Spouses	LMC, SBA, URG, LMCSV	01 People
05H Employment Training	LMA, LMC, SBA, URG, LMCSV	01 People
05I Crime Awareness/Prevention	LMA, LMC, SBA, URG, LMCSV	01 People
05J Fair Housing Activities (subject to Public Services cap)	LMA, LMC, SBA, URG, LMCSV	01 People

<b>MATRIX CODE</b>	<b>NATIONAL OBJECTIVE</b>	<b>ACCOMPLISHMENT TYPE</b>
05K Tenant/Landlord Counseling	LMC, SBA, URG, LMCSV	01 People
05L Child Care Services	LMC, SBA, URG, LMCSV	01 People
05M Health Services	LMA, LMC, SBA, URG, LMCSV	01 People
05N Services for Abused and Neglected Children	LMC, SBA, URG, LMCSV	01 People
05O Mental Health Services	LMA, LMC, SBA, URG, LMCSV	01 People
05P Screening for Lead Poisoning	LMC, SBA, URG, LMCSV	01 People
05Q Subsistence Payments	LMC, SBA, URG, LMCSV	01 People
05R Homeownership Assistance (not direct)	LMH*, SBA, URG, LMCSV	04 Households
05S Rental Housing Subsidies	LMH*, SBA, URG, LMCSV	04 Households
05T Security Deposits	LMH*, SBA, URG, LMCSV	04 Households
05U Housing Counseling	LMC, LMH*	04 Households
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
08 Relocation	LMA, LMC, SBA, SBS, URG	01 People 04 Households 08 Businesses 09 Organizations (non-profits)
	LMH*	04 Households
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
09 Loss of Rental Income Report the number of owners to whom payments are made.	LMA, LMC, LMH*, SBA, SBS, URG, LMJ, LMJP, LMAFI, LMASA	01 People
11 Privately Owned Utilities Report the number of private utilities assisted.	LMA, LMC, LMH*, SBA, SBS, URG, LMJ, LMJP, LMAFI, LMASA	08 Businesses
12 Construction of Housing Construction of new housing with CDBG State funds must be carried out by 105(a)(15) entities.	LMH*, SBA, URG	10 Housing Units

<b>MATRIX CODE</b>	<b>NATIONAL OBJECTIVE</b>	<b>ACCOMPLISHMENT TYPE</b>
13 Direct Homeownership Assistance	LMH*	04 Households
14A Rehab: Single-Unit Residential	LMH*, SBA, SBS, URG	10 Housing Units
14B Rehab: Multi-Unit Residential	LMH*, SBA, SBS, URG	10 Housing Units
14C Rehab: Public Housing Modernization	LMH*, SBA, SBS, URG	10 Housing Units
14D Rehab: Other Publicly Owned Residential Buildings	LMH*, SBA, SBS, URG	10 Housing Units
14E Rehab: Publicly or Privately Owned Commercial/Industrial	LMA, LMC, SBA, SBS, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
14F Rehab: Energy Efficiency Improvements	LMH*, SBA, SBS, URG	10 Housing Units
14G Rehab: Acquisition	LMH*, SBA, SBS, URG	08 Businesses 09 Organizations 10 Housing Units
14H Rehab: Administration Report accomplishments for a 14H activity if CDBG funds are used to run a rehab program but not to perform the actual rehab.  If CDBG money is also used to perform the rehab (which should be set up as a separate activity), then be sure to enter <b>Y</b> in the Accomplishments Reported at Another Activity field on CDBG Setup Detail (Page 1) for the 14H activity.	LMA, LMC, SBA, SBS, URG, LMJ, LMJP, LMAFI, LMASA	08 Businesses 09 Organizations
	LMH*	10 Housing Units
14I Lead-Based Paint/Lead Hazards Testing/Abatement  For proposed and actual units, report the number of housing units tested/ abated.  When applicable, report the number of children screened in the Accomplishments Narrative.	LMH*, SBA, SBS, URG	10 Housing Units
14J Housing Services	LMH*	10 Housing Units
15 Code Enforcement  If the activity consists of inspecting privately owned vacant lots and/or tagging abandoned vehicles, report People.	LMA, SBA, URG	01 People 08 Businesses 09 Organizations 10 Housing Units

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
<p>If it includes inspection of multiple types of property including housing units, report Housing Units inspected in the units fields; report the number of People, Businesses, and/or Organizations, as appropriate, in the Accomplishments Narrative.</p>		
16A Residential Historic Preservation	LMH*, SBA, SBS	10 Housing Units
16B Non-Residential Historic Preservation	LMA, LMC, SBA, SBS, LMJ, LMJP, LMAFI, LMASA	08 Businesses 09 Organizations
17A Commercial/Industrial: Acquisition/Disposition	LMA, LMC, SBA, SBS, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
17B Commercial/Industrial: Infrastructure Development	LMA, LMC, SBA, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
17C Commercial/Industrial: Building Acquisition, Construction, Rehabilitation	LMA, LMC, SBA, SBS, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
17D Commercial/Industrial: Other Improvements	LMA, LMC, SBA, SBS, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
<p>18A Economic Development: Direct Financial Assistance to For-Profits</p> <p>Report accomplishments for an 18* activity if CDBG funds are used to run a loan/grant program but not to make the loans/grants.</p> <p>If CDBG money is also used to make the loans/grants (which should be set up as a separate activity), then be sure to set the Accomplishments Reported at Another Activity field to Yes on CDBG Setup Detail (Page 1) for the 18* activity.</p>	LMA	08 Businesses Report the number of businesses assisted, <u>not</u> the number of persons in the service area.
	SBA, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
18B Economic Development: Technical Assistance Please see the note for 18A above.	LMA, SBA, URG, LMCSV	08 Businesses Report the number of businesses assisted. When applicable, report

