

## **Chapter 4**

# **THE CDBG ACTIVITY SETUP SCREENS**

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

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

## CDBG SETUP DETAIL (PAGE 1)

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

### Activity

#### Add CDBG Setup Detail (Page 1)

#### 14B - Rehab; Multi-Unit Residential

|  |

**\* Indicates Required Field**

<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Cairo 12-2248001   BB	<b>Program Year/Project ID:</b> 2012/2
<b>IDIS Activity ID:</b> 12282	<b>Activity Owner:</b> ILLINOIS	<b>Project Title:</b> 2012 Community Revitalization Strategy Area program

**\*National Objective:**  
Select Option

#### Proposed Accomplishments

*Accomplishment Type	
Select Option <input type="button" value="Lookup Table"/>	
*Program Year	*Proposed Count
<input type="text"/>	<input type="text"/>

#### Performance Goal

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

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

#### Address

**Confidential** (Suppress on Reports)

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

<b>Activity Purpose:</b> (Indicate all that apply) <b>*Help Prevent Homelessness?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*Help the Homeless?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*Help Those with HIV/AIDS?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*Help Persons with Disabilities?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Associate to Another Activity</b> <b>Will accomplishments be reported at another activity? (tip)</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>IDIS Activity ID:</b> <input type="text"/>
<b>*UGLG funded by the State (tip)</b> <input type="button" value="Select UGLG"/>	<b>Date Funds Obligated and Announced:</b> <input type="text"/> Select Date (ex: mm/dd/yyyy)
<b>Organization carrying out activity</b>	
<b>*Is this activity being carried out by a state grant recipient?</b> (Either directly and/or through contractors) <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Activity is Being Carried Out by the Grantee Through: (tip)</b> <input type="text" value="Select Option"/>
<b>Name of Organization carrying out activity: (tip)</b> <input type="text" value="Select Organization"/>	<b>Organization is Categorized as: (tip)</b> <input type="text" value="Select Option"/>
<b>Target Area</b>	
<b>Area Type: (tip)</b> <input type="text" value="Select Option"/>	<b>Area Name: (tip)</b> <input type="text" value="Select Option"/> <input type="button" value="Add New Area"/>
<b>Special Characteristics</b> (Check all that apply to the location of this activity) <input type="checkbox"/> Presidentially Declared Major Disaster Area <input type="checkbox"/> Historic Preservation Area <input type="checkbox"/> Brownfield Redevelopment Area <input type="checkbox"/> Conversion from Non-Residential to Residential Use	
<b>For Brownfield Activities, Indicate the Number of Acres Remediated: (tip)</b> <input type="text"/>	
<b>Activity Information</b> (Check all that apply) <input type="checkbox"/> One-for-One Replacement <input type="checkbox"/> Displacement <input type="checkbox"/> Favored Activity <input type="checkbox"/> Special Assessment <input type="checkbox"/> Revolving Fund <input type="checkbox"/> Float Funded	
<b>Float Funds</b> (Only Enter if Float Funded is Checked)	
<b>Float Principal Balance: (tip)</b> \$ <input type="text"/>	<b>Date Float Funds to be Received:</b> <input type="text"/> <a href="#">Select Date</a> (ex: mm/dd/yyyy)
<input type="button" value="Save"/>   <input type="button" value="Save and Continue"/>   <input type="button" value="Cancel"/>	

