

# Chapter 9

## ACCOMPLISHMENT REPORTING

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

HUD urges you to report activity accomplishments as they are realized, but at least quarterly. You are required to report accomplishments for each program year the activity is open and at activity completion.

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

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

| <b>If the national objective is...</b> | <b>Turn to...</b> |
|--|-------------------|
| LMA*                                   | Chapter 10        |
| LMC*                                   | Chapter 11        |
| LMH*                                   | Chapter 12        |
| LMJ*                                   | Chapter 13        |
| SBA, SBS, URG                          | Chapter 14        |

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