MATRIX CODE	NATIONAL OBJECTIVE	ACCOMPLISHMENT TYPE
		the number of people trained and/or support services provided in the Accomplishment Narrative.
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
<p>18C Economic Development: Micro-Enterprise Assistance</p> <p>Please see the note for 18A above.</p>	LMA, LMC, SBA, URG, LMCMC	<p>01 People 08 Businesses</p> <p>If the activity provides training to assist people in developing and operating a micro-enterprise, report People.</p> <p>If the activity assists a micro-enterprise (including assistance in creating a micro-enterprise), report Businesses.</p> <p>If the activity undertakes both of these functions, report only the number of Businesses assisted in the units fields. Report the number of People trained in the Accomplishments Narrative.</p>
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
19A CDBG Funding of HOME Administration	N/A – matrix code is obsolete	
19B CDBG Funding of HOME CHDO Operating Costs	N/A – matrix code is obsolete	
19C CDBG Non-Profit Organization Capacity Building	All	09 Organizations
19D CDBG Assistance to Institutes of Higher Education	N/A – matrix code is obsolete	
19E CDBG Operation and Repair of Foreclosed Property	LMA, LMH*	10 Housing Units
19F Planned Repayments of Section 108 Loans	None	None

Appendix C: Matrix Codes/National Objectives/Accomplishment Types

<b>MATRIX CODE</b>	<b>NATIONAL OBJECTIVE</b>	<b>ACCOMPLISHMENT TYPE</b>
19G Unplanned Repayments of Section 108 Loans	None	None
19H State CDBG Technical Assistance to Grantees	None	None
20 Planning	None	None
20A State Planning Only	All but URG	Depends on objective.
21A General Program Administration	None	None
21B Indirect Costs	None	None
21C Public Information	None	None
21D Fair Housing Activities (subject to Admin cap)	None	None
21E Submission of Applications for Federal Programs	None	None
21H CDBG Funding of HOME Admin	None	None
21I CDBG Funding of HOME CHDO Operating Expenses	None	None
21J State Administration	None	None
22 Unprogrammed Funds	None	None
23 Tornado Shelters Serving Private Mobile Home Parks	LMA	10 Housing Units
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:

**Activity**

Select Organization

---

Select | Cancel | Add Organization

---

**Search Criteria**

Organization Name  City:  DUNS #:  EIN/TIN #:

(ex: nn-nnn-nnnn) (ex: nn-nnnnnnn)

Search | Reset

---

**Name of Organization Carrying Out Activity**  
Results Page 1 of 24

Organization Name	City, State/Territory	DUNS #	EIN/TIN #
<input type="radio"/> <a href="#">301 W. LOCKERMAN STREET RENTAL REHABILITATION</a>	DOVER, DE		
<input type="radio"/> <a href="#">ADDITIONS COALITION</a>	WILMINGTON, DE		
<input type="radio"/> <a href="#">ARC OF DELAWARE</a>	NEW CASTLE COUNTY, DE		
<input type="radio"/> <a href="#">ARC OF DELAWARE</a> 2 S Augustine St	Wilmington, DE	80-516-5909	51-0072149
<input type="radio"/> <a href="#">Associated Community Talents, Inc.</a> 45 W Main St	Middletown, DE		51-0266262
<input type="radio"/> <a href="#">BLACKFEATHER ACADEMY</a> 206 E Ayre St	Wilmington, DE	83-172-9798	
<input type="radio"/> <a href="#">BOYS AND GIRLS CLUB OF CLAYMONT</a> 500 Darley Rd	Claymont, DE	03-800-1145	51-008712
<input type="radio"/> <a href="#">BOYS AND GIRLS CLUB OF GREATER NEWARK</a>	NEW CASTLE COUNTY, DE		
<input type="radio"/> <a href="#">BOYS AND GIRLS CLUB, CLAYMONT</a>	NEW CASTLE COUNTY, DE		
<input type="radio"/> <a href="#">BRANDYWINE COMMUNITY RESOURCE CENTER</a>	NEW CASTLE COUNTY, DE		

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

---

Select | Cancel | Add Organization

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:** DE

**Zip Code:**  -

Validate This Address

**\*Organization Type:** (tip)  
Other

**\*Organizational DUNS #:** (tip)  **Ext:**   
(ex: nn-nnn-nnnn) (ex: nnnn)

**EIN/TIN #:** (tip)   
(ex: nn-nnnnnnn)

**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**

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### **Strategy Areas**

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

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

For more information, grantees should refer to:

- Notice CPD-97-01
- 24 CFR 91.315(e)(2)
- 24 CFR 570.483(e)(5)
- 24 CFR 570.482(f)(3)(v)(L) and (M)

CRSAs require HUD approval.

### **Local Target Areas**

While CRSAs 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 570.483(e)(4)].

# Appendix F

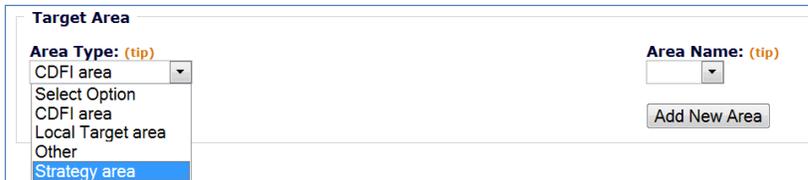
## SELECTING AND ADDING SPECIAL AREAS ON CDBG SETUP DETAIL (PAGE 1)

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When you select **Strategy Area**, **CDFI Area**, **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.

