

## **Chapter 14**

# **SBA, SBS, AND URG ACCOMPLISHMENT SCREENS**

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

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

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

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

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

**Activity**

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

**03K - Street Improvements**

Save | Save and Continue | Cancel

Add New Accomplishment Year

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**\* Indicates Required Field**

<b>Grantee/PJ Activity ID:</b> 999999	<b>Activity Name:</b> West Baton Rouge Parish - Streets	<b>Program Year/IDIS Project ID:</b> 2012/30
<b>IDIS Activity ID:</b> 10346	<b>Activity Owner:</b> LOUISIANA	<b>Project Title:</b> West Baton Rouge Parish
<b>National Objective:</b> SBA		

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

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

**\*Accomplishments**

Accomplishment Type	Proposed Units	Actual Units (tip)
1 - People (General)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Field	Description
Accomplishments for Program Year	<p>On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.</p> <p>On the edit screen, the program year is read-only. A new field, <b>SELECT ANOTHER YEAR</b>, is displayed for use with multi-year activities:</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Accomplishments for Program Year:</b> 2012      <b>Select Another Year:</b></p> <div style="display: flex; align-items: center;"> <input style="width: 50px; height: 20px;" type="text"/> <span style="margin-left: 5px;">▼</span> <span style="margin-left: 5px;">Edit Selected Year</span> </div> </div> <p>For multi-year activities, make sure you input annual counts for the correct program year:</p> <ul style="list-style-type: none"> <li>To add accomplishments for the second and subsequent years of an activity, click the [Add New Accomplishment Year] button at the top/bottom of the screen, type in the new year, and enter the new accomplishments. Do not include accomplishments that have been reported in a previous year.</li> <li>Once accomplishments have been entered for more than one year, use the <b>SELECT ANOTHER YEAR</b> field to view accomplishments for a different year.</li> </ul>

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

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

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

## CODE ENFORCEMENT

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

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

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

## **LEAD PAINT REQUIREMENTS**

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

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

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

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

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

**Activity**

Edit CDBG Accomplishment Detail (Page 2)

**03K - Street Improvements**

- CDBG Accomplishment has been saved successfully.

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Save | Save and Previous Page | Cancel

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**\* Indicates Required Field**

<b>Grantee/PJ Activity ID:</b> 999999	<b>Activity Name:</b> West Baton Rouge Parish - Streets	<b>Program Year/IDIS Project ID:</b> 2012/30
<b>IDIS Activity ID:</b> 10346	<b>Activity Owner:</b> LOUISIANA	<b>Project Title:</b> West Baton Rouge Parish
<b>National Objective:</b> SBA		

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**Accomplishments for Program Year:**  
2012

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

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

### Public Facilities & Infrastructure Activities

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

### Public Service Activities

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

**Rehab Activities**

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

**Acquisition and New Construction Activities**

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

**Other SB\*/URG Activities**

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

## PUBLIC FACILITIES & INFRASTRUCTURE

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

Public Facilities & Infrastructure	
<b>Total Persons Assisted :</b>	
548	
<b>Of the Total Persons, Number of:</b>	
	<b>Number of Persons</b>
With New Access to this type of Public Facility or Infrastructure Improvement	<input type="text"/>
With Improved Access to this Type of Public Facility or Infrastructure Improvement	<input type="text"/>
With access to Public Facility or Infrastructure that is No Longer Substandard	<input type="text"/>
<b>Total</b>	0 <input type="text"/>

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

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

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

Save | Save and Previous Page | Cancel

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

## PUBLIC SERVICES

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

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

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

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

If the HELP THE HOMELESS field on the Page 1 activity setup screen is Yes, the two performance measure fields shown on page 14-8 are also displayed.

## DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS

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

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

**Direct Financial Assistance to Homebuyers**

**Total Households Assisted:** (tip)

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

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

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

## SHORT-TERM RENTAL ASSISTANCE

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

**Short-Term Rental Assistance**

**Total Households Assisted:**

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

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

| 
  |

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

## HOMELESSNESS PREVENTION

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

**Homeless Prevention**

**Total Persons Assisted:**

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

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

| 
  |

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

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

## HOMEOWNER REHAB

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

**Homeowner Rehab**

**Total Units:** (tip)

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

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

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

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

## RENTAL REHAB

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

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

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

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

## ACQUISITION/CONSTRUCTION NEW HOMEOWNER

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

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

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

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

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

## CONSTRUCTION OF RENTAL UNITS

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

Construction of Rental Units	
<b>Total Units:</b> <small>(tip)</small>	<input type="text" value="18"/>
<b>Of the Total Rental Units, Number of:</b>	
	<b>Number of Units</b>
Affordable Units	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
<b>Of the Affordable Units, Number of:</b>	
	<b>Number of Units</b>
Units Occupied by Elderly	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	<input type="text"/>
Units Designated for Persons with HIV/AIDS Including Units Receiving Assistance for Operations	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Permanent Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations	<input type="text"/>
Of Permanent Housing Units Designated for Homeless, Number for the Chronically Homeless	<input type="text"/>

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

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

## ASSISTANCE TO BUSINESSES

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

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

**If the matrix code is 18A or 18C:** The fact that this screen lets you report more than one business assisted does not mean that assistance to individual businesses under 18A or 18C may be aggregated in one activity. Unless the activity is one identified at 570.483(b)(4)(vi) for which job aggregation is allowed, each business assisted under 18A or 18C must be set up as a separate activity.

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

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