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with information from the Add Activity screen.
National Objective	<p>Select the national objective this activity will meet. The dropdown shows only those objectives that are valid with the matrix code you selected on the previous screen. Definitions of the objectives are available on the help screen or in Appendix B.</p> <p>The <a href="#">Lookup Table</a> link at the end of the National Objective field displays a table of the valid matrix code/national objective/accomplishment type combinations (the same table is provided in Appendix C).</p>
Proposed Accomplishments	
Accomplishment Type	Select the type of accomplishment the activity will achieve. The dropdown lists only those types that are valid with the matrix code and national objective you have assigned.
Program Year Proposed Count [Add Another Year]	<p>Enter the number of ACCOMPLISHMENT TYPE expected to benefit from this activity for each year for which accomplishments are anticipated. While your estimate should be as accurate as possible, HUD does not look for discrepancies between proposed and actual accomplishments.</p> <p>Note: If accomplishments are to be reported at another activity, leave these two fields blank (they are deleted if the WILL ACCOMPLISHMENTS BE REPORTED AT ANOTHER ACTIVITY field below is changed to "Yes").</p>
Performance Objective	Select the objective that best reflects your intent in setting up this activity. Brief descriptions of the objectives are provided on the help screen.
Performance Outcome	Select the outcome that best reflects the results you hope to achieve with this activity. Brief descriptions of the outcomes are provided on the help screen.
Address	
Confidential (Suppress on Reports)	<p>Check this box if you do not want the activity address to print on IDIS reports.</p> <p>Always suppress addresses for domestic violence shelters. You may also want to suppress addresses of individual or household beneficiaries.</p>
Address Lines 1, 2, 3 City State, Zip	Provide the activity's physical location in these fields. Do not use P.O. boxes and do not enter the address of the organization administering the activity.
[Validate This Address]	<p>Required. After filling in ADDRESS LINE 1, CITY, and STATE, click this button to verify the input. If the address is:</p> <ul style="list-style-type: none"> <li>Valid, the ZIP CODE will be populated automatically with the correct data.</li> </ul>

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

Field	Description
UGLG funded by the State	<p>Follow these steps:</p> <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 UGLGs (units of general local government) in your state.</li> <li>3. Click the [Search] button.</li> <li>4. To select an UGLG, click first on the radio button next to its name and then on the [Select] button. To return to the add activity screen without selecting an UGLG, click the [Cancel] button.</li> </ol> <p>If the UGLG funded by the state is not listed on the select screen, refer to Appendix D.</p>
Date Funds Obligated and Announced	Select (or input) the date that the funds for this UGLG/activity were obligated and announced pursuant to the 15-month deadline at 24 CFR 570.494.
Organization carrying out activity	
Is this activity being carried out by a state grant recipient?	If the activity will be carried out by the state recipient with its own staff or through contractors, leave this field set to <b>Yes</b> (the default). If it will be carried out by another organization, change the answer to <b>No</b> .
If <b>Yes</b>	
Activity is Being Carried Out by the Grantee Through	Indicate if the activity is being carried out by Grantee Employees, Contractors, or Grantee Employees and Contractors.
If <b>No</b>	
Name of Organization Carrying out Activity	<p>Click the [Select Organization] button to display the Select Organization page. Enter search criteria if you like, and then click the [Search] button.</p> <p>To select an organization, click first on the radio button next to its name and then on the [Select] button.</p> <p>If the organization carrying out the activity is not listed on the select screen, refer to Appendix D.</p>
Organization is Categorized as	<p><b>Another Unit of Local Government:</b> Self-explanatory.</p> <p><b>Another Public Agency:</b> Examples include a public housing authority or redevelopment authority.</p> <p><b>A 105(a)15 Entity:</b> See that section of the HCDA for details.</p>

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

Field	Description
For Brownfield Activities Indicate the Number of Acres Remediated	If you checked BROWNFIELD REDEVELOPMENT AREA above, enter the number of acres remediated.
Activity Information	
One for One Replacement	<p>Check this box if the activity will result in the conversion or demolition of housing units that must (under the Uniform Relocation Act) be replaced.</p> <p>When this field is checked, the One-for-One Replacement screen is displayed as part of the CDBG completion path.</p>
Displacement	<p>Applicable only to acquisition, demolition, and rehabilitation activities. Check this box if any household, business, non-profit organization, or farm will be permanently displaced from real property as a direct result of this activity.</p> <p>When this field is checked, the Displacement screen is displayed as part of the CDBG completion path.</p>
Favored Activity	Applicable only if the activity matrix code is 18A or 18B. Check this box if this economic development activity is of national importance and therefore may be excluded from the aggregate public benefit calculation. Refer to 24 CFR 570.482(f)(3).
Special Assessment	Applicable only to public improvement activities. Check this box if a fee or charge will be levied to recapture part or all of the capital costs of a public improvement activity. For additional information, see 570.482(b).
Revolving Fund	Check this box if the activity is funded from a revolving loan account.
Float Funded	<p>Check this box if this type of financing is used.</p> <p>If this box is checked, entries are required in the FLOAT PRINCIPAL BALANCE and DATE FLOAT FUNDS TO BE RECEIVED fields at the bottom of the screen.</p>
Float Funds	
Float Principal Balance	If you checked FLOAT FUNDED above, enter the balance of the principal.
Date Float Funds to be Received	If you checked FLOAT FUNDED above, enter the date you expect repayment to be made.