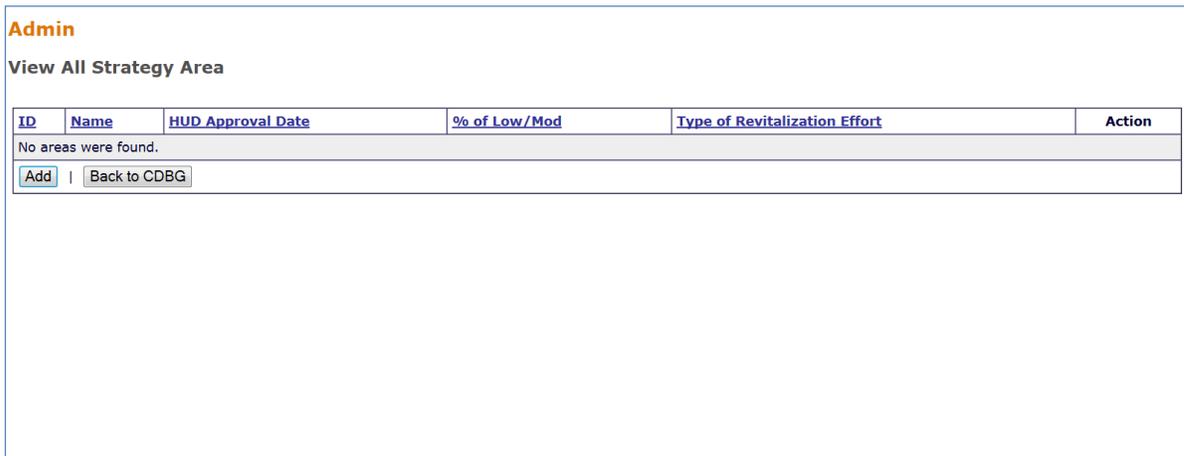
### STRATEGY AREAS

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 "Area Name" 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, and a message "No areas were found." is displayed below the table. At the bottom of the screen, there are two buttons: "Add" and "Back to CDBG".

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

**Admin**

**Add Strategy Area**

Save | Cancel

**\*Indicates Required Field**

**\*Name:**

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

Save | Cancel

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
900000000013732	Camden Strategy Area 1	03/09/2008			<a href="#">Edit</a>

Add | Back to CDBG

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 <b>Other</b> 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	<a href="#">Edit</a>

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 <b>Other</b> in the previous field.

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

• 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	<a href="#">Edit</a>
900000000004449	Bridgeville Target Area			Housing	<a href="#">Edit</a>
900000000004689	CAPITOL PARK TARGET AREA			Housing	<a href="#">Edit</a>
900000000004690	CLAYTON TARGET AREA			Housing	<a href="#">Edit</a>
900000000012252	Cool Spring Target Area			Housing	<a href="#">Edit</a>
90000000000421	COUNTYWIDE			Housing	<a href="#">Edit</a>

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](http://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

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Definitions of the job types listed on the jobs accomplishment screen are provided below.

- **Officials and Managers**

Administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operation.

Includes: officials, executives, middle management, plant managers, department managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.

- **Professional**

Occupations requiring either college graduation or experience of such kind and amount as to provide a background comparable to college education.

Includes: accountants and auditors, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, surveyors, teachers, and kindred workers.

- **Technicians**

Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training.

Includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

- **Sales**

Occupations engaging wholly or primarily in direct selling.

Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks and cashier-checkers, and kindred workers.

- **Office and Clerical**

All clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual 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**

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If you are assisting an eligible activity under the LMC national objective at Section 105(a)(5) and cannot obtain information on the beneficiaries with disabilities, follow these guidelines for reporting race and ethnicity data on the 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**

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### **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 State grantees, the fund types are AD (Administration), SU (Subgrant), and TA (Technical Assistance). Grant funds that are not subfunded as AD, SU, or TA have a fund type of EN (Entitlement).

### ACCESSING THE SUBFUND FUNCTIONS

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

The screenshot shows a web application interface. At the top, there are navigation tabs: "Plans/Projects/Activities", "Funding/Drawdown", "Grant" (which is selected), "Grantee/PJ", and "Admin". Below the tabs is a notification bar: "You have 1 CDBG and 2 HOME activities that have been flagged. Click on the number to go to the review page." The main content area is titled "Grant" and "Search Grants". It contains a "Search Criteria" section with the following fields: "Grant Year: (tip)" with a "Select" dropdown, "State/Territory:" with a dropdown showing "AZ", "Program:" with a dropdown showing "All", and "Grant #: (tip)" with an empty text input field. Below these fields are "Search" and "Reset" buttons. On the left side, there is a vertical navigation menu with the following items: "User: C00063", "Role: Grantee", "Organization: ARIZONA", "- Switch Profile", "- Logout", "Grant - Search", "Subfund - Add", "Subfund - Search", "Subgrant - Add", "Subgrant - Search", "Subfund Program Income - Add", "Subfund Program Income - Search", "Subgrant Program Income - Add", and "Subgrant Program Income - Search". Blue brackets on the left side of the menu group "Subfund" and "Subfund Program Income" together, and "Subgrant" and "Subgrant Program Income" together.

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

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

## ADD SUBFUNDS

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

### ADD SUBFUNDS SCREEN

Click the Subfund [Add](#) link on any Grant screen to display the Add Subfunds screen.

**Subfund**

Add Subfunds

**Search Criteria**

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

**Grant Year: (tip)** Select

|

Field	Description
Program	Select <b>CDBG</b> .
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 <b>Select</b> 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 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-DC-04-0001	AD	<a href="#">Add Fund Type</a>
CDBG	2015	B-15-DC-04-0001	SU	<a href="#">Add Fund Type</a>
CDBG	2015	B-15-DC-04-0001	TA	<a href="#">Add Fund Type</a>

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**

<b>Grantee/PJ Name:</b> ARIZONA	<b>Grant #:</b> (tip) B-15-DC-04-0001
<b>Program:</b> (tip) CDBG	<b>Grant Status:</b> (tip) Active
<b>Grant Year:</b> (tip) 2015	<b>Grant Blocked:</b> (tip) No
<b>Administering Organization:</b> (tip) ARIZONA	
<b>Payee EIN/TIN#:</b> (tip) 86-6004791	

**Source Fund: EN**

<b>Available to Subfund</b>	\$403,820.80
-----------------------------	--------------

**Add Subfund: AD**

<b>Range for Authorized Amount</b>	
Minimum	\$0.00
Maximum	\$403,820.80
<b>*Authorized Amount for this Subfund</b> (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	<b>Active</b> or <b>Inactive</b> . A grant is inactive if IDIS has not received all required grant information.
Grant Blocked	If GRANT BLOCKED is <b>Yes</b> , FUND TYPE EN cannot be drawn from this grant (you can still create a subfund from it, though).
Source Fund	Always <b>EN</b> for CDBG subfunds.
Available to Subfund	The amount in the SOURCE FUND that can be subfunded.
Add Subfund	The type of subfund being added— <b>AD</b> , <b>SU</b> , or <b>TA</b> .

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 <b>AD</b>, the maximum is capped at \$100,000 plus 3% of the grant's AUTHORIZED AMOUNT plus 3% of PI, SF, and RL received with the same PROGRAM YEAR as the GRANT YEAR minus the amount subfunded as TA. The amount of available PI, SF, 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 <b>SU</b>, there is no cap. The maximum will equal AVAILABLE TO SUBFUND.</p> <p>For <b>TA</b>, the cap is 3% of the grant's AUTHORIZED AMOUNT minus the amount subfunded as AD.</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 States are: <p><b>EN</b> Entitlement (authorized amount of grant minus amount already subfunded)</p> <p><b>AD</b> Administration</p> <p><b>SU</b> Subgrant</p> <p><b>TA</b> Technical Assistance</p>
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
ARIZONA	CDBG	2015	B-15-DC-04-0001	AD	\$400,000.00	<a href="#">Edit</a>   <a href="#">View</a>
ARIZONA	CDBG	2015	B-15-DC-04-0001	EN	\$10,127,360.00	<a href="#">View</a>
ARIZONA	CDBG	2015	B-15-DC-04-0001	SU	\$185,000.00	<a href="#">Edit</a>   <a href="#">View</a>
ARIZONA	CDBG	2015	B-15-DC-04-0001	TA	\$2,000.00	<a href="#">Edit</a>   <a href="#">View</a>

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

<b>Grantee/PJ Name:</b> ARIZONA	<b>Grant Status: (tip)</b> Active
<b>Program: (tip)</b> CDBG	<b>Grant Blocked: (tip)</b> No
<b>Grant Year: (tip)</b> 2015	<b>Administering Organization: (tip)</b> ARIZONA
<b>Grant #: (tip)</b> B-15-DC-04-0001	<b>Payee EIN/TIN#: (tip)</b> 86-6004791
<b>Fund Type: (tip)</b> AD	

<b>Current Authorized Amount for this Subfund</b>	\$400,000.00
---	--------------

<b>Range for New Authorized Amount</b>	
<b>Minimum</b>	\$85,000.00
<b>Maximum</b>	\$401,820.80
<b>*New Authorized Amount for this Subfund</b>	\$ <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 States, <b>AD</b> (Administration), <b>SU</b> (Subgrant), or <b>TA</b> (Technical Assistance).
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.
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, SU, and TA.

### VIEW SUBFUND EN

**Subfund**

View Subfund

---

|

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<p><b>Grantee Recipient:</b> ARIZONA</p> <p><b>Program:</b> (tip) CDBG</p> <p><b>Grant Year:</b> (tip) 2015</p> <p><b>Grant #:</b> (tip) B-15-DC-04-0001</p> <p><b>Fund Type:</b> (tip) EN</p>	<p><b>Grant Status:</b> (tip) Active</p> <p><b>Grant Blocked:</b> (tip) No</p> <p><b>Administering Organization:</b> (tip) ARIZONA</p> <p><b>Payee EIN/TIN#:</b> (tip) 86-6004791</p>
--	---

<b>Authorized Amount</b> (tip)	\$10,127,360.00
<b>Subfunded Amount (-)</b> (tip)	\$587,000.00
<b>Amount Committed to Activities (-)</b> (tip)	\$0.00
<b>Amount Available to Subfund / Amount Available to Commit to Activities</b>	\$9,540,360.00
<b>Net Drawn Amount</b>	\$0.00
<b>Drawn Amount (+)</b> (tip)	\$0.00
<b>Drawdown Pending Amount (+)</b> (tip)	\$0.00
<b>Returned Amount (+)</b> (tip)	\$0.00
<b>Amount Available to Draw</b>	\$9,540,360.00

---

|

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	<b>Active</b> or <b>Inactive</b> . A grant is inactive if IDIS has not received all required grant information.
Grant Blocked	If GRANT BLOCKED is <b>Yes</b> , 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

<b>Field</b>	<b>Description</b>
	transfers of funds drawn down from the grant.
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, SU, and TA.
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.

<b>Fund Type:</b> (tip) <b>AD</b>	
	<a href="#">View Subgrants</a>
<b>Authorized Amount</b> (tip)	\$400,000.00
<b>Subgranted Amount</b> (-)	\$0.00
<b>Amount Committed to Activities</b> (-)	\$85,000.00
<b>Amount Available to Subgrant / Amount Available to Commit to Activities</b>	\$315,000.00
<b>Net Drawn Amount</b>	\$0.00
<b>Drawn Amount</b> (+) (tip)	\$0.00
<b>Drawdown Pending Amount</b> (+) (tip)	\$0.00
<b>Returned Amount</b> (+) (tip)	\$0.00
<b>Amount Available to Draw</b>	\$400,000.00
<b>Maximum Allowed (excluding program income)</b>	\$403,820.80
<b>Amount Available to increase Authorized Amount for this Subfund</b>	\$1,820.80
<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 3% of the program income (PI, SF, and RL) received with the same program year of receipt as the GRANT YEAR.
Subgranted Amount	The amount subgranted from the AD subfund (only States can subgrant AD).
Amount Committed to Activities	The amount committed to activities from the AD subfund. It does not include commitments from AD subgrants. To view that information, click the <a href="#">View Subgrants</a> 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 <a href="#">View Subgrants</a> 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)	\$100,000 plus 3% of the AUTHORIZED AMOUNT, the regulatory maximum. AD and TA together cannot exceed the allowable maximum.
Amount Available to increase Authorized Amount for this Subfund	The amount of EN available to increase the AD AUTHORIZED AMOUNT. For FY 2014 and earlier grants, the calculation includes received program income (PI, SF, and RL).

## 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		<a href="#">View Subgrants</a>
Authorized Amount (tip)		\$185,000.00
Subgranted Amount (-)		\$105,000.00
Amount Committed to Activities (-)		\$0.00
Amount Available to Subgrant / Amount Available to Commit to Activities		\$80,000.00
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		\$80,000.00
Amount Available to increase Authorized Amount for this Subfund		\$9,540,360.00
<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 <a href="#">View Subgrants</a> 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 <a href="#">View Subgrants</a> 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.