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



Objective	Fields Displayed
	<p>to abused children, battered spouses, elderly persons, adults meeting the Census definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.</p> <p>Nature/Location: Click <b>Yes</b> if it may be concluded from the nature and location of the activity that the clientele will primarily be LMI. An example of such an activity is a child care center serving a public housing complex.</p> <p>Nature/Location Narrative: If the previous field is <b>Yes</b>, describe how the nature/location of the activity benefits a limited clientele, of whom at least 51% are LMI.</p>
<p>LMH* and some SB*/URG</p>	<div data-bbox="456 627 1273 716" style="border: 1px solid black; padding: 5px;"> <p><b>Multi-Unit Housing:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><b>Includes Rental Housing:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div> <p>Multi-Unit Housing: Click <b>Yes</b> if the activity involves housing with two or more units per structure.</p> <p>Includes Rental Housing: Change to <b>Yes</b> if appropriate.</p>

The following data fields are displayed for all activities:

HUD Funds			
Source of Funds	Amount		
CDBG	\$ <input type="text" value="0.00"/>		
Section 108 Loan Guarantee	\$ <input type="text"/>		
ESG	\$ <input type="text"/>		
HOME	\$ <input type="text"/>		
HOPWA	\$ <input type="text"/>		
Other Funds			
Source of Funds	Amount		
Appalachian Regional Commission	\$ <input type="text"/>		
Other Federal Funds	\$ <input type="text"/>		
State/Local Funds	\$ <input type="text"/>		
Private Funds	\$ <input type="text"/>		
Other: <input type="text"/>	\$ <input type="text"/>		
Activity Costs (HUD + Other Funds)			
	Amount		
Total	\$ <input type="text" value="0.00"/>		
Leveraging Ratio (CDBG + 108 : All Other Funds)			
CDBG + 108	All Other Funds		
<input type="text" value="0"/>	<input type="text" value="0"/>		
<b>Grant/Loan Assistance</b>			
Enter the number of grants or loans provided to beneficiaries of this activity <small>(tip)</small>			
Grants	<input type="text"/> <small>(tip)</small>		
Loans	<input type="text"/> <small>(tip)</small>		
<b>Loan(s) provided</b>			
	Average Interest Rate <small>(tip)</small> (ex: 99.99%)	Average Amortization Period (in Months) <small>(tip)</small>	Total Amount
Amortized Loan	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Deferred Payment Loan	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

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

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

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

Objective	Fields Displayed															
LMH* and some SB*/URG	<div data-bbox="456 342 1406 485" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th>*Multi-Unit Housing</th> <th>Total</th> <th>Occupied (tip)</th> <th>Occupied Low/Mod (tip)</th> <th>Percent Low/Mod</th> </tr> </thead> <tbody> <tr> <td>Units at Start</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/> %</td> </tr> <tr> <td>Units Expected at Completion</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/> %</td> </tr> </tbody> </table> </div> <p>Fill in these fields only if you answered <b>Yes</b> to the MULTI-UNIT HOUSING question above.</p> <p><b>Units at Start</b> Enter the <b>Total</b> number of units, the number that were <b>Occupied</b>, and the number that were <b>Occupied by Low/Mod</b> households at the start of the activity (before CDBG funds were obligated to the activity). <b>Percent Low/Mod</b> is a protected field showing the percentage of units occupied by low/mod households.</p> <p><b>Units Expected at Completion</b> Enter the number of <b>Total</b>, <b>Occupied</b>, and <b>Occupied Low/Mod</b> units you expect will be available upon completion of the activity.</p>	*Multi-Unit Housing	Total	Occupied (tip)	Occupied Low/Mod (tip)	Percent Low/Mod	Units at Start	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %	Units Expected at Completion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %
*Multi-Unit Housing	Total	Occupied (tip)	Occupied Low/Mod (tip)	Percent Low/Mod												
Units at Start	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %												
Units Expected at Completion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %												
LMH* and SB*/URG, matrix code of 14A-D, 14F-G, or 16A	<div data-bbox="456 980 1029 1211" style="border: 1px solid black; padding: 5px;"> <p><b>Housing Rehabilitation</b> (Indicate if this activity is limited to one or more of the following)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Install Security Devices</li> <li><input type="checkbox"/> Install Smoke Detectors</li> <li><input type="checkbox"/> Operate a Tool Lending Library</li> <li><input type="checkbox"/> Perform Emergency Housing Repairs</li> <li><input type="checkbox"/> Provide Supplies and Equipment for Painting Houses</li> <li><input type="checkbox"/> Remove Graffiti</li> </ul> </div> <p>Fill in these fields <i>only</i> if the rehabilitation of all the housing units reported in the activity is limited to one or more of the items listed. Otherwise, skip over them. Example: If the rehab is limited to installing smoke detectors in an apartment building, check <b>Install Smoke Detectors</b>. If smoke detectors are installed <i>and</i> the building's roof is replaced, leave it blank.</p>															
SBA	<div data-bbox="456 1444 1222 1724" style="border: 1px solid black; padding: 5px;"> <p><b>*Slum/Blight Area</b></p> <p><b>% Deteriorated Buildings/Qualified Properties:</b> (tip) <input type="text"/> % <small>(ex: 99.99)</small></p> <p><b>*Slum/Blight Designation Year:</b> (tip) <input type="text"/> <small>(ex: YYYY)</small></p> <p><b>Public Improvement Type/Condition:</b> (tip) <input type="text"/></p> <p><b>Boundaries:</b> (tip) <input type="text"/></p> </div> <p><b>% Deteriorated Buildings/Qualified Properties</b> Enter the percentage of deteriorated buildings/properties in the area at the time it was designated a slum/blight area. You must provide input in either this field or the next one.</p>															