## VIEW SUBFUND TA

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

<b>Fund Type:</b> (tip) TA		<a href="#">View Subgrants</a>
<b>Authorized Amount</b> (tip)		\$2,000.00
<b>Subgranted Amount</b> (-)		\$0.00
<b>Amount Committed to Activities</b> (-)		\$0.00
<b>Amount Available to Subgrant / Amount Available to Commit to Activities</b>		\$2,000.00
<b>Net Drawn Amount</b>		\$0.00
<b>Drawn Amount</b> (+) (tip)		\$0.00
<b>Drawdown Pending Amount</b> (+) (tip)		\$0.00
<b>Returned Amount</b> (+) (tip)		\$0.00
<b>Amount Available to Draw</b>		\$2,000.00
<b>Regulatory Maximum</b>		\$303,820.80
<b>Amount Available to increase Authorized Amount for this Subfund</b>		\$1,820.80

|

Field	Description
Authorized Amount	The amount that can be committed, drawn, and subgranted from the TA subfund.
Subgranted Amount	The amount of the TA subfund that has been subgranted.
Amount Committed to Activities	The amount committed to activities from the SU subfund. It does not include commitments from TA subgrants. To view that information, click the <a href="#">View Subgrants</a> link at the top of the amounts column.
Amount Available to Subgrant/Amount Available to Commit...	The amount of the TA 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 TA 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 <a href="#">View Subgrants</a> link.
Drawn Amount	The amount disbursed from the TA subfund.
Drawdown Pending Amount	The sum of TA subfund draws approved in IDIS and awaiting a response from LOCCS.
Returned Amount	The amount disbursed from the TA subfund and later returned to the Letter of Credit as TA.
Amount Available to Draw	The amount of the TA subfund available for drawdown, equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.
Regulatory Maximum	\$100,000 plus 3% of the AUTHORIZED AMOUNT, the regulatory maximum. TA and AD together cannot exceed the allowable maximum.

---

<b>Field</b>	<b>Description</b>
Amount Available to increase Authorized Amount for this Subfund	The amount of EN available to increase the TA 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**

<b>Subgrant to Organization Name</b> ⓘ:	<b>Fund Type:</b> (tip)	<b>Subgrants Given:</b> (tip)
<input type="text"/>	SU ▼	All ▼
<b>Program:</b>	<b>Grant #:</b> (tip)	<b>Subgrant Status:</b> (tip)
CDBG ▼	B15DC040001	All ▼
<b>Grant Year:</b> (tip)		
2015 ▼		

Search | Reset | [Return to subfund B-15-DC-04-0001 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-DC-04-0001	SU	ARIZONA	BISBEE, CITY OF	\$58,000.00	\$0.00	\$138,000.00	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	B-15-DC-04-0001	SU	ARIZONA	Arizona Bridge to Independent Living	\$47,000.00	\$0.00	\$127,000.00	<a href="#">Edit</a>   <a href="#">View</a>

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

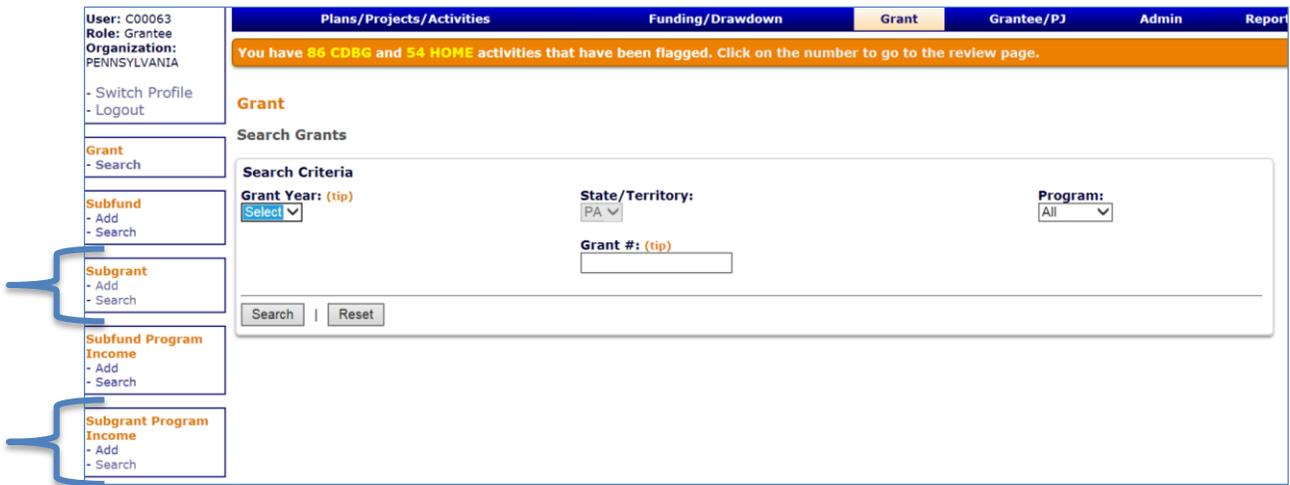
# Appendix L

## 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 subgrants of CDBG grant fund types (AD, SU, TA) and is explained starting on the next page.

The Subgrant Program Income option is used for subgrants of CDBG non-grant fund types, including PI, SF, RL, and LA. Turn to page L-11 for details.

## ADD AD/SU/TA 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"> <li>1. Click the [Select Organization] button.</li> <li>2. On the Select Organization page, enter search criteria if you wish or leave the search fields blank to display a list of all the organizations to which you can subgrant.</li> <li>3. Click the [Search] button.</li> <li>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.</li> </ol>
Program	Select <b>CDBG</b> .
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: <b>AD</b> (Administration), <b>SU</b> (Subgrant), or <b>TA</b> (Technical Assistance). To subgrant PI, use the Subgrant Program Income option (see page L-11).
[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	Change this field to <b>Yes</b> if the organization receiving the subgrant is authorized to receive drawdown payments directly from LOCCS.  If you are able to change this to <b>Yes</b> (it isn't allowed for all organizations) but there is no banking data in LOCCS for the subgrantee, a warning message is displayed and the status of the subgrant is set to <b>Waiting for Banking Info</b> . Until the banking information is received and the subgrant status changes to <b>Active</b> , the subgrant will not be available for committing funds via the Activity Funding function.
Show Availability	Use this search feature if you need to identify a funding source for the subgrant you are adding.  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.

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 AD/SU/TA 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 States are <b>AD</b> (Administration), <b>SU</b> (Subgrant), or <b>TA</b> (Technical Assistance).
Grant #	Limit the search to source grants starting with the text string you enter.
Subgrants Given	<p><b>All</b> – the subgrants that the organization you are logged on as has given to and received from other organizations.</p> <p><b>No</b> – the subgrants that the organization you are logged on as has received from other organizations.</p> <p><b>Yes</b> – the subgrants that the organization you are logged on as has given to other organizations.</p>
Subgrant Status	To limit the search to a particular status, select it from the dropdown. (For information about the Waiting for Banking Info status, see the entry for the Banking field on page L-3).

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

**Subgrant**

Search Subgrants

**Search Criteria**

**Subgrant to Organization Name** (i):

**Fund Type:** (tip)

**Subgrants Given:** (tip)

**Program:**

**Grant #:** (tip)

**Subgrant Status:** (tip)

**Grant Year:** (tip)

|

**Results Page 1 of 3**

Program	Grant #	Fund Type	Subgrant from Organization Name	Subgrant to Organization Name	Authorized Amount	Minimum Amount	Maximum Amount	Action
CDBG	B-14-DC-42-0001	SU	PENNSYLVANIA	LIMERICK TOWNSHIP	\$193,739.00	\$193,739.00	\$31,671,040.00	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	B-14-DC-42-0001	SU	PENNSYLVANIA	HUNTINGDON BOROUGH	\$106,409.00	\$0.00	\$31,583,710.00	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	B-14-DC-42-0001	SU	PENNSYLVANIA	SUNBURY	\$288,311.00	\$0.00	\$31,765,612.00	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	B-14-DC-42-0001	SU	PENNSYLVANIA	BRADFORD CITY	\$288,311.00	\$288,311.00	\$31,765,612.00	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	B-14-DC-42-0001	SU	PENNSYLVANIA	MONROE COUNTY	\$437,789.00	\$437,789.00	\$31,915,090.00	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	B-14-DC-42-0001	SU	PENNSYLVANIA	PINE TOWNSHIP (MERCER)	\$90,957.00	\$0.00	\$31,568,258.00	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	B-14-DC-42-0001	SU	PENNSYLVANIA	DELAWARE TOWNSHIP (NORTHUMBERLAND)	\$85,700.00	\$85,700.00	\$31,563,001.00	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	B-14-DC-42-0001	SU	PENNSYLVANIA	MILTON BOROUGH	\$106,004.00	\$106,004.00	\$31,583,305.00	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	B-14-DC-42-0001	SU	PENNSYLVANIA	SHARPSVILLE	\$85,112.00	\$85,112.00	\$31,562,413.00	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	B-14-DC-42-0001	SU	PENNSYLVANIA	BLOOMSBURG	\$168,139.00	\$168,139.00	\$31,645,440.00	<a href="#">Edit</a>   <a href="#">View</a>

[1](#) [2](#) [3](#) [Next 10 Results](#)

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**  
 FRANKLIN (VENANGO)  
 430 13th St  
 Franklin, PA

**Program:(tip)**  
 CDBG

**Grant Year:(tip)**  
 2014

**Grant #:(tip)**  
 B-14-DC-42-0001

**Subgrant Status:(tip)**  
 Active

**Date Created:**  
 07/01/2015

**Fund Type:(tip)**  
 SU

---

<b>Current Authorized Amount for this Subgrant</b>	\$288,311.00
--	--------------

---

**Range for New Authorized Amount**

<b>Minimum</b>	\$0.00
<b>Maximum</b>	\$31,765,612.00

**\* New Authorized Amount for this Subgrant**      \$

---

**\*Banking**

**Administering Organization: (tip)**  
 FRANKLIN (VENANGO), PA

**Payee EIN/TIN#: (tip)**  
 25-6000859

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 <b>Yes</b> if the SUBGRANT RECIPIENT is to receive drawdown payments directly from LOCCS.</p> <p>If <b>Yes</b> 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 <b>Waiting for Banking Info</b> .  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 <b>Active</b> .

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 AD/SU/TA 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:**  
FRANKLIN (VENANGO)  
430 13th St  
Franklin, PA

**Program:** [\(tip\)](#)  
CDBG

**Grant Year:** [\(tip\)](#)  
2014

**Grant #:** [\(tip\)](#)  
B-14-DC-42-0001

**Subgrant Status:**  
Active

**Date Created:**  
07/01/2015

**Fund Type:** [\(tip\)](#)  
SU

**Administering Organization:** [\(tip\)](#)  
FRANKLIN (VENANGO), PA

**Payee EIN/TIN#:** [\(tip\)](#)  
25-6000859

<b>Authorized Amount</b> <a href="#">(tip)</a>	\$288,311.00
<b>Subgranted Amount</b> <a href="#">(tip)</a>	\$0.00
<b>Amount Available to Subgrant</b>	\$288,311.00
<b>Committed to Activities Amount</b> <a href="#">(tip)</a>	\$0.00
<b>Net Drawn Amount</b>	\$0.00
<b>Drawn Amount (+)</b> <a href="#">(tip)</a>	\$0.00
<b>Drawdown Pending Amount (+)</b> <a href="#">(tip)</a>	\$0.00
<b>Returned Amount (+)</b> <a href="#">(tip)</a>	\$0.00
<b>Amount Available to Draw</b>	\$288,311.00
<b>Amount Available to Increase Authorized Amount for this Subgrant</b>	\$31,477,301.00

---

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

All fields are read-only.