Objective	Fields Displayed																								
	<p><b>Public Improvement Type/Condition</b> If the activity qualifies for CDBG assistance on the basis that public improvements throughout the area are in a general state of deterioration, enter a description of each type of improvement in the area and its condition at the time the area was designated as slum/blight.</p> <p><b>Boundaries</b> Describe the boundaries of the slum/blight area. Do not use this field to document the Census tract/block group data required for an LMA activity. For an SBA activity, the boundaries of the area must be specified.</p> <p><b>Slum/Blight Designation Year</b> Enter the year the area was designated a slum/blight area.</p>																								
<p>LMJ* LMAFI, LMASA, LMCMC</p>	<table border="1" data-bbox="456 722 1403 932"> <thead> <tr> <th data-bbox="456 722 792 779">* Job Creation/Retention</th> <th colspan="2" data-bbox="792 722 1089 779">Total Job Count</th> <th colspan="2" data-bbox="1089 722 1317 779">Total Weekly Hours</th> <th data-bbox="1317 722 1403 779">Percent</th> </tr> <tr> <th data-bbox="456 779 792 848"></th> <th data-bbox="792 779 938 848">Full Time (tip)</th> <th data-bbox="938 779 1089 848">Full Time Low/Mod (tip)</th> <th data-bbox="1089 779 1235 848">Part Time (tip)</th> <th data-bbox="1235 779 1317 848">Part Time Low/Mod (tip)</th> <th data-bbox="1317 779 1403 848">Low/Mod Jobs</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 848 792 890"><b>Expect to Create</b></td> <td data-bbox="792 848 938 890"><input type="text"/></td> <td data-bbox="938 848 1089 890"><input type="text"/></td> <td data-bbox="1089 848 1235 890"><input type="text"/></td> <td data-bbox="1235 848 1317 890"><input type="text"/></td> <td data-bbox="1317 848 1403 890"><input type="text"/>%</td> </tr> <tr> <td data-bbox="456 890 792 932"><b>Expect to Retain</b></td> <td data-bbox="792 890 938 932"><input type="text"/></td> <td data-bbox="938 890 1089 932"><input type="text"/></td> <td data-bbox="1089 890 1235 932"><input type="text"/></td> <td data-bbox="1235 890 1317 932"><input type="text"/></td> <td data-bbox="1317 890 1403 932"><input type="text"/>%</td> </tr> </tbody> </table> <p><b>Expect to Create</b> Enter the <b>Full-Time</b> jobs, <b>Full-Time Low/Mod</b> jobs, weekly <b>Part-Time</b> job <i>hours</i> (not jobs), and <b>Part-Time Low/Mod</b> job <i>hours</i> that are expected to be created.</p> <p><b>Expect to Retain</b> Enter the <b>Full-Time</b> jobs, <b>Full-Time Low/Mod</b> jobs, weekly <b>Part-Time</b> job <i>hours</i> (not jobs), and <b>Part-Time Low/Mod</b> job <i>hours</i> that are expected to be retained.</p>	* Job Creation/Retention	Total Job Count		Total Weekly Hours		Percent		Full Time (tip)	Full Time Low/Mod (tip)	Part Time (tip)	Part Time Low/Mod (tip)	Low/Mod Jobs	<b>Expect to Create</b>	<input type="text"/> %	<b>Expect to Retain</b>	<input type="text"/> %								
* Job Creation/Retention	Total Job Count		Total Weekly Hours		Percent																				
	Full Time (tip)	Full Time Low/Mod (tip)	Part Time (tip)	Part Time Low/Mod (tip)	Low/Mod Jobs																				
<b>Expect to Create</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %																				
<b>Expect to Retain</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %																				