<b>Field</b>	<b>Description</b>
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 <b>Active</b> or <b>Waiting for Banking Info</b> (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 States, this is <b>AD</b> (Administration), <b>SU</b> (Subgrant), or <b>TA</b> (Technical Assistance).
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/SU/TA 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:**  
FRANKLIN (VENANGO), PA

**Program:**  
CDBG

**Grant Year:**  
All Years

**Grant #:**  
B-XX-DC-42-0001

**Fund Type:**  
SU

IDIS Activity ID	Activity Name	Activity Status	Activity Owner	Source Name	Grant Year	Funded Amount	Drawn Amount	Balance to Draw
13594	DOWNTOWN IMPROVEMENTS	Completed	PENNSYLVANIA	DC	Pre-2015	\$81,758.85	\$81,758.85	\$0.00
13595	ADMINISTRATION	Completed	PENNSYLVANIA	DC	Pre-2015	\$38,154.52	\$38,154.52	\$0.00
13601	DOWNTOWN IMPROVEMENTS	Completed	PENNSYLVANIA	DC	Pre-2015	\$320,000.00	\$320,000.00	\$0.00
13602	ADMINISTRATION	Completed	PENNSYLVANIA	DC	Pre-2015	\$69,661.00	\$69,661.00	\$0.00
14882	DOWNTOWN STREETScape IMPROVEMENTS PROJ.	Completed	PENNSYLVANIA	DC	Pre-2015	\$348,609.33	\$348,609.33	\$0.00
14885	ADMINISTRATION	Completed	PENNSYLVANIA	DC	Pre-2015	\$41,892.67	\$41,892.67	\$0.00
17930	DOWNTOWN STREETScape IMPROVEMENTS	Completed	PENNSYLVANIA	DC	Pre-2015	\$330,757.00	\$330,757.00	\$0.00
17931	GENERAL ADMINISTRATION	Completed	PENNSYLVANIA	DC	Pre-2015	\$72,605.00	\$72,605.00	\$0.00
20861	DOWNTOWN STREETScape IMPROVEMENTS	Completed	PENNSYLVANIA	DC	Pre-2015	\$226,480.06	\$226,480.06	\$0.00
20864	ADMINISTRATION	Completed	PENNSYLVANIA	DC	Pre-2015	\$65,598.00	\$65,598.00	\$0.00
22038	STREET IMP (CITY-WIDE BENEFIT)	Completed	PENNSYLVANIA	DC	Pre-2015	\$42,443.17	\$42,443.17	\$0.00
22039	STREET IMP. HILLSIDE AVE.	Completed	PENNSYLVANIA	DC	Pre-2015	\$9,316.79	\$9,316.79	\$0.00
22040	STREET IMP. (PARK ST.)	Completed	PENNSYLVANIA	DC	Pre-2015	\$11,387.19	\$11,387.19	\$0.00
22041	STREET IMP (S. EDGEWOOD)	Completed	PENNSYLVANIA	DC	Pre-2015	\$40,372.79	\$40,372.79	\$0.00
23620	DOWNTOWN IMPROVEMENTS	Completed	PENNSYLVANIA	DC	Pre-2015	\$264,830.00	\$264,830.00	\$0.00
24454	FIRE RESCUE VEHICLE PURCHASE	Completed	PENNSYLVANIA	DC	Pre-2015	\$43,470.00	\$43,470.00	\$0.00
24455	WASHINGTON CROSSING AUDIBLE PED SIGNAL	Completed	PENNSYLVANIA	DC	Pre-2015	\$21,700.00	\$21,700.00	\$0.00
24457	ADMINISTRATION	Completed	PENNSYLVANIA	DC	Pre-2015	\$68,739.00	\$68,739.00	\$0.00

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.

## SUBGRANT PROGRAM INCOME AND LA FUNDS

Subgranting of program income and LA funds is useful in accounting for locally-retained accounts by individual UGLGs. The processes of adding, editing, and viewing subgrants of program income (fund types PI, SF, RL) and repayments of grant funds to a local account (fund type LA) are the same as for AD/SU/TA subgrants, but are performed on a separate set of screens.

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

Each function is explained below.

## ADD PI/SF/RL AND LA SUBGRANTS

Click the Subgrant Program Income [Add](#) link on any Grant tab screen to display the Add Subgrant of Program Income screen:

**Subgrant Program Income**

Add Subgrant of Program Income

---

Save | Reset

---

**\*Indicates Required Field**

**\*Subgrant Recipient Name (tip)**

**\*Program:(tip)**

**\*Program Year of Receipt:(tip)**

**\*IDIS Fund Number:(tip)**

**\*Fund Type:(tip)**

**Range for Authorized Amount**

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

---

Save | Reset

---

**Show Availability**

**Program: (tip)** 
**Program Year of Receipt: (tip)** 
**IDIS Fund Number: (tip)** 
**Fund Type: (tip)**

The screen is very similar to the add screen for AD/SU/TA subgrants.

Field	Description
Subgrant Recipient Name	<ol style="list-style-type: none"> <li>1. Click the [Select Organization] button.</li> <li>2. On the Select Organization page, enter search criteria if you wish or leave the search fields blank to display a list of all the organizations to which you can subgrant.</li> <li>3. Click the [Search] button.</li> <li>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.</li> </ol>
Program	Select <b>CDBG</b> .
Program Year of Receipt	<ul style="list-style-type: none"> <li>• For PI/SF/RL: Select the year of the receipt account from which the subgrant is to be created.</li> <li>• For LA: Select the year of the grant from which the returned funds were drawn down.</li> </ul>

Field	Description
	To quickly find the amount available to subgrant in each account, use the "Show Availability" feature (described below) at the bottom of the screen.
IDIS Fund Number	<ul style="list-style-type: none"> <li>• For PI/SF/RL: Select the correct receipt account number.</li> <li>• For LA: Select the correct grant number.</li> </ul> <p>For most grantees, only one number is listed if you have filled in the PROGRAM and PROGRAM YEAR OF RECEIPT fields.</p>
Fund Type	<p>Select the type of subgrant you want to add:</p> <ul style="list-style-type: none"> <li>• <b>PI</b> General Program Income</li> <li>• <b>RL</b> Revolving Loan</li> <li>• <b>SF</b> State Revolving Fund</li> <li>• <b>LA</b> Grant-Specific Repayment to Local Account.</li> </ul>
[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.
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>

Click the [Save] button to add the subgrant or the [Reset] button to refresh and redisplay the add screen.

## EDIT PI/SF/RL AND LA SUBGRANTS

To edit a PI subgrant, click the Subgrant Program Income [Search](#) link on any Grant tab screen to access the Search Subgrant Program Income screen.

### SEARCH SUBGRANTS SCREEN

Enter as many or few search criteria as you wish to retrieve the subgrant(s) you want to update:

The screen is very similar to the search screen for AD/SU/TA subgrants.

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.
Program Year of Receipt	To limit the search to a particular grant year, choose it from this dropdown.
Fund Type	The choices for CDBG States are <b>PI</b> (general Program Income), <b>RL</b> (Revolving Loan), <b>SF</b> (State Revolving Fund), or <b>LA</b> (Grant-Specific Repayment to Local Account).
IDIS Fund Number	Limit the search to receipt accounts (or, for LA, grant numbers) starting with the text string you enter.
Subgrants Given	<p><b>All</b> – the subgrants that the organization you are logged on as has given to and received from other organizations.</p> <p><b>No</b> – the subgrants that the organization you are logged on as has received from other organizations.</p> <p><b>Yes</b> – the subgrants that the organization you are logged on as has given to other organizations.</p>
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 Program Income**

Search Subgrant Program Income

**Search Criteria**

**Subgrant to Organization Name** (i):       **Fund Type:** (tip)       **Subgrants Given:** (tip)

**Program:**       **IDIS Fund Number:** (tip)       **Subgrant Status:** (tip)   
Active

**Program Year of Receipt:** (tip)

|

**Results Page 1 of 1**

Program	IDIS Fund Number	Fund Type	Subgrant from Organization Name	Subgrant to Organization Name	Authorized Amount	Minimum Amount	Maximum Amount	Action
CDBG	B-15-DC-08-0001	PI	COLORADO	MESA COUNTY	\$7,500.00	\$0.00	\$8,400.00	<a href="#">Edit</a>   <a href="#">View</a>

To update a subgrant, click the Edit link in the last column to display the Edit Subgrant of Program Income screen.

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

The only field that can be updated on this screen is the subgrant amount.

**Subgrant Program Income**

Edit Subgrant of Program Income

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**\*Indicates Required Field**

**Subgrant Recipient Name**  
MESA COUNTY

Grand Junction, CO

**Program:(tip)**  
CDBG

**Program Year of Receipt:(tip)**  
2015

**IDIS Fund Number:(tip)**  
B-15-DC-08-0001

**Subgrant Status:(tip)**  
Active

**Date Created:**  
08/29/2015

**Fund Type:(tip)**  
PI

<b>Current Authorized Amount for this Subgrant</b>	\$7,500.00
--	------------

**Range for New Authorized Amount**

<b>Minimum</b>	\$0.00
<b>Maximum</b>	\$8,400.00
<b>* New Authorized Amount for this Subgrant</b>	\$ <input style="width: 80px;" type="text"/>

---

| 
  |

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 of the subgrant that has already been used and the amount available from the source receipt account.</p> <p>If the NEW AUTHORIZED AMOUNT is changed to \$0.00, the subgrant can be deleted on the Search Subgrants results screen.</p>

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

To save your changes, click the [Save] button. When you do, the View Subgrant screen, shown on the next page, is displayed.

## VIEW PI/SF/RL AND LA 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-14 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 Program Income**

View of Subgrant Program Income

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

---

**Subgrant Recipient Name:**  
MESA COUNTY  
PO Box 20000  
Grand Junction, CO

**Program:** [\(tip\)](#)  
CDBG

**Program Year of Receipt:** [\(tip\)](#)  
2015

**IDIS Fund Number:** [\(tip\)](#)  
B-15-DC-08-0001

**Subgrant Status:**  
Active

**Date Created:**  
08/29/2015

**Fund Type:**  
PI

**Administering Organization:** [\(tip\)](#)  
COLORADO

**Payee EIN/TIN#:** [\(tip\)](#)  
84-0644739

<b>Authorized Amount</b> <a href="#">(tip)</a>	\$7,500.00
<b>Subgranted Amount</b> (-)	\$0.00
<b>Amount Available to Subgrant</b>	\$7,500.00
<b>Amount Committed to Activities</b> (-)	\$0.00
<b>Net Drawn Amount</b>	\$0.00
<b>Drawn Amount</b> (+) <a href="#">(tip)</a>	\$0.00
<b>Drawdown Pending Amount</b> (+) <a href="#">(tip)</a>	\$0.00
<b>Amount Available to Draw</b>	\$7,500.00
<b>Amount Available to Increase Authorized Amount for this Subgrant</b>	\$900.00

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

All fields are read-only.

Field	Description
Subgrant Recipient	Clicking on the link here displays information about the subgrantee.
Program	<b>CDBG.</b>
Program Year of Receipt	<ul style="list-style-type: none"> <li>For PI/SF/RL: Select the year of the receipt account from which the subgrant is to be created.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>For LA: Select the year of the grant from which the returned funds were drawn down.</li> </ul>
IDIS Fund Number	<ul style="list-style-type: none"> <li>For PI/SF/RL: Select the correct receipt account number.</li> <li>For LA: Select the correct grant number.</li> </ul>
Subgrant Status	Either <b>Active</b> or <b>Inactive</b> .
Date Created	The date the subgrant was created in IDIS.
Fund Type	The receipt account from which the subgrant was created: <b>PI, SF, RL, or LA</b> .
Administering Organization	The name of the organization administering the subgrant.
Payee EIN/TIN#	The EIN/TIN# of the administering organization.
Authorized Amount	The total amount of this subgrant available 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. It equals AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus COMMITTED TO ACTIVITIES AMOUNT.
Amount Committed to Activities	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.
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 PI/SF/RL/LA 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 Program Income**

Activities Funded from Subgrant Program Income

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[Return to Subgrants](#)

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**Subgrant Recipient Name:**  
MESA COUNTY, CO

**Program:**  
CDBG

**Grant Year:**  
All Years

**Grant #:**  
B-XX-DC-08-0001

**Fund Type:**  
PI

IDIS Activity ID	Activity Name	Activity Status	Activity Owner	Source Name	Grant Year	Funded Amount	Drawn Amount	Balance to Draw
5071	Mesa County BLF	Open	COLORADO	DC	Pre-2015	\$7,500.00	\$0.00	\$7,500.00

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[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.