For all but LMA\* activities, this is the last setup screen. Clicking the [Save] button displays the Edit Activity screen, shown on page 4-16.

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

## CDBG SETUP DETAIL (PAGE 3)

A third setup screen is displayed for LMA\* activities only. Information regarding the low/mod income population in the service area is input on it.

**Activity**

**Add CDBG Setup Detail (Page 3)**

**03J - Water/Sewer Improvements**

- Success: CDBG Detail Saved

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Save | Save and Previous Page | Cancel

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**\* Indicates Required Field**

<b>Grantee/PJ Activity ID:</b> IDIS Activity ID: 12283	<b>Activity Name:</b> Test LMA  <b>Activity Owner:</b> ILLINOIS	<b>Program Year/Project ID:</b> 2012/2  <b>Project Title:</b> 2012 Community Revitalization Strategy Area program
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**National Objective:**  
LMA

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**\*Area Benefit Data**

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

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

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

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Save | Save and Previous Page | Cancel

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
National Objective	A read-only field showing the objective input for the activity on the first CDBG setup screen.
County Code	Enter the FIPS county code for the area being assisted (see <a href="https://www.census.gov/geo/reference/codes/cou.html">https://www.census.gov/geo/reference/codes/cou.html</a> ).
Census Tract	Identify the Census tract contained in the service area. The required format for Census tracts is "nnnn.nn" (e.g., input Census tract 7 as "0007.00").
Block Groups	If the service area includes the entire Census tract, leave these fields blank. Otherwise, check each block group covered by the service area.
[Add Another]	Click this button to add another COUNTY CODE/CENSUS TRACT.
[Delete]	Check the box in the Delete column of the row(s) you want to delete, then click the [Delete] button.
Total # Low/Mod	Enter the number of persons who are LMI in the service area.

Field	Description
Total Low/Mod Universe Population	Enter the total number of persons in the service area. This must be greater than or equal to TOTAL # LOW/MOD.
% Low/Mod	This read-only field shows the percentage of low/mod persons in the service area. It is equal to (TOTAL # LOW/MOD divided by TOTAL LOW/MOD UNIVERSE POPULATION) times 100.  This percentage must be at least 51% (for all but exception grantees) before the activity can be funded.

This is the last setup screen for LMA activities. Clicking the [Save] button displays the Edit Activity screen:

**Activity**

**Edit Activity**

• Success: CDBG Detail Saved

Save | Cancel

**\*Indicates Required Field**

**Activity Owner:**  
BRIDGEPORT, CT

**IDIS Activity ID:**  
2205

**\*Program Year:**  
2012

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

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

**Activity Status:**  
Open

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

**Grantee/PJ Activity ID:**

**Initial Funding Date:**

Program	*Activity Category (tip)	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check		
CDBG	Does this activity use Section 108 loan?*	No	Change answer	Yes	No	Edit CDBG	Edit CDBG Accomp.	Check CDBG
	03F - Parks, Recreational Facilities							
ESG	None	No	No					
HOME	None	No	No	Add HOME	Add HOME Accomp.			
HOPWA	None	No	No					
CDBG-R	None	No	No	Add CDBG-R	Add CDBG-R Accomp.			
HPRP	None	No	No					
TCAP	None	No	No	Add TCAP	Add TCAP Accomp.			
HESG	None	No	No			Grantees will enter Accomp data into e-SNAPS		
HOPWA-C	None	No	No					

Activity Funding

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